



ASRC BOD Minutes

10 July 2004

Martinsburg City Hospital, Martinsburg, WV

Attendance:

Title	Name	Present/Proxy	Group	Name	Present/Proxy
Chair	Peter Pennington	Yes	AMRG	Keith Conover	
Vice Chair	Randy Frank	Yes	AMRG	Bill Evans	Yes
Treasurer	Amanda Harrison		BRMRG	Robert Koester	
Secretary	Kevin Cropper	Yes	BRMRG	Kevin Maskell	Yes
Webmaster	Steve Weiss	Yes	MARG	Carl Werntz	Yes
Ops	Peter McCabe	Alex McLellan	MARG	Dan Patterson	
Training	Billy Morgan		M/SAR	Kevin Cropper	Yes
PA OMD	Keith Conover		M/SAR	Andrew Froom	Proxy to Bruce Eberle
VA OMD	Marsh Cuttino		PSAR	Suzen Collins	Yes
WV OMD	Carl Werntz	Yes	PSAR	Steve Mitkowski	Proxy to Suzen Collins
Medical	Don Scelza	Yes	PVRG	Stephanie Bean	
ADC	Sarah Johns		PVRG	Randy Frank	Yes
Comms	Tom Lovejoy		SMRG	Teresa Drag	Yes
PIO	Randy Frank	Yes	SMRG	Peter Pennington	Yes
Safety	Carl Werntz	Yes	SWVaMRG	Andrew Dorsett	Yes
			SWVaMRG	Chris Chesson	
			TSAR	Kevin Brewer	
			TSAR	Billy Morgan	

Action Items Summary:

Action Item #	Assignee	Description
20040710_01	Kevin Maskell	Ensure Camille is informed of her new position
20040710_02	Teresa Drag, Kevin Cropper, Kevin Maskell	Assist (or find someone to assist) with planning a 30th Anniversary party for the ASRC, party to occur NLT 31 December 2004
20040710_03	Suzen Collins	Assist the CTO in developing a list of goals/menus for training certification and re-certification standards
20040710_04	Teresa Drag (lead), Alex McLellan, Kevin Maskell, Andrew Dorsett	Lead an effort to make IC training more widely available throughout the conference.
20040710_05	Chair (Peter Pennington)	Direct email discussion of dues increases amongst the BOD and possibly conduct a vote by the general membership.

20040710_06	Chair (Peter Pennington)	Talk to Bob Koester and Mark Eggeman regarding ASRC sponsorship of their research into SAR theory.
20040710_07	Andrew Dorsett	Investigate possible alternate web hosting locations for the installation of the eMas system
20040710_08	All Directors	Work with their groups and roster maintainers to facilitate web-based electronic rosters.
20040710_09	Steve Weiss	Continue with the Webmaster's plan
20040710_10	Kevin Cropper, Carl Wertz, Alex McLellan	Form a team to develop events for the BOD / GM on 9/10 April 2005.
20040710_11	Alex McLellan	Contact Lauren Fernandez regarding development of strategies for utilizing emergent volunteers.
20040710_12	Ops	Take action to develop a conference position on Personal Locator Beacons (PLBs)

Minutes:

The BOD meeting was called to order at 1305.

A **Motion passed** to accept minutes from March meeting, with amendments that Andrew Dorsett attended and the comms license was not successfully renewed on time.

Outstanding Items from last meeting:

- *MD License to Beg*: covered in Treasurer's Report, not yet received
- *Due Process*: posted to the website, will be addressed at another meeting
- *Ops Manual – emergency spending*: Hurricane spending money, Ops officer did not provide report
- *Informing Camille of new position*: BRMRG Group Chair (Kevin Maskell) will handle (**Action Item 20040710_01**)
- *Training Standards*: covered in Training Report
- *Group Rosters*: will be set up on the website; Group officers list received from all team except AMRG, BRMRG, and MARG. Group and Officers rosters must be kept up-to-date; basing lists on website will help.
- *Public / Private website matters*: covered in Webmaster's report
- *eMas*: covered in Webmaster's report
- *Dues Paid*: yes, all groups
- *Logs for Urban work*: no further action, hold to next meeting
- *Quick Response Team*: covered in Ops' report
- *MOU Eastern Panhandle DNR WV*: has been sent off for signature
- *Review of NASAR/ASRC Standards*: A report will be produced to highlight the practical differences

Chair's Report:

- Chair has visited four groups, looking for invitations to the others. Chair wants to meet people and be available, and is not there to see or inspect equipment.
- Efforts underway to revise the Memorandum of Understanding (MOU) between ASRC and Shenandoah National Park (SNP), and the old one can not be found anyway. New one will be worked out after completion of SMRG's individual MOU with SNP.

- The Chair recommends groups obtain MOUs with local organizations and Responsible Agents (RAs). It was suggested that model MOUs be made available on website to provide guidance in development of these local MOUs.
- The Chair continues to receive the results from the Criminal Background Checks in Virginia (VA); there are no problems yet, but BRMRG needs to use the web portal instead of printed forms which have the wrong address for the ASRC.
- This year is the ASRC's 30th birthday and the chair would like to encourage planning a celebration. The VASARCO conference has asked us to participate but that is probably not an appropriate place for a 'party' (although it is a good thing for ASRC folks to attend). The Chair expressed a desire for two workers to plan a party. Teresa Drag offered support; Kevin Cropper offered MSAR's for help; and Kevin Maskell offered BRMRG's assistance, in concordance with their own 30th. **Action Item 20040710_02: Teresa Drag, Kevin Cropper, Kevin Maskell**
- Not much progress has been made yet on the Admin Manual; the plan is to have a draft by the October BOD meeting, with all revisions complete by 31 Dec.

Vice Chair's Report:

- The Vice Chair is working on the development of an MOU w/ Maryland (MD). One exists, but the Vice Chair has the only copy and is working on an effort to rewrite/update it. This requires cutting through a fog of state positions, including State Police, Maryland Emergency Management Agency (MEMA), and the "Official SAR Coordinator". It now appears the State Police are in charge of SAR in MD; a meeting is planned for the upcoming week to discuss the MOU. Additionally, MD State SAR Standards are being developed with input from the Vice Chair.

Training Officer's Report:

(presented by Steve Weiss as the CTO was unable to attend)

- The CTO is requesting feedback on the 3 Year Review process for training; he would like to revise the "Chinese Menu" approach, but is not sure what groups want in terms of re-certification methods, thus would like feedback from groups / GTOs. Issues being encountered include how to get experienced people back into training (incorporate testing into re-cert or just attend training). Suzen Collins offered to work with CTO in developing a list of goals/menus (**Action Item 20040710_03**).
- Items which should be considered: Skill signoff for re-certification; Need for inclusion of SAR electives (Sign Cutter, Vertical, Cave); IC must retrain field expertise; Require learned folks to be teachers; Core SAR skills.
- **Motion passed** to switch back to the Chinese Menu approach, with definitions of tasks and details; with email inputs.
- **Motion passed** for the CTO to sound out an available 3rd party to rewrite the Training manual (with a contractual comment holding copyright, etc., to ASRC)
- A standards comparison between ASRC and NASAR has been posted by the CTO. The Ops officer is also developing a similar list. Future efforts will be synchronized.
- National Incident Management System (NIMS) will be looked at more by the CTO.
- The Chair would like to see a team lead an effort to make IC training more widely available throughout the conference. **Action Item 20040710_04: Alex McLellan, Kevin Maskell, Teresa Drag (lead), Andrew Dorsett**. A suggestion was made to develop a Group IC/IS plan, preparing individuals for Conference IC/IS.
- IS advancement was approved for: Kevin Maskell, Alex McLellan, Bill Schwartz

Ops Officer's Report:

(presented by Ops Officer designate Alex McLellan as the Ops Officer was sick)

- Ops was looking into the development of a Fast Response (FR) team, originally envisioned to relieve IS and/or train volunteers at large (hundreds of people) searches. Currently only looking at Great Falls National Park for a FR team, without the 'large search' concern.
- The MOU with the West Virginia (WV) Eastern Panhandle has been sent off for signature, as mentioned in Outstanding Items.
- While no Alert Officer (AO) training for the "western" teams occurred, the need continues. Investigation of web-based training was suggested.
- The Ops Committee is looking at the spreadsheet from the CTO comparing the NASAR and ASRC Standards, will be asking CTO some questions. The Vice Chair will develop a transition report for the Ops Committee.
- As previously reported, an MOU with MD is being worked out.
- The rewrite of the Ops Manual has been slow, as offered assistance has not come through. The current breakout based on specialized areas might not be the way to go.
- The Instant Messenger (IM) virtual meetings being held by the Ops Committee have been a limited success; three groups have never even been represented. Annex A (group gear list) will be the topic of discussion for the next IM chat.
- MD SAR Outreach continues, and local efforts would be a good idea; other groups have targeted sheriffs, etc in nearby counties, for training and MOUs.
- Updates to Pennsylvania (PA) and VA Task Assignment Forms (TAFs) are being completed. TAFs can be ordered through the Virginia Department of Emergency Management (VDEM) at a rate of \$70 per 1000 forms, with a minimum order of 1000. Contact Alex McLellan for more information.
- Changes making sign-in forms easier to utilize will be sent along to the Virginia SAR Council (VASARCO). It was stressed that it is vital to record volunteers, especially at child searches.
- The management of volunteers at searches needs work to have easy methods for keeping them organized, informed, etc. This is the focus of Lauren Fernandez' research. She will be contacted to see if mutual help can be extended (**Action Item 20040710_11: Alex McLellan**).
- Suzen Collins mentioned a large SAR conference coming in the 2nd week of March in Williamsburg, VA; the ASRC should consider sponsoring a speaker there.
- **Action Item 20040710_12: Ops** will take action to develop a conference position on Personal Locator Beacons (PLBs)

Communications Officer's Report:

(Read in absentia, based on email communications.)

- We are in process stage 2. (?)
- It was reported that we did not get our license renewal completed in time, and thus currently do not have a license; the Communications Officer is working to remedy the issue. A question arose as to which type of license, but without the Communications officer, the answer was elusive.
- The Communications Officer is also looking at communications between MARG/AMRG and rest of conference, in terms of pagers, etc.
- It was noted by a Director that to receive optimal coverage and connectivity, cell phones (especially Verizon) should be reprogrammed monthly. For Verizon, this is accomplished by dialing *228.

ADC Report:

- Kevin Maskell will be replacing Sarah Johns as ADC when she moves in September.

Medical Officer's Report:

- Welcome to Don Scelza as the Medical Officer. He has been working to meet all the GMOs. As he learns the position, he is asking who are we providing service to (team members or the subject), does ALS make any sense, does CPR even make sense, and how does Urban SAR impact our medical needs?
- As the MO is new, the Protocol Revision is still being learned.
- Another question the MO is investigating is the Infection Control Officer (ICO), wondering do we even need one, and are we an agency?

Treasurer's Report:

- The Treasurer might be moving soon, all Directors are encouraged to search their teams for interested parties. It is not an onerous office.
- Last closing balance (22 March 2004): \$6189.64. New closing balance (1 July 2004): \$6833.17
- A review of the books by an outside person (a CPA hopefully) would be appreciated, especially if we change Treasurers. It would only require looking back about two years. Directors are encouraged to search their teams and associates for volunteers.
- With a large insurance bill coming up in February, the ASRC has a distinct need to raise money. It was suggested to double individual dues and group dues (to \$10 and \$90 respectively). After discussion of the impact on membership of such cost increases, it was decided that the Chair will direct email discussion amongst the BOD and possibly a vote by the general membership on the increase. (**Action Item 20040710_05**) Other funding sources discussed included a raffle, which was generally negatively supported, and possible sponsorship for the 30th Anniversary party.
- The Chair brought up the idea of obtaining grants to sponsor SAR research, as another way the ASRC supports lost persons and raising our profile. Researchers, such as ASRC members Robert Koester and Mark Eggeman, would reciprocate with more visible recognition and inclusion of ASRC. It was noted that possibly a royalty clause could be included to provide funding to the ASRC from the publication of the results, although that brought up the question of Koester being the ASRC Resident Agent. The Chair was empowered to talk to Koester and Eggeman about the idea (**Action Item 20040710_06**)

Webmaster's Report:

- The full report is available on the ASRC.net website and includes resources, listserves, etc.
- The Webmaster has encountered issues with using eMas (an electronic notification system) on the webserver due to executables. Workarounds are being investigated, including possible alternate host locations (**Action Item 20040710_07: Andrew Dorsett**)
- The Webmaster is developing rosters online, but there are numerous systems in use, the startup/transition effort will be difficult, but once established, maintenance should be easier. To provide for online and off-line portability, he is working with an Access

database format. **Action Item 20040710_08: all Directors** will work with their teams/roster maintainers to facilitate web-based electronic rosters

- The Webmaster has also established the ability for the asrc.net to serve as a central website hosting location, which will mirror group.asrc.net to group specific sites and will allow group sites to tap into common databases etc. BRMRG is testing this sub-hosting effort.
- **Action Item 20040710_09: Steve Weiss**, continue with the Webmasters plan

Other Councils Report:

- VASARCO has a nice website, which is a good resource; it is possible to become a voting member for \$10 & an MOU with VA; the ASRC used to have a presence there. All ASRC teams are invited to attend
- Other organizations the ASRC is represented on: TJEMS (Thomas Jefferson Emergency Medical Council) (Charlottesville); WVSARnet membership has expired; PSARC (PA SAR Council); MSTTF (Maryland Search Teams Task Force)

Other Business:

- SMRG Sim – 21 August, looking for Staff Positions (everything except Plans)
- VA Workers Comp – must go to particular hospitals (on a list) if claiming
- VA is adding extra modules to training – VA State Panel of Instructors – leadership – send SAR resume to Winnie Pennington. (or contact Chair)
- CERT team training (CERT 4) from FEMA.
- The BOD would like to note the passing of Bud Hyland, who was a staunch supporter of SMRG, ASRC, and VASARCO.
- A **Motion passed** to retire Bud Hyland's ASRC PIN number (065).
- Management training: in AFROCC website: National Inland SAR School. Or contact Suzen Collins. It covers ground search as well as Air Theory and is typically free. Application goes through Winnie Pennington.

Future Meetings:

- **16 October 2004:** likely with a SIM following the meeting, at Green Ridge, between Cumberland and Hancock, MD. Pending confirmation of accessibility from the Vice Chair.
- **22 January 2005:** Richmond/Tidewater area.
- **9/10 April 2005:** General Meeting
- A team is desired to generate ideas for conference planned events for next April's BOD / GM. **Action Item 20040710_10: Kevin Cropper (MSAR person), Carl Werntz (MARG), Alex McLellan (events)**
- Other trainings: 9/10 October 2004: NCRC SWVaMRG training – above & below ground

Meeting Adjourned, 1537