

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

Minutes of the General Membership meeting
2 December, 1989

The meeting was called to order in Charlottesville, by Cady Soukup,
Chairman

Present were:

Cady Soukup, SMRG; Bob Koester, BRMRG; Beth Pinkney, BRMRG; Gary Mechtel, SMRG; Greg Fuller, RSAR; Todd L'Herrou, RSAR; Peter McCabe, ESAR; Barbara Bradford, RSAR; C.D. Reaves, SWVMRG; Jennifer Shoemaker, SWVMRG; Pam Platt, BRMRG; Jennifer Heath, SWVMRG; Charles Chopin, BRMRG; Karen Binns, BRMRG; Marc Z., BRMRG; Steve Ritter, BRMRG; Donald Bowers, BRMRG; Edward Sihler, BRMRG; Deborah Mechtel, SMRG; William Dixon, BRMRG; Kevin Parkes, SMRG; Lorick Fox, RSAR; Meg Gralia, ESAR; Todd Burman, ESAR; David Stookesbury, BRMRG; Beth Pinkney, BRMRG; Vince Serio, RSAR; Tim Painter, SWVMRG; Milissa Brock, SWVMRG; Paul Fleenor, SWVMRG; Tabitha BeBoe; Trudy Teter, SWVMRG; Scott Garrett, SWVMRG; Robert Elron, SMRG; Dianne Burroughs, TSAR.

Voting by Proxy:

Beth Pinkney (2); Deming Herbert (5); Robert Koester (2) Debbie Mechtel (1); Gary Mechtel (3); Vince Serio (1); Greg Fuller (17); Lorick Fox (2).

Group Reports:

AMRG: No written report was submitted.

BRMRG: No syntax was used in the BRMRG written report, and it is reproduced verbatim: Searches, 2nd Mast/Radio, PIO person PIA's, Van Ripper's Cancelled & phone-a-thon, GSAR, Medical Programs, PSAR - More hug-a-tree instructors/1000, BRMRG Library, Cylum Sticks, Copier, Training Schedule.

RSAR: New radio has been ordered, King field-programmable w/28 channels. Working with MetroCall to arrange pager service. 10 members took wilderness first aid. Moved from 18 members to 38 over the last year. Jan training is CPR, Feb training is Radio operations. Have 2 new hug-a-tree instructors. Plan 2 simulated searches in 1990. Current Alert officer: Greg Fuller (804) 264-0109h, (804) 798-1336w, pager 094. Secondary alert officer: Mark Pennington.

SMRG: Still working with post 617. Currently conducting fundraising, and getting circa \$300 per session. SMRG has a new brochure. Recently purged roster, but also gaining new members: new have 25 members. SMRG is now utilizing GSAR as a training tool.

SWVMRG: Currently have 63 members at all levels, up from 21. Now have new alert/dispatch system, see details. 7 members completed GSAR = 4FTM, 2FTL, 1MSF. Now have 5 new EMT's, and 2 prospective Shock-Trauma techs.

ESAR: 616 now have 42 on roster, with 12 adult advisors. Of the 25 youth members, 9 are ESAR's (FTM or FTL types) & 12 are trainees. The remainder are not call-out qualified. Working on reconfiguring

bus to also serve as operations center. Unit will winter-train at Mt. Washington in Feb. 617 6 members, and 3 adult advisors. Working on a developing interest in a SAR unit at U. Maryland @ College Park.

TSAR: 24 active members, with 5 who meet the old 'basic' category. 2 incidents in Oct + Nov. Now have complete communications system, including 'base', mast, etc., as well as 3 handhelds. Will be hosting ASRConf. Training in March. Have reached approx 250 people in hug-a-tree presentations. Dave's GSAR class at Comm. College should graduate 6-7 people, and GSAR II will be offered in the spring.

Reports:

ASTM: William Dixon will serve as ASTM rep.

Communications: The change from commo officer to Secretary was described. R. Elron mentioned that he would like to participate in the training of group commo officers, so that proper conference-level procedure may be passed on to the group members. It was again mentioned that John Kihl has assisted greatly with the license.

Data Management: See attached detailed report from B.B. Oros.

Medical: Recertification of the ASRC medical license has been accomplished - kudos to Bob Koester. WEMT Programs: Keith is prepared to go to editorial board with curriculum, a state-supported class was held in VA, with improvements over pilot class, at least for meds. WFA: 16 hour course has been given to UVA (x2), ASRC, and RSAR. One is scheduled for TSAR. 8 hour course has been given to BRMRG, and scheduled for church groups.

MRA: Cady tried to get dues pro-rated, but the MRA board refused. Since we we now 'paid' for last year, Cady will try to get back newsletters sent to us. MRA newsletter will be doing a feature article on east coast SAR in an upcoming issue. In the future, MRA will be voluntary, @ \$5.00/member.

Operations Committee: GOALS: I) provide preplan for Air-related incidents. II) Review and update the following documents> SAROP, Ops Manual, Alert procedures, Operational pre-plans. III) Create method to disseminating learning points. IV) Have Conf. participate in 4 incidents in MD. V) have the conference participate in 2 incidents in PA. Actions to date: 1) Established an Ops Committee charter. 2) Worked towards goals: a) little positive to date, b) reviewed preplans w/ VaSARCo, VaDES, c) begun review of Alert Procedures. 3) Set up procedure to disseminate learning points. 4) 4 incidents in MD, 5) no known incidents in PA.

A letter was drafted to VaDES, concerning operation interaction between DES and ASRC. This letter includes compliments, suggestions, and concerns. Current concerns of the Ops committee are: (in no particular order) Committee meetings, non-return of disseminated info, Command structure above the IC level, General alerting and dispatch, general level of IS training/performance. Morale, given # of incidents / # of personnel, Incident response, and non-incident response (i.e. Dogwood, July 4th, Civil War re-enactments, etc.).

PASARCo: Elections are now in progress. The structure of the PASARCo. is still in flux, and the elections may effect this.

Planning Committee: Planning committee now has a charter, but has accomplished little else. However, they have reviewed the process of re-developing a conference newsletter. (This was followed in the meeting by a discussion of newsletter formats, etc. T.L'H.)

Training Committee: Training committee needs group training schedules, please submit these regularly, or when changed/updated. P. McCabe requested that a conference training schedule be fixed 1 year ahead, a motion to that effect was made, and eventually voted down.

Treasurer: Yearly report: IN Dues collected = \$300.00, MRA deposits = \$243.00, Donations = \$000.00, Beginning balance = \$996.82. OUT BRMRG(newsletter) = \$265.63, MRA = \$240.00,

Stationary = \$18.43, Secretary(copies/mailling) = \$79.49, NASAR = \$50.00, VA Incorporation fee = \$35.00 TOTALS: In = \$543.00 + Beginning = \$998.82 = \$1541.82 Out = 688.36 Current = \$851.36 Also owed in: AMRG \$45, Also owed out: PaSARCo \$35, ASTM \$50

VaSARCo: Clues are still an important issue. VaSARCo has suggested that a clue taskforce be developed within operations div. to follow up clues. ASRC units should have and use the clue sheet. VaSARCo will be incorporating soon, and hopes to set up an official advisory board to DES.

Old Business:

Searches: No discussion of searches.

Dogwood: Kevin Parkes moved that ASRC accepts the role as SAR services provider for the 1990 Dogwood 1/2 Hundred, with SMRG and ESAR 616+617 as primary organizers. Passed with one abstention. This year's Dogwood will be April 28th, and ASRC is committed for Friday, Apr 27th organizing and team positioning.

February Meeting: Feb 3rd, @ 10:30 a.m. Discussion of past goals and setting new goals is the official topic.

ASRC Role: Discussion has held on the role of the ASRC in relation to the various groups. Points raised included: Centralization of paperwork vs the partially decentralized system we now use; That we are a corporation with obligations and agreements with other organizations; The relative difference between directors and delegates; What Conference can do for groups; Frequency and type of ASRC-wide training; Relative priorities of group vs Conference training events; and when to hold an Conference-wide simulation.

Board Action: Bob Koester moved that the general membership vote to accept the various actions the board has taken over the previous year. The motion passed.

New Business:

WFA: Koester presented his proposal for an advisory board for the Wilderness First Aid certification program. After discussion, a motion was made to form an Advisory Council, and the motion passed.

Medical Malpractice: Lorick Fox pointed out that we are probably the only EMS agency in the state which does not carry malpractice insurance. A committee of the whole was convened, and discussion of this issue took place. After discussion, the committee of the whole was dissolved.

Other new business: CAP should be used as a transportation resource when appropriate because of urgency. In addition, use will allow more contact, and help in developing procedures for transport.

ASRC arrogance has been recently metioned to several members...we need to watch this.

The meeting was adjourned at 15:45 hours, DEC 2nd, 1989.

Board Meeting: After the general membership meeting, a special board meeting was held, and Vince Serio and Deming Herbert were voted in as IC's.

REPORT OF THE ASRC DATA MANAGEMENT COORDINATOR
ASRC GENERAL MEMBERSHIP MEETING
02DEC89

GOALS

- 1) Create a position name.
- 2) Create a set of position goals.
- 3) Create Conference-wide personnel database.
- 4) Organize a telecommunication system by which Conference information would be available to conference members.

STATUS

- 1) I recommend to the Chair that the name of this position should be: ASRC DATA MANAGEMENT COORDINATOR.
- 2) The list of position goals appears at the beginning of this report.
- 3) The first major parts of the Conference database have been installed in an ORACLE relational database. The table descriptions and general relationships are available to anyone in the Conference who may have an interest in such things. The main sections that are currently being used pertain to individual member data such as name, address, phone numbers, etc. The next two sections will contain the medical and field qualifications, including qualification dates, expiration dates, who qualified them, etc., and training information for all Conference members - that's right a real Conference training database. Both of these new sections are already being used by SMRG, and since the entire design of this application is geared towards tracking an individual, Group affiliation is actually irrelevant, and the only thing needed now to implement this for the Conference, is the actual data from each of the groups. Unfortunately, the only groups that have been responsive to requests for data are the ESAR Posts, AMRG and TSARG. If the Conference can be kept up to date, the burden of generating Group rosters, training information and membership information can be handled by this application. For example: Each month, reports can be generated in the form of a Group roster and a list, by individual member, of the training incurred by that person to date, with any possible pending qualification expirations. These reports can be mailed to each Group or can be placed in an electronic form so that each group could download the information at their leisure. Or the roster can be sent to the group secretaries for distribution within their group, and the training info can be distributed to each of the Training Officers.

The issue of compatability between systems already used by each Group to track this info, and this application have arisen. If there are any special formats that a group would like to have their info in, or if there is any special data that a group needs to maintain, modifications to the application to suit that need will certainly be considered.

This may seem to be a little too easy and a little too efficient, but this whole system is already in place. All that needs to be done is to input the data. The actual entry of data is not that big of a task. Gathering the info for each Group will take the most time, and will create the largest road-block toward the Conference implementing this system. One would think that the groups would welcome a system where they could modify membership information, update training and qualification records, and have standardized reports automatically generated and sent to them - all over the phone if they want. But judging from the response received, it does not appear so.

In an effort to gather more data, there will be a request at this General Membership Meeting for all of the attendees to fill out their individual record sheets and return them to the appropriate person. Group rosters, according to the info in the database, and examples of the training report will be distributed to officers of the groups as an example of the types of reports available to them. This, hopefully, will help spark some interest in providing the necessary basic data for input into the system.

4) Earlier this year, a request for donation was granted to the ASRC by TELENET Communications Corporation for the free use of a TELENET TELEMAIL mailbox. This mailbox differs significantly from the BITNET system that has fallen in and out of favor in the Conference.

Access to the mailbox is not limited as it is with BITNET to those with accounts at large universities, but is available to anyone with either a terminal and a modem or with access to a computer system that has the ability to connect to the TELENET Public Data Network (PDN). The TELENET PDN is the largest in the world and almost all major computer facilities have access to it. The access information will be available at the meeting.

One disadvantage of this mailbox as opposed to BITNET is the inability to send messages confidentially to an individual member. Although you can specify who the information is intended for, and that person can log on and retrieve that message, the mailbox technically sends messages only to itself, and all of the messages sent can be read by anyone who logs onto the system. I do not see this as a problem. If the information is that confidential and sensitive, then it can be sent in any number of other ways.

This mailbox can be used as an electronic bulletin board that may contain training schedules, mission reports and near-real-time mission statuses and dispatch information. Currently, it contains the current Personnel roster and membership breakdown, and has been used to announce only a few training events.



BB Oros
Chairman,
Shenandoah Mountain Rescue Group

ASRC Recertification Plan
December 2, 1989

The following is recommended as the recertification for each level beyond COO.

1. FTM
 - a. Participate in a minimum of six (6) training sessions per year, including one (1) practical of search tactics and one (1) practical of land navigation at the FTM skill level.
 - b. Respond to two (2) incidents per year.
 - c. Recertify medical qualifications every two (2) years.
 - d. Retake the ASRC FTM test every two (2) years.

2. FTL
 - a. Participate in a minimum of six (6) training sessions per year, including one (1) practical of search tactics and one (1) practical of land navigation at the FTL skill level.
 - b. Respond to two (2) incidents per year.
 - c. Recertify medical qualifications every two (2) years.
 - d. Retake the ASRC FTM test every two (2) years.

3. IS
 - a. Maintain FTL status.
 - b. Participate in the state MSF course or equivalent every three (3) years.
 - c. Participate as a member of the incident staff for at least two (2) missions per year either actual or training as documented by a letter from the IC.

4. IC
 - a. Maintain FTL status.
 - b. Maintain IS status.
 - c. As IC, responded to one (1) mission per year or conducted an ASRC conference search simulation.
 - d. Participate in the state IC recertification every 3 years.

The ASRC GTO will have on record the current status of each member of the conference and their recertification status. Documented proof will be sent to the GTO to update status.

Individual GTO's will keep a record of training and participation to verify the status of each member of the conference.