

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
217 Summit Street, Galena IL 61036

Thursday, September 25, 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; Claire Bersbach, Secretary; Austin Gerlich; Susan Miller; Ben Petitgout, President; and Jan Splinter.

Absent: Tony Berning; Renee McCartney; and Jim Rigdon, Treasurer. A quorum was established.

EMS staff present: Gabe King, EMS Coordinator.

EMS Association representative: Shelley Finley.

EMS personnel present: None

Others present: Joseph Ambrosia and Cindy Tegtmeyer.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Bersbach moved, Splinter seconded, to approve the Consent Agenda consisting of **approve Minutes of the August 28, 2025**, Board of Directors' meeting; review Financial Reports and Board Officers' Reports.

President's Report – Ben Petitgout

1. Deposited 3rd Property Tax Distribution of \$119,895.74 into District's checking account as approved at the August Board meeting.
2. Attended JDC's September 15 Finance, Tax and Budgets Committee meeting. Anticipated Property Tax Distribution for next year will be about \$660,000.00
3. Completed on-line registration for EMTs taking Paramedic Training. Paid tuition expense with the Corporate credit card. Have not yet received an Invoice.
4. Pro-Tech has installed the heater in the 3rd bay.
5. On-going: Working with landscaper to obtain a quote to trim/remove plants and shrubs around the building.
6. Ice Maker is ready to be removed (9-19).
7. Meet with plumber and HVAC companies related to installation of full-size, large capacity washer and dryer (capable of laundering our turnout gear, living quarters bed linen, towels, etc.).
 - Also need to extend dryer vent.

Treasurer's Report – Jim Rigdon

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

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

1. Filed copy of Medicare Confirmation provided by Administrative Manager, Aishah Abdul-Aziz.
2. Met with EMS Coordinator, Gabe King, 09-04, to discuss draft of Operational Policy Manual.
 - Continued to add Policies provided by King.
 - Added Region 1 Policies.
 - Continued to provide Policy drafts to King.
3. Met with Board member, Susan Miller, to begin draft Policy: Discipline – EMS Coordinator.
 - Continued working with Miller electronically on revisions to the Policy.
 - Provided draft of Policy to Board President Petitgout.
4. Thank you letters:
 - Thank you letter to Culver's for September 16 Share Night on behalf of EMT Shelley Finley / EMS Coordinator Gabe King.
 - Great Mississippi River Ridge Association, \$250.00 donation to GAEMSD, on behalf of President Petitgout.

END OF CONSENT AGENDA

Motion carried.

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

09-02 Regular monthly EMS training. Training was conducted on splinting utilizing the SAM splint and Swedes (SwedishAmerican/UWHealth) conducted a round robin skills review.

09-08 Ben Petitgout, Susan Miller, and King met with attorney Robert Roth concerning business practices and not-for-profit agencies.

09-08 Stephanie Soppe and John Loebel started Paramedic school through the School of EMS.

09-13 Several members and both ambulances participated and worked for the Galena 5K Stair Challenge.

09-15 Along with Board President Petitgout, attended County's SSA Budget meeting.

09-16 Participated in Share Night with Culver's. We received \$322.35 in funds from Culver's and \$455.00 in donations/tips.

09-19 Taught Stop the Bleed to 70 teachers from the Galena School District.

09-23 Delivered 120 Stop the Bleed kits to Galena School District.

09-23 Received \$6,000.00 donation from Jo Daviess County Ambulance Association to be used to purchase Stop the Bleed kits.

09-23 Received six (6) new portable radios. They will be placed on ambulances next week.

09-25 Attended 2025 Hallowe'en Parade meeting at Galena Police Department.

Continue to prepare for the Stop the Bleed class at Scales Mound USD on October 10.

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

Shelley Finley and the 5K Stair Challenge Committee produced an outstanding 9/11 tribute event.

Received the Personal Protective Equipment (PPE) ordered in February 2025. Gear bags are on order.

Started remodel project in Bay and crew quarters. Cabinets are being removed in Bays 1 and 2, to be replaced with gear racks. Cabinets and sink in crew quarters are being removed and replaced with full size washer/dryer.

Driver Ashley Forth will be taking the EMR class this fall.

Swedes has tentatively scheduled an EMT class starting January 2026, held at Galena Area EMS Station.

Total Calls for Service:

592 YTD 89 August

336 Fiscal YTD 66 September 2025 to-date

King also provided the Board with **Incident Analysis and Coverage Analysis information** for the month.

King presented a Thank You card to Joe Ambrosia for being one of the top three to raise funds supporting the 5K Stair Challenge event. He finished 3rd in his age group. Ambrosia commented the event was very well organized.

Cindy Tegtmeyer was also presented with a Thank You card. She was also one of the top individuals to raise funds for the event. Finley commented how helpful Tegtmeyer was with providing information and helping to facilitate the process with the City of Galena. Tegtmeyer said it was her pleasure to help, she appreciates what our Responders do for our community.

Lynn Gallagher was not present but was also one of the top individuals to raise funds for the event.

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

Aishah provided a written report. She is still going through transition process of HTLF bank accounts to UMB Bank. System was tested with Trevor Miller at MGM since he will need access to process payroll. The conversion to UMB Bank should take place the weekend of October 10-13.

Update on Stop the Bleed program, the 5K 911 Stair Run, and Culver's Share Night

\$10,050.00 – Stop the Bleed total. Monies spent so far \$4,984.05. Remaining balance is \$5,065.95. Jo Daviess County Ambulance Association will be providing a check for \$6,000.00 once the CD matures.

\$17,202.75 – 5K Stair Run total received. Donations \$9,150.00; Registration fees \$7,680.40. \$40.00 Donation received during the run.

We had success with the Run with a final tally of 136 runners.

\$ 332.35 – Received from Culver's from Culver's Share Night.

We are waiting to finalize bills before distributing the proceeds to Galena Police, Galena Fire, Galena EMS, and Jo Daviess County Sheriff. There will be a meeting next week with the core group.

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

Finley echoed remarks made in King's report and Aishah's report. Finley also commented on a participant from Washington state who was among the first to sign up, did all seven laps, and donated \$1,000.00 to the event.

4. Committee Reports

A. Ad-hoc Five-Year Planning Committee: Petitgout advised the Committee has not yet met. In addition to Miller and Bersbach, Berning has also expressed interest in being on the Committee. Topics for consideration are focus on full time personnel, possible retirement benefits, Roth 401K, etc.

B. Ad-hoc Vehicle Committee: King advised the Committee will not meet until after returning from the October EMS Expo. King commented he had talked with the Stryker representative who advised equipment for the new ambulance is anticipated in mid-October. Petitgout advised the estimated delivery date for the ambulance is the first week of November.

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

1. Bersbach moved; Gerlich seconded to give Board President latitude to **deposit Property Tax Distribution paid out in October into the District's checking account.**

Motion carried.

2. Miller moved; Splinter seconded to give Board President latitude **regarding investment maturing October 8, 2025.** Petitgout will check interest rates at area financial institutions.

Motion carried.

3. Miller moved; Beadle seconded to give Board President latitude **regarding investment maturing October 27, 2025.** Petitgout will check interest rates at area financial institutions.

Motion carried.

4. Petitgout moved; Bersbach seconded to **provide gift cards in the amount of \$50.00 each for EMS personnel** on the GAEMS Roster as provided by the Administrative Manager.

Motion carried.

5. Bersbach moved; Splinter seconded to **revise the October Board of Directors' meeting date to October 30, 2025,** due to key personnel being out of town.

Motion carried.

6. Gerlich moved; Beadle seconded to **provide a pay increase for Drivers effective September 1, 2025.** This is due to the Illinois minimum wage law. Pay is changed to \$15.00 for On Call Hourly Weekday, Weekend, Special Event/Special Work Detail and \$16.00 for On Call Hourly for Holidays.

Motion carried.

AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS

Bersbach thanked EMT Shelley Finley and all of our personnel who were involved in the 5K Stair Challenge as well as the Share Night at Culver's. WELL DONE!!!

AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS – continued:

Bersbach also commented that, as she has been working on adding Region 1 Policies and blending with the current Operational Policy Manual, she has an even greater appreciation for our Drivers and Responders. They are amazing people.

Bersbach also thanked Board member, Susan Miller, for her invaluable help in working through the various aspects of the Discipline Policy. It was truly appreciated!!

AGENDA ITEM VII. ADJOURNMENT

Beadle moved to adjourn the meeting; seconded by Miller. Motion carried.

President Petitgout **adjourned the meeting at 7:10 p.m.** until the Galena Area EMS District Board of Directors' meeting scheduled for **Thursday, October 30, 2025, at 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.