

Montgomery County Board EMA/Ambulance Committee Meeting Minutes

Date: Tuesday, May 7th, 2013

Time: 3:30 PM – EMA Office

Members Present: Chairman Glenn Savage, Joe Gasparich, Sharon Kuchar, Mike Webb and County Board Chairman Roy Hertel.

Members Absent: Chuck Graden

Other Present: Rick Robbins, Greg Nimmo, Diana Holmes, Joletta Hill, and Barb Schmedeke

AMBULANCE REPORT:

1. **Collections - \$186,217.61 (Old System \$225.84, New System \$186,217.61)**
2. **Ambulance District Contracts.** Director Holmes reported that she has received the last couple of Certificates of Liability Insurance from the 5 Area Ambulance Districts. Most of the ambulance districts insurance certificates are due to renew in April or May. **Motion by Joe Gasparich and second by Mike Webb to approve and recommend the passage of the Five Area Ambulance District Contracts to the full board on Tuesday.**
3. **Coding Conference - May 22 and 23rd.** The two billing employees will be attending a coding conference for a couple of days in May. Holmes will be answering the phone and taking payments.
4. **Insurance- For Coordinator – Half paid by the 5 Areas Ambulance Services:** Director Holmes referred to Chairman Hertel for an update. Chairman Hertel stated that other departments like the Highway and Health Department are not in the General Fund and pay for their employee's Health Insurance costs from their budgets. Hertel asks if the committee feels that a portion of the health insurance cost for Director Holmes who supervises the Ambulance office, should be passed on to the 5 Ambulance Districts. Director Holmes stated that this should be decided by the 5 Ambulance Districts' Boards. Director Holmes stated that 100% of the ambulance office is paid for by the ambulance districts. Chairman Hertel stated that it was his understanding that part of one employee is reimbursed by the State EMA office and other part is paid by the ambulance districts. Therefore, it is not all paid by the ambulance districts. Director Holmes then stated that this was true. Barb Schmedeke from Hillsboro Area Ambulance asked Holmes how much time she spends on Ambulance billing work. Holmes stated she does the small claims when they come up, oversees that everything is taken care of, and handles the rowdy people that come in and complain about their bills. If the girls have questions that they need her to handle she will, but otherwise they handle everything. Schmedeke then stated that your job is basically a bouncer and there is not much to do, and Holmes agreed. Barb Schmedeke and Joletta Hill stated that this would be somewhat of a hardship for their ambulance districts to pay. Mike Webb stated that the Farmersville/Waggoner district is working in a deficit budget and would need to know the numbers as soon as possible for budgets purposes. After further discussion, the committee decided to get the costs associated for this insurance expense for the last three years and present something to the ambulance districts for their budget preparations for next yet.

EMA REPORT:

1. **EOP – Finished and ready for approval.** Director Holmes reported that she has had Joe Gasparich and Glenn Savage review the Emergency Operations Plan for Montgomery County. The EOP must be sent in to the State by June 30th, 2013. **Motion by Joe Gasparich and second by Sharon Kuchar to send the EOP to the full board for approval. All in favor, motion carried.**
2. **Communication Options – system to alert employees.** Greg Nimmo reported that he has researched the top three "Notification System" products that could be purchased for notifying employees and county residents of emergencies. The Reverse 911 Systems can text, twitter, live email and notify cell phones if people register them. These systems can be used for many capacities. They are all offsite web based systems that can dial thousands of people in a matter of minutes. The costs for these products are based on population. Greg Nimmo also explained the option using our Mitel Phone system to forward

emergency information to county employee's phones. There is also the capability to text employee's cell phone numbers from the 911 data base. Joe Gasparich suggested getting a list of employees that have texting capabilities that would want information sent to them to get this thing going. The larger communities will be contacted to see if they want to participate in one of these Emergency Communication Products to inform employees and or residents.

- 3. Regional Meeting May 3rd - Cancelled.** Holmes reported the meeting was cancelled.
- 4. Highway Safety Class** – Holmes attended a class on staging at accident scenes and vehicle placement.
- 5. MABAS Assets – (*Mutual Aid Box Alarm System*)** Display board will be at the board meeting along with the Hazmat trailer on May 14th, 2013. The
- 7. Madison County MOU** - Madison County is asking for a Memorandum of Understanding with Montgomery County for the use of our Incident Management Team. Director Holmes has 2 one page documents that may work for this. Assistant States Attorney Betsy Wilson didn't agree with the last agreements so Joe Gasparich suggested that Holmes check with her to see if she has a document to use.
- 8. Table Top Exercise – Topic – “Countywide Medication Distribution”,** Director Holmes stated that the Health Department sent out information requesting suggestions for a topic for the table top exercise that IEMA requires each year. Most employee suggestions were for local use and not county-wide. Holmes spoke with Hugh Satterlee from the Health Department who stated that they needed to do an exercise and decided to do a Countywide Medication Distribution. The date will be Monday, October 21st 2013 at the Free Methodist Church on Seymour Avenue in Hillsboro. Holmes stated that this will be a combined exercise with the Health Department and the costs will be split between the two departments. County Board members will be invited to attend.
- 9. Update/Approval MABAS reimbursement to County** - Director Holmes reported that the County has been reimbursed the \$765.30 from when Gary Gile transported the light tower.
- 10. Update/Approval Ambulance budgets:** Director Holmes reported that she has sent out notices to the Ambulance districts to have their FY 2014 budgets returned to her by June 1st, 2013.
- 11. Natural Hazards Mitigation Plan** – Update Director Holmes reported that she received an Email response from Greg Michaud regarding the annual updates to the County Natural Mitigation Plan. Michaud's email stated that there are three questions to ask participants each year at the annual update meeting. 1. What sever storm events and damages have occurred in your municipality in the previous 12 months? 2. What progress has been made on any of your mitigation projects? And 3. Are there any new mitigation projects you want to add? Michaud recommends Director Holmes email these questions to all the participants and then schedule a meeting 4 to 6 weeks after the e-mail has been issued. Holmes stated that there was no meeting scheduled with the participants last year and only a few participants showed up at the meeting two years ago. There is money available for mitigation projects in the County, Litchfield and Hillsboro. Holmes stated that no one has written anything for their projects or what they plan on submitting, and that this doesn't fall to her position. Each individual place has to send in for their projects.
- 12. Emergency Security Improvements for the New Courthouse.** Under Sheriff Rick Robbins reported that he conducted meeting with employees at the New Courthouse to get suggestions for security improvements. Surveys were completed by employees that gave their input on what would make them feel safer. The committee reviewed the list of 23 items that were suggested by Office Holders, Judge Long, and Employees. The Committee will review this list and will make suggestions at the next EMA meeting.

Motion to pay the bills by Sharon Kuchar and second by Mike Webb to approve the bills. All in favor, motion carried.

Motion to adjourn by Mike Webb and second by Sharon Kuchar. All in favor, motion carried.

Meeting adjourned at 4:45 pm.

Minutes respectfully submitted by acting Secretary Christine Daniels as deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Week of	Hillsboro	Litchfield	Nokomis/Witt	Farmersville/Waggoner	Raymond/Harvel	Total
4/1/13	23	52	18	10	8	111
4/8/13	29	12	5	8	0	54
4/15/13	31	24	9	10	0	74
4/22/13	35	36	20	8	6	105
4/29/13	55	19	12	0	4	90
	173	143	64	36	18	434