

South Central Wyoming Emergency Medical Services
PO Box 1192 / Saratoga, WY 82331 / info@scwems.com
August 12, 2024 6PM
Special Session Minutes
Google Meets - Virtual

The meeting started the meeting at 6:00PM on Monday, August 12, 2024. Those present were Bookkeeper Mandy Goodwin, Mayor Morgan Irene, Irene Archibald, Gayle Wessel, Penny Layman, Jayson Nordquist, Marie Christen, Assistant Director Shana Romero and Director Stayton Mosbey.

Additions/Corrections to the Agenda – No additions or corrections to the agenda.

Introduction of Guests – Craig Kopasz from Engineering Associates was present.

New Business

- Approval of Statements of Qualifications ad as presented – Craig Kopasz explained that because of the grant we are applying to, it needs to be published in the newspaper twice, 2 weeks apart. Mayor Morgan Irene motioned to approve the ad as presented, Penny Layman seconded. Motion carried.
- Approval of RFP for construction manager at risk services for construction of SCWEMS Hanna Station – Craig Kopasz explained to the board what CMAR services were and why this would expediate the process and why this would benefit SCWEMS with the tight grant deadline. We have to advertise for our subs twice similarly for our engineering. On August 28th is the proposal meeting and the bids are due by September 10th. Mayor Morgan Irene motioned to approve the RFP for CMAR services as presented and any other advertising we may need, Penny Layman seconded. Motion carried.
- Review of Hanna Station Cost Dashboard - Total project cost budgeted this year is \$519,985.37.
- Review & Discussion of Site Plan
- RNB Issue with Check Fraud - New Account, Checks & Debit Cards - Signature Card – Bookkeeper Mandy Goodwin explained an issue with our account at RNB. Mandy discovered that the check that goes to the vendor for gasoline had been taken and someone “washed” the check. Someone stole the check and changed who it was written to and the amount was also changed. Because of this, RNB recommended that we close our bank account and open a new account with a different account number. We need a new bank account for RNB and UniWyo. Mayor Morgan Irene made a motion to make the current signers on our accounts as the signers on the new accounts on both RNB and UniWyo accounts and add Mandy as an authorized contact. Jayson Nordquist seconded. Motion approved.
- UniWyo Authorized Signers & Contact(s) – The board addressed this above.

Executive Session

The board determined there was no need for executive session.

Adjourn

Jayson Nordquist made a motion to adjourn at 6:25pm, Gayle Wessel seconded the motion. Motion carried.

Next meeting: August 15, 2024, 6:30pm Riverside Town Hall, Riverside, WY

Respectfully,
Marie Christen
Secretary

9-16-2024

Date

Irene Archibald

Irene Archibald

Chairperson