

MEMORANDUM

U.S. Department of Homeland Security



FEMA

DATE: 18 August 2006

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 at the August 11 – 13, 2006 Canine Subcommittee face to face meeting in Lakewood, Colorado.

| MEETING DATE(s) | | 08/11/06 – 08/13/2006 | |
|--------------------------------|------------|------------------------|--|
| MEMBERSHIP / ATTENDANCE | | | |
| Member | Y/N | Guest | |
| Teresa MacPherson, Chair | Y | Rory Rehbeck (SWG) | |
| Mike Marks | Y | Suzanne Brown (TX-TF1) | |
| Joe Caputo | Y | Cindi Fajardo (WA-TF1) | |
| Cathy Schiltz | Y | Lee Dunn (CO-TF1) | |
| John Dean | Y | Roxanne Dunn (CO-TF1) | |
| Darren Bobrosky | Y | | |
| Debra Tosch | Y | | |
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AGENDA ITEMS/DISCUSSION

Day One – 11 August 2006

- 1) Minutes from 06 July 2006 Conference Call accepted
- 2) Evaluator and Shadow Evaluator Approval For:
 - a. Peter Sellas, handler (CA-TF6) as evaluator
 - b. Karen Meadows, handler (VA-TF2) as evaluator
 - c. Russel Tao, handler (CA-TF5) to begin shadow evaluator process
- 3) Review/Revise Mission Statement/Goals (See attached CSSCP)
- 4) Revise FSA (See attached CSSCP)
- 5) Revise CE (See attached CSSCP)

Day Two – 12 August 2006

- 6) Draft Recommendation to elevate Canine Subcommittee to Working Group (See attached)
- 7) Revise Forms (See attached CSSCP)
- 8) Revise After Action Report (See attached)
- 9) Appeal Process (See attached CSSCP)
- 10) Revise Policies (See attached)
- 11) Revise SOP's (See attached)
- 12) Evaluator Roles and Responsibilities (See attached)
- 13) Travel Vests approved by CSC
- 14) Interim test Certificates (See attached)
- 15) Storyboard FSA (in progress)

16) Test Briefing – Powerpoint (review--in progress)

17) Glossary of Terms (See attached CSSCP)

18) Overall Review of CSSCP

Day Three – 13 August 2006

19) Final Review of documentation

a. DSSCP

b. Forms

c. SOP's

d. Policies

PROPOSED ACTIONS

Day One – 11 August 2006 (0800 – 1630 hours)

- 1) Minutes from 06 July 2006 Conference Call**
 - Approved
- 2) Minutes from 06 July and 11 July Evaluator Conference Calls**
 - Approved
- 3) Evaluator and Shadow Evaluator Approval For:**
 - a. Peter Sellas, handler (CA-TF6) as evaluator
 - Approved
 - b. Karen Meadows, handler (VA-TF2) as evaluator
 - Approved
 - c. Russel Tao, handler (CA-TF5) to begin shadow evaluator process
 - Approved
- 4) Review Mission Statement/Goals**
- 5) Reivew Draft of New Testing Process (FSA)**
 - a. Scoresheet
 - b. DESCREP
- 6) Review Draft of New Testing Process (CE)**
 - a. Glossary of Terms
 - b. Scoresheet
 - c. Coversheet

Day Two – 12 August 2006 (0750 – 1730 hours)

- 7) Draft memo for Subcommittee to become a Working Group**
- 8) Changes to DESCREP**

9) Forms

10) Review After Action Report

11) Appeal Process

- Joe will explain how the appeal process will work on the next evaluator conference call.

12) Policies

13) SOP's

- Evaluators need to submit paperwork to become a SME – go into effect in 2 years.

14) Evaluator Roles and Responsibilities

- Mail out packet to all Task Forces that are hosting evaluations to include current version of SOPs and Evaluator Roles and Responsibilities.
- No video taping at evaluations – legal issues and cost to hosting Task Force.

15) Travel Vests

16) Intrim Certificates

17) Storyboard FSA (Lee Turner)

18) Test Briefing – Powerpoint

19) Glossary of Terms

20) Review of DESCREP

Day Three – 13 August 2006 (0750 – 1130 hours)

21) Final Review of documentation

- a. DESCREP
- b. Forms
- c. SOP's
- d. Policies

22) Next Call ??

NEXT CONFERENCE CALL(s)

CSC Call: ??

Evaluator Conference Call: ??

Evaluator Conference Call: ??

NEXT FACE TO FACE MEETING