



STATE OF IDAHO

BOARD OF VETERINARY MEDICINE

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CERTIFIED EUTHANASIA TASK FORCE (CETF)

Tuesday, October 22, 2013
ISDA Building, Boise, Idaho
Main A Conference Room

APPROVED MINUTES

Attendees:

1. Jo-Anne Dixon, DVM, CETF Chair
2. Tami McReynolds, DVM
3. Teresa Kasper-Sauer, DVM
4. Marcia Matsuura, DVM
5. Steven Buzzell, CET
6. Jodie Ellis, Executive Director
7. Cindy Hedge, Technical Records Specialist II

Excused – Carol Eklund, DVM

Call to Order: Dr. Jo-Anne Dixon, Task Force Chair, called the meeting to order at 12:10 PM.

MINUTES: Approve April 9, 2013 meeting minutes

Dr. Kasper-Sauer moved to approve the minutes of April 9, 2013, as amended. Dr. Matsuura seconded. Motion passed.

INTRODUCTION: New Executive Director of the BOVM, Jodie Ellis

Dr. Dixon welcomed Jodie Ellis to the Veterinary Board. Jodie came from a background in regulatory entomology. In the past, Jodie had the opportunity to manage two veterinary clinics, and has some medical background as well.

TRAINING: Revised CET written exam

Dr. Matsuura presented revised questions #1-17 for review, and Dr. Kasper-Sauer presented revised questions #18-end. It was agreed that Dr. Matsuura and Dr. Kasper-Sauer will rework some of the questions, and have a draft copy to Ms. Ellis no later than December 31, 2013.

FALL 2013 CETF NEWSLETTER:

Dr. McReynolds moved to skip the fall newsletter. Dr. Kasper-Sauer seconded. Motion passed.

CERTIFIED EUTHANASIA AGENCY (CEA) INSPECTIONS:

Discussion was held on the proper procedures for agency inspections. Dr. Kasper-Sauer shared the procedure she uses with the rest of the Task Force. After reviewing the process, the Task

1 Force agreed to adopt Dr. Sauer's methods. The Task Force also updated the existing SOP for
2 inspecting agencies. It was stressed that the person whose name is listed on the DEA form is the
3 one signing off on the transfer of drugs to a new facility, and to make sure that a DEA
4 registration is in place for the person accepting the drugs at the new facility. Ms. Ellis will draft
5 an SOP for the proper procedure to close a euthanasia agency, and have the document ready for
6 review at the next meeting. The SOP will include handling of the drug log books, and the
7 requirements of the Board of Pharmacy (BOP) with regards to transporting drugs. Ms. Ellis will
8 also draft standard opening and closing letters, including a checklist, which agencies would
9 follow to open or close a CEA.

10
11 The Task Force also asked that a log sheet be created for the members to use for mileage and
12 other allowed travel expenses when doing agency inspections.

13
14 **UPDATE ON ANNUAL CEA SITE INSPECTIONS:**

15
16 **Dr. Kasper-Sauer**

- 17 • The Meridian Police Animal Control Agency is now closed, and the final inspection is
18 complete. The drugs were transferred to the Idaho Humane Society, and the equipment
19 will be used by a local rescue group at a different location.
- 20 • Canyon County Animal Shelter
 - 21 ○ A complaint was filed with BOVM in late June 2013 by a former employee of the
22 CCAS. Shortly afterward, a representative from the Board of Pharmacy (BOP)
23 and Dr. Eklund did an unannounced inspection of the facility. It is possible this
24 complaint will be assumed by the BOP, as the concerns are more within their
25 jurisdiction.
- 26 • Canyon County Pet Haven, Inc. (pending)
- 27 • Idaho Humane Society (not done)
- 28 • Mountain Home Animal Shelter (pending)
- 29 • Weiser City Police Department (pending)

30
31 **Dr. Tami McReynolds**

- 32 • Humane Society of the Palouse (pending)
- 33 • Kootenai Humane Society (pending)
- 34 • Lewis Clark Animal Shelter (pending)

35
36 **Dr. Marcia Matsuura (all but Rexburg received on 10-22-13)**

- 37 • Blackfoot Animal Shelter (complete)
- 38 • Bonneville County Sheriff's Office (complete)
- 39 • City of Idaho Falls Animal Shelter (complete)
- 40 • Pocatello Animal Control (complete)
- 41 • Chubbuck PD Animal Control (complete)
- 42 • Rexburg Police Department (pending)
- 43 • Status of application for Preston CEA
 - 44 ○ No application or payment has been received by the BOVM to date. The CET
45 license is on hold pending the receipt of the agency application.

1 **Dr. Jo-Anne Dixon (all complete)**

- 2 • City of Burley Animal Shelter (complete)
- 3 • Jerome Animal Shelter (complete)
- 4 • People for Pets/Magic Valley Humane Society (complete)
- 5 • Minidoka Joint Powers Animal Control and Shelter
- 6 ○ This shelter will be closing and then reopening before Christmas. Ms. Ellis or her
- 7 staff will prepare an opening letter for the agency to advise them that an opening
- 8 inspection will be scheduled at the inspector's convenience.
- 9 • Twin Falls County Sheriff's Office (complete)

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11 **UPDATED CET JURISPRUDENCE EXAM:**

12 Ms. Ellis presented new questions for the Jurisprudence Exam. The exam consists of 50

13 questions, each worth two points. The Task Force suggested the Board office keep track of

14 the scores on the new exam to see where training could be improved.

15

16 The Task Force members informally approved the questions on the CET Jurisprudence

17 Examination. This 2014 version will be the edition used for the next three years, unless

18 updated questions are needed because of Statute or Rule changes.

19

20 Ms. Ellis will also talk with Roger Gabel on the status of the proposed Rule changes for the

21 Certified Euthanasia Program.

22

23 **DRUG LOG BOOKS**

24 Members of the Task Force expressed concern that the current drug log books are

25 difficult to use, and suggested that they be redesigned to better accommodate CETs.

26 Members discussed a design that would be acceptable. Dr. McReynolds offered to work

27 up the agreed upon design and send it out to Task Force members for comment.

28

29 **GENERAL BUSINESS:**

- 30 • The Task Force reviewed the 2012 euthanasia numbers from the Idaho Agencies. This is
- 31 the first year that these numbers have been tracked. The Task Force would like to see a
- 32 year-to-year comparison in the future.
- 33
- 34 • The 2014 CET training will take place in Boise on Wednesday, April 2, 2013. Training
- 35 for eastern and northern Idaho will be scheduled when the number of CETs that need
- 36 recertification in those areas is determined. Training for chemical capture will be
- 37 coordinated with Dr. Jeff Rosenthal, Director of the Idaho Humane Society, and
- 38 scheduled later as well.
- 39
- 40 • The Task Force decided that the next meeting will be held on **Tuesday, April 1, 2013**, on
- 41 the day before the CET training is scheduled in Boise. The meeting, which will begin at
- 42 noon, will be held at the Idaho Department of Agriculture Building, Conference Room
- 43 Main A.
- 44

1 Dr. McReynolds advised that Dr. Rosenthal does not want to be responsible for the purchase of
2 chemical capture equipment throughout the State. She will continue to discuss the possibilities
3 of loaning equipment.
4
5
6

7 **ADJOURN:** There being no further business to discuss; Dr. Kasper-Sauer moved to adjourn the
8 meeting. Mr. Buzzell seconded, and the meeting adjourned at 4:15 p.m.
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12 Jo-Anne Dixon, DVM, CETF Chair

4/1/14
Date

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14 Tami McReynolds, DVM, CETF Member

4/1/14
Date

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17 Teresa Kasper-Sauer, DVM, CETF Member

4/1/14
Date

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20 Marcia Matsuura, DVM, CETF Member

4/1/14
Date

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23 Stephen Buzzell, CET, CETF Member

4-1-14
Date

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26 Carol A. Eklund, DVM, BOVM Member

4/1/14
Date