



ASRC BOD Minutes

19 April 2009

Winchester Memorial Hospital, Winchester, VA

Title	Name	From	Present	Proxied To
Chair	Steve Weiss	SMRG	Yes	
Vice Chair	Carl Werntz	MARG	No	
Treasurer	Evan Koepke		Yes	
Secretary	Tonya Williams	PSAR	Yes	N/A
Roster	Steve Weiss	SMRG	Yes	N/A
Webmaster	Kenneth Chiacchia	AMRG	No	N/A
Ops	Doug Moore	MARG	No	N/A
ADC	Kevin Maskell	–	No	N/A
Medical	<i>Vacant</i>	–	No	N/A
PA OMD	Keith Conover	AMRG	No	N/A
VA OMD	George Lindbeck	<i>none</i>	No	N/A
WV OMD	Carl Werntz	MARG	Yes	N/A
MD OMD	<i>Vacant</i>	–	–	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	Alex McLellan	SMRG	No	Steve Weiss
Group Reps	Name		Present	Proxied To
AMRG	Pete Roof		No	
AMRG	Kenneth Chiacchia		No	
BRMRG	Evan Koepke		Yes	
BRMRG				
DMVSAR	Jim Jackson		Yes	
DMVSAR	Jon Wiseman		No	Proxied to Jim Jackson
MARG	Doug Moore		No	
MARG	Carl Werntz		No	
M/SAR	Andrew Dorsett		Yes	
PSAR	Tonya Williams		Yes	
PSAR	Ron Chervenak		Yes	
PVRG	Alan Holmes		Yes	
RACE (NV)	Wendell Adams		No	
SMRG	Steve Weiss		Yes	
SMRG	George Hargenrader		No	Proxied to Steve Weiss
SWVaMRG				
TSAR	Kevin Brewer		Yes	
At Large Attendance (Name, Group)				

Summary of Motions from this meeting:

Motion	Section	Result
Motion to newly certify Dave Carter as IC2	2.3.1	Passed
Motion to certify Keith Crabtree as IS	2.3.2	Passed.
Motion to certify Mike Damkot as IS	2.3.3	Passed
Motion to certify Don Scelza as IS	2.3.4	Passed
Motion to decertify Darren Chen	3.4.1	Passed
Motion to decertify Brian Ulmer	3.4.2	Passed
Motion to decertify Bob Lovejoy to IC2, and that Tom is no longer an ACA.	3.4.3	Passed
Motion to remove DJ Douglas from the IS roster.	3.4.4	Passed
Motion to decertify Martin Juenge as IS, ASRC field certification to be determined by his group.	3.4.5	Passed
Motion to decertify Mike Kennedy as IS, ASRC field certification to be determined by his group.	3.4.6	Passed
Motion to hold off on de-certifications on Dan Petersen, Barbara Butler, and John O'Shea, pending completion and submission of their packages for review.	3.4.7	Passed
Motion: Whereas PVRG's ASRC dues are in arrears for 2008 and 2009. The BOD declares PVRG to be not in good standing per ASRC's policies, therefore the board classifies PVRG as a probationary group, pending receipt of these past due dues. If paid in full on or before December 31 st 2009, PVRG automatically reverts to certified B status. Failure to remit past due dues by the December 31 st 2009 deadline, will require PVRG to follow the certification standard procedures to re-obtain certified B status again.	3.1.5.2	Passed
Motion to put the responsibility for submission of command and general certifications and re-certifications packages.	6.2.1	Passed
Motion to amend the ASRC Training Manual XII. A. Failure to Re-certify by adding 1d) as follows: "ASRC members holding IS certification will lose certification after an additional six month grace period from the date of the end of their certification. Thereafter they will revert to FTL."	6.3.1	Passed
Motion for Chair and Secretary to review and update the current Admin Policy to be due for vote by BOD no later than 31 December 2009.	6.1.2	Passed
Motion for Vice-chair to form a committee to review and update the current Bylaws, and submit to the BOD by the October 2009 BOD meeting for review, and be ready to be voted on at the January 2010 AGM meeting.	6.2.2	Passed

Minutes:

1. The meeting was called to order at 0946 by Chairman Weiss.

2. Chair's Report

2.1. Welcome to Tonya Williams who is the new secretary.

2.2. Special Topic: Certifications

2.2.1. It was discussed at the last BOD meeting in regards to certification of Dave Carter to IC2 and whether he met the standards. It was determined that he did.

2.3. Consideration of candidates:

2.3.1 Motion to certify Dave Carter as IC2 (Motion seconded, discussed, passed)

2.3.2 Motion to certify Keith Crabtree as IS (Motion seconded, discussed, passed)

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- 2.3.3 Motion to certify Mike Damkot as IS (Motion seconded, discussed, passed)
- 2.3.4 Motion to certify Don Scelza as IS (Motion seconded, discussed, passed) In discussion: One(1) item out of six (6), and that last item is pending due to law enforcement to return a phone call, and is expected to take a while for that phone call to be returned. And is this something that we want to hold him up from becoming IC? BOD inclined not to wait.

2.4 De-certifications

- 2.4.1 Motion to decertify Darren Chen (Motion seconded, discussed, passed)
- 2.4.2 Motion to decertify Brian Ulmer (Motion seconded, discussed, passed)
- 2.4.3 Motion to decertify Bob Lovejoy to IC2 (Motion seconded, discussed, passed) In discussion the question was raised whether ACA was attached to IC1 or was a separate consideration. No general policy adopted here.
- 2.4.4 Motion to remove DJ Douglas from the IS roster (Motion seconded, discussed, passed)
- 2.4.5 Motion to decertify Martin Juenge as IS, ASRC field certification to be determined by his group (Motion seconded, discussed, passed)
- 2.4.6 Motion to decertify Mike Kennedy as IS, ASRC field certification to be determined by his group (Motion seconded, discussed, passed)
- 2.4.7 Motion to hold off on de-certifications on Dan Petersen, Barbara Butler, and John O'Shea, pending completion and submission of their packages for review (Motion seconded, discussed, passed)

3. Financial Planning and Budgeting

3.1. Treasurer's Report

- 3.1.1. Current balance- \$3694.00
- 3.1.2. 3 checks need to be deposited in amount of \$3150.00, to bring balance to- \$6844.00.
- 3.1.3. Check written to insurance in amount of \$2563.00.
- 3.1.4. Check written to VASARCO in amount of \$2000.00.
- 3.1.5. Need PVRG current and past year's dues.
 - 3.1.5.1. Discussion points: PVRG plans to pay but waiting for approval and checks to be cut to group so that dues can be submitted to ASRC. Hadn't been approved as of yet but, and awaiting approval of funds from college. But the college board didn't understand that there are group dues and individual member dues also, and it had been straightened out, just awaiting moneys. Treasurer: from the ASRC funds perspective it is not detrimental for them to pay "right now", propose to set up a payment plane to pay back past due amount on or before December 31st 2009. Maybe put PVRG on "probationary status" pending payment of current and past due amounts. To be returned to Certified B status upon payment in full? And to make sure this issue of what to do or what the consequences will be upon non payment of dues, since there is no consideration in the bylaws to address the consequences of nonpayment, is covered in the soon to be updated bylaws.
 - 3.1.5.2. Motion: Whereas PVRG's ASRC dues are in arrears for 2008 and 2009. The BOD declares PVRG to be not in good standing per ASRC's policies, therefore the board classifies PVRG as a probationary group, pending receipt of these past due dues. If paid in full on or before December 31st 2009, PVRG automatically reverts to certified B status. Failure to remit past due dues by the December 31st 2009 deadline, will require PVRG to follow the certification standard procedures to re-obtain certified B status again.
 - 3.1.5.3. Motion seconded.
 - 3.1.5.4. Discussion.
 - 3.1.5.4.1. PVRG Rep: Is this something that the ASRC can could impose on group since the chair admitted that there really was no written consequences that could be

done. And that the college has lawyers that will comb through the bylaws to find a loophole somewhere that says they don't "have to" pay said dues.

3.1.5.4.2. Steve: The board can impose these consequences if voted on and receives 2/3 vote. Shall we take a vote?

3.1.5.5. Agree-9, Opposed-0, Abstained-2

3.1.5.6. Motion passed.

4. Medical Officer Report:

4.1. No report.

5. Operations Report:

5.1. Per email from Alex McClellan:

6.2. Motion: RESPONSIBILITY FOR SUBMISSION OF COMMAND AND GENERAL CERTIFICATION AND RE-CERTIFICATION PACKAGES. *"The responsibility for submission of applications for certification and re-certification, along with associated documentation as described in the "Guide to Supporting Documentation and Process for ASRC Command and General Staff Certification Applications for ASRC", for command and general staff certifications shall rest solely with the ASRC member's Group Training Officer. All applications shall be submitted to the ASRC Training Officer no less than 30 days prior to each ASRC BOD meeting.*

Reductions in certification shall occur automatically on the date when the certification expires. Exceptions to reductions in certifications shall be made on a case by case basis, upon recommendation of the ASRC Training Officer in consultation with the member's Group Training Officer and the individual ASRC member."

Administration: This motion shall be integrated into the ASRC Training Manual no less than 6 months after being approved at an ASRC BOD Meeting.

6.2.1. **Background** As a result of the most recent BOD meeting, the BOD changed the emphasis of certification and re-certification placing the onus on either the BOD or an ASRC officer to remind or encourage members to submit their materials for certification or re-certification in a timely manner.

While this is generally accepted as a good practice, making this change of emphasis a rule rather than a best practice sets a dangerous precedence as a part of the governance structure for a certification system.

The emphasis of the certification should always be primarily directed toward the subject or the clients (usually law enforcement).

As a rule-making body, a certifying authority and a standards development organization, the ASRC should always build its rules with clarity and allow for the BOD to rule on variances rather than build variance into the rules.

6.2.2. It is therefore recommended that the following motion be placed before the BOD.

6.2.3. Motion seconded.

6.2.4. Discussion points: Can the CTO submit recert dates in a spreadsheet format to individual GTO's. I see no reason why the CTO cannot submit at least once a year a copy to GTO's once a year.

6.2.5. Motion passed.

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6.3. Motion: Failure to Re-certify as Incident Staff

6.3.1. Amend the ASRC Training Manual XII. A. Failure to Re-certify by adding 1d) as follows:

"ASRC members holding IS certification will lose certification after an additional six month grace period from the date of the end of their certification. Thereafter they will revert to FTL."

6.3.2. Motion seconded.

6.3.3 Motion passed.

6. New Business:

6.1. Motion for Chair and Secretary to review and update the current Admin Policy to be due for vote by BOD no later than 31 December 2009.

6.1.1 Motion seconded.

6.1.2. Motion passed

6.2. Motion for Vice-chair to form a committee to review and update the current Bylaws, and submit to the BOD by the October 2009 BOD meeting for review, and be ready to be voted on at the January 2010 AGM meeting.

7.2.1. Motion seconded.

7.2.2. Motion passed.

7. Board Business

7.1. The Operations manual rewrite is not where it should be.

7.1.1. New Ops manual does not maintain current policy.

7.2 Should the board certify GTO's?

7.2.1. Still before the Board.

7.2.2. Is there a need to have Group Evaluators for GTO certifications?

7.2.3. Will the Evaluators be seen as members of the Board?

8. Next meeting:

TBD

9. Good of the organization:

a. Thank You to TSAR for hosting AGM.

b. ASRC Dispatch training went well, hopefully we can get some more people stepping up and covering Conference Dispatch.

10. The meeting officially adjourned at 1235 by Chair Weiss.