



# ASRC BOD Minutes

## 12 January 2008

Winchester Memorial Hospital, Winchester, VA

Title	Name	From	Present	Proxied To
Chair	Steve Weiss	SMRG	Yes	
Vice Chair	Keith Conover	AMRG	Yes	
Treasurer	Jen Clifton	BRMRG	Yes	
Secretary	Steph Bean	PVRG	Yes	N/A
Roster	Steve Weiss	SMRG	Yes	N/A
Webmaster	Kenneth Chiacchia	AMRG	Yes	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	No	N/A
PA OMD	Keith Conover	AMRG	Yes	N/A
VA OMD	George Lindbeck	<i>none</i>	No	N/A
WV OMD	Carl Wertz	MARG	Yes	N/A
MD OMD				N/A
Comms	Keith Crabtree	SMRG	No	N/A
PIO	<i>vacant</i>			N/A
Safety	Carl Wertz	MARG	Yes	N/A
Infection Control	<i>vacant</i>			N/A
Training	Andrew Dorsett	MSAR	Yes	N/A
Group Reps	Name		Present	Proxied To
AMRG	Keith Conover		Yes	
AMRG	Kenneth Chiacchia		Yes	
BRMRG	Molly Garland		No	
BRMRG	Rob Lynch		No	
DMVSAR	Jim Jackson		Yes	
DMVSAR	Diana Laclair		Yes	
MARG	Carl Wertz		Yes	
MARG	Doug Moore		Yes	
M/SAR	Bill Andrews		No	
M/SAR	Andrew Dorsett		Yes	
PSAR	Bob Allam		Yes	
PSAR	Chuck Maguire		No	
PVRG	Stephanie Bean		Yes	
SMRG	Andrew Bickers		Yes	
SMRG	Steve Weiss		Yes	
SWVaMRG	Chris Chesson		No	
SWVaMRG	Sarah Druy		No	
TSAR	Kevin Brewer		Yes	
At Large Attendance (Name, Group)				
Ron Chervenak, PSAR	Alan Holmes, PVRG	Dick Calkins, SMRG		

**Summary of Motions** from this meeting:

Motion	Section	Result
Classify groups according to the current roster numbers, with ammendment that temporarily waives bylaws.	2.2	Passed
Accept the Group Accreditation process as submitted and charge the Operations Officer to develop a plan for implementation to come back to the Board in 6 months	3.2	Passed
Accept budget with updated dues based on current roster and Metrocall line item reduced to \$60	4.1.2.4	Passed
The rider for trailers should be divided between groups who want coverage via the ASRC insurance policy, currently AMRG, MARG, DMVSAR, PSAR. Any group that wants their trailer covered should work with the secretary to insure that the trailer is added to the policy and the treasurer will be invoicing groups for their share of the trailer coverage rider.	4.1.4	Passed
Accept treasurer's report	4.2.4	Passed
Accept minutes of the October 2008 BOD meeting	5.1	Passed

**Minutes:**

1. **The meeting was called to order at 1031 by Chairman Weiss.**
2. **Chair's Report**
  - 2.1. All of the rosters are finally in and a roster analysis has been completed that indicates class changes.
  - 2.2. Motion to classify groups according to the current roster numbers, making every group class A except for PVRG and TSAR, which will be class B groups. Motion ammended to waive the bylaws, granting TSAR provisional status to bring their membership up to the required 16 members within 6 months. **Motion and ammendment pass** unanimously and changes take effect immediately. Group representatives ammended on sign-in page above.
  - 2.3. Certification criteria noted as: all groups need 16 members,10 FTMs or higher, class A includes 6 FTL or higher members
  - 2.4. ASRC Pin 001 is now available for reassignment.
3. **Operations Report:**
  - 3.1. Group Accreditation/Reaccreditation process – Has been reviewed and the only substantive change is in section 2.1.1.6 that makes it clearer that the objective is to evaluate teams as a group, rather than individuals.
  - 3.2. Motion to accept the Group Accreditation process as submitted and charge the Operations Officer to develop a plan for implementation to come back to the Board in 6 months.
    - 3.2.1. Discussion regarding some ideas for training and testing standards that could be incorporated into the appendix to the Field Practical Evaluation.
    - 3.2.2. **Motion Passes**

12 January 2008

3.3. The Appendix to the Field Practical Evaluation will be the next step of what the Operations group is working on that will come back to the Board for input. Evaluators will need to be approved by the board.

#### 4. **Financial Planning and Budgeting**

##### 4.1. **Budget**

4.1.1. The budget now includes accurate dues numbers and a grant goal of \$2000; at least \$1000 will be necessary to cover shortfall. Ending balance for this year is projected to be \$2553.08.

4.1.2. Discussion of specific budget items

4.1.2.1. Pagers: Board needs to consider turning off the pager system as it seems to be redundant, group dispatch officers have not commented on the proposal to turn off the pager system at the ASRC level. Must keep in consideration that we're unlikely to ever get this low a rate again if we go back to pagers. Groups can keep pagers themselves, this would only take out the ASRC level pager network, which has been unreliable anyway. Metrocall requires one month notice to discontinue service. Budget should be changed to reflect only two months pager service and the treasurer should send a certified letter on ASRC letterhead to cancel the service, effective February.

4.1.2.2. Web expenses: This line item may be slightly reduced, as we have also received an offer from SWVAMRG to pay for some of the web service as a consideration for their use of it.

4.1.2.3. Insurance coverage: Cost should not change based on membership number. We are waiting on the current invoice. We need to check the trailer coverage with actual number of trailers existing. Question raised regarding how the policy effects a group operating as an EMS agency, as the current policy does not include medical malpractice. Suggestion to form a committee to explore insurance matters as relating to providing medical care in the field. Members will be at the discretion of the Secretary, as the liason with insurance provider.

4.1.2.4. Motion to accept budget with updated dues based on current roster and Metrocall line item reduced to \$60.

4.1.2.4.1. **Motion passes**

4.1.3. Presentation of contingency plan for covering expenses if the grant income does not happen. A supplemental group fee will be assessed if we are projected to fall short the \$1000 grant minimum needed to meet our budget. Some potential grant sources have been identified. Though we are not being asked to adopt the resolution as presented, there needs to be an awareness that this will shape interaction with groups due to the possibility of requiring extra dues. Dues will also need to be determined in the October time frame to keep groups informed.

4.1.3.1. It was noted that there was a fundraiser of t-shirt sales after the Dolly Sods, so we should check to see what the status of that is in order to add that to our income. Carl will contact the person responsible for those sales.

4.1.4. Trailer coverage: Motion that the rider for trailers should be divided between groups who want coverage via the ASRC insurance policy, currently AMRG, MARG, DMVSAR, PSAR. Any group that wants their trailer covered should work with the secretary to insure that the trailer is added to the policy and the treasurer will be invoicing groups for their share of the trailer coverage rider.

4.1.4.1. **Motion passes**

##### 4.2. **Treasurer's Report**

4.2.1. Sensitivity analysis shows that we should be coming fairly even, maybe a little under, but the contingency plan should keep us stable if necessary.

## ASRC BOD Meeting Minutes

12 January 2008

- 4.2.2. Some confusion again about PVRG active member count may change the analysis and total dues. Still some confusion about \$20 owed by PVRG for last year.
- 4.2.3. Current balance is \$2553.08. Earmarked funds are for staff level training.
- 4.2.4. Motion to accept treasurer's report
  - 4.2.4.1. **Motion passes**
- 4.2.5. Treasurer notes that we need to be more aggressive about finding income sources and reminds people to get information to her if we know of possibilities.

## 5. Administrative:

5.1. Motion to accept minutes of the October 2008 BOD meeting

5.1.1. **Motion passes**

5.2. State Relations

- 5.2.1. MOU with VDEM – Chair talked to Mark Eggeman and was informed that Mark has passed the note added by the ASRC up to the Attorney General's office for review. PSAR seems to be the only group currently holding a signed VDEM MOU. VDEM is still not recognizing ASRC credentials. There now appears to be a GSAR planned for February. The lack of agreement on credentialing seems to be more an administrative question for now and does not appear to be effecting operations. Side note: the senior person on scene from any group is essentially the AR and can call the Conference for more resources with the approval of the RA. A point was made that several members have credentials in process with VDEM that have not progressed. Chair is attempting to get VDEM to think about further MOUs with ASRC considered as a multi-agency coordinator as opposed to a response agency. This type of relationship would facilitate getting resources across state lines.
- 5.2.2. Application to MD NRP – Application still has not been sent to MD, as the Chair thinks it might be better to set up the same sort of structure to begin with (ASRC as multi-agency coordinator, rather than as a response agency.) Groups should be pursuing their own applications with MD. Currently NRP is honoring NASAR and ASRC certifications, but verifying VDEM certifications. DMVSAR is the only ASRC group with an active relationship with NRP, though MARG has submitted an application also. MSP and NRP are working together.
- 5.2.3. RACE – an Ohio group in the Columbus area has a possible interest in ASRC membership. They have been using our training standards and discussing their interest. Concern expressed about being able to support operations so far out. Interest from MARG as a mentor group was expressed.

## 6. Operations Report:

- 6.1. Accomplishments of 2007, challenges for 2008 (attached)
- 6.2. Definitely in need of more active AOs, Dispatch Officers, IS
- 6.3. Announcement of VSARCO state conference, which should include challenge tests for FTM and FTL
- 6.4. Alex ?
- 6.5. Alert Officer Standards draft presented by ADC
  - 6.5.1. Current standards require FTL course and MLSO, which don't really address the needs for what we're asking them to do; new standards remove those and require instead AO Training and the CDO course. The requirement also would include a minimum age of 21. It doesn't include a field requirement, but may instead include group participation for some number of years, recognizing that someone may be able to serve in this capacity while they might not be able to work in the field. Another change is to require recommendations from the ADC and

12 January 2008

group officers, and then finally to receive Board approval. The AO is the only position that is not field promotable. This is not mentioned in the standards, but will be included in the SOP. The designation of “AO in training” makes it unclear the person’s status. It could be helpful to clarify some of the relationships, including the ACA. Some comments and suggestions about the written test offered, including a suggestion for an oral exam.

- 6.6. SPAM issue: the alert addresses have been harvested somehow, whether from the website or from individual members. A “bad words list” has been implemented with filters on the server. Possibility suggested to implement member-only posting that includes the portal on the web page for RAs. Perhaps a solution could be to have unknown addresses go to CDO list for approval, which has the issue of including a human in the equation. On the horizon is a selective alert system. Suggestions on dealing with this issue should go to ADC at [adc@asrc.net](mailto:adc@asrc.net).
- 6.7. Backup alerting: With the pager system cessation, a backup plan for mail server interruption or delay requires another portal to deal with our messages outside the mail server. Primary, secondary, and tertiary alerting system on the web page needs to be updated. No progress so far on CDO training. Time to consider who will be our next ADC.

## 7. Training Report:

- 7.1. Cleaning up training level certifications to clear out people who have not completed recertification requirements. Will come up at April meeting. Three year cycle would begin in January, with certifications beginning later in the year starting the three year period the following January. Discussion of training standards and NIMS requirements, re: standards not specifically referencing outside standards to avoid ad hoc policy. Standards should be made very clear, but the administrative implementation would be that a training officer would keep track of any equivalents.

## 8. New Business:

- 8.1. Suggested goal for the next term of officers is to do a complete update to the ASRC training standards as the Conference’s next corporate step.
  - 8.1.1. Question raised about writing dog standards as well. Standards have matured some, so it might be easier to get to this point. Concern raised about Board not being knowledgeable enough to develop and evaluate standards, though a possibility would be to bring in outside advisors. Might make sense to make the internal standards for the things our groups do – ie. dogs, cave rescue, sign cutting. Keep lines clear – this is a group / conference issue; the Conference maintains the agreement with the state for particular resources. The sense is that we want to do what we can to support the efforts of the groups. There is a need to be clear about starting with the Operational doctrine so that the framework of the standards fit into the operational needs. As an example, leadership as an operational need is not well reflected in the standards.
  - 8.1.2. Reminder of misnaming of Incident Commander – outside of Virginia, it should be called Search Manager/ Management. The title causes problems, as it is not necessarily where the person will end up working. Training level should be more clear and avoid this problem.
  - 8.1.3. Suggested objectives for inclusion in training update:
    - 8.1.3.1. Analyze credentials and clearly align them with operational needs
    - 8.1.3.2. Update standards to incorporate new operational requirements (e.g. GPS capability)
    - 8.1.3.3. Introduce clear leadership standards for each credential, as appropriate to operational functions
    - 8.1.3.4. Clarify certification/evaluation criteria
    - 8.1.3.5. Bring ASRC credentials into NIMS compliant structure and format

## ASRC BOD Meeting Minutes

12 January 2008

- 8.1.3.6. Align ASRC credentials with other regional credentials and national resource types (to the extent known)
- 8.1.3.7. Offer a training program designed to achieve the credentials in the ASRC credentialing policy
- 8.2. Officer candidates should come up at next meeting
- 8.3. Dolly Sods debrief
  - 8.3.1. Some initial difficulty with IC, but ASRC teams were able to get more involved as they proved usefulness and competence. Red Cross was very helpful, as well as local facilities. Search was up to 400 volunteers by the time of the find. ASRC people mostly ended up in the command post as opposed to in the field.
  - 8.3.2. Any recommended change regarding turning away resources? When the command post was secured, a member was turned away rather than referred to the remote staging area. There's a question of how we might better keep communication up with other resources at base, or of having someone monitoring the business frequency. Dispatch should have known that there was a separate staging area, though in this case ASRC personnel were wanted at base until access was shut down. Having personal radios would help. Having a contingency plan for personnel to get to a land line and communicate with dispatch would also be useful. This is best covered by groups. Management has to be sure that any alternate location is known to dispatch. Reminder about the AR responsibility to keep track of our personnel, especially when the scene gets complicated.
  - 8.3.3. Security concern regarding communications on find. CNN had status 2 information that seems to have come from ASRC pager information. It seems that we need to keep the status information quiet until the PIO is done. The only immediate page should be 444. The ASRC page should only reflect whether a mission is active, rather than a specific status.
  - 8.3.4. Another consideration is complete and accurate dispatch information. Some more tools on the web page would probably be helpful in this regard.
  - 8.3.5. Some teams found GPS to be a very useful tool on this search. GPS probably will be incorporated in the training standards. Other technology is also being tested and considered. Good data is almost always useful, but more data may not be.
  - 8.3.6. Another security point is to beware of people with cell phones sending sensitive information, particularly video, out from search.
9. Action items:
  - 9.1. PVRG roster issues need to be straightened out by 1 Feb
  - 9.2. Secretary will verify that trailers are covered and give necessary info to insurance agent.
  - 9.3. Chair will let PIN 001 know his status.
  - 9.4. Treasurer will finalize the metrocall situation.
  - 9.5. Chair will send roster to CTO to get training levels straight.
  - 9.6. ASRC front page will be changed to show only activity level, rather than search status.
  - 9.7. Secretary to convene committee about insurance issues.
  - 9.8. Carl will check in on T-shirt sales from Dolly Sods search.
10. Next meeting:
  - 10.1. Board and General Membership to be held 12-13 April just northeast of Morgantown, WV.
  - 10.2. Doug Moore will be contact for site information.
  - 10.3. Several presentations are possible for General meeting. Steve's stump speech about ASRC's multi-agency coordinator role may come up.
11. Good of the organization:
  - 11.1. Sofie and Heather took test and are now operational

11.2. Noting the passing of Sir Edmund Hillary.

**12. The meeting officially adjourned at 1538.**