

# **Johnson County Ambulance Rural Health Care District**

## **Minutes**

**April 10, 2018**

The regular monthly meeting of the Johnson County Ambulance Rural Health Care District was held at the Ambulance Barn, Kaycee, Wyoming on Tuesday, April 10, 2018. The meeting began at 5:00 p.m. The meeting was called to order by Mark Wilson. Present were: Mark Wilson, Luke Goddard, Marilyn Connolly, Dozier Tabb via phone, Crosby Taylor, Craig Walker, Commissioner Bill Novotny, Michelle Chapman, Dave Harness and Karri White.

**I. APPROVAL OF MINUTES OF LAST MEETING:**

The motion to approve the minutes of the regular meeting on March 13th was made by Luke Goddard and seconded by Dozier Tabb. Approved by all present.

**II. VIEW AND APPROVE TREASURER'S REPORT:**

Dozier Tabb presented the March Treasurer's Report for review. Motion to approve the Treasurer's Report was made by Marilyn Connolly and seconded by Luke Goddard. Approved by all present.

**III. BUFFALO REPORT:**

**1. Ambulance Calls**

Dave reported March had 65 ambulance calls consisting of the following: 55 medical and 10 trauma; 11 were transfers, 3 nurse transfers, 2 canceled, 10 patient refusals, 2 standbys, 1 DOA, 1 code, 0 extrication, and 0 trauma team activations. 49 in-town calls and 16 out-of-town calls. 50 were Johnson county residents and 15 non-residents.

**2. EMT Education**

Sheridan is planning on having an EMT I class, and Dave would like to send EMTs to attend the class.

**IV. KAYCEE REPORT:**

**1. Ambulance Calls**

Michelle reported there were 7 runs in March: 1 medical, 2 trauma, 4 refusals, 1 transport and 0 standbys.

**V. OLD BUSINESS:**

**1. Kaycee EMT Job Opening**

The Kaycee Ambulance Director job description was reviewed with suggested revisions and typographical corrections. The Board emphasized the importance of providing 24/7 coverage and requested the description state, "Build and maintain call schedule to ensure coverage 24/7 for the service area." Luke Goddard made a motion to approve the job description with the requested revisions and corrections.

Marilyn Connolly seconded the motion. Approved by all present. Marilyn Connolly made a motion to advertise the position in the local newspapers and the State OEMS website with a May 8<sup>th</sup> deadline for job candidates to submit a letter of interest. Luke Goddard seconded the motion. Approved by all present. The Board requested a three-person committee including RHCD Board Member Marilyn Connolly, one member from the Kaycee EMTs, and one member from the Kaycee City Council interview the candidates. The expectation is the hiring committee will present the candidates and the committee's recommendations at the June regular meeting. The salary and benefits were discussed. Luke Goddard made a motion to set the minimum salary for said position at \$48,000 with health insurance benefits. Seconded by Dozier Tabb. Approved by all present.

## **2. 2018/2019 Budget**

The preliminary budget figures were presented, and the estimated value of the mill was discussed. The timeline was reviewed, indicating the board will approve the preliminary budget at the May 8<sup>th</sup> meeting as the budget is required to be submitted to the Clerk's office by June 1, 2018. A work session to discuss the budget was scheduled for Wednesday, April 25<sup>th</sup> at 7:30 a.m. at the Ambulance Office in Buffalo. The work session will be advertised.

### **Call for old business:**

## **VI. NEW BUSINESS**

### **1. Investment Workshop**

Marilyn Connolly advised Board Members the County is hosting an Investment Workshop on May 24<sup>th</sup> at 1 p.m.

### **2. State Mandated Tax Correction**

Commissioner Novotny reported a State mandated tax correction that will result in a negative correction of \$27,351 for the Rural Health Care District.

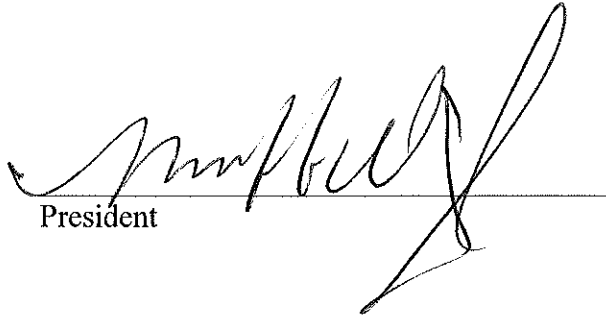
### **3. Equipment Request**

Michelle requested to purchase 2 iPads and 1 desktop computer for \$3,757; pagers for \$2,092; a scoop stretcher for \$942 and helipad crack seal material for \$5,000. Luke Goddard made a motion to approve the purchase of requested equipment and supplies. Marilyn Connolly seconded the motion. Approved by all present.

### **Call for new business:**

Vouchers were initialed, and checks signed by the board members. Report attached. There being no further new business, the meeting was adjourned at 6:30 p.m.

The next regular meeting will be held in Buffalo on Tuesday, May 8, 2018 at 7:00 a.m.



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President

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Secretary



\_\_\_\_\_

Treasurer

\_\_\_\_\_

Member

\_\_\_\_\_

Member

05/07/18

JOHNSON COUNTY AMBULANCE RURAL HEALTH CARE DISTRICT  
BILLS APPROVED & PAID BY BOARD MEMBERS  
April 2018

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	<u>Apr 18</u>
AMERICAN WELDING & GAS	(450.26)
AT&T MOBILITY	(36.10)
BIG HORN CO-OP	(197.22)
BUFFALO COMPUTER CONSULTING, LLC	(143.00)
BUFFALO EMS, LLC.	(64,623.24)
Buffalo Prescription Shop	(52.33)
Chief Supply	(72.48)
COMMUNICATION TECHNOLOGIES, INC.	(378.00)
Emergency Medical Products, Inc.	(739.95)
First Interstate Bank	(97.06)
HEALTHCARE BILLING INC.	(1,170.00)
JOHNSON CO. HEALTHCARE CENTER	(33.20)
Mastercard	(436.23)
MONTANA-DAKOTA UTILITIES CO.	(112.09)
NORCO, INC.	(150.66)
REESE & RAY'S IGA	(34.08)
ROCKY MOUNTAIN POWER	(42.79)
RT COMMUNICATIONS	(85.75)
S&S CONTRACTING, INC.	(244.75)
SQUEEKY KLEEN	(32.70)
STERICYCLE, INC.	(349.13)
The Office	(169.50)
TOWN OF KAYCEE	(39.10)
Verizon Wireless	(191.51)
VISA	(1,736.23)
WELLS FARGO VENDOR	(384.86)
WYOMING DEPARTMENT OF EMPLOYMENT	(59.24)
WYOMING RETIREMENT SYSTEM	(420.00)
<b>TOTAL</b>	<b><u>(72,481.46)</u></b>

*ag*

