



APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.

P.O. BOX 440

NEWCOMB STATION

CHARLOTTESVILLE, VIRGINIA 22901

**Board of Directors Meeting
8 February 1987**

This meeting of the Board of Directors of the Appalachian Search & Rescue Conference, Inc. was called to order at 1049 AM at Allegheny General Hospital in Pittsburgh, PA on 8 February 1987 by Chairman Albert Baker.

Present at this meeting were:

Directors: Albert Baker - Blue Ridge Mountain Rescue Group
Brian Wheeler

Greg Shea - Shenandoah Mountain Rescue Group
Gary Mechtel

Keith Conover - Allegheny Mountain Rescue Group
(Non-voting as probationary group)

Todd L'Herrou - Richmond Search and Rescue
Patsy Humphris
(Non-voting as probationary group)

Other Members:

Bob Koester - ASRC Medical Committee, BRMRG
Mike Kuga - AMRG
John Weinel - AMRG

READING AND APPROVAL OF MINUTES

Brian Wheeler makes a motion that the minutes from the 6 December 1986 Board meeting not be read. The motion passed unanimously. The minutes were approved unanimously.

GROUP REPORTS

Blue Ridge Mountain Rescue Group:

BRMRG recently submitted its Student Activities Fund budget to the University of Virginia. The group has requested approximately \$3000.00 for the 1987-88 school year. Placing the truck on-line has been delayed pending

insurance. BRMRG is also planning on requesting a loan from The University for \$3000.00 to pay for their half of the four ICOM radios received in the last Rescue Squad Assistance Fund grant. This loan will also help purchase several additional mobile radios and other equipment for the vehicle. An ALS field pack has been donated to the group. The UVa pharmacy will issue ST level drugs to the group. BRMRG's training schedule for Spring 1987 has seen major revisions (see schedule for details). A recent Basic Practical Test was taken by thirteen group members, nine of whom passed. Upon passing of a written Field Team Leader test, the members will be put up for Associate Field Qualified - Voting membership. Finally, BRMRG now has a way to receive tax exempt donations through the UVa Alumni Association.

Shenandoah Mountain Rescue Group:

Training: SMRG recently held a semi-technical rescue session in the aftermath of the last snowstorm. The next two weekends SMRG will be sponsoring a Managing the Search Function Course in Rockville, MD. twenty-three students are expected to attend. Saturday the 28th of February, SMRG is planning a simulation with Maryland Parks and Recreation. SMRG officer elections will take place at the March membership meeting. April 11th is the annual Dogwood Half Hundred event. In coordination with the Potomac Appalachian Trail Club, the ASRC will assist with communications and medical care. Kevin Parkes (SMRG) will act as Incident Commander. Paul Torrence (Training Officer, SMRG) is currently reviewing each members training status. Paul would also like to retire as editor of the ASRC Newsletter Appalachian Search!. Anyone interested in the job should contact him. Sunday March 22, SMRG is holding a Basic Practical test for AMRG members. Finally, SMRG has ten pagers on-line. Eight are group owned and two are personally owned.

South West Virginia Mountain Rescue Group:

No report

Allegheny Mountain Rescue Group:

AMRG has recently been active in the development of the Pennsylvania SAR Council. Currently the council has 20-25 members. The council is currently discussing Pennsylvania legislation for SAR and a SAR Orientation Course for law enforcement officers. Allegheny General Hospital will be holding a survival course for helicopter Med-evac personnel. AMRG will assist in the training. AMRG is also coordinating semi-technical and whitewater rescue training for PA State Park Employees. Gary Mechtel suggested that AMRG draft an Operational Pre-plan between the ASRC and the PA Department of Environmental Resources. DER participates in a substantial number of SAR missions each year and can greatly use our assistance. Keith Conover will draft this document.

Richmond Search and Rescue:

RSAR currently has 12 members and is expecting a lot of growth during 1987. The group is busy fund-raising and has a \$7000.00 budget for this year. An RSAR Open House is planned for the near future in which the group hopes to attract many new members. The March ASRC Training Session will be hosted by RSAR on the 7th at 1900hrs. Additional information will be mailed out very soon. In addition, on 11-12 April, the group is co-sponsoring a NCRC Cave Rescue Orientation Course.

COMMITTEE REPORTS

Operations Committee

Jim Rooney was unable to attend the meeting and make a report. Brian Wheeler mentioned that Jim had just updated the ASRC Color Code list. Any groups that have additions or changes should mail them to Jim. In addition, Jim has been working on the ASRC Application and should have a draft available soon. Bob Koester and Keith Conover are continuing revisions on the ASRC Operations Manual.

Finance Committee: (Gary Mechtel, ASRC Treasurer)

Gary recently deposited \$815.00 in the Conference's new checking account. Payments were made to Greg Shea for the 1986 Va. Corporation Dues, to Brian Wheeler for administrative expenses, and to the bank for check printing. The remaining balance was \$750.99. All groups in the Conference, except SMRG, currently need to pay their 1986 and 1987 dues. Outstanding expenses currently include MRA Dues, Newsletter costs, 1987 Va. Corporation Dues, and vehicle title. All groups, except SWVMRG, have received an outline to follow for completing 1986 Financial Reports. Tim Ross (ASRC Chief Financial Officer), needs all members and/or groups to compile mileage, manhours and personal expense records. This information will be used for seeking grants. Finally, BRMRG is reported to have been holding \$76.00 of ASRC funds in its account. The ASRC also owes BRMRG some funds. Gary and William Dixon (BRMRG) will determine the difference and settle accounts.
(see Treasurers Report attached)

Medical Committee: (Bob Koester, Chairman)

The "Medical Chapter" for the ASRC Membership Manual has been included in the most recent BRMRG training manual. Keith Conover and Bob are continuing revisions on this chapter for the Training Committee. The ASRC has passed the licensing process as a Virginia EMS Agency. Several canvas medical packs have been donated to BRMRG and will be used as the group's ALS packs. The UVa hospital will stock them. Bob needs a COMPLETE listing from AMRG and SMRG of their members Social Security Numbers, EMT permit numbers, xeroxes of each permit, etc. to be included in the ASRC's EMS records to meet with Va. Department of Health requirements.

Training Committee: (Greg Shea)

Due to poor attendance, the 3 January 1987 Training Committee meeting was not successful. Greg and Dave Merrit's primary goal at this time is to complete the ASRC Training Guide. The Training Guide is one of the 4 official documents referenced in our Bylaws. The Training Committee feels it is important to update this document to reflect the recent Bylaw revisions. The Committee has also been busy collecting training materials from each of the groups for consideration in the ASRC Membership Manual.

The next few ASRC Training sessions have been scheduled as follows:

- March - RSAR
- April - BRMRG (Va. SAR Council Simulation)
- May - SWVMRG
- June - SMRG
- July - AMRG (11-12 April)

Communications Committee

No Report

Virginia SAR Council Report:

The Council's January meeting was very productive. Gary Mechtel (Council Chairman) presented a draft of the Council's long term goals and an estimate of future mission loads. Va. DES will be pushing for SAR legislation in the near future. The Council Operations Committee is updating the VaSARCo Pre-Plan to include several new agencies and an addendum for Amateur Radio Emergency Services (ARES) and National Cave Rescue Commission (NCRC) involvement.

Mountain Rescue Association Report:

Hunter Holloway, Vice President MRA will be visiting Washington, D.C. the 12-16 of February for the NASAR Board Meeting. Keith, Greg, and Gary will meet with him to discuss the ASRC's MRA recertification in November and the ASRC's hosting of MRA's November Board Meeting. Al Rosen (SMRG) will be coordinating the MRA Board Meeting. Currently the ASRC has membership in the MRA for all the Conference groups. This November, each ASRC group may seek membership in the MRA individually for 1988. Once at least three ASRC groups have joined, we may recertify our own groups as well as others in the region. All ASRC groups that wish to be MRA members will pay their own dues to the MRA.

NASAR Report:

At the upcoming NASAR BOD meeting, members of the ASRC Communications Committee will be approaching NASAR for support of the SAR Repeater Project. This request is being made independently, not as an ASRC project.

OLD BUSINESS

ASRC Application and Dispatch Materials: (Brian Wheeler)

The Operations Committee is working on these two items which were discussed at the last meeting. Jim Rooney will present them at the next meeting.

ASRC Incident Individual Sign-In Record (SIR): (Brian Wheeler)

At the last Va. SAR Council Meeting, Ralph Wilfong submitted a draft form for a Council incident sign-in sheet. DES would like to begin compiling these records from every SAR incident. This form is very similar to the ASRC SIR already in use. Todd L'Herrou and Patsy Humphris (RSAR) are both on the VaSARCo. Operations Committee and will determine if the current ASRC form can be used by the Council.

ASRC Letterhead: (Greg Shea)

Greg Shea recommended that the Conference continue to use the same letterhead instead of printing the new design discussed at the last meeting. The Board decided that each group may print its own letterhead with the Conference logo in the top left corner, the group name and address top center, and the words "Member Appalachian Search & Rescue Conference, Inc." at the foot of the page. Greg has found a Baltimore printer who will handle the printing. The Board decided to print 2000 sheets of ASRC letterhead to be distributed among the groups. Probationary and Certified

ASRC groups may ask the Board for group letterhead. The groups requested group letterhead as follows: AMRG - 500 sheets, SMRG - 500 sheets, BRMRG - 1000 sheets, and RSAR - 500 sheets. Future orders for letterhead should be made through the ASRC Secretary.

ASRC Flightsuit Nameplates:

The Board gave Albert Baker permission to use the ASRC logo on velcro name plates for use on flight suits. BRMRG will be placing an order for these if anyone is interested.

BRMRG / ASRC Kaiser Ambulance: (Albert Baker)

A recent application for vehicle insurance has been turned down. Other insurance options are being explored by Patsy Humphris and Ralph Wilfong in Richmond and Neil Conner (SMRG-Explorers) with SAR teams and their vehicles in Oregon. The Virginia Assigned Risk alternative is not financially feasible.

Wilderness EMT Program (EMT-W): (Keith Conover)

The initial program has been moved to August 1987 and should include 20 students. Keith will circulate a draft manual for the program. Once the ASRC Board and the Southwest Pennsylvania Center for Emergency Medicine approve this document, it will be distributed around the country. Any comments should be mailed to Keith by 1 March. Keith would also like to develop instructor textbooks in the near future.

ASRC Goals and Long Range Plan: (Gary Mechtel)

Gary distributed a document with some of his ideas concerning the ASRC's goals and long range plans. The Board discussed the plan which covered growth, fundraising, administration, operations, training, interagency relations, medical concerns, PSAR, advertising, and capital investment. Gary requested that each Conference committee submit a summary of its perceived duties and goals for the rest of 1987 at the April Board Meeting. In addition, each group is requested to submit its goals for 1987. With this information, Gary hopes to make additional long range plans.

ASRC Tax-Exempt Status: (Greg Shea)

The Conferences tax-exempt application to the IRS is going "just fine." Hopefully we will be tax-exempt soon.

ASRC Bylaw Revisions: (Greg Shea)

Greg Shea and Kevin Parkes (SMRG) have made draft revisions of the ASRC Bylaws resulting from the changes voted on at the October general membership meeting. This draft was distributed to the Board. Greg requested that these revisions be taken back to the group membership for inspection. All corrections should be sent to Kevin before 22 February. Once these final revisions have been incorporated, Kevin will send a final copy to Brian Wheeler. Brian will distribute a copy to all voting members of the Conference for approval.

Greg also made several suggestions regarding future bylaw issues. Annually, at a General Membership meeting, the Board should present to the ASRC General Membership bylaw proposals from the past year to be voted on. Each time the ASRC Board makes a motion it should be classified as "Policy" or

"Bylaw Proposal." The ASRC Secretary will compile the Corporate Record to include all Policy decisions, the Articles and the Bylaws.

Amateur Radio Emergency Services (ARES): (Brian Wheeler)

Brian, Gary Mechtel, Gene Harrison, John Birch (SMRG) and other ASRC members met with E. Earl Bishop, Va. Emergency Coordinator ARES, RACES, at the January VaSARCo. Meeting. Brian presented a summary of the communications that have passed between the ASRC and ARES since the last meeting. Mr. Bishop is very interested in involving ARES operators in VaSARCo. SAR incidents. At this time, to callout Va. ARES, Mr. Bishop would like the ASRC to contact the District Emergency Coordinator (EC) in the district where the SAR incident is located. If a relationship has already been established with a County EC, then we may contact that person. A map of these districts and appropriate phone numbers was distributed for groups to place in their OPSKITs. Brian has been made Chairman of the VaSARCo. Committee on ARES and HAM radio involvement. The goal of this committee is to present a draft Pre-Plan or Memo of Understanding between the ARES and the Council concerning their involvement in SAR incidents. Members of the ASRC Communications Committee, other ASRC members, Mr. Bishop, and ARES members will all contribute to this document to be presented at the next Council meeting.

NEW BUSINESS

ASRC Communications

Keith Conover made the following motion:

"All ASRC Communications topics will be tabled until the next ASRC Board Meeting."

The motion passed unanimously after all attempts during the meeting to contact both Gene Harrison and John Kihl were unsuccessful.

Air Transportation to incidents

The Board discussed a recent incident where air transport was requested without the authority of the Incident Commander. This should never happen. All requests for additional resources and air transportation must be approved by the Responsible Agent and the Incident Commander. Failure to do so may jeopardize the IC's and the ASRC's relationship with the Responsible Agent. The Board stressed that policy decisions from the ASRC Board meetings must filter down to every member.

Sussex County Donation

A donation of \$600.00 was given to the ASRC by the family of the recent mission in Sussex County. This donation was deposited in the ASRC account. The Board discussed how to handle future donations to the Conference vs. the individual groups. Greg Shea made the following motion:

"Tim Ross will look into the concerns and problems of donations to the Conference and make a recommendation to the Board."

Mechtel seconded and the motion passed unanimously.

ASRC 'Training Guide' to 'Training Standards'

Greg Shea made the following motion:

"All references in ASRC documents referring to the ASRC 'Training Guide' will be changed to read ASRC 'Training Standards.'"

Mechtel seconded and the motion passed unanimously.

ASRC Group Bylaws

The Board reminded the groups that current copies of their group bylaws need to be on file with the ASRC Secretary.

ADJOURNMENT

1525 hours

Respectfully Submitted,



Brian A. Wheeler
Secretary, ASRC

ACTION ITEMS 1986-1987

Keith Conover:

Revision of ASRC Mountain Rescue Manual
Draft for new ASRC brochure

Jim Rooney:

Equipment Guidelines for new groups
Basic Life Support Record revision
ASRC Application draft
Alert / Dispatch materials for AOs
Revised ASRC PDQ
Compare VaSARCo. SIR with ASRC's - Make
recommendation to L'Herrou and Humphris on VaSARCo.
OPS committee

Brian Wheeler:

Prepare information packet for prospective members
Compile ASRC Corporate Record
Maintain ASRC Calendar
Draft VaSARCo.+ASRC / ARES preplan

Greg Shea:

Bylaw revisions
Print ASRC Letterhead
Follow tax exempt proceedings

Tim Ross:

Consider concerns and problems regarding donations to
ASRC

Communications:

Renew ASRC VHF Radio license
Prepare Commo. Chapter for ASRC Membership manual

Training:

Update ASRC Training Standards
Prepare ASRC Membership Manual

Money in hand:

| | | |
|--------|-----------------------|------------------|
| \$ 25 | ReAct Council | } All Deposited. |
| \$ 90 | SMRG | |
| \$ 50 | County of Lumburg | |
| \$ 600 | Mary Wise + Mary Lowe | |

Initial Amount \$ 50 (Loan from Gary)
Total 815⁰⁰

| | | |
|-----------|--------------------|---------------------------|
| Checks | - 9 ²⁷ | |
| Brian | - 29 ⁷⁴ | (Photocopies + Postage of |
| Greg | - 25 ⁰⁰ | '86 Va. Corp. Dues) |
| Remaining | 750 ⁷¹ | |

Still Owed:

TO ASRC.

| | |
|---------------|------------------------------|
| \$ 115 | RSAR |
| \$ 115 | AMRG |
| \$ 90 | BRMRG |
| \$ 90 | SWV ₂ MRG |
| \$ 76 | Old ASRC Monies (from BRMRG) |
| <u>\$ 486</u> | |

Owe: - \$ 22⁰⁰ for Vehicle et al
 \$ 25⁰⁰ '87 Va. En Corp. Dues
 - 36⁰⁰ MRA Dues
 - \$ 100 Newsletter Support

2/87

Tax-exempt Status:

1. We are receiving some political assistance in expediting our exemption under 501(c)(3).
2. Since SMRT, BRMRG, SWURF, and AMRA are all representing themselves as tax-exempt, a copy of their exemption notices is absolutely required for the ASRC's exemption. RSAR, which claims a budget of \$0, needs to report this to Treasurer (Mechtel)
3. Mr. Mechtel needs annual financial reports from each group; since our ~~tax~~ filing w/IRS is one year old, our associates will need these from Gary if they are to help us.

Training Comte Report:

Since the "Training Guide" is one of the 4 official documents referenced in our Bylaws, the training comte. feels its primary goal is to update the guide to reflect (hopefully adopted) new membership categories, policies, etc. After ~~at least~~ adoption of the new Bylaws, we will immediately distribute copies of the revised T.G. for BOD approval.

Under "New Business" we move that the name "Training Guide" be changed to "Training Standards"

~~_____~~



APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.

P.O. BOX 440
NEWCOMB STATION
CHARLOTTESVILLE, VIRGINIA 22901

10 March 1987

Members of the Board,

Enclosed are the minutes from the February BOD meeting. I did not print them front and back because I was able to print them at no cost. The money saved in printing will be used to cover mailing costs.

This is the end of our year on the Board of Directors. During this past year, the Conference has grown rapidly in many ways: more members, new groups, increased mission load, and a more active Board to name a few. I think we can look back on a lot of accomplishments and good work. Of course, there will always be more to do. I have added a list of Action Items, compiled from all the minutes, of projects that are still in the works. I am sure there are others, and some of these may have been completed by now. I would recommend that each person report on the status of these items at the next meeting. This will provide the new board with important information needed to get these projects moving.

Vince Serio has suggested that SWVMRG's May ASRC training session be moved to the second weekend of the month (May 9-10). This would be beneficial to BRMRG members who will be in the middle of exams the first weekend. Vince tentatively is planning a vertical rescue training session. This will be great preparation for the MRA recertification. Albert and I could not think of any conflicts involved in this schedule change. If your group will not be able to attend May 9-10, please call Vince immediately. SWVMRG will mail out announcements in April.

Several BRMRG members have expressed interest to Paul Torrence in working on the ASRC newsletter. The details of possibly moving the newsletter production to Charlottesville have not been worked out yet. Chris Ingle, Anne Eckman, Chris Metzler, and myself are very excited about coordinating the newsletter. The University of Virginia offers many advanced typesetting, computer storage, and word processing capabilities. I will report on the newsletter at the next meeting.

Finally, I have come across two interesting magazine articles. The April issue of Flying - "A Beech 99 crew wanders astray" This article gives the best account I have read of the Henson 1517 crash. It also provides some new details from the NTSB report. Also the April? issue of Smithsonian has an article on ELT direction finding. It discusses AFRCC, CAP, NELT and how they located a plane in 1985. See you at the simulation...

Sincerely,


Brian Wheeler