

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: Tuesday, June 3rd, 2014

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: Diana Holmes

Ambulance Call Reports:

Collections: New System - \$93,816.38, Old System \$40.00, Total \$93,856.38

AMBULANCE REPORT:

1. **Update/Approval Coding Conference:** Holmes stated that both ambulance billing employees Ulrici and Greenwood attended the Coding Conference on May 20th and 21st. They received new updates for insurance and Medicare/Medicaid on mileage.
2. **Update/Approval Ambulance Budgets and Contracts:** Holmes reported that all the ambulance districts have turned in their signed contracts for 2014 ambulance billing services and have attached their insurance liability certificates. All five districts have also submitted their FY 2015 budgets. The contracts will need to be presented to the full board for approval. **Motion by Sharon Kuchar and second by Chuck Graden to recommend the approval of the five ambulance districts contracts for 2014 to the full board. All in favor, motion carried.**
3. **Update/Approval Internal Audit:** Holmes reported that they have used ProMed in the past for an Internal Audit which was recommended by TriTech.

EMA:

1. **Update/Approval Generators and Cots:** Holmes reported that she priced generators for Coffeen, Donnellson and Schram City. Three Generators will cost \$995.00 each for a total of \$2,985.00. There will be ten cots needed at \$89.00 each for a total of \$890.00. One bale of 30 blankets will cost \$222.00 and will be ordered for the Schram City and Donnellson shelters. The total for all the equipment will be \$4,097.00 and Director Holmes will order in September or October and use funds in the FY 2014 Equipment Budget.
2. **Update/Approval Truck needs Paint Touch up:** Holmes reported that the red EMA truck needs some paint touch up due to scratch.
3. **Update/Approval Triple “R” Exercise on June 7th:** Triple R stands for **R**apid **R**esource **R**esponse. The Exercise will be held on June 7th in Bond County. MABAS will reimburse the County for the use of the red truck.
4. **Update/Approval Mitigation Plan:** Holmes reported that a Hazardous Mitigation Plan meeting is scheduled for Tuesday, June 17th at the Health Department. Notices have been sent to all participants and a catered meal will be at 6:30 p.m. with meeting to follow at 7:00 p.m. Holmes will be taking RSVP’s for the meal and people can call or email. Savage stated that we need to ask for an engineering study to design the water line between Hillsboro and Litchfield. The committee discussed putting the water line on the Mitigation Plan.
5. **Update/Approval Witt Fire Meeting:** Savage reported that the Volunteer Fire fighters in Witt as requested some help with writing their IAP’s. Director Holmes brought them the paper work for disaster assistance. Witt would also like help so they know what to do for an incident with an extreme amount of damage.
6. **Update/Approval Mutual Aid Agreements:** Savage reported that we need a mutual aid agreement that will go from county to county. Our concern is that if we go to any other county we would need to see how we can get paid. Twelve hours would be the max that we would work anybody. Holmes will

contact surrounding counties to see if they have such an agreement in place so that we can use it as a template.

7. **Update/Approval IPWMAN:** This mutual aide agreement if for heavy equipment.
8. **Update/Approval School Emergency Planning Class:** Savage reported that Holmes tentatively set up a meeting with R.O.E. Superintendent Marchelle Kassebaum on November 18th and 19th to have a school emergency planning class.
9. **Update/Approval Panic Alarms:** Holmes reported that all the panic alarms were tested in the Historic Courthouse today and we received a report from Wareham’s Security.
10. **Update/Approval Other Business:** Sharon Kuchar stated that she received complaints regarding the cleaning and waxing of the floors in the basement by the EMA office. Kuchar also stated that she heard that EMA department employees were told by Personnel Chairman Bathurst that they could go to a couple of vacant desks in the Treasurer’s Office or they could take a sick day and go home. Chairman Hertel asked Holmes if she had contacted the Sheriff regarding the timing of the cleaning and waxing of the floors and Holmes replied that she didn’t know that it was her place to call the Sheriff. The committee discussed contacting the Sheriff regarding the hours that the maintenance staff will work to complete the cleaning and waxing of the floors. Chairman Hertel stated that Savage needs to check with the Sheriff to see if arrangements can be made for after hours when the section by the public door needs to be done. Holmes stated that yesterday, the doors had to be opened to the garage and a fan was put there for ventilation.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
5/5/14	23	41	0	3	6	73
5/12/14	49	12	14	2	0	77
5/19/14	28	30	9	2	0	69
5/26/14	40	30	7	5	11	93
Totals	140	113	30	12	17	312

Processed Reports

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

Adjourn: Motion by Joe Gasparich, second by Chuck Graden. All in favor, motion carried.

Time: 4:20 pm

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