

Johnson County Rural Health Care District

Minutes

July 13, 2020

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office on Monday, July 13, 2020. The meeting began at 4:10 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Bob McBride, Mark Haines, Jim Hicks, Scott McBride, Mark Bentley, Crosby Taylor, Commissioner Bill Novotny, 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 June 8, 2020 was made by Scott McBride. Seconded by Bob McBride. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the June 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.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave reported June had 73 ambulance calls consisting of the following: 49 medical, 24 trauma and 9 transfers; 2 nurse transfers, 1 canceled, 20 patient refusals, 0 standby, 1 code, 0 DOAs, and 0 trauma team activations. 37 in-town calls and 36 out-of-town calls. 57 were Johnson county residents and 16 non-residents.

Dave reported MS106 has one air bag that needs replaced and that it has been ordered and will be installed as soon as it arrives. MS73 is continuing to have issues with the air conditioning. An appointment with Hammer Chevrolet has been scheduled.

Marilyn Connolly reported Ambulance Medical Director provided a copy of the minutes of the quarterly case review with Buffalo EMS.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 8 calls in June: 3 trauma, 2 medical, 1 standby, 2 public assist, 2 refusals, 1 canceled, 0 Life Flight, 0 ALS Intercept, 6 total patients.

Crosby reported MS264 had repairs done on a blown turbo boot and new handheld WyoLink radios were installed in the ambulances.

V. OLD BUSINESS:

1. 2020/2021 Budget

The 2020/2021 Budget Hearing was held prior to the regular meeting. The budget was approved as proposed.

2. Bank of Buffalo

It was agreed to change the administrator of the bank accounts at the Bank of Buffalo to Treasurer Jim Hicks.

3. Collection Policy

Attorney Barry Crago was not in attendance to provide an update on the merging of collection policies. Karri White provided copies of travel, credit card, cell phone, and IT policies that were adapted from the Johnson County policies and procedures handbook.

4. Emergency Services Building

Marilyn Connolly reported she is on the agenda to speak at the School Board meeting this evening regarding the compatibility and desirability to acquire the school property and build an EMS building.

Call for old business:

5. COVID-19

Marilyn asked for receipts to be kept and given to her to submit to the appropriate entities for reimbursement.

VI. NEW BUSINESS

1. Investment Policy

Karri White provided the Investment Policy for review. Mark Haines made a motion to approve the policy as written. Seconded by Jim Hicks. Approved by all.

2. Respiratory Protection Plan

A Respiratory Protection Plan for the Rural Health Care District was reviewed. Mark Haines made a motion to approve the plan as written. Seconded by Bob McBride. Approved by all.

3. MOUs – Adjoining Counties

Marilyn expressed the need to review and update MOUs with adjoining counties and share with dispatch.

4. Write-Off Request

A written request was presented asking for financial assistance with ambulance charges. Bob McBride made a motion to accept payment of \$25 per month with no interest accruing. Seconded by Jim Hicks. Approved by all.

Call for new business:

5. State Land Investment Board

Jim Hicks made a motion to authorize President Marilyn Connolly apply for State Land Investment Board COVID-19 funding on behalf of the Rural Health Care District. The funds would be used to purchase land and build an EMS building. There was discussion regarding the applicability of the request relating to COVID. It was suggested by Jim Hicks that they complete the application in case the RHCD does indeed qualify for funds. Mark Haines seconded the motion. Jim Hicks, Mark Haines and Scott McBride voted aye. Bob McBride voted nay. Motion approved.


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 5:00 p.m.

The next regular meeting will be held on Monday, August 10, 2020 at 5:00 p.m. at the Kaycee Ambulance Barn.




President

Member



Secretary

Member



Treasurer

08/06/20

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

	<u>Jul 20</u>
ALEXANDER SAIN	(125.60)
AMERICAN WELDING & GAS	(736.12)
AT&T MOBILITY	(73.00)
BIG HORN CO-OP	(86.44)
Buffalo Bulletin	(92.00)
BUFFALO COMPUTER CONSULTING, LLC	(215.00)
BUFFALO EMS, LLC.	(104,538.98)
Buffalo Prescription Shop	(34.97)
CRAIG WALKER	(849.62)
CROSBY TAYLOR.	(4,330.28)
Deluxe Business Forms & Supplies	(418.34)
DEPARTMENT OF WORKFORCE SERVICES	(579.39)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(720.72)
HARRY D. STRAUB	(94.19)
INTUIT PAYMENTS	(4.66)
JOHNSON CO. HEALTHCARE CENTER	(110.40)
KAYCEE VOICE	(175.00)
KURTIS MAXWELL	(112.67)
LORI STRAUB.	(60.96)
Mark Schueler	(1,015.85)
MARY PROPSON	(184.70)
MICHELLE CHAPMAN	(1,787.17)
MONTANA-DAKOTA UTILITIES CO.	(21.77)
NORCO, INC.	(140.40)
POWDER RIVER ENERGY CORP	(219.12)
QUICK MED CLAIMS	(1,948.61)
ROCKY MOUNTAIN POWER	(66.46)
RT COMMUNICATIONS	(101.32)
SQUEEKY KLEEN	(21.10)
STRYKER SALES CORPORATION	(144.91)
TEDESKO REPAIR	(204.17)
TOWN OF KAYCEE	(104.26)
UNITED STATES TREASURY	(2,872.86)
Verizon Wireless	(193.28)
VISA	(1,874.30)
VITAL RECORDS CONTROL	(54.39)
WYOMING DEPARTMENT OF EMPLOYMENT	(119.38)
WYOMING RETIREMENT SYSTEM	(300.00)
No name	(9.95)

08/06/20

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

TOTAL

Jul 20
(125,169.14)

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

Date	Num	Account	Paid Amount
ALEXANDER SAIN			
07/01/2020	1107	Payroll	(125.60)
Total ALEXANDER SAIN			(125.60)
AMERICAN WELDING & GAS			
07/13/2020	1002	Medical & Oxygen	(736.12)
Total AMERICAN WELDING & GAS			(736.12)
AT&T MOBILITY			
07/13/2020	1109	Telephones	(73.00)
Total AT&T MOBILITY			(73.00)
BIG HORN CO-OP			
07/13/2020	1003	Fuel / Oil / Tires	(86.44)
Total BIG HORN CO-OP			(86.44)
Buffalo Bulletin			
07/13/2020	1004	Legal Notices	(92.00)
Total Buffalo Bulletin			(92.00)
BUFFALO COMPUTER CONSULTING, LLC			
07/13/2020	1005	Office	(215.00)
Total BUFFALO COMPUTER CONSULTING, LLC			(215.00)
BUFFALO EMS, LLC.			
07/13/2020	1006	BUFFALO EMS MONTHLY CONT...	(60,212.50)
07/13/2020	1008	Payroll	(37,475.00)
07/13/2020	1008	Nurse Payroll	(2,461.27)
07/13/2020	1008	Payroll Taxes	(3,638.26)
07/13/2020	1008	Deferred Compensation	(751.95)
Total BUFFALO EMS, LLC.			(104,538.98)
Buffalo Prescription Shop			
07/13/2020	1007	Medical & Oxygen	(34.97)
Total Buffalo Prescription Shop			(34.97)
CRAIG WALKER			
07/01/2020	1108	Payroll	(849.62)
Total CRAIG WALKER			(849.62)
CROSBY TAYLOR.			
07/01/2020		Payroll	(4,330.28)
Total CROSBY TAYLOR.			(4,330.28)
Deluxe Business Forms & Supplies			
07/24/2020		Auditing / Accounting	(418.34)
Total Deluxe Business Forms & Supplies			(418.34)
DEPARTMENT OF WORKFORCE SERVICES			
07/13/2020	1110	Payroll Taxes	(579.39)

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

Date	Num	Account	Paid Amount
Total DEPARTMENT OF WORKFORCE SERVICES			(579.39)
DIGETEKs			
07/13/2020	1009	IT Managed Services	(426.80)
Total DIGETEKs			(426.80)
Emergency Medical Products, Inc.			
07/13/2020	1010	Medical & Oxygen	(627.16)
07/13/2020	1111	Medical Supplies	(93.56)
Total Emergency Medical Products, Inc.			(720.72)
HARRY D. STRAUB			
07/01/2020	1100	Payroll	(94.19)
Total HARRY D. STRAUB			(94.19)
INTUIT PAYMENTS			
07/31/2020		Collection Fees	(4.66)
Total INTUIT PAYMENTS			(4.66)
JOHNSON CO. HEALTHCARE CENTER			
07/13/2020	1011	Medical & Oxygen	(110.40)
Total JOHNSON CO. HEALTHCARE CENTER			(110.40)
KAYCEE VOICE			
07/13/2020	1012	Advertising	0.00
07/13/2020	1112	Advertising	(175.00)
Total KAYCEE VOICE			(175.00)
KURTIS MAXWELL			
07/01/2020	1101	Payroll	(112.67)
Total KURTIS MAXWELL			(112.67)
LORI STRAUB.			
07/01/2020	1102	Payroll	(60.96)
Total LORI STRAUB.			(60.96)
Mark Schueler			
07/01/2020	1103	Payroll - Medical Director	(1,015.85)
Total Mark Schueler			(1,015.85)
MARY PROPSON			
07/01/2020	1104	Payroll	(184.70)
Total MARY PROPSON			(184.70)
MICHELLE CHAPMAN			
07/01/2020		Payroll	(1,787.17)
Total MICHELLE CHAPMAN			(1,787.17)
MONTANA-DAKOTA UTILITIES CO.			
07/13/2020	1113	Utilities	(21.77)

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

Date	Num	Account	Paid Amount
Total MONTANA-DAKOTA UTILITIES CO.			(21.77)
NORCO, INC.			
07/13/2020	1114	Oxygen Supplies	(140.40)
Total NORCO, INC.			(140.40)
POWDER RIVER ENERGY CORP			
07/13/2020	1115	Utilities	(55.13)
07/13/2020	1122	Utilities	(163.99)
Total POWDER RIVER ENERGY CORP			(219.12)
QUICK MED CLAIMS			
07/13/2020	1020	Collection Fees	(1,948.61)
Total QUICK MED CLAIMS			(1,948.61)
ROCKY MOUNTAIN POWER			
07/13/2020	1013	Miscellaneous Other Expense	(66.46)
Total ROCKY MOUNTAIN POWER			(66.46)
RT COMMUNICATIONS			
07/13/2020	1116	Telephones	(101.32)
Total RT COMMUNICATIONS			(101.32)
SQUEEKY KLEEN			
07/13/2020	1014	Miscellaneous Other Expense	(21.10)
Total SQUEEKY KLEEN			(21.10)
STRYKER SALES CORPORATION			
07/13/2020	1015	Medical & Oxygen	(144.91)
Total STRYKER SALES CORPORATION			(144.91)
TEDESKO REPAIR			
07/13/2020	1117	Vehicle Repairs & Maintenance	(204.17)
Total TEDESKO REPAIR			(204.17)
TOWN OF KAYCEE			
07/13/2020	1120	Utilities	(104.26)
Total TOWN OF KAYCEE			(104.26)
UNITED STATES TREASURY			
07/11/2020		Payroll Taxes	(2,872.86)
Total UNITED STATES TREASURY			(2,872.86)
Verizon Wireless			
07/13/2020	1016	Cell Phones	(193.28)
Total Verizon Wireless			(193.28)
VISA			
07/13/2020	1018	Education / Travel / Meals	(102.98)
07/13/2020	1018	Fuel / Oil / Tires	(509.75)
07/13/2020	1018	RHCD Board Expenses	(15.89)

Expenses by Vendor Detail

July 2020

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Paid Amount</u>
07/13/2020	1018	Medical & Oxygen	(409.00)
07/13/2020	1119	Facility Maintenance	(110.69)
07/13/2020	1119	Office Supplies	(43.73)
07/13/2020	1119	Fuel / Mileage	(54.00)
07/13/2020	1119	Medical Supplies	(130.06)
07/13/2020	1119	Legal / Accounting	(498.20)
Total VISA			(1,874.30)
VITAL RECORDS CONTROL			
07/13/2020	1017	Miscellaneous Other Expense	(54.39)
Total VITAL RECORDS CONTROL			(54.39)
WYOMING DEPARTMENT OF EMPLOYMENT			
07/13/2020	1121	Payroll Taxes	(119.38)
Total WYOMING DEPARTMENT OF EMPLOYMENT			(119.38)
WYOMING RETIREMENT SYSTEM			
07/13/2020	1019	Deferred Compensation	(195.00)
07/13/2020	1019	Deferred Compensation	(105.00)
Total WYOMING RETIREMENT SYSTEM			(300.00)
No name			
07/31/2020		Auditing / Accounting	(9.95)
Total no name			(9.95)
TOTAL			(125,169.14)