

**GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT**

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

**April 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 6:30 p.m.

**ROLL CALL**

**Board members present:** 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; Susan Strand, Rice Township; and Linda Winter, Rawlins Township.

**Absent:** Randy Beadle, Vice President, City of Galena; Pam McIntyre, Council Hill Township\*  
A quorum was established.

**EMS Association Representatives present:** William L. Bingham, EMS Coordinator.

**Others present:** Aishah Abdul-Aziz.

**THE PLEDGE OF ALLEGIANCE** was led by President Petitgout.

**CITIZENS' COMMENTS** – There were no comments.

**AGENDA ITEM I. APPROVAL OF MINUTES**

Janet Bussan moved to approve the **minutes of the February 27, 2020, GAEMSD Board meeting** as provided to the Board; seconded by Ruth Foley. Motion carried.

**AGENDA ITEM II. APPROVAL OF BILLS**

Linda Winter moved to **approve payment** of the **Bills, Payroll, Tax Payments, and additional bills** presented after the posting of the April 23, 2020, meeting; seconded by Ben Petitgout.

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

\$ 11,542.90	Gross Pay	\$ 167.39	ERFICA-MED
\$ 9,807.35	Net Pay	\$ 2,149.97	941 Employer's Fed Tax*
\$ 715.67	ERFICA-SS	\$ 468.64	IL-501 Tax Payment*

\* To be settled 05/15/2020

April Invoices to pay total \$8,564.96 including \$2,015.14 for VISA. Known April Auto-Pay to be paid is \$896.10.

Motion carried.

**AGENDA ITEM III. REPORTS**

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

As required by the contract, reports to **SSA#6 Commission** covering the period of December 2019, and January and February 2020 were submitted.

GAEMSD joined the **Galena Chamber of Commerce**.

Per By-Laws approved January 23, 2020, Susan Strand, Pam McIntyre, and Jan Splinter were appointed to the **Nominating Committee** with Susan Strand designated as Chair of the Committee. Since there was no March meeting, this was done by phone.

Mailed letters March 23, 2020, to Representative Andrew Chesney and Senator Brian Stewart urging them and their fellow legislators to vote in favor of **HB4086** which would provide additional revenue (not derived from property taxes) for emergency services.

Talked with Jenny Blocker at Benning Group LLC regarding proper accounting of the **donation from the Bernard Dunkel** estate (2012).

Submitted documents for the **Paycheck Protection Program** in the amount of \$27,500.<sup>00</sup> through First Community Bank. Illinois Bank & Trust had stopped taking applications shortly after April 2 as they had already received over 7,000. Petitgout commented he had been advised the money will be released and he will pick up the check on April 24.

Petitgout reported that the District had received a **\$6,000.<sup>00</sup> check from Medicare for Personal Protective Equipment.**

Ruth Foley asked that consideration be given to investing some of the funds in the District's checking account in a **CD at First Community Bank** as a way of acknowledging our appreciation for them taking our Paycheck Protection Program application.

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

1. Treasurer Janet Bussan reported the **account balance total for the EMS District** is **\$359,885.65** (which includes the \$150,000.<sup>00</sup> CD). The **account balance total for the EMS Association** is **\$19,885.19** for a grand total of **\$379,770.84**. Board members were provided with a document showing the account balances.

2. Financial Report – Board members were provided with **Financial Reports** showing **Current Total Assets** of **\$451,768.20** which includes two Accounts Receivable amounts totaling **\$121,343.90** and the **\$150,000.<sup>00</sup> Certificate of Deposit**. **Total Current Liabilities** are **\$55,231.99** which includes the \$48,000.00 Note Payable for the Line of Credit that has been paid down to a zero balance. Our checking account currently earns .01% interest. Our balance is not sufficient to qualify for "sweep" accounts.

3. Revenue And Expense Report – Board members were provided with the **Revenue and Expense Report**. For the month ended March 31, 2020, **Revenue** was **(\$37,620.55)**. Contractual allowances for Medicare, Medicaid, Insurance, and Bad Debt amounted to a total reduction to Revenue of \$65,623.22.

Year-to-date Total Revenue is **\$609,371.84**. For the month ended March 31, 2020, **Operating Expenses** were **\$34,940.36**. Year-to-date Operating Expenses were **\$406,918.96**. Year-to-date Total Operating Income is **\$202,452.88**.

#### 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.

Along with Social Committee Chair, Linda Winter, Bersbach attended the March 3rd EMS Training to invite EMS members to the Spring Appreciation Dinner. Bersbach also reminded those attending of financial assistance from the Richard Peterson EMT Endowment Fund to cover costs of training, books, and mileage.

Addressed envelopes for 38 invitations to EMS retirees and special guests for the Spring Appreciation Dinner, which was subsequently cancelled due to the Coronavirus Pandemic.

Monitored activity related to HB4086 (the 1% tax with revenue for EMS). Prepared a Resolution for the Board to approve and adopt. Prepared letters to Representative Chesney and Senator Stewart for Board President Petitgout's signature.

As requested, assisted with formatting EMS Association By-Laws.

\* 6:46 p.m. Pam McIntyre entered the meeting.

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

Over the course of five weeks a lot has happened, and due to that, a lot has not happened. We have experienced challenges and changes that were not on our radar screen. **That said, the first item on this report is to thank our GAEMSD members for stepping up and doing what we do best - taking care of those we serve.**

Schedules have been filled and patients have been treated in a respectful and professional manner. We had a few issues with possible COVID-19 situations but those members who were impacted stepped aside and self-quarantined as needed before heading back to work. Thanks to the support offered by Ben Petitgout and the GAEMSD Board, we seamlessly got the supplies as needed, adjusted policy in a few areas, and settled in for a new normal.

Our **call volume has dropped significantly since mid-February**, at the same time as progressive COVID-19 required us to make **many changes**. These include dispatch screening, enhanced PPE, limiting the number of responders making entry into a home or facility, limitations on our routine first responders, sometimes, protocol changes, large-scale ambulance disinfecting and cleaning, changes with medical reporting criteria, significant stocking of PPE including gloves, masks (N-95 requirement), goggles and eye care to go over eyeglasses, full face shields, full gowns, head and hair covering, shoe covering, and gallons of cleaning supplies and disinfectant. Thanks go out to Aishah and our members who assisted in this project.

Since May 11, 2016 (when the Sheriff's Dispatch Center began documenting EMS responses) until April 1, 2019, Galena EMS was logged as unable to respond to 23 emergency calls. From April 1, 2019 through April 23, 2020, the number of times that Galena EMS was unable to respond to a call was **ZERO**. This is a testament to our members and our Board of Directors.

We are **welcoming Kourtney Johnston, Isaac Stangl, and Andrew Teply** as our newest First Responders. Each has been with us for different periods of time and can now complete their orientation and function at the First Responder level. We have also **added Tadeo ("Todd") O'Brien** to our roster recently. Todd has been a Paramedic (Illinois) for over 25 years with 23 of these years in military service. Todd will be serving at an EMT level.

We are responding to approximately one-third of the calls than we were prior to the pandemic. While some of these changes may disappear relative to the pandemic going away, there are other changes that Bingham hopes will be incorporated into our standard operating routine. There is always opportunity for positive change regardless of the situation that got us there.

Some event **cancellations** were made over the past few months. Some of these include:

- Galena Elks St. Pat's Parade (3/14/20) (Note: The Shamrock Shimmy 5k was a go – Bingham did not win)
- The GTA Volunteer Fair at the Territory Social Hall (4/4/20)
- GAEMSD Board EMS Appreciation Dinner (4/17/20)

We are coordinating with MercyHealth™ at least weekly as well as sharing information several times per week with our members.

Since the last meeting, the **Powercot for 1-A20 has been installed** and making a difference. This project was paid for with grants and donations.

At the last meeting on February 27, Bingham had shared an issue regarding the role of **First Responders** and their **ability to call off a responding ambulance when transport was obviously not necessary**. This issue was **resolved in late March in our favor**. If a First Responder responds

in his/her personal vehicle, he/she can call off the ambulance and provide the necessary paperwork to the crew by phone or electronically.

The **Vehicle Committee** met on Saturday, 3/7/20 and discussed the upcoming IDPH inspections, the new Powercot for 1-A20, and the status and **possible sale of 1-A17** which is 17+ years old.

**1-A18** was taken to Racom in Dubuque on April 3, 2020 to have a **new cab-to-patient compartment intercom system installed** so front and back crew can communicate.

The **Operations Policy Manual** was deferred for a few weeks due to other pressing issues. We **await the final Board Policies document** to be sure that both documents are in sync.

A **CPR class** was done in house on Wednesday, March 11, 2020. This was the third in-house CPR class over a five-month period that was offered by Ruth Foley, assuring that **all our members have current CPR cards**.

Since the last meeting we have received **two checks to offset our costs for COVID-19 related expenditures**. These are not grants and will not require spending verification.

\$1000 from Country Fair (April 11, 2020)

\$ 500 from the Salvation Army (Workshop) (April 16, 2020)

Over the past six (6) weeks, we need to **recognize the following businesses and individuals**. **Blaum Brothers** who provided hand sanitizers; **Nikki Peebles from Illinois Bank & Trust** who brought in snacks; **Connie and Tom Wiene** who brought in chocolate; **Leo Hefel Family** donated \$50; and **Sharon Stodden and Kim Cook** who provided hand sewn facemasks that members can wear except when on a medical response call.

With the recent downward economy and profit loss, **we expect many organizations to slow down their donations and grants**. We received an email from Dubuque Racing Association (**DRA**) that they are **delaying their grant announcement originally slated for May 19**. The grant process is being put on hold due to extended closure and uncertainties that come along with it. It is unlikely that it will provide grants later in the year.

Jo Carroll Energy has awarded grants to only four organizations and we are not one of the recipients. We will, however, continue to reach out to them in the future for donation.

We got word from **Zeke Winders at First Community Bank** on 23Apr2020 that our loan through the **Paycheck Protection Program (PPP) has been approved** and will be disbursed by tomorrow. The loan we applied for was **\$27,500**. This is based on 2-month payroll average of plus 25%. Even though President Petitgout signed the document, he is not a personal guarantor on this loan. Once this loan is forgiven, we do not have to pay it back but will **need to provide documentation** that we are using the loan for payroll and utilities, which should not be an issue because we still need coverage 24/7/365 and we still must pay our utilities. Aishah will make sure to apply for the forgiveness when the time comes.

The CARES ACT is providing **relief funding for registered ambulance agencies**. This is not a loan and does not have to be repaid. The distribution of the reimbursement is based on Medicare FFS reimbursements in 2019. **We received \$6,052.44 from HHS on April 17, 2020**. We will need to sign an attestation within 30 days of receiving this payment confirming the receipt of the funds.

E. **EMS Association Report** – There was no April Training meeting.

**EMS Association Report – Vehicle Report – Provided by Wayne Moyer**

All three rigs were taken for **DOT inspections**. **1A17** was inspected on 14Apr but **did not pass**. It needed front brake pads and rear spring shackles were rusted. 1A17 will be looked at by Leibold's before an estimate is completed to make sure that there are no more issues with the springs than addressed by the inspection. Special attention and consideration will be given to this as the Committee had initially decided to run 1A17 until the IDPH inspection expires in November of this year. The Board will **need to determine how much money to invest in this unit**. 1A20 was taken for inspection on 15Apr and failed due to emergency brake out of adjustment. 1A20 was repaired on 16Apr and had semi-annual service completed at the same time. **1A20** was returned for inspection on 17Apr and **passed**. **1A18** was inspected on 04/21 and **passed** the inspection.

Once all DOT inspections are completed, 1A18 will go in for semi-annual service. 1A17 is currently tentative until it is decided what its status will be as far as a responding unit and how long it will remain in the fleet.

The **new power load cot** in 1A20 seems to be **working well**. The new cot is designed for larger patients, so it has a **slightly wider cot mattress** and the side rails are of a different design, but they are user-friendly.

RACOM installed the **intercom in 1A18 between patient area and driver area** and it is working well. While this was done, it was discovered that the roof radio antenna was broken, most likely from hitting the garage door header due to the height. A shorter antenna may jeopardize radio reception so Mobile Electronics is researching whether a shorter antenna will work on the unit. We are waiting for a response from Mobile Electronics.

Mobile Electronics **installed a more flexible roof-top antenna on 1A18 on 23Apr2020**. The shorter antenna recently installed on 03Apr2020 by RACOM would eventually be destroyed over time like the original one.

Due to the current **COVID19** crisis, drivers have been instructed to **decontaminate the driver area just as the patient area is done**.

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

The Committee was asked to reconsider Revenue amounts for the FY2020-2021 Budget. After the final Budget has been presented and reviewed by the Board, it will be adopted at the following meeting. Chair Linda Winter advised that the Committee will meet again and update the numbers based on the latest financial reports.

**Building and Grounds**

Repair/repaint exterior fascia and panels below Meeting Room windows. Petitgout has made contact with three contractors, received a reply from one who quoted \$2,000.00 for the job.

The Membrane Roofing (installed in 2000) has been inspected, is in good condition, and will be re-inspected next year.

There is a crack about two-foot diameter in the concrete floor in the Ambulance Bay which needs to be repaired/resealed. Petitgout is awaiting bids. This is a back-burner item.

Install acoustic panels/tile in meeting room. Still waiting for a reply.

By-Laws and Policies

Regarding the Policies, there will be a Board review as well as review by our attorney. Petitgout had sent his thoughts to the Committee but has not had any feedback as of this month's Board meeting.

Regarding the By-Laws, we will need to revisit some of the language in our By-Laws regarding setting meeting dates and times as well as the date of the regularly scheduled meeting prior to the Annual Meeting as it applies to the Nominating process in light of the possibility of a meeting being cancelled (ex: current Coronavirus Pandemic).

Executive

Due to delays at the Illinois Department of Public Health in getting Certificates mailed, the Executive Committee was polled by phone and approved adding Kourtney Johnston and Isaac Stangl to the GAEMSD Payroll on completion of their training and passing their skills test. They were added effective April 1, 2020, and received their Certificates the next week.

Nominating

Since there was no March Board meeting, President Petitgout appointed the Nominating Committee and Committee Chair by phone. The Committee consists of Susan Strand, Pam McIntyre, and Jan Splinter with Susan Strand designated as Committee Chair.

Committee Chair Strand advised the list of nominees for the Board of Directors is as follows: Randy Beadle, Claire Bersbach, Janet Bussan, Ruth Foley, Pam McIntyre, Ben Petitgout, Jan Splinter, Susan Strand, and Linda Winter.

For Board Officers, nominees submitted were Ben Petitgout for President; Randy Beadle for Vice-President; Janet Bussan for Treasurer; and Claire Bersbach for Secretary.

Social

In accordance with Governor Pritzker's Executive Order related to the Coronavirus outbreak, the Spring EMS Appreciation Dinner was cancelled.

Vehicle

The Committee is considering various options regarding whether to keep three ambulances, replace 1A17, or downsize to two units plus a Response Vehicle.

1A17 is 17 years old, has 80,000 miles on it, did not pass inspection, and may be out of service by the end of April. Bingham and Moyer will work with Foster Coach regarding an estimate to accomplish the repair and replacement issues.

**AGENDA ITEM IV. UNFINISHED BUSINESS** – There was no Unfinished Business to consider.

**AGENDA ITEM V. NEW BUSINESS**

Claire Bersbach moved, seconded by Linda Winter to revise the Fees Charged for Runs as proposed in the chart provided, effective May 1, 2020.

The Board was provided with a chart showing proposed Ambulance Response Rates, as follows:

	04-25-2019	05-01-2020
Mileage	17.00	18.00
BLS / Resident	500.00	550.00
BLS / Non-Resident	600.00	650.00
ALS / Resident	600.00	650.00

ALS / Non-Resident	700.00	700.00
ALS 2 / Resident	800.00	800.00
ALS 2 / Non-Resident	900.00	900.00
ALS Intercept	200.00	300.00
Refusal (City of Galena)	300.00	300.00
Refusal (Other)	400.00	400.00
DUI (IL State Law)	500.00	500.00
Cancelled / Refusal (ED)	200.00	200.00
Cancelled / Refusal (EL)	New	175.00

Bill Bingham commented he had looked at call volume and other information. The proposed rates are consistent with that which is charged by rural agencies in the area.

By voice vote, motion carried.

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

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

Linda Winter thanked our Emergency Medical Service personnel for their service. Board members concurred with her comment.

Ben Petitgout said he plans to contact Arrow Digital regarding ability to teleconference meetings should that be needed in the future.

Susan Strand commented that Rice Township conducted their recent meeting by teleconference and it went well.

Ruth Foley remarked that changes to the EMS website have not progressed. Petitgout met with Greg on April 2 who said he would work on it.

**AGENDA ITEM VIII. ADJOURNMENT**

A motion to adjourn was made by Pam McIntyre, seconded by Jan Splinter. Motion carried.

President Petitgout adjourned the meeting at 7:42 p.m. until Thursday, May 28, 2020, at **6:30 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois, followed by the Annual Meeting.