ASRC BOD Meeting Minutes

July 28, 2019

New Germany State Park MD

1200 - 1320

I. Call to Order

Called to order at 1200 by President Keith Conover.

II. Participant Roll Call

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

III. Approval of Minutes

By unanimous consent, the minutes from the previous ASRC BOD Meeting held March 31, 2019 as posted in the Archive (http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2019-03-31-ASRC-BOD-Minutes-pdf), were approved.

IV. Officer Reports

a. **Chair/Vice Chair:** Keith Conover, Dan Brizuela: no report

b. Secretary: Kathy Yocum-Lamb, no report

c. **Treasurer:** Victoria Airey, no report

d. **Credentialing Board Chair:** Steve Weiss (see attached slide deck)

Discussion was initiated today at the AGM and all membership was informed this would be a topic on our agenda as well. Conversation also related to our Version 8 implementation. We have a number of proposed paths to take for re-credentialing;

1. Experience based – exercises, training, check offs.
2. Replication of original path to achieve the levels.
3. Hybrid approach – missions, training, education, performance etc.
4. Menu of multiple options – administrative, performance, point system etc.

Credentialing committee can come up with a hybrid method, if this is requested. They will provide update and potential path at the October BOD meeting

e. Conference Training Officer, no report

f. Conference Operations Officer, no report

g. Information Technology Officer: Mike Hansen

Discussion related to fractured use of Google, Drop box etc. with lack of cohesiveness. We should consider going to one service such as Microsoft, then had an in-depth discussion of possibly moving to Microsoft: after discussion consensus to move to Microsoft except for leaving our website in WordPress instead of SharePoint.

Discussion of how Microsoft collaboration software has improved rapidly over the competition. Michael (Information technology Officer) and Don (Deputy Information Technology Officer) will start working on this and report back to the report.

h. Others: none

V. New Business

a. Award/Recognition
Keith Conover made motion that Victoria Airey be recognized for with an Outstanding Achievement Award for many years of work as the ASRC "Treasurer for Life." Motion passed and award presented.

b. Elections
All major officers re-elected
Chair-Keith Conover
Vice Chair- Dan Brizuela
Treasurer – Victoria Airey
Secretary – Appointed position, Kathy Yocum-Lamb

c. Search Manager Progression
Area Command Authority
Need to restore the structure of Search Manager cadre
Formation of a Search Manager group of Mentors. Appointment of Don Scelza to form or support formation

Search Manager Consortium & Mentoring: Steve Weiss urged the ASRC to look to re-establish the practice of mentoring for search managers, agreement by BOD. Rebuilding this practice of mentoring is to be a part of the effort to re-energize the Search Manager Cadre: Don Scelza ask to head, agreeable.

d. Jocelyn King SM IV application
Application for Jocelyn King for SM IV – John verified her application is in order & complete. Motion to accept her application and second. Applicant removed and discussion of her application occurred, vote taken & passed with one member abstaining. A mentor to be assigned, Steve Weiss offered if accepted by Jocelyn.

e. **Training Guide**
A proposed new publication, the ASRC Training Guide, will be on the table for a vote at the October Board of Directors meeting. It contains an overview of the ASRC's training and credentialing system, and curricula for training members. Work on it is ongoing. The latest draft is available at: http://archive.asrc.net/#IDARSC-Training-ASRC-Training-Guide-Standards-pdf

f. **Insurance & Release Management**
   - Are all group members including "extras" categories such as auxiliary, sustaining, general, at-large, etc. really members of the ASRC as well.
   - Should "extra" members be included on rosters we send to the ASRC?
   - Are those "extra" member categories covered by our insurance?
   - If those "extra' members are covered by ASRC insurance, are they so low-risk that they should not pay ASRC dues for those who are active in the field or at Base? What about if they participate in training but not in operations?
   - Discussed during AGM, no action at BOD meeting, asked reps to review with their Groups and come back to the October Board of Directors meeting with their Group thoughts.

g. **Electronic Voting**
Refer to draft revision of Admin Manual (http://arcive.scr.net/ASRC-Admin/ASRC-Admin-Manual/2019-07-23-DRAFT-ASRC-Admin-Manual-5.4.pdf) regarding electronic voting. Will postpone this vote until language is cleaned up. Tabled until October BOD Meeting.

h. **ASRC Copyright & Branding Guide:** Tabled until October meeting as Ken Chiacchia was unable to attend to present his recommendations in this regard.

VI.   Good of the Order

a. Next BOD meeting to be held October 5th in Frostburg at Frostburg State University.
b. Request made to come up with 2020 AGM within 30 days.
c. Winter Retreat – January 17th -19th at the Bears Den. Able to stay through Monday at no extra cost. Submission of abstracts to Mike. Luann will handle the social event. Katy will only be cooking for the 2 days of the retreat.

VII.   Adjourn @1325

BOARD OF DIRECTORS MEETING

July 28, 2019

ATTENDANCE

NAME	GROUP	
Allegheny Mountain Rescue Group	AMRG	
1. Carol Pasquerell (rep) 2. Keith Conover (Chair) 3. Don Scelza 4. John Rogowski 5. Chris Thompson 6. Steve Nystrom		**2**
Blue Ridge Mountain Rescue Group	BRMG	
1. Greg Stronko (rep)		**1**
Maryland Search and Rescue	MARG	
1. Daniel Brizuela (V. Chair) 2. Jocelyn King (Alt. rep) 3. Lee Fuell 4. Carl Solomon (Rep) 5. Andrew Kapaldo 6. Mike Walton 7. Patty Lindsey (rep)		**4**
Mountaineer Area Rescue Group	MSAR	
1. **Patty Lindsey (RSCOO)** 2. Kyle Rhoderick 3. Victoria Airey (treasurer)		**2**
Northwest Pennsylvania K9 Search & Rescue	NWPAK9SAR	
1. LuAnn Gatti (rep) 2. Kathy Yocum-Lamb (Secretary)		**2**
Search and Rescue Ohio	SAR-OH	
1. Brian Maier		**1**
Shenandoah Mountain Rescue Group	SMRG	
1. Steve Weiss (Credentialing C./Alt rep) 2. Katy Hart (rep)		**3**
Michael Hansen (non-voting BOD Member)		
Present		**15**

Rationale for ASRC Credentialing

**ASRC Culture of Excellence** ⟷ **ASRC Governance of Certification and Credentialing**

- ASRC culture of excellence is what dominates ASRC's acceptance by Responsible Agents (Authorities Having Jurisdiction)

- We assume the culture of excellence prepares members to deliver outstanding SAR services

- GTO's and group evaluators remain primary source of candidate evaluation

- ASRC Credentialing Board provide independent, secondary evaluative review of certification candidates

- Best practice for evaluation of personnel (NIMS-compliant)

- The ASRC certification/credentialing governance structure provides confidence in certified personnel

- Credentialing Board effectively provide QA of candidates (and group training programs)

ASRC Credentialing Board
Presentation for AGM & Group Outreach, July 2019

May 2016: ASRC BOD passed ASRC Credentialing Policy, v 1.0
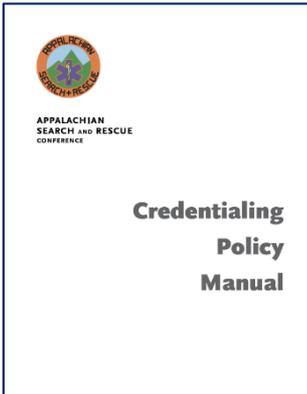
Rationale:

- ASRC BOD regained authority over certifications for FTM and FTL
- Established governance comparable to similar bodies (e.g., NASAR)
- Retained regionally appropriate standards as basis
- Eliminated "self-certification" criticism

> This change of policy establishes "best practice" organizational governance.
> **Important Caveat:** There is no concern with technical skills of ASRC-certified personnel.

Important Elements of ASRC Credentialing Policy:

- Groups remain primary source of field training and evaluation of candidates
- Adoption of Position Task Books (PTBs): [These function much like a group's existing checklists]
- Established the ASRC Credentialing Board to manage certification
- Final ASRC field credentials will require examination by an ASRC Examiner
  - ASRC Examiners represent the ASRC Credentialing Board, which in turn is overseen by the ASRC BOD
  - Written test
    - Delivered via on-line service
    - Completion and grading are validated by ASRC Credentialing Board
  - Field practical testing are designed as "spot checks": We are still relying on GTO for primary evaluation of candidates
    - Two "subject matter blocks": FTM has Land Nav, Search skills, Litter handling and belays, Knots
    - At least one skill area evaluated by an ASRC Examiner outside candidate's group

Implementation of ASRC Credentialing

Summer 2016: ASRC Credentialing Board members were selected

August 2016: ASRC Credentialing Board convened
- Chair selected
- Board charter drafted

September 2016: Finalized charter, developed work plan

October 2016: Presented work plan to ASRC BOD

… working on FTM written test and practical tests …

March 2017: Beta version of FTM written test ready; practical FTM testing to be piloted at AGM

September 2017: ASRC Annual General Meeting

… revise and finalize practical testing …

February 2018: Issuance of ASRC FTM certification follows new review and testing procedures

September 2018: Issued first ASRC FTM credential attained through the Credentialing Board

July 2019: Beta version of FTL testing to be piloted at AGM

Impact on groups

- **ASRC-wide written test for field levels**
  - Will need to ensure group course materials align
  - Replaces current test, can begin use now

- **After GTO endorsement, request practical testing through ASRC Credentialing Board**
  - Examiners assigned and scheduled
  - Roughly half day (or less)
  - Seek to minimize schedule delays and travel inconvenience
  - Available at AGM and other multi-group events

- **Grandfathering process for transition to ASRC Credentialing Board as the singular authority to issue ASRC credentials**

How Does a GTO Implement Credentialing?

- Issue new PTBs
  - PTB design and layout accommodates group-specific requirements
  - Work with candidates to ensure previous training evaluations are not lost
- Use the on-line ASRC FTM (ready to go) and FTL written test (forthcoming)
  - GTO contacts the ASRC Credentialing Board (credentialing@asrc.net) for the
- When a PTB is complete, GTO contacts the ASRC Credentialing Board (credentialing@asrc.net) to schedule field practical examination by one or two ASRC Examiners (one Examiner must be a member of group other than the candidate's group)

Procedures for Credentialing

Steps to taking the written test

- GTO determines Candidate is ready for the written test (or Candidate makes a request to the GTO to take written test)

- GTO contacts ASRC Credentialing Board (credentialing@asrc.net) with member/s ready to test (cc's ACB member from candidate's group)

- Assigned a member of the ASRC Credentialing Board to proctor the test (default is ACB chair) sends test link to Candidate (cc's GTO on email)

Steps to Taking the Practical Test

- GTO determines Candidate has completed a Position Task Book and is ready for practical testing

- GTO contacts Credentialing Board with member/s ready to test

- GTO contacts Credentialing Board with member/s ready to test (cc's GTO)

- Credentialing Board:

- Works with GTO on location/plan/schedule

- Decides on the ASRC Examiners who will be evaluators for the practical (at least one from an ASRC member-group other than the Candidate's group)

- Minimum of Candidate/s and Examiners meet at previously determined location for evaluation

Impact of Standards Update

- Credentialing Board has been anticipating update to ASRC Training Standards, v 8.0
- Transition issues:
  - Grandfathering:
    - ASRC FTM > ASRC Field 2 (or Field Level 3 at GTO's discretion
    - ASRC FTL > ASRC Field 1
    - GTO discretion on transferring candidate completions under Standards v. 7.2 and/or current group checklists