

JOHNSON COUNTY AMBULANCE  
RURAL HEALTH CARE DISTRICT

Budget Hearing Minutes

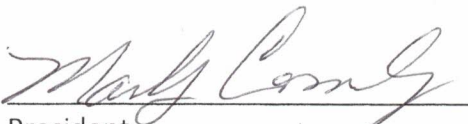
July 11, 2022

A special meeting to approve final budget for 2022-2023 was held at the County Planning Office, Monday, July 11, 2022. The meeting began at 4:04 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Marie Miller, Jim Hicks, Karri White, Kate Harness, Dennis Thorson, Dave Harness, Seth Taylor, Jeff Sawyer, and Teresa Fieldgrove. Not present were Scott McBride and Mark Haines. A quorum was present.

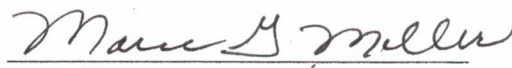
Agenda: Proposed budget was discussed. Marilyn stated the overall total proposed budget is \$1,287,915.00; Buffalo EMS Contract is \$ 750,000.00; Kaycee Budget is \$ 218,865.00; and District Wide Budget is \$ 319,050.00. Marilyn Connolly had stated there had been prior discussion on the budget. Jim Hicks made a motion to approve the budget, Marie Miller seconded. Approved by all. Marilyn Connolly stated that Cloud Peak Accounting will review the budget and perform audit. Budget is due to the State of Wyoming by the end of July, 2022. There was some clarification of the – \$ 40,915.00, as this is allocated for reserves.

With no further discussion on the budget, Jim Hicks moved to adjourn the budget hearing, Marie seconded. Budget hearing was closed. Meeting adjourned at 4:11 p.m.

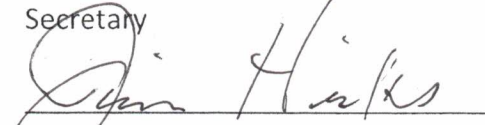
Respectfully submitted by Teresa Fieldgrove

  
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President

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Member

  
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Secretary

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Member

  
\_\_\_\_\_  
Treasurer

# Johnson County Rural Health Care District

## Minutes

July 11, 2022

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office, Monday, July 11, 2022. The meeting began at 4:12 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Marie Miller, Jim Hicks, Mark Haines, Kate Harness, Dennis Thorson, Dave Harness, Seth Taylor, Jeff Sawyer, Karri White and Teresa Fieldgrove. A quorum was present.

**AGENDA:** A motion was made by Marie Miller and seconded by Jim Hicks to approve the agenda. Approved by all.

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

I. **APPROVAL OF MINUTES OF LAST MEETING:**

Marie Miller made a motion to approve the minutes from last meeting. Jim Hicks seconded. Approved by all.

**APPROVAL OF SPECIAL MEETING MINUTES:**

Marie Miller made a motion to approve the minutes from the Special Meeting held on June 22, 2022. Jim Hicks seconded. Minutes were approved.

II. **VIEW AND APPROVE TREASURER'S REPORT:**

Marie Miller made a motion to approve the Treasurer's report, Jim Hicks seconded. Motion carried and the Treasurer's report was approved. There was some further discussion by Jim Hicks regarding reserves of \$ 144,565. A question on why Kaycee payroll was over budget was also asked. Both Crosby Taylor and Karri White stated there was over payment in one quarter and underpayment in another that cancelled the other out. With no further discussion, the next item on the agenda was discussed.

III. **BUFFALO REPORT:**

I. **Ambulance Calls**

Dave Harness reported there were 70 total calls consisting of the following: 57 medical and 13 trauma; 9 transfers; 2 nurse transfers, 2 cancelled, 12 patient refusals, 7 standby, 2 code, 2 DOA, 1 extrication, and 3 trauma team activations. 42 in-town calls and 28 out-of-town calls. 42 were Johnson County residents and 28 were non-residents. There were 2 out of County transfers with a total of 2487 mileage. Dave Harness stated that they are not extremely busy for this time of year.

There was some discussion on air-bag deployment calls. Dave explained the agreement with dispatch. According to Dave, dispatch will ask a caller upon air-bag deployment if they need assistance, they are asked twice. If the caller does not need assistance, then Buffalo EMS is not paged. If they are paged on a 911 call, they must respond to the call and be sent to the scene. Marilyn asked for further questions, as there were none, board moved on to Kaycee ambulance report.

**IV. KAYCEE REPORT:**

Crosby Taylor gave the Kaycee ambulance report. There was a total of 12 calls in June: 3 trauma, 6 medical, 3 standby, 0 transfers, 0 refusals, 0 cancelled, 0 life flight, 0 DOA, 13 total patients.

Some discussion on ambulance condition, possibly power load needed. Jim Hicks thanked Karri White for information on total nurse transfers for the year and total calls. Jim mentioned it is helpful to know the breakdown of information.

Marilyn asked for any more questions regarding the reports, no further questions.

**V. OLD BUSINESS:**

**1. 2022/2023 Budget**

Budget was approved.

**2. Bookkeeper/Administrative Assistant**

A committee consisting of Marilyn Connolly, Marie Miller and Scott McBride were asked to research potential replacement for a bookkeeper and administrative assistant to perform the needed bookkeeping for the Johnson County Rural Health Care District and the preparation of materials for the meetings. The committee approached Teresa Fieldgrove for this position. A motion was made by Marie Miller to appoint Teresa Fieldgrove as bookkeeper and administrative assistant for the Johnson County Rural Health Care District. Jim Hicks seconded the motion, motion was approved. A motion was made by Jim Hicks to grant Teresa Fieldgrove administrative authority for the bank accounts at the Bank of Buffalo, First Interstate and First Northern Bank. Administrative authority will be to access account information as needed to perform the bookkeeping duties on these accounts. Some discussion was heard on closing the account at First Interstate. Motion carried. There will need to be an official letter granting this authority to Teresa Fieldgrove from the Johnson County Rural Health Care District. Marilyn Connolly suggested a letter be drafted and signed by the Rural Care District board as soon as possible. Karri White will work with Teresa Fieldgrove on the transition of the QuickBooks information and training in completing the necessary duties pertaining to the administrative



work. Crosby Taylor will share the needed information pertaining to the Kaycee's WATRS account. Teresa Fieldgrove will need to contact Michelle Chapman for the Kaycee QuickBooks information. As there was no further discussion on Bookkeeper/Administrative assistant, the board continued to the next item on the agenda.

3. Mineral Royalty Grant Award Agreement

Marilyn Connolly stated the grant is for \$450,000.00. A motion by Jim Hicks and seconded by Mark Haines to approve the grant award agreement. All were in favor of approval of the grant award agreement. Motion carried.

4. Marilyn passed out a schematic of the building. Marilyn suggested that a Building Committee be formed. The members for this committee will be Dave Harness, Dennis Thorson, Mark Haines, Crosby Taylor, Karri White and Marilyn Connolly. The members will decide on a meeting time for further discussion on the building design and usefulness. Marilyn asked for further discussion on general information regarding the building. Jim Hicks stated that an architect will need to be hired and Marilyn also stated that the hiring of an architect is one of the necessary parameters of the grant. Marie Miller suggested that they contact Joe Hall. Marilyn said this will be a matter for the building committee to discuss. Dave Harness asked what the expected time frame is on this project and use of the grant money. Jim Hicks stated that he believed the grant proceeds need to be used within two years. Marilyn said there is some extra time allowed due to the current conditions on locating materials. Marilyn stated the deadline is December 2024 to allocate the funds and three years to complete the process. Marilyn did clarify that the funds are currently available for this project. Dave Harness said the board needs to fully examine the total cost of the building and the idea of having 3-4 people housed in the building against the existing building and current use. Dave also noted that people may not be willing to stay in the building long term and that the board needs to fully discuss the staffing issues and affordability of the building long term. Jim Hicks stated the building is good for the future. Jim also stated the suggested location for the building will be beneficial. Dave Harness stated the current Buffalo EMS site is efficient. Marilyn stated that the topic be taken to the building committee for further discussion. Marilyn did state that an ambulance barn for the community is needed. Kate Harness said that Buffalo EMS does not oppose the idea of a new building, but they are opposed to the suggested location and the parameters pertaining to the current economic situation and the magnitude of the project. Marie Miller said for the project to be successful, the cost of the building must be covered. Marilyn agreed. No further discussion on the grant. Board moved on to the next item on the agenda.

#### 5. Standby Policy

Marilyn Connolly handed out a rough draft for a suggested standby policy. Marilyn said there needs to be consensus and support from directors on the standby policy. Karri White will put together a list of standbys. Jim Hicks said the policy is fair. Marilyn said this is a draft of the policy and it can be changed. Dave Harness and Crosby Taylor both said there needs to be clarification on what is charged and what the service is for that cost. Some discussion on non-profit venues. Dave Harness said the non-profit is not costing the Rural Health Board, but it is costing the Buffalo EMS. This cost should be written into a budget if the Board continues to offer "for free" to non-profits. Also discussed was the time frame needed for setting up a standby service. It was decided that the best time frame is two weeks prior to the event. Crosby Taylor said the Rural Health Care Board needs to set a fee for private entities and somehow defer the fee to Buffalo EMS. Jim Hicks said there needs to be a similar policy for out of the county events. It was suggested that Buffalo EMS have a rider to recover the cost of the standby. There was discussion on amounts to be charged and what is included with that fee. A suggested fee of \$40 per hour for ambulance with personnel is not enough and a more reasonable amount will be \$50 per hour. Some discussion on weather or not to charge a non-profit event. Crosby Taylor suggested that there be one fee charged for all events regardless of profit or non-profit status. There was discussion on what the standby service should involve, meaning first aid only or ambulance with personnel (personnel being at least two people, may include the driver). It was determined that a reasonable amount to charge is \$50 per hour for an ambulance with personnel to be on sight. Karri White suggested the policy should state "Ambulance equipped and staffed per WY standards and rules". The policy should be straightforward and apply to any event. There was some discussion on how it is billed if an ambulance is called away from the scene for a 911 call and a second ambulance is brought to the event. Crosby Taylor clarified that it would be the total time that an ambulance is on site. Marilyn asked if there were any further questions on the policy. The question of when to make the policy effective was discussed. Marilyn said it may not be fair to venues that run a different fiscal year and may already have costs associated with their events in current budgets. It was suggested that the policy will become effective on January 1, 2023. Marilyn will write up the official policy and bring it back to the next meeting.

Call for Old Business.

**VI. NEW BUSINESS:**

**1. Resolution for ARPA Grant Application**

Grant request is \$450,000.00. Resolution/Certification Statement is: Johnson County Rural Health Care District hereby certifies that the funding being applied for under the HEALTH AND HUMAN SERVICES CAPITAL CONSTRUCTION ARPA GRANTS program will be used in accordance with all requirements and conditions of the ARPA, 2022 Wyo. Sess. Laws Ch. 50, and the Chapter. If it is determined that the funds were not used as intended, the recipient shall refund disbursed funds to the Office within fifteen (15) Business Day following notification.

Mark Haines made a motion to accept the resolution/certification statement and that it be signed. Jim Hicks seconded the motion. No one opposed, motion carried. Marilyn stated that the application is tied to COVID and a description of how it ties to health needs will be an assessment of the project. It was decided there will need to be an independent assessor to look at the current location and assess the current access to current garage. The board is looking into the COVID numbers with clarification on probable cases versus positive cases.

Call for new business:

Marilyn Connolly asked for public comment.

**PUBLIC COMMENT**

There was public comment from, Jeff Sawyer, regarding concerns on the long-term planning and budgetary cost of the new facility, including ongoing management of the building. It was stated that his concern is the board is only worried about planning for the building and not protecting and future continuation of the building. He cited Special WY Procurement Codes and its reference to inappropriate use of grant funds and how it is affecting taxpayers. He stated the usage and need must be determined.

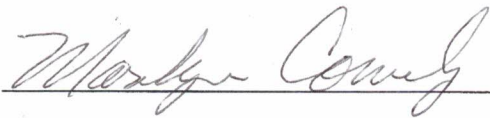
**ADJOURN**

Jim Hicks made a motion to adjourn the meeting. Mark Haines seconded the motion. The meeting was adjourned at 5:45 p.m.

Respectfully submitted by Teresa Fieldgrove.



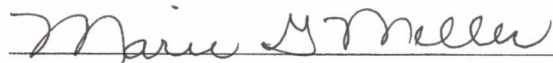
The next regular meeting will be held on August 8, 2022- 5:00 p.m. in Kaycee at the Ambulance Barn



President

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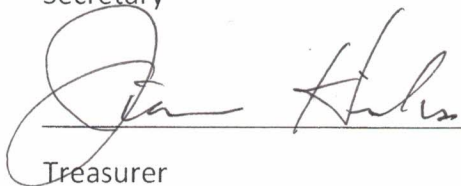
Member



Secretary

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Member



Treasurer