

APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.

P.O. BOX 440
NEWCOMB STATION
CHARLOTTESVILLE, VIRGINIA 22901

Board of Directors Meeting
28 June 1986

This meeting of the Board of Directors of the Appalachian Search & Rescue Conference, Inc. was called to order at 1011 hours at Shenandoah National Park's Headquarters, Luray, Virginia on 28 June 1986 by Chairman Albert M. Baker.

Present at this meeting were:

Directors: Albert Baker - Blue Ridge Mountain Rescue Group
 Brian Wheeler

 Greg Shea - Shenandoah Mountain Rescue Group

 Vince Serio - South West Va. Mountain Rescue Group

 Keith Conover - Allegheny Mountain Rescue Group
 (Non-Voting)

Non Voting: Carl Mueller SWVMRG, Training Officer ASRC
 Robert Koester BRMRG
 Jim Rooney ASRC, At Large Member
 Greg Stiles SNP, Ranger
 Peter McCabe Explorer Post 616, Post Advisor

CALL TO ORDER

READING AND APPROVAL OF MINUTES

The minutes from the 5 April 1986 ASRC Board meeting were accepted with corrections.

COMMITTEE REPORTS

Training Committee: (Carl Mueller, Training Officer ASRC)

The last Training Committee meeting was held 13 April 1986 in Round Hill, Virginia. Carl was not able to attend the meeting and did not receive a report from the meeting. Carl will attempt to hold another meeting in the near future to review and reorganize the Committee's actions.

Operations Committee: (Jim Rooney, Operations Officer ASRC)

Jim reports on the status of the following Committee projects: ASRC Business Card Master has been completed; A minimum inventory for ASRC Operational Kits (OPSKITS) is in progress; Standard ICS map symbols will be mailed to each group; A new Personal Data Questionnaire (PDQ) has been completed.

Several new drafts of ASRC forms were handed out for the PDQ, Incident Sign-In Record, and Basic Life Support Record.

A master copy of an ASRC map grid overlay was distributed.

Jim passed out information on the ICOM H16 radio.

Jim has contacted Tony Benand, Assistant Chief Ranger Blue Ridge Parkway, regarding ASRC use of their radio frequencies. The Park would like a letter from the Conference requesting permission, showing the need for this capability, and showing the ASRC's past involvement and agreements with the National Park Service. The park currently has two repeaters in use. Albert Baker will write the letter.

Also, George Washington University will be giving SMRG and Dogs East a computer account. This will provide SMRG a direct link to BRMRG and SWVMRG.

Finance Committee: Greg Shea, Reporting for Kevin Parkes, CFO ASRC)

An ASRC Finance Office address has been established in Washington, D.C. The Committee has developed an ASRC Financial Plan. Kevin will distribute this as soon as possible. The Committee has been actively identifying corporations to approach for grants and other funds.

GROUP REPORTS

Blue Ridge Mountain Rescue Group:

BRMRG is currently busy with their summer training schedule. Al Baker is organizing the next two sessions on ELT DF training and all groups are invited. BRMRG is also planning its fall fundraising events and waiting to here if their Rescue Squad Assistance Fund Grant came through. Dr. Kristoff of UVa's Emergency Room has become BRMRG's medical advisor. Albert distributed copies of the BRMRG/Pegasus

agreement for transport of overhead personnel. BRMRG is also making plans to purchase a military ambulance from DES.

Shenandoah Mountain Rescue Group:

George Swett is the acting SMRG Treasurer during Peggy Rosen's absence. Carl Solomon is acting SMRG Operations Officer during Al Rosen's absence. Greg reports that the Partners of the Americas rescue demonstrations went very well. SMRG is currently updating its Incident Commander and Alert Officer lists. The group is modifying its Callout and Alerting procedures aiming for quicker responses. An updated SMRG roster will be mailed out soon. There is a swiftwater skills session planned for 19 July on the Potomac River.

Allegheny Mountain Rescue Group:

AMRG has been actively training and planning the upcoming ASRC Training Session August 1-3 to be held in Pennsylvania. The group has established a permanent address: P.O. Box 2196 Pittsburgh, PA 15230-2196. St. Margaret's Hospital will be their regular meeting place. Keith is continuing work on the EMT-W program with the Center for Emergency Medicine of SW Pennsylvania (CEMSWP). Tentative plans are for a CEMSWP/ASRC sponsored EMT-W Course in April 1987 for Paramedics and MDs. The program will be nationally advertised. Dave Vent is AMRG's new Training Coordinator. AMRG currently has 27 members on its roster and is planning a certification test for 26 July.

South West Virginia Mountain Rescue Group:

SWVMRG has no training schedule for this summer since the majority of the group will be in other parts of Virginia. Members have been encouraged to train with the other ASRC groups. Financially, the group has raised \$100 collecting aluminum and will receive \$600 from a United Way Grant in 1987. This fall SWVMRG will also receive funds from Virginia Tech. They are planning to spend some of the money updating equipment and have just bought six pagers from the Western Albemarle Rescue Squad through BRMRG. An updated SWVMRG roster will be mailed out to the groups soon.

Explorer Post Presentation: Peter McCabe, Advisor Explorer Post 616

Peter distributes a memo to the Board and discusses the background, membership, leadership, and training of Explorer Post 616. Peter explains that both the ASRC and the Post would benefit if Post 616 was to become an Associate Group to the ASRC. The Board will review a proposal from Greg Shea and Gary Mechtel concerning ASRC Associate Groups and make a decision at the next Board meeting.

OLD BUSINESS

ASRC Business Cards: (Greg Shea)

Greg has had a batch of ASRC business cards printed and members may use one of them as a master to take to a local printer. Greg can also have blank cards printed from his printer upon request.

ASRC Calendar: (Brian Wheeler)

Brian reminds people that calendar items should be sent to him for addition to the calendar. Groups should begin planning their training for the rest of 1986 and beginning of 1987. Once enough information is on the calendar Brian will mail copies to the Board. It is suggested that a copy also be included in the ASRC Newsletter. Keith suggests that MRA, NASAR, and NCRC events also be on the calendar.

ASRC Group Dues: (Albert Baker)

Albert states that the policy agreed upon at the last Board meeting concerning group dues was not well received by the BRMRG membership: \$25.00 year per group and \$5.00 per group voting member. BRMRG members did not feel this cost was justified and they did not have enough information on how the money would be spent. A motion was made to rescind the policy from the last meeting concerning the \$5.00 per group voting member. This motion passed unanimously. ASRC group dues will remain \$25.00 per year and \$50.00 per year for probationary groups.

Cave Rescue Preplan: (Keith Conover)

Keith has asked A. Richard Fogle of Eastern Region NCRC to draft a plan and present it at the next Board meeting.

Norfolk, Virginia Group: (Albert Baker)

Albert passed on the ASRC Probationary Group criteria to Dave Carter decided at the last Board meeting. Dave Carter and Chris Metzler (BRMRG) will begin to coordinate training for personnel from Norfolk.

Keystone Group: (Keith Conover)

Keith has sent Keystone a letter and the information on ASRC/AMRG they requested. Keith will report what role they would like to play if any with the ASRC at the next meeting.

Explorer Post: (Greg Shea)

Greg discusses a plan for Explorer Post 616 to be an Associate Member of the ASRC. Unfortunately, Gary Mechtel was unable to attend this meeting and he had the written proposal concerning the Explorer Posts relationship with ASRC. Albert Baker makes a motion that:

"The ASRC should develop standards for Associate Group Membership for groups whose primary mission is Search & Rescue. Greg and Gary will develop these standards."

The motion passed unanimously and Greg and Gary will report at the next meeting.

Ham Radio Operations: (Brian Wheeler)

Brian reports the method by which the ASRC would call in ham radio operators for communications on an incident. This ideally involves contacting the Amateur Radio Emergency Services Emergency Coordinator (ARES EC) in the County where the incident is taking place. Unfortunately, there is not a complete listing of these people in Virginia. Bill Day, N4AOP, in Charlottesville reports that a document containing the names of all the ECs for the U.S. is coming out soon. Keith Conover states that AMRG is contacting local ham radio operators in its area.

Meeting with MRA Representatives: (Greg Shea)

Greg and Keith report that the ASRC's meeting with Paul Williams from the Mountain Rescue Association (MRA) went very well. Paul suggested the Conference send a representative to the annual MRA meeting. Paul also mentioned the possibility that the ASRC could become its own region within MRA.

August ASRC Training Session: (Keith Conover)

AMRG is still looking for a location for the August 1-3 ASRC Training Session. Keith will look into the possibility of using a PATC Cabin.

EMT-Wilderness: (Keith Conover)

Keith reports that he is in the process of putting something on paper for ASRC members to have concerning the EMT-W program. Tentative plans are to have an EMT-W program sponsored by the ASRC and the Center for Emergency Medicine of South West Pennsylvania for Paramedics and MDs in April of 1987. The program will be nationally advertised. A primary concern at this time are the medical/legal aspects of what exactly graduates will be able to do.

Communications Agreement with Va. DES: (Albert Baker)

Albert Baker has written a letter to Warren Eib of Virginia Department of Emergency Services requesting permission for the ASRC to be able to use a pair of DES VHF frequencies. We are still waiting for a reply at this time. It will enable the ASRC to have access to a network of repeaters in SE Virginia.

NEW BUSINESSASRC Operational Forms: (Jim Rooney)

Drafts and or revisions of the following forms were distributed by Jim in the Ops Committee handouts.

1. ASRC Personal Data Questionare (PDQ)

Jim's and Bob Koester's draft revisions of this document are discussed. It is agreed that a new form is needed because the old form does not have satisfactory medical history information. Since members of at least one ASRC group objected to the idea of mandatory physicals or physicians statements, it was felt this should be decided at a ASRC General Membership meeting. Keith Conover, Jim and Bob will prepare another draft revision of this document to present at the next meeting.

2. Individual Sign-In Record

Jim presents the form that Chris Metzler (BRMRG) designed for personnel on an Incident sign in and out on. Chris was asked by the Va. SAR Council to design this form. It is suggested that the lines be widened to make it easier to write the necessary information. Rooney will make corrections and send suggestions to Chris. Keith ask that the words "Va. SAR Council" be left off the form.

3. ASRC Basic Life Support Record

Jim's draft is discussed and many suggestions were made. Another draft designed by Bill Mackreth (BRMRG) was also presented. Jim will typeset another draft incorporating the suggestions to present at the next meeting.

4. ASRC Form Numbering Scheme

Jim presents a format by which ASRC forms could be numbered similar to ICS forms. The Board decided that it would be best for no numbering format to be used at this time.

ASRC Operational Standards: (Jim Rooney)

1. ASRC Grid Overlay Template

Jim presented an map overlay master for the ASRC. Suggestions were made and Jim will mail out the final overlays to the groups.

2. ASRC Map Symbols

Jim will make a report on this at the next meeting. Jim will determine what symbols are currently in use at this time.

3. Establishment of record of ASRC Operational SOP's

Any standard operating procedures for ASRC Operations old and new should be sent to Jim. He will put together a packet to present at the

next BOD meeting.

4. ASRC Roster Standards

The BOD discussed a request by Chris Metzler to have standardized ASRC rosters including a designation for each person regarding their status as an Alert Officer and Field Team Leader. The Board felt these designations were not necessary on an ASRC Roster but did decide that all ASRC Rosters should have the following minimum standards:

- Name
- Phone Numbers
- Address
- Membership Type
- Dates and who Qualified them
- Medical Training
- Incident Commander Designation

No specific format is necessary as long as the following information is included. Keith Conover makes the following motion:

"The ASRC Board of Directors shall direct all ASRC Groups to submit copies of their most current roster to the ASRC Secretary and all other ASRC Groups as soon as that roster is published."

The motion was passed unanimously.

Shenandoah National Park Communications Update: (Greg Stiles)

Greg Stiles, SNP discusses new park communications equipment. SNP has purchased synthesized King handheld radios. There are four of these radios in each district. Additional satellite repeaters have been added outside the park. All SNP vehicles are now equipped with GE Phoneix radios which can operate on 155.160 MHz. The King radio and the new synthesized Icom radio are compared and discussed.

ASRC Slide Show: (Greg Shea)

Kevin Parkes (SMRG), John Eisle (SMRG), and Greg are developing an ASRC slide show and public relation materials for ASRC presentations.

Information Packet for Prospective Members: (Brian Wheeler)

Brian discusses the need for a standardized letter and packet of materials for distribution on the Conference level for people who write ASRC requesting information. Brian will present a draft of this information at the next meeting.

At Large Membership of the ASRC

Discussion of at-large membership in the ASRC. New at-large members to the conference would have to go to an ASRC Training Officer to become certified. Jim Rooney, the most recent At-large member, will go to the SWVMRG Training Officer for Certification. Carl Meuller, SWVMRG Training Officer, states that he feel Jim is qualified to be an ASRC Basic Member. Jim lost his certified membership upon leaving SWVMRG and becoming an At-large member. Albert Baker makes a motion that:

"Jim Rooney shall be an At-Large Certified member of the ASRC."

The motion passed unanimously.

A motion is made as follows:

"The ASRC Ops Committee Chairman will be directed to make arrangements as necessary for alerting of ASRC At-large members."

The motion passed unanimously.

SWVMRG will elect a new ASRC Board delegate.

Alerting Procedures: (Greg Shea)

Greg discusses the situation that since the ASRC is moving into several states, it might be awkward for Responsible Agents in Maryland and Pennsylvania to call the VIRGINIA DES. Greg suggests the ASRC establish Alert #s in each state. The Board discussed this and decided that it was not a problem and the current alerting through Va. DES should continue.

NASAR Board Voting

The ASRC Board made its selections on the ballot for the NASAR Board.

ASRC Letterhead

Greg will be printing additional ASRC Letterhead.

BRMRG Vehicle Purchase: (Albert Baker)

Albert talks about BRMRG's plans to purchase a military ambulance from Va. DES for the price of \$10.00. To liscense the vehicle in BRMRG's name, BRMRG would have to be incorporated. Their is discussion as to whether this would affect BRMRGs ability to use the ASRCs pending tax exempt status. Greg Shea makes the following motion:

"The vehicle to be purchased by BRMRG will be registered and

titled to Appalachian Search & Rescue Conference, Inc., at this date the ASRC Board vests all operational and administrative decisions concerning the use and operation of the vehicle to the BRMRG Board of Directors. The ASRC will pay tax and title fees for the vehicle."

The motion passed unanimously.

AMRG Correspondence as Probationary Member ASRC: (Keith Conover)
Their is discussion as to whether the phrase "membership pending" is awkward and counter productive on ASRC Probationary Groups correspondence. A proposal is made as follows:

"The ASRC Board proposes that Article 3 3.2.b be changed to read 'The probationary group may not use the ASRC Name or logo on any correspondence or publication until approved by the ASRC Board of Directors.'"

This change in the bylaws will be discussed at the next General Membership Meeting.

General Membership Meeting

The Board decided to have the next General Membership Meeting in October 1986.

Va. SAR Council TAF's: (Keith Conover)

Keith would like to have new Task Assignment Forms produced without the phrase "Va. SAR Council" on them for use by AMRG. Jim Rooney will print these forms.

SAROP Training Manual Third Edition: (Keith Conover)

Keith distributes the draft of the SAROP Training Manual. Keith discusses the contents of three ASRC documents: Membership Manual, SAROP, and Ops Manual. The SAROP Training Manual will be incorporated into the Membership Manual. Keith and Brian Wheeler will coordinate with the ASRC Training Committee on the production of these documents.

National Fire Protection Agency Rescue Equip. Standards

Keith states that the NFPA will be coming out with standards for rescue equipment. EMS agencies will probably be expected to meet these standards. Keith suggests that agencies involved in Wilderness SAR should meet different standards than the typical EMS agency. Keith also suggests that the ASRC coordinate with MRA to think about these standards. He will present some ideas at the next meeting and those interested should contact AMRG with your input. An ad hoc committee is formed for Wilderness Rescue

Equipment. A motion is made as follows:

"AMRG is appointed to study NFPA standards on technical rescue. Keith will be chairman of the Wilderness Rescue Equipment ad hoc committee."

The motion passed unanimously.

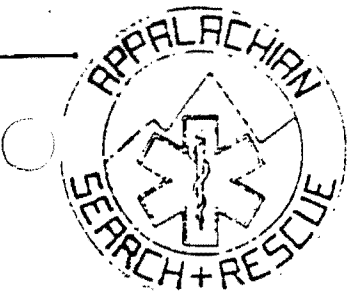
ADJOURNMENT

1749 hours

Respectfully Submitted,



Brian A. Wheeler
ASRC Secretary



APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.

P.O. BOX 440

NEWCOMB STATION

CHARLOTTESVILLE, VIRGINIA 22901

Blue Ridge Mountain Rescue Group

23 May 1986

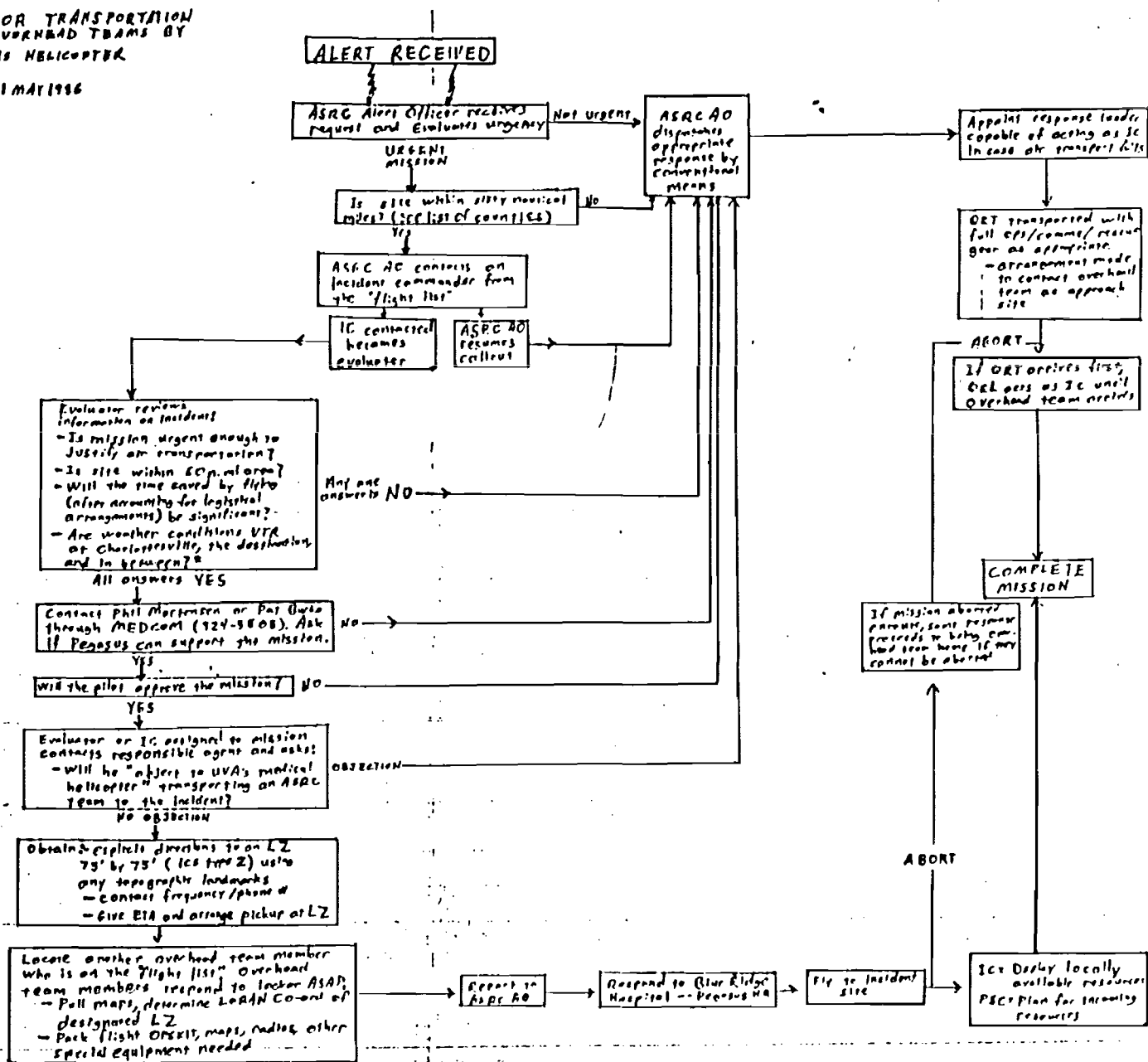
Criteria For Dispatching
Overhead Team By Air

- Mission is urgent enough, as judged by an IC on the "flight list", to justify use of an expensive air ambulance to transport a trained overhead team to the incident site. The IC should realize that this will render the helicopter unavailable for up to an hour.
- Pegasus is available
- A trained overhead team is available and within weight restrictions
- The time saved by using air transportation, even after taking into account time for logistical arrangements, will be significant.
- Weather conditions are VFR at Charlottesville, the incident site or destination, and at all points in between.
- Pegasus administrators and pilot agree to support the mission
- The responsible agent has no objection to the use of Pegasus and will provide transportation from the LZ to the incident site if necessary
- A parallel ground response will be launched
- Overhead team members will be as professional as possible, will be properly equipped and trained and experienced in skills relevant to the specific mission
- The incident site is in one of the following counties:

Albemarle	Fauquier	Page	
Amelia	Fluvanna	Powhatan	
Amherst	Goochland	Prince Edward	
Appomattox	Greene	Rappahannock	
Augusta	Hanover	Rockbridge	
Buckingham	Highland	Rockingham	
Campbell	Louisa	Shenandoah	All districts SNP
Caroline	Madison	Spotsylvania	
Culpeper	Nelson	Stafford	
Cumberland	Orange	Warren	

**PROTOCOL FOR TRANSPORTATION
OF BRAC OVERHEAD TEAMS BY
UVA'S PEGASUS HELICOPTER**

APPROVED: 21 MAR 1986



* VFR = Visual flight rules: Day = 1 mile visibility, ceilings \geq 600' AGL
Nights = 3 miles visibility, ceilings \geq 800' AGL