



CITY OF
FREMONT
NEBRASKA

ANIMAL CONTROL CITIZEN ADVISORY BOARD MEETING AGENDA
September 16, 2020 - 6:00 PM
City Council Chambers 400 East Military, Fremont NE

In the interest of public health and safety, this meeting will be available online through the Zoom link below. Citizens may also call into the meeting with the phone number below:

<https://zoom.us/j/97129867477>

Or iPhone one-tap :

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Zoom Tutorial:

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.150510262.1497980210.1584968460-1067452037.1584536802

MEETING CALLED TO ORDER

ROLL CALL

- A. Approve August 12, 2020 minutes
- B. Roll Call
- C. Request to ask chief of police to clarify the procedures and understandings they have with DCHS on the handling of abused/neglected dogs and animal's at large tickets/reports and response

D. Request for items

1. Exhibit B federal immigration verification system-where is a copy of the certificate?
2. Number 16 code provisions
3. Item B make such records and accounts available for audit purposes to the financial director or any other authorized city representative at any time
4. Copy of policies and standard operating procedures in accordance with city and state ordinances and contracts that are binding with DCHS
5. Does DCHS have a vet tech on staff
6. DCHS compliance with city code and state law as part of the "required" terms and conditions of the animal control contract.
7. Records of spay/ neuters done for the last 2 years.
8. Last 2 years of micro chipping records

E. Subcommittees

1. Complaints/concerns and emails
 - A. No subcommittee report filed by agenda time
 - B. Requested placed on agenda for emails between Martha Niday, Jamie Parsons, Austin Zimmerman and Tamar Reed
 - C. Email and adoption contract concerning Bessie the dog
2. Contract review committee
 - A. Report submitted of contract findings from our two meetings

F. A motion to dissolve DCHS advisory committee and turn report over to the council of our findings

ADJOURNMENT



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ANIMAL CONTROL CITIZEN ADVISORY BOARD MEETING MINUTES
August 12, 2020 - 6:00 PM
City Council Chambers 400 East Military, Fremont NE

MEETING CALLED TO ORDER. The meeting of the Animal Control Citizen Advisory Board was called to order and it was stated that a copy of the open meeting law is posted continually for public inspection located near the entrance door by the agendas.

ROLL CALL. Roll call showed members Platt, Kempenar, Kracl, Shanahan, Stewart, and Homan present. Members Eaton and Pence were absent.

1. Dispense with and approve July 29, 2020 Animal Control Citizens Advisory Board Minutes. Moved by Platt seconded by Kempenar to approve the minutes. Voting Yea: Platt, Kempenar, Kracl, Shanahan, Stewart, Homan. Motion carried.
2. Subcommittee reports
 - A. Property/Budget/Management/contract Subcommittee-Danielle Lead of committee. Moved by Kracl seconded by Kempenar to approve items 2A(a) to 2A(h). Voting Yea: Platt, Kempenar, Kracl, Shanahan, Stewart, Homan. Motion carried.
 - a. Subcommittee has no findings of violation of the property that would have an impact on the current agreement between the city and DCHS
 - b. Subcommittee would like approval to ask DCHS board of Directors, if they provide oversight and or review the monthly report turned in from the Executive Director
 - c. Subcommittee would like approval to ask the city and DCHS if a quality report is turned in quarterly and if reviewed/reviewed by who
 - d. Subcommittee would like approval to ask DCHS and the City for the procedure and verification procedure is followed on 24 hour pick up of strays and with this how is the public notified
 - e. Subcommittee would like to request a copy of the proposal given to the city and city council when awarded the contract
 - f. Subcommittee would like to request a copy of the E-verification and or proof verification is ran on all employees (current employees)

- g. Sub Committee would like to know how is the compliance office listed in exhibit B
- h. Subcommittee is meeting again on August 18th @ 6:00

B. Email/investigation/concerns and comments subcommittee (no report received). No action was taken.

- 3. Martha Bang to speak on the topic of her experience with animal care that she encountered as a past board member with DCHS as it relates to the animal Contract (no more than 5 minutes). The board listened to the speaker, no action was taken.
- 4. Amanda Comstock to speak on the topic of animal care as a past employee of DCHS as it relates to the animal control contract (no more than 5 minutes). The board listened to the speaker, no action was taken.
- 5. Dr. Grant Little from Arlington Vet Hospital to speak about animal care as it relates to the animal contract (no more than 5 minutes). The board listened to the speaker; no action was taken.
- 6. Alexis Winter to speak about experience with DCHS as it relates to the animal contract (no more than 5 minutes). The board listened to the speaker; no action was taken.
- 7. Kassi Construck to speak about experience with DCHS as it relates to the animal contract (no more than 5 minutes). The board listened to the speaker; no action was taken.
- 8. Public comment. The board listened to comments from the public; no action was taken.

ADJOURNMENT. Motion made by Kracl, seconded by Stewart to adjourn; time: 7:26 PM. Voting Yea: Platt, Kempenar, Stewart, Kracl, Shanahan, Homan. Motion carried.

APPROVED AND ACCEPTED AS THE OFFICIAL COPY OF THE FREMONT, NEBRASKA
REGULAR ANIMAL CONTROL CITIZEN ADVISORY BOARD FOR AUGUST 12, 2020.

Chairperson

Secretary

Animal control advisory committee status report on contract review

This committee is the following members from the DCHS advisory Board

Becky Pence, Danielle Platt, Janet Stewart and Shawn Shanahan

We believe the following report can be submitted to city council for review and for them to develop the next steps.

Section in the contract-1-Dutites of the City

a),	Group current does not see any violations	No further follow up needed
b),	Group current does not see any violations	No further follow up needed
c),	Group current does not see any violations	No further follow up needed
d),	Unclear to this committee who was in charge of fulfilling this requirement for accountability and oversight We believe this is in violation.	A few items for further review and potential concern moving forward. <ol style="list-style-type: none"> 1. Tickets of animals at large- are they being done 2. Accountability of budget submission/review 3. Ensure addendum A of the contract is being followed 4. Ensure that animals at large are reported to police department and city oversight of roles and responsibilities 5. Still questions of chief of police letter submitted and if being followed letter dated (December 2019)
e),	Unclear what has been subscribed, but have a recommendation	Our subcommittee recommends the city and DCHS adopt a system that meets all reporting requirements and the needs of our city police/animal control. Clarification of what records and reporting intervals are required (annually,

		quarterly, monthly could be achieved by listing on one administrative check list or chart.
f),	Unclear if ever been asked for or submitted	The need to be clear on expectations and what requirements, frequency and who will be reviewing them and reporting back
g),	Group current does not see any violations	No further follow up needed

Section in the contract-2-Duties of DCHS

a),	<p>Group strongly encourages a new monthly report. The current report is hand written numbers and the monthly report never matched the computer printout, not the numbers from the following month.</p> <p>We believe this is in violation</p>	<p>A new monthly report needs to be created.</p> <ol style="list-style-type: none"> 1. Number in shelter beginning of the month 2. Number of animals adopted 3. Number of animals found at large and were police notified 4. Number of animals returned home and tickets given 5. Number of animals seen by licensed veterinarian 6. Number of animals put down 7. Number of animals sent to rescue, community partners or foster homes 8. Number in shelter at the end of the month 9. Any concerns the city should be aware of 10. We recommend the monthly report be signed off by board chair, approved at board meeting and sent to city
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		This would avoid some confusion and allow for accurate accountability from DCHS to provide to the city per the contract
b),	Group current does not see any violations	No further follow up needed
c),	Our committee is requesting more time and/or waiting for the other subcommittee (concerns complaints to verify) WE believe there are some concerns in this area that should be reviewed by legal counsel.	Legal council would advise
d),	We believe this is in violation	We also recommend the city use legal counsel to advice and reference letter from Chief of Police asking to go on calls with DCHS.
e),	Group current does not see any violations	No further follow up needed
f),	We believe this is in violation	At this time we recommend the city compare this line item with exhibit A. We do at this current time believe some violations in exhibit A

Exhibit A-

8-We feel DCHS needs to follow this request. As well as the city needs to hold them accountable. We believe this is in violation.

However, we have begun to make some of the following recommendations in addition to our finding above.

We recommend the city council to ask DCHS to do the following to assist in creating a better alignment

1. Have DCHS pay for and bring in a consultant and review the team and leadership at DCHS. Evaluate strengths, gaps and develop a plan to meet the concerns of the community. This consultant should also assist them in staff leadership duties and board roles and responsibilities.

This consultant should also address the org chart, a plan to address concerns complaints, what additional training is need for staff on conflict resolution.

2. A recommendation for DCHS to create a communication committee out of board members and community members.
3. City and DCHS need to review and make addendums to the current contract to enhance services for animals as numbers seem to decline and lack of support as well as community concerns. the community trust and system appear to be broken
4. Enhance social media that will enhance adoption and dogs at large to be found by owners

This report sent to the subcommittee on 9/8/2020

Changes to be made by 9/11/202 for submission and approval for the 9/16/2020 meeting

Subcommittee members

Shawn, Danielle, Janet and Rebecca