

Johnson County Rural Health Care District

Minutes

December 14, 2020

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office on Monday, December 14, 2020. The meeting began at 4:00 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Jim Hicks, Scott McBride, Marie Miller, Barry Crago, Crosby Taylor, Michelle Chapman, Aaron Palmer, Logan Williamson, Dave Harness and Karri White. A quorum was present. Jim Hicks made a motion to approve the agenda. Seconded by Scott McBride.

I. APPROVAL OF MINUTES OF LAST MEETING:

The motion to approve the minutes of the Regular Meeting on November 9, 2020 with two corrections was made by Marie Miller. Seconded by Scott McBride. Approved by all present.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the November Treasurer's Report for review. Motion to approve the Treasurer's Report was made by Scott McBride and seconded by Marie Miller. Approved by all present.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave Harness reported November had 75 ambulance calls consisting of the following: 58 medical, 17 trauma and 13 transfers; 5 nurse transfers, 2 canceled, 17 patient refusals, 1 standby, 0 codes, 2 DOAs, and 0 trauma team activation. 45 in-town calls and 30 out-of-town calls. 64 were Johnson county residents and 11 non-residents. Dave expressed concern with the increase in transfers and the affect it has on payroll expenses and asked to Board to consider some time of compensation to Buffalo EMS if transfers, especially long distance, continue to rise. He also advised the Board that MS106, the transfer ambulance, will need to be replaced soon. There was discussion regarding rotating ambulances and the equipment needed for a transfer ambulance. It was decided to discuss both issues at the next regular meeting.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 15 total calls in November: 6 trauma, 4 medical, 0 standby, 0 public assist, 5 refusals, 0 canceled, 0 Life Flight, 0 ALS Intercept, 10 total patients.

V. OLD BUSINESS:

1. Liability Insurance Renewal

Marilyn Connolly met with Trevor Moon with North Wyoming Insurance and Barry Crago regarding the RHCD liability insurance. There were a few changes made in the application regarding ambulance values and number of employees.

2. HIPAA Policy

It was discussed that the RHCD should have a blanket HIPAA policy for both services. Marilyn submitted a draft HIPAA policy. Karri provided a copy of what Buffalo EMS currently uses but indicated changes need to be made. Barry Crago will review the policies and make a recommendation to the Board.

3. Medical Director Contract

Dr. Schueler provided the Board with suggested changes and concerns with certain items in the Medical Director Contract. Dr. Schueler is researching options for malpractice insurance. Marilyn made changes to the contract after the first draft and will send updated draft to the board members. Marilyn will contact the State Office of EMS for direction on what is required of the Medical Director.

Call for old business:

VI. NEW BUSINESS

1. Election of Officers

Marie Miller made a motion to appoint Scott McBride as President. Scott declined the nomination. Jim Hicks made a motion to appoint Marilyn Connolly as President, Jim Hicks as Treasurer, and Marie Miller as Secretary. Seconded by Scott McBride. Approved by all present.

2. 2021 Meeting Dates/Places

A schedule of meeting dates, times, and places was provided continuing the current schedule of the second Monday of the month at 4 p.m. in Buffalo with the April, August, and December meetings at 5:00 p.m. in Kaycee.

3. Cyber Security Evaluation

Marilyn spoke with DigeTekS regarding the required Cyber Security Evaluation. They said they would be able to perform and submit the evaluation.

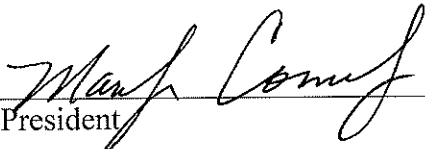
Call for new business:

4. Bank Signature Cards

Marilyn reminded everyone to contact First Interstate Bank, First Northern Bank, and Bank of Buffalo to provide information and signatures for the various accounts.

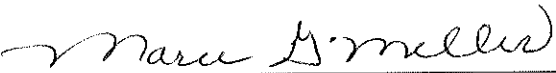
Vouchers were initialed, and checks signed by the board members. Jim Hicks made a motion to approve the vouchers. Seconded by Scott McBride. Approved by all present. Report attached. There being no further new business, Jim Hicks made a motion to adjourn the meeting. Seconded by Scott McBride. The meeting adjourned at 5:24 p.m.

The next regular meeting will be held on Monday, January 11, 2021 at 4:00 p.m. at the County Planning Office, Buffalo, Wyoming.



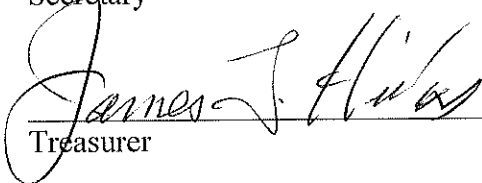
President

Member



Secretary

Member



Treasurer

01/05/21

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

	<u>Dec 20</u>
ALEXANDER SAIN	(984.56)
AT&T MOBILITY	(37.44)
BUFFALO EMS, LLC.	(60,212.50)
CRAIG WALKER	(2,061.38)
CROSBY TAYLOR.	(5,193.29)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(230.65)
First Interstate Bank	(9.95)
HARRY D. STRAUB	(421.76)
INTUIT PAYMENTS	(24.03)
KURTIS MAXWELL	(50.00)
LORI STRAUB.	(421.78)
LPL FINANCIAL	(195.00)
Mark Schueler	(1,015.85)
MARY PROPSON	(997.49)
MICHELLE CHAPMAN	(2,787.18)
MONTANA-DAKOTA UTILITIES CO.	(76.49)
POWDER RIVER ENERGY CORP	(175.64)
QUICK MED CLAIMS	(3,589.95)
RT COMMUNICATIONS	(248.77)
TOWN OF KAYCEE	(65.75)
UNITED STATES TREASURY	(1,373.56)
VISA	(477.38)
WARREN KING.	(7,520.00)
WYOMING RETIREMENT SYSTEM	(131.25)
WYOMING TERMINATORS	(225.00)
TOTAL	<u>(88,953.45)</u>



Expenses by Vendor Detail

December 2020

Date	Num	Account	Paid Amount
ALEXANDER SAIN			
12/01/2020	1190	Payroll	(812.12)
12/01/2020	1190	Payroll Taxes	62.12
12/01/2020	1062	Payroll	(254.00)
12/01/2020	1062	Payroll Taxes	19.44
Total ALEXANDER SAIN			(984.56)
AT&T MOBILITY			
12/14/2020	1069	Telephones	(37.44)
Total AT&T MOBILITY			(37.44)
BUFFALO EMS, LLC.			
12/14/2020	1259	BUFFALO EMS MONTHLY CONT...	(60,212.50)
Total BUFFALO EMS, LLC.			(60,212.50)
CRAIG WALKER			
12/01/2020	1191	Payroll	(812.12)
12/01/2020	1191	Payroll Taxes	62.12
12/01/2020	1063	Payroll	(1,472.00)
12/01/2020	1063	Payroll Taxes	160.62
Total CRAIG WALKER			(2,061.38)
CROSBY TAYLOR.			
12/01/2020		Payroll	(4,875.00)
12/01/2020		Payroll Taxes	509.93
12/01/2020		Health Insurance - Employees	171.78
12/01/2020		Payroll	(1,082.85)
12/01/2020		Payroll Taxes	82.85
Total CROSBY TAYLOR.			(5,193.29)
DIGETEKs			
12/14/2020	1260	IT Managed Services	(426.80)
Total DIGETEKs			(426.80)
Emergency Medical Products, Inc.			
12/14/2020	1070	Medical Supplies	(230.65)
Total Emergency Medical Products, Inc.			(230.65)
First Interstate Bank			
12/31/2020		Auditing / Accounting	(9.95)
Total First Interstate Bank			(9.95)
HARRY D. STRAUB			
12/01/2020	1192	Payroll	(270.70)
12/01/2020	1192	Payroll Taxes	20.70
12/01/2020	1064	Payroll	(186.00)
12/01/2020	1064	Payroll Taxes	14.24
Total HARRY D. STRAUB			(421.76)
INTUIT PAYMENTS			
12/18/2020	CCADJ	Collection Fees	(24.03)

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

Date	Num	Account	Paid Amount
Total INTUIT PAYMENTS			(24.03)
KURTIS MAXWELL			
12/01/2020	1193	Payroll	(54.13)
12/01/2020	1193	Payroll Taxes	4.13
Total KURTIS MAXWELL			(50.00)
LORI STRAUB.			
12/01/2020	1194	Payroll	(270.72)
12/01/2020	1194	Payroll Taxes	20.72
12/01/2020	1065	Payroll	(186.00)
12/01/2020	1065	Payroll Taxes	14.22
Total LORI STRAUB.			(421.78)
LPL FINANCIAL			
12/14/2020	1068	Deferred Compensation	(195.00)
Total LPL FINANCIAL			(195.00)
Mark Schueler			
12/01/2020	1066	Payroll - Medical Director	(1,100.00)
12/01/2020	1066	Payroll - Medical Director	84.15
Total Mark Schueler			(1,015.85)
MARY PROPSON			
12/01/2020	1195	Payroll	(812.12)
12/01/2020	1195	Payroll Taxes	62.12
12/01/2020	1067	Payroll	(268.00)
12/01/2020	1067	Payroll Taxes	20.51
Total MARY PROPSON			(997.49)
MICHELLE CHAPMAN			
12/01/2020		Payroll	(2,050.00)
12/01/2020		Payroll Taxes	262.82
12/01/2020		Payroll	(1,082.84)
12/01/2020		Payroll Taxes	82.84
Total MICHELLE CHAPMAN			(2,787.18)
MONTANA-DAKOTA UTILITIES CO.			
12/14/2020	1071	Utilities	(76.49)
Total MONTANA-DAKOTA UTILITIES CO.			(76.49)
POWDER RIVER ENERGY CORP			
12/14/2020	1072	Utilities	(175.64)
Total POWDER RIVER ENERGY CORP			(175.64)
QUICK MED CLAIMS			
12/14/2020	1261	Collection Fees	(3,589.95)
Total QUICK MED CLAIMS			(3,589.95)
RT COMMUNICATIONS			
12/14/2020	1073	Telephones	(248.77)

Expenses by Vendor Detail

December 2020

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Paid Amount</u>
Total RT COMMUNICATIONS			(248.77)
TOWN OF KAYCEE			
12/14/2020	1074	Utilities	(65.75)
Total TOWN OF KAYCEE			(65.75)
UNITED STATES TREASURY			
12/14/2020		Payroll Taxes	(1,373.56)
Total UNITED STATES TREASURY			(1,373.56)
VISA			
12/14/2020	1262	RHCD Board Expenses	(15.89)
12/14/2020	1075	Facility Maintenance	(155.00)
12/14/2020	1075	Meals / Hotel	(82.70)
12/14/2020	1075	Fuel / Mileage	(208.95)
12/14/2020	1075	Legal / Accounting	(14.84)
Total VISA			(477.38)
WARREN KING.			
12/11/2020	1264	Patient Reimbursement	(7,520.00)
Total WARREN KING.			(7,520.00)
WYOMING RETIREMENT SYSTEM			
12/14/2020	1263	Deferred Compensation	(131.25)
Total WYOMING RETIREMENT SYSTEM			(131.25)
WYOMING TERMINATORS			
12/14/2020	1076	Facility Maintenance	(225.00)
Total WYOMING TERMINATORS			(225.00)
TOTAL			<u>(88,953.45)</u>