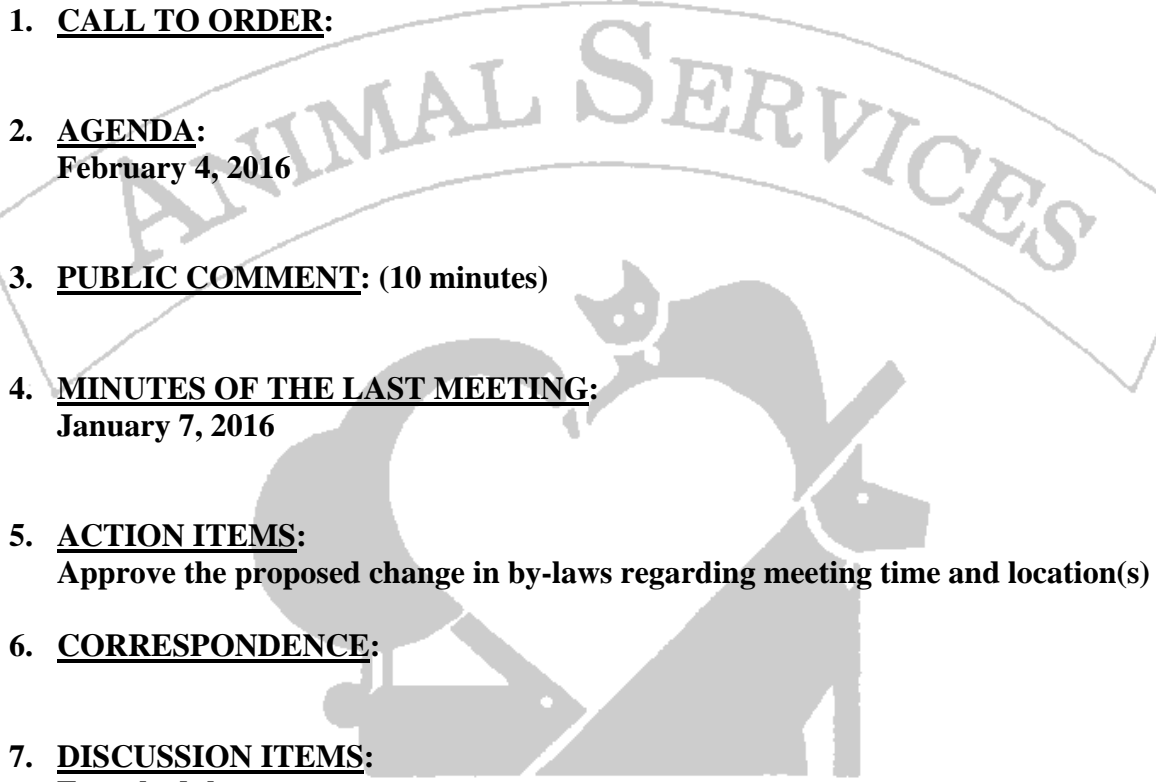


JOINT ANIMAL SERVICES MEETING AGENDA

Thursday, February 4, 2016; 5:00 pm
(Animal Services Shelter Conference Room)

1. **CALL TO ORDER:**
 2. **AGENDA:**
February 4, 2016
 3. **PUBLIC COMMENT:** (10 minutes)
 4. **MINUTES OF THE LAST MEETING:**
January 7, 2016
 5. **ACTION ITEMS:**
Approve the proposed change in by-laws regarding meeting time and location(s)
 6. **CORRESPONDENCE:**
 7. **DISCUSSION ITEMS:**
Fee schedule
 8. **STAFF MEMBER PRESENTATION:**
Chandra Mincher, Education & Volunteer Coordinator
 9. **DIRECTOR'S REPORT:**
Private source funding
 10. **SHELTER STATISTICS**
January 2016, year to date
 11. **ADJOURN:**
- 

MINUTES OF THE JASCOM MEETING
January 7, 2016, 5:00 p.m.
Animal Services' Conference Room

- MEMBERS PRESENT:** Jeff Gadman, City of Lacey; Nicole Hill, City of Tumwater; Jeannine Roe, City of Olympia; Sandra Romero, Thurston County; Kristin Ripka, South Sound Veterinarians; Doug Howie, Thurston County Humane Society
- STAFF LIAISON:** Liz Gotelli, Lacey Director of Human Resources and Public Affairs
- STAFF PRESENT:** Ric Torgerson, Executive Director; Connie Patterson, Shelter Manager
- PUBLIC PRESENT:** Andrea Robertson; Heather Highmiller, Scott Lake
- MEETING BEGAN:** 5:02 pm, called to order by Chair Jeff Gadman.
- APPROVAL OF AGENDA:** Chair Jeff Gadman proposed to change the order of the agenda to place approval of the agenda prior to public comment, and add the list of meeting sites under the action items. Member Nicole Hill moved that the agenda be accepted with the proposed changes; member Sandra Romero seconded the motion and the agenda was accepted unanimously.
- PUBLIC COMMENT:** Andrea Robertson introduced herself and indicated she was attending to listen. Heather Highmiller stated that Scott Lake is doing well. She reminisced that she had met the previous director, Susanne Beauregard, at a Ways and Means meeting. She also acknowledged Sandra Romero for her past work on animal cruelty legislation and thanked her for her service.
- APPROVAL OF MINUTES:** Member Sandra Romero made a motion to approve the December 3, 2015 minutes; member Jeannine Roe seconded the motion. Motion passed and the minutes were approved.
- CORRESPONDENCE:** none
- ACTION ITEMS:**
- Election of officers: Member Nicole Hill nominated current Chair Jeff Gadman as Chair; members voted unanimously for Jeff Gadman as Chair. Member Jeannine Roe nominated current Vice Chair Sandra Romero as Vice Chair. Chair Jeff Gadman nominated member Nicole Hill as Vice Chair, which she declined. Members voted unanimously for Sandra Romero as Vice Chair.
- Approve the proposed change in by-laws regarding meeting locations: Executive Director Ric Torgerson explained the proposed rotation of meeting locations as being at the County in February, Olympia in March, Tumwater in April, Lacey in May, and the shelter in June, with the rotation then repeating.
- Vice Chair Sandra Romero stated that there was a potentially-conflicting meeting at the proposed courthouse meeting location. Member Nicole Hill suggested the firehouse training hall for the Tumwater meeting. Member Jeannine Roe indicated there could be a conflict with the Olympia meeting space in March and would check on availability.
- Heather Highmiller commented that we needed to be sure to advertise in the newspaper, Facebook, website, etc. far in advance of each meeting's location and wants a personal email notification.
- Member Nicole Hill moved to authorize the proposed changes in the Rules and Procedures regarding meeting locations. Vice Chair Sandra Romero then indicated she wanted only one additional meeting site other than the shelter; member Jeannine Roe approved of Lacey City Hall as long as two meetings each year are held at the shelter. Members then discussed a later start time, such as 5:30. Member Nicole Hill rescinded her original motion.

The proposed amendment now reads "...Meetings will begin at 5:30 p.m. and be held at Lacey City Hall, 420 College St. SE, Lacey, WA 98503 or a location or locations discussed by the commission members and designated by the commission chair, with two meetings per year at the shelter." Executive Director immediately updated the written proposal to incorporate the language change and presented it at this meeting, so that it may be voted on at the February meeting.

DISCUSSION ITEMS: Member Jeannine Roe indicated this was her last meeting and that Olympia Councilperson Jessica Bateman would be the new member.

Bow Wow Boogie de-briefing: Member Nicole Hill distributed the results of the BWB committee's meeting. There was confusion as to where the funds were designated and who approved the designation. Originally, Tucker's Fund was amended to include Susanne Beauregard's Education Fund, but it was announced at BWB that this was a separate fund, which seems to have created the confusion. There are now two individual on-going funds. Member Nicole Hill would like to have a discussion about the authority of the board and staff to make fund allocation decisions. Member Jeannine Roe would like to have future de-briefings shortly after the event. Member Nicole Hill recommended staff be in control of the event accounting and Chair Jeff Gadman asked Lacey Director of Human Resources and Public Affairs, Liz Gotelli, to email him a cost breakdown of the event.

Members discussed various venues for future events, including Lacey Days in June/July, Run Like a Dog at South Bay Vet Hospital, Mrs. Albee's (similar to Ralph Munro's site), the off-leash dog park in Lacey, and the fairgrounds. Member Nicole Hill will check on Mrs. Albee's, and Vice Chair Sandra Romero will check on the cost for the fairground. Lacey Director of Human Resources and Public Affairs, Liz Gotelli will check with AWC regarding insurance for off-site events with dogs. Member Nicole Hill would like a site commitment by next meeting due to her wedding planning coming up in May. Vice Chair Sandra Romero joined the BWB Planning Committee.

DIRECTOR'S REPORT: Executive Director Ric Torgerson stated that TCSO has granted special deputy commissions to Ric, and two of our three emergency resource officers (EROs). They have renewed commissions for Ray, Ken, Erika and Deanna.

Erika Johnson has been appointed lead acting field supervisor for one year.

The two newly-commissioned EROs will attend WACA in March of this year for a two week certification course in animal control.

Brown & Balsley Signs will review our street sign, which is worn and needs more modern construction materials. We are also looking for other bids.

Animal Services' fee structure will be presented at the next meeting, for the board's consideration in increasing fees.

Animal Services' private source funding accounts balances will be presented at the next meeting.

Louise Benoit has pledged \$30,000 in monthly increments over several years, for cats and cat welfare.

Ric met with Sarah Hineman of Concern for Animals regarding their fundraiser, and spoke with her about coordinating--not competing--with them.

The report regarding the shelter climate is due at any time.

MISCELLANEOUS: Members requested Ric's executive report in writing after stating at November's JASCOM meeting that it need not be in writing nor emailed to them which confused staff; asked that the statistics be emailed to them since they were not available this month; and requested the Rules and Procedures changes be presented in "legislative format."

Member Jeannine Roe thanked member Nicole Hill for all her work on Bow Wow Boogie, as well as Marin.

Members suggested a plaque be given to member Jeannine Roe for her six years on the board; she indicated she'd love something with a paw print on it.

NEXT MEETING: February 4, at 5 p.m. at Animal Services

MEETING ADJOURNED: Chair Jeff Gadman adjourned the meeting at 6:33 p.m.

Chair, Joint Animal Services Commission



JASCOM BOARD MEETING

January 7, 2016

SUBJECT: Change in JASCOM Rules and Procedures

RECOMMENDATION: Authorize changing the Joint Animal Services Commission Rules and Procedures, Article (II) Section 1, second sentence to “Meetings will begin at 5:00-30 p.m. and be held at ~~the Animal Shelter—3120 Martin Way E. Olympia, Washington 98506~~ Lacey City Hall, 420 College St. SE, Lacey, WA 98503 or a location or locations discussed by the commission members and designated by the commission chair, with two meetings per year at the shelter.”

STAFF CONTACT: Ric Torgerson, Animal Services Executive Director
Liz Gotelli, City of Lacey Liaison

ATTACHMENTS: JASCOM Rules and Procedures

FISCAL NOTE: None.

PRIOR REVIEW: None.

BACKGROUND:

JASCOM currently meets monthly in Animal Services’ conference room. Executive Director Ric Torgerson would like to utilize the room as a work space for volunteer and staff, and move the monthly Commission meetings to a more appropriate location.

ADVANTAGES:

1. Will provide the Commission with more flexibility in meeting locations.
2. Will provide a more appropriate space for the Commission and attending members of the public to meet.

DISADVANTAGES:

None known.

JOINT ANIMAL SERVICES COMMISSION

RULES AND PROCEDURES

OFFICERS

ARTICLE (I)

Section 1. The officers of the Commission shall be a chairperson and a vice-chairperson.

Section 2. At the first regular meeting each calendar year an election will be held to select the chairperson and vice-chairperson for the current year.

Section 3. Nominations will be made from the floor.

Section 4. The officers shall serve for one year or until their successors are elected, and their term of office shall begin immediately following the election.

MEETINGS

ARTICLE (II)

Section 1. The Commission shall hold its regular meetings on the first Thursday of each month. Meetings will begin at 5:00-30 p.m. and be held at ~~the Animal Shelter—3120 Martin Way E. Olympia, Washington 98506~~ Lacey City Hall, 420 College St. SE, Lacey, WA 98503 or a location or locations discussed by the commission members and designated by the commission chair, with two meetings per year at the shelter. When in the opinion of the chairperson there is no business to be transacted, Members will be advised at least one week in advance of the scheduled meeting date that the upcoming meeting will be canceled.

Section 2. Special meetings may be called by the Chairperson or by a quorum of the Commission with a minimum of one week advance notice.

Section 3. Four members of the Commission shall constitute a quorum. A majority of members from the Commission representing Olympia, Lacey, Tumwater, and Thurston County shall be required on all votes pertaining to budget approval and adoption.

AMENDMENTS

ARTICLE (III)

Section 1. Rules and procedures of the Joint Animal Services Commission can be amended at any regular meeting by two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted at regular meeting on the _____ day of _____ .

Chairperson

Attest

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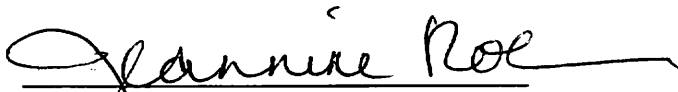
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Adopted at regular meeting on the 7th day of July 2011.



Chairperson

Attest

Animal Services Fees

	Cities of Olympia, Lacey, Tumwater	Unincorporated Thurston County
<u>LICENSE FEES</u>		
Cat (altered)	\$10.00	\$8.00
Cat (unaltered)	\$18.00	\$16.00
Dog (altered)	\$16.00	\$12.00
Dog (unaltered)	\$28.00	\$24.00

<u>RECLAIM FEES</u>		
Cat	\$25.00	\$25.00
Dog	\$35.00	\$35.00
Kennel Fees per day		
Cat	\$5.00	\$5.00
Dog	\$8.00	\$8.00

	Cities of Olympia, Lacey, Tumwater	Any jurisdiction other than the cities of Olympia, Lacey or Tumwater
<u>ADOPTION FEES</u>		
Cat	\$64.00	\$62.00
Dog	\$81.00	\$77.00

Miscellaneous Animals*			
Rabbits	\$15/\$40 (neutered)	Pygmy Goats	\$35
Guinea Pigs	\$5	Chickens/Ducks	\$4
Hamsters, Gerbils & Rats	\$3	Geese	\$10
Ferrets	\$65	Pot Belly Pigs	\$60
Parakeets	\$10	Boas/Pythons	\$60
Finches	\$15	*prices same for all jurisdictions, prices may vary depending on condition of the animal	
Cockatiels/Lovebirds	tame \$60; not \$25		

	Thurston County Residents excluding the cities of Yelm, Rainier, Tenino, Bucoda, and reservation lands.	Residents of the cities of Yelm, Rainier, Tenino, Bucoda, and reservation lands as well as all other counties
<u>SURRENDERING AN ANIMAL</u>		
Owner-released pet (6 mos or older)	\$10.00	\$15.00
Owner-released pet (under 6 mos)		
First puppy or kitten	\$5.00	\$7.50
Each additional littermate	\$2.00	\$3.00
Euthanasia only	\$15.00	\$22.50
Disposal only		
Up to 50 lbs	\$15.00	same
51 to 75 lbs	\$25.00	same
71 to 100 lbs	\$30.00	same
over 100 lbs	\$35.00	same
Euthanasia and Disposal		
Up to 50 lbs	\$30.00	\$37.50
51 to 75 lbs	\$40.00	\$47.50
71 to 100 lbs	\$45.00	\$52.50
over 100 lbs	\$50.00	\$57.00
Truck fee per officer	\$28.00	\$28.00
Trap rental fee	\$10+tax for 3 business days	\$4+tax for each addtl. day

unless otherwise noted, all prices include tax where applicable

Animal Services Shelter Statistics 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD 15
INCOMING ANIMALS														
Total Animals Received (live and doa)														
Dogs	126												126	136
Cats	195												195	176
Other	10												10	24
Wild	36												36	19
TOTAL	367	0	0	0	0	0	0	0	0	0	0	0	367	355
Custody-Misc Reasons														
Dogs	4												4	3
Cats	2												2	2
Other	0												0	3
TOTAL	6	0	0	0	0	0	0	0	0	0	0	0	6	8
Strays Received														
Dogs	74												74	77
Cats	77												77	76
Other	1												1	6
TOTAL	152	0	0	0	0	0	0	0	0	0	0	0	152	159
Owner Surrendered														
Dogs	48												48	56
Cats	106												106	85
Other	9												9	15
TOTAL	163	0	0	0	0	0	0	0	0	0	0	0	163	156
Owner Status Refused														
Unsocialized pets that have lived on the person's property 14 days or more, but the person denies ownership.														
Dogs	0												0	0
Cats	10												10	13
Other	0												0	0
TOTAL	10	0	0	0	0	0	0	0	0	0	0	0	10	13
WILDLIFE HANDLED														
Incoming														
Live	11												11	3
Doa	25												25	16
TOTAL	36	0	0	0	0	0	0	0	0	0	0	0	36	19
Outgoing														
Doa	25												25	16
Euthanized (sick/inj)	8												8	2
Died	0												0	0
Bat-Rabies check	2												2	0
Released/Transferred	1												1	1
TOTAL	36	0	0	0	0	0	0	0	0	0	0	0	36	19
OUTGOING ANIMALS														
Total Animals Out, incl all categories below														
Dogs	116												116	141
Cats	193												193	175
Other	10												10	24
Wild	36												36	19
Died, esc, stolen	2												2	0
TOTAL	357	0	0	0	0	0	0	0	0	0	0	0	357	359
Animals Adopted														
Dogs	25												25	23
Cats	47												47	48
Other	9												9	8
TOTAL	81	0	0	0	0	0	0	0	0	0	0	0	81	79
Animals Transferred														
Dogs	12												12	22
Cats	77												77	54
Other	0												0	1
Total	89	0	0	0	0	0	0	0	0	0	0	0	89	77
Animals Reclaimed														
Dogs	43												43	48
Cats	8												8	3
Other	0												0	1
TOTAL	51	0	0	0	0	0	0	0	0	0	0	0	51	52
Animals DOA														
Dogs	5												5	8
Cats	7												7	8
Other	0												0	6
TOTAL	12	0	0	0	0	0	0	0	0	0	0	0	12	22
All Euthanasia, Died, Escaped, Stolen (from pg 2)														
Dogs	31												31	40
Cats	54												54	62
Other	1												1	8
Died, esc, stolen	2												2	0
Total	88	0	0	0	0	0	0	0	0	0	0	0	88	110

Animal Services Shelter Statistics 2016

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD15
EUTHANASIA, DIED, ESCAPED, STOLEN															
Animals Euthanized															
Not Adoptable (E1)															
Owner	Dogs	6												6	7
Surrender	Cats	7												7	17
	Other	0												0	1
No Room at Intake (E1N)															
Owner	Dogs	0												0	0
Surrender	Cats	0												0	0
	Other	0												0	0
Feral/Wild (E2)															
	Dogs	0												0	0
	Cats	10												10	13
	Other	0												0	0
Sick/Injured (E3)															
	Dogs	1												1	0
	Cats	5												5	1
	Other	0												0	1
After Evaluation (E4)															
	Dogs	5												5	9
	Cats	4												4	5
	Other	0												0	1
After Hold (wild cat) (E6)															
		16												16	2
SUB-TOTAL		54	0	0	0	0	0	0	0	0	0	0	0	54	57
Owner Request (E5)															
	Dogs	19												19	24
	Cats	12												12	24
	Other	1												1	5
SUB-TOTAL		32	0	0	0	0	0	0	0	0	0	0	0	32	53
TOTAL EUTHANASIA		86	0	0	0	0	0	0	0	0	0	0	0	86	110
Died At Shelter		2												2	0
Escaped/Stolen		0												0	0
FIELD AND OTHER SERVICES															
Animals Currently															
Court Involved															
	Dogs	(-2)+1												1	0
	Cats	(-1)+1												1	0
	Other	0												0	0
Field Response															
Regular Staff															
	Olympia	118												118	177
	Lacey	154												154	96
	Tumwater	24												24	59
	Thurston County	98												98	84
	Other	0												0	1
SUB TOTAL		394	0	0	0	0	0	0	0	0	0	0	0	394	417
After Hours															
	Olympia	28												28	23
	Lacey	61												61	22
	Tumwater	10												10	6
	Thurston County	49												49	19
	Other	0												0	1
SUB TOTAL		148	0	0	0	0	0	0	0	0	0	0	0	148	71
Traps Returned		7												7	6
PDD/DD Appeals		0												0	0