



## CITY OF SHERMAN ANIMAL CONTROL ADVISORY COMMITTEE MEETING MINUTES

**Date:** Thursday, January 7, 2021

**Time:** 5:00 p.m.

**Location:** via Zoom

Present:

**Staff:**

Chief Zachary Flores

Assistant Chief Wes Trisler

Lt. John Kennemer

**Board Members:**

Kyle Jeffrey Wiser, Chair

Morgan Simpson

Sandra Melton

Raven Schellenberg

Amber Doan

Mignon Plyler

Stephanie Phillips - absent

### I. Approval of Minutes

The Chair asked for a motion to approve the 12/03/20 minutes. Sandra Melton made a motion to approve the 12/03/20 minutes with a second from Amber Doan.

### II. Personnel Changes

In October 2020, there were 10 employees at the Animal Services Department.

We now have 3 full-time and 1 part-time. Since the last meeting, Gina Lucas was hired and Kimberlyn Gernaat was moved from part-time to full time. She will obtain her certification for an animal control officer. One member sought another position and one resigned.

Lt. Kennemer indicated that a previous 1,000 hour worker has applied for a full-time animal control officer position. She is to meet with the Chief next week.

Correspondence from the veterinarian that provides our medical services indicated that our current vet tech was not capable of performing the job nor assisting. We had that position in title but not in practice. After discussion, that member agreed to move to the animal services assistant position, maintaining the kennels and performing odds and ends that are needed. A position is now open for a vet tech that will need to have the required certification.

### III. Facilities Update

Since the last meeting, several of the issues have been remedied. The major issue was all three roofs. The City's insurer resolved to award \$22,400 for this damage. The estimate was \$23,500 to repair. They will continue to look into the other damage.

The drainage issue is currently being reviewed to make sure the concrete will fix the problem. The old refrigerator storage building was removed and that area was cleaned up.

### IV. By-Laws Discussion and Direction

A sample by-laws document was circulated for review prior to the meeting. A motion to accept and adopt the by-laws document was made by Mignon Plyler, with a second from Sandra Melton.

**V. City Ordinance Discussion and Direction**

Three sample city ordinances were circulated for review prior to the meeting. After much discussion, it was decided to obtain the City of Denison's city ordinance also for review. The Chief will put together a revision timeline schedule and circulate. This timeline will include revision input from the members to keep the existing working document or repeal and replace (with revisions) one of the other city sample ordinances. Revisions will be sent to the PD by the date on the timeline schedule. Once we have a document we are happy with, it will be sent for legal review, City management review, and then to City Council.

**VI. Volunteer Program Update**

A volunteer coordinator, Ashley Farrell, will be brought on to help provide structure and consistency with the program. There are specific needs so jobs will be defined along with slotted time schedules. Specific volunteer t-shirts will be provided. We will have Ashley meet the advisory committee soon.

**VII. Standard Operating Procedure Update**

The SOP is ready to go once the ordinance is in place. The ordinance is referenced in the SOP document.

**VIII. Other Business**

There was discussion of continuing with meetings via Zoom and to start the meetings at 5:15 p.m. There was no opposition to this.

There was discussion regarding the biological service that delivers deceased animal carcasses to medical facilities for training purposes. There was no opposition but the board did recommend transparency.

There are some entities that use our services without charge. This process will be addressed and brought to City management and City Council for a decision.

Currently, there is no tracking when an animal is surrendered or return for feral cats. This process is undergoing a change with new computer software with signature pads.

The meeting was adjourned at 6:20 p.m. on motion from Kyle Wisler with a second from Mignon Plyler.

Minutes respectfully submitted by Karen Wolff