

# Johnson County Rural Health Care District

## Minutes

November 8, 2021

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office on Monday, November 8, 2021. The meeting began at 4:03 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Scott McBride via phone, Jim Hicks, Marie Miller, Seth Taylor, Dennis Thorson, Carolyn Fox, Mark Bentley, Barry Crago, Crosby Taylor, Michelle Chapman, Shane Schrader, Kate Harness, Sterling Harness, Dave Harness and Karri White. A quorum was present.

**AGENDA:** Jim Hicks moved to approve the agenda with the addition of an Executive Session at the end of the meeting. Seconded by Marie Miller. Approved by all present.

**VOUCHERS:** November vouchers were reviewed. Michelle Chapman explained the checks dated December 1, 2021, were for employee bonuses. They would like to present the checks to the employees at their December 7<sup>th</sup> training meeting. Michelle provided a spreadsheet of factors considered in determining the amount. Marie Miller moved to approve the vouchers. Seconded by Jim Hicks. Approved by all present.

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

Jim Hicks moved to approve the minutes with the following changes: add “and construct a modern Ambulance Station” to New Business-Grant Assistance Agreement and “Chairman Connolly reported she and Jim had traveled to Gillette to meet with the ambulance director for Campbell County Health (CCH) to learn how their operations work in Gillette, Wright and Newcastle. They both said they had some issues with the idea of CCH providing services in Johnson County. CCH is providing Paramedic level services in all three communities.” under New Business-Strategic Planning and add discussion regarding Buffalo EMS. The motion died for lack of a second. Marilyn Connolly suggested a revision of the Buffalo EMS discussion to read, “Treasurer Jim Hicks voiced concerns about the process used to approve vouchers for payroll and health insurance for Buffalo EMS in the past and asked Karri White and Dave Harness to address his questions.” Scott McBride moved to approve the minutes of the Regular Meeting on October 11, 2021, with the revisions to New Business by Jim and the addition by Marilyn. Seconded by Jim Hicks. Approved by all present.

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

Jim Hicks presented the October Treasurer’s Report for review along with a spreadsheet with revenue and expenses from FYE 2018/19 to FYE 202/21. A motion to approve the Treasurer’s Report was made by Marie Miller and seconded by Scott McBride. Approved by all present.

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

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

Dave Harness reported October had 69 ambulance calls consisting of the following: 55 medical, 14 trauma and 12 transfers; 1 nurse transfer, 4 canceled, 11 patient refusals, 3 standbys, 0 code, 3 DOAs, 0 extrication and 0 trauma team activations. 38 in-town calls and 31 out-of-town calls. 53 were Johnson County residents and 16 non-residents. Dave stated the Stryker Power Load and Power Cot were installed.

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

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

Crosby reported there were 14 calls in October: 5 trauma, 7 medical, 2 standby, 0 transfers, 4 refusals, 1 canceled, 1 Life Flight, 0 ALS Intercept, 11 total patients. Crosby informed the board the current 2G AED modems will no longer be supported after February 2022. The approximate cost for two 5G modems and two three-year data plans is \$4322.

### **V. OLD BUSINESS:**

#### **1. DigeTekS – Cybersecurity**

- a. DigeTekS will complete the cybersecurity review for the RHCD.
- b. DigeTekS advised the purchase of a security license per computer and establish its own internet connection for \$100 per month. They also offered domain for emails at \$9 per email.

#### **2. CMS – Cost Data Collection**

There was discussion regarding collecting data for the upcoming survey.

#### **3. Policies and Procedures**

Marilyn wants to make sure the necessary policies and procedures are approved and in place. Jim Hicks moved to form a committee of Marilyn Connolly, Marie Miller, Karri White, and Michelle Chapman or Crosby Taylor to draft the policies and present them to Barry Crago for his review prior to the January 2022 meeting. Seconded by Scott McBride. Approved by all present.

#### **Call for old business:**

### **VI. NEW BUSINESS**

#### **1. Annual Summary**

Marilyn stated the Annual Report Summary was submitted to the Wyoming Department of Audit and provided a copy.

#### **Call for new business:**

**Chairman Connolly asked for public comment.**

Dennis Thorson asked if the board could review vouchers prior to the meeting. The board agreed the current procedure is working well and provides the best opportunity for transparency and accuracy.

Scott McBride asked if the board had a serious discussion regarding accepting a Paramedic service based on the news article in the Buffalo Bulletin. He wanted to confirm if anything was approved or endorsed by the board.

Jim Hicks made a motion to adjourn into Executive Session for personnel reasons at 5:29 p.m. Seconded by Marie Miller. Approved by all present.

**2. Executive Session**

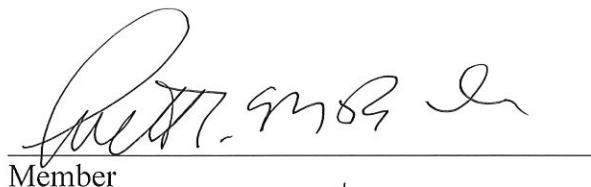
The executive session adjourned at 6:27 p.m.

The regular session reconvened with no decisions to approve or disapprove. Scott McBride made the motion to adjourn the regular meeting at 6:30 p.m. Seconded by Mark Haines. Approved by all.

Respectfully submitted by Karri White.

**The next regular meeting will be held on Monday, December 13, 2021, at 5:00 p.m. at the Kaycee Ambulance Barn, Kaycee, Wyoming.**

  
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President

  
\_\_\_\_\_  
Member

Secretary

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Treasurer

12/02/21

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

	<u>Nov 21</u>
ALEXANDER SAIN	(384.18)
AT&T MOBILITY	(75.84)
BUBKE, SETH	(79.41)
BUFFALO EMS, LLC.	(62,500.00)
CROSBY TAYLOR.	(4,196.29)
Emergency Medical Products, Inc.	(96.75)
First Interstate Bank	(9.95)
HARRY D. STRAUB	(343.54)
INTUIT PAYMENTS	(26.70)
JD Dietrich	(1,800.00)
JOHNSON COUNTY	(5,842.44)
JOHNSON COUNTY COMMISSIONERS	(722.04)
KRISTIN KLAHSEN	(1,068.27)
LORI STRAUB.	(79.41)
LPL FINANCIAL	(195.00)
Mark Schueler	(1,000.00)
MARY PROPSON	(535.63)
MICHELLE CHAPMAN	(1,789.17)
MONTANA-DAKOTA UTILITIES CO.	(54.23)
NORCO, INC.	(238.07)
POWDER RIVER ENERGY CORP	(159.39)
QUICK MED CLAIMS	(3,701.08)
RT COMMUNICATIONS	(155.72)
STRYKER SALES CORPORATION	(20,525.88)
TODD PROPSON	(46.18)
TOWN OF KAYCEE	(72.31)
UNITED STATES TREASURY	(1,731.78)
VISA	(650.44)
WYOMING EMS	(20.00)
WYOMING RETIREMENT SYSTEM	(93.75)
<b>TOTAL</b>	<u><u>(108,193.45)</u></u>

(M)



## Expenses by Vendor Detail

November 2021

Date	Num	Account	Paid Amount
ALEXANDER SAIN			
11/01/2021	1628	Payroll	(416.00)
11/01/2021	1628	Payroll Taxes	31.82
Total ALEXANDER SAIN			(384.18)
AT&T MOBILITY			
11/08/2021	1635	Telephones	(75.84)
Total AT&T MOBILITY			(75.84)
BUBKE, SETH			
11/01/2021	1633	Payroll	(86.00)
11/01/2021	1633	Payroll Taxes	6.59
Total BUBKE, SETH			(79.41)
BUFFALO EMS, LLC.			
11/08/2021	1335	BUFFALO EMS MONTHLY CONT...	(62,500.00)
Total BUFFALO EMS, LLC.			(62,500.00)
CROSBY TAYLOR.			
11/01/2021		Payroll	(4,875.00)
11/01/2021		Payroll Taxes	506.93
11/01/2021		Health Insurance - Employees	171.78
Total CROSBY TAYLOR.			(4,196.29)
Emergency Medical Products, Inc.			
11/08/2021	1655	Medical Supplies	(96.75)
Total Emergency Medical Products, Inc.			(96.75)
First Interstate Bank			
11/30/2021		Auditing / Accounting	(9.95)
Total First Interstate Bank			(9.95)
HARRY D. STRAUB			
11/01/2021	1629	Payroll	(372.00)
11/01/2021	1629	Payroll Taxes	28.46
Total HARRY D. STRAUB			(343.54)
INTUIT PAYMENTS			
11/01/2021		Collection Fees	(26.70)
Total INTUIT PAYMENTS			(26.70)
JD Dietrich			
11/08/2021	1336	Buffalo Capital Outlay	(1,800.00)
Total JD Dietrich			(1,800.00)
JOHNSON COUNTY			
11/08/2021	1636	Health Insurance - Employees	(5,842.44)
Total JOHNSON COUNTY			(5,842.44)
JOHNSON COUNTY COMMISSIONERS			

## Expenses by Vendor Detail

November 2021

Date	Num	Account	Paid Amount
11/08/2021	1337	Radio Maintenance Contract	(722.04)
Total JOHNSON COUNTY COMMISSIONERS			(722.04)
KRISTIN KLAAHSEN			
11/01/2021	1630	Payroll	(1,169.75)
11/01/2021	1630	Payroll Taxes	101.48
Total KRISTIN KLAAHSEN			(1,068.27)
LORI STRAUB.			
11/01/2021	1631	Payroll	(86.00)
11/01/2021	1631	Payroll Taxes	6.59
Total LORI STRAUB.			(79.41)
LPL FINANCIAL			
11/08/2021	1644	Deferred Compensation	(195.00)
Total LPL FINANCIAL			(195.00)
Mark Schueler			
11/08/2021	1642	Medical Director Contract	(1,000.00)
Total Mark Schueler			(1,000.00)
MARY PROPSON			
11/01/2021	1632	Payroll	(580.00)
11/01/2021	1632	Payroll Taxes	44.37
Total MARY PROPSON			(535.63)
MICHELLE CHAPMAN			
11/01/2021		Payroll	(2,050.00)
11/01/2021		Payroll Taxes	260.83
Total MICHELLE CHAPMAN			(1,789.17)
MONTANA-DAKOTA UTILITIES CO.			
11/08/2021	1637	Utilities	(54.23)
Total MONTANA-DAKOTA UTILITIES CO.			(54.23)
NORCO, INC.			
11/08/2021	1638	Oxygen Supplies	(238.07)
Total NORCO, INC.			(238.07)
POWDER RIVER ENERGY CORP			
11/08/2021	1639	Utilities	(159.39)
Total POWDER RIVER ENERGY CORP			(159.39)
QUICK MED CLAIMS			
11/08/2021	1338	Collection Fees	(3,701.08)
Total QUICK MED CLAIMS			(3,701.08)
RT COMMUNICATIONS			
11/08/2021	1640	Telephones	(155.72)

## Expenses by Vendor Detail

November 2021

Date	Num	Account	Paid Amount
Total RT COMMUNICATIONS			(155.72)
STRYKER SALES CORPORATION			
11/08/2021	1339	Buffalo Capital Outlay	(20,525.88)
Total STRYKER SALES CORPORATION			(20,525.88)
TODD PROPSON			
11/01/2021	1634	Payroll	(50.00)
11/01/2021	1634	Payroll Taxes	3.82
Total TODD PROPSON			(46.18)
TOWN OF KAYCEE			
11/08/2021	1641	Utilities	(72.31)
Total TOWN OF KAYCEE			(72.31)
UNITED STATES TREASURY			
11/08/2021		Payroll Taxes	(1,731.78)
Total UNITED STATES TREASURY			(1,731.78)
VISA			
11/08/2021	1340	Auditing / Accounting	(2.63)
11/08/2021	1656	Meals / Hotel	(100.38)
11/08/2021	1656	Fuel / Mileage	(530.47)
11/08/2021	1656	Legal / Accounting	(16.96)
Total VISA			(650.44)
WYOMING EMS			
11/08/2021	1643	Licenses / Taxes / Permits	(20.00)
Total WYOMING EMS			(20.00)
WYOMING RETIREMENT SYSTEM			
11/08/2021	1341	Deferred Compensation	(93.75)
Total WYOMING RETIREMENT SYSTEM			(93.75)
TOTAL			(108,193.45)