

Minutes of the June 4, 2016 ISARC Board Meeting

Meeting was called to order by Chair Kim Gotte at 10:25 am. In attendance were Board Members Kim Gotte, Vicki Maish, Allen Matza, and Ralph Kuchenbrod—requirements for meeting quorum were met. Mark Molleck arrived a few minutes later.

Absent: John Lund, Doug Orr

ISARC member Bryan Collett was in attendance.

Approval of Minutes: Minutes of the April 23, 2016 board meeting were approved as posted on the ISARC website.

Treasurer's Report:

- Treasurer Doug Orr was absent and no treasurer's report was presented.

Discussions

- Chair Gotte reported that board members Vicki Maish and Allen Matza are calling member agencies that appear to have not paid 2016 dues.
- Chair Gotte reviewed the unpaid member list with Allen Matza.
- Vice-chair Matza recapped our ISARC merchandise. He reported there has not been much sales movement, only a few mail orders. He also reported having difficulties getting the sales software to work—he said he would try again and ask Treasurer Orr for assistance.
- Chair Gotte stated the need to establish a budget as one of the final steps to completing the 501(c)3 process. This will probably be accomplished through a conference call or special meeting of the principal officers.
- Discussion was held concerning approving instructors for the Basic Land Navigation (BNAV) class. Chair Gotte described conditions the training/curriculum committee felt necessary for an individual to become a BNAV instructor: 1) approval from the person's member agency, 2) attend the BNAV train-the-trainer class (TTT), 3) Have completed GSAR two times. The BNAV TTT is not yet complete but will probably consist of a 1 ½ day class of land navigation instruction and instructor-candidate demonstrations. Allen Matza moved that any person wanting to become a BNAV instructor must have his/her member agency's permission, attend the applicable BNAV TTT class, and have taken GSAR twice. Vicki Maish seconded. Motion passed.
- Discussion was held concerning the training of mounted search and rescue teams. ISARC does not currently offer training specific to mounted teams. Chair Gotte has been looking into the possibility of hosting a NASAR-sanctioned mounted SAR course. The upside of using an established curriculum is it is ready to go and we can offer one much sooner than if we developed our own. The downside is that the course will cost the participants. Chair Gotte reported she will continue to research the possibilities and get back with the board with her findings.
- Discussion was held regarding the ISARC newsletter. A draft of the latest issue was sent to the board members for review. Chair Gotte received several comments regarding the editing of content. Gotte reported she is reluctant to edit some articles so as not to change the tenor of

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submitted work (i.e., allowing the character of the author to be experienced by the reader). Gotte explained that the column, *Rusty O'Knife*, is intended to be an ongoing column where members may submit articles under that byline. Gotte also reported that this was her last newsletter and that she has asked Vicki Maish, Allen Matza, and Deb Collett to serve as the newsletter committee. Ms. Collett has not yet agreed to serve on the committee.

- Chair Gotte gave a report on the upcoming ISARC conference: Five people have committed to serve on the committee thus far and Gotte has identified and contacted a potential chair for the event. The individual is checking to see if he is available.
- It was reported that there will be a two-day Inland SAR class August 20-21, 2016 at the Bloomington-Normal Airport in the old terminal. The five-day Inland SAR class will also be held in Bloomington August 21-25, 2017.
- It was reported that Will County EMA may be hosting a NASAR Missing/Lost Person Incident class.
- Discussion was held regarding the minimum age for persons attending ISARC-sanctioned GSAR courses. The ISARC policy is that the minimum age for each person attending GSAR is eighteen years of age. The minimum age is not applicable if the course is considered "private" (e.g., Boy Scouts, 4H clubs, etc.).
- Vice-Chair Allen Matza asked for clarification regarding mutual aid: Is it ISARC policy to offer assistance to any jurisdiction requesting assistance regardless of whether or not that jurisdiction is a member-agency of ISARC? It was confirmed that is indeed ISARC policy, ISARC exists to assist qualified jurisdictions regardless of membership.
- Matza also reported that the Cook County Police Department is putting on a mass casualty exercise and needs to recruit a large number of volunteers. Chair Gotte said she would post the request on the ISARC Facebook page.
- Vice-Chair Allen Matza asked if ISARC keeps statistics on our calls for assistance. Chair Gotte reported she does keep track and that information is often forwarded to Bob Koester. She reported she will put a form on the website for agencies to file their data with ISARC for forwarding.
- It was reported that the deadline has passed to set up a display at the ILEAS conference.
- Discussion was held concerning setting up a display at the IEMA conference September 6 – 8, 2016. The cost is \$350.00. Member Maish moved and Molleck seconded that ISARC register and pay to attend the IEMA conference. Motion passed. Chair Gotte will solicit ISARC members to help staff the display.
- Discussion was held concerning what do our member agencies want from ISARC? Another discussion ensued about reminding members that there is a requirement that all members must attend GSAR every three years for renewal. There was also discussion affirming that Facebook is a very good asset for ISARC.
- Chair Gotte reported the 501(c)3 bylaws are almost completed. A draft will be sent to the board for editing. A budget will have to be drafted as well. We will get the necessary financial information from Treasurer Orr.

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- Discussion was held concerning the 2016 ISARC conference:
 - It was reported that Chad will again cook for us but has requested help.
 - It appears the required conference paperwork and deposit has been submitted and paid. The insurance for the event remains to be paid.
 - Possibilities for keynote speakers are a forensics expert and someone from AFRCC.
 - Possible classes for 2016 include the low-angle rope expert from IFSI, a class on outdoor hazards (e.g., poison ivy, ticks, etc.), a K9 class on herbs and supplements, Mark Molleck's evidence class, a navigation class/exercise, someone from the FBI may present, Ham-in-a-Day, some K9 folks may present some K9 specific classes.
- We were reminded there can be no alcohol at this year's conference as alcohol is prohibited at the camp.
- Agencies are encouraged to bring examples of their equipment/assets for display. The idea of a swap meet was discussed.
- Allen Matza has completed all of the requirements to be a lead instructor. Board member Molleck moved and Maish seconded that Vice-Chair Matza be approved as an ISARC lead instructor. Motion passed.
- Meeting adjourned at 13:00

Respectfully submitted 04JUN2016 _____

Ralph Kuchenbrod, ISARC Secretary