

**Johnson County Rural Health Care District**  
**Minutes**  
**August 14, 2023**

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Johnson County Planning Office, on August 14, 2023. The meeting was called to order at 4:01 p.m. by President Britni Camino. Board members present were Britni Camino, Marilyn Connolly, Dr. Mark Schueler, Adam Michelena and Marie Miller. A quorum was present. Others in attendance were Bill Novotny, Dave Harness, Kate Harness, Crosby Taylor, Peder Schaefer, and Teresa Fieldgrove.

**AGENDA:** Marilyn Connolly made a motion to approve the agenda. Dr. Mark Schueler seconded. The agenda was approved.

**VOUCHERS:** Vouchers were submitted. The check to Teleflex was held and will be voided. Marilyn made a motion to approve the vouchers. Marie Miller seconded. The vouchers were approved.

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

Marilyn Connolly made a motion to approve both the general meeting minutes from July 10, 2023 and the minutes from the budget hearing. Adam Michelena seconded the motion. The minutes were approved for both.

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

Dr. Mark Schueler gave the treasurer's report. Revenue is higher than budget for the month. Taxes are below expected. The out-of-county transfers are showing revenue from trips invoiced last fiscal year. A few expense line items are above expected for the month, but under budget overall. Dr. Schueler mentioned the F32 form that is due to the state auditor by September 30<sup>th</sup>. Marie Miller made a motion to approve the treasurer's report. Adam Michelena seconded the motion. Treasurer's report was approved.

**III. BUFFALO REPORT:**

**1. Ambulance Calls**

Dave Harness reported there were 59 total calls for July consisting of the following: 43 medical, 16 trauma, and 17 transfers; 1 with nurse transfers, 0 cancelled, 9 patient refusals, 0 assisted, 0 standbys, 1

code, 0 DOA, 0 extrication, and 1 trauma team activation. 22 in-town calls and 36 out-of-town calls. 32 were Johnson County residents and 27 non-residents. There were 0 out-of-county transfers.

Britni asked if Teresa could let the board know ahead of the meeting about bills associated with Buffalo EMS needing paid by the District.

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

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

Crosby Taylor reported the following for Kaycee: 8 total calls for July: 0 trauma, 7 medical, 1 standby, 0 transfers, 3 refusals, 1 cancelled, 1 life flight, 0 DOA, 6 total patients.

Crosby reported the power load has been ordered. The contract for the Lucas devices has been signed. He is waiting for Stryker to set up a date for service.

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

##### **1. RFP NEW BUILDING:**

Marilyn Connolly reported the work session went well with good discussions. There were 3 applicants. Each packet was reviewed. Britni stated it is lawful for the board to ask each applicant for a quote. A motion was made by Dr. Schueler to send out a request for proposals to all three applicants with a deadline of September 1, 2023. Adam Michelena seconded the motion. Motion carried.

#### **New Building:**

Crosby was asked how he feels about the facility in Sheridan and the building in Kaycee for suggestions on what works and what is not needed in a new building and what he would do different. He said it is important to have a shower. The Kaycee building works well. However, If it ever needs to be bigger, an addition could impede the existing utilities. He suggests when designing the new building, take into consideration the possibility of future additions and changes. The Sheridan facility has 4 office spaces that he feels are not used, which may be wasted space. The building is good though.

A 60 x 80 building with 2 offices and at least 4 sleep rooms would be good. The current plan has only 2 sleep rooms and should have at least 4. If an EMT is using the room long term, the living quarters should be larger. Private bedrooms are a must. A kitchen and open space are important. It is very likely to have EMTs that do not live in Buffalo and will need to occupy the building during a term of several shifts.

He suggests setting up the building with future needs in mind and plan the area to easily accommodate any additions.

## **2. CMS REPORTING:**

Crosby has collected 99% of the data needed for the report. He met with Marilyn and Britni before the meeting to sort through the information. They all agreed on the information that is ready to be submitted. Crosby will provide a copy for the board to review and ask any questions. Britni thanked Crosby for his time on gathering the information and submitting it.

## **3. Audit 22-23**

Teresa Fieldgrove reported that the audit process went well on August 9<sup>th</sup>. Cindy Kretzer and three additional employees from PMCH met with Teresa to begin the audit process for fiscal year 22-23. They looked at several vouchers and discussed a few items. Cindy stated they may find the same areas of weakness in this audit because the time frame between the two audits has not allowed for many changes. Marilyn Connolly asked if the income and claims being billed are being doubled checked. Teresa stated she did reconcile the deposits from QuickMed reports to the bank statements for last fiscal year. Double checking the trips submitted and claims processed needs to be reconciled with WATRS. Teresa will ask QuickMed if they can send a report on what trips are billed each month.

## **4. NEW AMBULANCE PURCHASE**

Dave Harness reported they have two quotes for an ambulance purchase. One is from Sawtooth out of Idaho. The quote is \$262,000 with a trade-in value of \$7,000. The second quote is from Arrow, \$267,000 and add-ons are additional. Dave's recommendation is to go with Sawtooth, \$254,000. They are connected to World Coach. Marilyn suggested that they try to sell the old ambulance and not do the trade-in. The old ambulance is good but has a lot of miles on it. A motion was made by Marie Miller to give Dave permission to agree to the ambulance purchase through Sawtooth, but take the trade-in out of the quote, and sell the old ambulance. Adam Michelena seconded. Motion passed.

CALL FOR OLD BUSINESS:

## **VI. NEW BUSINESS:**



**1. New Rates**

Britni Camino stated the district's service is significantly lower than other ambulance services in the area. Advanced level service through Campbell County is costing \$2900. Johnson County is quite a bit lower. Johnson County has not increased rates for three years. Britni will look into neighboring services and see what current rates are.


CALL FOR NEW BUSINESS:

**PUBLIC COMMENT:** None

**ADJOURN :** Marilyn Connolly made a motion to adjourn the meeting. Dr. Schueler seconded. The meeting was adjourned at 5:14 p.m.

Respectfully submitted by Teresa Fieldgrove.

**The next regular meeting will be held on September 11, 2023, at 4:00 p.m. at the JC Planning Office, Buffalo, WY**

  
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President

  
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Member

  
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Secretary

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Member

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Treasurer