

**APPALACHIAN SEARCH AND RESCUE CONFERENCE
BOARD OF DIRECTORS MEETING MINUTES
08JUN91
REVISED 03AUG91**

Meeting called to order at SNP HQ at 1100.

In attendance: Bob Koester, Gary Mechtel, Steve Bland, Earl Evans, Dianne Johnson, Keith Conover, Betty Thomas, William Dixon, Peter McCabe, Jenifer Shoemaker, BB Oros

GROUP REPORTS

BRMRG Most everyone went home for summer, no planned training, got \$7000 budget for next year.

SMRG SMRG and ESAR working with Great Falls NPS to offer a supplement to the NPS River Safety Team. They will promote safety and be available for rescues.

SMRG now has arrangement with NPS helicopter for SMRG's SAR response.

SMRG will offer an MSO course the first two weekends in August in conjunction with the Maryland State Police.

SWVMRG \$2000 budget for next year, most everyone went home.

AMRG The previous Chairman recently resigned his post after an illness, and the Treasurer resigned after family problems.

RSAR Now have 23 new pagers.

Group has done a lot of recent searches.

Membership continues to increase.

ESAR 616 Have joint training program with SMRG under Carl Solomon.

Working with SMRG on Great Falls project (see above).

Also developing training in tracking with local tracker.

TSARG Recently responded to several searches, urban and wilderness. Working with Newport News for urban SAR.

Planned "Romp in Swamp" (3rd annual statewide swamp SAR simulation) canceled due to excessive rain.

Continuing Group training and training for Boy Scouts.

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14. The thirteenth part of the document is a report from the Secretary of the State to the Governor, dated 10th March 1877, in which the Secretary reports on the progress of the work done during the year.

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17. The fifteenth part of the document is a report from the Secretary of the State to the Governor, dated 10th March 1877, in which the Secretary reports on the progress of the work done during the year.

Chairman's Report

ASRC received a plaque and letter from the May 1990 Manassas air search, along with \$2,280 check to ASRC, and \$180 to ESARs.

ASRC received the Virginia Governor's Award nomination. Virginia Emergency Managers' Association is presenting ASRC its annual award after a unanimous vote.

There has been an offer of pro bono work from a law firm. ASRC will ask them to get ASRC's tax exempt status for us.

Deming Herbert has now typed up all the current ASRC Alert Officer procedures and a copy will go out with these minutes for Board of Directors review.

Bob directed Gary to direct Dave Carter not to correspond or talk with family members of a recent search near Prince William Forest Park. Related letters will be attached to minutes and sent out.

Treasurer's Report

Current Account	\$5,328.26
Monies due in	
1990 and 1991 AMRG dues	\$90
1991 ESAR 616 dues	\$45
1991 RSAR dues	\$45
1991 SWVMRG dues	\$45
1991 TSARG dues	\$45

	\$ 270
Monies due out	
NASAR	\$50
Pennsylvania SAR Council	\$25

	\$75
Account	\$5,573.26

ASRC will pay \$25 dues to PASARC for a Group to represent ASRC's interests at PASARC, since Groups, rather than the ASRC, only may be members of Pennsylvania Search and Rescue Council. ASRC will pay \$50 ASTM dues for one member to represent ASRC's interests at ASTM (a national standard-setting organization).

OFFICER REPORTS

Training Peter McCabe
This summer, will start with a draft of a Conference-wide FTM evaluation.

There is a need to discuss the pending Rescue Specialist Qualification.

Peter will arranged a Fall simulation with SWVMRG hosting.

Will try in future to avoid date conflict traditional standby for
Dogwood race in northern Virginia.

Operations Gary Mechtel

Developing lots of Mac software for SAR that will be donated to ASRC.

Has scanned in Operations Guidelines and will work on revising.

Communications (from Bob Elron)

Review of license agreements:

Triangle Rescue - Still needed (Verbal Elron - McGee)
First Copy of agreement not received.
Second copy has been sent.

SNP - Letter of agreement sent by SNP was given to me at the February Board meeting. I have not been able to locate it since I have moved. Unless the Board wishes to take other action, I will contact SNP to get another copy.

VA EMS - No Action at this time.

ASTM William Dixon

F32 is the committee that is dealing with SAR. There are seven subcommittees which make up this committee.

William is in the Legal subcommittee.

The ICS standard is being brought up from subcommittee to committee and will be voted on as the first standard to come out of F32.

William suggests appointing six other ASRC members, one to each of the remaining uncovered subcommittees.

PASARC Peter McCabe

The PASARC now has Western, Central and Eastern divisions which have their own meeting schedules. There is one Statewide meeting per year.

The next meeting will be 29JUN and will cover commo topic (licenses) and possible incorporation.

MD SAR Gary Mechtel

Gary has met with the MD State Police. The MSP has no money for training, but would like to participate in an ASRC simulation.

VASARC Bob Koester

VADES presented their quarterly reports including volunteer hours and miles driven.

A team presented a video on scent dog training.

PAWEMT Keith Conover

The next WEMT class will be in November.

There will be a textbook available this summer.

OLD BUSINESS

Search Reviews

AMRG feels that ASRC should not do Urban SAR.

Prince Georges County , MD search of 01APR:

ASRC should not stage at the scene.

Mechtel commends George Swett for a job well done during the 01APR search.

Peter McCabe says that the United States Park Police may be willing to rendezvous with people and transport them to missions.

Prince William Forest Park:

Swett agreed to IC and to stage nearby.

Staging away from the scene is good.

Augusta County:

Staging was done away from scene and worked.

Dixon and Marsh took over from Bridgewater TRT although they expected only to support BRTRT when arriving on scene.

BRTRT had used ICS to run search.

Some of the ASRC IS had criticized BRTRT for the way things were being run, and BRTRT left, wanting to take all of their supplies with them.

A concern was raised as to the appropriate procedures concerning the turnover from another group to the ASRC and vice-versa.

It would be a good idea to contact BRTRT and coordinate transitions.

Recommended that an Augusta County debrief be held at the next ASRC BOD meeting @ 1500, along with other missions.

Manassas:

During a meeting with the USPS to discuss another matter, the subject of the Manassas search was brought up. There were many negative comments from the Park Service concerning the use or misuse of the Prince William County Park as Division HQ during that event. The personnel at PWFP felt that the ASRC had come in and taken over the Park HQ. The learning point is that the ASRC should be more sensitive to the feelings and observations of the "customer" in regards to using their facilities.

Lunch @ 1237, return @ 1350.

The Board discussed a number of Conference objectives and agreed on the following list. The list within priorities is alphabetic and not to be construed as a priority list within priorities.

High:	Develop a budget	Mechtel
	IS Training material	Training Officer
	Obtain 501(c)3	Gayle Gilliland
	Renew FCC license	Elron
	Training manual	Training Officer
	Uniform testing	Training Officer
	Update OPS manual	OPS
	Update training standards	Training Officer
	Urban SAR SOP	OPS
Medium:	Develop an ASRC brochure	
	IC protocols	OPS
Low:	ASRC paging	OPS
	MRA definition	Keith Conover

FIN Gary Mechtel will ask Gayle Gilliland to apply for an FIN number for the ASRC.

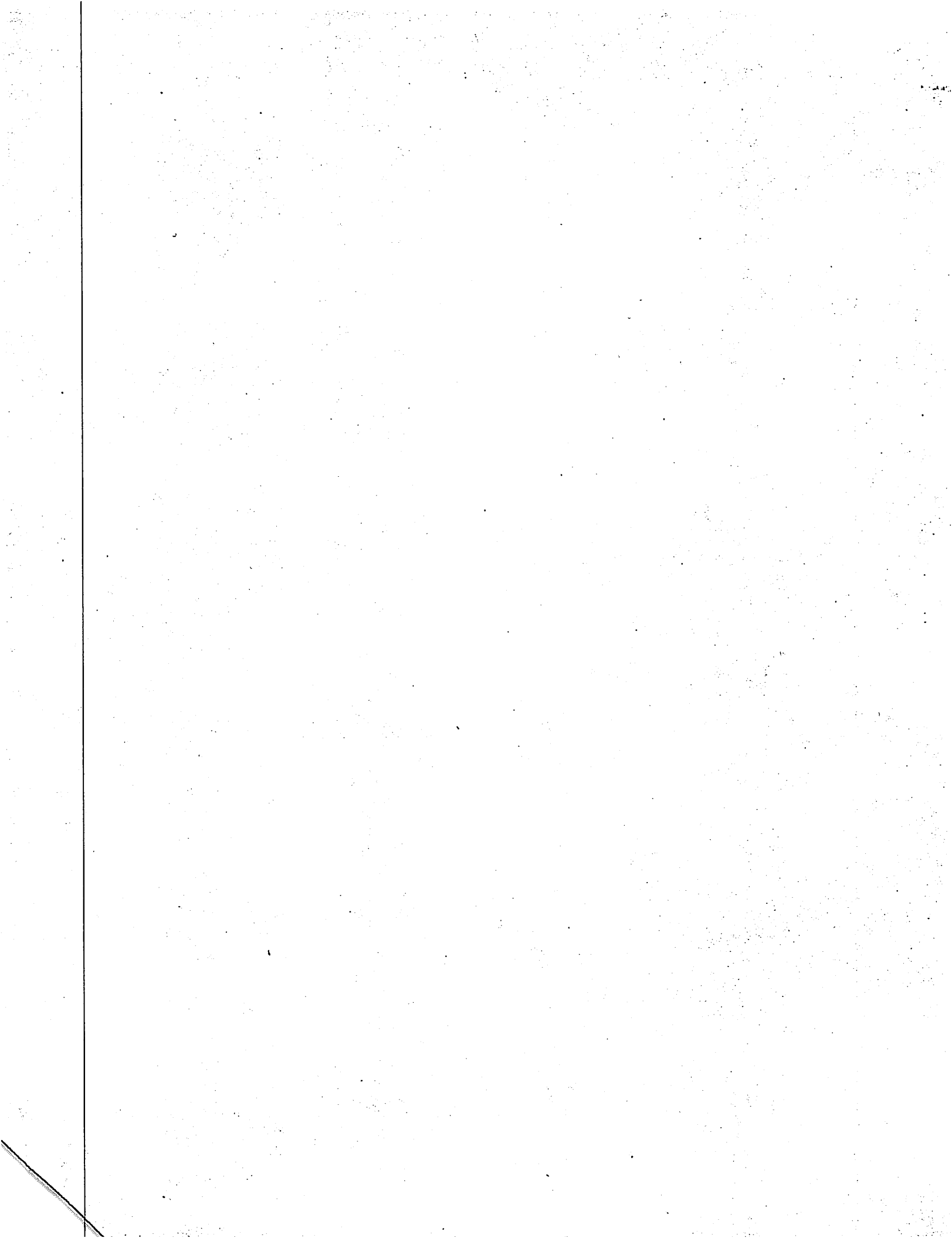
MRA The MRA wants all ASRC members to pay the \$5 MRA dues. Motion made (Conover) to send a copy of the MRA letter and a description of the facts as they now stand to the ASRC membership for a vote in principle. Motion withdrawn.

Motion made (McCabe) that: 1) the ASRC divorce itself from the MRA. 2) The ASRC endorse the development of an MRA Region for its members and others tentatively defined as the Appalachian Region consisting of PA, WV, MD, NC, VA, D.C. and DE.. 3) No ASRC Group can enter into an operational agreement with the MRA without the ASRC BOD approval. 5) These changes will go into effect 01JAN92. Motion Passed.

Keith Conover has resigned as Chairman of Eastern Region MRA Affairs.

Pam Platt has resigned as ASRC PIO.

Motion made to accept the recommendations of the IC meeting that:
 Incident Staff qualified members must meet the following recertification requirements every two calendar years:
 Pass a written test.
 Serve at least four shifts, divided among at least two different missions, as Assistant Staff, Supervisor Aide, Division Supervisor, Branch Chief, Operations Section Chief, Plans Section Chief, or Logistics Section Chief.
 Maintain ASRC FTL certification.
 Receive a favorable vote of the ASRC Board of Directors.
 (This recertification process does not preclude an IS qualified member being brought before the ASRC Board of Directors for review as needed, at any time.)
 It is the responsibility of the individual to provide this documentation to the Board.



The review cycle period shall begin the first of January of the year following the IS qualified member's initial certification.

Motion passed.

Motion made to accept the recommendation of the IC meeting that: Incident Command qualified members must meet the following recertification requirements every two calendar years:

Pass a written test.

Serve at least four shifts, divided among at least two different missions, as Operations Section Chief, Plans Section Chief, Incident Commander, Division Supervisor, or Branch Chief. One of these shifts must be as IC.

Maintain ASRC FTL certification.

Receive a favorable vote of the ASRC Board of Directors.

(This recertification process does not preclude an IC being brought before the ASRC Board of Directors for review as needed, at any time.)

The review cycle period shall begin the first of January of the year following the IC's initial certification.

It is the responsibility of the individual IC to provide this documentation to the Board.

Motion passed.

Motion made (Oros) that the previous two motions be retroactive to 01JAN91 and that the review cycle begin 01JAN of the year following the initial certification of the member. Motion passed.

Urban SAR

It is the position of the ASRC BOD that the ASRC can and will participate in Urban SAR at this time.

Motion made that a task force be appointed to develop a training module for urban FTM/FTL with recommendations for operational concerns. This task force is to report to the ASRC BOD in six months. Motion passed.

Motion made (Oros) that no group belonging to the ASRC may enter into an operational agreement with an outside agency without the expressed consent of the ASRC BOD. Motion passed.

Motion made (Conover) that the previous decision be incorporated into the ASRC bylaws at the time of next revision. Motion passed.

Motion made (Koester) that a notebook be made up containing: ASRC OPS manual, ASRC Bylaws, List of Group chairmen, List of IC and IS personnel, List of GTOs, List of ASRC Delegates, Training standards, ASRC Articles of Incorporation, Draft Operational requirements, VA Memorandum of understanding, Draft DER SOPs. To be distributed once a year to the Group chairmen, ASRC Delegates, and All Incident Staff personnel. Motion passed.

Prince William County Search Incident

Points brought up at the meeting: Dave Carter wrote a letter to Terrence Spellane (attached) concerning the Dennis Soper mission in Prince William County, VA. The Park Service FAXed the documents in question to Gary Mechtel. Mechtel spoke with Ralph Wilfong, Mark Pennington and Dave Carter concerning the documents. Carter stated to Mechtel that the threat in the letter to distribute the letter to the press was an empty one. Carter stated to Mechtel that he will continue to write letters like this, that the ASRC can censure him, he doesn't care. Carter claimed that four people from TSARG reviewed the letter. Carter told Koester that he was going to write a letter. Koester was not aware of the content of the letter.

Mechtel will address the question of IC transfers when the OPS manual is rewritten.

Motion made (Conover) that all after-incident contacts with the press, family, Responsible Agents or municipalities concerning that incident be approved by the Conference Chairman or a delegate approved by the Conference Chairman. Motion passed.

Motion made (Conover) that all ASRC mission documentation (excluding post-mission critique) shall be available only to the local Responsible Agent and/or State Supervisory Agency unless there is there is specific ASRC BOD approval. Post mission critiques are considered ASRC-private documents. Motion passed.

Motion made (Conover) that individuals wishing to express grievances concerning a particular mission should do so without using or implying the name of the ASRC or any of its groups, unless specifically authorized by the ASRC Chairman or the ASRC BOD. Motion passed.

Motion made (Oros) that Dave Carter be removed from the ASRC IC list. Motion failed.

Motion made (McCabe) that David Carter be requested to appear before the ASRC BOD with ASRC group Operations Officers, Group Chairmen and ASRC Incident Commanders present for a public discussion and inquiry concerning his 03APR91 letter on the Dennis Soper mission written to Prince William County (Virginia) Chairman Terrence Spellane and others. The review would be scheduled on the BOD agenda for no more than 45 minutes. and; Pending the completion of an inquiry of David Carter's actions related to the Dennis Soper mission, the ASRC BOD temporarily stay the ASRC warrants of Mr. Carter as Incident Staff and as Incident Commander. Motion passed.

Requested that the Chairman make a public announcement that groups wishing to form an MRA region be present at the next ASRC BOD meeting to discuss the details.

Motion made (McCabe) to accept Earl Evans as GTO of TSARG. Motion passed.

Motion made (Evans) that Dianne Johnson and Bill Johnson be certified as Incident Staff. Earl Evans attest to the requirements and performance of both candidates. Motion passed.

Motion made (Koester) to Jenny Burmester be certified as Incident Staff. Bob Koester attests to the requirements and performance of Jenny Burmester. Motion passed.

Motion made to table the rest of the ASRC BOD agenda to the next meeting. Motion passed.

Meeting adjourned at 1845 hours.

IS/IC RECERTIFICATION REQUIREMENTS

(From ASRC Training Standards, 5th ed., June 91)

Incident Staff qualified members must meet the following recertification requirements every two calendar years:

- 1. Pass a written test.**
- 2. Serve at least four shifts, divided among at least two different missions, as Assistant Staff, Supervisor Aide, Division Supervisor, Branch Chief, Operations Section Chief, Plans Section Chief, or Logistics Section Chief. It is the responsibility of the individual to provide this documentation to the Board.**
- 3. Maintain ASRC FTL certification.**
- 4. Receive a favorable vote of the ASRC Board of Directors.**
- 5. (This recertification process does not preclude an IS qualified member being brought before the ASRC Board of Directors for review as needed, at any time.)**
- 6. (The review cycle period shall begin the first of January of the year following the IS qualified member's initial certification.)**

Incident Command qualified members must meet the following recertification requirements every two calendar years:

- 1. Pass a written test.**
- 2. Serve at least four shifts, divided among at least two different missions, as Operations Section Chief, Plans Section Chief, Incident Commander, Division Supervisor, or Branch Chief. One of these shifts must be as IC. It is the responsibility of the individual IC to provide this documentation to the Board.**
- 3. Maintain ASRC FTL certification.**
- 4. Receive a favorable vote of the ASRC Board of Directors.**
- 5. (This recertification process does not preclude an IC being brought before the ASRC Board of Directors for review as needed, at any time.)**
- 6. (The review cycle period shall begin the first of January of the year following the IC's initial certification.)**