

# Johnson County Ambulance Rural Health Care District

## Minutes

March 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, March 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, Barry Crago, Lauren Collins, Shawn Sullivan, Dennis Thorson, Gary Spade, Jeff Cope, Floyd Whiting, Dave Harness and Karri White.

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

The motion to approve the minutes of the Regular Meeting on February 12<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 February Treasurer's Report for review. Motion to approve the Treasurer's Report was made by Mark Haines and seconded by Bob McBride. Approved by all.

**III. BUFFALO REPORT:**

**1. Ambulance Calls**

Dave reported February had 55 ambulance calls consisting of the following: 40 medical and 15 trauma; 12 were transfers, 3 nurse transfers, 5 canceled, 6 patient refusals, 1 standby, 0 DOA, 1 code, 0 extrication, and 0 trauma team activations. 34 in-town calls and 21 out-of-town calls. 48 were Johnson county residents and 7 non-residents.

Dave said that he has requested to teach an EMT Basic class in the fall followed up by an Advanced EMT class.

**IV. KAYCEE REPORT:**

**1. Ambulance Calls**

Crosby reported there were 7 runs in February: 4 medical and 1 trauma: 0 standby, 1 public assist, 0 refusals, 1 canceled, 1 Life Flight, 1 ALS intercept. 6 total patients.

**V. OLD BUSINESS:**

**1. DigeTekS**

Shane with DigeTekS attended the work session to answer questions regarding the management service agreement and fees. Questions remained with the agreement and Marilyn Connolly made a motion to have Bob McBride contact DigeTekS for further information. Seconded by Scott McBride. Approved by all.

**2. Ambulance Billing Contract**

Barry Crago discussed the changes he suggested to the contract with EMS Billing, Inc. Jim Hicks made a motion to authorize President Marilyn Connolly to sign the contract after negotiation on indemnification clause. Seconded by Mark Haines. Approved by all.

**3. CD and Money Management**

Karri presented information gathered from local financial institutions regarding money management as well as certificate of deposit rates. Jim Hicks motioned to authorize Jim Hicks and Karri White to redistribute funds between checking and money market accounts and certificates of deposit and negotiate rates for the certificates of deposit maturing in April, May and June at a term of twelve to nineteen months. Seconded by Mark Haines. Approved by all.

**Call for old business:**

**VI. NEW BUSINESS**

**1. Cloud Peak Accounting**

A letter of engagement from Cloud Peak Accounting for the FYE 2019 was presented to the board. The fee for services will not exceed \$11,000. Jim Hicks made a motion to accept the engagement. Seconded by Scott McBride. Approved by all.

**2. Budget FY 2019/2020**

A budget timeline was reviewed along with budget documents and preliminary figures. The board expressed special interest in payroll and health insurance details for Buffalo EMS. A budget folder provided by Dave Harness and Karri White included detailed payroll and individual employee earning reports for the board to review but asked for those documents to be confidential. EMTs with Buffalo EMS questioned the intentions of the board regarding the salaries. Jim Hicks expressed the need to see the numbers for budgeting purposes because taxpayer dollars are used to fund the district. Marilyn Connolly stated the board plans to view the payroll information in executive session and does not intend to expose specific employees' salaries to the public. Scott McBride made a motion to return the confidential documents to Dave Harness until further review in an executive session. Seconded by Jim Hicks. Approved by all.

**3. Health Insurance**

Dave provided health insurance information and rates for himself and family with a potential savings of \$18,000. The board will review the figures when discussing the FYE 2020 budget.

**Call for new business:**

**4. Work Session**

A work session was scheduled for 5:00 p.m. on Thursday, April 4<sup>th</sup> at the Johnson County Planning Office to work on the budget, personnel matters and the professional services agreement with Buffalo EMS. The local media will be notified.

**5. Name Change**

Scott McBride made a motion to change the name with the IRS to be consistent with the forming documents. The name will read Johnson County Rural Health Care District. Mark Haines seconded the motion. Approved by all.

**VII. EXECUTIVE SESSION**

Scott McBride moved to go in to Executive Session at 9:00 a.m. for a personnel matter. Seconded by Bob McBride. The executive session adjourned at 9:09 a.m.


The regular meeting reconvened at 9:10 a.m. and decided to have the attorney write a letter in support of Crosby Taylor, if necessary.

Vouchers were initialed, and checks signed by the board members. Report attached. There being no further new business, Mark Haines motioned to adjourn the regular meeting at 9:15 a.m. Seconded by Bob McBride. Approved by all.

**The next regular meeting will be held in Kaycee on Tuesday, April 9, 2019 at 5:00 p.m. at the Kaycee Ambulance Barn.**

  
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President

  
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Member

  
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Secretary

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Member

  
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Treasurer

03/26/19

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

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	<u>Mar 19</u>
AMERICAN WELDING & GAS	(579.20)
ARROW INTERNATIONAL, INC	(1,115.50)
AT&T MOBILITY	(36.24)
BIG HORN CO-OP	(61.25)
BUFFALO COMPUTER CONSULTING, LLC	(348.00)
BUFFALO EMS, LLC.	(67,806.35)
Buffalo Prescription Shop	(39.74)
Clear Creek Printers	(83.65)
CREATIVE PRODUCT SOURCE, INC.	(342.56)
E-470 PUBLIC HIGHWAY AUTHORITY	(9.30)
Emergency Medical Products, Inc.	(922.10)
HEALTHCARE BILLING INC.	(1,560.00)
JOHNSON CO. HEALTHCARE CENTER	(63.29)
JOHNSON COUNTY COMMISSIONERS	(594.33)
MONTANA-DAKOTA UTILITIES CO.	(308.34)
NORCO, INC.	(117.04)
PEAK MOTOR COACH, LTD.	(203.69)
Pitney Bowes	(500.00)
POWDER RIVER SHREDDERS LLC	(35.00)
ROCKY MOUNTAIN POWER	(48.63)
RT COMMUNICATIONS	(95.66)
STERICYCLE, INC.	(349.13)
TEDESKO REPAIR	(704.88)
The Office	(116.88)
TOWN OF KAYCEE	(178.20)
Verizon Wireless	(250.25)
VISA	(2,531.63)
WELLS FARGO VENDOR	(424.31)
WYOMING RETIREMENT SYSTEM	(330.00)
<b>TOTAL</b>	<u><u>(79,755.15)</u></u>

