

Appalachian Search and Rescue Conference
PO Box 400440
Charlottesville, VA 22904
www.asrc.net



ASRC Board of Directors Meeting Minutes
January 12, 2013
Teleconference

Documented Board Representatives		BoD Reps Present
Allegheny Mountain Rescue Group 1. Ken Chiacchia 2. Don Scelza (<i>proxy to Ken Chiacchia</i>)	AMRG	2
Blue Ridge Mountain Rescue Group 1. Laura Dodson (<i>proxy to Greg Stronko</i>) 2. Michael Holroyd	BRMRG	1
DELMARVA Search and Rescue Group 1. Jim Jackson (<i>proxy to Michael Hansen</i>) 2. Robert Peterson (<i>proxy to Michael Hansen</i>)	DMVSAR	2
Maryland Search and Rescue 1. Andrew Dorsett (<i>proxy to Victoria Airey</i>)	MSAR	1
Mountaineer Area Rescue Group 1. Doug Moore 2. Don Ferguson	MARG	0
Potomac Valley Rescue Group 1. Alan Holmes 2. Scott Glazer	PVRG	2
Rapid Assistance to Community Emergencies 1. Beth Huhn	RACE	1
Shenandoah Mountain Rescue Group 1. Andrew Hower 2. Eric Menendez	SMRG	2

I. Call to Order

The Board of Directors (BoD) Meeting of the ASRC was called to order by Andrew Hower, Vice Chairman, at 0912 on Saturday, January 12, 2013. The meeting was conducted via audio conference call.

II. Participant Role Call

Andrew Hower opened the meeting with a team/BoD Representative Roll Call. (Seven ASRC Teams were represented as documented in the chart above.)

There were six ASRC BoD Representatives present and five BoD Representative proxies conveyed in writing, representing eleven of fourteen present. 78% of the ASRC Board of Directors was represented, constituting a quorum.

III. Approval of Previous Meeting Minutes

It was noted that a quorum was not present at the October 13, 2012, meeting. A motion to accept the July 14, 2012, meeting minutes (as published) was made by Alan Holmes (PVRG), seconded by Scott Glazer (PVRG). All BoD voted in favor, none opposed. Motion passed.

IV. Officer Reports

Vice Chairman (Andrew Hower, SMRG):

- Commended the good discussions regarding the Operations Manual, remote planning, strengthening After Action Reports, etc. BoD requested to solicit membership participation in the various ASRC committees.
- Operations Manual re-write – please provide up to two names from each team to serve on the committee. Contact Chair or Vice Chairman.
- General Administration Manual re-write: Secretary currently reviewing manual. Any additional assistance is welcome.
- 2013 AGM – Looking forward to the meeting. Thank you to DMVSAR for hosting.

Treasurer (Eric Menendez, SMRG):

[Treasurer's Report](#)

[Budget](#)

[Account Ledger](#)

- Current checking account balance - \$6,924.21
- \$1,315.15 shortfall in 2012 due to unpaid dues by SWVaMRG and PVRG and cost for meeting room and web hosting
- At-Large Members were not invoiced in 2012, but will receive invoices in 2013
- Amazon Associate Account – will work on advertising widely
- 2013 Budget expected to be the same, as of April 2013 will be switching to alternate web hosting
- Dues for 2013: insurance rates for 2013 unknown at this time; approximately 400 members in conference; current dues rate is \$100/team plus \$15/member – Treasurer recommends increasing member rate to \$17.

Motion made by Ken Chiacchia (AMRG) to set the 2013 dues rate to \$100 per team and \$17 per member, seconded by Scott Glazer (PVRG).

Open discussion:

- What will the dues increase cover? Insurance premium
- For teams that have their own insurance, what benefit does payment of dues provide? Collaboration, standards, meetings, website, ability to call on teams/resources with proven standards and qualifications
- Request that clarification is pursued from the conference insurance company that if teams that have insurance provide documentation of their coverage, would that provide a break on conference insurance costs going forward.
- What was the outcome of the insurance committee from several years ago? Made queries to other insurance companies – either would not underwrite or costs were higher. Committee had limited success.
- How much would the conference budget be lacking, if dues are not raised? The K. Conover donation in 2011 provided a buffer, the 2013 budget shortfall would be approximately \$500, with approximately \$3,500 buffer remaining from the donation.

Amended motion made by Andrew Hower (SMRG) (*amendment considered friendly by Ken Chiacchia*) to increase the 2013 ASRC dues to \$100 per team and \$17 per member and any portion of the dues increase that is not required to cover the 2013 insurance premiums will be refunded to the teams. All BoD voted in favor, none opposed. Motion passed. [Jim Jackson (DMVSAR) had difficulty connecting to the conference, relayed through Michael Hansen later in the meeting that he was not in favor of raising the dues rate.]

Secretary (Beth Huhn, RACE):

[Secretary's Report](#)

- Thank you to all BoD Representatives for assistance with submission of updated rosters. AMRG working closely with one member and will provide final update by the end of January. Still awaiting details from MSAR – Victoria Airey, proxy from MSAR, offered to follow-up on status.

Training (presented by Andrew Hower, Vice Chairman, on behalf of CTO):

[Report correspondence](#)

[Conference Training Officer's Report](#)

[Search Manager Roster](#)

Each recommendation contained in the Conference Training Officer's Report was reviewed individually.

1. Rob Speiden is submitted an application for SM-4 and SM-3. He appears to meet all requirements for both levels, however, at this time the CTO has only been able to verify the required experience to the SM-4 level. For the SM-3 level the CTO is still waiting on receiving the required four favorable written performance evaluations from the Search

Manager or supervisor for the required 4 shifts in base. As a result, the CTO recommends that Rob be certified as SM-4 at this time.

A motion was made by Ken Chiacchia (AMRG) that Rob Speiden be certified as SM-4, seconded by Victoria Airey (proxy from MSAR). All BoD voted in favor, none opposed. Motion passed.

2. Bru Randall has met the requirements for recertification for SM-4 under the new training standards. He is recommended for a three year renewal of his certification. Bru also likely meets the standards for SM-3 and is encouraged to apply for that certification as well.

A motion was made by Ken Chiacchia (AMRG) that Bru Randall's SM-4 certification be renewed for three years, seconded by Alan Holmes (PVRG). All BoD voted in favor, none opposed. Motion passed.

3. Alex McLellan has met the requirements for recertification for SM-1 under the new training standards. He is recommended for a three year renewal of his certification.

A motion was made by Alan Holmes (PVRG) that Alex McLellan's SM-1 certification be renewed for three years, seconded by Ken Chiacchia (AMRG). All BoD voted in favor, none opposed. Motion passed.

4. Andrew Dorsett has met the mission experience requirements for SM-3 recertification, but has not provide(*d*) copies of his ICS-300 and ICS-400 certifications. Under the Training Standards v7.1 implementation plan, these are required now, but the Board can grant extensions until June 31, 2013. An extension is recommended for Andrew.

A motion was made by Alan Holmes (PVRG) to grant Andrew Dorsett an extension until June 31, 2013, to provide required materials for SM-3 recertification, seconded by Victoria Airey (proxy from MSAR). All BoD voted in favor, none opposed. Motion passed.

5. Robert Koester is past due for recertification as SM-I. The CTO believes that the meets the recertification requirements, but full documentation has not be(*en*) provided yet. Robert is putting together the documentation for both the ASRC and Virginia now and expects to submit the documentation in the next 1-2 weeks. The Training Officer recommends granting a 3 month extension.

A motion was made by Ken Chiacchia (AMRG) to grant Robert Koester an extension for 3 months to provide required materials for SM-1 recertification, seconded by Alan Holmes (PVRG). All BoD voted in favor, none opposed. Motion passed.

6. Doug Moore is due for recertification for SM2, but has not submitted his application showing attestation of his experience. He has submitted the documentation that he has taken the required classes. A three month extension is recommended to complete the review of his experience.

A motion was made by Ken Chiacchia (AMRG) to grant a three month extension for the review of Doug Moore's experience in association with SM-2 recertification, seconded by Alan Holmes (PVRG). All BoD voted in favor, none opposed. Motion passed.

7. Carl Werntz is due for recertification for SM-3, but has not been able to meet the new requirements, specifically IS-400. He has taken IS-300, so does meet the requirements for SM-4. He requests an extension of this requirement for SM-3 until June 31, 2013 in accord with the Training Standards v7.1 implementation plan. The CTO recommends this extension be granted.

A motion was made by Ken Chiacchia (AMRG) to grant Carl Werntz an extension until June 31, 2013, to provide required materials for SM-3 recertification, seconded by Andrew Hower (SMRG). All BoD voted in favor, none opposed. Motion passed.

8. Kevin Maskell has not submitted documentation of the new required classes for SM-2 and has (*requested*) an extension to June 31, 2013. The CTO recommends this extension be granted.

A motion was made by Ken Chiacchia (AMRG) to grant Kevin Maskell an extension until June 31, 2013, to provide required materials for SM-2 recertification, seconded by Alan Holmes (PVRG). All BoD voted in favor, none opposed. Motion passed.

9. Kevin Maskell and Keith Crabtree have not submitted documentation of the new required classes for SM-4 and have not requested an extension. However, the CTO only followed up with them on 1/11/2013, so a 3 month extension is recommended for these Search Managers.

Discussion for immediate revision – appears Kevin Maskell's extension is already covered under previous recommendation and approval.

A motion was made by Ken Chiacchia (AMRG) to grant Keith Crabtree a three month extension to provide required materials for SM-4 recertification, seconded by Victoria Airey (proxy from MSAR). All BoD voted in favor, none opposed. Motion passed.

Eric Menendez (SMRG) initiated a query regarding the status of Mike Damkot's status as a Search Manager, as his SM-4 certification expired on 1/1/2013 and was not mentioned for an extension or approval. SMRG representatives will follow-up to determine status.

Representatives noticed that many of the Training recommendations and votes include a date that is not a valid calendar date (June 31). Andrew Hower (SMRG) reviewed material and correspondence from the CTO and confirmed that the implementation date in correspondence issued by the CTO is documented as June 31, 2013.

A motion was made by Alan Holmes (PVRG) to change the date in all previously voted upon extensions granted at this meeting from June 31 to June 30 to reflect a valid date,

seconded by Ken Chiacchia (AMRG). All BoD voted in favor, none opposed. Motion passed.

V. Unfinished Business

2013 AGM

Michael Hansen (proxy from DMVSAR) indicated planning still underway and asked teams to get the word out about the meeting. Vice Chairman offered assistance of the BoD and Officers, as needed.

FCC Narrowbanding

Andrew Hower (SMRG), if any teams have questions regarding the requirements, please escalate. Additional information will be posted to the Communications tab on asrc.net. Scott Glazer (PVRG) requested that formal notification be issued to all teams. Andrew Hower (SMRG) referenced the email issued by Moore on 12/31/12. (Ad-hoc status provided by teams: MSAR still reprogramming, AMRG still reprogramming, PVRG complete, RACE complete)

VI. New Business

Conference Operations Officer – vacancy

Andrew Hower (SMRG) requested that BoD Representatives inquire with their members regarding interest in the position and have interested persons contact the Chair and Vice Chair.

Ken Chiacchia (AMRG) requested permission to read a statement received via email from the Conference Training Officer. Andrew Hower (SMRG) asked if the content was intended to be shared in BoD forum. Chiacchia indicated the correspondence was a formal message sent to Officers of the ASRC. Excerpt of email forwarded to asrc-bod by Chiacchia below:

"I remain in opposition to appointing ANYONE to the position of Ops Office the way Ops Manual is currently written. I have asked the Board repeatedly Over the last 3 years to change the Ops Manual to takeout the sections of the Ops Manual that violate the Bylaws and put the power to suspend teams and destroy the ASRC in the hands of one person. Every time I have been told that a comprehensive re-write of the Ops Manual is coming, but here we are 3 years later with still no changes. So, once again, I will ask that Board make the following changes to the Ops Manual BEFORE appointing a new Ops Officer:

** Section 1.7.4 be removed from the Operations Manual as it violates the Bylaws by granting the Operations Officer and Operations Committee authority over the Board of Directors.*

** Section 1.7.5 be changed to have the following wording to bring it in line with the Bylaws: "1.7.5 Emergency Changes and Updates -- The information in this manual and its annexes may be changed under the authority of the ASRC Operations Officer. Such changes take effect immediately after the following individuals have been informed of the*

changes and their intent: ASRC Operations Coordinators and Officers, ACAs, ICs, the ASRC Chair, all Group Chairs, and others as necessary. No emergency change made under this section shall have the effect of altering, suspending, lowering or revoking any Group's status. All emergency changes and updates must be approved by the ASRC Board of Directors at the next meeting in order to remain in effect."

Motion was made by Ken Chiacchia (AMRG) to make the Operations Manual changes as recommended by the Conference Training Officer, seconded by Scott Glazer (PVRG).

Open Discussion:

- The content of this motion was presented via electronic vote 02-082012 and was not finalized; vote result was 6 in favor, 4 opposed, 3 abstained, 1 did not vote.
- Sole power rests with the Board, even if the Operations Manual outlines delegation.
- Because the Operations Manual delegates power to the Operations Officer, until a Board Meeting, the manual does grant the authority to make significant changes to the Operations Officer.
- Need to provide the Operations Officer the power to effectively do their job, but need a check and balance in place with the Board of Directors.
- Confirmation requested if the Operations Officer will still retain the ability to make emergency decisions/changes – is it addressed in other areas of the Operations Manual? Without a thorough review, unable to provide this confirmation during this meeting.

Call for vote - All BoD voted in favor, none opposed. Motion passed.

Operations Manual review

Andrew Hower (SMRG) requested feedback on whether any current interest in assisting with the project is known – no feedback received. Asked that BoD members query their membership for interest. Many existing draft documents exist and need reviewed. Based upon the Operations Manual vote today, change pages will be published and released to the groups.

General Administration Manual review

Beth Huhn (RACE), has reviewed the AOI, Bylaws and other companion documents to identify the required content for the Admin Manual. If any BoD members have specific items they would like included in the Admin Manual revisions, please share. Andrew Hower (SMRG) will provide information regarding electronic voting that should be included in the Admin Manual.

Michael Hansen (proxy for DMVSAR) made a motion to no longer conduct ASRC Board of Director business by conference call, seconded by Ken Chiacchia (AMRG).

Open discussion:

- Face to face meetings are more effective
- Need more participation

- Video may be a substitute, but prefer face to face
- Needs to be in a central location for all teams, not moved around the conference. Select one facility that is centrally located and use consistently.
- Have attempted video and in-person – concern about the ability to have a quorum consistently due to the lack of participation, if eliminate conference calls as an option.
- DMVSAR may not submit dues because they can't vote in person.
- Others have employed hybrid solutions – teleconference in winter, in-person meetings Spring/Summer/Fall – with option to participate by teleconference if cannot participate in person.

Call for vote – 2 affirmative and 9 negative, motion did not pass.

Upcoming Search Courses in Maryland

Discussions regarding sponsored courses and qualification requirements and equivalencies.

Clarification from Maryland requested of Michael Hansen (DMVSAR) regarding requirements and equivalencies. (Michael Hansen and Jim Jackson provided additional detail via the asrc-bod yahoo group: message numbers 5353, 5357 and 5367). BoD asked to ensure membership is aware of the course offering information issued by Jim Jackson via message number 5323: Maryland Search Team Member Course Announcement.

ICS-300/ICS-400

Due to recent challenges with adequate course offerings, Ken Chiacchia (AMRG), will be sure to share updates regarding course offerings of which he becomes aware. Scott Glazer (PVRG) posted VDEM 300/400 details to asrc-bod, message numbers: 5361, 5362 and 5363.

VII. Good of the Order

Nothing noted.

VIII. Adjourn

With no additional formal business noted, a motion to adjourn was made by Alan Holmes (PVRG), seconded by Ken Chiacchia (AMRG).

The meeting was adjourned at 1124.

The next ASRC Board of Directors Meeting will be conducted during the AGM weekend, May 17-19, 2013.

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The foregoing minutes are reported to the best of my knowledge.

Beth A. Huhn, ASRC Secretary