

Wylie Animal Shelter Advisory Board Regular Meeting

September 14, 2022 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

INVOCATION

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

1. Consider and act upon an Animal Shelter Advisory Board Chair appointment for a term ending June 2023.
2. Consider and act upon an Animal Shelter Advisory Board Vice Chair appointment for a term ending June 2023.
3. Consider and act upon approval of the Animal Shelter Advisory Board minutes of December 08, 2021. (ASAB Chair)
4. Consider and place on file the 2021 State Quarantine Facility Vet Inspection. (ASAB Board Chair)
5. Consider and place on file the 2022 State Inspection. (ASAB Board Chair)
6. Consider and place on file 2021 statistical information for shelter operations. (ASAB Chair)
7. Consider and place on file 2022 first and second quarter statistical information for shelter operations. (ASAB Chair)

WORK SESSION

WS1. Discussion to add two additional board members to Animal Shelter Advisory Board and provide a recommendation to city council.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on September 9, 2022 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.



Animal Shelter Advisory Board

Minutes

Regular Meeting

December 08, 2021 – 6:00 pm

Wylie Municipal Complex – Council Conference Room

300 Country Club Road, Bldg. 100

Wylie, TX 75098

CALL TO ORDER

Announce the presence of a Quorum.

Dr. Brad Abraham called to order the Animal Shelter Advisory Board meeting at 6:10 pm. Board members present Shelia Patton, Amber Porter, and Jeff Forrester. Quorum is present. Staff Liaison Lt. Matt Miller is also present.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Jeff Forrester. Jeff Forrester led the pledge of allegiance.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Council regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Council requests that comments be limited to three (3) minutes. In addition, Council is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.

REGULAR AGENDA

1. **Consider and act upon approval of the Animal Shelter Advisory Board minutes of November 17, 2021. (ASAB Chair)**

Board Action

A motion was made by Brad Abraham to accept the Animal Shelter Advisory Board minutes of November 17, 2021, as presented. Jeff Forrester seconded to accept the Animal Shelter Advisory Board minutes of November 17, 2021, as presented. A vote was taken, and the motion passed unanimously.

WORK SESSION

WS1. Shelter events and status November 18, 2021, thru December 8, 2021. (S. Patton, ASAB Board Member)

Shelia Patton reports two items were presented by the board at the meeting held on November 17, 2021. Both items were presented by Jeff Forrester.

The city website has been updated to reflect Texas Coalition for Animal Protection, providing a quarterly low-cost vaccination program at the shelter. The department information has been updated with the schedule of the events as well as information for visitors of the event, such as English and Spanish versions of shot schedule suggestions and requirements of pet owners attending clinics at the facility.

The division presentation will be done at the same council meeting as the WPD presentation. This is currently scheduled for Jan 25, 2022 and will immediately follow Chief Henderson's presentation.

Patton asks if the board has any suggestions as to items they would like to see included in the presentation. Suggestions are given to include statistical information and areas that would increase the positive public perception of animal services and the valuable work that is done. Information related to community involvement, rescue, and foster program participation should be considered. Consider relating information beyond normal daily activities such as enforcement.

The annual state-required veterinarian inspection has been completed. The inspection was successful and compliant, as reported by Brad Abraham. The written inspection report will be included in the next packet as the inspection fell out of the time frame to include due to posting requirements.

Patton reports that the Home for the Holidays event will be held beginning December 13, 2021, and will run through the season. At this time, there are only four canines available. Three are large pitbull mixes and one very hyper German Shepard mix. One will be having skin tags removed that are believed to be hindering adoption. They are non-cancerous but do cause potential adopter's concern. There is a fifth adult at the facility. We are seeking rescue assistance as this is an unaltered 88-pound deaf and blind Akita mix.

The staff continues to be below full staffing. Qualified applicants are not applying. New hires will take months to fully field and in-house train. State testing and state-required training must be completed at this same time. Staff Liason Matt Miller reports discussion is taking place to consider what adjustments to the position could be made to widen the applicant pool. Chief Henderson is looking into options to assist the division with the assistance of Brent Parker.

Operations continue as limited during the extreme staffing shortage. Adoptions continue to be done by appointment and show to continue being a successful method.

ADJOURNMENT

Motion was made by Dr. Brad Abraham and seconded by Amber Porter to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 6:43 pm.

Brad Abraham, ASAB Chair

ATTEST:

Shelia Patton, ASAB member

Inspection for Rabies Quarantine Facilities and Impoundment/Shelter Facilities

09/14/2022 Item 4.

Date 12/6/2021 Name of Manager Shelia Patton Registration No. 03.005
 Name of Establishment City of Wylie Animal Control Inspector Bud Abraham DVM
 Location of Establishment 949 Hensley Lane Mailing Address 949 Hensley Lane
 City Wylie State TX Zip Code 75098
 Phone 972-429-8047 County _____

Note to Inspector: Put Yes, No, or N/A (Not Applicable) in the columns to the right of the question.

A. General - [Section 169.26(a)]	Yes	No	N/A	Records (cont.)	Yes	No	N/A
Structural Strength							
1. Is the facility structurally sound and maintained in good repair in order to protect the animals from injury, contain them, and prevent transmission of diseases?	Y			13. Do records document animal description, impoundment and disposition dates, and method of disposition?	Y		
Water and Electric Power							
2. Does the facility have reliable and adequate electricity to comply with other requirements?	Y			14. Are animals protected from cold and inclement weather and direct effects of wind, rain, and snow?	Y		
3. Does the facility have potable water?	Y			15. Is auxiliary heat or bedding provided if temperature is below 50°F?	Y		
Storage							
4. Are food and bedding stored to protect them against infestation or contamination by vermin?	Y			16. Are animals protected from any form of overheating and from direct rays of sun?	Y		
5. Is a refrigerator available for perishable foods?	Y			17. Is there adequate ventilation to minimize drafts, odors, and moisture condensation, plus fresh air provided?	Y		
Waste Disposal							
6. Are there provisions for the removal and disposal of animal and food wastes, bedding, dead animals, and debris?	Y			18. Is extra ventilation, such as fans or air conditioning, provided in indoor facilities if temperature is 85°F or above?	Y		
7. Are disposal facilities operated in a manner that minimizes vermin infestations, odors, and disease hazards?	Y			19. Is lighting adequate to permit routine inspection and cleaning?	Y		
8. Is there a suitable method for rapidly and safely removing water and other liquid wastes?	Y			20. Are primary enclosures situated to protect the animals from excessive illumination (man-made or natural)?	Y		
Washrooms and Sinks							
9. Are there facilities (washrooms, basins, or sinks) for employees to wash their hands?	Y			21. Is the facility constructed to protect the animals and not create a health risk or public nuisance?	Y		
Management							
10. For facilities located in a county with a population of 75,000 or over (only), in accordance with Chapter 823.003:				22. Are building surfaces constructed of nonabsorbent materials that can be readily sanitized?	Y		
a. Are animals separated by species and by sex?	Y			23. Is the floor made of durable, nonabsorbent material?	Y		
b. Are animals of relatively the same size sharing cages/pens?	Y			Primary Enclosures			
c. Are sick or injured animals segregated from healthy animals?	Y			24. Are primary enclosures maintained in good repair, impervious to moisture, and readily sanitized?	Y		
11. For facilities located in a county with a population of 75,000 or over (only), in accordance with Chapter 823.005:				25. Do primary enclosures enable the animal to remain dry and clean and protect the animal's feet and legs from injury?	Y		
Has the governing body of the city or county in which the shelter is located established an advisory committee to assist in compliance with Chapter 823?	Y			26. Do the cages and kennels provide enough space for each animal to be in comfortable positions?	Y		
Records							
12. Does the facility keep records on each animal?	Y			27. Are dogs and cats fed at least once a day, except as directed by a veterinarian? Are other animals fed as described on packaging of a commercial, species-specific food or as directed by a veterinarian (see #32 for ferret requirements)?	Y		
				28. Is food wholesome, palatable, free from contamination, of sufficient nutritive value, and accessible to animals?	Y		

Inspector Initials: BA Date: 12/6/2021

Facility:		Registration No:
Feeding (cont.)		Rabies Quarantine Facilities (Completed by DSHS) [Section 169.27(a)]
29. Are food pans kept clean and sanitary, and if disposable food pans are used, are they discarded after each feeding?	Y	37. Is there documentation of twice-daily observations of quarantined animals?
C. Watering - [Section 169.26(c)]		Rabies Quarantine Facilities (Completed by DSHS Only) - [Section 169.28(a)]
30. Do animals have convenient access to fresh water and is it offered at least twice daily for at least an hour?	Y	38. Does the facility have a written Standard Operating Procedure (SOP)?
31. Are the water bowls clean and sanitary?	Y	39. Is the SOP specific for the facility?
32. Do domestic ferrets have 24-hour access to water in a drinking bottle and to food?	Y	40. Is the SOP posted or otherwise readily available to all employees?
D. Sanitation - [Section 169.26(d)]		41. Is the SOP designed to ensure effective and safe quarantine procedures?
33. Are excreta removed from primary enclosures often enough to prevent contamination of the animals (at least once a day)?	Y	42. Do enclosures have solid walls to prevent physical contact between animals?
34. Are primary enclosures maintained in a sanitary condition?	Y	43. Do enclosures have tops to prevent escape?
35. Are the building and premises kept clean?	Y	44. Do quarantine runs, cages, or rooms have "Rabies Quarantine" signs posted?
E. Pest Control - [Section 169.26(e)]		For Facilities Subject to Chapter 829 (Located in Non-exempt County) - (Sections 829.002 and 829.007)
36. Is there a regular program in place for control of insects, ectoparasites, and other pests and is the facility free from visible signs of vermin?	Y	45. This standard is for purposes of meeting requirements set forth in Chapter 829 only. Are all employees whose primary job is to enforce animal control laws in compliance with training requirements (Sec. 829.002)? If so, this inspection form serves as a certificate of compliance per Section 829.007.

This facility has approximately 24 cat cages and 41 dog cages/pens.

When the facility was inspected today, it was housing approximately 6 cats and 7 dogs.

Inspector Comments:

☐ Check here if additional inspector comments are attached

Facility Rating: Satisfactory ✓ Unsatisfactory _____ Probation _____

If applicable, timeline for probationary period _____

As the inspector, I certify that I have personally inspected this facility and that it conforms to the statements above.

Inspector [Signature]
Manager [Signature]

12/6/2021
Date

12/6/2021
Date

Regional Veterinarian _____

Date



Zoonosis Control
6/08 Stock No. Z-3

Facility: Wyle Animal Shelter

Registration No: 03-0

09/14/2022 Item 4.

**Texas Department of State Health Services
Inspection for Rabies Quarantine Facilities and
Impoundment/Shelter Facilities
Z-3 Supplemental for Additional Comments**

Inspector comments continued:

Inspector Initials: JA Date: 12/06/2021

Inspection for Animal Shelter, Impoundment, and Rabies Quarantine Facilities

09/14/2022 Item 5.

Date 2/18/22 Name of Manager Shelia Patton Registration No. 05-025
 Name of Establishment Wyle Animal Control Inspector Jessica Kirkland
 Location of Establishment 949 Hensley In building 100 Mailing Address _____
 City Wyle State TX Zip Code 75098
 Phone 972-429-8047 County Collin

Note to Inspector: Put Yes, No, or N/A (Not Applicable) in the columns to the right of the question.

A. General - [TAC Section 169.26(a)]		Heating	
Structural Strength		14. Are animals protected from cold and inclement weather and direct effects of wind, rain, and snow?	Yes
1. Is the facility structurally sound and maintained in good repair in order to protect the animals from injury, contain them, and prevent transmission of diseases?	Yes	15. Is auxiliary heat or bedding provided if the temperature is below 50°F when animals are present?	Yes
Water and Electric Power		Cooling and Ventilation	
2. Does the facility have reliable and adequate electricity to comply with other requirements?	Yes	16. Are animals protected from any form of overheating and from direct rays of the sun?	Yes
3. Does the facility have fresh, clean water available?	Yes	17. Are fresh air and adequate ventilation to minimize drafts, odors, and moisture condensation provided?	Yes
Storage		18. Is extra ventilation, such as fans or air conditioning, provided in indoor facilities if the temperature is 85°F or above when animals are present?	Yes
4. Are food and bedding stored to protect them against infestation or contamination by vermin?	Yes	Lighting	
5. Is a refrigerator available for perishable foods?	Yes	19. Is lighting adequate to permit routine inspection and cleaning?	Yes
Waste Disposal		20. Are primary enclosures situated to protect the animals from excessive illumination (man-made or natural)?	Yes
6. Are there provisions for the removal and disposal of animal and food wastes, bedding, dead animals, and debris?	Yes	Construction	
7. Are disposal facilities operated in a manner that minimizes vermin infestations, odors, and disease hazards?	Yes	21. Is the facility constructed to protect the animals and not create a health risk or public nuisance?	Yes
8. Is there a suitable method for rapidly and safely removing water and other liquid wastes?	Yes	22. Are building surfaces constructed and maintained so that they are impervious to moisture and can be readily sanitized?	Yes
Washrooms and Sinks		23. Is the floor made of durable, nonabsorbent material?	Yes
9. Are there facilities (such as washrooms, basins, or sinks) for employees to wash their hands?	Yes	Primary Enclosures	
Management		24. Are primary enclosures structurally sound, maintained, and constructed with surfaces that are impervious to moisture and can be readily sanitized?	Yes
10. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.003:		25. Do primary enclosures enable the animal to remain dry and clean and protect the animal's feet and legs from injury?	Yes
a. Are animals separated by species and by sex?	Yes	26. Do the cages and kennels provide enough space for each animal to make normal postural adjustments without touching the top of the enclosure, including turning freely, standing easily, sitting, stretching, moving its head, lying in a comfortable position with limbs extended, and moving and assuming a comfortable posture for feeding, drinking, urinating, and defecating?	Yes
b. If not related to one another, are animals of relatively the same size sharing cages/pens?	Yes	B. Feeding - [TAC Section 169.26(b)]	
c. Are sick or injured animals segregated from healthy animals?	Yes	27. Are dogs and cats fed at least once a day or more often as appropriate for the age and condition of the animal, except as directed by a veterinarian? Are other animals fed as described on packaging of a commercial, species-specific food or as directed by a veterinarian (see #32 for ferret requirements)?	Yes
11. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.005:			
Has the governing body of the city or county in which the shelter is located established an advisory committee to assist in compliance with THSC Chapter 823?	Yes		
Records			
12. Does the facility keep records on each animal?	Yes		
13. Do records document animal description, impoundment and disposition dates, and method of disposition?	Yes		

TAC=Texas Administrative Code, THSC=Texas Health and Safety Code

Inspector Initials: JK Date: 2/18/22

Facility: Wyle Animal control

Registration No: 03-025

09/14/2022 Item 5.

Feeding (cont.)		Rabies Quarantine Facilities (Completed by Only) - [TAC Section 169.27(a)]	
28. Is food wholesome, palatable, free from contamination, of sufficient nutritive value to meet daily requirements, and accessible to animals?	<u>yes</u>	38. Is there documentation of twice-daily observations of quarantined animals?	<u>yes</u>
29. Are food pans kept clean and sanitary, and if disposable food pans are used, are they discarded after each feeding?	<u>yes</u>	Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.28(a) and THSC Section 826.042(g)]	
C. Watering - [TAC Section 169.26(c)]		39. Does the facility have a written Standard Operating Procedure (SOP)?	<u>yes</u>
30. Do animals have convenient access to fresh water and is it offered at least twice daily for at least an hour (except as directed by a veterinarian)?	<u>yes</u>	40. Is the SOP specific for the facility?	<u>yes</u>
31. Are the water bowls clean and sanitary?	<u>yes</u>	41. Is the SOP posted or otherwise readily available to all employees?	<u>yes</u>
32. Do domestic ferrets have 24-hour access to water in a drinking bottle and to food?	<u>yes</u>	42. Is the SOP designed to ensure effective and safe quarantine procedures?	<u>yes</u>
D. Sanitation - [TAC Section 169.26(d)]		43. Do enclosures have solid walls to prevent physical contact between animals?	<u>yes</u>
33. Are excreta removed from primary enclosures often enough to prevent contamination of the animals (at least once a day)?	<u>yes</u>	44. Are the primary enclosures enclosed on all sides, including the top, to prevent escape?	<u>yes</u>
34. Are cages, rooms, and pens maintained in a sanitary condition?	<u>yes</u>	45. Does each quarantine run, cage, and kennel containing a quarantined animal have a "Rabies Quarantine" placard/sign posted on it?	<u>yes</u>
35. Are the building and premises kept clean?	<u>yes</u>	For Facilities Subject to THSC Chapter 829 (Located in Non-exempt County) - (Sections 829.002 and 829.007)	
E. Pest Control - [TAC Section 169.26(e)]		46. This standard is for purposes of meeting requirements set forth in THSC Chapter 829 only. Are all employees whose primary job is to enforce animal control laws in compliance with training requirements (Sec. 829.002)? If so, this inspection form serves as a certificate of compliance per Section 829.007.	<u>yes</u>

This facility has approximately 17 cat cages and 39 dog cages/pens.

When the facility was inspected today, it was housing approximately 2 cats and 5 dogs.

Inspector Comments:

☐ Check here if additional inspector comments are attached

Facility Rating: Satisfactory ✓

Unsatisfactory _____

Probation _____

If applicable, timeline for probationary period _____

As the inspector, I certify that I have personally inspected this facility and that it conforms to the statements above.

Inspector Signature [Signature]

Date 2/18/22

The signatures below acknowledge completion and receipt of the inspection form:

Manager (retain pink copy after signature) [Signature]

Date 2/18/22

Regional Zoonosis Control (ZC) Veterinarian [Signature]

Date 3/30/22

White original and yellow copy to DSHS Regional Office after Inspector's and Manager's signatures. Regional Office retains yellow copy after ZC Veterinarian's signature and returns original with all signatures to facility.

TAC=Texas Administrative Code, THSC=Texas Health and Safety Code



Texas Department of State Health Services
Zoonosis Control

Animal Shelter Advisory Board Report

January thru December 2021

	Dogs	Cats	Others	Total
Impounds	449	142	223	814
Owner Surrender	6	5	0	11
Stray	329	83	90	502
Quarantine	67	6	0	73
Safe Keeping	19	2	0	21
DOA	28	36	106	170
Trapped by resident	0	10	27	37
Born at Shelter	0	0	0	0

Dispositions	Dogs	Cats	Others	Total
Return to Owner	323	19	38	380
Adopted	73	69	8	150
Rescued	7	2	13	22
Euthanized	9	13	18	40
Other	4	2	19	25

Euthanasia Reason

Behavioral	7	0	0	7
Medical	2	13	14	29
Policy- H.R.R.C	0	0	4	4
Wild Animal	0	0	0	0

Euthanasia for dogs 2.11%

Euthanasia for cats 12.04%

Euthanasia for dogs & cats total 4.11%

Dogs at facility at end of report: 11

Dogs at facility at beginning of report: 6

Cats at facility at end of report: 3

Cats at facility at beginning of report: 2

Euthanasia Rate for Facility January 1, 2021 thru December 31, 2021: 4.11%

Animal Shelter Advisory Board Report

January thru March 2022

	Dogs	Cats	Others	Total
Impounds	99	26	40	165
Owner Surrender	0	0	0	0
Stray	75	10	10	95
Quarantine	10	1	0	11
Safe Keeping	6	2	0	8
DOA	7	12	27	46
Trapped by resident	1	1	3	5
Born at Shelter	0	0	0	0

Dispositions	Dogs	Cats	Others	Total
Return to Owner	75	3	3	81
Adopted	14	10	0	24
Rescued	3	0	0	3
Euthanized	0	4	3	7
Other	0	0	7	7

Euthanasia Reason

Behavioral	0	0	0	0
Medical	0	4	3	7
Policy- H.R.R.C	0	0	0	0
Wild Animal	0	0	0	0

Euthanasia for dogs 0.00%

Euthanasia for cats 23.53%

Euthanasia for dogs & cats total 3.33%

Dogs at facility at end of report: 11

Dogs at facility at beginning of report: 11

Cats at facility at end of report: 0

Cats at facility at beginning of report: 3

Euthanasia Rate for Facility January 1, 2022 thru March 31, 2022: 3.33%

Euthanasia Rate for Facility January 1, 2022 thru March 31, 2022: 3.33%

Animal Shelter Advisory Board Report

April thru June 2022

	Dogs	Cats	Others	Total
Impounds	145	58	74	277
Owner Surrender	6	1	0	7
Stray	100	35	15	150
Quarantine	26	2	0	28
Safe Keeping	4	3	0	7
DOA	8	14	48	70
Trapped by resident	1	3	11	15
Born at Shelter	0	0	0	0

Dispositions	Dogs	Cats	Others	Total
Return to Owner	105	6	1	112
Adopted	23	14	0	37
Rescued	1	0	2	3
Euthanized	2	3	5	10
Other	0	1	17	18

Euthanasia Reason

Behavioral	2	0	0	2
Medical	0	3	4	7
Policy- H.R.R.C	0	0	1	1
Wild Animal	0	0	0	0

Euthanasia for dogs 1.35%

Euthanasia for cats 6.82%

Euthanasia for dogs & cats total 2.60%

Dogs at facility at end of report: 17

Dogs at facility at beginning of report: 11

Cats at facility at end of report: 20

Cats at facility at beginning of report: 0

1 chicken

Euthanasia Rate for Facility April 1, 2022 thru June 30, 2022: 2.60%

Euthanasia Rate for Facility January 1, 2022 thru June 30, 2022: 2.99%