



ASRC WINTER RETREAT BOD MEETING MINUTES

January 13, 2019

Bears Den Lodge, Bluemont, Virginia

0955 - 1202

I. Call to Order

Called to order at 0955 by President Keith Conover.

II. Participant Roll Call

Chair recognizes membership present, determined we have a quorum. 2 participants via teleconference. Voting members in **bold**. Via teleconference in *italics*. Some other Group is primary in (parentheses)

Allegheny Mountain Rescue Group (AMRG)	Keith Conover, Chair Don Scelza, alternate for Carol Pasquerell
Blue Ridge Mountain Rescue Group (BRMRG)	<i>Greg Stronko</i> (Carl Solomon)
Maryland Search and Rescue (MSAR)	Kyle Rhoderick Victoria Airey, Treasurer
Mountaineer Area Rescue Group (MARG)	Patty Lindsay Ken Chiacchia <i>Carl Werntz</i> Carl Solomon
Northwest Pennsylvania Canine Search and Rescue (NWPAK9SAR)	Kathy Lamb, Secretary LuAnn Gatti
Remote Support Corps (RSC)	Patty Lindsay, Remote Support Operations Officer Mike Hansen Brian Maier Carl Solomon

Search and Rescue – Ohio (SAROH)	Brian Maier
Shenandoah Mountain Rescue Group (SMRG)	

III. Approval of Minutes

By unanimous consent, the minutes from the previous ASRC General Membership Meeting & BOD Meeting held in September 2018 as posted in the Archive (<http://archive.asrc.net>), were approved.

IV. Officer Reports

a. Chair:

- a. Written report: officers' call discussion about sustaining membership (<http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2019-01-13-ASRC-Chair-Report.pdf>).
- b. Correspondence via email from Tony Smith, Eastern Regional Coordinator, National Cave Rescue Commission, we should put contact information and maps for sub regional NCRC coordinators on the password-protected section of the ASRC website for members to reference when needed. Other parts of the cave rescue presentation will be put in the ASRC Archive and linked on the public ASRC website.
- c. Fellowship nomination for Dave Carter, new one sent today for Michael Hansen and Gene Harrison. These will be voted on at the spring BOD meeting. Nomination letters are in the Archive at <http://archive.asrc.net/#IDASRC-Admin-ASRC-BOD-Membership-Minutes-etc-ASRC-Fellowship-Nominations->.
- d. Proposed by chair that we reelect Mike Hanson as a non-voting board member, his 2-year initial term will be expiring. Motion made, discussion regarding the benefit of this addition to the board. After discussion, vote taken: 1 opposed, 1 abstained, 9 yes vote carried.

b. Vice Chair:

No report, not present

c. Secretary:

No Report

d. Treasurer:

Reviewed Copies of Treasurer's report distributed with review by treasurer. Request for team rosters, needed to generate team dues. Get in ASAP. Victoria also needs the \$30 bill from Frostburg University for our last meeting there.

e. Training/Conference Training Officer

Carl Werntz, Deputy Conference Training Officer, reported via teleconference regarding training standard status. Search Manager level materials will be circulated by March for review and commentary. Plan to get working to complete ASAP.

Proposed new training guide: Publication vs. governing document? no consensus.

Training video initiative status; no update, those working on it (Michael Hansen and Kyle Rhoderick) have not had time to make much progress.

Search Manager Applications

1. Rob Spieden SM-III not interested, sees no value from the ASRC. Terminated.
2. Eric Menendez SM-IV he no longer in area also not active in ASRC. CTO recommends terminating his SM status. Terminated.
3. Steven Weiss: SM-IV expired 1/1/19, requests extension to renew. Granted 1 year extension.
4. Don Scelza SM-I recertification: application complete, passed by CTO, recommendation from AMRG, passes.
5. Ken Chiacchia SM-III: application packet complete, passed by CTO, recommendation from MARG, needs his certificate (this was approved by vote of the BOD last year).
6. John Rogowski SM-IV recertification: application complete, passed by CTO, recommendation from AMRG. Passed.
7. Rebecca Hostetter SM-IV recertification: application complete, passed by CTO, recommendation from MARG. Passed.
8. Carl Solomon SM-IV recertification: passed by CTO, recommendations from both MSAR to approve with reservations, and MARG to approve without reservations. Passed.
9. Andrew Hower: SM-III recertification application received and reviewed by Chair, neither CTO or DCTO present to discuss, Chair recommends approval. Motion to approve contingent on CTO approval. Passed. Chair to tell them both.

All above proposed search manager recertification, extensions and terminations carried as indicated.

f. Insurance

Input from AMRG BOD via email to the Chair:

- *Insurance claims may contain confidential personal and health information for the person filing the claim. Who has access to this information should be limited. Claims should not automatically be made available to the ASRC Chair and/or ASRC Board. The Risk Management Officer (RMO) could have access to the claims if the claim filing procedure is to work through the RMO. Teams or individuals may not feel comfortable filing claims if they know the ASRC Chair and ASRC Board have immediate access to the information.*
- *The Board strongly disagrees with having the RMO and Chair reviewing claims and deciding whether or not the claims will be handled as self-insurance, whether a claim is filed with the insurance carrier, or to have the claim dismissed. Only the ASRC insurance carrier should make a determination of whether or not a claim is covered by the policy. The purpose of having the insurance is to provide protection to all of the members of the teams in the ASRC. There is no reason to not make use of the insurance out of fear of increasing insurance costs. SAR work is inherently dangerous. Claims should be sent directly to the insurance carrier without any opportunity of the ASRC to step in and deny a claim or elect to self-pay.*
 - *The RMO and Chair should not be making determinations of whether a claim should be denied. Granting the RMO and Chair the ability to dismiss a claim will open the ASRC up to accusations of intimidation and discrimination in how claims are reviewed. This is an unneeded risk for the ASRC to assume. If there are concerns about the legitimacy of a claim, then the ASRC can request the*

insurance carrier to investigate the claim. The ASRC should not be taking on this risk.

- *The ASRC should not pursue covering some claims as self-insurance. One reason for this is that improper filing of a claim or not filing a claim provides the ASRC with no insurance or legal protection should the injuries resulting from the incident produce future health conditions for the member. Having every claim filed with the insurance carrier ensures the ASRC is acting with due diligence to protect the member and the organization. Electing to self-pay a claim is opening the ASRC up to unneeded risk.*
- *Each Group is specifically named in the policy as a covered party. The Groups should not give up their individual rights as named insured in the policy. AMRG's representatives should not vote for or support any policy that would interfere with the Groups rights as a named insured to work directly with the insurance carrier.*

Email response from the Chair:

I am sharing this with the entire ASRC Board of Directors and Group Chairs.

These recommendations will be taken in account of the discussions on individual membership at the Retreat and BOD meeting the discussion of insurance at the Board of Directors meeting.

I am not sure what you mean by "Submit the final policy proposal to the Board." [By this I assume you mean the AMRG Board, please share with them as I don't have access to the AMRG Bod listserv.

The final policy is whatever the ASRC BOD decides on, whether at this or a subsequent BOD meeting, and will be debated and likely significantly revised during the BOD meeting.

BOD delegates are expected to consider the interests of both their Groups and the ASRC as a whole in casting their votes on a particular topic, and the give-and-take of a Board meeting precludes reasonable use of proxies on particular issues, which is why they are unlawful for a Board of Directors.

However, alternate BOD delegates are acceptable, and as Carol may not be able to attend due to her ear infection, if the BOD wishes to pick an alternate (Don comes to mind) then Don could cast a vote for AMRG.

The polices in the following documents are "final" in the sense that there are no plans to change them prior to the ASRC BOD meeting. However, I suspect they will change quite a bit during the BOD meeting, and in particular the issues in your email about insurance are very important and well-supported and I will ensure that all of the views expressed get an adequate hearing.

I will point out that the insurance policy in the version in the draft Admin Manual were based in large part on recommendations from Chris Ruch, AMRG Commander, when he and I spoke about it. The recommendation to consider self-insurance for some claims (not denying, but paying directly) came from Don Scelza. And Don was involved in crafting the Remote Support documents. So AMRG has already had lots of input into both of these issues.

Again, thank the AMRG BOD for their time and effort in considering these issues carefully. I wish that other Groups were as diligent about this.

The BOD confirmed that Groups may appoint alternates for their ASRC BOD representatives, and whatever method by which the Group chooses an alternate is acceptable. While Groups may elect

standing alternates, it is more common for an ASRC BOD delegate or Group officer to appoint an alternate on an as-needed basis. A text or email to the Secretary by one of the Group's BOD is acceptable as notification of the alternate's name.

The BOD also confirmed that BOD representatives are expected to participate in discussion of issues at the BOD meeting and vote their conscience, as they may be persuaded by discussion and changes in motions to vote differently than their first inclinations or recommendations from their Groups; this is an essential component of any representative democracy, as not all arguments can be considered prior to an in-person Board of Directors meeting. While they need to keep the recommendations of their Group in mind, they are not solely expected to represent the views of the Group but also have a responsibility to consider the welfare of the ASRC as a whole. As with any representative democracy, if a Group is dissatisfied with an ASRC BOD representative's performance, then the Group may replace that representative.

There was considerable discussion and wordsmithing of the new insurance section, including consideration of all the above issues.

Based on this, the final language included in the new version 5.2 of the Admin Manual, posted at <http://archive.asrc.net/ASRC-Admin/ASRC-Admin-Manual/2019-01-13-ASRC-Admin-Manual-5.2.pdf>, page 37, was approved unanimously.

g. Operations:

Conference Operations Officer and Deputy Conference Operations Officer not present, no discussion.

V. New & Unfinished Business

Discussed dates for the Annual General Meeting (AGM) will be in the summer instead of the fall, based on the results of a poll: 8 for summer, 4 for fall, plus Steve voting for summer. Will pick a weekend based on availability at New Germany State Park and other considerations.

Upcoming BOD meeting dates in the spring and in the fall: discussed the possibility of having one in-person and one dial-in, people busy in fall so might have dial-in then. Spring at Frostburg State University. Keith will find out what's available @ New Germany and get out by email to BOD.

There will be a SAREX in Morgantown, WV November 15-17.

There will be a cave rescue event (? official NCRC Orientation to Cave Rescue, ? otherwise) @ Laurel April 14th hosted by MARG, open to ASRC, want to make official ASRC event; done. Will give ASRC members preference, open up to others a couple of weeks later. Waiting on Tony Smith (Eastern Regional NCRC Coordinator) to decide on whether it will be an official NCRC OCR. Have permission for the cave.

Proposed updates to the administrative manual (in addition to insurance):

- **Individual/Sustaining membership**

There was a discussion of individual membership during the Retreat by Brian Maier, addressing a number of comments sent in by email prior to the Retreat. However, there were no motions proposed as far as individual or sustaining membership at the ASRC level. Therefore, individual membership in the ASRC does not currently exist and there was no request to put it on the agenda for a future Board of Directors meeting.

- **ASRC Corps / Remote Support Corps (RSC)**

Patty Lindsay distributed information packets. The RSC proposed a Charter document. Also, changes need to be made to the Administrative Manual to support the RSC. The RSC isn't considered a Group. Motion made, to accept document that was sent by the chair prior to this meeting. A discussion occurred and it was suggested to address the difference between Corps Officer in the Admin Manual and Remote Support Operations Officer. The clarification is that general term for the head of a Corps in the Admin Manual is Corps Officer, but a Corps may title that as they wish in their Charter, so the Corps Officer for the Remote Support Corps is "Remote Support Operations Officer" as that is the title in the charter. Reason for this: another Corps might not do Operations but Training, and their Corps Officer could be named be the Training Corps Officer as they don't do any operations.

After this discussion regarding what language is to be officially used in the wording in the Admin Manual a vote was taken, 1 abstention, 0 opposed, 11 yes, motion carried. RSC is officially in our Admin Manual and officially fully active.

Additional discussion regarding the Charter for the Remote Support Corps, we did some wordsmithing on the proposed Charter and then approved it unanimously conditional on the Corps membership voting on edits we made today, as well as editorial changes to get it into our official format.

[After-the-fact note: the Remote Support Corps membership met and approved the final Charter as now found in the Archive with minor editorial changes, which were not objected to by the BOD, and the final official Charter is in the ASRC Archive at:

<http://archive.asrc.net/ASRC-Admin/ASRC-Remote-Support-Corps/2019-01-29-ASRC-Remote-Support-Corps-Charter.pdf>.]

Discussion related to dues and fees:

Will Corps members who are not a member of a Group pay dues? Yes, they should pay the same individual dues as a Group member. However, if they are also members of a Group and pay dues through that Group, they should not have to pay dues a second time.

Motion made, seconded, then vote taken, all in favor and motion passed. This was included in the new version 5.2 of the Admin Manual that was approved unanimously with this modification.

[<http://archive.asrc.net/ASRC-Admin/ASRC-Admin-Manual/2019-01-13-ASRC-Admin-Manual-5.2.pdf>.]

Additional discussion: ASRC *primary* Group is who pays dues for individuals. Additional discussion: rosters come to the secretary, dues are determined from those rosters and an invoice is then sent to the respective teams for their dues. The fee covers, among other things, our insurance (member in a Group or Corps are covered under the insurance). Need to have whether a member is a primary member of another Group on submitted rosters.

Keith will prepare an updated Administrative Manual regarding dues, to reflect this need to ID primary Groups for to assess dues properly.

[After-the-fact note: this recommended update to the Admin Manual, with recommended changes in yellow on pages 11 and 14, was circulated to the BOD by email 2/15/19, and is available in the ASRC Archive at

<http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2019-02-15-DRAFT-ASRC-Admin-Manual.pdf>.]

Credentialing Board Report

Field Team Leader (FTL) online test available as beta test only, working with beta testers, let credentialing@asrc.net know if you want to beta test, note that the credentialing@asrc.net alias is not working right, Information Technology Officer (ITO) will look into this.

Conference product sales - store vs. cafe press

Deferred to next meeting.

Records policy including HIPPA concerns

Liability release procedure and documentation: Discussion regarding use, when, for who and what's involved/attached to signatures. ITO to investigate doing this online, now required that every member sign this on paper. Ken: maybe we need this to use for anyone attending a training, not just members. Need to change the language: Keith will have his sister review to update the language for non-members.

Potential New Groups

A SAR Group is forming at Virginia Military Institute in Lexington, VA. They are in contact with LuAnn Gatti, Membership Coordinator, and BRMRG has tentatively agreed to serve as sponsor for them as an ASRC Group should they continue to desire to pursue this.

VI. Good of the Order

VII. Adjourn