

K. J. Smith

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

Minutes of the Board of Directors meeting
8 April, 1989

The meeting was called to order at 10:30 at National Park HQ
by Cady Soukup, outgoing chairperson.

Present were:

Directors: Cady Soukup, SMRG
Gary Mechtel, SMRG
Beth Pinkney, BRMRG
Greg Fuller, RSAR
Juvena Tichner, ESAR
Peter McCabe, ESAR(non-voting)

Voting by Proxy:

Todd L'Herron for Lorick Fox, RSAR
Beth Pinkney for Robert Koester, BRMRG

Present:

BB Oros, SMRG
Le Ligon, SWVMRG
Robert Elron, SMRG
Terry Griffon, SMRG
Kevin Parkes, SMRG
Deming Herbert, BRMRG

Group Reports:

AMRG: No report, no delegates present.

BRMRG: 1989 officers are: Deming Herbert, Chairperson; Beth Pinkney,
BOD; Jim MacMurray, BOD; ASRC Reps: Beth Pinkney, Bob Koester;
Operations: Bruce Hemmer; Training: Edward Sihler.

Currently conducting ongoing training, and plan to produce a mini-simulation. Also, will be producing Fall, 1989 training schedule soon.

BRMRG has recently purchased a several pieces of equipment, including a second base radio, topographical maps for the remainder of VA 7 1/2 min quads, as well as revised quads, and semi/technical hardware.

Present at IC for SAR were Deming Herbert, Bob Koester, and William Dixon as well as TSAR: Dave Carter and Diane. Lisa Hannon & Joe Koelling will be attending WEMT.

RSAR: New officers for RSAR: Lorick Fox, Chairperson; Todd L'Herrou, Vice-chair; Susan Bradshaw, Treasurer; ASRC Reps: Lorick Fox, Greg Fuller; Training: Mark Pennington; Operations: Ralph Wilfong.

RSAR has ordered maps for the counties surrounding the Richmond area, and is currently producing a fundraising/recruiting brochure. Present for IC for SAR were Todd L'Herrou, Lorick Fox, Mark Pennington, and Ernest Moore.

SMRG: New Officers for SMRG: BB Oros, Chairman; Terry Griffin Vice-Chair; ASRC Reps: Cady Soukup, Gary Mechtel; Training: Gary Mechtel; Operations: George Swett.

SMRG will be doing a standby for the REI climbing competition, and summer training plans include: WW safety course, and verticle training.

SWVMRG: New officers for SWVMRG: Paul DeHaven, Chairman; Edward Laikin, Vice-Chair; ASRC reps: Ed Liakin, Jennifer Heath; Training: Sheila Armstrong; Operations: Le Ligon.

No delegates were present, no written report was submitted.

ESAR 616: New officers for ESAR: Juvana Tichner, President; ASRC reps: Juvana Tichner, Peter McCabe; Training: Sean Evangelista, Carl Solomon; Operations: Todd Berman, Gary Mechtel.

Current roster & Call-out system, But no written report submitted

ASRC Elections:

Elected as a slate were: Cady Soukup, Chairperson; Robert Koester, Vice-chair; Gary Mechtel, Treasurer, Todd L'Herrou, Secretary.

Examination of ASRC Officers:

Training Officer: In 1988, held by Chris Ingle. The board appreciated Chris's work to date, but felt a need to appoint a Training Officer with more time to expend on ASRC Training. A search committee was appointed, but Kevin Parkes made a timely appearance, and was voted in as Training Officer for 1989.

Operations Committee Chair: At end of 1988, held by Gary Mechtel; the board voted to continue Gary Mechtel as Ops Chairperson for 1989.

Communications Committee Chair: In 1988, held by Gene Harrison. The board was concerned that Gene, while satisfactory, was overcommitted in many areas. Names suggested were William Dixon, Lorick Fox, and Robert Elron. After consideration, Robert Elron was chosen.

Medical Committee Chair: In 1988, held by Bob Koester. The board voted to continue Bob Koester as Medical Committee Chairperson for 1989.

Finance Committee Chair: In 1988, no chairperson. All groups should send nominations to Cedy by May 1st.

MIS/Computer Committee Chair: In 1988, no chairperson. BB Oros was nominated, and was voted in by the board for 1989.

Planning Committee: ad hoc, in 1988, had expired. The board chose to reinstate the Planning Committee, with Gary Mechtel and Deming Herbert as Co-chairpeople for 1989.

Liaisons: ASTM: Nominations needed by May 1st; PeSARCo: to be decided between John Golding and George Solamos; MRA: Chuck Ritenour.

Reports:

Treasurer: Current \$996.82, Owed dues include AMRG \$45, BRMRG \$45, ESAR \$45, ESAR 617 \$75, SMRG \$45, SWVMRG \$45. Total= \$1296.82

Current accounts include \$28.92 for ASRC BOD bills, \$265.63 for old newsletter bills, \$50 for ASTM individual membership= \$344.55 Incoming and present minus outgoing = \$952.27

Also, AMRG, ESAR, and SMRG owe MRA dues on members active as of Mar 1st.

Communications: Circulated draft of proposed ASRC communications policies, rules, and procedures. This document is enclosed for review, and finalization is planned for August meeting. Please submit comments to Robert Elron:

P.O.Box 2255

Falls Church, VA 22042

H: (703) 207-0406, W: (301) 650-3303 5:30pm-7pm

Also circulated list of ARES ham Coordinators for OPSKITS, please note that the last digit of each work number is missing. (enclosed)

The Board authorized BB Oros to contact license coordinators to continue to be able to use the SNP frequencies. Oros is authorized to expend up to \$70. Currently the Robertson Association uses the ASRC radio license for medical coordination during labor day weekend. They will be requested to sign a written agreement. DOGS East has their own license. ER-NCRC will be sent a strong recommendation that they obtain their own license, and that

they sign a written agreement in the meantime. Triangle Rescue has not replied to our letter at the time of the meeting. Also enclosed are copies of all of the ASRC Radio Licenses.

Medical: No report.

MRA: A letter was sent to the MRA concerning the high cost of dues given the size of our membership. No response had been received by meeting date. A motion was made at a SMRG meeting that if SMRG costs were more than \$50 total, SMRG's ASRC reps should introduce a motion for the ASRC to withdraw from membership in the MRA. After extensive discussion, it was decided that Cady should communicate with MRA, possibly through Chuck Ritenour, and develop a specific action plan by the next BOD meeting.

Operations: A committee charter (enclosed) was submitted, and Peter McCabe moved to accept the document as 1) a working draft, and 2) as a draft version of a model charter for other committees. The motion was modified to exclude part 2 of special concerns. It then passed with 2 abstentions.

Gary Mechtel moved to accept the following modified equipment list for probationary groups: a) 1 appropriately equipped litter, b) 1 rope as designated under current standards, c) 1 semitech kit, and d) appropriate local maps. The motion passed with one abstention.

Training Committee: Discussed draft training standards (enclosed) revisions should be received by Kevin Parkes or Cady Soukup before June 1st. The Training Committee will meet briefly on June 3rd, at 9:00, prior to BOD meeting.

Goals:

Out of previous meetings informal discussion of goals, the following goals for the 1989 year were accepted by the Board. The indicated committee should agree to objectives, assign a responsible person, assign as long, medium or short term, and follow-up at each BOD meeting. The committees should identify responsible person(s), and provide timelines for goals up to the intermediate range by the next BOD meeting.

TRAINING:

- 1) Create training standards for: FTM, FTL, IS, and IC
 - 2) Create testing procedure for above standards
- prioritize other goals as follows:
- set up mechanism for ASRC-wide training records
 - Create draft training manual
 - 3 more IC's
 - 6 more IS-ers
 - 1 ASRC training event

MEDICAL:

- 1) Obtain a legal opinion of FWFA standards

- 2) If feasible, create/find above standards
- 3) Examine regulations allowing ASRC to become EMS agency in other states

FINANCE:

- 1) Obtain tax-exempt status
- 2) Raise approx \$1,000 by end of year

OPERATIONS:

Prioritize goals as follows:

- Provide prep plan for operations in air-related incidents
- Review and Update: Ops Manual, SAROP, Alert procedures, agreements with other agencies
- mechanism of dissemination of learning points from searches
- 2 incidents in Maryland
- 4 incidents in Penn.

COMMUNICATIONS:

Prioritize goals as follows:

- Create ASRC commo SOP's
- Create/review all agreements regarding radio licenses
- Increase # of frequencies, and units allowed by license
- Identify requirements and source of ASRC-wide pager network

Old Business:

Robert Elron proposed ordering patches 1/4" smaller than the current patch, which would save approx \$1.00. A motion was made to continue with the current size patch, and this motion passed. Elron will order approx 200 patches, if the price is less than \$5.00ea.

BRMRG is placing an ASRC nametag order, please submit any orders by May 1st, including the names as they are to appear, and a check for \$4.50ea.

The Board continued the discussion of signature authority, and Gary Mechtel was tasked with developing a simple method of solving the problem.

New Business:

Gary Mechtel brought up discussion on creative criticism received from DOGS East, especially the need for clue follow-up. Bob Koester was tasked with summarizing the letter he received, to be included in the minutes.

Block approval of all current group Training officers (see group reports) was granted by the Board.

RSAR requested use of the ASRC logo on a new brochure, approval was granted with 2 abstentions.

The meeting was adjourned at 1621 hours, April 8th 1989

Action Items:

All Training Officers: Develop individual training records, including application, current level of certification, and medical training, and send to ASRC; said records to be received by June 3rd, 1989.

ASRC Delegates: Send ASTM and Finance Chair nominations to Cady by May 1st, 1989

AMRG, BRMRG, ESAR, SMRG: have MRA dues available/paid by next BOD meeting, on all members active on or before March 1st, 1989

ALL Groups: Consider liability issues related to support/fundraising on the part of the group or ASRC. Review commo document, comment prior to May 6th. (All except RSAR): Pay ASRC Dues immediately.

R. Elron: Continue Follow-up with Robertson Association, ER-NCRC, Triangle Rescue regarding license agreements.

BB Oros: Follow-up SNP frequency agreement.

Cady Soukup: Pursue MRA issue, Training standards.

Chuck Ritenour: Assist in negotiations with MRA, complete but don't send application.

Gary Mechtel: Develop Signature Authority solution, find method of disseminating information and training through-out the ASRC

Bob Koester: Produce condensed version of letter from Ed Johnson/DOGS East. Get AMRG delegates to BOD meetings. Produce Medical Committee charter. Produce minimum equipment list for group medical kits.

UPCOMING EVENTS:

May 6 ESAR/DOGS East simulation

June 3 BOD Meeting

June 11 Training standards meeting

July 22 VaSARCo Meeting

MARYLAND ESAR GROUP CALL OUT PROTOCOL

ESAR-616 ROSTER: Effective 4 April 1989

SMRG Dispatch
(202) 592-0125
use codes

State Dept Emergency Svc's
or Responsible Authority
APPALACHIAN SEARCH &
RESCUE CONFERENCE, Inc.

E616 Alerting
(301) 522-6352
(301) 522-6346

E616 Mission Advisor

Decision on
Participation By
"Mission Advisor"

Neil CONNER
H/381-8185
O/464-3505
P/668-0473 | MSF | S

Leslie SOLOMOM
H/381-1527
O/955-0257 | E

Andy MARSH
H/381-5309
O/290-2397 | A

Peter MC CABE
H/596-5554
O/(202)732-1578
P/552-6352 | A

Gary MECHEL
H/381-2593
O/765-6142 | MSF | E

Chuck RITENOUR
H/343-0388
O/237-1824 | MSF |

Carl SOLOMON
H/381-1527
O/286-5206 | MSF | E

ESARS

Mike Dix
461-5965 | S

Kasey Garreis
465-5711 | A

Meg Gralia
730-2736 | A

Jonathan Houck
644-3444 |

Katie McCabe
596-5554 | S

Scott McCabe
596-5554 | A

Adam Smith
381-8461 | A

Kevin Tastet
730-6829 | A

Juvaena Tincher
730-7451 | A

Marc Zimmer
997-8162 | A

Ian Wienholt
747-8729 |

John GOLDING
H/992-5070
O/774-8625 |

Dave DECHANT
H/747-4248 |

MSF = Mgt Search
Function

S = Std First Aid
A = Adv First Aid
E = Emerg Med Tech

TRAINEES Call-Out Qualified

Laura Bell
730-8334 | A

David Bucks
750-0811 | A

Todd Berman
997-1572 | A

Sean Evangelista
730-7389 | A

Jenny Golding
992-5070 |

Ryan Keefe
997-2775 | A

Jonathan Marsh
381-2679 | A

Michelle Niedzwiedek
730-8105 | A

Peter Slowik
465-6631 | A

Peter Verchinski
997-3879 | A

BOOTS

Shannon Baruth
381-4794

Dan Carpenter
465-6205 | A

Tim Garreis
465-5711 |

Matt Goode
997-7746 |

Tracy Lieberman
992-4254 |

Edward Marsh
381-2679 | A

Eric Strobel
997-9248 | A

ASRC COMMUNICATIONS RULES

I. Definitions

- A. FCC is the Federal Communications Commission
- B. Group is an ASRC member Group of any type, unless stated otherwise.
- C. Net is one or more radios transmitting

II. ASRC Communications Secretary

A. Duties

- 1. Applies for, maintains, and renews ASRC FCC licenses, as directed by the ASRC Board.
- 2. Advises the ASRC Board concerning needs for changing, and obtaining FCC licenses.
- 3. Maintains records of, and advises the Board on agreements with outside organizations that pertain to FCC licenses.
- 4. Advises the Board and internal organizations on matters pertaining to FCC licenses.
- 5. Maintains records radios (Units) being used on ASRC licenses as required by the FCC.
- 6. Maintains records of, and advises the Board of disbursement of, ASRC owned communications equipment.

B. Requirements

- 1. Be an ASRC Active member in good standing.
- 2. Appointed by the ASRC Board.

III. FCC Licenses

- A. Signature authority for ASRC licenses shall be the ASRC Board Chairman.

B. Control Point on ASRC licenses.

1. Name, address, and phone.

- a. Name shall be the "ASRC Communications Secretary".
- b. Address shall be ASRC Corporate headquarters.
- c. Phone number shall be ASRC Dispatch.

- 2. ASRC Corporate headquarters and ASRC Dispatch personnel shall insure a timely response to FCC calls and letters. This shall be done according to Procedures set up by the ASRC Communications Secretary.

DOESN'T THE ASRC
REQUIRE AN INDIVIDUAL FOR THIS?

ASRC COMMUNICATIONS RULES

III. C. Use of FCC licenses

1. ASRC licenses shall be used only for search and rescue operations, training, and, minimally, for testing equipment.
ADMINISTRATIVE COORDINATION?
2. Temporary agreements for use of ASRC licenses by external entities, or ASRC use of licenses belonging to other organizations.
→ ASRC? TRAINING? RESEARCH?
 - a. Last only for that individual event (mission or training).
 - b. Are recorded in the Mission and initialed by Net Control, or IC.
3. Net Control (Person)
 - a. When any ASRC FCC license is used, an ASRC member must be present, accept responsibility for, and be in charge of, the use of the license(s).
 - b. This member's name shall be stated in the log as the "NET CONTROL" along with date and time that he became Net Control. Net Control may be transferred among qualified members during any event.
 - c. Only the following can be Net Control:
 - 1) For training events: For a Certified Group an ASRC Incident Staff. For a Probationary Certified Group only, a Field Team Leader may also act as Net Control.
 - 2) For testing, Incident Staff
 - 3) For search and rescue missions, an Incident Staff.

D. Discipline

1. A Net Control is in charge of a net and has authority to remove any person from that net for violations of FCC regulations and ASRC rules.
 - a. Such action is to be recorded in the Net log, and reported, in writing, stating the reason for removal, to the ASRC Communications Secretary, and the removed member's Group Chairman. At Large members are to be reported to the Board Chairman.
2. The Communications Secretary, or the Board Chairman can suspend any user's privilege to be Net Control, or be on an ASRC net at any time.
 - a. Such action may initially be verbal, but must be in writing, stating the reason for the suspension, and copies sent to the suspended member, and the Board Secretary, within one week of the verbal suspension.
 - b. The Board shall review any such action at its next meeting.

ASRC POLICY and PROCEDURES for COMMUNICATIONS

I. Definitions

- A. FCC is the Federal Communications Commission
- D. Group is an ASRC member Group of any type, unless stated otherwise.
- E. Net is one or more radios transmitting

II. Rules and Regulations to be emphasized

- A. Licenses are to be used only under the conditions stated in the ASRC Communications Rules.
- B. Keep transmissions short and to the point
- C. No cursing or joking (the serious stuff is funny enough as it is)
- D. Use of the ASRC licenses during Search and Rescue operations is not an emergency condition. ✓

III. Radio Use

- A. Messages will be broadcast in the clear, using only the following "codes"
 - 1. ACIU Phonic Alphabet
 - 2. ASRC Prowords.
 - 3. Frequencies will be abbreviated by using the digits to the right of the decimal. Where confusion may occur, digits to the left of the decimal may be added.
Common abbreviations are:

.16	155.160
.205	155.205
.28	155.280
.34	155.340 (med Channel)
.40	155.400 (med channel)
.775	150.775
4.28	154.280 (DC Mutual Aid)

ASRC POLICY and PROCEDURES for COMMUNICATIONS

III. B. Transmission procedures

1. Base is in charge of the net, this authority may be delegated to a relay(s), but responsibility still remains with the Net Operator.
2. All units will talk to base, or a designated relay.
3. Units may talk direct to other units only when given permission by base, or designated relay; and only when base or a designated relay can not be contacted.
4. Base will minimally transmit the License (Call Sign) at half hourly intervals.

C. All mission transmissions on any net are confidential.

D. Declaring an Emergency

1. An emergency exists only when there is immediate danger of injury or death.
2. An emergency can be declared by Net Control.
3. An emergency must be stated on the air when it starts, and when it ends. Both transmissions must be logged.

E. Tactical Call Signs

1. Are designated by Net Control and last only for the duration of the operation.
2. Standard names are the ACIU ~~Phonic~~ Alphabet, and Last names

+ FUNCTION TITLES
to PM 1CS (SAROP)

F. Non ASRC radios used on ASRC Nets

1. Net Control may allow use of non ASRC radios on an ASRC Net, on a case by case basis.
2. Net Control is to attempt to check that the radio is type accepted, and in acceptable operating condition; however, the radio is still the responsibility of the owner.

G. Use of standard PL (Private Line, CTCSS)

1. Standard PL is 127.3 Hz..
2. Standard PL is to be used on frequencies:
150.775.
3. Standard PL is not used on medical frequencies:
155.340, 155.400.
4. Standard PL is not to be used on frequencies:
155.160, 155.205, 155.280;
until all ASRC and Group owned radios can transmit and receive PL on all of the frequencies. (Using PL on transmit only is acceptable.)
6. Obtaining radios with:
 - a. programmable PL is highly recommended.
 - b. single PL, that can be turned on and off is acceptable.
 - c. PL that can not be turned off is discouraged.
 - d. no PL capability is discouraged.

ASRC POLICY and PROCEDURES for COMMUNICATIONS

IV. Communications Equipment

A. ASRC owned

1. Will be issued to Certified Groups who will be responsible for care and maintenance of that equipment.
2. A Group may be charged for replacement or repair of lost or damaged (beyond normal wear) equipment issued to it.

B. ASRC Unit numbers

1. Will be given only to ASRC and Group owned radios that are type accepted for, and transmit on ASRC FCC license frequencies.
2. Inventory of Unit numbers will be kept by the ASRC Communications Secretary.
3. It is the responsibility of Group communications personnel to advise the Communications Secretary of changes in their inventories.

C. Group and Personally owned

1. Any communications equipment left with the ASRC for security, care or distribution at any ASRC or Group event (mission, training,...) is done so at the owner's risk. The ASRC and the ASRC responsible member(s) are not responsible for any damage or loss, for any reason, including negligence.
2. Ownership, or possession of any communications equipment is not permission to use any FCC license, or enter any net.

D. Markings on all communications equipment

1. Owner's name or color code.
2. Unit number, if applicable.
3. List of which frequencies are on which switch setting.

E. Frequencies on radios.

1. Frequencies on a radio are the responsibility of the owner. It is recommended that transmit frequencies, not covered by a license, not be on any radio that may be used by persons other than the owner.
2. Frequencies needed by ASRC are, in priority order:

Trans.	Rec.		
155.160	same	No PL	Simplex
155.205	same	No PL	Simplex
155.280	same	No PL	Simplex
150.775	155.160	PL on Tx	Half Duplex (max Tx 2.5 W)
150.775	155.205	PL on Tx	Half Duplex (max Tx 2.5 W)
150.775	155.280	PL on Tx	Half Duplex (max Tx 2.5 W)
155.380	same	No PL	Simplex
155.400	same	No PL	Simplex

ASRC PROWORD LIST

Status 1 - Patient can walk.

Status 2 - Patient needs medical assistance and carried.

Status 3 - Subject needs carried only (i.e. dead).

Go Direct (unit) - Talk directly with (unit), bypassing
Base or Relay

Copy Direct (unit) - Heard (unit)'s message.

Over - I'm done talking, awaiting reply.

Out - I'm done talking, no reply expected.

Clear - I'm done talking, no reply expected.

Stepped On - Message was not hear because somebody else was
talking.

Breaking Up - Message was not understood because your signal
was so weak that static covered parts.

Say Again - Repeat what you just said.

I Copy (message) - I understood your message to be (message).
Base - Command Post or Base station.

~~Command Post~~ (Charlie Papa or CeePee) - Same as Base.

Relay - A unit that passes messages, usually between field
units and Base.

Off The Air - I am turning off my radio.

Stand by - Wait until I get back to you

(unit) Go Ahead - (unit) state your message, I'm listening.

Priority Traffic - Important message. Inturrupts other
messages. All operators should listen and
be sure that others can not hear.

Secure the Net - Operators make sure that others can not
hear.

ROGER

NEGATIVE

AFFIRMATIVE

} THIS IS
ENGLISH?

POLICY for FCC LICENSE AGREEMENTS with EXTERNAL ENTITIES

I. Definitions

II. Agreements for External Entities to use ASRC Licenses

- A. The ASRC shall enter into written agreements with External Entities for use of ASRC FCC licenses on a limited basis, so as to insure availability of the licenses for its use.
- B. Agreements shall;
 - 1. Be approved by the Board and signed by the Chairman.
 - 2. Not extend beyond the renewal date of the license.
 - 3. Allow the ASRC monitor and control the use, as needed.
 - 4. Only for license(s):
 KA8-1942; frequencies:
 155.160, 155.280, 155.205
- C. Only temporary agreements lasting for an individual Mission or Training event are excluded.

III. Agreements for ASRC to use an External Entity's Licenses

- A. The ASRC shall enter into written agreements with External Entities for use of their FCC licenses on a limited basis, and when such agreements are deemed to be important to the ASRC fulfilling it's missions.
- B. Agreements shall;
 - 1. Be approved by the Board and signed by the Chairman.
 - 2. Not extend beyond the renewal date of the license.
- C. Only temporary agreements lasting for an individual Mission or Training event are excluded.

PROCEDURES for OBTAINING USE of ASRC FCC LICENSES by
EXTERNAL ENTITIES

I. Procedures

- A. An External Entity must apply to the Board for use of a license.
- B. The applicant must provide the Board with:
 - 1. An explanation of why the Entity needs use of the license.
 - 2. How, when, and where it is expected to be used.
 - 3. The number and type of radios to be used.
 - 4. A copy of the Entities Radio Rules, Policies, and Procedure.
 - 5. A list of at least three Control Points; that is, names and phone numbers of personnel who will be able to immediately contact personnel who are operating a Net.
- C. The Board and the ASRC Communications Secretary shall review the application and provide the Entity with a written reply as to the final disposition of the request.
- D. Agreements shall be signed by the ASRC Chairman, and by a member of the Entity who has signature authority for that Entity.
- E. Agreements shall be written and contain;
 - 1. The right of the ASRC to monitor and control the use, to include termination of the agreement, without warning.
 - 2. The necessity of the Entity to follow FCC regulations, and conditions of the agreement.
 - 3. That the Entity shall provide the ASRC with a current list of Control Points.
 - 4. Limitations on the use of the license;
 - when it can be used (SAR Operations, and/or Training);
 - where it can be used;
 - how many Radios, of what type, and max Watts (Output.
 - 5. Other conditions which the Board may impose.

PROCEDURES for REPLIES to FCC LETTERS and CALLS

- I. Mail from the FCC will be immediately opened by a member instructed in identifying FCC correspondence requiring an immediate reply. If such a reply is needed, that person will immediately, by phone, contact one of the following, in the order listed, who will take action to insure a timely reply. Communications Secretary, ASRC Vice Chairman, Chairman, a Communications Specialist. If no immediate reply is needed the correspondence will be forwarded to the Communications Secretary as per his instructions.
- II. Phone inquiries from the FCC will get immediate response.
 - A. Dispatch will get the FCC's representative's name, phone number, address, a brief description of the inquiry, and the urgency.
 - B. Dispatch will contact the following, in the order listed, until one officer takes responsibility to immediately interface with the FCC representative:
 1. If a mission is in progress, the mission Communications Officer, or Incident Commander.
 2. Communications Secretary
 3. Vice Chairman
 4. Chairman
- 3) Dispatch, and the responding officer, will both advise the Communications Secretary of the FCC inquiry as as possible.

ASRC COMMUNICATIONS COMMITTEE CHARTER

I. Purpose

- A. To provide inter-Group interface, and inform and recommend to the ASRC Board concerning communications rules, policies, procedures, problems and solutions.

II. Structure

A. Membership

1. Each Certified Group shall have one voting representative appointed by that Group.
2. Non-voting members may be any ASRC member in good standing, who is voted in by a majority vote of the Committee, and accepts the membership. A majority vote also can remove a non-voting member.
3. Privileges of membership are: to speak at Committee "Closed" meetings, and to be able to accept or dodge the assignment of, or being railroaded into, Committee tasks.
4. All representatives can vote on all matters; ties are treated as motion defeated.

B. Officers

1. Chairman

- a. Committee member in good standing, who is voted in at the annual announced meeting, and serves for one year.

c. Duties

- 1) Chairs meetings.
- 2) Interfaces with the Board.
- 3) Prepares annual report.

2. Vice Chairman

- a. Committee member in good standing, who is voted in at the annual announced meeting, and serves for one year.

b. Duties

- 1) In absence of the Chairman, executes the Chairman's duties.

3. Secretary

- a. Anyone who is willing to do the job. This person will be thanked, and reaffirmed at the annual announced meeting.

b. Duties

- 1) Keeps minutes of meetings.

C. Meetings

1. An annual meeting shall be held in October or November, and announced at the August Board meeting.
2. All meetings shall be open to all ASRC members.
3. Speaking at a meeting, or part of a meeting, may be limited to only Committee members by a vote of the Committee; this is called a Closed Meeting.

From: Gary Mechtel
Date: October 25, 1987
Subj: Goals Committee (Plans Committee)

To: ASRC BOD

Greg recently mailed me a notice requesting a written definition of the goals committee. This memo documents is my answer to Greg's request. I hasten to add that in my normal "Big Picture View of the World", I have expanded the committee to a Planning Committee. My reasoning is contained herein, including reports explaining why we need a planning committee, the committee's functions, its operational methodology, and its composition.

Why:

The ASRC does not adequately address its present and future problems because it does not have a Planning Committee. Moreover, the BOD wastes inordinate amounts of time discussing issues that have not been adequately researched. Creating and using a goals committee to prepare a once-a-year set of draft goals is short sided. The BOD needs a committee to prepare plans, goals, forums, policies, and think beyond the day to day events that presently drive conference business. The ASRC is too large to maintain itself in a purely passive administrative mode. The conference needs the active approach of predicting problems and either eliminating or reducing them while the problems are still in their infancy. The planning committee obviously works for the BOD and does not set policy. Rather the committee will present an issue, evaluate its impact, and if warranted, give detail arguments pro & con and prepare a strawman position for discussion. The BOD will then address the issue.

What:

The committee will address the following items:

- Yearly goals
- Long term goals
- Internal Conference communications
- Addressing specifically (BOD) assigned top-level tasks
- Documenting leadership personnel charts
- Collecting regional data and preparing predictions
- Yearly planning forums
- Preparing draft top-level policies

Who:

The committee will consist of:

- A BOD liason
- A member from each group
- Any interested ASRC members
- The committee will also recruit non-ASRC members as needed.

How:

The development of any issue needs three independent functions, all of which are performed within the Planning committee. These functions are:

- The issue leader
- The committee review
- The reviewer

The committee will perform its duties by having the chairperson assign a task leader and a reviewer for each task. The lead person's role is to collect the data and prepare the document(s). This does not require the leader to actually write the documents, rather the leader must coordinate the document's development. Practically speaking however, the task leader will usually do most of the work.

The leader must first present a short document addressing the issue to the committee, requesting the committee either further develop the issue or reject it. The committee will then review the document and agree or disagree with the leader's conclusions. If an issue is to be dropped, the document and supporting arguments will be presented to the BOD. Three voting committee members provides the quorum needed to determine if an issue should be further developed (by mail or phone is sufficient, not necessarily at a meeting). If the committee disagrees with the leader, the leader may appeal directly to the BOD.

If the issue is to be developed further, a reviewer is required. This person will be assigned by the committee chair. (It may happen that one reviewer will oversee all the committee's issues for the year.) The reviewer's role is to assure the BOD that an issue has been reasonably addressed from all points-of-view. However the reviewer will not judge the contents of each point-of-view. This process is tempered by the sensitivity of the issue and the amount of time spent on any one point-of-view. The reviewer will not necessarily require that an issue be withheld more than a few months if an unrepresented side is attempting a pocket veto.

This process will assure that the jobs are completed in a reasonable amount of time and with some fidelity to the various sides of an issue.

Some items (as determined by the chair) will not require all this effort. Such items as collecting data and documenting personnel will be done quickly and efficiently.

Whats next:

There are a number of issues that should be addressed immediately by the Planning Committee. These include:

- Short Term Goals
- Long Term Goals
- The role of affiliate groups
- Initial alerting & dispatching of resources
- Funds distributions
- Document Leadership personnel Charts
- Predicting ASRC future commitments
- Addressing the ASRCs administrative overload (including refining the BOD)
- MRA role
- ASRC vs Groups, both their roles and authority
- ASRC service area and functions

RADIO STATION LICENSE

Licensee Name: APPALACHIAN SEARCH AND RESCUE INC

Service: PS SPECIAL EMERGENCY

License Issue Date: 870409

Sign: KA81942

File Number: 8703212374

License Expiration Date: 920409

Frequency Advisory Number:

Number of Mobiles by Category:

Vehicular **30**

Portable -

30

Aircraft -

Marine -

Pagers*****

Station Technical Specifications

Frequencies (MHz)	Station Class	No. of Units	Emission Designator	Output Power (Watts)	E.R.P. (Watts)	Ground Elevation	Ant. Hgt. To Tip	Antenna Latitude	Antenna Longitude
150.77500	MO	10	20F3	2.500	0.0				
155.16000	MO	30	20F3	100.000	0.0				
155.20500	MO	30	20F3	100.000	0.0				
155.28000	MO	30	20F3	100.000	0.0				
155.34000	MO	30	20F3	100.000	0.0				
155.40000	MO	30	20F3	100.000	0.0				

AREA OF OPERATION

STATE 1: US STATES: PA MD AC VA WV

CONTROL POINTS: 56 ADAMS DR LEFSEURG VA

CONTROL POINT PHONE: 703-777-6111

SPECIAL COND: SEE ATTACHED #9 (155.340 155.400)



FEDERAL
COMMUNICATIONS
COMMISSION

870409M 536 1 12
APPALACHIAN SEARCH AND RESCUE INC
POB 440 NEWCOMM STA
CHARLOTTESVILLE VA 22903

This authorization becomes invalid and must be returned to the Commission if the stations are not placed in operation within eight months, unless an extension of time has been granted. EXCEPTION: 800 MHz trunked and certain 900 MHz station licenses cancel automatically if not constructed within one year.

PAGE 1 OF 1

SPECIAL CONDITIONS

Reserved.

No interference to be caused to co-channel Canadian or adjacent-channel U.S. stations.

Not to be used at any location north of Line "A" as described in Section 1.955 of the FCC Rules.

Antenna height and E.R.P. shall be the minimum required to provide radio coverage up to the Canadian border.

Med 1-8 subject to the provisions of Rule Section 90.53(b) (15).

This station to be used only for communications between members of the hospital network during times of emergencies.

This station is for disaster relief purposes and may only be used to transmit messages in accordance with Rule Section 90.41.

For medical ambulance dispatch only. Equipment authorized herein shall not be used in the performance of funeral or other routine operations.

Limited for coordinated use in cooperation with hospitals authorized on this frequency.

To be used for ambulance and rescue squad work only.

For intersystem operations only.

Operations authorized in accordance with the Railroad Frequency Assignment Plan.

Authorized in accordance with Rule Section 90.176.

Licensee has 90 days to continue operating under parameters of previous authorization.

Reserved.

Operations onboard aircraft are subject to the limitations set forth under Rule Section 90.423(a).

ationwide use limited by Rule Section 90.19(e) (14).
(frequency 155.475 MHz.)

For intersystem communications as limited by Rule Section 90.19(g) (4).

Telephone interconnection with the wireline facilities of a telephone company is not authorized.

This system may not be used for fixed service purposes.

Telephone interconnection with the wireline facilities of a telephone company is authorized subject to the provisions of Rule Sections 90.476 through 90.483 as appropriate.

This grant does not extend the period within which you must place the station in operation or meet loading requirements. That period begins from the date of your original authorization.

This license is for demonstration purposes only and may not be used for day to day business activity. This system is for secondary use and the mobiles licensed herein will not count toward the total mobile loading of these frequencies.

Maximum allowable E.R.P. for control/mobile stations is 100.

Reserved.

This license utilizes shared facilities.

This is a shared use system.

806-821 MHz may be used under parameters of Dockets 79-191 and 18262. (See Part 90, Subparts M & S)

806-821 MHz and 851-866 MHz may only be used under the parameters of Dockets 79-191 and 18262. (See Part 90, Subparts M & S)

512 MHz may be used only under the parameters of Docket 18261. (See Part 90, Subpart L)

The use of radio for demonstration purposes in connection with the sale of radio equipment is limited by the following conditions:

a. The equipment shall be under the control of the licensee at all times. Purchasers or prospective customers shall not be permitted to operate the equipment in any manner in the absence of authorized employees of the licensee.

b. No person other than the licensee shall use the assigned call signs.

c. No representation shall be made by the licensee to any person that a radio transmitter may be utilized prior to the issuance of an authorization by the Commission.

d. Demonstration of radio equipment and/or coverage surveys should be completed within a single day.

e. Equipment demonstrated under the terms of this license shall be on frequencies available under Part 90 of the Rules.

f. The technical parameters of the radio service in which the frequency(s) is allocated shall be observed.

32. Special Condition for operating interconnected facilities under the provisions of Rule Section 90.261: These frequencies are authorized on a secondary non-interference basis to land mobile operations; any unresolved interference resulting from operation on these frequencies will be cause for cancellation. The provisions of Rule Section 90.261 governing antenna directivity and minimum mileage criteria from urbanized areas must be strictly complied with. Antenna structures must fully meet the requirements of Special Condition #35. Transmissions must directly relate to those activities which constitute the licensee's eligibility. Personal communications are expressly forbidden.

33. Special Condition for operating interconnected facilities under the provisions of Rules Section 90.267: These frequencies are authorized for use on a secondary non-interference basis to regularly assigned adjacent channel operations at a maximum of two watts output power; interference resulting from operation on these frequencies will be cause for cancellation. The provisions of Rule Section 90.267 must be strictly complied with. Directional antennas must be used and their installed height may not exceed twenty (20) feet above ground. Transmissions must directly relate to those activities which constitute the licensee's eligibility. Personal communications are expressly forbidden.

34. 800 MHz Loading and Construction Instructions — This authorization is issued subject to these conditions. If this facility is not constructed within one year of the date of this grant, and has not been authorized an extended construction period, the license cancels automatically. If the two year, three year or five year mobile loading requirements applicable to this system (see 90.366 or 90.631, as appropriate) are not met, and if waiting lists for trunked frequencies exist in your geographic area of operation, this license cancels automatically. The Commission will, however, in these circumstances consider authorizing you for one channel (frequency pair) for each existing 100 mobile stations, or fraction thereof, operating on your previously authorized frequencies.

35. Antenna structures for land, base and fixed stations authorized in the Private Radio Bureau for operation at temporary unspecified locations may be erected without specific prior approval of the Commission where such antenna structures do not exceed a height of 200 feet above ground level; provided that the overall height of such antennas more than 20 feet above ground, including their supporting structures (whether natural formation or man-made), does not exceed a slope of 1 foot above the established airport elevation for each 100 feet of distance or fraction thereof from the nearest boundary of such airport. Any antenna to be erected in excess of the foregoing limitations requires prior Commission approval. Licensees seeking such approval should file application for modification of license. In addition, notification to the Federal Aviation Administration is required whenever the antenna will exceed 200 feet above the ground and whenever notification is otherwise required by Section 17.7 of the Commission's Rules. Such notification should be given by filing FAA Form 7460-1, Notice of Proposed Construction or Alteration, in duplicate, with the nearest office of the Federal Aviation Administration, which form is available from that office.

36. This license is issued subject to the following condition: Grant of this license is predicated upon Canadian indication that no harmful interference is anticipated to existing Canadian stations. Canada's determination was based upon the results of actual field test transmissions. If interference should arise due to operation of this station in non-conformance with the technical parameters actually employed in conducting the field test transmissions, this license shall automatically cancel and subsequent operations would be unlicensed.

37. Reserved.

38. Authorized on a secondary basis.

39. Any renewal of this authorization will require that the Commission re-coordinate with IRAC.

40. For intersystem communication as limited by Rule Section 90.21(c) (2).

41. A license issued to a corporation or an association may not be used for personal communications; Rule Section 95.179(b).

Gettysburg, PA 17325

Authorization

*Operational area 30 mins of Shenandoah National Park, Va. xxx

18. Location of Primary Control Point and Log Telephone Number, and location of all Radio Control Stations with antenna pointer. If

14. Freq Advisory Comm No

20 Radio Service PS

DO NOT WRITE IN THIS BLOCK - FOR OFFICIAL USE ONLY

21 Applicant Licensee Name (See Instructions):

K B 6 1 6 3 0 new 243011-PS-04

Antenna Painting & Co. of New Orleans

*This operation may be authorized for a temporary period. Any application for renewal of the authorization must be coordinated. **Area of operation is limited to a 30 mile radius of the boundaries of Shenandoah National Park, Va. August 28, 1984.

August 28, 1984

August 28, 1989

22 Mailing Address: Number & Street P.O. Box or R. No. 1

22 City

Washington

4 5 12 10

DC

25 7-11-74

20036

If the Stations authorized herein are not paid in full, the author warrants that the author shall, by December 31, 1990, and shall be returned to the Government. The author shall, unless an extension of time to complete has been authorized by the Government, complete the work by the date specified in the contract. The author shall, unless an extension of time to complete has been authorized by the Government, complete the work by the date specified in the contract.



Federal Communications Commission
Private Radio Bureau

Radio Station License

UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION

SERVICE Aviation		FILE NUMBER 108-AA-L-95	IDENTIFIER	CALL SIGN KA 98783
CLASS OF STATION Aeronautical Search and Rescue		ISSUE DATE September 9, 1985		EXPIRATION DATE September 9, 1990
LOCATION OF TRANSMITTER(S) AT A FIXED LOCATION STREET & NUMBER/AIRPORT		LOCATION OF AUTHORIZED CONTROL POINT(S) (APPLICABLE TO FIXED STATIONS ONLY):		
CITY				
COUNTY		AREA AUTHORIZED FOR TEMPORARY LOCATIONS Mobile in the States of Virginia, West Virgi Maryland, and North Carolina		
STATE				
LATITUDE 0 ' " N		LONGITUDE 0 ' " W		

PARTICULARS

FREQUENCY	EMISSION DESIGNATOR	MAXIMUM TRANSMITTER POWER (WATTS)	SPECIAL PROVISION
123.1 MHz	6A3	10	
122.9 MHz	6A3	10	

NUMBER OF TRANSMITTERS AUTHORIZED 2	PART OF FCC RULES GOVERNING TYPE ACCEPTANCE/OPERATIONS 87
NAME AND ADDRESS OF LICENSEE Appalachian Search & Rescue Conference, Inc. P.O. Box 440, Newcomb Station Charlottesville, VA 22904	
THIS LICENSE IS SUBJECT TO THE CONDITIONS ON THE REVERSE SIDE NOT TRANSFERABLE FEDERAL COMMUNICATIONS COMMISSION	



KSAF

File: ARES.COUNTIES
Report: ARES COORDINATORS

Page 1
2-16-89
W.PHONE

COUNTY	CALL SIGN	NAME	H. PHONE	W. PHONE
STATE E.C.	N4EXQ	EARL BISHOP	270-7564	270-645
ACCOMACK	KJ4AG	AUSTIN DAVIS	442-3728	787-714
ALBEMARLE	N4AOP	BILL DAY	971-3055	
ALEXANDRIA	N4HCP	CHARLES REXRODE		
ALLEGHANY	WD4RIE	TOM BRADSHAW	291-2972	463-252
AMELIA	K4VWK	SCOTT HARWOOD	223-8255	
AMHURST	WA4RTS	GORDON HOWELL	528-5789	847-233
APPOMATTOX	K4VWK	SCOTT HARWOOD	223-8255	
ARLINGTON	N4EFJ	CRAIG CHURCH	979-8325	557-480
AUGUSTA	KA4NWK	DOUG EDWARDS	942-3787	978-226
BATH	WD4RIE	TOM BRADSHAW	291-2972	463-252
BEDFORD	WA8MWI	ROBERT ST. CLAIR	586-2586	
BLAND	N4KSO	ED DINGLER	889-5461	
BOTETOURT	WD4DUU	DOUG NUNN	483-7279	
BRUNSWICK	K4VWK	SCOTT HARWOOD	223-8255	
BUCHANAN	N4KSO	ED DINGLER	889-5461	
BUCKINGHAM	K4VWK	SCOTT HARWOOD	223-8255	
CAMPBELL	WA4RTS	GORDON HOWELL	528-5789	847-233
CAROLINE	KA4ERP	JAMES BRODHEAD	972-2566	371-611
CARROLL	N4VL	GLENN DIAMOND	236-6514	236-347
CHARLES CITY	K4JST	GILBERT FREY JR.	829-2240	253-040
CHARLOTTE	K4VWK	SCOTT HARWOOD	223-8255	
CHESAPEAKE	N4CRV	CARL COPPERSMITH	543-8316	424-435
CHESTERFIELD	KJ4RG	JOSEPH GAGLIANO	748-6985	734-144
CLARKE	NC4B	WALTER QUITTER	869-5241	
CRAIG	WA2EIN	PETER CRANWELL	864-6517	981-954
CULPEPER	KK4GZ	MALCOLM GRAY	854-4342	
CUMBERLAND	WA4QQI	WILLIAM HANNAH	392-3590	
DICKENSON	N4NNL	STEVEN COUNTS		
DINWIDDIE	N4EXQ	EARL BISHOP	270-7564	270-645
ESSEX	N4JMB	RICHARD MOTLEY	443-2911	599-701
FAIRFAX	WB4WZZ	JOE PETERS	241-0078	589-474
FAUQUIER	KA4ERP	JAMES BRODHEAD	972-2566	
FLOYD	WD4DUU	DOUG NUNN	483-7279	
FLUVANNA	NM4R	MORRIS JONES	293-5203	924-608
FRANKLIN	N4IFN	HENRY HOLLAND	576-2723	632-976
FREDERICK	WB4ZTR	STEVE CZAIKOWSKI	869-3674	465-515
GILES	WD4DUU	DOUG NUNN	483-7279	
GLOUCESTER	KB4OPR	THOMAS MOSCA	693-9097	257-122
GOOCHLAND	N4EXQ	EARL BISHOP	270-7564	270-645
GRAYSON	NX4B	JAMES BLYTHE	236-8672	773-213
GREENE	NM4R	MORRIS JONES	293-5203	924-608
GREENSVILLE	WB4ZNB	RALPH ATKINSON	562-5710	
HALIFAX	K4VWK	SCOTT HARWOOD	223-8255	
HAMPTON	N4SMB	VON HARBIN	766-2521	764-787
HANOVER	N4EKD	WADDY BOLTON	749-3106	
HENRICO	KB4DCE	DENNIS WYMAN	737-8386	746-526
HENRY	AB4L	C.D. HOPKINS	629-7668	
HIGHLAND	WD4RIE	TOM BRADSHAW	291-2172	463-252
ISLE OF WRIGHT	WB4ZNB	RALPH ATKINSON	562-5710	
JAMES CITY	KJ4MF	STEVE BATTON	564-1912	229-740
KING GEORGE	KA4ERP	JAMES BRODHEAD	972-2566	371-611
KING & QUEEN	N4EXQ	EARL BISHOP	270-7564	270-645
KING WILLIAM	N4EXQ	EARL BISHOP	270-7564	270-645
LANCASTER	N4GVQ	ARTHUR HICKS	462-5292	

File: ARES.COUNTIES

Report: ARES COORDINATORS

Page 2

COUNTY	CALL SIGN	NAME	H. PHONE	W. PHONE
LEE	N4KSO	ED DINGLER	889-5461	
LOUDOUN	K3CUU	WILLIAM ROEMER		
LOUISA	NM4R	MORRIS JONES	293-5203	924-608
LUNENBURG	WB4WHH	CLAUDE McKINNY	696-2816	696-233
MADISON	KK4GZ	MALCOLM GRAY	854-4342	
MATHEWS	KC4LY	ROBERT MAY	725-9983	725-222
MECKLENBURG	N4OKH	HARRY ALLMAN	447-4141	848-303
MIDDLESEX	AA4HQ	VERLAN HALL	776-9353	776-685
MILITARY DISTRICT	KA8PUU	FRANCIS HARNETT	642-6516	694-848
MONTGOMERY	N4QYW	JAN SAMORISKI	731-3203	831-518
NEWPORT NEWS	W4MWC	ADRIAN CROWDER	596-0639	565-320
NELSON	WA4RTS	G. HOWELL	528-5789	
NEW KENT	WA4OVW	RAYMOND CAMPBELL	566-0681	
NORFOLK CITY	N4FZA	JAMES HALVERSON	855-0876	
NORTHAMPTON	WA4TVS	WILLIAM SPRAGUE	665-4311	665-612
NORTHUMBERLAND	KA4DEO	WILLIAM MORHARD	580-5467	
NOTTOWAY	KA4WBW	IRVIN ROBERTSON	767-5263	223-438
ORANGE	KK4GZ	MALCOLM GRAY	854-4342	
PAGE	WA3WIP	GEORGE MCCULLOCH	743-3532	
PATRICK	KB4B0Z	JAMES REED	694-3420	
PITTSYLVANIA	WD4DUU	DOUG NUNN	483-7279	
PORTSMOUTH	KK4SN	JEFF KOKE	487-7773	461-666
POWHATAN	N4MOJ	DAVID YOUNG	598-2636	794-704
PRINCE EDWARD	W4PET	GEORGE		
PRINCE GEORGE	N4KDE	DOUG EDWARDS	541-3528	452-019
PRINCE WILLIAM	WB4PEA	JORGE SILVERIRA	223-8669	223-438
PULASKI	WD4DUU	DOUG NUNN	483-7279	
RAPPAHANNOCK	KK4GZ	MALCOLM GRAY	854-4342	
RICHMOND CITY	KA4UND	WILLIAM KIDD	282-1207	
RICHMOND	K4COW	GEORGE PICKERING	333-3640	333-364
ROANOKE	KB4PW	WES MYERS	989-4334	989-360
ROCKBRIDGE	KI4ZR	DAN WELSH	463-7800	463-313
ROCKINGHAM	WB4WOM	WAYNE MILLER	867-5428	434-442
RUSSELL	N4RCC	CHARLES LOWDERMILK	889-4414	889-113
SCOTT	N4KSO	ED DINGLER	889-5461	
SHENANDOAH	WD4CDT	WILLIAM CASILEAR	459-8002	459-486
SMYTH	KM4X	GARY SUTHERLAND	646-3734	783-670
SOUTHAMPTON	WB4ZNB	RALPH ATKINSON	562-5710	
SPOTTSYLVANNIA	KA4ERP	JAMES BRODHEAD	972-2566	371-611
STAFFORD	KB4XF	JOHN CAVANAGH	373-7076	663-791
SURRY	WB4ZNB	RALPH ATKINSON	562-5710	
SUSSEX	WB4ZNB	RALPH ATKINSON	889-5461	
TAZEWELL	KK4PP	HOWARD HARRISON	964-2104	963-099
VIRGINIA BEACH	WA4TCJ	ALBERT CRAWFORD	497-1235	627-600
WARREN	K4JNA	THOMAS STRICKLER	635-3035	635-216
WASHINGTON	N4AKZ	PHIL BERRY	669-8312	
WESTMORELAND	WA4PAM	FRANK HARRIS	224-9663	371-333
WISE	N4KSO	ED DINGLER	889-5461	
WYTHE	KA4JRL	WILLIAM DURHAM	228-3389	228-524
YORK	WA1VRL	JOHN CARLSON	898-2870	865-267

ASRC Training Committee Charter:

Purpose:

The ASRC Training Committee (TC) will oversee ASRC Training Standards, Procedures, and Qualifications in keeping with the established ASRC policies and guidelines given by (a) the ASRC Articles of Incorporation, (b) the ASRC By-Laws, (c) the ASRC General Membership, and (d) the ASRC Board of Directors (BOD).

Authority:

The ASRC BOD authorizes the TC to perform its tasks and duties in behalf of the ASRC BOD. The ASRC BOD retains the privilege of reviewing and changing any TC decision.

Membership:

The ASRC BOD will appoint and may dismiss the ASRC TC chairman, also known as the ASRC Training Officer (TO). Each ASRC group will nominate (and request the dismissal) one of its members to be the group's Training Officer in keeping with the ASRC By-Laws. Also in keeping with the ASRC By-Laws, each Training Officer must be approved by the BOD. Each group TO is a member of the TC. During any TC meeting, any Active ASRC Member may join the TC and are considered members-at-large. All members-at-large must renew their membership yearly.

Liaisons:

All other ASRC corporate level committees and representatives are encouraged to send some member(s) to each OC meeting.

Functions:

- 1) Yearly review and update of the ASRC Training Standards,
- 2) Yearly review and update of the ASRC training materials,
- 3) Yearly update of each individual member's training levels,
- 4) Provide an annual ASRC training Report, including:
 - a) a summary of the previous years Training activities,
 - b) the projected year's activities
 - c) an estimate of the ASRC's long term training needs,
- 5) The yearly reviews will be presented at the first meeting of the new calender year
- 6) Develop and maintain a training manual
- 7) Develop and coordinate ___ ASRC wide training events/yr.
- 8) Develop and coordinate ___ ASRC regional training events/yr.
- 9) Support new applicant group training efforts,
- 10) Help the triannual and new applicant group review process
- 11) Support and define all BOD and ASRC training concerns,
- 12) Help the Group TO to fulfill the requirements listed in the ASRC By-Laws

Procedures:

- 1) The TC will hold open meetings where decisions will be determined by a simple majority vote. All TC members are granted the right to vote.
- 2) There is no quorum needed to enact TC business.
- 3) At a minimum, meetings will be held every time the BOD holds a regularly scheduled meeting. If the ASRC TO is not present, then any other TC member may call and chair the meeting.
- 4) The TO may call additional meetings on an as-needed basis.
- 5) All meetings and any decisions must be documented along with the appropriate data leading to the decision.
- 6) Any new TC business must be submitted at the meeting in writing.
- 7) Most new business tasks will be assigned to an ad hoc subcommittee to prepare the pertinent data for committee discussion and action.
- 8) Any changes to these procedures may be enacted by a simple majority vote of the committee members, but may be reviewed and changed by the ASRC BOD.

**Special
Concerns:**

- 1) Between TC meetings, the ASRC TO may conduct time critical ASRC TC business and the group TOs may conduct group TC business. The TO should review the decisions at the next meeting.

ASRC Operations Committee Charter:

Purpose: The ASRC Operations Committee (OC) will oversee ASRC Operational Equipment and Procedures in keeping with the established ASRC policies and guidelines given by (a) the ASRC Articles of Incorporation, (b) the ASRC By-Laws, (c) the ASRC General Membership, and (d) the ASRC Board of Directors (BOD).

Authority: The ASRC BOD authorizes the OC to perform its tasks and duties in behalf of the ASRC BOD. The ASRC BOD retains the privilege of reviewing and changing any OC decision.

Membership: The ASRC BOD will appoint and may dismiss the ASRC OC chairman, also known as the ASRC Operations Officer (OO). Each ASRC group will choose (and dismiss) one of its members to be the group's Operation Officer. Each group Operation Officer is a member of the OC. During any OC meeting, any Active ASRC Member may join the OC and are considered members-at-large. All members-at-large must renew their membership yearly.

Liasons:

All other ASRC corporate level committees and representatives are encouraged to send some member(s) to each OC meeting.

Functions:

- 1) Yearly review and update of the ASRC SAROP,
- 2) Yearly review and update of the ASRC Operations Manual,
- 3) A yearly update of the ASRC's IC and GS lists,
- 4) Provide an annual ASRC Operational Report, including:
 - a) a summary of the previous years operational activities,
 - b) the projected year's activities
 - c) an estimate of the ASRC's long term operational needs,
- 5) The yearly reviews will be presented at the first meeting of the new calender year
- 6) Review all incidents to:
 - a) accumulate and disseminate important learning points
 - b) assure that all appropriate paperwork is maintained
- 7) Review and propagate alert procedures for:
 - a) The ASRC
 - b) Each Group
- 8) Support triannual and new applicant group reviews for compliance with ASRC operations policies, procedures, and standards
- 9) Provide an annual review and commentary on standing ASRC operational agreements with all outside agencies.
- 10) Support and define all BOD and ASRC operational concerns

Procedures:

Procedures:

- 1) The OC will hold open meetings where decisions will be determined by a simple majority vote. All OC members are granted the right to vote.
- 2) There is no quorum needed to enact OC business.
- 3) At a minimum, meetings will be held every time the BOD holds a regularly scheduled meeting. If the OO is not present, then any other OC member may call and chair the meeting.
- 4) The OO may call additional meetings on an as-needed basis.
- 5) All meetings and any decisions must be documented along with the appropriate data leading to the decision.
- 6) Any new OC business must be submitted at the meeting in writing.
- 7) Most new business tasks will be assigned to an ad hoc subcommittee to prepare the pertinent data for committee discussion and action.
- 8) Any changes to these procedures may be enacted by a simple majority vote of the committee members, but may be reviewed and changed by the ASRC BOD.

**Special
Concerns:**

- 1) Between OC meetings, the OO may conduct time critical OC business. The CO should review the decisions at the next meeting.
- 2) In dire circumstances, the OO may be used to resolve any ongoing operational incident problems wherein the IC requires help or the majority of the GS questions the ICs judgement, as outlined in the operations manual. In the absence of the OO or when the the OO is on the scene actively participating in the incident, the ASRC Chairman or any other ASRC IC (if he or she is not participating) may be used to resolve the problems.

APPLICATION FOR PRIVATE LAND MOBILE AND GENERAL MOBILE RADIO SERVICES

IMPORTANT NOTICE: ALL applicants EXCEPT Public Safety, Special Emergency and governmental entities MUST include the PROPER FEE with their applications and MUST FILE those applications at the PROPER LOCATION. See FCC 874 Instruction Booklet.

COMMISSION USE ONLY.

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1. Frequencies (MHz)	2. Station Class	3. No. of Units	4. Emission Designator	5. Output Power	6. ERP	7. A.A.T.	8. Ground Elevation	9. Ant. Hgt. To Top	10. Antenna Latitude	11. Antenna Longitude	12. Number of Mobs By Category
166.900	MO	20	20F3	160							Vehicular 10
166.300	MO	20	20F3	160							Portable 10
167.150	MO	20	20F3	160							Aircraft 0
164.575	MO	20	20F3	160							Marine 0
164.675	MO	20	20F3	160							Pagers 0

13. Area of Operation for Mobiles, Temporary, Itinerant Stations

is radius of station A. _____ mi.
or is _____ mi.
radius of coordinates:
Lat. SNP
Long. _____
County _____
State _____

If not, please check ONI

14. Station Address or Geographic Location

15. City

16. County

17. St.

18. Location of Primary Control Point (Include Telephone Number) and location of all Radio Control Stations with antenna under 20 ft.

19. Freq. Advisory Comm. No.

20. Radio Service: PS

21. Applicant/Licensee Name (See Instructions):

22. Mailing Address (Number & Street, P.O. Box or Rt. No.):

23. City

24. State

25. ZIP Code

26. Will antenna be mounted on an existing antenna structure? If yes, give call sign and radio service of existing user.

27. For all fixed antennas indicate whether the antenna will exceed 30 ft. above ground or any man-made structure. Give all requested height information. (Antenna towers, poles, etc. are not considered "man-made" structures.)

28. If item 27 was "yes", give the name of the nearest aircraft landing area, and the distance and direction to the nearest runway.

29. If item 27 was "yes", has notice of construction or alteration been filed with the FAA? If yes, give the date filed, the name under which filed, and the FAA office where filed.

30. Applicant Classification

31. Eligibility (Describe Activity):

32. Modification

33. Is applicant requesting a System License?

34. Would a commission grant of your application be an action which may have a significant environmental effect as defined by Section 1.1307 of the Commission's Rules? If your answer yes, submit the statement as required by Sections 1.1308 and 1.1311.

35. Specification of item(s) modified, if applicable:

36. Individual completing this application form:

37. Supplemental Information for Trunked and Conventional Systems 806-824/851-869 MHz and 896-901-935-940 MHz frequency bands

FOR COORDINATOR USE ONLY:

CERTIFICATION, READ CAREFULLY BEFORE SIGNING

1. Applicant waives any claim to the use of any particular frequency regardless of prior use by license or otherwise.

2. Applicant will have unlimited access to the radio equipment and will control access to exclude unauthorized persons.

3. Neither applicant nor any member thereof is a foreign government or representative thereof.

4. Applicant certifies that all statements made in this application and attachments are true, complete, correct and made in good faith.

5. Applicant certifies that the signature is that of the individual, or partner, or officer or duly authorized employee of a corporation, or officer who is a member of an unincorporated association, or appropriate elected or appointed official on behalf of a governmental entity.

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT. U.S. CODE TITLE 18, SECTION

Typed/Printed Name: LORICK F. FOX, JR. Telephone No. 804-924-3472

Signature: [Signature] Date: 3/23/89