

Johnson County Rural Health Care District

Minutes

December 11, 2023

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Johnson County Planning Office, on December 11, 2023. The meeting was called to order at 4:03 p.m. by President Britni Camino. Board members present were Britni Camino, Adam Michelena, Marilyn Connolly, and Marie Miller. A quorum was present. Others in attendance were Dave Harness, Kate Harness, Karri White, Jake Wright, Crosby Taylor, Marcy Elton, Bill Novotny, and Teresa Fieldgrove.

AGENDA: Discussion on the website was added to the agenda under old business. Election of officers was added under new business. The new officer positions begin January 1 of the new year. Marilyn Connolly made a motion to approve the agenda with the additions. Adam Michelena seconded the motion. The agenda was approved. Britni mentioned that vouchers have been moved to the end of the meeting in order to allow better flow and allow people to leave early if needed.

GUEST SPEAKER:

NELSON ENGINEERING- JAKE WRIGHT

Jake Wright with Nelson Engineering was introduced. Jake discussed how the process on the building will begin. He stated there is not a lot at this point. Plans are preliminary and changes can be made in the design. He said Nelson Engineering would like to meet with EMTs, Dr. Luke Goddard and staff from Buffalo EMS, in order to know what works best for their use of the building. Current plans are for a pole barn construction type of building; however, other options can be looked at. It was suggested that the building sub-committee meet with Nelson Engineering in January and discuss layout and design of the building in more detail. A question was asked about having a North facing door. Jake said it is the most logical placement due to the main road access. The door can be moved to the East side if preferred. The proposed building looks very similar to the already existing maintenance building for the Fire Department. Marie Miller asked about the suggested office space in the plans and thought it looked small. Jake said the size can be adjusted to a better size. Karri White asked if there could be a time for individuals to take a look at the Fire Department building in order to get a feel of what the suggested building would be like. Jake said that would be good and he will set up a time. Karri White asked if there are any foreseen issues with both fire and EMS using the same access. Jake stated the access road is very wide and he does not foresee any issues, but it can be looked at in more detail. Marilyn Connolly talked about the grant requirements. She will need to meet with Nelson Engineering to complete the necessary forms. Paperwork needs to be sent this week to the State Land Board. Jake was thanked for attending the meeting.

I. APPROVAL OF MINUTES OF LAST MEETING:

Adam Michelena made a motion to approve the minutes from November 2023 meeting. Marie Miller seconded. The minutes were approved.

II. VIEW AND APPROVE TREASURER'S REPORT:

Britni Camino gave the Treasurer's report that was submitted by Dr. Schueler. Revenue is above budget for ambulance and motor vehicle fees and below budget for taxes and interest. Total revenue for November is \$104,315 and this year currently \$502,091, which is 30% of adjusted annual budget (42% of fiscal year). Expenses are below budget overall except for equipment maintenance, radio maintenance, and board expenses. Total expenses are \$97,625 for November and \$529,913 for the year, which is 32% of adjusted budget for the year so far. Kaycee expenses are \$13,384 for the current month and \$67,435 for the year. Adjusted for the year equals 32%. Total cash is \$896,128 in checking and money market accounts and \$1,022,125 in CDs. Overall trends are stable and favorable

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 57 total calls for November consisting of the following: 47 medical, 10 trauma, and 10 transfers; 1 with nurse transfer, 3 cancelled, 9 patient refusals, 0 assisted, 0 standbys, 0 code, 1 DOA, 0 extrication, and 0 trauma team activation. 35 in-town calls and 22 out-of-town calls. 51 were Johnson County residents and 6 non-residents. There was 1 out-of-county transfer with a total mileage of 337.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby Taylor reported the following for Kaycee: 7 total calls for November: 4 trauma, 3 medical, 0 standby, 0 transfer, 2 refusals, 0 cancelled, 0 life flight, 0 DOA, 5 total patients.

Crosby stated he was asked by Campbell County EMS if the JC Rural Health Care District would sign a mutual aide agreement. The agreement states that both Counties can call one another for assistance when needed. Britni Camino asked if there was any reason not to sign the agreement. Crosby said "no" and that agreements have been signed in the past. Buffalo EMS has existing agreements with

surrounding counties as well. Crosby said he will have Campbell County send the agreement to Britni. The agreement can be discussed at the January meeting and signed.

V. OLD BUSINESS:

1. NEW BUILDING

A sub-committee will be formed.

2. BILLING COMPANY

Image Trend can send the software for billing if interested. It was stated that it is best to contract a company for billing that knows the process. There was some discussion on the process of terminating the existing billing service. Adam Michelena made a motion to give Quick Med Claims a 90 day notice to terminate the billing service contract. Marie Miller seconded the motion. The motion passed.

3. TRANSFERS

Tabled to the next meeting.

4. WEBSITE

Bill Novotny said the web site service provided to the special districts on the Johnson County website is still available and will continue. The new County website is more user friendly and safer. The board agreed to continue posting information on the County website and that there is no need to create their own.

CALL FOR OLD BUSINESS:

VI. NEW BUSINESS:

1. MEETING SCHEDULE FOR 2024

It was decided that the board will meet once every quarter in Kaycee. The meetings that will be held in Kaycee will be in March, June, September, and December. Marie Miller made a motion to approve the 2024 general meeting schedule with the changes made to the preliminary schedule. Adam Michelena seconded. Motion passed.

2. ELECTION OF OFFICERS

Marilyn Connolly made a motion that there be a unanimous ballot for current board members to remain in their elected position for 2024. Adam Michelena seconded the motion. Motion passed.

Britni Camino will notify Jody at the Commissioners office that the officers are remaining the same. A schedule of the 2024 meetings will also need to be given to Jody.

CALL FOR NEW BUSINESS: None

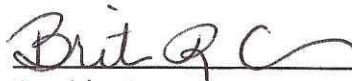
PUBLIC COMMENT: None

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

ADJOURN: Adam Michelena made a motion to adjourn the meeting. Marilyn Connolly seconded. Meeting was adjourned at 4:52 p.m.

Respectfully submitted by: Teresa Fieldgrove

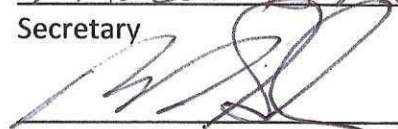
The next regular meeting will be held on January 8, at 4:00 p.m. at the JC Planning Office,
Buffalo, Wyoming



President



Secretary



Treasurer



Member



Member