



APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

P.O. BOX 440
NEWCOMB STATION
CHARLOTTESVILLE, VIRGINIA 22904
07OCT91

To: Keith Conover, David Dzierski, Deming Herbert, Chris Ingle, Bob Koester, James MacMurray, Pam Platt, David Stooksbury, Peter McCabe, Al Baker, Steve Bland, Kevin Dawe, Mark Pennington, Vince Serio, Ralph Wilfong, William Dixon, Gary Mechtel, BB Oros, Greg Shea, George Swett, Todd Berman, Melissa Brock, John Punches, Dave Carter, Earl Evans, Dianne Johnson.

cc: Dawn Arbogast, Camill Birmingham, Lisa Hannon, Amy Rue, Cady Soukup, Art Dodds

RE: 05OCT91 ASRC BOARD OF DIRECTORS' MEETING MINUTES

Here are the 05OCT91 ASRC BOD minutes. Some of the highlights are:

- * Details of the 08, 09 and 10NOV ASRC Fall Simulation
- * SMRG has a new address and phone number
- * Alzheimers search profile
- * ASRC 800 number changes
- * ASRC pager codes approved
- * Lisa Hannon now IS certified
- * Written proxies are now required for non-delegates to vote
- * ESAR Post 617 sponsored by ESAR616
- * Oros to rewrite Bylaws
- * New ASRC pager network discussed
- * MRA Appalachian Region Articles of Incorporation and Bylaws approved

BB Oros
Secretary,
Appalachian Search & Rescue Conference

cc: ASRC dayfile
minute02.w51

**APPALACHIAN SEARCH AND RESCUE CONFERENCE
BOARD OF DIRECTORS MEETING MINUTES
05OCT91**

Meeting called to order at SNP HQ, Luray, VA at 1040.

ATTENDANCE

GROUP REPRESENTATIVES

Allegheny Mountain Rescue Group	Keith Conover M.D. No second representative
Blue Ridge Mountain Rescue Group	Bob Koester Camill Birmingham
Explorer Search and Rescue Post 616	Peter McCabe No Second representative
Richmond Search and Rescue	No first representative No second representative
Shenandoah Mountain Rescue Group	Gary Mechtel BB Oros
Southwest Virginia Mountain Rescue Group	Jennifer Shoemaker No second representative
Tidewater Search and Rescue Group	No first representative No second representative

Others in attendance: Dawn Arbogast, Robert Elron, Lisa Hannon, Michael Landon Lambert, Amy Rue, Cady Soukup

CHAIRMAN REPORT (Koester)

The Family of Six presented a certificate of appreciation to the ASRC on 10MAY91, at Manassas Airport.

The Virginia Emergency Management Association presented a plaque to the ASRC at the VEMA annual meeting on 16AUG91 in Portsmouth, VA.

Virginia is working on SAR dog group standards and has decided that the accreditation process will have the following components:

1. a five member board
2. conducted every two to three years
3. teams will meet minimum state standards
4. a review of the group record keeping
5. testing and evaluation procedures
6. review of operational procedures
7. a random test of members
8. a mock search

There is a new Memorandum of Understanding between Virginia and the ASRC.

There was a recent ASRC IC meeting. There is nothing ready to be presented to the BOD as of yet. There will be a rewrite of the IC knowledge standards. All of the ASRC Ics should have received a copy of the IC SOPs. The next IC meeting will be at 1630, 26OCT91, in Richmond, after the October Virginia SAR Council meeting.

GROUP REPORTS

ALLEGHENY MOUNTAIN RESCUE GROUP

(Conover)

- Not much to report since last month. Members attended an Ab Taylor tracking course nearby. Relations with Somerset Sheriff's SAR are improving; we will be participating with them in a MSO course in a few months. Training is ongoing, both at meetings and on weekends; next training is FTM/FTL training Oct. 13 at McConnell's Mill State Park.
- We are eagerly awaiting ASRC Conference level standardized FTM and FTL tests; we've been postponing testing pending this.
- Lots of Group effort will be going into the next Pennsylvania WEMT course, first and second weekends of November, and Wilderness Command Physician Pilot course, second weekend of November.
- Looking into getting state EMSOP matching funds from the state for pagers and radios.
- We are still having problems getting \$\$ for radios, and we'd like to know if the ASRC can help us out with this until we can get better funding. (It'll take us about a year, we think, to start getting some significant grants, pending our tax-exempt status.)

BLUE RIDGE MOUNTAIN RESCUE GROUP

(Birmingham)

- There are twenty-five members in the current training class at BRMRG.
- BRMRG conducted their annual fund raiser at Van Rippers. They are also selling ASRC mission and BRMRG T-shirts as a fund raiser.
- BRMRG has applied for an RSAF grant to buy 12 new pagers.
- BRMRG has to replace the cartridge in the copier almost every other mission. This is expensive, and the group asks that staff be frugal in their use of the copier during missions.

EXPLORER SEARCH AND RESCUE POST 616

(McCabe)

- Has started fall courses. 12-15 are in the current FTM class.
- We have sold the bus and purchased a stretch Chevy Suburban.
- We have made arrangements with Metrocall to purchase multiple pagers with the same CAP code.
- We are providing public safety in Great Falls Park through the USPS VIP program. We are hoping to conduct joint training with the Rangers.
- We have Patagonia jackets for sale as a fund raiser.
- There will be a helmet order next week, JB ultralights for around \$40.

RICHMOND SEARCH AND RESCUE

No Report

SHENANDOAH MOUNTAIN RESCUE GROUP

(Oros)

- SMRG currently has 45 members, up from 37 at the last BOD meeting. Sarah Rochmis and Jenny Burmester have moved back to the D.C. area and have changed their group affiliations from BRMRG to SMRG. They are currently being called out by SMRG along with Lisa Hannon, who is expected to return to BRMRG at the end of the year.

SMRG members have logged over 5,000 man-hours this year. This is 1,500 man-hours in the last two-months. The breakdown is thus:

	Business	Classroom	Field	Mission	Total
Total SMRG man-hours:	961	1284	1096	1686	5027

The Potomac Appalachian Trail Club, the parent organization of SMRG has moved to a larger facility in Vienna, VA. SMRG has obtained a permanent office and storage facility in their new building. SMRG's new address is:

118 Park Street Southeast
Vienna, VA 22180-4608
(703) 242-1276

- SMRG raised over \$1,300 in donations providing first aid and trash cleanup at this year's Montgomery County Hamfest.
- SMRG had two more training events with the USPP aviation division. We are now operational with USPP transportation and rescue capabilities.
- SMRG has purchased a batch of ASRC patches. Patches are available to any other group that needs them. Contact BB Oros for the details.

SOUTHWEST VIRGINIA MOUNTAIN RESCUE GROUP (Shoemaker)

- The students are back at school at Tech. There are 15 new members, 8 to 10 of who are serious.
- Training has started again. We are doing semi-tech and orientation.
- The locker renovation is nearly completed.
- SWVMRG has applied for a hardship grant from the local EMS for five to eight thousand dollars.
- SWVMRG is soon to receive four pagers from BRMRG.
- Five SWVMRG members are taking EMT classes.

TIDEWATER SEARCH AND RESCUE GROUP No Report

OFFICER/COMMITTEE REPORTS

TRAINING (McCabe)

- There is no update to the list of GTOs:
Conference Peter McCabe (301) 596-5554
11034 Berrypick Lane
Columbia, MD 21044
- AMRG Dave McCulloch (412) 321-0604
914 Mina Street
Pittsburgh, PA 15212
- BRMRG John Atwell (804) 977-3617
132 Harrison
Charlottesville, VA 22904
- ESAR 616 David Rosenberg (301) 964-3535
9527 Caboose Court
Columbia, MD 21045
- Carl Solomon (301) 381-1527
7302 Hidden Cove
Columbia, MD 21046

RSAR	Mark Pennington 2732 Grantwood Road Richmond, VA 23225	(804) 320-8052
SMRG	Mike Sawyer 82 Poplar Grove Warrenton, VA 22186	(703) 347-5999
SWVMRG	Jim Fishenden 1401-C Seneca Drive Blacksburg, VA 24060	(703) 953-1022
TSARG	Earl Evans Route 1, Box 312-A Gloucester, VA 23061	(804) 693-4391

There will be an ASRC lost person simulation beginning 1515 hours, 08NOV through 10NOV near Blacksburg, VA. This will be a full scale lost person search simulation. Activities will include an overhead response team to evaluate the request for assistance, full scale callout, and day and night search operations over an extended area. A SAR simulation team will provide guidance and information to the incident staff shifts running the operation. Present plans are for a 'find and rescue' activity sometime Saturday night or Sunday morning. This simulation will evaluate the present capability of VA SAR teams, and ASRC groups to provide a coordinated response in rugged terrain when a request for assistance is received. For further info, contact Peter McCabe or Jim Fishenden.

Training Standards and Training Manual Update

- Next week, ASRC GTO's are being queried regarding their recommendations for updating established ASRC training standards. Recommendations will be presented at the DEC91 ASRC BOD meeting.
- Discussions with Keith Conover indicate he is working with BB Oros on updating the ASRC training materials (modules). BB has all the printed materials and copies on floppy disks. Conover indicated that BB will be working with contributors to receive and integrate their contributed sections into the final product modules. No date for completion was indicated.
- Three individuals have agreed to work as a team to develop and write a draft FTM test. They are Mike Sawyer (SMRG), Jim Fishenden (SWVMRG) and Carl Solomon (ESAR616). Members from other groups will be added. The tentative target date for completion of a working draft of the FTM test is 01MAR92. A 45 day review and comment period will end on 15APR92. At the APR92 ASRC BOD meeting, comments will be received from BOD members.
- Three individuals have agreed to work as a team to develop and write a draft FTL test. They are Jenny Burmester (SMRG), Lisa Hannon (SMRG) and Bruce Hemmer (BRMRG). Members from other groups will be added. The tentative target date for completion of a working draft of the FTL test is 15JAN92. A 45 day review and comment period will end on 01MAR92. At the FEB92 ASRC BOD meeting, comments will be received from BOD members. Materials used in the development of the FTL test will be included in the FEB92 FTL training weekend. A time/place for the FTL training weekend has not been finalized. Suggestions are solicited.
- Steve Ritter has agreed to forward the current Rescue Specialist Standard drafts to McCabe and to chair a small group of people to

review materials developed and finalize a proposed standard. It is anticipated that these standards would be finalized to conform with requirements of the Mountain Rescue Association.

GTOs will be requested to select/appoint one representative from their group to participate in a one-day seminar sometime in NOV91 to develop a an outline and a training module for Urban SAR. It is thought that the module should consist of both classroom and lecture material as well as field exercises. Individuals in and outside of the ASRC will be asked to contribute to, or write selected sections of the training module. The target date for completion of a working draft is 01FEB92. A 45 day review and comment period will end on 15MAR92, with a final draft circulated at the Annual General Membership meeting in APR92.

At the 07DEC91 BOD meeting, the initial IS training materials are scheduled to be presented. At this time, I have not been successful in identifying a lead person to head up the IS evaluation task force. A team should be in place by the end of October. It is anticipated that the first cut outline for an evaluation instrument should be completed in JAN/FEB92.

Information from the 24AUG91 IC meeting in Richmond is necessary before plans can be developed for development of an evaluation instrument.

Keith Conover will talk to Walt Stoy et. al. to see if they would be interested in providing suggestions for the development of written test in the ASRC. Walt & Co. are involved in this in PA.

IC and IS personnel will have the opportunity to work in that capacity during the NOV simulation.

COMMO (Elron)

The agreement for Triangle Rescue to use the ASRC radio license has been signed.

There is a question as to whether ASRC needs to obtain another copy of their agreement with VA EMS concerning our use of the MED Channels. We have lost our copy of the agreement.

Elron has not sent in FCC license changes. This will be discussed in Old Business.

Elron is currently rewriting the Commo Policies and Procedures.

Elron will be sending a request for info concerning the availability of commo gear from the different groups.

Elron is looking for a replacement for his position. He will not be available for this position after APR92.

SECRETARY (Oros)

The floor was opened for corrections to the 03AUG91 ASRC BOD Meeting Minutes. There was none.

Motion made (Mechtel) to accept the 03AUG ASRC BOD Meeting Minutes as distributed. Motion passed.

PASARC (McCabe)

PASARC has been developing a healthy interaction with PEMA.

PA was awarded a grant from FEMA, as were MD and VA among others, to develop an Urban SAR program.

MD SAR (Mechtel)

ESAR616 is working in Great Falls Park.

There is no update on the planned simulation in MD.

VASARC (Koester)

- . The next VASARC meeting is 26OCT91, 310 Turner Road, Richmond.

WEMT (Conover)

- . The next WEMT will be 01-03NOV and 07-10NOV, in PA.
- . The WEMT book will be published in 1992.

TREASURER (Mechtel)

- . See attached ASRC finances '91.

SEARCHES

- . A search for a 55yo retarded male in Dinwiddie County was suspended due to: 1) the penetrable search area was searched, 2) there were no new resources available, and 3) the subject had a history of disappearances and turning up in distant locations.

OLD BUSINESS

ALZHEIMER'S PROFILE (Koester)

- . Bob Koester has completed a study of all of the searches that have had a DES mission number assigned to them to determine the distances between PLS/LKP to where a find was made in the cases where the subject was an alzheimer's patient. The study encompassed the past five year's data. Some of the results are:

Alzheimer's Patients n = 25
 median = .5 mile
 mean = .57 mile
 standard deviation = .5
 max = 2 miles
 90% were within 1.1 mile
 96% were within 1.6 mile
 all 25 were found
 25% were in thick brush
 38% were in drainages
 8% were on roads
 12% were in houses
 17% were in open fields

Elderly patients n = 21
 median = 2 miles
 range = 0-7 miles

REVIEW of PRIORITIES

The current status of the ASRC priorities:

Develop a budget	Mechtel	03AUG
	Completed	
IS Training material	Peter McCabe	07DEC
	See Officer report	
Obtain 501(c)(3)	Gayle Gilliland	05OCT rpt
	Recommends that ASRC retain counsel to facilitate this. Materials handed over to Oros who will retain counsel to finish this project.	
Renew FCC license	Elron	03AUG
	License to be signed 05OCT by Koester and submitted by Elron.	

Training manual

Training Officer 05OCT plan
Development plan presented by
Conover/Oros to follow plan used
for WEMT text.

Uniform testing

Peter McCabe 07DEC prop
On schedule.

Update OPS manual

Gary Mechtel 05OCT drft
On schedule draft presented.

Update training standards

McCabe 05OCT
Statuses presented.

Urban SAR SOP

OPS 04APR
No progress.

Develop an ASRC brochure

Koester 05OCT
No progress.

IC protocols

OPS 07DEC
Status presented.

ASRC paging

BB Oros 03AUG
Plan presented. Will vote on
proposal 07DEC BOD meeting.

MRA definition

Keith Conover 03AUG
MRA meeting to be held 05OCT91.

Motion made (McCabe) that the ASRC allocate up to \$500.00 to retain professional counsel in filing for 501(c)(3) status. Motion passed.

The MRA meeting was held on returning from lunch. The minutes from this meeting are to be found at the end of this document.

Motion made (Mechtel) that the ASRC not interrupt its BOD meeting at the next BOD meeting. Motion failed.

At the 03AUG91 ASRC BOD meeting, Koester was directed to approach BRMRG BOD concerning the control and funding of the 800 number. The BOD wanted at that time to fund the additional expense incurred for the number when access to the number is changed, in exchange for controlling the access of the number. BRMRG Chairman Charles Chopin wrote the following response to that request:

Proposal regarding the expansion of use of the Sprint 1-800

For the 1990-1991 fiscal year, the charges for mission related long-distance calls were as follows:

Sprint 800 service	approx. \$140 (fixed cost for service)
Sprint 800 call charges	approx. \$260
Mission related L.D.	approx. \$170

The service cost of the 800 is not likely to change drastically in the next year, and is not affected by the number or duration of calls into the locker on the 800 line.

The current figure for 800 call charges represents only calls to dispatch from base during searches. The ASRC proposal to allow group dispatches and all teams en route to utilize this number would cause this figure to triple.

The reasoning behind this estimate is that currently, all calls to dispatch are made with either personal funds or individual group funds.

As such, most group dispatchers are extremely conservative about how often they call in to conference dispatch. By opening up the 800 to such calls, it is the opinion of the Finance Officer, the Board of Directors, and several Alert Officers of BRMRG that both the number and the duration of such calls would increase.

The BRMRG BOD proposes that if the ASRC wishes to open the 800 line to 'general use' during missions:

- 1) The Conference will accept responsibility for paying all bills associated with this line.
- 2) The Blue Ridge Mountain Rescue Group will continue to pay all non-800 mission related long distance calls from the locker.

Due to the accounting involved and the stipulations placed on the Student Activities Fees monies, from which BRMRG derives approximately 40% of its funding, it is not feasible to simply have the Conference pay a flat fee and ask BRMRG to fund the rest of the bill.

By adopting responsibility for the costs of the 800 line, the ASRC effectively removes the burden of long distance charges to most of the groups of the Conference. BRMRG however, will continue to pay the regular long distance charges associated with calls from the locker to other group dispatches and to base.

Until such time as this proposal is accepted by both the ASRC BOD and the General Membership of BRMRG, the original policy concerning use of the 800 will remain in full effect. A copy of this policy is included.

A note on adoption of the 1-800 by the ASRC.

Should the Sprint 1-800 be adopted by the ASRC, the Conference must insure that the number will stay active as long as its use could possibly be necessary.

The reason for this lies in the mindset of Student Council, who provides for our funding. If the Conference adopts the 1-800, BRMRG will remove the fees associated with this number from future budget requests. Historically, once a budgetary item has been removed, the difficulty associated with trying to request the funds on future budgets is immense.

In other words, should the ASRC adopt the fees associated with 1-800 and find out in the future that the funds are no longer available to continue its use, it will be impossible for BRMRG to renew funding for long distance calls even to the current levels. Should this happen, ASRC dispatch would be crippled.

Motion made (Mechtel) that the ASRC fund BRMRG's current 800 number ((800) 800-2772) and that the account be changed into the name of the ASRC. Motion passed.

Motion made (Oros) that the old BRMRG policy concerning the use of the 800 be accepted (with BRMRG to ASRC changes) as the ASRC policy concerning use of the 800. That policy is:

The purpose of the ASRC's toll free telephone number is to reduce the expenses of collect calls from search bases to ASRC dispatch during missions. To this end, the following policy has been instituted for its use:

The 800 number should be used for the following:

- 1) **Calls from base to dispatch.** The 800 number may be used whenever base needs to call ASRC dispatch. This number should replace the need for collect calls from base to dispatch. Collect calls should only be made in the event that the toll free number fails to operate satisfactorily.
- 2) **Calls from Overhead Team or Quick Response Team en route to search.** If an Overhead or Quick Response Team is en route to a search and needs to contact ASRC dispatch, the toll free number may be used. These contacts may include, but are not limited to: requiring further directions; inquiring about SAR resources available; and, updating dispatch regarding ETA on scene.

The 800 number should not be used for the following:

- 1) **Hourly check-ins by teams en route to a mission.** The hourly check-in to make sure the search is still on should be performed by calling VA DES EOC at (800) 468-8892. The EOC will forward status information to ASRC dispatch as necessary. In addition, the EOC should have the necessary directions to mission base.
- 2) **Calls from group dispatch to ASRC dispatch.** The responsibility of group dispatch calls to asrc dispatch belongs to the individual groups.
- 3) **Any use outside of SAR missions.** This number is for MISSION USE ONLY.

In the event an EMERGENCY necessitates contacting ASRC dispatch during a mission, the 800 number should be used in preference to collect calls. Misuse of the 800 number will result in the individual being assessed a handling fee of \$5.00 in addition to the cost of the call.

Motion passed.

At the 03AUG91 ASRC BOD meeting, Koester was directed to approach the BRMRG BOD to determine their willingness to accept a standard set of ASRC pager codes. Koester was directed to provide a set of current BRMRG pager codes to AMRG. The following is the reply from BRMRG Chairman Charles Chopin:

Proposal regarding Operational Pager Codes and Conference Dispatch
4 October 1991

Background: Currently all conference dispatch functions during a search emergency are unofficially handled by BRMRG. To date, no official method for feedback from other groups concerning conference dispatch has been developed. The need for such a method for feedback and continuity in dispatch policy has been addressed, and the following proposal should efficiently and effectively meet that need.

• Proposal:

- 1) The Board of Directors of the ASRC officially recognizes the Blue Ridge Mountain Rescue Group Locker as Conference Alert/Dispatch.
- 2) The BRMRG BOD be responsible for appointing a Conference Alert/Dispatch Coordinator (CADC), to be approved by the ASRC BOD. The CADC may be removed from office by the ASRC BOD according to Conference Bylaws, or by the BRMRG BOD as outlined in BRMRG Bylaws.
- 3) The CADC would be directly responsible to the BRMRG BOD as an executive oversight body.
- 4) The CADC would report regularly to the ASRC BOD to inform the Conference of changes in policy and procedures of dispatch.
- 5) The Responsibilities of the Conference Alert/Dispatch Coordinator are:
 - a) Serve as the liaison for all groups in all matters pertaining to Conference Alert/Dispatch.
 - b) Establish standards for qualification and testing of Conference Alert Officers.
 - c) Recommend qualified members of the Conference to the BRMRG BOD for approval as a Conference Alert Officer.
 - d) Ensure proper training and testing of qualified Conference dispatchers.
 - e) Keep ASRC Operational Pager Codes updated and disseminate modifications of the existing codes to Group Dispatches throughout the Conference.
 - f) Keep 'Alert Officer/Dispatch' addendum to ASRC Standard Operations Guide updated
- 6) The 'Alert Officer/Dispatch' addendum currently in print will represent the basic guidelines for Alert and Dispatch until such time as the CADC modifies the addendum.

This proposal created a conundrum in the BOD suite, causing several chairs to be overturned and an asthma attack in one of those present followed by heated debate and an amount of finger pointing across the table not seen since the Iran-Contra hearings. Camill Birmingham, representing BRMRG, who is being noticed in the Conference for her competency and intelligence, used a huculean amount of calmness and level-headed thinking, and wisely chose not to make this proposal into a formal motion.

Motion made (Conover) to accept the following as the standard ASRC Pager codes; all other numbers being reserved for future ASRC assignment, except the 600-799 series which is reserved for individual group assignment and use:

xx	Pager number
0xx	Personal Identification Number
000	Disregard last page; used by AOs concerning a false initial page.
100	Alert Officer call the following number
101	Handled; An AO has answered the 100 page, usually followed by the AO's PIN.
102	Incident Commanders call the following number
105	Dispatch changed to following number
123	Test: pager test code, call the following number.
111	Notification; search possible, but not likely in the next 24 hours.
222	Alert; search likely in the next 24 hours.
331	OHT; Overhead Team requested.

332 QRT; Quick Response team requested consisting of an IC, IS and 3-6 FTLs.
333 Full callout
441 Status one; subject found alive
442 Status two; subject found alive, needs medical attention
443 Status three; subject found not alive
444 Turn; teams en route turn around
445 Search suspended
551 Base call the following number
552 Dispatch call the following number
553 Teams en route call the following number
888 Anna: Dispatch closing
999 Disaster

Motion passed.

Motion made (Conover) that the ASRC appoint a member residing in or near Charlottesville, VA to serve as the Conference Alert Officer and function as such:

- a) Serve as the liaison for all groups in all matters pertaining to Conference Alert/Dispatch.
- b) Establish standards for qualification and testing of Conference Alert Officers.
- c) Recommend qualified members of the Conference to the ASRC BOD for approval as a Conference Alert Officer.
- d) Ensure proper training and testing of qualified Conference dispatchers.
- f) Keep 'Alert Officer/Dispatch' addendum to ASRC Standard Operations Guide updated

Motion tabled.

Motion made (Oros 03AUG91) to increase the annual ASRC group dues to \$100 beginning ASRC FY1992. Motion failed.

Motion made (Mechtel) to bring the issue of raising the ASRC annual group dues to \$100 at the 1992 ASRC General Membership meeting. Motion passed.

The FCC license renegotiation request was signed by Bob Koester.

Motion made (Mechtel) that the ASRC require a written proxy for a group member to stand in for a Board of Director member as a representative of their group. The written proxy may be in effect for no more than one year. Motion passed.

Motion made (Oros) to accept Lisa Hannon as an ASRC Incident Staff member. Motion passed.

The current list of IC and IS personnel was distributed and discussed. It was decided that Hemple, Wilfong and Conner were not supposed to be listed as IS, but that Mike Kuga was inadvertently left off of the list. The Conference Secretary is to forward a revised copy of the list to the Conference Training Officer who will in turn distribute it to the groups, notifying them that these are the only personnel recognized by the Conference as being IS or IC approved.

Peter McCabe wants to discuss, in the future, the purchasing of radios by the Conference for use on missions.

ESAR Post 616 announced that they are sponsoring ESAR Post 617 as a Probationary Affiliate Group. Pursuant to action taken at the 1992 ASRC General Membership Meeting, let it be recorded that ESAR Post 617 is accepted by the ASRC as a Probationary Affiliate Group.

Motion made (Oros) that the Chairman call a meeting to change the ASRC Bylaws. Motion failed.

Motion made (Conover) that BB Oros rewrite the Bylaws, to be presented to the BOD for recommendation to the General Membership. Motion passed.

Gary Mechtel presented the outline, so far determined, of the Virginia IC standards.

Gary Mechtel presented the outline of the new ASRC OPS manual.

BB Oros made a presentation concerning the formation of a new ASRC pager network to consist of an ASRC Metrocall account that is monitored by each ASRC group. The results of investigation to determine the cost and effort needed by each group to convert to this system were discussed. Although it would require the replacement of the BRMRG pagers as the 'Conference pagers' and the eventual conversion of the BRMRG pager network to more modern technology, all those at the meeting agreed on the plan in general. Groups considering the purchase of any pagers should contact BB Oros to get the details required to monitor the proposed Conference pager network.

Motion made (Oros) that SMRG be authorized to manufacture and distribute ASRC decals for application on personal vehicles. Motion passed.

VA has informed the ASRC that they are one EMS agency and that groups can not approach the state for EMS grants. This must be done at the Conference level. Amy Rue will investigate this further.

The 1991 EMS symposium will be 15-17NOV. Contact Amy Rue for the details.

Meeting adjourned at 18:50.

MOUNTAIN RESCUE ASSOCIATION
APPALACHIAN REGION
MEETING MINUTES
05OCT91

Meeting called to order at SNP HQ, Luray, VA at 1353.

In attendance: Keith Conover, Bob Koester, Camill Birmingham, Peter McCabe,
Gary Mechtel, BB Oros, Jennifer Shoemaker, Dawn Arbogast,
Robert Elron, Lisa Hannon, Michael Landon Lambert, Amy Rue,
Cady Soukup

Conover called the meeting to order and gave a brief history of the Eastern Region. He stated that SMRG and AMRG are Certified MRA groups and that AMRG and ESAR616 are Associate groups.

Only groups can belong to the MRA. The groups pay \$5 per year for each field active member.

Motion made (Oros) to accept the MRA Articles of Incorporation and Bylaws as presented. Motion passed.

Art Dodds was elected Chairman.
Dawn Arbogast was elected Vice Chairman.
Cady Soukup was elected Treasurer.
Peter McCabe was elected Secretary.

Motion made to strike the requirement that the ASRC groups' ASRC representatives are also the MRA representatives. Motion passed.

Motion made that the next MRA meeting be held at 1700, 07DEC91 at SNP HQ, in Luray, VA unless changed by the MRA Chairman. Motion passed.

Meeting adjourned at 1434.



BLUE RIDGE MOUNTAIN RESCUE GROUP

P.O. BOX 440
NEWCOMB STATION
CHARLOTTESVILLE, VIRGINIA 22904

Proposal regarding Operational Pager Codes and Conference Dispatch 4 October 1991

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 - d) Ensure proper training and testing of qualified Conference dispatchers.
 - e) Keep ASRC Operational Pager Codes updated and disseminate modifications of the existing codes to Group Dispatches throughout the Conference.
 - f) Keep "Alert Officer/Dispatch" addendum to ASRC Standard Operations Guide updated
- 6) The "Alert Officer/Dispatch" addendum currently in print will represent the basic guidelines for Alert and Dispatch until such time as the CADC modifies the addendum.

Digital Pager Codes

24 August 1991

To activate State-wide:
(804) 971-6048

To activate in Charlottesville:
(804) 971-6047

Pager Codes

XX Pager Number

OXX Personal Identification Number

000 Disregard last page; used by AOs concerning a false initial page.

100 AO>: Alert Officer call the following number.

101 Handled; An AO has answered the 100 page, usually followed by the AO's PIN.

102 IC>: Incident Commanders call the following number.

105 Dispatch changed to following number.

123 TEST: Pager test code, call the following number.

111 Notification; search possible, but not likely in the next 24 hours.

222 Alert; search likely in the next 24 hours.

331 OHT: Overhead team requested.

332 QRT: Quick response team requested consisting of an IC, IS, and 3-6 FTLs.

333 Full Callout

441 Status 1: Subject found alive.

442 Status 2: Subject found alive, needs medical attention.

443 Status 3: Subject found not alive.

444 Turn: Teams in route turn around.

445 Search suspended.

551 B>: Base call following number.

552 D>: Dispatch call following number.

553 Te>: Teams enroute call following number.

888 Anna: Dispatch closing.

999 Dist: Disaster.

To forward Dispatch dial # + 9 + 9 + number (such as 296-6172)



BLUE RIDGE MOUNTAIN RESCUE GROUP

P.O. BOX 440
NEWCOMB STATION
CHARLOTTESVILLE, VIRGINIA 22904

The Board of Directors of the Blue Ridge Mountain Rescue Group (BRMRG) has recently met to discuss the items brought forward by the ASRC Board of Directors. These issues, as I understand them, are as follows:

- 1) that the BRMRG 1-800 telephone line be opened to accepting calls from other group dispatches and from all teams en route to a search.
- 2) that a means be provided for the ASRC to have more direct input into the Operational Pager Codes used during missions.

Each of these items will be addressed in this proposal as separate issues. The proposals made herein represent suggestions made by the Board of Directors of the Blue Ridge Mountain Rescue Group, not decisions made by the members of BRMRG in a General Membership meeting. Before being implemented, in whole or in part, the proposals must be accepted by both the ASRC BOD and the General Membership of BRMRG, both of whom the proposals affect directly.

Charles E. P. Chopin
Chairman, BRMRG

A note on adoption of the 1-800# by the ASRC.

Should the Sprint 1-800# be adopted by the ASRC, the Conference must insure that the number will stay active as long as its use could possibly be necessary.

The reason for this lies in the mindset of Student Council, who provides our funding. If the Conference adopts the 1-800#, BRMRG will remove the fees associated with this number from future budget requests. Historically, once a budgetary item has been removed, the difficulty associated with trying to request the funds on future budgets is immense.

In other words, should the ASRC adopt the fees associated with the 1-800# and find out in the future that the funds are no longer available to continue its use, it will be impossible for BRMRG to renew funding for long distance calls even to the current levels. Should this happen, ASRC Dispatch would be crippled.



BLUE RIDGE MOUNTAIN RESCUE GROUP

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NEWCOMB STATION
CHARLOTTESVILLE, VIRGINIA 22904

Proposal regarding the expansion of use of the Sprint 1-800#

For the 1990 - 1991 fiscal year, the charges for mission related long distance calls were as follows:

Sprint 800 Service	~ \$140 (fixed cost for service)
Sprint 800 call charges	~ \$260
Mission related L.D.	~ \$170

The service cost of the 800# is not likely to change drastically in the next year, and is not affected by the number or duration of calls into "The Locker" on the 800 line.

The current figure for 800 call charges represents only calls to dispatch from base during searches. The ASRC proposal to allow all group dispatches and all teams en route to utilize this number would cause this figure to triple.

The reasoning behind this estimate is that currently, all calls to Dispatch are made with either personal funds, or individual group funds. As such, most group dispatchers are extremely conservative about how often they call in to Conference Dispatch. By opening up the 800 # to such calls, it is the opinion of the Finance Officer, the Board of Directors, and several Alert Officers of BRMRG that both the number and the duration of such calls would increase.

The BRMRG BOD proposes that if the ASRC wishes to open the 800 line to "general use" during missions:

- 1) The Conference will accept responsibility for paying all bills associated with this line.
- 2) The Blue Ridge Mountain Rescue Group will continue to pay all non-800# mission related long distance calls from "the Locker."

Due to the accounting involved and the stipulations placed on Student Activities Fees monies, from which BRMRG derives approximately 40% of its funding, it is not feasible to simply have the Conference pay a flat fee and ask BRMRG to fund the rest of the bill.

By adopting responsibility for the costs of the 800# line, the ASRC effectively removes the burden of long distance charges to most of the groups of the Conference. BRMRG, however, will continue to pay the regular long distance charges associated with calls from the Locker to other group dispatches and to base.

Until such time as this proposal is accepted by both the ASRC BOD and the General Membership of BRMRG, the original policy concerning use of the 800# will remain in full effect. A copy of this policy is included.

UPDATE ASRC TRAINING STANDARDS AND TRAINING MANUAL

Next week ASRC group training officers (GTOs) are being queried re: their recommendations for updating established ASRC training standards. Recommendations will be presented at the December 1991 ASRC/BOD meeting.

Discussions with Keith Conover indicate he is working with BB Oros on updating the ASRC training materials (modules). BB has all the printed materials and copies of the floppy disks. Conover indicated that BB will be working with contributors to receive and integrate their contributed sections into the final product modules. No dates for completion were indicated.

QMS OCT 3 1991

FIELD TEAM MEMBER

Background

FTM Training standards are established by ASRC for all member groups. However, certification of FTM personnel has been, and continues to be, the responsibility of Group Training Officers in each ASRC group. There is a recognized need to develop an FTM test which includes both a written portion and a field evaluation section. This test would provide a standardized testing protocol for FTMs in the Conference.

Status and Implementation

1. Three individuals have agreed to work as a team to develop and write a draft FTM test. They are: Mike Sawyer (SMRG), Jim Fishenden (SWVMRG), and Carl Solomon (ESAR-616). Members from other groups will be added.
2. The tentative target date for completion of a working draft of the FTM test is March 1, 1992. A 45-day review and comment period will end on April 15, 1992. At the April 1992 ASRC/BOD meeting comments will be received from BOD members.

QMS OCT 3 1991

FIELD TEAM LEADER

Background

FTL Training standards are established by ASRC for all member groups. However, certification of FTL personnel has been, and continues to be, the responsibility of Group Training Officers in each ASRC group. There is a recognized need to develop an FTL test which includes both a written portion and a field evaluation section. This test would provide a standardized testing protocol for FTLs in the Conference.

Further, the ASRC/BOD has indicated that a training weekend for FTLs should be conducted in February 1992. The training would include both classroom training and field exercises.

Status and Implementation

1. Three individuals have agreed to work as a team to develop and write a draft FTL test. They are: Lisa Hannon (SMRG); Jenny Burmester (BRMG); and Bruce Hemmer (BRMG). Members from other groups will be added.
2. The tentative target date for completion of a working draft of the FTL test is January 15, 1992. A 45-day review and comment period will end on March 1, 1992. At the February 1992 ASRC/BOD meeting comments will be received from BOD members.
3. Materials used in the development of the FTL test will be included in the February 1992 FTL training weekend. A time/place for the FTL training weekend has not been finalized. Suggestions are solicited.

Qm⁵ OCT 3 1991

TECHNICAL RESCUE SPECIALIST STANDARDS

Background

Several years ago work was started by Steve Ritter (BRMG) and others on development of a standard for Technical Rescue Specialist. Discussion with Steve indicates these draft standards still exist but nothing has happened with them for some time.

Status and Implementation

Steve agreed to forward the draft standards to me, and to chair a small group of others -- yet to be named -- to review materials developed and finalize a proposed standard.

It is anticipated these standards would be finalized to conform with requirements of the Mountain Rescue Association (MRA).

GMR
OCT 3 1991

URBAN SEARCH & RESCUE

Background

At the June 8, 1991 ASRC/BOD meeting, the Board took the position that the ASRC can and will participate in urban SAR at this time.

A motion was made and passed that a Task Force be appointed to develop a training module for urban FTM/FTL with recommendations for operational concerns. This Task Force is to report to the ASRC Board in six months (December 1991).

Implementation Strategy

1. Group training officers will be asked to select/appoint one representative from their team to participate in a 1-day seminar sometime in November to develop an outline for a training module. It is thought that the module should consist of both classroom and lecture materials as well as field exercises.
2. Individuals in and outside the ASRC will be asked to contribute to, or write, selected sections of the training module.
3. The target date for completion of working draft is February 1, 1992. A 45-day review and comment period will end on March 15, 1992 with a final draft circulated at the Annual Meeting in April 1992.

OCT 3 1991
Gym

INCIDENT STAFF

Background

1. At the June 8, 1991 ASRC Board of Directors meeting the following motion was passed:
 - A. Incident Staff (IS) recertification (shall be) every two (2) calendar years.
 - B. (Candidates for IS shall) pass a written test.
 - C. (Candidates for IS shall) serve at least 4 shifts, divided among at least two different missions as: Assistant Staff, Supervisor Aide, Division Supervisor, Branch Chief, Operations Section Chief, Plans Section Chief, or Logistics Section Chief
 - D. (Candidates for IS shall) maintain ASRC/FTL certification.
 - E. (Candidates for IS shall) receive a favorable vote of the ASRC/BOD. Note: This recertification process does not preclude an IS qualified member being brought before the ASRC/BOD for review as needed, at any time.
 - F. It is the responsibility of the individual to provide this (recertification) documentation to the Board.
 - G. The review cycle period shall begin with the first of January of the year following the IS qualified member's initial certification.

Note: A motion was passed to make IS recertification retroactive to January 1, 1991, and that the review cycle begin January 1 of the year following the initial certification of the member.
2. It is necessary to develop an evaluation instrument for IS personnel which should include both a written test and a hypothetical exercise.

Status and Implementation

1. At the December 7, 1991 ASRC/BOD initial IS training materials are scheduled to be presented.
2. At this time, I have not been successful in identifying a lead person to head-up the IS evaluation task force. A team should be in place by the end of October.
3. It is anticipated that a first cut outline for a evaluation instrument should be completed in January/February 1992.

INCIDENT COMMAND

Background

1. At the June 8, 1991 ASRC Board of Directors meeting the following motion was passed:
 - A. Incident Command (IC) recertification (shall be) every two (2) calendar years.
 - B. (Candidates for IC shall) pass a written test.
 - C. (Candidates for IC shall) serve at least four shifts, divided among at least two different missions, as Operations Section Chief, Plans Section Chief, Incident Commander, Division Supervisor, or Branch Chief. One of these shifts must be as IC.
 - D. (Candidates for IC shall) maintain ASRC/FTL certification.
 - E. (Candidates for IC shall) receive a favorable vote of the ASRC Board of Directors. (This recertification process does not preclude an IC being brought before the ASRC Board of Directors for review as needed, at any time.)
 - F. The review cycle period shall begin the first of January of the year following the IC's initial certification.

Note: A motion was passed to make IC recertification retroactive to January 1, 1991, and that the review cycle begin January 1 of the year following the initial certification of the member.
 - G. It is the responsibility of the individual IC to provide this (recertification) documentation to the Board.
2. It is necessary to develop an evaluation instrument for ICs which should include both a written test and a hypothetical exercise.

W OCT 3 1991

Status

Information from the August 24 IC meeting in Richmond is necessary before plans can be developed for development of an evaluation instrument.