

**NASAR Board of Director's Meeting Minutes**  
**September 17-18, 2005**  
**Austin, TX**

General Session – September 17<sup>th</sup>, 1500

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**Agenda Item 1**

*Subject:* Opening Administrative Business

- a. Call to Order (President -- Randy Servis) 1505 hours
  - b. Roll Call (Secretary – Kathy Miller)
    - a. Present:
      - i. R. Servis
      - ii. C. Brown
      - iii. D. Petaros
      - iv. A. Wolff
      - v. D. Meek
      - vi. K. Miller
    - b. Absent
      - i. J. Stumpf
      - ii. N. Rooker
      - iii. S. Morgan
    - c. Also Present
      - i. Janet Yatchak
      - ii. Ross Robinson
      - iii. Don Stephens
      - iv. Kim Stephens
      - v. Megan Bartlett
- Quorum present
- c. Welcome of guests and introductions
  - d. Review and approval of prior minutes ( May 18, May 27 and may 28, 2005; July 20, 2005) Attachments I-IV
    - a. Minutes from May 18, 27, and 28 approved at July 20 phone conference
    - b. D. Petaros moved to approve the July 20 phone conference, minutes as written, seconded by D. Meek, motion carried.
  - e. President's remarks – Hurricane Katrina; election results
    - a. Hurricane Katrina -R. Servis provided an opportunity for open discussion on NASAR's involvement in the Katrina response.

- i. Discussion on potential use of a PIO/SME to provide on camera information to media in the wake of high profile cases nationally
    - b. Election results
      - i. Dave Meek
      - ii. Jacki Golike
      - iii. Kathy Miller
- Break for tour of facility 3:30-3:45
- f. Treasurer's Report: August Monthly analysis provided and discussed by D. Petaros

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## **Agenda Item 2**

*Subject:* **New Strategic Plan**

*Reference Documents Affected:* Slide presentation by R. Servis

*Information Background:*

*Proposed BOD Action:*

1. C. Brown moves that the strategic plan be adopted by the BOD, seconded by D. Meek –motion carried unanimously

*Estimated Funding Impact:*

*Break for dinner 1730 hours*

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Resume at 1815 hours

## **Agenda Item 3**

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

*Reference Documents Affected:* Attachment V

*Information Background:* R.Servis went over attachment II

Committee vs task group, committee defined in by-laws, task group is not  
Dion Petaros moved to accept the organization chart, D. Meek seconds  
motion amended to “move to accept this specific organization chart pending  
position description approval and by law changes , D.Meek agrees to the  
amendment, motion carried unanimously

*Proposed BOD Action:*

*Estimated Funding Impact:*

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## **Agenda Item 4**

*Subject: 2006 Budget*

*Reference Documents Affected: To be handled on 9/17/05*

*Information Background:*

SAR 2005 was anticipated to have a loss of in excess of \$25,000, due to staff management and supervision of expenses related to conference, the loss was actually about **\$12,000**. The board expresses it's thanks to staff for the stewardship demonstrated in the management of SAR 2005.

*Proposed BOD Action*

*Estimated Funding Impact:*

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## **Agenda Item 5**

*Subject: Background Checks*

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

*Information Background: In May 2005 the following was proposed:*

### NATIONAL ASSOCIATION FOR SEARCH AND RESCUE POLICY ON BACKGROUND CHECKS

- I. The National Association for Search and Rescue (NASAR) is bound by the National Child Protection Act and the similar laws of individual states. The act as amended encompasses the protection of children, the elderly and persons with disabilities.
- II. NASAR shall conduct, or have conducted, criminal background checks on all Instructors, Coordinators, Evaluators, Employees and Board Members in compliance with Item I. Additionally, all individuals wishing to enter into any of these categories shall also fall under these provisions.
- III. NASAR shall conduct interviews with potential employees, either paid or volunteer, to determine their suitability. NASAR shall comply with the requirements of the Fair Credit Reporting Act as it applies.
- IV. The Executive Director, or their designee, shall enter into negotiations with private contractors to provide these criminal background checks.
- V. The Executive Director, or their designee, shall, within thirty (30) days of the Board's acceptance of this policy, present to the Board either a proposed contract with a private contractor or present a policy to enable FBI or State background checks as authorized under the National Child Protection Act.
- VI. Each person denoted in item II who falls within the guidelines of either the National Child Protection Act or the laws of any state where NASAR conducts business shall be presented with a waiver and authorization to conduct a

- criminal background check. As this background check is required by federal and state laws, their refusal shall be deemed as grounds for either non-continuation of employment, non-continuation of a contract position, or non-consideration of their application for any covered position within NASAR.
- VII. For all current employees, both paid and volunteer, the required background checks will be completed within 120 days of implementation of either the private contract or State/FBI policy. New applicants will receive the waiver and authorization upon submitting their application. No final action may be taken upon their application until completion of the background check.
- VIII. Any employee, paid or volunteer, who is found to have a criminal history, which would preclude them under either the National Child Protection Act or the laws of the various states, shall, within the guidelines of the Fair Credit Reporting Act, be either terminated if a paid employee or lose their status if a volunteer.
- IX. No permanent action under item VIII shall be taken until the employee, paid or volunteer, has either exercised their rights under the Fair Credit Reporting Act, or the sixty (60) days allotted for disclosure has elapsed with no request having been implemented by the employee. In order to protect the public, an employee, paid or volunteer, shall be either temporarily suspended from status as an Instructor, Coordinator or Evaluator or, if a paid employee, have their duties temporarily changed so that they may not come into any contact with any protected person.
- X. Under the jurisprudence of the United States of America and its political subdivisions, a person is considered innocent until proven guilty by a court of competent jurisdiction. Therefore, NASAR will only consider convictions in determining a person's suitability for either paid or volunteer status with the organization.
- XI. In order to facilitate the required criminal history checks, NASAR shall implement an application supplement that requires, at a minimum, the following:
- a. Individual's FULL name.
  - b. Individual's full date of birth.
  - c. Individual's social security number.
  - d. Individual's home address.
  - e. Signature of the individual and date of signing.
  - f. Witness signature and date of signing.
  - g. A release to conduct criminal history checks.
  - h. A signed statement verifying that the applicant understands that falsifying information is grounds for dismissal or rejection of the application.
  - i. Requirement for three personal references with a statement that references may be checked.
- XII. Causes for automatic disqualification or dismissal shall be:
- a. Conviction of a Felony as an adult.
  - b. Conviction of any crime, while an adult, involving a child, the elderly and/or a dependant adult.

- c. Conviction of any violent crime within the 10 years preceding the individual's application.
  - d. Conviction of any crime, as set forth above, while an employee or volunteer of NASAR.
  - e. Conviction for any other crime deemed by the majority vote of the BOD of NASAR to be disqualifying.
  - f. Falsifying information on their application.
- XIV. A form letter shall be created which provides the individual about whom negative information has been provided with the following information.
- a. The action being taken by NASAR.
  - b. The name, address and telephone number of the company which provided the report. (Toll free number if available)
  - c. A statement that the company providing the report did not make the adverse decision and is not able to explain why the decision was made.
  - d. A statement setting forth the individual's right to obtain free disclosure of the individual's file from the reporting company if the individual makes a request within sixty (60) days.
  - e. A statement setting forth the individual's right to dispute with the reporting company the accuracy or completeness of the information provided by the reporting company.
  - f. a. and b. and c. apply in all cases. If the Criminal History Background Checks are conducted by the FBI or a State Agency, then d. and e. are per FBI or State policy.
- XV. In each individual's file, a Background Check Cover Page shall be added. This cover shall contain:
- a. The individual's name.
  - b. The name of the employee who conducted the background check.
  - c. The date of the background check.
  - d. The contractor from whom the data was obtained. (If a State or FBI check was conducted, list State or FBI)
  - e. A check box to indicate either "No Disqualifying Information Found" or "Disqualifying Information Provided"
  - f. Signature block attesting to the employee who obtained or received the information in item e. If "No Disqualifying Information Found":
    - i. For electronic background checks, no further action required.
    - ii. For hard copy, fingerprints, etc., destruction of hard copies is authorized with name of employee destroying hard copies and date of destruction.
  - g. If "Disqualifying Information Found" under item e.:
    - i. Date notification letter sent to individual.
    - ii. Name of employee sending letter to individual
    - iii. Date response received from individual or
    - iv. After sixty (60) days from notification with no response, date final action taken. (Name of employee receiving response under item iii or taking action under iv)
    - v. Final disposition with date.

- XVI. The Board may implement a background check fee which, if implemented, would be assessed to volunteer and contract employees. This fee would be collected at the time the covered individual submits their application. This fee shall be no more than the actual hard cost of having the required background check completed.

References: National Child Protection Act of 1993 as amended.  
OJJDP Guidelines for Screening  
BSA  
NASAR Legal Council  
Laws of MD, VA, FL, and TN

*Proposed BOD Action:* To move forward with the background check process for all instructors, evaluators and coordinators. To save costs, spread the project over a six month period.

*Estimated Funding Impact:* \$5,000 spread over six months

Kathy Miller moves that we begin conducting background checks on all existing and new NASAR instructors, evaluators, and coordinators and that the cost of the background check be borne by the individual instructor, evaluator, and coordinator. Amended to include: All existing instructors, evaluators and/or coordinators shall be noticed in writing of this policy by 14 October, 2005 and the notice will have a mandatory response date, seconded by Dion Petaros. Motion carried unanimously.

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### **Agenda Item 6**

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

- Please review August monthly staff report.

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### **Agenda Item 7**

*Subject:* **SAR 2007 Conference and future Conferences**

*Information Background:* Staff was initially sent to look at the Northeast and the findings were proposed at the January 2005 meeting. At that time, a decision was not ready to be made. Staff was then tasked to look at Las Vegas, Reno and Phoenix. Then staff was tasked to look at Charlotte, NC. Comparison chart shows the hotels that have responded.

Motion made by Cole Brown to go to the Charlotte Hilton for SAR 2007, Art Wolff seconded. Motion carried unanimously

*Proposed BOD Action:* Determine where SAR 2007 will take place and determine if staff should work towards 2008 in Portland and a joint conference with MRA.

Dion Petaros moves that NASAR proceed with formal inquiry to hold a joint conference with MRA with a report to the board by Jan. 06 meeting, seconded by C. Brown, motion carries unanimously

*Estimated Funding Impact:* None at this time

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## **Agenda Item 8**

**Subject: Committee Reports; Education**

*Reference Documents Affected:* **NASAR Facilitated Course Delivery**  
Attachment VI

*Information Background:*

*Proposed BOD Action:*

1. Motion made by Art Wolff to Approve the **NASAR Facilitated Course Delivery** seconded by Cole Brown, motion carried unanimously.
2. Motion made by D. Petaros to approve an increase to the cost of Classes/ certifications to cover the cost of the NASAR facilitated course delivery program as determined by staff, seconded by Kathy Miller, amended to “move that the staff set the cost the registration fee for this class based upon the cost to provide the service” amendment seconded. Vote carried unanimously.
3. R. Servis forwarded the notion that NASAR begin advertising it’s own classes, rather than waiting for agency initiated courses or instructor initiated courses, go ahead and list a schedule of classes in given cities on given dates. Instructors to be determined by RFQ. BOD agrees that this should be done and staff is so directed.

**Break 2015 to 2035**

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## **Agenda Item 9**

**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 (see attachment)

Kathy Miller moves to approve the development of the canine avalanche responder certification, seconded by D. Petaros, motion carried unanimously.

Kathy Miller moves to approve the \$3,000 to take the canine avalanche responder certification process to beta testing, seconded by Art Wolff, discussion ensued, motion amended to move to approve the canine avalanche responder certification process to beta testing, seconder approves amendment, motion carried unanimously.

4. CKC Bracelets update (See attachment)
5. Hernandez Sponsorship update

## 6. Resource Database update

*Reference Documents Affected:*

*Information Background:*

*Proposed BOD Action:*

*Estimated Funding Impact:*

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.

### **Meeting adjourned for the evening at 2100 hours**

***Meeting called to order 9/17/05 at 0740 hours***

**Present:**

Art Wolff  
Dion Petaros  
Cole Brown  
Randy Servis  
Kathy Miller  
Dave Meek

**Absent:**

Norm Rooker  
Jim Stumpf  
Scott Morgan

**Also present:**

Megan Bartlett  
Janet Yatchak  
Ross Robinson

***Quorum present***

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### **Agenda Item 10**

***Subject: Committee Reports; Water***

*Reference Documents Affected:*

*Information Background:* White paper still pending, no action required today

*Proposed BOD Action:*

*Estimated Funding Impact:*

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## **Agenda Item 11**

*Subject:* **Committee Reports; Hug-a-Tree**

*Reference Documents Affected:* Website

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

*Proposed BOD Action:* Permit Don Cooper as NASAR's Hug-a-Tree Committee Chair, in consultation with the Executive Director, to pursue the following goals without further approval of the Board, except (1) when expending funds or incurring debt on behalf of NASAR, (2) when entering into an agreement with another party on behalf of NASAR, or (3) when Board approval for some action is specifically required by the By-Laws. In the case of these exceptions, approval from the Board is required.

1. D. Petaros moves to accept proposal as presented, Second by D. Meeks, motion amended as DPetaros meant to say *reject* the proposal as presented  
Amendment accepted by D. Meek, motion carried unanimously.
  2. Art Wolff moves that NASAR pursue a sponsor for the development of the NASAR Hug-a-tree program, seconded by C. Brown, motion carried unanimously
- Goals of the HAT Committee

- Redesign HAT logo (mark).
- Develop comprehensive content for HAT section of NASAR web site.
- Redesign/revise HAT pamphlet.
- Modernize/Retake HAT slides.
- Modernize HAT script.
- Redesign/revise presenter manual.
- Fully protect through appropriate copyright and trade mark procedures, all the materials related to HAT.
- Write articles on HAT of various lengths and publish them widely to raise awareness of the program and its goals.
- Establish and maintain a database of presenters that can be easily maintained and queried.
- Develop and establish a system for training presenters.
- Maintain an email list server to facilitate communications between those interested in the HAT program (hugatree@yahoogroups.com).
- Develop a system for tracking presenters and presentations; move away from certification (and associated liability for it) and toward quality development and wide distribution of materials that can be sold to anyone.

- Once basic materials are sound and modernized, approach corporate entities to sponsor the development and maintenance of publishing, marketing and distribution systems for the program.
- Eventually, produce duplicate slides for various environments so a specific presentation can be customized to needs of local children/families.
- Maintain and enhance HAT's (and now NASAR's) relationship with RCMP and pursue a partnership with them to help maintain and improve the HAT program.
- Eventually, modify and adapt the program to various cultures and languages so that it can be marketed and distributed internationally.
- Make every attempt to make and keep HAT financially self-sustaining.

*Estimated Funding Impact:* none at this time

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### **Agenda Item 12**

*Subject:* **Committee Reports; Technical**

*Reference Documents Affected:* No report

*Information Background:*

*Proposed BOD Action:*

*Estimated Funding Impact:*

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### **Agenda Item 13**

*Subject:* **January 2006 Board of Director's Meeting Location**

*Reference Documents Affected:* Website

*Information Background:* Previously, the January meeting has been at the location where the next conference will take place and the September meeting has been in Virginia to promote staff participation. It became apparent that January is too late for the Conference Committee to view the property and the September 2005 meeting was moved to the location for the SAR 2006 conference.

*Proposed BOD Action:* Move the 1/06 meeting to Chantilly, VA.  
Sept. 06 meeting to be held in Charlotte University Hilton Sept 16-17, 2006

*Estimated Funding Impact:* This will save on airfare for the ED, CFO and Cole Brown to travel and lodging for the ED and CFO.

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**Agenda Item 14**

*Subject:* Outstanding projects or assignments from previous meetings  
Attachment VII

*Reference Documents Affected:*

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

*Proposed BOD Action:*

*Estimated Funding Impact:*

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**Break 0920 - 0940**

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**Agenda Item 15**

*Subject:* ; **NIMS Chapter 7**

*Reference Documents Affected:* Attachment VIII

*Information Background:*

*Proposed BOD Action:*

*Estimated Funding Impact:*

*For discussion purposes, no action required*

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**Agenda Item 16**

*Subject:* National Mutual Aid Resource Definitions and their impact on NASAR.  
AttacMent IX

*Reference Documents Affected:*

*Information Background:* 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 it’s 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 .

Tasks:

1. clearly delineate the certification processes with NASAR
2. Create a crosswalk between the typing document and NASAR cert. Products by Nov. phone conference – assigned to Kathy

*Estimated Funding Impact:*

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***Good of the order***

***Item 17 – ISAR***

D. Meek made a motion to have Jones and Bartlett update and produce an instructors kit for ISAR, seconded by Art Wolff, motion carried unanimously.  
Action resulted from discussion about using ISAR as a good course for CERT

***Item 18 – MPLI***

D. Petaros made a motion to have Jones and Bartlett to complete the MLPI project seconded by D. Meek, motion withdrawn.

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***Item 19 – online FUNSAR***

Kathy Miller moves to offer the FUNSAR /SARTech II written exam online, and to make the online test the endpoint for the FUNSAR class and the written test component for SARTech II, seconded by D. Meek. Amend the motion to read that the successful completion of the written exam for FUNSAR be accepted as satisfying the written exam requirement the for SAR Tech II certification process amendment approved by seconder. Motion carried unanimously.

***Item 20- Executive director***

Dmeek moves suspend the search for a new executive director and to make Megan Bartlett the executive director for NASAR, seconded by C. Brown. Motion carried unanimously

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**Motion to adjourn made by Cole Brown, seconded by D. Petaros, motion carried.  
Meeting adjourned at 1300 hours.**