



**ASRC Board of Directors Meeting
Saturday 5 October 2002
Gaithersburg, MD**

Present: There not being a simple majority of directors present, the meeting was deemed to be inquorate.

Lauren Schiff (BRMRG), Peter McCabe (MSAR), Dawn Knapp (SMRG), Peter Pennington (SMRG), Stephanie Dorrow (PSAR), Amanda Harrison (BRMG), Pepper Broad (MARG/AMRG)

Eric Berlin (BRMRG), Frank Patrum (MSAR), Heidi Forrest (SMRG), Donna Tosh (MSAR), Chris Aultman (BRMRG)

1. Minutes of the previous meeting were noted.

2. Matters Arising.

Peter McCabe was requested to spend up to \$300 to investigate and set up electronic chat rooms and other electronic services. To be proposed at the next BOD meeting.

It was felt that there should be a rationalizing of the ASRC server lists.

It was noted that there was still no record of the cheque presented to the ASRC for Stephanie Dorrow's work on the EMS video. The value was in the order of \$300. No report was available from Randy Frank who was investigating this matter.

Eric Berlin was put forward for the post of ADC.

3. Review of ASRC missions since last meeting – tabled. A letter of thanks had been received from the County of Culpeper Sheriff for assistance rendered by ASRC for the mission on July 30 2002.

4. Update on callout procedures.

It was reported that not all groups are responding to ASRC dispatch with availabilities. Furthermore, changers in GDO were not being forwarded. It was agreed that each group would provide ASRC dispatch with a 'last resort' telephone number that could be called if no other response has been received.

5. Workman's Compensation for Virginia Callout Tasks..

This matter is still being pursued but no answers will be forthcoming from Virginia until after October 20th.

5. Better relationships with RAs

It was reported that a number of groups were working actively to set up more local MOUs. Advice was given that such MOUs should always set out procedures whereby the AR could refuse an order of the RA say, on the grounds of safety, and could lead the SAR group from the search. Furthermore there should be reference to the ASRC to reflect the correct MOU in force should that group be working under the RA but through the ASRC MOU with VADEM rather than through the local MOU.

6. Manual Updates.

It was hoped to have these drafted by the year end. There was a discussion on the role of Group Chairs within the BOD: it was suggested that thought be given to making the Chair an automatic group representative, possibly as one of the existing two representatives.

7. Financial Report

The Treasurer presented the financial position which showed a net balance of \$8061.78 after a net outflow of \$293.66. The major expense had been the reimbursement of BRMG for dispatch services for the ASRC.

It was agreed that a weekend would be set aside in late October early November whereby Mary Frances Jetton would review the Treasurer's books and make any recommendations for improving systems. At the same time the Secretary would examine the record keeping procedures, working with Mark Gleason who has volunteered as Record Keeper.

There was discussion about the mail arrangements and it was agreed that Eric Berlin, in the position of Assistant Secretary, would set up a new ASRC mailbox and would redirect mail as it arrived to the proper officer for action.

The list of ASRC assets was examined. They consisted of some \$233.95 worth of consumable medical supplies.

8. Medical Report.

Those present were introduced to Marsh Cuttino MD who wished to become the ASRC Medical Director working out of Richmond. As senior investigator at the Reanimation Engineering Shock Centre, Director of Human Simulation and Informatics and Assistant Professor of Emergency Medicine at VCU, plus the fact that he is enthusiastic, it was deemed that he would make an excellent addition for ASRC.

It was noted that medical expertise might not be used most efficiently during a search: it was suggested that sign in sheets seek medical qualifications.

It was agreed that a letter would be written to PVRG demanding their personal medical certifications etc as the failure to have this data was endangering ASRC's own certification.

9. Training

Although the ASRC training standards are the basis for all groups' training procedures, it was clear that groups were setting other standards within their programs. It was felt that an examination of these variances would be beneficial in order to extract the highest standards for each subject with a view to modifying the ASRC training standards if deemed necessary.

A report was made on the current state of preparation for a regular ASRC GSAR that would include FTM and FTL classes.

10. Communications

A presentation was made on the subject of new radios. Two brands were presented – the Vertex 180 at \$350 and the Icom at \$500. In terms of robustness, cost and performance, the Vertex 180 was the recommended radio. Details can be seen at www.vxstd.com

Communication standards are being updated.

Pepper Broad can advise groups on contacts for the existing pagers and Bendix radios.

11. Operations.

The need for a safety officer at tasks was discussed. From this the discussion moved on to CISD and the need for speedy debriefs after a mission that involved some form of stress. ICs should put more emphasis on debriefing all members after any mission.

The state of mission folders was discussed and it was noted that folders should be secured and kept under some form of control at the Locker. Persons should not be able to take out documents without a proper record. A draft records policy was presented to the meeting.

It was agreed that at the next BOD, ICs would be invited to attend for part of the meeting to discuss mutual issues.

It was noted that some members of BRMRG were working a a computerized mission tracking system.

It was noted that the ASRC had a dire shortage of AOs. Questions were asked if the requirement to be IS was necessary for the role of AO. Should the AO be the first point of contact with the RA?

12 Future Meetings.

It was felt that more should be done in committee and less by the BOD in order to shorten the meetings. BOD should only place on the agenda written submissions from committees – it should be rarely the case that ‘surprise’ items would get on to the agenda such that BOD had had no time to consider the issue before the meeting.

Closed door sessions should be the exception. Rather the BOD day have time for either training or socializing.

13. Questions were raised about the exposure of the ASRC to disrepute should a member undertake activities in his or her personal life that might be deemed to be questionable. It was agreed that if a situation could bring the organization into disrepute then the ASRC as a volunteer body had little power to act before the event. However, whereas disciplinary procedures were in place to invoke after an event – mentors, group chairs etc could be used to advise the wayward before the situation became a serious issue.

14. Peter McCabe presented a catalogue that showed potential saleable items such as caps, fleeces and mugs with the ASRC logo inscribed. Peter McCabe was asked to take the matter further.

15. Closed Door Issue

a) Mark Eggeman

It was reported that he had an income, a low income and was therefore willing to pay in some money though not at the level initially agreed with the board. A request was made to lower the monthly sum. This was denied on the basis that he had had other income through the year and could have made steps to get a more regular income but had failed. It was agreed to not change the monthly sum set and to see what progress would be made. The Vice Chair was to write explaining this to the gentleman concerned.

b) Demotion and Due Process

The events around the demotion of an IC were discussed and it was agreed that the current rules lacked due process and rehabilitation procedures. This matter would be reviewed, probably in the By law revision.