

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, October 30, 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 6:30 p.m.

### **ROLL CALL**

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

**Absent:** Randy Beadle, Vice President; and Renee McCartney. 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**

Splinter moved, Berning seconded, to approve the Consent Agenda consisting of **approve Minutes of the September 25, 2025**, Board of Directors' meeting; review Financial Reports and Board Officers' Reports.

#### **President's Report – Ben Petitgout**

1. Deposited the October Property Tax Distribution of \$121,509.81 into the District's checking account as approved at the September 25 Board meeting.
2. \$214,000.00 investment that matured with Fidelity Financial (formerly LPL Financial) plus interest was moved into a money market account with Fidelity Financial earning 3.97% interest.
3. Received an invoice from School of EMS for Paramedic Training in the amount of \$17,406.66. We received a \$500.00 discount.
4. The removal of plants and shrubs around the building has been completed. With board approval, Petitgout would like to work with Vincent Monument to replace the limestone marker with a granite stone. The current stone broke apart during this work.
5. The plumbing and electrical for the laundry room upgrade has been installed. The vent work will be completed upon delivery of dryer. Drywall repair and painting are underway.
6. An Intergovernmental Agreement between the Illinois Department of Healthcare and Family Services (HFS) and Galena Area EMS District (GAEMSD) was signed and submitted on 10/3/25. This agreement allows us to receive additional Medicaid reimbursement. Received a signed agreement from HFS on 10/24/2025.

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

7. Due to production issues, delivery of the ambulance has been moved to late November.
8. Due to shipping issues, our order from Stryker has been pushed back to the first part of November.
9. Attended the 2025 EMS World Expo in Indianapolis with Gabe King, Christian Gronewold, and Shelley Finley. This was an international event, with attendees and presenters from around the world.
10. The CD at First Community Bank matured on 10/27. The principle plus interest, (\$250,000.00 + \$6,536.04), was deposited into the District's checking account.
11. SAVE THE DATE: The EMS Association will host their Christmas dinner/party on Tuesday, December 9, at Vinny Vanucchi's. Cocktail hour is at 6:00, with dinner at 7:00. A sign-up sheet is on the back table.

**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. Met with EMS Coordinator, Gabe King, 09-29 from 12:30 to 3:00 p.m. to review draft of Standard Operating Guidelines Manual.
  - Incorporated changes from meeting with EMS Coordinator.
  - 10-13 Delivered draft version.
2. Provided Secretarial support to Board President Petitgout (letter / invoice to Jo Daviess County for Property Tax Distribution \$121,509.81).
3. Thank you letters:
  - Thank you letter to Jo Daviess County Ambulance Association for \$6,000.00 donation for Stop the Bleed kits, on behalf of Special Service Manager, Christian Gronewold, and EMS Coordinator Gabe King.
  - Thank you letter to patient for \$125.00 donation to EMS, on behalf of EMS Coordinator Gabe King.
  - Thank you letters on behalf of the 5K Stair Challenge Committee to:
    - Tom Powers for \$1,000.00 donation; and
    - Wired Rabbit Coffee House for \$250.00 donation.
  - Thank you letters on behalf of President Petitgout to:
    - Steve Birkbeck for \$100.00 donation to the District;
    - Harlan Spiroff for \$4,843.62 donation to the District;
    - Daley Financial Partners, acknowledge Harlan Spiroff's donation; and
    - Fran Peterson, Peterson EMT Endowment Fund, \$700.00 donation for CPR Training.
4. Typed information on Illinois Department of Healthcare and Family Services and Galena Area Emergency Medical Service District Intergovernmental Agreement as requested by President Petitgout.

**END OF CONSENT AGENDA**

Motion carried.

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

10-04 Provided medical coverage for **October Fest** at Depot Park. Two (2) patients treated and released; no transport. Several bee stings were treated.

10-07 Monthly Training: University of Iowa Air Care presented. Topics discussed included **aircraft anatomy and operating safely around the helicopter**; how to load and unload patients; and reasons to request helicopter transport.

10-10 Instructed 45 teachers in **Stop the Bleed** at Scales Mound School District; also requested to provide instruction for the Health Science Class.

10-11 / 12 Provided medical coverage for the **Country Fair** located at Grant Park. Several bee stings treated.

10-17 Met with prospective Paramedic interested in working part-time.

10-21 / 24 Attended 2025 **EMS World Conference** in Indianapolis, Indiana, along with Shelley Finley, Christian Gronewold, and Board President, Benjamin Petitgout. There were a number of training sessions – management, communication, threat assessment, patient packaging; asked a lot of questions and got good information.

10-25 Provided medical coverage for **Galena Trail Half-Marathon**; no patients treated.

10-25 Provided medical coverage for 2025 **Galena Hallowe'en parade**. Three (3) ambulances (2 Galena, 1 Elizabeth), two (2) UTVs (1 SMFPD, 1 MABAS/GFD). Five (5) patients treated; two (2) transported to MMC ER.

10-30 Attended Galena Living Windows/Luminaria Night Safety Summit at City Hall.

SwedishAmerican/UWHealth **EMT Class** hosted at Galena Area EMS begins Thursday, January 8, through May 28, 2026. Two (2) Galena Area EMS EMRs have signed up with two-to-three more prospective students from Galena Area EMS.

King said he was notified today that he was accepted to the JDC Leadership Forum. This is an eleven (11) month program, meeting once a month.

King also advised the Board of the EMS Annual Holiday Dinner party scheduled for Tuesday, December 9. Social hour at 6:00 p.m. with dinner at 7:00 p.m.

**Total Calls for Service:**

670 YTD                      72    September

414 Fiscal YTD              72    October 2025 to-date

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

**2. Administrative Manager – Aishah Abdul-Aziz**

Aishah reported the **bank transition** from IB&T to UMB completed on October 13. The transition did not go as smoothly as expected. UMB had an issue processing payroll and the payroll was delayed. Members did receive their pay one day late on October 21. There were also issues processing exceptions and approvals for checks. It is hoped that all issues are resolved for next month's payroll and future exceptions for check payments (Positive Pay).

Donations deposited into the District Special Account.

\$ 4,843.62 received from Harlan J. Spiroff

\$ 50.00 received from Marvin and Diane Rosenthal

\$ 700.00 received from the Richard Peterson EMT Endowment Fund (Galena Territory Foundation)

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

\$ 125.00 received from a patient EMS treated; deposited into the Association account.  
\$ 455.00 cash donations from tips from Culvers' Share Night; deposited into the EMS Association account. Coordinator Gabe King asked that we transfer this money into the District account to help pay for some of the purchased items for the ambulance.

**Update of Stop the Bleed program and the 5K Stair Run**

We are still finalizing some of the accounting for the Stop the Bleed program account so we can transfer the money from the Special Account to the District account. A lot of the purchases for the kits have been made. Aishah will get together with Coordinator Gabe King to finalize the numbers. We did receive a \$6,000.00 check from the JDC Ambulance Association to pay for some of the kits. We have received a total of \$16,050.00 to pay for Stop the Bleed kits.

Aishah provided a **spreadsheet of donations and expenses** related to the 5K Stair Run.

Aishah is requesting a transfer of \$1,337.35 from Association account 4553 to District account 5915 to pay for 72 mugs made by CC Custom Ceramics.

Petitgout noted he had received the signed Intergovernmental Agreement from Illinois Health and Family Services; recommended that Aishah reach out to Tim Moen at Professional Billing Service.

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

Finley expressed her **appreciation** for the Board's approval of the expenditures related to the **EMS Expo**, saying "thank you very much."

Finley commented on the 5K Run / Stair Climb saying the amount raised exceeded their expectations. The Committee decided to provide an opportunity to all County emergency service providers to obtain up to \$2,000.00 each in the form of a grant request from the proceeds of the Event.

**4. Committee Reports****A. Ad-hoc Five-Year Planning Committee** – Ben Petitgout

Petitgout said he had met twice with Coordinator Gabe King and Board member Susan Miller. A Capital Expenditures List was compiled by Miller. The Committee will meet Thursday, November 6, 5:30 p.m.

**B. Ad-hoc Vehicle Committee** – Gabe King

King said the EMS Expo was the best place to see a variety of vehicles. The Committee will be meeting soon to discuss a multi-purpose SUV. Its purpose will be related to training and transporting personnel, categorized as a "Non-transport Response Vehicle."

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

1. Bersbach moved; Splinter seconded to delete the recording from the April 25, 2024, Closed Session (per Open Meetings Act). Topics included appoint an Operations Manager; establish the salary for the Operations Manager and for the Special Service Manager; and increase the salaries for the EMS Coordinator, Administrative Assistant (title at that time), Fleet Manager, and Communication and Technology Manager. The Minutes from the Closed Session were reviewed, approved, and "opened" at the June 26, 2024, Board meeting.

Motion carried.

**AGENDA ITEM V. NEW BUSINESS** – continued:

2. Rigdon moved; Berning seconded to pay for the EMS Holiday Dinner to include gratuity. The dinner is scheduled for Tuesday, December 9, at Vinny Vanucci's. Social Hour at 6 p.m. and dinner at 7 p.m. The Board of Directors is again invited to attend. Bersbach will send invitations to Board members.

Motion carried.

3. Petitgout moved; Gerlich seconded to approve Policy: EMS Coordinator – Discipline. The Board was provided with a copy of the proposed Policy: EMS Coordinator – Discipline. The EMS Coordinator developed a Policy governing discipline related to EMS personnel stating that "Any member may file a complaint against the EMS Coordinator."

The Board of Directors should have a Policy governing a situation if a member files a complaint against the EMS Coordinator.

Motion carried.

**AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS**

Petitgout advised the Board that EMT Training Classes are scheduled at our ambulance station Tuesdays and Thursdays, January 8 through May 28. Our Board meetings will move to Wednesdays. This will be an Agenda item at the November Board meeting. Anticipated dates would be January 28, February 25, March 25, and April 22.

Our Annual Meeting will also be rescheduled to Wednesday, May 27, 2026.

The Board Secretary will prepare the Public Notice to provide to the Galena Gazette for publication in the January 14 edition in compliance with Open Meetings Act: "publish...at least 10 days prior to the date such change takes effect."

**AGENDA ITEM VII. ADJOURNMENT**

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

President Petitgout **adjourned the meeting at 7:11 p.m.** until the Galena Area EMS District Board of Directors' meeting scheduled for **Thursday, November 20, 2025, 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.