MEMORANDUM

DATE: 21,22,23 April 2009

FOR: Rory Rehbeck, Chair
                     Search Working Group

FROM: Canine Sub-Group

SUBJECT: Canine Sub-Group Meeting Minutes

Please find the attendance and agenda items addressed at the Canine Sub-Group
Face-to-Face Meeting on April 21,22,23, 2009 in Fairfax, VA:

MEETING DATE(s)		21,22,23 April 2009	
MEMBERSHIP / ATTENDANCE			
Member	**Y/N**	**Guest**	**Y/N**
Teresa MacPherson, Chair	Y	Rory Rehbeck (SWG)	Y
Darren Bobrosky	Y	Dean Scott (Program Office)	Y
Susann Brown	Y	Roxanne Dunn (CO-TF1)	Y
John Dean	Y	Peter Sellas (CA-TF6)	Y
Mike Marks	Y		
Debra Tosch	Y		

AGENDA ITEMS/DISCUSSION

1) Minutes from March telecon
2) Mentor application
3) Shadow Evaluator for NM-TF1
4) Merial Proposal update
5) Input and update from SWG
6) Review Pass Rates YTD
7) Review Attempts Chart
8) Review of Rosters
9) Review of Roles and Responsibilities
10) Review of Canine Coordinator Survey
11) Canine Transport Rec
12) Open Discussion Items
13) DisasterDog Website
14) Annual Review of Documents
15) Screening Recommendation Comments
16) Canines deploying to Radiological events
17) Canine Coordinator Telecon topics
18) Evaluator Telecon topics
19) Set up telecon 2009 dates
20) Choose date and place for next CSG face-to-face

PROPOSED ACTIONS

1) **Minutes from March telecon**
   - Approved

2) **Mentor application**
   - Heather Wilkerson, OH-TF1 – Approved

3) **Shadow Evaluator for NM-TF1**
   - Lette Birn replaces Doree Donovan – Approved

4) **Merial Proposal update**
   - Quest is sending kits to vets upon receipt of enrollment forms from vets
   - Handlers need to check with their vets to be sure that the enrollment form has been sent
   - All 28 TFs are signed up to particpate

5) **Input and update from SWG**
   - Rory reported that the IST Search Specialist Position has been approved and is out for 21-day review
   - The Evacuee Accountability form was also approved for use by all TFs to ensure uniformity
   - Looking at technological advances to improve the Search function, ie Air Robot, electronic data entry in the field, as well as mapping and GPS technology
   - Dissussing Victim Labels in addition to the Search Labels

6) **Review Pass Rates YTD**
   - 78% YTD, but based only on two CE's
   - CP numbers are skewed as some were training and not true CPs
     - CPs are two day events—Day 1 is a mock test and Day two is training based on Day 1 observations.
     - Extra training that is tacked onto a test will not be labled as a CP

7) **Review Attempts Chart**
   - Teams are passing in three or less attempts, most teams passing on the first or second attempt
   - Canine Coordinators will continue to track their individual teams' attempts and CSG will continue to track attempts for statistical reporting

8) **Review of Rosters**
   - Evaluator
   - Canine
   - Canine Coordinator
   - Shadow Evaluator
   - Mentor

9) **Review of Roles and Responsibilities**
   - Evaluator
   - Canine Coordinator

10) **Review of Canine Coordinator Survey**

11) **K9 Transport Rec**
   - Rewrote the recomendation and added parameters for vehicles

12) **Open Discussion Items**
   - FSA evaluators
     - TFs with only two Evaluators must bring in an outside Evaluator when one of their two Evaluators needs an FSA
     - CSG unanimously agreed to amend this policy to read "Two rostered evaluators OR one rostered evaluator and the sponsoring Task Force Canine Coordinator (or his/her designee) shall administer this assessment"

- o Verbiage included in revised CSSCP to be reviewed by TFLs and effective July 1, 2009 (contingent upon approval)
- Distractions on CEs/CPs
  - o Will address on pre-eval telecons
- SOP's—Evaluator pay
  - o CSG will discuss with Program Office as to raising the Evaluator pay in the SOW, which has remained the same ($300/dy, $37.50/hr) since 2004. CE/CP funding has increased 10K since 2004.
  - o Discussion as to aligning Evaluator salary with Instructor rates. Agreed that Leads and non-Leads should be on the same pay-scale. CSG unanimously agreed to request that the daily rate be raised to $400 for all Evaluators (approx $50/hr).
  - o Method of payment is up to the individual Host TF and will be outlined in the Evaluator/Host TF Participation Agt (to be developed)
- Mandatory vet checks
  - o Recommendation developed for pre-mission hands-on veterinary exams and post-mission health screenings
  - o Will ask for examples of the pre-mission exam from Canine Coordinators
- Shadow experiences
  - o CSG unanimously agreed to leave the present Evaluator requirements in place—Shadow experiences will not count towards fulfilling requirements to maintain status or for Lead status.
- Limited Access Site
  - o Comment - A dog may bark at a spot as Handler is returning to start and Handler may visually note this spot. Handler may then identify it when he gains access again, but it's not technically an out-of-sight alert/find.
  - o Discussion – Is this a true problem or a possible loophole? Agreed to monitor, but leave verbiage as-is for this review period.
  - o Comment - To assess D&C, require finding 2 victims on Limited Access?
  - o Discussion – Some dogs find all victims with minimal D&C on a given day. Agreed to monitor, but to leave verbiage as-is for this review period.

13) DisasterDog Website
- Reviewed and updated

14) Annual Review of Documents
- Mission Statement
  - o Re-affirmed
- CSSCP
  - o CSG, along with SWG and Program Office, reviewed and updated the document, to be reviewed by TFLs and effective July 1, 2009 (contingent upon approval)
- Policies
  - o All information was incorporated into the appropriate documents.
  - o Vet documentation for testing canines 10 yrs or older was deleted as a policy, as it is a Task Force responsibility to ensure the health of their canines at all times.
  - o Canines in season will not be knowingly accomodated at FEMA canine events.

- SOPs for CE/CP
  - An **Evaluator/Host TF Participation Agreement** template is being developed to outline the individual Host TF's policies as to travel arrangements and payments for Evaluators
- Apps/Forms
  - Evaluator applications revised to reflect intended chronology of completion of requirements
  - FSA score sheet revised as to a typo—"Stop and Turn on *ANY* obstacle"
  - All apps/forms updated as to FEMA logo's, etc.
- Peer Reviews
  - Evaluator Peer Reviews have been developed
- Shadow Package
  - Reviewed—no change
- CE/CP Orientations
  - Reviewed and updated
- Pre-evaluator call template
  - Updated to include all revisions as a result of this meeting

15) Screening Recommendation Comments
- Reviewed all comments
  - Revised score sheets
  - Revised to state that the two Assessors shall be chosen by the Canine Coordinator
  - Revised to add "Urinalyasis" to vet exam, which was inadvertently omitted
  - Rec remains Tabled until Program Office supplies guidelines for Acquisition and Disposition

16) K9's deploying to Radiological events
- Comment – Consider requiring informed consent for mission and task
- Discussion – CSG position remains:

The Canine Sub-Group supports the position that the Canine Search Specialist, along with his/her canine resource, should be available to deploy on any search mission.
Safety is assumed to be of paramount concern, but risk should not prohibit deployment.

17) Canine Coordinator Telecon topics
- Canines deploying to radiological events
  - Canines may be 25% to 50% more susceptible to effects of radiation than humans. Stats based on laboratory tests only. Check usarveterinarygroup.org for more info.
- TF support for canines-in-training (before certification), based on screening
- Include all revisions resulting from this meeting

18) Evaluator Telecon topics
- Evaluator/Host TF Participation Agreement
- Importance of Timers
- Include all revisions resulting from this meeting

19) Telecon 2009 dates
- Evaluator Telecons
  - 7/7/09 @1200 EDT
  - 7/13/09 @ 1500 EDT
- Canine Coordinator Telecon
  - 12/3/09 @ 1400 EST
- CSG Telecon
  - 6/3/09 @ 1400 EDT

20) Next CSG Face-to-Face
- April 20-22, 2010
  - Phoenix, AZ