

O 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, January 25, 2024**



**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; and Jan Splinter.

**Absent:** Linda Winter. A quorum was established.

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

**EMS Association representative present:** Christian Gronewold.

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

**Others present:** None.

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

**AGENDA ITEM I. CONSENT AGENDA**

Renee McCartney moved, Jan Splinter seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **November 30, 2023**, Board of Directors' meeting and from the **December 13, 2023**, Board of Directors' Special meeting; bills paid in November and December 2023; November and December 2023 Financial Statements; estimated January invoices of **\$11,038.68**, VISA of **\$3,928.89**, and known January Auto-pay of **\$826.18**.

**President's Report** – Ben Petitgout

- Attended December 5, 2023, EMS Association meeting to provide information regarding **Paid Leave For All Workers Act**.
- Worked with Board Secretary Bersbach to formulate **Policy** regarding Paid Leave For All Workers Act and related form "Annual Election to Accrue Paid Leave."
- **Mailed Form 990** to IL Attorney General.
- Spoke with **IRS** requesting a copy of "Letter 147c" which is the EIN they issued us which includes our business name that they have on file. This was due to **Wisconsin Medicaid** informing us that our EIN and Business Name did not match. IRS response was provided to WI Medicaid.
- **Invested \$80,000.00 plus \$1,000.00** earned interest back into a 7 month CD, earning APY 4.99% with First Community Bank. Remaining amount of \$690.84 was deposited into our District checking account.
- Spoke with our account manager, Tim Moen, at Professional Billing Services about participating in the **federal Ground Emergency Medical Transport program**. This is a

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

- good program that we should participate in. Moen will forward to Petitgout a breakdown of our insurance billings.
- Provided Attorney Roth a copy of an email from Dr. Kehoe outlining Midwest Medical Center's desire to offer **inter-facility patient transfers**. Attorney Roth replied that GAEMSD should continue talks with MMC.
  - A group of us met with Dr. Kehoe to discuss the possibility of GAEMSD providing inter-facility transfers. More information will be provided in February.

**Treasurer's Report** – Jim Rigdon

- GAEMSD Current Account Balances as of 01-19-2024:
- \$ 307,058.91 District Total All Accounts at Illinois Bank & Trust
- \$ 8,512.31 EMS Association Savings Account Total

Financial Statements for the periods ended 11-30-2023 and 12-31-2023 were provided to Board members.

Status of investments:

Illinois Bank & Trust / GAEMSD

Investment	Interest Rate	Period	Maturity	Est. 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	Est. Earned
\$ 81,000.00	4.99%	7 months	07-28-2024	
\$ 80,000.00	5.12%	5 months	01-28-2024	\$ 1,690.84
Anticipated Total:				

Illinois Bank & Trust / EMS Association

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

**Secretary's Report** – Claire Bersbach

- **Prepared MABAS Resolution and Agreement paperwork** for Special Board of Directors' meeting December 13, 2023.
- Met with Board President Petitgout to work on **Paid Leave For All Workers Policy**.
- Provided Board of Directors' historical information to EMS Coordinator, Bill Bingham, for **project to update wall plaques in the meeting room**.

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

- **Posted “Paid Leave For All Workers” poster on bulletin board** (outside of Report Writing room). Filed copy of the Statute in Guiding Documents 3-ring binder. (Ref: P.A. 102-1143.)
- 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

Bingham reported that he and Aishah were away during the Christmas holidays, thanked those members who stepped up while they were away, and expressed thanks to Gabe King and Christian Gronewold for taking charge while Bingham and Aishah were away.

The EMS Association had their **Christmas Dinner** on December 14. Everyone had a great time. Those on Call only got called out once. Bingham said “we thank the Board for footing the bill for the dinner.”

We accommodated a **CPR class for Jo Daviess County Transit** on January 6 at the Station. Due to the number of their members who require CPR training, this was the second session with one more class in the near future.

We had a meeting and training on January 9. The topic was **Regional Policies Update** taught by Richard Robinson from UWHealth/Swedish American. During the meeting, we recognized two service anniversaries – Lindsey D’Antonio for three years of service and Christian Gronewold for seven years of service.

We conducted a **Stop the Bleed Training** Monday, January 22, at the Galena Fire Department. Gabe King and Christian Gronewold taught the class.

The **Special Olympics Parade and Opening Ceremony** will be February 6 in downtown Galena Main Street. The parade begins at 5:30 p.m. GAEMS has provided participants with “clappers” for their goodie bag, as in the past. Our ambulance will be in the parade.

We received a request from Prairie Ridge for a **CPR training** for about 30 employees. This again will be accommodated in three separate classes once we get the necessary information from Prairie Ridge.

We have been invited by attorney, Joe Nack, and others to attend a **Sizzle Foundation** meeting on February 23 at 2:00 p.m., at the First Community Bank. This organization has expressed interest in providing a level of funding for Galena Area EMS. Bingham will update the Board with information following that meeting.

We have received a request for the upcoming, annual **Shamrock Shimmy** downtown. This takes place on March 16. The run starts at 11:00 a.m. for the kids followed by the adults.

We received an email request from the **Shenandoah Riding Center** for a **Rodeo Standby** July 5 and 6. Bingham will be working with both The Galena Territory and Elizabeth Community Ambulance as we have in the past.

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

GAEMS ended 2023 with 807 calls. We have had 612 calls to date, with 66 calls as of today (01-25), and a little over three months to the end of the District's FYE 04-30-2024.

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

Aishah reported that State of Illinois Medicaid has been renewed.

The Medicaid application for Wisconsin is still waiting for response. They had sent a letter requesting more information. The requested information was sent to them two weeks ago.

We have had some issues with Illinois Bank & Trust credit card. They had a charter consolidation and sent new credit cards for existing clients. These changes caused some confusion between the old account and new accounts and caused some late payments and finance charges. Issues have been resolved after multiple meetings with them.

Transfer from Grant Account to District Account:

\$ 1,245.00 For Stop the Bleed Training Kit  
 \$ 3,990.93 Radio for 1-A18 (grant from Jo Daviess County Fair Charities)  
 \$ 4,500.00 Bulletproof vests, inserts, and plates, purchased from Ray O'Herron (Invoice paid 01-05-2024 #3164643)  
 \$ 2,325.00 Safety helmets purchased from Ray O'Herron (Invoice 11-13-2023 #2306820-IN)

**\$12,060.93 Total Transfer Requested**Donations:

Donation – District Unrestricted: \$50.00 United Methodist Women; \$150.00 Donna Wilmarth; and \$215.00 Galena-Jo Daviess County Historical Society and Museum.

Donation – Restricted: \$1,000.00 from HTLF Bank (IB&T) toward protective gear. This was a donation request that we sent to the bank recently. This will be deposited into the Grant Account and coded as Donation Restricted.

Donation – EMS Association: Terry and Elly Renner \$250.00; Janice Lee \$125.00; Mark and Ann Oldenburg \$25.00, and Gary and Mary Jobgen \$30.00 in memory of Rick Hocking. This will be deposited into the EMS Association account.

President Petitgout asked Aishah to provide him with information about any members who have a Service Anniversary.

**3. EMS Association Representative** – Christian Gronewold

Christian mentioned the **Protocol Updates** that were reviewed, commenting that UWHealth/Swedish American just updated their protocols which requires GAEMS to review and ensure our protocols comply with those updates.

Christian showed the Board one of the **bulletproof vests** that were received in December and also the **Stop the Bleed Kit** that is used to train other agencies in that technique. (See EMS Coordinator's Report)

**4. Committees – Budget Ad Hoc Committee**

President Petitgout appointed Treasurer Jim Rigdon to Chair the committee. Other Committee members will be Board member Austin Gerlich; EMS Coordinator, Bill Bingham; Administrative Assistant, Aishah Abdul-Aziz; and President Petitgout.

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

1. Ben Petitgout moved, seconded by Claire Bersbach, to **review and accept the FY2023 Audit Report and the 2023 Return of Organization Exempt From Income Tax Form 990 completed by Benning Group LLC, as presented.**

Board members were provided with a copy of the FY2023 Audit and Management letter as well as an electronic copy of the 2023 Return of Organization Exempt From Income Tax.

President Petitgout asked Board members if they wished to have Benning Group LLC come to the February Board meeting to discuss the Audit. Our financial status has improved in that past few years and is strong. The consensus was there was no compelling reason for an in-person presentation.

Motion carried.

2. Randy Beadle moved, seconded by Pam McIntyre, to **approve GAEMSD's Financial Policy: Paid Leave for All Workers Act.**

In compliance with Public Act 102-1143, Galena Area EMS District will provide employees with **paid leave from work.** Board members were provided with a copy of the proposed Policy GAEMSD will enact to ensure that we comply with the requirements.

Information regarding P.A. 102-1143 was provided at the December 5, 2023, EMS Association meeting and has been **posted on the large bulletin board** outside of the Report Writing room.

Administrative Assistant, Aishah Abdul-Aziz will develop a method of **recording the accrued hours worked.** Secretary Bersbach will ensure that **a copy** of the Statute and the Policy are incorporated into the **Guiding Documents 3-ring binder** in the lounge area.

The rate of pay was approved at the November 30, 2023, GAEMSD Board of Directors' meeting.

Motion carried.

3. Austin Gerlich moved, seconded by Renee McCartney, to **Invest Principle Investment (From Maturing CD January 28, 2024).**

President Petitgout advised he had obtained information regarding an 8 month CD at 5.01% interest. He will invest the original \$80,000.00 plus \$1,000.00 from the interest earned and deposit the balance of the interest earned in the District's account.

Motion carried.

4. Claire Bersbach moved, seconded by Jim Rigdon, to **Increase Mileage Reimbursement Effective January 1, 2024.**

Board members were provided with information related to an increase in the IRS mileage rate for 2024. The optional standard mileage rate for business purposes is increased from 65.5 **to 67 cents per mile January 1, 2024.**

Board Secretary Bersbach will provide the updated forms to the EMS Coordinator, Administrative Assistant, and copies to Board members.

Motion carried.

**AGENDA ITEM V. NEW BUSINESS** – continued:

5. Ben Petitgout moved, seconded by Randy Beadle, to **approve the EMS Coordinator's Proposal for CPR Training.**

Board members were provided with Standard CPR Classes General Information. The intent of the Proposal is to **recoup expenses** incurred in providing the training.

Motion carried.

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

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

Pam McIntyre asked for an **update on the delivery status of the vehicle** (ambulance) on order to replace 1-A18. Petitgout anticipates it will be received in late 2024, possibly 2025.

Renee McCartney commented on an article in the paper related to the "Marine Hospital" development project; the judge found in favor of those who brought the suit; the City of Galena is back to square one.

Randy Beadle commented he had talked with a **Galena firefighter who was impressed with the Stop the Bleed training** provided by our EMS members, Gabe King and Christian Gronewold; thought it was very good training.

Petitgout commented that a core group will be meeting February 7 to look at the logistics of transporting patients, staffing, a third vehicle, etc.

**AGENDA ITEM VIII. ADJOURNMENT**

Randy Beadle moved to adjourn the meeting; seconded by Austin Gerlich. Motion carried.

President Petitgout adjourned the meeting at 7:17 p.m. until the next regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, February 22, 2024**, 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.