

**NASAR Board of Directors Meeting
January 22 -23, 2005
Oakland, CA**

MINUTES

General Session: January 22, 2005 – 0800

Agenda Item 1

Subject: Opening Administrative Business

- a. Call to Order (President -- Randy Servis)
- b. Roll Call (Secretary – Jim Stumpf)
- c. Welcome of guests and introductions
- d. Review and approval of prior minutes (Nov 17, 2004 [**meeting handout**] and Dec 3, 2004 [**meeting handout**])
- e. President's remarks
- f. Treasurer's report – fiscal year 2004 [**meeting handout**]
- g. Recognition of Outgoing Board Members (President)
- h. Seating of Incoming Board Members (President)

Notes and Actions Taken at Meeting:

President Servis call the meeting to order at 0800.

Secretary Stumpf then conducted the roll call.

Board members present: Randy Servis, Cole Brown, Kathy Miller, Art Wolff, Dave Meek, Norm Rooker, Jim Stumpf.

Non-voting advisor present: Jay Dell representing National Search and Rescue committee.

Incoming Board members present: Scott Morgan, Dion Petaros.

Committee chairs present: Dee Wild (SAR Dog Section), Jorene Downs (Mounted SAR Task Force).

Staff present: Megan Bartlett (Assistant Director), Jacki Golike (Executive Director).

Randy recognized our NSARC advisor, Jay Dell, and welcomed him as the newest non-voting member of the Board.

Kathy Miller moved Dave Meek seconded that the November 2004 minutes be approved as edited.

Kathy Miller moved and Art Wolff seconded that the December 2004 minutes be approved as written.

President's comments: Our Strategic Planning Workshop over the last two days was extremely exciting though mentally taxing. We will continue to work on the development of the plan and when it's drafted, we will be bringing together a group to critique and help perfect the dynamic document. Because the process we are using is copy written by Balanced Management, we are unable to distribute the working documents outside the specific individuals participating in the process. My heartfelt thanks go to Dr. Stacie L. L. Morgan, President of Balanced Management, for guiding us through our strategic planning process. Her techniques are quite remarkable and the benefit gained is long-lasting. Through Dr. Morgan and Balanced Management, NASAR has gained more than a plan, it has garnered a new way of thinking. We believe it will give us a competitive advantage over our competitors.

Treasurer's Report: Cole Brown reviewed highlights of the initial financial reports for fiscal year 2004. It is noted that the reports are unadjusted and unaudited. Changes will necessarily occur as year-end accounting reviews are conducted. Jacki explained the differences between "permanently restricted," "temporarily restricted," and "unrestricted" donations. Cole and Jacki thanked Ross Robinson (NASAR Accounting Manager) and the rest of the NASAR staff for their hard work in ensuring that the Board received a complete accounting for 2004 so soon after the close of the year.

Agenda Item 2

Subject: Election of 2005 Officers *

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*

The Executive Director opened the floor for nominations for the office of President. Art Wolff nominated Randy Servis as President for 2005, Dave Meek seconded.

Cole Brown nominated Kathy Miller, Scott Morgan seconded. Ms. Miller respectfully declined the nomination. Randy Servis was elected unanimously.

For the office of Secretary, Norm Rooker nominated Kathy Miller, Dion Petaros seconded the nomination. Cole Brown nominated Scott Morgan, Dave Meek seconded. Kathy Miller received the majority of the votes from a written ballot.

Scott Morgan nominated Dion Petaros as Treasurer, Cole Brown seconded. Randy Servis nominated Cole Brown, Dion Petaros seconded. Mr. Brown respectfully declined the nomination. Mr. Petaros was elected by unanimous vote.

Agenda Item 3

Subject: SAR Dog Section Fundraising Proposal*

Reference Documents Affected: Website, bookstore catalog, 2005 budget*

Information Background: The SAR Dog Section would like to conduct a fundraiser for the canine section within NASAR to help continue building programs that emphasize NASAR's commitment to leading in search and rescue both in the United States and abroad. *

*As a result of September 11th, NASAR's Canine Section received one-time funds. These funds, however will not last indefinitely. In the non-profit arena, it is the individual donors that make up the largest portion of contributions received. It is believed that the project outlined in this report will provide individuals with a way to support canine search and rescue and benefit the canine section. These funds will assist in placing NASAR in the forefront of canine search and rescue nationally and internationally.

Offering an orange silicone bracelet embossed with "K-9's Saving Lives" on the outside and "www.NASAR.org" on the inside would allow individuals to donate as a dog lover to canine search and rescue. The bracelets would sell for \$2 each with all proceeds going to the NASAR canine section (shipping costs are added to the order).

As an example, Lance Armstrong started a silicone bracelet campaign on behalf of cancer research. As a result of this campaign, they have sold over \$5 million in yellow silicone bracelets embossed with Livestrong. Due to the overwhelming success of this campaign, other organizations are now taking advantage of this inexpensive approach to fundraising.

- There are approximately 68,000,000 owned dogs in the United States.
- On average, dog owners have almost two dogs (1.7)

- On average, dog owners spent \$196 on veterinary related expenses in the past 12 months.
- Across the country there are 1,477 sanctioned AKC dog shows with 1,905,579 entries.
- Canine SAR teams

Leaders of the SAR Dog Section would like to meet with Pedigree regarding tying this effort to their Paws to Recognize program. Suggest that they purchase the bracelets and make them available through their promotional advertising. Since the Paws to Recognize program is also aligned with Wal-mart, a partnership could be formed with Wal-Mart making the bracelets available in their stores. All donations would come to NASAR's Canine Section.

The Paws to Recognize and the Pedigree/Wal-mart partnership could be marketed with the bracelets being used as a part of the promotion. Pedigree and Wal-mart could opt to share the cost of the bracelets and receive a tax right off for their efforts while helping us. (Note: Pedigree is also heavily involved in the dog show market. A strategy to build upon their involvement with the dog show community should also be investigated.)

Additional marketing strategies could include the following:

- Bracelets purchase by another company:
- Approach PetSmart to see if they would purchase the bracelets (in full or portion) and make them available through their stores.
- Approach Petco to see if they would purchase the bracelets (in full or portion) and make them available through their stores.
- NASAR SAR Dog Section purchasing bracelets:
- Contact canine catalog companies to have them offer the bracelets to their consumer base through their catalogs.
- Send mailings announcing bracelets to dog show clubs across the country.
- Offer them to SAR teams for sale

**Proposed BOD Action:* The SAR Dog Section is requesting that the NASAR Board authorize opening lines of communications with the Pedigree representative who is currently working with NASAR. The purpose of these communications is to further investigate their possible interest in pursuing this endeavor. If this endeavor is not well received by Pedigree, then we would want to pursue the additional marketing strategies.

A complete report will be provided to the Board upon completion of the investigation. Should the investigation be considered a valid fundraiser, the Section also requests the Board to allow the Section to move forward, with the President and Executive Director becoming involved in the legal agreement between the parties.

**Estimated Funding Impact:* Four companies were identified that produce these custom silicone bracelets. Below is a comparison of costs. Shipping and handling costs are approximately \$75.

*

Promo Place www.promoplace.com/ws/webstore.dll Does not charge mold cost on reorders						
Quantities	1,000	2,500	5,000	10,000	25,000	50,000
Prices (ea)	\$0.94	\$0.83	\$0.65	\$0.56	\$0.46	\$0.38
Mold Cost	\$450	\$450	\$450	\$450	\$450	\$450
Total Cost	\$1,390	\$2,525	\$3,700	\$6,050	\$11,950	19,450

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Pennington Promotions, Inc. www.ontime4u.com/Awareness_Bracelets.html						
Quantities	1,000	2,500	5,000	10,000	25,000	50,000
Prices (ea)	\$1.50	\$1.03	\$0.72	\$0.46	\$0.34	\$0.31
Total (set-up is included in prices)	\$1,500	\$2,575	\$3,600	\$4,600	\$8,500	\$15,500

*

Band-together www.band-together.com/Pricing.htm Charges \$20 mold cost on identical reorders						
Quantity	1,000	2,000	5,000	10,000	25,000	50,000
Prices (ea)	\$0.99	\$0.89	\$0.79	\$0.59	\$0.49	\$0.39
Mold Cost	\$399	\$399	\$399	Waived	Waived	Waived
Total Cost	\$1,389	\$2,179	\$4,349	\$5,900	\$12,250	\$19,500

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SiliconeBand.com						
Quantity	1,000	1,500	2,500	5,000	10,000	20,000
Prices (ea)	\$1.36	\$0.98	\$0.80	\$0.60	\$0.47	\$0.41
Total Cost	\$1,360	\$1,470	\$2,000	\$3,000	\$4,700	\$8,200
Mold charge & set-up fee is free for a limited time (a \$650 value)						
Shipping cost is free for a limited time						

?Notes and Actions Taken at Meeting:

Jim moved and Norm seconded the motion to allow the SAR Dog Section to proceed with the investigation into the concept of the bracelets for fundraising. Jacki suggested that the project be coordinated through our Advisory Council, Alice Nathanson is a member of the council and works for MasterFoods which owns the Pedigree brand. She also has many contacts in the retail business and will likely be more successful than we could be on our own. The board members agreed that this would be the best way to proceed. The SAR Dog Section Chair, Dee Wild will remain integrally involved in the project. The motion passed unanimously.

***Agenda Item 4**

**Subject:* Canine SARTECH Disaster Responder Certification Proposal

**Reference Documents Affected:* Website, Canine SARTECH Standards text, SAR Dog Section Operating Guidelines, 2005 budget

**Information Background:* Why not just use FEMA Standards? FEMA K-9 Specialist Standards began as NASAR K-9 Program but has long ago moved away from NASAR. We should also understand that the FEMA K-9 Specialist is trained to work only in a USAR Task Force situation. While our class will state that the SAFEST way to work disaster SAR K-9's is as part of a FEMA USAR Task Force, many disasters occur every year that do not require a USAR Task Force Response. FEMA has also (in the past) tested other organizations K-9's (NYPD K-9'S) but now only allows FEMA Evaluators to officially test FEMA K-9 Specialists on their sites. This provides NASAR with an opportunity to fill a gap since no one is testing canines for disaster response.

*The NASAR Field Evaluation provides testing and certification for those organizations who desire to function with SAR K-9's in a disaster environment. It is designed to encourage those who function with a SAR K-9 to get the minimum safety training before working in the disaster environment.

*Benefit to NASAR – We will offer a full set of SAR K-9 certifications that could increase membership from the K-9 community. We will also be the only organization in the USA to offer a Disaster SAR K-9 Evaluation thus filling an existing gap.

*Benefit to SAR – NASAR will be providing training and testing to those who desire to work a K-9 at a disaster scene. This will help LE and Emergency Managers who now can only differentiate between LE K-9's and Volunteer SAR K-9's not those K-9's who are disaster trained and tested. Finally, it will allow teams to form and train to a National certification before providing assistance in disaster situations.

*Customer Base: Law Enforcement K-9 Units and Individual Handlers (No other training and testing for disaster is currently offered in the Police K-9 community).
Fire Departments – Cross training Arson K-9's or individual Firefighters wanting to train a K-9 for Disaster SAR. With the funds coming down for Homeland Security, there would be funds available for departments to train and test dogs for disaster response.
EMS – Special operations teams could use this for K-9 training and evaluation.
Volunteer Teams – Currently teams across the country do not have the capability of testing their dogs for disaster since FEMA stopped providing non-FEMA testing.

*Current Status: The testing criteria have been through 3 peer review sessions on the NASAR website and the SAR Dog Section is ready to begin beta testing the draft product. A written exam (50 - 100 question multiple choice exam) is under development and will be completed in time for beta testing.

**Proposed BOD Action:* Approve addition of Canine Disaster Responder Certification as an official NASAR program pending the positive outcome of the beta testing.

**Estimated Funding Impact:* \$3000.00 plus \$40.00 certification fee for those that pass the test and \$3,000.00 to cover the cost of coordinators/evaluators to travel to testing sites to beta test the program. Since there are only a few testing sites available, we

would have to cover travel costs. We would like to do 2-3 beta tests before we are ready to release the product in finished form.

Notes and Actions Taken at Meeting:

Kathy Miller moved, Norm Rooker seconded that the beta testing process for the K9 disaster responder certification be approved. The results of the beta testing are then to be brought back to the Board for final approval of the program's implementation. The board will consider the \$3,000 requested for the conduct of the beta tests under the 2005 budget discussion. The funds would be used to pay coordinator and candidate travel expenses (So was this passed in the 05 budget? It would be good to have it in one place)

Ms. Wild estimated the project start-up costs at \$5,000. Dion asked whether it was necessary or prudent to pay for the expenses of the candidates. It was generally agreed that during beta testing, reimbursing candidates is acceptable. However, if the program is implemented, it would not be appropriate to offer that financial support when we don't do that for our other testing candidates.

Ms. Wild also suggested that we include that amount in the 2005 budget so as not to delay program implementation until 2006. Jacki recommended that funding not be approved for a program that hasn't yet received the Board's final approval.

Kathy Miller noted that there is a developing market for this program. Art noted that this program fits FEMA's Type 4 training and may also correspond with their Type 3 training as well. Dave Meek noted that the program is not intended to be competitive with FEMA's program which focuses solely on its regional USAR teams. The target of the NASAR K9 disaster certification would be civilian SAR markets, particularly local law enforcement whom, it is believed, has a need for certified Disaster Canine Teams.

The motion was approved unanimously (no funding approval is a part of this motion).

Agenda Item 5

**Subject:* Peter A. Cheney SAR Dog Handler Scholarship Guidelines

**Reference Documents Affected:* Peter A. Cheney Scholarship Guidelines (BOD Awards Policy), SAR Dog Section Guidelines, website, annual conference budget.

**Information Background:* In November 2004, Masterfoods USA (Pedigree) provided NASAR's SAR Dog Section with a \$20,000 endowment for the annual award of a conference scholarship to a worthy NASAR canine handler. Below are the guidelines drafted by the SAR Dog Section for the selection of the scholarship recipient.

*NASAR SAR 05 Conference Canine Handler Scholarship

In order to be considered, a canine handler must complete the following application in its entirety. Any application that is not complete will not be considered further. All

applications will go to an independent committee that will be charged with identifying the final four (4) competitors. Those four (4) will then go to the Canine Section Chair, Eastern US Field Projects Coordinator and Western US Field Projects Coordinator for final selection. The winning individual will receive written confirmation with information as to how to proceed with their travel arrangements.

Nomination Application

Handler's Name:

Address:

Day Phone Number:

Evening Phone Number:

NASAR Membership Number:

If a Roster Member of NASAR, provide a letter from your units designated NASAR Voting Member that you are a member in good standing with your unit.

Brief Bio of Your Background (150 words or less)

Essay on "Why attending NASAR SAR 05 will make me a better canine handler." (No more than three (3) pages)

Note: If handler opts to bring canine partner to conference, the canine must meet all conference requirements.

**Proposed BOD Action:* Approve the scholarship award guidelines.

**Estimated Funding Impact:* It is anticipated that a single award will be approximately \$500. The endowment has been placed in an interest-bearing account and, in all likelihood, the principal donation will never be touched (with the exception of the first year where interest income may not have accrued).

Notes and Actions Taken at Meeting:

Dave Meek moved and Art Wolff seconded that the guidelines be approved as presented. (no budget considerations are a part of this motion)

Scott suggested that "financial need" be a consideration in the selection process. Scott also suggested that the candidate's names be removed from the applications before being forwarded to the committee for selection. (This second suggestion was made an amendment to the original motion.)

Dave Meek moved and Art Wolff seconded the motion as amended. Approved unanimously.

Agenda Item 6

**Subject:* Proposed elimination of course fees for ISAR, FUNSAR and ADSAR

**Reference Documents Affected:* Website, Education P&P Manual, 2005 budget, licensing agreements.

**Information Background:* We currently charge \$40 for the delivery of ISAR, FUNSAR and ADSAR courses, not including any instructor fees that do not accrue to the benefit of NASAR. It's not an unreasonable amount, yet statistics show that the number of students we teach from year to year has remained virtually unchanged in the last decade. Why is that?

- We know for a fact that there are NASAR instructors (current and lapsed) who teach our courses without collecting the requisite fee on NASAR's behalf. They claim that the students do not desire the certificate of completion that the fee affords them. They simply want the knowledge to be better SAR personnel in their communities.
- We also know that some instructors are not purchasing copies of our textbooks for each student. Instead, they are illegally duplicating our copyrighted materials in an effort to save money for themselves and the students.
- We know that large pockets of the SAR world teach what is essentially a NASAR course and simply call it something else. The only time we receive the names of those students is when one of them pays our SARTECH Certification fee.

We analyzed the FUNSAR students and corresponding sales of FUNSAR textbooks and found that book sales outpace students by 283%. We also found that SARTECH II certifications outpace FUNSAR students by 167%. Clearly, our book and our certification are more highly valued than the actual course that teaches the same knowledge.

Jan – Sep 2004: FUNSAR students...323 FUNSAR texts sold...913 SARTECH II certifications...548
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Based on this data, and the complaints that the leadership continues to receive from members and non-members alike, the reason the courses are not as successful as the books and the certifications is the COST. Quite simply, our target population has limited financial means and, therefore, must prioritize. Of the three products we analyzed, most people are inclined to opt out of paying the course fee.

The result from these actions is that NASAR cannot accurately account for the students who are benefiting from our training on an annual basis. Additionally, we have a

pronounced public relations problem in that NASAR, the organization, is perceived as creating processes that take money from the masses rather than infusing the SAR community with the professional expertise that it craves.

At the December 2004 Education Committee meeting, the group agreed to recommend to the Board that NASAR eliminate course fees for ISAR, FUNSAR and ADSAR as soon as a mechanism can be put in place permitting the educators to enter their course rosters and print their certificates online. This act would benefit the organization and its members in several ways:

- It drastically decreases the amount of data entry work required by Headquarters staff. This allows staff to concentrate on improving the quality of programs offered as opposed to simply maintaining the status quo.
- It results in “instant gratification” for the students who no longer have to wait for their certificates. Educators and NASAR staff would no longer have to field complaints from students who wonder why their certificate has not been mailed to them.
- It allows NASAR to accurately account for students utilizing our programs. As the numbers grow, our influence in the public safety community grows.
- It should result in increased textbook sales since the course would be “free”.

Jan – Sep 2004 FUNSAR Course Processing Average revenue per student...\$45 Average cost of processing per student...\$42

Statistics for the first three quarters of 2004 show that we earned approximately \$3 per FUNSAR student after basic processing expenses. That’s a total of \$969. Clearly, the course fees are not a “money-maker” for us. However, that is definitely the perception of those looking at our organization.

In 2005, we can expect processing costs to increase to approximately \$44 per student and, with the recent Board decision to charge a flat fee of \$40 for all courses, we will be losing approximately \$4 per student.

Therefore, it is the recommendation of the Education Committee that the Board eliminate course fees for ISAR, FUNSAR and ADSAR as soon as a mechanism can be put in place permitting the educators to enter their course rosters and print their certificates online. This will reduce processing costs by at least 90%.

**Proposed BOD Action:* Accept the proposed changes to the course fees as outlined pending the development of the infrastructure required to manage the changes.

**Estimated Funding Impact:* Based on our analysis there should be no negative impact and there may well be a positive impact with increased certifications for SARTECH I, II, and III and book sales.

Notes and Actions Taken at Meeting:

Norm Rooker moved and Scott Morgan seconded the motion as presented.

Much discussion ensued. Ultimately, it was decided that the proposal has merit and should be pursued. However, it is not yet in a form that the Board can support. A vote on the original proposal was defeated.

Ayes – Norm, Scott, Cole

Nays – Kathy, Dion, Art, Dave

Abstained – Jim, Randy

Subsequently, Cole Brown moved that the Education Committee continue pursuing the concept of providing more affordable training to our students and offer a revised proposal to the Board which incorporates web-based administration of the courses as well as a lower course fee structure which will not compromise our financial well-being. Scott Morgan seconded the motion.

Ayes: Cole, Scott, Kathy, Norm, Art, Dion

Nays: none

Abstention: Dave, Randy, Jim,

Motion passed.

Agenda Item 7

**Subject:* Development of Volunteer Network Committee

**Reference Documents Affected:* By-laws, website

**Information Background:* NASAR is now participating in the Combined Federal Campaign (CFC) and also has plans to begin participating in various state level fundraising campaigns. Many of the organizing bodies for these fundraising efforts have “kick-off” events to which they invite charities for the purpose of “show and tell.” In 2004, NASAR largely missed out on these publicity opportunities due to lack of coordination between the local members and the National office.

On occasion, groups such as the American Kennel Club (AKC) request our participation in their local dog shows and other public events. This committee could serve as the POC for these activities as well.

**Proposed BOD Action:* Establish a standing committee for the purpose of developing and maintaining a network of local volunteers who are willing to participate in various publicity events representing NASAR.

**Estimated Funding Impact:* Postage costs for mailing of brochures to each event in which we participate. Reimbursement of committee telephone expenses.

Notes and Actions Taken at Meeting:

Dion moved and Kathy seconded the establishment of the committee to organize NASAR speaker appearances at CFC events. Scott requested an amendment removing the word "local" from the motion. Dion agreed to the amendment. The motion was approved unanimously as amended.

Agenda Item 8

**Subject:* 2005 Budget

**Reference Documents Affected:* All financials for 2005.

Information Background:* **[separate document]

**Proposed BOD Action:* Analyze and approve 2005 budget.

**Estimated Funding Impact:* Would like to see "break-even" approved.

Notes and Actions Taken at Meeting:

Cole would like to formalize the budget process to discuss the next year's budget at our September meeting each year. If adopted, Committee Chairs must submit their budget requests to the Finance Committee by September 1 each year. Jacki requested that the deadline be moved to August 15th which would not double-task the staff with producing monthly reports and a budget document in the same two week period. This will be further discussed and resolved by the Finance Committee at a later date.

Membership: A question was asked regarding the methodology used to determine our current membership retention rates and how that knowledge was used in establishing the revenue estimate for Membership. Statistics are tracked by staff, the Board has never requested that information before, so the information is not available for this meeting.

Conference: The number of complimentary registrations and booths for the conference is extravagant and should be reduced in future years. President Servis directed that Board members are not authorized to give complimentary registrations and booth space. These are to be determined by the President (per the approved Conference Guidelines revised January 2004).

For future budgets, line item notes should indicate whether the revenue accounts reflect "projected growth," "projected decline," "no projection," or "status quo."

Suggested areas for increasing expenses:

- Increase employee bonus line item to \$5000
- Increase rent line item by \$2400 for storage unit rent less \$1000 for re-negotiated monthly fee from ICentric for bookstore space.
- Add \$1000 for a legal advisor travel stipend
- Add 400 FUNSAR book sales @ \$5 each (\$2000)

- Add 133 FUNSAR students @ \$40 each (\$5320)
- Subtract \$5320 for cost of processing FUNSAR students
- Subtract \$4200 for elimination of SAR News agreement
- SAR Dog Section cutting program budget by \$5000
- Add \$4000 for two Strategic Planning Meetings
- Subtract 26 complimentary conference registrations (10% of draft budget) for a savings of \$6084
- Cut MLPI line item by \$7000

Dave Meek moved and Scott Morgan seconded to adopt the 2005 budget with amendments as listed above. It was approved unanimously showing a net income of \$6,260.

Agenda Item 9

**Subject:* Education Committee Re-structuring Proposal

**Reference Documents Affected:* By-laws, Education P&P Manual, website.

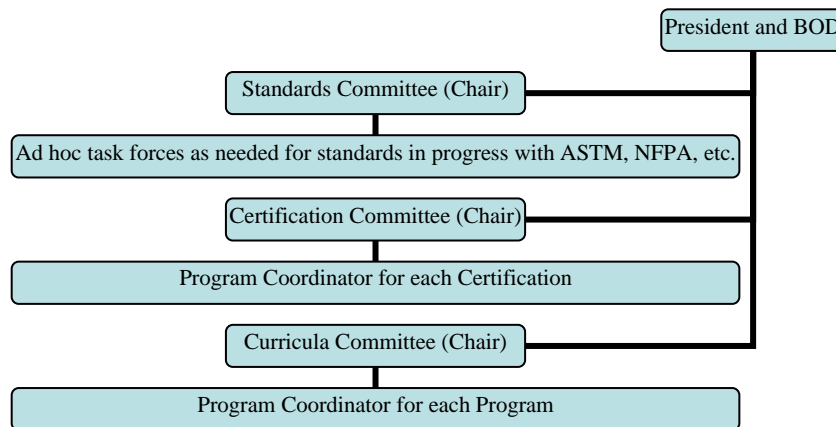
**Information Background:* It is perceived by some that the current Education Committee structure takes too much time to accomplish the currency and revisions to educational materials. The Board made a move to modify this at the June 2004 General meeting by agreeing to put the standards development under a Standards Chair using the ASTM process for all standards-setting. This Committee Chair will report directly to the President.

We would also propose that the Certification portion of the current Education Committee work as a stand alone committee responsible to the President. It will be the job of this committee to develop test and evaluation criteria and the broad objectives for course content.

The remaining segment of the existing committee would be renamed as Curricula Committee and comprised of the Program Coordinators who will have training oversight and support of the Instructors/Evaluators and Coordinators. A Youth Program Coordinator would also be added to the Curricula Committee.

The Curricula Committee or Subject Matter Expert Sub Committees will develop the curricula, Lesson Plans, Student Manuals, visual aids, delivery methods of courses, etc. The development process and sub Committees will not be standing committees but be organized when needed for the updating and development of training.

K-9, Mounted, Tracking and other evaluation or training development groups would be part of the overall structure being suggested here and not separately functioning entities.



Education Products Responsibility

Education Product	Curricula	Standards	Certification
Lesson Plans	X		
Exams			X
Powerpoint Presentations	X		
Student texts	X		
Instructor Resources	X		
Instructor Enrichment	X		
Industry developments		X	
Liaison with Instructors	X	X	X

Curricula Sub-committees (each would have its own Program Coordinator and would form task forces as needed for specific projects, e.g., the revision of MLPI):

- ISAR
- FUNSAR
- ADSAR
- MLPI
- BWR
- SARMR (course suspended at present)
- Youth Programs

Certification Sub-committees (each would have its own Program Coordinator and would form task forces as needed for specific projects, e.g., the development of a Mounted SARTECH certification):

- SARTECH III
- SARTECH II
- SARTECH I
- Canine SARTECH III
- Canine SARTECH II
- Canine HRD

Canine Disaster Responder
Mounted SARTECH (future)
Youth SARTECH (future)

As a separate note, the Education Committee would like to advise that with the addition of two standing Committee Chairs, the span of control for the President is compromised and an alternative to supervision and oversight should be explored and adopted.

**Proposed BOD Action:* Approve the modified Education reorganization.

**Estimated Funding Impact:* n/a

Notes and Actions Taken at Meeting:

Norm Rooker moved to accept the modification as presented. Dion Petaros seconded.

After much discussion regarding how this would affect the SAR Dog Section, the item was tabled pending discussion of Item 12 B. This item was never revisited at the meeting. However, a restructuring of sorts was approved in conjunction with Agenda Item 12B.

Agenda Item 10

**Subject:* Felony background checks

**Reference Documents Affected:* BOD policy, education service agreements, personnel policies, website.

**Information Background:* In September 2004, the BOD approved the conduct of criminal background checks for organization leadership. A part of the motion allowed for the legal review of the idea before implementation.

Per NASAR's legal counsel, the guidelines under which we are allowed to conduct criminal background checks on our staff, leadership and educators are as follows:

1. Convictions Only - There has been case law in a few jurisdictions suggesting that reliance upon mere arrest records, as opposed to convictions, may have an impermissible disparate impact on minorities and is therefore in violation of federal employment statutes which prohibit discrimination on the basis of minority status. Those cases have become increasingly criticized; but the most conservative posture would be to rely only upon convictions, and to have our policy expressly state that we will not give any weight to consideration of arrests which do not result in convictions.
2. Written Consent - We should obtain the written consent of the employee, volunteer leader, or contractor to conduct a criminal check on them.

3. The Fair Credit Reporting Act – A criminal background report will constitute a “Consumer Report” under the Fair Credit Reporting Act (“FCRA”) at 15 U.S.C. 1681 et seq. Under the FCRA, one may only use a Consumer Report for a “permissible” purpose. Use of a criminal background check, which is a Consumer Report, to determine eligibility for employment, contract, or volunteer leadership with NASAR would only be a permissible purpose under the FCRA if it is in accordance with the written instructions and consent of the consumer to whom it relates. Therefore, NASAR should obtain specific written instruction and consent from the employer, contractor or volunteer leader to obtain the criminal background check concerning such individual.

a. In addition, the FCRA imposes the following requirements on users of Consumer Reports, which requirements would be relevant to NASAR’s use of criminal background reports:

(i) NASAR will be required to certify to the company which provides NASAR with the criminal background report, that the use will be for a permissible purpose (i.e., that it is pursuant to written instruction and consent of the subject consumer) and that the report will not be used for any other purpose.

(ii) If NASAR takes an adverse action against the employee, contractor or volunteer leader on the basis of such criminal background report, NASAR must notify them of such fact in writing, or electronically and include the following information in such notice:

(aa) The name, address and telephone number of the company which provided the report (and include the toll free telephone number if a nationwide company);

(bb) 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;

(cc) a statement setting forth the individual’s right to obtain a free disclosure of the individual’s file from the reporting company if the individual makes a request within 60 days; and

(dd) a statement setting forth the individual’s right to dispute directly with the reporting company the accuracy or completeness of the information provided by the reporting company.

(iii) NASAR must have in place procedures to properly dispose of any records containing such criminal background reports.

(iv) In addition, when criminal background reports are used for employment purposes, NASAR must:

(aa) provide clear and conspicuous written disclosure to the individual before the report is obtained in a document that consists solely of the disclosure, that a Consumer Report may be obtained;

(bb) obtain the consumer’s written authorization;

(cc) certify to the reporting company that the above steps have been followed, that the information being obtained will not be used in violation of any federal or state equal opportunity law regulation, and that if any adverse action is to be taken based on the report, a copy of the report and summary of the individual’s rights will be provided to the individual; and

(dd) before taking any adverse action, NASAR must provide a copy of the criminal background report to the individual as well as a summary of individual's rights discussed above.

**Proposed BOD Action:* Adopt a comprehensive policy for the conduct and/or collection of criminal background checks on NASAR leadership. It is recommended that this policy be adopted prior to the implementation of any and all background check activity within the corporation and that all departments and programs be required to adopt it uniformly across the organization.

**Estimated Funding Impact:* Minimal – most of the documentation updates will be handled electronically.

Notes and Actions Taken at Meeting:

The President tasked the Executive Director to clarify with legal counsel if the signing of an affidavit provides NASAR with adequate release from liability, or is it necessary to conduct background checks? In addition, we are preparing to roll out a Youth Program do we need to take specific action to protect ourselves relative to the National Child Protection Act? Once that information is obtained, Art Wolff will draft the policy and supporting documentation to be reviewed by the Board no later than the May 2005 conference call.

Agenda Item 11

**Subject:* Instructors/Coordinators Rights of Refusal

**Reference Documents Affected:* BOD Policy, Education P&P Manual, website.

**Information Background:* Within NASAR, we need to strive, no, must keep the highest standards for ourselves, our organization, and, where we can, those that we teach or certify. We also have a duty to protect our instructors and coordinators. We have recently passed policies that will help govern our behavior. What we have not addressed is something that has presented itself in the past and will do so again in the future. We have no written policy or guidance for our instructors and coordinators to follow if there is a need to refuse or eject a student or candidate from a NASAR program.

Several recent examples of this need exist but are not cited here given potential liability issues for the organization. However, there are several reasons that we need such a policy now.

1. We have discussed our wishes that NASAR's instructional programs and certifications be recognized and accepted by various government organizations involved in Search and Rescue; to name a few, the National Sheriffs Association, The International Association of Chiefs of Police, Emergency Managers. If these types of professional organizations find that we are *knowingly* training and/or certifying the type of person precluded in this policy, it will severely damage our organization. (Several

non-law enforcement, non scientific searchers have been declared expert witnesses in court trials due in part to their having received NASAR certification. That type of court endorsement could go away)

2. We have a duty to protect our instructors and coordinators in all those ways that we can.

3. Because we are providing search and rescue training and certification to those who will be going into the real world and dealing with the victims, we have a duty to do that which we reasonably can to protect them.

4. By various laws and too many court decisions, we must be able to show that we have met a test of “due diligence” in our policies where they may affect others.

The proposed draft policy would help protect our organization, our instructors and coordinators, and the victims. It does not violate any provisions of the Civil Rights Act of 1964 or similar laws or acts of any of the states. All of these acts set out the parameters of when people may and may not be excluded. Anyone may be excluded if their ability, performance, or qualifications make them unsuitable.

DRAFT POLICY

The National Association for Search and Rescue (NASAR) promotes safe and effective search and rescue through quality educational and certification programs. NASAR is committed to the policy that all persons shall have equal access to these programs without regard to personal characteristics not related to ability, performance or qualifications as determined by the Board of Directors. NASAR shall not discriminate against or restrict access to its programs based on race, color, religion, national origin, age, sexual orientation or veteran status.

NASAR recognizes that search and rescue operations are normally conducted under the supervision of various Federal, State or Local Law Enforcement Agencies, Emergency Management Agencies or Fire Departments. NASAR holds that nothing should be done that would place the victim at any greater risk, including training or certifying any person or persons who would pose a risk to the victim, instructors, coordinators or fellow students.

NASAR reserves the right to refuse access to or remove from its programs any person who:

1. is known by the Instructor or Coordinator to have been convicted by a court of competent jurisdiction of any felony.
2. presents themselves at the educational class or certification examination and, in the instructor’s best judgment, is impaired by either alcohol or drugs.
3. becomes disruptive to or threatens the good order of the educational class, certification examination or any person in attendance.

Any Instructor or Coordinator who refuses access to or removes any potential student, current student or candidate shall do the following:

In all cases, they will: prepare a written statement of the particulars relating to the individual or individuals refused or removed, detailing the reasons for such actions. A copy of this statement shall be included in the paperwork sent to NASAR relating to that course or certification. An additional copy shall be sent to the Chair of the Committee that oversees that specific discipline. This documentation shall be kept for a minimum of three (3) years or as required by other NASAR policy, if longer.

The receiving Chairperson shall notify the NASAR President of the actions within ten (10) days of their notification.

**Proposed BOD Action:* Adopt policy granting our educators the official authority to refuse access or remove from NASAR-sanctioned events those persons who, in the opinion of the educator, pose or could pose a physical risk to the educator, the students or the individual themselves.

**Estimated Funding Impact:* n/a

Notes and Actions Taken at Meeting:

Scott Morgan moved and Dave Meek seconded the policy as drafted in the proposed BOD action. The motion passed with Art abstaining. Jacki was directed by the President to format the policy according to our established template and to post the final version to the website.

Agenda Item 12

**Subject:* Education Policies and Procedures Manual, website.

**Reference Documents Affected:* Education Policies and Procedures Manual

**Information Background:* The Policy and Procedure Manual was revised to reflect the change in the second Education proposal. A copy of this document was sent out earlier this month with a request that it be reviewed and commented on. This document has undergone several changes in the past 12 months and we feel it timely to put it to rest and make only periodic changes as needed. We understand that this will be a working document but it is time to put it to work and stop making a multitude of changes.

[It is not made a part of this document due to its length. It was emailed to Board members separately by Education Committee Chair, Jim Stumpf.]

**Proposed BOD Action:* Approve the Education Policy and Procedure Manual as distributed.

**Estimated Funding Impact:* None known at this time.

Notes and Actions Taken at Meeting:

The consensus of the Board was that the document needs further refinement. Randy tasked all involved to provide their input for modifications to the document to Jim Stumpf no later than February 15 (including Water Rescue and SAR Dog).

Agenda Item 12 B

**Subject:* Proposal for BOD Committee restructuring

**Reference Documents Affected:* By-laws, All Committee Guidelines, Website

**Information Background:* Based on the Education Committee's note that the President's span of control is becoming unmanageable, the Executive Director is suggesting a new model for committee structure as follows:
President (5 committee chairs reporting directly to President)

Committee 1. Advisory Council

Committee 2. Corporate Affairs (Secretary) (*5 sub-committees reporting directly to Secretary*)

- a. By-laws
- b. Nominations
- c. History
- d. BOD Development
- e. Volunteer Network

Committee 3. Finance and Strategic Planning (Treasurer)

Committee 4. Education (*3 sub-committees reporting directly to Education Chair*)

a. Curricula

** Program Coordinator for each NASAR Education Program makes up core group; as the individual programs are being reviewed, the program coordinator would assemble a task force for that purpose. In periods where the program is not being revised, the program coordinator is tasked with keeping lines of communication open with our educators and accumulate suggestions for future revisions.

b. Certification

**Program Coordinator for each NASAR Certification program makes up core group; as the individual programs are being reviewed, the program coordinator would assemble a task force for that purpose. In periods where the program is not being revised, the program coordinator is tasked with keeping lines of communication open with our educators and accumulate suggestions for future revisions.

c. Standards

**Not a need for a standing committee. Education Chair can act as Standards liaison and bring together subject-matter experts for task forces as needed in order to provide input to outside standard-producing bodies.

Committee 5. Relationships Committee (*6 sub-committees reporting directly to Relationships Chair*)

**specialty experts, information gatherers, industry analysts, member issues, stay abreast of emerging issues in each specialty, these groups would be responsible for developing/maintaining relationships with external organizations with similarities/common interests. These committees would deal with non-education issues.

- a. SAR Dog
- b. Mounted
- c. Medical
- d. Technical Rescue
- e. Urban SAR/ Federal
- f. Water

**Proposed BOD Action:* Consider/review/discuss the proposed re-structuring proposal.

**Estimated Funding Impact:* n/a

Notes and Actions Taken at Meeting:

Based on the originally proposed concept, the following was suggested as an alternate structure:

1. Discipline Liaison
 - K-9 Committee
 - Water Committee
 - Mounted Committee
2. Curricula, Certification and Standards
 - Standards Coordinator
 - Certification Coordinator
 - Curricula Coordinator
3. Relationships
 - Seek and begin relationships with external organizations then pass off to the appropriate discipline (if necessary); others would remain the Relationships responsibility
4. Advisory Council
5. Corporate Affairs

6. Finance and Strategic Planning

Cole Brown moved and Dave Meek seconded a motion to move forward with the concept to restructure the committees as outlined by the President with Advisory Council, Corporate Affairs, Finance and Strategic Planning, CCS and Relationships as the six functional committees with the completion and approval by the Board by the end of the first quarter of 2005 and the final product to be rolled out at the 2005 Conference.

The motion carried with Norm and Art abstaining.

Arts objection: The Sar dog section advised that this document would eliminate the SAR dog process that has been in place for years, including many of their processes and their ability to function.

Agenda Item 13

**Subject:* SAR Dog Section Operating Guidelines

**Reference Documents Affected:* SAR Dog Section Operating Guidelines, website.

**Information Background:* In 2003, the SAR Dog Section was re-integrated into the NASAR Committee structure. As such, the group was tasked to modify its operating guidelines to reflect its change in status. The following document is submitted by the Committee for BOD review and approval.

*NASAR
CANINE SARTECH™
CERTIFICATION PROGRAM
SAR Dog Section
Operating Procedures*

JOB DESCRIPTIONS

SAR DOG SECTION CHAIR

- Appointed by the NASAR President
- Act as liaison between the NASAR SAR Dog Section members and other entities, both internal and external to NASAR.
- Represents canine search and rescue teams by keeping their best interest in the forefront of actions being taken
- Must be an individual voting member of NASAR in good standing
- Must be a Canine SARTECH™ Coordinator
- Solicit and review applications for field projects coordinators, education coordinator, and ACE/Database coordinator by selecting the most qualified candidate for recommendation to the NASAR Executive Board for approval
- Reports directly to Section Board Liaison regarding all SAR Dog Section issues, projects, etc
- Works directly with NASAR Executive Director on all aspects involving canine search and rescue

- Develop SAR Dog Section annual budget in cooperation with NASAR staff based on income and needs
- Attend NASAR Board meetings as Section representative. When not available for meetings, provide written updates directly to the Section Board Liaison
- Facilitate all section meetings, implement section projects, public relations and other section activities or appoint liaison personnel to act in such capacity
- Review all informal and formal complaints regarding the section, it's activities and representatives, taking appropriate impartial action as deemed necessary by the review process
- Maintain a positive image of NASAR and the NASAR Canine Section through positive, productive attitudes, projects and processes
- Develops working relationships with foreign countries that are interested in further developing canine search and rescue within their country
- Responsible for making all appointments for Canine SARTECH Coordinators and Evaluators
- Responsible for overseeing the implementation of the Canine SARTECH program including beta testing and development of standards
- Performs additional functions as requested by NASAR Executive Director or NASAR President

SAR DOG SECTION BOARD LIAISON

- Appointed by the NASAR President based upon individuals knowledge of canine search and rescue
- Acts as the liaison between the SAR Dog Section and the Board
- Votes on behalf of the SAR Dog Section
- Works on projects on behalf of the SAR Dog Section as needed
- Must be an individual voting member of NASAR in good standing
- Must be a Canine SARTECH Coordinator

FIELD PROJECTS COORDINATOR

- Appointed by the SAR Dog Section Chair
- One coordinator represents the Eastern while another the Western United States
- Must be an individual voting member of NASAR in good standing
- Must be a Canine SARTECH Coordinator
- Responsible for implementing programs, including Canine SARTECH, through developing the process to be used in the field
- Responsible for receiving applications from handlers interested in a coordinator or evaluator position within the Canine SARTECH program
- Responsible for reviewing and evaluating applications received for the coordinator or evaluator positions within the Canine SARTECH program
- Responsible for assisting host organizations in setting up Canine SARTECH tests by providing them with any necessary information, providing contact information for coordinators in their area, or dealing with any issues that may occur.
- Assists individuals interested in canine search and rescue locate teams in their area and answer questions concerning search and rescue.

- Actively involved in beta testing for new disciplines to be added to the Canine SARTECH program.
- Involved in reviewing existing Canine SARTECH disciplines for possible revisions.
- In conjunction with the NASAR SAR Dog Section Education Coordinator develop strategies to provide educational opportunities for those interested in participating in the Canine SARTECH program evaluations.
- Development of other field related projects as needed and determined by the Section.
- Assist with projects as requested by the SAR Dog Section Chair within the scope of the SAR Dog Section Field Projects Coordinator.

EDUCATION COORDINATOR

- Appointed by the SAR Dog Section Chair
- Must be an individual voting member of NASAR in good standing
- Must be a Canine SARTECH Coordinator
- Develop educational programs for the User agencies, general public and other entities as needed in regards to use of SAR dogs and ensure implementation of those programs
- Develop educational programs for the general canine SAR population. These shall include but are not limited to the SAR Dog track for the NASAR Annual Conference, regional conferences, and other such educational projects as deemed necessary due to the current climate regarding SAR dogs in the user agency and SAR community.
- Develop and implement general public information and fund raising opportunities through educational flyers, ads, and promotions regarding the use of SAR dogs and the need of the SAR Dog Section for continued funding for such projects.
- Review all educational projects for necessary revisions. Such review shall include peer review and evaluation of current needs/abilities of the canine SAR community and user agencies.
- Actively involved in beta testing for new disciplines to be added to the Canine SARTECH program.
- Courses developed will follow the standard NASAR Guidelines recommended by the Education Committee and adopted by the Board of Directors
- Involved in reviewing existing Canine SARTECH disciplines for possible revisions.
- In conjunction with the NASAR SAR Dog Section Field Projects Coordinators develop strategies to provide educational opportunities for those interested in participating in the Canine SARTECH program evaluations.
- Development of other education projects as needed and determined by the Section.
- Assist with projects as requested by the SAR Dog Section Chair within the scope of the SAR Dog Section Education Coordinator.
- Shouldn't there be a coordination link or technical advice link between the Dog Trng. and the NASAR Ed. Committee for overall education program consistency?
- Should this person be part of the Education Committee?

ACES/DATABASE COORDINATOR

- Appointed by the SAR Dog Section Chair.
- Must be a member of NASAR in good standing
- Responsible for maintaining a canine donation database
- Responsible for coordinating transportation with representative of ACE
- Works with handlers to schedule transportation for potential search and rescue canine
- Prepares monthly report that is provided to the SAR Dog Section Chair
- Works with breeders interested in donating puppies to the program

NASAR CANINE SARTECH COORDINATOR

- Must be an individual member of NASAR in good standing
- Must complete application process including fingerprint background check
- Must successfully certify their canine in the discipline they are requesting to coordinate
- Must successfully complete an apprenticeship.
- Upon successful completion of apprenticeship, SAR Dog Section Chair makes final determination to approve candidate as a coordinator

Once approved as a Coordinator, the following are the coordinator duties:

- Responsible for filing appropriate exam documentation and administration materials with NASAR.
- Collects candidate certification fees and sends with complete exam administration materials to NASAR Responsible for conducting NASAR Canine Workshops based on developed texts, standards and guidelines.
- Responsible for administering the written examinations for the disciplines that they are authorized to test.
- Responsible for conducting NASAR Canine SARTECH Coordinator/Evaluator Workshops
- Responsible for providing paperwork to evaluators to facilitate the completion of Canine SARTECH™ Examinations.
- Must meet the continuing education requirements for exam(s), which they are authorized to conduct
- Performs additional duties as requested by the NASAR Canine Section Chair and/or Field Projects Coordinators.
- May act as an evaluator during a NASAR Canine SARTECH™ Certification.
- Must maintain a positive attitude regarding NASAR, the Section, and the program
- Is this consistent with the ground based coordinator?

NASAR CANINE SARTECH EVALUATOR

- Must be an individual member of NASAR in good standing
- Must complete application process including fingerprint background check
- Must successfully certify their canine in the discipline they are requesting to coordinate

- Must successfully complete an apprenticeship.
- Upon successful completion of apprenticeship, SAR Dog Section Chair makes final determination to approve candidate as an evaluator

Once approved as an Evaluator, the following are the evaluator duties:

- Works under the direction of the Coordinator
- Responsible for evaluating handlers and canines during NASAR Canine SARTECH™ Certifications
- Must provide the Coordinator with their assessment of the handler and canine's performance in the field immediately following the test
- Must maintain a positive attitude regarding NASAR, the Section, and the program
- Is this consistent with the ground based counter-part?

PROJECTS

Projects to benefit NASAR and the SAR Dog Section will be determined by the SAR Dog Section Chair. The Section Leadership, which includes, the Chair, both Field Projects Coordinators and the Education Coordinator will work as a team to develop the projects to fruition. When additional input or resources are needed, the Section will tap into the vast array of handlers across the country that possesses many different levels of knowledge.

The Section will look at projects that will further develop canine search and rescue while putting NASAR in the forefront as the leader in canine search and rescue education/certification. All efforts will be put forth to determine those projects that will provide greatest return for effort.

The Section Leadership under the direction of the Chair will work on special projects as determined by the NASAR President and/or Executive Director.

CANINE SARTECH PROGRAM

The Section will review standards a minimum of once every two years to make sure that they reflect reality and are meeting the needs of the canine community.

The Section will develop standards for additional disciplines, put the standards out for peer review, organize beta testing, evaluate data gained from beta testing, finalize standards, and implement standards.

Additionally, the Section will maintain and revise the Policies and Procedures for the program as needed.

**Proposed BOD Action:* Review and approve document.

**Estimated Funding Impact:* n/a

Notes and Actions Taken at Meeting:

Art: The SAR Dog Section stated that this document as presented was not theirs, does not reflect how they have been conducting business for the past several years, and, that due to marked differences between the education programs and the SAR Dog program, they can not be exactly the same.

The President tasked the SAR Dog Section Chair to provide input for revisions (aligning document with Education Manual) no later than February 15, 2005.

Agenda Item 13B

**Subject:* Board approval to add the position of NASAR Canine SARTECH Program Resource Coordinator

**Reference Document Affected:* Budget would not be affected as there is enough money budgeted to cover this individuals travel to conference; would affect SAR Dog Section Guidelines, SARTECH Program Policy and Procedures, website, Education P&P Manual.

**Information Background:* This position would have two duties, keeping track of all canines that pass their Canine SARTECH certification and a list of all NASAR Canine SARTECH Coordinators and Evaluators. The importance of maintaining a list of canine that have passed their certifications is to help agencies and teams that are now beginning to request only NASAR Canine SARTECH certified canines.

Currently, we do not have a way to let anyone know who has passed his or her certification. To further promote our program, it is important to provide this information to agencies that are requesting it or to canine teams that need additional canine resources for a search and want to know that the canines they are requesting can do the job being requested. On the other hand, handlers are taking our certification to become field operative, so that they can begin responding to searches. After all, why are we all putting so much time and effort into training our canines – to respond to searches?

Everyone benefits from this process, NASAR benefits by providing the certification that the handler can obtain that is recognized nationwide, the handler benefits by having their information available should an agency or canine team require additional canine resources, the agency/requesting canine team benefits by having a way to identify necessary resources to save a life or return a body to a family, the Incident Commander benefits by having canine resources that have a known certification/capability.

The entire purpose for having the NASAR Canine SARTECH program is to allow all canine teams to be on the same page, if a team arrives at a scene and says their canines are Canine SARTECH II's and the other canine team on scene are Canine SARTECH III's, then everyone knows what each canine team is capable of doing in the field. By having one individual that can provide this service would greatly enhance what we are already doing and further promote our program.

The other portion of their position is to better assist teams in obtaining their Canine SARTECH certifications by providing them with contact information of Coordinator's in the area that can put on a test. The Coordinators can also utilize this individual to help them identify Evaluators.

This individual's duties would include:

- Maintain a database of all NASAR certified canines by discipline
- Maintain a database of all NASAR Canine SARTECH Coordinators and Evaluators
- Provide agencies and/or canine teams with the contact information of certified canines in their area by discipline
- Assist teams to locate a NASAR Canine SARTECH Coordinator
- Assist NASAR Canine SARTECH Coordinator's to identify Evaluators

**Proposed BOD Action:* Approval to add the position of NASAR Canine SARTECH Program Resource Coordinator

**Estimated Funding Impact:* None

Notes and Actions Taken at Meeting:

Kathy Miller moved and Norm Rooker seconded the motion as proposed.

Ayes: Cole, Art, Dave, Kathy, Scott, Norm

Nays: Jim and Dion

Abstention: Randy

Motion passed.

Agenda Item 14

**Subject:* Water and Flood Rescue Committee Guidelines

**Reference Documents Affected:* Water and Flood Rescue Committee Guidelines

**Information Background:* In June 2004, President Servis created the ad hoc Water and Flood Rescue Committee. Each committee is required to develop guidelines for its operations. Below is the draft for this committee:

WATER & FLOOD RESCUE COMMITTEE BASICS

- The NASAR Water & Flood Rescue Committee must consist of a chairman, at least three committee/committee members and a liaison to the NASAR Board of Directors.
- The NASAR Water & Flood Rescue Advisory committee shall submit two reports a year to coincide with the NASAR Board of Director's meeting. These reports shall be made in person by the Committee chairperson or, in his absence, be forwarded through the NASAR BOD member assigned as liaison to the Water & Flood Rescue Committee.
- The Water & Flood Rescue Committee shall be responsible for selecting a track leader and putting on a water rescue track at the annual NASAR Educational Conference.

WATER & FLOOD RESCUE COMMITTEE CHAIR

- Appointed by the NASAR President
- Act as liaison between the NASAR Water & Flood Rescue Committee members and other entities, both internal and external to NASAR.
- Represents water related search and rescue teams by keeping their best interest in the forefront of actions being taken.
- Must be an individual voting member of NASAR in good standing.
- Reports directly to the NASAR Board Liaison regarding all Water & Flood Rescue Committee issues, projects, etc.
- Works directly with NASAR Executive Director on all aspects involving Water search and rescue.
- Develop NASAR Water & Flood Rescue Committee annual budget in cooperation with NASAR staff based on income and needs.
- Attend NASAR Board meetings as Committee representative. When not available for meetings, provide a written updates directly to the Section Board Liaison.
- Provide a written report for the BOD meeting one week prior to the meeting to the NASAR Executive Director and the Water Committee Board Liaison.
- Facilitate all committee meetings, implement committee projects, public relations and other committee activities or appoint liaison personnel to act in such capacity.
- Provide written or electronic copy of minutes for every committee meeting and/or conference call to the NASAR Executive Director within two weeks after the event.
- Maintain a positive image of NASAR and the NASAR Water & Flood Rescue Committee through positive, productive attitudes, projects and processes
- Develops working relationships with foreign countries that are interested in further developing Water & Flood search and rescue within their countries and/or territories.
- Liaison, either directly or via a designated committee member between the NASAR Water & Flood Rescue Committee and NASAR Education Committee (dependent on Board actions taken on internal reorganization.)
- Performs additional functions as requested by NASAR Executive Director or NASAR President

WATER & FLOOD RESCUE COMMITTEE BOARD LIAISON

- NASAR's Technical Programs chair or a board member designated by the NASAR President based on his or her knowledge and background in water rescue.
- Acts as the liaison between the Water & Flood Rescue Committee and the Board.
- Votes on behalf of the Water & Flood Rescue Committee.
- Works on projects on behalf of the Water & Flood Rescue Committee as needed.

PROJECTS

Projects to benefit NASAR and the Water & Flood Rescue Committee will be determined by the Water & Flood Rescue Committee Chair. The Committee Leadership, which includes, the Chair, the committee members, the NASAR Board Liaison and the NASAR Executive Director and staff (as needed or indicated) will work as a team to develop the projects to fruition. When additional input or resources are needed, the Committee will tap into the vast array of water

rescue providers, emergency management administrators and/or educators across the country that possesses many different levels of knowledge.

The Committee will look at projects that will further develop water and flood search and rescue while putting NASAR in the forefront as the leader in water and flood rescue and prevention. All efforts will be put forth to determine those projects that will provide greatest return for effort.

The Committee Leadership under the direction of the Chair will work on special projects as determined by the NASAR President and/or Executive Director. To facilitate these efforts, NASAR will provide the Water & Flood Rescue Committee with the following:

- Space/section on NASAR's web site for committee news, information and position papers.
- Utilization of NASAR's conference call line for committee teleconference meetings. (Use of the teleconference service/room must be scheduled at least one week in advance with the NASAR Executive Director, Jacki Golike e-mail JackiG@nasar.org or 703-222-6277)

**Proposed BOD Action:* Review and approve guidelines for the operation of the Water and Flood Rescue Committee.

**Estimated Funding Impact:* n/a

Notes and Actions Taken at Meeting:

Dave moved and Jim seconded the motion noted above, with the amendment (remove word "directly"). Approved unanimously.

Agenda Item 15

**Subject:* Development of policy for posting of corporate documents to our website.

**Reference Documents Affected:* Website, BOD policy.

**Information Background:* Various members had requested that we make certain corporate documents widely available including BOD meeting minutes and financial information. Recently, staff posted several documents on the website as a short term solution to the member concern. In the long term, we are planning a "members only" portion to our website where the majority of corporate documents will be hosted. At this time, the BOD has no policy on which documents should be made publicly available and which should be treated as confidential.

**Proposed BOD Action:* Develop and approve policy for public release of corporate documents.

**Estimated Funding Impact:* n/a

Notes and Actions Taken at Meeting:

Kathy Miller moved and Cole Brown seconded that we develop a policy for the public release of corporate documents via website.

Possible items for inclusion in policy:

- Board minutes
- Committee minutes/reports
- Strategic Plan
- Annual 990 (Tax Return)
- Board Structure
- Staff Organization Chart
- By-Laws
- Agendas for upcoming meetings
- Schedule of BOD meetings for the year
- No draft (unapproved documents) will be posted
- Board bios
- Position statements
- Corporate policies
- Partnership agreements

A suggestion was made to post some things on the web but also to post a notice that indicates how individuals can obtain additional documents. Action item for Kathy Miller.

The motion was approved unanimously.

Agenda Item 16

**Subject:* SAR 2005 Update

**Reference Documents Affected:* ICS Chart for SAR 2005

**Information Background:* Plans are well underway for this event and we are grateful for the support of our local host, Bay Area Search and Rescue Council (BASARC). The event requires an abundance of manpower from volunteers. We are asking each Board member and Committee Chair to take an active role in the Command Structure for this event.

Proposed BOD Action:* Each Board member and Committee Chair is encouraged to select a role using the ICS Chart created for the event. **[meeting handout] Those positions not filled by internal leadership will be filled by BASARC volunteers.

**Estimated Funding Impact:* n/a

Notes and Actions Taken at Meeting:

Board members indicated their choices for positions on the ICS chart for the event.

Agenda Item 17

**Subject:* Future Years' Conferences

**Reference Documents Affected:* Future budgets.

**Information Background:* SAR 2006 will be held May 24-27, 2006 at the Renaissance Austin Hotel in Austin, TX. Casey Ping and his team, Austin/Travis County EMS, have volunteered to act as Local Host for the event.

The site search for SAR 2007 is underway. Based on the BOD directive from September 2004, staff has been researching locations in the Northeast U.S.

Included here are preliminary reports of costs associated with using alternative venues in Burlington. Both University of Vermont and St. Michael's College have indicated they can accommodate our program. The ski areas in the area have either declined or have not responded after numerous requests from our site negotiator and the Vermont CVB.

The figures from UVM and St. Michael's are, at best, for rough estimate only – they do not cover all expenses that may occur. The proposals were not uniform – difficult to sort through – but should give enough information to start moving forward.

UVM offers complete registration services (costs reflected in report and on their individual response) which sounds appealing but tread with caution. They (UVM) have been less than efficient with responses and the most simple of information (including date offering and rental fees). Our negotiator has concern with their ability to work with us when we are in the critical stages of program planning.

To move forward with a decision, the Executive Director and Assistant Director will be scheduling site visits for March 2005.

Notes from our Site Negotiator: I have concerns about NASAR bringing the program to a venue other than a hotel, but certainly support whatever decision you make. My greatest worry in using an alternative venue is that of logistics. I do not believe NASAR has the resources/manpower to coordinate with facilities that do not specialize in events of your nature. On the other hand, the attendee room rates and food & beverage costs are fantastic... however, I'm not certain that those low costs make up the university/college rentals and other fees that may arise (for instance, count on paying for any table linens (draping and such) among other things you would expect from a hotel facility. My inner abacus says total costs will be about the same when all is said and done.

	St. Michael's College	University of Vermont	Sheraton	Comment
Dates	5/29-6/3 (tu-su) 6/5-6/10 (tu-su)	5/29-6/3 (tu-su)	5/29-6/3 (tu-su)	
Rooming (average cost)	\$46.00 pp/night	\$50.00 pp/night	\$107.00 per room per night	Sheraton has 147 rooms with two beds = 53.50 per person/night
Parking	\$0.00	\$7.00 per car/night	\$0.00	
Food & Beverage	\$20.00 per person/day	\$20.00 per person/day	TBD	meal plans are estimates and reflect cafeteria fare

Meeting Rentals	\$20,360.00	\$11,760.00	\$750.00
Audio Visual	TBD	TBD	TBD
Custodial	\$0.00	\$3.00 per attendee/day	\$0
Signage	TBD by NASAR	\$10 per outside sign	TBD by NASAR
Conference Services	\$0	\$6,010.00	\$0
Reservation Services	\$0	included in Reg Service	\$0
Registration Services	TBD (extra staff needed)	\$2,915.00	\$0
Credit Card Processing	\$0	4%	\$0

Average Airline Cost – Round trip

Originating City	Average Cost
New York	\$140
Chicago	\$225
Washington, DC	\$165
Atlanta	\$225
Tampa	\$180
Denver	\$255
Kansas City	\$345
Dallas	\$295
Los Angeles	\$325
San Francisco	\$320
Philadelphia	\$172
Pittsburgh	\$139
Boston	\$125

All sample average fares have a minimum advance purchase of 21 days and are round-trip fares.

If a convention gold file is negotiated - attendee fares would be reduced by 10% off listed fares if ticket is purchased at least 60 days prior to departure or 5% off listed fare if ticket is purchased within 60 days of departure.

**Proposed BOD Action:* No action. Information only.

**Estimated Funding Impact:* None at this time.

Notes and Actions Taken at Meeting: No action required. Information only.

Agenda Item 18

**Subject:* Development of NASAR-Citizen Corps Training Bridge for CERT graduates

**Reference Documents Affected:*

**Information Background: [This information was submitted by Jorene Downs as a discussion item for the meeting.]* I just did a quick review of the SARTECH III training and I believe that the existing 16 hours of training would be appropriate for CERT graduates to work in a fairly easy SAR field environment under close supervision. Much better prepared than spontaneous volunteers, and CERT has the advantage of already being "organized" for response as a supplementary SAR resource. But for this course I'd include a basic Day Pack minimum equipment list and a list / fast class regarding recommended clothing. And I'd add a basic 2 hour "Mock SAR" training exercise to provide some nominal experience using the skills. Total 18 hours.

Note that this makes the status of the CERT + SARTECH III as "field ready in easy terrain and under close supervision" as a potential supplementary SAR resource that is called out through CERT / Citizen Corps.

Other suggestions for this program:

- CERT + NASAR program be rolled out through CERT programs, to CERT graduates, with qualified local SAR providing instruction. This course could be approached as preparing students for the online exam, with graduates expected to pass the online test to receive that certificate of completion and be considered a course graduate. (Not a proctored situation since that would require too many online computers in a classroom and that capability won't be available to all.) This has potential to "eliminate" the traditional SARTECH III certification and
- move only to the certificate of completion status, yet be far more readily available if through CERT nationwide and approached as a training course for that online exam.
- No fee or NASAR testing to become an instructor for this Intro class, just the prerequisite of the authorization of the local SAR Coordinator as being qualified to teach the course. (Essentially "free" Licensing for SARTECH III for that county when coordinated through the CERT program.) The volunteer instructor is required to teach the program as defined by NASAR.
- No course fee to the student, but investment in materials may be required plus the investment in the online exam. Or perhaps a token \$5-10 class fee per student, which would provide for basic instructor expenses?
- I'd suggest the course be designed with a related PowerPoint presentation - with a fair amount of detail included - that is a free download for all instructors. (Coordinated through CERT the necessary classrooms, laptops and projectors should be available to the authorized NASAR instructors.) Have an instructor's manual and some basic participant handouts, also available as a free download This is the method used for CERT by FEMA, and would provide more consistency in the training nationwide.

- NASAR would still have direct control of the online testing and resulting certificate of completion. My thought is to make the Intro training extremely affordable to encourage participation and spread education, and by doing so that recruits more potential NASAR members, etc.
- Perhaps have a revised ISAR participant's manual that is a free download when someone signs up to later take the online exam. Hopefully more people would access online, acquire the knowledge, and be encouraged to pursue additional training. Take advantage of technology to reach more people.

In years ahead, completing CERT training might be considered a required cross-training for SARTECH II ... but that will need to wait until there is a Mutual Aid version of CERT for nationwide consistency. (Local CERT programs are allowed to "adapt" to what they perceive as local needs.) CA is about to address the concept of defining statewide requirements for Mutual Aid for CERT - I'm the chair of that state workgroup. Once a Mutual Aid version of CERT rolls out nationwide, NASAR can consider the option of openly recommending - or even requiring - all SARTECH also acquire Mutual Aid CERT training. This also positions NASAR - if Mutual Aid CERT evolves and becomes a requirement - to produce trained personnel with additional skills of more value to FEMA. Meanwhile the next generation of SAR - with basic disaster response training - will be emerging from CERT + NASAR training.

I'd attach the training to local CERT programs as recommended for CERT graduates, but perhaps for the first few years of each program locally also make it available to non-CERT who are existing SAR. This way local SAR programs could choose to send their new recruits / existing personnel through the NASAR SARTECH III training for a consistent foundation. This approach opens the door for those operational areas to pursue NASAR Licensing to bring their people up to SARTECH II level.

Financial advantage to NASAR:

- Participants take the online exam, for a fee. (Increase the fee if there is a download ISAR manual included.)
- Participants may choose to become NASAR members
- Graduates may go on to invest time and money to pursue SARTECH II
- Encourage counties to send their recruits/SAR personnel through CERT + NASAR training - rather like a local Intro to SAR Academy - and you increase the number of participants to invest in NASAR training and certification, along with potential new members.
- With good marketing, counties would see advantages in investing in the SARTECH II Licensing program to build on the SARTECH III certificate of completion

Consider creating a SARTECH II PowerPoint and other instructor/participant materials so the next level can be trained and tested at the local level with similar consistency through the Licensing program. (Build on the CERT+NASAR foundation.)

Consider having revised SARTECH training manuals available as an online download, for a reduced fee, as an option to purchasing a printed manual from the bookstore. You'd catch more impulse and "wanna see it now" shoppers and have no handling expenses once the system is set up online.

**Proposed BOD Action: none*

**Estimated Funding Impact: n/a*

Notes and Actions Taken at Meeting:

Dion moved and Dave seconded the approval of the concept as outlined above.

Dave sees value in developing a special course for CERT graduates. It would be geared specifically toward disaster response which is a topic that our current courses and certifications do not address.

Randy asked the group to consider offering our ISAR course for free right now to anyone and sell the instructor's kit online. This would allow existing CERT instructors to give their groups expanded SAR knowledge without having to locate a NASAR traditional instructor. These students would not receive a NASAR certificate of completion, however, since the course wouldn't be conducted by an official NASAR representative. These students could, however, go to our website and take our SARTECH III exam if they wanted to show a certification from our organization.

Issues – we would have no record of the students; J&B to produce the instructor materials.(contract requirement). We would potentially lose course fees, but we could maybe offset them by selling the instructor packets via the web (that doesn't cost us anything, so there is a cost savings in office supplies and staff time). Executive Director tasked to prepare the financial impact analysis and work with Jorene to ensure all aspects of her concept are included in the information prepared for the Board at the next meeting.

Agenda Item 19

**Subject: Executive Director's Updates*

- Use of eGOWare as membership communication tool
- Update on Membership Cards
- 2004 Annual Report
- Plan for Transition to Virtual Office Environment

Notes and Actions Taken at Meeting:

Executive Director deferred time for a staff report to Cole Brown who introduced a Capital Expenditure Budget Proposal for the purchase and implementation of e-series which links our iMIS membership database with our website allowing members to

complete more transactions independently including the update of their personal profile information.

Cole Brown moved and Norm Rooker seconded that we enter into an agreement with ASI to renew our iMIS license, purchase e-series and related consulting and travel cost as a capital improvement at a cost up to \$60,000 to be negotiated by the Executive Director with legal review of the contract.

Abstentions: Jim, Dave

Ayes: Cole, Norm

Nays: Dion, Scott, Art, Kathy

Motion failed. President Servis indicated that because of budget shortfalls and no contract stipulation limiting costs to NASAR, that staff should continue to look for savings and flesh out a contract that would limit NASARs financial risk.

Agenda Item 19 B

**Subject:* Modification to Awards Policy dated 9/90

**Reference Documents Affected:* Awards policy, website

**Information Background:* Action item from July 2004 Board meeting. General consensus of the Board was to give complimentary life memberships to winners of the annual Hal Foss Award and the Lois Clark McCoy Service Award. Jacki was tasked with writing the policy verbiage. Here is the amendment:

Effective for awards bestowed on or after May 1, 2005, the annual recipient of the Hal Foss Award and the Lois Clark McCoy Service Award shall each be granted one life membership, free of charge, using the following guidelines:

1. In cases where the award winner is already a life member, the benefit will not apply;
2. In cases where the award is bestowed posthumously, the benefit will not apply;
3. In cases where a single award is bestowed upon more than one individual (e.g., a SAR team), the group may choose from the following options:
 - a. The team will receive a complimentary 5-year organizational membership or membership extension; or
 - b. A single complimentary life membership will be extended to the group who will determine among themselves who shall be the ultimate beneficiary; or
 - c. If neither item 'a' nor 'b' is deemed suitable by the group, the benefit will not apply.

This policy amendment is not retroactive to past award recipients.

**Estimated Funding Impact:* \$1,250 amortized over 25 years per award (in cases where life membership is given) or \$760 amortized over 5 years (in case where organizational membership is given).

**Requested BOD Action:* Approve modification to Awards Policy as presented.

Notes and Actions Taken at Meeting:

Jim moved and Scott Morgan seconded a motion to approve the modification to the Awards Policy as presented. Motion passed unanimously.

Agenda Item 20

**Subject:* Establish dates for upcoming BOD meetings

**Reference Documents Affected:* Website calendar

**Information Background:* Recommended dates and locations for upcoming meetings are as follows:

Conference calls:

March 16, 2005 at 1300 Eastern time

May 18, 2005 at 1300 Eastern time

July 20, 2005 at 1300 Eastern time

November 16, 2005 at 1300 Eastern time

In-person meetings:

May 28, 2005 at SAR 2005 in Oakland, CA – General Membership Meeting

September 17 – 18, 2005 in Austin, TX (2006 conference site)

January 21 – 22, 2006 in Austin, TX (2006 conference site)

**Proposed BOD Action:* Approve meeting schedule.

**Estimated Funding Impact:* n/a

Notes and Actions Taken at Meeting:

Approved as listed above.

Agenda Item 21

**Subject:* Closing Administrative Business

- a. Appointment of 2005 Committee Chairs (Newly-elected President)
- b. Action items from past meetings for which no input was provided for this agenda:

President's Priorities for 2004

- Develop plan for corporate transparency (operating processes for all facets of organization)

- Develop Strategic Plan
- SAR Dog Section and Education Committee to collaborate and resolve inconsistencies between SARTECH and Canine SARTECH programs.
- Establish and disseminate templates for budget input by Committee Chairs
- Develop Internal Control Guidelines according Generally Accepted Accounting Principles (GAAP)
- Develop process for integrating budget with strategic plan

July 2004 Meeting Action Items:

- Policy for dealing with good/bad educators (Education Committee task)
- Recommendation on Board's idea to implement background checks on elected and appointed leaders, staff and contractors including educators (Education Committee task)
- Current educator agreement to be reviewed by Education Committee and NASAR legal counsel (re: liability issues); with recommendation to BOD
- Use USFA instructor agreement as model for revision of our own (Kathy Miller to provide)
- Membership category revision (Scott Morgan provided follow up on this in Sep 04 but no action was taken)
- By-law change to permit greater ease in committee creation/chair appointments (Randy to provide his thoughts to By-Laws Committee who would then draft the change)
- WMA/NASAR training collaboration (will be discussed at Wilderness Medical Summit during SAR 2005 pre-conference)

September 2004 Action Items:

- Sign ASTM agreement (Jacki)
- Standards policy defining roles and responsibilities in working with ASTM et al (need to decide on a single person or committee then we can "tweak" the policy revisions using the draft provided by Steve Hudson at this meeting)
- Remove references to "standards" in education materials and other official NASAR documents
- Publish free electronic version of SARTECH book and Canine SARTECH book on website
- NNALEA letter of cooperation (or resolution) (Randy's task)
- Legal advisor appointment (currently recruiting)
- Legal action against USA Hosts and RM Communications for gala deposits withheld
- Letter to local Citizen Corps Councils requesting they add a SAR representative to their advisory groups (Randy's task)
- Reimbursement invoice sent to Citizen Corps for NASAR response on Hurricane Frances deployments (Jacki's task)
- Member profile developed through Ketchum
- Background checks approved by Board, in concept, on hold while implementation method is determined

- NASAR History project – informational letter sent out to membership in January 2005 (Chris Long's task)
- SARMR text out of print and program on hold pending review/revision by BOD
- Mounted SARTECH certification and course outline to be submitted for BOD approval
- MLPI – begin revision
- Canine Disaster – beta proposal to be submitted to BOD
- Canine Water SARTECH – rewrite based on beta results (?)
- Courses/certs now priced at \$40 (effective January 1, 2005) – iMIS implementation, educator awareness, student awareness
- Ethics policy (et al) – format all the same way; make changes to verbiage from Art, Henry Hart; provide to all for signature

c. Review Action Items and Due Dates

d. Adjournment

Notes and Actions Taken at Meeting:

President deferred the Committee appointments until Friday, January 28, 2005.

Scott Morgan recommended that because he feels Ketchum has not delivered per our contract, we “take action.” Dion moved and Jim seconded a motion to task Jacki with writing a letter to Ketchum expressing our dissatisfaction with current progress and notifying them that remaining payments would be withheld until benchmarks are satisfied.

Motion passed unanimously.

Jacki noted that we cannot complete the implementation of the voting member credit given on training course fees without the capital expenditure that the Board disapproved during this meeting.

Dee Wild noted that the position of Eastern States Field Projects Coordinator will be filled by Darcy Harbough. She is replacing Art Wolff who is now on the Board of Directors.

Attachment #1 – Flood and Swiftwater Rescue Committee Report

**National Association for Search and Rescue
Flood and Swiftwater Rescue Committee
Activity Report**

From: Tim Rogers
Flood and Swiftwater Rescue Committee Chair

Date: January 20, 2005

The NASAR Flood and Swiftwater Rescue Committee continues to work to accomplish the goals set forth at SAR '04. In doing so, great strides continue to be made regarding committee organization, structure, productivity, information sharing, information gathering, fund raising, and anticipation of SAR '05 in Oakland, California. As chair, it gives me great honor to provide the NASAR Board of Directors with the following accomplishments for the last quarter of 2004 and the January of 2005. They are:

- Flood and Swiftwater Rescue Committee member Matthew Mauzy has created a Yahoo E-Group for NASAR members and others to share postings, information, and pictures regarding floods and swiftwater events. This group highlights NASAR's willingness to support those responders and others who are interested in this rescue discipline.
- During this quarter, Committee Chair Tim Rogers traveled to the UK and Canada as a conference presenter at the Water Safe Conference and IJOCC respectively. During the visits, Tim highlighted NASAR's commitment to SAR and encouraged membership from the attendees. As well, NASAR has received a commitment from Paul O'Sullivan of Rescue 3-UK to attend and present at SAR '05. Paul will be sharing information on training and response activities for flood/swiftwater emergencies in the UK. Paul has done some profound work on "car in the water" response training.
- In October, Tim Rogers attended the Rescue 3 Instructor Trainer's meeting in Sacramento, California. During the course of the meeting, Tim was assured of Rescue 3's support of the committee by its owners. As well, the Rescue 3 Instructor Trainers, who represent the core of some 400 active instructors worldwide, voiced their support and pleasure when informed of this endeavor. Many of these IT(s) have pledged their support and will be attending and presenting at SAR '05.
- In November, Tim Rogers submitted an article on managing flood and swiftwater emergencies to Jacki for submission to the SAR Professional.
- During the month of January, a flood and swiftwater video presentation was secured and will developed and delivered for the American Heat series. With the permission of the board, the committee would like to refer to, encourage, and showcase the importance of participation in our organization. As well, we would like to stress the importance of participation in other NASAR training programs to supplement those skills of flood and swiftwater responders. Work has already started on this project and the producer will arrive in Charlotte for shooting on February 7.
- In February, committee members Slim Ray and Tim Rogers will be meeting with a PFD manufacturers group. During the course of the meeting, a sponsor and/or

sponsors will hopefully be fully secured for the one day water rescue summit that is proposed for SAR '05. Currently two manufacturers have expressed interest in supporting this summit and our goal is to fully secure their commitment. Due to their participation, I am certain that they will be willing to further support the conference as exhibitors.

- Work is underway to identify and secure those persons who will present in the NASAR Water Track at SAR '05. To say the least, and due to recent natural and devastating events both nationally and worldwide, this year's presentations will be timely, informative, and thought provoking.
- The committee continues to answer requests for information and guidance from the public and members regarding water emergencies and activities. However and surprisingly, more than 80% of these have to do with dive operations.

As chair and in closing, I continue to seek the guidance and support of the NASAR Board of Directors. This committee continues to make great strides while promoting the mission and values of NASAR.