



# Federal Emergency Management Agency

Washington, D.C. 20472

## MEMORANDUM

**FOR:** Search Working Group  
Chair

**DATE:** 12-19-03

**FROM:** Canine Subcommittee

**SUBJECT:** Canine Subcommittee Meeting Minutes

Please find the attendance and agenda items addressed at the recent Canine subcommittee conference call:

<b>MEETING DATE(s)</b> >>		12-19-03	Call Number 68
<b>MEMBERSHIP / ATTENDANCE</b>			
Bruce Speer (Chair)			
<b>Member</b>	<b>Y/N</b>	<b>Member</b>	<b>Y/N</b>
Ann Wichmann	Y		
Anne Trout	Y		
Shirley Hammond	Y		
Teresa MacPherson	Y		
Dean Scott (FEMA)			
RoryRehbeck (SWG)			

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**AGENDA ITEMS/DISCUSSION**

- Minutes
- Certifying new test sites
- Evaluator Rotation Roster
  - Exemptions from Refusals
  - “Chief” Evaluator position
- Subcommittee member Rotation
- Annual review of DSCREP/Policies
- Type I evaluator requirements
- Recommendations Update
  - New Evaluators—Type I shadows

## PROPOSED ACTIONS

### ■ Minutes

- The minutes from conference call dated 11-21-03 were approved and will be posted.

### ■ Certifying new test sites

- Any Task Force hosting a Type I Evaluation for the first time will have the site certified by a Type I Lead Evaluator prior to the Evaluation. A new Type II site must also be certified prior to an Evaluation, but this may be done by a Type II Lead Evaluator. The hosting Task Force will not be responsible for compensating the evaluator.

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### ■ Evaluator rotation roster

- Exemptions from refusals—there will be no exemptions from refusals. The option to block out a period of time to avoid being called for selection will be the mechanism to avoid refusals.
- “Chief” Evaluator position—for each Evaluation, any qualified Lead evaluator may also be requested to fill the “Chief” evaluator position. This person will be the overall Lead evaluator as described in the DSCREP and will be the POC for the evaluation weekend. This is to differentiate between the lead evaluator positions on each pile and the overall Lead, now “Chief” Evaluator.

### ■ Subcommittee member rotation

For the 2004 calendar year, each region will rotate in a new member. In the case of Region C, a new member will be added to fill the current vacancy. As this will result in 50% new membership, we will have a transition conference call(s) with all of the new members in addition to the outgoing members.

### ■ Annual Review of DSCREP/Policies

- We will begin our annual review of the issues residing in the “Parking Lot” as to suggested amendments/changes to the DSCREP and Policies.

### ■ Type I evaluator requirements

- Type I shadows may begin the process according to the new recommendation in the good faith that it will be approved. The new recommendation states that to be approved as a Type I Evaluator, the candidate must administer at least **one** (not two) Type II evaluation and Shadow two Type I evaluations. **These requirements may be completed in any order.**

### Recommendations Update

The Ops working Group has been inundated with recommendations, but intends to address all of them in their upcoming meeting in January 2004.

**New Evaluators**—Type I Shadows approved

Sonja Heritage VATF1 (handler)

Garrett Dyer VATF1 (STM)

Julie Noyes COTF1 (handler)

**NEXT CALL**

- 1-9-04