

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, February 22, 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; Jan Splinter, and Linda Winter.

**Absent:** None. A quorum was established.

**EMS personnel present:** William L. Bingham, EMS Coordinator.

**EMS Association representative present:** Shelley Finley.

**EMS Association member(s) present:** Christian Gronewold.

**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 **January 25, 2024**, Board of Directors' meeting; bills paid in January; Financial Statements; estimated January invoices of **\$4,257.93**, VISA of **\$2,980.70**, and known January Auto-pay of **\$897.30**.

**President's Report** – Ben Petitgout

- Letters to:
  - State's Attorney, Chris Allendorf, re: SSA Provider Contract / Interfacility Patient Transfers.
  - Chief Al Busch, SMFPD, expressing sincere gratitude for SMFPD responders' help (01-13).
  - Nick Distler, Guilford Township Highway Commissioner, expressing sincere gratitude for help 01-13-2024 (copied Township Board of Trustees).
- Attended February 7 meeting at EMS Station re: Interfacility Patient Transfers.
- Worked with Board Secretary Bersbach on Policy: Fitness Membership Reimbursement, and CPR Training information.
- Attended Access Round Table Meeting, February 14.
- At EMS station with Sand Prairie to switch Mediacom phones over to VoIP (6 hours).
- Sat in on first appearance court proceedings for defendant who battered one of our EMTs on a medical call.
- Attended February's EMS Association meeting to present 10 year anniversary award to EMT Aishah Abdul-Aziz.
- Back at EMS station with Sand Prairie and Arrow Digital to trouble shoot why new phone system is not working properly (3 hours).

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

- Invested \$80,000 plus \$1,000 earned interest back into an 8 month CD, earning APY 5.01% with First Community Bank. Remaining amount of \$690.83 was deposited into our District checking account.
- Sat is on second appearance court proceedings for defendant who battered one of our EMTs on a medical call. Next appearance is March 20, 2024, at 9:00 a.m.
- Back at EMS station with Arrow Digital to install new firewall hardware. Our new VoIP phones are working properly (1 hour).
- Cancelled our account with Mediacom to provide phone service. We will be receiving a credit.
- Attended February 15 and February 21 meetings at EMS Station re: Interfacility Patient Transfers.
- February 16 received **Notice from the Illinois Secure Choice Savings Program Act of a Penalty Assessment Due to Non-Compliance**. The fine is \$6,675.00. Our Accounting firm will file a protest.
- Along with Coordinator Bingham, I will be attending a meeting with members of the Sizzle Foundation on Friday, February 23, 2024, to present information on the possible funding for an ambulance.

**Treasurer's Report** – Jim Rigdon

- GAEMSD Current Account Balances as of 02-16-2024:
  - \$ 273,334.78 District Total All Accounts at Illinois Bank & Trust
  - \$ 8,596.97 EMS Association Savings Account Total
- Financial Statements for the period ended 01-31-2024 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
\$ 59,000.00	5.45%	11 months	10-16-2024	\$ 2,947.48
Anticipated Total:				\$ 28,593.23

First Community Bank of Galena / GAEMSD

Investment	Interest Rate	Period	Maturity	Est. Earned
\$ 81,000.00	4.99%	7 months	07-29-2024	\$ 2,396.43
\$ 81,000.00	5.01%	8 months	09-29-2024	\$ 2,716.48
Anticipated Total:				\$ 5,112.91

**AGENDA ITEM I. CONSENT AGENDA** – continued:**Treasurer's Report** – Jim Rigdon – continued: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

- Assisted Board President Petitgout with correspondence:
  - Letter to State's Attorney, review SSA#6 provider contract re: secondary service – Interfacility Patient Transfers.
  - Letter to Chief Al Busch, Scales Mound Fire Protection District, expressing sincere gratitude to SMFPD members' (help with 01-13 EMS Call); and
  - Letter to Nick Distler, Guilford Township Highway Commissioner, help with 01-13 EMS Call (copied Guilford Township Board of Trustees).
- Worked with Board President Petitgout on Policy: Fitness Membership Reimbursement, and CPR Training information.
- Filed copy of Paid Leave Policy in Guiding Documents binder.
- Provided to EMS Coordinator, Bill Bingham, and Administrative Assistant, Aishah Abdul-Aziz, electronic copies of:
  - Paid Leave Policy and Accrual Form; and
  - Expense Reimbursement forms (mileage: personal and business related).
- Sympathy card to Chris Garza and family.
- 02/15 Met with EMS Coordinator, Bill Bingham, to discuss:
  - CPR Training information and contact form;
  - Fitness Membership Reimbursement; and
  - Changes to Operational Policy Manual, Response section.
- Emails to Board re: Interfacility Transfer Service meetings.
- Attended 02-15 and 02-22 Interfacility Transfer Service meetings.
- 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

We participated in the Special Olympics Parade on February 6.

EMS Meeting and Training was February 6. Topic was Cardiac and Airway management, taught by Tadeo O'Brien. We did scenarios where members were placed in three teams to practice skills in real-life scenarios.

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

The following members were recognized for service anniversaries:

Riese Federman and Kris Knautz – 1 year;

Kevin Peebles – 4 years;

Dennis Harris and Doug Rahden – 6 years;

Aishah Abdul-Aziz – 10 years. Aishah was presented with \$50.00 from GAEMSD Board President, Ben Petitgout, for her 10 years of service.

We had two sessions to address a potential opportunity for Interfacility Transfer Service. Presenting information from Midwest Medical Center (MMC) were Dr. Cullen Kehoe (February 15); and Cory Fleege, Nursing Manager (February 21). Thirty-one (31) of our members attended one of two sessions.

GAEMSD Board members attending were President Ben Petitgout; Vice President Randy Beadle; Treasurer Jim Rigdon; Secretary Claire Bersbach; Board member Linda Winter.

An incident happened recently during a call where one of our crew members was assaulted. There was no injury but an assault report was filed with the State's Attorney's office. During this incident, one of the Galena Police Officers was also assaulted.

The March 16 St. Patty's Shamrock Run will begin at 11:00 a.m. on Main Street, hosted by the Galena Elks. A parade will follow at 2:00 p.m. All of our members are welcome to participate.

Boy Scout Weekend takes place on April 27. This is the 70th anniversary for the Grant Pilgrimage event. We will be participating at an event at the Train Depot at 9:00 a.m., and later that day we will be participating in the parade.

Bingham thanked Board Secretary Bersbach who was very helpful as he made some significant changes with our EMS member Policy procedures (Operational Policy Manual). This is an annual change that is done as needed.

Bingham, Board President Petitgout, and Administrative Assistant Aishah Abdul-Aziz, will be meeting with the local Sizzle Foundation February 23 at 2:00 p.m. at First Community Bank. The outcome of the meeting will be shared with members.

We continue to look for additional members as we move forward into the next two years.

Calls month-to-date (02-22-2024) are 51.

From May 1, 2023, through today, we have had 681 calls.

President Petitgout asked if EMS members have been signing the Paid Leave form; Bingham advised that is being done.

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

Aishah responded to a Call before the meeting began. She provided this written report:

Medicaid application for the State of Wisconsin was approved.

Received an email from Mary Bileck with the Office of Inspector General Bureau of Investigations. She is with the Illinois Healthcare and Family Services Office of the Inspector General. Her responsibility is to do on-site visits to revalidate Medicaid providers.

We had a virtual on-site visit where she asked questions about the agency. She was also given a tour of the building, the ambulances, and our locked area for filing patient files. There were no issues.

**AGENDA ITEM III. REPORTS** – continued:2. **Administrative Assistant** – Aishah Abdul-Aziz – continued:Donations:

Caroline Cole \$1,000.00 and Diane and Bradley Thomas \$3,000.00, in memory of Rick Hocking. Funds will be deposited into the EMS Association account.

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

Shelley referenced the February 6 training session mentioned in Bill Bingham's report.

There were a couple CPR classes for various organizations.

The District is purchasing (regular) vests for Responders to wear when the weather does not require an actual coat.

Shelley attended the February 21 Interfacility Transfer Service meeting along with numerous other Responders. The meeting was well attended, people are getting behind the concept of Interfacility Transfers.

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

President Petitgout advised the Budget Ad Hoc Committee would meet some time in the next week. Committee consists of Treasurer Jim Rigdon, Chair; Austin Gerlich; EMS Coordinator, Bill Bingham; Administrative Assistant, Aishah Abdul-Aziz; and President Petitgout.

\* 6:44 p.m. Aishah Abdul-Aziz entered the meeting on return from responding to a Call.

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

1. Randy Beadle moved, seconded by Austin Gerlich, to approve the **Policy: Fitness Membership Reimbursement**. Board members were provided with a copy of the proposed Policy: Fitness Membership Reimbursement. GAEMSD will reimburse up to \$40.00/month per calendar year for fitness memberships at approved providers. The Policy outlines the criteria for reimbursement.

Board member McCartney asked whether the Policy could also include Board members. Petitgout indicated it could be revised if the Board wanted that.

Motion carried.

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

Linda Winter commented on the Interfacility Transfer Service meeting she attended February 21. Thought it was a good meeting.

Claire Bersbach attended both meetings (15th & 21st); got a lot of information; thinks it would be worthwhile to try it out.

Jim Rigdon attended the meeting on the 21st. Thought it was great. We keep adding and are being proactive. It is a good starting point.

Randy Beadle attended the meeting on the 15th. He is all for it, great for us and MMC. If EMS is on board, we would go ahead.

**AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS** – continued:

Ben Petitgout was pleased with the turnout at the two meetings; reminded the Board we do have an ambulance on order (\$280,000.00); will need about \$125,000.00 to \$130,000.00 in equipment. We have no obligation to provide an Interfacility Transfer Service.

Rigdon referenced Cory's comment about MMC constantly looking for transport agencies.

Jan Splinter asked what would be the distance(s) involved in providing this service.

Petitgout mentioned information that was provided at the two meetings (distances/destinations would likely be Dubuque, Freeport, Rockford, possibly Iowa City – generally, about 100 miles); reminded the Board that 911 calls would always come first. He will keep the Board apprised of developments.

Shelley Finley was recognized by President Petitgout and commented she recalls taking patients to MMC in the morning and they are still there waiting for transport later in the day; if we can help with transfers, it would be a good thing.

**AGENDA ITEM VIII. ADJOURNMENT**

Linda Winter moved to adjourn the meeting; seconded by Randy Beadle. Motion carried.

President Petitgout adjourned the meeting at 7:00 p.m. until the next regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, March 28, 2024, 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.