



Membership Policy Guide of Summit to Sound Search and Rescue, Inc.

1. Review

Once a year a committee comprised of Summit to Sound Search and Rescue, Inc. (StS SAR) unit members will review unit documents including bylaws, policies, and all documents necessary for the day-to-day coordination of the unit's business. Any member of the unit may access all unit public records.

2. Membership

2.1 Eligibility and Application.

2.1.1 New Member Onboarding

Summit to Sound SAR onboards new members annually through a structured academy program. Prospective members may submit applications at any time throughout the year, and we will maintain communication with them during this period. However, they will be invited to attend the next scheduled academy cohort.

Application Process Overview: Prospective members begin by contacting us through our website, Facebook, or member referrals. They will receive information about StS SAR, our specialties, the academy structure, prerequisites, and application requirements including the application fee.

Info Sessions are held prior to each academy. Interested candidates attend these sessions with their completed applications, receive the academy schedule, and complete additional paperwork including background checks and DEM card forms. The application fee is collected at this time.

Board Approval: Following the Info Sessions, the Board reviews all applications and approves or denies each applicant. Denied applications are filed with documentation of the reason for denial, and applicants are notified in writing.

Probationary Period: Approved applicants become probationary members on the first day January. Applicants will work with the Membership Officer and Training Officer to complete academy requirements. The President handles technical paperwork and assigns Tac numbers. Probationary members who complete the academy without missing classes or other requirements may be added to the call-out roster. Those with incomplete requirements must develop a plan to fulfill them before field qualification.

Full Membership: After six months and upon successful completion of the background check, the Board reviews each probationary member and votes on whether to grant full membership

status or extend the probationary period if concerns need to be addressed. Full members are eligible to receive a DEM ID badge.

2.1.2 Lateral Transfer Onboarding

Lateral transfers may apply and be considered at any time throughout the year on a case-by-case basis. This pathway is available to prospective members with current or recent SAR experience.

Eligibility Criteria: Lateral transfer candidates must hold a current field qualification (within the last 12 months) from another ground search unit and must submit training records as part of their application. The Board may approve deviations from these criteria on a case-by-case basis.

Transfer Process: After initial communication confirms likely eligibility, candidates receive an application and submit their training records for review. Upon completion, they attend a general meeting to meet with the President, Training Officer, and/or Membership Officer, where they pay the application fee and complete background check and DEM card paperwork.

Board Review and Training: The Board reviews lateral transfer applications at the next scheduled Board meeting. Once approved, the Membership Officer and Training Officer work with the new member to identify any training that cannot be transferred or is missing and create a plan to address gaps. All lateral transfers must complete StS-specific training, such as Basecamp Orientation.

Call-Out Eligibility: Upon background check clearance and completion of all training requirements, lateral transfers may be added to the call-out system. The President completes technical paperwork and assigns Tac numbers.

2.2 Dues and Roster.

Dues will be reviewed annually by the Board. Any changes will be voted on by the membership and recorded in the minutes of the meeting. The Treasurer or designee shall collect any established dues from new members upon acceptance to the unit and from current unit members by the first regular meeting of the year, provide receipts, deposit monies in the unit account, and record payments.

The Treasurer shall report to the Board any member failing to pay the dues by the deadline defined in the bylaws. Any member who is in arrears shall have their membership terminated. Any member is welcome to approach the Board at a business meeting to discuss discrepancies before the deadline as outlined in the bylaws for special consideration.

The Membership Officer or designee shall maintain a current list of members and personal information including contact information and state emergency worker card numbers. The Membership Officer or designee shall provide copies of the roster to all members and local emergency managers. Information deemed private, including Social Security numbers, medical information, and

other personal information will not be a part of the roster. The roster will be available to all members through D4H.

The rosters and callout lists are for search and rescue (SAR) use only. No member will share phone numbers or member information without prior permission. No member will use email addresses for anything other than SAR communications without prior permission from the addressee.

2.3 Maintaining Membership.

This unit defines training as part of its mission. Members must meet training standards and expectations. Members may be assigned to positions within the unit for business and training purposes. Members are expected to meet the requirements of WAC 118.04.120 and the basic member qualifications defined in the "Qualification Level" section of these policies. Auxiliary members must meet basic safety standards and certifications approved by the majority of the Board.

All members, except auxiliary members, are expected to regularly participate in meetings, training, and organizational activities. Members are expected to participate in as many missions as they are available for.

A member failing to meet a reasonable level of participation or training, shall be reported to the Board by the group leaders or Training Officer. The Board will assess the performance level and take appropriate action.

All members must be actively involved in acquiring required skills and any additional skills, which further the unit's mission. These may include unit skills, qualifications in another group, unit positions, or external certification.

Members are responsible for keeping track of their qualification expiration dates and for scheduling training in a timely manner to prevent qualification expiration.

All StS SAR members are ground search members, except for auxiliary members. In addition, a member may apply to join any special operations group(s) (specialty groups). Not all callouts will require skills of the specialty groups, but all members are expected to respond as available.

Members must be qualified to deploy as an StS SAR member to deploy as a specialty group member unless the member is from another Whatcom County SAR unit and responding under a Memorandum of Understanding.

2.3.1 Mission Response Qualification Levels:

The following training levels encompass the qualifications outlined in WAC 118.04.120, as defined by the Sheriff's Office and StS SAR.

- Novice: Member is restricted from responding to missions but may attend and participate in training.

- Support: Responder who operates in base and has a SAR function.
- Field Qualified StS SAR Responder: A responder who is fully certified in general field operations.
- Team Lead (TL): Current Field Qualified StS SAR Responder, who is also responsible for leading a search team.
- Operations Chief (OC): Responsible for managing the search operations.

Specific classes that apply to each training level are outlined in Appendix C.

Specialty group requirements may include more extensive and detailed qualifications to meet specialty needs. Those requirements are outlined in each group's Standard Operating Guidelines (SOGs).

Members who are not qualified for specific StS SAR duties shall not be assigned to such duties, unless specifically directed by the Incident Command (IC) and then only when the member will be under the direct supervision and control of personnel who are qualified for that specific assignment.

All volunteers must wear clothing appropriate to their assigned task. Clothing must be appropriate to terrain, location, weather, and mission objectives.

Clothing or badge should clearly identify the person wearing it as a Search and Rescue volunteer.

2.3.2 Volunteer Hours.

Members, including auxiliary members, are required to fulfill a minimum of 24 hours of volunteer time directly related to StS SAR annually, as recorded by the unit.

2.3.3 External Certifications.

It is the responsibility of the member to file with the Training Officer copies of current certification of skills, licenses, or permits obtained outside the training purview of SAR.

2.3.4 Termination of Membership.

When a member leaves StS SAR, all unit owned equipment and issued ID must be returned within 30 days. If the member is a volunteer with another Whatcom County DEM group, then the member should be advised to take the card to the DEM to get it updated.

The unit will notify DEM of the member's termination from the unit.

After leaving StS SAR, retained logos may be kept for nostalgia, but not for public display or official use.

2.4 Leave of Absence.

Members who intend to be unavailable for missions, trainings, and meetings for an extended duration must submit a letter requesting a leave of absence. The letter will be submitted to the Secretary or designee and approved or denied by the Board. The Board's decision will be recorded and filed in the personnel file.

A leave of absence will not be extended to members for more than one calendar year.

A member returning from a leave of absence must attend a business meeting or month membership meeting and present a letter to an Officer asking for reinstatement. Members on leave of absence are not allowed to respond to missions or attend training, and are not required to attend meetings. They will be removed from the callout system for the duration of their leave of absence.

2.5 Legacy Membership

Any members that have been active members for at least 10 years, but are no longer able to participate as active members. Members may submit a letter requesting a legacy membership or may be offered the membership by the Board.

Members that qualify for legacy membership may step away from membership for a time, attain legacy membership, but later apply to return to active membership or an auxiliary role.

Legacy membership should be reviewed by the Board annually.

2.6 Membership Meetings.

The general membership shall meet at least 10 months of the year to conduct unit business including debriefings and training.

Additional training opportunities will be provided outside the general membership meetings.

Non-SAR guests attending meetings must sign a liability waiver and not participate in hands-on or field training.

2.7 Equipment.

2.7.1 Personal Equipment:

Members are expected to outfit themselves with personally owned equipment and consumables. This equipment shall be the sole responsibility of the member and must include these 12 essentials as appropriate for your specialty group:

- Skin protection (sun & bug)
- Light source
- Fire starter

- Food (minimum 24 hours)
- Appropriate first aid kit
- Whistle
- Insulation (extra clothing)
- Shelter
- Navigation supplies (map & compass minimum)
- Knife (or hatchet)
- Water (minimum 24 hours)
- PPE (nitrile gloves or similar, leather gloves, ear protection, eye protection)

Members are expected to respond to callouts and training with equipment and attire appropriate for the mission, climate, terrain, and skill level.

Members must have a phone, or device able to receive phone messages, and be able to check email.

Additional equipment requirements and recommendations are outlined in the group SOGs.

2.7.2 Unit Issued Equipment.

Unit apparel with logo and an ID holder will be issued as available when members pass the probationary period and are Support qualified.

Any unit equipment issued to a specialty group or member, with Board approval, will be the responsibility of the specialty group leader/member in coordination with the Equipment Officer. Any equipment will be signed out by the Member. Members can, with the approval of the Equipment Officer, retain equipment for a maximum of 6 months.

2.8 Member Behavior and Responsibilities.

Members are expected to be mentally and physically fit to meet standards under WAC 118.04.120. Members must foster an atmosphere of positive cooperation and support and maintain professional behavior. It is in the best interest of the unit to have members who are courteous, thoughtful, alert to danger, and respectful of other persons and property. Search and Rescue is a team activity, and members are expected to be able to work with others in a positive team environment. Members are expected to:

- report anything that may be a safety concern for current or future activities to a Board member or the on-scene Safety Officer or training leader;

- call a safety stop and bring attention to a major safety concern during missions or trainings and report any damaged or potentially unsafe equipment to the Equipment Officer and immediately take it out of service; and
- conduct themselves so their actions are a positive reflection on StS SAR and the Whatcom County SAR (WCSAR) Council.

Safety issues will be addressed by the Board and investigated if necessary. The elected Safety Officer will be involved in all safety investigations. Investigations will be done to find facts and recommend solutions, not to assign blame. Actions may be taken by the Board as appropriate.

We work closely with law enforcement as dictated by WAC 118-04. As such, negative rhetoric about or towards law enforcement or other emergency response agencies will not be tolerated.

Members behavior outside of SAR activities can reflect on the unit and parent organizations. Members should conduct themselves accordingly.

Harassment, bullying, or hazing in any form will not be tolerated. A charge of harassment, bullying, or hazing requires documentation or witness by another StS SAR member and will be brought before the Board. If the Board substantiates the accusation, the member accused will be subject to the Quality Consistency Plan (Appendix B)

Charges of harassment, bullying, or hazing and of victimization without documentation or witness are forms of harassment and will not be tolerated. Members acting in this manner will be subject to the Quality Consistency Plan (Appendix B)

StS SAR will not tolerate undocumented or unwitnessed personal attacks and dramatic negative statements about the organization. Members committing any such acts will be subject to the Quality Consistency Plan (Appendix B).

Members are expected to follow the chain of command and take suggestions, issues, and complaints, to their group leader first. If not resolved or applicable, then to an Officer. If still not resolved, an infraction report may be filed with the Board. If still not resolved, the final step is to file a complaint with the WCSAR Council. Complaints beyond your group leader must be submitted in writing.

Members not acting in the best interest of the unit shall be subject to the Quality Consistency Plan (Appendix B).

If a member is involved in an accident or is injured or equipment is damaged during a mission, the member must report the incident to the Incident Commander (IC) on the mission and notify a Board member within 48 hours. If the incident happens on a training/event, report to a board member immediately and that Board member will inform the rest of the Board.

If a member is involved with a law enforcement-initiated contact (i.e., traffic or criminal citation, accident, questioning, etc.) it must be reported to an Executive Board member within 7 days. Failure to report could result in termination from SAR.

2.9 Multi-Jurisdiction DEM Card Holders.

Members holding DEM cards from multiple jurisdictions shall honor DEM restrictions issued by one jurisdiction in all jurisdictions.

When responding to a mutual aid involving home jurisdiction, members must sign in with the unit from their home jurisdiction.

2.10 Logos.

The Board will determine the appropriate vendors for logo purchase. Logos will not be displayed by non-members. Probationary members may be issued logoed items during missions or training.

If financially feasible, the unit may buy items with unit logos from members leaving the organization, for resale to current or new members. The Board will determine the amount offered based on the condition.

2.11 Documentation Retention.

All documentation shall be retained for 7 years.

3. Duties of Officers

3.1 President.

- Attend and facilitate all business meetings and general meetings each month, as well as special issue meetings such as bylaw reviews, etc.
- Attend the monthly WCSAR Council meetings prepared to report monthly volunteer hours, mission/training/activity information, and other general unit report items.
- Relay information from the WCSAR Council meeting back to the Board and general membership.
- Assemble and present an agenda for each business and general meeting and facilitate the discussions and decision-making votes.
- Discuss items and vote as a member of the Executive Board.
- Maintain awareness and support of the activities within the group, including other committees or teams.
- Be available for unit-related issues, emergencies, or discussions that may come up outside of scheduled meeting times (within reason).
- Ensure that paperwork (background checks, emergency worker cards, sign-in sheets, etc.) are properly completed, submitted, and filed in accordance with DEM requirements and unit bylaws and policies.
- Keep the unit on schedule for projects, annual requirements, goals, etc.

- Provide support for officers and group leads in carrying out their duties and assignments.

3.2 Vice President.

- Be available to attend all business meetings and general meetings each month, as well as special issue meetings such as bylaw reviews, etc.
- If the President will be absent from a meeting, fill the role of the President to facilitate the meeting.
- When requested, attend the monthly WCSAR Council meetings prepared to report monthly volunteer hours, mission/training/activity information, and other general unit report items, and relay information back to the Board.
- Discuss issues and vote as a member of the Executive Board.
- Fill in for absent officers at regularly scheduled meetings.
- May assume other duties in support of the President, as requested.

3.3 Secretary.

- Attend all business meetings and general meetings each month, as well as special issue meetings such as bylaw reviews, etc.
- During all meetings, take thorough notes on all items discussed, votes taken, financial information, group reports, etc., using the agenda written by the President.
- Discuss issues and vote as a member of the Executive Board.
- Upload minutes into Teams folders following each meeting.
- Send business meeting minutes to all Board members via email following each meeting.
- Send general meeting minutes to all members via email following each meeting.
- Set up business meetings (and any additional meetings required) in Teams, when requested.
- Several days prior to each business meeting, email the Teams meeting link (if applicable) and reminder out to all board members.
- When requested, send out meeting reminder calls, or other calls, via email.
- Filing and record-keeping in accordance with position requirements in the bylaws.
- Complete and submit meeting sign-in sheets, when requested.

3.4 Treasurer.

- Attend all business meetings and general meetings each month, as well as special issue meetings such as bylaw reviews, etc.
- Discuss and vote as a member of the Executive Board.
- Present required or relevant financial statements, updates, issues, etc.
- Manage and keep records pertaining to financial accounts, expenses, money received, etc.
- Collect dues and other deposits, and ensure they are properly recorded and deposited.
- Issue reimbursements and ensure they are properly recorded.
- Ensure no reimbursements are issued without a receipt or proof of purchase.
- File and keep records in accordance with position requirements in the bylaws, including online.

- File appropriate tax documents and items pertaining to the 501(c)3.

3.5 Training Officer.

- Be available to attend business meetings and general meetings each month, as well as special issue meetings such as bylaw reviews, etc.
- Present a monthly report that includes upcoming training plans and goals.
- Create the unit training calendar and disperse it to the membership.
- Send out notifications of training activities to the membership.
- With the assistance of the President, complete and submit training mission requests on behalf of all groups and activities.
- Facilitate unit training both in the classroom and in the field.
- Communicate with members regarding their training levels and records.
- Enter training records into the roster, and ensure they are filed in the appropriate locations.
- Update the call system with member's response status quarterly at a minimum.
- Facilitate training with other units when practical.

3.6 Safety Officer.

- Be available to attend business meetings and general meetings each month, as well as special issue meetings such as bylaw reviews, etc.
- Present a monthly report that includes current projects and goals.
- Advise the Board on the safety aspects of proposed decisions or projects.
- Propose new projects or policies to maintain a high level of safety within unit activities.
- Participate in discussions following safety-related incidents and advise the Board on best practices.

3.7 Membership Officer.

- Be available to attend all business meetings and general meetings each month, as well as special issue meetings such as bylaw reviews, etc.
- Present a monthly report, including members who are at their 6-month review date.
- Meet with prospective members (including over email) and provide them with general information about the unit and joining steps.
- Assist with oral board interviews of new members.
- Communicate with new members regarding their membership status, next steps, questions, etc.
- Enter new members into the roster and assist with roster management and facilitate offboarding for leaving members
- Ensure onboarding tasks (roster, OCN, dues, prior training records, etc.) are completed and communicated with new members.

3.8 Equipment Officer.

- Be available to attend business meetings and general meetings each month, as well as special issue meetings such as bylaw reviews, etc.
- Present a monthly report that includes status of the unit equipment.
- Maintain all equipment (within your ability) and request additional assistance with maintenance outside your ability.
- Recommend repairs, replacements, additions, or servicing of unit equipment to the rest of the Board.
- Keep an inventory of unit equipment, including current condition and replacement value.

4. Specialty Group Leaders

Special operations groups (or specialty groups) consist of K9, Water Rescue, and Emergency Medical Services (EMS).

Each group's leader is responsible for coordinating the training of the specialty group through the Training Officer and for keeping members in compliance with both group and unit requirements. Specialty Group Leaders may assign an assistant to help facilitate the group. Specialty group training will not be scheduled to conflict with StS SAR unit training.

4.1 Position Duties:

- Attend general and business meetings.
- Coordinate with the Training Officer on DEM training mission numbers.
- Align training sessions with the Training Officer to assure all safety and tactical aspects of all group operations meet StS SAR Bylaws Section 1.3 and StS SAR safety guidelines.
- Keep sign-in sheets and turn them over to the Training Officer.
- Assist group members to set training goals and attain them.
- Report to and be accountable to the Executive Board.
- Vote in the business meetings.
- Establish equipment and skill level requirements for the specialty group.
- Schedule training for the specialty group.
- Find qualified instructors for special training.
- Assist new group members with all documentation and policies and forms.
- Maintain records of group members and qualification level; submit them as requested to the Training Officer and Board.
- Review and or update group SOGs once a year and submit to the President.
- Have a minimum of two hands-on trainings a year.

4.2 Skills and Qualifications:

The Group Leader must have Field level of training and continuing leadership development. Familiarity with various search techniques and search management adds to the leader's effectiveness. The Group Leader should have a strong background in the group's specialty. The Group Leader must be capable of

working in a collaborative manner with the members of the group as well as other members of StS SAR.

5. Finances

The Treasurer will transfer money between the checking and savings account, to keep a balance in the checking account to cover day-to-day operational expenses.

The payee cannot be the signatory.

Donations specified for a specific group or project will be held in reserve.

Money held in reserve for a specific group or project shall be spent on that group or project within 24 months. Money not spent within 24 months shall be transferred to general funds.

- Money held in the animal emergency fund will not be subject to a time limit.
- A request to extend the time limit for a project that is taking longer than expected may be submitted to the Board.

All reimbursements will require a receipt or documented proof of purchase.

No cash withdrawals will be made.

6. Mission Numbers

Mission number requests or mission number modification requests will be submitted to Whatcom County DEM by the Training Officer or the President. However, Group Leads may request additional dates and/or locations to their group's existing numbers but must include the Training Officer and President on all communications regarding the request.

7. Duty Officer On Call

This unit shall have a duty officer on call readily available 24 hours a day and is responsible for responding to requests for assistance from local and state agencies. The list of duty officers on call and the call priority will be decided by the President. The list will be submitted to the SAR Coordinators and DEM and updated as needed.

Upon receiving a request for assistance, the duty officer on call shall determine if the unit should respond and initiate the callout procedure if warranted.

8. Use of Recording Devices

8.1 General.

The use of cameras, video, and audio recording devices or digital devices such as cell phones, MP3 players, and PDAs that have recording capability can cause violations of privacy and breaches of confidentiality. However, cameras and other recording devices have uses during a SAR mission – cell

phones may be used for communication or navigation, cameras may be used to document evidence at a possible crime scene or to document operations for historical or training purposes. For that reason, the use of cameras, video and audio recording devices, or digital devices such as cell phones, MP3 players, and PDAs that have recording capability at any SAR mission, meetings, training sessions, or event is strictly governed by the following policies.

8.2 Photographs of Members.

By accepting membership into StS SAR, a member accepts that photographs taken during SAR missions, meetings, training sessions, or events are releasable to the general public with the following exceptions:

8.2.1 Members shall not take or use photographs to harass, embarrass, or annoy others. All StS SAR policies, including the policies on harassment, discrimination, and professional conduct, apply to photographs.

Whether or not a photograph is “inappropriate” is nebulous and is different for different individuals. If there is any question or doubt about whether or not a photograph is inappropriate or embarrassing, the member(s) who appear in the photograph(s) will be asked for and will give permission, in writing, before any such photograph is used, shown, or publicized in any manner. This includes any image inadvertently taken with a member’s cell phone camera or other digital imaging device.

8.2.2 Photographs of Missions.

Photographs taken on missions must be approved by a deputy on scene before being shared outside of our organization. A member who posts photos on personal websites or emails images to friends, colleagues, or others is personally responsible for the image(s) and any subsequent “fall out” from doing so.

Any photographs containing individually identifiable information of a subject, subject’s family members, location, or mission related objects must be protected in the same manner as medical care reports or any other such documentation.

Such photographs may be used for SAR training purposes. However, any photographs so used will be removed from any presentation published on any public facing site or media.

8.2.3 Violation of this Policy.

Any violation of the Recording Device policies, intentional or unintentional, will result in the immediate review and possible termination of membership.

9. Unit Equipment

9.1 Mission numbers.

No unit or council equipment will be used or removed from the building without a mission number or a Member signing out the equipment.

Equipment will be signed out by the member using it whether on a mission, training, or to be taken in for maintenance or repair. Some equipment may need additional training and/or authorization.

9.2 Use.

Members are expected to return all unit equipment cleaned, restocked, and refueled (if less than $\frac{3}{4}$ tank). The final cleanup may be delayed by one day by notifying and getting approval of a Director. Fuel cards for refueling are available from the WCSAR Council authorized designees.

Equipment that requires additional drying time may be hung to dry and must be put away within seven days.

Unit equipment will not be modified without Board approval.

Equipment may be borrowed for use at non-StS trainings with a Director's prior approval and mission number. Borrowed equipment will be signed out by a member and that member will be responsible for the equipment's care and return.

Building keys may be issued at the Council level with unit approval.

Major pieces of equipment are governed by specific equipment SOGs.

9.3 Damage.

If unit equipment is lost or damaged, a Director AND the IC is to be notified immediately. The member using the equipment at the time of loss or damage will be responsible for providing necessary details to the Equipment Officer for the purpose of filing all paperwork relating to the incident. The damaged or lost equipment claims process shall be started within 14 days of incident by the Equipment Officer or designee. The initial process includes filling out form EMD-086.

10. Amendments

10.1 Proposed Amendments.

Amendments to these policies can be suggested by any member of the unit. Proposed amendments to the policies shall be drafted by the Board and presented to the general membership at a regularly scheduled meeting at least 1 month prior to the scheduled vote. The amendments will require a majority vote of the members present at a regularly scheduled meeting to become effective.

10.2 Recording Amendments.

Successive generations of all unit documents will have a creation date in the document footer along with the title. References to "versions" of documents will be made by this creation date.

(Appendix A)

Summit to Sound Search and Rescue: Membership Application

This is an application for membership in Summit to Sound Search and Rescue, a private not for profit organization whose mission is to provide professional level search and rescue services through the Whatcom County Sheriff's Office. To achieve this goal, we:

- regularly train to provide professional level search and rescue service;
- educate to maximize safety of individuals participating in outdoor activities; and
- respond to complement other county and state rescue services.

Please write LEGIBLY, so we can get accurate info into the call system.

Date of application _____ Name: (Last, First, MI) _____
 Date of Birth _____ Auto Ins. Co. _____
 Medical Ins. Co. _____ Driver's Lic. # _____
 Ham Lic. # _____

If you have a current Emergency Worker Card issued by Whatcom County, what is the card number? _____
 and expiration date: __/__/__; if not, please complete the DEM card application.

Mailing Address: _____ City: _____ State: _____ Zip code: _____

Phone Number	Type (cell, work, etc.)	Operating System (Android, Apple, Windows etc.)	Email
(____)			
(____)			

Areas of Interest (check all that apply)

- Water Rescue (Search/recover in water) K9 (Search with dog) EMS K9 (Search with dog)
- Finance/Administration (Keep records) Other: _____

You must also provide a letter detailing why you would like to join the organization and how you think you could contribute to the organization's mission as well as answer the included questionnaire.

- I have read the STS bylaws and polices at www.summittosound.org/about.html and agree to abide by them.
- I have reliable transportation to respond to missions and training.

Signature _____ Date _____

<p>FOR OFFICIAL USE ONLY</p> <p>Date: __/__/____</p> <p>Explanation for denial:</p>
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(Appendix B)

Summit to Sound Search and Rescue Quality Consistency Plan

Philosophy:

Members are expected to maintain professional behavior that is courteous, thoughtful, alert to danger, and respectful of other persons and property. Search and Rescue is a team activity, and members are expected to be able to work with others in a positive team environment.

The philosophy of this document is to enhance Summit to Sound (StS) operations, policy, and procedures through guidance and training. Any member who violates policy, procedure, or certification requirement, who has had infractions documented in accordance with the procedures of this plan, and who has not responded to guidance and training will be brought before the Board of Directors (Board) for membership review.

Infractions:

Infractions occur when a member either violates Summit to Sound policy, procedures, or certification requirements or creates a non-safe situation.

Infractions may be obvious and direct (e.g., no PFD worn when in a boat) or nebulous and opinion based (e.g., one person believes another person's actions are unsafe). For that reason, addressing any infraction will involve the opportunity for all involved parties to present their "side" of what happened.

Infractions include, but are not limited to:

- allowing WAC required training or certifications to lapse;
- abandoning an assigned task;
- not following directions from a team leader or the Incident Commander (IC);
- deviating from an assigned task without the permission of a team leader or the IC, or such that the assigned task is not completed;
- not using safety equipment appropriate for a mission or task;
- utilizing personal or unit equipment that is unsafe or not appropriate for a mission or task;
- behavior that creates a dangerous situation or that is inappropriate for a mission, task, or situation; and
- behavior that reflects poorly on the StS unit or SAR in general.

Documentation Concerning Infractions:

When an infraction is believed to have occurred, the member or members who believe they have witnessed an infraction must immediately, or as soon as possible after the incident occurred, bring it to the attention of the member or members who "committed" the infraction.

If the infraction is believed to have created an unsafe situation, all related tasks will cease using SARGAR until the situation is resolved.

The members involved, including the event leader, will discuss what occurred, why it is believed to be a safety issue, and what can be done to rectify the situation.

The event leader has the authority to determine the ensuing course of action in the field during that event.

If the issue is resolved to the satisfaction of all parties involved, the issue will be considered closed. The event leader will report the incident and resolution at the next business meeting.

If not resolved between the parties involved, the complainant should notify, in writing, their concerns to the event leader. The event leader will bring this complaint to the next business meeting.

If any person feels the incident warrants an infraction report, that member shall notify all members involved, so the situation can be documented by each member involved and on an individual basis.

If the issue is resolved to the satisfaction of the Board, all parties involved will be notified of the resolution and the issue will be considered closed.

If the issue cannot be resolved, the situation will be documented by each member involved and on an individual basis.

Documentation will include:

- Date, time, location of believed infraction.
- Description of overall event (e.g., mission, training, meeting, public forum).
- Members involved and, if possible, members who witnessed the believed infraction.
- Detailed description of what the member believed to have happened and why it is believed to be or not to be an infraction.

Documentation will be completed and presented to a member of the Executive Board within 72 hours of the end of the overall event or 72 hours of the business meeting that addressed the issue.

Review Board

If documentation for a believed infraction is received by the President or Vice President, the President (or Vice President in the absence of the President) will convene a review board that will meet within 30 days from receipt of documentation.

The review board will consist of at least the President and/or Vice President, the leader of the event (unless named in the complaint), a group leader not involved in the incident, and one member designated by the member being accused of an infraction. The resulting total of voting review board members must be an odd number to facilitate majority votes if required.

The President or Vice President, in the absence of the President, will request the Secretary or someone else to take minutes. That person is not a voting member of the review board.

All members involved in the incident, to include identified witnesses, are encouraged to attend.

The President or Vice President, in the absence of the President, may invite other members or people outside StS for expert or knowledgeable opinions/inputs. These participants will have no vote.

If a member of the review board is involved in the incident as either a reporting member or as the member being reported, that review board member will excuse themselves from the review board for that incident.

Review Board Actions

The review board will conduct an open discussion of the situation and will determine whether or not an infraction occurred. It is important that both “sides of the story” be heard. In the event a determining consensus cannot be reached, a majority of the review board members shall make the final determination.

If the review board decides that no infraction occurred, the issue will be considered closed.

If the review board decides an infraction has occurred, actions taken will depend on whether or not such infractions have occurred previously, and on the attitude and response of the member(s) who committed the infraction.

A first infraction will involve both a brief discussion outlining the reasons the member’s actions are considered an infraction and an acknowledgment by the member(s) that the reasons are understood and that such actions will not occur again.

A second infraction for the same type of incident will involve mandatory participation in the next available training session pertinent to the type of infraction.

A third infraction for the same type of incident will be dealt with by the review board depending on the member's general attitude and desire to improve. Using a majority ruling, the review board may:

- require additional training or proof of additional training;
- require the member to pass a written examination on the subject matter pertinent to the infraction;
- demote the member to a lower state of readiness; and/or
- remove the member from participation in Summit to Sound activities.

An infraction of a different type of issue will be dealt with as a first infraction.

General Performance

Accumulation of more than five first infractions within any three-year periods will be considered a signal that the member needs additional training or counseling. Any member having five first infractions within a three-year period will be notified by the President through the member’s Group Leader that the member’s level of performance is unacceptable. The President (or Vice President in the absence of the President) may convene a review board to discuss and recommend actions (using a majority vote) to assist the member in improving performance and learning how to work safely and effectively.

Review Board Minutes

Any time a review board determines an infraction has occurred or that a member’s performance has warranted creation of a review board, the minutes of the review board and all other documentation will be filed with the Secretary. A copy of the review board minutes will be placed in the personnel folder of each member involved. A copy of the review board minutes will go to the Whatcom County Search and Rescue Council Chair.

**Summit to Sound Search and Rescue
Member Infraction Report**

On _____ at about _____, I, _____,
(Date) (Time) (Member's Name)

witnessed the following infraction which I am reporting to a Board member by submitting this report. This infraction was committed by _____
(Name of member who committed offence)

at _____ while:
(Location)

(Tell what was being done)

Others present at the time who also observed the infraction are:

Write a brief description of the infraction. Tell how it is discordant to Summit to Sound policies. Tell what you and the person who committed the infraction discussed.

Signature of observer: _____

Date signed: _____

(Appendix C)

Summit to Sound Search and Rescue: Training and Qualifications Requirements

Novice:

- Possession of Emergency Worker Card issued by the Division of Emergency Management (DEM).
Having the application for the EWC submitted to the DEM through the unit is sufficient until the actual card is issued by the DEM.
- Proof of a valid State Driver's License (if eligible) on file.
Provided for unit records at the time of the unit application. It is the member's responsibility to maintain current license and inform the unit president if status changes.
- Proof of Auto Insurance on file.
Provided for unit records at the time of the unit application. It is the member's responsibility to maintain current insurance.

Support Responder

- All qualifications of Novice
- All items in orange on the following Training and Qualifications chart

Field Qualified SAR Responder:

- All qualifications of Novice
- All items on the following Training and Qualifications chart

Team Lead (TL):

- All qualifications of Field SAR Responder
- Approval by the StS Board of Directors (reviewed annually)

Operations Chief (OC):

- Current Support SAR Responder
- Current or previous Field Qualified SAR Responder
- Board approved Search Management Systems course
- Approval by the StS Board of Directors (reviewed annually)

Most courses may be challenged for recertification for active members with sufficient mission time.

Note: Specialty groups may have additional required training

	TRAINING DESCRIPTION	RENEWAL	CLASS LOCATION	BASE MEDICAL CLASS FOR RENEWAL
1	WCSO Background Check	5 Years	WCSO	
2	DEM number issued by WCSO Division of Emergency Management	NONE	WCSO	
3	Physical & Mental Fitness Acknowledgement	5 Years	Base Medical	Mental Health for SAR Responders & Health & Fitness for Backcountry Responders
4	ICS 100 Certificate	NONE	On-Line	
5	ICS 700 Certificate	NONE	On-Line	
6	Unit Orientation to Pipeline, Base Camp and Callout Procedure	NONE	Classroom	
7	Legal Concepts in SAR	5 Years	Base Medical	Legal Concepts in SAR
8	SAR Radio Communications	5 Years	Field, or Mission Response with Approval	
9	First Aid/CPR (Including AED)	2 Years	Certified training location of member's choosing	
10	Blood Born Pathogens	5 Years	Classroom	
11	Subject Searcher First Aid	5 Years	Classroom, or Mission Response with Approval	
12	Basic Helo Training	5 Years	Base Medical	Helicopters for SAR Responders
13	Survival	5 Years	Base Medical	Basic SAR Survival
14	Survival	5 Years	Field, or Mission Response with Approval	
15	SARTopo: Setup & Understanding	NONE	Classroom	
16	SARTopo: Use	5 Years	Field, or Mission Response with Approval	
17	Tabletop Map & Compass	5 Years	Base Medical	SAR Land Navigation
18	GPS Operation	5 Years	Field, or Mission response with approval	
19	Compass Operation	5 Years	Field, or Mission Response with Approval	
20	Search Techniques & Clue Awareness	5 Years	Base Medical	Field Search Tactics
21	Search Techniques & Clue Awareness	5 Years	Field, or Mission Response with Approval	
22	Rescue Techniques	5 Years	Base Medical	Litter Packing & Evacuation
23	Rescue Techniques	5 Years	Field, or Mission Response with Approval	
24	Crime Scene	5 Years	Classroom or Base Medical	Crime Scene Recognition & Evidence Preservation for SAR
25	Pack Check	NONE	Classroom/Field	
26	SARGAR	5 Years	Base Medical	Risk Management & Decision Making in SAR
27	Searcher Safety	5 Years	Classroom	
28	Water Safety Awareness	5 Years	Classroom	

The above training requirements fulfill the requirements set by the WAC and further clarified by the WCSO and STS to be fully field qualified. Training received from other units may fulfill STS training requirements, to be determined on a case by case basis. Members who were previously STS Field Qualified may be allowed to respond to base as a Support Responder.

Training in Orange is required for "Support" level response. Member MUST remain in base unless directed otherwise.