

**GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT**

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

**Thursday, September 28, 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; Jan Splinter; and Linda Winter.

**Absent:** \*Renee McCartney. A quorum was established.

**EMS personnel present:** William L. Bingham, EMS Coordinator; and Aishah Abdul-Aziz, Administrative Assistant.

**EMS Association representative present:** None.

**EMS Association member(s) present:** Gabe King, EMS Association President.

**Others present:** None.

**PLEDGE OF ALLEGIANCE** was led by President Petitgout.

**AGENDA ITEM I. CONSENT AGENDA**

Jim Rigdon moved, Randy Beadle seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **August 24, 2023**, GAEMSD Board of Directors' meeting, review **estimated invoices of \$37,536.83** which includes VISA of \$688.28, known auto-pay of \$986.43, and Financial Statements.

**President's Report** – Ben Petitgout

- Opened second 5 month Certificate of Deposit in the amount of \$80,000.00 at First Community Bank of Galena at 5.12% APY. This will mature on 1/28/2024.
- Picked up check from the City of Galena for \$8,450.00 for Spartan Tactical Training and deposited it into our checking account at IB&T.
- Rubber membrane roof repair has been completed.
- Worked with technician from Sand Prairie to bring iFiber into the building: hook-up complete.
- Concrete ramp in front of EMS Station has been pressure washed and sealed.
- Cancelled Mediacom television and subscribed to HULU streaming. Mediacom will prorate our billing effective 9/7.
- Continue working with IB&T (local and corporate) to switch our credit cards from Small Business to Commercial. We will receive quarterly payments of 1% cash back on all purchases.
- Received notice from Illinois Secretary of State that a corrected title for the 2022 ambulance was being processed.

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

- Picked up and deposited our third Property Tax Distribution check (\$78,616.15) into our checking account.
- Invested \$157,000.00 with LPL Financial for 6 months at 5.50%, for an anticipated yield of \$4,317.50.
- Provided our attorney with a copy of PUBLIC ACT 102-1143 / PAID LEAVE FOR ALL WORKERS ACT, EFF. 01-01-2024, asking for a legal opinion on whether or not this will apply to us. A copy was also provided to County Administrator Scott Toot asking for the county's Legislative Committee's review. Since this Public Act was passed by the Illinois Senate, a letter was mailed to Senator Chesney asking for a legislative opinion.  
     In part, this Public Act states: An employee who works in Illinois is entitled to earn and use up to a minimum of 40 hours of paid leave... Paid leave under this Act shall accrue at the rate of one hour of paid leave for every 40 hours worked.
- Delivered invoice for our fourth Property Tax Distribution in the amount of \$83,499.62, which will be payable October 13.

**Treasurer's Report** – Jim Rigdon

- GAEMSD Current Account Balances as of 09-22-2023:
  - \$ 207,862.76 District Total All Accounts at Illinois Bank & Trust
  - \$ 9,029.77 EMS Association Accounts Total
- Financial Statements for the period ended 08-31-2023 have been 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

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

**Secretary's Report** – Claire Bersbach

- Prepared letter/invoice for Board President Petitgout to present to Jo Daviess County for third Property Tax Distribution in the amount of \$78,616.15.

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

- Assisted Board President Petitgout with letters to IB&T and The Apple River Bank/First Community Bank of Galena requesting funding for protective gear.
- Assisted Board President Petitgout with letter to Senator Chesney re: Paid Leave for All Workers Act.
- Sympathy card to family of Joan Jackson, former EMT and member of the Board of Directors.
- 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.

**END OF CONSENT AGENDA**

Motion carried.

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

1. **EMS Coordinator** – William Bingham reported **Active Shooter Training** on September 16 and 17 was remarkable with very qualified instructors. This two-day program was well attended. Active Public Safety personnel included Galena Police Department, multiple Galena Area EMS Members, and six GFD/EMS members participating in their respective roles. The Public Safety members and the community members who assisted with the general participation for all activities numbered about 75.

\* 6:33 p.m. Renee McCartney entered the meeting

At Bingham's request, **Gabe King reported** on the event:

King advised the two-day event involved an 8-hour class on trauma care and tactical environment on Saturday then Sunday the group went to the High School to learn how to move with Police through hallways and classrooms with three scenarios involved.

King thanked the Board of Directors for supporting this initiative, Bill Bingham, the Galena City Council, the High School, and others involved. There were a total of 75 participants with about 45 volunteer role players. The next step will be involving Galena Police Department (GPD) about revising protocols.

With hostile events, responders need more gear to be better protected. There are **three sets of gear on order for each rig**, ordered from the same company used by GPD.

King indicated that Midwest Medical (hospital) had plans to hold an active shooter drill this fall. Corey Fleege indicated that has been moved to some time this winter.

Board member, Jim Rigdon, asked how many (responders) do we have qualified following the Active Shooter Training? There are 20 GAEMS personnel and 8 GPD personnel.

Bingham continued his report noting that our **monthly EMS Meeting/Training** session took place on September 5, 2023. The topic was "Calling Out Unacceptable Behavior." This was interesting for all members as they go about their EMS responsibilities. The **focus is always doing what is right**, while encouraging other members to follow suit.

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

We provided a **CPR class for the Richard Peterson EMT Endowment Fund**. There were two sessions September 23 from 10:00 a.m. to noon followed by 1:00 to 3:00 p.m. for a total of 16 participants.

We have been getting many requests for CPR classes from organizations. We are **working on a billing structure for various types of CPR classes**. We hope to come up with a reasonable pay structure for these within the next month.

High School **football Standby** started a few weeks ago. We have been able to fill up the crews for each event thus far.

**We have several community events beginning now through the end of the year:**

- **Octoberfest Standby** is this Saturday, September 30, (noon to 10:00 p.m.) at Depot Park.
- **Country Fair** Saturday, October 7, (8:00 a.m. to 5:00 p.m.) and Sunday, October 8, (8:00 a.m. to 4:00 p.m.).
- **Galena River Walk/Run** Half Marathon 8K, October 28, (8:00 a.m. to 11:30 a.m.).
- **Halloween Parade** and Coverage: Christian Gronewold, Gabe King, and Bingham have been meeting regularly with Galena Police Chief, Eric Hefel, and his staff, along with the Galena Area Chamber of Commerce. Our next committee meeting is scheduled Tuesday, October 24, at GPD.

We will be entertaining local **Boy Scouts** October 19 at EMS from 6:00 p.m. to 7:00 p.m. to assist them with their Scout Requirements.

We will also be participating **Home School at ARC** from 10:30 a.m. to 12:30 p.m. on November 10.

We continue to address a **third vehicle**. We had a group meeting this past Tuesday night, September 26. This is a work in progress and we anticipate that this project will be good for the organization as we continue to grow. All Board Members will stay in the loop as we progress.

August had 54 Responses; September had 57 Responses/Calls as of September 28.

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

Aishah reported that the **Annual Ambulance Inspection** application has been sent. We expect to have our annual inspection some time in **November**.

**Donations received:** two separate donations from **Jo Carroll Energy** — \$150.00 annual donation plus a separate check of \$200.00 for protective gear; Annual donation from **Mississippi River Ridge Association** for \$250.00; and \$500.00 annual donation from **Merkle International** for Galena Area EMS personnel (deposited to the EMS Association account).

We had eight (8) patients that are insured with **Wisconsin Medicaid**. Aishah was told by our billing company that we have to be enrolled in Wisconsin Medicaid in order to get reimbursed for payment. Our billing representative sent Aishah the link to apply for enrollment with Wisconsin Medicaid. Aishah will apply to be part of this so we can get paid going forward.

**Benning Group LLC Audit is still in progress.** Aishah received an **updated Capital Equipment list** from Benning to review. Board President Petitgout, Communication and Technology Manager, Chris Garza, and Aishah are reviewing the list.

**AGENDA ITEM III. REPORTS** – continued:

3. **EMS Association Representative** – None.

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

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

**AGENDA ITEM VI. CITIZEN'S COMMENTS** – None.

**AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS**

Linda Winter thanked EMS Coordinator Bingham and all those involved in the tactical training.

Jim Rigdon asked whether the roof had been repaired and the status of the ceiling repair in the Women's Restroom. Per President Petitgout, roof has been repaired; ceiling is yet to be repaired.

Rigdon also commented on the traffic congestion in front of the schools.

Randy Beadle echoed Winter's appreciation for the recently completed tactical training, commenting it's something you hope you never need.

President Petitgout advised the Board we will be looking at various financial impacts next year which may result from the Paid Leave for All Workers Act. Petitgout has talked with attorney Roth, County Administrator Scott Toot, and sent a letter to Senator Chesney.

**AGENDA ITEM VIII. ADJOURNMENT**

Jim Rigdon moved to adjourn the meeting; seconded by Pam McIntyre. Motion carried. President Petitgout adjourned the meeting at 7:04 p.m. until the next Galena Area EMS District Board of Directors' meeting scheduled for **Thursday, October 26, 2023**, 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.