

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

**Board of Directors Meeting
217 Summit Street, Galena IL 61036**

December 19, 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 6:30 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; and Linda Winter, Rawlins Township.

Absent: Pam McIntyre, Council Hill Township; *Susan Strand, Rice Township.

A quorum was established.

EMT Assn. Reps. present: William L. Bingham, EMS Coordinator.
Sandy Weber, EMT Association Representative.

Others present: None.

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 November 21, 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:

\$ 10,254.80	Gross Pay	\$ 148.72	ERFICA-MED
\$ 8,711.31	Net Pay	\$ 1,920.88	941 Employer's Fed Tax*
\$ 635.76	ERFICA-SS	\$ 407.09	IL-501 Tax Payment*

* To be settled 01/15/2020

Bills to pay in December for November Service Auto-Pay total \$442.48.

December bills to pay in January known at this time total \$15,795.63 which includes \$1,471.03 VISA.

Claire Bersbach moved to **approve payment** of the **Bills, Payroll, Tax Payments**, and **additional bills** presented after the posting of the December 19, 2019, meeting; seconded by Jan Splinter. Motion carried by voice vote.

AGENDA ITEM III. REPORTS

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

1. **SSA#6 Contract** approved and signed at the November 21 GAEMSD Board meeting, effective December 1, 2019, through November 30, 2020, was delivered to Dan Reimer, County Administrator, on November 22, 2019.

2. Met with Dan Reimer and Melisa Hammer November 26 at the Courthouse and confirmed the dollar amount of our **tax distribution**.

December 2nd - Delivered to Dan Reimer our **Invoice** in the amount of \$243,829.52 which was approved at County's December 10 meeting.

December 13 - Picked up Check Number 087278 in the amount of **\$243,829.52** (Two-Hundred-Forty-Three-Thousand Eight-Hundred-Twenty-Nine and 52/100 dollars) from Jo Daviess County Administrator and deposited to our account at Illinois Bank & Trust.

3. **Audit Report:** Waiting for completed audit. Petitgout received an e-mail from Benning Group advising they will mail documents that will need to be signed and sent to State re: taxes.

4. New **cell phones / hot spots** installed December 12. The phones that were voted on at last month's Board meeting were no longer on the Public Safety upgrade. Samsung S9s were purchased as replacements. See separate chart for costs.

5. Arrow Digital installed Anti-Virus protection on three (3) **laptops** as well as syncing them with the Hot Spots on all three (3) ambulances. They can now be used for Report Writing while on an active call. They will automatically sync with the Galena EMS (secured) Hot Spot when back in the building.

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

1. Treasurer Janet Bussan reported the **on-hand balance** in the **District's** checking account is **\$367,560.73**. The total of the **on-hand balances** in the **EMT Association's** checking accounts is **\$20,887.09** for a **grand total of \$388,447.82**.

2. Board members were provided with a copy of the **Financial Reports** showing **Assets and Liabilities**. Current Total Assets are \$430,864.58 which includes two Accounts Receivable amounts totaling \$283,804.95. Total Current Liabilities are \$61,266.96 which includes the Line of Credit.

3. Board members were provided with a copy of this month's **Revenue and Expense Report**. For the month ended November 30, 2019, **Revenue** was \$22,455.84. Year-to-date Total Revenue is \$326,066.05. For the month ended November 30, 2019, **Operating Expenses** were \$28,979.89. Year-to-date Operating Expenses were \$200,929.06. Year-to-date Total Operating Income is \$125,136.99.

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. e-mailed Public Notice to Galena Gazette regarding the **change in meeting time**. The notice was published in the December 4 edition.

3. Reviewed two books and two publications from the internet related to **Strategic Planning**. The internet publications dealt specifically with EMS agencies.

D. **EMS Coordinator's Report** – William Bingham

Bingham reported that our Illinois Department of Public Safety (IDPH) **EMS license** has been approved and **renewed through November 2023**.

EMS has responded to **59 calls** since the GAEMSD Board meeting on November 21st. All calls were responded to by our agency.

Since the last meeting we have placed **GPS units in each of three ambulances**.

Bingham has finalized the details with 'C & N Embroidery and Such', a local business (Jolene Northrup, Owner), to **provide EMS uniform clothing** consisting of T-shirts, long-sleeve T-shirts, Job shirts, and several other uniform options. Members will be able to select their choices on-

line within specific blocks of time (example: 2 weeks at a time with breaks in between) to order what they want within established cost parameters. Members will be provided a maximum stipend to use and invoices will be provided for payment in order to maintain control of purchases. This project should be up and running next week. There is funding in the budget for this project. There was comment from the Board regarding **protective clothing** for members. This will be addressed.

Bingham is addressing **three issues with MercyHealth™**. These include 1) concern regarding the **mandated 'short form'**, 2) concern regarding the **use of 12-lead EKGs as no longer allowed within calls at The Galena Territory**, and 3) the ongoing issue with **denying our status of providing a Paramedic provision** due to our **'rural provider' status** that was put into place in January 2018. Bingham had a discussion with Don Crawford earlier today (December 19) regarding the short forms and will keep everyone up to date.

Chris Garza (EMR – GFD) is now a full member of the GAEMSD, effective two weeks prior.

Member Orientation will be scheduled in **mid-January and early February** for new members. All others are welcome to attend.

We received a **donation** from **Jo Daviess County Country Fair for Charities** in the amount of **\$1,220.00**, and from the **Galena–Jo Daviess County Historical Society for \$502.00**. Total grant donations received was \$13,972. **Balance available** to be used is **\$8,528.51**.

We received a **\$500 donation** this past week from **Tom and Connie Wiene** to the EMT Association.

Bingham reported that we were not successful getting a grant from the Dubuque Racing Association. Two organizations were chosen from a group of 40. We continue to pursue other grant opportunities. We are still waiting for a response from BNSF and the Chemical Plant.

The **EMS class in Elizabeth** is beginning soon. There are **seven (7) people from Galena** planning to attend.

Bingham concluded his report by advising he will be teaching an Organizational Leadership program in Delray Beach FL for the Florida Fire Service Association on January 14-15, 2020. He will be out for 4-5 days.

E. **EMT Association Report – Vehicle Report** – Wayne Moyer

Wayne was not able to attend this evening, so Bill Bingham provided the report. Since the last meeting **1-A-18 was repaired** following a fight with a deer. 1-A-17 was taken to Leibold's yesterday to address issues with **fueling**. No problem was found and Wayne was able to fill the ambulance with no issues. All three ambulances have had **winter servicing completed**.

* 6:50 p.m. Susan Strand entered the meeting

EMT Association Report – Sandy Weber reported that the EMTs enjoyed a holiday meal at Log Cabin in December.

F. **Committee Reports** **Budget and Finance**

The Board reviewed the **current wage scale** and a chart showing increases in order to consider a **sustainable increase**.

In January, the Board will consider an amount to be **invested** in FDIC/NCUA-insured investments.

Replacing 1A17 or down-sizing to two (2) units and adding a First Response Unit was mentioned.

Building and Grounds

Bids to repaint/repair **exterior fascia and panels below Meeting Room windows** will be obtained next spring.

Petitgout advised he had obtained one bid to repair/replace two (2) **Air Exchange units** that are not working; he is hoping to get a second bid.

The condition of the **Membrane Roofing** (installed in 2000) needs to be inspected.

Petitgout advised that Dubuque Acoustical will do a walk through on December 20 with a view to installing **acoustic panels in the Meeting Room** to cut down on echo.

Carpeting in the Meeting Room and Lounge will be shampooed in the spring.

Overall, the condition of the building and grounds is pretty good.

By-Laws and Policies

The Board was provided with a copy of the letter from attorney, Robert Roth, dated December 16, 2019, calling attention to the need to make a **change in the wording** of our **By-Laws, Article III, Section 8, Annual Meeting**, before the letters are sent to the Townships, City of Galena, and the municipalities of Menominee and Scales Mound. Per his letter, the change is as follows:

Section 8 states: The Corporate members shall hold an annual meeting on the fourth Thursday in May, unless the fourth Thursday is a holiday, at the Corporation's facilities at 217 Summit Street, Galena, Illinois, for the purpose of receiving the annual reports of Officers, electing OFFICERS for the Board.... Mr. Roth has advised that the word OFFICERS is incorrect. It should state DIRECTORS for the Board.

This change will require that the By-Laws, as amended, be approved at the January 23, 2020, meeting.

Petitgout advised there appears to be more than one **Policy on Billing for Services Rendered (Member Insurance Write-Off)**. He would like the Policies Committee (Chaired by Randy Beadle) to review that item, tighten the language and submit it for Board approval.

Executive – Nothing at this time

Nominating – Nothing at this time

Social

Linda Winter volunteered to Chair the Social Committee, followed by discussion about when and where the Appreciation Dinner would be.

AGENDA ITEM IV. UNFINISHED BUSINESS

There was no Unfinished Business to consider.

AGENDA ITEM V. NEW BUSINESS

A. Claire Bersbach moved, seconded by Jan Splinter, to **pay down our Line of Credit** to a zero balance. If we waited until June 2020 to pay, we would incur approximately \$500.00 additional interest. If paid December 19, the amount would be \$28,640.42. Motion carried by voice vote.

B. Petitgout moved, seconded by Winter, to **renew our insurance coverage with McCoy Insurance**. The District received a quote from McCoy for \$10,266.00, a 2.13% increase over last

year. The other insurance company sent a multiple page questionnaire which was completed and returned. They followed up with additional questions days before our Board meeting which would not leave sufficient time for their information to be returned and considered. Foley suggested staying with McCoy this year and getting bids from other carriers next year. Motion carried by voice vote.

AGENDA ITEM VI. CITIZENS' COMMENTS

Sandy Weber asked if the insurance coverage included **Professional Liability**. Petitgout advised he would check on that.

* 7:28 p.m. Aishah Abdul-Aziz and Lynn Teply entered the meeting on returning from an ambulance call.

Aishah commented that a check had been issued to pay for **license plates** and advised that Chris Garza (GFD) is now a full time EMR.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Petitgout commented that we are fairly stable financially. Staffing (sign up for on call) is still an issue; we continue to rely on the same people.

AGENDA ITEM VIII. ADJOURNMENT

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

President Petitgout adjourned the meeting at 7:30 p.m. until Thursday, January 23, 2020, 6:30 p.m. at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.