

STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF THE DIRECTOR**  
1509 West Seventh Street, Suite 401  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-2242  
Fax: (501) 682-1029  
<http://www.state.ar.us/dfa>

November 3, 2010

Jon S. Fitch  
Executive Director  
Arkansas Livestock and Poultry Commission  
One Natural Resources Drive  
Little Rock, AR

Dear Mr. Fitch,

Thank you for informing us of your determination that the following positions fall under Paragraph 5, Sec. B, dealing with Public Health, Safety & Welfare, of Executive Order 10-14:

Executive Director  
Deputy Director  
Director of Poultry Disease  
State Veterinarian  
Veterinarian Virologist/Director of National Poultry Improvement Plan  
Egg and Poultry Division Manager  
Logistics Manager

Please be aware that, under Section 4 of Executive Order 10-14, all vehicles must carry red, Official Business Only license plates and each must carry the official seal of either the State or your agency. Unless otherwise stated, this requirement applies to vehicles assigned to employees operating under a status designation of Public Health, Safety & Welfare.

Please also be aware that, under Section 3 of Executive Order 10-14, all vehicles not assigned to individual employees must be pooled, made available to any authorized employee and must remain on State property when not in use.

Additionally, please recall that Executive Order 10-14 requires State vehicles be used solely for purposes of official State business.

Thank you for your assistance and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard A. Weiss".

Richard A. Weiss  
Director



**ARKANSAS  
LIVESTOCK  
AND POULTRY  
COMMISSION**

P.O. Box 8585  
ONE NATURAL RESOURCES DRIVE  
Little Rock, Arkansas 72215

Phone: (501) 907-2400  
Lab: (501) 907-2400  
Fax: (501) 907-2425  
Website: [www.arlpc.org](http://www.arlpc.org)

Jon S. Fitch, Executive Director

October 20, 2010

Mr. Richard Weiss, Director  
Department of Finance and Administration  
401 DFA Building  
1509 West 7<sup>th</sup> Street  
Little Rock, Arkansas 72201

Dear Richard,

This letter is in regard to the executive order governing the use of motor vehicles owned or leased by Executive Branch Agencies, Boards, and Commissions (EO 10-14). After reviewing the order I have determined that the second sentence of the order, specifically public Health, Safety, and Welfare 5/B, covers the eight employees who work out of this office. It states, "Vehicles may also be assigned to individual officials and employees whose job duties require them to be available to respond after normal business hours to public health, safety, or welfare emergencies that require immediate travel from a personal residence to a location where specific skills, services, tools, equipment, or supplies are necessary to perform the job."

Each of these individuals are members of the Livestock and Poultry Animal Disease Emergency Response (AADER) team. Each carry emergency supplies and equipment in their assigned vehicles and are required to be able to respond immediately to any emergency when called, 24 hours a day, 7 days a week. Attached is a brief description of the vehicle and job performance duties for each individual member of the team. Our Emergency Response Manual is an emergency preparedness road map for dealing with possible emergency events. It's four phases of activity are prevention, preparedness, response, and recovery. In addition to our own in-house training exercises these individuals have trained with the FBI bioterrorism group and Department of Emergency Services as well as other agencies. We are also ever vigilant for devastating natural poultry and animal diseases which have economic as well as potential health effect on the citizens of Arkansas. We are trained that response time is critical to minimize exposure. We are recognized as the go to agency on all animal related events. Each individual on the team plays an integral role in the plan. We conduct regular training exercises for the emergency plan. We have had numerous incidents involving wrecked trucks carrying animals and poultry. We have a direct relationship with Department of Emergency

**COMMISSION MEMBERS**

Bill Gipson, Bigelow; James W. "Bill" Smith, Carlisle; Mack Hayden, Russellville;  
Dale Dixon, White Hall; Greg Hale, Little Rock; Ed Mabry, Batesville; Monty Henderson, Fayetteville

An equal opportunity employer

Management who have called us with assistance with the aftermath of tornadoes which require our team to respond for immediate assistance.

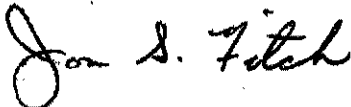
These people are vital to our emergency response plan and are the first responders to an emergency. I will add that the Director of Poultry Disease, Hashim Ghori, DVM will retire in November and another member of the team will assume his duties (Dr. Brandon Doss, DVM), and Dr. Ghori's position on the team will not be filled. Dr. Ghori's vehicle will be declared excess equipment and sent to marketing and redistribution.

I might add that all pay the required federal taxes for commuting. My position is that these individuals fall under C./i of the executive order and are vital to public health, safety, and welfare.

All other vehicles are assigned to field personnel who fall under 5/A of the executive order. We also have four vehicles which remain in our secure storage facility and are only used in emergency training or an actual emergency event. These vehicles were purchased through federal grants for emergency response.

If you have any questions or need further information please do not hesitate to contact me.

Sincerely,



Jon S. Fitch,  
Executive Director

JSF/hkh

Enclosures

Cc: Morrill Harriman

## **Agency Vehicle Review Responses**

### **A. Deputy Director – Dewayne Kimbrell**

- 1. 2006 Dodge Magnum Station Wagon, License 626 HKJ**
- 2. The Deputy Director is on call 24 hours a day, 7 days a week. He is also a member of the Rapid Response Team, taking care of major health issues or animal disasters in the state. He makes presentations to agriculture groups across the state as needed leaving directly from his home. Some are early morning and some in the evenings.**
- 3. The employee works from within the office and as described above he may be called for duty at any time and if there is a health event or disaster the employee may be needed at the main office or very well at the disaster site. He carries emergency response equipment in his vehicle at all times to minimize emergency response time.**
- 4. If the employee had to rely on a pool vehicle the response time to a disaster would be unsatisfactory for the health and safety of the public.**
- 5. This person is designated essential personnel by the director with regard to the Inclement Weather Policy.**

### **B. Director of Poultry Disease – Hashim Ghori, DVM**

- 1. 2001 Ford Taurus, License 475 DXY**
- 2. The Director of Poultry Disease is on call 24 hours a day, 7 days a week. The employee travels to meetings with poultry veterinarians across the state. He may very well leave early in the morning to prevent overnight stays when possible. He also does inspections of poultry facilities across the state, and is a member of the Rapid Response Team.**
- 3. Employee works out of the main office, and works approximately ¼ of his time at locations out of the main office. Since the employee is also a member of the Rapid Response Team the employee may be called into the main office or to a disaster site. He carries emergency response equipment in his vehicle at all times to minimize emergency response time.**
- 4. If the employee had to rely on a pool vehicle the response time to a disaster would be unsatisfactory for the health and safety of the public. Also, as described above it is much more advantageous for the employee to leave from his home to attend early morning meetings and inspections all over the state.**

### **C. Executive Director – Jon Fitch**

- 1. 2007 Dodge Durango, License 557 MEO**

2. **The Executive Director is on call 24 hours a day, 7 days a week. He is also a member of the Rapid Response Team, taking care of major health issues or animal disasters in the state. He makes presentations to agriculture groups across the state as needed leaving directly from his home. Some are early morning and some in the evenings.**
3. **The employee works from within the office and as described above he may be called for duty at any time and if there is a health event or disaster the employee may be needed at the main office or very well at the disaster site. He carries emergency response equipment in his vehicle at all times to minimize emergency response time.**
4. **If the employee had to rely on a pool vehicle the response time to a disaster would be unsatisfactory for the health and safety of the public.**

**D. State Veterinarian – Pat Badley, DVM**

1. **2007 Dodge Durango, License 467 LHM**
2. **The State Veterinarian is on call 24 hours a day, 7 days a week. He is also a member of the Rapid Response Team, taking care of major health issues or animal disasters in the state. He makes presentations to agriculture groups across the state as needed. This employee also tries to be the first on site at any disaster such as trucks turning over because he has the responsibility of the humane welfare with any animals involved in an accident. He carries special equipment and emergency response equipment in his vehicle at all times to minimize emergency response time.**
3. **Employee works from the main office and time spent at work locations depends on whatever the needs are to fulfill his position. If the employee is called out after working hours he would report to whichever site was more advantageous. He also meets with Veterinarians, both large animal and poultry, in meetings across the state and many times it is more advantageous for him to leave from his residence rather than come to the office first.**
4. **If the employee had to rely on a pool vehicle the response time to a disaster would be unsatisfactory for the health and safety of the public.**
5. **This vehicle was purchased with a federal grant as part of the emergency response program. It is a 4-wheel drive vehicle to insure that the employee could travel to the office or field in inclement weather.**
6. **This person is designated essential personnel by the director with regard to the Inclement Weather Policy.**

**E. Veterinarian Virologist/Director of National Poultry Improvement Plan/Director of Poultry Disease 11/27/10 – Brandon Doss, DVM**

1. **2007 Chevy Colorado Truck 743-HKJ**

2. **The Veterinarian Virologist is on call 24 hours a day, 7 days a week. The employee travels to meetings with poultry veterinarians across the state. He may very well leave early in the morning to prevent overnight stays when possible. He also does inspections of poultry facilities across the state, and is a member of the Rapid Response Team. He carries emergency response equipment in his vehicle at all times to minimize emergency response time.**
  3. **Employee works out of the main office, and works approximately ¼ of his time at locations out of the main office. Since the employee is also a member of the Rapid Response Team the employee may be called into the main office or to a disaster site.**
  4. **If the employee had to rely on a pool vehicle the response time to a disaster would be unsatisfactory for the health and safety of the public. Also, as described above, it is much more advantageous for the employee to leave from his home to attend early morning meetings and inspections all over the state.**
- F. Egg and Poultry Division Manager – Danny Hughes**
1. **2008 Dodge Durango 468 LHM**
  2. **Egg and Poultry Division manager is on call 24 hours a day, 7 days a week. He is a member of the Rapid Response Team, taking care of major health issues or animal disasters in the state.**
  3. **The employee works from within the office and as described above may be called for duty at any time and may be needed at the main office or at the actual disaster site. He carries emergency response equipments with him at all times in his vehicle.**
  4. **As Division Manager he is always on call to fill in for a plant employee who might have an emergency and not be able to get to his poultry plant to perform his inspection duties. Processing plants cannot run without our personnel on site. It is important that the poultry manager be available in such a situation. He also travels to plants across the state to audit his field inspectors for job performance.**
  5. **If the employee had to rely on a pool vehicle the response time to a disaster would be unsatisfactory for the health and safety of the public. Also, our poultry industry relies on our presence. Hundreds of employees in a plant could be idle while waiting for an employee to show up.**
  6. **This vehicle was purchased with a federal grant as part of the emergency response program. It is a 4-wheel drive vehicle to insure that the employee could travel to the office or field in inclement weather.**
  7. **This person is designated essential personnel by the director with regard to the Inclement Weather Policy.**
- G. Field Operations Supervisor (livestock inspectors) – Richard Jackson**

1. **2007 Dodge ½ pickup 131 LHM**
  2. **He is on call 24 hours a day, 7 days a week. HE is also a member of the Rapid Response Team, taking care of major health issues or animal disasters in the state. He makes presentations to the public and trains and assists field personnel away from the office. Most are either early morning or in the evening. He also conducts audits of our programs assisting field personnel, which means that many times he leaves directly from his residence.**
  3. **The employee works from within the main office and as described above he may be called for duty at any time. He carries emergency response equipment in his vehicle at all times to minimize emergency response time.**
  4. **If the employee had to rely on a pool vehicle the response time to a disaster would be unsatisfactory for the health and safety of the public.**
  5. **This person is designated essential personnel by the director with regard to the Inclement Weather Policy.**
- H. Logistics Manager – Gary Anderson**
1. **2008 Ford ½ Pickup 413 LHM**
  2. **Member of our Rapid Response Team, must be available 24 hours a day, 7 days a week.**
  3. **The employee works from within the office and as described above may be called for duty at any time and if there is a health event or disaster the employee may be needed at the main office or at disaster site. He picks up mail each day on his way to the office. He is the contact person for alarm system in the equipment storage yard and responds to all alarm events. He makes pickups and deliveries of parts, supplies, and equipment to and from the main office and serves as the “runner” during emergency events carrying equipment, supplies, and samples back to the lab.**
  4. **He carries emergency response equipment in his vehicle at all time to minimize emergency response time. If the employee had to rely on a pool vehicle the response time to a disaster would be unsatisfactory for the health and safety of the public.**
  5. **This person is designated essential personnel by the director with regard to the Inclement Weather Policy.**