



# Meeting Minutes

## PSARC Board Meeting

### February 12, 2005

Don Scelza called the meeting to order at hours.

Board members present:

Don Scelza (President), Vikki Coup (VP), Cathy Conner (Secretary), Lou Ann Pomposelli (Treasurer), Chris Rudolph (Northeast), Brian Winterstein (At-Large), Alan Houck (Southeast), Jean Zore, Kim Carr. This constitutes a quorum.

*Old Business:*

**Acceptable Use Policy** - All board members had a chance to comment on the Acceptable Use Policy. A motion was made by Brian Winterstein to accept the Acceptable Use Policy as presented, seconded by Alan Houck. All in favor. Motion carried and passed.

**Insurance Payments:** PSARC will pay the insurance policy and then will be reimbursed out of the SAREx funds. Jean Zore made the motion for PSARC to pay the insurance policy and get reimbursed from the SAREx funds, seconded by Kim Carr. All in favor. Motion carried and passed.

*New Business:*

**Administrative Manual** – Board members are asked to read the administrative policy and make any comments or suggestions to Don Scelza. Some areas to keep in mind are the Disciplinary Guidelines, background checks, and membership dues.

Brian Winterstein questioned the Board having the authority to pay any bills without the approval of the general membership. Don will incorporate verbage to include the Board having the approval of the general membership prior to paying/buying anything costing \$250 or more.

Kim Carr questioned the Disciplinary section of the Administrative policy where it states that a letter will be sent to the team. The certified letter should go directly to the delegate or the officer of PSARC. Don will make changes so that the certified letter goes directly to the violator.

**Operations Manual** – Things are moving forward in regards to the operations manual. Don will put together the operations manual with the information the operations committee gives him.

The membership chairman and the Ops committee chairman will be a combined position.

**Closed Board Meeting:**

A closed Board meeting was held. After the closed portion of the meeting all members were allowed to reenter the room.

**New Secretary** – Emails have been sent out with no interested candidates. Let Don know of anyone interested.

**DCNR Testing packages** – Vicki has talked to Ken Boyles and the test will be forwarded to Don for him to give to teams requesting to take it. There are only certain people that can give the test. Don will send a letter to Ken asking for clarification on who can give the test and where to get the testing packets. It was understood that any DCNR instructor can give the FTM/FTL/K9 Specialist tests.

**Senate Resolution 60** – We need to figure out how to use this report to our advantage. Chris Rudolph will find out who has done this before and how we can start an effort with the legislature.

*Website:* Nothing to report.

New Committees:

**Nominating Committee:** A nominating committee was formed and it consists of Barb (Chairman), LouAnn Pomposelli and Vicki Coupe.

A motion was made by Kim Carr and seconded by Alan Houck to adjourn the meeting.

Meeting adjourned at 11:36 a.m.



## Meeting Minutes PSARC Member Meeting February 12, 2005

Don Scelza, President, called meeting to order at 1140 hours.

A correction to the November 2004 minutes will be made In K9 Committee report the phrase “51% of their team certified as a rescue specialist” was changed to “51% of their team certified as a K9 Specialist”. A motion was made by Chris Rudolph to accept the minutes with the changes, seconded by Brian Winterstein. All in favor. Motion carried and passed.

*President:* Don thanked the members for attending the meeting.

*Opening Remarks:* In a short period of time within the Commonwealth we had 2 searches that were not handled very well. Search teams were delayed in being called and the teams were not put to service as they should have been. There are many opportunities for PSARC to educate and to make things better during searches.

*VP:* Nothing to report.

*Secretary report:* Nothing to report.

*Treasurer's:*

Currently there is \$2,497.20. Income of \$371.00 included membership fees and patches. Expenses of \$22.80 included postage for dues notices.

### Committee Reports

*Membership:* The membership committee and the operations committee are now combined.

*Operations:* The certification process has been in effect for two years. We would like to take it to the next level. Starting in August all teams with certification will be listed publicly on the website. Teams that are not certified yet will be listed as a Level 5.

We will also be starting the Yahoo groups again. You will need to go to Yahoo and register as a member of the group. You must have paid your dues to access this. Team resources, contact information, regions and certification levels will be available to anyone who has access to the egroups. Any team that has not paid their dues can be “locked out” from that information.

Any person who serves at the Operations Chairman should be covered under PSARC's liability insurance. A motion was made by Buck that the Operations chairman should be covered under PSARC's insurance policy, seconded by Brian Winterstein. All in favor. Motion carried and passed.

Don will put together the operations manual. Operations committee is still responsible for creating and providing that information.

*Web:* The acceptable use policy has been put on the website for 2 months and we would like a motion to adopt the acceptable use policy. A motion was made to ratify the current acceptable use policy for the organization by Lou Ann Pomposelli, seconded by Chris Rudolph. All in favor. Motion carried and passed.

When a team is on a search you can go to [serach@psarc.org](mailto:serach@psarc.org) and it will be distributed to all members of the list-serve.

Northern Tier SAR out of Mansfield, PA has requested membership. They have turned in all the appropriate paperwork. Strike K9 is the sponsoring team.

CAP has requested a renewed membership status. They have turned in all the required paperwork. They have a website at [hawkmountainrangers.com](http://hawkmountainrangers.com). They have a training facility that will be available to all SAR personnel at any time.

*Forms:* It was recommended that the forms committee be dropped.

*SAREx:* There was a meeting held. Classes are pretty much set up on the ground side. The dog side is still being set up. Classes include a mantracker coming in from West Virginia, Jack Frost, NASAR, ropes, digital mapping, a media class and GPS. The website is up and running. The registration is open on the web. The public will be invited this year and a lost child presentation will be done.

*DCNR :*

*K9 Standards:* Trailing standards have been passed. The Cadaver standards are still tabled until SAREx.

Any questions on Cadaver testing can be directed to Karen Dashfield with Recovery Dog Network.

If you want to do K9 specialist test at SAREx contact Vicki Coupe prior to SAREx. Testing is limited.

Vicki would like to set up a K9 committee to help with standards. This committee will include Vicki Coupe (Chairman), Kim Carr, Lou Ann Pomposelli and possibly Heather Houlahan.

*By-Laws:* Nothing to report.

*Nominating:* The following positions are up for election: President, VP, Secretary, Treasurer, Eastern Board, Central Board and Northeastern Board. In May at SAREx nominations will be taken.

Lou Ann Pomposelli, Barb (Chairman) and Vicki Coupe will be on the nominating committee.

*Old Business:* The PA map has not been completed yet.

*Administrative Manual Updates:* The administrative manual will be available to the general membership by SAREx. This will include policies and procedures that the board will follow to run the council that the bylaws don't necessarily cover.

*New Business:*

Ideas for this council to do to be known to the people of PA include:

Have a table set up at the Harrisburg show with our flyers. You have to contact LCFA.org to get the application and costs. Lou Ann will look into it.

Each county educating fire companies and going to county council meetings.

Try to get someone from PEMA to come to SAREx.

Coordinate a powerpoint presentation to be distributed to teams. Maybe ask a university to do it as a project and the students get credit for it as well as the council getting the DVD to distribute to different organizations.

Kim Carr explained packets that she uses to give to Fire Chiefs to help in the callout procedures for a SAR team. She will bring one to the next meeting.

PA Outdoor Life will be contacted to see if they would like to come to SAREx to do a story on SAR.

*For the Good of the Council:*

A list of committees and members will be generated by Don and possibly put on the website.

At SAREx there will be a demonstration of the IC Radio Interface System.

On the internet there is a service called "my team calling" that will send out messages simultaneously to multiple phones. If you do a search you can find out more information in regards to this service.

Whitedeer is not using pagers anymore. The number to contact them is 570-412-0152.

NASAR will be updating the Hug-a-Tree program.

A motion to adjourn was made by Kim Carr, 2<sup>nd</sup> by Lou Ann Pomposelli.  
Meeting adjourned at 1345 hours.