



## BOARD OF DIRECTORS MEETING MINUTES

11 April 2020

Video Conference call via Google Meet

1005 – 1215 hours

### I. Call to Order

Called to order by ASRC Chair Keith Conover at 10:05

The Chair asked for a 30 second moment of silence for all the people in ASRC who have been impacted by COVID and those who have died

Michael Hansen presented a few-minute tutorial on Google Meet

### II. Participants.

Voting members in **bold**. Via teleconference in *italics*. If some other Group is primary name in (parentheses). A quorum was established.

Allegheny Mountain Rescue Group (AMRG)	<b>Drew Ballard</b> <b>Keith Conover</b> <i>Chris Thompson</i> <i>Don Scelza</i>
Blue Ridge Mountain Rescue Group (BRMRG)	<b>Greg Stronko</b>
Maryland Search and Rescue (MSAR)	<b>Dan Brizuela</b> <i>Michael Hansen</i> <b>Jocelyn King for Kyle Rhoderick</b>
Mountaineer Area Rescue Group (MARG)	<b>Carl Werntz</b> <b>Ken Chiacchia</b>
Northwest Pennsylvania Canine Search and Rescue (NWPAK9SAR)	<b>Kathy Yocum-Lamb</b> <b>LuAnn Gatti</b>

Remote Support Corps (RSC)	
Search and Rescue – Ohio (SAROH)	<b>Brian Maier</b>
Shenandoah Mountain Rescue Group (SMRG)	<b>Katy Hart</b> <b>Sean McElligott</b> <i>Steve Weiss</i>

### III. Approval of Minutes

- Minutes of prior meeting unanimously accepted.

### IV. Officer Reports

#### a. Chair/Vice-Chair

- BOD Chair Keith Conover noted that the leadership chapter of his textbook Appalachian Search and Rescue, which supports the ASRC Training Standards and Training Guide, should be available in about a week.

#### b. Secretary

- Kathy Yocum-Lamb: nothing to report, new secretary, Chris Thompson, is present and recording minutes as well.

#### c. Treasurer

- Victoria is not on the call, is alive and well, and will provide report at some point.

#### d. Credentialing Board Chair

- (Steve Weiss): Extensions due to Covid-19
  - Big thing out there is the Credentialing Board provided extension of Field and Search Manager credentials: one year extension for all credentials
  - To account for limited training and missing to meet the needs for recerts due to Covid-19
  - Welcomes thoughts/input from board about extension
  - Second wrinkle, for at least 6 months, waive first aid/CPR to be current to sustain certification, not worth the risk for ASRC to force recerts to get CPR/first aid with COVID happening
  - Credentialing Board will be going to a 3-year cycle, spread throughout the year; only Search Manager was end of year
  - Michael asks when extensions expire
  - Steve thinks end of September for the waiver, external certifications you get a year extra
- Steve sees risk in having all recerts coming due after COVID at the same time, should be going to a 3 year recerts
- Steve says it's a GTO specification
- Field Level III PTB complete, awaiting additions for any Group that wants to supplement them for their Group; no group modifications requested yet
- Would be nice to pull together a bunch of paperwork while we aren't having field exercises

- **Due to the Covid 19 virus situation all certifications due by the end of 2020 are given an extension of 1 year**
- **Field Level III PTB: GTOs should have modifications from groups sent to credentialing committee then to the BOD for review.**

**e. Conference Training Officer**

- Conference Training Officer John Rogowski is not attending because of day job IT person at CMU
- Chair says John says no need to vote on any Search Manager credentials
- Carl Werntz: as of now, cred. board doesn't oversee the search managers, were search managers extended
- Steve Weiss: moves that ASRC board adopts same extensions for search manager as field certs
- Ken seconds: the world has changed profoundly, time to adapt
- Keith asks: extend only expiring in 2020 to 2021, or everyone gets 1 extra year
- discussion about how long search manager certs last and when do they expire, thought is Dec 31st
- Carl says add 12 months from expiration, accepted as friendly amendment
- Steve moves the ASRC BOD extend SM certifications (have a 3-year certification) an additional year as well. Ken seconded. Discussion notes that the **SM certifications due for recertification December 2020 will be extended until January 2022 (review and voting will take place at the retreat January of 2022).**
- **Passes unanimously: Search Manager credentials all extended by one year**

**f. Conference Operations Officer**

- Conference Training Officer Stevo Solaya not attending, no report
- Michael Hansen is working on update on Operational Guidance Manual
  - We are supposed revisit it every so often, that has come due
  - Safety section being significantly updated, Don Scelza (AMRG; Search Manager Cadre leader) is reviewing as well.
  - Risk Management strategic planning has a few more updates to do then ready to get out for review. Plan on out before the July meeting so we can discuss at AGM.
- LuAnn: has VFIS insurance for her team, asks if double benefit from team and ASRC
- Carl:
  - You've heard of COVID, recommendations in his states for first responders with COVID, recommends teams stockpile PPE
  - Keep ear to ground, every 10 days his state revises recommendations

**g. Information Technology Officer Michael Hansen**

- Information Technology Officer: continue discussion to move on Microsoft, the idea is to do it quietly in the background

**h. Risk Management Officer Carl Werntz**

- VFIS coverage includes a \$10k death benefit to all membership. Each team to distribute the form which identifies beneficiary. Keep in PDF format and each team to keep in the members files. LuAnn Gatti brought up NWPAK9SAR has the same death policy on our team members. Do we get payout from both? Uncertain of answer at this time.
- Coronavirus: specific recommendations for emergency responders related more towards base. Closer contact, wear masks, use own pen, gloves etc. have supplies available. In field

- remember social distancing, when locate subject only one person to them, wear masks and gloves.
- Steve Weiss update on VDEM Covid Task Force update, a. response considerations b protocols at base and field rescue, equipment gear, this does seem to change week to week.
- Training has changed to video training & virtual classroom for Virginia GSAR.
- Mike ask about creation of a one pager which can easily be updated after initially produced; agreed and he will lead this.
- Carl shared a grid regarding masks. Sent out to members requesting. Again, frequently changes.

## V. Unfinished Business

### a. Member Transfer Best Practices

- Keith asked AMRG BoD if they could come up with changes to the policy changes they requested
- If no answer from the AMRG BoD, Keith will appoint an ad-hoc committee review the ideas and make recommendations
- ASRC General Membership Meeting: we will reassess the status of Covid-19 restrictions in early June, and may postpone the ASRC General Membership Meeting until the fall, and/or hold a virtual online meeting.

## VI. New Business

### a. Meeting Transcripts

- We are now using a free service to transcribe the audio of meetings into text to aid in creating better minutes
- The question arises of what to do with these audio recordings and transcripts. PDFs of minutes are filed in the Archive.
- Secretary deletes recordings and transcripts from computer once finished reviewing.
- **The consensus was to leave this to the Information Technology Officer and the Secretary to manage as they see fit.**

### b. Governance Documents

- **Bylaws:** Changes were posted for all to review, anyone with issues as there were only a few comments submitted? Nothing heard. On the agenda for the ASRC General Membership Meeting.
- **Administrative Manual:**
  - version 5.5 draft had been distributed with changes as highlighted in <http://archive.asrc.net/ASRC-Admin/ASRC-Admin-Manual/2020-02-13-DRAFT-ASRC-Admin-Manual-5.5.pdf>; major proposed changes:
    - New section on the time for meetings and best practice to have proposals for a vote at a BOD meeting out 30 days prior to the meeting
    - New section on continuity best practices
    - Removal of section on physical records storage
    - Changes to the terminology for numbers of members at different levels to reflect the new *Training Standards* 8.0 Field Levels.
    - Stipulation that the Conference Training Officer and Conference Operations Officer are expected to attend Board of Directors meetings or provide an alternate if they cannot attend
    - Changes to the number and level of Field credentialed members for Group status

- Change that physicians on the Medical Advisory Committee who are retired, or are no longer ASRC members or Fellows, shall participate but not vote
  - New Search manager Cadre Section
- Discussion about requirement of specific numbers of each credential reached: Field I, Field II, Field III considering the span of control as a guide: left as is in the draft.
- Further discussion regarding GTO, they should not be expected to do every aspect of training, delegating training responsibilities must be part of the process.
- Don Scelza noted that the GTO is more of an administrator role, again delegation, pick a team member you trust and know is capable to teach.
- Question, do we want the ASRC to determine this or let the individual groups take care of it? Decided to leave it as a stipulation in the Admin Manual.
- The GTO affirms as the evaluator the member testing met the standards in the credential process as well as taking and passing the written test; the GTO can depend on trusted people either at Field I level or with domain expertise to do this evaluation for the GTO for Field I skills.
- **Should someone credentialed to Field II status (previously we required FTL = Field I) be allowed to be a GTO? Consensus in favor, this change made in the draft under discussion for vote**
- **Motion made by Keith to approve the Admin Manual as it presently stands, seconded, vote 1 nay 15 yea motion passed.**
- **Several people noted that there is nothing in our governing documents about the GTO role, and that we should add this at some point.**
- **Motion made by Keith to table the discussion of defining the role of GTO at the next meeting, AGM. First and second with vote and passed unanimously**

**VII. Good of the Order**

**VIII. Adjourned at 1215 hours**