

Johnson County Rural Health Care District

Minutes

March 10, 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, March 10, 2020. The meeting began at 7:02 a.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Bob McBride, Mark Haines, Jim Hicks, Jeff Cope, Shawn Sullivan, Jill Wright, Michelle Chapman, Mark Bentley, 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 February 11th was made by Bob McBride. Seconded by Jim Hicks. 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 Bob McBride and seconded by Jim Hicks. Approved by all.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave reported February had 72 ambulance calls consisting of the following: 61 medical, 11 trauma and 9 transfers; 2 nurse transfers, 1 canceled, 16 patient refusals, 3 standby, 0 codes, 0 DOAs, and 0 trauma team activation. 49 in-town calls and 23 out-of-town calls. 65 were Johnson county residents and 7 non-residents.

IV. KAYCEE REPORT:

1. Ambulance Calls

Michelle reported there were 17 calls in February: 8 trauma, 8 medical, 1 standby, 0 public assist, 6 refusals, 2 canceled, 0 Life Flight, 0 ALS Intercept. Michelle stated MS264 is scheduled to go to Greiner Ford for repairs for mechanical issues.

V. OLD BUSINESS:

1. Contract with Buffalo EMS

A letter to the RHCD Board regarding the contract negotiations between Buffalo EMS and RHCD was received. The letter dated March 4, 2020 is from Steven Freudenthal, attorney representing Buffalo EMS. Jim Hicks made a motion to attach the letter in the minutes for this meeting. Seconded by Bob McBride. Approved by all. There was discussion regarding contract

negotiations and meetings. The Board expressed they do not want Buffalo EMS meeting directly with Barry Crago regarding the contract. The RHCD held a work session March 5th to work on a proposed contract with Buffalo EMS. Barry Crago had not provided a revised draft of the contract to the RHCD Board. The contract was not available for discussion or review.

2. Ambulance Service RFP

Jim Hicks presented a draft of a Request for Proposal for Emergency Medical Services in case a contract is not agreed upon with Buffalo EMS. Bob McBride questioned the need for an RFP if the RHCD is currently negotiation a contract with Buffalo EMS. Jim asked the board members to review it for future consideration.

3. Tax Settlement

A letter from the Johnson County Commissioners dated February 19, 2020 was discussed. The letter advised of a tax settlement for tax years 2016, 2017, and 2018 with Carbon Creek Energy and Powder River Midstream. The RHCD should expect to receive \$58,694.04 in the settlement.

4. Bank RFP

A Request for Proposal was received from the Bank of Buffalo, ANB, First Northern Bank, and First Interstate Bank. The proposals were reviewed. Jim Hick made a motion to accept the proposal from the Bank of Buffalo and move the district's checking and money market accounts from First Interstate Bank to the Bank of Buffalo. Seconded by Mark Haines. Jim Hicks and Mark Haines voted aye. Bob McBride abstained. President Connolly voted aye. Karri was directed to open the accounts.

5. Collections

The assignment agreement with Collection Professionals Inc. was signed.

6. Nurse Transfers

Dave shared JCHC CEO Sean McCallister's thoughts regarding the JCHC pay for registered nurses on ground transports. The reasons listed included liability insurance coverage and financial means to pay. Dave explained the benefits of nurse transfers to both the patients and the District.

7. IRS

A document of Declaration of Representative was updated with the IRS.

8. Policies & By-Laws

The discussion was tabled as the Board has not received proposed changes from Barry Crago. Marilyn stressed the importance of adopting the policies as the Board was directed to do so in the FYE 2018 and 2019 audit.

Call for old business:

VI. NEW BUSINESS

1. Budget Timeline

Karri provided a RHCD budget timeline with preliminary figures to be provided at the April regular meeting. Jim Hicks stated he had emailed budget figures that he had prepared to the board members.

2. Write Off Request

Karri presented a write off request from a patient. Bob McBride made a motion to approve the write off request. Seconded by Mark Haines. Approved by all.

3. Meeting Time & Date

There was discussion to change the meeting time and date. Mark Haines made a motion to change the meeting day to the second Monday of the month at 4:00 p.m. in Buffalo and 5:00 p.m. when held in Kaycee. Jim Hicks seconded the motion. Jim Hicks and Mark Haines voted aye. Bob McBride voted nay. President Connolly voted aye.

4. Johnson County School Board

Marilyn reported she attended the Johnson County School Board meeting on March 9th requesting permission to research the feasibility of the School District's vacant land for a possible site for an ambulance barn. The School District granted the RHCD permission asking for an update by July 1, 2020.

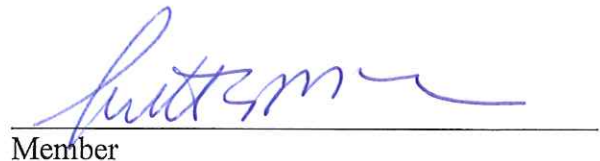
Call for new business:

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 Mark Haines. The meeting adjourned at 8:40 a.m.

The next regular meeting will be held in Kaycee on Monday, April 13, 2020 at 5:00 p.m. at the Kaycee Ambulance Barn.



President



Member

Secretary



Member

Treasurer

3/10/2020

04/08/20

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

	<u>Mar 20</u>
Ace Hardware	(17.98)
ALEXANDER SAIN	(184.70)
AMERICAN WELDING & GAS	(478.36)
AT&T MOBILITY	(36.70)
BIG HORN TIRE, INC.	(156.81)
BUFFALO EMS, LLC.	(56,123.41)
Buffalo Prescription Shop	(179.88)
CLOUD PEAK ACCOUNTING, LLC	(5,000.00)
CRAIG WALKER	(92.35)
CROSBY TAYLOR.	(4,075.38)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(1,961.54)
HARRY D. STRAUB	(46.17)
INTERNAL REVENUE SERVICE	(4,462.91)
INTUIT PAYMENTS	(11.74)
JOHNSON CO. HEALTHCARE CENTER	(73.00)
KURTIS MAXWELL	(184.70)
Mark Schueler	(1,015.85)
MARY PROPSON	(138.53)
MICHELLE CHAPMAN	(1,500.30)
MONTANA-DAKOTA UTILITIES CO.	(138.46)
NORCO, INC.	(281.55)
POWDER RIVER HEATING & AC, INC.	(220.00)
QUICK MED CLAIMS	(1,425.60)
ROCKY MOUNTAIN POWER	(43.82)
RT COMMUNICATIONS	(100.15)
SQUEEKY KLEEN	(3.25)
STRYKER SALES CORPORATION	(318.15)
TEDESKO REPAIR	(763.41)
TOWN OF KAYCEE	(89.75)
TRI-COUNTY GAS	(110.12)
TWENTERPRISES	(778.48)
URGENT CARE OF CASPER	(286.00)
Verizon Wireless	(237.69)
VISA	(2,661.23)
VITAL RECORDS CONTROL	(125.55)
WYOMING RETIREMENT SYSTEM	(300.00)
WYOMING TERMINATORS	(225.00)
No name FIB <i>kw</i>	(69.95)
TOTAL	<u><u>(84,345.27)</u></u>

Expenses by Vendor Detail

March 2020

Date	Num	Account	Paid Amount
Ace Hardware			
03/10/2020	10678	Repairs & Maintenance	(17.98)
Total Ace Hardware			(17.98)
ALEXANDER SAIN			
03/01/2020	10333	Payroll	(184.70)
Total ALEXANDER SAIN			(184.70)
AMERICAN WELDING & GAS			
03/10/2020	10697	Medical & Oxygen	(478.36)
Total AMERICAN WELDING & GAS			(478.36)
AT&T MOBILITY			
03/10/2020	10340	Telephones	(36.70)
Total AT&T MOBILITY			(36.70)
BIG HORN TIRE, INC.			
03/10/2020	10679	Repairs & Maintenance	(156.81)
Total BIG HORN TIRE, INC.			(156.81)
BUFFALO EMS, LLC.			
03/10/2020	10681	Rent - Garage	(1,500.00)
03/10/2020	10681	Rent - Office	(1,500.00)
03/10/2020	10682	Insurance - Health	(10,449.23)
03/10/2020	10683	Payroll	(35,891.63)
03/10/2020	10683	Payroll Taxes	(3,768.58)
03/10/2020	10683	Deferred Compensation	(762.15)
03/10/2020	10683	Nurse Payroll	(2,251.82)
Total BUFFALO EMS, LLC.			(56,123.41)
Buffalo Prescription Shop			
03/10/2020	10680	Medical & Oxygen	(179.88)
Total Buffalo Prescription Shop			(179.88)
CLOUD PEAK ACCOUNTING, LLC			
03/10/2020	10684	Auditing / Accounting	(5,000.00)
Total CLOUD PEAK ACCOUNTING, LLC			(5,000.00)
CRAIG WALKER			
03/01/2020	10334	Payroll	(92.35)
Total CRAIG WALKER			(92.35)
CROSBY TAYLOR.			
03/01/2020		Payroll	(3,648.50)
03/10/2020	10339	Fuel / Mileage	(426.88)
Total CROSBY TAYLOR.			(4,075.38)
DIGETKS			
03/10/2020	10685	IT Managed Services	(426.80)

Expenses by Vendor Detail

March 2020

Date	Num	Account	Paid Amount
Total DIGETEKs			(426.80)
Emergency Medical Products, Inc.			
03/10/2020	10686	Medical & Oxygen	(838.49)
03/10/2020	10341	Medical Supplies	(567.18)
03/10/2020	10341	Kaycee Capital Outlay	(555.87)
Total Emergency Medical Products, Inc.			(1,961.54)
First Interstate Bank			
03/11/2020		Auditing / Accounting	(60.00)
03/31/2020		Auditing / Accounting	(9.95)
Total First Interstate Bank			(69.95)
HARRY D. STRAUB			
03/01/2020	10335	Payroll	(46.17)
Total HARRY D. STRAUB			(46.17)
INTERNAL REVENUE SERVICE			
03/25/2020	9412020...	KAYCEE PAYROLL TAXES	(695.15)
03/25/2020	9412020...	KAYCEE PAYROLL TAXES	(3,767.76)
Total INTERNAL REVENUE SERVICE			(4,462.91)
INTUIT PAYMENTS			
03/25/2020		Collection Fees	(11.74)
Total INTUIT PAYMENTS			(11.74)
JOHNSON CO. HEALTHCARE CENTER			
03/10/2020	10687	Medical & Oxygen	(30.25)
03/10/2020	10342	Vaccinations - Kaycee	(42.75)
Total JOHNSON CO. HEALTHCARE CENTER			(73.00)
KURTIS MAXWELL			
03/01/2020	10336	Payroll	(184.70)
Total KURTIS MAXWELL			(184.70)
Mark Schueler			
03/01/2020	10337	Payroll - Medical Director	(1,015.85)
Total Mark Schueler			(1,015.85)
MARY PROPSON			
03/01/2020	1338	Payroll	(138.53)
Total MARY PROPSON			(138.53)
MICHELLE CHAPMAN			
03/01/2020		Payroll	(1,500.30)
Total MICHELLE CHAPMAN			(1,500.30)
MONTANA-DAKOTA UTILITIES CO.			
03/10/2020	10343	Utilities	(138.46)
Total MONTANA-DAKOTA UTILITIES CO.			(138.46)

Expenses by Vendor Detail

March 2020

Date	Num	Account	Paid Amount
NORCO, INC.			
03/10/2020	10344	Oxygen Supplies	(281.55)
Total NORCO, INC.			(281.55)
POWDER RIVER HEATING & AC, INC.			
03/10/2020	10345	Facility Maintenance	(220.00)
Total POWDER RIVER HEATING & AC, INC.			(220.00)
QUICK MED CLAIMS			
03/10/2020	10688	Collection Fees	(1,425.60)
Total QUICK MED CLAIMS			(1,425.60)
ROCKY MOUNTAIN POWER			
03/10/2020	10689	Miscellaneous Other Expense	(43.82)
Total ROCKY MOUNTAIN POWER			(43.82)
RT COMMUNICATIONS			
03/10/2020	10346	Telephones	(100.15)
Total RT COMMUNICATIONS			(100.15)
SQUEEKY KLEEN			
03/10/2020	10690	Miscellaneous Other Expense	(3.25)
Total SQUEEKY KLEEN			(3.25)
STRYKER SALES CORPORATION			
03/10/2020	10691	Medical & Oxygen	(318.15)
Total STRYKER SALES CORPORATION			(318.15)
TEDESKO REPAIR			
03/10/2020	10347	Vehicle Repairs & Maintenance	(763.41)
Total TEDESKO REPAIR			(763.41)
TOWN OF KAYCEE			
03/10/2020	10348	Utilities	(89.75)
Total TOWN OF KAYCEE			(89.75)
TRI-COUNTY GAS			
03/10/2020	10349	Facility Maintenance	(110.12)
Total TRI-COUNTY GAS			(110.12)
TWENTERPRISES			
03/10/2020	10350	Facility Maintenance	(778.48)
Total TWENTERPRISES			(778.48)
URGENT CARE OF CASPER			
03/10/2020	10351	Vaccinations - Kaycee	(286.00)
Total URGENT CARE OF CASPER			(286.00)
Verizon Wireless			

Expenses by Vendor Detail

March 2020

Date	Num	Account	Paid Amount
03/10/2020	10692	Cell Phones	(237.69)
Total Verizon Wireless			(237.69)
VISA			
03/10/2020	10693	Education / Travel / Meals	(143.81)
03/10/2020	10693	Fuel / Oil / Tires	(1,160.17)
03/10/2020	10693	EMT Uniforms	(51.34)
03/10/2020	10693	Miscellaneous Other Expense	(26.64)
03/10/2020	10352	Legal / Accounting	(21.20)
03/10/2020	10352	Education / Training	(240.00)
03/10/2020	10352	Facility Maintenance	(438.98)
03/10/2020	10352	Vehicle Repairs & Maintenance	(21.43)
03/10/2020	10352	Meals / Hotel	(77.77)
03/10/2020	10352	Fuel / Mileage	(235.81)
03/10/2020	10352	Medical Supplies	(244.08)
Total VISA			(2,661.23)
VITAL RECORDS CONTROL			
03/10/2020	10694	Miscellaneous Other Expense	(125.55)
Total VITAL RECORDS CONTROL			(125.55)
WYOMING RETIREMENT SYSTEM			
03/10/2020	10695	Deferred Compensation	(195.00)
03/10/2020	10695	Deferred Compensation	(105.00)
Total WYOMING RETIREMENT SYSTEM			(300.00)
WYOMING TERMINATORS			
03/10/2020	10353	Facility Maintenance	(225.00)
Total WYOMING TERMINATORS			(225.00)
TOTAL			(84,345.27)