

Johnson County Rural Health Care District
Minutes
March 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, March 13, 2023. The meeting was called to order at 4:22 p.m. by President Britni Camino. Board members present were Britni Camino, Marilyn Connolly, Adam Michelena, Dr. Mark Schueler, and Marie Miller. A quorum was present. Others in attendance at the meeting were Kate Harness, Karri White, Beth Sharp, Brian Sharp, Dave Harness, Jerry Osborn, Bill Novotny and Teresa Fieldgrove. Crosby Taylor was in attendance via phone.

AGENDA: Executive session was added to the agenda after public comment. Item of discussion is land purchase. Marilyn Connolly made a motion to approve the agenda with the executive session added. Dr. Mark Schueler seconded. Agenda was approved.

VOUCHERS: Vouchers were submitted. Adam Michelena made a motion to approve the vouchers. Marie Miller seconded. Vouchers were approved.

I. APPROVAL OF MINUTES OF LAST MEETING:

Marie Miller commended Teresa Fieldgrove for thorough job on recording minutes. Dr. Mark Schueler made a motion to approve the minutes from the general meeting held February 13, 2023. Marilyn Connolly seconded. Minutes were approved. Marilyn Connolly made a motion to approve the minutes from the special meeting on February 27, 2023. Adam Michelena seconded. Minutes were approved.

II. VIEW AND APPROVE TREASURER'S REPORT:

Dr. Mark Schueler gave the treasurer's report. Revenue and expenses are on budget. He stated the current CDs at First Northern are at a rate of .6%. He said the CDs could be moved into a higher interest CD with First Northern. There will be a penalty of \$775 for moving the funds before maturity, but the loss due to the penalty will be regenerated by receiving a higher interest rate. Marie Miller made a motion to cash the CDs in and re-invest at First Northern Bank at the higher interest of 4%, and take the penalty for early withdrawal. Marilyn Connolly seconded. Motion passed.

Dr. Schueler also stated he looked into moving money from The Bank of Buffalo, due to exceeding the limit on value of funds covered. He looked into rates at American National Bank and First Interstate. More discussion to follow in the

meeting. Marilyn Connolly made a motion to approve the treasurer's report. Marie Miller seconded. Treasurer's report was approved.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave Harness reported there were 52 total calls for February consisting of the following: 40 medical, 12 trauma, and 10 transfers; 1 nurse transfers, 1 cancelled, 11 patient refusals, 1 standby, 1 code, 0 DOA, 0 extrication, and 0 trauma team activations. 32 in-town calls and 20 out-of-town calls. 48 were Johnson County residents and 4 non-residents. There was 1 out-of-county transfer with a total of 210 miles. Dave stated that the high rate of refusals is due to lift assist calls. Several patients are regular at needing lift assist. He stated, that with the board's approval, he would like to initiate a rate for these repeat lift assist calls. There is expense involved that is not being covered. There are local facilities with a "no lift" policy and that is where several of the repeat calls are coming from. It is costing approximately \$100 per call. Marilyn Connolly suggested writing the fee into the district policy in order for it to be billed through the billing company. It was suggested to charge private individuals \$100 and facilities \$250. Karri White said it may have to be billed at the same rate. Marilyn Connolly made a motion to continue at the next meeting the patient refusal rate discussion for lift assist calls. Adam Michelena seconded. Motion passed.

There is currently a problem with the air bags in MS106. Dave stated it is getting more evident, due to consistent repairs, that the ambulances are getting old and should be upgraded to newer units.

Beth Sharp stated her husband is teaching an I class and an air-way mannequin would be useful for the class. Cost is \$1,200 plus the basic set of additional parts is \$225. Britni Marton suggested borrowing one from Johnson County Hospital. The EMTs from Kaycee should be invited to the class. They can join virtually and meet in person to work on practical skills.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby Taylor reported the following for Kaycee: 5 total calls for February: 1 trauma, 4 medical, 0 standby, 0 transfers, 0 refusals, 1 cancelled, 0 life flight, 0 DOA, 3 total patients.

Chair, Britni Camino, asked Crosby to give a financial report on Kaycee. He stated that at 67% of the year, they are at 65% usage of the total budget. The expense amount for vehicle repair and maintenance and medical supplies are over budget. The KARE EMS classes are in the third week now. Eleven individuals started the class and one had to drop due to a family issue. Britni Camino stated that the WY Department of Workforce will reimburse the cost for the EMT class. Cost needs to be determined, including expenses paid on the visa card that pertain to EMT training. The grant will cover up to \$5,000 per employee, but only pays for the amount actually incurred.

Crosby was asked to state what he thinks should be addressed in the handbook revision. He stated that the part defining an employee needs to be changed. Also the part on only allowing full-time employees to drive the vehicles. This affects most of the EMTs in Kaycee and all of Buffalo EMS EMTs.

V. OLD BUSINESS:

1. CD RATES

The current amount of funds at The Bank of Buffalo, approximately \$1,377,000, is close to exceeding the pledge limit. Treasurer, Dr. Mark Schueler, suggests moving \$500,000 into a CD. American National Bank is currently offering 3.85% and First Interstate is offering 3.50%. Both are for 12-month term. Both banks will pledge the higher amount of funds. The early withdrawal penalty is six months of interest. There will still be around \$800,000 in The Bank of Buffalo. Marilyn Connolly made a motion to move \$500,000 from The Bank of Buffalo and purchase a CD at the American National Bank at 3.85%, 12-month CD. Adam Michelena stated they should keep in mind the cost of a new ambulance and the need to be replacing an older unit soon. The quote for a new ambulance is \$250,000. If \$500,000 is tied up in a CD, does that allow enough accessible current funds? Dr. Mark Schueler stated the operational budget is around 1.4 million, offering room for the expenditure, and the CD will be making interest. Marie Miller seconded the motion. Motion passed.

2. BUFFALO EMS CONTRACT

The amount of the service agreement with Buffalo EMS has not changed in the last two years. They are requesting an increase in the amount of the service agreement. The amount being requested is \$839,400. (Buffalo EMS letter is attached) Britni Camino spoke with both Dave Harness and Karri White and they said Buffalo EMS will be transparent on what costs are paid with the service agreement funds. The proposed amount has increased by 12% from what is currently being paid. This

new amount takes into consideration the increased rate of inflation and increased demand for higher wages. The amount being requested is in line with what it costs to operate. Dr. Schueler stated the estimated ambulance revenue is \$400,000, so the Rural Health Care Board would be generating money back. Also stated in the new contract, is the out-of-county transfer revenue. It is hard for Buffalo EMS to break-even when receiving only 15%. They are requesting a split of the net revenue from the out-of-county transfers. Marilyn Connolly stated that Buffalo EMS is using the ambulances purchased by the Rural Health Care District. Dr. Schueler said to remember the amount of money being generated. There was further discussion. Dr. Schueler stated that a recent presentation by the Governor estimated a cost of \$500,000 for a staffed ambulance with one EMT for a year. Dr. Mark Schueler stated he feels Buffalo EMS has been underpaid considering what their service offers. Marilyn Connolly stated the money generated allows for the service, but the district should not be overextended. Buffalo EMS will show where the money is being spent. Britni Camino said the district will continue to have respectful rapport with Buffalo EMS. Adam Michelena suggested to utilize the established committee to communicate with Buffalo EMS and work through the negotiations. Once the amount is established, the wording in the contract can be rewritten. Dr. Schueler said that hiring a full-time staff with the current cost for wages would be more expensive. The current model is working for our community.

CALL FOR OLD BUSINESS

VI. NEW BUSINESS:

1. Privacy Officer

The need for a designated privacy officer was discussed. Marilyn Connolly said they should ask Barry Crago if it should be written in the handbook or by-laws. Karri White was designated as the public records officer and then the district chairman took it over. Karri stated that with HIPPA there needs to be a privacy officer, a compliance officer and a security officer designated. The designated privacy officer should be listed on the HIPPA form.

2. Kaycee Preliminary Budget

Attached. Per Crosby Taylor, most line items have increased. There is an offset to the increase as there is no health insurance cost for fiscal year 2023-2024. The proposed budget is \$259,050. Treasurer Dr. Mark Schueler moved the line item for vehicle repair and maintenance to the district wide expenses. Therefore, the total proposed 2023-2024 budget for Kaycee is \$ 249,050. The budget includes capital outlay expenditures of \$28,300 for a new power load and install, \$5,200 for portable radios,

and \$2,500 for computer tablet upgrade. The line item for education is \$7,500. This expense will be covered through grants so the line item may need to be decreased or more classes can be added. Crosby stated that the Kaycee area generates between \$275,000 to \$300,000 in revenue for the district each year.

3. District Preliminary Budget

Attached. Estimated ambulance revenue is the same. Interest income will increase due to new CD purchase and higher rates. Estimated tax revenue and motor vehicle fee revenue is a guess. A line item for reserves tagged for ambulance purchase has been added. The bookkeeping line item was estimated too high in the current year, so less is forecasted. Capital outlay on the district wide budget is taking into consideration the amount from Kaycee for their power load and portable radios (\$28,300 + \$5,200 + \$1,500 for district = \$35,000) The amount for Kaycee needs to either be left on their budget line item or added to the district wide. Possibly the accountants can assist in what is the correct or best way to show the line item. There is no election fee expense. A line item for equipment maintenance and agreements was added. Insurance cost, IT services, and legal remain the same. The line item for out-of-county transfer expense is based on what the district paid 15% on in the current year. It is estimated at \$75,000 total, meaning the district would actually have \$50,000 and Buffalo EMS would receive \$25,000. This will change based on the agreement and actual number of transfers. A cost of upgrading radio towers has been added to the line item for radio maintenance. The line item for ambulance repair and maintenance is a combined cost for Kaycee and the district wide. The amount is based on current year amounts. A line item for replacement ambulance and equipment reserves has been added. Dr. Schueler is suggesting that the board set aside \$100,000 in reserves yearly to cover costs associated with a new ambulance purchase. Marilyn Connolly suggested adding a line item for building capital expenditures. Karri White agreed with Marilyn on adding a line item for capital expenditures. This line item will offset the reserves. The accountants may be able to explain how to correctly track this line item. Dr. Schueler was thanked for his time in putting together the proposed budget. There will be more discussion on the budget during the work session.

Marie Miller and Britni Camino will meet with Buffalo EMS and bring information to the work session.

4. New Building Committee

Buffalo EMS can bring their suggested individuals to the next board meeting. There will be a couple of board members on this committee as well. There will be more discussion at the next meeting in April.

5. Work Session

Scheduled for March 27, 2023 at 4:00 p.m.

CALL FOR NEW BUSINESS: None

PUBLIC COMMENT: Dennis Thorson shared a building design option with the board. He says the building is necessary for Buffalo, however he does not agree with current land option. His building plan is not a Cleary building design. It entails bays for six ambulances that can drive straight thru. Street access is necessary. It has an office space and an open space for options on use. It is 80 x 100. Britnee Camino thanked him.

EXECUTIVE SESSION: Began at 6:08 p.m. The regular meeting re-adjourned at 6:45 p.m. Britni Camino shared that the board had discussed a potential land purchase. No decision was made.

ADJOURN: Adam Michelena moved to adjourn the meeting. Dr. Mark Schueler seconded the motion. Motion carried. The meeting was adjourned at 6:47 p.m.

Respectfully submitted by Teresa Fieldgrove.

**The next regular meeting will be held on April 10, 2023, at 5:00 p.m. at the Ambulance Barn
In Kaycee, Wyoming**

President

Secretary

Treasurer

Member

Member