

Appalachian Search & Rescue Conference, Inc.
P.O. Box 440 Newcomb Station
Charlottesville VA 22904

Minutes of the Board of Directors Meeting
10 December 1988

This meeting of the ASRC Board of Directors was called to order at 1125
at the ranger station in Hancock, MD by Cady Soukup, Chairman.

Those present were as follows:

Directors: Cady Soukup, SMRG
Bob Koester, BRMRG
Sarah Owen, SWVMRG

Other members: Deming Herbert, BRMRG

Robert Elron, SMRG
Gene Harrison

Dorothy Antis, SWVMRG
Marcia LeGrand

Peter McCabe, ESAR
Chuck Ritenour

GROUP REPORTS

SWVMRG: An amendment was offered to the August group report, in that
Marcia LeGrand did not resign as training officer of the group, but
was replaced by a vote of the group's officers. In other news,
SWVMRG's training schedule is going well.

BRMRG: A second base radio (a Wilson/Regency) has been approved as a
purchase. The Hug-A-Tree program is being worked on for spring; last
spring, all elementary schools in Albemarle County were visited. The
rough draft of BRMRG's spring training schedule is now available. The
T-shirt order will be placed by this Thursday, 12/15, and the nametag order
has been placed. The group hopes to raise funds to purchase a portable
copier for use on searches. There are currently 20 people in the
training class. At the recent GSAR College, BRMRG sent 3 Level I's,
2 Level II's and 3 instructors. The upcoming FTL practical (formerly
the Basic practical) will be held 2/11-12. Codes for the digital
pagers have been updated and distributed. The group's second Opskit
is nearly on-line.

SMRG: SMRG and the ESARs are currently receiving training at REI. On the
20th of November, an ESAR-sponsored demo was held for Responsible Agents
in MD. 10-12 people attended, including a sergeant who was there in an
official capacity.

ESAR: The ESARs will spend three days this winter in the backcountry
of Maine, where they will camp without campfires and practice winter
survival. They are able to purchase topographic maps for \$1.50, if
any groups are interested. The ESARs also announced the intention of
approaching the ASRC about changing a possible unspoken IC policy
about the use of minors on searches.

VA SAR CO: No report

The next meeting of the ASRC BOD will be at SNP headquarters in Luray, VA on Saturday, 4 February. In the event of a search, the meeting will be planned for the following weekend. If there is an exercise (e.g. training) on that following weekend, we can try to have it at the site of the exercise. Otherwise, we will try to have it in Luray; if this is impossible, then in Charlottesville.

PA SAR CO: No report

Treasurer: Not present, no report

Medical (Koester): Injectable Benadryl (i.e. diphenhydramine) is appearing in Shock Trauma boxes. The ASRC passed the EMS agency review. W-EMT in Virginia is scheduled for 4/7-9 and 4/21-23.

Commo (Harrison): Gene needs SOPs and training guides for each group. At this time, Elron is working on a draft of the ASRC SOP. At the moment, there is an outline of a commo training guide; hopefully by the February meeting a presentation will be ready. At the recent ASTM meeting in Phoenix, there was some coordinating with the MRA. Gene Harrison is chairing the subcommittee on F-32 Standard SAR. He is seeking help in the following areas: Computers, wireless, wired, location/sensors, legislative, legal, license.

As for conference-wide pager codes, SWVMRG does not wish to make any changes in the existing system of codes. SMRG does not see it as a priority. BRMRG sent in some suggestions, which will be reviewed.

Newsletter: Groups would like a bulletin-like newsletter which would include training schedules for the different groups. Peter McCabe expressed an interest in working on the final copy of such a bulletin.

Adjourned for lunch 1245.
Reconvened 1330.

At Cady's suggestion, an MRS presentation was scheduled for after lunch. The ESARs have been concerned that they were not made an MRA team as they were originally led to believe. Liability seems to be an issue in this decision. According to the MRA, regions have the option to accept or deny a group, so the ESARs are asking the ASRC as the Eastern Region to accept them as a team with the same criteria used by the MRA.

Chuck Ritenour, who is now an advisor to Explorer 616, was until recently the Vice President of Idaho Mountain SAR, an MRA group. He explained that MRA standards are very high, and it is to these that one should look when considering the MRA and not their administrative prowess. To most MRA teams, the Rescue patch is an honor to wear and denotes 8-10 years of experience.

Bob Koester then motioned to accept the ESARs as an Associate MRA group pending completion of rescue certification. The motion passed with all in favor.

ESAR has contacted USGS about purchasing large quantities of maps. Their standard discount is \$1.25/map for purchases of 200+ maps. Any group interested in buying maps should contact Andy Marsh before 31 January. His address: 7323 Carved Stone, Columbia MD 21045-5228. USGS can also be contacted by writing to them in Reston, Va 22092.

Elron once again brought up his motions submitted earlier entitled "Procedures for Appointments and Committees" and "Procedures for Interaction with External Entities." (Copies included) Both procedures were amended and passed.

The current proposed training standards were passed out for representatives to take back to their groups. Representatives should strive to define their group's philosophy as regards the standards. Cady is planning a training standard meeting on 21 January at her office in Flint Hill, VA.

Meeting adjourned 1653

Respectfully submitted,

Deming Herbert, ASRC Recording Secretary

Appalachian Search and Rescue Conference
Eastern Region, Mountain Rescue Association
P.O. Box 440 Newcomb Station
Charlottesville, VA 22903

Reply to:
Cady A. Soukup
P.O. Box 430
Flint Hill, VA 22627
(703) 675-3015 (w)
(703) 675-3525 (h)
(703) 675-3130 (FAX)

1 December 1988

To: ASRC Board Representatives and Interested Parties --

PLEASE SHARE THIS WITH ANYONE I'VE FORGOTTEN TO SEND IT TO!!! I've lost my list of the Board delegates and the handwritten paper that had everyone's address. I hope this gets to the right people in time! If this is too late to do any good, please call me with comments or suggestions....

Yes, we've decided to hold the next board meeting on the 10th of December (this coming Saturday) near Hancock, MD so that the ESARs and AMRG can have a voice in what we do. Directions follow. If you have any questions about the exact directions, please call Peter McCabe before the weekend at: (301) 596-5554 (home) or (202) 732-1578 (work).

From the south:

Get to I-70 West of Hagerstown, go west.

Continue to Hancock, MD, where I-70 and US 40/48 part ways (I-70 going north to PA, US 40 going west to Cumberland).

Keep to the left side of I-70, following US 40.

Go 4 miles on US 40 to the next exit to get to Woodmont Road.

Take the exit, crossing back over US 40 to the stop sign.

Turn left, go about 200 yards and then turn right on Woodmont Road.

Continue on Woodmont Road for 8.4 miles. You will cross over a 1-lane metal bridge.

The camp is about 1/2 mile after the metal bridge on the left of the road.

Turn in and park in the parking lot.

The shop and garage (which is heated, where we will be having the meeting) are right next to the parking lot. The ESARs and AMRG will be in the field for the weekend, but have consented to come meet with us for a few hours on Saturday so that they can join in with the discussion about the training guidelines/standard/whatever. **Bring your own food and drinks. We will be nowhere near fast food!**

I have not had time yet to put together the additions to the training guidelines/standards. Remember, I took it all over from Chris Ingle, the ASRC Training Officer. He hasn't objected yet, so I hope to continue to correlate ideas from all of you and promulgate the results. I hope to have some basics in a list to hand out at the meeting which include what we discussed and recommended at the General Member's meeting in November. From what I can see, the FTM and FTL categories (as handed out at the Member's meeting) are somewhat familiar to us all, since they are lifted practically entirely from the trainee

and Basic status of yore. There are some philosophical and other ideas to discuss about exactly what the other categories are and what our collective wish list is for each category.

Currently approved categories (recommended by the General Member's meeting) that still need some sort of standards/guidelines proposed include: Incident Staff, to be approved by the ASRC Board; Incident Commander, to be approved by the ASRC Board; Rescue Specialist, to be approved by the Group Training Officer or a committee of the Group Training Officers. Rescue Specialist has some history - I have documents from the early 80's that cover what was never passed as the Rescue Member of ASRC. Other "wishlist" categories that we might find useful are Communications Specialist and Medical Specialist.

These are just ideas for discussion!! Come with your wish list in hand (anything written down -- even in pencil on napkins -- is going to be received better simply because I can't remember everything or write everything down in the heat of the discussion...)

I have written to Shenandoah National Park to establish a schedule for next year, all at one time (flying in the face of our day-by-day planning). Our dates are generally the first Saturday of every other month, beginning in February. I would like to move the April meeting one week back so that I can get married in Illinois on an appropriate date: April first. The planned dates are:

Saturday, 4 February
Saturday, 8 April
Saturday, 3 June
Saturday, 5 August
Saturday, 7 October
Saturday, 2 December

We need to discuss a plan for what happens when a search precludes a meeting. I think we all felt the lack when the Mae Wells search prevented us from meeting -- all sorts of important pieces of information and necessary communications were blocked (like the initial view of the training standards/guidelines). Maybe we can plan to meet the weekend after a search? I'm looking for suggestions....

I have a new FAX number, for those very few who care: 703-675-3130.

Please try to have your group reports in writing (and any other formal motions or business you want us to transact) for our poor, long-suffering recording secretary. She has a heroic job just trying to keep up with what is going on.

For the MRA requirements, I am in desperate need of the group rosters. I know they will be out of date! I just need something. If you could bring your most recent group roster (with training levels noted for each member), I would be very grateful. We have to give them something -- and I promised to try to get it to them by January. If you could even relinquish your own copy so that I could copy it and send it back to you, I would be grateful. (I do have recent copies for SWVMRG and SMRG, so those folks don't need to respond.)

Thank you for your participation in the ASRC Board during 1988! I know that it has been a thankless job, involving long hours of driving, not to mention the phone bills and time lost from more enjoyable activities. But I certainly appreciate the time and effort each one of you has put in. We have actually accomplished quite a lot this year (so far): the first draft of the SAROP, the W-EMT programs, clarifying our relationship with MRA in such a fashion that even they are beginning to understand just what it is that we do (now we have to get them to explain it to us...). We also have quite a full plate for next year: continuing with the W-EMT in both Pennsylvania and Virginia while exploring its ramifications in Maryland, the ASRC training standards/guidelines, the ASRC textbook, continuing our activities with the state SAR councils in Pennsylvania and Virginia, exploring some sort of a relationship with Maryland so that we can be used there (it's getting better...), clarifying our use of ICS, potential international responses, and all the daily/weekly/monthly boring stuff that keeps us here -- training, searches, communications, practicing and training. Thanks for your help!

And finally, the mention of what we're really doing it for: the victim. We all need to be reminded in the face of some of the more "glamorous" things that we are really trying to keep ourselves in a position to work for our lost people (lost souls?); all of the administrative details really are necessary only as far as they help us do our job better: as IC's, as Incident Staff, as FTL's and as FTM's. If you think we're getting too far from our mission statement, make sure to come and tell us (or call and tell us). After all, the ASRC is "Dedicated to saving lives in the outdoors."

Hope to see you at the meeting.

cc:

BRMRG - main address
SWVMRG - main address
ASRC Communications Committee - Gene Harrison
Antis, Dorothy
Armstrong, Sheila
Carter, Dave
Conover, Keith
Dixon, William
Elron, Bob
Fox, Lorrick
Herbert, Deming
Humphris, Patsy
Ingle, Chris
Koester, Bob
Ligon, Le
L'Herrou, Tod
McCabe, Peter
Parkes, Kevin
Solomon, Carl

Procedures for Appointments and Committees

I. Creation, change, and dissolution of Appointments and Committees.

- A. The ASRC Board shall create, change, and dissolve Appointments and Committees, permanent and temporary, as needed, by a majority vote.
- B. Creations and changes shall be written in a short Charter that shall state the purpose(s) and administration of the Appointment or Committee. The Charter must be presented to the Board, for approval, at the Board meeting after the creation or change.

II. Annual Report

- A. Each appointment and Committee shall present, in writing, to the Board at the first meeting of the ASRC Fiscal year, a report that shall include all of the following that apply:
 - 1. List of tasks and projects worked on in the past year, and planned for the new year.
 - 2. Expenditures for the past year, and budget for new year.
 - 3. Status of any ASRC equipment for which it is responsible.
 - 4. List of all agreements with outside entities, for which it is responsible, and any changes that are expected in the new year. (ex. an agreement ending, regardless of renewal)
- B. The Board will accept all reports for consideration of approval. The Board can then show its agreement with the contents by approving a report, or part of a report.
- C. Failure to provide an annual report will result in the Committee or appointment being reviewed at the next Board meeting.

III. Financial

- A. Funds raised by an Appointment or Committee are property of the ASRC, and under control of the Board.

IV. Committee Meetings

- A. At least one annual meeting, scheduled and announced at the Board, one month in advance, are required.

V. Record Keeping

- A. The official copy of all records (i.e. correspondences, meeting minutes, reports, publications,...) are to be kept at ASRC headquarters.

Procedures for Interactions with External Entities

I. Definitions

- A. ASRC shall mean the Appalachian Search and Rescue Conference as an entity separate from its member groups.
- B. Group shall mean a member group of the ASRC
- C. External Entity is any organization or individual that is not a member of the ASRC.

II. Correspondences

- A. All correspondence using the ASRC letterhead, or representing the ASRC through use of an ASRC position title, shall have a copy stored at ASRC headquarters. Official correspondence to ASRC shall be the original.
- B. Correspondence using the ASRC name and logo within a Group letterhead is excepted.
- C. Exceptions
 - 1) Requests for general information about the ASRC.
 - 2) Advertisements, announcements, and other such literature.
 - 3) Free samples that do not imply any commitment by the ASRC.

III. Agreements

- A. All agreements between the ASRC and any external entity are to be written, approved by the ASRC Board, and the ASRC signer must have signature authority.
- B. Agreements can become effective only after Board approval.
- C. The original copy of an agreement is to be kept at ASRC headquarters.

IV. Representation by Individual Members

- A. Prior approval by the Board, in writing, or by specific Board Direction, must be obtained before any ASRC member can officially represent, or have signature authority for the ASRC to any External Entity.
- B. The ASRC Chairman, or in absence of the Chairman, the Vice Chairman can officially represent, and has signature authority for the ASRC to all External Entities.
- C. Group approved activities covered under Article II of the ASRC Articles of Incorporation that do not commit the ASRC are responsibility of the groups.