ASRC BOD Minutes
22 January 2006

Turkey Run Educational Center, Prince Wm Forest Park, VA

Title	Name	From	Present	Proxied To
Chair	Peter Pennington	SMRG	Yes	
Vice Chair	Andrew Dorsett	MSAR	Yes	
Treasurer	Kevin Maskell	BRMRG	Yes	
Secretary	Kevin Cropper	MSAR	Yes	
Roster	Steve Weiss	SMRG	Yes	
Webmaster	Evan Keto	PVRG	No	
Ops	Bob Allam	PSAR	Yes	
Training	Mark Creighton	SMRG	No	Steve Weiss presented
PA OMD	Keith Conover	AMRG	Yes	
VA OMD	Marsh Cuttino	none	No	
WV OMD	Carl Werntz	MARG	Yes	
Medical	*vacant*			
ADC	Alex McLellan	SMRG	Yes	
Comms	Keith Crabtree	SMRG	Yes	
PIO	*vacant*			
Safety	Carl Werntz	MARG	Yes	
Group Reps	Name		Present	Proxied To
AMRG	Keith Conover		Yes	
BRMRG	Robert Koester		No	
BRMRG	Kevin Maskell		Yes	
MARG	Carl Werntz		Yes	
MARG	Don Ferguson		No	
M/SAR	Kevin Cropper		Yes	
M/SAR	Andrew Dorsett		Yes	
PSAR	Bob Allam		Yes	
PVRG	Stephanie Bean		Yes	
SMRG	Rene Carrier		*proxied*	Steve Weiss
SMRG	Peter Pennington		Yes	
SWVaMRG	Chris Chesson		Yes	
SWVaMRG	Sarah Dury		No	
TSAR	Theresa Crossland		Yes	
TSAR	Kevin Brewer		Yes	

At Large Attendance (Name, Group)			
William Barnhardt	BRMRG	Suzen Collins	PSAR
Robert Fries	DMVSAR	Tiffany McClean	SMRG
Mark Hildebrand	DMVSAR	Keith Crabtree	SMRG
Jennifer Wilson	DMVSAR	TJ Willis	SMRG
Jim Jackson	DMVSAR	Andrew Bickers	SMRG

New Action Items from this meeting:

Action Item #	Assignee	Description	Section
20060122_01	Roster (Steve Weiss), Chair (Peter Pennington), Treasurer (Kevin Maskell)	Clarify Mark Eggeman's status (currently both head of VDEM SAR and a member of BRMRG).	7.2.1
20060122_02	Pennington, Collins, Bean, Dorsett, Weiss, Werntz, Conover	Form a team to discuss address the training / self-certification issue (Conover will Chair the team)	12.3.2
20060122_03	IT/Webadmin	Establish a secure voting section of the ASRC.net website.	16.2.1

Summary of Motions from this meeting:

Motion	Section	Result
Approve the minutes from the November 2005 meeting	2.1	Passed
The deadline for the FEMA IS courses shall be 31 July 2006.	6.2.9	Passed with one against
All FTMs must have IS-700 and IS-100 by 31 July 2006. All FTLs must have IS-700, IS-100, and IS-200 by 31 July 2006. The training standards shall be amended to reflect this new FTM and FTL requirement. Rosters shall have a field added to indicate completion dates.	6.2.10	Passed
Darren Chen, Justin Green, and Brian Ulmer (all BRMRG) will revert from IC-II to IC-III for a period of one year, having failed to submit documentation for recertification	7.1.1	Passed with one abstention
Accept 1 July 2004 as Tom Lovejoy's IC-I certification date	7.3	Passed
Accept the Treasurer's report	10.4	Passed

Minutes:

1. **The meeting was called to order at 10:00am.**

2. **Review of Previous Minutes from the November 2005 BOD meeting**:
   2.1. **Motion passed** to approve the minutes from the previous meeting.

3. **Outstanding Items**:
   3.1. There were nine **Outstanding Action Items**. Crossed out items were closed, italic items are updates. A synopsis follows.

Action Item #	Assignee	Description	Section
20040710_04	*Carl Werntz, Steve Weiss*	Lead an effort to make IC training more widely available throughout the conference.	
20050409_01	All Directors	Look for group members willing to fill the Public Information	

Action Item #	Assignee	Description	Section
		Officer and Infection Control Officer positions	
20050716_06	All Directors	Please have everyone in groups review the Operational Doctrine, including annexes, as it will form the keystone upon which the other standards are based.	6.1.5
20050716_09	Group Medical Officers	Review the group medical equipment list provided by the CMO.	8.6
20050716_10	Chair (Pennington), *Keith Conover*	More information on CISM, including possibly a speaker from the psychology or psychiatry field at the next BOD meeting.	8.7.2
20051113_01	All Directors	Ask GTOs to provide to the CTO the group testing and certification process	6.1
20051113_02	WV OMD (Carl Werntz)	Contact the VA OMD regarding WEMSI protocols in MD	8.3.1
20051113_03	DELMARVA	Investigate finding someone to develop Medical standards (or even be MD OMD) for MD for the ASRC	8.3.2
~~20051113_04~~	~~Vice Chair~~	~~Write to EMS for clarification on who can submit and do background checks~~	~~8.5.1~~

3.2. AI20040710_04 – OPEN – The MARG / AMRG groups have sufficient folks interested in a western course. There are efforts to share the course costs (if VDEM teaches it) and there are also efforts to find other instructors (state-approved, who have taken the courses) and clarify the copyright issues for the course materials. There are three primary questions: who owns the course, who is qualified to teach it, and how are pupils certified as having taken/passed the course. ASRC has access to the material (so copyright is not an issue). Leaving the only issues as instructors and certification. MARG needs PSO most and would like it before summer. For arranging the PSO course for the northwestern area, assignees are now Carl Werntz and Steve Weiss. The southwestern area is not currently ready for course. The southeastern area has a need, but not yet ready for it.

3.3. AI20050409_01 – OPEN – Kevin Maskell contacted Rita Krenz, who is qualified for ICO, but no further contact occurred. Maskell will contact again. There is still a need for a PIO.

3.4. AI20050716_06 – OPEN – This is a living document and members are again encouraged to read it.

3.5. AI20050716_09 – OPEN – No comments were heard from Group Medical Officers, so this action item shall remain open.

3.6. AI20050716_10 – OPEN – Stress debriefing is good, but *group* (or search team) debriefing has been shown to be ineffectual and possibly dangerous. The draft policy from Keith Conover from about a year ago is again suggested. The guidelines should indicate who is responsible within groups for trainings and ensuring it is properly implemented. Some groups indicated that they had had success with group sessions followed by individual sessions. Assignees updated to Keith Conover and Peter Pennington (Chair) to clarify and re-present to the BOD.

3.7. AI20051113_01 – OPEN – The CTO has received feedback from SMRG and PSAR only. Reps are again asked to get their GTOs to get respond. The CTO is planning to resign at the AGM, so supporting him is important. What power does the CTO have in the bylaws to encourage assistance from the GTOs? A suggestion was made to establish a sub-group of Board reps to be a training committee and support the CTO. Steph Bean (chair) and Keith Conover will form the basis of the committee.

3.8. AI20051113_02 – OPEN – DELMARVA has MD's WEMSI protocols but there is a question of the limitations upon going beyond them.

3.9. AI20051113_03 – OPEN – Nothing to report.

3.10. AI20051113_04 – **CLOSED** – Vice Chair has contacted EMS Office of Policy and Politics (?). Every organization that has a relationship must conduct background checks, despite any other routes for checking.

4. **Chair's Report**:

4.1. The CTO Mark Creighton has announced that he intends to resign at the Annual General Meeting (AGM). We should attempt to dissuade him.

4.2. Don Scelza resigned from the Conference Medical Officer (CMO) position in December. A potential replacement, from SMRG, may have too much on her plate but is considering it. She received some clarification of requirements from the previous CMO.

5. **Vice Chair's Report**:

5.1. Action Item completed.

6. **Operations Officer's Report**:

6.1. Update on DELMARVA's certification status: SMRG GTO and DELMARVA GTO have coordinated training schedules to encourage overlap and working together and will bring more members up to CQ. Also received clarification from VDEM that NASAR SAR-TECH II is an acceptable pre-requisite for Virginia's GSAR FTL course, therefore four DELMARVA members will be taking it.

6.1.1. The VDEM agent provided some history on the requirement for a simulation exercise for new groups before joining the ASRC MOU. At the next SMRG meeting, SMRG will open SMRG membership to DELMARVA members as a secondary membership, allowing them into the ASRC MOU under the SMRG banner.

6.1.2. SMRG Operations officer has been working with DELMARVA Operations officer and will soon begin review of gear.

6.1.3. DELMARVA is addressing their number of members issues, will be ready by the 2007 AGM (the next AGM after their 18-month probationary period).

6.2. Operational Doctrine has moved a limited amount. The draft doctrine is being reviewed against the NIMS requirements and updated. Medical and physical fitness is one area that will be addressed. Yesterday at VASARCO, VDEM made it clear that credentialing is important and fitness is one aspect of credentialing. A new revision of the doctrine will be going up soon.

6.2.1. NIMS (National Incident Management System) trainings are going to be required for disaster SAR (to cross state lines) and probably regular SAR as well. (The MD Governor just signed a requirement that MD teams must be NIMS compliant by end of 2006.)

6.2.2. How is NIMS compliance required? At VASARCO, a Fact Sheet was handed out that detailed the levels of compliance and will be offered as on-line courses. An electronic copy of this document will be passed around.

6.2.3. Should the conference make the 700 and 800 level courses a requirement? Do we therefore need the 100 and 200 levels? There are political advantages to being able to show we have them. Virginia will be adding it to their FTM requirements, but that won't happen until 2007. (It doesn't increase the length of the state's two-weekend course.) Should it become a part of the roster that teams send to the ASRC? Suggestion that in 2006 it is recommended for ASRC members and then in 2007 it is required. It seems we should mandate it as we've typically been leading the way with qualifications.

      6.2.4. Command and General Staff need to complete 700, 800, 100, 200, 300, and 400.

      6.2.5. Entry Level (FTM) need 700 NIMS and 100 ICS.

      6.2.6. First Line Supervisors (FTL) need Entry Level plus 200

      6.2.7. Could the courses be offered at the AGM, as an easy way to attract folks and encourage them to get the certifications?

      6.2.8. 100, 200, and 700 are all available online, along with instructor materials, documents, etc.

      6.2.9. **Motion passed** with one against to set the deadline as 31 July 2006.

      6.2.10. **Motion passed** that all FTMs must have IS-700 and IS-100 by 31 July 2006, all FTLs must have IS-700, IS-100, and IS-200 by 31 July 2006, the training standards shall be amended to reflect this new FTM and FTL requirement, and rosters shall have a field added to indicate completion dates.

      6.2.11. Rosters must be updated to indicate completion of the courses (and include a field for that).

  6.3. The Ops officer will resend an updated version of the Manual Updates Process.

  6.4. A disaster response committee came up with some steps, but then found out that VDEM has already developed some plans. A handout was provided listing VDEM issues, vision (there was a clarification of team developments and their SAR – as opposed to USAR – features).

      6.4.1. Do we want to develop a plan for going through Virginia's requirements or should we develop what we consider to be a more appropriate set of requirements? We are a Virginia state resource, which means we can't "wander away" without informing them; this is not a restriction with Maryland, West Virginia, or Pennsylvania, since we are a resource available to those states, not a state resource.

      6.4.2. The committee will continue to work on developing an ASRC model, taking into consideration the VDEM ideas and potentially making inputs to the VDEM ideas. The committee will also look at the other states and how to integrate, impact, influence, and comply with their efforts.

  6.5. The Safety officer got some responses to the safety annex document. It has clearly become necessary to be careful about the wording and requirements to avoid becoming too restrictive.

7. **Training Officer's Report**:

  7.1. IC recertification status. Three members (Darren Chen, Justin Green, and Brian Ulmer, all of BRMRG) failed to recert for IC II and will revert to IC-III for a period of one year.

      7.1.1. **Motion passed** with one abstention that Darren Chen, Justin Green, and Brian Ulmer (all BRMRG) will revert from IC-II to IC-III for a period of one year, having failed to submit documentation for recertification.

  7.2. The CTO has no record of Mark Eggeman and John O'Shea achieving their currently reported level of IC certification. It is recommended that they revert to their previous level certification until they can show evidence to the contrary.

      7.2.1. Mark Eggeman will likely step down as he is currently the VDEM leader, or at least be listed as Sustaining, to avoid conflicts of interest. **Action Item 20060122_01**: Weiss, Pennington, Maskell: clarify Eggeman's status.

      7.2.2. If no new information is received by the next BOD meeting (April 2006), John O'Shea will be dropped.

  7.3. Tom Lovejoy estimated his certification for IC-I as mid-2004; the CTO recommends accepting his certification date as 1 July 2004. **Motion passed** to accept 1 July 2004 as Tom Lovejoy's certification date.

  7.4. Group certification and testing process received feedback from two groups (SMRG and PSAR) indicating support for establishing a process.

8. **Communications Officer's Report**:
   8.1. ADC has established a better list of dispatches. A concept is in work for a single dispatch for conference wide dispatch instead of each group managing their own dispatch. Current look is that GDOs will recruit members to respond and once the GDO establishes who is going, the GDO will hand over management of their responding members to the CDO.
   8.2. At VASARCO, VDEM indicated that they are working to move their dispatch management (and other aspects) to the web.
   8.3. Comms officer is re-immersing in the US and ASRC after a recent return from Iraq.

9. **Medical Officer's Report**:
   9.1. The Medical Officer, Don Scelza, apparently resigned in December. There is no report.

10. **Treasurer's Report**:
   10.1. Treasurer will not be seeking re-election at the AGM due to acceptance to medical school. He has identified a potential replacement (Jennifer Clifton, a BRMRG member who is an accounting major).
   10.2. Dues are being collected, invoices are available. The dues are based upon the following group numbers (Probationary and Certified only, not Sustaining):
      10.2.1. AMRG: 19
      10.2.2. BRMRG: 100
      10.2.3. DMVSAR: 14
      10.2.4. MARG: 33
      10.2.5. MSAR: 48
      10.2.6. PSAR: 22
      10.2.7. PVRG: 34
      10.2.8. SMRG: 112
      10.2.9. SWVaMRG: 21
      10.2.10. TSAR: 43
   10.3. Last budget was erroneous; a $2000 check was not reflected, so things are tighter. Ending balance for this year is probably $300 to $1000 after insurance, pagers, dues. (This is above and beyond the earmarked Dixon/Microsoft funds for IS/IC training.)
   10.4. **Motion passed** to accept the Treasurer's report.
      10.4.1. There was discussion that the funds could go as low as $300 for the end of the year.
      10.4.2. So far, the insurance bill is in for $4500; the liability part should be billed soon, probably making the total $6500. Virginia is considering a law that would increase state coverage for SAR volunteers, which may lower our bills.
      10.4.3. A suggestion was made to place a "donation" link on the ASRC.net website; PayPal offers such a feature for a small percentage, and other groups have used it with some success.
      10.4.4. A suggestion was made to get a professional grant writer, who is not paid upfront but takes a percentage of all grants received.

11. **IT Report**:
   11.1. *The Map and Compass* (the ASRC newsletter) is on the ASRC.net website. Please visit, read, and submit articles.
   11.2. The website has had a slight re-design; please visit, become familiar with it, and try to find any information you need, providing feedback to webadmin@asrc.net.

12. **VASARCO**:
    12.1. ICS changes have been discussed above.
    12.2. VDEM is looking to establish responses coordinated by the seven regions of the state, which means local resources respond. But it does not notify groups outside the regions and does not allow teams to determine their response regions. The justification seems to be to make it easier for the state response person to determine what resources to call. What are the impacts of this for the ASRC? What if the ASRC does not have a team in a region that gets called? Would we remain unaware?
    12.3. There was a discussion on self-certification, as the ability for teams to self-certify FTMs and FTLs is going away in 2007. The plan is individuals will be certified by state-certified instructors. There is no public plan for grandfathering current members. There is no testing standard yet. There are no details on the where's, when's, who's and funding of doing the certification. The reference materials are the two packets that are produced by Dave Carter's Company. The commonwealth recognizes ASRC levels of certification (FTM, FTL, etc) or if they have NASAR SAR-tech certifications. The NASAR certifications are an education but not certification recognition.   Mark Eggeman said that VDEM would drive to the teams for certification efforts, however, probably would not go outside the commonwealth. The ASRC should look at this and see where VDEM will have issues with it and go through proper channels to provide comments and suggestions.
        12.3.1. Is the origin of this from an issue that has arisen with ASRC (or other teams) certifications? Or is it a solution for a paperwork problem for VDEM in trying to certify to others that we have certain certifications? Suggestion was that it was preempting an issue that will come from above, as states need to prove to Department of Homeland Security (DHS).
        12.3.2. **Action Item 20060122_02:** Pennington, Collins, Bean, Dorsett, Weiss, Werntz, Conover (Chair) will form a team to discuss address the training / self-certification issue.
    12.4. There was a presentation of draft legislation for a Virginia House bill recognizing compensation, VASARCO, Search and Rescue, etc. (VDEM hopes to eventually offer compensation for mileage and gear replacement.) It is in the Militia, Police, and Public Safety committee, with two likely outcomes: approve and push forward, or form a subcommittee to clarify it further. The ASRC should support it, as it looks to be beneficial for us. Contact information for state legislators on this committee is available on the House website. The sponsor is not on the committee, but a co-sponsor (Cline) is.

13. **PASARCO**:
    13.1. Regional Joint Readiness Center (RJRC) was established in Pittsburgh, Pennsylvania after the BRAC (Base Realignment and Closure Committee). It is a model center for civilian / military disaster response. Don Scelza is on the committee looking at how it is to be used.

14. **West Virginia**
    14.1. OEM has changed names three times in three months, current name is unknown. The entire office of OEM is new people in that time frame. The state previously established six teams around the state and there were issues with tracking equipment that lead to the turn-over. MARG is currently not on the radar of the new office or the state SAR supervisor, but is looking for information on the impact of Personal Locator Beacons (PLBs).

15. **Maryland**
    15.1. The next MSTTF meeting is 4 February, with the agenda of coming back to the purpose of that team. The meeting is in Columbia, MD.

16. **New Business**:
    16.1. Slate of officers for the April meeting. Treasurer is leaving, Secretary is leaving, Training has discussed leaving, and there is currently an opening for Medical and Public Information, and possibly Infection Control Officers. There is interest in establishing a slate of candidates, with actual competition, as opposed to single nominations and acceptance for each position.
    16.2. Sense of the board for electronic voting again? There may be several command resources available if the board can vote them.
        16.2.1. Should there be a board-only email list for discussions and voting? Who should it include? Is it deliberative or voting? Suggestion that there remain only one list but a secure area for voting. There needs to be a way to limit who is in there. **Action Item 20060122_03:** IT/Webadmin establish a secure voting section of the ASRC.net website.

17. **Future Meetings**:
    17.1. 18 March 2006, VDEM SIM, Petersburg National Battlefield Park
        17.1.1. Working with Park Police. Only want field assets, not base assets.
        17.1.2. Check the VDEM website for more information and to sign-up.
        17.1.3. The park is small, not sure how much field time teams will get, but would be good politically to have an ASRC presence.
    17.2. 8-9 April 2006, BOD and GM; a committee to plan events and ensure meeting space includes the Chair (Peter Pennington, SMRG), Carl Werntz (MARG), Suzen Collins (PSAR), and Rene Carrier (SMRG). A suggestion that an FTL testing session and/or the NIMS 100, 200, or 700 etc, training occur then.
        17.2.1. Chair will investigate to do it here at Prince William Forest Park, in Camp One. There would be sufficient sleeping space, large enough meeting space, running water, etc.

18. **The meeting officially adjourned at 1:30pm.**