

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



**Thursday, April 27, 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; Austin Gerlich; Pam McIntyre; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

**Absent:** Renee McCartney\*. 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.

**Others present:** None.

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

**AGENDA ITEM I. CONSENT AGENDA**

Linda Winter moved, Jan Splinter seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **March 23, 2023**, GAEMSD Board of Directors' meeting; review estimated **April Invoices**; and review Board of Directors' Reports.

**President's Report** – Ben Petitgout

- Participated in roundtable meeting regarding Highway 20 road construction and signage.
- Mailed annual renewal General Not For Profit Corporation Act form along with check for \$10.00 to Illinois Secretary of State. Due date of May 1, 2023.
- Revisited original sale of 1-A20 to Louie's Trenching Service. Was informed by Secretary of State that the original title had been voided and a new title issued.
- Worked with Board Secretary Bersbach on revision to GAEMSD Policy: Disbursements – Checks.
- On behalf of EMT Gabe King, sent a letter regarding possible donation toward "Rescue Task Force Equipment."
- Dropped off electronic recycle and document shred to City Hall.
- Received letter from IRS dated April 24, 2023, that a "failure to deposit penalty" for March 31, 2023, Form 941 was waived. Email sent to Benning Group and Miner, Gilroy, and Meade CPA, PC asking for clarification.
- Attended City of Galena's, April 24, 2023, city council meeting.

*Agenda item:*

*Discussion and Possible Action on a Request by the Galena Police Department and the Galena Area Emergency Medical Service District for Funding to Undertake Rescue Task Force Training*

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

- Financial Statements for the period ended 03-31-2023 were provided to Board members.
- GAEMSD Current Account Balances as of 04-21-2023:
  - \$ 218,014.88 District Total All Accounts at Illinois Bank & Trust
  - \$ 8,679.13 EMS Association Accounts Total
- Status of District's Investments:

	Investment	Interest Rate	Period	Matures	Earned
Investments Maturated	\$ 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
<b>TOTAL:</b>					<b>\$ 16,597.86</b>

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

**Secretary's Report** – Claire Bersbach

- 03/24 emailed seven (7) Board Policies to Aishah Abdul-Aziz, Administrative Assistant, as PDFs for the Benning Group Shared Folder.
- 04/15 emailed the entire updated Operational Policy Manual to Bill Bingham, EMS Coordinator, and Aishah Abdul-Aziz, Administrative Assistance, as a PDF.
- Set up 3-ring binder of "Guiding Documents" consisting of the Operational Policy Manual, the Board of Directors' Policy Manual, and the Board of Directors' By-Laws. This Reference binder will be kept at the Station in a location where it is available to all personnel (4 hours).
- Typed new EMS member Orientation "slide show" pages for Bill Bingham, EMS Coordinator (6 hours).
- Assisted President Petitgout with correspondence as requested.
- Worked with Board President Petitgout on one (1) GAEMSD Policy.
- Forwarded to Board members one (1) Policy for review/approval: FIN – Disbursements – Checks Issued.
- 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.

\* Renee McCartney entered the meeting at 6:33 p.m.

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

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

Bill Bingham and his wife, Aishah, expressed their **thanks to all of our members** for allowing a weeklong vacation to visit their family in Florida, saying “It was a nice reprieve and we are glad to be back.” Bingham also thanked Gabe King for stepping up while they were on vacation.

Bingham advised our service has **two new members**, Cindy Blakemore and Jessi Kieffer, both graduated from the EMR class in February.

**CPR class for Prairie Ridge** completed on 03-15-2023. Ruth Foley, Bill Bingham, and Chris Garza assisted with the class.

**Kiwanis Run-in-the-Park Standby** was completed on April 22 with no issues. EMS Member, Chris Garza, ran the 10K and won 2nd place in his age group.

**Boy Scout weekend** is this weekend, April 28 and 29. EMS will participate in the parade.

Bingham received a **call from Hazel Green EMS Coordinator**, Jason Piddington, on Sunday, April 16 **requesting mutual aid assistance** following the closure of Cuba City EMS. They have had a good relationship for several years, until recently when Cuba City eliminated their service which was picked up by an EMS service at the Platteville Hospital. We have assisted Hazel Green in the past and they have assisted us several times. We have had an agreement for several years. Piddington called Bingham because they may need more assistance in case of multiple calls, units out of service, vehicles’ inspections, etc.

Bingham **submitted new Billing Rates and Standby/Special Event/Special Work Detail Rates to the Board for approval**. A proposal for **potential member wage increases** was also provided to President Petitgout for the Fiscal Year 2023-2024 budget.

Bingham advised we have new members who need to go through our **EMS Orientation program**. This will take place in May and will accommodate our members with three-to-four opportunities (weekend, evenings, etc.) throughout the month.

A date for our **annual Spring Cleaning** (ambulances, Bays, EMS Station, etc.) will be set up in mid-to-late May as has been done in the past years.

During the last EMS Association Meeting on April 4, a member suggested that we **recognize members with a service certificate or award**. We have created service certifications in five-year increments and will acknowledge all members for years of service in the organization. These acknowledgements will be shared during the EMS Association meetings and will be shared at the monthly Board Meetings.

Gabe King spoke to the following topics:

He and John Loebel **attended Blackhawk Fire Fighter Association’s (BFFA) Fire School Training “Don’t Be the Target”** in Amboy on April 15. This is the description of the Don’t Be the Target (ASHER – Active Shooter Hostile Event Response) training:

“High threat care is predicated upon the **goals of ensuring mission success while offering prompt, tactically appropriate response to the injured**. It involves rescuing, performing life-saving interventions, and ultimately evacuating casualties initially to safety and eventually to definitive care, all while attempting to ensure one’s safety. In this course, we will **explore High-Threat for Military and Civilian Providers** (TCCC and TECC). The focus is not so much on the instruction of medical procedures but rather emphasizes the tactical application of such skills in terms of time and tactical situations.”

Gabe also presented to the Galena City Council on April 24 regarding **funding for the Rescue Task Force Training** that we plan to have September 16 and 17 with Galena Police Department. The city has approved to pay \$10,000.00 for this training.

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

A third party (**Spartan Tactical Training**) **out of Chicago will conduct the training**, teaching the latest trauma care in a hostile environment. The plan is to use Galena High School.

Gabe said they also asked for all Galena Police Officers to have a standardized First Aid Kit for themselves on their person. That would be included in the \$10,000.00 being provided for this training.

**Our rural waiver has been approved.**

Bingham reported Call Responses May 2022 – April 2023 per numbers reported in Run Log:

87 May	63 September	56 January
83 June	79 October	65 February
89 July	62 November	70 March
71 August	85 December	64 April

There were 874 Call Responses with 893 patients treated. Last year's Responses were 856.

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

Aishah reported we received **\$1,708.00 reimbursement** check from **McCoy Insurance** for premium paid on old 1-A20; **\$1,000.00 donation** from the **Roger and Carol Peterson trust** added to Donation District Unrestricted line item; **\$150.00 from the Kiwanis Club** April 27 for the Standby Event at the Run-in-the Parks 5K and 10K run; and **\$250.00 donation from Chestnut Mountain**, un-restricted.

The EMS Association received a **\$125.00 donation from First Community Bank from their Employee Jeans Day collection.**

Aishah **thanked Gabe King** for submitting two grant requests on behalf of Galena Area EMS.

- Firehouse Subs \$46,768.05 for purchase of First Responder protective gear.

- Jo Daviess County Country Fair Charities \$3,473.93 for replacement radio for 1-A18.

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

6:56 p.m. Shelley entered the meeting and reported the April training class was on Mass Casualty and Triage – pediatrics.

Shelley commented they have been receiving a lot of compliments on the new uniforms and said "Thank you very much" to the Board.

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

Petitgout advised he took the numbers from March and plugged them into the Budget. He plans to schedule a final meeting no later than the second week of May and also plans to get with the insurance company regarding the "billing" line items to be shown on the budget.

**B. Nominating Ad Hoc Committee** – Renee McCartney, Chair

Renee compiled a list of persons to be nominated for the Galena Area EMS Board of Directors, as follows: Randy Beadle, Claire Bersbach, Austin Gerlich, Renee McCartney, Pam McIntyre, Ben Petitgout, Jim Rigdon, Jan Splinter, and Linda Winter.

There are nine nominees for nine seats.

President Petitgout asked Board Secretary Bersbach if any petitions had been received for nomination to the Board of Directors. Bersbach advised no petitions had been received.

Pam McIntyre advised this coming year will be her last year on the Board.

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

**AGENDA ITEM V. NEW BUSINESS**

1. Ben Petitgout moved, Pam McIntyre seconded to **approve the POLICY: FINANCIAL – Disbursements – Checks Issued**. Galena Area EMS District pays for goods or services by direct deposit, credit card, or checks issued by our accounting agency. For those occasions when that is not practical, the President of the GAEMSD Board of Directors may go to the District's bank to request a check. Our Auditors had asked for a separate Policy dealing with those instances. Board members were provided with a copy of the Policy.

Motion carried.

2. Claire Bersbach moved, Linda Winter seconded to provide a **pay increase for the EMS Coordinator, effective May 1, 2023, from \$2,000.00 per month to \$2,500.00 per month**. Board members were provided with a chart showing current Pay Schedules and the proposed Pay Schedules for FY2023-2024.

Motion carried.

3. Renee McCartney moved, Jim Rigdon seconded to provide a **pay increase for the Administrative Assistant, effective May 1, 2023, from \$1,000.00 per month to \$1,300.00 per month**. Board members were provided with a chart showing current Pay Schedules and the proposed Pay Schedules for FY2023-2024.

Motion carried.

4. Jim Rigdon moved, Randy Beadle seconded to provide a **pay increase for the Fleet Manager, effective May 1, 2023, from \$100.00 per month to \$200.00 per month**. Board members were provided with a chart showing current Pay Schedules and the proposed Pay Schedules for FY2023-2024. President Petitgout commented Dennis Harris has been doing a fantastic job, checking the rigs twice a week.

Motion carried.

5. Jim Rigdon moved, Randy Beadle seconded to provide a **pay increase for the Communication and Technology Manager, effective May 1, 2023, from \$100.00 per month to \$200.00 per month**. Board members were provided with a chart showing current Pay Schedules and the proposed Pay Schedules for FY2023-2024.

Motion carried.

6. Jim Rigdon moved, Jan Splinter seconded to provide a **pay increase for Weekday On-Call Hourly Wage for EMT, EMR, Driver, effective May 1, 2023, from \$8.00 per hour to \$9.00 per hour**. Board members were provided with a chart showing current Pay Schedules and the proposed Pay Schedules for FY2023-2024.

Motion carried.

7. Claire Bersbach moved, Jim Rigdon seconded to provide a **pay increase for Weekend and Holiday On-Call Hourly Wage for EMT, EMR, Driver, effective May 1, 2023, from \$10.00 per hour to \$11.00 per hour**. Board members were provided with a chart showing current Pay Schedules, proposed Pay Schedules for FY2023-2024, designated Weekend Hours, and Recognized Holidays.

Motion carried.

8. Claire Bersbach moved, Pam McIntyre seconded to provide a **pay increase for On-Call Hourly Wage for Paramedic, effective May 1, 2023, from \$15.00 per hour to \$16.00 per hour**. Board members were provided with a chart showing current Pay Schedules and the proposed Pay Schedules for FY2023-2024.

Motion carried.

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

9. Ben Petitgout moved, Claire Bersbach seconded to provide a **pay increase for Report Writing, effective May 1, 2023, from \$8.00 per Report to \$9.00 per Report**. Board members were provided with a chart showing current Pay Schedules and the proposed Pay Schedules for FY2023-2024.

Motion carried.

10. Linda Winter moved, Renee McCartney seconded to provide a **pay increase for Hourly Wage – Special Event / Special Work Detail, effective May 1, 2023, from \$8.00 per hour to \$9.00 per hour**. Board members were provided with a chart showing current Pay Schedules and the proposed Pay Schedules for FY2023-2024.

Motion carried.

11. Austin Gerlich moved, Randy Beadle seconded to **increase GAEMSD Ambulance Response Rates effective May 1, 2023**. Board members were provided with a chart showing current and proposed Response Rates and the percentage of change.

Motion carried.

12. Claire Bersbach moved, Jan Splinter seconded to **increase GAEMSD Standby Rates effective May 1, 2023**. Board members were provided with a chart showing proposed Standby Rates.

Motion carried.

13. Claire Bersbach moved, Linda Winter seconded to give **Board President, Ben Petitgout, latitude to re-invest Financial Instruments maturing May 3 and May 8, 2023**. Board members were provided with a chart of the current status of our investments. Petitgout has talked with Gavin Doyle regarding one- to twelve-month interest rates, ranging from 4.8 to 5.0% on LPL instruments. All the interest on our investments has been re-invested.

Motion carried. President Petitgout abstained from voting.

14. Linda Winter moved, Ben Petitgout seconded to **accept the Letter of Engagement from Miner, Gilroy and Meade CPA, PC for FY 2023-2024 for accounting services** at \$475.00 per month and payroll check writing at \$185.00 per month. Board members were provided with a copy of the Letter of Engagement.

Motion carried.

15. Ben Petitgout moved, Randy Beadle seconded to **approve the Board of Directors' Meeting Schedule for FY 2023-2024**. Board members were provided with a proposed meeting schedule for Fiscal Year 2023-2024. All meetings are scheduled for Thursdays.

Motion carried.

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

Renee McCartney commented that the EMS uniforms look really good.

Linda Winter asked for confirmation of who is our attorney; is Mr. Roth still practicing? Petitgout will talk with Roth.

Jim Rigdon asked Bill Bingham if everything is still going okay with MMC. Bingham commented there have not been any new issues; there are a couple new nurses.

Petitgout said:

- he intends to appoint an Ambulance Replacement Ad Hoc Committee as 1-A18 has developed a serious engine oil leak that would be too costly to repair;



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

- is going to ask Bill Bingham to investigate purchasing a Response vehicle;
- we are growing and need to consider options for expanding our space;
- he and Bill Bingham will be meeting with John Perry, Chair of The Galena Territory's Civic Affairs Commission, on Friday, April 28; and
- thank you to the Board for moving forward on the pay increases.

Aishah said, at the EMS Association meeting, members expressed their thanks to the Board for providing the snacks and the meals before their training.

**AGENDA ITEM VIII. ADJOURNMENT**

Jim Rigdon moved to adjourn the meeting; seconded by Randy Beadle. Motion carried. President Petitgout adjourned the meeting at 7:30 p.m. until the Galena Area EMS District's **Annual Meeting** scheduled for Thursday, May 25, 2023, at 6:30 p.m. followed by the **regular Board of Directors' meeting** at 6:45 p.m. at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.