



ASRC BOD Minutes

15 July 2006

Winchester Medical Center, Winchester, VA

Title	Name	From	Present	Proxied To
Chair	Steve Weiss	SMRG	Yes	
Vice Chair	Keith Conover	AMRG	No	
Treasurer	Jen Clifton	BRMRG	Yes	
Secretary	Steph Bean	PVRG	Yes	N/A
Roster	Steve Weiss	SMRG	Yes	N/A
Webmaster	Evan Keto	PVRG	No	N/A
Ops	Bob Allam	PSAR	Yes	N/A
Asst. Ops	Alex McLellan	SMRG	Yes	N/A
ADC	Alex McLellan	SMRG	Yes	N/A
Asst. ADC	Rebecca Schooley		No	N/A
Medical	Roger Miller	SMRG	Yes	N/A
PA OMD	Keith Conover	AMRG	No	N/A
VA OMD	Marsh Cuttino	<i>none</i>	No	N/A
WV OMD	Carl Werntz	MARG	No	N/A
Comms	Keith Crabtree	SMRG	No	N/A
PIO	<i>vacant</i>			N/A
Safety	Carl Werntz	MARG	No	N/A
Infection Control	<i>vacant</i>			N/A
Training	William Dixon	SMRG	Yes	N/A
Group Reps	Name		Present	Proxied To
AMRG	Keith Conover		No	
BRMRG	Robert Koester		Yes	
BRMRG	Rob Lynch		Yes	
MARG	Carl Werntz		<i>proxied</i>	Doug Moore (MARG)
MARG	Pepper Broad		No	
M/SAR	Bill Andrews		Yes	
M/SAR	Andrew Dorsett		Yes	
PSAR	Bob Allam		Yes	
PVRG	Stephanie Bean		Yes	
SMRG	Keith Crabtree		<i>proxied</i>	Andrew Bickers (SMRG)
SMRG	Steve Weiss		Yes	
SWVaMRG	Chris Chesson		Yes	
SWVaMRG	Sarah Druy		<i>proxied</i>	Chris Chesson (SWVaMRG)
TSAR	Theresa Crossland		No	
TSAR	Kevin Brewer		<i>proxied</i>	Bob Allam (PSAR)
Non-Voting Groups				
DELMARVA	Robert Fries		Yes	
At Large Attendance (Name, Group)				
Mark D Hildebrand	DMVSAR			

Summary of Motions from this meeting:

Motion	Section	Result
Approve the minutes from the April 2006 meeting	3.1	Passed
Allow any recurring payment in an approved budget to be paid by automatic payment	3.5.6	Passed
Approve Andrew Bickers as Alert Officer	4.1	Passed
Ops will draft a Mutual Aid agreement between ASRC and other groups for coordination of dispatch	4.6.5	Passed
Include Training Officer Position Description as amended in version 5 to the Admin Manual	5.3.4	Passed
Keep current CTO based on prior position and experience in the conference as an ACA, with a note that this is an exception to current policy	5.7.3	Passed

Minutes:

1. **The meeting was called to order at 1010.**
2. **Chair intro:**
 - 2.1. Importance of ASRC BOD admin to accomplishing mission. Goals of efficiency, consensus-based decision making
3. **Admin report:**
 - 3.1. **Review of Previous Minutes from the April 2006 BOD meeting:**
 - 3.1.1. **Motion passed** to approve the minutes from the previous meeting.
 - 3.1.2. Minutes approved
 - 3.2. There were eleven **Outstanding Action Items**. Crossed out items were closed or referred to appropriate officer or committee for future reporting. A synopsis follows.

Action Item #	Assignee	Description	Section
20040710_04	Carl Werntz, Steve Weiss	Lead an effort to make IC training more widely available throughout the conference.	
20050409_01	All Directors	Look for group members willing to fill the Public Information Officer and Infection Control Officer positions	
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.	
20050716_09	Group Medical Officers	Review the group medical equipment list provided by the CMO.	
20051113_02	WV OMD (Carl Werntz)	Contact the VA OMD regarding WEMSI protocols in MD	
20051113_03	DELMARVA	Investigate finding someone to develop Medical standards (or even be MD OMD) for MD for the ASRC	
20060122_01	Steve Weiss, Kevin Maskell	Clarify Mark Eggeman's status (currently both head of VDEM SAR and a member of BRMRG).	
20060122_02	Collins, Bean,	Form a team to discuss address the training / self certification issue	

Action Item #	Assignee	Description	Section
	Dorsett, Weiss (ex officio), Werntz, Conover	(Conover will Chair the team). Changes in committee reflect changes in BOD & officer membership.	
20060122_03	IT/Webadmin	Establish a secure voting section of the ASRC.net website.	
20060408_01	Clifton, Maskell, Weiss	Conduct audit upon transition of Treasurer.	
20060408_02	Weiss	Set schedule for future meetings.	

- 3.2.1 AI20040710_04 – CLOSED – Move to training
- 3.2.2 AI20050409_01 – CLOSED – Infection Control Officer under Medical; PIO under admin
- 3.2.3 AI20050716_06 – CLOSED – Feedback still being accepted
- 3.2.4 AI20050716_09 – CLOSED – Move to medical, discussion about medical licensure
- 3.2.5 AI20051113_02 – CLOSED – Will be covered under OMD discussion
- 3.2.6 AI20051113_03 – CLOSED – Trouble finding MD, but protocols on books are covered under general BLS guidelines. If we call medical controls, they would go with protocols. Falls generally under Conference Medical Officer
- 3.2.7 AI20060122_01 – CLOSED – Mark thinks he has resigned, need roster confirmation from BRMRG, but will move to remove him from the IC list.
- 3.2.8 AI20060122_02 – CLOSED – Now under Conover’s committee
- 3.2.9 AI20060122_03 – CLOSED – Stays under Admin
- 3.2.10 AI20060408_01 – CLOSED – Goes under Admin
- 3.2.11 AI20060408_02 – CLOSED – Schedule has been set

3.3. Subdomain pvrg.asrc.net is working, but pressing server limits. May need to consider extra storage space.

3.4. Offer for editor for Map & Compass – Ryan Tipps

3.5. **Treasurer’s Report:** Accounts - \$50 credit due to bank error; expenses \$330 – issue with pager fees has been fixed, a check from previous treasurer didn’t make it, causing some late fees. Reimbursement to Dorset for pins has been made.

3.5.1. Current balance \$4751.51

3.5.2. Available funds will be \$750 for end of year (not counting earmarked funds)

3.5.3. Projected dues for next year \$8500 with increase should cover expected costs.

3.5.4. Possibility of internal audit. Audit requirement due to 501(3)c status. Possible committee to help shape financial direction.

3.5.4.1. Chair will make a visit to treasurer to look over books informally within the next quarter, with Rob Lynch.

3.5.5. Online banking is set up – pager payment will be automatic soon, thereby avoiding late payment issue in future

3.5.6. Motion to allow any recurring payment in an approved budget to be paid by automatic payment.

3.5.6.1. **Motion passed**

3.6. MOU with VDEM: developing new template contract. Have not been able to get a copy. Deferred to further discussion later in meeting.

4. **Operations Officer’s Report:**

4.1. Approve Andrew Bickers as Alert Officer

4.1.1. **Motion passed**

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- 4.2. More alert officers are needed
- 4.3. New OMD for VA to address lack of response from current OMD – falls under medical officer
 - 4.3.1. Bob Koester clarifies that we have an online medical command through University of VA; but also knows of potential OMDs who could fill the role
 - 4.3.2. OMD approves protocol, approves people who can operate; does paperwork for QA
 - 4.3.3. Position description could be helpful – some exist already
- 4.4. ALS licensure review – up for renewal in fall; Roger trying to recreate records
 - 4.4.1. Having someone in Charlottesville is critical to review, must know where gear is kept and have records from Medical officer; could be helpful to contact Kevin Maskell
- 4.5. Need to take a look at swiftwater training and PFDs as requirements under some search conditions, such as recent flooding related searches
- 4.6. Mutual aid with other SAR groups – purpose to alert and dispatch other non-ASRC groups; response to Alleghany search where a much closer group did not get dispatched because RA didn't know about them, then again in Greene County – teams weren't able to operate individually or dispatch themselves. Mutual aid agreements could help with dispatching; would have to be two way, formulaic agreement. Don Scelza hopes this can demonstrate how it might be done for PASARCO. Not as problematic in VA, more an issue in other states.
 - 4.6.1. ADC proposal submitted to the Board (Attached as Appendix)
 - 4.6.2. Separate request for resource and tracking resources as dispatch functions. Documentation should make clear that we are not requesting the resource ourselves – should be a decision of the RA. Don't want to assume liability for requesting a resource directly.
 - 4.6.3. Concern about identifying or defining “certified” SAR groups.
 - 4.6.4. Willingness to fulfill tracking function for any team in support of a mission.
 - 4.6.5. Motion that Ops will draft a Mutual Aid agreement between ASRC and other groups for coordination of dispatch.
 - 4.6.5.1. **Motion passed**
- 4.7. Safety Officer report in writing, not covered
- 4.8. **Medical Officer report:**
 - 4.8.1. ALS licensure:
 - 4.8.1.1. Discomfort with continuing as ALS -Will not cover entire response area, equipment seldom available at a search; cannot operate at paramedic or cardiac tech level consistently; supplies are an issue
 - 4.8.1.2. Recommendation that licenses should be held by groups with ASRC as oversight body
 - 4.8.1.3. Bob Koester explanation: reasoning behind initial license; would need for any WEMT level care; ASRC members going to treat as well as possible under whatever circumstances – the license gives some protection; has helped with grants in past; could be better utilized – particularly in light of PLB response; no requirement for aid or equipment
 - 4.8.1.4. Group-based licenses would require individual OMDs in different regions
 - 4.8.1.5. BOD reps and group medical officers need to support CMO for documentation in order to maintain/ keep license – any patient care reports must be filed with medical officer; form available on website; out of state reports important for files, but not necessary for license
 - 4.8.1.6. Implementation will be through Ops/ Medical
 - 4.8.1.7. Discussion of other states will be under strategic plan
 - 4.8.1.8. Make sure group medical officers contact Conference Medical Officer

5. Training Officer's Report:

- 5.1. NIMS training deadline is July 31, 2006
 - 5.1.1. How will Board assess compliance?

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5.2. Self certification still up in the air; unclear who owns this issue; will need to be addressed in further discussion

5.3. Review CTO position paper

5.3.1. Has been run by group CTOs and made another small revision to version 5.0 – clarified GTO reporting requirements

5.3.2. Ready for action

5.3.3. Placement discussion – could go into Admin manual

5.3.4. Motion to include Training Officer Position Description as amended in version 5 to the Admin Manual.

5.3.4.1. **Motion passed with two abstentions**

5.4. Reviewing DELMARVA's training program – made it through CQ and FTM, but not FTL

5.5. Common tests and curriculum would be helpful

5.5.1. Decisions about sticking with current standards or moving to new ones – need to be discussed

5.6. Continuation of CTO in current role

5.6.1. Does not meet description requirements of being FTL; is currently CQ could be 8 months + to get to FTL

5.6.2. Involvement in PLB technology in personal career – will be responsible for training SAR groups in how to work with new device

5.6.2.1. Concerns about time requirements will take from training officer role and potential conflict of interest

5.6.2.2. Potential for being out in front in dealing with this technology

5.6.3. Motion to keep current CTO based on prior position and experience in the conference as and ACA, with a note that this is an exception to current policy.

5.6.3.1.1. **Motion passed**

6. Interstate SAR Coordination Committee

6.1. Outcomes of meeting

6.1.1. Attendees and outcomes circulated.

6.1.2. NASAR is a possible source of standards – seems to be direction of federal agencies; how does this affect us?

6.1.3. New organization of state SAR coordinators formed

6.1.3.1. Question raised about ASRC as a coordinator based on regional coverage

6.2. Future direction

6.2.1. How does self-certification play into this issue?

7. DELMARVA group certification

7.1. Documentation of process to make it easier in the future

7.2. Requirements set out by Ops include:

7.2.1. Dispatch procedures

7.2.2. Financial solvency

7.2.3. Training program

7.2.4. Member certification

7.2.5. Member numbers

7.2.6. Gear check

7.2.7. Background checks

7.2.8. Probation of 18 months

7.2.9. SIM requirement

7.2.10. Recommendation of approval

7.2.11. Addition to MOUs and official documents

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- 7.3. VASARCO stance is that MOU is through ASRC, therefore it has no role in approval of individual groups within the Conference based on officer beliefs or precedent; if state asks for further recommendation, then would have to go back to decision-making process; ASRC procedures mostly exceed VASARCO requirements except in going through a simulation with a VASARCO representative present
 - 7.3.1. Request for documentation of SIMs that DELMARVA has already done in order to deal with unclear SIM requirement and not put undue requirements on the team
 - 7.3.2. Checklist from Ops should be submitted for review and approval
 - 7.3.2.1. Recommended that checklist include SIM requirement for future groups
 - 7.3.2.2. Follow up would be to document clearer standards for assessing and implementing the requirement
 - 7.3.2.3. Procedural note that there is a discrepancy in the Bylaws that stipulate two different criteria for certified groups, see III section 3.2 and section 3.3. The BOD's adoption of the new group accreditation process may conflict with III.section 3.3.1. Officers should review and report for next meeting.
 - 7.3.3. Should be able to endorse mentor group recommendation on DELMARVA by October, then a special meeting of membership could be called in January to vote on group.

8. **Greene County report**

- 8.1. Description and overview of mission
- 8.2. After action report still in process; others will be helping with analysis, particularly with dog tasks
- 8.3. Exemplary show by ASRC
 - 8.3.1. Greene County has requested MARG assistance with large scale incidents in future
- 8.4. Issues of note:
 - 8.4.1. Controlling access to site
 - 8.4.2. Possibility of on site background checks

9. **Strategic Direction**

- 9.1. Brainstorm session of possible discussion items for future meetings
 - 9.1.1. Ops review of certified groups
 - 9.1.2. Longer term consideration of ALS
 - 9.1.3. Financial planning and direction
 - 9.1.3.1. budgeting
 - 9.1.3.2. sources of funds
 - 9.1.4. VA issues
 - 9.1.4.1. negotiating ongoing self-cert and implementation
 - 9.1.4.2. negotiating new MOU with VA
 - 9.1.5. Establishing common training test
 - 9.1.6. Multistate ALS
 - 9.1.7. Hard Problems
 - 9.1.8. Coordination of ASRC docs
 - 9.1.9. Swiftwater field tasks
 - 9.1.10. Multistate
 - 9.1.10.1. Adopting national SAR standards (certification), Fed requirements
 - 9.1.11. Defining what the conference is for each team
 - 9.1.12. Multimission - adding disaster SAR
 - 9.1.13. Extending SAR capabilities - canine
 - 9.1.14. Structure of the conference - conference of members, groups, trying to achieve a membership meeting

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- 9.1.15. Growth of conference, ways to make growth easier
- 9.1.16. Groups defining their own SOP, training standards
- 9.1.17. Having strategic steering committee ?
- 9.1.18. Involvement of group officers in conference discussions
- 9.1.19. What can ASRC do with economies of scale?
 - 9.1.19.1. inreach - services for teams
- 9.1.20. Regional interoperability
 - 9.1.20.1. forms across different regions
 - 9.1.20.2. ASRC is in a unique position of facilitating a common documentation set for SAR, beyond ICS forms

9.2. **Strategic direction issues for discussion at next meeting**

- 9.2.1. Will focus on defining conference at next meeting, as that will direct much of what the organization does, to be headed up by Robert Fries, Chris Chesson, and Jen Clifton
- 9.2.2. Ideas, questions, and other relevant material to be floated by email beforehand to facilitate prepared discussion and group representation; might encourage other members to attend
- 9.2.3. Will slate 90 minutes of discussion before business part of meeting

10. **Other Business:**

- 10.2. ASRC coordination with VDEM: falls to Chair as the signatory to the MOU

11. **Next Meeting:**

- 11.2. Saturday, October 14th, 2006 1000 to 1400 at Shenandoah National Park, Big Meadows
 - 11.2.1. Anyone interested in camping should reserve space quickly
 - 11.2.2. Andrew Bickers will help set up exact location
- 11.3. Strategic planning session – try to get more involvement from members
- 11.4. Budget to be presented for discussion and approval

12. **The meeting officially adjourned at 1422 pm.**

Appendix: ADC Motion, cited in 4.6 of main text

Proposal for Mutual Aid between ASRC and non-ASRC SAR Groups

During the recent search in Allegany County, MD, the closest known group to the incident was Top of Virginia Search and Rescue (TOVSAR). Unfortunately the RA was unaware of this group and therefore failed to take advantage of its resources. The following motion is submitted to the ASRC BOD for consideration.

WHEREAS it is agreed that the ASRC stated mission is to provide, when requested, professional volunteers trained in ground search and rescue (SAR).

WHEREAS it is agreed that missions should be supported by all available trained personnel and equipment, in the best interest of the lost subject.

WHEREAS it is further agreed that missions occurring outside of the Commonwealth of Virginia, but within the response range of non-ASRC groups, can and should also be supported by all available trained SAR personnel and equipment.

THEREFORE, and in consideration of the ASRC declared mission to provide service, so that others may live, it is proposed that ASRC Alert Officers or ICs acting in the capacity as an Agency Representative and both with concurrence of the Responsible Agent (RA) should be able to notify other bona fide SAR groups within a reasonable response distance of the mission and to request their support of that mission.

FURTHERMORE, to further the mutual goals of all SAR groups, it should be possible that any non-ASRC team may be included in the distribution of alert notices issued by the ASRC Dispatch Officer, associated with a mission, for the purpose of ensuring that any mutual aid response by a non-ASRC group can be terminated, in accordance with the needs of the mission.

FURTHERMORE, the ASRC ADC shall be responsible for the development of a draft MOU for submission to the boards of directors of the ASRC and any group with whom it desires to establish mutual aid arrangements.

FURTHERMORE, once a MOU for mutual aid has been established between a non-ASRC group and the ASRC, the ASRC ADC shall be tasked with developing, testing and implementing procedures to ensure that when mutual aid is provided by non-ASRC groups it can be safely implemented, in accordance with the conditions established in the MOU.

FURTHERMORE, if approved, this motion shall be endorsed by inclusion in the ASRC Operations Manual, within a period of two calendar years from the date of approval. In the absence of such inclusion, this motion shall be automatically repealed.