

Johnson County Rural Health Care District

Minutes

December 13, 2021

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Kaycee Ambulance Barn on Monday, December 13, 2021. The meeting began at 5:00 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Scott McBride, Jim Hicks, Mark Haines, Marie Miller via phone, Mark Bentley, Crosby Taylor, Michelle Chapman, Commissioner Bill Novotny, Wes Hartman, Mary Propson, Todd Propson and Karri White. A quorum was present.

AGENDA: Chairman Connolly presented items to be added to the agenda: 4G Modem, DigeTekS, Land Purchase Agreement, Powder River Fire, and Revenue/Budget. Mark Haines made the motion to approve the agenda with the additions. Seconded by Scott McBride. Approved by all.

VOUCHERS: December vouchers were reviewed. Jim Hicks moved to approve the vouchers. Seconded by Scott McBride. Approved by all.

I. APPROVAL OF MINUTES OF LAST MEETINGS:

Scott McBride moved to approve the minutes of the Regular Meeting on November 11, 2021. Seconded by Mark Haines. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the November Treasurer's Report for review. He asked Karri to place the replacement ambulance and equipment line item in income. A motion to approve the Treasurer's Report was made by Mark Haines and seconded by Scott McBride. Approved by all.

III. BUFFALO REPORT:

1. Ambulance Calls

Karri White reported November had 61 ambulance calls consisting of the following: 46 medical, 15 trauma and 7 transfers; 1 nurse transfer, 3 canceled, 15 patient refusals, 0 standbys, 0 code, 4 DOAs, 0 extrication and 0 trauma team activations. 35 in-town calls and 26 out-of-town calls. 44 were Johnson County residents and 17 non-residents.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 13 calls in November: 7 trauma, 6 medical, 2 standby, 0 transfers, 4 refusals, 1 canceled, 1 Life Flight, 0 ALS Intercept, 11 total patients. Crosby requested to purchase two 5G modems needed for LifePak telemetry for an approximate cost of \$4300. Jim Hicks made a motion to approve the purchase. Seconded by Scott McBride. Approved by all.

V. OLD BUSINESS:

1. Policies and Procedures

Chairman Connolly, Karri White and Barry Crago met last month and have started reviewing and updating policies and procedures.

2. DigeTekS

Chairman Connolly received a quote from DigeTekS to add a domain and email for RHCD employees and board at an initial cost of \$1936 and a monthly fee. Mark Haines moved to table the discussion until the budget session.

3. Purchase Agreement

Chairman Connolly presented the Real Estate Purchase Agreement prepared by Barry Crago between the Johnson County Rural Health Care District and the Johnson County Fire Protection District #1 to purchase land for \$80,000. Jim Hicks made a motion to approve the Purchase Agreement with the Johnson County Fire Protection District#1. There was discussion regarding the purchase. Jim Hicks said we need land so the RHCD will have options to change the service if we need to. Mark Haines stated it was a good investment and necessary if the contract is not renewed with Buffalo EMS. Scott McBride suggested looking at other properties. Marie Miller stated she was not comfortable voting for it without having seen the traffic studies and the call concentration map. Karri White expressed concern at the location of the proposed land purchase. Mark Haines seconded the motion. Jim Hicks, Mark Haines, and Scott McBride voted aye. Marie Miller voted nay. Motion carried.

Call for old business:

VI. NEW BUSINESS

1. Election of Officers

Marilyn Connolly opened the floor to nominations. Mark Haines moved to keep the current slate of officers with Marilyn Connolly as President, Jim Hicks as Treasurer and Marie Miller as Secretary. Seconded by Scott McBride. Approved by all.

2. 2022 Meeting Dates/Places

Jim Hicks moved to keep the meeting dates and places the same. Seconded by Mark Haines. Approved by all.

3. Write-Off Request

Karri presented a request for a write-off. The Board directed Karri to offer a payment plan or to request proof of hardship.

4. Powder River Fire District

Marilyn Connolly and Mark Haines attended the Powder River Fire District's Regular Meeting on December 8th. Paging out Fire for ambulance

calls was discussed. The Fire District expressed interest in going on calls that need extrication but not for air-bag deployment calls. The RHCD asked the Powder River Fire District for their protocols on responding to these incidents.

5. Wyoming Retirement Fund

Mark Haines reported the Wyoming Legislature is looking into providing money from one retirement fund to help fund another and recommends EMTs contact their legislators.

6. Budget/Revenue

Jim Hicks provided documents with Revenue and Operations Options including a spreadsheet documenting revenues and expenses from 2018 through 2021 as well as a report on the ambulance levels of service in the State of Wyoming. Reports attached. Marie Miller suggested looking into out-of-county transfers to increase revenues.

Call for new business:

Chairman Connolly asked for public comment.

No public

Scott McBride made the motion to adjourn the regular meeting at 6:40 p.m. Seconded by Mark Haines. Approved by all.

Respectfully submitted by Karri White.

The next regular meeting will be held on Monday, January 10, 2022, at 4:00 p.m. at the County Planning Office, Buffalo, Wyoming.

President

Member

Secretary

Member

Treasurer

Revenue and Operations general discussion by the Board

It's long past time for this board to talk about the **single most important issue** being faced. This is not a "zero sum" game. Everyone should be on the same page if quality ambulance service is the goal for now and in the future.

FACTS

- 1) We are burning through reserves at more than a quarter million dollars per year.
- 2) This is clearly not sustainable.
- 3) Let's talk about how to resolve this issue now. We can't afford to wait until spring when we are talking about a budget again. We need to decide if there are options, what they are and if we want to look into them.

The answer can be found in two ways.

- 1) Cut spending
- 2) Increasing revenues.

OPTIONS

A) Do nothing, reduce Kaycee costs as much as possible, and ask Buffalo EMS to fulfill contract for an amount that would balance the budget.

B) Vote to prepare a ballot issue for the next election to seek an increase from two to four mills for the District. If Valuation increases to \$275 million this would equal an additional \$550,000 (but not all is collected).

C) Seek cooperation from the Hospital – 99% rather than a 30% of about 60% of our revenues--- Does equal close to \$500,000. (Consultant??)

D) Increase income for existing services by use of Paramedic trained personnel. (Consultant can determine this)

-- hand out --

E) Discontinue contracting for services and hire a county-wide Ambulance Director/Administrator.

F) Consider copying what now exists in the Bighorn Basin and in northeast Wyoming with operations based in Gillette.

G) Ask Park County Regional Health if they would be consider contracting for service in Johnson County.

G) Start discussions with Sheridan regarding a two-county system.

H) Other Ideas--- (from Board Members or Buffalo EMS, LLC.

Where does Johnson County rank in level of service?

(This is not a criticism of the dedication and commitment by the first responders serving Johnson County)

The Office of EMS website shows only four basic level services that act as first responders in their communities.

All of these services are in counties with ALS services responding as the primary service provider for the area.

There are 16 Intermediate services in the state and some are in areas that have paramedic services that mutually respond, and some are the primary. The majority of these operate at the full Intermediate scope.

The four that do not are Lusk, Thermopolis, Buffalo, and Kaycee.

Lusk has intermediates and paramedics on their roster but also staff with AEMT's and basics. They are still trying to operate as a volunteer service with limited resources. Niobrara is the poorest (valuation) County in Wyoming.

Buffalo and Thermopolis are using AEMT's as their level of care.

Nineteen of the 23 counties have at least one paramedic service as their primary responding agency.

There are better than 40 paramedic services listed in Wyoming when fire departments and other agencies that do not transport patients are included.

The other county that does not have a paramedic service is Goshen. The Torrington Ambulance service runs at a full Intermediate level.

	A	B	C	D	E	F	G	H
1	Johnson County Rural Health Care District (Ambulance operations)*							
2	Year	Year	% Budget	Year	% Budget	Year	% Budget	Average
3	Revenue	2018-19	2018-19	2019-20	2019-20	2020-2021	2020-21	3 years
4	Ambulance	\$ 279,691	28.12%	\$ 427,717	32.10%	\$ 427,717	38.71%	\$ 378,375
5	Interest	\$ 5,433	0.55%	\$ 21,758	1.63%	\$ 21,758	1.97%	\$ 16,316
6	taxes	\$ 401,522	40.36%	\$ 416,578	31.26%	\$ 416,528	37.70%	\$ 411,543
7	Pd. to Reserves	\$ 50,000	5.03%	\$ 50,000	3.75%	\$ 75,000	6.79%	\$ 58,333
8	other	\$ 11	0.00%	\$ 16,221	1.22%	\$ 16,221	1.47%	\$ 10,818
9	reserves	\$ 258,086	25.94%	\$ 400,260	30.04%	\$ 147,584	13.36%	\$ 268,643
10	Total Revenue	\$ 994,743	100.00%	\$ 1,332,534	100.00%	\$ 1,104,808	100.00%	\$ 1,144,028
11								\$ -
12	Dist. Wide Expenses							\$ -
13	Auditing/Accounting	\$ 11,085	1.11%	\$ 12,984	0.97%	\$ 12,760	1.15%	\$ 12,276
14	Buffalo capital outlay	\$ 5,955	0.60%	\$ -	0.00%	\$ 5,862	0.53%	\$ 3,939
15	collection fees	\$ 1,620	0.16%	\$ 20,648	1.55%	\$ 38,979	3.53%	\$ 20,416
16	insurance - liability	\$ 1,136	0.11%	\$ -	0.00%	\$ 20,037	1.81%	\$ 7,058
17	IT Services	\$ 2,878	0.29%	\$ 5,773	0.43%	\$ 5,933	0.54%	\$ 4,861
18	legal notices	\$ -	0.00%	\$ 437	0.03%	\$ 425	0.04%	\$ 287
19	legal/professional	\$ -	0.00%	\$ 182	0.01%	\$ -	0.00%	\$ 61
20	medical director	\$ 14,000	1.41%	\$ 12,350	0.93%	\$ 11,111	1.01%	\$ 12,487
21	patiet reimburs.	\$ -	0.00%	\$ 1,898	0.14%	\$ 7,781	0.70%	\$ 3,226
22	radio maintenance	\$ 9,475	0.95%	\$ 5,260	0.39%	\$ 4,926	0.45%	\$ 6,554
23	radios & pagers	\$ 8,429	0.85%	\$ 4,502	0.34%	\$ 594	0.05%	\$ 4,508
24	Equip. Replacement	\$ 50,000	5.03%	\$ 50,000	3.75%	\$ 50,000	4.53%	\$ 50,000
25	RHCD Board Expenses	\$ -	0.00%	\$ 5,015	0.38%	\$ 5,000	0.45%	\$ 3,338
26	District Wide Total	\$ 104,578	10.51%	\$ 119,049	8.93%	\$ 163,408	14.79%	\$ 129,012
27								\$ -
28	Buffalo EMS Costs	\$ 756,347	76.03%	\$ 756,347	56.76%	\$ 662,337	59.95%	\$ 725,010
29	Buffalo Dist. Expense	\$ 81,296	8.17%	\$ 115,292	8.65%	\$ 186,726	16.90%	\$ 127,771
30	Buffalo Area Total	\$ 837,643	84.21%	\$ 871,639	65.41%	\$ 849,063	76.85%	\$ 852,782
31	Kaycee Expenses	\$ 139,240	14.00%	\$ 148,825	11.17%	\$ 209,064	18.92%	\$ 165,710
32	Kaycee Dist. Expense	\$ 17,860	1.80%	\$ 115,292	8.65%	\$ 46,687	4.23%	\$ 59,946
33	Kaycee Area Total	\$ 157,100	15.79%	\$ 264,117	19.82%	\$ 255,745	23.15%	\$ 225,654
34	Ambulance purchase	\$ -	0.00%	\$ 196,778	14.77%	\$ -	0.00%	\$ 65,593
35	Total Expenses	\$ 994,743	100.00%	\$ 1,332,534	100.00%	\$ 1,104,808	100.00%	\$ 1,144,028
36								
37	* Blended to reflect costs prior to New Contract							
38	District Wide Expenses are computed at 80% Buffalo and 20% Kaycee							
39	2021-2022 need from Reserves is estimated at \$169,000 -- 15% of Budget							
40	Estimating \$400M from Amb. Revenue and \$494,000 from Taxes							
41	Submitted by Jim Hicks							

01/07/22

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

	<u>Dec 21</u>
A & L Supply	(200.00)
ALEXANDER SAIN	(880.00)
BUBKE, SETH	(1,350.00)
BUFFALO EMS, LLC.	(62,500.00)
BURTON ALLGOOD	(148.60)
CROSBY TAYLOR.	(5,446.28)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(994.00)
First Interstate Bank	(9.95)
HARRY D. STRAUB	(850.00)
HEIDI GREET	(50.00)
HENRY SHEIN	(286.70)
INTUIT PAYMENTS	(16.85)
KRISTIN KLAHSEN	(320.00)
LOREN RIVES	(98.62)
LORI STRAUB.	(250.00)
Mark Schueler	(1,000.00)
MARY PROPSON	(1,588.00)
MICHELLE CHAPMAN	(3,039.18)
MONTANA-DAKOTA UTILITIES CO.	(106.12)
NORCO, INC.	(106.93)
NORIDIAN HEALTHCARE SOLUTIONS, LLC.	(383.09)
POWDER RIVER ENERGY CORP	(286.53)
QUICK MED CLAIMS	(3,422.35)
RT COMMUNICATIONS	(144.96)
STRYKER SALES CORPORATION	(21,437.67)
TODD PROPSON	(358.00)
TOWN OF KAYCEE	(69.75)
UNITED STATES TREASURY	(1,320.36)
VISA	(561.89)
WYOMING RETIREMENT SYSTEM	(93.75)
WYOMING TERMINATORS	(225.00)
 TOTAL	 <u>(107,971.38)</u>

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Expenses by Vendor Detail

December 2021

Date	Num	Account	Paid Amount
A & L Supply			
12/13/2021	1663	Education / Training	(200.00)
Total A & L Supply			(200.00)
ALEXANDER SAIN			
12/01/2021	1645	Payroll	(541.42)
12/01/2021	1645	Payroll Taxes	41.42
12/01/2021	1657	Payroll	(380.00)
12/01/2021	1657	Payroll Taxes	0.00
Total ALEXANDER SAIN			(880.00)
BUBKE, SETH			
12/01/2021	1653	Payroll	(54.13)
12/01/2021	1653	Payroll Taxes	4.13
12/01/2021	1661	Payroll	(1,300.00)
12/01/2021	1661	Payroll Taxes	
Total BUBKE, SETH			(1,350.00)
BUFFALO EMS, LLC.			
12/13/2021	1342	BUFFALO EMS MONTHLY CONT...	(62,500.00)
Total BUFFALO EMS, LLC.			(62,500.00)
BURTON ALLGOOD			
12/13/2021	1346	Patient Reimbursement	(148.60)
Total BURTON ALLGOOD			(148.60)
CROSBY TAYLOR.			
12/01/2021		Payroll	(4,875.00)
12/01/2021		Health Insurance - Employees	171.78
12/01/2021		Payroll Taxes	506.94
12/01/2021	1646	Payroll	(1,353.55)
12/01/2021	1646	Payroll Taxes	103.55
Total CROSBY TAYLOR.			(5,446.28)
DIGETEKs			
12/13/2021	1343	IT Managed Services	(426.80)
Total DIGETEKs			(426.80)
Emergency Medical Products, Inc.			
12/13/2021	1344	Buffalo Capital Outlay	(772.32)
12/13/2021	1664	Medical Supplies	(221.68)
Total Emergency Medical Products, Inc.			(994.00)
First Interstate Bank			
12/31/2021		Auditing / Accounting	(9.95)
Total First Interstate Bank			(9.95)
HARRY D. STRAUB			
12/01/2021	1647	Payroll	(812.12)
12/01/2021	1647	Payroll Taxes	62.12
12/01/2021	1658	Payroll	(100.00)

Expenses by Vendor Detail

December 2021

Date	Num	Account	Paid Amount
12/01/2021	1658	Payroll Taxes	0.00
Total HARRY D. STRAUB			(850.00)
HEIDI GREET			
12/01/2021	1648	Payroll	(54.14)
12/01/2021	1648	Payroll Taxes	4.14
Total HEIDI GREET			(50.00)
HENRY SHEIN			
12/13/2021	1665	Medical Supplies	(286.70)
Total HENRY SHEIN			(286.70)
INTUIT PAYMENTS			
12/29/2021	CCADJ	Collection Fees	(16.85)
Total INTUIT PAYMENTS			(16.85)
KRISTIN KLAHSEN			
12/01/2021	1649	Payroll	(54.15)
12/01/2021	1649	Payroll Taxes	4.15
12/01/2021	1659	Payroll	(270.00)
12/01/2021	1659	Payroll Taxes	0.00
Total KRISTIN KLAHSEN			(320.00)
LOREN RIVES			
12/13/2021	1345	Patient Reimbursement	(98.62)
Total LOREN RIVES			(98.62)
LORI STRAUB.			
12/01/2021	1650	Payroll	(270.70)
12/01/2021	1650	Payroll Taxes	20.70
Total LORI STRAUB.			(250.00)
Mark Schueler			
12/13/2021	1672	Medical Director Contract	(1,000.00)
Total Mark Schueler			(1,000.00)
MARY PROPSON			
12/01/2021	1651	Payroll	(1,090.42)
12/01/2021	1651	Payroll Taxes	90.42
12/01/2021	1660	Payroll	(588.00)
12/01/2021	1660	Payroll Taxes	0.00
Total MARY PROPSON			(1,588.00)
MICHELLE CHAPMAN			
12/01/2021		Payroll	(2,050.00)
12/01/2021		Payroll Taxes	260.82
12/01/2021	1652	Payroll	(1,353.55)
12/01/2021	1652	Payroll Taxes	103.55
Total MICHELLE CHAPMAN			(3,039.18)
MONTANA-DAKOTA UTILITIES CO.			

Expenses by Vendor Detail

December 2021

Date	Num	Account	Paid Amount
12/13/2021	1666	Utilities	(106.12)
Total MONTANA-DAKOTA UTILITIES CO.			(106.12)
NORCO, INC.			
12/13/2021	1667	Oxygen Supplies	(106.93)
Total NORCO, INC.			(106.93)
NORIDIAN HEALTHCARE SOLUTIONS, LLC.			
12/13/2021	1347	Patient Reimbursement	(383.09)
Total NORIDIAN HEALTHCARE SOLUTIONS, LLC.			(383.09)
POWDER RIVER ENERGY CORP			
12/13/2021	1673	Utilities	(286.53)
Total POWDER RIVER ENERGY CORP			(286.53)
QUICK MED CLAIMS			
12/13/2021	1348	Collection Fees	(3,422.35)
Total QUICK MED CLAIMS			(3,422.35)
RT COMMUNICATIONS			
12/13/2021	1668	Telephones	(144.96)
Total RT COMMUNICATIONS			(144.96)
STRYKER SALES CORPORATION			
12/13/2021	1349	Buffalo Capital Outlay	(21,437.67)
Total STRYKER SALES CORPORATION			(21,437.67)
TODD PROPSON			
12/01/2021	1654	Payroll	(54.15)
12/01/2021	1654	Payroll Taxes	4.15
12/01/2021	1662	Payroll	(308.00)
12/01/2021	1662	Payroll Taxes	0.00
Total TODD PROPSON			(358.00)
TOWN OF KAYCEE			
12/13/2021	1669	Utilities	(69.75)
Total TOWN OF KAYCEE			(69.75)
UNITED STATES TREASURY			
12/01/2021		Payroll Taxes	(869.66)
12/20/2021		Payroll Taxes	(450.70)
Total UNITED STATES TREASURY			(1,320.36)
VISA			
12/13/2021	1670	Medical Supplies	(13.77)
12/13/2021	1670	Meals / Hotel	(16.07)
12/13/2021	1670	Office Supplies	(66.95)
12/13/2021	1670	Fuel / Mileage	(263.86)
12/13/2021	1670	Legal / Accounting	(23.32)
12/13/2021	1670	Facility Maintenance	(33.92)

12:45 PM

01/07/22

Cash Basis

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT

Expenses by Vendor Detail

December 2021

Date	Num	Account	Paid Amount
12/13/2021	1670	Education / Training	(144.00)
Total VISA			(561.89)
WYOMING RETIREMENT SYSTEM			
12/13/2021	1350	Deferred Compensation	(93.75)
Total WYOMING RETIREMENT SYSTEM			(93.75)
WYOMING TERMINATORS			
12/13/2021	1674	Facility Maintenance	(225.00)
Total WYOMING TERMINATORS			(225.00)
TOTAL			(107,971.38)