

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

Board of Directors Meeting

217 Summit Street

Galena IL 61036

June 27, 2019

MINUTES



CALL TO ORDER President Ben Petitgout called to order the Meeting of the Galena Area Emergency Medical Service District Board of Directors at 7:00 pm.

ROLL CALL

Board members present: Randy Beadle, Vice President, City of Galena; Claire Bersbach, Secretary, Guilford Township; Janet Bussan, Treasurer, East Galena Township; Ruth Foley, Village of Scales Mound; Jack Gehrts, Vinegar Hill Township; Pam McIntyre, Council Hill Township; Ben Petitgout, President, West Galena Township; Jan Splinter, Village of Menominee; Susan Strand, Rice Township; and Linda Winter, Rawlins Township.

Absent: None. A quorum was established.

Others present: Bill Bingham, Interim EMS Coordinator, and Wayne Moyer, EMT Association Representative.

Guests Present: Aishah Abdul-Aziz and Christian Gronewold (for part of the meeting).

THE PLEDGE OF ALLEGIANCE was led by President Petitgout.

CITIZENS' COMMENTS There were no comments.

AGENDA ITEM I. APPROVAL OF MINUTES

Board members were provided with a copy of the May 30, 2019, meeting minutes. Randy Beadle moved to approve the minutes; seconded by Jan Splinter. Motion carried by voice vote.

AGENDA ITEM II. SECRETARY'S REPORT

Secretary Bersbach reported she had received and filed the Draft of West Galena Township's Board of Trustees April 9, 2019, meeting minutes affirming **appointment of Ben Petitgout to the Galena Area EMSD Board** representing West Galena Township; received and filed the Certification of Vote from the Guilford Township Board of Trustees dated May 13, 2019, affirming **appointment of Claire Bersbach to the Galena Area EMSD Board** representing Guilford Township.

Bersbach reported **OMA (Open Meetings Act) Certificates** on file are: Randy Beadle, Claire Bersbach, Ben Petitgout*, and Linda Winter. OMA Certification yet to be completed: Janet Bussan, Ruth Foley, Jack Gehrts, Pam McIntyre, Jan Splinter, and Susan Strand. Ruth Foley advised she had completed both OMA and FOIA and filed them with the previous Secretary in March. Bersbach will double check the file.

Not mandated FOIA (Freedom of Information Act) Certificates of Completion on file are: Janet Bussan, Ruth Foley, Pam McIntyre, Ben Petitgout*, and Linda Winter.

*As the designated OMA and FOIA officer, Ben Petitgout is required to complete Certification in both OMA and FOIA annually.

Following review of **Board members' Website contact** information, Bersbach gave the chart to President Petitgout.

Bersbach attended the June 18, 2019, **EMT-B Graduation** Ceremonies. It was Standing-Room-Only with twelve in the class. Galena Gazette was present and took a photograph. On successfully passing their test, EMT-Bs for the Galena EMS District will be five.

Bersbach concluded her report by noting she attended the June 18, 2019, Jo Daviess County meeting regarding **Special Service Area Commission for SSA #6**. Bersbach provided GAEMSD Board members and Interim EMS Coordinator Bill Bingham with a copy of the map and the Resolution that was handed out.

AGENDA ITEM III. TREASURER'S REPORT AND APPROVAL OF BILLS

A. Treasurer Janet Bussan reported the **on-hand balance** for the **District** at June 27, 2019, was **\$32,574.66**. The total of the **on-hand balances** in the **EMT Association's** checking accounts is **\$20,284.92** for a grand total of **\$52,859.58**.

The **Line-of-Credit** has been re-written at a **rate of 3.63%**, an **available balance of \$35,000.00** with **payment due June 18, 2020**.

B. Board members were provided with a copy of the **Financial Report**. Bersbach asked about the dollar amount from LifeStar shown as a receivable, unchanged for the past three reports. The District voted to change to Professional Billing Services at the June 4, 2018, special meeting; they are handling that.

C. Board members were provided with a copy of the **Revenue and Expense Report**. There were no questions about the report.

The Board was provided with lists of expenses for GAEMSD showing:

\$ 8,296.00	Payroll - Gross Pay	\$ 1,271.86	Auto Pay
\$ 7,024.55	Net Pay	\$ 6,073.00	June Bills not included in Auto Pay (VISA = \$437.33)
\$ 514.36	ERFICA-SS		
\$ 120.27	ERFICA-MED	\$ 7,345.00	Total June Bills
\$ 1,589.52	941 Employee Federal Tax		

Questions were asked regarding the bill for Guy's Towing and the expense related to the oxygen cylinders.

Randy Beadle moved to **approve payment** of the **Bills, Payroll, Tax Payments, additional bills** presented after the posting of the June 27, 2019, meeting, and the **purchase of the three stethoscopes** (using Grant monies); seconded by Linda Winter. Motion carried by voice vote.

AGENDA ITEM IV. GUEST SPEAKER MR. BILL BEQUEAITH, ILLINOIS PUBLIC RISK FUND

Mr. Bequeaith advised the Board that our **pricing** (premium) was \$11,728 for the 2016/2017 period; \$11,340 for the 2017/2018 period; and **for the coming term will be \$9,946**. Bequeaith advised that Workers' Compensation is based on our Payroll amount and said he does not need the names of who is on the roster; just the payroll number. For 2017/2018 time-frame, the District will receive a small grant (like a dividend) of \$300 which will grow with time and could grow 10% to 15%. IPRF is a pool-based plan.

Interim EMS Coordinator Bill Bingham is the District's "contact" person regarding any work-related incidents.

AGENDA ITEM V. INTERIM EMS COORDINATOR'S REPORT – Bill Bingham

A. Mailboxes have been updated with current Board and EMS members' names.

B. Upcoming Details

1. **Buckhill Run** July 4th hosted by Galena ARC. Will need a three-person ambulance crew at Rec Park. This has been added to Aladtech Detail Schedule.

2. **Galena 4th of July Parade**. We need a three-person crew and ambulance in the parade. Aladtech is ready for this Detail.

3. **Shenandoah Riding Center** is hosting their **Annual Rodeo** on July 5th and 6th. We will be sending an ambulance to this event with a three-person crew. The Special Detail Form has been sent; Aladtech is ready for this Detail. We will work with Elizabeth Community Ambulance Service to cover this event.

4. Galena EMS was well-represented at The Galena Territory June 22 at Belden School for an event that will donate to the Richard Peterson EMT Endowment Fund. We directly benefit from this charitable organization. Thank you to Ruth Foley, Ken and Cathy Calvert, and Sandra Weber for participating. Bingham also did a two-hour stint for this worthwhile and well-attended event. (Proceeds donated from the event to the Richard Peterson EMT Endowment Fund were \$1,285.00) The cost for a member to take the EMT-B class is approximately \$600 not including travel time for classes, or travel time for ER hours, or ambulance time.

C. Benning Group Audit is scheduled for August 26-28 from 8 am to 5 pm each day. President Petitgout needs to be present for this.

D. Early last week ambulances were back in the right place. Garage aprons and parking area in front of the station are cemented. No timetable yet on the blacktopping.

This process created a lot of construction dust. Cleaning crew did a deep cleaning throughout the station.

E. Members were informed that Galena EMS is going to direct deposit pay checks effective with the July payroll. There will be no exceptions to this change. It is going well.

F. Hanover Contract – There is none. It expired on January 31, 2019; we just were not made aware of it. The SSA Commission is now in place and engaged. As far as we are concerned, we are status quo and will continue to respond to Hanover if requested by dispatch. It is hoped this issue will be resolved soon. Our MABAS (Mutual Aid Box Alarm System) pact mandates that we will continue to respond to Hanover as needed and if available and able.

G. On Tuesday, June 18th, we hosted a graduation ceremony at the Galena EMS Station for our EMT-B class. Congratulations to those who attended the class, to the Mercyhealth™ Instructors, to Board President Ben Petitgout, and to all our Board and EMS members who showed up to support this class. We look forward to other classes in the future.

H. Personnel Changes – Two of our members have left our service, Josh Diedrich (EMR) and George Calhoun (EMR). Two new members have joined our service, Ruth Jackson (just passed EMT-B exam) and Wade Fuerste, soon-to-be EMT-B.

Current members Brian Diedrich, Michael Staver (also just passed the EMT-B exam), and Matt Teply are also soon-to-be EMT-Bs. Justin Cook (EMR) will be on board with us by the end of this week.

Three recent EMRs from GFD will be joining us as auxiliary members. They are Brett Temperly, Bob Doyle and Chris Garza. As discussed at our most recent EMT meeting, these are members who will respond to calls but will not be EMS members and will not be on the payroll. If anyone knows of others in the Menominee or Scales Mound/Galena Territory area that may want to participate as an auxiliary EMS member, let Bill Bingham know.

We wish Josh and George the best and want to congratulate our new members as they come aboard.

I. On June 20th, we received a \$2,000 Country Fair grant. Ruth Foley and Bill Bingham attended this event. The donation will be used to purchase three Littman stethoscopes with

ambient noise reduction. The balance of this grant will be used to purchase equipment needed for our future ALS upgrade.

J. Our updated Ambulance Rates, as well as our new Special Detail Rates, were approved by our Board of Directors within the last two months and both are operational. Copies are posted on the EMS bulletin board.

K. Thank you cards were sent for Grant funds received from Jo Carroll Energy and Country Fair.

AGENDA ITEM VI. EMT ASSOCIATION REPORT

A. Vehicle Report: Wayne Moyer reported 1A18 had an issue with a sensor showing "Check Engine" light; it was changed but is still an issue.

1A17 was also showing "Check Engine" light; in for service; did not show.

1A17 hit a deer. Damage was noted on the right horn bell and front bumper.

1A20 was in an accident last December and has not yet been repaired.

B. EMT Association: In the absence of Les Virtue, Moyer reported there were 18 in attendance at the last meeting. Topics of discussion were pharmacology and fire-fighter rehabilitation.

AGENDA ITEM VII. UNFINISHED BUSINESS

A. Updated By-Laws Randy Beadle, Ruth Foley, Pam McIntyre, and Ben Petitgout form this Committee. The review and update are pretty much finished. Randy Beadle moved to table the presentation to next month.

B. Updated Policies Randy Beadle, Ruth Foley, Pam McIntyre, Bill Bingham, and Christian Gronewold form this Committee. There are a lot of Policies to review. Randy Beadle moved to table the presentation to next month.

AGENDA ITEM VIII. NEW BUSINESS

A. Discussion and possible impact of coverage in conjunction with Elizabeth EMS of the previous Hanover Special Service Area #5. Linda Winter moved that the Board **consider accepting the proposed split of SSA#5 per map and information provided** by Jo Daviess County; seconded by Randy Beadle.

Per President Petitgout, based on parcel value, **GAEMSD would receive \$9,060.14** and Elizabeth would receive \$17,032.09 for covering the split Hanover District (SSA#5) area as per the map provided by Jo Daviess County. For GAEMSD to cover the additional area that would be assigned to it would require an additional 20 to 30 minutes travel and would be with no paramedic on board to administer drugs, if needed. Elizabeth Ambulance Service has a number of paramedics on their roster and could begin immediate drug therapies, if needed.

There was extensive discussion about the high volume of calls received by GAEMSD, our ability to cover our own service area 24/7/365, and the safety and welfare of the people in our District being our primary concern. Filling the schedule with three people required to be "on call" continues to be a major challenge.

Following discussion, Ruth Foley moved to amend the motion to **not** accept the **proposed split of SSA#5** per map and information provided; Linda Winter seconded. The amendment carried by voice vote. The Board then voted on the original motion, as amended. The **Board voted unanimously not to accept the proposed split of SSA#5.**

AGENDA ITEM IX. PRESIDENT'S REPORT – Ben Petitgout

- A. Petitgout reminded Board members to complete the mandatory Illinois Attorney General's **Open Meetings Act** Training. Training must be completed within 90 days of being appointed to a qualifying Board. A printed certificate needs to be on file with the GAEMSD Secretary.
- B. Petitgout discussed appointment of a **Building and Grounds Committee** made up of representatives from the District Board and the EMT Association. Jack Gehrts and Ben Petitgout will represent the Board. Bill Bingham and Ruth Foley will talk with EMT Association members about representation on the Building and Grounds Committee.
- C. Several current and past members of the GAEMSD attended the **wake of Phyllis (Anger) Speaker**. Petitgout made a (personal) cash donation of \$25.00 on behalf of the District and received a Thank You card from the family. Son and former GAEMSD member, Dan Anger, is a paramedic with Mayo; he indicated he would be more than happy to come here to conduct training, if we wished.
- D. Petitgout also attended the June 18 **EMT-B class graduation** as did Board Members Ruth Foley and Claire Bersbach. There were a total of twelve in the class with five on the GAEMSD Roster. Class photo was taken by Galena Gazette and an article was published in the June 25 issue. Copies of the photo will be sent to members of the class plus a copy for Bill Bingham, Ruth Foley, and one for the scrapbook.
- E. Petitgout attended the June 18 **Jo Daviess County SSA#6 Commission meeting**. County Board members Scott Toot, Steve Allendorf, Don Hill, and John Schultz plus Ross Stumpf will make up the SSA#6 Commission for GAEMSD. Board members were provided with a copy of the map and the Resolution from that meeting. County is going to ask the Ambulance services to provide (1) a regular audit; and, (2) a written on-call schedule to the Sheriff's office – and to notify the Sheriff's office when no one is available. An agreement will be provided to each Ambulance Service Provider for review / signature. There will be a **meeting Tuesday, July 2, at 6:00 p.m. for Special Service Area Commissions – SSA#6**.
- F. Although Jo Daviess County's website showed a **property tax distribution** on June 25, 2019, for SSA#6 in the amount of \$74,456.63, actual property tax distributions cannot be made to ambulance districts until the Special Service Areas are agreed upon and contracts signed.
- G. Board members were provided with a copy of an **Acceptance Letter** dated June 19, 2019, from **Miner, Gilroy and Meade** outlining the services they propose to provide for the year ended April 30, 2020. The letter was not listed as an "action item" on the Agenda; therefore, President Petitgout deferred discussion and a vote to the July meeting. Treasurer Janet Bussan will share that information with Miner, Gilroy and Meade.

AGENDA ITEM IX. COMMITTEE REPORTS

- A. Social Committee - Fall Party Date and Information: Jack Gehrts advised he had talked with the Elks and confirmed September 21 for the Fall EMT Appreciation Dinner. Ruth Foley will advise the EMT members. Secretary Bersbach will provide the sign-up sheet.
- B. By-Law and Policy Committee: See Unfinished Business
- C. Budget and Finance: See Unfinished Business.

AGENDA ITEM X. CITIZENS COMMENTS

Aishah Abdul-Aziz reported on checks received in the amount of \$50.00 from the family of Phyllis Speaker and a check for \$250.00 from the Daniel Gunning family from Hanover. The checks will be deposited in the EMT Association account.

AGENDA ITEM XI. BOARD MEMBER CONCERNS AND COMMENTS

Petitgout commented on a burned-out light fixture in the kitchen; it will be fixed.

Petitgout also asked Board members to notify him only if they are **not** able to attend a meeting.

Bersbach will send Bingham information on outside bulletin boards.

AGENDA ITEM XII. CLOSED SESSION

The board had no reason to enter into closed session at this time.

AGENDA ITEM XIII. POSSIBLE ACTION AS A RESULT OF CLOSED SESSION

No action was needed as the board did not enter closed session.

AGENDA ITEM XIV. ADJOURNMENT

A motion to adjourn was made by Randy Beadle, seconded by Janet Bussan. Motion carried by voice vote.

President Petitgout adjourned the meeting at 8:57 pm until 7:00 pm Thursday, July 25, 2019, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.

Minutes approved by the Galena Area EMS District Board: July 25, 2019