

Appalachian Search and Rescue Conference  
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 Charlottesville, VA 22904  
 www.asrc.net



ASRC Board of Directors Meeting Minutes  
 February 5, 2012 10:00  
 Blackburn Trail Center, Round Hill, VA

		BoD Reps Present	General Members Present
Allegheny Mountain Rescue Group 1. Ken Chiacchia 2. Rebecca Hostetter	AMRG	2	1
Blue Ridge Mountain Rescue Group 1. Evan Koepke 2. Michael Holroyd (Proxy to Koepke)	BRMRG	1	1
DELMARVA Search and Rescue	DMVSAR	0	
Maryland Search and Rescue 1. Andrew Dorsett (Proxy to Airey)	MSAR	1	3
Mountaineer Area Rescue Group 1. Doug Moore (Proxy to Wertz) 2. Don Ferguson (Proxy to Wertz)	MARG	0	1
Potomac Valley Rescue Group	PVRG	0	0
Rapid Assistance to Community Emergencies	RACE	0	0
Shenandoah Mountain Rescue Group 1. Michael Damkot (Proxy to Menendez) 2. Andrew Hower	SMRG	1	2
South West Virginia Mountain Rescue Group	SWVaMRG	0	0

The Board of Directors (BoD) Meeting of the ASRC came to order at 10:15 on Sunday February 5, 2012 following the ASRC Retreat (AGM).

Evan Koepke, Chairman of the ASRC opened the BoD meeting.

**Roll Call – Andrew Hower**

A roll call was conducted by Andrew Hower, Secretary of the ASRC.

There are four voting Board Members present, and five Board Member proxies were conveyed in writing for nine voting of fifteen present. 60% of the Board of Directors of the ASRC is represented, constituting a quorum.

Don Ferguson has been voted by MARG to replace Dennis Chaney as the BOD representative. Due to his inability to be present, Mr. Ferguson provided written proxy to Carl Werntz for the meeting.

Doug Moore from MARG was also unable to attend and provided written proxy to Carl Werntz.

Michael Damkot from SMRG was unable to attend and provided written proxy to Eric Menendez for the meeting.

Andrew Dorsett from MSAR was unable to attend and provided written proxy to Victoria Airey for the meeting.

Michael Holroyd from BRMRG was unable to attend and provided written proxy to Evan Koepke for the meeting.

### **Previous Meeting Minutes – Andrew Hower**

Andrew Hower read meeting minutes from the BoD meeting which took place on December 18, 2011 conducted via teleconference. It was noted that a quorum was not present at that meeting. There were no additions or corrections noted to the previous minutes. A motion to accept the meeting minutes as read was made by Eric Menendez, the proxy from SMRG, seconded by Carl Werntz, the proxy from MARG. All BOD voted in favor, none opposed. Motion passed.

### **Chairman's Report – Evan Koepke**

Evan noted that the Chairman, Conference Training Officer, and Conference Operations Officers have been communicating to develop a consolidated amendment to the ASRC Training Standards v7.0 and corresponding implementation plan. These documents are in process and will be provided to the board for distribution to the membership for review. Further information on this topic is under new business.

Two key ASRC officer positions are now open which need to be filled:

1. Vice Chair Position vice Chaney. Dennis Chaney resigned as the MARG BOD Rep for personal reasons and subsequently the Vice Chairman position. The Vice Chair must be elected from the BOD. Any BOD member willing to fulfill this role is encouraged to step forward.
2. Operations Officer vice Moore. Doug Moore has indicated that he is looking for a replacement as the Conference Operations Officer. The Operations Officer should be elected from the Group Operations Officers. Any GOO willing to fulfill this role is encouraged to step forward.

Nominations are open for these positions.

The chairman also requests assistance by providing help for the secretary (website newsletter). Those able to help with ASP.NET or news updates in the groups should send email to “secretary@asrc.net”.

SWVaMRG last participated in the July 17, 2011 BOD meeting. SWVaMRG has not provided payment for the 2011 ASRC Dues, and have openly stated that they were not planning to pay the 2011 bill. Under previous chair, an option was provided to drop them to probationary status until funds were received. A vote for this did not happen. Guidance from the board was requested for the chair.

Rebecca, AMRG, wanted to ensure that BRMRG has been notified that because the conference is covered as a whole, that they can't be removed from the conference insurance.

Victoria, MSAR, wanted to know if we have defined the dues to remain as a member of the ASRC.

Eric, Treasurer, has indicated that the way the current insurance policy is written, the whole conference is covered as a single organization, naming each team covered. The policy cannot simply remove one team.

Don Scelza, a member from AMRG stated that a very small portion of the insurance goes to accident and sickness, and a large portion goes to the membership for liability. The breakdown of the insurance policy was discussed. It was noted that the policy covers management and operational liability. The insurance mostly pays to protection the conference.

Carl Werntz, proxy from MARG, recommended the conference generate a bill for 2011 ASRC Dues and that note that BRMRG will be moved to probationary status if payment is not sent within 90 days.

The group agreed as consensus that the payment of dues is part of being part of the Appalachian Search and Rescue Conference.

A motion was made by Eric Menendez, proxy from SMRG, to send a certified return receipt letter to the leadership of SWVaMRG stating that the team is overdue and out of compliance with withholding 2011 dues for the ASRC and the failure to submit the 2012 roster in accordance with ASRC Administration Manual sections 3.2 and 4.1.2.2 dated February 2002. The ASRC membership requests action by SWVaMRG within 60 days of receipt or risk removal from the conference. The letter is to include the invoice for 2011. The motion was second by Ken Chiacchia, AMRG. All BOD voted in favor, none opposed. Motion passed.

The revisions to the training standards and implementation will be addressed in new business.

### **Secretary's Report – Andrew Hower**

Andrew mentioned that this December, the ASRC undertook Electronic Voting and wants to formalize the procedures for the benefit of the conference.

Currently, the Secretary only made action to setup online voting once a motion was made by an ASRC BOD member and seconded by an ASRC BOD member. A summary of the motion was created and a tracking number was generated. The tracking number is broken down in the following format:

##-MMYYY (eg: 01-022010 – First motion of February 2010)

## - This is the motion number, sequential starting at 01

MM – This is the month the motion was made in numerical digits

YYYY – This is the year the motion was made in numerical digits

The motion was posted, and after the December 18, 2011 BOD meeting, all motions were given 48 hours of discussion prior to a SurveyMonkey link being sent out to each individual BOD representative. Voting remains open until at least 75% of those eligible to vote place a vote and pass as a simple majority, or at until two weeks have passed, in accordance with ASRC Articles of Incorporation.

Discussion of the effectiveness of the online voting process was asked of the BOD.

Ken, AMRG, noted that there were two types of motions in his eyes. There were basic straight forward motions which have been discussed prior by the BOD and require a vote, and discussion based motions which were complex and cause confusion. He noted that if the BOD starts heated discussion on an item, the motion should be tabled until the next BOD meeting.

Don, a member from AMRG expressed his observation in the organizations he deals with. There is a board of directors meeting which performs normal business, and there is an Executive Committee which takes action outside of normal meetings. Because the BOD has been unable to reach a quorum, it would seem that if there is a need for electronic vote outside of the normal board method. He expressed concern of conducting normal board activities outside normal meetings.

The group discussed the inability to reach a quorum during the regularly scheduled meetings and teleconferences and video webinars which were held. Most agreed that a functional process for electronic voting can be created, following Roberts Rules.

The secretary will take the comments provided from the BOD meeting and combine them into a procedure document and send out to the BOD for comment.

A Recap of Past Motions was quickly discussed:

01-122011 – Motion to spend \$250 for Blackburn Trail Center, Passed.

02-122011 – Motion to adopt ASRC Training Standards v7.0. Passed.

03-122011 – Promotion of Eric Menendez to CDO. Passed

04-122011 – Promotion of Don Scelza to IC-1. Passed.

05-122011 – Adoption of Training Standards Implementation Plan as provided by the CTO, Chris Ruch. Passed.

All of the details of these motions are posted on the ASRC-BOD Yahoo Group including those who made the motions, the vote tally per team, and the details of the motions.

As a reminder each group shall provide a quarterly update of the current standing of their members. Membership as of the final quarter of the year shall be used for determining dues owed to the ASRC by the group due at the first of the year. To date, the following teams have submitted rosters:

BRMRG dated January 15, 2012

DMVSAR dated January 11, 2012

PVRG dated January 9, 2012

RACE dated January 29, 2012

A reminder to submit rosters was sent on February 1, 2012. Please submit updated rosters.

An updated list of ASRC BOD Reps was sent out on January 6, 2012. SWVaMRG still has a vacant spot on BOD. With recent changes in BOD representatives from MARG and SMRG, an updated list will be sent to the BOD YahooGroups list and updated on the ASRC website.

#### **Treasurer – Eric Menendez**

A ledger of ASRC funds was posed on Google docs for all members of the ASRC to see. This transparency allows anyone on the BOD or as a member of the ASRC to view the current finances of the conference at any time.

The balance of the ASRC bank account is currently \$7,369.43. The insurance policy will need to be paid soon.

A generous donation from Keith Conover was received on December 22, 2011 in the amount of \$5,000.00. The ASRC will send a formal letter of thanks.

Budget for 2012 - In 2011 based on BRMRG and SWVAMRG not paying dues, we were \$550.00 short for the 2011 year. This would have been significant if Conover had not made a gift contribution. This year, the insurance cost is predicted to be slightly lower because of smaller member rosters. The insurance company will update the cost once updated rosters are submitted.

It was noted that last year, dues were \$100 per team and \$15 per person.

A motion was made by Carl Werntz, proxy to MARG, to set dues the same as 2011 (\$100 per team and \$15 per person). The motion was second by Ken Chiacchia, AMRG. All BOD voted in favor, none opposed. Motion passed.

It was noted that dues for members-at-large have never been set. A discussion amongst the group looked at benefit for the conference to have members-at-large, and wanted to ensure appropriate coverage for these individuals.

A motion was made by Rebecca Hostetter, AMRG to set At-Large Member dues at \$25. The motion was second by Ken Chiacchia, AMRG. All BOD voted in favor, none opposed. Motion passed.

Eric noted that SMRG is charitable organization listed in the Combined Federal Campaign. Because SMRG has had success in obtaining tax-deductible donations through the CFC, it was recommended that the ASRC look into this endeavor as a 501(c)3 organization. The ASRC treasurer will report the status of this progress at the next BOD meeting.

### **Operations Report**

It was noted that a GIS Presentation was conducted by Don Ferguson, member from MARG at the campus of West Virginia University (WVU). Mr. Ferguson has posed a link to this presentation on the ASRC-BOD YahooGroup. He has also been asked to provide a similar presentation at the ASRC Annual General Meeting to be hosted by PVRG at the University of Maryland this year.

VASARCO - Michael Holroyd, BRMRG, attended the VASARCO meeting which took place in January. While there, Mr. Holroyd also represented the ASRC. Once his report is received from the meeting, it will be distributed to the ASRC-BOD for review.

Communications – Keith Crabtree, ASRC Communications Officer submitted a report via the ASRC-BOD YahooGroup that our radio license application has been submitted to the FCC for narrowband emissions. The ASRC license, WPEZ758, was filed on December 29, 2011. All wideband transmissions are not permitted by the FCC as of January 2013.

Medical – No report.

Alert and Dispatch – No report.

### **Training Officer Report – Chris Ruch, As read by Andrew Hower**

Chris Ruch, the Conference Training Officer (CTO), was unable to attend the ASRC BoD meeting, but sent a written report to be read at the meeting.

ASRC Training Standards v7.0 has been voted on. The CTO recommends that “implementation date be extended until the next regularly scheduled BOD meeting to allow for the CTO and the groups to review the final training standards and create the appropriate check list, position books, and communications”. The recommendation was

tabled by the ASRC chairman until the other training standard items could be discussed under new business.

The training standards have been updated mainly to align with standards of the National Incident Management System (NIMS) and to remove specific class requirements based on what is available.

The titles Incident Staff and Incident Commander have been renamed in the new standards to Search Manager. This change has not created new positions, only changed the name. The CTO has suggested that “the BOD specifically approve the title change for all existing ASRC IS/IC staff to SM. This is a Title change only and does not impact the recertification dates of effected members.” A motion was made by Ken Chiacchia, AMRG, to enact the title change. The motion was seconded by Eric Menendez, the proxy from SMRG. All BOD voted in favor, none opposed. Motion passed.

A number of ASRC IS/IC are up for renewal as of 1 January 2012. All those with certifications due to expire on 1 January 2011 were contacted by the CTO in Oct 2011 and provided with renewal instructions and reminders.

Dawn Smith, SM4, submitted a checklist. Recommended the BOD grant her recertification pending receipt of all supporting material due no later than the next BoD Meeting.

Robert Koester, SM1, indicated to the CTO that he intended to recertify, however no recertification documentation has yet been received. The CTO recommends a three (3) month extension be granted to allow additional time to complete the recertification.

Rita Krentz, SM4, indicated to the CTO that he intended to recertify, however no recertification documentation has yet been received. The CTO recommends a three (3) month extension be granted to allow additional time to complete the recertification.

Pepper Broad, SM4, indicated to the CTO that he intended to recertify, however no recertification documentation has yet been received. Mr. Broad requested a six (6) month extension to complete this documentation. To remain in alignment with other candidates, the CTO recommends a three (3) month extension be granted to allow additional time to complete the recertification.

Andrew Dorsett, SM3, had not replied at the time the CTO report was submitted. It was noted during the meeting from the representatives from MSAR that Mr. Dorsett indicated to the CTO that he intended to recertify, however no recertification documentation has yet been received.

Dan Patterson, SM4, has not replied to the October recertification inquiry.

Andrew Hower, (AMRG and SMRG) and Chris Ruch (AMRG) resubmitted application packages for Incident Staff under the revised ASRC Training Standards v7.0.

The CTO recommends advancement of Chris Ruch to IS/SM4, SM3 based on the application received and posted on the ASRC Yahoo Groups site. In lieu of endorsing himself, the ASRC GTO, Ken Chiacchia confirms all data is present based on the ASRC Training Standards v7.0.

The CTO recommends advancement of Andrew Hower to IS/SM4, SM3 based on the application received and posted on the ASRC Yahoo Groups site. The CTO, Chris Ruch confirms all data is present based on the ASRC Training Standards v7.0.

The ASRC Chairman recommended that all personnel actions detailed in the Conference Training Officer report be made in one motion and approved as proposed, if there were no objections. A motion was made by Carl Werntz, the proxy from MARG to accept all personal motions as read. The motion was seconded by Eric Menendez, the proxy from SMRG. Discussion was opened and Evan Koepke, BRMRG stated that by having Mr. Hower and Mr. Ruch advance from FTL to SM3 is setting precedence for these individuals. Those in attendance noted that both Mr. Hower and Mr. Ruch have been active in the ASRC for a number of years and have been unable to advance to SM4 due to the specific requirement for PSO and felt the promotions were in order. Because recertification procedures have changed, including substitute classes for management staff, the membership stated that it would be reasonable for the recertification period be extended to six months, so candidates could acquire training and meet the additional requirements. The board noted that it could approve additional recertification time in the future, if needed. The BoD agreed that recertification extensions for the personnel with expiring credentials dated 1 January 2012 be provided a recertification extension until 1 May, 2012 instead of the three months recommended by the CTO.

All BOD voted in favor, none opposed. Andrew Hower, SMRG, abstained from the voting. Motion passed.

Upcoming classes were quickly discussed.

A Managing the Search Operations (MSO) Class is being hosted by RACE, March 9 to 11 and March 23-25, in Columbus, OH. Limited room is still available.

ICS-300 and ICS-400 classes are being offered as part of the Sissionville Fire Training Weekends in Sissionville, WV March 2-4 and 9-11. These classes are now part of the new training standards for management staff.

### **Old Business**

Carl Werntz (MARG) was looking into insurance options outside of VFIS for the conference. 1 Feb, ESIS Emergency Service Insurance Service decided that they can

provide insurance in all the states hosting ASRC teams. A proposal will be provided to the BoD shortly containing details of the proposed policy and cost.

### **New Business**

The 2012 Annual General Meeting (AGM) has been discussed. Potomac Valley Rescue Group (PVRG) has volunteered to host the AGM in College Park, MD during May 2012. They are still confirming university space availability and will set a firm date soon. More details to come from Alan Holmes, PVRG. The date last discussed was during Memorial Day weekend.

Evan Koepke, BRMRG presented an initial set of revisions to the 7.0 Training Standards, the Board decided to table these items for review at such a date that all revisions from the current revision effort could be reviewed at one time. Mr. Koepke noted that the new training standards were approved and there has been a number of discussions about the new standards. Working with the operations officer, the training officer, and input from the BoD reps, he has created two documents which he will post to the ASRC-BOD Yahoo Group. The revisions are primarily geared to the management qualification standards and a revised draft implementation plan. The recertification amendment includes publication and research that can be used to cover the shift requirements for recertification. For specific information, please see Mr. Koepke's amendment in PDF format.

The CTO recommended implementation delay of the training standards. After discussion with the BoD and membership present, Carl Wernitz, the proxy from MARG made a motion for the implementation date of the ASRC Version 7.0 Trainings Standards be extended until July 1, 2012 to allow for the CTO and the groups to review the final training standards and create the appropriate check list, position books, and communication of the updated standard. The motion was seconded by Rebecca Hostetter, AMRG. All BOD voted in favor, none opposed. Motion passed.

During the retreat, it was suggested that dates for the ASRC BoD meetings be posted a year in advance. The following dates were selected for BoD meetings through January 2013 using calendar data posted by ASRC teams via their training calendars:

May 12-13 – This meeting is tentative and will be held on Sunday morning in conjunction with the ASRC AGM in College Park, MD. This may change to May 25-27.

August 18-19

November 3-4 – This meeting will be held on Sunday morning in conjunction with the State of Maryland Search and Rescue Full Scale Exercise.

January 19-20

Please keep these dates free. If your teams are able to host any of these meetings, please contact the ASRC secretary.

With no other formal business, a motion was made to adjourn the BoD meeting by Rebecca Hostetter, AMRG. The meeting was adjourned at 1345.

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The foregoing minutes are reported to the best of my knowledge.  
Andrew R. Hower, ASRC Secretary