



Federal Emergency Management Agency

Washington, D.C. 20472

MEMORANDUM

FOR: US&R Division Director
Operations Work Group Chair

DATE: 08 Apr 2003

FROM: Bruce Speer
Canine Work Group Chair

SUBJECT: Work Group Meeting Minutes

Please find the attendance and agenda items addressed at the recent Canine Work Group meeting conducted at FEMA HQ:

MEETING DATE(s) >>		06-08 Apr 2003	
MEMBERSHIP / ATTENDANCE			
Bruce Speer		[chair]	
Member	Y/N	Member	Y/N
Bruce Speer	Y	*** Crane Miller	Y
Shirley Hammond	Y	*** Hugh Bouchelle	Y
Teresa MacPherson	Y	*** Dean Scott	Y
Ann Wichmann	Y		
Anne Trout	Y	* Search WG Chair	
Chris Selfridge	N	** TFL National Rep	
* Rory Rehbeck	Y	*** Program Staff	
** Fred Endrikat	Y		
*** Mike Tamillow	Y		
*** Dave Webb	Y		

AGENDA ITEMS/DISCUSSION

- See attached Work Group Position papers
- FY 2003 Budget (Fund code 03) Line Item #13, \$100,000 appropriation for canine training/evaluation system.

PROPOSED ACTIONS

- See attached Work Group Position Papers
- See attached FY 2003 Budget Line Item recommendation.

NEXT MEETING

- 11-13 Jul 2003
 - Washington, DC



Federal Emergency Management Agency

Washington, D.C. 20472

MEMORANDUM

FOR: US&R Division Director
Operations Work Group Chair

DATE: 08 Apr 2003

FROM: Bruce Speer
Canine Work Group Chair

SUBJECT: Work Group Recommendation

The following is a Work Group Recommendation developed at the recent Canine Work Group meeting conducted on 6-8 Apr 2003 at FEMA HQ Washington, DC:

ISSUE STATEMENT

- The current DSCREP document requires revision in several areas.

GENERAL BACKGROUND

- **DSCREP Position Papers #1-4,**
 - See attached Position Papers.

RECOMMENDATION(s)

- **DSCREP Position Papers #1-4,**
 - See attached Position Papers.
 - The vote was unanimous in favor of the recommended changes.

ATTACHMENTS

- DSCREP Position Papers #1-4
- Revised DSCREP

PROGRAM IMPACTS / DOCUMENTATION CHANGES

- Change in Canine Evaluation criteria
 - Evaluator education
 - System member education
 - Distribution of revised DSCREP

ALLIED WORK GROUP COORDINATION REQUIRED

- Review and approval of Operations Work Group

TIMETABLE FOR IMPLEMENTATION

- Distribution to Operations Work Group for comment and approval
 - Immediate distribution
 - 21 day review

- Distribution to Task Force Leaders for comment (after OWG approval)
 - 21 day review

- Review, approval and policy implementation by FEMA US&R program staff

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Canine Search Specialist Course Position Paper

ISSUE

- Current system is not providing a sufficient number of Canine Search Specialist Courses to fulfill the system requirements as required by Position Description for deployment, and the current course is out of date.

POSITION

- The Canine Search Specialist Course requirement should be dropped, until a new course curriculum or training regimen is developed.

RATIONALE/JUSTIFICATION

- The current course is designed for a beginning student, prior to certification.
- A progressive training program needs to be developed and implemented.
- There do exist canine teams in the system that have not attended the course.
- Currently the course is required for deployment.
- Correcting this training issue will help facilitate an increase in the number of certified teams.
- Decentralized training has been historically more economical.
- Task Force sponsorship will provide an opportunity to exercise both management and operational portions of the sponsoring Task Force.

SUPPORTING INFORMATION

- Course opportunities are often not available until after the handler is certified.
- The current curriculum does not accommodate the diverse training needs across the country.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Evaluation Schedule Position Paper

ISSUE

- There are currently not enough scheduled Canine Readiness Evaluations to support System needs.

POSITION

- There should be 4 evaluations per year in each region in order to fulfill system needs.

RATIONALE/JUSTIFICATION

- System support is needed to increase the number of certified canine teams.
- It will be more economical for a Task Force to travel locally for an evaluation resulting in increased participation.
- An increased number of evaluations will decrease the frequency of premature testing by unprepared teams.

SUPPORTING INFORMATION

- Current lack of local evaluation opportunities results in increased travel costs to the system and individual handlers.
- Due to the current lack of a formal evaluation schedule, handlers frequently attend evaluations too early.
- Since there is no formal schedule, notification of evaluations is often not communicated throughout the system.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
DSCREP Position Paper #1

BACKGROUND

- A review of comments generated during the US&R System comment period, identified several possible areas of change needed in the “Evaluation scoring requirements” section of the presented document.

ISSUE

- “Is 100% required to pass?” and should there be an ability to appeal an evaluators scoring?

POSITION

- 100% is required to pass and there is no need for an appeal. However the following addition to the evaluation process will be implemented.

SOLUTIONS

- If the failure is in one of the following; “heeling”, “long down”, or “emergency stop” the team will be allowed one opportunity to retest and pass that skill prior to proceeding to the “Rubble Search” portion of the test.

RATIONALE/JUSTIFICATION

- This change will increase the opportunity to pass the evaluation.
- The failure of the above-identified skills has resulted in the higher overall evaluation failure rate.
- Validity of the evaluators scoring is insured due to the redundancy of the current system.

SUPPORTING INFORMATION

- The pass/fail decision is the consensus of three evaluators.
- The evaluation process has been validated through past implementation.
- These skills have been identified as having generated a higher failure rate.
- A failure in these basic foundation skills will usually manifest in other areas.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
DSCREP Position Paper #2

BACKGROUND

- A review of Task Force Leaders questions and comments generated during the US&R System comment period identified several possible areas of change needed in the presented document.

ISSUE

- Are changes, as outlined by the Task Force Leaders National Rep, needed to the current version of the DSCREP?

POSITION

- Yes, the necessary changes were identified and made as listed below.

SUPPORTING INFORMATION

1. Section 1, Page 6 – Elimination of six month delay in attempting further testing.
2. Section 2, Page 9 – Clarified use of safety equipment for all personnel on rubble.
3. Section 2, Page 14 – Clarified the use of simple, standard targets for the directability element.
4. Section 2, Page 18 – Changed wording to “promptly” locating scent source.
5. Section 3, Page 24 and 31 – Clarified criteria for site construction of rubble pile.
6. Section 3, Page 24 – Eliminated human remains material as a distraction on the Type I rubble pile.
7. Section 4, Page 6 – Changed criteria for Type II evaluation to allow single, same day, re-testing of one failed obedience skill (heeling, emergency stop or long down ONLY). Successful completion of the failed skill must occur prior to attempting the rubble search.
8. Section 5, page 35 – Clarified criteria for becoming a lead evaluator and developed a lead evaluator application.
9. Section 5, page 35 - Changed all evaluator applications to require the task force leader approval signature.
10. Provided mechanism to attach appendix (Shadow Study Guide and Critique Form)..

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Canine Evaluation Issues Position Paper #1

BACKGROUND

- A review of comments generated during the US&R System comment period, identified several possible areas of change needed in the presented document.

ISSUE

- Are the capabilities of the current cadre effective or should there be a standard cadre of evaluators by Division with a timetable for rotation off the cadre?

POSITION

- Although effective, aspects of the current cadre system need improvement. A nationwide cadre of 70 evaluators, with an established rotation of use schedule, should be established and maintained.

RATIONALE/JUSTIFICATION

- The increased frequency of scheduled evaluations will result in increased use of each evaluator through an established rotation schedule, as defined in the DSCREP.
- The increased frequency of scheduled evaluations will result in more opportunities for evaluators to interact with teams and experience different locations.
- A more uniform use of each evaluator through an established rotation schedule will result in improved evaluator skills, a diversification of evaluator expertise and improved cadre capabilities. This would make a rotation off of the cadre unnecessary, possibly detrimental and will ensure the continuity of the national program.
- A teleconference training system should be established which will result in the timely discussion of issues, consistent application of the criteria, and prevent the incorrect application of standards.

SUPPORTING INFORMATION

- There is no current Canine Evaluator training course.
- There is currently no continuing education for evaluators.
- There is a lack of a standardized interpretation of the DSCREP.
- Currently there is no system for the timely discussion of issues and prevent the incorrect application of standards.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Canine Evaluation Issues Position Paper #2

ISSUE

- A review of comments generated during the US&R System comment period, identified several possible areas of change needed in the presented document.
- Are Canine evaluators properly compensated?

POSITION

- No, there is no financial support in the current system for canine evaluators.

RATIONALE/JUSTIFICATION

- Evaluators are not compensated for travel, per diem, time or other related expenses.
- Canine Evaluators should be paid at the same current rate as FEMA US&R instructors.

SUPPORTING INFORMATION

- In every other function within the US&R System, instructors/evaluators are paid a fixed rate in addition to travel and per diem.
- Currently, FEMA US&R instructors in other functions are paid \$300.00 per day.
- Canine instructors/evaluators on official business, incur an un-reimbursed unique cost pertaining to care and boarding of their system search canines.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Canine Evaluation Issues Position Paper #3

ISSUE

- A review of comments generated during the US&R System comment period, identified several possible areas of change needed in the presented document.
- Is the use of non-FEMA Task Force affiliated evaluators appropriate?

POSITION

- As of 01 May 2003, and for the balance of calendar year 2003, non system evaluator personnel shall not be approved for use in FEMA sponsored evaluations until clarification of the legal and or system issues is obtained.

RATIONALE/JUSTIFICATION

- This Work Group has questions reference whether it is appropriate or legal for non-system members to be evaluators.

SUPPORTING INFORMATION

- There is uncertainty regarding Tort liability issues.
- There is uncertainty regarding Workers Compensation issues.
- As evaluators are paid, there is a question reference reimbursement.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Canine Evaluation Issues Position Paper #4

ISSUE

- A review of comments generated during the US&R System comment period, identified several possible areas of change needed in the presented document.
- Should evaluations, not sponsored by a FEMA Task Force, be considered appropriate?

POSITION

- As of 01 May 2003, and for the balance of calendar year 2003, evaluations not sponsored by a FEMA Task Force shall not be approved until clarification of the legal and or system issues is obtained.

RATIONALE/JUSTIFICATION

- This Work Group has questions reference whether an evaluation not sponsored by a FEMA Task Force is appropriate or legal.

SUPPORTING INFORMATION

- There is uncertainty regarding Tort liability issues.
- There is uncertainty regarding Workers Compensation issues.
- As evaluators are paid, there is a question reference reimbursement.
- Based upon guidance from Crane Miller and the need to gather further information, this issue will be studied further at the July 2003 WG meeting.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Canine Evaluation Issues Position Paper #5

ISSUE

- A review of comments generated during the US&R System comment period, identified several possible areas of change needed in the presented document.
- Is the evaluation of non-FEMA Task Force affiliated canine search teams appropriate?

POSITION

- As of 01 May 2003 and for the balance of calendar year 2003, the evaluation of non-FEMA Task Force affiliated canine search teams will be allowed while clarification of legal and or system issues is obtained.

RATIONALE/JUSTIFICATION

- This Work Group has questions reference whether it is appropriate or legal for non-system affiliated canine search teams to be evaluated.

SUPPORTING INFORMATION

- There is uncertainty regarding Tort liability issues.
- There is uncertainty regarding Workers Compensation issues.
- Based upon guidance from Crane Miller and the need to gather further information, this issue will be studied further at the July 2003 WG meeting.

**FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Canine Evaluation Issues Position Paper #6**

ISSUE

- A review of comments generated during the US&R System comment period, identified several possible areas of change needed in the presented document.
- What are the legal issues regarding the use of non-FEMA Task Force affiliated helpers and assistants?

POSITION

- As of 01 May 2003 and for the balance of calendar year 2003, the use of non-FEMA Task Force affiliated helpers and assistants will be allowed while clarification of legal and or system issues is obtained.

RATIONALE/JUSTIFICATION

- This Work Group has questions regarding the legal issues involved with non-FEMA Task Force affiliated helpers and assistants.

SUPPORTING INFORMATION

- There is uncertainty regarding Tort liability issues.
- There is uncertainty regarding Workers Compensation issues.
- Based upon guidance from Crane Miller and the need to gather further information, this issue will be studied further at the July 2003 WG meeting.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Administrative Support Issues Position Paper

ISSUE

- There is currently no system in place to provide administrative support for documentation maintenance, control or information management for the Canine system.

POSITION

- Funding for documentation maintenance, control and information management needs to be provided.

RATIONALE/JUSTIFICATION

- Current program does not afford funding for documentation maintenance and control or information management.
- The need to expand the current data collection to be used for system planning.
- As the program requirements increases, the number of documents which need to be maintained increases.
- An accurate National Canine Search database is critical to provide timely, up to date information for all levels of the US&R System.

SUPPORTING INFORMATION

- There is the need to formally archive existing canine evaluation documents.
- There is the need to formally archive existing Canine Search Specialist Course documents.
- Currently, these records and data bases are being maintained by various task force members.
- Current services being provided by a non compensated system member include:
 - Canine certifications
 - Evaluator rosters
 - Evaluator rotations
 - Canine Search Specialist Training attendance rosters

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group
Work Group Composition Position Paper

ISSUE

- Is there a need to increase the number of Canine Work Group members?

POSITION

- The number of Canine Work Group members should be increased to nine.

RATIONALE/JUSTIFICATION

- This work group should conform to the current standard for work groups, which is nine.

SUPPORTING INFORMATION

- This work group currently only has six members.

**FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group**

FY2003 CWG Line Item Budget Recommendation

Evaluation Schedule for 2003 (Transition Period)

<u>Sponsoring Task Force</u>	<u>Region</u>	<u>Type</u>	<u>Budget</u>
CO-TF1 (30 May-01 June)	Region B	I and II	\$20,700
VA-TF2 (07-08 June)	Region C	II	\$6,900
WA-TF1 (26-27 July)	Region A	I and II	\$20,700
CA-OES (20-21 Sept)	Region A	I and II	\$20,700
IN-TF1 (11-12 Oct)	Region B	I and II	\$20,700
<u>FL-TF1 (15&16 Nov)</u>	<u>Region C</u>	<u>II</u>	<u>\$6,900</u>
TOTAL			\$96,600

Above are the FEMA funded tests evenly distributed throughout the regions, taking weather into consideration. Any task forces hosting tests other than the above must request and receive a Letter of Equivalency from FEMA.

FEMA URBAN SEARCH & RESCUE RESPONSE PROGRAM
US&R Division / Canine Work Group

Proposed Agenda Items
11-13 July 2003

1. Training Program Development (include progressive regimen, conference calls for evaluators, designated k9 representatives)
2. Non-System Affiliated evaluators, participants, and helpers/assistants – legal and liability status.
3. Policies – general and evaluator
4. Expanded budget – 2004 through 2009
5. Evaluator rotation system
6. Expanded test schedule
7. Mechanism to replace pages in DSCREP
8. Graceful retirement from Type I to Type II
9. HRD issues