

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – May 20, 2019**

The Board of Health of the City of De Pere, Wisconsin met in regular session in the Nicolet Conference room at City Hall, on Monday, May 20th at 5:30 p.m.

1. Call to Order

The meeting was called to order by Dennis Hibray at 5:35 pm.

2. Roll Call

Roll call was taken and the following members were present: Casey Nelson, Dennis Hibray, Pat Finder-Stone and Dr. Michael McHenry. Ryan Jennings and Dr. Erdman were absent. Also present were Deborah Armbruster, Sara Lornson and Kelly Burke. Public attendees were Ashley Lohrengel and Cindy Krzewina.

3. Approval of March 18, 2019 Meeting Minutes

Casey Nelson made a motion, seconded by Pat Finder-Stone to approve the minutes of the March 18, 2019 Board of Health Meeting. Upon vote, the motion passed unanimously.

4. Discussion of Duties of the Board of Health

Judy Schmidt-Lehman, De Pere's City Attorney, discussed the jurisdiction of the Board of Health and clarified the Board of Health's (BOH) role under the city ordinance. Judy explained that the Board of Health has been receiving updates on establishments licensed by the health department, but is also the hearing body to hear the license suspension or revocation matter of these establishments. As the hearing body, the BOH should not be presented with information about the establishment prior to the hearing as not to taint the Board of Health. As the independent hearing body, the BOH would need to make a decision about a licensure based solely on what was heard at the suspension/revocation hearing. Therefore, establishment issues should not be presented to the Board of Health prior to a suspension or revocation hearing.

Judy Schmidt-Lehman also explained that recently, the BOH was provided information on a snake complaint, but the BOH does not have jurisdiction over the animal ordinance. Therefore, you do not want the public seeing the issue on an agenda and attending a meeting thinking the BOH can do something about the matter, when they can't because they do not have jurisdiction over the matter.

Judy explained that the BOH does have continuing jurisdiction over industrial noise, so this would be a matter that should be brought to the board to try to find a solution.

Per Judy Schmidt-Lehman, policy making decisions should be on the agenda. Administrative oversight should be left to the Health Department and presented in the annual report.

Dr. McHenry questioned if the BOH should receive updates on the vaping ordinance since the BOH is not the governing body over it. Judy explained that since the BOH initiated the ordinance, it was appropriate for the BOH to receive

updates on it. Judy provided the Board of Health with a handout of the proposed vaping ordinance.

Dennis Hibray questioned how to handle citizen complaints brought to a Board of Health member. Judy replied that the complaint should be relayed to Debbie's Health Department staff to handle. An individual update may be given to the Board of Health member the complaint was given to, but should not be discussed in front of the entire Board of Health.

The Board of Health may discuss generalizations of the issues handles such as the number of noise complaints, number of dog complaints, etc. Specifics of each case should not be discussed.

5. Update from Emergency Preparedness Coordinator on the progress of the Emergency Preparedness Program since January 2018

Sara Lornson reported that she has been managing Public Health Emergency Preparedness (PHEP) since 2018. She reported the following regarding emergency preparedness:

The preparedness team has been working on sheltering. They developed a Memorandum of Understanding (MOU) with St. Norbert College and updated their MOU with Red Cross. On February 13th, De Pere had a sheltering tabletop exercise facilitated by Sara Lornson, Jared Preston from Brown County, and Fire Chief Al Matzke. The De Pere Health Department staff, St. Norbert College and Red Cross, were in attendance. The scenario was an apartment fire in De Pere. Through this exercise, we were able to recognize areas we need to improve and realize what we are doing well. Sara is working on having the De Pere Health Department staff trained in Red Cross sheltering. Sara has become well acquainted with the Red Cross disaster program manager for our area, who has given the health department the online training required and will provide in person shelter training for us. Deborah Armbruster added that Sara took this initiative so we can be responsive to the community in conjunction with the Red Cross in case of disaster.

Sara Lornson has been working on organizing the Incident Command (ICS) for the city of De Pere, making sure all departments have the appropriate trainings. De Pere is planning to provide ICS 300 classroom training in fall or winter. This is free through FEMA. We revitalized our emergency management city team and have had some tabletop and functional exercises, with one scenario being a severe storm situation at Celebrate De Pere. This exercise included agencies from Brown County and other area cities. The Emergency management team is now having quarterly meetings, which had not been done in the past.

Sara Lornson and Chief Al Matzke have been working on updating our city emergency operations plan. Sara received some mini grants which are being used to have our city plan evaluated by an outside consultant. The Nicolet Room is our Emergency Operations Center (EOC). We updated our satellite phone and radios, and installed a new antenna. We purchased all the supplies we need for our EOC and updated our forms. We purchased bags for building inspectors to take to the site, which include hard hats, flashlights, spray paint, and other equipment necessary to do an assessment. All this was paid for through the grants we received.

Dennis Hibray questioned if we had contacted the Salvation Army regarding our emergency response. Sara has not reached out to them much, but felt it may be beneficial to contact them going forward to see what role they might have in an emergency situation.

Sara reported that Debbie, Erin, and herself will be having a measles tabletop exercise coming up. Sara reported that the health department did a press release on Measles last week and sent measles postcards to our resident children who are not completely vaccinated. We are also educating the community through advertisements at the De Pere Cinema (which play 4 – 5 times prior to each movie) and ads on the chamber of commerce sign.

The De Pere Health Department will continue to work with Brown County Public Health on our emergency response and in other areas going forward.

The City of De Pere Health Department received scholarships for Sara Lornson, Debbie Armbruster, the fire chief and assistant fire chief to go to the State emergency management conference and the National Emergency Preparedness Summit. This was beneficial to the fire department as they were able to learn the important role public health plays in emergency management.

Sara became part of the state of Wisconsin inventory management and tracking (IMAT) system. She volunteered to be part of a workgroup to determine how to role this tracking system out to departments. Sara is getting trained in how to use and manage the program. This system is free from the CDC.

Sara Lornson also reported that we are gearing up for our Mass flu clinic on October 10th at the community center which will include free adult flu immunizations, free child flu immunizations and free winter helmets for the kids.

6. Noise concern of downtown De Pere from March 2019

Debbie reported that Trista Groth investigated the noise occurring in the evenings in De Pere. Building inspector Dennis Jensen also investigated it. The noise complaints were coming to us from residents on the east side of De Pere and Allouez and were described as a whirring or helicopter noise. We did not find out what caused it, but it did resolve on its own.

7. Community Health Updates regarding staff trainings, outreach activities and quarterly disease report

Debbie asked if anyone had questions on our outreach and trainings. The Board did not have any questions.

8. Status of Development of vaping ordinance

Judy Schmidt-Lehman reported that the vaping ordinance was a massive undertaking because De Pere had adopted state law in the past when the indoor smoking ban went into effect in the state. The ordinance we adopted in the past was more specific to Madison, so we had to clean up De Pere's existing smoking ordinance and include in the definition of smoking the use of vapor products.

De Pere's ordinance will prohibit using vapor products indoors and added that minors may not possess or use vapor products. The De Pere ordinance also added specifics related to school properties and the sale of tobacco products.

9. Update of Strategic Planning Process for the Health Department for 2019-2023

Debbie reported that our first Strategic Planning meeting lasted 4 hours with a lot of conversation. We discussed our mission, vision and values to determine what we want to do with it. The facilitator, Janet Kazmierczak, was really good at getting us all engaged in it. The Health Departments longest employee has only been here 5 years, and was not involved in the last strategic planning, so it has been beneficial to have Janet facilitate. Our next meeting will be in June and another meeting in August.

10. Public Comment on Matters not on the Agenda

No public comments were made.

11. Future agenda items

No future agenda items were discussed.

12. Adjournment

Dr. Michael McHenry made a motion to adjourn the meeting. Pat Finder-Stone seconded the motion. The meeting adjourned at 6:42 pm.

Respectfully Submitted,
Kelly Burke
Health Department Office Assistant