



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

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VCOS Board Teleconference Thursday, July 9, 2015

4 p.m. Eastern/3 p.m. Central/2 p.m. Mountain/1 p.m. Pacific

MINUTES

Present: Chief Donna Black, Chief Norvin Collins, Chief Shane Crutcher, Chief Dan Eggleston, Chief Charles Flynn, Chief Randy Larson, Chief Ed Rush, Chief Jim Seavey, Chief Timothy Wall, and Chief Fred Windisch

Absent: Chief Jason Catrambone

Staff: Ms. Kelly Ameen

The call started at 4:02pm ET.

Welcome and Agenda Overview - Chief Wall

Chief Wall welcomed new board member, Chief Donna Black.

Motion by Chief Windisch and seconded by Chief Flynn to approve the minutes from the June call. Motion carried.

Action and Discussion Items:

FRI 2015 – Chief Wall

- 20th anniversary close out: The next newsletter will focus on the end of the 20th anniversary. We could do a lapel pin or another handout of some kind. Chief Windisch stated that we already spent a lot of money on the coins and publication. Many board members felt we have done enough and we can just use the newsletter to close out the 20th anniversary.
- Board roles and responsibilities: Go to your division meeting/luncheon, attend the IAFC business meeting, come to the VCOS annual meeting, work the booth, and promote VCOS.
- Booth schedule – Chief Seavey sent an email about the booth schedule. He needs availability by the end of next week – July 18.
- Dress code for the Thursday VCOS meeting is Class A uniform, no hat (group photo taken); Friday is VCOS blue shirt; Saturday is business casual but some type of VCOS shirt if working the booth.
- Dinner Thursday for VCOS board members/significant others at 6:30pm at Pitty Pat's Porch Restaurant, 25 Andrew Young International Blvd.
 - We are inviting award/scholarship winners.
- Overall schedule:

- VCOS breakfast at 7am on Thurs, Fri, and Sat. Potential breakfast TBD with Dr. Onieal and USFA/NFA leadership.
- Wednesday: Welcome Reception 5-7pm. Dinner on own.
- Thursday: General Session 8-11am, IAFC Business Meeting 11am-12pm, Division Lunches 12-1:30pm, VCOS Annual Meeting 1:30-3pm
- Friday: Exhibits 10am-5pm, Street Party 5:30-7:30pm. Dinner on own.
- Saturday: Exhibits 8:30am-1pm; Presidential Luncheon 1-3pm

VCOS will be donating \$100 to the IAFC Foundation in honor of outgoing IAFC President, Chief Bryant.

Exhibiting Taskforce – Chiefs Seavey and Collins

The board was asked to read the “Exhibiting for the Future of VCOS” report. VCOS will meet with IAFC membership staff at FRI and also have a call with them prior to FRI. Chiefs Collins and Seavey are working on getting costs for different exhibit types. The quotes they have received so far have varied and that is why it is taking more time than anticipated. \$2,500 was already appropriated for the new exhibit. We will discuss the Exhibiting Report more at FRI. Chief Windisch stated that when we look at financials in October and we can move forward in November with some of this if there is funding available.

Volunteer POV Response Paper – Chief Eggleston

Chief Eggleston had the cover redesigned with a more catchy photo. He is working to convert it to an e-book but is having some technical issues. He may reach out to IAFC staff members and Chief Buckman who has experience with it. It will be released at FRI. **Action item: Chief Eggleston will reach out to SHS section and Chief Kevin Quinn of the NVFC for final approval. He will also send it to the IAFC board as well.** Chief Rush will reach out to book groups to help out with the e-book part since he has some contacts. **Action item: Chief Eggleston will send Chief Rush the final version.**

Motion by Chief Eggleston and seconded by Chief Flynn to print 1,000 copies of the POV paper. Motion carried with 1 dissenting vote from Chief Windisch.

Public Safety Diversity Convening at the White House – Chief Wall

Mr. Mark Light reached out to Chief Donna Black to attend the Public Safety Diversity Convening at the White House on July 15. She will be going and VCOS will assist with travel costs.

Chief Eggleston recommended mentioning that the IAFC is working on a diversity report. Someone from the HR committee will be attending as well and can talk to that. **Action item: Chief Eggleston will send Chief Black a copy of the latest version of the report.** The current version is being revised and the HR committee wants to make some changes.

The IAFC is covering the hotel and breakfast.

Action item: Chief Black will report back to the board on the next call.

PPACA Taskforce

Chief Noonan is retiring and has stepped down from the PPACA Taskforce. There is a VCOS member already on the taskforce, Stephen Koering from MN. The requirements for the position are: periodic conference calls, must be an IAFC member and we prefer a VCOS member. We should find a replacement within 30-60 days. Maybe put a request in the

Report from the Chair e-blast? Chief Wall may also reach out to some people that ran in the VCOS election that didn't win so we can keep them involved.

Symposium in the Sun – Symposium Committee (Windisch, Crutcher, Collins)

The Hilton is sold out. Pier House 60 has six rooms left. We are ahead of last year with registration. Speaker packets are being assembled. Mr. Mantooth is confirmed. Sponsorships are on target.

New Symposium cards will be passed out at Firehouse Expo. Tell people to register now before it is too late. Ms. Jennifer Cooke keeps a hotel waiting list. At 60 days out they will compare conference registrations versus hotel reservations. Those people that have hotel rooms that aren't registered for the conference will be contacted. We can't add any more rooms at Pier House 60 to the rooming block. Chief Rush had a room he booked in case he didn't win the election. Let him know if you have someone in mind that needs a room. Chief Black has a room booked already as well but may give it to someone locally.

Chiefs Crutcher and Flynn are working on the invite-only meeting with IAFC section and division leaders to discuss partnerships and joint outreach. The invite letters will be going out by the end of July.

Should we do local outreach to departments in the area while there? The board definitely thought that was a good idea. Chief Crutcher will work on this. The dates for those visits should be figured out soon before the hotel is sold out.

Symposium West – Chiefs Collins, Windisch, Wall

Symposium West will be in Reno, Nevada at the Peppermill Resort on May 13-14, 2016. The board meeting will be May 14-15 (half days). The Wildland conference is held at this same hotel which allows us to get a great rate and additional perks. We will try to use VCOS members as speakers to help keep costs down. The IAFC board and the EMS section were notified about this new symposium. An e-blast will be going out to all VCOS members as well.

The budget assumes about 150 paying attendees. A networking night is scheduled for Friday. \$5,000 is budgeted for sponsorships. It is a breakeven budget.

There was a motion on the last call about moving forward with Symposium West, but the date has changed to avoid Mother's Day weekend. The motion has been amended with the new dates as listed below.

Motion by Chief Collins and seconded by Chief Flynn to hold Symposium West on May 13-14, 2016 in Reno, Nevada at the Peppermill Resort and approve the executive committee to move forward with staff to get the contract signed. Motion carried.

Symposium Committee vs. VCOS Board Executive Committee responsibilities are as follows:

VCOS Executive Committee:

- Contracts

- Confirm name-dates-committee-budget-registration fees
- Marketing Plan and Announcement
- Chair/vice chair reports to VCOS BD on these items has action items or information

Symposium Committee and IAFC staff

- Establish theme name and brochure design
- Conference layout for day or days (when, where. breaks and time of presentation etc.)
- Establish expectations and roles of committee members
- Establish conference calls with committee and or IAFC staff
- Confirm solicited presenters/speakers and receive suggestions
- Recommend to VCOS EB registration fee and rotation of committee members
- Work with vendors/sponsors and set fee
- Symposium in the Sun and Symposium West will be agenda item on VCOS BD calls for action items or information from symposium committee

Leadership & Employee Collaboration (LEC) Project – Chief Larson

The project will have a meeting next week in Denver. About 25 people are attending. The project committee will stay an extra day to work on the final document from the meeting. They had a webinar on Friday to brief the attendees. Chief Windisch will send the board the documents for the meeting.

Communications Committee – Chiefs Crutcher, Larson, Catrambone

The next newsletter will be distributed after FRI and the theme will be wrapping up the VCOS 20th anniversary and implementing change. Chief Collins will be the board member featured in this edition.

The website and social media continue to be updated regularly. Awards and scholarships have been advertised.

Awards and Scholarships

- FRI Winners
 - Scholarships: Chief Kevin Cooney (CT) and Chief Christopher Maeder (NY)
 - Training Officer Award: Assistant Chief Brad Pinsky (NY). The committee is working with TargetSolutions to improve the award presentation at the VCOS Annual Meeting at FRI.
- Symposium awards and scholarships are now open through the end of August. So far there is 1 application for the Buckman award and 1 for the symposium scholarship.

iWomen Partnership – Chiefs Larson and Catrambone

There was a conference call in June. iWomen and VCOS will work together to promote each other's resources, tools, and various opportunities.

Information Only Items:

NVFC SAFER Update – Chief Flynn

He will have more information after the next project call.

Old Business – Chief Wall

- CPSE endorsement – A draft endorsement letter was written and sent to the Executive Committee for approval. It will be finalized by next week and given to Chief Christopoulos to pass along to the CPSE.
- Group selected to work with Mr. Tommy Hicks on Helix – Chiefs Rush and Flynn and maybe 1 other person
- Promotion of Near Miss at Symposium – Chief Rush
 - They are working on the t-shirt design for the shirt that will be given out at the Symposium in the Sun.

New Business

No new business reported.

Roundtable and Committee/Project Updates

Flynn: He is done with the New England show. He is working at the CT Fire Academy with cadets right now.

Collins: Can we review the board committee assignments to make sure there is a good balance? This will be done after FRI.

Catrambone was on a hazmat spill and couldn't make the call.

Rush: He attended the New York state chiefs show a few weeks ago. He spent time with Ms. Laura Bell at Near Miss and met Mr. Terry Monroe. He thanked everyone for support in his re-election.

Eggleston: We might want to think about who will replace committee members sooner rather than later for shadowing and going to meetings at FRI. Chief Donna Black is happy to help with the iWomen committee as she already has a relationship with them.

Seavey: He requested that we add Mr. Rich Miller and the pipeline program to the annual meeting agenda for FRI. The Fire Service Cancer Alliance meeting is Oct 21-23. VCOS pays for his attendance. The group is making good progress. The October meeting is in DC so he will have limited costs. Chief Seavey will be writing an article on Interschutz for the newsletter. Thanks to Chief Eggleston for reaching out to people over there. The time there was very productive. Chiefs Eggleston and Seavey will submit their expense reports this week.

Crutcher: Chief Black should talk to Chief Curl about getting VCOS shirts for meetings. Chief Crutcher asked who was funding her FRI attendance and she stated her department is paying for her attendance to FRI.

Windisch: Get any 2016 budget items to him ASAP because the budget needs to be adopted by September 30 and he will compile it in August.

Ameen: We are almost out of VCOS pens. She will work with Chiefs Seavey and Collins to get new pens. She is attending Firehouse Expo and will be working a VCOS booth there with help from Chief Wall and other IAFC staff members.

Black: She looks forward to working with everyone and serving on the VCOS board. VCOS is a great organization. Let her know about any other help needed for FRI.

Wall: He is attending Firehouse Expo and will be meeting with some people and helping with the booth. He has a meeting with Tim Sendelbach while there.

* Next call: Will be 1 week later than normal – Thursday, August 20 at 4pm ET.

The call ended at 5:04pm ET.