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**Animal Shelter Advisory Committee  
January 9, 2013  
Minutes**

1. A meeting of the Animal Shelter Advisory Committee was held at the Conference Room at the Animal Services Shelter and was called to order at 6:02 p.m. by Charles Hooten, Chairperson.

<b>Board Member A.S.A.C.</b>	<b>Present</b>	<b>Absent</b>
Dr. Roger Freund		X
Patricia Gonzalez	X	
Charles Hooten	X	
Betty Hoover	X	
Linda Krasowski	X	
Rep. Ann Morgan-Lilly		X
Robert Melson	X	
Janice Nutt	X	
Julie Rutledge	X	
Eddie Sandoval		X
Regina Wagner	X	

Environmental Services staff present: Kurt Fenstermacher, Dr. Nina Cloud, Sandra Pellegrini, Bernie Page, Andrea Dyer.

Public present: Connie Jimenez, Ashley Rendon, Mike Mathys, Virginia Hooten, Barbara Candelaria, Angela D., Loretta Hyde, Mike Larson, Freddy Martinez, Rosie Cubillos, Barbara Valencia, Marcia Margherio, Angie Summers.

2. Discussion on the approval of ASAC December 12, 2012 minutes

Committee members were asked if there were any questions or revisions. Patricia Gonzalez requested the date of the sub-committee meeting to be changed to December 20, 2012.

**Motion made to accept the December 12, 2012 minutes with corrections.**

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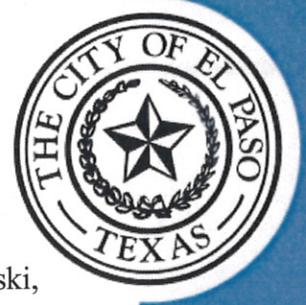


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**Ayes:** Patricia Gonzalez, Charles Hooten, Betty Hoover, Linda Krasowski, Robert Melson, Janice Nutt, Regina Wagner.

**Nays:** None.

3. Discussion and action on Sub-committees' reports:

- a. Free Roaming Cats, Chairperson Regina Wagner spoke of continuing efforts to address the free roaming cat issue in a humane manner. Ms. Wagner advised that the public has started to better understand and trust their mission but additional help is needed in order to continue to increase educational activities. Ms. Wagner advised that the program is now nationally recognized and that public outreach efforts are ongoing. Ms. Wagner advised that the group continues to distribute cat shelters at different locations. A presentation for the El Paso Veterinary Association was held at their January 8, 2013 meeting. Local veterinarians and neighborhood watch programs continue to support Sun City Cats efforts with the distribution of information on TNR benefits. Sun City Cats has provided ideas for the production of public service announcements is conducting a cost analysis study for Microchipping TNR cats. Ms. Wagner requested to Animal Welfare groups to help them distribute their contact information. Ms. Wagner shared success stories accomplished by Sun City Cats' members and the services they provide to the community.

**Motion: No action taken.**

- b. Public Education and Outreach, report on sub-committee meeting on December 19, 2012. Chairperson Patricia Gonzalez talked about a meeting held by members of this sub-committee to discuss the production of public service announcements. Connie Jimenez advised that the Environmental Services Department Public Information Officer offered to assist to set up those announcements and that a Spay and Neuter public service announcement was turned in to and that they

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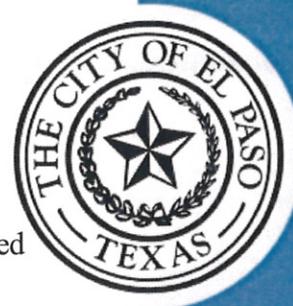
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were still waiting on an update from Ms. Fonce. Loretta Hyde advised that she provided the requested public service announcement to Tammy Fonce from Environmental Services Department, who advised that she would work on formatting and distributing to different TV stations. Connie Jimenez requested for Kurt Fenstermacher to provide a status.

**Motion: No action taken.**

- c. Pet Foster Program. Charles Hooten confirmed Larry Brunt's nomination as a chairman of this sub-committee and advised that ASAC would wait on a report from him. No report was provided at this meeting.

**Motion: No action taken.**

- d. Inter-governmental Relations Chairperson Bob Melson requested City Council to authorize him to contact authorities on other entities in writing. Mr. Melson did not provide a report at this meeting and advised the need to reach out to other communities and County authorities to ensure that everyone is aware of each other's work. Julie Rutledge asked about the purpose of this request; Charles Hooten made a recommendation to send Mr. Melson's request to City Council. Mr. Melson responded that this request has been made in the past but no response has been received.

**Motion: No action taken.**

- e. Responsible Pet Ownership Chairperson Charles Hooten made a recommendation to establish a \$1.00 differential license and to increase vaccination clinics around the city. Mr. Hooten mentioned Loretta Hyde's upcoming vaccination clinic to be held on January 13, 2013 at the Jail Annex parking lot on Montana St. Ms. Hyde advised that 20 spay/neuter surgeries would be performed by Dr. Medina and were scheduled to start at 7:00 am. Vaccination clinic was scheduled

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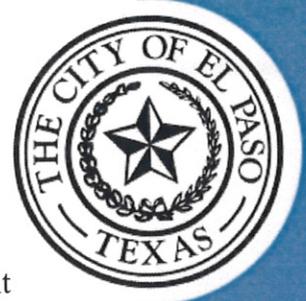
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to start at 11:00 am; 720 vaccinations would be available on first-come, first-serve basis. Ms. Hyde requested additional help to recruit more volunteers to assist with documentation, microchips, etc.; a volunteer sign-in sheet was made available at the meeting. Ms. Hyde provided a flyer that showed the cost of services: Spay and Neuter (\$77.00), Distemper/Parvo Shots (Free), Rabies Shots and Registration (\$20.00).

**Motion: No action taken.**

4. Discussion and action on Pet Sheltering Procedures During a Disaster or Emergency Situation. A presentation was provided by a Red Cross representative, who advised of the importance to create a plan to obtain resources and guidance for families who need to handle domestic pets or cattle in the event of a disaster. It was requested that a committee member take the leadership to organize a group to work on an emergency plan and provide the committee with a written report. Funding sources were discussed; Linda Krasowski questioned if anyone had approached or had been involved with the Border RAC organization, which provides aid during emergency or disaster situations. Rosie Cubillos from the Humane Society suggested that a copy of the Fire Department Command Plan should be obtained and used as model to create a plan.

**Motion made by Bob Melson and seconded by Pat Gonzalez to create a sub-committee to work on the establishment of a disaster plan to evacuate domestic animals and cattle in the event of a disaster.**

**Ayes:** Patricia Gonzalez, Charles Hooten, Betty Hoover, Linda Krasowski, Robert Melson, Janice Nutt, Julie Rutledge, Regina Wagner.

**Nays:** None.

5. Discussion and action on establishment of Housing, Sanitation, and Handling procedures of Animals at Area Shelters. It was discussed to establish a sub-committee to ensure compliance on housing, sanitation,

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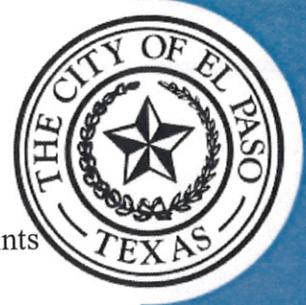
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and handling of animals at area shelters in order to address past complaints presented to City Council. Regina Wagner pointed out that ASAC is responsible for overseeing compliance at the Animal Services Shelter and that this issue should not be overlooked by a sub-committee. Linda Krasowski questioned the function of a sub-committee to which Hooten responded that they would overlook compliance on housing, sanitation, and handling of animals procedures. Loretta Hyde requested a presentation to be provided by Animal Services staff to advise of the expectations regarding compliance with the State Health and Safety Code; Linda Krasowski agreed with Ms. Hyde. Patricia Gonzalez advised that internal shelter procedures should be overlooked by staff supervisors and not a sub-committee. Mr. Melson inquired about inspections results and compliance on other area shelters. Animal Services Shelter protocols were questioned; Connie Jimenez suggested that Dr. Cloud should give a presentation at her convenience on a future ASAC meeting. Barbara Valencia showed some pictures to Committee members and the public and claimed that they proved that the Animal Services Shelter was out of compliance; Charles Hooten responded that ASAC is currently working on a plan to improve conditions at the Shelter. Dr. Cloud clarified that since the complaint was presented, conditions had significantly improved at the Shelter. Dr. Cloud requested all complaints to be brought to her attention to be properly addressed. Julie Rutledge questioned qualifications of ASAC to conduct such inspections, to which Charles Hooten responded saying that inspections could help to ensure that shelters are in compliance. Bob Melson advised that Animal Services, as well as other Shelters on the area should be asked about their procedures.

**Motion made by Janice Nutt and seconded by Bob Melson to create a sub-committee for Housing and Sanitation to overview area shelters compliance. Charles Hooten nominated Linda Krasowski chair, Janice Nutt and Regina Wagner members.**

**Ayes:** Charles Hooten, Betty Hoover, Linda Krasowski, Robert Melson, Janice Nutt, Julie Rutledge, Regina Wagner.

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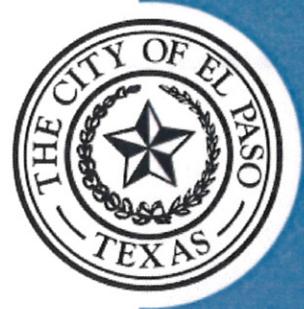
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**Nays:** Patricia Gonzalez.

6. Discussion and action on establishing methods to keep short-haired or cold-intolerant animals warm at Animal Shelters. Charles Hooten requested suggestions or information on procedures followed by other shelters or organizations to ensure that animals are kept in a place with the adequate temperature. Regina Wagner inquired if there are sprayers or mist at the kennels to keep animals cool in the summer months.

**Motion: No action taken.**

7. Discussion and action to identify methods to enhance communication with rescue groups and sub-committee members. Charles Hooten asked members of the public for suggestions to improve communication. Public inquired about the existence of a liaison to address issues brought up by rescue groups or their representatives; Dr. Cloud advised she is the person who should be contacted at Animal Services and asked rescue group representatives to meet with her after the meeting. Julie Rutledge pointed out an error on the title of this agenda item.

**Motion: No action taken.**

8. Discussion and action on animal cruelty investigation procedures and follow-through. County constable Angie Summers addressed the Committee members and public present and informed them of the protocol to report violations. Regina Wagner advised that at a previous meeting, Committee members and the public were advised to call PD to ensure that a call would be created. Ms. Summers mentioned the lack of aid to foster animals and advised that not all cruelty cases are handled correctly since the current protocol does not allow officers to respond promptly. Ms. Summers suggested that an immediate response unit should be created and that its members should have expertise on cruelty cases. Dr. Cloud advised that Animal Services is currently increasing staffing to deliver better customer service. Charles Hooten requested to have more Officers trained

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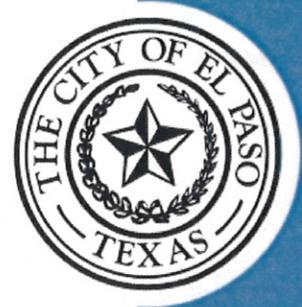
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and certified to handle cruelty investigations as well as ensure that all cases progress is recorded.

**Motion: No action taken.**

9. Discussion and action on Animal Shelter inspection report to be submitted to ASAC in February for review and documentation. Charles Hooten requested to all animal shelters on the area to submit their reports to him for review and record-keeping.

**Motion: No action taken.**

10. Discussion on Animal Services statistics. Charles Hooten discussed the annual and monthly trends on the Animal Services stats reports provided at this meeting. Dr. Cloud advised that positive publicity, more and better outreach programs, as well as the assistance of rescue partners are vital to change the trend seen on the reports.

**Motion: No action taken.**

11. Call to Public

Constable Angie Summers advised that she would be able to waive the fee for animals that have been spayed or neutered for cases pending on precinct 87.

Regina Wagner questioned why ASAC was mentioned on the Animal Rescue League flyer advertising the clinic to be held on January 13, 2013. Ms. Wagner mentioned there was no record of ASAC endorsing this event and was concerned about liability issues.

12. Not having any more items of discussion the meeting is adjourned at 7:59 p.m.

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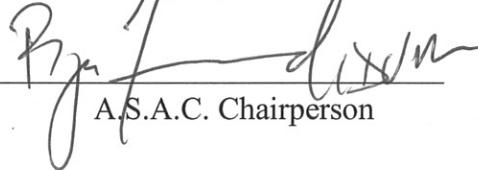
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Prepared by: Sandra Pellegrini, Animal Services

Approved by:

  
A.S.A.C. Chairperson

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