

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

**Board of Directors Meeting
217 Summit Street, Galena IL 61036
October 24, 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; Pam McIntyre, Council Hill Township; Ben Petitgout, President, West Galena Township; Susan Strand, Rice Township; and Linda Winter, Rawlins Township.

Absent: Jan Splinter, Village of Menominee.

A quorum was established.

Others present: William L. Bingham, EMS Coordinator.
Les Virtue, EMT Association Representative.

Guests present: Christian Gronewold, Andrew Teply, Dave Teply, Lynn Teply, and Matt Teply.
Also present Brandon Behlke, Galena Gazette.

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 September 26, 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:

\$ 9,587.80	Gross Pay	\$ 139.03	ERFICA-MED
\$ 8,140.72	Net Pay	\$ 1,801.73	941 Employer's Fed Tax
\$ 594.46	ERFICA-SS	\$ 378.84	IL-501 Tax Payment

September bills paid in October were \$10,427.19 including \$446.86 for VISA. Total of bills to pay in October for September Service Auto-Pay paid is \$1,292.63.

October bills to pay in November known at this time total \$8,333.25 including \$628.62 VISA, and \$959.18 for known October Auto-Pay to be paid in November.

Randy Beadle moved to **approve payment** of the **Bills, Payroll, Tax Payments,** and **additional bills** presented after the posting of the October 24, 2019, meeting; seconded by Claire Bersbach. Motion carried by voice vote.

AGENDA ITEM III. REPORTS

A. President's Report – Ben Petitgout

1. GAEMSD Credit Cards: Have been issued and activated.
2. Computers: Installation started October 22, 2019. Need to set up a meeting with GlobalCom next week.
3. Window Treatments: Installed October 24, 2019.
4. SSA#6 Contract: Extended until November 30, 2019. New contract will be effective December 1, 2019, to November 30, 2020.
5. Audit Report: Waiting for completed audit.

6. Jack Gehrts – Resignation: Jack initially joined the Board at the January 27, 2005, meeting; was called up for duty July 2005. He returned to the Board April 28, 2011. The Board thanks Jack for his service to the Board and accepts his resignation with regret.

7. October Dinner for EMT Training meeting: Chicken breasts were donated and cash donations of \$28.52 were received. The cost to the Board was \$36.82.

8. Exterior bulletin board: Installed by the front door.

B. Treasurer's Report – Janet Bussan

1. Treasurer Janet Bussan reported **Total Account Balance** for the **District** at October 24, 2019, was **\$130,989.90**. The **EMT Total Account Balance** is **\$20,198.62** for a **grand total** of **\$151,188.52**. The Line-of-Credit available balance is \$28,000; if paid today, the cost would be \$28,482.53. Consideration of paying off the balance owed will be on the December Agenda.

2. Board members were provided with a copy of the **Financial Reports** showing assets and liabilities. Current Total Assets are \$419,808.13 which includes two Accounts Receivable amounts totaling \$267,535.69. Total Current Liabilities are \$61,091.08.

3. Board members reviewed the **Revenue and Expense Report**. Year-to-date Total Revenues are \$271,334.15; Year-to-date Total Operating Expenses are \$146,994.11. Year-to-date Total Operating Income is \$124,340.04.

C. Secretary's Report – Claire Bersbach

1. Last month's meeting minutes were e-mailed to Attorney Roth and to Ruth Foley to have posted on our website.

2. Attended the JDC SSA Commission meetings October 3 along with Board President Petitgout and EMT Association President Ruth Foley.

3. With permission from Board President Petitgout, met with EMS Coordinator Bingham on October 10 to discuss the District's Strategic Plan.

4. Attended the October 15 Executive Committee meeting which will be discussed in Committee Reports.

D. EMS Coordinator's Report – Bill Bingham

Bingham thanked everyone who stepped up while he and Aishah took a long weekend off in early October and thanked those involved in preparing the meal for the EMS meeting on October 1st.

EMS responded to 54 calls since the last board meeting. All calls were responded to by our agency.

Personnel changes: Tom Kieffer resigned from EMS Driver position on Tuesday, 22-Oct-19. We thank Tom for his service.

We have three (3) new members in process and coming onboard within the next week. Paperwork processing is completed as are criminal background checks.

Andrew Teply: EMS Student who will be taking his EMR class in Elizabeth

Nicholas Dicklin: Galena Territory resident and current EMT-B

Andreana Schlegel: Galena Territory resident currently attending EMT program in Savanna.

Aishah Abdul-Aziz is continuing her conversation with Brandon Lieber from MercyHealth™ about the **Image Trend® reporting system**. This is a fact-finding with no commitment regarding a change in our reporting system. The information submitted at the September 26th meeting is accurate. We will keep members aware of any changes in this project. It is our responsibility to seek out options in all areas for all projects to ensure organizational effectiveness and to determine reasonable cost benefit on purchases.

At the September meeting Bingham shared with the Board a meeting he had with David Uhl from the **REACT EMS Helicopter Program** on September 19th at Galena EMS. This is a MercyHealth™ service. Due to some changes with the MercyOne helicopter, we wanted to get ahead of this issue and possibly commit to a MercyHealth™ helicopter provider. Subsequent to this, while attending the quarterly EMS Coordinators' meeting in Elizabeth on October 10th, it was determined that the Air Care 1 helicopter which formerly flew out of MercyOne in Dubuque is up and running – now stationed at the Dubuque airport. Given the difference in flight from Rockford and Dubuque, no action will be taken to changing our current situation with Air Care.

Special Standby Details continue. This is our last week covering **Pirate Football Home Games** on both Friday and Monday nights. We covered the **Octoberfest at Depot Park** on October 5 from 11am-8pm and the **Country Fair at Grant Park** on October 12 (10am-5pm) and October 13 (10am-4pm). Upcoming is the **Galena River Trail 8k** on Saturday, October 26 (8am-11am); the upcoming **Galena Halloween Parade** on October 26 (starting at 6:30pm); and, assisting the **Galena Area Chamber of Commerce** with their **Halloween party event** for children on Saturday, October 26 from 1pm-4pm at the ARC.

We are preparing for our **Annual Audit on November 14th**. Vehicles are going through the process of IDPH inspection as we prepare for our **MercyHealth™ inspection on November 14**. Wayne Moyer is busy taking care of the ambulance certifications. Sandra Weber has been busy going through files to make sure everything is order. Aishah Abdul-Aziz is busy dealing with documentation issues. Drivers are getting their 'B' license in order to qualify to drive 1-A-18 as a result of a higher weight class. The momentum on this will pick up this next week as we put everything together while reaching out to additional members to assist in the process.

We have prepared for EMS coverage for this year's Galena Halloween Parade to be held on October 26th. This is a significant event that can draw between 20,000 and 25,000 people to Galena's downtown. We plan to have three ambulances in place on or near Main Street. A briefing will take place at 5:15 pm prior to the parade. While notified, no Doctor from MercyHealth™ will be able to participate this year. Dan Schleicher from Elizabeth has offered to assist us in Galena during this event. We will also be coordinating with the Galena Fire Department as needed. Galena EMS will be engaged during this event on October 26th from 5pm until approximately 10pm.

On October 1st, Bingham completed the FINAL DRAFT for the **Operational Policy Manual**. While still adjusting this document for the next week, this will be available in hard copy and electronically for all members by early November.

Bingham will be participating in a **Community Disaster Response Mass Casualty Incident** table-top exercise on November 6 from 5:30pm to 9pm at Crossroads Church. This is being hosted by Midwest Medical Center in conjunction with MercyHealth™. Other members are welcome to participate.

We recently received a **\$1,000 grant award from Theisen's** in Dubuque. A few members will be attending a November 11 event at the Dubuque Store to receive this grant. We also received **\$100 from LEMFCO**, as well as **\$50 from McCoy Insurance**. This money will be placed into the restricted equipment account.

Looking back at the past seven months, it is unclear if this organization has the horsepower to continue serving our communities. **We simply do not have the people to fill the call schedule** and anything less is not acceptable nor conducive to an effective responsible EMS service provider. While Bingham is pleased with the current path we are on, he is concerned

about the future of Galena EMS. We **continue to rely on a few members to keep things going**. The downside is that it will take very little to run this train off the track and possibly put us in the same condition that we were in prior to April 2019. **This will be a significant on-going discussion** with Board Members, EMS staff, and all Galena EMS members within the next few months.

Hanne Reiger from AED Essentials, Rockford, was here this afternoon and **calibrated our Monitor/Defibrillators** (Galena EMS, Galena Territory Security, and Menominee FD). This is done annually.

Bingham advised he will be out of town from October 30th to November 4th. Aishah Abdul-Aziz and Matt Teply will be available if the Board needs anything.

E. **EMT Association Report – Vehicle Report** – Wayne Moyer was not in attendance. President Petitgout referred to remarks made by EMS Coordinator Bingham that the vehicles are going through inspection and mentioned issues with 1A20 control panel lighting.

EMT Association Report – Les Virtue – The October EMS Training was Cardiac Events with 23 attending. Training was conducted by MercyHealth™ Systems of Rockford. For the EMT Association Ken Calvert was elected Vice President; Cindy Foley was elected Secretary/Public Relations; and Sandy Weber was elected Board Representative.

F. **Committee Reports**

1. **Budget and Finance** – President Petitgout asked Chair Linda Winter, Budget and Finance Committee, to **begin looking at the Budget in February**. 1A17 is 17 years old and due for replacement. For consideration, do we maintain two ambulances or three? Janet Bussan, Ruth Foley, and Pam McIntyre agreed to continue serving on the Committee.

2. **Building and Grounds** – Nothing new to report.

3. **By-Laws and Policies** – Revisions on Page 3, Article III, Sections 10 and 11 per President Petitgout's meeting with attorney Roth. See Unfinished Business.

4. **Executive** – On October 15 President Petitgout met with Vice President Randy Beadle, Treasurer Janet Bussan, Board Secretary Claire Bersbach, and EMS Coordinator William Bingham. Meeting and training attendance reports and on-call reports were reviewed. In the past five months, there are **EMTs who have consistently not signed up for call time**. It costs the District in additional Workers' Compensation coverage, membership in Aladtech, pagers, and other equipment in the field, and **the District is not getting any return on that financial investment**. The next step is for EMS Coordinator Bingham to review and reach out to those members.

4. **Nominating** – Nothing to report.

5. **Social** – With Jack Gehrts' resignation, the Social Committee needs a new Chairperson.

AGENDA ITEM IV. UNFINISHED BUSINESS

A. The By-Laws have had a final review by attorney Roth. Board members were provided with a copy. Barring any further changes, the Board will take **final action** on this at the **November meeting**.

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

AGENDA ITEM V. NEW BUSINESS

A. Ben Petitgout moved, seconded by Randy Beadle to **expunge the Disciplinary Letter** to Ms. Ruth Foley dated 03-14-2019. Action related to that letter must be taken by the Board, not solely by the President or Interim President. Motion carried by voice vote. Ruth Foley abstained.

B. Randy Beadle moved, seconded by Linda Winter to **replace the bed frames, box springs, and mattresses in the Station's living quarters**. Board members were provided with quotes from Muehleip's Home Furnishings and Dubuque Mattress Factory for Mattress/Box Spring, Bed Frame, Disposal, and Warranty. Those items in the Station's living quarters are more than 20 years old. The replacements will be queen-size rather than double bed. Ruth Foley recommended staying local and keeping tax dollars in the county. The District will buy two sets of furniture from Muehleip's Home Furnishings for \$1,561.90; the EMT Association will purchase the bed linen. Motion carried by voice vote.

C. Petitgout moved, seconded by Ruth Foley to enter into an **Intergovernmental Agreement with the Department of Healthcare and Family Services**. In doing so we have to sign an agreement with the Department of Healthcare and Family Services. Professional Billing Service noticed the State of Illinois may change how we get re-imbursed and advised Aishah Abdul-Aziz. Submission deadline is November 1, 2019. We can receive an **increase in Medicaid/Medicare reimbursements**. The Intergovernmental Agreement has been reviewed by attorney Roth who advised we should go ahead and sign it. Motion carried by voice vote.

AGENDA ITEM VI. CITIZENS' COMMENTS There were no comments.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Ruth Foley asked if we needed a motion to **accept Theisen's grant**. Petitgout advised it should not be needed as it is **not a matching grant**. Foley expressed appreciation for the window blinds in the meeting room.

Linda Winter commented on the **lack of response to calls** and asked the EMTs attending the meeting for their thoughts. Generally, taking so many calls is getting tiring. It seems the younger generation is not stepping up; perhaps it's a generational thing. Randy Beadle said it is not just for EMT volunteers; he sees the same thing when trying to recruit members for the Fire Department.

Pam McIntyre asked do we know if other organizations are filling their rosters/call schedules. The comment was made that Elizabeth does a really good job.

Over a month's time, our schedule is only 40 to 43% filled in. This is not sustainable.

Janet Bussan asked about a Poster saying We Want You or words to that effect. Petitgout advised there is something in the works for that.

Claire Bersbach mentioned that the Richard Peterson EMT Endowment Fund Committee has been submitting articles to The Territory Times for publication to **keep reminding people that EMTs and ambulance drivers are always needed**. Perhaps work with Galena Gazette on articles.

Ben Petitgout asked the Board to consider a possible **change to the starting time of the monthly GAEMSD Board meetings**, from 7:00 p.m. to 6:30 p.m. This will be put on the November meeting Agenda. Bersbach will research Open Meetings Act requirements.

AGENDA ITEM VIII. ADJOURNMENT

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

President Petitgout adjourned the meeting at 8:15 p.m. until Thursday, November 21, 2019, 7:00 p.m. at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.