



# Federal Emergency Management Agency

Washington, D.C. 20472

## MEMORANDUM

**FOR:** Search Working Group  
Chair

**DATE:** 2-20-04

**FROM:** Canine Subcommittee

**SUBJECT:** Canine Subcommittee Meeting Minutes

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

MEETING DATE(s) >>		2-20-04	Call Number 70
MEMBERSHIP / ATTENDANCE			
Bruce Speer [chair]			
Member	Y/N	Member	Y/N
Ann Wichmann	Y		
Anne McCurdy	Y		
Teresa MacPherson	Y		
Shirley Hammond	Y		
John Dean	Y		
Rory Rehbeck (SWG)	N		
Dean Scott (FEMA Program Office)	N		

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**AGENDA ITEMS/DISCUSSION**

- Minutes
- Review of Ops meeting
- Test SOPs
- New Evaluators
- Extensions
- March Evaluator Conference Calls
- Next call

## **PROPOSED ACTIONS**

### **Minutes**

The minutes from conference call dated 1-9-04 were accepted and will be posted.

### **Review of Ops meeting**

The following Subcommittee recommendations were approved by the Operations Working Group (still to be approved by the Advisory Committee)

- ≈ To solicit names from TFLs for possible inclusion on a system-wide mentor list
- ≈ To make available to TFs mentors to assist in screening and training canines using the TXTF1 prototype (see *disasterdog.org* website)
- ≈ To develop the concept of single level certification for the future
- ≈ To develop a Disaster Canine Training Manual using resources from within the system
- ≈ To amend Type I Shadow Evaluator Requirements by mandating the administration of ONE (not two) Type II tests and eliminating the requirement that the prerequisites be completed in order.

### **Test SOPs**

Almost completed. Program Office will compose verbiage as to payment of Evaluators, which will include a timeline. Other suggested additions are compensation for Chief Evaluator, list of needed forms, and protocol for unused funds. It will also be highlighted that arrangements must be made for Evaluators to be available for an adequate debrief with all interested participants at the end of the test.

### **New Evaluators**

Approved to Begin type I Shadow Process:

- ≈ Jeaneen McKinney (handler) NMTF1
- ≈ Cathy Schiltz (handler) MOTF1

### **Extensions**

Jane David and Kita WATF1 request a three month extension to complete their Type I recert--approved

Note: There is an automatic 3 month grace period extended beyond the due date for recertification for both Type I and II. A Type I team needs to request an extension before their due date in order NOT to be dropped from the roster if they do not recert at the end of the 3 month grace period. It is not necessary for a Type II team to request an extension beyond the 3 month cushion. They will automatically be added to the roster upon recertification.

### **Evaluator Conference Calls**

The next set of Calls will be scheduled for March 23, 24 & 30. The format will be the same as the previous set of calls last October.

## **NEXT CALL**

- **March 11, 2004 0900 EST**

