

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



Thursday, May 25, 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 6:45 p.m.

ROLL CALL

Board members present: Randy Beadle, Vice President; Claire Bersbach, Secretary; Austin Gerlich; 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: None.

Others present: None.

PLEDGE OF ALLEGIANCE was recited at the Annual Meeting preceding the regular Board meeting.

AGENDA ITEM I. ELECTION OF OFFICERS

President Petitgout opened the floor for nominations for the office of **President of the GAEMSD Board of Directors**. Jim Rigdon nominated Ben Petitgout; seconded by Randy Beadle. Petitgout asked if there were any other nominations. There were none. With no other candidate nominated, by acclamation **Ben Petitgout was elected to the office of President** of the GAEMSD Board of Directors.

Petitgout opened the floor for nominations for the office of **Vice President of the GAEMSD Board of Directors**. Ben Petitgout nominated Randy Beadle; seconded by Jim Rigdon. Petitgout asked if there were any other nominations. There were none. With no other candidate nominated, by acclamation **Randy Beadle was elected to the office of Vice President** of the GAEMSD Board of Directors.

Petitgout opened the floor for nominations for the office of **Treasurer of the GAEMSD Board of Directors**. Randy Beadle nominated Jim Rigdon; seconded by Jan Splinter. Petitgout asked if there were any other nominations. There were none. With no other candidate nominated, by acclamation **Jim Rigdon was elected to the office of Treasurer** of the GAEMSD Board of Directors.

Petitgout opened the floor for nominations for the office of **Secretary of the GAEMSD Board of Directors**. Linda Winter nominated Claire Bersbach; seconded by Pam McIntyre. Petitgout asked if there were any other nominations. There were none. With no other candidate nominated, by acclamation **Claire Bersbach was elected to the office of Secretary** of the GAEMSD Board of Directors.

AGENDA ITEM I. ELECTION OF OFFICERS – continued:

Elected Officers of the Galena Area Emergency Medical Service District Board of Directors President, Ben Petitgout; Vice President, Randy Beadle; Treasurer, Jim Rigdon; and Secretary, Claire Bersbach, were immediately seated and re-elected President Petitgout conducted the balance of the meeting.

AGENDA ITEM II. CONSENT AGENDA

Linda Winter moved, Randy Beadle seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **April 27, 2023**, GAEMSD Board of Directors' meeting; review estimated May **invoices and financial reports**; **approve revision to Policy FIN Credit Card Use** to increase the maximum limit on the credit card in the name of the President of the EMS Association from \$1,000.00 to \$2,50.00. The maximum Line-of-Credit available for the District does not exceed \$10,000.00; and review Board of Directors' Reports.

President's Report – Ben Petitgout

- EMS Coordinator Bingham and Petitgout met with the Chair of the GTA's Civic Affairs Commission to review the history of GAEMSD, our geographical response area, and operations.
- Met with Access Systems to install new copier. Software and firmware needed to be updated; unable to install.
- A second technician was dispatched to do the updates; still not installed.
- Met with Galena City Administrator to discuss city's requirements on submitting an invoice for September's Rescue Task Force Training.
- Re-invested with LPL Financials \$151,000.00 (x2) for 6 months at 5.10%. They will pay out on 11/13/2023. Approximate interest will be \$3,850.50 each.
- Met with GAEMSD Budget Committee to finalize our fiscal year 2023-2024 budget.
- Access Systems returned to complete the installation; still not installed.
- Access Systems returned to complete the installation; install successful and complete.
- Requested Illinois Bank & Trust to increase Gabe King's credit card limit to \$2,500.00.
- Ordered Dell laptop from Arrow Digital for use in meeting room at the Station.
- Regarding April 24, 2023, letter from IRS: the "failure to deposit penalty" for March 31, 2023, Form 941 was waived. Response from MGM: IRS recently made a change to the due date of our quarterly deposit schedule. Their records show payment was made on-time according to the new schedule. We will continue to monitor.
- Worked with Board Secretary Bersbach on revision to Financial Policy – Credit Card Use, Annual Meeting Booklet, and cover letter for mailing the Annual Meeting Booklet.

Treasurer's Report – Jim Rigdon

- GAEMSD Current Account Balances as of 05-19-2023:
 - \$ 203,989.37 District Total All Accounts at Illinois Bank & Trust
 - \$ 8,679.78 EMS Association Accounts Total

- 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

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

- Financial Statements for the period ended 04-30-2023 were provided to Board members. \$10,000.00 CDARS Matures 10-12-2023 EMS Association

Secretary's Report – Claire Bersbach

- Attended final Budget review meeting.
- Submitted Thank You / EMS Appreciation ad to the Galena Gazette.
- Worked with Board President Petitgout on minor revision to one GAEMSD Policy.
- Forwarded to Board members one Policy for review/approval: FIN – Credit Card Use.
- Worked with Board President Petitgout on Annual Meeting Booklet and cover letter for mailing the Annual Meeting Booklet. Made copies of both.
- 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 III. CITIZEN'S COMMENTS – None.**AGENDA ITEM IV. REPORTS****1. EMS Coordinator** – William Bingham

EMS Coordinator Bingham reported that our annual “house cleaning” took place May 13. Everything was addressed except for arranging the 3rd Bay which will be completed by the month's end.

On May 18th we assisted nine new lifeguards from this season's City Swimming Pool. During this same time, we also had a few Kindergarten Scouts that wandered through the Station and the Ambulances.

Bingham attended a 4:00 p.m. meeting on May 23rd at Stillman Manor regarding the first steps to have a Stair Climb this year. Nothing was confirmed.

Garret from Uniform Dem plans to be on site May 26th to measure members for uniforms and meet with members who may need changes.

EMS Orientation Sessions have been scheduled for Saturday, May 27, 9:00 a.m.; Tuesday, May 30, at 6:00 p.m.; and Wednesday, June 7, at 6:00 p.m. Sessions will be two-to-three hours. All of our eleven newer members are required to participate in one of these sessions. Other members are encouraged to attend a session as well.

Gabe King and Christian Gronewold will participate in a Show and Tell at 6:00 p.m. at Galena Police Department on May 30th for the Citizens' Academy.

CPR training sessions for Galena Public Works Department will take place within the next few weeks.

GAEMS will participate in Memorial Day events along with the VFW. As we move into June and July, we will be participating in several community events and will keep everyone posted on these details.

We welcome our new member, Jeremy Lee (EMR) who lives in The Galena Territory and is also a member of Scales Mound Fire Protection District.

As of the May 25 GAEMSD Board of Directors' meeting, we have responded to 55 calls.

Board member, Jim Rigdon, asked about CPR classes for the High School. Bingham commented we do not charge for CPR classes; they are regarded as a community service. We have five CPR instructors on staff. We do charge \$5.00 for a CPR card.

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

Submitted a reimbursement request of \$264.21 to the Richard Peterson EMT Endowment Fund for the training that Gabe King and John Loebel attended in April (“Don’t Be The Target” training).

Gabe King assisted Aishah in writing a \$46,786.05 grant to Dubuque Racing Association (due May 30) for the purchase of first responder protective gear.

May 22 Aishah sent an email to Catherine Lewis at SwedishAmerican regarding the status of the ESO report writing contract that was signed. Lewis replied: As of this morning, we are one line away from having all the contracts for ESO approved AND our wonderful contracts manager, Ashlyn (who is copied on this message), set up another meeting for our group this afternoon with the hopes of getting this resolved today. When this is all said and done we will have Ashlyn to thank for getting us across the finish line! I will most certainly keep you posted as soon as I know anything.

3. EMS Association Representative – Shelley Finley

Shelley said “Happy EMS Week!” and commented on the recent picture in the Galena Gazette featuring GAEMS Responders in their new uniforms in front of the new ambulance. Shelley said they have been receiving positive comments about the uniforms.

University of Wisconsin, Madison, sent a “bag of goodies with lots of candy” to our Station and returned a long back board, soft stretcher, and vacuum splint.

The last training session was on Pediatric emergencies.

At the EMS Association meeting, members voted to provide a Certificate to Responders in recognition of their years of service, in five-year increments.

The picnic at the Recreation Park will be June 17.

Gabe King attended, with the Galena Chief of Police, a Tactical presentation May 11. It was well-attended, very positive, informational, and a good session.

Gabe also condensed certain ambulance equipment/supplies in one “grab and go” bag.

Jim Rigdon expressed his thanks and also said “Happy EMS Week.”

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

1. Ben Petitgout moved, seconded by Claire Bersbach to **provide monetary Recognition for Years of Service in five-year increments**. When Petitgout learned the EMS Association had voted to present a Certificate to Responders acknowledging their years of service, he wondered what would the Board be willing to do, in addition to the annual gift card in October.

Based on the Years of Service chart provided by EMS Coordinator Bingham, at \$50.00 for five years of service, \$100.00 for ten years of service, etc., the total current payout would be \$1,650.00. Linda Winter likes the idea. Randy Beadle said a representative should attend the EMS Association meeting, acknowledge their years of service, and present a paper check.

Motion carried.

2. Linda Winter moved, seconded by Claire Bersbach to **replace 1-A18**. This is a 2016 vehicle with an oil leak that would cost \$3,000.00 to \$4,000.00 to repair. From the time the order is placed, truck chassis build-out is estimated between 18 to 24 months. Beadle asked how much is in the budget and do we replace ambulances on a rotating basis? The purchase would not come out of the FY2023-2024 budget. Wear and tear have increased as our call volume has increased.

AGENDA ITEM VI. NEW BUSINESS – continued:

Rigdon asked about warranty; box is lifetime; cab/chassis is three years.

There were some slight cosmetic issues with the “new” 1-A20; dealer advised get it repaired locally and send the bill to the dealer.

Asked how our Responders like the new 1-A20, Bingham commented everybody loves it.

Motion carried.

3. Petitgout moved, Bersbach seconded to **purchase a Response Vehicle** (all but transport). If purchased, the vehicle would be housed in our third bay. Winter asked if this vehicle would be used at Stand-By Events instead of having an ambulance there. When an ambulance is committed to a Standby Event, that ambulance cannot leave that Event if multiple Calls come in. Having a Response Vehicle would allow both our ambulances to be available for Calls that could require transport.

Pam McIntyre asked if there are any other models out there we could look at. Scales Mound Fire Protection District has a Rescue Vehicle stationed at The Galena Territory Fire Station.

Beadle has no problem with the purchase, likes the concept, would like for a committee to get dollar numbers and come back to the Board.

Petitgout will bring information before the Board before a final decision is made.

Motion carried.

4. Bersbach moved, seconded by Jan Slinger to **research current and future building space requirements**. The footprint of the current building and the size of the land it sits on does not allow for any significant lateral expansion. If we add a “second story,” it would likely require an engineering study to determine if the current building would bear the load; would have to meet ADA requirements; and, the current building may have to be retro-fitted to meet ADA requirements.

Bersbach suggested consideration of renting/leasing a unit from the nearby Senior Living Center and mentioned various benefits including it is very close to the current Station, would not require a large capital expenditure as would new construction, and could be ready in a short period of time.

Rigdon asked if additional space is needed for storage. Petitgout commented if we buy a Response Vehicle, we will need to clear out what is currently stored in the third bay.

An Ad Hoc Committee will be formed to research current and future space requirements.

Motion carried.

5. Renee McCartney moved, seconded by Randy Beadle to **adopt FY2023-2024 Budget** as presented. Petitgout commented that the Budget Committee met several times, reviewed the overall Revenue, Operating Expenses, and projected Operating Loss. Budget Total is \$1,346,615.00

Motion carried.

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

Bersbach commented on the progress this organization has made over the years attributing it to the hard work of Coordinator Bingham; our Roster of dedicated Responders; Administrative Assistant, Aishah Abdul-Aziz, keeping things running smoothly; the Board’s support of the organization’s mission; and the leadership of Board President Petitgout.

AGENDA ITEM VIII. BOARD MEMBER CONCERNS AND COMMENTS

Pam McCartney asked if Petitgout had followed up with Mr. Roth. Petitgout said he has called mornings and evenings with no answer. Will continue to reach out.

Rigdon commented we have been fortunate with the tax money and other revenue we receive. Need to spend wisely along with keeping up with vehicle demands.

Petitgout thanked the Board and said this past Fiscal Year has been great.

AGENDA ITEM VIII. ADJOURNMENT

Randy Beadle moved to adjourn the meeting; seconded by Renee McCartney. Motion carried. President Petitgout adjourned the meeting at 7:57 p.m. until the next Galena Area EMS District's regular **Board of Directors' meeting** scheduled for Thursday, June 22, 2023, 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.