

Appalachian Search and Rescue Conference
PO Box 400440
Charlottesville, VA 22904
www.asrc.net



ASRC Board of Directors Meeting Minutes
October 12, 2013
Green Ridge State Forest, MD
(with teleconference connection)

Documented Board Representatives		BoD Reps Present
Allegheny Mountain Rescue Group 1. Ken Chiacchia 2. Don Scelza	AMRG	2
Blue Ridge Mountain Rescue Group 1. Laura Dodson 2. Michael Holroyd (<i>proxy to Max Wheeler</i>)	BRMRG	2
DELMARVA Search and Rescue Group 1. Jim Jackson 2. Robert Peterson	DMVSAR	2
Maryland Search and Rescue 1. Andrew Dorsett (<i>proxy to Victoria Airey</i>)	MSAR	1
Mountaineer Area Rescue Group 1. Doug Moore 2. Don Ferguson	MARG	1
Potomac Valley Rescue Group 1. Alan Holmes 2. Scott Glazer	PVRG	1
Rapid Assistance to Community Emergencies 1. Brian Maier	RACE	1
Shenandoah Mountain Rescue Group 1. Andrew Hower 2. Chris German	SMRG	1

I. Call to Order

The Board of Directors (BoD) Meeting of the ASRC was called to order by Don Scelza, Chairman, at 1005 on Saturday, October 12, 2013. The meeting was conducted at Green Ridge State Forest, Forest Headquarters, and via audio conference call.

II. Participant Role Call

Don Scelza opened the meeting with a team/BoD Representative Roll Call. (Eight ASRC Teams were represented as documented in the chart above.)

There were nine ASRC BoD Representatives present (in person or via teleconference) and two BoD Representative proxies conveyed to the Secretary, representing eleven of fourteen present. 78% of the ASRC Board of Directors was represented, constituting a quorum.

A moment of silence was observed to honor Bryan White (DMVSAR) who passed away on September 19, 2013.

III. Approval of Previous Meeting Minutes

A motion to accept the July 13, 2013, BoD Meeting Minutes (as disseminated with the 10/12/13 BoD Meeting Agenda) was made by Andrew Hower (SMRG), seconded by Scott Glazer (PVRG). No abstentions, no nays, all BoD in favor. Motion passed.

IV. Officer Reports

Training (Andrew Hower, CTO):

- Search Manager (SM) approval process – no SM packages were submitted for review since the last BoD Meeting. Those seeking SM certification/recertification are encouraged to work with CTO for package submission/review.
- SM list updated – CTO will disseminate to the BoD and Ops Yahoo Groups. List updates include Bru Randall (SM3) and changes for those that did not submit updates per the 7.1 Training Standards.

Treasurer (Victoria Airey, Treasurer)

- Financial activity since the last BoD Meeting:
 - \$2,939.00 VFIS premium paid
 - \$26 Virginia Incorporation fee paid
 - SMRG 2013 dues received and deposited
- Current balance in ASRC account: \$6,221.41

Secretary (Beth Huhn, Secretary)

- Reminder that 4th Quarter Group Rosters are due this quarter. Formal reminder will be issued via email. Request timely submission of rosters, as they will be utilized by the Treasurer in January to issue 2014 invoices.
- ASRC website changes have been made. More updates underway. If anyone has recommendations for change, please relay details to the Secretary.

V. Unfinished Business

Administrative Manual (dated 7/13/13)

- Draft originally presented at the 2013 AGM and updates/comments received by 6/30/13 were reviewed at the 7/13/13 BoD Meeting and the document was updated accordingly.
- 7/13/13 Draft was disseminated with the 10/12/13 BoD Meeting Agenda.
- Motion made by Ken Chiacchia (AMRG) to approve the 7/13/13 version of the Administrative Manual v4.0, seconded by Andrew Hower (SMRG). No abstentions, no nays, all BoD in favor. Motion passed.
- Chair instructed Secretary to distribute approved version of the document and post electronically with other corporation documents.

Strategic Plan 2015 (October 2013)

- Draft originally presented at the 2013 AGM and updates/comments received by 6/30/13 were reviewed at the 7/13/13 BoD Meeting and the document was updated accordingly.
- October 2013 Draft was disseminated with the 10/12/13 BoD Meeting Agenda.
- Document sets the direction of the organization going forward.
- Motion made by Jim Jackson (DMVSAR) to accept the October 2013 version of the Strategic Plan 2015, seconded by Ken Chiacchia (AMRG). No abstentions, no nays, all BoD in favor. Motion passed.
- Chair instructed Secretary to distribute approved version of the document and post electronically for internal use only at this time.

Chair highlighted recent progress with the adoption of new Training Standards, new Administrative Manual, and new Strategic Plan – next will be new Operations Manual. Chair would like to continue with similar protocol for future deliverables - present draft to BoD for review and comment, integrate changes and present final product for adoption.

ASRC ID Cards (Scott Glazer, PVRG)

- Concept originally discussed during 7/13/13 BOD Meeting
- During the last BoD Meeting, recommendation made that funding from cards could be utilized to offset PVRG ASRC dues. Scott indicated that funding from cards is no longer needed to cover PVRG dues. PVRG requested and received adequate funding from the school.
- New software was requested and approved to support this project going forward (to accommodate large group size).
- Anticipate ability to present full plan with roll-out information by next BoD Meeting.
- Waiting for input from other taskforce members (forms, request protocol, etc.)
- Credentialing process will affect the procedure to issue ID's.
- Envision central repository (hosted somewhere) to support and manage process.

- Recommend conference level approval to issue – need to identify administrative logistics for issuing ID's and maintaining repository.

ASRC Credentialing (Andrew Hower, CTO)

- Training Standards are published and documentation requirements exist:
 - FTM/FTL – there is a need to have a more formal credentialing process in place
- Federal model exists – CTO has transitioned to a Position Task Book (PTB) format.
 - GTO can open and validate PTB for all candidates on team
 - ASRC standards are incorporated. If groups have additional requirements, they can track those separately
 - GTO submits completed PTB to CTO for retention, and random post audit
 - PTB's will exist for FTM, FTL, SM and Radio Operators
- Implementation Plan:
 - Will include some type of grace period for grandfathering of existing credentials
 - Incorporate ethics review for certifying authorities (those responsible for certifying candidates)
 - One page fact sheet will be available
 - CTO will distribute details to the ASRC BOD and Training Yahoo Groups
 - Cross-walk developed between ASRC Standards and state standards (to promote wide recognition of ASRC Standards)
- Andrew Hower, CTO, is available to answer any questions or concerns about this project. Andrew.Hower@gmail.com, 267-702-4099

Question: Who will retain the credentialing information?

Answer: The GTO will submit a copy to the CTO and will be kept on file by the CTO for audit, if needed.

- The ASRC ID request form could accompany the PTB for issuance of the card

Chair stated that ASRC Training Standards are held in high regard. Even though ASRC has exceptional standards there have been concerns about no third party verification. PTB's are a recognizable standard. Groups can continue to have additional requirements and those requirements will remain at a Group level. GTO will decide when candidate has met all Group requirements. ASRC will have a method of providing verifiable certification records to present to outside sources.

Question: How does this affect VA?

Answer: Cross-walk will provide details on how ASRC Training Standards meet or exceed state standards. Third party verification process may provide avenue to overcome hurdle with some state standards. Not intended to replace state standards.

- When operational, ASRC will have broadest geographical implementation of standards.

2014 AGM (Laura Dodson, BRMRG)

- Based upon the standing ASRC Meeting schedule, the 2014 AGM was originally scheduled for April 12 – 13, 2014. BRMRG proposed moving to the weekend of May 31 – June 1, 2014, due to logistics and availability of venue – University of Virginia.
 - No planned activity for Friday (May 30)
 - Invitation to all SAR, not just ASRC teams
 - Speakers from across the country
 - History of ASRC and SAR innovations
 - Sunday AGM and BoD Meetings
 - BRMRG requests assistance with outreach for meeting
 - Would like to extend invite to all that have been involved in the ASRC for the last 40 years
- Chair thanked BRMRG for hosting
- SMRG offered to help where needed
- Possibly offer each ASRC Group an area for a display, so each can offer insight into their own team history

Question: Is there a budget for the AGM?

Answer: BRMRG budget is variable, housing and food estimated to cost \$4,000.00

- Chair indicated ASRC should help support the event financially, will work with BRMRG and provide update at the next BoD Meeting.
- Possibly each Group pay for their own expenses
- Have vendors help offset costs by charging a nominal vendor fee

Question: Any idea on how many would attend?

Answer: Need to begin working with Groups to get an idea of participant numbers, so can better develop cost estimates. Family members welcome.

- Please contact BRMRG with ideas for speakers.
- Possibly look at speakers that have been used by NASAR and MRA.
- Invite all State SAR Coordinators
- Would like to integrate ASRC into the greater SAR community and would like to include other speakers outside of ASRC.

VI. New Business

Next BOD Meeting

- Currently scheduled for January 11, 2014.
- Chair would like to conduct in conjunction with a Planning Retreat (Groups supportive) and ASRC Training Workshop

- Recommend arrival Friday, meet Saturday and Sunday AM, adjourn Sunday afternoon, clean-up facility and depart Sunday afternoon.
- Possible location – Blackburn Trail Center near Round Hill, VA

Remote Support (Don Ferguson, MARG)

- [Slide presentation \(linked here\)](#), or contact Don Ferguson for additional information.
- ASRC innovative in a variety of areas
- Implementation is working well (VDEM and others interested) – implementation limited scope
- Need to further educate others in ASRC about Remote Support
- Due to technology, don't need to be on site to support mission operations
- Can take advantage of conference-wide resources through use of technology
 - General mission support with offsite personnel
 - Accelerating initial response overall (ex: through generating tasks remotely can get teams in field quickly, etc.)
 - Much work can be completed remotely while teams are in route to mission
- Ideally Remote Support operations would begin at the time of dispatching initial response resources
- Could have remote support arm for many of the ICS roles
- Technical challenges:
 - Requires someone on scene that is comfortable with the remote support process (cell interface only, up to complete tech support if connectivity is functional)
 - Must always have ability to manage mission on scene if technology fails

Chair stated that the ability to have something done before resources arrive on scene is a huge advancement. Provides relief to overburdened resources on scene by having remote support. Remote Support is a value to the lost person, as well as the ASRC.

- On scene resources can help build strong relationships on scene with RA's, while remote support resources generate tasks, analyze data, etc.
- SM Yahoo Group is very active with dialogue regarding remote support and technology options.
- DMVSAR indicated state agencies are reluctant, local agencies/jurisdictions are more receptive.
- Remote Support provides files in a format that is compatible with Mission Manager.

VII. Good of the Order

Pete Peterson (DMVSAR) expressed gratitude for the moment of silence for team member Bryan White.

VIII. Adjourn

Chair thanked all who participated in the meeting.

With no additional formal business noted, a motion to adjourn was made by Andrew Hower (SMRG), seconded by Ken Chiacchia (AMRG). No objections.

The meeting was adjourned at 1136.

The next ASRC Board of Directors Meeting/Planning Retreat is scheduled for January 11-12, 2014.

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The foregoing minutes are reported to the best of my knowledge.

Beth A. Huhn, ASRC Secretary