

Johnson County Rural Health Care District
Minutes
May 8, 2023

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Kaycee Ambulance barn on May 8, 2023. The meeting was called to order at 5:03 p.m. by President Britni Camino. Board members present were Britni Camino, Marilyn Connolly, Dr. Mark Schueler, and Marie Miller. Adam Michelena was in attendance via phone. A quorum was present. Others in attendance at the meeting were Karri White, Dave Harness, Peder Schaefer, Kate Harness, Michelle Chapman, Crosby Taylor, Mary Propson, Rob White, and Teresa Fieldgrove.

AGENDA: The discussion regarding an attorney can be taken off as it has been taken care of. Marilyn Connolly made a motion to approve the agenda with discussion on attorney taken off. Marie Miller seconded. Agenda was approved.

VOUCHERS: Vouchers were submitted. Marie Miller made a motion to approve the vouchers and Marilyn Connolly seconded. Vouchers were approved.

I. APPROVAL OF MINUTES OF LAST MEETING:

Dr. Mark Schueler made a motion to approve the minutes. Marie Miller seconded. The minutes were approved.

II. VIEW AND APPROVE TREASURER'S REPORT:

Dr. Mark Schueler gave the treasurer's report. Ambulance revenue is at 72%, which is 12% less than forecasted at this point in the year. All other revenue is above projected and overall is 120% above projected. There will be discussion on the Rural Health Care District expense line. It is a catch all line. Overall expenses are at 79% of the budgeted amount. \$100,000 was transferred today, May 8, to the checking account. Kaycee is at 81.92% of the budget. A few line items are above the budgeted amount, but overall, the expense amount is almost exactly what was budgeted.

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

Dave Harness reported there were 48 total calls for April consisting of the following: 40 medical, 8 trauma, and 11 transfers; 1 nurse transfers, 0 cancelled, 6 patient refusals, 2 standbys, 0 code, 3 DOA, 0 extrication, and 0 trauma team activations. 25 in-town calls and 23 out-of-town calls. 37 were Johnson County residents and 10 non-residents. There were 2 out-of-county transfers with a total of 616 miles.

MS73 was serviced today, and 2 new tires were put on. The lift system on MS106 is complete. Students in the basic EMT class are about to complete the course. They have to take the National test. Started with 6 participants and ended with 3. Dave stated they have made an appeal with Buffalo High School in hopes of generating more interest from the students.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby Taylor reported the following for Kaycee: 6 total calls for April: 2 trauma, 4 medical, 0 standby, 0 transfers, 1 refusal, 0 cancelled, 0 life flight, 0 DOA, 6 total patients.

The turbo failed in MS192. Britni asked if Kaycee had looked into getting vaccinations in Johnson County. Crosby said yes, but the cost is more affordable in Casper, and it is easier.

V. OLD BUSINESS:

1. Lucas Device Service Contract

Crosby received a quote to service all 4 Lucas devices. It is \$5,844.60 for a year contract to service all 4. It is \$1,700.00 per unit just to look at them. The contract is more affordable. Batteries cost \$950.00 per battery, two in each device. Dr. Schueler said it is a good investment to keep the Lucas Devices maintained and ready for use. Dave Harness said he agrees with keeping the Lucas Devices up to date. It can save lives. Dr. Mark Schueler made a motion to have all four Lucas Devices under the Prevent ProCare Lucas onsite service contract for one year. The service will begin after July 1, 2023. Marie Miller seconded the motion. Motion passed.

2. Budget Discussion and Preliminary Budget Approval

Some discussion on the line item for ambulance repairs and maintenance. This expense would cover all six ambulances owned by the district. The maintenance expense budget will also need to cover tires. The proposed amount of \$22,000 may need to be increased. It was decided to increase the line item for ambulance repairs and maintenance to \$32,000 (increased by \$10,000).

The anticipated tax revenue is proposed at \$800,000. After discussion, it was decided to increase it to \$850,000. It was suggested to ask the assessor's office about the mill levy for the next fiscal year.

In the proposed budget, the line item for capital outlay at \$35,000 is not correct. The Kaycee budgeted amount of \$36,000 is not included. This line item should be \$71,000 (\$35,000 Buffalo- LifePak and \$36,000 Kaycee-power load, portable radios, and computer/tablet upgrade).

It was decided not to have a line item for doubtful collection. The district records revenue on a cash basis. No need to show the charged off debt amount. The lower budgeted amount of ambulance revenue is already considering the written off debt. Medicare and Medicaid do not pay the full rate charged.

The Kaycee line item for Deferred Compensation needs to have a budgeted amount. It should be \$1,500 (Wyoming Retirement).

There was some discussion on the budgeted amount for ambulance revenue. It was decided to leave it at \$400,000.

It was decided to leave the line item for legal professional services at \$5,000. The line item for auditing and accounting will remain at \$22,000.

Adjustments to the proposed budget are to increase tax revenue to \$850,000. The capital outlay line item will be \$71,000. Ambulance repairs and maintenance will be \$32,000. The excess to balance the budget will be added to the line item for replacement ambulance reserve. It will now be \$119,300. The deferred compensation on the Kaycee budget will be \$1,500.

Marie Miller made a motion to accept the proposed draft budget with the changes discussed. Marilyn Connolly seconded. Motion passed.

3. RFP New Building

Marilyn Connolly reported she is still waiting to hear from Casper Star and Sheridan Press. The Gillette Record will cost \$95 per day. The Buffalo Bulletin is \$250 for two weeks. Wyoming Press Association will be \$1,100 and can start May 15th. The RFP ad will run for two weeks in all the Wyoming papers. The Buffalo Bulletin will add a QR Code that can be scanned for the packet information. The costs associated with the RFP will be allocated to new building expenses. Dr. Schueler made a motion to open a new account at the Bank of Buffalo for capital expenditure for the new building. The account will start with \$200,000 transferred from the money market account. Marilyn Connolly seconded. Motion was approved.

4. Standby Fee

There was some discussion about the standby fee. Britni Camino said the school board was just recently notified of the fee. It is hard for the schools to budget this service with an already tight budget. The last board agreed to the cost of \$75 per event and a \$75 administration fee. Discussion was held on public entities that are taxpayer funded being charged a standby fee. There was discussion on what the \$75 administration fee was for. Marie Miller handed out copies from prior minutes within this fiscal year regarding the standby fee discussion. Dave Harness stated that Buffalo EMS is doing standbys and not receiving reimbursement for having EMTs on site and it is costing them money. Dave Harness also stated that if the public perception is a double dipping concern, he will no longer charge for the standby service. Dr. Mark Schueler made a motion to eliminate the \$75 administration fee on all standby service and only charge the service fee to events that are not Johnson County taxpayer funded. Marie Miller seconded the motion. Motion carried.

5. Lift Fee

Lift assist letter being drafted by Karri White. The billing company, QuickMed, needs to be notified of the lift assist fee. The trip report will have lift assist ready for billing on service that needs to be billed. The one-time allowance will be marked as closed on the trip report to signify no fee being charged. There was discussion regarding charging facilities or just individuals. Karri White said she thinks the facilities can be billed.

6. Employee Handbook

Britni Camino asked Crosby Taylor to highlight areas that need changed. Crosby said the verbiage on only employees being allowed to drive the

ambulances needs to be changed. It was suggested to strike the line. This may affect insurance on the vehicles, so Trevor Moon will need to be contacted.

Call for Old Business:

VI. NEW BUSINESS:

1. Audit Report- Porter Muirhead

There was discussion on the audit report. One area for improvement is tracking billing and receipts. There needs to be more of a reconciliation between WATRS, QuikMed billing and revenue received. Crosby Taylor stated that with the payments being scattered over months, it is hard to verify if all the money is being received. It was suggested to ask the accountants to provide or suggest a model for the district to use in order to correctly verify the revenue received.

2. Rural Health Care District Board Expense

The line item for Rural Health Care Board Expense is over budget for the current fiscal year because it has become a catch all account for items that do not have a proper line for recording the expense. The line item has expense from vehicle repairs, firewall cost and ambulance equipment maintenance. The board can amend the budget to create a repair and maintenance line or amend the budget for capital outlay to include the additional expenses. If the budget is not amended, the line item showing an overage is allowed as long as overall spending is within the total budget amount. Dr. Mark Schueler made a motion to acknowledge the over budget expenditures contributed to board expenses under the Rural Health Care Board expense line item. Marilyn Connolly seconded. Motion carried.

CALL FOR NEW BUSINESS:

Buffalo EMS contract for new service agreement-

There may need to be a work session or have the sub-committee meet with Buffalo EMS.

Karri White said per the current contract, the district could be in breach of contract if a letter is not sent to Buffalo EMS stating that the district has agreed to the contract amount of \$830,400. Britni Camino will get the letter sent.

An introduction was made of the two employees from Kaycee EMS that were in attendance. Mary Propson and Rob White. Britni Camino thanked them for being at the meeting.

Dr. Mark Schueler stated that the representation letter created by Porter Muir Head would need to be signed.

PUBLIC COMMENT: None

ADJOURN : Marilyn Connolly made a motion to adjourn the meeting. Marie Miller seconded. Motion passed. The meeting was adjourned 7:41 p.m.

Respectfully submitted by Teresa Fieldgrove.

**The next regular meeting will be held on June 12, 2023, at 4:00 p.m., at the JC Planning Office
In Buffalo, Wyoming**

President

Secretary

Treasurer

Marilyn Connolly
Member

Rob White
Member