

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

Board of Directors Meeting
217 Summit Street, Galena IL 61036

June 25, 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; Jan Splinter, Village of Menominee; Susan Strand, Rice Township; and Linda Winter, Rawlins Township.

Absent: None. 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, Christian Gronewold, Andrew Teply, Dave Teply, Matt Teply, and Brandon Behlke, Galena Gazette.

THE PLEDGE OF ALLEGIANCE was led by President Petitgout.

CITIZENS' COMMENTS

Dave Teply had a question about the Annual Meeting minutes related to a motion seconded by a non-GAEMSD Board member. The Annual Meeting is a meeting of the corporate membership. Anyone residing in the GAEMS District may attend, make and/or second motions.

AGENDA ITEM I. APPROVAL OF MINUTES OF REGULAR MEETING – MAY 28, 2020

Linda Winter moved to approve the **minutes of the May 28, 2020, regular GAEMSD Board meeting** as provided to the Board; seconded by Randy Beadle. Motion carried.

Randy Beadle moved to approve the **minutes of the May 28, 2020, GAEMSD Annual Meeting** as provided to the Board; seconded by Janet Bussan. Motion carried.

AGENDA ITEM II. APPROVAL OF BILLS

Claire Bersbach moved to **approve payment of the bills, payroll, tax payments, and additional bills** presented after the posting of the June 25, 2020, meeting; seconded by Susan Strand.

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

Regular Payroll:

\$ 14,080.35	Gross Pay	\$ 204.17	ER-FICA-MED
\$ 11,865.78	Net Pay	\$ 2,721.17	941 Employer's Fed Tax*
\$ 872.98	ER-FICA-SS	\$ 570.55	IL-501 Tax Payment*

*Withholding to be settled 07-15-2020

Stipend Payroll of \$2,150.00 for May is included in the Gross Pay shown above.

June Invoices to pay total \$21,038.26 including \$661.67 for VISA. Known May Auto-Pay to be paid is \$737.11. Of the Invoice total, **\$12,733.62 was a Capital Equipment purchase** for a **LUCAS 3 Chest compression unit** approved at the May meeting. Motion carried.

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

Sent an e-mail to Michele Berning **thanking Illinois Bank & Trust for providing a financial life-line** to GAEMSD when we needed it and advising that the GAEMSD Board had voted to close out our Line of Credit.

Submitted **2nd quarter reports** (March, April, and May) to Jo Daviess County SSA#6 Commission.

The **due date** for the District's Credit Card payment has been changed to the 10th of the month.

Received notification from the **Freeport Community Grant Foundation** that we were awarded a **Restricted Capital Equipment grant** in the amount of **\$20,000.00**.

Received notification from the **Office of the State of Illinois Fire Marshall's Office** that we were awarded a Restricted Capital Equipment grant in the amount of **\$26,000.00**.

Received a notice from **U.S. Department of Health and Human Services (Medicare)** that we were eligible for **additional Stimulus Funds**. Requested documents were prepared and returned. On June 19, we were awarded an **unrestricted grant** in the amount of **\$1,198.26**. The check has been received and deposited.

Signed and returned our **Letter of Engagement with Benning Group** to audit the Statement of Financial Position and to prepare federal and state returns for the year ending April 30, 2020.

Received **Letter of Engagement from Miner, Gilroy & Meade** to provide Accounting Services for the fiscal year ending April 30, 2021. Their fees will be the same as the previous fiscal year. (New Business)

Notified Mercy Health that GAEMSD was decommissioning our 2003 Ford ambulance and would not be replacing it at this time. IDPH documents were filled out, submitted, and on file.

Will **submit an Invoice to Jo Daviess County for Property Tax Distribution** when the notification has been posted on County's website.

The Board will **give thought to a six month review of a sustainable pay increase**. This will be a New Business item on the July agenda for possible effective date of August 1, 2020.

B. Treasurer's Report – Janet Bussan

1. The **account balance total** for the **EMS District** is \$340,051.16 (Checking Accounts totaling \$190,051.16 plus the \$150,000.⁰⁰ Certificate of Deposit). The **account balance total** for the **EMS Association** is \$19,416.01 (Checking \$6,315.66; Savings \$7,545.55; CD \$5,554.80). **Grand total** of all accounts is \$359,467.17.

2. **Financial Report** – Board members were provided with the Financial Report showing **Total Current Assets** of \$472,399.95, which includes two Accounts Receivable amounts totaling \$112,695.75 and the \$150,000.⁰⁰ Certificate of Deposit.

Total Current Liabilities are \$63,174.07 and includes \$27,500.⁰⁰ for the Paycheck Protection Program Note Payable and the \$6,052.44 HHS Stimulus Note Payable.

3. **Statement of Revenue And Expenses vs. Budget** – Board members were provided with the Statement of Revenue and Expenses vs. Budget for the month ended May 31, 2020. **Revenue** total was \$13,664.65 after Contractual Allowances of \$10,749.51 for Medicare, Medicaid, and Insurance. For the month ended May 31, 2020, **Total Operating Expenses** were \$32,436.28. Year-to-date Total Operating Income(Loss) is (\$18,771.63).

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.

Typed a letter for President Petitgout's signature to accompany copies of the Annual Meeting Booklet that were mailed to the nine Townships, two villages, and City of Galena, with courtesy copies to Dan Reimer, Jo Daviess County; and Mr. Robert Roth, the District's attorney. Thank you President Petitgout and EMS member Shelley Finley for your help with making copies and stuffing the envelopes.

Prepared draft of an 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

Response call volume has picked up since the last Board Meeting. There were 52 calls in May and 53 thus far in June (24th). We continue to answer calls without assistance from other agencies.

We continue to **remind members to wear proper PPE** as Covid-19 is not going away any time soon. Some members still need to be reminded that it is Galena Area EMS District Policy that responders wear PPE during calls while on the ambulance and at the EMS Station.

We had two incidents regarding **possible exposure to Covid-19** patients on June 10 and June 11. The June 10 patient was negative, but the June 11 patient was positive. Because the crew on both responses had proper full PPE (N95 mask, eye protection, face shield, gown, and gloves), the Health Department and Midwest Medical Center said that there was no exposure and the response crew did not have to be quarantined. Three of our members opted to have the test done as a precaution. This was provided on June 17th.

Per Chuck Pedersen, Director, Jo Daviess County Emergency Management Agency, the state of **Illinois will no longer provide us with free PPE**. We received our last supply this week and will be on our own purchasing PPE in the future. Bingham intends to speak to Chuck next week as a follow-up.

The following information was sent to all members on June 19th:

MercyHealth™ checked in with us several times since last month. **CEU's continue** – May was Chest Trauma, June was Abdominal Injuries, and Helicopter Safety. As a reminder, a few people from MercyHealth™, including Instructors, are still on furlough.

Since our last Board meeting **Lynn Teply submitted her resignation** from the GAEMSD. The letter from Lynn was shared with the Board. We all wish Lynn the best after 13+ years of dedicated service.

In an earlier email, members were made aware that **EMS license renewals** were extended. EMR and EMT licenses are good until June 30th due to the COVID-19. Members have been asked to check their licenses to make sure they are not expiring the end of the month. If any questions, give Bingham a call and he will follow-up for you.

For several months, **members have weighed in and requested a change from the single page short form that we were asked to use several months ago**. Many suggested that the previous forms we used were better, easier to use, and flowed more consistently, making both documentation and hospital call-in more accommodating. **Effective Monday June 15 we have returned to those forms**. The forms are in the jump-bag clipboard. Members were asked to re-

familiarize themselves with the form, particularly if they are relatively new or not familiar with them. Replacement forms are in the same bay cabinet area as previous.

The following information is not a change but a **reminder**:

Within two days this past week Galena Area EMS District was fortunate to be **awarded two grants**. Aishah took the lead on these two projects – the first one was a grant from the **Freeport Community Foundation** (6/15/2020) for **\$20,000** and the second a grant from the **State of Illinois Fire Marshal's Office** (6/17/2020) for **\$26,000** for a total of \$46,000. These funds have not yet been received but we will have them in hand soon. Neither of these grants have a match requirement or any similar stipulation. Our recipient acknowledgment and response to each grant was addressed the same day as their delivery. These grants are **intended for Capital Equipment** and more specifically for the purchase of **new Cardiac Monitor/Defibrillators**.

On tonight's agenda (June 25) is discussion and possible action to purchase new cardiac monitors. If approved, payment will be made from these grant funds. In addition to these grants, we still have two other grants in the hopper (Dubuque Racing Association and Galena Foundation).

We **received \$1,198.26 from HHS Medicare (stimulus money)** on 6/19/20. These funds are in the checking account.

With Board approval last month, we **purchased our second Lucas 3 Chest Compression Unit**. Both 1A18 and 1A20 now have a Lucas.

Aishah has put in many hours preparing for the **upcoming Benning Group audit** which will take place **July 8 and 9**. Documents have been loaded on a shared folder and sent to Benning Group. Miner, Gilroy & Meade has sent the financial and accounting related documents needed for the audit. This audit will be done remotely. Aishah and Ben will be answering questions and providing any additional paperwork needed for this audit.

To date, the July 4th celebration (parade – cancelled, and fireworks – rescheduled to Labor Day), Halloween Parade, the Octoberfest, and Country Fair have been **cancelled for 2020** along with several other smaller events.

If there are any questions, contact Coordinator Bingham.

E. EMS Association Report

1. EMS Representative, Les Virtue, commented on **training which has been conducted electronically**. In person in-service trainers have been furloughed. Ruth Foley is going to talk with EMS Coordinator Bingham about training.

EMS Representative, Sandra Weber, checked on **how Covid-19 statistics for Jo Daviess County are determined**; talked with the head nurse at Midwest Medical and confirmed the numbers reported are reliable.

Weber appreciates the hard work the Board has been doing for the EMS Association but feels the Board is disregarding the **policy to wear a mask when in the Station**. She, and a number of EMTs, are upset with that behavior of the Board in general.

While she is not working as many hours this summer, she is going in two to three times a week since returning to work about a month ago. As a Territory resident, Weber does not live within five minutes of the Station; she has to stay at the Station for her 12-hour shifts.

A lot of retired people are taking calls and are at a higher risk. Cloth or surgical masks provide approximately 60% protection, depending on the mask. Wearing a mask not only

protects the person wearing it, it also protects others. Not wearing a mask is disrespectful and shows a disregard for the health of others and their family members.

Weber has observed ten instances of the Board not wearing a mask when in the station and has raised the issue with EMS Coordinator Bingham.

2. Vehicle Report – Wayne Moyer, Fleet Manager submitted a written report:

Radio equipment was removed from 1A17 by Mobile Electronics. Will be kept in reserve for the time being.

Reported **radio issue with 1A18** (poor signal/reception) could not be given more specific information so without any further info, will just monitor the situation to see if any other issues surface.

Reported **power issue with 1A20**. This also could not be confirmed as it was reported second hand. Will also see if any further complaints or reports occur.

Updating the **Wex account** still on back burner with their diminished staff due to Covid-19.

Working on different social media sites for **listing 1A17 for sale**. Prior to it being officially listed, both Board President Petitgout and EMS Coordinator Bingham will review the listing to see if anything needs to be changed, corrected, or added

F. Committee Reports

Going forward, Executive, Nominating, Social, and Vehicle Committee Reports will not be listed on the Agenda unless the Committee has something to report.

Budget and Finance

Closed out our \$75,000.00 Line of Credit with Illinois Bank & Trust.

Interest rate on the District's checking account will be lowered at the end of the month.

FY 2020-2021 **proposed budget was reviewed** at the May 28 Board meeting with possible action at the June 25, 2020, Board Meeting.

The Committee met again on June 23 and made minor adjustments. The new proposed budget is:

Total Revenue	\$ 586,311.00
Total Operating Expenses	\$ 773,310.00
Net Income	(\$ 185,468.00)

Building and Grounds

The second sink hole in the parking lot has been repaired.

A/C units were serviced.

Carpets in the Meeting Room, Staff Lounge, and Business Office will be shampooed June 30.

Dirt work and seeding has been completed by the landscaper.

By-Laws and Policies

Board members were provided with an **electronic copy of the Policy Manual**. This will be tentatively listed as a New Business item for the July Board meeting. Committee Chair Randy Beadle thanked committee members Pam McIntyre, Ruth Foley, Bill Bingham, Christian Gronewold, and Ben Petitgout and said considerable time had been spent going through the document to ensure the Policies do not overlap EMS Policies. Beadle further commented that a different set of eyes may find changes and the Policies can be changed. Pam McIntyre said there were a couple issues that needed to be looked at (Chain of Command).

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

AGENDA ITEM V. NEW BUSINESS

Claire Bersbach moved that the District **Purchase Cardiac Monitors**; seconded by Ruth Foley. The Board was provided with information regarding the District's current financial status, the cost to purchase one, two, or three monitors which includes \$4,000 trade-in for each monitor, and the projected remaining Cash on Hand as a result of the purchases.

The District's current cardiac monitors will no longer be serviced effective January 2021; supplies and repair parts will no longer be available. **In the past, a cardiac monitor has been provided to Menominee-Dunleith.** Ruth Foley suggested contacting the others who use the same cardiac monitor as GAEMSD (Elizabeth, Scales Mound, and The Galena Territory).

Claire Bersbach will contact The Galena Territory's General Manager, Steve Wyland, to see if they would be interested in being included in joining a quantity purchase.

GAEMSD will purchase three (3) cardiac monitors at \$89,916.06 which includes \$12,000.00 trade-in. **One cardiac monitor will be provided to Menominee-Dunleith.** Motion carried.

Ben Petitgout moved to **Write off Bad Debt**; seconded by Linda Winter. Based on information provided to Linda Winter and President Petitgout from Administrative Assistant, Aishah Abdul-Aziz, relating to her conversation with Deb at Miner, Gilroy & Meade, Professional Billing Service (PBS) had re-billed some of Lifestar's patient accounts. The uncollected balance is \$12,562.68; it cannot be sent to collection because of lack of history. That uncollected amount should be written off. **GAEMSD will write off \$12,562.68.** Motion carried.

Ben Petitgout moved that the District **award Covid-19 bonus pay** for the month of May; seconded by Claire Bersbach. Board members were provided with a chart showing the hours (50 or more) EMS members put in during the month of May. This bonus totals \$2,150.⁰⁰, which is \$300.00 less than last month. Linda Winter asked EMS personnel attending the meeting if they had any comment on the bonus pay. Comments included it shows that the Board is willing to invest in EMS responders and a question about how the levels of pay were determined. Motion carried.

Randy Beadle moved that the District **sign the Letter of Engagement with Miner, Gilroy and Meade to Provide Accounting Services for the Fiscal Year Ending April 30, 2021**; seconded by Pam McIntyre. There is no change in the amount charged and we are very happy with the service provided. Motion carried.

Linda Winter moved to **Adopt FY2020-2021 Budget**; seconded by Janet Bussan. Board members were provided with a copy of the proposed Budget at the May 28 Board meeting. With the cancellation of area events (4th of July Rodeo, Parade, Hallowe'en Parade, Country Fair), revenue generated from Stand-By Details was reduced. **Additional adjustments made to the proposed Budget** were: Bad Debt -\$30,000.00; Total Revenue was reduced from \$598,874.00 to \$586,311.00; Interest Income was reduced from \$2,634.00 to \$1,531.00; Net Income/(Loss) increased from (-\$171,802.00) to (-\$185,468.00). Motion carried.

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

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Claire Bersbach commented that the list of **Equipment Purchased** prepared by Aishah Abdul-Aziz was very helpful.

Pam McIntyre asked about the status of the **website**. President Petitgout has talked with another provider and will follow up on that.

President Petitgout thanked members of the Budget & Finance Committee and members of the By-Laws & Policy Committee for their work. Petitgout also thanked Bill Bingham and Aishah Abdul-Aziz for the **grant funding** we have received. It has enabled us to make major equipment purchases.

AGENDA ITEM VIII. ADJOURNMENT

A motion to adjourn was made by Susan Strand, seconded by Janet Bussan. Motion carried.

President Petitgout adjourned the meeting at 7:42 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.