

**Heber Valley Animal Services
301 South Main
Heber City, UT
Animal Services Board Meeting
Thursday, September 26, 2024
6:00 pm
DRAFT MINUTES**

Board Present: Police Chief Parker Sever, Heber City
Deputy Chief Branden Russell, Heber City
Council Member JC Simonsen, Midway
Assistant County Manager Heber Lefgren, Wasatch County
Council Member Luke Searle, Wasatch County

Absent: Mayor Heidi Franco, Heber City
Mayor Phil Rubin, Hideout
Treasurer Bart Smith, Interlaken

Staff Members Present:
Supervisor Justin Hatch, Animal Services
Technician Holly Argueta, Animal Services

Meeting Start Time: 6:08 PM
Presiding: Supervisor Hatch, Chief Sever

Agenda Item #1: Approval of August 2024 Board Meeting Minutes

Ms. Argueta presented the September 2024 minutes for approval.

Motion: Chief Sever motioned to approve the September meeting minutes.

Motion: Mr. Searle made a motion to continue the minutes due to some board members not being able to attend the August meeting. The motion was not put to a vote.

Agenda Item #2: MOU Approval from Each Entity

- Still working on agreeable verbiage for the insurance section (Section 14).
- Supervisor Justin Hatch will collect signatures from all participating entities once MOU is completed.

- Chief Sever notified all non-participating entities about incentives to join Animal Services. Charleston and Independence are interested in joining. Awaiting response from both entities.

Agenda Item #3: Population Figurations

- Chief Sever emailed a population count, with and without Charleston and Independence included.
- Mr. Lefgren recommended using the same source every year to determine population numbers.

Agenda Item #4: Update on Animal Services Staff/Issues

- Staff: Current Animal Services Officer's last day will be Sept. 28, 2024. Animal Services will be short-staffed until position is filled and new hire is trained. Interview timeline scheduled.
- Community Members Fostering and Exceeding the Number of Allowed Animals: Heber Lefgren suggested revising the city and county codes. The number of animals versus health and safety issues was also discussed.

Agenda Item #5: Animal Services Fee Schedules

- Chief Sever volunteered to go through and make a more standardized fee schedule for all jurisdictions. It will be emailed to each entity for feedback once finished.
- Justin Hatch offered to reach out to surrounding areas and get their fee schedules to ensure our Animal Services is up-to-date.

Agenda Item #6: Miscellaneous

- Mr. Hatch requested assistance from the board members to conduct interviews for the Animal Services Officer position.
- Budget Reviewed, well within budget.
- Animal Services Staffing Change: Mr. Hatch requested to not be on call on the weekends until another officer is hired; unless situation is emergent. It was agreed by the board that Mr. Hatch will only be called out to dangerous and high-profile situations until another officer is hired and trained.
 - It was also requested that no Animal Services Officers be on-duty Saturdays/Sundays. Current ASO schedules were reviewed. Council Member

Simonsen suggested alternating Saturdays and supported just having an officer on-call for Sundays. Chief Sever recommended looking at staffing alternatives.

Conclusion and Motions

Key issues included the MOU agreement verbiage, population figures, fostering and the current number of allowed animals, changes to the current fee schedules, and temporary staffing changes to the Animal Services department.

Meeting concluded 6:34 PM.

I, Holly Argueta, Animal Service Technician of Heber City, hereby certify that the foregoing minutes represent an accurate and complete record of the meeting held on September 26, 2024. This document constitutes the official minutes of the Animal Services Board meeting.

Holly Argueta

October 2, 2024

Holly Argueta, Technician