



KCSARA Governing Body Meeting

Bellevue, Washington

Minutes for January 10, 2011

Attendees:

Kathy Decker	Jon Wartes		
Dennis Brislawn	Garth Brown	Tom Cloonan	Ameeta Chainani
Mary Beebe	Martin Chisholm	Bill Davis	Ruea Davis
Darren Emmons	Tracie Griego	Brian Kassa	Randall Riggs
Frank Rossi	Chris Terpstra	Joe Wardlaw	

Guest: Misty Queen

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. Tom introduced Misty Queen of Clark Nuber P.S.

Review/Approval of December Minutes

Copies were not available to circulate, hence could not be reviewed/approved.

Action: Dennis to email minutes to group within this week. Comments may be emailed to Ameeta, secretary@kcsara.org prior to next meeting.

Mission Activity & KCSO/WSSARCA Report (Kathy Decker)

- Eight missions in December, including three large scale evidence searches: Auburn: 30th and 1st; as an assist to Kent PD re three Hispanic males from Seattle believed missing/buried in Kent. Formal after action on Auburn searches, 7 p.m. on 12th at Master Builders Association.
- SARVAC meeting on 22nd at Camp Murray.
- Formal commendation in appreciation of our efforts on millionaire. KCSD and PNWT instrumental in search around Mount Si Golf Course Golf Course.
- Commendation in pipeline from SPD re firearm found last Fall. They are ecstatic about gun found and how professional/methodical we were.
- Chief leaving KCSO for another assignment in Bothell.

Treasurer's Report (Tom Cloonan)

- Received possession of historical financial records.
- Getting bank accounts transferred to our names is complicated. Signatures still valid on multiple accounts, so they need to sign off before Dennis and Tom can replace them.

Action: Tom to complete transfer of names ASAP.

- Met with CPAs who will be handling record keeping. Misty talked about Clark Nuber (<http://www.clarknuber.com/>) doing tax and audit work and how some individuals are sent out on projects like this, to help organizations run efficiently.
- May set up meetings later with treasurers, to use Quickbooks as central system, instead of multiple others.

Action: Tom to schedule with treasurers.

- Dennis –
 - suggests fundraising to be a significant focus and we would like to raise money for overhead items, such as professional book keeping and accounting services. Would like CPA to suggest ideas for this purpose and asked group to state how they can help, and how much it will cost. Income iffy right now until we get fundraising going.
 - recommends KCSARA store be called ‘KCSARA merchandise,’ so as not to be liable for sales tax. Bylaws will be cleaned up to reflect language to that effect.
Action: Tom to attend to these issues before we can get to fundraising ASAP.
 - states that we will have a budget as quickly as possible. Individuals should make budget requests by emailing Tom at treasurer@kcsara.org. Comms and RAD have already done so.
- Training budget is a concern, but not until fall academy. \$500/weekend to college for facilities. Garth mentioned that we money for registration. Tom said Red Cross just doubled money for cards (\$4 to \$8).
- Rueda mentioned reimbursement which Dennis responded that such requests are not being ignored, will just take a little time mainly due to the lack of signature authority of new board members.
- Mary mentioned that “registered agent” transfer from her name, if required, will cost \$10. She has been paying out of pocket so far.
Action: Ameeta to work with Mary to get it transferred to her name.
- Martin mentioned cost of treasurer training being offered by Clark Nuber. Dennis said this training is not necessary for us, only major non-profits and that KCSARA should be training venue for all such trainings.
Action: Tom to work out with Misty on the subject of treasurer training availability to units.

Executive (“Ad Hoc”) Committee Reports

- **Benchmarks (Kathy Decker):** Meeting on benchmark proposal, 9 – 2 pm on 21st at North Bend Precinct (only for SAR coordinators).
- **ICS (Jon Wartes):** Continuing to meet.
- **Mapping (Dennis Brislawn):** Matt Cosand offered to step in as Chair as he is already doing database.

Standing Committee Reports

- **Training (Joe Wardlaw):**
 - Trying to lock down college days for which Tracie started process two months ago. Will then get in touch with instructors. May look at other venues to host.

Action: Ameeta to check with Lake Washington Technical College and Bellevue College.

- Kathy talked about class sizes which should be around 35 so there is better interaction. She suggests doing alternate classes (for crime scene and helicopter) through the year (if necessary), instead of just at the academy, to cover more students.
- There was a comment that the only Intro instructors are Joe and Scott.
- Dennis commented that we have (twice) asked units to provide representatives to work with executive board.

Action: Units to provide names to Joe if not already done so.

- **Operations and Unit Leader meeting (Dennis Brislawn):**

- Mentioned that Matt Cosand is collecting data on rescues in KC.
- Expressed that if grant money was available, we can invest in some technology, equipment trucks, etc.
- Jon spoke of his attendance at Northwest SAR Conference in Oregon and talked about scientific method approach to more efficiently locating lost people that was addressed there. They are on the cusp of things taking a different turn based on lost person behavior (for search planning), color coding for better readability, etc.

- **ELT (Darren Emmons):**

- ◆ Asked if pagers were being reprogrammed for all units. Chris reported that they have all been provided pilot pagers with new frequency and 20% have been converted. New folks will get new frequency pagers.
- ◆ Dennis mentioned that he had asked each unit for their agenda for 2011, so that we may be aware of any changes, help needed, etc.
- ◆ Dennis commented that Field Operating guide (document showing responsibilities, etc.) for Comms will be helpful to know use of frequencies, technology, etc. Comms is complex and so this is important. Darren responded that there had been talk about how to do it legally, allowed by FCC. Chris reported he is working with Pete on the frequencies available for missions, will not cover trainings. They are in discussion with local SCC director on rules. Chris said that the Comms Operations plan document exists and has been circulated in KCSARA board meetings last year.

Action: Executive board to discuss corporate document location.

- ◆ Joe asked if units can talk to their membership using Mystate. Kathy responded positively, but she said that if they would like to, it needs to be collectively decided on.

Action: Garth to coordinate with Comms.

- **RAD Team (John Traylor):** Nobody present to report.
- **Database (Matt Cosand):** Nobody present to report.
- **Publicity/PIO (Scott Preston):** Nobody present to report.
- **Ways & Means (Dennis Brislawn):** Need someone to take responsibility to form committee. Doug Burchard will play a role, but not run it as he runs SPART fundraiser.
- **Equipment (Ruea Davis):** Coordinating times, moving forward on spraying insulation foam on the interior of the KCSARA storage container now housed at Eastside Fire Rescue, as was approved in previous meeting.

Member Unit Reports for the Good of the Order

- **4X4 (Garth):** Mentioned some mission activities, revamping van to be more ESAR like; and named newly elected unit representatives: VP of Operations - Branden Powell, VP of Administration – Jairid Hoehn, Trustee – Jon Mercer. Kathy passed on invitation to 4x4 to participate in Regional 4 x4 (with Pierce, Sno, Watcom Counties, etc.) to share best practices.
- **ESAR (Martin):** Noted that training season going on, i.e. 129 completed Course I, so far 62 have passed Course II (30 of the 52 attempted last weekend); buying new laptops; organizing course series.
- **KCSAR/IST (Tom):** Assisted with development of IAP for Auburn evidence searches. Paul Davison working on updated set of SAR modified IAP forms. Dennis talked more about these forms. Kathy said it was on agenda for upcoming Ops meeting.
- **KCSD:** No report.
- **PNWT (Mary):** Some mission activity; new member training coming up on Feb.
- **NWHSAR (Ruea):** Took part in IAP for evidence search and participated in evidence search; orientation held last week; training in February, one weekend a month till June; key-holder for this bldg so registered us through 2011.
- **SMR (Bill):** Evidence search. 10 going to professional Avalanche 1 class; Snowmobile training coming up. Kathy talked about SPD CSI giving kudos to KCSAR and, as a result, she has been invited to make a presentation to them.
- **SPART (Randy):** Kittitas County mission; Safety Weekend at Pass this weekend; Avalanche refresher scheduled for April 9 & 12 - anyone interested email Randy email; OL was given report on Saturday re Avalanche but did not hear whether anybody was caught (Cascade Backcountry).
Action: Units undertaking events for Safety weekend should send details to Scott, pio@kcsara.org
Dennis talked about publicity and PIO training coming up
Action: Units with interested participants send names to Scott, pio@kcsara.org

Old Business

SAR VAC meeting on 22nd. Garth and Tracie will attend. Joe volunteered to attend.

New Business

- Need Ways and Means Chair.
- Motion to reschedule next meeting (from Feb 14th to Feb 7th) by Tracie, seconded by Joe. Passed.
- Dennis talked about his exchange of emails with Tracie re “pro-deals”. Eddie Bauer gives 40% off everything on top of their sales to SAR. Tracie stated that one person should approach companies on behalf of all units. Nasa Koski from ESAR will be this person but needs input from one point of contact from each unit. Nasa appointed by Dennis.
Action: Units to name point of contact.

Announcement

KCSARA Operations Meeting: Tuesday, January 18, 1900 hrs. @ 7300 building.

Meeting adjourned at 8:30 p.m.

Next meeting will be held on Feb 7, 2011, at Master Builders Association in Bellevue.