

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

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT

Board of Directors' Meeting
217 Summit Street, Galena IL 61036

Thursday, July 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 6:31 p.m.

ROLL CALL

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

Absent: Austin Gerlich. 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: None.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Splinter moved, Beadle seconded, to approve the Consent Agenda consisting of **approve Minutes of the June 26, 2025**, Board of Directors' meeting; review Financial Statements; Bills Paid and To Be Paid; Board Officers' Reports; and Proposed Policy Revisions:

ADM – HIPAA (Pages 2 and 3, minor formatting; remove reference to website)

BOD – Officers, President (Page 2, minor punctuation)

BOD – Officers, Secretary (Insert 4.; minor punctuation)

FIN – Reimburse Business-Related Expenses (3. Travel; modes approved by Board)

FIN – Reimburse – Fitness Memberships – Board (approved facilities)

FIN – Reimburse – Fitness Memberships – Personnel (approved facilities)

Regarding Business-Related Expenses, Miller suggested increasing the per diem for meals from \$50.00 to \$75.00 per day and increasing the "tip" allowance from 15% to 20%.

Following discussion, the Board agreed with those changes.

Regarding Fitness Memberships (for both Board and Personnel), Miller suggested minor changes to wording. Following discussion, the Board agreed with those changes.

Those three Policies will be revised accordingly and provided to the Board.

President's Report – Ben Petitgout

- Deposited July Property Tax Distribution of \$116,824.58 into District's checking account as approved at the June 26 Board Meeting.
- Analyzed Call Response information, by area, for May 1, 2023, through April 30, 2024, and May 1, 2024, through April 30, 2025, to evaluate the number of patients treated and the percent of Calls for those areas.

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

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT
May 1, 2024 through April 30, 2025

	Patients Treated	% of Calls
City of Galena	421	60.22
Rural / Unincorporated	129	18.45
Galena Territory	86	12.30
Village of Scales Mound	9	1.28
Village of Menominee	3	0.42

- Began compiling information for Jim Considine/John Perry regarding increasing our Medicaid Transport reimbursement. Received required information from Professional Billing Services to forward to the consulting firm willing to file the Ground Emergency Medical Transportation documents on GAEMSD's behalf.
- Attended the 100 Club's roundtable at the Desoto House to discuss this program.

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

- Filed Susan Miller's OMA Certification.
- Mailed sympathy card to Randy Beadle.
- Worked with Board President Petitgout on minor revisions to Policies on the Consent Agenda.
- Provided Secretarial support to EMS Coordinator, Gabe King, on EMS Policies.
- **Thank You** letters to:
 - Jo Daviess County Country Fair Charities, Inc., \$5,000.00 – equipment for new ambulance.
 - The Blackbaud Group (Casey's), \$1,000.00 Stop the Bleed donation.
 - Beyond the Ordinary (Poopsie's), \$1,000.00 Stop the Bleed donation.
 - VFW US Grant Post 2665, \$1,000.00 Stop the Bleed donation.
 - Hummingbird House Group, \$905.00 Stop the Bleed donation.
 - Lisa Hall Insurance Agency, \$50.00 Stop the Bleed donation.
 - Irish Cottage Inn and Suites, \$250.00 gift certificate, 5K Stair Challenge.
- Copied/scanned/mailed relevant Errors and Omissions Liability insurance information to GAEMSD Board members.

END OF CONSENT AGENDA

Motion carried.

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

- 07-01 Regular monthly training – Public Health and Community Outreach.
- 07-03 Parachute Jump (Standby) at Eagle Ridge Resort and Spa.

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

07-04 4th of July Parade and Fireworks detail.

07-08 Hugs and Heroes Community Outreach event at Poopsie's.

07-12 Galena Library – Touch a Truck.

07-23 100 Club of Jo Daviess County Meeting at DeSoto House Hotel.

07-24 5K Stair Challenge Committee meeting at Galena Police Station.

Received interest query from Richard Robinson pertaining to a possible EMR class in the fall. We have three (3) members interested at this time. Galena EMS station was volunteered as a host.

Received one (1) resignation – EMR Riese Federman.

Jeremy Lee is still in the process of meeting his patient contact hours.

Working with Board President Petitgout on updated Disciplinary Policy.

Received new member application from Ashley Forth as a driver; she is also interested in taking the next EMR Class.

Received \$360.00 in donations for School Safety Initiative from East Galena Township.

EMR Jarrett Kindred – one-year service anniversary.

Scheduled Stop the Bleed Training Dates:

River Ridge – August 14 and 15, 0800-1000

Galena – September 19, 1200-1400

Scales Mound – October

Total Incident Numbers:

425 incidents Year-to-date

59 incidents June 2025

48 incidents with 51 patient contacts: July 1–23

169 incident responses Fiscal-Year-To-Date

Coordinator King also provided Coverage Analysis and Incident Analysis information to the Board.

2. Administrative Manager – Aishah Abdul-Aziz

Aishah reported Benning Group will be here July 31 (Annual Audit visit). Aishah and Board President Petitgout have been providing them with documents.

Illinois Medicaid Revalidation is completed and approved. Aishah has received the Recertification letter from Illinois Medicaid.

Aishah has been working with IB&T in preparation for bank conversion to UMB.

Communications with IB&T about removing the service fee charged to the Scholarship Account and the online banking service fee from the District checking account due to our organization being a 501(c)(3) nonprofit. The request has been submitted; we will not be charged service fee for these two (2) accounts. The bank has refunded the May service fee on the Scholarship Account and will be refunding June's fee.

Working on preparing report for data submission to Medicare for their annual Medicare Ground Ambulance Data Collection System. This data is due within 30 days of notification. Notification was received July 23.

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

Received letter from Insurance Audit Service that they will be conducting our Annual Workers' Comp Audit on July 28. Aishah is preparing paperwork to send to them.

We continue to receive donations for Stop the Bleed program and the 911 5K Run – Stair Challenge.

\$10,050.00 – Stop the Bleed (total). Received a check from the City of Galena for \$1,650.00 which were donations sent to the Galena Police Department.

\$ 4,984.05 – Request transfer from account 6470 to 5915 for items that were purchased for the Stop the Bleed Kits:

\$ 1,958.60 – 140 HyFin Vent Compact Chest Seal

\$ 2,398.80 – 100 Swat-Tourniquet Rescue Orange

\$ 154.80 – 120 Curaplex Shears

\$ 52.80 – 120 Curaplex Rescue Blankets

\$ 419.05 – 145 Sterile Gauze

5K Stair Challenge

\$10,605.00 – donations = \$9,150.00; registration fees = \$1,455.00

We have a total of 37 people who have signed up for the 5K run.

3. EMS Association Report – Shelley Finley

Finley reported the "Run" is doing well, we are paying the bills. There was an article published in the August issue of the *Territory Times* (at no charge) and in the *Flash*, also at no charge.

Finley commented that Carly Caris, GTA's Communication and Marketing staff member, was supportive and a pleasure to work with.

Finley provided Board members with examples of proposed "posters" and the article published in the *Territory Times*.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.**AGENDA ITEM V. NEW BUSINESS****1. Berning moved, Bersbach seconded to give Board President Petitgout latitude to invest or to deposit into the District's Checking Account the first Property Tax Distribution, paid out in July.**

Petitgout reminded the Board there are a number of "big bills" coming in the next few months; commented on the amount of interest our checking account earns each month; and recommended the property tax distribution be deposited to the District's checking account rather than tied up in a Certificate of Deposit.

Motion carried.

2. McCartney moved, Miller seconded to increase Galena Area EMS District Ambulance Response Rates for ALS upgrade/intercept.

Board members were provided with a copy of a letter from Elizabeth Community Ambulance Service advising their charge to GAEMSD for an ALS upgrade/intercept will be \$500.00. Their last increase to us was in May 2022. Board members were also provided with a chart showing the changes.

The increases will be **effective retro-actively to July 1, 2025.**

Motion carried.

AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS

Minor discussion regarding the "merger" between Illinois Bank & Trust and UMB. Illinois Bank & Trust will no longer be "named" in the title.

AGENDA ITEM VII. ADJOURNMENT

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

President Petitgout **adjourned the meeting at 7:00 p.m.** until the regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, August 28, 2025, at 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.