



# ASRC BOD Minutes

## 14 April 2007

Camp Rodney, North East, MD

Title	Name	From	Present	Proxied To
Chair	Steve Weiss	SMRG	Yes	
Vice Chair	Keith Conover	AMRG	Yes	
Treasurer	Jen Clifton	BRMRG	No	Molly Garland
Secretary	Steph Bean	PVRG	Yes	N/A
Roster	Steve Weiss	SMRG	Yes	N/A
Webmaster	<i>vacant</i>			N/A
Ops	Bob Allam	PSAR	Yes	N/A
Asst. Ops	Alex McLellan	SMRG	No	N/A
ADC	Alex McLellan	SMRG	No	N/A
Asst. ADC	Rebecca Schooley		No	N/A
Medical	Roger Miller	SMRG	No	N/A
PA OMD	Keith Conover	AMRG	Yes	N/A
VA OMD	Marsh Cuttino	<i>none</i>	No	N/A
WV OMD	Carl Werntz	MARG	Yes	N/A
Comms	Keith Crabtree	SMRG	No	N/A
PIO	<i>vacant</i>			N/A
Safety	Carl Werntz	MARG	Yes	N/A
Infection Control	<i>vacant</i>			N/A
Training	William Dixon	SMRG	No	N/A
Group Reps	Name		Present	Proxied To
AMRG	Keith Conover		Yes	
BRMRG	Molly Garland		Yes	
BRMRG	Rob Lynch		<i>proxied</i>	Molly Garland
MARG	Carl Werntz		Yes	
M/SAR	Bill Andrews		Yes	
M/SAR	Andrew Dorsett		Yes	
PSAR	Bob Allam		Yes	
PSAR	Chuck Maguire		<i>proxied</i>	Bob Allam
PVRG	Stephanie Bean		Yes	
SMRG	Andrew Bickers		Yes	
SMRG	Steve Weiss		Yes	
SWVaMRG	Chris Chesson		No	
SWVaMRG	Sarah Druy		No	
TSAR	Theresa Crossland		Yes	
TSAR	Kevin Brewer		Yes	
Non-Voting Groups				
DELMARVA	Jim Jackson		Yes	
At Large Attendance (Name, Group)				
Robert Peterson	DELMARVA		Doug Moore	MARG
Don Ferguson	MARG		Butch Burke	TSAR
Nathan Brown	TSAR		George F. Malone Jr.	DELMARVA

Andrew R. Hower	AMRG		
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**Summary of Motions** from this meeting:

Motion	Section	Result
Endorse the structure of ASRC Group Accreditation Proposal and for committee to put this into policy language for approval at next BOD meeting. Details of testing to be put into appendices	3.2	Passed
Promotion of Doug Moore to IS	7.1	Passed
Motion to accept Andrew's paperwork with the addendum of his list of clearer tasks done	7.2.2	Passed
Promotion of Andrew Dorsett to IC3	7.2.3	Passed

**Minutes:**

1. **The meeting was called to order at 0930.**

2. **Chair intro:**

- 2.1. Welcome to new BOD members
- 2.2. Welcome to Special Guest Cpl. Brent Trautman (Maryland Natural Resources Police)
  - 2.2.1. Presentation of Group Qualifications for Maryland Certified Teams by Cpl. Trautman
  - 2.2.2. Open Discussion with Cpl. Trautman

3. **Outstanding Proposal:**

- 3.1. Presentation by Bob Allam of ASRC Group Accreditation Proposal
- 3.2. Motion to endorse the structure of ASRC Group Accreditation Proposal and for committee to put this into policy language for approval at next BOD meeting. Details of testing to be put into appendices.
  - 3.2.1. Motion **Passed**
- 3.3. Chair Brought forward concerns about current process of Background checks. Concerned about only using VSP as resource of Checks. Chair proposes to put committee together to investigate other opportunities of background checks and possible new or redefined policy. (Committee- Jim Jackson, Lovell Mayle, Robert Peterson, Chair- Steve Weiss) Current concerns are the lack of positive response and VA only check

4. **Admin report:**

- 4.1. Minute approval deferred
- 4.2. **Finance report:**
  - 4.2.1. Organization currently solvent, all groups paid except PVRG
    - 4.2.1.1. Problem with clarity of rosters
    - 4.2.1.2. Reminder that rosters are supposed to be submitted within a month of any change
- 4.3. Insurance questions
  - 4.3.1. There was a request for significant waiver for the FSE that SMRG did recently
  - 4.3.2. Current liability is \$500,000 while standard seems to be \$1 million

14 April 2007

- 4.3.3. There is a need to up liability and re-evaluate the medical insurance piece (Questions of note: does it cover medical malpractice? Equipment insurance?) Secretary will follow up. Alex McLellan did some research on this topic, could be available to give more information.
  - 4.4. VA 067-06 – Powattan – resolved with TSAR reminding and/or providing extra training to its members. One member resigned over this incident and has since requested task forms. Chair's response is that mission records are held in confidence. He worked with Mark Eggeman and sent copies of correspondence to VDEM, so state will be involved with any further issues regarding this individual.
    - 4.4.1. Questions that arose due to this incident:
      - 4.4.1.1. Is there a way for groups to remove members by way of the ASRC? Groups can go through ASRC bylaws to remove members if necessary, though it is preferable to do so on the group level. Reminder to groups to have procedures in place for such an event.
      - 4.4.1.2. What are SOPs for responding with other resources? ASRC clearly won't be using dogs in VA anytime soon. Still unresolved, though, are deployment issues for deploying non-state resources. State MOU is being rewritten soon. Will need to be signed before the next board meeting. The Chair will be soliciting input on private BOD list before MOU is complete.
  - 4.5. ASRC in need of a Training Officer and Webmaster.
  - 4.6. Working on institutional records management.
5. **Operations Report:**
- 5.1. Ops doctrine is posted for review
  - 5.2. There will be a narrow band radio requirement by 2013
  - 5.3. Report on injury for mission in Jan (draft presented)
    - 5.3.1. Recommendation to appoint someone focused on safety working with AR
    - 5.3.2. Need functional description of AR responsibilities, especially concerning safety
  - 5.4. Request for ADC to attend next meeting to catch up on dispatch changes
6. **Training Report:**
- 6.1. Conference in need of new Training Officer
7. **Other Business:**
- 7.1. Promotion of Doug Moore to IS, has filled criteria
    - 7.1.1. Motion **Passed**
  - 7.2. Andrew Dorsett to IC3
    - 7.2.1. Discussion: he finished the packet quite recently and there is some lack of clarity regarding training standards and documentation requirements, a lack of "administrative taughtness."
    - 7.2.2. Motion to accept Andrew's paperwork with the addendum of his list of clearer tasks done (wasn't documented well by IC submitted recommendation)
      - 7.2.2.1. Motion **Passed**
    - 7.2.3. Motion to approve promotion of Andrew Dorsett to IC3
      - 7.2.3.1. Motion **Passed** with admonition of Chair to become AO at first convenience
  - 7.3. Possible new MD medical director
  - 7.4. Suggestion by Keith Conover for "whacker management" curriculum, as an organization that deals with this as a cultural issue.
8. **The meeting officially adjourned at 1249.**