

**BOARD OF DIRECTOR'S MEETING  
NATIONAL ASSOCIATION FOR SEARCH AND RESCUE  
January 19-20, 2008**

Board Meeting started at 1300 on 1/19/08 in Chantilly VA, at the Comfort Suites. All times listed use the 24 hour clock, Eastern Standard Time.

**Item 1: Opening Administrative Business**

**Roll Call:**

Conducted by Kathy Miller.

Kathy Miller, President– Present  
Randy Servis, Secretary – Present  
Monty Bell – Present via Conference Call  
Jimmie Canfield – Present Conference Call  
Dan Hourihan – Present  
Allan Knox – Initially Absent. Present after 1530.  
Ken Lesperance – Present  
Vicki Wooters – Present

**Advisory Members:**

Stephen Tropp, Legal Advisor – Absent  
NSARC Representative – Absent

NASAR Staff – All present

The November Minutes were reviewed: Vicki Motion to Approve; Ken Second; All approved, except Randy abstained.

**Presidents Report:**

Kathy thanked the Board for its cooperation and open minded. Kathy reminded the board to “have a servant spirit.” Kathy noted NASAR has accomplished a lot accomplished this year including completion of the Program Administration Manual (PAM). The PAM is not a governance document, rather administration document based up the governance documents. The document establishes certification standardization for the whole organization.

A Fund Raising Committee was established, to build corporate financial partners.

**Treasurer's Report:** No Treasurer seated. Ross presented the Treasurer's Report.

Randy Servis completed his term on the Board. Kathy recognized the new Board Members: George Rice, Howard Paul, and Monty Bell, who were seated on the Board.

**Item 2: Election of 2008 Board Officers**

Kathy and Ken accepted nominations for President. Kathy was re-elected as President. Ken was the only person nominated as Secretary and was elected. Monty and Vicki accepted nominations for Treasurer. Monty was elected Treasurer.

**Note: The items are no longer in numeric order due to time management and logistics issues.**

**Item 4: Global ResQ, Inc. Presentation and Request for a letter of support.**

Global ResQ gave a presentation on their proposal. After the presentation, there was much discussion and the Board members raised questions about the technology. Kathy tabled the discussion until after dinner.

**At 1530 Al Knox joined conference call.**

**Item 3: Budget**

Ross presented the budget.

A lengthy discussion regarding the Canine Budget ensued. Ross reported the travel expenses were mostly committee travel (conference instructors and pre conference). An amendment to reduce the Canine Committee Budget by \$3,000 to \$16,500 was proposed.

There was a suggestion to increase the yearly grants to search dog groups from \$300 to \$1,000 and a canine medical fund to reimburse injured dogs. The proposal will go to the Canine Committee for review and possible consideration for next year's budget.

Ross suggested raising the amount for Board Travel next year. Ross was asked if we were still providing \$500 to the Mountain Rescue Association (MRA) to support attendance at the International Commission for Alpine Rescue (ICAR) meeting in Europe. Due to budget restraints the last time we supported the issue was in 2005. No amendment was made.

Howard motioned for acceptance, with the amendment for reduction of the Canine Committee Budget, and Dan seconded the motion.

All in favor, except Vicki, who opposed. There were no abstentions.

**At 1630, Jimmy, Al, and Monty left the conference call.**

**Item 7: Report By John Boburchuk Certification Unit Manager**

John said his first tasking was to standardize the method for updating standards. There will be a three year review process with a yearly output. Proposed changes will go to all Lead Evaluators for review. This will lead to a standardized system with future accreditation in mind.

**At 4:48, Kathy adjourned the meeting until 1730.**

**The meeting reconvened at 1731.**

**Item 4: Global ResQ Requested a Written Endorsement (Continued)**

The Board decided to table the matter until Global ResQ provides answers to Board questions. No authorization has been given to use the NASAR logo.

No action was taken.

**Item 5: Conflict of Interest Manual (Attachment III)**

Megan suggested we to accept.

Vicki motioned to accept as written

Howard seconded the motion.

There was lengthy discussion of changes. There was a suggestion to strike last line of d in **Procedures**. In **Review of Policy**, there was a suggestion to add “annually” to “a.” and delete everything, including all of “c.” after the second sentence of “b.” in the same section. There was agreement to include contractors in all statements.

Vicki and Howard (second) agreed to the amendments.

Ken clarified the proposed conflict of interest policy would include the following amendments per the discussion (changes in italics):

Under the portion heading **Conflict of Interest Defined**.

*a. A director, officer, employee, contractor, or volunteer,...*

Under the portion heading **Procedures**.

The last sentence in d. reads: *“Such person’s ineligibility to vote shall be reflected in the minutes of the meeting.”*

Under the portion heading **Review of policy**.

*“a. Annually, each director, officer, employee, volunteer, and contractor shall,...”*

*“b. Annually, each director, officer, employee, volunteer, and contractor shall complete a disclosure form identifying any relationships, positions, or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest.”*

*c.( deleted)*

All voted in favor, except Ken (voted no).

**Item 6: Commitment to Excellence**

Megan – Provided draft per November call. Comments went via e-mail and we used corporations and non-profits as basis.

Ken moves to approve as written.  
Dan seconded.

A discussion followed. The issue is whether a Commitment to Excellence would resolve any issues. The general consensus was the PAM will deal with most of the issues and can be amended in the future to deal with issues not already covered.

Dan withdrew his Second. The motion did not carry for lack of a second.

**Item 8: Recommend Outsourcing or Using Staff to Register Certifications.**

The issue is to take responsibility of registering individuals for certification away from Lead Evaluators in order to be fair.

Megan said the proposal would dramatically increase in staff time, or costs if we contract. Lead Evaluators are encouraged to file in less than 30 days, but we should not turn away the business. It was suggested it is unfair to make volunteer Lead Evaluators evaluate specific people, like those without affiliation. Additionally, some agencies only want to conduct testing for their agency.

We will wait until the PAM is implemented to see if there were any problems. If anyone has a test request, they should contact Janet Adere to contract an instructor.

No motion was made on the issue.

**Item 9: Proposal That All Evaluations Should Have At Least Two Evaluators.**

The issue is to take responsibility away from one evaluator; they schedule, plan, decide who participates. It was suggested instead of the proposal, we should have a policy that an Evaluator should not evaluate their own team members.

A lengthy discussion ensued. All agree something needs to be done. We do not have the Evaluator and Instructor cadre necessary to do the mission. There was consensus that examinations require objectivity. NASAR has been dealing with this issue many times and the PAM may rectify some of the problems.

Vicki made a motion “to have at least two Evaluators, qualified for the specific evaluation, at every NASAR certification.”

Howard seconded the motion.

After discussion regarding implementation, a recommendation was made to amend the proposal to include:

“Task the Certification manager to develop a proposal, with a timeline for implementation, for use of at least two Evaluators at every NASAR Certification Examination.”

Vicki and Howard both agreed to the amendment (Proposal and Second).

All in favor, except Ken (opposed)

George recommended adjourning for the evening and Dan Seconded the motion. All voted in favor.

**The meeting was adjourned at 1920.**

**January 20, 2008**

**Roll Call (by Ken Lesperance):**

Kathy Miller – Present  
Ken Lesperance - Present  
Monty Bell – Absent  
Jimmie Canfield – Absent  
Dan Hourihan – Present  
Allan Knox – Absent  
George Rice – Present  
Howard Paul - Present  
Vicki Wooters – Present  
Stephen Tropp – Absent

Staff – All present

**The meeting was called to order 0803.**

**Agenda Items are not in chronological order for time management purposes.**

**Item #12: External Affairs Committee Report**

Dan provided the report. Howard will be assisting with external affairs.

Dan provided brief history of NASAR and the development of the Emergency Management Mutual Assistance Compact (EMAC). NASAR received an invitation to join the special operations committee of the National Sheriff’s Association (NSA). The main effort of the “consortium” is to build a resource database.

NSA Committee Meeting – Working on NSA endorsement of MLPI for Law Enforcement (Deputy Sheriff’s and Sheriff’s volunteers). The International Association of Chiefs of Police IACP will be represented and this will lead to more networking.

The National Center for Missing and Exploited Children (NCMEC) supports MLPI. Dan reported communications with the National Integration Center (NIC - Formerly NIMS Integration Center). Randy has represented NASAR on the NIMS Practitioner Standards Group. The Group met twice last year. FEMA is beginning to understand that other players need to be involved in developing standards. Kathy will be attending the NIMS Credentialing Working Group. Credentialing is developing a way to help agencies determine the capability of resources that respond to other agencies.

Discussion ensued regarding potential card issued by NASAR to show credentials.

### **ITEM 10: Executive Director Report and Conference Update**

#### **ISAR:**

ISAR project is close to going on line. The Executive Committee will complete contract with CenterLearn and report to the Board.

#### **Web Service:**

The contractor who provided the NASAR Website has advised us they can no longer support our organization. Megan is searching for a solution.

#### **Advanced Rescue Technology:**

The SAR Professional will be a quarterly as opposed to every other month. The due date for articles is March 5 for the May issue.

#### **Conference 2008:**

The Track Leaders will be:

Swiftwater – Phillip Miller

Dive will be separate – Mark Reese

Instructor Track – Eric Martin

#### **2009 Conference:**

There will not be a joint conference with MRA as previously discussed. Megan led a discussion on selecting a city. The final suggestions were Little Rock and Nashville. There were no objections and Megan agreed to investigate both and have comparisons ready for the next Board Meeting.

#### **Program Administration Manual (PAM):**

The document is administrative, not governance. There is no need to vote on it. In order to move the process along, Megan requested BOD Comments by COB 1/25/08. The document is a summary of major documents. If there are major changes to the PAM, it may influence policy, which may require governance document amending

### **Item 11: Hug a Tree Update**

Megan reported The DVD has been released. The Instructional DVD will soon be released and is currently under review. The production cost is \$5 and we sell it for \$20.

**Kathy called a break at 1000.**

**The meeting was reconvened at 1020.  
Vicki was not present.**

Kathy announced all reports must be in writing in addition to oral report.

**Item 13: Canine Committee Report**

The reconstituted group moving forward. Kathy requested all reviews of standards and new Swiftwater standards be forwarded to John.

There needs to be recertification for all disciplines. Recertification has been turned down by previous boards. There was a suggestion that NASAR could publish guidelines for agencies to recertify and leave recertification to the agency.

**Item 14: Water Committee Report**

Norm said we need to have better communication between board and committees. There are currently three subcommittees.

Dive is very active. Working on guidelines to develop a separate track for 2008.

Many of the Swiftwater Committee members have resigned and one half of the Higgins and Langly Committee resigned. We need to develop the next generation to replace loss.

Phillip Miller will lead the Swiftwater track at the 2008 conference. There will be a Swiftwater Rescue Awareness course available to any track that wants it. Norm suggested we include the Water Committee reports on the website. The report can be posted after approved by Board.

**Item 15: Mounted Committee Report**

Randy will hold a meeting at the conference. Development plan on where would like to go. Priorities determined:

1. Develop management supplement for use of horses for MLPI course,
2. Develop testing criteria. Because horses are difficult to ship the product would need to be more of a Train the Trainer, with certifications at the local level.

**Item 16: Tracking Committee Report**

The committee is beginning to get coordinated. Dell Morris will be taking over.

Norm said the National Association for Emergency Medical Technicians (NAEMT) went through a major restructuring. The Special Operations Division is one of the few divisions that remained. Norm asked if NASAR wants him to Liaison. NASAR will send a letter to determine if NAEMT still wants a Liaison with NASAR.

**Good of the Order**

There will be clarification of staffing of the NASAR Organizational Chart by the March meeting. We will utilize an Executive Summary of the items we vote on to disseminate information before the next meeting.

**Agenda Item 17: 2008 Schedule of Conference Calls and Meetings**

(All at 1300 Eastern Time)

March 12 Conference Call

May 14 Conference Call

July 9 Conference Call

September 13-14, Meeting at place of next year's conference

November 12 Conference Call

January 17-18, Chantilly Virginia

Dan made a motion to adjourn the meeting and George seconded the motion. All were in favor and the meeting was adjourned.