

July Conference Call Minutes

BOARD OF DIRECTOR'S Conference Call
NATIONAL ASSOCIATION FOR SEARCH AND RESCUE
July 9, 2008 – 1pm Eastern

Agenda Item 1

Subject: Opening Administrative Business

- a. Call to Order (President – Kathy Johnston): 1305

- b. Roll Call (Secretary – Ken Lesperance)
 - i. Kathy Johnston – P
 - ii. Monty Bell – P
 - iii. Jimmie Canfield – P
 - iv. Dan Hourihan – A
 - v. Allan Knox – P
 - vi. Ken Lesperance – P
 - vii. Vicki Wooters – P
 - viii. George Rice – P
 - ix. Howard Paul – P
 - x. Stephen Tropp
 - xi. NSARC Rep

Staff

Megan Bartlett – Executive Director

Ross Robinson – Chief Financial Officer

- c. Approval of May 2008 Board of Director Conference Call Minutes; May 2008 General Membership Meeting Minutes

Will be postponed a mini meeting will be schedule to handle these specific items

- d. President's Report - MLPI Course with California Office of Emergency Management will be a pilot program and be conducted as an Administrative Tasking.

 - e. Treasurer's Report – Ross Robinson reporting that we are in line with the budget regarding expenses and our revenue for membership is down. Conference should be a breakeven venture.
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Agenda Item 1

Subject: **Fundraising Committee Report** – Kathy Johnston/Monty Bell/Ross Robinson

Kathy Johnston reporting that Ross and Megan will have a meeting with JAM Communications on 7/16.

Agenda Item 2

Subject: **Executive Director Report**

Update on the following:

2008 Conference – final numbers – Megan to send out trend for last three year conferences; working on final bill with Crowne Plaza and Kathryn Marshall (NASAR Representative with hotel contracts); conference feedback only from four track leaders.

2009 Conference – update on 2009; Conference dates May 28-30 with pre-conference workshops running 25-27th. Will have contract from Little Rock in next few weeks.

Hug-A-Tree – Instructional DVD – working on MOU with Boy Scouts of America to have HAT as an approved program for Cub Scouts

Program Administration Manual – have not heard from BoD members if they have reviewed the document

FYI: Sept meeting will take place at the Doubletree hotel where the conference will be 13-14th of September. Make travel arrangements soon; Ken asked if a person calling in will be counted as present; Kathy Miller to provide policy in writing. Ken was noted as calling in for September meeting.

Agenda Item 3

Subject: **Recertification for NASAR SARTECH Certifications** – Kathy Johnston

SARTECH Certification Programs (Human and K9) currently have an open certification, meaning there is no expiration date. As the Ground SAR Committee and the SAR Dog Committee are revising/modifying their certification criteria to meet or exceed NIMS, one of the critical components of NIMS credentialing is re-certification.

Proposed BoD Action:

With the acceptance of the SARTECH II and Canine Certification revisions/modifications, implement re-certification of the certification being valid for a period of two (2) years.

Discussion took place. Kathy Johnston asked this topic needs more time for discussion; Ad Hoc Committee formed with Kathy as lead.

Agenda Item 4

Subject: **External Affairs Committee Report** – Dan Hourihan – no report

Agenda Item 5

Subject: **SAR Dog Committee Report**– Vicki Wooters

K9 Committee report

Recent Events:

- 1) Robin Habeger and Annette Gaston have joined the K9 committee.
- 2) The Canine Finds newsletter has been reanimated. The first issue is complete and at the time of writing this report was waiting to be distributed by Megan.
- 3) Several of the pages devoted to canine on the NASAR website have been updated in recent weeks.
- 4) The K9 Committee was going to submit our first round of updates to our K9 certifications. We were informed that the NIMS committee rejected the current round of changes and were going to be reviewing their currently approved criteria. This was supposed to be completed in August. We have decided to wait until after August before we submit any proposed changes to the NASAR K9 criteria.
- 5) The meeting minutes for the past K9 committee meeting should be posted to the NASAR website by the time of the BoD meeting.
- 6) Evaluator/Lead Evaluator Grant Program – Tim Hanavan has volunteered to take the lead on this program and once it is approved by the BoD he will be the director for it. This item will be submitted separately after final review by the K9 committee and will be added as an agenda item.
- 7) The K9 Committee is working on developing a regional lead evaluator program. The details are not available at this time but we are looking to have something ready to present at the September BoD meeting.

2009 Conference

We have our pre-conference instructor confirmed and 75% of our speakers confirmed already.

Janet Yatchak will be going to the conference location in September to scout the area and met with the local SAR team to facilitate the planning of the different activities.

The K9 Committee also requests the policies and procedures for obtaining a track sponsor for the K9 program at the conference and pre-conference. (Megan to give)

Agenda Item 6

Subject: **NASAR SAR Dog Committee Evaluator Grant Guidelines**– Vicki Wooters

History: The BoD directed the SAR Dog Committee on the May Conference call to rework their submission of this program to mirror the other grant programs established. The following is the proposed Guidelines to be followed.

Funds have been set aside for grants to individuals who have been approved to become evaluators or lead evaluators for the Canine SAR Tech Program to aide in the cost of facilitating the qualification and training process and increase the availability of NASAR Canine SARTECH certifications. The following criteria will assist individuals in determining qualification for these funds. Funds will be distributed until depleted.

- A. The individual requesting the funds must be a voting member organization in good standing with NASAR and successfully completed the application process and received preliminary approval from NASAR to begin the process of becoming an evaluator or lead evaluator.
- B. Funds must be used toward those expenses incurred with travel and testing fees of the evaluator candidate related to a test or workshop toward the completion of the evaluator requirements ; OR
- C. Used to bring in a lead evaluator to provide apprenticeships, workshops, or other activities required to assist in the completion of the evaluator requirements.
- D. Only one grant awarded per person per year.
- E. Maximum amount awarded per grant per year per person is \$500.00 for expenses related to becoming an evaluator and \$250.00 for expenses related to becoming a Lead Evaluator.

In order to obtain possible funding for these efforts, it is necessary that the applicant provide the items listed below in their entirety and in the order shown for consideration. Any grant application that is not complete will not be considered further. Grant funds will be given out based upon the project and funds being available.

1. Applicant Name
2. Letter of application approval from NASAR
3. Brief summary of the candidate's intent (50 words or less) and projected date of activities. Note that retroactive grants will not be considered.
4. Applicants current NASAR Certifications
5. Applicant Address
6. Applicant's phone number (day and evening)
7. Applicant's e-mail address

8. Amount requested (to not exceed \$500 for an evaluator and \$250 for a Lead Evaluator)

A grant application in Word format is located here.

Send grant application to: NASAR SAR Dog Committee Grant Committee, sardogs@nasar.org.

If you want to mail the application, please use the General Correspondence address listed on the "Contact Us" page of our website.

All applications must include all of the above information.

Ken Lesperance made motion to approve and Vicki Wooters seconded the motion. All in favor.

Agenda Item 7

Subject: **Ground SAR Committee Report** – Vicki Wooters

Introduction to Search & Rescue

- Pilot Program completed on June 14-15, 2008. Megan was provided a post course report and evaluation.
- The cover has been finished and accepted.
- Once Dan Hourihan is completed with editing the manual will go to HPB Printing.
- The objectives of the ISAR program have been changed in order to compliment the NFPA, ASTM, guidelines. The ISAR has been re-designed to meet the needs of the first responding agencies at the SAR incident. We have included 3 table-top scenarios similar to MLPI and made the circle course navigation exercise mandatory in the class.
- Cole Brown is going to develop an ISAR Instructor Update kit to bring all of the present Instructors current with the new program.

Fundamentals of Search & Rescue

- Presently, they are questions on the SARTECH II exam that are not addressed in the FUNSAR Chapter Objectives. The Ground Committee is also going to have to address the application of the AMDR and critical spacing during the route and area search stations.
- The FUNSAR PowerPoint program needs to be updated to include more subject matter required by the chapter objectives.

SARTECH

- The SARTECH III is being updated to meet the new ISAR objectives.
- SARTECH II practical stations will need to be evaluated to meet the critical spacing/AMDR (FUNSAR) discussion.

Advanced Search & Rescue

- The ADSAR program is currently being evaluated by Todd Brown

Specialty Courses

- The Planning Section Chief and Incident Commander –SAR programs are being revised. These are programs that provide a wealth of information that need to be brought current with the material and media.

Web-Based Training Programs

- I would like the Board to reconsider creating a web-based ISAR program. I would like to recommend that we provide an online Introduction to Search & Rescue Awareness program for those that just want an overall understanding.
- I would also request that we create FTP sites for each individual educational program in order to facilitate timely and efficient information for the program manager.

George Rice made motion to adjourn. Allan Knox seconded.