



APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.

P.O. BOX 440

NEWCOMB STATION

CHARLOTTESVILLE, VIRGINIA 22901

## General Membership Meeting 4 October 1986

This meeting of the General Membership of the Appalachian Search & Rescue Conference, Inc. was called to order at 1023am at Newcomb Hall at the University of Virginia in Charlottesville on 4 October 1986 by Chairman Albert Baker.

Present at this meeting were:

Directors:     Albert Baker - Blue Ridge Mountain Rescue Group  
                  Brian Wheeler  
  
                  Greg Shea     - Shenandoah Mountain Rescue Group  
                  Gary Mechtel  
  
                  Keith Conover - Allegheny Mountain Rescue Group

Certified Members:

Todd L'Herrou - BRMRG-Richmond  
Robert Koester - BRMRG  
Kevin Parkes - SMRG  
Chris Metzler - BRMRG  
Paul Torrence - SMRG  
Kevin Coyne - BRMRG  
John Birch - SMRG  
William Dixon - BRMRG  
Gene Harrison - SMRG

Non-Voting Members:

Marcia LeGrand - SWVMRG  
Patsy Humphris - BRMRG-Richmond  
Glenda Torrence - SMRG  
Bob Elron - SMRG

John Khil - AMRG

Written proxies were received from:

Henry St.Clair - SWVMRG  
 Harry Blumner - BRMRG  
 Vince Serio - SWVMRG  
 Ralph Wilfong - BRMRG-Richmond  
 Mark Pennington- BRMRG-Richmond  
 Cady Soukup - SMRG  
 Ted Dettmar - BRMRG

With the proxies, 21 of 35 votes were present at the meeting.

### CALL TO ORDER

### READING AND APPROVAL OF MINUTES

Robert Koester makes a motion that the minutes from the 2 August ASRC Board Meeting not be read. The motion passed unanimously. Corrections should be sent to Brian Wheeler.

### GROUP REPORTS

Blue Ridge Mountain Rescue Group: (Robert Koester, BRMRG Board)  
 Since the September Open House for the group over 100 observers have signed up to take part in this Falls training. Between 15 and 20 have been showing up regularly to the training sessions. BRMRG's new office space in Peabody Hall will become a frequent dispatch center during incidents. The group has established an account with the Southernnet Long Distance Company for charging mission calls. The service will also provide long distance capability from any touch tone phone for use at base or traveling to or from an incident.

Shenandoah Mountain Rescue Group: (Kevin Parkes, SMRG Vice Chairman)  
 SMRG has been involved in PSAR teaching many Potomac Appalachian Trail Club children the Hug-a-Tree program and giving a wilderness survival lecture. The group has five active trainees. SMRGs Basic members all passed the written Basic Test and the group has two additional members about to receive Basic Certification.

On 18 October, SMRG will be having an overnight training session covering semitechnical rescue in Shenandoah National Park. The group recently received Maryland State Highway maps from the Md. Highway Dept. The Group is making contacts with Rockville EMS in Montgomery County Maryland. SMRG is looking into purchasing a paging system.

Finally, the group has scheduled another training session with Partners of the Americas for 15 November. Contact Pat Hughes for information.

South West Virginia Mtn. Rescue Group:(Marcia LeGrand, Equip Officer)

The Group just had their open house at Virginia Tech. and is looking ahead to beginning their training schedule. Albert Baker is working with the group to recertify its Basic members. At the present time, SWVMRG's paging system is off-line.

Allegheny Mountain Rescue Group - Probationary Member ASRC:

(Keith Conover - AMRG Training Officer)

Allegheny General Hospital has an additional Med Evac helicopter in Johnstown PA. AMRG will be doing survival training for flight personnel with the hospital. With AMRGs many MDs, the group has become an Advanced Life Support agency in PA. The Hospital has donated a Land Navigation slide show. AMRG is also obtaining PA topo maps. The group is busy training working toward certification of its first Basic Members. AMRG will be attending the first meeting of the Pennsylvania Search & Rescue Council on 18 October at the State Fire Academy.

COMMITTEE REPORTS

Operations

No Report

Training

No Report

Finance: (Kevin Parkes)

Kevin has submitted his resignation as Chief Financial Officer to Greg Shea. Tim Ross (SWVMRG) expressed interest in the position and Kevin has sent him a status report.

Communications: (Gene Harrison, Chairman)

A proposal for a nation wide SAR repeater pair was presented at the NASAR meeting in Reno last month. This plan is still in the works. The Committee has recommended both the ICOM and King VHF Handheld radios for purchase by groups and members. The recent ICOM order should arrive soon. With the use of these synthesized radios, the committee has several new hardware techniques to demonstrate after the meeting. The East Coast Dog Confederation has requested a block of numbers from the ASRC "Rescue Radio Index." The Committee would like to see the vacancies in the Communications Officer positions in BRMRG and SWVMRG filled soon. The renewal papers for the ASRC radio license have been sent to the FCC. Bob Elron distributed drafts for a new ASRC Radio Log and Equipment Log for Gene and

Jim Rooney to consider.

Ad Hoc Wilderness Rescue Committee  
No Report

## OLD BUSINESS

### Department of Emergency Services Memo: (Albert Baker)

A copy of the memo was distributed to the General Membership and Albert requested other members input. There was a discussion of the fact that AMRG might not be covered under the memo being located in PA. They will be covered for liability if the Va.DES request them on an incident or approves the ASRC calling AMRG into an incident. Al will make corrections in the document and send it to Ralph Wilfong (BRMRG & Va.DES)

### Associate Groups to the ASRC: (Greg Shea and Gary Mechtel)

Greg and Gary distributed a proposal prior to this meeting regarding amendments to the ASRC Articles of Incorporation and Bylaws concerning ASRC membership categories and Associate groups.

The General Membership had a discussion of their proposal.

After a discussion of membership categories and their proposed Amendment #1, Robert Koester made the following motion:

"The ASRC accept Amendment #1 as presented by Greg and Gary in writing prior to the ASRC General Membership Meeting."

Keith Conover seconded the motion which passed 20 votes for 1 against. Next, Greg Shea made the following motion:

"The ASRC accept Amendment #2 as presented by Greg and Gary in writing prior to the ASRC General Membership Meeting."

Keith Conover seconded the motion which passed unanimously.

Amendment #1 revised Article IV--Membership removing section "D. Auxillary Members, and"

Amendment #2 revised Article V--Board of Directors, Section A to read as follows:

"A. Directors must be Certified or Associate members, and shall be elected by the Certified and Associate Membership in accordance with the procedures specified in the bylaws."

The General Membership then discussed guidelines for Associate groups

to the ASRC.

**Break for Lunch**

The General Membership discussed and revised Greg and Gary's proposal for Certified and Associate Group standards. (SEE ATTACHED REVISIONS)

Gary Mechtel made the following motion:

"At this meeting, the General membership will make changes to the ASRC Bylaws to allow Associate Groups to join the ASRC."

Todd L'Herrou seconded the motion which passed 16 votes for, 1 against and 4 abstentions.

At this point, the membership decided to change the terminology of "Associate Group" to "Affiliate Group" to prevent confusion with the term Associate member.

Keith Conover made the following motion:

"For the interim, Standards for "Associate Field Qualified" and "Associate Base Qualified" will be the current ASRC "Trainee Member" standards."

The motion passed unanimously. There will be no standards for ASRC "Trainee" membership at this time.

Keith Conover made the following motion:

"Each Affiliate group of the ASRC shall have one representative on the ASRC Board of Directors."

Gene Harrison seconded and the motion passed unanimously.

Gene Harrison made the following motion:

"The ASRC Board representative from an Affiliate Group shall be non-voting on the ASRC Board."

Keith Conover seconded the motion which passed 16 votes for, 5 against.

Todd L'Herrou made the following motion:

"A member should be tasked with rewriting the ASRC Bylaws to reflect the agreed upon changes concerning Certified, Probationary, and Affiliate groups. These changes will then be mailed to each certified member for approval. Kevin

Parkes will be that person."

Gene Harrison seconded the motion which passed 19 votes for, 2 abstentions.

Pennsylvania Search & Rescue Council: (Keith Conover)

On 18 October the Council will have its first meeting. Gary Mechtel will be making a presentation on SAR in Virginia and the Va. SAR Council. The meeting will be in Lewistown, PA at the State Fire Academy.

EMT-Wilderness Workshop: (Keith Conover)

Keith distributed a packet of information about the course. It will be held in April 1987 and consist of two 7 day sessions providing 60 to 80 hours of training for EMTs and Paramedics.

Cave Rescue Preplan: (Keith Conover)

Keith distributed Arf Fogle's draft policy for the ASRC and Cave Rescue Incidents. The proposal will be discussed at the next Board meeting.

NEW BUSINESS

ASRC Medical Treatment policy: (Greg Shea)

The membership discussed ASRC MD's involvement with patients and other EMS agencies on an Incident.

ASRC Medical Director: (Keith Conover)

Keith Conover made the following motion:

"That the ASRC Board of Directors appoint an ASRC Physician as ASRC Medical Director. Duties of the ASRC Medical Director shall be:

1. Coordinate the efforts of ASRC Medical Advisors and Group Medical Directors and Advisors.
2. Other duties as assigned by the ASRC Board."

Brian Wheeler seconded the motion which passed with 20 votes for and 1 against.

ASRC Training Sessions

BRMRG will host the November 1 training session. SWVMRG will host the December training session. The membership also discussed the frequency of ASRC training sessions. At this time no change was decided upon.

Richmond Search & Rescue: (Todd L'Herrou)

Todd reads a letter to the ASRC Board and General Membership requesting Richmond Search & Rescue (RSAR) to become a Probationary

Group to the ASRC. Todd also presented a roster of the members and the group's alert procedures.

Keith Conover made the following motion:

"The Richmond Search & Rescue group will be a Probationary Group in the Appalachian Search & Rescue Conference, Inc."

Todd L'Herrou seconded the motion which passed 20 votes for and 1 against.

Todd L'Herrou, Patsy Humphris, Mark Pennington, and Ralph Wilfong are all now At-Large Members of the Conference.

The Board of Directors then voted Ted Dettmar (BRMRG) as Training Officer assigned to certify RSAR members.

ASRC Bylaws Change: (Keith Conover)

Keith made the following motion:

"Article 3, Section 3.2, Paragraph B, should be deleted from the Bylaws of the Appalachian Search & Rescue Conference, Inc."

Todd L'Herrou seconded the motion which passed 20 votes for 1 against.

1986 NASAR Conference and the MRA: (Gary Mechtel)

Greg Shea, Jim Rooney, Gene Harrison, and Gary Mechtel met with MRA representatives at the 1986 NASAR Conference in Reno. The meeting with the MRA Vice President and others covered these topics:

- Each ASRC Certified group will be an individual member of the MRA Eastern Region. Previously, only the ASRC as a Conference was a member of the MRA.
- The MRA would like the ASRC to host the November 1987 MRA board meeting somewhere in the Washington D.C. area.
- The ASRC will be recertified as an MRA group in the Fall of 1986 or Spring of 1987.

ASRC Dispatching: (Chris Metzler)

Chris Metzler ask people to remind their members that when responding to an Incident their people need to coordinate their response through the Conference Dispatch and not the Incident Base.

ASRC Administrative Costs: (Brian Wheeler)

Brian discussed the fact that to produce and distribute the ASRC Minutes and related information cost money for postage and copying.

Keith Conover made the following motion:

"The copying and mailing of the ASRC minutes to the Directors should be considered a normal administrative cost."

John Birch seconded the motion which passed 20 votes for and 1 against.

Brian will submit receipts at the next Board meeting.

ASRC Brochure: (Keith Conover)

Jack Grandy (AMRG) will send a draft of the revised ASRC Brochure within the next 30 days to the Board.

Incident Debriefings: (Todd L'Herrou)

Todd noted the fact that with the increased number of missions over the past few months there has been a lack of debriefings and critiques. It was mentioned that due to geographical locations of the members, the ASRC days at the beginning of each month would be a good time to discuss recent missions.

Adjournment

1730 Hours

Respectfully Submitted,



Brian A. Wheeler  
Secretary, ASRC





APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.

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

4 October 1986

ASRC Membership Meeting Agenda

- I. Call to order and establishment of quorum
- II. Review of minutes (copies of minutes of past BOD and membership meetings are available from the secretary for the cost of printing)
- III. Group Reports (no more than 5 min each, please)
  - A. SWMRC
  - B. SMRC
  - C. SWMRC
  - D. AMRC
- IV. Committee Reports
  - A. Operations
  - B. Training
  - C. Finance
  - D. Communications
  - E. Ad Hoc--Technical Rescue Standards
- V. Old Business
  - A. Membership/Associate groups policy
  - B. Memo of Understanding with DES
  - C. Pennsylvania DER/SAR Council
  - D. Emergency Medicine Workshop
  - E. Other Old Business
- VI. New Business
  - A. Medical policy--our MD's vs local EMT's: an end to "ends at roadhead"?
  - B. Conference Training Sessions--Is monthly too much?  
--Who will host the next one?
  - C. Richmond SAR: a new group
  - D. Newsletter/dues policy
  - E. The ASRC as a region of the MRA
  - F. Other New Business



APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.

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

Proposed Changes in DES  
Memo of Understanding

- 1) Change "or" to "nor" in the last sentence of paragraph 3a
- 2) There may be a problem with poorly trained (or more probably, unenthusiastic) SCO's. In paragraph 3b(3), "assignment" is a poor word choice. It implies that the SCO retains operational control, which he should not. Some allowance needs to be made for operational control by members of volunteer groups who are, after all, the "experts" in the field.
- 3) Some allowance should be made for input into the decision making process described in paragraph 3b(4) from outside the agency. For example, incident commanders from incidents in progress and those developing should be consulted before reallocating resources. While common sense makes it obvious that this should be done, we feel that it is important that this input be sought in all such instances in the future, regardless of who is coordinating them for DES.
- 4) Add to the end of the sentence in paragraph 4: "by either party."

**MEMORANDUM OF UNDERSTANDING**

between

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF EMERGENCY SERVICES**

and

**VOLUNTEER SEARCH AND RESCUE GROUPS OPERATING WITHIN VIRGINIA**

**1. PURPOSE**

To define the relationship between the Commonwealth of Virginia, Department of Emergency Services, and the volunteer search and rescue (SAR) groups who operate within Virginia and who provide services to various Federal, State and local government agencies and to the citizens of the Commonwealth.

**2. BASIC GUIDELINES**

Several Federal agencies have SAR responsibilities in certain situations. In Virginia, the State Coordinator of Emergency Services, by direction of the Governor, is the designated SAR Coordinator. Each locality is responsible for the designation of a local SAR Coordinator. Volunteer groups provide services to and come under the operational control of the appropriate responsible agent.

**3. TERMS OF UNDERSTANDING**

- a. A volunteer SAR group may provide services to any agency, group or individual to whom it wishes to respond. The State assumes no responsibility nor exercises any control in situations where a response is not at the State's request or with the State's authorization.
- b. If a volunteer group wishes to be considered a "state resource" and operate under the auspices of the State when responding to a SAR incident, the following terms and conditions will be recognized.
  - (1) If a volunteer group is requested to respond to an incident by anyone other than the Department of Emergency Services (DES), the group will call DES and request an authorization to respond. DES will then issue a State mission number, if the request is appropriate and with the concurrence of the responsible agent, which authorizes the group to respond as an agent of the State.
  - (2) If a volunteer group is requested to respond to a SAR incident by DES, DES will issue a mission number to the group which authorizes the group to respond as an agent of the State.

(3) DES will notify the Virginia State Police in all cases where volunteer state resources are utilized. VSP will dispatch an officer to the scene who will be designated the "State Coordinating Officer" (SCO). All state resources responding to the incident will report directly to the SCO for assignment.

(4) DES reserves the right to allocate state resources to a particular incident based on availability, appropriateness and the resource needs of other incidents that may be in progress or that may develop.

c. This Memorandum does not preclude a volunteer SAR group from participating in SAR activities in which DES is not a participant and, conversely, does not require DES to include volunteer SAR groups in its SAR activities.

4. This Memorandum shall remain in effect until superseded or rescinded.

DATE

TO: ASRC certified members and other interested parties.  
FROM: G. Mechtel & G. Shea  
DATE: 9/1/86  
PURPOSE: Internal ASRC changes to streamline ASRC membership categories and allow Associate Groups to join the ASRC.

This handout contains specific admendments to the ASRC's Articles of Incorporation and a general description of the proposed admendments to the ASRC Bylaws. The specfic Bylaw admendments and motions will be presented later, but the contents of the proposed changes are outlined in the second and third figures presented herein. The changes will be brought before the ASRC's general membership on October Fourth, and action will be taken at that time.

Thanks,

A handwritten signature in cursive script that reads "Gary Mechtel". The signature is written in dark ink and is positioned to the right of the typed name below it.

Gary Mechtel

Admndments to the ASRC Articles of Incorporation.

9/1/86

Admendment # 1:

Rewrite: Article IV--Membership.

Change: C. Associate Members,  
D. Auxiliary Members, and  
E. Sustaining Members.

To: C. Associate Members, and  
D. Sustaining Members.

Purpose: This admendment removes the catagory of auxiliary member. This membership type is not only unnecessary, but is not even being used. Therefore, let's purge it.

Admendment # 2:

Rewrite: Article V--Board of Directors, Section A.

Change: A. Directors must be Certified members, and shall be elected by the Certified membership in accordance with the procedures specified in the Bylaws.

To: A. Directors must be Certified or Associate members, and shall be elected by the Certified and Associate Membership in accordance with the procedures specified in the Bylaws.

Purpose: 1) This admendment allows for a greater pool of individuals to fill the post of "member of the board of directors". The onus is still on the groups to make sure they choose reasonable directors.

2) More importantly, this admendment allows Associate Groups to have a member on the Board of Directors.

CERTIFIED GROUP

- 1) 2 voting BOD members
- 2) Membership:
  - a) 6 certified members
  - b) 4 associate
  - c) 6 trainees
- 3) 36 month reviews
- 4) BOD Approved Training Officer.

- 1) Meet membership requirements
- 2) 6 month probationary period
- 3) 1 non-voting member of BOD.
- 4) 1 voting member of BOD.
- 5) BOD approval (2/3 vote).

*AFFILIATE*

~~ASSOCIATE GROUP~~

- 1) 1 voting BOD member
- 2) Membership:
  - a) 10 associate
  - b) 6 trainees
- 3) 36 month reviews
- 4) Any certified members are considered ASRC members-at-large.
- 5) BOD approved Training Officer.

- 1) Minimum of 18 month probationary period.
- 2) ~~BOD approval~~ <sup>general membership</sup> (2/3 vote)
- 3) Approval of sponsoring gp.
- 4) Attend 9 conference events in the 18 month period w/ at least ~~50%~~ <sup>50%</sup> of membership.
- 5) Meet membership requirements.

- 1) Minimum of 18 month probationary period.
- 2) BOD approval (2/3 vote)
- 3) Approval of sponsoring gp.
- 4) Attend 9 conference events in the 18 month period w/ at least 50% of membership.
- 5) Meet membership requirements.

PROBATIONARY CERTIFIED GROUP

- 1) Membership:
  - a) 2 certified or equivalent
  - b) 4 associate or equivalent
  - c) 4 others.
- 2) Tax exemptable
- 3) Submit rooster and callout procedure.
- 4) Agree to ASRC Articles of Incorp., bylaws, operational procedures, etc.
- 5) Be sponsored by Certified Gp.
- 6) Must pass individual Med. Exam
- 7) Dues: \$70 for 1st yr., \$ 45/yr afterwards.
- 8) 2 non-voting BOD members.
- 9) No training officer

PROBATIONARY ASSOCIATE GROUP

- 1) Membership: <sup>6 base or field qualified</sup>
  - a) 6 associate ~~or equivalent~~
  - b) 4 others.
- 2) Tax exemptable
- 3) Submit rooster and callout procedure.
- 4) Agree to ASRC Articles of Incorp., bylaws, operational procedures, etc.
- 5) Be sponsored by Certified Gp.
- 6) Must pass individual Med. Exam
- 7) Dues: \$70 for 1st yr., \$ 45/yr afterwards.
- 8) 1 non-voting BOD member.
- 9) No training officer.

Membership categories:

- 1) Certified = Basic & above.
- 2) Associate = Field Qualified, Base Qualified, or other (non-trainee) who is used in non-mission work. (eg. radio repairman)
- 3) Trainee = Anyone attempting to become Field Qualified or Base Qualified; ie, anyone who is a liability on a SAR effort. Therefore, trainees should not be allowed on missions.
- 4) Sustaining = Anyone offering material or financial support.

Therefore, the normal means of joining and working up to be a certified member is:



category	group vote	ASRC vote	ASRC patch	MRA patch
certified	YES	YES	YES	YES
associate	TBA	NO	YES	NO
trainee	TBA	NO	NO	NO

TBA = It is up to the individual group to determine whether it feels associates or trainees should be allowed to vote in group affairs. Obviously, for associate groups, associate members will be allowed to vote.