



KCSARA Governing Body Meeting

Bellevue, Washington
Minutes for October 10, 2011

Attendees:

Dennis Brislawn
Mike Arnold
Darren Emmons
John Macduff
John Traylor

Garth Brown
Mary Beebe
Dennis Gaddy
Randy Riggs
Joe Wardlaw

Ameeta Chainani
Martin Chisholm
Nancy Gaddy
Frank Rossi
Jon Wartes

Kathy Decker
Bill Davis
Teresa Hildebrandt
Todd Stone
Janelle Wierenga

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. No guests

Review/Approval of September Minutes

Mike moved to approve the minutes, seconded, and passed.

Mission Activity & KCSO/WSSARCA Report (Kathy Decker)

- 75 missions this year, according State Dept of Emergency Management (14 since September)
- SAR Academy will be staffed by KCSO officer each day; instructors for Helo and Crime Scene have been secured;
- 2012 training numbers needed from all units – only NWHSAR have provided
- Having discussions with Grant Tiege from Seattle Incident Response Team (SPD) re possibly of partnering with them for training
- More opportunities for working with Fire Department on missions.

Treasurer's Report (Garth Brown);

- Tom resigning due to family conflicts, treasurer position is open.
- Provided info re balances which are up a little since last month.
- Executive Board is talking about how we can better handle treasurer position going forward; will start engaging outside resources to assist us; will engage a book keeper to manage day to day operations and have an accounting firm design system of controls to meet legal accounting and tax guidelines, so that proper documentation records are kept; have initial budget info on what it will cost; \$10K was allocated a year ago of which about \$2K has been spent; need to get approval to use balance for accounting firm; Bookkeeper will be about \$500 one time, then about \$250 or less a month, for next 6 months. Mike made a motion to authorize this board to use \$500 for start up expenses and not to exceed \$250 per month for book keeper, seconded by Randy, and passed. Roughly \$8K remaining from prior \$10,000 "forensic" accounting allocation approved for repurposing to use on new charter of accounts, financial controls and other accounting activities. John moved to

repurpose the accounting budget up to \$8K to fix the accounting function and get our books up to speed, seconded by Garth and passed.

Executive (“Ad Hoc”) Committee Reports

- **Benchmarks (Kathy Decker):** Will send something out tomorrow.
- **ICS (Jon Wartes):** Nothing to report.
- **Mapping (Open chair):** Garth created a Mapping job description and received feedback
Action: Garth to send out Mapping job description to all.

Standing Committee Reports

- **UL report (Mike Arnold):** No report.
- **Training (Joe Wardlaw):**
 - ✓ Academy on 15th & 16th; Lark cancelled almost all excess classes; SPART doing their own; other training focals good
 - ✓ Resigning from this position but offer to help whoever take it; need more people involved as it is a huge job for one or two to carry. Dennis advised that the units can expect to see requests for unit involvement.
- **ELT (Kathy):** PLB and ELT activations recently – no major incident.
- **Communications (Darren Emmons):** Chris reports that
 - ✓ 511 Rattlesnake and 511 Skykomish Repeaters are on the air. King County Radio shop did some work with 511 Skykomish Today.
 - ✓ An update of the KCSARA Frequency list is in the works this includes Snohomish has added a SAR repeater at Miner’s Creek, Pierce County SAR has a HAM repeater, and we now have SAR2 & SAR3 frequencies.
 - ✓ The deadline for Narrowbanding is coming soon. If your unit has not checked or verified that your radios are narrow band or if you have any questions please contact KCSARAComms.
 - ✓ Radio Protocol Class will be offered at the Fall Academy, Sunday Oct 16 1-3pm.
 - ✓ KCSARA Radio Cache of 5 radios have been upgraded to ICOM F3021 Narrowband radios. We’ll be working on a Use/checkout SOP next. Meanwhile if you have a DEM # event and wish to use them please contact communications@kcsara.org
 - ✓ Ongoing Projects: Snohomish Cache Radios (currently not hooked up), Communication ICS Forms for KCSARA on hold, Refresh/Replacement of Denny Creek Radios pending Project Plan, AlertFind (aka Next Generation Notification) pending Project Plan.
- **RAD (John Traylor):** Awaiting final reports, will send out when recd.
- **Database:** Nobody present and no report. Database moved over to new domain, same logins
- **PIO (Garth Brown):**
 - ✓ Scott has reached out to units to get basic info about each units, plus Seattle Backpacker special about each unit; SPART and SMR not interested; will go next to PNWT.

- ✓ Looking to develop one good media contact, if you have solid contact please let him know, we will select one person and go through them. Joe suggested getting media contact from KCSO PIO. Kathy informed that he is retiring and is tasked with lots of projects.

Action: Kathy to ask KCSO PIO for media contact and let us know.

- **Ways and Means:** Nothing to report
- **Equipment (Jeff Bird):** Not present, no report. Worked with Garth on organizing trailer, etc.
- **Qualifications (Jon Wartes):** Had 1st meeting, next in 2 weeks; process underway; total 3 – 5 meetings; report early 2012.

Member Unit Reports for the Good of the Order

- **4X4 (Garth):** Significant fundraiser week of 24th, hoping to do better in 5 day event; remodeling projects on van; putting in more seating, projector, make usable; significant reelections in December as more than half of board going away.
- **ESAR (Mike):** Training going on, had first Course B this past weekend, over 100 had signed up for Course A.
- **IST (John T):** No meeting since last KCSARA meeting. Meeting this week.
- **KCSD (Janelle):** Bringing in new members as we are a little low; deadline for applications over; interview sessions will be over next couple of weeks; looking at 25 people joining officially by Jan. 1st.
- **PNWT (John M):** Been having overnight training sessions, now no place for overnight so, so will do 2 days
- **NWHSAR (Dennis):** Have member selected for qualifications committee.
- **SMR (Todd):** Had MRA Rigging recertification a couple of weeks ago, performed really well, communicated well as a team; will do refresher for Snow and Avi.
- **SPART (Randy):** Received call saying old fire station being rented out, need to get out; went up and cleared everything out; have some furniture, comps, tools, etc. left in the cache; Atkins construction company offered temporary storage; need to get rid of stuff – if anyone wants; Darren working on comms issue; meeting at new cache doesn't work for missions or for trainings; no antennas, but can run mission, if necessary; Jay Weisman is now chief up there; thanks to Garth and Joe for finding a place for CPR training last weekend. Rescue plan meeting on 3rd and Dennis is invited for KCSARA. Latest edition of Snow Sense book for Course 1 rolling out today.

Action: Randy to send email to Dennis and Garth with details about how move from old fire station will affect KCSARA and member units.

Old Business:

- **Action:** Dennis to give letter to NWHSAR and KCSO stating that KCSARA have given up their rights to trailer.
- Joe advocates for store to stay at KCSARA Academy and will help with it; after this academy, will take inventory with Sandy; John stated that we need a store manager to take on this role – to be tabled for future discussion.

Action: Dennis to provide spreadsheet of KCSARA inventory to Joe.

New Business

- Mission survey (Garth) – responses lack luster, as best. Only three, including one from KCSO). Joe asked that when there were no results of the long survey, so why should we provide responses? Garth responded that we have done a lot, one of the things being this survey. Mike stated that their unit did review survey and Martin compiled their response, but it has not yet been approved by their board. Todd stated that the survey was great. Need other units to respond. Garth will put it out another month for responses and then revamp our mission based on what we have received.
Action: Units to respond within the month.
- IST proposal for rosters (John T) – Propose that IST take action for rosters that come in to a specific email. Volunteer database keeps track of various details, will update roster within 20 days, or sooner. Right now it is being done on missions, when possible. Will upload graphic and readable info into database. If unreadable, will send back as errors to senders. Will update individuals' records. Will try for 3 months to see if we want to do this. Dennis commented that we need record of volunteer hours to track viability of non profit. This project will help in grant making, etc. Kathy added that those numbers may also be newsworthy. Mike moved that IST be permitted to carry out their proposal, seconded by Joe and passed.
- Martin mentioned that Microsoft has gone in to a new system and someone from KCSARA is needed to go in and approve, so that check can go to KCSARA.
Action: KCSARA Treasurer.
- Garth conveyed that Chris Terpstra has asked for volunteers for Seattle Marathon. For more info, contact Chris directly.

Announcements

Ops board meeting next Tuesday.

Meeting adjourned at 8:15 p.m.

Next meeting will be held on November 14, 2011 at Master Builders Association in Bellevue.