

**Johnson County Rural Health Care District**  
**Minutes**  
**April 10, 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, April 13, 2023. The general meeting location was changed to Buffalo and will be held in Kaycee for the next meeting, May 8, 2023. The meeting was called to order at 4:10 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 Karri White, Beth Sharp, Dave Harness, Bill Novotny, Peder Schaefer, Dennis Thorson, and Teresa Fieldgrove. Michelle Chapman was in attendance via phone.

**AGENDA:** There were two additions to the agenda: under old business a reminder for the CMS reporting and also under old business, the national cyber security report. Marie Miller made a motion to approve the agenda with the additions. Marilyn Connolly seconded. Agenda was approved.

**VOUCHERS:** Vouchers were submitted. Marilyn Connolly made a motion to approve the vouchers. Adam Michelena seconded. Vouchers were approved.

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

Marilyn Connolly made a motion to approve the minutes as written. Dr. Mark Schueler seconded. Minutes were approved.

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

Dr. Mark Schueler gave the treasurer's report. The ambulance revenue is 65% of the budgeted amount. Property tax is at 110% of the budgeted amount. Motor vehicle fees are also above the budgeted income. Total revenue so far, this fiscal year is ahead of the projected amount, due mostly to the out-of-county transfer income. Overall, the District is on budget with total expense.

Funds need to be transferred from the money market account to the checking account. Cindy Larralde Kretzer with Porter Muirhead would like to see board approval of a motion in order to transfer money between accounts. Marie Miller made a motion to move \$100,000 from the money market account at the Bank of Buffalo to the checking account also at the Bank of Buffalo. Adam Michelena seconded. Motion passed.

A declaration of the financial institutions for the district needs to be made on a yearly basis. Cindy, with Porter Muirhead, suggested the declaration be made at the January meeting in future years. A declaration for 2023 was submitted.

There was a question regarding the current year line item for Rural Health Care District Board expense. Teresa Fieldgrove stated the expenses are mostly repairs on ambulances for the current year. There is expense recorded in this fiscal year that claim funds were received in last fiscal year. The current year insurance claim funds are recorded in the revenue line item, other income. This creates an offset to the expense account. There is not currently a repair and maintenance line item in the budget. It is being added for the next fiscal year.

Kaycee budget is at 75.21% for the year.

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

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

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

Dave Harness reported there were 47 total calls for March consisting of the following: 36 medical, 11 trauma, and 8 transfers; 0 nurse transfers, 4 cancelled, 8 patient refusals, 0 standby, 0 code, 0 DOA, 0 extrication, and 0 trauma team activations. 22 in-town calls and 25 out-of-town calls. 37 were Johnson County residents and 10 non-residents. There were 2 out-of-county transfers with a total of 411 miles. It is unusually slow for this time of year. Parts for the ambulance are in and it will be up and running soon.

Beth Sharp made a request for \$5,500 to cover an online paramedic course. Completing the course would expand her level of teaching. The grant from the Wyoming Department of Workforce Services is still on hold and the expense for this course may not be covered. Britni Camino suggested that Beth submit the expense to be covered by the grant and see what happens. Britni said if it is not covered then the board can revisit covering the expense. If the board does need to further discuss covering the cost of the course, they would like to have Beth submit a small writeup on what the class is and how it will benefit the district. Britni Camino said it is in the best interest of the board to submit the request to the grant. The board is willing to offer any supporting details needed.

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



### **1. Ambulance Calls**

Michelle Chapman reported the following for Kaycee: 8 total calls for March: 4 trauma, 3 medical, 0 standby, 0 transfers, 0 refusals, 1 cancelled, 0 life flight, 0 DOA, 7 total patients. Kaycee had one lift assist call with four EMTs, that took over two hours. Marilyn Connolly asked how the EMT class was going. Michelle said it is going very well. The participants are all willing to put in the time and are vested in the class. Britni Camino said she had spoken with Crosby Taylor prior to the meeting, and he mentioned that Kaycee needs new pagers. The cost for eight pagers is estimated by Comtech at \$3,744.00, which is \$468 each. The expense should be in the current budget, and he is just letting the board know. Marilyn Connolly said it should be fine as long as the cost is recorded on the correct line, even if it goes over the budgeted amount. There is also a need to replace the batteries in the Lucas devices. The batteries are at end-of-life and need replaced. There are two batteries per each Lucas device. Each battery costs \$951. Crosby looked into a service contract costing \$2,932.30. If the contract service is purchased, it will cover the cost of the batteries and servicing the devices. It may be cheaper to pay for the contract. There was some discussion regarding servicing the devices for Buffalo at the same time. It was suggested that a quote is needed for servicing all the Lucas devices. The discussion is tabled for now.

## **V. OLD BUSINESS:**

### **1. Patient Refusal Rate for Lift Assist**

There was discussion at the previous meeting on charging a fee for lift assist calls. Karri White suggested letting QuickMed know if the fee is being added. It is not covered by Medicare or Medicaid and general insurance may not cover the fee. Individuals and facilities will have to be notified if there is now going to be a fee charged. A letter will be sent to facilities acknowledging the change and individuals will be made aware of the fee. There was some discussion on sending EMTs out on a lift assist call in a private vehicle and then needing an ambulance. Dave Harness said there is always an ambulance on call and ready to go in case the patient needs further assistance. Adam Michelena made a motion to update the rate sheet and add the charge for lift assist, \$100 per individual resident call and \$250 for lift assist call at a facility. Marie Miller seconded. Motion passed.

### **2. Budget Discussion**

Barry Crago will no longer be able to be the lawyer for the Rural Health Care District. Britni Camino said the additional fee for a lawyer will have to be added to the budget. The current line item is budgeted at \$5,000. A possible lawyer option is Bridgette Geis. She already has a good working relationship with Barry Crago. Britni Camino will gather quotes and bring them to the next meeting.

### 3. Buffalo EMS Contract

The requested service contract amount is \$839,400. Britni Camino said in a recent meeting with Buffalo EMS there was discussion on removing \$9,000 from the proposed contract amount. The \$9,000 was funds allocated toward repair and maintenance of the ambulance barn. Marilyn Connolly asked about the \$1,200 per month allocated to an office space. Adam Michelena said the need to provide an office for the EMTs and house the ambulances is a reasonable cost to ask the district to cover. There was some discussion on what should be covered in the contract amount. Buffalo EMS agrees with removing \$9,000.00 from the contract amount. Marie Miller stated that a business does need an office space and the expense is legitimate. She has no problem with the cost being covered in the contract. Dr. Mark Schueler made a motion to accept a new service contract amount with Buffalo EMS in the amount of \$830,400 for the next fiscal year. Adam Michalena seconded. The wording of the contract will be discussed at a later time. Transparency between the two entities is necessary. There was some discussion on what full transparency will be. Marilyn Connolly said in the past it was advised by the lawyer to agree on one lump sum rather than have full disclosure, as it would lead to less legality. There were four votes yay for the motion and one nay. Motion passed. There will need to be continued work on developing the full wording of the contract. Amendments will need to be made regarding repair and maintenance and the out-of-county transfer percentage. July 1, 2024 is the date the new written contract should be approved. The board will need to meet with a lawyer to work on the wording of the new contract and amendments within the contract.

### 4. New Building Committee

Britni Camino suggested having all five board members involved and working with the committee. Members from Buffalo EMS that will be involved are Karri White, Dave Harness, Beth Sharp, Dennis Thorson, and Shawn Sullivan. There was a reminder that any time two or more board members meet it is considered a meeting and would need to be advertised.



## 5. CMS Reporting

Marilyn Connolly wanted to remind the district about the CMS data collection and reporting. The district will incur a 10% deduction in revenue if the data is not reported. Most of the information is regarding Kaycee. Crosby Taylor should be tracking the needed information.

## 6. National Cyber Security Community Review

Marilyn Connolly said the report has been completed. The report is important to have in order to qualify for funding. It offers good information.

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

#### **Budget:**

The line item for legal fees is \$5,000. Continue with this amount. Vehicle repair and maintenance line does not need to be itemized as all the ambulances belong to the district. This can be a district wide line item. The capital outlay is similar to repair and maintenance. Capital outlay is for the actual purchase of equipment. A line item for equipment maintenance is being added, \$8,000 for maintenance on life pack. Adding the expense for the Lucas device service will increase this line item. There was some discussion on what is designated in reserves. Reserves are funds that have already been allocated for capital expense. There are currently two reserve items: land and building reserve or also called capital construction, at \$417,000, and funds to purchase a new ambulance at \$250,000. The previous board, as recorded in the minutes of April 2020, moved \$500,000 from the general funds to a reserve account for capital construction. Of that amount, \$83,000 was used to purchase the current land. This leaves \$417,000 in the reserve account. Britni shared with the board members what Cindy Kretzer with Porter Muirhead suggested regarding revenue and expense accounts for the new building. Cindy states in an email that in order to keep track of the building construction costs, she would recommend creating an account for each revenue source and recording all the revenue received from the reimbursements. She also suggests creating an expenditure account and recording all the expenditures into that one account. She said to budget for the entire amount even if some expense is being reimbursed. There was discussion about setting up a separate bank account in order to actually move the funds. This would allow for better tracking of all expenses and revenue through the account. Per Dr. Schueler, a rough

estimate of the full cost of the building is in the area of two million. The board will have to determine how much of the expense is affordable. There may be a need to look for additional funds. The RFP needs to be reviewed and approved by the current board. Marilyn Connolly will send out the draft. The building construction may need to be done in phases. Adam Michelena said the RFP should be updated and approved soon so that the building process can move forward. Dave Harness urged the board to look at a new spot to build. Britni Camino said the board has had a discussion on the location and she is asking Dave to be in support of the land purchase in order to have the EMTs follow suit. She said they need to work through this together, as the location seems to be the best location for what is currently available.

## **VI. NEW BUSINESS:**

### **1. Out-of-County Transfers New %**

Adam Michelena made a motion to change the out-of-county transfer reimbursement to Buffalo EMS to 30% for the upcoming contract. Seconded by Dr. Mark Schueler. Marilyn Connolly voted present; all others voted yay. Motion passed. Dave Harness made a statement that the 30% to Buffalo EMS is only on out-of-county transfer revenue.

### **2. Attorney- happened in budget discussion**

### **3. Audit Report- Porter Muirhead- tabled**

### **4. Patient Request**

A request has been made by a patient with no insurance to have the bill reduced. The amount due of \$7,436 has been sent to collection. A letter received from the patients VOA case manager suggests reducing the amount to \$900 and the patient would pay \$75 per month. Adam Michelena said he would like to see the patient pay an amount closer to what Medicare would pay. Adam would not be opposed to having the patient pay \$75 a month for two years rather than one. Adam suggested that the board create a type of application for patients in the future requesting a reduction in the fee charged. That way there would be proof of allowing the fee reduction. A motion was made by Marilyn Connolly to ask the patient to pay \$75 for two years. Dr. Mark Schueler seconded. Motion passed.

**CALL FOR NEW BUSINESS:** None


**PUBLIC COMMENT:** None

**EXECUTIVE SESSION:** Dr. Mark Schueler made a motion to begin executive session. Marilyn Connolly seconded. Executive session began at 6:36 p.m. The board was out of executive session at 6:45 and resumed the regular meeting at 6:46. Adam Michelena moved to increase the hourly rate paid to Teresa Fieldgrove to be \$45 per hour beginning in July of 2023. Marilyn Connolly seconded. Motion passed.

**ADJOURN :** Adam Michelena made a motion to adjourn the meeting and Dr. Mark Schueler seconded. The meeting was adjourned at 6:47 p.m.

Respectfully submitted by Teresa Fieldgrove.

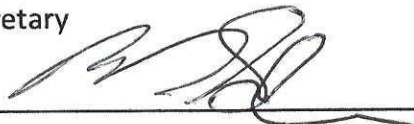
**The next regular meeting will be held on May 8, 2023, at 5:00 p.m. at the Ambulance Barn  
In Kaycee, Wyoming**

  
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President

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Member

  
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Secretary

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