

CHATHAM HEALTH DISTRICT

Serving the Towns of East Haddam, East Hampton, Hebron, Marlborough & Portland

BOARD MEMBERS

DISTRICT HEALTH DIRECTOR

Bradley P. Parker *Chairman*
Thad D. King, MPH RS Susan Bransfield, *Vice Chairman*
Alan H. Bergren, *Treasurer*
Peter Hughes
Michael Hillsberg

October 30, 2007
2:00 PM
East Hampton Town Hall

Present: Brad Parker Susan Bransfield
 Michael Hillsberg Peter Hughes

Absent: Alan Bergren

Other: Thad King

1. Call to Order

Chairman Parker called the meeting to order at 2:12 pm.

2. Approval of Minutes - 9/25/07 & 7/28/07 Board Meeting

Motion was made by Ms. Bransfield, seconded by Ms. Hughes, to approve the minutes of September 25, 2007 minutes as written. Vote was unanimous in favor.

Motion was made by Mr. Hughes, seconded by Ms. Bransfield, to approve the minutes of the July 28, 2007 as written. Motion was unanimous in favor.

3. Public Comments

Mr. King acknowledged the attendance of two East Hampton High School students for observation of the meeting.

There were comments from the public.

4. Emergency Response Planning Update – Bill Cox

Mr. Cox gave a brief overview of the intended process of the Saturday, November 3rd Pan Flu drill. Set up will begin on Friday evening. Participating District Towns will be processing residents and bussing them to the POD in Portland. Screening sites will open at 8:00am on Saturday morning and operate until 10:30. Portland screening site will be open until 11:00, with the POD clinic open until 12:00. A “hot wash” will be conducted at each site immediately following.

5. Communications

Mr. King commented on an article in the Middletown Press regarding the drill. The article was conducted through the Town of Portland. Copies were provided. Ms. Bransfield stated that additional information could be provided for future press releases.

Mr. King stated that a housing related Notice of Violation was issued to 36 Airline Avenue, Portland.

Mr. King commented on a notice from Anthem regarding the insurance renewal. Mr. King stated that a meeting was held with Ovation and would be discussed later in the meeting.

Mr. King noted the receipt of Attorney Holtman’s comments regarding the Pumping Ordinance.

Mr. King provided the Board with a letter from Richard Melchriet of the State Health Department in regard to a meeting held with the Town of Marlborough concerning POD issues.

Mr. King presented the Board with a proposal for converting existing paper files to electronic.

6. Director of Health Report

Mr. King presented the Board with a final draft of an operational order for the drill. East Hampton will be participating as a screening site. Mr. Hughes confirmed that Marlborough will not be transporting individuals to Portland.

Mr. King has been working on an evaluation form to be completed by volunteers at the clinic sites.

Check lists have been prepared for evaluators. Tom Gavigan will be at the EOC in Portland. The East Hartford ERC will be at the POD site. Wendy Mis, Colchester Director of Health, will be evaluating one of the screening sites. Ms. Mis will also be taking the bus from the screening clinic to the POD to evaluate the transportation process.

Mr. King presented a draft letter dated October 30, 2007 to the Town of Marlborough highlighting the issue of dispensing flu vaccine as part of the District drill. Mr. King noted that a dispensing site in Marlborough is not currently a part of the approved plan and therefore the District cannot assume any liability or responsibility for that action. Additionally, in an actual event, vaccines will not be delivered to Marlborough for dispensing.

Discussion was held regarding coverage in the event that a volunteer is injured during the drill. Certificates of Insurances' will be provided to all clinic sites from CIRMA, the District's carrier.

Discussion was reverted back to the participation of Marlborough in the District drill. The Board expressed concern for responsibility to the residence of Marlborough not being prepared in the event of an emergency. The Board made recommended revision to Mr. King's letter to the Town of Marlborough expressing their concerns. The Board also recommended "copying" the Board of Selectmen on the letter.

7. Final Review of Pumping Ordinance/Pumping Permit Ordinance - Set Public Hearing Mr. King stated that the draft Pumping Regulation has been revised to include comments from Atty Holtman. Discussion was held regarding the reissuing of the Permit to Discharge and enforcing compliance with maintenance.

Motion was made by Mr. Hughes to schedule a public hearing for the Pumping Regulation for the next meeting. Discussion was held regarding a special meeting at 4:30pm on November 27 with the public hearing to be held at 6:00pm. Motion was seconded by Ms. Bransfield. Vote was unanimous in favor.

8. Health Insurance Renewal

Mr. King presented the Board with a spreadsheet containing information regarding the Anthem/MEHIP insurance renewal. Mr. King stated that the District employees have met with Ovation and each has chosen one of the two options. The policy is being crafted and will be in place by October 1. Mr. King stated that with the new policy, we are under budgeted by \$5000.

A brief discussion was held regarding HSA's and other incentives for next year.

9. Emergency Preparedness Grant

Mr. King presented the Board with two proposed budgets for the upcoming period. There are two budgets, Supplement and Pan Flu. Mr. King is proposing to integrate the EMD's (or another town individual) in emergency planning by providing funding. Mr. King suggested that incorporating a town individual may alleviate some existing planning issues and work toward a more cooperative effort. Requirements of the position would have to be negotiated with the Town's and the EMD's.

Motion was made by Ms. Bransfield, seconded by Mr. Hughes to accept the proposed grant budget. Vote was unanimous in favor.

Mr. King suggested a future meeting with town CEO's and EMD's to discuss the proposal and the deliverables for the grant.

10. Electronic Records Filing

Mr. King briefly discussed the proposal submitted to covert the existing health files to electronic format. The proposal is based on an estimate of the East Hampton files only. However, Mr. King believed that the estimate could cover the entire District. Mr. King was going to request a revised proposal and look into additional vendors.

11. New Main Office Location

Mr. King presented the Board with details on both potential locations (Austin Drive, Marlborough and Middletown Avenue, East Hampton). Mr. Parker briefly discussed recent visits to both locations. Mr. Hillsberg noted a couple of concerns for the location at Austin Drive. These concerns were shared by Mr. Parker. Mr. Parker noted that additional negotiations had been conducted with the owners of Middletown Avenue, reducing the cost per square foot and providing some structural and cosmetic work to the space prior to moving in, at no cost to the District. Mr. Parker stated that the work could begin once a lease was signed and January 1 could be a realistic date to occupy.

12. Old Business

There was no old business to discuss.

13. New Business

There was no new business to discuss.

14. Adjournment

Following no further business, motion was made by Mr. Hughes to adjourn the meeting, seconded by Mr. Hillsberg. Vote was unanimous in favor. Meeting adjourned at 3:42pm.

