

**City of Carson City
Agenda Report**

Date Submitted: March 8, 2011

Agenda Date Requested: March 17, 2011

Time Requested: 10 Minutes

To: Carson City Board of Health
From: Health & Human Services (Marena Works)

Subject Title: Review of the matrix developed from recommendations provided by the Humane Society of the United States report.

Staff Summary: Last July, the Humane Society of the United States (HSUS) conducted a voluntary, on-site visit of the animal services facility. The City Manager appointed an Animal Services Advisory Board to review the report and develop a list of priorities from the reports recommendations. This priority list is being provided to the board as information only.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify) Information Only

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: Information Only.

Explanation for Recommended Board Action: No Action Required

Applicable Statue, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives:

Supporting Material:

Prepared By: Marena Works, MSN, MPH, RN

Reviewed By: *[Signature]*
(Department Head)

Date: 3-9-11

[Signature]
(City Manager)

Date: 3/9/11

[Signature]
(District Attorney)

Date: 3/9/11

[Signature]
(Finance Director)

Date: 3/9/11

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

1. Most important, do now
2. Do after 1
3. Do after 2
4. Not applicable or considered priority

CCAS TASK FORCE MATRIX

1.0 General Overview

1.1 Shelter Exterior and Grounds

*This whole section is considered after animal care; its importance is foremost related to the first thing the public sees when coming in and it is important to be presented well.

Page	Item number	Item description	Category	Comment	Priority	Time	Status
3	1	Develop year round grounds maintenance schedule	Training	City Parks/maintenance for lawns, cemetery, trees, snow removal	3	April	Need work schedule from Public Works
3	2	Organize shelter "Clean up Day"	Outreach	Suggestion to incorporate into the volunteer program	3		
3	3	Place park benches in front of facility and grassy areas	Physical		3	N/A	Completed by staff
3	4	Relocate trash container	Physical		3	N/A	Completed by staff
3	5	Paint white lines in visitor parking lot	Physical		3	April	To contact Public Works
4	6	Consider removing chain link cages in front of entrance	Physical		3	N/A	Completed by staff

1.2 External and Directional Signage

*Entire section is considered a "3"

Page	Item number	Item description	Category	Comment	Priority	Time	Status
4	1	Mount identifying sign on front gate	Physical		3	N/A	Completed by staff
4	2	Post sign on main entrance door listing hours and services offered	Physical		3	N/A	Completed by staff
5	3	Post sign on left side of entrance welcoming and thanking public for visiting	Physical		3		
5	4	Remove the sign that directs people not to bring animals in the office	Physical		3	N/A	Completed by staff
5	5	Place identifying sign on cat room door	Physical	Public will inquire from within	3		N/A

1. Most important, do now
- 1a: Important, smaller project
2. Do after 1
3. Do after 2
4. Not applicable or considered priority

5	6	City should install multidirectional signs on major intersections	Physical		3		To contact Public Works/Streets
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1.3 Hours of Operation

Page	Item number	Item description	Category	Comment	Priority	Time	Status
6	2	Consider opening kennels for adoption at 11:00 a.m.	Training	Open at noon for cleaning/staffing	2	N/A	Completed
6	3	CCAS should consider opening until 7 p.m. at least one evening a week	Training	The group did not consider this important at this time	4	N/A	N/A

1.4 Building Security

Page	Item number	Item description	Category	Comment	Priority	Time	Status
6	1	Develop SOPs for building security. Include opening, closing and alarm-setting procedures	Training	No current alarm system	4	N/A	Ongoing
7	2	Contact Stanley Systems to address malfunctions in alarm system	Outreach	Stanley Contract Ended/ possible new security system with remodel	4	N/A	Completed
7	3	Advise staff on how to respond to dangerous situations such as security breach	Training	Write SOP	4	April	In process
7	4	Consider alarm systems for windows and doors in rear kennel buildings	Physical	Possible consideration for remodel	4	June	In planning stage
7	5	Ensure outside of building is well-lit	Physical	Currently enough for staff	4	N/A	Not feasible unless all new underground installed for parking

1.5 Emergency Preparedness/Disaster Procedures

Page	Item number	Item description	Category	Comment	Priority	Time	Status
8	1	Review and enhance evacuation plan SOP	Training		1	ASAP	
8	2	Update staff training procedures and post them appropriately	Training		1	By April 30 th	
8	3	Staff should actively participate in drills	Training		1	By May 31 st	
8	4	Install outside lockbox to allow fire and police personnel access afterwards in case of emergency	Physical		1	By March 1 st	

1. Most important, do now
- 1a: Important, smaller project
2. Do after 1
3. Do after 2
4. Not applicable or considered priority

1.6 General Safety and OSHA

Page	Item number	Item description	Category	Comment	Priority	Time	Status
9	1	Employer's responsibility to ensure the safety and welfare of employees	Training		1	By May 1 st	
9	2	Place OSHA compliant labels on all secondary containers for chemicals	Physical		1	By May 1 st	
9	3	Provide eye wash stations in readily accessible locations	Physical		1	N/A	Completed
10	4	Determine which hazards necessitate the use of PPE then require to do so	Training		1	By May 1 st	
10	5	Develop and offer a formal safety training program	Training		1	By May 1 st	
10	6	Consider purchasing information stations	Physical		1	By May 1 st	
10	7	Assemble safety training manual to distribute to employees	Training		1	By May 1 st	
11	8	Ensure all chemicals being used have a MSDS	Training		1	By May 1 st	
11	9	Include volunteers in all safety training	Training		1	By May 1 st	
11	10	Refer to additional safety resources online	Training		1	By May 1 st	
11	11	Clearly mark fire extinguishers with identifying signs	Physical		1	By May 1 st	
11	12	Increase the number of first aid kits available	Physical		1	Ongoing supply	Completed
11	13	OSHA has strict regulations on decibel levels	Training	Ear plugs have been addressed. A local audiologist was consulted and we were advised on proper ear plugs	1	By May 1 st	Completed