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*From:* Camille Birmingham <thebirminghams@compuserve.com>  
*Subject:* ASRC BOD Minutes  
*To:* ASRC-BOD <ASRC-BOD@virginia.edu>, ASRC-AO <ASRC-AO@virginia.edu>

Here are the minutes from the last BOD Meeting.

ASRC Minutes  
13 September 1998

Attendance:

Todd LHerrou SMRG  
Larry Haffman SMRG  
Rob Miller SMRG (SMRG OPS)  
Peter McCabe MSAR  
Frank Jargowsky BRMRG (and Bob Koesters proxy)  
Camille Birmingham BRMRG  
Rob Speiden SWVaMRG  
Heather Houlahan AMRG (Chiacchias proxy)  
Keith Conover AMRG (Pepper Broads proxy)  
Michael Wiltberger PVRG (+ proxy)  
Ken Smith PSAR

Reading of the minutes

The minutes for the June 20th meeting were distributed. Due to the extent of the minutes the reading and acceptance of the minutes was tabled.

AMRG and SWVaMRG were concerned about the Treasurers Report. AMRG says they mailed their dues to Ruth Carter. SWVaMRG says they gave Dave Carter their dues at the June 20th meeting.

Each Group present received one copy of the minutes for the April 18th BOD and General Membership meetings.

Status of Action Items from previous meeting: Todd

Action Item: That all IC/IS be advised of expiration date by mail. That those who expire in Feb 98 be advised of expiration date by mail. That those who expired in Feb 98 be advised to present information to Peter McCabe for re-certification. The mailing of the IC/IS recertification requirements has taken place. The IC/IS roster was updated by the Training and Operation Officers.

Action Item: The ASRC needs to make guidelines for sustaining members. It is differentiated in By-laws between monetary and material support. Suzen Collins will write guidelines for material support, while SMRG will write guidelines for financial support. Suzen Collins was not present and did not send a report. SMRG has not made any progress on this item.

Action Item: Randy Frank is working on the ASRC Brochure. Randy needs the Logos from all groups that have their own Logo. Also he needs any information the Groups would like to have included in the brochure. This is the second time he has asked for this information.

Chairs Report: Todd

VaDES: #1 Problem is the complaints that VaDES has been receiving. These complaints are putting the ASRCs MOU in jeopardy. Mostly they deal with the ASRC not working well with others. Action Item\*: This was put

to the committees at the committee meetings to come up with ways to address this issue.

Fundraising: The Chair is still looking for someone, preferably not an active member of the ASRC, to assist with the ASRCs fundraising strategies.

Sponsorship: Gallions [? Spelling] , an outdoor store from the mid-west, has moved to the NOVA area. Todd will approach them to see if they might support the ASRC.

Cellular Phones: All Groups, except MARG (due to coverage issues), will receive an AT&T cellular phone. They are available for mission use. These phones are on employee accounts and as such dont have PINs. Anyone can pick them up and use them. AT&T monitors the phones for sudden burst of use and will shut them off. They have been made aware that our use will look like this. If there is more than one phone available, please spread the use over several phones. Randy Frank has the contact information for the phones. Attention Needed\*: Randy will need a quarterly report on the usage of the phones. The reports should say when the phones were used for SAR and the approximate # of calls made.

Vice Chairs & Operations Report: Peter McCabe

IC/IS List: Hart and Peter sent out notices about recertification. It is incumbent on the individuals to report their times. Undelivered letters were given to their Groups to distribute. (Mike suggested that each Training Officer be mailed with a list of who is expiring and when.)

OPS Committee: The committee worked on the Associate Group. The final edit will be drafted by Peter based on what happened in the OPS committee meeting and what changes are made later today. There are groups in PA and NJ that are interested, as well as Search Services.

Treasurers Report (Written by Mark Eggeman, read by Todd)

Balance - \$2032.32

SWVaMRG and AMRG have not yet paid their 1998 Group Dues, which were due 1 Jan 1998.

Reminder to all Groups that 1999 Dues are due by 1 Jan 99 (report corrected by BOD). I would appreciate dues with roster by next BOD Meeting or mailed to me personally. Group dues are \$45 per Group plus \$5 (report corrected by BOD) per active person.

My new address is Mark Eggeman, 2632 Lake Ridge CR., Chesapeake, Va. 23323., 757-558-9561(H),

757-624-0253(Pager), Error! Reference source not found. (e-mail).

Attention Needed\*: The treasurer needs to see if Dave or Ruth Carter have any checks for AMRG or SWVaMRG. They have previously reported paying their dues.

Officers Reports

Training: Heather

Wish List The committee created a wish list as directed by Todd.

Conference Training There will be 2 conference trainings. One will be

held in the north and one in the south. In March the northern training will be held at the Rocky Gap Park. Hart will set up. Attention Needed\*: The committee needs to hear from each group on what they would like to have included in the training. What outside instructors, what is to happen when and where.

Training Retreat There will be a training retreat sometime in January in Harpers Ferry. Will have a definite place at the end of the month. The retreat is to work on the standards for CQ, FTM, FTL, FTS, Dog and Rescue Specialist.

Request for BOD Need the dates for the BOD meetings a year in advance, so the committees can work around them.

Sensitivity Training The committee also worked on sensitivity training, and how to include this in our trainings.

Dog Standards The committee discussed the situation that the Dog Standards currently stands. This will be addressed in New Business. These discussions had to do with Senior Dog Standards and evaluators. Action item\*: Hart will have Heather and Ken checked by MAD to ASRC Standards. Hart will also have outside agencies reflect on the ASRC Dog Standards.

Chair Hart was voted to be the Training Chair.

Communications:

Wish list Was added to the operations list. There were to few members to really meet.

Medical:

Has not really met in a year. Last Chair was Ken Renyolds from TSAR. Need to check the standards and appoint an officer.

Safety Officer:

Need to appoint a Safety Officer.

Action Item: We need Communication, Medical, and Safety Officers. See Peter McCabe if anyone is interested. Peter will ask each Group to fill the spots by September 30th. He will put out an e-mail query to each OPS officer to see if there is any interest.

Groups Reports

AMRG: Heather and Keith

South Union Town, PA Search MARG and AMRG responded. Subject was an elderly woman whos car was found vandalized. Dogs from ERG responded. There was no command post, no maps, no base radio. A bloodhound that doesnt work well with others had search the area and left. While AMRG was enroute the subject was found, Status II, next to a stream, approx. 100 yards from her car. PASRCO will follow up on why they were not called for the search and address the situation with the search base.

New Centerville Search AMRG and MARG responded to the search. They were close to requesting VA resources. Search was for an elderly man that had fallen backward with his legs pinned. The patient had pressure necrosis from where they pinned. Keith decided to nix the backboard and clear the

patients C-spine. Problems: No EVAC plan from DC&R. Need Rescue and Evac Plans at all Searches. The plans need to ensure that the highest level of care is available. Possibly revise the forms to put in the EVAC team members and medical set-up (knowing these will change often).

PVRG reminded AMRG and ASRC dispatch that PVRG and MSAR should be considered for PA searches. Peter wants to make sure that ASRC Dispatch is being notified of all the searches that AMRG and MARG is attending. Also if there is a mission number being given out from VaDES.

Keith pointed out to remember to bring your helmet and goggles to searches. They are handy for ATV tasks.

BRMRG: Frank

Held 4 trainings over the summer mostly dealing with vertical. Training is starting up this week-end for the fall semester. Alex Hartman has published an AO Roster and is taking over the Web site.

MARG: Keith

Voted in at yesterday's BOD session, pending Final Letter from AMRG.

FTM/FTL Testing MARG will hold FTM/FTL testing on October 17th and 18th at Deer Valley YMCA Camp. The camp is located near Mount Davis highpoint in PA.

MSAR: Peter

For Sell: MSAR is selling their white suburban. It has 400,000 miles and a diesel engine.

MSAR is developing a working relationship with the Disaster Services of the Red Cross. MSAR is also trying to set up a partnership / agreement with the Coast Guard. MSAR is talking with Howard County about becoming a resource there.

Peter is working with the Lotus system people for developing software. They are creating software for SAR, including a Conference Roster that can be updated remotely by the individual Groups.

MSAR is starting their fall training also. They currently have 45 "little" people and 22 "big" people.

PSAR: Ken

Is sending people to every mission.

State Fair October 2nd and 3rd is the Virginia State Fair. Please come and set-up a booth. There will be 20,000 to 30,000 people. It is from 1000 to 2200. Exhibit sizes are 10 x 10 up to 10 x 20. May be possible to have a vehicle. If interested call Ken for contact information.

Trailer PSAR is looking for a trailer.

PVRG: Mike

PVRG is back in town. There are 57 returning members with a recruitment drive in effect.

Training There were 1-2 Land Nav/Semi-tech trainings over the summer at Carter Rock. They used an 100 lb. dummy in these trainings. There will be a FTM/FTL Workshop in October, the ASRC is invited to attend. Please contact Hart or PVRGs Web page if interested.

PVRGs vehicle is able to respond for searches. It is staffed by at least 2 people, so there maybe a FTM to make 2 people.

SWVaMRG: Rob

Have had 2 searches. Also they have Provided First Aid for a mountain bike race. Reminder: ASRC cannot charge for Medical Services. Also Document all injuries, even not transported. Send copies of all paperwork to OMD and ASRC.

Locker SWVaMRG has a new Locker. This will include a new phone # and address to be distributed later.

Training SWVaMRG is having its COQ workshop this weekend.

TSAR: No Report

SMRG: Larry

Today SMRG is providing a hike leader training session at the Blackburn Trail Center in Loudon County for PATC.

September 19th and 20th SMRG will participate in Pacts Kids & Family Week. They will give a safety talk and provide medical stand-by. The location is Bears Den Hostel in Loudon Co., Virginia.

Treasury SMRGs present bank balance is over \$11,000.

New purchases SMRG is in the process of purchasing a new Laptop and printer. They are also writing the guidelines for their use.

Mentoring SMRG have recently set up a "mentoring" program whereby active members will be responsible for supporting and advising probationary members as they make their way to active status.

Training

- Sept 1 - Haul Systems (Chuck Laikin)
- Sept 15 - Search Communications (Bud Hyland)
- Sept. 26 - Land Nav 8:30am - meet at visitors center (Alan Chacey) Individual Readiness (Rob Miller) Oct 16/17 - FTL class - camping Fri/Sat nite: Prince William Forest Nov 13/14 - FTL class - camping Fri/ Sat nite: Prince William

Forest

- Dec 6 - FTL Simulation

SMRG held Vertical Rescue and Repelling training this summer.

Evaluations SMRG has agreed to evaluate Top of Virginia SAR for VaSARCO on August 8th.

Lost Radio SMRG lost a radio at the West Moreland County Search. Please check in all Group equipment for this radio.

1202 Stretch Break

Restarted at 1211

## Old Business

Associate/Affiliate report to be given in New Business.

## New Business

EMS Management There are online EMS Courses offered with very few actual class classes. These will be put on the ASRC Web site for anyone interested. These courses are certified.

Lost/Stolen Radios There have been a rash of lost or stolen radios in the past two years. We need to think of a better way to keep count of the radios. Part of the problem is illegible documentation on the communications log. Attention needed: Make sure the Communications Log is legible. [Mike]

OPS can increase controls. Traditionally OPS is very sloppy about signing out equipment. Suggests: That the FTL turn in the radio at debriefing. This would provide a definite transaction. [Peter]

List all equipment brought to a search and exchange this list when equipment is transferred to another group. [Todd]

Does anyone have access to a bar code scanner. To scan all equipment at a search into a computer. A possible wish list item. [Peter]

Board of Injury Motion: In light of recent reports from Winnie Pennington regarding formal complaints filed with the Virginia Department of Emergency Services (VDES) about the conduct of ASRC personnel during several incidents I move that the chair appoint a 3 member board of inquiry to investigate these complaints. The board shall make a formal report in writing at the next regular scheduled Board of Directors meeting. Motion by Mike and 2nd by Peter. Motion passed with 0 no, and 0 abstentions. A Board of Inquiry is to look into the complaints from Winnie. The committee is to go to VaDES and find out what specific information is there on the complaints. What VaDES has found out during its investigation. The committee is to investigate these complaints further and make any suggestions it feels necessary to the BOD. The committee will be dissolved after this. The BOD will contact the responsible Agents with the consent of VaDES.

MOU with Red Cross Motion: The ASRC enter into a Memorandum of Agreement with the Emergency Services Unit, Central Maryland Chapter, American Red Cross for their use of the ten (10) tactical frequencies licensed to the ASRC when the Red Cross is working with the ASRC, or its member groups, during emergency situations. Motion by Peter and 2nd by Mike. Motion passed 6 yes, 0 no, and 2 abstentions.

Currently have an agreement with NCRC. There MOU was for free usage. This one is more limited.

Continuing Education Motion: For the ASRC Training Standards be modified, in all categories, to include [a series of specific] continuing education requirements, including participation in ASRC training events. Motion by Peter and 2nd by Keith. Motion tabled 6 yes, 0 no, and 1 abstention.

Lack of response to searches, may also mean there is a deterioration of skills. This would cause conference trainings and weed out members that continue there membership but are not current nor active. [Peter]

There are currently CE standards in the current training standards.

(The New training Standards have not been approved).

There is a need to enforce the current standards. [Peter]

Are there any search requirements in the current standards? [Mike]

No.

This should have gone to the training committee first, but am not opposed to something like this. [Heather]

This was highly suggested to the training committee. [Peter]

The current training levels have certain hours. There is a record keeping issue. Because this readjust the training officers time commitment this should go to the training committee first. [Frank]

The current training standards require attendance at 6 training sessions and 2 searches. [Todd]

Move to table by Heather and 2nd by Mike.

VaDES is concerned that we are responding They want more that 10% of the ASRC to get to a search. [Peter]

We need to enforce our training standards and get people to searches. This needs to pass through the training committee. [Todd]

Group Visits Request a motion of support for the Chair, Vice Chair and Conference Dispatch Coordinator to visit all ASRC groups for all-hands meetings regarding the continuing series of complaints [over the last several years] regarding the Conference during lost person SAR operations in Virginia [leading to the present concern that the Virginia Department of Emergency Services may rescind their MOU with the ASRC]. [Peter] No motion needed, BOD gives its support.

Associate Membership Motion: That, in keeping with prior Board approval of development of an Associate membership category for established ground search and rescue programs that wish to be affiliated with the ASRC, it is moved that existing ASRC By-laws be changed to:

1. Retaining present [established] requirements for Probationary Affiliate groups and Affiliate Groups, change [the present and] existing categories Probationary Associate and Associate Groups.

2. Develop a new Affiliate Group category for Probationary Affiliate Groups (with one non- voting delegate to the ASRC Board of Directors) and Affiliate Groups ((with one voting delegate to the ASRC Board of Directors).

3. That proposed By-Laws changes be sent to all ASRC groups for a 30-day comment period and membership vote [within the groups].

4. And, that reflecting prior Board approval of the concept of this new membership category, initiatives be taken, during the next 6 month period, to recruit new Affiliate member units. Motion by Peter and 2nd by Frank. Motion failed, 2 yes, 5 no, and 3 abstentions. The OPS committee feels strongly about this. [Frank] Have grave concern about many not having a chance for amendments. [Mike] We could mail to people directly and make the amendments available at the e-mail sites and web sites. [Keith] The committees were designed for this purpose. Not to bog down the BOD . [Frank] Next BOD meeting allow people to make comments and then pass. [Mike] Agree with Mike. Dont bog down the BOD. [Keith] We could charge each OPS person to ensure that all members are notified. [Ken] Have concern that this would not be a legal vote. We should send a mailing from the current conference roster. This should be a postcard saying that there will be a General membership meeting to change the By-Laws. [Keith] The BOD and General Membership have endorsed this process. The By-Law changes are not needed before the April General Membership Meeting. [Chairs perspective] A delay will allow time for other groups (outside of ASRC) to make suggestions also. [Mike] Call to question by Larry and 2nd by Mike

Motion: To have a special membership meeting in January for the proposed

By-Law changes. Motion by Keith no second. Motion withdrawn.

Dog Standards Motion: (Secretary insert these into the appropriate section of the existing ASRC dog standards)

The current ASRC dog team standards will take effect when the following conditions have been met:

At least three (3) ASRC dog team candidates have met all substantive requirements for operational status as defined by current ASRC standards. All practical canine team testing of initial operational teams is to be administered by canine evaluators recognized by the Virginia Department of Emergency Services, and as designated by the ASRC Training Officer. The ASRC TO may further designate outside DES recognized evaluators for dog team candidates until the board determines, on the recommendation of the TO, that ASRC has an adequate canine evaluation program in operation. Motion by Heather and 2nd by Mike. Motion Passed as shown 9 yes, 0 no, and 1 abstention.

Quarterly BOD Meetings Motion: The ASRC BOD meet on a quarterly basis. Motioned by Frank and seconded by Mike. Motion Passed 9 yes, 0 no, and 1 abstention.

IC Mentoring program Motion: ACA develop a mentoring program for ICs, to be routed through the Training Committee as BOD policy. Motion by Mike and 2nd by Frank. Motion withdrawn.

Concern that the ACAs may not be available to do this.

BOD Directive: Frank will love to do this with other ICs.

ASRC Roster Software The idea with the software is that the ASRC roster would be maintained by each group. This format would be used for each groups roster. The database would have sections for Name, address, 3 telephone #s, ASRC qualifications, and Medical qualifications. [Todd]

The database could be put up on a browser for updating. With the long term plan of being able to download at other sites. To eventually cut out any other rosters and eliminate dual record keeping. [Peter]

Each Group has multiple rosters, that they use different ways.

[Mike]

Several options for revisionRevisions can be made on-line, print out and correct, or input into own access port (accepts digital updates to a file). [Peter]

Do the other teams have to buy Lotus Notes to be able to use this?

[Mike] I dont think so. [Peter] Motion: That Peter continues with the development of the database. And that this database becomes the ASRC database and be a tool for the Conference Roster maintenance. Motion by Frank and 2nd by Rob. Motion passed 9 yes, 0 no, and 0 abstention

New BOD Meeting Schedule Motion: That the next 4 BOD meetings are scheduled now. Motion by Heather and 2nd by Mike Motion Passed The meetings are being moved back to the Shenandoah Park Headquarters. The schedule for 1999 will be from 1100 to 1500 on:

January 17th

April 18th

July 18th

October 17th

To aid committee meetings the ASRC BOD meetings will be held on Sundays.

Next meeting: November 8, 1998 from 1100 till 1500.

Learning Points The learning points were discussed during the committee



sessions yesterday and in the Group Reports.

#### Action Items

1) Announcement of the March Simulation. Handled by Hart by September 30th. 2) Seek persons for Medical, Safety, and Communications Committee Chairs / Officers. Handled by Peter McCabe by September 30th. 3) Visitation to all Groups by the Chair, Vice-Chair, and ADC. Handled by Todd, Peter, and Camille 4) Development of an IC Mentoring Program. Led by Frank. 5) The ASRC needs to make guidelines for sustaining members. It is differentiated in By-laws between monetary and material support. Suzen Collins will write guidelines for material support, while SMRG will write guidelines for financial support. [From last meeting] 6) Hart will have Heather and Ken checked by MAD to ASRC Standards. Hart will also have outside agencies reflect on the ASRC Dog Standards. [From training committee report] 7) The complaint that the ASRC does not work well with others was put to the committees to come up with ways to address this issue. 8) The treasurer needs to see if Dave or Ruth Carter have any checks for AMRG or SWVaMRG. They have previously reported paying their dues. [From BOD discussion of Treasurers report]

Meeting adjourned at 1421.