



**Public Health**  
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Fairfield Department of Health

## BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health  
Minutes of the Board of Health  
April 12, 2017 at 3:00 P.M.

**Meeting Location:** Fairfield Department of Health, Conference Room, Lancaster, Ohio

**Call to Order:** President Dave Petty called the Board of Health meeting to order at 3:00 p.m.

### Board Members Present

Charlie Engen  
Dr. Steven Kapetansky  
Brian Oliver  
David Petty

### Board Members Absent

Tina Childers

A quorum was established. The meeting began with the Pledge of Allegiance.

### Staff Present

Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Gwen Shafer, Nursing Director; Kevin Barlow, R.S.

### Others Present

Debbie & Bobby Long, Cheddar Burger

### Approval of Minutes

Dr. Kapetansky moved to approve the *March 8, 2017* meeting minutes as presented. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.

### Environmental Review Committee/Environmental Report

The environmental report was submitted and filed appropriately in health department files. Kelly Spindler highlighted the written report.

Request for Non-Commercial Equipment – Mr. and Mrs. Long were present. They requested approval for two non-commercial refrigerator/freezer units. The mobile unit was licensed for two previous owners prior to Mr. and Mrs. Long purchasing it. The unit equipment has worked in the past but when a unit is under a new licensure, the units should be updated to meet the food code requirements.

Mr. Long addressed the board. He discussed the unit and asked if the board would approve the unit using the non-commercial equipment until the end of October. After that he could purchase the commercial equipment. The mobile season has begun and if Mr. Long would have to retro fit commercial equipment into the unit, he would not be able to meet his scheduled obligations. It was noted that there have not been previous temperature violations in inspections for this equipment. Discussion ensued.

**Brian Oliver moved to approve the mobile unit using the existing equipment during the 2017 license period pending approval of an inspection by the Fairfield Department of Health. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

#### Non-Commercial Smoker Unit

Jerry Power, owner of Taste of Flavor, has requested that the Fairfield Department of Health approve a AmeriQue Model SMO66 Electric Smoker. Mr. Barlow stated that this particular unit is designed the same as a commercial unit. It has the same stainless steel as the commercial unit. He recommended approval of the non-commercial smoker.

**Brian Oliver moved to approve the non-commercial unit using the AmeriQue Model SM066 Electric Smoker. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

#### Environmental Resolutions

Resolution 2017-13 – The purpose of Resolution 2017-13 is to refer Jamie Miller, 5250 Duffy Road, Lancaster, to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: *No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance.*” And for failure to comply with Ohio Revised Code 3707.01: *“The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders.”*

**Charlie Engen moved to approve Resolution 2017-13. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2017-14 – The purpose of Resolution 2017-14 is to grant a variance for Robert Laflin, 1455 Leonard Road, Baltimore, Ohio, from the length along contour requirements listed in OAC 3709-29-15, Appendix A. Discussion ensued.

**Brian Oliver moved to approve Resolution 2017-14. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2017-15 – The purpose of Resolution 2017-15 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at 486 Bickle Church Road, Baltimore, Ohio. The required minimum length along contour is unable to be met as stated in OAC section 3701-29-15 (N)(2) due to topography restraints in the only available replacement area. Discussion ensued.

**Charlie Engen moved to approve Resolution 2017-15. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2017-16 – The purpose of Resolution 2017-16 is to grant a variance to allow Stephanie Gibson, 8905 Alspach Road, Canal Winchester, Ohio, to use a new 2000 gallon septic tank with a high water alarm as a holding tank as stated in Section 3701-29-18(4)(C)(6) of the OAC, until soil conditions are suitable for complete installation of the leach field and engineered drainage system. Discussion ensued.

**Brian Oliver moved to approve Resolution 2017-16. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Spindler announced that Brandon Atwood, FDH Sanitarian-In-Training, has passed his Registered Sanitarian Exam and is now a Registered Sanitarian.

#### Financial Report

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report.

#### Monthly Financial Report

The department is 25% of the way through 2017 and has collected 38% of the revenue, while spending 33% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds, revenue and expenses by month and reviewed the year-to-date balances and bill lists.

#### Financial Resolutions

Resolution 2017 -10 – The purpose of Resolution 2017-10 is to memo expense the District Health fund in the amount of \$656.76. This expense is due to OPERS requiring the health department to pay retirement for a former employee now working at the Fairfield Community Health Center.

Resolution 2017-11 – The purpose of Resolution 2017-11 is to appropriate unappropriated monies in the District Health Fund and make a cash transfer to the Flexible Spending fund in the amount of \$810.76.

#### Approval of Resolution 2017-10 and Resolution 2017-11

**Brian Oliver moved to approve Resolution 2017-10 and Resolution 2017-11. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Annual Appropriation Resolution 2017-12

Resolution 2017-12 is the Annual Appropriation Resolution. This resolution provides the current expenses and other expenditures of the Board of health for the year 2018.

**Brian Oliver moved to approve Resolution 2017-12. Charlie Engen seconded the motion.**

**Roll Call Vote: Charlie Engen – aye  
Brian Oliver – aye  
Dr. Kapetansky – aye  
Dave Petty – aye**

Motion carried.

Mrs. Ehorn reviewed the unanticipated expenses for March 2017 over \$1,000.00 and the invoices paid in March over \$3,000.00.

Approval of Financial Report and Out-of-County Travel – **Dr. Kapetansky moved to approve the Financial Report and out-of-county as presented. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Nursing Report

The written report was submitted and filed appropriately in health department files. Mrs. Shafer stated that the immunization clinic will be holding walk-in clinics for kindergartners, 7<sup>th</sup> and 12<sup>th</sup> graders. These clinics will be held at the end of April, May and September.

- The health department will be holding a Closed Point of Dispensing exercise in May with all staff involved.
- The Immunization Action Plan grant will began April 1<sup>st</sup>.

**Administrator's Report**

Strategic Plan

The 2017-2020 Strategic Plan is completed and Mr. Hanna asked for approval. Three strategic priorities for the health department during this three year period are: awareness; workforce development and policies and procedures. Department staff will be working on these areas over the next three years. It was noted that the plan had some errors and some areas that needed corrections. Discussion ensued.

**Brian Oliver moved to approve the Strategic Plan with the corrections noted and highlighted in the plan as presented at the April board meeting. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Special & Emerging Pathogen Plan and ZIKA Plan

Mrs. Taylor discussed the plans. Both are newly created plans. The Special & Emerging Pathogen Plan (SEPATH) is the plan that will address all pathogens. Appendices will be specific for diseases. The ZIKA plan is an operational plan specific to ZIKA.

**Dr. Kapetansky moved to approve the Special & Emerging Pathogen Plan and the ZIKA Plan as submitted. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Public Records Request

The department received a public records request for the records of the Botulism outbreak. Mr. Hanna and Mrs. Shafer worked closely with Dr. Aebi and the County Prosecutor on the records request.

Approval of Contract with Daily Services (iforce)

The iforce contract is a renewal contract with no changes.

**Brian Oliver moved to approve the contract with Daily Services (iforce). Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Contract with Ryan Wilkins

The contract with Ryan Wilkins is for a backup plumbing inspector when the department's plumbing inspector is out of office (vacation, etc.). Mr. Wilkins has contracted with the health department before and the rates are the same.

**Brian Oliver moved to approve the contract with Ryan Wilkins as the backup plumbing inspector for FDH. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Public Comments

No public comments were noted.

Executive Session

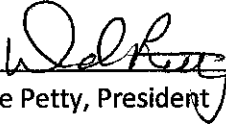
Mr. Petty asked for a motion to go into Executive Session regarding a personnel issue. **Brian Oliver moved to go into Executive Session at 3:48 p.m. Charlie Engen seconded the motion.**

**Charlie Engen moved to reconvene from Executive Session at 4:05 p.m. and Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

**Brian Oliver moved to enforce Disciplinary Action in the form of a verbal reprimand to a health department employee. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

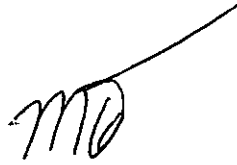
Adjournment

The meeting adjourned at 4:05 p.m. on motion by Brian Oliver and seconded by Charlie Engen. The motion passed by a unanimous voice vote.



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Dave Petty, President  
Fairfield Department of Health



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Mark Aebi, M.D., Secretary  
Fairfield Department of Health