

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

Board of Directors Meeting  
217 Summit Street, Galena IL 61036

November 21, 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:** 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; Jan Splinter, Village of Menominee; Susan Strand, Rice Township; and Linda Winter, Rawlins Township.

**Absent:** Randy Beadle, Vice President, City of Galena.

**Vacant:** Representatives for Menominee Township, Scales Mound Township, and Vinegar Hill Township.

A quorum was established.

**Others present:** William L. Bingham, EMS Coordinator.  
Wayne Moyer, EMT Association Representative - Vehicles.  
Les Virtue, EMT Association Representative.

**Guests present:** Aishah Abdul-Aziz, Nicholas Dicklin, Cindy Foley, Andrew Teply, and Lynn 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 October 24, 2019, meeting minutes. Ruth Foley 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:

\$ 10,763.35	Gross Pay	\$ 146.11	ERFICA-MED
\$ 8,561.79	Net Pay	\$ 1,886.99	941 Employer's Fed Tax*
\$ 624.72	ERFICA-SS	\$ 398.40	IL-501 Tax Payment*

\* To be auto-deducted 12-16-2019.

Total of November bills to pay in December was \$10,384.31 including \$485.48 for VISA. Total of known bills to pay for November Service auto-pay is \$962.60.

Ben Petitgout moved to **approve payment** of the **Bills, Payroll, Tax Payments**, and **additional bills** presented after the posting of the November 21, 2019, meeting; seconded by Jan Splinter. Motion carried by voice vote.

**AGENDA ITEM III. REPORTS**

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

1. Computers: Installation began October 22, 2019, and has been completed; a couple issues are being worked on.
2. Audit Report: Waiting for completed audit. A possible cause of delay is we need to determine how much old LifeStar billing we are prepared to write off. Balance out-standing as of this month's meeting is \$112,769.41, a reduction of \$37.50 from last month's meeting.

3. Regarding the Intergovernmental Agreement with the Department of Healthcare and Family Services, the Bill has not yet been approved and would not go into effect until next year. Following discussions with Miner, Gilroy & Meade as well as Benning Group, we learned it would cost us between \$1,000 to \$1,200 and legislation is still pending. We decided not to mail the Agreement to the Department of Healthcare and Family Services. We may follow up on this next year if the Bill is passed. Elizabeth Community Ambulance Service also did not mail an Agreement to DHFS.

4. The new beds for the Living Quarters were ordered and have been delivered.

5. At the December meeting we will be reviewing our coverage and premiums with our current insurance carrier, McCoy Insurance (Dan Dittmar), as well as having a presentation by another insurance provider, The New Eagle Group (out of Dubuque, Toby Murdoch).

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

1. Treasurer Janet Bussan reported **Total Account Balance** for the **District** at November 21, 2019, was **\$132,231.45**. The **EMT Total Account Balance** was **\$20,891.78** for a **grand total** of **\$153,123.23**. If paid today, the cost of the Line-of-Credit (\$28,000) would be \$28,561.47. Consideration of paying down 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 \$428,696.78 which includes two Accounts Receivable amounts totaling \$283,024.62. Total Current Liabilities are \$57,616.89

3. Board members reviewed the **Revenue and Expense Report**. For the month ended October 31, 2019, Revenue was \$32,276.06. Year-to-date Total Revenue is \$303,610.21. For the month ended October 31, 2019, Operating Expenses were \$24,955.06. Year-to-date Operating Expenses were \$171,949.17. Year-to-date Total Operating Income is \$131,661.04.

#### 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. Bersbach researched the Open Meetings Act Resource Book for the requirements to be followed to make a change to regular meeting dates which, presumably, would also apply to changing the time of the meeting. This is a New Business Discussion item on tonight's agenda.

#### D. EMS Coordinator's Report – Bill Bingham

Bingham acknowledged **Ruth Foley** as a **Galena Gazette Unsung Hero** in the November 6<sup>th</sup> Gazette edition.

**Coverage for call time** took a big jump this month. For the past 27 days since the October 24<sup>th</sup> Board Meeting, we show **about 97% coverage** from October 25 to November 20th. A schedule review shows only 22 vacant hours. (27 days/ 3 members on call schedule / 24 hours per day = 1944 hours)

We have **four (4) new members processed and on-board:**

Andrew Teply: EMS Student – will be taking his EMR class in Elizabeth – January-February.

Nicholas Dicklin: Galena Territory resident and current EMT-B.

Andreana Schlegel: EMS Student and Galena Territory resident currently attending EMT program in Savanna graduating in January 2020.

Isaac Stangl: EMS Student – will be taking his EMR class in Elizabeth – January-February.

EMS has responded to 68 calls since the GAEMSD Board meeting on October 24th. All calls were responded to by our agency. Yesterday we **reached our 600<sup>th</sup> call for 2019.**

**Special Standby Details** – We completed our GHS football detail in late October and participated in the Galena Area Chamber of Commerce with their Halloween party event for children on Saturday, October 26 from 1pm-4pm at the ARC.

Galena EMS was well prepared for providing coverage for the **Galena Halloween Parade** held on October 26<sup>th</sup>. This was a significant event that drew over 21,000 people to Galena's downtown. We had three ambulances, two from Galena and one from Elizabeth, each staffed with three EMS providers in place on or near Main Street. We were engaged during this event from 5pm until approximately 8:30pm and responded to 3 calls prior to and during the parade.

As a means of offsetting our expenses, we have **generated \$850 from Special Details**, with over \$300 pending, since we started this process in May.

Galena EMS was represented at a **Community Disaster Response Mass Casualty Incident table-top exercise** on Wednesday, November 6, from 6pm to 9pm at Crossroads Church. This was hosted by Midwest Medical Center in conjunction with MercyHealth™. Ruth Foley and Bill Bingham attended.

We went through our **Illinois Department of Public Health (IDPH) Annual Audit** on November 14<sup>th</sup>. According to Dana Carr from MercyHealth™ and Inspector Emily Duff Doering from IDPH, **this audit was exceptional with no strikes against us.** We need to thank Wayne Moyer, Dennis Harris, Glenn Harris, Sandra Weber, Andrew Teply, Aishah Abdul-Aziz, and Board President Ben Petitgout for spending countless hours in preparation for this audit. **We received notice of passing our inspection yesterday and are awaiting our license.**

Several individuals worked extensively in preparation for the IDPH Audit. As a matter of record, Bingham asked that the following individuals **receive a stipend** for their efforts. They are Wayne Moyer, Dennis Harris, Glenn Harris, Sandra Weber, Andrew Teply, and Aishah Abdul-Aziz. On November 17<sup>th</sup> Bingham wrote a letter to Board President Ben Petitgout asking that the above individuals each receive a \$100 stipend for making this audit a huge success. A copy of this letter will be provided to the Secretary.

Bingham indicated that we have **fine-tuned our Driver's list** and removed those who are out of compliance.

On Saturday, November 16<sup>th</sup>, Wayne Moyer put on a **day-long Driver Program** at the EMS Station and Recreation Park. **New qualified Ambulance drivers are** Justin Cook, Doug Rahden, Aishah Abdul-Aziz, and Andrew Teply. Ruth Foley and Michael Staver will be completing the driving portion of the testing within the next few weeks.

Doug Rahden asked Bingham to pass along his thanks to all EMS members during the loss of his son. He and his wife Jesse are hosting an informal celebration and memorial for their son Zachary Arthur Rahden on Saturday, November 30<sup>th</sup>, at 11am at their home in The Territory (263 Blackhawk Trace). All EMS and Board members were invited to attend and to share this special time with the Rahden family.

Aishah attended a November 11th event at the Dubuque Theisen Store to receive a \$1000 grant. Other **grants** that have been **received** include: \$100 from Lemfco; \$50 from McCoy Insurance; \$200 from Terry Heim, Coldwell Banker; \$50 from Angela Stodden and Heartland Realty. This money has been placed in the **restricted equipment account.**

Since we started this grant initiative in early May, we have generated \$12,500 to-date which includes the \$1,450 noted above. Our current balance remaining is \$6,806.51 (some funds have been used to purchase items, ex: pagers.)

Bingham and Aishah will be out of town for one week beginning Saturday, November 23rd, and will keep President Petitgout posted if changes are made.

E. **EMT Association Report – Vehicle Report** – Wayne Moyer reported 11-12-2019 1A18 **struck a deer** in Dubuque while enroute to Mercy. The brush guard worked well and kept all **damage mainly cosmetic** in nature and we are still able to use this ambulance while we wait for repairs to be made.

11-13-2019 We found that our **key fobs** were not activated at **Franklin-McCoy Manor**. Moyer spoke to their maintenance personnel and the fobs were reactivated.

11-15-2019 Board President Petitgout and Moyer took **1A18 to Foster Coach Sales in Sterling for an estimate of damage**. The estimate was \$3,858.99 (copy was provided to Board members). Decision was made that, due to after-market emergency lighting on the rig, it was decided not to seek any other estimates. Deductible is \$250.00. While there, Moyer got a quote for a brush guard for 1A20. That quote was \$853.45 plus shipping and installation.

11-16-2019 Moyer presented a driver training course for seven members.

Moyer said **all rigs are due for fall service** and concluded his report with a comment that we need to **make sure we can get that \$250.00 deductible for hitting a deer with any other insurance carrier**.

**EMT Association Report** – Les Virtue reported that the November EMT training was **skills validation**: using the cardiac monitor to do a 12 lead and transmit to the hospital; I-gel airway, C-pap; and administration of essential meds such as glucagon, narcan, Epi dosage and placement. Conducted by MercyHealth™ of Rockford.

Ruth Foley commented that bedding and a TV for the living quarters had been purchased. Wal-Mart gave us a \$50 reduction on the price of the TV.

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

1. **Budget and Finance** – Petitgout asked **Linda Winter to Chair** that committee and stated he would like the committee to begin Budget review in January, keeping in mind the consideration of whether we maintain **three Ambulances**. He would also like the Board to be thinking about investing some of the District's funds in **Certificates of Deposit** and how much the amount should be. This will be an agenda item for the December meeting. Petitgout asked Board Treasurer Bussan to accompany him in visiting area financial institutions and asking them to quote their best rate.

2. **Building and Grounds** – Petitgout observed a **ceiling leak in the furnace room** and will take care of that problem.

3. **By-Laws and Policies** – See Unfinished Business

4. **Executive** – Nothing to report

5. **Nominating** – Nothing to report

6. **Social Committee** – Need someone to Chair; will look at that in December.

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

A. Bersbach moved, seconded by Foley, to **approve the amended By-Laws as presented**. The By-Laws have been reviewed and approved by attorney Roth. The Board was provided with a

copy of the final version of the By-Laws. After the GAEMSD Board approves the amended By-Laws, attorney Roth will send a letter to the City of Galena, each of the nine Townships, and the two villages in our District to advise them of the changes. Motion carried by voice vote.

Petitgout will notify attorney Roth that the amended By-Laws were approved by the GAEMSD Board. Going forward **all GAEMSD Board members will be elected or re-elected** at the May Annual Meeting.

B. Petitgout asked the Secretary to **remove updating Policies from the meeting agenda** until sufficient progress has been made to put it back on the agenda.

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

A. Petitgout moved, seconded by Bersbach, to **expunge the disciplinary letter** to Mr. Wayne Moyer dated 03-14-2019. Action related to that letter must be taken by the Board, not solely by the President or Interim President. It had been thought the letter had been destroyed; however, it was found in another person's file. Motion carried by voice vote.

B. Foley moved, seconded by Bussan, to **change the monthly meeting time to 6:30 p.m.** Per the Open Meetings Act Resource Book, the requirements to be followed to make a change to regular meeting dates which, presumably, would also apply to changing the time of the meeting, are that the public body must publish a notice of the change in a newspaper of general circulation in the area at least 10 days prior to the date such change takes effect. The public body must also post a notice, at least 10 days in advance, in the principal office or the building in which the meetings are to be held. Motion carried by voice vote.

The Board Secretary will submit a notice for publication in the December 4 edition of the Galena Gazette; the revised meeting schedule information will be posted on the exterior bulletin board.

C. Petitgout moved, seconded by McIntyre, to **purchase new cell phones/hot spots for the ambulances**. The Board was provided with a copy of U.S. Cellular's **Cell Phone Service Agreement** and U.S. Cellular's Service Agreement for **Moto e6 - New "hot spot."** The cell phones in the ambulances are eight years old. The proposal is to purchase new cell phones / Hot Spots. The Hot Spots allow data, for example, an EKG reading, to be transmitted. Quotes were: for three phones at \$191.52 each (\$574.56 total), 36 payments, zero interest; and three hot spots at \$168.90 each (\$574.56 total), 30 payments, zero interest. Monthly payments to begin on December 25, 2019. Motion carried by voice vote.

D. Petitgout pulled the **purchase of Laptops/iPads/Tablets for in-field Report Writing** from the agenda.

E. Foley moved, seconded by Splinter, to **accept the SSA#6 contract with Jo Daviess County effective 12/1/2019 through 11/30/2019**. The Contract / Agreement with Jo Daviess County has been reviewed by State's Attorney John Hay; our attorney, Robert Roth; and his business partner, Mike Toepfer, representing Elizabeth and Warren EMS. They are in agreement on everything. County will process claims at their December 10 meeting. For GAEMSD to receive the Tax Revenue owed to us, we will e-mail an Invoice to Jo Daviess County no later than December 2nd. Petitgout will contact Melissa Hammer, JDC Treasurer, to ensure we ask for the exact amount owed to us. Motion carried by voice vote.

Our District **will begin sending the required reports** listed in the Contract to County Administrator and SSA Chair Allendorf in April 2020.

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

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

There were no concerns expressed by Board members.

EMS Coordinator Bingham reminded the Board of the \$600.00 per month stipend (approved at the April 2019 meeting) which may be spent at his discretion to compensate members who put in time (or extra time) on projects that benefit the Service. Bingham listed those who helped prepare for the November 14 IDPH (Illinois Department of Public Health) Station inspection. (See EMS Coordinator's Report) Board President Petitgout requested that a spreadsheet be kept of disbursements.

**AGENDA ITEM VIII. ADJOURNMENT**

A motion to adjourn was made by Ruth Foley, seconded by Janet Bussan. Motion carried by voice vote.

President Petitgout adjourned the meeting at 7:59 p.m. until Thursday, December 19, 2019, 6:30 p.m. at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.