

E Beadle
E Berning
E/P Bersbach
E Gerlich
E McCartney
E/P Petitgout
E Rigdon
E Splinter
E Winter
E/P EMS Coordinator
E = electronic
P = paper

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT
Board of Directors' Meeting
217 Summit Street, Galena IL 61036
Thursday, September 26, 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 6:32 p.m.

ROLL CALL

Board members present: Claire Bersbach, Secretary; Austin Gerlich; Renee McCartney; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: Randy Beadle. A quorum was established.

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

EMS Association representative present: None.

EMS personnel present: None.

Others present: Tony Berning.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

President Petitgout pulled **New Business Item Number 1.** "Appointment to fill a vacancy on the GAEMSD Board of Directors" for action prior to the Consent Agenda. Per our By-Laws (Article III, Section 14), an appointment by the Board President to fill a vacancy is "with Board Approval." Petitgout moved to **appoint Tony Berning to the Galena Area Emergency Medical Service District Board of Directors**; seconded by Jim Rigdon.

Motion carried.

AGENDA ITEM I. CONSENT AGENDA

Jan Splinter moved, Linda Winter seconded, to approve the Consent Agenda, consisting of **approve Minutes** from the **August 22, 2024**, Board of Directors' meeting; **review** bills paid; bills to be paid; Financial Statements; estimated invoices of **\$7,386.57** plus \$104.00 for red "student" tee shirts; VISA **\$1,418.31**; known Auto-pay of **\$624.65**; and **APPROVE ALL ADMINISTRATIVE, BOARD OF DIRECTORS, FINANCIAL, PERSONNEL POLICIES: Change title Administrative Assistant to Administrative Manager, change distribution list.** Board members were provided with an electronic copy of ALL Policies.

Winter asked about the **Rental Equipment** amount as shown on Revenue/Expenses. Petitgout advised there was an increase in what we are charged for oxygen usage resulting in an over-budget amount. Rental Expense also includes the monthly copier charge.

Rigdon suggested leaving the over-budget amount for equipment rental through the balance of the Fiscal Year which would allow us to see the impact of the increase when planning next year's budget rather than transferring funds to that line item.

Petitgout advised some errors in the **Financial Statements** provided to the Board were discovered shortly before the Board meeting; revised Financial Statements will be provided to the Board.

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

- Attended Special Service Area Commission Meeting Monday, August 26, 2024 at 6:00 p.m. to **present our budget request** for FY 2024 / 2025.
- August 29 took invoice/letter to Jo Daviess County Administrator's office for third (3rd) **Property Tax Distribution** of \$103,742.99.
- Two (of three) EMS personnel were deposed on August 29, 2024, re: an ambulance call that we responded to in 2020. We have **rescheduled the third (final) deposition** for October 24, 2024.
- Attended Jo Daviess County Joint Budget Review Meeting, a **final budget review meeting** with Law Enforcement and Courts Thursday, September 5, 2024 at 5:30 p.m.
- Attended Senator Andrew Chesney's "**Community Connections**" event September 11 in Elizabeth. Asked about amending the statute that stipulates what ambulances services can participate in the "**Ground Emergency Medical Transport**" program. Senator Chesney was not familiar with that program. Provided his assistant with several documents and made a follow-up phone call to his Freeport office to provide additional information. Petitgout will keep in contact with Senator Chesney's office to **work on amending the language to include "Volunteer Ambulance Services."**
- September 13 deposited **3rd Property Tax Distribution** check of \$103,742.99 into the District's checking account.
- Several members of **The Galena Territory Civic Affairs Commission** have asked to meet with GAEMSD to discuss how The Galena Territory can be better served by Galena Area EMS. Contacted Jim Considine, a member of the Commission, and asked him to send us some October dates to hold the meeting.
- Illinois Bank & Trust made us aware that a **suspected fraudulent check** in the amount \$443.71 was cashed, with the amount coming out of our District checking account. Petitgout and Administrative Manager, Aishah Abdul-Aziz, met with IB&T to put additional security procedures in place.
- Worked with Board Secretary Bersbach on **revisions to ALL of GAEMSD's Policies.** (Change title for Administrative Assistant to Administrative Manager and update Distribution List.)

Petitgout reported that Midwest Senior Care Community had updated their **fire system**. The system for our building is tied into the Care facility's system. Petitgout got a quote from Paulson Electric to update our system for an estimated \$1,600.00.

Treasurer's Report – Jim Rigdon

- GAEMSD Available Account Balances as of 09-20-2024:
 - \$ 330,614.23 District Total All Accounts at Illinois Bank & Trust
 - \$ 10,987.56 EMS Association Savings Account
- Financial Statements for the period ended 08-31-2024 were provided to Board members.

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

- 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	5.01%	8 months	09-28-2024	\$ 2,716.48
Anticipated Total:				\$ 2,716.48

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

- Emailed **electronic files of Financial Policies** approved at the August meeting to Administrative Manager, Aishah Abdul-Aziz.
- **Worked with Board President Petitgout on ALL GAEMSD Board of Directors' Policies** (Administrative, Board of Directors, Financial, and Personnel) and other documents. Change title from Administrative Assistant to Administrative Manager.
- **Updated Guiding Documents binder** with reviewed/revised Policies (above).
- Regarding the **EMR classes in Elizabeth**:
 - Submitted information to The Galena Territory's *Territory Times*;
 - Worked with Board President Petitgout on ad submitted to Galena Gazette;
 - Worked with Board President Petitgout on flyers provided to Galena High School.
- Sympathy card to Ruth Jackson and family.
- **Updated Board of Directors Reference Materials 3-ring binder** in anticipation of adding a new Board member.
- Normal monthly duties: e-mailed/scanned/copied materials for Board members.

END OF CONSENT AGENDA

Motion carried.

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

Bingham reported the monthly EMS Meeting/Training was September 3. Members were divided into two (2) groups. Each group was assigned instructors from UWHealth/Swedish

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

American (Richard Robinson and Michael). The groups went through multiple scenarios and used their skills to treat the medical situations and adjust as needed.

Bingham noted October will be a busy month with many upcoming events.

- **Octoberfest** will be on October 5.
- **Country Fair** will be the following week on October 12 and 13.
- **Galena River Fall Half Marathon** and an 8K on October 26.
- The **Annual Hallowe'en Parade** is also on October 26.

Bingham and Special Service Manager, Christian Gronewold, will be attending the second meeting on Monday, September 30, in preparation for this parade. They will also be working with Galena Police Department and other agencies.

There will be two (2) **CPR training classes** on Saturday, September 28, at our Station for Galena Territory Association members. These classes were coordinated with the Richard Peterson EMT Endowment Fund. They have graciously sent a \$700.00 check for these classes.

An **EMR Class** will be starting on **October 8th in Elizabeth**. We have four (4) students registered for the class with the potential of another person who we met this past Tuesday, September 24.

Our Service ended August with 86 Calls. As of today, we had 68 Calls in September; a lot of them were back-to-back Calls. **Year-to-date** (since May 1, 2024) we have had **355 medical Calls**.

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

Aishah reported we have received notice from **IDPH** for our **annual inspection** which is due before November 30. Aishah will be sending them the fees to have this inspection completed before the due date.

During reconciliation of our bank account, Aishah noticed a check that was cashed on 08-28-2024 for \$443.71. This check was a **fraud check**. The bank was notified and a fraud affidavit was filed. IT&B will attempt to get the funds back and started investigation of the fraud.

Because of this fraud, our account has been put on fraud alert. Any debit transactions that are coming daily must be approved by Aishah. We are in the process of **implementing Positive Pay Service**. This Service will help us monitor daily transactions, look for irregular activities and fraudulent checks, and alert us if there are any discrepancies in our transactions.

Donations to District were:

- \$ 250.00 Great Mississippi River Ridge Association
- \$ 50.00 Martin and Diane Rosenthal
- \$ 50.00 From a patient as Thank You for great service during a fall

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

No report.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.

AGENDA ITEM V. NEW BUSINESS

1. Discussion and possible action to **appoint Tony Berning** to fill a vacancy on the GAEMSD Board of Directors. This Agenda item was acted on earlier in the meeting.

2. Renee McCartney moved, Austin Gerlich seconded to approve Policy: **PERSONNEL Communication and Technology Manager – Duties and Responsibilities**. Board members were provided with a Policy regarding the duties and responsibilities for the Communication and Technology Manager.

There were no questions.

Motion carried.

3. Claire Bersbach moved, Jim Rigdon seconded to **provide gift cards** in the amount of \$50.00 each for EMS staff and personnel on the GAEMS roster as provided by the Administrative Manager.

Petitgout advised this is something we do every year. Thank You cards have been ordered; gift cards will be inserted and mailed out closer to November. Board member, Linda Winter, offered to help Secretary Bersbach with “stuffing” envelopes.

Motion carried.

4. Winter moved, Splinter seconded to **reinvest CD** maturing September 28, 2024. Principal is \$81,000.00; approximate interest is \$2,716.48. The Fed recently cut interest rates to about 4%; our checking account earns 4% interest.

Petitgout advised the next property tax distribution of \$108,437.54 will be paid after the October 8 County Board meeting.

Petitgout provided a chart showing interest rates and terms available from several financial institutions.

A straw poll of Board members indicated the Board was in agreement to **reinvest** the principal of \$81,000.00, plus interest, plus a dollar amount sufficient to bring the total investment to \$100,000.00 in a seven (7) month CD.

Motion carried

5. Petitgout moved, McCartney seconded to review/approve **Minutes** from August 22, 2024, **Closed Session**. Board members were provided with a copy of those Minutes. Topic for discussion was: Personnel Section 2(c)(1) Compensation. In brief, the EMS Coordinator requested his salary be reduced and the Operations Manager’s salary be increased by a like amount. The Board will consider revisiting the dollar amounts in the future. The Budget is unchanged.

Motion carried.

6. Bersbach moved, Splinter seconded to review/approve **Minutes** from June 27, 2024, **Closed Session**. Board members were provided with a copy of those Minutes. Subject discussed was: Review Minutes from the April 25, 2024, Closed Session, per Section 2(c)(21). In brief, the June 27, 2024, Closed Session reviewed the Closed Session Minutes from the April 25, 2024, Closed Session.

Motion carried.

EMS Coordinator William Bingham and Administrative Manager Aishah Abdul-Aziz left the meeting to respond to a 911 call.

AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS

Winter welcomed Tony Berning to the Board.

Bersbach also welcomed Tony Berning to the Board and referenced the Board of Directors' Policies contained in the 3-ring binder provided for him.

McCartney asked about a **Fitness Policy** that would include Board members, similar to that which is provided for our EMS staff and personnel.

Petitgout advised that can be done; they would be two separate Policies. It will be **put on the October Board meeting Agenda**.

Rigdon began a discussion of **some method of compensating Board members**, especially the Board President and Board Secretary who both put in a lot of work. Various options were brought up: a possible "meeting allowance," "expense allowance," Board perks ex: a Fitness membership reimbursement Policy, a menu of options, etc.

Splinter said Menominee Village Board members are paid per meeting; the Board meets four (4) times a year; meeting allowance is \$75.00 per meeting, netting \$69.26 after taxes.

Tony Berning referenced a "per diem" method that could cover expenses.

Petitgout commented adding Board members to the Payroll would create additional work for the Administrative Manager; was not considered when the current budget was prepared; suggested Board members give it some thought and continue the discussion at a future meeting.

Petitgout advised Board member, Linda Winter, he had requested a **quote for iPads** for Board members. An iPad would be also be put in each ambulance for use by Responding personnel.

Petitgout provided information to Board member, Renee McCartney, following up on her previous query about GAEMS providing some kind of **scholarship to high school students**.

AGENDA ITEM VII. ADJOURNMENT

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

President Petitgout adjourned the meeting at 7:34 p.m. until the regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, October 24, 2024**, at 6:30 p.m., at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.