

MINUTES OF THE MEETING OF COLLIER COUNTY  
DOMESTIC ANIMAL SERVICES ADVISORY COMMITTEE

Naples, Florida, May 21, 2013

LET IT BE REMEMBERED, that the Collier County Domestic Animal Services Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 6:30 PM in REGULAR SESSION at Domestic Animal Services Training Room, Davis Blvd., East Naples, Florida, with the following members present:

CHAIRMAN: Marcia Breithaupt  
Marjorie Bloom (excused)  
Sergeant David Estes  
Cynthia Harrold  
Dan Martin  
Michael Simonik

ALSO PRESENT: Amanda Townsend, Director, DAS  
Darcy Andrade, Animal Control Supervisor  
Dr. Melissa Shyan-Norwalt, Operations Manager  
Daniel Christenbury, Public Relations Coordinator

**I. Call to Order**

Chairman Marcia Breithaupt called the meeting to order at 6:31 PM.

**II. Attendance**

Attendance was taken and a quorum established.  
Several members of the Public were also in attendance.

**III. Approval of Agenda**

*Sgt. David Estes moved to approve the agenda. Second by Michael Simonik. Carried unanimously, 5-0.*

**IV. Approval of Minutes of April 16, 2013**

*Cindy Harrold moved to recommend approval of the minutes of April 16, 2013. Second by Dan Martin. Carried unanimously, 5-0.*

*After the minutes were approved, Chairman Marcia Breithaupt noticed a correction was needed on Page one –CHAIRMAN should replace VICE CHAIRMAN.*

*Marcia Breithaupt moved to recommend approval of the minutes of April 16, 2013, as amended. Second by Dan Martin. Carried unanimously, 5-0.*

**V. Old Business**

**A. Director's Report**

**Amanda Townsend** deferred her report until the conclusion of the Staff Reports.

**Melissa Shyan-Norwalt** reported the Cat Room was being painted and turned into a "Kitten Kindergarten"; with cubes and a kangaroo climber with ladders and slides. There will be press coverage articles sent out when the room is completed. It was noted there was no shortage of kittens for adoption; it being kitten season.

**Amanda Townsend** noted June was Adopt a Cat Month and asked to be notified if any groups were doing any special promotions regarding cat overpopulation issues. DAS will help to promote those activities.

**Darcy Andrade** reported on the Animal Control Officers statistics for the month of April:

748 complaints answered:-- 34 assist calls (involving other animal control officers); 18 dead domestic animals removed; 157 investigative complaints (animal abandonment, bites, cruelty, neglect and businesses); 32 nuisance (barking, disturbances, etc.); 82 citations issued; 3 owner surrenders; 7 rescues of animals in distress; 372 stray/confinement complaints; 69 transports to veterinarian's offices and numerous letters sent out. Darcy commented only nine Animal Control Officers handled all of this.

To the several questions asked by the DASAB, Ms Andrade responded future reports could be tailored to the DASAB's requests.

**Dan Christenbury** announced the E-mail marketing Service will be up and running soon; several kinks were being worked out. It will allow access by e-mail or the DAS Facebook page. He spoke about the Cinco de Mayo \$5.00 cat sale promotion – 2 cats and one Chihuahua were sold. He and Dr. Melissa were

working on signage posted in the adoption kennel on animal care and ways to keep animals healthy.

A reminder flyer was distributed concerning the final talk in the lecture series by Dr. Melissa Shyan-Norwalt on May 28 from 6:30 to 8:00 pm, entitled *The Truth about Cats: Social Signals, That Is*.

**Amanda Townsend** gave her Directors Report. She stated the Budget presentations with the County Manager will take place this week and will then be put on the DASAB June agenda. There were no major changes. The BCC Budget Workshops will be held in late June and budget will be effective October 1, 2013.

Employee evaluations (10 pages per employee) will be on her agenda over the summer.

She read a letter from an Immokalee teacher who is teaching the topic of problem solving and solutions by using the stray animal population problems in that area. A request was made for DAS literature and brochures to show the students how they could make a difference. Amanda read several letters the children had written with their ideas and thoughts about the topic.

*In response, Amanda will offer Brochures and Literature and an Animal Control Officer to speak to the class at the school.*

**Dan Martin** suggested using the letters to build support for the Immokalee Shelter project.

#### **B. Standards of Care document review**

**Amanda Townsend** explained some of her editing and consolidations on the document that was discussed at the October meeting. She provided a copy of a summary of the public input on the Standards of Care document for the DASAB's consideration; which was gleaned from the several administrative meetings she had with various concerned rescue groups.

The following four sections of the Standards of Care document concerned most groups. A lengthy discussion followed with input by several of the members of the public present at the meeting. The consensus of the DASAB on each section item was:

- Item II. 7- having to do with detailed and specific temperature requirements -- *The DASAB agreed the Resolution establishing the Standards of Care sufficiently covers Item II.7. , as written, along with the provisions of Item I General Standards of Care (the Five Freedoms). (A straw vote was taken to reach that consensus)*

- Item III. B.2- having to do with the posted display of contact information for emergencies at animal related businesses or organizations—adding a provision for organizations in residences to have their contact information kept on file with animal services and local fire and law enforcement agencies.

*The DASAB agreed the Animal Control Officers and Fire Departments inspect all businesses open to the public. Independent rescuers are organizations not open to the public. Contact information need not be posted at their residences, if available at DAS and fire and law enforcement agencies.*

- Item III. C.3 having to do with owner's identification, animal medical record and medical release for emergency treatment for injury or illness.

(This situation arose because many people who care for un-neutered animals may not be the registered owner, and/or have no ID, phone or permanent address. Rescuers spay and neuter the animal, document it, get it healthy and return it, curbing repeated litters.

Assistance may not be accepted if proof of identity was a requirement)  
 After much discussion, the DASAB agreed to add to Item III.C. 3 –unless, due to extenuating circumstances, the owner/caregiver chose to remain anonymous and permission to treat in an emergency was given to the rescuer.

- Section II *Proper Animal Husbandry*

*In addition to the former corrections to the 38 items in the section, the DASAB agreed on a revision of:*

*Number 2, adding “lay down”*

*Number 5, eliminating the words “unfamiliar to each other or”. It was noted unfamiliarity would exist in all housing facilities.*

*Number 16, eliminate “at all times” and replace with “cleaned daily”*

*Number 22, eliminate “seek veterinary care for any sick or injured animal, and”*

*Number 29, eliminate “large enough” and add “are adequate”*

***Michael Simonik moved to recommend the BCC approve the Standards of Care Document, as amended in today’s discussions. Second by Sgt. David Estes. Carried unanimously, 5-0.***

**Amanda Townsend** stated once all ACO’s have been trained in the changes, all law enforcement jurisdictions will be informed of the Ordinance changes and the Standards of Care Resolution after adoption by the BCC,

## **VI. New Business**

### **A. Cost-Benefit Analysis for 7-Day Full-service Operations**

**Amanda Townsend** provided copies of the Detailed Cost Analysis she had prepared to present to the DASAB; and, with their direction, to the BCC. The County Manager had seen a draft of the Detailed Cost Analysis and one Commissioner had asked to see a copy. The DASAB reviewed the report, fielding comments by some of the public citizens present.

Points brought out were:

- Seven-day full service was on DASAB’s *Top Ten Priority List*
- There would be a need for additional personnel
- Staff would have to be there anyway
- Estimate of 110 fewer animals euthanized
- Number of live releases versus minimal cost increase
- Added service would be a benefit to the public
- Promotion of community goodwill

***Sgt. David Estes moved to recommend the BCC approve 7-day full service at DAS, attaching the Cost Analysis document as an addendum to the Budget presentation. Second by Marcia Breithaupt. Carried unanimously, 5-0.***

### **B. Summer meeting schedule**

**The DASAB** agreed to the following summer schedule after a brief discussion: Meetings -June 18, July 16 and September 17. No meeting in August.

***Marcia Breithaupt moved to approve DASAB meeting on June 18, July 16 and September 17, 2013; and, not meeting in August. Second by Michael Simonik. Carried unanimously, 5-0.***

## **VII. Public Comment**

**Patty Teulet** spoke about the productive volunteer meetings and Kathy Drew’s informative “how-to” talks.

She distributed a letter from the owner of a sign company to Vice Chairman Marjorie Bloom providing suggestions to improve the visibility of the entrance to the DAS facility. His suggestion was for the DASAB to recommend to the BCC that the residents of Collier County would be better served by DAS by trimming the tree blocking the entrance sign.

*The letter will be put on the June Agenda for discussion by the Advisory Board.*

She also brought up the problem with mites; noticed when bathing the dogs.

*Amanda Townsend responded any problems the volunteers encounter will be addressed as soon as they are brought to the attention of staff.*

**VIII. Advisory Board Member Comments**

**Dan Martin** asked for a clarification and clearer definition of neglect and abuse; and, of the ACO’s discretion.

*Darcy Andrade provided explanations and gave examples of scenarios.*

Dan’s second point was regarding an “educational opportunity”. His proposal was in the form of a motion and in the spirit of public information, including press coverage.

***Dan Martin moved to approve Commissioner Nance, armed with a stopwatch and thermometer, determine how long would be sufficient time to be locked in a hot car. Second by Michael Simonik. Motion did not carry, 4-1.***

DASAB offered to provide factual and scientific articles on the subject to Mr. Nance.

**Michael Simonik** mentioned the Heart Worm treatment that could be provided at the Humane Society’s clinic for about \$300. Amanda will include the Humane Society on the list that of those providing those services.

**Marcia Breithaupt** stated, in her opinion, the Standards of Care was a decent document, though it did not please everyone. A start had to be made somewhere. Now it needed to be enforced.

Next Advisory Board Meeting is scheduled for June 18, 2013 at the Domestic Animal Training Room, Davis Blvd., Naples, Florida

**There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 8:25 PM.**

**COLLIER COUNTY DOMESTIC ANIMAL SERVICES**

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**Chairman Marcia Breithaupt**

These minutes approved by Board/Committee on \_\_\_\_\_ as presented \_\_\_\_\_ or as amended \_\_\_\_\_.