



# ASRC BOD Minutes

## 16 July 2005

Winchester Medical Center, Winchester, VA

Title	Name	From	Present	Proxied To
Chair	Peter Pennington	SMRG	Yes	
Vice Chair	Andrew Dorsett	MSAR	Yes	
Treasurer	Kevin Maskell	BRMRG	No	
Secretary	Kevin Cropper	MSAR	Yes	N/A
Roster	Steve Weiss	SMRG	Yes	N/A
Webmaster	Steve Weiss	SMRG	Yes	N/A
Ops	Bob Allam	PSAR	No	N/A
Training	Mark Creighton	SMRG	Yes	N/A
PA OMD	Keith Conover	AMRG	No	N/A
VA OMD	Marsh Cuttino		No	N/A
WV OMD	Carl Werntz	MARG	No	N/A
Medical	Don Scelza	AMRG	No	N/A
ADC	Mike Damkot	SMRG	No	N/A
Comms	Keith Crabtree	SMRG	No	N/A
PIO	<i>vacant</i>			N/A
Safety	Carl Werntz	MARG	No	N/A
Group Reps	Name		Present	Proxied To
AMRG	Keith Conover		No	
BRMRG	Robert Koester		No	
BRMRG	Kevin Maskell		Proxied	Alex McLellan
MARG	Carl Werntz		No	
MARG	Don Ferguson		No	
M/SAR	Kevin Cropper		Yes	
M/SAR	Andrew Dorsett		Yes	
PSAR	Suzen Collins		No	
PVRG	Stephanie Bean		Yes	
SMRG	Rene Carrier		Yes	
SMRG	Peter Pennington		Yes	
SWVaMR G	Andrew Dorsett		Sorta	But MSAR member?
SWVaMR G	James Harrison		No	
TSAR	Theresa Crossland		No	
TSAR	Billy Morgan		No	
At Large Attendance (Name, Group)				
Evan Keto		PVRG		
Robert Fries		DELMARVA		

**New Action Items** from this meeting:

Action Item #	Assignee	Description	Section
20050716_01	All Directors	Ensure BOD Reps, GTO, Medical, and Ops officer attend November retreat.	3.2.2
20050716_02	MSAR	Establish procedure for calling out DELMARVA members once they are CQ	5.5.6
20050716_03	MSAR	Conduct CQ testing with DELMARVA by middle of September	5.5.7
20050716_04	MSAR	Conduct FTL training with selected DELMARVA members by next BOD meeting	5.5.8
20050716_05	DELMARVA	Provide copy of by-laws, financial statements, etc. to Chair	5.5.10
20050716_06	All Directors	Please have everyone in groups review the Operational Doctrine, including annexes, as it will form the keystone upon which the other standards are based.	6.1.5
20050716_07	Conference Medical Officer	Provide clarification on current ASRC CPR standard, the delta to the proposed standards, the need for youth or child CPR training, and requirements imposed by our BLS license	8.2
20050716_08	Conference Medical Officer	Provide clarification on impact to ASRC and data on other WEMSI adopters.	8.3
20050716_09	Group Medical Officers	Review the group medical equipment list provided by the CMO.	8.6
20050716_10	Chair (Pennington)	More information on CISM, including possibly a speaker from the psychology or psychiatry field at the next BOD meeting.	8.7.2

**Summary of Motions** from this meeting:

Motion	Section	Result
Approval of the minutes from the April 2005 BOD meeting.	1.2	Passed
Certify Alex McLellan for IC-II	5.1	Passed
Certify Martin Juenge for IS.	5.2	Passed, by narrowest of margins
Re-certify Lauren Fernandez for IC-II	5.3	Passed
The CPR standard for ASRC personnel shall be lay-provider for adults.	8.2	Tabled
The ASRC shall adopt the WEMSI protocols as the Conference wide protocols for patient care while on ASRC operations	8.3	Tabled
The ASRC shall register as a "non-transporting BLS" service, barring significant financial or logistical impacts.	8.7.1	Passed

**Minutes:**

1. **Review of Previous Minutes from the April 2005 BOD meeting:**
  - 1.1. Discussion of results of electronic voting.
  - 1.2. A **motion passed** to approve the minutes from the previous meeting.
2. **Outstanding Items:**

- 2.1. There were five **Outstanding Action Items**. The crossed out items were closed. A synopsis follows.

Action Item #	Assignee	Description
20040710_04	Teresa Drag (lead), Alex McLellan, Kevin Maskell, Andrew Dorsett	Lead an effort to make IC training more widely available throughout the conference.
20040710_06	Chair (Peter Pennington)	Talk to Bob Koester and Mark Eggeman regarding ASRC sponsorship of their research into SAR theory.
<del>20040710_12</del>	<del>Ops</del>	<del>Take action to develop a conference position on Personal Locator Beacons (PLBs)</del>
<del>20041016_03</del>		<del>Need Infection Control Officer</del>
20050409_01	All Directors	Look for group members willing to fill the Infection Control Officer and PIO positions

- 2.2. AI20040710\_04 – There was an ICG class shortly after the October 2004 BOD meeting. Suggestion to encourage VDEM to hold another. Funding was given to ASRC to support providing such a course. Does not have to be state instructors to teach, and could receive certification. Council of war off-line to look at senior council training.
- 2.3. AI20040710\_06 – Ongoing, in conference with a potential funds provider.
- 2.4. AI20040710\_12 – SMRG and BRMRG have one, PVRG has one but wants to test it to ensure it actually works. DELMARVA suggests showing PLBs at the MSTTF in November. Current position is that we inform our EOCs where we have kits. It was suggested that the state should register the groups with AFRCC, who would be able to direct authorities to resources near events. A question was raised about our relationship to CAP in this domain: do we support CAP, do we serve as backup to CAP, or a different relationship? There is no conference responsibility to have units everywhere. **Position:** provide list of PLB resources to EOC, the conference will get the PLB to a site if needed, and the conference will monitor the PLB situation with regards to smaller, personal/hiker type units. **CLOSED**
- 2.5. AI20041016\_03 – **CLOSED** to AI20050409\_01.
- 2.6. AI20050409\_01 – Conference in need of an Infection Control Officer and Public Information Officer; all Directors asked to look for candidates. There is a need for the office to be filled. Does it need to be a Virginia person?

### 3. Chair's Report:

- 3.1. A report on the Recertification issue was supposed to be delivered by Don Ferguson at this meeting. None was received and Don is not present; anticipated by the BOD retreat in November.
- 3.2. The November meeting / retreat:
- 3.2.1. Around the BOD meeting, will likely be devoted to inputs and discussion of recertification. Virginia is looking at the issue of recertification, so this sounds like a timely topic.
- 3.2.2. There needs to be more of a group dynamic amongst the BOD and conference members doing things. We should have nearly thirty people there: from each Group, both BOD reps, GTOs, Medical officers, and Ops officers are requested (**Action Item 20050716\_01, All Directors**).

- 3.2.3. Blackburn Trail Center. Running water, electricity, outside facilities.
- 3.2.4. IT committee would like to have some IT discussion that weekend.

4. **Vice Chair's Report:**

- 4.1. Inputs for reports on MOUs and Standards for other Activities have been received. Need a bit more to complete writing report.
- 4.2. A past-due bill from SARCamp has been received for the 5-year pins; the Chair will present to the Treasurer.

5. **Training Officer's Report:**

- 5.1. IC-II certification for Alex McLellan (SMRG). He meets all the requirements. **Motion passed** to approve him.
- 5.2. IS certification request for Martin Juenge (SMRG), follow up to the insufficient voting electronically. He meets all the requirements. **Motion passed, with three Ayes and three abstentions**, to approve him.
- 5.3. IC-II recertification request for Lauren Fernandez (BRMRG). Temporary approval was granted at last BOD due to her experience coming entirely from simulations, not missions. Based on (lack of) feedback from GTOs, the CTO believes interpretation is that simulations are okay. Also, precedent was set in recertification for FTM and FTL that simulations count. Therefore, CTO suggests the candidate meets all requirements. For clarification, IC-I must be missions, not simulations, for certification; should recertification allow simulations? Do we get enough searches to be practical for certification needs? **Motion passed** to approve her.
- 5.4. The CTO recommends for IC-II recertification that simulations be allowed to count for all events. Separate question was raised about the role of "evaluator" positions to count as shifts. Should at least some of the shifts be an actual event, not simulations? **Discussion tabled** to November's retreat.
- 5.5. DELMARVA training certification intents are to have two members go through MSAR's FTL training so they can return and certify the rest of the DELMARVA group. There is frustration on DELMARVA's side due to the months of training opportunities missed since acceptance into ASRC. Can FTM skills be started now?
  - 5.5.1. How are Ops handled, what is the callout procedure? How is a callout handled if nobody is CQ?
  - 5.5.2. What is the level of training that is required, the ASRC specifications or the mentoring team's requirements? CQ could be done really quickly by just meeting the ASRC requirements. But what is the culture and training within the group?
  - 5.5.3. Dispatch and accountability is the most important aspect of responding to a search.
  - 5.5.4. Ensure DELMARVA reps are present at the training and testing events for FTL. Pick dates.
  - 5.5.5. A suggestion was made groups should be thought of as individuals and be brought to ASRC CQ standard, establish a dispatch plan, and then go from there.
  - 5.5.6. MSAR will ensure callouts are sent to DELMARVA once they have ASRC CQ members. A method will be established within the week. (**Action Item 20050716\_02, MSAR**)
  - 5.5.7. MSAR will conduct CQ testing for DELMARVA to the ASRC CQ training level by the middle of September. (**Action Item 20050716\_03, MSAR**)
  - 5.5.8. MSAR will conduct FTL training with selected DELMARVA members by the next BOD meeting. (**Action Item 20050716\_04, MSAR**)

- 5.5.9. Whatever process MSAR selects for testing and verifying the DELMARVA members, as long as MSAR signs off on it, will be sufficient for the Board.
- 5.5.10. Chair requests DELMARVA by-laws, financial statements, etc. (**Action Item 20050716\_05, DELMARVA**)

**6. Operations Officer's Report:**

6.1. Operational Doctrine document

- 6.1.1. Check the read-ahead for draft statement of Operational Doctrine.
  - 6.1.2. How do we integrate the 'other' skills into doctrine and document that the Conference has these skills, to both Conference members and Conference customers, and what non-ASRC standards Groups are using.
  - 6.1.3. Feedback on the Operational Doctrine has occurred, please continue to provide more. One thing that is missing is Medical. Is there a need for medical knowledge for self-protection? Also, at the IS level and above, is there no need for medical certifications?
  - 6.1.4. Not yet embodied in the Operational Doctrine: everyone is trained with field skills and they can and should be able to go back to being a Field Team Member. This concern is partially because Virginia is reviewing their IS standards and might not require field skills for those positions. But the ASRC would like Ops, Plans, etc to have field experience.
  - 6.1.5. Please have everyone in Groups review the Operational Doctrine, including annexes, as it will form the keystone upon which the other standards are based. (**Action Item 20050716\_06, All Directors**)
  - 6.1.6. A Final version will be presented at the next board meeting.
  - 6.1.7. Acknowledgement should be given to Mark Creighton, Suzen Collins, and Bob Allam for their instrumental work on the document.
  - 6.1.8. About fifteen to twenty annexes have been posted to the webpage for duty statements for particular offices. Others will also be posted, as well as interoperability issues like belay calls. Once all annexes are posted, a single document will be posted. In the interim, look at particular annexes. Changes are evident in the document.
- 6.2. Still looking for an ADC; there will be work to do in the next year to eighteen months, as efforts are underway to make dispatch more mobile and potentially web-based.
- 6.3. The Alert Officer roster has been winnowed by querying individuals who have not been seen in a while.
- 6.4. Potential questions for new groups, DELMARVA and MSAR should have seen these.
- 6.5. An option for the yellow uniform shirt of a moisture wicking Tshirt was discussed, and an example from AlertShirt.com was demonstrated; it was fairly inexpensive and bright.

**7. Communications Officer's Report:**

- 7.1. No Comms report, Officer is currently in Iraq.
- 7.2. ADC has resigned.
- 7.3. There was an issue with the paging system on Metrocall's side, as CAP codes were mixed.

**8. Medical Officer's Report:**

- 8.1. There was a reading of the January Report from the Medical Officer (included with the reports).

- 8.2. **Motion** from the MO: The CPR standard for all ASRC members shall be the lay provider for adults (ARC – Adult CPR or AHA – Heartsaver Adult CPR). **Discussion:** What is the current standard (Health Care Provider from AH or ? from ARC). Do we need to have training for CPR on children or youth? Need clarification about needs for support for BLS license. Do we need Health Care Provider? **Friendly Amendment:** add, “or equivalent”. **Motion tabled. Action Item 20050716\_07: Medical Officer to provide clarification on current ASRC CPR standard, the delta to the proposed standards, the need for youth or child CPR training, and requirements imposed by our BLS license.**
  - 8.3. **Motion** from the MO: The ASRC shall adopt the WEMSI protocols as the Conference wide protocols for patient care while on ASRC operations. **Discussion:** what does that mean to us? Who is currently using them? **Motion tabled. Action Item 20050716\_08: Medical Officer to provide clarification on impact to ASRC and data on other WEMSI adopters.**
  - 8.4. Reading from report about CISM and group medical kits. Should the Board be approving details such as Medical Kit requirements? It was suggested that such information should be in the Ops Manual. Suggested that the BOD Reps bring this back to their Medical Officer to ensure review. The kit list should correlate with the training required of our members (e.g., Bag Valve Masks, and youth / child CPR, etc).
  - 8.5. Appreciation to the Medical Officer for producing such a list, which will be around for discussion until the next meeting and will be incorporated in the Ops manual as an annex.
  - 8.6. Stress to Medical officers that they should review this list. (**Action Item 20050716\_09: Group Medical Officers**)
  - 8.7. From the July Report from the Medical Officer:
    - 8.7.1. EMS discussion that the ASRC register as “non-transporting BLS” service. No objections received from the GMOs. There seemed to be a discussion at the April meeting, but no one can recall the objections. **Motion passed** that we will go to BLS unless there are financial or logistical impacts.
    - 8.7.2. CISM based upon PA and WV OMD recommendations against CISM. Discussion was generally against prohibiting CISM and rejecting the recommendation. There was support for making them non-mandatory. Anecdotal evidence is that they work. Suggested that groups respond to the OMDs on their experiences with CISM, do they think it is worthwhile. What is the VA OMD recommendation? Have any psychologists been consulted for their opinion on this? What have other agencies done with regards to this? **Discussion Tabled** until more information is provided and the Chair will take this up with the three OMDs. (**Action Item 20050716\_10**)
9. **Treasurer’s Report:**
    - 9.1. Kevin Maskel is officially the Treasurer. No report yet as loose ends are cleaned up.
    - 9.2. This week, Mary Frances will go through the books with Kevin Maskel.
10. **Webmaster’s Report:**
    - 10.1. Evan Kato (PVRG) has agreed to assist with day-to-day issues and ideas for future development.
    - 10.2. Rene Carrier (SMRG) will be leading the committee to look at web direction.
    - 10.3. Roster table is now in the database of the website. One very big step closer to Website rostering.

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- 10.4. Will be discussing with DELMARVA putting their server on the asrc.net website. Offline discussion will concur.
- 10.5. Can Google Maps be added to the Conference Dispatch page? An API is available.

**11. Insurance**

- 11.1. How are we going to pay the insurance? No luck lowering the bill, they won't drop the health insurance. After this week's budget review, Chair will inform the BOD of how far out we are.
- 11.2. Suggestion made to put the ASRC in the Combined Federal Campaign as well as the United Way Campaign. A recap of the process and how to apply with each CFC office was given. Not difficult, slightly time-consuming.
- 11.3. Another fundraiser suggestion was that marathon runners doing events and willing to pass along the remainder from events.

**12. MSTTF**

- 12.1. First weekend in November (4-6 November) in Tuckahoe State Park, Eastern Maryland. DELMARVA has asked ASRC to assist; Vice-Chair Dorsett is POC on ASRC side.

**13. VASARCO:**

- 13.1. VASARCO Conference, 30 October, Richmond, still room to register
- 13.2. Future conferences might be bigger events, real conferences.

**14. PASARCO:**

- 14.1. Don Scelza (AMRG) was supposed to report back on the April meeting. Nothing provided.

**15. Future Meetings:**

- 15.1. 11-13 November 2005, BOD retreat and meeting; Blackburn Trail Shelter (PATC)
- 15.2. 21-22 January 2006, BOD meeting; location TBD
- 15.3. 8-9 April 2006, BOD and GM; a committee to plan events and ensure meeting space includes the Chair (Peter Pennington, SMRG), Carl Wertz (MARG), Suzen Collins (PSAR), and Rene Carrier (SMRG).

**16. New Business:**

- 16.1. Need an obituary write-up for Peter McCabe for the ASRC.net website.
- 16.2. Do background checks actually check that we are who we say we are?

- 17. The meeting officially adjourned.