

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

Board of Directors Meeting

217 Summit Street

Galena IL 61036

ANNUAL MEETING — May 30, 2019

MINUTES



CALL TO ORDER Interim President Linda Winter called to order the Annual Meeting of the Galena Area Emergency Medical Service District Board of Directors at 7:02 pm.

ROLL CALL

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

Absent: None. A quorum was established.

Others present: Bill Bingham, Interim EMS Coordinator; and Les Virtue, EMT Association Representative.

Guests Present: Aishah Abdul-Aziz; Claire Bersbach, Guilford Township, Secretary-elect; Cindy Foley, Christian Gronewold, Andrew Teply, Dave Teply, and Lynn Teply.

THE PLEDGE OF ALLEGIANCE was led by Interim President Linda Winter.

AGENDA ITEM I. ELECTION OF OFFICERS

Interim President Winter opened the floor for nominations for the office of **President of the GAEMSD Board**. Ruth Foley nominated **Ben Petitgout**. Winter asked if there were any other nominations; hearing none, Winter closed the nominations and called for a vote. Motion carried by voice vote.

Winter opened the floor for nominations for the office of **Vice President of the GAEMSD Board**. Ruth Foley nominated **Randy Beadle**. Winter asked if there were any other nominations; hearing none, Winter closed the nominations and called for a vote. Motion carried by voice vote.

Winter opened the floor for nominations for the office of **Treasurer of the GAEMSD Board**. Ruth Foley nominated **Janet Bussan**. Winter asked if there were any other nominations; hearing none, Winter closed the nominations and called for a vote. Motion carried by voice vote.

Winter opened the floor for nominations for the office of **Secretary of the GAEMSD Board**. Ruth Foley nominated **Claire Bersbach**. Winter asked if there were any other nominations; hearing none, Winter closed the nominations and called for a vote. Motion carried by voice vote.

Newly elected officers President, Ben Petitgout; Vice President, Randy Beadle; Treasurer, Janet Bussan; and Secretary, Claire Bersbach, were immediately seated and newly-elected President Petitgout conducted the balance of the meeting.

AGENDA ITEM II. SECRETARY'S REPORT AND APPROVAL MINUTES

Secretary Bersbach had nothing to report at this time.

Randy Beadle moved to Approve the Minutes from the April 25, 2019, meeting as corrected; seconded by Ruth Foley. Motion carried by voice vote.

AGENDA ITEM III. TREASURER'S REPORT

Treasurer Janet Bussan reported the **on-hand balance** in the **District's** checking account is **\$26,265.95**. The total of the **on-hand balances** in the **EMT Association's** checking accounts is **\$20,624.02** for a grand total of **\$46,889.97**. Deposits were \$12,257.93.

A. The Board was provided with a list of expenses for GAEMS showing bills that are on "auto pay," monthly, quarterly, annual, and as needed bills. Linda Winter moved to approve Payroll \$7,139.23; Taxes \$1,266.72; Total \$8,405.95. Taxes: ERFICA-SS \$521.17; ERFICA-MED: @121.90; IRS Tax: \$1,577.17; IL Dept. of Revenue: \$332.62; and bills for the month of May of \$1,313.14 auto pay; other bills of \$2,826.198; for a total amount of \$4,139.33, as well as any additional late bills presented after the posting of the May 30, 2019, meeting. Randy Beadle seconded. Motion carried by voice vote.

B. There were no questions regarding the **Financial Report** presented.

C. There were no questions regarding the **Revenue and Expense Report** presented.

AGENDA ITEM IV. PRESIDENT'S REPORT – Ben Petitgout

A. President Petitgout welcomed Claire Bersbach, representing Guilford Township, to the GAEMSD Board of Directors, commenting that she has been Clerk of that Township since 2009.

B. Petitgout reminded Board members of the need to **complete mandatory OMA** (Open Meetings Act) training and to provide their Certificate of completion to the Board Secretary.

C. Petitgout advised the Board that the **rate changes** approved at the April meeting were sent to Professional Billing Services of IL (PBS).

D. President Petitgout concluded his report by noting Menominee Township and Scales Mound Township have been contacted about representation on the GAEMSD Board.

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

A. Jo-Carroll Energy Grant Update A representative from Jo-Carroll Energy was here on May 23 and pictures were taken. With \$3,400.00 each from Jo Carroll Energy and Co-Bank (\$6,800.00 total), the EMT Association will begin with purchasing pagers. The Board was provided with a quote from *Mobile Electronics, Inc.* for 12 pagers at \$375 each (\$4,260 total). This leaves \$2,500 for additional pager and radio purchases in the future. The non-expended funds are in a restricted account. We will have the ability to make all necessary changes to the pagers online and in house instead of shipping them out for routine changes and adjustments. Andrew Teply has seen this project through from start to finish.

B. BNSF Railroad Grant Ruth Foley and others are working on additional grants from BNSF and CN Railroad. They will be sent out next week. Focus is on capital equipment – power cots at \$36,000.00 each and three cardiac monitors at \$30,000.00 each.

C. EMS Station Driveway Construction Update Work is in progress, concrete has been poured in front of Bay 1. Our parking pad is concrete; the rest will be blacktop, two exit and access points. Linda Winter will send information to Midwest Medical Center when the work is complete. GAEMSD will begin quarterly payments of \$625.00 for a two-year period to pay the District's share of the cost.

D. Benning Group Audit Scheduled For August 26-28 From 8 am-5 pm Each Day Three 8-hour work days. Board President Petitgout needs to be present.

E. EMT-B Class Training Session At Galena Fire Department Training Center This Evening (5/30) 6 pm-10 pm Responders are working with helicopter safety; thank you to Chief Randy Beadle for making the arrangements.

F. EMT-B Graduation (Tuesday) June 18th at 6 pm at Galena EMS Station Board members are invited to attend.

G. Office Security Changes All personnel files, all patient reports, and all Radios/pagers and medications are now appropriately secured in a locked room or cabinet.

H. Reimbursement Criteria For EMT-B Class Members Who Join GAEMSD This is currently a work-in-process. Board discussed establishing criteria for reimbursing persons who take training but do not sign up / show up for on-call hours.

I. Response Rate Follow-Up The new rates were approved at the April 25th Board meeting. Paperwork was submitted the next day; new billing rates became effective on May 1.

In looking at a Summary Report for Scheduled Hours for the month of May, it shows that 33% of current EMS members put in no call time for the month of May. This report will be provided to Board members monthly. There is a big difference in our level of consistency in filling up the schedule vs. occasionally showing up for selective calls while not being on the call schedule. If we have any chance of being successful, we need to fill up the schedule 24/7/365.

There will be an EMS meeting June 4, 7:00 pm with training through Mercyhealth™ (Rockford) followed by a short business meeting. Sometimes c.e.u. training does not provide the specific kind of "hands-on" training some members may want to have. Efforts will be made to include "hands-on" sessions as well.

AGENDA ITEM VI. EMT ASSOCIATION REPORT

A. Vehicle Report, Wayne Moyer: In the absence of Wayne Moyer, Les Virtue reported that spring maintenance has been performed on all three ambulances.

B. EMT Representative, Les Virtue, reported Rescue Task Force, Triage, and Tourniquet Training took place in the past month.

AGENDA ITEM VII. UNFINISHED BUSINESS

A. Linda Winter moved to **amend the By-Laws**; seconded by Ben Petitgout. Winter advised the By-Laws had been sent to Attorney Robert Roth for review; he made several changes. The By-Laws were then sent to the Committee. Randy Beadle had nothing further to add at this time and moved to table discussion to the June meeting.

B. Ruth Foley moved to **establish a Galena Area EMS District Board standard for paying bills**; seconded by Linda Winter. All expenditures of the Corporation shall require two (2) signatures on the check/draft payment. The Corporation President, Vice President, and/or Treasurer shall be authorized as such signatories. The **account signature cards** at Illinois Bank & Trust will be updated to **remove** Linda Winter and Dave Diedrich and **add** President Ben Petitgout and Vice President Randy Beadle.

When a regular monthly meeting is cancelled pursuant to the By-Laws and not rescheduled until the following month, all regular monthly expenditures for that month shall be approved and paid forthwith. Motion carried by voice vote.

C. Ruth Foley moved to approve the **Fee Structure for Special Detail Standby** as shown in Draft 3 with an effective date of June 1, 2019; seconded by Ben Petitgout. Discussion included that the **Fee Structure rates be reviewed annually**. Motion carried by voice vote.

D. Janet Bussan moved the GAEMS District pay the \$315 interest owed on the current line of credit (which is 4.5% and expires June 18, 2019) and re-write the **Line of Credit** for 12 months at 3.625%; Ruth Foley seconded. Motion carried by voice vote.

E. Ben Petitgout moved that **Board Member contact information be put on the GAEMSD website**; seconded by Linda Winter. Board members will notify Secretary Bersbach of what information they prefer to have posted (ex: home phone but not cell phone, etc.) Motion carried by voice vote.

AGENDA ITEM VIII. NEW BUSINESS

A. Update on the current status of the Galena Area EMS District service **coverage agreement** with the Town of **Hanover** (SSA#5) and surrounding areas including Chestnut Mountain Resort: Regarding the Hanover Contract — there is none. It expired on January 30, 2019. It is hoped that County's SSA Commissions are established by July. Galena Area EMS will continue to respond to Hanover if requested by dispatch. Our MABAS pact mandates that we will continue to respond as needed, if available. It is hoped this issue will be resolved soon.

B. Linda Winter moved to **establish meeting cancellation criteria** as follows: The President may change or cancel a regular monthly meeting if necessary due to inclement weather, lack of pending business, lack of a quorum, or any other bonafide reason. If such cancellation is made, the President shall make every reasonable attempt to notify all Board members, EMS personnel, and the public as soon as possible; seconded by Randy Beadle. Motion carried by voice vote.

C. Randy Beadle moved that **new pagers, radios, and batteries** from *Mobile Electronics, Inc.* be purchased in an amount not to exceed \$6,800.00 as previously provided through a grant by Jo Carroll Energy and Co-Bank; seconded by Ruth Foley. Andrew Teply has been heading up this project. The vendor will provide a test/demo radio. Motion carried by voice vote.

D. Pam McIntyre moved to **change to direct deposit for employee payroll**; seconded by Linda Winter. It currently costs the District \$125.00/month to write payroll checks. In order to set up ACH direct deposit, the accountants will need to originate an ACH file and send it to Heartland Financial to be processed. In order to do this, the accountants will be given access (user ID and password) to the bank's site to send the file. Illinois Bank & Trust will waive the fees for this agreement. This would result in savings of \$1,500.00 per year. Motion carried by voice vote.

E. Status of Changes to Policies: Randy Beadle advised that he, Pam, and Ruth have reviewed the Policies. The Committee will have another meeting to continue the process.

F. Randy Beadle moved that GAEMSD provide **Worker's Compensation coverage** for new auxiliary EMTs; seconded by Ruth Foley. There are 12 EMRs at the Galena Fire Department. Some of them do want to help but do not want to be "official" GAEMSD members. For those who agree to help GAEMSD, there will be a stipulation that, if GAEMSD provides them with worker's compensation coverage, they will be required to put in a yet-to-be determined number of service hours. The cost impact to the premium is \$100.00 per person per year. Worker's Compensation is based on salary paid. Motion carried by voice vote.

G. Ben Petitgout moved to **update and/or redesign the GAEMSD website**; seconded by Claire Bersbach. Petitgout advised there is certain information we have to make available on our website such as the Meeting Agenda, Approved Meeting Minutes, a FOIA Request form, and Board member information. Petitgout will talk with Greg Hart regarding the changes. Motion carried by voice vote.

AGENDA ITEM IX. COMMITTEE REPORTS

A. Social Committee - Fall Party Dates and Information: Jack Gehrts suggested a September 7 date; Randy Beadle advised of a conflict related to 911 ceremonies. Jack will talk with the Elks Club about other possible dates.

B. By-Laws and Policy Committee: See New Business E. above.

C. Budget and Finance: Per Linda Winter, a meeting is scheduled for June 3 at 5:30 pm.

AGENDA ITEM X. CITIZENS COMMENTS There were none.

AGENDA ITEM XI. BOARD MEMBER CONCERNS AND COMMENTS

Linda Winter noted that Board members were provided with a chart showing a comparison of the financial impact of Payroll between the \$3.50 per hour and the \$10.00/hour salary. GAEMSD paid an **additional** \$31,000.00 total during February and March including salaries, taxes, Medicare and FICA, and Federal and State taxes. By comparison, a power cot is \$36,000.00

Petitgout provided his cell phone number should Board members need to contact him.

Pam McIntyre spoke about cell phone issues with spotty service areas, coverage drops.

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 Ruth Foley, seconded by Jack Gehrts. Motion carried by voice vote.

President Petitgout adjourned the meeting at 9:13 pm until 7:00 pm Thursday, June 27, 2019, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.

Minutes approved by the Galena Area EMS District Board: June 27, 2019