

**Animal Shelter Advisory Board Minutes November 7, 2012**

**STATE OF TEXAS           §**

**COUNTY OF TARRANT   §**

**CITY OF BEDFORD       §**

The Animal Shelter Advisory Board of the City of Bedford met at 4:30 p.m. in the Training Room of the Bedford Police Department, 2121 L. Don Dodson Drive, on the 1<sup>st</sup> day of November, 2012, with the following members present:

Les Hawkins	Deputy Police Chief
Mark Bellinghausen	Animal Control Supervisor
Dr. Rebecca Epps	Board Member

Constituting a quorum. Also present:

Sherri Olsen	Council Member
Ken Horn	Animal Control Officer II

(The following items were considered in accordance with the official agenda posted on the 1<sup>st</sup> day of November, 2012.)

**CALL TO ORDER**

Animal Control Supervisor Mark Bellinghausen called the meeting to order at 4:35 p.m.

**APPROVAL OF THE MINUTES**

- CONSIDER APPROVAL OF THE August 29, 2012, BOARD MINUTES.

Mark Bellinghausen made the motion to approve the minutes of the August 29, 2011 Board Meeting.

Dr. Rebecca Epps seconded the motion.

The minutes were approved. No opposition was recorded.

**OLD BUSINESS**

- DISCUSSION REGARDING THE STATUS OF THE ANIMAL CONTROL ORDINANCE REVISION.

Deputy Chief Hawkins stated that the ordinance change revisions have been completed and turned into the city attorney's office. The city attorney should be completed with the review by the end of this week and after the revisions are completed it will be submitted to city council for approval. The ordinance has been streamlined to flow better as well as merging the two boards and the adoption criteria has been updated. All members of the Animal Control Board expressed interest in coming on to the Animal Shelter Advisory Board. The only person not eligible is Dr. Risley because he does not reside in the city of

Bedford. Deputy Chief Hawkins advised that the boards will be merged hopefully by the next meeting.

- **DISCUSSION REGARDING ANIMAL SHELTER FOSTER PROGRAM**  
Deputy Chief Hawkins distributed copies of guidelines from the Grand Prairie and Plano animal control facilities and a few application drafts that he has composed. He stated that he would like the members to review and please call or email with any suggestions that they may have. Dr Rebecca Epps advised that she believes that board member Dawn Orr would most likely add training material to the application packet and give a class as long as there was a large enough amount of people to warrant the class. Deputy Chief Hawkins advised that this will be only for fosters, not volunteers, and that the volunteer application will need to be revised after this is completed. Dr. Rebecca Epps expressed that the foster families need to keep the animals separated from the general population in the home. Deputy Chief Hawkins advised that we will also continue to enforce the maximum allowance of animals in a home. Dr. Rebecca Epps advised that cat testing a dog at a shelter is not very efficient and the family needs to be advised that this could still be an issue. Dr. Rebecca Epps and Deputy Chief Hawkins also mentioned that it would be a good idea to advertise at some of the colleges around the area for an intern volunteer coordinator.

#### NEW BUSINESS

- **DISCUSSION OF PET FAIRS AND FUTURE ADOPTION EVENTS**  
ACO II Ken Horn advised that 16 adoptions were completed and 21 total vendors were on site. He stated that a Girl Scout troop and a criminal justice class were at the fair to volunteer. A Carter Blood Care bus was also at the event. Everyone that spoke with ACO II Ken Horn advised that everyone that spoke with him about the criminal justice class were extremely pleased with them and a letter of praise was sent to the instructor. Council Member Sherri Olsen asked how the pet fair is scheduled. ACO II Ken Horn advised that he checks with the city and other organizations to make sure that the pet fair does not conflict with other events. Supervisor Bellinghausen advised that he would like to have the pet fair on the second Saturday of the month so that the sign can be made to reflect this and it will not need to be changed. The next pet fair will be set for April 13, 2013. Council Member Sherri Olsen asked what happens when a volunteer completes a volunteer form. ACO II Ken Horn advised that we allow them to volunteer at their own leisure. Council Member Sherri Olsen advised that she would like to see the shelter be more proactive and call volunteers. Dr. Rebecca Epps advised that this would be a great project for a volunteer coordinator and will be able to be achieved when this position is filled. Council Member Sherri Olsen advised that she would be willing to help with this matter. ACO II Ken Horn advised that the signs for the pet fair were made by The Lynd Apartment Management Company. Dr. Rebecca Epps advised that there is still no construction sign from the access road advising that the animal shelter is located on Reliance Parkway. Council Member Sherri Olsen stated that she is still working on this. Deputy Chief Hawkins advised that resident Karen Killian donated two grills to the shelter.

#### ADJOURNMENT

Dr. Rebecca Epps motioned to adjourn the meeting and Supervisor Mark Bellinghausen seconded the motion. There was no opposition and the meeting was adjourned at 5:48 p.m.