

e Beadle
p Bersbach
e Gerlich
e McCartney
p Petitgout
e Rigdon
e Splinter
e Winter
p Vacant
p EMS Coordinator
e = electronic
p = paper

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT
Board of Directors' Meeting
217 Summit Street, Galena IL 61036



Thursday, July 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: Claire Bersbach, Secretary; Austin Gerlich; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: Randy Beadle, Vice President; and Renee McCartney. A quorum was established.

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

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 **June 27, 2024**, Board of Directors' meeting; bills paid in June; Financial Statements; estimated July invoices of **\$10,478.31**, VISA **\$870.28**, known Auto-pay of **\$631.28**, and **APPROVE FINANCIAL POLICY/DOCUMENT REVISIONS**. Added Distribution List to include recently appointed Managers.

Compensation – Personnel	Reimbursement – Business Related Expenses
Compensation – Salaried Pers.	FORM: Business-Related Exp Reimbursement
Billing for Services	Reimburse – Expenses
Compensation	FORM: Personal Reimb. Request
Compensation – Payday	Reimbursement – Fitness Membership
Credit Card Use	Reimbursement – Education/Training Expense
Disbursements – Checks Issued	FORM: OPM Reimb. Educ. and Training Exp.
Donations	FORM: OPM: Request For Mileage Reimb. Pg 1
Paid Leave For All Workers	FORM: OPM: Request For Mileage Reimb. Pg 2
FORM: Sign up to accrue Paid Leave	FORM: Promissory Note for Educ. and Training
Payment – Bills and Invoices	Years of Service Recognition
Purchasing	Table of Contents

President Petitgout reminded Board Members that Board Policies, By-Laws, and the EMS Coordinator's Operational Policy Manual are all contained in the Guiding Documents 3-ring Binder on the "reference" shelf in the lounge. Those who want a printed copy should ask President Petitgout or Secretary Bersbach

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

- Deposited 1st **Property Tax Distribution** check in the amount of \$101,651.12 into the District's checking account.
- Met with our attorney, Bob Roth, to discuss four **subpoenas** that we received from an ambulance call that we responded to in 2020. Depositions are scheduled for August 1, 2024.
- **Invested** \$100,000.00 into a 6-month CD with an APY of 5.15%. (See Treasurer's Report)
- Working with Illinois Bank & Trust to review their **policy on insuring funds** in excess of \$250,000.00. GAEMSD may need to review our investment portfolio.
- Attended the EMS Association's monthly business meeting.
- Received notice from Jo Daviess County that GAEMSD is to provide them with a copy of our FY2025 budget request. This information has been provided. The **Joint Budget Review Meeting** is scheduled for Thursday, August 22, 2024, at 5:30 p.m. GAEMSD's estimated distribution is \$538,001.98.
- Worked with Board Secretary Bersbach on revisions to GAEMSD's **Financial Policies**.

Treasurer's Report – Jim Rigdon

- GAEMSD Available Account Balances as of 07-19-2024:
 \$ 121,926.10 District Total All Accounts at Illinois Bank & Trust
 \$ 9,458.46 EMS Association Savings Account Total
- Financial Statements for the period ended 06-30-2024 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
\$ 100,000.00	5.15%	6 months	01-16-2025	\$ 2,575.00
\$ 250,000.00	5.25%	9 months	03-21-2025	\$ 9,843.75
\$ 214,000.00	4.95%	18 months	10-08-2025	\$ 15,889.95
Anticipated Total:				\$ 37,535.18

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

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

- Emailed electronic files of **Administrative Policies** approved at the June meeting to Administrative Assistant, Aishah Abdul-Aziz, for the Benning Group Shared Folder.
- Sent sympathy card to family of Mike Simmons.
- Worked with Board President Petitgout on minor language or format revisions to **Financial Policies**. Added Distribution List to include recently appointed Managers. (See Page 1)
- Updated Guiding Documents binder with Policies (above).

END OF CONSENT AGENDA

Motion carried.

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

Bingham reported that the meeting/training was rescheduled from July 2 to July 23 due to the memorial service for former Fire Chief Michael “Hiko” Simmons. We had our training on July 23. The topic was **Run Review** taught by Richard Robinson. Dr. Cullen Kehoe and Cory Fleege from Midwest Medical Center also attended; they gave good feedback on some of the medical incidents that were reviewed.

We were busy in July with several **Standby events**: July 4 parade and fireworks, Golden Knights Parachute jump, Shenandoah Rodeo, and Touch-a-Truck community service event. All went well with no incidents.

Gabe King, Operations Manager, is preparing an **On-Boarding Task book** which will be used as a Recruit Task book for new hires. This is still in progress.

In the near future we will be providing CPR training for Galena Public Works as is done each year.

Member, Cindy Blakemore, is arranging an AED class for Grace Episcopal Church on Prospect Street.

On July 14 we participated in two foursomes at the **Dillon's Golf Charity event**. We were able to fill the foursomes, and everyone had a great time at the event. This event also gave us the opportunity to meet and chat with the local golf community.

We were hit with several “**multiple patient**” Calls and critical trauma Calls this month. On some of these Calls, we had to call for mutual aid from Elizabeth, East Dubuque, and AirCare. We have seen an increase in trauma patients these last few weeks.

We ended June with 49 Calls. As of today (07-25-2024), we have had 51 Responses. **Year-to-date** 05-01-2024 to 07-25-2024, we have **182 Calls**.

2. Administrative Assistant – Aishah Abdul-Aziz

Aishah reminded the Board that last month she reported on an issue with **Medicare revalidation** where our billing privileges were revoked. She has been working on this and has been contacting the consultant weekly to make sure that all questions are answered and the documents requested are received.

Last week, the consultant stated **all documents are in order** and all questions were answered.

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

Aishah received the letter from Medicare yesterday that our **revalidation has been approved** and our billing privileges have been reactivated. Aishah contacted our billing agency and asked that they resubmit all Medicare claims from June 4 and after.

Aishah is still working with Benning Group with requests for **more documents and clarification** on further questions (related to our Annual Audit).

We received a request from Insurance Audit Services for a review of Workers' Comp Policies. This is an annual audit for the purpose of determining our premium for the upcoming year. The audit is on July 31 between 11:15 – 11:30 a.m.

3. **EMS Association Report** – None.**AGENDA ITEM IV. UNFINISHED BUSINESS** – None.**AGENDA ITEM V. NEW BUSINESS**

1. Petitgout moved, Bersbach seconded to **add an ambulance to the fleet**. Lead time of about three years from order to delivery; 1-A18 will be 11 years old when the current ambulance on order is delivered approximately December 2025.

Cost of that ambulance is \$280,000.00 plus equipment. New ambulance estimated to cost between \$300,000.00 to \$320,000.00 with delivery anticipated in 2027.

Galena Area EMS hopes to be able to offer “transfer” service once the on-order ambulance is received.

Motion carried.

2. Splinter moved, Winter seconded to **not invest any funds at this time**. The District has an \$81,000.00 CD which matures 07-29 with estimated earned interest of \$2,396.43. The principal and interest will be deposited in the District's checking account.

Petitgout commented our second Property Tax Distribution of \$100,883.03 will be paid out on August 16.

Motion carried.

3. Winter moved, Gerlich seconded to **renew agreement/contract with lamResponding** for five (5) years. The one-time fee is \$3,137.00.

Motion carried.

AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS

President Petitgout advised he will be attending a **Budget Review meeting** with Jo Daviess County on August 22 prior to the GAEMSD Board of Directors' meeting.

Petitgout also commented that he had talked with three potential Board candidates and suggested the Board consider possibly reducing the number of Board members from nine to eight.

AGENDA ITEM VII. ADJOURNMENT

Rigdon moved to adjourn the meeting; seconded by Gerlich. Motion carried.

President Petitgout adjourned the meeting at 7:00 p.m. until the regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, August 22, 2024**, at 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.