

**MINUTES OF THE REGULAR MEETING  
ANIMAL SHELTER ADVISORY COMMITTEE  
CITY OF HIGHLAND VILLAGE, TEXAS  
1000 HIGHLAND VILLAGE ROAD  
THURSDAY, NOVEMBER 2, 2023**

The Animal Shelter Advisory Committee of the City of Highland Village, Texas met for a regularly scheduled meeting on the 2nd day of November, 2023 at 3:00 p.m. in the PD Training Room.

**1. CALL TO ORDER/ROLL CALL**

Present:	Wes Fiddes	Senior Animal Care Officer
	Kathy Anthony	HumaneTomorrow.org
	Jon Kixmiller	Councilmember
	Dr. Paul McCullough	Animal Medical Center Veterinarian
	Mark Stewart	Assistant Police Chief
	Ingrid Rex	Deputy City Secretary

**2. REVIEW AND APPROVE MINUTES FROM NOVEMBER 17, 2022 MEETING**

Minutes from the meeting on July 20, 2023 were presented and approved.

***Motion to approve the minutes was made by Chair Fiddes and seconded by Ms. Anthony.  
Motion passed 4-0.***

**3. VISITOR COMMENTS**

There were no visitor comments.

**4. SHELTER REPORTS**

Chair Fiddes reported that Shelter Reports are available on the City's website, on the "Animal Care Services" page which is accessible from the "Departments" tab.

Chair Fiddes reported that the high number of animal surrenders continued in July (5 surrenders) and August (10 surrenders) with 2 surrenders in September. There were 21 intakes with 5 outcomes in July, 19 intakes with 23 outcomes in August, and 2 intakes and 18 outcomes in September.

**5. UPDATE ON THE TEMPORARY CLOSURE OF THE ANIMAL SHELTER AND PHYSICAL UPDATES TO THE FACILITY**

During the 1<sup>st</sup> week of September, a litter of 4 puppies was euthanized after 1 puppy tested positive for Parvo virus. A facility-wide 14-day quarantine was conducted. Intakes were stopped and all animals already in the shelter were tested for Parvo. There was a total of 5 euthanizations due to Parvo virus. No other animals tested positive for Parvo. Any animals remaining in the shelter were surrendered to All American Dog.

Councilmember Kixmiller asked if there was quarantine between the City Shelter and the Clinic. Dr. McCullough answered that there was physical quarantining but not air quarantining and that, as Parvo spreads by contact, the lack of air quarantine for Parvo was not an issue for concern. Chair Fiddes explained that as Parvo is also spread through feces, the door between the Shelter and the Clinic had remained closed during the quarantine to avoid the spread of Parvo through any form of contact.

At the end of the 14-day quarantine, as the facility was empty, it was thoroughly cleaned and sterilized daily for a week. The planned facility upgrades were able to commence as the Shelter was empty.

Upgrades were completed to provide hot and cold water in the Shelter. A 50-foot hose was also installed to allow for better cleaning of kennels and facilities in the Shelter. Animals can now get warm baths.

The water line that was installed has its own valve that will allow the Shelter to turn off the water without affecting the Clinic's water supply.

The HVAC (cooling and heating) system in the Shelter was also improved with the installation of new ductwork and additional vents where necessary.

Councilmember Kixmiller asked if the unit in the Shelter was a separately-zoned unit off the existing unit with its own thermostat. Dr. McCullough explained that thermostat for the main unit is on the Clinic's side only with no thermostat on the Shelter side. Both Dr. McCullough and Chair Fiddes said that discussions were had with the Contractor who installed the new ductwork to install a mini-split with a separate thermostat for the Shelter. Chair Fiddes said that the contractor believed that the air flow would improve sufficiently due to the new and better-placed ducting. Chair Fiddes reported that he has noticed better air flow since the completion of the new ducting.

**6. DEPARTMENT OF STATE HEALTH SERVICES ANNUAL ANIMAL SHELTER INSPECTION AND DEA REGISTRATION RENEWAL**

Chair Fiddes explained that the Shelter is inspected annually by an inspector from the Texas State Health Services Department to ensure that minimum State requirements are met to have the facility and to qualify as a licensed quarantine facility. The Shelter passed inspection and the mailed certificate was received. The license for the Animal Shelter is now valid through August of 2024.

In order to dispense and order certain controlled drugs, Officer Fiddes has to maintain registration and licensing with the DEA. As the license expired October 31<sup>st</sup> 2023 with 60 days to renew. Due to the previous registrant on the license no longer being employed at the Police Department, it took nearly three weeks for the name to be changed to Officer Fiddes for the renewal to be completed. This was completed and the license is now valid through October 2026.

Councilmember Kixmiller asked if the license was for the City or Officer Fiddes. Chair Fiddes explained that the license has to be issued to a qualified individual, which is himself. He mentioned that it was recommended to have a Power of Attorney in place which would allow other designated persons included on the Power of Attorney to use the license in the absence of the registered license holder. He will be following up on this with Assistant Chief Stewart.

Ms. Anthony asked what the process was to get the Power of Attorney put in place. Chair Fiddes said that the City Attorney would be asked to process this for the City.

**7. PROGRESS OF PROPOSED ICS SOFTWARE**

Chair Fiddes mentioned that, since the beta version was first received in June 2023, no further updates have been received from ICS. He has given feedback to ICS on issues and suggested improvements to be addressed in the June 2023 release of the software.

Councilmember Kixmiller asked if the beta version was free, which Officer Fiddes confirmed that the City was offered the free use of the beta version for a year only.

**8. SHELTER POLICY UPDATES**

Two recent policy updates are for:

1. the time period that animals are held in the Shelter. Prior to the Parvo incident in September 2023, animals were being held for a maximum of 90 days, after which time they animal would be surrendered to the City's contractor, All American Dog. The time period has been changed to allow for an animal to be surrendered at the earliest on the 14<sup>th</sup> day. This will help to keep the population of animals down to a manageable level in the Shelter.

Councilmember Kixmiller asked what happens to the animals at All American Dog. Officer Fiddes explained that they are a private company who tries to place the animals up for adoption through their various channels, but that the ultimate outcome of each animal is their decision.

Councilmember Kixmiller asked if a fee is paid to All American Dog for each surrender, which Chair Fiddes confirmed is the case. He asked how the surrender fee will affect the Shelter's budget. Assistant Chief Stewart confirmed that the surrender fees are included in the budget but that increased surrenders will cause an increase in the total expense. He further clarified that the policy change states that the animal does not have to be transferred at 14 days, which means that if the Shelter is not at capacity, an animal can be kept longer than the 14-day minimum period at the discretion of Animal Shelter management.

2. The second policy change concerns the supply of clean towels. The current contractor is Vestis, previously Aramark. The changes allow for the provision of 50 clean towels per week, to include pick up and delivery of towels. A one-year contract has been signed with Vestis, commencing October 3<sup>rd</sup>, 2023.

**9. UPCOMING ANIMAL ORDINANCE UPDATES**

The City's Animal Control Ordinance was updated in 2021. Previous to this update, the City did not have a local dangerous dog offense, which was added in 2021. There now needs to be changes to some of the wording in the section on Dangerous Dogs. Assistant Chief Stewart mentioned that input was received from the City Prosecutor and Municipal Judge on suggested rewording.

**10. DISCUSS TOPICS FOR NEXT MEETING**

Suggested topics for discussion at the next meeting:

- Dates for next year's meeting

The next meeting of the Animal Shelter Advisory Board is scheduled for December 7, 2023 at 3:30 p.m. in the City Manager's Executive Conference Room.

**8. ADJOURNMENT**

The meeting was adjourned by Chair Fiddes at 3:53 p.m.