

APPALACHIAN SEARCH AND RESCUE CONFERENCE  
BOARD OF DIRECTORS MEETING MINUTES  
03AUG91

Meeting called to order at SNP HQ at 1040.

In attendance: Bob Koester, Gary Mechtel, Dianne Johnson, Keith Conover, William Dixon, BB Oros, Jenny Burmester, Keith Conover, Bob Elron, Todd Berman, Paul DeHaven, Dawn Arbogast

**CHAIRMAN REPORT** (Koester)

The Dave Carter review was rescheduled for 27JUL91.

There is a new Memorandum of Understanding with Virginia.

Koester has send the ASRC alert procedures (How the groups get alerted) to VADES.

**GROUP REPORTS**

**BRMRG** (Koester)

BRMRG has had its annual fund raiser at Van Rippers.

The T-shirt order is in and ready to be sold. Koester does not know who to contact.

**SMRG** (Oros)

SMRG currently has 37 members.

SMRG has logged over 3500 man-hours this year in the following categories:

BUSINESS	CLASSROOM	FIELD	MISSION	TOTAL
589	1102	532	1279	3502

An FTM/FTL field test will be held 04AUG at Little Stoney Man in the SNP by SMRG. All ASRC members are invited to attend.

The Potomac Appalachian Trail Club, the parent organization of SMRG is moving to a larger facility next month. SMRG will acquire a permanent office facility during this move and is expected to move in sometime in September.

SMRG is entering into an agreement with the US Park Police to provide transportation to training and mission events for SMRG members. SMRG will be training with the Park Police in helicopter operations.

SMRG has had recent elections to replace Chairman Carolyn Szostak who has moved to Toronto. The current SMRG Officers are: Chairman: Greg Shea, Vice Chairman: Amy Rue, Treasurer: Kevin Parkes, Secretary: BB Oros, OPS: George Swett, GTO: Mike Sawyer, ASRC Delegates: Gary Mechtel and BB Oros.

SMRG, with members of SWVMRG in town for the holiday, managed a first aid station for the Red Cross this past 04JUL on the Mall in D.C. This is the first year that SMRG was put in charge of an entire station, and is likely to become an annual event.

SWVMRG (DeHaven)

Jim Fishenden is working on the 1991 Fall ASRC Simulation.

AMRG (Conover)

The Group's training activities have slacked off for the summer, also because of our planned July-August GSAR College (see below).

Tax exempt status should be available in next 3 months, if all goes as planned.

We are meeting with the SAR coordinator of Allegheny County (the county around Pittsburgh), and plan to set up a cooperative agreement.

We had very much hoped to get the GSAR College system started in Pennsylvania. We had originally expected that the cost for a first Pennsylvania GSAR College would be about \$50/student plus food and camping fees. By the time we sent out the notice, the price had escalated to more than \$100/person. At this price, we weren't able to get enough students to make the course go. If we can't figure out a way to get the first Pennsylvania GSAR College cost down, we will abandon the idea. We will then try to get a similar program started in Pennsylvania.

TSARG (Johnson)

Now has approximately 50 members.

TSARG has been doing Hug-A-Tree presentations.

Group has been alerted to two missions since the last BOD meeting.

TSARG is planning a Romp-In-The-Swamp in November.

#### OFFICER REPORTS

Treasurer (Mechtel)

No change since last report.

Training (Koester)

McCabe has begun collecting training procedures from all of the ASRC groups so as to compile a standard training procedure. His 2 month lay-up will probably delay this. He has a herniated disk.

OPS (Mechtel)

Gary is following through on rewriting the OPS manual.

Communications (Elron)

There still is no written agreement between ASRC and Triangle Rescue or between ASRC and VA EMS to use the ASRC license. The ASRC is operating in good faith with Triangle in expectation that we will have a written agreement soon. Elron will approach Triangle at the Old-Timers reunion to have them sign the agreement.

Recoordination issues will be brought up under old business.

Elron is in the process of rewriting the Commo Policies and Procedures. He is looking for input from members. The new P&P will have two parts, an Operations part and an Administrative part.

Elron has the original license for the business frequency (WNUF658 151.625). The control point is now the ASRC office.

PASARC (Conover)

See attached letters to and from Irv Lichtenstein.

MD SAR (Mechtel)

ESAR 616 is leading the effort to work in and with Great Falls Park.

SMRG is working with the US Park Police aviation division.

VASARC (Koester, Oros)

Greg Stiles reported that the VASARC has not received its corporate charter yet.

The DES presentation revealed their desire to hold two GSARs in FY92, one at Fort Pickett and one at Camp Jaycees. There is no funding for any training for FY92. There was a discussion on how to make GSARs more available to active SAR personnel. DES wants to hold an IS class 16&17MAY92 and an IC class 18&19JAN92.

A committee was formed to evaluate groups who want to become field-qualified groups.

Greg Stiles recommends that the VASARC not become insured, but to rely on the individual insurance of its member groups. A quick poll revealed that The Shenandoah Mountain Rescue Group was the only group present that carried insurance.

Dave Carter is gathering legislation from other jurisdictions before drafting model legislation for VA.

VASARC elections will be held at the next meeting (26OCT91).

WEMT (Conover)

There will be a WEMT in November.

It looks like a curriculum will be available at that time in its final form.

The WEMT textbook will probably be published by Mosley.

Conover gave a presentation recently at the First World Congress on Wilderness Medicine.

Motion made (Mechtel) to accept the REVISED 08JUN91 ASRC BOD minutes.  
Motion passed.

SEARCH REVIEW (Mechtel)

Augusta County

The turnover and subsequent running of the Augusta County search was "negligent". There was no effective investigation, no OPS, no Planning, no Logistics for three divisions and an expected 150 searchers. Mechtel heard a statement that it was no longer a real mission, but a training exercise. The subject was found months later in the area where Clues was trying to lead the search. Investigation needs to keep good records on clues.

There is BOD action that states how IC meetings are scheduled. Mechtel recommends that there be such action. There is an IC meeting 1030, 24AUG at 310 Turner Road, Richmond.

OLD BUSINESS

Koester has received information on all 260 VA missions and will have compiled an Alzheimers' profile by the next BOD.

REVIEW of PRIORITIES

Dates have been assigned to the ASRC priorities:

High:	Develop a budget	Mechtel	03AUG
	IS Training material	Training Officer	07DEC
	Obtain 501(c)3	Gayle Gilliland	05OCT rpt
	Renew FCC license	Elron	03AUG
	Training manual	Training Officer	05OCT plan
	Uniform testing	Training Officer	07DEC prop
	Update OPS manual	OPS	05OCT drft
	Update training standards	Koester	05OCT
	Urban SAR SOP	OPS	04APR
Medium:	Develop an ASRC brochure	Koester	05OCT
	IC protocols	OPS	07DEC
Low:	ASRC paging	OPS	03AUG
	MRA definition	Keith Conover	03AUG

Motion made (Oros) that the SARTA GSAR manual be adopted by the ASRC BOD as the ASRC training manual. Motion failed.

BUDGET

An ASRC spending review and proposed budget was presented by Gary Mechtel (see attached).

Motion made (Oros) to increase the annual ASRC group dues to \$100 beginning ASRC FY1992. Motion tabled until 05OCT BOD meeting.

Koester was directed to approach BRMRG BOD concerning the control and funding of the 800 number. The BOD would like to fund the additional expense incurred for the number when access to the number is changed, in exchange for controlling the access of the number.

Motion made to accept the following budget for FY92.

Administration	\$ 375
Agency membership	\$ 125
Communications	0
Operations	\$ 656
Other	0
Total	\$1156

Motion passed.

#### PAGERS

Koester was directed to approach the BRMRG BOD to determine their willingness to accept a standard set of ASRC pager codes. Koester will provide a set of the current BRMRG pager codes to AMRG.

Secretary directed to include a set of the BRMRG AO guidelines in the minutes. See attached.

Lunch at 1257, return at 1410.

Gary Mechtel has talked with Gayle Gilliland concerning the acquisition of a PIN. She will apply for this as she is applying for non-profit status for the Conference.

The question was raised as to the status of ESAR Post 617 with the Conference. The Post was brought up before the Board and voted in as a Probationary Group contingent on a sponsorship from another group. That group was supposed to be Post 616, but Post 616 has never approached the Board as a sponsor for Post 617. Post 617 has no official position with the ASRC.

The General Membership mandated the BOD to discuss minimum attendance for ASRC delegates.

Motion made (Mechtel) that one of the 36 month review requirements be that a group must have an attendance of at least one representative at at least one half of the previous 36 months of regularly scheduled BOD meetings. Motion passed.

Communications has three issues: 1) The repeater, 2) Financing the license, and 3) Low band frequencies.

The BOD directs that we drop attempts at gaining a half duplex repeater license.

Motion made (Oros) that the BOD direct the Communications Officer to pursue a Fixed Base Itinerant Temporary (FBIT) license; to drop the two medical frequencies (.340 and .400) from our license; and, to pursue all available tactical frequencies and repeater frequencies in the available high band nationwide, provided that we can negotiate a low band license at a later date without reCOORDINATING our high band license. Motion passed.

CARTER INQUIRY

The attendees of the Dave Carter inquiry recommended that:

The BOD not make any action affecting operational capability of the Conference without a written agenda and open discussion at a BOD meeting.

The BOD develop professional standards of conduct.

This discussion was tabled until the 05OCT meeting as Ralph Wilfong has not sent Koester the VA state standards of conduct.

The BOD refine the clause in the ASRC bylaws that the ASRC will not have jurisdiction over group business.

BOD develop clear guidelines to suspend anyone's operational capabilities.

Motion made (Oros) that Gary Mechtel chair a committee to develop said guidelines by 07OCT. Motion passed.

Motion made (Mechtel) that the IC's responsibility include actions reasonable and prudent to an IC, both on-scene and off-scene when ASRC interests are being represented. Motion passed.

Motion made (Mechtel) that the motion passed at the 08JUN91 ASRC BOD meeting: Motion made (Conover) that all after-incident contacts with the press, family, Responsible Agents or municipalities concerning that incident be approved by the Conference Chairman or a delegate approved by the Conference Chairman. Motion passed.

be modified to read:

that all after-incident contacts with the press, family, Responsible Agents or municipalities concerning that incident be approved by the Conference Chairman or a delegate approved by the Conference Chairman, except that ICs can make direct contacts with anyone after an incident.

Motion passed.

It was suggested and noted that the Conference place a section in the bylaws that lists the guaranteed rights of the groups.

It is the consensus of the BOD that whereas the ASRC Bylaws Article 2 Section 2.1 paragraph C states that the BOD is responsible for establishing, publishing and enforcing standards of competence for ASRC members in the form of ASRC training standards, and whereas Robert's Rules of Order Section 34 gives any deliberative assembly the right to rescind or amend any previously passed motion, that the ASRC BOD has the ultimate authority to certify and decertify to the various training levels, that decertification or suspension of certifications is considered disciplinary action (except when decertification is a result of failure to meet the established recertification requirements as set forth in the training standards), and should be handled according to Chapter 20 of Robert's Rules of Order Newly Revised. Motion passed.

The BOD agreed to suggest the following bylaws change: Article II Section 2.2. Change membership to certification.

Motion made (Mechtel) that regardless of the opinions of the attendees of the 27JUL91 inquiry of Dave Carter, that Dave Carter was suspended from IC and IS status as of 08JUN91 and is reinstated as of 03AUG91. Motion passed.

Resolved, that the Appalachian Search and Rescue Conference Board of Directors, or the Operations Officer of the Conference in the interim between meetings, may temporarily suspend any ASRC member from operational duty, in any or all capacities. If by the Operations Officer, the suspension shall be in effect until the next regularly scheduled meeting of the Board of Directors. Such action may initially be verbal, but must be followed by written notification, stating the reason for the suspension. The Board of Directors may reverse a suspension by the Operations Officer, or may appoint an investigating committee, to report at the next regularly scheduled Board of Directors meeting, at which time the Board of Directors shall reverse the suspension or institute a trial in accordance with the procedures in Chapter XX of Robert's Rules of Order Newly Revised. This suspension of operational duty is not considered a punitive action.

Motion made (Mechtel) that in the next revision of the Bylaws that the ASRC OPS Officer be appointed by the ASRC Chairman and ratified by the ASRC BOD, and that the ASRC OPS Officer must be at least an IS. Motion passed.

Alert and dispatching procedures are to be discussed at the 05OCT ASRC BOD meeting.

Motion made that the 1992 Dogwood Half Hundred race (02-03MAY92) be an official ASRC event. Motion passed.

#### OPERATIONAL STANDARDS

Motion made (Johnson) that whereas [the] ASRC officially adopted the Incident Command System as its incident management system and has been using the Incident Command System for many years, and whereas [the] ASRC has modified the original ICS system to meet the needs of the Search and Rescue and [in?] the Commonwealth of Virginia, and whereas [the] ASRC has never developed a formal written set of protocols or standards of operation for using the ICS system, I [Dave Carter] therefore make a motion that ... the SARTA/TSARG INCIDENT COMMAND FOR SEARCH AND RESCUE, STANDARD OPERATING PROCEDURES [be adopted] as the official management manual for implementing ICS ... for the Conference as a whole. Motion failed.

Bob Koester is directed to get a copy of this manual and to send copies to all ICs and a copy to the ASRC BOD.

There will be an IC meeting 1030, 24AUG91 at 310 Turner Road, Richmond. The agenda will be: The IC test, A review of IC standards, and work an ASRC operational procedures (SARTA/TSARG) manual.

Motion made that the ASRC host a weekend training to include classroom and field work, to be coordinated by the ASRC TO, which will be an FTL course in February 1992. Motion passed. Jenny Burmester will get info on a possible location and report at the 05OCT BOD meeting.

The ASRC has received a letter from DES that the ASRC should only send requested resources. Other than requested resources are showing up at searches.

Meeting adjourned at 1840 hours.

MOUNTAIN RESCUE ASSOCIATION  
EASTERN REGION  
MEETING MINUTES  
03AUG91

Meeting called to order at SNP HQ at 1744.

In attendance: Bob Koester, Gary Mechtel, Dianne Johnson, Keith Conover, William Dixon, BB Oros, Jenny Burmester, Keith Conover, Bob Elron, Paul DeHaven, Dawn Arbogast

According to the MRA folks, SMRG and AMRG are full regular member groups. RSAR and ESAR 616 are associate member groups.

There is a recommendation to select a Chairman, agree to form a region and meet after the next ASRC BOD meeting.

Art Dodds Jr is interested in being Region Secretary.

Conover will send out Bylaws to all of the ASRC delegates.

Meeting adjourned at 1751.

- **Tasked to look at budget**
- **Suggest Baseline Yearly budget**
- **Suggest Line Item Additions for each year**
- **Fiscal Year (FY) = Calendar Year**
- **1991 Effort: Communications Frequency coordination**
- **ASRC History  $\neq$  large yearly donations**
- **Do not suggest spending all monies.**

# Yearly Baseline:

# ASRC Financial Planning

9/1/91

	Baseline	Annual Line Items	1991 Line Items
• Administration:	375	0	0
• Agency Membership:	125	0	0
• Communications:	0	TBD	1100
• Operations	656	TBD	0
• Other:	0	TBD	0
<b>Totals</b>	<b>1156</b>	<b>TBD</b>	<b>1100</b>

# Generic Line Items:

9/1/91

Estimates

**Recoordination of Liscense:**

**1100**

**Outside Training:**

**200 - 2000**

**New Radio:**

**500**

**Repeater:**

**700**

**Pager System:**

**8000**

*(40 x 200)*

1991 Budget

	A	B	C	D	E	F	G	H
1	1991 Budget Allocation Request:		(All monies in units of 1\$)					
2								
3		Financial Area	Requested	Spent	Suggested			Comments
4			Allocated		Future Allocation			
5								
6		Administration						
7		• Secretarialy Supplies	0	97.72	150			
8		• Mallings	0		50			
9		• Annual Meeting	0	174.93	150			
10		• Annual State Incorp Fees	25	25	25			
11								
12		Admin. Subtotal	25	0	297.65	375		
13								
14		Annual Inter-Agency Dues						
15		• NASAR	50	50	50			
16		• Penn. SAR Council	25	25	25			
17		• Mountain Rescue Assoc.	0					
18		• ASTM Representation	50	50	50			
19								
20		Agency Subtotal:	125	0	125	125		
21								
22		Communications						Comm Should be Yearly Line Item
23		• Upgrade Radio Licenses	0		1100			Suggested for '91
24		• Purchase Repeater	0		0			
25		• Purchase Radios	0		0			
26								
27		Comm. Subtotal	0	0	0	1100		
28								
29		Operations						No line items in '91
30		• Pay for 800 alert number	0		500			Suggested for '91
31		• Pay for Paging System	0		156			Suggested for '91
32		•						12 x 13 update to
33								11 x 35 = 420
34		Operations Subtotal:	0	0	0	656		
35								
36		Training						
37		• Purchase Materials	0		200			Suggested for '91
38								
39		Training Subtotal:	0	0	0			
40								
41		Totals:*	150	0	422.65	2256		

# Conclusions:

9/1/91

Data: \*

Guaranteed Annual Income =  $7 \times 45 = 315$  /yr.  
Median Mean Donations =  $\frac{200}{}$  /yr  
Average Donations =  $\frac{659}{}$  /yr  
Peak Donations = ~~2400~~ 2291 /yr

### Suggestions:

If we want reasonable budgets:

- Try to increase average income
- Do not spend all that we have in hand
- Increase Annual Dues to \$75 / year
- Get Grants

Total Donations: (Last 4 years) 2636  
1 mission Netted: 2436  
(only 2 missions have lead to donations)