



Public Health
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

Fairfield Department of Health

Lancaster, Ohio 43130

October 12, 2016

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
Charlie Engen – Present
Dr. Darryl Koop – Absent
David Petty – Present
Jim Massey - Present

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

Staff Present: Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director

Others Present – There were no public participants.

Approval of Minutes – **Mr. Petty asked for a motion to approve the *September 14, 2016* meeting minutes. Charlie Engen moved to approve the *August 10, 2016* meeting minutes as presented. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

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

Resolution 2016-33 – The purpose of Resolution 2016-33 is to increase the following program fees: Food Program, Campground Program, Swimming Pool Program, Sewage Program, Semi-Public Program, Subdivision(s), Plumbing Program, Private Water Systems Program, Nuisance Re-Inspection and Phase 1 Environmental Assessment. Discussion ensued. Mr. Hanna stated that there has been an addition to the fee schedule. The Park/Camp section was added with a \$2.00 charge per each additional lot for temporary camps. Mr. Petty announced that this is the public hearing for Resolution 2016-33. No comments were noted. Mr. Petty read Resolution 2016-33 into the record as the **second reading.**

Resolution 2016-37 – The purpose of Resolution 2016-37 is to authorize the Health Commissioner of the Fairfield County General Health District to take action on behalf of the Fairfield Board of Health as detailed in Ohio Revised Codes 3717.29 and 3717.49. This resolution will replace Resolution 2004-25. Passage of this resolution gives authorization for the Health Commissioner to immediately suspend a food service operation or retail food license if conditions exist that pose a “clear and present danger” or

“immediate danger” to public health. Discussion ensued. **Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2016-37. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-40 – The purpose of Resolution 2016-40 is to grant a variance to waive the 10 foot isolation distance from the interceptor drain to the property line as stated in OAC section 3701-29-06(G)(3)(a) for the sewage treatment system installed at [REDACTED]; homeowner is Robert McLaughlin. Discussion ensued. **Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2016-40. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-41 – The purpose of Resolution 2016-41 is to grant a variance for Rick Moyer, [REDACTED] p. The purpose of the variance is to construct a house less than the required 10 feet from the existing well. Conditions placed on the variance are: If the existing well should fail or be abandoned, any new well drilled on the property will meet all distance requirements set forth in the Ohio Administrative Code. Discussion ensued. **Mr. Petty asked for a motion. Charlie Engen moved to approve Resolution 2016-41. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous – Mrs. Spindler report that the recent food survey site visit went well. There was just one small infraction that needs to be addressed. Mrs. Spindler stated that Madison Swackhammer did a great job on the site visit. The next site visit is from the Ohio Department of Agriculture the week of October 24th.

Mrs. Spindler discussed a situation on [REDACTED], homeowner Gosia Burroughs. Mrs. Burroughs has accumulated a large amount of debris which was stored in a barn. The barn was razed and the debris is now strewn throughout the yard. Mrs. Burroughs states she is working to remove the debris, however nothing has been removed. The ERC recommended giving Mrs. Burroughs 30 days to show progress, to pay for a 30 yard dumpster and she has two weeks to fill the dumpster. The costs and size of the dumpster is being investigated by the Sanitarian assigned to this case. Discussion ensued. **Mr. Petty asked for a motion. Charlie Engen moved to approve the health department paying for a 30 yard size dumpster for a two week period for the clean-up of the debris. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.** An update of this situation will be given at the next staff meeting.

Approval of Environmental Review Committee Report – **Mr. Petty asked for a motion to approve the ERC report and recommendations. Charlie Engen moved to approve the ERC report and recommendations as submitted. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Finance – The finance report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department is 75% of the way through 2016 and has collected 86% of the revenue while spending 74% 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.

Resolution 2016-34 – The purpose of Resolution 2016-34 is for the appropriation of unappropriated monies in the *Contractual Services* account in the amount of \$10,000.00 and in the *Internet* account in the amount of \$5,000.00.

Resolution 2016-35 – The purpose of Resolution 2016-35 is for the appropriation of unappropriated monies in the *Contractual Services* account in the amount of \$12,500.00; *salaries* account in the amount of \$1,378.00; *Health Insurance* account in the amount of \$600.00; *Life Insurance* account in the amount of \$20.00; *Medicare* account in the amount of \$20.00; *Retirement* account in the amount of \$200.00; *Travel Reimbursement* account in the amount of \$20.00; *Postage* account in the amount of \$212.00 and *General Office Supplies* account in the amount of \$50.00 for a total amount of \$15,000.00.

Resolution 2016-36 – The purpose of Resolution 2016-36 is for the appropriation of unappropriated monies in the *salaries* account in the amount of \$630.11.

Resolution 2016-38 – The purpose of Resolution 2016-38 is to memo expense the District Health fund in the *OPERS* account in the amount of \$3,022.33.

Resolution 2016-39 – The purpose of Resolution 2016-39 is to make a cash transfer to the Solid Waste fund in the amount of \$5,900.00.

Approval of Resolutions – Mr. Petty asked for a motion. Charlie Engen moved to approve Resolution 2016-34, Resolution 2016-35, Resolution 2016-36, Resolution 2016-38 and Resolution 2016-39. 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-county travel as presented. Jim Massey moved to approve the Financial Report and out-of-county travel. Charlie Engen seconded the motion. The motion was passed by a unanimous voice vote.

Nursing Report – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. Mrs. Shafer reported that the notice of award for the CFHS grant has been received. The grant begins August 1st.

Bridges Out of Poverty - The entire health department attended the training on September 21, 2016. Bridges out of Poverty is a training designed to enhance learning by highlighting mental models and core concepts that make our approach to poverty unique. The training meets an accreditation requirement.

Mrs. Shafer stated that the new employees began employment on September 26th. Tiffany Nash is the new nurse working on Communicable Diseases and Hannah Rarick is working in WIC as the Nutrition Assistant.

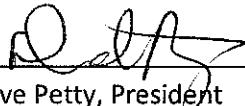
Administrator's Report

Miscellaneous:


- Mr. Hanna stated that the next Community Health Improvement Plan meeting will be held on November 3rd and November 7th at the Pleasant Township Fire Department.
- Mr. Hanna reported on the Mass Fatality exercise. It went well and we are waiting on the After Action report.

Public Comments – No public participants were noted.

Adjournment – There being no further business, the meeting adjourned at 4:26 p.m. on **motion by Charlie Engen and seconded by Jim Massey. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



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