

**NASAR Board of Director's Meeting  
January 21-22, 2006  
Chantilly, VA.**

General Session – January 21, 2006, 1500

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**Agenda Item 1**

*Subject:* Opening Administrative Business

- a. Call to Order (President -- Randy Servis) 1441 hours
- b. Roll Call (Secretary – Kathy Miller) Quorum present
  1. BOD members present:
    - i. Art Wolf
    - ii. Norm Rooker
    - iii. Dion Petaros
    - iv. Cole Brown
    - v. Jim Stumpf
    - vi. Kathy Miller
    - vii. Randy Servis
    - viii. Scott Morgan
    - ix. Dave Meek
  2. Staff present
    - i. Megan Bartlett
    - ii. Ellen Wingerd
    - iii. Janet Adere
    - iv. Ross Robinson
  3. Committee Chairs
    - i. Janet Yatchek
    - ii. Tim Rogers
  4. Members Present
    - i. Marian Hardy
    - ii. Bill Gilbert
    - iii. JR Frost
    - iv. Allan Knox
    - v. Brooke Holt
    - vi. Stephen Finney
    - vii. Roseanna Finney
    - viii. Johnnie DeGiori
    - ix. Joseph Nickischer
    - x. Cindy Rojas
    - xi. Beth Barkley
    - xii. Rene Carpier

President Servis thanked the members for their participation and presence at this meeting.

c. Welcome of guests and introductions

d. Review and approval of prior minutes (November Phone conference) **Attachment I**

Dave Meek moves to Accept November minutes seconded by Norm Rooker – motion carried unanimously to include an addendum, item 10 E where Don Stephens was appointed as chair, to be addended to read Don Stephens has been removed from the member benefits committee, due to conflict of interest and caused an Request for proposals to be initiated for member benefits.

1. Revisit September BOD meeting minutes

It has come to my attention that the manner in which I wrote the minutes to agenda item 9 in the Sept. BOD minutes has caused confusion to those reading the document. In order to remedy the confusion and pursuant to Robert's Rules of order, I Kathy Miller, secretary for NASAR move that the following amendment be made to the minutes of the Sept. BOD meeting minutes, agenda item 9; K9 committee reports; second full paragraph:

~~On Sept. 17, 2005 this issue came up.~~

~~Discussion came up regarding the May SAR dog section meeting in Oakland when the explanation of the over-allocation of expenses was charged to the funds earmarked for K9 use was given. The issue was perceived by some members, to have been left open as to what was going to be done about the 15% over charge, is it to be "restored" or not.~~

~~The 15% over charge makes up part of the over all financial loss suffered by the entire organization in 2003-2004.~~

~~The remedy was that and still remains that the expense cost charged to the K9 section is now being charged at the correct level.~~

Be amended to read:

*The SAR Dog Temporarily Restricted Fund has been corrected and restated to accurately reflect the actual account balance after the 15% overcharge was investigated. The balance of the SAR Dog Temporarily Restricted Fund at the end of 2004 is \$224,978. This fund will continue to be used for the SAR Dog section including the section's share of corporate overhead.*

I will need a second, and then we can vote electronically. It is my understanding that discussion is not permitted and if a vote cannot be carried without discussion then the item must be tabled until January. I apologize for the unclear message in the original minutes.

**Moved by Kathy Miller to amend, seconded by Cole Brown – motion carried Unanimously**

- e. President's remarks
  - 1. Cole Brown moves that the board of directors consider holding a special membership meeting regarding the question and vote of the membership to remove Jacki Golike from the board of directors of the National Association of Search and Rescue. Seconded by Dave Meek  
Discussion ensued regarding the possibility of this issue not being settled in May and that it stays in play in perpetuity to the detriment of the organization. The by-laws are silent on the issue of a single item being raised over and over again to cause a special membership meeting.  
The by-laws may need to be updated to allow for the process but not allow the issue to be raised over and over again.  
Stephen Finney calls the question- Motion carries unanimously
  - 2. President acknowledges staff for their hard work this year. Special thanks to Megan for her support NASAR. Email and SAR lists are damaging our organization by use of NASAR's name in email correspondence. Email are copywritten when written and to forward an email to a person not on the original email distribution is a federal offense and legal action can result from improper use of email correspondence.
  
- f. Treasure's report- Fiscal year 2005, restatement of 2004 (Attachment II)
  - 1. IN 2005 the board became aware that the contractual stipulations in the gala events from the former executive director had not been accurately or completely related to the board when the issue of the galas came to the board as part of updates or actions.
  
- g. Recognition of outgoing board members (President) President Servis acknowledges the value that Norm Rooker has brought to the Board and to NASAR. President Servis recognizes Norm for his dedication to SAR and his professional approach to difficult situations.
  
- h. Seating of incoming Board Members (President) Jacki Golike (replaces Norm Rooker), Dave Meek, Kathy Miller

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## **Agenda Item 2**

*Subject:* **Election of 2006 Officers**

### **Nominations for President:**

Jim Stumpf nominates Dion Petaros seconded by Scott Morgan  
Norm Rooker nominates Randy Servis, Seconded by Kathy Miller  
Cole Brown nominates Kathy Miller, seconded by Dion Petaros  
Dion Petaros nominates Dave Meek second by Art Wolff

Nominations closed by Cole Brown seconded by Scott Morgan

First election is a tie between Kathy Miller and Randy Servis

Second ballot to break tie – Tie Between Randy and Kathy  
Kathy Miller defers Presidency to Randy Servis

### **Nominations for Secretary**

Cole Brown nominates Kathy Miller, seconded by Jim Stumpf no other nominations made, so Nominations were closed and Kathy Miller remains Secretary

### **Nominations for Treasurer**

Jim Stumpf nominates Dion Petaros seconded by Cole Brown, no other nominations made, so Nominations were closed and Dion Petaros remains Treasurer.

*Reference Documents Affected:* Website, audit reports, funding applications, bank signature cards, SAR Professional magazine.\*

*Information Background:* NASAR officers serve a one year term and are elected by current Board members at the January meeting. The Executive Director conducts the election for President. The newly-elected President then conducts the elections for Secretary and Treasurer. \*

*Proposed BOD Action:* Nominate and elect slate of candidates to fill the three officer positions which make up the Executive Committee for 2005.\*

*Estimated Funding Impact:* n/a\*

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### **Agenda Item 3**

*Subject:* **2004 Audit Report**

Ross Robinson summarized the auditor's report and the recommendations of the auditors

Dion Petaros moves that the board accept the audit report and enact the auditor's recommendations, seconded by Jim Stumpf. Discussion included the reminder that a by laws change would be needed to change the name of the finance committee to the audit committee. Motion carried unanimously.

*Reference Documents Affected:* Website,

*Information Background:* **Attachment II.** The 2004 Audit has been completed. CFO and Treasurer to share findings

*Proposed BOD Action:* Board to create policy for Board and Staff regarding (1) whistle blowing and (2) Destruction of Financial Documentation

*Estimated Funding Impact:*

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#### **Agenda Item 4**

**Subject: Reorganization of NASAR Organization Chart/ BOD Committee restructuring**

Kathy Miller moves that the board adopt the reorganization in concept and send it to the by-laws committee to reconcile the by-laws to the concept. Then take the by-laws and organizational restructuring to vote in compliance with the by-law change requirements. Seconded by Cole Brown. Discussion: A date of April 15, 2006 for vote on the by law changes, meaning the by – law changes must be made and posted to the website by Feb. 15, 2006. Cole Brown calls the question. **Motion carries unanimously.**

*Reference Documents Affected:* By laws, articles of incorporation

*Information Background:* **Attachment III.** Implementation of the NASAR Strategic plan will require a restructuring of NASAR’s current organizational structure.

*Proposed BOD Action:* (1) approve restructuring recommendation and (2) make/approve appointments to fill new organizational positions

*Estimated Funding Impact:*

Break 1745

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Resume at 1800

#### **Agenda Item 5**

**Subject: 2006 Budget**

*Reference Documents Affected:* **Attachment IV**

*Information Background:* All 2006 financials

*Proposed BOD Action:* Analyze and approve budget

Motion to adopt the budget as proposed and amended by Cole Brown, seconded by Scott Morgan, excluding the K9 section special project it

Break 2010 hours

Resume at 2020 hours

Moved by Art Wolff, that during the calendar year of 2006 the following projects are approved; 1) up to \$5,000 to help offset the costs of bringing the SAR dog instructors and presenters to the 2006 NASAR Conference in Austin; and 2) up to \$2000 to offset the SAR Dog coordinator/evaluator workshop fees. The Committee Chair or their designee shall submit proposals for expenditures for the balance (\$3000) to the BOD for approval. These may be submitted not less than 10 days prior to any regular or called BOD meeting. Seconded by Jim Stumpf.

**Call the question Cole Brown, motion carried unanimously (Dion Petaros out of room)**

*Estimated Funding Impact:*

Dion Petaros back in Meeting

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## **Agenda Item 6**

*Subject:* **New Strategic Plan Implementation**

*Reference Documents Affected:* Website, potentially all NASAR documents

*Information Background:* **Attachment V.** The board adopted the Strategic plan in September of 2005. It has far reaching impact on the organization.

*Proposed BOD Action:* Support the president's implementations plan and review tactics and deadlines; assign tactics

**Kathy Miller moves that the strategic plan implementation schedule be adopted as presented, seconded by Dion Petaros motion carried unanimously**

*Estimated Funding Impact:*

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## **Agenda Item 7**

*Subject:* **Background Checks Update  
(Compliance, cost, resolution of complaints)**

*Reference Documents Affected:* Education Policies/Procedures Manual, website

*Information Background:* Currently, 233 of the 356 Educators have responded to the Background Check policy with payment or an affidavit. The cost to run a check is approx \$11-22 depending on where the individual lives. Staff has made every effort to assist with special needs and questions. It is the staff's recommendation to continue with the processes and policies in place.

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## **Agenda Item 8**

*Subject:* **Executive Director's Update**

*Information Background:* **Attachment VI**

Cole Brown moves that the credentialing card be plastic with a photo and the membership card be paper. A charge of \$10 to be charged for non-members and members would be free. Seconded, by Dion Petaros. Motion amended to increase the charge for the credentialing card to \$35 approved by Cole and by Dion. **Motion carried unanimously.**

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2100 hours Meeting adjourned until tomorrow at 0800

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0815 Meeting called to order 1/22/06 starting with Water Agenda item 12

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|-------------------------|--------------------|
| 1. BOD members present: | BOD Members absent |
| i. Art Wolf             | Jacki Golike       |
| ii. Norm Rooker         |                    |
| iii. Dion Petaros       |                    |
| iv. Cole Brown          |                    |

- v. Jim Stumpf
- vi. Kathy Miller
- vii. Randy Servis
- viii. Scott Morgan
- ix. Dave Meek
- 2. Staff present
  - i. Megan Bartlett
  - ii. Ellen Wingerd
  - iii. Janet Adere
  - iv. Ross Robinson
- 3. Committee Chairs
  - i. Janet Yatchek
  - ii. Tim Rogers
- 4. Members Present
  - i. JR Frost
  - ii. Stephen Finney
  - iii. Norm Rooker

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### **Agenda Item 9**

*Subject:* **Update SAR 2006 Austin, TX**

*Information Background:* **Attachment VII**

*Proposed BOD Action:* Select Positions on IC Chart

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### **Agenda Item 10**

*Subject:* **Committee Reports; Education**

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Error and Omission insurance for instructors – verify it is still in force.

Jim Stumpf to look into accreditation of our courses through national EMS, LE or other accreditation agencies and also to look at college credit.

*Information Background: Attachment VIII*

Fiscal impact: Dion Petaros makes a motion increase class fees and certification fees to \$60, to balance the cost of product development and delivery, Seconded by Cole Brown. To be effective June 1, 2006.

Cole Brown proposed to amend the motion to \$50 so that a 20% margin is created over staff cost. Dion Petaros accepted the amendment.

Cole Brown calls the question.

Aye: Kathy Miller, Dion Petaros, Cole Brown, Jim Stumpf, Scott Morgan, Dave Meek; Nay: Art Wolff

Motion Carries.

Jim Stumpf reviewed NASAR Training Records 2003 – 3<sup>rd</sup> quarter 2005

Jim Stumpf moves that the Sar Tech II and Canine Sar Tech be translated into Spanish in exchange for a life membership to the translator. Second by Dave Meek.

Jones and Bartlett must review discussion- the Canine Sar tech. A personal services contract must be signed with deliverables satisfied before award of the life membership.

**Motion carries unanimously**

MLPI draft delivered with the exception of the Ken Hill search theory section. A dead line of February 28, 2006 has been given to Ken Hill to supply his section.

**Need to find out from Jones and Bartlett how long it will take get draft edited and published and let an RFQ for SME liaison to Jones and Barlett for editing.**

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### **Agenda Item 11**

*Subject:* **Committee Reports; SAR Dog**

1. Disaster beta test update
2. Release date of the new student workbook & implementation of the new test.
3. Canine Avalanche Responder status
4. CKC Bracelets update
5. Hernandez Sponsorship update
6. Resource Database update

*Reference Documents Affected:*

*Information Background:* **Attachment IX**

*Proposed BOD Action:* Art Wolff moves to approve the release of Disaster Sar dog certification, seconded by Dion Petaros, Motion carries unanimously.

Janet Yatchak proposed a K9 NASAR patch seconded by Art Wolff. Discussion: Motion amended to adopt patch as amended. **Motion carried unanimously.**

Pedigree paws to recognize has changed its solicitation process for the K9 heroes campaign. Nominee from NASAR is Art Wolff, nomination accepted by Art.

*Estimated Funding Impact:*

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### **Agenda Item 12**

*Subject:* **Committee Reports; Water Tim Rogers**

Tim provided an update on the Water rescue committee work in water rescue. He provided feedback on the success of the water summit in Oakland in 2005 and his work on the NIMS committee for water rescue and credentialing.

*Reference Documents Affected:*

*Information Background:*

*Proposed BOD Action:*

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*Estimated Funding Impact:*

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**Agenda Item 13**

**Subject: Committee Reports; Hug-a-Tree – update** Withdrawn from agenda per President Servis at 1220 hours Jan. 22, 2006

We are still waiting for the new slides promised by LA County SO. They were scheduled to be finished by Sept 2005, but are not done, yet.

Although some progress has been made on finding individuals to help with some basic issues (e.g., web site content, article development, re-writing literature, etc.), many have offered to help but few have actually volunteered to finish a specific task. The busy hurricane season is undoubtedly a reason for everyone being so busy and unable to help as much as they would like.

After several months of asking around and scrounging, I am in possession of what I believe to be all the archival documents in existence for Hug-a-Tree. Most are too old to be of much value, but at least we have it.

An email list has been developed (hugatree@yahoogroups.com) to disseminate and exchange information to interested parties, most of who are old presenters. This list has been used to find available presenters when someone wants a program presented, and to exchange information about the status of the program.

Of course, we are still waiting for that “sugar daddy” to bequest his lottery winnings so everything we need can be developed in world-class fashion. However, until something similar happens, progress is at the speed of volunteers.

D.C.

*Information Background:* At SAR 2005, Don Cooper was tasked with being the Committee Chair

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**Agenda Item 14**

**Subject: Committee Reports; Technical Service at 1220 hours Jan. 22, 2006**

Withdrawn from agenda by President

*Reference Documents Affected:*

*Information Background:*

*Proposed BOD Action:*

*Estimated Funding Impact:*

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### **Agenda Item 15**

*Subject:* **Member Benefits Presentation by Don Stephens**

Don Stephens of BeneSource being the sole respondent to meet the requirements of the published RFP will present to the BOD a proposal summary of voluntary benefits for NASAR members. These benefits include member discount programs for services and items purchased, as well as insured products from only highly rated carriers. Many of these products rival benefits provided by employers, found in many corporations across the US.

Don will be the point-of-contact and manager for all NASAR benefits provided through BeneSource, thereby reducing or eliminating any additional cost or staffing requirements for NASAR. Proposed start-up date for announcement to general membership would be no later than the end of first quarter 2006.

*Proposed BOD Action:* Review benefits package and allow staff to begin promoting Member Benefits package

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*Estimated Funding Impact:* Pre-printed flyer stuffing into member kits and renewal notices

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### **Agenda Item 16**

*Subject:* Outstanding projects or assignments from previous meetings

*Reference Documents Affected:* **Attachment X**

*Information Background:* **Attachment X.** These assignments or projects were initiated at previous board meetings and are still outstanding. Introduction of project management table.

Committee Chair appointment

Executive committee- R. Servis  
Finance – Dion  
Water Liaison – Dave Meek  
Sar dogs- Art  
External affairs – Cole  
Technical programs chair – Dave Meek  
By Laws – K Miller  
Nomination- K Miller  
Advisory Committee- Norm Rooker  
Education- Jim Stumpf

*Proposed BOD Action:*

*Estimated Funding Impact:*

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**Agenda Item 17**

**Subject:** National Mutual Aid Resource Definitions and their impact on NASAR. – Update

*Reference Documents Affected:*

*Information Background:* **Attachment XI.** In 2004 FEMA began the National Mutual Aid and Resource Management Initiative. This initiative led to the adoption and publication of the National Mutual Aid Resource Typing Definitions document that is intended to provide guidance to state and federal level incident commanders in calling for resources. The idea was to create common definitions and “standardize” skill sets required for specific area search and rescue. This document is to work hand in hand with the National Incident Management System, which is required by FEMA. NASAR has an opportunity to describe its course offerings and Certification processes in terms of the specific resource type definitions.

*Proposed BOD Action:*

1. Conduct a cross walk between the criteria required to meet the definition of each SAR resource typing and criteria for certification at SAR Tech I, II and III (human and K9, all disciplines), to establish which typing definition each would fall.
2. Where deficits occur, modify the appropriate certification to include criteria or competencies that are congruent with the NMARMI definition
3. Advertise the courses/ certifications as meeting the criteria required by specific NMARMI definitions (example: NASAR’s SAR Tech II certification meets all of the criteria to be typed as a national Type III Search and Rescue Resource.
4. Recommend that all NASAR courses/ certifications be designed to meet the criteria defined under each type. (Example: NASAR SAR Tech I is equal to the National definition of a type I SAR responder)
5. Recommend that NASAR develop non-FEMA USAR courses/certifications as well as swift water that specifically comply with the national typing definitions
6. Recommend that NASAR continue to work through NSARC and other political avenues to improve the national typing document so that mountain/alpine requirements are not included in every typing, perhaps create a wilderness typing category and a mountain SAR category as was recommended during the development phase of the initiative.

*Estimated Funding Impact:*

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**Agenda Item 18**

**Subject:** Committee Reports; Awards

*Reference Documents Affected:*

*Information Background:* **Attachment XII**

*Proposed BOD Action:* Dave Meek moves to accept the ACR Life Time Achievement Award proposal as written and clarified by discussion

*Estimated Funding Impact:*

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### **Agenda Item 19**

*Subject:* **Adding non-FEMA USAR as a NASAR program**

*Reference Documents Affected:* Strategic Plan Goal 1, objective 4; Goal 3, Objective 2b

*Information Background:* Since 9-11-01 local and regional public safety agencies have begun building USAR capability that is locally controlled and available for local response. Billions of federal dollars have been allocated since 2002 to train and equip these responders; the state of Florida has announced that an additional 500 million will be made available for such responder training. FEMA teams are limited to 28 full teams nationally. The training needs for those teams have been met by relatively few vendors. The upswell of regional Non-FEMA USAR responders has created a market gap that NASAR may be able to fill in part. A program could be developed to deliver courses and certify responders. Federal Grant money may be available to create and deliver some of these programs. The Board should consider the development of a USAR committee to explore the feasibility of NASAR becoming a provider of USAR training classes/certifications. Students are currently paying upwards of \$1100 per 40 block of instruction, excluding travel, per diem and lodging and not including required tools and equipment. Instructors are garnering between \$300 and \$500 per hour to teach these classes and private vendors providing the forum are seeing after expense profits of between 5 and 10 thousand dollars. While I am not sure NASAR would want to follow such a pricing strategy, there is money to be made and a service to provide that is sustainable as the teams do have turnover of personnel year to year.

*Proposed Board Action:* Kathy Miller moves that the board approve the creation of a USAR program task force to develop a program for NIIMS compliant non-fema USAR resources. Second by Dave Meek. **Motion carries unanimously**

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### **Agenda Item 20**

*Subject:* **Committee Reports; NIMS Typing/Credentialing Progress and Impact on NASAR**

*Reference Documents Affected:*

*Information Background:* **Attachment XIII**

*Proposed BOD Action:*

*Estimated Funding Impact:*

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### **Agenda Item 21**

**Subject: Petition to BoD from group of NASAR Members**

*Information Background:* (1) The Board of Directors states that NASAR will replace the funds to the search dog section that was overcharged to it. This amount is \$224,978. (2) These funds will be replaced 50% the first year and 25% each of the remaining two years. Or the board will come up with a formula for replacing these funds, with a substantial amount the first year, and a short payout time frame for the remaining funds. (3). The funds will be put into a separate account that is accessible by the search dog division, but not NASAR's general operating fund.

***Proposed BOD Action: Action already taken on the issue in September. Funds are NASAR funds placed in temporarily restricted funds. And no action will be taken on this issue.***

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**Agenda Item 23**

**Subject: 2006 Schedule of Meetings**

*Proposed BOD Action:* Establish 2006 Conference call dates and meetings

Phone conferences

March 16                      May 17                      July 19                      November 15

Board meetings

Sept 16-17 in Charlotte

Jan. 20-21, 2007 in Chantilly

General Membership Meeting May 24, 2006 in Austin, Texas.

Motion to adjourn Dion Petaros, Second Scott Morgan Meeting adjourned at 1255.

**Attachment I**  
National Association for Search and Rescue  
Phone Conference Minutes  
November 16, 2005

Conference Call called to order 1105 hours.

1. Roll call:
  - a. BOD
    - i. Randy Servis -- Present
    - ii. Kathy Miller -- Absent
    - iii. Dave Meek -- Present
    - iv. Norm Rooker -- Present after 1135 hours
    - v. Scott Morgan -- Present
    - vi. Art Wolff -- Present
    - vii. Jim Stumpf -- Present
    - viii. Dion Petaros -- Present
    - ix. Cole Brown -- Absent
  - b. Staff
    - i. Megan Bartlett -- Present
    - ii. Ross Robinson -- Present
2. Approval of Sept. BOD minutes – Dion Petaros moved to approve the minutes as attached / Motion seconded by Dave Meeks. Motion carried with one abstention – Jim Stumpf.
3. President's Report – Randy briefed the Board to several legal issues that had arisen over the last two months. Specifically the Background Check policy, the Call of the Question, Request for Documents, and possible federal lawsuit. Randy also advised the board of a CD that should be received by the Board members shortly. The CD contained the documents that had been requested. Randy requested that the Board review the policies that were contained within the documents to determine if the policies were still valid, with final review at the January meeting so that they could be posted to the website. Randy thanked Scott for representing the organization at SARSCENE and Norm for representing the organization at ITRS. Randy also indicated that NASAR was a topic at the Western's States Sheriff's Association meeting in October and would be following up with the Association.
4. Treasurer's report – Dion presented the October numbers and presented a draft FY06 budget.
5. Program Reports
  - a. Education – Jim indicated that the education committee is currently working on the Education Business Plan and expects it to be completed by January 1, 2006 for presentation at the January board meeting.
    - i. Instructor /coordinator packets – Dion expressed concern about Instructor Materials being released to the public by J&B Publishing. A discussed occurred about our

- J&B contract and if we could restrict who has access to the material. Matter was table for further follow-up with J&B.
- ii. Update on how the Point of contact course and evaluation scheduling is going – Megan indicated that we have had one customer, Jacksonville PD, who had used this option.
  - iii. P&P for instructors, coordinators and evaluators, including discipline and appeal process – A discussion occurred reference to the differences between SARTECH and K-9 SARTECH. Randy requested that Art and Jim attempt to resolve the difference and present to the board by January 2006 meeting.
- b. MLPI – Jim reported that George Rice’s committee is completing the draft of the MLPI and would be presenting it to Don Cooper for editing by the end of the year. The plan is to start working on the Instructor Materials in the New Year.
6. K9 Committee – Art reported the status of Disaster dog Beta testing, that they have completed two beta testing and revisions and will be conducting the third and final beta test, next month. The avalanche dog testing criteria has been peer reviewed and begins beta testing in January based upon the snowfall.
7. Certification
- a. Crosswalk between National Mutual aid typing document and NASAR certification processes – Art reported to the board about the Canine crosswalk and that NASAR would meet several of the NIMS typing criteria. Dave Meeks moved and Jim Stumpf seconded that the Canine Committee move forward with the changes to the NASAR testing criteria to be NIMS compliant, so that they could be presented to the NIC at the first of the year for approval. The motion carried unanimously. The Board was advised that Kathy was still working on the SARTECH crosswalk, but had been delayed due to hurricane responses.
  - b. Status of FUNSAR written and SAR Tech II written equivalency – Megan reported that Mike Guzzo and Craig Bannerman have completed this task; the test is currently been beta tested, and expects that it will be ready for release this week.
8. SAR 2006 – Megan reported that she has 40 different classes already and 3 exhibitors for Austin. She is having trouble finding a Technical Rescue track leader for the conference and would like any help identifying someone. She indicated that there was a lot of local support for the conference and they are just waiting to help. Suggested that the locals be tasked in developing some outdoor “hands-on” classes during the conference.
9. SAR 2007 – Megan present the hotel contract for Charlotte, NC. Discussion occurred on the room rate, but this was the cheapest that was obtainable in Charlotte. Discussion occurred in looking for another city to hold the conference, such as Phoenix or Reno, the board was reminded that we had looked at those cities in September and had decided to go to Charlotte. Dion moved and Dave seconded to accept the Motel Contract as presented with the modification outlined by Megan. Stumpf voted no, Rooker abstained, and the motion carried.

10. Corporate

- a. Reporting of election results – Dave Meek raised the question as to why the actual number results were not released, reference to NASAR elections. Other than it being a tradition that NASAR did not, no one knew why. Art moved and Dion seconded that starting with the 2006 election results that results will include that actual number of votes cast for each candidate. The motion passed unanimously.
- b. Call of the Question process – Jim raised the issue if this could be done. Jim was referred to the NASAR bylaws Article V, section 8. A discussion of this article and the process occurred. Jim moved and Art seconded that a Special Membership Meeting would be held on January 21, 2006 at 1400 EST in Chantilly, VA. The motion passed unanimously.

Randy advised of several members wanting a statement from the board as to the reason that Ms. Golike's contract was not renewed. Randy advised the board of the legal counsels advise of not to make a statement, as the matter was a personnel action, but the truth was a defense to any legal action brought against the board. It was determined that the Board and Staff would continue to take the "High Road" and not release a formal statement of the board, but individual board members were free to discuss why they individually had voted not to renew the contract, if asked by a member.

- c. Ethics statement- Megan reminded the board to send in a signed copy of the Ethics statements that she had sent to the board members.
- d. Membership card vs. credentialing card – Randy advised the board that he had requested that the photo and date of birth be removed from the "membership card" as NASAR had received at least 10 complaints of members using the card as identification and other improper uses. The original plan was to use the "hard" card as a credentialing card, but had been morphed into the Membership card. Randy also reported a great administrative burden in obtaining member's photos. A discussion occurred on the topic. Dion moved and Jim seconded that the Membership card be a separate process from the credentialing card, that the credentialing card would be a voluntary request, with the requestor providing the photograph, necessary paperwork, and processing fee. Voting members would have the processing fee waived as part of their membership benefits. The motion passed unanimously.
- e. Membership benefits – Dion raised the discussion about identifying tangible membership benefits, like insurance, rental car rates, etc. After discussion of the board, Randy appointed Don Stephens of Texas as the chair of the Ad Hoc Membership benefits committee.

11. MSAR

- a. ASTM process update – Norm had to leave the conference call due to pending emergency traffic. Randy advised that Norm had briefed him on the progress that had occurred in Ft.

Collins. Randy wanted to thank Norm, Steve Hudson, John McKentley, Mike McDonald, and Bruce in assisting in bringing the process forward.

At the 1240 hours MST the conference call was adjourned.

**Attachment II**  
**Audit Report**

**Attachment III**  
**Reorganization of NASAR Organization Chart/BOD Committee restructuring**



**NASAR Reorganization**  
**2006**

As part of the strategic planning process embarked by the Board of Directors of the National Association for Search and Rescue (NASAR) in May 2004, discussions involving in the restructuring of the organization occurred. It is the belief of the Board of Directors to be successful in obtaining the adopted September 2005 Strategic Plan the association would need to be reorganized.

This reorganization takes NASAR from its traditional committee structure that was not necessarily based upon functions, but was more based upon type of groups. This allowed for some conflicting policies and procedures between groups, confusion as to committee jurisdiction, and a sense of autonomy between committee and the organization as whole. Like the Incident Command System, the new structure will be based upon function. It is believed that it will provide for a single set of policies and procedures for the entire organization, while allowing for individual procedures that may be needed for a specialty group, clarify lines of jurisdiction, and still provide some autonomy without jeopardizing the integrity of the organization.

This document outlines the structure, but is not necessarily the final word on this reorganization. It recognizes that there will be needed by-law changes that reflect the new structure, review of current policies and procedures, and input from current committees as to the implementation. Those current committees that are dissolved should understand that this structure does not dissolve their important functions, but relocates them in other places within the organization.

The Board of Directors in its September 2005 board meeting approved the organizational chart outlined within, pending the approval of this written document. Upon its approval, it is hoped that the new sections, committees, and task groups will work to identify, develop, and submit any new policies and procedures to the Board of Directors by May 2006.

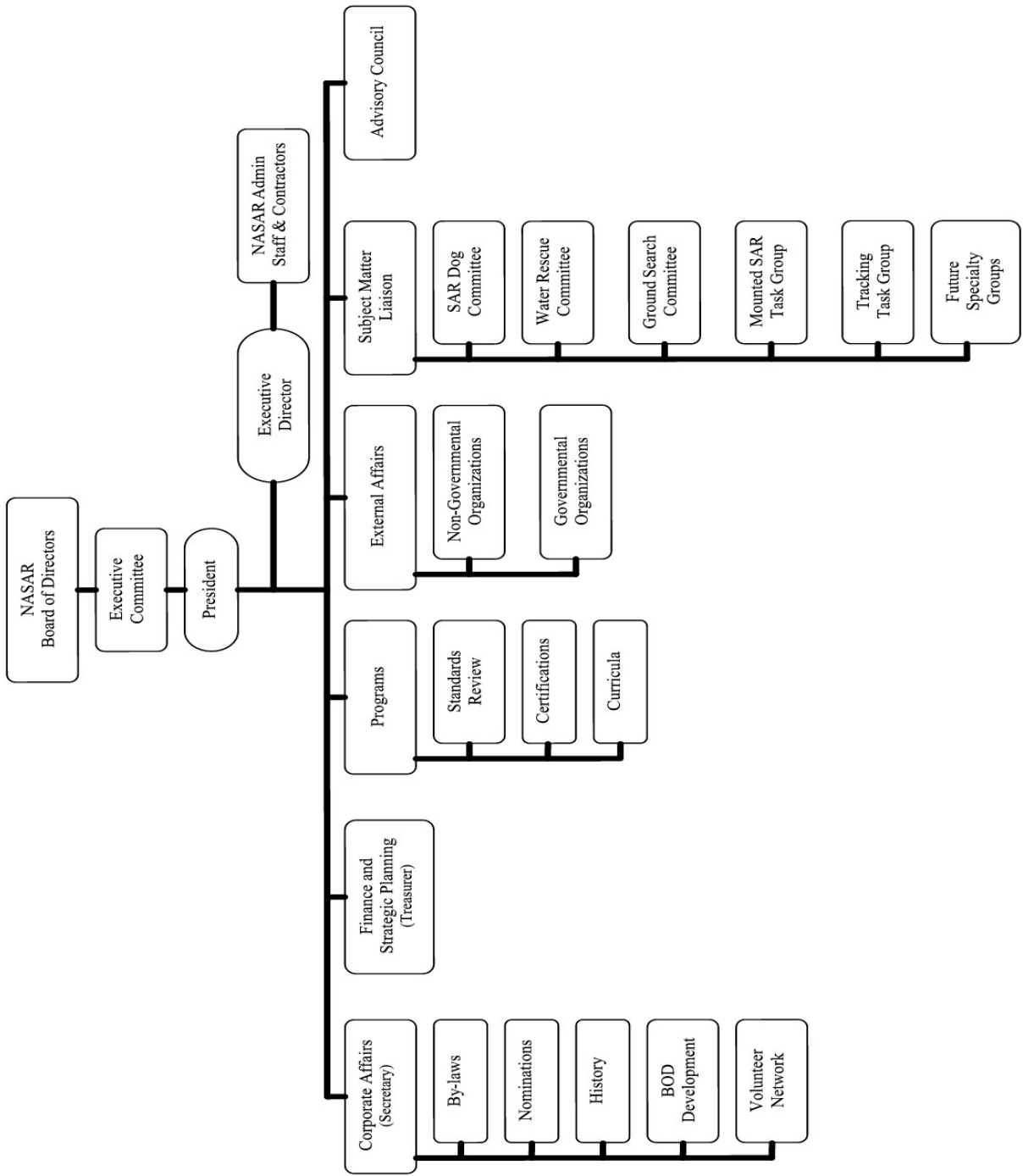
NASAR will be comprised of seven (7) new sections. These sections will be functional sections with one individual with responsibility of supervision and management of the functions outlined within the section. This individual will be either a member of the Board of Directors or the Executive Director. These sections have been identified as Corporate Affairs Section, Finance and Strategic Planning Section, Programs Section, External Affairs Section, Subject Matter Section, Advisory Council Section, and Administration Section.

Under these sections will be committees, units and task groups.

Committees will be chartered either by the corporate by-laws or by a written document from the Board of Directors. Unless otherwise directed in the bylaws and with the approval of the Board of Directors, Committees will be allowed to develop their own structure, the process for the appointment of their chair, and policies and procedures. All committee leadership will be voting members of NASAR. The President, Executive Director, and Director of the Section and/or Liaison Director may be de facto members of committees unless otherwise prescribed in the by-laws.

Units will be a functional unit for the management of a specific activity of the corporation. The unit will consist of a manager, who will be a voting member of the corporation. From time-to-time task groups can be developed from members of committees, members of the association, and others to work on specific projects.

Task groups can be developed by the Board of Directors, President, Committee Chairs, and Unit Managers from members of the subject matter committees, the association or others to work on a specific project or activity.



### Administration Section:

The Executive Director of NASAR will administer the Administration Section. The section will consist of those administrative functions of the organization such as Membership, Bookstore, Certification / Education Product Delivery, Conference and Symposia, Research and Development of Text, and Staff & Contract-Tenured personnel (Instructors, Coordinators, Evaluators). The Executive Director shall be responsible for the daily operation of the corporation including the supervision, discipline, hiring, and firing of staff and contract tenured personnel of the corporation.

### Corporate Affairs Section:

The Director of Corporate Affairs will be the Secretary of the Corporation and will be responsible for the following functions: By-Laws, Nominations, History, BOD Development, and Volunteer Network. The Secretary will serve as the chair of the By-laws Committee and Nomination Committee (unless up for election to board – where a past president will serve as chair).

### Finance and Strategic Planning Section:

The Director of Finance and Strategic Planning will be the Treasurer of the Corporation. The Treasurer will serve as the Chair of the Finance Committee, which is a committee of the board. This section will be responsible for development of the annual budget with assistance of the corporate accountant (CFO), the annual review of the strategic plan, and annual audit of the corporation.

### Programs Section:

The President annually, from the Board of Directors, will appoint the Director of the Programs Section. The section will consist of three (3) units; Standards Review, Certifications, and Curricula. Each Unit Manager will be selected via a RFQ (Request for Qualifications) process from the association membership. The unit manager will serve at the confidence of the Board of Directors.

The Standards Review Unit Manager will serve as the NASAR representative to the ASTM F-32 committee. They will be responsible to keep subject matter committees up-to-date on possible standards in review, obtain from the subject matter committees a recommendation on a NASAR position on the standard, and assist in the development of any proposed standard sponsored by NASAR. The Unit Manager will also monitor the industry for possible other standards being developed and represent NASAR during those developments. May empanel task groups as needed to review, recommend, propose, and implement standards. Will develop for approval any policies and procedures needed for the unit by May 2006.

The Certifications Unit Manager will be responsible to manage NASAR Certifications. The Unit Manager will insure that NASAR certifications meet various industry standards, the NASAR certification peer review process, and assist subject matter committees in

proposing, development, review, beta testing, and approval of NASAR certifications. The Unit Manager will approve NASAR certifications as to form: that the certification development process has been followed, including beta testing, and the certification process is consistent with other NASAR Certifications, and then forward to the Board of Directors for final approval. May empanel task groups as needed to review, recommend, propose, develop and implement certifications. Will develop for approval any policy and procedures needed for the unit by May 2006. Will not supervise the delivery of certifications by coordinators and evaluators, this function will be part of the Administration Section.

The Curricula Unit Manager will be responsible to manage NASAR Curricula. The Unit Manager will periodically review NASAR curricula to address any updates or issues with the curricula and assist subject matter committees in proposing, development, review and beta testing and approval of NASAR curricula. The Unit Manager will approve NASAR curricula as to form: the curriculum meets NASAR quality, peer review, and consistent with other NASAR curricula and then forward to the Board of Directors for final approval. May empanel task groups as need to review, recommend, propose, develop and implement certifications. Will develop for approval any policy and procedures needed for the unit by May 2006. Will not supervise the delivery of curricula by instructors, this function will be part of the Administration Section.

#### External Affairs Section:

The President annually, from the Board of Directors, will appoint the Director of External Affairs. There will be two (2) units in the section; The Non-Governmental Organization Unit and the Governmental Organization Unit. The Director of External Affairs may appoint Unit Managers for each unit. The unit managers serve at the confidence of Board of Directors. Each unit manager may appoint task groups to assist in the liaison duties of these units.

The Non-Governmental Organization Unit will be responsible in the maintenance of relationships with Non-Governmental Organizations such as but not limited to: Civil Air Patrol, Mountain Rescue Association, American Red Cross, WMS, Non-Profits, Local Non-Government SAR Units.

The Government Organization Unit will be responsible in the maintenance of relationships with Government Organizations such as but not limited to: NSARC, State SAR Coordinators, FEMA, NIC, Local SAR Coordinators, US Forest Service, NPS.

#### Subject Matter Section:

The president annually, from the Board of Directors, will appoint the Director of Subject Matter Committees. The president may appoint Committee Liaisons from the Board of Directors based upon the size and functionality of a Subject Matter Committee; these Committee Liaisons will assist the Director of Subject Matter Committees in responsibility of these committees. If no Committee Liaison is appointed for a committee the Director will serve as liaison. The Director

or Liaison will serve as a liaison for the committee to the Board of Directors. They will represent the committee at Board Meeting when the Committee Chair is not present.

This section may have committees based upon charter in the by-laws or interest of the membership. With approval of the Board of Directors, the committees can determine their structure, the recommendation of the appointment of the chair, and necessary policies or procedures for the governance of the committee. The committees are required to submit within two weeks to the Executive Director a report detailing any activities following any committee meeting.

The committees will be delineated based upon subject matter. With approval from the Board of Directors, they may propose, develop, implement fund raising activities for NASAR general funds earmarked for committee or task group activities. Assist in the review, recommend, propose, develop and implement certifications, curricula, and standard review. Assist in the development of annual budget for NASAR including all committee or activities. Assist in the maintenance of external affairs activities with groups with like interests. With Board of Directors approval, develop and implement forums, conferences, and symposia within their specialty field. Assist with the Annual NASAR Conference and Membership meeting by identifying, developing and managing specialty field track sessions. The committees may assist in the development of policies for identifying, recruiting, training, maintaining and credentialing of instructors, coordinators, and evaluators. It should be noted that the supervision and the administration of the instructors, coordinators, and evaluators would be the function of the Administration Section.

The Board of Directors, based upon the request of the membership or directors, may create or dissolve Subject Matter Committees. Current committees or task groups are: SAR Dog Committee; Water Rescue Committee; Ground SAR Committee ([This committee will be the result of dissolving the Education Committee as this committee contains the Ground Search subject matter experts – it should be noted that the instructors, evaluator, or coordinators will not have a committee as they are “contract personnel” and will be under Admin Section](#)); Mounted SAR Committee; and Tracking Committee.

#### Advisory Council Section:

The Advisory Council Director will be the immediate Past-President. The Council will be composed of Past-Presidents and others from inside and outside the SAR community (Need not be members of NASAR). They will be responsible in assisting the Board of Directors in fund raising activities and other governance issues.

**Attachment IV**  
**2006 Budget**

**ITEM: BUDGET ADDENDUM**

1. It is understood by the BOD and the Chair of the SARDOG Committee that the SARDOG Committee's annual budget is debited against those non-restricted funds that have been received by NASAR for SARDOG Committee use.
2. It is understood by the BOD and the Chair of the SARDOG Committee that the SARDOG Committee's shared overhead is debited against those funds referenced in item number one.
3. That an amount of \$10,000 annually be allocated from the funds referenced in item one, over and above the SARDOG Committee's set budget, be available to the section for special projects that may arise such as, but not limited to, helping to offset the cost of bringing instructors/presenters to the NASAR Conference and paying the expense of SARDOG Coordinator and Evaluator Workshop fees. The SARDOG Committee Chair can approve the expenditure of this money up to the \$10,000 limit, in consultation with the Executive Director, CFO and Treasurer of NASAR, to ensure that the funds are available. The full \$10,000 does not need to be spent during a given year. Any of the monies that are not spent will remain in the general account and continue to be tracked as SARDOG non-restricted funds. Any of the money that is spent under this item would be debited against the SARDOG Committee's non-restricted funds.
4. It is understood by the BOD and the Chair of the SARDOG Committee that the expenditure of the \$10,000 may not, at any time, endanger the financial health of the overall organization. If, during a given year, the amount of the non-restricted SARDOG funds falls below a level which allows for this expenditure or if the cash reserves of the Organization fall below \_\_\_\_\_, this expenditure will be suspended until such time as: either the funds are again available via donation or from other outside sources; or the Organizational cash reserves return to such a level that the resumption of the \$10,000 annual would not endanger the financial health of the organization.
5. It is understood by the BOD and the Chair of the SARDOG Committee that, in the future, the non-restricted SARDOG funds may become depleted. In such case, the expenditure of up to \$10,000 annually would no longer be authorized.
6. It is understood by the BOD and the Chair of the SARDOG Committee that if the funds are "depleted", NASAR will support the SARDOG Committee as it does any other committee of the organization, within the financial constraints of the corporation.

**REQUESTED ACTION:** That the BOD approves the Budget Addendum.

**COST:** Up to \$10,000 per year of non-restricted SARDOG Funds.



**Attachment V**  
**New Strategic Plan Implementation**

## **Attachment VI Executive Director's Report**

The months since the last Board of Director's Meeting (September 2005-present) have brought the staff to a point of working as a finely tuned machine. With a staff of three-fulltime personal and one contracted position, the administrative processing for Bookstore, Membership and Education are all being completed in a timely manner. Bookstore and Membership turnaround time is approximately 24-48 hours and Education processing has a turnaround time of approximately one week. The staff has also been very aware since the virtual office move, that customer service must be a focus. It has been and still is the goal to have a 24-hour business day turnaround response to email and phone call inquiries. Some key items to note:

- Bookstore inventory was conducted year end
- The Organization contacts in the member database were updated and given a new record for processing. History of Courses/Certifications and Bookstore orders placed will stay with the individual, not the Organization.
- 2004 Audit was completed
- 2006 Track Leaders for the conference have been confirmed
- Monthly newsletter sent to membership September-December
- Education Reports posted to the website in a timely manner (three month delay to allow for course paperwork to arrive at office)
- 2005 member demographic information compiled and shared with Board of Directors
- First "NASAR Facilitated Course" was scheduled (will take place in February)
- First NASAR sponsored course/certification in the process of being put together

Areas to focus on for the upcoming months are maintaining the administrative processing for Bookstore, Membership and Education and focusing on the Conference. Staff members have incorporated a Conference function to their normal job duties. The Education Services Director will be processing registrations and answering general conference questions and the Bookstore/Members Services Manager will be selling exhibit space. The CFO will be finalizing mailing lists and marketing for the conference will begin the last week of January. Workshops are being scheduled and a preliminary agenda will be posted to the website the first week of February. It is the goal of the CFO to have the audit for 2005 completed by SAR 2006. With that, it is the goal of the Executive Director to have a 2005 Annual Report compiled for distribution to the membership.

One item that has become an administrative issue for staff is the Credentialing Card. On the November conference call, it was discussed that the desire of the Board is to use the card as a credentialing card with the photo, height, and gender, DOB and specify it as a credentialing card. It would be free for members and it would cost \$5.00 for non-members and K9's. It was also discussed that one of the reasons for the raise in dues in January 2004 is that a member would receive a photo id card. Due to the virtual office environment, it is near impossible for different departments to share computer equipment, specifically the 50lb photo ID card printer. It is staff's recommendation to have member cards be the paper card used in the past and the credentialing card is a hard photo ID card. There will be an estimated three hours of work by Salamander Technologies to update the look of the card.

**Attachment VII**  
**SAR 2006 IC Chart**

## Attachment VIII

Following is a draft of a business plan for the Education program as requested by Randy Servis at the 2005 Conference in Oakland. I would hope the Board will review this draft and provide some feedback to what additionally may be needed. Written feedback will be most beneficial but I will take it any way.  
Jim Stumpf

### **NASAR EDUCATION PLAN FOR THE FUTURE EXECUTIVE SUMMARY:**

NASAR was founded over thirty years ago under the premise of education. The current system has been revised several times since its inception but with the establishment of a new NASAR Strategy, changes in membership and educational delivery systems available today it is time to consider additional changes and modifications. Currently the education systems are split between the traditional courses delivered and the certifications for SarTechs. The educational programs will be self-sustaining and supporting through course delivery, credentialing and educational product sales. This is further split by the differences between the certifications of SarTech for traditional search activities and the activities for the K-9 community. The current education program is not supported by the Board of Directors caused by misconceptions and a general lack of understanding of the existing program.

In 2004 the NASAR Board of Directors turned the development of SAR standards over to the ASTM International (American Society for Testing and Materials) (F32 Committee on Search and Rescue). To date the following ASTM standards have been adopted or are in the final stages of adoption:

- F-1490-04a Standard Terminology Relating to Search and Rescue
- F-1591-95 Standard Practice for Visual Signals Between Persons on the Ground and in Aircraft During Ground Emergencies
- F-1633-97, Standard Guide for Techniques in Land Search
- F-1767-98 Standard Guide for Forms Used for Search and Rescue
- F-1993-99 Standard Classification System of Human Search and Rescue Resources
- F-2074-00 Standard Practice for Workers' Compensation Coverage of Emergency Services Volunteers
- F-2209-03 Standard Guide for Training of Level I Land Search Team Member

As one might expect from the above list we still have a long trip before search and rescue along with all associated aspects of SAR (K-9, Mounted, Water, etc.) are completed. It is important that one understands some concepts and definitions that are to be adopted in this proposal of the changing face of the NASAR Education process. The process of credentialing, as defined in the

### **NASAR Strategy VISION AND MISSION DESCRIPTION:**

It is the Vision of NASAR to be the global source for search and rescue credentials. The NASAR mission supporting this vision is to develop and provide professional

credentialing products and services for your search and rescue community. Specific objectives will be established within the education department to meet this vision and mission statement.

### **MARKET AND COMPLETIVE ANALYSIS:**

Currently there are many companies who compete against NASAR as training providers. These companies offer courses in water rescue, technical aspects of SAR, emergency medical training to name a few. There is probably no reason that we should compete with other vendors to fragment the market share of training. Rather than entering into competition with other vendors to instruct and develop training, NASAR will work with internal committees and work groups to develop certifications that will be globally recognized. Currently these certifications include our existing SarTech I, II, and III and several K-9 certifications. Standards will continue to be developed by ASTM as their time permits. Other certifications that will be considered for development may include SAR Management, SAR Planning, Water Rescue, Emergency Medical Responder, etc. NASAR needs to take advantage of technology and the use of web based training similar to what exists from the National Fire Academy and other commercial training companies who offer course completion at the trainees' time frames and pace. The current ISAR course would lend itself well to web based training.

### **PRODUCT/SERVICES DESIGN AND DEVELOPMENT:**

Several changes in the current education program need to be implemented to maintain and expand our position as the global source for search and rescue credentials. This will need a multi prong approach and the current Education Committee as it now exists will need to be revamped. One approach to this will be to exclude all standard development from the current committee. This, for the most part has been done by the Board in their acceptance and turning over standard development to ASTM. This work with ASTM needs to continue with input from NASAR Board members and subject matter experts as needed through the standard development process. Once standards have been completed we will need to evaluate our certifications against the standards. If needed, any educational curriculum may be revised to better meet changes in standards or certification requirements.

The current Standards Committee should be re-chartered as the Certification Committee with the responsibility for writing the KSA's (Knowledge, Skills, and Abilities) as objectives for lesson plans and each chapter of a corresponding student manual. Specific certifications for credentialing will be adopted to meet the identified KSA objectives. A new committee called the Curriculum Committee could be established. This group would be responsible for documenting lesson plans and student texts for training that may be needed to better enable a student to meet the credentialing certifications.

Lesson Plans and student materials will meet the established KSA objectives identified by the certification committee. NASAR has a current agreement with publisher Jones and Bartlett for the completed publication of texts, student materials, instructor materials or electronic formats. NASAR will continue to strive to maintain the highest measure of excellence in the development and delivery of all course materials.

## **INSTRUCTOR/COORDINATOR QUALIFICATIONS:**

We currently have traditional instructors/Coordinators and licensed personnel. Licensed Instructors generally come from the ranks of existing dedicated agencies that directly or indirectly sponsor SAR Teams. These instructors participate in an abbreviated instruction-training workshop. Their authority to instruct comes from the agencies credibility and recommendation of the individual agency instructors and training is limited to personnel within the sponsoring agency. Traditional instructor, evaluator/coordinator qualification needs some review and possible modification to streamline obtaining more instructors for the various courses. Currently an instructor candidate must complete a class with a 90% passing mark. Once completed an instructor training class must be completed and the candidate must perform as an apprentice instructor with someone else who is qualified. This may take several months to complete and seems counter productive to the qualification of enough instructors to expand the offerings of NASAR training courses throughout the country. In an attempt to streamline instructor expansion we propose that the candidate complete the course they will be instructing at a 90% level and have completed an instructor-training course in adult education from some credible source as prerequisite. The only exception to this may be a demonstration of skills to be instructed in some of the existing NASAR courses. Once a target course has been completed a person who holds any credential to instruct and has exhibited instruction skills be permitted to instruct in the target course without doing additional apprentice instruction. The only additional information that will be required of the new instructor is an overview of specific NASAR requirements for instructors.

## **OPERATIONS AND MANAGEMENT:**

Education including evaluation and coordination will continue to rely on the NASAR Board for final approval only. The Board needs to guard against dealing in trivia matters of education as they have done in the past so Education can function and work on specific program direction. The current NASAR by-laws indicate the Chair for Education will be annually appointed and serve at the pleasure of the board. An Education Committee is formed from various program leads to provide direction for education while making recommendations to the Board for potential modifications and actions. It is critical that a continuing liaison is maintained with ASTM and their standards development. Since standard development will no longer be a mission of education a new group will be formed to deal with certifications that currently exist in the ground efforts as well as with the K-9 evaluations. The Policy and Procedures Manual for Education further outlines the responsibilities of the NASAR Instructors, Evaluators and Coordinators for all courses. NIMS - Since Presidential declaration HSPD-5 and NIMS the need to become consistent nationally in emergency response efforts is heightened. We need to stay on the leading edge of this activity of standardization and identification of SAR personnel throughout the nation.

Jones & Bartlett coordination – Program delivery or development of training

Legal liability for current course delivery. How do we limit the liability of instruction and instructors? We should continue to provide E&O insurance coverage for all instructors.

CEU – NASAR course material needs to be evaluated and modifications (as needed) to meet CEU requirements from a recognized training institution. Explore an array of delivery systems to better take advantage of use of electronic information delivery via the Internet.

### **FISCAL IMPLICATIONS:**

The current program is dependant on all revenue sources to maintain it. The Education Manager and two call instructor trainers to assist in the licensing program as needed. Current revenues are limited to the \$40.00 fee collected for certifications from the SarTech program. Expenses are approximately \$45,000 in fixed costs plus some unknown annual variable costs that should stand-alone. Our current revenue approximates \$85,000 annually broken down further from \$33,000 for certifications, \$51,000 for training classes and \$2,100 for the licensing program. We feel that if the Board was to get behind and support education and we endeavor to implement an aggressive sales campaign such as offering classes throughout the country on a scheduled basis our income could over double. We are currently close a break even with education.

### **GLOSSARY:**

Certification – The process where a SAR member achieves the requirements specified to receive the documentation they have fulfilled the certification requirements. NASAR will verify this in a written statement through a course certificate of recognition the incumbent has accomplished the certification.

Credentialing – Recognition by NASAR that the SAR member has fulfilled the certification requirements for a specific skill(s). The SAR member has rights, privileges, etc. in written form

Curriculum – Identification of training and the outline of pre-requisite information that could be developed into a training course. The aggregation of courses of study that may assist SAR members in meeting credentialing.

Instructor – A traditional instructor responsible for the delivery of training information including testing, course exercises, etc.

Licensed Instructor – An instructor who is part of any agency who has demonstrated the ability to be an instructor and deliver NASAR course materials to the specifications adopted by NASAR.

Standards – Specific consensus requirements set forth by ASTM International that a SAR member and certifications can be measured against.

Training – Information that may assist the SAR member in meeting certifications. This may or may not be accomplished by any of the standard or proposed NASAR Training courses.

**Attachment IX  
SAR Dog Committee**

**Canine Disaster Responder Certification Program:**

The Canine Disaster Responder Certification Program is comprised of a written test, which is specific to Canine Disaster Responders and three (3) different certifications. The three are designed to meet proposed NIMS Typing. They are:

Canine Disaster Responder: *This is a live find examination.*

Canine Disaster Responder (Human Remains Detection): *This is a HRD examination utilizing over 15 grams of material.*

Canine Disaster Responder (Human Remains Detection-Forensic). *This is a HRD examination utilizing less than 15 grams of material.*

All BETA testing for the Canine Disaster Certification Program has been completed. Three BETA examinations were conducted. One was conducted in the Eastern U.S., one in the Central U.S. and one in the Western United States.

Fifty-six examinations were conducted with an average passing rate of 75% ±. This was found to be an acceptable rate based on the experience levels of the candidates tested.

REQUESTED ACTION: That the Board approve the release of the Canine Disaster Responder Certification Program.

COST: NONE

**Canine Resource Database: UPDATE**

The resource database that was approved by the BOD at the January 2005 meeting will be going on line this month.

REQUESTED ACTION: NONE

**Hernandez Canine Sponsorship UPDATE**

The first annual sponsorship was awarded to Nora Morgan of Search One Texas. She has selected her dog and we are in the process of assisting her in obtaining it. Keith and Kai Hernandez have decided to continue this program and are encouraging others that they know to also sponsor a prospective handler and dog. We wish to thank Keith and Kai Hernandez for their initiative in sponsoring this program and their continuing support for Search and Rescue.

REQUESTED ACTION: That the above paragraph be included in the minutes.

COST: NONE

**Canine Avalanche Responder: UPDATE**

There are two BETA examinations scheduled for this program. The first is in Whitefish MT. during the last part of January 2006. The second is scheduled for February 2006 in Sun Valley ID.

REQUESTED ACTION: NONE

COST: Budgeted in SARDOG Budget.

**Canine Certification Programs Rewrites to mirror NIMS Typing UPDATE**

Rewrites have been put on hold at approximately 80% completion awaiting finalization of the NIMS Typing.

REQUESTED ACTION: NONE

**NASAR BOD meeting**  
**Jan. 2006**  
Agenda Item # 16

**Attachment X**  
**Project Tracker**

**NASAR BOD meeting**

**Jan. 2006**

Agenda Item # 17

**Attachment XI**

**National Mutual Aid Resource Typing Definitions for Search and Rescue  
Cross walk Update**

**NASAR BOD meeting**  
**Jan. 2006**  
Agenda Item # 18

**Attachment XII**  
**Awards Policy**

**Attachment XIII**  
**NIMS Typing/Credentialing Progress and Impact on NASAR**

**To:** NASAR Board of Directors  
**CC:** NIMS Credentialing Personnel  
**From:** Cheryl Kennedy, NIMS Credentialing Sub-Committee Group Leader,  
Wilderness, Mountain, and Canine  
**Date:** 6/15/2006  
**Re:** NIMS Typing/Credentialing Progress and Impact on NASAR

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The following is an overview of that project and its possible impact on NASAR.

For the past few months, several NASAR and MRA members have been working on the NIMS credentialing project. These personnel were not appointed by NASAR, but, rather, were invited to participate based on individual qualifications. In addition, Randy Servis has been updated from time to time, both verbally and in writing, as to the status of this project group.

The NIMS Credentialing project is developing standardized criteria, essentially for national disasters and large mutual aid, however, is being written to encompass all arenas. At the start of this project, it was very top heavy with FEMA Task Force, state OEM, and large city fire personnel. After some discussion, the group agreed to include additional personnel onto the working group, which allowed me to recommend several people to assist in this project from the everyday SAR perspective, including mountain/wilderness SAR expertise, and Emergency Services representation experienced in both disaster and non-disaster small and large scale incidents of all types. This has been extremely beneficial.

This working group is working via conference call, website access, and face-to-face meeting to facilitate this project. In developing the criteria that is being requested, such as physical fitness requirements, certification processes, baseline requirements, it has become obvious that both NASAR and MRA have the ability to be key players in the future of SAR, both disaster and non-disaster. At this time MRA and NASAR have the only certifications for SAR personnel that are considered national, excluding federal entities and state mandated programs, which are considered separately.

In addition, NASAR has the only all-inclusive canine SAR program in the country, with the recent additions of canine water certification and canine initial responder disaster programs. No other program is available to the canine community on the national level that includes all the canine disciplines.

At this time, the draft documents are being reviewed. In the upcoming weeks, these draft documents will be sent to prime reviewing entities for their evaluation. NASAR will

be receiving a copy of these documents for review and comments. Following that process, the documents will be finalized and presented to NIC for their final approval.

I would recommend to the Board that approval of any modifications to any NASAR programs/certifications involving the NIMS Typing/Credentialing be withheld until such time as these documents become final, with an anticipated time line of late spring 2006 in order to ensure that a repeat review is not necessary at a later date in order to bring NASAR programs into compliance. There are recommendations being included in the documents, which will be of value to be considered when looking at the program needs versus NASAR's requirements and prerequisites.

At this time NASAR and MRA have a prime opportunity to move both organizations forward as SAR national organizations. However, there will need to be serious contemplation of NASAR programs, certification requirements in all disciplines, and educational programs. The credentialing looks at both the educational program available through the entity as well as the certification expectations and many other aspects of the organization, such as database maintenance, etc.

As I realize that NASAR Board of Directors has been contemplating a change in the by-laws and movement away from education, with a focus on certification, it may be necessary to rethink that process due to the national requirements that are being set forth. In order for NASAR certifications to qualify, it may be necessary for NASAR to also provide the training program. I see the licensing program as a perfect fit into this arena and allowing qualified SAR personnel, NASAR members and non-members alike to utilize our processes within appropriately developed guidelines.

The changes necessary to facilitate this will require very dedicated management of all programs and concentrated, consensus based project building, and building the support system now in place with office staff, and non-paid management personnel, as well as Coordinator/Evaluators. Again, with serious consideration, the licensing program could definitely assist NASAR in this need, in all disciplines and certifications/training.

Should anyone have any questions regarding the NIMS project, they may contact Tim Kovaks, Tim Rogers, or me. Should we be unable to answer your question, we will route your question to the appropriate party for their consideration.