

**ASRC BOARD OF DIRECTORS MEETING
17 DECEMBER 1993
AGENDA**

MERRY CHRISTMAS TO ALL AND A HAPPY NEW YEAR

Upfront let's get done by 1500 today, PLEASE!

Call to Order - Dave Carter, Chairman

Rules of Order:

1. May speak no more than three minutes to any single issue.
2. May speak ONLY if a member of the Board.
3. May NOT repeat points already made by another member.
4. Professional demeanor will be maintained.

Effective this meeting, the BOD will be broken into two meetings. First we hold a business meeting. Then the second portion will be Operations meeting. Operational issues will not be discussed during the business meeting.

BUSINESS MEETING

Roll Call - Camille Birmingham, Secretary

Minutes of last Meeting - Camille Birmingham, Secretary

Treasurer's Report - Patrick Turner, Treasurer

Chairman's/Operations Report, Dave Carter, Chairman

Committee Reports: **ALL REPORTS WILL BE IN WRITING** and presented to secretary

Training - John Punches

Communications - Steve Haulk

ASTM report -

Uniform Committee - Matt Rhode

Safety - Gary Mechtal

Medical Committee -

OLD BUSINESS

Radio license Renewal - Steve Haulk

SARTA proposal re training materials

Status of 501(c)(3) - Bob Koester

Annual Business meeting and the Dogwood, discussion

NEW BUSINESS

Raising funds - discussion of methods, Dave C

Presentation of Goals and Objectives from the Oct Retreat, Gary M

Annual Training Calendars - Discussion, John Punches

Hiring of person to take minutes of BOD meetings. - Dave C

Budget

Group dues - move from April to end of year

NSAR in '95

OPERATIONS MEETING

Group Reports: ALL REPORTS WILL ONLY BE IN WRITING - NO VERBAL REPORTS

AMRG
RSAR

SMRG
BRMRG

MSAR
SWVMRG

TSAR
PVSRG

OLD BUSINESS:

Alerting Officer - finalized, finally? *problem*
Operations Manual update - Dave Carter
From floor
IL

NEW BUSINESS:

Change in Pager Codes
From floor

LESSON LEARNED FROM RECENT INCIDENTS

Adjournment

I, Ian Nelson, do hereby give
my proxy to vote at the Dec 18th
BOD meeting to John Pouches.

Ian Nelson

Ian J. Nelson



APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

P.O. BOX 440

NEWCOMB STATION

CHARLOTTESVILLE, VIRGINIA 22904

Treasurer's Report for 18 December 1993

Our income since the last ASRC Board meeting has totalled \$122.00. Our debts since the last ASRC Board meeting have totalled \$371.64.

The income includes the remainder of dues from RSAR, SMRG, and AMRG as well as reimbursement by Camille Birmingham, secretary of ASRC. All groups are now current in their payment of dues.

The debts include a new pager, pager costs, and secretary expenses. The ASRC bought another pager per instructions of David Carter to Camille Birmingham for use in the Conference Dispatch office. Monthly pager fees have totalled \$49. The cost for copying the past two sets of minutes totalled \$152.44. The cost for mailing the minutes totalled \$81.20. Since minutes were not mailed to members of BRMRG, \$15.08 of the above total was converted into \$.29 stamps. Camille decided to send the minutes second day mail to ensure that all groups received the minutes before this meeting. Since she felt that it was her fault that second-day mail was need, she reimbursed the group for the cost over regular mail. This accounts for the \$28 income from Camille. Therefore, the actual cost to the conference for the mailing of the minutes totalled \$38.12.

No one as of yet has inquired about getting personalized business cards.

I have stopped payment on two checks, one written to the FCC and another to Fire/EMS. These two check from the second attempt to renew our license were never cashed. They have been rewritten for the third attempt to renew our license.

The status of the 501c3 effort is....

Just a reminder to all groups: Individual dues are due on 1 Jan 1994. These dues are one dollar per member on your roster. An updated roster is required with these dues for use by Conference dispatch. Any group requiring a bill or invoice, please contact me individually.

Speaking about dues, I request that we move the due date of the group dues from 1 April yearly to 1 January yearly. This would allow for both group and individual dues to be collected at the same time. It would also alleviate the problem of the new treasurer immediately having to deal with dues in April.

Respectfully submitted,

Patrick L. Turner
ASRC Treasurer

ASRC Training Officer's Report

18 Dec 93

Standardized Training Materials

A proposal, dated November 18, was forwarded to Dave Carter to be reviewed by SARTA. A copy is attached. Mr. Carter later indicated by telephone that it was SARTA's intention to review the proposal prior to the 18 Dec 93 BOD and make a counter-proposal at that time.

Standardized Testing

The standard written FTL test and a beta version of the FTM test were distributed (on floppy disk) to member groups at the October BOD. Peter McCabe, who has been spearheading efforts to produce the standard written FTM test, requested feedback on this test. Unfortunately, I suspect many groups may have been given the impression that the disk contained only the FTL test. Please have your training officers or training committees review the FTM test and contact Peter with your suggestions. The FTL test may be copied and administered by Group Training Officers as the final requirement for that training level. Results should be forwarded to the ASRC Training Officer and the ASRC Secretary.

Joint ASRC - CAP Training

ASRC member groups were asked at the October BOD to forward training dates (for 1994) to my office for inclusion in a composite ASRC training schedule for use by the CAP. Input was received from TSAR, RSAR, and SWVAMRG. Dates for other groups were included where available and appropriate. The schedule was forwarded to B. T. Marking in early December. Don Johnson and Bob Wingfield also requested and received a copy.

The CAP has expressed significant interest in our training programs on several occasions. The ASRC has agreed to provide training opportunities in incident management and I strongly recommend that you contact CAP groups in your region and engage in joint training (don't limit yourselves to just management).

Radio Communications Crib Sheet

I have designed a new commo crib sheet, as directed at the October BOD. A copy is attached and your comments, concerns, etc. are encouraged. Changes from the previous version were limited. The "secure the net" and "clear the net" standard phrases were defined. The license call sign for our operational frequency was not included, as this license is still pending.

Training With Pennsylvania Groups

I have not yet made contact with the Pennsylvania SAR Council regarding joint training.

Appalachian Search and Rescue Conference, Inc.

Training Schedule

for the 1994 calendar year

Day	Date	Event	Time/Place	Host
Sun	9 Jan	Vertical Training, Basic Skills (contact Mark Eggeman, 804-425-8842)	1000 Driver Tower, Tidewater	TSAR
Fri-Sun	14-16 Jan	MSO, 1st weekend (contact Dave Carter, 804-466-8094)	1900 Columbia MD	MSAR
Sun	23 Jan	Land Navigation	1000 Southwest Locker	SW
Wed	26 Jan	Guest Speaker - Nutrition	1900 Southwest Classroom	SW
Fri-Sun	28-30 Jan	MSO, 2nd weekend (contact Dave Carter, 804-466-8094)	1900 Columbia MD	MSAR
Sun	30 Jan	Belaying & Litter Practical (contact Mark Eggeman, 804-425-8842)	1000 Newport News	TSAR
		Communications & Semi-Technical Rescue	1000 Southwest Locker	SW
Sat-Sun	5-6 Feb	GSAR week 1 of 5	1800 Southwest Classroom	SW
Sat	12 Feb	Table Top Mission	1000 308 Turner Rd., Richmond	RSAR
Sun	13 Feb	Vertical (Basic Ascending and Descending)	1000 Southwest Locker	SW
		Vertical Training, lowering systems (contact Dave Carter, 804-466-8094)	1000 Driver Tower	TSAR
Fri-Sun	18-20 Feb	DES Institute, FTL, FTM, PSO, 1st weekend (contact Dave Carter, 804-466-8094)	1900 Camp VA Jaycee, Roanoke	DES

Sat-Sun	19-20 Feb	GSAR week 2 of 5	1800 Southwest Classroom	SW
Sat	26 Feb	Night Land Navigation (contact Earl Evans, 804-693-4391)	1800 Newport News City Park	TSAR
Sun	27 Feb	Caving	1000 Southwest Locker	SW
Fri-Sun	11-13 Mar	DES Institute, 2nd weekend (contact Dave Carter, 804-466-8094)	1900 Camp VA Jaycee, Roanoke	DES
Sun	13 Mar	Vertical Training, Hauling Systems (contact Mark Eggeman, 804-425-8842)	1000 Driver Tower	TSAR
Sat-Sun	19-20 Mar	GSAR week 3 of 5	1800 Southwest Classroom	SW
Sun	27 Mar	Crime Scene Operations (contact Earl Evans, 804-693-4391)	1000 Newport News City Park	TSAR
Sun	27 Mar	Land Nav	1000 Southwest Locker	SW
Wed	30 Mar	Table Top Mission	1900 Southwest Classroom	SW
Sat-Sun	2-3 Apr	GSAR week 4 of 5	1800 Southwest Classroom	SW
Sat	9 Apr	Night Land Nav Test Session	1800 Southwest Locker	SW
Sun	10 Apr	Vertical Training, Patient Loading & Packaging (contact Mark Eggeman, 804-425-8842)	1000 Driver Tower	TSAR
Sat-Sun	17 Apr	GSAR week 5 of 5	1800 Southwest Classroom	SW
Sun	24 Apr	Dogs (contact Dave Carter, 804-466-8094)	1000 TBA	TSAR
Sun	24 Apr	Vertical Rescue	1000 Southwest Locker	SW
Wed	27 Apr	Classroom Review, Achievement Evaluation	1900 Southwest Classroom	SW

Sun	1 May	Practical and Written Testing	1000 Southwest Locker	SW
Sat-Sun	14-15 May	Horizontal Simulation (contact Jim Poole, 804-294-5103)	0900 Chippokes State Park	TSAR
Sun	29 May	Clue Awareness (contact Jess Haag, 804-357-3019)	1000 TBA	TSAR
Sun	5 Jun	Mini-Simulation - Mission Management	1000 Southwest Locker	SW
Sun	12 Jun	Vertical Training, Medical Assessment and Treatment (contact Kevin Reynolds, 804-874-1327)	1000 Driver Tower	TSAR
Sun	26 Jun	Radio Mast and Communications Set-up (contact Dave Carter, 804-466-8094)	1000 Camp Pendleton	TSAR
Sun	10 Jul	Vertical Rescue, Basic Skills (contact Mark Eggeman, 804-425-8842)	1000 Driver Tower	TSAR
Sun	10 Jul	Vertical Rescue Techniques	1000 Southwest Locker	SW
Sat	16 Jul	Table Top Mission	1000 308 Turner Rd, Richmond	RSAR
Sun	24 Jul	ELT-DF	1000 Pungo	TSAR
Sun	7 Aug	Caving	1000 Southwest Locker	SW
Sun	14 Aug	Vertical Training, rescue review (rain date 21 Aug) (contact Mark Eggeman, 804-425-8842)	1000 Great Falls	TSAR
Sun	28 Aug	Navigation (contact Ruth Carter, 804-466-8094)	1000 TBA	TSAR
Wed	31 Aug	Introduction to SAR	1900 Southwest Classroom	SW
Wed	7 Sep	Personal Equipment	1900 Southwest Classroom	SW

Sat-Sun	10-11 Sep	Vertical Simulation (contact Dave Carter, 804-466-8094)	1000 Seneca Rock, WV	TSAR
Sun	11 Sep	Patient Packaging, Semi-Tech, Knots	1000 Southwest Locker	SW
Wed	14 Sep	Survival, Basic Medical	1900 Southwest Classroom	SW
Wed	21 Sep	Mission Basics, ICS, Resources, Psychological Aspects	1900 Southwest Classroom	SW
Sun	25 Sep	Search Tactics (contact Dave Carter, 804-466-8094)	1000 TBA	TSAR
Wed	28 Sep	Intro to Land Nav, Table Top Mission (concurrent)	1900 Southwest Classroom	SW
Sun	2 Oct	Land Navigation	1000 Southwest Locker	SW
Wed	5 Oct	Communications	1900 Southwest Classroom	SW
Sun	9 Oct	Commo, Land Nav	1000 Southwest Locker	SW
Wed	12 Oct	Search Skills, Safety	1900 Southwest Classroom	SW
Wed	17 Oct	Legal Aspects of SAR, Find Scene Protocol	1900 Southwest Classroom	SW
Sun	23 Oct	FTL Scene Assessment & Management (contact Dave Carter, 804-466-8094)	1000 Newport News City Park	TSAR
Sun	23 Oct	Clue Awareness, Search Skills	1000 Southwest Locker	SW
Wed	26 Oct	Semi-Tech, Ropes and Rope Care	1900 Southwest Classroom	SW
Wed	2 Nov	Guest Speaker (topic to be announced)	1900 Southwest Classroom	SW
Sat-Sun	5-6 Nov	Night Land Nav, Bivouac, Semi-Tech	1800 Southwest Locker	SW
Wed	9 Nov	Helicopter Operations, Table Top Mission (concurrent)	1900 Southwest Classroom	SW

Sun	13 Nov	Nightengale Visit (contact Earl Evans, 804-693-4391)	1000 Norfolk General Hospital	TSAR
Sun	20 Nov	Navigation (contact Dave Carter, 804-466-8094)	1000 TBA	TSAR
Wed	30 Nov	Classroom Review	1900 Southwest Classroom	SW
Sat-Sun	3-4 Dec	Practical Testing	1000 Southwest Locker	SW
Wed	7 Dec	Written Testing	1900 Southwest Classroom	SW

Policies:

Please notify the contact person listed for each training that you will be attending. The default contact is John Punches, ASRC Training Officer (703-552-6957).

In the event of a search or other conflicting ASRC business, trainings may be cancelled and/or rescheduled.

SW stands for Southwest Virginia Mountain Rescue Group. It is located in Blacksburg, Virginia. Contact John Punches (703-552-6957) for more information on this group.

The **Southwest Locker** is located at 203 Progress Street, one street East of downtown Blacksburg (across the parking lot from Greeks restaurant). It is a two-story brick building with two white garage doors on the lower level. Our equipment cache is on the second level. Limited parking is available on weekends.

The **Southwest Classroom** will remain 216 McBryde (on the campus of Virginia Tech) until May of 1994. Southwest Classrooms can not be reserved for the fall classes until late August or early September, further information will be disseminated when available.

RSAR stands for Richmond Search and Rescue. It is located in Richmond, Virginia. Contact Kevin Dawe (804-750-1623) for more information on this group.

TSAR stands for Tidewater Search and Rescue. It is located in Norfolk, Virginia. Contact Dave Carter (804-466-8094) for more information on this group.

Cave Rescue

The 1994 cave rescue operations and management course (from the National Cave Rescue Commission) will be held at Virginia Intermont College in Bristol, Va, from July 16 through 23. This is the place to learn cave rescue. Offered in four levels, it consists of extensive class and field work (approximately 80 hours for each level). Some cave and rescue experience is required, and students must possess personal caving/safety equipment. The cost for the 8 day course is \$300 for level one (\$275 for NSS members) or \$280 for each of levels two through four (\$255 for NSS members). Costs include meals and lodging. Interested persons should contact Nancy Chrimes, Registrar, P.O. Box 560, Troutville, VA 24175, Phone 703-992-3665. Registration should be completed prior to 15 June 94.

SAR Operations for Staff (SOS)

BRMRG will host a search management training class (to augment MSO) on 22-23 Jan 94. Contact Bob Koester for more details.

Training Dates

Please keep me informed of your training events, especially those which are open to other groups. I have contact with several other SAR agencies and get many inquiries into opportunities for training.

Three-Year Reviews

Just a reminder. BRMRG, SMRG, and SWVAMRG face their three-year reviews at the February BOD. Requirements are listed in the ASRC Operations Manual.

Questions or Concerns?

If you have training matters you would like addressed, questions you would like answered, or if you need assistance with training programs please feel free to contact me.

Respectfully Submitted 18 Dec 93.

John Punches
ASRC Training Officer
628 Lee St.
Blacksburg, VA 24060

Home Phone: 703-552-6957
Work Phone: 703-231-8835

Appalachian Search and Rescue Conference Radio Protocol Crib Sheet

Proposed Revision, 18 Dec 93

ITU Phonetic Alphabet and Numeral Pronunciation

ALPHA	JULIET	SIERRA	1	WUN		
BRAVO	KILO	TANGO	2	TOO		
CHARLIE	LIMA	UNIFORM	3	THREE		
DELTA	MIKE	VICTOR	4	FOW-ER		
ECHO	NOVEMBER	WHISKEY	5	FI-YEV	16	ONE, SIX
FOXTROT	OSCAR	X-RAY	6	SIX	20	TWO, ZERO
GOLF	PAPA	YANKEE	7	SE-VEN	1800	ONE, EIGHT, HUNDRED
HOTEL	QUEBEC	ZULU	8	ATE	35000	THREE, FIVE, THOUSAND
INDIA	ROMEO		9	NINER	0093	ZERO, ZERO, NINER, THREE
			0	ZE-RO (not OH)	3664	THREE, SIX, SIX, FOUR

Prowords and Standard Phrases

THIS IS	Precedes identification
OVER	It is your turn to transmit; I am listening.
GO AHEAD	I am ready to receive your message.
ROGER	I have satisfactorily received your message. Does not mean <u>yes</u> .
AFFIRMATIVE	Yes.
NEGATIVE	No.
STAND BY	Wait a moment (other stations keep out). This ties up the net - use sparingly.
CLEAR	I have no more traffic, but I will be listening.
OUT	I am turning off my radio.
SAY AGAIN	Repeat your previous transmission.
I SAY AGAIN	I will repeat what I just said (or last transmission).
SAY AGAIN _____	Repeat the indicated specific information.
CORRECTION	I have made an error; what follows is correct.
PREPARE TO COPY	Write this down. (Wait for GO AHEAD before sending message).
READ BACK	For verification, read the message I just sent you.
THAT IS CORRECT	I verify that you have received or relayed my message correctly.
SPELL	Spell out your message with phonetics.
SPELL _____	Spell phonetically the indicated specific information.
I SPELL	A phonetic spelling follows.
FIGURE (S)	Numerals and letters follow which do not spell words.
STATUS ONE	Victim found; alive, evac. not necessary
STATUS TWO	Victim found; alive, evac. necessary
STATUS THREE	Victim found; dead.
SECURE THE NET	Radio traffic of a sensitive nature is about to be transmitted. Ensure only authorized persons are within hearing distance and refrain from unnecessary radio traffic.
CLEAR THE NET	Essentially the same as secure the net but with extra emphasis on reducing radio traffic.

Identification

Use your assigned identifier when transmitting. Always give your identifier last, e.g. BASE, THIS IS ALPHA. If you initiate the traffic you should end it, e.g. ALPHA CLEAR. BASE will transmit the license callsign and time on each half hour if traffic is substantial. When traffic is minimal the callsign and time may be transmitted following each communications series, i.e. following the CLEAR proword transmission. Teams use letter designators and phonetic punctuation, e.g. team ALPHA, team ZULU, etc. Special teams use their specialty function followed by their letter identifier, e.g. Relay teams sign as RELAY ALPHA, RELAY ZULU, etc., Evac teams sign as EVAC ALPHA, EVAC ZULU, etc. In some cases, specialty teams may not be assigned letter identifiers. Team members may sign with their functional title, e.g. ALPHA LEADER, ALPHA RESCUE, ALPHA MEDIC, ALPHA RADIO, etc. Subteams sign their parent team's identifier plus a number, e.g. ALPHA ONE, ZULU ONE, etc. Staff sign by title, e.g. INCIDENT COMMANDER, OPS, INVESTIGATIONS, etc.

Rules of Transmission

Avoid excessive radio traffic. Use no foul language. Be professional. Avoid use of brand names when at all possible. Do not interrupt communications in progress. Speak slowly, enunciate, and avoid emotion.

ASTM Report
18 Dec 93

I have been involved in no significant ASTM activities in the last two months. My only action was to vote affirmative on the suggested slate of ASTM officers. I apologize for not requesting input prior to this decision, but I felt the chance of receiving input was negligible. Gene Harrison and his group are working on standards for rescue diving and dive communications -- I have received no information from that subcommittee during this period. The Standard Guide for Unified Incident Command has been officially completed. This occurred while membership was being transferred from William Dixon to myself, and I was essentially out of the information loop.

Membership in ASTM runs on a calendar year basis. I request that the Board approve payment of my membership fees (as previously agreed) for the 1994 year, if it decides maintain a voice in the standards development process.

Respectfully Submitted 18 Dec 93,

John Punches

Operations/Chairman's Report

The draft operations manual has been distributed and now needs to be voted into operation. **THIS IS A REPEAT!!!!!!!!!!!!!!!!!!!!!! I KNOW HOW YOU FEEL GARY.**

I recently changed the pager codes per a letter to all staff and IC's. This was done to accomplish several things. 1. To reflect what we actually do as opposed to what we say we do. 2. To bring the pager codes in line with the purpose of pager codes to start with. 3. To reflect a more "readiness" posture rather than a reactionary posture of the past.

While for at least one person this has caused massive heartburn, the bulk have agreed the need existed and it is done provided the BOD agrees. I will explain my rationale at length if asked. In spite of comments to the contrary I have been talking to people about this for two years and nothing has happened. I made it happen. Further, I have been altering and responding for over thirty years, longer than most of the BRMG members who complained about this have been alive and I have learned a few things. While I have never been a AO, that doesn't mean I do not understand the rationale and reason employed in the process. I just don't agree with a few of them.

Proposed Budget for 1994

Appalachian Search and Rescue Conference

	1992 Spent	1993 Budget	1993 Spent	1994 Budget
<u>Income</u>				
Dues:				
\$45 x 7 groups	\$ 315.00	\$ 315.00	\$ 315.00	\$ 315
\$75 x 1 group	\$ 0.00	\$ 75.00	\$ 75.00	\$ 75
\$ 1 x member	\$ 0.00	\$ 250.00	\$ 214.00	\$ 250
Donations:	\$ 252.00	\$ 0.00	\$ 105.00	\$ 0
	-----	-----	-----	-----
Total	\$ 567.00	\$ 640.00	\$ 709.00	\$ 640
<u>Debit</u>				
Operational				
Pager, purchase	\$ 69.28	\$ 0.00	\$ 79.00	\$ 0
Pager repair	\$ 0.00	\$ 0.00	\$ 47.00	\$ 47
Pager net	\$ 177.00	\$ 204.00	\$ 219.00	\$ 228
Administrative				
President	\$ 26.12#	\$ 50.00	\$ 35.47	\$ 50
Secretary	\$ 646.91#	\$ 550.00	\$ 647.49*	\$ 700
Treasurer	\$ 25.83#	\$ 25.00	\$ 26.47	\$ 25
Training	\$ 0.00	\$ 25.00	\$ 0.00	\$ 25
Medical	\$ 0.00	\$ 50.00	\$ 0.00	\$ 25
Operations	\$ 0.00	\$ 25.00	\$ 21.93	\$ 25
Communications	\$ 460.00	\$ 50.00	\$ 635.00	\$ 50
State Corporation Commission	\$ 35.00	\$ 25.00	\$ 25.00	\$ 25
Dues to outside organizations	\$ 0.00	\$ 100.00	\$ 100.00	\$ 100
Appalachian Search!	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25
Office Equipment/Supplies	\$ 167.20	\$ 0.00	\$ 25.00	\$ 25
Public Relations	\$ 0.00	\$ 0.00	\$ 87.52	\$ 25
Lawyer fees	\$1106.37	\$ 0.00	\$ 0.00	\$ 0
Banking fees	\$ 45.32	\$ 0.00	\$ 89.93*	\$ 50
Awards <i>Cups + certificates</i>	\$ 192.02	\$ 0.00	\$ 0.00	\$ 20
	-----	-----	-----	-----
Total	\$2951.05	\$1104.00	\$2038.81	\$1400
Income:	\$ 567.00	\$ 640.00	\$ 709.00	\$ 640
Debit:	\$2951.05	\$1104.00	\$2038.81	\$1400
Debt:	\$2384.05	\$ 464.00	\$1329.81	\$ 760

* - Does not include December expenses

- In 1992, receipt were kept by type, not by officer. \$26.12 in office supplies, \$25.83 spent by secretary/treasurer, \$233.78 in postage, and \$413.13 in photocopying.

From: G. Mechtel
Phone: 410-381-2593
Date: 11/4/93
Subject: ASRC BOD Retreat

To: ASRC BOD

I attended the recent ASRC BOD Retreat (October 23 & 24) where the long range plans were discussed. I offered to record the proceedings, and here are the results.

The initial discussions centered on a very high level understanding the ASRC's mission and goals. The intent was to lead up to a mission statement. A very rough mission statement was developed.

These discussions were an open forum type where the brainstorming process was used to aid in group discussions. To understand our mission statement, an approach was used to arrive at a high level understanding of what we do. The highlighted areas or who, what, where, when, why, etc.

I) Mission statement work:

Where -- Physical location

- Virginia
- Maryland
- North Carolina
- Pennsylvania
- West Virginia

Conclusion: Mid-Atlantic

Where -- Terrain types

- Wilderness
- Suburban
- Mountains
- Urban
- Rural
- Swamp

Conclusion: All terrain (ground)

Who:

- Humans
- Other organizations
- Responsible Authority

What do we do:

- Ground SAR
- Training
- Related management operations
- Auxiliary resources

II) Brainstorming Goals

After the initial discussions for a mission statement, the group decided to address goals for the ASRC. These goals were first listed without priorities. After listing the goals, and providing for minor consolidation, the goals were prioritized. Three levels of priority were assigned: Long term goal (L), Intermediate term goal (M), and immediate goal (I). I have provided the results of both the goals and their assigned priorities.

As we went through the process, we worked to convince ourselves that we should at least consider using paid staff. To do this, we listed some of the duties that paid staff member(s) could perform.

Paid Staff tasks:

Answer phone	alert officer	manage store
dispatch	correspondence	IC backup
minutes	monitor system	mailings
manage office	news letter	file annual reports
self-funding	financial management	bulletin board
visit group meetings	meet & greet	procure insurance
Public relations	networking	
develop & maintain job descriptions		political activism / politics
administer & coordinate the groups		provide record keeping

(records include: membership, patients, missions, mileage, etc.)

Goals and their priorities:

M	Paid staff
I	raise money
M	ASRC store
I	ASRC bulletin board
L	Influencing "the Wilderness"
L	Increase electronic communications capability
L	Contract for paid transportation
M	teleconferencing
L	Corporate office (Meeting space, office space, storage space)
M	Ongoing interface with Federal & State decision makers
M	Interface with Federal & State decision makers at the ASRC corporate level
M	Coordinated outreach function
I	Financial - Raising funds
I	Financial - managing funds
L	Insurance
L	Liability
L	Paid Travel Reimbursements

Leadership Retreat, Communications Report

Possible approaches

5

Decouple problems
Authorize individuals / teams to solve
Trust/live with solutions
Provide high level checks & balances

Reduce workload
drop activities
drop involvement with EMS
drop involvement with councils

Divide BOD ???

Pay / develop electronic network

E.g.,
Finances
Legal services
Day-to-day operations
Training
Coordination
Communications
Personnel
External relationships

Change roles of groups vs conference
-- less admin (ASRC more centralized)
-- more admin (reduce ASRC authority)

Encourage more work at ASRC level
-- more rewards / recognition
-- more authority
-- Enable more local work (e.g., work at state level)

Use one (very few) person(s) to do all the work

Restructure BOD in regions with central review ?
-- by state vs by region (e.g., north vs south)

106 Dispatch Supers 7

Code #	TERM	Defination	Requirements Conference Dispatch	Requirements Group Dispatch
111	Notification	A search is occurring, no ASRC the ASRC is not being asked to respond. The likelihood of ASRC involved is deemed low by the A.O.	The A.O. ^{MAY} will sit off a III page and inform Group dispatchers of the situation. No further action is required. The page may be delayed as appropriate.	Answer the III page. No further action required.
222	Alert	A search is occurring the ASRC is not being asked to respond at this time. The likelihood of ASRC involvement is deemed high ----- A potential callout for a disaster or similar incident is possible	The A.O. will contact a D.S. center decide if availabilities are required. If they are not required the III procedure will be followed without delay. If the A.O. decides availabilities are required the A.O. will contact a D.S. who will open Conference Dispatch. Once Conference dispatch locates a potential overhead team and collects availabilities it may close. staging correction be done	Follow Conference Dispatch instruction * 12 hrs
331	Overhead Team	A request for an IC and 1-3 staff members to respond at any time	A.O. contacts D.S. who opens conference dispatch. Dispatch OHT and collects conference availabilities. Dispatch stays open till end of search DS + IC on get availabilities from groups (in?)	Dispatch members if required. Collect availabilities of staff members first. In FTL's and below.
332	Limited Callout	A Request for a specific type or number of ASRC resources to respond. My range anywhere between a larger OHT to full ASRC callout almost a	A.O. clearly specifies exact request to D.S. The D.S. has the prerogative to meet the request in the most timely and efficient manner.	" Carefully note if your group is being requested resources at this time the number, and type.
333	FULL CALLOUT	ALL Conference resources are request to respond <u>at this time</u> due to the urgent nature of	Conference dispatch collects responding resources and availabilities for next 3 days	"

**MARYLAND SEARCH & RESCUE GROUP (ESAR 616) REPORT
TO THE
APPALACHIAN SEARCH & RESCUE CONFERENCE**

December 15, 1993

New Trainees

The M/SAR (ESAR 616) COQ/FTM Fall-Winter training program has more than 20 trainees. Four training weekends have been completed. Regular training meetings are held Monday evenings.

M/SAR Group Training Officer

Kurt Hornicek has replaced Gary Schlueter as GTO for M/SAR. We ask for approval of this action by the ASRC Board of Directors.

Facilities and Equipment

No significant changes since October report. M/SAR has an operations/training telephone at (410) 992-3945.

Incorporation

As reported in October, M/SAR has incorporated in Maryland. At the present time, we are working with a law firm in Baltimore to complete necessary IRS paperwork for 501(c)(3) status.

Results of November Training Simulation

The November 20-21, 1993 training and search/rescue simulation at Sugarloaf Mountain reservation in Frederick County, Maryland was successful. The following reports ASRC participation: 27 from M/SAR, 35 from PVRG, 5 from SMRG, 12 from other non-ASRC groups.

During the training simulation Saturday night the Maryland State Police participated from 2005 -2150 hours using Forward Looking Infrared (FLIR). Ground teams gained experience in air/ground communications receiving directed guidance from the pilot on team movements. In addition, a simulated fall off a rock ledge, requiring a pick-off of the "injured" person, used the midnight sun capabilities of the helicopter as they hovered for 20 minutes to provide assistance.

Search Operations Management Course

M/SAR is conducting a 40 hour MSO course on two weekends: January 14-16 and January 28-30, 1994. Training will begin at 0800 Saturdays on each weekend, and end at 1700 hours Sundays. VA/DES is furnishing the MSO training materials to all participants. Accordingly, the previously announced fee of \$45.00 has been reduced to \$10.00. Training will be conducted at M/SAR locker at the American Red Cross in Columbia, Maryland.

Resource Management System

The ASRC resource management system for use in incident command operations in lost person SAR missions continues on track. Testing and evaluation of several components of the system was completed at the M/SAR November training weekend at Sugarloaf Mountain. During the December - March time frame other components of the system will be brought onto line including adding debriefing to the present computer generated TAFs. During this period, table top testing of the system will be ongoing. Table top testing will include at least two sessions where IC types will be invited to bring scenarios with them and critically test the system to the limits they wish. The system is scheduled for rigorous field testing in spring 1994.

A Shenandoah Mountain Rescue Group Training Announcement

The Shenandoah Mountain Rescue Group (SMRG) will present a
Field Team Member
Training Course

Dates:

January 15 & 16
January 29 & 30
February 12 & 13

Location:

Potomac Appalachian Trail Club Headquarters
118 Park Street SE
Vienna Virginia, 22180

This course will have a limited number of openings and many agencies have expressed interest in attending (Va. CAP, SMRG, PVSARG, MDF, Sterling Rescue Squad, etc.).
Please send in your request early. Due to limited class size, SMRG retains the authority to deny any or all applications. SMRG will attempt to provide some slots to each agency that applies

Cost: \$ 20.00 per person.

This includes text book, coffee and donuts, etc.

The course will consist of both in-door lectures and out-door practicals.
Outdoor gear will be required. Be prepared for some outdoor work on each day.
Details provided first day of class.

An overnight bivouac is required on the second or third weekend.

The course shall meet all knowledge requirements for ASRC FTM qualifications
The course shall meet all requirements for the Commonwealth of Virginia FTM certificate
The course shall meet all requirements for the Commonwealth of Virginia FTM certificate refresher

Please call SMRG if more details are required: 703-242-1276

Please return this application with check made out to SMRG.

Candidate's Name: _____
Address: _____
Work Phone (_____) - ____ - ____ Home Phone (_____) - ____ - ____
Agency Name _____

Please circle as appropriate:

Are you refreshing (for Va. FTM Certificate)?	Y / N
Are you refreshing (for ASRC FTM Training Level)?	Y / N
Are you taking the course to become an ASRC FTM	Y / N
Are you taking the course to be certified as a Virginia FTM	Y / N

12/17/93

Southwest Virginia Mountain Rescue Group
203 Progress Street
Blacksburg VA 24060
703-951-2914

18 December 1993

Membership

3 new Probationary members
14 new Active members
7 new CQs
1 new FTM
1 new FTL
4 new EMT-As

Searches

02 Nov	8 responded, 1 was TL of find team
12 Nov	6 responded
24 Nov	1 responded
30 Nov	0 responded
07 Dec	0 responded

PSAR

3 Hug-A-Trees for 51 kindergarteners and 4 adults at Mt. Clinton Elementary (Rockingham County)

Fundraisers

3 stadium clean ups (~ \$1000 @)

TIDEWATER SEARCH AND RESCUE GROUP

REPORT TO ASRC BOARD OF DIRECTORS

DECEMBER 18, 1993

Membership

- | | | |
|----|--------------------|------------------|
| 1 | Incident Commander | |
| 3 | Incident Staff | 29 Members Total |
| 14 | Field Team Leader | |
| 9 | Field Team Member | |
| 2 | Call Out Qualified | |

Missions

- 7 members responded to a mission in Newport News for a potential suicide. Mission ended after 3 hours.
- 6 members were ready to respond to a mission in West Virginia on Thanksgiving Day. The mission was called before anyone got underway.

Training

- TSAR sponsored a Field Team Member's class at Newport News City Park. 9 people from various organizations completed the course.
- Matt Rhade has been appointed as Group Training Officer pending approval of the BO.

THE FUTURE OF ASRC

THE FIRST STEPS

1. Presentation by Gary Mechtel on future development.
2. Decision by BOD to start the process of answering Gary's questions
 - a. see attachment 1 as a reminder
3. Decision to hold retreat to tackle overall situation away from usual BOD issues.
4. Retreat held:
 - a. First broad cut at mission statement made
 - b. Decisions about things to concentrate on made
 - c. Assignments for preliminary work made
5. Individuals assigned to preliminary tasks accomplished task at Dec 93 BOD meeting.
 - a. Gary to summarize actions and comments regarding future.
 - b. Dave to develop fund raising concepts and present to BOD
 - c. Jenny to research and present thoughts on hiring staff with constraints and concerns.

WHAT DO WE DO NEXT?

1. Review where are we.
 - a. Options which are currently open and undecided:
 - 1). The make up and job of the BOD
 - a). Split BOD into operational and business
 - b). Create a true Operations group to handle OPS issues.
 - c). Leave things as they are
 - d). Develop trust in allowing people to work
 - 2). Fund raising
 - a). Who do?
 - (1). Create a committee to develop ways to raise funds and manage to raising of those funds.
 - (2). Make it the responsibility of the Treasurer
 - b). How do?
 - (1). Grants
 - (2). Pledges
 - (3). Selling something

- 3). The mission statement needs to be completed and published
- 4). How to pursue the other goals that came from the retreat
 - a). Committees of BOD members
 - b). Committees of other ASRC members committed to tasks
 - c). One person do all
- b. Options not explored
 - 1). Change corporate structure of BOD
 - a). Examples
 - (1). Executive committee along lines of CAP's system
 - (2). Use Regional approach
2. Decide what route we are going to take.
 - a. Entire BOD discuss all issues
 - b. Break BOD in working groups and assign work to bring back to BOD
 - c. Wait until after elections to do anything

WHAT TO DO THIS MEETING

1. Set a retreat date to continue work
2. Agree on changes (if any) to corporate structure
 - a). General membership meeting provides launch pad for future since changes can occur there to corporate structure
 - b). Create a committee to develop the written changes to by-laws, etc for voting at the General Membership meeting
3. We can decide to do nothing at all
4. Agree on a path for the future

Tasks:

ASRC BOD Report:
ASRC Future

8/27/93 GHM

- Perform a serious evaluation of ASRC.
- Decide who our customers are
- Then evaluate each customers needs.
- Long range plans and vision.
 - where do we want to go?
 - what do want to do?
- Develop a Mission statement that we all agree to
- Enhance Esprit de Corps

Approach:

**ASRC BOD Report:
ASRC Future**

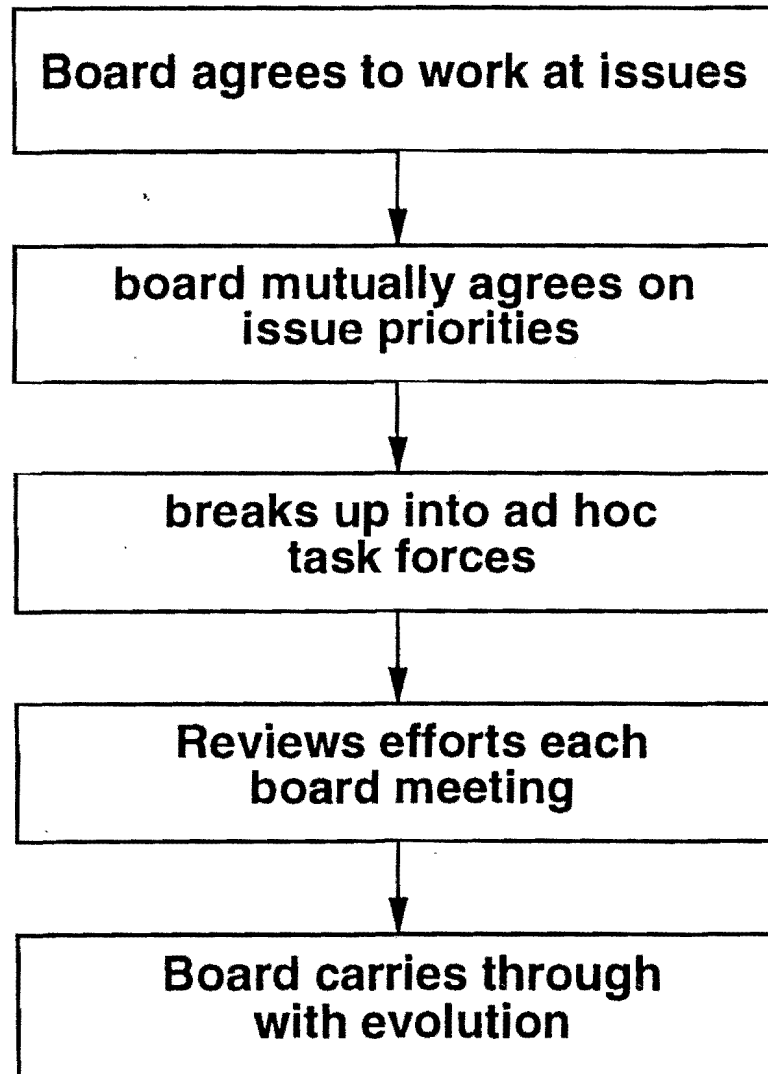
8/27/93 GHM

- **Can not begin to resolve today**
- **start today via brainstorming sessions**
- **plan retreats to continue tasks**
- **assign ad hoc task forces to begin with**
- **bring results to each board meeting**
- **set goal to complete first cut by next general membership meeting**
- **Key issues for general membership**
 - **get approval of general direction.**
 - **approve mission statement**

Development flow:

ASRC BOD Report:
ASRC Future

8/27/93 GHM



← Critical issues:

- Mission statement
- How should board evolve
- Use of paid staff? yes / no
- If yes, when
- Long range (5 yr) ASRC goals

My suggestion

Decouple problems
Authorize individuals / teams to solve
Trust/live with solutions
Provide high level checks & balances

E.g.,

Finances
Legal services
Day-to-day operations
Training
Coordination
Communications
Personnel
External relationships

Teach people how to solve problems
Keep it small
Develop a better approach to problem solving
Encourage participation
Reduce problem inter-relationships
Focus, focus, focus
More trades must be performed -- better requirements analysis
More big picture thinking
Downplay NIH
Use other's developments (e.g., personnel expectations)