

**GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT**

**Board of Directors Meeting  
217 Summit Street, Galena IL 61036  
September 26, 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; 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:** Les Virtue, EMT Association Representative.

Matt Teply, EMT-B, on behalf of William Bingham, EMS Coordinator

**Guests present:** Dave Teply and Lynn 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 August 22, 2019, meeting minutes. Randy Beadle moved to approve the minutes; seconded by Janet Bussan. Motion carried by voice vote.

**AGENDA ITEM II. APPROVAL OF BILLS**

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

|             |               |             |                         |
|-------------|---------------|-------------|-------------------------|
| \$ 9,741.45 | Gross Payroll | \$ 141.24   | ERFICA-MED              |
| \$ 8,221.93 | Net Pay       | \$ 1,878.63 | 941 Employer's Fed. Tax |
| \$ 603.96   | ERFICA-SS     | \$ 386.09   | IL Withholding          |

Total of August bills paid in September was \$8,223.56 including \$714.81 for VISA. Total of August Auto-Pay paid in September was \$1,427.96. September bills to pay in October are \$10,427.19 which includes \$446.86 VISA, \$976.48 for known Auto-Pay to be paid in October, and \$29.75 to Wayne Moyer for shuttling the ambulances to Platteville for repairs and Freeport for safety inspections.

Ben Petitgout moved to **approve payment** of the **Bills, Payroll, Tax Payments**, and **additional bills** presented after the posting of the September 26, 2019, meeting; seconded by Jack Gehrts. Motion carried by voice vote.

**AGENDA ITEM III. REPORTS**

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

1. **Benning Group Audit:** Representatives were here August 27 and 28. Because the Board had changed to Professional Billing Service and to Miner, Gilroy & Meade last year, and our internal records were better organized, the audit was completed in two days instead of three. Bill Bingham and Aishah Abdul-Aziz did a fantastic job. Every document requested by the auditors was produced.

2. Miner, Gilroy & Meade and Benning Group Work-Group Meeting on September 10: Attending were Gloria Miner and Deb Behn from Miner, Gilroy & Meade; Jenny from Benning Group; GAEMSD Board members Janet Bussan, Linda Winter, Claire Bersbach, and President Petitgout; Bill Bingham, EMS Coordinator; and Aishah Abdul-Aziz, Administrative Support Service.

3. Line of Credit Payment - \$20,000.00 was paid on August 23. Current balance is \$28,406.40 if paid tomorrow. Interest per day is now \$2.8194.

4. Gutters and Downspouts Work: Completing this project will likely be delayed.

5. Donation to GAEMS District: A Thank You card was received from Nancy Schamper along with a check for One-Thousand and No/100 Dollars (\$1,000.00). Mrs. Schamper thanked the Board for 21 years of memories and friendships, commented on enjoying the EMT Appreciation Dinner, and thanked the Board for the inscribed crock commemorating her years of service on the Board.

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

1. Treasurer Janet Bussan reported **Total Account Balance** for the **District** at September 26, 2019, was **\$137,336.53**. The **EMT Total Account Balance** is **\$20,198.32** for a **grand total of \$157,534.85**. The Line-of-Credit available balance is \$47,000.00 with \$20,000.00 having been paid on the account in August.

2. Board members were provided with a copy of the **Financial Reports** showing assets and liabilities. Total current assets are \$430,197.60 (includes two insurance Accounts Receivable when added together amount to \$273,611.21); total current liabilities are \$61,336.87 which includes \$48,000.<sup>00</sup> Line of Credit.

3. Board members reviewed the **Revenue and Expense Report**. Year-to-date Total Revenues are \$260,045.79. Year-to-date Total Operating Expenses are \$120,486.87. Total Operating Gain was \$139,558.92.

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

Bersbach sent Jack Gehrts the list of folks who signed up for the EMT Appreciation Dinner.

The approved Meeting Minutes from the August 22 Board meeting were provided to be posted on website and were e-mailed to attorney Roth.

#### D. EMS Coordinator's Report – Bill Bingham provided the following written report, presented by Matt Teply, EMT-B:

Bill Bingham and Aishah Abdul-Aziz are out beginning September 25 until October 1.

Since the last meeting our **road construction** was completed. Near the end of the project we had to move all ambulances to the Galena Public Works Garage for four days. We thanked Jim Rigdon at Public Works for his assistance as well as Galena PD for assisting us during this change.

EMS responded to 61 calls and treated 64 patients from the August 22 Board Meeting to Wednesday, September 25. All calls were responded by our agency.

As a **follow-up** to the meeting with **Dr. Ron Meadors and Don Crawford** on August 16<sup>th</sup>, as provided to this Board at the September meeting, a response was provided by Don indicating that **our Paramedic status is still on hold**. In an email dated September 19<sup>th</sup>, in part, Don stated that a final ruling by IDPH indicates that "The rural upgrade applies to 'Rural ambulance providers'. IDPH definition of a rural ambulance provider is an agency that serves a population

base of 7500 inhabitants or less. In the last of the paperwork recently submitted to IDPH, Galena EMS indicated that the population of your response area was 8500. That puts you over the limit. Galena EMS is still **eligible** for the **Alternate Rural Staffing** authorization that is currently in place, which **allows you to staff with an EMT-B and an EMR** serving populations of less than 10,000 inhabitants."

Bingham responded back immediately as follows "With regard to due diligence,

1) I am going to **confirm the 8500 number**. I know that population numbers have decreased in past years and the 8500 number was supposedly from the 2010 census.

2) What are the implications of eliminating our 'rural upgrade status' in order to comply with our request for paramedic upgrade?

3) Are there any other options available to make this work - any redress or petition process etc.? Answering these questions will assist me in either changing my course or accepting the consequences." More to follow on this issue.

While work has been done with the DRAFT **Strategic Business Plan**, we are at the point in the process in which **Board Members need to weigh in** and **identify issues** that they feel are important and appropriate for this project. Please give this some thought and **focus on long-standing and sustainable projects** and **issues that will take us to the next level**. Some that are already suggested for consideration are as follows: (Consider these examples)

1. **Improve and professionalize** the Galena Area Emergency Medical Service District
2. Address concerns related to **EMS Sustainability** – Focus on the long term
3. Discourage parochial **attitudes** of the past in favor of free and **forward thinking**
4. Develop members willing to **work together** for the better good of those we serve
5. Bring a keen sense of **experience** and **encourage out-of-the-box thinking** within the organization
6. **Develop process and guidelines** that are most consistent with our role in the community
7. **Anticipate changes** before they occur or have a negative impact on the organization
8. Emphasize **transformational versus transactional reform** at all levels of the organization
9. Determine and address **EMS related public concerns** with an emphasis on positive change
10. Eliminate Board members with no desire to participate in numbers 1-9 above

**Your input is welcome and necessary. Please forward your thoughts to Bill via email within the next week**

We continue to deal with **maintenance issues** with 1-A-18. After another trip to Platteville on September 25, it is again in service for the weekend if needed; 17, 18 and 20 are good to go if needed.

Our effort for **grants** continues. We have recently sent letters to Dupaco, First Community Bank, Illinois Bank and Trust, Montgomery Trucking, United Country Heartland Realty, Coldwell Banker, Poopsies, Furlong Funeral Home, and McCoy Insurance. Aishah Abdul-Aziz and Ruth Foley are also finishing up BNSF and CN Rail grants.

Aishah is continuing her conversation with Brandon Lieber from MercyHealth™ about the **Image Trend®** reporting system. His suggestion is to have our EMTs **try out the program** for a month before we change the system from ESO to Image Trend®. Image Trend® is **provided by MercyHealth™** and is **free**. The only other cost that we would incur is if we opt for additional capabilities such as faxing reports directly from the program. This discussion is still in progress.

Bingham and Andrew Teply attended a **Mutual Aid Box Alarm System (MABAS) training** exercise for a **mock drill involving railroad cars and chemical exposure**. This event was held in Scales Mound beginning at 6:30 am Saturday, September 21.

Bingham met with Davis Uhl from the REACT EMS **Helicopter Program** on September 19<sup>th</sup> at Galena EMS. This is a MercyHealth™ service. Due to some changes with the MercyOne helicopter, we want to get ahead of this issue and possibly commit to a local helicopter provider. More to come on this issue.

Bingham attended a pre-event briefing on this year's **Halloween Parade**. This is a significant event that drew about 25,000 people to Galena's downtown last year. Galena EMS will be engaged during this event on October 26<sup>th</sup> from 5:00 pm until approximately 9:30 pm.

Galena EMS was on **Standby** for the 911 Heroes 5k Stair Climb on September 7<sup>th</sup>, and the agency was represented on the climb. Bill attended a post-event briefing of this event this past Tuesday, September 24<sup>th</sup>, in preparation for next year's event.

**Special Standby Details** are loading up. We are covering all Pirate Home Games on both Friday and Monday. Other upcoming details include Octoberfest at Depot Park on October 5 from 11:00 am–10:00 pm; Country Fair at Grant Park on October 12 (10:00 am–5:00 pm) and October 13 (10:00 am–4:00 pm); Galena River Trail 8k on October 26 (8:00 am–11:00 am); and the upcoming Galena Halloween Parade on October 26 (starting at 6:30 pm).

Bingham informed President Petitgout a few weeks ago that the **Orientation and Mentorship programs** are completed and ready to roll out anytime. We are looking for a trial run in late October, early November. Two members (Christian Gronewold and Matt Teply) have stepped up to assist in this program that is designed to provide training for all new members (and current members) to be familiar with all aspects of the organization and to raise his/her comfort level as they address protocols and treat patients. Too many times, a relatively simple process is confusing due to lack of proper orientation. With encouragement, consistency, and proper skillsets, this issue will inevitably resolve.

On Wednesday (September 25) this week, Bingham completed the first DRAFT for the **Operational Policy Manual**. While still making final adjustments for the remainder of September, this will be available in hard copy and electronically for all members. This document is designed to keep everyone reading from the **same standards** and not relying on inaccurate or outdated information

Board member Randy Beadle commented on "eliminate Board members with no desire to participate in number 1-9" in the report, stating that the Coordinator works for us and this Board has been working hard these past few months to turn things around.

Board member Jan Splinter said she had attended a meeting conducted by CVR (the chemical plant). CVR encouraged GAEMSD to submit paperwork for a grant from them; the process could take a while but do not get discouraged.

#### E. **EMT Association Report – Vehicle Report:** Les Virtue

1A17 **fuel gauge issue:** We believe this has resolved itself. Ran fuel to ½ a tank and when refueled, the gauge read correctly. Moyer will keep an eye on this over the next several filling cycles to see if the issue returns.

1A18 was taken to Pioneer Ford regarding the **engine power issue**. It was determined that the transmission EMC needed to be reprogrammed. Since that time the issue has not returned.

1A20 had **knocking noise** and determined to be a **vacuum pump for brake booster**. This was repaired by Guys on 09/03/19. After repairs, a wiring harness was found to be disconnected accidentally and was repaired at no cost.

Drivers were reminded to place rigs into **high idle** at scenes. Drivers and EMS were reminded to **mark partially used oxygen bottles** with the date and pressure in the tank when placed into spare compartments.

1A18 was taken to Pioneer Ford on 9/25/19 for **check engine light**. They determined that the issue is the **DEF exhaust system**. This will be replaced under warranty once all of the parts have arrived and should take about two days to replace. It was mentioned by their staff that since this vehicle does not travel long distances as a personal vehicle may, that we consider taking it somewhere to have the DEF system bypassed. At this time Moyer thinks they should replace it and once it is out of warranty, we can consider paying someone to remove the DEF system

1A17 has had **safety inspection completed**. Due to scheduling conflicts and rig repairs, the other two will not be completed until sometime next week.

#### **EMT Association Report** – Les Virtue

Meeting was held 9/3/19 with 23 EMS members and 3 GFD Auxiliary members present. Training was held on **Anaphylaxis**. Drivers worked on temporary rig placement for the paving project.

Nominations were held for elections for October meeting, as follows:

|                      |                             |
|----------------------|-----------------------------|
| Vice President       | Ken Calvert                 |
| Secretary            | Cindy Foley                 |
| Public Relations     | Cindy Foley                 |
| Board Representative | Wayne Moyer and Sandy Weber |

#### **F. Committee Reports**

1. Budget and Finance Nothing new to report.
2. Building and Grounds Nothing new to report.
3. By-Laws and Policies Minor changes in wording. Petitgout will send to attorney Robert Roth for review and approval. Roth will then draft a letter to the Townships, City of Galena, and the two villages (Menominee and Scales Mound) advising them of the amended By-Laws.
4. Nominating Nothing to report.
5. Social EMT Appreciation Dinner was September 21st at the Elks. Food was good; attendance was 21 fewer than signed up.

#### **AGENDA ITEM IV. UNFINISHED BUSINESS**

- A. Discussion and possible action on **updated By-Laws** was **tabled** to the October 24 meeting.
- B. Discussion and possible action regarding the **updated Policies** continues as a work-in-progress and is **tabled** to the October 24 meeting. See Committee Reports.

#### **AGENDA ITEM V. NEW BUSINESS**

A. Claire Bersbach moved to have **GAEMSD credit cards** issued to **specific named individuals** in order to better track who uses the card; seconded by Randy Beadle. President Petitgout explained current practice is one credit card getting passed around making it hard to track who has it and who is using it.

Incidental to this discussion, Petitgout advised the Board that on September 20 he had e-mailed a letter to **WEX Bank** regarding the **Fleet Card Account** asking that they remove the existing names from our account and add William L. Bingham, EMS Coordinator; Wayne A. Moyer, Lead Driver; and Benjamin C. Petitgout, GAEMSD Board President, as administrators on the account. A hard copy of the letter has been placed in the WEX file in the Coordinator's office.

Every certified driver should be listed in a file with specific PINS for the drivers to use the WEX account.

The specific individuals to be named on the Corporation's credit card are Board President Ben Petitgout; EMS Coordinator Bill Bingham; and, Administrative Support Services Aishah Abdul-Aziz. Motion carried by voice vote.

B. Ben Petitgout moved that we enter into an **IT/Network Consultant Agreement**; Linda Winter seconded. Petitgout commented we did have an agreement with TC Networks out of Dubuque which has expired. Petitgout met with both TC Networks and Arrow Digital and did a walk through. TC Networks advised schools are their primary focus. Arrow Digital has been working with GlobalCom. Incidental to the discussion was looking into **surge protectors** at some future point.

The Board discussed the **proposal from Arrow Digital** dated September 3, 2019. Pricing was \$600.00 for a 10-hour block price; Hourly Rate Outside Block \$60.00; Emergency Hourly Rate \$100.00. By voice vote, the Board voted unanimously to accept the proposal from Arrow Digital with Randy Beadle abstaining (conflict of interest).

C. Pam McIntyre moved to purchase **window treatments** for the Station; Linda Winter seconded. Petitgout provided the Board with quotes from four sources. By voice vote, the Board voted unanimously to purchase four sets of 2 inch blinds from Vignettes at a cost of \$729.00 installed.

D. Discussion and possible action on giving Board President Ben Petitgout authority to sign the new (October 1) **SSA#6 Contract** after review / approval by attorney Robert Roth. At this time there has been no movement from County on a new contract. This item will be revisited in October.

E. Claire Bersbach moved to **purchase two (2) new PCs, monitors and wireless keyboard / mouse for each**; Jan Splinter seconded. Petitgout reported the existing PCs in the report writing room are about 10 years old and do not have the required speed/capacity/power to run the programs/software. There is one program we could not access. Petitgout spent 3 1/2 hours September 19 with on-site tech support with no luck. The problem has since been resolved.

The Board was provided with quotes from Arrow Digital for three configurations (\$1,500; \$1,740; \$2,030). Subsequent to receiving those quotes, Petitgout talked with County's IT personnel about our needs then asked for another quote from Arrow Digital based on those recommendations. The computers will be Dell with 22" monitors instead of 24". Arrow Digital will do the set up. Total cost will be \$1,930.00.

By voice vote, the Board voted unanimously to purchase two Dell computers and ancillary equipment listed the 4th quote at a cost of \$1,930.00 including installation/set-up with Randy Beadle abstaining (conflict of interest).

**AGENDA ITEM VI. CITIZEN'S COMMENTS** - None.

**AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS**

Linda Winter commented on the Work Group meeting with Miner, Gilroy & Meade and Benning Group representatives, stating it provided valuable information.

Janet Bussan mentioned insurance from McCoy; Petitgout suggested we invite them to our October meeting.

Jack Gehrts commented he thinks he is going to resign from the Board; he has too many other commitments at this time.

Ruth Foley thanked Jack for his service on the Board.

Ben Petitgout commented after the first of October he is going to call a meeting of the Executive Committee to review the EMT Roster.

Randy Beadle asked who is in need of EMT shirts and polo shirts.

**AGENDA ITEM VIII. ADJOURNMENT**

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

President Petitgout adjourned the meeting at 8:16 p.m. until Thursday, October 24, 2019, 7:00 p.m. at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.