

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

Minutes of the Board of Directors meeting
3 February, 1990

The meeting was called to order at 10:20 at National Park HQ by
Cady Soukup, Chairman

Present were:

Directors: Cady Soukup, SMRG
 Gary Mechtel, SMRG
 Beth Pinkney, BRMRG
 Greg Fuller, RSAR
 Todd L'Herrou, RSAR
 Edward Laika, SWVMRG
 Peter McCabe, ESAR

Voting by Proxy:

Additionally Present:

 Robert Elron, SMRG
 Carolyn Szostak, SMRG
 Deming Herbert, BRMRG
 William Dixon, BRMRG
 Barbara Bradford, RSAR

Special Order of Business:

Gary Mechtel presented the Operations Committee's report on Issues, Operational Readiness, and Documents for the ASRC in 1990-91. The outline of this report is appended to these minutes.

Group Reports:

AMRG: No Board representatives were present, and no written report was submitted.

BRMRG: BRMRG voted to support Deming as a ASRC IC, letter was provided to Secretary. BRMRG also voted to support TSAR as a probationary Certified group, again a letter was provided. Bob Koester recently conducted a 10-hour I.S. training session. BRMRG is currently preparing its proposal for funds from UVa, among other things they are requesting 10 voice-activated FM transceivers, and the few pieces of equipment still needed for second-search preparedness.

RSAR: Now have around 36 total group members. RSAR has received its King base (i.e. mobile) radio, and expects it to be operational by the next board meeting. In last few months, RSAR has received over \$600 in donations. RSAR will be running a lost-child booth and presenting Hug-a-Tree at the annual "Day in the park with a Friend" in Richmond on Aug. 25, all ASRC types are welcome to attend (contact Greg Fuller). Might receive 10 used handhelds, which they would have to provide crystals for. Vince Serio was voted in as ASRC IC at last BOD meeting.

SMRG: SMRG is exploring adding more pagers to their system. SMRG is working on a relationship with Great Falls Park, in which ASRC members 'playing' in the park would provide standby technical rescue support for incidents in the park. SMRG has new pamphlets. Currently exploring the possibility of sponsoring a key-note address to the SAR community by Marilyn Quayle.

SWVMRG: 62 current members! Now conducting the newly-mandatory survival training for Lifeguard 10. Working on SWVMRG SAR Library, and equipment store. Big effort to standardize lecture modules, utilizing the large supply of handouts, programs, notes, etc which are excellent, but overlap each other and are not always consistent. This will allow consistency from instructor to instructor and year to year.

ESAR 616: 12 members going through mandatory Advanced First Aid, minimum standard for ESAR. Around 15 ESARs will be going to New Hampshire for winter training Feb 13-20. Post 616 plans to work with an explorer post in Natural Bridge, VA. ESARs are looking at the possibility of using microcomputers during search operations.

ESAR 617: SMRG and 617 coordinate on training on a monthly basis. The growth of the group at REI / College Park is progressing well.

TSAR: No Board representatives were present, no written report was submitted.

Reports:

ASTM: William Dixon is working on becoming the ASTM person.

Communications Secretary: See written report. Also remember to list the call signs of all other agencies using frequency in our radio log.

Medical: There was some discussion about charging for internal ASRC courses, no distinct resolution of the issue was made, although most of the board expressed discomfort. Mechtel moved that Koester be asked to present the board with a schedule for completion of Wilderness First Aid, and the timetable for completion, peer review, ASRC BOD approval, and instructor training. The motion passed.

MRA: 1990 dues are due now, MRA is not willing to pro-rate last years dues at all. Spring meeting of the MRA will be in Utah, June 15-17. The Eastern region (ASRC) was finally accepted at the Fall 89 MRA meeting. MRA dues are due by Jan 31 each year. After March, teams will be considered delinquent. Chuck will continue to serve as the contact for Dues and also for ordering materials. Greater Philadelphia Search and Rescue has applied to MRA for membership. They referred GPSR to us. After discussion of the issues involved (1. Certification, 2. relations of ASRC to region. . . and to other potential members of region), it was decided Cady would write to GPSR and explain the region and the testing involved, and that we would wait for further response from them before worrying about the issue.

Operations Committee: The Operations committee presented documentation for the ASRC SOP, which was distributed at the meeting.

PASARCo: Irv. Lichtenstein was re-elected as head honcho of PaSARCo. The majority of their efforts are spent on state legislation designed to recognize SAR in Pa.

Planning Committee: Gary Mechtel moved that the board delegate to the plans committee the task of redeveloping the way the board does business, considering issues like efficiency, relations of groups/ASRC, Length of Board terms, etc. Progress on this should be reported back to the board by the June meeting. The motion passed.

Training Committee: Training chair was not present, and submitted no report.

Treasurer: AMRG still owes 89 dues! Current \$851.36, Owed dues include (**89**): AMRG \$45 (90): All groups owe \$45 each, for a total= \$315.00 Due out are ASTM, PaSARCo, and NASAR 1990 dues, as well as 1990 State incorporation fee, totaling \$160.00 Total in - total out = \$1051.36

VaSARCo: VaSARCo IDS cards will not be available for a while; since the machines have been updated, the old cards don't fit. 1990 goals are 1) IntraSARCo handbook describing capabilities of teams. 2) Similar list for outside agencies. 3) Lobbying. 4) May 27th simulation for SARCo agencies. The VaSARCo is still working on bylaws and incorporation.

Old Business:

Searches: No discussion of searches.

Peter raised the issue of MRA Rescue membership for ESARs. It was decided that we would conduct a test for them using similar standards to the ones for the original MRA test, using MRA rescue members who participated in the 11/88 MRA test.

New Business:

TSAR, having received its letter of support from BRMRG, is now an official Certified Group.

Ernest Moore (RSAR), Ed Sihler (BRMRG), and David Stookesbury (BRMRG) were all passed as Incident Staff. Todd L'Herrou (RSAR) was passed as Incident Commander.

RSAR requested that the board consider treating under-18 y/o's who are EMT's differently than other minors. The Board confirmed that this was an IC's decision, and that the Board reaffirmed its implicit trust in it's IC's ability to make this decision on the basis of the circumstances at the time. Also, it was noted that under-18 y/o's may often be used in non-field functions.

BRMRG requested that the Board approve the use of the ASRC name & Logo on pens, On motion made, approval was granted.

William Dixon presented a proposal, that the ASRC apply for 3 business band frequencies, to be used primarily for training, fundraising, support and management purposes. The three frequencies would be 151.625, 151.925, and 151.955. All would be intinerant frequencies, and no coordination fees were required. The cost should be in the area of \$60 if sent through together. All three should be usable in our current radios. L'Herrou moved that the Board authorize William to apply for the frequencies, and spend the \$60 necessary to do so, with the condition that the ASRC 'seriously consider' allowing other VaSARCo agencies to use these if we obtain them. Friendly amendments were made to the effect that William apply for as many states as possible without paying more, and that John Kihl be notified. The motion passed.

BB Oros is supposedly working on an ASRC brochure.

Mechtel discussed the possibility of input on SARTA/Va training material updating.

The board discussed the problem of too few people doing too many things... no resolution was made, although we all agreed that this was so (editorial comment: see action items list).

The meeting was adjourned at 1750 hours, Feb 3rd, 1990.

Action Items:

| <u>Item</u> | <u>Who</u> | <u>When</u> |
|--------------------------------------|-----------------|---------------|
| Tax Exempt status | Todd L'Herrou | April meeting |
| Frequencies | Rob Elron | June meeting |
| ASRC Operations Document | All Groups | April meeting |
| Letter to GPSR | Cady | April |
| Testing Standards | Dianne, Baker | soon |
| Training manual/text | K. Conover | April |
| MRA testing for ESARs | Ritenour/McCabe | April |
| WFA process, NASAR WEMT standards | Koester | April |
| Incident Stress Debriefing materials | Carolyn | June |

ASRC Communications Secretary Report
February 1990

Review of License Agreements:

Standard written agreement is being drafted.

DOGS East - No longer needed (Verbal Soukup; Elron - Hardy)

Blue & Grey - No longer needed (Verbal Soukup)

Triangle Rescue - Still needed (Verbal Elron - McGee)

Letter sent

Eastern Region NCRC - Still needed

(Verbal Soukup; Elron - Harrison)

Letter has been sent

Robertson Assoc. - Still needed (Verbal Elron - Eiberson)

Letter sent

VA CAP, Stafford County - believed defunct (not contacted)

S.N.P. - License to use their frequency being renewed.

Agreement for them to use our's is being checked.

Great Falls Park - Unknown

VA EMS - Written - For ASRC to use Med Channels (10).

Renewal of KB 6 1630 (use SNP frequencies): Is still awaiting
action by the government.

Business License proposal by W. Dixson is to be presented at this
meeting. It has ~~the~~ Communication's endorsement.

Inventory in progress. Have information from all except AMRG.

Copies of the Rules & Policies, and Licenses are being passed out
to Commo Officers who do not have them.

Schedule of requested Tasks:

(Any one interested in working on any these, please contact)

(Elron (H) 703 -207-0406, (W) 301 - 572-3560)

Training Materials - Est. start Jan 90

Written License Agreements - ETC Apr 90

Conference Wide Pager Net - Est. Start Apr 90

Operations Committee Special Report: (outline form)

- Documents
- Operational Readiness
- Issues

DOCUMENTS

Many documents exist within the ASRC

Most are not well known

There are many other agreements and understandings which are not formally recorded

Present Document List: (a ✓ means reviewed by the Ops committee or designee)

- SAROP
- Ops Manual
- ✓ Pre-plan with DER in Pa
- ✓ VaSARCo SOP
- Dispatch guide
- Group plans
- ICS protocols
- ✓ DES memorandum of understanding
- ~ ASRC radio licenses
- SNP pre-plan

Operational Readiness

Dependant on ASRC OR document

Dependant on VaSARCo goals

Apparent Problems:

Lack of IS and IC availability

Radio Frequency availability

Dispatch and Alerting problems (both with bandwidth and timeline)

Resource allocation (and staging)

Diminished field capabilities

Ground portion of missing aircraft search

Attitude towards non-ASRC agencies and personnel

Poorly defined operational requirements

Apparent Strengths

Strong cadre of core people
Radio hardware
ASRC Dispatch thru BRMRG
Management skills for missing person search
Widely distributed resource pool
Developing tracking skills/resources
Relationship with VaDES

Issues

Requirements are:

Poorly defined
Cause conflicts
Spread across many documents
Not giving direction to the Conference

Initial Off-Scene Functions

IC/Liason
ASRC dispatch
Group Dispatch
Alert Officer

Functional Decomposition

#1 Requirements
#2 Top-Level Functions
#3 Subfunctions
#4 Implementation

Plans

Rough draft of OR document --> working document
Revise OR --> DES review
Revise OR --> ASRC group review
Should be first on agenda in April

Expectations

Need for better group dispatch

Improved bandwidth in alerting

Regional Ops Commander (ROC) function

Better ASRC functional definitions

Improved group operational capabilities