



# ASRC BOD Minutes

## 12 April 2008

Chestnut Ridge Park, WV

Title	Name	From	Present	Proxied To
Chair	Steve Weiss	SMRG	Yes	
Vice Chair	Keith Conover	AMRG	Yes	
Treasurer	Jen Clifton	BRMRG		
Secretary	Steph Bean	PVRG	Yes	N/A
Roster	Steve Weiss	SMRG	Yes	N/A
Webmaster	Kenneth Chiacchia	AMRG		N/A
Ops	Bob Allam	PSAR		N/A
Asst. Ops	Alex McLellan	SMRG		N/A
ADC	Alex McLellan	SMRG		N/A
Medical	Roger Miller	SMRG		N/A
PA OMD	Keith Conover	AMRG		N/A
VA OMD	George Lindbeck	<i>none</i>		N/A
WV OMD	Carl Werntz	MARG		N/A
MD OMD				N/A
Comms	Keith Crabtree	SMRG		N/A
PIO	<i>vacant</i>			N/A
Safety	Carl Werntz	MARG		N/A
Infection Control	<i>vacant</i>			N/A
Training	Andrew Dorsett	MSAR		N/A
Group Reps	Name		Present	Proxied To
AMRG	Kenneth Chiacchia		Yes	
AMRG	Pete Roof		Yes/prxy	Kenneth Chiacchia (second half)
BRMRG	Molly Garland			
BRMRG	Rob Lynch			
DMVSAR	Jim Jackson		Yes	
DMVSAR	Diana Laclair			
MARG	Carl Werntz		Yes	
MARG	Doug Moore		Yes	
M/SAR	William Andrews			
M/SAR	Andrew Dorsett		Yes	
PSAR	Bob Allam			
PSAR	Ron Chervenak		Yes	
PVRG	Stephanie Bean		Yes	
SMRG	Andrew Bickers			
SMRG	Steve Weiss		Yes	
SWVaMRG	Chris Chesson			
SWVaMRG	Sarah Druy			
TSAR	Kevin Brewer		Yes	
TSAR	Nathan Brown		Yes	
Non-voting groups				
RACE	Wendell Adams		Yes	

At Large Attendance (Name, Group)			
Samuel Lee	PVRG	400 mi	
Ron Charette	SMRG	325 mi	
Alex Storey	SMRG	400 mi	
Chris Stone	SMRG	400 mi	
Rusty Miller	MARG	20 mi	
Nathan Brown	TSAR	700 mi	
Scott Merritt	RACE	400 mi	
Chris Williams	RACE	400 mi	

**Summary of Motions** from this meeting:

Motion	Section	Result
Bring RACE in as a probationary group with MARG as their sponsor		Passed
Approve Bob Koester as an IC-I		Passed
Recertify Rita Krenz as IS and encourage her to attend more searches		Passed
Recertify Pepper Broad as IS		Passed
Recertify Dan Patterson as IS		Passed
Have Brian Ulmer revert back to IC-III, as per our training standards. The Chair will contact BRMRG regarding his membership status to find out if he's still active.		Passed
		Passed

**Minutes:**

1. **The meeting was called to order at 0910 by Chairman Weiss.**
2. **Chair's Report**
  - 2.1. Welcome to RACE as a potential future group of the ASRC. Have shown professionalism in their management and request to join – already are 501(3)c and have been training to ASRC standards. They are primarily a ground team that also do disaster response and community service. Have done some CERT work and some members have NASAR training.
  - 2.2. Motion to bring RACE in as a probationary group with MARG as their sponsor.
    - 2.2.1. **Motion passes**
  - 2.3. Review of operational status for TSAR, they have 19 members, 8 FTL or above, so now certified as a class A group.
  - 2.4. Group accreditation policy: lots of work has been done on it, but it has recently stalled. The next piece that needs to be done is the evaluation that will be the keystone of how group operation is defined. The next Ops officer will really be on the hook for implementing this, but doing it well will put us in the groundbreaking role again.
  - 2.5. King and Queen County, VA search – Several groups were alerted for the search, but sent to different locations. The alert officers were unable to respond in a reasonable amount of time. May indicate that we need to rethink our alert structure somewhat. Right now, we're very reliant on senior members to open dispatch and get things rolling – designed around big searches. Groups are generally better at quick local response. What do we want to do about Agency Reps? How do we deal with group vs. conference interaction? How do we deal as an agency on training personnel to deal with a search that is a real mess in terms of organization? Perhaps building in a

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search first responder to deal with the “first on scene” situation. Having an ACA to call might be a good idea to back people up and cover our responsibility as an organization. A lower threshold for Agency Rep could be a solution. Training issues vs. qualifications. We still need to be able to support the bigger search (attitudes of state SAR coordinators notwithstanding), but it would be good to be more nimble for smaller searches. Would it be helpful to have a check-in with an ACA for those groups that end up being called out on their own, or an added imposition? Keep letting RAs know that requesting more resources early will give the best chance of success; this may be counter to other messages they’re receiving. Our active ICs are likely to be open to having an ACA available. (Perhaps phrasing as consult vs. command is a helpful model from the EMS community.) Preventative outreach is a good idea, but difficult to accomplish in meaningful ways because of staff turnover and the variability of searches happening in a particular county or area. Remember to give the “cover your butt” message.

### 3. Training Report:

- 3.1. Conference Training Officer sent a message sent 2-3 weeks ago to staff due for recertification. Four responded that they wouldn’t be recertifying, 3 requested extensions, one was a non response, and several are working on submitting paperwork. All recertifications will be current through January 2011.
  - 3.1.1. Lauren Fernandez, formerly BRMRG, sent in her resignation; she has moved to Cincinnati and had a daughter born in March. She will be missed.
  - 3.1.2. Darren Chen, BRMRG, not seeking recertification, reverts to IC-III
  - 3.1.3. Suzen Collins, PSAR, reverts back to IS
  - 3.1.4. DJ Douglas, SWVaMRG, loses IS qualification
  - 3.1.5. Bob Koester, BRMRG, to recertify for IC-I, has sent email outlining past 4 years and meets requirements as long as teaching counts. He points out that the training standards state “incidents” where VA designates “shifts”. The Board is willing to accept the interpretation that a shift counts as an incident. Motion to approve Bob Koester as an IC-I.
    - 3.1.5.1. **Motion passes**
  - 3.1.6. Rita Krenz, BRMRG, recertifying as IS. Paperwork received was a summary of operations that meets the requirements. Also asked for consideration of time performing at Remote Area Medicine Clinic. This could be considered under CE credits. Motion to recertify Rita Krenz as IS and encourage her to attend more searches.
    - 3.1.6.1. **Motion passes**
  - 3.1.7. Pepper Broad, MARG, recertifying for IS. Paperwork received with alacrity and definitely meets requirements. Motion to recertify Pepper Broad as IS.
    - 3.1.7.1. **Motion passes**
  - 3.1.8. Dan Patterson, MARG, recertifying for IS. Hadn’t received his documentation as of the time of the meeting. Documentation provided in good order after a slight delay. Motion to recertify Dan Patterson as IS.
    - 3.1.8.1. **Motion passes**
  - 3.1.9. Barbara Butler, AMRG, recertifying for IS. Have received response, but not the documentation yet.
    - 3.1.9.1. Provisional recertification status pending receipt of documentation by the training officer within one month, with copies to the chair and secretary.
  - 3.1.10. John O’Shea, SWVaMRG, recertifying as IC-III, but requesting an extension.
    - 3.1.10.1. (See discussion following next item.)
  - 3.1.11. Kinsey O’Shea (name is still Row in roster), SWVaMRG, recertifying as IS, but requesting an extension due to expecting a baby in May.

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- 3.1.11.1. Question raised regarding when approval of initial certification came before the Board.
- 3.1.11.2. Point made that the Minutes are not very accessible, nor necessarily as comprehensive as we might like. It would be helpful to have them online and have a search function.
- 3.1.11.3. Proposal to suspend both certifications, pending proof of the original certification, including date, or a recertification date.
- 3.1.12. Brian Ulmer, BRMRG, is due for IC-II recertification, but have received no response. Email did not bounce. Recertification was due in 2006. Motion to have Brian Ulmer revert back to IC-III, as per our training standards. The Chair will contact BRMRG regarding his membership status to find out if he's still active.
  - 3.1.12.1. **Motion passes**
- 3.1.13. Training Officer strongly recommends that the next CTO send out yearly reminders of when recertifications will be due to both individual and Group Training Officer.
- 3.1.14. Reminder that staff positions are at the ASRC level and the organization could probably do a better job of promoting staff activity for the organization.

#### 4. **Operations Report:**

- 4.1. Outgoing ops officer reports that we've accomplished a lot in the past two years, which will hopefully pay off, especially as we have a new group try to go through the process. Other successes were in SOPs and Mutual Aid Agreements, new NIMS-compliant terms introduced, copywrite issues to be addressed on rewrite.
  - 4.1.1. Creative Commons license might be better for our uses
  - 4.1.2. Board might consider what the official stance on intellectual property should be, suggestion to form a Chair's Committee to explore pros and cons, options, and to make a recommendation back to the Board.
  - 4.1.3. Other discussion regarding naming of training levels in a way that complies with NIMs and doesn't put off state agencies. Possible solutions to be addressed in new business.
- 4.2. ADC seems to have resolved spam issues in the dispatch system. Hard filter list now based on prescribed list of allowable addresses and the website will allow an agency to enter an alert. Other issues included a significant delay in notifications as well as a email server problem that proves our need for a backup solution. Other solutions need to be considered, but preferably will not cost us anything, as we cancelled the pager system due to cost. No potential Alert Officers in the pipeline. Multiple people have the basic requirements: MSO (or its equivalent) and FTL. Dispatch officers also desperately needed. Chair offers to give dispatch and AO training later this afternoon. No comments on draft standards for Alert Officer received. ADC needs a code writer to help with system and make it more robust.
- 4.3. Medical officer moving towards recommending that we recertify as BLS rather than going through the ALS again. The biggest concern for that is to responsibly dispose of unneeded drugs and equipment.
- 4.4. Safety officer: an injury, or possibly two, occurred at a recent search that has apparently gone through proper channels (notification of VDEM and forms completed, to the best of our knowledge.) Reminder that all of these things need to be timely filed (usually 5 days maximum) in order to be reimbursed / properly handled. Also a reminder from the medical officer that a form needs to be filled out on any medical care, even if nothing needed to be done.

#### 5. **Administrative:**

- 5.1. Defer approval of January minutes until they've been distributed

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5.2. State Relations

5.2.1. MOU with VDEM – no motion, VDEM SAR coordinator continues to insist that ASRC standards won't be recognized, at least partly due to flaws in the training standards that involve a lack of evaluation standards and outside evaluators. Again, we need to get ahead of the ball and get our standards in better shape. The hope is to avoid political impasse by providing acceptable solutions. Chair will be bringing this message to VA SAR conference in two weeks as well as the benefits and effectiveness of grass-roots volunteer community.

5.3. Finance – treasurer is not in attendance, so no report available. Update on Dolly Sods search fundraiser – t-shirts available and proceeds coming to conference. Feel free to buy some.

5.4. Insurance question – DVMSAR ended up finding their own policy because of the issues with our agent and found a better price and service. Still need to continue exploring options and issues via the committee established last Board meeting, to be chaired by the incoming ASRC secretary. Portable equipment coverage would cover equipment no matter where it ends up. Our current agent agreed to attend the next Board meeting to answer questions.

6. Good of the organization:

6.1. VASARCO information available

7. **The meeting officially adjourned at 1235, to reconvene at 1730 for elections.**

8. **The meeting reopened at 1735 for elections and unfinished business.**

9. **Treasurer's Report:**

9.1. Since last meeting, 8 of 10 groups have paid dues. Still waiting for PVRG and BRMRG to pay up, though BRMRG has fixed a problem with

9.2. \$811 from Operation Jacob

9.3. No Metrocall bill from April, so the cancellation has taken effect.

9.4. Doing better than expected, looks like we'll meet our goal to have a decent cushion. There's also the addition of a donation for web expenses, \$250 for the dedicated fund from MARG, and the projected future dues payment of RACE as a new group.

9.5. Problem encountered with raising grant funds because organizations are reluctant to donate to cover insurance expenses, so future budgeting should be clear that group dues are covering insurance with developmental grants going towards other projects and costs. Record maintenance will be a

9.6. Motion to accept treasurer's report as submitted.

9.6.1. **Motion passes**

10. **Business laid over from previous meeting**

10.1. Motion that (1) the rocker bars for all IC qualified individuals shall henceforth read "Command Staff", and (2) the rocker bars for all IS qualified individuals shall read "General Staff"

10.1.1. Motion passes

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11. **Elections**

11.1. Must elect Chair and Vice Chair from the current Board of Directors

11.2. Nominations for Chair: Steve Weiss

11.2.1. Steve's goals as Chair would be to maintain and sustain mission support, complete the credentialing policy, review and update the conference governance structure and policies, . Plans to develop the vision of the ASRC, focus on outreach, and continue oversight of BOD and officer's activities.

11.2.2. Steve Weiss continues as Chair

11.3. Nominations for Vice Chair: Carl Wertz

11.3.1. Chair hopes that the VC will act as a "chief of staff," facilitating routine BOD activities including developing the agendas, holding online elections, and between meeting teleconferences, as well as leading the review of governance structure and bylaws.

11.3.2. Carl accepts with the caveat that we not tell his wife and the

11.4. Treasurer:

11.4.1. Chair's goals for the Treasurer are to move the conference toward electronic banking, improve "easy" fundraising including creation of a PayPal account

11.4.2. Chair nominates Jen Clifton of BRMRG to continue and BOD endorses

11.5. Nomination for Secretary

11.5.1. Chair's goal for the secretary

11.5.2. Chair nominates Sarah Carlson of SMRG

11.6. Operations Officer

11.6.1. Chair nominates Doug Moore of MARG

11.7. Training Officer

11.7.1. Goals of the CTO will be routine IC/IS roster administration, providing training to produce more IC/IS, lead update of conference training standards, and lead compilation and distribution of conference training program

11.7.2. Chair nominates Alex McLellan of SMRG to be the CTO

11.8. Motion that the Board accepts the recommendations brought forward by the Chair for officers.

11.8.1. **Motion passes**

12. Next meeting of the BOD will be at Winchester Medical Center the second Saturday in July.