

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, March 27, 2025

MINUTES



CALL TO ORDER President Ben Petitgout called to order the regular meeting of the Galena Area Emergency Medical Service District Board of Directors at 6:31 p.m.

ROLL CALL

Board members present: Randy Beadle, Vice President; Tony Berning; Claire Bersbach, Secretary; Austin Gerlich; Renee McCartney; Ben Petitgout, President; Jim Rigdon, Treasurer; and Linda Winter.

Absent: Jan Splinter. A quorum was established.

EMS staff present: Gabe King, EMS Coordinator; Aishah Abdul-Aziz, Administrative Manager; and Chris Garza, Communication and Technology Manager.

Others present: William L. Bingham.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Renee McCartney moved; Austin Gerlich seconded, to approve the Consent Agenda, consisting of **approve Minutes** from the **February 27, 2025**, Board of Directors' regular meeting; and review Financial Statements, bills paid, and estimated March bills to be paid.

Treasurer's Report – Jim Rigdon

Board members were provided with Account Balances, Financial Statements, and Investment Reports prior to the meeting.

Secretary's Report – Claire Bersbach

- Reviewed GTA Civic Affairs Commission Report, as requested by Board President Petitgout.
- Sent **sympathy card** to Jeremy Werner and family on behalf of the Board.
- Downloaded / reviewed **30 ILCS 235**.
 - Worked with Board President Petitgout on Financial: **Policy - Investments**.
- Worked with Board President Petitgout on **amendment to By-Laws**, Article III, Section 10. Nominating Committee.
- On behalf of the Board of Directors, sent **Thank You card** to Roger and Carol Peterson for \$1,000.00 donation.
- Prepared **Procedure Memorandum** for Board President to provide to appointed Nominating Committee Chair.

END OF CONSENT AGENDA

Motion carried.

AGENDA ITEM II. PUBLIC COMMENTS – None.

AGENDA ITEM III. REPORTS**1. EMS Coordinator – Gabe King**

February 28 – 1-A20 participated in the annual **Kindergarten show and tell** at the Galena Police Station.

March 4 – Regular EMS monthly training. Hands-on skills consisting of different types of **suction units** used by Galena Area EMS and their proper operation. Classroom training was on **Differential Diagnosis – Medical**, and was taught by UWHealth/SwedishAmerican EMS Trent Bass.

March 6 – Welcomed **new recruit**, Driver John Bonney.

March 14 – Four (4) Galena Area EMS and two (2) Galena Police Department personnel attended an eight-hour (8) **Classroom Casualty Care Train the Trainer** class at the Mercy Health Pre-Hospital and Trauma Center in Janesville, Wisconsin.

March 19 – **Stryker** was on-site to **repair** an arm on LUCAS® device and exchange two (2) **batteries** that did not pass the inspection. This was completed under our Pro-Care maintenance contract with Stryker.

March 25 – attended and reported on Galena Area EMS current events to the **Richard Peterson EMT Endowment Fund Commission** at Galena Territory Owners' Club.

School Safety Initiative – Donations are continuing to come in. A meeting with Galena School District is scheduled for April 2. The contents of the Stop the Bleed kit have been finalized and equipment will be ordered soon. The estimated implementation time is the start of the 2025-2026 school year.

Galena 5K Stair Challenge – Contract with J3 has been signed. Donations for operational costs continue to come in. Next advisory group meeting is scheduled for next week.

Mercy Health – Janesville has classes on **pre-hospital Mass Casualty Trauma Care and Rescue Task Force operations**. Information has been provided to our members and we will be taking advantage of these training opportunities.

Over the next month we will set up all members with their **department email address**.

Next week we will start using and **testing the iPads** (on the two ambulances).

March Calls to-date = 57; February 2025 total Calls = 66; 2025 Calls year-to-date = 182; **District Fiscal Year-to-date = 789.**

6:44 p.m. Shelley Finley entered the meeting on return from an ambulance Call.

Brief discussion on using QR code for 5K Stair Challenge donations.

2. Administrative Manager – Aishah Abdul-Aziz

Aishah, Board President Petitgout, and EMS Coordinator Gabe King met with Trevor from MGM to discuss financial reports and **reconciliation of some of the classifications** to make sure that we have the **correct coding**. Also added **Employee Insurance** line item.

Our **Tax Exempt Certificate was renewed** and is now good through March 1, 2030.

Aishah read a card from a patient's family expressing their gratitude for GAEMS during a recent cardiac emergency.

Donations

\$1,000.00 From Carol and Roger Peterson Trust. District – donation unrestricted.

\$1,000.00 Grant from Galena Lions Club for medical supplies.

3. EMS Association Report – Shelley Finley

Finley commented the **5K Stair Challenge is progressing**, Committee includes members

AGENDA ITEM III. REPORTS – continued:**3. EMS Association Report** – Shelley Finley – continued:

from Galena Police Department and Galena Fire Department; they have been receiving very **generous donations** from individuals and businesses. Finley said there may be a community event at the Green Street Square.

4. Committee – Budget Ad Hoc Committee – Jim Rigdon, Chair

A. The FY2025-2026 Budget Ad Hoc Committee (Rigdon, Petitgout, King, Aishah Abdul-Aziz, and Gronewold) met March 26, 2025; discussed wages and capital equipment purchases. Next week the EMS Coordinator, Administrative Manager, and Special Service Manager will meet to discuss Patient Billing, Rates, and possible wage increases.

Rigdon would like to see an incentive to promote advancement (in skill level) for Responders.

Approve the FY2025-2026 Budget will be an Agenda item for the May meeting.

4. Committee – Nominating Committee

B. Per GAEMSD's By-Laws, President Petitgout **appointed Linda Winter to Chair the Nominating Committee.**

Winter will provide a list of candidates at the April Board of Directors' meeting.

4. Committee – Scholarship – Renee McCartney, Chair

C. McCartney said she had provided Application information to both Galena and Scales Mound Guidance Counselors. **To-date one (1) application has been received.**

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

1. Bersbach moved; Winter seconded to approve **purchase of Stryker equipment for the new ambulance.**

Board members were provided with a detailed list of the essential equipment for the new ambulance and the associated costs for that equipment: Power Pro Cot (Patient Cot), Power Load (Powered Cot Fastener), LifePak 35 (cardiac monitor) and Docking Station (Mount Cardiac Monitor to Cot), LUCAS® (Chest Compression System), and XPedition Chair (stair chair).

Pricing is good to March 31, 2025; Stryker will hold that pricing for seven (7) months and not bill GAEMSD until September. The Board agreed to purchase Stryker equipment, etc., for the new ambulance at an **estimated total cost of \$194,526.75.**

Motion carried.

2. McCartney moved; Bersbach seconded to **ratify Exigent Purchase: Stryker Pro Care Agreement**, as approved by Executive Committee.

Stryker repairman noted the eight-year old LUCAS® had a broken plastic piece which could cause an injury and that the battery was also eight-years old. Cost to repair the piece and replace the battery was \$5,000.00 with no warranty. A new LUCAS® is over \$19,000.00. The two-year preventive maintenance agreement is \$14,616.00.

The Executive Committee unanimously agreed to the **two-year preventive maintenance agreement** per the Board's Purchasing Policy, 5. Exigent Purchases 5.1 through 5.2.3. "Be ratified by the Board of Directors at its next meeting."

Motion carried.

AGENDA ITEM V. NEW BUSINESS

3. Winter moved; Gerlich seconded to **amend By-Laws Article III, Section 10. Nominating Committee.**

Board members were provided with information about the proposed amendment. The revision **reflects the implementation of our new email addresses.**

Motion carried.

4. Petitgout moved; Winter seconded to approve **Financial Policy: Investments.**

Board members were provided with 30 ILCS 235 Public Funds Investment Act, and a copy of the proposed FINANCIAL **POLICY: Investments.** The Policy addresses the issues enumerated in 30 ILCS 235 as mandated by Statute.

Motion carried.

AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS

Winter asked about estimated delivery of the new ambulance. Petitgout advised anticipated delivery is late October/early November.

Bersbach reminded Board members **not all of our revenue comes from property taxes;** our Responders generate significant **revenue** every month **from Ambulance Calls.** We also have **interest earned on investments** and **receive funds from Grants** and from **generous donations from businesses and individuals.**

AGENDA ITEM VII. ADJOURNMENT

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

President Petitgout **adjourned the meeting at 7:23 p.m.** until the next Galena Area EMS District Board of Directors' meeting **Thursday, April 24, 2025, at 6:30 p.m.,** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.