

# Johnson County Rural Health Care District

## Minutes

August 10, 2020

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Kaycee Ambulance Building on Monday, August 10, 2020. The meeting began at 5:00 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Bob McBride, Jim Hicks, Scott McBride via phone, Crosby Taylor, Michelle Chapman, Mary Propson, Dave Harness via Zoom Audio and Karri White via Zoom Audio. A quorum was present.

**I. APPROVAL OF MINUTES OF LAST MEETING:**

The motion to approve the minutes of the Budget Hearing on July 13, 2020 and the Regular Meeting on July 13, 2020 was made by Jim Hicks. Seconded by Bob McBride. Approved by all present.

**II. VIEW AND APPROVE TREASURER'S REPORT:**

Jim Hicks presented the July 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 present.

**III. BUFFALO REPORT:**

**1. Ambulance Calls**

Dave reported July had 104 ambulance calls consisting of the following: 77 medical, 27 trauma and 19 transfers; 3 nurse transfers, 3 canceled, 21 patient refusals, 2 standby, 0 code, 0 DOAs, and 2 trauma team activations. 62 in-town calls and 42 out-of-town calls. 79 were Johnson county residents and 25 non-residents.

Dave reported a family member had tested positive for Covid-19 and the necessary precautions and recommendations by Public Health are being followed. All active EMTs tested negative.

**IV. KAYCEE REPORT:**

**1. Ambulance Calls**

Crosby reported there were 5 calls in July: 1 trauma, 2 medical, 1 standby, 1 public assist, 2 refusals, 0 canceled, 0 Life Flight, 0 ALS Intercept, 3 total patients.

Crosby stated the July call volume was very low and MS264 continues to have mechanical issues.

**V. OLD BUSINESS:**

**1. Accounting Firm**

Porter, Muirhead, Cornia & Howard and Cloud Peak Accounting submitted

bids for the FYE 2020 audit. Scott McBride made the motion to accept the proposal by Cloud Peak Accounting. Seconded by Bob McBride. Approved by all present.

**2. Policies**

The policies submitted by Karri White were reviewed and revisions were made.

**Call for old business:**

**VI. NEW BUSINESS**

**1. Replacement Ambulance**

Marilyn Connolly suggested the Board develop an ambulance replacement plan. Several approaches to the plan were discussed including a criteria-based schedule for replacement or a practical approach based on circumstances.

**Call for new business:**

**2. Kaycee Retirement**


Michelle wanted clarification regarding the retirement for full time employee Crosby Taylor. The Board directed Michelle to pay either monthly or quarterly and into a qualified fund chosen by the employee.

Vouchers were initialed, and checks signed by the board members. Report attached. There being no further new business, Jim Hicks made a motion to adjourn the meeting. Seconded by Bob McBride. The meeting adjourned at 6:15 p.m.

**The next regular meeting will be held on Monday, September 14, 2020 at 4:00 p.m. at the County Planning Office.**

  
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President

   
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Treasurer

09/14/20

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

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	<u>Aug 20</u>
ALEXANDER SAIN	(294.59)
AT&T MOBILITY	(37.16)
Buffalo Bulletin	(138.00)
BUFFALO EMS, LLC.	(60,212.50)
COMMUNICATION TECHNOLOGIES, INC.	(315.20)
CRAIG WALKER	(895.80)
CROSBY TAYLOR.	(4,193.29)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(226.26)
HAMMER CHEVROLET	(1,072.56)
HARRY D. STRAUB	(79.42)
JOHNSON COUNTY COMMISSIONERS	(633.33)
KURTIS MAXWELL	(232.72)
LORI STRAUB.	(93.27)
Mark Schueler	(1,015.85)
MARY PROPSON	(46.17)
MICHELLE CHAPMAN	(1,787.18)
MONTANA-DAKOTA UTILITIES CO.	(23.53)
NORCO, INC.	(145.08)
PEAK MOTOR COACH, LTD.	(743.71)
POWDER RIVER ENERGY CORP	(188.94)
QUICK MED CLAIMS	(2,113.11)
RT COMMUNICATIONS	(97.88)
SQUEEKY KLEEN	(52.50)
TOWN OF KAYCEE	(75.64)
UNITED STATES TREASURY	(440.36)
VISA	(2,445.15)
WYOMING RETIREMENT SYSTEM	(131.25)
No name	(36.04)
<b>TOTAL</b>	<u><u>(78,193.29)</u></u>

Handwritten signatures in black and blue ink, including a large signature at the top and several smaller ones below it.

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
**Expenses by Vendor Detail**  
 August 2020

Date	Num	Account	Paid Amount
ALEXANDER SAIN 08/01/2020	1123	Payroll	(294.59)
Total ALEXANDER SAIN			(294.59)
AT&T MOBILITY 08/10/2020	1130	Telephones	(37.16)
Total AT&T MOBILITY			(37.16)
Buffalo Bulletin 08/10/2020	1021	Legal Notices	(138.00)
Total Buffalo Bulletin			(138.00)
BUFFALO EMS, LLC. 08/10/2020	1022	BUFFALO EMS MONTHLY CONT...	(60,212.50)
Total BUFFALO EMS, LLC.			(60,212.50)
COMMUNICATION TECHNOLOGIES, INC. 08/10/2020	1023	Radios & Pagers	(315.20)
Total COMMUNICATION TECHNOLOGIES, INC.			(315.20)
CRAIG WALKER 08/01/2020	1124	Payroll	(895.80)
Total CRAIG WALKER			(895.80)
CROSBY TAYLOR. 08/01/2020		Payroll	(4,193.29)
Total CROSBY TAYLOR.			(4,193.29)
DIGETEKs 08/10/2020	1024	IT Managed Services	(426.80)
Total DIGETEKs			(426.80)
Emergency Medical Products, Inc. 08/10/2020	1131	Medical Supplies	(226.26)
Total Emergency Medical Products, Inc.			(226.26)
HAMMER CHEVROLET 08/10/2020	1025	Repairs & Maintenance	(1,072.56)
Total HAMMER CHEVROLET			(1,072.56)
HARRY D. STRAUB 08/01/2020	1125	Payroll	(79.42)
Total HARRY D. STRAUB			(79.42)
JOHNSON COUNTY COMMISSIONERS 08/10/2020	1026	Radio Maintenance Contract	(633.33)
Total JOHNSON COUNTY COMMISSIONERS			(633.33)
KURTIS MAXWELL			

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

Date	Num	Account	Paid Amount
08/01/2020	1126	Payroll	(232.72)
Total KURTIS MAXWELL			(232.72)
LORI STRAUB. 08/01/2020	1127	Payroll	(93.27)
Total LORI STRAUB.			(93.27)
Mark Schueler 08/01/2020	1128	Payroll - Medical Director	(1,015.85)
Total Mark Schueler			(1,015.85)
MARY PROPSON 08/01/2020	1129	Payroll	(46.17)
Total MARY PROPSON			(46.17)
MICHELLE CHAPMAN 08/01/2020		Payroll	(1,787.18)
Total MICHELLE CHAPMAN			(1,787.18)
MONTANA-DAKOTA UTILITIES CO. 08/10/2020	1132	Utilities	(23.53)
Total MONTANA-DAKOTA UTILITIES CO.			(23.53)
NORCO, INC. 08/10/2020	1133	Oxygen Supplies	(145.08)
Total NORCO, INC.			(145.08)
PEAK MOTOR COACH, LTD. 08/10/2020	1027	Repairs & Maintenance	(743.71)
Total PEAK MOTOR COACH, LTD.			(743.71)
POWDER RIVER ENERGY CORP 08/10/2020	1134	Utilities	(188.94)
Total POWDER RIVER ENERGY CORP			(188.94)
QUICK MED CLAIMS 08/10/2020	1028	Collection Fees	(2,113.11)
Total QUICK MED CLAIMS			(2,113.11)
RT COMMUNICATIONS 08/10/2020	1135	Telephones	(97.88)
Total RT COMMUNICATIONS			(97.88)
SQUEEKY KLEEN 08/10/2020	1029	Miscellaneous Other Expense	(52.50)
Total SQUEEKY KLEEN			(52.50)
TOWN OF KAYCEE 08/10/2020	1136	Utilities	(75.64)

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
**Expenses by Vendor Detail**  
 August 2020

Date	Num	Account	Paid Amount
Total TOWN OF KAYCEE			(75.64)
UNITED STATES TREASURY			
08/09/2020	9412020...	Payroll Taxes	(440.36)
Total UNITED STATES TREASURY			(440.36)
VISA			
08/10/2020	1030	Education / Travel / Meals	(147.82)
08/10/2020	1030	Fuel / Oil / Tires	(273.81)
08/10/2020	1030	RHCD Board Expenses	(15.89)
08/10/2020	1030	Miscellaneous Other Expense	(5.25)
08/10/2020	1030	Buffalo Capital Outlay	(68.87)
08/10/2020	1137	Facility Maintenance	(483.56)
08/10/2020	1137	Meals / Hotel	(150.77)
08/10/2020	1137	Vehicle Repairs & Maintenance	(28.18)
08/10/2020	1137	Fuel / Mileage	(80.24)
08/10/2020	1137	Medical Supplies	(536.79)
08/10/2020	1137	Legal / Accounting	(21.20)
08/10/2020	1137	Education / Training	(632.77)
Total VISA			(2,445.15)
WYOMING RETIREMENT SYSTEM			
08/10/2020	1031	Deferred Compensation	0.00
08/10/2020	1032	Deferred Compensation	(131.25)
Total WYOMING RETIREMENT SYSTEM			(131.25)
No name			
08/06/2020	CCADJ	Reconciliation Discrepancies	(4.04)
08/14/2020	CCADJ	Reconciliation Discrepancies	(12.59)
08/25/2020	CCADJ	Reconciliation Discrepancies	(9.46)
08/31/2020		Auditing / Accounting	(9.95)
Total no name			(36.04)
TOTAL			(78,193.29)