

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

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

Thursday, August 27, 2026

MINUTES



CALL TO ORDER

President Ben Petitgout called the meeting to order at 6:30 p.m.

ROLL CALL

Board members present: Tony Berning, Claire Bersbach, Renee McCartney, Susan Miller, Ben Petitgout, Jim Rigdon, and Jan Splinter. Absent: Randy Beadle and Austin Gerlich.

ESTABLISHMENT OF A QUORUM

President Petitgout announced a quorum was present.

PLEDGE OF ALLEGIANCE

The Pledge was recited.

I. CONSENT AGENDA

Splinter moved, Rigdon seconded, to approve the Consent Agenda consisting of **approve Minutes of the July 23, 2026**, Board of Directors' meeting; review bills, Financial Statements, and Board Officers' Reports.

President's Report – Ben Petitgout

1. Attended the annual audit with Benning Group and the workers' compensation audit with Illinois Public Risk Fund.
2. Submitted a letter, FY 26/27 budget and FY 25/26 audit to the County Administrator's office to support the property tax levy request. Attended JDC/SSA Commission Joint-Budget hearing regarding the levy request.
3. Appointed the following two ad-hoc committees to support the goals in the Five-Year Plan approved by the Board of Directors in March 2026:
 - A. The first ad-hoc committee is tasked with **evaluating partnering options with outside entities**. This supports the Five-Year Goal: Investigate partnering with possible outlying paramedic. This committee is Susan, Gabe, and Ben.
 - B. The second ad-hoc committee is the **Human Resources Committee** which was appointed to conduct a Human Resources audit and recommend enhancements to processes currently being used. This supports the Five-Year Plan Goal: Transition to hybrid operation with a limited number of full-time employees. This committee is Susan, Gabe, Aishah, Dixie, and Ben.
4. Petitgout also made the following **assignments**:
 - A. Susan and Aishah will **review accounting processes and procedures** to find ways to streamline them, if possible.
 - B. The By-Laws and Policies Committee, Claire and Susan, have been asked to **review, revise, edit, and simplify the Board Policies**.

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

Board members were provided with the report prior to the meeting.

Motion carried.

II. PUBLIC COMMENTS – None.

III. REPORTS

EMS Coordinator – Gabe King

1. Events and Activities
 - A. Christian Gronewold and Paige Monahan taught Warren School District Staff, Stop the Bleed and provided the school with kits for each classroom.
 - B. Together with Galena Fire Chief Bob Conley, traveled to LeClaire, Iowa and Deforest/Windsor, Wisconsin.
 - C. Monthly training – OB emergencies.
 - D. Attended Midwest Medical Center quarterly emergency room physician's meeting.
 - E. Attended Poopsie's Heroes and Hugs event.
2. Personnel
 - A. John Loebel passed his Paramedic National Registry Exam.
 - B. Ashley Forth passed her EMT National Registry Exam.
3. Incident Responses
 - A. July was the busiest month in the history of Galena EMS with 98 incidents and 103 patient contacts.
 - B. In July, there were 10 simultaneous calls and 1 instance of 3 incidents at one time.
 - C. Total Incident Responses YTD – 588 (on August 21). Fiscal YTD – 312 (May 1 – July 21). April 2026 = 76; May 2026 = 83; June 2026 = 76; July 2026 = 98; and August 1-21, 2026 = 55.
4. EMS Coordinator provided Incident Analysis July 2026 and Non-Emergency Interfacility Transfer Information.

Administrative Manager – Aishah Abdul-Aziz

1. **Benning Group** was on-site on August 11 to begin the audit.
2. Met with Ben and Susan to discuss **billing and billing codes**. After discussion, adjustment codes from May 1 through July 31st were submitted to Garman & Meade.
3. 91 runners have registered for the 911 5K Run.
4. Deposited donations received.

EMS Association Representative – No report.

Committees – No reports.

IV. UNFINISHED BUSINESS – None.

V. NEW BUSINESS

1. Presentation by Chris Justice, SMFPD Board Advisor, Paramedic

Discussed placing a **critical care paramedic** on duty in the center of the county, with dual goals: 1) **Improving response time of initial ALS level care** to patients in the SMFPD response area as well as, 2) **Providing a 24/7 paramedic response resource** to the majority of the Galena Area EMS District. This program will serve a third goal of being a **county-wide resource for advanced critical care paramedic**.

This was listed in our Five-Year Plan Goal: Investigate partnering with possible outlying paramedic.

2. Bersbach moved, McCartney seconded to approve the **tuition request** for EMT Katie Wieters to attend **paramedic training** at a cost of \$9,100.00, plus mileage, subject to Wieters completing the Reimbursement – Education and Training Expenses Agreement and the Agreement and Promissory Note forms.

Motion carried.

3. Berning moved, Splinter seconded to approve to **increase the Board President's credit limit** to \$250,000.00 and the EMS Coordinator's credit limit to \$30,000.00, effective 08-27-2026. At no time shall the total credit limit exceed \$250,000.

Motion carried.

4. Miller moved, Berning seconded to **approve the 2026 / 2027 amended budget.**

The following changes were made:

- A. Contractual Allowance – Medicaid State Reimbursement moved to Contractual Allowance – Medicaid.
- B. Payroll and Payroll Tax lines were combined into four accounts: a) Wages, b) Wages – Board, c) Payroll Tax, and d) Payroll Tax – BOD.
- C. Coding change made for Background Checks.
- D. Communication Equipment renamed to "IT Expense" will be used for radios, pagers, laptops, keyboards, monitors, programs/apps, etc.
- E. Food, Beverage and Meals – new account created. Budgets for those line items were reduced; funds transferred to the new account in the amount of \$17,000.

These changes do not change the total budget that was approved; they merely reallocate the existing budget between accounts.

Motion carried.

VI. BOARD MEMBER CONCERNS AND COMMENTS

Renee commented about information in presentation by Chris Justice, based on our organization getting more involved.

Jim also commented about information in the presentation, adding this is something the Board will need to give a lot of thought, look at things pro-actively.

VII. ADJOURNMENT

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

The meeting was adjourned at 7:24 p.m.