

Johnson County Rural Health Care District

Minutes

September 12, 2022

The regular meeting of the Johnson County Rural Health Care District was held at the Johnson County planning office in Buffalo, Wyoming, Monday, September 12, 2022. The meeting began at 4:02 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Scott McBride, Marie Miller, Mark Haines, Crosby Taylor, Dave Harness, Kate Harness, Karri White, Beth Sharp, Seth Taylor, Shane Schrader, and Teresa Fieldgrove. Not present was Jim Hicks. A quorum was present.

AGENDA: Mark Haines made a motion to approve the Agenda. Scott McBride asked for one item to be added, Buffalo Bulletin Article. Scott McBride seconded motion with additional item of discussion. Approved by all.

VOUCHERS: August vouchers were reviewed. Scott McBride made a motion to approve the vouchers. Seconded by Marie Miller. Approved by all. The Visa bill for account ending in #7821 is being held for further information on charge and was not submitted.

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

Scott McBride made a motion to approve the minutes from the regular meeting held August 8, 2022. Marie Miller seconded the motion. Approved by all.

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

Treasurer's report was submitted for review. Marie Miller noted that out of county transfer revenue line item needs to show percentage for the year. Marie Miller asked for notation on out of county transfer revenue thus far. Karri White reported that \$185,000 has been received for out of county transfers, some being in last fiscal year. There is an additional

\$147,000 being invoiced. Karri stated that overall, from beginning to current date, \$333,000 has been billed for out of county transfers. There was 1 trip in January, 1 trip in February, 2 in March, 9 in April, and around 9 in each of the last several months. Marie Miller made a motion to accept the Treasurer's report. Scott McBride seconded. Approved by all. The overall percentage needs to be updated to 16%, showing the current percent of fiscal year and will be updated per current month on future reports.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave Harness reported there were 83 total calls for August consisting of the following: 62 medical, 21 trauma, and 13 transfers; 1 nurse transfer, 0 cancelled, 14 patient refusals, 1 assisted, 5 standbys, 0 code, 2 DOA, 0 extrication, 2 trauma team activations: 30 in-town calls and 53 out-of-town calls. 41 were Johnson County residents, and 42 were non-residents. There were 9 out-of-county transfers with a total of 2,682 miles. Dave stated there is one ambulance in for repair. Dave introduced Beth Sharp. She is an advanced EMT and Co-EMT instructor for classes. There was some discussion on why people will refuse an ambulance call. Dave said they must respond to every call and some patients will call out of fear or anxiety, then realize they are ok.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby Talor reported there were a total of 10 calls in August: 1 trauma, 6 medical, 2 standbys, 1 transfer, 0 refusals, 2 cancelled, 0 life flight, 0 DOA, 7 total patients. Crosby said Kaycee is still waiting on DEA license for Narcotics. They are progressive in adding needed supplies to Kaycee.

V. OLD BUSINESS:

1. Standby Policy

Marilyn Connolly restated that during the last meeting it was approved to have \$75 fee per hour for all events with an additional \$75 administration fee for each event. She suggested there may need to be some clarification on what "each event" means. For example, will the administration fee be charged for each football game? Dave Harness suggested the administration fee should be charged for "each season" rather than "each event" for venues like football games and rodeos. There may need to be an amendment to the verbiage for administrative fee. Mark agreed with Dave's suggestion of "per season." Mark Haines made a motion to table the discussion to the next meeting, Scott McBride seconded. Motion carried. Barry Crago has approved the submitted Kaycee agreement form for ambulance service and the person or entity requesting standby service. The actual policy is still being reviewed. Karri White will send Barry Crago the policy written by Buffalo EMS.

2. Bookkeeper/Administrative Update

Teresa Fieldgrove reported the laptop and printer were purchased with the help of Marie Miller and all is going well. The online account for Bank of Buffalo is not currently accessible for Teresa and the issue is hopefully being resolved quickly. The process of transitioning bills from Kaycee, to be sent to Teresa, is taking place, and most vouchers and checks will be printed by Teresa for the future meetings. Crosby will continue to oversee the Visa bill and supplies purchased for Kaycee. The transition of payroll processing to Teresa for Kaycee should be complete by October. QuickBooks license for Kaycee with current payroll will need to be upgraded to 2022 version.

3. Building Committee Update

No update, no meetings since last general meeting

4. RFP- Architects

Marilyn Connolly said Barry Crago has looked at the draft. He has approved the content of the RFP. Scott McBride asked if there has been any update on the grant that was submitted. Marilyn said she has not heard anything on the grant after submission. Scott McBride voiced concern for overall cost of the building being more than the \$900,000 as quoted by Cleary Building. Some discussion on why an RFP is needed now. Marilyn said having an architect on the project is necessary for the grant requirements and an architect can help design the building. Karri White asked if there is a specific time frame to meet on submission of the RFP. There was further discussion on what costs will be incurred and money may have to be spent but reimbursed by grant money. Karri White said issuing the Public Notice for RFP will only be a cost of the ad. Marie Miller suggested that the Building Committee look at the RFP and more discussion can take place at the next general meeting. Hearing no more discussion, Marilyn moved on.

Call for Old Business:

Non-Emergent transfers from Sheridan: Dave Harness has agreement written. He will have Barry Crago look at it. Campbell County has an agreement for Emergent Transfers with Sheridan which may affect out-of-county transfers. Dave said he needs verbiage in the contract for percentage of transfers Buffalo will be guaranteed.

Call for any other Old Business

VI. NEW BUSINESS:

1. FYE 2022 Audit

Post card was received in mail as a reminder of dates for setting up Audit. Scott McBride made a motion to contract Cloud Peak Accounting Services to perform the Audit.

Marie Miller seconded. All approved. Teresa Fieldgrove will contact Cloud Peak Accounting and ask for a quote.

Call for New Business:

1. It was suggested that there be a new laptop for EMT training purposes. Current laptop is outdated and not allowing needed downloading capabilities for the classes. The admin information on current laptop is inaccessible. Marilyn Connolly will look into utilizing the Regional Healthcare Coalition Grant for purchase of a new laptop for the EMT trainings. Cost will be around \$1079. Karri White has several quotes.

2. Other New Business

Comment on the article published in Buffalo Bulletin regarding local EMTs. Scott McBride stated he would like to know the data research backing up the article. He would like the board to extend an invitation to the Bulletin and have them attend a meeting. He stated that a recent consultant report said the system here is good, so he was surprised by the article. Marilyn will extend the invite to the Bulletin.

PUBLIC COMMENT:

Dave Harness agreed with comments by Scott McBride regarding the article. He also would like to have the Bulletin attend a meeting and have them give rationale on publishing the article. A few comments were made from local EMT's on how they regarded the article and how their level of education and experience is adequate.


With no further public comment, Mark Haines made a motion to adjourn the meeting. Motion was seconded by Marie Miller. Meeting adjourned at 5:10 p.m.

Respectfully submitted by Teresa Fieldgrove.

The next general meeting will be held on October 10, 4:00 p.m., at the JC Planning Office, Buffalo, Wyoming.



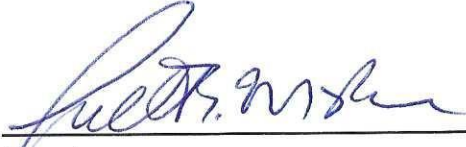
President



Secretary



Treasurer



Member



Member