

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

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

November 30, 2021



MINUTES

CALL TO ORDER President Ben Petitgout called to order the meeting of the Galena Area Emergency Medical Service District Board of Directors at 6:31 p.m.

ROLL CALL

Board members present: Randy Beadle, Vice President; Claire Bersbach, Secretary; Pam McIntyre; Ben Petitgout, President; Jim Rigdon, Treasurer; Susan Strand; and Linda Winter.

Absent: Jan Splinter. A quorum was established.

EMS personnel present: William L. Bingham, EMS Coordinator, and Aishah Abdul-Aziz, Administrative Assistant.

EMS Association representative(s) present: Shelley Finley.

EMS Association members present: None.

Others present: Renee McCartney.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Linda Winter moved to approve the Consent Agenda, consisting of **approve minutes** from the **October 28, 2021**, regular GAEMSD Board of Directors' meeting and the minutes from the **November 18, 2021**, special GAEMSD Board of Directors' meeting; payment of estimated **November Invoices** of \$12,117.12 plus estimated VISA \$674.60, and known November Auto-Pay of \$796.39, as provided to the Board. Seconded by Randy Beadle.

Claire Bersbach had questions about the Code Number for two items shown on November bills to be paid as well as several expenses charged to the Office Expense line item which were, in fact, not office expenses. There is no other line item listed for those expenses which do not fit into any of the categories. Bersbach asked that the Board more closely monitor Expenditures for items showing a low remaining balance in order to transfer funds in a timely manner. Bersbach also asked the Board to re-consider Fund Accounting.

President's Report – Ben Petitgout

- Attended November 3, 2021, Ambulance Committee meeting.
- Illinois Public Access Counselor's website still "currently down." Unable to complete annual FOIA and OMA Certifications.
- Benning Group had questions regarding our insurance policy. Forwarded to McCoy Insurance for reply.
- Met with a potential Board member.
- Damaged garage door panels have been replaced.

Treasurer's Report – Jim Rigdon

GAEMSD District Account Balances as of 11-29-2021:

\$ 858,098.12	District Total All Accounts at Illinois Bank & Trust
\$ 18,830.63	EMS Association Accounts Total

AGENDA ITEM I. CONSENT AGENDA – continued:**Treasurer's Report** – Jim Rigdon – continued:

Financial Statements for the period ended 10-31-2021:

\$ 1,018,585.95	Assets (Includes \$209,804.77 Accounts Receivable amounts)
\$ 34,344.96	Liabilities
\$ 111,385.45	Revenue (Includes \$11,675.46 Contractual Allowances)
\$ 50,274.74	Expenses
\$ 152,597.69	Year-to-Date Operating Income / (Loss)

Secretary's Report – Claire Bersbach

- Typed minutes from previous Board of Directors' monthly meetings.
- E-mailed meeting materials to Board members.
- Copied meeting materials and assembled Board packs.
- With help from Board Member, Linda Winter, sent \$50 Piggly Wiggly gift cards with a holiday wishes "Thank You" card to 34 EMS Members.
- Met with EMS Coordinator Bingham regarding the EMT Training Classes:
 - Developed an ad to be placed in the 12/1 and 12/15 editions of the Galena Gazette and 12/1 and 12/15 editions of the Flash.
 - Developed an ad to be placed in the late December / early January edition of The Territory Times (The Galena Territory – GTA).
 - Submitted an article for publication in the late December / early January edition of The Territory Times.
 - Worked with GTA's webmaster on eblasts of information regarding the EMT Training classes.
 - Forwarded an article of information to Brandon Behlke requesting it be published in the 12/1 Galena Gazette.
 - Composed a letter from EMS Coordinator Bingham which included a bulletin board notice with information about the EMT Training classes. Letters mailed to JDC EMS Coordinators, Fire Department Chiefs, Sheriff Turner, Police Chiefs, JDC Administrator, JDC Board President, Mayors / Presidents of Cities and Villages, Township Supervisors, School Districts, Library Officials, Midwest Medical Center's CEO; The Galena Territory's Security Coordinator, General Manager, Board President, and Territory Fire Station. A total of 81 letters were sent.

Motion carried.

END OF CONSENT AGENDA**AGENDA ITEM II. CITIZEN'S COMMENTS** – There were no comments.**AGENDA ITEM III. REPORTS****1. EMS Coordinator's Report** – William Bingham

CEU Training was held on November 2nd with good attendance. Our SwedishAmerican Hospital crew provided several skill topics with hands on-experience.

In-House CEU Training will take place on December 7th, 2021, at 7:00 p.m. hosted by Ruth Jackson and Tadeo O'Brien. Topic will be **Pediatric Emergencies**.

We have received a complete **2022 EMT Program schedule**. Classes will run from January 4th to May 24th. We have three applications so far. During the four months of class time, we

AGENDA ITEM III. REPORTS – continued:**1. EMS Coordinator's Report** – William Bingham – continued:

will continue to maintain CEUs for all members to ensure that CEUs are available for everyone. We have arranged these sessions at the Galena Fire Department.

Bingham **thanked Board of Directors' Secretary, Claire Bersbach**, for the hours of work she provided over the last few weeks creating, arranging, and distributing multiple flyers to a multitude of organizations with a goal of mass distribution for the upcoming EMT training program.

Bingham has read all of the **new IDPH Rule regarding Covid-19 impacting vaccinated and unvaccinated members**. This issue impacted a few members and has been addressed individually. There are no real issues with current membership.

At our last meeting, Bingham addressed **issues with Midwest Medical Center (MMC)** and is pleased to report that this issue is close to resolution. Since the letter from Tracy Bauer dated November 18, no issues have been brought forward and Bingham has personally recognized a significant change in attitude with both Nurses and Doctors. Bingham will be meeting with Tracy, Dr. Kehoe, and others within the next few weeks to ensure this never happens again.

EMS Coordinator Bingham expressed his **thanks to Doug Rahden, EMT**, Galena Area EMS District, for his help in getting this issue addressed and resolved. Doug is on the MMC Board of Directors and was instrumental in making this happen.

Nicholas Dicklin contacted us November 28th. Unfortunately, his family is moving to Ames IA. They will be leaving The Galena Territory and moving to Ames in January. He does plan on being here over the Christmas Holidays and will remain on the roster for now.

Bingham said we will **soon be welcoming** Stephanie Soppe, Natalie Stangl, EMT Gabriel King, and Lucas Oleskow to our organization. All are at various levels of processing. All are interested in the EMT Training class; Natalie is on the list for the Class; Gabriel should have his paperwork approved by SwedishAmerican Hospital within the next few weeks.

With the help of Wayne Moyer, Bingham provided Ken Calvert (EMS Association President) with a **family-in-need for this Christmas**. Our EMS Association will address this at the December 7th meeting.

Emergency Calls for November: 73 responses / 75 patients treated**2. Administrative Assistant** – Aishah Abdul-Aziz

Aishah reported **two donations received**. For the EMS Association, \$50.00 from Mayor Terry Renner in memory of Bill Bingham's mother. Unrestricted \$1,000.00 from the Galena-Jo Daviess County Historical Society & Museum, Heroes for History Stair Run.

3. Fleet Manager – Wayne Moyer

Moyer was not in attendance at the meeting. Information provided by EMS Coordinator, Bill Bingham: 1-A18 will be out of service for most of the day December 1st for brake work.

4. EMS Association Representative – Shelley Finley

On behalf of the EMS Association members, Shelley **thanked the Board for the gift certificate**, commenting receiving it before Thanksgiving was especially appreciated.

The EMS Association is planning a **dinner at the Elks** on the 15th.

The next EMS Association meeting is December 7th. An Agenda item is consideration of revising the EMS Association's By-Laws.

5. **Committee Report(s)**

Ambulance Replacement Committee – President Petitgout commented he had received a request from Ambulance Replacement Committee Chair, Jeremy Werner, to reschedule the December 1st meeting to December 8th. The vendor asked for more time to finalize the proposal in consideration of changes to specifications requested by the Committee.

AGENDA ITEM IV. UNFINISHED BUSINESS

1. Ben Petitgout moved to discuss **establishing an hourly on-call wage for EMT-Paramedic** with SwedishAmerican approval; seconded by Claire Bersbach.

Discussion had been postponed from the October 28, 2021, Board of Directors' meeting. Petitgout stated we are not yet at a point to establish an hourly on-call wage for EMT-Paramedic and moved to amend the motion to postpone discussion to the regularly scheduled January 2022 Board of Directors' meeting; Bersbach seconded. Motion carried.

AGENDA ITEM V. NEW BUSINESS

1. Randy Beadle moved to **Revise the Board of Directors' Meeting Schedule for January through April 2022**; seconded by Jim Rigdon. Board members were provided with the proposed revised meeting schedule showing the meetings for those months on Wednesdays as follows: January 26, February 23, March 23, and April 20, 2022. The change is to accommodate the EMT Training classes which will be held on Thursdays during those months. Motion carried.

AGENDA ITEM VI. CITIZEN'S COMMENTS – There were no comments.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Linda Winter thanked Board Member Claire Bersbach for the work she did on the Thank You (appreciation) cards sent to the EMS Members.

Jim Rigdon asked whether there would be a Board of Directors' meeting in December. Based on Board members' comments regarding availability, it appears there would not be a quorum. **The Board of Directors' meeting for December will be cancelled.** President Petitgout will post a notice to that effect.

President Petitgout commented he plans to **appoint a couple ad hoc committees** after the first of the year. One would be Building and Grounds to look at some big-ticket items, for example: acoustics in the meeting room and lighting in the ambulance bays. The fixtures are so old it is difficult to get replacement bulbs; perhaps consider LED.

Bill Bingham thanked everyone for the help and support that has been provided.

Petitgout asked Renee McCartney if she had any questions. She asked what number constituted a quorum. Petitgout advised that it is five (5) Board members present.

There was a comment about an EMS member who recently had a death in the family. Bersbach will send a sympathy card on behalf of the Board of Directors and the EMS Association members.

AGENDA ITEM VIII. ADJOURNMENT

Susan Strand moved to adjourn the meeting; seconded by Pam McIntyre. Motion carried. President Petitgout adjourned the meeting at 7:10 p.m. until the Board of Directors' meeting on **Wednesday, January 26, 2022, at 6:30 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.