



ASRC BOD Minutes

09 April 2005

Sky Meadows State Park, Paris, VA

| Title | Name | From | Present | Proxied To |
|-----------------------------------|------------------|---------|---------|----------------|
| Chair | Peter Pennington | SMRG | Yes | |
| Vice Chair | Andrew Dorsett | MSAR | Yes | |
| Treasurer | Amanda Harrison | BRMRG | No | |
| Secretary | Kevin Cropper | MSAR | Yes | N/A |
| Webmaster | Steve Weiss | SMRG | No | N/A |
| Ops | Bob Allam | PSAR | Yes | N/A |
| Training | Mark Creighton | SMRG | Yes | N/A |
| PA OMD | Keith Conover | AMRG | Yes | N/A |
| VA OMD | Marsh Cuttino | | No | N/A |
| WV OMD | Carl Werntz | MARG | Yes | N/A |
| Medical | Don Scelza | AMRG | Yes | N/A |
| ADC | Kevin Maskell | BRMRG | Yes | N/A |
| Comms | Tom Lovejoy | SWVaMRG | No | N/A |
| PIO | <i>vacant</i> | | | N/A |
| Safety | Carl Werntz | MARG | Yes | N/A |
| Group Reps | Name | | Present | Proxied To |
| AMRG | Keith Conover | | Yes | |
| AMRG | Bill Evans | | No | |
| BRMRG | Robert Koester | | Proxied | Kevin Maskell |
| BRMRG | Kevin Maskell | | Yes | |
| MARG | Carl Werntz | | Yes | |
| MARG | Dan Patterson | | No | |
| M/SAR | Kevin Cropper | | Yes | |
| M/SAR | Andrew Dorsett | | Yes | |
| PSAR | Suzen Collins | | Yes | |
| PSAR | Steve Mitkowski | | No | |
| PVRG | Stephanie Bean | | Proxied | Evan Kato |
| PVRG | Randy Frank | | No | |
| SMRG | Rene Carrier | | Yes | |
| SMRG | Peter Pennington | | Yes | |
| SWVaMRG | Andrew Dorsett | | Yes | |
| SWVaMRG | James Harrison | | Proxied | Andrew Dorsett |
| TSAR | Kevin Brewer | | No | |
| TSAR | Billy Morgan | | No | |
| At Large Attendance (Name, Group) | | | | |
| Numerous | | | | |
| | | | | |
| | | | | |

New Action Items from this meeting:

| Action Item # | Assignee | Description |
|---------------|---------------|--|
| 20050409_01 | All Directors | Look for group members willing to fill the Infection Control Officer and PIO positions |

Summary of Motions from this meeting:

| Motion | Section | Result |
|--|---------|-------------------------------|
| Approval of the minutes from the October 2004 BOD meeting. | 1.2 | Passed |
| Accept DELMARVA as a probationary member with MSAR as their mentor | 4.2.4 | Passed |
| Accept TROT-SAR as a probationary member with SMRG as their mentor | 4.2.5 | Passed |
| Pay the insurance bill when next due. An amendment stated that the issue must be resolved by the next budget, which will be the December time-frame | 4.3.7 | Passed, with two abstentions |
| By 1 July 2005, all groups shall report all operational capabilities other than ground SAR to the BOD, and shall either report the standard they are training to or recommend a standard for approval. | 4.4.8 | Passed |
| Bob Allam was approved as the new Ops Officer. | 4.8.2 | Passed |
| Approving the following for IC-III certification: Don Scelza (AMRG), Kevin Maskell (BRMRG) (pending his imminent 21st birthday), and Carl Wertz (MARG). | 6.2 | Passed |
| Follow CTO's recommendation for publishing FTL recertification standards, with the six missions being simulations or actual searches (b/c of the IS discussion). | 6.4 | Passed with three abstentions |
| Approving the following IS certifications: Mike Kennedy (SMRG), Peter Pennington (SMRG), Steve Weiss (SMRG), Dan Peterson (SMRG), Andrew Dorsett (MSAR), April Cropper (MSAR) | 6.5 | Passed |
| Approve the recertification of BRMRG, MARG, MSAR, SMRG, SWVaMRG, and TSAR as "A" Groups | 7.1 | Passed |
| Approve the certification of AMRG, PSAR, and PVRG as "B" Groups | 7.2 | Passed |
| Approving Lauren Fernandez for temporary IC-II recertification until the next BOD meeting | 16.1 | Passed |

Minutes:

1. **Review of Previous Minutes from the October 2004 BOD meeting:**
 - 1.1. There was discussion of whether Ops or Training should be conducting the NASAR standards comparison; it was agreed to address the issue during those portions of the meeting.
 - 1.2. A **motion passed** to approve the minutes from the previous meeting.
2. **Outstanding Items:**
 - 2.1. There were ten **Outstanding Action Items**. The crossed out items were closed. A synopsis follows.

| Action Item # | Assignee | Description |
|---------------|---------------|---|
| 20040710_03 | Suzen Collins | Assist the CTO in developing a list of goals/menus for training certification and re-certification standards |

ASRC BOD Meeting Minutes
09 April 2005

| Action Item # | Assignee | Description |
|---------------|---|--|
| 20040710_04 | Teresa Drag (lead), Alex McLellan, Kevin Maskell, Andrew Dorsett | Lead an effort to make IC training more widely available throughout the conference. |
| 20040710_06 | Chair (Peter Pennington) | Talk to Bob Koester and Mark Eggeman regarding ASRC sponsorship of their research into SAR theory. |
| 20040710_10 | Kevin Cropper, Carl Wernitz, Alex McLellan | Form a team to develop events for the BOD / GM on 9/10 April 2005. |
| 20040710_12 | Ops | Take action to develop a conference position on Personal Locator Beacons (PLBs) |
| 20041016_01 | Chair | Investigate NIMS' definition of Wilderness Search. |
| 20041016_02 | Peter McCabe | Investigate ASRC cell phone numbers |
| Immediate | All Directors | A photocopy of any VA EMT (anyone overseen by VA OEMS) certificate holder is needed by Friday 29 October and can be faxed to the BRMRG fax machine |
| 20041016_03 | | Need Infection Control Officer |
| 20041016_04 | All Directors | Please look for a Treasurer replacement. |

- 2.2. AI20040710_03 – **CLOSED** to the new CTO.
- 2.3. AI20040710_04 – No report. An ICG class had been scheduled shortly after the October BOD meeting. Potentially closed if no further action is necessary.
- 2.4. AI20040710_06 – Ongoing.
- 2.5. AI20040710_10 – **CLOSED** to this being the GM weekend, no further action required.
- 2.6. AI20040710_12 – Only two groups profess to having operational equipment for use with PLBs; no official conference position proposed.
- 2.7. AI20041016_01 – **CLOSED** to posting of the information on ASRC.net website.
- 2.8. AI20041016_02 – **CLOSED** to MARG and BRMRG believe they each have one such old cell phone, but no service, MARG number goes to someone else now.
- 2.9. Immediate – **CLOSED** as OBE (overtaken by events), need long since passed.
- 2.10. AI20041016_03 – Short term signature need addressed; long term conference need continues.
- 2.11. AI20041016_04 – **CLOSED** to identification of new Treasurer.

3. **Review of Items Voted via email after cancellation of January BOD meeting:**

- 3.1. **Approved** Mark Creighton (SMRG) as CTO.
- 3.2. **Approved** extension of Group Recertification Process (now completed).
- 3.3. **Approved** budget, need to discuss insurance addressed below.
- 3.4. **Approved** appointment of Tom Lovejoy (SWVaMRG) and Bob Allam (PSAR) as ACA, Alex McLellan (SMRG) as IC-III, and Steve Weiss (SMRG) and Peter Pennington (SMRG) as AO.

4. **Chair's Report:**

- 4.1. From the snow-cancelled January retreat, the Chair wants to publish to the BOD the statements from each group of what they want from and to give to the conference. (Groups who have not provided such a statement should do so.)

4.2. *New Groups*

- 4.2.1. Up to Six new groups have showed an interest in joining the ASRC: A BSA Venture crew from the Aberdeen, MD area who is currently investigating SAR as a focus; Southern Virginia University (Buena Vista, VA, near Lexington, VA), has a team showing interest (SVUSAR) with a (former?) FEMA employee as advisor and BRMRG currently sheltering them, but they are not yet ready; a county team in southern Virginia who has not been heard from in five months; WEST in Pennsylvania, with Pepper Broad advising, whom the Chair will meet in three days time; and two groups represented at the meeting: TROT-SAR (rep: Larry Raskin), a horse team from Central Maryland; and DELMARVA SAR (reps: Robert Fries, Jim Jackson), a combination ground and dog team from the Delaware / Maryland / Virginia peninsula area. Both expressed their interest in joining the conference. There was discussion of the process of taking in a new group (the last, PSAR, was 8 to 10 years ago). What should the conference strive for? It is not just a training certification, we must approve of their operational readiness, their ability to self-certify up to the FTL level, including an FTL capable of being GTO, and operational communications to respond. It requires a heavy commitment from the mentoring groups FTLs, and is anticipated to require six to ten staff days a year to mentor. PSAR related how it helped that TSAR mentored their counterpart roles, which helped in sorting out the guidelines / manuals. There were also warnings that the Bylaws and Admin manual have changed, but the underlying documentation may not be fully reflected in the Ops Manual. It was also pointed out that this would cause a shift in balance to outside of Virginia.
- 4.2.2. DELMARVA explained who they are: a 501c3 organization formed in January 2003 from a number of previous SAR-related organizations. Their focus is SAR response and education. They have 14 members, train to NASAR standards, have canines, SARTI, NISPO, the Air Force / Coast Guard training, and MSO. They have members with FEMA CERT, medical qualifications, WFR/WEMT, and instructors. They add more NoVA / MD response capabilities, more MD search managers, 5 sign cutters, trailing and tracking dogs, training, and a foot into Delaware. They had a question about how to map their current NASAR trainings to the ASRC standards. They also offered an outreach opportunity into the Delaware SAREX.
- 4.2.3. TROT-SAR explained who they are: a 501c3 formed from TROT (Trail Riders of Tomorrow), with SAR interest, nearly ten years ago. They have 15 fully operational members, six or seven working on it, and two inactive. They have a FEMA trainer and an EMT. They are NASAR trained, and are a part of the ASTM committee writing the mounted standards. The bulk of their members have less than three years SAR experience. They offer a heavy lift capability (which may require some IC-enlightenment), can run perimeters, and typically have vehicles capable of transporting teams into place. They advertise at the library and at horseshows. They are based in Mt. Airy, MD, but have members in NoVA, etc. Their response range is 150-200 miles by ground, but they have an Anderson sling available for air transport if necessary. They do need time to acclimate the horse from the drive once they arrive; typically an hour to over-night. A question was raised about where they could go; it is up to the horse and rider, but generally anywhere; if necessary, will tie off horse and walk. They would like to train other FTLs on working with horses and what they can do. They acknowledged that they must be FTM / FTL first, and the horse part is secondary.

- 4.2.4. A **Motion passed** to accept DELMARVA as a probationary member with MSAR as their mentor.
- 4.2.5. A **Motion passed** to accept TROT-SAR as a probationary member with SMRG as their mentor.
- 4.2.6. The Operations Committee is responsible for keeping track of the group's progress. The Training Committee is responsible for keeping track of the individuals.

4.3. *Insurance*

- 4.3.1. Two-thirds of the insurance bill has currently been paid. Discussion was had over whether to continue paying or stopping the insurance. Research of other options found concerns about our work across state lines and our setting of standards. Some groups questioned if they wanted to look to the conference for insurance, while others need it. In Virginia, the state legislature legal advisor said the conference liability is very limited under Virginia code; however, court action is in the state where the event occurred, so we would not be covered by Virginia state laws.
- 4.3.2. A suggestion was made to establish a legal defense fund instead of insurance.
- 4.3.3. A suggestion was made to drop Virginia searches from our coverage and rely on Virginia state law. The amount of savings on the insurance bill was unknown and it was unclear if Virginia state law would support that.
- 4.3.4. Advice from medical personnel was that being ALS without having liability insurance was crazy, a sentiment echoed by VDEM.
- 4.3.5. A question was raised about a need to double dues once again to pay for the insurance.
- 4.3.6. A suggestion was made to hold one big, potentially conference-wide, fund-raiser / recruitment event each year.
- 4.3.7. A **Motion passed, with two abstentions**, to pay the insurance bill when next due. An amendment stated that the issue must be resolved by the next budget, which will be the December time-frame.

4.4. *Specialist Skills within the Conference*

- 4.4.1. The issue was raised about sub-skills that groups may have, such as dog-, horse-, cave-, mountain-, swift-water-, etc, rescue. Debate covered whether the ASRC should set standards, acknowledge external standards, or set a rule that groups can not perform specific types of services as the ASRC. A question was raised as to the "operational imperative" of establishing such standards, if we wanted to specifically expand our capability, or have standards/statements for any and all conditions. Should we establish a list of things the conference does or does not do? For instance, search, yes, but rescue? Not dive rescue.
- 4.4.2. Where does this fit in our operational doctrine and training? Is there a committee or group looking at the list of conference-offered resources?
- 4.4.3. An un-seconded motion suggested an addition to the Ops manual that the ASRC values our professional reputation and that any group operating outside normal ASRC activities shall behave in a professional manner, and shall bring information to the BOD for others interested.
- 4.4.4. A question was raised about the ASRC endorsing or controlling standards, and that we should only address issues we are controlling.
- 4.4.5. A suggestion to establish a list of prohibited activities was rejected as too difficult to anticipate every alternative.
- 4.4.6. It was suggested that groups engaged in outside activities develop guidelines, or endorse or propose a standard.

- 4.4.7. An un-seconded motion suggested that standards must be endorsed by the BOD, so groups should bring standards to the BOD, who will proposed someone to evaluate them.
 - 4.4.8. A **Motion passed** that by 1 July 2005, all groups shall report all operational capabilities other than ground SAR to the BOD, and shall either report the standard they are training to or recommend a standard for approval.
 - 4.5. *Group Recertification Committee*
 - 4.5.1. Don Ferguson is leading the committee and will report by the next BOD. The committee is looking at the principals, not the details, of what the recertification process is about. Then Ops can put flesh on it.
 - 4.6. *Position Shortfalls*
 - 4.6.1. Infection Control Officer is still open.
 - 4.6.2. Public Information Officer (PIO) is open.
 - 4.6.3. **Action Item 20050409_01**: All BOD Reps are asked to look for group members willing to fill the Infection Control Officer and PIO positions.
 - 4.7. Bob Koester is looking for suggestions of inputs for the SAR program he has a Department of Agriculture grant to develop.
 - 4.8. Peter McCabe has passed away; he gave many years of service to the ASRC.
 - 4.8.1. It is likely that a grant will be received for a SAR Tool Award in Peter's honor; it is likely it will be judged on technical and artistic merit, along with a presentation.
 - 4.8.2. A new Ops Officer is needed. **Bob Allam was approved as the new Ops Officer.**
5. **Vice Chair's Report:**
- 5.1. Vice Chair has completed his move to Maryland and is ready to become actively engaged.
6. **Training Officer's Report:**
- 6.1. The CTO is looking for clarification from the BOD of IC-III Standards in terms of when qualifying base service can occur - before or after IS qualified? It was clarified that the service can occur at any time.
 - 6.2. A **Motion passed** approving the following for IC-III certification:
 - 6.2.1. Don Scelza (AMRG),
 - 6.2.2. Kevin Maskell (BRMRG) (pending his imminent 21st birthday), and
 - 6.2.3. Carl Werntz (MARG).
 - 6.3. See also the post-General Meeting minutes for further re-certifications.
 - 6.4. The CTO is looking for clarification from the BOD of the FTL recertification policy; currently non-existent, recommendation is to publish the policy approved last year. A synopsis: during three years, must demonstrate proficiency in all FTL requirements, to which the GTO attests. It is up to the groups to decide what that "proficiency" means. It will be published as a supplement to the Training standards, to avoid constant rewrites. A **Motion passed with three abstentions** to follow this recommendation, with the six missions being simulations or actual searches (b/c of the IS discussion).
 - 6.5. A **Motion passed** approving the following IS certifications:
 - 6.5.1. Mike Kennedy (SMRG)
 - 6.5.2. Peter Pennington (SMRG)
 - 6.5.3. Steve Weiss (SMRG)
 - 6.5.4. Dan Peterson (SMRG)
 - 6.5.5. Andrew Dorsett (MSAR)

6.5.6. April Cropper (MSAR)

- 6.6. There was discussion of Virginia's attempts to establish IS standards, which they are basing off ASRC standards.
- 6.7. The CTO informed the BOD reps that he will be coordinating information flow through the GTOs, so be sure they pass information along to the groups.
- 6.8. There was a discussion on the necessity of field experience for IS, as many folks once they attain even FTL are "seized" for base work and find it hard to get back into the field.

7. **Operations Officer's Report:**

- 7.1. A **Motion passed** to approve the recertification of BRMRG, MARG, MSAR, SMRG, SWVaMRG, and TSAR as "A" Groups.
- 7.2. A **Motion passed** to approve the certification of AMRG, PSAR, and PVRG as "B" Groups.
- 7.3. No existing groups were moved to Probationary (the two new groups, DELMARVA SAR and TROT-SAR, come in as Probationary).
- 7.4. The next adjustment to recertification will be based upon the 1 January 2006 roster, which is also the basis for dues.
- 7.5. The Board confirmed the appointment of operations officers: retain Carl Wertz (MARG) for Safety; retain Don Scelza (AMRG) for Medical; appoint Keith Crabtree (SMRG) as Communications, replacing Tom Lovejoy (SWVaMRG); appoint Mike Damkot (SMRG) as ADC, replacing Kevin Maskell (BRMRG), with Becky Schooley (BRMRG) as assistant ADC.
- 7.6. It was noted that our Business Channel License, which is different from our Public Safety License, expires this year. The channel, LIMA 155.625, is the only one that should be used for non-SAR, fundraising-type, events such as parking cars. It will be renewed.
- 7.7. The "Operational Doctrine" that is implied in our training standards needs to be documented for missions, not day-to-day. Requirements of offices (Ops, Comms, etc) will be added as annexes, and our emergency response tenets structure will be posted to the website in the next quarter, not in the body of the Ops manual.
- 7.8. The ADC will work on an interpretation of the meaning of our codes (111 etc) for the pagers, so that there is a text equivalent.
- 7.9. The previous ADC's efforts to develop an AO on-call list were thwarted by a lack of interest from the AOs.
- 7.10. In the area of form design, work is continuing on getting TAF revisions in use by states, and the Urban Search Form is now officially part of the Operations Kit. It was acknowledged that it would be nice to have a single version of forms for use by all states and all teams. SAR Councils and Task Forces would have to approve.
- 7.11. The Ops committee will be producing a CD of any Ops Kit forms for every group on a regular (possibly once a year) basis. This will allow all teams to print all forms.
- 7.12. It was announced that Maryland Alert and Dispatch operations will now be using the ASRC alert system.
- 7.13. The MOU with WV DNR Region 2 was on Peter McCabe's laptop and Alex McLellan will be looking to retrieve it.
- 7.14. Research & Development: Brian Ulmer and Jason Dalton have been contacted and have varied interests and availabilities to continue work on their program. Efforts are underway to locate the original code and further it.

- 7.15. Ops presented procedures for dealing with emergent volunteers, which include handouts that could be distributed to volunteers. These guidelines will be posted as annexes.
- 7.16. The conferences PLB response is limited, as only two teams have working LPAs.

8. Communications Officer's Report:

- 8.1. A reminder was made about using LIMA 155.625 for fund-raising efforts.

9. Medical Officer's Report:

- 9.1. Recommendations have been made about CPR protocol.
- 9.2. The OMDs will provide guidance from the doctor's perspective on CISD.
- 9.3. ALS licensure should continue in the meantime.
- 9.4. Suzen Collins (PSAR) offered assistance with online training.
- 9.5. Guidance on Group medical kits will be issued in due course.

10. Treasurer's Report:

- 10.1. The IRS issues have been addressed; we should be listed as a 501c3.
- 10.2. The Treasurer's report was noted by the Board; the balance as of 06 April 2005 was \$6323.84, up \$89.37 from the balance reported 20 January 2005.
- 10.3. Kevin Maskell (BRMRG) will be taking over as Treasurer from Amanda Harrison (BRMRG).

11. Webmaster's Report:

- 11.1. There is a need for group members to help with IT leadership. An IT Committee was stood up, to be lead by the Webmaster; it shall include the ADC and Comms officers; other interested ASRC members are invited, nay, requested, to take part.
- 11.2. Dispatch web help is ongoing; additional help would be appreciated.
- 11.3. All rosters on the website are up to date with the latest from the groups.
- 11.4. It was requested that zipped attachments be posted to the website, as they are not allowed through by some email filters.
- 11.5. A replacement to lead the IT effort is being sought. All interested parties should apply.

12. VASARCO:

- 12.1. VASARCO Conference, 30 October, Richmond, still room to register
- 12.2. VASARCO is working to develop IS standards for VA; they have started with ASRC IS standards.

13. PASARCO:

- 13.1. The next meeting is 29 April, with two speakers on Saturday. Don Scelza (AMRG) will report back.

14. Future Meetings:

- 14.1. 16 July 2005, BOD meeting; Winchester, VA
- 14.2. 22-23 October 2005, BOD retreat and meeting; Chair is finding a location
- 14.3. 21-22 January 2005, BOD meeting; location TBD
- 14.4. 8-9 April 2005, BOD and GM; a committee was established to plan events and ensure meeting space; it includes the Chair (Peter Pennington, SMRG), Carl Werntz (MARG), Suzen Collins (PSAR), and Rene Carrier (SMRG).

15. **New Business:**

15.1. DELMARVA SAR is planning the SAR SIM during the MSTTF MDSAREX, 4-6 November 2005, in Tuckahoe State Park on the Eastern Shore of Maryland. They asked for and received a pledge of interest and assistance from the ASRC.

16. The **meeting adjourned temporarily** to the General Meeting (see the separate 2005 General Meeting minutes), after which the BOD reconvened to finalize business. This included:

16.1. A **Motion passed** approving Lauren Fernandez for temporary IC-II recertification until the next BOD meeting. However, the CTO sought clarification over the difference in requirements between IC-III and IC-II, as IC-II did not expressly allow experience in simulations. Since this is a Virginia state recognized training level, the Board did not feel they could provide guidance to the CTO. Clarification from Bob Koester or the state will be sought prior to the next BOD meeting by Bob Allam (Ops Chair, PSAR), and the final decision will be published, and GTOs will be asked for group opinions.

16.2. The Board approved the slate of officers.

17. The meeting officially adjourned.