

NCRC Winter Meeting 2016 Minutes

Walker County 911 Center, Walker County, Georgia, USA, Earth.
February 27, 2016

Called to order at 9:00 am EDT.

Call to order

Roll Call and Acknowledgment of Proxies.

All present except Rocky Mountain Region's proxy of Mel Eady-Pumplin who was present via Skype.

Staff Reports:

Finance Report – Appendix A. Additionally; Regional Coordinators are cautioned to take care in reimbursing yourself as auditors are reviewing NCRC finances and do not like the person holding money reimbursing themselves. (NC Note: I am not sure how we are supposed to conduct our business as they also don't seem to like us having debit cards linked to our accounts either.)

IT Reports – Appendix B

Officer Reports

National Coordinator – Appendix C

Training Officer – Appendix D

Medical Officer – Appendix E

Diving Officer – Appendix F

Regional Coordinator Reports

Caribbean Region – Appendix G

Central Region – Appendix H

Eastern Region – Appendix I

Northeastern Region – Appendix J

Pacific Northwest Region – Appendix K

Rocky Mountain Region – Appendix L

South Central Region – Appendix M

South Eastern Region – Appendix N

Southwestern Region – Appendix O

Western Region – Appendix P Roger –no cave rescue, one mine rescue. Spar class in Nevada assisted with. Retired rope and obtaining more. Plans Mod level one May 14-15 June 9-12 June 25-26, Sept will be SAR and will do a cave track.

2015 Seminar Update- Deli: Well received with the exception of the classrooms. The caves were universally liked and the proximity to the camp and classrooms allowed for a lot more instructional time given there was not the usual 45-60 minute drive each way. Finances are close to being done.

2016 Seminar Update- Speaect/Cousineau: All is going well. Registrations are on the way. Level 3 is full.

2017 Seminar Update- Cartaya: The Expo center will be location. Budget is close to being done. Cost will be \$675.00 with 75 students as a break-even point. Gear plan - \$2000 in budget

for shipping. Regions are going to be supporting with local gear cache. Camping with shower house available is provided, hotels are within walking distance.

Endowed Scholarship Report: Mortimer – as of now \$1300.00 is authorized for scholarships for this year. We can take up to 5% of the fund total and if they did not make that much in interest then the rest would be taken out of principle. In order to move the CRTF to the NSS Foundation we need around \$100,000 to move over to the Foundation, but that should give us a little better return and protect the fund from potentially being mingled with other NSS fundings. Four scholarships available this year with seven applications that the committee members are reviewing currently.

Education Committee Report: See Appendix D

Training Manual Report: Mirza – The manual was published last year for the first time for general sale. Minor issues have been corrected with no formatting change this year. Next year I will working on adding additional information and a few revisions. I would like to print both soft and hardback with ISBN registration next year. Then the manual should go on a three year revision cycle. The ISBN registration will cost each time we make any changes but will allow us to be better found via searches and will make it easier for libraries and people using the book as professional references in other texts.

IQ Class approval –

Training Coordinator. Moves to accept Russell McCullar, Jane Morgan, Eddy Cartaya, Rich Pumplin, and Wayne Morris as NCRC instructors.

Medical Second.

Motion Carried no discussion, opposed, or abstentions.

Acknowledgement of online BORC votes – reviewed them prior to the meeting. This is an acknowledgement that this body held the votes.

Training Coordinator Move to acknowledge online votes of the following: Level 1 communication, instructor reset, cave rescue scholarships, and approval of previous minutes.

Southwest accepts.

Motion carries

No opposition

Medical abstention

Online Motions:

Diving moves to accept the winter 2015 minutes.

Central Seconds

Motion Carries

Training Moves:

"To approve the L1 communication module, as distributed, and that the Education Committee is directed to develop a more comprehensive Lesson Plan for this module for review by the BORC at its 2016 winter meeting."

Central seconded

Motion Carried

Diving Moves to accept:

Policy for Instructor Recertification

The NCRC certifies its instructors to teach its curriculum for certification periods of three calendar years. Certification can be renewed annually, resulting in rolling authorization dates.

In order to recertify (i.e., maintain certification), an NCRC instructor must meet each of the following criteria within their three-year certification period:

1. attend an approved NCRC Instructor Update
2. teach at a minimum of a Level 1 or higher NCRC seminar
3. successfully complete an approved written test over NCRC curriculum and policies

The new certification period begins on January 1 of the year following the date when the earliest of these criteria has been met, and continues for three calendar years. For example, if an instructor completed the test in July 2015, but last participated in the Update and taught in July 2013, the new certification period would run from January 1, 2014 to December 31, 2017.

The NCRC Training Coordinator may authorize an extension of up to one additional year for instructors who, after making best-faith attempts to meet these criteria, find themselves unable to comply. Situations that could merit such an extension include illness that prevented attendance at a seminar, cancellation of a national seminar, extensive duties at a seminar that prevented an instructor from testing, etc.

NCRC Instructors are held individually responsible for ensuring they meet recertification requirements, and are strongly encouraged to engage in regular participation at NCRC seminars (particularly national seminars) and to test frequently.

Annual Instructor Updates shall be offered in conjunction with national and regional Level 1 and higher seminars. Testing opportunities shall be made available in association with NCRC national seminars, and may be offered regionally at the request of Regional Coordinators (subject to availability of test proctors).

The Training Coordinator shall appoint persons, at his/her discretion, to deliver Instructor Updates, evaluate instructor participation in seminars, and proctor instructor tests.

[Note that existing policy requires that all NCRC instructors maintain on-going NSS membership.]

Western Seconds
Motion Carried

Western moves: The NCRC will offer four scholarships of \$350 to the national seminar in Mentone, AL. Application deadline is February 7, 2016. Recipients will be notified by March 7, 2016.

SouthCentral Seconds
Motion Carried

Elections:

-BORC Positions to fill:

Caribbean- Roberto Miranda will run again
Training Motion to recommend Roberto Miranda be proposed to BOG as the Caribbean Regional Coordinator.
Diving Seconds.
Motion carries

Southeastern- Tim White, will run again
Training Coordinator Moves to recommend Tim White be proposed to BOG as the Southeastern Regional Coordinator.
Eastern Seconds
Motion carries

SouthCentral- DJ Walker, will run again.
Training Coordinator motions to recommend DJ Walker be proposed to BOG as the SouthCentral regional Coordinator.
Medial Second
Motion Carries

Rocky Mountain- Marc Ohms declines to run again. Andy Armstrong and Rick Speaect running
The BORC went into closed session for discussion. Andy Armstrong is proposed to the BOG t be the Rocky Mountain regional coordinator.

Training Officer- John Punches, will run again. Rebecca Land Segrest will also run.
The BORC went into closed session for discussion. John Punches is proposed to the BOG to be the NCRC Training Coordinator.

Education Committee Position at large: Currently Leanne Hughes, will run again. Rich Pumplin running as well

Training moves that Leanne Hughes be appointed as Education Committee Position at large.
Medical seconds.
Motion carried.

Training moves that a new, additional Education Committee Position-At-Large be established affected immediately; subject to the same policies at the other Education Committee Positions.
Southeast seconds.
Motion carries unanimously

Training moves to nominate Rich Pumplin to the newly created Education Committee Position-At-Large.
National Seconds
Motion carries unanimously

Also, the summer 2015 position went unvoted: Currently Mel Eady-Pumplin

Training Moves that Mel Eady-Pumplin be reappointed as her current education committee positions at large.
Diving seconded
Motion carries

Education Committee Action Items- Punches

Level 1 Communications Expanded Lesson Plans – no discussion

Level 3 curriculum

Western region moves to accept level 3 Curriculum as presented.

North Eastern Seconds

No opposed

Motion carries

L1 Search curriculum

Training Moves to approve level 1 Search subject to incorporation of comment presented by Bob Rogers.

Northeast Seconds

No opposed

Motion carries

Entrance Skill and Evening Checkoff sheets/process

Training Moves to accept the Level 1 and level 2 entrance skills and evening checkoff sheets/process as presented.

Pacific Northwest seconds

Motion carries

No opposed

One abstention

SPAR curriculum

South Central moves to accept SPAR curriculum as presented and discussed

Eastern Seconded

No opposed

One abstention

Motions carries

SPAR instructor qualifications

Eastern moves to accept instructor qualification document as present with discussion and the three current instructors presented; Andy Armstrong, Gretchen Baker and Carl Amundson.

Diving Coordinator seconds

Motion carries

Old Business

Dropbox funding continuation for 2016 approved.

Steve Hudson award –Mortimer

Training Coordinator moves to honor Diana Cousineau with the first annual Steve Hudson Award.

Diving seconds.

One abstention

Motion carries

Western moves to accept the document retention policy document presented as policy. See Appendix Q
Training Coordinator Seconds
Motion carries

Eddie Cartaya presented on the status of Cave Rescue Training Standards/Certifications. We agreed to move ahead with this.

Medical Officer moves: That the BORC communicate to BOG to proceed with the development of standard of cave search and rescue accreditation and certification process.
Southeastern Seconds
Rocky mountain Abstains
Motion Carries

New Business

Training Officer moves: that we move \$10,000 from the NCRC national account to the NSS cave rescue training fund.
Western region seconds
Motion carries

Each region is authorized to spend up to a thousand dollars on cache or specialty equipment with the understanding that each region may be asked to provide equipment in support of a National Seminar.

Rocky Mountain region moves: to Extend the acceptance of Les and Rhonda to the 2017 IQ program as long as they commit prior to the selection of the 2017 years candidates.
Eastern region seconds
Two abstentions
Motions carries

Teleconference date proposed Monday night June 20, 2016 8:00 pm EDT.

Training Coordinator moves: to accept proposed budget with following modifications, \$10,000 budget for NSS cave rescue training fund and \$10,000 additional for training equipment.
Diving seconds
No abstentions no opposed.
Motion carries

Announcements:

NCRC is a co-sponsor of the 2016 International Technical Rescue Symposium (ITRS).

Dates for 2017 winter meeting: Feb 25th

Adjourned at 5:19 EDT

Appendix A

FINANCIAL REPORT WINTER BORC MEETING 2/27/16

Bank Balance as of 12/31/15

National	\$67,391.07
National Seminar	\$15,670.79
Central Region	\$ 7,166.87
Eastern Region	\$ 2,728.10
Northeast Region	\$ 2,993.70
Pacific NW Region	\$ 1,117.51
Southeast Region	\$ 674.31
Southcentral Region	\$12,175.26
Southwest Region	\$ 839.11 Checking
Southwest Region	\$ 450.74 Savings
Western Region	\$ 4,116.52

NCRC TOTAL

\$115,323.98

NSS Secretary Treasurer has created new policies that have delayed the bank statements being added to the drop box in a timely manner.

Pending items:

- Reconciliation of cave manuals purchased versus sold, given to instructors and vendors
- Insurance payment to NSS
- Payments outstanding on 2015 Seminar
- 2 Regions have fees due for OCR's. Will need to be collected by 3/31/16
- Please verify all accounts have the correct authorized signatures

Behind the scenes information:

- NSS BOG is trying to refinance the building loan. To complete this Auditors have been going through all of the NSS books which includes NCRC.
- Some of the comments coming back from the auditors is too many accounts.
- The NSS Secretary Treasurer made mention that NCRC has money in their accounts and maybe the NCRC could help the NSS with their finances.

2016/2017 Budget:

I have completed a comparison between 15/16 budget and actual. The actual is only through 12/31/15.

Items that will effect this:

Weeklong Regional in January 2016 will effect income and expenses.

Registrations for the 2016 Seminar for January and February.

Income

BOG wants an NCRC budget for their March 19th meeting.

We can accept the current budget with a few changes.

Add a line item for publishing of the Cave Manual \$3500

Do not anticipate as high next year. Instructors
copies

Bank Finance charges increase to 2700 National 300
Regional

Appendix B

IT Report for 2016 IT Manager:

Greg D. Moore

Submitted: 2016-02-26

Data breakdown

The database shows 9 classes were taught last year:

- 1 Regional
- 1 National
- 1 SPR
- 6 OCRs (missing one data load, need to investigate. It's mine) I will need to get this in and revise some of the lower numbers. Will be submitted for review later.

Individual Breakdown

- 227 non-instructors unique individuals participated in training
- 60 instructors participated in training Student Breakdown
- 60 Level 1 students
- 29 Level 2 students
- 16 Level 3 students
- 5 IQ students
- 0 TOFE Students ?
- 102 OCR students
- 19 SPR students
- 35 Specialists
- 9 Staff
- 1 Guests

Note: numbers may not add up to 227 as some individuals may have taken a course more than once or may have served in a staff or specialist position in addition to being a student or other role in another class.

Database contains

6640 individuals. Some go as far back as the first National taught (an increase of 202 from the previous year)

334 total courses taught (we have data for 287)

- 37 Nationals
- 85 Regionals
- 195 OCRs
- 6 SPR
- 11 "Other"

Other Updates

- Updated Instructor list NOT on website, will do shortly.
- Still finding some issues and fixing as we go. Some spam issues, not much we can do.

Future plans

- Integrate new site with social media (links to Facebook and the like)

- May add link to EC Website
- Need to add links to regional pages, we can host or can stay at NSS or 3rd party.
 - We're not normally responsible for regional content.
- Explore future commercial options
- Add Radius Search to web page
- Allow more self-service options
- Possible integration with RegOnline
- Try to track down more incomplete data

Reminders

Please use webmaster@ncrc.info to request updates.

For all courses except National, please make sure to use spreadsheet available on main NCRC website. This is part of the required paperwork that should be submitted when a course is completed.

If you have questions about how to fill it in, please contact me. By using this, it becomes about a 15 minute process for me to be able to update the database.

If you want something on the website, please send the text you want. The webmasters don't have time to write it up and if they do, they may not say what you want said.

NCRC # != NSS # when filling this out. If you don't know your NCRC number (and most don't and that's ok) please leave it blank. Not all students have NSS Numbers, so we can't use that.

All BORC members should have a login, see me if you don't.

Appendix C

Paid the bills.

Fielded numerous calls from the media.

Answered questions from the BOG/Executive Committee.

Attended the monthly EC meetings.

Coordinated online votes.

Assisted in coordinating resources around the country to support operations.

Appendix D

Appendix E

Report to the Board of Regional Coordinators, NCRC, February 27, 2016

Since the last BORC meeting:

I have:

1. Attended the National Seminar in Kentucky.

2. Participated in Education Committee phone conferences as scheduling allowed.
3. Worked on editorial revisions of Level 1 and Level 2 First Aid lectures.
4. I was not able to attend the Education Committee work Weekend in November.

Regarding the Seminar, there was one illness requiring EMS to be summoned. The NCRC staff responded promptly and appropriately to the incident and it was resolved without further problems.

During the week of the seminar, I received numerous reports of illness and students unable to participate in their daily activities. But, despite that, there were surprisingly few reports of problems in response to the Medical Coordinator's letter. I don't know if students felt that the incidents were not worth reporting or were afraid to say anything.

This leads to two suggestions:

1. I'd ask all the level leaders to encourage their students to respond to the follow-up if they did have problems.
2. Since many of these episodes seem to have been related to fatigue and sleep deprivation, it is worth considering a seminar-wide "Quiet time" in the future. If students want to socialize, it should be away from camping/sleeping areas or off-site. Although this represents a change from the past, I think it should be addressed before it becomes a larger safety issue. Such a change would also enhance the learning environment for ALL the students.

The only other problem I know of is that the Medical Coordinator lost the hearing in his left ear on the drive home (and you all say I don't listen!)

No major injuries were reported.

In the future, the Medical Coordinator will need to:

1. Continue to update and refine all Medical lectures. There have been suggestions for revisions of Medical/First Aid curriculum, and suggested changes will continue to be reviewed.
2. Review and update as needed the Medical Consideration chapters in the text.
3. Assist and evaluate the new Medical elective.

Respectfully submitted,

Stephen Mosberg
20444FE

Appendix F

Due to a thread on the Cave Diver's Forum, I plan to propose a sump rescue practice/class. It all started because of the Grand Canyon incident, but was escalated by a video of a French sump rescue practice. Now I see the British

sump divers also practice sump rescue. With the rapid growth of sump diving in the US, we need to get a plan in place, before something actually happens.

October 19 2015 email from Anmar Mirza

Subject: possible situation the the Grand Canyon

In a cave that sumps. Cave team was going in to camp and is due out Thursday but the river in that area is above flood stage and the cave sumps for long periods of time. There may be a need for divers to ferry in supplies. This is all in the early stages and came as a call to me from Geary Schindel. San Bernadino rescue team may be being called in to assist.

This email is primarily a heads-up and to see what diver resources Forrest may be able to muster if we are asked to assist with resource coordination. As of now NCRC has not formally been asked by the AHJ to assist with resources but it never hurts to be prepared.

Anmar

The southwest had been in a record drought for months, so the sump in the cave had dried up. Shortly after the cave team entered the cave, the drought abruptly ended, with heavy rains through the southwest, causing mud slides in California.

I contacted Geary Schindel, who sent me a graph of the Colorado river flow rate. It went from 7 cubic feet/sec to 2,000 cubic ft/sec in 2 days. At the very least, the access to the cave would have been via a raging river.

I put ten of the best sump divers in the US on standby, some of which weren't on the calldown list. That has now been updated.

The Park Service decided to wait until the cave team was due out on Thursday, October 22. Meantime, the divers on standby were making plans, and locating equipment, like tanks, and air compressors. The cave team came out Thursday on schedule. The major flooding was contained to the river, not the feeders to the cave.

All in all, it was a good practice drill for a real callout.

26 April 2015

Devil's Eye Spring, Florida

fatality, silt, lost guideline, out of air

Robert Jurich (68) and Evelyn Dudas from Pennsylvania, entered Devil's Eye Spring planning to use Diver Propulsion Vehicles to get to the area known as "Mainland", around 3000 feet from the entrance.. They had planned to push their DPVs through a low silty area in "Mainland", continue through an area called "Sweet Surprise", and rejoin the main tunnel, and exit the cave. In the beginning of "Mainland" they stirred up the silt, and became

separated. Evelyn managed to find her way back to the larger tunnel, and waited for Robert. When he didn't return, she exited the cave to get help. A recovery team entered the cave several hours later, and found Robert only about 400 feet from the entrance at 10:06pm.

1. Lt. Jeff Manning: "Gilchrist County Sheriff's Office Press Release", April 27, 2015

Comments: They were only using sidemounted 85 cu. ft. tanks, with no additional breathing gas. That would be enough, if nothing went wrong, and they were able to use their DPVs to exit. It isn't a good idea to even push a DPV into a low silty area. We can only assume that Robert left the DPV behind because it was making it hard to follow the guideline in low visibility. He would have survived if: 1. They didn't stir up the silt, 2. He had kept the DPV with him, 3. He had gotten to the larger tunnel before Evelyn left, 4. He had carried a "stage" tank of extra breathing gas.

17 January 2015
Devils Eye Spring, Florida
fatality, heart attack

Jack Gregory, age 63 of Marietta, Georgia and Graham Murray were planning to use Diver Propulsion Vehicles (DPVs) to get to the "Sweet Surprise" area in Devil' Eye Spring. They were then going to push the DPVs through to the "Mainland" area, and get back on the main guideline, and use the DPVs to exit. According to Graham, Jack turned the dive suddenly in Sweet Surprise. Graham turned around to check on Jack when he was able, and Jack was slumped over his scooter he was pushing in front of him. The regulator was still in his mouth, and he was unresponsive. Graham tried to purge air from his regulator into Jack's mouth, but he was still unresponsive. He tried to get him to breathe, with no luck. Graham returned to the surface for help. Jack was recovered by IUCRR divers. Jack was in sidemount, and had completely used all of right tank, and was hyperventilating. His left tank had 1800psi. Jack was not in the greatest physical shape, and he had been doing long extensive dives all week. Jack was overloaded with gear, video equipment, and a heavy SS scooter that he added extra weight to make it negative.

Comments: Jack Gregory was a certified cave diver with more than 100 logged cave dives. This was probably too ambitious a dive for the physical condition Jack was in at the time. A better dive plan would have been to use the DPVs to get to the Sweet Surprise tunnel, and leave the DPVs there, then swim to Mainland, and back to the DPVs on the main line. The current would have helped once on the main line.

Appendix G

February 27, 2016
San Juan, Puerto Rico

To: BOARC

RE: Caribbean Region Report

Dear Friends:

Caribbean Region Report.

1. No accidents to report.
2. No activities performed on 2015.
3. The calendar of activities for the 2016 year is as follow:
 - a. 2 BCRO's, information regarding dates and people in charge will be send out shortly.
 - b. We are trying to do a weeklong seminar, but we haven't found a place to perform it yet. The dates proposed are already taken on the Ciales campground.
4. On the NCRC Web Page all the instructors except me, appears expired, and all of them except C Lao, took their instructors update, exam and thought on 2014.

Respectfully,

Roberto "Bull" Miranda
NCRC Coordinator

Appendix H

Date of Report: February 23, 2016

Trainings

April 2015: Orientation to Cave Rescue
Bloomington, Indiana
Sponsored by Caving Club at Indiana University
Requirement for Trip Leader Status
Approximately 50 attendees

July/August 2015: National Weeklong Seminar
Park Mammoth Resort, Kentucky
Larger than expected turn out
Overall positive feedback on seminar
Some logistical difficulty with classroom sites – out of our control

Rescues

None Known

Work in Progress

Increase presence in Region via outreach, training, social medial, etc

Plans

April 2016: Orientation to Cave Rescue

Oolitic, Indiana

Sponsored by Oolitic Fire Department

Limited to 25 attendees

Acquire EMS attendees – novelty for Indiana

June 2016: Orientation to Cave Rescue

Sturgeon Bay, Wisconsin

Sponsored by Door County, Wisconsin (Parks and Rec)

Request NCRC help to assess the county's newly owned cave

Training geared towards mostly non-caver EMS

Problems

NSS Banking Requirements

Have other Regions been contact by NSS Treasurer regarding signatories?

Other

N/A

Appendix I

Report to the Board of Regional Coordinators

February 27 2016

Eastern Region Coordinator Report

- Continuing work on Cave Rescue Standards for Virginia Search & Rescue Council (VASARCO).
- Reviewed Carrol Basset's new phone design, completed prints of TS design.
- Continuing to work with Germany Valley Karst Survey (GVKS) on Action Plan for Cave Rescue.

- Completed ER Staff Fall Meeting during OTR on Sunday September 6, 2015 at the OTR site.
- Completed an OCR in September, 2015 at Endless Caverns, VA. Paperwork sent to Gaylene.
- Participated in a Cave rescue at Scott Hollow Cave, WV, patient 18 year old male, 250 lbs., broken tib-fib, approximately 1 mile in cave. Injury occurred while climbing, slipped and fell in crack. 50 rescuers in cave for roughly 6 hours.
- Contacted about possible Level 1 Class in Blacksburg, VA.
- Contacted about possible OCR Classes in Blacksburg, Highland and in Bath County, VA.
- Working with Blacksburg Rescue Squad with their newly formed Cave Rescue Team.
- Interested in holding a SPAR 2016 at GVKS

Appendix J

Northeastern Region Report 2015

February 27, 2016

Greg D. Moore

Training: One training session, special request from a Sam's Point State park. Condensed 1-day course.

Rescues: None

Plans: One OCR scheduled for New Jersey this year, Mark Dickey is the lead instructor. Hoping to plan at least one more OCR this fall in upstate NY or VT.

Other: Still dealing with the checkbook issues, long story, should be solved shortly. Busy due to personal issue.

Appendix K

Appendix L

Rocky Mountain Region Report

Submitted by Mel Eady-Pumplin

Rocky Mt. Region Coordinator- Proxy Report

Winter 2016

Training

Rocky Mountain Region had one IQ student, Rich Pumplin, at the National Seminar 2015, now waiting approval from BORC. If/when approved then the instructor count for Rocky Mountain Region will be 10 strong!

Upcoming training

An approved OCR within Colorado April 30-May 1

Andy Armstrong is planning to host a SPAR class in Montana this summer (probably June.)

Marc is planning to host a level 1 in South Dakota in the fall (probably Sept or Oct.)

Rescues

Proxy did not know of any specific cave rescues that have occurred in cave. There have been several incidences in regional canyons, but specifics are outside of the scope for NCRC.

Other

Marc has served on the BORG for the past 16 years and is planning to step down after this meeting.

Appendix M

National Cave Rescue Commission South-Central Regional Report Winter Meeting 2016

DJ Walker

Recent Events/Activities

- We hosted a very successful Regional Seminar January 30 – February 6, 2016. We had 21 Level 1 students and 21 Level 2 students. We had students, instructors and staff from all over the US attended. There was a large turnout of cavers (well over 50%).
- During the seminar we held a three-day “Command and Control” class, hosting two Battalion Chiefs and one Captain from the Austin Fire Department. This was a huge success. I cannot overstate the value this interaction had. Subsequently, one of the Battalion Chiefs is scheduled to talk at a local Grotto meeting next week.
- The Instructor Recertification Test was offered at the February Regional Seminar.
- I have conversed several times with the NSS Secretary-Treasurer (Mr. Barnes) to get the appropriate NSS officers on the signature card of the regions NSS account. Mr. Barnes and Myself were put on the account in 2014. Mr. Barnes has asked President Shrewsbury to send me the items the bank requires to add him to the signature card. To date President Shrewsbury has not responded or provided the needed documents. The ball is in Mr. Barnes hands. I will be happy to add the officers the NSS requests, but I need their documents to do so.
- We purchased several items for the region, including: replacement rope, Sked with flotation system, Sked Cobra Buckle conversion kit, Pt Packaging tarps and blankets, 15 hand held radios, Arizona Vortex, etc.

Appendix N

National Cave Rescue Commission Southeast Regional Report Winter BORG Meeting – Feb. 2016

SE Region hosted:

- 1 - Basic Caver Rescue Introduction for ORGT
- 1 - SPAR

2016 plans:

- 2 - OCR planned
 - North Alabama
 - North Florida

Rescues:

- 2 rescues that required cave team responses
 - Raccoon Mountain Caverns
 - Stephen's Gap – fatality
- 3 reported self/small party rescues

Appendix O NCRC Southwestern Region Report for 2016 Winter Meeting

No trainings conducted this last year.

Continued effort in assisting on a Cave SAR Plan for Fort Stanton Cave in New Mexico.

Attempted to arrange for testing of parts of Cave SAR plan, denied by BLM
Resubmitting request for testing

Rescues in Region

Fort Stanton Cave, medical issue. SAR initiated. Subject walked out of cave under own power, but was assisted by rescue personnel

Respectfully submitted by Bob Rodgers, Southwestern Regional Coordinator

Appendix P

Appendix Q

Purpose

The NCRC document retention policy is intended to identify the types of documents that the NCRC must keep for legal reasons and should keep for internal uses. This document also establishes the method and timeframe for retention of documents generated by NCRC training events, as well as the management of training resources.

Background

As evidenced by the great bonfire of 2015, the management of NCRC training events and the management of the instructor cadre generates a large volume of paperwork. In the past all of this paperwork has been stored indefinitely in its paper form. Going forward, it is neither prudent nor practical to keep all of these records in paper form for an indefinite period of time. During the winter meeting of 2015 the BORC formed a subcommittee to formalize the policy for managing the paper tiger.

Policy

1. This policy establishes the position of Document Custodian. The Document Custodian may hold an other position concurrently. This position is appointed by the BORC.
 - a. The Document Custodian is appointed for a term of 3 years.
 - b. This is a non-voting position
 - c. The Document Custodian is responsible for:
 - i. Upholding and maintaining the provisions of this policy.
 - ii. The care and storage of physical paperwork.
 - iii. Maintaining the electronic document storage.
 - iv. Managing requests for information from the archives.

- v. Purging old documentation in accordance with this policy.
2. Applicability: This policy applies to documentation specifically addressed within this document. Any paperwork or documentation not specifically addressed is excluded from this policy.
 3. Retention duration: Documentation covered under this policy will be maintained for a period of 5 years unless specifically identified differently. The Document Custodian will purge documents older than 5 years each year coincident with the annual BORC winter meeting.
 4. Digital Document storage can be accommodated within the existing NCRC IT infrastructure. The Database Manager will ensure that paths and permissions exist in order to implement this policy.
 5. Documents and disposition instructions:
 - a. Liability Waivers: the Document Custodian for all NCRC approved and sponsored events will keep physical paper copies of Liability Waivers.
 - b. Venue Contracts: Physical copies of all venue contracts will be kept at a minimum until all obligations have been met and the financials for the event have been closed out.
 - c. The following list of documents will be digitized and stored for a period of 5 years:
 - i. IQ applications
 - ii. Entry skills check off sheets
 - iii. Skill check off sheets
 - iv. Instructor examinations (tests)
 - v. Student tests
 - vi. Scholarship awards
 - vii. Requests for training with Training Coordinator approval/denial of events
 - viii. Class lists (includes students and instructors in attendance)
 - ix. Instructor update rosters

- x. Student feedback forms (Venue and curriculum, not instructor evals)
- d. The Education committee under the direction of the Training Coordinator will maintain full control, oversight and storage responsibilities for documents relating to Instructor Evaluations and Student Evaluations (TOFE and L3 students).
- 6. Event Coordinators are responsible for:
 - a. Mailing paper copies of waivers to the Document Custodian within 30 days of event conclusion.
 - b. Scanning and sending all documentation in paragraph 5c to the document custodian within 30 days event conclusion.
 - c. Maintaining physical copies of contracts until the financials are closed out.
 - d. Collecting level exam analysis from each lead instructor (at National and Regional weeklong seminars) and submitting to the Education committee in order to improve the quality of the test examinations.