

Johnson County Rural Health Care District

Minutes

April 13, 2020

The regular monthly meeting of the Johnson County Rural Health Care District was held via Zoom meeting on Monday, April 13, 2020. The meeting began at 5:05 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Bob McBride, Mark Haines, Jim Hicks, Scott McBride, Jeff Cope, Shawn Sullivan, Jill Wright, Michelle Chapman, Mark Bentley, Joel White, Kate Harness, Kelli Wilson, Shane Schrader, Dennis Thorson, Donna Nelson, Tom Newell, Crosby Taylor, Steve Freudenthal, Barry Crago, Jen Hicks, Robb Hicks, Dave Harness and Karri White. A quorum was present. Scott McBride made a motion to approve the agenda as written. Seconded by Mark Haines. Approved by all.

I. APPROVAL OF MINUTES OF LAST MEETING:

The motion to approve the minutes of the Regular Meeting on March 10, 2020 was made by Scott McBride. Seconded by Jim Hicks. Approved by all. The motion to approve the minutes of the Special Meeting on April 2nd was made by Scott McBride. Seconded by Bob McBride. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the March 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 March had 61 ambulance calls consisting of the following: 50 medical, 11 trauma and 16 transfers; 3 nurse transfers, 1 canceled, 18 patient refusals, 0 standby, 1 code, 0 DOAs, and 0 trauma team activation. 35 in-town calls and 26 out-of-town calls. 48 were Johnson county residents and 13 non-residents.

2. Covid-19

Dave explained the Covid-19 PPE and response protocols. Karri requested verification Buffalo EMS may request supplies using the ICS-213R form. Karri reported receipt of an email by Commissioner Novotny indicating there were funds available to offset the costs of Covid-19 supplies.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 5 calls in March: 2 trauma, 2 medical, 0 standby, 1 public assist, 0 refusals, 0 canceled, 0 Life Flight, 0 ALS Intercept. Crosby stated ambulance MS264 underwent emission repairs that were warrantied at Greiner Ford in Casper.

V. OLD BUSINESS:

1. Bank of Buffalo

Marilyn stated the signature sheets for the Bank of Buffalo need to be signed by Scott and Bob McBride. Online banking access will be submitted.

2. Radio Quote

Karri presented a quote from Communication Technologies in the amount of \$15,092.83 for seven P25 portable radios. Crosby has requested a quote for radio equipment as well and will have that available at the next regular meeting.

3. Audit Proposal – Cloud Peak Accounting

A letter dated March 30 from Cloud Peak Accounting was received. They submitted a proposal to provide professional financial and compliance auditing services for the FYE June 30, 2020. The Board acknowledged receipt of the proposal and tabled the discussion.

4. Connecting Point Quote

Karri presented a quote from Connecting Point for WatchGuard Basic Security Suite Renewal in the amount of \$478.70. Scott McBride made a motion to approve the quote for IT security. Seconded by Bob McBride. Approved by all.

5. Policies & By-Laws

Barry Crago will email Karri the word document with the county by-laws so that she can make the necessary changes and present to the board for review.

6. Contract with Buffalo EMS

Jim Hicks made a motion to immediately send a Request for Proposal (RFP) to other entities to provide ambulance service for northern Johnson County and to authorize applications for Director for \$70,000 – \$80,000 per year with benefits. Mark Haines seconded the motion. Scott McBride asked to go on record wanting to work with Buffalo EMS to negotiate a contract. Bob McBride agreed he would like to continue to negotiate a contract with Buffalo EMS. Dave Harness said he was willing to negotiate and work with budget constraints. After much discussion there was a call for question. Jim Hicks and Mark Haines voted aye. Scott McBride and Bob McBride voted nay. President Marilyn Connolly broke the tie by voting aye. Motion carried.

Call for old business:

VI. NEW BUSINESS

1. Certificate of Deposit

A certificate of deposit at First Interstate Bank will mature on April 30th. Bob McBride made a motion to have Treasurer Jim Hicks research rates and chose the best option to invest the money. Seconded by Scott McBride. Approved by all.

2. Letter from Jo Co Fair Board

A letter dated March 11, 2020 from the Johnson County Fair Board was received. The letter requested ambulance standby for team penning, slack, youth rodeo and the rodeo performances. Scott McBride made a motion to charge \$1,500 for the standby services. For lack of a second, the motion failed. Jim Hicks made a motion to provide standby services for free for the youth rodeo and the rodeo performances on Saturday and Sunday. Mark Haines seconded it. Approved by all.

Call for new business:

3. Ambulance Building

Jim Hicks made a motion for the chairman to appoint a building committee to build an ambulance barn in Buffalo and not spend more than \$500,000 with the money to be taken out of reserves. Seconded by Mark Haines. Scott McBride questioned how the RHCD was going to pay for it. Bob McBride did not agree with building a new building and questioned restrictions on reserves. Marilyn said this would not commit the RHCD to build a building it commits \$500,000 to be designated in reserves for a new building. Jim Hicks and Mark Haines voted aye. Scott McBride and Bob McBride voted nay. President Marilyn Connolly broke the tie by voting aye. Motion carried.

There was discussion how to proceed with contract negotiations. Jim Hicks and Scott McBride volunteered to sit in on a negotiation meeting with Dave Harness prior to the next regular meeting and report back to the board.


Vouchers were initialed, and checks signed by the board members. Report attached. There being no further new business, Mark Haines made a motion to adjourn the meeting. Seconded by Bob McBride. The meeting adjourned at 7:05 p.m.

The next regular meeting will be held on Monday, May 11, 2020 at 4:00 p.m.

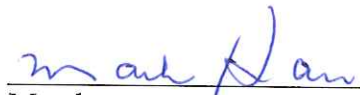


President

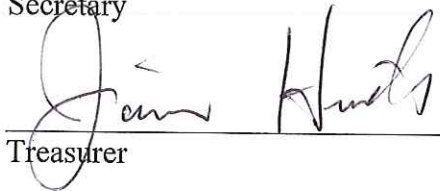
Member



Secretary



Member



Treasurer

05/06/20

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

	<u>Apr 20</u>
ALEXANDER SAIN	(145.92)
AMERICAN WELDING & GAS	(791.25)
AT&T MOBILITY	(36.70)
Buffalo Bulletin	(184.00)
BUFFALO COMPUTER CONSULTING, LLC	(120.00)
BUFFALO EMS, LLC.	(57,682.47)
Buffalo Prescription Shop	(7.83)
CIVIL AIR PATROL MAGAZINE	(30.00)
CLOUD PEAK ACCOUNTING, LLC	(2,050.00)
CONNECTING POINT	(478.70)
CRAIG WALKER	(92.35)
CROSBY TAYLOR.	(3,945.48)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(474.64)
First Interstate Bank	(9.95)
HARRY D. STRAUB	(46.18)
HEIDI HAINES	(159.01)
HIGHLINE SUPPLY	(380.00)
INTUIT PAYMENTS	(12.86)
JOHNSON CO. HEALTHCARE CENTER	(83.30)
Mark Schueler	(1,015.85)
MARY PROPSON	(46.17)
Michelena Automotive Inc	(109.99)
MICHELLE CHAPMAN	(1,585.30)
MONTANA-DAKOTA UTILITIES CO.	(90.60)
NORCO, INC.	(145.08)
POWDER RIVER ENERGY CORP	(151.05)
QUICK MED CLAIMS	(2,114.07)
ROCKY MOUNTAIN POWER	(86.84)
RT COMMUNICATIONS	(101.90)
SQUEEKY KLEEN	(144.00)
TEDESKO REPAIR	(119.40)
TOWN OF KAYCEE	(89.75)
UNITED STATES TREASURY	(2,318.48)
URGENT CARE OF CASPER	(41.00)
USAA CASUALTY INSURANCE CO.	(700.00)
Verizon Wireless	(237.69)
VISA	(4,013.82)
VITAL RECORDS CONTROL	(125.40)
VOLUNTEERS OF AMERICA NORTHERN ROCKIES	(70.00)
WATCHGUARD SERVICES	0.00
WYOMING DEPARTMENT OF EMPLOYMENT	(459.77)

05/06/20

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

	<u>Apr 20</u>
WYOMING RETIREMENT SYSTEM	<u>(300.00)</u>
TOTAL	<u><u>(81,223.60)</u></u>

Jim Hunt
Mr. Hunt
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JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
BILLS APPROVED & PAID BY BOARD MEMBERS
April 2020

05/06/20

1. Check to Norco January 2020 not cashed, voided in April 2020. -\$145.83
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JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
 Expenses by Vendor Detail
 April 2020

Date	Num	Account	Paid Amount
ALEXANDER SAIN			
04/01/2020	10356	Payroll	(145.92)
Total ALEXANDER SAIN			(145.92)
AMERICAN WELDING & GAS			
04/13/2020	10698	Medical & Oxygen	(791.25)
Total AMERICAN WELDING & GAS			(791.25)
AT&T MOBILITY			
04/13/2020	10362	Telephones	(36.70)
Total AT&T MOBILITY			(36.70)
Buffalo Bulletin			
04/13/2020	10699	Legal Notices	(184.00)
Total Buffalo Bulletin			(184.00)
BUFFALO COMPUTER CONSULTING, LLC			
04/13/2020	10703	Office	(120.00)
Total BUFFALO COMPUTER CONSULTING, LLC			(120.00)
BUFFALO EMS, LLC.			
04/13/2020	10700	Rent - Garage	(1,500.00)
04/13/2020	10700	Rent - Office	(1,500.00)
04/13/2020	10701	Insurance - Health	(9,573.38)
04/13/2020	10702	Payroll	(38,144.63)
04/13/2020	10702	Payroll Taxes	(3,909.77)
04/13/2020	10702	Deferred Compensation	(744.15)
04/13/2020	10702	Nurse Payroll	(2,310.54)
Total BUFFALO EMS, LLC.			(57,682.47)
Buffalo Prescription Shop			
04/13/2020	10704	Medical & Oxygen	(7.83)
Total Buffalo Prescription Shop			(7.83)
CIVIL AIR PATROL MAGAZINE			
04/13/2020	10705	Advertising	(30.00)
Total CIVIL AIR PATROL MAGAZINE			(30.00)
CLOUD PEAK ACCOUNTING, LLC			
04/13/2020	10706	Auditing / Accounting	(2,050.00)
Total CLOUD PEAK ACCOUNTING, LLC			(2,050.00)
CONNECTING POINT			
04/13/2020	10707	IT Managed Services	(478.70)
Total CONNECTING POINT			(478.70)
CRAIG WALKER			
04/01/2020	10357	Payroll	(92.35)
Total CRAIG WALKER			(92.35)

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

Date	Num	Account	Paid Amount
CROSBY TAYLOR. 04/01/2020		Payroll	(3,945.48)
Total CROSBY TAYLOR.			(3,945.48)
DIGETEEKS 04/13/2020	10708	IT Managed Services	(426.80)
Total DIGETEEKS			(426.80)
Emergency Medical Products, Inc. 04/13/2020	10709	Medical & Oxygen	(474.64)
Total Emergency Medical Products, Inc.			(474.64)
HARRY D. STRAUB 04/01/2020	10358	Payroll	(46.18)
Total HARRY D. STRAUB			(46.18)
HEIDI HAINES 04/01/2020	10359	Payroll	(159.01)
Total HEIDI HAINES			(159.01)
HIGHLINE SUPPLY 04/13/2020	10710	Medical & Oxygen	(380.00)
Total HIGHLINE SUPPLY			(380.00)
INTUIT PAYMENTS 04/27/2020		Collection Fees	(3.81)
04/27/2020		Collection Fees	(9.05)
Total INTUIT PAYMENTS			(12.86)
JOHNSON CO. HEALTHCARE CENTER 04/13/2020	10711	Medical & Oxygen	(83.30)
Total JOHNSON CO. HEALTHCARE CENTER			(83.30)
Mark Schueler 04/01/2020	10361	Payroll - Medical Director	(1,015.85)
Total Mark Schueler			(1,015.85)
MARY PROPSON 04/01/2020	10360	Payroll	(46.17)
Total MARY PROPSON			(46.17)
Michelena Automotive Inc 04/13/2020	10712	Buffalo Capital Outlay	(109.99)
Total Michelena Automotive Inc			(109.99)
MICHELLE CHAPMAN 04/01/2020		Payroll	(1,585.30)
Total MICHELLE CHAPMAN			(1,585.30)
MONTANA-DAKOTA UTILITIES CO.			

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

Date	Num	Account	Paid Amount
04/13/2020	10366	Utilities	(90.60)
Total MONTANA-DAKOTA UTILITIES CO.			(90.60)
NORCO, INC.			
04/13/2020	10367	Oxygen Supplies	(145.08)
Total NORCO, INC.			(145.08)
POWDER RIVER ENERGY CORP			
04/13/2020	10365	Utilities	(151.05)
Total POWDER RIVER ENERGY CORP			(151.05)
QUICK MED CLAIMS			
04/13/2020	10713	Collection Fees	(2,114.07)
Total QUICK MED CLAIMS			(2,114.07)
ROCKY MOUNTAIN POWER			
04/13/2020	10714	Miscellaneous Other Expense	(45.90)
04/13/2020	10724	Miscellaneous Other Expense	(40.94)
Total ROCKY MOUNTAIN POWER			(86.84)
RT COMMUNICATIONS			
04/13/2020	10363	Telephones	(101.90)
Total RT COMMUNICATIONS			(101.90)
SQUEEKY KLEEN			
04/13/2020	10715	Miscellaneous Other Expense	(144.00)
Total SQUEEKY KLEEN			(144.00)
TEDESKO REPAIR			
04/13/2020	10368	Facility Maintenance	(119.40)
Total TEDESKO REPAIR			(119.40)
TOWN OF KAYCEE			
04/13/2020	10364	Utilities	(89.75)
Total TOWN OF KAYCEE			(89.75)
UNITED STATES TREASURY			
04/06/2020		Payroll Taxes	(2,318.48)
Total UNITED STATES TREASURY			(2,318.48)
URGENT CARE OF CASPER			
04/13/2020	10369	Vaccinations - Kaycee	(41.00)
Total URGENT CARE OF CASPER			(41.00)
USAA CASUALTY INSURANCE CO.			
04/13/2020	10719	Patient Reimbursement	(700.00)
Total USAA CASUALTY INSURANCE CO.			(700.00)
Verizon Wireless			

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

Date	Num	Account	Paid Amount
04/13/2020	10716	Cell Phones	(237.69)
Total Verizon Wireless			(237.69)
VISA			
04/13/2020	10720	Education / Travel / Meals	(15.45)
04/13/2020	10720	Fuel / Oil / Tires	(86.11)
04/13/2020	10721	Education / Travel / Meals	(503.13)
04/13/2020	10721	Fuel / Oil / Tires	(1,280.51)
04/13/2020	10721	Medical & Oxygen	(465.73)
04/13/2020	10370	Uniforms	(596.59)
04/13/2020	10370	Meals / Hotel	(75.17)
04/13/2020	10370	Facility Maintenance	(651.45)
04/13/2020	10370	Fuel / Mileage	(203.36)
04/13/2020	10370	Medical Supplies	(100.70)
04/13/2020	10370	Legal / Accounting	(8.48)
04/13/2020	10370	Education / Training	(27.14)
Total VISA			(4,013.82)
VITAL RECORDS CONTROL			
04/13/2020	10718	Miscellaneous Other Expense	(73.60)
04/13/2020	10725	Miscellaneous Other Expense	(51.80)
Total VITAL RECORDS CONTROL			(125.40)
VOLUNTEERS OF AMERICA NORTHERN ROCKIES			
04/13/2020	10717	Vaccinations & Drug Testing	(35.00)
04/13/2020	10726	Vaccinations & Drug Testing	(35.00)
Total VOLUNTEERS OF AMERICA NORTHERN ROCKIES			(70.00)
WATCHGUARD SERVICES			
04/13/2020	10722	IT Managed Services	0.00
Total WATCHGUARD SERVICES			0.00
WYOMING DEPARTMENT OF EMPLOYMENT			
04/13/2020	10354	KAYCEE PAYROLL TAXES	(352.02)
04/13/2020	10355	KAYCEE PAYROLL TAXES	(107.75)
Total WYOMING DEPARTMENT OF EMPLOYMENT			(459.77)
WYOMING RETIREMENT SYSTEM			
04/13/2020	10723	Deferred Compensation	(195.00)
04/13/2020	10723	Deferred Compensation	(105.00)
Total WYOMING RETIREMENT SYSTEM			(300.00)
No name			
04/30/2020		Auditing / Accounting	(9.95)
Total no name			(9.95)
TOTAL			(81,223.60)