

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

**Board of Directors Meeting
217 Summit Street, Galena IL 61036
July 25, 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 p.m.

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; Ben Petitgout, President, West Galena Township; Jan Splinter, Village of Menominee; Susan Strand, Rice Township; and Linda Winter, Rawlins Township.

Absent: Jack Gehrts, Vinegar Hill Township; Pam McIntyre (entered after Roll Call), Council Hill Township.

A quorum was established.

Others present: Bill Bingham, Interim EMS Coordinator.

Guests Present: Brandon Behlke, Galena Gazette; Andrew Teply, Dave Teply, Lynn Teply, and Matt Teply.

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 June 27, 2019, meeting minutes. Randy Beadle moved to approve the minutes; seconded by Ruth Foley. Motion carried by voice vote.

AGENDA ITEM II. APPROVAL OF BILLS

The Board was provided with lists of expenses for GAEMS District showing:

Total Hours were 1,946

\$ 8,900.65	Payroll - Gross Pay	\$ 368.18	FIT (Federal w/holding)
\$ 7,505.28	Net Pay	\$ 346.28	IL SIT (State)
\$ 551.85	FICA-SS	\$ 1,730.00	941 Employee Federal Tax
\$ 129.06	FICA-MED	\$ 346.28	IL Dept. of Revenue

\$13,150.20 Bills to be paid in July, includes VISA \$358.99, the first of 8 payments of \$625.⁰⁰ made for resurfacing the parking lot, (plus \$100.⁰⁰ for monthly Station cleaning to be paid in August).

Bersbach asked about the \$388.⁰⁰ paid to Professional Billing Services for ESO Report Writing Software. The charge this month shows "10 of 12" payments. This is software that allows various approved users access to the data. It is anticipated that the monthly fee charged will reduce after the first 12 payments.

Ruth Foley moved to **approve payment** of the **Bills, Payroll, Tax Payments**, and **additional bills** presented after the posting of the July 25, 2019, meeting; seconded by Linda Winter. Motion carried by voice vote.

AGENDA ITEM III. REPORTS

A. **President's Report** – Ben Petitgout

1. **SSA#6 Commission Meetings, July 2 and July 24:** Petitgout attended both SSA#6 **Commission meetings** and deferred discussion to Unfinished Business.

2. Website Design: Contract is due for renewal. Discussion deferred to New Business.
3. Building and Grounds Committee: See Committee Reports
4. Business Plan: Status: Per Bill Bingham, work has begun, template being worked on. (The committee consists of Bill Bingham, Ruth Foley, and Les Virtue of GAEMSD; and Steve Allendorf, Jo Daviess County SSA#6 Commission Chair.)
5. Service Agreements / Contracts with Vendors:
 - a. Patient Billing: ESO Software.
 - b. Keyless Entry System: Global Com Tech.
 - c. Security Camera: Global Com Tech. System has a back up.
 - d. Network Security: TC Networks out of Dubuque. We've used two (2) hours of their service; have two and a half (2 1/2) hours remaining. Up for renewal September 1, 2019.
 - e. Website Hosting: Up for renewal August 1, 2019; see New Business.
 - f. UPS Back-Up (Uninterruptible Power Supply): I.T. person from County reviewed.

**7:08 p.m. Pam McIntyre entered the meeting.

6. Access to Administrative / Login Rights to Programming Software and Functionality: Petitgout met with Andrew Teply, reviewed where software resides. Keyless is loaded on one computer; Petitgout would like usable for multiple locations. (Back-up for hardware and for the Network Administrator)

7. Fitness room: Possibly repurpose as a private lounge; the question was posed but will not be pursued.

As requested by Miner, Gilroy and Meade, Petitgout provided them with his **Social Security Number** so they may provide information to the State of Iowa in order to comply with requirements related to **Direct Deposit** for one of our Iowa-resident EMTs.

This information was requested of all Board Officers.

B. Treasurer's Report – Janet Bussan

1. Treasurer Janet Bussan reported the **Total Account Balance** for the **District** at July 25, 2019, was **\$18,962.26**. The **EMT Total Account Balance** is **\$20,218.15** for a **grand total** of **\$39,180.41**. The Line-of-Credit is \$48,000.⁰⁰ expended from the \$75,000.⁰⁰ available.

As requested by Miner, Gilroy and Meade, Bussan provided them with her **Social Security Number** so they may provide information to the State of Iowa in order to comply with requirements related to **Direct Deposit** for one of our Iowa-resident EMTs.

2. Board members were provided with a copy of the **Financial Report**. There were no questions about the report.

3. Board members reviewed the **Revenue and Expense Report**. Year-to-date, Total Revenues were \$49,050.73; Total Operating Expenses were \$51,222.32; Total Operating Loss was \$2,171.59.

**Janet Bussan left the meeting at 7:30 p.m.

C. Secretary's Report – Claire Bersbach

Bersbach received and filed **Open Meetings Act Certificates** from Janet Bussan, Ruth Foley, Pam McIntyre, and Susan Strand. Pam McIntyre also presented her Certificate for completing FOIA training (not mandated).

Following approval of the May 30, 2019, GAEMSD Board meeting minutes, Bersbach e-mailed the electronic file to attorney Robert Roth, and EMT Association Representatives Wayne Moyer and Les Virtue, as well as to EMT Association Secretary Cindy Foley.

As requested by Miner, Gilroy and Meade, Bersbach provided them with her **Social Security Number** so they may provide information to the State of Iowa in order to comply with **requirements related to Direct Deposit** for one of our Iowa-resident EMTs.

D. Interim EMS Coordinator's Report – Bill Bingham

This will be the first time we are using **Direct Deposit for payroll**. Payroll will be deposited in the respective accounts today at 8 AM. Pay slips are in mailboxes. We still have a few stragglers who will not get paid until the form is submitted; all have been notified several times with no response. Going forward, Payroll Direct Deposit will be the day after the GAEMSD Board meeting.

Last week all **office computers were linked to the printer** and a few were provided Word and Excel programs.

On-Call Hours Form: There are still several members doing nothing for the service and burn-out for others is a real consideration. The form addresses **on-duty call time** for the past year and addresses the time period when 12 hours/month minimum was in play. This form also identifies the on-call hours during the two months when the pay was \$10/hour and impacted the payroll of over \$28,000 over a two-month period. During this time there was no significant change in the number of personnel responding. We will soon be dealing with EMT reimbursement for our new EMTs. A recommendation may be forthcoming regarding a **contract requirement** for 12 hours per month for 24 months for all new members.

The chart from the Sheriff's Office was provided. This was initiated by the EMS Sustainability Group and noted significant challenges faced by EMS agencies in Jo Daviess County. Galena EMS has made significant strides in coverage of calls within the last four months compared to the previous year.

1-A-18 has been out of service for the past three (3) weeks. We have not had a good track record with this truck since we purchased it. We have spent over \$1,300 in the past two months for repairs. According to Wayne Moyer, who has been diligent in handling these issues, the ongoing sensor issue should now be handled, and 18 should be back home tomorrow ready for service.

Our billing company, PBS (Professional Billing Services) handles all **subpoena requests** for records. In the past we had to prepare copies and send the information.

Doug Rahden has requested and been approved a leave of absence for approximately 60-75 days as he and his wife are preparing for their new baby.

The **GFD auxiliary members** have been stepping up and responding to calls, particularly when we are short staffed. One of these calls was for Aishah Abdul-Aziz, who was injured on the fire training ground with no one on the call schedule.

Over the past two weeks Bingham has developed **two internal projects**. One is completion of the final recruit orientation program that is now complete and ready to roll out. The second is a list of operational policies that provide **consistent general rules during response in three categories**. These include:

dealing with situations while en route and on scene, during transport, and what to do at the completion of the call;

the second is 'Response Protocol - Potential Situations' dealing with other agencies, cancellations, logging, multiple patients, ALS upgrade, etc.; and,

the third is a minor revision of existing driver's training. This is being done so that all members are on the same page.

Information dealing with various **aspects of responding to a medical emergency** is one of many operation guidelines that have been drafted within the past two weeks that will 1) make more operational sense and 2) provide consistency among the rank and file. These will be rolled-out next week and available to all personnel via hardcopy and electronically.

The **final check** for our response **commitment with Hanover** arrived recently. In conversation with Dan Schleicher (Elizabeth Community Ambulance EMS Coordinator), it was confirmed that this is the final check. This check is payable to Galena and will be deposited next week.

Some preliminary work has been done regarding the **Strategic Business Plan** and will be shared with the Board President next week.

Ruth Foley has submitted for a \$1,500.⁰⁰ **grant** from **Precision Pipeline** and for a \$5,000.⁰⁰ grant from **Theisen's**.

Following up on **CPR and AED training class** that Bingham provided last Thursday (July 18), the Galena EMS Association received a **\$500.⁰⁰ check from Merkle International**.

Aishah Abdul-Aziz is currently preparing a significant **grant request** from the **Dubuque Racing Association**, due on August 30 with a deadline of November 19, for a cardiac monitor, Lucas, and Powercot.

There were **79 emergency responses** since the last meeting, a substantial increase from previous months. Two of the calls were with five patients. There were also multiple calls in a short space of time.

Bingham will handle both the **plaque for the EMS Provider of the Year** as well as the plate for the plaque in the training room.

E. EMT Association Report

1. Vehicle Report - Presented by Bill Bingham in the absence of Wayne Moyer.

a.) **1A18** was at Pioneer Ford. The **Diesel Exhaust Filter and Exhaust System** once again did not work properly. At this time the **NOx sensor was replaced under warranty**. The NOx sensor is used by the engine's computer to monitor nitrogen oxide levels within the exhaust to get an idea of the hydrocarbons being expelled. In turn, the engine's computer uses the information gathered by the NOx sensor to trigger regeneration for the exhaust filter. Due to the NOx sensor being faulty, regeneration was not triggered, thus the exhaust filter registered as being exhausted. Moyer spoke with the mechanic that conducted the service. After explaining that the ambulance does not travel long distances to destination hospitals as do Elizabeth, Stockton, and Warren, we need to address the issue of the exhaust reaching an optimum temperature so that it triggers a regeneration.

b.) The drivers will be instructed to **set the emergency brake when at a scene** which will **put the engine into high idle**. It is hoped this will take care of the issue. Over the next month or so, Moyer will monitor the exhaust filter. May need to drive the ambulance to Dubuque and back if the practice of high idling is not enough to trigger regeneration.

c.) **Parts to repair the side rail and lights for 1A20 have been ordered** and Moyer is waiting their arrival. The **wheel cover** for that ambulance has **yet to be replaced**. Foster Coach is optimistic that they have a used one for us. Foster Coach is also looking for an **air horn part for 1A17** from when it hit a deer.

d.) The **ambulances** will be going in for **safety test in August**.

e.) Some of the **members from GFD** (Galena Fire Department) who will be "Associate (Auxiliary) Members" were at the ambulance garage to **review the compartments on the**

ambulances in the event they are summoned or volunteer to assist. Several of them may also sit in as drivers as well.

2. EMT Association Report - Presented by Bill Bingham in the absence of Les Virtue.

Met on July 2, 2019, with **19** (of 32 active) **members present**. Training was on **Pediatric Emergencies**. The August 6, 2019, training will be **Sports Injuries** and will begin at 6:00 p.m. at Katie Ernst GHS.

The Building and Grounds Committee was discussed. Dave Teply had previously expressed interest but was not in attendance.

Discussion and action was taken regarding EMTs purchasing **polo shirts for new members**. Donations will initially be used for the purchases.

There was no information to bring to the District Board.

F. **Committee Reports**

1. Budget and Finance: See New Business

2. Building and Grounds: Ben Petitgout, Jack Gehrts from the Board; Dave Teply from the EMT Association and possibly one more from the EMT Association. Petitgout expects meetings would be quarterly.

3. By-Laws and Policies: Beadle commented this continues to be a Work-in-Progress.

4. Nominating: Nothing to report.

5. Social: EMT Appreciation Dinner – Those invited will be current EMT members and a guest, current Board members and a guest, plus Colleen Keleher and guest, and Nancy Schamper and guest. The event will be Saturday, September 21, 2019. Cocktails at 6:00 p.m., dinner at 7:00 p.m., followed by Presentations of Awards. In order to minimize costs, there will not be any formal entertainment this year. Bill Bingham will take care of the plaques.

AGENDA ITEM IV. UNFINISHED BUSINESS

A. SSA#6 Contract with Jo Daviess County: Susan Strand moved to **accept the SSA#6 Contract / Agreement** as proposed by Jo Daviess County **pending approval of our attorney**; seconded by Linda Winter. Petitgout met with Warren and Elizabeth EMS Coordinators and attorneys Robert Roth and Michael Toepfer on July 18th to discuss the original contract proposed by Jo Daviess County; they drafted a response. Petitgout expressed his concerns to Steve Allendorf (JDC SSA#6 Commission Chair) regarding our District's ability to continue to operate without funding. Allendorf scheduled a special meeting on July 24 with Warren, Elizabeth, and Galena Ambulance services. In addition to Board President Petitgout, that meeting was also attended by Bill Bingham, Interim EMS Coordinator; Ruth Foley, EMT Association President and GAEMSD Board member; and Robert Roth, GAEMSD attorney.

The GAEMSD Board was presented with an abbreviated **contract** (received July 25; **expires October 1, 2019**) which removes many of the requirements in the original version.

GAEMSD will receive \$133,050.⁰⁰ in one-lump sum (tax revenue based on the previous Levy rate); the balance of the tax revenue from the increased Levy will be eligible for release in December using the Claims process with Jo Daviess County.

The contract needs to be signed by the GAEMSD Board President and Secretary and returned to Jo Daviess County in time for them to act at their August 13 meeting.

Motion carried by voice vote.

B. Engagement Letter from Miner, Gilroy and Meade: Ruth Foley moved to accept **Miner, Gilroy and Meade's Acceptance Letter** dated June 19, 2019, outlining the services they propose

to provide for the year ended April 30, 2020; seconded by Claire Bersbach. Motion carried by voice vote. President Petitgout will sign and return the agreement.

C. Updated By-Laws: Tabled.

D. Updated Policies: Tabled.

AGENDA ITEM V. NEW BUSINESS

A. Proposed Budget: Ruth Foley moved to adopt the proposed **Budget** showing **Total Revenue of \$946,067.15** (Nine-Hundred Forty-Six-Thousand Sixty-Seven and 15/100 Dollars); **Total Operating Expenses of \$944,760.00** (Nine-Hundred Forty-Four-Thousand Seven-Hundred-Sixty and no/100 Dollars); seconded by Randy Beadle.

Per Jo Daviess County's original proposed Contract/Agreement with SSA#6, we need to have 25% Operating Budget through tax payments; **Operating Expense Reserve is \$101,000.⁰⁰**. **Capital Equipment Expense was budgeted at \$228,000.⁰⁰** to be set aside for capital equipment replacements (three Cardiac Monitors will probably cost over \$100,000.⁰⁰; power cots at \$45,000.⁰⁰ each or more). The dollar amount allocated for **legal fees** was increased, due in part to issues related to compliance with the SSA#6 Commission Contract / Agreement. Cost for Supplies was increased; **Mercyhealth™ no longer supplies EpiPens**; the Service will have to buy. The three **cell phones** on the Ambulances are probably eight years old and should be replaced.

The District needs to **re-pay** the consumed portion of the \$75,000.⁰⁰ Line-of-Credit (currently \$48,000.00) and will be developing a **Long-Range Plan** to look at Capital Replacement related to such assets as the Building, Ambulances, Roof, etc., and their life expectancy.

The motion carried by roll call vote. Ayes: Randy Beadle, Claire Bersbach, Ruth Foley, Pam McIntyre, Ben Petitgout, Jan Splinter, Susan Strand, and Linda Winter. Ayes: 8. Nays: 0. Abstain: 0. Absent: Janet Bussan and Jack Gehrts. Absent: 2.

B. Remove By-Law 10.9 from the Association's By-Laws: Linda Winter moved to remove By-Law 10.9 from the Association's By-Laws; seconded by Ben Petitgout.

About two years ago, "All active members must take call time for a minimum of 12 hours per month in four, six, or 12 hour block" was put in the EMT Association By-Laws which was not the appropriate place for it. There is no authority to enact it. Over the past 18 to 24 months, it appears the Association has had more people taking calls; it was suggested that the District Board consider putting something similar in the Board Policies. "Removal of members from the Association" is a Corporation/Board matter, not an Association matter.

Motion carried by voice vote.

C. Renew Website Contract: Ruth Foley moved to accept **Arrow Digital's Proposal** of \$210.⁰⁰ for the Event Calendar Aggregator, Calendar Pro (annual) and the Domain and Hosting Renewal (annual at \$10/month) dated 07-23-2019; Jan Splinter seconded. Ruth commented that Greg (of Arrow Digital) has been awesome whenever there is an issue and is easy to work with. Motion carried by voice vote. Randy Beadle abstained. President Petitgout will sign and return the proposal.

AGENDA ITEM VI. CITIZEN'S COMMENTS – None.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Susan Strand thanked Petitgout for his help using the computer at the Station to complete OMA Certification.

Bersbach commented in the not-too-distant future, she would like the Board to take a serious look at Pages 3 and 4 of the Cover Letter to the GAEMSD Board of Trustees for the FY2018 Audit performed by Benning Group, LLC, specifically Segregation of Duties, Financial Statement Preparation as related to internal control processes, Expenditure Documentation and Approval, and Ambulance Run Log Review & Billing. Bersbach would like for assignments to be made for various tasks to ensure these issues are addressed as suggested by Benning Group, LLC.

Petitgout advised that Herb Westemeier passed away July 16. He was the husband of former Board member **Ellen Westemeier**. Services are July 30 at Furlong's. Foley advised the EMT Association had already ordered flowers but will not attend as a group. Petitgout polled the Board for those who will walk by during visitation.

Petitgout advised the Board **when replying to any communications** (e-mail, etc.) related to Board business, use "Reply." Do not use "Reply All" which could accidentally result in a quorum, a violation of the Open Meetings Act.

AGENDA ITEM VII. ADJOURNMENT

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

President Petitgout adjourned the meeting at 8:44 p.m. until 7:00 p.m. Thursday, August 22, 2019, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.