

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

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

February 23, 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 6:31 p.m.

ROLL CALL

Board members present: Claire Bersbach, Secretary; Renee McCartney; Pam McIntyre; Ben Petitgout, President; Jan Splinter; and Linda Winter.

Absent: Randy Beadle, Vice President; Jim Rigdon, Treasurer; and Susan Strand. 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

Others present: None.

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 **January 26, 2022**, regular GAEMSD Board of Directors' meeting; payment of estimated **February Invoices** of \$10,186.59 which includes **estimated VISA** of \$1,102.36, and known February **Auto-Pay** of \$1,311.36; seconded by Pam McIntyre.

President's Report – Ben Petitgout

- Nothing significant to report.

Treasurer's Report – Jim Rigdon

GAEMSD Account Balances as of 02-18-2022:

\$ 889,531.24	District Total All Accounts at Illinois Bank & Trust
\$ 18,244.88	EMS Association Accounts Total

Financial Statements for the period ended 01-31-2022:

\$ 1,222,937.21	Assets (Includes \$301,647.91 Accounts Receivable amounts)
\$ 28,336.09	Liabilities
\$ 89,602.65	Revenue (Includes \$3,666.59 Contractual Allowances)
\$ 50,427.82	Expenses
\$ 337,994.83	Year-to-Date Operating Income / (Loss)

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.
- Continued to work with Board President Petitgout on Policy revisions.

Motion carried.

END OF CONSENT AGENDA

AGENDA ITEM II. CITIZEN'S COMMENTS – None.

AGENDA ITEM III. REPORTS

1. **EMS Coordinator's Report** – William Bingham

EMS Coordinator Bingham reported Dr. Cullen Kehoe and Cory Fleege attended our monthly EMS Training on February 1 to discuss and take questions about **transport issues at Midwest Medical Center** (MMC). This followed a previous second meeting addressing issues with just a few MMC Emergency Department Nurses making unnecessary attempts to not accept our patients for no legitimate reason. Dr. Kehoe shared with us that what transpired in three different situations was unacceptable. He spoke about coordination and the relationship between the two agencies. Since this meeting, we have transferred several patients to MMC with no problems.

Paperwork for **Alternate Rural Staffing** was recently submitted to Richard Robinson. This is to renew our **waiver** that expires next month. Alternate Rural Staffing allows us to respond with an EMT and EMR, instead of two EMTs. (Sent February 19, 2022.)

Paperwork for **System Modification for In-Field Upgrade** has been submitted to Richard Robinson. This request is to allow us to **provide ALS service** when we have a paramedic on-board. Richard has stated that he does not see any issues and expects to hear back within two weeks. (Sent February 21, 2022.)

1-A20 was out of service for the past two weeks for repairs. We were running with one ambulance. East Dubuque and Elizabeth were notified to assist if needed. 1-A20 is now back in service. It went to Dubuque this morning (February 23) and returned today. Call volume was down so we were able to run calls without interruption, except on a call on February 19.

The Station's **water heater** broke down and quit and was replaced the next day.

Galena Territory Association's Annual Meeting and **Exhibitor Fair** is Saturday, February 26. We will have three members participating 9:00 a.m. to 1:30 p.m.

Rugged Tough Book computers are in both ambulances and functioning. These allow reports to be done and communication directly with Dispatch through CAD.

The **EMT Training Class** is holding strong at 16 members.

There was a **Mass Casualty Incident** (MCI) on Dodge Street February 19, 2022. This incident came in February 19 at 6:29 p.m. as a **motor vehicle accident** - 13 people in a transit vehicle that came down Dodge Street from Hill Street, went across Franklin Street, and traveled up North Dodge with no brakes to slow the vehicle down.

Responding: Galena Area EMS, Galena Fire Department, and Galena Police Department. Several EMS members not on call responded to the scene to assist. Christian Gronewold immediately called for an additional ambulance. The **triage component** went as well as can be expected given the nature of the response, potentially multiple patients, and working on the slant of Dodge Street in very cold conditions.

As triage was underway, MMC was notified of multiple patients. They responded they had only one Nurse and one Doctor on duty. Ten of our EMS members committed to proceed to MMC to assist at the Emergency Department and stayed there to assist until around 9:20 p.m.

During this Mass Casualty, Galena Area EMS was toned out to **two additional and separate medical calls**. Hazel Green was notified to a call per Mutual Aid near North Highway 84. Another call in Galena was handled by our crew after transporting the mass casualty patient to MMC.

AGENDA ITEM III. REPORTS – continued:

1. EMS Coordinator's Report – William Bingham – continued:

Nine victims were transported to MMC by Galena Area EMS. **East Dubuque Fire/EMS and Hazel Green assisted** Galena Area EMS on scene. East Dubuque transported two patients. Hazel Green took two refusals from the accident.

Galena Area EMS Enroute 6:38 p.m.

On Scene 6:41 p.m.

To Hospital 7:14 p.m. (On scene time 33 minutes)

Arrive Hospital 7:25 p.m.

Back to Quarters 9:20 p.m. (Call Total - 2 hours, 42 minutes)

We are currently putting together additional details of this call response in anticipation of being requested to provide information should any lawsuits result.

An **MCI Briefing** will take place on Sunday, February 27, from 3:00 to 5:00 p.m. at the EMS Station.

Number of calls as of February 23, 4:00 p.m., = 39 + 1 + 9 (MCI) = **48 patients**

January had 80 emergency calls.

2. Administrative Assistant – Aishah Abdul-Aziz

Aishah reported a donation of \$200.00 from Bob Todd (a 15 year EMT) in memory of his wife, Patricia; and donations in memory of Chip Roddick of \$100.00 from Lynn Gallagher and \$250.00 from the JDC Bar Association. Thank You notes have been sent. The Lions' Club donated \$1,000.00; EMS Coordinator Bingham sent a Thank You note.

Aishah has been working on Budget line items reviewing any items that no longer apply. She is also reviewing wages to prepare information for the Budget Committee.

3. Fleet Manager – Wayne Moyer

Moyer was not in attendance at the meeting. Information provided by EMS Coordinator, Bill Bingham: 1-A20 was out of service for two weeks related to crash repairs which have been completed. It is now back in service.

4. EMS Association Representative – Shelley Finley

Shelley reported the EMS Association business meeting was held prior to the Training session in February. Topic covered packaging full vacuum bag (splint).

Doug Rahden attended the meeting. He is a GAEMSD EMT, a member of The Galena Territory Association, and a member of the Scales Mound Fire Protection District. Doug advised GAEMSD EMS personnel of the newly acquired **heart monitor** which has been put on the non-transport "Rescue" vehicle located at The Territory Fire Station. The monitor is the same as those which GAEMSD has. Shelley commented it was a good training session and was well attended.

5. Committee Report(s)

Ambulance Replacement Committee – Jeremy Werner, Chair

In the absence of Jeremy Werner, President Petitgout advised that the Committee met with Klocke's Emergency Vehicles Tuesday, February 15, and fine-tuned the list of which features we want for the new ambulance. Still waiting on the VIN, cab and chassis.

February 22 met with Signcraft, Inc. A design has not yet been determined; no estimated pricing yet from Signcraft, Inc. The project is moving along. A new radio (approximately \$4,000.00) will be added to the overall cost.

AGENDA ITEM III. REPORTS – continued:

Budget Committee

President Petitgout advised that the Committee met February 2 and began an initial review of projected Revenues and Expenses line items. The Committee will be considering possible wage increases for the EMS Coordinator, Administrative Assistant, EMS Personnel, and the impact of a wage for Paramedic(s).

Petitgout displayed the work-in-progress Budget for the Board, commenting he would like to get it approved at the April meeting in order to get it to our accounting firm in May.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.

AGENDA ITEM V. NEW BUSINESS

1. Ben Petitgout moved to **Resubmit a Request for Rural Waiver Status** to SwedishAmerican Hospital/UW Health; seconded by Claire Bersbach. Petitgout commented that EMS Coordinator Bingham alluded to this in his report. Approving the Request is a formality. The Rural Waiver allows us to respond with one EMT and one EMR. Without the Rural Waiver, we would be required to respond with two EMTs. Motion carried.

2. Renee McCartney moved to approve the **Policy: Freedom of Information Act (FOIA) – Designated Legal Holidays**; seconded by Jan Splinter. The proposed Policy was e-mailed to the Board February 18 for review prior to the meeting. The purpose is to establish designated holidays related to the timelines required for FOIA replies. Motion carried.

3. Claire Bersbach moved to **approve Standby Rates Effective March 1, 2022**; seconded by Linda Winter. These rates have not been updated in the past two years. The chart of proposed Standby Rates was e-mailed to the Board February 18 for review prior to the meeting. Motion carried.

4. Ben Petitgout moved to discuss and possibly take action on **Meeting Room Upgrades consisting of Acoustics, Lighting, and HVAC**; seconded by Claire Bersbach. In March 2020 Petitgout reached out to various vendors regarding Acoustics, Lighting, and HVAC improvements to the meeting room. He recently obtained updated costs to accomplish the upgrades. Option A requires three vendors, totaling \$8,427.39 to install a drop ceiling of acoustical tiles, convert lighting to LED, and make improvements to the HVAC system.

Option B would adhere acoustic tiles to areas of the ceiling and walls and would achieve an 85% improvement in the decibel level. Option B would not make improvements to lighting or HVAC, and would cost a little over \$11,000.00.

The project will not be started prior to June due to the EMT training classes being held in the meeting room through May 24. The Board unanimously voted on Option A. Motion carried.

5. Linda Winter moved to **Adopt IRS Standard Mileage Rate Reimbursement of 58.5 cents per mile**; seconded by Jan Splinter. Information was e-mailed to the Board February 18 for review prior to the meeting. This Rate is **effective immediately** and applies to persons using their personal vehicle in conducting GAEMSD business. Motion carried.

AGENDA ITEM VI. CITIZEN'S COMMENTS – None.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Pam McIntyre said **“Thank You” to EMS Crew members** related to the Mass Casualty incident referenced in EMS Coordinator Bingham’s report.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS – continued:

Linda Winter also said **“Thank You” to our EMS Crew members.**

Claire Bersbach agreed with both Pam’s and Linda’s comments. Bersbach feels there is more of a sense of camaraderie among our EMS members than in the past.

President Petitgout shared with the Board a draft of a letter he proposes to send to the Jo Daviess County Administrator and the Mayor of the City of Galena regarding **concerns about the lack of due consideration given to the five county EMS agencies when governing bodies and committees discuss various development and marketing proposals.**

Petitgout is asking for a Round Table meeting with Board members from Jo Daviess County and Council members from the City of Galena to discuss how **Emergency Medical Services** can continue to be a viable partner.

AGENDA ITEM VIII. ADJOURNMENT

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