

GENERAL MEMBERSHIP MEETING
1 AUGUST 1987

This meeting of the general membership of the Appalachian Search and Rescue Conference, Inc. was called to order at 10:16 AM at SNP HQ in Luray, Va on 1 August 1987 by Greg Shea, Chairman.

Present at the meeting were:

AMRG

Keith Conover
John Greenaway
John Zemecki

BRMRG:

William Dixon
Robert Koester
Steve Ritter

ESAR 616

Carl Solomon

SMRG

Robert Elron
Gary Mechtel
Kevin Parkes
Greg Shea

SWVMRG

Sarah Owen

R-SAR

Todd L'Herrou

Represented via proxy were:

AMRG: 4
BRMRG: 7
ESAR: 0
SMRG: 6
SWVMRG: 0
R-SAR: 3

To decide on the number of members needed to reach quorum, discussion took place regarding the status of several members of AMRG. A motion was made that Ed Hrivnak, Eric Hrivnak, Micheal Kuga, James Mandarino, and John Zemecki be granted Basic status *with* the provision that they display evidence of either EMT-A, 1st Responder, or Advanced First Aid/Vitals as well as CPR to the ASRC Board before 15 February 1988. Vote was taken by Basics present in person or by proxy and the motion passed with the decision that this was a one-time-only affair. In other words, from 1 August 1987 on, the official ASRC policy is that applicants for Basic membership must meet the medical qualifications with certification provided by an outside agency such as: American Red Cross, NREMT, state board of health(EMT,etc) or other equivalent agencies.

Minutes of the previous meeting were neither read nor approved

Special Orders

A motion was made regarding the ASRC Registered Agent. The motion read:

* The ASRC Registered Agent Shall be a non-voting member of the ASRC Board of Directors. The motion was seconded and passed 32 For, 1 Abstain

A motion was made regarding MdSG. The motion read:

* ESAR post 616 *aka* Maryland Search Group shall be admitted as a probationary Affiliate Group of the ASRC. Effective date of admission shall be 1 June 1987. The motion was seconded and passed 31 For, 2 Abstain

A motion was made regarding Alleghany Mountain Rescue Group. The motion read:

* AMRG shall be admitted as a full Certified Group of the ASRC
The motion was seconded and passed 28 For, 2 Against, 3 Abstain

Group Reports

AMRG:

AMRG now has 7 Certified members, with 11 more planning on taking the Basic test in September. AMRG hopes to have paging within 6 months. AMRG has now made cooperative agreements with 2 helicopter services for transport and med-evac. 2 Successful missions in the last few months.

BRMRG:

BRMRG has applied for a \$9,088 grant from the W. Alton Jones Foundation. Due to the grant-writing process, BRMRG now has background information on the conference and group available to other groups intending to write grants.

BRMRG has also received a loan from the UVa Alumni Assoc., and has a \$3,000 grant in progress from the Rescue Squad Assistance Fund.

BRMRG now uses a new paging system with digital pagers. The pagers cost \$200 ea. and are available to other groups. The coverage area includes much of Va, Wash. D.C., Baltimore, and Eastern MD. BRMRG recommends that other groups (esp. SMRG,SWVMRG) tie into that system.

BRMRG members are now required to carry latex gloves as part of the 10(11?) essentials. This is due in part to state EMS policy, and in part to direct fear of HTLV-III.

Lastly, BRMRG hopes to work out an agreement to use the new, fixed-wing Pegasus aircraft for response though-out Va.

ESAR 616 (Md Search Group):

Carl Solomon is the official delegate to the ASRC BOD. Currently the group has 27

members, of which 8 are adult advisors and 19 are Explorers. 11 of those were described as 'strong members'.

MdSG recognizes 3 levels of field qualifications:

Level 1: Minimal essential for safe participation

Level 2: ESAR

Level 3: Equivalent to ASRC Certified

MdSG has been and is active in fund-raising.

SMRG: no report transcribed

SWVMRG:

SWVMRG has received \$4,000 from two United Way agencies, and is also continuing to fund-raise through the independent prophylactic delivery service. They are also planning large-scale recruiting efforts for the fall.

R-SAR:

R-SAR has added another pager to its alert system. They are also involved in fund-raising through Ukrops' receipts. R-SAR has also applied for Tax-Exempt status from the IRS. This should make fund-raising and grant writing easier.

Committee Reports

Operations Committee:

Proposed minimum equipment standards were presented. After discussion and amendment, they were accepted. See Attached

A motion was made that all certified groups meet above standards within 18 months from 1 August 1987. The motion passed.

No report on status of operations manual.

Finance Committee:

Tax exempt status under review. Kristi Fitzwater of SWVMRG is currently working on this project. One problem is the possibility that the ASRC could be fined for failure to submit paperwork for the years since the tax-exempt status lapsed.

Communications:

No report

Training:

Chris Ingle was unable to distribute the draft version of the ASRC training guide due to a search. This guide will be mailed to group ASRC delegates and training officers for review. Amendments should be returned to Chris for the next BOD meeting.

Advertising:

No report

Treasury:

\$700 in treasury, \$165 in outstanding debts.

Medical:

PreHospital Care Records must now be filled out for all incidents. This includes incidents in which no find was made (for whatever reason). Guidelines for these forms are attached.

Discussion took place on what type of information was need when. The outcome was a official ASRC policy: When a find is made, ASRC mission staff shall cue the FTL of the finding team to gather proper medical information. The data gathered should be recorded in the FTL's notebook until s/he returns to base, at which time it will be transcribed onto the medical record sheet.

Field medical guidelines were presented. Comments should be returned from groups medical advisors or other interested (knowledgeable) persons within 30 days.

MIS Committee

See Attached 'Report of the computer committee'.

Liason Reports

VaSAR Council

The VaSARCo has now adopted an official logo. New members include the Virginia Sheriff's Association and the Virginia State Police. Current concerns include the International Disaster Response Team and a pilot WEMT program in Va. The VaSARCo simulation will take place on or about 21st-23rd of August.

PA SAR Council

The PA SAR Council has revised its policy regarding the ASRC, and will now allow individual groups to join. A motion to allow individual certified and affiliate groups to join the PA SAR Council was made and seconded. The motion passed with 10 abstentions. This gave rise to a new motion that the ASRC shall delegate a single representative to the PA SAR Council to represent those groups who decide not to be individually represented. The motion passed with one abstention. Currently Kevin Parkes will represent those ASRC groups.

Gary Mechtel made a motion that any probationary groups which wished to sit on a council must apply for permission from the ASRC BOD. Todd L'Herrou made a friendly amendment allowing those probationary groups which already sit on a council to continue to do so. The motion passed as amended.

MRA

Information should soon be sent out about the fall meeting.

Old Business

No action on ASRC Membership Manual

No action on ASRC Application

No action on PDQ

No action on Kaisar Ambulance

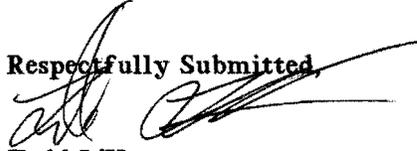
The WEMT program was presented by Dr. Conover. His first class should be starting up shortly. Also, the program is being looked at as a prototype for the Virginia WEMT program.

Kevin Parkes presented a final draft of the updated bylaws for typo's etc. These are to be returned by the next BOD meeting.

Due to the late start and an ongoing search, the decision was made to adjourn at 5 p.m. A special BOD meeting will be held on 15 August 1987 at SNP HQ in Luray, Va. The meeting will begin promptly at 0900 Hrs.

The remaining time was spent discussing ASRC policy concerning IC/non-IC first response to a mission. Keith Conover made a motion regarding this. the motion reads: If an ASRC member who is not an ASRC IC must take command of ASRC resources at a mission, that member must turn over command of ASRC resources to the first BOD designated IC who arrives. The motion was tabled pending further discussion at the special BOD meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Todd L'Herrou', written over the phrase 'Respectfully Submitted,'.

Todd L'Herrou

for Brian Wheeler, ASRC Secretary

EMERGENCY MEDICAL SERVICES

U1141

PREHOSPITAL CARE RECORD

TIMES (24-HOUR)		DATE	SQUAD	UNIT						
Incident Occurred	PLS	Mileage In	Trip Mileage	CREW (Name & Title)						
Call Received	Alert time	Mileage Out		FTL (Team that makes find)						
Time Out	First Team	Total Mileage		include IC name, FFE						
On Scene	At Search	PATIENT LOCATION								
Left Scene	Leave Search	Med. Com. Hospital								
Arrived E.R.	PRN	PATIENT								
Time In	888	Address								
AGE	DOB	Receiving Hospital								
<input type="checkbox"/> M <input type="checkbox"/> B <input type="checkbox"/> Other		Receiving Doctor								
<input type="checkbox"/> F <input type="checkbox"/> W Weight	lbs	Police Officer at Scene								
		Chief Complaint								
		Patient's Physician								
TIME	B.P.	PULSE	RESP.	BREATH SOUNDS	SKIN	PUPILS	LOSS OF CONSC.	CAP. REFILL		
		/min.	/min.	Clear L, R Rales L, R Ronchi L, R Wheezes L, R Diminished L, R	Moist Dry Normal Hot Cold Cyanotic Pale Flushed Warm Cool	Normal R > L L > R Dilated Constricted	YES NO ? Duration	Normal 2 sec Delayed > 2 sec None		
NEUROLOGICAL				GLASGOW COMA SCALE						
S E N S O R Y	Normal	M O T O R	Normal	E Y E S	Open 4	V E R B A L	Oriented 5	M O T O R	Obey Command 6	
	Deficit		Deficit		To Voice 3		Disoriented 4		Localize Pain 5	
	Arm L, R		Arm L, R		To Pain 2		Inappropriate 3		Withdraw 4	
	Leg L, R		Leg L, R		Not Open 1		Incomprehensible 2		Flexion 3	
								Extension 2		
								None 1		
HISTORY PRESENT ILLNESS / PHYSICAL EXAM										
DENIES/NOT FOUND										
PRESENT MEDS.										
TIME	B.P.	PULSE	RESP.	COMA SCALE			COMMENTS	AID GIVEN TO PATIENT		
				E	V	M	(O ₂ flow, Mask, Splinting, Bandaging, MAST, I.V., Meds, EKG, Defib, etc.)			
				E	V	M	Note time find made, level of			
				E	V	M	EMT training of team making find,			
				E	V	M	Name of Evac Medic; distance			
				E	V	M	to roadhead; time to roadhead; name of			
				E	V	M	rescue squad transferred to; name of medic			
				E	V	M	transferred test; was base to team commo			
				E	V	M	used. If status III justification for			
				E	V	M	not starting CPR. If status I how			
CONDITION ON ARRIVAL AT E.R.							APPROX. MILES TO E.R.	TOTAL I.V. FLUID GIVEN		

Signature of Physician Authorizing ALS _____ determined; Patient signs waiver if not delivered to EMS or Doctor.

WHITE - SQUAD / CANARY - PHARMACY / PINK - PATIENT / GOLDENROD - EMS

BLUE RIDGE MOUNTAIN RESCUE GROUP

DIGITAL PAGER USE

Instructions:

1. Dial (804) 971-6047 to connect with the local (Charlottesville/Richmond) pager network. After hearing three fast beeps enter the following information;
 - a) area code if applicable
 - b) telephone number the receiver should contact
 - c) the three digit message code
 - d) space bars may be entered by using the * button
 - e) a total of twenty digits may be sent in one message
 - f) if an incorrect number is entered, the entire message may be reset by entering ***
 - g) upon completing the message, the # button may be depressed
2. Dial (804) 971-6048 to connect with the statewide Metronet pager network. Pagers in Northern Virginia, Baltimore, Richmond, Tidewater, Shenandoah Valley, Central Virginia, Roanoke, Blacksburg, and Charlottesville will be activated. However, this service is charged per call. Enter the same information following the three fast beeps.
3. A delay of 20 seconds to two minutes between dialing in the number and pager activation will occur.
4. All twelve of BRMRG's digital pagers will be activated.

123 Test
0XX PIN
100 MedC
111 Notf
222 Alrt
331 QRT
332 OHT
333 Call
441 Sr 1
442 St 2
443 St 3
444 Turn
445 Te> B
446 Te> D
551 B>D
552 D>B
888 Anna
999 Dist

Activate Digital 971-6047
Activate Metronet 971-6048
Activate Voice 971-6310
Property of Blue Ridge Mtn. Rescue Group

PAGER CODE LIST

After keying in the return telephone number the * button should be pressed and the following three digit code entered.

CODE	MESSAGE	
123	Pager test. If no return number is displayed it is not necessary to contact anyone.	
0xx	Personal Identification Number (to be used only during search or in case of emergency).	
100	The call to UVA MEDCOM has been handled, no one else call in.	
111	Notification	
222	Alert	
<u>Callout</u>		123 Test
		0XX PIN
		100 MedC
		111 Notf
		222 Alrt
331	Quick response team	331 QRT
		332 OHT
		333 Call
332	Overhead team	441 St 1
		442 St 2
		443 St 3
333	Full callout	444 Turn
		445 Te>B
999	Disaster	446 Te>D
		551 B> D
		552 D> B
<u>Find Made</u>		888 Anna
		999 Dist
441	Status 1	
		Activate Digital 971-6047
442	Status 2	Activate Metronet 971-6048
		Activate Voice 971-6310
443	Status 3	<i>Property of Blue Ridge Mtn. Rescue Group</i>
444	Turnaround	
445	Team enroute call base	
446	Team enroute call dispatch	
551	Base call dispatch	
552	Dispatch call base	
888	Dispatch closing go to Anna's Piazza #5 if indicated.	

Example: A status one find for a search in the Great Dismal Swamp has been made. Teams are enroute from Charlottesville, and Northern Virginia. Mission base would dial the Metronet number 1-804-971-6048, upon hearing three beeps it would enter the following sequence of numbers 804*123*4567*444*441. This would inform both dispatch and teams enroute of the find and the fact they should turn around. Dispatch may want to send the following code as a reminder 804*924*3472*444*446

PAGER INFORMATION SHEET

- Messages must be typed in from a digital telephone.
- To send a message:
 - Dial the pager alert number and wait for the beep.
 - Type in message, always putting call-back number (including area code) first, followed by the 3-digit code.
 - * key works as a space button
 - # key indicates end of message

EXAMPLE- To conduct a pager test from the locker you would enter:

8 0 4 * 9 2 4 * 3 4 7 2 * 1 2 3 #

- To insure uninterrupted pager service the AA alkaline battery should be changed every 6 weeks. It is the Communication Officer's responsibility to insure that batteries are changed; but, if the batteries in the pager run low while you are carrying it you should change them yourself.
- The pager will display "Lo Lo Lo Lo Lo Lo" when the battery has less than eight hours of life remaining.
- Spare batteries are stored in the refrigerator in the equipment locker.
- If you change a pager battery be sure to note it on the battery maintenance chart on the wall.
- If you give the pager to someone else, remember to note this change on the pager assignment chart so we can keep track of who's carrying which pager.
- If the pager should go off and display a 2 digit code between 20-31 this means that the person carrying the pager corresponding to that number should call the call-back number while all others disregard the message.
- Each member of the group who is approved to carry a pager will be assigned his or her own personal identification number. These are only to be used if a specific person must be reached concerning a mission or in the case of an extreme emergency.

SOP: ASRC Minimum Group Equipment Standards
Authority: ASRC Membership
Agent: ASRC Operations Officer
Date: 1 August, 1987 (implimentation by 1 February, 1989)

Must own or have assigned by the ASRC the following

Minimum ASRC Group equipment standards ~~shall consist of the following:~~

- (1) Incident OpsKit (ref. ASRC standard 1/6/86)
- (1) Adult basket litter w/Pt. packaging materials (suggest Vert. capable)
- (2) 200' 1/2 inch static kernmantle rope
- (1) Semi-tech Kit- ASRC standard pending
- (1) Base Radio (with all ASRC frequencies)
- (2) Hend-held portable radios (with 155.160, 155.205, 155.280)
- (12) Rolls flagging tape
- (1) Field medical Kit- ASRC standard pending

**The Report of
the Computer Committee
of the Appalachian Search
and Rescue Conference
to the Board of Directors,**

**August 1, 1987
Luray, VA**

Objective

Currently, all ASRC Groups, as well as the majority of the ASRC staff, make some use of information processing resources. In today's society, it is difficult to find any organization which makes absolutely no use whatsoever of computers. It is the goal of this report to outline current ASRC computer and information processing applications, and to make recommendations so that future developments in this area may be managed in order to make maximum use of this scarce and expensive resource.

Current Situation

The committee surveyed each of the ASRC Groups, as well as the ASRC staff to determine the level and intensity of computing use. It discovered that the level of use and dependency varied considerably among the Groups, based principally on the availability of the resource, its ease of use and level of support (whether internal or external), and the level of "development" (how extensively has the Group organized its operations). Highly organized and "developed" Groups have thoroughly integrated computer use into its operations, generally with much success.

BRMRG and AMRG appear to be the greatest organizational users of computing resources. BRMRG principally uses its gratis UVA computer account on the Prime 750, both for operations as well as training. BRMRG also uses the account extensively for its electronic mail facilities, including BITNET (an inter-university electronic mail and message network). AMRG depends heavily on a stand-alone PC (Apple MacIntosh) based computer. AMRG, through PC-based word processing packages uses the PCs to support an active training, professional education, and public outreach programs.

SWVMRG and RSAR are the least users of computers in Group affairs. SWVMRG has been required to *purchase* computing time on the university's mainframe. Do to cost constraints, use of this resource has been limited to principally electronic mail via BITNET. SWVMRG has also used PC based equipment for minor administrative tasks. RSAR has access to an Apple MacIntosh, which it has used to prepare Group forms and documents, as well as some training material.

SMRG's use of computers falls in the middle of these two ends of the spectrum. It is beginning to make use of its gratis mainframe computer account at George Washington University, principally for electronic mail. Group rosters are maintained online on a PC based system. Training material is prepared with the PC system as well.

Organizational Uses for Computing Resources

Reduced to its simplest element, a computer is simply a communications storage and transfer device, a close relative of the telephone. Like a telephone, you "speak into the microphone" (enter information, via a keyboard, text scanner, or from a storage device), and your voice with its information content is transmitted as electric energy to emerge at its destination as an intelligible voice (produced information, such as a printed document, a screen display, or information transferred to a new form of storage). Of course, this is a greatly simplified analogy. The greatest asset of a computer is its ability to rapidly retrieve stored data, manipulate it, and either re-store the data or produce it in a form for human consumption.

Some applications which spring immediately to mind:

- * preparation and modification of training outlines
- * Group/Conference personnel rosters
- * electronic newsletters

After an analysis of Group and Conference administrative, operational, and managerial needs, some recommendations will be made.

Organizational Computing Needs

Administrative:

- * **Training**
 - planning

- preparation (outlines, lesson plans, handouts, etc.)
- documentation (training records)

* Operations

- preplanning
- procedure documentation
- SOPs
- mission reports
- Group-Group, Group-ASRC communication
- resource directory
- operational assistance to Groups

* Working Groups (Committees, etc.)

- project documentation
- project reporting
- member communication and feedback

Operational

- * Incident management procedures (forms, registers, etc.)
- * Alert rosters
- * Daily incident personnel status reporting by Dispatch
- * Incident data reduction and computing
 - Computing Initial POA
 - Shifting POAs
 - Resource Management and Accountability
 - Logistical planning
 - ELT location by DF and Least Squares Reduction
 - Lost person behavior prediction
 - NASAR Mission Report (so to be released in computer entry form)

Managerial

- * Group staff, ASRC staff, working groups, and BOD reports
- * Management objectives and guidance
- * Communication with staff and other Groups and ASRC
- * Exchange of training, operational, and administrative information and assistance
- * Year-end reports, and statistical history and projections
- * Public affairs and relations
- * Communications with other organizations

Committee Recommendations

1. As the ASRC grows, the exchange of information between the ASRC and Groups and between Groups will begin to play a greater and greater role. We are already beginning to recognize this. We therefore recommend that we STANDARDIZE THE FORMAT OF EXCHANGED INFORMATION (ELECTRONIC DATA).

BITNET Data - Text only. No image files. No proprietary software.

PC Data - 5 1/4" MS-DOS format, double sided, double density. Four file formats:

- (1) TEXT (ASCII)
- (2) A standard word processor format (a word processor available free or at low cost to the ASRC.
- (3) A standard RDBMS (relational database management system) format (available free or at low cost)
- (4) Executable binary image files (.EXE or .COM files)

2. No copy-protected software will be used in performing an official capacity of the ASRC (administrative, operational, or managerial), or exchanged using any electronic medium available to the ASRC.

3. Implement all common Group and ASRC functions using a common software supported system:

- * RDBMS - Rosters, phone lists, mission summaries, equipment inventories, etc.
- * Programming - agree upon a standard programming language for ASRC proprietary software development. (The 'C' programming language is recommended.)
- * Word Processing - mission reports, official documents and reports, etc.

Implementation of this recommendation will provide the ASRC with maximum use of data collected by all echelons. As all echelons are familiar with the systems and software involved, data can be easily extracted to support ongoing organizational functions. Time required to reenter data, hand summarize hand written reports will be greatly

reduced, with a subsequent decrease in required manpower to perform functions. This recommendation is considered by the committee to be highly critical to future operations of the ASRC.

4. Implement as soon as possible a computer-aided Incident Data Reduction Team. (Under ICS, a special staff position reporting to the IC but supporting all primary staff.) This team would support the primary staff on large incidents by serving in a data processing capacity.

5. Establish an ASRC Management Information Systems Development Plan to guide MIS development in the ASRC.

6. Establish a permanent ASRC Management Information Systems support group under the ASRC Secretary (and with representatives in all Groups). This group will support and develop the ASRC's MIS plan, and its implementation and operation.

7. Actively solicit (by the MIS group) corporate hardware and software support.

8. Make BITNET use required for all ASRC Groups and staff (for those with access within local phone call distance). The ASRC MIS group can assist local Groups with soliciting universities for computer accounts. Use of BITNET as an electronic mail medium will greatly aid inter-Group and interstaff communication and data exchange at a very cost effective rate.