



KCSARA Governing Body Meeting

Bellevue, Washington
Minutes for April 11, 2011

Attendees:

Pete Linde	Jon Wartes		
Garth Brown	Tom Cloonan	Ameeta Chainani	
Mike Arnold	Mary Beebe	Jonathan Brown	Martin Chisholm
Ruea Davis	Darren Emmons	Tracie Griego	Scott Preston
Randy Riggs	Todd Stone	John Traylor	Joe Wardlaw

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, Dennis introduced Mick ---- of who talked about volunteers getting lost – roster of 65- 70 people well versed in Cascades and how to help people out. Talked to George --- (our version of Pete and Kathy) about how to ---.

Review/Approval of March Minutes

Some people did not receive minutes by email so Dennis went over minutes for their benefit. A motion to pass the minutes was made by Rue to approve after redistribution and seconded by Joe. Motion carried.

Mission Activity & KCSO/WSSARCA Report (Pete Linde)

Kathy in Minnesota. Mission activity picking up. Rich had all night alzheimbers search – we didn't find him, but he was found alive on a bus. Metro has cameras which is good to know. Request for cadaver searches, had one but did not find anything, other yet to come to fruition. Trailer, Shorty had mentioned he would be willing to take it on – what does everyone here have to say? As President, I? do not agree to do it., Tell me about it, Pete – licensed by county, but KCSARA owns it. We don't have time to maintain it. Dennis – lets reserve for later when we talk about eqpt.

Treasurer's Report (Tom Cloonan)

- Tom share projected budget for 2011.
- Received notification from Boeing that they're only sending money once a year, \$6800 heading our way. Boeing is our biggest source of money. Microsoft and REI are less frequent. \$5000 is the reasonable expectation from private citizens.
- KCSARA store – no info.
- Last year \$3700 was in various accounts, closed, transferred to units.
- Savings account total \$67,000.
- Comms get money annually, as pagers given out and units reimburse - no record of this happening last year. Darren commented that pagers should be exchanged for money.

Tracie asked, "if units say they've given and they match with deposit accounts, is that good enough?"

- Garth: "this new board had very little visibility of accounts, so we're working with the best info by looking into things backwards."
- Tracie asked if compass issue was solved to which Garth responded in the negative.
- Garth: "fundraising will not be a big figure this year due to reduced giving. Should be taken off the budget."
- No disbursements planned in budget – if we have revenues we will do so.
- Darren: Comm budget – Miscellaneous is just in case something breaks. Denny equipment – haven't seen any specs. Chris provided these figures without details. Cannot endorse the figures without that. Negotiable at this time.
- Tracie asked if units send in specs along with budget items. Garth said they're asked for but not in all cases were even budgets provided.
- Garth mentioned discrepancies between income and expenses – so we should be careful about budgeting. We will have to cut back if we do not have revenue.
- Blank items had no dollar value.
- Joe asked about Project Lifesaver and was told by Tom that they have separate accounts (\$ 14K) but he has no access as there are only two people there. Dennis is working on separating the two. Mary said it was being done last year. Comments about them possibly closing down this year. Something to do with equipment.
- Before completing 990 for IRS, Tom said we need ??.
- Nothing requested by EMT. Tracie asked why we have a line item when we don't have an EMT committee. Bylaws had taken this out – need to upload current approved version to website. Garth attempting to track down bylaws.
Action: Garth to send out his version of bylaws and get validation from others after which they will be uploaded to the website.
- RAD requested \$3K but last year's \$1K reimbursement still not made. Tom asked for paper work. Todd asked if the amount is all for mileage to which John responded that it was estimated mileage, event, etc. Spent a little over \$1100. John said we can take off the \$1K and leave 3K on budget. Tom to change. John – amt includes cost of 2 new radios.
Action: 1. John to provide Tom paper work for reimbursement.
2. Tom to update budget to delete \$1K
- Fundraising is for money that goes towards fees. Tracie asked if Paypal works and Garth responded in the negative.
- Still awaiting letter of determination from IRS.
- Store – spent \$7K last year. Have inventory that we need to value. Joe asked if Sandy --- will still do store at academy. Garth said we need to inventory after the Academy. Garth bought stuff last year and there is no record of it. Tracie said we had bins of XXXL stuff which was discounted for sale at last academy. We need someone to run the store, come to meetings, etc. Mary and Tracie said inventory was done after last Academy so Sandy should have it.
Action: 1. Tom to check with Sandy for inventory.
2. Tom to change "Store" to merchandise.
- Migrated mail to PO box.

- Trying to get financial controls in place so we can do reimbursements in a reasonable amount of time.
- Tom is not sure what “promotional” is. Mary said they were for giveaways (whistles, etc.). Tracie said we should do a new KCSARA tri-fold brochure to replace old/inaccurate one. John stated that RAD generated a new one last year of which 1000 copies are available.
- Tom informed that the Red Cross rate is going up from \$4 to \$6. John said that we will now be able to library our materials – one time purchase. Will reduce our cost from \$17. Manuals can be emailed out. Tom asked if card fee can be passed on to participants – every 2 yrs. John said ESAR created \$100 per unit. Joe suggested charging \$10 for 1st CPR/AED/1st aid. John said there are some limitations. Tracie said good idea for charging people for card – maybe \$10. John suggested ESAR fronting their new guys. Joe proposed the motion that we charge \$10 aggregate for CPR/1st Aid which was seconded by Tracie. John doesn’t want instructors handling money. The question was raised about hardship cases. Garth said every year we renew half (of approximately 700) each year. Joe suggests not doing this for this Academy, but in the future after we’ve figured out all details. Units should collect from members, instructors don’t get involved. John proposed amending motion to start June 1st which was seconded by Martin seconded and it carried. (Amended motion was that starting June 1st, we charge \$10 for CPR/1st Aid certification). Martin stated that the amount should not be decreased in budget.
Action: Tom to work out how this gets paid through units.
- Joe: No fee for college. Alex informed that online registration was \$3 per student last year and we paid \$900 so maybe there were 300 students. No previous historical data available with Joe but Alex will have it. Leave this number as is and we will reevaluate for fall.
- State Conference – it was decided to strike this item as there is no reimbursement.
- Garth stressed that we need to further balance our budget. Professional accounting services are necessary so we can go do fundraising. Tracie suggested asking committee chairs for justification on budget items, without which no money should be provided.
Action: Tom to present budget by email and pass at next meeting. Comments should be sent ahead of next meeting, so that we can update and bring for approval.
- Treasurers for each unit:
 - IST-Tracie Griego
 - ESAR - Amber Cosand
 - SMR – Keith Scholtz
 - 4x4 – Jim ??
 - PNWT–John McDove??
 - NWHSAR – Cheri Bryant (cherathon@hotmail.com)
 - KCSD – Kevin London (kevinlondon@microsoft.com)
 - SPART – ?? m.lomback@comcast.net

Executive (“Ad Hoc”) Committee Reports

- **Benchmarks (Tracie):** Meeting on 4th – reviewed benchmarks again. Final version being vetted electronically and then it will go out next month. Last opportunity for comments.
- **ICS (Jon):** Finished overhead – will be discussed at tomorrow’s meeting.
- **Mapping:** Matt has stepped down as chair. Martin said that Matt will be contact person – no agenda, no meetings. Mike asked for job description which he will send out to ESAR membership, but without more info, cannot recruit anyone. Matt can provide what he has been doing.

- Action:** 1. Matt to provide what he has been doing.
2. Garth to write up something and send out for comments. If anyone has suggestions, please send his way.

Standing Committee Reports

- **Training (Joe):**
 - Alex will have online registration up by tomorrow night, after which Joe will then send out info to membership.
 - Course schedule set and will be up when link for registration is out.
 - Van driver training dates are being set up. **Headquartered in Issaquah for classrooms ?? driving in Middle fork – June 25th & 26th** . Sent info to training directors in units. Robert Gordon will be the contact. 16 students per session for 2 sessions (are open). Refresher (3 years) is in fall.
 - Scott asked about ICS 300 course – at UW or at the Academy? Joe responded that he has three classrooms set up at the Academy, that will hold 60. Only helicopters have asked for one.
Action: Scott to get back to Joe on interested students.
- **Operations and Unit Leader meeting:**

Meeting was canceled and replaced with Red Mountain after action briefing.

 - **ELT:** Tracie asked who gets into it and Darren responded that training was needed. Tracie asked when the training is but Darren did not know of any scheduled yet. Tracie said she saw no point in continuing if there was no way to get in, no training, etc. If there is a need, there should be advertised training. Darren said we used to be called out, but haven't in the past year. No budget request.
 - **RAD Team (John):** Training is next week. 2 hr session for initial response incident commanders at Bellevue Fire Station1, 9 a.m.
- **Communications (??):** Repeaters time set – daylight savings. Everything is working. Rattlesnake antenna work is still in progress. Still running data. Joe asked how many repeaters KCSARA has access to use. Darren responded “County repeaters, SAR repeater.” Garth is waiting for everyone to sign agreements and will then release.
- **Database (Matt):** Nobody to report.
- **Publicity/PIO (Scott):**
 - Released 2 articles – 1st generally well received.
 - Concerns by a unit, addressed, steps to avoid mistakes in future.
 - Seattlebackpacker.com is the only one that showed up.
 - Would like to see spotlight article for every unit by end of this year. Unit leaders to come up with ideas of when/events – with pictures etc. to tell stories, so that there is proper representation of every unit to the media. Joe asked if Scott wants unit to send paragraph of what they are doing, to which Scott said that he did and then he can ask media to take it up. Japan issue big right now, so mid April would be good.
Action: 1. Units to send Scott write-ups.
2. Any interest in helping with this effort, let Scott know
 - Ruea commented on IST's strong mention, while very minimal about NWHSAR (just “horses help with trails). Horses and trackers need to be fully spelled out. Six other units were represented correctly. Scott responded that it was a first effort, and that he is stumbling along.
 - Ruea mentioned Course1 coming up, and pictures of training do not need Kathy's approval. Scott is not asking for mission pictures.
- **Ways & Means (Dennis):**
Action: Garth to write up job description and sent out.
- **Equipment (Ruea):** Ruea sprayed foam in truck. Ready to start moving product from 6300 to new facility. John will take care of moving. Paid contractor \$600.

Action: Ruea to give receipt to Tom for reimbursement.

Member Unit Reports for the Good of the Order

- **SPART (Randy):**
 - April 9th & 10th Two Avalanche refreshers. Have 10 registrations already. If not 16, will close down to 1 day. Those interested give checks by March 25th
 - Fatality on North Cashmere. March 10th – avalanche as --- meadows.
 - Last Friday, Nordic trails and Rockdale canyon, pros came over and did control work.
- **ESAR (Mike):**
 - Got money from Boeing
 - New copier in van.
 - Completed recertification, passed with flying colors
 - Participating in Tacoma April 16th in ?? class
 - New recruiting coordinator – Brett Harris.
 - Paul Mackrey will be the main contact for help to Scott on PIO. Paul will have the authority to represent ESAR.
 - Graduation coming up on 26th.
- **4 x 4 (Garth):** No report.
- **IST (John):** Four new people at last meeting). Four to six more coming soon. Spent most time talking about ICS forms, how they are used.
- **KCSD (??):** ?? newly certified – dog team with Jeanelle and border collie
- **PNWT (Mary):**
 - Mary back from ?? training in Virginia.
 - Dick ?? in Idaho on ?? training.
 - Mission ?? went on Thursday.
 - March 25th – 27th in-house training. \$50 registration for room, food – turn in to Gavin ASAP. Limited openings to outsiders
- **NWHSAR (Ruea):**
 - Orientation in January for 40 people.
 - 9 horses passed course.
 - Last weekend had mini academy with Crime Scene class, Map & Compass on foot – 2 people from Whatcom County came by to audit. They asked for our instructors to go teach their instructors.
- **SMR (Todd):**
 - Recertified large number of members in abbey 1 & 2.
 - Retraining and search management seminar coming up soon. Great instructor.
 - National recertification coming up.

Old Business

None

New Business

- **Dirty Dash (Mike):** ESAR was asked to supply resources for DD July 9th. Only need 12 people to supply safety stations. I asked if they would let KCSARA participate for free, and they agreed to give each unit 5 spots. They also want KCSO to put together a team and Kathy has assured that this will happen. Find captain in each unit. Will be a great PR event. I've asked if we can get booth, we can bring truck and show stuff, hand out pamphlets. ESAR only supplying people. I will try to get sponsors for get T shirts for KCSARA with different colors for each unit. Units can contact Mike who has the pass codes to register teams.

- **Action Items** to be included as separate item on agenda for future meetings. List derived from last two meetings was reviewed as follows:
 - Units to provide names of representatives to work with Joe, if not already done so. *Joe asked if anyone was willing to teach WAC classes so that more instructors can be trained. Joe to send email out to units asking for specific needs. Take off action list*
 - Executive board to discuss corporate (Comms Operations Plan) document location. *Close.*
 - Garth to coordinate with Comms to work out if individual units would like to talk to their membership using MyState. *KCSARA is not going to use MyState but KCSO will continue to use. Tracie totally disagrees and doesn't know how the evaluation was made. Garth to get more info from Tracie.*
 - Units undertaking events for Safety weekend should send details to Scott, pio@kcsara.org
Garth to get more info from Dennis on this for Scott.
 - Units to name point of contact for "pro-deals."
Nasa has not recd any contact info for pro deals from each unit.
 - Standing Committee chairs need to submit reports in writing on where they're at and what they're doing (only received from ELT and Comms).
RAD and IST have provided. John will provide more for IST. These are needed for now, then every month.
 - Joe to address issue of Academy instructors' compensation (not having signed up for out of state attendees).
Joe said that there will be no payment for the Academy. He clarified that academy not open to everyone, just linked on her Emergency Management site of Edmonds Community College. Most of the interest is for Intro to Emergency Worker. Tracie said the Academy has been open to all for the last 5 years. If there is a change in this policy, it should go back up to KCSO. John still has a concern about it. Garth suggested we discuss for the next Academy. Scott said by State law ICS courses are multi jurisdictional and multi agency.

Not addressed:

- Tom to schedule meeting with treasurers to use Quickbooks as central system instead of multiple others.
- Tom to work with Misty on the subject of treasurer training availability to units.
- Dennis to put out proposal of when KCSARA meeting will address fundraising.
- Darren to ask Jim for list of equipment (ELT).
- **Our purpose/Survey:** John asked for clarification of the purpose of KCSARA and SAR. Historically, we've been doing "lost in the woods," now shifting to All Hazards, disaster, etc. What's our purpose? Garth reported on survey responses. Who are we, what do we do, where do people want us to go – answers ranged through the entire continuum. They were vastly different, but good answers, He is following up conversations with people. No feedback to provide yet but outcome will be brought for our role and what we do, why, etc. what should our mission be. Garth should present in next meeting the responses, opinions, strife, dysfunction, why are we here? what unites us? A lot of discontent was conveyed – very constructively, honestly. About 40 people responded.

Announcement/Miscellaneous

- Tom reminded treasurers to pay bills promptly. Problem with pagers – threatened to cut off. Total under \$30 but if more than one unit is beyond 60 days, they will shut down completely. Send any questions on MyState to Tracie.

Meeting adjourned at 9 p.m. after Joe made a motion, which was seconded by Tracie.

Next meeting will be held on April 11, 2011 at 1900 hrs., at Master Builders Association in Bellevue.