

August 16, 2014

ISARC Board Meeting minutes

The quarterly board meeting was held at Hanover Township with John Simon, Domingo Kaller, Val Sye-Haritos, Kim Gotte, Jim Dexter, & Annette Hannig & Curt Hannig in attendance. Meeting was called to order at 11:25 am.

Minutes from the last quarterly meeting held in May were approved with the corrections needed.

Treasurers report was given we have a balance in the checking account of \$7,700.67 and the pay pal account has a balance of \$222.75. We now have 41 paid members as of meeting day. Total balance for ISARC is \$7,923.42. Treasurers report was approved.

Annette will notify CSC that we will not be renewing them being the registered agent. John will get her letterhead in order to send them a letter.

A discussion was had on emergent volunteers due to an issue they are having in Northern Illinois that is causing problems. This person is making derogatory comments towards ISARC. John asked Domingo to send him the information from social media & news articles he has on this person and we can possibly file a cease & desist order against him. Robert Larson is the person's name. We also discussed taking an objective stand point on uncertified dogs/untrained persons. Anyone not associated with ISARC we as an agency can't verify training so will have to verify that said persons credentials on their own. Jim will work on typing up a "policy statement" and put it "on paper". Jim will send to the board for approval then he will take care of getting it sent out to all agencies in his area and ILEAS as well.

CONFERENCE:

The facility requires insurance in order to use the facility. John is working on getting the insurance taken care of. Once he has that taken care of he will secure the location. It has been saved/reserved for us we just have to have insurance in place by the dates of the event. Have decided to have a 9am start time with general session, breakouts, lunch, more breakouts, supper then annual meeting and then have some night sessions as well. Will be an outdoor type setting this year. Michael McCarthy has talked to John about doing a session on UAV's. ISP will do a demo also on FLIR. Sunday will start 9am with Dan Conley as the key note speaker then wrap up the conference and have the board meeting start about 11.

John will send out letters to all agency delegates to let them know if anyone from their agency wants to run for a board position that they need to send a resume and picture 2 weeks before the conference to him. He will put together in a booklet to hand out at conference.

Prior board by-laws decided that they need at least 1 representative from each region. The board can take action at any regular board meeting to reduce board members from the current 9 board members

to 7 due to having 1 vacant spot that has been that way for 1 ½ years. IF that spot were to be filled it would only be a 1 year term in order to fill that open spot. The Board took action to make the following changes to decrease the board members from 9 back to 7 the way it was originally set up:

2 members from regions 2, 3, and 4

2 members from regions 6 & 7

1 member from regions 8, 9 & 11 (However, if no entity from 8, 9, or 11 were to run for a board spot that position could then be an at large.)

2 at large members which can be from any agency/region or a Non-Governmental Organization

Persons won't run for an at large position they would run for their regional position/non-governmental organization then next higher vote getter would go to the at large position. Motion to reduce the board positions from 9 to 7 made by Val and seconded by Kim, motion carried.

The Bylaws will need to read that 2 board members on alternating terms shall be from an entity with jurisdiction in regions 2, 3, or 4, at least 2 board members on alternating terms shall be from an entity with jurisdiction in regions 6 or 7 and at least 1 board member shall be an at large position and may be from a nongovernmental organization however non-governmental organizations CAN NOT exceed 2. Motion to make these changes to the bylaws made by Annette seconded by Jim, motion carried.

Discussions were made on instructors. The 2 GSAR classes can be an "old" (prior to the new/updated course) and at least 1 new one. There will be NO MORE renewals of Lead instructors if you want to be a lead instructor and didn't take the TTT update then they have to START OVER as if they were becoming a new lead instructor.

To be an instructor or a lead instructor, the following requirements have to be met:

### **GSAR Operations Course**

Instructors must achieve:

- Successfully complete 2 ISARC GSAR Operations courses
- Recommended by a GSAR Ops lead instructor
- Member in good standing of an ISARC organizational member agency
- Receive approval by the organizational member point of contact
- Successfully complete GSAR Train the Trainer 2014 version or newer (as amended)
- Approved by the ISARC Board of Directors

Instructors must maintain:

- Instruct a component of the lecture annually
- Successfully complete GSAR instructor updates as determined

- Successfully complete the GSAR course or GSAR skill refresher (for instructors) every 3 years

Lead Instructors must achieve:

- Achieve all GSAR instructor requirements and be an instructor in good standing
- Successfully complete Search Management
- Teach each section of the GSAR lecture and facilitate each module while being evaluated by a lead instructor
- Evaluated by and recommended by two separate lead instructors
- Approved by the ISARC Board of Directors

Lead Instructors must maintain:

- Facilitate a GSAR course as the lead instructor annually
- Successfully complete GSAR instructor updates as determined
- Successfully complete the GSAR course every 3 years

### **Search and Rescue Initial Operations (SARIO) course**

Instructors must achieve:

- Achieve all GSAR instructor requirements and be an instructor in good standing
- Successfully complete the ISARC search management course
- Successfully complete IS-100, IS-200
- Member in good standing of an ISARC organizational member agency
- Receive approval by the organizational member point of contact
- Recommended by a Search Management Lead Instructor
- Co-teach with a SARIO instructor and receive a successful evaluation
- Approval by the ISARC Board of Directors

Instructors must maintain:

- Facilitate a SARIO course annually
- Successfully complete SARIO instructor updates as determined

### **Search Management (SARM) course**

Instructors must achieve:

- Achieve all GSAR instructor requirements and be an instructor in good standing
- Successfully complete 2 ISARC search management courses
- Successfully complete IS-100, IS-200, IS300, IS400, IS700
- Successfully complete search management train the trainer
- Member in good standing of an ISARC organizational member agency
- Receive approval by the organizational member point of contact
- Demonstrate proficiency in search management forms
- Recommended by Search Management Lead Instructor
- Approval by the ISARC Board of Directors

Lead Instructors must achieve:

- Achieve all SARM instructor requirements and be an instructor in good standing
- Successfully complete AFRCC

### **Basic Land Navigation (BNAV) course**

Instructors must achieve:

- Successfully complete ISARC GSAR (latest curriculum)
- Successfully complete 2 ISARC BNAV courses
- Successfully complete ISARC BNAV train the trainer
- Recommended by ISARC BNAV Instructor
- Member in good standing of an ISARC organizational member agency
- Receive approval by the organizational member point of contact
- Approval by the ISARC Board of Directors

### **Shoreline Rescue course**

Instructors must achieve:

- Successfully complete ISARC GSAR (latest curriculum)
- Successfully complete 2 ISARC Shoreline Rescue courses
- Recommended by ISARC shoreline rescue Instructor
- Member in good standing of an ISARC organizational member agency
- Receive approval by the organizational member point of contact
- Approval by the ISARC Board of Directors

ALL LEAD INSTRUCTORS must be signed off for approval by the board of directors. Approval by the board needs to be done in a timely manner and not wait till a meeting to do so. It can be done via email or a conference call. It was discussed having the instructors take maybe a 1 day refresher instead of the full 16 hr GSAR course since they have taught it. This would be mostly all field exercise to make sure they are adequate at performing the skills needed in order to teach to students.

We will have a TTT class this winter in January with the date to be determined. All those that DID NOT take the TTT update will be required to do this class in January in order to teach. They will have to have a referral from another lead instructor along with their member agency.

Motion for these changes/requirements was made by John and seconded by Val, Domingo was opposed motion carried.

Web Site: It was discussed again that there needs to be a lot of updating to the website & who can now do it since the person whom was doing it before is now gone. Domingo is the only one currently that has access to it. The program that is used currently is Dreamweaver. It was asked if there could be a way to link it up with/redirect it to volunteer rescue. Kim said that she believes that it can basically be copied & pasted to volunteer rescue. John said that the main tabs can be created or utilized through Volunteer rescue. The tabs (pages) will be added to the volunteer rescue to mirror the ISARC website: board,

training, events, merchandise, memberships, response, and downloads. Kim mentioned that SARM forms are also being added to volunteer rescue. As soon as possible we need to have the illinoissar.org website redirect to volunteer rescue. The tabs/pages will be added and the duties to get the data that goes along with them split up amongst the board for the data entry for those tabs.

Curt Hannig was in attendance and addressed the board about merchandise. ISARC is getting low on some of the merchandise, mostly he is out of decals with orders for them that need filled, along with t-shirts. John did state that the bigger break in price comes with the volume of the order. The IEMA conference is coming soon along with our ISARC conference and he would like to get approval to replenish what is needed before these events if possible. The board decided to give him authority to order what is needed with a \$2,000 maximum to be spent. Motion to approve this was made by Val and seconded by Jim.

Curt also brought up an old discussion/business from a prior meeting where it was discussed to lower the price of the existing coats from the current \$90 to \$75 which will be the price of the coats that will be ordered in the future that will cost less and by selling them at \$75 we will still make a profit on them instead of losing money like we currently do. Motion to reduce the existing coats in stock to \$75 to be in line with the price of coats to be ordered in the future was made by Domingo and seconded by Jim. Motion carried

The resource guide needs to be completed and updated. Not but a handful of the member agencies are represented in the current draft. Mutual aid committee chair will now be Jim Dexter and he will work on getting that completed.

The ISARC hotline in its current status the calls are now going to John, Domingo, and Val. Currently if John is out of the area it goes directly to his voicemail and his voicemail is full, therefore, no agency calling can leave a message. It was suggested that we move toward a service called Ring Central. Domingo will check into the pricing of this service. Domingo is to move forward with setting up the service with all board member contacts and each Monday set a new "duty officer". A maximum of \$300 was approved by the board with the motion made by Kim and seconded by Val. Motion carried.

The minutes of the board meeting need to be to the board members and approved or amended within two weeks of the board meeting. If they are not received within two weeks following the meeting, mention it to John and he will initiate a reminder.

Motion to adjourn was made by Domingo and seconded by Val. Motion carried meeting adjourned.