

**MEMORANDUM**

U.S. Department of Homeland Security



**FEMA**

**DATE:** December 29, 2005

**FOR:** Rory Rehbeck, Chair  
Search Working Group

**FROM:** Canine Sub-Committee

**SUBJECT: Canine Sub-Committee Meeting Minutes**

Please find the attendance and agenda items addressed on the recent Canine Sub-committee conference call:

<b>MEETING DATE(s) &gt;&gt;</b>		12-29-05	Call # 93
<b>MEMBERSHIP / ATTENDANCE</b>			
<b>Member</b>	<b>Y/N</b>	<b>Member</b>	<b>Y/N</b>
Teresa MacPherson, Chair	Y/Y		
Debra Tosch	Y/Y		
John Dean	Y/Y		
Mike Marks	Y/Y		
Cathy Schiltz	Y/Y		
Darren Bobrosky	Y/Y		
Joe Caputo	Y/N		
John Gilkey	Y/N		
Dean Scott (FEMA)	N/N		
Bruce Berry (SWG)	N/Y		
Rory Rebeck (SWG)	N/N		

**AGENDA ITEMS/DISCUSSION**

1. Minutes
  - CSC conference call 11-28-05
  - Evaluator conference calls
2. New evaluators
3. Evaluator conference call absences
4. K9 Coordinator conference call
5. Evaluation Peer Review
6. Requirement for evaluators-conduction of pretest
7. Limit number of test/CP applicants per TF?
8. FSA score sheet
  - Pass or Fail slot
  - Place for the evaluator to recommend taking Certification Evaluation
9. Face to face meeting—breakdown of tasks

**PROPOSED ACTIONS**

1. Minutes from 10-20-05 conference call approved
  - Minutes from Evaluators Conference call still need to be reviewed and finalized. Will approve at the face-to-face.
2. Evaluators
  - New evaluators approved:
    - Athena Robbins, OH-TF1 STM
    - Bob Deeds, TX-TF1 handler
  - Evaluator applications accepted:
    - Sam Balsam MD-TF1 handler
    - Bill Monahan CA-TF2 STM
    - Peter Sellas CA-TF6 STM
    - Tony Zintmaster IN-TF1 handler
    - Marc Valentine CA-TF5 handler
    - Linda D’Orsi-CA-TF8 handler
      - Need to accept via email upon confirming her length of time as handler/trainer
        - Update: handler/trainer since 10/30/02—application accepted
      - Make sure DSCREP evaluator requirements/app state 3 years experience—may have been inadvertently dropped
3. Evaluator conference call absences
  - Requests for absences to be excused must come to the CSC via Program Managers. (Evaluators who have notified the CSC as to their absence will be advised of this)

4. K9 Coordinator conference call
  - Minutes --Teresa will review and distribute for CSC review
  - Spreadsheet
    - Teresa will send to CSC for comment
    - Teresa will send to K9 Coordinators to complete
5. Evaluation Peer Reviews
  - Will be mandatory for all evaluators to complete (gives a broader perspective rather than input from only the Chief of the evaluator cadre)
  - Will still be optional for handlers testing
  - Will be distributed with the AAR report to the Program Managers
6. Requirement for shadow evaluators-conduction of pretest
  - Is it still necessary with the single certification evaluation?
    - Yes, it is still necessary
    - For efficiency, an FSA may include one of the two evaluators who is also supervising a Shadow conducting the “pretest” to fulfill the evaluator requirement.
    - Additional Shadows are also permitted, apart from the Shadow conducting the pretest.
    - The current Type II evaluators can evaluate FSAs only

**New Policy—**

  - As of 1/1/2008, all Type II certifications will have expired
  - For consistency, all Type II (FSA) evaluators will also expire (they have two years from now to become Certification Evaluators)
  - Beginning 1/1/06, all Evaluators will be approved upon completion of all requirements to be able to Evaluate the FSA and the Certification Evaluation. The goal is to have one level of Evaluator.
7. Limit number of test/CP applicants per TF in announcements?
  - Discussed whether to limit number of applicants per TF and then go a second round if still openings (like the current CSST system).
    - Will re-address in six months after the new process has been in place
    - Discussed further standardization of announcements—number of days/applicants, etc. Will discuss further at face to face.
    - Teresa will forward CE/CP announcements to CSC and Canine Coordinators
8. FSA Scoresheet
  - Pass or Fail slot
    - Yes
  - Place for the evaluator to recommend taking Certification Evaluation
    - No

9. Face to face meeting-breakdown of tasks

- Annual review of:
  - Mission Statement (Joe & Darren)
  - DSCREP/Policies/Parking Lot (Teresa)
  - Evaluation/CP SOPs (John Dean)
  - Evaluation/CP announcements (Cathy)
  - Evaluation/CP applications/forms (Debra)
  - Scoresheets for testing handlers and evaluators (Debra)
  - Evaluator applications (Debra)
  - Shadow Evaluator SOPs (Mike)
  - Shadow Evaluator Training Guides (Mike)
  - AAR/Peer Reviews (Joe & Darren)
- Roster scrubs (all):
  - Instructors
  - Certified canine teams
  - Mentors
  - Evaluators

Next Conference call will be scheduled at the face-to-face