

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

**Board of Directors' Meeting
217 Summit Street, Galena IL 61036**

Thursday, August 24, 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; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: Austin Gerlich 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: Chris Garza.

Others present: None.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Jan Splinter moved, Linda Winter seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **July 27, 2023**, GAEMSD Board of Directors' meeting; review estimated **August invoices and Financial Statements**; and **approve Policy revisions**, as follows:

- A. FINANCIAL – Credit Card Use – increases Maximum Line-of-Credit from \$10,000.00 to \$20,000.
- B. FINANCIAL – Years of Service Recognition – effective date 06-01-2023.

President's Report – Ben Petitgout

- Presented letter to The Apple River State Bank/First Community Bank of Galena authorizing opening an **account with The Apple River State Bank/First Community Bank of Galena** in a five (5) month **Certificate of Deposit**, in the amount of **\$80,000.00** (Eighty-Thousand and No/100 Dollars), at an interest rate of 5.12%.
- Attended **Audit work session** with Benning Group on August 1.
- Reviewed **Spartan Tactical Training Group, LLC agreement** with City of Galena. All parties agreed to the agreement. The signed agreement was returned to Spartan Tactical.
- Worked with Administrative Assistant on our **Illinois Public Risk Fund (Workers' Comp) annual audit**.
- Picked up and deposited **2nd Property Tax Distribution** of \$79,894.71 on August 11.
- Issued/mailed check in the amount of **\$8,450.00 to Spartan Tactical Training Group**.
- Made aware of **water leak in the ceiling** of the women's restroom. Jim Giese Roofing was contacted. They inspected the rubber membrane and were unable to locate any visible

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

signs where it might be leaking. They will provide a quote to replace that section of the membrane roofing. A contractor was also contacted to provide a quote to repair the **drywall damage to the ceiling and wall of the women's restroom.**

- Attended August 14 Jo Daviess County Special Service Area Commission **Joint Budget Review** meeting to present our budget.
- Updated credit cards **from Small Business account to Commercial account.** We had accumulated 64,893 points on our Small Business account. Of the available points, 62,500 points converted to \$625.00 to be credited to our Visa statement. The remaining 2,893 points will be monitored for additional credit.

Our new Commercial account will **pay quarterly cash credit** to our Visa statement. Due to our increased use of the credit cards, our overall credit limit was increased from \$10,000.00 to \$20,000.00.

Treasurer's Report – Jim Rigdon

- GAEMSD Current Account Balances as of 08-18-2023:
 - \$ 247,832.93 District Total All Accounts at Illinois Bank & Trust
 - \$ 10,451.28 EMS Association Accounts Total
- Financial Statements for the period ended 07-31-2023 were provided to Board members.
- Status of District's Investments:

Illinois Bank & Trust

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

The Apple River State Bank/First Community Bank of Galena

Investment	Interest Rate	Period	Maturity	Earned
\$ 80,000.00	5.12%	5 months	12-28-2023	\$ 1,706.67
Anticipated Total:				\$ 1,706.67

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

Secretary's Report – Claire Bersbach

- Emailed Policies approved at the July 27 Board of Directors' meeting and an updated Table of Contents to Administrative Assistant, Aishah Abdul-Aziz for the Benning Group Shared File.
- Attended Audit work session with Benning Group LLC on August 1.
- Attended EMS Association meeting on August 1.

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

- With approval from Board President Petitgout, worked with EMS Coordinator Bingham on an article for publication in the Galena Gazette regarding Recognition for Years of Service.
- Created a “poster” with information to help publicize the EMT Course scheduled to begin November 28 at the Stockton Ambulance Station.
- Minor revisions to two (2) Policies: Credit Card Use and Years of Service Recognition.
- Normal monthly duties: typed President’s and Secretary’s reports; prepared and typed the Treasurer’s report and Account Balances report; e-mailed/printed/scanned/copied and assembled materials for Board Packs.

NOTES: Added to the August invoices to pay is the **additional premium** of \$4,365.00 from IPRF (Illinois Public Risk Fund) following their Annual Audit. The Policy period is 07-01-2022 to 07-01-2023.

President Petitgout advised that Jim Giese Roofing quoted **\$11,090.00 for repair** to 700 square feet of roof all the way to the plywood, new drip edge, and rework the gutters. Drywall repair for damage to the ceiling and wall of the women’s restroom will be based on time and materials.

END OF CONSENT AGENDA

Motion carried.

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

1. **EMS Coordinator** – William Bingham reported the EMS Association had their meeting prior to training. The training topic was **Chest and Abdominal Trauma**. This was provided by Tod O’Brien and Gabe King.

Two members were recognized for **years of service**. **Ron Data** was recognized for 19 years of service. **Terry Kieffer** was recognized and was presented with a \$50.00 check from our District for 35 years of service.

We have several upcoming events. We begin our GHS **football** (Varsity and Junior Varsity) games shortly. Members of GHS Athletic Trainers will attend our next EMS Association meeting on September 5 to ensure we are up-to-date with any new protocols and equipment. The first home Varsity game is on September 8 and the first home Junior Varsity game is on September 11.

There will be a **911 Stair Climb** on September 9. We will have a Standby crew available. Any members are welcome to participate.

Along with Aishah Abdul-Aziz, met with Tim Wuebben (GPD), Madeline Hawkins (GHS Principal), and John Krupta from **Spartan Tactical Training Group, LLC** in preparation for the **Active Shooter Training** scheduled on September 16 and 17. Several pictures and videos were taken within the school to determine scenarios for this event. This project was spearheaded by Gabe King and Christian Gronewold with the City of Galena providing \$10,000.00 in funding.

Basic lifesaving **AED and CPR class** for Galena Library staff took place August 22. Christian Gronewold, John Loebel, and Bill Bingham assisted with this class.

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

We were surprised a few weeks ago to get a letter indicating that a group of six young children in our community asked if they could donate some money to Galena Area EMS, the Police Department, and Galena Fire Department. This was done by Tilly Wiene and family at a lemonade stand near their family home. These young children presented \$150.00 for each of those organizations at Galena City Hall.

There has been some **discussion regarding a third vehicle**. This has been addressed and more information will be provided at the September meeting.

Month-to-date **responses for August are 46**. Responses for July were 68.

Jim Rigdon asked about the number of calls compared to last year.

Chris Garza reported on **“I Am Responding,”** saying there have not been any negative reports related to the program. Garza provided Board President Petitgout with a copy of the proposed contract.

2. Administrative Assistant – Aishah Abdul-Aziz

Aishah reported that **auditors** from The Benning Group LLC were here August 1. President Petitgout and Secretary Bersbach also attended. Everything went smoothly. Aishah is still entertaining requests from the auditors for records.

The **Workers Comp Annual Audit** was also completed. It looks like actual payroll came in at \$313,656.00 vs. the estimate of \$252,148.00. The **additional premium amount** of \$4,365.00 was included in Bills to Pay.

We received **grant money from IPRF of \$1,664.00**. This will be used for purchase of protective gear (District).

We received a cash donation of \$150.00 from the Wiene children from sale of Lemonade (EMS Association).

Aishah followed up on checks that had not been cashed.

- Check issued to Kris Knautz for \$13.86 on 03-02-2023 was cashed on 08-04-2023.

- Elizabeth Ambulance – made two calls to inquire about the **outstanding check** dated 02-02-2023 in the amount of \$400.00. Spoke with Joel Buss (Coordinator). Waiting for call back.

- There is no outstanding check for Zier Test Lane from October 2022. That was an error and MGM will show a credit on the financials to reflect correction of the error.

3. EMS Association Representative – Shelley Finley

Shelley said that EMS Association President, Gabe King, advised there is a full cast of “victims” and responders lined up for the **Active Shooter Training** scheduled for September 16 and 17.

Shelley displayed a polo shirt and commented King has ordered polo shirts and shorts for responders.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.**AGENDA ITEM V. NEW BUSINESS****1. Randy Beadle moved, Jim Rigdon seconded to Reinvest with LPL Financial.**

President Petitgout commented that we have two (2) investments that will mature on September 20, 2023.

AGENDA ITEM V. NEW BUSINESS

These investments are:

- \$150,000.00 @ 5.00% earning approximately \$3,750.00 in interest
- \$ 3,000.00 @ 5.15% earning approximately \$ 77.25 in interest

Petitgout recommended that we take the investments, plus interest, which totals \$156,827.25, add \$172.75 which would bring it to \$157,000.00, and invest it back into LPL Financial.

Motion carried.

2. Linda Winter moved, Renee McCartney seconded to **Open a Certificate of Deposit with First Community Bank of Galena.**

Petitgout advised First Community Bank is still offering 5, 10, or 15 month Certificates of Deposit at 5.12% APY.

We recently opened an \$80,000.00, 5 month CD at 5.12% which matures on 12/28/2023 and will earn \$1,706.67 in interest.

Motion carried.

AGENDA ITEM VI. CITIZEN'S COMMENTS – None.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS – None.

AGENDA ITEM VIII. ADJOURNMENT

Jim Rigdon moved to adjourn the meeting; seconded by Jan Splinter. Motion carried. President Petitgout adjourned the meeting at 6:55 p.m. until the next Galena Area EMS District Board of Directors' meeting scheduled for Thursday, September 28, 2023, 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.