

**Gallup-McKinley County Animal Control Authority**  
**January 8<sup>th</sup>, 2019 Minutes**  
**City Council Chambers**

The Regular Meeting of the Gallup-McKinley County Animal Control Authority was called to order at 1:04 p.m. by Vice-Chairman Billy Moore.

Upon roll call, the following were present:

Billy Moore  
Dr. Oscar A. Palomo, MD  
Patty Holland  
Dorie Rowberry

Upon roll call, the following were absent:

Cherry Menapace

Presented to the Chairman and Authority Board Members for their approval were the minutes of the October 9<sup>th</sup>, 2018 meeting. Board Member Holland motioned for approval of minutes as presented. Seconded by Board Member Palomo. Motion Carried.

Upon roll call, the following votes were:

Patty Holland (Yes)  
Dr. Oscar A. Palomo, MD (Yes)  
Dorie Rowberry (Yes)

**ITEM ONE: Annual Open Meetings Act, Resolution #RA 2019-01**

Clyde (C.B.) Strain, Planning & Development Director began by explaining that this was the Board's annual review of the Open Meetings Act. C.B. explained that nothing had changed from the last Open Meetings Act that was approved in 2018. The Board will continue to meet on the second Tuesday in January, April, July and October at 1 p.m. in the City Council Chambers. Regular meetings will require a ten (10) day notice, special meetings three (3) day notice, and emergency meetings twenty-four (24) hour notice to the news media. The notices will also include information regarding disability accommodations and other special requirements. C.B. informed the Board that if they would like to change the meeting times now would be the time to do so. The Board however would not be able to change the meeting dates whereas the Joint Powers Agreement mandates quarterly meetings. If there are no changes, the Board can accept the resolution as is and adopt the same quarterly meeting time of 1 p.m.

Chairman Moore asked the Board Members if they had any questions or changes. There were none.

Motion was made by Board Member Holland to approve Resolution # RA 2019-01. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Patty Holland (Yes)  
Dorie Rowberry (Yes)  
Dr. Oscar A. Palomo, MD (Yes)

**ITEM TWO: Quarterly Financial Report**

Patty Holland, City of Gallup's Chief Financial Officer informed the Board Members that the Animal Control Quarterly Report included data from the first quarter of fiscal year 2019 (July to September 2018). Animal Control's total budget for fiscal year 2019 is just under \$700,000 (\$698,976). She acknowledged how the budget was shared with the county whereas any budget amendments will also be shared. Board Member Holland stated that overall Animal Control was right on track for the first three (3) months of the fiscal year and it was exactly as they had expected. The biggest bulk of the budget is for professional services (101-2012-421-45-30), which is to pay for the veterinarian and shelter services. Payroll is another large item where the only unexpected wages are for overtime, which is due to employee turnover. The third largest line item is for the rent of the building (101-2012-421-47-13). Board Member Holland stated that all the other line items had a pretty limited budget. She pointed out how Animal Control had a couple of budget adjustments during the first quarter.

Chairman Moore asked the Board Members if they had any questions. There were none.

Motion was made by Board Member Palomo to accept the quarterly financial report. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)  
Dorie Rowberry (Yes)  
Patty Holland (Yes)

**ITEM THREE: Present Animal Control statistics from January to December 2018**

Cosy Balok, Animal Control Coordinator reviewed the Animal Control Statistics (Page 3-1, 3-2 and 3-3) with the Board Members, which displayed data from January to December 2018. During 2018 they took in a total of forty eight thousand and eight (4,808) animals whereas eighteen thousand and ninety (1,890) came from the Navajo Nation, seventeen thousand and seventy-eight (1,778) from the City of Gallup and

eleven hundred and forty (1,140) from McKinley County. Cosy pointed out that by comparing the 2017 and 2018 statistics it was visible that the number of incoming animals has continued to increase.

Board Member Holland asked Cosy if there was a fee to euthanize animals at the owner's request. Cosy responded yes there was a thirty-five dollar (\$35) drug fee and twenty-five dollar (\$25) disposal fee, which both go to the McKinley County Humane Society. Board Member Palomo asked Cosy what the typical reason was for requesting to euthanize an animal. Cosy responded that it was normally requested for old age animals. Cosy assured the Board that they don't euthanize young aged animals such as, puppies and kittens.

Board Member Holland asked Cosy if the trap, neuter and release program was just for cats. Cosy stated yes it was only for cats.

Motion was made by Board Member Palomo to accept the 2018 statistics. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)

Dorie Rowberry (Yes)

Patty Holland (Yes)

**ITEM FOUR:** Budget Increase Request to purchase bullet proof vests

Clyde (C.B.) Strain, Planning & Development Director began by explaining the reasons Animal Control Officers needed bullet proof vests. Their job entails the enforcement of laws whereas a lot of times individuals aren't happy that they're taking their animals or telling them what to do with their animals. C.B. spoke about situations that have escalated to where officers were threatened with firearms. Animal Control Officers are along the same lines as a police officer to a point where they're confronting a lot of people. C.B. spoke about how Animal Control used to receive the Police Department's old bullet proof vests however that wasn't a good idea because those vests expire where they no longer provide adequate protection. C.B. stated that for safety reasons they're requesting a budget increase request of three thousand dollars (\$3,000) to purchase new bullet proof vests. From Galls each vest costs five hundred and eighty-eight dollars and ninety-nine cents (\$588.99), which includes the body armor and outer carrier. If the Board approves this budget increase request it will then go before City Council on January 22, 2019. C.B. added that this cost will be added to the bottom line budget whereas the county will have to pay their 40% contribution, which is specified in the Joint Powers Agreement.

Board Member Holland asked C.B. if the Animal Control Officers would be provided with specialized training on how to use the vests or any additional security training. C.B. stated that for the use of the vests they could go through the Police Department and

see what they have to offer. He pointed out that the vest was just serving as personal protection; they're not apprehending anybody or placing anyone under arrest.

Chairman Moore asked about the fitting of the vests and how the employee turnover will affect the budget to repurchase vests for new officers. Nikki Lee, Madam Secretary explained that the vests were general sizes such as, small, medium, large and extra-large. Ms. Lee stated that they would have to order a new vest for a new employee if they didn't fit the available size. C.B. added that they're hoping to not have much turnover this year, but it could happen. Chairman Moore pointed out that it would be a large expense of having to replace vests when there was a large employee turnover.

Board Member Holland asked C.B. what the life of the bullet proof vest was. C.B. responded that the vests had a five (5) year life and two (2) year warranty. Board Member Holland asked if they would be marking the vests to know when they expire and they can also use that as a reminder to include in the following year's budget to purchase new vests. C.B. stated yes they would keep track of the expiration dates and budget accordingly.

Chairman Moore asked the Board Members if they had any further questions. There were none.

Motion was made by Board Member Palomo to approve the budget increase request. Seconded by Board Member Rowberry. Motion Carried.

Upon roll call, the following votes were:

Dr. Oscar A. Palomo, MD (Yes)  
Dorie Rowberry (Yes)  
Patty Holland (Yes)

#### **ITEM FIVE:** Update concerning the Animal Shelter Feasibility Study

Clyde (C.B.) Strain, Planning & Development Director informed the Board that the animal shelter feasibility study was underway. He spoke about how they met with the consultants to discuss the needs of the shelter, how many animals they would need to accommodate and possible shelter sites. Stan Henderson, Public Works Director did recently submit for legislative funding for the shelter. C.B. stated that they don't have a solid plan right now to present to the Board because it was still in the beginning phase. C.B. assured the Board that as soon as they received more information it will be shared with them.

Chairman Moore stated that he had met with Mayor Jackie McKinney where he was told that the shelter was a high priority item to be presented to the legislature.

Chairman Moore asked the Board Members if they had any questions. There were none.

**Open Floor:**  
No discussion.

Motion was made by Board Member Palomo to adjourn meeting. Seconded by Board Member Holland. Motion Carried.

Upon roll call, the following votes were:

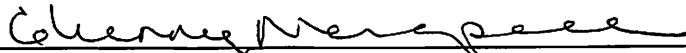
Dr. Oscar A. Palomo, MD (Yes)

Patty Holland (Yes)

Dorie Rowberry (Yes)

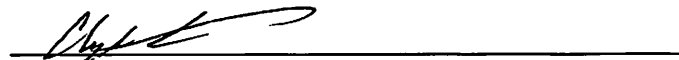
Authority Board meeting adjourned at 1:20 p.m.

GALLUP MCKINLEY COUNTY ANIMAL CONTROL AUTHORITY



CHAIRWOMAN CHERRY MENAPACE

ATTEST:



CLYDE (C.B.) STRAIN  
SECRETARY TO GALLUP MCKINLEY COUNTY  
ANIMAL CONTROL AUTHORITY