

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

**Board of Directors Meeting
217 Summit Street, Galena IL 61036
August 22, 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 7:01 p.m.

ROLL CALL

Board members present: 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: Randy Beadle, Vice President, City of Galena.

A quorum was established.

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

Guests Present: Brandon Behlke, Galena Gazette; Cindy Foley, Christian Gronewold, Andrew Tepley, Lynn Tepley.

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 July 25, 2019, meeting minutes. Linda Winter moved to approve the minutes; seconded by Jack Gehrts. Motion carried by voice vote.

AGENDA ITEM II. APPROVAL OF BILLS

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

\$ 10,837.35	Gross Payroll	\$ 157.17	ERFICA-MED
\$ 9,142.75	Net Pay	\$ 2,090.72	941 Employer's Fed. Tax
\$ 671.91	ERFICA-SS	\$ 432.96	IL Withholding

July bills paid in August were \$3,841.54; July Auto Pay bills to pay in August were \$1,444.32; the current list of August bills to pay in September shows \$6,299.26 which includes \$714.82 VISA. In addition, a bill in the amount of \$1,574.00 was received from **Illinois Public Risk Fund** for **additional Workers' Compensation coverage**.

Susan Strand moved to **approve payment** of the **Bills, Payroll, Tax Payments**, and **additional bills** presented after the posting of the August 22, 2019, meeting; seconded by Linda Winter. Motion carried by voice vote.

AGENDA ITEM III. REPORTS

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

1. **SSA#6 Contract/Agreement** President Petitgout signed the Contract / Agreement with Jo Daviess County for SSA#6 on August 1st; Board Secretary Bersbach witnessed his signature, and he returned the document to JDC on the same date.

2. **Website Contract** The contract was signed on July 25, 2019.

3. **FY2019/2020 Budget** See Committee reports.

4. Miner, Gilroy and Meade's Acceptance Letter was signed and faxed to them on July 29, 2019. Additional internal forms stating that Galena EMS authorized Miner, Gilroy and Meade to submit payroll tax forms and payments online with the various governmental agencies, a form authorizing them to submit direct deposit payroll to the bank, and a form for Iowa Department of Revenue **related to submitting payroll forms and payments as we now have an Iowa employee** were also signed and returned as requested.

5. Annual Audit The date for the Benning Group to be here to conduct our **Annual Audit** was moved by one day to August 27, 28, and 29 at their request.

6. Audit - Workers' Compensation Files Illinois Public Risk Fund conducted an **audit** of our **Workers' Compensation files** on August 8. A subsequent bill for an additional \$1,574.00 was sent to the District from Illinois Public Risk Fund for **additional Workers' Compensation coverage** due to the two-month pay increase earlier this year.

7. EMT Association August 6th meeting Petitgout attended the August 6th meeting of the EMT Association, introduced himself, gave a brief overview on the Board's commitment to the EMTs, and commented on rebuilding, refinancing, and providing them with what they needed.

B. **Treasurer's Report** – Janet Bussan

1. Treasurer Janet Bussan reported the District received the \$133,050.⁰⁰ Tax Distribution. **Total Account Balance** for the **District** at August 22, 2019, was **\$157,527.85**. The **EMT Total Account Balance** is **\$20,402.15** for a **grand total** of **\$177,930.00**. The Line-of-Credit is \$48,000.⁰⁰ expended from the \$75,000.⁰⁰ available.

2. Board members were provided with a copy of the **Financial Reports** showing assets and liabilities. Total current assets are \$306,093.47 (includes two insurance Accounts Receivable when added together amount to \$263,832.47); total current liabilities are \$54,437.55 which includes \$48,000.⁰⁰ payable on our Line of Credit.

3. Board members reviewed the **Revenue and Expense Report**. Year-to-date Total Revenues are \$99,082.03. Year-to-date Total Operating Expenses are \$71,686.49. Total Operating Gain was \$27,395.54.

President Petitgout will ask **Miner, Gilroy and Meade** and **Benning Group LLC** to have representatives **meet with us in September** to clarify what is expected from us and the procedure for working with them.

C. **Secretary's Report** – Claire Bersbach

Bersbach received and filed **Open Meetings Act certificates** from Jack Gehrts and Jan Splinter. All Board members have provided OMA certificates.

Following approval of the July 25, 2019, GAEMSD Board meeting minutes, Bersbach e-mailed the electronic file to attorney Robert Roth, EMT Association Representatives Wayne Moyer and Les Virtue, and to EMT Association Secretary Cindy Foley. The **minutes** were also provided to be posted **on the website**.

Both Nancy Schamper and Colleen Keleher have responded that they plan to attend the **EMT Appreciation Dinner in September**.

Bersbach provided requested minutes and information about Board Member terms in office for FY2018/2019 Audit.

D. **Interim EMS Coordinator's Report** – Bill Bingham

As alluded to by Board President Petitgout earlier in the meeting, we are still dealing with the unjustifiable impact of a 285% increased salary for EMS members this past February and

March 2019. The amount charged for **Workers' Compensation** is based on payroll, the number of hours worked. As a matter of comparison:

Last year's Workers' Compensation audit reflected payroll of \$119,336 from the period between July 2017 and July 2018 in which 26,779.5 hours were worked. There was no increase in premium from the previous year.

This year's Workers' Compensation audit reflected payroll of \$155,717 for the period between July 2018 and July 2019 in which 24,902 hours were worked. Therefore, while we worked 1,877.5 fewer hours than the previous year, we had to pay \$36,381 more in payroll. As a result of this, we have had to pay an **additional premium** of \$1,574. We also have a quarterly bill due 10/1/19 for \$2,487.

There is no firm date yet for **blacktop** on our **driveway**, but next week is possible, weather permitting. We have a tentative plan in place that involves **moving ambulances** to the Galena Public Works area in the Recreation Park for a few days. More information will be provided once we get a firm date and finalize the details.

EMS had a very busy **July**, responding to **89 EMS** calls and logging 90 patient reports. All calls were responded to by our agency. As of August 22, we have had 37 calls. Comparison shows 61 calls in June.

We received a bill from **Elizabeth Ambulance for Paramedic upgrade**, not for covering calls that we did not take. We were able to bill this at the ALS (Advanced Life Support) rate which offsets the bill from Elizabeth.

Bingham had a **two-hour meeting** with Don Crawford (EMT-P, EMS Educator, and Lead Instructor, MercyHealth™ Rockford) and Dr. Ron Meadors (PHd, EMT-P, Emergency Services Manager, MercyHealth™ Rockford) on **Friday, August 16th**, at the station. Topics included:

- **Response improvement** over the past 4 ½ months
- The advantage of GPD (Galena Police Department), and GFD (Galena Fire Department) **EMS-Auxiliary assistance** and better communication. GFD affiliate members continue to respond with our crew and have been a great asset helping to eliminate the need to call another agency and to ensure three members on the ambulance.
- Changes associated with Special Service Areas designed to change the degree of control by the Jo Daviess County Board of Supervisors, allowing a **higher level of accountability**, and eliminating the process of GAEMSD Board Members being selected by Townships, City of Galena, or the Scales Mound and Menominee Villages.
- An **updated EMS Member Roster** was provided to Mercyhealth™ including all EMR/EMT certified personnel.
- There was a discussion regarding **implementation of Paramedics**. Crawford and Dr. Meadors will check on any impact that (**rural**) **Staffing Waivers** may have. This was an earlier opinion (not a rule) that was applied to agencies limiting Paramedic upgrades. The names of three potential Galena EMS Paramedics were provided. Any Paramedic will need to be on our roster and **Affiliated with Mercyhealth™**. Bingham shared with them that Galena EMS has spent well over \$2,500 in preparation of paramedic service in the future. Bingham also mentioned that the 2018-19 Country Fair grant has a stipulation that funds dedicated for this purpose be reimbursed if not used by April 2020. While waiting the response from Crawford on the Staffing Waiver issue, we are also **confirming with our billing company** to be certain there are no issues with them **regarding Paramedic calls**.
- It was noted that, if **Paramount Ambulance** is called upon to assist us, Paramount members will need to be on our roster and approved by our Board and by Mercy-health™. Crawford

also shared with us that Paramount will be Affiliated with Mercyhealth™ in the future as a result of MercyOne™, Dubuque, no longer being an EMS Affiliate agency. Bingham advised Crawford that Paramount has not assisted us for over a year and that there is no intention to use them in the future.

- We have put in a request to **host an EMR and an EMT class** sometime within the next year. While the focus is in other geographical areas for several months, there might be cancellations that may allow us an opportunity to host. We had a reasonable recruitment this past year and hope to repeat that with hosting these programs. Another option is to take a course outside our Affiliate and spend two days with Mercyhealth™ addressing our Affiliate orientation and protocols.
- Crawford asked us to limit number of **members making phone calls to their office** to express concern about the status of Galena EMS. This was mostly between October 2018 and March 2019 and there have been no issues for the past three months. This was a (lack-of) chain-of-command issue that is critical in any public safety organization.
- We spoke about the **ImageTrend® reporting software** and contacted Brandon Lieber, Mercyhealth™, regarding this software. We currently pay **\$388 per month for existing ESO software** while ImageTrend® is free, except for additional options that we may choose.
- Crawford and Dr. Meadors acknowledged the **positive direction of Galena EMS** over the past several months, which Bingham attributed to the **hard work and long hours of many of our members**. Crawford and Dr. Meadors expressed their willingness to accommodate us in any way possible and to continue to maintain a good working relationship between our two organizations.

We are still dealing with **issues with ambulances 1-A-17 and 1-A-18**. Wayne Moyer is on top of this and we are hopeful that the fuel-fill situation on 17 and the sensor issue with 18 will be resolved soon.

On Tuesday and Thursday of last week (August 13 and 15) we hosted both Lifepak® and Zoll® representatives as we continue the **process of replacing our Monitor Defibrillators**. We invited members from all County EMS agencies as well as our first responder groups, Sheriff's Office, Galena Police Department and Fire Department. The Lifepak® seems to be leading in the local polls. Unit costs are around **\$30,000 per unit regardless of model**, but obviously less if multiple purchases. We invited all county EMS agencies to these presentations as most agencies are dealing with a similar issue. In addition, there may be further monetary advantage if several agencies can decide on the same unit which can lower the price-per-unit.

The **Orientation Program** was completed last week with a roll-out in early September. Three members have already stepped up to assist in this project and more are welcome.

Bingham stated that we still have members who have not participated 'on-call' for three to five months.

GRANTS - We received a **\$1,500 check from Precision Pipeline**. Ruth Foley worked on this grant. This will be set aside to further our **effort to purchase a Powercot®**. Aishah Abdul-Aziz is finalizing a grant from DRA (Dubuque Racing Association) for an amount of \$200,000 (5 EKG Defibrillators, another Lucas [an automated CPR device], and a Powercot®). Aishah Abdul-Aziz is putting the final touches on a BNSF grant that Foley is involved in within the next 10 days. She is also planning to send letters to Illinois Bank and Trust, First Community Bank of Galena, and Dupaco Credit Union for grants. Since April 1 we have **collected \$10,800 in grant requests**.

Standby Detail - We received a \$350 check from the Shenandoah Rodeo Standby and \$60 for the Buckhill run. This past Monday (August 19) we wrapped up our **agreement with the**

Galena High School for Standby coverage for varsity and JV football games. Our fee is \$35 per game (per GAEMSD Special Detail Policy) and it was agreed by Principal Murphy that we will **invoice GHS the first week of each month**. A notice on this Detail is forthcoming to members along with the GHS Football schedule.

Aishah Abdul-Aziz recently submitted two **DUI forms** to Jo Daviess County for traffic accident involving alcohol. The one submitted a few months back is still pending court appearance by the party involved. Bingham refused to forward a second recent DUI form due to a lack of necessary information after noticing that the Pre-hospital Refusal form was not completed properly by the EMT responsible. This will be addressed internally.

Claire Bersbach (member of The Galena Territory Foundation's **Richard Peterson EMT Endowment Fund Committee**) said that committee had not yet received any applications for **financial assistance** from any of the five EMT-Bs who graduated this past June. Lynn Teply (EMT Association member) indicated she would follow up on this.

E. EMT Association Report

1. Vehicle Report – Wayne Moyer

1A17 is having **fuel gauge issues** again. Moyer is looking into our options at this point. Will probably check the float again; if that is okay, then the issue may be the gauge in the instrument cluster.

1A18 is still having **engine issues** as it **lacks power on hills**. Pioneer Ford will look at it on August 28.

All rigs are due for **safety inspection**. That **will be done over the next couple weeks**.

2. EMT Association Report – Wayne Moyer

The meeting on August 6, 2019, was attended by **20 EMS members and five Galena Fire Department /Auxiliary members**.

Two training sessions were conducted at this meeting. The first was **sports-related injuries** to prepare for the upcoming football season; the second was on **Mass Casualty incidents**.

F. Committee Reports

1. Budget and Finance The District's FY2019/2020 Budget was submitted to Jo Daviess County at the SSA #6 FY2019/2020 Budget meeting on August 8, 2019. County asked that we review and **reduce our proposed budget Revenue by \$34,729**. The original Revenue amount shown for SSA #6 was \$666,267.15; the **reduced Revenue dollar amount is \$631,538.00** changing the net income from minus \$72.85 to a \$34,802.00 deficit. County has asked that we use whole dollar amounts when preparing the Budget next year.

Next year the Budget process needs to begin prior to May 1.

2. Building and Grounds Andrew Teply has agreed to serve on this committee.

3. By-Laws and Policies Petitgout met with attorney, Robert Roth, and discussed revisions and **updates to the By-Laws**. Board members discussed some of the proposed changes. Petitgout will e-mail the document to Board members in a format that allows editing. Board members are asked to review, make suggestions about changes, and send to President Petitgout prior to the September 26 Board meeting.

4. Nominating Nothing to report.

5. Social EMT Appreciation Dinner: Jack Gehrts spoke to the Elks. Normal charge for meals is \$18 per person; since we are a non-profit organization, they would charge \$12 to \$13 per person. Gehrts needs to advise the Elks of the total **head count** not later than September 6.

AGENDA ITEM IV. UNFINISHED BUSINESS

A. Discussion and possible action on **updated By-Laws** was **tabled** to the September 26 meeting.

B. Discussion and possible action regarding the **updated Policies** continues as a work-in-progress and is **tabled** to the September 26 meeting.

AGENDA ITEM V. NEW BUSINESS

A. Ben Petitgout moved that the Board **pay down our Line of Credit**, to include interest, at Illinois Bank & Trust; seconded by Janet Bussan. If paid off in full on Friday, August 23, the amount would be \$48,307.72. With the receipt of tax revenue, the District could pay all or part of that amount. Interest expense is \$144.90 per month. Following discussion, the Board agreed to pay \$20,000.00 on the Line of Credit at this time and **consider additional payments in the future** when we are closer to receiving additional tax revenue after December 1, 2019.

The motion carried by roll call vote. Ayes: Claire Bersbach, Janet Bussan, Ruth Foley, Jack Gehrts, Pam McIntyre, Ben Petitgout, Jan Splinter, Susan Strand, and Linda Winter. Ayes: 9. Nays: 0. Abstain: 0. Absent: Randy Beadle. Absent: 1.

B. Claire Bersbach moved to **appoint William L. Bingham as Coordinator effective August 22, 2019**; seconded by Pam McIntyre. The designation "Interim" will be removed. Bill has been acting Coordinator since March 28th, regularly puts in 200 to 240 hours a month, is getting leadership back in the Association, and has agreed to accept the position of Coordinator.

The motion carried by roll call vote. Ayes: Claire Bersbach, Janet Bussan, Ruth Foley, Jack Gehrts, Pam McIntyre, Ben Petitgout, Jan Splinter, Susan Strand, and Linda Winter. Ayes: 9. Nays: 0. Abstain: 0. Absent: Randy Beadle. Absent: 1.

C. Claire Bersbach moved to **increase the Coordinator's monthly stipend** from \$1,000.00 to \$1,200.00 **effective September 1, 2019**; seconded by Ben Petitgout. This equates to about \$5.00 per hour. As an employee of the District, going forward the word "**stipend**" will be **changed to "salary."**

The motion carried by roll call vote. Ayes: Claire Bersbach, Janet Bussan, Ruth Foley, Jack Gehrts, Pam McIntyre, Ben Petitgout, Jan Splinter, Susan Strand, and Linda Winter. Ayes: 9. Nays: 0. Abstain: 0. Absent: Randy Beadle. Absent: 1.

D. Janet Bussan moved to **pay Aishah Abdul-Aziz a monthly stipend of \$300.00** for Administrative Support Services **effective September 1, 2019**; seconded by Claire Bersbach. The Board unanimously agreed that Aishah provides invaluable administrative support to our Board and should be compensated for her work. This is **separate from the \$600.00/month stipend approved in April to compensate those who help with EMS projects.**

The motion carried by roll call vote. Ayes: Claire Bersbach, Janet Bussan, Ruth Foley, Jack Gehrts, Pam McIntyre, Ben Petitgout, Jan Splinter, Susan Strand, and Linda Winter. Ayes: 9. Nays: 0. Abstain: 0. Absent: Randy Beadle. Absent: 1.

E. Linda Winter moved to **improve the Station's gutters and drain tiles** at a cost not to exceed \$1,000.00; seconded by Jack Gehrts. Petitgout advised that currently the roof gutters drain **water run-off onto the parking pad in front of the Station.** The change will **redirect the run-off** to the city's storm sewer system. Petitgout met with Bel-Aire Home Improvement regarding changing the pitch of the gutters to direct the water to flow towards the west end of the building. Bel-Aire Home Improvement quoted \$342.40 for labor. Equipment and labor to

remove the existing 4" drain tile and install 6" drain tile would be donated by Mike & Nick Sproule Construction and Andrew Teply. GAEMSD would need to purchase the needed 6" PVC pipe and fittings. It is doubtful the dollar amount will even come close to \$1,000; that dollar amount is in case of surprises.

Ruth Foley asked if **gutter heat tape** can be re-used to prevent icing in winter months. The heat tape can be reused; the power switch needs to be "on."

Motion carried by voice vote.

F. Ben Petitgout moved to provide **the meal for the EMT Association's October 1st monthly training**; seconded by Linda Winter. Cindy Foley, Rhonda Kieffer, and Cathy Calvert have been providing the meals for the monthly EMT Association training meetings. The cost for the meals (about \$80/month) comes out of the Association's funds.

As a show of the District Board's support for our EMTs, Petitgout asked the Board to consider approving an expenditure to pay for a meal for the EMTs at their October 1st meeting.

Motion carried by voice vote.

G. **Service Agreements / Contracts** President Petitgout advised there was a walk through last week. **Contract with TC Networks expires September 1, 2019**. To date, nothing has been received from them.

AGENDA ITEM VI. CITIZEN'S COMMENTS Cindy Foley expressed her appreciation of the Board providing the meal for the EMT Association's October meeting.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Susan Strand asked Board Secretary Bersbach to save postage and discontinue mailing to her a postcard meeting reminder.

Last month Claire Bersbach expressed concern about issues raised by Benning Group in their cover letter to the GAEMSD Board related to the Audit for the tax year ending April 30, 2018. With the Board having changed billing agencies and outsourcing certain financial reports, Bersbach feels it will be more relevant to look at what Benning Group finds for the District's Audit for the tax year ending April 30, 2019.

Ruth Foley thanked members of the Budget Committee for the work put in on the Budget, commenting it was a good group.

Linda Winter said **the Board is moving in the right direction**.

President Petitgout discussed the **District's Credit Card**. Going forward, Petitgout would like for there to be three District credit cards (tied to the same account number with a total limit of \$5,000.⁰⁰) each card to be **issued in the name** of the Board President, or the Coordinator, or the Administrative Support Service person. Every time the card is used, the purchase will identify the user. This will be an action item on the September meeting agenda. The EMT Association has their own credit card and determines the policy associated with using it.

At some future point, the Board will address establishing a **Purchasing Policy**.

AGENDA ITEM VIII. ADJOURNMENT

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

President Petitgout adjourned the meeting at 8:44 p.m. until 7:00 p.m., Thursday, September 26, 2019, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.