

Appalachian Search & Rescue Conference, Inc.
P.O. Box 440, Newcomb Station
Charlottesville, Virginia 22904

Board Of Directors Meeting
5 April 1986

This meeting of the Board of Directors of the Appalachian Search and Rescue Conference, Inc. was called to order at Shenandoah National Park's Headquarters, Luray, Va., on 5 April 1986 by Chairman Albert M. Baker.

Present at this meeting were:

Directors:

Albert Baker	Blue Ridge Mountain Rescue Group
Brian Wheeler	
Jim Rooney	South West Va. Mountain Rescue Group
Vince Serio	
Greg Shea	Shenandoah Mountain Rescue Group
Gary Mechtel	
Keith Conover	Allegheny Mountain Rescue Group, Non-Voting

Non-Voting:

Carl Mueller	SWVMRG, Training Officer
Kevin Parkes	SMRG, Chief Financial Officer ASRC
Gene Harrison	SMRG, Communications Chairman ASRC
Bill Pierce	Assistant Chief Ranger, SNP

INTRODUCTIONS

ELECTION OF ASRC OFFICERS:

Albert Baker proposes that the Board elect people to the offices of Chairman, Secretary, Treasurer, and Training Officer. Brian Wheeler nominates Albert Baker for Chairman. Gary Mechtel nominates Greg Shea for Chairman. Albert and Greg both discuss what their role will be if elected chairman. Next, the Board had a general discussion about the positions of Chairman and Vice-Chairman. It was decided that the Chairman's responsibilities should, in addition to those duties written in the ASRC Bylaws, include:

- Coordinating the ASRC's external contacts with Government Volunteer, and National Organizations.
- Ensure the operational viability of the ASRC
- Ensure safety standards

The Vice-Chairman's duties should, in addition to those duties written in the ASRC bylaws, include:

- Coordination of Conference Committees
- Coordinate ASRC group contacts

It was the feeling of the Board that these duties should be divided in this way to provide more effective leadership and completion of tasks.

Before the Chairman was elected, Brian Wheeler was voted unanimously as Secretary.

A ballot vote for chairman ended in a 3-3 tie between Greg and Albert. Discussion determined that no one was willing to change their vote, and both Albert and Greg wanted to be Chairman. According to Robert's Rules, a "coin toss" was necessary. Albert Baker won the toss and became Chairman of the ASRC. It was agreed the other person would be elected Vice-Chairman. Greg Shea became Vice-Chairman of the ASRC.

Next, the position of Conference Treasurer was discussed. It was determined this would be a bookkeeping position. Albert Baker nominated Gary Mechtel as Treasurer. Gary was unanimously voted Treasurer of the ASRC.

AGENDA ITEMS:

The group decided upon a tentative agenda for the meeting.

COMMITTEE REPORTS:

Finance Committee: (Kevin Parkes, CFO)

Kevin is currently recruiting people outside the Conference to assist as advisors for ASRC financial activities. Contacts have been made with several Potomac Appalachian Trail Club members. The committee is preparing an ASRC business plan. Kevin will establish a Post Office Box in Washington, D.C. to serve as a Finance Office address. Pending ASRC tax exempt status is moving along with the IRS. The Board discusses the deployment of the Incident Command System Finance Section on incidents. The committee will work with the operations Committee on this subject. The committee will coordinate equipment acquisitions with ASRC groups. Kevin also discussed ASRC fundraising and media management.

Operations Committee: (No Report)

Communications Sub-Committee (Of Operations Committee) (Gene Harrison, Chairman)

Copies of the ASRC FCC radio license on Shenandoah National Park frequencies are distributed. Gene also distributes the "Rescue Radio Index" and asks that groups make corrections if necessary. The committee will be applying for two additional frequencies with the FCC for the ASRC: 155.235MHz and 155.265MHz. These frequencies will be primarily used by AMRG since the current

ASRC frequencies are not suitable in their area. NASAR is actively pursuing a SAR repeater pair of frequencies. BRMRG is considering building a portable repeater. Brian Wheeler and Gene will discuss the feasibility and frequencies of this unit and report to the next board meeting. No interaction will take place with the FCC concerning repeater frequencies for the ASRC, until the committee receives approval from the Board. The committee has secured a discount for King programable synthesized hand held radios. The radios will cost between \$800 and 1000 dollars and those interested should let Gene know.

Training Committee: (No Report)

GROUP REPORTS

Blue Ridge Mountain Rescue Group: (Albert Baker, ASRC Representative)
BRMRG has made arrangements with the University of Virginia Hospital's Pegasus Helicopter Program for transport of BRMRG Overhead Teams. When written agreement has been reached, Albert will send descriptions to the Board members. The group has also gained additional office space in Peabody Hall and will have two rooms beginning June 1, 1986.
The new officers of BRMRG are:

Board Members	Chris Metzler (Chairman)
	Bob Koester
	Kevin Coyne
Training	Ted Dettmar
Operations	Brian Wheeler
Equipment	Peter Elsea
Treasurer	William Dixon
TJEMS Rep.	Chris Ingle
SAR Council Reps.	Brian Wheeler
	Chris Metzler
ASRC Board	Brian Wheeler
	Albert Baker
Records	William Dixon
Medical Comm.	Bob Koester

Shenandoah Mountain Rescue Group: (Kevin Parkes, Vice Chairman)

The new officers of SMRG are:

Chairman	John Birch
Vice Chairman	Kevin Parkes
Operations	Al Rosen
Treasurer	Peggy Rosen
Training	Paul Torrence
Communications	Art Dodds, Jr.
Stores	Kip
Secretary	Bob Elron

SMRG has three new Basic members. Two vertical rescue demonstrations are being planned for groups of ambassadors from several foreign countries in May. SMRG is providing communications support for the

"Dogwood Half-Hundred" event to take place April 19th on the Appalachian Trail. SMRG would like eight additional personal to assist. Kevin Parkes is planning a Whitewater Safety training session for June 21, 1986 on a river to be determined.

South West Virginia Mountain Rescue Group: (Vince Serio, Chairman)

The new officers of SWVMRG are:

Chairman	Vince Serio
Vice Chairman	Andre Wormely
Administration	Kristie Fitzwater
Finance	Tim Ross
ASRC Board	Jim Rooney
Training	Carl Mueller
Training Coord.	Dave Merritt
Membership	Joanne Miller
Operations	K.C. Sehlhorst
Communications	Jim Rooney
Equipment	Marcia LeGrand
Medical Director	Dr. Rhodes Holliman

During the next year, SWVMRG would like to place emphasis on becoming a more stable and dependable ASRC group and also increase their fundraising efforts. SWVMRG has purchased a Hug-a-Tree slide show through Virginia Tech.

Allegheny Mountain Rescue Group, Probationary Member ASRC: (Keith Conover, Training Officer)

The new officers of AMRG are:

Chairman	Dave Lindell
Vice Chairman	Jack Grandey
ASRC Board	Keith Conover
ASRC Board	Bru Randall
Training	Keith Conover
Operations	Bill Bradwell
Information	Jack Grandey
Treasurer	Richard Fogle
Communications	John Kihl
Equipment	Michael Kuga
Stores	Michael Kuga
Cave Rescue	Richard Fogle
Alerting	Andrew Peet
Membership	Walt Stoy
Secretary	Betty Thomas
CAP Liasion	David Vint
Medical Dir.	Robby Robinson

AMRG will be focusing on their 34 current members to reach a satisfactory level of operational readiness. The group is making contacts with other SAR organizations in Pennsylvania including Rescue 40 and the Civil Air Patrol. AMRG is also looking into establishing a Penn. SAR Council and beginning work on an EMT-W program with the Center For Emergency Medicine of Southwest Penn.

INFORMATIONMaryland: (Gary Mechtel)

An Explorer Post in MD would like to become an Associate Group to the ASRC (See new business). In reviewing what agency has ultimate authority for SAR incidents in MD, Gary has determined that no one agency has been given this responsibility. The first law enforcement agency contacted becomes the Responsible Agent. Also in MD there are laws stating that for lost persons under the age of 14, a search must be initiated immediately. For those between the ages of 14 and 18, a search must begin after a specified number of hours.

Mountain Rescue Association

Gary, Greg and Keith will meet with an MRA representative at one of the SMRG Partners of the Americas vertical rescue demonstrations in May. It is expected this meeting will alleviate concerns from the MRA about where the ASRC is heading and how we maintain our standards, while being spread into four groups.

Adjournment for LunchManaging the Search Function Course: (Gary Mechtel)

Jeff Mitchell teaches a MSF course at the University of Maryland, Baltimore for those interested.

Virginia State Police: (Albert Baker)

Albert will be meeting with VSP Lieutenants and Seargents to make a presentation on the ASRC for their two day workshop on SAR in May.

OLD BUSINESSBusiness Cards

Gene Harrison presents a draft for an ASRC business card. The Board made revisions and Jim Rooney will present a finished scale original at the next Board meeting. It was decided that only certified members will be able to have their names printed on the cards. The card will have the following information:

- ASRC logo in the top left corner
- "Appalachian Search & Rescue Conference, Inc."
- "P.O. Box 440 Newcomb Station"
- "Charlottesville, Virginia 22904"
- Members name or a blank space
- "Emergency # (800) 468-8892"
- "Virginia Department of Emergency Services"

ASRC Incident Commander List: (Albert Baker)

Albert reminds everyone of the policy that the Board will determine who will be chosen as ASRC Incident Commanders. The Board agrees that this policy should be continued. Albert nominates Bob Koester (BRMRG) and the Board accepts him as an Incident Commander. Albert also asks that Teri Anderson (BRMRG) be removed from the list upon her request.

The Board accepts this change. SMRG will review who should be IC qualified from their group and present recommendations at the next Board meeting.

ASRC Get Together

There will be a conference wide get together on April 11-13 at the Blackburn Trail Center on the Appalachian Trail in Round Hill, Va. Keith Conover reports that AMRG will be unable to attend due to a training obligation. Keith announces AMRG would like to host the next get together the weekend of September 20, 1986.

ASRC Calendar

Gary Mechtel makes a motion that the ASRC Secretary compile an advisory calendar for 1986 and a 1987 calendar to include Board meetings, membership meetings, get togethers, training and simulations. The Board accepts the motion and decides it will meet the first Saturday of each even month. It also determined that, beginning in August, the first Saturday of each month will be a conference wide training day. AMRG will coordinate the first session. Brian Wheeler will begin assembling the calendars and items should be sent to him.

NEW BUSINESSCommittee GoalsTraining Committee

Discussion of goals resulted in the following objectives and proposals:

- Completion of the ASRC Members Manual to include:
 - Training Guide
 - ASRC and group Bylaws
 - Mountain Rescue Manual
 - Training Courses
 - ASRC Constitution
 - SAROP
 - Virginia SAR Council Preplan
 - Alert Procedures for groups
 - Training Goals
 - PR materials
- The committee will meet 13 April 1986
- The ASRC Secretary will compile old policies and SOPs from ASRC records
- Coordinate printing and distribution of ASRC training documents
- Schedule training for monthly ASRC sessions
- Enforce training standards
- Coordinate training events with other groups and organizations

Jim Rooney nominated Carl Mueller (SWVMRG) as Conference Training Officer. After discussion with Carl, the Board voted five for and one abstention.

Operations Committee

Discussion of goals resulted in the following objectives and proposals:

- Coordinate Conference equipment color codes
- Recommend persons to the Board to be Incident Commanders
- Investigate applications of ICS in SAR
- Recommend revisions and additions to the ASRC SAROP
- Maintain alert procedures

- Recommend equipment purchases
- Coordinate actions with the training committee
- Standardize ASRC "Operational Boxes" (opskits)
- Maintain uniform map symbols, terminology, and grids
- Maintain uniform ICS terminology
- Establish topographic and other map needs for the conference
- Recommend safety guidelines
- Maintain operational SOPs
- Determine communications policies, terminology, and licensing
- Establish ASRC operational plans for Cave Rescue

Albert Baker nominates Jim Rooney as Operations Committee Chairman, Brian Wheeler seconds, and the Board approves unanimously.

Conference Objectives

At this time, the Board discussed the objectives and direction of the Conference and how we can best help the subject. Many opinions were voiced, and the Board agreed that the conference should be placing its energy into the purposes as stated in Article II of the Articles of Incorporation. In addition to purposes A through D in Article II the Board felt it should also include Incident Management and Preventive Search and Rescue Programs.

Also discussed at this time was the importance of mantracking for the ASRC. Currently no group in Virginia really offers skilled mantrackers for SAR. It was agreed that this is a necessary for the ASRC to emphasize in future training, and that it may provide an additional capability to help bring the ASRC into incidents and therefore help the subject.

Other SAR fields the Board considered for conference objectives included:

- Cave Rescue
- Whitewater safety and rescue
- Advanced Life Support
- SAR Dogs
- SAR Horses
- ELT direction finding
- Use of Explorer Scouts

Some members of the Board felt that groups now pursuing some of the above "secondary" objectives were probably decreasing their ability to provide personnel as skilled in the "primary" objectives as they should be. Having restated the primary objectives, the Board determined that if a group could prove its members were proficient in all of the primary objectives, these people could pursue secondary objectives for the ASRC.

Richmond Search and Rescue (R-SAR): (Albert Baker)

A group of around ten people has been formed in Richmond as a Branch of BRMRG.

ASRC Training Guide: (Jim Rooney)

The Board gave authorization for the ASRC Training Guide Third Edition, July 1983 to be revised to include new ASRC uniform standards. Sections previously only endorsed by SMRG will be removed. Jim Rooney will

print the new edition.

ASRC Group Dues: (Greg Shea)

In the past, it had been Conference policy for member groups to pay dues to the ASRC. The Board agreed to renew this policy as follows:

\$25.00 year for each group

\$50.00 year for probationary groups (First year only)

In addition, each group should add \$5.00 per group voting member to pay for personal copies of the ASRC newsletter. It is hoped the newsletter will become an important means of passing on information to the Conference membership. The Conference also needs financial assistance in covering the cost of Courtesy Copies to other organizations. The Board declared group dues due now for 1986.

ASRC Calendar

Greg Shea makes a motion that the ASRC fiscal year be the calendar year. Gary Mechtel seconds and the Board approves unanimously. Each group will make financial reports to the conference on this calendar.

Mountain Rescue Manual: (Keith Conover)

AMRG will be producing a new version of this manual to be presented to the training committee for the new ASRC Membership Manual.

ASRC Computer Data Transfer: (Jim Rooney)

The board agreed all ASRC data transfer will be of the ASCII format.

Cave Rescue Preplan: (Keith Conover)

AMRG will draft a cave rescue preplan for the ASRC acting in an "above ground" capacity. Keith will present it at the next Board meeting.

ASRC Newsletter: (Keith Conover)

The Board agreed that the Conference will pay for complimentary copies of the ASRC newsletter.

Norfolk, Virginia Group: (Albert Baker)

Dave Carter (CAP, BRMRG) has written a letter to the Board requesting that a group of people in Norfolk be given probationary status in the Conference. The Board discussed the issue and decided that the Norfolk group, and all other requesting groups, must meet the following criteria before being given Probationary status:

- Have two ASRC Certified members or equivalent as determined by the ASRC Board
- Have four ASRC Trainees or equivalent as determined by the ASRC Board
- Have a sponsoring group from the ASRC

The persons seeking Probationary status would be expected to attend ASRC training sessions to meet this criteria. The Operations committee will look into possible basic equipment requirements for new groups. Albert will pass this on to Dave Carter.

Keystone Group, Pennsylvania: (Keith Conover)

The ASRC was contacted by the Keystone SAR group in Penn. requesting information on ASRC standards for training and membership in the Conference. Al Baker answered the letter and in addition AMRG had sent them a membership packet.

Keith will determine exactly what the group would like to do. If they would like to become a probationary group, they must have proper financial records in accordance with Internal Revenue Code 501 (C) (3) ASRC Articles of Incorporation Article II. Keith will make a report at the next meeting. Probationary groups must be sponsored by a nearby group, but AMRG is probationary and cannot sponsor a group. SMRG also cannot sponsor a group because they are sponsoring AMRG. It was recommended that Keystone work closely with AMRG if they would like to join the conference until AMRG or SMRG can sponsor them.

Explorer Scouts: (Gary Mechtel)

Gary has been working with two explorer posts in Maryland. The group has applied to the ASRC to be an Associate organization. In Board discussion, it was pointed out that the Conference has had very little interaction with them to date. The Board recommended the Conference work with the Explorers more in upcoming training. When Associate membership is considered, it will be by Explorer Post and not as a Maryland SAR organization. The operations committee along with Greg Shea and Gary Mechtel will determine guidelines for the Explorers as Associate members and what logo they may wear.

Horse SAR Group: (Gary Mechtel)

A Horse mounted SAR organization has expressed interest in becoming an Associate organization of the ASRC. Gary will ask them to make a formal request in writing.

ASRC Simulation Goals

Gary Mechtel asks that, as a result of the last ASRC simulation in March 1986, the Training Committee oversee goals for simulations.

Incident Command System (ICS)

Albert Baker discussed some of Gary Mechtel's simulation comments, including ICS. Gary felt the ASRC needed to create a prioritized list of duties for the ICS staff positions, as was done for the old ASRC SAROP. The Board decided the current ICS Field Operations Guide (FOG) descriptions were sufficient. NASAR is currently addressing the issue of ICS relating to SAR. Since the ASRC is probably one of the leading volunteer groups in the country using ICS in SAR, any ideas should be passed on to NASAR.

Managing the Emergency Operation Course (MEO)

This course is being offered in Emmitsburg, MD April 14-18 1986. Bill Pierce (SNP) has made arrangements for one ASRC representative to attend the class free. The Board decided that Jim Rooney will represent the ASRC.

Safety: (Gary Mechtel)

The Board will ask all groups to make sure they have updated Personal Data Questionnaires for their members. The Board discussed mandating physicals for ASRC members. The Board decided to ask groups to poll their members concerning this issue and report results at the next Board meeting.

Jim Rooney brings up the issue of drivers exhaustion when returning

home from missions, training, and simulations presenting a safety hazard. Gary Mechtel makes the motion that "On any ASRC function, members may not be released from the function until released by the Safety Officer or Incident Commander." The Board voted unanimously in favor of the motion.

Operational Considerations: (Gary Mechtel)

Gary suggested that when an additional mast and antenna are available at base they be utilized to improve communications on multiple frequencies. Gary also mentioned the importance of On Scene Coordinators, in addition to Rescue Specialists, for rescues. It was decided the Conference should attempt to utilize the Ham Radio network more often on incidents. Brian Wheeler will report on the Ham situation at the next Board meeting. Four-Wheel drive clubs are discussed as a resource. This will be pursued on the SAR Council level. Albert Baker discusses lack of SMRG callbacks to Dispatch Officers on the Esmont Search.

Information Packets: (Gary Mechtel)

Gary will be putting together an ASRC information packet to be given to law enforcement personnel responsible for missing persons in Maryland. Gary will also make-up information packets to be given to new groups entering the Conference. He will present these at the next Board meeting.

ASRC Brochure: (Keith Conover)

Keith mentions that because the ASRC brochure does not include Penn. in the ASRCs coverage area, they are unable to use it. AMRG will print an addendum to go in this brochure with this information and will try to prepare a draft new ASRC brochure.

Emergency Medical Technician - Wilderness: (Keith Conover)

AMRG would like to present a proposal from the Conference to the Center for Emergency Medicine of Southwest Pennsylvania to begin developing an EMT-W curriculum. The Center has expressed strong interest in the program and will fund it through a grant. The Board agreed the Conference would support the effort. Keith will begin working on the program.

ACTION ITEMS:

Brian Wheeler:

- Determine status of ASRC repeater frequencies with Gene Harrison.
- Prepare ASRC Calendars for 1986 and 1987
- Review old ASRC Board and General Membership meeting minutes searching for old policies and SOPs.
- Determine what the ASRC needs to do to utilize Ham radio operators on incidents.

Gene Harrison:

- Apply for additional frequencies on ASRC FCC radio license - 155.235 and 155.265MHz.
- Determine status of ASRC repeater frequencies with Brian Wheeler.

Jim Rooney:

- Prepare draft of business card
- Print new edition of ASRC Training Guide
- Attend MEO course in MD
- Prepare equipment guidelines for new groups entering the Conference.

Greg Shea:

- Evaluate who will act as ICs for SMRG
- Meet with MRA representative

Keith Conover:

- Prepare new edition of Mountain Rescue Manual to present to Training Committee
- Prepare Cave Rescue Preplan for ASRC
- Discuss with Keystone SAR group their plans with ASRC

Albert Baker:

- Discuss with Dave Carter Board's reaction to Norfolk group.

Gary Mechtel:

- Prepare guidelines for Explorers in supporting ASRC.
- Ask Horse SAR group to write ASRC if they wish to seek membership.
- Meet with MRA representatives
- Prepare information packets

Everyone:

- Poll your group about mandating physicals
- Tell Greg who would be available from your group to participate in the SMRG Vertical session.
- Give any calendar items and ASRC communications with other organizations to Brian.
- Pay your group ASRC dues
- Pass on all this information to your group, especially Conference Objectives.

MEETING ADJOURNED

Respectfully Submitted,

Brian A. Wheeler

Brian A. Wheeler
Secretary, ASRC