

Animal Services Board Meeting

REGULAR ITEM 1

FLOWER MOUND ANIMAL SERVICES BOARD MEETING OF OCTOBER 25, 2016

THE FLOWER MOUND ANIMAL SERVICES BOARD MEETING HELD ON THE 25 DAY OF OCTOBER 2016 IN THE FLOWER MOUND TOWN HALL, LOCATED AT 2121 CROSS TIMBERS ROAD IN THE TOWN OF FLOWER MOUND, COUNTY OF DENTON, TEXAS AT 6:30 P.M.

The Animal Services Board met in a work session with the following members present:

Mary O'Meara	Chair	Place 1
Christine Hastings	Member	Place 2
Cynthia Patterson	Member	Place 4
Jason Webb	Member	Place 5
Susan Bodenmiller	Member	Place 6
Connie Smith	Member	Place 7
Haiyan Fan	Alternate	Place 8
Anne Lucas	Alternate	Place 9

The following members were not present:

Caitlin Freeny	Member	Place 3
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Constituting a quorum with the following member of the Town staff participating:

Dax Gollaher	Animal Services Officer/Board Secretary
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A. CALL ANIMAL SERVICES BOARD MEETING TO ORDER

Chair Mary O'Meara called the Animal Services Board meeting to order at 6:31 P.M.

B. REGUALR ITEMS

1. Consider approval of the minutes from the Regular Meeting of the Animal Services Board held May 31, 2016.

Member Patterson made a motion to approve the minutes as written. Member Hastings seconded the motion.

AYES: Smith, Fan, Hastings, Patterson, Bedenmiller, Webb

NAYS: None

Due to the five new members of the Board, members introduced themselves to each other and new members were welcomed.

2. Staff Report

Member Hastings went over the monthly reports that are included at every meeting. She went over what the reports include and how it is put together.

Member Hastings made an announcement about the upcoming Open House for the Adoption Center on November 12, 2016 from 10:00 am to 2:00 pm. This event will cap off the week for National Animal Shelter Appreciation Week which is the first full week every November which begins on Sunday November 6 and ends on Saturday, November 12, 2016.

Member Hastings also followed up on the Clear the Shelters event which was July 23, 2016 and went over the adoption numbers from that event from the Flower Mound Adoption Center.

Lastly, Member Hastings discussed the Hand to Paw donation project being worked on by Girl Scout Cadet Troop 4778. This campaign started on October 15 and will run to November 15th. To help collect donations for the Animal Adoption center, various drop boxes have been put out around the Town.

3. Humane Tomorrow Update

Chair O'Meara announced that Humane Tomorrow's fundraiser Tux's and Tails will be on November 5, 2016 and more information can be found at www.humanetomorrow.org.

Humane Tomorrow will also be at Howl-ween event at the Shops of Highland Village this Saturday, November 29, during the afternoon for a fundraising event.

Chair O'Meara discussed the idea of Board members working at events like this for Animal Services taking turns to help get out the word about Animal Services and the adoption facility. It would be a way to talk about the importance of registering dogs and cats and educate the public about the dog park.

Member Hastings talked about the volunteer program at the adoption center. It is currently on hold due to issues with having enough staff to support the program. Member Hastings is currently working with a volunteer to help with this issue and get the program back up and running. At the next board meeting in February, we can talk about the program and she encouraged the board members to be involved. Where there is the most need is for volunteers that can help represent Animal Services at events and with fundraising which will really help the animals of Flower Mound in need.

E. COORDINATION OF CALENDARS

Animal Services Board Regular Meeting – February 21, 2016

F. FUTURE AGENDA ITEMS

Follow up on Adoption Center's volunteer program

G. ADJOURNMENT

The meeting was adjourned at 7:00 PM

TOWN OF FLOWER MOUND, TEXAS

Christine Hastings, Town Representative

ATTEST:

Dax Gollaher, Secretary

DRAFT

Animal Services Board Meeting

REGULAR ITEM 2a

MONTHLY REPORT

Oct-16
MONTH/YEAR

609
CALLS COMP.

ANIMALS IMPOUNDED

<u>46</u>	<u>19</u>	<u>0</u>	<u>2 - roosters</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS CLAIMED BY OWNER

<u>19</u>	<u>2</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS OWNER RELEASED

<u>18</u>	<u>1</u>	<u>0</u>	<u>2 - roosters</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS ADOPTED

<u>15</u>	<u>15</u>	<u>0</u>	<u>1 - rabbit</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

<u>7</u>	<u>3</u>	<u>0</u>	<u>2 - roosters</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS EUTHANIZED

<u>3</u>	<u>5</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

BITE REPORTS

<u>8</u>	<u>4</u>	<u>0</u>	<u>4</u>
DOGS	CATS	LIVESTOCK	OTHER

DEAD ANIMALS

53

CITATIONS

1

WRITTEN WARNINGS

38

WILDLIFE

69

LOOSE DOGS

177

LOOSE CATS

4

LOOSE LIVESTOCK

10

CASES INVESTIGATED

55

PRESENTATIONS

3

DONATIONS

\$730

REVENUE

\$913

TOTAL REVENUE

\$1,643

MILEAGE

4200-06	START	<u>109,909</u>	END	<u>111,424</u>	MTD	<u>1,515</u>
4200-07	START	<u>96,270</u>	END	<u>98,040</u>	MTD	<u>1,770</u>
4200-08	START	<u>85,100</u>	END	<u>86,138</u>	MTD	<u>1,038</u>
4200-09	START	<u>78,162</u>	END	<u>78,348</u>	MTD	<u>186</u>

MONTHLY REPORT

Nov-16
MONTH/YEAR

482
CALLS COMP.

ANIMALS IMPOUNDED

<u>40</u>	<u>24</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS CLAIMED BY OWNER

<u>18</u>	<u>3</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS OWNER RELEASED

<u>9</u>	<u>5</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS ADOPTED

<u>20</u>	<u>9</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS EUTHANIZED

<u>4</u>	<u>7</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

BITE REPORTS

<u>10</u>	<u>3</u>	<u>0</u>	<u>2</u>
DOGS	CATS	LIVESTOCK	OTHER

DEAD ANIMALS

64

CITATIONS

0

WRITTEN WARNINGS

49

WILDLIFE

32

LOOSE DOGS

97

LOOSE CATS

18

LOOSE LIVESTOCK

15

CASES INVESTIGATED

52

PRESENTATIONS

0

DONATIONS

\$710

REVENUE

\$1,154

TOTAL REVENUE

\$1,864

MILEAGE

4200-06	START	<u>111,424</u>	END	<u>112,674</u>	MTD	<u>1,250</u>
4200-07	START	<u>98,040</u>	END	<u>99,380</u>	MTD	<u>1,340</u>
4200-08	START	<u>86,138</u>	END	<u>86,880</u>	MTD	<u>742</u>
4200-09	START	<u>78,348</u>	END	<u>78,978</u>	MTD	<u>630</u>

MONTHLY REPORT

Dec-16
MONTH/YEAR

527
CALLS COMP.

ANIMALS IMPOUNDED

<u>42</u>	<u>20</u>	<u>0</u>	<u>2 birds</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS CLAIMED BY OWNER

<u>20</u>	<u>3</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS OWNER RELEASED

<u>16</u>	<u>6</u>	<u>0</u>	<u>2 birds</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS ADOPTED

<u>17</u>	<u>14</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS EUTHANIZED

<u>4</u>	<u>6</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

BITE REPORTS

<u>4</u>	<u>3</u>	<u>0</u>	<u>1</u>
DOGS	CATS	LIVESTOCK	OTHER

DEAD ANIMALS

38

CITATIONS

3

WRITTEN WARNINGS

38

WILDLIFE

44

LOOSE DOGS

105

LOOSE CATS

2

LOOSE LIVESTOCK

3

CASES INVESTIGATED

23

PRESENTATIONS

2

DONATIONS

\$435

REVENUE

\$944

TOTAL REVENUE

\$1,379

MILEAGE

4200-06	START	<u>112,674</u>	END	<u>113,972</u>	MTD	<u>1,298</u>
4200-07	START	<u>99,380</u>	END	<u>100,686</u>	MTD	<u>1,306</u>
4200-08	START	<u>86,880</u>	END	<u>87,844</u>	MTD	<u>964</u>
4200-09	START	<u>78,978</u>	END	<u>79,171</u>	MTD	<u>193</u>

QUARTERLY REPORT

October - December 2016
MONTH/YEAR

1618
CALLS COMP.

ANIMALS IMPOUNDED

<u>128</u> DOGS	<u>63</u> CATS	<u>0</u> LIVESTOCK	<u>4 (2 roosters, 2 birds)</u> OTHER
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ANIMALS CLAIMED BY OWNER

<u>57</u> DOGS	<u>8</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS OWNER RELEASED

<u>43</u> DOGS	<u>12</u> CATS	<u>0</u> LIVESTOCK	<u>4 (2 birds, 2 roosters)</u> OTHER
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ANIMALS ADOPTED

<u>52</u> DOGS	<u>38</u> CATS	<u>0</u> LIVESTOCK	<u>1 (1 Rabbit)</u> OTHER
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ANIMALS PICKED UP BY RESCUE GROUPS

<u>8</u> DOGS	<u>8</u> CATS	<u>0</u> LIVESTOCK	<u>2 (2 roosters)</u> OTHER
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ANIMALS EUTHANIZED

<u>11</u> DOGS	<u>0</u> OTHER	<u>18</u> CATS
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BITE REPORTS

<u>22</u> DOGS	<u>10</u> CATS	<u>0</u> LIVESTOCK	<u>7</u> OTHER
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DEAD ANIMALS

155

CITATIONS

4

WRITTEN WARNINGS

125

Donations

\$1875.00

Revenue

\$3011.00

Total Revenue

\$4886.00

PRESENTATIONS

5

LOOSE DOGS

379

LOOSE CATS

24

LOOSE LIVESTOCK

28

WILDLIFE

145

CASES INVESTIGATED

130

Animal Services Board Meeting

REGULAR ITEM 2b

Flower Mound Animal Services Events
2017

Low Cost Vaccine Clinic

April 1, 2017, Saturday

10:00am – 12:00pm

Clear the Shelters National Adoption Event

August 19, 2017, Saturday

10:00 am – 5:00 pm

Flower Mound Animal Adoption Center Open House

November 4, 2017, Saturday

10:00 am- 2:00 pm



Low Cost Vaccine Clinic

10:00 AM – 12:00 PM

Saturday, April 1, 2017

Flower Mound Animal Services

3950 Justin Rd

Flower Mound, TX 75077

Dog Vaccinations

Rabies	\$5.00
DAPPv	\$10.00
Bordetella	\$10.00
Lepto	\$10.00
Lymes	\$15.00
Canine Influenza H3N8/H3N2	\$20.00
Heartworm Test	\$20.00
Heartworm Preventative	\$25.00-\$35.00

Cat Vaccinations

Rabies	\$5.00
FelV	\$10.00
FHCPCh	\$10.00
FelV/FIV Test	\$20.00

Other Services

General Dewormer (Strongid-T)	\$5.00
Flea Preventative (1 month)	\$12.00
Tapeworm Dewormer (Droncit)	\$10.00-\$15.00
Home Again Microchip	\$30.00

- 🐾 We accept Cash or Credit Card only.
- 🐾 Dogs must be on a leash or in a carrier.
- 🐾 Cats must be in a carrier.
- 🐾 **No appointment necessary.** Services given on a first come first serve basis.
- 🐾 TCAP is a low cost service program that provides care for animals belonging to individuals or groups with insufficient resources to purchase the same care from a full service provider. TCAP works to make high quality, preventative care achievable for those who would otherwise be unable to afford it.

www.texasforthem.org 940-566-5551

 www.facebook.com/TCforAP  @TCforAP

Animal Services Board Meeting

REGULAR ITEM 2c

Flower Mound Animal Adoption Center

“Partners for Paws”



Volunteer Program Guide

Dear Volunteer:

On behalf of the Town of Flower Mound and the Animals Services Department, I want to thank you for your interest in becoming a “Partner for Paws” volunteer at the Flower Mound Animal Adoption Center. We are pleased that you desire to give your time and efforts to assist us with our visitors and in caring for the animals in our facility. The help you provide will allow us to give more time and care to some of our special needs guests.

The task of helping animals and the community is not always an easy one, but it can be a very rewarding experience. You may be motivated to seek volunteer opportunities with us for a variety of reasons: your love of animals, desire to serve your community, desire to develop your personal skills or other reasons. Whatever prompted you to consider giving your time to the Animal Adoption Center and the animals we serve, it will hopefully develop into a long term relationship with us as we partner to make a difference within our community.

It is the Town’s hope that through the Animal Adoption Center’s Volunteer Program we can enhance our ability to promote animal awareness within the community, educate the public about responsible pet care, and promote the need for responsible pet ownership. The time that you serve, will enhance our ability to work with the community and for the community.

Remember the staff is here to help you as you begin your volunteer work. Please don’t hesitate to ask for assistance, as you learn and grow with us.

Christine Hastings
Flower Mound Animal Services Manager

Introduction

This information packet is designed to assist those who volunteer and to maintain a healthy and safe environment. It will provide a brief overview of the Paws for Partners volunteer program to help you decide what area of interest you would like to be involved in. When you serve as a volunteer you help to create a better life for our four legged guests. The opportunities for volunteers to serve are both rewarding and varied, and have been designed to meet your personal goals and time schedules.

Adoption Facility hours of operation

Monday to Friday	9:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 3:00 p.m.
Sunday	Closed

Contact information

The Animal Adoption Facility Physical location: 3950 Justin Road

Animal Adoption Center's phone number: 972-874-6390

Mailing address – 2121 Cross Timbers Road, Flower Mound, Tx, 75028

Email Address: Animalservices@flower-mound.com

Staff Information

Christine Hastings
Animal Services Manager

Dax Gollaher
Animal Services Supervisor

Virginia Brauch
Office Clerk

Georgia Carrena
Kennel Technician

Kacie Kinney
Animal Services Officer

Robin Vallee
Office Clerk

Sarah White
Kennel Technician

Rawlynn Evans
Animal Services Officer

Humberto Vega
Animal Services Officer

Purpose of the Volunteer Program

The purpose of the Flower Mound Animal Adoption Center's Partner for Paws Volunteer Program is to promote and maintain the physical and mental health of the animals housed and the Adoption Center, to assist the staff with maintaining the shelter and animal habitats and to promote animal awareness within the community by providing education to the public about responsible pet care, ownership, and safety for and around animals.

Animal Services Goals:

Flower Mound Animal Services and Adoption Center strive to improve the quality of life of all animals. Our main goal is to keep the community safe while living with and around animals. We provide animal adoption programs, cruelty/nuisance investigations and routine patrols. These programs are accomplished through enforcement of Town and State regulations, public education programs and an active coalition with local human societies for the health and safety of citizens in Flower Mound.

Who can become a Volunteer?:

A volunteer is an individual fifteen (15) years of age or older, who without compensation or expectation of compensation, performs a task at the direction of or on behalf of the Town of Flower Mound. A volunteer must be officially accepted by the Town of Flower Mound prior to performing any volunteer duties.

How to become a volunteer

Persons interested in volunteering for the Town of Flower Mound Animal Adoption Center should contact the Flower Mound Animal Services, located at 3950 Justin Road. There you will need to fill out an application. They will forward the application over to the Flower Mound Police Department for a background check. After review we may contact you to come in for an interview to help design a program to fit your individual needs.

Volunteer Duties

Walking, socializing, bathing and grooming the animals.
Assisting citizens with animals they would like to visit.
Cleaning the animal's cages and/kennels.
Clean and organize food storage area.
Window cleaning- inside and outside dog and cat adopting areas and adoption corridor.
Sweep/clean cat room, work room and back hallway floors.
Assist with special events
Entering registration information into the computer.
Website updates
Assist staff members with odd jobs.
Take photos of animals, adopters, visitors and staff
Representing the Animal Services at various events

Requirements:

The Partners for Paws volunteer program is a tiered system with three levels. The Tiered system allows for the maximum amount of opportunity for the community to volunteer regardless of their ability or time to invest in the program.

All volunteers must first:

- 1 – Complete a volunteer application, to be turned in to the Flower Mound Animal Services, Attention: Christine Hastings at 3950 Justin Road, Flower Mound, Tx, 75077.
- 2 – Pass a background check to be paid for and provided by the Town of Flower Mound
- 3 – Complete the “Partner for Paws” Orientation. This provides a brief overview of the volunteer program opportunities, tour of the shelter, policies and guidelines.
- 4 – Complete the required training for the appropriate volunteer level

Level I

Perfect for those who do not have much time to attend training or have limited time to give.

Pre-requisites – Completion of Training for Level I

This level does **not** allow for animal handling.

Such jobs include, but are not limited to:

Dishes	Cleaning Windows	Sweeping
Laundry	Cleaning Stainless Steel areas	Mopping
Cleaning cat trees	Scooping waste	Cleaning traps
Cleaning carriers	Data entry	Special projects

Level II

Perfect for those interested in long term volunteering who have specific areas of interest and can invest more time for training.

Pre-requisites – Completion of Training for level II & II

This level does allow for animal handling after appropriate training is completed.

Such jobs include:

Dog walking	Grooming	Showing animals
Cat handling	administrative work	customer service

Level III – Ambassador

Perfect for those who are interested in a leadership role within the Partners for Paws program.

Pre-requisites – Completion of training for Levels I, II, & III

Such jobs include:

Transporting of animals	Assist at on and off-site events	Customer service
Assist with fundraisers	network with rescues and shelters	take pictures/videos
Update website/Facebook	Training of level I & II volunteers	

What you should know before you become a volunteer!

Risks and Hazards

Working with these animals involves a certain level of risk, so it is important that each volunteer be aware of the potential risks prior to engaging in any volunteer activity.

Some of these potential risks can be:

1. **Medical** – animal diseases communicated to humans or your pet(s) at home. Clothes (especially shoes) can be vectors and carry diseases home.
2. **Physical** – falling, scrapes, scratches and possibly animal bites.
3. **Emotional** – depression, anger, and grief related to seeing results of animal cruelty and the practice of euthanasia.

Some potential hazards can be:

1. **Loud noises** – dog kennels can reach high noise levels. Ear plugs are provided.
2. **Chemicals** – cleaning and disinfecting can include the use of chemicals.
3. **Slippery surfaces** – floors and hallways are wet the majority of the time for various reasons.

While these risks and hazards are real, following the policies, procedures and safety rules can significantly minimize the chances of injury. It is imperative that every volunteer understand safety is within their control to protect themselves from harm.

Some preventative measures:

1. Pay attention at all training sessions.
2. Practice safety procedures at all times.
3. Strictly adhere to the dress code.
4. Never attempt a job, duty or function in which you have not completed training or are not comfortable with. (Even if asked by a staff member. It is up to you to let them know if you are not qualified for a job.)
5. Never enter restricted areas. Your badge is for ID only, not for access.
6. Respect your personal limits and never attempt to handle an animal if you feel any hesitation or uncertainty. Never try to handle an animal you cannot control.
7. Wash your hands frequently and check the bottom of your shoes for feces, mud, urine, blood, etc.
8. After completing your shift and have returned home, change your clothes and shoes before handling your own pets at home.
9. Feces must be picked up immediately and placed in a disposal bucket.
10. Have someone you can talk to either at home or at the shelter about feelings from dealing with emotional situations.
11. Take pride in your work and remember incidents that remind you of the reasons you chose to volunteer.

Animal Services Board Meeting

REGULAR ITEM 3