

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: Tuesday, February 5th, 2013

Time: 3:30 PM – EMA Office

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

Others Present: EMA Director Diana Holmes, Dave Sumpter, Leo Beasley

The committee met today to discuss the following:

Ambulance Call Reports:

A summary of monthly operations for **December 2012** is as follows:

Total calls: 386 Total amount billed: \$217,242.30 Amount collected: \$93,650.11

AMBULANCE REPORT:

1. **Collections:** Total Collections for **January** are **\$144,221.51** (Old System \$143.08, New System \$144,078.43)

EMA:

1. **Shake Out: February 7th, 2013.** Offices will be given questions to answer about earthquakes and a manual to read through. We are registered with “The Great Central U.S. Earthquake,” a multi-state partnership for increased earthquake awareness.
2. **Regional Meeting:** Regional IEMA meeting is scheduled for February 8th, 2013.
3. **Security Issues – Meeting with Sheriff’s Department:** Nothing has been scheduled at this time. Chairman Hertel will check with Undersheriff Rick Robbins to set up a meeting for security issues in the Courts Complex. Hertel will report back to Director Holmes and EMA Chairman Savage.
4. **AED/Defibrillator Units:** Director Holmes was asked by Undersheriff Robbins to take care of ordering outdated AED pads. Pads were ordered from Cardiac Science on January 29th, but are back ordered. If we order direct from Cardiac Science, they are under State Contract at a cost of \$32.98 each. If we order from another supplier, the cost would be \$49 each. Chairman Hertel called Robbins and we need a total of 4 sets. The batteries last for 4 years. The old units have batteries that are 5 years old so the committee discussed purchasing replacement batteries. The supplies would be purchased and paid for out the Building and Grounds Maintenance to County Building Fund. **Motion by Graden, second by Webb to Approve the Purchase of 4 Sets of Pads and 5 Batteries for the AED/Defibrillator Units. All in favor, motion carried.**
5. **Knox Boxes:** Director Holmes reported that the three Knox Boxes have been installed and keys have been placed inside. Fire Chief Lyerla has been informed and given keys.

6. **Accreditation:** Director Holmes reported we have been approved with IEMA for another year.
7. **Emergency Operation Plan (EOP):** Director Holmes reported that she would like to have the Emergency Operation Plan completed by May 2013. She has sent some reminders to other offices for their part of the plan. Holmes asked Fire Chief Sumpter to review his section. Gasparich stated that he will also review the plan.
8. **Tornado Policy:** Director Holmes reported the Tornado Policy has been written and sent to Circuit Clerk Holly Lemons for her to look over for her office. Holmes also sent Building Security information from Lee County for her to review.
9. **Pipeline Numbers:** Director Holmes reported we have some changes for pipeline contacts.
10. **HazMat Update:** MABAS President Leo Beasley reported that they will be a good steward of the County funding of \$1,500. Leo gave an update on items that would be purchased with the \$1,500 for MABAS equipment. Per Gasparich reported that the County Board purchased the Trailer for the MABAS equipment. County received about \$600,000 in equipment for free and some other equipment that totals about \$1 Million. The HazMat team is responsible to fix and maintain the equipment. Regarding insurance, MABAS is responsible for the trailer and the driver has to have their own personal liability insurance. The EMA office has a \$1,000 debit card to use for fuel, etc. in case of emergency deployment or supplies.
11. **Lock Down & Evacuation Policy for Schools:** Gasparich reported he has drafted a non-law enforcement Lock Down & Evacuation Policy for Schools which includes guidelines on what to do. This need to be reviewed by the Fire Chief. Once this is complete, Gasparich will bring it to Director Holmes who will get it to Superintendent of Schools Marchelle Kassebaum to distribute as needed. Chairman Hertel stated that the other Services in the County should also get a copy of this plan.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
12/31/12	56	50	27	4	3	140
01/07/13	27	0	7	0	0	34
01/14/13	69	43	25	1	3	141
01/21/13	59	20	0	3	0	82
01/28/13	36	48	32	3	2	121
	247	161	91	11	8	518

Processed Reports

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

Motion by Sharon Kuchar, second by Joe Gasparich to adjourn the meeting. All in favor, motion carried.

Meeting ended at 4:30 P.M. Minutes respectfully submitted by acting Secretary Christine Daniels as deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.