

**Tri-City Ambulance Board of Directors**  
**Minutes of the Regular Meeting**  
**Friday, December 8, 2023**  
**Geneva Fire Department Headquarters**  
**200 Eastside Drive**  
**8:30 AM**

**Present:** Mayor Schielke, Batavia; Ald. Bob Swanson, Geneva; Ald. Dean Kilburg, Geneva; Ald. Ronald Silkaitis, St. Charles; Ald. David Pietryla, St. Charles, Mr. Gene Olmstead, Batavia FPD

**Absent:** Ald. Dan Chanzit, Batavia

**Also Present:** Trent Moser, Fire Chief Scott Swanson, St. Charles; Fire Chief Craig Hanson, Batavia; Fire Chief Michael Antenore, Geneva; Carole Murphy, Recording Secretary

**1. Call to Order**

Chairman Schielke called the meeting of the Tri-City Ambulance Board of Directors to order at 8:31 AM.

**2. Roll Call**

Roll was called with six members present.

**3. Review/Approve Minutes**

**a. September 8, 2023 Regular Meeting Minutes**

A motion was made by Ald. Silkaitis and seconded by Ald. Pietryla to approve the minutes of the September 8, 2023 TCA meeting as presented.

The motion was passed by a unanimous voice vote of those members present.

**4. Administrators Report**

**a. Receipts and Disbursement Report Presentation**

Mr. Moser presented and reviewed the expenditure report explaining being seven months into the fiscal year, everything is falling in line with projections. The exception to this is vehicle maintenance due to the delay in the delivery of the new ambulance.

**b. Status of New Medic 51 Delivery**

Mr. Moser said new Medic 51 is currently at Foster Coach being lettered. Hoping to take delivery by early January.

**c. Status of New Medic 152 & 251**

Mr. Moser said delivery is taking about 14 months. Looking for delivery approximately February 2025.

Chief Swanson added they were ordered in December 2022.

**d. Personnel Update**

Mr. Moser stated TCA is at full staff with 32 medics. PSI has established an emergency call back list in the event of a medic being sick or injured. Each medic is required to sign up for 1 day of the month. This has helped alleviate the need to find replacement staff.

The Board asked what percentage is year to date call volume. Mr. Moser said it averages 6000 – 7000 per year.

Chief Antenore added each agency is up about 10% with 70% being ambulance calls.

Chief Swanson stated this should be the highest year for call volume but transports are down. Chief Hanson added many ambulance calls are for falls. Once the patient is picked up, they do not want to go to the hospital and sign a medical release.

Discussion continued regarding falls procedure and billing.

**5. Expenditure Approval**

Ald. Swanson asked about the bad debt expense with Batavia being down significantly from St. Charles and Geneva.

Chief Swanson explained a standard percentage is used based on the previous 3 years.

A motion was made by Alderman Pietryla and seconded by Ald. Silkaitis to approve the expenditures for the period of September 1, 2023 thru November 30, 2023 as presented in the expenditure packet.

The motion was passed by a unanimous voice vote of those members present.

**6. Old Business**

**a. Update on Credit Card**

Mr. Moser advised and thanked the Board that he is now in possession of the credit card issued to TCA.

**b. Update on Stryker Power Load System for Current Batavia Medic 51**

Mr. Moser stated he is going to discuss items 6b, 6c and 6d. Stryker had everything on back order and everything came together yesterday morning. The Jean Ross Company came in to install the Power Load System and the Antler System. Current Medic 51 now has the Power Load System and current Medic 55 now has the Antler System. We can now do away with the Ferno Cots. Everything has been completed.

Chief Swanson stated everything now has Stryker Cots and power load.

**c. Update on Installation of the Power Load System using Jean Ross Company**

Discussed in agenda item 6b

**d. Update on Stryker Cot that will be used in Current Medic 51 & Medic 55**

Discussed in agenda item 6b

## **7. New Business**

### **a. Review & Acceptance of Annual Audit**

Chief Swanson distributed the audit packets. Reviewing page 3 noting there are no problems or concerns and it was a clean audit.

Near the middle of the 2<sup>nd</sup> book is a statement of net position. Chief Swanson reviewed the numbers pertaining to that portion of the audit saying it is all in good shape.

Ald. Swanson made a motion to accept the annual audit as presented and seconded by Ald. Pietryla.

The motion was passed by a unanimous voice vote of those members present.

### **b. Review & Approval of Tri-City Ambulance Strategic Plan**

Mr. Moser presented the Strategic Plan and explained this is required by CAAS for accreditation. He explained he met with the 3 Chiefs and collectively agreed on the what is before the Board for approval. Once approved, Mr. Moser will present the document to CAAS.

A motion was made by Ald. Kilburg and seconded by Ald. Pietryla to approve the TCA Strategic Plan as presented.

The motion was passed by a unanimous voice vote of those members present.

### **c. Guidance on Paramedic Staffing Cost for Budget Year 2024-2025**

Mr. Moser needs to move forward speaking with PSI to see what they are projecting the costs will be with the increase in starting salaries.

Ald. Kilburg confirmed the fiscal year ends in April and asked if there is an idea of parameters to discuss.

Chief Swanson said they cannot officially approach PSI without authorization from the Board.

Chief Antenore added there has been good response from previous meetings and staying in contact every 2 -3 weeks.

After discussing contract options, Ald. Swanson likes the idea of options for 1-year and 3-year contracts.

A motion was made by Ald. Pietryla and seconded by Ald. Swanson to enter into discussion with PSI on the future operations of the organization.

The motion was passed by a unanimous voice vote of those members present.

### **d. Discussion on Ordering New Medic 153**

Mr. Moser reiterated the other 2 ambulances are due to arrive around February 2025 and it has taken 2 years and it will remain to take 2 years to receive an ambulance. The cost will also continue to go up and no incentives as were offered in the past. Mr. Moser would like to start to considering placing an order to see what it will cost.

Chief Swanson would like to do some more research and revisit this at the next meeting.

Discussion continued regarding the staggering sequence for replacement with rotation based on mileage as well as other replacement options.

**e. Authorization to Transfer Funds from Reserve Funds to Vehicle Repair & Maintenance, (Budget Code 54482) in the amount of \$60,000.00**

Mr. Moser clarified in the expenditures budget 54482, the remaining funds are down to 21% only being at the 7<sup>th</sup> month of the fiscal year we should be at about 40 – 50%.

Chief Swanson further explained there is a large repair bill that cannot be paid at this time because the funds are not there.

Mr. Olmstead made a motion to authorize the transfer of \$60,000.00 and seconded by Ald. Kilburg.

The motion was passed by a unanimous voice vote of those members present.

**8. Other Business**

N/A

**9. Public Comment**

N/A

**10. Executive Session – N/A**

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

**11. Adjournment**

With no further business, Mayor Schielke called for a motion to adjourn the meeting.

A motion was made by Ald. Pietryla and seconded by Ald. Kilburg to adjourn the Regular Meeting of the Tri City Ambulance Board.

The motion was passed by unanimous voice vote of those members present.

The meeting adjourned at 9:36 A.M.

Respectfully submitted,  
Carole Murphy, Recording Secretary