

2015-06-16 AMRG Board Meeting Minutes

Present

Don (Joe's proxy), Chris, Ben, Scott, Jen.
Joe arrived at 8:17

Approval of Previous Minutes

Unanimously passes

Committee Reports

Executive Director's Report

Commander's Report

Training approach has been adjusted by speaking to members who are close to advancing to see what they would benefit from, in addition to providing multiple skill topics at each training. Team should see tangible results quickly.

The report sent by Chris states:

Unfortunately, I don't have time for a full report, but it has been a very busy month for the operational officers since the last meeting and getting much accomplished. Joe, John, Jen, and Russ have been doing a great job jump starting our training program and outreach efforts. Here are the highlights:

- The reorientation of the training program from single skill focus to broad spectrum/multi-skill training is well underway.
 - Starting with the AGM in May and running through our current plans in October, all of our regular monthly trainings are either mocks or FTM/multi-skill weekends, and most are joint trainings with other organizations.
 - This month was the FTM weekend with Northwest (OhioSAR and MARG were also invited, but didn't come)
 - July -- Mock search with at least Northwest coming and likely other teams.
 - August -- Cave and above ground mock with DCNR, NCRC, and MARG

- Sept -- Mock search with DCNR, Butler county team 300, Butler county emergency services
 - Oct -- FTM weekend + Boy Scout Merit Badge
- Joe has started doing more vertical fun days to enhance skills
- Jen has incorporated a new system of skills spot check and callout pack checks into canine trainings. Also working with outside trainers/evaluators for a seminar for Fayette this month and NorthWest in August.
- Plan to start supplementary cave trainings ahead of the August mock in local/Allegheny County caves.
- Do to the enhancements made to the training program and the focus on more skills, we have a number of members we expect will meet the requirements for FTM and FTL in the next couple months
- Outreach. In the last month we have had contact with the following government agencies to talk about alerting and dispatch. :
 - Westmoreland, Butler, and Allegheny county 911 centers
 - Kittanning PSP barracks
 - several local Allegheny County police departments
 - DCNR Forbes State Forest
 - DCNR Moraine State Park
- Working on a new PR/outreach effort to target local municipalities and counties that will be rolled out over the next couple months.

Old Business

- Criminal & Child Abuse [background check policy & implementation plan](#)
 - There is no cost for the PSP check or the child abuse clearance. The only cost would be \$25.75 for the FBI background check.
 - Members who are out of state (Andrew, Bru, Eric W. Eric M. and soon to be Ben) will all drop to sustaining members. This simply means they cannot vote, respond to missions or go on school visits, so there should not be an issue. If an issue arises we will deal with it then.
 - Board directs the Executive Director to make the necessary changes for the July 1st implementation.
 - Members section of the website will be updated to make our standards more obvious. Chris will take on this task.
 - Chris will also update the Ops Guidelines when he updates the background check information.
 - **Chris moves, Scott seconds**
 - **Unanimously passes**
- [K9 bite & aggression policy & procedures](#)

- **Chris moves, Jen seconds**
- **All in favor**

- [Canine Trailing Standards](#)
 - Written test was removed from the Trailing Standards since it is not in the other standards. The CTO will take on the task to determine if it is necessary.
 - **Don made the motion to accept Trailing Standards with the written test removed and other edits proposed by Chris accepted.**
 - **Second motion made by Don to direct the CTO to evaluate the utility of written testing vs. other methods of determining proficiency for all AMRG Canine Standards within a 6 month period and to create a unified set of structured standards.**
 - **Chris seconds the first and second motion**
 - **Unanimously passed**

New Business

- [ID card proposal](#)
 - Don requested until the next board meeting to determine what the ASRC is doing with ID Badges.
 - Chris states in the next 3-6 months we can work towards completing this task.
 - For us to purchase the equipment it would take production of 400+ badges for it to be worth the expense.
 - Still need to determine what will be encoded on them

- [New Dispatching System Proposal and Budget](#)
 - New system would save time for the initial alert officer.
 - Joe provided a view from his phone of what the program looks like when a call is received.
 - System can be set up as SMS or data coverage, depending on individual preference.
 - We would get to pick what message goes out and even set up groups within the system to only allow certain people to receive certain messages.
 - If members enable GPS on their phones the app will show location information of members on a map.
 - App would show who is responding and allow members to be marked as OOS.
 - Dispatch procedures would have to be re-written.
 - Cost would be approximately \$411.25 a year.
 - There is not believed to be any interference problems.
 - Budget will be \$500.00 a year for this.
 - Chris is point person on this project.
 - **Joe Motions to move to new system. Scott seconds.**
 - **All in favor**

- AMRG's QRS status is expiring this year. We need to determine if we will renew the certification or not.
 - Chris stated we cannot get ambulance service grants or Allegheny County grants.
 - Ben says we should not have to throw away medical equipment every year to meet the QRS requirements.
 - We are not losing anything other than buying extra equipment.
 - Don says an option is to have a policy where we require an ambulance response.
 - **Board votes to let the QRS status expire.**
 - **Chris abstains. All other vote in favor.**

- [Team Equipment purchase proposal](#)
 - Don proposes \$1,200.00 is provided for the purposes of purchasing Astro GPS units for the canine handlers. The money is not limited to the purchase of two units, it can also be used for one unit and multiple collars.
 - PFD's no discussion.
 - Hug a Tree money would be for branding of AMRG whistles, trash bags, stamps, stickers and printing of new program that is AMRG's version of Hug a Tree. Request is for \$500.00.
 - No discussion on ropes.
 - We currently have a Chief Technology Officer role, appointed by the Executive Director. Need an equivalent for operational technology. Suggestion that the Commander work with the Operations Officer to develop a plan for maintaining our existing operational technology assets and a strategy for future upgrades.
 - **Chris moves to accept the proposed budget of \$3,000.00 to buy needed equipment.**
 - **Joe seconds**
 - **All in favor**

- New recruitment/RA brochures.
 - Our brochures have not been updated in many years and are due for a refresh. We had a refresh started in 2013/2014, but it never materialized. We have a driver to replace them now because our phone number is changing (a cost saving measure so that we don't have to pay the monthly fee for our old number). However, this phone number is on our brochure, so we cannot retire it till we have updated brochures. Suggestion that we appoint a member to drive the project to create new brochures. We should give them a budget to work with a designer/print shop so that this is done in a timely manner, not relying on a member's spare time.
 - Instead of having two brochures, we are going to consolidate them into one.
 - Chris is to give source files to Matt or to put them on the website.

- We will separate the task of designing the brochure and printing the brochure, with the focus currently being on a new draft.
- **Don proposes we ask the Executive Director to produce a single brochure that we can use for all purposes and be deliverable resource files. \$300.00 will be budgeted.**
- **Ben seconds**
- **Unanimously passes**

Good of the Order

Motion to adjourn

- **Ben seconds**
- **All in favor**