

## 2012 NCRC Winter Meeting

**CALL TO ORDER:** Anmar Mirza, NCRC National Coordinator called the meeting to order at 9:10

### ROLL CALL AND PROXY LETTERS

#### Coordinators and Officers Present:

National Coordinator (Anmar Mirza), Caribbean Region (Roberto Miranda), Central Region (Mike Huseman), Eastern Region (Jeffrey Good), Northeastern Region (John Evans), Pacific Northwest Region (John Punches), Southeastern Region (Tim White), Western Region (Roger Mortimer), Diving Officer (Forrest Wilson), Medical Officer (Steve Mosberg), National Training Coordinator (Steve Hudson).

#### Proxies:

- Rocky Mountain Region – Rick Speaect for Mark Ohms
- Southwest Region—J. Punches for Bob Rogers
- South Central Region – John Evans for D.J. Walker

#### Guests:

Leanne Hughes, Glen Hugus, Rebecca Jones, Greg Moore, Amanda Mortimer, Glenn Segrest, Rebecca Land Segrest, Jeannie Hunter, Bill Putnam, Allen S....., Gaylene Speaect

### APPROVAL OF SUMMER 2011 MINUTES

**Motion:** Western Region (R. Mortimer) moved the minutes of the summer 2011 NCRC meeting be approved. Diving Officer (F. Wilson) seconded.

Ayes: Caribbean Region, Central Region, Eastern Region, Northeastern Region, Pacific Northwest Region, Rocky Mountain Region, South Central Region, Southeastern Region, Southwestern Region, Western Region, Diving Officer, Medical Officer, Training Officer

Nays: National Training Coordinator

Abstentions: None

Motion passed.

**Motion:** Pacific Northwest Region (J. Punches) moved that from this point forward the BORG incorporate directly into the minutes the reports from the regional coordinators and other officers. National Training Coordinator (S. Hudson) seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, Rocky Mountain, South Central, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: none

Abstentions: National Coordinator

Motion passed.

**Motion:** Pacific Northwest (J. Panches) moved NCRC purchase a copy of Acrobat not to exceed \$150 dollars and the purchase to be made within 30 days of the 2012 Winter meeting. Diving Officer (F. Wilson) seconded.

Ayes: Caribbean Region, Central Region, Eastern Region, Northeastern Region, Pacific Northwest Region, South Central Region, Southeastern Region, Southwestern Region, Western Region, Diving Officer, Medical Officer, National Training Coordinator

Nays: None

Abstain: Rocky Mountain

Motion passed.

## **REPORTS:**

### **Officer Reports**

Finance Officer: Don Paquette

The National Account has a balance of \$60,330.24.

The account for National Seminar 2011 is closed. The bank account will continue to remain open and be used for National Seminar 2012.

Please check your account signature authority – The NSS has new officers. Debra Young has taken over for Peri Frantz as Secretary-Treasurer. Wm Shrewsbury is the President. Your signature cards **must** be updated.

I am turning over financial duties to Marty Reames from Colorado. Please give her your support as much as you have assisted me for the last 3 years. The NSS is going to QuickBooks for its accounting tasks. I do not know what changes, if any, will be seen at the coordinator level.

Data base—no report.

National Coordinator –Anmar Mirza

Media requests averaging one a week. Since last meeting have filed 2 of the NSS BOG reports for NCRC and fielded 6 requests from BOG and officers related to cave rescue or the NCRC

National Training Coordinator: Steve Hudson—See Attachment A.

Medical Officer

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Diving Officer

- Still working on Sump Rescue PowerPoint
- Two accidents to report:
  - Individual who developed compression sickness during dive, self medicated and died.

- American who died in Cozumel. Began to exhibit erratic behavior and left dive team. Autopsy revealed carbon monoxide. All members of team had received gas in same place.

## **Regional Coordinator Reports**

Caribbean Region, Roberto Miranda. See Attachment B.

Central Region--Mike Huseman

- OCR was held at Bloomington with IU and local cavers. 22 participated in the Mock at Buckner's.
- Purchased a printer cartridge for \$93.08 used for Central Region business.
- Bank account balance is \$1927.30 with the addition of \$770 from the OCR.
- Looking at purchasing a new computer for OCR's as the present one is on its last legs.
- OCR is scheduled for March 31<sup>st</sup>, April 1<sup>st</sup> at Great Saltpeter Preserve in Livingston Ky with GCG.
- Working possibilities for OCR's in Wayne County EMS in Ky for July 14, 15<sup>th</sup>, and Louisville Grotto middle to late June at Lonestar Cave Preserve

Eastern Region—Jeffrey F. Good. See Attachment C.

Northeastern Region—John Evans

- Rescues – None.
- Training Held – Orientation to Cave Rescue Workshop October 22 & 23 in Schoharie, New York. Greg Moore was the Lead Instructor. There were 20 Students.
- Plans – I have given Sue Fisher regional approval to host an OCR in Clinton, New Jersey the weekend of April 28 and 29.
- 2013 Seminar Planning

Pacific Northwest Region—John Panches

- We offered an OCR in south central Washington in September.
- We anticipate an OCR at Oregon Caves this coming June.
- We closed the regional checking account and transferred those funds to a subaccount within the national account at NSS. I no longer have a home phone – use the cell

Rocky Mountain Region—Rick Speaect for Mark Ohms. No report.

South Central Region—John Evans for D.J. Walker

- There has been little activity in our region since the last report in August
- I would like to make everyone aware of Instructor David Comstock's situation. David recently retired from as a Federal Marshal (in the last 2 years). He traveled from his home state of Arkansas, to our February 2001 Regional Seminar in Texas. At that seminar he was not feeling well most of the week. David sent an e-mail July 18, 2011 advising me that he had just returned from the Mayo Clinic

and was diagnosed with ALS with a prognosis of surviving less than 5 years. Since then I have received word that David's condition has been rapidly deteriorating. David participated in many NCRC Regional and National Seminars. He also helped coordinate many OCR's in Arkansas. In Dave's off time from being a Marshal, he volunteered for Washington County SAR as a Team Leader and responded/coordinated multiple cave rescues in Arkansas. He has been a positive force in the cave rescue community. Please keep Dave in your thoughts and prayers.

- Ongoing Events /Activities: NA

#### Southeastern Region—Tim White

- June and July 2011 Conducted a Regional Level 1 class in Chattanooga, TN. 32 students were in attendance.
- August 2011 Supported the HCRU Cave Rescue Class, Huntsville, AL
- Arranged for storage of the SE Regional equipment cache at Southeast Rope Access' warehouse.
- There were reported 4 cave rescue incidents, all required an official response.
- They were in the states of Georgia and Tennessee.

#### Southwestern Region—????

#### Western Region—Roger Mortimer

- Rescues: One raise up a pit in Inyo County. Probably a mine.
- Trainings: One modular weeklong in San Bernardino County with their rescue team.
- Did the mock in Mitchell Caverns in PMSP with the scenario of copper wire thieves lost and injured in the cave. Four months later they were hit by copper wire thieves who stole a mile of copper wire, but didn't break into the cave.
- Plans: Training with Santa Cruz county on March 31. Mock rescue at Rippled Cave in March. Possible OCR training in Fresno County. Possibly grandiose plans for a national in Ely, NV in combination with a NSS convention bid.
- Other: Worked on book chapters including new one on Suspension Trauma. Worked on medical elective.
- Problems: None

#### **Seminar Updates**

2011 National Seminar Puerto Rico Update - Done, all paperwork, accounting and funds completed and turned in.

#### 2012 Seminar – Mentone

May 2012 National Seminar is coming along with 41 students and 40 instructors signed up as of today

#### 2013 Seminar—John Evans, Northeastern Region

The Gilboa Dam upstream of Schoharie broke due to Hurricane Irene (August 28) and devastated the Village of Schoharie, NY. The Schoharie Central School

site of the 2013 Seminar was above the flood level and is undamaged. The village itself was not as lucky most of the town's infrastructure was destroyed. All of the restaurants were flooded and have not reopened as of early January. The only unresolved issue is the meal service; we are currently negotiating with the schools food service.

2014 Proposal – Colorado by Rick Speaect

**Motion:** Western Region (.R. Mortimer) moved the BORG accept the Colorado proposal to host the 2014 NCRC Seminar, with Rick from Colorado for the 2014 seminar, with Rick serving as site coordinator; Forest Wilson seconded.

Vote:

Ayes: Unanimous

Nays: None

Abstentions: None

Motion carried.

**Training Manual Update:** Anmar Mirza Presented

## **ELECTIONS:**

Education Committee Member at Large

Incumbent: Rebecca Jones

The National Coordinator opened the meeting to nominations from the floor.

There were none.

**Motion:** The National Training Coordinator moved Rebecca Jones be re-elected to the position of Education Committee Member at Large. Southeastern Region (T. White) seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, Rocky Mountain, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: None

Abstention: South Central

Motion passed

National Coordinator

Incumbent: Anmar Mirza

The National Coordinator opened the meeting to nominations from the floor.

There were none.

**Motion:** The National Training Coordinator moved Anmar Mirza be re-elected to the position of National Coordinator. Diving Officer (F. Wilson) seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, Rocky Mountain, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: none

Abstentions: South Central

Motion passed.

Education Committee Database Coordinator  
Incumbent, Tricia Daugherty will not run

## **OLD BUSINESS**

### Fixed Sites

- Mentone—Steve Hudson
- Potential site, Park Mammoth Resort, Park City, Kentucky—Anmar Mirza

### Endowed Scholarship Fund –Amanda Mortimer

A. Mortimer presented a report on the structure of the NSS endowment program and the options this can provide for the NCRC. There is \$3,000 in the account currently, but we need \$20,000 to reach endowment status. A. Mortimer covered current fundraising strategies and proposed that the NCRC BORG also contribute to the scholarship fund.

**Motion:** Medical Officer (S. Mossberg) moved the NCRC donate \$5,000 to the NSS Cave Rescue Training Fund with the intent that it be used to seed the endowment of the cave rescue training fund by lump sum as soon as it is practical. Diving Officer (F. Wilson seconded).

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: None

Abstentions: Rocky Mountain, South Central

Motion passed

**Motion:** Pacific Northwest Region (J. Panches) move the BORG request the NSS move status of cave rescue training fund to an endowment for that same purpose. Training Officer seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, National Training Coordinator

Nays: None

Abstentions: Rocky Mountain, South Central Regions, and Medical Officer.

Motion passed.

### Insurance Costs

**Motion:** Northeastern (J. Evans) moved the NCRC instate a \$3 per day per student insurance fee for future approved training events, pending annual review Medical (S. Mossberg) seconded

Ayes: Caribbean Region, Central Region, Eastern Region, Northeastern Region, Pacific Northwest Region, Rocky Mountain Region, South Central Region, Southeastern Region, Southwestern Region, Western Region, Diving Officer, Medical Officer, Training Officer

Nays: None

Abstentions: Rocky Mountain, South Central, and Southwestern Regions  
Motion passed.

## **NEW BUSINESS**

Data base manager

**Motion:** The National Coordinator moved Tricia Daugherty and Paul Singley be recommended to the NSS Board of Governors for an NSS certificate of Merit Award

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest Region, South Central Region, Southeastern Region, Southwestern Region, Western Region, Diving Officer, Medical Officer, Training Officer

Nays: None

Abstentions: Rocky Mountain Region

Motion passed.

Proposed data base and registration software:

Greg Moore, Project Habakkuk: A proof of concept presentation on data base he has been developing from current information; students will have the opportunity to log-in and locate their own transcripts. It will also provide a variety of levels of access.

Amanda Mortimer: Presented information on a commercial product for nonprofits called Affiniscape that provides a variety of data base and registration services.

**Motion:** Pacific Northwest Region (J. Punches) moved the NCRC discontinue the board of Regional Coordinators voted position of data base manager. Southeastern Region (T. White) seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, Rocky Mountain, South Central, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: Northeastern Region

Abstentions: South Central, Rocky Mountain Regions, Medical Officer

Motion passed.

**Appointment:** The National Coordinator appointed John Evans, Jeffrey Good, Greg Moore, and Amanda Mortimer, to serve as an IT committee on data entry and data management. The committee is to report their findings to the BORG by March 13, 2012.

MRA cave rescue teams—presented by Roger Mortimer and Tim White

**Appointment:** The National Coordinator delegated Mortimer, Punches, White to track this issue and act as liaison to the MRA.

Wilderness Medical Society-NCRC Collaboration – R. Mortimer/Mossberg

**Appointment:** National Training Coordinator appointed R. Mortimer to represent the NCRC and serve as liaison to the Wilderness Medical Society

#### Approval of Education Committee items—National Training Coordinator

Proposed changes to commands:

**Motion:** Northwest Region (J. Punches) moved the NCRC approve the balloted item on commands. Northeastern (J. Evans) seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, Rocky Mountain, South Central, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: None

Abstention: Rocky Mountain

Motion passed.

Proposed changes to Level 2

**Motion:** Northwest Region (J. Punches) moved the NCRC approve the changes to Level 2 rigging part 1 and the proposed Level 2 schedule. Southeastern seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, South Central, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: None

Abstentions: Rocky Mountain Region

Motion passed.

Proposed changes to Level 1

**Motion:** Pacific Northwest Region (J. Punches) moved the NCRC approve the proposed changes to Level 1 as balloted and amended by the BORG to add to the set-up for *Level 1 Horizontal Patient Movement In-Cave* lesson plan the words “or other appropriate place.” Southeastern Region (T. White) seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, South Central, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: None

Abstentions: Rocky Mountain

Motion passed

**Motion** Pacific Northwest Region (J. Punches) moved the NCRC adopt the written test lesson plan as balloted. Eastern Region seconded.

Ayes: Caribbean Region, Central Region, Eastern Region, Northeastern Region, Pacific Northwest Region, Southeastern Region, Southwestern Region, Western Region, Diving Officer, Medical Officer, National Training Coordinator

Nays: South Central Region

Abstentions: Rocky Mountain Region

Motion passed

**Motion:** Pacific Northwest Region (J. Punches) moved the NCRC authorize the training coordinator to spend up to \$300 for the United States Postal Service to update contact information for students and instructors. Eastern Region seconded.

Ayes: Unanimous

Nays: None

Abstentions: None

Motion passed.

**Motion:** Western Region (R. Mortimer) moved the *Hazardous Material Lesson Plan* be pilot tested in Mentone 2012: Northeastern Region seconded.

Ayes: Caribbean Region, Central Region, Eastern, Northeastern, Pacific Northwest, South Central, Southeastern, Southwestern, Western, Diving Officer, Medical Officer, Training Officer

Nays: None

Abstentions: Rocky Mountain Region

Motion passed.

IQ/New Instructor approval process: Presentation by J. Punches:

**Motion:** Eastern Region (J. Good) moved the NCRC accept the updated policy on how to become an NCRC instructor. Northeastern Region seconded.

Ayes: Unanimous

Nays: None

Abstentions: None

Motion passed unanimously

Approval of new Exit Skills policy – Hudson/Jones

**Motion:** Pacific Northwest Region (J. Punches) moved the NCRC Adopt the Education Committee recommendation regarding rescinding the exit skills testing. Northeastern Region seconded.

Ayes: Unanimous

Nays: None

Abstentions: None

Motion passed unanimously.

Logo Enhancement –Presentation by Mirza.

**Motion:** Pacific Northwest Region (J. Punches) moved the NCRC thank Mark Bowers for his initiative in providing the improved scalable NCRC logos. Diving Officer (F. Wilson) seconded.

Ayes: Unanimous

Nays: None

Abstentions: None

Motion passed unanimously.

Code of Conduct

**Motion:** accept code of conduct as presented to the BORG Eastern Region (J. Good) moved the BORG establish a Code of Conduct committee to meet and report back their findings to the BORG within the next 60 days. Diving Officer (F. Wilson) Seconded.

Ayes: Eastern Region

Nays: Caribbean Region, Eastern, Northeastern, Pacific Northwest, South Central, Southeastern, Western, Diving Officer, Medical Officer, Training Officer

Abstentions: Central, Rocky Mountain, Southwestern Regions

Motion failed.

**Appointment:** The National Coordinator appointed a Code of Conduct committee composed of the Eastern, Southeastern, Northeastern and South Central Regional Coordinators, to be chaired by Jeffrey Good, and to report back to the BORG via the cave chat discussion board by April 13, 2012.

**MEETING DATES**

Date for Winter Meeting 2013:  
9 of February 2013

Summer meeting date: Tuesday of convention

**ADJOURNMENT**

Diving Officer moved the meeting be adjourned (time was not noted)

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**ATTACHMENTS:**

**Attachment A. National Training Coordinator Report—Steve Hudson**

**Progress:**

The Education Committee continues our regularly scheduled monthly conference calls. It also held a face to face meeting in Walker County Georgia on 2/12/2012.

Since my last report we held the Instructor Conference at Camp Skyline last November. In preparation for the meeting, we sent out to all instructors an invite for an online survey regarding the present curriculum. Using the results of that survey as a starting point, Jeannie Hunter facilitated the 30 NCRC instructors present in a very productive meeting to find some consensus on instructor’s ideas on improvement of the NCRC curriculum and the seminars. The BORG has some of the first proposed changes to review for approval at this BORG meeting.

The EC is continuing its comprehensive review of all curriculum materials level by level to ensure consistency within each subject, covering lesson plans, PowerPoints,

handouts, field work, skills, and the book. We are well behind on our timeline goal but continue to make progress.

Beck Jones has continued doing a great job as curriculum coordinator and is making good progress in organizing the materials. Greg Moore continues to function as our IT guy and has made curriculum materials available to instructors in a new, easier to access site. The good news to report ins that the project to organize the curriculum documents is complete and they are available to instructor online.

We have chosen 6 new candidates for the 2012 IQ class and they have all registered for the May 2012 IQ class.

**Plans:**

May 2012 National Seminar is coming along with 41 students and 40 instructors signed up as of today.

Review all curriculum materials to continue.

Continue to develop instructor resources that will be available to NCRC instructors via the internet.

Continue ongoing efforts to review and rewrite portions of NCRC text, to ensure curriculum and book are consistent, under editorship of Anmar Mirza

Work with Roger Mortimer and others on the Medical Specialty pilot course a.k.a Level 2M for inclusion at the 2012 National Seminar in Mentone.

Consider other new material for additional class offerings.

**Problems:**

We are concerned about the quality of our email contact list for both students and instructors due to the poor responses to our mass mailings to these groups. We propose a snail mail go out to all students and instructors of record for the last 5 years requesting they update their contact information with the NCRC. Estimated cost not to exceed \$300.

Distribution of BORG minutes with action items continues to take too long. Suggest the BORG consider hiring or paying for travel to have a secretary for the 2 meetings a year.

**Action items for the Winter BORG meeting:**

- IQ/New instructor approval process
- Approval of new Exit Skills policy- Hudson/Jones
- Approval of Education Committee items-NTC
  - Commands PowerPoints
  - EC Proposed Changes to L2
  - EC Proposed Changes to L1

Written Test LP\_v111208\_Proposed.rtf  
Haz-Mat LP pilot test.  
Removal of "Exit" skills

Fund Request for up to \$300 in mailing funds to update contact list.

Thank you for your time.

Respectfully submitted,  
Steve Hudson,  
National Training Coordinator

**Attachment B: Caribbean Region Report--Roberto Miranda**

After the last National seminar held in Camp Guajataka, an activity design to bring more people interested in the organization was done. A vertical practice involving basic changeover techniques was performed on Camuy, on the 8<sup>th</sup> of October. A total of 35 students participated.

After that practice it was proposed to do a Mock rescue, that didn't take place. At the beginning of the year, a meeting with part of the NCRC Instructors as well as with staff personnel was performed to define the activities for the 2012 calendar. It was also decided the Goals for the organization for the 2012 year.

The goals for 2012 are:

1. To update the member's database of all the people that has taken a seminar in the Caribbean region. It is our intention to bring some of the people that we have lost contact with, to help us during the year. To be able to achieve this goal a team led by Marie Montes, NCRC STAFF, will update it. ETA for completion, 2QT 2012.
2. To revitalize a collaboration agreement with FREMS, which is a volunteer Rescue, Paramedic and Ambulance service provider. ETA 2QT.
3. To revitalize the communication with the Government Agencies, especially with the OME (Civil Defense). Some time ago an a collaboration agreement was on route, but it was never finished. ETA for completion 4QT.
4. To do at least 4 activities per year:
  - a. As of this moment a total of 5 activities are on the calendar. All of them are going to be Level I oriented. Since one of our goals is to bring more people to the organization.
    - i. Horizontal Patient Packaging, April, 15, Team Leader Jose Chino Gomez.
    - ii. BCRO to FREMS personnel, April, 26,27,28 Tem Leader Efrain Mercado.
    - iii. Practice on ropes, Changeovers, Knott passing etc. June 16, Team Leader Carlos Ruiz.
    - iv. Level I Up's and Down's practice, Sept 8, Team Leader Mariel Padilla.
    - v. MOCK, November 17, team leader, Karel Hilversum.

5. To improve the communication with the National Level and to raise the standard of execution of the Caribbean Region.
  - a. Paperwork
    - i. NCRC 2010, Camp Crozier
  - b. Planning
6. To keep, maintain and improve our gear cache.
  - a. A proper inventory was performed, ropes and gear that were defective was marked like that.

Also we will like to know how we can manage so that one of our instructors, E Mercado, could take the Instructor Re Certification Exam.

Depending on the success of the activities that are proposed, the possibility of a Regional Seminar to be held on Holy Week 2013 will be taken in to consideration.

End of report.

**Roberto MIRANDA**  
 NCRC Regional Coordinator  
 Caribbean Region

### **Attachment C. Eastern Region Report--Jeffrey F. Good**

- Completed Vertical Workshop Session for OTR on Saturday September 3, 2011.
- Contacted at OTR site by friends of overdue cavers on September 4, 2011. Coordinated search for two overdue cavers in Pocahontas County, WV with 911 center. Cavers were met by Search Task Force and safely exited Sharps Cave. There were no injuries.
- Completed ER Staff Fall Meeting during OTR on Sunday September 4, 2011 10:00HRS at Glen Koon's house.
- Completed OCR at Laurel Caverns, PA October, October 29-30, 2011 Had eighteen students complete the course.
- Coordinated resources for search for three overdue cavers in Bone-Norman Cave in Grienbrier County WV on January 9, 2012. Cavers were found uninjured and escorted out by Search Task Force.
- Assisted in coordinating resources for trapped caver in Schtrumph's Cave in Wasington County, MD on January 24, 2012. Caver was freed from entrapment by using a portable air chistle. Patient was flown to R Adams Cowley Shock Trauma Center in Baltimore, MD for treatment and assessment.
- Planning an OCR March 30-April 1, 2012 at EMU in Harrisonburg, VA
- Continuing work on Cave Rescue Standards for Virginia Search & Rescue Council (VASARCO).
- Continuing to work on further development of the new Mitchie Phones.
- Continuing to work with Germany Valley Karst Survey (GVKS) on Action Plan for Cave Rescue.
- Planning 2012 Summer ER Staff Meeting at Bridgewater Rescue Squad in Bridgewater, VA date TBA.

