

Appalachian Search And Rescue Conference
Board of Directors Meeting
12 April 2003
Virginia Tech - Blacksburg

Present: Billy Morgan (plus proxy for Kevin Brewer) (TSAR); Peter McCabe, Kevin Cropper (MSAR); Dawn Smith, Mike Kennedy (SMRG); Keith Conover (AMRG); Suzen Collins (PSAR); Bob Koester, Lauren Fernandez (BRMRG); Tom Lovejoy, Kinsey Row (SVMRG); Stephanie Bean (PVRG)

Officers present. Lauren Fernandez – Chair
Amanda Harrison – Treasurer
Peter Pennington – Secretary
Peter McCabe – Operations
Keith Conover

1) Previous Minutes: The minutes of 2 Feb 2003 were accepted without amendment.

2) Web Site: It was reported that a new interactive web site for the ASRC would be launched shortly. This would aid cross group training and task debriefing. There would be a form of chat line and a set of permissions to allow regular updates. Chair

3) Manual Updates: It having been acknowledged that a major revision of all ASRC documentation was needed, the Secretary agreed to act as editor to safeguard style and cross reference integrity. Secretary

As part of the revision, the legal position of BOD members (director or group representative?) would be reviewed.

<<Address or clarify findings of due process—items addressed by BOD. Chair to examine public and closed door records of Eggeman payments.>>

4) Due Process: Concern was expressed that individuals that are cited for an offence may have such citation on their file forever even if the charge is proven to be unfounded. It was moved that only charges that are followed by disciplinary action be noted on members' files. The manual revision is to reflect this decision.

It was agreed that when a case is being investigated, unless there are exceptional circumstances, the BOD would abide by the decision of the investigating officer as to whether the case should proceed or die and that the BOD would not trawl over matters already covered by the investigation.

5) Cost of notifying members of the General Meeting (GM): It was agreed that the cost of postage incurred by groups in notifying members of a forthcoming GM would be reimbursed by the ASRC. It was noted however that the ability to notify by electronic means was taken on as a cost saving initiative and that the onus for switching members to such method rests on individual Board members.

6) Potential gift. It was noted that the ASRC might be the recipients of a gift from a source that might require the monies to stay within the State of Maryland. A debate followed as to whether the ASRC should be associated with such a gift or could accept such a gift with geographical limitations. It was decided that the Chair be empowered to research further the donor's stipulations and to make a final decision which, in the Chair's sole opinion, would be in the best interests of the ASRC. Chair

For guidance the BOD was reluctant to refuse money from any source and felt that a Maryland restriction was not an insurmountable problem.

7) Insurance: The Secretary reported on ongoing negotiations with VFIS to obtain liability cover for the BOD. The latest move was based on a health insurance for all members to protect the BOD from litigation from its own members and then a general liability cover for the BOD. Secretary

8) Due Process revision. No report available.

9) Workers Compensation: It was reported that a draft revision for the Commonwealth of Virginia had been withdrawn and a new draft was in preparation for next year's legislative assembly. Koester

10) Treasurer's Report:

i) The Treasurer presented her report which showed a closing balance of \$9481.32. It was reported that there have been some problems in getting bills from Metrocall and that the location of one check believed to have been sent as a donation is still uncertain. It is still being investigated. Some group dues were still outstanding or had been lost in the mail. This would be pursued.

<<Groups that are overdue in their dues.>>

ii) The ASRC is in possession of the necessary permit to raise donations within the Commonwealth of Virginia and awaits a permit from Maryland. No such permit is required for West Virginia or Pennsylvania.

iii) All groups were reminded of the need to submit receipts when claiming reimbursement.

iv) It was noted that a member had obtained the services of an auditor to examine the ASRC accounts from the year 2000 onwards. The BOD viewed this with unease as nothing was known about the auditor. In that the member had already made outrageous claims about the activities of the BOD, it was felt that an unknown auditor might equally put the standing of the BOD at unjustifiable risk. It was therefore agreed to allow the auditor access and to have some of the Treasurer's time provided the auditor allowed his or her appointment to be made, pro bono, by the ASRC. In this way the auditor would owe the ASRC and the BOD a duty of care and be subject to contract law.

v) The Treasurer would investigate the use of direct debit to pay Metrocall to avoid the pager system going off line. Treasurer
Treasurer

vi) The Secretary would write a thank you letter to the Ortiz family. Secretary

The accounts were accepted by the BOD.

11) Medical Report:

i) It was reported that the background checks required by Virginia applied only to new members. Due to IT problems the State Police preferred a written version and so a .pdf version of the form would be on the ASRC website. The service was free for 'Volunteer Rescue Squads' and as such the ASRC was recognized as such. Therefore groups could act independently and pay or have the replies sent to the ASRC to avoid payment. Response times are stated to be 7-9 days. Technically a new recruit should not be on a task until the background check had been completed and returned. In practice there would rarely be a problem as searches are not frequent events.

Groups should shred the form on receipt from the authorities and annotate the personal file that such a search had been completed. If the report was adverse, then immediate action should be taken and the completed form retained.

The ASRC Records Officer would handle the incoming mail at The Locker.

ii) It was moved that up to \$100 be allocated to purchase an item for the outgoing OMD.

iii) It was reported that the ASRC Medical Committee Chair was looking for support and MDs from the states other than Virginia.

iv) It was noted that the current rules require CPR to Healthcare standards. This ruling is to be reviewed as it was felt it might be excessive. Med Off

It was reported that Pennsylvania is reviewing its protocols.

It was reported that the ASRC should consider purchasing an AED. It was reported that the price may vary from \$3,000 to \$1,685. It was noted that an EMT is required to accompany a subject once the subject is being moved by litter. Med Off

12) ADC: It was noted that a number of people had passed a recent AO's course and test.

13) Operations Report: The Chair of the Ops. Committee presented a written report. This report, amongst other items included:

- i) The need to remove the dependency on BRMRG for initial dispatch tasks.
- ii) To develop better cross group training and central training opportunities.
- iii) To strengthen the ASRC committee processes (The web site may assist in this).
- iv) Task responses are uneven when comparisons are made between differing group structures and their locations. More effort should be made to recruit or create groups outside of the core Virginia areas.
- v) The Ops manual needs revision.
- vi) The ASRC needs to establish a policy about training for urban searches.
- vii) The issue of regionalization needs to be discussed and acted upon.
- viii) There is a need for an ongoing analysis of ASRC missions to determine strengths and weaknesses.
- ix) It was noted that the approved \$300 for a chat room would not be required in the light of the new web site. As an interim measure commercial IM systems would be used to hold committee meetings.
- x) Draft safety officer standards were submitted for member consideration.

14) Communications Report:

- i) A written report was submitted by the outgoing Comms. Officer. It was reported that all licenses are in date and all written communication has been attended to.
- ii) The ASRC was encouraged to move to narrow band technology over the next few years in line with FCC recommendations. The Comms Officer went on to say that should the ASRC feel that it needed repeaters then this would best be achieved as group level.

The outgoing Chair ended by expressing gratitude for the pleasure ASRC had given him.

- iii) Tom Lovejoy was elected as the new Comms Officer.
- iv) John O'Shea was elected as the new Information Officer.

15) Records: The Documentation officer is chasing missing task records (some have appeared) but needs assistance on deciding what elements to retain and over which periods of time.

14) Training:

- i) It was agreed that the procedures for recertification, suspension and reinstatement of IC should be the same as those written for IS. In such cases of recertification the BOD would have an input. The manuals are to reflect this decision.

- ii) It was noted that more effort should be put into creating more IS/IC members in the non Virginia groups.. The lack of qualified instructors frustrated this exercise.

15) AOB

- i) It was reported that the Virginia State Fair would be held at the Richmond Fairgrounds 25 Sept-5 Oct and that any groups wishing to participate should contact Suzen Collins.
- ii) It was reported that the Coast Guard are conducting research on improving the probability of a find and might require volunteers at some stage to assist and test the new ideas.
- iii) In the light of questions being raised by certain groups about the need for the ASRC, the Chair would organize visits by the officer to assuage concerns.

Date of next Meeting

Second weekend of the month July SMRG (Blackburn?), October Secretary (Shepherdstown), January tba but Winchester Hospital is a possibility.