



**Appalachian Search And Rescue Conference  
Board of Directors Meeting  
10 January 2004  
Winchester Medical Center**

**Present:**

Lauren Fernandez, Chair, (BRMRG)(also holding proxy for Tom Lovejoy (SWVMG)  
Peter Pennington (holding proxy for Carl Werntz (MARG) on one item only);  
Keith Conover (AMRG) and holding proxy for Chris Ruch (AMRG)  
Dawn Smith (SMRG);  
Mike Kennedy (SMRG);  
Carl Werntz (MARG);  
Suzen Collins (PSAR)  
Steve Mitowski (PSAR);  
Kevin Cropper (MSAR)  
Morgan Rodgers (holding proxy for Alex Christ (MSAR))  
Evan Keto (holding proxy for Stephanie Bean (PVRG))  
Kevin Brewer (PVRG)  
Billy Morgan (TSAR)  
Kevin Brewer (TSAR)

**Officers present.**

Lauren Fernandez – Chair  
Randy Frank – Vice Chair  
Peter Pennington – Secretary  
Peter McCabe – Operations  
Stef Dorow – Medical

**1. Previous Minutes:** The minutes and associated finance report of 18 October 2003 were accepted.

**2. Matters Arising:**

a) The presentation for Gelfman is expected to be given in February. It is still available for review on the web page and suggestions are requested.

(Chair)

## **DRAFT MINUTES – Produced Jan 14, 2004**

- b) The rewrite following the BOD's requirements in October is urgently required for inclusion in the revised By-laws and Administration Manual  
(Ruch)
- c) A post operational debriefing system is still being worked on. (McCabe)
- d) The plaque for Dr. Lindbeck was shown to the board and will be given to the good doctor. (Secretary)
- e) The web paged based background check system is up and running and the EMAS launch is imminent once work on the roster system has been completed  
(Weiss)
- f) The Treasurer was authorized to pay the outstanding \$68 to Eric Berlin for setting up the PO Box without the need to see an invoice.
- g) It was acknowledged that the \$50 cheque received for a PR filming exercise some time ago has gone astray and will never be recovered
- h) The digitizing of records has started albeit slowly. (Drag/McCabe)
- i) A meeting is still to be set up with the NPS (McCabe)
- j) A decision on using Instant Messenger is still pending. (McCabe)

### **3. Alteration to Ops Manual.**

A discussion took place concerning the availability of funds for an A.R. on task, the desirability of control of such expenditure and the chances of reclaiming funds from Federal bodies. The sum of \$500 and the role of the ACA were included in the discussion. It was moved that the issue would be debated on email and a vote would be taken by that means. (Chair/Ops)

### **4. Insurance Proposal.**

A) The insurance issue (health, liability, and fidelity) was discussed. The need for protection for all group and ASRC officers and directors was noted. It was resolved to accept the VFIS proposal in the sum of \$6147. (Secretary)

B) The consequences on long term funding of the ASRC were noted and it was decided to set up a working party to look at fund raising methods (to include dues, grants, endowments and raffles et al). The group would make a preliminary report to the membership at the March General Meeting. (Collins)

### **5. Clothing**

The BOD was shown certain items of clothing that could be made available to members. No decisions were made.

**6. Background Checks**

The BOD discussed the matter and determined that the ASRC needs background checks on all its members. Some members are minors and the ASRC works closely with the relations of subjects. Law enforcement officers might in fact be surprised that the ASRC did not carry out checks already. The BOD resolved to accept the prepared policy document suitably amended so that all existing members would complete checks by July 1<sup>st</sup> 2004. It was noted that all members and applicants for membership would require to seek reports from the Commonwealth of Virginia as well as their state of residence. (Secretary)

**7. FA/CPR Requirements**

The following was approved by vote of the BOD:

A) It was agreed that all members are required to pass the Health Care Provider CPR or equivalent and the Red Cross Standard First Aid or equivalent. The CPR standard is important as the course includes an element on infection control. (MO,CTO,GTO)

B) Equivalent courses would be examined by the Medical Officer and the BOD's consent sought for approval. Equivalencies would then be posted on the web site. (MO)

C) All members with current CPR qualifications below the required standard have until July 1 to recert. It was suggested a recert session be arranged for the second day of the General Meeting (MO, BRMG)

D) It was agreed that the grace period between the expiration of a certificate (and recommended dates as printed on certificates would be taken as definite dates of expiration) and automatic demotion to CQ status in the absence of recertification would be 90 days. (CTO)

**8. FTM/FTL Recertification Standards.**

It was reported that the existing requirement for each member to take part in two missions and six training standards each year had not been enforced. If such enforcement were to be introduced during the forthcoming group recertification exercise, there would be a severe loss of members. A proposal to remove the requirement temporarily was perceived by some BOD members as a retrograde step. On the other hand it was acknowledged that many members, valuable at searches, are unable to maintain a high training level and that in periods with few searches, the standard would be hard to achieve.

The following was approved by vote of the BOD:

## **DRAFT MINUTES – Produced Jan 14, 2004**

A) It was resolved that the recertification period for members would be over a three year period rather than the existing one year period. (CTO)

B) It was resolved that new training requirements, based on a mixture of Continuing Education Units (CEUs) and practical units, would be developed by the CTO and brought back to the Board for approval. (CTO)

C) It was resolved that as an interim measure, FTMs and FTLs will require for recertification on January 1 2005 to have met either the one year requirement as stands or the as yet to be decided 3 year requirement (pro rata). (CTO)

D) It was noted that in order to issue correct notices of intent, the Group recertification could not take place until towards the end of year 2004. (Ops)

### **9. Individual Recertification**

The following GTOs were approved:

GTO – Chris Ruch (AMRG), Don Grace (PVRG), April Cropper (MSAR)

The following recertifications were approved:

IC- Koester (BRMRG), Carter (TSAR).

Birmingham (BRMRG) recertification was tabled.

### **10. William Dixon Donation**

It was noted that a further tranche of \$1000 was due this February.

It was resolved that a sum of up to \$500 be allocated to go towards meeting the costs of a forthcoming MSO course near AMRG/MARG (Ops, CTO)

### **11. Revision to Articles of Incorporation.**

It was noted that there is a need to make the ASRC more responsive to change and faster in its communications. The new Articles were examined and found to meet these needs.

It was resolved that it be recorded that the Board had examined the proposed revised Articles of Incorporation and recommended that the membership accept and adopt the revision as being in the best interests of the ASRC.

The Articles would be presented to the membership at the next General Meeting (Secretary)

### **12. Information Handling**

## **DRAFT MINUTES – Produced Jan 14, 2004**

A document setting out advice on handling information and penalties for mishandling information was presented to the BOD. The BOD accepted that much information is of a sensitive nature and must be handled carefully.

It was resolved to accept the document as an amendment to the Administration Manual.

(Secretary)

### **13. Policy on Sexual Harassment**

The BOD accepted that in this day and age a policy was required. The BOD resolved to accept the proposed policy as an inclusion in the Administration Manual

(Secretary)

### **14. Web site**

The BOD received a report on various web page developments. It was noted that the exercise remains within budget.

### **15. Finance Report**

A) The Treasurer was absent from the meeting. However, the BOD accepted the written submitted report and noted that, prior to paying the insurance premium, the balance stood at \$11087.25.

B) It was resolved to write off the donation from the video company, as the cheque had never materialized.

C) It was resolved to pay Eric Berlin \$68 for setting up the PO Box although no voucher had appeared. The Secretary was able to report that the USPO had confirmed that he had paid that sum.

(Treas)

D) The matter of ‘a license to beg’ in the state of Maryland is still outstanding

(Treas)

C) The 2003 dues are still outstanding from PVRG (PVRG)

d) It was resolved to consider the 2004 budget in more detail and to vote on it by email.

(Chair, Treas)

### **16. Donations**

Donations had been received from I. Fernandez (\$65) and Thomas R Schiff (\$1000)

### **17. Medical Report**

A) A grant request for a manual defibrillator had been submitted.

## **DRAFT MINUTES – Produced Jan 14, 2004**

- B) It was noted those seeking a Hepatitis B vaccination might require a letter of support from the Medical Officer or the Medical Director.
- C) It was agreed that details of the Conference Infections Control Officer would be added to the roster. (Chair)

### **18. ADC Report**

It was approved that Alex McLellan and Kevin Maskell be added to the list of Alert Officers.

It was noted the eMAS system was still under development and testing.

### **19. Ops Report**

A list of missions since the last BOD meeting was reviewed.

It was noted that WEST (Penn group) may be interested in attending ASRC trainings/simulations. It was decided that we would welcome this relationship.

A meeting is still to be set up with a region of the WV DNR with the potential of creating an MOU (Ops)

### **20. General Meeting**

It was agreed that the General Meeting would be held on the afternoon of March 27<sup>th</sup> 2004 and that BRMRG would be the hosts. The next BOD meeting would be held prior to the General Meeting.

It was noted that the notices for the General Meeting would be in written form as the membership were to be asked to approve new Articles of Incorporation. Therefore the Secretary would need to be in timely possession of an agenda that covered both the meeting and the ‘fun and games’ to be arranged for the evening and the following day.

(Secretary, BRMRG)

### **21. Quick Response Team**

The BOD was presented with an outline idea for a QRT to be developed to meet out of area needs. The BOD endorsed the concept and looked forward to seeing more detail. (Ops)

### **22. Necessary Paperwork**

**DRAFT MINUTES – Produced Jan 14, 2004**

The BOD noted that in the absence of the Commonwealth of Virginia supplying the necessary task assignment forms, various initiatives were hand to seek alternative, and hopefully free, supplies.

**23. Any Other Business**

There was none.