

MEMORANDUM



DATE: 01 February 2007

FOR: Rory Rehbeck, Chair
Search Working Group

FROM: Canine Sub-Group

SUBJECT: Evaluator Telecon Minutes

Please find the attendance and agenda items addressed on the Evaluator conference call held on 01 February 2007:

MEETING DATE(s)		01 February 2007		Call # 01	
MEMBERSHIP / ATTENDANCE					
CSG Members		Y/N		Evaluators	
				Y/N	
Teresa MacPherson, Chair		Y		Garrett Dyer	Y
Darren Bobrosky		Y		Pat Grant	Y
Joe Caputo		Y		Tom Haus	Y
John Dean		Y		Gary Hay	Y
Mike Marks		Y		Sonja Heritage	Y
Cathy Schiltz		Y		Elizabeth Kreidler	Y
Debra Tosch		Y		Bob Macauley	Y
Jennifer Massey (scribe)		Y		Anne McCurdy	Y
Evaluators				Tom Moore	Y
Steve Dolezal		Y		Linda Neimeier	Y
Mike Agnew		Y		Justin Poarch (absent)	N
Sam Balsam		Y		Lee Prentis	Y
Rose De Luca		Y		Amy Rising	Y
Lynn Engelbert		Y		Athena Robbins	Y
Kristian Catapano		Y		Ron Sanders	Y
Rob Cima		Y		Elaine Sawtell	Y
Carla Collins		Y		Lee Turner	Y
LaFond Davis		N		Ron Weckbacher	Y
Bob Deeds		Y		Ann Wichmann	Y
Cyndie Fajardo		Y		Lee Dunn	Y
Rox Dunn		Y		Steve Drisscoll	Y
John Gilkey		Y			

MEETING DATE(s)		05 February 2007		Call # 02	
MEMBERSHIP / ATTENDANCE					
CSG Members		Y/N		Evaluators	
					Y/N
Teresa MacPherson, Chair		Y		Susan Martinez – excused	N
Darren Bobrosky		Y		Jackie McCarty	Y
Joe Caputo		Y		Gail McCarthy – excused	N
John Dean		Y		Tracy McDonald	Y
Mike Marks		Y		Shelia McKee	Y
Cathy Schiltz		Y		Jeaneen McKinney	Y
Debra Tosch		Y		Karen Meadows	Y
Jennifer Massey (scribe)		Y		Janet Merrill	Y
				Bill Monahan	Y
Evaluators					
				Julie Noyes – excused	N
Monica Barger – absent		N		Teresa Ortenburger	Y
Lisa Berry		Y		Zairath Perez – no response	N
Susann Brown		Y		Craig Radelman	Y
LaFond Davis		Y		Rory Rehbeck – excused	N
Mark Dawson		Y		Peter Sellas – excused	N
Linda D’Orsi		Y		Bob Sessions	Y
Mary Flood		Y		Adam Skiver	Y
Sharon Gattas		Y		Brian Smithey	Y
Rich Grant		Y		Bud Souza – excused	N
Sharon Grant		Y		Steve Swaney	Y
Randy Gross		Y		Russell Tao	Y
Nancy Hachmeister		Y		Deresa Teller	Y
Shirley Hammond		Y		Sally Timms	Y
Rex Ianson – absent		N		Marc Valentine	Y
Pat Kaynaroglu		Y		Hilda Wood	Y
Tommy Kelly		Y		Tony Zintsmaster	Y
Elena Lopez		Y		Deborah Burnett	Y

AGENDA ITEMS/DISCUSSION

- 1) Roll Call, Telecon Protocol (Teresa MacPherson)
- 2) Roles and Responsibilities of the Evaluator (Debra Tosch)
- 3) Summary of CE Rules and Rationale (Joe Caputo)
- 4) Refind on Limited Access Pile (Darren Bobrosky)

- 5) FSA Issues (Cathy Schiltz)
- 6) Training Wish List for 2008 (John Dean)
- 7) CP Structure (Mike Marks)
- 8) Q&A (All)

PROPOSED ACTIONS

1) Roll Call, Telecon Protocol (Teresa MacPherson)

- 3 N's – No **noise**, state **name**, be **nice**. Mute your phone unless speaking. State your name before speaking. Don't interrupt a person speaking.
- Members of the Canine Sub-Group (CSG) will speak first. If you have a question that will require extensive discussion by the CSG to answer, it will be added to the agenda for the next CSG call.
- Canine Sub-Committee has been re-named Canine Sub-Group. The Chair (currently Teresa MacPherson) is now a sitting member of the Canine Sub-Group and an SME on the Search Working Group.
- New York CE– test announcement will be out next week. The test will be conducted in New Jersey Hosted by NY-TF1. It is anticipated that there will be a lot of applications for this test. Based on the number of applications the CSG may recommend to convert the April VA-TF2 CP to a CE.
- The CSG will schedule an evaluator conference call prior to all tests with the corresponding Evaluator Group to cover any issues/questions that evaluators in that group may have.
- New Standard was “tested” at the CP in Ft. Lauderdale in December 2006 hosted by FL-TF2. The process was tested, but not really the test itself. All of the handlers had different set-ups as the objective was to test all of the parameters, especially the extremes. These were teams participating in a training event—they were not necessarily ready to test. The process worked well.
- The first test according to the new Standard was conducted in Los Angeles in January 2007 hosted by CA-TF6. There was a 77% pass rate, 10 out of 13. No issues except that the Chief Evaluator stated that they would have failed one team that passed if under the parameters of the old test.
- The CSG will continue to monitor the new process looking for any chronic problems, outside of the margin of error. The process will be reviewed after it has had a chance to work.

2) Roles and Responsibilities of the Evaluator (Debra Tosch)

- See Attachment A—

3) Summary of CE Rules and Rationale (Joe Caputo)

- The CSG would like to ensure that information given to handlers at CE's is standardized. A 4- page summary of rules will be handed out to testing handlers and evaluators at each CE and the Chief Evaluator will read these rules at the evaluation briefing.
- See Attachment B (draft)

4) Refind on Limited Access Pile (Darren Bobrosky)

- Per the CSSCP if the handler cannot quickly identify the location of the victim they need to leave the pile and return to the start. It cannot turn into another search.

The re-find on the limited access pile:

Occasionally we're faced with evaluating the canine team that uses a re-find. This is fine as long as the handler can quickly pinpoint the alert location. The problem arises when the handler cannot quickly pinpoint the alert upon entering the pile due to the canine coming off the alert location prior to the handler visualizing it.

Per the CSSCP, the handler, at this point, is to leave the search site immediately and re-start the search.

What we don't want to happen here is for the handler to basically re-start the search up on the pile with a series of "show me's" or similar commands as they are either approaching the canine or leaving the search site. The intent of the limited access pile is to evaluate the canine's ability to alert out of the handlers sight.

This is identified in Section II, Element 5 – Rubble Site in the FSA section of the CSSCP.

5) FSA Issues (Cathy Schiltz)

- Stop and turn on agility— The stop and turn do not have to be performed on the same obstacle but may be performed on the same obstacle. The handler must be able to show that there is a clear and separate command for both the stop and the turn. Reminder – The FSA is a first line of screening to determine team's level of competence. There are three signature lines on the application to endorse a team's readiness to test—TFs should NOT send teams without an independent, focused bark alert and commitment to scent source.

6) Training Wish List for 2008 (John Dean)

Projected Budget for 2008 is 45 million

- Hoping to get all 12 test slots back – 9 CE's and 2 CP's
- Would like to convert the 3rd CP to an FSA Prep.
- CSST will remain at a 50/50 mix for STMs and handlers
- Sponsoring Task Forces to use new people to teach CSST
- Workshops for STMs and Tech Search
- Evaluator workshop in conjunction with STM and Tech Search Workshop
- Anyone in the system that wants to create some video send it in to the CSG. New videos are a priority.

7) CP Structure (Mike Marks)

- Recommend 14 teams as a maximum . Day 1 is a mock test, but can adjust to the dog and handler (prevent damage control). Day 2 is training stations relevant to the student's needs. Handlers should leave better prepared and on a positive note. Task Forces do want feedback – this is the forum in which evaluators can give handlers training suggestions. Evaluators should be candid, but balance out the negative with the positive.

8) Q&A (All) Feb 1

- **Pat Grant – All evaluators should have a printed copy of the CSSCP with them when they are conducting an evaluation. Pat suggested that a hard copy of the most recent version is mailed to evaluators.** It was noted that the document is available on disasterdog.org and DisasterHelp.gov and can be downloaded and printed from the website.
- **Lynne Englebert – Timely reimbursement of expenses to evaluators. Should be reimbursed within a certain timeframe (30 days).** Reimbursement times will vary from task force to task force. Cannot ask a TF to adjust the policies of their finance office to appease evaluators. CSG will ask hosting Task Forces to provide policy in regards to reimbursement timeframes prior to evaluation so evaluators can have the option to decline.
- **Carla Collins – If VA-TF2 CP is converted to a CE will another CP be added?** No, the next CP will not be until November 2007 in California.
- **Anne McCurdy – Are there still shadows to be mentored?** There are 9 still in the process. Some were added on if a team did not have at least two evaluators.

- **Anne McCurdy – IN-TF1 is doing an FSA Saturday – it will be very cold. We want to allow the dogs to lay on blankets because of the weather.** No one on the CSG has a problem with this.
- **Gary Hay – Control of canine—please expand on this.** Control is defined in the body of the document and in the glossary. The two parameters that can fail a team in regards to control are: Handler cannot keep dog from interfering with the other test site and/or the handler cannot recall the dog from entering an actual (real-life) unsafe area that is pre-defined by the evaluators. Handler must be able to stop/recall the dog if dog enters, or attempts to enter, either of these types of areas. An out-of-control dog does not happen over-night. No TF should send a team with this problem to a test. The FSA is the place to identify these basic problems, not the CE.
- **Ann Wichmann – Refind issue. Dog barks 3 or more times, handler enters pile, dog pulls off and goes back immediately – is this ok?** Yes – but handler must be able to pinpoint quickly without it turning into another search by handler or dog.
- **Ann Wichmann – For CSG. Is the group working on a way or methodology to make sure evaluators can meet the every two year criteria so they do not lose their evaluator status?** The CSG is aware of this issue and is monitoring it.
- **Tom Haus – Minimum pile size of 6,000 sq feet seems small – consider making the minimum pile size larger?** Perhaps, but there are other, creative ways to create appropriate test sites. The sites that have three small piles close together can still use the third pile as a part of one or both of the other two. Also have to factor in the complexity of the pile in regards to size—a 6,000 sq ft pile that is very complicated to search, has difficult footing and complex scenting conditions can still be appropriate.
- **Lee Prentis – 3 bark rule. What is the penalty if the barks are elicited (after first bark)?** Handler **cannot talk** to the dog after the first bark until there are three repetitive barks. Evaluators should make this clear in the briefing. CSG will discuss on next conference call.
- **Lynne Englebert – How will this be tracked (re: previous question by Lee Prentis)?** Score sheets should reflect this, communication via conference calls, Chief Evaluator (AAR), and there should be a CSG member at every test.
- **Tom Haus – Talking between the first and third bark is not allowed. If the handler talks during this time, they do not get the find. It's clear that you are not allowed to talk to the dog between the 1st and 3rd bark.**
- **John Dean/Teresa –**Next CSG conference call is 2/23/07 and we can address this issue on this call – 4 weeks before the next test (NY). [note: the call was pushed forward to 2/16/07 in order to address issues in a timely manner]
- **Ann Wichmann –** It's Ok for evaluator to put on the score sheet – handler spoke to dog after first bark – this will help in tracking eliciting and refind issue.

9) Q&A (All) Feb 5

- **Mark Dawson – Will the requirement that evaluators have to evaluate at least once within a two year period be addressed so that evaluators do not lose their evaluator status?** Yes, this matter is being addressed.
- **Bob Sessions – When will we receive certificates?** The TFL's were given a CD at the TFL meeting in January. All certificates have been distributed.
- **Nancy Hachmeister – Is it OK to use two rostered evaluators from the same Task Force to conduct an FSA?** Yes.
- **Bill Monahan – LA would like to move their CE a week earlier – would this cause any problems?** Should be fine. CA-TF2's Program Manager should contact Mike Tamillow to approve.
- **Tony Zintsmaster – If a dog does a recall/refind and the evaluator determines that the handler must go back to the starting point, what is the recourse if they do not go back?** The evaluator determines when and if a handler must return to the starting point on the limited access pile. The handler is expected to comply. If there is a problem, it will be addressed afterwards with the Lead and Chief.

Attachment A

**~Evaluators~
Roles, Rules and Responsibilities**

Roles:

- Evaluators are salaried employees, representing the Program Office and must behave accordingly.
- The hosting Task Force is the support system for the evaluation. Evaluators work in conjunction with the hosting Task Force.
- The Chief Evaluator is the primary liaison to the hosting task force and overall leader of the Evaluator Cadre.
- The Lead Evaluators provide oversight for their pile and are the liaisons to the Chief Evaluator.

Rules:

- The testing teams are evaluated according to the CSSCP. The teams are evaluated as to their performance on test day only.
- Evaluators should not bring dogs to evaluations unless requested to do so by the hosting task force IC. If an occasion arises whereby an evaluator must bring a dog, not requested by the host, it is the responsibility of the evaluator to ensure it does not impact the test. The evaluator will interface with the Chief Evaluator for arrangements to bring an unauthorized dog, not the hosting Task Force.
- Professionalism is mandatory. Comments should be made in the proper forums. Under no circumstances should off-hand or undermining comments be made about testing teams, other evaluators or the hosting Task Force. Training advice should be given only upon request.
- All evaluators are required to complete the Peer Reviews.

Responsibilities of all Evaluators

- Bring the items necessary to do the job.
 - Stopwatch
 - Clipboard
 - Be prepared for rain and have a method to keep forms dry
 - Writing utensils (must be ink pen, no pencils)
 - Powder or other item to check air movement
 - A copy of the current CSSCP and any updates
 - PPE
- Be available for the briefing meetings prior to the CE or CP
- Be available for debrief
 - Evaluator debrief
 - Review cover sheets and determine results

- Discussion between Chief Evaluator and Lead Evaluators if necessary (all evaluators will be present)
- Handler debrief
 - Certification announcements
 - Distribution of score sheets to handlers
 - Opportunity for handlers to discuss score sheets with evaluators
 - Collection of score sheets by Chief Evaluator
- Mentor the shadow evaluators as assigned
- Assist with the test set-up as requested by Chief Evaluator
- Documentation
 - Documentation must be complete
 - Documentation must be observations of the teams performance
 - State observations
 - No subjective comments or judgments

Responsibilities of Lead Evaluators:

- Responsible for all evaluators and shadows on their pile
- Approves the victim location(s) on their pile
- Responsible for a consensus of pass/fail of pile from all three evaluators
- Interfaces with the Chief Evaluator and informs him of any issues
- Ensures the site map is drawn properly and all information noted for the AAR
- Ensures victims have been briefed properly
- Ensures Safety knows his role:
 - Where to stand on pile
 - When to check on victims
 - Remove flagging tape/markers

Responsibilities of Chief Evaluator

- Establish contact with hosting Task Force
- On site, plan test site layout and brief other evaluators and other site personnel regarding site set-up and suitability, timelines, evaluation order, protocols, and other matters related to the evaluation.
- Coordinate with Incident Commander (IC), who will be in charge of concerns regarding site safety, transportation, site control, procurement, briefing and transport of victims, and other matters related to logistics.
- Coordinate with other evaluators and Safety Officer to make final selection, approval, and pre-testing of selected victim placement holes.
- Ensure that the safety equipment check list (required PPE) is completed prior to entering test site.
- Ensure that all evaluators adhere to established testing procedures.
- The Chief in conjunction with Leads will resolve issues
- Delegate responsibility for the shadow evaluators to an experienced evaluator or the shadow mentor.
- Forward a shadow evaluator report to the Subcommittee
- Ensure that the Peer Reviews are collected and forwarded to the Subcommittee for inclusion in the After Action Report. (The peer reviews are optional for testing handlers, but mandatory for all participating evaluators)

- **Ensure that all paperwork is complete and consistent.**
- **Forward completed score sheets to the Program Manager, Canine Coordinator, and handler.**
- **Complete and forward the After Action Report to the Canine Subcommittee.**

Attachment B (draft)

In order to assist evaluators in the standardization of disbursement of Certification Evaluation (CE) Guidelines; the below listed information will be read to all testing Canine Handlers by the Chief Evaluator at all Certification Evaluation (CE) Briefings.

Ground Rules: (Ref: CSSCP, Sec III, Page 23)

- No collars or vests on canine while searching.
- Muzzles are not permitted in any phase of the evaluation process.
- Abuse (e.g., physical, mental, verbal, *etc.*) of the canine is not acceptable at any time.
- No access to search sites after setup of test.
- Handler is responsible for care and safety of the canine at all times.
- Safety procedures will be followed. The following safety gear is required for the rubble site: helmet, gloves, long pants, long sleeve shirt, eye protection, safety toe, steel shank safety boots and knee protection.
- Aggression will not be tolerated at any time.

Element Description: (Ref: CSSCP, Sec III, Page 23 -24)

Rationale

- The Canine Search Specialist team must work together in disaster search operations to detect live victims. The handler will be evaluated on his ability to function as a Canine Search Specialist. The canine will be evaluated on his ability to search independently. The canine must alert by barking to enable handler to mark the area of indication of live human scent.

Required Skills

- Canine
 - Searches, detects and indicates live human scent with at least 3 repetitive barks
- Handler
 - Correctly identifies the area of indication of live human scent

- Maintains control of canine
- Team
 - No false alerts
 - No more than one missed victim

Additional Handler Skills: (Ref: CSSCP, Sec III, Page 24)

(Evaluator Note: Any violations of these skills are not grounds for failure.)

- Site Assessment and Search Plan
 - Handler completes site assessment
 - Handler establishes an initial search strategy
- Flagging/marking of indication location
 - Handler correctly flags/marks canine's indication location
- Search Markings/Victim Markings
 - Handler draws search markings and victim markings according to the current standard.
- Site Sketch/Map
 - Handler draws an accurate map according to the guidelines given under "Search Procedures" herein.
- Debrief
 - Site sketch/map (full access site)
 - Search/Victim marking (either site)
 - Follow-up search recommendations (both sites)

Handler Information: (Ref: CSSCP, Sec III, Page 24)

- The CE will consist of one element — Canine Disaster Search.
- **To successfully complete the evaluation, the team must search each site, locate and identify the areas of live human scent with no more than one miss, have no false alerts, complete the required skills and comply with the Pass/Fail Ground Rules.**
- **The objective of the limited access pile is to test the canine's ability to search and alert independently of the handler.**
- **The objective of the full access pile is to test how the handler and canine work as a team when the opportunity to work in close proximity is offered and the canine can be in the handler's view at all times.**

Search Procedures: (Ref: CSSCP, Sec III, Page 26 -27)

- Search sites:
 - Full Access
 - Site is completely accessible to the handler.
 - Handler may access site from any point.
 - **After the first bark the handler may not verbally communicate to the canine until the canine barks three (3) times at the same victim. Barking may be interspersed with digging, scratching or any other attempt to get to the victim. Canine may reposition itself while alerting at the victim location. If the canine leaves the victim location before barking three (3) times, the alert process (3 bark requirement) starts over.**
 - If a handler correctly calls a false alert, **there is no penalty.** Once an alert is marked, it is final.
 - Limited Access
 - Site will provide access to only one well-marked portion of the perimeter. The canine must search the area out of the handler's sight in order to locate the victim(s). The handler may access the rubble to mark the alert location and restart the canine. The handler may remain within a five-foot radius of the alert location or return to the starting point (via the path given by the evaluator) while the canine continues to search for victims. If the handler returns to the starting point he may not access the pile until the dog alerts again. **Upon access, the handler must promptly call the alert location after the three barks or return to the place he just left (the starting point or the last alert location).**
 - **After the first bark the handler may not verbally communicate to the canine until the canine barks three (3) times at the same victim. Barking may be interspersed with digging, scratching or any other attempt to get to the victim. Canine may reposition itself while alerting at the victim location. If the canine leaves the victim location before barking three (3) times, the alert process (3 bark requirement) starts over.**
 - If a handler correctly calls a false alert, **there is no penalty.** However, if the handler accesses a site by virtue of a false alert, **he must return to his starting point and restart** after having correctly called the false alert. Once an alert is marked, it is final.

Successful Evaluation Completion: (Ref: CSSCP, Sec III, Page 28)

- **Certification will be based on compliance with the Pass/Fail Ground Rules and completion of the Required Skills, including locating and identifying the areas of live human scent within the allotted time, with no more than one missed victim, and no false alerts. At least one victim must be found by the canine on the Limited Access Pile while the handler is at the starting point and the handler must correctly identify the location of the alert. The Additional Skills and Additional Ground Rules will be included in the process, but will not fail a team.**