

ASRC Action Item Report

Thursday, October 31, 2002

Treasurer Report - Amanda Harrison at treasurer@asrc.net

4 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-008	Amanda Harrison	Peter Pennington	Identify person to perform financial review.	[10/5/02] Peter Pennington will ask wife to perform review. [10/5/02] Amanda advised to gather receipts for review. [10/23/02] Arrangements have been made for Mary Frances to look over the ASRC accounts on Nov 9 and to discuss with Amanda on Nov 10.	7/13/2002	11/10/2002	
2002-009	Randy Frank		Check with video people re: check that Stef donated that was reported as not being cashed.		7/13/2002		
2002-018	Amanda Harrison		Now that process has changed, complete "license to beg".		10/5/2002	11/22/2002	
2002-019	Amanda Harrison	Lauren Fernandez	Produce ASRC group bills.		10/5/2002	11/22/2002	

Training Report - Bob Allam at training@asrc.net

2 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-020	Lauren Fernandez		Solicit suggestions to improve information feedback loop for IS/IC certifications.		10/5/2002	11/1/2002	
2002-041	Peter McCabe		Inquire interest of MSAR member in assisting with development of ASRC GSAR		10/5/2002		

ADC Report - Eric Berlin at adc@asrc.net

5 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-028	All BOD Reps		Provide (to Eric) dispatch point of contact to use if GDO is not responding		10/5/2002	11/30/2002	
2002-029	Lauren Fernandez		Ping Camille for AO training course materials.	[10/30/02] Camille sent the materials to the locker.	10/5/2002	10/30/2002	
2002-030	Eric Berlin		Develop AO course and arrange for it to be taught immediately before next BOD meeting.	[10/30/02] Currently retrieving course materials.	10/5/2002	1/20/2003	
2002-031	Eric Berlin		Identify pager and pager cost for Marsh Cuttino.		10/5/2002	12/31/2002	
2002-046	Eric Berlin		Contact Roam Direct for information on alert systems.		10/5/2002	12/31/2002	

BOD Special Research projects - Lauren Fernandez at chair@asrc.n

10 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-001	Peter Pennington		Investigate insurance coverage for BOD. (GOAL 1)	[10/5/02] Peter P is negotiating with two companies [10/23/02] A proposal is in the post for Peter to start some negotiations.	7/13/2002	4/12/2003	
2002-004	Peter Pennington		Devise strategy to improve workman's comp. (GOAL 4)	[10/5/02] Peter P is trying to arrange meeting with state person. [10/23/02] In discussion (fits and starts) with Sue Keener, Director of WC in VA.	7/13/2002	4/12/2003	
2002-006	Pamela Paulding?	Bob Koester	Draft wording suggestions for manuals for group alternate BOD votes		7/13/2002		
2002-012	Pamela Paulding		Draft code of conduct	[10/5/02] Suggestion was made to review American Red Cross Volunteer code of conduct and other volunteer agencies.	7/13/2002		
2002-013	All BOD Reps		Obtain feedback on proposal that one of the ASRC reps for each group should be required to be the group chair.		10/5/2002	2/2/2002	
2002-014	Randy Frank		Update ASRC webpage.	[10/8/02] E-mail sent to Randy Frank	10/5/2002		
2002-015	Chris Ruch		Solicit suggestions to revise ASRC Due Process procedures.		10/5/2002		
2002-044	Tom Lovejoy and Kinsey Row		Plans for General Membership Meeting	[10/29/02] SWVaMRG requested BRMRG's assistance in planning. BRMRG will address in their business meeting early Nov. Will confirm change in date after Nov 14th meeting.	10/5/2002	2/2/2002	
2002-048			Follow up with thank you to Richmond Ambulance for AED.		10/31/2002		
2002-049	Lauren Fernandez		Ensure that all BOD reps have access to listserv website.				

Records Report - Mark Gleason at records@asrc.net

3 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-032	Peter McCabe		Provide copy of MOUs with MD and PA DCNR to groups; originals to ASRC Records (Mark Gleason)		10/5/2002		
2002-040	Lauren Fernandez		Provide ASRC Records Policy for vote.	[10/5/02] Draft policy circulated	10/5/2002		
2002-047	Peter Pennington		Meet with Mark Gleason to sort out ASRC business records.	[10/23/02] Arrangements have been made to work for a day with Mark Gleason on Nov 9 to sort out records.	10/5/2002	11/9/2002	

Commo Report - Pepper Broad at commo@asrc.net

1 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-039	Pepper Broad		Update ASRC hand-held radio standards and disseminate to groups.		10/5/2002		

Ops Report - Peter McCabe at ops@asrc.net

10 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-002	Bob Koester	Keith Conover	Draft wording suggestions for manuals to enhance group/conference callout procedures. (GOAL 2)	[10/5/02] Wording provided.	7/13/2002		
2002-003	Lauren Fernandez		Update flow diagram. (GOAL 2)		7/13/2002		
2002-033	Peter McCabe		Provide information to ASRC members and VASARCo to spread persons with medical quals on field team assignments.		10/5/2002		
2002-034	Peter McCabe		Develop new sign-in sheet that provides box for medical certs.		10/5/2002		
2002-035	Peter McCabe		Communicate requirements for safety officer on BOD and at missions. Solicit feedback on how to meet this need.		10/5/2002		
2002-036	Peter McCabe	Bob Koester	Investigate and make recommendations on improving safety of searchers returning home. Extra question on debriefing form?		10/5/2002		
2002-037	Lauren Fernandez		Develop agenda for IC meeting (to include mission debriefing, PCRs, mission records policy)	[10/16/02] Date set for Feb 2, 2002 in Charlottesville; Agenda set	10/5/2002		
2002-038	Lauren Fernandez		Invite Jason Dalton and Brian Ulmer to provide system demo at Jan 25th meeting	[10/20/02] Invite accepted	10/5/2002		
2002-043	Peter Pennington		Provide sample wording for group/agency MOUs that references ASRC.		10/5/2002	2/2/2003	
2002-045	Peter McCabe		Provide list of ASRC missions year-to-date with checkbox if medical care was delivered and/or documented.		10/5/2002		

Secretary Report - Peter Pennington at secretary@asrc.net

3 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-005	Peter Pennington	Keith Conover	Arrange meetings and process for manual review/ updates.	[10/23/02] No contact with Keith Conover but Peter will look at Admin Manual/ by laws etc during November and come up with some ideas.	7/13/2002	11/30/2002	
2002-016	Eric Berlin		Acquire ASRC USPS mailbox in Charlottesville, VA	[10/30/02] Research Complete mailbox will be opened shortly	10/5/2002	11/30/2002	

Secretary Report - Peter Pennington at secretary@asrc.net

3 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-017	Lauren Fernandez		Provide Eric with BOD roster, guide for forwarding mail, and organization chart.	[10/13/02] Information sent to Eric	10/5/2002	10/30/2002	10/13/2002

Medical Report - Stef Dorrow at medical@asrc.net

9 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-010	All BOD Reps		Ensure that all medical paperwork is sent to Stef.	[10/5/02] SMRG has submitted paperwork. No response from PVRG. Peter Pennington will draft letter to PVRG.	7/13/2002		
2002-021	Keith Conover		Provide written statement of ASRC / WEMSI relationship.		10/5/2002		
2002-022	All BOD Reps		Provide feedback on ASRC Medical Manual (to contain medical cert requirements, protocol references, etc.) Where possible, ASRC Ops and other manuals will be updated to reference this new document instead of including med requirements.		10/5/2002		
2002-023	Marsh Cuttino		Provide update on MCV liability coverage.		10/5/2002		
2002-024	Marsh Cuttino	Keith Conover	Provide information on what medical services ASRC members can provide outside of PA and VA. Information should be incorporated into ASRC Medical Manual.		10/5/2002		
2002-025	Marsh Cuttino		Provide HEPA requirements to groups and how this relates to ASRC practices.		10/5/2002		
2002-026	Stef Dorrow		Define position description and identify person to fill Infection Control officer.		10/5/2002		
2002-027	Stef Dorrow		Develop strategy for ASRC to improve mental health practices and resources. (to include changes to training, contact points for teams, etc.)		10/5/2002		
2002-042	Stef Dorrow		Investigate requirement for background checks of providers in VA.		10/8/2002		