ASRC BOD MEETING MINUTES

March 31, 2019

Frostburg University, Frostburg MD

1005 - 1320

I. Call to Order

Called to order at 1005 by President Keith Conover.

II. Participant Roll Call

Chair recognizes membership present, determined we have a quorum. 2 participants via teleconference. Refer to attached roster of attendees.

III. Approval of Minutes

By unanimous consent, the minutes from the previous ASRC Winter Retreat BOD Meeting held January 13, 2019 as posted in the Archive (http://archive.asrc.net), were approved.

IV. Officer Reports

a. **Chair/Vice Chair:** Keith Conover, Dan Brizuela

Final draft training standards 8.0 out, comments to be in by the end of April from teams. There are 8-10 items which are team specific which will not be altered or amended by the ASRC (expectations the groups will develop their alerting system, sign in etc. at searches which are the 8-10 items mentioned here). ASRC will offer Level IV quiz (was previously CQ). Keith will also try to get the training guide out in a few weeks. Discussion with a few alterations to placement of requirements in as far as which level will be completed by Carl/John.

b. **Secretary:** Kathy Yocum-Lamb

No Report

c. **Treasurer:** Victoria Airey

No Report, Not Present

d. **Credentialing Board Chair:** Steve Weiss

(Attachment of Steve's notes can be located at the end of the minutes)

FTM field level credentialing practice test pilot will be ready for the AGM in July. New standards may be ready to be adopted concurrently, testing will be similar making the transition from old to new easier. This will be discussed after the pilot testing has been completed. Revised PTB's in hand-drawn draft form. Will have paper and electronic adaptable for group use.

Propose pull group specifics from ASRC Training Standards. Level IV to all members share.

Position Task Books, (PTB's) for the new field levels, Steve is working on these and trying to make them more usable than past PTB's. Not quite ready but overlaps with group specific information. Forms with objectives contained within. Want both electronic and paper PTB forms. Must be adaptable for group use including Group requirements beyond ASRC ones, and correct branding including both ASRC and group Logos. These are a complete compiling of the members credentialing task to be completed, signed by GTO, including demonstration of performance, evaluation and testing right through to credentialing board signatures. Goes through the process leading right back to our standards showing compliance and that they were completed.

FTL = Level I   FTM = Level II and Level III   CQ = Level IV

All transitions from FTM/FTL, to field levels will be reviewed before occur by the GTO, any reservations regarding transitions will be determined with guidance from the Credentialing board. The plan is to have FTL's be "Grandfathered" as Field I, and FTM's "grandfathered" as Field II unless the FGTO gas reservations and wants the member to transition to Field III.

Working on Evaluators: GTO's need guidance on how to choose evaluators. Steve is working on this for the Credentialing Board to review discuss for future addition to the Credentialing Policy Manual.

Question: if a member of 2 groups, you must choose who your primary group is i.e. MSAR Primary, SMRG Secondary. Makes the evaluator then MSAR evaluators. The member cannot flip primary group back and forth to allow the member to use the non-primary Group evaluators for "outside" evaluators for practical tests. evaluations on each team.

When you turn in team rosters it must indicate what team is the primary team if any of your members belong to more than one team, and which is their primary Group. This was added to the Admin Manual.

BOD does not have any concerns with how teams are handling the evaluations/exams when evaluators belong to multiple teams.

NEW BUSINESS: Steve made a motion that we endorse/provide a $50.00 annual budget line for the credentialing board for miscellaneous expenditures of the board. Motion second, discussion, vote take, motion passed unanimously.

1. **Expectations for re-credentialing**: Policy matter to be addressed by the BOD & tied to endorsement of the new standards. Potentially one of 3 ways:

1. Experience: trainings, searches attended, Con-ed, GTO Assessment.
2. Performance based, PTB's
3. Hybrid between the first 2, point based? Full written and practical testing as another option? If lapsed do they have to redo all practical testing?

Question, does GTO have to be an ASRC Level I or can a GTO be a Level II? Presently a GTO is a FTL, what do we want once we transition to the new standards, a level II cannot oversee a level I so does this make sense?

BOD discussed all of the above with request by Chair that Steve draft his thoughts which will be reviewed at the AGM/BOD meeting in July for a more definitive answer.

e. Conference Training Officer (see above)

f. Conference Operations Officer

No Report, Not Present

g. Information Technology Officer: Mike Hansen

1. Updates ongoing to website.
2. Registration is open for AGM, please be certain this gets out to your teams.
3. Fellowship page is up.

MARG ask if a link can be added for the K9 policy/ops guidance, Mike will address

LuAnn Gatti is not receiving emails going to the Credentialing Board, Mike will fix this glitch.

h. Others

Remote Support

Had 2 requests which were completed by the Remote Support Team:

1. Uniontown PA: 02/12 – 14/2019. State Police impressed with the capabilities specifically the ability to see areas searched.
2. Scioto River Valley, Ohio 02/18/2019 Cold Case.

There are two exercises being planned in the future.

New people are interested in joining our Remote Support Group, they are working on on-boarding process.
ASRC members using similar path to ask for support in Virginia. Was definitely a positive for the Black Diamond Search. Katy & Steve supplied the Remote Support for them. Comments made to Steve that this was the best darn search they were at. SARTopo was provided to them by Steve and Katy. Patty is giving a 4 hour SARTopo class at the VSARCO meeting.

Ken is completing a new sweep width talk, more practical and less theoretical, which is in a real lesson learned format. Willing to do at the retreat.

V.   New Business

a. Fellowship Presentations

Review of members and dates voting took place for Fellowship Status.
1. Robert Koester, Keith Conover at the April 2018 BOD Meeting.
2. Don Scelza & Steve Weiss were discussed at previous meeting, vote to be taken today, March 30, 2019 as it was not noted in the previous minutes.
3. Dave Carter, Mike Hanson and Gene Harrison were nominated with discussion and vote to be completed at this meeting as well.

Motion made that Don Scelza receive ASRC Fellowship, seconded, discussion and vote taken, unanimously passed.

Motion made that on Steve Weiss receive ASRC Fellowship, seconded, discussion and vote taken, unanimously passed.

Motion made that Dave Carter receive ASRC Fellowship, seconded, discussion, vote taken, unanimously passed.

Motion made that Mike Hanson receive ASRC Fellowship, seconded, discussion, vote taken, unanimously passed.

Motion made that Gene Harrison receive ASRC Fellowship, seconded, discussion, vote taken, unanimously passed

b. Credentialing Committee

Report contained in minutes above

c. Administrative
Search Manager:
Project is under way actively looking at training standards for search managers. Minimal revisions from the prior Training Standards expected though plan to change from four levels to three.
Once field staff look at management information no performance standard to test against for search manager.
How do we enforce group standards, through the group/team specific information (8 things apply to all the groups)?

Search Manager Roster:
Who is responsible to update this roster? ASRC Training Officer, we agreed, and we will prepare a new draft of the Operational Guidance Manual to include this. Do we even need a Search Manager Roster? What is its purpose?

The roster will assist with network managers for searches, it will be available for other teams to request a search manager within the ASRC for assistance at a search. There is a roster presently on our website, Mike did a tutorial of how to find it. Discovered it needs to be updated as a number are either no longer

active or ones who have received SM are not on the roster. Adam Gatti is one not on the roster. It was noted no one is notified when a search manager is approved, Conference Team Training Officer (currently John Rogowski) is identified as the person who should keep the roster so we need to notify him with additions or elimination. Keith will draft something to review to add to the Operational Guidance Manual with the purpose of adding it to the administrative manual.

A motion was made to recertify Steve Weiss as Search Manager IV, second, discussion, vote unanimous, motion passed.

1. **Administrative Manual:**

- **Liability Release:**
  Reviewed by members present. Issue, is there an actual need for spouse to sign release for team member participant? After much discussion, this will not be required as is presently in the Administrative Manual. Keith has reviewed with his sister, will review with the ASRC insurance agent and present proposed revisions at the AGM/BOD meeting in July 2019 for review and potential vote/acceptance.

- **Financial Policy**

- **Primary Group**
  See above

2. **ASRC Copyright vs Creative Commons:**
  Which should we use for slides for presentations with official ASRC Logo but with individual material that might be copyrighted? No decision, will be addressed either by electronic vote or at July meeting.

d. AGM Planning

John Rogowski, AMRG, Carl Wentz, MARG & Jocelyn King, MSAR: are all appointed to the white team to plan the Saturday exercise at the AGM. Potentially some from SMRG will assist. Additional team members will be appointed by John.

VI.   Good of the Order

PSARC – ASRC Standards

VII. Adjourn

Meeting adjourned at 1330

Additional Notes from Steve Weiss regarding his credentialing report;

Report of the ASRC Credentialing Board to the ASRC BOD (30 March):

The ASRC Credentialing Board will be offering field credentialing opportunities at the AGM. Field examination for FTM (under Training Standards v 7.2) and a pilot test of field examination for FTL will also be available.

Hand-written draft template of the new PTB (new structure) is in hand. Weiss will be converting this to electrons in the near future. The Objectives for developing the PTB template are that he PTB will:

- Record and administer certification/credentialing requirements

  o Evaluated performance activities

  o Validate administrative completion of outside certifications or courses

  o Administer GTO endorsement and Credentialing Board examination

- Provide evaluative criteria and guidance

- PTB requirements are traceable back to the Training Standards for the certification

- Design so electronic and paper forms are equally useful

- Keep the "working" portion of the document short and sweet

- Facilitate easy adaptability to incorporate additional group requirements

These objectives have guided the design which includes:

- Front page that covers all administrative aspects of PTB completion

- Second page that documents in short-form completion of the Demonstrated Performance activities

- The remainder of the document (possibly to be split out as a separate document)

  o Instructions for use of the PTB

  o Evaluation criteria for the Demonstrated Performance activities

  o Crosswalk between the Training Standards and the PTB elements

This design—and especially the crosswalk—led to a request of the Training Standards committee to add a numeric designator for each requirement in the Training Standards.

The Credentialing Board would like policy input from the ASRC BOD regarding recertification. Should implementation of recertification be strictly experiential (as before, mission count and unspecified CEUs); demonstrate performance (e.g., retest with the Credentialing Board); some hybrid. Keith assigned Weiss the action to initiate the discussion on the various email lists.

BOARD OF DIRECTORS MEETING

March 31, 2019

ATTENDANCE

NAME	GROUP	
Allegheny Mountain Rescue Group 1. Carol Pasquerell (rep) 2. Keith Conover (Chair)	AMRG	**2**
Blue Ridge Mountain Rescue Group 1. Greg Stanko (rep)	BRMG	**1**
Maryland Search and Rescue 1. Daniel Brizuela (V. Chair) 2. Jocelyn King (Alt. rep)	MARG	**2**
Mountaineer Area Rescue Group 1. Carl Wentz (rep) 2. Patty Lindsey (RSCOO) 3. Ken Chiacchia (rep)	MSAR	**2**
Northwest Pennsylvania K9 Search & Rescue 1. LuAnn Gatti (rep) 2. Kathy Yocum-Lamb (Secretary)	NWPAK9SAR	**2**
Search and Rescue Ohio	SAR-OH	
Shenandoah Mountain Rescue Group 1. Tyler Steele (rep) 2. Steve Weiss (Credentialing Committee) 3. Katy Hart (rep)	SMRG	**2**
Michael Hansen (non-voting BOD Member)		
Present		**11**