

# Johnson County Ambulance Rural Health Care District

## Minutes

February 12, 2019

The regular monthly meeting of the Johnson County Ambulance Rural Health Care District was held at the County Planning Office, Buffalo, Wyoming on Tuesday, February 12, 2019. The meeting began at 7:05 a.m. The meeting was called to order by president Marilyn Connolly. Present were: Marilyn Connolly, Bob McBride, Scott McBride, Mark Haines, Jim Hicks, Crosby Taylor, Robert Garrison, Dennis Zezas, Tucker Ruby, Shawn Sullivan, Dr. Mark Schueler, Tracey Jelly, Chelsea Feeman, Trevor Moon, Jeff Cope, Buffalo Bulletin reporter, Dave Harness and Karri White.

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

The motion to approve the minutes of the Regular Meeting on January 8<sup>th</sup> was made by Scott McBride and seconded by Bob McBride. Approved by all.

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

Jim Hicks presented the January Treasurer's Report for review. Motion to approve the Treasurer's Report was made by Mark Haines and seconded by Scott McBride. Approved by all.

**III. BUFFALO REPORT:**

**1. Ambulance Calls**

Dave reported January had 60 ambulance calls consisting of the following: 43 medical and 17 trauma; 11 were transfers, 1 nurse transfer, 1 canceled, 13 patient refusals, 2 standby, 0 DOA, 0 code, 0 extrication, and 0 trauma team activations. 36 in-town calls and 24 out-of-town calls. 57 were Johnson county residents and 3 non-residents.

**IV. KAYCEE REPORT:**

**1. Ambulance Calls**

Crosby reported there were 11 runs in January: 7 medical and 4 trauma. No ALS or Life Flight intercepts.

**V. OLD BUSINESS:**

**1. DigeTekS**

The firewalls have been installed in both Buffalo and Kaycee. A graphic was provided to show the network layout in Buffalo that has a shared domain controller and file server. Marilyn presented a bid from DigeTekS in the amount of \$10,010 for a new and separate server if deemed necessary. There was discussion regarding the management service agreement and fees with further explanation needed from DigeTekS. Marilyn will ask the local representative to attend the March meeting.

**2. Ambulance Billing Contract**

A copy of suggested revisions to the billing contract was provided to EMS Billing and Attorney Barry Crago. They will come up with a revised contract for approval at the March meeting.

**3. 2017/2018 Audit**

Tracey Jelly and Chelsea Feeman with Cloud Peak Accounting presented the Financial Report and audit FYE 2018. Tracey stated the audit was clean apart from credit card transactions. Extra credit card transactions were scrutinized and there were some vouchers without proper receipts attached. A plan is in place to correct the weakness going forward. A recommendation was made to adopt an IT, credit card, reimbursement and collections policy for the district.

**4. Insurance**

Trevor Moon with North Wyoming Insurance explained the insurance policy for the district and fielded questions from the board regarding coverage.

**5. W.A.S.D.**

Mark Haines made a motion to decline becoming a member of the Wyoming Association of Special Districts. Seconded by Jim Hicks. Approved by all. County Attorney Tucker Ruby said his office would be happy to provide training to the board regarding Special Use District Laws.

**Call for old business:**

**VI. NEW BUSINESS**

**1. Medical Director**

Dr. Schueler summarized his experience and duties with the Johnson County Rural Healthcare District. He was asked in 1991 to take over the task of Medical Director after Dr. Fred Thanel moved. He certifies that EMTs are properly trained as well as works as an advocate and liaison between the ambulance service and the Wyoming Office of EMS. He also approves protocols for the service. A contract will be developed between the Medical Director and the District to formalize the partnership.

**2. Certificate of Deposit**

A certificate of deposit with First Northern Bank of Wyoming will mature on February 12, 2019. Jim Hicks made a motion for Karri and himself to request proposals from the local financial institutions managing the District's money and to determine the highest interest rates for the individual certificates of deposits when they mature. Seconded by Mark Haines. Approved by all.

**3. CPR Mannequin Upgrade Kit**

A request by Josh Keegan to purchase four (4) Little Anne QCPR Upgrade Kits in the amount of \$630 was made. New American Heart Association regulations require CPR instructors utilize mannequins with feedback capabilities. Scott McBride made a motion to approve the purchase of 4 upgrade kits. Mark Haines seconded. Approved by all.

**Call for new business:**

**4. Department of Revenue**

Karri provided a letter dated February 4, 2019 from the WY Department of Revenue determining the district is compliant for the 2019 tax year.

**5. Work Session**

Scott McBride made a motion to schedule a work session for Thursday, February 28<sup>th</sup> at the Johnson County Planning Office at 5:30 p.m. to work on the By-Laws and the Professional Services Agreement. Seconded by Jim Hicks. Approved by all. The local media will be notified.

**6. JEMS Article**

Karri provided an article published in the Journal of Emergency Medical Services (JEMS) written by Ralph Renger, PhD, David Harness, PhD, Eric Souvannasac, MS and Brenda Granillo, DBH, MS titled, "Rethinking ALS Intercepts and Mutual Aide Agreements." The article was based on the exercise between Buffalo EMS and Campbell County EMS in 2017.

**VII. EXECUTIVE SESSION**

Mark Haines moved to go in to Executive Session at 9:48 a.m. to discuss possible litigation. Seconded by Bob McBride. The executive session adjourned at 10:00 a.m. and the regular meeting reconvened.

Vouchers were initialed, and checks signed by the board members. Report attached. There being no further new business, the meeting was adjourned at 10:01 a.m. **The next regular meeting will be held in Buffalo on Tuesday, March 12, 2019 at 7:00 a.m. at the Johnson County Planning Office.**



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President



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Member



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Secretary

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Member



\_\_\_\_\_  
Treasurer

02/14/19

JOHNSON COUNTY AMBULANCE RURAL HEALTH CARE DISTRICT  
BILLS APPROVED & PAID BY BOARD MEMBERS  
February 2019

	<u>Feb 19</u>
Ace Hardware	(54.73)
ACTION AUTOBODY AND PAINT, LLC	(129.47)
AMERICAN WELDING & GAS	(683.60)
AT&T MOBILITY	(36.24)
BIG HORN CO-OP	(55.53)
Buffalo Bulletin	(184.00)
BUFFALO COMPUTER CONSULTING, LLC	(70.00)
BUFFALO EMS, LLC.	(66,742.39)
Buffalo Prescription Shop	(46.26)
CASH ACCOUNTING	(260.00)
CLOUD PEAK ACCOUNTING, LLC	(7,000.00)
CROSBY TAYLOR.	(202.32)
DIGETEKs	(2,880.00)
E-470 PUBLIC HIGHWAY AUTHORITY	(18.25)
Emergency Medical Products, Inc.	(888.50)
HEALTHCARE BILLING INC.	(1,380.00)
JOHNSON CO. HEALTHCARE CENTER	(70.04)
JOHNSON COUNTY	(5,842.44)
MICHELLE CHAPMAN	(487.20)
NORCO, INC.	(217.42)
POWDER RIVER ENERGY CORP	(256.70)
REESE & RAY'S IGA	(22.54)
ROCKY MOUNTAIN POWER	(41.34)
RT COMMUNICATIONS	(93.81)
SQUEEKY KLEEN	(13.20)
SUPERIOR AUTOMOTIVE AND TIRE	(1,167.48)
THE EMBROIDERY BARN	(72.00)
The Office	(87.12)
TWENTERPRISES	(673.49)
Verizon Wireless	(241.65)
VISA	(1,001.32)
WYOMING RETIREMENT SYSTEM	(345.00)
WYOMING TERMINATORS	(225.00)
<b>TOTAL</b>	<b><u>(91,489.04)</u></b>

