

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

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

January 23, 2020

MINUTES



CALL TO ORDER President Ben Petitgout called to order the Meeting of the Galena Area Emergency Medical Service District Board of Directors at 6:31 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; Pam McIntyre, Council Hill Township; Ben Petitgout, President, West Galena Township; and Linda Winter, Rawlins Township.

Absent: Ruth Foley, Village of Scales Mound; Jan Splinter, Village of Menominee; Susan Strand, Rice Township.

A quorum was established.

EMT Association Representatives present: William L. Bingham, EMS Coordinator; Les Virtue, EMT Association Representative; Sandy Weber, EMT Association Representative.

Others present: Aishah Abdul-Aziz; Jenny Blocker, Benning Group LLC; and Christian Gronewold.

THE PLEDGE OF ALLEGIANCE was led by President Petitgout.

CITIZENS' COMMENTS There were no comments.

GUEST SPEAKER

Jenny Blocker of Benning Group LLC, reviewed the Audit documents with Board members. Blocker reminded the Board the Audit was conducted in August 2019 and stated they encountered some **Accounts Receivable issues** during the process. She further commented that the **Tax Return has been filed** for Taxable Year Ended 04-30-2019.

Things looked very good this year compared to the prior year. Clean up of old Accounts Receivables of approximately \$140,000 in FY2018, still something of an issue in FY2019.

Notes Payable of \$20,000 for FY2018 was increased to \$30,000 in FY2019. A new column on the Statement of Activities page this year is "**With Donor Restrictions.**" There was a significant drop in donations (\$50,000) from FY2018 to FY2019. **Program Expenses** showed a large increase in bad debt expense related to LifeStar billings / accounts written off.

Wages / Payroll had a \$27,000 increase from FY2018 to FY2019.

FY2018 began with a deficit; Profit / Loss for the year ended with a Loss.

The Board needs to take action related to a prior **donation from the Bernard Dunkel** estate.

Blocker reviewed the Notes to Financial Statements and commented #10 **Availability of Resources and Liquidity** is new this year.

Blocker recommended the Board **document procedures** (who does what, how an account is written off, who is responsible for bills that come in, etc.).

Board President Petitgout signed the three-page **Management Representation letter** attesting we provided all the information requested for the Audit.

Ms. Blocker advised the Board that Benning Group LLC is very busy the month of July and first half of August with school audits. GAEMSD will target either June or later in August for the next Audit.

AGENDA ITEM I. APPROVAL OF MINUTES

Board members were provided with a copy of the December 19, 2019, meeting minutes. Randy Beadle moved to approve the minutes; seconded by Linda Winter. Motion carried by voice vote. Pam McIntyre abstained.

AGENDA ITEM II. APPROVAL OF BILLS

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

\$ 11,095.15	Gross Pay	\$ 160.89	ERFICA-MED
\$ 9,462.78	Net Pay	\$ 2,043.76	941 Employer's Fed Tax*
\$ 687.90	ERFICA-SS	\$ 437.40	IL-501 Tax Payment**

Plus \$14.00 for Wayne Moyer for four (4) hours work maintaining the ambulances.

* To be settled 02/18/2020; ** to be settled 02/17/2020.

January Invoices to pay total \$9,022.38 including \$391.38 for VISA. Known January Auto-Pay to be paid is \$511.62. In addition to the above is \$7,025.00 Benning Group LLC Invoice for Audit.

Ben Petitgout moved to **approve payment** of the **Bills, Payroll, Tax Payments**, and **additional bills** presented after the posting of the January 23, 2020, meeting; seconded by Janet Bussan. Motion carried by voice vote.

AGENDA ITEM III. REPORTS**A. President's Report** – Ben Petitgout

President Petitgout commented that the Committee Reports list much of what he would have included in his Report.

Petitgout provided the Board with an **overview** of how the **Annual Meeting** will be conducted this May and commented he and Board Secretary Bersbach will meet with attorney Roth to confirm the procedure.

Per our By-Laws, Article III, Section 8, Annual Meeting, the **Nominating Committee** must file with the Board Secretary a list of its recommended nominees for Directors not later than the regular GAEMSD Board meeting in April.

The Secretary must cause the **Public Notice** of the Annual Meeting and Agenda to be posted (May 13, 2020) on the website and on the exterior bulletin board fifteen (15) days prior to the Annual Meeting.

The regular monthly meeting will begin at 6:30 p.m. and will be followed by the Annual Meeting. The **starting time of the Annual Meeting** will be based on business conducted at the April meeting which might be carried over to the regular May meeting, as well as items likely to be on the May meeting Agenda. The starting time will be listed on the Annual Meeting Agenda 15 days prior to that meeting.

The **Annual Meeting Agenda** will include: Call to Order; Comments from Citizens; Reports from Officers: the President's Report will be an overview of Board activity for the previous 12 months, the Treasurer's Report will list the FY2020 beginning and ending balances for the Corporation and for the EMT Association and other financial information; the Secretary's Report will consist of the Minutes from the May 30, 2019, meeting. Other Reports will be from the EMS Coordinator listing the high points for the previous 12 months such as number of calls for the year, the number of EMTs on the Roster, Grants received, and so on.

The **date of the 2021 Annual meeting** will be set and there will be another opportunity for Comments from Citizens after reports have been presented.

Directors for the Board will be elected based on the list of nominees filed with the Board Secretary. Then **Officers for the Board will be elected** based on the list of nominees filed with the Board Secretary, followed by Adjournment.

President Petitgout concluded his report by advising the Board that Rep. Andrew Chesney visited Jo Daviess County's Legislative Committee meeting in December and mentioned re-introducing the **1% increase in hotel/motel tax** specific to Jo Daviess County with proceeds to be for law enforcement and emergency services. If there are no emergency services available, tourism could drop off dramatically.

B. Treasurer's Report – Janet Bussan

1. Treasurer Janet Bussan reported the **on-hand balance** in the **District's** checking account is **\$340,207.84**. The total of the **on-hand balances** in the **EMT Association's** checking accounts is **\$19,108.82** for a **grand total of \$359,316.66**.

President Petitgout commented that Illinois Bank & Trust had moved our checking account funds into a fund paying 1.75% interest (compared to the .01% previously paid).

2. Board members were provided with a copy of the **Financial Reports** showing **Assets and Liabilities**. **Current Total Assets are \$638,368.75** which includes two Accounts Receivable amounts totaling \$286,703.46. **Current Total Liabilities are \$51,660.99** which shows the Line of Credit as a \$48,000 Note Payable.

3. Board members were provided with a copy of this month's **Revenue and Expense Report**. For the month ended December 31, 2019, **Revenue was \$274,492.00**. **Year-to-date Total Revenue is \$600,558.05**. For the month ended December 31, 2019, **Operating Expenses were \$61,781.61**. **Year-to-date Operating Expenses were \$262,710.67**. **Year-to-date Total Operating Income is \$337,847.38**.

C. Secretary's Report – Claire Bersbach

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

Continued research on **Strategic Planning**: Per conversation with Board President Petitgout, this project will be suspended until after the Annual Meeting in May.

D. EMS Coordinator's Report – William Bingham

Bingham commented that last month he shared with the Board that we have **finalized details for the purchase of uniform clothing**. We are awaiting a response from the Board regarding a line-item amount so that this process can move forward.

At the past meeting Bingham informed the Board that he had been addressing three **issues with MercyHealth™**. These included a **mandated 'short form' patient care report**; the use of **12-lead EKGs** at The Galena Territory; and 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. A fourth issue regarding **reciprocity for a Paramedic from Iowa** is currently moving through the process.

We kicked off the first **EMS orientation** on Saturday, January 18th, from 9 a.m.-noon with fourteen members participating. This was followed by a CPR class from 1:30 p.m. – 3 p.m. (five Members participated). Additional orientation sessions are January 25th and February 15th, with an additional CPR class scheduled following the January 25th orientation session.

The **Galena EMS Association meeting** was held on January 7th, 2020. The training topic was **report documentation**. The next EMS Association Training and Meeting is scheduled for Tuesday, February 4th, at 7 p.m. at the EMS Station.

It was brought to the membership at the January 7th EMS Member meeting that the Board is **considering options for a pay increase for call time**. Bingham asked that the Board discuss and consider an adjustment based on available funding and fiduciary responsibility to the organization.

We responded to **77 calls in December 2019**. So far in January we have responded to 39 calls. All these calls were responded to by our agency.

Galena EMS responded to 680 calls in 2019.

Since the last meeting we have purchased five new **soft stretchers**. We now have a large and a small soft stretcher on each vehicle and three in reserve. In addition, we now have **Curaplex®Stop**, the **Bleed kit** with tourniquet, gloves, bandage, and Stop the Bleed Directions for Use. One will be placed in each ambulance this evening. These have an expiration date of 11Dec2025.

Chad from AED Essentials **programmed the cardiac monitors with our new hot spots** on January 10th, 2020.

The **EMR class in Elizabeth** began during the first week of January. There are approximately seven (7) people from Galena attending this course, three of whom (Andrew Teply, Isaac Stangl and our newest member Kourtney Johnston) have signed up with our agency.

The Ambulance Association meeting scheduled in Elizabeth on Thursday, January 9th, was canceled.

The annual **100 Club of Jo Daviess County** meeting is on Saturday, January 25, at 6 p.m. at the DeSoto House. Bingham will be speaking about the EMS Sustainability White Paper Project at this dinner event.

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.

On January 6th we received a confirmation from Mr. Joe Deckert, East Dubuque Nitrogen Fertilizers, CVR Energy Partners, indicating that we are being offered **\$36,000.00 grant for the purchase of a new power load cot**. **Ruth Foley was instrumental in securing this donation**. We immediately provided an invoice as a requirement and forwarded this invoice to Mr. Deckert, and Rob Montgomery, our contact person, allowing us to begin the purchase process. This check was mailed to us today.

All members have been notified about the **EMS Appreciation Dinner** on Friday, April 17th, at the Ehrler Ranch and we are awaiting additional information.

Galena EMS will be participating in the **Special Olympics Illinois Winter Games parade** that will take place on Tuesday, February 4th. The parade begins at 5:30 p.m.

We are making preparations to attend the **Vendors' Fair at the Eagle Ridge Inn** from 9:30 a.m.-1:30 p.m. on Saturday, February 22nd. This will provide an opportunity for community outreach and education for those who reside in one of our busier response areas.

Bingham sent out two **notices to members** introducing a new **coronavirus known as 2019 Novel Coronavirus (nCoV)** into the United States. CDC is working with US Customs and Border Protection to assess and identify potentially infected travelers arriving on direct or connecting flights from Wuhan, China, several U.S. airports including O'Hare. This process will assess

travelers coming from Wuhan into the United States. This is an evolving situation and guidance may change quickly as CDC continues to monitor the situation closely. We have all the necessary equipment to protect our personnel.

We continue to respond to all calls in a reasonable time and have done so since April 1st. That said, **we continue to struggle with only a relatively small group of responders to fill 100% of the roster void**. Our roster shows 37 members, but a workforce of approximately 20 members is keeping us in business. That is a low number when there is a need and a mandate of providing coverage for over 680 calls in over 26,000 hours per year. **Our members who actively participate are getting tired**. Bingham's prediction is that **if this issue continues as is, we will be having a different discussion in April or May to possibly discuss an exit strategy for our service**.

E. EMT Association Report – Les Virtue commented that the training on **Report Writing and Documentation** was very interesting and also mentioned issues with the **two-hour report writing time constraint**.

EMT Association Report – Sandy Weber mentioned the **possible salary boost** and asked that, if it is given, regardless of the amount, that the Board not take it away.

EMT Association Report – Vehicle Report – Wayne Moyer

Moyer was not able to attend this evening; Bill Bingham provided the report.

January 5th, 2020: **1-A17** had a **flat tire** that was not able to be repaired. This ambulance was taken to Leibold's for the tire repair the following day. **Faulty valve was replaced and new valve extenders** were put on as well.

Monday, January 13th, 2020: **1-A18** to Hanley Auto Shop in Dubuque for **front end alignment**. Right front steer tire was wearing on the outside of the tire. Board President Ben Petitgout drove 1-A18 to Dubuque because Moyer was working.

F. Committee Reports

Budget and Finance Chair Linda Winter

- The Committee met January 22, 2020, to review and fine tune the budget.
- Reviewed the current wage scale to consider a sustainable increase. Discuss and consider possible action in New Business.
- Recommend at January meeting amount to be invested in FDIC/NCUA-Insured Investments. Discuss and consider possible action in New Business.
- Replace 1-A17 or down-size to two (2) units and add a First Response Unit. Information / discussion at January Board meeting.

Building and Grounds Chair Ben Petitgout

- Bids to repaint / repair exterior fascia and panels below Meeting Room windows. Will have bids for March or April meeting.
- Replaced door opener on exterior Main Meeting Room door. Thank you Randy Beadle and Dan Benson.
- Bids on repairing / replacing two (2) Air Exchange units. Will be placed on March Agenda.
- Bids to install Acoustic Wall panels in meeting room. Petitgout met with the representative December 20, 2019; need to get cost estimates. Still working on pricing.

By-Laws and Policies Chair Randy Beadle

- By-Laws – Amended Article III, Section 8, Annual Meeting. Discuss and consider possible action in New Business.
- Review Policy on Billing for Services Rendered (Member Insurance Write-Off). The proposed change removes the reference to "immediate family." Following discussion, the Committee will review and present a revised Policy to the Board.

Executive Chair Ben Petitgout

- Nothing at this time.

Nominating Chair Ruth Foley

- Nothing at this time.

Social / Entertainment Chair Linda Winter

- Spring Appreciation Dinner will be held at The Ehrler Ranch on Friday, April 17. It will be catered by Fried Green Tomatoes. Entertainment is still being discussed

Vehicle

President Petitgout advised the Board he is appointing a Vehicle Committee to be Chaired by Wayne Moyer. Other committee members are Randy Beadle, Bill Bingham, and one other member appointed from the EMT Association.

AGENDA ITEM IV. UNFINISHED BUSINESS

There was no Unfinished Business to consider.

AGENDA ITEM V. NEW BUSINESS

A. Linda Winter moved, seconded by Ben Petitgout to **increase the amount of the on-call wage**. The Budget and Finance Committee considered the ramifications of a possible increase and are comfortable that a modest increase can be sustained. Randy Beadle moved to amend the motion to **increase the on-call pay from \$3.50 to \$4.00 an hour beginning February 1, 2020**, and that the Board review the status in six to eight months; Linda Winter seconded. Motion carried by voice vote.

B. Ben Petitgout moved, seconded by Janet Bussan, to **invest in FDIC/NCUA-Insured Investments**. Petitgout provided a chart showing the various interest rates paid by area financial institutions. Randy Beadle moved to amend the motion to state GAEMSD will invest \$150,000.00 in a Certificate of Deposit at 1.75% for seven (7) months at Illinois Bank & Trust, seconded by Ben Petitgout. Motion carried by voice vote.

C. Claire Bersbach moved, seconded by Randy Beadle to **approve the amended By-Laws**, Article III, Section 8, Annual Meeting to **change the word "Officers" to "Directors"** as recommended by attorney Roth. Motion carried by voice vote.

D. Ben Petitgout moved, seconded by Claire Bersbach to **issue a District credit card** not to exceed a \$1,000.00 (One-Thousand Dollar) limit to Vehicle Committee Chair, **Wayne Moyer**. Motion carried by voice vote.

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

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

President Petitgout commented he had received e-mails from Arrow Digital recommending being mindful of potential scams.

In addition to the Thank You sent from the EMS Association, the Board signed a **Thank You** card to be sent to East Dubuque Nitrogen Fertilizers, CVR Energy Partners, for the \$36,000.00 grant received from them for the purchase of a new power load cot.

AGENDA ITEM VIII. ADJOURNMENT

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

President Petitgout adjourned the meeting at 8:53 p.m. until Thursday, February 27, 2020, 6:30 p.m. at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.