

**ASRC BOARD OF DIRECTORS MEETING
26 February 1994
MINUTES**

Meeting was called to order at 1031 by Dave Carter.

BUSINESS MEETING

Attendance: (*People in italics were present*)

AMRG Keith Conover
AMRG Charles P. Kollar
MSAR Peter McCabe
SMRG Gary Mechtal
SMRG Jenny Burmester - VICE CHAIR
TSAR Dave Carter - CHAIR
TSAR Mark Eggman
Patrick Turner - TREASURER

BRMRG Camille Birmingham - SEC.
BRMRG Bob Koester
RSAR Mark Pennington
SWVaMRG Ian Nelson
SWVaMRG John Punches
*PVRG Brian Whalen
*PVRG Dome Poon

Others: *Michelle Brenza, Michael Vatalano, Amy Rue, Steve Houck, Gene Harrison, Matt Bolin, Paul DeHaven, Lisa Hannon, William Dixon, and Rebecca Foley.*

Minutes (Camille Birmingham) - The minutes for December 18, 1993 were distributed, reviewed and accepted with one correction. The 12-18-93 minutes page 4 has:

SWVaMRG Representatives - Ian Nelson is going...

it should state:

SWVaMRG Representatives - Brian Ferguson is going...

Officer and Committee Reports

Treasurer's report (Patrick Turner) - Written report read by Dave Carter. During the meeting dues were received from TSAR, and AMRG. The Triangle Rescue Group also gave the ASRC \$50.00 towards the radio license. See addendum for the rest of the report.

Operation/Chairman's report (Dave Carter) - The draft operations manual has been distributed and now needs to be voted into operation. Since I have only received one input, I am proposing that the revised manual be adopted with the changes made at the BOD meetings that are not reflected in the latest material. This will be a motion at the correct time.

The pager code change is in effect.

I have asked for a training session schedule for Alerting Officer classes and have received nothing. I would like a schedule by the end of the BOD meeting.

There will be a PSO class and the announcements are available for those interested. Cost is \$50.00. State cannot help as they are out of funds.

There is an IC Workshop scheduled for 15-16 April 1994. I am asking that all ASRC IC's attend and we will have a separate meeting within this DES meeting to discuss some recent events and actions noted by William Dixon. There are some operational concerns that the ICs need to discuss.

We need to discuss the accepting of Groups in the affiliate status we are more than Ground SAR. Such as the horse group in Pennsylvania.

Training report (John Punches) - There will be a meeting of all group training officers after the General Membership meeting. The purpose is to standardize training materials. If you cannot make it to this meeting please call John Punches. See addendum for the rest of the report.

ASTM report (John Punches) - See addendum.

Communication report (Steve Houck) - Steve has not received a check to send with the radio license application. Almost all of the donations for the radio license should have been received.

Medical (Amy Rue) - The medical committee will be conducting a resource review. We would like all groups to submit a roster with First Aid and EMS training and certifications noted. As well, we would like a list of medical kits maintained by your group and their contents.

Please send this information to: ASRC Medical Committee, c/o Amy L. Rue, SMRG, 118 Park S.E., Vienna, VA 22180-4608.

Old Business

RSAF Grant - Tsar received a 50/50 matching grant on a trailer.

Radio License - There is concern that NCRC is a loose group and that they should get their own license. The same would apply to The Triangle Rescue Group since they are a organized group. NCRC has gotten the forms to file for their own radio license. The reason to allow outside groups use our frequencies is for mutual aid during searches. Another reason is to help new groups to get started. The conference can legally give permission for outside groups to use the ASRC's radio license. This would be an interagency MOU that states under what conditions and which frequencies the outside agency can use. **STEVE HOUCK WAS CHARGED TO COME UP WITH A FORM INTERAGENCY MOU FOR THE USE OF THE ASRC RADIO LICENSE. HE SHOULD ALSO GET A COPY OF THE POSSIBLE FINES BY THE FCC FROM GARY MECHTAL. BOB KOESTER MOTIONED AND MARK PENNINGTON SECONDED THAT THE COMMUNICATIONS OFFICER SHOULD WORK ON A FORM MOU. MOTION PASSED 7 YEA, 1 NAY, 0 ABSTAIN.**

Robert Elron donated \$450, MSAR \$100, Triangle \$50, TSAR/RSAR/K-9 \$100, NCRC \$150 and SMRG PLEDGED \$75 to help pay for the radio license.

According to Steve Houck the ASRC's MOU with the Shenandoah National Park has been dropped. The park is sending a new MOU out to be resigned.

501(C)(3) (Bob Koester) - There has been no progress since last meeting. Dave Carter is going to have to sign a new copy of the forms. **It was stressed that 501(C)(3) needs to be processed ASAP.**

New Business

State Ids - Cindy Lambert started the process in Southwest and the way that it was arranged allows only allows Cindy to sign for the Idss for the whole conference. The ID cards are in the law enforcement format and are obtained at VA DMV. **GARY MECHTAL MOTIONED AND KEITH CONOVER SECONDED THAT ASRC USE A CENTRALIZED LOCATION AND ADOPT THE FORMAT USED BY SWVAMRG TO BE A CONFERENCE ID. MOTION PASSED 8 YEA, 0 NAY, AND 0 ABSTAIN. CINDY LAMBERT AND DAVE CARTER ARE CHARGED WITH CREATING A CONTROL FOR ISSUING THESE IDSS.**

Non-foot groups - In the Past policy has stated that all groups in the ASRC will be foot groups (ie. no dogs, horses, ATVs, and etc.). Recently the conference has been approached by a non-foot groups that would like to join. If the ASRC did accept non-foot groups the ASRC would have to change its MOU with the VaDES to include each of the new areas. To do this the ASRC would have to have standards and be tested for each of these new areas. There is some concern about developing the standards and being able to implement new resources. Some believe that the addition of non-foot groups is why the affiliate membership was designed. **MOTIONED BY GARY MECHTAL AND SECONDED BY KEITH CONOVER THAT THE ASRC NOW CONSIDER ACCEPTING NON-FOOT ORIENTED SAR TEAMS AS MEMBER GROUPS OF THE CONFERENCE ON A CASE BY CASE BASIS. MOTION PASSED 7 YEA, 0 NAY, 1 ABSTAIN. KEITH CONOVER, GARY MECHTAL, MARK PENNINGTON, AND PETER MCCABE WERE CHARGED TO DISCUSS THE ISSUES OF MOUS, STANDARDS, AND IMPLEMENTING NON-FOOT GROUPS.**

Structure of the ASRC - Presentation made by Keith Conover. See Addendum.

Organization of ASRC - ANOTHER RETREAT HAS BEEN SCHEDULED FOR JUNE 25 - 26, 1994 FOLLOWING THE BOD MEETING. The BOD will continue to work on the restructuring of the ASRC. See addendum.

GARY MECHTAL, JOHN PUNCHES, AND DAVE CARTER WERE CHARGED TO FORM A COMMITTEE THAT WILL PRESENT POSSIBLE STRUCTURAL CHANGES OF THE ASRC TO THE BOD AT THE APRIL 23RD MEETING. THESE CHANGES WILL BE PRESENTED TO BOB KOESTER AND KEITH CONOVER BEFORE THE APRIL 23RD METING. If the BOD approves of the changes they will be presented to the general membership at the general membership meeting on April 25, 1994. CAMILLE BIRMINGHAM IS CHARGED WITH ANNOUNCING THAT THERE MIGHT BE POSSIBLE CHANGES TO THE BYLAWS AT THE GENERAL MEMBERSHIP MEETING ON APRIL 23, 1994. THIS ANNOUNCEMENT MUST BE MAILED AT LEAST 30 DAYS PRIOR TO THE MEETING.

General Membership Meeting - Due to scheduling conflicts the general membership meeting will be held by MSAR with the training held by PVRG. **PETER MCCABE IS IN CHARGE OF SETTING UP THE GENERAL MEMBERSHIP MEETING.**

Meeting adjourned for lunch at 1300.

Meeting was called to order at 1446 by Dave Carter.

Alert / Dispatch Coordinator - There is a need for a coordinator of the conferences alert and dispatch functions. Someone that ensuring that the pager net working. Someone that can address problems with the alert and dispatch functions on a conference level. **JOHN PUNCHES MOTIONED AND MARK PENNINGTON SECONDED A MOTION TO ESTABLISH A CONFERENCE ALERT/DISPATCH OFFICER TO OVERSEE THESE FUNCTIONS AT THE CONFERENCE LEVEL. THE POSITION DESCRIPTION WILL BE DEVELOPED BY CAMILLE BIRMINGHAM AND PRESENTED TO THE BOD AT THE NEXT BOD MEETING FOR APPROVAL. THE POSITION WILL BECOME FUNCTIONAL FOLLOWING APPROVAL OF THE INITIAL POSITION DESCRIPTION. MOTION PASSED 7 YEA, 0 NAY, AND 1 ABSTAIN.**

Appalachian Alert - Peter stated concern over the apparent lack of interest in the Appalachian Alert and in sharing information. Peter was encouraged to continue his efforts and give the idea of the Appalachian Alert some more time.

DES Electronic Bulletin Board - The ASRC has a conference on the DES Bulletin Board. Currently the DES Bulletin Board is up and running. To gain access to the ASRC conference on the Bulletin Board call 1-800-674-2899, 9600-n-8-1, "Biner" is the password to join the ASRC conference. **Call Mark Pennington if there are any problems gaining entry to the DES Bulletin Board.**

Internet Codes - Please send your internet and Pcmail addresses to Peter McCabe for inclusion in a Conference directory.

FEMA's SALEM DUD Board - FEMA has a worldwide electronic Board on Merge net. DES is trying to connect their Bulletin Board with FEMA's.

Boy Scout Council - The boy Scouts are looking for someone to help teach them wilderness safety for merit badges. This would happen at the beginning of April and there would be around 200 Boy Scouts. **If interested please call Walter Scott 804-282-7365, ASAP.**

Useful forms - SMRG has come up with some forms to help organize its group: a checklist to see what its members are interested in doing, and a medical release form. They are also trying to come up with a standard of conduct. This is to help keep a certain quality of membership. Everyone needs to remember that each group's membership represents the conference. **If anyone wants to see these forms please contact SMRG.**

Wilderness EMS Institute report - WEMSI has new stationary along with its new name (example is in the addendum). WEMSI is a special EMS agency in Pennsylvania acting under the Medical Practice Act. There are several WEMT course being offered in Pennsylvania and one in West Virginia. Work on the WEMT textbook has slowed down due to the recent structural change of WEMSI, but it is still in the works. WEMSI is also working on Personnel Medical Kits that will be mandatory for all WEMTs in Pennsylvania.

ASRC Patches - **GARY MECHTAL MOTIONED AND PETER MCCABE SECONDED THAT THE ASRC CAN BE ALLOWED TO GIVE PATCHES TO OUTSIDE ORGANIZATIONS FOR NON-PERSONAL USE BY WRITTEN REQUEST. MOTION PASSED 6 YEA, 0 NAY, AND 2 ABSTAIN.**

ASRC Jackets - A member of SMRG is interested buying 60/40 outdoor rescue jacket with pockets and reflective tape. The jackets would have the ASRC symbol enlarged on the back. The member would then sell the jackets to Conference members. **THE BOD REQUEST THAT THE SMRG MEMBER INTERESTED IN DOING THIS COME TO THE APRIL BOD MEETING AND PRESENT THE IDEA TO THE BOARD.**

Sustaining membership - The committee that is handling the restructuring of the conference needs to include the issue of sustaining membership.

OPERATIONAL MEETING

Old Business

AO Training - The next Alert Officer class is being held after the general membership meeting.

Operations Manual - DAVE CATER WILL UPDATE AND DISTRIBUTE THE MANUAL AT THE NEXT BOD MEETING.

BRMRG's 36 month review - The documentation is on file and available by request. **MARK PENNINGTON MOTIONED AND JOHN PUNCHES SECONDED THAT BRMRG BE RECERTIFIED FOR 3 YEARS. MOTION PASSED 5 YEA, 0 NO, AND 3 ABSTAIN.**

SWVAMRG's 36 month review - The documentation is on file and available by request. **PETER McCABE** MOTIONED AND **GARY MECHTAL** SECONDED THAT **SWVAMRG** BE RECERTIFIED FOR 3 YEARS MOTION PASSED 7 YEA, 0 NAY, AND 1 ABSTAIN.

SMRG's 36 month review - The documentation is on file and available by request. **PETER McCABE** MOTIONED AND **BOB KOESTER** SECONDED THAT **SMRG** BE RECERTIFIED FOR 3 YEARS MOTION PASSED 6 YEA, 0 NAY, AND 2 ABSTAIN.

Uniform Committee - **JOHN PUNCHES** WILL SUBMIT A UNIFORM POLICY AT THE NEXT BOD MEETING. ANYONE INTERESTED IN HELPING PLEASE CONTACT **JOHN PUNCHES**. Blue Shirt are for any member to wear, CQs and above can wear the patch, and then there are rockers for higher training levels.

New Business

Incident Staff appointments - **BOB KOESTER** MOTIONED AND **LISA HANNON** SECONDED THAT **JEN AVERY, SHAWN CAUDELL, MARC BUURSINK, BRIAN LAUREY, AUDREY WILSON, AND DAN TANG** BE PROMOTED TO INCIDENT STAFF. MOTION PASSED.

Call Out Qualified - There is some concern that CQ training is not adequate in some groups or maybe in the whole conference. With this concern is that the CQs are responding to too many searches and there should be better consideration when CQs should respond, for safety and political concerns. Another concern is that CQs responding as part of the ASRC; but, may not even be full members of their own groups let alone the ASRC.

JOHN PUNCHES WILL ADD A BRIEF NARRATIVE TO THE TRAINING STANDARDS OF WHAT EACH LEVEL IS INTENDED TO BE ABLE HANDLE. Please send any input to **John Punches**.

EVERYONE PLEASE SEND **JOHN PUNCHES** A COPY OF YOUR TRAINING CLASS OR CLASSES AND ANY AVAILABLE DOCUMENTATION FOR OBTAINING THE LEVEL OF CQ. **JOHN** WILL COME UP WITH SOME STANDARDIZED TRAINING.

Training Officer - **GARY MECHTAL** MOTIONED AND **MARK PENNINGTON** SECONDED THAT **WILLIAM DIXON** BECOME THE TRAINING OFFICER FOR **SMRG**. MOTION PASSED 7 YEA, 0 NAY, AND 1 ABSTAIN.

106 Page - **CAMILLE BIRMINGHAM** MOTIONED AND **GARY** SECONDED THAT A NEW PAGE IS 106 DISPATCH SUPERVISOR CALL THIS NUMBER.

Alert Officer - **CAMILLE BIRMINGHAM** MOVED AND **GARY MECHTAL** SECONDED THAT **PETER McCABE** SHOULD BECOME AN ALERT OFFICER. MOTION PASSED.

Alerting Procedure - **GARY MECHTAL** AND **CAMILLE BIRMINGHAM** WILL STRAIGHTEN OUT THE ALERT PROCESS.

Training Officer - **JOHN PUNCHES** MOTIONED AND **JENNY BURMESTER** SECONDED THAT **CINDY LAMBERT** BECOME THE TRAINING OFFICER FOR **SWVAMRG** AS OF APRIL 1, 1994. MOTION PASSED 6 YEA, 0 NAY, AND 2 ABSTAIN.

SAR Placards - SAR Placards are available from **SMRG** for \$15. These are the reflective ones that go on the side of your car.

DOG WOOD 1/2 Hundred - THE DOG WOOD 1/2 HUNDRED IS NOT AN ASRC EVENT.

Meeting adjourned at 1641.

Conference Training Officer's Report to BOD
26 Feb 94

My notes from the last BOD have disappeared, but to the best of my knowledge I was assigned only specific task. This has given me the opportunity to pursue some long overdue objectives and some other spur-of-the-moment requirements.

- 1) A number of individuals have expressed the desire for comprehensive training materials, standardized for conference use. Though our attempt to license SARTA materials for internal copying failed, their GSAR FTM text is, in my opinion, still the best available source of ground search information upon which we can build our program. The negotiation process provided a mechanism for input from many individuals, and I have used the comments and concerns expressed to develop a training program, complete with student and teacher materials, that I believe meets or exceeds both the ASRC and GSAR requirements. The program is being tested and results will be available by the next BOD. At that time I would like to meet with Group Training Officers to solicit their ideas and opinions. I believe this is the most efficient method available by which we can develop standard training materials for the Conference. I envision these materials serving as the basis of group training programs, with individual training officers free to build upon the materials as seen fit.

Proposal: Meeting of Conference and Group Training Officers, and other interested individuals, to follow the General Membership Meeting in April, 1994.

(CURRENT SCHEDULE 4/23/94 IN
CHARLOTTESVILLE, VA)

- 2) Following the last BOD I was contacted by AMRG with a request to support their nomination of Mike Yee as AMRG's new training officer. Mr. Yee is not an FTL, however, and I felt it would be highly inappropriate for the BOD to relax its minimum requirements for Group Training Officers. Dave Carter conferred. I contacted Mr. Yee and offered to administer written and practical testing at some central location. Mr. Yee suggested that perhaps Keith Conover, as an IC and ex-training officer could administer the tests under my authority. After conferring with Dr. Conover I agreed to accept this alternative. I forwarded practical testing guidelines to Keith, and a copy of the written test to Mr. Yee. All testing was to have been completed, and documentation submitted to me for review prior to 19 Feb 94. As of 24 Feb 94 I have not received the required documentation.
- 3) As requested at the last BOD, I approached Triangle Rescue Group about a contribution to our radio license renewal fee in exchange for use of said license when applicable. TRG made a \$50 donation.
- 4) Simulations are great training opportunities! Unfortunately we, as a Conference, often fail to plan far enough ahead. I would like to begin planning for a Conference wide (SAR wide) simulation to be held in October of 1994, at a fairly central location. If groups are in agreement with this concept I will nail down an exact date and location ASAP, and ask that groups make plans to attend. I suggest that a simulation committee be formed, and that its members agree to meet in conjunction with BOD meetings between now and the event date.

Proposal: The ASRC will host a simulation in October of 1994 for members of PA and VA SARCOs and other interested persons/agencies. A committee will be formed to begin planning under the guidance of the Conference Training Officer, with meetings held in conjunction with BODs.

ASTM Representative's Report to BOD
26 Feb 94

I have not been involved in any ASTM activities since the December BOD meeting. I received minutes from a November, 1993, meeting in Dallas, Texas, which I was unable to attend. I have not had time to fully decipher them yet, but in brief meeting were held for each of the following subcommittees, F32.01 on Equipment, F32.02 on Management, F32.03 on Personnel, Training and Education, F32.04 on Search Operations and Techniques, F32.05 on Rescue Operations and Technology, F32.06 on Terminology, and F32.07 on Communications and Electronics. Both Keith Conover and Gene Harrison are actively involved with the ASTM and persons with an overwhelming desire to know more about the proceedings might contact them!

Respectfully Submitted,

John Punches
26 Feb 94

This is being updated.

**SHENANDOAH MOUNTAIN RESCUE GROUP TRAINING SCHEDULE
CONFIRM BY CALLING (703) 255-5034**

1993-1994 TRAINING SCHEDULE

On-going Training/Events:

1st Tuesday of the Month	GUEST LECTURE/MAP PROBLEM
1st Thursday of the Month	PATC New Member Orientation
2nd Tuesday of the Month	PATC Council Meeting
	SMRG COMMITTEE MEETINGS
3rd Tuesday of the Month	SMRG NEW MEMBER ORIENTATION
	SMRG COMMITTEE MEETINGS
Last Tuesday of the Month	BUSINESS MEETING

DECEMBER

12/7/93	1930	PATC	HOADE	NEW MEMBER ORIENTATION
12/18/93	1000	CH'VILLE	BURMESTER	BOD MEETING/AO TRAINING
12/21/93	1930			TBA
12/28/93	1930	PATC	MECHTEL	BUSINESS MEETING/Party

JANUARY

1/4/94	1930	PATC	DEHAVEN	ALERT/DISPATCH TRAINING
1/14-16/94		PATC	MECHTEL	FTM-PART I
1/14-16/94		COLUMBIA,MD		MSO-PART I
1/18/94	1930	PATC	HOADE	NEW MEMBER ORIENTATION
1/28-30/94		PATC	MECHTEL	FTM-PART II
1/28-30/94		COLUMBIA,MD		MSO-PART II
1/25/94	1930	PATC	MECHTEL	BUSINESS MEETING

FEBRUARY

2/1/94	1930	PATC	DIXON	MAP PROBLEM
2/5/94	0900	PATC	BURMESTER	OFFICER TQM SESSION
2/12-13/94		PATC	MECHTEL	FTM-PART III
2/15/94	1930	PATC	HOADE	NEW MEMBER ORIENTATION
			BURMESTER	OFFICER LEADERSHIP TRAINING
2/26/94	1000	CH'VILLE		BOD MEETING
2/22/94	1930	PATC		BUSINESS MEETING

MARCH

3/1/94	1930	PATC		AREA COMMAND AUTHORITY
3/15/94	1930	PATC		NEW MEMBER ORIENTATION
3/29/94	1930	PATC		BUSINESS MEETING

APRIL

4/5/94	1930	PATC		DOGWOOD PLANNING
4/15-17/94		GRAVES MTN		IC WORKSHOP (DES)
4/19/94	1930	PATC		NEW MEMBER ORIENTATION
4/22-24/94				DOGWOOD
4/23/94	1000	PATC		BOD/GENERAL MEMBER MTG
4/26/94	1930	PATC		BUSINESS MEETING

MAY

5/3/94	1930	PATC		MAP PROBLEM
5/14-15				ASRC SIMULATION
5/17/94	1930	PATC		NEW MEMBER ORIENTATION
5/22/94				COLUMBIA TRIATHLON
5/31/94	1930	PATC		BUSINESS MEETING

SHENANDOAH MOUNTAIN RESCUE GROUP TRAINING SCHEDULE
CONFIRM BY CALLING (703) 255-5034

On-going Training/Events:

1st Tuesday of the Month	GUEST LECTURE/MAP PROBLEM
1st Thursday of the Month	PATC New Member Orientation
2nd Tuesday of the Month	PATC Council Meeting
	SMRG COMMITTEE MEETINGS
3rd Tuesday of the Month	SMRG NEW MEMBER ORIENTATION
	SMRG COMMITTEE MEETINGS
Last Tuesday of the Month	BUSINESS MEETING

JUNE

6/7/94	1930	PATC	SAR DOGS
6/21/94	1930	PATC	NEW MEMBER ORIENTATION
			ANNAPOLIS TRIATHLON
6/28/94	1930	PATC	BUSINESS MEETING

JULY

7/4/94	0600	DC MALL	JULY 4TH MEDICAL STANDBY
7/16-17/94	0830	TBA	GSAR (FTL)-PART III TESTING
7/19/94	1930	PATC	NEW MEMBER ORIENTATION
			OCEAN CITY TRIATHLON
7/26/94	1930	PATC	BUSINESS MEETING

AUGUST

8/2/94	1930	PATC	CAVE RESCUE LECTURE
8/16/94	1930	PATC	NEW MEMBER ORIENTATION
8/30/94	1930	PATC	BUSINESS MEETING

SEPTEMBER

9/6/94	1930	PATC	MAP PROBLEM
9/10-11/94		MONT CO, MD	HAM FEST
9/17-18/94	0830	TBA	GSAR (FTM)-PART I
9/20/94	1930	PATC	NEW MEMBER ORIENTATION
9/27/94	1930	PATC	BUSINESS MEETING

OCTOBER

10/4/94	1930	PATC	CISD
10/8-9/94	0830	TBA	GSAR (FTM)-PART II
10/18/94	1930	PATC	NEW MEMBER ORIENTATION
10/25/94	1930	PATC	BUSINESS MEETING

NOVEMBER

11/1/94	1930	PATC	MAP PROBLEM
11/5-6/94	0830	TBA	GSAR (FTM)-PART III TESTING
11/15/94	1930	PATC	NEW MEMBER ORIENTATION
11/19-20/94			ASRC SIMULATION
11/29/94	1930	PATC	BUSINESS MEETING

DECEMBER

12/6/94	1930	PATC	GUEST LECTURE
12//94	1000	CH'VILLE	BOD MEETING
12/20/94	1930		X-MAS PARTY
12/27/94	1930	PATC	BUSINESS MEETING

TIDEWATER SEARCH AND RESCUE GROUP, INC

TRAINING CALENDAR 1993-1994

REVISION I - 29 OCT 93

JANUARY 94

9 1000-1300 Vertical training, Basic Skills, Mark E. Driver Tower
14-16 1900 MSO, Columbia Maryland, Red Cross Building, Dave C
27 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF
28-30 1900 MSO, Columbia Maryland, Red Cross Building, Dave C
30 1000-1300 Belaying and litter practical, Mark E, NN City Park

FEBRUARY 94

13 1000-1300 Vertical Training, lowering systems, Dave C. Driver Tower
18-20 1900 DES Institute, FTM,FTL,PSO Dave C, Camp Virginia Jaycees,
Roanoke VA
24 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF
26 1800-???? Night navigation practical, Earl E., NN City Park, Overnight
camping at group site after the practical
26 1030 ASRC BOD

MARCH

11-13 1900 Second Weekend, DES Institute, FTM,FTL,MSO Dave C, Camp
Virginia Jaycees, Roanoke VA
13 1000-1300 Vertical Training, Hauling Systems, Mark E. Driver Tower
24 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF
NOTE DATE!
27 1000-1300 Crime Scene operations, Earl E. NN city Park

APRIL

10 1000-1300 Vertical Training, Patient loading and packaging. Mark E.
Driver Tower
23 1030-??? ASRC BOD and General Membership Meeting, SMRG land
24 0800-??? ASRC training, SMRG land, TBA
24 1000-1300 Dogs, TBA, Dave C
28 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF

MAY 94

14-15 0900-???? Horizontal simulation, Chippokes State Park, Jim Poole
26 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF
29 1000-1300 Clue Awareness, TBA, Jess

JUNE 94

- 12 1000-1300 Vertical Training, Medical Assessment and treatment, K Reynolds, Driver Tower
- 23 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF
NOTE DATE!
- 26 1000-1300 Radio mast and communications set up. Dave C. Camp Pendleton.

JULY 94

- 10 1000-1300 Vertical training, Basic Skills, Mark E. Driver Tower
- 24 1000-1300 ELT-DF, Dave K, Pungo
- 28 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF

AUGUST 94

- 14 1000-1300 Vertical Training, review of rescue skills, Great Falls, Dave C/Mark E Camping at Bull Run State Park. Mark E Rain Date 21st.
- 25 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF
- 27 1900 Birthday Party from H---. Carter's
- 28 1000-1300 Navigation, TBA, Ruth C

SEPTEMBER 94

- 10-11 1000-???? Vertical Simulation, Dave C. Seneca Rock West VA. Camping at National Forest Campground. Seneca is a six hour drive from Tidewater, we suggest you consider taking friday and possibly monday off. More later in the year
- 22 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF
NOTE DATE!
- 25 1000-1300 Search Tactics, TBA

OCTOBER 94

- 01-02 0900-1700 Car parking, Newport News City Park. Earl E. Campsite at park for evening of 01 Oct. Earl E.
- 23 1000-1300 FTL Scene assessment and management, Dave C, NN City Park
- 27 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF

NOVEMBER 94

- 13 1000-1300 Nightengale visit, Earl E. Norfolk General Hospital
- 17 1900 TSAR Business Meeting, Pizza Hut, Northampton Blvd, ORF
NOTE DATE!
- 20 1000-1300 Navigation

DECEMBER 94

- 1900 Carter's Annual TSAR Christmas Party

REMEMBER

If you plan to attend the planned training, you are responsible for contacting the person in charge. Failure to do so can result in the responsible party cancelling the training.

Person who take responsibility for an event are charged with:

1. Verifying permission to use the facility indicated.
2. Arranging for instructors or instructing the event.
3. Arranging that the necessary group gear arrives to support the event.
4. Letting everyone who calls know if the event is going to be canceled.
5. Keeping the Training Officer advised of the situation regarding the class/session.
6. Give class roster to Training Officer.
7. If course is canx, called the Training Officer.

Rule of Thumb. If there is a mission, normal training is canceled.

Appalachian Search and Rescue Conference, Inc.
Training Schedule
 for the 1994 calendar year

Day	Date	Event	Time/Place	Host
Tues	4 Jan	Alert/Dispatch Training (Dehaven)	1930 PATC	SMRG
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
Fri-Sun	14-16 Jan	FTM Part I (Mechtel)	PATC	SMRG
Tues	18 Jan	New Member Orientation (Hoade)	1930 PATC	SMRG
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
Fri-Sun	28-30 Jan	FTM Part II (Mechtel)	PATC	SMRG
Sun	30 Jan	Belaying & Litter Practical (contact Mark Eggeman, 804-425-8842)	1000 Newport News	TSAR
Sun	30 Jan	Communications & Semi-Technical Rescue	1000 Southwest Locker	SW
Tues	1 Feb	Map Problem (Dixon)	1930 PATC	SMRG
Sat	5 Feb	Officer TQM Session (Burmester)	0900 PATC	SMRG

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
Sat-Sun	12-13 Feb	FTM Part III (Mechtel)	PATC	SMRG
Sun	13 Feb	Vertical (Basic Ascending and Descending)	1000 Southwest Locker	SW
Sun	13 Feb	Vertical Training, lowering systems (contact Dave Carter, 804-466-8094)	1000 Driver Tower	TSAR
Tues	15 Feb	New Member Orientation (Hoade)	1930 PATC	SMRG
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	BOD	1030 Charlottesville	BRMRG
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
Tues	1 Mar	Area Command Authority	1930 PATC	SMRG
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
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Sun	22 May	Columbia Triathlon		SMRG
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
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Tues	7 Jun	SAR Dogs	1930 PATC	SMRG
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(contact Earl Evans, 804-693-4391)

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on this group.

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APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

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

23 Nov 93

803 Townsend Ct.
Norfolk, VA. 23502

Dear IC's, IS's, AO's, DS's, DO's, GDO's and other affected Individuals,

Effective the date of this letter as Operations Officer and as Chairman, the following changes regarding dispatch and Operations take effect. Per our by-laws these are subject to BOD validation at the December BOD.

Code 111 now means, we have a possible/potential mission.

Code 222 now means, we are providing a limited response between the needs of a QRT and Full call out.

Code 333 is same as before FULL CALLOUT, every available ASRC member will respond if they can.

FULL CALLOUT will be used when the resource needs for the mission, based on weather, urgency, subject condition, et cetera require all available resources are needed, NOW.

FULL CALLOUT WILL NOT BE USED when 222 has failed to produce the resources requested under a 222.

Code 332 now means, a request for an overhead team of a minimum of two people (IC and IS's) and five FTL's.

Code 331 is same as before a minimum of an IC and one IS.

Conference dispatch WILL NOT ASK INDIVIDUAL GROUPS FOR AVAILABILITY until after the Conference has gone to either a 222 or a 333 and initial response IS UNDERWAY. If a group dispatch wishes to ask for availability, it is their choice.

The Alerting Officer (AO) will determine the resource order needed by the requesting agency. Based on the resource order the AO will direct the appropriate code be sent. The AO will give the resource order in specific terms to the Dispatch Supervisor. (1 IS, 2 FTL, 3 FTM's, 4 COQ, a radio set, Ops kits, stretcher, medical kits, et cetera.) The Dispatch Supervisor will direct the DO to alert the groups closest the location of the mission, unless it is a 333, and will request they provide the needed resources, if the nearest group is not capable then Dispatch will move out to the next closest group.

When a 222 is called, requests to groups will be in specific terms, 2 FTL's, 3 FTM's, if the group is not capable of meeting the need, the next closest group will be requested. The resource order can be spread over the Conference for a 222 if Dispatch feels the closest group cannot meet the need. BUT, the DO will request specific numbers from each group called, unless it is 333.

Conference dispatch is urged to provide to the Group dispatcher accurate and complete directions to the mission location at the first page. If these are not available at the time of the page, then the GDO will be advised of the uncertainty and asked to have the first person on scene call Conference dispatch with accurate directions.

Every effort will be made to avoid the problem of three or four people calling either DES SARDO or RA to obtain the same information. It is suggested that this can best be accomplished by the AO and IC being the only people who call in the initial hours of a mission. Dispatch should not call unless it is necessary to correct information that was incorrect or invalid.

These directions will be posted at Dispatch immediately.

Comments to me are welcome, but these changes take effect NOW. Call me if you wish to discuss action at the BOD.

Sincerely,


David Carter
Chairman/Operations Officer

David A. Carter, ASRC Chairman
November 28, 1993
Page 2

111 -- Notification; possible/potential mission
222 -- Alert; search likely in next 24 hours
330 -- Overhead Team (one IC, one IS)
331 -- QR Team: overhead team (IC+IS) and 5 FTL's.
332 -- limited response (somewhere between 331 and 333)
333 -- Full Callout

This means changing a few pager codes, and thus will be hard for us old-timers to get used to. But, it will make it easier for new members.

Thank you.

Yours truly,

Keith Conover, M.D.
C:\TEXT\ASRCMISC\CARTER5.LTR

Keith Conover, M.D.

36 Robinhood Road

Pittsburgh, Pennsylvania 15220-3014



Copy

November 28, 1993

David A. Carter, ASRC Chairman and Operations Officer
803 Townsend Court
Norfolk, VA 23502

Dear Mr. Carter:

SUBJECT: Annual Meeting; Callout Pager Codes

Unfortunately, I won't be able to make it to the Annual Meeting of the Appalachian Search and Rescue Conference on December 18. I requested the day off, and indeed got it off, but unfortunately I also got scheduled to work 11PM-7AM the night before. I've been trying to find someone to cover for me that night, but so far no luck. And I simply can't make it to Charlottesville in time for a 10:30 meeting when I can't leave Pittsburgh until 7:30 and it's a six-hour drive. I'll send you a written Wilderness EMS Institute report in the next week or so, and would appreciate your distributing it.

I am taking a week of vacation during December, and hope to use some of the time writing a computer scheduling program. If it works, it may help prevent the kind of problem with scheduling that will keep me from attending the December 18 meeting.

Thanks for your letter of 23 November. Betty and I both agree it's a long-needed change.

After thinking about it a bit, I have a suggestion for the pager codes that might be a bit more consistent:

Appalachian Search and Rescue Conference, Inc.

Training Schedule

for the 1994 calendar year

Day	Date	Event	Time/Place	Host
Tues	4 Jan	Alert/Dispatch Training (Dehaven)	1930 PATC	SMRG
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
Fri-Sun	14-16 Jan	FTM Part I (Mechtel)	PATC	SMRG
Tues	18 Jan	New Member Orientation (Hoade)	1930 PATC	SMRG
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
Fri-Sun	28-30 Jan	FTM Part II (Mechtel)	PATC	SMRG
Sun	30 Jan	Belaying & Litter Practical (contact Mark Eggeman, 804-425-8842)	1000 Newport News	TSAR
Sun	30 Jan	Communications & Semi-Technical Rescue	1000 Southwest Locker	SW
Tues	1 Feb	Map Problem (Dixon)	1930 PATC	SMRG
Sat	5 Feb	Officer TQM Session (Burmester)	0900 PATC	SMRG

Sat-Sun	5-6 Feb	GSAR week 1 of 5	1800 Southwest Classroom	SW
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Appalachian Search and Rescue Conference

P.O. Box 440

Newcomb Station

Charlottesville, VA 22904

Address Inquiries to:

John Punches
Appalachian Search and Rescue Conference
628 Lee St.
Blacksburg, VA 24060
Phone: 703-231-8835

7 January 1993

Allegheny Mountain Rescue Group
BOD Representatives
36 Robinhood Rd.
Pittsburg, PA 15220

Dear group representative:

At the December 12, 1992 BOD meeting concern was once again voiced over several long-standing "grey areas" in the ASRC operational procedures. (Gary Mechtal presented several concerns to the board. Documentation was presented to all Board members. A general discussion raised other concerns in the area of operations.) Concerns included, but were not limited to: group commitments toward natural disaster relief, the conference alert function's perceived tendency toward "centralization" within Charlottesville and the concept of distributed alerting, allocation of resources among multiple incidents, and removal of ASRC resources from a search in the event of misconduct. Many individuals within our organization find these to be matters of significant concern and feel the conference would benefit from a conference recognized operations coordinator. (The ASRC, at this moment, has no officially recognized position empowered to coordinate its operational activities.)

With these things in mind, the BOD tasked me as chair of a committee charged with developing an definition of an ASRC Operations Officer, and specifying the functions he/she would fulfill. You will find said proposal attached. I must point out that not everyone within the ASRC agrees that there is a need for a stronger Ops position. Thus, the Board must decide whether to maintain the status quo, and thus prevent the addition of another layer of hierarchy, or to empower the Ops position and hopefully enhance our organization's ability to provide search and rescue and emergency management services. In the event that we do not adopt the proposed definition, or a similar one, we will still be faced with our "grey areas", our resource allocation and management problems that stem from a lack of defined policy and the abrupt termination of our operational chain of command at the IC level.

Please consider the trade-offs as your group reviews our proposal. We sincerely hope that this matter can be settled at the next BOD. We can do this if each group forms a response to this proposal in advance and sends their delegates prepared for discussion on this topic. Hopefully the proposal can be modified to meet each group's requirements as well as those of the Conference.

Thank you for your attention to this matter. I apologize for the limited time available before the next BOD meeting.

Sincerely,

A handwritten signature in dark ink, appearing to read "John Punches".

John Punches
Vice Chair
Appalachian Search and Rescue Conference

Proposed Functional Definition of the ASRC Operations Officer

07 Jan 92

The ASRC Operations Officer shall be that person, appointed by the ASRC Chairman, responsible for the oversight and coordination of ASRC resources, both on and off the scene of ASRC functions. The operations officer shall be ultimately responsible to the ASRC Board of Directors for the fulfillment of his/her assigned duties (the functions of the operations office). Persons fulfilling the office of Operations shall be ASRC active members in good standing trained to the level of incident commander, with a level of experience and management skill commensurate with the position. Qualifications of candidates for Operations Officer shall be reviewed by the Board of Directors prior to the candidate's acceptance by the Board as Operations Officer. Assistants to the Operations Officer (as chosen by the Operations Officer) shall hold similar qualifications and shall be approved by the Board of Directors.

Functions of the operations office shall be as follows:

- 1) Direct and oversee ASRC Conference dispatching (as needed) during any alert or incident and serve as the arbitrator and decision-maker should concerns arise over off-scene ASRC dispatching or allocation decisions.
- 2) Support the needs of on-scene ASRC Agency Representatives (the AR is synonymous in most instances with the incident commander).
- 3) In the event of multiple concurrent incidents, allocate and coordinate conference resources between incidents.
- 4) In the event of disaster incidents, allocate and coordinate conference resources and approve all ASRC commitments.
- 5) Serve as the arbitrator should concerns arise over on-scene ASRC actions, Organization competence, or IC competence; having the authority to remove ASRC assets from the scene if deemed prudent and in the best interests of the ASRC. In the event that the operations officer removes an individual or group of individuals from the scene of an ASRC incident, the decisions of the operations officer shall be reviewed by the ASRC Board of Directors at their next business meeting.
- 6) Review any ASRC operation on at least a daily basis.
- 7) Help support and when necessary, oversee the Alert Officer.
- 8) Remain in contact with the Alert Officer(s) and Agency Representative(s).
- 9) Approve any commitments to incidents that fall outside the normal operations as defined in the ASRC Operational Requirements Document.
- 10) Approve the complete withdraw of ASRC resources from on-going incidents and approve the decision to suspend active incidents.
- 11) Maintain a continual Operations function, delegating the function to an approved assistant as necessary.

- 12) Review the operational readiness of member groups as required (i.e. 36 month and 12 month reviews).
- 13) Maintain the ASRC Operations Manual, making changes as necessary to promote the operational success of the ASRC, contingent upon approval of said changes by the Board of Directors.
- 14) Enforce the operational policies of the ASRC to the extent allowed by the ASRC Board of Directors.

Note on Continuing Education:

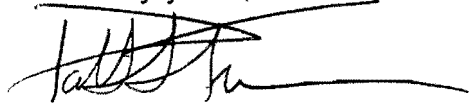
The operations officer serves a function similar to that of an incident commander, but on a larger scale. Therefore, the operations officer, or his/her assistant(s), shall receive continuing education credit for shifts served as operations officer (during ASRC incidents)

TO: All ASRC Group Treasurers
FROM: Patrick Turner, ASRC Treasurer
DATE: 15 January 1994
RE: 1994 Dues

As you all know, individual dues were due on 1 January 1994. The amount of these dues is one dollar per person on your roster. Do not forget to send a roster as well as your dues. As you all may not know, at the last ASRC BOD meeting, the Board approved a motion making group dues also due on 1 January 1994 instead of in April. Therefore, each group needs to send \$45 to conference headquarters (sorry PVRG, it is \$75 for probationary groups). If you have already sent part or all of your dues, thank you very much. If you have not, I would like to have collect all dues by the February BOD meeting.

Looking a little further down the road, I am playing with the idea of having an "ASRC Store" that could be used by both groups and individuals. The "store" would have ASRC patches, rockers, and other SAR-specific equipment. Ideas have ranged from the standard SEARCH AND RESCUE car placards to ASRC placards to ASRC window static stickers. What I ask of you is to get a feeling from your members items they might want if the goes off. Feel free to send your own suggestions as well. Thanks for your help! Have a great new year and see you on the next search (which will hopefully be after this bitterly cold weather passes).

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Patrick L. Turner', with a long horizontal flourish extending to the right.

Patrick L. Turner
ASRC Treasurer

From: G. Mechtel
Subject: ASRC Safety Officer Report
Date: 2/26/93

To: ASRC BOD

Nothing has been submitted recently due to my being the Chair of SMRG, an ASRC BOD member, and my participation in SAR incidents. Given that I am no longer the SMRG Chair, I plan to submit safety reports at the annual ASRC meeting in April. These reports shall include the following:

- a) an historic listing of known ASRC safety incidents.
- b) discussions of the pertinent incidents,
- c) recommended bylaw and operations manual changes to improve ASRC safety.

If anyone knows of any safety incidents at any time in the past, please pass these incidents along to me.

The incidents that I can recall include:

- a simulation incident where a SWVaMRG member collapsed due to an eating disorder.
- an incident where an ESAR broke an arm at an incident and was hospitalized.
- an incident where a TSARG member broke a leg on a repelling exercise
- numerous car accidents (SMRG, SWVaMRG, others?)
- Tick borne diseases
- Critical stress incidents (BRMRG, SMRG, ESAR, others ?) due to aircraft incidents, and suicides.
- Heat related problems (SMRG)
- Cold related problems (ESAR, volunteers)
- Safety due to other people: (Richmond Urban search, hunters, others)
- Bee sting related problems

In addition, I shall recommend possible corrective actions that should be considered to improve our pro-active stance to minimize our risk to medical incidents and operational incidents.

Respectively Submitted

Gary Mechtel

**Southwest Virginia Mountain Rescue Group
Three Year Review
February 26, 1994**

Minimum Equipment

Group equipment meets or exceeds current Conference requirements in all categories.

Minimum Membership
(Membership by Training Level)

IC	1
IS	0
FTL	7
FTM	9
COQ	28
Trainee	23

Total Members 68

Active Members 43

Note: 17 active members FTM or higher, 8 active members FTL or higher -- Conference requires 16 members FTM or higher, 6 members FTL or higher.

Financial Solvency

Group account held with Virginia Tech Credit Union

Current Account Balance: \$5,312.15

Conference Involvement

(Missions with 5 or more members attending)

Floyd Co. (Moles)	7 Jun 92
Floyd Co. (Moles)	14 Jun 92
Surry Co.	5 Sept 92
Pittsylvania Co.	8 Oct 92
Shenandoah Park (Wentz)	8 Nov 92
Latrobe PA	20 Jan 93
Latrobe PA	23 Jan 93
Wise Co. (Pound)	21 Apr 93
Westmoreland Co. (Criddle)	9 Jul 93
Mifflin Co. PA	21 Jul 93
Charles City Co.	Sept 93
Newport News	4 Oct 93
Buckingham Co.	8 Oct 93
Albemarle Co.	2 Nov 93
Powhatan Co.	9 Jan 94

Note: 15 documented missions with 5 or more members attending -- Conference requires 12 such missions.

Compliance with Conference

The Group maintains copies of the Conference Articles of Incorporation, Bylaws, Training Standards, and Operations Manual, as well as other documents recommended or required by the BOD. Its officers and members comply with the requirements set forth by the BOD in these documents. Group training standards attempt to exceed Conference standards when possible.

Respectfully Submitted,

John Punches
26 Feb 94

POTOMAC VALLEY RESCUE GROUP

REPORT TO THE ASRC BOARD OF DIRECTORS

26 FEBRUARY 1994

Administrative:

As of this date, the PVRG has upwards of 61 members on its roster, and approximately 10 persons in the process of joining.

The PVRG is in the process of submitting a budget to the University of Maryland for equipment and other expenses totaling approximately \$1,400.00.

The PVRG needs an invoice or a bill in order to pay its annual dues to the ASRC. This must include the ASRC's Federal Excise Identification Number.

Note: The PVRG needs to purchase approximately 30 patches. We also need the minutes of the past 2 BOD meetings.

Operations:

No searches: No call-outs: No response.

The paperwork is in!!! The PVRG is now officially in possession of a vehicle which was donated by the Maryland Fire and Rescue Institute. We are just waiting on the new tags.

The PVRG is in possession of a stokes litter which was graciously donated by SMRG.
THANKS!!!

Training:

The PVRG has a new training schedule...See attachment.

4 persons attended the FTM class offered by SMRG.

Julia Correll and Meg Gralia of MSAR have been giving us a hand with training...a big hand.
THANKS!!!



Headquarters

Maryland Defense Force

Pikesville Military Reservation • 610 Relsterstown Road • Pikesville, Maryland 21208-5197

7 February 1994

Mr. Gary Mechtel
9027 Early April Way
Columbia, Maryland 21046

RE: Memo of Understanding, MDDF and Appalachian Search
and Rescue Conference

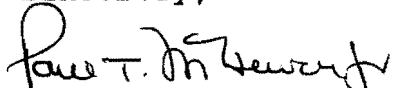
Dear Mr. Mechtel:

This follows our conversation regarding a MOU for our
respective organizations.

You made various points which might well be incorporated as
part of the MOU. This can be done by addendum. We might as a
matter of form have a page which says your dispatcher will notify
the MDDF units which are on his list. Since the list will be
updated from time to time, it would appear that we need to put
the first one together.

In any event, please return the form to me, when you have
completed the additions. Also, if convenient, the base form may
be signed.

Sincerely,


Paul T. McHenry, Jr.
COL JAG MDDF

P.O. Box 206
5087 Solomons Island Road
Lothian, Maryland 20711
(301) 261-9099
(410) 269-5444

PTM:jpf
Enclosure

cc: BG Frank T. Barranco



Headquarters

Maryland Defense Force

Pikesville Military Reservation • 610 Relsterstown Road • Pikesville, Maryland 21208-5197

Maryland Defense Force
and

(supported organization name)

(address)

(phone/fax)

Subject: Memorandum of Understanding (MOU)

1. This memo is to reflect certain understandings and, insofar as a feasible, agreement by and between the Maryland Defense Force (MDDF) and the supported/other organization which joins as a party.

The purpose of this MOU is to establish, continue and expand working relationships between the parties and their subordinate or affiliated groups.

2. The MDDF is part of the organized Militia of Maryland, under the command of the Governor, through the Adjutant General (TAG), who also heads the State Military Department. The purpose of the militia is to support the civil government in any manner which may affect the security of persons or property, and in that connection, participation of MDDF in various training, emergency operation, and civic activity with other governmental agencies (including military), and with civic organizations, is both authorized and encouraged.

3. Local unit MDDF commanders and local unit representatives of the other organization party hereto are expected to be in liaison with one and another and may plan and direct appropriate activities. MDDF personnel are on duty when engaged in such joint activity, or when serving with the other organization upon order of or approval of their MDDF unit commander. MDDF personnel so engaged are in training duty status.

In times of emergency the Governor may order any part or all of the Militia to state active duty. It is understood

that order of the Governor may supercede this arrangement, and require that MDDF support be increased, modified, or withdrawn during state active duty status.

MDDF personnel remain members of their units and remain subject to order of the TAG and MDDF command chain, even though others are in charge of the particular task, program, and/or place of duty.

MDDF personnel when on duty are covered by Workers Compensation insurance and for liability by the Tort Claims Act under State law. Such coverage for injury or liability can not be extended to persons other than MDDF members. (The other agency or supported organization must therefore be responsible for its own insurance and for claims for injury to its members and/or participants and third parties).

4. Local affiliated or subordinate groups are requested to designate the official or representative who is authorized to call for MDDF support and the appropriate MDDF contact at unit level. This may be attached as a supplement to this MOU.

This MOU takes effect upon the date signed below and remains in force until terminated by either party or superceded upon further review and amendment.

MARYLAND DEFENSE FORCE

_____	BY: _____
Date	MDDF Commander
_____	_____
Date	(Organization Name)
	BY: _____