

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



**Thursday, July 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; and Linda Winter.

**Absent:** Renee McCartney and Jan Splinter. A quorum was established.

**EMS personnel present:** Aishah Abdul-Aziz, Administrative Assistant.

**EMS Association representative present:** Shelley Finley.

**EMS Association member(s) present:** None.

**Others present:** Dr. Cullen Kehoe, Director of Emergency Department, Midwest Medical Hospital; and Cory Fleege, Assistant Director of Nursing, Midwest Medical Hospital.

**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 **June 22, 2023**, GAEMSD Board of Directors' meeting; review estimated **July invoices and Financial Statements**, and **Approve Policy Revisions**, as follows:

- A. FINANCIAL – Credit Card Use – increases limits from \$1,000.00 to \$2,500.00 for the Communication and Technology Manager and for the Fleet Manager.
- B. FINANCIAL – Purchasing – waives bid requirements with approval of the Board of Directors; requires that Executive Committee approval be ratified at the subsequent Board of Directors' meeting.

**President's Report** – Ben Petitgout

- Reinvested with LPL Financial, \$205,000.00 plus \$1,000.00 of earned interest for nine (9) months at 5.35%. Approximate interest earned will be \$8,265.75.
- Notified by Illinois Bank & Trust they were reviewing our checking and savings accounts to see if they could offer a better interest rate. Rates were increased to:
  - District Checking / 4.00%
  - District Savings / 4.00%
  - District Restricted / 4.00%
  - EMS Savings / 4.00%
  - EMS Checking / 0.00% (does not meet minimum requirement)
- Invoice delivered to JDC for 1st installment of Property Tax Distribution in the amount of \$79,201.21. Check was picked up and deposited on 7/14/2023.

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

- The Vehicle Replacement Ad Hoc Committee met with Klocke's Emergency Vehicles to discuss adding a Response Vehicle to our fleet. To be discussed under New Business.
- Spent four (4) hours at Pioneer Ford in Platteville with 1-A18 (2016 Ford). Was back two (2) days later for the same problem. Scheduled to go back on 7/20. It is now scheduled for EGR repair on 7/28. Will be going to Guy's for fluid leak with the Combined Power Steering and Power Braking Systems.
- Met with representatives from The Apple River State Bank/First Community Bank of Galena to discuss investment options. To be discussed under Unfinished Business.
- Provided to Benning Group, via Shared Files, requested information:
  - Legal Representation
  - Bank Account information
- Received letter from Jo Daviess County that the first round budget process was underway. Requested information, due July 28, was hand-delivered July 26.
- Worked with Board Secretary Bersbach on three (3) Policies for consideration on the July Board meeting Agenda.
- 2nd Property Tax Distribution was published. An invoice for \$79,894.71 was hand-delivered July 26.

**Treasurer's Report** – Jim Rigdon

- GAEMSD Current Account Balances as of 07-21-2023:
  - \$ 274,971.91 District Total All Accounts at Illinois Bank & Trust
  - \$ 10,291.18 EMS Association Accounts Total
- Financial Statements for the period ended 06-30-2023 were provided to Board members.
- Status of District's Current Investments:

Investment	Interest Rate	Period	Maturity	Earned
\$ 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	\$ 3,850.00
\$ 151,000.00	5.10%	6 months	11-13-2023	\$ 3,850.00
\$ 206,000.00	5.35%	9 months	04-05-2024	\$ 8,265.75
Anticipated Total:				\$ 19,793.00

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

**Secretary's Report** – Claire Bersbach

- Prepared letter/invoice for Board President Petitgout to send to Jo Daviess County for Property Tax Distribution for July 1.
- Typed Statement of Economic Interests form for Benning Group, LLC, as requested by Board President Petitgout.
- Worked with Board President Petitgout on three (3) Policies on the July meeting Agenda: Credit Card Use, Purchasing, and Years of Service Recognition.
- Prepared Budget Request letter for Board President Petitgout to send to Jo Daviess County for FY2024.

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

- Prepared letter/Invoice for Board President Petitgout to send to Jo Daviess County for Property Tax Distribution for July 28.
- 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**

Dr. Cullen Kehoe, Director of Emergency Department, Midwest Medical Hospital, said he was just "touching base" to follow up on previous issues; all is good, communication has been good, EMS Coordinator Bingham speaks with Dr. Kehoe at least monthly. There have not been any recurrences of previous issues.

Cory Fleege, Assistant Director of Nursing, Midwest Medical Hospital, also commented on good communication, mentioned stroke protocols, pre-hospital stroke identification, and EMS advising if patient is suspected of experiencing a stroke.

Fleege also commented they continue to work on alternatives for transporting patients.

Board member, Jim Rigdon, was pleased that all was going well and that there is good communication between the two agencies.

Tactical Training was brought up. Sessions are scheduled for Saturday, September 16, at the GAEMSD Station; and Sunday September 17, at the high school. Aishah Abdul-Aziz, Administrative Assistant and EMT, mentioned part of the training (Stop the Bleed) will involve EMS working with law enforcement to safely get patients out.

Petitgout commented the agreement has been reviewed and returned to the agency providing the training. **Spartan Tactical Training out of Chicago will conduct the training**, teaching the latest trauma care in a hostile environment.

Both Kehoe and Fleege expressed interest in participating in the Tactical Training exercise and were also invited to attend the August 1 monthly EMS meeting and training.

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

EMS Coordinator Bingham provided a written report. The Shenandoah Rodeo (June 30 and July 1) and the Golden Knights (July 3) Standby events were completed.

EMS participated in the July 4th Parade and provided Standby at the July 4th Fireworks.

EMS also participated in the Touch-A-Truck event July 15 at Depot Park.

EMS Training was held on July 11th. Topic was Pain Assessment and Management.

Safety clothing for all members – to be determined. Headed up by Kevin Peebles.

Bingham still meets with Dr. Kehoe at least once per month to ensure that medical issues are addressed properly.

Last week Bingham sent out an "all call" information for our Drivers as we encourage them to reach out to more drivers in the community. This is a two-month initiative.

Tactical Training / Active Shooter / Stop the Bleed – two (2) day sessions scheduled for September 16 and 17, limited to 20 EMS personnel and 10 Galena Police Department personnel. This project is funded by the City of Galena in the amount of \$10,000.00.

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

CPR training sessions on the schedule:

- Richard Peterson EMT Endowment Fund Commission on Saturday, September 23, at EMS Station. One session from 10:00 a.m. to noon and a second session from 1:00 p.m. to 3:00 p.m.

- Galena Library (non-certification) – date to be determined. Anticipated – August 7. Calls for the month of July = 58 month-to-date.

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

Received \$1,000.00 check for DUI. Grant Requests to Dubuque Racing Association and Jo Carroll Energy were denied. Gabe King (EMS Association President) is in the process of applying for a small grant from Theisen's Home Farm Auto. We will keep looking for grant opportunities.

Auditors (Benning Group LLC) will be here Tuesday, August 1.

Received a letter from IPRF (Illinois Public Risk Fund) regarding our annual Worker's Compensation Audit, scheduled for Tuesday, August 8.

As of July we are no longer being charged for ESO Report Writing software.

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

Shelley shared the request from EMS Association President, Gabe King, regarding inviting 40 people to be "victims" on Sunday, September 17, for the Tactical Training exercise. There will be an 8-hour classroom session (at the Station) Saturday, September 16. The session involving "victims" will be on Sunday afternoon, September 17.

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

President Petitgout reported this will be discussed under New Business.

**B. Space Requirements Ad Hoc Committee**

Vice President Randy Beadle commented there is room available. We will need to determine what our need for space is.

**AGENDA ITEM IV. UNFINISHED BUSINESS****1. Ben Petitgout moved to open an account with The Apple River State Bank/First Community Bank of Galena; Jim Rigdon seconded.**

This institution was instrumental in assisting GAEMSD with securing two loans through the Paycheck Protection Program. They are also very community oriented. Board members were provided a chart of information regarding investment options.

The Apple River State Bank/First Community Bank of Galena can offer a CD APY (Annual Percentage Yield) rate of 5.12% for term options of 5, 10, or 15 months. These CDs are in-house and FDIC insured.

GAEMSD has a cumulative total of \$661,000.00 invested with LPL Financial with interest rates varying from 5.00% to 5.35%.

Board comments included all investments are FDIC insured; not putting all our eggs in one basket; asking if Apple River would match the \$126.00/year difference (higher amount) we could get from Illinois Bank & Trust.

**AGENDA ITEM IV. UNFINISHED BUSINESS** – continued:

Consensus of Board members was to invest \$80,000.00 in a five (5) month Certificate of Deposit, with an interest rate of 5.12% with The Apple River State Bank/First Community Bank of Galena.

Motion carried.

**AGENDA ITEM V. NEW BUSINESS**

1. Linda Winter moved, Pam McIntyre seconded to **approve FINANCIAL Policy: Years of Service Recognition, effective June 1, 2023.**

Board members were provided with a copy of the Policy: Years of Service Recognition. This Policy formalizes providing monetary awards in five (5) year increments at \$10.00 per service year, based on the anniversary date the member was hired.

Motion carried.

2. Petitgout moved, Claire Bersbach seconded to **add a third vehicle to the GAEMSD Fleet.**

The Vehicle Replacement Ad Hoc Committee (Ben Petitgout, Jim Rigdon, Bill Bingham, Dennis Harris, Chris Garza, Christian Gronewold, and Gabe King) met with Klocke's Emergency Vehicles to discuss adding a Response Vehicle to our Fleet.

Petitgout talked with Henry County, Iowa, EMS. They bought a "rescue vehicle" and do not like it.

The Committee has made a recommendation that GAEMSD consider adding a third, fully functional ambulance to the fleet. The ambulance that is recommended is a 2024/2025 Ford E-450 Van-Cutaway. This would be the same body style as the 2009 ambulance (sold in 2020). The vehicle would fit in the space available in the 3rd bay.

Beadle said in 2020 we got rid of our third ambulance, couldn't man three vehicles, not enough drivers.

Rigdon mentioned a wage increase next year and discussed cab and chassis – take off, re-use ours, assess what we're doing.

Petitgout said last week when we met (on a Response Vehicle), we got a quote from Klocke's for \$258,441.00 for a fully functional ambulance, potential delivery July/August 2024. Liquid shocks on the back would add \$10,000.00 to the cost. Additional equipment (for a third ambulance) would cost about \$100,000.00 (LUCAS, cardiac monitor, cot).

We are responding to more calls every year. Our number of Standby events continues to increase.

Life-expectancy for a patient box is about 30 years.

President Petitgout asked for a Roll Call vote. Ayes – Claire Bersbach and Ben Petitgout. Ayes: 2. Nays: Linda Winter, Randy Beadle, Austin Gerlich, Pam McIntyre, and Jim Rigdon. Nays: 5. Abstain: 0. Absent – Renee McCartney and Jan Splinter. Absent: 2.

Motion failed.

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

Bersbach asked Aishah to check into two outstanding checks.

McIntyre asked about the status of attorney Roth's planned retirement.

Rigdon thanked Petitgout for staying on top of our investments and Austin for helping with that; commented on the on-going Highway 20 construction with reference to a recent

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

fire call to the site; and was happy with the discussion with regard to vehicle replacement, “this is very good, talk it out, hash it out, more talk, happy with the discussion.”

Beadle commented “Kudos to the Board.”

**AGENDA ITEM VIII. ADJOURNMENT**

Jim Rigdon moved to adjourn the meeting; seconded by Pam McIntyre. Motion carried. President Petitgout adjourned the meeting at 7:54 p.m. until the next Galena Area EMS District Board of Directors’ meeting scheduled for Thursday, August 24, 2023, 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.