

MEMORANDUM

U.S. Department of Homeland Security



FEMA

DATE: 27 July 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) >>		7-27-04	Call # 77	
MEMBERSHIP / ATTENDANCE				
Teresa MacPherson		Chair		
Member	Y/N	Member	Y/N	
Fred Pitts	Y			
Ann Wichmann	Y			
John Dean	Y			
Shirley Hammond	Y			
Dean Scott (Program Office)	N			
Rory Rehbeck (SWG)	N			

AGENDA ITEMS/DISCUSSION

- September Face-to-Face meeting change
- MA Evaluation
- Disasterhelp.gov
- TN Evaluation
- Evaluator Apps
- CSST Revision
- TFL meeting
- Evaluation After Action Report
- Request to proctor course by people outside the system
- Nancy Hockmeister's evaluator status
- Conference call with Debra Tosche

PROPOSED ACTIONS

- Sept meeting (Dean)
 - The meeting may be held in Lawton, OK because of the staff support from Eagle Systems. The increase in productivity will make the location change really worthwhile.
- MA Evaluation (Dean)
 - MA is not sure if their sites will be ready. This could adversely affect the remainder of this year's evaluations. There is, apparently, a state law restricting the size of rubble piles to a size that makes the Type I Evaluation not viable. Now they may not be able to produce the evaluation. The evaluation could be turned into a training week-end. CO could hold a evaluation on short notice if the funds can be transferred. CA has four evaluations a year mandated by State Law, only three are FEMA sponsored. That fourth evaluation could become a substitute evaluation.
 - Secretary's note: This issue has been taken care of and the evaluation will occur.
- Disasterhelp.gov (Dean)
 - We are all set up as authors of the canine sub-committee page so that we can submit documents. Teresa is an administrator so she can authorize documents and add users. The general public can see the documents, can download and print them but can not change it.
 - If you post a document you can email a notice to the other members. It is where we will share our documents.

- TN evaluation (Dean & Teresa)
 - A grievance letter has been submitted and is being investigated by this Sub-committee.
 - Seven attempts was deemed by this group to be plenty to cover a reasonable team for failures due to bad luck such as weather, etc.

- Evaluator apps--Bruce Berry (STM NMTF1) & Jen Little (handler VATF1)
 - Bruce Berry - Approved
 - Jen Little - Approved

- CSST revision (need pics)
 - Now is the time for more recent photos.

- TFL meeting--mentor apps & budgets
 - Get those apps in.
 - Teresa has her presentation put together on some actual costs of maintaining Canine teams.

- Evaluation AAR--standard form?
 - Ann will take a stab at the Chief Evaluator check list.
 - We need an application to become a Chief Evaluator.
 - JD and Fred to design a standard After Action Report form.

- Dean requested that we develop an informal list of recommendations of what we feel should be included in a US&R database.

- What about non-system personnel proctoring the CSST course?
 - Several of us feel that there is difference between an international visitor wishing to audit our system and someone from within our country who is trying to proceed through the system in a non-linear manner.
 - The international visitor should be permitted to audit the course.
 - The US citizen wishing to be a canine handler will be required to follow the standard procedures for becoming a canine handler.

- Nancy Hockmeister is trying to stay current as a Type II evaluator and needs to have her time extended until she can be accepted as an evaluator at a evaluation. She has repeatedly requested to evaluate but no slots have been made available.
 - Since she has been actively attempting to evaluate she should retain her status while attempting to fulfill her participation requirement.

- The Sub-committee, in an effort to open a dialog with NDSDF, requested that a representative from that group join our conference call. At this time Debra Tosch came on the line as that representative.

NEXT CALL

- August 17 11:00 AM EDT