

E Beadle
E Berning
E/P Bersbach
E Gerlich
E McCartney
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, April 24, 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: Randy Beadle, Vice President; Tony Berning; Claire Bersbach, Secretary; Austin Gerlich; Renee McCartney; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

Absent: None. A quorum was established.

EMS staff present: Gabe King, EMS Coordinator; Aishah Abdul-Aziz, Administrative Manager; and Christian Gronewold, Special Service Manager.

EMS Association representative: Shelley Finley

EMS personnel present: William L. Bingham.

Others present: Susan Miller.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Linda Winter moved; Jan Splinter seconded, to approve the Consent Agenda, consisting of **approve Minutes** from the **March 27, 2025**, Board of Directors' regular meeting; and review Financial Statements, bills paid, and estimated April bills to be paid.

President's Report – Ben Petitgout

- Mailed **annual IL NFP form** to Secretary of State.
- Follow-up phone call with Jim Considine, **GTA's Civic Affairs Commission** member. Commission Chair John Perry is working with a consulting firm in the Chicago area regarding filing the necessary paperwork for us to qualify for additional Medicaid reimbursement.
- Filed **quarterly Special Service Area #6 (SSA) reports** with Jo Daviess County SSA Commission for December 2024, January 2025, and February 2025.
- Attended Budget Committee meetings.
- Met with Kevin Klocke to review/**finalize blue print specifications** for the ambulance. Order will be placed May 1 with anticipated delivery in October.

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

- Sent **Thank you letter to Lion's Club** for \$1,000.00 donation.
- Sent **Sympathy Card to Wayne Moyer** and family.
- Completed information required for **annual IL NFP Form (Secretary of State)** and provided to Board President Petitgout.
- Ordered **return address labels** from Vistaprint.

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

- Sent **Thank You letters** for donations to the **Galena 5K Stair Challenge** (seven to-date).
- Sent **Sympathy Card to Gabe King** and family.

END OF CONSENT AGENDA

Motion carried.

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

April 1: Quarterly EMS Association **meeting** and **training** was held at the EMS Station. UWHealth/SwedishAmerican provided training on the **different types of Shock**.

April 1: **School Safety Initiative/Stop the Bleed Program** was presented to the **Kiwanis Club** meeting at Prairie Ridge. Members of the Galena Police Department (GPD) were also present.

April 2: A **joint meeting** with GPD and Galena School District was held at Galena Middle School to finalize plans on **School Safety Initiative**.

April 5: **Stop the Bleed** class was taught to 10 students at The Galena Territory Owners' Club. Class was sponsored by the Richard Peterson EMT Endowment Fund Commission.

April 10: **School Safety Initiative/Stop the Bleed Program** was presented to **Lions Club** at their regular meeting. They presented a check for \$1,000.00 for medical supplies.

April 17: Participated in an **after-action debriefing** with CIRT (Critical Incident Response Team) pertaining to the barricaded subject on Settler Lane in The Territory. Meeting was held in Mt. Carroll.

April 21: Along with Special Service Manager, Christian Gronewold, met with Lucas Bourquin, Warren EMS Coordinator, to discuss **School Safety Initiative** for **Warren School District** and ESO report writing.

April 23: Attended **MABAS 49** (Mutual Aid Box Alarm System) **quarterly meeting** held at Warren EMS. Discussed **grass fires**, dispatching an ambulance for every grass fire.

April 24: Met with Galena Fire Chief Conley to **discuss fire/EMS operations**.

Met several times over the past month with staff to discuss work and finalize the upcoming **budget**.

EMT Shelley Finley continues to work on the **Galena 5K Stair Challenge**. Donations and sponsorships are continuing to be received.

Met with Kevin Klocke regarding the **new ambulance**.

EMRs Cindy Blakemore and Jeremy Lee are approaching the **final weeks of EMT class** and are scheduled to test in late May.

Donations from the EMS Association of \$350.00 per injured firefighter were sent to their respective Funds (Elizabeth and Lanark Fire Protection Districts).

In the process of developing **several new Operational Policies** including Report Writing, Uniforms, and overall Disciplinary Policy.

Total Calls statistics: March – 65; April to-date – 55; January to-date – 244; FY2024-2025 to-date – 852.

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

Aishah, Coordinator King, and Special Service Manager Gronewold worked together with Board President Petitgout and Board Treasurer Jim Rigdon on the **Budget for FY2025-2026, billing, and Standby Rates.**

Donations:

\$2,795.00 Stop the Bleed Program

\$6,150.00 Galena 5K Stair Challenge (less \$475.00 for expenses); net = \$5,675.00

3. EMS Association Report – Shelley Finley

Finley said the **Galena 5K Stair Challenge** continues to receive good donations. Information will go live on the **website** May 1. **Event date is Saturday, September 13, 2025.**

*Finley and Gronewold left the meeting to respond to a Call.

4. Budget Ad Hoc Committee – Jim Rigdon, Chair

A. Rigdon, Petitgout, King, Aishah Abdul-Aziz, and Gronewold met in the past month to discuss Patient Billing, Rates, and possible wage increases.

Approval of the **FY2025-2026 Budget** will be an Agenda item for the May meeting.

4. Nominating Ad Hoc Committee – Linda Winter, Chair

B. Winter provided the **list of candidates** for nomination to the GAEMSD Board of Directors, as follows: Randy Beadle, Tony Berning, Claire Bersbach, Austin Gerlich, Renee McCartney, Ben Petitgout, Jim Rigdon, and Jan Splinter. Director Winter advised she has chosen not to run for re-election.

4. Scholarship Ad Hoc Committee – Renee McCartney, Chair

C. McCartney advised one **Application** was received and the candidate exceeded the criteria. The **Award Ceremony** will be on **May 7 at Galena High School.**

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

1. Bersbach moved; McCartney seconded to provide an **increase for the Weekday and Weekend Hourly On-Call Wage for Drivers, EMRs, and EMTs**, effective May 1, 2025. Board members were provided with a chart showing proposed wages and the financial impact.

The Board approved the Weekday and Weekend Hourly On-Call Wage as follows:

Driver: \$14.00/hour; EMR: \$15.00/hour; and EMT: \$16.00/hour.

Motion carried.

2. Winter moved; Berning seconded to provide an **increase for the Holiday Hourly On-Call Wage for Drivers, EMRs, and EMTs**, effective May 1, 2025. Board members were provided with a chart showing proposed wages and the financial impact.

The Board approved the Holiday Hourly On-Call Wage as follows:

Driver: \$15.00/hour; EMR: \$16.00/hour; and EMT: \$17.00/hour.

Motion carried.

3. Berning moved; McCartney seconded to provide an **increase for Special Event/Special Work Detail Hourly Wage for Drivers, EMRs, and EMTs**, effective May 1, 2025. Board members were provided with a chart showing proposed wages and the financial impact.

The Board approved the Special Event/Special Work Detail Hourly Wage as follows:

Driver: \$14.00/hour; EMR: \$15.00/hour; and EMT: \$16.00/hour.

Motion carried.

AGENDA ITEM V. NEW BUSINESS – continued:

4. Petitgout moved; Bersbach seconded to **increase Galena Area EMS District Ambulance Response Rates**, as presented, effective May 1, 2025. Board members were provided with a chart showing proposed changes.

Motion carried.

5. Gerlich moved; Splinter seconded to **increase Galena Area EMS District Standby Rates**, as presented, effective May 1, 2025. Board members were provided with a chart showing proposed changes.

Motion carried.

6. Bersbach moved; Petitgout seconded to **Increase the Administrative Manager's Monthly Salary** effective May 1, 2025. Board members were provided with a chart showing the proposed increase and the overall financial impact. The Board approved an increase to \$1,800.00/month.

Motion carried.

7. Berning moved; Winter seconded to **Increase the Special Service Manager's Monthly Salary** effective May 1, 2025. Board members were provided with a chart showing the proposed increase and the overall financial impact. The Board approved an increase to \$1,000.00/month.

Motion carried.

8. Bersbach moved; Rigdon seconded to **Increase the Fleet Manager's Monthly Salary** effective May 1, 2025. Board members were provided with a chart showing the proposed increase and the overall financial impact. The Board approved an increase to \$1,000.00/month.

Motion carried.

9. Gerlich moved; Berning seconded to **Increase the Communication and Technology Manager's Monthly Salary** effective May 1, 2025. Board members were provided with a chart showing the proposed increase and the overall financial impact. The Board approved an increase to \$1,000.00/month.

Motion carried.

10. Winter moved; Splinter seconded to accept the **letter of engagement from Garman & Meade CPA, PC** for Fiscal Year 2025-2026. Board members were provided with a copy of the letter of engagement showing monthly fees for accounting services at \$500.00/month and payroll check writing at \$250.00/month.

Motion carried.

11. **Letter of agreement from Benning Group** had not been received at the time of the Board meeting. Item will be on the May 22 Board Meeting Agenda.

12. Bersbach moved; McCartney seconded to adopt the **proposed Board of Directors' meeting schedule** for FY2025-2026. Board members were provided with a proposed meeting schedule suggesting dates for November and December. The Board favored meeting on Thursday, November 20, 2025, and Thursday, December 18, 2025.

Motion carried.

AGENDA ITEM V. NEW BUSINESS – continued:

13. Gerlich moved; Bersbach seconded to **give the Board President latitude regarding re-investing the \$100,000.00 seven-month investment which matures April 30, 2025.** It will be rolled over with the interest deposited in the District's checking account.

Motion carried.

14. Splinter moved; Beadle seconded to consider a **donation to the Elizabeth Fire Protection District Support Fund.** Three (3) EFPD firemen were injured and airlifted to area burn centers. EFPD set up accounts at various banks to provide help to the firefighters and their families. The Board agreed to contribute \$1,500.00 to the Fund set up at Illinois Bank and Trust.

Motion carried.

AGENDA ITEM VIII. BOARD MEMBER CONCERNS AND COMMENTS

McCartney expressed appreciation for the Board's support of the **Scholarship Program** and **thanked EMS Coordinator, Gabe King, for the work he has been doing.**

Gerlich thanked Gabe King for speaking at the **Kiwanis Club** meeting, commenting they got called out during the meeting; also expressed **appreciation for Standby Detail** for the Kiwanis Annual Run.

Winter said it has been an honor to be on the Board; has **decided not to run** for another term on the Board of Directors. Per letter to Board President Petitgout, Winter said **"It has been a pleasure serving the community both as a member of the Board of Directors and as an EMT in the early years of the ambulance District."** Winter began service on the Board of Directors **in November 2016.**

Bersbach **thanked Winter for her service** on the Board and for all the times Linda helped with various projects (setting up the 3-ring binders for the Board, stuffing envelopes with EMS Appreciation gift cards, etc.).

Rigdon also **thanked Winter for her service** on the Board.

Beadle added his **thanks to Winter for her Board service and as a former EMT,** saying **"it has been a pleasure working with you."**

President Petitgout reminded the Board of the **Annual Meeting** scheduled for May 22, 6:30 p.m., to be followed by the regular Board meeting which will begin at 6:45 p.m.

Petitgout thanked all Board members for their service this past year, adding 'thank you' to Susan Miller for attending the meeting; come back next month.

AGENDA ITEM IX. ADJOURNMENT

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

President Petitgout **adjourned the meeting at 7:50 p.m.** until the **Annual Meeting Thursday May 22, 2025, at 6:30 p.m.,** followed by the regularly scheduled Galena Area EMS District Board of Directors' meeting on **Thursday, May 22, 2025, at 6:45 p.m.,** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.