



**Public Health**  
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH  
MEETING MINUTES  
September 9, 2015  
1550 Sheridan Drive, Suite 100  
Lancaster, Ohio 43130  
3:00 P.M.

President Dave Petty called the Board of Health meeting to order at 3:00 p.m. Roll call was taken:

Roll Call: Tina Childers – Absent  
Paul Martin – Present (alternate for Charlie Engen)  
Dr. Darryl Koop - Present  
David Petty – Present  
Jim Massey – Present (present at 3:23 p.m.)

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

Staff Present: Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Paulette Tiller, Fiscal Officer; Kelly Spindler, Environmental Director; Merrilee Taylor, Public Health Emergency Preparedness Coordinator; Sheri Johnson, Clerical Specialist; Angie Wentz, Facebook Coordinator; Steve Deeter, R.S.; Diana Stover, R.N.

Others Present –Paul Kemmer; Ashley Reed, OSU School of Nursing

Approval of Minutes – **Mr. Petty asked for a motion to approve the August 12, 2015, meeting minutes. Dr. Darryl Koop moved to approve the August 12, 2015, meeting minutes as presented. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Report – The written report was submitted and filed appropriately in health department files. Mrs. Spindler highlighted the written report. She reviewed the Environmental Review Committee Report.

Paul Hazlett – Sanitarians investigated the property for a sewage nuisance. A large amount of trash and the remains of a trailer were noted during the inspection. Orders were sent to Mr. Hazlett to remove the remains of the burned trailer. Mr. Hazlett was given 3 months to complete the work. **(Update: This situation has been abated.)**

Nathaniel Downing – Mr. Downing's sewage system is a discharging aerator. The motor was found to be non-functioning and electrical connection for the motor was not rated for outdoor use. Mr. Downing was ordered to repair or replace the motor and upgrade the electrical connection to the tank. **(Update: This situation has been abated.)**

Village of Baltimore – The public sewer system extends to Fast Max at SR 256 and SR 37 and to the Farm Credit Bureau on SR 37. The Board Members discussed the need for failing systems in this area to be connected to the public sewer system. Homeowners affected will be sent letters that explain this situation. A resolution will be presented to the Board members next month and public hearings will be held.

Resolution 2015-36 – The purpose of Resolution 2015-36 is to clarify the 6 inch vertical separation distance (VSD) that was approved by the Board of Health in December, 2014. Discussion ensued. **Mr. Petty asked for a motion. Paul Martin moved to approve Resolution 2015-36. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-37 – The purpose of Resolution 2015-37 is to require Ed and Pam Sammler of [REDACTED], to connect to the central sewer line located within 200 feet of the foundation of their home. The home owner would like to hook in to the central sewage but the process states that the Board of Health must pass a resolution requiring the homeowner to do so. Discussion ensued. **Mr. Petty asked for a motion. Paul Martin moved to approve Resolution 2015-37. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-38 – The purpose of Resolution 2015-38 is to adopt the Fairfield Department of Health, Environmental Health Division Operation and Maintenance (O&M) Plan for Home Sewage Treatment Systems. Resolution 2015-38 was read into the record as the First Reading.

Ohio Water Pollution Control Loan Fund (WPCLF) – Mrs. Spindler discussed that the Ohio EPA has announced that there is more money available from the WPCLF to help with the repair and replacement of home sewage treatment systems in 2016. The deadline to apply is September 18. The department will be applying for \$150,000.00.

Approval of Environmental Review Committee Report – **Mr. Petty asked for a motion to approve the ERC Report and recommendations. Dr. Darryl Koop moved to approve the ERC Report and recommendations as presented. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Financial Report – The written report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the written report. The department is 65% of the way through 215, and has collected 74% of the revenue while spending 62% of the budget. Transfers were listed on the financial statement. Year to date balances were discussed and the bill list was reviewed.

Resolution 2015-35 – The purpose of Resolution 2015-35 is to memo expense the District Health Fund in the amount of \$2,466.61 to pay the two carry-over employees at the Fairfield Community Health Center.

Approval of Resolution – **Mr. Petty asked for a motion to approve the resolution. Paul Martin moved to approve Resolution 2015-35. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Statement and Out-of-County Travel – **Mr. Petty asked for a motion to approve the Financial Report and Out-of-State Travel as presented. Jim Massey moved to approve the Financial Report and Out-of-County Travel as submitted. Dr. Darryl Koop seconded the motion. The motion was passed by a unanimous voice vote.**

Mrs. Tiller reported on the costs the department is spending on Accreditation as of the end of August (\$7,200.00). Mrs. Tiller stated that discussion on the 2017 budget has begun. Included in the budget is money to replace equipment.

Nursing Report – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. Mrs. Shafer stated that Alison Stark is the new employee hired to work as the Dietetic Technician for the WIC program. Ms. Stark has already passed her R.D. exam and is now a Registered Dietician.

Mrs. Shafer discussed the Bureau for Children with Medical Handicaps (BCMh) program. Patricia Garrett is the BCMh Nurse. There were over 535 children in Fairfield County on the BCMh program. Between the periods of 7/1/14 to 6/30/15 Mrs. Garrett worked with 436 families, in addition, Jenny Grove, R.N. assisted Mrs. Garrett with these families. The BCMh Ohio State Consultant for the BCMh program sent a letter to Mrs. Garrett acknowledging and recognizing her for her hard work.

Mrs. Shafer and Mr. Hanna continued to plan and prepare for the 2016 Community Health Assessment (CHA). The health department goal is to have a completed CHA in 2016 and then follow up with the Community Health Improvement Plan (CHIP). Once those are completed the department will apply for Accreditation in 2017. Mrs. Shafer discussed the companies that have submitted proposals to work on the CHA. Discussion ensued.

#### Administrator's Report

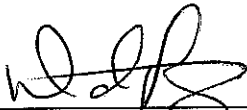
Approval of Change to Personnel Policy – An addition was made to Section 2:3/Prerequisites for Initial and Continued Employment: *"All employees are required to have current CPR/AED certificates or to be trained in CPR/AED. The department will provide the training at no cost to the employee. New hires that are not CPR/AED certified will be required to take the training at the earliest training session. Existing employees who are not CPR/AED certified will be required to attend a training session as soon as one is available."* **Mr. Petty asked for a motion. Jim Massey moved to approve the addition. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Crisis Communication Policy - Mrs. Shafer highlighted the Crisis Communication Policy. She stated that there were no content changes. This is the annual review and update. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the Crisis Communication Policy as submitted. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

ADA Audit – Mr. Hanna discussed the ADA audit, which is an inspection of the building. A company has been contacted and the costs were discussed. Mr. Hanna suggested that he help with the audit and that would reduce the price. Mr. Hanna will contact the contractor and discuss this with him.

Public Comment – Mr. Petty asked for any public comments. Mr. Paul Kemmer addressed the board. Mr. Kemmer discussed his neighbor's home which is for sale. He viewed the property and took pictures of the water hook up in the basement. He stated that the water line from the washing machine was routed into the basement drainage. The line has since been routed back into the sewage system. Mr. Kemmer is concerned about this and asked that the health department enforce the health codes.

Adjournment – There being no further business, the meeting adjourned at 3:58 p.m. on **motion by Jim Massey and seconded by Dr. Darryl Koop. 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