

NCRC Winter Meeting 2017 Minutes

Camp Skyline, Mentone, Alabama, USA, Earth.
Date February 26, 2017, 9am local (CST)

Call to order

Call to order 08:50 am (CST)

Reports:

Finance Report – Gaylene Speaect: Appendix A

IT report – Greg Moore: Appendix B

Officer Reports

National Coordinator – Anmar Mirza: Appendix C

Training Officer - John Punches: Appendix D

Medical Officer – Stephen Mosberg with Brian Eky Proxy: Appendix E

Diving Officer – Forrest Wilson: Appendix F

Regional Coordinator Reports

Caribbean Region Roberto Miranda with Rick Speaect: Appendix G

Central Region - Jess Deli: Appendix H

Eastern Region - Tony Smith: Appendix I

Northeastern Region – Greg Moore: Appendix J

Pacific Northwest Region - Eddy Cartaya: Appendix K

Rocky Mountain Region – Andy Armstrong: Appendix L

South Central Region – DJ Walker: Appendix M

Southeastern Region - Tim White: Appendix N

Southwestern Region - Bob Rodgers: Appendix O

Western Region - Roger Mortimer: Appendix P

2017 Seminar Update- Cartaya - Registration is ongoing with \$15,097 for the seminar so far collected. Andrew Blackstock will make rigging clamps as he did in Colorado. Permits have been submitted and are receiving them back. Decon trailer is being secured with Roger Mortimer. Transportation from Redman Airport will be available.

Needs – NSS insurance, shipping some hardware, and we cannot use any software from White Nose states so will need rope and webbing and cord. April 1st if wanting instructor shirts. Manuals, Counts on Fernos and SKEDs and how many will be needed. Confirm Wifi at the venue.

Level Leads: Jess Deli Level 1, Rene Ohms Level 2, Glen Hugus Level 3, DJ Walker Tofe.

2018 Seminar Proposal- Mentone Alabama May 9 -19 only date available at this location. Price should be similar no budget at this point.

Motion

Western Region moves the 2018 NCRC National Seminar be held at Camp Skyline Mentone AL. May 10-19, 2018.

Eastern Region Seconds - No discussion Motion carries unanimous.

2019 Seminar Proposal- Bedford Indiana –

Motion

Southwestern Region Moves to allow Central region to move forward with research for holding the 2019 seminar in Bedford IN and to report back by Conference call by summer 2017.

Caribbean region seconds

Northeastern amends motion that Northeastern, Central and Eastern region proceed with research for 2019 Seminar and to report back by June 24, 2017.

Amendment Acceptable Southwestern and by Caribbean region.

Motion carries unanimous.

Endowed Scholarship Report: Mortimer

Moved money to endowment last year from the national account. \$1,800 in scholarships available this year. Two people have applied so far and the deadline is March 19th. 5 scholarships will be awarded this year.

Education Committee Report: Panches

Level 1 Medical Assessment

Motion

Southcentral Moves to accept level 1 medical assessment as presented for pilot test at the 2017 NCRC national seminar

Northeastern seconds

Unanimous approval

Spar Lead Instructor

Motion

Eastern region moves to accept motions A – L as presented by the Training Coordinator (See Appendix Q)

Southeastern region seconds motion

12 in favor 1 opposed 1 abstention

Motion carries

Motion

Northeastern region moves to accept updated Education committee policy as presented (see Appendix R)

Southwestern seconds

Northeastern region friendly amendment to read as: Policy to be amended to read as in paragraph 2.1, members at large as appointed by BORC, 10.4.1 remove the word office.

1 abstention

Motion carries

By the end of April and enough time for the BORC to consider and the leads to review information.

Training Manual Report: Mirza

Next full revision next year in keeping with a 3 year cycle. Printing Addendum to add to book for this year's seminar about the new rigging info.

IQ Class approval

Completed in previous semester.

Steve Hudson award –Mortimer

Closed session at 11:32
Borc has made a decision
Open session 11:41

Break for Lunch 11:41
Resume 12:30

Discussion

Recognized the need for more frequent BORC meetings. Will conduct them electronically.

Acknowledgement of online BORC votes

Motion

Training Coordinator move to acknowledge the online vote
Northeastern region seconds

Carried unanimous.

Motion

Western moves; The NCRC will offer five scholarships of \$350 to the national seminar in Redmond, OR. Application deadline is March 19, 2017. Recipients will be notified by April 17, 2017.

Northeast Seconds.

Motion carried.

Elections:

-BORC Positions to fill:

Southwest: Currently Bob Rodgers: approved
Western: Currently Roger Mortimer: approved
Northeast: Currently Greg Moore: approved
Diving Currently Forrest Wilson: approved

Education Committee Position at large: Rebecca Land-Segrest and Stephen Bishop running.

Motion

Rocky Mountain Region moves to add an additional member of the Education Committee to be voted on at the April meeting but to be advertised prior to the April meeting.

Southeastern seconds

Motion passes unanimous.

Closed session 12:48
Rebecca Land-Segrest appointed

Other business

At 1:24 Southeastern region coordinator Tim White has to leave meeting due to personal reasons and sends proxy to Diving Officer

Motion

Pacific North West Region moves that the draft Instructors Certification Examiners skills test be piloted at NCRC national Seminar in 2017.

Western Region Seconds.

9 in favor

3 opposed

2 abstentions

Motion Carries

New Business

Logo – Revision to Logo Mel will provide options at the April meeting

Discussion Items

Open

Secretary open position and unable to obtain and maintain the position

Document retention Policy: Revisit the policy. Looking for email from NSS president regarding document retention.

Media Coordinator – Matt Bowers is the current individual.

Social Media – Working Group. Anmar, Greg, Rebecca, Amanda, Scott, Present the board with moving forward with this.

Rocky Mountain Region moves that moving forward, within 30 days of the BORC meeting the minutes are approved by the BORC and then posted to the website within 60 days from the meeting date.

Diving officer Seconds

1 Abstention

Motion carried.

Announcements

The NCRC is a co-sponsor of the International Technical Rescue Symposium.

Dates for 2018 winter meeting

Southcentral moves that from now on the BORC winter meeting will be the last full weekend in February.

Diving Seconds

Unanimous approval

April electronic meeting date set for April 17 at 8:00 pm eastern.

Adjourned at 2:41

Appendix A

WINTER BORC MEETING
February 26, 2017

Bank Balance as of 1/31/17

National	\$52,542.40	
National Seminar	\$15,141.05	
Central	\$ 7,505.95	
Eastern	\$ 3,245.69	
Northeast	\$ 2,921.70	
Pacific Northwest	\$ 223.78	
South Central	\$17,841.67	
South West	\$ 1,200.96	Savings
South West	\$ 519.78	Checking
Western	\$ 4,344.42	
	NCRC Total	\$105,487.40

Pending items:

- Fees have not been collected for 5 events
2 past due and 3 current
- Paperwork for 4 events need to be collected
1 past due and 3 current
- Receipts from 2 regions are needed.

Behind the scenes:

- Effective April 1, 2017 the NSS will have a new Secretary/Treasurer. New signature cards will need to be completed. I have spoken with the regions that need to complete this task.
- Effective 2017 Convention we will also have a new NSS President. We will need to remove WM from the accounts.

Audit review results:

- Reminder if you as a RC write a check to an individual, receipts are required. Additionally, if you write a check to yourself or your significant other the check must be signed by another authorized signer. This is a requirement of the NSS Auditors.

Budget:

- Fiscal year 2016-2017 as of Feb. 20th, there is a loss of \$10,297.

- Proposed Budget for 2017-2018 has a loss of \$12,200. Equipment fees collected was \$4,300 for National and spent \$10,700. Regions spent \$8,100. Unable to recreate amount collected.

Summary:

We are looking at a deficit from last year which is not necessarily a good position. We have 2 months left in the year with 5 events to collect fees from with that said there maybe additional expenses. During the last Winter meeting, we discussed investing in our Regions equipment caches which would be the result of the large equipment expenditures although not all regions used those funds.

Decision for the BORC would be to work with the budget as proposed with the deficit to continue to invest in equipment caches at a reduced amount (I tweaked the number a little already) or go with the numbers from our 2014/2015 of actual expenditure of \$8,300. The \$8,300 will reduce the deficit to \$3,900.

Appendix B

Database Coordinator Report for 2016

Database Coordinator: Greg D. Moore

Submitted: 2017-02-26

Data breakdown

10 classes were added to the database.

Several notes;

- 1) Please include instructors and staff and similar in your OCR spreadsheets. This all goes into the database to help record your history. If I don't know who taught or helped, they may not get credit.
- 2) Also, include addresses. Without some way of uniquely identifying people (and I use things like addresses, emails and phone numbers) we end up duplicating people in the database. For example, if Jane Smith takes an OCR in Texas in 2016 and then takes Level 1 in 2017, but I have no address or other identifying information for her, we'll end up with two records and her transcript won't show she took an OCR.
- 3) Student ID trumps all (this may become more important as we move forward with certification.)

The database shows 10 classes were taught last year:

- 2 Regionals
- 1 National

- 2 SPR
- 5 OCRs

Individual Breakdown

- Did not obtain, need to find the query.

Student Breakdown

- 83 Level 1 students
- 37 Level 2 students
- 18 Level 3 Students
- 5 IQ students
- 19 TOFE Students
- 94 OCR students
- 28 SPR students
- 35 Specialists
- 5 Staff
- 4 DNC – Did not complete

Database contains

- 6829 individuals. Some go as far back as the first National taught
- 345 total courses taught (we have data for 298)
 - 38 Nationals
 - 87 Regionals
 - 200 OCRs
 - 8 SPR
 - 12 “Other”

Other Updates

Terms for Regional Coordinators and EC members now on webpage.

Started app to aid in loading of OCR/SPR spreadsheets

Will be updating OCR spreadsheet to handle a few more things like DNC

Updated Instructor list on website

Future plans

- 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

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.

NCRC # != NSS # when filling this out. If you don't know your NCRC number (and most don't) 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.

If you have course data that has not been submitted, please talk to me.

Appendix C

Authorized paying invoices as they came due.

Coordinated an instructor retreat to give NCRC instructors the opportunity to have a say in the direction NCRC takes over the next few years.

Handled numerous requests for information from the NSS Executive Committee and the Board of Governors members.

Dealt with the media, handling requests for information on specific rescues as well as rescue in general.

Coordinated getting resource assistance for two rescues across the US.

Attended all of the Education Committee meetings both electronic and in-person.

Appendix D

NCRC Training Coordinator Report

Feb 25, 2017

John Punches

Curriculum

- Minor edits to L1 Communication, L1 Edge, L1 Medical Considerations, L1 Ropes and Devices
- Reformatted student skills test sheets – larger font
- Working on L1 Rigging, L1 hypothermia, L1 Media, L1 Search
- Pilot tested SPAR Lead Instructor skills test criteria at Texas regional
- Submitted to BORC: L1 Med Assessment (pilot test of revised PPT), SPAR Lead Instructor skills test criteria

Policy

- Updated EC policy and procedure submitted to BORC. Reflects additional EC member position created by BORC, streamlines curriculum development process.
- Updated SPAR Lead Instructor qualification and certification procedures, presented to BORC as series of motions.

National Seminars

- 2017. Redmond Oregon. June 15 through 24. (Thurs through Sat). Thursday included to accommodate SPAR Lead skills test and potential certification examiner pilot test.

- 2018. Proposing Camp Skyline, May 10 through 19. (Thurs through Sat). Thursday included to accommodate potential certification testing. Diane Cousineau willing to serve as site coordinator.

Other Seminars

- Recent (since 2016 National)
 - Modular Regional L1 & L2. California. Mortimer. May – June
 - SPAR. Montana. Andy Armstrong. June 5 – 6
 - OCR. New Mexico. Bob Rodgers. June 18 – 19
 - OCR. Wisconsin. Jess Deli. June 25 – 26
 - OCR. Oregon. Eddy Cartaya. June 26 – 27
 - Regional L1. California. Gretchen Baker. Sept 10 – 16
 - OCR. Texas. DJ Walker. Sept 17 – 18
 - Custom. Oregon. Eddy Cartaya. Sept 29 – Oct 2
 - SPAR. Virginia. Andy Armstrong & Carl Amundsen. Oct 28 – 30
 - OCR. Florida. Tim White. Nov 11 - 13
 - Regional L1 & L2. Texas. DJ Walker. Jan 28 – Feb 8
 - SPAR. Texas. DJ Walker. Jan 28 – Jan 30
 - SPAR. Texas. DJ Walker. Jan 31 – Feb 2
 - OCR. Arkansas. Bonnie Armstrong. Feb 25 – 26
- Upcoming
 - OCR. Oregon. Eddy Cartaya. April 1
 - OCR. Indiana. Jess Deli. April 8 – 9
 - SPAR. Arizona. Gretchen Baker. April 20 – 23
 - OCR. New Jersey. Mark Dickey. April 22 – 23
 - OCR. New York. Greg Moore. May 6 – 7
 - OCR. Kentucky. Oct 7 – 8

Appendix E

Appendix F

Diving Officer Report BORC winter meeting 2017

The sump rescue calldown list has been updated. Several new divers, as well as broken down into regions. This makes it easier to find the closest rescue divers.

Accidents since the last winter BORC meeting: (dates are approximate)

3-27-16 Santa Rosa, NM. Expedition dive into a cave that has been closed for years. A very experienced rebreather cave diver, and a fairly new cave diver were pushing a breakdown pile. The more experienced diver instructor the newer diver to remain outside the breakdown, but he went in anyway, got stuck, panicked, and broke the line. Luckily, the more experienced diver found his way out, and went back in and recovered the other diver.

4-3-16 Devil's Eye, FL. Two divers were exiting on scooters. One started slowing down, and eventually stopped moving, and breathing. Autopsy showed a heart attack.

9-10-16 Orange Grove, FL. An Intro level was with a more experienced diver, but was well beyond the safety limits for his training. Got separated, panicked, and died. Apparently he still had air in his tanks.

10-15-16 Eagle's Nest, FL. Two full cave trained, but fairly new divers were attempting a very complex dive in a deep cave. One or both went through a restriction using rebreathers. One got stuck, and exited without his rebreather. They attempted sharing gas, but without his equipment the diver was vary buoyant. They swam until they both ran out of air.

11-26-16 Gran Cenote, MX. A new female American cave diver, and her instructor were on a post class "fun dive". The instructor was videoing, and they got separated. The instructor assumed she had exited, so he removed some "jump lines". He went back in and recovered his body. There is currently an investigation of this accident.

1-7-17 Eagle's Nest, FL. Four rebreather divers were doing a dive, and on exit one started having trouble, and bailed to open circuit. He soon became unconscious. Autopsy shows he possibly had a heart attack.

Appendix G

No report submitted

Appendix H

Date of Report: February 26, 2017

Trainings

April 2016: Orientation to Cave Rescue
Oolitic, IN
Sponsored by Oolitic Fire Department
Approximately 15 attendees

June 2016: Orientation to Cave Rescue
Wisconsin, Indiana
Sponsored by Door County, WI
Approximately 20 attendees

October 2016: Orientation to Cave Rescue
Hart County, Kentucky
Response to Rescue in Horse Cave, KY
CANCELLED DUE TO KY CAVE POLITICS

Rescues

Horse Cave, KY 2016
High water situation in a tour cave
Waiting situation with potential divers. No injuries, lots of media coverage

Binkley Cave, IN December 2016
7 cavers in a wet cave were overdue due to high water situation.
Indiana Conservation Officers, NCRC trained personnel, Red Cross, Harrison Co,

IN support

No injuries, lots of media coverage

Work in Progress

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

CIG Vertical Workshop

Plans

April 2017: Orientation to Cave Rescue

Bloomington, Indiana

Sponsored by Caving Club at Indiana University

Unlimited number of attendees

CCIU requires OCR for trip leader status

October 2017: Orientation to Cave Rescue

Jessamine County, KY

Sponsored by Jessamine County DHS

Problems

Lack of feedback from instructors within the Region

Other

N/A

Appendix I

Eastern Region Coordinator Report

- Continuing work on Cave Rescue Standards for Virginia Search & Rescue Council (VASARCO).
- 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 4, 2016 at the OTR site. At said meeting we appointed a new Treasurer, Web Master, and Sub Regional Coordinator for NC.
- Web Page updated
- New Bank Account
- Updated WV Sub Regional Coordinators
- Completed a SPAR in October 28th -30th with 15 students. Paperwork sent to Gaylene.
- Contacted about possible Level 1 Modular Class in Blacksburg, VA.
- Working with VDEM to hold a class at Natural Tunnel State Park.
- Worked with PADEM to give an understanding of the resources we can provide.
- Working with Blacksburg Rescue Squad with their newly formed Cave Rescue Team.

- Rescue Report:
 1. Simmons Mingo overdue covers
 2. Carpenter Swago pull down through trip overdue covers, reported during fall ERNCRC Staff meeting/ OTR.

3. Hamilton overdue cavers

Appendix J

2017 Northeastern Region Report

Submitted: Greg D. Moore
February 26, 2017

Training: No OCRs. One planned OCR cancelled. Did have informal evening training with a local's Sheriff's office.

Rescues: Report of one rescue at Chimney cave, was not involved. Talking with ranger on training and more details.

Call out was initiated by partner of caver thought to be overdue. Turns out they misunderstood the overdue time. No NCRC personnel were involved. This led to above training with local Sheriff's office.

Plans: One OCR scheduled for New Jersey for April, Mark Dickey is the lead instructor.

One planned for May in Schoharie, NY. I am the lead instructor. Am coordinating with local hospital (Albany Medical Center) for 2-3 ER Doctors to attend. Also have interest from local agencies. RPI now has stipend in budget for sending students, will be encouraging other colleges with outdoor clubs to do the same.

Other: Checkbook finally resolved.

Appendix K

2017 NCRC PNW Report

Rescues:

Rescue in Hidden Forest Cave, Oregon. Rock climber attempting to free climb out of 60 foot entrance pit fell from about 15 up and broke leg. Full litter package / carry out via the scramble-in side of pit.

Rescue in Lava River Cave, about ¾ mile in. Litter carry out. Lady who fell and sprained ankle refused to be assisted out and demanded a carry out.

Sea cave rescue in Yachats, Oregon. One man fell into water and a 2nd jumped in to rescue him. Both were subsequently swept into a large coastal cave and trapped. Lincoln County SO summoned USCG. USCG lowered rescue swimmer from helicopter and extracted both men. Treated for hypothermia.

Pre-planning:

Additional bolting in Charlie cave for pre-plan, as well as at McKenzie Pits.

Rescue plan markers and staging areas surveyed and bolted into Mt Rainier East Crater Cave system.

Hosted March 2016 NSS Board of Governors meeting in Bend, Oregon. Proposed NCRC certification / team accreditation plan. Received unanimous vote to proceed. Discussed white nose syndrome concerns for area caves and 2017 national seminar.

Training

OCR at Oregon Caves NM

4 day Custom Small Party Self Rescue class in Bend, Oregon

1 day SRT Vertical workshop at Bend Fire tower for Oregon grottos and MRA team members.

Assisted in teaching western region level 1.

Completed SPAR at Blacksburg, Virginia

Assisted teach SPAR and ICS course in Texas

Announced a 1 day ICS considerations for cave Rescue class at Clackamas County Sherriff's office for are SAR deputies and rescue leaders reference on going pre-plan for Sandy Glacier Cave system. Scheduled for April 1st 2017.

Gear / Cache

Alpine caving tower donated to PNW-NCRC from Rescue Response. Tower supplemented by a 2nd high structure with logs donated by Ed Adams, a Sister's logger, and pipes donated by Bend Fire Department. Tower site of Small Party class and this summer's certification and SPAR testing venue.

4 spools rope and 4 spools webbing purchased to supplement PNW cache for 2017 seminar. Also kootney carriages and steel carabiners purchased. Fire hose edge protection donated by USFS wild land fire unit.

Venue preparation for 2017 National Seminar

- As of 2-24-17, have 21 students registered:
 - 4 for level 1
 - 4 for level 2
 - 3 for level 3
 - 12 for TOFE
 - Revenue so far is \$15,097.00.
- Site venue secured at Deschutes Expo center. Deposit paid.
- Andrew Blackstock to fabricate steel clamps for rope gym. Photos and dimensions provided.
- USFS permits for cave access secured.

- Smith Rock State Park (cliff site) permits in processing
- BLM permits in processing
- WNS Decon trailer reserved for event (being driven up from Western Region)
- Article in NSS News coming out for April issue. Article in MRA Meridian also coming out end of March.
- All grottos in PNW contacted and provided registration links.
- SAR coordinators for OR, WA, ID, CA, AK, and Washington and Oregon regions of MRA notified of national seminar.
- Local SAR team logistics officer working on event t-shirts, convention bags, and transportation for students from Redmond airport to venue. Local grotto to help with this too. Working on ice cream donor for evening ice cream. Local ice cream company likely to supply it (Eberhards)
- Salamander cave suits to be at site.
- Oregon Mountain Community (OMC) to supply vertical gear vendor.
- Instructor guide book in processing

Needs: NSS insurance when updated in April
 Arrange shipping of hardware from national cache
 More rope (2 spools minimum)
 Prussic cords
 Office equipment
 Harold Chrimes reference instructor shirts (will Nancy do instructor polos?)
 Order manuals from Anmar
 Confirm which regional caches will be driving up
 Confirm count for Ferno litters / SKEDs
 Confirm Wi-Fi at venue

Appendix L

**National Cave Rescue Commission
 Rocky Mountain Regional Report
 Winter Meeting 2017
 Andy Armstrong**

Organization

- Region organized into State Coordinator System :
 Utah - Rodney Mulder, Salt Lake Grotto president
 Colorado - Marty Reames, Colorado Cave Rescue Network Chair
 N. Dakota, S. Dakota, Nebraska - Marc Ohms, Wind Cave National Park
 Wyoming - Rene Ohms, Devils Tower National Monument
 Montana - Kevin Grabinski, Lewis and Clark County SAR Captain
 Idaho - Pending

Recent Rescues / Events

- **Neffs Cave, UT** - Dislocated shoulder, SPAR response up three pitches using techniques learned in NCRC SPAR course
- **Jewel Cave, SD** - Calf muscle avulsion, seven hours from entrance, two hours from camp, SPAR response after night spent in camp
- **Cave near Monarch, MT** - Exhaustion, loss of consciousness, SPAR response including a PA and an EMT, NCRC SPAR students on team, handed off to life flight helicopter
- **Bloomington Cave, UT** - Exhaustion, callout SPAR response by Washington County SAR

Training

- **OCR Colorado Springs** in conjunction with Colorado Cave Rescue Network, led by Andrew Blackstock - 35 students
- **SPAR Helena, MT** sponsored by United States Forest Service, Lewis and Clark County SAR, and Northern Rocky Mountain Grotto, led by Andy Armstrong, 16 students

Other NCRC business

- Significant work on SPAR curriculum and lead instructor SPAR lead instructor qualifications by Andy Armstrong, Mel Eady-Pumplin, and Rich Pumplin
- RMR instructors helped teach one SPAR for Eastern Region, and two SPARs for South-Central one as lead
- RMR instructor Bonny Armstrong led one OCR for South-Central

Appendix M

National Cave Rescue Commission South-Central Regional Report Winter Meeting 2017

DJ Walker

Recent Events/Activities

- September 17-18, 2016 we held an OCR here in Texas. 12 students participated. 11 of the 12 were cavers with one being a park ranger from Texas Parks and Wildlife. This was held at a cave preserve owned by the Texas Cave Management Association in West Texas.
- We hosted a very successful Regional Seminar January 28 – February 4, 2017. We had 31 Level 1 students and 16 Level 2 students. We also held two SPAR classes during the week. One was the first three days with 12 students, and the second was later in the week with an additional 12 students.
- During the seminar we held a three-day “Command and Control” class, hosting One Battalion Chief and three Captains from the Austin Fire Department, a Battalion Chief from San Antonio Fire Department, and a Battalion Chief from Westlake fire Department. This was the second year we held this component and it was a huge success again. I cannot overstate the value this interaction had. Subsequently, one of the Battalion Chiefs is coordinating a Mock rescue in Austin Texas and is leading the facilitation alongside with the caving community.
- The Instructor Recertification Test was offered at the February Regional Seminar.
- Yesterday and today, February 25-26, 2017, an OCR is being held in Cushman Arkansas.

Appendix N

4 rescues (calls) requiring full response

3 incidents with cavers/others requiring not response

1 OCR in Florida November for River City Grotto (Jacksonville, FL)

CHCRS & Knoxville, TN continuing to work toward MRA accreditation

Worked on NCRC caver certification and cave team accreditation draft process.

Appendix O

NCRC Southwestern Region Report for 2017 Meeting

-Conducted an Orientation to Cave Rescue course in Carlsbad, NM in June, 2016. Sixteen students in attendance with 5 instructors

Three no payment – USFS and local SAR team.

-Assisted with a UNM Cave SAR training course for paramedic students (do not be the patient!!)

-Assisted with orientation trip for BLM at Fort Stanton Cave, cave SAR plan orientation for local FD personnel.

-Acquired a Ferno litter and projector for the NCRC-SW gear cache.

Rescues in Region

None to report

Appendix P

Western Region Report

Rescues: None

Accomplishments: Put on a modular level1 in Fresno and a weeklong level 1 seminar at Lava Beds NM. Taught about cave rescue at a medical student elective and at a wilderness medicine seminar. Held a planning meeting. Replaced all of the software in our cache. Added a come-along and a rotary hammer to the cache from National funds. Wrote a report for the upcoming ACA. Worked on the Scholarship committee and the Hudson award committee.

Plans: Attend National in Oregon. Will bring WR cache to National. OCR this Spring. Will be teaching at the WR-NSS Speleo-Ed seminar in May.

Problems: None.

Appendix Q

Education Committee/Training Coordinator Recommendations to BORC

SPAR Instructor Certification and SPAR Instructional Team Requirements

In our February 2016 BORC meeting we adopted new standards for SPAR instructors and instructional teams. The standards included a skills test for persons serving as lead instructors for SPAR classes. I attempted to implement that test process at the May 2016 seminar in Mentone, but we lacked clear evaluation criteria and I dramatically underestimated the level of intricacy involved in the SPAR testing. Despite the sincere efforts of the people I recruited to serve as evaluators, and those of instructors attempting to complete the skills testing process, the process did not give me the information I needed to clearly identify persons qualified to serve in SPAR Lead roles. Rather than certify candidates based on incomplete information, I chose to certify no one, step back and ensure we have solidly conceived standards and testing criteria, and then repeat the process in a more professional and prepared format. As I've noted previously, I take full responsibility for the SPAR misfire at Mentone.

In our July, 2016, BORC meeting the decision was made to convene a SPAR working group to revisit SPAR Lead Instructor standards and develop associated testing criteria. That group included several BORC members, plus persons who had been involved in developing or teaching our current version of the SPAR class. The group met several times and provided well-thought-out recommendations to the NCRC Education Committee. I'm pleased to share the following motions, based on feedback from both of those groups, and a pilot test at the TX regional. I plan to formally present these at our February, 2017, BORC meeting. No action is required at this time.

Motions Regarding SPAR

- A. The Training Coordinator moves that the criteria for a SPAR Lead Instructor are as follows:
1. Be a current NCRC instructor
 2. Receive a letter of recommendation from a current SPAR Lead Instructor
 3. Submit for consideration a caving resume, demonstrating advanced caving experience. (Examples include expedition caving, multi-day cave trips, exploration/survey project experience, and/or technical/remote caving/wilderness experience.). The resume shall also include information about any medical certifications. (Wilderness medical certifications are strongly encouraged.)
 4. Have participated, as a student, in an NCRC SPAR class prior to requesting SPAR Lead Instructor designation.
 5. Have assisted in the teaching of a NCRC SPAR class prior to requesting SPAR Lead Instructor designation.
 5. Take and pass the NCRC SPAR Lead Instructor skills test.
 6. Receive NCRC Training Coordinator approval.

B. The Training Coordinator moves that the skills test requirement for prospective SPAR Lead Instructors includes successful completion of the following: pickoff (suitable for an unconscious patient) followed by rappelling with the patient through a rebelay, plus one of the following three skills (Convert to Lower, Traveling Haul or Alpine SRT course) chosen at random (drawn from hat or similar). Skills shall be tested utilizing the approved versions of the SPAR Lead Instructor skills testing sheets, per Motion C.

C. The Training Coordinator moves that the skills sheets (attached) for SPAR Lead Instructor be adopted as presented.

D. The Training Coordinator moves that SPAR Lead Instructor candidates shall be allowed a second attempt on one of the two required skills test elements, at any one testing event/seminar. The other skill must be passed on its first attempt. Exceptions shall be made only in the case of failures of gear/equipment or the testing process/environment beyond the reasonable control of the candidate.

E. The Training Coordinator moves that a candidate who successfully completes the SPAR Lead Instructor skills test shall have one calendar year to complete any other requirements not already completed, as identified in Motion A. If the candidate requires additional time to complete requirements, they must successfully retake the SPAR Lead Instructor skills test.

F. The Training Coordinator moves that the SPAR Lead Instructor skills test may, with prior approval of the NCRC Training Coordinator, be administered at any sanctioned NCRC event. The test must be administered and overseen by at least two NCRC instructors, at least one of whom must be a current SPAR Lead Instructor, both of whom must be preapproved for the testing role by the NCRC Training Coordinator.

G. The Training Coordinator moves to establish a grandfather phase for NCRC instructors who have already participated in one or more NCRC SPAR classes. The grandfather phase shall last two years from the date this motion passes. During this phase participation as a student or instructor in the current version of SPAR or its parent version (recognized as the SPAR curriculum developed and taught by Becky Jones) will count toward the SPAR Lead Instructor class participation requirements. Once the grandfather phase expires, only the current NCRC SPAR class shall be recognized as meeting the criteria for taking and teaching a SPAR class.

H. The Training Coordinator moves to establish the NCRC Level 1 SRT entrance skill criteria as the minimum entrance skill for all future NCRC SPAR classes. Lead instructors may require students to pass the NCRC Level 3 SRT entrance skill for specific SPAR classes if desired, with prior approval of the NCRC Training Coordinator.

I. The Training Coordinator moves that SPAR Lead Instructor certification is valid for 3 calendar years. The starting and ending points shall follow the standard NCRC instructor recertification timelines. To recertify, candidates must successfully complete the skills tests again and submit an updated caving/rescue resume that includes information on medical training/certifications.

J. The Training Coordinator moves that these items be incorporated into a policy on SPAR Lead Instructor Qualification and Certification, and that said policy replaces that adopted February 27, 2016.

K. The Training Coordinator moves that NCRC instructors who successfully completed the SPAR Lead Instructor skills pilot test conducted in Texas on or about January 27, 2017, be credited with having completed the skills test requirement for SPAR Lead Instructor status. This motion applies to Gretchen Baker, Carl Amundsen, Andy Armstrong, DJ Walker, and Eddy Cartaya.

L. The Training Coordinator moves that the current requirements for SPAR Instruction Teams, as denoted in the February 27, 2016, Policy on SPAR Instructor Qualifications, be retained and renamed as the Policy on SPAR Instruction Teams. It shall be amended to include the statement that: "Applications for NCRC SPAR classes shall be made in writing to the NCRC Training Coordinator per the timeline and requirements denoted for other Regional Seminars."

End Motions – Comments from Punches

The working group put significant time into their recommendations and while the motions come in my name, if you like them the credit really needs to go to that group. The motions are presented individually to allow discussion and refinement during the BORC meeting. I've attempted to keep them concise, in the hope that they will be readily incorporated into two policy documents (one on SPAR Lead Instructor certification process and requirements, a second on instructional teams for SPAR).

Motion B makes reference to a set of skills testing criteria. I have attached the most recent version of that form, which includes revisions based on the Texas pilot test.

Motion K, if approved, will allow the Texas results to be recognized. Candidates were informed that there is no guarantee the Texas SPAR Lead testing will be treated as anything other than a pilot test. The following persons passed the test, using criteria that meet or exceed the ones shared with you: Gretchen Baker, Carl Amundsen, Andy Armstrong, DJ Walker, and Eddy Cartaya.

Mel Eady-Pumplin oversaw the Texas pilot test. She was assisted by DJ Walker, Andy Armstrong, Gretchen Baker and Carl Amundsen at various points during the

process. The assistants were also allowed to test, and at least two other evaluators reviewed their results.

Appendix R

NCRC Board of Regional Coordinators' Policy
Approved Feb 18, 2006 and amended Feb 20, 2010 and Feb 26 2017

Education Committee

Operating Policies and Procedures

1. Objective

1.1. The role of the Education Committee is to implement the Education mission of the National Cave Rescue Commission (NCRC) as stated in the NCRC bylaws, and/or as determined by the Board of Regional Coordinators (BORC). This includes development of education policy, curriculum and standards documents that relate to the education of cave rescue personnel and certification of NCRC instructors.

1.2. The Education Committee shall foster the development of technically sound standards, instructional curriculum, instructor certification programs, guidelines and test methods for cave rescue personnel, as well as being alert and responsive to new technologies and the developing needs of the public and private sectors as related to cave rescue.

2. Organization

2.1. The Education Committee (EC) shall consist of the National Coordinator, Training Coordinator, Medical Coordinator, and five members-at-large. EC members are expected to attend committee meetings and be available to serve on working groups. A Curriculum Coordinator may be appointed by the Training Coordinator to assist the EC. If appointed, the Curriculum Coordinator shall be a non-voting, staff position. An EC member-at-large may serve concurrently as Curriculum Coordinator without loss of voting privileges.

2.2. Each EC member shall have one vote for the purpose of voting their position on all EC matters.

2.3. The Education Executive Committee (EEC) shall direct and manage the Education program of NCRC. The EEC shall consist of the Training Coordinator, who shall act as chairperson, and the National Coordinator, who shall act as vice-chair

2.4. Working Groups:

2.4.1. May be established by the EEC.

2.4.2. Working group leaders will be appointed by the EEC.

2.4.3. Any interested EC member may join a working group.

2.4.4. Non-EC members and other interested parties may participate in one or more working groups with the approval of a simple majority of the EC.

Working groups may be disbanded or reassigned at the discretion of the EC, per a simple majority of the EC.

2.4.6. The Training Coordinator or his/her designee shall maintain a roster of working group membership and tasks.

2.5. Working groups will prepare and/or review documents and other materials, as assigned, and submit to the EC.

3. EC and EEC Responsibilities

3.1. The EC and the EEC shall review materials and propose them for BORG adoption using procedures that honor principles of openness, consensus and due process. This includes conducting business in a transparent manner and being receptive to dialogue other interested parties in any EC document or technical subject. Discussions of personnel matters will be handled in executive session and all documentation of a personal nature will be kept confidential according to the NCRC privacy policy.

3.2. The EEC is obliged to assure that all activities and information are, to the extent feasible, unbiased, accurate and disseminated in a timely manner.

3.3. The Curriculum Coordinator, or other designee, shall maintain complete records of the development process of all EC Documents and track the status of each document through development. The Training Coordinator shall also maintain a current copy of all documents once finally approved.

4. Meetings

4.1. EC Meetings shall be held annually and at the call of the EC chair.

4.2. Notice of EC meetings shall be sent stating the meeting's place, day and time; and mailed, emailed or faxed at least sixty (60) days prior to the date of the meeting to all EC members and EC subcommittee participants of record. Meetings may be called with less notice provided that all members agree in advance to such a meeting.

4.3. Any meeting may utilize a contemporaneous communications system in which all participants in the meeting can communicate with each other; and participation in a meeting by this system constitutes the presence of the participant at the meeting.

5. Types of Documents

5.1. Curriculum: A document set including overall course objectives, lesson plans and supplemental training material designed to meet the course objectives.

5.2. Standard: A precise statement of a set of requirements to be used in the development, testing or delivery of knowledge, skills or abilities.

5.3. Terminology: A document related to standards having definitions and explanations of terms, words, abbreviations, symbols and acronyms.

5.4. Test Method: A definitive procedure that provides for the identification, measurement

and approval of one or more qualities, characteristics and properties of knowledge, skills or abilities.

6. Information Dissemination

6.1. Education documents that have not received formal, final approval by the Board of Regional Coordinators shall be conspicuously marked as follows: This document is not approved by the National Cave Rescue Commission. It is under consideration within the NCRC Education Committee, but has not received all approvals required to become a NCRC Education document. It shall not be reproduced, circulated, or quoted, in whole or in part, outside of NCRC EC activities.

6.2. Subcommittee reports should be given at each meeting of the Education Committee. If the subcommittee Chair or his/her representative cannot report at a meeting, a written report shall be sent to the Education Committee Chairman.

6.3. Notice of EC activities, including status of EC document projects and subcommittee activities, should be carried in the NCRC newsletter, on the web site and such other communication channels as appropriate.

7. Document Creation and Review Process

7.1. Any member may petition the EEC to undertake a document project that is consistent with the objectives of the NCRC Education Program.

7.2. Approved projects shall be assigned to an EC member or working group by the EEC.

7.3. The assigned member/group shall develop the document for EC consideration.

7.4. The EC shall review and refine documents forwarded to it, informally, as a group. The informal review may be conducted in person or by other document-sharing mechanism.

7.5. Once the EC has determined a document or series of related documents is complete, it shall be forwarded to all members of the EC, in the form of a ballot, for formal vote.

7.6. The ballot shall provide for the following voting selections; Affirmative; Affirmative with comments; Abstain or Negative with comments. Negative votes without written comments will not be considered. Ballot approval shall require 100% of ballots returned be marked affirmative, affirmative with comments or abstain, and require at least a 60% return of all ballots.

7.7. The ballot may be sent and cast by email. In the case of a ballot with comments, a copy of the comments must be submitted to the Training Coordinator or other designee via email to be considered.

7.8. The EC shall review all non-affirmative votes and comments and determine if comments are technical or editorial. A quorum of at least 60% of the EC members shall be required to review non-affirmative votes.

7.9. Editorial comments found persuasive will be implemented.

7.10. The EC shall determine if a negative vote is persuasive or non-persuasive. If negative vote is found persuasive the document will be revised and re-balloted. If the negative vote is found non-persuasive the EC shall prepare a written response to the EC member casting the negative vote. In addition the EC will request a confirming simple majority vote of the EC at a scheduled meeting to uphold the non-persuasive ruling. If the EC finds the original negative voter persuasive the document will be revised and re-balloted to the EC.

7.11. If re-balloting is not necessary, the document shall proceed to the NCRC Board of Regional Coordinators for final review at the next BORC meeting.

9. Board Review Process

9.1 The Training Coordinator (Education Committee Chairperson) shall report the final consensus ballot and draft, along with supporting documents, to the Board of Regional Coordinators, on their next meeting agenda, for their approval. Negative comments reviewed by the EC and found non-persuasive shall be included with the final submission to the Board of Regional Coordinators, along with the reasons for non-persuasiveness.

9.2. Upon ratification by a simple majority of the Board of Regional Coordinators, the approved version will become the master document for use as required.

10. Records

10.1. The Education Committee Chairman shall cause records to be kept as follows:

10.2. Activity/Status Log: Individual Education documents.

To include:

Title and number Subcommittee

responsibility Original date

Draft number and date

Approval date

Review date

10.3. Project files: For Education documents

File will contain progression of documents through approval processes (ballots, votes, provisional drafts, negative votes, negative comments and the disposition of them, etc.)

To be kept at a location determined by the BORC.

10.4. Work done at EC meeting by attendees or via electronic means

10.4.1. Permanent copy: To be kept by NCRC office electronically in a manner that ensures its permanence and security.

11. Review Period

11.1. The EC shall review all Education documents at least every five (5) years.

11.2 As a result of this review the EC shall:

11.2.1 Re-ratify the document, or

11.2.2. Update the document editorially, or

11.2.3 Update the document materially and submit to the BORC for review and adoption,
or

11.2.4. Propose the elimination of the document, as obsolete, to the BORC.

12. Report to BOG

12.1. The Training Coordinator shall make a full report on Education activities to the NCRC and the NSS Board of Governors via the National Coordinators report to the BOG at least once a year.

NCRC BUDGET FY 2017-2018

	National	Regional	Total
Income			
Cave Rescue Manual Sales	5000	400	5400
Donations & Sponsorships	250	100	350
Interest Rec'd	0	50	50
T-shirt Sales	2500	500	3000
Misc Income	0	0	0
Seminar Income	45000	30000	75000
Seminar Fees paid to National	12400	0	12400
Total Income	62400	13525	96200
Expenses			
Bank & Finance Charges	2700	300	3000
Office Supplies	500	100	600
Postage and Shipping	50	50	100
Printing & Copies	300	200	500
T-shirts	1200	200	1400
Misc General Expenses	100	50	150
Certificates & Database	500	100	600
Curriculum Development	1000	0	1000
Gear Trailer	200	100	300
Insurance (all)	2500	0	2500
Scholarships Granted	0	250	250
Training Equipment	15000	2000	17000
Misc Training Expenses	200	200	400
Seminar Expenses			0
Food & Facilities	54100	5500	59600
Instructional Materials	0	100	100
Supplies	500	500	1000
Transportation	3000	1000	4000
Misc Seminar Expenses	1000	400	1400
Seminar Fees paid to National	8000	3000	11000
Publishing Cave Manuals	2000	1500	3500
Total Expenses	92850	15550	108400
Transfers			
Transfer to NSS Cave Rescue Train		0	
Total Transfers	0	0	0