

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: December 3rd 2013

Time: 3:30 PM – EMA Office

Attendance: Chairman Glenn Savage, Chuck Graden, Sharon Kuchar, Mike Webb and County Board Chairman Roy Hertel.

Members Absent: Joe Gasparich

Ambulance Call Reports:

Collections: \$107,865.89 (New System \$107,561.09/ Old System \$304.80)

EMA:

1. **Update/Approval – Priority (1) Risk assessment for the County.** Director Holmes reported that she needs to get information regarding fixed site facilities, container transport, rail traffic etc.
2. **Update/Approval - Priority (2) Critical Infrastructure and Resources:** Holmes stated that we need to address this issue and have a plan for Infrastructure and Resources. Dr. Sandra Ellis with ILEAS could give a class on this subject and greatly help us out as far as planning. Holmes recommends inviting Mayors, Fire and Police Personnel, Township Supervisors, and Township Road Commissioners.
3. **Update/Approval Informational Meetings:** There will be four informational meetings set up in the following municipalities: Waggoner, Litchfield, Hillsboro and Nokomis. The meetings will consist of explaining protocol during a major event, advising a local government on how to report to EMA for possible reimbursement for their community and what services they may need for clean-up of an area.
4. **Update/Approval – CPR/AED Training** – Holmes reported that CPR/AED Training has been Scheduled for Thursday, February 13th. There will be 3 classes: 0800-1000, 1030-1230, 1330-1530. They would like no more than 10 per class, however would consider 1 or 2 over that limit in order to get everyone in. All County Board members are welcome to take the class also. Chris Daniels will have a sign-up sheet to take names of Board members that would like to take the class and will send out an email to all County Offices.
5. **Update/Approval – LEPC Meeting-** Holmes reported that we are unable at this time to get the IEMA LEPC coordinator to come to a meeting. He is not able to do any meetings after 5 PM. The county LEPC cannot have a meeting before 5 PM because most of the people that are on the LEPC committee have day jobs and cannot attend. IEMA LEPC will get back to Holmes at a later date and let me know how we can get the county LEPC running again.
6. **Update/ Approval Fire Extinguishers & Material Safety Data Sheets:** Director Holmes reported that Treasurer Ron Jenkins asked several questions about fire extinguishers and Material Safety Data Sheets. The insurance carrier that gave the fire extinguisher training had asked the following questions. 1) Who gets and keeps the MSDS (Material Safety Data Sheets) 2) Who checks the fire extinguishers on a monthly basis? Holmes suggested that the MSDS sheets be kept by Building and Grounds. Committee members discussed options on where to keep the sheets, like the Sheriff's Department so they could be accessed 24 hours a day, 7 days a week. Need to come up with a policy and procedure to obtain and store the MSDS sheets in case of an

emergency. Director Holmes was instructed to call Tom Franzen from ICRMT to have him advise her of where the insurance company thought we should keep the MSDS sheets.

7. **Update/ Approval Training Exercise for 2014 March 4th** Holmes reported that the Annual State Wide Tornado Exercise will be held on March 4th, 2014. Holmes has contacted HWE Committee Chairman Connie Beck to set up something for a Functional Exercise or Drill with Animal Control. Holmes may have a few more training dates for 2014.
8. **Update/ Approval – Weather Spotter Class**: Holmes stated that she has scheduled a Weather Spotters Class for February 6th 6:00 PM to 9:30 PM with food at 6:00PM. Holmes will check with the Moose Lodge for the location and report back in January. This class is for anyone that would like to learn about becoming a “Weather Spotter” and is open to the general public.
9. **Update/ Approval Mitigation Planning Meeting**: The next mitigation planning meeting will be February 18th, 2013 at 7:00 pm and will be held at the Health Department.

Update/ Approval – Regional Meeting November 15th – Holmes reported that some of the topics that will be discussed at the Regional Meeting in November will be 1) Accreditation, 2) Damage Assessment Reporting, 3) School Safety.
10. **Update/Approval – Meeting change for January**: The committee discussed changing their next meeting date to Thursday, January 2nd, 2014 at 3:30 pm

Week of	Hillsboro	Litchfield	Nokomis/ Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
11/4/13	0	36	7	2	5	50
11/11/13	56	49	9	1	0	115
11/18/13	43	5	4	3	6	61
11/25/13	24	30	12	2	1	69
	123	120	32	8	12	295

Processed Reports

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

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

Time: 4:10 pm

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