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1 **STATE SAR COORDINATOR COMMITTEE POLICY**

2 **1. Purpose**

3 Pursuant to the Bylaws, these policies set forth the authority, expectations and requirements of the
4 State SAR Coordinators Committee (“SSCC”).

5 **2. Persons Affected**

- 6 • Board of Directors (“Board”)
- 7 • SSCC Chair / Supervising Coordinator
- 8 • SSCC Members / State SAR Coordinators
- 9 • Vice President
- 10 • Treasurer

11 **3. Policy**

12 It is the Policy of the Colorado Search and Rescue Board (“CSRB”):

- 13 • That the SSCC is largely coordinated and managed by the SSCC Chair and SSCC
14 Members, typically without a great deal of control exerted by the Vice President or the
15 Board.
- 16 • To work to coordinate the response of appropriate SAR resources to SAR missions at
17 the request of any Authority Having Jurisdiction (“AHJ”).
- 18 • To maintain a current list of SAR resources, as established by the SSCC committee.
- 19 • To utilize this list of SAR resources in a reasonable manner when a request for SAR
20 resources is made to a member of the SSCC by an AHJ.
- 21 • To train and maintain a sufficient number of individuals to serve as SSCC Members.
- 22 • To have at least one SSCC Member on call at all times to respond to requests from
23 AHJs.
- 24 • To support the SSCC with an annual budget and direction on an as needed basis.
- 25 • To appoint the Vice President to oversee and act as a conduit between the SSCC and
26 the Board.
- 27 • To allow the SSCC to promulgate guidelines to assist the SSCC in complying with the
28 governing documents of the CSRB.
- 29 • To support the SSCC in educating SAR Teams and AHJs about statewide resources.
- 30 • To direct the Treasurer to provide reimbursement to Committee Members for costs
31 incurred in furtherance of the committee.
- 32 • That, pursuant to the bylaws, the Board appoints and removes SSCC Members and the
33 SSCC Chair.
- 34 • That the term of each SSCC Member expires annually, however unless the Board
35 directs otherwise each SSCC Member will be automatically re-appointed.
- 36 • There are no term limits for SSCC Members or SSCC Chairs; although it is expected
37 that the SSCC Chair will at times rotate amongst the SSCC Members.
- 38 • Committee records, including mission reports, shall be timely provided to CSRB.

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39 **4. Responsibilities**

40 SSCC Chair / Supervising Coordinator

41 Is responsible for:

- 42 • Ensuring that appropriate minutes are taken at each meeting of the SSCC and that
- 43 those minutes are made available to the Board and the SSCC Members within 30 days
- 44 of each meeting.
- 45 • Ensuring that a State Coordinator is on call at all times.
- 46 • Ensuring that records of missions and requests are appropriately maintained and
- 47 provided to the Board at least annually.
- 48 • Ensuring that notification systems and procedures are working at all times.
- 49 • Training and proposing new SSCC Members to the Board of Directors.
- 50 • Providing general education to SAR Teams and AHJs regarding the SSCC.
- 51 • Generally running the SSCC including ongoing training, resolving complaints, and
- 52 scheduling.
- 53 • Providing a committee SSCC report to every Annual and Regular Membership
- 54 Meeting.
- 55 • Maintaining the qualifications expected of SSCC Members.
- 56 • Spending only those CSRB funds that have been allocated to the SSCC and
- 57 appropriately accounting for these expenditures.
- 58 • Verifying SSCC Member receipts and forwarding them on to the Treasurer for
- 59 reimbursement.

60 The SSCC Members / State SAR Coordinators

61 Are responsible for:

- 62 • Maintaining the qualifications expected of SSCC Members as detailed in the SSCC
- 63 Guidelines.
- 64 • Acting with a high degree of integrity as an agent of CSRB and acting in CSRB’s best
- 65 interest. Likewise, to the degree possible, acting in the best interest of AHJs and SAR
- 66 resources.
- 67 • Fulfilling the duties of a State SAR Coordinator detailed in the SSCC Guidelines.
- 68 • Complying with the CSRB Treasurer Guidelines for financial matters.
- 69 • Acting in CSRB’s best interest.
- 70 • Complying with the CSRB Bylaws, Policies, Guidelines, and other governing
- 71 documents.
- 72 • Coordinating with the Colorado Division of Homeland Security and Emergency
- 73 Management (“DHSEM”) pursuant to the MOU between DHSEM and CSRB.
- 74

75 Are granted specific authority pursuant to CSRB Bylaws, Article 11.2 to:

- 76 • Speak on behalf of or represent CSRB to the media or general public on mission
- 77 related issues.
- 78 • Speak on behalf of or represent an AHJ to the media or general public on mission
- 79 related issues as long as an AHJ has given prior permission

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80 The Board

81 Is responsible for:

- 82 • Appointing the SSCC Chair and SSCC Members.
- 83 • Approving an annual budget or other funds at the request of the SSCC Chair.

84 The Vice President

85 Is responsible for:

- 86 • Timely soliciting SSCC reports prior to each Membership Meeting.
- 87 • Reviewing SSCC Guidelines and training materials.
- 88 • Acting as a conduit between the SSCC and the Board.
- 89 • Assisting the SSCC Chair with resolving complaints (see below).

90 The Treasurer

91 Is responsible for complying with the CSRB Treasurer Guidelines for annual budgeting,
92 reimbursements, and other financial matters associated with the SSCC.

93 **5. Procedures**

94 Committee Actions

- 95 • When approving the SSCC Guidelines or nominating new SSCC Members to the
96 Board the SSCC will act based on a simple majority vote of SSCC Members.
- 97 • SSCC Meetings will be run in compliance with the Modern Rules of Order.

98 Becoming a SSCC Member

99 Individuals who are members of a CSRB SAR Team or Associate Members may apply to the
100 Board to be considered for a SSCC Member position. It is suggested that the individual spends
101 some time talking with a current SSCC Member prior to applying. Refer to the SSCC Guidelines
102 for more information. An application must contain at least the following:

- 103 • A letter from the individual requesting consideration and outlining the individual's
104 pertinent experience.
- 105 • A recommendation in writing from the individual's SAR Team and the County Sheriff
106 served by that team, if appropriate.

107 Complaints

- 108 • If possible, the SSCC Chair will resolve complaints pertaining to SSCC Members.
- 109 • If the SSCC Chair needs to escalate the resolution of a compliant, (s)he will take it
110 first to the Vice President, and then if necessary, to the Board.
- 111 • SSCC Members may take complaints directly to the Vice President, or other Board
112 Member, if the complaint involves the SSCC Chair or Vice President.

113 **6. Definitions**

- 114 • SSCC Guidelines: Guidelines published by the SSCC pursuant to the authority granted
115 in this Policy and the Bylaws.

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116 **7. Revision History**

117 **8. Notes and Philosophy (NOT part of the official policy)**