

E Beadle
E Berning
E/P Bersbach
E Gerlich
E McCartney
E/P Petitgout
E Rigdon
E Splinter
E Winter
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, February 27, 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 6:32 p.m.

ROLL CALL

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

Absent: Randy Beadle, Vice President; and Linda Winter. A quorum was established.

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

Others present: None.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Jim Rigdon moved; Tony Berning seconded, to approve the Consent Agenda, consisting of **approve Minutes** from the **January 23, 2025**, Board of Directors' regular and Closed Session meetings; and review Financial Statements, bills paid, and estimated February bills to be paid.

President's Report – Ben Petitgout

- February 13, met with **Galena Gazette** along with Bill Bingham and Gabe King for the Gazette's proposed article about the change in EMS Coordinators.
- Attended the February 17 "**Lunch with Leaders**" event at the Galena Elementary Middle School.
 - Talked with **GTA's Civics Affairs Commission Chair, John Perry**. Mentioned we had not yet had a response from Naperville FD re: our ability to participate in Illinois' GEMT program. Petitgout will follow up with Perry.
- Worked with Board Secretary on Policy: Personnel **Succession Plan** – EMS Coordinator.
- Worked with Board Secretary on minor revision to Policy: Personnel – **EMS Coordinator – Duties and Responsibilities** (word change).
- February 20 met with EMS Coordinator, Gabe King, and Staff members to discuss **upcoming FY2025/2026 budget**.
- Follow up phone call to **GTA's Civic Affairs Commission member, Jim Considine**, to request notes from November meeting be sent in Word format so we can make edits.
- **Met with Stryker representative** to look at their newest line of PowerLoad Cot, Cardiac Monitor, and Stair Chair. This will be a New Business item on the March Board of Directors' meeting agenda.

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

- Obtained **Guidance Counselor contact information**; forwarded to Renee McCartney, Scholarship Committee Chair.
- Forwarded **revised By-Laws, Policies** (Board Compensation and Scholarship), and related documents to affected EMS Managers.
- Forwarded **revised Board Policy Table of Contents** to Board members and affected EMS Managers.
- Forwarded reports: **2024 Total Events Breakdown** and **Total Class Breakdown (by Special Service Manager, Christian Gronewold)** to Gabe King.
- January 28 met with **Communication and Technology Manager, Chris Garza**, to discuss iPad information and website information.
- Worked with **Special Service Manager, Christian Gronewold**; created “Stop the Bleed” form.
- Worked with Board President on **Policy: Succession Plan – EMS Coordinator**.
- Worked with Board President on **minor word change to Policy: EMS Coordinator – Duties and Responsibilities**.
- Researched records to provide **historical information** for article to be published in the Galena Gazette (change in EMS Coordinators).
- With approval of Board President, **met with EMS Coordinator, Gabe King**, to discuss secretarial support.
 - **Updated Operational Policy Manual** per conversation with EMS Coordinator.

Policy PERSONNEL: EMS Coordinator – Duties and Responsibilities: minor wording change from Medical Control to Medical Direction, per UWHealth Protocol.

END OF CONSENT AGENDA

Motion carried.

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

January 29 attended MABAS meeting (Mutual Aid Box Alarm System) held at Jo Daviess County Sheriff's Office. MABAS is comprised of Fire Chiefs and EMS Coordinators.

February 4, monthly EMS training was held. Training on Respiratory Emergencies was provided by UWHealth/SwedishAmerican.

February 17, Staff attended “Lunch with Leaders” summit hosted by the United Service Organizations of Galena. It was held at the Galena Elementary and Middle School.

February 22, Michelle Finley and Cindy Blakemore represented Galena Area EMS at Galena Territory Association’s Annual Meeting and Exposition.

February 25, Staff had a presentation by Stryker showcasing their new cardiac monitor, stretcher (PowerLoad Cot), and stair chair.

February 26, attended Local Emergency Planning Committee (LEPC) meeting held at Galena Area EMS station. Federal mandate requires every County to have a hazardous materials study periodically. When the three-year study is finished, there is money for training. Includes tabletop and full-scale exercises. East Dubuque Nitrogen was also involved.

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

February 28, Staff will give a presentation to 75 Pre-K students along with Galena Police Department at GPD Headquarters.

Christian Gronewold, Chris Garza, and Ruth Foley taught seven (7) CPR classes. Students represented were from GPD, Galena Fire Department (GFD), Galena Area EMS (GAEMS), Scales Mound Fire Protection District (SMFPD), and Menominee-Dunleith Fire Protection District (MDFPD).

Kicked off the campaign to acquire 60 Stop the Bleed kits for every classroom in the Galena School District. We have started to receive donations and will start purchasing kits soon. Kits consist of a tourniquet, scissors, gloves, combat gauze (contains a hemostatic agent), foil blanket, etc. Each kit costs \$90.00. GAEMS has received \$1,550.00 to-date; GPD has applied for a grant.

Galena Area EMS is continuing collaboration with Midwest Medical Center (MMC) on their paramedic program. We are currently working on completing and submitting the paperwork to the state in order for MMC to receive their license to practice pre-hospital medicine. MMC has a tentative start date of October 1, 2025.

Shelley Finley is spearheading the 2025 Stair Climb. GPD and GFD are assisting. Date is September 13, 2025, downtown Galena.

Twice in the past two weeks GAEMS has been dispatched to three medical emergencies within 45 minutes. Both times mutual aid from East Dubuque Fire Department was requested and received.

GAEMS has responded to three cardiac arrests in six days.

Department Breakdown:

EMT: 15 with 13 cleared for independent duty; 7 live in town; all have full-time jobs; 2 available for day-time second calls.

EMR: 13 with 6 living in town.

Driver: 6 with 3 living in town.

Request for Service:

2025 Year-to-date = 123. January 2025 = 59; February 2025 to-date = 64; Fiscal Year (May 1, 2024, through April 30, 2025) = 730 with March and April yet to be added to that total.

2. Administrative Manager – Aishah Abdul-Aziz

Elizbeth Community Ambulance Service (ECAS) recently sent invoices for Calls the end of 2023 and 2024. This has passed our budget for that year. Aishah called Joel Buss, ECAS EMS Coordinator, and advised we will pay these late invoices because of our partnership with them. However, we are requesting that they send timely invoices going forward or the bill will not be paid.

January donations – District Account

\$2,500.00 from Hometown Jo Daviess Mutual Insurance. Donation unrestricted.

We are starting to receive donations for the Stop the Bleed initiative with the Galena Police Department and Galena Schools. We have received \$1,500.00. GPD is depositing the checks that they receive. Christian Gronewold will work with GPD to monitor total donations.

AGENDA ITEM III. REPORTS – continued:**3. EMS Association Report** – None.**4. Committee – Budget Ad Hoc Committee** – Jim Rigdon, Chair

A. President Petitgout and Treasurer Jim Rigdon met with Staff February 20 to discuss anticipated equipment purchases, construction and remodeling expenses in the coming fiscal year. Next meeting will be in March.

4. Committee – Scholarship – Renee McCartney, Chair

B. McCartney commented the Application form is on the website. She will send an article to the Galena Gazette and The Flash. Sent information to Galena and Scales Mound High Schools. Asked about providing information/Application form on GAEMS Facebook page. Galena High School awards ceremony is May 7.

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

1. Rigdon moved; Gerlich seconded to approve **Policy PERSONNEL: Succession Plan – EMS Coordinator**. Board members were provided with a copy of the proposed Policy.

Motion carried.

2. Bersbach moved; Splinter seconded to approve **Corporate Membership at Galena Golf Course**. Board members were provided with information; cost is \$2,950.00 per year.

Motion carried.

3. McCartney moved; Berning seconded to give **Board President Petitgout latitude regarding the investment** which matures March 21, 2025.

Motion carried.

4. Bersbach moved; Splinter seconded to **establish a Scholarship Fund**. The Scholarship Program was approved at the January 23, 2025, Board meeting. Board members recommended using interest earned from investments, with an initial amount of \$10,000.00.

Motion carried.

AGENDA ITEM VIII. BOARD MEMBER CONCERNS AND COMMENTS

Rigdon commented on the **Scholarship Fund** and the **Corporate Golf Membership** – regarding funds come from interest earned on investments.

Rigdon also commented on the approximate **cost to equip the new ambulance**.

Petitgout reminded the Board that the ambulance on order will cost \$280,000.00 (e.t.a. October or November).

Gerlich said Thank You for the iPads.

McCartney commented on something she had seen about active shooters and a “door stop” in the classrooms to prevent intrusion.

Bersbach echoed Gerlich’s appreciation for the iPads.

Chris Garza, Communication and Technology Manager, advised Board members to contact him if they have any questions or concerns using their iPads.

AGENDA ITEM IX. ADJOURNMENT

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

President Petitgout adjourned the meeting at 7:32 p.m. until the next Galena Area EMS District Board of Directors’ meeting **Thursday, March 27, 2025, at 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.