

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: Tuesday, April 2nd, 2013

Time: 3:30 PM – EMA Office

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

Members Absent: Chuck Graden, Sharon Kuchar

Others Present: EMA Director Diana Holmes, Rick Robbins, Litchfield Fire Chief Dave
Sumpter

The committee met today to discuss the following:

Ambulance Call Reports:

A summary of monthly operations for **February 2013** is as follows:

Total calls: 312 Total amount billed: \$196,390.40 Amount collected: \$115,651.82

AMBULANCE REPORT:

1. **Collections:** Total Collections for **March** are **\$107,544.16** (Old System \$15.00, New System \$107,529.16)
2. **5 Area Ambulance Service Agreements:** Director Holmes reported as of today we should have all the ambulance contracts.

EMA:

1. **Security at Courts Complex:** Undersheriff Rick Robbins presented a draft of an Active Shooter/Hostage Crisis Plan. Robbins will give a copy to the State's Attorney office to review. The committee discussed evacuation locations for each building and decided to have them be the same for any type of incident. Evacuation locations will be the same for fire and intruders. The committee discussed training and or having an exercise drill after hours. Robbins stated they are getting two scanners for the Courts Complex doors and employees were instructed to keep certain doors locked. The committee discussed doing a survey to ask employees about evacuation /training. Chairman Hertel asked if the Health Department has an emergency plan in place. Hugh Satterlee will need to check to see if the Continuing Recovery Center (CRC) has an evacuation plan. The committee discussed the need for an evacuation plan for the Highway Department and other off site facilities.
2. **MABAS – Equipment in the County:** Director Holmes will set up a display at the May County Board meeting. The MABAS trailer will be available after the Board meeting for members to review.
3. **Safety Issue for the County:** Director Holmes received a report on Spontaneous Combustion for coal mines from Mary Ellen DeClue.
4. **Major Snow on March 24th:** Director Holmes reported that there were some brief power outages around the County during the snow storm on March 24th, 2013. Shelters were on standby Saturday and Sunday and no requests were made. Board Chairman Hertel stated that Director Holmes needs to come up with a plan to notify all departments of inclement weather or an emergency to inform employees whether the courthouse will be open or closed. Holmes and Undersheriff Robbins will get information regarding an Emergency Notification System to present to the next EMA meeting. IS Manager Bill Purcell will also work with Holmes and Robbins.

5. **County Emergency Plans:** Director Holmes reported that the Emergency Operation Plan (EOP) is almost completed. Holmes is still waiting on both hospitals for their review. Holmes stated that the Resource section for the EOP with all the business contact information still needs to be updated. In the past this was done by Linda Bolton and she has since retired. The committee discussed different ways to work on this huge task of verifying the business info. With technology and smart phones, it was discussed that these phone numbers could be obtained without the pages. The committee discussed putting the EOP on the County website with a secure password for people that would need it.
6. **Highway Traffic Safety Class:** Cathy Ulrici and Holmes will be attending this class on April 10th at the Fairview Heights Fire Station. (IEMA and IDOT sponsored class)
7. **NIMS Classes (National Incident Management System):** Director Holmes reported that IS 700a, 100b, 200b, 800b classes must be taken by certain County officials if the County receives federal funding. Joe Gasparich has volunteered to teach the classes before the EMA meetings starting on May 7th, 2013 at 2:30 p.m.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/Waggoner	Raymond/Harvel	Total
03/04/13	56	21	11	2	0	90
03/11/13	59	28	13	0	0	100
03/18/13	18	20	10	2	0	50
03/25/13	38	28	11	0	7	84
	171	97	45	4	7	324

Processed Reports

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

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

Meeting ended at 5:03 P.M. Minutes respectfully submitted by acting Secretary Christine Daniels as deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.