FEMA

MEMORANDUM

DATE: 10 January 2005

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 Face-to-Face meeting of the Canine Sub-Committee in Fairfax, VA:

MEETING DATE(s) >>		1-8-05, 1-9-05, 1-10 -05	
MEMBERSHIP / ATTENDANCE			
Teresa MacPherson Chair			
Member	**Y/N**	**Guest**	**Y/N**
Mike Marks	Y	Athena Robbins	Y
John Gilkey	Y	Sonja Heritage	Y
Cathy Schiltz	Y		
John Dean	Y		
Fred Pitts	Y		
Debra Tosch	Y		
Rory Rehbeck (SWG)	Y		
Dean Scott (Program Office)	Y		
Mike Tamillow (Program Office)	Y		

AGENDA ITEMS/DISCUSSION

- Conference Call Minutes
- Welcome, updates, minutes & discuss schedule – Teresa
- Input and update from FEMA Staff – Dean
- Review Rosters: K9 teams, evaluators, mentors - By Division Reps
- Review Mission Statement – All
- After Action Report format – Fred
- Chief Evaluator app & PD (see std pg 35) - Debra
- Screening tools – Cathy
- Search Team Manager module – Teresa
- Type I test sites – Teresa
- Date for Certified-only with "sharing" concept - John D & Mike
- Concept & recommendation key issue and backup recommendation
- Review/Update DSCREP - Teresa
- Wrap Up / Review / Reorganize Agenda for Day 2 –Teresa
- Review/Update SOPs - John G
- Mapping included in briefing (?) - John D
- E-Delivery?-Fred
- Routing of evaluation paperwork - All
- Review/Update Policies -Teresa
- Review/Update Evaluation Applications (immunizations, etc) - Debra
- Application signatures
- Evaluator requirements - Cathy
- Non-handler evaluators- Cathy
- Mandatory Evaluator conference call participation - All
- Review/Prioritize Parking Lot - All
- Wrap Up / Review/Adjust Agenda for Day 3 -Teresa
- Review CSST Split Course -- Basic - All
- Review CSST Split Course – Advanced - All
- Roundtable/Questions/Comments - All
- Wrap Up / Review - Teresa
- Set date for next teleconference
- Identify next face to face meeting dates

PROPOSED ACTIONS

- Conference call minutes from:
    - 12-06-04; approved.
    - 12-14-04; approved. (Evaluator calls)
    - 12-30-04; approved.

- Welcome, updates, minutes & discuss schedule – Teresa
  - The canine PFD's are to have another evaluation by John Dean in AZ by the end of January.
  - Our numbers have not increased in recent testing as there were some problems with the 2004 testing process that have pushed many teams into testing in 2005 skewing our percentages.
    - We will perform a review of the prospective TF's typical weather conditions and the existence of adequate rubble before assignment of the 2006 evaluations.
  - The site requirements draft has left our level of review.
  - Indiana will host the April CSST course.
- Input and update from FEMA Staff – Dean
  - Dean introduced himself and the program to the new Sub-committee followed by a quick review of the changes and progress made in the last 3 years.
- Review Rosters: K9 teams, evaluators, mentors - By Division Reps
  - Reviewed certified K9 roster
  - Reviewed evaluator roster
  - Reviewed proposed mentor program roster and discussed the implementation of the program.
    - Should we have task forces cc the regional rep when requesting a mentor so that we can monitor the program use?
    - We will monitor the program for a year and see how it goes.
    - We will develop an after action report. The mentor will complete the first section, which will include a roster of attendees and a synopsis of the training. The report will go to the TF for their review and input. The completed report will then go to the canine sub-committee.
- Review Mission Statement – All
  - Reevaluated the established mission statement and changed "competent" to "certified":
    - The mission of the National US&R Canine Sub-Committee is to facilitate the development and utilization of certified 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
- After Action Report format – Fred
  - Reviewed and revised AAR form.
  - Approved AAR form for use.
- Chief Evaluator app & PD - Debra
  - Reviewed and revised the application
  - Reviewed and revised the wording in the standard to comply with current procedure.
- Screening tools – Cathy

- o The Program office is researching screening requirements to test suitability for canine supplied by outside vendors to the US&R program.
  - o Reviewed a list of screening requirements.
- Search Team Manager module – Teresa
  - o Reviewed a request by a group of STM's to add a STM module to the CSST course. The purpose of the module is to increase STM involvement in the canine program. The module will fill some of the downtime that exists for STM's taking the course.
  - o We request that the group of STM's quickly submit an outline for the proposed module to fill a two-hour training block. Quickly = January 20.
- Type I test sites – Teresa
  - o Reviewed the wording in the standard for evaluation rubble pile course construction and determined that the wording was adequate as is.
  - o Re-iterate that the Type II wording *"It should consist predominantly of concrete or a mixture of materials common to disaster sites."* Gives equal weight to "concrete" and "a mixture of materials common to disaster sites" as test site material. Teams training to the take the Type II evaluation should expect to be presented either type of material.
- Date for Certified-only with "sharing" concept - John D & Mike
  - o To remain January 1, 2006
  - o Concept & recommendation
    - ▪ Discussed concept and developed recommendation.
- Review/Update DSCREP – Teresa
  - o Reviewed and updated the DSCREP
- Wrap Up / Review / Reorganize Agenda for Day 2 –Teresa
- Review/Update SOPs - John G
  - o The division reps will give a heads up phone call to the hosting task forces in their division three (3) months before the evaluation date so that they will get the announcement out.
- E-Delivery? -Fred
  - o Current technology allows documents to be scanned into electronic (pdf) files. This will allow documentation to be delivered electronically expediting delivery and lowering costs for reproduction, storage and distribution.
  - o Fred will supervise a trial run at the March evaluation.
- Mapping included in briefing (?) - John D
  - o Issue: evaluators are inconsistent in the evaluation of the mapping skill and handlers
  - o Response:
    - ▪ Incorporate a mapping module and exercise in the CSST.
    - ▪ Develop a list of desired information on the map.
    - ▪ Discussed developing a standardized definition for POD.
- Routing paperwork - All
  - o Rewrote SOP to reflect change.
- Review/Update Policies –Teresa
  - o Reviewed and revised policies
- Review/Update Evaluation Applications (immunizations, etc) – Debra
  - o Added Chief Evaluator Application

- o Updated Lead Evaluator Application
- o Updated Evaluator Application
- Applications signatures
  - o Added Program Manager to applications in place of TFL if desired.
- Evaluator requirements – Cathy
  - o Updated to be consistent with practice
  - o How do we handle evaluators who are not current in their knowledge on the DSCREP?
    - ▪ Sub-committee consensus was to deal with it on a case-by-case basis in accordance with the established chain of command.
- Non-handler evaluators – Cathy
  - o There are evaluators who no longer have certified dogs; should their status change to that of a non-handler evaluator?
    - ▪ Sub-committee consensus was to deal with it on a case-by-case basis in accordance with the established chain of command.
    - ▪ The evaluator roster is reviewed annually.
  - o Update evaluator definitions to allow STM's to become Lead Evaluators to comply with current practice.
- Mandatory call attendance
  - o Highly recommended in policies.
  - o To be reviewed after the 2005 evaluator conference calls.
- Review/Prioritize Parking Lot – All
  - o Reviewed, cleaned and prioritized
- Wrap Up / Review/Adjust Agenda for Day 3 -Teresa
- Review CSST Split Course -- Basic – All
  - o STM Participation
    - ▪ When can it be addressed during the course?
    - ▪ Down time during:
      - Obedience after the first morning (suggestion that they see the first and last to understand the amount of change in behavior)
      - Some of the search exercises where visual observation is difficult.
    - ▪ 2 hour block for STM/CSS module
    - ▪ 2 hour blocks for new STM module
    - ▪ Suggestions:
      - STM's attend the advanced course because they will get more out of working with teams that have some training.
      - Counter argument that STM's should see the work that goes into getting a dog from 0 to 60.
      - Suggestion that they take both courses.
      - STM could, potentially, be an evaluator and seeing full spectrum of training will increase their understanding of the teams they are evaluating.
- Review CSST Split Course – Advanced – All
  - o Reviewed material
- Roundtable/Questions/Comments – All
  - o Disasterdog.org to have a link and explanation of how to use disasterhelp.gov.

- o Synopsis of the recommendations made by the sub-committee to be put on one of the two websites.
- o Concern expressed about the content of some of the articles published in DogTalk.
- o Discussed holding an annual Chief Evaluator conference call
    - Managing communication devices at evaluation
    - After Action Report distribution
    - Coordinating with evaluator work schedule
    - Notification of evaluators on which days an evaluator will be paid
    - Scheduling an evaluation debrief time
    - E-delivery
    - Debrief / rest period
    - Mapping discussion
- Wrap Up / Review – Teresa
- Set date for next teleconference
- Identify next face to face meeting dates

NEXT CONFERENCE CALL
- February 11, 2005, NOON EST.

NEXT FACE TO FACE MEETING
- T.B.D.