



## Volunteer & Combination Officers Section of The International Association of Fire Chiefs

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**VCOS Board Teleconference  
Wednesday, January 10, 2018  
4 p.m. Eastern/3 p.m. Central/2 p.m. Mountain/1 p.m. Pacific  
1-866-809-4014  
Passcode: 4230611**

### MINUTES

Present: Chief Donna Black, Chief Jason Catrambone, Chief Norvin Collins, Chief Jim Cook, Chief Rich Cowger, Chief Charles Flynn, Chief Ed Rush, Chief Timothy Wall, Chief Fred Windisch, Chief James Seavey

Staff: Ms. Kelly Ameen, Ms. Jenny Bragiel Cozad

The call started at 4pm.

#### **Welcome and Agenda Overview - Chief Wall**

Chief Wall welcomed the board to the call.

The VCOS board reviewed the December minutes.

#### **Motion by Chief Flynn and seconded by Chief Cowger to approve the minutes from the December call. Motion carried.**

Chief Wall updated the board on the situation with the upcoming IAFC election. Chief Dan Eggleston is now running for president and Chief Gary Ludwig is running for first VP. There are currently approximately 5 people running for 2018 second VP. Most have asked for the VCOS to endorse them. Chief Richard Carrizzo has decided to stay running for 2019. We have told those seeking endorsement that we will wait until February to pick someone to endorse, after nobody else can declare they are running.

#### **10 Cancer Commandments and Cancer Committee Update - Chief Seavey**

Chief Seavey updated the board that the Cancer Committee accepted all recommendations from the IAFC and the VCOS. The 10 Cancer Commandments document submitted for review and approval should reflect all the recommendations.

#### **Motion by Chief Flynn and seconded by Chief Cowger to accept the 10 Cancer Commandments as submitted and send them to the IAFC Board of Directors for approval. Motion carried.**

There was discussion on the motion. Chief Wall inquired what logos would be included. Chief Seavey responded that they are working on developing a poster with the VCOS logo and NVFC logo. Chief Wall recommended asking the IAFC, if they would like their logo on the poster.

Chief Black stated that she thought it was too late to get the 10 Cancer Commandments added to the IAFC Board of Directors meeting agenda, but that she would speak about it during the roundtable. Ms. Ameen recommended sharing the 10 Cancer Commandments with the Safety, Health and Survival section.

**Action Item: Chief Black to inform the VCOS Board of Directors on the approval process for the 10 Cancer Commandments.**

### **Health and Wellness Training - Chief Flynn**

The board was updated on the results of a call between Chief Buckman, the EMS section, the SHS section and the VCOS Executive Committee. The original plan to have a health and wellness conference was changed to create a document/training that would address some of the issues in the fire service connected to health and safety. It was mentioned during the Health and Wellness Training call that there are resources that exist. The goal is to give an explanation on how to implement a change in your department. This focuses on bringing all the resources together, so an individual can return to their department and implement something.

Currently, the group is thinking to have 20-25 experts come together for 2-3 days to create this document/training. The expectation will be that the document/training is roughly 92% complete following the meeting. This could then be offered as a training at conferences and various other places.

A confirmation from the other groups that they will be partnering is still needed. The deadline to get approval to move forward with this idea is February 1.

The plan is to cost share evenly between all partners. The cost estimate is still a work in progress, most likely every group will be responsible for the attendees they send, and the cost of food will be shared in some way. Current thoughts for the title are along the lines of Practical Solutions to Health and Safety or Tactical Implementation to Health and Safety.

There have been a few offers to host the meeting with locations including: Nashville, Little Elm, Cincinnati, and the IAFC Headquarters.

Chief Flynn clarified that this meeting is separate from the work being done on the Yellow Ribbon Report, although the Yellow Ribbon report will tie into this effort.

Chief Seavey inquired if anybody had spoken to the Cancer Alliance about the meeting. Chief Wall explained that nobody had spoken to the Cancer Alliance, but outreach to them will be apart of the next steps.

Several chiefs expressed a concern about bandwidth, and emphasized the importance of finishing projects that have been started.

**Action Item: To continue doing due diligence on the Health and Wellness Training, and to create a cost estimate, as well as find a location.**

Chief Wall asked the board to send him any recommendations for a potential location.

**Action Item: Chief Wall to update the VCOS Board on progress and findings via email or a conference call at the end of January 2018.**

### **Yellow Ribbon Report - Chief Flynn**

Chief Flynn explained to the board the necessity of bringing the sub-committee of Chief John Buckman, Mr. Pat Kenny, Mr. Skip Straus and Ms. Elizabeth Fletcher-Anderson together to produce the final document produced from the Yellow Ribbon Report forum. Ms. Fletcher-Anderson will be providing space at the University of Houston. The plan is to have Chief Buckman and Mr. Kenny travel into Houston on April 13. The group would meet in the late afternoon on April 13, all day on April 14 and finish in the morning on April 15, if needed. Chief Buckman and Mr. Kenny would return home in the afternoon on April 15.

The estimated cost and request for funds is as follows:

Two round trip airline tickets @ \$ 1,400.00

Two rooms for two nights @ \$ 1,000.00

Per Diem of \$ 60.00 a day \$ 360.00

Incidentals travel parking (home airport) and cabs \$ 240.00

Approximate cost of \$ 2700.00 to \$ 3300.00 based on 10% margin of error

**Motion by Chief Windisch and seconded by Chief Rush to provide the financial means for Chief John Buckman and Mr. Pat Kenny to travel to Houston on April 13-15 including two nights of lodging at an area hotel. Motion carried.**

### **February Board Meeting - Chief Wall**

Chief Wall reminded the VCOS board to make sure they get a flight seat assignment. For this trip, most board members have found that they must pay extra to get an assigned seat. Chief Wall also reminded everyone to check with their credit card company to find out if there are any foreign transaction fees and what they are. He encouraged the VCOS board to notify their credit card company that they will be traveling to Canada.

### **Old Business**

VCOS Booth: Mr. Dan Seidberg sent the board some questions regarding the new booth. Chief Seavey requested everyone to respond to the email.

### **Roundtable**

Chief Windisch: Mr. Skip Gibson recently had surgery.

Chief Flynn: Ms. Kelly Ameen, please send a card to Mr. Skip Gibson to wish him a speedy recovery.

Chief Windisch: I will not be in town for the Yellow Ribbon Report meeting on April 13<sup>th</sup>, but will be available the 14<sup>th</sup> or 15<sup>th</sup> if any assistance is needed. I am taking my 1<sup>st</sup> 2-week vacation in my life.

Chief Flynn: Chief Seavey, we wish you luck on your surgery tomorrow.

Chief Seavey: I am no longer the chief of Cabin John. I am now the deputy chief. I am serving and supporting the new chief, who used to be my deputy. I expect her to get more involved moving forward.

Chief Cook: Weather finally broke in our region.

Chief Black: I have a board meeting tomorrow. Chief Jenkins did a great job hosting us in Arkansas. We were updated about the election at the meeting, we can talk more about this in February. We approved the overall budget, and we will speak to it more in February. One thing coming up is EFO is interested in a board seat again, we will speak more on this in February. The IAFC is moving to a new space in March, and it will be great for them. The next face to face IAFC board meeting is in March. We will be co-locating with the Women Fire Chiefs Council and IDELP. I will bring the Cancer Commandments up during the roundtable at the next meeting.

Chief Seavey: Thank you Chief Black. Where is the location of the new building?

Ms. Ameen: Chantilly, VA in the Westfields area.

Chief Collins: Sorry, I am late. For the February board meeting, I will have 2017 financials. There are some guidelines that we will talk about. The budget was approved, and I didn't see any changes. I will send out the approved budget. We will be discussing the budget more in February.

I will provide an update on Symposium in the West, now. The speakers are selected. IAFC staff are finalizing contracts. Currently registration is 2 behind last year's numbers. This year, we will be doing a partnership with NFFF, it will be a walk or a climb. Any questions for me?

Chief Flynn: Chief Collins, I will catch you up on what you missed following this call. For myself, I have a new commission, and I have a chairman. I am in the process of buying trucks. On the Future of VCOS Project, Chief Buckman will not be attending the February meeting in person. If you haven't sent your information to him, please send it in.

Ms. Ameen: Please copy Ms. Jenny Bragiel Cozad on any emails moving forward.

Ms. Bragiel Cozad: There is a new IAFC Policy that requires all expense reports to be submitted within 30 days. We will provide more information on this new policy in February.

Chief Flynn: Thank you everyone for being on the call today.

The meeting ended at 4:52 PM Eastern Time.

The next meeting will be February 9 & 10 in Halifax, Nova Scotia.