

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



**Tuesday, November 29, 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; Pam McIntyre; Ben Petitgout, President; Jim Rigdon, Treasurer; and Jan Splinter.

**Absent:** \*Renee McCartney and Linda Winter. A quorum was established.

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

**EMS Association representative present:** None.

**EMS Association member(s) present:** Gabe King, EMS Association President; Christian Grone-wold, EMS Association Vice President; Chris Garza, Communication and Technology Manager.

**Others present:** Dr. Cullen Kehoe, Midwest Medical Center, Director of Emergency Department.

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

President Petitgout thanked Dr. Kehoe for attending the GAEMSD Board of Directors' meeting. Dr. Kehoe thanked the Board for sending the letter regarding issues between MMC ER staff and GAEMSD EMS responders. Dr. Kehoe said issues have been investigated and addressed; he has been working with EMS Coordinator Bingham to heal the relationship between the two agencies.

President Petitgout commented that, in speaking with Bingham and Aishah, they have commented the working relationship has improved; things are still going great and have been handled great; we are well pleased with the end result.

Bingham spoke of the significant improvement, walking into the ED feels like being part of the team, Dr. Kehoe is doing everything possible, it's working the way it should be.

Randy Beadle expressed appreciation to Dr. Kehoe for attending the meeting, stating "we want the relationship to work well."

Jim Rigdon followed up on Beadle's comments, saying to Dr. Kehoe that he was "glad to see you here."

Dr. Kehoe recognized that volunteers have a tough job; he does not want to make it hard. Police, Fire, and EMS are a family.

Rigdon commented on improved operations and service to the community.

**AGENDA ITEM I. CONSENT AGENDA**

Randy Beadle moved to approve the Consent Agenda, consisting of **approve minutes** from the **October 27, 2022**, GAEMSD Board of Directors' meeting; payment of estimated **November Invoices** of \$12,469.09 which includes **estimated VISA** of \$1,679.86 and known **November Auto-Pay** of \$715.24; seconded by Jan Splinter.

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

- 10-28 Met with Illinois Bank & Trust re: CDARS investment; signed relevant paperwork. They made the investment 11-03 with maturity date of 12-01. IB&T will notify us the week prior to maturity date and advise new rates. New Business item: discuss disposition of matured funds.
- 11-01 Cancelled the three (3) U.S. Cellular cell phone accounts.
- 11-01 Attended EMS Association monthly business meeting.
- 11-07 Met with McCoy Insurance to ensure coverage is added for new ambulance effective 12-01-2022. Premium amounts for changing our insurance coverage to five (5) quarters will be available early December.
- 11-08 Advisory Referendum passed on election ballot: 5,853 yes; 3,370 no.
- Met with Signcraft Screenprint, Inc.; anticipated completion of design work on new ambulance is early December.
- 11-14 Wiring and breakers were upsized for the outdoor heat tapes.
- 11-16 Obtained current EMS roster for gift cards; purchased gift cards at Piggly Wiggly for EMS Recognition.
- Signed documents with Illinois Bank & Trust (IB&T) acknowledging that our business accounts will be administered by Heartland Financial (HTLF).
- 11-28 At IDPH's request, annual ambulance inspection has been postponed until the new ambulance is ready to be inspected. Our current IDPH license to operate is valid until 11-30-2023.
- 12-02 New ambulance to be picked up from Sumner, IA. Five (5) of our EMS personnel will be touring the facility. The ambulance will be housed with City of Galena Public Works Department during transition period. A check in the amount of **\$216,148.00** will be issued and hand delivered to Klocke's Emergency Vehicles.
- 12-05 Will present a Letter / Invoice to Jo Daviess County for **\$107,405.87** for final Property Tax Distribution.

**Treasurer's Report** – Jim Rigdon

## 1. Account Balances as of 11-25-2022:

\$ 102,620.22	District Total All Accounts at Illinois Bank & Trust
\$ 8,109.96	EMS Association Accounts Total

## 2. Financial Statements for the period ended 10-31-2022:

\$ 1,362,103.39	<b>Assets</b>	<u>Description</u>
	\$ 723,435.20	District Cash in Bank
	\$ 8,109.97	EMS Association Cash in Bank
	\$ 272,558.23	Receivables, Bad Debt Allowance, Prepaid Insurance
		<u>Investments</u>
	\$ 150,000.00	TIAAFSD (LPL Financial Investment) matures 12-29-2022
	\$ 200,000.00	Ally Bank (LPL Financial Investment) matures 06-30-2023
	\$ 10,000.00	EMS Association CDARS matures 10-12-2023
\$ 49,192.59	<b>Liabilities (Current)</b>	

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

\$ 118,558.45	<b>Revenue</b>
	(\$ 14,839.00) Contractual Allowances, Bad Debts
\$ 202.18	<b>Other Income (Expenses)</b>
\$ 47,510.81	<b>Total Operating Expenses</b>
\$ 71,249.82	<b>Net Income (Loss)</b>
\$ 156,099.61	<b>Year-to-Date Operating Income (Loss)</b>

**Secretary's Report** – Claire Bersbach

- Prepared Letter / Invoice for President Petitgout to present to Jo Daviess County Board for final Property Tax Distribution.
- With help from Board member, Linda Winter, stuffed envelopes with gift cards for our Responders.
- Assisted EMS Coordinator Bingham with letters to Galena High School and Scales Mound High School along with materials to promote the EMR Course which begins January 10, 2023, at Elizabeth Community Ambulance Service.
- Will submit quarter-page ad to Galena Gazette to promote the EMR Course.
- Reviewed / compared October Bills to be Paid against General Ledger for period ending October 31, 2022. E-mailed questions to President Petitgout.
- e-mailed, printed, copied, and assembled materials for Board Packs.

Motion carried.

**END OF CONSENT AGENDA**

\* Renee McCartney entered the meeting at 6:47 p.m.

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

Bingham reported there will be **no EMS Association meeting in December** and in-house training sessions will be deferred until mid-January. Bingham will address and inform members via email as needed.

Since the last meeting our responsibilities for **special events have been wrapped up** with a half marathon 8K on October 29th on the Galena Trail. All went well.

The **Hallowe'en Parade** went smoothly. We had assistance from Scales Mound Fire Protection District, Elizabeth Community Ambulance Service, and Galena Fire Department. We strategically had three ambulances and three UTVs in place on Main Street.

Bingham said we have **wrapped up the five-month issue with MMC vs. Galena Area EMS** with several meetings and various considerations. The support of our Board of Directors was critical to both address and assist with our concerns and in creating an important level of assistance for all of our members, particularly those members who were handled poorly by MMC staff. Bingham hopes that this issue never again occurs. He will continue to determine that any future and similar issues will be addressed and shared with the GAEMSD Board of Directors as needed. Bingham expressed his thanks to Dr. Kehoe, commenting that good things are happening. This was evident when he attended the November 29th GAEMSD Board of Directors' meeting and shared positive information regarding our relationship with MMC.

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

Our organization will be **assisting MMC during an active shooter exercise** at the nursing home on Thursday, December 8th, 1:00 p.m. to 3:00 p.m. There will be “victims” (simulated manikins), and we will be transporting “patients” to MMC ER. This exercise will focus on assuring proper triage, determining whether the situation is secure, and focusing on overall safety.

On a related note, Gabriel King and Christian Gronewold attended a two-day **Tactical Emergency Casualty Care (TECC) training** in Glenview, Illinois, October 24th and 25th. This (TECC) can be used to focus on multiple events. Gabe and Christian will share information from this training with our members; information can also be shared with the MMC active shooter exercise.

Three members have been removed from the EMS roster. This is due to Ken Calvert who moved out of state last month and two members who have not participated in any capacity for the last six-plus months.

An **EMR class is scheduled in Elizabeth** at the Elizabeth Community Ambulance Service ambulance station. Classes will be held Tuesday and Thursday evenings (four hours), as well as two Saturday classes January 21 and February 4 (8:00 a.m. – 5:00 p.m.). We are hoping to recruit five to six new members. We continue to do what we can to recruit new members. Board Secretary Bersbach has been instrumental in assisting with this project. Notices have been sent to Galena High School (Bingham spoke with Brooke Deppe). A quarter-page ad will be published in the Galena Gazette next week.

On October 28th Bingham and Gabe King had the pleasure of spending some time with the Kindergarten and first graders at the Galena Primary School. They talked with the children about their job and spent some time going through the ambulance.

There was **EMS training on November 4th** conducted by Richard Robinson. The topic was “Recent Medical Run” reviews.

Tadeo O'Brien, Paramedic, was provided his certification for CPR instructor November 19th, 2022.

The **annual ambulance inspection** scheduled for November 28th has been rescheduled to some time early next year. This was at the request of the IDPH inspector who wanted the inspection to be completed once we receive our new ambulance. This will not impact our license as we are good until November 2023.

Bingham and Aishah were on vacation from October 30th to November 14th. They want to thank everyone who stepped up to assist while they were away. Thanks also to Gabe King for taking charge while they were away.

Current response coverage (for Fiscal Year 5-1-2022 through 4-30-2023) to date is:

90	Responses for May
83	Responses for June
88	Responses for July
71	Responses for August
65	Responses for September
79	Responses for October
62	Responses for November
<b>538</b>	<b>Responses from May 1, 2022</b>

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

At last month's Board of Directors' meeting, Aishah reported she had discovered an **issue with ESO (report writing software)** concerning some patient billing claims that did not flow to PBS (our billing company). Since then, Aishah has been working with PBS and ESO to research the reason for this problem. She reviewed every patient report from January 1 through October 31, 2022, and came to the conclusion that the missing patient billings involved patients that were transferred-care directly to a helicopter service for critical care, cardiac arrest that was treated but not transported, and also for refusals that were charged.

The root of this issue is because when ESO was first set up, our agency had to mark patient reports that were sent to PBS and, for some reason, these two items were not check marked.

Since then, Aishah has had ESO change the requirements that all reports are sent to PBS, whether they are billed or not. The only exceptions are reports for calls that were cancelled with no patient contact.

**Aishah has sent a list of patients that were not billed.** ESO reports for these patients were also sent to PBS; they have confirmed that these reports have now been loaded and they will bill the insurance companies / Medicare / Medicaid / patients if the time limit to submit for payment has not expired. We should not encounter any issue going forward.

As a result of this, Aishah **will institute a new procedure where all billings will have two (2) reviewers to ensure that no patient billing will be missed.** Aishah has talked with Shelley Finley and they will meet to discuss next steps.

**DUI / STANDBY / DONATIONS RECEIVED:**

We received \$1,000.00 in DUI payment. Donations received: \$310.00 for Country Fair Standby; \$280.00 for Galena School Football Standby; and \$25.00 from United Methodist Women.

EMS Association donations received: \$200.00 from Norma Hocking in memory of William Hocking; \$75.00 from a patient who received excellent medical care as a token of appreciation; and \$60.00 from Jo JDC Country Fair Charities to EMTs / EMRs / Drivers for their volunteer hours at the Country Fair. Thank you letters have been sent.

Both Randy Beadle and Jim Rigdon expressed their **thanks and appreciation to Aishah for her diligence in researching and resolving the ESO problem.**

**3. EMS Association Report** – Christian Gronewold, EMS Association Vice President

Christian reported they are in the process of **getting uniforms.** November training consisted of "run reviews." The EMS Association will be having their **Christmas Party** at Vinnie's December 2.

On behalf of the EMS Association members, Gronewold expressed their **Thanks for the Gift Cards** recently sent from the Board of Directors, stating they were very much appreciated.

**4. Committee Reports – Ambulance Replacement Ad Hoc Committee**

President Petitgout advised he will obtain a check Thursday, December 1, to pay for the ambulance when it is picked up Friday, December 2. He has obtained an insurance card. Radios are still on order. AT&T FirstNet will be installed on the new ambulance. The new ambulance will go to Zier's Test Lane for a safety test on Monday, December 5, then to Signcraft Screenprint, Inc. either Monday or Tuesday (December 5 or 6). IDPH postponed our annual November ambulance inspection until after receipt of the new ambulance. Our license is good through November 2023.

**AGENDA ITEM III. REPORTS** – continued:**4. Committee Reports – Ambulance Replacement Ad Hoc Committee**

President Petitgout had previously referenced an **anonymous benefactor** who had indicated willingness to contribute to the cost of the new ambulance. No decision has been made at this time.

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

1. Ben Petitgout moved to **deposit the matured \$600,000.00 CDARS investment and interest** in the District's checking account; seconded by Claire Bersbach

Prior to the Board meeting, Board members were provided with information regarding the current CDARS investment of \$600,000.00 which will mature on 12-01-2022. This was invested for four (4) weeks at 3.24% and will yield a gain of \$1,596.43. As of 11-25-2022, we had \$86,002.99 available in our District Checking Account.

GAEMSD will need to issue a check in the amount of \$216,148.00 to Kleine's Emergency Vehicles for the purchase of our 2022 Ford F-450 ambulance, to be picked up 12-02-2022.

We will receive one more Tax Distribution from the county on 12-16-2022 in the amount of \$107,405.87.

Our six (6) month investment of \$150,000.00 with LPL Financials will mature on 12-29-2022. This will produce a yield of \$1,566.82.

The Board agreed to review our financial position and consider another investment after the first of the year.

Motion carried.

2. Renee McCartney moved to **subscribe to an Annual Amazon Prime account**; seconded by Jan Splinter. President Petitgout provided the Board with examples of issues encountered at a local retailer when attempting to purchase EMS supplies. While we try to "buy local" whenever possible, there have been numerous times when buying "on line" is a more efficient and economical use of time and resources.

An annual subscription to Amazon would be \$139.00; a \$14.99 monthly subscription would be \$179.88 annually. Purchases through Amazon would be tax exempt. Petitgout, Aishah, and Chris Garza already have tax-exempt credit card accounts set up on Amazon.

Renee McCartney mentioned consideration of "Subscribe and Save" through Amazon. Deliveries of select items would be set up on a schedule and have the potential of saving on those items.

Motion carried.

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

Pam McIntyre commented she came across a car accident on Council Hill Road a month ago, **could not get cell service** to call 911 and had to drive to the top of the hill to make the call. Petitgout said that, while cell coverage had greatly improved, there are still some dead zones.

Jim Rigdon expressed concern about **EMS coverage to the east side of the river** should the bridge be blocked or otherwise not accessible. Rigdon speculated about keeping the "old" ambulance and putting together dollar figures regarding what equipment purchases would be needed to keep it functional.

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

Petitgout commented on **big ticket items** such as \$46,000.00 to \$48,000.00 for a power cot; \$35,000.00 to \$38,000.00 for a cardiac monitor; and \$15,000.00 to \$18,000.00 for a LUCAS (Lund University Cardiopulmonary Assist System). Supplies and drugs would need to be stocked; those would need to be rotated to ensure they do not expire.

Other comments included the need for secure, climate controlled storage with a 24/7 back-up generator; how to get EMS personnel to the east side of the river; Scales Mound Fire Department's Rescue vehicle could respond to the scene while an ambulance is enroute; Mutual Aid Agreements are in place.

Randy Beadle suggested that the Board **consider paying for the EMS Association's Christmas dinner party** by way of additional appreciation for their hard work and dedication; Jim Rigdon agreed with Beadle's remark. Petitgout commented that was not on the Agenda for this meeting but reimbursement of the dinner party expense could certainly be considered at the next Board meeting.

President Petitgout advised the Board of his intention to **attend Public Hearings and County Board and / or Committee meetings** related to the 1% Service Tax / Advisory Referendum.

President Petitgout polled the Board regarding cancelling the December Board of Directors' meeting, commenting there really is not any pressing business to consider; the Bills to be Paid Report would be e-mailed to Board members; if an issue came up that required a Board meeting, one could be called with 48 hours' notice to Board members. Board members were in agreement to **cancel the December Board of Directors' meeting**.

**AGENDA ITEM VIII. ADJOURNMENT**

Randy Beadle moved to adjourn the meeting; seconded by Pam McIntyre. Motion carried. President Petitgout adjourned the meeting at 7:33 p.m. until the **regular Board of Directors' meeting Thursday, January 26, 2023, 6:30 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.