BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

Tuesday, October 14, 2014
10:00 A.M.

LOS ANGELES CITY HALL
ROOM 1060
200 NORTH SPRING STREET
LOS ANGELES, CALIFORNIA 90731

DAVID ZAFT
President

ALANA YAÑEZ
Vice-President

JENNIFER BRENT
LARRY GROSS
ROGER WOLFSON

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9501.

Si requiere servicios de traducción, favor de notificar a la oficina con 24 horas de anticipo.

1. PUBLIC COMMENT PERIOD - (Comments from the public on items of public interest within the Board’s subject matter jurisdiction and on items not on the Agenda.)

Public Comments: The Brown Act prohibits the Board and staff from responding to the speakers’ comments. Some of the matters raised in public comment may appear on a future agenda.

2. COMMISSION BUSINESS

A. Approval of the Minutes for the Meeting of September 23, 2014 (Action Required).
B. Report and Recommendation from the President on Meeting Procedures (Action Required)

3. ORAL REPORT OF THE GENERAL MANAGER

4. COMMISSIONERS’ ORAL REPORT AND FUTURE AGENDA ITEMS

5. DISCUSSION ITEMS

A. Follow-Up Discussion Re: Field Operations Report (Continued from September 23, 2014 meeting)

B. Status Report on Licensing and Spay/Neuter Outreach Education and Marketing Task Force

6. BOARD REPORTS

A. Recommendations Related to Walking, Socializing and Fostering Evidence Animals, “Possible Owner” Dogs, Dangerous Animals, Stray Dogs, Quarantined Dogs, Personal Property Dogs, Dogs on a 45-Day Hold for Public Adoption (Aggressive Behavior), Disaster-Held Dogs, and Dogs on a 45-Day Hold for Public Adoption (Excessive Barking). (Action Required)

B. Recommendation on use of Animal Welfare Trust Funds for Field Operations (Action Required)

7. ADJOURNMENT

Next Commission Meeting is scheduled for 7:00 P.M., October 28, 2014, at West Los Animal Shelter, 11361 West Pico Boulevard, Los Angeles CA 90064.

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 221 North Figueroa Street, 5th Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2nd floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, MP-3 audio files of meetings as well as electronic copies of approved minutes on the Department’s World Wide Web Home Page site at http://www.laanimalservices.com/CommissionAgendas.htm

Three (3) members of the Board constitute a quorum for the transaction of business. Some items on the Agenda may be approved without any discussion.

Please join us at our website: www.LAAnimalservices.com
The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda.

PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items. Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration (California Government Code, Section 54954.3).

Public Comment. The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

Speaker Cards. Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary before the item is called.

Time Limit for Speakers. Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except in public comment which is limited to three (3) minutes. The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker’s time by increments of up to one (1) minute. Total speaker time on any agenda item will be limited to ten (10) minutes per item and fifteen (15) minutes for Public Comment, unless extended as above.

Brown Act. These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

STANDARDS OF CONDUCT. Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: “Every person who, without authority of law, willfully disturbs or
breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor”.

**VOTING AND DISPOSITION OF ITEMS** – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.
To: Los Angeles Board of Animal Services Commissioners
From: David Zaft, President
Date: October 10, 2014
Re: Proposal for Meeting Procedures for Board Meetings

During the September 23, 2014 Board meeting, the topic of meeting procedures was discussed, and specifically how much time to allocate to certain items. After considering the points raised during the meeting by each of the Commissioners as well as members of the public, I propose the following procedures be adopted and implemented.

1. **Public Comment:**

   I propose limiting individual public comments to 2 minutes each during the general public comment period that begins each meeting (regarding non-agenda-ized items) and 1 or 2 minutes per speaker during public comments on agenda-ized items.

   In general, speakers will have 2 minutes each during agenda items that require Board action (except for item dealing with approval of the minutes). Where an item is continued from a previous session and public comment was heard during that session on the item, public comment may be limited to 1 minute per speaker when the item is brought back. The time limits for public comment on a particular agenda item may also depend on the number of speakers, the amount of interest in a topic, and other factors, with the aim of including as many speakers as possible.

   In general, public comments will be limited to a total of 15 minutes for the general public comment period and 10 minutes for agenda items.

2. **Commissioner Reports:**

   I propose that we limit Commissioner reports to no more than 3 minutes each but also encourage Commissioners to only take 2 minutes each as much as possible. Because I believe that we each can take ownership of this goal and be responsible for meeting it, I do not propose putting the Commissioners “on the clock.” If necessary, the Chair will be responsible for prompting a Commissioner when he or she goes past three minutes, and expect that Commissioner to respond accordingly.

   Consistent with the discussion that preceded the implementation of this practice, individual Commissioner reports should be used for the following purposes: (a) discuss Commissioner participation in an event related to animal welfare, animal control and/or the shelter system; (b) announce an upcoming event related to animal welfare, animal control and/or the shelter system; and (c) request an item be placed on a future agenda.

   Any questions to the General Manager, staff or the Assistant City Attorney about particular non-agenda-ized items should be handled outside of Board meetings.
3. **General Manager’s Report:**

I propose that the General Manager’s Report be limited to approximately 10 minutes. To the extent the General Manager’s report includes an unusually large number of important items or items for which updates have been requested by Commissioners or past public comment, it may go a little longer than 10 minutes, but should not exceed 15 minutes.

4. **Presentations:**

Generally speaking (and with rare exceptions), presentations by staff or members of the public should last 5-10 minutes. (This does not include the time for Commissioners’ questions and public comment.) The Chair will make certain that speakers understand this ahead of time and will be responsible for enforcing this rule. If Commissioners wish to extend a particular presentation due to interest in a topic, extra time will be afforded. If presenters wish to provide additional information that cannot be covered during the allotted time, they are encouraged to provide the Board Secretary with materials to be distributed to Commissioners and the public in advance of a meeting.

5. **Other Procedures:**

Generally, meetings will last 2 ½ to 3 hours each, and Commissioners should plan accordingly and be available for the entire meeting. (I suggest that 6 hours per month is a reasonable amount of time that each of us can expect to devote to Board meetings.) If it becomes clear during a meeting that it may go longer than 3 hours, the Board will discuss continuing one or more items to a future agenda. However, this remedy is disfavored to the extent that it adversely impacts members of the public and others who have come to the meeting for an item.

Most meetings will not include a break; however, a short break may be taken during longer meetings or upon the request of a Commissioner. While a Board meeting is under way, Commissioners and staff shall devote their attention to the discussion and the speakers and will not engage in emailing, texting, social media postings and other similar activities, except during a break.
Meeting called to order at 10:05 a.m. by Assistant General Manager (AGM), John Chavez, Los Angeles Animal Services (LAAS). Roll call. Commissioners present were Zaft, Yañez, Brent, Gross and Wolfson. Also present: General Manager (GM) Brenda Barnette and Assistant City Attorney Dov Lesel.

1. PUBLIC COMMENT SPEAKERS: Dan Guss: Said Commissioner Yañez didn’t mention any LAAS achievements when approved at City Council. Had concerns about recently mailed postcards and effectiveness. Commissioner Gross interjected that the Council did not ask Yañez any questions. Phyllis Daugherty: Critical of the postcard; referred to ACO-related legislation and rescued dogs in Canada from LAAS shelters. Michelle Cornelius: Wants Animal Welfare Trust Fund resources for shelter foster program supplies. Change volunteer hours for flexibility. Paula Hsien: Questions about rules limiting the walking of dogs in hot weather; change the rules and allow walking above 85 degrees. Cathy Serksnas: Said the GM should be in the field more; volunteers are constrained; questioned the 85 degree rule. Ady Gil: Paid $125K to help animals; the GM doesn’t visit shelters and cited her salary. Mary Catalano: Had a comment about homeless man’s pit bull and is there a rule about not allowing homeless people animals to breed. Do ACOs follow up?

2. COMMISSION BUSINESS

A. Approval of Minutes for September 9, 2014.
Commissioner Wolfson requested a slight change.

Public Comments:
Dan Guss: Requested changes to the minutes.

Commissioner Gross made a motion to approve the minutes as amended to include Commissioner Wolfson’s and Dan Guss’ changes. Commissioner Brent seconded. The vote was 5 – 0 in favor.

3. ORAL REPORT OF THE GENERAL MANAGER

GM Barnette shared the following:
- Happy to announce that the Administrative Citation Enforcement (ACE) program was approved in Council one week ago. Animal Services has Department-specific forms ready to print and is ready to implement as soon as a vendor is selected.

- She attended an all-day retreat with the Mayor and his staff on September 19. All other department general managers were in attendance.

- On September 15, 2014, the LA Times ran an article on a homeless man who owned an unspayed pit bull with litter of puppies. All puppies have been adopted, and the mother will be kept in the shelter for 45 days. The owner will be incarcerated for one year due to drug charges.

- In the 2014-15 budget, the City Council approved $200,000 to pay for 12 part-time canvassers. These opportunities have been made public for several weeks. Unfortunately, LAAS is having problems getting enough applicants.

- Last week, she received a number of emails about misters not working at the North Central shelter. The GM sent out an email updating the public on this matter. The misters do work and were turned on the hot weekend of September 13 – 14th, though some nozzles malfunctioned. Staff previously submitted work orders requesting repairs for these inoperable nozzles. An emergency order for repair was placed and they have been repaired.

- Rosh Hashanah starts this week (September 24) and Yom Kippur on October 4. Kapparot, the ritual slaughter of animals, mostly chickens, occurs during this time. The Department has received calls from citizens concerning this religious ceremony. If called, officers will attend to make sure that the animals are caged humanely and have food and water prior to the slaughter.

- GSD “red-tagged” the Department’s emergency response horse trailers due to “marginal” tires and battery. These vehicles were due for maintenance. With the high heat and fire warnings, we are very concerned about not having these vehicles available for emergencies. The Director of Field Operations is requesting that these repairs be expedited.

- The East Valley shelter’s dead animal cooler failed in the extreme heat. The unit fails when the ambient temperature exceeds 95°F. They have temporarily bypassed part of the unit to put it back into working order while they work on a more permanent solution. Sanitation has increased the number of daily pickups.

- The Harbor shelter is having problems with their evaporative cooler in the cat isolation/observation and cat room. The unit is functioning at capacity; however it only really operates well when the humidity is low. GSD is working on providing alternative solutions and will be providing the shelter with portable AC units. GSD will be obtaining estimates to replace the cooler with a Heating Ventilation Air Condition (HVAC) unit.

- The unused space in the center of the East Valley shelter was remodeled and a new cat/dog habitat was built. However, the stainless steel mesh windows are not a strong enough gauge to safely hold animals or to keep people from damaging the enclosure. Animal Services has requested Engineering’s assistance to resolve this.

Please join us at our website: www.LAAnimalservices.com
• At the prior Commission meeting, $7300 was requested and approved to use the Animal Welfare Trust Fund to pay for volunteer manuals and handouts. To supplement these hard copies, and at the recommendation of the Commission, these documents will be available on our website.

• John Chavez met with Ashley Stracke of the Mayor’s Office to discuss how to make the Licensing Section more efficient. Ms. Stracke discussed Denver’s “Peak Academy” concept, which includes 1) training departmental staff on these process improvements, and 2) embarking on a four-day “Rapid Improvement” event with the Licensing staff. We will select 10-20 staff for the upcoming October 2014 training and are targeting November 2014 to have Ms. Stracke begin her intensive four-day workshop with Licensing staff.

• The “My Buddy” adoption event was held on September 13th and 14th and sponsored by The Pet Care Foundation. This promotion featured half-off adoption fees for all dogs over five years old. There were 29 senior pet adoptions and a total of 188 adoptions for the weekend. This was four less than last year; LAAS believes the 100-degree days had a negative impact.

• Best Friends was instrumental in getting a donation of 19 pallets (40,000 pounds) of high-quality Blue Buffalo dog food. That will help LAAS stay within its animal food budget.

• An offer was made for the vacant Management Analyst I position, formerly occupied by Ross Pool. The employee starts the week of October 5, 2014. And, offers were made for two Senior Clerk Typists; one accepted. There are two Clerk Typist vacancies that are being filled via transfers.

• On September 25th, The Department will hold an awards ceremony for the winners of a staff photo contest, sponsored by The Pet Care Foundation. This is an annual contest designed to encourage better photographs of shelter pets on the website. Staff will receive awards for a grand prize, second and third places plus four honorable mentions.

• On September 27th South LA Shelter (Chesterfield Square) will attend a pet fair at the LAPD Rampart Division station for the Westlake Village Neighborhood Council.

• On September 27th, the West Valley shelter will be holding a mobile pet adoption event at the Pet Memorial Cemetery, Calabasas, from 4 - 6:30 pm.

• The Fido Friendly magazine held an event titled, "Get Your Licks on Route 66" on Saturday September 13th. It featured two celebrity hosts, Danika McKeller from Dancing with the Stars and The Wonder Years and trainer Brandon McMillian from CBS' Lucky Dog. Danika's mom adopted two cats. Actor Scott Foley, from The Unit and Scrubs adopted a puppy during the event as well. The East Valley shelter had a total of 22 adoptions during the event, compared to 41 last year.

The GM reviewed the WOOFSTAT report.

Public Comments:

**Dan Guss:** Discussed the homeless in Venice and pit bulls; use cloves to minimize fly problem; commented on Kapparot.  **Sue Taylor:** Thanked LAAS for its efforts on intact dogs and

Please join us at our website: www.LAAnimalservices.com
breeding permit. Questioned the redemption rate on WOOFSTAT. AGM Chavez interjected that the Department would be providing a 2013-14 annual report on voucher redemption rates. **Sue Mattson:** Handed out stats and discussed the importance of intake number re: no kill. **Ady Gil:** Discussed techniques used during Kapparot and humane treatment. **Terri Austin:** Focus on adoptions.

4. COMMISSIONERS’ ORAL REPORT AND FUTURE AGENDA ITEMS

Commissioner Gross: Commented on the signage at the old SLA shelter; wants Animal Sterilization Fund breakdown for private veterinarians.

Commissioner Yañez said there were 368 animals at last Saturday’s Pets For Life event. Thanked Commissioner Wolfson for attending. Success derived from door-to-door outreach in an underserved community. Wants to discuss the policy on vouchers and have ACOs carry vouchers into the field.

Commissioner Zaft attended the Shelter Me screening and commended Steven Latham. Commented on Wings To Rescue transports and Aimee Sadler’s playgroups’ activities. Excited to know that the playgroups concept will be implemented in LAAS with Robert Cabral.

Commissioner Brent noted that “Remember Me” day is on Thursday when candles are lit to commemorate animals that have died in shelters. Supports fosters’ request to use email to communicate and AWTF for supplies; wants update on cat hoarding on Upland Street. Supports information sharing with Sue Mattson. Advocated for labeling dogs by color the way BF does so that challenging dogs be handled only by experienced volunteers and easy dogs by newer volunteers.

Commissioner Zaft had questions about restricting shelter animal walking when 85 degrees and wanted a report on whether this is a rule and the support of it.

Commissioner Wolfson visited Pets For Life event and found it inspiring. Wants music-in-shelters update every week. Wants updates on 85 degree rule, cloves in shelter, and volunteers writing comments on the kennel cards, recognition of staff, volunteers and use of the old SLA shelter. Impressed by the neonatal service provided by the Best Friends Animal Society.

Public Comments:

**Dan Guss:** Questioned why these reports are oral; this is not efficient. **Mary Catalano:** Supports volunteer comments on kennel cards. **Whitney Smith:** Put the cell phone to the mike; unintelligible recording. Animals are being abandoned at old SLA shelter. **Ady Gil:** Volunteers should walk dogs, not staff. This socializes animals prior to adoptions.

5. DISCUSSION ITEMS

A. Evidence Animals: Volunteers Walking Animals; Socialization; Fostering

GM Barnette said there were questions about whether these procedures/rules are the responsibility of the City Attorney or LAAS. Whether to walk an animal should be done on a case-by-case basis. Dangerous animals are not prudent to walk; however, walking animals involved in hoarding cases might be ok. LAAS will give recommendations to the Board. Commissioner Zaft asked the City Attorney if there are legal reasons to not walk
evidence animals. City Attorney Lesel said that in general, no. Commissioner Wolfson said he had positive personal experiences related to this topic and urged movement on this topic quickly. Commissioner Brent said that walking evidence animals promotes “housebroken” behavior and socialization, and makes these dogs more adoptable.

Public Comments:

**Dan Guss:** There is no foster tracking system; this would impact walking evidence animals. **Paula Hsien:** Cited stats about the number of evidence animals and how they would benefit from being walked. **Whitney Smith:** Supports walking these dogs and rotating them. Philadelphia rotates walking dogs in their care, two to three times per day. Commissioner Zaft asked if “Sugar” was being walked; GM Barnette said yes.

LAAS was directed to report back on this matter for the next meeting or the one after.

**B. Quarterly Review of Field Operations**

a. Recognition of Field Staff.
   Director of Field Operations (DFO) Mark Salazar commended a number of staff for various events that were handled above and beyond the call of duty.

b. Overview of Animal Control Officer Staffing, Assignments, Response Times
   DFO Salazar discussed staffing levels, deployment, and his workload. He called on three other staffers to discuss licensing, emergency operations, and the SMART, which included showing a related DVD.

   Commissioner Wolfson wanted additional information on response times. These stats would likely support any request to add more staffing. Commissioner Brent had a lot of questions, but suggested emailing these to the GM in the interest of time. Commissioner Zaft said that this presentation made a strong case to add staff to the field section. Commissioner Gross admired the work of the field staff and was concerned about the lack of adequate staffing in East Valley, where there is only one ACO. Supported training for commissioners on emergency management response. Commissioner Yañez got clarification on when feral cats can be trapped; she is also an advocate for additional staffing of the field. When should this advocacy happen? GM Barnette said now. Commissioner Yañez was in favor in writing a letter of support. Commissioner Zaft said this should be handled “offline.” Zaft had other questions regarding pending licenses and how many animals were sterilized. He asked that there be report back on compliance.

Public Comment:

**Ady Gil:** Don’t believe stats. **Mary Catalano:** Cruelty should be a priority for sending ACOs on a call; there are animals trapped at the old SLA shelter. **Dan Guss:** Had questions about pending licenses. Why not charge owners $100 plus the $235 breeding permit, rather than $20 and provide refund after proof of surgery is presented? **Whitney Smith:** Cats were hurt in the construction of the new park on First and Spring; she called the ACTF. **Phyllis Daugherty:** ACOs must respond within 24 hours; Salazar spent too much time on his discussion item. **Terri Austin:** Has good experiences with staff; needs to be top-down communication. **Sue Mattson:** Solution to canvassing – focus on apartment complexes.
c. Field Licensing Team Update: Tabled to the next meeting

d. Emergency Operations Plan
Susan Botta reported on this topic.

C. Use of Stricter Time Limits on Agenda Items and Public Comments to Increase Efficiency and Shorten Meetings

Commissioner Zaft explained that some Commissioners had requested shorter public comment time limits and time limits on the agenda. Commissioner Wolfson wants more items on the agenda and discussion by affected stakeholders; wants time limits on everyone with time limits on agenda items posted in advance; supports limiting public comments to one to two minutes; suggests 15 minutes total for public comments. Commissioner Gross said that time limits are good in theory but meetings don’t flow that way. Recommends two minutes for general public comments and one minute for public comments on agenda items; limiting time on agenda items may not be realistic, especially for policy matters. Commissioner Yañez agreed with Wolfson; have oral presentation done electronically. Commissioner Brent that there is a middle ground, and supports two minute public comments, queuing up speakers. GM Barrette said we spent too much time on the field presentation. Commissioner Wolfson clarified that time limits should be targets.

Public Comments:

Dan Guss: Commissioner Wolfson would be violating the law. Terri Austin: Various important initiatives were created on the public side of the table. Mary Catalano: She supports generous time limits since the public takes the time to get to these meetings. Phyllis Daugherty: Public hearings are not effective. Whitney Smith: She represents hundreds of people. Sue Taylor: She was disappointed relative to today’s meeting. Sue Mattson: Suggested that the back of each speaker card should include pointers on how to condense your comments and make them effective. Ady Gil: LAAS should review a recording of this meeting to see where time was allocated and wasted.

Commissioner Zaft said that in the past there were only two people in attendance; now there are far more. Commissioner Wolfson wants more items on the agenda and would rather limit himself, and commissioners/staff, rather than the public. Commissioner Brent said all people should limit their comments. Commissioner Gross didn’t want formal limits placed on Commissioners. Commissioner Brent ask what other jurisdictions do. City Attorney Lesel said it varies. Commissioner Zaft said he would take this feedback into advisement and would address this at the next meeting.

6. BOARD REPORT

A. Agreement to Provide Animal Electronic Identification System (Microchips) with Found Animals, Inc. (Action required)

Commissioner Yañez and Brent recused themselves at 1:27 p.m. Aimee Gilbreath and another Found Animals employee set up a projector and showed the Found Animals website.

Commissioner Gross had questions about the accessibility of a telephone number. He mentioned that Avid’s number is prominently displayed on their website. Was there a concern from Found Animals in making the telephone more visible? Gilbreath said that
Found Animal’s model is to use the website as the primary tool. Commissioner Gross said the Mayor wants City services to be easier for the public to access. Commissioner Zaft said that in this city, the phone is still very important. Commissioner Gross cited written documents that stated that Found Animals was selected to provide microchips and said this was premature. Gilbreath apologized for that. Commissioner Zaft asked where else is Found Animals providing microchips. Gilbreath said Sacramento, San Jose, Jacksonville, Kern County.

Public Comments:

Ady Gil: The telephone is faster. Terri Austin: Supports Avid; they are phone accessible. Mary Catalano: [Played phone call to Found Animals on the mike.] Avid works. Zoey Knittel: SNP LA is a grantee of Found Animals; has positive feedback about them; automation is good. Karn Myers: Echoed Zoey’s comments; she’s a heavy user of Found Animals; likes convenience of changing information online. Sandy Sagastume: 80% of her animals are chipped by Found Animals; there is a quick report to register all implanted animals. Christy Metropole: Moved to the Found Animal chip. Phyllis Daugherty: Not everyone is tech savvy. Whitney Smith: [Played recording.]

Commissioner Zaft asked Gilbreath to walk the Commission through a lost-pet scenario; Gilbreath did. He asked if they would be willing to change the website. Gilbreath said that they would. GM Barnette said that would happen during contract negotiations. City Attorney Lesel said that the Commission could direct LAAS to work with Found Animals to integrate phone accessibility into its business model. Commissioner Gross made a motion to approve the recommendations, including making telephone access a part of Found Animal’s model, and have LAAS report back to the Commission six months after contract execution. Commissioner Wolfson seconded. The motion passed 3 – 0.

7. ADJOURNMENT

AGM Chavez asked if all commissioners would be present for the October 14, 2014 meeting at City Hall, Room 1060. All Commissioners present said they would be available. Commissioner Gross motioned to adjourn the meeting and Commissioner Wolfson seconded. Motion carried 3-0. Meeting ended at 2:30 p.m.
Report to the Board of Animal Services Commissioners  
Brenda Barnette, General Manager

COMMISSION MEETING DATE: October 14, 2014  
PREPARED BY: Brenda Barnette

REPORT DATE: October 10, 2014  
TITLE: General Manager

SUBJECT: RECOMMENDATIONS RELATED TO WALKING, SOCIALIZING AND FOSTERING EVIDENCE ANIMALS, “POSSIBLE OWNER” DOGS, DANGEROUS ANIMALS STRAY DOGS QUARANTINED DOGS PERSONAL PROPERTY DOGS, DOGS ON A 45-DAY HOLD FOR PUBLIC ADOPTION (AGGRESSIVE BEHAVIOR), DISASTER-HELDED DOGS, AND DOGS ON A 45-DAY HOLD FOR PUBLIC ADOPTION (EXCESSIVE BARKING)

BOARD ACTION RECOMMENDED:

APPROVE the recommendations related to walking, socializing and fostering evidence animals, “possible owner” dogs, dangerous animals, stray dogs, quarantined dogs, personal property dogs, dogs on a 45-day hold for public adoption (aggressive behavior), disaster-held dogs, and dogs on a 45-day hold for public adoption (excessive barking).

SUMMARY
There have been public inquiries regarding walking, socializing and fostering evidence animals, possible owner dogs, dangerous animals, stray dogs, quarantined dogs, personal property dogs, dogs on a 45-day hold for public adoption (aggressive behavior), disaster-held dogs, and dogs on a 45-day hold for public adoption (excessive barking).

These animals are impounded, sometimes for long periods of time. While confined, they are handled, walked, exercised, or socialized by Department personnel only. Sometimes this means that they get very little human contact and interaction.

1. NOT RECOMMENDED FOR WALKING/SOCIALIZING (with exceptions)

EVIDENCE DOGS
These dogs have been impounded for various reasons such as dangerous animal cases, hoarding, and animal cruelty. From the Department’s perspective, these animals should never
be walked by anyone other than staff. Any exceptions to this should be the decision of the Office of the City Attorney.

If the City Attorney responsible for prosecuting the case approves walking/socializing, the volunteer shall attend a training class related to exercising these dogs. This would minimize the City's liability. The training curriculum shall address chain of custody, personal property, the rules that apply when walking an evidence dog, dog handling, and dog behavior. Walking logs would be strictly handled to track who had the dog(s), and when they were taken out and returned. This is essential to demonstrate chain of custody.

Because these dogs may not be socialized, leash-trained, or sterilized, evidence dogs cannot leave the shelter's grounds.

"POSSIBLE OWNER" DOGS
These dogs are suspected of being owned by someone. They are held for seven days after a "possible owner" letter has been mailed to notify the purported owner that their animal has been impounded. These animals are evidence and share the same chain of custody issue described above. Moreover, if this animal bites someone while being walked, the owner will not be able to redeem the animal for at least 10 days and will incur extra fees ($257.16) for the quarantine period.

DANGEROUS ANIMALS
When a dog is impounded due to a dangerous animal filing, the Department is stating the dog is a threat to public health and safety and must be impounded to protect humans and/or animals. Dangerous animals should never be walked on the street, in the shelter or in a playgroup.

STRAY DOGS
This animal is assumed to be owned. The Department does not take these animals out to be handled or shown to potential adopters until the holding period has lapsed. If this dog escapes and the owner is aware that it was in our care and custody, this reflects poorly on the Department. If this animal bites someone, the owner will not be able to redeem the animal for at least 10 days and will incur extra fees for the quarantine period. Any exceptions to this should be the decision of the Director of Shelter Operations and the dog must be walked and socialized on the shelter's grounds.

QUARANTINED DOGS
In almost all cases, this animal has a history of aggression and is mandated by state law (Title 17, California Code of Regulations) to be isolated. In other quarantine cases, the dog has been bitten by a wild animal that may be a rabies suspect; this animal must be quarantined (in isolation) for six months.

PERSONAL PROPERTY DOGS
These dogs are impounded for various reasons, such as an owner is hospitalized, incarcerated, or dead. These animals have a 30-hold and the owner/relatives can claim them anytime within that period. Due to the potential of a short hold period and the fact these pets may not be sterilized or microchipped, and we know there is an owner, Animal Services would not include them in a walking/socialization routine. Any exceptions to this should be the decision of the Director of Shelter Operations and the dog must be walked and socialized on the shelter's grounds.
Report to the Board of Animal Services Commissioners
Subject: Recommendations Relative to Walking/Socializing Evidence Animals

DOGS ON A 45-DAY HOLD FOR PUBLIC ADOPTION (AGGRESSIVE BEHAVIOR)
This occurs when an animal's license has been revoked and the owner is ordered to remove the dog from the City due to aggressive behavior. If the dog is found in the City five days after the time for appeal has passed, the Department can impound the dog and place it up for adoption. These dogs should not be walked. Any exceptions to this should be the decision of the Director of Shelter Operations and the dog must be walked and socialized on the shelter's grounds.

2. RECOMMENDED FOR WALKING/SOCIALIZING

DISASTER-HELD DOGS
These animals are impounded either as a courtesy to owners or because they were at-large as a result of a natural disaster. These dogs are good candidates for walking by competent volunteer handlers on shelter property or allowed loose in a securely confined shelter area.

DOGS ON A 45-DAY HOLD FOR PUBLIC ADOPTION (EXCESSIVE BARKING)
This occurs when an animal's license has been revoked and the owner is ordered to remove the dog from the City due to excessive barking. If the dog is found in the City five days after the time for appeal has passed, the Department can impound the dog and place it up for adoption. These dogs are good candidates for being walked/socialized by a competent volunteer handler.

Relative to fostering, the Department is opposed to fostering any of the above categories. Because we do not know the type of environment in which the animal will be placed, we cannot monitor its health, status or security. And if any of these animals have medical conditions, a veterinarian shall be consulted to see if the animal is medically sound for walking/socializing.

Upon approval of this policy, Standard Operating Procedure(s) will be developed and issued.

FISCAL IMPACT
None.

APPROVED

BRENDA BARNETTE, General Manager

BOARD ACTION:

_________ Passed

_________ Passed with noted modifications

_________ Tabled

_________ Disapproved

_________ Continued

_________ New Date
<table>
<thead>
<tr>
<th>WORK GROUP</th>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT PRICE ($)</th>
<th>AMOUNT</th>
<th>TOTAL (incl. taxes/S&amp;H)</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Operations</td>
<td>Volunteer program handbooks ($4800 for handbooks; $2500 for fliers)</td>
<td></td>
<td>$7,300</td>
<td>$7,300</td>
<td>$7,300</td>
<td>Volunteer handbooks are given to new volunteer during the mandatory orientation. Handbooks provide volunteers with critical information needed once they provide services and serve as a reference document. Fliers are training guides to dog/cat behavior, diseases and disease control. In prior years, handbooks/fliers where printed/assembled at the shelters using color copiers. Although this was cost-effective, neither document held up and the cost-per-page was expensive. Using the General Services Department’s (GSD) printing/binding results in more professional, less expensive documents, and is necessary since the Department no longer has color copiers. The cost of GSD’s services was not budgeted this year. We are requesting to use AWTF to pay for these much-needed documents.</td>
</tr>
<tr>
<td>Field Operations (enforcement)</td>
<td>14' boat w/trailer</td>
<td>1</td>
<td>2,382</td>
<td>2,382</td>
<td>2,382</td>
<td>For water rescues; would promote officer/animal safety. Staff currently uses a body board.</td>
</tr>
<tr>
<td></td>
<td>Animal control devices - 28&quot;</td>
<td>75</td>
<td>5,025</td>
<td>5,025</td>
<td>5,025</td>
<td>Captures animals from tight spaces. This equipment is not in the Department’s inventory. Promotes officer/animal safety.</td>
</tr>
<tr>
<td></td>
<td>Animal control devices - 4&quot;</td>
<td>75</td>
<td>5,775</td>
<td>5,775</td>
<td>5,775</td>
<td>Captures animals from most locations. Current equipment is worn. Promotes officer/animal safety.</td>
</tr>
<tr>
<td></td>
<td>Snake tongs</td>
<td>75</td>
<td>5,175</td>
<td>5,175</td>
<td>5,175</td>
<td>Captures snakes. Reduces risk of bites. Promotes officer safety.</td>
</tr>
<tr>
<td></td>
<td>Animal law handbooks</td>
<td>75</td>
<td>3,450</td>
<td>3,450</td>
<td>3,450</td>
<td>Current editions are outdated. Required for investigations and casework.</td>
</tr>
<tr>
<td></td>
<td>Shelving for rescue vehicles</td>
<td>2</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>Current shelving is unsafe and not professionally installed. Promotes officer safety.</td>
</tr>
<tr>
<td></td>
<td>Rescue vehicle “wraps.” These graphics turn vehicles into moving billboards and gives brand exposure to thousands of residents and potential customers.</td>
<td>3</td>
<td>8,946</td>
<td>8,946</td>
<td>8,946</td>
<td>Promotes the Department and promotes positive public relations at rescues and events.</td>
</tr>
<tr>
<td></td>
<td>Gators, from John Deere, are four-wheeled small all-terrain utility vehicles. These typically feature a box bed, similar in function to a pickup truck</td>
<td>4</td>
<td>81,600</td>
<td>81,600</td>
<td>81,600</td>
<td>Used for rough terrain and long distances to carry gear. Promotes officer/animal safety.</td>
</tr>
<tr>
<td></td>
<td>Trailers for Gators (carries two Gators each)</td>
<td>2</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>Required to transport above.</td>
</tr>
<tr>
<td></td>
<td>Segways, two-wheeled, self-balancing, battery-powered electric vehicles. Computers and motors in the base of the device keep the Segway upright when powered on with balancing enabled. A user commands the Segway to go forward by shifting weight forward and backward. Segways can reach a speed of 12.5 miles per hour.</td>
<td>6</td>
<td>49,044</td>
<td>49,044</td>
<td>49,044</td>
<td>Enables licensing canvassing to cover more locations, maintain an enforcement profile, and collect more revenue.</td>
</tr>
<tr>
<td></td>
<td>Trailers for Segways (carries all six)</td>
<td>4</td>
<td>4,578</td>
<td>4,578</td>
<td>4,578</td>
<td>Required to transport above.</td>
</tr>
<tr>
<td></td>
<td>Citation book covers</td>
<td>75</td>
<td>1,875</td>
<td>1,875</td>
<td>1,875</td>
<td>Replaces older worn citation books. Supports use of citations.</td>
</tr>
<tr>
<td></td>
<td>Posse boxes, or clipboards with storage capacity.</td>
<td>90</td>
<td>2,647</td>
<td>2,647</td>
<td>2,647</td>
<td>For Administrative Citation Enforcement (ACE) program to carry and issue citations.</td>
</tr>
<tr>
<td>WORK GROUP</td>
<td>ITEM</td>
<td>QTY</td>
<td>UNIT PRICE ($)</td>
<td>AMOUNT</td>
<td>TOTAL (incl. taxes/S&amp;H)</td>
<td>JUSTIFICATION</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-----</td>
<td>----------------</td>
<td>--------</td>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Mighty Mover trailer with A/C and generator</td>
<td>1</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>Current rescue/housing trailer does not have air conditioning for animals.</td>
</tr>
<tr>
<td></td>
<td>Small animal trailers</td>
<td>6</td>
<td>3,500</td>
<td>21,000</td>
<td>21,000</td>
<td>Transports smaller livestock. Easier access/use and mobility than a horse trailer.</td>
</tr>
<tr>
<td></td>
<td>Thomas Bros. guides</td>
<td>75</td>
<td>35</td>
<td>2,625</td>
<td>2,625</td>
<td>Used to plot calls for officers. Replaces outdated editions.</td>
</tr>
<tr>
<td></td>
<td>Cameras</td>
<td>75</td>
<td>200</td>
<td>15,000</td>
<td>15,000</td>
<td>Replaces outdated worn/broken equipment. Improved images for cases.</td>
</tr>
<tr>
<td></td>
<td>Bluetooth lapel &quot;mics&quot;</td>
<td>75</td>
<td>231</td>
<td>17,324</td>
<td>17,325</td>
<td>Hear/talk without wires. Faster radio access. Recent officer attack would have benefited tremendously from this device. Promotes officer/animal safety.</td>
</tr>
<tr>
<td></td>
<td>Anderson Sling, and frame, was developed for veterinary use to support the large skeletal structure of a horse when in need of rescue or rehabilitation. It has a four-point face mask/halter system designed to control and support the head, and is considered quite comfortable to the animal. The Anderson Sling has been successfully used in air rescue situations where the horse must be safely and effectively restrained and suspended for transport to safety.</td>
<td>1</td>
<td>4,971</td>
<td>4,971</td>
<td>4,971</td>
<td>Replaces 17-year-old worn sling. Promotes officer/animal safety.</td>
</tr>
<tr>
<td></td>
<td>Becker sling, a simple vertical lift system designed for short rescues and extracting large animals from cisterns, swimming pools, and other location where it is necessary to lift the animal in order to place it in a safer location.</td>
<td>1</td>
<td>1,727</td>
<td>1,727</td>
<td>1,727</td>
<td>Small sling to access remote locations for equine. Animal Services does not have any in stock. Promotes officer/animal safety.</td>
</tr>
<tr>
<td></td>
<td>Nets</td>
<td>75</td>
<td>150</td>
<td>11,250</td>
<td>11,284</td>
<td>Used for capturing birds and fowl. None in stock. Promotes officer/animal safety.</td>
</tr>
<tr>
<td></td>
<td>Snappy devices</td>
<td>75</td>
<td>37</td>
<td>2,759</td>
<td>2,775</td>
<td>Used for capturing animals where poles cannot access. Promotes officer/animal safety.</td>
</tr>
<tr>
<td></td>
<td>GPS mapping units</td>
<td>75</td>
<td>250</td>
<td>18,750</td>
<td>18,750</td>
<td>Maximizes quick response and travel time. Assists with calls received in the field.</td>
</tr>
<tr>
<td></td>
<td>Dispatch console, which monitor officer activities, locations and displays the officer and location when s/he triggers a radio panic button.</td>
<td>1</td>
<td>65,000</td>
<td>65,000</td>
<td>65,000</td>
<td>Monitors officers’ activities, locations and panic button activations. Recent officer attacked would have benefited from this technology. Promotes officer safety.</td>
</tr>
<tr>
<td>Shelter Operations</td>
<td>Landa pressure washer (to power-wash kennels)</td>
<td>2</td>
<td>1,955</td>
<td>3,900</td>
<td>4,300</td>
<td>West LA is the only shelter without a pressure washer to sanitize its kennels, and the one at East Valley shelter is inoperable.</td>
</tr>
<tr>
<td></td>
<td>Petedge stainless steel (ss) feed bowls 98 oz/32 oz/16 oz</td>
<td>375</td>
<td>1/3/3</td>
<td>1,329</td>
<td>1,666</td>
<td>To have the required number of sanitary feeding bowls for animals in our care.</td>
</tr>
<tr>
<td></td>
<td>Wall-mounted telephone paging amplifiers (provide music input through an RCA jack)</td>
<td>5</td>
<td>1,338</td>
<td>6,688</td>
<td>7,290</td>
<td>To provide a soothing atmosphere for animals in our care.</td>
</tr>
<tr>
<td></td>
<td>Nelson automatic dog waterer (supplies constant supply of fresh water without having to manually refill bowls)</td>
<td>120</td>
<td>93</td>
<td>11,160</td>
<td>12,764</td>
<td>To replace worn/rusted automatic watering bowls that provide fresh water without having to refill them by hand.</td>
</tr>
<tr>
<td></td>
<td>Stand-alone CCTV for SLA shelter in key areas (parking, lobby, community room, animal receiving)</td>
<td>5</td>
<td>26,496</td>
<td>132,482</td>
<td>132,482</td>
<td>To provide security cameras through the facilities for staff, public and animal safety.</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$543,847</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
City of Los Angeles Department of Animal Services
Kennel Impound Card for WEST LA

Record No: K14-044716
Animal ID: A1509466
Kennel No: L CISO02
Sex: NEUTERED
DOB: 02/20/2014
Breed: DOMESTIC SH
Color: GRAY & WHITE
Intake Date: 09/20/2014
Intake Type: OWNER SUR
Hold? NO

Vaccinations
[ ] DHLPP
[ ] RABIES
[ ] FVCRP
[ ] Bordetella [IN / SQ]
[ ] Deworming
[ ] Intake Exam
Weight ____ lbs (by______)

Behavior Observations
Observation Date: _______ _______ _______ _______
Employee ID #: _______ _______ _______ _______
Hissing: [ ] [ ] [ ] [ ] [ ]
Growling: [ ] [ ] [ ] [ ] [ ]
Spitting: [ ] [ ] [ ] [ ] [ ]
Pupils Dilated: [ ] [ ] [ ] [ ] [ ]
Ears Flattened: [ ] [ ] [ ] [ ] [ ]
Charges: [ ] [ ] [ ] [ ] [ ]
Hides: [ ] [ ] [ ] [ ] [ ]
Walks on leash: [ ] [ ] [ ] [ ] [ ]
 Doesn’t walk on leash [ ] [ ] [ ] [ ] [ ]
Outgoing: [ ] [ ] [ ] [ ] [ ]
Food Fights: [ ] [ ] [ ] [ ] [ ]
Sensitive to touch: [ ] [ ] [ ] [ ] [ ]
Timid/Shy: [ ] [ ] [ ] [ ] [ ]
Snaps: [ ] [ ] [ ] [ ] [ ]
Bites: [ ] [ ] [ ] [ ] [ ]

First Rights
Interested Party
Medical
Behavior

My Name is LOVER BOY

I ________________________, agree and understand that the animal(s) in my care are only temporary foster(s) and agree to return them to the Department of Animal Services upon demand or on the date herein specified.

To Be
Date Fostered: ____/____/____ Returned Date: ____/____/____

______________________________ ID#: __________
Signature

Animal Care Center Phone # ________________________________
Date Returned: ____/____/____ Rec By ID#: __________

Returned By: ________________________________

ID#: __________

Signature: ________________________________