Appalachian Search and Rescue Conference, Inc.
P.O.Box 440 Newcomb Station
Charlottesville, VA 22904

Minutes of the Board of Directors meeting
7 October, 1989

The meeting was called to order at 10:20 at National Park HQ by Cady Soukup, Chairman

Present were:
Directors: Cady Soukup, SMRG
Bob Koester, BRMRG
Gary Mechtel, SMRG
Greg Fuller, RSAR
Peter McCabe, ESAR

Voting by Proxy:
Jim MacMurray for Beth Pinkney, BRMRG

Present:
? Kahn, TSAR
Dianne Burroughs, TSAR
Le Ligon, SWVMRG
BB Oros, SMRG
Robert Elron, SMRG
Deming Herbert, BRMRG

Group Reports:

AMRG: Currently have 17 active and 10 probationary members, including another ER physician. Have begun the process of Incorporation, and hope to be by November. PA-WEMT is postponed to the last two weekends in March, 1990.

BRMRG: Currently have 10 new callout-qualified, 1 new FTL, and a Trainee class of 30. Have given 1 Hug-a-tree presentation this month, plan for 4 more. Will be giving a presentation on SAR to Nottoway Co. R.S. on the 25 of Oct.

RSAR: 10 new members since Aug, have begun new system for training. A 'basestation' is being purchased. RSAR members are featured in new DES Haz-Mat training video. Winter Bivouac is planned for 16-17 of DEC.

SMRG: Still working with post 617 at REI, with parallel courses to our FTM + FTL. IS review class is beginning, and currently working on an equipment locker. Oriented BSA members to Rappelling.

SWVMRG: No delegates were present, no written report was submitted. Currently revising Locker, training with Lifeguard 10. Participated in a successful club fair at Va Tech.

ESAR 616: 13 active members at FTM or above. although 8-10 are off to school. Will be going to N.H. in Feb for cold-weather operations. Will be conducting 1st Aid course in Dec. REI may be opening in NoVa within 11/2 years. Currently considering a program at the University of MD.

TSAR: 6 New members, and Dave Carter is teaching GSAR I at Tidewater Comm College, with several prospects in the class of 8-12. Hope to be purchasing 'basestation' with his paycheck from class.

Reports:

ASTM: Will be meeting 1st weekend of Dec, 1989, Dixon will be asked to act as rep.

Communications: ASRC owns PT-300, but no other conference commo equipment. As of Oct 8th, only IS/IC or net-control qualified may bring up commo net. Outside Agreements: Triangle and ER-NCRC would like to continue current agreement, Trying to get written agreements with all who use our license. Robert Elron resigned as 'Commo Chair, Commo Secretary to be appointed. Action Items for Commo Sec: Coordinate with DES about using their license and/or any VaSARCo license. Also, coordinate with other agencies in other states which ASRC operates in.

Medical: Va W-EMT still scheduled for 6-8th + 20-22nd of April. Will be giving WFA to RSAR, and essentials of WFA to BRMRG. EMT certification is changing from 3 to 4 years.

MRA: Soukup will be coordination flow of money to MRA from groups. Cady will also attempt to ensure that these monies will count for 1990, since no group received benefits for this year. SWVMRG still owes partial funds, and AMRG needs to submit a roster showing members, and appropriate funds.

Operations Committee: The Ops committee urges sending a letter from ASRC to DES on a yearly basis to emphasize continuing interaction. Committee is currently reviewing ASRC A.O. and Dispatch functions/procedures. Ongoing training at SMRG will be used to reveiw standing Ops documents. The committee will review the command structure above the IC level, and its relationship to operational concerns.

PASARCo: Met 30th Sept, No Report

Planning Committee: BB Oros is willing to put ASRC info in his "from the Chair". Please send him Conf. info to be included (i.e. Training Schedules, events, etc.). Also, Oros will compile Conference roster on his data-base, but needs rosters. Rosters must include SSN's, which will not be available but are needed for login access. W.Dixon and BB will discuss central info storage at BRMRG.

Training Committee: Training schedules thru Nov. were distributed. Parkes is working on a conference-wide simulation for March 1990. Someone purchased the ICS 220-by-mail course, it was found to be disappointing. A test-writing meeting was held, completed FTM test, part of FTL test. The Training Committee will develop a recertification plan and associated testing procedure.

Treasurer: Current $944.36, Owed dues include AMRG $45, BRMRG $45, Total= $1034.36
Current accounts include $50 for ASTM individual membership, and $25 for Penn SAR council membership. Incoming and present minus outgoing = $971.36

VaSARCo: Will be meeting Oct 21st, 1989

Old Business:

Searches: No discussion of searches.

AMRG would like to be able to wear the ASRC patch on parkas, and the Ops manual appendix is uninformative. Clarifed: Patches may be worn on other articles of clothing. In addition, there was discussion of who may wear the patch. G. Mechtel moved that any active member be able to wear the patch. The motion passed.

There was discussion on legal issues regarding a certification program for Wilderness First Aid.

Mechtel moved that the medical committee develop a review board, which would include both physicians and a lawyer. The board members would be proposed by the committee, and be approved by the ASRC Board of Directors. Course content and other proposals of the Medical Committee would be subject to the review board's scrutiny. The motion passed.

G. Mechtel distributed suggested training requirements for Call-out Qualified and Incident Staff. After discussion, the board passed them to the Training Committee for review and return at the Feb. BOD meeting.

Mechtel moved that all yearly goals would be reviewed for progress at every meeting, immediatly following group reports. The motion passed 3-0-2

The current rewrite of the I.S. standards section E was accepted, on a motion by Robert Elron. On an additional motion by Elron, Communications Specialist was accepted as a training standard. This position will be called 'Base Radio Operator". See enclosed.

New Business:

The ASRC owes J. Kihl $300 for radio license, and it was decided that Cady will write him to acknowledge his gift, and will authorize the treasurer to pay him upon receiving his receipts.

Mechtel moved to budget $250 for a pager for Ops, to be allocated by the BOD as they see fit. No second, the motion was dropped, but with the suggestion that it be resurrected at the Feb BOD meeting.

Mechtel moved that SMRG be allowed to use the ASRC logo on brochures and promotional lit. The motion passed.

Mechtel moved that the February meeting include a special order of business: Operational Responsibilities of the Conference. Voting was 2-0-2, although your humble scribe notes that notes from the meeting indicate that the motion passed.

Robert Elron resigned as Communications Committee chair, after dissolving committee. Gary Mechtel nominated Elron as Communications Secretary, with all Commo functions and action items. This would eliminate the Communications Committee, Chair, and Officer. All were in favor.

The meeting was adjourned at 1750 hours, Oct 7th, 1989.

Action Items:

William Dixon/BB Oros: Discuss record keeping, information dissemination vis-a-vis BRMRG locker.

Cady Soukup: Write John Kihl

ASRC Training Standard for:
Base Radio Operator

1) Prerequisite: Field Team Member or above

2) Equipment
   a. Be able to set up antennas and relays, using available high points and ground planes.

   b. Describe the proper placement of antennas.

   c. Assemble handhelds, and properly handle sign-in/sign-out.

   d. Charge batteries: 1) set up chargers
      2) Identify and prioritize batteries for charging or sign-out
      3) Determine when charging is complete

3) FCC Rules and ASRC Cummunications policies and SOP
   a. Describe FCC rules under which ASRC operates
      1) State use and number of units allowed for each license held by the ASRC
      2) Describe concerns with interference with other nets
      3) Describe pertinant FCC Rules
   b. Describe ASRC Policies and SOP
      1) Duties and responsibilities of Net Control
      2) Describe the ASRC Communications SOP

4) Continuing Training: 2 hours per year or as required by Communications Sec.

Passed: 10/7/89

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E. Communications (REWRITE)

1. Equipment
   a. Be able to set up antennas, and relays, using available high points and ground planes;
   b. Describe the proper placement of antennas.

2. FCC Rules and ASRC Communications Policies and SOP
   a. Describe FCC rules under which ASRC operates.
      1) State the use, number of units allowed, for each FCC license frequency used by the ASRC.
      2) Concerns with interference with other Nets.
      3) Describe pertinent FCC rules.
   b. Describe ASRC Policies and SOP
      1) Duties and responsibilities of Net Control.
      2) Describe ASRC Communications SOP.

3. Management
   a. Develope comprehensive Communications Plan for a mission. (multiple nets, base communications)
   b. Interface with other organizations providing radio communications at missions (CAP, HAM, etc....)
      1) Planning -- describe what is needed and how they can be put to best use;
      2) Resources -- describe what the organization can provide and when
      3) Operations -- find out what they need during operations and try to provide it.
   c. Explain when a temporary commercial telephone line installation is practical. Describe the procedure to obtain a temporary installation.
   d. Maintain proper records (Communications log; Equipment sign out log).

Accepted as part of I.S. standards 10/7

Todd