

E Beadle
E Berning
E/P Bersbach
E Gerlich
E McCartney
E Miller
E/P 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

Wednesday, February 25, 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 6:30 p.m.

ROLL CALL

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

Absent: Tony Berning. A quorum was established.

EMS staff present: Gabe King, EMS Coordinator, and Aishah Abdul-Aziz, Administrative 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

Miller moved; Rigdon seconded, to approve the Consent Agenda, consisting of **approve Minutes** from the **January 28, 2026**, Board of Directors' meeting; and review Financial Statements, bills paid, and estimated February bills to be paid.

Approve **Proposed Policy Revisions:** PERSONNEL: EMS Coordinator – Discipline; clean up inconsistencies. FINANCIAL: Credit Card Use; reduce maximum Line-of-Credit available and adjust the limits available per credit card.

Reimburse \$5,617.75 River Ridge CUSD #210 for Stop the Bleed Kits. GAEMSD Invoiced River Ridge; River Ridge subsequently had a donor cover the expense; they requested a refund of their payment.

President's Report – Ben Petitgout

No report.

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. **Correspondence – Provided Secretarial Support / President Petitgout**
 - Thank you card: JCE Co-op Annual donation \$150.00.
 - Sympathy card: family death.
 - Thank you card: G. King and EMS Association, Holiday dinner.
 - Thank you card: C. Garza and EMS Association, gift (custom mugs).
 - Sympathy card: Family of former Board Secretary.

AGENDA ITEM I. CONSENT AGENDA - continued:**Secretary's Report** – Claire Bersbach – continued:Correspondence – Provided Secretarial Support / G. King, EMS Coordinator

- Fourteen (14) Thank You letters. Donations totaling more than \$1,060.00; lockers for EMS personnel. Coordinated by EMS member.
- Five (5) Grant Award letters re: 5K Stair Challenge.

2. Committees

- Updated list FY2025-2026 to provide to Board members.
- Set up list for FY2026-2027.

3. EMT Class schedule - February Posted on bulletin board.4. Met with Board Member Susan Miller 02-04-2026

- Policy: EMS Coordinator – Discipline (clean up inconsistencies)
- Policy: Credit Card Use (Revise totals)
- SSA Contract – research/review item #9. Working capital and reserves.
 - By-Laws – review/edit re: addition of transfer & transport; additional edits.

5. Board of Directors' Policies

- Provided complete electronic file to Board member, Susan Miller.

Motion carried.

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

01-30 – Participated in a **dodgeball tournament** with GPD and GFD against Galena Elementary 4th graders.

01-30 – Held annual Christmas / **Holiday Dinner** at Vinny Vanucci's.

02-02 – Met with all **non-medically licensed drivers** to update them on the State Statutes regarding ambulance personnel.

02-03 – Regular monthly training. Swedes (UWHealth/SwedishAmerican) taught class on **Airway Emergencies**.

02-04 – 06 – Attended **Jo Daviess County Leadership Forum** retreat at Eagle Ridge Resort.

02-10 – Provided **standby coverage** and participated in **Special Olympics Opening Ceremony and Parade**.

02-16 – Taught **Stop the Bleed** to 25 Jo Carroll Co-Op office employees at the Elizabeth office.

- IDPH (Illinois Department of Public Health) has **approved our Rural Staffing waiver** for 12 months, until February 28, 2027, at which time we have to reapply.

- Met with six **prospective new members**. Most of them are already licensed EMRs/EMTs.

- Worked with Swedes and IDPH to **schedule an EMR class** starting April 1 through May 27. Six out of seven non-medically licensed drivers have shown interest in taking this class. Class will be held on Mondays and Wednesdays, from 6:00 to 10:00 p.m. It will be advertised publicly once all the signatures are back from the state.

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

- EMT taking **paramedic training** continues to progress in his paramedic class. He continues to attend class and has clinical rotations with Mercy Dubuque ER and Dubuque Fire Department.

- The **current EMT class** is in its second month and progressing well. The students sponsored by Galena Area EMS will begin clinical time shortly with Midwest Medical Center ER and Galena EMS.

- **Recruited Paramedic / RN.** The in-field Upgrade application has been submitted to Swedes and IDPH.

Total Calls for Service as of Friday, February 20:

YTD = 108 incidents January = 58 incidents February 01-20: 50 incidents

King also provided the Board with **Incident Analysis and Coverage Analysis** information for the month.2. **Administrative Manager** – Aishah Abdul-Aziz

Submitted application to Illinois Medicaid to include 1-A17 new ambulance for billing purposes. Per Tim at PBS (Professional Billing Services), we should be able to start using 1-A17 once we have passed state inspection. After approval from Medicaid, Aishah will submit paperwork to Medicare.

Donations

\$25.00 to EMS Association

Multiple donations from Eagle Ridge Men's Golf league totaling \$800.00 for purchase of locker and bench seat for back area. Donations deposited to EMS Association Account.

Donations of \$150.00 from JCE Co-Op and \$80.00 from Blackbaud Giving Fund (donation for Aishah's volunteer hours with EMS by UMB Bank). Deposited into District Account 6470.

Donations of \$750.00 and \$1,000.00. Deposited into District Account 6470.

Transfers

Requesting transfer of \$759.69 from EMS Account 4553 to District Account 5915. This is to reimburse for purchase of bench seat \$138.99 and lockers \$620.70 for the back area of the building.

3. **EMS Association Report** – Shelley Finley

Finley reported that we got our **permit approved** through the City of Galena for the **2026 5K Stair Challenge**.

EMS personnel will be a presence Saturday, February 28, at the Exhibitor Fair prior to The Galena Territory's Annual Meeting.

4. **Committee Reports**D. **Scholarship Committee** – Chairperson Renee McCartney

Ad placed in the Galena Gazette; created a form for committee to review applications; same committee as last year.

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

Miller and Petitgout attended Jo Daviess County's February 18 **Joint Special Service Area Commissions** meeting. The purpose of the meeting was to **discuss proposed changes** to the SSA contracts between Jo Daviess County and the three ambulance agencies.

AGENDA ITEM III. REPORTS – continued:**B. Vehicle Committee** – Chairperson Gabe King

No Report.

C. Budget Committee – Chairperson Ben Petitgout

Treasurer Jim Rigdon will Chair the Committee consisting of Ben Petitgout, Susan Miller, Gabe King EMS Coordinator, and Aishah Abdul-Aziz Administrative Manager.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.**AGENDA ITEM V. NEW BUSINESS****1. Beadle moved; seconded by Splinter to Amend the By-Laws, as proposed.**

Per Article VI, "Written amendment(s) shall be presented to the Board of Directors. At the next Board of Directors' meeting, discussion and a vote for acceptance or rejection of the proposed amendment(s) shall take place."

This will be on the March meeting Agenda as Unfinished Business.

2. Petitgout moved; Bersbach seconded to approve the proposed ALS Intercept Agreement with Elizabeth Community Ambulance Service.

This Agreement formalizes the working relationship we have with ECAS and outlines the agreed upon billing procedures. The Agreement is based on a similar Agreement with The City of East Dubuque Fire Department EMS approved at our January meeting.

Motion carried.

3. Bersbach moved; Beadle seconded to Approve Tuition for On-Line EMR Class. Discussion included "with the understanding that the organization will be reimbursed" if the candidate does not complete the class.

Motion carried.

4. Petitgout moved; Gerlich seconded to Approve the Loan of an Ambulance to East Dubuque Fire Department EMS.

East Dubuque Fire Department requested the use of one of our ambulances while their ambulance has some work done. Petitgout will request a copy of East Dubuque Fire Department's insurance coverage.

Motion carried.

AGENDA ITEM VIII. BOARD MEMBER COMMENTS

Rigdon commented on Hwy. 20 bridge work; keeping traffic flowing during the work; also asked about the status of our lawyer.

Beadle commented on six drivers taking EMR class (April and May); consider impact on Transfer & Transport service.

Board of Directors' meetings will need to change location in April and May due to EMR classes scheduled for Mondays and Wednesdays. This will be on the March Board meeting Agenda.

AGENDA ITEM IX. ADJOURNMENT

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

President Petitgout adjourned the meeting at 7:27 p.m. until the next Galena Area EMS District Board of Directors' meeting **Wednesday, March 25, 2026**, at **6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.