

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



Thursday, March 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: Randy Beadle, Vice President; Claire Bersbach, Secretary; Renee McCartney; Pam McIntyre; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: None. 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 member(s) present: Christian Gronewold.

Others present: Austin Gerlich.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

President Petitgout pulled **New Business Item Number 1**. "Appointment to fill a vacancy on the GAEMSD Board of Directors" for action prior to the Consent Agenda. Per our By-Laws (Article III, Section 14), an appointment by the Board President to fill a vacancy is "with Board Approval." Petitgout moved to **appoint Austin Gerlich to the Galena Area Emergency Medical Service District Board of Directors**; seconded by Randy Beadle.

Petitgout commented that Austin lives in Galena, is a member of the local Kiwanis club, works at Apple River Bank, and was recommended by Board member, Linda Winter.

Motion carried.

AGENDA ITEM I. CONSENT AGENDA

Renee McCartney moved, Linda Winter seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **February 23, 2023**, GAEMSD Board of Directors' meeting; review estimated **March Invoices**; **approve revisions to Policies** (listed below); and review Board of Directors' Reports.

Policies for approval:

ADM Alcohol, Drugs, Tobacco

ADM Confidential Information

ADM Harassment

ADM Organization Chart – Flow of Authority

PERS EMS Coordinator – Duties and Responsibilities

President's Report – Ben Petitgout

- Sent a letter to Region 2 Engineer re: Commercial Vehicles Using Residential Streets. Another round table meeting is scheduled for Wednesday, March 29, at 9:00 a.m. at the EMS station.

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

- Sent a Thank You letter to VFW Post 2665 for their \$1,000.00 donation.
- Attended the Galena City Council debates. Some in attendance did not believe that EMS is not regarded as an essential service in Illinois.
- Met with potential Board candidate, Austin Gerlich.
- Met with the buyer of “old” 1-A20 to complete the sale.
- Removed “old” 1-A20 from our insurance coverage.
- Reviewed previous Budget against anticipated revenue and expenses; updated spreadsheet for FY2024.
- Discussed with EMS Coordinator, Bill Bingham, and Administrative Assistant, Aishah Abdul-Aziz, potential wage increases as well as the impact of the wage increases on Workers' Compensation. Will also review our billing rates.
- Worked with Board Secretary Bersbach on revisions to additional GAEMSD Policies.
- Met with Board Treasurer, Jim Rigdon, Board Secretary, Claire Bersbach, EMS Coordinator, Bill Bingham, and Administrative Assistant, Aishah Abdul-Aziz, regarding FY2024 Budget.
- Had the mini-ambulance serviced for this year's parade season.
- A chart of investments with LPL Financials was included in the Treasurer's Report. Our next investment will mature May 3, 2023.

Treasurer's Report – Jim Rigdon

- GAEMSD Current Account Balances as of 03-17-2023:
 - \$ 233,498.83 District Total All Accounts at Illinois Bank & Trust
 - \$ 9,122.67 EMS Association Accounts Total
- Financial Statements for the period ended 02-28-2023 were provided to Board members.
- Status of District's Investments:

	Investment	Interest Rate	Period	Matures	Earned
Investments Matured	\$ 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
Current Investments	\$ 150,000.00	4.60%	8 weeks	05-03-2023	\$ 1,150.00
	\$ 150,000.00	4.50%	8 weeks	05-08-2023	\$ 1,125.00
	\$ 200,000.00	2.70%	12 months	06-30-2023	\$ 5,400.00
	\$ 150,000.00	5.00%	6 months	09-20-2023	\$ 3,750.00
	\$ 3,000.00	5.15%	6 months	09-20-2023	\$ 77.25
TOTAL:					\$ 16,597.86

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

Secretary's Report – Claire Bersbach

- 02/24 Forwarded revised By-Laws and approved Policy revisions to Administrative Assistant, Aishah Abdul-Aziz, for the Benning Group Shared Folder.

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

- Reviewed OPM February 25 (8 hours) and February 26 (5 hours).
- With approval from Board President Petitgout, met with EMS Coordinator Bingham on February 28 (2 hours), March 8 (3 hours), and March 16 (3 1/2 hours) regarding revisions to the Operational Policy Manual.
- Worked on revisions to OPM March 1 (3 hours); March 2 (4 hours); March 3 (2 hours); March 5 (3 hours); March 6 (2 hours); March 8 (3 hours); March 11 (6 hours); March 19 (3 hours); March 21 (3 hours). Printed three (3) OPM binders for New Member Orientation for EMS Responders.
- Assisted President Petitgout with correspondence as requested.
- Typed Bill of Sale for President Petitgout's meeting with the buyer of "old" 1-A20.
- Worked with Board President Petitgout on revisions to five GAEMSD Policies.
- E-mailed to Board members and printed copies for Board Packs five Policies for review/ approval (Consent Agenda):
 - ADM Alcohol, Drugs, and Tobacco Products
 - ADM Confidential Information
 - ADM Harassment
 - ADM Organization Chart – Flow of Authority
 - PERS EMS Coordinator – Duties and Responsibilities
- Worked with Board President Petitgout on two new GAEMSD Policies.
- Forwarded to Board members and printed copies for Board Packs two Policies for review/ approval) (New Business):
 - BOD Fiduciary Responsibilities
 - BOD Governance Style
- Prepared 3-ring binder for potential 9th Board member.
- 03/20 Phone call from Chair of The Galena Territory's Civic Affairs Commission with questions about EMS; directed him to President Petitgout and provided contact information.
- 03/22 Met with Budget Ad Hoc Committee; reported by President Petitgout.
- 03/22 Typed information on Illinois General Not For Profit Annual Report Form as requested by President Petitgout.
- 03/23 Typed index tabs and printed final three (3) OPM binders for New Member Orientation for EMS personnel (4 hours).
- 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

Last week Board Secretary, Claire Bersbach, completed a **revised March 2023 Operational Policy Manual**. This was a two-month collaborative effort. These documents are in six binders. Some information from the previous Policies was deemed no longer necessary or determined

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

to be out of place. Bingham will be scheduling some sessions within the next two months to make sure that all EMS personnel are onboard and all are working on the same page. This is one of the best – now we need to share it. **Thank you to Claire.**

NO NEW MEMBERS to report this month, but Bingham learned this morning that an EMR was referred by Ruth Jackson recently. Her name is Cindy Blakemore.

Most of our **new dress uniform components** are here and we will be distributing these in the next few months. In addition, we have **a sample of response gear for members** to test to see if they like the new gear. This gear is designed to be used for significant and/or extensive calls. We are at the early stage of this project and will keep the Board of Directors and EMS personnel in the loop. If members are interested, we hope to incorporate this in the upcoming budget.

Special Detail: St. Patrick's Shimmy Run and Parade took place on March 18.

Upcoming events include a **CPR class** for Jo Daviess County Transit Authority driver personnel on March 25 at the ambulance station; CPR Class for Hahn Quarry from 9:00 a.m. to 1:00 p.m. on April 7; CPR for Prairie Ridge from 9:00 a.m. to 1:00 p.m. on April 15; Galena Library event at Grant Park from noon to 5:00 p.m. on June 10; Kiwanis Run for the Park is on April 22.

We have a request from Eagle Ridge for an ambulance on July 3 from 9:00 a.m. to 11:00 a.m. The **Golden Knights** will be parachuting from an airplane onto the first fairway at Eagle Ridge North Golf Course.

We also have a request from the **Library for a Touch-a-Truck program** allowing children to experience touching multiple types of trucks and equipment. Date is to be determined but it will take place on either July 8 or 15.

Bingham had a good discussion with Dr. Kehoe this past Monday (March 20) regarding an issue with one of our EMTs to the point that Dr. Kehoe and Bingham made sure that this was addressed immediately. Information about the situation was promptly provided to Tracy Bauer. Both she and Dr. Kehoe immediately acknowledged that the EMS personnel did exactly what they were supposed do, without exception. Dr. Kehoe stated that the issue with the specific Nurse is being addressed. Midwest Medical Center is currently increasing RN salary and reaching out to address the need for new additional Emergency Department staff members.

As you are aware, we responded to another **fatality accident** on Highway 20 on March 6. A **critical Stress Debriefing** was conducted on March 11 with participation from Galena Police Department, Jo Daviess County Sheriff's office, and Galena Fire Department. Our EMS personnel were planning to attend but were responding to back-to-back calls during the scheduled session. Bingham will be talking in person to those unable to attend the debriefing and will be reaching out to a person who assisted us on this call.

Our **ALS Rural Waiver** is set to expire at the end of March. The waiver is good for only one year. A **renewal request was submitted** to Richard Robinson and we are awaiting approval from IDPH soon.

Call statistics from the beginning of FY2024 (May 1 to March 23):

90 May	65 September	55 January
83 June	79 October	70 February
88 July	62 November	55 March as of meeting date on the 23rd
71 August	85 December	803 Calls (851 patients) year-to-date

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

Aishah stated there was not much to report this month. Regarding ESO (reporting software), she received an email from Catherine Lewis (SwedishAmerican/UWHealth) on March 14. She stated that the first of two contracts went to ESO on March 14 and the second will go on Friday (March 17). Once those are signed, she will send everyone an email with the update.

Budget discussion is in the preliminary stage.

3. EMS Association Report – Shelley Finley, EMS Association Representative

Shelley reported that training was about “Scene Size Up” – watching for things on scene that could hurt responding personnel.

Kevin Peebles is investigating the purchase of “Bunker Gear.” This is similar to what a fire fighter would wear but not as cumbersome. Responders need to have sufficient flexibility to treat patients. This type of gear is especially helpful in car accident situations where gas, antifreeze, or other dangerous liquids may be present.

The kitchen refrigerator was cleaned out and a Policy was developed regarding regular cleaning. It seems to be working well.

Christian Gronewold modeled the new dress uniform.

Shelley expressed her appreciation for a CPR training Bingham and Gronewold conducted at her husband’s church.

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

President Petitgout advised the Budget Ad Hoc Committee **met March 22** and reviewed Revenue and Expenses for the 10 months ended February 28 and estimated Revenue and Expenses for the next fiscal year (FY2024).

The Committee will also be focusing on wage increases from the top down, the impact of wage increases, and our billing rates.

Petitgout said we are doing really well and will potentially be looking at another vehicle.

The Committee will meet one more time and anticipates presenting the budget at the April Board of Directors’ meeting.

Jim Rigdon mentioned allocating \$12,000 for tactical gear and also mentioned a future “Rescue Vehicle” (all-but-transport).

Bersbach commented on the possibility of establishing a Long Range Financial Plan to cover expenses for items on the “wish list.”

Petitgout advised we go to County in August with our Budget request.

Pam McIntyre asked where are we with Paramedics on our Roster (potential wage impact). We currently have one Paramedic; a previous Paramedic moved.

B. Appoint Nominating Ad Hoc Committee and Chair

President Petitgout referenced GAEMSD’s By-Laws, Article III, Section 10, NOMINATING COMMITTEE (as Approved and Adopted February 25, 2021). There are nine (9) positions on the Board to be filled; the Nominating Ad Hoc Committee shall file a list of its recommended nominees with the Board Secretary not later than the date of the regularly scheduled monthly Board of Directors’ meeting (April) the month prior to the annual meeting (May).

President Petitgout asked Renee McCartney if she would be willing to Chair the Nominating Committee. With her concurrence, President Petitgout **appointed Renee McCartney as Chair of the Nominating Ad Hoc Committee** and provided her with information on the procedures.

AGENDA ITEM III. REPORTS – continued:4. **Committee Reports** – continued:B. **Appoint Nominating Ad Hoc Committee and Chair** – continued:

McCartney will provide a list of candidates at the April Board of Directors' meeting. Petitgout thanked McCartney.

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

1. Discussion and possible action to **appoint Austin Gerlich** to fill a vacancy on the GAEMSD Board of Directors. This Agenda item was acted on earlier in the meeting.

2. Linda Winter moved, Randy Beadle seconded, to **approve a new Policy: Board of Directors' Fiduciary Responsibilities**.

Board members were provided with a copy of the Policy prior to the meeting. In regard to "1.2 Selecting and appointing the GAEMSD's attorney," Pam McIntyre asked do we have Roth as our attorney. Petitgout responded, at this time Mr. Roth is still our attorney.

Motion carried.

3. Claire Bersbach moved, Jim Rigdon seconded, to **approve a new Policy: Board of Directors – Governance Style**. Board members were provided with a copy of the Policy prior to the meeting. There was no discussion.

Motion carried.

Board Secretary Bersbach will email these two Policies to Administrative Assistant, Aishah Abdul-Aziz, to be filed in the Benning Group Shared Folder.

4. Jim Rigdon moved, Pam McIntyre seconded, to **cover the expense of refreshments** stocked in the ambulance station kitchen. The current practice is that the EMS Association pays for those refreshments which typically include bottled water, a variety of beverages, and assorted snacks. The cost comes out of their funds but they are not the only ones who avail themselves of the refreshments.

Following discussion, the Board agreed to extend "refreshments" to include covering the cost of the meals provided at the monthly EMS meetings and for training and workshop sessions, etc.

Motion carried.

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

Renee McCartney welcomed new Board member, Austin Gerlich.

Linda Winter thanked Claire Bersbach for her work on the OPM binders.

Pam McIntyre asked Bingham if EMS personnel like the new ambulance. Bingham said it's awesome, everybody loves it. 1-A18 is still doing well. Ambulances are rotated as "first out" rigs. The Committee (Ambulance Replacement) really did a good job on the new ambulance.

Austin Gerlich thanked the Board for having him on the Board of Directors.

Jim Rigdon thanked Bill and the Crew for the tour of the new ambulance.

Board President Petitgout commented there will be a meeting next Wednesday, March 29, at 9:00 a.m. regarding the heavy traffic and Highway 20 construction which will begin (again) on March 27 with certain streets closed.

AGENDA ITEM VIII. ADJOURNMENT

Austin Gerlich moved to adjourn the meeting; seconded by Randy Beadle. Motion carried. President Petitgout adjourned the meeting at 7:26 p.m. until the **regular Board of Directors' meeting Thursday, April 27, 2023, 6:30 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.