

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



ASRC Board of Directors Meeting Minutes
 February 23, 2014
 Bears Den Lodge – Bluemont, VA
 (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. Max Wheeler	BRMRG	2
DELMARVA Search and Rescue Group 1. Jim Jackson (<i>proxy to Robert Peterson</i>) 2. Robert Peterson	DMVSAR	2
Maryland Search and Rescue 1. Gregg Wavle	MSAR	1
Mountaineer Area Rescue Group 1. Doug Moore 2. Don Ferguson	MARG	2
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. Padraic Hughes	SMRG	1

I. Call to Order

The Board of Directors (BoD) Meeting of the ASRC was called to order by Don Scelza, Chairman, at 0902 on Sunday, February 23, 2014. The meeting was conducted at Bears Den Lodge in Bluemont, VA, and via audio conference call.

The Chairman expressed his appreciation to the 27 members that attended the Retreat and indicated it was great to see old members re-engage and the enthusiasm of new, future leaders. Proud of the progress being made with an emphasis on the teams.

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 eleven ASRC BoD Representatives present (in person or via teleconference) and one BoD Representative proxy conveyed to the Secretary, representing twelve of fourteen present. 85% of the ASRC Board of Directors was represented, constituting a quorum.

III. Approval of Previous Meeting Minutes

A motion to accept the October 12, 2013, BoD Meeting Minutes (as disseminated with the 2/23/14 BoD Meeting Agenda) was made by Robert Peterson (DMVSAR), seconded by Ken Chiacchia (AMRG). No abstentions, no nays, all BoD in favor. Motion passed.

IV. Officer Reports

Operations (Michael Hansen, Conference Operations Officer)

- Appreciated the lively and good discussion at the Retreat
- Will work to finalize the draft Operations Manual, including recommendations made by Retreat participants

Training (Andrew Hower, Conference Training Officer):

- Position Task Books (PTB's) will be updated and disseminated for review/comment, including segments customized to address state requirements
- No new submissions for ASRC personnel actions received for Board consideration.
- Outstanding action items:
 - Evan Koepke (BRMRG) – SM 4 expired January 2014
 - David Carter (At-Large) – SM 2 expired January 2014
 - Emails sent to both
 - Recommend the Board give consideration to extending the timeframe for submission of the recertification packages for both Search Managers.
 - ASRC Treasurer read information from the ASRC Training Standards v7.1 document outlining expiration timeline.
 - No need to request approval from the Board for extension, as the Training Standard indicates an automatic 3 month extension from expiration date.
- Will ensure PTB process incorporates expiration timelines as documented in the ASRC Training Standards document.

Treasurer (Victoria Airey, Treasurer)

- Financial activity since the last BoD Meeting:
 - \$1,000.00 donation received on behalf of Steve Weiss (Interactivity Foundation)
 - \$10 VaSARCO dues paid

- Current balance in ASRC account: \$7,211.41
- Received invoices and insurance materials from VFIS. Current invoice is \$2,503.00. Offered all teams with interest to take materials provided by VFIS (pamphlets and beneficiary forms)
- Expense for rental of the facility for the Retreat is approximately \$1,300.00
- 2014 Annual Dues payments received from 5 Groups and 2 At-Large Members

Secretary (Beth Huhn, Secretary)

- Will issue an inquiry in the near future to request Length-of-Service and Recognition of Special Contributions for award presentations at the 2014 AGM.
- BoD member requested special recognition at the AGM for those members that have served for 25 or more years.

V. Unfinished Business

Search Manager roster

- An updated Search Manager roster will be disseminated after the BoD Meeting.
- Previous version lacked some updates from the 5/19/13 BoD Meeting

Retreat Summary

- Pleased with progress and turnout
- Plan established moving forward to track certifications and training, system backed up by ASTM
 - Query from floor if the Conference Training Officer should be a member of the ASTM Committee (\$75 annually). General consensus that it was a good idea.
- NFPA standard was discussed, not as detailed as ASTM. Consensus was to follow ASTM standards. CTO offered to follow-up individually with BoD Reps if further discussion was desired.
- Discussion of Operations Manual included general description of how groups should function together.
 - Scott Glazer asked if the updated communications section he authored was included in the new manual. He recommends that detailed communications information and requirements are incorporated into the new Operations Manual.
 - Conference Operations Officer asked Scott to share with him directly his recommendations and all of his previous work on the communications components that should be incorporated into the manual.
- 2014 AGM – discussed sessions, task assignments
- Technology and Search Management – using new technologies to improve the search management we can provide
- Recommendation from the floor to conduct Retreats at least once per year.

VI. New Business

PA Medical Policy Manual

- Based upon the Retreat discussions, consensus indicated policy is best left at the team level versus ASRC.

A motion was made by Andrew Hower (SMRG) to recognize Keith Conover for his efforts on the PA Medical Policy Manual and acknowledge that it is a team's responsibility to adopt its own medical policies, seconded by Robert Peterson (DMVSAR). No abstentions, no nays, all BoD in favor. Motion passed.

Radio Licenses

License WPEZ758 is currently scheduled to expire on 6/1/14

License WQEU871 is currently scheduled to expire on 4/20/16

- Michael Hansen, Conference Operations Officer, will reach out to Keith Crabtree
- Scott Glazer indicated he has previously raised concerns and provided input in trying to make changes to the licenses
 - Not currently set up for portable repeaters
 - Concerns about emission designators for digital
- Chairman and Conference Operations Officer requested that Scott send Michael a list of his concerns and recommendations for further discussion and action – plain, basic language requested.

2014 Team Roster Review

AMRG – Class A Certified Group

BRMRG – Class A Certified Group (*2014 dues paid*)

DMVSAR – Class A Certified Group

MARG – Class A Certified Group (*2014 dues paid*)

PVRG – Class A Certified Group – dues three years in arrears, triennial invoice issued for \$1983.00

MSAR – Class B Certified Group (*2014 dues paid*)

SMRG – Class A Certified Group (*2014 dues paid*)

RACE – do not have adequate certification levels to meet pre-requisites for the Class B Certified Group level (*2014 dues paid*)

David Carter (At-Large) – *2014 dues paid*

Rob Speiden (At-Large) – *2014 dues paid*

Ashley Lewis (At-Large)

Action items:

- By March 31, 2014, PVRG is to either satisfy the entire outstanding dues payment or provide the Board a letter from the university certifying that the expense will be satisfied.
- A motion was made by Ken Chiacchia (AMRG) that the Board notifies RACE that they are below the required certification numbers. They will remain a Class B Team, but have until March 1, 2015, to rectify. The Board will work with

RACE to meet requirements. Seconded by Robert Peterson (DMVSAR). One abstention, no nays. Motion passed.

VII. Good of the Order

- Recognized Steve Weiss for the donation made on his behalf for his work as a project panelist for Interactivity Foundation during the year of 2013. Acknowledgement letter sent to Steve and the Foundation.
- Ken Chiacchia recommended that future Board Meetings include formal Group updates, as was done in the past.
 - AMRG update: MRA recertification completed, passed new K9 standards (AMRG will share with all groups), new sweep width paper published (Ken will share details with those that desire a copy).
- In response to the Group update recommendation, the Chair asked that all Groups provide a written summary before each Board Meeting for discussion at the meeting.
- Robert Peterson again recommended that teams have the opportunity to share an overview/history in the form of poster board displays at the upcoming AGM/40th Anniversary celebration.
- The 6th Annual SARGIS Meeting will be conducted June 21-22, 2014, at the Morgantown, WV GIS Tech Center. The event will be Friday through Sunday including tutorials and tabletops, lectures on GIS, joint exercise, possible UAV demos. Don Ferguson will share the agenda and other information about the event with all Groups.

A motion was made by Robert Peterson (DMVSAR) to allow the use of the ASRC name and logo in reference to supporting the 6th Annual SARGIS Meeting, seconded by Ken Chiacchia (AMRG). One abstention, no nays. Motion passed.

VIII. Adjourn

Chair thanked all who participated in the meeting.

With no additional formal business noted, a motion to adjourn was made by Ken Chiacchia (AMRG), seconded by Doug Moore (MARG). No objections.

The meeting was adjourned at 1030.

The next ASRC Board of Directors Meeting is scheduled for June 1, 2014, immediately following the 2014 AGM.

--

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

Beth A. Huhn, ASRC Secretary