



# minutes

## Yellowknife Search and Rescue Board Meeting

Date: February 13, 2024  
Time: 7:00 PM MT  
Location: In-Person at Amanda's and [MS Teams](#)

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

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1 **Call to Order** – 7:09 PM MT

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

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

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4 **Finance**

### **Administration re: News of Per – Amanda**

- Financials (hard copies and ledger) will be delivered to Amanda in time.
- Amanda can pay for anything urgently needing payment and will seek reimbursement later.
- Will email membership closer to AGM re: seeking new Treasurer.
- Motion: The Board authorizes Tom to pay the annual website fee, and Amanda and Jackie will sign the cheque for Tom in reimbursement.
  - Motion – Jurjen. Second – Bill. None opposed. Motion carried.

### **Administration – Email Management – Amanda**

- Reminder to check the YKSAR inbox regularly and action your respective emails.

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5 **Operations**

### **Training Report and Monthly Call-out – Tom**

- The monthly call-out drill will take place this Thursday. It will be a continuation of previous drills: the team will build a landing strip for a Twin Otter to (theoretically) land on, to pick up a patient who needs to be transported to the hospital. Tom will have a drone pilot coming out.



- The Lost Person Behaviour (LPB) course will be held this weekend. 6 people are registered, with 1 recertification.
- WFA: still waiting on MACA to confirm dates. There will be two sessions over two separate weekends.
- The March call-out drill, AKA Frostbite 55 base camp set-up: YKSAR will set up 3 locations this year instead of 4. The only snowplowing we'll have to do is for the road crossing. Tom will put a call-out for volunteers around March 1.
- CASARA joint training opportunity: Niels is looking to perhaps organize a joint exercise with YKSAR. Maybe a Saturday drill, where we would go out and set up smoke signals to see if CASARA can spot us.
- May/June: The Basic Searcher course will take place over two weekends (May 24-26, and May 31 to June 2). The website has been updated with these dates.

#### **Recent Searches – Tom/Bill**

- The community of Łutselk'e launched a search when there were reports of an overdue individual. A team comprised of local volunteers found him and brought him back. Tom offered a training opportunity to the Chief and offered to help them get organized.
- The RCMP also called to seek assistance for someone who had injured their back and needed to be transported on a toboggan back to town. Tom had to politely decline as we no longer have members with snowmobiles and therefore no longer had operational capability.

#### **Ruth Lee Manikin – Photo Op – Amanda**

- Now that the manikin has arrived, ALG Safety has requested a photo from YKSAR. The Board discussed a potential photo op with the manikin on Saturday at noon, during the LPB training this weekend.

#### **Morel Mushroom Pickers – Safety Initiative/Program – Tom**

- Tom has spoken to ITI; not unexpectedly, they thought it was a great idea, but said it wasn't their purview. ITI suggested Tom reach out to ECE; Tom will talk to them.
- Jackie confirmed that WSCC will likely not put any funding towards this but will hop on the communications campaign and messaging if we have content.

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## **6 Fund Development**

#### **Elks' Bingo Night – January 14, 2024 – Amanda**

- Amanda has the \$500 from this evening; will need to be deposited. Jackie confirmed she will pick up the cheque from Amanda and will take it to BMO to deposit.
- The Elks have asked us if we want to host more bingo nights; Amanda has told them she will let them know. Two nights a year will result in \$1,000 revenue for the year, and it's easy, with no financial liability or other responsibilities.



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### **Certificates of Appreciation and Letters of Thanks – Amanda**

- Status update requested for certificates of appreciation and letters of thanks to AAA and Arctic Response. GAP has been sent their appreciation and letter of thanks, but the other ones to AAA Storage and Arctic Response will temporarily be deferred. Amanda will discuss with Eva (Public Info Team).
- The Board noted that we will have to add ALG Safety to the list of organizations to thank, for the Ruth Lee Manikin.

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7 **Planning** – no agenda items added.

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### 8 **Logistics**

#### **Equipment Director's Report – Jurjen**

- Ruth Lee Manikin arrival already discussed above.
- SAR Loft Inventory: Jurjen and Jenny are half-done completing the spreadsheet; aiming to complete this before the March Board meeting. The work includes a full itemization, as well as grouping gear based on ICS Logistics sub-categories. Jurjen may look at updating replacement unit costs as well.
- Frostbite 55: the work has not yet started, but Jurjen will soon start to prepare with Jenny. As Tom reported, the number of checkpoints has gone from 4 to 3, and with easier access from town, Jurjen anticipates less work overall.
- Jurjen would like to replace the expired meds in the first aid kits; proposed a motion for the Board to allow for the small expenditure. Tom suggested that perhaps this could fall under the annual MACA training grant – that way, a motion wouldn't be needed.
  - Action Item: Jurjen to put together a wish-list/list of meds to be replaced.
- YKSAR seal: Bill to check on finding the seal.
- Replacement laptop: the Board discussed the need for a replacement laptop (we currently have two laptops, and the older one is not in use). Logistics would prefer not having anything on the shelves that is unused. The Board decided to think about this for future years, with Amanda suggesting more bingo nights to anticipate this cost.

#### **Volunteer Resources – Volunteer Opportunities – Amanda**

- Deferred.

#### **Membership Report – Bill**

- 11 members this year have received the eligible CRA tax credit for volunteer hours; this is down from last year's 13 members. Letters have been drafted; will be signed and sent out.
- No new members at present.
- Monthly call-out stats were usual.
- ID Cards: per last month's update, Amanda will sign Bill's letter to the ID card company to address the cancelled order.



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## 9 Liaison

### **SARVAC National Certification Pilot Update – Tom/Bill**

- General status update from NWT Assessors Tom and Bill: SARVAC is the national holder of the certification package and has a fairly good rate on it; it covers our directors' liability and things like accidental death and dismemberment.
- SARVAC is also the owner and manager of the Adventure Smart program, of which Kate is currently the NWT representative.
- As noted previously, SARVAC has created national competency standards, and Tom and Bill are the assessors for the NWT. Bill recently attended a meeting reviewing assessors' needs.
- SARVAC also initiated the K9 certification program; currently Kate is the NWT representative.
- The SARVAC data management committee is still relatively new.
- SARVAC Humanitarian Workforce program: SARVAC sits on a huge inventory of rescue and first aid gear, and if there is a national emergency, SARVAC is called on by Public Safety Canada to react. Recent examples of callouts include the Fox Lake COVID Response, as well as the call-out for the big snowstorm in Nova Scotia, where teams were called in from PEI, New Brunswick, and Newfoundland to conduct safety checks.

### **GNWT ATIP Request for MNP LLP Report – Tom**

- The MNP LLP report has now been shared with YKSAR; it is in our inbox. Board members can access and read the report if they have the opportunity.

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## 10 Public Information

### **Website Update – Amanda**

- The website is up for renewal; Amanda will pay the fee and seek reimbursement later.

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11 **Next Meeting** – March 4, 2024 (virtual) – and then April 16, 2024, due to Easter Long Weekend. (Thursdays no longer work; perhaps Tuesdays moving forward – TBD.)

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12 **Adjournment** – 8:27 PM MT

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