



APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

P.O. BOX 440
NEWCOMB STATION
CHARLOTTESVILLE, VIRGINIA 22904

Board of Directors Meeting
10 May 1987

This meeting of the Board of Directors of the Appalachian Search & Rescue Conference, Inc. was called to order at 9:23 AM. in Squires Hall at Virginia Tech in Blacksburg, Va. by Chairman Greg Shea.

Present at the meeting were:

Directors:

Brian Wheeler - Blue Ridge Mountain Rescue Group
Kevin Coyne

Greg Shea - Shenandoah Mountain Rescue Group
Gary Mechtel

Marcia LeGrand - South West Virginia Mountain Rescue Group
Kevin Kit

Todd L'Herrou - Richmond Search and Rescue
(Non-voting as probationary group)

Other members:

Kip Hamilton - Chairman, SMRG
Patsy Humphris - Chairman, RSAR
William Dixon - Chairman, BRMRG
Chris Ingle - BRMRG, ASRC Training Committee Chairman
Robert Koester - BRMRG, ASRC Medical Committee Chairman
Kristi Fitzwater - Chairman, SWVMRG
Jim Rooney - ASRC Operations Committee Chairman
Vince Serio - SWVMRG

READING AND APPROVAL OF MINUTES

Brian Wheeler made a motion that the minutes from the 5 April 1987 Board meeting not be read. The motion passed unanimously and the minutes were approved with corrections.

GROUP REPORTS

Blue Ridge Mountain Rescue Group

BRMRG has mailed out their summer training schedule. The group expects to

maintain a large number of members in Charlottesville over the summer. The past Board of Directors of the group recently met with UVA. President O'Neil. Topics of discussion included vehicle insurance, additional sources of funding from The University, and academic leniency for members responding to searches. The University and BRMRG will continue to pursue these items. The group recently placed four ICOM H-16 radios on-line received through the Rescue Squad Assistance Fund grant. Another RSAF grant currently under consideration is a request for twelve Metrocall digital pagers.

Shenandoah Mountain Rescue Group

SMRG recently submitted an application to the United Way. The group has completed its summer training schedule. Kevin Parkes and Bob Elron recently assisted AMRG in teaching semi-tech and wilderness medicine to McConnel Mills State Park personnel in Pennsylvania. The session was very successful attracting 40-45 people for the two day session. Two recent weekends SMRG has held wilderness first-aid sessions for Sierra Club hiking leaders. SMRG plans to contact Maryland EMS leaders concerning the ASRC and SAR operations in the state.

South West Virginia Mountain Rescue Group

SWVMRG has been busy preparing for this weekends Vertical Rescue training. The group has formulated a unique fundraising plan and hopes to get started on the project very soon. Finally, the leaking locker roof has been repaired.

Richmond Search and Rescue

The group has 3-4 new members and is expecting several more in the near future. RSAR expects an additional pager in the next 1-2 months. A tax-exempt application has been sent to the IRS. The group has completed its Constitution and Bylaws. RSAR expects at least twenty-six ASRC members to be in Richmond area this summer. Many will be members of other groups living in Richmond for the summer.

Allegheny Mountain Rescue Group

Keith Conover reported increased enthusiasm in the group especially after many members attended the last training session. Keith plans to make a complete report at the General Membership Meeting.

COMMITTEE REPORTS

Operations Committee: (Jim Rooney, ASRC Operations Officer)

This past week, Jim asked Brian Wheeler to complete the ASRC application draft. Brian will present this draft later in the meeting. Jim suggested that the Board discuss the ASRC Personal Data Questionnaire and how members physicals will be incorporated as required in the revised Bylaws. This item was added to the agenda. Jim reported that several SOPs had been added to the ASRC Operations Manual. The Committee has also acquired highway maps for Pennsylvania and Maryland.

Finance Committee: (Greg Shea, Gary Mechtel, ASRC Treasurer)

Greg reminded the Board that he still needs finance records from AMRG and SWVMRG and letters or documents stating each group's current tax-exempt

status. These letters will assist in the ASRC's application process. Gary requested a complete financial report from BRMRG following the outline passed out at the beginning of the year. Greg was notified that Ricardo Bennett (SWVMRG) had expressed interest in taking the ASRC Chief Financial Officer position. Tim Ross will no longer be able to continue as ASRC CFO. Since SWVMRG has several members with financial experience, the Board discussed the possibility of SWVMRG taking responsibility for the CFO position and finance committee duties. Kristi Fitzwater will report at the general membership meeting on this item.

Medical Committee: (Robert Koester, ASRC Medical Committee Chairman)

Bob reported that Keith's latest revision of the EMT-W program was approved by himself and members of the ASRC Board which Keith telephoned. This version is at the printers now and will be distributed at NASAR. Bob and Ralph Wilfong are attempting to pass the EMT-W program through the same procedures that the GSAR program followed on its way to acceptance by the Commonwealth of Virginia. There is a possibility the EMT-W curriculum could be offered through Va. DES in the future. Pending Virginia Department of Health approval, Bob has received permission from Dr. Christoph for ASRC Paramedics on SAR incidents to use all drugs that are currently used by National Park Service medics. Bob presented his draft of ASRC medical protocols. They are currently under revision and Keith has suggested that all ASRC medical advisors also review and approve the document. Any revisions should be sent to Bob within two weeks from this meeting. Printing on waterproof stock is estimated to cost \$2.30 a copy. Bob has found interest both among ASRC members and other SAR Council groups in purchasing this document. Bob will present another draft and a printing recommendation at the general membership meeting. Finally, Bob expressed concern that he was one of the only ASRC members outside of AMRG that was carefully reviewing the EMT-W Perspectives. While he approves of the current version, Bob feels other ASRC members and especially the Board need to look closely at and consider the ramifications of this program carefully.

Training Committee: (Chris Ingle, ASRC Training Committee Chairman)

Greg has revised the ASRC Training Standards to reflect the recent ASRC Bylaw revision. This draft was distributed and revisions should be sent to Chris by May 23. Chris will distribute the standards for approval by the general membership at the June Meeting. Keith Conover has expressed interest in becoming one of the editors of the ASRC Membership Manual. Keith feels his computer software will provide the best set-up for entering and revising the document. While several sections have been written, many other parts of the manual need work. Chris will consider Keith's proposal for the manual, evaluate what sections that need work, develop a timetable, and make a report at the general membership meeting. Keith also mailed a First Responder challenge test he plans to give several of his members along with a practical test to meet the requirements for ASRC Certified Member. Keith felt the Board should address the question of "equivalence" for certification. After discussion, the Board felt that they would prefer ASRC members receive actual certification instead of passing a challenge test. Greg will discuss this further with Keith and the item will be brought before the general membership in June.

Communications Committee:

No Report

Ad hoc Advertising Committee: (Kevin Kit, Chairman)

Kevin reported that he plans to seek feedback from ASRC groups concerning future ASRC advertising. Kevin also plans to look at the work Pat Hughes has already done for SMRG.

Virginia Search and Rescue Council: (Gary Mechtel, Chairman VaSARCo)

The Council is in the process of rewriting its preplan. Phil Audibert (Dogs East) has completed six 60-second PSAR public service announcements to be distributed by Va.DES to all Virginia radio stations.

Pennsylvania Search and Rescue Council: (Gary Mechtel for Kevin Parkes)

Kevin Parkes and Art Dodds Jr. are attending the Pennsylvania SAR Council get together this weekend.

Mountain Rescue Association: (Gary Mechtel)

Al Rosen (SMRG) recently talked with Paul Williams (Legal Counsel, MRA) who suggested that the November MRA Board meeting be held closer to Washington, D.C. than Al had previously planned. Concerning the ASRC MRA recertification, Williams suggested that the ASRC decide what we would like to be included in the test. Hunter Holloway (MRA) had previously said that we needed to take a practical test. The ASRC Board decided that Al Rosen should write a letter to the MRA and suggest the four ASRC groups seeking recertification work together on a practical test to cover a vertical lowering, land navigation, a map problem, and semi-technical rescue.

National Association for Search and Rescue:

Seven to eight ASRC members are planning to attend the NASAR Conference in Orlando. Jim Rooney will be presenting a paper on Earthquake rescue and Greg Shea and Kevin Parkes will be presenting a paper on computers in emergency management.

OLD BUSINESS

ASRC Application: (Brian Wheeler)

After Jim Rooney asked Brian to print a draft of the application this last week, Brian realized his copy of the draft had not been returned at the last Board meeting. Therefore, Brian could not prepare a draft for this meeting. Jim will continue with the project and present a draft at the general membership meeting.

ASRC Personal Data Questionnaire (PDQ): (Jim Rooney)

The Board recommended that the PDQ be divided into two parts. Part I will consist of the ASRC Application already drafted. Part II will consist of a medical physical to be completed by a physician. The physical has already been drafted by Bob Koester closely following that of the National Outdoor Leadership School (NOLS). Once completed, the Board suggested this form be

placed in a sealed envelope and given to that applicant's or member's Training Officer. The Training Officer will have all physicals reviewed by the ASRC Medical Director.* Rooney will present drafts of both these documents at the June meeting. *Afterwards, the physicals will be placed in sealed envelopes in the BRMRG locker for emergency reference as needed.

ASRC / BRMRG Vehicle: (Kevin Coyne and Brian Wheeler)

Since the last meeting, BRMRG had the Kaiser Ambulance towed from Richmond to Ruckersville, Va. for \$79.05. The Board discussed the Conference's and BRMRG's relationship with the truck. While insurance has still not been found, the group is waiting to hear if insurance can be provided by UVa. Kevin requested that the ASRC reimburse BRMRG for half the cost of the towing. Brian made the following motion:

"The ASRC shall reimburse BRMRG to the sum of \$40.00 for the cost of towing the Kaiser Ambulance."

Gary Mechtel seconded the motion which passed unanimously.

ASRC Bylaw Revision: (Greg Shea reporting for Kevin Parkes)

The ASRC Bylaw revision passed unanimously. Kevin will present an updated and complete copy of the ASRC Articles of Incorporation and Bylaws at the general membership meeting.

ASRC Newsletter: (Chris Ingle, Co-Editor ASRC Newsletter)

Chris presented a detailed plan covering the publishing cost of the ASRC newsletter as developed by the new staff of BRMRG members. The Board favored the plan to increase the subscription rate to \$10.00 and publish 375 copies (only 102 subscription) at a cost of approximately \$1,500 annually. This proposal would require \$485.00 from the ASRC each year to cover expenses not covered by subscription income. Since the Conference does not currently have funds for this project, it was suggested that the Newsletter staff pursue advertising to cover the additional cost. Chris Ingle will look into this suggestion and make a report at the general membership meeting.

Amateur Radio Emergency Services (ARES) Preplan: (Brian Wheeler)

Brian is still drafting the preplan between the Va. SAR Council and Va. ARES. This draft will be presented at the general membership meeting and mailed to SAR Council agencies in the beginning of June.

ASRC Group Equipment Standards: (Jim Rooney)

Jim will present the minimum equipment standards for certified ASRC groups at the general membership meeting in June.

ASRC Callout Rosters:

The Board was reminded to send updated rosters to the Secretary. Brian will send copies of all rosters to Mark Pennington at Va. DES.

ASRC / Pennsylvania Department of Environmental Resources Pre-plan:

Gary Mechtel distributed the ASRC/DER draft Pre-plan, version II reflecting DER's comments on Version I. The Board approved the document which Kevin Parkes will distribute at the upcoming PASARCo. meeting. Gary has mailed this revision to DER. The PASARCo. has also drafted a Council pre-

plan.

NEW BUSINESS

UHF radio license coordination expenses with FCC: (Brian Wheeler)

Brian reported that John Kihl is continuing to investigate the cost of a UHF addition to the ASRC radio licenses. Greg will contact John to determine if a report can be made on this item at the general membership meeting.

ASRC Calendar and Conference Training Events: (Brian Wheeler & Greg Shea)

The Board discussed the frequency and success of ASRC Conference wide training events, currently held the first Saturday of each month. The Board suggested that the schedule be changed to have Conference wide events quarterly, and "Regional" training every first Saturday. Board members will take this back to their Training Officers and members for discussion and bring feedback to the general membership meeting. A tentative regional training event for July 18 shall be AMRG and NCRC's cave rescue training.

June General Membership Weekend Agenda:

The general membership weekend will be held at the PATC cabin in Round Hill Virginia on the Appalachian Trail on June 5-7. The ASRC general membership meeting will begin at 10:00 AM on June 6. Other scheduled events include: capture the flag; SAR Olympics; photo contest; Conference awards.

Each group should bring supplies for a complete spaghetti dinner for the number of people they are bringing. The combined dinner will be Sat. night. Agenda items for the general membership meeting include: bylaw revision; communications; training standards, Associate groups.

Membership Termination Policy: (Greg Shea)

The Board discussed Greg's ideas on membership termination and agreed on the following policy. On a case by case basis, if the ASRC Board of Directors determines that a member has done something wrong (something that might damage ASRC interagency relationships, reputation, or operations etc.), the Board will place that member on "Probation." Notification will be by certified mail. A time period for probation shall be specified and the member will have time to appeal the Board's decision. In an appeal situation a Disciplinary Committee will be assigned. If during the probationary period, the member makes another mistake, that person will receive an additional certified letter informing them of the termination of their membership by the ASRC Board. The member will have 30 days to appeal this decision. Greg will draft this policy for presentation to the general membership in June.

ASRC Registered Agent: (Greg Shea)

Greg suggested that the ASRC change the Articles of Incorporation to make the ASRC Registered Agent a non-voting member of the ASRC Board. Brian will take care of this change by mail vote in the near future.

ASRC Brochure: (Brian Wheeler)

Brian expressed the need for a new ASRC brochure. Not only are current supplies running low, but revisions should be made to reflect both AMRG and

RSAR's addition to the ASRC. Chris Ingle and other BRMRG members will present a draft at the general membership meeting.

ASRC Incident Commanders:

Bob Koester suggested that ASRC IC's have the following minimum requirements:

- Served as OPS or PLANS Chief on at least two incidents
- Received MSF certification
- The person should be respected by the majority of the SAR Community
- Nomination for IC status should come from someone other than the IC candidate
- The Board should receive a positive evaluation from IC's the candidate has previously worked under

The Board accepted these requirements as those that will be used for future Incident Commander appointments.

Gary Mechtel reminded the Board that the OPS Chief will be "second in command" on SAR incidents. This is especially important during any absence of the IC. This note will be added to the ASRC Operations Manual.

Future ASRC Board Meeting Locations:

The Board discussed the difficulties incurred during the past year in moving the meeting around to the location of the ASRC Training session. Permanent locations for meetings at both Harpers Ferry and SNP Headquarters, Luray were considered. The August meeting will be held at Harpers Ferry as a trial location.

GSAR Colleges: (from Ralph Wilfong, RSAR)

Ralph will hold a GSAR instructor critique and clinic Thursday June 18.

ASRC Computer Committee: (Jim Rooney)

Jim suggested the ASRC form an Ad hoc Computer Committee. The increased use of computers among conference members and for ASRC business can best be utilized by a coordinated effort. Chris Metzler, Kevin Parkes, Keith Conover, and Jim have all expressed interest in this committee. Jim will serve as interim Chairman and make a report at the June meeting.

Discussion of the Conference's relationship with ASRC member groups:

Gary Mechtel and Kevin Coyne presented their ideas on the ASRC Boards relationship with the member groups. The Board policy goals and direction may be discussed further at the general membership meeting. (See Coyne's notes attached)

ADJOURNMENT

3:30 PM

Respectfully Submitted,



Brian A. Wheeler

Secretary, ASRC