



Planning and Development Department  
Clyde "C.B." Strain, Director

**GALLUP-McKINLEY COUNTY ANIMAL CONTROL AUTHORITY  
SPECIAL MEETING AGENDA**

**Monday, February 27<sup>th</sup>, 2023, 1:00 p.m.  
City Hall Council Chambers**

**The meeting will be accessible through the City of Gallup's Facebook Page:**

<https://www.facebook.com/CityOfGallup>

**Members of the public may attend in-person.**

**Comments may be submitted in writing prior to the meeting or presented in-person.**

\*\*\* Call to Order / Roll Call

**PUBLIC MEETINGS**

**ITEM ONE:** New Animal Protection Logo- Tiffany Hubbard, Animal Protection Manager

**ITEM TWO:** Out-of-State travel request for two Animal Protection employees in May 2023- Tiffany Hubbard, Animal Protection Manager

\*\*\* Open Floor

\*\*\* Adjourn

**MEMORANDUM**

Date: February 24, 2023

To: Gallup-McKinley County Animal Control Authority Board

From: Tiffany Hubbard, Animal Protection Manager

Subject: Requesting Approval of the New Animal Protection Logo

**Discussion:**

For several years the department has used the same logo indicating that it was under Metro, which was inaccurate. Animal Protection was budgeted the funds to update the Animal Protection logo. The new logo design has been completed by Hinkley Signs whereas I am now requesting the Board to approve the new logo.

Old logo:	New logo:
	

We would like to change the logo because it is very outdated and hard to scan for multiple surfaces. Right now, we have this logo on our vehicles and uniforms. As you can see, it is very blurry whereas this new logo is clearer. The new logo will also have the city and county logo since Animal Protection is jointly funded. Once the logo is approved, we will notify the vendor and they will assign us all the rights of the logo. Thereafter we will begin using the new logo on our new vehicles, uniforms, and a variety of forms. I am requesting the Board's approval of the logo, which will help the Department's more professional branding look.

# METRO

ANIMAL CONTROL



GALLUP, MCKINLEY COUNTY





**Animal Control Department**  
Clyde "C.B." Strain, Director  
Tiffany Hubbard, Animal Protection Manager

**MEMORANDUM**

Date: February 24, 2023

To: Gallup-McKinley County Animal Control Authority Board

From: Tiffany Hubbard, Animal Protection Manager

Subject: Out-of-State Travel Request- Longmont, CO

**Discussion:**

Reference the Joint Powers Agreement (JPA) where it states the Duties & Obligation of the Board to "Approve for GMCAC personnel out of state travel." Therefore, I am requesting approval for two (2) Animal Protection employees to attend training in Longmont, CO.

Code 3 Associates is hosting a five (5) training from May 8, 2023 to May 12, 2023 in Longmont, Colorado. Included in your agenda packets is a flyer of the five (5) day training agenda.

The City of Gallup Animal Control will also be responsible for costs such as, the registration fee, lodging, and meals. The fiscal year 2023 Animal Control budget will have sufficient funds to cover the training and travel costs for Animal Protection Officer, Angel Trevor-Smith and Animal Protection Manager, Tiffany Hubbard. We anticipate the following costs:

- Registration \$1,100 (\$550 per person)
- Hotel for 5 nights \$2,188.20 (\$1,094.10 per person)
- Meals \$59 per day for each employee
- Mileage will be covered since they're taking a city unit

Depending on the cost of the meals, it will be about \$3,900 total. Please be aware that the training program is not offered within the state of New Mexico; this is the closest location the employees can attend. The Animal Protection employees are in need of the training and we would appreciate the out-of-state travel request to be approved. The Planning Department will make all the necessary arrangements according to the City of Gallup travel procedures.



# MAY 8-12, 2023

# EAST ACADEMY

# MODULE C

## Credentialed Animal Control & Cruelty Investigations Training in Longmont, CO

Taught by Code 3 Instructors who have done the job, the EAST Academy will provide the knowledge to excel in the animal welfare fields. Geared to a wide variety of professionals in the animal industry, including cruelty investigators, animal control, veterinary professionals, shelter & rescue groups, topics in module C include:

- ★ Large Scale Impounds
- ★ Disaster Response Planning
- ★ Hazardous Environments Awareness
- ★ Disaster & Hazmat Scenario Tabletop Exercises
- ★ Leveraging Social Media
- ★ Principled Policing Concepts
- ★ The Cycle of Violence
- ★ ACO Safety and Resiliency
- ★ Intro to Veterinary Forensics
- ★ Identifying Exotics, Non-traditional Pets & Wildlife
- ★ Handling Exotics, Non-traditional Pets & Wildlife, with hands-on practical

View our training calendar  
and register online,  
[www.code3associates.org](http://www.code3associates.org)

Complete Modules A, B  
and C to become a  
certified Animal Cruelty  
Investigator

Credentialed through  
Colorado State University  
Veterinary Teaching  
Hospital

**Class Location**  
CODE 3 ASSOCIATES  
1456 Skyway Dr.  
Longmont, CO 80504

**Questions? Email us!**  
[info@code3associates.org](mailto:info@code3associates.org)

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303-772-7724

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**CODE 3**