

Appalachian Search & Rescue Conference, Inc.  
Board of Directors Meeting and  
Conference Membership Meeting

October 10, 1999

### CONFERENCE MEMBERSHIP MEETING

The scheduled Conference Membership meeting was called to order by Board President Peter McCabe at 10:07 hours at Camp Lupon, Massanutten Military Academy in Woodstock, Virginia. ASRC groups represented and their representation and proxy votes were: Allegheny Mountain Rescue Group (2 + 12), Blue Ridge Mountain Rescue Group (1 + 28), Maryland Search & Rescue Group (2 + 37), Potomac Valley Rescue Group (1 + 8), Shenandoah Mountain Rescue Group (2 + 8), and Tidewater Search & Rescue Group (1).

The sole business of the Conference Membership Meeting was to consider two specific changes to the ASRC By-Laws.

#### By-Laws Under Consideration

Considering By-Laws proposal one, to include an ASRC Associate Group category under Article I and Article III of the ASRC By-Laws, the vote was 90 affirmative, and 17 negative. There were no abstentions.

Considering By-Laws proposal two, to establish Article 12.8c that the terms of elected officers of the Board of Directors be two years with elections to be held at the first meeting of the Board of Directors after April 1 in even numbered years, the vote was 95 affirmative, 9 negative, and 4 abstentions.

A motion was made and seconded to create a standing committee with appointed members to review the ASRC By-Laws. The vote for was unanimous.

There being no further business the Membership meeting was adjourned at approximately 11:30 hours.

### BOARD OF DIRECTORS MEETING

The Board of Directors Meeting was called to order at 13:20 hours by President Peter McCabe.

#### Secretary's Report

The Secretary's report on the ASRC WEB page was accepted as presented. Secretary Susan Collins submitted a letter of resignation. It was accepted with regret.

#### Treasurer's Report

A letter was read into the record by ASRC Treasurer Mark Eggeman where he resigned as Treasurer on an immediate basis. In his resignation letter, Eggeman indicated he had withheld information regarding not being able to find files. The resignation was accepted. McCabe and David Carter, wife of former Treasurer Ruth Carter reported on their acquisition of bank statements from the dormant bank account; pro-bono legal advice received from M/SAR member Mike Sawyer, a member of the bar in Virginia; plans, on the basis of legal advice, to retain

the services of an accountant to develop a "due diligence accounting statement; and plans for internal Conference activities to recoup monies paid but not deposited from ASRC groups for some 1989 dues, and all 1999 dues.

It was reported that current ASRC funds in the bank amounted to \$1,700. On a motion, duly seconded, David Carter was elected as ASRC Treasurer for the balance of the resigned term of Mark Eggeman.

#### Old Business

##### Piedmont Search & Rescue Group

A motion was made and seconded to fully certify Piedmont Search & Rescue Group, pending completion of their group equipment within thirty (30) days and that written documentation of the equipment review be provided to the ASRC Training Committee Chair. Vote was 109 affirmative, and 0 negative. There were no abstentions.

#### Committee Reports

**Training committee:** Regarding ASRC Dog Handler standards, it was proposed that testing of applicant dog handlers be conducted by a recognized dog handler or dog handler program in the state of residence of the ASRC applicant, and that testing be done on the basis of the existing ASRC standard. It was reported that when testing is completed, the tester will report his/her finding to the ASRC Training Committee to bring the recommendation to the Board of Directors for consideration of approval. It was indicated there is a need to draft language for this procedure, including exact language on the testing procedure(s) to be employed, and the process of ASRC certification.

The Training Committee is in the process of completing a side-by-side comparison of written SARTA training materials and written ASRC FTM and FTL standards.

Discussion took place regarding a spring 2000 ASRC GSAR institute at a place to be determined in northern Virginia. Tentative dates of May 6-7 and June 2-4 were discussed.

The need for regional training conferences was discussed with the proposal that ideas and proposed topics be placed on the ASRC Web page for review and comment. It was suggested that a one day event could be scheduled in summer 2000 to be sponsored by a local ASRC group.

There was a wide ranging discussion on the need to modify existing ASRC FTM and FTL mission participation requirements.

**Operations Committee:** Discussion took place concerning changes to the ASRC Operations Manual and Administrative Manual re: response procedures to responding to searches.

Medical Officer Stephanie Dorow and Safety Officer

Russell Graham were introduced.

ASRC PIO Randy Frank distributed a report.

### **New Business**

Todd L"Herrou made a motion, with a second being made, to begin an investigation of the circumstances around Mark Eggeman's activities as ASRC Treasurer. Motion passed unanimously.

A motion was made to retain a CPA to follow legal recommendations to develop a "due diligence report." The motion was tabled with the information that pro-bono services of a public accountant might be available.

A motion was made and seconded to appoint David Carter as Treasurer until April 2000. Motion passed unanimously.

With regard to the resignation of the Secretary, McCabe indicated he would recruit a replacement for the remaining term, and bring a recommendation to the February 2000 Board meeting.

A motion was made, seconded, and approved unanimously to appoint Russ Graham as ASRC Safety Officer, and Stephanie Darow as ASRC Medical Officer.

**Safety Committee:** Safety Officer Russ Graham recommended adoption of the proposed ASRC Safety Standards. Graham made a motion, seconded by Rob Miller, that the standards be approved as presented. With one abstention the vote was unanimous.

**Medical Committee:** No recommendations at this time, but a number of new proposals will be developed to strengthen the Medical operations of the Conference. It was suggested a new Medical Director for Virginia may be necessary, if only because he is unreachable.

**Coordinated Training Committee and Operations Committee Recommendations:** Following considerable back and forth between the Training and Operations Committees, it was decided there are three central issues facing ASRC standards and operations at this time. One, ASRC members need to be current in their qualifications so they can perform their jobs. Two, ASRC members need to respond to missions to develop and hone their experience. And three, the ASRC needs to improve its response rates to incidents. In a series of coordinated recommendations regarding ASRC standards and operations, the following was brought to the floor for consideration of approval.

**For ASRC FTM standards** – That Item II,A.2 be changed to read that FTMs must meet annual continuing education requirements and maintain skills proficiency by participating in a minimum of six training sessions and participate in four search tasks each lasting a minimum of four hours duration within two years. These can be accomplished on an actual mission or a standards ASRC simulation. Further, adding II.A.3: "A standard ASRC simulation must meet the following criteria: (a) must be a minimum of eight hours; (b) must be executed according to a written, published scenario; (c) must be a minimum incident staff of two people; (d) must have a set of clues that lead logically to the subject; and (e) must be supported by a base that meets the minimum

requirements stipulated in Practical Search Operations.

**For ASRC FTL Standards:** That Item II,A for FTLs be changed to read that Field Team Leaders must meet annual continuing education requirements and maintain skills proficiency by participating in a minimum of 6 training sessions and participate in four search tasks each lasting a minimum of four hours duration within two years. These can be accomplished on an actual mission or a standard ASRC simulation.

It was further recommended that items VI.B.3 and VII.B2 be deleted from the ASRC Training Standards.

**Active and Inactive Members:** Regarding the response status of ASRC members, it was recommended that the ASRC maintain two different response categories for its members. At this time, less than 5% of our membership responds to a search. The first category would be "active members" and "general members."

Beginning October 10, 1999, for record keeping purposes, Active members will be required to participate in four (4) individual four-hour field tasks in a two year period, and respond to three mission in two years. To recognize the short duration of many incidents the ASRC is asked to respond to, it was agreed that responding would include any personnel enroute to an incident from the time they departed. It was also agreed that group dispatch personnel would be counted as responding for their particular group or the ASRC, if that group personnel were acting as ASRC Dispatch personnel. Further, it was acknowledged that it will be necessary for Group Dispatchers to maintain accurate records regarding their personnel responding to searches, and it will be the responsibility of Group Dispatchers to provide periodic information to the ASRC Executive Officer or similar ASRC administrative officer for record keeping purposes.

Those persons, not maintaining this level of Active Member participation [by October 10, 2001] will be deemed as being "inactive" Procedures for moving an individual from Inactive to Active are to be developed. Additionally, it was discussed that those ASRC members not maintaining the requirements of ASRC training standards would be defaulted down to the next ASRC certification level as is now the ASRC practice with IS and IC personnel not maintaining required participation levels.

A collective motion was brought to the floor by the Chairs of the Training Committee and the Operations Committee, duly seconded, and brought to a vote. The collective motion passed.

**Adjournment:** There being no further business the Board of Directors meeting was adjourned at 15:30 hours.

Respectfully submitted;

Peter A. McCabe  
Chair