

**Pennsylvania State Animal Response Team
CART Coordinators Conference Call Minutes
Thursday, October 1, 2007
7:30 p.m.-8:45 p.m.
Hershey, PA**

- I. Welcome and Introductions – Joel Hersh
- II. County Reports/Information Sharing
 - Crawford- provided update on recent Hazmat exercise where the CART was an integral part of the event, including EOC activation. Event was entitled “renewed Vigilance” and involved a tornado watch.
- III. Report on October 9, 2007 PASART Board of Directors Meeting-Joel Hersh
 - PASART Board is considering a change in the **Code of Conduct** to include the requirement of Criminal Background checks for both current and future volunteers. The changes were explained and feedback from those on the call indicated that annual reviews may not be needed. Request was for the Board to consider a review/check every two years.
 - I. **This has been shared with the Board and they agreed to consider the request. The Code is now out for a vote with options for either a background check every two years or every three years.**
 - **Strategic Planning Initiative**-An update was provided to the Board and the next step is to review the survey results and schedule a retreat to develop the draft plan. **The Board is looking to do this in the next two months. Suggested dates have been provided to the Board for a retreat in November or December.**
 - **Annual Meeting**- The Board voted to have its required annual meeting along with the next quarterly Board meeting on January 8, 2007. The Board also tasked staff to develop a plan for an annual meeting of volunteers and stakeholders. The Board was informed that the current grant funding would not allow for such a meeting until after June 30, 2008.
 - **By Laws Revision**- The Board is currently reviewing the By Laws for revision. It is proposed that the eight founding organizations be afforded permanent seats and not be subject to elections. The Board agreed to table the issue until AFTER the completion of the Strategic Planning process. They also voted to suspend the current By Laws regarding elections until the Strategic Planning process is completed. All current Board members shall retain their seats and no election will occur until the Board approves a Strategic Plan.
- IV. Executive Director’s Report at Board meeting
 - Mr. Hersh reported to the group on his report to the Board. This included funding, training and equipment issues.
 - The Homeland Security Exercise Evaluation Program Guidelines were mentioned and Mr. Hersh, upon request, indicated that he would send these out to CART Coordinators. **These were emailed on October 16, 2007 to CART Coordinators.**

V. Questions raised on the call

- A question was raised regarding the taking of pictures when “on scene” of a deployment. The response is that waivers are needed only when people can be identified from the picture. All other photos are permitted. **However, please note that our deployment also involves a crime scene, that you should get approval from the Police Incident Commander before taking pictures.**
- Mirror hangers to identify CART members’ vehicles while on scene or at a staging area was discussed. **PASART is currently working with a vendor on pricing and style/content.**
- **ID or Accountability Cards was discussed. CARTs need to work with their EMA to procure these cards.**