

**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:

(Department Head)

Date:

3-9-11

(City Manager)

Date:

3/9/11

(District Attorney)

Date:

3/9/11

(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 |
|---|---|---|----------|--|---|--|---------------------------------|

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 |