



# ASRC BOD Minutes

## 14 July 2007

Winchester Memorial Hospital, Winchester, VA

Title	Name	From	Present	Proxied To
Chair	Steve Weiss	SMRG	Yes	
Vice Chair	Keith Conover	AMRG	Yes	
Treasurer	Jen Clifton	BRMRG	Yes	
Secretary	Steph Bean	PVRG	Yes	N/A
Roster	Steve Weiss	SMRG	Yes	N/A
Webmaster	Kenneth Chiacchia	AMRG	Yes	N/A
Ops	Bob Allam	PSAR	Yes	N/A
Asst. Ops	Alex McLellan	SMRG	Yes	N/A
ADC	Alex McLellan	SMRG	Yes	N/A
Asst. ADC	Rebecca Schooley		No	N/A
Medical	Roger Miller	SMRG	No	N/A
PA OMD	Keith Conover	AMRG	Yes	N/A
VA OMD	George Lindbeck	<i>none</i>	No	N/A
WV OMD	Carl Werntz	MARG	No	N/A
Comms	Keith Crabtree	SMRG	No	N/A
PIO	<i>vacant</i>			N/A
Safety	Carl Werntz	MARG	No	N/A
Infection Control	<i>vacant</i>			N/A
Training	Andrew Dorsett	MSAR	Yes	N/A
Group Reps	Name		Present	Proxied To
AMRG	Keith Conover		Yes	
BRMRG	Molly Garland		No	
BRMRG	Rob Lynch		No	
DELMARVA	Jim Jackson		<i>proxied</i>	Robert Patterson
MARG	Carl Werntz		<i>proxied</i>	Doug Moore (MARG)
M/SAR	Bill Andrews		No	
M/SAR	Andrew Dorsett		Yes	
PSAR	Bob Allam		Yes	
PSAR	Chuck Maguire		No	
PVRG	Stephanie Bean		Yes	
SMRG	Andrew Bickers		Yes	
SMRG	Steve Weiss		Yes	
SWVaMRG	Chris Chesson		No	
SWVaMRG	Sarah Druy		No	
TSAR	Theresa Crossland		Yes	
TSAR	Kevin Brewer		Yes	
At Large Attendance (Name, Group)				
Eric Bell	MSAR		Dennis Chaney	MARG
Stephanie Lane	SMRG			

**Summary of Motions** from this meeting:

Motion	Section	Result
Adopt the Operations Doctrine as it was distributed for review and comment.	3.1.1	Passed
Accept the template MOU as written, authorizing the ADC and Operations Officer to begin negotiating with other groups. The Chair will be signatory for MOU, the ADC will be responsible for maintaining a list of groups with MOUs with the ASRC and the Appendix information so that we can be contacted.	3.2.1	Passed
Promote Dawn Smith to IS	4.1.1	Passed
Promote Robin Donnelly to IS	4.2.1	Passed

**Minutes:**

1. **The meeting was called to order at 1040 by Chairman Weiss.**

2. **Admin report:**

2.1. Background check update - Jim Jackson has been looking into the issue of state-based background checks.

2.2. MOU with VDEM – Current status is that the MOU has lapsed. Steve has a letter to Mark E. regarding problems with wording, identifying issues brought up by ICs, including:

- limiting its resources to those specified in the MOU.
- IC will be limited to field promote
- Dogs and trackers can refuse service on an evac team
- Local MOU – what about service already provided?
- AHJ – request additional non-VDEM resources

Footnote to agreement to include waiver conditions for these concerns. Suggestions to add background checks and fitness standards as well. The goal is to offer a way to meet mission objectives while clarifying VA’s areas of responsibility, as well as longer term recommendations. Several other group MOUs with VDEM are known to have lapsed as well.

2.2.1. Reminder that there is case law against not sending operational personnel when we have the ability – could be brought into criminal liability

2.3. Insurance update – fairly easy to change policy and probably won’t change cost much. Policy covers minimal medical insurance for all members, which is required for the business liability coverage. Liability covers any member operating under our protocols. Currently \$1,000,000 aggregate. Should be around a one hundred dollar increase for the conference to raise the coverage. Single biggest chunk of coverage costs is due to discrimination charges. Should serve as a reminder to be incredibly professional in our training and promotion standards.

2.3.1. Trailers add cost to insurance. Trailers hooked up to a car will fall under the car insurance policy. (Also a reminder that vehicles are under the responsibility of the owner.) The parked trailer is included under the ASRC liability policy, including the gear. Cost of trailer coverage should fall to the group receiving it.

2.3.2. Follow up questions: When and under what conditions can groups decline to declare trailers under the insurance policy (seeing that it could be seen as Conference liability)? Where exactly does gear coverage fall in terms of being hooked up to a vehicle or sitting?

14 July 2007

- 2.3.3. Beneficiary cards really need to be filled out by groups, but are another administrative hassle.

#### 2.4. **Treasurers report:**

- 2.4.1. PVRG dues in, but short \$20
- 2.4.2. Metrocall bill steady
- 2.4.3. Available funds projected to be \$196 at the end of the year, though dispatch line item is \$600 that has not been used so far.
  - 2.4.3.1. Concern raised about reliance on number of members on the roster. Insurance is somewhat reliant on number of members, so it could be useful to move up the timeframe for roster finalization to the fall timeframe to be able to plan insurance better. Any other ideas for raising funds? Grant writing? Bob Koester might be approached to write a grant. ASRC merchandise? Inventory and seed money are problems. Having an Amazon link on their website works for MARG, but wasn't very successful when on the ASRC site. Could post a paypal link for contributions.
- 2.5. Uniform policy: previous email from Keith Conover regarding uniform jacket offer from company offering to do embroidery as well. ASRC vs. Group uniforms discussion followed.
  - 2.5.1. Proposal to modify uniform policy to specify that groups may add a group badge to the ASRC uniform not yet supported enough for action by the BOD.
  - 2.5.2. Chair recommends that a committee take on the objective of making uniform changes.
    - 2.5.2.1. Committee chaired by Keith Conover, with Andrew Dorsett, Dennis Chaney, Theresa Crossland, Chair will be ex officio member.
- 2.6. Consideration for punitive options for non performance of groups, including how to dismiss a group from the Conference, should that action become necessary in the future.
- 2.7. Acknowledgement of new ASRC webmaster – Ken Chiacchia
- 2.8. Acknowledgement of new ASRC Training Officer – Andrew Dorsett
- 2.9. Addendum to admin: treasurer needs people to be involved in finance committee – Stephanie Lane and Dennis Chaney offered, Chair will be ex officio member.

### 3. **Operations Officer's Report:**

- 3.1. Operational doctrine was posted for review, received very few comments.
  - 3.1.1. Motion to adopt the Operations Doctrine as it was distributed for review and comment.
    - 3.1.1.1. Motion **Passed**
- 3.2. Provision for mutual aid agreement between ASRC and outside groups was presented at two BOD meetings and has been posted for review. This is proposed as a way of marketing our services to other groups. This is especially of consideration around state borders; less of a problem within VA. It creates a way for ICs to call on other groups and a mechanism for them to call us as well. Once a group has been alerted under this program, we assume responsibility for dispatch, so CDOs will need to be aware of this situation. Contains contact information and an account on the ASRC website with limited access. Some information will need to be updated. Clause added to clarify liability. Agreements will be executed by ASRC Chair once they have come through negotiation by Operations Officer. ADC will have responsibility to keep track of agreements signed and to make them available.
  - 3.2.1. Motion to accept the template MOU as written, authorizing the ADC and Operations Officer to begin negotiating with other groups. The Chair will be signatory for MOU, the ADC will be responsible for maintaining a list of groups with MOUs with the ASRC and the Appendix information so that we can be contacted.
    - 3.2.1.1. Motion **Passed**

14 July 2007

- 3.3. Conference Dispatch Officer Standard has been posted for review. Using NIMS compliant vocabulary as a model, including reference to “ASRC Operations Manual” as “ASRC Standard Operating Procedures.” There is difficulty in getting people to take on conference dispatch already; will it be more difficult with higher standards? Discussion of grandfathering, consensus seems to be against, especially as we can still field promote.
- 3.4. CDO Training overview. Each group should consider how they might support this CDO function. Suggestion to put training online as a presentation. The goal is to deliver training in the same manner that FEMA does.
- 3.5. Recent pager malfunctions relate to the way USAMobililty has the functionality to branch frequencies via software. One group changed the account to make their pagers functional and ended up breaking the whole system. Now access is restricted to ADC and Ops Officer, so any changes must go through one of them. Review of alert system setup.
  - 3.5.1. Concerns of extra costs of text messages are a reminder to CDOs to avoid superfluous pages. Other solutions may be possible at the group level to make fewer people need to receive alerts.
4. **Training Officer’s Report:**
  - 4.1. Motion to promote Dawn Smith to IS.
    - 4.1.1. Motion **Passed**
  - 4.2. Motion to promote Robin Donnelly to IS.
    - 4.2.1. Motion **Passed**
  - 4.3. Taking nominations for anyone interested in being or supporting the CTO. A lot of work upcoming for this position.
  - 4.4. The PSO course that was due to be given fell through. Debrief is being done to avoid this problem in the future. One problem is a lack of variety of offerings in courses and instructors. It behooves us to work on being in front of this problem. Part of the problem is the course being required by VA to have a VA certified instructor. ASRC does not require this – just a certified instructor is appropriate.
5. **Other Business:**
  - 5.1. Recertification documentation for staff resources remains an issue.
  - 5.2. Two potential AOs are nearing completion of requirements and can be brought to a BOD vote on email.
  - 5.3. Congratulations to Doug Moore for his marriage and impending addition to family.
6. **Next Meeting:**

October 13<sup>th</sup>, 2007, location to be determined.
7. **The meeting officially adjourned at 1522.**