



KCSARA Governing Body Meeting

Bellevue, Washington
Minutes for January 9, 2012

Attendees:

Dennis Brislawn	Garth Brown	Ameeta Chainani	Pete Linde
Sarah Allen	Steve Allen	Mike Arnold	Mary Beebe
Bob Boyd	Cheri Bryant	Michelle Bombyk	Mike Bombyk
Martin Chisholm	Cheryl Drevecky	Kyle Dropp	Dennis Gaddy
Nancy Gaddy	Josh Gerstman	Tracie Griego	Brett Harris
Brian Kassa	John MacDuff	Randy Riggs	Frank Rossi
Richard Smith	Todd Stone	Susan Taller	Chris Terpstra
John Traylor	JD Wallace	Joe Wardlaw	John Wartes
Janelle Wierenga	Dilu Willy	Gary Ygne	

Note: Names in bold print are KCSARA Unit Reps

Call to Order/Introductions

Meeting was called to order at 7 p.m. by Dennis Brislawn. Bill Gillespie introduced.

Mission Activity & KCSO/WSSARCA Report (Pete Linde)

- Few missions for Sky kept us busy for a few months.
- WSSARCA (Bill) George Radachek, President from Watcom County has been out of the loop.
- Setting up scholarships for state conference, as usual. \$1K is normally allocated – whatever that buys.
- Approved and accepted core competencies.
- Working on some things to reevaluate training of coordinators and deputies, to include core competencies.

Treasurer's Report (Garth Brown)

- P&L and Balance Sheet – can make them available on monthly basis (some printed copies at meetings, and electronic versions to KCSARA mailing list.); draft right now; not enough data on some transactions; bottom line numbers will stay the same, cash positive last year.
- Bookkeeper fully functioning now, all transactions going thru her.
- New expense reimbursement policy coming out soon.
- Discovered new Bank of America account that we didn't know about before; don't know who the signers are right now; receiving statements in the PO box.
- Approached State Department of Revenue about KCSARA's liability with regard to KCSARA store, and after we explained our activities, they referred us to relevant WACs that indicate we have no liability for store activities.
- Nearing completion of first draft of internal controls and accounting practices which should be ready in two weeks, when it will be circulated.

- Need to complete inventory of store and baseline inventory for books going forward.
- Motion was made by John MacDuff approving Dennis and Garth as signers for checking account. Seconded by Kyle, passed.
- (Dennis) Memo published in 2010 on keynote tasks is pretty accurate, and will be included in accountant packet.

Executive Committee Reports:

- **Benchmarks:** None at this time.
- **ICS:** None.
- **Mapping:** Garth to send job description to Martin and Mike.

Standing Committee Reports

- **Training (Dennis):**
 - ✓ Paul Davison and John Traylor expressed interest in the position; Dennis has listed some expectations in EB Expectations; challenging to write job description and need help with it; numerous things having an impact on the training position; will appoint interim training director for academy and ICS development by Friday; all interested send names to Dennis within this week.
 - ✓ Spring Academy dates suggested at last meeting: April 21st & 22nd and May 5 & 6; need to secure venue. Motion made by Kyle to approve dates, seconded by Mary, passed.
- **Operations/UL Meeting (Dennis):** No meeting; will probably not be at meeting next week. Garth and I met with Capt. Mendel. As KCSO goes through alignment, we are rethinking how this is to be done.
 - **ELT (Brian):** Training in first week February for anyone interested.
 - **RAD:** None
 - **Communications/Repeater (Brian):** narrow-banding FCC mandated that VHF wide-band frequencies be narrow-banded by the end of this year; KCSO and SAR Comms will be narrow-banding to F1 and F3; work on repeaters completed on mountain, KC has to re-band their 800 MHz system this year; have asked us to re-band by April 1st but not a hard and fast deadline; received set of requirements from KCSO; have asked that we establish memo of understanding for our frequencies; the challenge is that every unit needs to exchange letters with every other unit, signed by each; will circulate letters in a couple of weeks; need to be signed by someone on unit board (unit leader?); will check legality and send guidelines; 8 – 9 documents to be signed by each unit. KC Radio Comms need to update license info with regard to number of handhelds and mobiles on F3; will submit to KC Radio. KCSO has requested that when you reprogram you leave an F3 wide channel in your radio as well as the new narrow version; most units will be done before April 1st. except maybe SPART. (Randy) Ski area management says they will be done this summer. If wide radio transmits into narrow radio, it will be very loud, and vice versa; will send out this report to both mailing lists so all have copies. (Dennis) Only Brian will be speaking to the Comms shack on behalf of KCSARA for issues related to narrowbanding; nobody else should do so. Darren still the

POC for other (repeater) – nobody else in KCSARA or any unit should be speaking to KC radio shop PER KCSO.

(Chris) Working on duplicates pages coming out on MyState, while some folks not receiving; have reversed the action. Comms group meeting next week to work with KCSO and Tracie to see if we can fix. No issues with repeaters.

- **Database:** None.
- **Publicity/PIO (Dennis):** Garth and Dennis been in contact with Sgt. West, who is meeting with Garth this week; looking to pave the way for an interactive relationship with our KCSO PIO; need program for positive press with KCSO, raising public awareness. More at next meeting. Will not speak about police business without express clearance.
- **Ways & Means:** None
- **Equipment:** Nothing besides inventory for 2011 which will be done by this Thursday; John Traylor appointed project manager.
- **Qualifications (Jon):** Committee will be meeting for the fourth time in 2 weeks on the issue of IST role; may conclude at that meeting, or may have one more; progress very good; possibly report next KCSARA meeting.
Action: Ameeta to include on next meeting agenda.

Old Business:

- **Mission Statement (Garth):** Handed out draft of mission statement, after survey and lively conversation / feedback. E-copy will be sent. At next month's meeting, we will ratify.
Action: Review with your units and comments/changes to Garth.

New Business:

- **Election of Vice President:** Joe made a motion that Garth be elected VP for the current term, seconded by Richard, passed.
- **Unit Reps and Attendance Enforcement (Garth):** Last month we had no quorum at our meeting. Our current bylaws state one rep or backup.
 - ✓ In our Bylaws, should we mandate two reps and two alternates or some other combination?
 - ✓ Should we enforce financial penalty for not attending?**Actions:** Units to send their proposals for bylaws not working for us currently. Executive Board to address issues.
- **New Rep:** Richard Smith was introduced as the new 4x4 President and KCSARA Representative.
Action: Chris to add Richard to mailing list.
- **Benchmarks (Bill):** Arrived at core competencies, approved by sheriffs; Have not had any questions from sheriffs; accepted by WSSARCA, WSDOT, Aviation that manages air searches in the state; 14 areas in core competencies; WA has passed law some years ago immunizing and indemnifying volunteers in certain things – the key to that is training. Program built on training, skill demonstration and equipment; Counties lined up to do pilot programs this year; training curriculum coming out end of January; free manuals on line.

Do we have testing and performance criteria in KC? Emergency response Institute has a textbook.

Action: Tracie to send out name of book.

Tracie to send info to all members regarding no DEM numbers for novice.

Meeting adjourned at 9 p.m.

Next meeting will be held on February 6, 2012 at Master Builders Association in Bellevue.