



KCSARA Governing Body Meeting

Bellevue, Washington
Minutes for May 9, 2011

Attendees:

Kathy Decker	Jon Wartes	Ameeta Chainani	Mike Arnold
Garth Brown	Tom Cloonan	Ruea Davis	Darren Emmons
Kim Chisholm	Martin Chisholm	Scott Preston	Randy Riggs
Brian Kassa	Gavin Pendleton	John Traylor	Joe Wardlaw
Frank Rossi	Todd Stone		

Note: Names in bold print are KCSARA Unit Reps

Call to Order/Introductions

Meeting was called to order at 7 p.m. by Garth.

Review/Approval of April Minutes

It was noted that the minutes incorrectly state that the trackers line item (In budget) was voted against. This was corrected and the motion was made by Randy to approve the amended minutes, was seconded and passed.

Mission Activity & KCSO/WSSARCA Report (Kathy)

- Six missions in April – KCSO most active unit.
- Busy with (temporary) move to a very small area in RCECC (3511 NE 32nd St., Renton). Change of address on forms and website, mail forwarding, etc. will be set up. Pete and equipment at Radio Shop (Tukwila), Rich at Carillon Point with Marine Unit, Kathy at KCECC, truck and evidence trailer in North Bend.
- Attending State SAR next week, so Ops meeting will be cancelled.
- Planning on attending WSSARA meeting next month.

Treasurer's Report (Tom Cloonan)

- Account summary was distributed and income explained. Joe asked details of Boeing's donation and how they arrive at their figure. Concern was expressed about time/money to go to respective unit, and not be distributed among all units. If company states where it is to be applied, that's where it will.
- 10% of store inventory sold, bringing in \$1,600 revenue. Store inventory completed by Mike and Dennis prior to academy. No plans to authorize any purchases in time for next academy. John mentioned that purchases needed for class requirements, were being made with money collected by store. Sandy has not been authorized by Dennis to make those purchases. A question was raised if we are making money on items, and the answer was that we are selling at cost. Garth talked about not carrying inventory and members buying directly from the websites who will have our logos, etc. Some vendors allow us to get a mark up and provide us a check for it directly to us. Need to have further conversation on the subject, tabled till after academy.
- Project Lifesaver no longer line item in budget.
- Had fundraiser through SPART, money was raised and will be distributed but not sure of amount at this time. Fundraiser amount is not in budget .

- Kathy asked about progress on paypal for KCSARA. Garth stated that we need Letter of Determination (which he is still trying to get) and Articles of Incorporation (which he has not been able to find).
- Trackers once again requested \$2K be added for their training. Gavin stated that they cannot participate in missions without this training that is necessary and has been going out of members' pockets. This was approved after Joe made a motion to amend the budget to include this one time disbursement.
- ELT requested \$1500 which is not included in budget. Brian explained in detail what the money is for. Discussion on requirement for this equipment. The motion by Brian to include this was passed.
- Joe asked if we have money to cover this year's budget and the response was "yes, but not long term."
- Martin asked about \$5K expense for CPR/First aid which we had planned to start charging for, so why is it an expense? Why is the expected income not reflected? He moved that there be a line item for income of \$1K from Fall academy towards these cards. It was seconded and passed. Brian expressed that the time spent collecting the money may not be worth the effort.
- There was a vote to pass budget with above changes, which passed.
- Financial review committee yet to be formed.
Action: Unit treasurers should volunteer.

Executive ("Ad Hoc") Committee Reports

- **Benchmarks (Kathy):** Conference call this week, after which there will be a report.
- **ICS (Brian):** Revision on ICS documents presented at last UL meeting, comments incorporated. After that is approved, it will be sent out to ULs in June.
- **Mapping (Brian):** Position description sent to Garth. Search for chairman is ongoing. Gavin is waiting to hear from someone and will take up himself, if he doesn't hear back.

Standing Committee Reports

- **Training (Joe):**
 - Academy went off really well – good feedback. Online registration (with Doug Buchard) should be put together (under training on KCSARA website) for fall academy. Should have all features as existing system.
 - Sno County Reserve Corps has 8 hr class next Sunday (more for major disasters, not SAR) which may be beneficial to our members. Gives good tools, open to all. Joe to send more info to Kathy to send out to membership.
 - ICS 300 class was canceled last weekend, will have next weekend, but need more support.
 - John reported on CPR/FA program changes
 - ✓ Units will be invoiced after the class, starting sometime this summer. \$10 each, covers cost of ARC, and will be banked to replace gear. Will be adding another 12 manikins to support reducing class time.
 - ✓ Will not be issuing cards unless requested. We can issue them anytime after the class, up to 2 yrs.
 - ✓ ARC system precludes printing them at class. To save mailing costs...
 - No longer offering a refresher
 - Changes to program didactic portion make it useless
 - ✓ It was sufficiently futile to teach an 8 hr. class in 4 hrs.
- **Operations and Unit Leader meeting:** Nobody to report
 - **ELT (Brian):** Looking for mid summer annual meeting to kick off fall schedule. People interested contact Brian.

- **RAD Team (John)**
 - ✓ Launching signup tonight. Last minute tweaks then comes out.
 - ✓ Using a free-to-non-profits service, Eventbrite.
 - ✓ Contacting unit operations leaders for
 - Permission/signoff process
 - On-call scheduling during the summer for contact if questions during the weekend (already have contact KCSO)
 - ✓ Next initial response IC training class is 25th or 26th. This will utilize new forms for RAD mission startups plus a couple of cheat sheets
- **Communications (Darren):**
 - Currently working on trouble with interference on repeater.
 - Worked with electrician at new fire station (Snoqualmie Pass) fire station, he has the cable to install.
 - ICS 205 frequency list being peer reviewed and will be sent out when approved.
 - Mystate programming and next generation (Alert Find) being discussed and looked into.
 - Also looking into sharing frequency among units.
 - Gold Myer (GM) email communication was an issue. F3 radio can be put in cabin at GM. This would be handy to have in case of major search. GM may be in agreement as they will have a lot of advantages. Need to pursue with them and see how they feel. Forest service may work with us.

Action: Darren to work with Pete.
- **Database:** Joe asked what database we are using and was told by Kathy that we will have two (Matt's and KCSO's). Recommend using Matt's. Using both for badges.
- Action:** Units to remind members to track their own training.
- **Publicity/PIO (Scott):**
 - Five articles in Seattle Backpacker. Positive feedback from their readers. John wrote most recent one (Posted April 19th) on RAD team. Article from NWHSR just submitted. June will feature KCSO. Need more – can be more than just units, but individual members, horses, dogs, 4 x 4 rigs, etc.
 - Not addressing our funding needs. Open to additional suggestion as to how we can do that. Also need to help Soup Ladies as we are huge beneficiary of their services.
 - Running idea past Dennis first and will reveal later.
 - Need help connecting with other publications. If you have ideas/connections, let Scott know.
- **Ways & Means:** Nobody to report
- **Equipment (John):**
 - Michal looking for replacement for him.
 - Container half done.
 - Gear from 7300 bldg in van going to academy this weekend, shelving unit etc. needs to be moved over – need help. 2 file cabinets (4 drawer) looking for new home. Claim by end of this week. After academy all our gear will be packed up and put in container. Need help with that (labor and vehicle).

Member Unit Reports for the Good of the Order

- **4 x 4 (Brian):** Nothing major going on, getting ready for rescue season.
- **PNWT (Gavin):**
 - Alzheimer's and Evidence search
 - 12th non-certified member voted in.
 - Assigned someone to mapping committee and grant writing.

- Need feedback from units about tracking awareness class for next spring. \$360 a night for renting cabins. Each cabin sleeps 25 – 30 people. Will send out synopsis after being added to mailing list. Probably \$100 per person. Fri 6 pm – Sun noon.
- **ESAR (Martin):** Going through budget.
- **IST (John):**
 - Initial forms package presented to KCSO; in the approval cycle.
 - In an Incident Command software review cycle
 - No meeting since last KCSARA meeting; this Thursday continuing the initial IC training
 - PO box in Issaquah
 - New headsets acquired for KCSO van.
 - Scott talked about FBI Citizens academy
- **NWHSAR (Ruea):** Course 2 training in May, three ESAR trainings joining us. Asked if there are restrictions for fundraising: Raffle violates gaming laws.
- **SMR (Todd):** Quiet month, 8 hr. SAR training with Everett Mountain Rescue. Prepping for national accreditation.
- **KCSD (Kim):**
 - Had fundraiser this past week, typically raise \$1K.
 - Had training meeting last month, will start training.
 - Bunch of cadaver missions, had cadaver training, got grant to see if there are any bodies there. Cadaver specialist coming in fall for training.
- **SPART (Randy):**
 - Ski season ended.
 - Cash being worked on.
 - Refresher on June 25th
 - Couple new people.
 - Frank discussed snow conditions.

Old Business

- **Action Item Review:** It was decided that these will be reviewed individually after each meeting and updates provided to Ameeta via email so that the list may be updated prior to next meeting.

New Business

- Scott asked if we can get in position to shadow Seafair Incident Management Team Seattle FD and Seattle PD Joint Command.
Action: Randy to connect Scott with someone to ask.
- **Survey (Garth):** Presented some slides on results of recent survey and discussion followed on content of these slides. Also discussion on Unit Leader meeting objectives.
Action: Garth to send out presentation copy as PDF by email.

Announcement/Miscellaneous

Meeting adjourned at 9 p.m. after Brian made a motion, which was seconded, and passed.

Next meeting will be held on June 13, 2011 at 1900 hrs., at Master Builders Association in Bellevue.