

# Johnson County Rural Health Care District

## Minutes

August 8, 2022

The regular monthly meeting of the Johnson County Rural Health Care District was held at the ambulance barn in Kaycee, Wyoming, Monday, August 8, 2022. The meeting began at 5:00 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Scott McBride, Marie Miller, Jim Hicks, Crosby Taylor, Dave Harness, Karri White, Bill Novotny, Michelle Chapman, Mary Propson, Seth Taylor, and Teresa Fieldgrove. Not present was Mark Haines. A quorum was present.

**AGENDA:** Scott McBride made a motion to approve the agenda. Seconded by Marie Miller. Approved by all.

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

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

Scott McBride made a motion to approve the minutes from the Regular Meeting on July 11, 2022. Seconded by Marie Miller. Approved by all. Also approved, as per President Marilyn Connolly, were the minutes from the Budget Hearing on July 11, 2022.

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

Treasurer's report was submitted for review. Marilyn Connolly asked for a motion to accept the treasurer's report. There was some discussion from Dave Harness on Out of County Transfers and explanation that trips in July were being billed and money had not been fully received yet. The contract with Sheridan Memorial Hospital may need to be renegotiated. It was suggested that Dave Harness write up the contract and have Berry Crago approve the contract. After discussion on Out of County Transfers, Marilyn Connolly asked for any more input on the treasurer's report, hearing none, she asked who was in favor and all replied by saying "aye". Treasurer's report was approved unanimously.

**III. BUFFALO REPORT:**

**1. Ambulance Calls**

Dave Harness reported there were 82 total calls for July consisting of the following: 70 medical, 12 trauma, and 10 transfers; 3 nurse transfers, 2 cancelled, 17 patient refusals, 1 standby, 1 code, 0 DOA, 0

extrication, and 2 trauma team activations. 43 in-town calls and 39 out-of-town calls. 56 were Johnson County residents and 26 non-residents. There were 8 out-of-county transfers with a total of 2,455 miles. Dave said continuing the EMT training is very important and that he is concerned about the ratio of EMT's currently coming from the classes. It is very important to keep the classes going and hopefully get the number up. He also stated that the out-of-county transfers should include a fuel cost.

**IV. KAYCEE REPORT:**

**1. Ambulance Calls**

Crosby reported there were a total of 14 calls in July: 10 trauma, 1 medical, 3 standby, 0 transfers, 0 refusals, 1 cancelled, 1 life flight, 0 DOA, 10 total patients.

Crosby said they are now operating at a paramedic level of service except for pain and benzodiazepine medications. They have a state board of pharmacy-controlled substance license and have applied for a DEA mid-level provider license in order to purchase and store narcotics on site. Dr. Goddard oversees the drugs and approves of what is needed. Inventory is recorded with double signatures of used or wasted amounts. Crosby said it may be important to consider the life of a drug versus its affordability, some are very expensive.

**V. OLD BUSINESS:**

**1. Standby Policy**

A standby policy was submitted by Kaycee Ambulance. As per Crosby Taylor, it is a copy of the policy that is used in Campbell County. Dave Harness also submitted a policy. It was suggested to have Barry Crago look the policies over. It was also suggested that the two proposed policies be combined. There was some discussion on fees and if it is ok for the entities to have separate policies. All agreed that this should not be a for-profit service, but costs should be met. Entities need to breakeven on this service. It was agreed there should not be a discretion in price for non-profit event versus for-profit events. A motion was made by Jim Hicks stating standby rates will be \$75 per hour for all events and there will be an additional \$75 administrative fee for each event. Seconded by Scott McBride. Approved by all. The policy will be effective January 1, 2023. Some future discussion may be needed to determine the amount of time that is required for an event to contract the standby service. All that was agreed upon at this meeting was the rate.

2. ARPA Grant

The grant was submitted by Marilyn Connolly. Mineral money will be used as the match on the building grant. A second grant was submitted to cover the cost of a new ambulance, a life pack for EMS and separate load. Marilyn said a new ambulance with power load is estimated at \$291,000, a life pack can cost around \$39,151 and a separate load around \$ 26,000. An additional amount of \$1800 was added to cover full scale Ambulance exercise. This was to meet the grant requirement of evidenced based need. Marilyn also mentioned a Wyoming Link Grant to cover the cost of 10 radios. Bill Novotny said he will get a letter of support from Johnson County Commissioners for the grant submission.

3. Building Committee Update

Marilyn said the committee has discussed the size of the building, 60 x 100 or 80 x 120: location and possible living quarters in the building. It will be determined as to what is necessary and what are wants in the building design. Some discussion on notifying local architects and the need for an engineer to be involved. Marilyn handed out a draft copy of a Request for Proposals for Architecture/Engineering Services. Jim Hicks made a motion to have an advertisement for architectural services as soon as possible. No 2<sup>nd</sup>. Marie Miller and Scott McBride suggested discussing with Barry Crago before RFP is sent out.

4. Bookkeeper/Admin Update

Marilyn suggested purchasing a laptop for all bookkeeping and administrative work to be completed on. Scott McBride made a motion for Rural Health Care Board to purchase a laptop for bookkeeping purposes. Seconded by Marie Miller. Motion approved by all. It was discussed that Don from DigeTekS can create a backup through the cloud service for all the information on the laptop. Karri White has backed up all prior information. It was discussed that permanent records will be housed at the Kaycee Ambulance barn. The process of writing Kaycee vouchers and payroll will transition to Teresa Fieldgrove over the next few months. Crosby Taylor will continue to oversee the voucher for the Visa as he will know the breakdown on expenses.

5. Final Budget

Final Budget is approved and submitted

6. Mill Levy

Official Copy of Mill Levy for the year has been received

**Call for Old Business:**

**VI. NEW BUSINESS:**

1. None

**Call for New Business:**

**PUBLIC COMMENT:**

Marilyn Connolly asked for public comment. None.

**ADJOURN**

Jim Hicks made a motion to adjourn the meeting. Seconded by Marie Miller.  
Meeting adjourned at 6:30 p.m.


Respectfully submitted by Teresa Fieldgrove.

The next regular meeting will be held on September 12, 2022, at 4:00 p.m. at the County Planning Office, Buffalo, Wyoming.

  
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President

  
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Member

  
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Secretary

  
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Member

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Treasurer