

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



ASRC Board of Directors Meeting Minutes
 October 11, 2014
 Laurel Caverns – Farmington, PA
 (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. Aaron Bentley (<i>via teleconference</i>)	BRMRG	1
DELMARVA Search and Rescue Group 1. Jim Jackson (<i>proxy to Michael Hansen</i>) 2. Robert Peterson (<i>proxy to Michael Hansen</i>)	DMVSAR	2
Maryland Search and Rescue 1. Gregg Wavle (<i>proxy to Victoria Airey</i>)	MSAR	1
Mountaineer Area Rescue Group 1. John Barnett 2. Don Ferguson	MARG	2
Potomac Valley Rescue Group 1. Alan Holmes 2. Scott Glazer (<i>via teleconference, disconnected at 10:16AM</i>)	PVRG	1
Search and Rescue Ohio 1. Brian Maier	SAR-Ohio	1
Shenandoah Mountain Rescue Group 1. Andrew Hower (<i>via teleconference, connected at 10:59AM</i>) 2. Padraic Hughes	SMRG	1

I. Call to Order

The Board of Directors (BoD) Meeting of the ASRC was called to order by Don Scelza, Chairman, at 1004 on Saturday, October 11, 2014. The meeting was conducted in the Visitors Center of Laurel Caverns, Farmington, PA.

II. Participant Role Call

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

There were seven ASRC BoD Representatives present (in person or via teleconference) and three BoD Representative proxies conveyed to the Secretary by 0700 on 10/11/14, representing ten of fourteen present. 71% of the ASRC Board of Directors was represented during the roll call, constituting a quorum.

Also in attendance at the Board Meeting were group members from AMRG, MARG, Beth Huhn (ASRC Secretary) and Adam Gatti and LuAnn Gatti from Northwest Pennsylvania K-9 Search and Rescue.

III. Approval of Previous Meeting Minutes

A motion to accept the June 1, 2014, BoD Meeting Minutes (as disseminated with the October 11, 2014, BoD Meeting Agenda) was made by John Barnett (MARG), seconded by Michael Hansen (DMVSAR). No abstentions, no nays, all BoD in favor. **Motion passed.**

IV. PVRG update

Scott Glazer (PVRG) requested approval to relay group updates at the beginning of the meeting, as he had commitments that would not allow him to participate in the entire meeting.

- ASRC ID's are fully ready to go, template prepared. Can move forward once credentialing process is in place.
- \$5.00 per ID, PVRG will cover printing and software. Scott can send out samples again.
- During VA search, PVRG found they are not receiving ASRC alerts; still need to work on update to alert lists to ensure PVRG receives ASRC alerts. Michael Hansen (Conf Ops O) will look in to problem and will address off-line with PVRG.
- Scott requested clarification of timing of ASRC dues invoicing. PVRG wants to ensure they stay current/timely with payment. Victoria Airey (Treasurer) Invoices will be issued in January 2015.
- PVRG has a stokes basket that they wish to donate to another ASRC group. Please contact Scott Glazer or Alan Holmes if interested.
- Hansen requested a status of PVRG's Maryland certification. Scott relayed that Alan Holmes is working on and will request that Alan send an update. Hansen recommended Alan collaborate with Carl Solomon (MSAR) to secure best practices to navigate through the certification process. PVRG's goal is to secure certification by the end of 2014. Victoria Airey (MSAR) recommended clear, well documented training records to submit with the certification package.

- Scott disconnected at 1016

V. Officer Goals

Don Scelza (Chairman) announced that it is important for the Board Officers to provide an outline of planned goals and periodic updates to the Board. Don reviewed the ASRC Officer Goals 2014-2016 document disseminated with the Board Meeting materials:

2014-2015

- Operations Guidelines: shift from operational to certification/credentialing organization
- Training suite: update to documents to ensure all facets support a credentialing organization

2015-2016:

- Changes to the governing documents will be proposed to support the stated direction of the ASRC.

Ken Chiacchia (AMRG): Will teams continue to have the flexibility of responding as ASRC? Chair: ASRC will not be an operational entity. RA's wish to call upon ASRC groups within each state. Chair requested to table additional conversation about the topic until group members have the opportunity to review the draft Operational Guidelines and will plan to discuss in depth at the next ASRC meeting. The option does remain for teams to secure support from other teams conference-wide.

VI. Officer Reports

Operations (Michael Hansen, Conference Operations Officer)

- Hansen reviewed the contents of the Operations Officer Report document disseminated with the Board Meeting materials.
- Draft Operational Guidance Manual
 - Will have a period of review – in order to effectively compile responses, the COO would like comments back from Groups versus individual members.
 - Chair would like to get to the point that a vote can commence on the Manual at the ASRC Retreat in January 2015.
 - COO would like Group comments to operations@asrc.net by December 15, 2014.
 - Groups are requested to distribute the draft and secure comments within each Group and compile comments for submission.
 - COO will electronically disseminate the draft document to all Groups. Once distributed electronically, a copy of the draft will also be posted to the members-only page on asrc.net (.docx and.pdf).
 - Comments received will be compiled with a formal cover letter and responses to each comment received.

Chair (Don Scelza)

- The Chair introduced representatives from Northwest Pennsylvania K-9 Search and Rescue (NWPAK9SAR), Adam Gatti and LuAnn Gatti.
- NWPAK9SAR is interested in joining the ASRC

Training (Andrew Hower, Conference Training Officer)

- Not yet present

Treasurer (Victoria Airey, Treasurer)

- A hard copy of Treasurer's Report was disseminated to all BoD members present.

2014 October 11

Starting Balance at last BoD meeting (June 1st): \$9524.41

Income: \$1983.00 Group Dues (PVRG)

Expenses:

\$2499.00 Ashley Insurance
\$ 26.95 Virginia State Corporation Commission (SCC)

Ending Balance as of this BoD meeting (October 11th): \$8981.46

Projected over next 12 months:

Income:

\$6750 Group Dues

Expenses:

\$5000 Insurance
\$1250 Retreat (Food and Lodging)
\$ 10 VASARCo Dues
\$ 27 VA State Corp Commission (SCC)

Total Expenses: \$6287

Projected Difference: \$ 463

- 2015 Retreat expense based upon the 2014 Retreat cost, Treasurer does not expect the 2015 Retreat expense to be at that level.
- All projected expenses denoted are based upon historical actuals.
- Chair: The Retreat weekend was spent talking about the future of ASRC and annual planning. The Retreat is open to all members and is an exceptional opportunity to collaborate.
 - Did members enjoy Bear's Den? Consensus- yes
 - Blackburn is a bit more rustic – no showers, outhouses

Secretary (Beth Huhn, Secretary)

- Huhn reviewed the contents of the Secretary's Report document disseminated with the Board Meeting materials, highlighting several action items:
 - 4th Quarter Group rosters are due to secretary@asrc.net by December 15, 2014.
 - Secretary working to document conference technology information (non-remote support)
 - Secretary to integrate more ASRC history information on asrc.net
 - Mission record digitization project
- Chair requested that all Groups submit rosters timely.
- Meeting participant asked if there was a standard template – No
- Secretary: The Administrative Manual outlines the desired content for Group rosters, the timelines for submission and relay of updates [Administrative Manual, Appendix B]

VII. Unfinished Business

Operations Manual update (Michael Hansen – Conference Operations Officer)

- Operational Guidance Manual will highlight best practices, will not be a reproduction of the previous manual content.
- Bru Randall (MARG): What other Groups have an Operations Manual? Can they be shared with those teams that do not? Hansen will assist with collaboration amongst teams to ensure all teams have access to anything needed.
- Next quarterly Operations Officer teleconference will occur in November and will focus on discussing the draft guidance document.

ASRC Credentialing (Andrew Hower, Conference Training Officer)

- Processes in progress – working on status chart and progress tracking sheet for entire training suite.
- State standards assessments (MD and VA positive progress, OH/WV standards in infancy stages)
- FTM, FTL, SM IV-I PTB's are completed, governance structure being worked on to support implementation and management of the credentialing process. Each GTO will open FTM/FTL PTB's, the CTO will open the SM PTB's. Candidates will have three years to complete.
- A transition plan will be needed to honor existing credential expiration dates initially.
- A portal and repository through the asrc.net website with query capability will be developed.
- Keith Conover (AMRG): Will other credentials be housed in this system (medical, etc.)? Hower: Initially, the system will house only the PTB's, but that does not preclude inclusion of other credentials longer-term.
- Don Ferguson (MARG): How will remote support be counted as credit for searches in base? Chair: Will need to work on incorporating credit as appropriate.

- Chair: Ben McCandless (AMRG) will assist the CTO with project management components of the entire credentialing/training suite of deliverables.
- Once the PTB's are completed, they will go to the Credentialing Committee, SM will go from the Committee to the CTO to the Board.
- Physical credentials and certificate will be issued once the PTB is approved. Software secured, templates completed, meets FIPS generally accepted federal standards.
- CTO requests FTM/FTL tests from all Groups in the conference in order to build a conference repository/pool for use by all Groups. (This is the final component to round out the credentialing suite)
- Brian Maier (SAR-Ohio): Group would like conference support to push ASRC standards within Ohio. CTO: Please send contact information to training@asrc.net and will provide any support needed.
- Victoria Airey (MSAR): Recommends that the FTL gear (prussic/carabiner) list be moved down to FTM gear list. There is no webbing denoted in the ASRC gear lists.

Dispatch and Alerting the Conference (general discussion based upon 8/2014 Yahoo thread)

- Are concerns addressed? Dispatch instructions added to the members-only page on asrc.net and SM roster posted to same area that also contains contact information.
- Conference Ops O: ASRC needs to know when a team is engaged in a mission – can log mission in dispatch system; can email operations@asrc.net and cc: chair@asrc.net; can request support using the instructions posted to the members-only page on asrc.net; can contact neighboring teams directly.
- Chris Ruch (AMRG): Policy question and clarification requested – the old operations manual required an Alert Officer to open dispatch, now anyone can query for resources? Chair: ASRC is in a transition period. This will be fully addressed in the new governance guidelines. Conf Ops O: Will clarify with all Group Operations Officers on the next quarterly conference call. Teams please have GOO's participate.

Medical Screening (general discussion based upon 7/2014 Yahoo thread)

- Screening will be a function of the Groups.
- ASRC will issue best practice guidelines through the Operations Guidance Manual.
- What about screening emergent volunteers? If asked, may need to do, will include guidelines in the Operations document.
- Medical Guidance Committee will develop best practices.

SM-IV Group vote (general discussion based upon 6/2014 Yahoo thread)

- Changes occurred in position titling from IS to SM when the Training Standards were updated from v6 to v7; SM IV resulted in not requiring a group vote. Oversight in the current Training Standards document.

- Short-term issue until the credentialing suite is completed and will be resolved with the PTB process.
- SM-IV, based upon position requirements, should be considered a Search Manager.
- Same conversations years ago, needed group vote to ensure group supported nominees (technically, interpersonal skill sets, ability to effectively and professionally represent the conference).
- Chair: Is this important enough to deal with now, or can this wait until the credentialing guidelines are completed? Consensus – yes

A motion to add the requirement for a Group vote to the SM-IV requirements in the current Training Standards was made by Ken Chiacchia (AMRG), seconded by Brian Maier (SAR-Ohio). No abstentions, 1 nay, 9 in favor. **Motion passed.**

Chair directed the Conference Training Officer to make the approved change to the current Training Standards document. Change to become effective upon modification of the manual.

Medical Policy (approval of changes since June 1, 2014, BoD Meeting)

- Changes include: Change verbiage from Active to Certified members, change from “is” to “was” in one passage, and incorporation of the friendly amendment accepted at the June 1st meeting.

A motion to accept the proposed changes to the Medical Policy was made by Michael Hansen (DMVSAR), seconded by Ken Chiacchia (AMRG). No abstentions, no nays, all BoD in favor. **Motion passed.**

Medical Committee (denoted in Medical Policy adopted at June 2014 BoD Meeting)

- Keith Conover (AMRG) to contact Doug Sward (MSAR) regarding certified member requirements.
- Conover requested Groups to provide nominees that are physicians, certified members and can serve on the Medical Committee.

A motion to appoint Keith Conover (AMRG), Carl Werntz (MARG) and Bill Rose (MARG) to the Medical Committee; and Doug Sward (MSAR) contingent upon him securing certified member status with his member group, with Keith Conover serving as the Committee Chair, was made by Ken Chiacchia (AMRG), seconded by Michael Hansen (DMVSAR). 1 abstention, no nays, 9 in favor. **Motion passed.**

VIII. New Business

ASRC Retreat – January 9-11, 2015, Blackburn Trail Center

- Open to all members. Groups strongly encouraged to participate.
- Katy Hart was requested to prepare meals.
- Don Ferguson offered to fix breakfast.

Unmanned Aerial Vehicle whitepaper (presented by Ben McCandless)

- Chair prompted review of technology and position paper, McCandless took lead.
- Chair impressed and pleased with the whitepaper. Provides a solid foundation as ASRC guidance and should pursue whitepaper publication.
- The Chair thanked Ben McCandless, Bill Rose, Paula Repka and Michael Hansen for all of their hard work in developing the document.
- McCandless brief:
 - Three efforts recommended to maximize benefits: Outreach, Research and building capabilities within ASRC teams.
 - Requests ASRC work collaboratively amongst all Groups to move in one direction.
 - Recommend collaborative research and experimentation.
- McCandless will serve as the initial contact for questions and comments about the whitepaper. Please submit questions/comments to mccand@gmail.com (within two weeks of the 10/11/14 BoD Meeting).
- Chair would like opportunity for Groups to thoroughly review the document and Chair will take under advisement the recommendation to appoint a UAV Committee.
- Important to get the paper published.
- Plan to integrate several ASRC leadership projects – ESW, UAV and then Remote Support.
- FAA logistics currently holding “wide use” back.
- Valuable if ASRC establishes guidelines, SOP’s and eventual paper that can be published publically.
- Intellectual property: as a volunteer organization, important for the conference to recognize the volunteers that develop cutting-edge products. Authors can use as they wish, conference only wishes recognition in the form of association with the projects, not ownership or control of the products.

State Interactions - update

SMRG

- State interactions: Meeting in VA – positive progress in relationship between VA and ASRC. Remote support was the catalyst for improvement.
- 18 searches – June through September
- Visibility with VDEM at the highest levels; built relationship with Fairfax County.

MD – making progress

PA – working to drive ASRC

WV – positive state interactions

The ASRC credentialing project is critically important to the positive progress of state interactions.

Search Manager votes (Andrew Hower, Conference Training Officer)

Ben McCandless (SM-IV)

- The CTO presented overview of package received for Ben McCandless (AMRG).
- The package was escalated through the AMRG Group Training Officer, Rebecca Hostetter. GTO reviewed and recommends approval.
- The CTO finds the application meets the approved standards and recommends Board approval.

A motion was made to approve Ben McCandless' promotion to SM-IV by Ken Chiacchia (AMRG), seconded by Michael Hansen (DMVSAR). No abstentions, no nays, all BoD in favor. **Motion passed.**

Carl Solomon (SM-IV)

- The CTO presented overview of package received for Carl Solomon (MSAR).
- The package was submitted directly to the CTO, versus escalation through the MSAR Group Training Officer.
- The CTO finds the application meets the approved standards and recommends Board approval.
- The MSAR GTO, Victoria Airey, provided verbal support during the Board Meeting for consideration of the promotion.

A motion was made to approve Carl Solomon's promotion to SM-IV by Ken Chiacchia (AMRG), seconded by Brian Maier (SAR-Ohio). Motion was followed by extensive discussion.

Chair called for vote: No abstentions, 1 nay, 9 in favor. **Motion passed.**

Northwest Pennsylvania K-9 Search and Rescue

- Requesting to join the conference.
- Have submitted Bylaws, 501(c)(3) documents and standard operating guidelines to the conference for review.
- NWPAK9SAR was requested to provide proof of financial solvency, as required by the ASRC Bylaws.
- AMRG has offered to serve as the sponsorship group and mentor through the group certification process.
- Adam Gatti, NWPAK9SAR representative:
 - Previously affiliated with another group and split in 2008.
 - 15 members on roster (on average); approximately 13 dogs
 - Have worked with AMRG on several occasions

- Wish to learn more from the conference
- Primarily a search unit, versus rescue
- Callouts are normally initiated through local LE or FD
- Training to NASAR, IPWDA, NAPWDA, PEMA/PSARC and AWDA standards

A motion to accept Northwest Pennsylvania K-9 Search and Rescue as an ASRC Probationary Group with Allegheny Mountain Rescue Group serving as the sponsor group was made by Ken Chiacchia (AMRG), seconded by Michael Hansen (DMVSAR).

- Discussion
 - Why has AMRG decided to sponsor? AMRG has been working with NWPAK9SAR frequently and the team has much to offer ASRC. The team is very active at the state level.

With no further discussion, Chair called for vote: No abstentions, no nays, all BoD in favor. **Motion passed**

K9 Standards

- Ken Chiacchia requested that time be dedicated at the upcoming Retreat to discuss the draft paper and K9 Committee.

Cave Rescue Standards

- Keith Conover asked if there was interest by the Groups to adopt the Cave Rescue Standards developed by AMRG. Consensus – yes.
- Request discussions be added to the upcoming Retreat agenda (Cave Rescue Standards)

ASRC Uniform

- Ken Chiacchia requested consideration of replacing the ASRC patch on the ASRC uniform shirt sleeve to a smaller ASRC patch on the left breast.
- Chiacchia emailed a draft mock-up.
- Request discussions be added to the upcoming Retreat agenda.

Remote Support

- Support – how can others get involved?
- Pool currently five strong.
- Don Ferguson (MARG): Training class is being conducted the first weekend in November. Working to grow capability
- Understand bench depth currently not there, but there were recently two simultaneous searches that wished to utilize the support. How can others be enticed to become proficient in serving in a remote support capacity?
- Is there interest in GISCorps to help support? Consensus – yes
- Chair will work with SME's to determine how the conference can move forward.

IX. Adjourn

Chair thanked all who participated in the meeting.

With no additional formal business noted, a motion to adjourn was made by Brian Maier (SAR-Ohio), seconded by Ken Chiacchia (AMRG). No objections.

The meeting was adjourned at 1340.

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The foregoing minutes are reported to the best of my knowledge.
Beth A. Huhn, ASRC Secretary