

SPECIAL ASRC GENERAL MEMBERSHIP MEETING

30 MAY 1992

BYLAW CHANGES:

There were again insufficient votes present when all proxies were counted. The following motion passed: **Non-date-specific ballot/proxies will be sent to all ASRC members before the October BOD meeting, specific to changing number of votes necessary to change the bylaws, and valid until negated by writing to the ASRC BOD.** The next attempt will occur in October in order to accommodate gathering votes from students who are gone for the summer.

ASRC BOARD OF DIRECTORS MEETING

30 MAY 1992

ATTENDANCE:

OFFICERS:

CHAIRMAN: David Carter
VICE-CHAIRMAN: John Punches
SECRETARY: Bruce Hemmer
TREASURER: Patrick Turner
COMMUNICATIONS: (Late) Bob Elron
MEDICAL: David Stooksbury
OPERATIONS: Gary Mechtel
TRAINING: Peter McCabe

DELEGATES:

AMRG: None
BRMRG: None
MSRG: Peter McCabe, Trevor Meeks
RSAR: Dennis Jordan, Kevin Dawe
SMRG: (Late) Gary Mechtel
SWVMRG: John Casey, John Punches
TSAR: David Carter, Earl Evans

OFFICER REPORTS:

CHAIRMAN:

RULES: 3 minute time limit per speaker per topic, professional demeanor is to be maintained, written versions of all reports are required.

A study of ASRC mission files Jan 90 to present revealed that we have at least a dispatch log for every incident for which EOC files show an ASRC response. Further information is missing from ASRC files in 18 cases. A dispatch form is needed to capture such information as the initial IC and mission #. A proposed form for such a purpose is being given to BRMRG for consideration. A copy of the study is attached.

The study clearly shows that Virginia is the primary user of the ASRC. Chair wrote letter to DES asking for written evaluation of how we can improve service.

Thank you letter received from Duckworth search. A letter was also received from Dunovan search in Madison Co. and from the Dogwood Festival. Such letters should be distributed to all groups. A file of such letters does exist at the BRMRG locker.

Minutes should be sent to group chairs as well as delegates, to increase probability that information gets to individual members.

SECRETARY:

Minutes of last meeting were presented. They were amended under new business to read that **SWVMRG** and **ESAR** also have **paggers on the new ASRC net**. A motion to accept the minutes as amended passed.

No further written report.

TREASURER:

Moving bank account to Nations bank to have account in a bank accessible in Virginia as well as in Maryland. A copy of the agreement is attached.

We have a balance of \$5326.97. We owe BRMRG for some bills which it has covered while banks are being switched. A budget will be presented at the next meeting.

We need to pay bill for legal fees of \$751 (this reflects a discount of \$232.51). We have already paid \$500.

Written report was delayed by printer failure.

COMMUNICATIONS:

Renewed license as is. Will recommend at some point additional channels.

Written report attached.

Mark Eggeman was appointed the new commo officer.

MEDICAL:

David Stooksbury is Medical Officer for the summer; Bob Koester will take over in the fall.

Our OMD is Dr. George Lindbeck, OMD for the TJEMS area (the EMS council centered at Charlottesville).

ASRC medical protocols were adopted at the Dec 1990 General Membership Meeting and two copies were handed to each GTO at that time. BLS protocols written by Bob Koester are the ASRC standard. They can be photocopied for ASRC use. ALS protocols for ASRC are the TJEMS council ALS protocols by necessity, since our OMD is in the TJEMS area. Only TJEMS ALS techs or Paramedics can practice under the ASRC license. Until there is a state standard drug box, it has to be that way.

Will report at next meeting on OSHA blood-borne pathogens regulations.

No written report submitted.

OPERATIONS:

Submitted following attached proposed documents: draft update of IC standards, proposal to change alert/dispatch, standard letter to RA after incident, changes to SOP.

Raised issues of liability for providing medical services out of state, particularly at fundraisers. Asked about relationship with OMD. Proposed SOP concerning simultaneous group and conference activities.

The chair raised issue of past proposed changes which were never voted on. Ops responded that these are refinements of those proposed changes.

The chair raised the issue of needing to make Operations an elected conference officer in the bylaws before the Operations Officer could take on some of the proposed duties.

TRAINING:

The new standardized tests should not be seen by any more people than necessary. Eventually there are to be several versions of each test. The FTL test will be ready July 1; thanks to the authors. The FTM test is not being developed as quickly. Jim Fishenden is no longer available to help write FTM test. John Punches will attempt to find a replacement from SWVMRG.

An updated list of GTO's was presented, corrected as necessary and **accepted**. A corrected copy is attached.

Written report attached.

GROUP REPORTS:

AMRG:

Not present.

No oral or written report.

BRMRG:

Bought topo maps needed to have complete coverage of Virginia showing vegetation. 5 new FTL's and 3 new FTM's. Submitted summer roster. Patch Turner is acting Chair and BOD representative. Correspondence this summer to any BRMRG member should be sent via the locker, as most addresses are no longer valid. A business/training meeting will occur on the third Saturday of June and August. Thanks to all groups for sending current rosters to ASRC dispatch. Performed security at road head for plane wreck in Madison Co.; no one was on scene of actual wreck due to fog complicating navigation.

No written report.

MSRG:

Interacting with MD State Police and MD Emergency Management Agency (MEMA) in concert with SMRG and ASRC Ops. Demo for them scheduled in March was searched out and rescheduled to April; they cancelled in April. Currently rescheduled for Tuesday, June 9 at Sugarloaf. On the verge of being entered as resource on MEMA computers. We need to discuss MD alerting procedure. Attempt to establish MOU with MD CAP was unsuccessful.

Acquired 5th handheld radio (Icom H16) and two amplifiers (155 watt and 100 watt) which enable handhelds to operate as base stations. Cross-training with Mid-Atlantic Dogs.

ESAR 617 has been changed from REI to program at College Park. Former ESAR's who are now college students will be involved; have received \$1850 from the college. A tracking training program with Tom Cochran will occur this summer.

Notes for oral report attached. No further written report.

RSAR:

Received donation of 12 portable radios (5 working) and chargers to complete needed equipment. Need to change frequencies and repair remaining 7. Had one brief search in Chester (placed Conference on notification) around PLS for subject missing 10 days (involved at FTL level for one day). Will sponsor wilderness first aid course taught by Bob Koester June 20-21.

Submitted roster. No written report.

SMRG:

Received \$4000. Dog QRT in Stafford Co. possibly interested in joining ASRC. Discussing mutual aid agreement with Mid-Atlantic Dogs. Working with ESAR on MOU with MD State Police and point of contact with MEMA. FTM/FTL intensive weekend course planned involving above dog groups. Had interactions with MD CAP and unofficial contacts with Resource Planner of Washington Co., MD. Will be doing commo and first aid with Red Cross in Washington DC on July 4. SMRG ops line established at new facility: 703-255-5034 (answering machine will automatically activate pager); will not be regularly used for dispatch. Received small donation from Neersville search which will be forwarded to ASRC. Some fundraisers coming up.

Roster submitted. Training schedule through September attached. Written report attached.

SWVMRG:

New promotions: 3 CQ's, 6 FTM's, 2 FTL's. Two members in EMT class. Summer training will occur. Participated in EMS fair May 16. Six members involved in Dogwood Festival. Received approval to present Hug-a-tree in Halifax Co. schools. Presented "How science relates to patient assessment program" to an advanced human anatomy and physiology class. Applied for EMS Recruitment and Retention mini-grant and acquired power supply for base radio.

Written report attached.

TSAR:

Annual swamp SAR simulation cancelled by authorities due to condition of roads. CAP FTM class successful. CPR recertification completed for large portion of TSAR.

Written report attached.

OLD BUSINESS:

ASRC ROSTER:

It is important to get updated rosters to ASRC Dispatch,

ASRC officers (particularly Training) and all Groups soon after any significant changes are made.

MEDICAL PROTOCOLS: SEE OFFICER REPORT

Received information and recommendations from Dr. Keith Conover on OSHA blood-borne pathogens regulations. Medical officer will review and report at next meeting.

Call sheets need to be filled out for any medical treatment given as an EMT.

ASRC BROCHURE:

Mark Eggeman gave progress report. Do we want color or black and white? Requested to produce a color and black and white prototype for comparison. John Punches offered to print prototypes if mock-ups are sent to him. Trudy Teter offered to help find donated printing services or artwork recommendations.

SOP CHANGES:

Ops wanted to pass certain proposals immediately, which are essentially reaffirmations of existing policy. The chair requested that their proposed positions in the SOP be identified and that they be resubmitted at the next meeting in SOP format.

IS TRAINING:

Dave Carter and Bob Koester are collaborating to produce course material. Presentation in October.

FTM/FTL MANUAL:

Dave Carter has appointed Scott Sheffield of TSAR to compare training material already available to our standards and to evaluate need for specially produced training material.

TAX EXEMPT STATUS:

Bob Koester needs names and addresses of BOD Delegates and financial statements. A motion passed to pay the \$251 still owed to the law firm of Hazel and Thomas.

AMRG 36-MONTH REVIEW:

Will occur in August. They sent material showing satisfaction of some requirements, but still lacking in others.

ROCKERS:

The following motion passed (five positive votes, one negative, three abstentions): Rockers will be tried for not less than one year as follows: ASRC patch will be worn without rocker at CQ level, and with appropriate rocker at successive levels; available rockers say "FTM", "FTL", "Incident Staff", and "Incident Commander". Individuals may opt to not wear a rocker. A committee will be established to evaluate positive and negative effects of the rockers and other uniform issues. This committee will report to the ASRC BOD as appropriate.

Earl Evans was appointed Chair of the committee; other members are John Punches, Bob Elron and Dawn Arbogast. A preliminary report on other uniform issues will occur at the October meeting.

RSAF GRANT APPLICATIONS:

According to Carol Marrow (Two-for-Life Administrator) each group must use group federal identification # and ASRC medical license #.

NEW BUSINESS:

MARYLAND ALERTING PROCESS:

After discussing several options, it was decided to have MEMA page AO's in Charlottesville directly without going through any Virginia agencies such as DES or UVA Medcom (which would be politically unsavory for MEMA). MEMA will be supplied by the BRMRG Alert/Dispatch Coordinator with a list of AO phone #'s for a secondary alerting procedure .

Eventually, AO's in MD will be trained and used for initial contact with MEMA. Dispatch would still then operate out of Charlottesville.

SECRETARIAL EXPENDITURES:

The secretary was authorized to purchase a reasonable amount of office supplies and was specifically allocated by a motion \$75.00 to purchase a 4-drawer filing cabinet.

AMRG COMMO:

AMRG asked if the conference would buy or lend commo equipment sufficient for it to meet equipment requirements. Discussion produced numerous reservations concerning the advisability of doing so. The Communications Secretary was asked to evaluate the possibility of temporarily assigning ASRC commo equipment to AMRG.

NEW BANK ACCOUNT:

The treasurer read aloud the attached agreement. A motion passed to make the authorized signatures those of Chairman David Carter, Treasurer Patrick Turner and Secretary Bruce Hemmer.

SEMI-TECH STANDARD:

John Punches is interested in developing a written standard for semi-tech rescue.

SCHEDULE AND LOCATION OF FUTURE MEETINGS:

A motion to move the next meeting back to Luray failed.

The following meeting schedule was developed. All meetings are scheduled to occur at 10:30 on a Saturday at DES in Richmond.

AUG 29

OCT 10 (attempt to change bylaws with ballot/proxies)

DEC 12

FEB 6

APR 3 (new BOD, officer elections & gen. memb. meeting)

The secretary was asked to send a letter with these meeting dates to delegates, ASRC officers and group chairmen.

SIERRA CUP REIMBURSEMENT:

Duplicate check from Peter was returned. A motion passed to reimburse Dawn Arbogast.

INCIDENT STAFF PROMOTIONS:

John Punches and Todd Berman were proposed for incident staff status by the SWVMRG GTO. Discussion ensued with candidates removed from the room, and a motion passed to accept John Punches and Todd Berman as Incident Staff pending receipt of documentation.

LIABILITY:

A motion passed that the ASRC will always attempt to work in conditions which produce insurance coverage, but is willing to operate without coverage if necessary.

ASRC Communications Secretary Report
June 1992

Recoordination of Tactical frequencies license;

- * To insure that the License (KA8-1943) is not lost due to a time delay in the modification; the \$35 modification fee is being applied as the renewal fee.
- * FCC reviewed and returned the modification request in May. The reasons for this have been discussed with the FCC licensing personnel who reviewed the modification request. This has resulted in two primary changes:
 - They said that we can remain using only the "Mobil" classifications, and not to use any "Fixed" classes.
 - We will have to go through Co-ordination.
(Translation: it will cost around \$400 - \$500)
- * The Board has authorized spending \$1,500 for Modification of the License. The current modification, with the 10 frequencies approved by the Board, will cost about \$405.
- * On May 17, Steve, Gene, and Elron met and reviewed the modification. This resulted several minor changes to the Modification, and one important change:
- ++ In agreement with Steve and Gene, the Communications Secretary requests that:
Four (4) additional frequencies be requested on the Modification. These 4 frequencies are for medical communications only. The additional frequencies will cost an additional \$120, bringing the total to \$525.

License Agreements (for use of KA8-1942 when ASRC not present):

These will be up for renewal when the modified license is received. Board approval is needed.

All three organizations have requested continuance of their agreements. Organizations are:

Triangle Rescue Group
Eastern Region of NCRC
Robertson Association (for 1 Week a Year)

- ++ The Communications Secretary requests that:
The board approve renewal of the three agreements to use the ASRC License (all frequencies) when the new license is received.

License Agreement for use of VA MED Channels.

Will be requesting copy of current VA license. The one that came with the letter has expired.

From: G. Mechtel
To: ASRC BOD, ASRC Group Operations Officers
Date: January 15, 1990
Update: May 21, 1992
Subj: ASRC Standard Operating Procedures.

This was the original input from 1990. No actions were taken from this recommendation.

I am taking this opportunity to document another revision of the ASRC operational procedures. The ideas behind this revision were generated by five different concerns:

- (1) The first example is the recent hurricane that nearly involved the ASRC. The Conference had no coordinated procedures for dealing with multiple incidents or multiple commitments. As the storm was approaching the ASRC's operational region, the ASRC (via its member groups) had made or was making the following commitments: ESAR: had communicated with and planned to support the Maryland Red Cross Disaster services in direct response to the hurricane, SMRG: based on prior plans, the ASRC via SMRG had a reasonable chance of being called to support Montgomery County EOC (previous support had been given after a severe storm system had caused extensive damage to the county--summer 1989), BRMRG: declared they would prioritize incidents in (and not leave?) Albermarle County, and they would not support any whitewater rescue efforts. The conference alerting procedures were confused since (1) individual groups were making operational commitments (against ASRC policy) and VDES did not alert us. Moreover, the conference had no central control over who to alert, or how to handle multiple requests.
- (2) The procedures the conference uses to resolve multiple simultaneous incidents are poorly defined. The present policy requires the two ICs to discuss the incidents and reach a conclusion. The VDES SARDO may also be involved (see VaSAR Co SOP and ASRC Ops Manual). This assumes the ASRC is conducting both incidents, and that the ICs have the time, communications, and inclination to reach a mutually satisfying conclusion.
- (3) The execution of ASRC resource allocation and dispatching has at times generated some questions or concerns about the decisions made. Without directly contacting the IC, some decisions are not understood and in the worst case, certain important decisions are not made. Historically, the concerns have included the assignment of General Staff, FTLs, and FTMs from the various groups within the conference to respond to an incident. For example, questions concerning the involvement of ASRC members under the age of 18, the alerting of various groups, willingness of groups to perform internal dispatch, incident directions, the staging of ASRC resources to points near to the scene, the current incident status, and future incident resource needs have all been voiced at one time or another.
- (4) Similar to items (2) and (3) above, the problem of operations occurring simultaneously along with pre-scheduled fundraising/training events. Examples include GSAR schools, MSF courses, ESAR fund raising, etc. This problem has not been resolved historically except by outright refusal or the person with the greater will. This problem echo's the others: how to adequately allocate resources.
- (5) The conference requires that all operational responses are conference functions. However, many groups respond to events that are not large yet may be construed as incidents--for example, supporting the Red Cross on the Mali every July fourth. Somewhere within the conference someone should be reviewing items that have operational impacts that occur between ASRC BOD meetings. This provides a reasonable check on groups performing tasks that are beyond reasonable safety and liability bounds.

These five areas of concern lead me and others (William Dixon, Demming Herbert, Peter McCabe) to review the off-scene ASRC operational procedures (i.e., those procedures affecting the ASRC before, during, and after the ASRC is participating on an incident). The results are indicated below.

To better understand the issues described in the introductory letter and to help understand the ASRC's operational needs, the following breakout of the ASRC operational functions has been performed by delineating the functions into their various subfunctions. It is interesting to note that this breakout recognizes the need for a Conference-wide regional coordinator to handle those operational functions above the on-scene IC level. This position has in part already been foreseen and approved by the BOD's creation of a critical review process for on-scene ICs.

However, to adequately determine implementation of the subfunctions in the various functional areas, I found it necessary to develop an ASRC Operational Requirements document. This OR states the specific requirements that the ASRC claims as its performance capabilities. These requirements are described from both a field operation perspective and in measurable, testable criteria. The ASRC OR is attached.

The first functional process (figure 1) shows the top-level functional breakout of the alerting, dispatching, and controlling of conference resources. Note the iteration required while conducting the incident. Table 1 indicates which position is responsible for which functions.

Figure 2 shows the ASRC operational chain of command. Table 2 indicates each position's role. Note the on-scene IC is still responsible for conducting all on-scene activities. The ROC is only responsible for coordinating and allocating off-scene ASRC resources, handling internal (ASRC) and external off-site concerns, coordinating multiple incidents, and serving as the IC review agent should the need arise. Note the intended similarity to the ICS Regional Coordinator function. Here the dispatch and alerting functions are considered off-scene functions.

A further note on this whole procedure:

Historically the ASRC was built on two groups where in only extremely rare instances was a incident begun by the second group. The conference alerting and dispatching was straight forward. The types of conference missions were also well defined: lost person search. Things have evolved to 7 different groups, operating in 4 states, with different local constraints, and many different mission types--lost person search, medical support (ESARs & SMRG), disaster support (ESARs & SMRG), incident management support. This growth entails changes in how we do business. These reports attempt to document how we go about the process of running the ASRC operations outside the incident itself.

I also want to explain rationale behind this whole process. To understand and design complex systems, the standard approach is to first formally define the system's requirements. Next you perform the task of functional analysis (or functional decomposition) wherein from a top-down approach to defining the system functions. Here the allocation of the subfunctions is open to debate and discussion. Finally, the implementation of the functions are designed. The process of working down to the implementation is an iterative process. Using this approach a clear logical trail is established that is then open to revision as the requirements change, the functions are reallocated, or the implementation is revised. The conference has performed all of these things in an informal way. However, with the complexity of the system, it is important that we do this formally. Moreover, this formal process will define to all members in every group how the ASRC performs the Alert/Dispatch/Allocation functions and how the groups interface with the Conference from an operation perspective.

Additions for May 1992.

Since the original suggestions were made, the ASRC has continued to evolve its operational needs and implementation concepts. Furthermore, additional discussions have indicated that the highest level concept should be evolved to eliminate the position of Regional Coordinator in favor of a more active Operations Officer. The following implementation approach documents these revised ideas.

A second change is in the approach to Alert Function. The ASRC relationships and interfaces to both Pennsylvania and Maryland are changing. MEMA (Maryland Emergency Management Agency) and PEMA (Pennsylvania Emergency Management Agency) are beginning to approach SAR in a fashion akin to VDES. There are major differences however. For example, in Maryland the Maryland State Police are the official agency responsible for missing persons. Therefore the ASRC should expect to see MSP as the controlling agency in the majority of SAR incidents (DNR is another key player along with each county's individual response). Given the natural reluctance of Law Enforcement agencies to employ outside resources, the relationship with MSP is slowly developing. The ASRC is presently attempting to develop a written MOU with the MSP in order to improve our mutual relationship. Another demo is planned for early June.

These issues suggest that initial Alert response may require special information in order to ease the customer's concerns and perceptions (use of unknown volunteers, out-of-state resources, turf issues, multi-jursidictional constraints, etc.). This correlates to another Maryland issue: the role of ASRC incident staff (including IC functions) in Incidents in Maryland. Initially, when responding to MSP requests the ASRC should expect to see MSP performing the IC and IS functions. Over time this may evolve to a more active ASRC role in these functional areas. However, initial ASRC interaction with the MSP should be at a level to demonstrate our field capability. This in turn reinforces the role of the ASRC Agency Representative (AR) function that may not be the ASRC IC. Note, that this will also be needed as Virginia moves to a more universal IC function.

Given this high level list of concerns, the following high level functional descriptions are provided for review and acceptance by the ASRC BOD.

A The ASRC Alert/Dispatch/Allocation Function.

The ASRC consists of many groups located in many different regions covering numerous states in the mid-Atlantic region. The complete set of operational requirements is documented elsewhere (see ASRC Operational Requirements). However, these requirements can best be met if certain functions are performed by the ASRC before, during, and after any incident.

Since the ASRC does not want to maintain a continuous 24 hour/day alert/dispatch station, a conference alert function is needed.

Dispatching, which is different from alerting, allows for internal operations oriented communications, both communications amongst the various ASRC resources not on-scene, and communications from the on-scene resources and those not on-scene.

Given the physical and administrative separation between groups, each group's dispatching and deployment idiosyncrasies, and the conference's operational requirements for rapid deployment; it is apparent that group dispatching functions are necessary to meet the overall conference dispatch timelines. Therefore a group dispatching function is needed for each group.

For each incident that the ASRC responds to, someone within the ASRC is in charge of the on-scene ASRC resources. This is the IC (sometimes just a liaison). Similarly, for the off-scene ASRC resources, a conference coordination function is required. This function serves to coordinate, supervise, and resolve conflicts between all of these alert, dispatch, and allocation functions.

When on-scene, each group has certain capabilities and information that other ASRC non-group members need to optimize the prosecution of the incident. Moreover, each group supplies internal resources that should be accounted for. Therefore, a Group Representative function is necessary whenever the group has any resources on-scene.

Each group has certain responsibilities to support future operations such as maintaining gear, following conference procedures, etc.. Therefore a group Operations Oversight function is necessary.

List of Acronyms:

AA	Agency Administrator
AO	Alert Officer
AR	Agency Representative
ASRC	Alutaiyan Search and Rescue Conference
ASRC OR	ASRC Operational Requirements Document
ASRC SAROP	ASRC SAR Operations Plan
DO	ASRC level Dispatch Officer
GDO	Group Dispatch Officer
GOO	Group Operations Officer
GR	Group on-scene Representative
ICS	Incident Command System
OC	Operations Coordinator
OO	Operations Officer
VaSAR Co SOP	Virginia SAR Council Standard Operating Procedures

B Level 1 Functions:

I The Alert Function

The ASRC Alert Officer (AO) will fulfill the alert function. The AO is intended to act as the interface (with decision making capabilities) between the ASRC and an outside agency requesting ASRC operational support. The AO must also handle getting the ASRC "started up". In more detail this function includes the following subfunctions:

- 1) Respond to an initial request for ASRC participation in any incident.
- 2) Collect the necessary data and determine the nature of the initial ASRC response. This may at times require direct appeals to the appropriate customer to employ ASRC resources in the current incident. (see note 1 for the required data).
- 3) If the AO determines that the ASRC will enter any level of alert or respond ASRC resources to an appropriate request, the AO must find an Agency Representative (either an IC or ASRC liaison officer) to be the on-scene ASRC leader for that incident.
- 4) If the AO determines that the ASRC will enter some level of alert or respond ASRC resources to an appropriate request, the AO shall initiate the ASRC Conference dispatch function. Note that this may require the AO to become the initial DO. The AO is responsible for initiating the Dispatch function. This is the AO's highest priority function after committing the ASRC to an incident.
- 5) If the AO determines that the ASRC will enter some level of alert or respond ASRC resources to an appropriate request, the AO must inform the ASRC Operations Coordinator (OC) of the actions taken, assignments made, and the data assembled to date.
- 6) The AO function is completed once all the appropriate data is documented and deposited in the ASRC Locker.
- 7) Once the ASRC AR approves the AO decisions, the AR may direct the AO to perform other tasks to support the AR's initial data collection or decision making processes, however, these additional tasks are performed as part of the AR function.

II The ASRC Agency Representation Function.

The ASRC Agency Representative (AR) provides the on-scene ASRC oversight function. The AR acts as the on-scene commander in charge of all ASRC resources on-scene. The AR may also be in charge of all the SAR resources, in which case the AR is called the IC. However, the AR may not be running the operation, in which case the AR is simply the ASRC Liaison to the incident commander. The actual functions for the AR are described elsewhere (ASRC Operations Manual, ASRC SAROP, ASRC OR, VaSAR Co SOP, ICS documents, etc.); however, for completeness those AR functions that interface with the off-scene ASRC are listed below.

- 1) For all incidents that the ASRC responds to, or that the ASRC is on alert for, the AR is responsible for reviewing and if necessary, amending the initial AO decisions.
- 2) The AR is responsible for controlling and directing all on-scene ASRC resources.
- 3) The AR is responsible for reporting to the DO at least once per shift.
- 4) The AR is responsible for determining future on-scene resource needs and communicating these needs to the DO.
- 5) If multiple missions occur, each AR will coordinate resource needs with the OC.
- 6) The AR is responsible for coordinating with the OC before completely withdrawing all ASRC resources from on-going incidents or deciding to suspend active incidents.

III The ASRC Operations Coordination Function.

The ASRC Operations Coordination Function is allocated to the Operations Coordinator (OC) who acts as both the realtime ASRC agency administrator (AA) and as the realtime coordinator of all off-scene ASRC resources, including dispatch. This function, like the AO function, should be in operation continually. Two of the important OC concerns are ensuring that the ASRC is working within prior ASRC and outside agency agreements, and liability concerns for incidents outside our normal operational functional areas. Therefore, this function includes the following subfunctions:

- 1) Help direct and oversee ASRC Conference dispatching (as needed) during any alert or incident and then serve as the arbitrator if any concerns arise over any off-scene ASRC dispatching or allocation decisions.
- 2) Support the needs of the on-scene AR(s).
- 3) During any multiple incident conditions, provide the necessary coordination of all conference resources between the different incidents.
- 4) During any disaster incidents, provide control over all the ASRC assets and approve all ASRC commitments.
- 5) Serve as the arbitrator if significant concerns arise over on-scene ASRC: actions, Organization competence, or IC competence.
- 6) Review any ASRC operation on at least a daily basis.
- 7) Help support and when necessary, oversee the AO.
- 8) Remain in contact with the AO, DO, and ARs.
- 9) Approve any commitments to operations that fall outside the normal operations as defined in the ASRC OR.
- 10) Approve the complete withdraw of ASRC resources from on-going incidents and approve the decision to suspend active incidents.
- 11) The OC is responsible for maintaining a continual OC function and for finding a replacement OC as necessary.

IV ASRC Dispatch Function.

The ASRC Dispatch function is fulfilled via the Dispatch Officer (DO). The DO gathers and relays information between all ongoing incidents and the groups within the conference, and to support the incident ARs information needs. This function therefore includes the following subfunctions:

- 1) The initial DO is responsible for initiating the Dispatch function.
- 2) The DO is responsible for recruiting additional help as needed to ensure timely dispatching.
- 3) Contacting all ASRC groups whenever the ASRC is alerted or responding to an incident.
- 4) During any ASRC incident, the DO is responsible for maintaining a continual conference dispatch, for finding a replacement DO, and for providing continuity between dispatch locations and shifts.
- 5) Gather and maintain ASRC resource availability.
- 6) Track the allocation of resources and personnel for all current incident(s).
- 7) Support the On-scene ASRC AR and staff.
- 8) Contact the incident at least once per shift to determine incident status and resource needs.
- 9) Gather, set-up, and maintain accurate up-to-date information on the location and directions to the on-scene CP and CP-to-dispatch communications links.
- 10) Set-up and maintain dispatch-to-ASRC group communications links.
- 11) On a minimum of a daily basis, pass the incident status information to all groups.
- 12) Maintain a detailed Dispatch Log.
- 13) The ASRC dispatch is responsible for all operational dispatch functions. If an ASRC group is not capable of performing its own dispatch function, the ASRC DO is responsible for maintaining that group's dispatch.
- 14) At the conclusion of an incident, pass the incident status information to all groups.

15) Track all ASRC assets back to their home bases. The individual group dispatch function is responsible for indicating when all resources have been accounted for.

16) Once all ASRC assets have been accounted for, both the IC and the OC must be informed.

17) Discontinue dispatch when (1) all ASRC assets have been accounted for, (2) the ASRC AR has approved, and (3) the OC has been notified, (4) a 30 minute prior notice has been announced to all active group dispatches, (5) the Dispatch log has been filed, (6) the ASRC dispatch facilities has been prepared for the next incident, and (7) all appropriate agencies (e.g., VA EOC) have been informed of the incident closure and the ASRC personnel status.

V ASRC Group Dispatch Function.

The ASRC Group Dispatch Officer (GDO) is allocated to fulfill the local Group dispatch function. The GDO gathers and relays information between the group and the ASRC DO. Given the nature of the ASRC response requirements, this may be a time critical function and may entail multiple types of data gathering (e.g., find which IS's are available before doing a general call-out). The GDO is also responsible for coordinating the local group response and may also be called upon to support the ASRC DO function on an as needed basis. This function therefore includes the following subfunctions:

- 1) The GDO is responsible for finding a replacement, recruiting help as necessary to support timely dispatching, and maintaining group information continuity.
- 2) The GDO will determine group resource availability and coordinate the group response as guided by internal group policy and the conference DO. In case of conflicts, the ASRC DO's decisions take precedence.
- 3) The GDO will monitor the identity of the on-scene group representative (GR)) as guided by internal group policy.
- 4) Monitor group assets and personnel allocated to any incident, both to and from an incident. At the conclusion of an incident or as needed, the GDO is responsible for reporting to the ASRC DO when all group assets have been accounted for.
- 5) Support the Conference DO in gathering other appropriate data.
- 6) Obtain the ASRC DO's approval before closing group dispatch during an incident.

VI ASRC Group Representation Function.

The ASRC Group Representation function is intended to help coordinate the on-scene group resources and provide information about those resources to the on-scene incident staff via the ASRC AR. The Group Representative (GR) is allocated the task of completing the following subfunctions:

- 1) The GR must be on-scene.
- 2) The GR is responsible for finding a replacement GR as determined by Group protocols.
- 3) The GR must support the on-scene incident staff's information needs.
- 4) The GR must monitor the group's on-scene assets and personnel.
- 5) The GR is responsible for coordinating any specific needs of the on-scene group personnel through appropriate channels.

VII ASRC Group Operations Coordination Function.

The ASRC Group Operations Coordination function is intended to oversee each group's non-realtime operational needs and compliance to the ASRC operational requirements. The Group Operations Officer (GOO) must fulfill the following tasks:

- 1) Between incidents, the GOO is responsible for the group's overall operational readiness [personnel, gear, dispatch function, etc].
- 2) The GOO is responsible for reporting to the ASRC AO or DO whenever a major change occurs to the group's operational status either before or during an incident.
- 3) Supporting the ASRC operations officer and Operations committee.
- 4) Overseeing the group's compliance with the ASRC operations manual and procedures.
- 5) The GOO function is not a active incident operations function.

NOTES

note 1: The AO must determine if the request for ASRC resources is legitimate:

- a) Is the AA legitimate? (e.g., establish authority)
- b) Is the request within our response region?
- c) Is the request within our functional domain?
- d) Is the request absolute or should the AO help determine the ASRC response?

Then the AO should also gather:

- e) AA's name, title, and phone number, and time for calling back
- f) directions
- g) Initial data: weather, subject description(s), subject activities, resources on-scene, resources responding, and other urgency criteria.
- h) VDES mission number or verbal approval that the mission has been approved.
- i) If appropriate, suggest to the IC when air transportation is useful
- j) If appropriate, contact VDES and inform them of the ASRC response to an incident.

Additional concerns may include:

- k) Identifying ASRC capabilities, response time, etc..
- l) Passing appropriate incidents to other more expert agencies (with the customer's approval)
- m) Secure the Customer's approval/participation to go through any and all approval agencies to aid in ASRC liability reduction

Implementation Suggestions:

- 1) Make the GOO an ASRC BOD approved position in order to show the emphasis that the ASRC sees in our Operational Capability. This mirrors the ASRC concerns over the Group Training Officer.
- 2) The ASRC Operations Coordination Function is usually performed by the ASRC Operations Officer with provisions to allocate the function when the OO is enroute, on-scene, or unavailable (e.g., out of town). The use of pagers greatly facilitates the implementation of the coordination function by the simple expedient of monitoring the conference wide alert and dispatching paging.
- 3) The GR is easily accomplished by the simple expedient of having each group identify some simple hierarchy to determine who is the GR. The only complexity should be monitoring on-scene group equipment. This last task is presently being done to some level since the gear usually meanders back to the group sooner or later.

From: Gary Mechtel
Subj. Standard Operational Procedures
Date: 5/25/1992

The following are suggested new operations Standard Operating Procedures (SOPs) that will be enforced at all times as soon as they are approved by the BOD. These SOPs have been submitted to the ASRC BOD.

Note that some of these concerns are already established ASRC procedures.

1) Whenever an organization or an ASRC group responds to an ASRC managed incident where the organization or ASRC Group includes legal minors, at least one responsible adult member of the organization must be present. Furthermore, it is the responsibility of the adult member(s) to oversee all aspects of safety and liability for the legal minors of that organization and to inform the Incident Staff of any constraints. Specifically, it is highly recommended that the Organizational Liaison determine what the minors may not do at the incident.

If the ASRC is not managing the incident, and an ASRC group responds to the incident where the ASRC Group includes legal minors, at least one responsible adult member of the organization must be present. It is the responsibility of the adult member(s) to oversee all aspects of safety and liability for the legal minors of that organization and to inform the ASRC Agency Representative any constraints.

2) Whenever an ASRC group is participating in an event that will significantly limit its normal ability to respond to an incident, the ASRC AO/DO/Corporate Office should be notified prior to the event.

3) Whenever the ASRC provides medical treatment to a patient, the medical provider must document the treatment and submit the documentation to the ASRC Corporate Office.

4) The ASRC will not under any circumstances provide medical care beyond our corporate capability.

5) Concerning initial ASRC response: if (1) the ASRC is responding to an incident in the Commonwealth of Virginia, (2) the ASRC is responding at the direction of VDES, and (3)

VDES requests that the IC should to talk to VDES before arriving on-scene, then the IC shall talk to VDES before arriving on-scene. This applies to the ASRC Agency Representative (i.e., the lead ASRC member) who is dispatched to arrive on-scene before the IC.

6) Concerning initial ASRC response: The IC does not have to arrive on-scene first. The Agency Representative (AR) may decide to allow other initial ASRC members to arrive before the appointed ASRC AR. In all cases, no one may arrive at the scene before the AR unless the AR has approved. If another ASRC member arrives before the ASRC AR, then the most ranking member will identify himself/herself to both the SCO and RA as the temporary ASRC AR and inform the SCO and RA that the assigned ASRC AR will soon arrive. If the appointed IC has determined that no one should arrive on-scene before the IC, then other dispatched ASRC personnel may stage to a convient location near to the scene and wait for the IC's arrival.

7) Safety: Any and all ASRC pratices will use the highest degree of safety as is practical. Since safe practices cannot be specifically articulated for every conceivable case; each and every member of the ASRC is required to use good judiment concerning safety. If ongoing events are felt to be unsafe, the event should be stopped. No ASRC member is required to do anything that the individual feels is unsafe. Moreover, an ASRC member is required to stop participating in an ASRC activity if the member feels the activity is too unsafe.

8) Stagging: It is highly recommended that if (1) the incident is urgent, (2) minimal ASRC resouces are involved, and (3) it is highly probable that more ASRC resouces will be requested, then the IC should consider stagging critical resources to locations close to the incident.

9) The following practices shall be observed at all times when performing any technical training:

- a) Helmets will be worn by all active participants
- b) Gloves will be worn by all active participants
- c) A safety belay will always be used for all vertical work
- d) For any verical litter work, a safety line shall be used
- e) Jumars, gibbs, or clogs shall not be used as rachets or saftey belays for vertical rescue

Date:

Dear RA,

The Appalachian Search and Rescue Conference, Inc. (ASRC) desires to provide the best service possible to the both lost and injured and the Legally Responsible Agent. The ASRC believes that our performance may always be improved and wants to improve its overall efforts; everything from operational performance (e.g., search task implementation), to our perceived behavior and attitudes.

The ASRC has always tried to refine our methods and procedures and thereby improve our performance. However most Search and Rescue incidents are multi-agency, team efforts, and the ability to provide the best overall care is tightly coupled to how well the various agencies interact. Therefore all of the ASRC improvements must include the detailed insight into how you, the legally responsible agent, viewed our performance. Your insights are vital to us. Without your insights, we fail to meet the needs of the legally responsible agent.

Therefore, we desire your feedback. Ideally, this feedback would include a wide spectrum of comments, informing us what we need to improve, what we are doing well, and where we are just mediocre. However, any feedback would help. In particular, the ASRC prefers written comments. However, if it is more convient, please feel free to call me at home or at work. The appropriate addresses and phone numbers are listed below. Again, please feel free to comment on anything, from individuals you met at the search to the ASRC in general, and from specific problems to overall performance, etc.

Please send responses to:

Attn: ASRC Operations Officer
P.O. Box 440
Newcomb Hall Station
Charlottesville Va. 22901

Or call Gary Mechtel at:

Home	410-381-2593
Work	410-765-6142 or 4934

Sincerely yours,

Gary Mechtel
ASRC Operations Officer

Additional concerns

- a) Liability: what is our corporate and individual liability for providing EMS services out of state.
- b) What is our relationship to our Medical Advisor?
- c) How do we handle group vs conference functions when both are happening simultaneously? Here is my suggestion.

Whenever a group function is being conducted simultaneously with an ongoing ASRC operational incident, the ASRC operational incident takes precedence. This includes fundraising, training, administrative functions, etc.. If conflicts arise, it is the responsibility of the ASRC Operations Coordinator (usually the Operations Officer) to arbitrate between the conflicting demands. Every effort will be made to accommodate both functions.

MAY 30 ASRC TRAINING REPORT

The following summarizes activities of the ASRC Training Committee since February 1992.

- The roster of ASRC Group Training Officers has been revised and distributed among GTOs (see attached).
- A draft FTL test has been developed, circulated for review and comment, and in the final stages of development. Final changes to the FTL Test reflect comments received from Group GTOs. The FTL Test will be ready for use by July 1, 1992. Thanks go to Lisa Hannon (Chair), Bruce Hemmer, and Jenny Burmester.
- During June-August 1992, an FTM Test will be developed. Committee members for this task are Jim Fishenden (SWVMRG), Carl Solomon (ESAR-616) and Mike Sawyer (SMRG).



Peter A. McCabe

29 May 1992

**APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.
TRAINING OFFICERS**

Unit	Training Officer(s)	Home Telephone
Conference	Peter McCabe 11034 Berrypick Lane Columbia MD 21044	(301) 596-5554
AMRG	Dave McCulloch 914 Mina Street Pittsburgh PA 15212	(412) 321-0604
BRMG	James Vann <i>Chris Ingle</i> 1302 5B Preston Charlottesville VA 22980	(804) 979-5260
ESAR 616	■ Kelly Naylor [Explorer] 6618 Allview Drive Columbia MD 21046	(410) 740-5850
	■ Gary Schlueter 10358 Derby Drive Laurel MD 20723	(410) 880-3004
ESAR 617	Art Dodds, Jr 11472 Laurelwalk Drive Laurel, MD 20708	(301) 490-8935
RSAR	Mark Pennington 2732 Grantwood Road Richmond VA 23225	(804) 320-8052
SMRG	■ Jenny Burmester 5112 Richardson Drive Fairfax VA 22032	(703) 978-7819
SWVMRG	Jim Fishenden <i>John Panches</i> 1401 C Seneca Drive Blacksburg VA 24060	(703) 953-1022
Tidewater SARG	Earl Evans Route 1, Box 312-A Gloucester VA 23061	(804) 693-4391

■ updated/new information

Updated thru: 4 May 1992

SMRG REPORT

5-30-92

ASRC ~~BD~~
MEETING

- PATC has budgeted \$4k for SMRG '92
- Received contact from new dog team in Stafford Co. ^{GRT} interested in possibly joining ASRC
- Discussing mutual aid relationship with Mid Atlantic Dog
- Working with ESARS for Md State Police know & point of contact at MEMA
- Running an FTM/FTL course
- Have had interaction with Md CAP
- informal unofficial contact with resource planner for Washington Co. Md. on
- ~~Agree to~~
- SMRG OPS LINE - 703-255-5024
- SMRG has been asked by Red Cross to man 2 tents at this years 4th of July on the Mall in DC as well as handling EMS commo & parade.

- SMRC received donation from
Neersville Search to be forwarded
to ASRC

Fundraiser

- will be providing medical standby
for the Columbia Triathlon (rained 10th)
5/31/92
- Sept. Hamfest 1st Aid support
+ parking attendant :.

Commo Officer - recommend
Steve Houck

**SHENANDOAH MOUNTAIN RESCUE GROUP (SMRG)
THIRD QUARTER TRAINING SCHEDULE**

3/23/92

DATE	TIME	PLACE	CLASS FOR:	TOPIC	CONTACT	TELEPHONE
7/4 - SAT	TBA	Washington, DC	ALL	First Aid and Support	George Swett	(703) 750-3175
7/7 - TUES	1930-2100	PATC	COQ/FTM	FTM/FTL WRITTEN EXAM	Jenny Burmester	(703) 978-7819
7/15 - WED	1930-2100	PATC	FTL/IS/IC	IC for SAR	Jenny Burmester	(703) 978-7819
7/17-19 - FRI/SAT/SUN	0830-1500	TBA	ALL	FTM/FTL PRACTICAL EXAM	Jenny Burmester	(703) 978-7819
7/21 - TUES	1930-2100	PATC	TRN/COQ	Wilderness Travel/Survival	Jenny Burmester	(703) 978-7819
7/25 - SAT	0830-1400	TBA	TBA	Virginia SAR Council Meeting	Dawn Arbogast	(703) 242-8751
7/28 - TUES	1930-2100	PATC	ALL	BUSINESS MTG	Amy Rue	(703) 372-9453
8/1 - SAT	0830-1400	Shenandoah NP	ALL	ASRC BOD Meeting	Bob Koester	(804) 924-3472
8/4 - TUES	1930-2100	PATC	TRN/COQ	Clue Awareness/Tracking	Jenny Burmester	(703) 978-7819
8/8 - SAT	0830-1400	TBA	ALL/MRA	Land Navigation	Jenny Burmester	(703) 978-7819
8/12 - WED	1930-2100	PATC	IS/IC	SAR Dog Theory, Strategy, and Tactics	Jenny Burmester	(703) 978-7819
8/18 - TUES	1930-2100	PATC	ALL	Logistics/Resource Management	Andy Marsh	(301) 381-5309
8/22 - SAT	0830-1400	TBA	ALL	Helicopter	George Swett	(703) 750-3175
8/25 - TUES	1930-2100	PATC	ALL	BUSINESS MTG	Amy Rue	(703) 372-9453
9/2 - TUES	1930-2100	PATC	TRN/COQ/FTM	New Member Open House	Jenny Burmester	(703) 978-7819
9/9 - WED	1930-2100	PATC	FTL/IS/IC	Press Relations	Jenny Burmester	(703) 978-7819
9/12 - SAT	0830-1700	TBA	ALL/MRA	MRA Review - FTM/FTL Skills Workshop	Jenny Burmester	(703) 978-7819
9/15 - TUES	1930-2100	PATC	TRN/COQ/FTM	SAR Tactics	Jenny Burmester	(703) 978-7819
9/22 - TUES	1930-2100	PATC	TRN/COQ/FTM	MRA Review	Jenny Burmester	(703) 978-7819
9/26 - SAT	0830-1700	TBA	ALL/MRA	MRA TESTING	Dawn Arbogast	(703) 242-8751
9/29 - TUES	1930-2100	PATC	ALL	BUSINESS MTG	Amy Rue	(703) 372-9453

CALL THE SMRG OPERATIONS LINE (703)255-5034 OR THE CONTACT TO CONFIRM TRAINING TIME AND LOCATION.

5/9/92
0/20/92

SHENANDOAH MOUNTAIN RESCUE GROUP (SMRG)
SECOND QUARTER TRAINING SCHEDULE

DATE	TIME	PLACE	CLASS FOR:	TOPIC	CONTACT	TELEPHONE
4/4-5 - SAT/SUN	1000-1700	Ch'ville	ALL	ASRC - General Membership Meeting	Bob Koester	(804) 924-3472
4/7 - TUES	1930-2100	PATC	ALL	Training Program Orientation Individual Assessment - Bring Certifications	Jenny Burmester	(703) 978-7819
4/11 - SAT	0830-1700	TBA	FTM/FTL/COQ	FTL FIELD SKILL REVIEW	Jenny Burmester	(703) 978-7819
4/15 - WED	1930-2100	PATC	FTL/IS/IC	Mathematical SAR	Jenny Burmester	(703) 978-7819
4/18 - SAT	0830-1700	Ch'ville	FTM	BRMRG FTL PRACTICAL	Jenny Burmester	(703) 978-7819
4/21 - SAT	1930-2100	PATC	TRN/COQ/FTM	Wilderness Travel/Survival	Jenny Burmester	(703) 978-7819
4/25 - SAT	0830-1400 0830-1400	TBA TBA	TRN/COQ/FTM ALL	Base Operations - Field Set-up Virginia SAR Council Meeting	Jenny Burmester Dawn Arbogast	(703) 978-7819 (703) 242-8751
4/28 - TUES	1930-2100	PATC	ALL	BUSINESS MTG	Amy Rue	(703) 372-9453
5/1-3 - FRI/SAT/SUN	1700-1400	TBA	ALL	DOGWOOD	Andy Marsh	(301) 381-5309
5/5 - TUES	1930-2100	PATC	TRN/COQ	Communications	Jenny Burmester	(703) 978-7819
5/13 - WED	1930-2100	PATC	IS/IC	Leadership/Management Skills for IS and IC	Jenny Burmester	(703) 978-7819
5/16-17 - SAT/SUN	0800-1700 0800-1700	SCS Engineer PATC	TRN/COQ/FTM	FTM/FTL CLASSROOM TRAINING	William Dixon	(703) 847-2074
5/19 - TUES	1930-2130	PATC	ALL	SAR Dog Basics and Scent	Jenny Burmester	(703) 978-7819
5/26 - TUES	1930-2100	PATC	ALL	BUSINESS MTG	Amy Rue	(703) 372-9453
5/30 - SAT	0830-1400		ALL/MRA	GENERAL MEMBERSHIP - RICHMOND DES BOD MEETING Vertical Training SEND PROXY	Bob Elron	(703) 506-8642
6/2 - TUES	1930-2100	PATC	TRN/COQ/FTM	Helicopter OPS/ICS	Jenny Burmester	(703) 978-7819
6/10 - WED	1930-2100	PATC	FTL/IS/IC	ASRC IS	Jenny Burmester	(703) 978-7819
6/13-14 - SAT/SUN	0830-1700	Shenandoah NP	ALL	Land Navigation/ Bivouac with BRMRG	Jenny Burmester	(703) 978-7819
6/16 - TUES	1930-2100	PATC	TRN/COQ/FTM	ASRC Organization/Alerting/Dispatch	Jenny Burmester	(703) 978-7819
6/23 - TUES	1930-2100	PATC	TRN/COQ/FTM	FTM/FTL Review	William Dixon	(703) 847-2074
6/26-28 - FRI/SAT/SUN	1700-1400	TBA	TRN/COQ/FTM	FTM/FTL TRAINING WEEKEND - BIVOUAC	William Dixon	(703) 847-2074
6/30 - TUES	1930-2100	PATC	ALL	BUSINESS MTG	Amy Rue	(703) 372-9453

CALL THE SMRG OPERATIONS LINE (703)255-5034 OR THE CONTACT TO CONFIRM TRAINING TIME AND LOCATION.

5/31-SUN

COLUMBIANA ALL

TRIATHALON-ASSISTANCE/1st AID

SUE KLEIN

(301)983-5031

SOUTHWEST VA MOUNTAIN RESCUE REPORT
for: BOD
May, 30 1992

- * Voted in three new CQ's, six new FTM's, and two new FTL's.
- * Two members currently enrolled in EMT classes.
- * Applied for EMS Recruitment and Retention grant.
- * Held a successful, well planned, simulation which included: clue awareness, base operations, radio communications, patient evacuation, land navigation, bivouacking, wilderness survival, and tracking skills.
- * New officers have been elected (see attached sheet).
- * Purchased four new Metrocall pagers.
- * Purchased five new radios.
- * Received written approval for group members to present "Hug-a-tree" program in Halifax County schools. Remaining details of programming will be finished over the summer.
- * Training will be continued over the summer months (contact John Panches for more information).
- * Presented "How science relates to patient assessment" program to Human Anatomy and Physiology classes on May 14, 1992.
- * Participated in EMS fair on May 16, 1992.
- * 6 responders to dogwood festival
- * Acquired a power supply for base radio.

SOUTHWEST VIRGINIA MOUNTAIN RESCUE GROUP
OFFICERS 1992-1993

Chair: Todd Berman
Vice-Chair: John Casey
Secretary: Cindie Lambert
Treasurer: Paul Roberts
Operations officer: Jen Shoemaker
Training officer: John Punches
BOD representatives: John Punches
 John Casey
SARCo representatives: Michelle Glass
 John Casey
Dispatch officer: Melissa Brock
Equipment officer: Sara Jensen
Medical officer: Melissa Brock

Report from TSAR 5/30/92

Annual Swamp Simulation
was cancelled due to the
fragile road system in
Wildlife management area.

Completed FTM course for
CAP at A.P. Hill

Recertification on CPR.

Ed Wood

ESAR notes

1. Md St. Police
2. ✓ MEMA call out listing
3. Radio
4. working w/ ESM-GIT @ 2141/CP
5. Tracking classes @ 2141/CP
6. Cross-Training w/ Mid-Atlantic Dogs
7. CAP

ESAR

BSAUC

MMA