

Johnson County Rural Health Care District

Minutes

March 14, 2022

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office, Monday, March 14, 2022. The meeting began at 4:03 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Mark Haines, Marie Miller, Jim Hicks, Scott McBride via phone, Dr. Mark Schueler, Aaron Palmer, Crosby Taylor, Seth Taylor, Commissioner Bill Novotny, Kate Harness, Dave Harness and Karri White. A quorum was present.

VOUCHERS: March vouchers were reviewed. Marie Miller moved to approve the vouchers. Seconded by Jim Hicks. Approved by all.

AGENDA: Mark Haines asked to place item regarding Fire Contracts on the agenda. Mark Haines made the motion to approve the agenda with the addition. Seconded by Jim Hicks. Approved by all.

I. APPROVAL OF MINUTES OF LAST MEETINGS:

Marie Miller moved to approve the minutes of the Regular Meeting on February 14, 2022. Seconded by Mark Haines. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the February Treasurer's Report for review. Jim transferred funds from one account to another at the Bank of Buffalo to take advantage of a higher interest rate. A motion to approve the Treasurer's Report was made by Mark Haines and seconded by Marie Miller. Approved by all. Commissioner Bill Novotny reported the settlement with US Realm, Carbon Creek Energy will benefit the district with an initial larger payment up front and then annual payments for the next eight years. He said the Commissioners encourage special use districts to put the money into reserves. Jim suggested adding an income line item for the settlement payment.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave Harness reported February had 60 ambulance calls consisting of the following: 50 medical, 10 trauma and 6 transfers; 2 nurse transfers, 3 canceled, 18 patient refusals, 0 standbys, 0 code, 1 DOA, 0 extrication and 0 trauma team activations. 43 in-town calls and 17 out-of-town calls. 55 were Johnson County residents and 5 non-residents. There was one out-of-county transfer and a total of 337 miles.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 5 calls in February: 2 trauma, 3 medical, 0 standby, 0 transfers, 0 refusals, 0 canceled, 0 DOA, 0 Life Flight, 5 total patients. The report stated the March training covered patient assessment and documentation. The director's notes stated he was working with Dr. Goddard on protocols and medication profiles as well as working on preliminary budget numbers.

V. OLD BUSINESS:

1. Quick Med Claims

Marilyn Connolly talked with the new representative with Quick Med Claims. They discussed reports and the possibility of being given a tutorial on what reports are available and most useful. It was suggested to add an identifier in WATRS for the out-of-county transfers.

Call for old business:

VI. NEW BUSINESS

1. Conflict of Interest Declaration

Conflict of Interest forms were distributed. Karri will ask Cloud Peak Accounting for guidance in the reporting requirements of the board members.

2. Medical Director Agreement

Marilyn Connolly stated she contacted Dr. Mark Schueler and Dr. Luke Goddard in February regarding splitting the duties and \$1,000 stipend of the Medical Director for Johnson County, with Dr. Schueler overseeing Buffalo and Dr. Goddard overseeing Kaycee. She said that they had agreed to this arrangement, but a contract was not signed. Marilyn asked Dr. Schueler to speak to this offer. Dr. Schueler said as he was not comfortable overseeing a paramedic service in Kaycee that he would be willing to split the duties and stipend. Karri White questioned when and how the decision to offer the split was made and expressed concern that going into Executive Session last month to discuss this did not fit the parameters of what constitutes an executive session. The board moved to go into Executive Session last month for personnel reasons. It was agreed that conferring with Attorney Barry Crago would be advised. Jim Hicks made a motion to divide the Medical Director services with Dr. Schueler representing Buffalo and Dr. Goddard representing Kaycee and split the \$1,000 stipend between the two. After discussion the motion was amended by Jim Hicks to make the agreement effective July 1, 2022, with an annual review of the agreement 60 days prior to July 1, 2023. Mark Haines seconded the motion. Approved by all. Chairman Connolly expressed her gratitude and respect for Dr. Schueler and thanked him for his service.

3. 2022/2023 FY Preliminary Budget Figures

Karri reviewed the budget timeline and provided budget worksheets including historical year end data. Dave Harness, Buffalo EMS submitted a letter to the Board with the requested contract agreement amount. The letter included explanations regarding anticipated increases and decreases in line items. Jim Hicks asked if Buffalo needs a new ambulance or chassis. Dave indicated an upgrade would be necessary sooner than later but not sure when. He said he would obtain quotes for a chassis replacement. Crosby said it would be a few years before Kaycee needed another ambulance.

Call for new business:

4. Fire Standby

Mark Haines provided a handout detailing Wyoming fire standby equipment rates and requirements. He suggested this could be a source of additional revenue.

Chairman Connolly asked for public comment.

No public comment.

Marie Miller made a motion to adjourn at 5:23 p.m. Seconded by Scott McBride. Approved by all.


Respectfully submitted by Karri White.

The next regular meeting will be held on Monday, April 11, 2022, at 5:00 p.m. at the Ambulance Barn, Kaycee, Wyoming.




President

Member



Secretary



Member



Treasurer

04/05/22

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

| | <u>Mar 22</u> |
|------------------------------|---------------------------|
| ALEXANDER SAIN | (325.99) |
| AT&T MOBILITY | (37.20) |
| BUBKE, SETH | (1,221.58) |
| BUFFALO EMS, LLC. | (62,500.00) |
| CLOUD PEAK ACCOUNTING, LLC | (12,000.00) |
| CROSBY TAYLOR. | (4,205.29) |
| DIGETEKs | (706.80) |
| First Interstate Bank | (9.95) |
| HARRY D. STRAUB | (46.17) |
| HEIDI GREET | (289.97) |
| INTUIT PAYMENTS | (49.53) |
| KRISTIN KLAHSEN | (412.81) |
| LPL FINANCIAL | (195.00) |
| MARY PROPSON | (648.29) |
| MICHELLE CHAPMAN | (1,794.17) |
| MONTANA-DAKOTA UTILITIES CO. | (234.32) |
| NORCO, INC. | (101.64) |
| POWDER RIVER ENERGY CORP | (109.08) |
| QUICK MED CLAIMS | (2,841.43) |
| RT COMMUNICATIONS | (145.41) |
| TODD PROPSON | (112.67) |
| TOWN OF KAYCEE | (69.75) |
| UNITED STATES TREASURY | (1,821.56) |
| VISA | (307.29) |
| WYOMING RETIREMENT SYSTEM | (56.25) |
| | |
| TOTAL | <u><u>(90,242.15)</u></u> |

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Expenses by Vendor Detail

March 2022

04/05/22

Cash Basis

| Date | Num | Account | Paid Amount |
|----------------------------------|-------|------------------------------|-------------|
| ALEXANDER SAIN | | | |
| 03/01/2022 | 1918 | Payroll | (353.00) |
| 03/01/2022 | 1918 | Payroll Taxes | 27.01 |
| Total ALEXANDER SAIN | | | (325.99) |
| AT&T MOBILITY | | | |
| 03/14/2022 | 1928 | Telephones | (37.20) |
| Total AT&T MOBILITY | | | (37.20) |
| BUBKE, SETH | | | |
| 03/01/2022 | 1923 | Payroll | (1,352.00) |
| 03/01/2022 | 1923 | Payroll Taxes | 130.42 |
| Total BUBKE, SETH | | | (1,221.58) |
| BUFFALO EMS, LLC. | | | |
| 03/14/2022 | 1364 | BUFFALO EMS MONTHLY CONT... | (62,500.00) |
| Total BUFFALO EMS, LLC. | | | (62,500.00) |
| CLOUD PEAK ACCOUNTING, LLC | | | |
| 03/14/2022 | 1365 | Auditing / Accounting | (12,000.00) |
| Total CLOUD PEAK ACCOUNTING, LLC | | | (12,000.00) |
| CROSBY TAYLOR. | | | |
| 03/01/2022 | | Payroll | (4,875.00) |
| 03/01/2022 | | Health Insurance - Employees | 171.78 |
| 03/01/2022 | | Payroll Taxes | 497.93 |
| Total CROSBY TAYLOR. | | | (4,205.29) |
| DIGETEKs | | | |
| 03/14/2022 | 1366 | IT Managed Services | (706.80) |
| Total DIGETEKs | | | (706.80) |
| First Interstate Bank | | | |
| 03/31/2022 | | Auditing / Accounting | (9.95) |
| Total First Interstate Bank | | | (9.95) |
| HARRY D. STRAUB | | | |
| 03/01/2022 | 1919 | Payroll | (50.00) |
| 03/01/2022 | 1919 | Payroll Taxes | 3.83 |
| Total HARRY D. STRAUB | | | (46.17) |
| HEIDI GREET | | | |
| 03/01/2022 | 1920 | Payroll | (314.00) |
| 03/01/2022 | 1920 | Payroll Taxes | 24.03 |
| Total HEIDI GREET | | | (289.97) |
| INTUIT PAYMENTS | | | |
| 03/10/2022 | CCADJ | Collection Fees | (28.55) |
| 03/22/2022 | CCADJ | Collection Fees | (20.98) |

Expenses by Vendor Detail

March 2022

04/05/22

Cash Basis

| Date | Num | Account | Paid Amount |
|------------------------------------|------|-----------------------|-------------|
| Total INTUIT PAYMENTS | | | (49.53) |
| KRISTIN KLAAHSEN | | | |
| 03/01/2022 | 1921 | Payroll | (447.00) |
| 03/01/2022 | 1921 | Payroll Taxes | 34.19 |
| Total KRISTIN KLAAHSEN | | | (412.81) |
| LPL FINANCIAL | | | |
| 03/14/2022 | 1929 | Deferred Compensation | (195.00) |
| Total LPL FINANCIAL | | | (195.00) |
| MARY PROPSON | | | |
| 03/01/2022 | 1922 | Payroll | (702.00) |
| 03/01/2022 | 1922 | Payroll Taxes | 53.71 |
| Total MARY PROPSON | | | (648.29) |
| MICHELLE CHAPMAN | | | |
| 03/01/2022 | | Payroll | (2,050.00) |
| 03/01/2022 | | Payroll Taxes | 255.83 |
| Total MICHELLE CHAPMAN | | | (1,794.17) |
| MONTANA-DAKOTA UTILITIES CO. | | | |
| 03/14/2022 | 1925 | Utilities | (234.32) |
| Total MONTANA-DAKOTA UTILITIES CO. | | | (234.32) |
| NORCO, INC. | | | |
| 03/14/2022 | 1930 | Oxygen Supplies | (101.64) |
| Total NORCO, INC. | | | (101.64) |
| POWDER RIVER ENERGY CORP | | | |
| 03/14/2022 | 1931 | Utilities | (109.08) |
| Total POWDER RIVER ENERGY CORP | | | (109.08) |
| QUICK MED CLAIMS | | | |
| 03/14/2022 | 1367 | Collection Fees | (2,841.43) |
| Total QUICK MED CLAIMS | | | (2,841.43) |
| RT COMMUNICATIONS | | | |
| 03/14/2022 | 1926 | Telephones | (145.41) |
| Total RT COMMUNICATIONS | | | (145.41) |
| TODD PROPSON | | | |
| 03/01/2022 | 1924 | Payroll | (122.00) |
| 03/01/2022 | 1924 | Payroll Taxes | 9.33 |
| Total TODD PROPSON | | | (112.67) |
| TOWN OF KAYCEE | | | |
| 03/14/2022 | 1927 | Utilities | (69.75) |
| Total TOWN OF KAYCEE | | | (69.75) |
| UNITED STATES TREASURY | | | |

Expenses by Vendor Detail

March 2022

Cash Basis

| Date | Num | Account | Paid Amount |
|---------------------------------|------|-----------------------|-------------|
| 03/07/2022 | | Payroll Taxes | (538.04) |
| 03/07/2022 | | Payroll Taxes | (1,283.52) |
| Total UNITED STATES TREASURY | | | (1,821.56) |
| VISA | | | |
| 03/14/2022 | 1932 | Fuel / Mileage | (197.42) |
| 03/14/2022 | 1932 | Medical Supplies | (72.67) |
| 03/14/2022 | 1932 | Meals / Hotel | (20.24) |
| 03/14/2022 | 1932 | Legal / Accounting | (16.96) |
| Total VISA | | | (307.29) |
| WYOMING RETIREMENT SYSTEM | | | |
| 03/14/2022 | 1368 | Deferred Compensation | (56.25) |
| Total WYOMING RETIREMENT SYSTEM | | | (56.25) |
| TOTAL | | | (90,242.15) |

Ambulance Calls For the Month of FEBRUARY 2022

MEDICAL: 50

TRAUMA: 10

60 TOTAL CALLS

| TOTAL TRANSFERS: | BILLINGS | CASPER | OTHER | SHERIDAN | AIRPORT |
|------------------|-------------------------------|--------|-------|----------|---------|
| | 2 | 1 | 1 | 2 | |
| | <u>6</u> TOTAL <i>Douglas</i> | | | | |

| TRANSFERS w/ NURSES | BILLINGS | CASPER | OTHER | SHERIDAN | AIRPORT |
|---------------------|----------------|--------|-------|----------|---------|
| | 1 | | | 1 | |
| | <u>2</u> TOTAL | | | | |

IN-TOWN: 43

OUT-OF-TOWN: 17

JO. CO. RESIDENTS: 55

NON-RESIDENTS: 5

CANCELLED 3

PATIENT REFUSAL 18

STAND-BY: 0

CODE: 0

DOA: 1

COUNTY FIRE EXTRICATION: 0

TRAUMA TEAM ACTIVATION 0

TOTAL CALLS: 60

MEDICARE 29

MEDICAID 2

INSURANCE 3

SELF PAY 2

VA 2

TITLE 25 0

WORK COMP 0

Median Unit Notified by Dispatch to Unit Arrived on Scene
6 minutes

Median Unit En Route to Unit Back in Service
37.35 minutes

Out of County Transfers 1
Mileage 337

Kaycee Ambulance Call Report

Month of: February

| | | | |
|-----------------|----------|-----------------------|----------|
| <u>Trauma</u> | <u>2</u> | <u>Canceled</u> | <u>0</u> |
| <u>Medical</u> | <u>3</u> | <u>Life Flight</u> | <u>0</u> |
| <u>Standby</u> | <u>0</u> | <u>DOA</u> | <u>0</u> |
| <u>Transfer</u> | <u>0</u> | <u>Total Calls</u> | <u>5</u> |
| <u>Refusal</u> | <u>0</u> | <u>Total Patients</u> | <u>5</u> |

Training: March training covered patient assessment and documentation.
Patient assessment can be documented in WATRS and reports can be written in different formats.

Directors Notes: Working with Dr. Goddard on protocols and medication profiles.
Working on preliminary budget numbers for next year.

Mileage: MS 264 34410.9
MS 192 21201.7