



KCSARA Governing Body Meeting

Bellevue, Washington
Minutes for June 11, 2012

Attendees:

Dennis Brislawn	Garth Brown	Ameeta Chainani	Jon Wartes
Mike Arnold	Martin Chisholm	Paul Davison	DJ DeFreese
Darren Emmons	Jeremy Grady	Tracie Griego	Andree Hurley
John MacDuff	Frank Rossi	Richard Smith	Todd Stone
John Traylor	Janelle Wierenga		

Note: Names in bold print are KCSARA Unit Reps

Call to Order/Introduction of Guests/Approval of Minutes

- Meeting was called to order at 7 p.m. by Dennis B.
- Guests: Andree Hurley, filling in today for Kyle Dropp, IST and DJ DeFreese, additional NWHSAR representative.
Action: Chris T to add dj@ftlandscaping.com to Distribution List.
- Tracie moved to approve minutes of meeting, 05/14/12; seconded by John MacDuff, and passed.

Mission Activity & KCSO/WSSARCA Report (Tracie)

- SAR Coordinator position has officially been posted – 2 weeks to apply before interview process begins.
- SAR truck still to go through narrow banding process – probably next week; when dates are finalized, Tracie will inform everyone.
- An email will be going out to assist with upcoming law enforcement events: *Stand With Those Who Serve* and *Newcastle CSI Day*.
- KCSO is not offering Advanced Helo field training this year.
- Sergeant Johnson is going to next 4x4 and IST meetings.

Treasurer's Report (Garth)

- Draft financials for May were sent out.
- Requests for reimbursement and write ups re State Conference attendance have begun coming in.
Actions:
 - ✓ Ameeta to email reimbursement form to attendees, asking them to submit their requests and write ups to Garth before end July.
 - ✓ Garth to distribute complete packet (of reports) to units to share with their members.
- Martin mentioned that there were some changes in the original (ESAR) list of attendees, and asked if the new ones may be reimbursed. Dennis B responded positively.
- Jim and David (ESAR) attended but are excused from submitting report, though they may be reimbursed.
- Tracie mentioned that only one person sent in their documents to get credit for attendance.
Action: All units to inform members to send their docs to Tracie get credit for these trainings.

Executive Committee Reports:

Benchmarks (Tracie):

- No meeting held last month; next meeting Monday.
- Participants are required to update their info so gaps can be identified and solutions found for what to do about them.
- Each unit is taking care of specific areas.
- Training records database issue.
- Need to change training curriculum; some units have training program, others are looking to academy to fulfill training requirements. John T commented that more people have been going through ICS 300 & 400 classes recently.

Action: Dennis to meet with Garth and Tracie on subject.

ICS (Jon): None.

Mapping (Garth): Sent email re Mapping committee meeting this Thursday; goal to define charter, select leader from two candidates, help with training, long term objectives, etc.

Standing Committee Reports

Training (John T): Held 1st Aid/CPR class – 4 cancelled at the last second, 3 no-shows; Units need to be aware that we are not going to do this again without consequences.

Operations/UL Meeting (Dennis B and Tracie):

- Held meeting; talked to Sergeant Johnson and acquainted him with the governance of KCSARA. He is very committed to spending time on things that concern us, e.g. database for missions, fundraising, etc. We have a good opportunity to work with SAR leadership, so should reach out and bond with our new program managers.
- The new SAR Coordinator may only come in Aug/Sept.
- All SAR duty officers have been officially trained, and this will happen every year.
- Sergeant Johnson is interested in making Operations meeting operationally focused, and in having other issues addressed here.
- Sergeant Johnson wants to make sure that if there is operational feedback and decisions, it should get back to all Duty Officers, not just the one officer who was on the mission. Lessons learned need to be documented. There was discussion on process of validation when people show up at meeting (mission readiness). No decision made but people were interested in the problem. KCSO wants us to sort that out, only send qualified members. Unit Leaders/Duty Officers need to confirm mission readiness of their members before deploying them. Special skills of each should be known by Unit Leaders and decision made on how to employ those folks. Need document on policy/procedure of KCSARA for its member units on this subject.

Action: Dennis to get something out about this.

ELT (Brian): None.

RAD (John T): Started: 1st weekend 3 days 3 missions, 2nd weekend no leadership, 3rd weekend leadership only for very short while before mission sprung up. 2 EMTs on RAD team were first responders.

Action: Units need to provide ICs and team leaders to fulfill the roles.

Communications/Repeater (Darren): Meeting next Monday. Tracie informed that Sergeant Johnson is still trying to wrap his head around what all is going on, and is not ignoring the report made to KCSO

from last Comms. Meeting. Our main contact with MyState leaves his job very soon and no replacement has been identified yet.

Action: Darren to send Dennis task list of what they will be doing, how much \$ is needed, and when.

Database (Dennis): John asked about common rules and regulations regarding rosters, etc. that unit Database Admins. were supposed to follow. Will hold meeting to clean up KCSARA database but need 100% unit participation.

Action: Units to send Database Admin names to Ameeta for Dennis to schedule meeting. (PNWT: Jeremy Grady)

Publicity/PIO (Dennis):

- Scott has stepped down, but provided notes on what worked and what did not; need to figure out what we want to do with this function and find someone to build the program, work directly with Sergeant Cindi West; person should be qualified with Basic and Advanced PIO courses. Todd Stone is considering.
- Garth informed that Q13 has been given KCSO approval to send someone on a real mission, though logistical issues still being ironed out.

Action: Dennis/Garth to pin down with Sergeant Johnson.

Ways & Means: None

Equipment (Garth): Jeff was waiting for warmer weather – no update yet.

Qualifications (Jon): None.

Member Unit Reports

SPART (Frank): Held refresher, 27 attended; yet to do van and handhelds narrow banding; radios taken out of cache and need to be narrow banded; key code on Fire Station door has been changed, call Fire Station if you need access to cache; SPART database has been hacked and wiped out, Andy Hill will be reentering, and has requested all to resubmit records.

Action: John T to talk to Andy re database access.

SMR (Todd): 501C3 lapsed by mistake; nightmare to get it reinstated, don't let it happen to your unit. Martin asked if anyone has set up non profit profile.

Action: Richard offered Roy (4X4) to help Martin.

NWHSAR (DJ): Training completed: started with 25, ended up with 14; completed most benchmarks.

Action: DJ to send John T any nuggets learned.

ESAR (Mike): Passed budget; no meeting next month.

PNWT (John M): None.

IST (Andree): Sergeant Johnson coming to Thursday meeting; introduced new membership screening program; two interviews held last week; getting members field qualified; trying to improve mission response by getting other members on scene in case IST is not available.

4x4 (Richard): FTX held; upcoming events requesting use of 4x4 and IST: *City of Sammamish Fourth of July*, Linde contacted IST – Scott has requested more info; July 14th *Mercer Island*

Fair, and All heroes Air Show being supported, EMTs will be appreciated; July 15th *Stand With Those Who Serve*, Aug 7th *Neighborhood Night Out*.

KCSD (Janelle): Couple of new dogs; almost finished with narrow banding; still working on vehicles.

Old Business: None.

New Business:

Picnic: No KCSARA meeting in August; picnic instead – end Aug/early Sept; possibly at Exit 27, winery park; usually 80 to 100 attend. Mike commented that it may be difficult trying to coordinate at this late stage.

Action: Dennis to work with Ameeta and send out details.

State Conference: Next year in Ellensburg; try to get lots of people there and start planning for our turn in 2015. John T will be coordinator.

Additionally, it is recommended that units check on their 501C3 and IRS Publication 78 to ensure all is up to date.

Meeting adjourned at 8:15 p.m.

Next meeting will be held on July 9, 2012 at Master Builders Association in Bellevue.