

Appalachian Search and Rescue Conference
 PO Box 400440
 Charlottesville, VA 22904
 www.asrc.net



ASRC Board of Directors Meeting Minutes
 July 13, 2013
 Green Ridge State Forest, MD
 (with teleconference connection)

Documented Board Representatives		BoD Reps Present
Allegheny Mountain Rescue Group 1. Ken Chiacchia 2. Don Scelza	AMRG	2
Blue Ridge Mountain Rescue Group 1. Laura Dodson 2. Michael Holroyd	BRMRG	0
DELMARVA Search and Rescue Group 1. Jim Jackson (<i>proxy to Michael Hansen</i>) 2. Robert Peterson (<i>proxy to Jim Jackson</i>)	DMVSAR	2
Maryland Search and Rescue 1. Andrew Dorsett (<i>Carl Solomon participated</i>)	MSAR	0
Mountaineer Area Rescue Group 1. Doug Moore 2. Don Ferguson	MARG	2
Potomac Valley Rescue Group 1. Alan Holmes 2. Scott Glazer	PVRG	1
Rapid Assistance to Community Emergencies 1. Brian Maier (<i>proxy to Beth Huhn</i>)	RACE	1
Shenandoah Mountain Rescue Group 1. Andrew Hower 2. Chris German	SMRG	1

I. Call to Order

The Board of Directors (BoD) Meeting of the ASRC was called to order by Don Scelza, Chairman, at 1015 on Saturday, July 13, 2013. The meeting was conducted at Green Ridge State Forest, Forest Headquarters, and via audio conference call.

II. Participant Role Call

Don Scelza opened the meeting with a team/BoD Representative Roll Call. (Seven ASRC Teams were represented as documented in the chart above.)

There were seven ASRC BoD Representatives present (in person or via teleconference) and two BoD Representative proxies conveyed to the Secretary, representing nine of fourteen present. 64% of the ASRC Board of Directors was represented, constituting a quorum.

III. Approval of Previous Meeting Minutes

A motion to accept the January 12, 2013, meeting minutes (as published) was made by Michael Hansen (proxy for DMVSAR), seconded by Jim Jackson (DMVSAR). All BoD voted in favor, none opposed. Motion passed.

A motion to accept the May 19, 2013, meeting minutes (as published) was made by Michael Hansen (proxy for DMVSAR), seconded by Jim Jackson (DMVSAR). All BoD voted in favor, none opposed. Motion passed.

IV. Officer Reports

Operations (Michael Hansen, DMVSAR):

- Query issued to all conference Operations Officers for Group updates
 - BRMRG: search Halifax County, Don Ferguson assisted with remote support
 - AMRG: two missions, one with remote support; K9 find (Heather – trailing)
 - RACE: one mission, several call-outs
 - DMVSAR: three missions since AGM
- Across conference - appears local RA's are key to securing missions versus state
- State of SAR in Maryland
 - One team validated - DMVSAR
 - Four teams (PVRG, MSAR, MARG, SMRG) actively pursuing recognition by Maryland (NRP and MSP) as a SAR resource. Options being pursued:
 - Formal filing for state validation
 - Affiliated state SAR team
 - Pushing NRP to take action on packages submitted and to recognize 7.1 ASRC Training Standards
 - MARG checking status of MD validation
 - AMRG may be interested in utilizing components of MARG's validation package as a template
 - If teams submit packages simultaneously, may force action on part of MD

- Questions raised by MD regarding the manner in which testing is conducted. Agree with standards but not how measured.
- Not concerned with medical or rescue requirements. Concerned with land navigation and basic search techniques.
 - Carl Solomon (MSAR) has provided MD NRP with copy of an FTL test, FTM checklist and has answered numerous questions.
 - Important to provide MD with consistent information from all teams submitting packages to ensure ASRC presents a united/consistent message.
- Work to develop a template for MD submission. Possibly utilize same content for other states.

Training (Don Scelza, Chairman, on behalf of CTO):

- CTO participating in week-long cave rescue course in Albany, NY
- CTO working to develop Position Task Books (PTB's) utilizing pre-existing data from the fire service, etc.
- Chair to discuss with CTO best method to move forward regarding certification of positions and testing standards.

Treasurer (Don Scelza, Chairman, on behalf of Treasurer)

- Treasurer participating in week-long cave rescue course in Albany, NY
- Since Victoria's appointment as Treasurer at the May AGM, transition of Treasurer functions from Eric Menendez (previous Treasurer) have been completed

Secretary (Beth Huhn, RACE)

- No new updates to report

V. Unfinished Business

Draft Strategic Plan (Michael Hansen, DMVSAR)

- Comments received – Operations Officer will respond to comments and submit final draft to be voted on (possibly prior to the next BOD Meeting). Comment to note:
 - Internal/external document: possibly develop an external version of the document for public consumption, or develop only a statement of qualifications for external use.
- Chair would like to finalize the Strategic Plan before the next BOD Meeting.

Draft Administration Manual (Beth Huhn, RACE)

- Primary focus of changes to the Admin Manual centered on consistency with the ASRC Articles of Incorporation and Bylaws.
- Draft Admin Manual comments received by June 30, 2013, were reviewed individually:

1. Authority for Changes and Updates:

The information in this Administration Manual may be changed under the direction of the ASRC Board of Directors, or ASRC General Membership. The majority of the changes to this document are expected to be made in a routine fashion via the Board of Directors. The ASRC Board of Directors or General Membership may recommend and must approve changes to this manual. Changes shall take effect following the Board of Directors approval, or on a predetermined date as specified at the time of approval.

The above entire section seems a little strange because it gives authority for changes to two completely different segments of the conference. The general membership should always have ultimate authority over all of the ASRC documents. It appears from the above that the general membership could vote for a change and the BOD could vote at their meeting immediately after the AGM to ignore what the general membership voted to approve.

Discussion:

- a) General consensus to leave base verbiage as presented in draft.
- b) Request to include information about the process to accept change requests from General Membership.

2. I don't have a copy of the old ADMIN manual but the following statement probably needs to have some clarification as what "applicable" means. Not to condone anyone breaking the law but as it is worded someone would have to be suspended if they were convicted of spitting gum on the street in parts of WV (yes it's illegal), setting off a bottle rocket, smoking a joint, etc.

E. Criminal Activities

In the event that a Group or individual member is convicted of violating any applicable state or federal law (other than traffic related laws), the ASRC Board of Directors shall immediately place the Group or individual in a probationary status, until such time as the matter has been investigated by the Board of Directors. At such time, the Board of Directors shall make a recommendation on any further action which may be taken relative to the Group or member status with the ASRC.

Discussion:

- a) "applicable" – misdemeanor vs. felony
- b) Teams should have a process for screening and vetting background investigations
- c) Write rules with accepted baseline with process for waiver
- d) MOU's between states – may wish to step back and ensure policy regarding background investigations is consistent
- e) Make responsibility of teams, with notification to the Board.

- f) Recommended baseline is CJIS/FBI level.
- g) Create mechanism to escalate pertinent information to the BOD (minimum of member name, conviction details and year of conviction)
 - i. If applicant accepted into group with felony conviction, ASRC BOD requires notification.
 - ii. If current member convicted of felony and group adjudicates, escalate to ASRC BOD.

3. Under the section for Policies for Members there are several things that will require additional appendixes.

3. Submit to a background check, as requested;

We need to define what a background check actually is. An example: If you go through a concealed carry background check you will pass if you have a DUI. I believe you will fail the background check in Virginia for EMS if you have a DUI even if you do not drive any of the vehicles. Sometimes people do not pass because of a misdemeanor when they were a teenager. It just depends on the state and the authority doing the check.

Discussion: Definition of recommended baseline established during discussion of comment 2.

4. Under the section for Policies for Members there are several things that will require additional appendixes.

4. Undergo a periodic medical exam to ensure that the member is in reasonable health to respond to missions, as requested;

Have teams ever done this?

Discussion:

- a) MSAR does require periodic medical exams, personal physician completes general health form (template possibly from Boy Scouts) with re-exam every two to three years
- b) DMVSAR has instituted a waiver process
- c) PVRG unable to restrict group participation based upon medical
- d) General consensus to strike from manual

5. Under the section for Policies for Members there are several things that will require additional appendixes.

5. Sign a standard of conduct form which outlines the standards of conduct expected of an ASRC member, as requested.

If this is a requirement the document definitely needs to be in the appendix.

Discussion: General consensus to strike from manual

6. What is the back-up plan for physical storage if BMRG loses its locker space? (I'm thinking of what happened to AMRG a few years back with our storage space)

Discussion:

- a) Pack up and forward to alternate physical storage location
- b) Digitizing information would be optimal
- c) General consensus that securing an alternate storage location, if needed, would not present a problem

7. Am I reading the proxy right that we no longer can just give our proxy's to the BOD rep to take to the meeting?

Discussion: General consensus, proxies must be provided and verbiage in draft manual stands.

8. Most 501C3's have a financial structure wherein there are double controls on treasury expenditures. That is, 2 signatures are required on checks above \$100, and one person alone cannot write checks in excess of a small amount, or move money between accounts. The ASRC appears to vest all financial powers to move money or write checks in only one person, the treasurer. This practice is not "GAAP", generally accepted accounting principles, nor is it wise.

Discussion:

- a) Based upon proximity, dual signatures difficult on checks
- b) Review of Treasurer reports at each meeting will aid in detecting invalid expenditures
- c) General consensus, current practices stand

9. Further elaborate upon/think about "conference-wide assets."

Discussion: General consensus to strike from manual.

10. Section 8, medical info disclosure additions to the Admin Manual:

(b) and (c) are awkwardly worded regarding the communication of information :

(b) '...its properness...' -- should be: its 'propriety' , ('properness' is not a word.)

(c) '...the need to know of the recipient of the information..' is not grammatically correct: it should read '... the recipient's need to know the information...'

(f) 'offence..' is spelled 'offense'

Discussion: Still awaiting clarification from group that submitted comment as to specific reference in draft manual – no action taken.

- Secretary to integrate changes into manual and issue final Draft Admin Manual for review and approval.
- Secretary to issue update to Draft Admin Manual Comment document to publish final action taken on each comment submitted.

2014 AGM

- BRMRG hosting (where/when/content?)
- Chair to contact BRMRG
- Recommend that search simulations are incorporated or added as second conference gathering opportunity during the year
- Possibly scheduling AGM during summer when school is out would be easier logistically. Per multi-year meeting schedule, AGM currently scheduled for 4/12-13/2014.

ASRC Website

- Secretary collecting comments/requests for change.

VI. New Business

PVRG changing organizational structure. Same structure as AMRG currently has in place.

K9 Standards

- Ken Chiacchia (AMRG) has basic, draft for air scent.
- Needs circulated and reviewed – recommend consensus building with drafts
- Recommend review of existing standards and assess against actual needs
- Pool additional resources for review of draft standards; leave within ASRC for now

FTM Sign-cutter Standards

- Rob Speiden (At-Large) has FTM draft ready for comment

Mounted Standards

- DMVSAR working on draft standards

All standards: Chair issued directive to Conference Operations Officer to begin work on developing standards for other resources. Would like to move forward through consensus via draft reviews.

Conference-wide ID Cards

- PVRG has capability to design and produce
- Current template includes picture, team name, expiration date and bar code with certification/training data
- Great resource to offer other teams
- Possibly fundraiser for PVRG
- Tracking system to maintain, collect when members leave and when certs expire
- Chair to touch base with PVRG regarding project details

VII. Good of the Order

NASAR/MD – more demand for other certifying organizations. ASRC may be in a position to fill that need.

ASRC needs to develop methods to grow strategically.

VIII. Adjourn

Chair thanked all who participated in the meeting. Chair indicated that testing standards and additional standards discussed during meeting will be a great step for the conference – happy with progress.

With no additional formal business noted, a motion to adjourn was made by Alan Holmes (PVRG), seconded by Jim Jackson (DMVSAR).

The meeting was adjourned at 1211.

The next ASRC Board of Directors Meeting is on October 12, 2013.

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The foregoing minutes are reported to the best of my knowledge.

Beth A. Huhn, ASRC Secretary