

**JOHNSON COUNTY
RURAL HEALTH CARE DISTRICT**

Minutes

December 12, 2022

The regular meeting of the Johnson County Rural Health Care District was held at the Johnson County planning office in Buffalo, Wyoming, on Monday, December 12, 2022. The meeting location was changed to Buffalo due to winter weather. The meeting began at 4:02 p.m. The meeting was called to order by President Marilyn Connolly. Board members present were Marilyn Connolly, Marie Miller, Britni Camino, Adam Michelena, and Dr. Mark Schueler. A quorum was present. Others present at the meeting were Karri White, Kate Harness, Dave Harness, Beth Sharp, Seth Taylor, and Teresa Fieldgrove. Crosby Taylor and Michelle Chapman were in attendance via phone.

AGENDA: Additions to the agenda

Table Title 25 Discussion-County Attorney wants to be present for discussion

Table RFP Contract Discussion- nothing to report

Add Liability Insurance

Add Grant Information

Add Medical Director – letter of resignation from Dr. Schueler

Executive Session- after Public Comment

Britini Camino made a motion to approve the agenda with additional changes, Marie Miller seconded. Motion carried.

VOUCHERS: Vouchers were submitted. Britni suggested the board members meet 20 minutes prior to the meeting in order to review and sign the vouchers. It was also suggested that a consent list, summary of checks and vouchers being issued, be sent to the board members prior to the meeting for review. Questions regarding the vouchers and changes if needed, can be addressed during the meeting. This may be a more efficient process and effective use of time. It was the consent of the board to make this change going forward, if signing the vouchers ahead of the meeting is permissible according to the by-laws. Adam Michelena made a motion to approve the vouchers. Dr. Mark Scheuler seconded. Vouchers were approved.

I. APPROVAL OF MINUTES LAST MEETING: Marie made a motion to approve the minutes of the special meeting on November 3rd as presented. Britni seconded the motion. The special meeting minutes were approved. There was some discussion and a few questions regarding the minutes of the general meeting, but nothing needed to be changed. Britni made a motion to approve the minutes from the November general meeting, Adam seconded, minutes were approved.

II. VIEW AND APPROVE TREASURER'S REPORT:

Treasurer's report was submitted. There was some discussion on the board expense total. An itemization of the board expenses for this current year will be sent to the board members. Dr. Mark Schueler made a motion to approve the treasurer's report, Marie Miller seconded. Treasurer's report was approved.

III. BUFFALO DIRECTOR'S REPORT:

1. Ambulance Calls

Dave Harness reported there were 57 total calls for November consisting of the following: 50 were medical, 7 trauma, and 7 transfers; 2 nurse transfer, 0 cancelled, 15 patient refusals, 0 assisted, 0 standbys, 0 code, 0 DOA, 0 extrication, 0 trauma team activation: 41 in-town calls and 16 out-of-town calls. 51 were Johnson County residents, and 6 were non-residents. There were 3 out-of-county transfers with a total of 1,495 miles. Dave reported that the 15 patient refusals is high. The EMT B class is almost over. EMT A class just started. Beth Sharp is doing a great job. Dave teaches the B class and Dr. Tabb teaches the A class. They may gain an EMT from the classes.

Britni asked if the Sheridan County transfers have stopped. The system in Sheridan is being restructured and the out-of-county transfers are slowing down. Karri White said that now may not be a good time to write a contract. Marilyn said Sheridan is in process of stocking a van and setting it up for transporting Title 25 patients. It was suggested that a representative from Sheridan be invited to a meeting in order to give a full explanation. Dr. Schueler said to give it some time and see what happens with the new ambulance system in Sheridan. It was suggested to invite a representative from Sheridan to the meeting in March.

IV. KAYCEE DIRECTOR'S REPORT:

1. Ambulance Calls

Crosby Taylor reported there were a total of 3 calls in November: 2 trauma, 2 medical, 0 standbys, 0 transfer, 0 refusals, 0 cancelled, 0 life flight, 0 DOA, 4 total patients. Crosby said new tires were needed on ambulance, MS 264, and a repair will be scheduled. A tire blew while transporting a patient to Casper. There was no injury to the patient. Britni asked if this type of incident is a liability issue. Crosby said the incident is well documented in WATRS. Crosby said safety checks and inspection had been done prior to the trip, things just sometimes happen.

V. OLD BUSINESS:

1. RFP was tabled, nothing to discuss.
2. Payroll Tax

An amendment to the contract in order to pay Buffalo EMS the tax amount that was incurred was discussed. The amount to be paid to Buffalo EMS is \$12,772.12. Marie noted that the address should be changed. Marilyn agreed. The address should be PO Box 1240, Buffalo, Wyoming. It can be written in and initialed. Marie Miller made a motion to approve the amendment to the contract between Johnson County Rural Health Care District and Buffalo EMS, as prepared by the district's lawyer, Barry Crago. Adam Michelena seconded the motion. Motion carried. The amendment is to allow a one-time compensation for the unanticipated expense related to the grant funds from the State of Wyoming.

3. Title 25- Tabled until County Attorney is able to attend

4. Handbook

Take-out: short-term disability pay on page 21

Take-out the words: Sheriff's Office, in item K page 24

Item A1 Privacy Officer on page 30: this person needs to be designated. Marilyn said it is usually the chairman. There needs to be more clarification on who the privacy officer is in case there happens to be a violation.

5. Past Records

What type of documents are important to keep and for how long, was discussed. There should be 7 years of financial reports kept. Major documents that pertain to the Rural Health Care District, contracts, inventories, and information regarding equipment should be kept long term. The Johnson County Rural Health Care District records will be stored long term at the Kaycee ambulance barn.

6. Audit

Cloud Peak Accounting may not be able to complete the audit due to unforeseen circumstances within their office. Per an email from Cloud Peak Accounting, they are experiencing staffing difficulties. They suggested in the email that they would understand if the Rural Health Care were to engage a different firm to complete the audit. They said their staffing difficulties are leading to delays. Adam Michelena suggested asking Cloud Peak Accounting for an official letter stating that they are unable to fulfill the engagement. Marilyn has contacted a representative from Porter, Muirhead, Corina & Howard CPA in Casper. They cannot complete the audit by the end of December but are willing to create an engagement with the district and begin the audit after the new year. Dr. Schueler said he may have a contact from the firm the hospital uses if needed also. Marilyn will follow-up with Porter, Muirhead. Marilyn will also look into the contact from Dr. Schueler.

7. Firewall

Marilyn asked how useful is the printer that is in the ambulance garage in Buffalo and is it worth the extra expense for setting up the firewall. Karri White said it is not very useful and not worth the extra expense. New technology is better at showing the

location. The printer is at least 10 years old. Adam Michelena made a motion to send back one firewall. Britni Camino seconded the motion. Motion carried. There was some discussion regarding the current payment for both firewalls. Brittni Camino made a motion to authorize Teresa to void the check for both firewalls and issue a new check for the Kaycee firewall. Adam Michelena seconded. Motion carried.

8. Grants

Karri White asked for clarification on a grant status that was referenced in an article from the Buffalo Bulletin. The article stated that Johnson County Rural Health Care District was ineligible for the funds. Marilyn said it was a grant pertaining to ambulance and ambulance equipment. The ambulance and equipment project was not eligible, so it was denied. Another grant in process is one pertaining to Motorola radios, and nothing has been issued yet. Karri White had a request from Buffalo EMS to the Rural Health Care Board. She would like the approval of the board to apply for grants that she finds or becomes aware of that could provide funds for EMT classes. It was the consensus of the board that Karri knows what is needed and she should be able to research grants and then bring them to the board for approval.

9. Liability Insurance

No renewal yet, should have by the weekend. It is needed by December 31st in order to receive EMS license renewal.

10. Medical Director- Letter of Resignation

Dr. Schueler submitted his resignation as medical director due to his new position as a board member. A director cannot be paid while being on the board. This leaves the EMTs in Buffalo without a director. Dr. Schueler can still fill out paperwork and sign as needed, until someone is available to fill the director position, but without pay.

11. First Interstate Bank account

There was discussion on putting the new board members on the bank account at First Interstate. The account is only used to receive VA payments. It was suggested that the First Interstate account be closed. Britni Camino made a motion to close the account at First Interstate Bank, Dr. Schueler seconded, motion passed. The account will be closed, and funds will be deposited to The Bank of Buffalo. Marie asked if The Bank of Buffalo had a pledge to cover the funds over one million dollars in value. There is a current pledge from The Bank of Buffalo.

12. Medical Director Replacement

There was some discussion on who could be the new medical director in Buffalo. Buffalo EMS cannot operate without a medical director. Dr. Schueler could suggest someone to

replace him and describe the job requirements. Dr. Goddard is a candidate. The medical director needs to be a licensed physician and being local would be ideal. Marilyn said Buffalo EMS should be able to pick the director. It was decided that Dr. Schueler will continue as director of Buffalo, without pay, until someone local is available to replace him. He will need to sign a no conflict form since he is now a current board member. Britni Camino made a motion to approve Dr. Schueler's resignation as contract labor, paid director, through Johnson County Rural Health Care District board. Adam Michelena seconded the motion. Motion passed. Karri said that Buffalo EMS will visit with Dr. Schueler and have 1 or 2 candidates to present at the January meeting. Marilyn thanked Dr. Schueler for his 30 years of service as medical director.

VI. New Business:

1. Election of New Officers

Positions to be filled are chair, treasurer, and secretary. Britni said she was willing to take on responsibilities as Chair of the board only with good collaboration with Marilyn. Dr. Schueler said he is willing to take on role of treasurer. Marie Miller is happy to continue as secretary. Adam Michelena made a motion to elect Britni Camino as chair of the board, Dr. Mark Schueler as treasurer and Marie Miller as secretary. The positions will be effective at the January meeting. It was a unanimous vote, motion approved.

2. 2023 Meeting Date

A list of proposed dates showing meetings to be held on the 2nd Monday of each month was given to the board. Marilyn Connolly said it is valuable to hold meetings in Kaycee every 3 months. Dr. Schueler suggested meeting in Kaycee in April, July, and October. Currently meetings in Kaycee are held at 5 p.m. and Buffalo meetings at 4 p.m. Buffalo's current location, JC Planning office, is good. There was some discussion on having meetings before 5 p.m., may be difficult for someone to attend that wants to offer public comment. The possibility of making the meetings available on Zoom was discussed. Attending a meeting via zoom is more beneficial than calling in. Zoom allows a person to be more involved. It was decided to keep the meetings at the current times: 4 p.m. for Buffalo meetings, 5 p.m. for meetings in Kaycee. Jim Waller is the contact for using the JC Planning Office.

3. Budget Meeting

Mid-year adjustment. A public notice was issued in the Buffalo Bulletin regarding the need to move funds from Reserves into District Wide Bookkeeping line on the budget in order to cover the unanticipated payroll tax expense. The amount issued in the public notice was \$ 16,368. The exact amount needed is \$16,293. A motion was made by Adam Michelena to amend the amount that was advertised to be taken from reserves to be \$16,293. Britni Camino seconded. Motion carried. There are no more additional adjustments needed at this time.

Call for New Business: None

Public Comment: None

Executive Session: Britni Camino made a motion to go into executive session, Adam Michelena seconded. Executive session began at 6:45 p.m. The regular meeting reconvened at 7:08 p.m. Marilyn Connolly reported that during the executive session personnel was discussed. However, no decisions were made during the executive session.

Adjourn: Britni Camino made a motion that the meeting be adjourned. Adam Michelena seconded the motion. The meeting was adjourned at 7:10 p.m.

Respectfully submitted by Teresa Fieldgrove

**Next regular board meeting: January 9, 2023- 4 p.m.
Buffalo- JC Planning Office**



President



Member



Secretary



Member



Treasurer