

## Draft Minutes

### Appalachian Search and Rescue Conference (ASRC) Board of Directors (BOD) Meeting, 12 July 2003 Winchester, VA

12 BOD representatives or proxies present

Keith Conover	AMRG	PA OMD	Proxied to Chris Ruch
Christopher Ruch	AMRG		
Robert Koester	BRMRG		Proxied to Lauren Fernandez
Lauren Fernandez	BRMRG		
Carl Werntz	MARG		
Kevin Cropper	MSAR		
Suzen Collins	PSAR		
Randy Frank	PVRG		Vice Chair, PIO
Michael Kennedy	SMRG		
Dawn Smith	SMRG		Proxied to Alex McLellan
Kevin Brewer	TSAR		
Billy Morgan	TSAR		Proxied to Kevin Brewer
Peter McCabe	Ops		
Steven Weiss	Webmaster		

Not Present/No Proxy:

Dan Patterson	MARG		
Alex Christ	MSAR		
Stef Dorow	PSAR	Medical	
John O'Shea	SWVaMRG		
Kinsey Row	SWVaMRG		
Tom Lovejoy	Comms		
Stephanie Bean	VRG		
Marsh Cuttino	VA OMD		
Amanda Harrison	Treasurer		
Eric Berlin	ADC		
Peter Pennington	Secretary		

Other ASRC members present:

MSAR: Bruce Eberle

BRMRG: Tommy Rumley

### Call To Order

The Chair called the meeting to order and provided three “Philosophical” themes she wanted to propose as guidance for the direction of the conference for the next year. (No other inputs were provided for the “Goals for the Year” list.)

- Think Big – move forward
- Collaborate – especially on training
- Foster Leadership – individual teams and within conference

### Previous Minutes

The minutes from the previous BOD meeting, held 12 April 2003 in Blacksburg, VA, were reviewed and approved.

## **Thank You**

A note of thanks to Bethany Cummings of WMC for organizing the meeting space was displayed and read. As she was unable to attend due to work commitments, it will be sent to her.

## **Old Business**

### **Insurance**

There was discussion of the insurance proposals researched by the regular Secretary. Questions were raised about what exactly is a “Fidelity bond”; it was suggested that it covers any loss of mishandled moneys. A question was raised if it is worth 4% of our funds to provide coverage for the rest of our funds. Some members familiar with the insurance field thought it was a good deal.

The distinction was made that there are two policies; one for the board (indemnity), the other for accident and sickness for all members.

A comment was made that we are public service agents when on searches. Do we need this sort of coverage? A concern was raised over how to pay for the coverage. The ASRC currently has sufficient funds to cover two years; then we could raise dues, or raise more in donations, or look for other assistance.

A question was asked if there is an opt-in/opt-out feature that could save the ASRC money.

The general consensus of the board is that liability coverage is liked, as it covers officers of ASRC and of each group. But the health coverage is expensive and probably not needed. Worker’s Compensation (WC) could be investigated on a state by state basis.

There was a review of past cases that highlighted the different reactions searches get from states.

**Motion:** Accept the VFIS proposal for \$1182 for liability, leaving off the fidelity bond, for an increase of up to \$200 to include all the groups. (Maryland is currently omitted in the listing on the proposal.)

**Motion Passed.**

A request was made that the Secretary (Pennington) provide more information about the fidelity bond issue. Concerns were expressed that we should continue to consider the medical insurance and not ignore it because it is complicated or costly. The point was raised that the board needs to see more information about the medical coverage, as no policy was provided for review.

There were some issues that needed further review:

- can certain groups be omitted from the coverage;
- what is covered (training, en route, etc);
- details;
- what would be the status of new member groups, during probationary period;
- when can changes be incorporated;
- would there be limits on increases.

### **Legal Insurance**

(read ahead)

### **Workman’s Comp**

The following statuses were provided on Workman’s Compensation (WC) in the various states in which the ASRC operates.

- VA - coming up this year in legislation
- WV – checking into it still
- PA - no clear rules, depends on who calls you out. Bills are being discussed in the legislature. Penn Emergency Management Agency (PEMA) does not recognize SAR.
- MD - attempting to write a policy, with the intent to include SAR teams (professional volunteers)

A question was raised about the status within Commonwealths (PA & VA), where governance is to the lowest sector. It was suggested that the ASRC should investigate finding a legal expert on these issues who could answer questions for us.

### **Gelfman Ride**

The Gelfman Ride Across Maryland was held on 30 May 2003. Twenty people from the ASRC helped out with directions and parking at the kickoff event at the Columbia Mall, in Columbia, MD. A presentation on who the ASRC is and why we would appreciate a donation from their organization will be made to their board in roughly one month.

### **Keith Hollandsworth Meeting**

Although already sent out via email, a recap of the meeting between the Chair, Suzen Collins, Kevin Cropper, and Keith Hollandsworth, held on May 21st, in Fredericksburg, VA, was presented. Amongst other concerns, Keith voiced concerns with the ASRC's level of detail in official business records. Several suggestions he made will be implemented, and contact has been made with the IRS to address a discrepancy he pointed out in the ASRC's standing.

### **Virginia State Fair**

The ASRC has been invited to help staff a booth sponsored by VASARCO at the Virginia State Fair, 25 September to 5 October 2003; it will be located in the "Virginia Naturally" area, not on the midway. A related opportunity was also mentioned. VEMA (Virginia Emergency Management Association) asked the ASRC to present a booth and detailed talk on who we are, on 14 August 2003 in Richmond, VA. Staffing of the booth and presentation of the talk is covered. However, pictures of ASRC search events are requested for display at the booth and in the presentation. A list of requested pictures will be supplied by Suzen Collins to the asrc-bod email list.

### **Due Process Procedures**

Chris Ruch emailed out two versions of revisions last night. One fixes the current rules, while the other is a radical departure from the status quo and empowers the investigator to not only investigate allegations, but also pass judgment and make a ruling and penalty. The BOD would become an appeals process only. The second method would probably streamline the overall process. Discussion of the proposals will continue over the asrc-bod mailing list (as opposed to putting it on the webpage, which might risk readers considering "DRAFT" or "IN PROGRESS" documents as final.)

### **VA OMD award for Dr. Lindbeck**

The Vice Chair will work on obtaining and sending an item, within the previously budgeted \$100.

### **Webmaster Report**

Steve Weiss is now in charge of the ASRC.net website. A newly developed "Dispatch" tab needs more feedback and work. Please check it out. Group web-reps have been identified for all groups except PVRG; the web-reps are supposed to help ensure that the website reflects group needs and conference needs. The website would become more useful if the web-reps made more training postings and encouraged more team members to sign up and start providing feedback to the webmaster. The website needs a new copy of the software SQL Server running the webpage and needs assistant webmasters. Steve is currently working on a FAQ for webmasters, as well as better user administration, chat, dispatch inputs, and discussion clearing. It is currently anticipated that there will be a three to six month period of ramp up, as requested information is provided and the site reaches a critical mass of material.

### **Treasurer's Report**

(Hard copies are available of the records; see the read ahead for details.)  
PVRG and MARG dues are still missing; invoices will be sent out again.

A question was raised about the Eggeman payments as only \$30 was received in the last month and approximately \$1000 is still owed. The Secretary (Pennington) will be asked to further investigate/encourage payment.

A Draft Budget was provided for the year, with detailed "Incomes" and "Outgoes".

With respect to the IRS issues raised by Keith Hollandsworth, temporarily, we are not listed by IRS as tax exempt, but the IRS is fixing the paperwork.

**Motion:** Unallocate \$300 that was earmarked for the ASRC Chatroom, as the new website obviates the need for a separate capability.

**Motion Passed.**

It was suggested that the budget incorporate website costs to include all webpage costs, including DNS registration, etc.

There was discussion of how the BRMRG dispatch bill is totaled, in/out lines, etc.

**Motion:** Approve payment of dispatch bill of \$693.26.

**Motion Passed.**

**Motion:** Approve payment of Metrocall paging bill of \$282.00.

**Motion Passed.**

Discussion of Metrocall service, and their billing setup. Bottom line: *Nobody* in the ASRC calls Metrocall about our account except approved persons (ADC). If anyone has any questions about the system, call the Chair, who will provide a reference person in BRMRG.

**Motion:** Approve payment of VA Incorporation Fee of \$25.00.

**Motion Passed.**

An AED is required in order to have an EMS license in Virginia. The conference owns some other base level medical equipment. Concerns were raised that the AED would only be in VA, or even only in Charlottesville. A further question was raised asking if the conference should even have a license. It was stated that background checks, grants, etc., all need it. A question was asked about medical malpractice coverage; it was stated that it was provided by OMD. It was suggested that grants were available that might assist with the purchase of an AED. One such grant is from VAOEMS, who have 50/50 or 80/20 grants available; the deadline is 15 September 2003. Suzen Collins will work on writing a grant proposal for the defibrillator.

**Motion:** Authorize a matching of up to \$750.00 for the AED to meet matching requirements.

**Discussion:** Is there a specific AED that the OMD wants, that needs to be detailed, would help with costs. (\$3500.00, or used ones; LP-10 in \$2800.00 to \$4000.00 range) What we are looking for is beyond a plain AED, needs extra functionality for the EMS license. Where could it go? Is the conference (in PA, MD, WV) the usable region?

**Motion Passed.**

**Motion:** Approve \$100.00 for records officer to purchase boxes.

**Motion Passed.**

The eMAS Pilot budget item is to cover new hosting services. It provides managerial control as well as user control; can have messages sent to your choice of location. A question was raised wondering if the services offered be handled with existing free services? ADC will provide a plan/proposal on eMAS before the next meeting. Peter McCabe offered a donation of \$100.00 toward seed money, possibly to be combined with other donations, to begin investigating this opportunity.

It had been suggested that the Treasurer investigate direct debit of the Metrocall bills, to avoid lapses in service. The Treasurer has chosen to hold off on this because Metrocall bills often have issues (including overcharges and mischarges).

An investigation of donations from the Coles search (approximately three years ago) was conducted. The family had requested that donations be split evenly between the ASRC and dog teams involved in the search. Due to uncertain records and the fact that this was an internal (to the ASRC) question, it was suggested that we just remain aware of the issue and not do anything at this point.

As a note for the treasurer, all donation records should include

- the search,
- the amount,
- and the source to which it applies.

Also, photocopies should be made of checks that are donations, so that we have a clear address of the donator so thank-you letters can be successfully sent.

The Ortiz family thank-you has been sent; there were some illegibility issues that kept returning the letter. It has stayed out now.

## **Break**

## **Medical Report**

Procedures are on the web for background checks for new people after 1 Jan 2003. A suggestion was made that the form be modified to have a "Printed Name" space for legibility issues.

Jason Dalton will process return paperwork to speed the process in absence of records officer.

The CPR training level should stay at "CPR at Healthcare Provider" / "CPR for the Professional Rescuer" due to Infection control coverage and all ages CPR.

Other action items for the Medical Officer have not been addressed.

National Ski Patrol is looking at making their medical training available in VA; it would include Outdoor Wilderness Emergency training.

## **ADC Report**

Alert procedures went out via email and are on the webpage.

The ASRC is looking for a new ADC.

The AO test has been emailed out to those who took the class before the January meeting. Only three people passed the test before the meeting, but are not yet ready for approval for AO.

**Motion:** These three (Keith Conover, Kevin Maskell, Kevin Cropper) be voted AO once they meet the requirements for MSO, FTL, etc.

**Motion Passed.**

**Motion:** Brandon Rogers passed the test and other requirements a while ago, approve him now.

**Motion Passed.**

## **Operations Report**

A group can act as conference dispatch on a localized (WV, PA, MD) search only if they keep records on a par with conference dispatch level records.

When to call an ACA: before you go, on the way, after you get more information?

Ops Officer says use either pager code "100" to get an AO or "103" to get an ACA. After the search, send the Dispatch Log and Search Summary to Head Quarters.

Alex McLellan is heading the effort to revise the Ops Manual. He will contact people for inputs; BOD reps should encourage members to contact Alex if they are interested in helping.

There is an effort afoot to put the Ops Committee functions on the web.

An AO training course is being developed, in PowerPoint, with the next course planned for October.

### **Commo Report**

The Commo Officer will submit a receipt for the OMD pager.

### **Records Report**

The Records Officer is resigning; a new one is needed.

### **Training Report**

A Training Officer needed; the current term is only 9 more months.

Group Training Officer (GTO) recommendation: Don Ferguson, MARG.

**Motion:** Accept Don Ferguson as MARG's GTO.

**Motion Passed.**

A committee will be looking at how to use the Dixon Donation for IC/IS training. The committee needs another member, preferably someone from the western side.

Peter McCabe would like to request an extension of one year before his recert (due in Jan 2004) for IC due to missing 9 months in 2002. A question was raised of the link between ASRC standards and VA standards.

**Motion:** Extend Peter McCabe's certification for one year due to extenuating circumstances (health reasons) as long as this does not conflict with VA state regulations. Lauren will e-mail Winnie Pennington to confirm.

**Motion Passed.**

### **New Business**

DELMARVA is a SAR group interested in joining the ASRC. They are a part of the Maryland Search Teams Task Force (MSTTF). It is not clear if they need to be Associate or Affiliate or how that works. They have two dog teams, have the necessary FTL and FTM numbers, and are training to the SAR Tech standards.

Vice Chair recommendation: fix the Associate listing.

VP Ops says:

- Affiliate – someone who wants to become a member of the ASRC;
- Associate – developed to allow teams that are independently established to become associate members to come to events under ASRC protocols and standards. But can still respond to local events as their independent self. But not covered outside VA by VA insurance.

Clarification of the issue will be moved to the Ops Manual rewrite.

The Vice Chair, along with VP Ops, will meet with DELMARVA to encourage them to join us for conference events, etc., and get to know people.

The ASRC 30<sup>th</sup> Anniversary is next year. When and where should we celebrate? A suggestion was made that it be towards the end of 2004, with the General Meeting one of the events, as fall 2003 is too soon.

It was announced that the NASAR Conference will be held in Richmond in June 2004.

It was suggested that officers make a visit to the groups, perhaps at trainings. A look at the calendar and personal schedules of the officers will be made.

Pepper Broad is interested in an At-Large membership, but may maintain membership within his old groups. They would be the source of his information anyway.

The Vice Chair will investigate conference polo shirts or other non-search identifying wear. It was suggested that CoolMax will do shirts, as will UnderArmor (a local company in Baltimore).

The Chair asked for more input on the ASRC Goals list from representatives and members.

An impromptu list:

Things We Do Well: Training; Operational Standards; From the Command Post to the Dirt

Things We Do Okay: radio licenses, facilitation

Things We Do Not So Well: Administrative tape

It was announced that the MSTTF will be holding a weekend training event in early November 2003, with MSAR planning the Search Simulation part of the weekend. ASRC participation and involvement may be possible; more information will follow.

Training books for FTM, FTL, etc., are available from Dave Carter; ASRC members receive a discount.

**Motion:** Remove FTL requirement from Base Radio Operator

**Motion Passed.**

The VP Ops suggested that the ASRC investigate NASAR membership. He will investigate.

The next BOD Meeting is 11 October 2003 here at Winchester Medical Center.

Adjourned 1:40pm.