

Washington State Animal Response Team
February 1st 2023
1900 – 21:00
Via Zoom
Minutes

In attendance: Leo Notenboom, Greta Cook, Bill Daugaard, Jeff Dahl, Kimberly Taylor, Jennifer O'Neal, Rory Kelleher, Jeremy Kane, Gretchen McCallum

The meeting was called to order by Jeremy at 19:00

Priority Discussion and Decision Items:

February 6th is WASART's 16th anniversary.

Treasurer: *Gretchen McCallum*

Total donations deposited January: \$6,724.21
\$2500 was from the Microsoft Alumni Network

YTD as of January 2023

Gross Profit: \$ 8,865.97
Expenses: \$ 5,840.64

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
2023: \$3,025.33	2023: \$ 305,385.21
2022: \$4,953.18	2022: \$ 249,352.92

Committee Reports:

Merchandise – *Diane Johnson – not present*
January Sales \$ 0
January Expenses \$ 0

Fundraising – *Vacant*

Technology and Communications – *Leo Notenboom*

LastPass to 1Password Migration

Leo has settled on 1Password as our new password management solution and migration is underway. Michaela has been the first "guinea pig" to try it out and Leo would like Jeff to try it out next.

- Master database has been migrated.
- Documentation begun:
<https://wasart.org/members-only-pages/1password-at-wasart/>

- First non-admin user added (Michaela, to be promoted to admin after 1PW tests).
- Rolling out to rest this month – needs to be done by the end of February.
- LastPass account terminates at end of the month.

Radios

In-vehicle radio documentation needs to be reviewed and updated.

- WASART2: (Isuzu box van, Taylor's Landing)
- PowerWerx radio available for use in the box. Not yet mounted or programmed.
- Antenna proposal: Rather than mounting something permanently to the box van, we get this:
<http://n9taxlabs.com/shop/ols/products/dual-band-2m-70cm-standard-antenna> (roll-up dual-band jpole), mount it inside a 1" PVC tube with a hook so that it can be hung from a nearby tree or other tall object. Possibly could use a snap-on tool holder or two (e.g. <https://amzn.to/3hZOfsH>) attached to the outside of the vehicle to snap the antenna in place during a deployment when there's no convenient hanging location.
- Radio proposal: mount the PowerWerx at the door-end of the box van, underneath a shelf. Significantly easier to access when in use, and still out of the way.

Training

Every training and (almost) every deployment should be considered an opportunity to use, practice, and become more comfortable with radios.

GroupMe videos will be created.

InReach

Investigate linkage between InReach and SarTopo. We still want to add video training to the website.

Reference

- Members-only pages updated to include links to more info, such as radios, 1Password, convenient “how to” videos.
- Volunteer forms have been moved online where possible, including main volunteer registration and additional forms required: <https://wasart.org/volunteer-member-forms/>
- Working on moving some of our other forms online as well over time.

Supply – Greta Cook

W3 Truck Tires

Greta was hoping to have the new tires on the truck by now, but there are three people working on it, one of them is Gabe, who may be able to get them donated. In return we can do something like put their logo on our truck or trailer.

Greta and Michaela will work on writing up a formal process to give to potential donors.

Owner Resources Website Page

- Greta is putting together a resource list to put on a page to our website.
- Lynn Snow would like to do some updating on the website with resources for the public, so Greta will be helping her with that.

Outreach – Greta, Kristi, Kimberly, Jeanette

Resurrection of the Committee

We had a very successful outreach event at the Tacoma Equine Horse Health Expo. We talked to at least 100 people and would like to do more of these types of events.

With outreach, there would be 4 basic tiers of focus:

- Display booth/Demo
- Presentations
- Trainings
- “Meet and Greet” – where we would meet up with potential partners and share what we do and how we can help each other. We would like to start by meeting up with Tacoma Equine and then potentially some fire departments.

Budget and Supplies

We have supplies and handouts and some presentations. Greta would like to have some stock

presentations ready to go. We need to coordinate with Gretchen if there will be a charge for a training.

We will need a budget and will work on prior to the next finance committee meeting.

Fact Sheet Envelope

Greta would like to put together an envelope that would include the form, WASART Fact Sheet (formerly called “Talking Points Fact Sheet”), a brochure, business card and a list of upcoming trainings/events. We would be giving this out to potential donors, agency partners, anyone we want to give more information about us to.

Membership – Gretchen McCallum

Membership Statistics

Membership: 149

Base/Ops Support deployment eligible: 66

Base Support deployment eligible: 1

We usually lose 30 members at the beginning of each year, currently for 2023, we are losing about 20.

Online Forms, & Volgistics Procedure Changes

Leo and Gretchen are working on the membership application in Volgistics, for the website.

Volgistics required that the old application be converted into a new format, with a deadline of February the 8th. Gretchen converted it over and now instead of the Volunteer Member Forms (Emergency Worker Registration, Background Check Application, Volunteer Waiver & Release, Code of Conduct, Blood Borne Pathogens) being filled out and emailed as hard copies, they can be done online and will come back attached to the membership application. The results will go into their hard copy files and the entire process will be much easier.

The new form allows us to do some themes which Michaela will be working on.

Leo will create a QR code that we can share with people we are talking to in person.

Corrected Highest Miles and Hours Accumulated During 2022

Miles

- Kelly Thomas 1676
- Kristi Olarti 1456

Hours

- Jeff Dahl 678
- Kristi Olarti 360

Top 10 Donors' Hours & Value (2022)

Donor	Hours	Value
Dahl, Jeff	678.17	\$ 22,288.13
Vogel, Bill	462.27	\$ 15,601.49
Marentette, Lenore	408.85	\$ 13,798.67
Olarti, Kristie	360.33	\$ 12,161.22
Gan, Chris	257.52	\$ 8,691.18
Cook, Greta	192.72	\$ 6,504.19
Eaves, Michaela	190.07	\$ 6,482.24
Haney, Emily	180	\$ 6,076.00
Lane, Tiffani	180	\$ 6,075.00
	2909.93	\$ 101,436.83

Top 10 Donors' Miles (2022)

Donor	Miles
Eaves, Michaela	2,323
Thomas, Kelly	1,676
Olarti, Kristie	1,456
Romeo, Melissa	1,165
van Caspel, Pim	1,165
Lyne, Jennifer	1,104
Kelleher, Rory	1,101
Dahl, Jeff	973
Johnson, Diane	853
Benedetto, Gabe	831
Gan, Chris	804
	13,451

Value of volunteer hour in WA for 2021 (latest valuation) is \$34.87/hr (per Independent Sector. Org)

Volunteer Management – Bill Daugaard

No updates

Sheltering – Jeanette Whitmire – not present

Sheltering Work Party February 18th
 We will be taking both AKC trailers into the exhibition hall at the Expo Center to inventory and organize.

Finance – Gretchen McCallum

No updates

Technical Rescue – Jeff Dahl

Fuel Reimbursement

It has been agreed that members should be able to submit reimbursement claims for fuel used in the specific purpose of maintaining, repairing, or improving WASART assets. Expenses for attending meetings, trainings, social events or work parties are not reimbursable.

Only submit claims when at least \$10 has been accumulated and have it billed against whichever group you are doing the work for (TRT, Sheltering, Water Rescue, etc).

Bill offered to draft section 8.1 Reimbursement of Operating and Other Incidental Expenses to include fuel reimbursement and send to the Board for review.

ASPCA's CRC

ASPCA is recommending as many people as possible come visit the facility. They are not yet doing their own medical or dental do not have the facilities. To date, Jeanette, Jeff and Lenore Marentette have visited the facility.

Water Rescue – Rory Kelleher

TRT support for Water Rescue

We will be asking for TRT support with all Water Rescue call outs

Kenmore Waterfront Activities Center Event

Sara Price is on the BOD for KWAC (Kenmore Waterfront Activities Center). They are rebuilding the park and are interested in Water Rescue doing a demo on May 6th. Rory will inquire if Outreach could attend also.

March Trainings

Rory will be holding trainings in March in preparation for the Swiftwater Safety Institute NFPA class April 8th-10th

Water Rescue Donation

The owner of a marine supply company in Ballard was impressed by our rescue of Lobo and offered to make a donation. She donated four line guns (used for shooting line across a river) and 25 strobe lights. She offered Rory a Zodiac but he turned it down.

Board Member Reports

Josette Holden, President –

Answering Service Activity
January = 10

Jeremy Kane, Vice President –

Insurance Research Update

- We have a February 15th deadline to make changes or cancel our current policy.
- Jeremy will have recommendations to send out this week
- June 4th is when our current policy renews

Jeanette Whitmire – Secretary – not present
Minutes of November BOD meeting– M/S/P as presented.

Reviewed action items.

Kimberly Taylor, Training Director

First Aid/CPR in House Training

Jeremy is qualified to teach CPR/First Aid and is hoping to have equipment to use by the end of March or April. The cost to members will be \$10 or \$11, for the CPR card. He is able to offer as many times a year as needed.

KCSARA has offered to allow WASART members to attend its First Aid/CPR classes and Gretchen will distribute to the membership when dates and links are received.

Upcoming Trainings

Open House: February 11th
Base and Operations: March 5th

Updates to Policy 3

The Training Committee should have a draft ready to present to review and approve by the next Board meeting.

Covid 19 – what it means to be “vaccinated”

- Jason Shirron is expecting to find out the current policy by next week so he can relay the information to us.
- The initial doses are considered “vaccinated”.
- He will also let us know how to handle workers with health-related issues, that cannot be vaccinated, as soon as he gets the information.

Bill Daugaard, Past President

YTD Metrics presented.

Form T-002 Section 7 Concern

This is the current revision for section 7, “This deployment qualifies towards recertification for the listed responders”:

- Base/Operations, TRT, TWRT, Support Responder:
- Base/Operations Support Trainee:
- Sheltering:
- Technical Rescue (Animal Rigger, Attendant, Operator, Technician) Credentialed:
- Technical Water Rescue (Operator, Technician) Credentialed:
- Transport: Truck or Van
- Transport: Truck and Trailer
- Call Coordinator

Bill is questioning the 4th and 5th lines having the word “Credentialed”. He wants to make sure everyone is recognized for their work. Even if they are not TRT or TWRT certified.

Who uses this form:

- Gretchen for Volgistics
- The Training Committee
- Kristi to track TRT credentialed members
- Rory – not currently using but probably will eventually

We also currently send a copy out with the AAR, even though it is an internal document and not required by the state.

Per Greta, how the form is intended to be filled out: Anyone that shows up, is ‘requalified’ for Base/Operations
Vehicle Drivers will ‘requalify’ for Transport Operators and Technicians participating in a technical rescue will be ‘credentialed’
TWRT members – no one is credentialed yet so currently, anyone showing up for trainings are, by default, ‘credentialed’ for Water Rescue.

One suggestion was to remove the word ‘credentialed’ on the TRT and TWRT lines. We decided we don’t want to do that because we want to only list TRT and TWRT members on that line that are currently ‘credentialed’.
The Board did agree on one change: add ‘Sheltering’ to the first line (becoming: Base/Operations, TRT, TWRT, Support Responder, Sheltering)

AAR and T-002

Form T-002 is currently being sent out with the AAR but it is an internal form only and does not have to be submitted to the state. Bill would like to continue including it with the AAR and the Board voted on and approved this suggestion.

Public Relations – Michaela Eaves

FB likes: 14,257
Twitter Followers: 463
Instagram: 632
YouTube Subscribers: 263

Advising Specialists

Julie Shipman:

No updates

Jennifer O'Neal:

No updates

Unfinished Business:

Search for new truck

This is ongoing and Rory expect to purchase by the end of the year.

Status of current TL's re ICS 300 Completion

Kelly Thomas and Kimberly Taylor have now taken ICS 300. Gabe has not yet taken it so it was voted on by the Board that he be advised he is no longer a team lead. Gretchen will notify him.

Status of 2021 Annual Report

This is in process. Michaela has worked with Gretchen and has everything she needs to write it up. Lynn Snow has been asked to assist.

Forms and Policies Revision Control Document

We have a Forms Control Document but not one for the Policies. Greta suggests we add the Policy Revisions to the Forms Revisions document. We also need to update the Website with the most current Policy documents. We need to have PDF copies on the Website and the Word/Excel documents in drop box. We also need to upload the minutes to drop box.

New Business:

Status of 2022 Annual Report

Gretchen has stats that she will get to Michaela, within the next week.

WASART Letterhead Revision: BOD titles, WASART info, EIN

Greta has revised the footer, adding our EIN# and that we are a 501c3.

Greta also had two versions, modifying the Board titles, and will email out to the Board for review.

We will decide in the March meeting which one to use.

AAR Privacy Issues

We need to make sure we are excluding owner information (name, address, etc.) for deployments that need to be kept more private. Such as neglect cases. Just using the town, or general area is enough. We also need to make sure not to send out photos of owners who have requested they do not want their picture taken.

Question – once we send out the AAR to the state, does it become a public document?

Good of the Order

Greta talked to Jerry Lloyd from Whidbey Island, who has a lot of TLAR equipment. He trained with the Foxes from in California (Large Animal Rescue Company) and with the fire department. He is a horse owner with a covered arena and also boards dogs. He had offered space for displaced animals during the wildfires.

He has been worried about what to do with the equipment. Greta talked to him about setting up a RART. He said he would join WASART and wants to see how we can get this equipment and training going in the Whidbey Island North Area.

Jeff previously suggested to him that he store his equipment at a local fire department.

Moved to adjourn at 21:36