

MEMORANDUM

U.S. Department of Homeland Security

Washington, D.C. 20472



FEMA

DATE: 18 July 2007

FOR: Rory Rehbeck, Chair
Search Working Group

FROM: Canine Sub-Group

SUBJECT: Canine Sub-Group Telecon Minutes

Please find the attendance and agenda items addressed on the Canine Sub-Group 18 July 2007 conference call:

MEETING DATE(s)		18 July 2007	Call # 110
MEMBERSHIP / ATTENDANCE			
Member	Y/N	Guest	Y/N
Teresa MacPherson, Chair	Y	Rory Rehbeck (SWG)	Y
Mike Marks	Y	Jennifer Massey (scribe)	Y
Joe Caputo	Y		
Cathy Schiltz	Y		
John Dean	Y		
Darren Bobrosky	Y		
Debra Tosch	Y		

AGENDA ITEMS/DISCUSSION

- 1) Minutes From 21 June 2007 Conference Call**
- 2) Location of 2008 Face-to-Face Meeting**
- 3) 2008 Sub-Group Nominations**
- 4) Overview of Search Definitions**
- 5) Face-to-Face Action Items**
 - Review of Documents:
 - Mission Statement
 - CSSCP
 - Policies
 - SOPs
 - Applications and Forms
 - Disaster Dog Website
 - Peer Reviews
 - Shadow Package
 - Evaluator Roster
 - Canine Team Roster
 - Mentor Roster
 - 2008 Evaluator Roster
 - Position Descriptions and Position Task Books
 - Mechanics of Announcement/Application Process
 - Screening/Excess Property/Vendor Recommendations
 - Annual Canine Exam Recommendation
 - Outlines Videos (CSST/Canine Training/Evaluator Training)
 - Revise Canine Coordinator Survey

- Review Pre-requisites for CSST
- Other Topics:
 - Post-evaluation teleconferences with evaluators and canine coordinators?
 - Code of ethics for evaluators?
 - Contingency plan for tests that may be cut short by weather or darkness
 - E-collar at FEMA events
 - Test dogs mandatory?
 - Shadow moratorium lift?

6) Next Call

PROPOSED ACTIONS

1) Minutes From 21 June 2007 Conference Call

- Approved

2) Location of 2008 Face-to-Face Meeting

- August 2008 as of right now scheduled in Fairfax, VA. Any other options to be presented at meeting. Need to submit to Program Office for inclusion on the 2008 calendar.

3) 2008 Sub-Group Nominations

- Debra (West) and Cathy's (Central) terms are up at the end of this year. Applications need to be submitted soon, nominations due by September 15.
- Jan 2008 is the start of the re-organization of the Sub-Groups. The Chair of the Canine Sub-Group will be a sitting member of the CSG, not a sitting member of the Search Working Group. The Chair will be elected by the Sub-Group, approved by the parent Working Group Chair. The Chair of the Canine Sub-Group will be an SME to the Search Working Group.

4) Overview of proposed new Search Definitions

- SWG has developed definitions to be used by multi-agencies in SAR operations. They are still in draft form, but include the following terms:

Smart Search – Hasty Search – Primary Search – Secondary Search –

- All of these are defined and will be used by various agencies and the terminology will be the same for all agencies.

5) Face-to-Face Action Items

- Review of Documents:
 - Mission Statement
 - CSSCP
 - Policies
 - SOPs
 - Applications and Forms
 - Disaster Dog Website
 - Peer Reviews
 - Shadow Package
 - Evaluator Roster
 - Canine Team Roster
 - Mentor Roster
- 2008 Evaluator Roster
- Position Descriptions and Position Task Books
 - Discuss changes made by C&GS at the face-to-face
- Mechanics of new Announcement/Application Process
- Screening/Excess Property/Vendor Recommendations
- Annual Canine Exam Recommendation

- Outlines Videos (CSST/Canine Training/Evaluator Training)
- Revise Canine Coordinator Survey
- Review Pre-requisites for CSST
- Suggestion to add to the agenda—A quarterly Report submitted by the Reps, showing (with check-off boxes?) that they have touched base with their assigned TFs
- Other Topics:
 - Post-evaluation teleconferences with evaluators and canine coordinators?
 - Code of ethics for evaluators?
 - Contingency plan for tests that may run into dark (lights, etc.)
 - E-collar at FEMA events
 - Test dogs mandatory?
 - Shadow moratorium lift?

6) Next Call

- TBD

CONFERENCE CALL(s)

CSG Call: TBD

NEXT FACE TO FACE MEETING

August 24-26, 2007 in Miami, Florida