

Norwalk Health Department Board of Health Actions

February 13, 2007

8:00 AM

Library

Call to order at 8:10 AM

Present: Board of Health – Ken Lalime, RPH, and Martha Lemmon PE, (by telephone)

Staff – Tim Callahan, Director of Health, Tom Closter, Director of Environmental Health, Pat DiPietro, Administrative Technician, Bill Mooney, Sanitarian

Minutes of January 9, 2007 meeting - No action was taken. There was not a quorum

New Canaan Mass Vaccination Clinic Summary Presentation

Bill Mooney using a PowerPoint presentation recapped the October 28, 2006 pandemic influenza exercise which took place at the Saxe Middle School in New Canaan. Conducting this exercise was a required activity in the emergency response funding contract with the state of Connecticut. Norwalk and New Canaan are partners in Mass Dispensing area # 3. Influenza vaccine was administered to 1,143 people from 9:00 am to 3:30 pm. The staff consisted of 124 included 22 regular Norwalk Health Department employees, 2 physicians, 14 nurses, 10 CERT workers and 76 volunteers. The operation functioned smoothly. The biggest challenge was exterior traffic control, entry and exit from the site and entry into appropriate sections of the building. During the ensuing discussion Mr. Lalime suggested the staff consider how the employment of technology could improve the processing of patients. Mr. Lalime will contact the manager of the eConnecticut project to see if there is a common ground to explore.

Presentation of Proposed Fee Schedule

Tim Callahan presented the proposed FY 07/08 schedule of fees for environmental services. In accordance with a Board policy, fees are at least equal to the cost of providing the service. Lot testing (29%), septic system installations (7%), and well installation (23%) costs increased significantly. The costs for the other environmental services increased between 1% and 4%. Adjusting fees to reflect increased costs would most likely result in \$6,000 in additional revenue.

Mr. Lalime suggested adopting a policy of increasing fees when the cost increases by 5% or more and rounding the new fee to the closest \$5 increment. Ms Lemmon suggested that the fees charged always equal or exceed the cost of the service and that fee increases be rounded to the next \$5 increment. Mr. Lalime and Ms Lemmon agreed to continue this discussion at the March 13, 2007 meeting. Mr. Callahan will calculate the revenue impact of each plan.

Adjourn at 10:00 AM