

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



**August 4, 2022**  
**Rescheduled from July 28, 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:** Randy Beadle, Vice President; Claire Bersbach, Secretary; Renee McCartney; Ben Petitgout, President; Jim Rigdon, Treasurer; and Linda Winter.

**Absent:** Pam McIntyre and Jan Splinter. A quorum was established.

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

**EMS Association representative present:** Christian Gronewold.

**EMS Association member(s) present:** Chris Garza.

**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 **June 23, 2022**, regular GAEMSD Board of Directors' meeting; payment of estimated July **Invoices** of \$18,387.76 which includes **estimated VISA** of \$1,488.99, and known **July Auto-Pay** of \$827.55; seconded by Randy Beadle.

**President's Report** – Ben Petitgout

- Learned the interest rates/investments voted on at the June meeting were no longer available. Through LPL Financial, the interest rates/investments are:
  - 12 months/\$200,000.00 with Ally Bank @ **2.7% (increase of .05%)**.  
This will mature June 30, 2023.
  - 6 months/\$150,000.00 with TIAAFSD @ **2.10% (increase of .10%)**.  
This will mature on December 29, 2022.
- Benning Group, LLC plans to be here for a full day on August 15 and, if needed, a half day on August 16 related to our **FY 2022 audit**.
- The first **Tax Distribution** shown on County's website was incorrect. Per the corrected posting dated July 1, 2022, the Tax Distribution amount shown was **\$54,203.94**.  
Talked with JDC Treasurer to confirm that amount and presented a letter/ invoice to County payable after their July 12 board meeting. The Tax Distribution amounts payable are based on a calculation of the percentage collected.
- Per SSA#6 Agreement, **delivered 2<sup>nd</sup> quarter reports** to the County Administrator's office, which included the minutes, financials, and chute times for the months of March, April, and May 2022.

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

- Contacted **TechSoup** regarding purchasing **Microsoft licenses** for the three new laptops. Learned that an account had previously been set up through a former Board Treasurer. Previous credentials were removed and the account was updated.
- Took the remaining five boxes of documents to The Workshop for **confidential shredding**.
- Picked up and **deposited into the GAEMSD checking account** the first Tax Distribution check in the amount of **\$54,203.94**.
- Met with Giese Roofing for **annual rubber membrane roof inspection**. There were several areas of concern that need to be addressed. They asked to be contacted in mid-September to schedule repairs before winter.
- Met with representatives from **AT&T**, Administrative Assistant Aishah Abdul-Aziz, and Communication and Technology Manager Chris Garza to review final proposal to have AT&T **provide cellular service** through their dedicated FirstNet public safety spectrum. This will be discussed in New Business Item 1.
- The second **Tax Distribution** in the amount of **\$78,204.85** was posted on County's website July 14, 2022. A letter/invoice will be presented to County prior their August 9 Board meeting.
- Worked with Board Secretary Bersbach on revisions to the Facility Access policy and a new policy for Business-Related Expenses.
- Completed annual FOIA and OMA Officer recertification.
- Anticipate meeting with SSA#6 Commission (prior to the regular August GAEMSD Board of Directors' meeting) to present GAEMSD budget request for FY2023-2024 payable in 2023.
- Considering a Round Table meeting to discuss alternate access to the east side of the Galena River should the Frank Einsweiller Memorial Bridge (Hwy. 20) be blocked during the **three (3) year realignment** of the Hwy. 20/Spring Street corridor.

## Agencies to consider:

- GAEMSD Board President, Ben Petitgout, and Board member, Jim Rigdon
- GAEMSD EMS Coordinator, Bill Bingham
- City of Galena Mayor, Terry Renner
- City of Galena Administrator, Mark Moran
- City of Galena Engineer, Matt Oldenburg
- City of Galena Public Works Director, Jason Bingham
- Galena Police Chief Eric Hefel
- Galena Fire Chief, Bob Conley
- JDC Sheriff, Kevin Turner
- JDC Communications Sergeant, Amy Gonzales
- JDC Emergency Management Director, Mike Simmons
- Canadian National Railroad Representative(s)
- Illinois Department of Transportation (IDOT) District 2 Representative(s)

**Treasurer's Report** – Jim Rigdon1. GAEMSD District Account Balances as of 07-23-2022:

\$	513,027.41	District Total All Accounts at Illinois Bank & Trust
\$	18,506.99	EMS Association Accounts Total

**AGENDA ITEM I. CONSENT AGENDA** – continued:**Treasurer's Report** – Jim Rigdon – continued:2. Financial Statements for the period ended 06-30-2022:

\$ 1,138,993.30	<b>Assets</b>	<u>Description</u>
	\$ 484,761.96	District Cash in Bank
	\$ 18,602.99	EMS Association Cash in Bank
	\$ 287,638.35	Receivables, Bad Debt Allowance, Prepaid Insurance
		<u>Investments</u>
	\$ 200,000.00	Ally Bank (LPL Financial Investment; matures 06-30-2023)
	\$ 150,000.00	TIAAFSD (LPL Financial Investment; matures 12-29-2022)
\$ 39,467.55	<b>Liabilities (Current)</b>	
\$ 43,355.86	<b>Revenue</b>	
	(\$ 14,104.20)	Contractual Allowances & Bad Debt
\$ 155.13		Other Income / (Expenses)
\$ 55,640.97		Total Operating Expenses
\$ (31,841.07)		Year-to-Date Operating Income / (Loss)
\$ (31,436.51)		Net Income / (Loss)

**Secretary's Report** – Claire Bersbach

- Worked with Board President Petitgout on revisions to the Board's Facility Access and Security Monitoring policy.
- Worked with Board President Petitgout on a Reimbursement Policy for Business-Related Expenses.
- Created form to report Business-Related Expenses.
- Provided Board President Petitgout with information about the IRS increase in the standard rate.
- Revised Personal Reimbursement Request Form to reflect mileage increase from 58.5¢ to 62.5¢/mile).
- Submitted requests to the Richard Peterson EMT Endowment Fund for reimbursement to GAEMSD for education and training expenses related to CPR training and EMT classes. A total of \$1,745.70 has been approved at this time.
- Typed correspondence for Board President Petitgout, as requested.
- e-mailed, printed, copied, and assembled materials for Board Packs.
- Worked with Alan Wenzel to facilitate the Board Orientation Workshop on Thursday, September 15, 6:30 p.m. at the GAEMSD meeting room.

**Approve Policy Revision: ADM Facility Access and Security Monitoring.** This revision edits minor punctuation issues, removes the phrase "to take pride in the organization and" and deletes 1.2.1 "All key fob recipients will also annually acknowledge this policy on May 1 of each succeeding year." As applied to members of the Board of Directors who have a key fob, this annual acknowledgement will not be required. Also revises 1.5 on page 2.

**NOTE:** This policy shows July 28, 2022, as the approval date which was the date of the regularly scheduled Board of Directors' meeting. That meeting was rescheduled due to lack of a quorum. Rather than waste paper printing new copies, Board members are asked to draw a line through the July 28, 2022, date and write in August 4, 2022.

Motion carried.

**END OF CONSENT AGENDA****AGENDA ITEM II. CITIZEN'S COMMENTS** – None.**AGENDA ITEM III. REPORTS****1. EMS Coordinator's Report** – William Bingham

We were notified by the Sheriff's Office at 11:11 a.m. today that a Semi took out wires on Park Avenue and Bouthillier Street. 911 calls were transferred from Whiteside County to the Jo Daviess County Sheriff Office.

**Breakdown of current and potential new members:**

Austin Kutz, Paramedic, has been approved for Paramedic service through Swedish American/UW Health. (No Compensation)

Misha St. Michael has submitted documentation and is currently in the EMT Class at NICC.

Mallory Flogel is interested in Driving while taking EMT Class (Wisconsin).

**Members completing their National Exam and licensed EMT status:**

Natalie Stangl (Previously passed State EMT License) / Certified as an EMT-B

Stephanie Soppe (Recently passed State EMT License) / Certified as an EMT-B

John Loebel (Recently passed State EMT License) / Certified as an EMT-B

Lynn Gallagher (Recently passed State EMT License) / Certified as an EMT-B

Steve Birkbeck (Awaiting Testing)

Lindsey D'Antonio (Awaiting Testing)

We currently have 40 members on our Roster.

Our **Advanced Life Support** operation has been in play since July 2, 2022, after being signed off by Swedish American/UW Health. Since then we have responded to two (2) Paramedic responses and all went well.

Paramedic Austin Kutz serves as a volunteer Paramedic with no compensation.

At the June meeting Bingham commented on a meeting requested by the MercyOne Emergency Director regarding **psych and substance (or other) abuse** patients being transported to their facility. We are still waiting on the meeting that was discussed.

The issue discussed last month regarding the Nursing Home seems to have been addressed and no other similar situations have been reported for our personnel. However, we recently noted on-going problems with a Midwest Medical Center nurse that will be addressed.

Bingham attended an event on Sunday, July 24th, at noon at The Galena Territory Fire Station. GTA-SMFPD has two (2) cardiac monitors (GTA and Scales Mound). This was an invitation to Galena Area EMS for the assistance provided during this year-long process. They now have the same cardiac monitors as Galena Area EMS which is an advantage while on scene. We assisted with this project for The Territory. Their cardiac findings can now be imported to ESO when completing patient reports.

**Fleet Manager's Report – Dennis Harris – July 28, 2022:**

1A18 had a "check engine" issue which was repaired under an extended recall warranty by Pioneer Ford at no charge.

**Truck chassis** for new ambulance has been delivered to Life-Line Emergency Vehicles. Build-out of patient compartment estimated at 10-12 weeks.

A compartment with a combination **lock for ALS medications** has been fitted into each ambulance.

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

Last month Bingham shared with the Board of Directors the importance of eliminating status quo. It is critical for any organization to move forward. It is time to again move ahead. There is no benefit (and a lot of wasted time) to consistently address the challenges from the past. To the contrary, our current members have made this happen and can now benefit with focus on the quality of the organization going forward instead of what happened previously.

Beginning in Mid-August through October we will be having **information sessions**. This will include group meetings as needed. We welcome any comment and discussion from our members regarding these EMS projects and EMS-related issues. All members are welcome.

**Meeting Topics** for EMS members may include, but are not limited to, the following:

- |                                          |                                                                |
|------------------------------------------|----------------------------------------------------------------|
| 1. Orientation Schedule                  | 8. Stocking and Maintenance                                    |
| 2. Trauma Care                           | 9. Driver requirements                                         |
| 3. EMS Member Operations                 | 10. Role criteria for members<br>(Driver, EMR, EMT, Paramedic) |
| 4. Job Specific Classification           | 11. Mass Casualty Training                                     |
| 5. Full Code                             | 12. Mentorship Meetings (Multi-Topic)                          |
| 6. Vehicle Orientation – Familiarization | 13. Pay Structure                                              |
| 7. Post Response Clean-up                | 14. Report Writing                                             |

All sessions will last no longer than 2 hours.

Doug Rahden (EMT-B) started a new job on July 18th and has notified us that he will not be available for the day-time work week responses. He will be available in evenings and weekends. Doug is providing service with no compensation after July 18th.

**Monkeypox information** was distributed to members. Board members were copied as well. Information is available to all members – Be aware of signs and symptoms. As always, you are **required to wear PPE during all calls**. This has not changed.

Illinois Public Risk Fund (IPRF) **audit for worker's compensation** took place August 3 at the Ambulance Station.

We are starting to get a lot of **requests for CPR classes**. Chris Garza will be teaching CPR on August 13 to complete his CPR certification. Bingham will be doing the next class September 3. Once they have gone through this final phase, they will be fully certified CPR Instructors. Tadeo O'Brien and Christian Gronewold will do their class after Garza and Bingham.

Our **on-call schedule has improved significantly in July**. On the 31st of July we only had 18 hours of unfilled schedule time for the month. Some members mentioned that they tried to put in call-time but were not able to because the schedule was full. This is a good thing.

**GALENA AREA EMS is having a PICNIC on August 20th at the Recreation Park starting at 11 a.m. until 3 p.m. Bring the family - Board members and family are invited. Please sign up in the Training Room.**

**AT&T FirstNet personnel were at the station** on July 23rd. This is an AT&T service for first responders that **allows the agency and first responders priority on the phone/internet**. This is especially helpful during big events such as the Halloween Parade and Country Fair to ensure that our phones continue to work efficiently during busy times. Some first responders have taken advantage of this service and are very happy with the outcome.

**Call volume for July was 88 Patients. Call volume for June was 83 Patients. Call volume for May was 90 Patients. So far this year we have had 503 calls. In 2021 we had 857 calls.**

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

A good friend of Bingham's shared this thought as they discussed our EMS future . . .  
**"Tradition is where you maintain your pride - Operations is where you maintain your purpose."**

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

Aishah reported receipt of a check for \$370.00 from The Galena Trading Corporation for Standby Detail at the **Shenandoah Rodeo** in July.

Benning Group will be at the station for our **Annual Audit** on Monday, August 15, for a full day and, if needed, on Tuesday, August 16, for a half day.

**IPRF representatives** came to the station on August 3 for their Annual Audit. Workers' Compensation is based on our payroll.

Aishah submitted an invoice to the Richard Peterson EMT Endowment Fund for reimbursement of the \$750.00 tuition advance and \$46.01 license fee for Stephanie Soppe.

GAEMSD **received a check for \$1,745.70** from the Richard Peterson EMT Endowment Fund covering expenses related to the CPR training in Rockford (June), EMT Questionnaire, and the \$750.00 tuition advance and \$46.01 license fee for Natalie Stangl.

Going forward SwedishAmerican/UW Health will cover the **ESO Report Writing Software** expense. Annual savings to GAEMSD will be \$3,660.00.

Did not receive a grant from Dubuque Racing Association this year.

Aishah **submitted a \$1,000.00 Grant request** to Jo Carroll Energy.

4. **EMS Association Representative** – Christian Gronewold

Christian reminded Board members of the EMS Picnic on Saturday, August 20. (See also Coordinator's report.)

Regarding the new ambulance, there was a meeting to **finalize the graphic design**.

The EMS Association's monthly training was well attended. Topics covered included Pediatric Training and IV prep to help Paramedics.

**AGENDA ITEM IV. UNFINISHED BUSINESS** – None.**AGENDA ITEM V. NEW BUSINESS**

1. Claire Bersbach moved to **Provide Cellular Service Through AT&T**; seconded by Renee McCartney. Board members were provided with information from FirstNet's website and a chart showing the Monthly Charge and the One-Time Costs.

FirstNet is the only **nationwide wireless broadband communications platform** dedicated to America's first responders and public safety community; has a dedicated public safety core that routes FirstNet traffic; encrypts network traffic within the core creating a highly secure environment; provides highly secure and reliable connectivity.

Subscribers have access to all AT&T LTE commercial spectrum bands, as well as Band 14 spectrum – a nation-wide high-quality spectrum set aside specifically for FirstNet. During an emergency, **Band 14 can be cleared and locked just for FirstNet subscribers**.

GAEMSD individuals may subscribe to FirstNet service with the expense billed to their personal account.

Communication and Technology Manager, Chris Garza, reported there is good coverage in The Galena Territory. Estimated delivery is 12 to 14 weeks. One-Time Costs are \$2,201.08 offset by One-Time Credits of \$2,150.00. Smartphones are \$38.50 each; Unlimited Data is \$35.00



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

1. each. Total for two units (one for each ambulance) is \$147.00 per month. Once implemented, this service will eliminate the U.S. Cellular expense which averages over \$230.00 per month.

Motion carried.

2. Jim Rigdon moved to **Increase Mileage Reimbursement at the IRS Standard Rate in Effect effective July 1, 2022**; seconded by Randy Beadle. Board members were provided with information related to an increase in the IRS mileage rate for the remainder of 2022. The optional standard mileage rate for business purposes for the final six months of 2022 is increased from 58.5 to 62.5 cents per mile.

GAEMSD would **increase mileage reimbursement from 58.5 to 62.5 cents per mile** for personal vehicles used for GAEMSD business-related travel as reflected on the Personal Reimbursement Request Form. Board members were provided with the updated version of this form. The Mileage reimbursement change is effective July 1, 2022.

Motion carried.

3. Ben Petitgout moved to **Approve Policy FINANCIAL Reimbursement – Business-Related Expenses: Food, Travel, Lodging, Conference, Seminar, Education, or Training**; seconded by Claire Bersbach. Board members were provided with a copy of the proposed policy and the related Form for reporting / requesting reimbursement.

There have been instances where GAEMSD has reimbursed persons for business-related expenses but there was no formal policy governing reimbursement. This policy addresses those issues.

There was discussion regarding **advances on expenses** rather than expecting persons to pay expenses upfront then be reimbursed. Per the policy: “Travel beyond Jo Daviess County shall be approved in advance by either the EMS Coordinator, or designee, or the GAEMSD Board of Directors’ President, or designee. “

That approval process would allow for discussion of an advance against expenses. The form for reporting / requesting reimbursement also has a line for recording any advance provided.

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Motion carried.

4. Randy Beadle moved to approve an EMS Proposal to **Upgrade Entertainment System**; seconded by Jim Rigdon.

**Christian Gronewold, EMS member**, provided Board members with a memorandum and information regarding the related expense. If implemented, there would be a one-time charge of \$487.00 and a monthly fee of \$15.49 for three (3) devices (one in the lounge and one in each of the living quarters).

A question was raised regarding possible issues of using “taxpayer” dollars for this expense. GAEMSD does have other revenue streams not related to income derived from taxpayers.

Claire Bersbach moved to amend the motion to **Approve an Upgrade in Media Technology**; seconded by Linda Winter.

Motion carried.

**AGENDA ITEM VI. CITIZEN'S COMMENTS** – None.

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

Randy Beadle complimented EMS Coordinator Bill Bingham on the good job he has done, noting our Roster currently shows 40 persons.

Renee McCartney asked about the “flyer” (poster) that was created to provide to NICC to recruit possible members to GAEMSD. Petitgout advised the poster has been provided to Greg Schuster (East Dubuque Fire/EMS) who originally suggested it.

Linda Winter commented on the coverage for the July On-Call Schedule (all but 18 hours covered).

Claire Bersbach said she had finalized arrangements with Alan Wenzel to again conduct a **Board Orientation Workshop** for our Board. The date is Thursday, September 15, 6:30 p.m. at the Station (as shown on the Board’s meeting schedule). Bersbach hopes all Board members are able to attend as she believes it is very beneficial.

Bersbach, also a member of the Richard Peterson EMT Endowment Fund, submitted requests to **reimburse GAEMSD in the amount of \$2,541.71 total**. The requests covered most of the expenses for CPR training in Rockford (June), the EMT practice questionnaire, tuition advances and license fees for Natalie Stangl and Stephanie Soppe, and mileage for Lynn Gallagher to Rockford with three (3) EMT students for an ER Clinical.

Ben Petitgout reminded the Board to sign up for the August 20th EMS Picnic.

**AGENDA ITEM VIII. ADJOURNMENT**

Renee McCartney moved to adjourn the meeting; seconded by Ben Petitgout. Motion carried. President Petitgout adjourned the meeting at 7:23 p.m. until the **regular Board of Directors' meeting Thursday, August 25, 2022, at 6:30 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.