



# Federal Emergency Management Agency

Washington, D.C. 20472

## MEMORANDUM

**FOR:** Search Working Group  
Chair

**DATE:** 11-21-03

**FROM:** Canine Subcommittee

**SUBJECT:** Canine Subcommittee Meeting Minutes

Please find the attendance and agenda items addressed at the recent Canine subcommittee conference call:

<b>MEETING DATE(s)</b> >>		11-21-03	Call Number 67
<b>MEMBERSHIP / ATTENDANCE</b>			
<b>Member</b>	<b>Y/N</b>	<b>Member</b>	<b>Y/N</b>
Ann Wichmann	Y		
Anne McCurdy	Y		
Shirley Hammond	Y		
Dean Scott (FEMA)			
RoryRehbeck (SWG)			

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Subcommittee Meeting Minutes  
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**AGENDA ITEMS/DISCUSSION**

- Minutes
- Test SOPs
- Evaluator Rotation Roster
  - Regional spread
  - Refusals
- Liability Coverage
- Applications
- New Evaluators
- Recommendations Update
  - DSCREP clean-up
  - System-only personnel
  - Region C rep replacement
  - Mentor name list
  - Grievance policy
  - Type I evaluator requirements

CSST Course

Certificates

**PROPOSED ACTIONS**

■ **Minutes**

- The minutes from conference call dated 10-21-03 were accepted and will be posted.

■ **Test SOPs**

- The Subcommittee will develop a Standard Operating Procedure to be used for all FEMA sponsored evaluations.

■ **Evaluator Rotation Roster**

• Dean Scott (Program Manager/FEMA) will provide the current list of Evaluators to Task Forces hosting tests. After the Task Force has made their three selections, Dean will then contact the chosen Evaluators.

• Dean will attempt to reach each evaluator 3 times. The evaluator will have 2 days to respond to each call from Dean. After 6 days, Dean will notify the evaluator that he has dropped to the bottom of the list for “failure to reply”. The scheduling of Evaluators should begin 3 months in advance of each test.

■ **Liability Coverage**

• Legal Issues is working on routing the policy through the system which includes the Dept of Labor. In the meantime, FEMA advises that all Task Force members are covered under the FEMA umbrella of liability insurance when attending approved training and testing.

■ **Applications**

- All applications must be signed by both the STM and the TFL as designated.

■ **New Evaluator**

• Mark Dawson (MATF1) handler, has been approved to begin the shadow process for Type I Evaluator.

■ **Recommendations Update**

The Ops Work Group met and reviewed some of our recommendations developed at our July meeting.

- The Ops Work Group **approved**:

“clean-up” (typo’s) of the DSCREP

Use of system only Evaluators for FEMA sanctioned tests

Use of system only Instructors for FEMA sanctioned events

Use of non-system SME’s (subject matter experts)

- The Ops Work Group did **NOT** approve:

Non-system handlers participating in a FEMA sanctioned test

- The Ops Work Group **tabled**:

Mentor list and Training Program

Input from SWG and/or FEMA as to other recommendations not addressed by the Ops Work Group at this time:

- Replacement of Region C Representative is still underway.

- A system wide Grievance Policy will be implemented by FEMA in the near future (FEMA time)

- Amendment of Type I Evaluator requirements. Subcommittee suggests relaxing the requirements to expedite the transition to Type I as most evaluators used will be Type I, if all tests will now be Type I and Type II.

## ■ **CSST Course**

- CA will host a CSST Course Feb 22 thru 28, 2004 in San Diego. There are slots for 18 handlers and 9 STMs. CA OES will be advised that Robert Milner, Julie Noyes and Janeen McKinney should have preference for attendance.

## ■ **Certificates**

- Final approval for all FEMA certificates is imminent (FEMA time).