



# BOARD OF COUNTY COMMISSIONERS JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827  
1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344  
PHONE: (850)-342-0287

**Chris Tuten**

District 1

**Gene Hall**

District 2 Vice-  
Chair

**J T Surles**

District 3

**Betsy Barfield**

District 4

**Stephen Walker**

District 5 Chairman

## **SPECIALLY SCHEDULED WORKSHOP - 4:00 p.m.**

### **Legislative Priorities: Session 2021**

### **REGULAR SESSION AGENDA**

**\*Virtual Meeting Will Be Offered, Meeting Code & Password To Be Provided\***

**REGULAR SESSION WILL BE IN PERSON WITH DISTANCING  
REQUIREMENTS REQUESTED TO BE FOLLOWED:**

**January 7, 2021, at the Courthouse Annex  
435 West Walnut Street, Monticello, FL 32344,**

- 1. 6PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE**
- 2. PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS**
- 3. CONSENT AGENDA**
  - a) Approval of Agenda
  - b) General Fund & Transportation Vouchers for Approval: 1.7.2021
  - c) BOCC Minutes 12.3 & 12.17.2020
- 4. General Business:**
  - a) Emergency Management Hurricane Pet Shelter Em. Management
  - b) Legislative Priorities Commissioners
  - c) Wacissa River Consultant Approval Coordinator
- 5. Citizens Request & Input on Non-Agenda Items (3 Minutes)**
- 6. Clerk of Courts-**
- 7. County Coordinator- Reports as Requested**
- 8. County Attorney-**
- 9. County Commissioner Discussion Items-**
- 10. Adjourn-**

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird / Scott Shirley**  
County Attorneys

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-01001		G/L CASH ACCOUNT-011010000			CASH-CHECKING-GEN. FUND				
Andrew Adamczyk	01/07/2021	-	12142001	12/14/2020	VR	14010721-090	DrugRecognitionTraining	605.00	.00
CHECK TO VENDOR==>VENDOR ADAMCZYK Andrew Adamczyk								TOTALS	605.00 .00
Advanced Business System	01/07/2021	-	369648	12/10/2020	VR	22010721-106	Mtr#70301	43.43	.00
Advanced Business System	01/07/2021	-	369757	12/11/2020	VR	01010721-009	Mtr#70302,70315,70316	95.13	.00
Advanced Business System	01/07/2021	-	369758	12/11/2020	VR	01010721-010	Mtr#70317,70318,70319	55.23	.00
Advanced Business System	01/07/2021	-	369922	12/14/2020	VR	01010721-071	Mtr#70303,70312,70313	54.72	.00
CHECK TO VENDOR==>VENDOR ADVBUSIN Advanced Business Systems								TOTALS	248.51 .00
Amazon Business	01/07/2021	-	C3R3YTHK	12/14/2020	VR	01010721-043	#1K9WC3R3YTHK DVD	9.99	.00
Amazon Business	01/07/2021	-	GFCNPQRC	12/10/2020	VR	01010721-035	#149HGFCNPQRC MOVIE	12.99	.00
Amazon Business	01/07/2021	-	G36JCMFL	12/08/2020	VR	01010721-031	#1VLCG36JCMFL GAMES,PUZZL	994.96	.00
Amazon Business	01/07/2021	-	JVCKG7FN	12/08/2020	VR	01010721-032	#1T9VJVCKG7FN GUITAR STRG	4.99	.00
Amazon Business	01/07/2021	-	KVPJRG1K	12/16/2020	VR	01010721-045	#1JYJKVPJRG1K BEADS,MARKR	37.06	.00
Amazon Business	01/07/2021	-	MQ1HDDPM	12/21/2020	VR	01010721-053	#1LTPMQ1HDDPM BOOKS	78.17	.00
Amazon Business	01/07/2021	-	NQRDTXG9	12/12/2020	VR	01010721-036	#1HDPNQRDTXG9 MEM CARD	39.97	.00
Amazon Business	01/07/2021	-	PVKNQ9WG	12/16/2020	VR	01010721-047	#1K9GPVKNQ9WG DVD	14.99	.00
Amazon Business	01/07/2021	-	P43CWVVX	12/14/2020	VR	01010721-042	#1DT3P43CWVVX DVDS	131.38	.00
Amazon Business	01/07/2021	-	QW6T1WH3	12/09/2020	VR	01010721-033	#11TCQW6T1WH3 CAM,DRONE	1146.93	.00
Amazon Business	01/07/2021	-	XR1YF447	12/17/2020	VR	01010721-048	#1KG4XR1YF447 DVDS	99.81	.00
Amazon Business	01/07/2021	-	YHGJFVWC	12/14/2020	VR	01010721-041	#1FTXYHGJFVWC PUZZLES	37.94	.00
Amazon Business	01/07/2021	-	YXNW96QY	12/12/2020	VR	01010721-039	#1KMDYXNW96QY DVD	11.99	.00
Amazon Business	01/07/2021	-	4G963RHL	12/15/2020	VR	01010721-044	#1W1V4G963RHL DVD	9.94	.00
Amazon Business	01/07/2021	-	4RV4K9P4	12/10/2020	VR	01010721-013	#1TCD-4RV4-K9P4 Scanner	89.99	.00
Amazon Business	01/07/2021	-	44PDW11M	12/12/2020	VR	01010721-037	#14KM44PDW11M FACESHIELDS	34.05	.00
Amazon Business	01/07/2021	-	44PDYMXY	12/12/2020	VR	01010721-038	#14KM44PDYMXY DVDS	159.47	.00
Amazon Business	01/07/2021	-	6GNLMKNG	12/16/2020	VR	01010721-046	#1QP46GNLMKNG DVD	27.99	.00
Amazon Business	01/07/2021	-	6MCY41N3	12/13/2020	VR	01010721-040	#1LKN6MCY41N3 CRAFTSUPPLY	829.82	.00
Amazon Business	01/07/2021	-	6MQP4K6H	12/19/2020	VR	01010721-051	#1CGQ6MQP4K6H CHRMBOOKS	1455.19	.00
Amazon Business	01/07/2021	-	6MQP9VJ7	12/19/2020	VR	01010721-052	#1CGQ6MQP9VJ7 TIMERS	68.01	.00
Amazon Business	01/07/2021	-	733CJGYH	12/10/2020	VR	01010721-034	#13XQ733CJGYH TAPE,KEYHLD	36.78	.00
Amazon Business	01/07/2021	-	797LQYHN	12/17/2020	VR	01010721-049	#13GX797LQYHN SHREDDER	549.97	.00
Amazon Business	01/07/2021	-	797LTJ6L	12/17/2020	VR	01010721-050	#13GX797LTJ6L DVD	9.96	.00
CHECK TO VENDOR==>VENDOR AMAZONBU Amazon Business								TOTALS	5892.34 .00
American Express	01/07/2021	-	12102001	12/10/2020	VR	01010721-030	-21005 CD & DVDs	112.89	.00
CHECK TO VENDOR==>VENDOR AMEXPRES American Express								TOTALS	112.89 .00
ArchiveSocial	01/07/2021	-	13705	12/15/2020	VR	01010721-129	JeffCnty-SocialMediaBacku	1893.72	.00
CHECK TO VENDOR==>VENDOR ARCHIVES ArchiveSocial								TOTALS	1893.72 .00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
Ard, Shirley & Rudolph,P	01/07/2021	-	130042	12/22/2020	VR	01010721-024	#2-101.1 Overages 12/20	11641.50	.00	
							CHECK TO VENDOR==>VENDOR ARDSHIRL Ard, Shirley & Rudolph,PA	TOTALS	11641.50	.00
Gerald Barnes	01/07/2021	-	12162001	12/16/2020	VR	01010721-055	Library-Lawn,StainDoors	665.00	.00	
							CHECK TO VENDOR==>VENDOR BARNESGE Gerald Barnes	TOTALS	665.00	.00
T. Buckingham Bird	01/07/2021	-	01012101	01/01/2021	VR	01010721-003	Monthly Budget 01/21	2500.00	.00	
							CHECK TO VENDOR==>VENDOR BIRDTBUC T. Buckingham Bird	TOTALS	2500.00	.00
Marty Bishop	01/07/2021	-	01012101	01/01/2021	VR	01010721-001	Monthly Budget 01/21	21742.50	.00	
							CHECK TO VENDOR==>VENDOR BISHOPM Marty Bishop	TOTALS	21742.50	.00
Capital City Pest	01/07/2021	-	4330	09/14/2020	VR	19010721-096	Act#1147 Monthly Pest Ctr	60.00	.00	
Capital City Pest	01/07/2021	-	4331	10/05/2020	VR	19010721-095	Act#1147 Monthly Pest Ctr	60.00	.00	
Capital City Pest	01/07/2021	-	4332	11/02/2020	VR	19010721-094	Act#1147 Monthly Pest Ctr	60.00	.00	
							CHECK TO VENDOR==>VENDOR CAPPEST Capital City Pest	TOTALS	180.00	.00
Gale/Cengage Learning	01/07/2021	-	72599068	11/06/2020	VR	01010721-026	Act#213809 Bestseller	198.17	.00	
Gale/Cengage Learning	01/07/2021	-	72637126	11/17/2020	VR	01010721-027	Act#213809 Bestseller	24.69	.00	
Gale/Cengage Learning	01/07/2021	-	72641844	11/18/2020	VR	01010721-028	Act#213809 Nonfiction	50.98	.00	
							CHECK TO VENDOR==>VENDOR CENGAGE Gale/Cengage Learning	TOTALS	273.84	.00
CenturyLink	01/07/2021	-	22071220	12/16/2020	VR	01010721-056	Act#312042207	615.96	.00	
CenturyLink	01/07/2021	-	22071220	12/16/2020	VR	01010721-057	Act#312042207	84.32	.00	
CenturyLink	01/07/2021	-	22071220	12/16/2020	VR	01010721-058	Act#312042207	84.32	.00	
CenturyLink	01/07/2021	-	22071220	12/16/2020	VR	01010721-059	Act#312042207	231.24	.00	
CenturyLink	01/07/2021	-	22071220	12/16/2020	VR	01010721-060	Act#312042207	396.09	.00	
CenturyLink	01/07/2021	-	22071220	12/16/2020	VR	01010721-061	Act#312042207	240.86	.00	
CenturyLink	01/07/2021	-	22071220	12/16/2020	VR	01010721-062	Act#312042207	122.76	.00	
CenturyLink	01/07/2021	-	22071220	12/16/2020	VR	22010721-063	Act#312042207	61.96	.00	
CenturyLink	01/07/2021	-	69201220	12/16/2020	VR	01010721-025	Act#311176920	159.72	.00	
							CHECK TO VENDOR==>VENDOR CENTLINK CenturyLink	TOTALS	1997.23	.00
City of Monticello	01/07/2021	-	00091220	12/22/2020	VR	01010721-016	Act#00010009	573.35	.00	
City of Monticello	01/07/2021	-	01251220	12/22/2020	VR	01010721-019	Act#00050125	7.95	.00	
City of Monticello	01/07/2021	-	01331220	12/22/2020	VR	19010721-091	Act#00050133	89.41	.00	
City of Monticello	01/07/2021	-	01351220	12/22/2020	VR	19010721-092	Act#00050135	16.32	.00	
City of Monticello	01/07/2021	-	01501220	12/22/2020	VR	01010721-075	Act#00010150	27.78	.00	
City of Monticello	01/07/2021	-	01661220	12/22/2020	VR	01010721-020	Act#00010166	115.73	.00	
City of Monticello	01/07/2021	-	02151220	12/22/2020	VR	01010721-018	Act#00010215	259.61	.00	
City of Monticello	01/07/2021	-	04091220	12/22/2020	VR	01010721-017	Act#00010409	180.13	.00	

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
							TOTALS	1270.28	.00
Justin T. Cospers	01/07/2021	-	12222001	12/22/2020	VR	28010721-128	Transfer CRMC-Shands	195.00	.00
							TOTALS	195.00	.00
DEMCO	01/07/2021	-	6880140	12/04/2020	VR	01010721-054	#090036800 BookTrucks(4)	3536.69	.00
							TOTALS	3536.69	.00
State of Florida	01/07/2021	-	2N-2884	12/17/2020	VR	01010721-011	#215-8844	135.25	.00
State of Florida	01/07/2021	-	2N-2885	12/17/2020	VR	01010721-012	#215-8844	11.78	.00
							TOTALS	147.03	.00
Duke Energy	01/07/2021	-	02581120	12/07/2020	VR	19010721-120	Act#8220140258	326.96	.00
Duke Energy	01/07/2021	-	02581120	12/07/2020	VR	28010721-119	Act#8220140258	326.96	.00
Duke Energy	01/07/2021	-	30571120	12/14/2020	VR	19010721-097	Act#8325563057	95.92	.00
Duke Energy	01/07/2021	-	30571120	12/14/2020	VR	19010721-098	Act#8325563057	103.86	.00
Duke Energy	01/07/2021	-	30571120	12/14/2020	VR	19010721-099	Act#8325563057	24.27	.00
Duke Energy	01/07/2021	-	50771220	12/22/2020	VR	01010721-074	Act#7310935077	14.43	.00
Duke Energy	01/07/2021	-	75781120	12/09/2020	VR	01010721-023	Act#1644507578	659.83	.00
Duke Energy	01/07/2021	-	90641220	12/16/2020	VR	01010721-076	Act#3193189064	457.57	.00
Duke Energy	01/07/2021	-	93471120	12/07/2020	VR	22010721-108	Act#2704479347	275.80	.00
Duke Energy	01/07/2021	-	95941120	12/11/2020	VR	01010721-077	Act#5010229594	221.63	.00
							TOTALS	2507.23	.00
Jefferson Emergency Mgmt	01/07/2021	-	12282001	12/28/2020	VR	14010721-085	50/50 Federal Grant	41186.25	.00
Jefferson Emergency Mgmt	01/07/2021	-	12282002	12/28/2020	VR	14010721-086	EMPG-S	6054.75	.00
Jefferson Emergency Mgmt	01/07/2021	-	12282003	12/28/2020	VR	14010721-087	CERT	3750.00	.00
Jefferson Emergency Mgmt	01/07/2021	-	12282004	12/28/2020	VR	14010721-088	EMPA	79354.50	.00
Jefferson Emergency Mgmt	01/07/2021	-	12282005	12/28/2020	VR	14010721-089	County In-Kind	26707.50	.00
							TOTALS	157053.00	.00
EMS Management & Consult	01/07/2021	-	041159	11/30/2020	VR	28010721-124	Cust#0433	3133.25	.00
							TOTALS	3133.25	.00
Fish Window Cleaning	01/07/2021	-	03941902	12/22/2020	VR	01010721-072	Library-Window Cleaning	495.00	.00
							TOTALS	495.00	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Florida League of Cities	01/07/2021	-	14594	12/22/2020	VR 01010721-073	#16686 Actuarial Svcs	3000.00	.00
CHECK TO VENDOR==>VENDOR FLA/LEAG Florida League of Cities TOTALS							3000.00	.00
Angela Gray	01/07/2021	-	01012101	01/01/2021	VR 01010721-004	Quarterly Budget Jan-Mar	170156.00	.00
Angela Gray	01/07/2021	-	01012102	01/01/2021	VR 19010721-005	Quarterly Fire Fees	1661.00	.00
Angela Gray	01/07/2021	-	01012103	01/01/2021	VR 22010721-006	Quarterly Solid Waste Fee	2747.00	.00
CHECK TO VENDOR==>VENDOR GRAYANGE Angela Gray TOTALS							174564.00	.00
Gulf Coast Lumber/Supply	01/07/2021	-	84739	12/23/2020	VR 01010721-083	#300166 CREDIT	-21.18	.00
Gulf Coast Lumber/Supply	01/07/2021	-	87006	12/15/2020	VR 19010721-116	#300166 Seal, Nozzle, Batte	34.48	.00
Gulf Coast Lumber/Supply	01/07/2021	-	87006	12/15/2020	VR 28010721-115	#300166 Seal, Nozzle, Batte	34.47	.00
Gulf Coast Lumber/Supply	01/07/2021	-	87060	12/16/2020	VR 19010721-117	#300166 CREDIT	-16.00	.00
Gulf Coast Lumber/Supply	01/07/2021	-	87060	12/16/2020	VR 28010721-118	#300166 CREDIT	-15.99	.00
Gulf Coast Lumber/Supply	01/07/2021	-	87256	12/21/2020	VR 01010721-081	#300166 Tube, Ballast	69.43	.00
Gulf Coast Lumber/Supply	01/07/2021	-	87414	12/23/2020	VR 01010721-082	#300166 Fluo Bulb	31.17	.00
CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply* TOTALS							116.38	.00
Howdys Rent A Toilet	01/07/2021	-	650216	12/18/2020	VR 01010721-078	#15916 Wacissa River Head	224.00	.00
CHECK TO VENDOR==>VENDOR HOWDYS Howdys Rent A Toilet TOTALS							224.00	.00
Jeff.Co. Clerk of Courts	01/07/2021	-	01012101	01/01/2021	VR 01010721-002	Monthly Budget 01/21	33500.00	.00
CHECK TO VENDOR==>VENDOR JEFCLERK Jeff.Co. Clerk of Courts TOTALS							33500.00	.00
Jefferson Community Wate	01/07/2021	-	56001220	12/14/2020	VR 22010721-109	Act#0415600	39.36	.00
CHECK TO VENDOR==>VENDOR JEFFCOMM Jefferson Community Water TOTALS							39.36	.00
Jeff Cnty Sheriff's Offi	01/07/2021	-	12282001	12/28/2020	VR 14010721-084	Budget Req. #4	359260.84	.00
Jeff Cnty Sheriff's Offi	01/07/2021	-	12282002	12/28/2020	VR 23010721-112	E911 Salaries	274292.25	.00
CHECK TO VENDOR==>VENDOR JEFFCOSH Jeff Cnty Sheriff's Offic TOTALS							633553.09	.00
Jones Welding & Industri	01/07/2021	-	VM40442	12/03/2020	VR 28010721-121	#58675 Oxygen	81.62	.00
CHECK TO VENDOR==>VENDOR JONESWEL Jones Welding & Industria TOTALS							81.62	.00
Monticello Carquest Inc.	01/07/2021	-	38221781	12/07/2020	VR 28010721-125	Cust#262 Battery	102.12	.00
Monticello Carquest Inc.	01/07/2021	-	38222077	12/11/2020	VR 22010721-103	Cust#263 EquipRepair	62.04	.00
Monticello Carquest Inc.	01/07/2021	-	38222255	12/15/2020	VR 22010721-105	CUst#263 Chisel Chain	60.44	.00
Monticello Carquest Inc.	01/07/2021	-	38222257	12/15/2020	VR 22010721-107	Cust#263 Ratchet	17.18	.00

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Monticello Carquest Inc.	01/07/2021	-	38222328	12/17/2020	VR 22010721-102	Cust#263 DrlBit,LongNse	30.07	.00
						CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc.	TOTALS	271.85 .00
Municode	01/07/2021	-	350335	11/04/2020	VR 01010721-064	Cust#10-11624 Admin Fee	350.00	.00
						CHECK TO VENDOR==>VENDOR MUNICIPC Municode	TOTALS	350.00 .00
Overdrive, Inc.	01/07/2021	-	20348051	10/15/2020	VR 01010721-065	Cust#3870-0003	334.91	.00
Overdrive, Inc.	01/07/2021	-	20413291	11/18/2020	VR 01010721-068	Cust#3870-0003		
							1694.20	.00
Overdrive, Inc.	01/07/2021	-	20413301	11/18/2020	VR 01010721-066	Cust#3870-0003	506.94	.00
Overdrive, Inc.	01/07/2021	-	20414148	11/19/2020	VR 01010721-069	Cust#3870-0003	895.68	.00
Overdrive, Inc.	01/07/2021	-	20443575	12/10/2020	VR 01010721-070	Cust#3870-0003	972.83	.00
Overdrive, Inc.	01/07/2021	-	20444902	12/11/2020	VR 01010721-067	Cust#3870-0003		
							1687.35	.00
						CHECK TO VENDOR==>VENDOR OVERDRIV Overdrive, Inc.	TOTALS	6091.91 .00
PennCredit	01/07/2021	-	124219	10/22/2020	VR 28010721-123	#F1218 EMS Collections	128.68	.00
PennCredit	01/07/2021	-	124759	11/23/2020	VR 28010721-122	#F1218 EMS Collections	162.15	.00
						CHECK TO VENDOR==>VENDOR PENNCRED PennCredit	TOTALS	290.83 .00
Pitney Bowes, Inc.	01/07/2021	-	10169909	12/11/2020	VR 01010721-079	#0010609171 #1016990970	46.02	.00
						CHECK TO VENDOR==>VENDOR PITNEYBO Pitney Bowes, Inc.	TOTALS	46.02 .00
Priced Right Services LL	01/07/2021	-	013196	12/12/2020	VR 22010721-110	SolidWaste-Brakes		
							1383.00	.00
						CHECK TO VENDOR==>VENDOR PRICEDRI Priced Right Services LLC	TOTALS	1383.00 .00
Artezia	01/07/2021	-	0515704	12/15/2020	VR 01010721-029	Act#302577	12.00	.00
						CHECK TO VENDOR==>VENDOR QUALWATE Artezia	TOTALS	12.00 .00
Redwire	01/07/2021	-	266493	12/25/2020	VR 01010721-080	#W1M1414 Annex	184.51	.00
						CHECK TO VENDOR==>VENDOR REDWIRE Redwire	TOTALS	184.51 .00
Register's Mini Storage	01/07/2021	-	01012101	01/01/2021	VR 01010721-007	Units B 17,21-22	225.00	.00
						CHECK TO VENDOR==>VENDOR REGISTMI Register's Mini Storage	TOTALS	225.00 .00
Right Way Welding & Fabr	01/07/2021	-	2176	12/14/2020	VR 22010721-104	Repair 13 Dumpsters		
							9541.50	.00
Right Way Welding & Fabr	01/07/2021	-	2178	12/15/2020	VR 22010721-101	SolidWst-RepairContainer	432.50	.00
						CHECK TO VENDOR==>VENDOR RIGHTWEL Right Way Welding & Fabri	TOTALS	9974.00 .00
Nick Roberts	01/07/2021	-	12222001	12/22/2020	VR 28010721-127	Transfer CRMC-Shands	195.00	.00

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						CHECK TO VENDOR==>VENDOR ROBERTS Nick Roberts		
						TOTALS	195.00	.00
Royal Mini Storage, Inc.	01/07/2021	-	01012101	01/01/2021	VR 01010721-008	Unit #47	110.00	.00
						CHECK TO VENDOR==>VENDOR ROYALMIN Royal Mini Storage, Inc.		
						TOTALS	110.00	.00
James Skipworth	01/07/2021	-	12182001	12/18/2020	VR 01010721-014	Janitorial Svcs 12/20	420.00	.00
						CHECK TO VENDOR==>VENDOR SKIPWORJ James Skipworth		
						TOTALS	420.00	.00
State Attorney's Office	01/07/2021	-	12172001	12/17/2020	VR 01010721-015	Dell Pro Headsets	113.58	.00
						CHECK TO VENDOR==>VENDOR STATTYOF State Attorney's Office		
						TOTALS	113.58	.00
Teleflex Funding LLC	01/07/2021	-	95033147	11/23/2020	VR 28010721-126	Act#1094532	562.50	.00
						CHECK TO VENDOR==>VENDOR TELEFLEX Teleflex Funding LLC		
						TOTALS	562.50	.00
Toshiba Financial Servic	01/07/2021	-	28378695	12/15/2020	VR 19010721-113	#015-1483084-000	99.00	.00
Toshiba Financial Servic	01/07/2021	-	28378695	12/15/2020	VR 28010721-114	#015-1483084-000	99.00	.00
						CHECK TO VENDOR==>VENDOR TOSHIBA4 Toshiba Financial Service		
						TOTALS	198.00	.00
Tri-County Electric Coop	01/07/2021	-	10011220	12/14/2020	VR 19010721-093	Act#87301001001	34.32	.00
						CHECK TO VENDOR==>VENDOR TRI-CO. Tri-County Electric Coop.		
						TOTALS	34.32	.00
UniFirst Corporation	01/07/2021	-	0224635	12/17/2020	VR 22010721-100	Cust#1237569	196.80	.00
UniFirst Corporation	01/07/2021	-	0224645	12/17/2020	VR 01010721-021	Cust#1311916	129.77	.00
UniFirst Corporation	01/07/2021	-	0225093	12/24/2020	VR 01010721-022	Cust#1311916	195.21	.00
						CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation		
						TOTALS	521.78	.00
Verizon Wireless	01/07/2021	-	98688597	12/10/2020	VR 23010721-111	#523475943-2 #9868859758	57.70	.00
						CHECK TO VENDOR==>VENDOR VERIZONW Verizon Wireless		
						TOTALS	57.70	.00
						CASH ACCOUNT # 011010000		
						TOTALS	1082210.46	.00
						BANK ACCOUNT # 0101001611		
						TOTALS	1082210.46	.00
						FINAL REPORT TOTALS	1082210.46	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-08008	G/L	CASH ACCOUNT-111010000				CASH-CHECKING-CO TRANS		
CenturyLink	01/07/2021	-	83041220	12/16/2020	VR 11010721-001	Act#312168304	463.41	.00
		CHECK TO VENDOR==>VENDOR CENTLINK CenturyLink				TOTALS	463.41	.00
Conrad Yelvington Distri	01/07/2021	-	1392359	12/14/2020	VR 11010721-007	Limerock Base	1731.73	.00
Conrad Yelvington Distri	01/07/2021	-	1392626	12/15/2020	VR 11010721-008	Limerock Base	1798.96	.00
Conrad Yelvington Distri	01/07/2021	-	1393203	12/16/2020	VR 11010721-009	Limerock Base	1802.04	.00
Conrad Yelvington Distri	01/07/2021	-	1394885	12/17/2020	VR 11010721-010	Limerock Base	1781.99	.00
		CHECK TO VENDOR==>VENDOR CONRADYE Conrad Yelvington Distrib				TOTALS	7114.72	.00
Duke Energy	01/07/2021	-	33121220	12/11/2020	VR 11010721-005	Act#2070303312	310.34	.00
		CHECK TO VENDOR==>VENDOR DUKE Duke Energy				TOTALS	310.34	.00
Jefferson Co. Tax Coll.	01/07/2021	-	12082001	12/08/2020	VR 11010721-002	RD Dept-2019 Hino	32.60	.00
		CHECK TO VENDOR==>VENDOR JEFFCOTX Jefferson Co. Tax Coll.				TOTALS	32.60	.00
O'Reilly Automotive, Inc	01/07/2021	-	5-449731	12/17/2020	VR 11010721-006	#2834089 Alternator	134.28	.00
		CHECK TO VENDOR==>VENDOR OREILLY O'Reilly Automotive, Inc.				TOTALS	134.28	.00
Potty Man Portables	01/07/2021	-	95862	12/18/2020	VR 11010721-004	Rental	75.00	.00
		CHECK TO VENDOR==>VENDOR POTTYSMAN Potty Man Portables				TOTALS	75.00	.00
UniFirst Corporation	01/07/2021	-	0224664	12/17/2020	VR 11010721-003	Cust#1508769	242.12	.00
		CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation				TOTALS	242.12	.00
			CASH ACCOUNT # 111010000			TOTALS	8372.47	.00
			BANK ACCOUNT # 0101006511			TOTALS	8372.47	.00
					FINAL REPORT TOTALS		8372.47	.00



## JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session  
December 3, 2020  
6:00 P.M.

The Board met this date in regular session. Present were Chairman Stephen Walker, Commissioners Betsy Barfield, Eugene Hall, JT Surles and Chris Tuten. Also present were County Attorneys Buck Bird and Scott Shirley, County Coordinator Parrish Barwick and Clerk of Courts Kirk Reams.

1. Chairman Walker called the meeting order. Chairman Walker then led the invocation and pledge of allegiance.
2. **On motion by Commissioner Barfield, seconded by Commissioner Surles and unanimously carried, General Business item d (Committees and Board Assignments) was moved behind item A. On motion by Commissioner Barfield, seconded by Commissioner Surles and unanimously carried, the consent agenda—consisting of the approval of the agenda as amended and General Fund/Transportation Vouchers—was approved.**
3. Commissioner Hall introduced Veterans Affairs coordinator Albert Swilley. Mr. Swilley provided an overview of the VA office and noted that Jefferson County does not have a Veterans memorial. He stated it would be nice to have one on the Courthouse grounds, possibly the south side. After discussion, Clerk of Court Kirk Reams stated he has seen several memorials that represent each war and recommended a committee to further research the matter. The consensus of the Board was to form a committee consisting of County Coordinator Parrish Barwick, Clerk of Court Kirk Reams, VA Coordinator Albert Swilley, Sheriff Mac McNeill and Commissioner Chris Tuten.
4. Commissioner Barfield introduced the Committees and Boards assignments item and provided a list of current assignments to the Board. The Board discussed this item and made modifications. **On motion by Commissioner Surles, seconded by Commissioner Hall and unanimously carried, the Board approved the modifications to the committee assignments.** Commissioner Barfield stated she would update the list and provide at a future meeting.
5. Commissioner Barfield introduced the Jefferson County Broadband RFP Planning Consultant item. She asked for the Board's permission to work on a 10-year plan to provide broadband to our area. It was the consensus of the Board to allow Commissioner Barfield to work on the plan.
6. Planning Official Shannon Metty gave an update on the Gulf Power projects committee. The Board discussed placing solar panels on the Jefferson County Jail. **On motion by Commissioner Surles, seconded by Commissioner Barfield and unanimously carried, the Board approved moving forward with the solar panel project at the jail.**
7. Property Appraiser Angela Gray and CARES Act consultant David Jahosky provided an update to the Board on phase II of the CARES funding, which included businesses and payments approved.
8. **On motion by Commissioner Barfield, seconded by Commissioner Surles and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

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Stephen Walker, Chairman

ATTEST:

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Kirk Reams, Clerk of Court

# JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session  
December 17, 2020  
6:00 P.M.

The Board met this date in regular session. Present were Chairman Stephen Walker, Commissioners Betsy Barfield, Eugene Hall, JT Surles and Chris Tuten. Also present were County Attorneys Buck Bird and Scott Shirley, County Coordinator Parrish Barwick and Clerk of Courts Kirk Reams.

1. Chairman Walker called the meeting order. Chairman Walker then led the invocation and pledge of allegiance.
2. **Chairman Walker requested that item C be moved to the first item under General Business. On motion by Commissioner Surles, seconded by Commissioner Hall and unanimously carried, the consent agenda—consisting of the approval of the agenda as amended, General Fund/Transportation/CARES Act Vouchers, BOCC Regular Session Minutes for 11/5/2020 and 11/19/2020 and Notice of Jefferson County featured in 2021 FAC Calendar—was approved.**
3. Commissioner Tuten introduced the revised resolution provided in the agenda packet regarding a “No Build” option for the Suncoast Connector to or through Jefferson County. He discussed significant modifications to the original no build resolution. **Commissioner Surles made a motion to approve Resolution #2020-121720-01 for the No Build Option, which Commissioner Tuten seconded for discussion.** Commissioner Barfield stated her desire to pare down the language, with nothing that could potentially offend or be seen as an affront to FDOT or the Florida Legislature. Commissioner Surles stated he has received far more calls and emails from people against the toll road. **The motion carried 4 to 1 (Hall opposed).** Commissioner Barfield stated she did not vote against the resolution, but still was not happy with the wording.
4. Commissioner Hall introduced the request for bonus checks for county employees item. He stated there were approximately 75 employees under the Board of County Commissioners and suggested each employee get a \$1000 bonus to assist with COVID relief. **Commissioner Hall made a motion for the \$1000 bonus for county employees which died for lack of a second.**
5. Attorney Scott Shirley introduced the Valley View Non-Ad Valorem Special Assessment item and introduced the resolution of intent (Resolution #2020-121720-02). He stated the need to call for public comment via a public hearing and that this would go into effect in 2021. Chairman Walker opened the public hearing. There was no comment from the public. **On motion by Commissioner Surles, seconded by Commissioner Hall and unanimously carried, the Board approved Resolution #2020-121720-02.**
6. Clerk of Court Kirk Reams introduced the Legislative Priorities item and requested that the Board consider any priorities outside of the normal requests of SCRAP, SCOP, Amendment 1 & 4 offsets. He stated these priorities would be presented at the March session. Commissioner Hall suggested funding for the memorial monument for Veterans as one possibility. Commissioner Walker if the Board could provide its priorities by the first meeting in January, to which Clerk Reams responded in the affirmative. Commissioner Tuten noted an RFP for a lobbyist might be a good idea. Clerk of Court Reams stated the County usually relied on Chris Doolin with the Small County Coalition.

Attorney Shirley noted that the county would have more success if a lobbyist were hired early in the year. Commissioner Tuten requested that the RFQ for a lobbyist be placed on the next agenda for further discussion. Commissioner Barfield stated she was not sure a lobbyist would be worth the money unless it was for a specific item or cause. Commissioner Surles stated if the county did the same thing, they would keep getting the same results.

7. Courtney Cone, newly hired Director of the Wilderness Coast Public Libraries, introduced herself to the Board and requested the Board appoint a representative to serve on the Wilderness Coast Board. Commissioner Tuten volunteered to serve short-term until an appointment was made by the Board.
8. Planning Official Shannon Metty stated that—since the Recreation Park was mentioned for the Legislative Priorities—a workshop for the building/equipment be held in January. The workshop was scheduled for January 7<sup>th</sup> at 4 pm (preceding the regular session on the same evening at 6 pm).
9. Planning Official Shannon Metty introduced the solar panels fee resolution (resolution #2020-121720-03) and stated the ordinance was passed in September but this resolution would be adding small scale solar fee at \$50 and the large scale fee at \$1500. **On motion by Commissioner Barfield, seconded by Commissioner Surles and unanimously carried, the solar panel free resolution referenced above was passed.**
10. Dave Jahosky, consulting with GSG, provided an update on the CARES Act and stated the County was in the final stages of providing documentation for reimbursement. Renee Long, County CARES Act Coordinator, stated mortgage/rent/utility assistance went directly to the companies and not the individuals and that the businesses that received money had to prove the need and also attest to allowing future audits. Property Appraiser Angela Gray stated that \$970,000 worth of assistance had been provided to local businesses and non-profits. She also noted a late grant request was received from the Health Department for \$12,617 for a freezer at the Health Department to store the vaccine. **On motion by Commissioner Barfield, seconded by Commissioner Hall and unanimously carried, the Board approved this request.** Mrs. Gray stated her desire that any leftover CARES funds be put towards improving broadband/repeaters to fill the gap/shortfall. Mrs. Gray also informed the Board she would be resigning from the Legislative Committee and Economic Development Committee.
11. Clerk of Court Kirk Reams stated the Board had approved Christmas Eve (Thursday) and Christmas Day (Friday) and was scheduled to have New Year's Day (Friday) off as well. He stated he had received multiple questions about New Year's Eve (Thursday). It was the consensus of the Board to grant County employees the additional holiday of New Year's Eve.
12. Clerk of Court Kirk Reams informed the Board of a premium refund from Capital Health Plan for a little over \$40,000 due to the pandemic's impact on claims utilization.
13. Clerk of Court Reams also informed the Board that new grant cycle for SCRAP, SCOP and CIGP was beginning. He stated that as soon as the County knows what it was awarded in the last cycle, we can begin preparing for what to ask for by the March 12, 2021 deadline.

14. Commissioner Surles inquired if there was any update on the illegal dumping. Sheriff Mac McNeill stated he would get with County Coordinator Parrish Barwick and Solid Waste Director Beth Letchworth to see how he and his department can assist.
15. Commissioner Hall stated he missed receiving the monthly report from the Building Department and stated that he would like to see those reports from time to time in the agenda packet. County Coordinator Barwick stated he would email the report to the Commissioners.
16. Commissioner Walker stated the County is still looking for another dump site location in the Lamont area.
17. **On motion by Commissioner Surles, seconded by Commissioner Hall and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

---

Stephen Walker, Chairman

ATTEST:

---

Kirk Reams, Clerk of Courts



# BOARD OF COUNTY COMMISSIONERS

## JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1 COURTHOUSE CIRCLE; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

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**Chris Tuten**

District 1

**Gene Hall**

District 2 Vice-Chair

**J T Surles**

District 3

**Betsy Barfield**

District 4

**Stephen Walker**

District 5 Chairman

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Good Morning Parrish:

Could you please add to the agenda for the Boards approval?

Jefferson County must have one Pet Friendly Shelter which is Jefferson Somerset. **This is due to the PETS Act a federal law that was passed in 2006 shortly after Hurricane Katrina. In order for states, cities, and counties to receive federal funding for their disaster relief plans, those plans must "account for the needs of individuals with household pets and service animals before, during, and following a major disaster or emergency."**

### **PURPOSE OF THE PLAN :**

Since the Residents of the City of Monticello/Jefferson County area live with the potential for disasters such as flooding, storms, hurricanes, pandemics, and terrorist attacks. The 2005 hurricane season showed how vulnerable we are and brought to light issues involving the emergency evacuation, care and shelter of our animals. During a disaster, the STATE and federal government may offer support for these activities, but the primary responsibility falls on the local infrastructure.

The purpose of this plan is to protect people, animals, and property during an emergency situation by ensuring the effective evacuation and care of pets in the City of Monticello/Jefferson County. It will describe policies and procedures for evacuation, care and control of animals during a disaster as well as the related roles and responsibilities of participating City Monticello/Jefferson County agencies and external partners.

There was only one concern on page 47 we added a footnote per Scott Shirley Reference the Auction or Adoption of Abandon livestock. This list the Statue to refer for clarification.

Sincerely,

Paula Carroll, Director

Jefferson County Sheriff's Office

Division of Emergency Management

850-342-0211 office

850-408-0908 cell

---

**Kirk Reams**

Clerk of Courts

**Parrish Barwick**

County Coordinator

**T. Buckingham Bird / Scott Shirley**

County Attorney

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# INTRODUCTION

## Purpose of the Plan

Residents of the City of Monticello/Jefferson County area live with the potential for disasters such as flooding, storms, hurricanes, pandemics, and terrorist attacks. The 2005 hurricane season showed how vulnerable we are and brought to light issues involving the emergency evacuation, care and shelter of our animals. During a disaster, the STATE and federal government may offer support for these activities, but the primary responsibility falls on the local infrastructure.

The purpose of this plan is to protect people, animals, and property during an emergency situation by ensuring the effective evacuation and care of pets in the City of Monticello/Jefferson County. It will describe policies and procedures for evacuation, care and control of animals during a disaster as well as the related roles and responsibilities of participating City Monticello/Jefferson County agencies and external partners.

## Demographics and Animal Type

The County has over 637 square miles with an estimated 14,246 residents, including 2,506 in the City of Monticello. According to a 2000 study by the American Veterinary Medical Association, an estimated 60% of the U.S. households are pet owners - therefore there are approximately 8053 household owning pets in the City/County area. Based on this study and 2000 census estimate of 13422 households in Jefferson County, the following is an estimate of the number of households owning animals in Jefferson County.

**Number of Households Owning Animals**

<b>Animal Type</b>	<b>Percent of Households Owning Pets</b>	<b>Number of Households Owning Pets</b>
All Pets	60%	8053
Dog	40%	5369
Cat	10%	1342
Horse	5%	671
Other Pets	5%	671

## **Responsible Agencies**

The following agencies and organizations will be responsible for planning, deploying the resources, and managing the activities from the Animal Emergency Preparedness Plan:

1. Office of Emergency Management (OEM)
2. Jefferson County Health Department
3. City Police Department
4. Jefferson County Fire/EMS Department
5. Jefferson County Sheriff's Office
6. Public Information Office
7. Public Works Department /Solid Waste
8. Purchasing Department
9. Jefferson/Somerset
10. Red Cross
11. Rainbow Edge Horse Rescue
12. CERT Adult and Teen Volunteers(Community Emergency Response Team)
13. County Veterinary Medical Association
14. Jefferson County Agricultural Extension Service
15. STATE Agricultural Response Team ( SART)
16. City Animal Control
17. County Animal Control
18. Superintendent of School

Jefferson County Emergency Management and Jefferson County Health Department will be responsible for maintaining this plan that addresses the following activities to be undertaken before, during and after a disaster:

- Interagency communication
- Communicating with the public
- Evacuation and sheltering
- Veterinary public health
- Veterinary medical care

## **National Incident Management System**

It is recommended that everyone involved in a disaster response have training on the National Incident Management System (NIMS), the federally-mandated management structure intended for

use during disasters. It is also very important for the participating agencies to be familiar with their area stakeholders involved in a disaster response for animals including:

- Local law enforcement agencies
- Emergency management officials
- Animal control agencies
- Veterinary support
- Regional STATE animal agencies including the STATE Department of Health Services and the STATE Animal Health Commission

Being familiar with NIMS and the area stakeholders helps facilitate communication and requests for assistance especially when normal channels of communication may be compromised.

## **Plan's Structure**

This plan will describe how each agency will work together to ensure a coordinated response. It will be divided into five phases:

1. Preparation Phase
2. Alert Phase
3. Response Phase
4. Recovery Phase
5. Demobilization Phase

When applicable, each of these phases will be divided into four sections describing key activities:

1. Communication (Interagency and with public)
2. Evacuation/Sheltering
3. Veterinary Public Health
4. Veterinary Medical Care

All local jurisdictions are responsible for determining their needs for animal emergency response during a disaster and communicating this to emergency management officials within their jurisdictions. If local resources are overwhelmed, a request for additional support can be sent by emergency management officials to the regional Disaster District. If the assistance is not available in the district, as is often the case in large disasters, the request can be sent to the STATE emergency officials who will coordinate allocation of resources from other jurisdictions.

## **Plan's Maintenance**

While natural disasters, such as flooding, storms, hurricanes, pandemics, and terrorist attacks are most common in our region, it is important for the Animal Emergency Preparedness Plan to be flexible and scalable, providing the protocols needed to communicate among agencies, communicate with the public, evacuate, shelter and care for animals in any disaster.

The plan should be read and understood prior to a situation in which the activities described are necessary. It is a dynamic document that will be updated to reflect new developments, incorporating changes in response roles and improvements in response capability developed through ongoing planning efforts.

The plan will be integrated into existing jurisdictional disaster response plans maintained by the Jefferson County Emergency Management Office, providing the standard operating procedure for the evacuation, care and control of animals during a large-scale disaster.

## **PHASE 1 - PREPARATION**

### **Introduction**

The Preparation phase should occur prior to a disaster event. The intent of the preparation phase is to plan coordinated animal relief efforts with area stakeholders and emergency responders by:

- Determining the appropriate response during a disaster
- Establishing roles and responsibilities
- Identifying available abilities, equipment, and resources.

### **Communication**

#### **Interagency Communication**

The participating agencies will meet on a periodic basis to review and modify plans as necessary. Jefferson County Emergency Management will coordinate these meetings.

The participating agencies will ensure ongoing communication in addition to everyday agency responsibilities. Contact information for each participating agency can be found in Appendix 1.

#### **Communication with the Public**

The public must be informed about methods to ensure the safety, care and control of animals during a disaster. Such information must be communicated to the public prior to a disaster in order to ensure maximum preparation. **It is critical that residents of the City of Monticello/Jefferson County receive a unified message regarding animal issues.**

The CITY/COUNTY will work with the appropriate professionals (i.e. public information officers and media specialists within each participating agency) to develop and update messages about

animal care, evacuation, sheltering and control during disasters. See Appendix C for templates of relevant public information messages.

CITY/COUNTY Public Information Officers will work with other agencies to facilitate effective delivery of messages to area stakeholders during all stages of a disaster and to ensure that the public is continuously informed.

Jefferson County Emergency Management will maintain templates of the messages, to be incorporated into general disaster preparedness and response messages.

During the Preparation phase, the key message for individual pet owners is to make disaster plans which include their animals. Further, the public needs to know there will be limited space at shelters, area veterinary clinics and boarding facilities for animals, so pet owners should ensure that their personal evacuation plans include their animals. Messages should clearly challenge pet owners to take responsibility for planning for their pets in the case of disaster.

## Evacuation and Sheltering

### Number of Pets Needing Temporary Housing

A 1997 study conducted by Purdue University among victims of large-scale disasters that involved mass evacuations found that of the 20% of persons who failed to evacuate, 80% were pet owners. The study also estimated that 30.5% of people did not evacuate because of their pets.

It is difficult to estimate the number of people who would bring animals with them to the shelters during an evacuation even if they knew there were facilities for animals available. The following table estimates the number of pets in City of Monticello/Jefferson County needing temporary housing during an evacuation based on the number of people needing temporary housing.

### Estimated Number of Pets Needing Temporary Housing Based on the Number of People Needing Temporary Housing

Percent bringing pets	Numbers of people needing temporary housing							
	250	1,000	2,000	5,000	10,000	25,000	50,000	100,000
0.5%	2	5	10	25	50	125	250	500
1%	3	10	20	50	100	250	500	1,000
2%	5	20	40	100	200	500	1,000	2,000
5%	13	50	100	250	500	1,250	2,500	5,000
10%	25	100	200	500	1,000	2,500	5,000	10,000
20%	50	200	400	1,000	2,000	5,000	10,000	20,000

The space required will be based on the number of medium and large carriers provided for owners to temporarily house their evacuated pets. A rough estimate for the amount of space needed per large cage is 10 square feet for one large carrier. Smaller carriers can be stacked on the larger

carriers to house more animals in the same space. The table below shows an estimate for the required space.

### **Estimated Required Space**

Carriers	10 large	40 large	100 large	250 large
Estimated Space Needed	300 sq. feet	500 sq. feet	1000 sq. feet	2000 sq. feet

### **Animal Emergency Response**

City of Monticello/Jefferson County plans to respond to an emergency involving large number of animals in three ways:

#### Temporary Sheltering within Human Shelters

Animals that evacuees housed in Red Cross or other shelters brought with them will be placed in the same temporary human shelters and provided necessary care. This solution will be temporary and is not expected to last for prolonged time. The animals will be treated as per protocols described in this document.

#### Supplemental Shelters to Shelter 1

Animals that need special care or are found without owners will be placed at Shelter 1 if space is available. In case that Shelter 1 is full, animals will be placed to other supplemental shelters that will provide added capacity for housing. Shelters like this will include Humane Society or Animal Control.



## **Types of Human Shelters**

During a disaster that involves evacuation, there are four primary types of shelters for human evacuees:

### Red Cross Shelters

The North Florida Region Chapter of the American Red Cross is responsible for snacks and materials for emergency evacuation shelters for people in the City of Monticello /Jefferson County Area.

Local school districts Jefferson County will work on a memorandum of understanding with the Jefferson County Emergency Management Office to provide care for the animals of sheltered persons during an evacuation.

### Mass Shelter

During a large STATE evacuation event when Jefferson County is receiving a number of evacuees from outside of the area, Jefferson Somerset may be opened as large shelter. In this case, because of the large numbers of people and animals involved, a separate temporary housing area for animals may be set up for the evacuated animals.

### “Spontaneous Shelters”

In addition to above mentioned shelters, “Some Local Churches” may open “Spontaneous Shelters” based on the evacuation, impending disaster, and inability of evacuating persons to get to already established shelters. These can be on a private or public property and not associated with government agencies or the North Florida Region Chapter Area Red Cross. For both of these shelter situations, Jefferson County Emergency Management should be prepared to provide cages and supplies as needed.

## **Temporary Animal Housing Areas**

Temporary animal housing areas will be used when shelters house large numbers of people and facilities cannot provide housing for the pets.

When temporary animal housing areas cannot be opened on or near the shelter property, the animals may need to be housed at another shelter location. Emergency Operations Center (EOC) will decide as the requests are received from the field who will be responsible for collecting and transporting the animals, and where they will be temporarily housed.

This plan recommends a 10 day hold period for all dogs and cats and deviations from this will be decided on a case by case basis and based on recommendations from the local health authority and/or the STATE veterinarian. The costs for housing owned animals, as well as any legal releases

should the animals get sick or injured during their holding period are the responsibility of the jurisdiction that is charge of the shelter, and may be eligible for STATE or federal reimbursement.

Jefferson County Emergency Management, with CITY/COUNTY assistance, will conduct an annual resource inventory among participating agencies to define and quantify available resources and identify resource needs. See Appendix F for supplies/personnel needed for temporary animal housing areas.

## **Veterinary Public Health**

### **Laws and Regulations**

Animal control activities and principles are based on STATE rabies control laws and local regulations and ordinances requiring owners to confine their pets, such as:

We will require up to date vaccination records prior to admission.

1. STATE Health and Safety Code,: Health and Safety of Animals
2. STATE Administrative Code,
3. Jefferson County Animal Regulations
4. City of Monticello Animal Ordinances

### **Public Health Activities**

Ongoing veterinary public health activities include but are not limited to:

- Temporarily sheltering stray animals with no known owner for at least 3 days to give possible owners time to come claim them. The hold period may be 10 days for tagged animals.
  - Stray animals are defined by the STATE health and safety code as “roaming with no physical restraint beyond the premises of animal’s owner or keeper”.
  - Stray animals are defined by the county as “any unrestrained dog or cat”. Restraint is defined as being “controlled by a leash or line not more than six (6) feet in length, if the line or leash is held by a human being who is capable of controlling or governing the dog or cat in question; or when it is in a fully enclosed vehicle; or when it is on the premises of the custodian and the animal does not have access to a sidewalk or street”.
- Investigating animal bite cases and quarantining animals for at least 10 days from the day of bite to ensure the biting animal could not have transmitted rabies at the time of the bite.
- Patrolling an area and removing any unconfined (roaming with no physical restraint beyond the premises of an animal’s owner or keeper) dogs and cats.

- Rabies prevention activities including: case investigation, community education, rabies vaccination, etc.

These activities are carried out on an ongoing basis. Consequently, the majority of animals at the animal shelter is stray animals and will have to complete their stray holds until they can be removed from the shelter. These protocols will continue during a disaster. Any exceptions should be determined based on the particular disaster.

### **Mutual-aid Agreements**

During the Preparation phase, memoranda of understanding will be developed between member agencies to allow personnel to assist other agencies, especially when inter-jurisdictional travel is required. Temporary housing policies will be developed based on laws, regulations and ordinances governing area agencies.

### **Veterinary Medical Care**

Normal veterinary medical care in a community is provided by private practitioners and clinics throughout the area. The majority of veterinary medical care provided by area shelters is done for their animals, and is not provided for non-shelter animals.

There are approximately two veterinary clinics (Veterinary Associates Monticello 850-997-2506 and Animal Medical Clinic 850-997-3750) in the City of Monticello /Jefferson County area. During a disaster, area veterinary medical care may become compromised. It will be on the local veterinarian community and CITY/COUNTY to determine the extent of disruption of vet services and a potential need for local, regional and STATE assistance.

## **Phase 2 – ALERT**

### **Introduction**

During the Alert phase, a disaster is imminent. The intent of this phase is to ensure that contacts among agencies are made and plans are put into place to prepare for impending disaster.

### **Communication**

#### **Interagency Communication**

When a disaster is imminent, Jefferson County Emergency Management will fully activate EOC. Will have representatives who will maintain contact with all involved agencies. There will be a daily conference call with partners that are not present at EOC to communicate situational updates. If a conference call is not possible based on the scope of the disaster and planning, updates will be given by CITY/COUNTY to the Public Information Officer on duty who will then distribute updates to the response partners via email.

#### **Communicating with the Public**

When a disaster is impending, messages to the public must be consistent and succinct. Emergency Operations Center will appoint a PIO responsible for ensuring distribution of evacuation messages to area stakeholders. All involved agencies should work together to provide accurate, consistent information concerning evacuation procedures and pet care for the general public.

Pet owners will be encouraged to include their animals in their evacuation plans and not to leave them behind. See Appendix C for templates of public information messages. In addition to the normal telephone services, answering services like 211 may be opened for animal rescue concerns and health matters.

## **Evacuation and Sheltering**

### **Location and set up of Pet/People Shelters**

In selecting a shelter that may potentially house both people and animals, priority should be given for pets to be housed in an area with ventilation systems that are separate from people. This is recommended for the safety of non-pet owners, who may have allergies or animal related anxieties.

Shelters housing both people and animals should be arranged based on the following principals:

- Individuals should be separated from their pets. But Shelter managers will arrange instructions (schedule) on how and when owners can care for their pets.
- An area for waste excretion must be designated for animals that are unable to use a litter box.
- When possible, animals should be separated by species. (i.e. cats in one area or room, dogs in another, sick-pet in yet another)
- Individuals entering the facility must be informed that there are animals on the premises.
- All animals must be restrained. Crates are the preferred method of restraint. When leashes are used must be less than 6 feet.
- Crates should be positioned to limit the animal's view of another animal. This is recommended to minimize the animal's stress level.(sheet of blanket to cover crate)
- A source of water must be provided. It is not recommended, however, that the County arrange for the provision of animal food just in case individuals do not bring their own. The problem with that is when an animal changes their diet it can make them ill.
- Owners should be encouraged to make arrangements for their pet's food.
- Access to areas of the shelter housing animals should be limited to pet owners and their family members.
- The shelter should have adequate access to first aid, including provisions for responding to anaphylactic shock. A crash kit or EMS unit should be positioned at the shelter.

## **Requests for Assistance**

As evacuations begin, CITY/COUNTY may be requested to house animals from shelters or from other animal control agencies located in the evacuation zone. It is up to CITY/COUNTY HSSD to determine their response to each request for assistance based on its available resources and cage space. However, priority will be given to groups with existing memorandums of understanding or agreement.

Individual citizens will be encouraged to take their animals with them when they evacuate. Requests from outside agencies for assistance with evacuation and temporary housing should be forwarded to the EOC.

## **Supplies**

As the shelter for human evacuees are opened in Jefferson County, supplies will be provided to set up temporary animal housing areas at the shelter. Animals will be transported to the housing area.

It is the responsibility of Jefferson County Emergency Management to acquire and stage necessary supplies for the temporary housing of owned animals. See Appendix F for a discussion of required supplies.

## **Temporary Housing Areas**

COUNTY will decide location and coordination of housing the animals collected at Red Cross shelters as the Auto Bay at Jefferson Somerset.

COUNTY will coordinate setting up the temporary housing area close to Jefferson Somerset Animal Control, Humane Society, and Rainbows Edge if these locations are opened as a mass sheltering location.

Requests for providing temporary animal housing areas should be sent to the COUNTY. MOU's shall be on file.

## **Veterinary Public Health**

During the Alert phase, veterinary public health activities will continue as described in the Preparation section above. It will be the responsibility of the City of Monticello and Jefferson County to prepare itself for the disaster including securing the property, evacuation, and maintenance of veterinary public health services during the disaster.

CITY/COUNTY is responsible for contacting the law enforcement and emergency management officials to notify them of the shelter's planned status, temporary housing locations, and services.

## **Veterinary Medical Care**

During the alert phase, each veterinary clinic must determine its census, evacuation status and ability to provide medical services before and after the disaster. If clinics are unable to provide services for their community, arrangements should be made to provide area veterinary services After the disaster. City of Monticello /Jefferson County Health Department will assist with this coordination. This plan encourages a creation of arrangements among veterinary clinics to assist practices affected by a disaster. Such arrangements should be made prior to a disaster.

## **Phase 3 – Response**

### **Introduction**

The intent of the Response phase is to coordinate evacuation and rescue, housing and care of animals immediately after a disaster.

### **Communication**

#### **Interagency Communication**

If interagency assistance is requested during the Response phase, that request must be made to EOC. Assistance will be offered if available and aid agreements exist. Telephones (land-line and cellular) and/or email will be used for communication since those are common communication devices among City/County agencies. See Appendix A for the participating agencies' contact information. Trunked radios will be used as a redundant mean of communication.

If a conference call is not possible during the response phase, then individual agencies will forward situational updates via email, phone, or radio to EOC for distribution among the participating members.

All participating agencies will need to communicate to EOC their status and ability to respond to requests for assistance as soon as possible after the event. Depending on the size and scope of the disaster, activities within the participating agencies may be coordinated through their respective DOCs.

#### **Communicating with the Public**

Immediately after a disaster, there will be a high demand for appropriate public information messages regarding animal care. It will be the responsibility of EOC and PIOs to ensure adequate distribution of these messages. See Appendix C for templates for public information messages.

In addition, verified information should be forwarded to any operating phone banks, emergency response officials, and other agencies as appropriate.

## **Evacuation and Sheltering**

### **Shelters**

As Red Cross shelters are opened, CITY/COUNTY may coordinate nearby temporary housing areas for animals owned by evacuees staying at the shelters that are not suitable to house animals. COUNTY will coordinate setting up the temporary housing area close to Jefferson Somerset Animal Control, Humane Society, and Rainbows Edge if these locations are opened as a mass sheltering location.

This can also be done for non-Red Cross shelters. CITY/COUNTY will provide instruction through the Public Information Officer on how to provide care for sheltered animals.

CITY/COUNTY Volunteers teams should be at the designated sites two (2) hours before opening the shelters to coordinate and execute necessary site preparations.

### **Animal Intake**

CITY/COUNTY Volunteers will take a picture of the animal give a colored bracelet to owner hook same color to cage or color.

**BLUE- DOGS**

**YELLOW- CATS**

**GREEN- OTHER**

Fill out all registration forms for Pets and Owners and a number will be assigned. By establishing separate registration venues for owners with animals. This will expedite the registration process and enable pet owners to complete all the administrative sheltering requirements in one place.

### **Abandoned Animals in Shelters**

Animals abandoned at temporary animal housing areas associated with a human shelter will become property of the CITY/COUNTY. They will be handled as per established protocols after 3 days. Any extension of the hold period will be decided on a case by case basis with input from the area health authority and/or STATE veterinarian. We work with Rainbows Edge and MARE ESF 17 for Equine abandonment.

### **Temporary Animal Housing Areas**



A volunteer or staff member from the CITY/COUNTY or Animal Control Officer should be present at these check-in areas to receive the animals, give them an identification number and get the appropriate form signed (Appendix 4).

The forms will be used for releasing the animal to the control of the CITY/COUNTY (or other authority depending on who is taking responsibility for housing these owned animals) and notifying the owner that he/she has a set amount of time (3 days) to reclaim the animal. At the end of this period the animal will become property of the CITY/COUNTY to be handled as per established protocols. A unique record, identification number, and digital photo will be taken of each animal and this information will be maintained in a database.

When animals are evacuated from multiple jurisdictions, it is recommended to work with those jurisdictions' animal infrastructure (i.e., animal control, humane societies, etc.) to house animals in the jurisdiction they came from. This should allow the owners to re-claim their animals after the event.

### **Care of Animals in Case of Deceased Pet Owners**

In case of a disaster that might yield numerous human casualties, there will be a large contingent of animals left at home without a proper care. These animals will largely have a suitable shelter where they are housed and relocating them to mass shelters might not be appropriate or necessary.

City of Monticello /Jefferson County Health Department will work with Jefferson County Emergency Management to organize a sufficient number of volunteers that will feed animals “in place” and provide necessary care.

The law enforcement agencies will be notified and involved on a case by case basis.

After the disaster is over, the health authority will recommend necessary steps for further care of the animals. If relatives or friends of the deceased pet owners do not take custody, these animals will be collected and handled as per established protocols.

### **Veterinary Public Health**

#### **Risk to Human Health**

During the response and recovery, responders and general population may come in contact with animals that are placed in unfamiliar situations and behave unpredictably. This presents several risks to human health:

1. There is the risk for an animal to respond to unfamiliar people or animals by biting or scratching. In addition to the potential for physical trauma from these attacks, there is the potential for the secondary infections such as rabies.
2. The animal may carry other zoonotic agents such as *Campylobacter*, *Giardia*, *Leptospira*, *Toxocara*, etc.

3. There is the potential for the animals to act as fomites and carry on their skin and coats any chemicals they might have been exposed to during the disaster.

## **Preventive Measures**

The following are key steps that should be taken to protect staff members and volunteers:

1. Any agency or group involved in the rescue and evacuation efforts must be approved by Jefferson County and ensure that disease and bite prevention methods are exercised. Personal protective equipment (PPE) needs to be made available as recommended by the local health authority. It is up to the each animal control authority and humane organization to determine the appropriate PPE for its officers, employees or volunteers.
2. Bite cases should be reported to the animal control authority in the jurisdiction where they occur. It is up to that animal control authority to investigate and determine who is responsible for each bite case.
3. Each animal control authority should contact their registered “Dangerous Wild Animal” and “Dangerous Dog” facilities to determine if the facilities where the animals are housed still comply with regulations. (STATE Health and Safety Code, chapter)
4. All animals collected from the disaster areas where they may have been exposed to unknown chemicals or agents should be examined, and based on the event, CITY/COUNTY will determine right course of actions.

These animals might need to be thoroughly bathed with a basic non-irritating, oil-stripping detergent (such as dish soap). This should be done in an area with good drainage so the animal can be rinsed completely and the waste water will not contaminate other people or animals. Staff and volunteers who are bathing animals should wear PPE that is recommended by the local health authority. Such PPE may include rubber boots, large plastic aprons, rubber gloves, eye protection and masks.

The local health authority is responsible for monitoring and investigating outbreaks of zoonotic disease.

## **Veterinary Medical Care**

### **Challenges**

During a disaster, veterinary medical care may be compromised. Clinics may not be operational or animal owners may not be able to access vet services. In addition, animal rescue agencies may require additional veterinary medical assistance with the animals being brought in from the affected areas.

### **Temporary Clinics**

In order to ensure basic veterinary medical services in the community, EOC and CITY/COUNTY may consider establishing temporary clinics during and following a disaster. Temporary clinics may be established using veterinarians and technicians who agree to volunteer their services. While the location and needed resources will be determined based on the scope of the disaster, CITY/COUNTY may offer its facilities as a staging location for such temporary clinics.

### **VMAT and NVRT**

Veterinary Medical Assistance Teams (VMAT) or National Veterinary Response Teams (NVRT) can be requested if the clinical infrastructure is compromised enough to overwhelm the

Ability of local authorities to respond. VMAT and NVRT, part of the National Disaster Medical System, provide emergency veterinary services as requested by the local agencies.

To request the VMAT or NVRT services, the local Office of Emergency Management sends a request through the disaster district to the STATE. If the veterinary resources are not available at the STATE level, the STATE may request the assistance from FEMA.

### **Local Veterinary Practitioners**

Local veterinary groups should work with local practitioners to identify those veterinarians who need emergency supplies (i.e., medicines, generators) for their practices and to communicate this to the STATE or federal groups (Veterinary Medical Agency, SPCA) who might be able to provide needed assistance.

An updated list of functioning veterinary clinics should be communicated on a regular basis, such as during the daily situational briefings at EOC.

# **Phase 4 – Recovery**

## **Introduction**

The intent of the recovery phase is to ‘return to normal’ by re-uniting owners and pets, collecting stray animals in affected communities, disposing of dead animals, and closing temporary shelters.

## **Communication**

### **Interagency Communication**

After the disaster, it is up to each participating agency to maintain contact with EOC regarding the recovery phase. If interagency assistance is requested, that request may be made directly between agencies or facilitated through EOC, the Disaster District or the STATE DEM. The assistance will be provided if available. Telephones (land-line and cellular) and/or email will be used for communication since these are common communication devices among the response agencies. Trunked radios will be used a redundant mean of communication.

### **Communicating with the Public**

During the recovery, there are several relevant messages that need to be communicated to the public. See Appendix 6 for the public information messages templates. Public health messages, including those regarding bite prevention should be distributed among the population in affected areas. In addition, the location and contact information where animals are being housed should be disseminated to citizens in affected areas and provided to the emergency management offices and taskforce members.

### **Evacuation and Sheltering**

CITY/COUNTY will continue with temporary housing of owned animals as described in the Response phase section above. These animals will be released to their owners as they return to claim them.

If someone in the community has an issue with evacuation. The county can assist with evacuation with the assistance of Volunteers thru CERT program. Big Bend Transit/ and for a mass evacuation situation we may utilize Jefferson/Somerset bus system.

### **Veterinary Public Health**

## **Animal Bite Cases**

As required by STATE law, the rabies control authority will investigate animal bite cases and respond as appropriate within its respective jurisdictions. See Appendix D for a list of local rabies authorities. The local health authority is responsible for investigating other zoonotic disease outbreaks and responding appropriately to prevent further disease.

## **Veterinary Wellness Clinics**

Veterinary wellness clinics may be organized by area veterinary groups. It will be the responsibility of each group to ensure that appropriate safety and veterinary medical standards are met. All agencies involved in the emergency response will have to coordinate their activities with County.

## **Dead Animals Disposal**

Solid Waste Services (SWS) has a designated authority to remove and dispose of dead animals. If the required response is greater than the SWS ability to deploy staff and resources, a request for assistance can be sent to the regional STATE Disaster District and/or the STATE Office of Emergency Management.

## **Event Related Adoptions**

CITY/COUNTY will work with regional and local groups to organize animal adoption projects for abandoned animals.

## **Foster Program**

Wolf Creek Humane Society has a Foster program in place to assist in placement for abandoned and animals needed to be adopted.

## **Veterinary Medical Care**

CITY/COUNTY will assist in coordinating recovery efforts and services as requested. It is the response of each clinician to determine the extent of damage and provide veterinary medical care at veterinary clinics. CITY/COUNTY can request assistance for private veterinary clinics through the STATE Office of Emergency Management.

# **Phase 5 – Demobilization**

## **Introduction**

Demobilization occurs after the disaster response. The intent of the Demobilization phase is to stand down equipment and personnel and determine lessons learned that can contribute to the plan improvement.

## **Communication**

As the local infrastructure is becoming able to respond to requests for assistance, any operating phone banks will be closed and the calls will be routed to the appropriate authority. Owners who lost animals will be asked to contact 211 and will be provided with information about necessary processes.

After-action Reports, or at a minimum, an After-action debriefing meeting should be completed by all participating agencies. Reports will be compiled by EOC that will share the results with the participating agencies. Collected feedback will be used to make appropriate changes to the Animal Emergency Preparedness Plan.

## **Evacuation and Sheltering**

As soon as possible, the temporary shelters will be closed and the remaining animals transferred to the appropriate animal control authority or humane organizations to complete their hold period. After the hold period is over, it is up to the discretion of the holding agency to determine how to handle the unclaimed animals based on established protocols and input from the local and STATE health authorities. It is the responsibility of each agency in charge of temporary animal housing area to demobilize and remove supplies from the shelter location in a timely manner as possible

## **Veterinary Public Health**

Animal control services will return to normal and bite cases will continue to be investigated until the end of the 10<sup>th</sup> day from the day of the bite and the victims will be notified. Unconfined animal will continue to be collected as before the disaster, and the mandated stray hold times will continue to apply.

The local health authority or his/her designee is responsible for writing the final epidemiologic report on any zoonotic disease outbreaks during the disaster.

## **Appendix 1 - Contact Information for Participating Agencies**

### **Shelter 1**

Name: Jefferson Somerset  
Address: 50 David Road  
City, ST zip Monticello, Florida 32344  
Phone: 850-997-3555

### **Shelter 2 Large Animal**

Name: Rainbows Edge  
Address: 981 NW Radford Denson Road  
City, ST zip: Greenville, Florida 32331  
Phone: 850-878-8441

### **Animal Damage Control City of Monticello**

City	Animal	Control	-	Regular	Business	Hours
850/342-0291						
City	Animal	Control	-	After	Hours	
850/342-0150	(Police Department)					

### **Animal Damage Control Jefferson County**

**Per the request from the Florida Highway Patrol, please call (850) 617-2300 for the following:**

\*anything involving Interstate 10

**Per the request from the Jefferson County Sheriff's Department, please call (850) 997-2523 for the following:**

\*Dangerous / Aggressive Animals  
\*Animal Cruelty Cases  
\*Pet holding period for owner arrested/transported to the hospital

## **STATE Parks & Wildlife Game Warden**

Name: Stephanie Wilcox  
Phone: 850-697-3764 cell: 850-528-4988

## **Wildlife Rescue**

Name: Mrs. Vandusldorf  
Phone: home: 850-997-4753 cell: 850-510-7583

## **STATE Animal Health Commission**

Name: State Dept. of Agriculture  
Address: Florida Capitol Tallahassee, Florida 32399  
City, ST zip  
Phone: 850-410-0900

## **National Animal Poison Control Center**

(888) 426-4435 (24-hours, fees may apply)

## **American Humane Association**

(Natural disaster support and relief)  
(800) 227-4645

## **Humane Society 1**

Name: Wolf Creek  
Address: 2123 E Washington Hwy.  
City, ST zip: Monticello, Florida 32344  
Phone: 850-342-0244

## **Pets America**

[www.petsamerica.org](http://www.petsamerica.org)



(512)497-7535  
Elaine Acker  
[eacker@petsamerica.org](mailto:eacker@petsamerica.org)

## **ASPCA**

Name: ASPCA  
Phone: 888-365-2772  
The Humane Society of the US  
Laura Bevan  
1624 Metropolitan Circle Tallahassee, FL 32308 850-668-0187

## **JEFFERSON COUNTY EXTENSION OFFICE**

Name: Danielle Sprague  
Phone: 850-342-0187 cell: 850-766-6539

# **Appendix 2 - Zoonotic Diseases in Shelters**

## **Introduction**

A zoonotic disease is an infection that is naturally transmitted from vertebrate animals to human beings. Potential zoonotic agents include bacteria, viruses, fungi, internal parasites and arthropods. There are many factors common in animal shelters that make zoonotic disease a particular concern in this environment. For the protection of shelter staff and volunteers as well as that of the public, it is critical that animal shelter professionals and volunteers be familiar with the most common zoonotic threats in a shelter environment, and the general principles of preventing transmission of zoonotic disease.

This appendix is intended to familiarize shelter professionals and volunteers with some of the general considerations in preventing zoonotic disease. Virtually all species can be carriers of zoonotic disease, and unusual diseases may also be seen in the more common species seen in shelters. This annex is by no means exhaustive.

## **Factors in a Shelter Environment that Increase the Risk of Zoonotic Disease**

An animal shelter is unlike virtually any other environment in which animals are maintained, and poses unique challenges for the control of infectious disease in general and zoonotic disease in particular. There is often a high degree of turnover of the population of animals in a shelter, meaning that there is always a new group of animals at risk of contracting disease. Stress, poor nutrition, and presence of concurrent disease or parasitic infestation are common problems that increase the risk of transmission of infectious disease and the likelihood that infected animals

Will shed significant amounts of disease causing agents into the environment. Many shelters struggle to care for animals in older facilities that may be difficult to properly sanitize, and may be characterized by poor ventilation, overcrowding, and uncomfortable temperature extremes, all of which contribute to the ready spread of infection. Treatment with antibiotics, common at many shelters for such conditions as kennel cough and upper respiratory infection, further reduces animals' resistance to some gastrointestinal infections, and can increase the spread of such zoonotic infections as salmonellosis.

In addition to the general difficulties of controlling infectious disease in a shelter environment, certain factors common in sheltered animals specifically increase the risk of various zoonotic diseases. Animals frequently enter shelters without a history of proper veterinary care or vaccination. Zoonotic diseases more likely to occur in unvaccinated animals include rabies and leptospirosis.

Many animals in shelters have a history of roaming outdoors, hunting or scavenging. This increases the risk of infection with such zoonotic conditions as echinococcosis, leptospirosis, salmonellosis, and rabies. Animals that have spent time outdoors and received minimal care are more likely to be infested with external parasites. Some external parasites can be directly transmitted to humans (i.e. scabies, cheyletiella), or they can serve as vectors for zoonotic disease such as Lyme disease and Rocky Mountain spotted tick fever.

Finally, animals entering shelters are often frightened, disoriented, and of unknown temperament. Staff handling these animals are at increased risk of being bitten or scratched. Besides the injury and infection that can occur due to the wound itself, this can serve as a means of transmitting zoonotic diseases such as rabies and cat scratch fever.

## **General Principles of Prevention and Control of Zoonotic Disease in a Shelter Environment**

Many animals infected with and potentially shedding a zoonotic disease show minimal or no clinical signs. Diseases for which animals are usually or commonly asymptomatic include toxocariasis, salmonellosis, leptospirosis, cat scratch fever, and toxoplasmosis. In addition to the existence of clinically unapparent diseases, many animals will continue to shed infectious agent for some time after recovery from clinically apparent disease, as can be the case for ringworm, salmonella, leptospirosis and others. It is imperative, therefore, that shelter staff realize the potential for any animal to be a potential source of infection, and maintain protective measures as a matter of routine, not just when disease is recognized.

General principles of sanitation and infectious disease control apply to control of zoonotic diseases.

- A fomite is any inanimate object that can spread disease. Fomites include hands, dishes, and tools such as grooming implements and poop scoopers. Hands should be washed and disinfected after animal contact, including indirect contact from cleaning cages, handling

dishes or litter pans. Toys, blankets and dishes should be machine washed or discarded between animals, or should go home with newly adopted animals.

- Special attention should be paid to incoming animal processing areas and exam rooms. Exam surfaces should be cleaned between each animal, and the whole area cleaned thoroughly at least once a day. Areas that multiple animals pass through each day, such as "getting acquainted" areas where animals and adopters meet, should be cleaned after each use and thoroughly disinfected at least once a day.
- Feces should be cleaned up at least once a day from runs and cages, and should be removed immediately from common play areas and disposed of properly.
- Feces should be cleaned up at least once a day from runs and cages, and should be removed immediately from common play areas and disposed of properly.
- Dirt and grass play yards, while aesthetically pleasing, can serve as a reservoir for resistant agents such as roundworm. It is particularly important that puppy and kitten play areas be readily cleaned and disinfected, as these young animals are most likely to be affected by many infectious agents.
- Routine disinfection should be performed using agents effective against most bacteria and viruses. Acceptable choices include bleach (diluted at 1:32) and quaternary ammonium compounds. Shelter staff should be aware of agents, such as ringworm and many parasitic infestations that require more rigorous or specific disinfection procedures.
- Animal flow and handling order should be planned to reduce spread of infectious disease.

## **Care and Treatment of Symptomatic Animals**

Many animals with zoonotic conditions show no outward signs. However, when zoonotic diseases do cause signs, they often present with vague signs similar to other common infectious conditions in shelters. Therefore, extra precautions should be taken whenever handling sick animals. Such preventive measures protect the shelter population as well as human health.

- Sick animals should be housed in isolation, and the number of staff caring for these animals should be limited.
- Staff handling sick animals should wear protective clothing, which should be removed after leaving isolation wards.
- Appropriate diagnostics should be performed when zoonotic disease is suspected.
- It may not be practical or warranted to isolate animals with mild conditions such as diarrhea, but these animals should be clearly identified as suffering from a possibly infectious condition and should not be walked or socialized in common areas that can't be easily cleaned.

- Volunteers should be trained to perform a visual health check before socializing with any animal, and notify shelter staff before handling the animal if any sign of disease is noted.
- When a zoonotic condition is specifically diagnosed or suspected, the animal's cage should be clearly posted with the name of the condition and any precautionary measures (such as protective clothing or special cleaning procedures) required.

## **Parasite and Pest Control**

Internal and external parasites contribute to a STATE of general ill health and increase susceptibility to infectious conditions. In addition, internal and external parasites may be directly infectious to humans, or may serve as vectors to spread disease. Parasite control increases animals' comfort and adoptability as well as protecting human health.

- Internal parasite control should, at minimum, include routine treatment of puppies, kittens and nursing mothers for roundworms and hookworms (see discussion below under specific disease descriptions).
- Ideally, all incoming animals should be treated with an age and species-appropriate product effective against fleas and ticks as needed depending on region and time of year. If this is too costly, severely infested animals should be individually treated.
- Environmental treatment of group housing and common areas of shelter as needed for flea control.
- Rodents and insects can spread zoonotic disease, as well as spreading non-zoonotic infections.
- Food should be stored in sealed containers and not left in runs overnight where rodents are a problem. Further rodent and insect control measures should be undertaken as needed.

## **Protection of Staff and Volunteers**

It is vital that staff and volunteers have the knowledge and equipment they need to perform their jobs effectively while protecting themselves from zoonotic disease. The following guidelines should apply:

- Provide training and continuing education for staff on the risks of zoonotic disease.
- Provide appropriate clothing and other protective equipment to prevent transmission of disease.
- Train all staff to wash hands frequently, after handling animals, before eating and at the end of each shift.

- Post guidelines detailing what to do in case of a bite or suspected zoonotic disease exposure, including phone numbers for medical emergencies, public health, physician and veterinary contacts.
- Provide staff with pre-exposure rabies vaccination according to Center for Disease Control guidelines. Maintain written records for staff members regarding vaccination status for rabies and tetanus.

## **Appendix 3 – Avian Flu and Pets**

### **Cats and Dogs Infection**

Avian influenza viruses, including the specific strain implicated in the present outbreak, lack the receptors needed to infect mammals efficiently. However, the infection of humans observed in this and two previous H5N1 outbreaks demonstrates that transmission from birds to mammals can occur despite this lack of receptors. The very small number of human cases - despite abundant and widespread opportunities for exposure and subsequent infection - strongly suggests that transmission of H5N1 from birds to mammals, including cats as well as humans, is a rare event.

The infection of domestic cats with avian influenza type A (H5N1) has been documented over the last few years both experimentally and "in the field". It has been further confirmed that domestic cats can be infected by eating infected birds, and that infected cats can spread infection to other cats, most likely through feces, urine, and secretions from the respiratory tract. In fact, cats are not the only mammal beings infected with avian influenza. Dogs can also become infected. However, there is no evidence at this time that dogs become sick or transmit avian influenza.

### **Influenza and ferrets**

Ferrets are an excellent mammalian hosts for studies of influenza virus pathogenicity and host immunity, and the manifestations of influenza virus infection in ferrets closely resemble those in humans. Studies have shown that H5N1 viruses that have been isolated from humans can cause severe disease in ferrets including lethargy, diarrhea, neurological signs and death. It is therefore important for shelters to consider all their mammals and birds to be at risk should avian influenza be found in North America. In fact, ferrets may be even more susceptible. Therefore, it is imperative to remember that control measures as outlined below be instituted for all species.

### **Tamiflu and Other Antivirals**

There are basically two kinds of antiviral medications available that have shown efficacy against influenza viruses. These include the now well-known neuramidase inhibitor oseltamivir (Tamiflu). Several reports of emerging resistance to Tamiflu have been published which should inspire us to devise pandemic strategies that do not favor the development of oseltamivir-resistant strains. Improper use of personal stockpiles of oseltamivir may promote resistance, thereby

lessening the usefulness of our frontline defense against influenza, and should be strongly discouraged.

We must be careful that we do not expose circulating influenza to these drugs in such a way as to facilitate the selection of resistant viruses. This includes not using this drug in domestic animals where it has not been shown to have any effect. Use of these drugs either for prophylaxis or treatment is **highly discouraged in any shelter situation** as it is unlikely to confer any benefit to the shelter population and could cause irreparable harm in being able to use antivirals in future human epidemics.

# Appendix 4 - Disaster Emergency Check-In/Release Form

Animal ID: \_\_\_\_\_ Pen #: \_\_\_\_\_ Shelter Location: 50 David Road  
Monticello, Fl. 32344

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Officer: \_\_\_\_\_

---

**Owner:** Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ STATE: \_\_\_\_\_ Zip:  
\_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_ Alt ( ) \_\_\_\_\_

Alternative Contact Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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**Animal:** Name: \_\_\_\_\_ Dog Cat Other \_\_\_\_\_ Age: \_\_\_\_\_

Male/Female Spayed? N Y Breed/Color \_\_\_\_\_

Identifying Marks/Collar: \_\_\_\_\_

To the best of your knowledge, has the animals bitten or scratched anyone in the past ten days?

Yes No

This animal must be picked up after admission to the \_\_\_\_\_. If this animal is not claimed after admission to the \_\_\_\_\_, it will become property of the \_\_\_\_\_ and disposition of said animal will be determined by that agency.

You understand that you need to collect your animal after the disaster and that if you abandon your animal, it will become the property of City of \_\_\_\_\_.

Yes No

I do hereby, and by these presents, forever release the \_\_\_\_\_ and its officers, agents and employees, from any and all liability for the sheltering and medical care of said animal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Receiving agent: \_\_\_\_\_



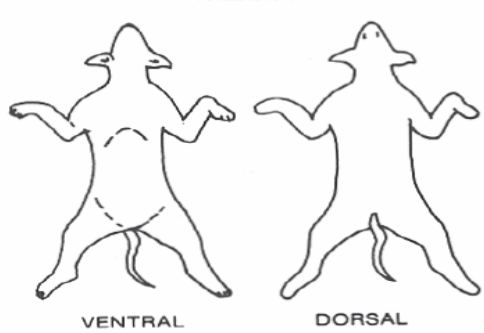


## Appendix 5 – Dog and Cat Treatment & Observation Sheets

<b>Animal ID#’s:</b> _____ <b>Intake Date:</b> ___/___/___ <b>Sex (at intake)</b> <input type="checkbox"/> M <input type="checkbox"/> MC <input type="checkbox"/> F <input type="checkbox"/> FS <b>WEIGHT</b> ___ lbs: ___ kgs <b>Animal Description:</b> _____ <b>Animal ID Check:</b> <input type="checkbox"/> No ID <input type="checkbox"/> ID Found <i>describe:</i> _____ <b>Microchip placed:</b> <input type="checkbox"/> yes Date: ___/___/___ <b>Photographed:</b> <input type="checkbox"/> yes Date: ___/___/___ <b>Vaccinated (FVRCP):</b> <input type="checkbox"/> yes Date: ___/___/___ <input type="checkbox"/> IN <input type="checkbox"/> SQ Initials _____ <b>Vaccinated (Rabies):</b> <input type="checkbox"/> yes Date: ___/___/___ Initials _____ <b>Vaccinated (FELV):</b> <input type="checkbox"/> yes Date: ___/___/___ Initials _____ <b>FIV/FELV tested:</b> <input type="checkbox"/> NEG <input type="checkbox"/> POS for _____ Date: ___/___/___ <b>Fecal Float+smear:</b> <input type="checkbox"/> yes Date Sample collected: ___/___/___ <b>Fecal Results:</b> <input type="checkbox"/> NEG <input type="checkbox"/> POS for _____	<b>MASTER PROBLEM LIST:</b> _____ _____ _____ _____ <b>Additional Tests requested:</b> <input type="checkbox"/> YES Requested on: ___/___/___ Performed on: ___/___/___ <i>Tests requested, results, notes</i> _____ _____ <input type="checkbox"/> <b>IF This box is Checked USE CAUTION</b> with this Animal <b>Notes:</b> _____									
<b>Daily observations:</b> <span style="float: right;"><b>Quarantine period (minimum 1 week) record observations</b></span>										
<b>Today’s Date:</b>										
Attitude: (BAR,QAR, Obtunded)										
H <sub>2</sub> O consumption (+/-)										
Hydration status (0,-5,-8)										
Respiratory Rate (Normal, ↑, ↓)										
Appetite (+/-)										
Feces(+/-) Describe (N,L,D,BD)										
Urine (+/-) note if abnormal										
Wound/Skin Check										
Other :										
Other :										
<b>Medication   Dosage   Frequency</b> <span style="float: right;"><b>TREATMENTS: Please initial each day to indicate treatment was performed</b></span>										
<b>Standard treatments:</b>	<b>Bathed:</b> <input type="checkbox"/> yes Date: ___/___/___ <b>Flea control started:</b> <input type="checkbox"/> yes Date: ___/___/___									
<b>Panacur</b> ___ mls (PO SID X4)										
<b>R<sub>x</sub>:</b>										
<b>R<sub>x</sub>:</b>										
<b>R<sub>x</sub>:</b>										
<b>Comments:</b>	_____ _____ _____									

<b>ANIMAL ID #'s</b>	_____
<b>TODAY'S DATE:</b>	___ / ___ / ___
<b>ANIMAL DESCRIPTION:</b>	_____
<b>Body Condition Score:</b>	_____ Out of 9
<b>TEMPERATURE:</b>	_____
<b>PULSE:</b>	_____
<b>RESPIRATION:</b>	_____
<b>WEIGHT:</b>	_____ <input type="checkbox"/> lbs <input type="checkbox"/> Kgs
<b>Veterinarian Signature:</b>	_____

MARK AREAS WITH WOUNDS OR LESIONS



**Physical Exam Findings/Treatment Plan:**

General Appearance: N A NE Comments: \_\_\_\_\_

Skin: N A NE Comments: \_\_\_\_\_

EENT: N A NE Comments: \_\_\_\_\_

Musculoskeletal: N A NE Comments: \_\_\_\_\_

Cardiovascular: N A NE Comments: \_\_\_\_\_

Respiratory: N A NE Comments: \_\_\_\_\_

Gastrointestinal: N A NE Comments: \_\_\_\_\_

Genitourinary: N A NE Comments: \_\_\_\_\_

Nervous System: N A NE Comments: \_\_\_\_\_

Lymph Nodes: N A NE Comments: \_\_\_\_\_

**Additional Comments/Treatment Plan:**

\_\_\_\_\_

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N= NORMAL    A= ABNORMAL    NE= NOT EXAMINED

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Appendix 6 - Public Information Message Templates

### Pets and Disasters Fact Sheet

#### What can I do to protect my pets **BEFORE** a disaster?

A disaster can hit your area with or without notice, that's why it is very important for a family to be prepared in case such an event should occur. The best preparation is a family household disaster plan, and this plan should always include your pets. There are several things a family should do before a disaster approaches to better prepare. Contact your veterinarian, local animal shelter, humane society, or emergency management office for information on caring for pets in an emergency. Find out if there are any shelters set-up to take pets in an emergency, but keep in mind that shelters are usually full even without a disaster so any space would be very limited. Check with your veterinarian to see if he can board your pet or if there is someone he could recommend in the area or town you have designated as your family evacuation site. If you decide to take your pet with you, have a carrier that allows your pet to stand up and turn around inside. Put familiar items such as the pet's normal bedding and favorite toys inside. Train your pets to become comfortable with the carrier beforehand by using it as its "room", and feeding it in the carrier and placing a favorite toy or blanket inside. Keep a list of hotels that will accept pets, and be sure to ask if there are any size restrictions.

When assembling emergency supplies for the household, include items for pets such as extra food, kitty litter, bowls, and extra medication. Pets should have their vaccines current, and records kept in a plastic, sealable bag. If your pet gets separated from you, proper identification may be its only way home, so make sure it has a properly fitted collar or harness (muzzle) that includes current license, identification and rabies tags. Microchips are also a good way for your pet to be identified, but not every shelter and clinic has access to a microchip scanner, and not all scanners read all chips.

#### What can I do to protect my pets **DURING** a disaster?

During a disaster bring your pets inside immediately. Animals have instincts about severe weather changes and may isolate themselves or try to escape, especially if they are afraid. Never leave a pet outside or tied up during a storm. You may need to separate dogs and cats, because even if your pets normally get along, the anxiety of an emergency situation can cause pets to act unreasonably. If you decide to evacuate during a disaster, plan to take your pets with you. Do not leave your pet at home during a disaster because you never know what will happen when you are gone, or when you will be able to get back. Remember to take your pet's medical records and medicines with your emergency supplies. If you have a bird, make sure the bird is caged and you have a thin cloth or sheet to cover the cage. The stress of moving and the anxiety of the disaster may stress the bird, and being in a covered cage may help alleviate some of this. Not all evacuation facilities will accept animals, so it would be better for you to evacuate early with your pet to a previously identified safe location than to wait until it is too late and you have to be evacuated by emergency personnel that may not allow you to bring your animal.

#### What can I do to protect my pets **AFTER** a disaster?

## **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

Just because a disaster has passed, do not assume that the worst is over. Do not let your pets loose in the house or yard until you have had the chance to examine everything very carefully. It is possible, especially with flooding, that there may be damage to your home which could hurt you or your pet. Carefully walk the yard to verify the fence is intact and there is nothing new and dangerous in the yard, particularly snakes or other dangerous animals which may have come into your yard during flooding.

If your pet was placed in a shelter or boarding facility, contact them as soon as possible to verify your pet is fine and let them know when you will be able to come get it. If your pet is lost during a disaster, check with your area shelters every day since strays only have to be held for 3 days before being considered unclaimed and put to sleep.

Don't be surprised if your pet is more anxious or fearful after a disaster. Familiar scents and landmarks may look different and your pet may become confused and lost. Normally quiet and friendly pets may become defensive and aggressive. It's very important to observe your pets closely after a disaster, and give them extra attention, if necessary. They won't understand everything that just happened, and will look to you to provide some stability and comfort.

### **Where can I get more information on protecting my pet during a disaster?**

Your veterinarian is always your best source of information. You can also visit the following websites for more information.

[www.countypets.com](http://www.countypets.com)  
[www.bt.cdc.gov/planning](http://www.bt.cdc.gov/planning)  
[www.fema.gov](http://www.fema.gov)

**Source of information:**  
**Federal Emergency Management Agency (FEMA)**

**Website for Local lodging that accept Pets during disaster:**

<http://www.monticellojeffersonfl.com/lodging>

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Checklist for Disaster Preparedness for Pets

Do you have the following items ready?

- Your written family disaster plan
- Disaster preparedness kit
- Crate and bedding(litter, potty pads, paper)
- Food, water, manual can opener and dishes
- Plastic bags, paper towels, newspaper (when shredded, can be used as cat litter), disinfectant
- Collar, leash, harnesses
- Muzzles, gauze rolls
- Identification tags
- Current medical and vaccination records
- Extra bottles of daily medications or copies of prescriptions with current expiration date
- Current photos, and a photo of you holding your pet.
- Pet comfort items: towels, blankets, toys
- A list of hotels, motels and boarding kennels that accept pets
- Detailed instructions for animal care and rescue workers
- First aid kit

## **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

- Flashlights, batteries
- Copies of health certificates
- Out-of-state telephone contact
- Flat tire repair kit

### **Checklist for Disaster Preparedness for Livestock/Horses**

- First aid kit
- A portable radio
- Water
- Extra fuel for vehicles and generators
- Prescription medicines
- Foods that require little or no cooking or refrigeration and a can opener
- Emergency cooking equipment (if necessary)
- A supply of food for your animals
- Flashlights and batteries and/or kerosene lantern
- Chlorine bleach
- Fire extinguisher
- Blankets
- Halters, lead shanks, saddles (write contact info on halters)
- Animal medical and vaccination records (including Coggins' test results for horses)
- Evidence of ownership of animals
- Sand bags and plastic sheeting
- Wire and rope

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

- Hand tools and shovel
- Games or books to entertain the family during long periods of isolation

Source: FEMA, Livestock in disasters

Household Pet Exposure to Potential Toxins/Chemicals Fact Sheet

## **What are toxins and chemicals?**

Chemicals are substances produced to be used as a tool to get something done. Toxins are a type of chemical produced by a living organism such as bacteria. Animals can have bad reactions to chemicals or toxins because they are too strong for the animal's body.

## **How can my pet be exposed?**

Pets are at higher risk of being exposed to toxins or chemicals because they tend to get into things and places their owners cannot, particularly when the animals are outside. In addition, animals are more likely to eat or drink things found out in the environment. Some examples include: swimming in contaminated water, licking antifreeze left on a driveway, or running through a recently fertilized field. A pet does not have to live near a chemical plant to be exposed to toxins or chemicals. Anywhere there are chemicals is a perfect place for your pet to be exposed.

## **What signs may be present if my pet is exposed to a toxin or chemical?**

When a pet is exposed to a toxin or chemical, the owner might not see any change in the animal's behavior, but can smell the chemical or see it on its coat. The typical signs associated with a reaction to a chemical or toxin can be as different as the chemicals themselves, but some common signs include: vomiting, diarrhea, coughing up food or blood, irritated skin, drooling, behavioral changes, seizures, shaking and weakness. If your pet is showing these signs or you suspect it may have come in contact with a chemical or toxin, contact your veterinarian.

## **What can I do if my pet is exposed to a toxin or chemical?**

The first thing you should do if you think your pet is exposed to a toxin or chemical is to keep it from getting exposed more by cleaning it up or removing the animal from the area. If it is on the animal's skin, don't let it run around and spread the chemical to other things. Next, try to find out what your animal was exposed to, which will help determine the appropriate treatments. If your pet is showing signs of being sick, it should be seen by a veterinarian as soon as possible.

If the animal has something on its skin or coat and is not acting sick, decontamination or removal can be done at home with water and mild, plain dish soap. Other cleaning products are too strong and can make the pet sick or damage the skin. When washing your animal, be sure to protect yourself by wearing gloves and a long sleeve shirt and pants. Wash your pet several times and rinse very well. Dry the animal with a rag or towel and then dispose of these items to prevent further spread. If you feel you were exposed to the chemical or toxin during the bath, remove your clothes quickly and wash your entire body with soap and water. If there is a major chemical event in your area, there will likely not be decontamination areas for pets, and owners will be asked to wash their pets at home.

# **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

## **How can I prevent my pet from being exposed to a chemical or toxin?**

The safest way to control and protect your pet from being exposed to toxins or chemicals is by controlling their activities. In Travis County it is required that animals be confined or on a leash at all times. By

Keeping your pets away from areas that may contain toxins or chemicals, you are reducing their risk of being exposed. Household chemicals should also be stored away and out of the reach of pets. If you have a small chemical spill around your house, do not allow anyone near it and clean it up as quickly as possible. If the chemical spill is too large or is making you sick, call 911.

## **Where can I get more information if my pet is exposed to a toxin?**

Your best source for pet information is always your veterinarian. If you have additional questions, please contact him.

## **Recommendations for Pet Owners in Hotels**

- Clean-up pet urine and waste immediately.
- Do not keep pet urine or waste in your hotel room.
- Clean your pet's living area daily.
- Notify Housekeeping when a major clean-up is needed.
- After cleaning-up after your pet, wash your hands.
- Keep your pet on a leash or in a carrier inside and outside of the hotel.
- Make sure your pet has food and fresh water.
- If your pet has been in the floodwaters, bathe him or her with a non-irritating oil-stripping shampoo labeled for pets. If you are unsure what to use, contact a veterinarian.
- If your hotel allows you to keep your pet in the room while you are not present, keep your pet in a locked carrier.
- If you suspect that your pet is ill, consult a veterinarian.



## **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

- **Have you lost a pet? If you or someone you know needs to be reunited with their pet, contact your local animal control or human organization to search through or to upload digital pictures for lost pets.**

### **Bite Prevention**

Pets that were evacuated are likely under stress because they are away from their home and familiar surroundings. Sometimes stressed animals act differently than they normally would. Even though you love your pet, during these times, it is important to be cautious.

To Prevent Animal Bites:

- **Be careful when new people approach your pet**
- **Loud noises and fast movements can be scary, so approach all animals calmly and quietly**
- **Keep your pet on a leash or in a carrier, especially in unfamiliar surroundings**
- **Keep your animal's rabies vaccine information in an accessible location in case someone does get bit.**

If you are bitten:

- 1. Immediately wash the wound with soap and water.**
- 2. Consult a physician.**
- 3. Report the bite to your rabies control authority.**

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## RX - Pet Owner's Prescription for Health

Pets that were evacuated may have been exposed to contaminated flood waters or other harmful substances. Being away from home and in unfamiliar surroundings may make them more susceptible to infections. The following are some recommendations to help keep them healthy and to prevent you from getting sick as well.

1. Bathe your pet if it has been exposed to the flood waters.
2. Wash your hands after cleaning-up after your pet.
3. Watch your pet closely for any of the following signs:
  - a. Vomiting/diarrhea
  - b. Skin/ear infections
  - c. Conjunctivitis
4. If you suspect that your pet is ill, consult a veterinarian.

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Appendix 7 – Supplies/Personnel Needed to Set-up Temporary Animal Housing Areas

In order to provide a temporary animal housing area and care for evacuated small animals a number of resources are needed, including:

### Housing Space

The space required will be based on the number of medium and large carriers provided for owners to temporarily house their evacuated pets. A rough estimate for the amount of space needed per large cage is 10 square feet/large carrier. Smaller carriers can be stacked on the larger carriers to house more animals in the same space.

Carriers	10 large	40 large	100 large	250 large
Estimated Space Needed	300 sq. feet	500 sq. feet	1000 sq. feet	2000 sq. feet

### Carriers

The carriers to be used are plastic or metal carriers that would house an animal with food and water bowls and a litter box for cats, where the animal can stand up, move around, and lie down comfortably. Recommended sizes for cats and small dogs (up to 20 lbs.) are at least 25in x 20in x 18in, and for larger dogs (20 to 70 lbs.) at least 42 in x 28in x 30in. Giant breed dogs at least 75 + pounds will require larger carriers.

### Transportation

Standard animal carrier trucks, pick-up trucks, or trailers can be used to transport carriers to the temporary housing site. Any animal transport will have to be done in approved animal transport vehicles such as a standard pick-up frame with approved animal units as are used currently by City of Monticello/Jefferson County.

### Personnel

Transport of carriers to temporary housing sites does not require Animal Control personnel, but when working with animals a person with animal control background or similar animal experience is required. CITY/COUNTY maintains a list of the volunteers able to assist during an evacuation

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Go-Kits

City of Monticello/Jefferson County is capable of deploying go-kits with necessary supplies for a setting up temporary small animal housing areas. Each go-kit contains the following supplies that are designed to cover up to 40 animals:

- 1 HDQ sprayer
- 5 Registration Sheets (2 dog, 2 cat, 1 other)
- 50 crate tags
- Markers
- 5 hand sanitizers
- Disposable sanitary wipes
- 1 box rubber gloves
- 5 garbage bags
- 40 paper food trays
- 5 water bowls
- 5 buckets
- 2 packs leashes
- 5-10 litterboxes
- 40 lbs. litter
- 20 bedding / towels
- 10 sheets
- Crates
- 40 pounds of dog food
- 20 pounds of cat food
- “Visitation hours” sign
- “Hand washing” sign
- “Day Pass” for taking animals out
- Animal waste collection bags
- Dry erase Marker
- Scissors
- 1 set Muzzles (7 sizes)
- 100 zip ties
- Pet walk signs directional(arrows)
- 1 roll of flagging
- Lots of paper towel

The temporary housing area is usually set up close to the human shelter in a protected area, or in the human shelter what is preferable. The supplies are checked and re-stocked every 2-3 days or as needed.

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Appendix 8 - Considerations for Large Animals (Livestock/Horses)

### Introduction

In City of Monticello/Jefferson County, STATE and county laws and codes governing large animals are maintained and enforced by the STATE Animal Health Commission and the Jefferson County Sheriff's Office.

STATE Animal Health Commission is responsible for the oversight of the STATE livestock industry and prevention and control of diseases or conditions therein. The Jefferson County Sheriff's Office/Livestock Division is responsible for enforcing STATE Agricultural Code 142 regarding stray livestock. Any stray livestock or horse is ideally returned to the pasture or enclosure it came from, temporary repairs made to the fencing and the owner contacted. If the animal cannot be returned to its enclosure or the enclosed area is considered unsafe or unable to adequately hold the animal, then it is transported to the livestock facilities and the owner contacted. Animals that are not redeemed become the property of Jefferson County and may be taken to auction. In addition, the Livestock Division investigates and works closely with the CITY/COUNTY on cruelty cases.<sup>1</sup>

### Preparation

During the inter-disaster period, owners are responsible for preparing their animals for possible movement or disaster. This includes providing for food, supplies, vaccine and proof of required infectious disease testing and/or vaccination (i.e. Coggins' testing for horses, Brucella certification or testing and Tuberculosis certification or testing for cattle). See Appendix C for a recommended check-list for livestock owners.

### Alert

STATE Animal Health Commission is responsible for supporting the locals in responding to disasters involving livestock and horses. Requests for temporary housing of large animals will be forwarded to them, and owners will be directed to STATE-authorized large animal temporary housing areas.

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<sup>1</sup> 2017 Florida Statutes <https://www.flsenate.gov/Laws/Statutes/2017/588.17>  
588.17 F.S. section (4) 2017

# **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

## **Response**

Interagency communication immediately after a disaster will be done by telephones (land lines and cellular). Requests for assistance with temporary housing, evacuation/rescue or unconfined

## **Recovery**

Calls for request of assistance for unrestrained horses and livestock in Jefferson County will be forwarded to the Jefferson County Sheriffs' Office who will assess the situation and respond to the call.

When requests for assistance or housing of large animals exceeds the resources of local agencies, requests for assistance will be forwarded to the STATE Animal Health Commission through the local Offices of Emergency Management and Disaster District.

Disposal of dead animals will be handled on a case-by-case basis. Within Monticello city limits, the department of Solid Waste Services will collect and dispose of the carcass. If there are more carcasses than can be adequately handled by the local resources, a request for assistance will be sent through the Office of Emergency Management and Disaster District to the STATE Animal Health Commission. The local authority will then work with the STATE to safely and adequately dispose of the carcasses.

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Appendix 9 – Animal Management Instructions

### Pet Intake Instructions

1. Welcome evacuees. Ask them their name and continue to address them personally.
2. Record animal and owner info on Registration Log (Dog, Cat, or Other). Include breed/color in “notes” section, ask owner to return to table, if necessary, with any additional info that would help us find them if needed.
3. Assign Cage and Animal # according to system below:
  - a. Cats = C1, C2, C3, C4, C5 **BRACELET COLOR YELLOW**
  - b. Dogs = D1, D2, D3, D4, D5 **BRACELET COLOR BLUE**
  - c. Miscellaneous = M1, M2, M3, M4, M5 **BRACELET COLOR GREEN**
  - d. Cage # corresponds with Animal #
  - e. TAKE A PICTURE OF THE ANIMAL AND OWNER
4. On bracelet, write CLEARLY:
  - a. Cage/Animal #
  - b. Animal name
  - c. Owner name string tag number, animal name, species and owner’s name.
  - d. Tie string tag to cage front.
5. Label any food with animal/cage #, plan to put it on top of, or close to, that animals’ crate.
6. Give owner a bracelet with Animal & Cage # and **stress safety**.
7. Take 1 adult owner and pet to animal holding area to show them around and get animal set up.
8. Escort owner back to animal registration table and review visitation rules.

## **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

9. Give owner card with Animal/Cage #-- they will keep this card until they check pet OUT of shelter permanently.
10. Post the “Pet Shelter Rules” in Prominent Place.

### **Visitation Instructions**

1. Owners can visit pets during visitation hours (“No Access to Pets x:00 – x:00” sign must be posted at table any time there is no volunteer coverage for the pet table).
2. Owners can check pet out with a “Day Pass” if pet will be out of shelter and off of grounds for an extended period (several hours). A “Day Pass” is simply a signed note from the owner that says they are taking pet off-site for a while, but will be bringing pet back later on. This needs to be attached to that pets’ empty crate so that anyone checking on animals will know where that pet is.
3. Volunteers should be monitoring owner activities in the pet area to ensure safe interaction between people and animals.
4. Cats should not be allowed out of carrier unless owner provides a secure harness and leash. Dog collars must fit well enough to stay on securely.
5. Dogs and leashed animals can be walked outdoors in designated area. **PETS CANNOT BE IN PEOPLE AREAS.** Pet walker **MUST** clean up after pet, using trash or pick up bags!
6. Volunteer does not have to stay with pet owner for entire visit, unless there is cause for suspicion.
7. Owners may take leashed pet to designated outdoor area **DURING VISITATION HOURS ONLY.** Exceptions may be made if pet is on diuretic’s.
8. Owners are expected to feed their pets.
9. Stress to owners that pets are **NOT ALLOWED ANYWHERE** else in the building except the pet holding area.
10. Discourage pet owners from allowing pets to interact with any other pet or people, since pets will be stressed and behave differently than normal.

### **Cat Management**

1. Many cats are in carriers too small to hold a litter box. Each site will have to have a “cat toilet” crate.



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2. Cat toilet crate will be a large crate (preferably large, wire crate with a large door) with a litter box and water bowl in it, and a sheet or blanket covering most of the crate for privacy/stress reduction. Each crate must have its own litter box.

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Appendix 10 – Cleaning Considerations for Shelters

The main purpose of cleaning animal areas is prevention of infectious disease spread. Because of its importance for animal health, cleaning should be approached systematically. Germs are tracked by human and animal traffic *throughout* any shelter. Additionally, germs are spread by hands, on doorknobs, clothing, carriers, exam tables, instruments, animal transport vehicles, and so on.

If the shelter is operated up to four (4) days, the staff will do only necessary, “spot” cleaning. If the shelter is operated longer than four (4) days, staff will do general cleaning of the whole sheltering area as described below.

### List of Areas to be Cleaned

Different protocols and products may be needed for different areas. Following is a list of some areas and items to consider:

- Office areas (lower priority if shelter animals are not allowed in offices, but employees will still track germs in and out from animal areas).
- Main lobbies and hallways.
- Dog runs, including central walkways, walls, doors, gates, etc.
- Cat rooms, including floors, walls, doorknobs, etc. as well as cages (if applicable).
- Quarantine areas.
- Isolation areas.
- Medical/surgical areas, including instruments and equipment.
- Other indoor animal areas, such as grooming, treatment rooms, intake rooms, visiting rooms, training areas, etc.
- Exercise yards or other outside animal areas.
- Vehicles.
- Carriers and transport cages.
- Hand washing.
- Employee clothing (separate clothing should be worn while doing heavy cleaning or handling infectious animals).
- Bedding.
- Dishes.
- Toys.
- Tools, such as poop scoopers and mops.
- Ventilation and heating ducts.
- Storage areas (especially food storage).
- Entire building, especially door knobs, phones, keyboards, and other frequently handled items.

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Cleaning Protocols Outline

If no specific guidelines exist, it's likely that cleaning some of the above listed areas will be overlooked in a busy shelter. Therefore, for each of the areas/objects to be cleaned, at least a brief outline should be written detailing:

- How often the area/object is to be cleaned.
- Who is responsible for cleaning (and who will double check and make sure it has been cleaned adequately).
- What cleaning and disinfection products are to be used?

## Products for Cleaning

Three types of product are generally used for environmental cleaning:

- **Soap/detergent:** Cleaning agent which works by suspending dirt and grease. Does **not** kill harmful microorganisms.
- **Disinfectant:** Chemical agent which kills harmful microorganisms. Does **not** necessarily remove dirt or grease.
- **Degreaser:** More powerful soap/detergent specially formulated to penetrate layers of dried on body oils and other greasy debris.

Effective sanitation requires applying a germicidal agent to a basically clean surface. This requires use of both detergent and disinfectant products. Detergents in themselves do nothing to kill germs. Although some disinfectants can also act as detergents, many (such as bleach) do not. Virtually all disinfectants used in shelters are inactivated by organic material (such as feces, kitty litter, saliva, sneeze marks and plain old dirt) to some extent, so if they are not applied to a clean surface, they will not work. Periodically, a stronger degreaser should be used to deal with body oils and other grunge that builds up in kennels over time and can render disinfectants ineffective.

# JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN

## Appendix 11 - Guidelines for Assisting Refugee Animals

All refugee animals will be threaded by licensed veterinarians if their condition requires it. The staff and volunteers will need to refer an animal to the veterinarian service if the following signs are present:

- Lethargy
- Hair loss
- Vomiting
- Ocular and nasal discharge
- Presence of chemical or biological contaminants on the animal
- Physical injury
- Neurological symptoms
- Difficulty while moving

# **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

## **Appendix 12 - Volunteer Program**

### **Guiding Principles**

The City of Monticello /Jefferson County believes in the following principles while engaging volunteers in emergency response activities:

1. CITY/COUNTY considers volunteers to be non-salaried personnel and promises to treat them with the same respect and courtesy as the salaried personnel.
2. CITY/COUNTY encourages the teamwork of salaried and volunteer personnel so that the best service possible is offered to the members of our community.
3. Volunteer personnel contribute their unique talents, skills, and knowledge to provide personalized attention to the community, enable the salaried personnel to concentrate on the work for which they were hired, and educate the public about the organization, its causes, and emergency preparedness.
4. The role of volunteer personnel in CITY/COUNTY enhances the range of services that the department can offer to the community. It provides volunteers the opportunity for citizen participation in helping create a sustainable community able to better withstand disasters.
5. Volunteer personnel always retain freedom of choice and can refuse to work on a project for various reasons, without losing the opportunity to participate in another assignments.
6. CITY/COUNTY utilizes the talents and skills of volunteer personnel to extend department's services rather than supplement insufficient resources.

### **Volunteer Program Values**

CITY/COUNTY promotes the following values while working with volunteers:

1. Open, honest, and respectful communication.
2. Appreciation and respect for diversity and individual uniqueness.

## **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

3. Pursuit of excellence.
4. Integrity as the basis of trust.
5. Recognition of individual and team efforts and accomplishments.
6. Teamwork.
7. Creation and maintenance of the programs that encourage new and creative ideas.
8. Pursuit of ethical business practices and use of public resources.
9. Accountability.
10. Promotion of the environment that is conducive to identifying system improvements.

### **General Tasks**

Volunteers that work with animals may assist with the following manual tasks:

1. Feeding
2. Providing water
3. Grooming
4. Bathing
5. Exercising animals
6. Cleaning and disinfecting animal cages

Volunteers will also help animals cope with the disaster through:

1. Playing with the animals
2. Providing companionship
3. Observing behavioral or physical changes that could indicate illness or injury

Volunteers in animal shelters might perform a variety of duties and work with a wide variety of animals. In addition to attending to the basic needs of the animals, volunteers might be asked to:

1. Keep records of the received and discharged animals and any completed tests or treatments
2. Interact with the public
3. Answer telephone inquiries
4. Screen evacuees' animals
5. Educate evacuees or general public on animal health issues

Provide supervision of animal areas

# **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

6. Assist with organization, sorting, and deployment of supplies and donations
7. Deliver supplies, records, etc.

## **Working Conditions**

Volunteers who love animals get satisfaction from working with them and helping them survive the disaster. However, some of the work may be unpleasant, physically and emotionally demanding:

- Volunteers may be asked to clean animal cages and lift, hold, or restrain animals.
- The work might involve kneeling, crawling, repeated bending, and lifting heavy supplies.
- The work setting can be noisy.

## **Training and Qualifications**

Many volunteer jobs will require little or no training and have flexible work schedules. Animal volunteers that do need training will be trained on the job. However, it is desirable that volunteers are people who have some experience with animals or have been trained in advance.

All volunteers should have:

- Patience
- Sensitivity
- Experience with problem-solving
- Experience with animals
- Experience with communicating with public

## **Specific Volunteer Opportunities**

During a large emergency, CITY/COUNTY will utilize five groups of volunteers.

# **JEFFERSON COUNTY PET-FRIENDLY PREPAREDNESS PLAN**

## **Temporary Human-Animal Shelter Volunteers**

These volunteers will help with animals that evacuees bring to Red Cross and other shelters. The expectation is that volunteers will not handle animals, but provide assistance in the following:

1. Work in designated shelters and report to duty as requested
2. Supervise the pet areas
3. Make sure pet owners are following the rules and directions
4. Control the number of owners visiting animals so that the pet areas are not overcrowded
5. Make sure that incompatible animals (e.g. cats and dogs) are not released from the crates at the same time
6. Troubleshoot common problems

## **Feed-In-Place Volunteers**

These volunteers will assist with distributing food and water to animals whose owners are ill or deceased. In case of a large disease outbreak or emergency that would confine numerous animals to their owners' habitats (houses, apartments, etc.), there will be a need for volunteers that will provide food and care for stranded animals. In addition, these volunteers will work on providing provisions to feeding stations where freed animals will be provided with food and water until there are sufficient capacities for their collection and sheltering.

## **Extended Shelter Volunteers**

These volunteers will help in animal shelters that are meant to supplement the Shelter 1.

They will assist with:

1. Administrative work
2. Feeding
3. Providing water
4. Handling animals



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5. Cleaning and disinfecting animal cages

## **Shelter 1 Volunteers**

These volunteers will assist with Shelter 1 daily operations and deployment of resources during an emergency. The activities will involve taking care of housed animals, preparing and distributing emergency go-kits, etc.

## **Veterinarians and Veterinarian Technicians**

These volunteers will provide professional services and assistance in all previously mentioned activities. They will be assigned a specific job duty and briefed on tasks and responsibilities in providing veterinarian services.



# BOARD OF COUNTY COMMISSIONERS

## JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1 COURTHOUSE CIRCLE; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

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**Chris Tuten**

District 1

**Gene Hall**

District 2 Vice-Chair

**J T Surles**

District 3

**Betsy Barfield**

District 4

**Stephen Walker**

District 5 Chairman

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**Will you please add to the agenda for the Boards approval: THE FOLLOWING -**

**A. Legislative Priorities for Session 2021, the BOCC will participate in a workshop prior tot the meeting to discuss the 2021 Session priorities. These priorities will be presented for approval and ranking by the BOCC.**

**B. The Wacissa River Feasibility Study Consultant item. The BOCC will review submittals for a feasibility study to be completed and consultant services to be provided to Jefferson County for another phase of the Wacissa River Trailhead Projects that have continued.**

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**Kirk Reams**

Clerk of Courts

**Parrish Barwick**

County Coordinator

**T. Buckingham Bird / Scott Shirley**

County Attorney

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