

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



June 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 6:30 p.m.

ROLL CALL

Board members present: Randy Beadle, Vice President; Claire Bersbach, Secretary; Renee McCartney; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: Pam McIntyre. A quorum was established.

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

EMS Association representative present: Shelley Finley.

EMS Association members present: None.

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 **May 26, 2022**, regular GAEMSD Board of Directors' meeting; payment of estimated June **Invoices** of \$23,295.17 which includes **estimated VISA** of \$4,022.09, and known **June Auto-Pay** of \$805.24; seconded by Randy Beadle.

President's Report – Ben Petitgout

- Assisted Board Secretary Bersbach in copying the Board President's **cover letter** to accompany GAEMSD's Annual Meeting booklet which was mailed to nine Townships, two municipalities, City of Galena, Jo Daviess County Administrator, and GAEMSD attorney. Inserted the letters and meeting booklets into envelopes, took to the post office.
- Delivered a **letter supporting Jo Daviess County's Advisory Referendum**.
- Along with Board Treasurer, Jim Rigdon, met with and **discussed CD rates and investment amounts with Illinois Bank & Trust** on June 3. Filled out **application paperwork** to invest with LPL Financial. The \$30.00 Annual Maintenance fee (per investment) was waived.
- Met with Illinois Bank & Trust again and was advised to **hold off on investing in 24-month FDIC Insured Investments** as the interest rates for 12-month investments was improving considerably. This will be a New Business item.
- Along with Administrative Assistant, Aishah Abdul-Aziz, **met with Miner, Gilroy, and Meade CPA, PC to discuss changes made to formatting** (alphabetized) as well as adding several **new line items**. Their Financial Statement will not reflect the format changes. This would be an added expense and require them to modify our current coding table.

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

- Discussed with Board Secretary Bersbach **revision to Policy: FOIA – Designated Legal Holidays to add Juneteenth**. Added to Board of Directors' Consent Agenda for the June 23, 2022, Board of Directors' Meeting.
- **Repaired the dryer vent** in the small back lounge. A bird had built a nest in the venting causing her baby to die from excessive heat. A new vent with screen will be installed.
- Signed and returned the **Letter of Engagement with Benning Group, LLC** to start our FY 2022 audit.
- Delivered an **invoice to Jo Daviess County** in the amount of \$133,984.63, for our first Tax Distribution which will be payable after their July 12 board meeting. Was subsequently made aware there was an **error in the County's payout computations** which will be corrected. A new invoice will be delivered with the adjusted amount.
- Worked with our in-house electrician to **prepare the meeting room for the upgrades** which will begin Monday, June 27.

Treasurer's Report – Jim Rigdon1. GAEMSD District Account Balances as of 06-18-2022:

\$ 508,457.57 District Total All Accounts at Illinois Bank & Trust
 \$ 18,582.93 EMS Association Accounts Total

2. Financial Statements for the period ended 05-31-2022:

\$ 1,153,565.68 Assets
 \$871,919.69 District Cash in Bank
 \$ 18,582.93 EMS Association Cash in Bank
 \$265,063.06 Receivables, Bad Debt Allowance, Prepaid Insurance
 \$ 24,221.61 Liabilities
 \$ 29,597.18 Revenue
 (\$ 40,869.31) Contractual Allowances & Bad Debt
 \$ 249.43 Other Income / (~~Expenses~~)
 \$ 46,511.64 Expenses
 \$ (16,914.46) Year-to-Date Operating ~~Income~~ / (Loss)
 \$ (16,665.03) Net ~~Income~~ / (Loss)

Secretary's Report – Claire Bersbach

- **Drafted an article** for EMS Coordinator's consideration to accompany photo of May 24 EMT Training graduation for publication in Galena Gazette.
- With help from Board President Petitgout, copied the **Board President's cover letter** to accompany GAEMSD's Annual Meeting booklet which was mailed to nine Townships, two municipalities, the City of Galena, Jo Daviess County Administrator, and GAEMSD attorney.
- Copied cover letter (above) for GAEMSD Board of Directors' binders.
- **Provided approved GAEMSD Board of Directors' Meeting Minutes** for all FYE2022 Board meetings to the Administrative Assistant for the FY2022 Annual Audit.
- **Provided the list of GAEMSD Board members, position, and term expiration information** to the Administrative Assistant for the FY2022 Annual Audit.

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

- **Prepared Invoice letter for Board President Petitgout** to present to Jo Daviess County for our first Tax Distribution.
- Discussed with Board President Petitgout **revision to Policy: FOIA – Designated Legal Holidays to add Juneteenth.**
- e-mailed, printed, copied, and assembled materials for Board Packs.

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

The **EMT Class** was successful and wrapped up on May 24. **Twelve students finished** the program. We now have six new EMT members as a result. The students are currently in process to wrap up any loose ends prior to becoming an EMT.

Ambulance Replacement Report

Lifeline is still **waiting on delivery of the chassis**. Lifeline has all materials to fit our ambulance once the chassis is delivered. They **estimate 8 to 10 weeks** once the chassis arrives from Ford.

Jeremy Werner will be receiving a quote for **vehicle markings from Signcraft, Inc.**, June 23. He will drop hard copies for Bingham and Board President Petitgout at the Station as well as emailing information. Both units (1-A18 and 1-A20) are continuing to perform well.

Events

Galena Public Library held an event at Grant Park Saturday, June 18, from 11:30 a.m. until 5:00 p.m. Galena Area EMS was on Standby at this event.

The annual 4th of July **Shenandoah Pro Rodeo** at The Galena Territory will take place on Friday, July 1, and Saturday, July 2. While the gates open at 4:00 p.m., our crew will be in place prior to 6:00 p.m. As always Elizabeth Community Ambulance Service (ECAS) will assist Galena Area EMS.

A **4th of July (Monday) Public Event** is near the downtown Post Office; **fireworks** begin at 9:30 p.m. This is a Kiwanis' event and their 28th celebration of July 4th. Food, drink, and music will take place on the Green Street Plaza beginning at 2:00 p.m. Two bands will be playing. Our role is as in the past – be prepared for calls during the day/night – and provide coverage at 8:30 p.m. for the 9:30 p.m. fireworks. There will not be a 4th of July Parade this year.

Bingham and Administrative Assistant Aishah Abdul-Aziz attended a **Country Fair** event on June 16th at the Elks. Galena Area EMS was given a **check for \$2,000.00** as part of the annual donation to several local organizations.

Members / Roster

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

Austin Kutz, Paramedic, is awaiting a meeting with Richard Robinson, EMS System Coordinator, SwedishAmerican/UW Health, for final approval.

Ryan Miller, NREMT and Illinois EMT-B, is a possible new member.

Alex Vallejo, EMT, plans to start in July following affiliation through Richard Robinson.

Natalie Stangl and John Loebel have passed all EMT course criteria and recently passed their National Exam. Both are now state-licensed EMTs.

AGENDA ITEM III. REPORTS – continued:**2. EMS Coordinator's Report** – William Bingham – continued:

Bingham received an **email June 20th at 7:05 a.m.** from James Mihalakis, a Captain for East Dubuque Fire/EMS. They are requesting a future zoom meeting soon that addresses **psych and substance abuse patients** being transported to local facilities. This meeting was requested by the MercyOne Emergency Director regarding psych and substance abuse patients being transported to their facility.

In the email they (MercyOne) sent to East Dubuque Fire/EMS, there were accusations about Illinois Responders “zip tying patients to stretchers,” “kidnapping patients,” and “leaving patients in the Emergency Room with weapons.”

From James’ understanding, MercyOne is going to suggest that all psych and substance abuse patients go to Midwest Medical Center. Bingham plans to attend this meeting and will share information as he receives it.

Four members went to a SwedishAmerican/UW Health facility on June 14th for a day-long session. Those members were Tadeo O’Brien, Christian Gronewold, Chris Garza, and Bingham. The topic was “**Instructor Candidate Application / American Heart Association Emergency Cardiovascular Care Program.**” Everyone passed.

Advanced Life Support (ALS) equipment is very close to being wrapped up. Bingham **anticipates all paramedic equipment in place in early July.** Paramedic Greg Schuster from East Dubuque Fire and EMS has been extremely helpful during these past few months. Richard Robinson (SwedishAmerican/UW Health) will provide an inspection before signing off.

Moving Forward

Last month Bingham shared with the Board of Directors the importance of eliminating the status quo. It is **critical for any organization to move forward.** After four-plus years as Coordinator, Bingham said it is time to move ahead. There is no benefit to consistently address the challenges from the past. To the contrary, our current members made this happen and can now benefit with focus on the quality of the organization instead of what happened years ago.

Bingham is going to **address a more significant Mentorship Program.** He will ask Stephanie Moore to join with him, and others, in the coming months. Her experience from outside our organization prompted Bingham to address concerns that specifically bring up a few shortcomings in our operation.

It is important to **reach out to our members in a positive way** to ensure long-term personal benefits and consistency across the board. As we move from our four-plus years **redeveloping and renewing our organization,** we now need to address more long-range considerations and to be respectful to all members in the long-term development of a much better organization. Bingham is confident that this will help all our members, now and beyond, to purposely climb the ladder of respect, professionalism, and quality public safety.

Bingham reported **calls for June were 67** as of June 23. There were **90 responses in May.** We are handling every call.

Board member, Jim Rigdon, asked about the **detours related to Highway 20 construction** work. Bingham advised members have been made aware.

2. Administrative Assistant – Aishah Abdul-Aziz

Aishah reported receipt of a **\$2,000.00 grant from Country Fair Charity.**

Aishah requested a **transfer of \$8,460.20 from the Grant Account to the District Account** for ALS Upgrade supplies.

AGENDA ITEM III. REPORTS – continued:2. **Administrative Assistant** – Aishah Abdul-Aziz – continued:

Audit season will be starting soon, probably in August. Aishah sent an email to Amanda (at Benning Group) for dates / times to meet in August and is awaiting confirmation from her.

Aishah will be submitting paperwork for a **refund of tuition and license fee** from the Richard Peterson EMT Endowment Fund for Natalie Stangl. She has completed testing and has received her EMT license.

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

The EMS Association had a **very, very, good training** at their June meeting provided by Brandon Kieffer, Deputy Sheriff, related to **what Responders can and cannot do**. Tod (O'Brien) conducted the training. It was very well received.

The EMS Association **approved their By-Laws**. Shelley will send to Board Secretary Bersbach.

Members voted on **recognition of EMS members for years of service** (instead of EMS Member of the Year) with perhaps a Certificate or a pin.

There are a **great deal of photos and hand-written Board Secretary meeting reports from years ago**. Shelley asked the Board for guidance on disposition of the materials. Board member, Linda Winter, will reach out to a former EMS member who has a scanner to see if she would be interested in scanning some of the photos which could be put on the website. Board President Petitgout advised that Board meeting reports should be given to the Board.

Shelley asked about **dress uniforms** for EMS members for instances where they are a group presence at an event (ex: funeral service). Petitgout advised that is on Bingham's radar and is in the works.

Members are excited about the **possible switch to the phone system** for personal cell phones to have priority reception (related to AT&T First Net). Petitgout commented this will be taken care of at the administrative level (by the EMS Coordinator). There will be paperwork involved on who can sign up.

Shelley concluded her report by expressing **appreciation for the new light switch** replacing the previous motion detector switch in the restroom.

4. **Committee Report(s)**

Ambulance Replacement Ad Hoc Committee – Jeremy Werner, Chair

Going forward, related information will be included in EMS Coordinator Bingham's report.

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

1. Claire Bersbach moved to **rescind the previous motion** (May meeting) to invest in 24-month FDIC insured investments with Illinois Bank & Trust; seconded by Jan Splinter.

Board members were provided with information about rescinding a motion, per Robert's Rules of Order. President Petitgout advised that the reason for rescinding the previous motion to invest in a 24-month FDIC Insured Investment with Illinois Bank & Trust was that interest rates for 12-month investments were improving considerably and the Federal Reserve was likely to increase interest rates. When President Petitgout transferred the \$350,000.00 to LPL Financial, he learned the (investment) rates (approved at the May meeting) were no longer available.

Motion carried.

AGENDA ITEM V. NEW BUSINESS

2. Claire Bersbach moved to **invest in FDIC insured investments with Illinois Bank & Trust**; seconded by Linda Winter.

Board members were provided with information about dollar amounts, length of investment, and percent interest for FDIC insured investments with Illinois Bank & Trust.

Based on the recommendation to not invest longer than 18 months, the Board considered 12 and 6 months investments. Following extensive discussion, the Board agreed to **invest \$200,000.00 for 12 months and \$150,000.00 for 6 months.**

Motion carried.

AGENDA ITEM VI. CITIZEN'S COMMENTS – None.**AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS**

Renee McCartney had a question whether there is any use for previous “heavy” jackets and other apparel she had from her previous service as an EMS responder.

Jim Rigdon expressed **appreciation** for the reports given by EMS Coordinator Bingham, Administrative Assistant Aishah Abdul-Aziz, and EMS Association Representative Shelley Finely, stating **they are doing a very good job.**

Randy Beadle echoed Rigdon’s comments adding **“thank you for everybody’s hard work.”**

Claire Bersbach will submit to the Richard Peterson EMT Endowment Fund **requests for reimbursement of expenses paid by GAEMSD** related to tuition and mileage for the CPR training in Rockford; mileage for a clinical in Rockford (related to the EMT Training program); and the EMT Practice Questionnaire.

Ben Petitgout remarked **our members are “crushing it.”**

Aishah thanked Shelley Finely for filing insurance reports while Aishah was on vacation and taking care of Aishah’s calls when she was not available.

AGENDA ITEM VIII. ADJOURNMENT

Jim Rigdon moved to adjourn the meeting; seconded by Jan Splinter. Motion carried. President Petitgout adjourned the meeting at 7:29 p.m. until the **regular Board of Directors' meeting Thursday, July 28, 2022, at 6:30 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.