

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



**Thursday, February 23, 2023**

**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:** Claire Bersbach, Secretary; Renee McCartney; Pam McIntyre; Ben Petitgout, President; and Linda Winter.

**Absent:** Randy Beadle, Vice President; Jim Rigdon, Treasurer; 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 Vice President.

**EMS Association member(s) present:** Christian Gronewold (see above).

**Others present:** None.

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

**AGENDA ITEM I. CONSENT AGENDA**

Linda Winter moved, Pam McIntyre seconded to approve the Consent Agenda, consisting of **amend then approve minutes** from the **January 26, 2023**, GAEMSD Board of Directors' meeting to reflect it was Pam McIntyre who seconded the motion to approve the Consent Agenda; review estimated **February Invoices** of \$12,093.52 which includes **estimated VISA** of \$599.21 and known **Auto-Pay** of \$130.66 (only one invoice had been received at this time); **approve revisions to Policies** (listed below); and review Board of Directors' Reports.

Policies for approval:

- A. ADM Facility Access and Security Monitoring
- B. ADM Meetings – Cancellation Criteria
- C. ADM Social Media
- D. BOD Code of Conduct
- E. BOD Board of Directors – Relationship with EMS Coordinator
- F. FIN Compensation
- G. FIN Purchasing
- H. FIN Reimbursement – Business-Related Expenses: Food, Travel, Lodging, Conference, Seminar, Education, or Training (Ref.: Mileage Reimbursement)

**President's Report** – Ben Petitgout

- Met with Gavin Doyle, IB&T, regarding **\$151,000 investment** which matured 02-13-2023, plus interest and was re-invested as approved at the January 26 Board meeting. Added funds to round up the dollar amount to \$152,000. This investment will earn 4.3% interest (\$544.66 yield) and will mature 03-15-2023.
- Polled Executive Committee for approval to **sign five-year (lease renewal) agreement with Access Systems Leasing for copier/printer**, to include: new machine, increased monthly B/W

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

- and color usage, new stand to store supplies, and additional paper tray. Monthly charge to be reduced by \$20.00. Current agreement expires March 2023.
- Per our Policy “Payment – Bills and Invoices,” there is nothing in the Policy about approving bills and invoices in order for them to be paid. **Bills and invoices are reviewed.** Consistent with that Policy, the Consent Agenda will state review instead of approve Bills to be Paid.
  - Worked with Board Secretary Bersbach on **revisions to GAEMSD By Laws and Policies.**
  - Discussed **streamlining information** provided in the Treasurer’s Report.
  - Submitted **UWHealth’s Business Associate Agreement** to Attorney Roth for review.

**Treasurer's Report** – Jim Rigdon

- GAEMSD Current Account Balances as of 02-18-2023:
  - \$ 213,894.44 District Total All Accounts at Illinois Bank & Trust
  - \$ 9,112.06 EMS Association Accounts Total
- Financial Statements for the period ended 01-31-2023 have been provided to Board members.
- Status of District’s Investments:

Investment	Interest Rate	Period	Matures	Earned
\$ 600,000.00	?	4 weeks	12-30-2022	\$ 1,469.46
\$ 150,000.00	2.10%	6 months	01-13-2023	\$ 1,575.00
\$ 151,000.00	3.95%	4 weeks	02-13-2023	\$ 497.04
\$ 250,000.00	4.05%	4 weeks	02-28-2023	\$ 843.75
\$ 50,000.00	4.05%	4 weeks	03-02-2023	\$ 165.70
\$ 152,000.00	4.30%	4 weeks	03-15-2023	\$ 544.66
\$ 200,000.00	2.70%	12 months	06-30-2023	\$ 5,400.00
TOTAL:				<b>\$ 10,495.61</b>

\$ 10,000.00 EMS Association CDARS Matures 10-12-2023

**Secretary's Report** – Claire Bersbach

- Worked with Board President Petitgout on revisions to GAEMSD By-Laws and Policies.
- Discussed streamlining information provided in the Treasurer’s Report.
- Forwarded to Board members for review and printed copies for Board Packs:
  - Policies (8) for review/approval (Consent Agenda)
  - Spreadsheet regarding investments
  - Lease Agreement with Access Systems Leasing
  - By-Laws – proposed revision to Article III, Section 2
  - Business Associate Agreement with SwedishAmerican Hospital dba UWHealth
  - Final Year End Financial Statements FYE2022 from Miner, Gilroy and Meade, CPA, PC
- Normal monthly duties: typed President’s, Treasurer’s, and Secretary’s reports; e-mailed, printed/scanned/copied and assembled materials for Board Packs.

**END OF CONSENT AGENDA**

Motion carried.

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

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

The Elizabeth EMR Class was completed in January.

We officially welcome **four new members**:

Ella Getz (EMR)

Riese Federman (EMR)

Kaleb Brashaw (EMR)

Kris Knautz (Driver)

In addition, we **anticipate more new members** within the month of March.

Effective January ALL members have retained **CPR credentials**.

The American Legion (Kimberly Howard) provided **cookies for EMS** providers to enjoy.

**Uniform Den** was here during our last member meeting. Our uniforms are now beginning to arrive. We will be dispersing uniforms to members ASAP as all uniforms arrive.

We participated in these **recent Community Details**:

- **CPR class** at the **First Presbyterian Church** in Galena on Sunday, February 12th.
- **CPR class** at the **ARC** on Saturday, February 18th.
- EMS members also participated as an **Exhibitor** at **The Galena Territory Association's Annual Meeting**, along with a Territory Firefighter from 9:30 a.m. to 1:30 p.m. on Saturday, February 25.

A **CPR class** will take place for the **Jo Daviess County Transit personnel** on March 25 at the GAEMS Station.

On February 7, the **Galena VFW** gave us a **donation of \$1,000.00** for our services to the community.

We are preparing for our spring season and a number of Details throughout Galena. This is a great opportunity to reach out to those we serve.

The **Shamrock Shimmy** (Galena Elk's/ARC) is scheduled March 18th starting at 11:00 a.m. for a 5K run. Following this the **Shamrock Parade** at 2:00 p.m. (line up at 1:30 p.m.). More information forthcoming.

Stand by for an additional number of **Special Details** in the coming months.

**Vehicle Report:** Per Dennis Harris, all Drivers are **required to be familiar with 1-A20**.

**Call statistics** from the beginning of FY2024:

90 May	65 September	48 January to-date
83 June	79 October	60 February as of meeting date on the 23rd
88 July	62 November	731 Calls year-to-date
71 August	85 December	

EMS Coordinator Bingham concluded his report saying, **"Thank you for your hard work. We are making a difference."**

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

**Received \$1,116.27 from the Richard Peterson EMT Endowment Fund** (a commission of The Galena Territory Foundation) to reimburse the **training-related expenses** by our members. Aishah expressed her thanks to Claire Bersbach (member of the Richard Peterson EMT Endowment Fund commission) for assistance in submitting the reimbursement request.

Transferred \$2,000.00 from the Grant Account #6470 to the District Account. The \$2000.00 was grant money received from the Jo Daviess Country Fair Charities to be used for the **purchase of CPR training manikins, trainer AEDs, and CPR materials**. Grant report was sent to

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

Jo Daviess Country Fair Charities to advise that the funds have been used for the purpose intended along with copies of the receipts.

On February 17 Bill Bingham, Glenn Harris, and Aishah attended a **ceremony at the VFW for a check presentation**. We received a **\$1,000.00 donation** from VFW Post 2665 to be used for the purchase of some of the equipment on the new 1-A20 ambulance. Aishah requested that the Board send a thank you letter to them to show our appreciation.

Aishah received an email from SwedishAmerican Hospital with a copy of the contract for **ESO (report writing software)** which would **allow SwedishAmerican Hospital to pay our monthly bill for this application**. We currently pay \$305.00 per month for this.

**Jo Carroll Energy** is opening up **applications for grant requests**. Aishah asked Gabe King, EMS Association President, to help with applying for this grant. He has **submitted a request for purchase of our protective gear**.

Our **Medicare application** that was recently submitted to change the list of Board members and signers on the Medicare system, along with removing the old 1-A17 and 1-A20, and adding the new 1-A20 **was approved**. This was a huge undertaking. Aishah expressed a **sincere Thank You to Shelley Finley** for assisting with this application.

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

Christian reported that training was on **airway management** conducted by Tod O'Brien.

**Uniforms** have begun to come in.

Related to **Active Shooter Hostile Event Response (ASHER)** and **Tactical Emergency Casualty Care (TECC)**, Gabe King and Christian have been continuing training Galena Police Department personnel twice a month.

Christian displayed a **loaded "Jump Bag."** One of those bags has been placed in each ambulance.

**Protective gear** could cost \$570.00 for each ballistic helmet and \$1,425.00 for each ballistic medical vest. Recommendation is to start with three (3) sets for each riding position on each ambulance for a **total anticipated expense of \$11,970.00**.

Gabe and Christian are **finalizing options for training and education** that would tie in all this equipment with a law-enforcement response.

Christian said Gabe King has **submitted a grant request to Jo Carroll Energy for \$10,000.00** and mentioned there is a chance to get a matching amount bringing the amount up to \$20,000.00. If this grant is approved, the funds would be **used to cover the cost of the protective equipment**.

**EMS personnel participated in the AED/CPR training** at Galena ARC.

**4. Committee Reports – Budget Ad Hoc Committee**

President Petitgout advised the Budget Ad Hoc Committee **will meet in March** and begin an initial review of projected Revenue and Expenses line items. The Committee will also be considering possible wage increases for the EMS Coordinator, Administrative Assistant, EMS personnel, and the impact of wage increases.

The Committee is comprised of Treasurer Jim Rigdon, Chair; President Ben Petitgout; Secretary Claire Bersbach; EMS Coordinator Bill Bingham; and Administrative Assistance Aishah Abdul-Aziz.

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

Pam McIntyre asked if our organization has any standing committees. Petitgout said there were standing committees in the past. More recently we have ad hoc committees which are disbanded when their work is completed.

**AGENDA ITEM IV. UNFINISHED BUSINESS** – None.**AGENDA ITEM V. NEW BUSINESS**1. Ben Petitgout moved to **reinvest investments with February 28 and March 2 maturity dates and add \$1,000.00** of the interest earned; seconded by Renee McCartney.

Board members were provided with a spreadsheet showing dollar amounts of the investments, interest rates, time periods, maturity dates, and amounts earned.

Investment	Interest Rate	Period	Matures	Earned
\$ 250,000.00	4.05%	4 weeks	02-28-2023	\$ 843.75
\$ 50,000.00	4.05%	4 weeks	03-02-2023	\$ 165.70

Board President Petitgout is given latitude to reinvest \$300,000.00 plus \$1,000.00 of the interest earned in a four (4) week instrument at the “going rate.”

President Petitgout requested a Roll Call vote. Ayes: Ben Petitgout, Linda Winter, Claire Bersbach, Renee McCartney, and Pam McIntyre. Ayes 5. Nays: 0. Abstain: 0. Absent: Randy Beadle, Jim Rigdon, and Jan Splinter. Absent 3.

Motion carried.

2. Linda Winter moved to **reinvest the investment with maturity date of March 15**; seconded by Renee McCartney.

Board members were provided with a spreadsheet showing the dollar amount of the investment, interest rate, time period, maturity date, and amount earned.

Investment	Interest Rate	Period	Matures	Earned
\$ 152,000.00	4.30%	4 weeks	03-15-2023	\$ 544.66

Board President Petitgout is given latitude to invest \$152,000.00 in a four (4) week instrument at the “going rate.”

President Petitgout requested a Roll Call vote. Ayes: Linda Winter, Claire Bersbach, Renee McCartney, Pam McIntyre, and Ben Petitgout. Ayes 5. Nays: 0. Abstain: 0. Absent: Randy Beadle, Jim Rigdon, and Jan Splinter. Absent 3.

Motion carried.

3. Ben Petitgout moved to **ratify the lease agreement with Access Systems Leasing**; seconded by Linda Winter.

The current lease agreement with Access Systems Leasing for the copier/scanner used at the Station is due to expire in March.

Board members were provided with a copy of the **five-year proposal**. The replacement copier is configured exactly like the current one and will have a 10 page per minute faster output. The proposal includes an additional paper tray; new supply cabinet; all parts, labor, toner, and service calls; up to 1,300 B&W color copier pages/month; up to 375 color copier pages/month; guaranteed 4-hour response time; and quarterly account reconciliations /reviews. B&W copier overages will be billed quarterly at \$0.0120/page; color copier overages will be \$0.0600/page.

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

3. The current base contract is \$145.74. **The proposed contract is \$125.00 – a \$20.00 reduction.** Due to possible long lead times involved in ordering the replacement machine, Petitgout polled the Executive Committee regarding the proposal and received unanimous agreement to go ahead. Per our Policy: CONTRACTS / AGREEMENTS, “The action must be ratified by the Board of Directors.”

Motion carried.

4. Ben Petitgout moved to **revise By-Laws Article III, Section 2**; seconded by Claire Bersbach.

Article III, Section 2, of our current By-Laws refers to an active or former member of the Galena Area EMS Association not being allowed to serve on the Board of Directors. Not all Responders on our roster are members of the EMS Association.

The revision to the By-Laws changes member of the Galena Area EMS Association to EMS personnel or staff. Board members were provided with a copy of the proposed changes.

Bersbach commented as she and Board President Petitgout were discussing the reason for this change, they realized there are **numerous Board Policies** which use similar wording that should be changed. Bersbach also commented there are some Board Policies that directly affect EMS personnel but they do not have access to read them.

Bersbach and Petitgout agreed to **create a binder that will contain the GAEMSD’s By-Laws, Board of Directors’ Policies, and the EMS Coordinator’s Operational Policy Manual**. This binder will be placed with other reference materials so that it is **available for all EMS personnel**.

Motion carried.

5. Claire Bersbach moved to review/accept **the Business Associate Agreement with SwedishAmerican Hospital dba UWHealth (ref: ESO software)**; seconded by Pam McIntyre.

Board members were provided with a copy of the Agreement. Our attorney reviewed the proposal. His reply letter stated: “I find the proposed agreement with SwedishAmerican Hospital to be in order and **recommend that it be executed.**”

This is largely a boiler-plate agreement where SwedishAmerican Hospital (SAH) will perform certain Services for or on our behalf; GAEMSD may disclose information to SAH in the performance of such Services, some of which may constitute Protected Health Information; both agencies agree to comply with applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA) and all applicable implementing regulations.

Entering into this agreement will result in GAEMSD no longer paying \$305.00 per month for the ESO Software, **an annual savings of \$3,660.00. Thanks to our Administrative Assistant, Aishah Abdul-Aziz**, for investigating and following up on this issue.

Motion carried.

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

Pam McIntyre asked EMS Coordinator Bill Bingham if things were going better with Midwest Medical Center Emergency Department. Bingham said things have been going a lot better and he is in regular communication with ED Director, Dr. Cullen Kehoe.

Renee McCartney mentioned a short documentary she had seen regarding the Vegas shooting. Gronewold commented there were ten shootings today across the county.

Linda Winter asked if we are going to be sharing ASHER / TECC with other ambulance services. Gronewold said our first focus is on our own personnel and that Galena ARC would

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

probably be on board with hosting trainings. Winter expressed **appreciation for Gronewold and EMS members** for providing CPR training.

Ben Petitgout said a **Nominating Committee** would be appointed in March for the Board elections in May. Petitgout commented that he had reached out to two people regarding the vacancy on the Board and is waiting to hear back.

**AGENDA ITEM VIII. ADJOURNMENT**

Renee McCartney moved to adjourn the meeting; seconded by Pam McIntyre. Motion carried. President Petitgout adjourned the meeting at 7:21 p.m. until the **regular Board of Directors' meeting Thursday, March 23, 2023, 6:30 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.