MEMORANDUM   U.S. Department of Homeland Security

DATE: 29 May 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 at the recent Canine Subcommittee Face-to-Face meeting in Phoenix, Arizona:

MEETING DATE(s) >>		5-27-04, 5-28-04, 5-29-04	
MEMBERSHIP / ATTENDANCE			
Teresa MacPherson Chair			
Member	**Y/N**	**Member**	**Y/N**
Shirley Hammond	Y		
Fred Pitts	Y		
Ann Wichmann	Y		
John Dean	Y		
John Gilkey	Y		
Mike Marks	Y		
Rory Rehbeck (SWG)	N		
Dean Scott (Program Office)	N		

AGENDA ITEMS/DISCUSSION

- Welcome, updates & discuss schedule (Teresa)

- Input and update from FEMA Staff (Dean)
    o Things are going well, the program office is happy with the advancement the canine group has made, however, there are hurdles before us. A canine training program has to be this groups priority. Staffing is an issue in the program office and affects the speed at which items are dealt with.   Funding for ideas has to be allocated by June.
    o The process for developing the canine program follows the following course:
        ▪ The Canine Sub-committee advises the Search Working Group on canine issues via recommendations.
        ▪ The Search Working Group reviews these recommendations and votes on them.
        ▪ If approved the recommendation is sent to the Operations .
        ▪ If approved by the Operations Group the recommendation is sent to the Program Staff to review for legality, funding feasibility, etc.
        ▪ If the recommendation passes all these tests Mike Tamilow then signs the recommendation making it a directive.
    o The no. 1 priority right now for Program Staff is the second equipment cache. The funding for the cache needs to be allocated by July 15.
    o The work of this Sub-committee is to design and build the system that we need to insure the success of the US&R canine program as quickly as possible, with an eye on its long term success.

- Review Mentor Recommendation (Teresa)
    o The Canine Sub-committee is satisfied with the final PD sent up to SWG.
    o NDSDF – the Canine Sub-committee would like to open a dialogue with the foundation.
    o Discussion of possiblities for training programs.
    o Recommendations need to be ready for Ops Group meeting the third week in June.
    o Recommendation 04-05
        ▪ "Develop and implement a Mentor Program based on the Mentor Position Description and Mentor list."

- Review KSA's & Position Description (John G.)
    o Recommended change of personal equipment checklist (pg 4)
    o Knowledge number five page 6 is no longer valid and will be removed.
    o Review of NFPA 1670 levels and revised PD to reflect those level.
    o Recommended adding four knowledge items all classified under NFPA 1670.
        ▪ Basic rope techniques
        ▪ Confined space operational
        ▪ Structural collapse operational
        ▪ In and around water operational
    o We will revisit this issue upon completion of the CSST Modulizaiton dicussion.

- Review Mission Statement (Mike)
  - Reaffirmed the already established mission statement.
    - The mission of the National US&R Canine Sub-Committee is to facilitate the development and utilization of competent disaster search canine teams as a resource for the National US&R Response System. The Sub-Committee will accomplish this mission using the following 5 strategies:
      1. Communication
      2. Development
      3. Implementation
      4. Management
      5. Education
  - Reworked evaluator applications
  - Took out 'heartworm' and 'other' as required vaccines.

- Review and discuss DSCREP/Policies substantive and non-substantive changes (Teresa, John D.)
  - Reviewed and revised DSCREP/ Policies to be consistant with recently approved recommendations.

- Finalize the SOPs for hosting a test (Ann)
  - Recommendation 04-08
    - "The Canine Sub-committee recommends the attached Standard Operating Guide be adopted to enable task forces to administer uniform canine evaluation."

- "Preparation for certification" (John D)
  - Explored the possiblity of creating a test prepreparation weekend inplace of a test when the numbers of teams requiring a test is low.
    - If handled locally travel costs will diminish.
    - Get more handers through the required CSST course.
    - Issued a recommendation to SWG
  - The training weekend could possibly be a format for presenting training in modular form.
  - Recommendation 04-04
    - "Replace one current test date in each division spread throughout each year with certification preparation weekends utilizing identical resources of a Type II and Type I evaluation."

- Discuss training course, modulization (Shirley, John D., Fred)
  - Discussed--CSST course (Sub-committee)
  - Recommendation 04-06
    - "Development of a modularized training program deliverable regionally to be accomplished in our next face-to-face meeting requested for September 10,11, & 12 2004."

- Discuss 3 year recertification cycle for Type I
  - Discussed the ramifications of changing the current 2 year certification requirement to 3 years.
    - High rate of recertifications indicate that adding a year will not reduce quality of fielded teams.
    - Cost reduction per unit for canine teams
  - Recommendation 04-03
    - "Extend the Type I re-certification requirement to a three-year cycle."

- Discuss single-certification process (Fred)
  - Discussed ramifications of a single-certification process

- Develop single-certification process (Sub-Committee)
  - Developed a single-certification process model
  - Recommendation 04-07
    - "The Canine Sub-committee recommends the adoption and implementation of the attached single certification process." (Scribe's note: The preceeding is a quote. The attachment is to the recommendation and not to these minutes.)

PROPOSED ACTIONS

- Minutes
    Conference call minutes approved.
- See attached Recommendations.

NEXT CALL
To be set up via email in the near future

NEXT MEETING
Face-to-Face meeting requested for September 10, 11, 12, 2004