APPALACHIAN SEARCH AND RESCUE CONFERENCE
Board of Directors Meeting
5 January 1997

ATTENDANCE

John Greenaway✪	AMRG	greenaway@Pitt.Edu
Rob Christie	BRMRG	Robert.Christie@Clerk.House.gov
William Dixon✪	BRMRG	whd4y@virginia.edu
Darrell Hale✪	MSAR	hale@smart.net
Denise Holsberger	MSAR	deniseb@ggpl.arsusda.gov
Kurt Hornicek	MSAR	
Peter McCabe✪	MSAR	pmccabe@msn.com
Karen Vandersall✪	PVRG	kvl3@umail.umd.edu
Carl Cash	RSAR	
Kelli Midgette	RSAR	
Melody Midgette✪	RSAR	
Terri Midgette✪	RSAR	
Anette Smith	RSAR	
Tom Wring	RSAR	
Kevin Brewer	TSAR	KBrewer231@Aol.com
Dave Carter✪	TSAR	dcarter@norfolk.infi.net
Ruth Carter	TSAR	
Mark Eggeman✪	TSAR	eggeman@norfolk.infi.net
Gene Harrison	SMRG	bats@erols.com AND harrison@mitre.org
Todd L'Herrou✪	SMRG	Lherrou@helix.nih.gov

✪ signifies an ASRC BOD Representative

Please note that William Dixon, one of BRMRG's delegates, arrived late. Robert Christie, also a member of BRMRG, attended the first portion of the meeting only.

PROXIES were provided for delegates Robert Koester of BRMRG and Gary Mechtel of SMRG. They will be included in the permanent record, but for the record, they will be included in these minutes typed by the Secretary.

We had two guests. Winnie Pennington, State SAR Coordinator, and Mark Pennington spoke to us about the state of SAR in VA and the upcoming NASAR Convention in Richmond, VA.

APPALACHIAN SEARCH AND RESCUE CONFERENCE

Board of Directors Meeting
5 January 1997

Meeting began at 0805 hours.

Roll Call
Roll was called by the Secretary and the results are on the preceding page of these minutes.

Corrections to last meeting's minutes
Dave Carter's E-Mail address has been incorrectly typed by the Secretary for the past 4 BODs. Thank you to Ruth Carter for pointing that out☺. His E-Mail address *is* correct on these minutes.

Secretary's Report
Although I forgot to mention it at the BOD, Dave Carter did loan the Secretary all of his personal minutes. A copy was made for the ASRC's permanent record. The notebooks made will be passed on to the next Secretary of the Conference. Thank you to Dave Carter!☺

A reminder to all that rosters are to be given to the Secretary at each and every BOD. All groups are included.

Although a formal Secretary's Report was not given at this meeting, rest assured that there will be one on 22 February 1997.

Treasurer's Report
Not available.

Before the Committee Reports were given, Winnie Pennington presented an overview of the SAR program in VA. Her two papers are included on the following pages:

Commonwealth of Virginia
Department of Emergency Services
Search and Rescue Program Overview

The Commonwealth of Virginia is dedicated to providing comprehensive search and rescue (SAR) services to its citizens, and to assist other states during a SAR emergency. SAR emergencies include stranded or lost persons, missing/overdue aircraft or boats, or persons missing or in distress as a result of natural or manmade disasters, like the floods in Madison and Green Counties during the spring of 1995 and the winter blizzards of 1996. SAR emergencies can occur in wilderness, rural, suburban or urban environments.

The Department of Emergency Services (VDES) is designated as the state's SAR coordinating agency by the Commonwealth of Virginia's Emergency Operations Plan (EOP). In addition, the Commonwealth is a signatory to the National Search and Rescue Plan. Within the National SAR Plan, federal, state, and local government responsibilities are defined and cooperation is assured for incidents involving the use of federal resources and incidents of national concern.

In 1986, the Operations Division of VDES initiated a major effort to upgrade the state's SAR capability in both coordination and training. The SAR annex of the EOP was revised to reflect new operational strategies The Virginia Emergency Operations was revised to reflect new operational strategies. The Virginia Emergency Operations Center (VEOC) began to formally function as the state's Rescue Coordination Center (RCC) with a Search and Rescue Duty Officer on call 24 hours a day to assist localities in handling SAR incidents. Statewide training for both organized **volunteer** SAR groups and local and state emergency services and law enforcement agencies began to be encouraged and supported, to a limited degree, by VDES. Support was based on availability of personnel time and any unused training money.

In 1996, 176 Search and Rescue Incidents were reported to VDES. This was up slightly from 1995. Of those, 118 were responded to by **volunteer** resources consisting of dog handlers, foot searchers, team leaders, incident commanders and staff, cave and technical rescuers, and air resources. These resources primarily come out of the 10 **volunteer** SAR groups that have a Memorandum of Understanding (MOU) with the state, including Civil Air Patrol and are based all across the state. Some resources can drive up to **5 hours** to respond to an incident. Major responses were in missing person incidents including drowning, 46 incidents, and Emergency Locator Transmitter (ELT) reports including Emergency Position Indicator Radio Beacon (EPIRB), 68 incidents. Other responses included cave rescue, evidence search, missing/overdue aircraft and disaster SAR assistance.

The SAR Program continues to conduct limited search and rescue training, based on available funding and personnel, in the SAR skills Field Team Member, Field Team Leader, and Field Team Signcutter and in SAR theory and management with Managing Search Operations and Practical Search Operations. We also have conducted several SAR First Responder courses. This course combines basic theory and SAR skills for jurisdictional personnel who are not interested in pursuing the Search and Rescue avocation, but are typically the first on scene to local SAR incidents.

During 1996, the SAR program trained 175 personnel around the state in various SAR skills and theory. In addition, in 1996, SAR program upgrades were made to the State Emergency Operations Plan and the agency Standard Operating Plan. The SAR program also administers the FEMA grants for the Federal Urban Search & Rescue Task Forces. Virginia has two of these task forces, one in Fairfax and one in Virginia Beach.

Currently, the program has 1 FTE to manage the program and 18 P-14* adjunct technical instructors, who along with the program manager, conduct training activities in the field for jurisdictions and the SAR volunteers. The program is trying to obtain permission to hire an additional P-14 for 1500 hours per year. This would help by shifting administration and some training duties from the program manager to allow for additional focus on program development, which is crucial to the program's survival in the coming years.

Although some funding has been made available, training will continue in 1997 at a very basic level until additional funding and staff can be identified. Equivalent training conducted by outside groups will be recognized by the SAR program if it meets state standards. Any jurisdiction requesting training outside of what has been scheduled should submit its request in writing and it will be considered on a case by case basis.

** P-14 technical instructors are paid part time employees brought in on a case by case basis for a specific class or project as money permits. They are usually volunteer SAR practitioners in the case of SAR training and projects.*

The Search and Rescue Program in Virginia: A Vision

Search and rescue as a full-fledged emergency service is finally coming into its own. It has grown from a little known avocation of a few to a highly technical emergency services skill talked about everywhere including the Internet. Technology, public perception, and necessity are rapidly changing the way we do business in SAR, now and for the future. It is my vision that Virginia lead the way in preparing search and rescue for that future.

Technologically we must continue to train in and work with the latest equipment and techniques. The training of first responders is becoming the focus of much of the training that goes on in the state. First responders are those people in a particular jurisdiction that typically are called first to the scene of any incident in their jurisdiction. They are local police, fire or rescue. It is cost effective in both saving lives and money to train the local personnel of any jurisdiction in SAR because statistically victims have a better chance of being found and surviving the quicker the response is made. Typically, statewide responders have a two hour or more response. If we truly believe "Search is an Emergency" training local responders is a wise decision. What this will mean for the statewide responder is that they will have to be more knowledgeable and experienced because they will now be called upon to fill the 'second shift', meaning that all the basic techniques taught the locals have not yielded the victim or significant clues. This does not diminish the importance of state responders, in fact, it makes them more important as they become the professional experts in search and rescue, called in when other efforts have failed. It will be extremely important to be trained in and have the knowledge of the latest technology. My vision is to have all responders trained to the highest technological standards for search and rescue in the United States and to run a program in statewide response that can serve as a model for this nation and others.

Search and rescue has almost become a household saying. There are new books, television specials, and even Internet list groups springing up everyday that focus on SAR. The general public now has an image in their mind of what should happen when responders participate in a search and rescue mission. This image is often shaped by the misconceptions perpetuated by mass media, but nevertheless the public has formed an expectation. As with any expectation, this can lead to disappointment by those who hold it. In the case of SAR, like in EMS, the chance of legal action against the responder is becoming a real threat. It has become especially important for statewide responders to have a common standard and an umbrella of protection from liability. My vision for Virginia is to have state standards for all SAR disciplines to work under and to have all statewide responders working under a state memorandum of understanding. I would like to accomplish this within the next two years, again to serve as a model nationwide. I believe that if we don't proceed with due haste in publishing SAR standards that they will be imposed upon us by other standard publishing organizations and what we get may be detrimental to our program.

It is said that "Necessity is the mother of invention". If this is so we need to be on the forefront of invention because it is necessary that we continue to present a viable SAR response to the Commonwealth and those who expect no less than our best from us. It is time that we learned to reach out of our box of convenience and comfort and look for new and better ways to do our job. It is time that we stopped thinking 'us' and 'them' and started thinking about 'we'. We, as a community of SAR professionals, paid and volunteer, must ban together to create a network of expertise in training and response second to none, where victims and their families can expect and get state of the art help. We must put aside petty differences, unfounded suspicions and pride, and work for a common good: the safe return of the subject. It is necessary that we do this for the program to continue to grow and for local responsible agents to see us as viable. This is my vision.

To quote my agency's Hazardous Materials field manager, Willie Howlett:

> "...expanding responsibilities and ever-increasing budget challenges, the future raises more questions and brings tremendous responsibilities. How will we address these issues in the coming year[s]?
>
> While we may not yet have specific answers, we can be sure of one fact. Dedicated professionals at the state and local level will continue to enhance existing programs, while providing visionary leadership that displays the comprehensive, integrated and systematic approach which has proven so successful."

This is my vision.

Question and Answer Period

(Todd) Where do you see standards going?
(Winnie) Higher - (this will be) expected of SAR groups due to mass media.

(Peter) When you said you want to lead the way, does that mean that you will talk with other states about the importance of SAR standards?
(Winnie) I hope so. Other states already call us for resources and advice.

(Peter) Not a lot of dialogue has taken place between Maryland and Virginia.
(Winnie) Administrative duties have hindered making connections.

(Gene) Who on DES is on the F-32 standards?
(Winnie) Nobody.
(Gene) Virginia really needs to be in there.
(Winnie) When Ralph Wilfong left, all ties were severed. It has been difficult.
(Gene) I'll get you information.

(William) How is it cost effective to train at the local level VS statewide?
(Winnie) Local training is more cost effective and more effective in general because of quick response time. ($1000.00/person)
(William) Cost VS Benefit?
(Winnie) DES can send state resources, but if the scene is screwed up (because local people don't know what to do), then the resources cannot be used to their fullest potential. Local people need to know what to do.
(Mark P.) No one is saying that we will stop training at the professional level. We will (also) train a "first shift".
(Winnie) If locals do not find the victim, professionals are VERY important.
(William) A cadre of part-time instructors can train localities with the locality footing the bill.
(Winnie) Are you afraid that it will take funding away for YOUR training?
(William) Local cost $75,000.00 (for 75 locals).
(Winnie) The state has already bought off on both.
(Mark P.) It is/will be cost effective.

(Peter) I see the local trainings as complementary to the professional trainings.
(Winnie) Emergency Management Training = SAR resources. SAR is considered a part of it. The agency wants jurisdictions to be responsible and knowledgeable.
(????) It's like Preventive SAR.
(Gene) Local training will cut out 5 minute searches. At the grass roots level a lot can be accomplished. Seattle and its CPR program is an example of training at the local level. If a locality can stabilize an area, it can only be good.
(Winnie) That is exactly what we want.

(Todd) But we don't want localities to not recognize that they should call in professional SAR volunteers (if necessary), thinking that they can do it alone.
(Peter) This (localized training) can only help because not every SAR incident is called in to DES.

NASAR Convention 28-31 May 1997

(Winnie and Mark Pennington)

(Winnie)

- DES is trying to get participation from all groups - all will be contacted.
- Volunteering at the Convention = WORK (checking in badges, hauling equipment, etc.)
- 1 day of work = 1 day FREE
- Virginia will host a SAR Competition (possibly worded as "Olympics")
- Mark Pennington is the head of this Competition "committee"
- SAR, K9 triathlon, ELT search, search management, and technical SAR competitions can be held

(Mark)

- The technical competition has not been worked out because it must be a non-threatening situation to appease the insurance company.
- Search Management will be a tabletop head-to-head competition with IS teams.
- The K9 triathlon will focus on Land search, Water search, and Agility & Obedience. The three parts of the triathlon will be considered "stand alone" contests, so a dog unit could win one of the parts and not the triathlon as a whole (or vice versa).
- The ELT DF search will be a timed event.

Question/Answer/Comment Period

(Gene) Will there be separate AIR and GROUND searches/competitions?
(Winnie) Because of the area involved, we will stick to ground.
(William) Could have an AIR tabletop.
(Mark) Talk to Dave (he is heading up the tabletop event).

(Mark) NASAR is enthusiastic about the competitions.
(Winnie) Remember that <u>if you score an event, you are ineligible to compete</u>.

(Gene) (What about a) PT contest or Cave Rescue obstacle course? A competitor would have to wear a helmet with a lamp and boots and run through the mud.

(Mark) Pocahontas was considered for a timed Land Navigation course. Logistics though make this difficult.

(Todd) Will volunteering for this SAR "Olympics" count for a free day at the convention? Also, be careful about using the word "Olympics" - it may not be legal to use it.

(Peter) Exhibit space - do you need help setting up?
(Winnie) Yes, thanks. The Marriott will be used, but so far access is unknown.

(Goodbye and THANK YOU to Winnie and Mark.)

CHAIRMAN'S REPORT

In the past year, we have made some forward progress in getting a vision done for the ASRC. In that we have created a vision statement and a mission statement. These two statements should guide where the organization is steered toward the future.

We need to do this because the world of SAR in our region is changing. Changes in the types of missions, the other resources that are being brought online, the changes in other organizations which did not impact lost person SAR in the past, and changes in technology all are making an impact on how we do business.

We (as a Corporation) need funding. Alas, I would say we desperately need funding. The funds from he Manassas mission are almost gone. The charging of fees to the member groups and individuals is a self-defeating measure and will not produce the funding necessary to make us meet our Vision statement.

We need funding to support the day to day operations. For instance, we need to be paying for dispatch operations - not relying on BRMRG to pay for it. We need equipment which the groups cannot afford. Equipment such as a Local Area Network (LAN) to take advantage of computerization. Equipment such as updated technical rescue equipment.

We need to strengthen the central organization of ASRC so that we are capable of producing reliable results from the groups. Results which are faithfully measured and can be analyzed. The central organization must be able to produce reliable results in handling normal administrative matters which at present are not faithfully (or well-) measured.

None of this will happen without work, discussion, and dedication. The dedication of the members elected as BOD reps is very important. The dedication of the group chairs of the Communications, Medical, Training, and Operations committees is vital to the changes that we need to make.

Can we do this? I believe we can, but it means that you as an ASRC member must be willing to do more than just go to an occasional mission. If you don't get active there may be no ASRC in the future. Your choice. Do you choose life for the ASRC?

OPERATIONS COMMITTEE REPORT

Operations Officer's Name	Group	E-Mail Address
Ruth Carter	TSAR	dcarter@norfolk.infi.net
Denise Holsberger	MSAR	deniseb@ggpl.arsusda.gov
Todd L'Herrou	SMRG	Lherrou@Helix.nih.gov
Kelli Midgette	RSAR	
Christi Noble	PVRG	noelle@wam.umd.edu

5/10 Year Plan

1) Help for Groups
- money
- administrative
- clear roles
- training

2) Conference Level Activities
- equipment/dispatch = central distribution
- information clearinghouse of established data for new and growing Groups
- alternate dispatch routes

3) Technologically correct (update)
- Communications
- EVAC/technical
- education/training for members and general public through PSAR
- dispatch - pagers
- GPS

4) Data Accountability System
- paid individual
- data storage and organization
- data distribution and receiving

GOAL	WHEN	WHAT	WHO
Operations Manual	**4/97 complete** **2/1/97 first edits due**	**Complete in April** **Individual comm.**	**ALL** **Todd to edit**
10yr Ops Plan	**2/97**	**elaborate on other side**	**Ruth**
Policy on... Sleep Shifts Response Teams **Reporting Data** Paging	 **2/97**	 Interim: after init. op. only one 12hr shift/24hrs NO **comment/suggestion box** long term goal w/ASRC support	 **Kelli**
Data Collecting	**2/97**	**needs work - brainstorm**	**Christi & Denise**

MEDICAL COMMITTEE REPORT

Medical Officer's Name	Group	E-Mail Address
Carl Cash	RSAR	
Darren Chen	BRMRG	dtc9c@virginia.edu
Robert Christie	BRMRG	Rchrist1@msn.com
Robert Koester	BRMRG	robert@virginia.edu
Jane Schmidt	PVRG	jaschmid@eng.umd.edu
Joe Sedlak	SMRG	fax @ 703/506-4697

(Things to Do)

1) Database

- Online in near future
- Recommendations will be sent out within week for further revision
- Fax capability to allow faxing of certifications
- Creating Personnel Data Forms (PDFs) which will be sent out for review
    1. Name
    2. Address
    3. Copies of Medical Certification cards
    4. Medical histories
- Reports issued to each Group on a bi-monthly basis
- Automatic output of expiration reminders
- ID cards issued upon receipt of PDF for accountability

2) Contact each jurisdiction's OMD on an as needed basis and distribute to all Groups

- VA-ST OMD Lynback
- MD-BLS OMD Bass
- PA OMD Conover

3) Protocol and Infection Control

- Test to be developed based on completion of new protocols (end of March)
- Infection Control Protocol already developed along with report form (ICP)
- Instructor Course will be developed for teaching review classes and administering tests with the criteria for the Instructor Class being:
    1. EMT for BLS, Paramedic for ALS
    2. Practice in some capacity for at least one year

4) Reporting Process already in place

- Packet created for injury and infectious exposure with the steps being...
    1. Notify AHJ and RA
    2. First report of injury shall be to Conference Safety Officer and Medical Officer
    3. Packet will be sent to individual
    4. Individual sends packet back to Medical Officer for review
    5. ASRC forwards packet to state
    6. Remainder confidential between state and individual
- PCR (Patient Care Report) - incorporate key terminology from PCR Manual into Operations Manual
- Penalty - 3 steps within a given time period (steps = violations)
    1. Verbal warning/reminder
    2. Written warning/reminder
    3. Written warning with fine at the BOD's discretion

5) Two-Phase Medical Kit Development Process

- First phase - required supplies and time limit for completion
- Second phase - required gears (i.e. packs) and time limit for completing

Further into the future

- An evacuation/extrication/patient packaging/immobilization kit + (10 essentials) requirement
- Pediatric kit

MEDICAL OFFICER DUTIES - SAMPLE REQUIREMENTS
(based on the "List of Duties for the PVRG Medical Officer - Subject to Modification!")

1) Maintain an inventory of the Group's EMT kit and current medical supplies.
2) Coordinate the purchase of needed Group medical gear.
3) Maintain a list of forms (waiver, ASRC membership, Explorer/Boy Scouts membership, medical conditions, personnel update) completed by each group member and work to ensure that all members have completed all necessary forms.
4) Maintain a list of each member's medical level of certification and provide this information to the person making up the roster. If possible, remind members when their certification is about to expire. Inform the training officer if a member, FTM or higher, no longer holds the necessary level of medical certification to remain qualified for her/his position.
5) Obtain copies of all members' medical certification cards. Forward an additional copy to the ASRC for their files.
6) Maintain and provide to Dispatch Officers or Search Group Representatives, as necessary, a list of pertinent medical conditions for each group member.
7) Attend Group Officer meetings.

TRAINING COMMITTEE REPORT

Training Officer's Name	Group	E-Mail Address
Kevin Brewer	TSAR	Kbrewer231@aol.com
Tony Hoade	SMRG	Hoade@CMH-SMTP.army.mil
Kurt Hornicek	MSAR	
Julius Horvath	SMRG	Horvath_Julius_T@hq.navsea.navy.mil
Frank Jargowsky	BRMRG	
Peter McCabe	MSAR	pmccabe@msn.com
Hart Rossman	PVRG	nymph@wam.umd.edu

Policy to Make

1) Training Standards

- Next revision
    1. Continual revision incorporating state/national standards
    2. Definition of limits, CE, recerts
    3. Development of other protocols (RS, Dog, Horse, etc.)
    4. Safety of training and training standards (liabilities - field promotions)
- Dues increase to ASRC?
- 3yr limit on certifications

2) Testing: Standardized/Update

- Written
    1. FTM: 3/1/97 ETA
    2. FTL: still working
- Practical: standardization, checklist, minimum tester level (instructor certs)
- Bridge class (GSAR?)

3) IS: written expectation of membership to consider for group vote

4) IC: tabled

5) Accreditation of training - issue of certifications or IDs

6) ASRC-wide training

- Future GTOs
- Regional
- Sims

7) Instructors

- Education
- Experience
- Training
- Ability

8) GTO + Committee + ASRC TO to develop training for GTOs or an information packet

9) Development of centralized training information, announcements, tracking - SARTA

10) Ability to synthesize all Groups - RSAR?

COMMUNICATIONS COMMITTEE

Communications Officer's Name	Group	E-Mail Address
Mark Eggeman	TSAR	eggeman@norfolk.infi.net
Darrell Hale	MSAR	hale@smart.net
Gene Harrison	SMRG	bats@erols.com
Arthur Laurent	SMRG	alaurent@npr.org
Brian Ulmer	BRMRG	bgu4y@watt.seas.virginia.edu
Michael Wiltberger	PVRG	wiltbemj@avl.umd.edu

(Brainstorming Session)

- Need a clear strategic plan for next 10 years
- Loose confederation? - want a consistent set of standards established via the Committee
- Trade money from Groups to ASRC - want to move from ASRC to Groups
- Clean house? MRA??
- Weak administration at the top level
- Commo
    1. Training needs
    2. Transition (short term)

Training/Policy
Commo Procedures (ID/Phonetics)
Channel Plan/Mark
New Radio Requirement
Inventory of Equipment
Repeaters and Tones
Forms
Long Range Commo
Data Links/LAN

New NB Tech

- Need to determine effected via inventory (determine NB CAP)
- Can they be reprogrammed?
- Per channel WB/NB selection
- Gradual transition to NB (started already)
- Hybrid is the immediate answer
- Results in reduced range
- Analog (answer because of no standard digital)
- BK-EPH
- Find out what we have (approximately 20 possible)

Needs

- BK-EPH
    1. Steps 25 ➔ 12.5
    2. Per +-5 +-5.5
    3. Stability 5ppm 2.5ppm
    4. Per channel NB with lots channels
    5. Field PGM
    6. AA/NiCAD batteries
    7. Analog
    8. Backward I/O
    9. ANA 12.5 (25) Khz

Inventory

- Groups will report back status and capability with checklist

Channel Plan

- Label elements
    1. At least standard first few channels
    2. Label switch - channel
    3. Pocket guide (and Controls/Options)
    4. ID Number (Issue...) + Owner
    5. PL Tone How-To (Rx)

Tones

- 6 Steps on how to use them
    1. TX Tone always
    2. Rx carrier sq (normal op)
    3. Switch channels if interference
    4. Rx tone if interference
    5. Leave base and selected on carrier sq
    6. Standard is "3A" 127.3Hz

Purchase Plans

- Portables and accessories
- Mobiles and accessories
- MAST and cables and accessories
- Power: Gen/Batt/PS/Connectors
- ANT : Mob, Port, Base
- Base box
- Other: SAT COM, HF

Inventory

- Make/Model/Type
    1. Handhelds (current programming, holster case, battery type, T/R - freq/tones/channel)
    2. Mobile base (see above)
    3. MAST/Antenna
    4. Cable type - feet - connectors
    5. Base - power supplies/batteries/generators/DC power supply connectors
    6. Accessories
    7. Casing/packaging
    8. Documentation
    9. Cell phone number (unlisted?)
    10. Other Comm Eq (?) UAF, low band, HF, A/C, field phones, computers, GPS
    11. Computer programs available

GPS

- Magellan 2000
- Garmin 38/40 (Data connections/REM ANT)

Antennas

- Base
    1. MAST: PVC, 40' AB
    2. ANT: OMNI, 1/4 >, 5/8 > (gain antenna 6dB 2 x 5/8 >)
    3. COAX: 213, 9913 - recommend 9046
    4. Lighting: Alpha Delta Gas Tube
    5. Directional: 10dB
    6. Spec: 50Ω, UHF (silverteflow) BNC

- Mobile
    1. Mag. Mt: serio big round
    2. ANT: 5/8> 2 x 5/8 > gain
    3. Comm: UHF (BNC if small)
    4. Comm Base: NMO or UHF

- Portable: Special
    1. CON BNC
    2. ANT: duck (?)
        - long duck 1/4>
        - 5/8> or 1/2>
        - threaded COAX

- Ground planes 1/4>, 5/8>, 2 x 3/8>

Training/Procedures

- Forms
  1. Commo Log (qty 50)
  2. Commo Equipment Checkout Plant (qty 10)
  3. TTF (Team Tracking Form) - put out for evaluation (qty 30)
  4. ICS Commo Form - OK (qty 10)
  5. Message Form (qty 200) (need a pad for record/relay) (Post-It pad telephone)
  6. Clue Log - clean, reprint (qty 10)
  7. ELT Notification Form (qty ?)

Issue a clean master set to each Group. Recommend quantities/keep with radio. Pens/pencils/notepad (basic office supplies)

- Training: Special Radio Levels
  1. Zero (body)
  2. Field Operator - Portable (perhaps FTM) - standard stuff, relays **FIELD OPS**
  3. Base Operator - Mobile - standard stuff, document relay **IS STANDARD**
  4. Commo Forms - Procedures - Net control **IS STANDARD**
  5. Base Issue - check radio, quizzing, know radio types, PO OJT, recharge **IS STANDARD**
  6. Base Setup - radio, MAST, power, shelter, lighting, safety, locations **BASE SETUP**
  7. Siting/Location of Relay - coverage, special **SPECIAL**

FIELD OPS	→	**FTM**
BASE SETUP	→	**FTL**
BASE OPS	→	**IS**
SPECIAL	→	**SPEC**

- Commo Manual
  1. Diagrams for setup
  2. No official manual

- Procedures
  1. Phonetics, prowords, plain language
  2. Limited simple codes (status...)
  3. Net controls
  4. FCC regulations
  5. Team qual & "OJT"
  6. MOUs & I/O with public safety
  7. Call signs & ID
  8. Com Sec
  9. Laminated Commo checkout list with briefer

- Repeaters/Retransmitter
  (here there was a little drawing on the notes - don't know what it means)

APPALACHIAN SEARCH AND RESCUE CONFERENCE
Board of Directors Meeting
5 January 1997

TOPIC	SIT NOW	SHORT GOALS	LONG TERM
NB	Assess radio equip	Inventory specs/radios (which radios are 12.5 hybrid)	ASRC supplies radio equip
Channel Plans	Inconsistent	Implement standard channel plan for top freq/multichannel	Standard plan
Label/ID	Inconsistent	Standardize labeling	
Tones	Confusion	SPT Tone Policy Group training	Tone
Equip Purchase	Various	Recommended Equip list & policy Recommend to Groups to not purchase equip without Commo Comm advise	ASRC supplies
Inventory		Request Group Inventory Develop inventory list Mail to Groups Request back	
Forms		Review/revise as necessary & reproduce	Issue clean masters
GPS Training	Testing None/Limited	Train Group Training with sim. with all Updates of "standards" to Training Comm	ASRC supplies GPS APR Implement levels of training
Commo Manual	Does not exist	Collect existing info & adapt	Develop ASRC Commo Manual
Procedures	Spotty - not universal	Review existing Ops Manual and Standards	
Auto Relay		Recommend remote base	ASRC supplies remote base to Group

RECOMMENDATIONS
Training requirements
Inventory of Group Equipment
Radio Purchase constraint

SAFETY REPORT

(William) Any injuries must be reported. ASRC needs to know. Not only must the report be made, but a Worker's Compensation claim must be filed with a Mission Number.

Study on sleep deprivation/fatigue is still being pursued. Bob Koester has a hard copy of something in reference to this.

(Peter) What written policy on Safety do we have for the ASRC?
(William) None.

(Peter) The Operations Manual - what is its status?
(Todd) There is a condensed version from June 1996. Version 2.1.1. By April 1997, more should be completed. An abridged Ops Manual was for use internally by COQs.
(William) The target audience was internal.
(Dave) Outside.

Old Business:

501(c)(3) status

The BOD Strategic Planning Committee discussed this topic. Dave has completed the paperwork that was required with the exception of the financial records research. William is unable to commit the amount of time to this that is necessary for the completion of the financial statement (that is mandatory to turn in to the IRS). Therefore, Dave (with a little help from Ruth) has taken on the responsibility of completing the financial statement by 15 February 1997. A check for $150.00 will be written (by Ruth) by 15 February 1997. Dave will then compile all E-Mails by 16 February 1997, if necessary.

Donations

The Karynne Sheldon search in Prince William County brought the ASRC into the public view. Though a tragedy, individuals became aware of us and what we do, and decided to try to help us in our efforts monetarily. Donations given in Karynne's name totaled $394.73.

Motions

The following motion was tabled at the 19 October 1996 BOD meeting.

(Peter) Motion:
"It is moved the Appalachian Search and Rescue Conference adopt an operational philosophy that up to 50% of its resources and assets be devoted to preventive search and rescue education programs in the states and regions it serves."
(Terri - second)

Discussion:
(Peter) The ASRC is not widely known. Bob Koester's work with law enforcement has helped, but we need an outreach - a new version of Hug-A-Tree. A larger issue can be fundraising as a byproduct of PSAR.
(Terri) The motion only states that UP TO 50% of its resources and assets be devoted to PSAR. Public relations would benefit tremendously.
(Dave) From a corporate view, we won't be able to track this. Right now, we are too disorganized.
(Todd) The motion is not inconsistent with anything we already say.
(Terri) So what's wrong with it?
(John) Why re-do HAT?
(Peter) This would enable us to say we have this 'policy' in place to anyone who may want to donate money or anything else. It would be good for the community.
4Y 6N 2Abs Motion NOT PASSED.

Other

Dave has charged the Secretary with compiling a list of old business items and presenting them to him at the 22 February 1997 meeting. Part of the reason for this is the fact that 20-60% of issues brought before the BOD may be affected by changes of BOD delegates. We are going to get some business in front of the BOD and get it taken care of.

New Business:

Motions

Training Officers

(Mark) "**Motion that Kevin Brewer be accepted as Training Officer for TSAR.**"
(Todd - second)

12Y 0N 0Abs Motion passed. (Congratulations, Kevin!☺)

(Karen) "**Motion that Hart Rossman be accepted as Training Officer for PVRG.**"
(William - second)

12Y 0N 0Abs Motion passed. (Congratulations, Hart! ☺)

Appointment of Operations Officer of the ASRC

(John) "**Move that Todd L'Herrou become the Operations Officer for the ASRC.**"
(William - second)

10Y 0N 2Abs Motion passed. (Congratulations, Todd! ☺)

IC Review for Recertification

(Dave) Mark Eggeman of TSAR is due for his Biannual Review of his Incident Commander status.
(Peter) There are a lot of people up for review. Only Mark Eggeman responded. (Note that Sarah Jensen will let her status drop to IS and Patrick Turner has questioned what he needs to provide to the BOD/Peter in order to pass review.)

(Secretary's note: Not passing/not recertifying for IC drops individual to FTL?)

At this point, Mark provided a chronological account of his missions as IC. Unsure of amount of time covered (2 years?). A copy was presented to Peter, but a separate copy was not given to the Secretary of the ASRC *to put in the permanent record.* Mark then left the room. Discussion followed.

What are the requirements for recertification of an IC?
He may not meet the shift requirements.
He meets the technical requirements.

12Y 0N 0Abs Review passed. (Congratulations, Mark! ☺)

PROPOSED BYLAW CHANGE

(Dave) **Motion that the ASRC Bylaws (2.8.a) be changed to read:**
"The certified groups will elect one delegate for a 2 year term. The second delegate will be the current group chairperson."

Discussion brought up two 'issues'. The lack of continuity and tremendous turnover in the groups and BOD itself could be curbed with this change. Remember that 20 - 60% of the issues the BOD has before it are affected by the changing of delegates. On the other hand, for two groups, BRMRG and PVRG, this may present a problem. An undergraduate must be a delegate to the ASRC BOD per PVRG's bylaws. Talk to your groups, get feedback, vote in April.

10Y 1N 1Ab
To be voted on by the General Membership 20 April 1997.

POLICY CHANGE

(Dave) Move that...
"There shall be four standing committees which will be made up of the elected Operations, Communications, Training, and medical Officers from each group, respectively. They will elect one of their own members as Chairman of the committee. This Chairman will be appointed by the Conference Chair in accordance with the Bylaws."

Discussion:
(Peter) Can technical experts come in (and be a part of) the Committees?
(Dave) Yes, but they cannot vote.

Concerns have been that "nothing ever gets done". Time, officers being able to attend, work that must be done in one's own group as well as the ASRC equaling an awful lot of work for one person - all were possible downsides per certain delegates.

(Peter) The goal is the empowerment of individuals.
(Mark) This will require an adjustment, but it needs to be done.
(William) Several people will have to be convinced.
(Darrell) Work will end up being split.

12Y 0N 0Abs Motion passed.

The question arose as to whether or not the Operations Committee should have to put the following Interim Policy before the BOD. The BOD will review policy issues.

Interim Policy Proposal (Operations Committee - Todd L'Herrou, Chair)
Subject: Sleep

Move that:
"Until such time as William Dixon and Bob Koester complete research on ASRC members' activities in relation to sleep or lack thereof on missions, the Interim Policy on Sleep shall be that no member of the ASRC shall work more than one 12 hour shift within any 24 hour period (on any single search), after the completion of the first operational period on that search."
(Peter - second)

Discussion:
(William and Bob's proxy) This motion implicitly defines a shift as 12 hours. The first operational period you'll go as long as you can until you get replaced. Enforcement issue? This policy may affect response/availability. Sleep and fatigue data is being gathered. The responsibility should rest with the individuals involved.
(Todd) I respectfully submit that that's *!$@-.!^. We have had someone die (already). Essentially, we have been saying the same thing (for some time now). People won't do it (police themselves). The Karynne Sheldon search is an example of this. People left without sleeping after being told to.

(Todd) We should be writing resource orders already. This does add another level of complexity, but that doesn't mean we shouldn't do it.
(Peter) A state liability issue is a nonissue to the ASRC. What about the OSHA requirement? On the Sheldon search there was an IC who would not quit.
(John) As a result of sleep deprivation, what is the cost to the organization?
(Dave) I will talk with Winnie. If we don't do it, DES or someone else WILL. Winnie urges us to adopt this policy. As an IC, I have been pushing for years for 12 hour shifts. We have to manage policy.

(William) As an IC, I'm not against this policy - it's prudent. Withdrawing the initial shift part would be more acceptable.
FRIENDLY AMENDMENT: "one 12 hour shift" change to "12 hours" (William/Peter)

Now the motion reads:
"Until such time as William Dixon and Bob Koester complete research on ASRC members' activities in relation to sleep or lack thereof on missions, the Interim Policy on Sleep shall be that no member of the ASRC shall work more than 12 hours (on any single search) within any 24 hour period."

12Y 0N 0Abs Motion passed

Policy Proposal (Communications Committee - Gene Harrison)
Subject: New Radio Interoperability and Regulation

(Gene) Radios don't meet requirements - narrow band, more users per spectrum...
(Peter) Point of order - What's the motion?

(Gene)
"All communications equipment, including but not limited to radio transmitters, for use on ASRC frequencies or under ASRC agreements, shall be coordinated with the ASRC Communications Committee prior to purchase or placement in service."
(Todd - second)

Discussion:
(Dave) CAP went to this before it became a national 'policy'. Consider that we may not be able to use our radios in the future because we will not be able to operate on some of the channels we are licensed to operate on.
(Mark) So it's a good idea not to spend money on a radio you cannot/will not use 2 years from now.

INTENT: Make it part of policy that says before a Group buys anything (Commo. related), the Group must check with the ASRC Communications Committee.

(Peter) There is a concern about accepting recommendations from a committee that has no chair and has not been functioning for awhile.
(Todd) It is appropriate to have Commo. do the work and respond to Groups' needs.
(William) All equipment for SAR community will be affected.
(Gene) This change has left the station. It will be mandatory that everyone is converted over. (Don't be grossly misinformed.)
(Todd) Call to question.

"All communications equipment, including but not limited to radio transmitters, for use on ASRC frequencies or under ASRC agreements, shall be approved by the ASRC Communications Committee prior to either purchase or placement in service."

10Y 2N 0Abs Motion passed.

Policy Change Proposal (Communications Committee - Gene Harrison)
Subject: Radio Labels, Guides, and Setups

(Gene)
"All radio transmitters and receivers, for use on ASRC frequencies or under ASRC agreements, shall comply with the following:

1. **Bear a label with identification and channel information;**
2. **Have attached, or be accompanied by, a basic operations and setup guide; and**
3. **Follow a standard ASRC channel plan, as appropriate to the radio and the Group.**

The specific requirements for item nos. 1 and 3 shall be determined by the ASRC Communications Committee."
(William - second)

Discussion:
(Gene) We need to be more consistent. A label may identify a Group/channels. The Madison controversy would not have happened if everyone had had a 60-second training course on radio operations. The old technology, the new technology - it all could have been taken care of.
(William) Right now, this is a nightmare at missions.

12Y 0N 0Abs Motion passed.

<u>Policy Proposal</u> (Communications Committee - Gene Harrison)
<u>Subject: Radio Tones</u>

(Gene)
"All radio transmitters and receivers, for use on ASRC frequencies or under ASRC agreements for which the ASRC Communications Committee determines that tone squelch is apprporiate, shall implement tone squelch in accordance with Committee Policy. The Policy shall include considerations for interopeability with other systems and existing older technology equipment."
(Mark - second)

Discussion:
(Gene) On the Karynne Sheldon search, there was a problem with radio communications/tones.
(Darrell) Need to go over the 6 steps on how to use tones.
(Gene) Blah blah blah blah blah. (Secretary's note: Please refer to the Communications Committee Report. Thanks. Sorry, Gene. I couldn't catch/understand it all. I need that class.)

(Peter) I make a motion that this be tabled. Other Communications Officers are not here.
(Dave) Dies for want of a second.

(William) We need to rely on our people in Communications.
(Dave) Establish this systemwide.

11Y 0N 1Ab Motion passed.

(Communications Chatter)
(Mark) We need an inventory of each Group's Equipment by 31 January 1997.
(Gene) The "guts" of the Equipment list is preferred.
(William) Needs to be complete.
(Todd) And done ASAP.

(Gene) Forms. We need clean copies. Also, GPSs are becoming quite popular now. A class on how to use them could be beneficial. Training for Commo. people. Some groups have Commo. Geeks (capital "g"), some don't. FTM, FTL, Commo. Specialist, Commo. Staff - could be broken down.The Commo. manual can have diagrams and be simple. Procedures need to be updated. Some people say they may need a repeater. Think twice about this. What may really be needed is a RETRANSMITTER.
(Dave) You are empowered to work on these issues. Bring the gathered information to the February meeting. The Communications Committee is charged with finding out who we (the ASRC BOD) said can use our license.

ASRC FINANCIAL RECORDS

(Dave) Ruth had a chance to go through the box of papers that William brought with him to the BOD Strategic Planning Committee. There are no bank statements for 1993, nor for 1994. (Ruth) And the middle of 1996 is missing.

[William defended the individual/s responsible for the upkeep of these statements by saying that a pretty good job has been done. Ruth disagreed. (She wasn't the only one - just the most vocal.) Remember everyone: we need these statements to complete 501(c)(3) status.]

William and Dave to meet 29 January 1997 in Charlottesville. William will make sure that the financial records needed are provided to Dave.
(Note: William to buy Dave dinner.)

ASRC AGREEMENT

(Peter) Motion:
"It is moved the ASRC renegotiate its 1987 Pre-Plan Agreement with the Pennsylvania Department of Conservation and Natural Resources, and its 1993 Memorandum of Understanding with the Maryland State Police. And, it is proposed the ASRC enter into preliminary negotiations with the Pennsylvania Emergency Management Agency for development of a Pre-Plan Agreement."
(William - second - *if this is wrong, let me know*)

Discussion:
(Peter) If the ASRC is interest in affiliation with PEMA down the road, this renegotiation could be a vehicle to get us into the state (Pennsylvania) on searches. Pennsylvania doesn't have a lot of interest in standards. PEMA will accept the ASRC quicker than SARCO because of DES. These prelimary negotiations are a first step. (Consider that an MOU with Maryland has been in existence, but the MD State Police do not use us.)

12Y 0N 0Abs Motion passed.

GROUP RECERTIFICATIONS

(Todd) A 36 month review will be scheduled this Spring for each and every Group. Warning letters will be sent out.
(Peter) William had been responsible for these reviews.

Bottomline: Todd is now the Ops Officer for the Conference so he will take over this duty. (Note: Vice Chair function per BOD Strategic Planning Comm.)

ALCOHOL AND SAR

(Melody) Something needs to be brought up about the consumption of alcohol in the SAR community. People would be well-advised to not drink and respond to a SAR mission. I don't know if there is any existing policy, but there needs to be one.
(William) In existence already.
(Todd) There is a policy in effect, and it's a 0 (zero) tolerance policy. You should have notified the IC.

MOTIONS FROM FLOOR

Communications Committee Chair
(? - if you know - tell me)
"It is moved that Gene Harrison be appointed the Communications Committee Chair until such time as the Communications Committee meets to elect one."
(? - second)

There was NO Discussion!

12Y 0N 0Abs Motion passed. (Congratulations, Gene!☺)

Dues structure
(Peter)
"It is moved that the dues structure of the ASRC be changed to reflect an increase in the cost to each Group for each of its members from $1.00 per member per year to $5.00 per member per year."
(Todd - second)

Discussion:
(William?) BRMRG has a money problem concerning this.
(Todd) Delegates need to ask the members of their respective Groups. So...

(Todd) **Motion to table.**
(John) Second.

10Y 0N 2Abs Motion tabled.

(Peter) Dues are necessary. We could consider tithing.
(Terri) We mentioned that in our meeting yesterday.
(Dave) No additional money will go to the ASRC from TSAR until the ASRC comes up with a financial tracking plan.
(Peter) That is necessary. You have to wonder when the account balance changes from $2000.00 to $1200.00. Where did the money go? There is no record.
(William) BRMRG *does* pay the bills.

Bottomline: BRMRG pays the ASRC's bills yet there is no way to prove it.

At this point in the meeting, the main business was drawing to a close. People were tired. Long drives awaited many. But still, it seemed as though we weren't quite finished with the business portion of our meeting. As Dave spoke there was a little voice that kept nagging me. What was it trying to say? Where was it coming from? It was coming from Kelli, and she was saying "Treasurer. Treasurer. Treasurer." That was it! Business was not finished! The ASRC needs a Treasurer to treasure! But who would take on the task of keeping our bills paid, financial records maintained, and otherwise keeping our assets in line?

(Dave) We need to take care of this...
(Terri) I would like to nominate Ruth Carter.
(Melody) Second.

Ruth, with very little coaxing, was receptive to the idea. But that wasn't good enough. Oh no. It had to be in the form of a motion.

(John)
"It is moved that Ruth Carter become the Treasurer of the ASRC."
(Todd - second)

12Y 0N 0Abs Motion passed. (Congratulations, Ruth!☺ Good Luck!)

(Now Dave AND Ruth are to meet with William to obtain the financial records.
Note: William to buy dinner for Ruth, too.)

LESSONS LEARNED

(Gene) I extend an invitation for everyone to talk to me with Commo. concerns.

(Todd) On the Karynne Sheldon search, DES was called early to get the ASRC there quickly. Division was used late in the search. Should have been used earlier. (Last day of search?)
(Secretary's note: I left the room when Todd was speaking, so I did not record everything he said.)

(Peter) There needs to be a Pre-Plan.
(William) Ops needed 2 minutes for briefing on this search. There were 187 tasks in 24 hours. Background briefing was an excellent resource, but it took time.

(Gene) Communications concerns: Due to the rapid movement of people in and out, teams were dispatched into the field without checking with base. TAF checkboxes utilized?
(William) Everyone dumped Commo. gear and the radios went out with FTLs - untrained individuals. One guy lost a radio. There was no follow-up.

(?) There should have been. It is important to go back and get the radio - find it! If not, it is lost for all future incidents.

(Dave) Communication in Shenandoah is very difficult. Can we come up with a way (is it possible) to communicate anywhere?

ANNOUNCEMENTS

- All Virginia groups need to involve CAP with what you're doing.
- 15 March 1997 - statewide simulation/exercise
- April BOD/General Membership Meeting at Camp Pendleton still has not been approved. We may have to pay a nominal fee.
- A Day In the Park with a Friend (Richmond VA) - Emergency Services of all sorts, in addition to Secret Service, police dog demonstrations, and the like, gather in a park and the public comes out in force. There is widespread media coverage of this event. If we are serious about PSAR, this would be a good opportunity for us. Late Spring - early Summer. Not sure of date this year.
- 5 April 1997 - Melfa (sp?) VA - 1000 acre patch of woods. There will be an FTM course and simulated mission. This is an invitation to Groups to attend. Dave needs to know by 15 March 1997 if you do plan to attend.

- The next meeting will be held at the University of Virginia, Old Cabell Hall, in rooms 222, 235, 236, 241, and 242. Remember: Committee meetings will be held. Old Cabell Hall is opposite the Rotunda. The parking lot is near the hospital (across the street). The meeting will begin at 0900 hours and end at 1700 hours.

- Rosters are to be turned in to the Secretary every BOD Meeting. Rosters for BRMRG, MSAR, SWVaMRG, and AMRG have not been received. I have never received one from AMRG. More about this in February.

(Todd)
"Motion to adjourn."
(Dave - second)

The meeting was adjourned at 1248 hours.
(Secretary's note: Refer to the next two pages for Bob Koester's and Gary Mechtel's proxies AND SWVaMRG's Group Report. SWVaMRG was the only Group to provide a report. Thanks!☺)

(Bob's proxy):

1/4/97

Dear BOD:

I hereby give my proxy to William Dixon for the BOD meeting of 1/5/97.

Furthermore, I hereby instruct him to vote against any mandate or suggestion of shifts. ICS allows this to be a flexible decision left to the discretion of the IC. The BOD sitting in a corporate glass building should not limit the judgment of its Ics!

Robert Koester
William Dixon 1004 5/Jan/96 *(not a typo - that's on the proxy)*

(Gary's proxy)

1/4/97

I, Gary Mechtel, one of the two ASRC BOD members, allocate my voting responsibility for the Jan 5th 1997 ASRC BOD meeting to Todd L'Herrou.

Signed
G.H. Mechtel
Todd L'Herrou

(That's exactly how it was worded, folks!)

SOUTHWEST VA MTN RESCUE GROUP
Report

January 5, 1997
(Greg Sazonov)

- Hunt for locker continues...
- Greg is trying to get with local law enforcement about their needs.
- VPI & SU is looking at offering a GSAR FTM class for fall semester.
- Looking for sponsor for a class for EMS, Law Enforcement, and Fire Dept.
- SWVaMRG hoping to become incorporated.
- SWVaMRG approved to buy more antennas.