

AGENDA
BOARD OF DIRECTOR'S CONFERENCE CALL
NATIONAL ASSOCIATION FOR SEARCH AND RESCUE
September 19, 2007 @ 1:30pm Eastern
Call number 888-387-8686 Room Code 222-6277

a. Call to Order (President – Kathy Miller) *called to order at 1:35pm Eastern*

b. Roll Call (Secretary – Randy Servis)

- i. Kathy Miller – P
- ii. Randy Servis – A
- iii. Ken Lesperance – A
- iv. Dan Hourihan – A
- v. Vicki Wooters – P
- vi. Jimmie Canfield – P
- vii. Allen Knox – P
- viii. Monty Bell – P
- ix. Stephen Tropp – A
- x. NSARC Rep

Staff

Megan Bartlett – P
Ross Robinson – P

c. Approval of July2007 (Attachment I) – *Monty made motion to approve, Allen seconded. No discussion. Approved unanimously.*

d. President's Report

- i. *Kathy made apologies for the confusion on the position that was offered to Ken and conversations that went on via email. Floor was opened to questions, and no one had any.*
- ii. *Reference was made regarding email on updates regarding SAR Dog Committee Chair tasking, Ground SAR Committee Chair tasking and Standards Review Liaison tasking. Executive Director gave update on ISAR project and that Eric Martin was finalizing the project.*
- iii. *Certification Unit Manger position was discussed and applicant John Boburchuk. President asked if anyone knew him. Discussion on his qualifications. Executive Director to forward his resume and information to the BoD however it was felt the position should be offered to him with clear deadlines that need to be met.*
- iv. *The Subject Matter Division Chair position needs a BOD member and President asked for volunteers. Vicki Wooters has volunteered and will review bylaws for job description and will meet with President via phone for any clarification that is needed. It is understood that this position is one that will foster communication*

- between the Subject Matter Experts and those working under the Programs Director.*
- v. Current open position is the Curricula Unit Manager.*
 - vi. Foundation Procedures Document – President apologized for the delay but this project is huge and taking more time and needs someone working 40 hours a week. Vicki Wooters suggested that the project go to a temp/temp company and fall under direction of Executive Director. All agreed and Executive Director to move forward.*
 - vii. Election Results – Congratulations to Monty Bell, Howard Paul and George Rice being elected to the BoD. Term will begin during January 2008 meeting and end 2010. Paul Burke's seat (open until 2009) will go to Jimmie Canfield, 4th place winner of election. All agreed a good idea. Jimmie's current seat (through 2007) will remain opened. It was felt that bringing someone for three months would not be time appropriate.*
 - viii. President is going to create an At Hoc Fundraising Committee for two purposes. 1) To create the NASAR endowment and 2) To create the NASAR Foundation. The Foundation will be used for teams to apply for training grants and equipment grants and President would like to see a National Database created so all SAR mission logs can be easily reported on. The database would allow for a wider spectrum of information for scientific research. Monty Bell has agreed to be on the committee. Others on the call felt at this time with their current workloads they could not commit more time. There will be an RFQ posting to the website looking for committee members that have fundraising experience. Monty Bell, President and Executive Director to work on language.*
 - ix. Conference – President would like to see workshop/track content posted by October 15th.*
- e. Treasurer's Report – After closing August financials, revenue and expenses are equally off budget so we tracking. \$10K was received from and old CFC project from 2005. Monty Bell requested to see financials. CFO to forward.*

Agenda Item 1:

Subject: Board Implement a recertification program

Reference Document Affected: All P&P Manuals

Information Background:

Law enforcement and other professional agencies who utilize paraprofessional services such as search and rescue are leery of one time for a lifetime certifications. The proposal is that NASAR begin implementing a recertification program for all certifications beginning in 2010. Those who currently hold certifications that were issued in an even year would have until 2012 to recertify. Those whose initial certification was issued in an odd year would have until 2013 to recertify. Those being certified in 2010 would recertify in 2012, those that are certified in 2011 would recertify in 2013. This will give NASAR 2 years to grow

evaluators and lead evaluators in numbers large enough to handle both the recertification volume and the initial certification volume. Further, the various programs would have until September 2008 to draft, revise and finalize the recertification process for each certification that NASAR offers.

Estimated Funding Impact: Unknown

Proposed BOD Action: Approve Recertification Program

Jimmie Canfield made motion to accept, Monty seconded.

Discussion: Jimmie felt that certain certifications needed a yearly recert. Motion was amended to read: The proposal is that NASAR begin implementing a recertification program for all certifications beginning in 2010. This will give NASAR 2 years to grow evaluators and lead evaluators in numbers large enough to handle both the recertification volume and the initial certification volume. Further, the various programs would have until September 2008 to draft, revise and finalize the recertification process for each certification that NASAR offers. Monty accepted amended motion.

Vicki Wooters felt that this would not work at this time due to the P&P manual not being out and that we are currently not meeting the need for those currently trying to get certified.

Monty Bell felt that the current infrastructure was not in place and we are putting the cart before the horse. President indicated that this has been an agenda item for the past four years and that it's never going to be a good time. The concept needs to be approved then the details vetted out in the P&P manual. All the work going into the P&P will have to be re-done/added to when this is approved at another time. Monty Bell feels that a P&P manual should be a working document and can be changed as needed. Also made the points that more things have not been taken into consideration such as the database to handle recertification's, what will NASAR do to someone if they do not recertify and what will NASAR do if they do not meet the needs to the customers because we do not have enough Evaluators and Lead Evaluators.

The question was called. Vote was Vicki Wooters – nay; Monty Bell, Jimmie Canfield and Allen Knox abstain. Motion did not carry.

Agenda Item 2:

Subject: Hug-A-Tree Video Approval and Program Update

Reference Document Affected: Website and Bookstore

Information Background: The LA County Sheriff's office has volunteered it's time and money to produce a new video with NASAR consent to use the Hug-A-Tree program and images. NASAR will own all rights to the video once approved.

Executive Director to give Program Update

Estimated Funding Impact: None

Proposed BOD Action: Approve the Hug-A-Tree video

Jimmie Canfield made motion to approve; Monty Bell seconded.

Discussion: Vicki Wooters felt the video on its own was missing several components of the program.

It was discussed that this video is to replace the 35mm slides. The BoD was informed of the Instructional Video being created that will have "How to Present Hug-A-Tree", "How to correctly do demonstrations", a sample presentation and an activity booklet to print. The purpose of the instructional video is to get the program out there and allow anyone to purchase it. There will be no regulations on instructors.

Jimmie Canfield wanted to know the liability to NASAR as it is a program for Children and we will not be monitoring instructors. It was then discussed that those bringing in the presenter would own the liability whether it be a school, scout troupe or community.

Monty Bell questioned if the purpose of the video was to replace the 35mm slides and that it is a portion and tool of the Hug-A-Tree presentation. Discussion went on and it was felt that only those that are current Hug-A-Tree presenters should be able to purchase the video until the Instructional DVD is available. Then open the program for wide release. Executive Director to find list of instructors. The BoD would also like to see a notice in the video packaging that indicates the video is a portion of the Hug-A-Tree presentation and not be used as a stand alone teaching tool.

Monty Bell and Jimmie Canfield voted to approve the Hug-A-Tree video; Allen abstained. Vicki Wooters was a nay; she liked the video but thought key elements were missing and subtitles needed to be inserted.

Agenda Item 3:

Subject: **Conference Survey**

Reference Document Affected: None

Information Background: An annual conference survey was produced at the 2007 conference and was supposed to be posted to the website for wide dissemination. Due to technical difficulties, the survey being posted to the website has been delayed. The goal is to have it posted ASAP and share the findings by the November conference call.

Estimated Funding Impact: N/A

Proposed BOD Action: None

The survey has been posted to the website as of 9/18. Findings to be reported on the November conference call.

Agenda Item 4

Subject: **Privacy Policy** (attachment II)

Reference Document Affected: Website

Information Background: The Executive Director was tasked on the July conference call to produce a Privacy Policy for publication on the NASAR website.

Estimated Funding Impact: None

Proposed BOD Action: Approve Privacy Policy

Vicki Wooters made motion to approve Privacy Policy; Monty Bell seconded. Passed unanimously. Executive Director to post to website.

Agenda Item 5

Subject: **Executive Committee Meetings**

Reference Document Affected: N/A

Information Background: President to review for Board Members what constitutes an Executive Committee meetings and protocol.

Estimated Funding Impact: None

Proposed BOD Action: None

The Executive Committee is made up of the President, Secretary, Treasurer and the Executive Director is invited. The purpose of these meetings are to discuss personnel issues and minutes are not kept. Everyone understood and are fine being on a need to know basis.

Agenda Item 6

Subject: **SAR Dog Committee Report (Attachment III)**

Reference Document Affected:

Information Background:

Estimated Funding Impact:

Proposed BOD Action:

Agenda Item 7

Subject: National Association of EMTs Liaison Report (Attachment IV)

Reference Document Affected:

Information Background:

Estimated Funding Impact:

Proposed BOD Action:

Good of the Order:

Vicki Wooters asked for clarification about the Hernandez Scholarship referenced in the SAR Dog Committee Report. Executive Director to clarify.

Motion made by Vicki Wooters to adjourn the meeting. Allen Knox seconded.

Meeting adjourned at 3:08pm Eastern.

Attachment II – Privacy Policy

NASAR Privacy Policy

We at NASAR believe that privacy is important. This document outlines the types of personal information we receive and collect when you use NASAR's services, as well as some of the steps we take to safeguard information. We hope this will help you make an informed decision about sharing personal information with us.

Information we collect and how we use it

Membership, Bookstore and Education – When a person joins NASAR, places an order through the bookstore or participates in a NASAR course or certification we request contact information such as mailing address, email address and phone number. This information is never sold or given to vendors. Member mailing addresses are given to Cygnus Publications for the purpose sending *Advanced Rescue Technology*. All payment information done online is encrypted and is not stored in our database files. Payment information done via phone or mail is kept with the CFO and destroyed after the designated amount of time per Generally Accepted Accounting Procedures (GAAP).

Conference – A person attending the NASAR Annual Conference is requested to fill out a registration and disclose a mailing address, email address and phone number. ONLY the mailing address is given to vendors of the Annual Conference for the purpose of advertising their products. Payment information done via phone or mail is kept with the CFO and destroyed after the designated amount of time per Generally Accepted Accounting Procedures (GAAP).

Information Security

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures, to guard against unauthorized access to systems where we store personal data.

We restrict access to personal information to NASAR employees, contractors and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

Data Integrity

NASAR processes personal information only for the purposes for which it was collected and in accordance with this Policy or any applicable service-specific privacy notice. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.

Accessing and updating personal information

When you use NASAR services, we make good faith efforts to provide you with access to your personal information and either to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate business purposes. We ask individual users to identify themselves and the information requested to be accessed, corrected or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical effort, jeopardize the privacy of others, or would be extremely impractical (for instance, requests concerning information residing on backup tapes), or for which access is not otherwise required. In any case where we provide information access and correction, we perform this service free of charge, except if doing so would require a disproportionate effort. Some of our services have different procedures to access, correct or delete users' personal information.

Enforcement

Please feel free to direct any questions or concerns regarding this Policy or NASAR's treatment of personal information by contacting us through this web site or by writing to us at Privacy Matters, c/o NASAR, PO Box 232020, Centreville, VA 20120. When we receive formal written complaints at this address, it is NASAR's policy to contact the complaining user regarding his or her concerns.

Changes to this policy

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Policy changes). Each version of this Policy will be identified at the top of the page by its effective date, and we will also keep prior versions of this policy in an archive for your review.

If you have any additional questions or concerns about this Policy, please feel free to contact us any time through this web site or at Privacy Matters, c/o NASAR, PO Box 232020, Centreville, VA 20120.

Attachment III – SAR Dog Committee Report

K9 Committee Report to the NASAR Board

First I must apologize, I was appointed the Committee Chairperson late in July and as I was just figuring out what my duties and priorities were I became involved with a move of my home and kennels which took up a lot of my time. So some of the items I had gotten started and hoped to have in a better position to be able to report to the Board haven't been done yet.

Number 1 priority right now is to rebuild the K9 committee to full membership. The only remaining member from the previous committee is Kris Lesperance who has agreed to stay on. Due to my move and some miscommunication with Megan I have not been able to get out an announcement requesting applications for the committee. This will be done ASAP.

Once the committee has been reformed some of the issues that are top priority that we will have to deal with:

- a) It has been brought to the attention that the way the current swift water K9 certification is constructed does not fall within the normal swift water safety operational standards. We must correct this ASAP. I have been in contact with Jimmie Canfield who is the swift water committee chairperson and a K9 handler to help correct this situation.
- b) There is a problem with the way the K9 tracking/trailing tests are being conducted and has been the single source of complaints to me personally since I have taken this position. An ad hoc committee needs to be formed to review not the criteria for the test but the procedures by which the test is implemented and recommendations for changes need to be made to correct this problem.
- c) The committee also needs to address some of the policy and procedures that are not currently in writing but need to be. For example, we need to put it in writing that spouses can not apprentice each other.

I would also like to request that the Board reallocate funds that were approved back in March of 07 for an Eastern Regional Coordinators Conference into a program similar to the grant program the K9 section already has for team training. The money would be used to facilitate the training of new K9 evaluators and coordinators but means of grants or expense reimbursement. The NASAR K9 program is limited and will always be unless we take steps to bring on more K9 evaluators and lead evaluators. This is a necessity if we are ever to implement a recertification program for the K9's and until this is done the NASAR certification will always be secondary to programs that require annual or biannual recertification to insure the quality of K9's out in the field.

I have not had the chance to contact all of the lead evaluators and evaluators individually but I will remind them and the Board that there are a number of K9 lead evaluators that were grandfathered into the positions they currently hold as Canine SARTECH 2 Lead Evaluators. They were given notice in June of 06 that they had until December 31 2007 to certify a K9 to the CST2 level or they would be reduced to the level which they had actually certified a K9 to. I support this position and the people out there taking the NASAR K9 certification deserve to be tested by evaluators who have actually passed the test they are giving. This will probably upset a number of these folks

who have not achieved this certification even though they have been given an 18 month notification that they need to.

I am sorry that I was not able to present this report in person, my move prevented me from being able to get away from work to attend the meeting in person. I sincerely hope to be able to attend the next meeting and to be able to update you on the progress that we have made.

Sincerely,
Michael Wiederhold
K9 Committee Chairperson

Attachment IV – National Assoc of EMT’s Liaison Report

NAEMT is undergoing a major, make that reorganization. Their former structure, which will be in place till the end of the EMS EXPO conference in mid October, in Orlando, FL has been as follows. The main governing body is the Board of Governors. Each Division of NAEMT elected a Division head who in turn had a seat on the BOG. Additionally, each state EMT/EMS organization that is affiliated as a state chapter of NAEMT also has a member on the BOG. Additionally, several independent organizations such as the National Native American EMS Assoc., affiliated themselves as a sub group of NAEMT and they each had a member on the BOG. This is over 50 members of the BOG. A very large and somewhat unwieldy group.

From within the BOG the executive council was elected. President, President elect, who would assume the presidency in two years, treasurer, secretary and several other positions. Anyone who was serving on the executive council had a vote and was not allowed to also be a part of the regular BOG. So if I was the representative for the Colorado EMS Assoc sitting on the BOG and was elected to a position on the executive council, someone else from EMSAC would have to take my spot on the BOG.

And to keep things really interesting, the election of membership to the executive council did not come from the general membership, but rather was an intense lobbying and election effort within the BOG. The executive council was comprised entirely of volunteers and NAEMT did not have a paid executive director. They do have a very good office staff and the office manager is a lady named Lisa Lindsey who did most of the work of an executive director without the title or the authority.

Quite different then the NASAR model.

Over the summer the current executive council of NAEMT put a major by-laws change out to the general membership radically changing how NAEMT is run, brining it more in line with the NASAR model. The membership overwhelmingly passed the changes. Attached below is a news article and the link explaining all this that appeared on EMSresponder.com, EMS Magazine's web page.

Hope this helps and respectfully submitted,
Norm Rooker

PS I will be attending the EMS EXPO as the EMSAC, Colorado EMS Assoc, and BOG representative and will be in position to give a full report on how the transition goes.

<http://www.emsresponder.com/article/article.jsp?siteSection=1&id=6098>