

___ Beadle
___ Bersbach
___ Gerlich
___ McCartney
___ McIntyre
___ Petitgout
___ Rigdon
___ Splinter
___ Winter
___ Coordinator

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



Thursday, November 30, 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; 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 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 **October 26, 2023**, GAEMSD Board of Directors' meeting, review **invoices** (estimated: \$12,397.66; VISA \$3,328.51; Auto-Pay \$580.34), and the Financial Statements.

President's Report – Ben Petitgout

- Purchased **holiday gift cards** from Tammy's Piggly Wiggly for EMS Association members.
- Approved Illinois Bank & Trust to **increase our monthly ACH transfer** from \$25,000.00 to \$30,000.00. This ACH transfer covers our monthly payroll.
- Worked with EMS Association President, Gabe King, to **invest \$12,000.00** of the **Association's funds** for 12 months at 5.50 APY%.
- **Cancelled Mediacom's internet service.**
- Received a **corrected title for the new 2022 Ford ambulance.**
- Worked with the Secretary of State's Non-Standard License Plate Division to obtain a **corrected registration for our 2022 Ford ambulance.**
- Worked with Globalcom Technologies, our Keyless Entry vendor, to trouble-shoot a **loss of computer connectivity** with their software, which prevented us from entering new users. Arrow Digital, who provides I/T support, was contacted to correct the issue.
- Entered into an **agreement with Sand Prairie** to provide **phone service** for a monthly charge of \$102.57. This includes: porting two existing phone numbers (Voice and Fax), and providing new hardware which consists of: 4 phones, 48-port PoE (Power over Ethernet) switch, and an 8 hour Universal Power Supply (battery back-up).

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

- **Reinvested with LPL Financial** investments that matured on 11/13/2023.
 - \$250,000.00 was purchased for 5.70% APY for 11 months.
 - * *This investment is "Callable." Should interest rates go back down, the bank can "Call" the investment. The investment, plus any interest earned up to the call date, would be returned to GAEMSD.*
 - \$58,000.00 was purchased for 5.45% APY for 11 months.
- Received a **Notice of Non-Compliance from the Illinois Secure Choice Savings Program Act** that GAEMSD has not registered for the Program. This is a **retirement program for our employees**. This is no cost to GAEMSD. Through our accounting firm, GAEMSD has been registered and is now in compliance. It is now up to the employee to sign up for, or, opt out.
- Deposited **final Property Tax Distribution** in the amount of \$83,692.80 into the District's checking account.
- Mailed completed paperwork to the State of Illinois for **license plate renewal** for both ambulances.

Treasurer's Report – Jim Rigdon

- GAEMSD Current Account Balances as of 11-24-2023:
 - \$ 311,349.29 District Total All Accounts at Illinois Bank & Trust
 - \$ 7,956.32 EMS Association Account Total
- Financial Statements for the period ended 10-31-2023 were provided to Board members.
- Status of Investments:

Illinois Bank & Trust / GAEMSD

Investment	Interest Rate	Period	Maturity	Earned
\$ 157,000.00	5.50%	6 months	03-19-2024	\$ 4,317.50
\$ 206,000.00	5.35%	9 months	04-05-2024	\$ 8,265.75
\$ 250,000.00	5.70%	11 months	10-16-2024	\$ 13,062.50
\$ 58,000.00	5.45%	11 months	10-16-2024	\$ 2,897.58
Anticipated Total:				\$ 28,543.33

First Community Bank of Galena / GAEMSD

Investment	Interest Rate	Period	Maturity	Earned
\$ 80,000.00	5.12%	5 months	12-28-2023	\$ 1,706.67
\$ 80,000.00	5.12%	5 months	01-28-2024	\$ 1,706.67
Anticipated Total:				\$ 3,413.34

Illinois Bank & Trust / EMS Association

Investment	Interest Rate	Period	Maturity	Earned
\$ 12,000.00	5.50%	12 months	10-31-2024	\$ 660.00
Anticipated Total:				\$ 660.00

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

- With help from Board member, Linda Winter, stuffed envelopes with gift cards to mail to our Responders.
- Normal monthly duties: prepared and typed the Treasurer's report and Account Balances report; typed President'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****EMS Coordinator** – William Bingham

1. **Hallowe'en Parade** coverage and Standby on October 28 went smoothly. We were supposed to attend a debriefing regarding this event as a follow-up from November 14, but we got paged for a call at the same time the meeting started.

We had an EMS Meeting and Training session on November 7. The topic was **ambulance run reviews**. We pulled 12 runs from our calls this year and discussed the treatments and how the calls went, and if improvements could have been made.

Christian Gronewold, Stephanie Soppe, Cindy Blakemore and Bill Bingham went to a **show and tell at the ARC** for the Homeschool Students on November 10.

Vehicle:

Annual Vehicle Inspection took place on November 14 and 15. This has been completed. We had to do a self-inspection because the Inspector had COVID. All went well. Thanks to Gabe King, Dennis Harris, Shelley Finley, and Aishah Abdul-Aziz for getting this project completed.

We will be addressing on-going **new ambulance considerations** December 12 at 5:30 p.m. Progress with the **vehicle committee** is moving forward. New ambulance for replacement of 1-A18 anticipated early to **mid-2025** if everything works out as intended.

We **assisted Midwest Medical Center with their Active Shooter Drill** on November 30 from 1:00 p.m. to 3:30 p.m. Gabe King, John Loebel, Ruth Jackson, and Bill Bingham assisted with this drill.

We will be having a **CPR Class for Jo Daviess County Transit** for 10 members Saturday, December 2. Another 10 participants may be scheduled at a later date.

We will be attending the **Sizzle Foundation** meeting per Attorney Joe Nack. The meeting is Friday, February 23, 2024, at 2:00 p.m. at First Community Bank. This may address the possibility of a donation for our service.

Work In Progress:

Conversations with Tracy Bauer and Dr. Kehoe (Midwest Medical Center) have addressed the **possibility of transferring patients** in situations in which no other transport facility is available. This requires a new dynamic from previous but may have benefits for MMC and Galena Area EMS. We have not yet contacted UWHealth/Swedish American regarding this possibility.

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

We are in the process of determining a structured Galena Area EMS Standard for CPR classes. This is a work-in-progress and it should be ready by late January.

Average cost for CPR Training: \$20.00 to \$40.00 providing the number of individuals interested; two-hour sessions with no certification and a three-hour session with certification.

CPR and First-Aid Training: The average cost can be \$20.00 to \$40.00 per person providing the number of individuals interested.

Basic Life Support Classes for Healthcare Providers: \$40.00. Once again, these are subject to change based on member input.

Galena Area EMS Fitness Membership Policy is in the hopper and will be addressed in early January.

Wall Plaques: We will be looking for members who are interested in renewing and accurately **maintaining our wall plaques** in our meeting room. This will be a bit of a challenge but Bingham thinks we can make it work if enough members participate.

Number of calls through November 30 = **75 Calls (82 Patients)**

Thank you to all EMS Members and to all of our Board Members. “If we don’t keep looking for new and better issues and challenges, we’ll be right back where we were 5 years ago. We are looking forward to a great 2024.”

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

Aishah reported the state of Illinois requires any employer who produces W2s offer a retirement account to its employees. We are required to enroll and offer a **retirement savings account** through **IL Secure Choice**. All members have been registered and they are required to either opt out or enroll within 30 days. There is no cost to the District. Employees can opt to enroll and save money for retirement or opt out if they have their own retirement account.

Annual ambulance inspection was completed. Our state inspector had COVID so we had to perform our inspection. We did the inspection on November 14 and 15; paperwork has been submitted to the state. We passed the inspection and **our license has been renewed**. With the completion of this, Aishah has submitted online renewal of our Medicaid application which expires on November 30.

Medicaid application for Wisconsin in pending a response; takes 60 days.

Medicaid application for Iowa will have to be submitted. Aishah is in the process of completing the paperwork.

Donations received: \$400.00 honorarium from the Richard Peterson EMT Endowment Fund for the September 23 CPR classes; \$50.00 (Rosenthal); and \$100.00 from a patient.

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

Shelley thanked the Board of Directors for the **gift cards** sent to the members earlier this month.

Gabe King asked Shelley to advise the Board that the **ballistic helmets** have come in. Still waiting for the vests and plates.

AGENDA ITEM III. REPORTS – continued:**3. EMS Association Representative** – Shelley Finley – continued:

The EMS Association's **Holiday Dinner** will be at Fried Green Tomatoes on December 14.

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

1. Claire Bersbach moved, seconded by Jan Splinter, to **cancel the December 28, 2023, GAEMSD Board of Directors' meeting**. The next regularly scheduled meeting will be Thursday, January 25, 2024, at 6:30 p.m.

Motion carried.

2. Randy Beadle moved, seconded by Renee McCartney, to **pay for the EMS Association's Holiday Dinner, to include gratuity**. This was discussed at last year's November Board meeting. However, the venue comped the meals for the Responders.

Motion carried.

3. Ben Petitgout moved, seconded by Randy Beadle, to **adopt the Paid Time Off Pay Schedule** regarding the Paid Leave For All Workers Act (P.A. 102-1143, Effective 01-01-2024).

The Paid Leave For All Workers Act requires GAEMSD to provide all employees one hour of **requested** Paid Time Off for every 40 hours of scheduled work time within a specified 12-month period.

For W-2/IRS Tax purposes, GAEMSD would use tax year January 1 — December 31.

Through payroll, GAEMSD would compensate one hour of Paid Time Off for every 40 hours of documented work that the employee has scheduled using Aladtech scheduling software.

Following discussion, the Board of Directors determined to **use the On Call Hourly – Weekend/Holiday Pay Schedule**.

Administrative Assistant, Aishah Abdul-Aziz, will set up a method of recording hours worked. Secretary Bersbach will provide a copy of the Public Act in the Guiding Documents binder. The **required notice will be posted** on the bulletin board.

Motion carried.

4. President Petitgout pulled this item from the Agenda: Approve EMS Member(s) to Attend the 2024 Jo Daviess County Leadership Forum. There was no immediate interest in attending and the application deadline was December 1, 2023.

5. Linda Winter moved, seconded by Pam McIntyre to **Invest the Principle Investment From Maturing CD** (December 28, 2023).

GAEMSD has an \$80,000.00, five (5) month Certificate of Deposit earning 5.12% APY with First Community Bank. This Certificate of Deposit will earn approximately \$1,706.67 in interest.

Board members gave President Petitgout latitude to look for the best possible rates and **Invest Principle Investment from Maturing CD (December 2023)**.

Motion carried.

AGENDA ITEM VI. CITIZEN'S COMMENTS – None.

AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS

Pam McIntyre asked about third-vehicle status. There is a replacement vehicle on order (see Minutes from May 25).

GAEMSD has submitted a “wish list” to the Sizzle Foundation for their February 2024 meeting. We’re “on the table.”

Jim Rigdon said the Ambulance Replacement Ad Hoc Committee had met several times. Thought “we had it.” Want to be sure we have a fit with what we want and with Midwest Medical.

Bill Bingham commented on getting information in February or March.

Linda Winter wished everyone a Merry Christmas.

Rigdon also wished everyone a Merry Christmas and said “good job.”

Randy Beadle said he was very proud of what the Board has done and reiterated Rigdon’s comment of “good job.”

Aishah Abdul-Aziz thanked the Board generally and in particular for the Board’s support, saying the Board is being very pro-active.

Bingham reiterated Aishah’s thanks.

President Petitgout said he is looking forward to 2024.

AGENDA ITEM VIII. ADJOURNMENT

Renee McCartney moved to adjourn the meeting; seconded by Austin Gerlich. Motion carried. President Petitgout adjourned the meeting at 7:23 p.m. until the next regularly scheduled Galena Area EMS District Board of Directors’ **Thursday, January 25, 2024, 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.