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

ASRC Board of Directors Meeting Minutes
November 7, 2015
Camp Aldersgate – Terra Alta, WV
(with teleconference connection)

Documented Board Representatives	Group	BOD Reps Present
Allegheny Mountain Rescue Group 1. Ben McCandless *(via teleconference)* 2. Don Scelza	AMRG	2
Blue Ridge Mountain Rescue Group 1. Laura Dodson 2. Aaron Bentley	BRMRG	0
DELMARVA Search and Rescue Group 1. Jim Jackson 2. Robert Peterson *(proxy to Jim Jackson)*	DMVSAR	2
Maryland Search and Rescue 1. Gregg Wavle *(proxy to Dan Brizuella)*	MSAR	1
Mountaineer Area Rescue Group 1. John Barnett 2. Don Ferguson *(proxy to John Barnett)*	MARG	2
Northwest Pennsylvania K-9 Search and Rescue 1. Adam Gatti	NWPAK9SAR	0 (non-voting)
Potomac Valley Rescue Group 1. Alan Holmes 2. Scott Glazer	PVRG	0
Search and Rescue Ohio 1. Brian Maier *(proxy to Beth Huhn)*	SAR-Ohio	1
Shenandoah Mountain Rescue Group 1. Andrew Hower 2. Padraic Hughes	SMRG	0

I. Call to Order

The Board of Directors (BOD) Meeting of the ASRC was called to order by Don Scelza, Chairman, at 1007 on Saturday, November 7, 2015. The meeting was conducted at Camp Aldersgate, Terra Alta, WV.

II. Participant Role Call

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

During the meeting there were four voting ASRC BOD Representatives present and four proxies conveyed to the Secretary prior to commencement of the meeting, representing eight of fourteen voting members present. 57% of the ASRC Board of Directors was represented, constituting a quorum.

Also in attendance were Keith Conover (Medial Advisory Committee Chair), Mike Hansen (ASRC Operations Officer), Dan Fry (MARG), Patty Lindsay (MARG), Paula Repka (MARG), Rebecca Hostetter (MARG), Victoria Airey (ASRC Treasurer), Steve Weiss (SMRG).

III. Approval of Previous Meeting Minutes

A motion to accept the August 15, 2015, BoD Meeting Minutes (as disseminated with the November 7, 2015, BOD Meeting Agenda) was made by John Barnett (MARG), seconded by Jim Jackson (DMVSAR). No abstentions, no nays, all BOD in favor. **Motion passed**. *(Secretary to adjust participation percentage denoted on page two of the published 8/15/15 minutes to 64%)*

IV. Unfinished Business

Update/Overview (Don Scelza, Chair)
- Chair has visited 6 ASRC Groups to present and discuss new conference direction, DMVSAR and BRMRG visits both scheduled for December 2015.
- During visits, was reminded of the extent of geographic coverage of ASRC, huge geographic area for which ASRC is providing quality search and rescue services.
- As move forward with changes, continuing to make progress. At Retreat, would like to have majority of major work completed for thorough review and discussion. Will use period of time between Retreat and 2016 AGM to make final changes and present all for approval at AGM.
- There will be many opportunities to go over proposed documents/processes before and during the Retreat (Bylaws, Credentialing documents, Training Standards, PTB's, and Operational Guidance Manual).
- 2016 AGM will focus primarily on the Credentialing process and supporting documentation and guidelines.

A. **Bylaws** (Don Scelza, Chair)
- Sent latest version to Groups with notification about 11/7/15 BOD Meeting.
- Since so many changes to the 2004 version, issued as a replacement document versus tracked changes.
- Focus of changes is on moving organization forward as a group of Groups, versus group of members and solidifying ASRC responsibilities for the credentialing process.
- Latest version will be posted to asrc.net, member's only page. Notification of post and links will be disseminated to all Groups.

B. **ASRC Credentialing Project**

i. Position Task Book (PTB) discussion
- No PTB for CQ (not really a certification)
  o Condition of operational membership, provides a measure of safety
  o Change Training Standards 7.2 and remove the word "certification" associated with CQ.
  o Create PTB for CQ for use as a checklist template across conference.

ii. Credentialing project discussion
- SMRG comments regarding Credentialing project as relayed to Chair by Padriac Hughes via email 11/6/15:
  o SMRG "would like to see the credentialing Standards before fully agreeing to by-law changes"
    ▪ Response: Discussions and motions expected during meeting today. Credentialing Policy Manual draft issued with meeting agenda for further discussion today.
  o "We also believe that the individual Groups should decide who they will appoint as a qualified evaluator"
    ▪ Response: Discussions expected during meeting today during review of Draft Credentialing Policy Manual.
- Steve Weiss (SMRG), requested further discussion, at some point, regarding grandfathering of the Credentialing Committee and details of the Credentialing Board.

iii. **Credentialing Policy Manual** (Ben McCandless, AMRG – Credentialing Committee)
- Refinements made in October 2015 version of proposed manual. One addition to recertification is through continuing education credit.
- To move forward need Group input to identify issues and incorporate needed changes.

MOTIONS

1. Motion read by Ben McCandless: That each group nominate (via a process to be determined by that group) a single representative to sit on the Credentialing Board, subject to approval by the ASRC Board of Directors. The term of office shall be 1 year, and shall coincide with the ASRC election schedule.

Discussion:
- Point of clarification (K. Conover) – can a Group nominate their representative from another group?
  - This is a shared duty/responsibility
  - Are Groups buying in to the process enough to support, which would necessitate each Group having their own representative
  - Groups must nominate their Credentialing Board Representative at the 2016 AGM.
- Change to a single representative from <u>their</u> Group.
- Term, in accordance with the Administrative Manual (stagger first term, some Groups one year/some Groups two years)
- Assuming their position after the Board Meeting during the AGM weekend.
- Filling vacancies needs to be incorporated into the Administrative Manual.

A revised motion was made by Ben McCandless (AMRG); **That each Group nominate (via a process to be determined by that Group) a single representative from that Group to sit on the Credentialing Board, subject to approval by the ASRC Board of Directors. The term of office shall be 2 years, and shall take effect after the Board Meeting at the AGM.** Motion was seconded by John Barnett (MARG). No abstentions, no nays, all BOD in favor. **Motion passed**.

2. Motion read by Ben McCandless (AMRG): The ASRC Board recommends that ASRC group members holding a current ASRC Field Team Leader Certification, who have the approval of their Group Training Officers, be permitted to act as Qualified Evaluators, who are able to sign off mastery of a skill in an applicant's Position Task Book.

Discussion:
- Definition in the Credentialing Policy Manual conflicts with the verbiage in the motion.
- Enable Group autonomy/intergroup collaboration
- Discussion of levels pertinent to include in the QE definition
- Want system to be similar to current certification system sign-offs
- Group Training Officer (GTO) to remain as "gate keeper"
- Do not wish to make certification progress take too long, otherwise Group members will become discouraged with process

- Could have well qualified Qualified Evaluators also serve as Conference Evaluators and make details available to Groups for use as they deem appropriate.
- Qualified Evaluators are determined by the GTO

A revised motion was read by Keith Conover (AMRG); **Qualified Evaluator (QE) – An ASRC member who has been approved by a Group Training Officer (GTO) to sign off mastery, of some or all skills, for Position Task Books for the members of the GTO's Group. The Qualified Evaluator may be a member of the GTO's Group, a member of another Group, or an ASRC Member-at-Large. A GTO is by definition a Qualified Evaluator for that Group.** Motion was seconded by Jim Jackson (DMVSAR). No abstentions, no nays, all BOD in favor. **Motion passed**.

3. Motion read by Ben McCandless (AMRG): The Credentialing Board may grant ASRC Examiner status (able to administer exams to members of other groups) to applicants who meet the following criteria:

- Are members in good standing in an ASRC Certified Group or an ASRC Probationary Group.
- Have held an active ASRC Field Team Leader certification for a minimum of 1 year.
- Have the approval of their Group Training Officer
- Complete any training required by the ASRC Credentialing Board
- Have the approval of a majority of the ASRC Credentialing Board
- Have submitted a SAR resume to the ASRC Credentialing Board.

In addition, the ASRC Board recommends that the Group Training Officers, at the time of credentialing policy implementation, be grandfathered in as ASRC Examiners.

Discussion:
- Concern about level of Group involvement in process (bullet 3). Need to ensure governance independence/impartiality. Recommend removal of bullet 3.
- Timeframe for GTO grandfathering during start-up process:
  o Over time, Credentialing Board will perfect processes.
  o Allow Credentialing Board to evolve on own without instituting inflexible requirements.
  o Seed with proposal regarding Group Training Officers. Exam process will take too long if resources not immediately available at start-up.
- Should members of the Credentialing Board also be allowed to be ASRC Examiners?
- Group Training Officers or immediate past GTO's as Examiners?
- Three year term recommended.

A revised motion was made by Ben McCandless (AMRG): **The Credentialing Board may grant ASRC Examiner status (able to administer exams to members of other groups) to applicants who meet the following criteria:**

- **Are members in good standing in an ASRC Certified Group or an ASRC Probationary Group.**
- **Have held an active ASRC Field Team Leader certification for a minimum of 1 year.**
- **Complete any training required by the ASRC Credentialing Board**
- **Have the approval of a majority of the ASRC Credentialing Board**
- **Have submitted a SAR resume to the ASRC Credentialing Board.**

In addition, the ASRC Board recommends that current Group Training Officers and immediate past Group Training Officers, at the time of credentialing policy implementation, be grandfathered in as ASRC Examiners for a maximum term of 3 years, or a term as established by the Credentialing Board. Motion was seconded by Beth Huhn (SAR-Ohio). No abstentions, no nays, all BOD in favor. **Motion passed**.

iv. **Proposed written exam and practical exam tracking sheets**
- Ben compiled examples
- Proposed drafts will be posted to asrc.net, member's only page. Notification of post and links will be disseminated to all Groups.

v. **PTB's**
- Drafts have been prepared for Group review.
- Drafts for FTM and FLT will be posted to asrc.net, member's only page. Notification of post and links will be disseminated to all Groups.

vi. **General Credentialing Project discussion**
- Is the Credentialing Board going to have to create written and practical exams? Response: No, initial resources will be provided for their review/use.
- Definitive outline of authority of ASRC Board and Credentialing Board needed.
    - o Definitive line of who manages what processes/deliverables/policies
    - o Credentialing Board – administration of credentialing system
    - o ASRC Board – oversight and policy approval
    - o All needs documented in the Administrative Manual

C. **Operational Guidance Manual Update** (Michael Hansen, ASRC Operations Officer)
- Hansen manually disseminated November 2015 version of the Manual to those in attendance. Complete re-write.
- Incorporated most comments from previous release.
- Incorporated Medical Committee language,

- Added Appendix A – Dispatch System
- Appendix B – still securing input.
- Still working on details for Appendix C and Appendix D; review of how teams operate overall (governance and operations).
- Plan is to review existing Operations Manual Annexes and morph into guidance documents for use by all Groups.

Discussion:
- Is there a need for accreditation?
- Should admin review even be in this document?
- This replaces the 3 year Group Review from the existing Operations Manual.
- Should this go in the Bylaws?
- Recommend not in governance documents, so can implement in future and possibly accredit outside entities.
- Possibly move outside the OGM document.
- Should ASRC Groups be required to go through this on a regular basis for critique and feedback? Recommend full scale exercise annually.
- Every Group does not operate the same (SMRG primarily responds to second shift)

Chair suggests taking the accreditation sections out of the Operational Guidance Manual and turn in to separate project with whitepaper and committee to move process forward. ASRC Operations Officer will drop content into a separate document.

Groups Operations Officers should submit Group comments regarding the latest version of the Operational Guidance Manual to the ASRC Operations Officer at operations@asrc.net. ASRC Operations Officer to send .pdf version of the document to all Group Operations Officers.

D. **Tracking Standards Update** (Chair read email update from Padraic Hughes, SMRG – Tracking Committee Chair)
- Tracking Standards are all now reformatted.
- Committee Chair to send them to be codified by the smaller group, before sending to the BOD.
- Anticipate they will be ready for vote at the next BOD meeting and will be sent early enough for BOD reflection.

E. **Medical Committee Update** (content of email update sent to BOD by Carl Solomon, MSAR – Medical Committee Chair, below)

We reconstituted the ASRC Medical Committee as an outcome of the retreat last winter. The committee has been collaborating on a number of topics since that time. Here are some of the highlights:

ASRC Patient Record Form Development – The committee is working with Dr. Keith Conover and the Medical Advisory Committee (consisting of physicians only) on finalizing the form that he and others from AMRG designed. The form provides a working aid for recording notes during treatment of a patient in the wilderness setting.

Wilderness Medicine White Paper Series – The committee is collaborating with the Medical Advisory Committee on developing a series of white papers on relevant topics. The first white papers are on Spinal Immobilization and Managing Incident Stress and the role of Critical Incident Stress Debriefing.

Evolving ASRC Training Standards – The committee is exploring what modifications could be made to the ASRC Training Standards in future versions. There is much debate across the conference concerning wilderness first aid related standards. In that light, we are figuring out the minimum competencies that we would want all FTMs and above to have in the case of a wilderness emergency. We are looking to graft onto the existing training objectives that relate to wilderness first aid. If you have suggestions on "outcome based" wilderness first aid training objectives, please let me know.

Wilderness Medic Track – The committee is also exploring adding a specialty "career" track for wilderness medicine specialists. If there is sufficient interest, we will work to design a series of progressive levels that would provide an advancement track for those conference members that would like to focus on wilderness medicine.

Discussion led by Keith Conover:
- Requesting comments on patient record form, optional reference forms and documents. Hoping to complete by the 2016 AGM.
- Looking at requirements for FTM/FTL (medical); right-sizing requirements for what applies in ASRC's environment.
- Provide innovative training methods
- Allow support and specialization, where desired
- Possible future additions to the credentialing process – Wilderness EMT, etc.

V. New Business

A. **Search Manager Applications** (Don Scelza, Chair)

As Acting Conference Training Officer, I am in possession of Search Manager packages submitted by Joy Ray (AMRG) for SM-III and Rebecca Hostetter (MARG) for SM-IV. I have reviewed the packages and have found that both applications meet the approved Search Manager standards and recommend a motion for Board approval.

A motion was made by Ben McCandless (AMRG) to accept Joe Ray's promotion to SM-III and Rebecca Hostetter's promotion to SM-IV, seconded by John Barnett (MARG). No abstentions, no nays, all BOD in favor. **Motion passed.**

Chair instructed Secretary to issue appropriate certificates of certification to both Search Managers.

B. **Financial Report** (Victoria Airey, ASRC Treasurer)
   - Treasurer disseminated manual financial report to all participants (excerpt below).
   - Treasurer working to secure contact details from Ferguson for GIS workshop expenses.
   - 2016 projection included in report.

October 2015
Treasurer's Report

Summary

Balance ending July 2015:	$13,053.17
Income:	$0.00
Expenses:	($2,695.95)
Balance ending May 17, 2015:	$10,357.22

Details (Income)

None:	$0.00
Total:	**$0.00**

Details (Expenses)

GIS Workshop:	($120.00)
Insurance (semi-annual):	($2,549.00)
Virginia State Corporation Commission (SCC):	($26.95)
Total:	**($2,695.95)**

Projected over next 12 Months

Income

Group Dues:	$7,400.00
Total:	**$7,400.00**

Expenses

Insurance:	($5,100.00)
Retreat (Fodd and Lodging):	($1,250.00)
VaSARCo Annual Dues:	($10.00)
AGM:	($350.00)
Remote Support Training:	($375.00) – GIS workshop
Virginia State Corporation Commission (SCC):	($27.00)
Total:	**($7,112.00)**

Projected Difference

Total:	**$288.00**

C. **Operations Report** (Mike Hansen, ASRC Operations Officer)
- Hansen disseminated proposed Search and Rescue Award document to all participants.
- GIS Workshop and ASRC remote services are a value added component for all RA's. Need ASRC Groups to participate in the process and become proficient.
- To motivate participation and support those that become proficient, propose recognition of members for their efforts via a "SAR Planner" award.
- Requirements of award documented in handout.

Discussion:
- Is it necessary for tenured GIS professionals to complete Lost Person Behavior and 24 hour GIS course? It is critical that even tenured GIS professionals understand use of the tools and SAR concepts.
- Why is this an award versus a certification? Not ready to incorporate into standards and credentialing process – yet.
- This is considered a Staff position, versus a Search Manager requirement.
- General discussion about name of award.

A motion was made by Mike Hansen (ASRC Operations Officer) to accept the proposed award document with name modification to "Search and Rescue Planning Specialist Award". Motion was seconded by John Barnett (MARG). No abstentions, no nays, all BoD in favor. **Motion passed**.

[Final document may be viewed here: http://www.asrc.net/wp-content/uploads/2015-11-07-ASRCSARPlanningSpecialistAward.pdf]

D. **4th Quarter Group Rosters**
- Rosters should be submitted to secretary@asrc.net no later than 12/31/15. Secretary will email reminder to all Groups.
- Treasurer requested in excel format.
- Treasurer requests each roster contain a column to clearly denote highest level of ASRC certification.

E. **Group Updates**

SMRG (Steve Weiss, SMRG Chair):
- Movement in VA to remote planning. VSARCO starting to see value in remote planning and movement is to re-engage groups.
- VDEM is inclined to allow enterprise level use.

MSAR (Victoria Airey)
- Wilderness EMS – MSAR through major hurdles at state level. Secured required endorsements. Final vote this month through Maryland EMS system. Moving positively forward for MSAR.

AMRG (Don Scelza)
- Scelza and Conover working on PA EMS system.

VI. Good of the Order

- Chair asked SMRG member present the status of the 2016 AGM. Response - still seeking support within SMRG.

VII. Adjourn

The Chair thanked all who participated in the meeting.

With no additional formal business noted, a motion to adjourn was made by John Barnett (MARG), seconded by Beth Huhn (SAR-Ohio). No objections.

The meeting was adjourned at 1335.

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