

**GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT**  
**Board of Directors' Meeting**  
**217 Summit Street, Galena IL 61036**  
**January 26, 2022**



**MINUTES**

**CALL TO ORDER** President Ben Petitgout called to order the meeting of the Galena Area Emergency Medical Service District Board of Directors at 6:32 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:** Christian Gronewold and Jeremy Werner.

**Others present:** Renee McCartney.

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

President Petitgout pulled **New Business Item Number 1**. "Appointment to fill a vacancy on the GAEMSD Board of Directors" for action prior to the Consent Agenda. Per our By-Laws (Article III, Section 14), an appointment by the Board President to fill a vacancy is "with Board Approval." Linda Winter moved to **appoint Renee McCartney to the Galena Area Emergency Medical Service District Board of Directors**; seconded by Claire Bersbach.

Petitgout commented that Renee's father, Richard Runde, had been an original Board member for 21 years; Renee had been an EMT with our Service in the mid-90s, attended last month's Board meeting, and is community minded. Motion carried.

**AGENDA ITEM I. CONSENT AGENDA**

Claire Bersbach moved to approve the Consent Agenda, consisting of **approve minutes** from the **November 30, 2021**, regular GAEMSD Board of Directors' meeting; payment of estimated **January Invoices** of \$19,618.85 which includes **estimated VISA** of \$751.72, known **January Auto-Pay** of \$1,298.41, and Financial **Policy: Payday** approved at the October 28, 2021, Board of Directors' meeting, memorialized in Policy format, as provided to the Board. Seconded by Susan Strand.

**President's Report – Ben Petitgout**

- Sent in license plate renewal with check (notification received 12/13/2021)
- Completed annual FOIA and OMA Certifications.
- Audit: Signed Management Representation Letter attesting we provided all the information requested for the Audit and signed form 8879 authorizing Benning Group LLC to file.
- Met with Unit 1 Insurance claims adjuster 12/7/21 re: damage to 1-A20. (\$9,386.11)
- 12/7/21 Group meeting with representatives from AT&T FirstNet, Galena Police Chief, and City of Galena Administrator. This is a nationwide cellular network that was mandated by the federal government for use by emergency services.

**AGENDA ITEM I. CONSENT AGENDA** – continued:**President's Report** – Ben Petitgout – continued:

- 12/12/21 Posted Board of Directors' December meeting cancellation notice on bulletin board.  
Posted Notice of Meeting Dates Changed on bulletin board.
- 12/16/21 Made numerous phone calls to contractors regarding repairs to the station as a result of wind damage.
- 12/17/21 Picked up Property Tax Distribution check (\$79,085.04); deposited in GAEMSD Account.
- 12/23/21 Sent Thank You letter to Engle Plumbing LLC for donating labor related to ice machine plumbing.  
Sent Thank You letter to Guys Towing & Service for their above and beyond service to get 1-A20 back in service following collision in early December 2021.
- 12/28/21 Returned completed IRS Form 990 to Illinois Attorney General via USPS. Mailing was tracked with confirmed receipt on 12/29/2021.
- 12/29/21 Worked with Dennis Harris and Guy's Truck Service to repair broken windshield washer nozzles on 1-A18.
- 12/29/21 Met with an electrician to temporarily switch wiring and breakers in the breaker panel to get the outside heat tapes working.
- 12/30/21 Met with Brittani at Illinois Bank and Trust to review our Credit Card limits. Our audit revealed we had a *combined* limit of \$5,000.00, instead of *each user* having their own limit.
- 12/30/21 Met with a contractor to do temporary repairs on wind damage to the fascia.
- 1/6/22 Met with an electrician to coordinate repairs needed to the outside heat tapes.
- Filed insurance claim with our insurance carrier for damages to Stoney Creek Inn incurred during an ambulance call response.
- Met with Board Secretary Bersbach to continue review of GAEMSD Board of Directors' Policies.
- 1/19/22 Removed failed UPS from the Server Room and temporarily rerouted power supplies for CCTV, Wi-Fi and Mediacom.  
Discovered ADA toilet in women's restroom was not attached to the floor flange. Contacted plumber for repairs.  
Discovered exterior camera facing Assisted Living was not working. Contacted Globalcom for repairs.

**Treasurer's Report** – Jim Rigdon

GAEMSD District Account Balances as of 01-21-2022:

\$ 905,863.87	District Total All Accounts at Illinois Bank & Trust
\$ 17,794.82	EMS Association Accounts Total

Financial Statements for the period ended 12-31-2021:

\$ 1,166,247.98	Assets (Includes \$261,648.03 Accounts Receivable amounts)
\$ 17,076.35	Liabilities
\$ 88,250.20	Revenue (Includes \$17,859.27 Contractual Allowances)
\$ 44,300.02	Expenses
\$ 298,820.00	Year-to-Date Operating Income / ( <del>Loss</del> )

**AGENDA ITEM I. CONSENT AGENDA** – continued:**Secretary's Report** – Claire Bersbach

- Typed minutes from previous Board of Directors' monthly meeting.
- E-mailed meeting materials to Board members.
- Copied meeting materials and assembled Board packs.
- Typed letter for President Petitgout to Invoice County for Final Property Tax distribution.
- Typed two Thank You letters as requested by Board President Petitgout.
- Sent Thank You card to Galena Gazette for publishing two quarter-page ads related to the EMT Training Classes at no cost to GAEMSD. Thank you to Shelley Finley for calling to my attention that the Gazette has a fund to promote membership and training.
- Reviewed Audit and Form 990.
- e-mail to Galena Gazette to publish Public Notice to change GAEMSD meeting dates for January, February, March, and April.
- Typed Public Notice to post on GAEMSD bulletin board re: change meeting dates.
- Compiled chart showing Ambulance responses in The Galena Territory based on GTA Security Reports. Provided to Board President Petitgout and EMS Coordinator Bingham.
- Continued to work with Board President Petitgout on Policy revisions.

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

EMS Coordinator Bingham reported he is meeting on Friday, January 28th, with Midwest Medical Center ER Doctor Kehoe; Richard Robinson, SwedishAmerican/UW Health; and Doug Rahden. This is to address more **ongoing issues with MMC** ordering our Responders to by-pass MMC and go to Dubuque. This is a carryover from three months ago at which time the nonsense appeared to stop in late 2021. This will be the third time in the past six months that we have had to address this issue.

On January 15th we completed a **CPR Class**. Ruth Foley was the Instructor. We do this at least twice per year. Members may not respond to calls without this credential.

We will be participating in the upcoming Galena Special Olympics parade on February 1st at 5:30 p.m.

We will be **re-evaluating our on-call and response call fee structure** during the month of February and plan to present this at the March Board of Directors' Meeting.

Based on a determination by SwedishAmerican/UW Health, we **anticipate confirmation to apply for Paramedic status** within the next few months. In anticipation of this important change, we are currently determining Paramedic salaries and addressing all the necessary adjustments as required. Once approved, we will remain an EMT service with the option of paramedic response based on call availability.

We recently provided an **updated Special Detail document** to President Petitgout. This has not been changed for the past two years.

As we do at the beginning of the new year, we are **reviewing all member files**. This assures accuracy and confirms all necessary credentials are correct regarding Driver's License, CPR credentials, Fob Access, Contact Information, and Status changes. A current copy of this form was provided to President Petitgout.

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

Our **EMT class is moving along** on Tuesday and Thursday evenings. The class started with 21 students, and we are now somewhere in the area of 16 to 17 students. We have participants representing Galena, East Dubuque, Elizabeth, Warren, Scales Mound, and Key West (Iowa).

Within the past week we **purchased a Rapid Covid Test Kit** for our members. This can be used in situations involving exposure while on a call, as well as available to members covering call time who may not be feeling well.

It took four years to get where we are now, and our goal is to **concentrate on opportunities for other changes that will benefit staff and members**. We plan to make the EMS station more convenient for our members. We are also currently moving all our pagers/radios to a new secured yet accessible area in the building.

Bill and Aishah spent 10 days with family in Florida during the Christmas holiday. While jammed tight with medical responses, **many of our members stepped up and covered multiple responses**. We thank them for stepping up and we **thank this Board for the work done** in the past four years that got us to this point.

In December 2021 we responded to 72 calls.

In January (to-date) we have responded to 66 calls.

**Total calls for 2021 were 858 responses (878 patients) compared to 742 in 2020.**

**2. Administrative Assistant** – Aishah Abdul-Aziz

Aishah reported she is currently working on **members' CEUs** to make sure their training hours from Mercyhealth™ are carried over to SwedishAmerican/UW Health and making sure they are **registered on Vector Solutions**, which is a targeted solutions site that will allow members to track their own CEU hours and take online training if they are short of hours. This will also **ensure that members are not dropping the ball when it comes to renewal of their EMT/EMR license**.

Received **\$20,000.00 donation** (unrestricted) from J&R Rental. Written Thank you has been sent as well as a phone call from EMS Coordinator Bingham thanking the donor

Received **\$150.00 donation** (unrestricted) from Jo Carroll Energy.

Received **\$50.00 donation** (unrestricted) from a patient along with a thank you note for the medical care she received. The check has been given to the EMS Association.

Received **\$500.00 from a DUI claim** that we submitted November 2020.

Every year IPRF (Work Comp) awards a certain amount of funds as a grant to its members. Aishah received a letter that we are qualified for a **grant in the amount of \$1,498.00** and she will be applying for this grant.

**3. Fleet Manager** – Wayne Moyer

Moyer was not in attendance at the meeting. Information provided by EMS Coordinator, Bill Bingham: **repairs to 1-A20** – still need one part, hope it is received by Friday, January 28.

**Rugged laptops** have been installed on the ambulances.

**4. EMS Association Representative** – Shelley Finley

Shelley reported the EMS Association is currently **reviewing their Bylaws**, discussing **quorum requirement** based on people in attendance at the meeting rather than based on the number of members on the Roster. With the business meeting being held after the monthly training, not all members stay for the meeting. Next month they will change the order to dinner, business meeting, then training.

**AGENDA ITEM III. REPORTS** – continued:4. **EMS Association Representative** – Shelley Finley – continued:

The EMS members are excited about the EMT class and new members joining the Roster.

5. **Committee Report(s)**Ambulance Replacement Committee – Jeremy Werner, Chair

Vendor was supposed to bring a demo ambulance January 19; Covid issues caused a delay. Is hopeful to meet **with vendor next Wednesday, February 2**, with the demo ambulance. Chassis has not been built yet – three week shut down, no parts. Looking at four to six weeks before build begins. **Hope to roll the rig by this fall.**

Met with Butch at **Signcraft, Inc.** Showed him the designs on our rigs.

Commented that 1-A18 (2016) has been running pretty good recently; maybe consider getting rid of 1-A20 first (2009). Have eight to nine months to make that decision.

Appoint Budget Committee

President Petitgout **appointed the Budget Committee**: Treasurer Jim Rigdon will Chair the Committee; Linda Winter who has served on the Committee for several years; and Claire Bersbach. EMS Coordinator William L. Bingham and Administrative Assistant Aishah Abdul-Aziz will serve as advisors; President Petitgout is an ex-officio member of the Committee and has provided the Committee with a list of “big ticket” items for consideration.

**AGENDA ITEM IV. UNFINISHED BUSINESS**1. Ben Petitgout moved to discuss **establishing an hourly on-call wage for EMT-Paramedic**; seconded by Randy Beadle.

Discussion was postponed from the November 30, 2021, Board of Directors’ meeting to the January 26, 2022, meeting. Petitgout stated we are still not at a point to establish an hourly on-call wage for EMT-Paramedic. If we are successful with SwedishAmerican/UW Health with ALS upgrade status, estimated Paramedic wage would range between \$15.00 to \$19.00/hour.

Petitgout moved to amend the motion to take this item off the Agenda until we are ready with our status upgrade and consider putting it on the March Agenda; seconded by Claire Bersbach. Motion carried.

**AGENDA ITEM V. NEW BUSINESS**1. Discussion and possible action on **appointment to fill a vacancy** on the GAEMSD Board of Directors was acted on earlier in the meeting.2. Randy Beadle moved to **apply to SwedishAmerican/UW Health for GAEMSD to provide Paramedic ALS Service**; seconded by Pam McIntyre.

EMS Coordinator Bingham advised once the Board approves, it’s a matter of signing the document and commented about 10% to 15% of all calls are for Paramedic.

Randy Beadle brought up concerns if an EMT is at the Station as well as a Driver and a Paramedic and the Paramedic gets a wage about twice what the EMT or Driver gets, will that cause problems with the other EMS members.

Bingham commented there are other options we can look at. We would be a Basic Service that can sometimes provide ALS.

Shelley Finley commented when they call for a Paramedic upgrade, it is because it is something the patient needs. Motion carried.

**AGENDA ITEM V. NEW BUSINESS** – continued:

3. Claire Bersbach moved to provide **Tuition Advance** to three (3) Galena EMS Students; seconded by Jim Rigdon.

We have three Galena EMS students taking the EMT Training class who do not have the required \$750.00 tuition. Two are already on the GAEMSD Roster. Funds for the Advance would come out of the District's budget. Total financial impact would be \$2,250.00

Randy Beadle asked what if the students cannot afford to pay us back? If they complete the training and pass the certification, they are eligible for financial assistance from the Richard Peterson EMT Endowment Fund. That Fund would pay GAEMSD directly for the tuition advance.

The Advance will be provided with reimbursement made to the District regardless of whether the students complete the EMT Training and pass Certification. Motion carried.

4. Linda Winter moved to review and **accept the FY2021 Audit Report and the 2021 Return of Organization Exempt from Income Tax Form 990 completed by Benning Group LLC, as presented**; seconded by Randy Beadle.

Board members were provided with a copy of the FY2021 Audit and Management letter as well as a copy of the 2021 Return of Organization Exempt from Income Tax Form 990 completed by Benning Group LLC.

President Petitgout commented we were "dinged" on Segregation of Duties, which is recognized as challenging in small organizations. Otherwise, we had good remarks from the Auditors. Petitgout met with the Auditors in August 2021. Filed the documents with Illinois with tracking that confirmed receipt on 12/29/2021. Motion carried.

5. Linda Winter moved to approve and adopt the **Financial Policy: Compensation – EMS Personnel**; seconded by Susan Strand.

Board members were provided with a copy of the proposed Policy which establishes that the GAEMSD Board of Directors sets the hourly wage for On-Call time, for Responses, and for completing Pre-Hospital Care Reports (PCR) for all EMS personnel, EMTs, and Drivers. Motion carried.

6. Linda Winter moved to approve and adopt the **Financial Policy: Credit Card Use**; seconded by Claire Bersbach.

Board members were provided with a copy of the proposed Policy which establishes that credit cards on the District's name shall be used only for business purposes, the total number of credit cards, the credit limit on each card issued, the name of the office for which a credit card is issued, and total financial exposure of \$10,000.00 for the District. Motion carried.

7. Randy Beadle moved to approve and adopt the **Financial Policy: Reimbursement – Expense**; seconded by Linda Winter.

Board members were provided with a copy of the proposed Policy which establishes that anyone who incurs an expense related to conducting business on behalf of GAEMSD shall be reimbursed for actual expenses by turning in a receipt or proper documentation of the expense for reimbursement.

Bersbach commented that the actual Personal Reimbursement Request Forms are still a work in progress and will be reviewed by EMS Coordinator in the next few weeks. Bersbach cited examples of some typical expenses that would be reimbursed, ex: use of personal vehicle, compensation for time spent taking an ambulance for inspection, etc. Motion carried.

**AGENDA ITEM V. NEW BUSINESS** – continued:

8. Randy Beadle moved to approve and adopt the **Financial Policy: Payment – Bills and Invoices**; seconded by Susan Strand.

Board members were provided with a copy of the proposed Policy which establishes that the Board of Directors' President reviews all bills and invoices prior to processing for payment; the Policy establishes the Procedure to be followed. Motion carried.

7:40 p.m. Jeremy Werner left the meeting.

**AGENDA ITEM VI. CITIZEN'S COMMENTS**

Shelley Finley asked at what point do we stop being volunteers vs. employees. The IRS considers anyone who receives a W2 to be an employee. President Petitgout commented that would be a question for our attorney.

7:41 p.m. Susan Strand left the meeting.

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

Linda Winter thanked Ben Petitgout for taking care of all the building issues and further commented there are unspent funds in the EMS Appreciation line item, perhaps the Board could consider providing a meal for EMS training class.

Renee McCartney asked whether we could provide ALS to other ambulance services. President Petitgout said Elizabeth and East Dubuque are already ALS services and it would be unlikely we would extend into Warren's service area.

Randy Beadle said "thank you" to the EMTs, EMRs, Drivers, Bill Bingham, and Aishah Abdul-Aziz, commenting we have come a long way. Beadle noted 800 plus calls in a 12 month period and again congratulated all the EMS members.

Ben Petitgout commented he is excited about how far we have come, is pleased with Board member engagement, and that our EMS Association members are "crushing it."

Claire Bersbach again thanked the Galena Gazette for not charging the District for the two quarter-page ads to promote awareness of the EMT Training Class. Bersbach also thanked Shelley Finley for calling that possibility to her attention.

Jim Rigdon mentioned the cardiac monitors for The Galena Territory. They are getting the same as what GAEMSD uses, about \$36,000.00 each; two monitors – one at The Territory fire station and one at the Scales Mound Fire Protection District fire station.

**AGENDA ITEM VIII. ADJOURNMENT**

Renee McCartney moved to adjourn the meeting; seconded by Pam McIntyre. Motion carried. President Petitgout adjourned the meeting at 7:47p.m. until the Board of Directors' meeting on **Wednesday, February 23, 2022, at 6:30 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.