

Johnson County Rural Health Care District

Minutes

February 8, 2021

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office on Monday, February 8, 2021. The meeting began at 4:01 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Jim Hicks, Mark Haines, Scott McBride via phone, Marie Miller, Barry Crago, Michelle Chapman, Commissioner Bill Novotny, Mark Bentley, Dennis Thorson, Logan Williamson, Dave Harness and Karri White. A quorum was present.

Marilyn Connolly asked to add Executive Session in the agenda under new business.

I. APPROVAL OF MINUTES OF LAST MEETING:

The motion to approve the minutes of the Regular Meeting on January 11, 2021 was made by Jim Hicks and seconded by Marie Miller. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the January 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. Marilyn suggested we keep track of COVID-19 income and expenses in separate line items.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave Harness reported January had 50 ambulance calls consisting of the following: 42 medical, 8 trauma and 10 transfers; 2 nurse transfers, 2 canceled, 11 patient refusals, 0 standby, 0 codes, 0 DOAs, and 1 trauma team activation. 30 in-town calls and 20 out-of-town calls. 46 were Johnson county residents and 4 non-residents. Dave reported intermittent problems with handheld radios and asked if he could contact Communication Technologies for a service call. The board agreed. Buffalo EMS has agreed to provide an EMT for on-scene standby at the drive-thru COVID-19 vaccination site for six dates starting March 5th and ending April 16th.

IV. KAYCEE REPORT:

1. Ambulance Calls

Michelle reported there were 9 total calls in January: 4 trauma, 5 medical, 0 standby, 0 public assist, 4 refusals, 1 canceled, 1 Life Flight, 0 ALS Intercept, 4 total patients. Michelle reported Paramedic class has resumed and they have one person taking a Basic EMT class through Casper College this semester.

V. OLD BUSINESS:

1. By-Laws & HIPAA Policy

The updated by-laws were reviewed. Jim Hicks made a motion to approve the by-laws with the changes discussed dropping the second “emergency” in Article II and a typographical error on page two. Seconded by Mark Haines. Approved by all. The HIPAA Policy is being reviewed by Barry Crago.

Call for old business:

VI. NEW BUSINESS

1. Write-Off Request

Karri presented a letter requesting a write off or discount to a bill of \$845. The circumstances and reasons for request were discussed. Jim Hicks made a motion to write off the amount of \$845. Seconded by Marie Miller. Voting aye: Jim Hicks, Marie Miller, Mark Haines. Abstained: Scott McBride. Motion passed.

2. Purchase Request

Dave made a request to purchase an ELK Lifting Cushion for \$1,599. The lifting device is a compact, battery powered lifting cushion. Jim Hicks made a motion to approve the request. Seconded by Marie Miller. Approved by all. Dave advised the Board that one ambulance has over 192,000 miles and will need to be replaced at some point. There was discussion regarding rotating ambulances. The declining tax revenues and the need to conserve the District’s reserves was discussed. The Board asked the Directors for an inventory of equipment and a replacement strategy or schedule.

3. 2021/2022 Budget Timeline

Karri provided a budget timeline for FYE 2022. The Board asked the Directors to present preliminary budget figures at the March regular meeting. Commissioner Novotny stated he will provide tax estimates in April.

Call for new business:

4. County Attorney

Barry Crago received a letter from the Wyoming Attorney General’s Office stating County Attorneys may not provide legal work to Special Use Districts. Mr. Crago stated he could continue to provide the JCRHCD with legal counsel through the Crago Law Offices. Jim Hicks made a motion to move legal council to Crago Law. Seconded by Mark Haines. Approved by all.

5. Community Paramedicine & Paramedics

Community EMS (CEMS) utilizes Emergency Medical Service personnel to provide services other than responding to emergencies. Casper College is an approved CEMS educator. Michelle Chapman and Crosby Taylor of Kaycee are currently enrolled in the Paramedic program and are interested in training and participating in the CEMS program. Medical Director, Dr. Mark Schueler stated in a previous meeting he does not feel comfortable overseeing the level of paramedic. There was a concern raised that the RHCD is paying for training of paramedics when the licensure level will not be authorized by the Medical Director. The Board stated they are not paying for any paramedic training.

6. Executive Session

At 5:08 p.m. Jim Hicks made a motion to go into executive session to discuss purchasing real estate. Seconded by Mark Haines. Approved by all. President Marilyn Connolly called the Executive Session to order at 5:17 p.m. At 5:57 p.m. Mark Haines moved that the Executive Session be adjourned and go back into the regular meeting. Scott McBride seconded it. Motion carried.

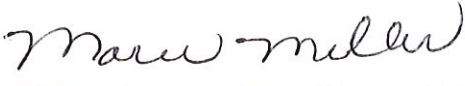
Vouchers were initialed, and checks signed by the board members. Report attached. Mark Haines made a motion to approve the vouchers. Seconded by Scott McBride. Approved by all. There being no further new business, Scott McBride made a motion to adjourn the regular meeting at 5:48 p.m. Seconded by Mark Haines. Motion carried.

The next regular meeting will be held on Monday, March 8, 2021 at 4:00 p.m. at the County Planning Office, Buffalo, Wyoming.



President

Member



Secretary



Member



Treasurer

03/02/21

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
BILLS APPROVED & PAID BY BOARD MEMBERS
February 2021

	<u>Feb 21</u>
ALEXANDER SAIN	(79.43)
AT&T MOBILITY	(37.88)
BUFFALO EMS, LLC.	(60,212.50)
CASH ACCOUNTING	(240.00)
CNA Surety	(100.00)
COMMUNICATION TECHNOLOGIES, INC.	(253.00)
CRAIG WALKER	(1,451.61)
CROSBY TAYLOR.	(4,196.28)
Deluxe Business Forms & Supplies	(63.36)
Emergency Medical Products, Inc.	(160.00)
First Interstate Bank	(9.95)
HEIDI GREET	(158.85)
INTUIT PAYMENTS	(15.45)
iTec Manufacturing, LLC	(2,295.00)
JOHNSON COUNTY	(1,263.36)
JOHNSON COUNTY COMMISSIONERS	(839.30)
LORI STRAUB.	(47.10)
LPL FINANCIAL	(195.00)
Mark Schueler	(1,000.00)
MARY PROPSON	(92.35)
MICHELLE CHAPMAN	(1,789.18)
MONTANA-DAKOTA UTILITIES CO.	(140.87)
NORCO, INC.	(132.99)
POWDER RIVER ENERGY CORP	(150.32)
QUICK MED CLAIMS	(5,180.88)
RT COMMUNICATIONS	(145.15)
TOWN OF KAYCEE	(65.75)
UNITED STATES TREASURY	(1,672.84)
URGENT CARE OF CASPER	(186.00)
VISA	(1,423.43)
WYOMING RETIREMENT SYSTEM	(131.25)
TOTAL	<u>(83,729.08)</u>

Mark Haw
Michelle
Mau Miller
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Expenses by Vendor Detail

February 2021

Date	Num	Account	Paid Amount
ALEXANDER SAIN			
02/01/2021	1094	Payroll	(86.00)
02/01/2021	1094	Payroll Taxes	6.57
Total ALEXANDER SAIN			(79.43)
AT&T MOBILITY			
02/08/2021	1099	Telephones	(37.88)
Total AT&T MOBILITY			(37.88)
BUFFALO EMS, LLC.			
02/08/2021	1270	BUFFALO EMS MONTHLY CONT...	(60,212.50)
Total BUFFALO EMS, LLC.			(60,212.50)
CASH ACCOUNTING			
02/08/2021	1203	Legal / Accounting	(240.00)
Total CASH ACCOUNTING			(240.00)
CNA Surety			
02/08/2021	1271	Insurance - Liability	(100.00)
Total CNA Surety			(100.00)
COMMUNICATION TECHNOLOGIES, INC.			
02/08/2021	1272	Radio Maintenance Contract	(253.00)
Total COMMUNICATION TECHNOLOGIES, INC.			(253.00)
CRAIG WALKER			
02/01/2021	1095	Payroll	(1,639.00)
02/01/2021	1095	Payroll Taxes	187.39
Total CRAIG WALKER			(1,451.61)
CROSBY TAYLOR.			
02/01/2021		Payroll	(4,875.00)
02/01/2021		Payroll Taxes	506.94
02/01/2021		Health Insurance - Employees	171.78
Total CROSBY TAYLOR.			(4,196.28)
Deluxe Business Forms & Supplies			
02/02/2021		Auditing / Accounting	(63.36)
Total Deluxe Business Forms & Supplies			(63.36)
Emergency Medical Products, Inc.			
02/08/2021	1206	Medical Supplies	(160.00)
Total Emergency Medical Products, Inc.			(160.00)
First Interstate Bank			
02/26/2021		Auditing / Accounting	(9.95)
Total First Interstate Bank			(9.95)
HEIDI GREET			
02/01/2021	1096	Payroll	(172.00)

Expenses by Vendor Detail

February 2021

Date	Num	Account	Paid Amount
02/01/2021	1096	Payroll Taxes	13.15
Total HEIDI GREET			(158.85)
INTUIT PAYMENTS			
02/22/2021	CCADJ	Reconciliation Discrepancies	(15.45)
Total INTUIT PAYMENTS			(15.45)
iTec Manufacturing, LLC			
02/08/2021	1273	Buffalo Capital Outlay	(2,295.00)
Total iTec Manufacturing, LLC			(2,295.00)
JOHNSON COUNTY			
02/08/2021	1274	Election Fees	(1,263.36)
Total JOHNSON COUNTY			(1,263.36)
JOHNSON COUNTY COMMISSIONERS			
02/08/2021	1275	Radio Maintenance Contract	(839.30)
Total JOHNSON COUNTY COMMISSIONERS			(839.30)
LORI STRAUB.			
02/01/2021	1097	Payroll	(51.00)
02/01/2021	1097	Payroll Taxes	3.90
Total LORI STRAUB.			(47.10)
LPL FINANCIAL			
02/08/2021	1204	Deferred Compensation	(195.00)
Total LPL FINANCIAL			(195.00)
Mark Schueler			
02/08/2021	1198	Medical Director Contract	(1,000.00)
Total Mark Schueler			(1,000.00)
MARY PROPSON			
02/01/2021	1098	Payroll	(100.00)
02/01/2021	1098	Payroll Taxes	7.65
Total MARY PROPSON			(92.35)
MICHELLE CHAPMAN			
02/01/2021		Payroll	(2,050.00)
02/01/2021		Payroll Taxes	260.82
Total MICHELLE CHAPMAN			(1,789.18)
MONTANA-DAKOTA UTILITIES CO.			
02/08/2021	1199	Utilities	(140.87)
Total MONTANA-DAKOTA UTILITIES CO.			(140.87)
NORCO, INC.			
02/08/2021	1207	Oxygen Supplies	(132.99)
Total NORCO, INC.			(132.99)

Expenses by Vendor Detail

February 2021

Date	Num	Account	Paid Amount
POWDER RIVER ENERGY CORP			
02/08/2021	1200	Utilities	(150.32)
Total POWDER RIVER ENERGY CORP			(150.32)
QUICK MED CLAIMS			
02/08/2021	1276	Collection Fees	(5,180.88)
Total QUICK MED CLAIMS			(5,180.88)
RT COMMUNICATIONS			
02/08/2021	1201	Telephones	(145.15)
Total RT COMMUNICATIONS			(145.15)
TOWN OF KAYCEE			
02/08/2021	1202	Utilities	(65.75)
Total TOWN OF KAYCEE			(65.75)
UNITED STATES TREASURY			
02/03/2021		Payroll Taxes	(1,672.84)
Total UNITED STATES TREASURY			(1,672.84)
URGENT CARE OF CASPER			
02/08/2021	1205	Vaccinations - Kaycee	(186.00)
Total URGENT CARE OF CASPER			(186.00)
VISA			
02/08/2021	1277	RHCD Board Expenses	(15.89)
02/08/2021	1208	Office Supplies	(29.38)
02/08/2021	1208	Meals / Hotel	(109.04)
02/08/2021	1208	Vehicle Repairs & Maintenance	(62.09)
02/08/2021	1208	Fuel / Mileage	(383.47)
02/08/2021	1208	Education / Training	(309.02)
02/08/2021	1208	Legal / Accounting	(19.08)
02/08/2021	1208	Facility Maintenance	(329.15)
02/08/2021	1208	Medical Supplies	(166.31)
Total VISA			(1,423.43)
WYOMING RETIREMENT SYSTEM			
02/08/2021	1278	Deferred Compensation	(131.25)
Total WYOMING RETIREMENT SYSTEM			(131.25)
TOTAL			(83,729.08)