

Johnson County Rural Health Care District

Minutes

May 9, 2022

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office, Monday, May 9, 2022. The meeting began at 4:05 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Mark Haines, Marie Miller, Jim Hicks, Scott McBride, Aaron Palmer, Crosby Taylor, Seth Taylor, Barry Crago, Dave Harness, Kate Harness, Michelle Chapman, Dennis Thorson, Wayne Graves, Gayann Graves, Shane Schrader, Cindy Barlow, John DeMatteis, Laura DeMatteis, and Karri White. A quorum was present.

AGENDA: Scott McBride made a motion to approve the agenda. Seconded by Jim Hicks. Approved by all.

VOUCHERS: May vouchers were reviewed. Mark Haines moved to approve the vouchers. Seconded by Scott McBride. Approved by all.

I. APPROVAL OF MINUTES OF LAST MEETINGS:

Scott McBride made a motion to approve the minutes of the Regular Meeting on April 11, 2022, with the addition suggested by Marilyn Connolly under new business #3. Seconded by Jim Hicks. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks presented the April Treasurer's Report for review. 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

Dave Harness reported April had 54 ambulance calls consisting of the following: 45 medical, 9 trauma and 11 transfers; 3 nurse transfers, 4 canceled, 6 patient refusals, 1 standby, 0 code, 0 DOA, 0 extrication and 0 trauma team activations. 30 in-town calls and 24 out-of-town calls. 38 were Johnson County residents and 16 non-residents. There were 9 out-of-county transfer with a total of 2,546 miles.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 2 total patients in April, 0 trauma, 2 medical, 3 standbys, 0 transfers, 0 refusals, 0 canceled, 0 DOA, 0 Life Flight, 5 total calls. Marilyn stated a written policy needs to be made concerning charging for standbys.

V. OLD BUSINESS:

1. FYE 2023 Financial Contract with Buffalo EMS

A letter dated April 20, 2022, from Buffalo EMS was received. The letter accepted the financial parameters of the budget contract being \$62,500 per month for an annual total of \$750,000.

2. Employee Handbook

Barry Crago presented a draft of the Employee Handbook that he, Marilyn Connolly and Karri White have been working on. Crosby Taylor and Michelle Chapman had previously prepared a handbook for Kaycee. Barry recommends a work session to review and edit the handbooks. A work session was scheduled for Monday, May 16, 2022, at 4 p.m. at the County Planning Office.

3. Medical Director Agreements

Drafts of the Medical Director Agreement were prepared. Dr. Schueler had verbally agreed to the terms. Dr. Goddard posed questions and possible changes to the agreement. Barry Crago will review the agreements. The discussion was tabled until the next regular meeting.

4. 2022/2023 Budget

The 2022/2023 proposed budget figures were reviewed. It was decided to move bookkeeping from a district-wide expense to a Kaycee expense. Out-of-county transfers was discussed with \$50,000 added to projected revenue and \$7,500 to expenses for the contracted 15%. Scott McBride made a motion to approve the proposed budget with those changes. Seconded by Mark Haines. Approved by all.

Call for old business:

VI. NEW BUSINESS

1. Cot Battery

Dave Harness requested to purchase one cot battery for \$525. Jim Hicks made a motion to approve the purchase of one cot battery. Seconded Marie Miller. Approved by all.

2. EMS Stakeholder Listening Session

Marilyn shared there will be an EMS Stakeholder Listening Session for Region I on Tuesday, May 17th from 9 am – 11 am in Gillette and 3 pm for Region II in Casper. Anyone who is interested may attend.

Call for new business:

Public Comment

Marilyn Connolly asked for public comment.

Gayann Graves asked about the minutes posted on the County website. She stated that March 2022 had yet to be posted.

Cindy Barlow asked if everyone on the Board had seen the land purchase agreement prior to the acceptance of the land purchase. She stated a building committee had been approved last year but Marilyn Connolly said a committee had yet to be formed. Cindy asked who made the building sketch that was presented at the School Board meeting in 2021. Marilyn stated it was prepared by Cleary Buildings and was simply a preliminary drawing. Cindy also raised concerns about the lack of a traffic study and the purchase of land from one county entity to another. She suggested since Johnson County taxpayers have already paid once for the land, it would be best to lease the land from the Fire District for \$1. She asked that the email addresses of the Board Members be posted on the County website. Cindy questioned who has access to the Kaycee Visa credit card. She suggested the Board review the Visa statements to make sure that the purchases are legitimate. Marilyn Connolly stated internal controls have been addressed to make sure all expenditures are accounted for, and receipts included.

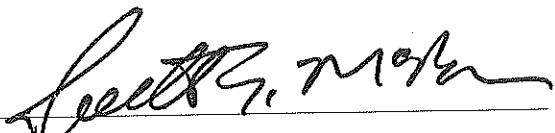
Mark Haines made a motion to adjourn at 5:38 p.m. Seconded by Scott McBride. Approved by all.

Respectfully submitted by Karri White.


The next regular meeting will be held on Monday, June 13, 2022, at 4:00 p.m. at the County Planning Office, Buffalo, Wyoming.



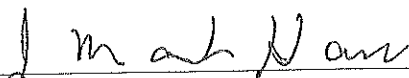
President




Member



Secretary



Member



Treasurer

06/01/22

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

	<u>May 22</u>
A & L Supply	(270.00)
ALEXANDER SAIN	(129.29)
AT&T MOBILITY	(37.00)
BUBKE, SETH	(1,152.00)
Buffalo Bulletin	(57.50)
BUFFALO EMS, LLC.	(62,500.00)
CROSBY TAYLOR.	(4,205.28)
DIGETEKs	(426.80)
FIRST AMERICAN TITLE CO.	(80,415.00)
First Interstate Bank	(24.95)
HARRY D. STRAUB	(166.23)
HEIDI GREET	(465.44)
HENRY SHEIN	(182.60)
INTUIT PAYMENTS	(59.09)
KRISTIN KLAHSEN	(440.51)
LPL FINANCIAL	(195.00)
Mark Schueler	(1,000.00)
MARY PROPSON	(484.83)
MICHELLE CHAPMAN	(1,794.17)
MONTANA-DAKOTA UTILITIES CO.	(137.35)
MOTOROLA SOLUTIONS, INC.	(3,360.88)
NORCO, INC.	(115.50)
QUICK MED CLAIMS	(2,342.09)
RT COMMUNICATIONS	(143.40)
TOWN OF KAYCEE	(69.75)
UNITED STATES TREASURY	(1,775.92)
VISA	(775.97)
WYOMING EMS	(24.00)
WYOMING RETIREMENT SYSTEM	(56.25)
BANK OF BUFFALO	(100.00)
TOTAL	<u><u>(162,906.80)</u></u>

John H. Hoff
Michelle Chapman
Mary Propson

Expenses by Vendor Detail

May 2022

06/01/22

Cash Basis

Date	Num	Account	Paid Amount
A & L Supply			
05/09/2022	1963	Education / Training	(270.00)
Total A & L Supply			(270.00)
ALEXANDER SAIN			
05/01/2022	1957	Payroll	(140.00)
05/01/2022	1957	Payroll Taxes	10.71
Total ALEXANDER SAIN			(129.29)
AT&T MOBILITY			
05/09/2022	1964	Telephones	(37.00)
Total AT&T MOBILITY			(37.00)
BANK OF BUFFALO.			
05/25/2022		Auditing / Accounting	(100.00)
Total BANK OF BUFFALO.			(100.00)
BUBKE, SETH			
05/01/2022	1962	Payroll	(1,268.00)
05/01/2022	1962	Payroll Taxes	116.00
Total BUBKE, SETH			(1,152.00)
Buffalo Bulletin			
05/09/2022	1373	Legal Notices	(57.50)
Total Buffalo Bulletin			(57.50)
BUFFALO EMS, LLC.			
05/09/2022	1374	BUFFALO EMS MONTHLY CONT...	(62,500.00)
Total BUFFALO EMS, LLC.			(62,500.00)
CROSBY TAYLOR.			
05/01/2022		Payroll	(4,875.00)
05/01/2022		Health Insurance - Employees	171.78
05/01/2022		Payroll Taxes	497.94
Total CROSBY TAYLOR.			(4,205.28)
DIGETEKES			
05/09/2022	1375	IT Managed Services	(426.80)
Total DIGETEKES			(426.80)
FIRST AMERICAN TITLE CO.			
05/09/2022	1965	RHCD Board Expenses	(80,415.00)
Total FIRST AMERICAN TITLE CO.			(80,415.00)
First Interstate Bank			
05/31/2022		Auditing / Accounting	(24.95)
Total First Interstate Bank			(24.95)
HARRY D. STRAUB			
05/01/2022	1958	Payroll	(180.00)

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

Date	Num	Account	Paid Amount
05/01/2022	1958	Payroll Taxes	13.77
Total HARRY D. STRAUB			(166.23)
HEIDI GREET			
05/01/2022	1959	Payroll	(504.00)
05/01/2022	1959	Payroll Taxes	38.56
Total HEIDI GREET			(465.44)
HENRY SHEIN			
05/09/2022	1966	Medical Supplies	(182.60)
Total HENRY SHEIN			(182.60)
INTUIT PAYMENTS			
05/05/2022	CCADJ	Collection Fees	(29.67)
05/24/2022	CCADJ	Collection Fees	(29.42)
Total INTUIT PAYMENTS			(59.09)
KRISTIN KLAAHSEN			
05/01/2022	1960	Payroll	(477.00)
05/01/2022	1960	Payroll Taxes	36.49
Total KRISTIN KLAAHSEN			(440.51)
LPL FINANCIAL			
05/09/2022	1974	Deferred Compensation	(195.00)
Total LPL FINANCIAL			(195.00)
Mark Schueler			
05/09/2022	1967	Medical Director Contract	(1,000.00)
Total Mark Schueler			(1,000.00)
MARY PROPSON			
05/01/2022	1961	Payroll	(525.00)
05/01/2022	1961	Payroll Taxes	40.17
Total MARY PROPSON			(484.83)
MICHELLE CHAPMAN			
05/01/2022		Payroll	(2,050.00)
05/01/2022		Payroll Taxes	255.83
Total MICHELLE CHAPMAN			(1,794.17)
MONTANA-DAKOTA UTILITIES CO.			
05/09/2022	1968	Utilities	(137.35)
Total MONTANA-DAKOTA UTILITIES CO.			(137.35)
MOTOROLA SOLUTIONS, INC.			
05/09/2022	1378	Radios & Pagers	(3,360.88)
Total MOTOROLA SOLUTIONS, INC.			(3,360.88)
NORCO, INC.			
05/09/2022	1969	Oxygen Supplies	(115.50)

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT

Expenses by Vendor Detail

May 2022

Date	Num	Account	Paid Amount
Total NORCO, INC.			(115.50)
QUICK MED CLAIMS			
05/09/2022	1377	Collection Fees	(2,342.09)
Total QUICK MED CLAIMS			(2,342.09)
RT COMMUNICATIONS			
05/09/2022	1970	Telephones	(143.40)
Total RT COMMUNICATIONS			(143.40)
TOWN OF KAYCEE			
05/09/2022	1971	Utilities	(69.75)
Total TOWN OF KAYCEE			(69.75)
UNITED STATES TREASURY			
05/09/2022		Payroll Taxes	(1,775.92)
Total UNITED STATES TREASURY			(1,775.92)
VISA			
05/09/2022	1972	Postage / Freight	(58.00)
05/09/2022	1972	Meals / Hotel	(31.59)
05/09/2022	1972	Office Supplies	(169.50)
05/09/2022	1972	Fuel / Mileage	(147.81)
05/09/2022	1972	Dues / Subscriptions	(10.13)
05/09/2022	1972	Legal / Accounting	(19.08)
05/09/2022	1972	Education / Training	(243.98)
05/09/2022	1972	Facility Maintenance	(95.88)
Total VISA			(775.97)
WYOMING EMS			
05/09/2022	1973	Education / Training	(24.00)
Total WYOMING EMS			(24.00)
WYOMING RETIREMENT SYSTEM			
05/09/2022	1376	Deferred Compensation	(56.25)
Total WYOMING RETIREMENT SYSTEM			(56.25)
TOTAL			(162,906.80)

Ambulance Calls For the Month of APRIL 2022

MEDICAL: 45

TRAUMA: 9

54 TOTAL CALLS

	BILLINGS	CASPER	OTHER	SHERIDAN	AIRPORT
TRANSFERS:	2	1	2	4	2
	11 TOTAL <i>Gillette, Sundance</i>				

	BILLINGS	CASPER	OTHER	SHERIDAN	AIRPORT
TRANSFERS w/ NURSES		1		2	
	3 TOTAL				

	BILLINGS	CASPER	OTHER	SHERIDAN	AIRPORT
TRANSFERS Out of County	2	5	1	1	
	9 TOTAL <i>Sundance</i>				

IN-TOWN: 30 MEDICARE 22

OUT-OF-TOWN: 24 MEDICAID 3

JO. CO. RESIDENTS: 38 INSURANCE 9

NON-RESIDENTS: 16 SELF PAY 2

CANCELLED 4 VA 1

PATIENT REFUSAL 6 TITLE 25 5

STAND-BY: 1 WORK COMP 0

CODE: 0

DOA: 0

COUNTY FIRE EXTRICATION: 0

TRAUMA TEAM ACTIVATION 0

TOTAL CALLS: 54

Median Unit Notified by Dispatch to Unit Arrived on Scene
7.32 minutes
Median Unit En Route to Unit Back in Service
42.29 minutes

MILEAGE	
MS53	17,373
MS73	46,198
MS93	44,077
MS106	210,822
OOO Transfer Mileage	2,546

Kaycee Ambulance Call Report

Month of: April

Trauma 0

Canceled 0

Medical 2

Life Flight 0

Standby 3

DOA 0

Transfer 0

Total Calls 5

Refusal 0

Total Patients 2

Training: Dehydration presentation by WLF, trauma assessments, ACLS skills

Directors Notes: Stand by for Bronc riding school for 3 days was over 10 hours

Mileage: MS 264 34554.5
MS 192 21697.3

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT

351 North Adams
Buffalo, WY 82834

Board of Directors:
Marilyn Connolly, Chairman
Jim Hicks, Treasurer
Marie Miller, Secretary
Mark Haines, Member
Scott McBride, Member

April 18, 2022

Mr. Dave Harness
Buffalo EMS, LLC
351 North Adams
Buffalo, WY 82834

Dear Dave,

This is to officially notify Buffalo EMS, LLC that the Board of Directors of the Johnson County Rural Health Care District has voted to set the payment for services for the 2022-2023 Fiscal Year at:

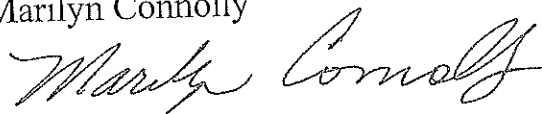
\$62,500 per month for an annual total of \$750,000

This notification is according to terms of the Contract (see Section 6, Page 2 of Contract dated June 8, 2020.)

Thank you for providing the Board with your request and the explanation of your request of funds for the new fiscal year. Thank you also for the excellent ambulance service you and your employees continue to provide.

Sincerely,

Marilyn Connolly



Johnson County RHCD, Chairman

Copy:
Mr. Barry Crago
Crago Law



April 29, 2022

Johnson County Rural Health Care Board,

I am in receipt of your letter dated April 18, 2022 outlining the financial parameters of the budget contract with Buffalo EMS for the 2022-2023 fiscal year. Please receive this communication as acceptance to the offer of \$62,500 per month for an annual total of \$750,000 to pay the expenses as outlined in a contract signed between Buffalo EMS and the Johnson County Rural Health Care District in June of 2020.

It is with great pride that I pledge the continued excellence in ambulance service Buffalo EMS has provided to the citizens of Johnson County. God willing, we will see a difficult year end and look forward to continued service.

Sincerely,

David S. Harness
Director
Buffalo EMS

Mark County
5-1-2022

Johnson County Rural Health District 22-23 Budget

	2022-2023	2022-2023	2021-2022	2020-2021
REVENUE		PROPOSED	year end Est.	Actual
Ambulance	\$ 400,000	\$ 400,000	\$ 350,000	\$ 451,497
Interest from CD's/Accts	\$ 5,000	\$ 3,000	\$ 5,000	\$ 24,753
(2 mills at \$300 million val.)	\$ 600,000	\$ 600,000	\$ 480,000	\$ 509,946
Motor Vehicle Fees	\$ 70,000	\$ 70,000	\$ 75,000	\$ 82,369
Out of County Transfers	\$ 50,000			
Grant Income				
Other Income			\$ 3,431	\$ 16,221
Reserves - To Balance	\$ 62,415	\$ 66,568	\$ 304,200	\$ 26,343
Total Revenue	\$ 1,187,415	\$ 1,139,568	\$ 1,217,631	\$ 1,111,129

DISTRICT WIDE	2022-2023	PROPOSED	estimate	APPROVED
Advertising	\$ -	\$ -	\$ -	\$ 175
Auditing / Accounting	\$ 17,000	\$ 17,000	\$ 17,000	\$ 12,760
Bookkeeping	\$ 15,600	\$ -	\$ -	\$ -
Buffalo Capital Outlay	\$ 1,500	\$ 1,500	\$ 42,547	\$ 5,862
Collection Fees	\$ 40,000	\$ 23,000	\$ 32,640	\$ 42,542
Election Fees	\$ 1,500	\$ 1,500		\$ 1,263
Insurance - Liability	\$ 23,000	\$ 20,487	\$ 20,487	\$ 42,547
IT Managed Services	\$ 7,500	\$ 7,416	\$ 7,522	\$ 6,360
Board Legal/Professional	\$ 5,000	\$ -	\$ 1,000	\$ -
Legal Notices	\$ 750	\$ 750	\$ 786	\$ 230
Out of County Transfers	\$ 7,500	\$ -	\$ -	\$ -
Patient Reimbursement	\$ -	\$ 850	\$ 756	\$ -
Medical Directors	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Radio Maintenance	\$ 7,200	\$ 7,200	\$ 17,400	\$ 4,926
Radios & Pagers	\$ 4,000	\$ 3,000	\$ 453	\$ 594
Amb & Equip Reserve	\$ 75,000	\$ 75,000	\$ 75,000	\$ 50,000
RHCD Board Expenses	\$ 1,000	\$ 1,000	\$ 40	\$ 257
Ambulance Purchase	\$ -	\$ -	\$ -	\$ -
Reserve				
Dist. Wide Expenses	\$ 218,550	\$ 170,703	\$ 227,631	\$ 179,516

Kaycee Area Budget	\$ 218,865	\$ 218,115	\$ 240,000	\$ 209,063
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Buffalo EMS Contract	\$ 750,000	\$ 750,000	\$ 750,000	\$ 722,550
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District Wide Budget	\$ 218,550	\$ 170,703	\$ 227,631	\$ 179,516
Kaycee Budget	\$ 218,865	\$ 218,865	\$ 240,000	\$ 209,063
Buffalo Contract	\$ 750,000	\$ 750,000	\$ 750,000	\$ 722,550
Total Expenses	\$ 1,187,415	\$ 1,139,568	\$ 1,217,631	\$ 1,111,129
Short/Over	\$ -	\$ -	\$ -	\$ -

Capital Facilities

Total

RHCD BUDGET TIMELINE

MARCH 14, 2022:

Present preliminary budget figures at board meeting

APRIL 11, 2022 BOARD MEETING:

Discuss preliminary budget figures at board meeting

Approve annual contract amount with Buffalo EMS

NO LATER THAN MAY 2, 2022

Provide Buffalo EMS annual contract amount in writing

MAY 9, 2022 BOARD MEETING:

Approve preliminary budget

NO LATER THAN MAY 16, 2022:

Buffalo EMS accept or reject annual contract amount in writing.

JUNE 1, 2022:

Budget Summary Form to Johnson County Clerk

JUNE 2022 BOARD MEETING:

Board finalize budget.

Set Date & Time for Budget Hearing

JULY 2022:

Budget Hearing held not later than five (5) days of 3rd Thursday in July. (July 1 - 26)

Legal Notice – 2 weeks prior to hearing

SEPTEMBER 30, 2022:

Form F-32 Survey of Local Government Finances due to State of Wyoming Department of Audit

Prepared by accounting firm

DECEMBER 31, 2022:

Review or Audit based on amount of revenues and expenditures due to State of Wyoming Department of Audit