

Johnson County Rural Health Care District

Minutes

January 10, 2022

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office, Monday, January 10, 2022. The meeting began at 4:00 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Mark Haines, Marie Miller, Scott McBride and Jim Hicks via phone, Mark Bentley, Crosby Taylor, Dennis Thorson, Don Devore, Seth Taylor, Kate Harness, Shane Schrader, Emily Wardell, Cindy Barlow, Kyle Mercer, Francine Russell, Scott Madsen, Dave Harness and Karri White. A quorum was present.

AGENDA: Chairman Connolly asked for DigeTekS to be added to the agenda under Old Business. Mark Haines asked to add Work Session under New Business. Marie Miller made the motion to approve the agenda with the additions. Seconded by Mark Haines. Approved by all.

VOUCHERS: January vouchers were reviewed. Mark Haines moved to approve the vouchers. Seconded by Marie Miller. Mark Haines, Marie Miller, Jim Hicks voted aye. Scott McBride voted nay. Motion approved.

I. APPROVAL OF MINUTES OF LAST MEETINGS:

Scott McBride moved to approve the minutes of the Regular Meeting on December 13, 2021. Seconded by Marie Miller. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the December Treasurer's Report for review. A motion to approve the Treasurer's Report was made by Mark Haines and seconded by Marie Miller. Approved by all.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave Harness reported December had 64 ambulance calls consisting of the following: 45 medical, 19 trauma and 4 transfers; 1 nurse transfer, 5 canceled, 5 patient refusals, 2 standbys, 0 code, 2 DOAs, 1 extrication and 2 trauma team activations. 41 in-town calls and 23 out-of-town calls. 56 were Johnson County residents and 8 non-residents.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 13 calls in December: 8 trauma, 5 medical, 0 standby, 0 transfers, 4 refusals, 2 canceled, 0 Life Flight, 0 ALS Intercept, 6 total patients. Marilyn asked if he had been notified by dispatch regarding a change in the air bag deployment protocol. He stated he had not been notified and that county fire was not paged out for a vehicle rollover call in which the ambulance was dispatched but he did not know why.

V. OLD BUSINESS:

1. DigeTekS

Don Devore presented a proposal to implement an email domain of jrhc.gov that would include two Premium Office Suites including two emails along with five additional emails for the board members. The cost of setup will not exceed \$1120 or 8 hours of work. The annual costs will be \$480 plus \$48 per month for the five emails. Scott McBride made a motion to approve the proposal. Seconded by Jim Hicks. Approved by all.

2. CMS Cost Survey

Marilyn completed the online information indicating the RHCD will submit costs starting July 1, 2022, through June 30, 2023.

Call for old business:

VI. NEW BUSINESS

1. Annual Summary

Kyle Mercer with Cloud Peak Accounting and Emily Wardell, Field Auditor submitted the Financial Report/Audit for the year ended June 30, 2021. Mr. Mercer stated the financial statements were fairly reported and legitimately stated. A report dated November 30, 2021, of the District's internal control over financial reporting and its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters were issued. There were three material weaknesses in internal control over financial reporting, expenditures, credit card payments from Kaycee and one material weakness with billing and collection of fees. The District responded by stating they will consider implementing payroll policies and procedures, a more detailed and enforceable voucher approval policy, a more detailed credit card policy, and internal controls to track billing activity and receipt of fees. Mr. Mercer suggested the District have a description of duties for employees. Marie Miller made a motion to approve the final report. Seconded by Mark Haines. Approved by all.

2. Emergency Services Building - Buffalo

Mark Haines thanked his fellow board members for the work session held on January 5th. Mark Haines moved to have a design and final construction plans completed for a new ambulance station and determine costs to include bringing in the utilities needed to the site next to Fire District #1 and get site preparation completed. Discussion: Marie Miller asked if there would be costs associated with the design and planning of a new building. Jim Hicks said the finances of the RHCD are going down fast and does not want to be without an option to contract with other entities to provide ambulance service. Karri White asked for transparency concerns if this agenda item could change from Work Session to Emergency Services Building –

Buffalo. The motion to have a design and construction plans completed was seconded by Jim Hicks. Jim Hicks and Mark Haines voted aye. Marie Miller and Scott McBride voted nay. Chairman Marilyn Connolly broke the tie and voted aye. Motion carried.

Call for new business:

3. Transfers

Scott McBride suggested a way to increase revenue would be to make out of county transfers. He provided data provided by Buffalo EMS that they turn down approximately six calls per month from either Sheridan, Gillette, or Billings. Dave does not want to be in competition with other services and has been contacted only if the local service provider was unavailable to make the transfer. Dave stated he would accept the transfers as EMT and ambulance resources allow and asks for 15% of the net revenue for the out of county transfers. Scott McBride made the motion to accept this proposal starting as soon as a contract agreement is signed, ending June 30, 2022. Seconded by Marie Miller. Marie Miller, Scott McBride, Jim Hicks voted aye. Mark Haines voted nay. Motion carried. Scott McBride made a motion to allow Marilyn Connolly to sign the agreement as stated above. Seconded by Mark Haines. Approved by all.

Chairman Connolly asked for public comment.

Dave Harness stated that with the downturn of the economy he does not recommend building a new ambulance barn. He said the District currently has adequate housing for their ambulances with Buffalo EMS and Buffalo EMS will provide the housing of ambulances for free if financially necessary.

Francine Russell stated Buffalo EMS EMTs should have been consulted regarding the site for a new ambulance facility. She also asked if there had been a study that shows that out of county services could indeed do it cheaper.

Kate Harness asked if there had been a feasibility study for the location at the Fire District.

Marilyn Connolly stated to Shane Schrader a traffic study was completed.

Cindy Barlow encouraged the Board to slow down with the land purchase and building in this economic downturn and put personal differences aside.


Dennis Thorson also suggested not spending money at this time for land and building.

Ed Huson stated consulting and architect fees are not necessary.


Mark Haines made the motion to adjourn the regular meeting at 6:00 p.m. Seconded by Marie Miller. Approved by all.

Respectfully submitted by Karri White.


The next regular meeting will be held on Monday, February 14, 2022, at 4:00 p.m. at the County Planning Office, Buffalo, Wyoming.



President



Member



Secretary

Member



Treasurer

02/02/22

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
BILLS APPROVED & PAID BY BOARD MEMBERS
January 2022

	<u>Jan 22</u>
A & L Supply	(50.00)
ALEXANDER SAIN	(212.40)
AT&T MOBILITY	(36.96)
BUBKE, SETH	(1,055.02)
BUFFALO EMS, LLC.	(62,500.00)
CNA Surety	(100.00)
CROSBY TAYLOR.	(4,205.28)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(91.08)
Employer Services	(165.65)
First Interstate Bank	(9.95)
HARRY D. STRAUB	(184.70)
HENRY SHEIN	(95.69)
INTUIT PAYMENTS	(30.55)
KRISTIN KLAHSEN	(242.41)
LPL FINANCIAL	(195.00)
Mark Schueler	(1,000.00)
MARY PROPSON	(277.05)
MICHELLE CHAPMAN	(1,794.17)
MONTANA-DAKOTA UTILITIES CO.	(199.24)
NELSON ENGINEERING	(1,467.05)
NORCO, INC.	(202.94)
QUICK MED CLAIMS	(2,655.21)
RT COMMUNICATIONS	(147.93)
STRYKER SALES CORPORATION	(7,939.44)
TODD PROPSON	(92.35)
TOWN OF KAYCEE	(69.75)
UNITED STATES TREASURY	(3,195.95)
VISA	(839.45)
WYOMING DEPARTMENT OF EMPLOYMENT	(151.85)
WYOMING EMS ASSOCIATION	(200.00)
WYOMING RETIREMENT SYSTEM	(93.75)
TOTAL	<u><u>(89,927.62)</u></u>

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JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
Expenses by Vendor Detail
January 2022

Date	Num	Account	Paid Amount
A & L Supply 01/10/2022	1682	Education / Training	(50.00)
Total A & L Supply			(50.00)
ALEXANDER SAIN 01/01/2022	1675	Payroll	(230.00)
01/01/2022	1675	Payroll Taxes	17.60
Total ALEXANDER SAIN			(212.40)
AT&T MOBILITY 01/10/2022	1683	Telephones	(36.96)
Total AT&T MOBILITY			(36.96)
BUBKE, SETH 01/01/2022	1679	Payroll	(1,150.00)
01/01/2022	1679	Payroll Taxes	94.98
Total BUBKE, SETH			(1,055.02)
BUFFALO EMS, LLC. 01/10/2022	1351	BUFFALO EMS MONTHLY CONT...	(62,500.00)
Total BUFFALO EMS, LLC.			(62,500.00)
CNA Surety 01/10/2022	1352	Insurance - Liability	(100.00)
Total CNA Surety			(100.00)
CROSBY TAYLOR. 01/01/2022		Payroll	(4,875.00)
01/01/2022		Health Insurance - Employees	171.78
01/01/2022		Payroll Taxes	497.94
Total CROSBY TAYLOR.			(4,205.28)
DIGETEKs 01/10/2022	1354	IT Managed Services	(426.80)
Total DIGETEKs			(426.80)
Emergency Medical Products, Inc. 01/10/2022	1691	Medical Supplies	(91.08)
Total Emergency Medical Products, Inc.			(91.08)
Employer Services 01/10/2022	1689	Payroll Taxes	(165.65)
Total Employer Services			(165.65)
First Interstate Bank 01/31/2022		Auditing / Accounting	(9.95)
Total First Interstate Bank			(9.95)
HARRY D. STRAUB 01/01/2022	1676	Payroll	(212.40)

Expenses by Vendor Detail

January 2022

Date	Num	Account	Paid Amount
01/01/2022	1676	Payroll Taxes	27.70
Total HARRY D. STRAUB			(184.70)
HENRY SHEIN			
01/10/2022	1692	Medical Supplies	(95.69)
Total HENRY SHEIN			(95.69)
INTUIT PAYMENTS			
01/14/2022	CCADJ	Collection Fees	(26.94)
01/24/2022	CCADJ	Collection Fees	(3.61)
Total INTUIT PAYMENTS			(30.55)
KRISTIN KLAAHSEN			
01/01/2022	1677	Payroll	(262.50)
01/01/2022	1677	Payroll Taxes	20.09
Total KRISTIN KLAAHSEN			(242.41)
LPL FINANCIAL			
01/31/2022	1681	Deferred Compensation	(195.00)
Total LPL FINANCIAL			(195.00)
Mark Schueler			
01/10/2022	1684	Medical Director Contract	(1,000.00)
Total Mark Schueler			(1,000.00)
MARY PROPSON			
01/01/2022	1678	Payroll	(300.00)
01/01/2022	1678	Payroll Taxes	22.95
Total MARY PROPSON			(277.05)
MICHELLE CHAPMAN			
01/01/2022		Payroll	(2,050.00)
01/01/2022		Payroll Taxes	255.83
Total MICHELLE CHAPMAN			(1,794.17)
MONTANA-DAKOTA UTILITIES CO.			
01/10/2022	1685	Utilities	(199.24)
Total MONTANA-DAKOTA UTILITIES CO.			(199.24)
NELSON ENGINEERING			
01/10/2022	1686	Board Legal / Professional	(1,467.05)
Total NELSON ENGINEERING			(1,467.05)
NORCO, INC.			
01/10/2022	1695	Oxygen Supplies	(202.94)
Total NORCO, INC.			(202.94)
QUICK MED CLAIMS			
01/10/2022	1355	Collection Fees	(2,655.21)

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT
Expenses by Vendor Detail
January 2022

Date	Num	Account	Paid Amount
Total QUICK MED CLAIMS			(2,655.21)
RT COMMUNICATIONS			
01/10/2022	1687	Telephones	(147.93)
Total RT COMMUNICATIONS			(147.93)
STRYKER SALES CORPORATION			
01/10/2022	1356	Repairs & Maintenance	(5,433.40)
01/10/2022	1693	Kaycee Capital Outlay	(2,064.00)
01/10/2022	1693	Repairs & Maintenance	(442.04)
Total STRYKER SALES CORPORATION			(7,939.44)
TODD PROPSON			
01/01/2022	1680	Payroll	(100.00)
01/01/2022	1680	Payroll Taxes	7.65
Total TODD PROPSON			(92.35)
TOWN OF KAYCEE			
01/10/2022	1688	Utilities	(69.75)
Total TOWN OF KAYCEE			(69.75)
UNITED STATES TREASURY			
01/10/2022		Payroll Taxes	(1,283.54)
01/10/2022		Payroll Taxes	(1,633.66)
01/10/2022		Payroll Taxes	(278.75)
Total UNITED STATES TREASURY			(3,195.95)
VISA			
01/10/2022	1694	Office Supplies	(78.43)
01/10/2022	1694	Meals / Hotel	(113.05)
01/10/2022	1694	Fuel / Mileage	(472.24)
01/10/2022	1694	Dues / Subscriptions	(40.00)
01/10/2022	1694	Legal / Accounting	(4.24)
01/10/2022	1694	Facility Maintenance	(131.49)
Total VISA			(839.45)
WYOMING DEPARTMENT OF EMPLOYMENT			
01/10/2022	1690	Payroll Taxes	(151.85)
Total WYOMING DEPARTMENT OF EMPLOYMENT			(151.85)
WYOMING EMS ASSOCIATION			
01/10/2022	1696	Dues / Subscriptions	(200.00)
Total WYOMING EMS ASSOCIATION			(200.00)
WYOMING RETIREMENT SYSTEM			
01/10/2022	1353	Deferred Compensation	(93.75)
Total WYOMING RETIREMENT SYSTEM			(93.75)
TOTAL			(89,927.62)