

MEMORANDUM

U.S. Department of Homeland Security



FEMA

DATE: 6 October 2004

FOR: Rory Rehbeck, Chair
Search Working Group

FROM: Canine Sub-Committee

SUBJECT: Canine Sub-Committee Meeting Minutes

Please find the attendance and agenda items addressed on the recent Canine Sub-committee conference call:

MEETING DATE(s) >>		10-5-04	Call # 80	
MEMBERSHIP / ATTENDANCE				
Teresa MacPherson		Chair		
Member	Y/N	Member	Y/N	
Shirley Hammond	Y			
John Dean	Y			
John Gilkey	Y			
Mike Marks	Y			
Bruce Berry (SWG)	N			

AGENDA ITEMS/DISCUSSION

- Conference Call Minutes
- AAR format
- Chief Evaluator App
- Review of test videos
- Evaluators—expired
- Evaluators—new
- Early recert verbiage
- Evaluator Conference Calls

PROPOSED ACTIONS

- Minutes from 9-02-04 conference call approved.
- After Action Report format and Chief Evaluator application are still in progress. Suggestion made that in addition to meeting Chief Evaluator criteria, provide a short overview of the “big picture” provided by pertinent parties, including Program Office Rep.
- The CSC will not review test videos to question Evaluators decisions, but may review them for other reasons, including use as a tool for Evaluator education.
- Evaluators expired—Bill Kidd (FLTF1) and Robert Milner (TNTF1)
- Evaluators—new: Lee Dunn COTF1 handler approved to begin process
Julie Noyes COTF1 handler approved as Type I
Cathy Schiltz MOTF1 handler approved as Type I

Early recert verbiage—if a Type 1 team recerts before its due date and fails, the team will be rostered as a Type 2 team until it successfully completes the Type 1 recert.

Next set of evaluator conference calls will include as topics-- lack of control, refinds, and logistical set up. Include in SOPs that initial briefing will include the statement that no controversy will be addressed during the test, but may be addressed after the test according to protocol.

NEXT Call

- TBD