

MEMORANDUM

U.S. Department of Homeland Security
Washington, D.C. 20472



FEMA

DATE: 30 December 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) >>		12-30-04	Call # 84	
MEMBERSHIP / ATTENDANCE				
Teresa MacPherson		Chair		
Member	Y/N	Member	Y/N	
Mike Marks	Y	Rory Rehbeck (SWG)	N	
John Gilkey	Y			
Ann Wichmann (outgoing)	Y			
John Dean	Y			
Fred Pitts	Y			
Debra Tosch (incoming)	Y			
Cathy Schiltz (incoming)	Y			
Bruce Berry (SWG)	N			
Dean Scott (Program Office)	Y			
Shirley Hammond (outgoing)	N			

AGENDA ITEMS/DISCUSSION

- Conference Call Minutes
- Evaluator Conference Call Minutes
- New Evaluator(s)
 - Jackie McCarty, IN handler
- West Coast TFL issues -- Fred
- FEMA US&R Training Site Requirements Canine Search Specialist Course
- Screening tools for Dean
- Website P.O.C.—Ann W
- 3 deep—Dean
- K9 PFDs
- Meeting agenda

PROPOSED ACTIONS

- Minutes from 12-06-04 conference call; approved.
- Evaluator Conference Call Minutes
 - Fred to submit minutes today.
- FEMA US&R Training Site Requirements Canine Search Specialist Course
 - Time sensitive
 - We would like the need for canine friendly lodging and transportation emphasized.
 - Is there “wobble room” for a hosting agency that does not have everything on the list but has positive offsetting things?
 - Dave Webb will make that decision with input from this sub-committee and the associated TF related personnel. The “requirements” are guidelines to help ensure that the hosting agency has knowledge before hand of what the needs are.
- New Evaluator(s)
 - Jackie McCarty IN handler, approved.
- West coast TFL issues—Fred
 - The STM’s asked--if all applications must go through the task forces then should not the grievance process go through the TF?
 - Yes, everything of import goes through the TFL to the Sub-committee.
 - The Sub-Committee may address general questions by handlers without formally going through the TF.
 - Concern that the three year certification of older canines could result in a rostered team that is certified but in a sub-standard working condition.
 - It is a task force function to ensure that team members are in a deployable condition.
- Screening tools for Dean
 - There should be two levels of screening tools; basic and secondary. The basic screening test will be available to possible canine vendors; the secondary set is

- unknown to the vendors and is a tool for FEMA system members to test the submitted canines for suitability.
- Dean will look at the screening tools before our next meeting to ensure that he has all he needs to present them.
- This topic will replace the site requirement topic on the face-to-face meeting agenda.
- Website P.O.C.—Ann W
 - Ann W. will continue to be the Point of Contact for the website, with all communication going through the Sub-committee.
 - Teresa asked that the website be reformatted somewhat.
 - There has been a request that we publish the requirements and path to become an instructor.
- 3 deep—Dean
 - This group has been exploring ideas for a sharing program for TF's that for whatever reasons come up short, i.e. handler or canine injury, canine program initiated but not fulfilled.
 - The "farm team" concept will not work because of money and insurance coverage issues.
 - FEMA feels that this could work not just for canines but also for any resource.
 - If a TF needs a resource but an approved business plan for future alleviation of the shortage is not in place FEMA will probably deny the request.
 - We will continue to explore this issue as a sub-committee.
- K9 PFDs
 - Teresa to ask Peter Smalley if the PFDs need to be tested one more time or should they be rejected with the current failure documentation.
 - The issue is not whether it is a repairable defect or not. The issue is only whether the issued PFDs will work or not.
 - Any new PFD would require testing before a system wide purchase.
- Meeting agenda
 - Training money now available to the TF's has given them opportunities to send people to attend committee meetings and so far two have requested attendance to our meeting in January.
 - Thank you to Shirley and Ann for their participation over the years.
 - Welcome Cathy and Debra to the Sub-Committee.
 - Note to new members and reminder to the existing members that we cannot personalize our debates. Some issues have more than one point of view and we use these as starting places to come to a consensus that will, hopefully, help the system advance.

NEXT FACE TO FACE MEETING

- January 8,9, &10, 2005