



minutes

Yellowknife Search and Rescue Board Meeting

Date: January 11, 2024

Time: 7:00 PM MT

Location: [MS Teams](#)

Present: Amanda Herbert | Tom Girrion | Bill Peck | Jurjen van der Sluijs | Per Lunder | Jacqueline Mo

1 **Call to Order** – 7:09 PM MT

2 **Approval of Previous Meeting Minutes – Deferred.**

3 **Governance** – no agenda items added.

4 **Command** – no agenda items added.

5 **Operations**

Training Report and Monthly Call-out – Tom

- Per Tom's email on January 9, this month's call-out drill will be held on Wednesday, January 17. Tom is still confirming with Arctic Response on use of the facility. It will be an indoor session given the current weather conditions, and the hope is to continue the February session in the field. More details to come.
- February 17-18: Lost Person Behaviour course per Tom's email. Details can be found on the website.
- March 22-23: as usual, the March training exercise is the one that supports the Frostbite 50. This Frostbite 50 basecamp set-up exercise will take place over March 22-23.
- March/April: potential Wilderness First Aid courses – MACA is deciding on either March or April. We should have more than enough people to fill two classrooms, over two separate weekends.
- May/June: The Basic Searcher course will take place over two weekends (May 24-26, and May 31 to June 2).



Recent Searches – Tom/Bill

- There was a good response to the call-out at Hilltop Apartments.
- YKSAR was on standby recently upon reports of an individual walking on the ice between Mosher Island and the Dettah corridor (on the east side of Great Slave Lake by Dettah Road). However, in the absence of a call to the RCMP about any missing persons (the only contact was with the person who had originally seen the individual walking), no further action was taken.

Morel Mushroom Pickers – Safety Initiative/Campaign – Carried Over

- Tom would like to talk to the RCMP about this project and initiate a preventative SAR program to help pickers/harvesters avoid getting lost.
- Tom is hoping the GNWT would be willing to fund it (ITI / MACA / ECC). Per may have some avenues; Tom will meet with Per and Jackie to discuss further.

Ruth Lee Manikins – Standard Adult 50kg – Operations/Logistics

- While at SARscene in Newfoundland back in September, Kate entered YKSAR for a free 50kg standard adult manikin from ALG Safety (the Canadian distributor for Ruth Lee Manikins of Wales). Approximately \$2,000 in value, this manikin would be great for training practices.
- Operations and Logistics agree that it would be a fantastic addition to our gear. Jurjen will check with Kate to see if it is appropriate for cold storage; otherwise, will find space for it in warm storage.
- Kate has offered to pick it up and drop it off at Arctic Response; Jurjen and Jenny could assist with transport.

6 Fund Development

Elks' Bingo Night – January 14, 2024 – Amanda

- With 6 volunteers on the list, we have enough for the night of January 14 (4:30-9:30 PM).

Donation from GAP Softball Tournament – Bill/Amanda

- Action Item – Complete: Amanda has sent over a certificate of appreciation and a letter of thanks to the GAP Tournament organizers.
- Action Item: Amanda to create certificates of appreciation and letters of thanks to both AAA Storage and Arctic Response as well.

7 Planning – no agenda items added.

8 Logistics

Equipment Director's Report – Jurjen

- Jurjen and Jenny will continue to complete their inventory this month, by the next Board meeting.



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- YKSAR seal: Elaine suggests that the seal may be in the old Financials box; Bill also indicated a possibility that it is in one of the boxes he has from Lloyd/Jonathan/Vibesh.

Membership Report – Bill

- Bill has received a few more applications from new members and is trying to complete the membership process with them. Wondered if we are perhaps still getting some free advertising from the TrueNorthFM radio mentions. Bill will continue to add new members to the Dropbox spreadsheet.
- ID Cards: there were only 3-4 new members that requested ID cards, so the latest batch was a small order. The company we order these from would like confirmation from YKSAR before issuing these ID cards. This has happened previously; Bill had drafted a letter for Lora once before, but the cards arrived before the letter was sent. This time, the company cancelled Bill's order but kept the money, so Bill will redraft the letter for Amanda's signature. Bill has not yet sent an invoice to Per for reimbursement because he has not yet received the cards.
- Reminder: Eva recently sent out a GPS course email to those on the membership list who have not completed it. Let Bill know if you did, in fact, complete it, and he will update the list.

Volunteer Resources (email, website) – Amanda

- Amanda sent out an email to membership on January 3 alerting members of the following volunteer opportunities:
 - Bingo workers on January 14
 - Public Information Team
 - Volunteer Resources Team
- More information available on the <https://yksar.com/volunteer-opportunities/> web page.

9 Finance

Administration – Email Filing – Amanda

- Amanda updated the folders in the YKSAR Yahoo inbox and took the Board through the new ICS categories. Everything is organized according to ICS now, so let Amanda know if there are any major concerns.
- New email management process: any unread emails in the inbox will indicate that they have not yet been actioned. Once the individual responsible actions it, they can move it into the appropriate folder. The folders should be for historical records.

Treasurer's Report – Per

- Per has online access to the BMO account now and has downloaded the appropriate files to Dropbox (including bank statements, etc.). He has taken all the bank data and has updated it in the Ledger, which contains the last 20+ years' worth of records.
- Per reports that the current bank balance is approximately \$16,839.65 and asked about the \$3,154 last year from the GNWT, which went back to Tom. Tom confirmed that the amount was for Basic Searcher training costs; we apply to the GNWT (MACA) every year for a training



grant, which they approve and reimburse YKSAR/Tom for, once Tom submits expense receipts.

- Annual mailbox fee of \$191 – Amanda will look for that cheque.

CRA Access – Per/Amanda

- Amanda and Nathan currently have access to the CRA account. Per has talked to both; we need to send an updated letter with the current list of Directors.
- Kate has also requested an email/letter from the Board confirming that we wish to add Per to the CRA account.

SARVAC Dues – Tom

- Tom reported that he usually pays the annual SARVAC dues of \$100/year and gets reimbursed by the Board. Tom has paid it at least for the last 10 years; however, if Per would prefer, Per can cut a cheque directly to SARVAC. Tom cannot recall if Kate ever paid them directly on behalf of YKSAR but can ask SARVAC to send us an invoice if needed.
- The Board confirmed that if Tom is okay with the status quo, he can continue to pay and receive reimbursement. Tom will be flying down for the SARVAC meeting at the end of February and will pay dues then.

10 Liaison

SARVAC Grant Support Letter – Amanda

- SARVAC has now moved into the next phase of seeking funding for the accreditation process and has asked us to submit a form letter. Tom has sent this to Amanda; the letter basically says that YKSAR supports the application on this grant. Tom will add the YKSAR logo/letterhead and will email it back to SARVAC. Must be done by January 15.
- The Board has no concerns with this – Amanda will sign the letter for Tom.

GNWT ATIP Request – Amanda

- Back in 2022, YKSAR had requested that we receive a copy of the report completed by MNP LLP from MACA; they had confirmed that the Department of Justice had the draft copy. We did not get a final copy, so Kate submitted an ATIP request to the Department of Justice.
- Justice did respond to Kate to say that they would need additional time to process the request.
- The Board was unaware that an ATIP request had been submitted on behalf of YKSAR and cautioned that we may be hit with a costly charge because ATIP requests are expensive (there's a possibility that they may charge by the page). Tom is unsure as to whether Kate is aware that there may be a cost associated with the request.

SARVAC Update – Tom

- Update on the national SARVAC database: Can Ops have been working for the past two years on a national database, trying to capture data that will be of value to the SAR world. Tom and



Bill have continued to work on pulling NWT data; they finally have all they need and will likely be sending it off tomorrow or Monday for review.

- Can Ops releases an annual report associated with their national funding; Tom will share this with the Board.
- Update on the Certification Pilot (setting a national standard for searchers and search managers): SARVAC is currently in the process of trying to identify how to accredit searchers. Currently, anyone who wants to be certified can just apply online. In the NWT, Tom and Bill are the two assessors. There will be a status update meeting on how that program is progressing towards the end of the month; Tom and Bill will update the Board in February.

11 Public Information

Website Update – Amanda

- Amanda had a chance to explore the website over the holidays and changed some minor things around:
 - Added a Volunteer Opportunities page through the Join Us page.
 - Trying to figure out how to get the website to send us an email: we seem to have an info@yksar.com email address through the website. It looks like someone was taking care of it up until 2016.

Dropbox – Amanda

- Per shared that we can create a public link within Dropbox and file items in there. If we had WordPress mimicking Dropbox files (by giving them the same naming convention), perhaps all we need is to share Dropbox links on the website instead of uploading files onto the WordPress site itself. Per will speak to Bill and respective people about file management on Dropbox.

12 **Next Meeting** – February 8, 2024 – second Thursday of the month.

13 **Adjournment** – 8:59 PM MT
