

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

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

July 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; and Pam McIntyre, Council Hill Township.

A quorum was established.

EMS Association Representatives present: William L. Bingham, EMS Coordinator; EMS Representatives Les Virtue and Sandra Weber.

Others present: Aishah Abdul-Aziz.

THE PLEDGE OF ALLEGIANCE was led by President Petitgout.

CITIZENS' COMMENTS – There were no comments.

AGENDA ITEM I. APPROVE MINUTES

Linda Winter moved to approve the **minutes of the June 25, 2020, GAEMSD Board meeting** as provided to the Board; seconded by Ruth Foley. Motion carried.

AGENDA ITEM II. APPROVE PAYMENT OF BILLS

Jan Splinter moved to **approve payment of the bills, payroll, tax payments, and additional bills** presented after the posting of the July 23, 2020, meeting; seconded by Janet Bussan.

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

\$ 11,847.30	Gross Pay	\$ 171.70	ER-FICA-MED
\$ 10,116.40	Net Pay	\$ 2,179.43	941 Employer's Fed Tax*
\$ 734.52	ER-FICA-SS	\$ 457.69	IL-501 Tax Payment*

*Withholding to be debited 08-17-2020

July Invoices to pay total \$34,386.70 including \$204.75 for estimated VISA. Known July Auto-Pay to be paid is \$730.47. Motion carried.

AGENDA ITEM III. REPORTS

A. PRESIDENT'S REPORT – Ben Petitgout

Submitted an Invoice June 26 in the amount of **\$73,459.75** to Jo Daviess County for the first Property Tax Distribution. The check was received and deposited into our checking account on July 20, 2020.

Placed order for three (3) Cardiac Monitors. Total cost will be approximately \$1,000.00 less. One monitor for Menominee Dunleith Fire Department will not need to transmit data via Verizon Wireless.

Posted 2003 Ford Ambulance (1A17) on a social media website for \$9,000.00 and received a counter-offer of \$7,500.00. Polled Executive and Vehicle Committees; counter-offer was agreed upon. Attorney Roth prepared a Bill of Sale. The new owner provided a cashier's check and took possession of vehicle on July 21, 2020. The check has been deposited to the District's account.

Sent June 25 GAEMSD Board meeting minutes to Miner, Gilroy and Meade which show the Board's approval to write off Bad Debt in the amount of \$12,562.68.

Our recent audit with Benning Group went smoothly.

GAEMSD Checking Account interest rate was reduced to 0.25% on June 30, 2020.

Seven (7) month CD will mature on August 24, 2020. If reinvested for one (1) year, the interest rate will be 0.20% which is less than what the District receives for its checking account. Petitgout will check around area financial institutions.

Signed and returned the Letter of Engagement from Miner, Gilroy & Meade to provide Accounting Services for the fiscal year ending April 30, 2021.

Provided a copy of the proposed Policy Manual to attorney Roth for an opinion. His response will be discussed in Policy Committee reports.

Met with Greg Hart of Arrow Digital on Wednesday, July 22 re: GAEMSD website.

Miner, Gilroy and Meade informed Aishah there were several Accounts and Account Descriptions on this year's budget that should be addressed.

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

1. The **GAEMSD account balance total** is \$420,040.70 (Checking Accounts totaling \$270,040.70 plus the \$150,000.⁰⁰ Certificate of Deposit).

The **EMS Association account balance total** is \$19,416.07 (Checking \$6,315.66; Savings \$7,545.61; CD \$5,554.80).

Grand total of all accounts is \$439,456.77.

2. Statement of Financial Position – Board members were provided with the Statement of Financial Position showing **Total Current Assets** of \$457,900.21 which includes two Accounts Receivable amounts totaling \$112,278.90 and the \$150,000.⁰⁰ Certificate of Deposit.

Total Current Liabilities are \$67,679.11 and includes \$27,500.⁰⁰ for the Paycheck Protection Program Note Payable and the \$7,250.70 HHS Stimulus Note Payable.

3. Statement of Revenue And Expenses – Board members were provided with the Statement of Revenue and Expenses for the month ended June 30, 2020. **Revenue** total was \$14,856.69 after Contractual Allowances of \$20,037.55 for Medicare, Medicaid, Insurance, and Bad Debts. Year-to-date total revenue is \$28,521.34.

For the month ended June 30, 2020, **Total Operating Expenses** were \$39,455.00. Year-to-date Total Operating Income(Loss) is (\$43,369.94).

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.

Sent an e-mail to The Galena Territory Association's General Manager, Steve Wyland, with information regarding joining GAEMSD's purchase of cardiac monitors for quantity pricing.

Regarding HB4086 (hotel/motel tax with revenue to Jo Daviess County area EMS agencies), Bersbach will draft a letter for President Petitgout to send to members of the Rules Committee urging them to move the Bill forward.

D. EMS Coordinator's Report – William Bingham

Galena EMS logged **59 responses from the last meeting on June 25**. This compares to 67 responses in June and 48 responses in May. In March and April, we had dipped down into the 30s.

Our new Lifepak® **cardiac monitors have been ordered** and should arrive soon. Once both arrive, the Lifepak® representative will come in to program the units and train our personnel. We received Menominee-Dunleith's Lifepak® last week. We are **ordering the mounting brackets** for the cardiac monitors.

Mercyhealth™ CEU training is underway throughout July. This month's training topic is **basic and enhanced airway maintenance**. We have set up airway stations and we are also accommodating any other issues that members bring up during the session. We have set up five in-house dates with day, night, and weekend times which are available to all members.

We remain hopeful that our in-person trainers from Mercyhealth™ will show up soon. As of two weeks ago, the **MercyHealth™ training staff came off furlough status**.

We are in the early stages of **preparing a recruitment initiative** for new members including current certified members, those willing to become certified, and Drivers. Several members have dropped off since COVID-19 and those that are doing the heavy lifting are getting tired. This initiative will be rolled out in late August-early September. By November, Bingham hopes to have a document prepared that addresses **Galena EMS Paramedic staffing needs**. In addition, Bingham has expressed our interest to MercyHealth™ in **hosting an EMR and/or an EMT class** at their earliest convenience.

Over the past month, we have had to deal with a few instances of Galena EMS personnel being exposed to COVID-19. To the best of our knowledge, all personnel impacted followed the necessary protocol and are cleared and resuming normal activities.

We **continue to stock up necessary PPE** and, given the current COVID-19 status, we anticipate **continuing this stocking process into June 2021**. As the local COVID-19 numbers continue to climb, we will adjust our PPE protocol accordingly.

We **received a \$20K check from Freeport Community Foundation** in late June and are waiting on a **\$26K check from the Office of the State of Illinois Fire Marshall's Office**. Both contributions will be **used to pay for the Lifepak(s)®** (Cardiac Monitors).

Each member of our organization received a **gift card from Galena Area Chamber of Commerce** as a token of their appreciation for the work we do.

Dan Teply, a former member, passed on July 23rd. Dan is the father of Dave Teply, father-in-law of Lynn, and grandfather of Matt and Andrew. Funeral arrangements are being handled and information will be sent to all members when available.

We must report a good news/bad news situation regarding **EMT Nicholas Dicklin**. Nicholas is heading to Iowa State University in two weeks to begin his pre-medical studies as his first step to becoming a doctor. We thank Nicholas for the many hours he provided this organization over the past three years. He plans to assist us as needed when he is home from school.

This month's Board Meeting Agenda includes a proposal to **approve another pay hike**. If approved, **hourly Call-time Wage will go to \$4.50 per hour**, and the **Response-call Wage will increase to \$7.50 per call**. The adjustment would be effective beginning Saturday, August 1, 2020.

E. EMS Association Report

1. EMS Representative, Sandra Weber, reported mask wearing has improved since last month's meeting and it is greatly appreciated. Covid-19 numbers were 61 on July 20 and 85 on July 23.

EMS Representative, Les Virtue, said the EMS Association tried to have a monthly meeting but did not have a quorum.

2. Vehicle Report – Wayne Moyer, Fleet Manager, was not in attendance; he advised Board President Petitgout there was nothing to report regarding vehicles.

F. Committee Reports

By-Laws and Policies

Board members were provided with an electronic copy of the Policy Manual. The Policy Manual was sent to Attorney Roth for his review.

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

AGENDA ITEM V. NEW BUSINESS

Ben Petitgout moved to establish a **Policy Regarding Citizen's Comments**; seconded by Claire Bersbach. Board members were provided with examples of guidelines for Citizen's Comments used by Jo Daviess County Board and The City of Galena. Following discussion, by consensus, the Board agreed to Adopt a Policy of three (3) minutes per speaker and not more than 15 minutes as an agenda item. Motion carried.

Ruth Foley moved to **adopt the Policy Manual** as presented at the June GAEMSD Board meeting with Attorney Roth's recommended changes #1 and #2; seconded by Susan Strand. Petitgout commented he had provided Attorney Roth with a copy of the Policy Manual. Roth listed four (4) recommendations for correcting / tightening the language in some places. Bersbach agreed with the content and the intent of the Policy Manual and thinks it's important to have the updated Policy Manual adopted and operational. Motion carried.

Claire Bersbach moved to **increase the amount of the On-Call Wage**; seconded by Linda Winter. At the January Board meeting, the Board voted 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.

Board members were provided with a chart showing the current wage and two possible increase amounts, one for a 25¢ per hour increase, the second option for a 50¢ per hour increase and the annual financial impact for each. Petitgout commented that a 50¢ per hour increase would cost the District approximately \$14,145.21 per year which includes payroll taxes. The District's current financial status is healthy; the increase is sustainable.

Following discussion, by consensus, the Board agreed to a **50¢ per hour increase effective August 1, 2020**. Ruth Foley abstained. Motion carried.

Ben Petitgout moved to **increase the Response Rate Wages** for EMRs, EMTs, and Drivers; seconded by Claire Bersbach. Board members were provided with a chart showing the current wage and two possible options. The current Rate paid is \$7.35 per response with an EMT-I being paid \$14.70 per response. Since we are a BLS (Basic Life Support) service, our one EMT-I is not allowed to perform above EMT level; that one EMT-I recommended that the EMT-I Rate be the same as for EMRs and EMTs.

Following discussion regarding the options considered, Petitgout moved to amend the motion to **reduce the EMT-I Response Rate Wage** from \$14.70 to \$7.50 per response; seconded by Bersbach. Ruth Foley abstained. Motion carried.

The Board then voted on the amended motion. Ruth Foley abstained. Motion carried. Even though the \$7.35 Response Rate is increased to \$7.50 per Response for EMRs, EMTs, and Drivers, the change from \$14.70 to \$7.50 for EMT-I reduces the potential Total Yearly Response expense by \$4,973.43.

Ruth Foley moved to **purchase mounting brackets for new Cardiac Monitors**; seconded by Susan Strand. Board members were provided with a quote from Technimount System for the necessary components. There was a minor adjustment (\$5.00) for the quoted spacer. Total cost for two (2) sets is \$2,205.00. Motion carried.

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

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Ruth Foley advised the Board of an event at Council Hill Station with the proceeds to benefit Jo Daviess County EMS agencies.

Linda Winter thanked Bill Bingham, Aishah Abdul-Aziz, and all our responders.

Ben Petitgout thanked Ruth Foley and reiterated his thanks to Aishah Abdul-Aziz for the great job they all did in securing grants. Other than replacing an ambulance, our major purchases for the foreseeable future have been made allowing us to invest in our Responders.

AGENDA ITEM VIII. ADJOURNMENT

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

President Petitgout adjourned the meeting at 7:48 p.m. until Thursday, August 27, 2020, at 6:30 p.m. at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.