

MEMORANDUM

U.S. Department of Homeland Security

Washington, D.C. 20472



FEMA

DATE: 26 August 2007

FOR: Rory Rehbeck, Chair
Search Working Group

FROM: Canine Sub-Group

SUBJECT: Canine Sub-Group Face-to-Face Meeting

Please find the attendance and agenda items addressed at the Canine Sub-Group face-to-face meeting which was held in Miami, Florida 24 - 26 August 2007:

MEETING DATE(s)		24-26 August 2007	
MEMBERSHIP / ATTENDANCE			
Member	Y/N	Guest	Y/N
Teresa MacPherson, Chair	Y	Rory Rehbeck (SWG)	Y
Mike Marks	Y	Dean Scott (DHS/FEMA)	Y
Joe Caputo	Y	Jennifer Massey (scribe)	Y
Cathy Schiltz	Y		
John Dean	Y		
Darren Bobrosky	Y		
Debra Tosch	Y		

AGENDA ITEMS/DISCUSSION

Day One

1) Program Update

2) Minutes From 21 July 2007 Conference Call

3) Choose Location and Date for 2008 Face-To-Face Meeting

4) Annual Review of Documents

- Mission Statement
- CSSCP
- Policies
- SOPs
- Applications and Forms
- Peer Reviews
- Shadow Package
- Position Description
- Position Task Book
- Orientation Powerpoints

5) Review of Rosters

- Canine
- Evaluator
- Canine Coordinator
- Shadow
- Mentor

6) Review of Roles and Responsibilities

- Canine Coordinator
- Evaluator

7) 2008 Evaluator Groups

8) Annual Canine Exam Recommendation

9) Pre-requisites for CSST

10) 2008 Canine Coordinator Survey

Day Two

11) Input and Update From Search Working Group

12) Disasterdog.org Website Review

13) Announcement/Application Process Recommendation

14) Screening/Excess Property Recommendation

15) Vendors

16) Videos (CSST, Canine Training, Evaluator Training)

17) Other Topics

- Post-evaluation telecons with evaluators and canine coordinators?
- Scoresheets sent electronically
- Code of ethics for evaluators?
- Contingency plan for tests that may be cut short
- E-collar at FEMA events
- Test dogs mandatory?
- Shadow moratorium lift?

Day Three

18) Setup teleconference dates (Canine Coordinator, Evaluators, CSG)

19) Missouri Pre-Evaluation Conference Call

20) Review of Documents

21) Next Call

PROPOSED ACTIONS

1) Program Update—Dean

- The 2008 budget is pending approval. If the new budget is approved there will be more money available for training.
- It is anticipated that the last three canine evaluations for 2007 will be at or close to capacity. Dean indicated that if the need for an additional test can be justified that the CSG may submit the request.

2) Minutes From 21 July 2007 Conference Call

- Approved

3) Choose Location and Date for 2008 Face-To-Face Meeting

- Rory is going to coordinate the next meeting in the San Diego area on 25-27 April 2008.

4) Annual Review of Documents

- Mission Statement
 - No change
- CSSCP
 - Updated and posted on disasterhelp.gov
 - Replaced all instances of Subcommittee with Sub-Group
 - Replaced all instances of Federal Response Plan (FRP) and National Response Plan (NRP) with National Response Framework (NRF)
 - If not present, added Department of Homeland Security and/or DHS before Federal Emergency Management Agency (FEMA)
 - Page 18 (change highlighted in yellow)
 - Page 24 (change highlighted in yellow)
 - Page 26 (change highlighted in yellow)
 - Page 27 (change highlighted in yellow)
 - Added testing application form for CE/CP at the end of Appendix A
- Policies
 - Updated and posted on disasterhelp.gov

- SOPs
 - Updated and posted on disasterhelp.gov
- Applications and Forms
 - No changes
- Peer Reviews
 - Removed sentence at the end of the review asking, “. . . Did you pass the evaluation.”
- Shadow Package
 - No changes
- Position Description
 - Replaced all instances of Federal Response Plan (FRP) and National Response Plan (NRP) with National Response Framework (NRF)
 - If not present, added Department of Homeland Security and/or DHS before Federal Emergency Management Agency (FEMA)
 - Updated and posted draft on disasterhelp.gov
- Position Task Book
 - No changes
- Orientation Powerpoints
 - Need to add mapping example

5) Review of Rosters

- Canine
 - Updated current roster—will be sent to Canine Coordinators
- Evaluator
 - Updated current roster—will be sent to Canine Coordinators
- Canine Coordinator
 - Updated current roster—will be sent to Canine Coordinators
- Shadow Evaluators
 - Updated current roster—will be sent to Canine Coordinators
- Mentor
 - Remove columns for deployment history and specialities

- Updated current roster—will be sent to Canine Coordinators

6) Review of Roles and Responsibilities

- Canine Coordinator
 - Updated and posted on disasterhelp.gov
- Evaluator
 - Updated and posted on disasterhelp.gov

7) 2008 Evaluator Groups

- Completed 2008 Evaluator Groups to forward to TFL's for 21 day review

8) Annual Canine Exam Recommendation

- Rec complete and will be forwarded to the SWG

9) Pre-requisites for CSST

- Health Certificate
- Obedience, Aggression and Bark Alert per FSA

10) 2008 Canine Coordinator Survey

- Updated and will be sent to Canine Coordinators to complete

11) Input and Update From Search Working Group—Rory

- Reviewed Search definitions
- SWG requested a 3 day search operations workshop to include STMs, Tech Search and Canine. First day classroom break-outs and second and third day to be operations.
- Asking for Navigation train-the-trainer course.
- USA Photo maps – freeware. Topo and aerial maps.
- Will be using USNG (United States National Grid)

12) Disasterdog.org Website Review

- Reviewed website and compiled a list to be forwarded to the Webmaster for update/revision

13) Announcement/Application Process Recommendation

- Complete and ready to submit to the Search Working Group

14) Screening/Excess Property Recommendation

- CSG members to send screening documents to Teresa to compile and send to CSG for review.

15) Vendors

- Much discussion, but end result was to table vendor guidelines at this point in time
- Cost cap – discussion, but no consensus

16) Videos (CSST, Canine Training, Evaluator Training)

- CSST videos will be replaced first. Discussed details of how to proceed.

17) Other Topics

- Post- evaluation telecons with evaluators and canine coordinators?
 - Will be held as needed.
- Scoresheets
 - All scoresheets can be sent to Debra to convert to a PDF for dissemination by email
- Code of ethics for evaluators?
 - Not needed, they are subject to the US&R Code of Conduct
- Contingency plan for tests that may run into dark or be cut short by weather
 - Addressed on the pre-evaluation conference call
- E-collar at FEMA events
 - Same rules apply that would apply to any other type of collar (e.g., collars not allowed on rubble, during testing specific elements, etc.).
- Test dogs mandatory?
 - Yes – amended relevant documents.
- Shadow moratorium lift?
 - Not at this time

18) Setup teleconference dates (Canine Coordinator, Evaluators, CSG)

- CSG – 25 September @1400 EDT
- Canine Coordinator – TBD
- Evaluator - TBD

19) Missouri Pre-Evaluation Conference Call

- TBD

20) Wrap-up and Review of Documents

- Reviewed previous days and adjourned at 1200

CONFERENCE CALL(s)

CSG Call: 25 September @ 1400 EDT

Canine Coordinator: TBD

Evaluator: TBD

NEXT FACE TO FACE MEETING

April 25-27, 2008 in San Diego, California