

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
P = paper

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

Board of Directors' Meeting
219 Kelly Lane, Galena IL 61036

Thursday, May 28, 2026

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 6:45 p.m.

ROLL CALL

Board members present: Tony Berning; Claire Bersbach, Secretary; Austin Gerlich; Renee McCartney; Susan Miller; Ben Petitgout, President; Jim Rigdon, Treasurer; and Jan Splinter.

Absent: Randy Beadle, Vice President. A quorum was established.

EMS staff present: None.

EMS Association representative: None.

EMS personnel present: None.

Others present: None.

PLEDGE OF ALLEGIANCE was recited at the beginning of the Annual Meeting.

AGENDA ITEM I. ELECTION OF OFFICERS

President Petitgout opened the floor for nominations for the Officers of the Board of Directors and asked for nominations for the office of President.

Rigdon nominated Ben Petitgout; Berning seconded. Petitgout asked if there were any other nominations. There were none. With no other candidate nominated, by acclamation **Ben Petitgout was elected to the office of President.**

Petitgout opened the floor for nominations for the office of Vice President of the GAEMSD Board of Directors. Bersbach nominated Randy Beadle; Berning seconded. Petitgout asked if there were any other nominations. There were none. With no other candidate nominated, by acclamation **Randy Beadle was elected to the office of Vice President.**

Petitgout opened the floor for nominations for the office of Treasurer of the GAEMSD Board of Directors. Petitgout nominated Jim Rigdon; Splinter seconded. Petitgout asked if there were any other nominations. There were none. With no other candidate nominated, by acclamation **Jim Rigdon was elected to the office of Treasurer.**

Petitgout opened the floor for nominations for the office of Secretary of the GAEMSD Board of Directors. Miller nominated Claire Bersbach; Berning seconded. Petitgout asked if there were any other nominations. There were none. With no other candidate nominated, by acclamation **Claire Bersbach was elected to the office of Secretary.**

Elected Officers of the GAEMSD Board of Directors are President, Ben Petitgout; Vice President, Randy Beadle; Treasurer, Jim Rigdon; and Secretary, Claire Bersbach.

Re-elected President Petitgout conducted the balance of the meeting.

AGENDA ITEM II. CONSENT AGENDA

Bersbach moved, McCartney seconded, to approve the Consent Agenda, consisting of **approve Minutes** from the **April 23, 2026**, Board of Directors' regular meeting; review Financial Statements, estimated May bills to be paid; review Board of Directors' Reports; and revise POLICY: Financial – Compensation (minor changes).

Miller had a question about **AD&D Insurance**. Petitgout commented he had just received the updated insurance coverage packet. AD&D has been a line item on the monthly Revenue and Expenses Report for some time; may have previously been "bundled."

President's Report – Ben Petitgout

- | | |
|---|------------------|
| 1. Working with JCE Co-Op to review purchasing existing hardware instead of leasing. | Ongoing |
| 2. Met with vendor to sand, rust-coat, prime (x2) and paint (x2) the flagpole . | Complete |
| 3. Met with vendors to pressure wash, paint stripes on concrete ramp, then apply two (2) coats of sealer. | 1st week of June |
| 4. Met with individual wanting to plant/maintain flowers at EMS. | Complete |
| 5. Zoom annual review meeting with Illinois Public Risk Fund/ Workers' Comp . | Complete |
| 6. Along with Coordinator King, met with vendor to discuss adding multi-purpose vehicle to our fleet. | Ongoing |
| 7. Met with Dixie Birkbeck to discuss Duties & Responsibilities and hours/wages. | Complete |
| 8. Met with IT Support vendor to transfer our computers/network to new platform. | Ongoing |
| 9. Along with Board member Susan Miller, met with UMB to establish Capital Expenditures Fund account . | Complete |
| 10. Attended GHS 2026 Senior Awards ceremony . Coordinator King and Board Vice-President Randy Beadle presented scholarships to the recipients. | Complete |
| 11. Errands to Platteville, Wisconsin, and Dubuque, Iowa, for lawn maintenance, office supplies, and building supplies. | Complete |
| 12. Signed and returned to JDC County Clerk, ACH Authorization Form to have Property Tax Distribution installments deposited into District Checking account. | Complete |
| 13. Repaired hole in vinyl siding, then sprayed and rinsed off mold. | Complete |
| 14. Planted grass seed and biodegradable mat where the shrubs were removed. | Complete |
| 15. Signed " Race Time Contract " with J3 Events, LLC for this year's 5K Stair Challenge. | Complete |
| 16. Reviewing fuel purchases with Coordinator King and Fleet Manager, Dennis Harris. Prices in Wisconsin and Iowa are lower. Illinois Fuel Tax increases effective July 1. | Ongoing |
| 17. Along with Board Member Susan Miller and Coordinator King, met with Galena City Administrator and Galena Fire Chief to discuss growth of Emergency Services . | Ongoing |

AGENDA ITEM II. CONSENT AGENDA - continued:**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. Posted on bulletin board:
05-04 – EMR/EMT Class schedule, Annual Meeting, Board Meeting – May.
05-04 – Public Notice / Change Board Meeting Date and Location.
05-11 – Public Notice – Annual Meeting.
05-26 – Regular Meeting Agenda.
2. Standard Operating Guidelines Manual
Met with EMS Coordinator: 04-27, 04-30, 05-11, 05-18.
3. Board Policies – Worked with Susan Miller
FIN: Compensation – revisions.
FIN: Major Replacements & Repair Funding – NEW, draft.
4. Correspondence – Provided Secretarial Support / 5K Stair Challenge
Thank you letter: \$ 500.00 donation (Engle Plumbing LLC).
Thank you letter: \$1,000.00 donation (Rotary Club of Galena).
Thank you letter: \$ 500.00 donation (Community Bank of Galena)
5. EMS Appreciation Ad
05-08 Submitted to Galena Gazette for publication 05-13.
6. Planning Committee Meeting
05-12 Attended Planning Committee meeting.
7. Addendum to Agenda
Prepared draft.
8. Recruit Onboarding Task Book
Multiple meetings with EMS Coordinator.
05-21 Provided final iteration.

Motion carried.

AGENDA ITEM III. PUBLIC COMMENTS – None.**AGENDA ITEM IV. REPORTS****1. EMS Coordinator** – Gabe King (absent)

King provided a written report.

04-29 – Along with Special Service Manager, Christian Gronewold, met with Medical Student Avery Reese to continue planning for her arrival this fall and assist with Stop the Bleed classes.

05-05 – SwedishAmerican/UWHealth (Swedes) regular monthly training. The topic was **Cardiac Emergencies**.

05-06 – Attended monthly Jo Daviess County **Leadership Forum** in Apple River.

05-11 – Attended live **drone demonstration** at the Sheriff's Office. It was hosted by Motorola.

05-12 – Galena Area EMS Planning Meeting.

AGENDA ITEM IV. REPORTS – continued:**1. EMS Coordinator** – Gabe King – continued:

05-13 – **Illinois Public Risk** virtual visit. (Workers' Compensation) 2025 was analyzed and they will be assisting Galena Area EMS with Policy gaps as they relate to worker injuries, such as the prevention of slips, trips, and falls.

05-18 – Participated, along with GPD and GFD, as guests of the Galena Elementary Pre-K pie throwing contest. Fun was had by all!

05-19 – Board President Petitgout, Board Treasurer Rigdon, and EMS Coordinator King met with a sales representative from Karl's Automotive group to discuss and get quotes for a **non-transport / staff vehicle**.

05-19 – Attended the second meeting of the Jo Daviess County **Hazard Mitigation Planning Committee** in Elizabeth.

05-22 – Communication and Technology Manager, Chris Garza, and King met with **Stryker to format the new cardiac monitors**. They will be installed in 1-A-18 and 1-A-20 in the next week.

Paramedic student, John Loebel, is starting his final block of training and will be training under Paramedic Nick Gaab.

The Swedes EMR class will be wrapping up this week and taking their final test soon.

The Swedes EMT class is also wrapping up with instructions and will take their final test for the class this week. They will be preparing to take the National Registry through the first part of June.

Weekend availability has continued to be a struggle. King is waiting for all the classes to be finished before making any big changes to weekend coverage.

Shelley Finley and the 5K Stair Challenge Committee continue to receive donations and work on this year's event.

King continues to work with Board Secretary Bersbach on an updated Standard Operating Guidelines Manual.

Total Calls for Service

Calendar YTD = 343 incidents April 2026 = 76 incidents May 1 – 24, 2026 = 67 incidents
Total incidents are up 12% from last year.

This month we have responded to **several critical incidents** including a farm accident where the patient was crushed between a skid loader bucket and a truck tailgate. This patient had major internal bleeding requiring three emergency surgeries to stop the bleeding and repair the damage.

Another patient fell from a horse on a riding trail and suffered a fractured femur. This incident required coordination between four agencies.

Lastly, a patient was having an active heart attack and was transported directly to the Cath Lab in Dubuque.

King also provided the monthly Incident Analysis Report for April 2026.

2. Administrative Manager – Aishah Abdul-Aziz (absent)

Aishah provided a written report.

- Received email from Elizabeth EMS that "at their April 16, 2026 meeting, the Board of Directors of the Elizabeth Community Ambulance Service (ECAS) voted to keep the current charge of \$500 for ALS Upgrade calls. They also moved to create a new charge of \$350 for

AGENDA ITEM IV. REPORTS – continued:**2. Administrative Manager** – Aishah Abdul-Aziz (absent) – continued:

ALS Upgrade calls cancelled while ECAS responders are enroute. This fee went into effect on May 1, 2026". This means that our ambulance service will be charged \$350 even if we cancel them prior to their arrival.

- We did not get the DRA Grant, however, we were encouraged to apply for DRA Core Grant. We submitted for the Core Grant for \$50,000 to purchase Starcom radios.
- Grant to IPRF for \$2,900 submitted for upgrade on our security system.
- Met with Dixie Birkbeck a couple of times and she is trained to submit billing. All billing claims are up to date. There is a possibility that Dixie can be trained to prepare and submit payroll.
- Preparation for audit has started.
- Received notification from Swedes that they are preparing to offer a BLS CPR Instructor Training. We have three (3) members who are interested to be CPR Instructors. Date and time TBD.

Deposits and Donations:

- Received \$200 donation from the Richard Peterson EMT Endowment Fund (Galena Territory Foundation). Deposited into District Special Account (Donation Unrestricted).
- Received \$3,000 sponsorship donation towards the 911 5K Run: Rotary Club of Galena \$1,000. \$500 each from Engle Plumbing, Elks's Lodge, First Community Bank of Galena, and UMB Bank. Funds are deposited into the Community Outreach Account.
- So far, we have 26 registrations for the run.

3. EMS Association Report – Shelley Finley (absent)

Secretary Bersbach commented on an email received from Finley stating donations have been submitted via the Runsignup website and therefore it would be best to respond (send Thank You letters) via email.

4. Committee Reports**A. Planning Committee** – Chairperson Susan Miller

The joint Planning and Budget Committees met on May 12, 2026. Since the budget had been completed and approved in April, this **meeting was devoted to developing the five-year plan based on the goals approved by the Board of Directors.**

Many topics were discussed when developing the budget over the last few months and documented during this meeting. A copy of the Five-Year Operating Plan is included in the meeting packet.

Next, the Planning Committee will turn its focus to year one. The tasks assigned to the first year of the Five-Year Operating Plan will be fleshed out in more detail and will contain additional information, such as assignment of responsibilities, timelines, and performance metrics.

Five-year financial projections will be developed based on the contents of the Operating Plan and will be presented to the county as part of the property tax request.

B. Scholarship Committee – Chairperson Renee McCartney

The **Award Ceremony was May 7 at Galena High School.** Board President Petitgout attended along with Board Vice President Randy Beadle and EMS Coordinator Gabe King. Beadle and King presented the Scholarship Awards.

AGENDA ITEM IV. REPORTS – continued:

B. Scholarship Committee – Chairperson Renee McCartney – continued:

Petitgout commented that pictures were posted on Facebook and that King had followed up with letters to the recipients.

Petitgout advised Scholarship Committee members that he wanted to revisit the Policy, especially the on-line Application.

C. Vehicle Committee – Chairperson Gabe King (absent)

No report.

AGENDA ITEM V. UNFINISHED BUSINESS

1. Miller moved, Berning seconded to approve the **Letter of Engagement from Garman & Meade CPA** – PC for FY2026-2027. Accounting services will be \$525.00/month; payroll and check writing will be \$275.00/month.

Motion carried.

AGENDA ITEM VI. NEW BUSINESS

1. Splinter moved, McCartney seconded to Approve GAEMSD **Standby Rates** as presented.

Motion carried.

AGENDA ITEM VII. BOARD MEMBER COMMENTS

Miller asked about the **Audit schedule**. Petitgout commented paperwork was received 05-27.

Petitgout reminded the Board that our June meeting will move back to the Station.

AGENDA ITEM VIII. ADJOURNMENT

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

President Petitgout **adjourned the meeting at 7:11 p.m.** until the regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, June 25, 2026, at 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.