

MEMORANDUM

U.S. Department of Homeland Security



FEMA

DATE: 25 April 2006

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 25 April 2006 Canine Sub-committee conference call:

MEETING DATE(s)		04/25/2006	Call # 97
MEMBERSHIP / ATTENDANCE			
Member	Y/N	Guest	Y/N
Teresa MacPherson, Chair	Y	Rory Rehbeck (SWG)	Y
Mike Marks	Y		
Joe Caputo	Y		
Cathy Schiltz	Y		
John Dean	N		
Darren Bobrosky	Y		
Debra Tosch	Y		

AGENDA ITEMS/DISCUSSION

- 1) Minutes from 28 March 2006 Conference Call
- 2) Appeal Process
- 3) Address CE Process
- 4) Position Descriptions – Update
- 5) Disaster Help Access
- 6) ARDA-HRD Update
- 7) PowerPoint
- 8) Vet Group (<http://www.usarveterinarygroup.org>)
- 9) Test Applications to the CSC
- 10) California After Action Report (March Test)
- 11) New Evaluators
- 12) Tennessee CSST
- 13) California Test (June)

PROPOSED ACTIONS

1) Minutes from 28 March 2006 Conference Call

- Approved

2) Appeal Process

- Teresa clarified the appeal process resulting from the March test in Sacramento. Teresa and Rory with direction from the Operations Group followed a fact-finding procedure to decide the outcome of the appeal.

3) Address CE Process

- Short Term – Define commitment to scent source.

- Cannot define it—This item will be removed from both the individual score sheet and the cover sheet.
- Define Control (or lack of it)
 - This item will be removed from the score sheet – control is covered under safety and ground rules.
- Decide Pass/Fail on each site – total the numbers at the end
 - Evaluators will call Complete/Did Not Complete on their individual pile – evaluators will determine during 10 minute handler rest. Teresa is going to brief evaluators at the Massachusetts test of this change in procedure.
- Teresa is going to brief evaluators for the Massachusetts test on the new criteria for scoring handlers. There will be limited subjectivity in the scoring process.

4) Position Descriptions – Update

- In the 21-day TFL review period – the process is still moving forward.

5) Disaster Help Access

- Teresa can grant people access. Get on the site and register. Once you are registered, email Teresa your user name then she will grant appropriate access. Each CSC member should send this information out to their canine coordinators. Tell them to use their firstname.lastname as their user name.

6) ARDA-HRD Update

- Need to get approval to use grant funds for the testing process. Jennifer will have a draft of the standard by the end of June for Teresa to take to the Task Force Leaders meeting.

7) PowerPoint

- The PowerPoint (CSS—an overview) will be posted on the website.

8) Vet Group (<http://www.usarveterinarygroup.org>)

- The vet group now has a website up and running for US&R k9 handlers.
- A resource list of approved in-system vets has been sent to John Huff, IST Leader , to be used as needed.

9) Test Applications to the CSC

- Some members do not think this is a good idea. Revisit the process.

10) California After Action Report (March Test)

- It needs to be stressed on evaluator calls, evaluator briefings, etc. that someone needs to be assigned to manage staging – there needs to be a staging manager at each test. Make sure there is a viewing area but keep it away from sites.

11)New Evaluators

- Elena Lopez (handler)– FL-TF1
- Kristin Catapano (handler)– FL-TF1
- Steve Driscoll (handler)– FL-TF1

12)Tennessee CSST

- This is the Basic CSST. October 9-13, 2006 – handlers only—limited space. Advanced CSST in November in Los Angeles – STM's welcome to this one.

13)California Test (June)

- Announcement for this test has been sent to all Canine Coordinators.

14)Other

- Teresa and Rory will check to find out if there is a way for the sub-committee to process/print out the paper certifications after CEs – Rory will bring this up at the Task Force Leaders meeting.
- Teresa will check into scheduling a CSC meeting the second weekend of August instead of waiting until January to address testing process.
- Clarification – FSA's are not limited to "in-house"handlers, they can be open to outside handlers.
- Segmented FSA –team has 6 months to take the rubble portion after completing the elements. If team fails the rubble, team must repeat the entire FSA.

NEXT CONFERENCE CALL

CSC Call: 18 May 2006 1200 EDT

Canine Coordinator Call: 30 May 2006 1400 EDT

NEXT FACE TO FACE MEETING

August 2006, San Diego, CA(?)