

**South Central Wyoming Emergency Medical Services**  
**PO Box 1192 / Saratoga, WY 82331 / info@scwems.com**  
**October 21, 2024 6PM**  
**Official Minutes**  
**Hanna Fire Station**

The meeting started the meeting at 6:04PM on Thursday, October 21, 2024. Those present were Bookkeeper Mandy Goodwin, Penny Layman on zoom, Kenzie Strauch, Marie Christen, Irene Archibald, Jason Nordquist, Gayle Wessel, Morgan Irene, Alison Knoles, Kyle Warren and Director Stayton Mosbey.

**Additions/Corrections to the Agenda** – Mayor Morgan Irene made a motion to approve the agenda, Marie Christen seconded. Motion carried.

**Introduction of Guests** – No guests present.

**Approval of meeting minutes**

- Meeting minutes – September 2024 meeting
  - Mayor Morgan Irene made a motion to approve the minutes from September's regular meeting. Kenzie Strauch seconded. Motion carried.
- Special Meeting – Kenzie Strauch made a motion to approve the minutes from the special meeting. Jayson Nordquist seconded. Motion carried.

**Correspondence** – No correspondence.

**Financials/Bookkeepers Report**

Bookkeeper Mandy Goodwin reviewed the financials and we have received \$42,720.53 from accounts receivable.

- 1) Debit card transactions in the amount of \$760.80;
- 2) Unapproved bills paid since last meeting in the amount of \$16,166.40;
- 3) Bills to be paid after approval in the amount of \$14,338.03;

Mayor Morgan Irene made a motion to approve the financials and pay the bills. Jayson Nordquist seconded. Motion carried. Mandy went through the treasurer's report with the board. There were 42 runs in September. Wakefield is having a high turnover rate so our payments are lagging coming in. Irene Archibald wants to look at the Wakefield contract to see what we can do to get out of it and how it impacts payments coming in. Kenzie Strauch made a motion to approve the Treasurer's report. Marie Christen seconded. Motion carried.

**Ambulance Director's Report**

The director's report is attached and spreadsheet regarding hospital transfers. Irene Archibald stated that a new group at the hospital has taken over and Director Mosbey has met with their lead. He stated that we cannot sustain the large number of transfers requested without additional funding. The hospital staff has stated that they were disgruntled that there is a lack of communication with the leadership of the hospital. Alison Knowles stated that the nursing staff and ER say there isn't enough manpower to keep patients. Mayor Morgan Irene stated that the hospital is still so new and there are definitely growing pains.

**Old Business**

- Status of Hanna Station – Irene Archibald stated that she got a phone call from Elizabeth



Blackwell and wanted to set up a time to meet. They said they will have a meeting with the ARPA committee and suggested to us that they might pay for our engineering bills at 100%. Morgan Irene went to the school board meeting and stated that our funding was against a deadline and we need the lease as soon as possible. The school board stated that we can purchase the land for the cost of the survey plus any expenses.

- Tristan Status – The board will discuss in executive session.

## **New Business**

- EMSMC Medical Billing Company – the only thing in the contract that isn't present is a compliance policy. They said it isn't a problem and isn't mandatory but they can help us develop it. This company has over 1500 agencies and Director Mosbey was impressed with the custom reports that we can pull ourselves. They also have a collection firm and the fee is less than Wakefield. If we approve the contract, we wouldn't start this until January 2025. With Wakefield, after the expiration of the original term, any party can terminate with 60 days notice. Director Mosbey states that we need to read the current Wakefield contract because Wakefield may not work on billing when they receive the notice of termination. Marie Christen made a motion to draft a termination notice to Wakefield for January 2025 with flexible terms and also approve with the new billing company. Kenzie Strauch seconded. Motion carried. Shana said that volunteers will continue to fill out reports thru WATERS and management will receive training with the new billing company.
- RNB Account Status – Mandy stated that January 1<sup>st</sup> we will create a new account thru RNB for just withdrawals. Morgan Kenzie seconded. Motion carried.
- Volunteer Handbook and Volunteer Pay Scale / Model – Irene asked if we can work on this next month when Director Mosbey is back. Director Mosbey wants Kyle and Allison to talk to volunteers regarding the new payscale/model. Should we go to an hourly rate for drivers or a flat rate like what we are doing. On average, Saratoga drivers are making on average \$45/hr whereas a driver going to St. Luke's is making on average \$11/hr. Also with compliance, do we turn off I-Spy for volunteers who are not compliant after 30 days? Shana said that it's a HIPPA violation to let volunteers be able to go on I-Spy to see patient information. Shana thinks it's a good idea to shut off after 30 days and give a warning letter. Irene said we are right on budget currently and next year we will make a new line item for just hospital transfers. Morgan said we need to work with the new board and figure something out for transfers. The new hospital just got their “critical access hospital” status and will bring in more revenue. Director Mosbey would like to change the employee handbook where after 30 days of non compliance, we pull I-Spy access and a letter goes out to let the employee know they are out of compliance.
- Change radio vendor – SHSP grant – we applied to a SHSP grant with Comtech. Comtech has been horrible to deal with and they have a higher quote. BK is cheaper. Kenwood has a higher quality radio and Collins communication is very responsive. Director Mosbey said we need to move from BK radios. Penny made a motion to purchase the stronger radios for \$200 more. Morgan seconded. Motion carried.
- Brian & Shannon reimbursement CWHCC – we handled this already by paying the bills.
- CWHCC Request – Mobile Radio – Healthcare Coalition has \$11,000 left after paying radios and the radio in ambulance 268 gives us a failure code every month. That radio is not serviceable so Director Mosbey is requesting we apply for a grant to fund a new radio in MS 268 to prevent us going out of service and 100% covered by the grant. Mayor Morgan Irene made a motion to apply to the grant. Kenzie Stauch seconded. Motion approved.
- Two Rivers Wind Project Open House November 7 – Mandy said we got a letter today from Two Rivers LLC and they are putting in windmills in Medicine Bow and putting on a BBQ to notify the public.

### **Executive Session**

Mayor Morgan made a motion to enter Executive session to discuss matters involving personnel, litigation or other matters deemed confidential by law. Marie Christen seconded. Motion carried.

Kenzie Strauch made a motion to exit executive session noting no action was taken and to approve and seal minutes from session. Marie Christen seconded. Motion carried.

### **Adjourn**

Marie Christen made a motion to adjourn at 8:31pm, Kenzie Strauch seconded. Motion carried.

**Next meeting: November 18, 2024, 6pm, Saratoga, WY**

Respectfully,

*Marie Christen*

Secretary

11-18-2024  
Date

*Irene Archibald*  
Irene Archibald  
Chairperson



10/15/2024

TO: South Central Wyoming Joint Powers Board

FROM: Stayton Mosbey, Director SCWEMS

RE: Board Update – Oct 2024

#### Staffing

1. Applications from Tiffany and Carter processed, waiting on an orientation date to be coordinated.

#### Vehicles

1. 60 – Hanna
2. 266 – OOS likely a turbo out. Investigating valves and a performance turbo replacement. May be good idea to look at used unit to replace this truck. This unit had turbos replaced 5/2022, 10/2022, 10/2023, and now. The vehicle was driven 8081 miles in the same time. Repair costs since 2/2022 costs to date: \$ 23,461.82 (not including pending repairs or tow bills)
3. 267 – 2nd out Saratoga, serviced
4. 268 – Primary Saratoga
5. 269 – Encampment
6. 272 – Medicine Bow

#### Operations

1. NPVMC transfers – See additional Report
2. Met with new ER provider lead and discussed issues. Will continue to do what transfers we can.
3. Anthrax – no new updates
4. Ambulance inspections originally scheduled 10/11. State came 9/28 for Encampment & Saratoga units. Waiting for Hanna units to be inspected.
5. Saline shortage: SCWEMS has >60 days of needs at this time. Region is varying, some facilities are in dire need, others are anticipated to be in shortage within 30 days. The shortage is anticipated to last months. We will order max allocation and have instituted procedures to conserve existing supply.

#### Training

1. Banner WMC Case reviews 10/23 at 11:30
2. EMT classes continue
3. NPVMC lunch and learn, Air Methods, 11:30am