

South Central Wyoming Emergency Medical Services
PO Box 1192 / Saratoga, WY 82331 / info@scwems.com
August 15, 2024 6:30PM
Official Minutes
Riverside, WY

The meeting started at 6:35PM on Thursday, August 15, 2024. Those present were Irene Archibald, Mayor Morgan Irene, Gayle Wessel, Penny Layman (arrived at 7:09 PM), Shana Romero, Kyle Warren, Mandy Goodwin and Director Stayton Mosbey. Kenzie Strauch and Jayson Nordquist were present via Google Meets.

Additions/Corrections to the Agenda – Director Mosbey asked that guest, Craig Kopasz, be allowed to start the meeting with his presentation. Mayor Morgan Irene made a motion to approve the agenda with changes. Seconded by Gayle Wessel. Motion carried.

Introduction of Guests – Craig Kopasz from Engineering Associates was present. He explained that while Design, Bid, Build is his preferred method, the tight timeframe of the grant deadline was the reason for going with the Construction Management at Risk (CMAR). He stated that he'd spoken with several contractors who are interested and might submit bids. Bids on the Request for Proposal (RFP) are due September 9 by 1PM. The construction manager will have two weeks to advertise for subcontractors, if he/she desires. Multiple calls and voicemail messages have been left for Elizabeth Blackwell (head of SLIB), without response. Craig handed out rough plans for the building, including services that will need to be run to the building. Jayson Nordquist will ask the Town of Hanna whether the water tap fee will indeed be waived, as was initially indicated. We will go with the quoted sewer fee of \$3,500. This site used to house the old gym, pool and classrooms. If there is buried concrete from the previous building, it could pose a problem during digging. Craig mentioned the need for about 1,500 cubic yards of fill. The board asked about using roto-mill. Craig stated that because one cannot quantify the compaction of roto-mill, he suggested using road base. We will discuss this further when we're closer to that part of construction. Mayor Irene was interested in knowing the R-value of insulation the contractors would be using, and Craig stated that we could request that information on their bid. Irene Archibald stated that she spoke with Black Hills Energy and we qualify for their incentive, up to \$3,500. Irene Archibald will also speak with Rocky Mountain Power. It was mentioned that fiber was never located, but Jayson Nordquist stated that we can tap into the vault by the monument and there was also fiber to an old mobile home that can be re-routed to the new build site. Wednesday, August 28 at 10AM there will be a pre-proposal meeting on site in Hanna. And Statements of Qualifications (SOQ) from engineering firms are due August 30 by 10AM.

Minutes – Mayor Morgan Irene motioned to amend the previously approved minutes from the June 25, 2024 special meeting to reflect that Kenzie Strauch attended the meeting via Zoom. Seconded by Kenzie Strauch. Motion carried.

Jayson Nordquist motioned to approve the minutes from the July 15, 2024 meeting. Mayor Morgan Irene seconded. Motion carried.

Special meeting minutes from the August 12, 2024 meeting were not available. They will be emailed to all board members to review and approve, since they are required by UniWyo before they will update our bank account information.

Correspondence – No correspondence.

Financials/Bookkeepers Report

Bookkeeper Mandy Goodwin reviewed the financials, and we have received \$43,952.32 from accounts receivable.

- 1) Debit card transactions in the amount of \$1,037.73.
- 2) Unapproved bills paid since last meeting in the amount of \$11,580.98.
- 3) Bills to be paid after approval in the amount of \$14,983.23 (includes two bills received at the meeting: \$242.63 from Wyoming Diesel, and \$1,367.85 to reimburse Director Mosbey for books purchased for upcoming EMT class).

Penny Layman motioned to approve the financials and pay the bills. Mayor Morgan Irene seconded. Motion carried. Bookkeeper Mandy Goodwin presented the treasurer's report. Mayor Morgan Irene moved to approve the treasurer's report. Kenzie Strauch seconded. Motion carried.

Ambulance Director's Report

Director's report is attached.

Old Business

- FY24 Budget Transfers and EOY Profit and Loss were presented by Bookkeeper Mandy Goodwin. Penny Layman motioned to approve the updated budget transfer of \$16,413.72 from Total Payroll Expenses to credit Ambulance and Vehicle Expenses (\$12,078.19) and Contract Services (\$4,335.53), seconded by Jayson Nordquist. Motion carried.
- Ex-officio positions were discussed. Stayton Mosbey indicated that per votes received from volunteers and employees, Kyle Warren received the most votes from the north and Mike Farver received the most votes from the south. Mike declined the nomination. The volunteer from the south with the second most votes was Alison Knoles. Motion to approve Kyle Warren as ex-officio for the north and Alison Knoles as ex-officio for the south was made by Mayor Morgan Irene, seconded by Kenzie Strauch. Motion carried.
- Status of Hanna Station: There will be a school board meeting Monday, August 19, 2024, at the CCSD#2 District Office. Irene Archibald, Mayor Morgan Irene and Penny Layman will attend. Irene Archibald stressed the importance of approving a lease to purchase or purchasing the land, so we can continue moving forward with securing the grant funding.
- WICIP Foundation Grant: we expect to receive \$30K of the \$50K requested for the new ambulance.
- EMT Class will begin Tuesday, August 20. There are 12 students signed up. Of those, a few will be attending the class remotely. Director Mosbey touched on the cost of the class (instructor/supplies/etc) vs payment anticipated from students.

2. New Business

- HF Sinclair: Irene Archibald and Stayton Mosbey attended Energy Day at the Carbon County Fair in Rawlins on August 5th, so they could speak to several of the businesses in attendance

about supporting and donating to SCWEMS. Sinclair was set to help with a donation, but their funding was cut. We were encouraged to reach out to them early next year. Irene Archibald stated that there are other energy companies we can reach out to and she will write to Chokecherry about their project and the potential impact in our service area.

- Rock Creek Funding: Mandy Goodwin explained that Carbon County Clerk, Gwynn Bartlett, sent an email indicating that the amount received from the Rock Creek project would be less than expected. The initial letter that SCWEMS sent on this project outlined the impact on services and the total was listed at over \$100K. SCWEMS will receive \$50K.
- RNB Issue: a new bank account was opened on August 9th, because a check issued to one of our vendors had been intercepted, washed and deposited with a new payee and amount. Signers on the account were discussed at the August 12th meeting: Penny Layman, Irene Archibald and Marie Christen. Checks for the new account need to be ordered, and Irene stated that they can be ordered at Walmart for a reasonable amount. Mandy Goodwin will order new checks. Irene Archibald asked whether the old account could be left open for deposits only. Mandy Goodwin will check with RNB.
- County Agreement/Contract & Budget Memo: Mandy Goodwin advised the board that the annual agreement from the county that indicates our scope of work was received and requested to be returned prior to a monthly meeting, so Irene Archibald read and signed the contract so it could be returned timely. The Budget Memo was received from the County Clerk and indicated that they plan to modify how they fund outside agencies and requested that we review our operations and potentially seek other options for funding. The documents were provided to the board for informational purposes.
- Mineral Royalties Grant Resolution 24-1: The Mineral Royalties Grant (MRG) will go toward a new ambulance and will give us the remaining balance needed. Mayor Morgan Irene made a motion to approve resolution to allow application for the MRG, seconded by Penny Layman. Motion carried.

3. Executive Session: No Executive Session Needed

4. Any Further Business / Good of the order

5. Adjourn

Mayor Morgan Irene made a motion to adjourn, seconded by Jayson Nordquist at 9:07pm. Motion carried.

Next meeting: September 16, 2024, 6pm, Medicine Bow Fire Station, Medicine Bow, WY

Respectfully,

Mandy Goodwin

Bookkeeper

9-16-24

Date

Irene Archibald

Irene Archibald, Chairperson

08/15/2024

TO: South Central Wyoming Joint Powers Board

FROM: Stayton Mosbey, Director SCWEMS

RE: Board Update – August 2024

Staffing

1. Applications from Samuel Flohr pending for Driver
2. Orientation for Shayna, Andy and Sunshine in Hanna, went well.
3. Josh Mathieu completed Vegas trip. Is taking NREMT test Sunday.

Vehicles

1. 60 – Hanna
2. 266 – 2nd out Hanna
3. 267 – 4 wheel drive repaired 8/14.
4. 268 – Primary Saratoga
5. 269 – Encampment
6. 272 – Medicine Bow

Operations

1. NPVMC transfers 111 total. 80 ground, 31 Flight Team Transports
2. Radio challenges developed Monday 8/4. The SCWEMS fleet has been updated to work with the new system. An additional programming update will need to occur when the Encampment PD channel gets updated.
3. Protocols had a slight update, Dr. Zimmerman approved the change. RSI approval is underway with WYOEMS.
4. Carbon County Hazard Mitigation workshop number 2 conducted 8/13, still seeking survey responses. Survey link is on SCWEMS facebook.
5. CWHCC field medical unit was delivered to Saratoga, beds unboxed and are going to be loaded. More deliveries are going to be made when the coalition gets their grant.
6. Union wireless installed wifi at the Hanna station. Saratoga and Hanna updated wifi access.
7. BullFest and Touch a Truck scheduled 8/24

Training

1. Peds skills training scheduled 8/3, went well.
2. CPR – HEM coaches 8/6.
3. CPR – Old Baldy Staff 8/29.
4. CPR – Penny had BLS checkoff 8/12

Name	Jan	Feb	March	April	May	June	July
Alison Knoles						1	1
Brenda Zeiger	2	3	1	1	3	9	4
Brian Eveleth	5	6	11	4	8	8	11
Chanel Thrasher	2	1	3	0	0	0	4
Cody Hogan	7	6	21	6	4	4	0
Curtiss Orde	4	10	0	0	2	2	0
Dave Irby	0	0	4	4	0	0	7
Dillon Helm				5	3	5	3
Dusty Jones	1	12	4	0	3	1	2
Frank Fisher	0	0	0	1	0	0	0
Jeff Mincy	1	0	0	0			
Gage Shults-Dunn				1	1	0	1
John Moore	0	1	1	0	0	0	0
John Zeiger	7	9	13	2	14	23	15
Joseph Lujan	1	1	2	2	0	0	2
Kyle Warren	14	16	9	9	10	16	24
Mack Miller	2	2	5	1	0	0	0
Marie Perez	0	0	1	0	1	0	0
McKean "Mac" Madsen	8	6	4	3	4		
Michael Farver	1	3	0	0	2	5	4
Paul Young	0	4	0	0	1	0	0
Roy Zimmerscheid	0	0	0	0			
Ryan Thrasher	1	0	3	0	0	0	0
Samantha Buffington				4	3	2	5
Shana Romero	13	17	19	14	22	15	18
Shannon Fagan	1	2	11	2	6	8	9
Stayton Mosbey	11	10	17	16	13	12	11
Ted Kranenberg	5	6	0	5	4	1	4
Tristan Neilson	17	27	25	16	17	11	22
Tyler Hughes	0	1	0	0			
William Arnold					1	1	1
Yvette Widman	5	10	0	0	2	2	0

Compliant

Excused

Not Compliant