

**SALT LAKE VALLEY HEALTH DEPARTMENT  
BOARD OF HEALTH MINUTES**

March 6, 2003 7:30 AM

N2003

**BOARD MEMBERS PRESENT:**

Joyce P. Valdez, Chair  
Sam Granato  
Patrick Johnson  
Sue Lemmon  
Mayor Joann Seghini  
Barbara Thomas

Cheryl Cook  
Tom Guinney  
Dr. William Kidder  
Dr. Kristen Ries  
Donna Tanner  
Councilman David Wilde

**EXCUSED:**

Alan Seegrist  
Cecilia Walker

Anthony Smith

**GUESTS/STAFF:**

Leslie Workman  
Bill Davis  
Carol Avery  
Jorge Mendez  
Kent Miner  
Greg Lavine (Tribune)  
Craig Anderson  
Beverly Hyatt  
April Townsend

Dr. Dagmar Vitek  
Kathy Chambers  
Andrea Richardson  
Jim Thuet  
Suzanne Kirkham  
May Romo  
Bob Jeppesen  
Pam Davenport  
Dan Kinnersley

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The meeting was called to order by Barbara Thomas at approximately 7:40 AM.

**GAVEL PASS:**

Barbara Thomas, 2002 Chair of the Salt Lake Valley Board of Health, passed the gavel to the 2003 Chair, Joyce P. Valdez. Joyce then conducted the remainder of the meeting.

**APPROVAL OF MINUTES:**

Joyce asked for a motion to approve the minutes from the February 6, 2003 minutes.

**Motion:** *Patrick Johnson made the motion to approve the minutes from the February 6, 2003 minutes. The motion was seconded by Donna Tanner and passed unanimously.*

**CHAIR'S REPORT:**

Joyce said a letter was included in the meeting packet from the Board of Health and Patti that was sent to the International Travel Clinic complimenting them on the positive experiences Board members and others had in receiving vaccinations for travel. Also in the packet was a letter regarding positive experiences with immunizations.

The Cover the Uninsured Week kicks off next week. Board members were invited to attend a town hall meeting and continental breakfast on March 10<sup>th</sup>. Both will be held at the new Salt Lake City Library, the breakfast at 9:00 AM and the meeting beginning at 10:00 AM. Mayor Rocky Anderson, Mayor Nancy Workman and Representative Jim Matheson are scheduled to be speakers. If interested in attending, please RSVP to Andy by tomorrow, March 7<sup>th</sup>.

**DIRECTOR'S REPORT:**

The Safe Kids Fair was held last month with 15,000 attending at the South Towne Center. Patti asked Kathy Chambers, manager of the program, to introduce her staff. She introduced Carol Avery, Andrea Richardson, and Jorge Mendez.

Kathy also showed the Board a cardboard stand-up with information on child seatbelt safety issues. Among the information, it stated that your child needs to be at least 4'9" in order to ride in a car with a regular seatbelt. She has copies of the stand-up available if Board members have public locations where the signs can be placed.

Patti thanked Kathy and her staff for their hard work in putting the successful Safe Kids Fair together.

Patrick Johnson made some comments regarding Chad Bennion's seatbelt legislative bill that was eventually defeated. It was suggested that a letter to Chad Bennion be written expressing the Board's disappointment at his proposed legislation. A draft of the letter will be prepared and sent to the Board before the next meeting. It will be listed as an action item on the April agenda. Once approved, it will be signed and sent.

Patti showed media news clips depicting the beginning of the Smallpox vaccination program. Patti thanked Pam Davenport for her work in getting news coverage. She also thanked Dr. Dagmar Vitek, Diana Thurston, and Audrey Stevenson for their leadership in coordinating the program.

Patti announced that Bryce Larsen will be stepping into Dan White's position in Food Protection at Environmental Health. Bryce has been employed by the Health Department for 13 years and is a recipient of the Gerald Storey Memorial Award and the SLVHD's Vision award.

**HUMAN SERVICES REPORT:**

Patti introduced April Townsend, Associate Director of the Human Services Department. April said that Trimester Reviews with divisions within Human Services will be beginning soon.

The Internal Auditor made a presentation to Council members on limited audits of Aging Services, Substance Abuse, the Health Department and mental health services.

A HIPPA meeting will be held with the Health Department later today to review their proposed program for compliance.

**BUDGET REPORT:**

Suzanne Kirkham, Deputy Director and Director of Administrative Services, introduced Leslie Workman, Fiscal Manager for the Health Department.

Leslie reviewed the year-end 2002 budget numbers. The Health Department under spent their budget by \$1.6 million. She reviewed some of the categories. Fee revenues came in higher, and tax revenues came in lower. We were able to set aside \$800,000 for the building fund.

**LEGISLATIVE UPDATE:**

Patti said that last night was the last legislative session. Nothing pertaining to the Health Department changed at that session. An updated Bill Watch will be included in the next meeting's packet.

She said 100% of the Medicaid eligibility was restored. The CHIP program was 100% restored, including dental. HB41 passed, which pertains to a COLA for local authorities. The Health & Human Services Task Force funding was also restored for another year. HB64 passed, which states a vote on fluoridating water may be held every four years. HB160 passed (Patti thanked Craig Anderson from the District Attorney's office for his help in drafting this legislation).

**EMERGENCY PLANNING/RISK COMMUNICATION:**

Patti introduced Dan Kinnersley and Bob Jeppesen who will present information on our Emergency Planning and Risk Communications plans.

Bob Jeppesen said three elements will be presented today: the Bioterrorism Planning Grant; Emergency Response Planning; and Risk Communications

**Bioterrorism Grant:**

The Bioterrorism grant (Federal funding from the Centers for Disease Control [CDC] to the states) contains six focus areas. SLVHD was allocated \$700,000 through UDOH. The focus areas are: preparedness planning; surveillance & epidemiology; laboratory capacity; chemical; Health Alert Network; risk communication; and training & education. Each focus area has from 11 to 18 objectives. We are approximately 50% complete with

some still ongoing. We are still identifying roles and responsibilities. The incident commander may be the Sheriff, Chief of Police or the Fire Chief.

**Focus Area A – Preparation:**

- .NPS & Smallpox plans completed
- .Formed internal advisory committee
- .24/7 notification system
- .Sponsor local workshops

**Focus Area B – Epidemiology & Surveillance:**

- .Individual to represent the SLVHD at the ESW
- .Supplies, equipment training
- .Sentinel surveillance systems

**Focus Areas C & D – Laboratory/Chemical:**

Currently not funded or no local component

**Focus Area E – Health Alert Network – Communications:**

- .Health Alert Network mostly complete from prior grant monies
- .Maintain & improve system
- .Video conferencing capability
- .Improve systems security
- .Redundant communications system

**Focus Area F – Risk Communications:**

- .Risk communication & public information plans
- .Ongoing training, exercises, testing
- .”Code Red” public information system
- .Equipment & supplies

**Focus Area G – Education & Training:**

- .Essential staff training
- .Training plans, assessments, exercises
- .”Train the trainer” concept
- .National conferences

**Incident Command System Overview:**

- .ICS is the model tool for the command, control, and the coordination of resources at the scene of a disaster.
- .A management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency.

- .Developed over the last three decades to help effectively manage a large-scale disaster disaster or event.
- .Initially began to manage large brush fires in California.
- .Designed to control, direct and coordinate emergency response resources.

**ICS has a flexible design:**

- .Single jurisdiction – single agency
- .Single jurisdiction – multi-agency
- .Multi-jurisdiction – multi-agency

**ICS Concepts:**

- .Agency autonomy
- .Management by objectives
- .Unit objectives
- .Functional clarity

**ICS Characteristics:**

- .Effective span of control
- .Modular format
- .Common technology
- .Intergrated communications
- .Comprehensive resource management

**ICS Operations:**

- .All activities are directed toward reduction of immediate hazard, establishes situation control and restoration of normal operations
- .Staging
- .Division – geographical areas
- .Group – Functional areas of operations
- .Branch – Span of control & function

**ICS Planning:**

- .Collection, evaluation, dissemination and use of information about the development and use of information about the development of the incident and the status of resources
- .Responsible for creating the action plan

**ICS Logistics:**

- .Provides all support needs
- .Orders resources from off-incident locations
- .Provides facilities, transportation, supplies, equipment maintenance & fueling , feeding communications and medical services

**ICS Finance:**

- .Responsible for tracking all incident costs and evaluating financial considerations of the incident
- .Time unit
- .Procurement unit
- .Compensation/claims unit
- .Cost unit

**ICS as a Management Tool:**

- .ICS expands/contracts as needed for management of functions
- .One person can manage several functions
- .At the beginning of the incident, the incident commander manages all functions
- .Appoints section chiefs as needed to maintain span of control and manage responsibilities

**Risk Communication:**

At this point, Dan Kinnersley presented the remainder of the information regarding SLVHD's Emergency Response Planning.

Dan said he would describe the SLVHD's "all hazards response" to public health emergencies and disasters, including bioterrorism events, within SLVHD's jurisdiction (all cities and townships within the borders of Salt Lake County).

The plan may be activated when:

- .A major disaster such as earthquakes, floods, landslides, fires, chemical releases and other such natural or man-made occurrences requiring a public health response to protect lives or the environment; and/or
- .There is a public health threat or occurrence of a biological, chemical, or terrorist attack; and/or
- .The Salt Lake County Emergency Operations Center (SLCEOC) is called into action requiring multiple government agencies to respond

The authority to activate parts or the entire plan, rests with the SLVHD's Executive Director, his/her designee, or the Executive Committee of the Board of Health.

Activation of this plan invokes the activation of the SLVHD Emergency Coordination Center (HDECC) for coordination with the Salt Lake County Emergency Operations Plan (SLCEOC) and other agencies as needed.

Upon activation of this plan, all SLVHD employees will be placed on alert in preparation to respond as needs are determined by the Executive Director and the Department Policy Group.

The primary mission of the SLVHD during public health emergency or disaster is to protect and to mitigate. The four phases of Emergency Management are mitigation, preparedness, response and recovery.

Crisis and Emergency Risk Communication has three elements to address and deal with:

**Crisis:** An event that occurs unexpectedly and may not be in organization's control.

**Emergency:** A more common occurrence to which the agency can adequately respond.

**Risk:** A know adverse outcome for which information is provided to prevent the probability of it happening.

Crisis and Emergency Risk Communication encompasses the urgency of disaster communication with the need to communicate risks and benefits to stakeholders and the public.

The SLVHD's Emergency Response Plan – Risk Communication Objectives are:

- .Provide the public, health care providers, policymakers, and media access to accurate, timely, consistent and comprehensive information about the event.
- .Minimize public panic and fears related to the event.
- .Address as quickly as possible, rumors, inaccuracies and misconceptions.

Risk Communication's Organization and Response:

- .Public Information Office coordinates within the department, with public officials and with the media (press releases, news conferences, etc.).
- .Communication Team (C-Team) provides back-up and support to PIO
- .Spokesperson's identified and trained.

The SLVHD Joint Information Center (JIC) coordinates information release between agencies and media and interfaces with the County's Emergency Operations Center and the State's Joint Information Center.

Dan mentioned that 800 megahertz radios will be used in the event that cell phones go down (as happened when the tornado hit).

Patti said that UPHA will be addressing risk communication issues at their April meeting. Dr. Covello (who spoke at our annual meeting this past year) will be speaking at their meeting.

Several minutes of discussion followed. One Board member expressed their feeling of being unprepared in the event of a disaster and asked if training is available for elected officials. It was suggested that the Utah League of Cities and Towns' meeting in September may be an appropriate venue for training or at UAC in the Fall. Patti also thought it would be a good idea for local elected officials to participate in some of the tabletop exercises.

A letter from the Board will be drafted to the State requesting the use of CDC grant funds for training of local elected officials. A draft copy will be sent to Board members prior to the next meeting for review. It will be presented as an action item at the April meeting. Once approved, it will be signed and sent.

**REQUEST FOR A BOARD REVIEW:**

Joyce requested a Board member volunteer to be a Hearing Officer to review an appeal the Board of Health received. Patrick Johnson agreed to be the Hearing Officer.

**Motion:** *Councilman David Wilde made the motion to approve Patrick Johnson as the Hearing Officer. Mayor Joann Seghini 2<sup>nd</sup> the motion, and it passed unanimously.*

The meeting adjourned at approximately 9:00 AM.