

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



Thursday, June 22, 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; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: Renee McCartney and 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 member(s) present: None.

Others present: None.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Linda Winter moved, Randy Beadle seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **May 25, 2023**, GAEMSD Board of Directors' meeting; review estimated **June invoices and Financial Statements**.

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.
- Met with Attorney Roth. His targeted retirement is the end of this year or early next year.
- Emergency generator, HVAC system, and fire extinguishers have all been cleaned, serviced, and tested.
- Participated in a Zoom meeting with "I am Responding." EMR Garza and GFD also sat in on the presentation.
- Received a quote from Klocke's Emergency Vehicles for a 2024 Ford ambulance. This will be an Agenda item under New Business.
- Vehicle Replacement Ad Hoc Committee met to discuss replacing 2016 Ford ambulance and started discussions on the possibility of adding a Response Vehicle.
- Attended the June 6 EMS meeting and presented Years of Service Recognition awards.
- Signed and returned the ESO "Quote" for our patient report writing software. This expense will be paid by SwedishAmerican Hospital.
- Completed annual Open Meetings Act and Freedom of Information Act training.
- Had a conference call with Aishah and with Cassie at Miner, Gilroy and Meade to discuss our budget. This will be an Agenda item under New Business.

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

- Review Board of Directors' By-Laws: Article III, Section 2. BOARD OF DIRECTORS. To be discussed by President during Board Member Concerns and Comments.

Treasurer's Report – Jim Rigdon

- GAEMSD Current Account Balances as of 06-16-2023:

\$ 196,886.31 District Total All Accounts at Illinois Bank & Trust
 \$ 8,790.53 EMS Association Accounts Total

- Financial Statements for the period ended 05-31-2023 were provided to Board members.
- Status of District's Current Investments:

Investment	Interest Rate	Period	Matures	Earned
\$ 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
\$ 151,000.00	5.10%	6 months	11-13-2023	\$ 3,850.50
\$ 151,000.00	5.10%	6 months	11-13-2023	\$ 3,850.50
Interest Earned:				\$ 24,323.59

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

Secretary's Report – Claire Bersbach

- Assisted Board President Petitgout with copying the Board President's cover letter and GAEMSD's Annual Meeting booklet which was mailed to nine Townships, two municipalities, City of Galena, Jo Daviess County Administrator, and GAEMSD attorney. Addressed envelopes, inserted letters and meeting booklets for mailing.
- Emailed FIN Credit Card Use Policy for Benning Group, LLC shared folder to Administrative Assistant, Aishah Abdul-Aziz.
- Emailed Board member list for Benning Group, LLC shared folder to Administrative Assistant, Aishah Abdul-Aziz.
- Emailed EMS Orientation "slide show" materials to Administrative Assistant, Aishah Abdul-Aziz.
- Began working on revisions to Secretary's Duties.
- Attended EMS Orientation sessions on May 27 and May 30.
- Emailed FY2022-2023 Board of Directors' meeting minutes for Benning Group, LLC shared folder to Administrative Assistant, Aishah Abdul-Aziz.
- 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** – William Bingham

EMS Coordinator Bingham Reported EMS participated in a Stand-by event for the Pride Fest sponsored by the Galena Library.

1-A20 was out for testing.

EMS Orientation scheduled for June 7 will be rescheduled.

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

EMS Training (first Tuesday of the month) was cancelled due to the holiday.

We have added Jeremy Lee EMR to our Roster.

EMS is scheduled for **Stand-by Details** for the Shenandoah Rodeo June 30 and July 1; for the Golden Knights parachute jump at Eagle Ridge Resort & Spa; and for the Galena 4th of July Parade.

Country Fair Charities provided \$3,474.00 for radio replacement in 1-A18.

We had over 80 calls in May with 57 calls (+ two additional patients) month-to-date June.

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

Benning Group, LLC has scheduled our **Audit** for August 1 starting at 8:15 a.m. They will be here for half-a-day.

Received: DUI payment of \$500.00; check for \$3,474.00 from Jo Daviess Country Fair Charities from a grant request for purchase of radio for 1-A18; \$500.00 from The City of Galena (Donation District Unrestricted) as appreciation for assisting with the Lifeguard training; Stand-by check for \$170.00 from Galena Public Library; \$160.07 from the Richard Peterson EMT Endowment Fund – reimbursement for training attended by John Loebel and Gabe King in April; donation from Amazon Smile (Amazon account) for \$10.62 categorized as Donation District Unrestricted; EMS Association \$1,000.00 from a patient for excellent medical care provided; and EMS Association \$500.00 from Dave Glasgow as a memorial to Rita Glasgow.

SwedishAmerican ESO contract has been completed. We paid our final billing to ESO for May billings. Going forward, our monthly bill will be paid by UWHealth SwedishAmerican. Aishah is currently working with Professional Billing Service to make sure there is no glitch with our billings as there will be new interface with the switch. Aishah checked with Tim Moen at PBS this morning; he has not seen any billings come through after June 14. He is contacting the ESO representative to make sure all our patient billings will be processed and will update Aishah as soon as he gets a response back from ESO.

President Petitgout requested that Aishah provide information from the Benning Group, LLC shared file for him prior to the Audit.

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

Shelley reported that Years of Service Recognition Award Certificates and checks were presented at the June 6 EMS Association meeting.

The Association thanked the Board for help with the picnic.

EMS members are taking a collection for the family of one of our Responders.

4. **Committee Reports**A. Vehicle Replacement Ad Hoc Committee

President Petitgout reported that he, Jim Rigdon, Bill Bingham, Dennis Harris, Chris Garza, and Christian Gronewold met Tuesday, June 6, regarding replacing 1-A18 as well as purchasing a "Response Vehicle."

Rigdon commented we owe the public to keep up with equipment advances and to find the best possible vehicles.

B. Space Requirements Ad Hoc Committee

Vice President Randy Beadle advised the Board he had a very positive meeting with Tracy Bauer at Midwest Medical Hospital regarding our need for additional space and has advised

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

Board President Petitgout and Coordinator Bingham. We will need to do a walk-through, come up with a list of what we are looking for and have in mind, then go from there.

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

1. Ben Petitgout moved, Linda Winter seconded to **Open an Account with The Apple River State Bank/First Community Bank of Galena**. This institution was instrumental in assisting GAEMSD with securing two loans through the Paycheck Protection Program and are very community oriented. We should research what investment options they have and consider establishing an account.

We currently have about \$175,000.00 +/- cash in the bank. We will soon receive our first property tax distribution. Our current investments are FDIC insured and laddered.

We will follow up on this as an Unfinished Business item at the July Board meeting.

Motion tabled to the July Board of Directors' meeting.

2. Claire Bersbach moved, Jan Splinter seconded to **Reinvest June 30 Matured Investment with Illinois Bank & Trust/LPL Financial**. This investment was for \$200,000.00, earning 2.70% interest. The interest earned will be approximately \$5,400.00. We should consider investing \$205,000.00 with LPL Financial. The purchase date would be the first week of July. Interest rates were hovering around 5.10% as of June 16.

We have two investments that will mature September 20, 2023, and two that will mature November 13, 2023, for a total of \$455,000.00, earning approximately 11,528.25 in interest.

The Board gives President Petitgout latitude to talk with Gavin Doyle regarding reinvesting with Illinois Bank & Trust/LPL Financial.

Motion carried.

3. Jim Rigdon moved, Randy Beadle seconded to **Replace the 2016 Ford Ambulance**. We have received a quote from Klocke's Emergency Vehicles in the amount of \$280,364.00; anticipated delivery would be some time in late 2024 or early 2025. There was a \$16,000.00 cost increase for the Ford Cab and Chassis and no "government purchase" plan available.

The replacement vehicle would be nearly identical to the current 1-A20, the price is firm. A trade-in value for 1-A18 has been offered.

Rigdon commented we need to remain proactive and keep our equipment up-to-date.

President Petitgout asked for a Roll Call vote. Ayes – Jan Splinter, Linda Winter, Randy Beadle, Claire Bersbach, Austin Gerlich, Ben Petitgout, and Jim Rigdon. Ayes: 7. Nays: 0. Abstain: 0. Absent: 2. Absent: Renee McCartney and Pam McIntyre.

Motion carried.

4. Petitgout moved, Beadle seconded to **Amend FY2023-2024 Budget**. Since approving our FY2023-2024 Budget, and after speaking with our accounting firm, we discovered there were four line-items that needed to be increased. These line items are on the Revenue side. They include: Contractual Allowance – Medicare / proposed increase of \$10,000.00; Contractual Allowance – Medicaid / proposed increase of \$10,000.00; Contractual Allowance – Insurance / proposed increase of \$10,000.00; and Bad Debts / proposed increase of \$30,000.00.

Motion carried.

AGENDA ITEM VI. CITIZEN'S COMMENTS – None.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Bersbach thanked the Board and EMS members for the card and also thanked the EMS members who organized the Annual EMS picnic. Bersbach and her husband had a most enjoyable afternoon.

Rigdon asked Bingham if everything is still going well at MidWest Medical. Bingham said he meets with Dr. Kehoe every other week. Things are going well.

Beadle commented to Aishah regarding the \$1,000.00 donation for good patient care which means our people are doing a good job.

Beadle went on to say next month he would like for the Board to discuss their thoughts on situations where a driver is needed but not available. If someone on the Board is in a position to step up but cannot step up (not allowed by virtue of their position on the Board of Directors), even a few hours a day, whatever, that is dead a** wrong.

Petitgout referenced two instances where there were **no** day-time drivers available. He has a CPR card and CDL. "Stepping up" if there are no drivers available would be at the express request of either EMS Coordinator Bingham or Administrative Assistant Aishah Abdul-Aziz. There is nothing in the Board of Directors' By-Laws that prohibits a licensed driver from assisting in that capacity. If requested to step up in an emergency situation, Petitgout would not provide any patient care nor would he be compensated in any manner. Insurance coverage would be the same as for any of our Responders.

AGENDA ITEM VIII. ADJOURNMENT

Austin Gerlich moved to adjourn the meeting; seconded by Randy Beadle. Motion carried. President Petitgout adjourned the meeting at 7:22 p.m. until the next Galena Area EMS District's regular **Board of Directors' meeting** scheduled for Thursday, July 27, 2023, 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.