



FEMA

MEMORANDUM

DATE: 11 February 2005

FOR: Rory Rehbeck, Chair
Search Work Group

FROM: Canine Sub-Committee

SUBJECT: Canine Sub-Committee Conference Call Minutes

Please find the attendance and agenda items addressed on the recent Conference Call of the Canine Sub-Committee:

MEETING DATE(s) >>		2-11-05		Call # 85	
MEMBERSHIP / ATTENDANCE					
Teresa MacPherson		Chair			
Member		Y/N	Guest		Y/N
Mike Marks		Y			
John Gilkey		Y			
Cathy Schiltz		Y			
John Dean		Y			
Fred Pitts		Y			
Debra Tosch		Y			
Dean Scott (Program Office)		Y			
Rex Ianson (SWG)		Y			
Bruce Berry (SWG)		Y			

AGENDA ITEMS/DISCUSSION

- Conference Call Minutes
- Review of Ops Group Meeting notes (previously sent)—Rory & Teresa
- Review of SWG Meeting (attached herein)—Rory & Teresa
- New Evaluator Apps
- Ron Sanders VATF1 handler
- Tom Haus CATF1 STM
- Deborah Burnett TNTF1 handler
- Carla Collins TXTF1 handler
- Chief Evaluator Apps (sent 1-27-05 to Fred Pitts, Deborah Tosch, Steve Swaney, Ann Wichmann, Anne McCurdy, Lynne Englebert, Randy Gross) (Select date for conf call?)
- Affirm consensus of CSC that new and/or reinstated Evaluators are added to the Rotation List at the bottom
- K9 PFD update—JD
- Website clean-up list—JD & John G
- AAR feedback—Fred
- Mapping update—Cathy & JD
- CSST—IN, April—(per Eagle—we can include mapping module and STM module if we can get it to them in time) Discussion?
- AAR for Mentor—needs to be developed—takers? [per minutes-- We will develop an after action report. The mentor will complete the first section, which will include a roster of attendees and a synopsis of the training. The report will go to the TF for their review and input. The completed report will then go to the canine sub-committee.]
- Canned statements—cadaver, resource typing, CSC and how it works-- Teresa
- Yahoo email group—Debra
- Accountability WG needs database info for k9—takers?
- Batelle proposal—working animal protection—response?
- TX test review—Teresa

PROPOSED ACTIONS

- Face to face meeting minutes from:
 - 01-10-05; approved.
- Review of Ops Group Meeting notes (previously sent)—Rory & Teresa
 - Reviewed
- Review of SWG Meeting (attached herein)—Rory & Teresa
 - Reviewed

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- New Evaluator Apps
 - Ron Sanders VATF1 handler
 - Approved
 - Tom Haus CATF1 STM
 - Approved
 - Debra to inform him that his San Diego shadow was premature and does not count.
 - Deborah Burnett TNTF1 handler
 - Approved 1/14/05
 - Carla Collins TXTF1 handler
 - Approved
 - Shadow apps and evaluation forms to be held by their CSC representative.
- Chief Evaluator Apps (sent 1-27-05 to Fred Pitts, Deborah Tosch, Steve Swaney, Ann Wichmann, Anne McCurdy, Lynne Englebert, Randy Gross) (Select date for conf call?)
 - Each rep to collect apps for review on next call.
 - Conf. call topics:
 - How to set up shadow mentor.
 - How to document shadow experience?
- Affirm consensus of CSC that new and/or reinstated Evaluators are added to the Rotation List at the bottom
 - Agreed
- K9 PFD update—JD
 - Testing found that the PFD does cause problems with the canine's ability to negotiate the water and can pose a safety hazard.
 - Test was video documented and that video will be sent out to all CSC members.
 - Teresa to send a copy of the video is to Peter at DHS.
- Website clean-up list—JD & John G
 - John to email their housekeeping suggestions to the CSC membership for review and discussion.
 - Discussed the transition from disasterdog.org to disasterhelp.gov.
 - A synopsis and explanation of the changes to the DESCRP can be published but the DESCRP cannot until approved.
 - Current SOP's, which are not yet approved, cannot be posted on disasterhelp.gov but a guideline document containing that information can.
 - Disasterhelp.gov should be the depository of Official documents.
- AAR feedback—Fred
 - Added input from TX Test.
 - Added note stating that the individual site form to be filled out by that site's lead evaluator.

- Mapping update—Cathy & MM
 - Rex Ianson is on a West coast SWG sub-committee looking at developing a proposal for DHS/FEMA to implement a system-wide mapping system.
 - Fred Pitts is on that Working Group and will attend those meetings.
 - The form Cathy emailed to the CSC is the current form being used and will be until there is a system wide change.
 - Fred is to ensure that Lynne Engelbert gets that information since she prints many of the test forms.
- CSST—IN, April—(per Eagle—we can include mapping module and STM module if we can get it to them in time) Discussion?
 - Rory has some ideas that he gave to Teresa. She will distribute it to the CSC for review.
- AAR for Mentor Program—needs to be developed—takers? [*per prior minutes-- We will develop an after action report. The mentor will complete the first section, which will include a roster of attendees and a synopsis of the training. The report will go to the TF for their review and input. The completed report will then go to the canine sub-committee.*]
 - Debra and Fred to work on this.
 - Teresa to send out the list of people who had shown interest, but not yet applied.
- Canned statements—cadaver, resource typing, CSC and how it works-- Teresa
 - to be reviewed by the CSC for a couple of days and then sent to Dean Scott for review and application of his editorial prowess.
- Yahoo email group—Debra
 - This function can and should be done by disasterhelp.gov.
 - Dean will set it up.
- Accountability WG needs database info for k9—takers?
 - John Gilkey
- Batelle proposal—working animal protection—response?
 - Thanks but No thanks, due to current budget constrictions.
- TX test review—Teresa
 - Pretty straight forward.
 - Good piles.
 - Great support.
- Round Table
 - Dean Scott
 - Please impress upon system personnel that there is a chain of command and that all access to the Program office is through their Task Force.

- The Program office is small and understaffed therefore the certificate process is very slow handlers must be patient.
- Fred is to craft a letter to be distributed to evaluation participants who were successful that documents their participation and that a recommendation for certification has been entered into the DHS/FEMA CSS approval process.
- Teresa
 - Pursuant to the ruling that ODP funds used for State training must use FEMA curriculum and FEMA instructors, are the instructors to represent themselves as FEMA system members?
 - Dean—no, but he'll check with Legal to be sure.
- John Dean
 - John Dean to follow up on the TN request for a CSST to help ensure that they route the paperwork to the appropriate people in a timely manner.

NEXT CONFERENCE CALL

- March 10, 2005, NOON EST.

NEXT FACE TO FACE MEETING

- T.B.D.