ASRC Action Item Report

Sunday, February 16, 2003

Treasurer Report - Amanda Harrison at treasurer@asrc.net

3 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-009	Randy Frank		Check with video people re: check that Stef donated that was reported as not being cashed.		7/13/2002		
2003-015	Randy Frank		Send thank-yous to Ortiz family for donations		2/2/2003	3/1/2003	
2003-017	Peter Pennington	Amanda Harrison	Research if VA license to solicit funds is sufficient for other states.		2/2/2003	3/1/2003	

Training Report - Bob Allam at training@asrc.net

3 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		
2003-013	Bob Allam		Revise Training Manual to reflect that AO quals no longer include IS as a requirement but still maintain the requirement for MSO or equivalent.		2/2/2003	4/12/2003	

ADC Report - Eric Berlin at adc@asrc.net

4 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	
2002-046	Eric Berlin		Contact Roam Direct for information on alert systems.	[2/2/03] William Dixon will be asked to perform inquiry.	10/5/2002	12/31/2002	
2003-011	Eric Berlin	Stef Dorow	Acquire pager for Marsh Cuttino. Cost not to exceed $50. Check first to see if one of his existing pagers may be able to receive ASRC pages.		2/2/2003	4/12/2003	
2003-012	Eric Berlin	Pepper Broad	Investigate services that may be used for ASRC dispatch in the event that Metrocall is no longer able to provide service.		2/2/2003	4/12/2003	

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

12 open action item(s)

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

12 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
2002-001	Peter Pennington		Investigate insurance coverage for BOD. (GOAL 1)	[2/2/2003] Insurance needs to be reviewed by lawyer (Reference 2003-001) [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	
2002-006	Pamela Paulding?	Bob Koester	Draft wording suggestions for manuals for group alternate BOD votes		7/13/2002		
2002-015	Chris Ruch		Solicit suggestions to revise ASRC Due Process procedures.	[2/2/2003] Draft report submitted. Work will continue and be a part of the manual review process.	10/5/2002		
2002-049	Lauren Fernandez		Ensure that all BOD reps have access to listserv website.	[2/2/2003] Access confirmed.	10/31/2002	2/2/2003	2/2/2003
2003-001	Peter Pennington		Obtain legal review of ASRC insurance needs. Arrange vote vai e-mail for any funding of legal review.		2/2/2003	4/12/2003	
2003-002	Bob Koester		Update ASRC on status of VA Workman's Comp changes/initiatives.		2/2/2003	4/12/2003	
2003-003	Pepper Broad		Report on status of WV Workman's Comp		2/2/2003	4/12/2003	
2003-004	Randy Frank		Report on status of MD Workman's Comp		2/2/2003	4/12/2003	
2003-005	Keith Conover		Report on status of PA Workman's Comp		2/2/2003	4/12/2003	
2003-006	Lauren Fernandez	Randy Frank	Proceed with new ASRC website -aquire server space; work with Heffner and Weiss.		2/2/2003	4/12/2003	
2003-007	Peter Pennington		Organize early in March a meeting of the editors of the various documents under revision with a view to producing a cohesive whole for the membership to approve.		2/2/2003	3/1/2003	
2003-018	Lauren Fernandez	Peter Pennington, Randy Frank	Address or clarify findings of due process investigation against BOD.		2/2/2003	4/12/2003	

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	Mark Gleason		Provide ASRC Records Policy for vote.	[2/2/03] Gleason has suggested changes to policy. Will make part of manual review. [10/5/02] Draft policy circulated	10/5/2002		
2003-016	Keith Conover		Contact Katie Soukup re: feasibility of imaging ASRC records.		2/2/2003	3/1/2003	

Commo Report - Pepper Broad at commo@asrc.net

2 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		
2003-014	Pepper Broad		Post channel frequency guidance on the web.		2/2/2003	4/12/2003	

Ops Report - Peter McCabe at ops@asrc.net

9 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)	[2/2/03] Wording to be further collaborated. [10/5/02] Wording provided.	7/13/2002	4/12/2003	
2002-003	Lauren Fernandez		Update flow diagram. (GOAL 2)	[2/2/03] Pending completion of 2002-002	7/13/2002		
2002-033	Ops Committee		Provide information to ASRC members and VASARCo to spread persons with medical quals on field team assignments.	[2/3/03] BOD asked Ops Committee to consider whether medical qualifications should be listed on sign in sheets at searches so that medical resources can be spread more evenly around teams.	10/5/2002	4/12/2003	
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?	[2/2/03] Billy Morgan had presentation on VASARCo Project Safe Home. Presentation will be given at next meeting.	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		
2003-008	Peter McCabe		The Ops Officer would check on the ASRC inventory and determine that no items were omitted through ignorance of their existence. The ops committee will make a recommendation to the BOD on the process and frequency for inventory checks.		2/2/2003	4/12/2003	

Medical Report - Stef Dorrow at medical@asrc.net

8 open action item(s)

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Medical Report - Stef Dorrow at medical@asrc.net

8 open action item(s)

ID	Lead	Support	Action Item	Update	Assigned	Due	Closed
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		
2003-009	Stef Dorow		Research if costs for all ASRC background checks are no cost. Research how ASRC members who live outside Virginia, or members of groups not based in Virginia would be covered. Research whether groups could seek these checks or whether the ASRC should have a central 'clearing house'.		2/2/2003	3/1/2003	
2003-010	Stef Dorow		Arrange visits to each group to teach ASRC medical protocols.		2/2/2003	4/12/2003	