

MINUTES

BOARD OF HEALTH-TOWN OF FAIRFIELD

September 12, 2011

The Board of Health of the Town of Fairfield held a meeting on Monday, September 12, 2011 in the First Floor Conference room of Sullivan Independence Hall, 725 Old Post Road, Fairfield.

MEMBERS PRESENT: Jacob Hen, Ellen Marks, Doug DeFauw, Carolyn Shea, Sue Brand, Ronald Blumenfeld

ALSO PRESENT: Sands Cleary, Director of Health, Joanne Ryan, Nursing Supervisor and Maura Stokes, Secretary.

I. CALL TO ORDER BY THE CHAIRMAN

Jacob Hen, Chairman, called the meeting to order at 7:30 p.m.

MINUTES – BOARD OF HEALTH MEETING – July 11, 2011

Corrections: Section II, A-12. Mr. Cleary attended the “NACCHO Conference” which is for the “National Association of County and City Health Officials”.

Section II. C: is hereby corrected to read: “At 8:10 pm, a motion was made, and seconded for the Board of Health to go into Executive Session for the purpose of discussing a personnel issue. The motion passed unanimously. The Executive Session concluded at 8:36 pm.

Adjournment: There being no further business to discuss, the meeting was adjourned at 8:37 pm.

Typographical errors on Page One, II A 3 removed the extra word “were”; Page Three, II B 3 changed “retired” to “retire”; Page Three, II B 6 changed “its” to “it’s” and “meeting” to “meetings”.

Dr. Hen moved and Doug DeFauw seconded the approval of the July 11, 2011 Minutes as amended. The motion passed unanimously.

II. REPORTS

A. Director of Health

1. ORDERS ISSUED:

a. **FOOD ESTABLISHMENTS:** As a result of Hurricane Irene, the Health Department issued 30 “Order to Discard Food Products” along with a “Notice of Inspection” as a follow up to the Food Establishments whose power had been out for more than 24 hours.

b. **RENTAL PROPERTIES:** Two Orders were issued to Landlords who did not have a current Certificate of Rental Occupancy on file.

c. **COMPLAINTS:** One Order was issued on a parcel which involved outside burning/smoke, blight, and rodent harborage. While other Town departments had been aware of issues at this

property, it was the Health Department ultimately took the lead to coordinate and solve some of the most pressing issues.

2. HURRICANE IRENE: Mr. Cleary reported that the Health Department Staff began on Friday, August 27 with the preparation set up of an Emergency Evacuation Shelter at Fairfield Ludlowe High School.. This included loading all necessary supplies into the POD units; loading the box truck, and transporting it to the Shelter location. Additionally, the notification and call-out to the MRC volunteers and subsequent coordination of the volunteer schedule was completed.

The Shelter physical set up began at 8am on Saturday, August 27 with volunteers who unloaded the trucks, set up the cots, and supplies, and generally organized the shelter. Additionally, there was some training done prior to the opening of the Shelter. Once the actual Shelter started accepting registered people, the main roll of the Health Department staff was to do the “Medical Intake Assessment” part of the Registration. This would be to determine if the person could remain within the general population of the Shelter, or should be in the Special Needs Medical Infirmary Room. Other duties which the Health Department Staff maintained included general clerical support, meals & snack coordination and distribution, over the counter pharmacy, maintaining the infirmary & general first aid, as well as providing some entertainment through videos for the children in the Shelter and internet news feeds for the adults.

The first night, there were approximately 70 people at the shelter and even accepted family pets. Every person who stayed at the shelter was provided with the following items: a cot, a complete sheet set, a blanket, a pillow including pillow-case, a hygiene kit (including toothbrush, toothpaste, mouthwash, soap, facecloth, shampoo, and razor).

The Shelter ran from 8am Saturday August 27 through 11 am Monday, August 29, 2011. There were a total of 35 MRC members who responded to the call for volunteers; however, not all were called upon for their services.. The Shelter was fully supported by The Health Department Staff, CERT and MRC. The Red Cross did not support the Shelter except to provide food which the Health Department Staff was required to pick up using the truck. This was the largest Emergency Shelter ever set up in the Town of Fairfield’s history and was successfully run.

At the Emergency Operations Center, it was determined that because of the availability of a self-supported back up generator power system, and the medical support staff, our Emergency Shelter could be designated as a Regional Emergency Shelter.

B. Public Health Nursing Supervisor:

1. SCHOOLS: Ms. Ryan reported that the school year has just started. All schools are up and running and fully staffed.

2. STAFFING: Ms. Ryan reported there will be one retirement at the end of October which was anticipated. The position has been posted.

3. FLU CLINICS: Flu Clinics are planned for October 4, 2011 & October 5, 2011.

4. NURSING COMPUTER PROGRAM:: Ms. Ryan is hoping to have a meeting with the programmer in the next week or two. The plan is to have the program complete by January, although this may not be the case.

IV COMMUNICATIONS:

1. Board of Health received a Thank You note from Lynda Bluestein, Past Chairman of the Board of Health.

V OLD BUSINESS

1. Residency Requirement: Mr. Cleary stated that after discussions in prior Board of Health Meetings regarding the topic of residency requirement, the Town Attorney stated there is no residency requirement for the position of Medical Advisor or Assistant Medical Advisor.

VI NEW BUSINESS

1. CHANGES TO POLICIES & REGULATIONS:

- a. **Health Assessments::** Ms. Ryan stated minor change in the wording of the Health Assessment Policy was made to include health assessments by additional legally qualified personnel. This change was in accordance with Connecticut General Statutes.
- b. **Administrative Regulations:** Small changes were made regarding dates in notifications to be made by the nurses.
- c. **Standing Orders:** Updated the policy regarding administration of epinephrine by cartridge injector administration.
- d. **Removed the Anti-Suicide Contract.**
- e. **Oxygen Procedure:** The protocol was changed to reflect Physician & Parent permission to be renewed every three months or for any changes in the delivery plan.

Ronald Blumenfeld moved to group the Changes to the Policies and Regulations under New Business into one item. Doug DeFauw seconded the motion. The motion passed unanimously.

Dr. Hen asked if there were any questions or discussions regarding the items brought forth by Ms. Ryan under New Business. There were no questions or discussions.

Sue Brand moved to accept the changes as presented to the Polices and Regulations. Ronald Blumenfeld seconded the motion. The motion passed unanimously.

Ellen Marks moved to adjourn the meeting and Carolyn Shea seconded the motion. The motion passed unanimously.

ADJOURNMENT: There being no further business to discuss, the meeting was adjourned at 8:27pm.

The meeting adjourned

Respectfully submitted,