

# Johnson County Rural Health Care District

## Minutes

June 14, 2021

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office on Monday, June 14, 2021. The meeting began at 4:05 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Jim Hicks, Mark Haines, Marie Miller, Scott McBride, Michelle Chapman, Mark Bentley, Dennis Thorson, Jill Wright, Shane Schrader, Commissioner Novotny, Dave Harness and Karri White and a reporter from Buffalo Bulletin. A quorum was present. Scott McBride moved to approve the agenda with one addition under new business. Seconded by Marie Miller. Approved by all.

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

Jim Hicks moved to approve the minutes of the Regular Meeting on May 10, 2021, with one change under new business after the regular meeting reconvened. Seconded by Mark Haines. Approved by all.

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

Jim Hicks presented the May 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. Mark Haines moved to authorize Jim Hicks and Karri White to decide where to invest the certificate of deposit maturing at First Northern Bank on June 25, 2021. Seconded by Scott McBride. Approved by all.

A letter dated June 9, 2021, from the Johnson County Commissioners was received. The letter stated a portion of the Rural Health Care District mill levy is being withheld to pay for our portion of legal fees associated with tax collection from the taxing entities. The amount withheld was 1,065.38.

### **III. BUFFALO REPORT:**

#### **1. Ambulance Calls**

Dave Harness reported May had 60 ambulance calls consisting of the following: 47 medical, 13 trauma and 14 transfers; 4 nurse transfers, 3 canceled, 11 patient refusals, 7 standby, 2 codes, 3 DOA, 1 extrication and 1 trauma team activation. 31 in-town calls and 29 out-of-town calls. 43 were Johnson County residents and 17 non-residents.

### **IV. KAYCEE REPORT:**

#### **1. Ambulance Calls**

Michelle reported there were 5 total calls in May: 0 trauma, 5 medical, 0 standby, 0 public assist, 2 refusals, 0 canceled, 1 Life Flight, 0 ALS Intercept, 6 total patients. Michelle reported she and Crosby are now IEMTs and can treat patients as such. She stated Dr. Schueler approved the use of nitrous oxide.

**V. OLD BUSINESS:**

**1. 2021/2022 Budget**

**a. Cloud Peak Accounting**

John Snyder presented the Budget Summary and supporting documentation. Jim Hicks stated the tax valuation is now estimated at \$247,000 per mill and suggested cuts be made in capital outlay. Dave Harness stated the ambulance remount line item for \$120,000 could be delayed until the next fiscal year. Jim Hicks suggested the \$40,000 Buffalo capital outlay line item designated for a new LifePak should also be removed as well as the \$75,000 replacement and equipment reserve. This would reduce the overall budget by \$235,000. The Kaycee capital outlay line item of \$35,000 will remain to purchase a Stryker Power Lift unit for an ambulance.

**b. Approve**

John Snyder will make the changes and provide updated forms to the Board for approval.

**c. Set Budget Hearing**

Jim Hicks moved to schedule the Budget Hearing for Monday, July 12<sup>th</sup> at 9:00 a.m. Seconded by Scott McBride. Approved by all.

**d. CPA Audit**

Karri reported a full CPA audit is required by State statute for FYE 2021. Scott McBride made a motion to engage Cloud Peak Accounting to perform the audit. Seconded by Mark Haines. Approved by all.

**e. Reserve Funds**

Dave Harness stated he takes exception to a member of the board stating RHCD reserve funds are used solely to fund the contract with Buffalo EMS. He further explained the reserve funds are used for Kaycee and Board expenses as well as Buffalo EMS.

**2. Ambulance Remount**

The ambulance remount for Buffalo ambulance MS106 was delayed until next fiscal year.

**Call for old business:**

**VI. NEW BUSINESS**

**1. Ambulance Radio System**

The board asked Buffalo Director Dave Harness about radio communications. Dave reported there have been recent issues with some EMTs not being able to hear the transmission. It was determined to have Buffalo EMS contact Communication Technologies to discuss reprogramming the radios.

**Call for new business:**

**2. Meeting Day/Time**

Scott McBride asked the meeting day/time to be changed as he has a professional conflict with Mondays at 4 p.m. Scott moved to change the meeting time to 9 a.m. on the second Monday of the month. Scott McBride, Marie Miller, Jim Hicks voted aye. Mark Haines voted nay. Motion passed. Karri will advertise time of meeting change.

Chairman Connolly asked for public comment.

Shane Schrader asked the Board for consideration in determining where to purchase property to build an ambulance barn in Buffalo. He suggested a traffic study be done.

Vouchers were initialed, and checks signed by the board members. Report attached. Mark Haines made a motion to approve the vouchers. Seconded by Marie Miller. Approved by all. There being no further new business, Mark Haines made a motion to adjourn the regular meeting at 5:32 p.m. Seconded by Scott McBride. Motion carried.

**The next regular meeting will be held on Monday, July 12, 2021, at 9:00 a.m. at the County Planning Office, Buffalo, Wyoming.**

  
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President

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Treasurer

07/05/21

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

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	<u>Jun 21</u>
ALEXANDER SAIN	(443.28)
ALL OUT FIRE	(85.00)
AT&T MOBILITY	(37.04)
BEAR CREEK ORIGINALS	(619.50)
BUBKE, SETH	(301.06)
BUFFALO EMS, LLC.	(60,212.50)
CNA Surety	(100.00)
CRAIG WALKER	(3,736.03)
CROSBY TAYLOR CONSTRUCTION	(990.00)
CROSBY TAYLOR.	(4,723.72)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(555.33)
First Interstate Bank	(24.95)
HARRY D. STRAUB	(810.83)
HEIDI GREET	(3,561.56)
INTERNAL REVENUE SERVICE	(3,399.10)
INTUIT PAYMENTS	(12.43)
LORI STRAUB.	(522.69)
LPL FINANCIAL	(195.00)
Mark Schueler	(1,000.00)
MARY PROPSON	(4,768.74)
MICHELLE CHAPMAN	(2,769.45)
MONTANA-DAKOTA UTILITIES CO.	(60.75)
NORCO, INC.	(112.53)
POWDER RIVER ENERGY CORP	(129.50)
QUICK MED CLAIMS	(4,556.67)
RT COMMUNICATIONS	(148.79)
TOWN OF KAYCEE	(65.75)
VISA	(4,626.30)
WYOMING RETIREMENT SYSTEM	(93.75)
WYOMING TERMINATORS	(225.00)
<b>TOTAL</b>	<u><u>(99,314.05)</u></u>

Handwritten signatures in blue ink, including 'MSM' at the bottom.

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
**Expenses by Vendor Detail**  
 June 2021

Date	Num	Account	Paid Amount
ALEXANDER SAIN			
06/01/2021	1516	Payroll	(480.00)
06/01/2021	1516	Payroll Taxes	36.72
Total ALEXANDER SAIN			(443.28)
ALL OUT FIRE			
06/14/2021	1539	Facility Maintenance	(85.00)
Total ALL OUT FIRE			(85.00)
AT&T MOBILITY			
06/14/2021	1524	Telephones	(37.04)
Total AT&T MOBILITY			(37.04)
BEAR CREEK ORIGINALS			
06/14/2021	1532	Kaycee Capital Outlay	(619.50)
Total BEAR CREEK ORIGINALS			(619.50)
BUBKE, SETH			
06/01/2021	1522	Payroll	(326.00)
06/01/2021	1522	Payroll Taxes	24.94
Total BUBKE, SETH			(301.06)
BUFFALO EMS, LLC.			
06/14/2021	1299	BUFFALO EMS MONTHLY CONT..	(60,212.50)
Total BUFFALO EMS, LLC.			(60,212.50)
CNA Surety			
06/14/2021	1530	Insurance - Liability	(100.00)
Total CNA Surety			(100.00)
CRAIG WALKER			
06/01/2021	1517	Payroll	(4,457.00)
06/01/2021	1517	Payroll Taxes	720.97
Total CRAIG WALKER			(3,736.03)
CROSBY TAYLOR CONSTRUCTION			
06/14/2021	1525	Facility Maintenance	(990.00)
Total CROSBY TAYLOR CONSTRUCTION			(990.00)
CROSBY TAYLOR.			
06/01/2021		Payroll	(4,875.00)
06/01/2021		Payroll Taxes	506.94
06/01/2021		Health Insurance - Employees	171.78
06/14/2021	1533	Payroll	0.00
06/14/2021	1533	Payroll Taxes	0.00
06/14/2021	1533	Health Insurance - Employees	0.00
06/14/2021	1533	Fuel / Mileage	(527.44)
Total CROSBY TAYLOR.			(4,723.72)
DIGETEKs			

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
 Expenses by Vendor Detail  
 June 2021

Date	Num	Account	Paid Amount
06/14/2021	1300	IT Managed Services	(426.80)
Total DIGETEKs			(426.80)
Emergency Medical Products, Inc.			
06/14/2021	1534	Medical Supplies	(58.94)
06/14/2021	1534	Kaycee Capital Outlay	(496.39)
Total Emergency Medical Products, Inc.			(555.33)
First Interstate Bank			
06/30/2021		Auditing / Accounting	(24.95)
Total First Interstate Bank			(24.95)
HARRY D. STRAUB			
06/01/2021	1518	Payroll	(878.00)
06/01/2021	1518	Payroll Taxes	67.17
Total HARRY D. STRAUB			(810.83)
HEIDI GREET			
06/01/2021	1519	Payroll	(3,120.00)
06/01/2021	1519	Payroll Taxes	341.68
06/14/2021	1535	Fuel / Mileage	(564.48)
06/14/2021	1535	Vaccinations - Kaycee	(218.76)
Total HEIDI GREET			(3,561.56)
INTERNAL REVENUE SERVICE			
06/01/2021		Payroll Taxes	(3,399.10)
Total INTERNAL REVENUE SERVICE			(3,399.10)
INTUIT PAYMENTS			
06/21/2021		Collection Fees	(12.43)
Total INTUIT PAYMENTS			(12.43)
LORI STRAUB.			
06/01/2021	1520	Payroll	(566.00)
06/01/2021	1520	Payroll Taxes	43.31
Total LORI STRAUB.			(522.69)
LPL FINANCIAL			
06/14/2021	1540	Deferred Compensation	(195.00)
Total LPL FINANCIAL			(195.00)
Mark Schueler			
06/14/2021	1523	Medical Director Contract	(1,000.00)
Total Mark Schueler			(1,000.00)
MARY PROPSON			
06/01/2021	1521	Payroll	(5,742.00)
06/01/2021	1521	Payroll Taxes	973.26
Total MARY PROPSON			(4,768.74)

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
 Expenses by Vendor Detail  
 June 2021

Date	Num	Account	Paid Amount
MICHELLE CHAPMAN			
06/01/2021		Payroll	(2,050.00)
06/01/2021		Payroll Taxes	260.82
06/14/2021	1536	Fuel / Mileage	(377.20)
06/14/2021	1536	Vaccinations - Kaycee	(603.07)
Total MICHELLE CHAPMAN			(2,769.45)
MONTANA-DAKOTA UTILITIES CO.			
06/14/2021	1526	Utilities	(60.75)
Total MONTANA-DAKOTA UTILITIES CO.			(60.75)
NORCO, INC.			
06/14/2021	1531	Oxygen Supplies	(112.53)
Total NORCO, INC.			(112.53)
POWDER RIVER ENERGY CORP			
06/14/2021	1537	Utilities	(129.50)
Total POWDER RIVER ENERGY CORP			(129.50)
QUICK MED CLAIMS			
06/14/2021	1301	Collection Fees	(4,556.67)
Total QUICK MED CLAIMS			(4,556.67)
RT COMMUNICATIONS			
06/14/2021	1527	Telephones	(148.79)
Total RT COMMUNICATIONS			(148.79)
TOWN OF KAYCEE			
06/14/2021	1528	Utilities	(65.75)
Total TOWN OF KAYCEE			(65.75)
VISA			
06/14/2021	1302	RHCD Board Expenses	(15.89)
06/14/2021	1538	Kaycee Capital Outlay	(1,329.97)
06/14/2021	1538	Meals / Hotel	(282.99)
06/14/2021	1538	Education / Training	(549.00)
06/14/2021	1538	Fuel / Mileage	(171.04)
06/14/2021	1538	Legal / Accounting	(16.96)
06/14/2021	1538	Vehicle Repairs & Maintenance	(2,207.46)
06/14/2021	1538	Office Supplies	(52.99)
Total VISA			(4,626.30)
WYOMING RETIREMENT SYSTEM			
06/14/2021	1303	Deferred Compensation	(93.75)
Total WYOMING RETIREMENT SYSTEM			(93.75)
WYOMING TERMINATORS			
06/14/2021	1529	Facility Maintenance	(225.00)
Total WYOMING TERMINATORS			(225.00)

12:21 PM  
07/05/21  
Cash Basis

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
Expenses by Vendor Detail  
June 2021

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	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Paid Amount</u>
TOTAL				<u>(99,314.05)</u>