

Johnson County Rural Health Care District

Minutes

February 11, 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, February 11, 2020. The meeting began at 7:08 a.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Scott McBride via phone, Bob McBride, Mark Haines, Jim Hicks, Jeff Cope, Dennis Thorson, Shawn Sullivan, Barry Crago, Crosby Taylor, Mark Bentley, Kyle Mercer, Jen Hicks, 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 January 14th was made by Scott McBride. 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 Bob McBride and seconded by Scott McBride. Approved by all.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave reported January had 62 ambulance calls consisting of the following: 50 medical, 12 trauma and 15 transfers; 5 nurse transfers, 1 canceled, 12 patient refusals, 0 standby, 3 codes, 2 DOAs, and 1 trauma team activation. 34 in-town calls and 28 out-of-town calls. 52 were Johnson county residents and 10 non-residents.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 4 calls in January: 1 trauma, 3 medical, 0 standby, 0 public assist, 2 refusals, 0 canceled, 0 Life Flight, 0 ALS Intercept.

V. OLD BUSINESS:

1. FYE 2019 Audit – Cloud Peak Accounting

Kyle Mercer, new owner of Cloud Peak Accounting, introduced himself and presented the FYE 2019 audit. A letter included with the audit outlined policies that the district should consider adopting. The suggested policies

were IT, credit card, reimbursement, and collections. The auditor's opinion stated the financial statements were presented fairly and clean. The lack of adequate controls over credit card payments was the only material weakness. The district is adopting a credit card policy. Mark Haines made a motion to accept the audit performed by Cloud Peak Accounting. Seconded by Jim Hicks. Approved by all. Mr. Mercer reported that Cloud Peak Accounting was not able to bid previously to perform the FYE 2020 audit but is able to bid now that the FYE 2019 audit is complete.

2. IRS Name Change

A letter from the IRS dated February 6, 2020 was received. The letter confirmed the change of our business name from Kaycee Ambulance Service to Johnson County Rural Health Care District.

3. Needs Assessment Study

The presentation of the Sustainability Assessment by SafeTech Solutions was given on Tuesday, February 4th at 3:00 p.m. The meeting was postponed one day due to road closures. Twelve key observations were explained along with seven recommendations. The observations included three best practice models. Full assessment document attached.

4. Policies, By-Laws

Karri provided copies of the city and county policies for review. Barry Crago will work on modifying the policies towards needs of the Rural Health Care District. Mr. Crago will also complete the Medical Director agreement.

5. Collections

Mark Haines made a motion to use Collection Professionals, Inc. as the District's collection agency. Seconded by Jim Hicks. Jim Hicks, Mark Haines, Scott McBride voted aye. Bob voted nay. Motion passed. Barry Crago will review the agreement with Collection Professionals, Inc.

6. CMS Data Collection

Karri asked if the board would like her to continue her work and education regarding the CMS Ground Ambulance Data Collection process. The data collection will run July 1, 2020 through June 30, 2021. The board agreed that both Karri and Crosby will be responsible for the data collection and reporting.

Call for old business:

7. Nurse Transfers

The board asked Dave Harness to contact the Johnson County Healthcare Center to discuss nurse transfers.

VI. NEW BUSINESS

1. Certificate of Deposit - FNB

Certificate of Deposit at First Northern Bank will mature on February 12, 2020. Jim and Karri will research local rates and investment options. Jim Hicks presented a proposal to move the district's checking and money market accounts from First Interstate Bank to Bank of Buffalo. Scott McBride suggested the board send out a request for proposal to all the local banking institutions. The Board directed Karri White to send the RFP to the local banks for review at the March regular meeting.

2. Meeting Time

Mark Haines suggested moving the meeting time to four in the afternoon. The discussion was tabled.

3. Ambulance Rates

Karri reported the billing company sent a form requesting updated billing rates. The assessment from SafeTech Solutions recommended the board review their rates. It was decided to table the discussion for the upcoming work session.

Call for new business:

4. ICS Requirements – NIMS

Marilyn reiterated the ICS requirements for the Homeland Security grant. Several board members and employees have completed various levels of the courses. The board encouraged EMTs in leadership roles have the required certifications.


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 Jim Hicks. The meeting adjourned at 9:09 a.m.

The next regular meeting will be held in Buffalo on Tuesday, March 10, 2020 at 7:00 a.m. at the County Planning Office in Buffalo.

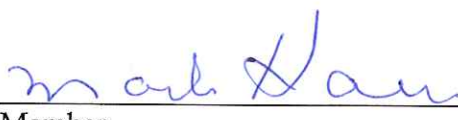


President

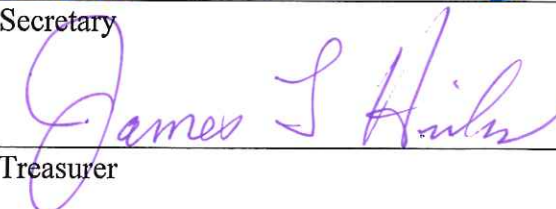
Member



Secretary



Member



Treasurer

03/04/20

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
BILLS APPROVED & PAID BY BOARD MEMBERS
February 2020

	<u>Feb 20</u>
ALEXANDER SAIN	(291.81)
AMERICAN WELDING & GAS	(953.78)
AT&T MOBILITY	(36.70)
BIG HORN CO-OP	(45.73)
BUFFALO EMS, LLC.	(59,133.41)
Clear Creek Printers	(65.50)
CLOUD PEAK ACCOUNTING, LLC	(1,300.00)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(1,701.57)
G.E.T. INDUSTRIES, LLC.	(508.83)
INTUIT PAYMENTS	(19.16)
INTUIT PAYROLL	(5,148.78)
JOHNSON CO. HEALTHCARE CENTER	(24.13)
JOHNSON COUNTY	(5,842.44)
JOHNSON COUNTY COMMISSIONERS	(689.38)
JONES & BARTLETT LEARNING, LLC	(644.85)
KURTIS MAXWELL	(66.49)
Mark Schueler	(1,015.85)
MARY PROPSON	(92.35)
MONTANA-DAKOTA UTILITIES CO.	(138.14)
NORCO, INC.	(148.38)
NORTHWEST PARKWAY, LLC.	(10.85)
POWDER RIVER ENERGY CORP	(252.36)
QUICK MED CLAIMS	(4,855.49)
ROCKY BOY'S HEALTH CENTER	(669.98)
ROCKY MOUNTAIN POWER	(44.53)
RT COMMUNICATIONS	(102.97)
SQUEEKY KLEEN	(97.95)
STERICYCLE, INC.	(349.13)
SUPERIOR AUTOMOTIVE AND TIRE	(852.19)
TELEFLEX FUNDING LLC	(677.50)
TOWN OF KAYCEE	(89.75)
URGENT CARE OF CASPER	(147.00)
Verizon Wireless	(256.85)
VISA	(2,334.19)
VITAL RECORDS CONTROL	(103.00)
WYOMING RETIREMENT SYSTEM	(300.00)
No name	(9.95)
TOTAL	<u><u>(89,447.77)</u></u>

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