

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

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

May 28, 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; Pam McIntyre, Council Hill Township; Ben Petitgout, President, West Galena Township; Jan Splinter, Village of Menominee; and Linda Winter, Rawlins Township.

Absent: Randy Beadle, Vice President, City of Galena*; Susan Strand, Rice Township*.
A quorum was established.

EMS Association Representatives present: William L. Bingham, EMS Coordinator; and Wayne Moyer, Lead Driver.

Others present: Aishah Abdul-Aziz; and 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

Linda Winter moved to approve the **minutes of the April 23, 2020, GAEMSD Board meeting** as provided to the Board; seconded by Ruth Foley. Motion carried.

AGENDA ITEM II. APPROVAL OF BILLS

Ruth Foley moved to **approve payment of the bills, payroll, tax payments, and additional bills** presented after the posting of the May 28, 2020, meeting; seconded by Janet Bussan.

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

Regular Payroll:

\$ 13,174.10	Gross Pay	\$ 191.05	ER-FICA-MED
\$ 11,245.49	Net Pay	\$ 2,424.76	941 Employer's Fed Tax*
\$ 816.80	ER-FICA-SS	\$ 511.70	IL-501 Tax Payment*

*Withholding to be settled 06-15-2020

Stipend Payroll (Includes \$100.⁰⁰ to Wayne Moyer for ambulance maintenance and \$50.⁰⁰ to Ruth Jackson for yard work done while on call):

\$ 2,600.00	Gross	\$ 37.75	ER-FICA-MED
\$ 2,208.84	Net	\$ 507.90	941 Employer's Fed Tax*
\$ 161.20	ER-FICA-SS	\$ 82.21	IL-501 Tax Payment*

*Withholding to be settled 06-15-2020

May Invoices to pay total \$ 10,214.26 including \$ 617.90 for VISA. Known May Auto-Pay to be paid is \$ 1,223.10

Motion carried.

*6:32 p.m. Susan Strand entered the meeting.

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

Received the \$27,500.⁰⁰ PPP check (Paycheck Protection Program) from First Community Bank and deposited to the District's checking account.

Completed annual Certification as Open Meetings Act Officer and Freedom of Information Act Officer.

FY2020 audit scheduled for July 8 and 9 with Benning Group. This will be done remotely.

Scanned and transferred the Annual Audits (from 2001-2002 through to 2018-2019) onto digital format. Stored at EMS Station on external hard-drive.

Prepare and submit 2nd quarter reports (March, April, and May) to Jo Daviess County Special Service Area #6 Commission.

Suspended US Cellular account (Cell phone and Hotspot) for 1A17 for a cost savings of approximately \$50/month. Will review in six months.

Reduced insurance coverage on 2003 Ford Ambulance (1A17) to Comprehensive, effective May 11. Rates went from \$1,181.00 to \$237.00; (prorated).

B. Treasurer's Report – Janet Bussan

1. The **account balance total** for the **EMS District** is \$349,992.34 (Checking Accounts totaling \$199,992.34 plus the \$150,000.⁰⁰ Certificate of Deposit). The **account balance total** for the **EMS Association** is \$19,441.45 (Checking \$6,341.16; Savings \$ 7,545.49; CD \$5,554.80) for a grand total of \$369,433.79.

2. Financial Report – Board members were provided with the Financial Report showing **Total Current Assets** of \$482,401.94 which includes two Accounts Receivable amounts totaling \$112,018.99 and the \$150,000.⁰⁰ Certificate of Deposit.

Total Current Liabilities are \$60,023.09 which no longer shows the \$48,000.⁰⁰ Note Payable for the Line of Credit but now includes \$27,500.⁰⁰ for the Paycheck Protection Program Note Payable and the \$6,052.44 Stimulus Note Payable.

3. Statement of Revenues And Expenses vs. Budget – Board members were provided with the Statement of Revenues and Expenses vs. Budget for the month ended April 30, 2020. **Revenue** total was \$16,561.40 which was negatively impacted by a total of \$17,219.10 in Contractual Allowances and Bad Debts. Year-to-date Total Revenue is \$625,933.24.

For the month ended April 30, 2020, **Total Operating Expenses** were (\$43,965.85). Year-to-date Operating Expenses are \$362,953.11. Year-to-date Total Operating Income is \$262,980.13.

President Petitgout commented that dollar amounts in several line items of the Revenue and Expenses vs. Budget Report were adjusted as a result of Aishah Abdul-Aziz and the Budget and Finance Committee working with our accounting agency in reviewing and updating our current coding tables and correcting various postings that were previously coded incorrectly.

C. Secretary's Report – Claire Bersbach

Typed the previous meeting minutes; after Board approval, e-mailed them to Attorney Roth and to Ruth Foley to have posted on our website.

Worked with Galena Gazette to publish an ad on behalf of the GAEMSD Board of Directors for National EMS Appreciation Week.

Typed and made copies of the Annual Meeting Booklet.

Prepared invoice for Board President to submit to Jo Daviess County for first installment of Property Tax Distribution for SSA#6.

D. EMS Coordinator's Report – William Bingham

Since the April meeting we have not had any additional problems with members specifically impacted with COVID-19. This has been a good time to catch up on several projects that need to be addressed and carried out.

Call schedules have diminished over the past two months. Five or six of our members have stopped responding over the past two months due to the pandemic. Some have specific family issues to deal with and the others are simply respecting a family request. Most excuses are reasonable, but some members are simply avoiding any contact with EMS members as well as those they signed up to assist and protect.

We continue to purchase PPE (Personal Protective Equipment) as needed as no one has any idea when this will begin to wind down. Our PPE remains consistent with no specific issues to report. Chuck Pederson assists us monthly providing PPE supplies. With the continued support of our Board, we continue to procure the supplies we need. We have also shared PPE items with Galena PD and GFD. On a related topic we have had a few situations in which members were not following standards regarding PPE. These issues have been addressed and Bingham is hopeful that this will not happen again. We continue to focus on at least eight months out to keep moving in this direction.

It is one thing to go through the trouble of securing PPE and quite another to have to force members to protect themselves.

The one good thing that Bingham has noticed is the extra time he has for dealing with important administrative issues. We are **close to rolling out the Operational Policy Manual**. We await the final Board Policy document to be sure that both documents are in sync and to eliminate unnecessary duplication.

Our **call volume is now about 50% of pre-COVID-19**. During the past three weeks we have noticed a slight tick upward in responses. We had a bad period of four cardiac arrests within the last month.

The dispatch screening continues and is helpful, assuming that the information is accurate. We continue to encourage **limiting the number of responders making entry** into a home or facility, as well as taking **additional time for decontamination and cleaning of vehicles and equipment**. We always strive to be diligent, particularly now as more citizens are finding their way to events, restaurants, store openings, sporting events, etc.

While in the past we have depended on law enforcement as a mainstay for assistance on medical calls, this option has now all but diminished. We were informed by Keith Brandel at a recent ambulance response 5/26/2020 that **Galena PD officers will respond to calls but will no longer assist medical personnel according to the Police Chief**. We received no notification of this change. Bingham checked his cell phone and our office phones – they work.

We have **four new recruits on-board** and Bingham hopes to get them through the Operational Policy Manual within the next month.

We are coordinating with MercyHealth™ at least weekly as well as sharing this information several times per week with our members. **MercyHealth™ continues to provide continuing education units for members electronically**. Most members are taking part in this opportunity.

Since our last meeting, **1-A17 has been taken out of service** and will not return. The Board is approaching this responsibly given its age and the cost that would be necessary to possibly meet minimal standards. We will evaluate our operation with the two remaining ambulances over the next six months and then decide the next step if needed.

Even with the downward economy, we **continue to search out grants and additional funding**. Dubuque Racing Association and the State Fire Marshal are two that we are looking into.

E. 1. **EMS Association Report** – Representative(s) – EMS members have been taking remote training; there have not been any meetings at the Station.

2. **EMS Association Report – Vehicle Report** – Wayne Moyer

1A18 and 1A20 both passed DOT inspections. 1A18 had semi-annual service completed.

1A17 was checked by Guy's Towing as Leibold's said that the job would be too intensive for them. Estimate to complete repairs was approximately \$4,000.⁰⁰. **1A17 has been pulled from service rotation** until further direction from the Board.

1A18 had warning indication for the DEF (**Diesel Exhaust Fluid** – for emissions). Drivers then reported poor performance and low power. DEF had not been added so a regeneration of the DEF system had to be initiated by Guy's Towing. A new protocol will be set in place regarding DEF additive in the near future.

It was reported that A/C in the patient compartment of 1A20 was not working properly. It was checked and appeared to be operator error.

Mobile Electronics will be scheduling time to **remove radios and electronics from 1A17.**

New WEX cards have been placed in rigs. Currently working with WEX for individual ID numbers for drivers and should be completed in about two weeks.

F. **Committee Reports**

Budget and Finance

Board members reviewed the proposed FY2020-2021 Budget and Expenditures chart with possible action at the June 25, 2020, Board Meeting.

Total Revenue	\$629,874. ⁰⁰
Total Operating Expenses	\$773,310. ⁰⁰
Net Income	(\$144,336. ⁰⁰)

The Committee recommended that we close out our \$75,000.⁰⁰ Line of Credit with Illinois Bank & Trust; this was last used in August 2019. Action will be taken in New Business.

Renewal fee of \$50.⁰⁰

Renewal date of June 18

Renewal interest rate of 3.625%

Building and Grounds

Seven (7) trees and two (2) shrubs were removed. Grounds were sprayed for weeds.

Tiling (drainage) upgrade was completed.

Gutter and Downspout upgrade was completed.

Landscaper to follow with top soil and seeding.

Worked with vendor on clearing partial blockage in main sewer line.

Second sinkhole opened up in blacktop. Reviewing repair options.

EMT Ruth Jackson has been taking care of weeding and pruning. **Thank You Ruth!**

By-Laws and Policies – Nothing to report.

Executive – Nothing to report.

Nominating – Nothing to report. This will come off the June meeting Agenda through February, 2021.

Social – **Thank you Linda and Claire** for putting together the ad in the Gazette for EMS Appreciation week!

Vehicle – **Recommendation by Committee** to decommission the 2003 Ford Ambulance (1A17) and not replace it at this time. It has 75,000 miles and is in need of known repairs of \$4,000.⁰⁰.

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

AGENDA ITEM V. NEW BUSINESS

Ben Petitgout moved that we **decommission the 2003 Ford Ambulance** (1A17); seconded by Claire Bersbach. It did not pass the six month safety test; has 75,000 miles on it, is 17 years old, and has known needed repairs of \$4,000.⁰⁰. We can strip our markings from the vehicle, remove radios and other equipment. By reducing to two ambulances, we would save on equipment needed. Petitgout has reduced insurance coverage for 1A17 to Comprehensive effective May 11, reducing the rate from \$1,181.⁰⁰ to \$237.⁰⁰ (prorated).

Susan Strand moved to amend the motion to dispose of the vehicle either by selling or donating it; seconded by Jan Splinter. Wayne Moyer will take photos to post on-line.

Amended motion carried.

The Board then voted on the main motion, as amended. Motion carried.

Pam McIntyre moved that we **create Fleet Manager position with a monthly stipend**; seconded by Linda Winter. Wayne Moyer is currently the Lead Driver and puts in a considerable amount time related to our vehicles. The Board would like to create an official position with a stipend of \$100.⁰⁰ per month, effective May 1, 2020. This money would come out of the Wages line item; not the \$600.⁰⁰ per month allocated to Bill Bingham's discretionary fund. Motion carried.

Claire Bersbach moved to **increase the monthly wage for the Administrative Assistant**; Jan Splinter seconded. The increase would be from \$300.⁰⁰ per month to \$500.⁰⁰ per month effective May 1, 2020. Aishah has been spending considerable time getting files in order, reviewing and updating our current coding tables, correcting various postings that were previously coded incorrectly, and getting records in order for the coming Annual Audit. Budget and Finance Committee is confident the District can sustain the increase. Motion carried.

Ben Petitgout moved that the District **award bonus pay** for personnel who signed up for On-Call hours for the month of April during COVID-19 Social Distancing guidelines; seconded by Pam McIntyre. Board members were provided with a chart showing the hours (50 or more) EMS members put in during the month of April. This bonus totals \$2,450.⁰⁰ and will come out of the Paycheck Protection Program funds. Motion carried.

Linda Winter moved to **close out the Line of Credit** with Illinois Bank and Trust; seconded by Ben Petitgout. The Renewal Date is June 18 and the Renewal Fee is \$50.⁰⁰ to guarantee a Renewal Rate of 3.625% interest. The Budget and Finance Committee recommend closing out the Line of Credit. Motion carried. President Petitgout will advise Illinois Bank and Trust of the Board's decision.

Claire Bersbach moved that we **purchase an additional LUCAS** (Lund University Cardio-pulmonary Assist System); seconded by Jan Splinter. Stryker will give us \$2,500.⁰⁰ trade-in on the old Power Cot that we no longer need; we can put that toward the cost of a new LUCAS, which would make our cost \$12,733.62 instead of \$15,233.62.

*7:28 p.m. Randy Beadle entered the meeting.

We currently have one LUCAS (two years old) which has to be moved back and forth between the ambulances. If it is already on an ambulance responding to a call and another call comes in that is a cardiopulmonary emergency, chest compressions and resuscitation have to be done manually which is nearly impossible when moving the patient (for example: down a flight of stairs or loading into the ambulance). The expense is covered in this Fiscal Year's Budget. As a Capital Equipment item, it can be depreciated every year.

Motion carried.

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

7:35 p.m. Sandra Weber entered the meeting.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Claire Bersbach thanked Bill Bingham and Aishah Abdul-Aziz for the hours and hard work they have put in over the past year to make such major changes in the organization.

Ben Petitgout commented on the major improvements that have taken place.

Bill Bingham reported on compliments he received from the doctor and two nurses at Midwest Medical regarding the quality of care given on-scene by three of our responders which saved the patient's life. Letters of commendation have been placed in the files of Doug Rahden, Nicholas Dicklin, and Tod O'Brien.

AGENDA ITEM VIII. ADJOURNMENT

A motion to adjourn was made by Claire Bersbach, seconded by Janet Bussan. Motion carried.

President Petitgout adjourned the meeting at 7:40 p.m. until Thursday, June 25, 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.