

Johnson County Rural Health Care District

Minutes

January 14, 2020

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Johnson County Planning Office, Buffalo, Wyoming on Tuesday, January 14, 2020. The meeting began at 7:03 a.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Scott McBride, Bob McBride, Mark Haines, Jim Hicks, Jeff Cope, Dennis Thorson, Commissioner Novotny, Shawn Sullivan, Barry Crago, Crosby Taylor, Floyd Whiting, Dave Harness and Karri White. A quorum was present.

I. APPROVAL OF MINUTES OF LAST MEETING:

The motion to approve the minutes of the Regular Meeting on December 10th was made by Scott McBride. Seconded by Jim Hicks. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the December 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. Discussion regarding the nurse payroll line item concluded with a need for communication with the hospital staff concerning the necessity of requesting a nurse transfer. Marilyn reported she completed an electronic form requesting FIB to add Treasurer Jim Hicks to the I-Corp online banking account. Jim will be contacted by the bank to facilitate this request.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave reported December had 64 ambulance calls consisting of the following: 55 medical, 9 trauma and 9 transfers; 3 nurse transfers, 2 canceled, 16 patient refusals, 0 standby, 0 codes, and 0 trauma team activation. 47 in-town calls and 17 out-of-town calls. 56 were Johnson county residents and 8 non-residents.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 13 calls in December: 8 trauma, 1 medical, 0 standby, 1 public assist, 3 refusals, 1 canceled, 1 Life Flight, 0 ALS Intercept. Crosby informed the board he has 5 EMTs taking a hybrid online Advanced EMT class starting in February.

V. OLD BUSINESS:

1. Homeland Security Grant

As a requirement of the Homeland Security Grant, an online cybersecurity evaluation was completed by Marilyn Connolly, Crosby Taylor, Karri White and Shane Brown with DigeTek. There are also Incident Command course requirements that need to be met.

2. Needs Assessment Study

SafeTech Solutions will present the Draft of the Needs Assessment Study on Monday, February 3rd at 4:00 p.m. at the County Planning Office.

3. Policies

Karri provided various policy drafts at the work session held January 9th. Barry Crago will review the policies, by-laws, and the medical director agreement. President Connolly asked that they be ready by the February regular meeting. It was suggested the board also review the County Handbook for their policies prior to making the final determination.

4. CPA Firms

Letters requesting bids for auditing services will be sent to CPA firms including Cloud Peak Accounting.

5. Insurance Coverage

North Wyoming Insurance provided a form to sign selecting the coverage for Wyoming uninsured motorists. Jim Hicks made a motion to approve the coverage at 1,000,000. Seconded by Mark Haines. Approved by all.

Call for old business:

VI. NEW BUSINESS

1. Election of Officers

Mark Haines made a motion to keep the current slate of officers: Marilyn Connolly as President, Jim Hicks as Treasurer, and Bob McBride as Secretary. Seconded by Jim Hicks. Approved by all.

2. EMS Billing Contract

Mark Haines made a motion to approve the agreement with EMS Billing Services, Inc. to transfer and assign all its obligations under the contract to Quick Med Claims. The billing company requested a letter of name change from the IRS. Karri will contact the IRS and request confirmation of the name change to Johnson County Rural Health Care District.

3. Request to Be Notified

Floyd Whiting with the Buffalo Bulletin emailed a request to be notified of all meetings and/or work sessions at least 24 hours in advance pursuant to Wyoming Public Meetings law.

Call for new business:

4. Contract

A draft of a proposed contract for services between Johnson County Rural Health Care District and Buffalo EMS, LLC was presented by the RHCD Board. Barry Crago will make suggested revisions for the February regular meeting. Dave Harness is also working on a proposed contract to present to the Board.

5. Payroll Taxes

Crosby reported he received a letter from the IRS with a late fee for payroll taxes and the issue has been resolved.

6. Community Para Medicine License

Crosby asked the Board for authorization to pursue a Community Para Medicine License. It is a two-year training and licensing process and will allow the District to charge for calls that might otherwise be refusals. The Board gave him authorization to research the idea.

Vouchers were initialed, and checks signed by the board members. Report attached. There being no further new business, Bob McBride made a motion to adjourn the meeting. Seconded by Scott McBride. The meeting adjourned at 8:45 a.m.

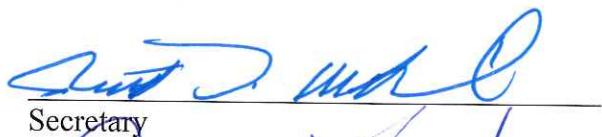
The next regular meeting will be held in Buffalo on Tuesday, February 11, 2020 at 7:00 a.m. at the County Planning Office in Buffalo.



President

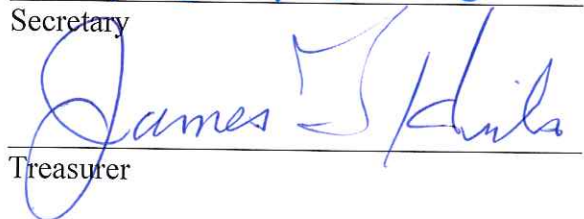


Member



Secretary

Member



Treasurer

02/03/20

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT

BILLS APPROVED & PAID BY BOARD MEMBERS

January 2020

	<u>Jan 20</u>
Ace Hardware	(9.99)
ALEXANDER SAIN	(509.78)
AMERICAN WELDING & GAS	(701.01)
AT&T MOBILITY	(37.12)
BIG HORN CO-OP	(63.72)
BUFFALO COMPUTER CONSULTING, LLC	(36.00)
BUFFALO EMS, LLC.	(75,354.31)
CASH ACCOUNTING	(240.00)
CLOUD PEAK ACCOUNTING, LLC	(1,225.00)
CNA Surety	(182.50)
CRAIG WALKER	(230.87)
DIGETEKs	(1,026.80)
Emergency Medical Products, Inc.	(48.85)
First Interstate Bank	(9.95)
G.E.T. INDUSTRIES, LLC.	(323.86)
HARRY D. STRAUB	(277.05)
INTUIT PAYMENTS	(9.78)
INTUIT PAYROLL	(5,144.79)
KURTIS MAXWELL	(238.26)
LAZER AXELMAN	(161.61)
LORI STRAUB.	(33.25)
Mark Schueler	(1,015.85)
MARY PROPSON	(46.17)
MONTANA-DAKOTA UTILITIES CO.	(145.37)
NORCO, INC.	(145.83)
North Wyoming Insurance, Inc.	(18,789.00)
Pitney Bowes	(500.00)
POWDER RIVER ENERGY CORP	(122.51)
ROCKY MOUNTAIN POWER	(43.21)
RT COMMUNICATIONS	(99.65)
SQUEEKY KLEEN	(10.85)
STRYKER SALES CORPORATION	(187.00)
TOWN OF KAYCEE	(89.75)
UNITED STATES TREASURY	(7,569.90)
Verizon Wireless	(257.29)
VISA	(2,268.88)
VITAL RECORDS CONTROL	(51.50)
WYOMING DEPARTMENT OF EMPLOYMENT	(564.79)
WYOMING RETIREMENT SYSTEM	(330.00)
TOTAL	<u>(118,102.05)</u>



JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
Expenses by Vendor Detail
January 2020

Date	Num	Account	Paid Amount
Ace Hardware			
01/14/2020	10639	Repairs & Maintenance	(9.99)
Total Ace Hardware			(9.99)
ALEXANDER SAIN			
01/01/2020	10298	Payroll	(509.78)
Total ALEXANDER SAIN			(509.78)
AMERICAN WELDING & GAS			
01/14/2020	10640	Medical & Oxygen	(701.01)
Total AMERICAN WELDING & GAS			(701.01)
AT&T MOBILITY			
01/14/2020	10304	Telephones	(37.12)
Total AT&T MOBILITY			(37.12)
BIG HORN CO-OP			
01/14/2020	10634	Fuel / Oil / Tires	(63.72)
Total BIG HORN CO-OP			(63.72)
BUFFALO COMPUTER CONSULTING, LLC			
01/14/2020	10635	Office	(36.00)
Total BUFFALO COMPUTER CONSULTING, LLC			(36.00)
BUFFALO EMS, LLC.			
01/14/2020	10636	Rent - Garage	(1,500.00)
01/14/2020	10636	Rent - Office	(1,500.00)
01/14/2020	10637	Insurance - Health	(9,573.38)
01/14/2020	10638	Payroll	(53,981.60)
01/14/2020	10638	Nurse Payroll	(2,328.94)
01/14/2020	10638	Deferred Compensation	(771.75)
01/14/2020	10638	Payroll Taxes	(5,698.64)
Total BUFFALO EMS, LLC.			(75,354.31)
CASH ACCOUNTING			
01/14/2020	10313	Legal / Accounting	(240.00)
Total CASH ACCOUNTING			(240.00)
CLOUD PEAK ACCOUNTING, LLC			
01/14/2020	10641	Auditing / Accounting	(1,225.00)
Total CLOUD PEAK ACCOUNTING, LLC			(1,225.00)
CNA Surety			
01/14/2020	10642	Board Legal / Professional	(182.50)
Total CNA Surety			(182.50)
CRAIG WALKER			
01/01/2020	10299	Payroll	(230.87)
Total CRAIG WALKER			(230.87)

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT

Expenses by Vendor Detail

January 2020

Date	Num	Account	Paid Amount
DIGETEKs			
01/14/2020	10643	IT Managed Services	(1,026.80)
Total DIGETEKs			(1,026.80)
Emergency Medical Products, Inc.			
01/14/2020	10314	Medical Supplies	(48.85)
Total Emergency Medical Products, Inc.			(48.85)
First Interstate Bank			
01/31/2020		Auditing / Accounting	(9.95)
Total First Interstate Bank			(9.95)
G.E.T. INDUSTRIES, LLC.			
01/14/2020	10644	Medical & Oxygen	(323.86)
Total G.E.T. INDUSTRIES, LLC.			(323.86)
HARRY D. STRAUB			
01/01/2020	10300	Payroll	(277.05)
Total HARRY D. STRAUB			(277.05)
INTUIT PAYMENTS			
01/27/2020		Collection Fees	(9.78)
Total INTUIT PAYMENTS			(9.78)
INTUIT PAYROLL			
01/01/2020		Payroll	(1,500.30)
01/01/2020		Payroll	(3,644.49)
Total INTUIT PAYROLL			(5,144.79)
KURTIS MAXWELL			
01/01/2020	10301	Payroll	(238.26)
Total KURTIS MAXWELL			(238.26)
LAZER AXELMAN			
01/14/2020		Payroll	(161.61)
Total LAZER AXELMAN			(161.61)
LORI STRAUB.			
01/01/2020	10302	Payroll	(33.25)
Total LORI STRAUB.			(33.25)
Mark Schueler			
01/01/2020	10318	Payroll - Medical Director	(1,015.85)
Total Mark Schueler			(1,015.85)
MARY PROPSON			
01/01/2020	10303	Payroll	(46.17)
Total MARY PROPSON			(46.17)
MONTANA-DAKOTA UTILITIES CO.			

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
Expenses by Vendor Detail
 January 2020

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Paid Amount</u>
01/14/2020	10312	Utilities	(145.37)
Total MONTANA-DAKOTA UTILITIES CO.			(145.37)
NORCO, INC.			
01/14/2020	10315	Oxygen Supplies	(145.83)
Total NORCO, INC.			(145.83)
North Wyoming Insurance, Inc.			
01/14/2020	10645	Insurance - Liability	(11,841.00)
01/14/2020	10645	Insurance - Liability	(6,948.00)
Total North Wyoming Insurance, Inc.			(18,789.00)
Pitney Bowes			
01/14/2020	10646	Postage	(500.00)
Total Pitney Bowes			(500.00)
POWDER RIVER ENERGY CORP			
01/14/2020	10310	Utilities	(122.51)
Total POWDER RIVER ENERGY CORP			(122.51)
ROCKY MOUNTAIN POWER			
01/14/2020	10647	Miscellaneous Other Expense	(43.21)
Total ROCKY MOUNTAIN POWER			(43.21)
RT COMMUNICATIONS			
01/14/2020	10306	Telephones	(99.65)
Total RT COMMUNICATIONS			(99.65)
SQUEEKY KLEEN			
01/14/2020	10648	Miscellaneous Other Expense	(10.85)
Total SQUEEKY KLEEN			(10.85)
STRYKER SALES CORPORATION			
01/14/2020	10316	Facility Maintenance	(187.00)
Total STRYKER SALES CORPORATION			(187.00)
TOWN OF KAYCEE			
01/14/2020	10307	Utilities	(89.75)
Total TOWN OF KAYCEE			(89.75)
UNITED STATES TREASURY			
01/14/2020	10293	KAYCEE PAYROLL TAXES	(6,951.46)
01/14/2020	10294	KAYCEE PAYROLL TAXES	(78.00)
01/14/2020	10295	KAYCEE PAYROLL TAXES	(25.61)
01/14/2020	10296	KAYCEE PAYROLL TAXES	(17.02)
01/14/2020	10297	KAYCEE PAYROLL TAXES	(29.70)
01/14/2020	10308	Payroll Taxes	(468.11)
Total UNITED STATES TREASURY			(7,569.90)
Verizon Wireless			

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
Expenses by Vendor Detail
 January 2020

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Paid Amount</u>
01/14/2020	10649	Cell Phones	(257.29)
Total Verizon Wireless			(257.29)
VISA			
01/14/2020	10650	Fuel / Oil / Tires	(680.11)
01/14/2020	10650	Education / Travel / Meals	(148.40)
01/14/2020	10650	Medical & Oxygen	(196.81)
01/14/2020	10311	Facility Maintenance	(163.40)
01/14/2020	10311	Vehicle Repairs & Maintenance	(127.13)
01/14/2020	10311	Uniforms	(163.74)
01/14/2020	10311	Education / Training	(40.00)
01/14/2020	10311	Meals / Hotel	(92.44)
01/14/2020	10311	Fuel / Mileage	(342.83)
01/14/2020	10311	Office Supplies	(44.47)
01/14/2020	10311	Legal / Accounting	(16.96)
01/14/2020	10311	Radios & Pagers	(63.58)
01/14/2020	10311	Medical Supplies	(189.01)
Total VISA			(2,268.88)
VITAL RECORDS CONTROL			
01/14/2020	10651	Miscellaneous Other Expense	(51.50)
Total VITAL RECORDS CONTROL			(51.50)
WYOMING DEPARTMENT OF EMPLOYMENT			
01/14/2020	10305	Payroll Taxes	(394.26)
01/14/2020	10309	Payroll Taxes	(170.53)
Total WYOMING DEPARTMENT OF EMPLOYMENT			(564.79)
WYOMING RETIREMENT SYSTEM			
01/14/2020	10652	Deferred Compensation	(225.00)
01/14/2020	10652	Deferred Compensation	(105.00)
Total WYOMING RETIREMENT SYSTEM			(330.00)
TOTAL			(118,102.05)