

ASRC BOD Meeting
30 June 1996

ATTENDANCE

Dave Carter☼	TSAR	dcarter@infi.net
Andy Bayne☹	TSAR	
Kevin Reynolds	TSAR	
James Poole	TSAR	
Michael Barber	RSAR	
Kelli Midgette	RSAR	
Terri Midgette☼	RSAR	
Anette Smith	RSAR	
William Dixon☼	BRMRG	whd4y@virginia.edu
Robert J Koester☺☼	BRMRG	Robert@Virginia.edu
Hart Rossman☼	PVRG	nymph@wam.umd.edu
Karen Vandersall (proxy)	PVRG	kvl3@umail.umd.edu
Greg Sazonov	SWVaMRG	gsazonov@vt.edu
Doug McCaskill	SWVaMRG	cdm@vt.edu

- ☼ signifies an ASRC BOD Representative
☺ denotes "Yes! The name is spelled correctly."
☹ denotes "Hey, Andy. You didn't sign in."

Please note that representatives from MSAR, SMRG, and AMRG were not present at the BOD meeting. There was a workshop on 29 June 1996. Attendance was not recorded. Members from these groups may have attended the workshop.

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Meeting began at approximately 1400 hours.

Corrections to last meeting's minutes:

None were brought to the Secretary's attention.

Secretary's Report (Terri Midgette):

The minutes were handed out to everyone present. It is the Secretary's goal to have the minutes mailed to all groups within 2 weeks from the date of the BOD meeting. Expect the minutes from the August 1996 BOD to be in your mailbox by 2 September 1996.

Treasurer's Report (Charlotte Menck):

Not available

COMMITTEE REPORTS:

Medical (Rob Christie):

Not available.

Operations (Gary Mechtel):

Not available.

Communications (Steve Houck):

Not available.

Training (Peter McCabe):

Not available.

Finance (Charlotte Menck):

Not available

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CHAIRMAN'S REPORT (Dave Carter):

Please note that I have re-typed what Dave handed out at the meeting. It is a call to re-organize the BOD due to concern over our inefficiency. It follows:

In a sense this is a "state of the union" report. I admit right up front that the following statements are from my frame of reference and reflect my opinions, but those opinions are based on: being Chairman of this organization for four years and starting my fifth term; being an IC with this organization for nearly fifteen years; having served on 58 missions in the past five years; holding two advanced degrees; being old.

- The ASRC is a confederation of equal but separate organizations. This is a strength for the individual groups, but is a weakness for the overall organization. Since all major decisions require a discussion of the issue at the Group level (ideally), then the Groups' consensus is brought back to the BOD for inclusion in final discussions, it takes an intolerably long time to get anything of substance done. I believe it is time to change this.
- Once the Mission and Vision statements have been agreed on, and the Vision is developed, I believe we will see that we must change the way we do our day to day business in order to reach the goals and objectives that will come from the vision process. This will be painful for older members. It will require both old and new members to actually have to do some work to make the organization grow.
- The average member in the ASRC does not care about the "politics" at the BOD level. Most have said to me over the years that they just want to do SAR. This has lead to a complacency that is intolerable with the way things are changing around us. For example, the average member will not write letters to support action that the BOD feels is necessary when we are trying to influence some law or administrative decision.
- The organization has fought "bureaucratization" since the beginning and this phobia has created a situation where to make any change requires heroic efforts. Given the need to change in a rapidly changing world this situation is also intolerable. We must have some level of "bureaucracy", but we must experiment to find that level. So far any efforts at this have been defeated or ignored by both the BOD and the general membership.
- In this next year we must make some large and difficult changes which I believe will come out of the efforts of this weekend. I believe you as members of the BOD and those general members that attend will see this when we complete the process. You then will have to go back to your Group and make heroic efforts to convince folks these changes are necessary.
- Thank you for your time, effort, funds, and intelligence.

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Old Business (Dave):

Nothing has been returned concerning 501(c)(3) status. Dave is currently working on the paperwork to re-submit.

Has anyone asked their RAs the 3 questions? (None had.) The development of a program to go OUT and talk to RAs is underway.

(William)

BRMRG has implemented a plan to contact their RAs by phone & hopefully set up time to sit down and talk with them for approximately 1 hour.

Safety (William):

- In reference to The Survey, the Stafford Sleep Scale is to be utilized.
- Furthermore, questions to other groups concerning Fatigue and how they handle it have not proven helpful (no responses).
- Data on the risks we take is to be gathered to draw up better Safety Policies. William and Bob are working on this. The Enforcement of the policies would mean NOT participating in an incident (if unsafe situation).
- By the Fall of 1996, surveys can be ready.

(Dave)

Peter McCabe should be notified of this for inclusion in Appalachian Alert.

DES (Dave):

The State has planned several courses in 1996 and into 1997. They are:

- Nov 1996 - Hungry Mother State Park: to address the needs of SWVa. Courses include FTM, FTL, MSO, and Sign Cutting I
- Feb & Mar 1997 - Quantico Marine Base: Courses include FTM, FTL, PSO, and Sign Cutting II
- May & June 1997 - Ft. Pickett: Courses include FTM, FTL, and MSO

Winnie has brought in more instructors (2 from BRMRG, 2 from Dogs East, and 2 from TSAR). The reasons:

- Expand the Instructor base
- Will mean more First Responder courses
- Ability to conduct Regional Trainings

The 5 Yr Plan:

- Reviews are in place
- Senior members will review FTM and FTL standards. These are not to be rewritten, just updated.
- Localized training to better educate community

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VISION and MISSION STATEMENTS (Dave):

Please see the attachments to the back of these minutes.

- A lot was done on 29 June 1996. Results are to be published.
- The next BOD is 17 August 1996. It will begin at 9:30am. Training and Operations meetings are to be held. Hopefully, much will be accomplished. Cooperation is necessary from everyone in order to get things done.

Other SAR Group News (Dave for Peter):

- Maryland SAR Council is starting to get off the ground.
- There is a new position in PA - Mission Coordinator.
- CAP in MD is looking hard at ground SAR due to missing cadet months ago.

Other Issues (Dave):

- TSAR is having a recruiting drive in August - September 1996. Hope to have 125 members in the group within 2 years. A higher level of training is the goal. The State is usually the basis for FTM and FTL certification.

(William)

Will you in TSAR continue to help train RSAR?

(Dave)

As long as they are willing to drive to trainings.

- 9, 10 Nov 1996 will be the horizontal simulation on the Eastern Shore. A Fire Co. will be there to check TSAR out.
- Peter had asked when 36 mo. Reviews are due. No paperwork was checked; members gave input to each group's date of prior re-certification.

BRMRG - was done 1 year ago

PVRG - April 1995

SWVaMRG - probably due

AMRG - done 2 years ago

TSAR - may have been done 2 years ago

RSAR - ? Melody has looked through RSAR's records, but can find no record of re-certification

(Bob)

SMRG, BRMRG, and SWVaMRG are all on the same time schedule.

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(Dave)

Must come to the next BOD prepared for 36 mo. Review. This doesn't mean you have to have everything.

SWVaMRG, MSAR, and RSAR are due. Must be prepared to re-certify.

Can go back through the minutes to see when groups are actually due.

IS Nomination:

Peter did have a letter to state that Jim Poole does meet the requirements for IS. In addition, William asked for Mission Summaries.

(Bob)

Move to re-certify Jim Poole of TSAR as IS.

Yes 9 No 0 Abs 0 PASSED

(Dave)

Are there any other proposals for IS or IC?

(There were none.)

AO Training (William Dixon):

It's not happening, and we also don't have Dispatch Training. Darren just started Paramedic Training which takes up his time, so William will speak to him in reference to his schedule.

(Bob)

Darren is working on a class to train ICs to (in turn) train AOs.

New Business (Dave):

The October 1996 BOD will be another weekend-long meeting/workshop. It will be held the weekend of the 19th and 20th. Work will be done on the Mission and Vision Statements.

Lessons learned from Missions (William):

Floyd Co. - At 6:30am DES paged out for a search of a 41 yr old male diabetic who had been served civil papers. Winnie Pennington was the SAR contact and the RA was the Floyd Co. Sheriff's Office. However, the Captain of the Rescue Squad made the call. The Cpt was unsure of the situation and base locale was in transition. While William was on the phone trying to find out what they needed, the victim was found. At 8:30am, paged out 441, then 888. (William apologized for the delay.) William had wanted to send out an Information Page with the location of the search and a description of the victim. William's question to the BOD is "What about the Information Page?"

(Bob)

Should have/Could have set off a 332 to notify everyone that something was going on.

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(William)

The whole notification of the ASRC was called into question because Botetourt SAR group is closer to the search area. DES/The State level needs/is supposed to determine the best course of action/the best SAR group. It was not clear if the RA even knew that the ASRC had been called out.

DES must verify that the legal RA is making the request, and that it is appropriate to the specific incident.

So far as the Information Page is concerned, priority groups could be paged for "local response" so that everyone has an idea of the search area. (In the past, AOs have had to repeatedly page a particular group. Also, it has taken as long as one hour for a group to call back with its availability.) Regardless, a group's response to a 332 must be *fast*.

(Dave)

At the Lake Anna search in Dec 1995, the victim's body was not found. A man's body was found there "recently".

(Andy)

The body had to have reached a neutral buoyancy point.

(Dave)

Sonar did not work either.

(Kelli)

How did interviewing go at Shenandoah National Park (for the 2 murdered hikers)?

(William)

Initially, this was an Evacuation and Evidence Search. The request came in (from Greg Stiles of the Shenandoah National Park) for an Evacuation Saturday night. It wasn't clear what would actually be needed so they settled on finding out which groups would be able to even respond. At 10:30am Sunday, Greg told Paul D. of DES that they could handle the Evacuation and that the ASRC was allowed to work in the park.

At the Staging location, no one was there to brief anyone. (Lauren Schiff was surprised.) Greg Stiles said that it was a "wait and see" situation.

DES did not let the ASRC know its role in the incident. Winnie Pennington will be sent a letter by William in reference to this.

In addition, the IC must respond as quickly as possible. S/he is not to wait for other members. A presence must be established on-scene quickly and a report made back to Dispatch. An IS person must make sure s/he is not "roped" into becoming IC by the RA.

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The Investigative Search that followed had no radio contact. This made some searchers uncomfortable. The lack of communication is a Training Issue because some people did not know how to make the equipment work. FYI:

166.3 = simplex for Shenandoah
166.9 = duplex for Shenandoah

Meeting adjourned at 1459 hours (Bob/Kevin).

1996 - 30 JUN 300 NORT



APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

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

28 Aug. 96

803 Townsend Court
Norfolk, VA
23502

Dear Folks,

In June the BOD met and began to charter the future of ASRC. Those efforts were captured and distributed to the Groups at the August BOD. We need to continue our efforts and complete what was started.

The BOD will meet at a camp location near Charlottesville on 19 AND 20 October 1996. All BOD members and Officers are expected to attend the entire weekend. William Dixon is responsible for finding the location, publicizing the costs (if any), giving out maps, and anything else related to the logistics of the meeting. So, if you don't hear anything bug William.

All Group Training and Operations Managers are expected to attend for the entire weekend. Each committee will be scheduled to meet Saturday AM and part of the PM. I expect the committee to coordinate among themselves on bringing the necessary computer and other equipment necessary to produce a finished set of documents by the end of the weekend on Sunday. In Operation's case this could be the finished first and second level Operations Manual. In Training's case this could be the new FTM/FTL test.

I urge the Training Committee to produce not only a written test but a set of practical stations as well. I'd ask the Peter McCabe as Conference Training Officer coordinate getting what is necessary to be at the site.


I have asked, and he has accepted, that Gary Mechtel step down from Operations Officer. I will ask the Operations Officers from the Groups to elect an Operations Committee Chairman who will serve as the head of that committee in developing future efforts. I ask, by copy of this letter, that Paul DeHaven (SMRG Operations Officer) serve as temporary Chair of this committee (until an election is held) and to act as coordinator to pull together what is necessary to make the items in the third paragraph happen.

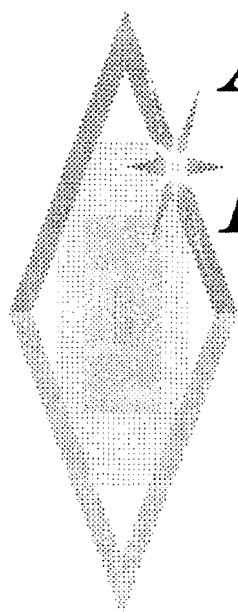
I am asking thorough this letter that the Blue Ridge Mountain Group arrange a social event for Saturday night at the Camp. Costs can be shared by the BOD, Training Officers, and Operations Officers provided that BRMG tells folks in advance, perhaps in conjunction with William's information?

We will hold the actual BOD meeting Sunday, probably after lunch. Sat PM and Sunday AM will be used to continue the develop of the vision and complete the objectives, and action plans.

Questions? give me a call if you have any or EMAIL me at dcarter@norfolk.infi.net.

Sincerely,


David A. Carter
Chairman



Appalachian Search and Rescue

Where are we
going?



Appalachian Search and Rescue

Where are we going?



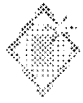
The Past

- ◆ To understand ourselves we need to know our past.
 - ◆ What did our founders expect the Corporation to look like?
 - ◆ Why did our founders choose the structure they did?



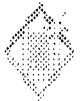
Personal Perceptions

- ◆ Before I got elected I perceived the following regarding ASRC Corporate:
 - ◆ The BOD was not made up of the decision makers within the groups.
 - ◆ The BOD did reflect the "will" of the group, but that of the "reps".
 - ◆ The BOD was ineffectual in making significant needed changes because the groups ignored most BOD actions.



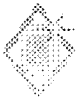
Personal Perceptions

- ◆ People were not be trained the same, so they could perform the same. Regardless of the supposed "standards".
- ◆ The operations manual was:
 - ◆ Hard to read, clumsy in execution
 - ◆ About useless as a guiding document
 - ◆ Did not reflect reality



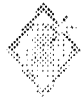
Personal Perceptions

- ◆ There was no "vision" of where the ASRC was trying to go.
- ◆ There was no clear "mission" that was easily understood and agreed to by all.
- ◆ We had no plan how to get to the vision that we didn't have while doing the unclear mission.



Personal Perceptions

- ◆ I was frankly ready to create another organization which could perform better, was organized better and trained better.
- ◆ But, I decided to work within the system first and see if I could change things.



The beginning for me

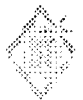
- ◆ Get the BOD to spend time on things that mattered and stop wasting time.
- ◆ Get the BOD to act professionally.
- ◆ Get the BOD off dead center and beginning to move toward the future I saw.
- ◆ Stop the endless chatter during BOD meetings.

This took two years.



The Middle for me

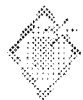
- ◆ Start the process of developing a mission, vision and strategic plan.
- ◆ Redo the Operations manual.
- ◆ Jump start the committee process to get the process holders involved.
- ◆ Standardized our day to day operations through consistency of leadership.



The Middle for me

- ◆ Measure what the Corporation wanted.

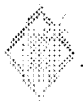
This has taken two years



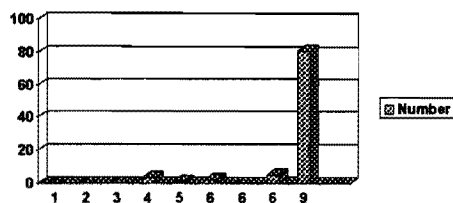
The Measurement

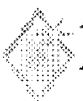
- ◆ My wife and I funded a survey of all ASRC members. It cost over \$700.00.
- ◆ I sent out 426 surveys, I got back 117.
25% return is excellent for statistical purposes.

The next slides show what was discovered.

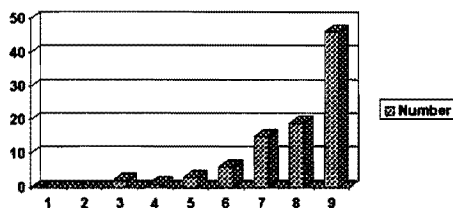


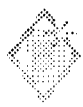
WILDERNESS SEARCH AND RESCUE IS A MISSION OF ASRC



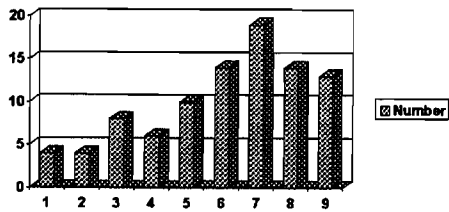


RURAL SEARCH AND RESCUE IS A MISSION OF ASRC



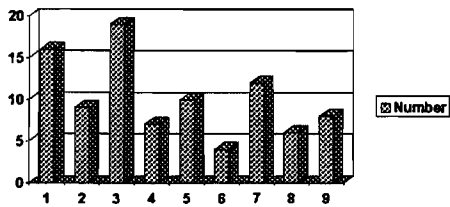


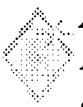
SUBURBAN SEARCH AND RESCUE IS A MISSION OF ASRC



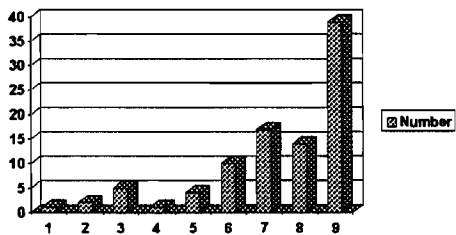


URBAN SEARCH AND RESCUE IS A MISSION OF ASRC



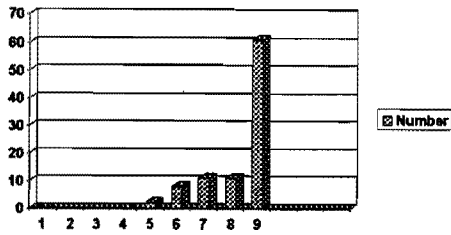


ASRC DOES SAR BY FIELDING TRAINED SEARCHERS



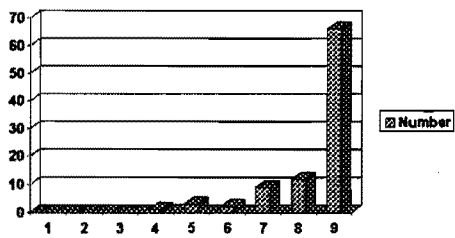


ASRC DOE SAR BY FIELDING FTLs



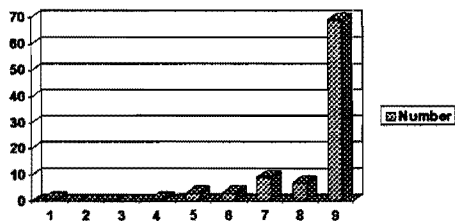


ASRC DOES SAR BY PROVIDING TRAINED STAFF



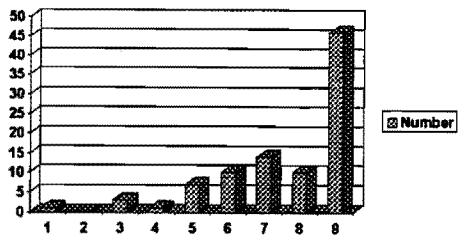


ASRC DOES SAR THROUGH DIRECTING AND MANAGING INCIDENTS



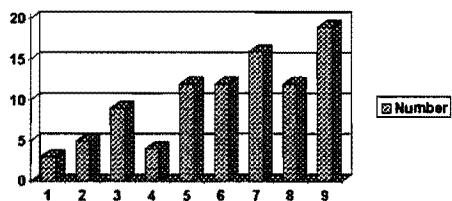


*ASRC DOES SAR BY DOING
TECHNICAL RESCUE IN NON-URBAN
SETTINGS ABOVE GROUND*



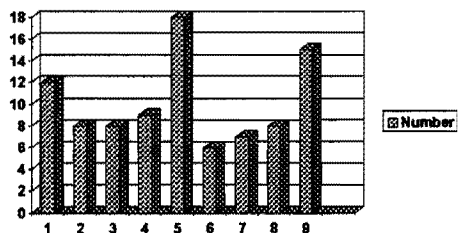


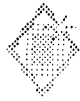
*ASRC DOES SAR BY DOING
TECHNICAL RESCUE
ANYWHERE*



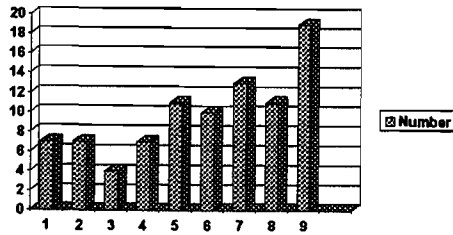


*ASRC SHOULD SERVE
PRIMARILY VA, PA, MD*



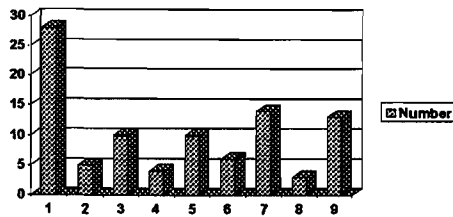


*ASRC SHOULD EXPAND AS
LARGE AS IT IS CAPABLE*



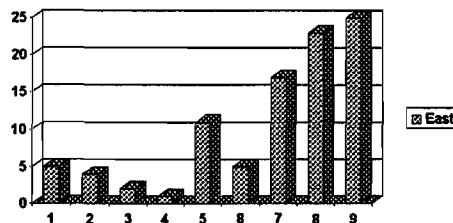


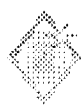
*WE SHOULD SERVE ONLY
THOSE IN WILDERNESS
SETTINGS*



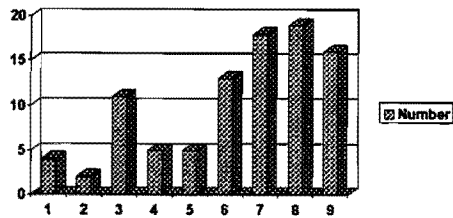


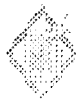
*WE SHOULD SERVE PEOPLE
WHO ARE REGARDLESS OF
LOCATION WHEN ASKED BY AN
RA*



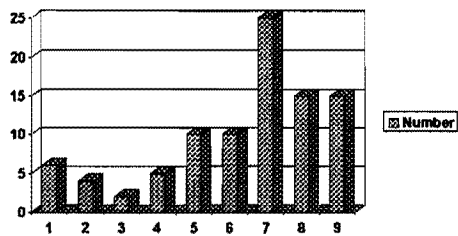


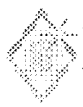
*EACH PERSON SHOULD
PERFORM TASKS THE
SAME WAY*



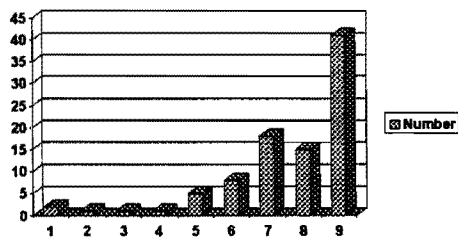


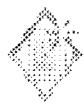
*WHAT IS IMPORTANT IS
THE TASK BE DONE
SAFELY*



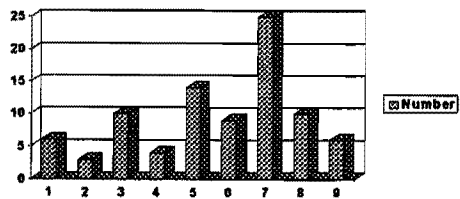


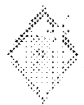
*I BELIEVE WE SHOULD
HAVE STANDARDIZED
TRAINING*



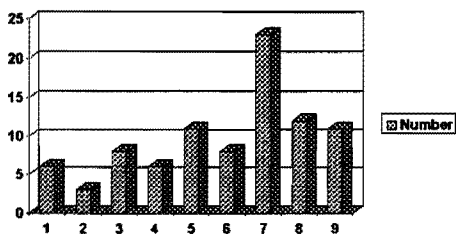


THE CURRENT ORGANIZATION IS ADEQUATE



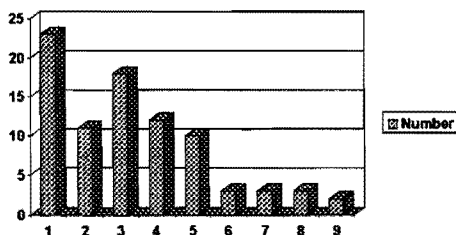


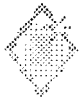
CENTRAL ORGANIZATION NEEDS TO BE STRENGTHENED





GROUPS SHOULD DO WHAT THEY WANT IN SPITE OF THE CENTRAL ORGANIZATION





Where are we now?

- ◆ We developed a mission statement for the ASRC.

The Appalachian Search and Rescue Conference provides through its member groups accredited professional volunteer services in incident command management and tactical ground search and rescue operations to government programs in the mid Atlantic region of the United States



Where are we now?

The mission statement tells what we do now and to who do we do it. It captures where we are now. It is a statement of the present condition of ASRC.



Where are we now?

- ◆ We developed a mission statement for ASRC.

To save lives, the ASRC will continuously improve its ability to conduct SAR activities so it will become the preferred volunteer SAR resource in the Mid-Atlantic states.



VISION STATEMENT

To save lives, the ASRC will continuously improve its ability to conduct SAR activities so that it will become the preferred volunteer SAR resource in the Mid-Atlantic states.

Changed to...

The ASRC will become the most widely recognized and reliable SAR resource in the Mid-Atlantic States.

Please note:

The notes that follow are presented here to show the progression of the Vision Statement as it was discussed by our membership. The words that summed up what the ASRC wants to be are underlined above and are defined and outlined on the following pages. I feel it important to include these because the membership who took their time to discuss these topics deserve to have a written record of that discussion, even in the form of notes. Following the notes is the "Official ASRC Vision Statement" given to me by Mark Eggeman of TSAR. I am re-typing it because I didn't receive it on disk (only recently got E-Mail), and I want to make sure it is in the Meeting minutes packet. ☺

ASRC BOD Meeting
30 June 1996

“most widely recognized”

Increase awareness at State and County levels (pre-plans)

- increase ASRC contributions in trade publications
- increase PSAR activities
- develop public information program
- develop a BOD representative of the Mid-Atlantic region
- register with United Way
- sponsor annual East Coast SAR symposium
- develop and implement SAR training for Law Enforcement/Fire/EMS agents
- develop a network of logistical resources
- utilize current technology and explore leading edge technology
- conduct SAR research
- conduct cross-training with other SAR resources

changed to...

Increase awareness at State and County levels (by Oct 1996 - RAs, Fire, EMS)

- develop information, training, support programs for RAs, Fire, EMS
- contact RAs to deliver program
- develop survey/analysis program for pre and post mission information gathering (Dave to contact Gary of SMRG)
- develop a marketing plan
- contact all previous and current DES GSAR students to solicit their membership to ASRC Groups
- host annual symposium
- increase SAR instructor base for outside presentations

"reliable"

consistently meet requests for ASRC resources

- have initial personnel on-scene within 2 hrs of request to ASRC
- develop air transport capability
- complete and implement standardized training and testing
- develop and implement an internal resource readiness status
- develop reliable and consistent dispatch service
- develop a system to ensure sufficient equipment response
- each group to develop multi-mission response capability
- reduce group recovery/turnaround time (24/36?)
- develop a system to ensure equipment reliability
- develop a formal periodic onsite review/inspection of group
- develop and implement personal readiness assessment/inspection

changed to...

consistently meet requests for ASRC resources

- develop and implement process to track member/group recognition in search missions
- develop quarterly recognition system and annual awards
- develop and implement mission response summaries
- develop quick response teams (IC, staff, field teams) in each group
- each group to develop and implement a system which will provide the ASRC with standard resource report within 30 minutes
- standardized resource report for ICs (who, what, when)

"SAR resource"

develop air scent dog team capability

- develop capability for tracking
- develop capability for bike team
- develop standard task force configuration
- develop and implement multi-level resource typing response teams
- develop and implement an affiliate program

changed to...

develop air scent dog team capability within the ASRC through an affiliation with current groups and development of ASRC Air Scent Dogs

- develop air scent dog training and recognition standards (by April 1997)
- contact dog groups to discuss ASRC development of dog capability (by Sept 1996 by Dave)
- develop plan for marketing ASRC to the dog groups (by August 1996 by Bob & William)
- develop operational plan for dog team employment (by April 1997 by Greg & Bob)
- increase participation of dog groups in ASRC training (by December 1996 by GTOs)
- increase group cross training with dog groups (by December 1996)

develop and implement an affiliate program

- define purpose and role of affiliate program (by September 1996 by Dave & William)
- write policy and procedure (by October 1996 by Dave & William)
- develop marketing plan to recruit affiliate groups (by February 1997)

ASRC BOD Meeting
30 June 1996

(Official)

ASRC VISION STATEMENT

"The ASRC will become the most widely recognized and reliable SAR resource in the Mid-Atlantic States."

It was determined that the words, **recognized**, **reliable**, and **resource**, are the key elements of the ASRC's Vision, and the areas where the ASRC should focus its attention. The group determined the top objectives under each element that the ASRC should strive to achieve first.

RECOGNIZED

"Increase awareness of the ASRC at the state and county level"

- Develop information, training, and support programs for the responsible agents
(by 10/96 - Mark E./Greg S./Peter M.)
- Contact responsible agents to deliver program
(by)
- Develop survey/analysis program for pre/post mission information gathering. Dave C. to ask Gary M. if he will develop the survey
(by)
- Develop marketing plan
(by 10/96 - Mark E./Greg S./Peter M.)
- Contact all previous and current DES GSAR students to solicit membership for the ASRC
(by)
- Host annual SAR symposium/awards event
(by)
- Increase SAR instructors for outside programs
(by)

RELIABLE

"Consistently meet request for resources."

- Develop and implement process to track members/ group participation in search missions
(by)
- Develop quarterly recognition system and annual awards
(by)
- Develop and implement mission response summaries
(by)
- Develop quick response teams in each group - IC, IS, FTL/FTM
(by)
- Standardize dispatch report for resource response
(by)
- Develop standardized 30 minute response report for each group
(by)

RESOURCE

"Develop air scent dog capability within the ASRC through affiliation with current groups and by developing the capability within the ASRC itself."

- Develop Air Scent dog training and recognition standards
(by 4/97 - Hold until 8/96 BOD)
- Increase participation of dog groups in ASRC training
(by 12/96 by Group GTOs)
- Contact existing dog groups to discuss ASRC development of dog capability
(by 9/96 - Dave C.)
- Develop plan for marketing the ASRC to the dog groups
(by 10/96 - Bob K./William D.)
- Develop operational plan for dog team employment
(by 4/97 - Greg S./Bob K.)

"Develop and implement an affiliate program."

- Define purpose and role of affiliate program
(by 9/96 - Dave C./William D.)
- Develop policy and procedures
(by 10/96 - Dave C./William D.)
- Develop a marketing plan to recruit affiliate groups
(by 2/97 - ?)

Please note that many action items are not assigned to an individual, nor do they have a target date in which to be completed. It would be greatly appreciated if other folks within the conference would agree to help out with some of these projects. The attendees at these meetings are few and it is an unrealistic expectation for those few to accomplish all the tasks required to achieve the conference vision. To be a part of the future, contact David Carter and offer your talents! Your assistance is welcome and appreciated!



Where are we now?

The vision statement is a statement of what we want to become. It is a future state which we want to achieve.



Where are we now?

We establish a series of goals to get us to this state:

Most widely recognized:

Increase awareness at State and County Levels

Reliable:

Consistently meet requests for ASRC resources.

SAR resource:

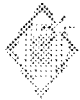
Develop air scent dog team capability

Develop and implement an affiliate program



Where are we now?

- ◆ We have re-instituted the committee structure.
- ◆ It is still getting settled.
- ◆ The various groups need to support the four committees more strongly.
- ◆ Committee members need to attend the committee sessions.



Where are we now?

- ◆ The BOD is now able to focus on the long term.
- ◆ The proposed by-law change is an example of one step in that direction.
- ◆ We have selected a series of goals for the near future to move ASRC forward:
 - ◆ Obtain 501© (3) status
 - ◆ Fundraising
 - ◆ Rewrite Administrative manual
 - ◆ Off load adminstriva to paid staff



Where are we now?

- ◆ We defined and at the same time redefined the duties of the various Officers:
 - ◆ See handout



What do we need to do now?

- ◆ Complete the strategic plan
 - ◆ A plan that looks five to seven years to the future
 - ◆ A plan that will direct our day to day decision making.
- ◆ How do we do that?
 - ◆ By an eight step process.

APPALACHIAN SEARCH AND RESCUE CONFERENCE

Board of Directors Meeting

5 January 1997

BOD FUNCTIONS

CHAIR

- Call meetings
- Chair meetings
- External interfaces
- Daily administrative business
- Interim Policy (subject to approval of BOD)
 1. Primary - Administrative
 2. Secondary - All else
- Resolve conflicts

VICE CHAIR

- Personnel
- Planning, long range (strategic)
 1. Tracking
 2. Measuring
 3. Reporting
- Group Administration
 1. New Groups
 2. 3 yr review
 3. Recruitment

SECRETARY

- Correspondence
 1. Document distribution
 2. Tracking
 3. Filing
- Minutes
 1. Tracking
 2. Distribution
 3. Filing
- Mission Files
 1. Receipt
 2. Tracking
 3. Filing
- Rosters
 1. Groups & ASRC
 2. Upkeep

TREASURER

- Processing bills
- Deposits
- Disbursements
- Audits

MEDICAL OFFICER

- Interim policy related to functional area
- Updates of manual(s) with copy provided to Secretary
- Reports to BOD

TRAINING OFFICER

- Interim policy related to functional area
- Updates of manual(s) with copy provided to Secretary
- Reports to BOD

OPERATIONS OFFICER

- Interim policy related to functional area
- Updates of manual(s) with copy provided to Secretary
- Reports to BOD

COMMUNICATIONS OFFICER

- Interim policy related to functional area
- Updates of manual(s) with copy provided to Secretary
- Reports to BOD

SAFETY OFFICER

- Reports to Operations and Training Officers

DISPATCH COORDINATOR

- Reports to Operations Officer

ALERT COORDINATOR

- Reports to Operations Officer

ASRC BOD Meeting

5 January 1997

Held at the Department of Emergency Services on Turner Rd in Richmond VA



What do we need to do now?

- ◆ Strategic plan development or how to do it
 - ◆ Plan to plan
 - ◆ Values Assessment
 - ◆ Mission Analysis
 - ◆ Envision the future
 - ◆ Assess current Capability
 - ◆ Gap Analysis
 - ◆ Goals and objectives
 - ◆ Implementation



What do we need to do now?

- ◆ To accomplish this we will need three long weekends over the next year.
- ◆ To accomplish this the committees must meet and work on their respective areas, leaving us free to plan.
- ◆ We need your help, energy and effort. You need to be involved at the group level in where we are going.



How about it?

- ◆ Do you buy this effort or not?
- ◆ What are you willing to do to make it happen?

Critical Wanderer Behavioral Assessment (CWBA)

Walking Habits

1. Distance typically walked each day (during the past week). miles
2. Greatest distance walked during the past three months miles
3. Greatest distance walked during the past ten years. miles
4. Number of walks during the past week. week
5. Estimate the greatest distance you believe the person could walk miles
6. Please rate the person's ability to walk.
 1. Confined to bed, unable to walk
 2. Requires walker or cane to walk small distances
 3. Walks unassisted for short distances but shuffles or limps
 4. Walks with assistance
 5. Walks effortlessly
7. Please list any physical limitations to walking.

Critical Wandering Patterns

1. Within the past week how many times has the person wandered away from supervised care?
2. Within the past month how many times has the person wandered away from supervised care?
3. Within the past month how many times have you enlisted the aid of family, friends, or neighbors to help look for the missing person.
4. Within the past month how many times have you contacted 911 or police/law enforcement for assistance in looking for the missing person.
5. Have you heard of the Alzheimer's Association Safe return program. Y N
6. Is the person registered in the Alzheimer's Association Safe return program. Y N
7. Which if any preventative measures have been taken to reduce or prevent wandering.

Place an "X" in the box nearest the characteristic that best describes the patient. If equal place in the middle.

8. Often talks about person or place that is out of town		No longer talks about a person or place that is out of town.
9. Often talks about a person who is no longer alive		Does Not talk about person who are no longer alive.
10. Often talks about visiting a person or place that is out of town.		Never talks about visiting a person or place that is out of town.
11. Has attempted to visit person or place out of town without supervision.		Has never attempted to visit person or place out of town without supervision.
12. Drives car safely		Driving is too dangerous-must be restricted
13. Desires to drive car.		No longer desires to drive car.
14. Unable to travel or leave living accommodations unaccompanied		Travels independently on public or in private vehicles
15. Walks or travels a considerable distance from home and returns unaided		Gets lost or confused when travels a distance from home
16. Is lost or confused in an unfamiliar setting		Is comfortable or feels at home in unfamiliar setting
17. Can walk or move about safely and without getting lost in immediate neighborhood		Unable to leave the home/own living quarters alone. Probably will get lost.

18. List the number of unexpected and unsupervised trips during the past year where the person used public transportation or private vehicles.

Date (month)	Transport Method	Distance traveled	Target location	Where found.

Navigation skills

1. Person knows where they are located, all of the time		Gets confused about location often
2. No noticeable difficulties in telling time		Has trouble telling time. Cannot use a clock or other timepiece correctly. Cannot tell time from environmental clues.
3. Has a clear concept of time- can tell how long an hour is		Has confused, erroneous concept of time.
4. Able to tell right from left easily		Gets confused with right/left directions.
5. Has a normal adult attention span.		Quickly gets distracted.
6. Points to a familiar landmark when the landmark is not in sight.		Unable to point to a familiar landmark or direction.
7. Able to read maps, determine routes		Maps cause confusion. Would not give opportunity to read a map. Unable to find location, or plot a route.
8. Walks or travels a considerable distance from home and returns unaided		Gets lost or confused when travels a distance from home.
9. Subject likely to travel off roads or trails		Will not leave road or trail
10. Has traveled off roads or trails, through woods or fields.		Never has traveled off roads or trails.
11. Passer byers would notice nothing unusual about person's appearance or behavior		11. Passer byers would think something is wrong with persons behavior or appearance.
12. Potential ride provider would notice nothing unusual about person's appearance or behavior.		12. Potential ride provider would notice peculiar behavior of appearance after a 15 minute ride.

11. Is the person 1. Left handed 2. Right handed 3. Ambi-dexterous

12. Is the person 1. Left footed 2. Right footed

20. Please describe each incident where it required more than 15 minutes of looking to locate the person.

☐ Please check if continued on additional pages.

Date (Month)			
Time the person was last seen.			
Where the person was last seen			
What was the person doing when last seen.			
Events that might have caused person to become lost.			
When did you notice the person was lost (time interval acceptable.)			
What initial action did you take during the first 15 minutes.			
What additional actions were taken after 15 minutes.			
What type of assistance did you ask for.			
Where was the person found.			
How was the person found			
List any medical problems that resulted from being lost.			
What was the distance from the point last seen.			

Type of Wandering

1. Wanders		Never wanders
2. Wanders often during the night.		Patient never wanders at night.
3. Wanders often during the day.		Never wanders during the day.
4. Wandering appears goal-directed.		Wandering appears random.
5. Seeks out exits or tries to escape from present location.		Never tries to exit or escape from current location.
6. When wandering exhibits search tendency, just as looking for person or object.		Does not search for items when wandering.
7. Wandering pattern similar to pacing (back and forth)		Does not wander or pace.
8. Wandering pattern similar to laps or a circuit pattern.		Does not wander or lap.
9. Wandering appears related to search for a place associated with security		Does not wander or search for place associated with security.
10. Wandering appears related to search for person associated with security.		Does not wander or search for person associated with security.

11. Within the past week, Please mark the times you noticed wandering behaviors.

A.M.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	1	2	3	4	5	6	7	8	9	10	11	12	Noon

P.M.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	1	2	3	4	5	6	7	8	9	10	11	12	Midnight

Behavioral Characteristics

State the number of times in the past month you have noticed the described behavior in the subject.

Depressive Factors

☐ Feelings of hopelessness 0 1 2 3 P N/A

☐ Poor self-esteem 0 1 2 3 P N/A

☐ Wish to die 0 1 2 3 P N/A

☐ Sad appearance 0 1 2 3 P N/A

☐ Feelings of anxiety 0 1 2 3 P N/A

☐ Feelings of guilt 0 1 2 3 P N/A

☐ Physical signs of anxiety 0 1 2 3 P N/A

Psychotic features

☐ Belief that house is not home 0 1 2 3 P N/A

☐ Visual hallucinations 0 1 2 3 P N/A

☐ Misidentification of objects 0 1 2 3 P N/A

☐ Misidentification of people 0 1 2 3 P N/A

☐ Purposeless behavior 0 1 2 3 P N/A

☐ Restlessness 0 1 2 3 P N/A

Defective self-regulation

☐ Attempts to leave residence 0 1 2 3 P N/A

☐ Socially inappropriate behavior 0 1 2 3 P N/A

☐ Change in weight 0 1 2 3 P N/A

☐ Restlessness 0 1 2 3 P N/A

☐ Uncooperativeness 0 1 2 3 P N/A

☐ Verbal aggression 0 1 2 3 P N/A

☐ Physical aggression 0 1 2 3 P N/A

0 Has not occurred since illness began.
1 Present 1-2 days in the past month
2 Present 3-8 days in the past month (Up to twice per week)
3 Present 9-15 days in the past month (Up to half the days in the month)
4 Present 16 days or more in the past month (more than half the days in the month)
P Occurred since illness began but not in the past month
U/R Unable to rate

Study Code: VACA-97-2

Subject's Initials Subject Code Date: ☐ Misidentification of people 0 1 2 3 P N/A☐ Physical signs of anxiety 0 1 2 3 P N/A☐ Thinks things are being stolen 0 1 2 3 P N/A**Irritability/agitation**☐ Irritability 0 1 2 3 P N/A☐ Agitation 0 1 2 3 P N/A☐ Verbal aggression 0 1 2 3 P N/A☐ Uncooperativeness 0 1 2 3 P N/A**Vegetative features**☐ Altered sleep pattern 0 1 2 3 P N/A☐ trouble falling asleep 0 1 2 3 P N/A☐ Tiredness 0 1 2 3 P N/A☐ change in appetite 0 1 2 3 P N/A**Apathy**☐ Loss of enjoyment 0 1 2 3 P N/A☐ Loss of interest 0 1 2 3 P N/A☐ social withdrawal 0 1 2 3 P N/A☐ Tiredness 0 1 2 3 P N/A**Aggression**☐ Verbal aggression 0 1 2 3 P N/A☐ Physical aggression 0 1 2 3 P N/A☐ Thinks one is being abandoned 0 1 2 3 P N/A☐ Sudden changes in emotion. 0 1 2 3 P N/A

Pre-Dementia Lifestyle

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Used public transportation. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Traveled extensively. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Liked to travel. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Felt comfortable picking up hitch-hikers | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Felt comfortable accepting rides from strangers | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Number of times runaway from home/family as a youth | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Number of times runaway from home/family as an adult. | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. When angry/upset they went for a walk | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. When angry/upset they paced. | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. When angry/upset they verbally argued. | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. When angry/upset they became physically violent. | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. When angry/upset they talked out their feelings. | 1 | 2 | 3 | 4 | 5 | N/A |

1 Strongly Agree

2 Agree

3 True about half the time

4 Disagree

5 Strongly Disagree

N/A Unable to Rate

Residences

Residence type	Address	City	State	Dwelling type	Years
Current					
Previous					
Previous					
Previous					
Previous					
Childhood					
Childhood					
Other					

Occupation and Hobbies

Please list job occupations/major volunteer work beginning with the current or most recent.

Job Occupation	Years	Job satisfaction	Amount of time spent out of doors.
		H L	H L
		H L	H L
		H L	H L
		H L	H L
		H L	H L
		H L	H L
		H L	H L
		H L	H L

Please list hobbies and interests.

Hobby or interest	Years	Hobby/interest satisfaction	Amount of time spent out of doors.
		H L	H L
		H L	H L
		H L	H L
		H L	H L
		H L	H L
		H L	H L
		H L	H L
		H L	H L

Subjective Severity Index

Please check the box that best describes the patient.

- ☐ No problems with memory, able to take care of themselves, able to find their way.
- ☐ Mild confusion and forgetfulness: short-term memory affected; inability to find their way at times, sometimes a tendency to wander.
- ☐ Difficulty distinguishing time, place, and person; language difficulties
- ☐ Nearly complete loss of judgment, reasoning and loss of physical control (such as; incontinence; loss of ability to talk, walk, or swallow).
- ☐ Do not know.