

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: June 4th 2013

Time: 3:30 PM – EMA Office

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

Others Present: Litchfield Fire Chief Dave Sumpter

The Committee met to discuss the following:

Ambulance Call Reports:

Collections: Total \$124,869.09 (New System \$124,724.25 Old System \$144.84)

1. **Update/Approval – Ambulance Budgets and Certificates of Insurance.** Director Holmes reported that she has received all the ambulance service area budgets except for Hillsboro and Raymond/Harvel. Chairman Hertel then explained how the Ambulance Service Areas must have a current copy of their Certificate of Insurance on file with the County each year according to the Contract. County Clerk Leitheiser asks for the ambulance contracts in January of each year, and the Certificates of Insurance usually come due in April or May of each year. Holmes stated that Treasurer Jenkins suggested getting copies of the Certificates of Insurance each year with the Ambulance Districts budgets when they are due in June. Hertel stated that this would be OK, but someone needs to check that they are received each year and put on file in the Clerk's Office. These Certificates of Insurance must also name Montgomery County as an "Additional Insured."
2. **Update/Approval Billing Coding Class** – Director Holmes reported that the two billing employees attended a two day Coding Class in St. Louis. Training consisted of Medicare and emergency coding, how reports are turn in, dealing with billing company situations and other sessions.
3. **Update/Approval – May 23rd meeting with the 5 ambulance service areas.** Director Holms asked Chairman Hertel to give an update on the meeting that was held with the 5 area ambulance services on May 23rd, 2013. Hertel reported that the meeting was held with four of the ambulance districts. Litchfield, Hillsboro, Raymond/Harvel, and Farmersville/Waggoner representatives were in attendance. Nokomis/Witt representatives were absent. The ambulance districts have by-laws that state how their boards are to be formed, and establishes board members terms. The Hillsboro Ambulance is to have their board members appointed by the County Board. All members of the board will be appointed at the June board meeting because there haven't been County Board appointments since 2002. The Litchfield Ambulance is governed by the Litchfield City Council and a committee that is appointed by the mayor. Chairman Hertel also reported that according to the contracts with the Ambulance Service Areas, the fiduciary person on the ambulance board should be bonded and they must have an annual audit. Three of the districts have an audit performed by an outside firm, one does an internal audit and one does not perform an audit. The one that does not will be performing an internal audit this year. Director Holmes is compiling this information. Hertel stated that the ambulance service area representatives in attendance made invitations to attend their meetings. Members of the Farmersville/Waggoner ambulance service area gave compliments on their working relationship and cooperation with Litchfield Ambulance. Some issues were reported by the Farmersville/Waggoner representatives regarding comments they get from St. Francis Hospital Emergency room staff when they deliver patients from their area. At times the St. Francis Personnel state that they should have taken the patients to Springfield hospitals and not to them. Hertel then reported that the Raymond/Harvel Ambulance service area tries to keep costs down with their volunteer staff, but it is getting harder and harder to find qualified people who have the time to volunteer for EMT work. They also talked briefly about the issue of how the two ambulance service areas in the northern part of the County are not getting reimbursed for patients they take to the rest area or another safe spot and transfer to another ambulance to go to Springfield. Director Holmes is working on this issue to try and get these two ambulance service areas

some money. Chairman Hertel stated that all in all, there were some very good conversations with the ambulance service areas and the meeting was very informative and he suggested that they get together about once a year to keep communication open.

EMA:

1. **Update/Approval – EMA /Ambulance Billing Budgets 2013** - Director Holmes stated that the FY 2014 budget is ready and turned in to Treasurer Jenkin's Office. Committee Chairman Glenn Savage will stop by the office and look at. Holmes has a copy for committee to review.
2. **Update/Approval - Security at the New Courthouse Building:** Undersheriff Robbins was present to discuss the input received from the employee survey regarding security issues at the New Courthouse. Robbins stated that the phone intercom system won't work as an alert because not all the phones in the building have the "all page" capability. Chairman Hertel suggested that a meeting take place to address the list of security concerns and Robbins stated that he would set up and run the meeting. Robbins stated that some of the items on the list will cost money and he needs to know where the money will come from. The committee discussed that once the mandatory meeting with representatives from each office in the building is held, they will have to identify the items with the costs involved and report back to the committee. Robbins reported that two walk through metal detectors were obtained and one will be sent to the Health department and the other to the Jail. The Sheriff's Office has also acquired a scanner that will be used at the front door of the New Courthouse for brief cases, packages, purses etc. The machine is located in Chicago and the County is working on getting the machine transported to the County. Homes asked about cell phones on the list of security items, which would be an item to discuss at the meeting with office representatives. Also on the list is bullet proof glass in a couple of offices which will be very costly. Prices have already been obtained for the committee to review. The meeting with all the offices of the Courthouse will resolve most of these issues.
3. **Update/Approval – Communications for County.** Holmes stated that she spoke with someone from Perry County and they use Nixle for county wide communications. Holmes has asked Greg Nimmo to check on this free communication system. Undersheriff Robbins shared a proposal from Global Connect and they will honor the quote for 1 year. Robbins stated that the Sheriff's Office would type on the internet what we want and they do everything else as far as notification to phones. Robbins stated that people could go to the company website for more information. Robbins stated that if someone wanted more information about the Company, they could go to their website for more information. Robbins gave an example of an Emergency Notification System pricing breakdown. Litchfield uses Blackboard notification system for its residents about every day. The Committee reviewed two options of pricing. One with all the towns and one without Litchfield because they have their own notification system. Litchfield uses their notification system for boil orders etc. Gasparich asked if Robbins could bring more info to next meeting regarding these systems. Robbins stated that Litchfield is paying about 3 times the amount per household than the quote he received for county wide service. Webb stated that if a municipality decides they can't afford to participate in this notification system, why the resident should not get notifications from the County since they are paying taxes to the County as well. Hertel stated that he asked Robbins to break down the costs per municipality. Robbins stated that we might get a grant to help pay for the first initial notification system. The Sheriff's department would manage this notification system for weather, amber alerts and other emergencies. The communities that participate in paying for this notification system would be allowed to enter things on their own to notify their residents like boil orders etc. Mike Webb suggested that the criteria for what municipalities could put on the system should be set before the sign up. Undersheriff Robbins will work on the questions and an agreement for the municipalities before the next meeting. Webb and Gasparich offered to go to their communities to explain the notification system. Robbins is also checking with crime stoppers to see if we can get the first year paid by them. In further discussion, Chairman Savage asked how much it costs a municipality for their siren systems. Litchfield Fire Chief Sumpter reported that they have to replace the batteries in these systems every couple of years. If the

siren gets hit by lightning, then they have to pay a company to come and fix it. Webb reported that the new siren in Waggoner did not go off last Friday night when the tornado went through. Robbins stated that he will check with Nexle and get more information for the committee to review.

4. **Update/Approval – Madison County Memorandum of Understanding.** The committee reviewed a copy of a memo for Assistant State’s Attorney Betsy Wilson regarding some concerns with a draft of the Madison County Memorandum of Understanding. Director Holmes refers to Gasparich to see what Wilson is asking in the email. Gasparich suggested setting down with the Madison County EMA Director, Betsy Wilson and figure out the simple way to solve the issues. Gasparich also stated that we need to look at the volunteer policy and the by-laws to see how this should be handled.

5. **Update/ Approval– EOP Questions:** Committee Chairman Glenn Savage had some questions regarding the Emergency Operations Manual. Holmes replied that we are required by State law to produce the EOP every two years or we will lose out \$22,000 funding from the State. The next deadline is June 2015 to turn in an updated plan. Holmes starts working on the plan about eight months before it is due in June. She sends out the different sections of the plan to all the different agencies in the county such as the Fire and Police departments, Health Department, Coroner etc. Holmes sends out anything that can be reviewed by someone else and asks that it be updated and send back to her. Holmes has to start months early so as to give all these agencies time to respond. Holmes stated that she has a template to help her complete the rest of the plan. Holmes stated that the EOP doesn’t help that much. Gasparich stated that plan is good for some emergencies like the ice storm. Holmes stated that she and County Clerk Leitheiser works on a press release to get information out to the public like for picking up residents to go to a shelter etc. Glenn Savage stated that he would like a sheet to define all the EMA acronyms.

6. **Update/ Approval - Midway Trailer in Litchfield:** Director Holmes reported that she has been looking for somewhere in the County to order a new topper for the EMA truck. She found one at Midway Trailer in Litchfield for a cost of \$1,254 and it will be installed in the next two to three weeks. Holmes asked if the County wants to sell the old one. The committee discussed the current policy of bidding out surplus equipment. **Motion by Chuck Graden and second by Chuck Sharon Kuchar to approve putting the surplus truck topper out for bid. All in favor, motion carried.**

7. **Other Business:** Joe Gasparich stated that he would like to talk about the tornado sirens going off as County wide issued warnings. He would like to see a more organized way of having the sirens going off so that areas of the County that may not be affected have residents wondering why the sirens are and may not heed the next warning that may be for a serious situation. Gasparich would like to see that the ESDA Officials assigned in each community make the call on when sirens should so off so they can assess the need of imminent danger in their area. The Local ESDA’s would need to be in communications with 911 and agree to be the trigger person on sounding the sirens.

Motion by Joe Gasparich and second by Mike Webb to pay the bills. All in favor motion carried.

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

Time: 5:00 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
5/6/13	0	19	3	5	2	29
5/13/13	41	52	11	0	4	108
5/20/13	28	15	13	2	7	65
5/27/13	47	15	9	4	2	77
	116	101	36	11	15	279

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