

ARSC BOARD OF DIRECTORS MEETING
17 DEC 94
MINUTES

Meeting was called to order at 1042 by Dave Carter.

BUSINESS MEETING

Attendance: (People in bold were present)

AMRG - Keith Conover
AMRG - **Charles Kollar**
MSAR - Peter McCabe
MSAR - Darrel Hale
SMRG - Gary Mechtal
SMRG - Amy Rue
TSAR - Dave Carter
TSAR - Candi Capozzi

BRMRG - Audrey Wilson
BRMRG - Bob Koester
RSAR - Mark Pennington
RSAR -
SWVaMRG - Brian Ferguson
SWVaMRG - Tony Bordeaux (Operations meeting only)
*PVRG - Michael Vatalaro
*PVRG - Karen Vandersall

*Probationary Group

OTHERS: Mark Jones-TSAR, Marc Buursink-BRMRG/PVRG, Camille Birmingham-BRMRG, Steven Ward-SWVaMRG, Cindie Lambert-SWVaMRG

Minutes (Candi Capozzi) - The minutes for 22 Oct 1994, were distributed, reviewed and accepted with no corrections. *Motion to accept (Yes 5 No 0 Obs 0)*

Officer and Committee Reports

Treasure's Report: (Read by Amy Rue for Patrick Turner):

Our income since last meeting zero. RSAR still has not paid their 1994 group or individual dues. Our debit since the last meeting has been 65.80 for two months of paging. Reminders have been sent out about 1995 dues. Group dues are \$45.00 per active group and \$75.00 per probationary group. Individual dues are a \$1.00 per member. The ARSC BOD needs to determine what exactly is a "member" for dues. Does this mean active or any member? Both dues with a current roster are due by 30 Jan 1995.

The proposed budget is attached to the minutes. The reason for the small amount of expenditure is that I have not taken out this year's "credit" for renewal of the radio license yet and ASRC Candi Capozzi has not given me any of her expenses yet. If anyone else has expenses that they have paid for in 1994, they need to get to me as soon as possible.

I am posting ASRC announcements every Monday on electronic mail. If you have any announcements you would like to go out, such as MSO classes or simulations, either call me at the Locker or e-mail me at pt8f@virginia.edu before noon on Monday.

Safety Report (Gary Mechtal): William Dixon is interested in the safety officer position and I would like to put a motion on the floor that he be voted in. Seconded by (Dave Carter): *(Yes 6 No 0 Obs 0)*

Operations Report (Gary Mechtal): I have two reports to distribute one on drowsy drivers and the second on the Hantavirus that seems to have cropped up on the Appalachian Trail.

Communications Report (Steve Houck): Not Present

Medical Report (Amy Rue):

Medical Review - Neil Stallings, EMS Program Representative for the Office of EMS, had one major concern after inspecting our agency for a renewal of our EMS licence. According to him, he did not see a single patient care report. We must keep patient care reports on file for every patient contact that is made. It does not matter if all we do is to spend five minutes assessing the patient, or two hours with the patient during semi-tech evacuation, a report must be filled out and placed on file with the rest of the mission information. As well, if any group treats a patient either during training or as part of a preplanned standby a patient care report should be generated and a copy or the original should be sent to the ASRC corporate headquarters to be placed on file.

Starting January 1, 1995 we will start placing a copy in a patient care report file. The original would remain in the mission file. This would allow easier access to patient care information for state licensure inspections, quality assurance reviews, statistical review etc.

Reciprocity - There seems to be some confusion as to what this exactly means. Reciprocity is an administrative function. This means that you must send proof of your current certification to the state that you are seeking reciprocity in and get their card. I have some more comments but they will be held till the PA Protocol discussion.

Help - I need help for coordination and logistics, because Dr. Lindbeck is willing to give a seminar. I also need help getting Mutual Aid Agreements from the states that we practice in. (Mark Jones to do this)

Training Report (Candi Capozzi):

SNA - At this meeting we have to make a decision on what weekend in September 1995 that we are going to want the simulation in Shenandoah National Park. This is imperative so that the planning of this activity can be set in motion. Suggestion of scenarios and other items will be accepted and appreciated, in writing, but first the date.

FTM/FTL/IS Tests - It has been brought up many times that there are supposed to be standardized test for the ASRC in these categories. It has also been brought to my attention that only the FTL test has been approved. An IS test is required for re-cert yet no one seems to have a copy and none has been approved. I am working on that one. Now the FTL/FTM is a different problem, this problem was brought up to me the first meeting I was training officer, now I am being told that it is not my job that it was left to a training officer of past. FTM, everyone seems to have their own test and their own teaching ways. **Are we going to standardize or not?** If so we need to get it together and quit bickering. The Virginia part of the organization should be easy, we should be working on the same standards that are taught by the state we work for. The other states that is harder to say but I do not see why we cannot come to some agreement.

IC/IS Qualification Times - In August, we dropped a whole list of personnel from our IC/IS roster. I put a new one out only to find out that because groups are not providing me with up to date rosters that addresses and phone numbers are not right. Also one person questioned whether or not someone still had a year because of a grace period. Day before yesterday, I receive a phone call, this person is updating and publishing the IC/IS roster, OK.

Questions:

1. Where does the IC/IS roster fall, training officer or dispatch? (Don't care need to know, duplicating efforts)
2. The year grace period, was that a one time deal? (In August was told it was)
3. What guideline are we going to follow for requal times?

Because there now is a tracking system in place, i.e. me, I don't see why there should be a 1 year grace period and why we cannot go from board date plus exactly 2 years. We are usually boarding people in yearound any way.

IC/IS Pin Numbers - A plan for standard IC/IS pin numbers will be presented by dispatch today, I hope that some agreement can be reached so that this system can be in place the beginning of next year.

EMT Standards - In the wake of the request to approve standards for our EMT's from another state. It has prompted me to do some research on what the National EMT community is going to be doing in the next couple of years. I contacted the Virginia State EMS Department and my research indicates that the EMT-B Curriculum in Virginia, Maryland and Pennsylvania is the Department of Transportation's EMT Curriculum with the only possible exception being the optional module on intubation. Virginia, Maryland and Pennsylvania have a reciprocal agreement to accept EMT-B certification across the state boundaries. EMT-P (National Registry) qualifications are recognized by all of these states. Additional, all states are to be required to teach the DOT standard EMT-B, I, and P curriculums by the year 1996.

Given this information it is not critical that the WEMSI be an ASRC standard but rather would serve the organization better as a supplementary qualification and certification similar to the Mantracker course i.e. optional. Further research is necessary to determine if the other ASRC member states also have reciprocal training agreements, since Virginia, Maryland and Pennsylvania are members of the Mid-Atlantic EMS council. Susan McHenry Virginia EMS Coordinator and Jeff Barbour an instructor for the PIMS council and the Commonwealth of Virginia can provide further information on this.

ADA Committee (Peter McCabe):

I have nothing to report, I have gathered some material and need to assemble it.

Reorganization Committee (Dave Carter):

We are going to have a meeting and start developing our COPIS. We have to do more high level thinking than we are doing now at the board level. Would BRMRG secure a place for this planning meeting for the Sunday after the February BOD meeting. Hopefully we all be in better condition than the last Sunday meeting we had.

Chairman's Report (Dave Carter):

Simulation - TSAR will hold a simulation at Seashore State Park sometime in March. This will be a full scale simulation that the park will control. Note that this is the only state park that has a SAR Plan. The Park system is looking at their SAR plan and Seashore has distributed it to the rest of the parks in Virginia.

SAR Coordinator Position - I had a long discussion with George Foresman and Virginia has a state hiring freeze in effect. He has put in a letter to the Governor to make Ralph's old position critical so that they can still fill it. He has also asked to see if members of the SAR committee can serve on the selection board for this position. George Foresman is also soliciting questions for the selection board. If you have any feed them to George at 310 Turner Road, Richmond, Virginia 23225-6491. The plan is to have someone in the position by 15 January 1995.

Strategic Planning Session - George Foresman is planning to have a Strategic Planning Session with the SAR committee in Feb/Mar timeframe. He is tired of going week to week and wants to plan.

Changes in SAR Coord Position - There have been some changes in the State SAR Coordinator position making it a little more political and adding more management stuff. They were hoping to hear something by Friday from the Governor, I did not hear anything. Otherwise Winnie will be functioning until the position is filled.

Old Business

Status of 501-(C)(3) (Bob Koester): None of the groups sent me the information that I asked for last meeting. I need the FIN numbers and a financial report.

(DC) Do a letter to each group telling them exactly what you want, when you want it and where you want it sent to.

Budget for 1995 (Patrick Turner):

Tabled to next meeting, due their only being one copy of the budget and no one has reviewed it. A copy will be sent out with the minutes.

Death Benefits and Compensation Issues (Dave Carter/Bob Koester):

(DC) George Foresman and Winnie Pennington think that they could make this happen. It seems that there are only five words in the current law that have to be changed.

(BK) The real magic words are public service. BRMRG was brought up to the Albemarle County Board and were given a charter retroactive to before the incident. You need to go to the county that handles your local group and tell them what you need and that it will cost them nothing.

(DC) Bob take the corporation (ASRC) along the same path as BRMRG took.

New Groups (Dave Carter)

We have been contacted by 3 new groups one of which is the Chesapeake Regional Search and Rescue Inc. out of Baltimore, Maryland and also by the Harrisonburg Tactical Team and the Bridgewater Tactical Team.

(Bob Koester) Bridgewater is a mostly local territory team. Harrisonburg would like to be more active in more searches and thought that the ASRC would be the way to get that.

(DC) Bridgewater is losing response area and wants to stay active. There is however a great deal of competitiveness and ill will between the 2 groups. The possibility of 11 groups opens many possibilities and other things that we have not resolved yet... The differences between affiliate and regular groups.

(Gary Mechtal) The intent of affiliate rules was to make an avenue to let groups that could do other things besides ground stuff into the ASRC, i.e. 4X4 groups, Dog groups, etc.

(DC) Do we call them up? What uniform do they wear? We have no policy. Reorganization is essential to these issues.

Mission File Space (Camille Birminham):

We are out of room in the mission paperwork files and there is no room in the locker for another filing cabinet. Recommendations are desperately needed. A Storage unit? An achiever? State or County Space? BRMRG is to come back with a researched recommendation as to what to do about this.

New Business

General Membership Meeting (Cindie Lambert):

SWVaMRG is hosting the 22 April 95 BOD and General Membership Meeting. This will be an all weekend activity in the Blacksburg, Virginia area. There will be competitions, a sleep seminar, and other seminars. Make plans to make up teams for a compass course. William Dixon has been asked to do a seminar on Planning Segments and Search Sectors.

There is an announcement attached to the minutes. Please make copies and spread it around.

(CK) Why not make this a 20 year celebration and invite the founders. Tom Patterson, Ray Cole, Gene Harrison, Keith Conover and _____.

PA Medical Policy (Dave Carter):

Originally these policy were submitted by Dr. Conover who wanted me to sign them so that they could be in place by 1 December. I was not happy with what I was reading and wanted to see what others thought so I wrote Keith Conover and said that I was sending a copy of the protocols to each group and the medical officer. And that we would discuss it here at this BOD meeting.

(CK) What are we discussing?

(BK) There are some problems. Lets start with the Purpose and Scope - it reads here that if we go to PA we have to follow this policy regardless of training. Later it reads "Training must be consistent with the WEMSI curriculum", which would lock us into only their courses. As far as the real protocols go there are not a great many differences. I marked those with highlighter. Even CQ's must follow this and they are not required to have any medical training. FTM's who only have to have Advanced First Aid, which 80% of this material is not covered in First Aid (for those that have it). The extra training that this would require is this large of a book (a 3 inch binder full of material is held up). If we use personnel trained with WEMSI to treat, then we cannot use any others.

(AR) These protocols are not an option - this is outside the scope of the EMT and not generally accepted practice. This is legally going out on a limb.

(GM) Consensus process is needed to put together a committee do this type of thing. When you go off in the corner and do something by yourself and then bring it in and expect the board to embrace them, this is what happens. Administratively the policy is no good. Functionally this is not good either.

(CK) Taking this aside there are a lot of things to look at and now I have had the time to think about this. The best thing to do is to make a motion to word it to change/and table it until further discussion.

Break 1220-1234

Motion for Protocol Policy (Amy Rue)

To table any further discussion concerning the adoption of WEMS Protocols Version 1.2 May, 1994 until the following three things have been accomplished:

1. George Lindbeck, MD ASRC *Virginia Medical Director* has the opportunity to review them and to offer a secondary medical opinion.
2. A letter is obtained from Kum S. Ham, Director of of the PA EMS Systems indicating that he no longer believes that using these protocols and the personal wilderness medical kit would exceed an EMT's or Paramedic's scope of practice *or don't apply to persons who are already EMT's or Paramedics.*
3. An independent legal opinion has been sought, and a written opinion obtained by the ASRC BOD concerning the use of these protocols by ASRC medical personnel (First Aid, First Responders, EMT's, Wilderness EMT's, Paramedics and Wilderness Paramedics).

(GM) Disagrees that we should put the time and money into pursuing something that will only benefit or effect one state.

(DC) We have no history that there is a use for this stuff. Can we come up with protocols that apply to everyone in the conference.

(AR) That is what the Mutual Aid Agreements would do.

Seconded (Gary Mechtal)

* words in the motion in *italics* were added to the motion as amendments

Vote for the above motion as amended (**Yes 5 No 1 Obs 2**) motion carries

New Medical Officer (Amy Rue and Dave Carter):

Due to Amy Rue going active duty in the military we are in need of a new medical officer. This person will be needed by the February board meeting.

Operations Manual (Peter McCabe):

There are many concerns about the operations manual. I motion to adopt the manual as is and work to completion later.

(DC) Compromise - Operations Manual Committee can you set a date that the manual will be ready?

(GM) We can have it ready by the February Board.

Meetings via E-MAIL (Charles Kollar):

I would like to suggest that we could maybe do a couple of boards a year by E-MAIL.

(DC) Good idea - Please do a paper and tell us how to implement this. Feed all issues and questions to Charles Kollar.

Training (Peter McCabe):

There is an FTL test that is out and approved and all the group training officers have one. FTM is still in the works.

(DC) Will you continue working on that test and have it ready for the February BOD.

(PM) I will try and work it into my schedule.

Training Officer (PVRG):

PVRG would like to put Mark Buursinc in for their training officer. Motion by (Karen Vandersall and Bob Koester)

Seconded by (Candi Capozzi) *(Yes 8 No 0 Obs 0)*

Announcements

MSAR - Jan 28th from 10AM to 2PM a meeting will take place titled "Providing Professional Volunteer Search & Rescue Services for Lost Persons in Maryland". This will take place at the Hampton Inn, exit 31-B off I-270 in Frederick, Maryland. Questions or Queries contact Peter McCabe, MSAR at 301-596-9994 (evenings)

(GM) SMRG will be holding a FTM in March and a MSO on 12/13 and 25/26 February.

There will be FTM/FTL/MSO/Tracking courses held at Camp Virginia Jaycees on 17-19 Feb and 3-5 Mar 95.

PVRG has put out their spring training schedule. Is there any interest in doing some sort of simulation in April.

(DC) Civil Air Patrol has adopted the Call-out Qualified course that TSAR and RSAR uses and will start teaching it soon and this course will be applied to all the personnel for basic level training, including pilots.

CAP has also adopted the ICS system and will put it in place 1 March. They will be needing help in setting up table tops for their local groups.

(DC) We will be conducting a FTM course in Maryland for the Civil Air Patrol in March.

Closed Business Meeting 1320

Operations Meeting

Process of Sending Letters (Gary Mechtal):

Our process of sending letters is a little confused. In the future that should become clearer. Some people should fall under operations and as soon as that gets resolved, this would be fixed.

I'm handing out two documents on child behavior

Pin Numbers (Camille Birmingham):

I had asked some time ago that the IC's and IS's be assigned separate numbers to enable dispatch to easily find one of them and to eliminate the use of the group number and their pin, eliminating a lot of confusion. Also a way to recognize individuals.

Motion: (Camille Birmingham) Seconded (Candi Capozzi)

That numbers 001 - 099 be used for Conference assets only across the ASRC and other all other group nets. (Yes 6 No 1 Obs 2) motion carries. Effective February 28th 1995. 2 different IS rosters were handed out. The first an updated version good through 2/28/95. The second version with the new pin numbers effective 2/28/95.

Pins to Identify States (Peter McCabe):

I would like to see pin number identifications for what state the mission is going on in. Peter to look in to.

Dispatch Duties (Gary Mechtal):

Does dispatch disseminate information and route requests to DES. Can we count on dispatch to do something for the IC? (CB) Yes but they may question why if it is out of the ordinary. We are always updating DES.

(DC) DES policy is for you (the IC) to call them directly. If that is your one phone call you can ask them to call ASRC dispatch to let them know what is going on.

Bike SAR SWVaMRG (Cindie Lambert):

We have put together another report, a news letter and a set of standards for this new item and are distributing them for review. Our goals are as follows:

1. Publish Standard Operating Procedures for Bike SAR teams by Feb BOD.
2. Develop training materials and written test for Bike SAR by June BOD.
3. Present a Bike SAR seminar during the General Membership weekend.
4. Conduct at least for Bike SAR trainings/experimental sessions by the end of Spring Semester.
5. Publish a revised edition of the Bike SAR Training Standards by December 1995.

Shenandoah Simulation (Candi Capozzi):

We must get this date nailed down.

(PM) Do we have another month we can do this in?

(CC) No we were not given any latitude by the park in that way.

Choices September 9-20, 16-17 and 23-24. *All agree with the latest date possible 23-24 September.*

Question on IC/IS Qualification Times (Candi Capozzi):

Just clarify for me and some of the other groups what is meant by board date plus 2 years.

(BK) Easy to clarify the first year does not count against you.

Nominations for IC (Dave Carter):

Mark Eggman - Withdrawn

Ruth Carter - Withdrawn

Announcement for IC's (Dave Carter):

Shift reports need to be called into DES during regular business hours, even if that means waiting till the next day.

Adjourn at 1453