

**Johnson County Rural Health Care District**  
**Minutes**  
**June 12, 2023**

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Johnson County Planning office on June 12, 2023. The meeting was called to order at 4:04 p.m. by President Britni Camino. Board members present were Marilyn Connolly, Dr. Mark Schueler, Adam Michelena and Marie Miller. Britni Camino was in attendance via phone. A quorum was present. Others in attendance were Crosby Taylor, Michelle Chapman, Peder Schaefer, Bill Novotny, Kate Harness, Karri White, Dave Harness and Teresa Fieldgrove.

**AGENDA:** Marilyn Connolly made a motion to approve the agenda. 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:**

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

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

Dr. Schueler gave the treasurer's report. The ambulance revenue is 80% of the yearly budget. The interest income is higher than budgeted. Taxes are ahead of the forecasted revenue. Commissioner Bill Novotny stated the increase in tax revenue is due to the collection of monthly mineral production tax. Total revenue is above the budget due to higher than expected out-of-county transfers and the increase in tax revenue. Overall expenses are 87% of the budgeted amount.

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

**III. BUFFALO REPORT:**

**1. Ambulance Calls**

Karri White reported there were 68 total calls for May consisting of the following: 53 medical, 15 trauma, and 23 transfers; 1 with nurse transfer, 0 cancelled, 10 patient refusals, 4 standbys, 2 code, 0 DOA, 0 extrication, and 0 trauma team activations. 28 in-town calls and 40

out-of-town calls. 50 were Johnson County residents and 18 non-residents. There were 0 out-of-county transfers with a total of 0 miles.

Dave stated that the call volume is average for this time of the year.

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

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

Crosby Taylor reported the following for Kaycee: 10 total calls for May: 3 trauma, 7 medical, 0 standby, 0 transfers, 2 refusals, 0 cancelled, 1 life flight, 0 DOA, 7 total patients.

Crosby stated he has been experiencing some difficulty getting through to the ER at the Johnson County Hospital. Dennis Thorson has experienced the same difficulty with the ER phone line and shared an alternate number with Crosby. Britni Camino will check into the situation.

He also stated that a question regarding 1 free lift assist was asked. Is the one free lift assist per year or per life?

Crosby said there has been a wrong message being relayed by dispatch regarding the availability of the ambulance in Kaycee. There are EMTs available in Kaycee. Dispatch should page the ambulance immediately when receiving a call.

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

##### **1. Finalize Budget 2023-2024**

There was some discussion on the property tax revenue budgeted. The interest budgeted may be less as some money was transferred from the money market account to the new building account. There will be a meeting on June 22, at 1:00 p.m. with the County Commissioners. Marilyn Connolly made a motion to approve the budget as presented. Adam Michelena seconded. Motion carried.

##### **2. Set Time and Date for Budget Hearing**

The budget hearing will be held on Monday, July 10, at 5:00 p.m. in Kaycee. The regular scheduled board meeting will be held after. There

needs to be a legal notice for the budget hearing published in the newspaper.

### 3. Buffalo EMS Contract

The contract negotiations are in process. There may need to be a special meeting in June to discuss the contract as a board.

### 4. RFP- New Building

There have been several received. The grant does specify it needs to be a Wyoming based company. Tabled until meeting in July.

### 5. Employee Handbook

A list of current drivers needs to be updated with the insurance company. There needs to be some clarification as to what constitutes a part-time employee. Tabled until the meeting in July.

## **Call for Old Business:**

### 1. Address Lift Assist- One Free

There was some discussion on how it would be tracked if the lift assist was one free per year. Dave Harness stated that patients who are repeats for the lift assist have been notified of the charge. It was decided that one free assist per individual on a lifetime basis would be best. Dr. Schueler made a motion to define the terms of the lift assist policy for individuals to be notified on the first assist and be billed thereafter. Marilyn Connolly seconded. Motion passed. A question was raised concerning how this would affect the facilities who ask for lift assist. Adam Michelena made a motion to put a facility agreement into place and there will be no freebies for facilities. Dr. Schueler seconded the motion. Motion carried.

## **VI. NEW BUSINESS:**

### **Call for New Business:**

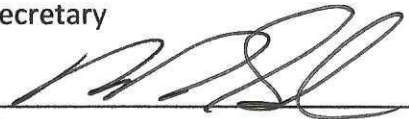
**ADJOURN :** Marilyn Connolly made a motion to adjourn the meeting. Adam Michelena seconded. The meeting was adjourned at 5:16 pm.

Respectfully submitted by Teresa Fieldgrove.

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

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member



## Johnson County Rural Health Care District

### Special Meeting Minutes

June 20, 2023

A special meeting was held at the Johnson County Planning Office on June 20, 2023. President, Britni Camino, called the meeting to order at 4:03 p.m. Board members in attendance were Britni Camino, Adam Michelena, Dr. Mark Schueler, Marie Miller, and Marilyn Connolly. A quorum was present. Also in attendance were Karri White, Kate Harness, Dave Harness, Bridgette Geis, and Teresa Fieldgrove.

The agenda and purpose of the meeting was to discuss the contract with Buffalo EMS. Each section of the contract was looked at and discussed.

Item #2- Purpose – Some discussion took place on determining “service area”. A specific boundary is needed when updating the EMT license. Having a specific area does not mean the service is bound to the border lines. Having a specific area identified helps to determine what constitutes an out-of-county transfer. Boundary and location are for dispatch.

Item #6- Monthly Payment- A small change was made. The amount of the current contract was moved to line A from line B.

#### Item #8- Responsibilities of Contractor-

There was some discussion on C. There was also discussion on E. If and when a building is built, the contract can be renegotiated, and amendments can be made. Items E-I need to be changed to clarify both the contractor and the district’s responsibilities. There was some discussion on both the contractor and the district’s responsibilities regarding billing preparation duties.

#### District responsibilities-

There was some discussion on how each entity is held liable for keeping equipment up to date and working effectively. There needs to be protection for both.

#### Increase in transfers-

There was some discussion on how to compensate for an increase in transfers. The contract amount can be addressed after a year and changes can be made if there is a substantial increase in transfers and revenue from the transfers.

#### Public Comment- none

A special meeting will be held on June 27<sup>th</sup> at 4:00 p.m. to finalize the contract and vote on it.

Dr. Mark Schueler made a motion to adjourn the meeting. Marie Miller seconded. The meeting was adjourned at 5:31 p.m.

Respectfully submitted by Teresa Fieldgrove

Brix Q C  
President

Mae D Miller  
Secretary

[Signature]  
Treasurer

Member

[Signature]  
Member

# Johnson County Rural Health Care District

## Special Meeting Minutes

June 27, 2023


A special meeting was held on June 27, 2023 at the Johnson County Planning Office. The meeting was called to order by President Britni Camino at 4:02 p.m. Board members present were Britni Camino, Marilyn Connolly, Marie Miller, Dr. Mark Schueler, and Adam Michelena. A quorum was present. Others in attendance were Kate Harness, Dave Harness, Karri White, Bridgette Geis, Peder Schaefer, and Teresa Fieldgrove.

Items of the contract that had been talked about at the last meeting and changed were discussed. Item K under General Provisions protects the contractor, Buffalo EMS, and the District in that both have to approve the contract before signing.

Dr. Mark Schueler made a motion to approve the amended contract. Adam Michelena seconded. Motion passed. Contract was signed.

Marie Miller made a motion to adjourn the meeting. Adam Michelena seconded. The meeting was adjourned at 4:22 p.m.

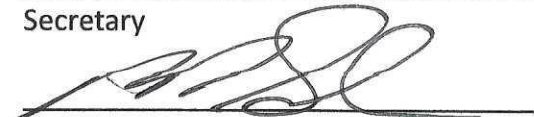
Respectfully submitted by Teresa Fieldgrove



President



Secretary



Treasurer

Member



Member