



MEMORANDUM

DATE: 7 January 2006

FOR: Rory Rehbeck, Chair
Search Work 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 Chantilly, VA:

MEETING DATE(s) >>			
MEMBERSHIP / ATTENDANCE			
Teresa MacPherson		Chair	
Member	Y/N	Guest	Y/N
Mike Marks	Y	Lori Gordon, DVM	Y
Joe Caputo	Y	Rory Rehbeck (SWG)	Y
Cathy Schiltz	Y		
John Dean	Y		
Darren Bobrosky	Y		
Debra Tosch	Y		

AGENDA ITEMS/DISCUSSION

- 1) Approve December Minutes**
 - a. CSC Call
 - b. Evaluator Calls
 - c. K9 Coordinator Calls)
- 2) Annual review of Documents:**
 - a. Mission Statement
 - b. DSCREP
 - c. Policies
 - d. Disasterdog.org Website
 - e. SOPs (Guidelines for hosting a test)
 - f. Peer Reviews for Evaluations
 - g. Position Description
 - h. Position Task Book
 - i. After Action Report
 - j. Shadow worksheets
 - k. Canine Coordinator questionnaire
 - l. Forms/applications/announcements—CE, CP, FSA)
 - m. Search marking card, map sheet with check-offs
 - n. Instructor roster
 - o. Evaluator roster
 - p. Shadow roster & progress chart
 - q. Canine teams roster
 - r. Mentor roster
- 3) Considerations for Establishing a Veterinary Medical Specialist Position on our US&R Teams (Lori Gordon, DVM)**
- 4) Canine Travel Vest**
- 5) Canine Cache list**
- 6) Recs— Evaluator groups**
- 7) Review CSST LA Advanced course**
- 8) Evaluators (inactive handlers, retired)**
- 9) Evaluator Training video/ Training videos for FSA and CE**
- 10) Canine Ground Travel (NFPA Standard)**
- 11) New Evaluators**
- 12) New Evaluator Apps**
- 13) Little Giant Ladder**
- 14) Certificates of Appreciation.**
- 15) Grace period for failing CE**
- 16) MDR Canine Policy**
- 17) Logistical needs list for CE**
- 18) Disasterdog.org website**
- 19) Canine 101 video**
- 20) Suggestions from handler as to FSA, CP, CE, Evaluators**
- 21) Q & A's**

PROPOSED ACTIONS

1) Approve December Minutes (CSC Call, Evaluator Calls, K9 Coordinator Calls):

- All approved.
- Discussion:
 - Evaluator conference call absences
 - The CSC will review the conference call attendance at the annual face-to-face.
 - If absent from an evaluator conference call the evaluator must submit an email request to the sub-committee for an excused absence and cc: their Program Manager.
 - All minutes will be forwarded to all canine coordinators to be forwarded to all handlers on their respective Task Forces. The Sub-committee Reps breakdown is as follows:
 - Mike Marks – FL-TF1, FL-TF2, VA-TF1, VA-TF2, MD-TF1
 - John Dean – AZ-TF1, NM-TF1, NV-TF1, TN-TF1, UT-TF1
 - Joe Caputo – NY-TF1, MA-TF1, PA-TF1, OH-TF1
 - Debra Tosch– CA-TF1, CA-TF2, CA-TF5, CA-TF6, CA-TF8
 - Darrren Bobrosky- CA-TF3, CA-TF4, CA-TF7, WA-TF1
 - Cathy Schiltz– CO-TF1, IN-TF1, MO-TF1, NE-TF1, TX-TF1
 - Suggestion-- have canine coordinators field questions/comments from handlers to the Regional Reps to facilitate communication as well as the chain of command.
 - Signature line for canine coordinator has been added to all apps.
(Teresa will send an email notifying canine coordinators of the above)
 - Teresa will send an email to all evaluators stating the recent change at the Dec CSC telecom which was subsequent to the evaluator calls re: process for becoming an evaluator. There will be one level of Evaluator. All FSA-only evaluators will expire 1/1/08.

2) Annual review of Documents:

- a. Mission Statement—voted to keep as is
- b. DSCREP—updated to amend terminology, incorporate system changes, amend apps and forms
- c. Policies—amended to reflect new process
- d. Disasterdog.org Website—Joe and Darren will scrub
- e. SOPs (Guidelines for hosting a test)--amended to reflect new process
 - Division Representatives will send revised SOPs to their Canine Coordinators.
- f. Peer Reviews for Evaluations—updated and amended to reflect new process
- g. Position Description—amended subsequent to Katrina deployments from “securing dog during take-off and landing” to “securing dog during travel”
- h. Position Task Book—voted to keep as is
- i. After Action Report—amended to reflect new process
- j. Shadow worksheets—amended to reflect new process
- k. Canine Coordinator questionnaire—amended to add column for vet
- l. Forms/applications/announcements—amended to reflect new process.
 - Advise Canine Coordinators that applications for CE/CP should be accepted no earlier than 60 days prior to the CE/CP date.
 - Attach testing calendar to this email. Teresa will do this via email to all Canine Coordinators.

- m. Search marking card—updated to reflect system changes (above says map sheet with check offs but there is nothing reflecting that here)
- n. Reviewed and listed changes to Instructor Roster (to be forwarded to TWG)
- o. Reviewed and revised Evaluator roster.
- p. Reviewed and revised Shadow roster and progress chart
- q. Reviewed and revised National K-9 roster.
- r. Reviewed and revised Mentor roster.

3) Considerations for Establishing a Veterinary Medical Specialist Position on our US&R Teams Lori Gordon, DVM):

- Presentation to support a vet on the IST
- Discussed the formation of a core group of in-system vets to act as SME's for the CSC to use for information as to canine de-con, canine med cache, etc.
 - We will have one from each Division, with Lori Gordon spearheading the effort.
 - They will get a list of in-system vets to the CSC to forward to the IST for use as a resource list.

4) K-9 Travel vest:

- Make recommendation to standardize canine vest and have task force logistics order vest from Infinity Gear.
 - Specs:
 - Navy Blue, black straps (chest and under belly)
 - Codura
 - Velcro patch (FEMA, IN-TRAINING), DHS logo, American flag, task force name
 - Embroider "FEMA" in white across chest strap
 - Gold lettering, both sides of vest will be identical. Teresa will get input at Miami meetings.

5) Canine Cache:

- Teresa will fill out a form request Soft Collapsible Crate good for forward BOO
 - Light and portable
 - Variety of sizes
 - Teresa will get cache change form from Rory and submit to the Logistics Work Group.
 - Cathy will research and give specs (manufacturer, model number, etc.) to Teresa.
- Canine Medical Cache:
 - Teresa will get vets together for a revision and ask Medical Work Group how to proceed.
 - Ask vets to make revision in time for TFL meeting.
- Canine Decon kit:
 - Teresa will ask the in-system vet group for a suggested list of items to present to HAZMAT Working Group.

6) Recommendation for Evaluator Groups:

- To be done for Miami meetings

7) Review CSST LA Advanced course:

- The Basic course is scheduled for March in TN.
- CSST will evolve into an advanced scenario based course which will incorporate elements.
- Will add to the new CSST:
 - Canine Behavior and Drive
 - Role of the Helper

- 8) **Evaluators (inactive handlers, retired):**
 - Discussed, no action taken at this time
- 9) **Evaluator Training video:**
 - CSC has approved Lee Turner to submit an evaluator training video for review to include FSA setups, CE and CP setups.
 - Search scenarios will be staged and scripted for review by the evaluators.
- 10) **Canine Ground Travel (NFPA Standard):**
 - Discussed, no action taken at this time other than the change to the PD to “secure dog during travel”
- 11) **New Evaluators:**
 - Ron Sanders, VA-TF1, handler
- 12) **New Evaluator Apps:**
 - Rick Lee, CA-TF7, handler
- 13) **Little Giant:**
 - Logistical problem of the 45 degree angle and length of ladder if using the 6’ high plank.
 - Solution: Extend to 8.5 feet.
- 14) **Certificates of Appreciation:**
 - Public Affairs is having Chairs designate who receives them.
 - CSC decided all past members should receive them.
- 15) **Grace period for failing CE:**
 - No grace period, retake at next opportunity
- 16) **Miami-Dade’s canine policy:**
 - Available to use as an example of policies and procedures for Dept. canines
- 17) **Updated Logistical needs list for CE’s:**
 - Using info from MA handler—incorporated into SOPs
- 18) **Disasterdog.org website:**
 - Suggestion--Products and services section?
 - CSC will approve certain products and services with a disclaimer
- 19) **Canine 101:**
 - Sample video will be posted on the website for TF education
- 20) **Suggestions from handler as to FSA, CP, CE, Evaluators:**
 - Have as an option for a Type I pre-test instead of FSA.
 - CSC Opinion: Leave as is so it is uniform across the entire system.
 - Do not give FSA during a CP.
 - CSC Opinion: OK to have FSA during a CP—will be need driven for the future.
NOTE: Since overturned after the FL1 CP—FSAs will not be a part of the CPs in the future as they take too much focus off of the preparation for certification.
 - Evaluators independently make decision about pass/fail on their pile.
 - CSC Opinion: No, but will take pass/fail off the score sheets.
 - Chief Evaluator evaluates evaluators?
 - CSC Opinion: Evaluators will now complete the peer reviews.
- 21) **Q & A’s:**
 - **Q:** Can the map sheet for the test be revised to include a check-off list as to what is required?
 - A:** The DSCREP has been revised to include what is required on the map for the test
 - **Q:** Are there any new training videos for the FSA and CE?
 - A:** No, but training videos are welcome to be submitted to the CSC for review.

NEXT CONFERENCE CALL

Next call: Feb 24th at noon EST

NEXT FACE TO FACE MEETING

January 2007, San Diego, CA