

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

Board of Directors Meeting  
217 Summit Street, Galena IL 61036

February 27, 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 6:30 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; Pam McIntyre, Council Hill Township; Ben Petitgout, President, West Galena Township; and Linda Winter, Rawlins Township.

**Absent:** 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; Wayne Moyer – Vehicles.

**Others present:** Aishah Abdul-Aziz, Cindy Foley, Dave Teply, Lynn Teply, and Matt 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 January 23, 2020, meeting minutes. Randy Beadle moved to approve the minutes; seconded by Ruth Foley. Motion carried by voice vote. Ruth Foley abstained.

\* Susan Strand entered the meeting at 6:34 p.m.

**AGENDA ITEM II. APPROVAL OF BILLS**

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

\$ 10,635.25	Gross Pay	\$ 154.21	ERFICA-MED
\$ 9,054.73	Net Pay	\$ 1,975.75	941 Employer's Fed Tax*
\$ 659.39	ERFICA-SS	\$ 418.37	IL-501 Tax Payment*

\* To be settled 03/16/2020

February Invoices to pay total \$10,788.52 including \$913.33 for VISA. Known February Auto-Pay to be paid is \$1,306.93.

Janet Bussan moved to **approve payment** of the **Bills, Payroll, Tax Payments, and additional bills** presented after the posting of the February 27, 2020, meeting; seconded by Randy Beadle. Motion carried by voice vote.

**AGENDA ITEM III. REPORTS**

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

Met with Social Committee Chair Linda Winter and Claire Bersbach regarding plans for the **EMS Appreciation Dinner**.

Met with Ruth Foley and Claire Bersbach regarding changes to the **website**.

Advised EMS Coordinator Bingham to present the total cost for **EMS Clothing** to the Board for payment. If needed, the Board will transfer funds to cover the expense.

Petitgout reported that the District's **Tax Exempt Certificate was received**, is on file, and is good for five (5) years

The "**Parade Kart**" (donated to the District) used in local parades has been repaired and is up and running. Approximately \$220.00 was expended for repairs.

Petitgout advised the Board that **HB4086** re-introduced by Rep. Andrew Chesney has been re-referred to Rules Committee. This Bill would allow imposition of up to a **1% additional hotel tax**; the proceeds would help provide infrastructure, police protection, and emergency services in support of tourism in the county.

Petitgout asked Bersbach to contact Jo Daviess County's Legislative Committee Chair for a copy of a **Resolution** adopted by County in support of HB4086 with a view toward the GAEMSD Board adopting a similar Resolution.

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

1. Treasurer Janet Bussan reported the total **on-hand balance** in the **District's** checking account is **\$371,118.43** which includes \$150,000.00 invested in a Certificate of Deposit. The total **on-hand balance** in the **EMT Association's** checking accounts is **\$19,362.20** for a **grand total of \$390,480.63**.

2. Board members were provided with a copy of the **Financial Reports** showing **Assets and Liabilities**. **Current Total Assets are \$565,064.84** which includes two Accounts Receivable amounts totaling \$186,157.17. **Current Total Liabilities are \$60,201.69** 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 January 31, 2020, **Revenue was \$29,539.10**. **Year-to-date Total Revenue is \$630,097.15**. For the month ended January 31, 2020, **Operating Expenses were \$45,686.44**. **Year-to-date Operating Expenses were \$308,397.11**. **Year-to-date Total Operating Income is \$321,700.04**.

Aishah Abdul-Aziz provided additional information regarding the change (reduction) in the two combined **Accounts Receivable amounts** from the December 2019 report. Professional Billing Service **re-billed LifeStar Accounts** (\$86,314.60) from January 1, 2017, through August 31, 2018. Collected amount was \$51,001.81; Write Off amount was \$22,750.04; balance remaining of re-billed LifeStar Accounts is \$12,562.68.

Aishah advised the Board regarding communication with **Country Fair** regarding a **grant** received from them last year that originally **had been restricted for a paramedic upgrade**. A request was made to **transfer the remaining \$864.11** of the grant to a District Account not for the paramedic upgrade. We have received a letter approving the request. Country Fair officials asked that they be sent an updated report by March 1; Aishah has sent the report to them and will also advise Miner, Gilroy, and Meade.

#### 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 the website.

Met with EMS Coordinator Bingham regarding The Galena Territory's **Volunteer Fair** scheduled for April 4.

Met with Social Committee Chair Winter, Board President Petitgout, and Ruth Foley, Board member and EMS Association President, to discuss details of the **Appreciation Dinner**.

Met with Ruth Foley and Board President Petitgout re: changes to the **EMS website**.

Attended the **EMS Orientation** program at the Station. Found it to be very informative.

Typed and printed 100 handouts (**What Happens When You Call 911?**) for Vendors' Exhibit at The Galena Territory's Annual Meeting (February 22). Also worked with EMS Coordinator Bingham and EMS Representative Weber to update a **brochure** regarding the ambulance service, **emphasizing the need for volunteers**. Printed 100 handouts to be used at GTA's Annual Meeting and their Volunteer Fair on April 4.

Researched the **history of ambulance purchases** (going back to 1977) and provided the information to Wayne Moyer and Ben Petitgout.

\* Jan Splinter entered the meeting at 6:50 p.m.

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

Since early January and through February we completed three (3) sessions of the **Operations Policy Manual Orientation**. While intended for the newer recruits, 26 members attended at least one of the classes. CPR was offered following the first two sessions. A 3<sup>rd</sup> **CPR class is scheduled for March 11<sup>th</sup> from 6 p.m. - 9 p.m.** at the EMS Station for those who could not make the Saturday sessions. This will be the last opportunity for CPR until October. Bingham hopes to have the final *Operations Policy Manual* draft out late next week followed by a final review so we can effectively roll this out no later than April 1, 2020.

Since our last Board meeting we **responded to 67 calls and 71 patient contacts**.

The Special Olympics on 04 Feb 2020 Detail went well and was uneventful.

We **participated in the GTA Annual vendors fair** of 22 Feb 2020 at Eagle Ridge Inn Saturday from 9 a.m. to 2 p.m. Our focus was to address questions and concerns and to provide our Territory folks with what exactly happens when there is a medical emergency. We had flyer that specifically addressed this issue, as well as minimal discussion on recruitment opportunities. This was a very good event for us to attend. It was well attended. Another Territory event – **Volunteer Fair** - is scheduled on April 4, 2020 from 9 a.m. to noon at the Territory Owner's Club. We plan to attend that event as well.

We have three (3) members that are completing their EMR class tonight. They are Kourtney Johnston, Isaac Stangl, and Andrew Teply. We are hoping that their EMR cards arrive quickly so we can put them 'on the line'. Arrangements have already been made with MercyHealth™ for an instructor to come to Galena for final certification and affiliation. We look forward to each new provider.

Our **call time for the past 10-plus days has been very good** with several shifts completely covered prior to call notices. That said, Dennis Harris will be out for the next three (3) weeks and Chris Garza will be out for the next four to six (4 - 6) weeks.

We have received some of our **new clothing** with more arriving next week. It appears that no further budget adjustment on our orders will be necessary as reflected in the budget. When the dust settles on this project, if we decide on pants and jackets, we will address additional cost.

Within the past two weeks Bingham met face-to-face with four (4) members (all law enforcement members) who have offered nothing to the EMS organization for the past 8-10 months. Three of the four assured Bingham that they understand and stated that they will pick up the slack beginning immediately. One stated that he was simply too busy and opted to serve as an auxiliary member. Bingham will follow up no later than March 20<sup>th</sup> for final disposition.

We also have one regular member who has not participated in training or call for most of the past two months. His letter is being sent out tomorrow 28 Feb 2020.

As a follow-up from the last meeting, Bingham is in the process of developing a **patient report form** that better accommodates our members. Bingham hopes to have this ready within the next two weeks and intends to share it and give it a trial prior to implementing it. About 10 days ago Bingham contacted IDPH representative (Angela Birch) and provided info to her regarding 1) The **12-lead issue for Scales Mound/Territory personnel** and 2) **Denial of our Paramedic Status** due to our 'rural provider' status. It appears there may be a petition process available. Bingham is not optimistic on number #1 (above), but is somewhat optimistic on #2 (above) based only on two discussions thus far. He will be following up with Ms. Birch on Monday. He also hopes to get information regarding Kirk Richardson (potential member - Iowa to Illinois reciprocity), but that is with another person at IDPH.

Aishah recently applied for a grant for three (3) '**Pedimates' pediatric car seats** for use in the patient compartment of each ambulance. These seats cost approximately \$345 each. They **arrived last week** and will be introduced and familiarized on at the March 3<sup>rd</sup> EMS Meeting, at which time they will be placed on each ambulance. The current pediatric seats have reached their expiration point (years ago) and will be removed.

The **Power Cot for 1-A20** has been ordered. Estimated arrival to Foster Coach is March 15-17. We will then immediately arrange for 1-A20 to head to Foster Coach for installation. The estimated cost is approximately \$40,600 with a \$36,000 grant from East Dubuque Nitrogen Fertilizer covering the majority of the cost. We received an additional \$1,500 from Precision Pipeline and \$1000 from First Community Bank and Trust. Still a bit short, Aishah then contacted Nikki Peebles from Illinois Bank and Trust who provided a \$2,200 check to make up the difference of \$2,104 that was needed. This project is **completely paid for with grants and donations**.

Aishah has been working on **two additional grants** that are due March 6. [Post-Note: we met the timetable on getting these out Friday 28 Feb 2020.] We finished up a grant to the State of Illinois State Fire Marshal's Office for a **Lifepak 15 Cardiac Monitor Defibrillator** (we are already dealing with difficulty in getting parts for these). In addition, another grant was completed today for a Lifepak 15 Cardiac Monitor Defibrillator and a **Lucas 3 CPR unit** to the Dubuque Racing Association. In addition, a grant request was submitted two weeks ago to Jo Carroll Energy in the amount of **\$15,233.62 for a Lucas 3 CPR unit**. Working on these grants is very time consuming yet critical to our job. It is imperative that, over a relatively short period of time, we purchase **two additional Lucas units** and **replace all three monitor/defibrillators**. Aishah has plans to work on more grants over the next few months.

Information will be coming out early next week regarding Bingham's **favorite holiday** – the Galena Elks' March 14<sup>th</sup> '**Shamrock Shimmy**'. We will have a Detail at this 5K event and will follow up with the parade later in the day.

Bingham concluded his report by **thanking those who have been stepping up** – they are keeping us in business.

E. **EMT Association Report** – Les Virtue reported 24 attended the training conducted by Stacy Todd on emergency obstetrics, neonatal care, and Lucas. Stacy will be our lead report Q & A person.

**EMT Association Report – Vehicle Report** – Wayne Moyer reported D.O.T. inspections will be done on rigs in the next few weeks; brush guard to be ordered for 1A20 and will be installed while it is at Foster Coach for power load cot. WEX account - still working with them to get Moyer's administration rights to set up individual driver's info.

The Vehicle Committee will meet next week to discuss replacing 1A17.

## **F. Committee Reports**

### **Budget and Finance**

The Committee met February 22. Discussed "Coding" on bills. Fees Charged will be reviewed at the March District Board Meeting.

### **Building and Grounds**

Repaint / repair exterior fascia and panels below Meeting Room windows. Will have bids for March or April meeting.

Repair / replace two (2) Heat Recovery Ventilators (HRVs). This is a New Business item on the meeting Agenda.

Inspect condition of Membrane Roofing (installed in 2000) after winter weather.

Review condition of concrete floors in the Ambulance Bays for repairs/resealing. There is a crack in the floor that is approximately two-foot diameter.

Install acoustic panels / tile in meeting room. Recently learned of another possible vendor and will reach out.

### **By-Laws and Policies**

The Committee met earlier in the month and had a second meeting on the 24th. They have reviewed the verbiage in the Policies, got rid of some EMS/EMT language, and plan to meet again. There will be a Board review as well as review by our attorney.

**Executive** - Nothing at this time

**Nominating** - Nothing at this time

### **Social**

**Spring Appreciation Dinner**, Ehrler Ranch, Friday, April 17, Catered by Fried Green Tomatoes. Menu will be Chicken Marsala and Beef Lasagna with Salad and Dinner Rolls. Cash Bar from 6:00 to 6:30 p.m. with Dinner beginning at 6:30 p.m. followed by Awards and Presentations. Entertainment will be by Garrett Hillary. Sign-up sheets will be provided to EMS Association members in time for their March 3rd meeting and also the April 7 meeting. Cancellation of reservations must be made to Linda Winter not later than April 10.

### **Vehicle**

Chair Wayne Moyer reported that Committee members are Randy Beadle, Bill Bingham, and Jeremy Werner EMT. Moyer will be setting up a meeting with the Committee. They will discuss various options including keeping three ambulances or replacing 1A17 or downsizing to two units plus a Response Vehicle.

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

There was no Unfinished Business to consider.

**AGENDA ITEM V. NEW BUSINESS**

A. Linda Winter moved, seconded by Jan Splinter, to change the donation of \$19,442.09 from Bernard Dunkel's estate **from Restricted to Unrestricted**, as recommended by Benning Group LLC, during their Audit Review with the Board.

Petitgout provided a copy of the June 28, 2012, GAEMSD Board meeting minutes showing: "L. Connor shared with the Board a letter she received announcing that Bernard Dunkel left \$19,442.09 from his estate to the Board. J. Zane moved that the monies be placed in a designated account for the land purchase, seconded by L. Berning. All voted aye. Motion carried."

Board action originally restricted the donation by "designating" the monies be used for land purchase; therefore, Board action is required to remove the restriction.

Petitgout will talk with Jenny at Benning Group and/or Deb at Miner, Gilroy, and Meade regarding what we need to do to get the accounts in order.

Motion carried by voice vote.

B. Ruth Foley moved, seconded by Claire Bersbach, to **replace two (2) Heat Recovery Ventilators (HRVs)**. Petitgout provided the Board with quotes from three companies. The Board discussed the pricing and stipulations in each quote. Randy Beadle moved to amend the motion to award the bid to D and D Heating and Cooling as presented in their quote; Janet Bussan seconded the amendment.

The amendment carried by voice vote.

The Board then voted on the motion as amended. Motion carried by voice vote.

C. Ben Petitgout moved, seconded by Linda Winter, to **install a brush guard on 1A20**. The brush guard saved a lot of damage when 1A18 hit a deer last year. Petitgout provided the Board with information regarding an approximate cost of \$853.45 plus shipping, and \$257.57 or up to \$515.00 for labor if the air horns have to be moved.

The power load cot is expected to be received **mid-March**. Once that is received, 1-A20 will go to Foster Coach to have the brush guard and the power load cot installed at the same time.

Motion carried by voice vote.

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

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

Janet Bussan thanked Aishah, Bill, and Ruth for doing such great work obtaining all the grant funding.

Ben Petitgout commented we are approaching the end of the first quarter of our SSA#6 contract and will begin putting together the required documents.

**AGENDA ITEM VIII. ADJOURNMENT**

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

President Petitgout adjourned the meeting at 7:51 p.m. until Thursday, March 26, 2020, 6:30 p.m. at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.