

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: March 17, 2021

SUBJECT: Fee Schedule Revision - Addition of Differentiated Boarding Fee

PRESENTER: Brad Rayfield, Animal Services Director

ATTACHMENTS: Yes

1. 02 NCAC 52J .0209 CLASSIFICATION AND SEPARATION
2. Proposed Memorandum to Animal Enforcement Agencies in Henderson County
3. Medical Authorization Form

SUMMARY OF REQUEST:

Henderson County Animal Services Center (HCASC) is requesting that an additional boarding fee be added to the current fee schedule. This fee will differentiate boarding costs for animals being held at HCASC for over 14 days. This fee will be applied to animals being boarded at the request of law enforcement agencies with pending court cases. The fees will be paid to HCASC by the agency impounding the animal. The agency can recover cost from the owner under NCGS 19A-70. The boarding fee will be \$5 per day for the first 14 days and \$25 for every day thereafter.

A differentiated boarding fee is justified due to the enrichment needs of animals subject to long-term care. Per North Carolina Administrative Code 52J .0209 (6), shelters are required to provide daily access to both human and same species social interaction and daily access to space other than primary enclosure for animals in long term care.

BOARD ACTION REQUESTED:

The Board is requested to approve the board rate of \$25 per day for agencies holding animals subject to pending court cases at Henderson County Animal Services Center for over 14 days. The fee will be \$5 per day for the first 14 days and \$25 for every day thereafter.

Suggested Motion:

I move the Board approve a differentiated boarding fee for animals in long term care at the Henderson County Animal Services Center for law enforcement agencies, to be set at \$25 per day starting on the 15th day, and direct Staff to distribute the attached memorandum that outlines policies for animal admission to the Henderson County Animal Services Center.

02 NCAC 52J .0209 CLASSIFICATION AND SEPARATION

Animals housed in the same primary enclosure shall be maintained in compatible groups, with the following additional restrictions:

- (1) Females in season (estrus) shall not be housed in the same primary enclosure with males, except for planned breeding purposes. Breeding shall not be allowed in animal shelters.
- (2) In boarding kennels, animals of different owners shall not have contact with other animals, unless written permission is obtained from the animal's owner. Any dog or cat exhibiting an aggressive disposition shall be housed individually in a primary enclosure.
- (3) Puppies or kittens less than four months of age shall not be housed in the same primary enclosure with adult dogs or cats other than their dams, except when permanently maintained in breeding colonies, or if requested in writing, by the animals' owner, as in a boarding kennel. Puppies or kittens between 4 and 16 weeks of age shall have daily access to human social interaction, excluding animals which pose a danger to humans or other animals.
- (4) Dogs shall not be housed in the same primary enclosure with cats, nor shall dogs or cats be housed in the same primary enclosure with any other species of animals. Exceptions are allowed at boarding kennels, if requested in writing by the animals' owner.
- (5) All facilities shall designate an isolation area for animals being treated or observed for communicable diseases. Dogs or cats in isolation that are being treated for a communicable disease shall be separated from other dogs or cats and other susceptible species of animals in such a manner as to minimize dissemination of such disease. A sign shall be posted at the cage or isolation area when in use, giving notice of a communicable disease.
- (6) Animals in long term care which are intended for adoption or sale must be provided the following:
 - (a) Daily access to both human and same species social interaction.
 - (b) Daily access to space other than the primary enclosure.
 - (c) A species and size-appropriate toy, unless it poses a health threat.
- (7) All animals shall be confined in primary enclosures or exercise areas.

History Note: Authority G.S. 19A-24;

Eff. April 1, 1984;

Amended Eff. January 1, 2005.



MEMORANDUM

To: Animal Enforcement Agencies in Henderson County

From: Brad Rayfield, Director of Henderson County Animal Services Center

Date:

Subject: Animals Admitted to Henderson County Animal Services Center (HCASC)

Impounded animals being held for court

When an agency impounds a cat or dog for animal cruelty or violation of dangerous/potentially dangerous dog, HCASC will accept and hold these animals for the agency at a cost of \$5/day for the first 14 days and \$25/day for each day thereafter. If the impounding agency has taken appropriate steps that preserve the right to petition for cost recovery, the agency can file a petition with the court under NCGS 19A-70. If possible, the petition needs to be filed within 24 hours of the animal being impounded.

Injured/Sick stray or impounded dogs and cats

All animals needing professional medical care need to go to Western Carolina Regional Animal Hospital (WCRAH). A new form (MEDICAL AUTHORIZATION FORM) will be required for any animal being taken to WCRAH. This form will be provided to all law enforcement agencies in Henderson County. HCASC will only take responsibility for animals needing medical attention once the form is complete and emailed by the impounding agency. The form will need to be emailed to designated staff at HCASC, at least one supervisor from the respective law enforcement agency and WCRAH. The form will be designed to ensure resources available to locate an animal's owner have been exhausted and a reasonable effort to locate an owner has been made. In addition to the form, WCRAH will need the contact information for a supervisor from each agency in the event HCASC staff is not available to determine a course of treatment for an injured animal. HCASC will offer training and access to resources that will help law enforcement complete this form.

Dogs and Cats

While HCASC will take dogs and cats it is the responsibility of law enforcement to fund and make sheltering arrangements for all other species. HCASC has contracted annually with other individuals to house livestock. We can provide law enforcement with a list of these individuals.

Animals of owners that are incarcerated or hospitalized

If law enforcement impounds a dog or cat because the person has been incarcerated or hospitalized, the agency must notify the owner. The purpose of the notification is to let the person know, where the animal is, how long they have to reclaim, alternative arrangements that can be made if they are not able to reclaim, consequences if the animal is not reclaimed and how to reclaim. HCASC can work with law enforcement to develop a template for these situations.

Animals submitted for rabies testing

HCASC provides rabies submission services for the county and municipalities. This includes removing the head, packaging, and paying for shipment. To make sure samples are submitted correctly and in a timely manner, it's important for all agencies to follow the same procedures for rabies submissions. It is the responsibility of the agency to deliver the sample to HCASC for preparation. HCASC will provide annual training to officers so that any changes are properly communicated and to allow for employee turnover.

MEDICAL AUTHORIZATION FORM

1. Law Enforcement Information

OCA#

Law Enforcement Agency:

Officer Name:

Officer Contact Number:

2. Animal Information

Admitted to WCRAH:

Date:

Time:

Animal Species:

Breed:

Sex:

Approximate Age:

year

month

Color:

Descriptive Markings:

Location Found (address, intersection, or landmark):

3. Animal Identification from Collar

Does the Animal have a Collar?

Collar Description:

ID Tag Information:

RV Tag #:

4. Animal Identification from Microchip

Does the Animal have a microchip?

Microchip Number:

Microchip Brand/Company:

Veterinary Clinic or Organization in which microchip was sold:

Veterinary Clinic or Organization Ph#:

5. Searching for Animal's Owner through Shelter Software

Checked Lost Pet Reports in shelter software and did not find a lost pet report that matched this animal.

Checked Lost Pet Reports in shelter software and attempted to contact any possible match to this animal.

Relevant Notes:

6. Owner Information

How was owner located?

Owner Name:

Address:

Owner Ph# 1:

Owner Ph# 2:

Owner Email:

Alternate Contact Name:

Alternate Contact Ph# 1:

Alternate Contact Ph# 2:

Alternate Contact Email:

7. In order for HCASC to take financial responsibility or make any decisions for this animal one of the two boxes below must be checked.

Unable to locate the animal's owner/alternate but reasonable efforts have been made to notify them.

Owner/Alternate was notified that animal is at WCRAH and owner's information has been given to WCRAH.