

PUBLIC SAFETY COMMITTEE MINUTES

DATE OF MEETING: March 15, 2018 at 7:00 a.m. County Building

MEMBERS PRESENT: Cris Rogers – Chair, Christy Pruser, and Lance Reece. Also present Dee Rentmeister, County Administrator. Pruser left at 7:35 a.m.

MEMBERS ABSENT: David Newberg and Sue Whitted

SUMMARY OF DISCUSSION:

- Motion by Rogers, 2nd by Pruser to approve last months' minutes. Voice vote, motion carried.
- Motion by Rogers, 2nd by Reece to approve the claims. Voice vote, motion carried. Discussion on the travel policy and if it applied to all departments. Will check with the State's Attorney.
- Motion by Rogers, 2nd by Pruser to approved the revised Animal Control Officer job description. Voice vote, motion carried.
- Travel request for Brandi Alsup to travel to Roanoke on March 21,2018 for required training. Cost will be lunch and mileage reimbursement. Motion by Rogers, 2nd by Pruser to approve travel request as presented. Voice vote, motion carried.
- Discussion on allowing rescue/adoption groups to operate out of the animal shelter after hours. Also discussed meeting individually with any groups that would want to enter into some type of alternate agreement with the county. After a lengthy discussion, a motion was made by Pruser, 2nd by Reece to send a letter to rescue/adoptions groups informing them that effective March 19, 2018 that the animal shelter is available for adoptions during regular business hours, Monday thru Friday 8:00 to 4:30 excluding holidays. Voice vote, motion carried.
- Motion by Pruser, 2nd by Reece to adjourn at 7:39 a.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last months' minutes.

Approve all claims.

Approve travel request for Brandi Alsup.

Send a letter to rescue/adoption groups notifying them that effective March 19, 2019 that the animal shelter is available for adoptions during normal business hours, Monday thru Friday 8:00 to 4:30 excluding holidays.

RECOMMENDATIONS TO THE FULL BOARD: None

DATE OF NEXT MEETING: April 12, 2018 at 7:00 a.m.

**AGENDA FOR THE
PUBLIC SAFETY COMMITTEE**

Date and Time of Meeting: March 15, 2018 at 7:00 a.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
 - a.
3. Items for Discussion and Possible Action
 - a. Approve last month's minutes
 - b. Approve claims
 - c. Revised job description for animal control officer
 - d. Travel request - EMA
 - e. Limiting use of animal shelter by rescue groups
 - f.
4. Items for Discussion Only (No Action Requested)
 - a.
 - b.
5. Closed Session
 - a.
6. Motion to adjourn

Posted: March 12, 2018 at 2:45 p.m.

By: Dee Rentmeister

Dewitt Job Description

Job Title: Animal Control Officer
Department: Animal Control
Reports To: Animal Control Administrator
FLSA Status: Nonexempt
Prepared By: Public Safety Committee
Prepared Date: February 15, 2018
Approved By: Public Safety Committee
Approved Date: March 15, 2018

SUMMARY

Under supervision of the Animal Control Administrator. Performs enforcement activities in accordance with the Illinois Rabies Control Act and county/municipal code and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs vehicle patrol duties, responds to complaints for control of domesticated animals found running at large within the County, and captures animals and removes to appropriate holding area (DeWitt County Animal Shelter).

Sets traps to catch dogs, cats or other animals doing physical damage to citizens or property; assists on hunts to trap, capture or destroy animals.

Investigates reported animal bites/rabies suspects and follow-up on bite/rabies suspects reports to make sure the biting animal is examined by a licensed veterinarian and confined according to State Statutes and County Ordinances; impound unvaccinated biting animals if owner does not confine with a veterinarian.

Apprehends and impounds animals in compliance with procedures outlined in the ILLINOIS ANIMAL CONTROL ACT, city and village ordinances and the DEWITT COUNTY ANIMAL CONTROL ORDINANCE. Monitors the health and care of animals along with coordinating the care with a licensed veterinarian.

Issue abatement warnings to violators and makes recommendations for remedial measures; cites repeated offenders in accordance with applicable State and local laws.

Assists administrator with preparing and maintaining reports and files; daily animal impounds, monthly and yearly shelter reports, reclaimed and adopted animals.

Clean animal shelter, feeds and waters animals, transports animal to veterinarian for treatment and euthanasia as needed.

Collects reclaim and adoption fees at animal shelter.

Work closely with other animal shelters, humane societies and animal rescue organizations.

Must be available for on emergency duty when necessary.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Six months to one year of experience in animal control, law enforcement, or related field is desired.

ABILITIES

Ability to read, interpret and enforce the Illinois Animal Control Act and applicable provisions of County laws. Ability to speak effectively before groups of customers or employees of organization.

Ability to relate to and demonstrate compassion of animals; handle animals humanely while utilizing appropriate safety measures.

Ability to communicate effectively both orally and in writing. Ability to establish and maintain a satisfactory working relationship with co-workers, general public, public officials, and county board members.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Illinois Vehicle Operator's License in the appropriate classification required by law

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually loud. There may be some mornings/ evening meetings/Classes.

DEWITT COUNTY ANIMAL CONTROL

ANIMAL SHELTER REPORT

Month: Feb Year: 2018

ENDING MILEAGE: _____ BEGINNING MILEAGE: _____ MILES TRAVELED: _____

FUEL USED: _____ MILES PER GALLON: _____

ANIMAL IMPOUNDS

LOCATION:	DOGS:	PUPS:	CATS:	KITTENS:	OTHER:
CLINTON:	<u>7</u>	_____	<u>5</u>	<u>1</u>	_____
RURAL:	<u>1</u>	_____	_____	_____	_____
WAPELLA:	_____	_____	_____	_____	_____
RURAL:	<u>1</u>	_____	_____	_____	_____
WAYNESVILLE:	_____	_____	_____	_____	_____
RURAL:	_____	_____	_____	_____	_____
HALLSVILLE:	_____	_____	_____	_____	_____
MIDLAND CITY:	_____	_____	_____	_____	_____
KENNEY:	_____	_____	_____	_____	_____
RURAL:	_____	_____	_____	_____	_____
LANE:	_____	_____	_____	_____	_____
WELDON:	_____	_____	_____	_____	_____
DEWITT:	_____	_____	_____	_____	_____
RURAL:	_____	_____	_____	_____	_____
FARMER CITY:	_____	_____	<u>2</u>	_____	_____
RURAL:	_____	_____	_____	_____	_____
SUBTOTAL:	_____	_____	_____	_____	_____

TOTAL ANIMALS: _____

**ANIMALS RECLAIMED/ADOPTED/EUTHANIZED/
TRANSFERRED TO OTHER AGENCIES**

	DOGS:	PUPS:	CATS:	KITTENS:	OTHER:
Reclaimed:	4	_____	_____	_____	_____
Adopted:	_____	_____	_____	_____	_____
Euthanized/ Died/Killed:	_____	_____	1	_____	_____
Transferred to Second Chance:	1	4	_____	_____	_____
Transferred to other Licensed Facilities:	_____	_____	6	_____	_____
Held From Last Month:	_____	_____	_____	_____	_____
Held To Next Month:	_____	_____	_____	_____	_____

ANIMAL RECLAIMED BY OWNERS

1. Mike Oconnor Dog 40⁰⁰
2. Sharon Henson Dog 40⁰⁰
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

TOTAL: \$ _____

ANIMAL BITES

DOG: 1 CAT: _____ OTHER: _____

NUMBER OF DOGS VACCINATED AGAINST RABIES: 4

NUMBER OF DOGS NOT VACCINATED AGAINST RABIES: _____

NUMBER OF CATS VACCINATED AGAINST RABIES: 8

NUMBER OF CATS NOT VACCINATED AGAINST RABIES: _____

NUMBER OF DOGS CONFINED BY

OWNER: 1 VETERINARIAN: _____ ANIMAL SHELTER: _____

NUMBER OF DOG RABIES SUSPECTS SENT TO LAB: 0

NUMBER OF CATS CONFINED BY

OWNER: _____ VETERINARIAN: _____ AT ANIMAL SHELTER: _____

NUMBER OF CAT RABIES SUSPECTS SENT TO LAB: _____

NUMBER OF OTHER RABIES SUSPECTS SENT TO LAB: _____

NUMBER OF POSITIVE DOG RABIES: _____ NUMBER OF NEGATIVE DOG RABIES: _____

NUMBER OF POSITIVE CAT RABIES: _____ NUMBER OF NEGATIVE CAT RABIES: _____

NUMBER OF OTHER POSITIVE RABIES: _____ NUMBER OF OTHER NEGATIVE RABIES: _____

DEWITT COUNTY VEHICLE
USAGE LOG

Department: DeWitt County Animal Control Year: Make/Model: 2017 Ford Trans Van Destination: Purpose

Date	Start Mileage		End Mileage	Initials
2-1-18	5520	*	5520	mk
2-2-18	5520	*	5520	mk
2-3-18	5520	*	5520	mk
2-4-18	5520	*	5520	mk
2-5-18	5520	6011 Grant Dog @ large / Courthouse	5532	mk
2-6-18	5532	WalMart Donations	5537	mk
2-7-18	5537	APL Drop off 6 Dogs	5540	mk
2-8-18	5540	APL pick up 6 Dogs / Nation Liarge Dog @ large Courthouse	5552	mk
2-9-18	5552	*	5552	mk
2-10-18	5552	*	5552	mk
2-11-18	5552	*	5552	mk
2-12-18	5552	*	5552	mk
2-13-18	5552	COleman 1 Dog 2nd chance Request	5563	mk
2-14-18	5563	2 Mary Elias 2nd spay / Courthouse & / WalMart	5640	mk
2-15-18	5640	ADN House	5645	mk
2-16-18	5645	44 fair owners Pardon Hit by car / Courthouse / 44 nailberry Dogsterking compud	5660	mk
2-17-18	5660	*	5660	mk
2-18-18	5660	*	5660	mk
2-19-18	5660	*	5660	mk
2-20-18	5660	WalMart Donations / Kromer City Snow Cat	5709	mk
2-21-18	5709	2X Courthouse / 2570 church st hills side Dogcamp / 20 fuel pumps	5737	mk
2-22-18	5737	Courthouse / Farm City / Dog @ large	5783	mk
2-23-18	5783	Distpater / Rapid Spay / Dog Haven	5793	mk
2-24-18	5793	*	5793	mk
2-25-18	5793	*	5793	mk
2-26-18	5793	27 S Miller / Dog left behind person in jail / Walmart cat missing / Library Dog @ large	5804	mk
2-27-18	5804	Chiropractic Animal Treatment	5809	mk
2-28-18	5809	Mary Elias / 4 in 3 Dogs / WalMart Donations / 4 in 3 Dogs @ large	5920	mk

ANIMAL BITES

DOG: 1 CAT: _____ OTHER: _____

NUMBER OF DOGS VACCINATED AGAINST RABIES: 4

NUMBER OF DOGS NOT VACCINATED AGAINST RABIES: _____

NUMBER OF CATS VACCINATED AGAINST RABIES: 8

NUMBER OF CATS NOT VACCINATED AGAINST RABIES: _____

NUMBER OF DOGS CONFINED BY

OWNER: 1 VETERINARIAN: _____ ANIMAL SHELTER: _____

NUMBER OF DOG RABIES SUSPECTS SENT TO LAB: 0

NUMBER OF CATS CONFINED BY

OWNER: _____ VETERINARIAN: _____ AT ANIMAL SHELTER: _____

NUMBER OF CAT RABIES SUSPECTS SENT TO LAB: _____

NUMBER OF OTHER RABIES SUSPECTS SENT TO LAB: _____

NUMBER OF POSITIVE DOG RABIES: _____ NUMBER OF NEGATIVE DOG RABIES: _____

NUMBER OF POSITIVE CAT RABIES: _____ NUMBER OF NEGATIVE CAT RABIES: _____

NUMBER OF OTHER POSITIVE RABIES: _____ NUMBER OF OTHER NEGATIVE RABIES: _____

TRAVEL EXPENSE REIMBURSEMENT FORM

JB 2-28-18

Name and Job Title: Brandi Alsup, EMA Asst. Coordinator

Department/Office: EMA

Dates: March 21, 2018 Woodford Co. EMA/ Roanoke No charge for training

Nature of travel: Principles of Emergency Management, FEMA Required Training

Meals Total: Lunch

Lodging Total:

Mileage Total: Personal Vehicle

ATTACH ALL RECEIPTS AND MILEAGE DOCUMENTATION

Date approved: 3-15-18