

DELAWARE AUTHORITY ON RADIATION PROTECTION
SUMMARY OF MEETING
November 2, 2015
Harry Levin Center for Pharmacy History & Education
27 North Main Street
Smyrna, Delaware 19977

Members Present: (those with checks only)

R. Arm		M. Higgins	√	N. Melikechi	
F. Esposito	√	T. Hitchens	√	K. Musto	√
L. Fox	√	W. Holden, III	√	G. Poirier	√
J. Dill	√	I. Turner, Jr.	√		
F. Fisher-Tyler	√	T. May			

Guests:

R. Brinsfield	√	D. Parker		K. Shaughnessy	√
W. Fendt	√	D. Hill	√	J. Suder	
N. Henry	√	M. Finkelstein	√		

F. Esposito, Authority Chairman, brought the meeting to order at 6:10 pm.

I. Agenda Adopted

F. Esposito asked for a motion to approve, or amend the agenda. I. Turner Jr. introduced a motion to accept the agenda without change. L. Fox seconded and all voted to approve. The motion passed.

II. Approval of Minutes

F. Esposito inquired about any changes or additions to the draft minutes for the previous meeting, there were none. M. Higgins introduced a motion to approve the September 21, 2015 Authority public meeting minutes, I. Turner, Jr. seconded and all voted to approve. The motion passed.

III. Chairman's Comments

F. Esposito thanked all present for coming out to serve the interests of radiation protection in Delaware. She expressed her gratitude to the members for giving their personal time and energies to the work of the Authority, and congratulated any fans of the Kansas City Royals for their victory in the World Series! F. Esposito also commended the members of the Public Education Committee for their fine work.

IV. Public Education Committee Report

Public Education Committee Chair W. Holden, III provided an update on committee activities, reporting that the committee met in June and September, and has scheduled

quarterly conference calls in 2016. He indicated that the committee members had shifted the focus on the Authority webpage content to be geared toward target audiences, including students, teachers, patients and their parents, professionals in dental, medical, veterinary, and industrial sectors, and the media. He thanked L. Poland for her continued dedication to serving as volunteer webmaster for the Authority, and asked her to provide a guided tour of the recently enhanced webpage, which remains in a test environment. Members of the Authority received the link to the test webpage via email, the week before this meeting. L. Poland walked the Authority members through the revised webpage, briefly covered the newly drafted privacy policy, and enhanced analytics to provide feedback on viewership. W. Holden, III introduced a motion to approve the webpage, and migrate it from the test environment into production. M. Higgins seconded and all voted to approve. The motion passed.

V. Annual Election of Officers

F. Fisher-Tyler reported that the Authority Bylaws stipulate that a nominating committee be appointed to prepare a slate for the annual election of officers. W. Holden, Nominating Committee Chair reported that he, L. Fox and N. Melikechi served in this capacity. He indicated that the current Chair and Vice-Chair had expressed willingness to serve for another year. He also indicated that nominations would be taken from the floor. He introduced a motion for F. Esposito to be re-elected as Chair, and asked if there were any nominations from the floor. There were no nominations from the floor. J. Dill seconded and all voted to approve. The motion passed. He introduced a motion for I. Turner Jr. to be re-elected as Vice-Chair, and asked if there were any nominations from the floor. There were no nominations from the floor. M. Higgins seconded and all voted to approve. W. Holden congratulated F. Esposito and I. Turner Jr. on their re-election, and thanked them for their service.

VI. New Business

F. Esposito briefly reviewed the Annual Report to the Governor's Office on activities of the Authority for Fiscal Year 2015 (July 2014 through June 2015). An annual report to the Governor is stipulated in the Authority Bylaws. The draft Annual Report was emailed to the membership prior to the meeting, and was provided in hard copy at the meeting. Dr. Esposito introduced a motion to approve the report with minor edits identified by the membership, M. Higgins seconded and all voted to approve. The motion passed. The Authority membership discussed a wider distribution of the Annual Report than in past years, suggesting forwarding copies to the executive boards of organizations represented on the Authority (Medical Society, Dental Society, Osteopathic Medical Society, University of Delaware, Health Physics Society, Radiologic Technology Society, and the American Industrial Hygiene Association. It was suggested that the Annual Report distribution also include a copy of the Proclamation for Radiation Protection Week.

Action Item: Distribute Annual Report to the Governor’s office and Proclamation to a wide distribution, F. Fisher-Tyler, completed December 2, 2015.

VII. Informational Updates

F. Fisher-Tyler provided an overview of the (ORC) Program Activity Report. The Office of Radiation Control provides the means to carry out the work of the Authority, as specified in Title 16 Delaware Code, Chapter 74, Radiation Control. The primary focus of the office is to carry out regulations established by the Authority, with four main regulatory work flows: registration of over 700 radiation machine facilities, 100 radioactive material facilities, 100 radiation service providers, and professional certification of over 2000 technologists and technicians who administer radiation to human patients (medical and dental practice). Field work is focused on inspections and investigations to determine compliance of radiation machine operations with state radiation control regulations, while administrative workflows focus on issuance, renewal and amendment of registration permits, verification of certification or registration, collection of fees and customer service to applicants seeking regulatory services. In addition, the office performs substantial radiological emergency preparedness and response activities in partnership with other agencies, such as the Delaware Emergency Management Agency (DEMA), the Department of Natural Resources and Environmental Control (DNREC), and the Delaware National Guard (DNG). She suggested members view the Delaware Radiation Control Program Annual Report posted to the ORC webpage, and stated that it will be revised to reflect 2015 data in the first quarter of 2016.

R. Brinsfield reviewed the ORC Monitoring Report for the period January 1 – October 31, 2015. He briefly reviewed New X-Ray Facility (new rooms evaluated for radiation shielding to assure protection for patients, operators & members of the public), X-Ray Facility Inspection Summary (numbers of facilities and x-ray tubes inspected), X-Ray Inspection Violation (citations identified during inspection) and Radiation Technologist/Technician Certification Summary Reports. He fielded questions and collected comments.

VIII. Public Comments

There were no public comments.

IX. Adjournment

J. Dill introduced a motion to adjourn, T. Hitchens seconded, and all voted to approve. The motion passed.

Authority meetings will be held in 2016 on February 29, April 25, September 26, and November 14 at 6 pm, at the Harry Levin Center for Pharmacy Education & History in Smyrna, Delaware.

Respectfully submitted,

Frieda Fisher-Tyler, MHS, CIH
Administrative Agent,
Authority on Radiation Protection
Radiation Control Program Director
Delaware Division of Public Health