

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

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

BRMRG Camille Birmingham - SEC.

BRMRG Bob Koester

RSAR Mark Pennington

SWVaMRG Ian Nelson

SWVaMRG John Panches

*PVRG Brian Whalen

*PVRG Dome Poon

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 Panches) - 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 Panches. See addendum for the rest of the report.

ASTM report (John Panches) - 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.