

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Meeting Information

The June 17, 2000, meeting of the ASRC Board of Directors was called to order by Conference Chair, Peter McCabe, at 1155 hours. This meeting was conducted at the Virginia Department of Game and Inland Fisheries Training Annex in Richmond, Virginia. (This meeting date was selected as the search mission related postponement from the April 2000 meeting date.)

In attendance

Brendan Schubert	BRMRG		Operations	bschubert@virginia.edu
Bob Koester	BRMRG	Rep	None	robert@virginia.edu
Emily Minor	BRMRG		Public Information	minor@virginia.edu
Jared Ulmer	BRMRG	Rep	Training	jmu3z@virginia.edu
Darrell Hale	MSAR	Rep	Communications	halehome@home.com
Kelly Vance	MSAR		Training	kellyvance@juno.com
Peter McCabe	MSAR	Rep	None	pmccabe@msn.com
Morgan Lakey	MSAR		Communications	kendra@wizard.net
Roy Hutchinson	PSAR	Rep	Communications	rhneg@hotmail.com
Suzen Collins	PSAR	Rep	Training	suzencollins@aol.com
Janice Olson-Zavik	PSAR		Public Information	itonlywalking@yahoo.com
Char Underwood	PSAR		Medical	shalitha@yahoo.com
Randy Frank	PVRG	Rep	Public Information	PDGRrf@aol.com
Josh Babcock	PVRG	Rep	Training	joshuabab@aol.com
Stephanie Dorow	SMRG		Medical	search4umedic@aol.com
Rob Miller	SMRG	Rep	Operations	robert.e.miller@sprintmail.com
Allan Chacey	SMRG	Rep	Training	chaceys@home.com
Susan Chacey	SMRG		Training	chaceys@home.com

Review of Minutes

At 1210, minutes from the previous meeting were reviewed and accepted as written.

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Chair's Report

The process of beginning to re-engineer an organization to facilitate broad involvement of a diverse membership base is always challenging when many in the membership has grown accustomed over the years to letting others carry much of the load. Those who have done much of the work over the years be grumbling but with a new tune because those coming into the system don't necessarily have a working knowledge of the systems that developed over the years, and may not be as willing to shoulder the load as much as others have in the past. Those coming into the system sometimes don't understand the time and care needed to manage one or another system. The views are often different. Change is difficult. The challenges are many with occasional frictions taking place. Whatever happens, no organization can rest on its laurels and maintain a no-change attitude. The ASRC has accepted the challenge for some new thinking and we are working through some of the details.

Necessary time has been spent in the last year devoted to investigating and reviewing the activities of the ASRC Treasurer from April 1988 to his resignation in October 1999. While the time devoted to this review has been absolutely necessary and useful, much of the energy and enthusiasm of this organization has been devoted to trying to investigate what happened and what did not happen, and talking about it. Poor performance by an elected ASRC Treasurer has happened twice in the last 5-6 years. We must put into place protections and procedures that will not allow this to happen again! I would like to thank David Carter and Peter Pennington for their efforts to work together to straighten out this situation. Sadly, we have lost funds that can never be recovered. The ASRC is a business; we must begin to act like a business!

Shortly after coming into office in April last year I developed five strategic goals, and a series of recommendations for short- and long-term ASRC committee activities to support those strategic goals. The recommendations for ASRC committee activities were discussed and refined on June 20, 1999, and are today presented again to you, the members of the ASRC Board of Directors. With this presentation, I have noted the present accomplishments for 16 of the 25 recommended committee activities. While I am pleased with the accomplishments to date, I realize that with more participation of ASRC Group committee members, a great deal more could be accomplished. I do think we are beginning to turn the corner as ASRC group leadership begins to realize that lack of group committee participation in the ASRC committee structure does not mean the work of the ASRC committees is standing still.

I am delighted with the involvement of new blood in the ASRC leadership and management family. This brings fresh perspective to our diverse organization whose very strength and vitality is our diversity and independence.

I have learned much in the past year! I have always realized that "going along to get along" never works, and that effective leadership means sometimes having to take risks and make tough decisions. My basic tenet has been to involve and empower others in distributive leadership. I feel I have been partially successful in this initiative. The path is becoming more clear but obstacles remain. We do, however, know what some of the obstacles are, and we know the destination.

Respectfully submitted,
Peter A. McCabe

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Vice Chair's Report

As Vice-Chair of the ASRC during the 1999-2000 year, I was available to serve in the absence of the Chair as needed, and was available to fulfill other duties as requested by the Chair. As it were, no such requests were made.

In addition, I established contact with the Clifton Lions club. They would like me to speak about our organization, and have expressed interest in making a donation towards a specific item (that we identify) that would aid the ASRC in meeting our operation-related objective.

I provided both background information on the ASRC to media contacts, and also provided names and phone numbers of additional resources within the ASRC for those contacts to gain a broader perspective of the ASRC. I also provided a lead to our PIO, Randy Frank, regarding the Washington Areas Broadcasters Association's annual opportunity for service organizations to showcase their efforts for both background information and future story possibilities for the DC Metro area media.

I Informally met with a member of management at the Fairfax County Galyan's store, to encourage support for SAR in Virginia and the ASRC in particular. This should be followed by a formal contact within the next 3 months.

I continued to maintain the ASRC Bookstore, affiliated with Amazon.com on my business website. During the previous two quarters, this affiliation netted the ASRC approximately \$25.

I also served as the ad-hoc parliamentarian, attempting to assure that the ASRC conducted all of its business and activities in accordance with our own bylaws, procedures, and documents.

Todd L'Herrou

Secretary's Report

For the secretary's report, Suzen Collins verbally summarized her activities during her two periods of service as completing minutes, composing thank you letters, mailing ASRC meeting postcards, and assisting in the administrative portion of the ASRC GSAR.

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Treasurer's Report

13 June 2000

October 12th to 13 June Balance Sheet

Starting Balance		1770.32
Funds Received		
TSAR 1998/ 1999 Dues	\$385.00	
MSAR 1998/ 1999 Dues	\$400.00	
MSO Class Charges	\$860.00	
TSAR 2000 dues	\$165.00	
MARG 2000 DUES	\$155.00	
AMRG 1999 Dues	\$180.00	
BRMRG 2000 Dues	\$510.00	
AMAZON.Com donation	\$34.76	
BRMRG 2000 Dues	\$525.00	
MSAR 2000 Due	\$315.00	
Donation	\$1,500.00	
Deposit GSAR registration fees	\$630.00	
Deposit GSAR registration fees	\$240.00	
Deposit GSAR registration fees	\$360.00	
Deposit	\$172.51	
	Total:	\$6,432.27
	Subtotal	8,202.59
 Funds Spent		
Metro Call	\$311.80	
ERI (MSO books)	\$583.00	
BRMRG - payment on bad check	\$98.60	
State Corporation Commission	\$25.00	
Cost of copies of checkbook from bank	\$110.00	
Art Ross - post cards	\$20.43	
Peter McCabe - MSO expenses	\$143.00	
Dan Daniels Printing	\$1,617.00	
BRMRG dispatch costs 1999	\$410.57	
Stop payment on ERI First check	\$25.00	
Return GSAR registration fee	\$120.00	
Food for GSAR	\$566.92	
Payment for Services, Winchester Squad	\$146.00	
Suzan Collins - Admin costs for GSAR	\$115.57	
	Total:	\$4,292.89
	Current Balance	\$3,909.70

Accounts Receivable (PAST DUE) If not paid will become lost monies

! BRMRG 1998/1999 Dues \$45.00 x 2 + 93 @5X2	\$1,020.00
# SWVaMRG 1998, 1999, 2000 Dues \$45 X 3 + 40 @5x 3	\$735.00
% SMRG 1998, 1999, 2000 Dues 45 X3 + 61@5 x3	\$1,050.00

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

^ AMRG 1998 Dues \$45 + 39@5		\$240.00
	Total	\$3,045.00

! Numbers taken from 12/99 roster
numbers are best guess
% Numbers from 99 roster
^ Numbers taken from 1998 roster

ASRC GSAR INSTITUTE 5 to 7 May/2 to 4 Jun 2000

BALANCE SHEET

INCOME:

41 Applicants paid \$30.00 each	\$1,230.00
---------------------------------	------------

EXPENSES:

Meals First Weekend	\$324.64
Administrative expenses	\$115.57
Meals Second Weekend	\$219.74
Repayment to four students	\$120.00
Payment for Services to Winchester CAP	\$146.00
Total:	<u>\$925.95</u>

Balance	\$304.05
---------	----------

Note : Treasurer's report indicated balance of 334.05, but balance, as computed by Excel for meeting minutes, is as shown

The treasurer's report was accepted by the BOD, with the several concerns noted, including the double payment of BRMRG dues for 2000, both for incorrect amounts, the omission of PSAR's and PVRG's 2000 dues payment, and the notation of administrative fees due to Suzen Collins (which has not been received.)

SMRG representative Rob Miller noted, for the record, that SMRG will withhold dues until the due diligence report has been completed.

MOTION (PASSED)

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Committee Reports

Training

(END OF YEAR TRAINING COMMITTEE REPORT)

We decided to look over the SARTA materials to see if they would meet the need for Standard Training materials for the Conference. The committee carefully reviewed the SARTA GSAR manual against the ASRC FTM standards. The BOD adopted the SARTA GSAR Manual as the standard training materials for FTM training, with the provision that SARTA make certain changes in their materials within one year of the BOD's action. SARTA said they would and are working on the changes and updating the manual. **CLOSED ITEM**

We decided that we would review the FTL materials and do the same thing. The intent was to have this done by the October meeting, but that didn't happen. We were supposed to be prepared to brief what we have found and make a recommendation to the BOD at the Feb meeting. This did not happen. **OPEN ITEM**

I said that I would work the testing issue for Air Scent dogs. We found out that the VDES standards, which had been adopted by the BOD in OCT of 97 (I think it was), did in fact have testing procedures built into them. The problem then was who was going to do the testing. I contacted one person in PA and one in VA and while they are NOT ASRC members, they are long time AS dog handlers. What remains to be done is putting somewhere the process for contacting these people to arrange testing. The plan is to use outside people who can validate our handlers until we build credibility within the dog community that we will be working with. Location of the how to contact has not been done. **OPEN ITEM**

We discussed ways to try and improve the rate at which people attend missions. The requirements for FTL and FTM did not require actual mission performance, just a "response." After discussion, we decided to bring to the BOD a change to re-certification that members would have to do four, four-hour tasks in two years. This passed by the BOD. The BOD passed this. Subsequent discussion and actions would seem to indicate that removing the four hour time and upping the number to six field tasks might be a better option. It was discussed during the February meeting but there was no action taken. **OPEN ITEM**

We also discussed removing the FTL re-certification from the IS/IC standards. We brought this to the BOD and while there was a lively discussion. This was tabled to the next meeting. No action was taken during the February meeting. **OPEN ITEM**

I was to review the FTM test that all groups are supposed to be using and in fact most do not have. I would review it against the SARTA materials to make sure we were singing the same song. But, I need the FTM answer key to the test. After several months it appears it appears that there is no answer key. I will this make one up and do the comparison. Work was not accomplished by the February meeting due to the need to type the materials since a digital copy was not available. It is being scanned now and an answer key will be made up using the SARTA materials. **OPEN ITEM**

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

David was to look at developing a set of practical stations for FTM. He was to use the MSAR materials as a start and I would send him the VDES stations. I have not done the later and I do not know the current status of his project. David ? **OPEN ITEM**

We were tasked with doing a ASRC GSAR and it is happening. **CLOSED ITEM**

During the February meeting various items were discussed:

- A. The Commonwealth of Virginia wants to go to three levels of IC and is in the process of defining the standards for each level. It is expected that six months will be required to complete the standards process. A summary of the draft standards was provided.
- B. The Statewide simulation was held 4/7-9/2000 in the Northern Virginia, Richmond, and Southwest Virginia areas. It was successful and a number of lessons were learned. A debrief will be circulated after it is compiled.
- C. The SAR management conference will be held in the Richmond area 10/2000. For questions contact Suzen Collins
- D. After review of the draft ASRC GSAR Institute notification, the following people volunteered to support the VA DES provided training team in delivering the GSRA Institute:

Overall Coordination IC - Josh Babcock
Pre-registration Coordination - Emily Minor and Todd L'Herrou
Meal catering Coordination - Heidi Forrest
On Scene Logistical Support - Suzen Collins

- E. The training committee also agreed to allocate each class to a % based on ASRC group size. Each group would then fill the allocated slots. However one group boycotted the training and the overall response has been poor. The Pre-registration coordinators did fairly allocate the out of state slots to classes.

Submitted:

David A. Carter
Training Committee Chairperson

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Operations Committee

Medical Committee

Goals for ASRC Medical 2000

1. Search for a new Medical Director
 - a. Development of protocols (every group member gets a copy)
 - b. BLS
 - c. ALS
 - d. Reason for upgrade to ALS EMT-P
 - e. WEMSI -vs- TJ EMS or both
 - f. Training of ASRC personnel in new protocols
2. Medical form
3. Personnel form
 - a. Copies of certifications
4. Inventory form
5. Training schedule
6. Medical Equipment Check List
7. Quarterly Check List
8. Definition of Basic First Aid Kit (WEMSI Minimum Module)
 - a. Search module
 - b. Advance module ALS
 - c. Base module
 - i. BLS
 - ii. ALS
 - d. Evac module
 - iii. BLS to include stokes basket, backboard, etc.
 - iv. ALS
9. Why is current ALS gear not being brought to searches
 - a. How to transport ALS gear
 - b. Pharmacy Board Regs
 - c. What to do at base
 - d. Transporting into field and back
 - e. What to do back at locker

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

10. Liability of not bringing appropriate gear
Liability of qualified personnel not practicing to level
11. Patient Care Reports (PCR)
 - a. ASRC vs. State of VA
 - b. Training of all ASRC personnel in PCR forms
 - c. All PCR's must be turned into ASRC Med Officer for review
 - d. Group will make a paper copy of original
12. ASRC personnel without minimum Medical qualification
 - a. What to do ASRC Bylaws pg. 11 6.4, 6.5
 - b. Only members w/o med certs is a CQ
 - c. Does this mean that the member is dropped down to a CQ until current
 - d. ASRC liability if member attend patient
13. Full / Affiliate member group/s that are also a Rescue Squad
 - a. Protocols use on search
 - b. Show up at search as Rescue Squad in their uniform w/o ambulance
 - c. Show up at search with Ambulance (Top of Va.)
14. Medical stand-bys
 - a. Problems
 - b. Liability of ASRC whether or not we wear ASRC uniform
 - c. Protocol use if not ASRC then none

Communications Committee

ASRC PIO Status Report

New Initiatives

PIO Class:

The PIO class will be scheduled for July 15, 2000 in either Richmond or Charlottesville. (Announcement with exact location and time will be out in the next couple of weeks.)

PIO Test

Completed and awaiting final input before administering the test at the July PIO class. Senior members and those with current PIO training may opt to challenge the test without taking the class. The test is really a review of most state basic PIO classes with some specific SAR related questions added.

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Training Materials

PIO training materials are completed and will be distributed to senior members for approval before the July PIO class.

PIO Committee

Committee has been formed (although we could use members from all the groups), we now have enough for a meeting and to get some work done.

Increase Visibility

Article in Baltimore Sun on Search and Rescue and charging for services...

The new Outdoors writer for the Baltimore Sun will use us a source of information and wants us to submit helpful seasonable hints, for example what to take on a hike, how not to get lost, what to do if you get lost, and will credit us each time.

Blue Ridge Outdoors magazine is going to use the web page below as an information source for their Search and Rescue column.

Through proposed Maryland Search and Rescue legislative work I was able to get the ASRC brochure into the hands of many state law makers, as well as the law enforcement community by having a letter form me well as the brochure as a part of the information packet handed out during Hearings on the Maryland SAR bill.

As soon as we get the go-ahead from the ASRC Board and get a few more summaries on the "Search Summaries" web page, I will contact all media in the Mid-Atlantic as to where they can get up-to-date info and pictures from searches. This will require a fair amount of effort on my part as well as cooperation from the other PIO's and the IC cadre but should be well worth effort in increased visibility and community relations. Most media outlets that I have contacted have expressed a great deal of interest in this page. HOWEVER! - It won't work if I don't get summaries and pictures from the PIO's and IC's.

Speaking Engagements

Been invited (but on the wait list for this year) to speak on behalf of the ASRC to the VA Association of Broadcasters scheduled for April 27, 2000. At this meeting, we can give a 15 to 20 minute presentation on our group, then be available for a 10 minute question and answer session and can distribute and information packet on the ASRC to representatives of the local media outlets.

Search Summaries Web Page

We now have a web page for "Search Summaries," including pictures. I need ICs to send me a copy of the After Action Report and anyone to send images to me. I will put these up on a web page that is hosted on my server that Lauren will link to from the ASRC

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Homepage - "<http://www.pinnacledesign.com/asrc/asrcpio.html>." Media can go to site and read the facts and get images. This will make the ASRC an information source and an authority. Also that ASRC should get quoted more often.

ASRC Web Page

I have been answering all inquiries about the ASRC

PIO list serve is up

This will help identify all PIOs and keep them informed as well as work on sharing info between groups

ASRC Fact Sheet

This will be posted as a PDF file on the SAR Report/Media Page that we are hosting so that anyone who needs information and facts can download them off the web page and print as many as they need. This will be posted as soon as it is agreed that the web search info page is a "go." This has been on a trail basis since the last meeting, and I have received no negative input from the IC/IS staff. As soon as the group PIO's have had a chance to review, this will be mounted.

Maryland SAR Council

In formative stage. Al Rossi (Mid-Atlantic Dogs) and I are working together on coordinating the June meeting. I will be coordinating, hosting, and facilitating the MASARCO part of the meeting.

Proposed Maryland SAR Law HB268 and Senate Bill

The proposed Maryland SAR legislation was tabled for summer legislative review and study. The ASRC will be participating in that review and study with Maryland legislators, the Maryland State Police, and other state resources.'

The Year in Review

- Developed a PIO committee
- A PIO list serve has been developed to better facilitate communication between group and conference PIOs and their respective groups
- Developed, printed, and distributed an ASRC brochure
- Worked in new areas to get the ASRC accepted and utilized
- Numerous meetings with those "in-charge" in Maryland
- Meetings with DNR training director
- Work in a Maryland Search and Rescue Law- included many meetings with various people, including Cole Brown. Worked with Mr. Brown to change the wording in the proposed law to be more advantageous to the ASRC. Other meetings included DNR personnel, State Police, and other search groups. Also got placed on the Legislative Review committee for the bill

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

- Worked to get the ASRC recognized as a source of information for Search and Rescue matters in the Mid-Atlantic
- MASARCO - working with the dog and search community to re-start the Maryland SAR Council - Al Rossi, whom is recognized as one of the leaders in the Mid-Atlantic Search Dog community and I are scheduling the next MASARCO meeting in June
- As the point of contact for the ASRC through the web page - I answer inquiries about membership, media related questions, and general information questions about the ASRC on a consistent basis.
- Have been active in adding to my own personal training by completing MSO, PSO, and FEMA's Incident Command Certification class.
- Participated in various training opportunities including the recent VASARCO state simulation to facilitate better working relationships between the ASRC and others

Randy Frank

Safety Committee

No meeting held, nor report forwarded

Old Business (1332 hours)

Associate Membership

Peter McCabe highlighted his efforts concerning the associate membership initiative. According to McCabe, the following teams are considering the associate membership program: Delaware Valley SAR, W.E.S.T. (Lancaster, PA), Mid-Atlantic SAR. Additionally, McCabe indicated that he had made contact with both Triangle (southwest VA) and Top of Virginia Search and Rescue.

Treasury Investigation

Peter McCabe highlighted the history and progress of this investigation and distributed a letter submitted by the appointed ASRC Investigator, Peter Pennington.

According to McCabe, the first review of the ASRC financial records was conducted by a public auditor (not a CPA) was not meaningful, as very few records were found. (No bank account activity had occurred since May 1998.) On the advice of Peter Pennington, the lawyer was contacted again.

Based on the absence of bank transactions from May 1998 to September 1999, and the availability of meeting minutes containing treasurer's reports to the contrary, a time line comparing the reality and perception of the situation was prepared.

It was further suggested that any future recourse needs to be brought by the C.P.A.

Peter McCabe then apologized for the delay in detection of the situation and professed that he felt very badly.

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

Randy Frank then asked for an estimate of the losses, which was provided by McCabe as approximately \$2,000.

McCabe then mentioned the overtures made by Mr. Eggeman to discuss restitution, which was well received by many, with discussion of this possibility lead by Stephanie Dorow and Randy Frank.

MOTION

The ASRC BOD shall allocate \$500 to secure the services of a C.P.A. to examine the records for the ASRC treasury during the time frame of April 1998 through October 1999.

This motion was properly made and seconded and passed unanimously.

TSAR Newsletter Investigation

McCabe explained that based upon the formal written charge brought forward by Todd L'Herrou against David Carter regarding his article(s) in the TSAR newsletter, Morgan Lakey had been appointed as the ASRC investigator.

McCabe further explained that Lakey has been with MSAR for 11 years, is currently trained as an FTL, and is an attorney in the state of Maryland. It was also explained that he does not know any of the parties involved on a personal level.

Morgan Lakey then presented a written report of his findings, which concluded that insufficient evidence of a written ASRC regulation had been violated existed to proceed. (This report, due to its length, is filed with the ASRC minutes, and is available for review. Copies were provided to each group representatives present for the meeting.)

After discussion debating the need for clear rules to define all types of behavior versus the unwritten expectation of considerate, professional behavior, Emily Minor expressed her reservations concerning the findings of the investigation.

MOTION

The ASRC BOD hereby extends a vote of confidence to Emily Minor.

This motion, made by Bob Koester and seconded by Darrell Hale, passed unanimously. (It was further explained, upon questions, that this vote extends beyond a simple finding of no fault on the part of Minor, but also shows the BOD's position of clearing Minor of the allegations made in the TSAR newsletter.)

Financial Report

McCabe explained that a financial report had been forwarded by Peter Pennington to the assisting attorney, Mike Sawyer. This report was unavailable to Peter or other members of

Appalachian Search and Rescue Conference, Inc.
Board of Director's Meeting

June 17, 2000

the BOD, and would be made available only upon completion, hopefully in time for the August meeting. (It was estimated that roughly 5 hours of work remained.)

New Business

Elections of Officers

Nominations of officers and the subsequent elections were presided over by Rob Miller. (Proxies submitted are included with the filed minutes.)

Chair: Suzen Collins

Nominated: Peter McCabe (MSAR)
Suzen Collins (PSAR)

Vice Chair: Peter McCabe

Nominated: Peter McCabe (MSAR)

Secretary: Peter Pennington

Nominated: Peter Pennington (SMRG)

Treasurer: Emily Minor

Nominated: Dave Carter (TSAR)
Emily Minor (BRMRG)

Upon the conclusion of the elections, the meeting was presided over by Suzen Collins.

Nominations for Group Training Officers

The following nominees were approved to serve as GTO by the ASRC BOD:

Susan Chacey	SMRG
Gary Fang	BRMRG
Matt Curran	MSAR

Nominations for Incident Staff

The following nominees were appointed to the position of Incident Staff:

Randy Frank	PVRG
Darrell Hale	MSAR
Suzen Collins	PSAR

Due to the late time (@1600 hours), all additional new business was postponed until the next meeting, which was set for August 19, 2000, with an anticipated location in Maryland.