

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, November 20, 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; Aishah Abdul-Aziz, Administrative Manager; and Chris Garza, Communication and Technology Manager.

**EMS Association representative:** None.

**EMS personnel present:** William L. Bingham.

**Others present:** None.

**PLEDGE OF ALLEGIANCE** was led by President Petitgout.

### **AGENDA ITEM I. CONSENT AGENDA**

Rigdon moved, Splinter seconded, to approve the Consent Agenda consisting of **approve Minutes of the October 30, 2025**, Board of Directors' meeting; review Financial Reports and Board Officers' Reports.

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

1. Attended **Galena Comprehensive Planning Commission** public hearing where they discussed final Comprehensive Plan proposal.
  - Provided letters to Mayor Renner and the six Alderpersons; requested consideration of suggested edits to more accurately reflect our agency.
2. Finished setting up on-line access to our **UMB bank and credit card accounts**. Paperwork to access our online Fidelity Investments account will be filed after tonight's meeting.
3. Received notice that our **new ambulance** is ready for pick up on Monday, November 24. Several EMS personnel will tour the factory in Sumner, Iowa, and drive the ambulance back to our station.
4. Susan Miller, Gabe King, and Petitgout met with a person from the Scales Mound / Galena Territory area wanting to discuss **EMS growth** locally and county-wide. EMS Coordinator, Gabe King, will be GAEMSD's point of contact for future meetings as we continue discussions.

#### **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. Created calendar pages of **EMT Training Class dates** to post on exterior bulletin board.
2. Addressed envelopes, stuffed with greeting cards and **gift cards** from the Board of Directors to EMS personnel. Mailed 11-03 at Post Office.
3. Per request from President Petitgout, created Invoice to Engle Plumbing for sale of the **ice maker**.
4. Per request from EMS Coordinator King, created invitations to send to Board members for **EMS Holiday dinner party**. Mailed 11-04 at Post Office.
5. 11-05 emailed District's Articles of Incorporation and Amended Articles of Incorporation to Administrative Manager, Aishah Abdul-Aziz.
6. Sent Get Well card to EMS member.
7. Provided GTA's 11-05 **Civic Affairs** meeting Agenda and 09-03 Meeting Report to Board President Petitgout.
8. Attended 11-06 Five-Year Planning Committee meeting.
9. **2026 EMT Training**
  - Provided **EMT Training Class** information to GTA/Carly Caris for publication in GTA's Friday eblasts.
  - Provided information from EMS Coordinator, Gabe King, to **Scales Mound School** Principal Matt Wiederholt.
  - Provided "**posters**" to GAEMSD Board President, Ben Petitgout.
  - As directed by GAEMSD Board President, provided EMT Training Class information to **Galena Gazette and The Flash** for publication weeks of 11-18 and 12-02.
10. **Correspondence:**

Provided Secretarial support to GAEMSD Board President Petitgout to:

  - Galena City Mayor and Alderpersons re: request for consideration of wording to more accurately reflect our agency in the proposed **Galena Comprehensive Plan**.
  - Letter / Invoice to Jo Daviess County for **final Property Tax Distribution** of \$120,008.46.
  - **Thank you letter** for \$50.00 donation to the District 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

11-03 Attended **live fire training** with Galena Fire Department. Focused on transfer of care of fire victims; discussed and demonstrated how to rapidly remove gear from an injured or unconscious firefighter.

11-04 Monthly training: **Report reviews**, analyzed and discussed several reports; and discussed the good and areas of improvement.

11-05 Attended **table top Mass Casualty exercise** at Midwest Medical Center.

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

11-05 Hallowe'en **after-action review** at City Hall.

11-06 Along with Administrative Manager, Aishah Abdul-Aziz, met with Swedes EMS Coordinator, to begin discussions on **renewing Alternate Rural Staffing** and applying for the ALS in-field upgrade.

11-07 Attended **Community Outreach at Galena Elementary School** – Kindergarten class program, along with two EMS members.

11-11 Represented Galena Area EMS at the **Veterans Day Memorial**, along with two EMS members.

11-13 Hosted **Community Outreach** at EMS Station for **25 Scouts**. Discussed Galena EMS operations and demonstrated several items used during patient care; included two EMS members.

11-14 Attended Zoom meeting with **Stryker**. Lifepak 35 implementation and setup; included an EMS member.

11-20 **Annual state inspection on both ambulances**. Passed.

The new ambulance is scheduled to be picked up Monday, November 24.

An EMS member will be finishing up EMR class this weekend.

An EMS member finished first skills week in Paramedic class.

Five members are scheduled to take EMT class this spring.

Galena, Scales Mound, and River Ridge have been provided with **Stop the Bleed** training and all kits (120) have been delivered. This puts over 270 new Stop the Bleed kits in the community and over 150 teachers and staff have been trained.

**Total Calls for Service:**

726 YTD      81 October 2025      494 Fiscal YTD      52 November 1, 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 was involved with the November 6 meeting with Swedes EMS Coordinator along with EMS Coordinator, Gabe King.

Paychecks were provided on time.

**3. EMS Association Report** – No report.**4. Committee Reports****A. Ad-hoc Five-Year Planning Committee** – Ben Petitgout, Chair

Petitgout showed the Board the **30-year Capital Expenditure Projection spreadsheet** compiled by Board Member, Susan Miller, listing assets, property description, date in service, book cost, etc.

Petitgout, EMS Coordinator King, and Miller met earlier in the day with a person from the Scales Mound / Galena Territory area wanting to **discuss EMS growth** locally and county-wide. Discussion included improving service, possibly partnering with Scales Mound Fire Protection District.

**AGENDA ITEM III. REPORTS** – continued:**A. Ad-hoc Five-Year Planning Committee** – Ben Petitgout, Chair – continued:

This may "piggy-back" on material in the two EMS Sustainability Reports spearheaded by William L. Bingham (previous EMS Coordinator and JDC Board member).

Rigdon mentioned the proposed "development" project on the east side of Galena. Plans show a satellite fire station and EMS station. Rigdon commented we need to be prepared for questions relating to that.

Petitgout said that, at this time, no one has approached GAEMS regarding that.

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

EMS personnel will travel to Sumner, Iowa, 11-24-2025 to pick up the new ambulance.

**C. Ad-hoc Scholarship Committee** – Renee McCartney, Chair (absent)

Petitgout commented the Scholarship Committee **check presentation** will take place prior to the December 18 GAEMSD Board meeting, if the recipient is able to attend.

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

1. Bersbach moved; Berning seconded to **deposit property tax distribution** paid out in December into the District's checking account. The distribution total was \$120,008.46. We need to deposit funds into the checking account to cover payments for the ambulance and the Stryker equipment.

Motion carried.

2. Miller moved; Rigdon seconded to **deposit funds from CD** maturing 11-28-2025 into the District's checking account. This \$100,000.00 CD has an estimated interest of \$2,491.78. We need to deposit funds into the checking account to cover payments for the ambulance and the Stryker equipment.

Motion carried.

3. Petitgout moved; Bersbach seconded to **revise the Board of Directors' 2026 meeting schedule**. Galena Area EMS will be hosting the 2026 EMT classes scheduled from January 8 through May 28, Tuesdays and Thursdays. Board members were provided with a proposed revised meeting schedule which also included the Annual and regular meetings on May 27.

Motion carried.

4. Rigdon moved; Splinter seconded to **approve tuition advance** for enrollment in EMT class. There are EMRs interested in signing up for the EMT class. Tuition is \$900.00 per person, due the first day of class.

Motion carried.

5. Petitgout moved; Miller seconded to **Adopt Corporate and Unincorporated Organization Resolution**. This is a legal requirement on behalf of UMB. We are required to **Adopt Corporate and Unincorporated Organization Resolution** and provide a **Certified Copy** in order to "authorize an account to be opened in the name of the Corporation or Unincorporated Organization ("Company") with National Financial Services LLC ("NFS"), and establish, add, or change those officers or individuals authorized by Resolution to transact business on the account."

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

## 5. Adopt Corporate and Unincorporated Organization Resolution – continued:

National Financial Services LLC is the parent company that UMB partners with. The meeting minutes will state: **Certified copy of certain resolutions adopted by the board of directors or governing body or the members whereby the establishment and maintenance of trading accounts has been authorized.**

Motion carried.

6. Petitgout moved; Bersbach seconded to **close out scholarship money market account.** We are being charged a monthly fee to maintain this account resulting in a decreasing balance. Moving the funds into the District's checking account would earn more interest and eliminate the monthly fee.

Motion carried.

7. Bersbach moved; Berning seconded to **rebuild our website from the ground up.** This came up for discussion during the Five-Year Planning Committee meeting. Setting up a "portal" for Board member access was also discussed.

The motion carried by roll call vote. Ayes – Berning, Bersbach, Gerlich, Miller, Petitgout, Rigdon, and Splinter. Ayes: 7. Nays: 0. Absent: Beadle and McCartney. Absent 2.

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

Happy Holiday wishes.

**AGENDA ITEM VII. ADJOURNMENT**

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

President Petitgout **adjourned the meeting at 7:19 p.m.** until the Galena Area EMS District Board of Directors' meeting scheduled for **Thursday, December 18, 2025, 6:30 p.m.,** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.