

Galena Area Emergency Medical Service District  
217 Summit Street  
Galena 11 61036



MINUTES  
Thursday, April 25, 2019

Call to Order: The meeting was called to order at 7.00 pm by President Linda Winter

Roll Call: The following members were present: Nancy Schamper, Jack Gehrts, Susan Strand, Ruth Foley, Jan Splinter, Janet Bussan, Randy Beadle, Ben Petitgout and Linda Winter.

Absent: Pam McIntyre. A quorum was established.

Pledge of Allegiance

I. Approval of Minutes from the March 28, 2019 meeting. A motion made by R. Beadle and seconded by R. Foley to approve the Minutes. Motion carried unanimously. B. Petitgout abstained.

II. Secretary Report: No report.

III. Treasurers Report: Payroll was presented: Net checks \$18,975.76; total taxes were \$3,832.84. Total of all accounts was \$59,802.80. A motion was made by R. Foley and seconded by B. Petitgout to accept the Treasurer's Report as presented. Motion carried unanimously.

IV. President's Report:

- A. Linda Winter, Interim President, welcomed Ben Petitgout to the Board representing West Galena Township. Confirmation from the West Galena Township Board will be available at the May 30<sup>th</sup> meeting.
- B. Interim President Winter reported that David Diedrich, representative from Scales Mound Township, resigned effective April 1, 2019.
- C. A question was asked to determine whether to placelboard Member contact information on the GAEMSD website. The consensus was to wait until the May meeting when new Officers are elected.
- D. Interim President Winter apologized on behalf of the Board for the disciplinary action involving W. Moyer and R. Foley at the March meeting. This issue never came to a vote of the Board and all documents from this unfortunate situation have been removed from the individual's file as well as the EMS Office files. Case closed.
- E. Interim President Winter encouraged all members of this Board to complete the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA) electronic education program and provide a certificate of completion to the Secretary to file. The FOIA is not a requirement for all Board members. OMA certification is required one time of all members of a public body within 90 days of taking office.

V. Unfinished Business

- A. An item was presented to discuss final salary payout to former EMS Coordinator, Ray Darsidan. R. Beadle made a motion to approve the salary payout in the amount of 51,742.00. The motion was seconded by Ruth Foley. Motion carried unanimously.
- B. An item was presented regarding action on salary consideration for Paramedic personnel. At the previous March 28<sup>th</sup> Board meeting, it was approved that the rate be adjusted to 510.00/hour, and to consider \$18.00/hour, a standard rate, as

Paramedics are employed with Galena EMS and affiliated with Mercyhealth" in the future. Following discussion, B. Petitgout moved, seconded by R. Beadle, to keep the hourly rate for paramedics at \$10.00/hour until the budget is completed for the next fiscal year. Motion carried unanimously.

#### VI. New Business

- A. Discussion and possible action regarding adjusting the District line of credit from \$75,000.00 to \$125,000.00. The first tax payment will be coming in June. R. Foley moved, seconded by B. Petitgout to table action until our May 30<sup>th</sup> meeting. Motion carried unanimously.
- B. Discussion and possible action on the Interim EMS Coordinator's salary request for \$1,000.00/month or \$12,000 annually accompanied by an uncommitted documented stipend of \$600.00/month, for certain EMS projects for an annual commitment of \$7,200.00. The previous Coordinator's salary was \$36,000.00/year. B. Petitgout moved, seconded by R. Beadle to pay Bill Bingham \$1000.00/month, in addition to a \$600.00/month request for the uncommitted documented stipend for EMS agency projects done by members. Motion carried unanimously.
- C. Discussion and possible action to accepting a Grant from Jo Carroll Energy. A. Abdul-Aziz applied for the grant for the Galena Area Emergency Medical Service District and was awarded a \$6,800.00 grant to be used for pagers, radios and spare batteries. A motion was made by J. Gehrts, and seconded S. Strand to accept the grant and thanked Aishah. Motion carried unanimously.
- D. Discussion and possible action on developing a GAEMS Business Plan. Following discussion, it was determined that staff members can provide this document. R. Beadle moved, seconded by R. Foley to allow Bill Bingham, In Virtue, Ruth Foley and former member Steve Allendorf to develop and present a business plan draft by the August meeting. Motion carried unanimously.
- E. Bill Bingham provided the Board with information regarding response rates charged by other ambulance services in the County as well as a draft proposal of suggested changes to the rates. R. Foley moved to accept the Response Rates as shown in the Draft Proposal, seconded by J. Gehrts. All voted aye. Motion carried. The new Response Rates will be provided to the billing company as soon as possible.
- F. Discussion and possible action regarding selection of the Freedom of Information Act (FOIA) Offices. R. Foley moved to appoint whoever is elected President to assume this position with, seconded by J. Splinter. After further discussion regarding the Open Meetings Act (OMA) Officer, R. Foley then amended her motion to also include the seated President of the Board to serve as the OMA Officer. J. Splinter seconded the amended motion. The Board voted on the motion to amend the original motion; motion carried unanimously. The Board then voted on the motion as amended. Motion carried unanimously.
- G. Discussion and possible action regarding payment for replacing the parking pad in front of the EMS station. Tracy Bauer contacted us in April 2019 and discussed cost sharing and a bid from Ben Wiene of \$12,390.00. The agreed-upon payments would start at the satisfactory completion of the project. Total payment would be \$5,000.00 with no interest. The Galena Area Emergency Medical Service District's (GAEMSD) share would be \$625.00 per quarter for eight (8) quarters over two years. The contract with Midwest Medical Center stipulates that the GAEMSD is responsible for contributing to the maintenance of the grounds. Motion by R. Foley seconded by S.

Strand to pay the \$5,000.00 in quarterly payments of \$625.00. Motion carried unanimously.

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Motion-carried-OATIAiMOUSlyT (See "F" above)

- I. Discussion and possible action on a fee structure for Special Detail Standby Events. B. Bingham provided two (2) drafts of a fee structure for Special Detail Standby events. There was discussion regarding whether to charge a fee to agencies that provide funding to the Galena Area EMS District. It Foley moved, seconded by R. Beadle to table the fee schedule and be brought back at the May meeting. All voted aye, motion carried.

#### VII. EMT Association Report

- A. Vehicle Report. Wayne Moyer was not in attendance.
- B. EMT Representative L Virtue reported that there were 23 members at the April meeting hosted by the Galena Fire Department.

#### VIII. EMS Coordinator Report

- A. B. Bingham read a letter commending EMT Les Virtue for receiving the Illinois Governor's Volunteer Service Award for the Northwest section during National Volunteer Week.
- B. EMS Response changes
  1. 8. Bingham noted that in some instances, there is a lack of personnel on shift/duty. Drivers have been asked to use the portable radios to acknowledge calls as soon as possible to avoid multiple call outs when members are responding to the station/scene.
  2. We have allowed access to Aladtech to members for information sharing among members such as schedule issues, sickness, needing to leave shift, etc.
  3. Medical (Paramedic) upgrade from EMS providers from East Dubuque and Elizabeth is unnecessary in most cases. The Midwest Medical Center is an upgrade and it makes no sense to wait for a Paramedic unit from another town when there is a hospital only minutes away. MercyhealthIn is on board with this change.
  4. New Members
    - a. Mike Stayer has been with us since last month.
    - b. Tom Kieffer is back as a driver awaiting proper Driver's license.
    - c. Bill is meeting two potential paramedics.
    - d. Ruth Jackson has signed to become a member and is currently in the EMT-8 class that we are hosting.
    - e. Sandra Weber rejoined our service last month.
    - f. Mark Brodrecht is moving back to Galena as soon as he takes care of things in Winslow following a flood at their fire station. Mark is an EMT•R.
- B. Wade Fuerste, EMT•11 student, has expressed interest in joining Galena EMS.

5. B. Bingham will be checking with our Worker's Compensation provider this week to determine the status of twelve Galena Fire Department EMT-Ws.
6. Hanover: Nothing new to report. Meeting being held tonight in Hanover.

#### IX. Committee Reports:

##### A. Social Report

J. Gehrts is arranging our annual appreciation party, scheduled for this fall. He said he had checked with the Elks and the Ehrler Event Center for dates available. R. Foley will ask the EMTs at their May meeting to see which dates they prefer.

##### B. Finance Report

J. Bussan pointed out that our income is not covering our bills. There is a need for more income. Budget Committee is working on the budget for this year.

##### C. Nominating Committee

R. Foley presented the slate of officers that will be voted on at the May annual meeting. They are as follows: President•Ben Petitgout; Vice-President-Randy Beadle; Secretary-Claire Bersbach; Treasurer-TBD.

##### D. By-Laws and Policy Committee

R. Beadle advised that the committee had met and has reviewed the By-Laws. Minor adjustments were made. They will meet again May 6 for a more in-depth review and plan to bring any new or revised By-Laws and Policies to the Board for a vote at the May 30<sup>th</sup> meeting.

#### X. Board Member Concerns

R. Beadle wants the coverage of the Hanover/Chestnut EMS situation on the agenda for May.

#### XI. Citizen Concerns

- A. A. AbdulAziz had questions regarding paying the bills. Bills needing to be paid were not on the agenda. although Board Members feel it is important to pay the bills. Paying of the bills and payroll should be added to our Policies so they are automatically paid each month. In the past, bills were included in the Treasurer's report.
- B. A. Abdul Aziz presented a \$5.00 check received through Facebook GAEMS page.
- C. B. Bingham thanked Claire Bersbach for bringing additional Rich Peterson Foundation information this evening, and for the assistance she and the Foundation have provided to Galena EMS personnel Over many years.

XII. Closed Session - The board had no reason to enter closed session at this time.

XIII. Possible action as a result of Closed Session. No action was needed as the board did not enter into Closed Session.

The next meeting is the ANNUAL MEETING that is scheduled for Thursday, May 30, 2019 at 7pm at the Galena EMS Station.

Motion to adjourn was made by B. Petitgout and seconded by R. Beadle. Motion carried unanimously at 9:17pm.

Respectfully submitted,

Nancy Schamper, Board Secretary