

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

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

Board of Directors' Meeting
217 Summit Street, Galena IL 61036

Thursday, August 28, 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; Susan Miller; Ben Petitgout, President; Jim Rigdon, Treasurer; and Jan Splinter.

Absent: None. A quorum was established.

EMS staff present: Gabe King, EMS Coordinator; Aishah Abdul-Aziz, Administrative Manager; and Christian Gronewold, Special Service Manager.

EMS Association representative: Shelley Finley.

EMS personnel present: William L. Bingham

Others present: None.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

McCartney moved, Splinter seconded, to approve the Consent Agenda consisting of **approve Minutes of the July 24, 2025**, Board of Directors' meeting; review Financial Reports and Board Officers' Reports; and approve Proposed Policy Revision: Standby Event Rates – CPR Training.

President's Report – Ben Petitgout

1. Deposited 2nd Property Tax Distribution of \$114,973.71 into District's checking account as approved at the July Board meeting.
2. At the request of the County Administrator's office, provided a second copy of quarterly reports for the months of May 2024 – November 2024, as well as a second copy of our last audit.
3. Provided all requested documents to Consulting Firm to see if GAEMSD qualifies for additional Medicaid reimbursement.
4. Attended the August 6 Special Service Area Commission meeting to present GAEMSD's FY 2026 Budget Request. (See NEW BUSINESS item: Amend Budget.)

An additional meeting with the County's Finance, Tax, and Budgets Committee will take place in September.

5. Met with both First Community Bank of Galena and Illinois Bank & Trust to discuss possible options of paying for upcoming Capital Equipment purchases.
6. Had 24-year-old grade-school size toilets replaced in both private bathrooms. Those were donated from a school when they underwent a major construction project.
7. Placed a work order to replace and relocate the overhead heater in Bay 3 to make room for the 3rd ambulance.

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

8. Met with Dave Decker from the ARC to discuss employee compensation as it pertains to Not-for-Profit Corporations. (Part of the Ad-hoc 5-year Planning Committee).
9. Will form an Ad-hoc 5-year Planning Committee to address the growth and sustainability of GAEMSD.
10. Will form an Ad-hoc Vehicle Committee to research the possibility of:
 - adding a 4th, Limited Response, All Purpose EMS vehicle; and
 - replacing the 2016 Ford F-450 ambulance (1-A18).
11. Working with landscaper to trim/remove plants and shrubs around the building.
12. EMS Association's \$12,000.00, 9-month CD matured on 08-13-25. The principle plus interest of \$387.00 was deposited into the District's checking account and then transferred into the Association's savings account.

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

1. Provided Secretarial support to Board President Petitgout (letter / invoice to Jo Daviess County for Property Tax Distribution).
2. Worked with Board President Petitgout on minor revisions to Policy on the Consent Agenda (Standby Event Rates – CPR Training).
3. Continued to provide Secretarial support to EMS Coordinator, Gabe King, on EMS Operational Policy Manual. Provided Draft to him 08/19.
4. **Thank You** letters to:
 - Merkle International, \$500.00 Annual contribution to EMS.
 - East Galena Township, \$360.00 Stop the Bleed donation.
 - Chestnut Mountain Ski Resort, \$250.00 to GAEMSD.

END OF CONSENT AGENDA

Motion carried.

AGENDA ITEM II. PUBLIC COMMENTS – None.**AGENDA ITEM III. REPORTS****1. EMS Coordinator** – Gabe King

08-04 – Oliver Wall-Penoyer and EMS Coordinator King attended **Rescue Task Force** class at Mercy Health in Janesville, WI.

08-05 – Regular monthly EMS training. Worked on **motorcycle helmet removal and understanding and treating special needs patients**.

08-06 – Along with Board President Petitgout, **attended Jo Daviess County SSA Budget presentation meeting**.

08-12 – Participated in Poopsie's **Hugs for Heroes Community Outreach** event, along with representatives from Galena Police Department (GPD), Jo Daviess County Sheriff's Office (JDCSO), and Jo Daviess County Emergency Management Agency (JDCEMA).

08-13 – Fire Chief Conley and King met with JDCSO Sgt. Gonzales to have a better understanding of the **Starcom digital radio system**.

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

This means that there are no more data needed from us. Aishah contacted and spoke with Doug Crue. He **confirmed that his system is showing that our data was completed. Aishah forwarded the notification we received to Crue; he forwarded it to the CMS team.**

Aishah received in writing confirmation that our data was completed last year and no further requirement is needed.

Aishah provided a **copy of the confirmation to the Board Secretary to be filed for future reference.**

Update on Stop the Bleed program and the 5K 911 Stair Run:

\$10,050.00 – **total Stop the Bleed.** Monies spent so far \$4,984.05. Remaining balance \$5,065.95.

\$12,199.00 – **total 5K Stair Run.** Donations were \$9,150.00; registration fees \$3,049.00.

We have a total of 92 people who have signed up for the 5K run.

3. EMS Association Report – Shelley Finley

Finley reported they are doing well with the Run. This year the committee has organized a **family-friendly event held at the Green Street Square.** Among those who will be on hand for food and beverages are That One Place Bean, The Wired Rabbit, and Udderly Delicious Ice Cream.

Also participating are the Galena Generals, The Jo Daviess Sheriff Mounted Patrol Unit, Jo Daviess Sheriff K9, and First Responder trucks and equipment will be available to "say hello" and answer questions.

The **Run / Stair Challenge is scheduled for Saturday, September 13.**

Finley concluded her report by providing information to the Board about **Culver's Share Night** scheduled for Tuesday, September 16.

4. Committee Reports

A. Ad-hoc Five-Year Planning Committee: As a follow up to the Special Service Area Committee meeting for FY 2026 Budget Presentation, Petitgout intends to establish an Ad-hoc Five-Year Planning Committee to consider any and all future possibilities.

The Committee will consist of not more than three (3) Board members plus the EMS Coordinator and EMS personnel. The first meeting would likely be after September 8.

Miller and Bersbach expressed interest in being on the Committee.

B. Ad-hoc Vehicle Committee: Petitgout intends to establish an Ad-hoc Vehicle Committee. The new ambulance is scheduled to be delivered in October/November. Delivery lead time for the next ordered vehicle is two years.

Petitgout would also like the Board to consider adding a multi-purpose vehicle.

EMS Coordinator Gabe King will Chair the Committee; three (3) Board members will be on the Committee along with three (3) EMS personnel.

Rigdon expressed interest in being on the Committee.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.

AGENDA ITEM V. NEW BUSINESS

1. Beadle moved; Rigdon seconded to give Board President latitude to **invest or deposit 3rd Property Tax Distribution paid out in August.**

Petitgout recommended the property tax distribution **be deposited to the District's checking** account rather than tied up in a Certificate of Deposit.

Petitgout anticipates forming a Financial Committee after the first of the year.

Motion carried.

2. Berning moved; Beadle seconded to **amend current FY 2025-2026 Budget.** Our Contract Requirement with County requires that the District "shall maintain available working capital equal to not less than 15% and not more than 25% of its annual budgeted operating expenses by setting aside a small portion of its monthly income until such goal is achieved."

Previous budgets have shown this as a budget line item. Instead, it needs to be maintained in a cash account of some sort (checking, savings, CD, Money Market, etc.)

The line item Operating Expense Reserve will be removed from the Budget.

Motion carried.

3. Bersbach moved; McCartney seconded to **sell the ice maker.** The current ice maker needs to be removed from Bay 3 to make room for the anticipated delivery of our third ambulance. There is an interested buyer. The ice maker would be replaced with a smaller unit installed in the kitchen.

Motion carried.

4. Gerlich moved; Berning seconded to **install new carpeting in the main meeting room and back lounge.** The current carpet tiles are 13 years old. We have a quote of \$6,289.52 to replace the carpet tiles in the Main Meeting Room and in the back Lounge.

Board members discussed various flooring options such as tile, sheet vinyl, something easier to clean. The Board agreed to install new flooring in the Main Meeting Room and the back Lounge.

Motion carried.

5. Splinter moved; Berning seconded to **enter into a multi-year (renewal) agreement with Aladtech®.** Board members were provided with an updated chart showing a multi-year contract (paid annually) for a three-year and a five-year plan for renewing our contract with Aladtech®. The previous chart was for 35 users; increased to 40 licensed users. The suggested option was the five (5) year plan.

Regarding a question about maintenance, it is a web-based app; there is no maintenance involved.

Motion carried.

6. Rigdon moved; McCartney seconded to **provide tuition plus books for EMTs to enroll in EMT-Paramedic class.**

Board member Beadle asked if New Business items #6 and #7 could be combined for discussion. Petitgout agreed.

The Paramedic program begins September 8, 2025, and ends July 26, 2026. Tuition Cost is **\$8,250.00 per person** plus books / educational materials.

AGENDA ITEM V. NEW BUSINESS – continued:

6. Provide **tuition plus books for EMTs to enroll in EMT-Paramedic class** – continued:

EMS Coordinator King has met with both candidates and recommends Board approval. There was extensive discussion about the program requirements and re-payment to the District if a candidate did not complete the program.

Motion carried.

AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS

Rigdon was disappointed that the Paramedic program with Midwest Medical Center has been put on indefinite hold.

Petitgout said Increase Wage – Drivers will be on the September Board Meeting Agenda to comply with Illinois Minimum Wage Act.

AGENDA ITEM VII. ADJOURNMENT

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

President Petitgout **adjourned the meeting at 7:33 p.m.** until the regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, September 25, 2025**, at **6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.