

**MEMORANDUM**

U.S. Department of Homeland Security  
Washington, D.C. 20472



**FEMA**

**DATE:** 29 November 2007

**FOR:** Rory Rehbeck, Chair  
Search Working Group

**FROM:** Canine Sub-Group

**SUBJECT:** Canine Sub-Group Telecon Minutes

Please find the attendance and agenda items addressed on the Canine Sub-Group 29 November 2007 conference call:

<b>MEETING DATE(s)</b>		29 November 2007	Call # 113
<b>MEMBERSHIP / ATTENDANCE</b>			
Teresa MacPherson, Chair			
<b>Member</b>	<b>Y/N</b>	<b>Guest</b>	<b>Y/N</b>
Mike Marks	Y	Jennifer Massey (scribe)	Y
Joe Caputo	Y	Dean Scott (Program Office)	Y
Cathy Schiltz	N		
John Dean	N		
Darren Bobrosky	Y		
Debra Tosch	Y		

**AGENDA ITEMS/DISCUSSION**

- 1) Minutes from 12 October 2007 telecon**
- 2) Questions to Program Office**
- 3) November CE at CA-TF3**
- 4) New procedures**
- 5) Attempts limit revisited**
- 6) Rob Cima – Lead Evaluator status**
- 7) Test set-up concern/sequestering**
- 8) O2 masks for canines**
- 9) Canine Roster**
- 10) Canine Coordinator telecon**
- 11) Next Call**

## **PROPOSED ACTIONS**

### **1) Minutes from 12 October 2007**

- Approved

### **2) Questions to Program Office**

- **Status of Q-1 Events on US&R Calendar**

-Q-1 events may need to be re-scheduled. Nothing has been cancelled yet but there is a possibility this may happen. Currently, still planning on having Q-1 events. If airfare is booked change fee is reimbursable.

- **2009 Canine Calendar**

-CSG was asked by a PM to consider drafting the 2009 canine calendar ASAP. Dates would not be fixed, but TFs and months would be identified for Evaluations and Cert Preps. Can proceed – coordinate with Rory, Tim and Fred.

- **Budget for CE's/CP's**

-Can the CSG review the cost break-down for CE's/CP's?

The CSG may request the budget report for their own information, not to be distributed with the AAR. Coordinate with Rory, Tim and Fred.

### **3) November CE hostd by CA-TF3**

- Very low pass rate—36% (CSG is being asked why and is looking into it--discussion)

### **4) New Procedures**

- Develop language to go along with the requirements in the SOPS for supporting a test to ensure that when a TF accepts a CE/CP, they agree to support it and understands exactly what the support entails.
- Request budget reflecting cost break-down of hosting a CE/CP

- Amend AAR to add to “Pass Rate”—if Pass Rate is below 50%, give brief explanation
- Peer Reviews to be distributed by CSG via email to participants immediately after the CE/CP, to be collected by the CSG.
- Discussed having a CSG member at all CEs/CPs
- Discussed having apps typed, signed and emailed so as to be legible.

**5) Attempt limit – CSG asked to re-visit**

- Request came from some Program Managers. Statistics show that most teams pass by the third attempt. TFs can make their own requirements or CSG can recommend a 4X limit systemwide. CSG will coordinate with TFL Reps.

**6) Rob Cima – Lead evaluator?**

- Rosters will be amended to reflect that Rob Cima is a Lead. (Typo)

**7) Test Setup for Two Days/Sequestering**

- Question as to whether the same test set-up should be allowed for both days. CSG consensus is that there needs to be the possibility of a different set-up, but evaluator cadre has the option of keeping it the same—all or part.
- The handlers who have tested and who have not tested must be kept apart—but after hours are hard to control. Sequestering will be in the control of the host if it’s a logistics issue, otherwise under the control of the chief evaluator.

**8) O<sub>2</sub> Masks for Canines**

- The CSG will further discuss a recommendation to add the canine O<sub>2</sub> masks to the cache.

[Note: Medical WG has made the rec and will check on the status of it]

**9) Canine Roster**

- “Actual resource” number has been added to the canine roster on the summary page

**10) Canine Coordinator Call**

- 28 November 2007 @ 1400 EST

**11) Next Call**

- 27 December 2007 @ 1400 EST

**CONFERENCE CALL(s)**

**CSG Call:** 27 December 2007 @ 1400 hours EST

**Pre-Evaluation:** 28 November 2007 @ 1500 EST

**Canine Coordinator Call:** 28 November 2007 @ 1400 EST

**NEXT FACE TO FACE MEETING**

April 24-25, 2008 in San Diego, California