

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT

Minutes

November 14, 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, November 14, 2022. The meeting began at 4:02 p.m. The meeting was called to order by President Marilyn Connolly. Board members present were Marilyn Connolly, Scott McBride, Mark Haines, and Jim Hicks. Marie Miller was attending by phone. A quorum was present. Others present at the meeting were Crosby Taylor, Britni Camino, Dr. Mark Schueler, Karri White, Kate Harness, Dave Harness, Shane Schrader, Beth Sharp, Barry Crago, Dennis Thornson, Bill Novotny, Seth Taylor, and Teresa Fieldgrove.

AGENDA: Additions to the agenda were:

Don Devore for Firewall System
Payroll Tax for Wyoming Hospital Association EMS Retention Pay
Ambulance Licenses

Jim Hicks made a motion to approve the agenda with the additional items of discussion. Scott McBride seconded. Agenda was approved.

VOUCHERS: Vouchers were reviewed. Marilyn asked for a motion to approve vouchers. Jim made a motion to approve vouchers. Mark Haines seconded the motion but asked to not include payment to Peak Motor and towing. Vouchers were approved with the exclusion of Peak Motor and towing.

I. APPROVAL OF MINUTES LAST MEETING:

Scott McBride made a motion to approve the minutes, Jim Hicks seconded, minutes were approved.

II. VIEW AND APPROVE TREASURER'S REPORT:

Jim Hicks gave the treasurer's report. He stated it is the first time they have been ahead on revenues. Mark Haines made a motion to approve the treasurer's report, Scott McBride seconded, treasurer's report was approved. Teresa Fieldgrove submitted a summary of the out of county transfers. As of November 1, there has been \$397,022.98 invoiced to Sheridan Memorial for out of county transfers. Total payments from Sheridan Memorial have been \$380,049.41. Payments from Sheridan Memorial are less than what is invoiced because some charges have been paid through Medicare. Buffalo EMS has

received \$29983.42 for the 15% agreement and is due to receive \$28,250.47. Invoices billed on November 7, 2022, are \$41,971.88.

III. BUFFALO DIRECTOR'S REPORT:

1. Ambulance Calls

Dave Harness reported there were 84 total calls for October consisting of the following: 68 were medical, 16 trauma, and 4 transfers; 1 nurse transfer, 5 cancelled, 21 patient refusals, 0 assisted, 5 standbys, 0 code, 3 DOA, 0 extrication, 2 trauma team activation: 65 in-town calls and 19 out-of-town calls. 72 were Johnson County residents, and 12 were non-residents. There were 4 out-of-county transfers with a total of 1,302 miles. One patient was Title 25. Some discussion on Title 25. Marilyn Connolly asked if the Title 25 was turned in. Karri White stated a Title 25 can be turned into the county attorney. The agreement between JC Rural Healthcare and the county attorney, Tucker Ruby, is that the claim should be turned into the county based on what the actual cost is, not what would be billed out to insurance. Quick Med Claims do not turn a Title 25 claim into insurance. A Title 25 can be turned into Medicaid, but they will deny payment. Medicaid will acknowledge the claim and do a contractual amount which is written off immediately. A Title 25 is a person deemed mentally incompetent and a ward of the state. The medical assistant charge is passed onto the County. Barry Crago explained the county has to pay tens of thousands of dollars per person for Title 25 cases. He also said that county attorney, Tucker Ruby, is trying to figure out how to help Title 25 individuals. Karri White said the process is lengthy to submit a claim or collection from the county and the county asks for proof that the claim has been denied. Most Title 25 claims will not be collected. Some discussion on how Sheridan County covers their Title 25 claims via a stipend. They have a set agreement with Sheridan County Commissioners. Sheridan Memorial Hospital is able to pay the fees associated with Sheridan County Title 25 patients. Scott McBride asked if there is a way Johnson County Rural Health Care can work with Johnson County to create funds for JC Title 25 patients, like Sheridan County does. It was decided to have further discussion at the next meeting.

IV. KAYCEE DIRECTOR'S REPORT:

1. Ambulance Calls

Crosby Taylor reported there were a total of 12 calls in October: 2 trauma, 6 medical, 2 standbys, 0 transfer, 3 refusals, 2 cancelled prior to going into route, 0 cancelled (per written report), 0 life flight, 0 DOA, 11 total patients. Crosby said they are currently working on one ambulance with a water pump going out.

IV. OLD BUSINESS:

Additional: Don Devore/Fire Wall

Don Devore explained the current firewalls for Kaycee and Buffalo that protect the connectivity to dispatch was set up 4 years ago and the manufacturer is sunsetting that model, end of life. The current service is renewed only until December 31st. Don said Kaycee will need to replace the current T10 with a T20 system. Cost is \$1590. The firewall in Buffalo is currently covering everything at 351 N Adams. Cost to replace the current system in Buffalo and continue covering everything with higher end system will be \$2860. Karri White said the additional firewall is not needed in Buffalo. The firewall system is to allow protection between printer on site at 351 N Adams and connection with law enforcement. Don said it creates a secure tunnel for the connection. Jim Hicks made a motion to purchase two basic firewalls, one for Kaycee and one for Buffalo. Cost is \$1590 each. Mark Haines seconded. Motion carried.

1. RFP- Contract for Architect: Tabled for next meeting

2. Portable Nitrous Oxide Unit:

Karri White stated that March 8, 2021, was the first time the use of nitrous oxide had come up. June 14, 2021, Dr. Schueler had approved use of a portable nitrous oxide unit for Kaycee. July 2021, Marilyn Connolly had suggested getting the units for both services. August 1, 2021, Dr. Schueler wrote protocol approving the nitrous oxide unit and how to administer.

Scott McBride made a motion that Rural Healthcare District purchase the portable nitrous oxide unit and cover costs for installation. Marilyn Connolly said the unit would need to be locked up and secured. She also stated there is protocol on it not being used in the back of ambulance due to possible leakage. Karri White said she agreed with Marilyn's concerns because she had read about them also. She said it may be easier to have an ambulance built for the use of the nitrous oxide. She said this purchase is for trial basis. American Welding can provide the gas. There are proper ways to store the extra bottles and they would need a safety measure to access them. Dennis Thomson said locking the ambulance for safety is not a problem. A cage can be built in the ambulance barn to hold the extra bottles. Dennis said the protocol for using and storing the nitrous oxide is similar to the protocol for narcotic use. There will be additional training needed for use of the unit. After discussion, Jim seconded the motion. Marilyn Connolly asked if all were in favor, all said "aye", motion carried. Marilyn Connolly said they will be the first in Wyoming to use it. There will need to be an insurance rider. It was suggested they get direction from others that have equipped older ambulances with a nitrous oxide unit.

3. Payroll Tax on Wyoming Hospital Association funds for Buffalo EMS and Kaycee:

Marilyn Connolly stated that Article 16, Section 6A of the Constitution, prohibits donations. If the Rural Health Care Board covers the tax for Buffalo EMS, it may go against Article 16 because the tax was not budgeted and could be deemed a donation. Barry Crago made an official comment regarding the grant from Wyoming Hospital Association for retention pay. He said the Rural Health Care Board will need to amend the budget no matter what, in order to pay the taxes associated with the retention pay to employees. Because the district has a private contract with Buffalo EMS, Article 16 does kick in: "cannot give out money without return of service except for aide to the poor". The district could amend the current contract with Buffalo EMS or build the agreement into the new contract. Either way, having it on paper would protect both the Rural Health Care District and Buffalo EMS. The process of writing it into the new contract will delay getting money to Buffalo EMS. Paying the tax for Buffalo EMS is fine, but it should be done in a proper and legal way. Scott asked if the amendment to the contract could happen now. Barry said it could. Scott made a motion to have Barry draw up a simple amendment. There was continued discussion. Jim suggested moving it to the next meeting. Motion dropped. It was decided to table the discussion to the next meeting.

4. Ambulance Licenses

Rural Health Care has license #114 which includes all of the ambulances, equipment, and protocol. Karri has submitted updated information but needs a certificate of insurance. Middle of December should allow time to get the insurance renewal and send to the Clerk of State in order to renew the business license.

5. Employee Handbook

Barry Crago has updated employee handbook and policy manual. The handbook and policy apply to all employees. The policy portion applies to Buffalo EMS. It was decided that the new board will take a look at the handbook and vote on it at the next meeting. Marilyn Connolly thanked Barry Crago for all that he has done for the board.

Call for Old Business:

New Business:

1. Employment for Kaycee:

Crosby Taylor has submitted a change in his salary and job description. Crosby wants to reduce the cost of his salary and allow others to be paid. Crosby was hired to make the ambulance in Kaycee work, and he has accomplished what the board had asked him to do. He will continue as

director in Kaycee and continue to do managerial work but would like his salary reduced to \$2000 a month with no benefits. Scott McBride made a motion to agree to the pay change for Crosby, go to part-time with \$2000 a month salary and no benefits. Mark Haines seconded motion. Karri White asked what the availability of Crosby is to go on calls, Crosby said it will not change, he will still be available. Some discussion on being paid per call. Marie Miller asked for a more definitive description of his job. The description may be needed down the road for future reference of that position. Marilyn Connolly read the duties that were written on the updated job description from Crosby. Crosby will clarify the job duties at the next meeting. Marilyn Connolly asked for all in favor of the motion to say "aye", all said "aye". Motion carried. Barry Crago said job descriptions are a separate document and are not needed in the handbook.

6. Past Records:

Marilyn Connolly mentioned moving the records from past years. They will have to determine how far back and what records to move. It was decided to table the discussion to the next meeting.

Call for New Business:

Scott McBride made a comment on the firewall for the bank covering five different branches. Jim said it was probably on a network. Barry Crago stated that the district is dealing with multiple networks and the needed firewall will create a tunnel around the transportation between networks.

Public Comment: Call for public comment, none

Adjourn:

Jim Hicks made a motion to adjourn the meeting, Scott McBride seconded, meeting was adjourned at 5:30 p.m.

Respectfully submitted by Teresa Fieldgrove

Next regular board meeting: December 12, 2022 – 5:00 p.m.

Kaycee Ambulance Barn – Kaycee



President



Secretary

Treasurer



Member



Member