

___ 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, October 26, 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: Claire Bersbach, Secretary; Austin Gerlich; Renee McCartney; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: Randy Beadle, Vice President; *Pam McIntyre. A quorum was established.

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

EMS Association representative present: None.

EMS Association member(s) present: Christian Gronewold, EMT; and Gabe King, EMT, EMS Association President.

Others present: None.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Jan Splinter moved, Renee McCartney seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **September 28, 2023**, GAEMSD Board of Directors' meeting, review **invoices** (estimated: \$12,557.84, VISA \$454.55, auto-pay \$459.54), and the Financial Statements.

President's Report – Ben Petitgout

- Re: PUBLIC ACT 102-1143 / **PAID LEAVE FOR ALL WORKERS ACT**, EFF, 01-01-2024. We received a response from Senator Chesney's office, as well as the Illinois Department of Labor, and Attorney Roth, that this act does apply to GAEMSD. We will be developing a Policy as well as a procedure on tracking work hours and compensating accordingly.
- Met with Business Telephone Supplies and Sand Prairie to **move our telephones to a VoIP** (Voice over Internet Protocol) platform. Both will be submitting a quote/proposal.
- Met with Arrow Digital to **transition Mediacom internet and Wi-Fi to Sand Prairie's network**.
- Picked up and deposited our **fourth Property Tax Distribution** check in the amount of **\$83,499.62**.
- Along with Coordinator Bingham, **attended the Jo Daviess County Coordinator's meeting** in Elizabeth.
- Worked with Fleet Manager to take **1-A18 to Guy's for scheduled maintenance**, as well as bring it back the following day.
- Worked with Fleet Manager to take **1-A20 to Guy's for scheduled maintenance**.

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

- Working with a Fire Department from the Chicago suburbs to see if GAEMSD would qualify for funding through the **Federal Ground Emergency Medical Transport** program.
- Worked with **Access System Leasing** (copier/printer) to **change our Billing Due Date** to the 30th of the month. They also refunded a \$25.00 late fee for the July billing period.
- Submitted required documents with the **Federal Communications Commission to acquire a license** to use the **Medical Emergency Radio Communication of Illinois (MERICI)** frequencies.
- **Update on 2nd Ambulance approved at May 25, 2023, Board meeting.** There are no 2024 Cab/Chassis available. Even so, our build would not take place until late 2024 or early 2025. It was recommended that GAEMSD wait until mid-to-late 2024 to order a 2025 Cab/Chassis, with the **build to take place in 2025.**
- Spoke with our accountant at Gilroy and Meade, as well as our lead auditor at Benning Group, to **discuss allowing the EMS Association to invest their funds with LPL Financial** using GAEMSD's existing account. **This will be an Agenda item under NEW BUSINESS.**

Treasurer's Report – Jim Rigdon

- GAEMSD Current Account Balances as of 10-20-2023:
 - \$ 249,890.05 District Total All Accounts at Illinois Bank & Trust
 - \$ 19,917.97 EMS Association Accounts Total
- Financial Statements for the period ended 09-30-2023 were provided to Board members.
- Status of District's Investments:

Illinois Bank & Trust

Investment	Interest Rate	Period	Maturity	Earned
\$ 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
\$ 157,000.00	5.50%	6 months	03-19-2024	\$ 4,317.50
Anticipated Total:				\$ 20,283.25

First Community Bank of Galena

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

Secretary's Report – Claire Bersbach

- Began work on Policy: Paid Leave for All Workers.
- Sympathy card to Ruth Jackson, EMT.
- Received Open Meetings Act Certificate from Austin Gerlich.

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

- 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****1. EMS Coordinator** – William Bingham

EMS Coordinator Bingham provided the following written report, presented by Administrative Assistant, Aishah Abdul-Aziz:

Our monthly EMS Meeting/Training session took place on September 5, 2023. The training topic was **Medical Emergencies**. The class was taught by Tadeo O'Brien.

We received \$1,322.95 from the Richard Peterson EMT Endowment Fund to reimburse training expenses for Tadeo O'Brien.

We participated as a Standby Crew at the **Octoberfest** on September 30 and also at **Country Fair** on October 7 and 8. The events went smoothly. Invoices for the events have been mailed out.

* Pam McIntyre entered the meeting.

We are preparing for Standby for the **Hallowe'en Parade** on Saturday, October 28. We will have a Standby Crew and on-call crew situated at the Parade. Elizabeth Community Ambulance Service will be assisting. Their unit will be located at the flood gate. We have also secured a Galena Fire UTV and two Scales Mound Fire UTVs as roaming First Responders during the Parade. This will provide better and easier access to any emergency during this event.

We will have a meeting and dinner at 4:00 p.m. at the EMS station prior to the start of this event. Christian Gronewold will be driving our mini ambulance in the parade.

Gabe King, Christian Gronewold, and Bingham have attended several meetings at the Galena Police Department in preparation for the Hallowe'en Parade.

Our **annual ambulance inspection** is scheduled for November 8 at 10:00 a.m. Gabe King and Dennis Harris have started work on getting the ambulances ready for inspection.

Thirty **Scouts of America** members and their parents visited Galena Area EMS on October 19. We provided a tour of the station and ambulance, watched a video, and learned about some basic skills of CPR and wound packing.

Gabe King and John Loebel attended the **Annual Tri-State Emergency Responders Conference** in Dubuque on October 20 and 21. Gabe spoke about the conference.

Our New Vehicle Group is moving forward. We hope to have this wrapped up by March 2024 to roll out for Board members as well as all EMS members.

Gabe King, EMT, provided information about the two-day **Annual Tri-State Emergency Responders Conference**, commenting that there were eight (8) hours of separate one (1) hour training cycles. The Keynote Speaker was a 30-year paramedic.

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

Gabe King, EMT, re: **Annual Tri-State Emergency Responders Conference** – continued:

Some of the topics covered were training, ventilation, diabetes, moving patients safely, new products, school shootings, pharmacology, trauma-pain management, and motor vehicle collisions. Of interest, there were some nurses from Midwest Medical Center engaged in the same conference. This helps build rapport between the two organizations.

Number of calls through 10-26-2023 = 65

YTD calls 01-01-2023 through 10-26-2023 = 655

YTD calls 05-01-2023 through 10-26-2023 = 401

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

Aishah reported the District received \$1,322.95 from the Richard Peterson EMT Endowment Fund to reimburse training expenses for Tadeo O'Brien.

We also received a \$500.00 check from First Community Bank for **Protective Gear**.

The application for **Wisconsin Medicaid** is a work-in-progress.

Board member, Linda Winter, asked about the **ESO software**. Our resource hospital (UWHealth/SwedishAmerican) is covering our monthly report-writing software expense.

3. **EMS Association Representative** – Gabe King, EMT, EMS Association President

King reported the EMS Association Holiday Dinner will be December 14 at Fried Green Tomatoes.

King referenced the October training session conducted by Tod O'Brien regarding Medical Emergencies.

Board member, Jim Rigdon, commented on having three or four meetings to determine the best options for a replacement vehicle.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.**AGENDA ITEM V. NEW BUSINESS**1. Claire Bersbach moved, seconded by Linda Winter to **approve the EMS Association investing their funds using GAEMSD's Account.**

The EMS Association does not have their own FEIN (Federal Employer Identification Number) and is no longer eligible for CDARS investments. The APY on a Certificate of Deposit is 4.90%. LPL Financial is offering 5.50% for a nine (9) month investment. If invested with LPL Financial, GAEMSD would transfer money from the EMS Association's savings account to the District's checking account. The money would then be invested with LPL Financial. Upon maturity, the principal, plus any interest earned in increments of \$1,000.00 (One-Thousand and No/100 dollars), may be reinvested. The remaining difference would be transferred back into the EMS Association's savings account.

President Petitgout said Miner, Gilroy, and Meade did not see any "red flags" with this action. Benning Group also did not see any "red flag" issues.

The proposal is to **transfer \$12,000.00** (Twelve-Thousand and No/100 dollars) from the EMS savings account, to be invested at 5.5% with a yield of approximately \$605.00 (Six-Hundred Five and No/100 dollars)

Motion carried.

AGENDA ITEM V. NEW BUSINESS – continued:

2. Petitgout moved, seconded by Rigdon, to **reinvest GAEMSD funds with LPL Financial**. GAEMSD has two (2) investments maturing on November 13, 2023. The principal of each investment is \$151,000.00 at 5.10% APY. The interest earned on each investment will be approximately \$3,850.50. Recommend that the District take the principal investments (\$151,000.00 each), plus interest (approximately \$3,850.50 each), and add \$150.00, which brings each reinvested amount to \$155,000.00. Reinvest it with LPL Financial at 5.5% APY in an 11 (eleven) month Investment.

Motion carried.

3. Winter moved, seconded by Bersbach to **approve GAEMSD Board President to purchase one tank of fuel per month** for his personal vehicle due to numerous miles traveled in the performance of his responsibilities.

Motion carried.

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

Claire Bersbach, a member of the Richard Peterson EMT Endowment Fund Commission, commented on compliments received from people who attended the **CPR Training September 23** at the Ambulance Station, saying that “it got rave reviews, instructors did a good job, made it seem not as daunting and hope it is repeated next year.” Bersbach asked EMS Coordinator Bingham to please pass that along to those who facilitated the training.

Linda Winter asked about the **status of extra storage** – on hold at this time.

Pam McIntyre asked about **relations between Midwest Medical Center and our organization**. Aishah said Bingham and Dr. Kehoe communicate regularly.

Rigdon commented on how we are doing really well financially; how much we'll keep; \$300,000.00 for a new ambulance; stay pro-active – what we're asking in tax dollars, concern about what “hits the newspaper,” we have been very good stewards with our funds.

President Petitgout commented on:

- the **Paid Leave for All Workers Act** which goes into effect January 1, 2024. There will be an impact to payroll. We need to be mindful about pay increases next year.
- at the EMS Coordinators' meeting in Elizabeth, a big topic of discussion was **transporting discharged patients**, possibly partnering with Midwest Medical Center.
- The January GAEMSD meeting will include appointing the **Budget Committee** to begin work on the Annual Budget.

A straw poll of Board members concurred the District will purchase \$50.00 gift cards from Piggly Wiggly for each member on our Roster to be mailed to the members next week.

AGENDA ITEM VIII. ADJOURNMENT

Jim Rigdon moved to adjourn the meeting; seconded by Austin Gerlich. Motion carried. President Petitgout adjourned the meeting at 7:06 p.m. until the next Galena Area EMS District Board of Directors' meeting scheduled for **Thursday, November 30, 2023, 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.