



## BOARD OF DIRECTORS MEETING MINUTES

09 April 2022

Virtual at [Meeting Link](#)

Tel: +16892060314,454673185#

### I. Call to Order.

Called to order at 1005 hrs. by Dan Brizuela.

### II. Participants.

Voting members in **bold**. Via teleconference in *italics*. If some other Group is primary, name in (parentheses)

Allegheny Mountain Rescue Group (AMRG)	<b>Keith Conover</b>
Blue Ridge Mountain Rescue Group (BRMRG)	
Maryland Search and Rescue (MSAR)	<b>Dan Brizuela</b> <b>Jocelyn King</b> for Kyle Rhoderick <i>Michael Hansen</i>
Mountaineer Area Rescue Group (MARG)	<b>Ken Chiacchia</b>
Northwest Pennsylvania Canine Search and Rescue (NWPAK9SAR)	<b>LuAnn Gatti</b> <b>Kathy Lamb</b> <i>Oliva Wojcicehowski</i>
Remote Support Corps (RSC)	<i>Ben McCandless</i>
Search and Rescue – Ohio (SAROH)	<b>Brian Maier</b> <b>Eric Sanderson</b> <i>Stephen McClanahan</i>

Shenandoah Mountain Rescue Group (SMRG)	<b><i>Katy Hart</i></b> <b><i>Steve Weiss</i></b>
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**III. Approval of Minutes**

Two minor edits were suggested by Eric Sanderson, and these have been made to the draft minutes. A motion to approve the Minutes of the January 16, 2022, meeting was made by Keith Conover and seconded by LuAnn Gatti. The Minutes were unanimously approved.

**IV. Officer Reports**

**a. Chair/Vice-Chair (Dan Brizuela/LuAnn Gatti)**

From the Chair: The 501(3)c status of the ASRC has been reinstated retroactively. Microsoft Corp. has been notified and our license for use of their products has been confirmed. It was noted that official notices from the ASRC’s state corporation commission are sent by mail to the registered agent (Robert Koester). Steve Weiss receives these for SMRG and will notify the Conference to be on the lookout for communications from Virginia when he receives these for SMRG. Filings can be done online but the initial prompt from VA comes only by post mail. Annual reminders of these filings will be added to the calendar. The Chair still needs to set up a forwarding address for the Conference’s official PO Box in Charlottesville.

Other follow up items from the January meeting: the Chair is continuing to clean up email lists of ASRC members to improve the communications reach. This step is a prelude to bringing on a communications specialist to help communications both internally and externally. A position description for the communications specialist will be written. A question was raised as to whether this person needed to be an ASRC member. There appear to be no governance documents precluding bringing in someone from the outside (this has been done before), however, someone from the outside would likely benefit from being under the direction of an ASRC member.

Stephen McClanahan will be stepping down as Secretary following this meeting, so the Conference is looking for his replacement.

The Opening Working Group format has been slightly modified to alternate between business-oriented items and other SAR relevant topics. An example of the latter: LuAnn Gatti presented on the highly successful fund-raising efforts of the NPAK9SAR team.

Lastly, a couple of teams have yet to submit their team rosters to the Secretary. Nothing else from the Chair; nothing to report from the Vice-Chair.

**b. Secretary (Stephen McClanahan)**

Per last Board meeting, a document listing the roles and responsibilities of the ASRC Secretary was prepared. This was done by going through the Bylaws and Admin Manual and extracting each element that related to the Secretary. The document was submitted to the Chair and Vice-Chair; it is available for anyone else who might be interested, just let the Secretary know. Keith Conover suggested this document, along with corresponding documents on the roles of Chair, Vice-Chair and Treasurer, be sent to the Publications Committee and formatted into a ‘One-Pager’ as that of the Board Delegate.

Group rosters are still being collected; BRMRG and SMRG have not yet submitted their team rosters. (Note: following this Board meeting, these teams submitted their rosters and a full set of ASRC team rosters has now been forwarded to the Treasurer.)

**c. Treasurer (Victoria Avery)**

No report provided.

**d. Credentialing Board Chair (Steve Weiss)**

This quarter, the Credentialing Board has focused on being prepared for the anticipated pipeline of members seeking credentialing, particularly at Field II. The Board has been reviewing the tests and field assessments, is in good shape, is looking forward to hearing from GTOs on candidates and anticipate a full day of credentialing activities at the upcoming AGM in July.

**e. Conference Training Officer (Ken Chechia)**

Updates to medical standards are almost complete in the sense of knowing the direction the updates will follow. For Wilderness First Aid (WFA), a multipronged approach will be developed. Members can get an external WFA certification, can get WFA training through their individual group, or ASRC will have a free online version using curriculum already approved by NASAR (so should be acceptable to state SAR councils). To note: there have been several updates to this curriculum made by Wilderness Medical Society and so the Training Committee needs to go through the curriculum and make sure it and its accompanying training slides are up to date. Recording the lessons for the online version will be big job and will require volunteers to help build this version. Keith Conover noted that version 2 of Chapter 8 and version 1 of Chapter 1 of his SAR textbook will have everything needed to support the WFA training.

The Training Committee still needs to address the rescue standards. Historically, ASRC has not developed detailed rescue standards particularly with respect to technical rope rescue. Thus, there is a lot of work to be done to get details correct. The Committee plans to focus on the skills needed to be able to perform low angle rescue.

Steve Weiss commented that rescue standards should be targeted at the minimum (or just slightly above) needed to allow interoperability between groups across ASRC. An operational guidance document that describes the current state of operations that teams use is needed; this document could be used by the Training Committee to extract the set of skills that seems right to put into a minimum standard. The conversation noted that there are likely differences in the operational capabilities regarding technical rope rescue across ASRC teams and again noted the need for an operations committee to document this kind of information.

The next two Terrific Tuesday training sessions are set; on May 10, Lee Fuell will discuss heat stress and on July 12, Ben McCandless will present on segmenting areas for search management. Terrific Tuesday training sessions are on the second Tuesday of every other month, at 1900 hrs., Eastern time.

**f. Conference Operations Officer**

The COO position remains vacant. If anyone is interested, please let the Board know. The COO must be an ASRC member.

**g. Information Technology Officer (Michael Hansen)**

The ASRC license to use the suite of Microsoft products is intact. This required much work to manage the relationship with Microsoft as the 501(c)3 status of the Conference was being reestablished.

Any team members that wish to have asrc.net accounts will be accommodated; just send their name and contact information to Mike Hansen. Having an account is a great way to access the tremendous amount of information on the ASRC SharePoint site as well as for the Conference to be able to reach members

directly. Keith Conover suggested a link on the ASRC.net homepage where members can request an account. LuAnn Gatti requested the ability to determine which members had an active account and this can be done as well. Group leaders should notify Mike Hansen of any team members who are no longer active with ARCS to have their accounts deleted. Also, Mike can create the ability for teams to create their own members' account; just let Mike know and he will set this up.

#### **h. Group Updates**

MSAR (Dan Brizuela): MSAR has had four missions so far this year and will be participating in a cold case search soon. Mike Hansen is the new chairman of MSAR's Board of Directors and new officers will be selected by the Board. Interest in joining the team remains high and MSAR is now in the position to bring some of these members onboard; the team is using a referral process (from existing team members) to select new members and will be bringing 10 new candidates onboard soon.

AMRG (Keith Conover): The team is continuing with training. NASAR's First Aid course is now being offered to AMRG members. The team recently offered a MLPI (Managing Lost Persons Incidents) and six Somerset County SAR members also attended. AMRG is conducting a NASAR FunSAR (Fundamentals of Search and Rescue) course as well as MRA training. Also, several AMRG members recently participated in an Orientation to Cave Rescue (OCR) training. Six new members have recently joined.

MARG (Ken Chiacchia): MARG sent several members to the OCR course; this is a great course for litter handling training. The team is doing some serious work on developing and documenting procedures for rope rescue. The team is not planning on training in vertical rescue, but steep angle techniques are often required. In addition, MARG is moving to dual-tensioned systems instead of a load-bearing haul + belay system. A white paper on persons in the litter has been developed and will be shared with the Open Working Group. Separately, MARG is very aware of the impact of high fuel prices for people who must travel to training, as the team is geographically dispersed. Attempts at delocalizing training are being made when clusters of members who need specific training (e.g., Field IV and III basic skills) are identified.

NWPAK9 (LuAnn Gatti): In the past quarter, the team has added one new member who comes with significant SAR experience. The team is hosting their annual 5K foot race as a fund raiser. In addition, NWPAK9 has received a grant from Great Community Foundation in Erie and will be sending members to attend an HRD or trailing seminar (the latter being in the fall). A WFA training will be conducted over next two months. The team had its first official call out for the year (others have been mutual aid calls).

SAROH (Eric Sanderson): The team had one member achieve Field IV and another is ready to test. SAROH has recently recruited 4 new members with another member recruited earlier in the quarter who brings significant wilderness experience. The team has submitted names of two members to aid in the AGM planning. SAROH recently conducted a team survey with respect to members' goals and how they can help with the team; there was a high response rate, and the data will be used to help drive member engagement as well as training. Brian Maier has been updating the Membership handbook and website. The team has participated in only one search in the last quarter.

SMRG (Katy Hart): The state of Virginia is now calling out all SAR teams for all searches.

BRMRG: No report.

REMOTE SUPPORT CORPS (Ben McCandless): The Remote Support Corps (RSC) is working on a more formalized series of trainings. One of the challenges of the RSC has been training members in what they need people to know to be operational as remote support members. The Corps is putting together a series of lectures to this end and is getting close to being ready. RSC will then start a formal training sequence and invite members of the ASRC to any portions of that they may find useful and hopefully increase the

number of members of the RSC. The goal remains to grow the Corps and increase the number of groups using this resource.

SEARCH MANAGER CADRE: No report.

## **V. Unfinished Business**

### **a. Treasurer's Position (All)**

It was noted that the Treasurer (Victoria Avery) was not present at the last meeting and the question was raised as to Victoria's continued availability and/or level of interest. The Chair shared that he has had conversations with Victoria and has concluded she remains interested and willing to perform the Treasurer's function, though she struggles with interacting via virtual meetings. Because of the longevity that Victoria has been performing the Treasurer's duties, it would be difficult to replace her. As long as she continues to be available to serve (and someone additional (i.e., the Chair) is able to access ASRC's accounts), the Board wishes for Victoria to continue. Investing in the resources necessary to move the accounting records online was thought to be a wise move.

The discussion evolved to include questions about what restrictions, if any, exist regarding the geographic location of the Treasurer relative to the bank the Conference uses. (The ASRC bank of record, BBT, has merged with SunTrust to become Truist.) No physical restrictions were identified.

### **b. Training standards (Ken Chiacchia)**

An email has been sent to the Training Committee asking members to volunteer to pick a topic and review the WFA slides from CDS for compliance to the current Wilderness Medical Guidelines.

## **VI. New Business**

### **a. Outstanding Achievement Award (Keith Conover)**

Keith Conover made a motion for an outstanding achievement award for Chris Thompson: "Chris Thompson served as a member of the ASRC's Allegheny Mountain Rescue Group for a number of years, very actively participating in a wide range of AMRG activities. He also was very supportive of AMRG's ASRC affiliation at a time when this was not popular among much of the AMRG leadership. Before he left AMRG, he used his programming and IT skills to fix ASRC's cell phone location service, which was broken. It had been used by SAR teams outside the ASRC as well as by ASRC Search Managers."

The motion was seconded by Ken Chiacchia. There was no further discussion. The motion was unanimously approved. Keith will prepare the appropriate Certificate.

### **b. 2022 AGM Plans and AGM Planning Process (All)**

The 2022 AGM will be held on Sunday, July 16 (the AGM weekend being July 14-16). Considerable discussion was held concerning the initial planning for this weekend event, which did not proceed smoothly, as some felt it was too rushed and events of this type should be planned a year out. (It was felt that responses to the original email communication soliciting help for the 2022 AGM planning were unprofessional and were thus not well received.) Other organizations manage this planning with an event coordinator, though it may be difficult to find the needed volunteer within the ASRC. For now, Jocelyn King is coordinating the 2022 AGM and will likely be asked to do so again for 2023, while Mike Hansen does this for the Winter Retreat.

Some underlying issues that contributed to the above situation were discussed. It may be that the Conference has lost good communication with the membership at large. In addition, some ASRC

representatives cannot speak for their teams but need to go back to their leadership for agreement. It was felt that the culture of ASRC should be that those who volunteer for any specific task should be given substantial deference in the direction they have chosen and not second-guessed by those not directly involved. To help drive this culture, the Board should proactively recognize those members who volunteer.

**c. 50<sup>th</sup> Anniversary of ASRC initial Planning (All)**

Beyond the above discussion regarding event planning, no specific further discussion on the 50<sup>th</sup> Anniversary was conducted.

**VII. Good of the Order**

Nothing offered.

**VIII. Adjourn**

Meeting adjourned at 1210 hrs.

Respectively submitted,

Stephen McClanahan  
ASRC Secretary