

**Johnson County Rural Health Care District**  
**Minutes**  
**February 13, 2023**

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Johnson County Planning Office in Buffalo, Wyoming, on Monday, February 13, 2023. The meeting was called to order at 4:00 p.m. by President Britni Camino. Board members present were Britni Camino, Marilyn Connolly, Adam Michelena, and Dr. Mark Schueler. Marie Miller was not in attendance. A quorum was present. Others in attendance at the meeting were Kate Harness, Karri White, Beth Sharp, Brian Sharp, Dave Harness, Dennis Thorson, Shane Schrader, Zach Spadt, and Teresa Fieldgrove. Michelle Chapman was in attendance via phone.

**AGENDA:** A few additions and changes were made to the agenda. Under old business discussion item #6 Buffalo director was added. Work Sessions was added under new business. President Britni Camino would like to have work sessions monthly for several months in order to focus on one or two topics outside of the general meeting. Executive session was scratched because it is not necessary at this time. Marilyn Connolly made a motion to approve the agenda with the additions, Adam Michelena seconded. The agenda was approved.

**VOUCHERS:** Vouchers were submitted. Britni Camino asked about the voucher for the nitrous oxide unit. Dave Harness said the new director may not be in favor of using the nitrous oxide unit. Do not pay for unit at this time.

Michelle Chapman asked Teresa Fieldgrove what expenses are allocated to the Kaycee line item for capital outlay. Teresa said it is mostly the cost of uniforms. Michelle stated the uniform costs should be on a separate line item even though it is not in the budget. Teresa will make this change.

Britni asked Michelle Chapman if she and Crosby Taylor are being paid for calls. Michelle said "yes", as of February she is turning in the time for her and Crosby on calls.

There was discussion regarding the EMT training for Kaycee and the amount to be paid. It is \$8,250.00 for full payment on eleven students. They are currently all signed up for the training course being offered by KARE EMS Solutions. The board asked if there is room for eleven EMTs in Kaycee. Michelle stated there are only three or four currently available to take calls, so more would be helpful. Michelle Chapman said the class was a good deal at \$750 per person. She stated that basic EMT classes being offered through a college setting can cost around \$1400 up to \$2700. Marilyn Connolly said the district does not typically pay for EMT training. Michelle stated there has not been training classes offered in Kaycee since 2014. She said the eleven participants were asked during a

screening if they would be willing to give time back to Kaycee EMS after completing the course. There was some discussion on what terms the students would give back to Kaycee after completing the training. Michelle stated it is very difficult to expect them to pay the full amount of \$750 for the class and then be asked to volunteer their service for a small amount of pay. It was suggested that the board consider paying half the fee now and reimbursing the other half once the course is completed. The full amount could be paid from the Kaycee budget, but the line items will need to be amended to allow for the expense. Britni Camino would like to see the district pay the full amount but with requirements for giving back to Kaycee. It is great to have eleven people interested and willing to complete the training. Adam Michelena made a motion that the Rural Health Care District pay up front for half of the training expense, \$375 per person, and after completion of the course and six months of dedication back to servicing Kaycee EMS, the other half, \$375 per person, will be reimbursed. Marilyn Connolly seconded the motion. Motion passed.

Beth Sharp suggested the district look into the grants offered by Wyoming Workforce. She stated there are work force development grants available, \$200,000 annually, \$5,000 per employee. Michelle looked into grants from the healthcare coalition and Department of EMS. Britni will help Michelle look into more funding options.

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

Britni Camino thanked Teresa Fieldgrove for the full description of the mill levy in the minutes. Marilyn Connolly made a motion to approve the minutes from the January 9, 2023 meeting as presented. Adam Michelena seconded. Minutes were approved.

Marilyn Connolly made a motion to approve the minutes from December regular meeting. Adam Michelena seconded. Minutes from the December meeting were approved. (No motion was made at the January meeting, only approved as stood.)

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

Dr. Mark Schueler gave the treasurer's report. Dr. Schueler pointed out that the amount of tax revenue fluctuates each month so to get a better idea of the income, the total collected currently for the year should be looked at. The ambulance revenue for January was \$ 19,659.86 which is below average of monthly budgeted income. There is no surprise in current revenue. As for expenses, the firewall cost and repairs have created a larger than budgeted amount in Rural Health Care District board expense. The cash on hand is \$1,364,343.95. Britni Camino asked



about the out-of-county transfers that currently took place. There is no revenue collected yet, but it has been billed. Marilyn Connolly asked about the Bank of Buffalo pledge. They can only pledge up to \$1,400,000.00. Marilyn said the Bank of Buffalo should be issuing a new pledge. Nothing has been received as of yet and it should be checked. Marilyn Connolly made a motion to approve the treasurer's report, Adam Michelena seconded. The treasurer's report was approved.

### **III. BUFFALO REPORT:**

#### **1. Ambulance Calls**

Dave Harness reported there were 55 total calls for January consisting of the following: 47 medical, 8 trauma, and 9 transfers; 1 nurse transfers, 4 cancelled, 9 patient refusals, 0 standby, 0 code, 0 DOA, 0 extrication, and 1 trauma team activations. 40 in-town calls and 15 out-of-town calls. 50 were Johnson County residents and 5 non-residents. There were 3 out-of-county transfers with a total of 640 miles. Dave said the number of calls are normal for this time of year.

### **IV. KAYCEE REPORT:**

#### **1. Ambulance Calls**

Michelle Chapman reported the following for Kaycee: 18 total calls for January: 7 trauma, 11 medical, 0 standby, 0 transfers, 7 refusals, 2 cancelled, 0 life flight, 0 DOA, 11 total patients. Michelle stated the turbo has been replaced on MS 192. The bill is \$3084.97. An estimate for the fender repair on MS 264 is \$2717. Not able to have repair done until after May. Michelle said there are three EMTs that can offer ALS service. She asked Teresa to check with the billing company and make sure this service is being billed correctly. Dr. Schueler mentioned that in the minutes from the November meeting it was stated that Crosby would provide a more definitive job description and he would like to follow up on it. Britni will contact him.

### **V. OLD BUSINESS:**

#### **1. Buffalo EMS Contract**

Adam Michelena made a motion to continue the contract with Buffalo EMS. Dr. Mark Schueler seconded the motion. Marilyn Connolly was opposed to the motion as she is not clear on what is being voted on at this time. Britni Camino stated the terms of the contract will be determined later and this was just an approval to continue contracted services with Buffalo EMS. Karri White asked for a clarification on how many years the contract is extended. Britni stated that at first, she liked

the idea of one year but now proposes a 3-year contract. Britni stated she wants there to be good rapport and collaboration with the district and Buffalo EMS. A three-year contract gives Buffalo EMS assurance of being contracted and allows stability for the district. It is stated in the contract with Buffalo EMS, that the district needs to let Buffalo EMS know 120 days before expiration of the current contract, if they are renewing. Karri White said it is also stated in the agreement that the district provide a letter stating how long the contract will continue. Marilyn Connolly said she suggested at the last meeting, that the current contract be extended for a year. Dave Harness said he would like there to be an entirely new contract. Marilyn Connolly suggested the Chairperson schedule a work session to further discuss and to get a letter to Buffalo EMS by March 1<sup>st</sup>. The board agrees on continuing a contract with Buffalo EMS, but the length of the contract and terms will be determined at a later date. A work session and special meeting will be scheduled. Chair, Britni Camino, asked that the board give priority to deciding and working diligently on moving forward.

Dave Harness introduced Beth Sharp's husband, Brian. He served in the military and is a paramedic. He works for Guardian Flight. He helps teach the EMT classes in Buffalo. Marilyn Connolly thanked Brian and Beth for their commitment and time in teaching EMT classes.

## 2. CD Rates

The Bank of Buffalo is currently offering a CD rate of 3.35%, which is 3.41% annually. Considering the current pledge at the Bank of Buffalo, the amount of funds may exceed the limit. The district may need to look into purchasing a CD with another bank. Dr. Schueler will look into other rates.

## 3. CMS Reporting

Karri White said that two years ago there was to be a cost study done on ground ambulance services. Because of COVID the study was postponed. It is now time for year 1 and year 2 companies to begin providing the needed information for the study. Johnson County Rural Health Care District is a selection for year 1 of the study. Karri stated that the district decided to use the current fiscal year, July 1, 2022 thru June 30, 2023, for their reporting period. There is a webinar on February 23, hosted by CMS with questions and answers on the study. The study is being done in order to determine what it costs to provide ambulance service. Hopefully the rates being paid will increase to be more in line with costs of



operation. There will need to be a work session for gathering information and submitting to CMS.

4. Guidehouse- nothing to report

5. Grants

Discussion on the grant awards is tabled to a work session. Britni talked to Buffalo EMS about finding a more centrally located site for a building.

6. Buffalo Medical Director

Dr. Darnell was not able to be contracted as a director for Buffalo. Dr. Goddard is a suggestion for filling the director position. Marilyn Connolly made a motion to rescind the approved motion of Dr. Darnell as the medical director of Buffalo. Adam Michelena seconded. Motion passed. Adam Michelena made a motion to contract Dr. Goddard as a director in Buffalo at the same rate and agreement as contracted in Kaycee. He will be paid \$1000 monthly, \$500 for Kaycee and \$500 for Buffalo. It will be beneficial to have the same policies and procedures in place for both Buffalo and Kaycee. Marilyn Connolly seconded the motion. Motion passed. Britni Camino thanked Dr. Schueler for his services as director and for always putting patient care as a fore front.

#### **Call for Old Business:**

#### **VI. NEW BUSINESS:**

##### **1. Privacy Officer**

It is stated in the handbook that a privacy officer be designated in case concerns with HIPPA occur. Discussion on selecting a privacy officer has been tabled to the next meeting.

It was mentioned that the handbook also states needing a public records officer. Marilyn Connolly said this is usually the Chairperson. Britni Camino is the public records officer for the district.

##### **2. Patient Payment**

There is currently a patient that is unable to pay the bill in full and wants to make payments. There are two separate charges, one is for \$3,380, and the other is \$4,220. The patient does not have insurance and has only social security as an income. Karri White said it is policy to look at

this on a case-by-case basis. The amount owed, the financial hardship, and terms of payment need to be looked at. Karri suggested looking at what Medicare would pay and reducing the amount owed to meet that amount. Discussion on this matter will be added to the work session.

### 3. Work Session

A work session and special meeting is scheduled for February 22, at 4:00 p.m. The items of discussion will be Buffalo EMS contract, grants, and patient payment.

**Call for New Business:** None

**PUBLIC COMMENT:** None

### **ADJOURN:**


Marilyn Connolly made a motion to adjourn the meeting, Adam Michelena seconded, meeting adjourned at 6:05 p.m.

Marilyn Connolly stated the vouchers were never approved with a motion. The meeting was reconvened. Marilyn Connolly made a motion to approve the vouchers with exception of the full payment for EMS training and payment for the nitrous oxide unit. Adam Michelena seconded. Vouchers were approved.

Marilyn Connolly made a motion to adjourn the meeting, Adam Michelena seconded. Meeting was officially adjourned at 6:08 p.m.

Respectfully submitted by Teresa Fieldgrove.

**The next regular meeting will be held on March 13, 2023, at 4:00 p.m. at the JC Planning Office, Buffalo, Wyoming.**



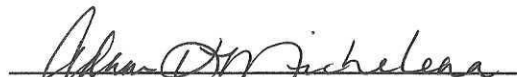
President



Secretary



Treasurer



Member

Member



Johnson County Rural Health Care District  
Work Session  
February 27, 2023

A work session was held at the Johnson County Planning Office on February 27, 2023, at 4:00 p.m. Items of discussion were the contract with Buffalo EMS and grants. Board members present were Britni Camino, Marie Miller, Adam Michelena, Dr. Mark Schueler and Marilyn Connolly. Others in attendance were Kate Harness, Karri White, Kelly Buckingham, Zach Spadt, Craig Wetterlund, Beth Sharp, Traci Chesterman, Dave Harness, Shawn Sullivan, Shane Schrader, Bill Novotny, Dennis Thorson, and Teresa Fieldgrove.

**Discussion on contract with Buffalo EMS:**

Chairman Britni Camino stated there are several options on length of renewing the contract: Automatic renewal of current contract for one year, renew a contract for three-year term, automatic renewal of current contract for one year with provisions in place for a longer contract, or renew a contract for four-year term. Buffalo EMS is requesting a four-year renewal for stability. Adam Michelena stated he is in favor of a longer contract which allows stability and peace of mind for EMTs. He would like to see a three or four-year contract. Karri White said the monetary amount of the contract is renegotiated on a yearly basis. Dave Harness said the reason for a longer term of the contract of services allows EMTs the time needed to train. He said on average it will take three years for an EMT to gain full capability. The longer-term contract also allows the district confidence in knowing there is ambulance service in place. Kate Harness stated that Buffalo is fortunate to have committed EMTs, and we are not struggling like other communities. A shorter-term contract could create a risk for the community and affect patient care. Dr. Mark Schueler stated that after reviewing the current year financial reports, it is apparent that Buffalo EMS has generated more money in revenue than what was paid for services and that is a tremendous value to the community. He also stated that the EMTs are always available, and they provide tremendous service, which would be hard to replace. It is a cohesive group with longevity, and he would like to see the current service maintained. Marie Miller said she was in "awe" about how other communities struggle in their EMT services. She stated we are fortunate with the service from both Buffalo and Kaycee, and we do not have the problems that other communities face. She is grateful for the service and is in favor of a longer-term contract. It was stated that both Johnson County EMT services are professional and always available. This should not be jeopardized with a shorter-term contract. Marilyn Connolly said Kaycee does contribute to the revenue as well. She agrees with all the comments that the local EMT service is a reliable and dedicated service. She asked if the board was ready to agree to a four-year contract without knowing what the contract consists of. Britni Camino stated the four year term only ensures that the services are in place and that the contract agreements would be determined at a later date. She said the committee will meet with Buffalo EMS and work on negotiations of the contract. Dr. Schueler and Marilyn Connolly both stated that the board should look at what is financially affordable.

Discussion was open for public comment:

Karri White mentioned that in 2020 the process of creating a contract was difficult due to not having had a prior contract in those terms and it was a first. Dave Harness said he does not foresee anything contentious for the contract negotiations. Craig Wetterlund said he has witnessed the struggle from

other communities during a transfer to Sundance. Other communities do struggle with getting ambulances dispatched.

#### **Discussion on Grants:**

Building cost estimate for the new building as drawn up: \$746,744 for construction. The total cost with land purchase and other expenses, was estimated at \$949,918.40. The mineral royalties grant and the ARPA grant, are both reimbursement grants and need matching funds. The building as drafted in the beginning would have three ambulance bays in the front and one behind. As stated by Chairman Britni Camino, the new building would not create a dissolution to Buffalo EMS but would enhance and improve what can be done. She stated the building would offer an onsite place for practice, place to hold meetings, place for training, storage rooms, ability to stock ambulances on site, and wash them on site. Britni said the location of the building could change. According to a previous review of the current lot by Big Horn Surveying, the lot is flat so minimal dirt work needs to be done. It has sewer and water taps available and a power pole in close proximity to access. Marilyn Connolly said during the initial approval of grants, other locations had to be shown as alternatives. There were several locations considered. There have been traffic analyses done on the purchased location. The mineral royalty grant is for \$ 425,000 and the ARPA grant is \$450,000. An RFP needs to be completed and the money needs to be allocated by the end of 2024 with the mineral royalty grant. For the ARPA grant, the project must be complete by 2026. The current location may be an issue. An emergency light can be put into place to allow for better access onto the main road. Getting to the site may be difficult for some EMTs. A recent growth study does show growth in the North and East side of Buffalo which could mean the current location would one day be more centrally located. The board has to decide on accepting the grants or declining. The combined total is \$875,000 and the district will have to spend at least \$425,000 in matching funds. Upon receiving the mineral royalty grant, \$425,000, and the district matching those funds, the district will receive the ARPA grant for \$450,000. Marilyn Connolly said the new building will not take away from Buffalo EMS. She is looking at twenty years in the future and it will be good to have the building. However, she does not want a new building if the EMTs are opposed. Adam Michelena agrees that for the future it is necessary to have a building. Britni stated that thinking in terms of the future, it would be best to accept the grants now because there may not be grants available in the future. They should not let this opportunity be lost and lose out on the opportunity to promote patient care and safety. Marie Miller said the grants are a gift to Johnson County and the board should be fiscally responsible. They should show due diligence by accepting the funds and trying to move forward, if it is affordable. Marilyn reminded the board that an agreement on the location is necessary in order to move forward with the mineral royalty grant for the RFP. Looking for a new location could disrupt the grant timelines.

Discussion was to continue in the special meeting as it was set to begin at 5:00 p.m.



Johnson County Rural Health Care District  
Minutes  
Special Meeting February 27, 2023

President Britni Camino called the special meeting to order at 5:00 p.m. The meeting was held at the Johnson County Planning Office. Board members present were Britni Camino, Marie Miller, Adam Michelena, Dr. Mark Schueler and Marilyn Connolly. Others in attendance were Kate Harness, Karri White, Kelly Buckingham, Zach Spadt, Craig Wetterlund, Beth Sharp, Traci Chesterman, Dave Harness, Shawn Sullivan, Shane Schrader, Bill Novotny, Dennis Thorson, and Teresa Fieldgrove.

**Discussion on accepting the grants:**

The discussion on accepting or rejecting the mineral royalty grant and the ARPA grant continued from the work session. Dr. Mark Schueler said the proposed building with room to house four ambulances offers stability for the future and the space in the building will offer good use. The current location may not be advantageous, however, with the community growing the location may become more centrally located in proximity and it would be good to be that close to the fire department. The current financial position would allow the district to spend the needed \$500,000 from reserves. Dennis Thorson, a local EMT, said he has a drawing of the building with six ambulance stalls. All provisions in his plan have been looked at by an engineer. He mentioned some available lots for sale. One is located on Fort Street, just passed the Highway Department and on the opposite side of the street. It has water and sewer hooked up. Another possibility in the future may be the Department of Transportation lot. They are relocating. The current building could be utilized. The location on Fort Street is ideal because it allows access to a four-lane highway. He is on board with the idea of a new building because Johnson County will need an ambulance barn in the future. He does not like the purchased lot location. Shawn Sullivan asked if it is still possible to move the location after accepting the grants. Marilyn said it is still possible to purchase a new lot. She said the lot was purchased to show they were moving forward. Other building ideas and locations were looked at. Shawn Sullivan stated other building designs should be looked at. Britni Camino said it is the goal of the board to work with the EMTs and ask what they want and need in a new building. Kate Harness asked if there had been investigation into overhead costs of a new building and the expense associated with running a building once it has been built. She is wondering what type of burden this puts on the community. Marilyn Connolly said they did look into utility costs and estimate it to be \$2500 per month. They looked at using tube heat, a type of radiant heat that is very cost effective. New costs could be higher, around \$3000 per month. Kate Harness said her concerns come from the fact that the Criminal Justice Center has become more costly to operate and is a burden on the community. Adam Michelena stated that the site is not ideal due to response time to get there, but the location is close to highway access. Britni Camino said the building could take up to four years to build and that the site may be closer to the center proximity due to community growth. It will be hard to find the perfect, ideal location. Adam Michelena made a motion to proceed with seeking building and location options and accept the grants. Dr. Schueler seconded. Motion passed. A committee for new building will be reassigned.

**Discussion on Buffalo EMS contract:**

Marie Miller made a motion to grant Buffalo EMS a four-year contract contingent upon conditions of the contract being mutually agreed upon. Adam Michelena seconded. Motion passed.

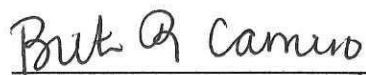
**Patient Payment:**

Britni Camino said the patient has already agreed to terms set by the billing company, Quick Med Claims. Quick Med Claims set a \$25 monthly amount. No clarification on if the rate had been reduced. Dr. Mark Schuler made a motion to continue with the terms established by Quick Med Claims with this account. Marie Miller seconded. Motion passed.

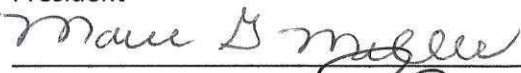
**Adjourn:**

Marie Miller made a motion to adjourn the special meeting. Dr. Schuler seconded. Meeting was adjourned at 5:21 p.m.

Respectfully submitted by Teresa Fieldgrove



President



Secretary



Treasurer



Member

Member