

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

February 19, 2000

BOARD OF DIRECTORS MEETING

The scheduled Conference Membership meeting was called to order by Board President Peter McCabe at 1135 hours at the University of Virginia in Charlottesville, Virginia. The following ASRC teams were represented: Allegheny Mountain Rescue Group (1), Blue Ridge Mountain Rescue Group (14), Maryland Search & Rescue Group (4), Mountaineer Area Rescue Group (1) Piedmont Search and Rescue (3), Potomac Valley Rescue Group (2), Shenandoah Mountain Rescue Group (6). No representatives of Southwest Virginia Mountain Rescue Group or Tidewater Search and Rescue were present.

Review of Minutes

At 1144, minutes from the previous meeting were reviewed and after minor corrections, were approved. (Corrections included substituting husband for wife in regards to Dave Carter in the Treasurer's Report, as well as listing Piedmont Search and Rescue as having representatives present.)

Chair's Comments and Report

Not submitted in writing

Secretary's Report

Suzen Collins agreed to serve as Conference secretary until the April 2000 Board of Director's meeting.

Treasurer's Report

Peter McCabe presented the interim report provided, in writing, by Dave Carter, acting Treasurer, to the Board. This report was supplemented by the stated opinions of the Chair.

A copy of the report provided by Dave Carter is included at the end of the minutes.

At 1150, after a motion by Russ Graham to accept the report, seconded by Todd L'Herrou, the Treasurer's report was accepted unanimously.

Committee Reports

Training

David Rice presented the Training committee report, which highlighted plans for the upcoming ASRC GSAR project.

The minutes from the October 10, 1999 meeting were reviewed and were considered by the group as being an accurate representation of the meeting.

Bob Koester had reported that the Commonwealth of Virginia wants to go to three levels of IC and is in the process of defining the standards for each level. It is expected that six months will be required to complete the standards process. A summary of the draft standards was provided.

The SAR CAP Simulation is scheduled for 4/7-9/2000 in the

Northern Virginia, Richmond and SW Virginia areas. More information will be provided. Anyone with questions or anyone who wants to help should contact Suzen Collins.

The SAR management conference will be held in the Richmond area 10/28/2000. For questions contact Suzen Collins.

After review of the draft ASRC GSAR Institute notification, the following people volunteered to support the VA DES provided training team in delivering the GSAR Institute:

- Overall Coordination IC – Josh Babcock (joshuabab@aol.com)
- Pre-Registration Coordination – Emily Minor and Todd L'Herrou
- Meal Catering Coordination – Heidi Forrest (heidif@erols.com)
- On Scene Coordination – Suzen Collins (suzencollins@aol.com)

The Training Committee also agreed to allocate each class to a % based on ASRC group size. Each group would then fill the allocated slots. The Pre-registration Coordinators will then work with the Training Officer of each group to fairly resolve any allocation issues. The Pre-Registration Coordinators will fairly allocate the out of state slots to classes. The Pre-Registration coordinators will get the training notice posted to the ASRC web site and to training coordinators as soon as is possible.

Heidi Forrest will contact Peter McCabe early in week ending 2/25/2000 to let him know if the catering approach is feasible and to confirm the cost per head for this service.

Peter McCabe will make the following changes to the draft GSAR Institute notice: any change in the cost of the meals, name to whom mean checks should be made and change the address to sending applications to the Charlottesville locker.

After some discussion, it was requested that the time based requirements for maintaining certification passed in the October 10, 1999 Board meeting be re-considered. Additional discussion concerning the proposed changes to the Incident Commander level of certification and the resultant effects upon the ASRC was also entertained.

Operation Committee:

Operation Committee met in room E303 at UVA in Charlottesville, VA at 10:10AM.

Communications:

Discussed ASRC opportunities to provide communications services to groups such as FEMA, VA State Police, VDOT and VADES. Creating caches of communications equipment, cell phones and SAT phones and using a standardized repeater.

Team members could be trained to use the Comms caches that are being created by the CAP. ASRC would only be able to provide support for the services. We do not have the budget to supply the equipment.

Need for more SAR related FEMA teams in the ASRC area. ASRC need more members to help with searches and ground pounding.

Medical:

Training requirements need to be reviewed for medical standards. Sixteen hours per year are required of medical training per team member.

The Ops and Med. officers need to ensure the Med. standards are being met or exceeded by all team members as well as the liability for team certifications.

The Medical certifications for teams and team members need to be turned in to the ASRC Medical officer.

Safety:

Safety Standards have been created and are being adopted by the ASRC. Each team needs to elect a Safety Officer if one does not already exist.

Public Information Office:

PIO standards have also been created for the ASRC. Each team needs to elect a PIO. The PIO officers need to be trained and used at searches to help the IC/IS.

Databases for the ASRC:

Ops committee needs to investigate to see how much Level of Effort (LOE) it will take to update and maintain the OneList account. We also need to find space on a host to set-up the OneList server and the ASRC Web server. Alternate sites would be PitList and E-Groups. Josh Babcock will investigate.

Discussed setting up a separate Web page to place After Action Reports and Search Summaries that would be secure.

Dispatch ASRC and GDO:

We need to encourage team members to become trained in dispatch and offer some way to get more members to take dispatch for searches. Discussed having dispatch supervisors or mentors to assist team members with the procedures for taking dispatch.

Training:

The ASRC needs to do more cross-training among the teams to ensure a better cohesion of the teams when we go to search. More simulations that are done between teams in the local areas would be very helpful. Ops officers should get together to schedule at least 2 team simulations per year with the local teams to their areas.

Operations:

Teams need to take an inventory of their equipment to keep on hand and updated quarterly for insurance purposes. It is important that we have an inventory listing of all gear that each team has and that the ASRC has as a whole. For insurance purposes, and reimbursement of equipment being lost or stolen, this is a must.

Medical Committee:

(No written report)

Stephanie Dorow presented the Medical committee report, focusing on the lack of enforcement of medical training requirements over the last five years. Stephanie stressed the importance of maintaining minimum requirements, especially

as the ASRC begins to seek a new medical director. Also highlighted were issues of liability for failure to maintain appropriate documentation and training, as well as the inability of the ASRC to presently pass an inspection by the VA Dept. of Emergency Medical Services.

Communications Committee:

(No written report)

Pepper Broad presented the brief Communications committee report, in which the need for discussion regarding repeater standards and a possible opportunity regarding FEMA / DES.

Safety Committee:

A written and oral report for the Safety committee was presented by Russ Graham. Russ shared copies of two safety checklists with the BOD, which were discussed then shared with the Medical committee. Further discussion highlighted the need to incorporate these checklists into training programs.

Public Information:

(No written report)

Randy Frank presented the Public Information committee report, commenting that the group was slowly starting to take shape. After noting the sparse participation by group PIOs, Randy advised that a draft version of the PIO training materials should be in draft form by the April meeting.

Also discussed was the interest in requiring IC / RA types to submit a search summary to be used on the web or in printed materials for release to the media. Other activities of the committee included ongoing work on the ASRC fact sheet, as well as the development of a PIO mail list.

Peter McCabe also spoke regarding his presentation to the Maryland legislature regarding a pending SAR study.

AT 1300, a short break was called.

Old Business (1310 hours)

After resuming, a discussion of the ongoing situation with Mark Eggeman and the treasury began.

The following motion was made by Chip Swicker and seconded by Josh Babcock. This motion was passed with 7 in favor, 0 in opposition, with 2 abstentions.

The ASRC Chairman and acting ASRC treasurer present to the membership at the April 2000 meeting the following:

A written report of due diligence in regard to the events which lead to the relief of the ASRC treasurer in 1999. Said report shall detail how ASRC funds were handled and what became of uncashed checks. Said report shall also detail what procedures have been put in place to prevent a recurrence of these events.

A complete audit of the ASRC books, with current balance sheet

A written treasurer's report for the first quarter of FY 2000, to be followed every quarter thereafter by a similar report mailed

to each group treasurer.

After further discussion, the Chair appointed Peter Pennington to serve as investigator in this matter.

Bob Koester then presented information regarding the ongoing discussion concerning the requirement that field tasks must be at least four hours minimum in order to count towards maintaining response certifications. This included several charts and graphs which showed that a majority of field tasks during actual missions last three hours or less. Peter McCabe asked that the Operations committee review this information.

New Business (1345 hours)

Emily Minor addressed the Board of Directors in regards to two columns featured in the most recent TSAR Times, the newsletter of Tidewater Search and Rescue. Emily stated to the BOD that she felt that these articles, authored by Dave Carter, pertained to her, and was upset by the allegations and commentary.

Emily then apologized for her actions regarding one of the incidents (the inappropriate Task Assignment Form) that occurred during the mission in Waller Mill Park. Emily then advised the BOD that she did not recall being lost on any tasks (as was mentioned in the TSAR Times).

After entertaining questions from the BOD, Emily again apologized for her lack of judgement for the "joke TAF."

Peter McCabe then highlighted his conversations with Dave Carter regarding this situation. After attempting to negotiate an agreement based on a previous discussion between Emily and Dave, Peter asked Emily if she wished to file formal charges. Emily declined.

At that time, Todd L'Herrou submitted the following motion, which was duly seconded and passed unanimously:

I, Todd L'Herrou, hereby request an investigation of Dave Carter, for his publication of inappropriate material in TSAR Times and Topics of January 2000. To my best knowledge, this is the third occurrence of this type by this individual.

Stephanie Dorow volunteered to serve as the investigator, however, neither she nor anyone else was appointed to investigate this matter at the meeting.

Randy Frank then presented the following motion, seconded by Russ Graham and passed with 7 in favor, 1 in opposition, and 1 abstention.

The ASRC Incident Commander submit either an after action report of a summary and photos, if available, to the Conference PIO for publication, after editing, on an ASRC search summary page.

A motion regarding mini ASRC patches was made, then withdrawn by Pepper Broad after discussion.

Todd L'Herrou then proposed the following motion, which was duly seconded and passed unanimously:

The ASRC will spend \$35 per year to maintain the ASRC domain name www.asrc.net, payable to network solutions, inc.

Russ Graham then motioned, with an appropriate second, that Josh Babcock be approved as the PVRG training officer. This motion passed unanimously.

The following ASRC members were re-certified by the BOD:

Brian Ulmer	Incident Staff
Frank Jargowsky	Incident Commander
Lauren Schiff	Incident Commander
Darren Chen	Incident Commander

The following ASRC members were nominated and approved by the BOD to serve as Incident Commanders:

Jen Avery-Whittaker
Justin Reich

The following ASRC members were then proposed and approved by the BOD to serve as Incident Staff:

Gary Fang
John Peters
Elsa Olivetti
Brendan Schubert

Bob Koester then motioned that the ASRC consider adopting the standards for different levels of Incident Commanders as being reviewed by the Virginia Search and Rescue Council. After much discussion, the BOD decided to wait and see if the IC proposals were passed by the VASARCO prior to taking any action.

MARG was then recognized by the BOD as having formally received 501(c)3 status.

At 1447 hours, a motion was made and accepted to adjourn the meeting.

Field Team Leader Safety Checklist

Safety Check List for Base / Ops

- Personnel assigned to specific tasks are fit for that task, (people with canes are not sent on hill climbs, etc.)
 - All personnel sent on tasks are clothed and equipped for that task.
 - A medic (first responder or above) is assigned to each field team. Give consideration to sending higher qualified people (paramedics, if available) with teams assigned to more difficult and/or distant tasks.
 - Each team has at least one good first aid kit (defined at a minimum as more than 2 Band-Aids and some aspirin.) This check should be performed by the team medic, but be sure it is done.
 - Specific hazards for task are included in briefing
 - If a task has potential to go beyond dark, ensure that the team is aware of this and equipped for the possibility.
 - Insure that local EMS resources are readily available for both recovered subjects and injured searchers.
 - Make every effort to maintain communication with teams to insure their welfare.
 - In bad weather, try to arrange a rehab area where searchers can dry out and warm up prior to beginning another task.
 - In the event of an injured searcher or a status 2 find, make every effort to have the highest qualified EMS provider dispatched to the scene with the evac team.
 - In the event that the ASRC personnel are participating in a technical or "semi-technical" rescue. Insure that a Safety Officer is on-scene.
- All team members should be in proper clothing and with proper gear for task and weather conditions.
 - Team medic assigned (can be first responder or above)
 - Team has adequate first-aid equipment (can be a team kit or one or more personal first aid kits totaling sufficient first aid supplies.)
 - Team has been briefed on any known hazards anticipated in task area.

MEMORANDUM FOR ASRC BOD

FROM: DAVID A. CARTER/TREASURER

SUBJECT: STATUS OF BOD REQUIREMENTS

1. This will serve as an interim written report regarding the financial review of ASRC.
2. Once I get the word that we did not need to pay a CPA to do this, I contacted Keith James a member of my unit who is an accountant and runs an accounting business on the side. He agreed to do a review of the books. He and I have not met to set up a review. This will occur with thirty days.
3. One of the difficulties in doing such a review is that there are no books to review. Mark did nothing that I can find that faintly resembles keeping track of the moneys. He and I cannot find any checks given to ASRC that includes the group dues. However, I will present the data available to Mr. James.
4. No group has reported, based on my letter to all groups, that they had checks deposited or cashed for dues that they had written.
5. As far as I can determine from the books and papers no money was misused or stolen. Neither Mark E or I can find the donation checks and since I have no idea of who wrote what checks to ASRC I have no way of calling them and seeing if the donation checks were cashed. I now for sure they were never deposited to the ASRC account. However, Peter McCabe has some data that needs to be pursued. He needs time to do so.
6. In short nothing points to illegal activity by Mark Eggeman. He simply did nothing. The checks were apparently lost. The account was put in hibernation until I reopened it.
7. It would appear that there were two errors here. One was Mark Eggeman not doing his at all job as Treasurer. Two was the ASRC chairman (Peter and Todd) did not supervise him so that the requirements for reporting and so forth were not accomplished.
8. Given all of the above, it is my recommendation to the BOD that we have no need for new rules. What is needed is an accounting each BOD to the BOD about the current status of the accounts. Had this been done, we would have known this problem years ago. I can say that as the Chairman for five years we as ASRC do not value this issue.
9. I will send as a separate EMAIL the current financial report for ASRC.

Submitted respectively by:

David A. Carter
ASRC Treasurer

Appalachian Search and Rescue Financial Report May 1999 - February 2000

Opening Balance: 1770.32
(Account Reactivated)

Income

TSAR Group and Individual Dues for 1998/99	\$ 385.00
MSAR Group and Individual Dues for 1998/99	\$ 400.00
MSO Class	\$ 860.00
TSAR Group and Individual Dues for 2000	\$ 165.00
MARG Group and Individual Dues for 2000	\$ 155.00
AMRG Group and Individual Dues for 2000	<u>\$ 180.00</u>
Total	\$2145.00

INCOME SUBTOTAL \$3915.32

Expenses

Metrocall (Unpaid previous year's bill and current expenses)	\$ 194.00
Dan Daniels Printing (brochures)	\$1617.00
MSO Class books	\$ 507.00
Art Ross (post cards)	\$ 20.43
State Corporation Commission (annual fee)	\$ 25.00
Cost for copies of checkbook records	\$ 110.00
MSO expenses to Peter McCabe	\$ 143.00
Mailing of Post Cards	<u>\$ 98.50</u>
Total	\$2714.93

EXPENSES SUBTOTAL \$2714.93

CURRENT BALANCE \$1200.39

NOTE: As you can see, most groups have NOT paid the 1999 and in some cases the 1998 dues. Thanks to MSAR and TSAR for trusting the process.

Respectfully submitted,

David A. Carter, Treasurer

ASRC VISION

The ASRC says this as a tentative vision statement:

To save lives, the Appalachian Search and Rescue Conference will continuously improve its ability to conduct search and rescue activities, so that it will become the preferred volunteer SAR resources in the mid-Atlantic states.

In order for us to translate this vision statement into a true vision which all of our members can grasp and see their place in, we need to break the vision statement into broad goals can be further subdivided in objectives and then actions steps. That step in the process of moving ASRC would be for us to develop a strategic plan.

The strategic plan would be our road map to the ASRC future in five to seven years from now.

I would propose as a starting place that you give thought to the following

Lets take the first statement: *will continuously improve its ability to conduct search and rescue activities* and break it into some possible goals.

Definitions:

A. *Continuously* means we are doing something all of the time, not just at selected point in time such BOD meetings.

B. *Improve* means we are fixing, adjusting, changing, adding to our processes in ways that make the quality of the product we deliver to our customers better and better means they perceive it as better.

C. *Ability* means what we deliver when we are called.

D. *Conduct search and rescue activities* means the range of things we do that are related to SAR and that would be such things as PSAR, serving as FTMs, FTL or IS's at any level when asked to go on a mission, our training to get to and maintain the levels of training, and our coordination with other organizations. In my mind it does not mean our fund raising efforts such the annual car parking TSAR does nor the annual fifty mile deal SMRG does.

How are we going to *continuously improve*? To do so means we have to have processes which we have detailed, flow charted and then studied for improvements.

Since we have never been able to agree on a standard set of processes, I would suggest the first goal would be to:

I. Develop through consensus a listing of what are the basic ASRC processes.

Once we can arrive at that list we would need to:

II. Detail the key processes through a flow chart of each processes.

After we have detailed the processes we would need to

III. Analyze each process for possible improvements.

When we have done this we will have an excellent tool to develop our strategic plan. Because we will see what needs to be changed in order to make our processes work better. We can then plan for when, who and how this will get done.

We also need to measure how we are doing what we are doing now. To do this we need to:

IV. Measure through surveys, etc. people who have used our services in order to determine satisfaction with the services we rendered and determine what services they would like to see us offer.

Doing this will collect what changes our customers see we need to make. Not what we think they need but what they say they need.

Lets then take a look at the second part of the vision statement: *so that it will become the preferred volunteer SAR resources in the mid-Atlantic states.*

I feel that to become preferred we need to work on the first part first and then we would need to get the word out there. To do so we would need to:

V. Develop a strong publications relations capability within the Conference and the Groups.

We need to measure our efforts as we do them. In other we need to:

VI. Develop a system of measurement for each ASRC SAR related activity (missions, training, recruiting, membership satisfaction, et cetera)

Once we are measuring our performance and satisfaction levels from our customers we will need to:

VII. Develop a system of analysis of our performance and develop processes that feedback needed changes into the training and operational methodologies which produce the result sin the first place.

What we are about here is changing the organization. We are talking about a lot of work over the next few years and that means commitment on the part of the groups to these efforts.

All of this will not occur in the next year. But, by the end of the June weekend we should know the path we are going to take to the future in at last the broadest brush, but hopefully by fleshing out the goals into objectives.

Our next efforts would be to flesh out the objectives into actions steps.

What say ye?