

- O Beadle
- Bersbach
- Gerlich
- McCartney
- Petitgout
- Rigdon
- Splinter
- Winter
- Vacant
- EMS Coordinator

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT
Board of Directors' Meeting
217 Summit Street, Galena IL 61036
Thursday, June 27, 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*; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter. (*Entered the meeting at 6:32 p.m.)

Absent: None. A quorum was established.

EMS staff present: William L. Bingham, EMS Coordinator; and Christian Gronewold, Special Service Manager.

EMS Association Representative present: None.

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, Jan Splinter seconded, to approve the Consent Agenda, consisting of **approve Minutes** from the **May 23, 2024**, Board of Directors' meeting; bills paid in May; Financial Statements; estimated June invoices of **\$14,322.93**, VISA **\$1,147.12**, known Auto-pay of **\$531.68**, and **APPROVE POLICY REVISIONS:**

- | | |
|---|--|
| Alcohol, Drugs, and Tobacco Products | Non-Discrimination |
| Confidential Information | Organization Chart – Flow of Authority |
| Contracts/Agreements | Policy Review |
| Facility Access and Security Monitoring | Public Comments |
| Harassment | Records Retention |
| HIPAA – Protected Health Information | Social Media Policy |
| Meetings – Cancellation Criteria | Vendor Proof of Liability |
| Meetings – Closed Sessions | Weapons |

Winter had a question about the Telephone expense; Petitgout will look into it.

President's Report – Ben Petitgout
None.

Treasurer's Report – Jim Rigdon

- **GAEMSD Available Account Balances as of 06-21-2024:**
 - \$ 146,207.36 District Total All Accounts at Illinois Bank & Trust
 - \$ 9,327.88 EMS Association Savings Account Total

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

- Financial Statements for the period ended 05-31-2024 have been provided to Board members.
- Status of Investments:

Illinois Bank & Trust / GAEMSD

Investment	Interest Rate	Period	Maturity	Est. Earned
\$ 59,000.00	5.45%	11 months	10-16-2024	\$ 2,947.48
\$ 161,000.00	5.20%	9 months	12-21-2024	\$ 6,279.00
\$ 250,000.00	5.25%	9 months	03-21-2024	\$ 9,843.75
\$ 214,000.00	4.95%	18 months	10-08-2025	\$ 15,889.95
Anticipated Total:				\$ 34,960.18

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

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

- 05-23 emailed FY2023-2024 GAEMSD Board Meeting Minutes to Administrative Assistant for Benning Group Shared Folder.
- 05-23 Provided President Petitgout with list of GAEMSD Board Officers FY2023-2024 (ref: for Benning Group re: Statement of Economic Interest).
- 06-07 Sent sympathy card to Larry Blankenbaker's family.
- 06-12 Worked with Board President Petitgout on minor language or format revisions to Administrative Policies:

Alcohol, Drugs, and Tobacco Products	Non-Discrimination
Confidential Information	Organization Chart – Flow of Authority
Contracts/Agreements	Policy Review
Facility Access and Security Monitoring	Public Comments
Harassment	Records Retention
HIPAA – Protected Health Information	Social Media Policy
Meetings – Cancellation Criteria	Vendor Proof of Liability
Meetings – Closed Sessions	Weapons
- Updated Guiding Documents binder with Policies (above).
- Assisted Board President Petitgout with correspondence.
- Filed President Petitgout's OMA and FOIA Annual Certifications.
- Attended meeting with Auditors June 25.
- Normal monthly duties: e-mailed/printed/scanned/copied and assembled materials for Board Packs.

END OF CONSENT AGENDA

Motion carried.

AGENDA ITEM II. PUBLIC COMMENTS – None.**AGENDA ITEM III. REPORTS****1. EMS Coordinator** – William Bingham

We had an Association Meeting and **Training Session** on June 4th. The training topic was “**Cardiac**” taught by Tadeo O’Brien.

The following members were recognized for **service anniversaries**:

Terry Kieffer - 36 years

Jacob Gilman - 3 years

Chris Garza - 5 years

Chris Garza was also presented with a \$50.00 check from the Board of Directors for his 5-year service anniversary.

Some of the **newer members** have been introduced to our members. These are:

Juan Dorantes (potential Driver) and Oliver Wall-Penoyer (high school student) who will also be shadowing our Call members. Oliver is interested in taking an EMR class once it is offered.

In addition, Bingham met with two other individuals June 26 who have completed an Application for possible background checks.

July will be a busy month with events for the July 4th holiday. There will be a July 4th **Parade and Fireworks Standby**. We will have Standby for Golden Knights Parachute Jump on July 3rd followed by July 5th and 6th. A Touch-a-Truck community service event hosted by the ARC is scheduled for July 13th.

We are hoping that a few members would like to play in a Galena golf outing. We have two foursomes for the upcoming Dillon’s outing. This takes place on July 13th at the Galena course. We are looking for a few members (Board and EMS members) between now and July 4th.

Administrative Assistant, Aishah Abdul-Aziz, and EMS Coordinator, Bill Bingham, attended a function held by the **Jo Daviess Country Fair Charities** at the Elk’s on Thursday, June 20th, to receive a check for \$2,558.86. This grant was requested to **purchase small equipment** in preparation for the third ambulance.

We ended in **May** with **82 Calls**. As of today, June 27th, we have had 45 calls, thus far.

2. Administrative Assistant – Aishah Abdul-Aziz

Aishah provided a written report. We ran into an issue with the Medicare Revalidation process. There were additional documents that we needed to send to them. When Aishah reached out to the Medicare representative, she was given a fax number to send the documents.

After daily attempts to fax the documents, none of the documents went through. Aishah called the Medicare number again and asked if she could email the documents. She was told she may not email them. Aishah verified the fax number, which was correct, and attempted to send them again the next few days without success.

The following week, Aishah received a letter from Medicare that our Medicare billing privileges were revoked. Aishah called our billing company and spoke with Tim Moen who

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

stated that this is not the first time that agencies have had issues with Medicare revalidation.

He stated that we can resubmit the application and the process starts again. Our privileges should be activated again once they receive all the documents needed.

A week after the letter was received, we found out that there was actually an issue with our fax machine. The reason the faxes did not go through was not due to a bad number but due to our fax machine having a connection problem.

Arrow Digital and Sand Prairie Wireless were contacted about this issue. After four days of going back and forth, the problem was finally resolved.

As an update, Aishah received confirmation from Medicare asking for additional documents. She has gathered the documents and plans to fax them to Medicare June 28.

Auditors from Benning Group were here on Tuesday, June 25. Everything went well. We have pending documents to send to them. They will continue to send inquiries and requests for more documents as the audit progresses.

Donations/Grants:

\$2,558.96 – Jo Daviess Country Fair Charities. Grant money to purchase small equipment for our third ambulance.

\$ 100.00 – donations in memory of Rick Hocking from Brad and Erica Virtue. This is for the EMS Association.

3. EMS Association Report

Christian Gronewold reported receipt of a new Spine Board and hip binders purchased at about \$80.00 compared to previous cost of \$165.00 each.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.**AGENDA ITEM V. NEW BUSINESS****1. Claire Bersbach moved, seconded by Austin Gerlich, to invest the first property tax distribution in a CD.**

President Petitgout provided Board members with a chart showing current investments and the estimated total amount of Property Tax Distributions payable in 2024.

Petitgout commented one of our investments was “called” after six (6) months. June 18 the principal (\$250,000.00) was reinvested for nine (9) months at 5.25%. Earned interest of \$8,330.00 was transferred to the District’s checking account.

Petitgout suggested the Board consider a nine (9) month investment of \$100,000.00 from the first Property Tax Distribution, anticipated interest in the mid-4% to low-5% range, then continue to “ladder” from there.

Motion carried.

President Petitgout asked for a motion to **enter Closed Session**. Bersbach moved, Petitgout seconded. By Roll Call vote, the motion carried.

AGENDA ITEM VI. CLOSED SESSION

President Petitgout Called to Order the Closed Session of the Galena Area Emergency Medical Service District Board of Directors, Thursday, June 27, 2024, at 6:50 p.m.

AGENDA ITEM VI. CLOSED SESSION – continued:

Roll Call – Present: Randy Beadle, Vice President; Claire Bersbach, Secretary; Austin Gerlich; Renee McCartney; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: None. A quorum was established.

Petitgout stated the purpose of the meeting is to **Review Closed Session Minutes** per Section 2(c)(21). Board members were provided with a copy of the April 25, 2024, Minutes from the GAEMSD Closed Session. Petitgout asked if there were any questions or comments. There were none.

Petitgout asked for a motion to leave Closed Session. Moved by Bersbach, seconded by Beadle. By Roll Call vote, the motion carried.

The Board left Closed Session at 6:52 p.m.

Petitgout asked for a motion to return to Open Session. Moved by Gerlich; seconded by McCartney.

Motion carried.

AGENDA ITEM VII. POSSIBLE ACTION AS A RESULT OF CLOSED SESSION

Petitgout moved to approve the Minutes of the April 25, 2024, Closed Session; Winter seconded.

Motion carried.

AGENDA ITEM VIII. BOARD MEMBER CONCERNS AND COMMENTS

Rigdon asked about delivery date for the **new ambulance**. Petitgout said the date has been moved from possibly May 2025 to **probably December 2025**. The price is guaranteed for the 2025 model year. Going forward a new ambulance will probably cost \$300,000.00 to \$320,000.00.

With lead times for deliveries running about three years, Petitgout advised he plans to consider Ambulance Replacement as an Agenda item for the July Board meeting. The consensus of Association members and Management is to keep all the features the same from one rig to the next.

Rigdon mentioned plans for **work on the Highway 20 bridge next year** and possible alternate routes. Petitgout plans to meet with Galena City Engineer, Matt Oldenburg, possibly IDOT after January.

AGENDA ITEM IX. ADJOURNMENT

McCartney moved to adjourn the meeting; seconded by Splinter. Motion carried.

President Petitgout adjourned the meeting at 7:03 p.m. until the regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, July 25, 2024**, at 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.