

AGENDA ITEMS/DISCUSSION

- 1) Welcome, Updates and Discuss Schedule**
- 2) Minutes from 27 March 2008 Conference Call**
- 3) Evaluator Applications**
- 4) Input and Update from Search Working Group**
- 5) Review of OH-TF1 CE (April 2008)**
- 6) Review of CA-TF6 CE (April 2008)**
- 7) Review Pass Rates YTD**
- 8) Review Attempts Chart**
- 9) Annual Review of Documents**
- 10) Review of Rosters**
- 11) Review of Roles and Responsibilities**
- 12) Review of Canine Coordinator Survey**
- 13) DisasterDog Website**
- 14) Open Training Weekends**
- 15) Contingency Plan for CE/CPs**
- 16) CSST Videos**
- 17) Screening Recommendation**
- 18) Excess Property Recommendation**
- 19) New Business**
- 20) Next Calls**

21) Next Face-to-Face Meeting

22) HSIN

PROPOSED ACTIONS

DAY ONE

0800

1) Welcome, Updates and Discuss Schedule

2) Minutes from 27 March 2008 Conference Call

- Approved

3) Evaluator Applications

- Bryan Morgan (NV-TF1), Handler - Approved
- Susan Vodrazka (CA-TF5), Handler - Approved

4) Input and Update from Search Working Group

- Concern that handlers are not being adequately educated as to how they fit into the big picture, specifically the Search function. Unit 10 (Canine Search Strategy and Tactics) is an STM module in the CSST and is now taught to the handlers, too. This module is posted on DisasterDog.org and is available for use by TFs as a part of orientation for handlers.
- Search Annex to the Ops Manual is in the process of being updated.
- Search Management and Planning course – still pending approval.

5) Review of OH-TF1 CE (April 2008)

- Bad weather, but good support and results—23/26 passed.
- Discussed evaluator Roles and Responsibilities as specific to this test and one

evaluator.

6) Review of CA-TF6 CE (April 2008)

- No issues. Day 1 CE, Day 2 CP—10/12 passed.

7) Review Pass Rates YTD

- Pass Rate YTD is 85% (based on first three tests)
- CP pass rates show their value.
- CSG will suggest CE/CP locations/dates for 2009 US&R calendar. (June meetings)

8) Review Attempts Chart

- Only two teams have attempted to certify more than 3 times and both have since retired the canine

9) Annual Review of Documents

- **ALL DOCUMENT REVISIONS WILL TAKE EFFECT ON JULY 1 OF EACH YEAR, BEGINNING JULY 1, 2008.**
- Required signatures on all applications are now Program Manager/Training Coordinator, Canine Coordinator and Applicant. This at the request of the TFL's due to the chain-of-command issues (e.g., administrative vs. operational issues).
- Mission Statement
 - No changes
- CSSCP
 - Logo updated throughout by Dean Scott
 - Re-certification verbiage clarified.
 - Evaluator pre-requisites verbiage clarified.
 - Verbiage as to victim placement for FSA and CE clarified so as to distinguish between the two.

- All changes are highlighted.
- Policies
 - Verbiage added to clarify Shadow Mentor duties.
 - Contingency plan incorporated for CE/CP-- guidelines for extreme circumstances that may impact safety.
 - Certification roster parameters.
 - All changes are highlighted.
- SOPs (Revised version takes effect July 1, 2008)
 - The new Announcement/Application process has been included.
 - Darren will be the CSG POC for the September 2008 test hosted by CA-TF4.
- Applications
 - Mentor
 - Evaluator
 - Lead Evaluator
 - CE/CP

The above applications have been revised to reflect the signature lines for Program Manager/Training Coordinator and Canine Coordinator, in addition to the handler.

- Score Sheets
 - CE Scoresheet
 - CP Scoresheet
 - CE Coversheet
 - FSA Scoresheet

No changes were made to the above Scoresheets.

- Forms
 - CP After Action Report
 - CE After Action Report

Minor changes were made to the After Action Reports, along with some re-formatting.

- Peer Reviews
 - CE
 - CP

Fillable pdf files created for the Peer Reviews for on-line use.

- Shadow Package
 - CE Study Guide
 - FSA Study Guide
 - Shadow Critique Form

Formatting changes to the above.

- CE/CP Orientation PowerPoints
 - Updated

10) Review of Rosters

- Canine
 - To be updated the first week of each month
 - Roster to reflect current certifications only
 - Expired teams will be immediately removed
 - If a team fails a re-cert , the team will be removed from the certification roster.
 - Contact info revised to remove street addresses

- Evaluator
 - Remove expired evaluators
 - Discussed FSA-only evaluators and their future in the system – Tabled.
- Canine Coordinator
 - Deresa Teller --CA-TF1 (replacement)
 - Doug Cope/Ricky Hutcheson --OH-TF1 (replacement)
- Shadow
 - Approved Su Vodrazka's (CA-TF5) Evaluator Application
- Mentor
 - Remove Jeff Place (no longer system member)

11) Review of Roles and Responsibilities

- Canine Coordinator
- Evaluator

No changes, reformatting

12) Review of Canine Coordinator Survey

- To be revised to incorporate a summary format and Debra will distribute in July

13) DisasterDog Website

- Darren to write an article for handlers flying with FEMA dogs to include the requisites (travel letter, shot records, travel in uniform, etc.)
- UK Presentation – added to the site
- Annual K-9 Exam –Teresa to send to Roxanne for posting on website [done]
- Canada Survey – added to the site

1300-1400 Lunch

14) Open Training Weekends

- Consensus of the CSG and representatives from Texas and Colorado not to request sanctioning or authorization. The hosting Task Forces will attach the Collaborative Training clause from the Statement of Work to the announcements for the events.
- Proposed for 2009
 - Texas (January/February)
 - Nevada (March)
 - Colorado (September)
 - Florida (November)

15) Contingency Plan for CE/CPs

- General guidelines
 - If the rubble is unsafe, consider use of buildings or other areas. IC makes the final

decision with input from Chief Evaluator and Safety Officer.

- Added to pre-evaluation calls and Policies

16) CSST Videos

- On hold pending course review and budget

1730 Adjourn

DAY TWO

0800

17) Screening Recommendation (K9 08-01)

- Completed

18) Excess Property Recommendation (K9 08-02)

- Completed [subsequently tabled while Legal Issues reviews the issue]

1300-1400 LUNCH

19) New Business

- Updated Regional Representative Assignments
 - Debra Tosch – CA-TF1, CA-TF2, CA-TF5, CA-TF6, CA-TF8
 - Darren Bobrosky– CA-TF3, CA-TF4, CA-TF7, WA-TF1
 - John Dean – AZ-TF1, NM-TF1, NV-T1, TN-TF1, UT-TF1

- Susann Brown – CO-TF1, IN-TF1, MO-TF1, NE-TF1, TX-TF1
- Teresa MacPherson – MA-TF1, NY-TF1, OH-TF1, PA-TF1
- Mike Marks – FL-TF1, FL-TF2, VA-TF1, VA-TF2, MD-TF1

20) Next Calls

- Canine Coordinator Telecon: 17 July 2008 @ 1400 EDT

Topics to include:

- Screening Canines - Susann
 - Disposition of Canines – Teresa
 - Open training weekends 2009 – Susann
 - System updates – Teresa
 - Pass Rates
 - Statistics
 - Ops/TFL Meetings
 - New application/announcement process
 - Updated application forms (signatures)
 - Roles and responsibilities – Darren
 - Task Force Canine Survey – Debra
 - Contingency plan – John Dean
 - Canine Search Strategies and Tactics – Mike Marks
- Evaluator Telecons: 5 August 2008 @ 1200 EDT
- 14 August 2008 @ 1500 ED

Topics to include:

- Non-local test dogs - Darren
- Review Roles and Responsibilities – Dean Scott
- System updates – Teresa
 - Pass Rates
 - Statistics
 - TFL Meetings
 - New application/announcement process
 - Updated application forms (signatures)
- Screening Canines – Susann Brown
- Contingency Plan for CE/CP – John Dean
- Setup for CEs – Mike Marks
 - Placement of victims and distractions
 - Access (limited or full) and how determined
 - Factoring in size of pile as well as difficulty
 - Observers
 - Safety/hazards
 - An error due to setup does not fail a team
- When to have handler re-call dog – Debra
- Scoresheets – Debra
 - Need to be completely filled in and legible
 - Interview evaluator—Notes can be less, due to walking with the handler

- Use of shadow package by shadow mentor - Debra

21) 2009 CSG Meeting

- April, 2009 in Las Vegas, Nevada

Adjourn 1730

DAY THREE

0800

22) HSIN--Dean Scott

- Homeland Security Information Network –replaced DisasterHelp.gov

Final Review of work products

Adjourn 1200

CONFERENCE CALL(s)

Colorado Pre-Evaluation Conference Call: 1 May 2008 @ 1600 EDT

CSG Call: 28 May 2008 @ 1400 EDT

Canine Coordinator: 17 July 2008 @ 1400 EDT

Evaluator Call: 5 August 2008 @ 1200 EDT

14 August 2008 @ 1500 EDT