

GCART Protocols for Responding to a Call
As adopted on December 17, 2007
As amended on June 26, 2011

1. County fairground authority resides in the following structure:
 - a. Board of County Commissioners
 - i. County Manager
 - ii. Facilities Manager
 - b. County Sheriff Department
 - i. Emergency Services Director
 1. County Representative to the GCART Board
 - a. GCART Chair
2. A call-out **MUST** be initiated by the Sheriff of Gilpin County if it is an emergency such as a wildfire or other disaster that could require the evacuation, care and housing of animals in the county. Other counties requesting assistance from GCART must request such assistance through the Gilpin Sheriff's Office. Approval for GCART to respond to any other jurisdiction must come from the Gilpin County Sheriff's Office.
3. A call-out **MAY** be initiated by the on-duty commander of the Gilpin County Sheriff's Office if it is a routine call such as an animal on the highway or an injured animal that needs to be moved and/or housed. These calls **MUST** be made through the Gilpin County dispatch center who will in turn act as liaison while the call is active between the GCART members and the appropriate officials who originated the call.
4. Calls for assistance should be made to GCART personnel based on the current listing that is on file with the Gilpin County Dispatch Center. Once contact is made with any GCART member, that member will take the responsibility for contacting other GCART members as needed, based on the type of call that was received. All Members should notify the GCART Board when they will be unavailable for more than a 24-hour period so time isn't spent trying to get in touch with someone that is not available.
5. When a call is received, the person receiving the call will first try to contact the GCART Chair and tell that person they are responding. They should also contact Dispatch at 303-582-5500 or on the radios using the Red Channel and let them know they received the page and will be responding. At that time they will get all the information regarding the call, **INCLUDING** a case number. If the call is **NOT** a legitimate call initiated by the Sheriff the GCART representative will refuse to take the call. This will then be reported to the GCART leader at the earliest opportunity.
6. When a call is approved by GCART as a legitimate call, that member will proceed to notify the GCART volunteers and begin to gather the equipment necessary to handle the emergency. Any member's or volunteer's equipment involved, if not already assigned an

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equipment bag, will first report to the storage shed on the county fairgrounds behind the exhibit building and pick up a hauler's bag and radio before going out in the field. If it is not possible to get to the storage to get a bag and radio, arrangements must be made to have a bag and radio delivered to the location by someone else. Arrangements will also be made to meet up with the notifying authority at the site of the emergency and proceed to deal with the call. ABSOLUTELY NO GCART member is to go on a call without a representative of the Gilpin County Sheriff's Office accompanying them unless specifically directed to do so by the notifying authority. Any assigned bags will be returned at the end of the volunteer's active duty in good condition. If any equipment in the assigned bag has become worn or used, it is the responsibility of the member to make a written request of the Board for those items to be replaced in a timely manner.

7. All members, volunteers and equipment called in will be under the direction of GCART and the Gilpin County Sheriff's Office, which would ultimately fall under the responsibility of the current Incident Commander in a large incident.
8. ONLY animals impounded by the Sheriff's Office may be boarded at the Fairgrounds. There is absolutely no boarding allowed of any animals unless approved by the Gilpin County Sheriff or Gilpin County Administration. GCART members DO NOT have the authority to approve boarding or impounding for any animals.
9. Animals will be taken to the Clear Creek Animal Shelter unless otherwise instructed by the authorizing entity. If animals are impounded at the fairgrounds, the authority impounding them will be the one billed for any costs incurred while under the care of GCART. GCART is not responsible for expenses incurred for any animal(s) while under their care. It is expected that the impounding entity will cover all fees and charges for the care of the animal until the ultimate placement of the animal can be determined. These costs may include, but are not limited to hauling charges, feed, travel and fuel charges to care for animal and any other costs associated with the care of the animal impounded for the length of time it is under the care of GCART. When the call is made, any fees associated with the call, such as fuel, feed for the animal, etc. will be calculated and an invoice for those services submitted to the authorizing entity no later than 10 days after the animal has been removed from GCART's care. If there will be no housing or feeding care required for the animal, an invoice will be immediately given to the authorizing entity for the hauling and delivery of the animal. It will be up to the authorizing entity to collect such fees from the responsible party if applicable.
10. FEES. The following are the current fees for transportation of an animal(s) as approved by the GCART Board:
 - a. Mileage will be charged at the current IRS allowed charges as approved by Gilpin County.
 - b. Transport Fee. A reasonable fee will be charged to pickup and transfer an animal to an assigned location. This fee may be waived at the discretion of the GCART Board dependent upon the circumstances of the hauling involved.

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- c. Boarding. A reasonable fee per day will be assessed for the care of each animal under the care of GCART. This includes hay and grain feeding twice a day, watering and verifying the animal(s) is safe and secure.
 - d. Other fees as necessary. Impounding authority will be billed for all other fees and costs incurred during the care and housing of any animal(s) while under GCART care.
11. Any outside services required such as but not limited to the State Brand Inspector or a licensed veterinarian will be the financial responsibility of the jurisdiction that requested those services. GCART will only order outside service or care if specifically requested by the appropriate authorized personnel or in case of an emergency such as an injured or sick animal. All fees and charges for such services will be directed back to the impounding entity.
12. ALL medical determinations will be made with the written order of a veterinarian. If the animal is suffering and no immediate medical assistance is available or applicable to the animal's condition, the Sheriff or the Animal Control Officer may find it necessary to make a determination to euthanize the animal. ONLY those two officials or a veterinarian can order the euthanizing of any animal and one of those professionals should follow through with the order once mandated. The Division of Wildlife will be called in all cases having to do with injured or at risk wildlife.

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