

South Central Wyoming EMS Joint Powers Board

July 21, 2025 6pm Official Meeting Minutes

Location: Encampment Branch Library, Encampment, WY

1. Meeting was called to order by Irene Archibald at 6:05pm. Roll call was taken.

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| a. Chairwoman: Irene Archibald present | h. Ex-officio Member: Dr. Zimmerman |
| b. Vice-chair: Morgan Irene present | i. Ex-officio Member from SCWEMS: Kyle Warren present via phone |
| c. Gayle Wessel present | j. Ex-officio Member from SCWEMS: Alison Knoles absent |
| d. Kenzie Strauch present via Meets | k. Bookkeeper Mandy Goodwin present |
| e. Carl Bickel present | l. SCWEMS Director, Stayton Mosbey present |
| f. Patti Shue present | |
| g. Steve Martin present via Meets | |

2. Introductions of Guests

Three guests joined us for our meeting and were introduced by Archibald. Mr. David Felix with the Hanna Town Council, along with Mr. Mike Farver and the Mayor of Encampment, Ms. Shannon Fagan.

3. Additions/Corrections to the Agenda

Archibald reviewed the agenda, noting that positions will need to be filled for the new term. Archibald also noted that additions for bank signers and an EMT Class will be discussed during the meeting.

4. Approval of Previous Meeting Minutes

Morgan Irene made the motion to approve the minutes from May 19th, June 16th, and July 8th, 2025. Carl Bickel seconded. Motion passed unanimously.

5. Financials / Bookkeeper Report

SCWEMS Bookkeeper, Mandy Goodwin, joined the meeting via Google Meet to provide the financial report.

o Bookkeeper Financial Report

Goodwin noted a new deposit total of \$45,999.11 and outstanding bills totaling \$30,355.77. This included charges from Norco, Boundtree, and Black Hills Energy. Additionally, a debit card charge for Hanna Hometown Market brought the debit card total to \$1,117. A Wyostar Transfer of \$30,000 was made to ensure bills and payroll would be covered. Once more funding arrives, that \$30,000 that was transferred from Wyostar will be transferred back. Clarification was made that transfer requests for Wyostar must be submitted by the 14th of the month to be processed by the 21st. This has been a cumbersome process. Archibald announced that Stayton Mosbey is working to secure grant reimbursements within the next 30 days. Specifically working on the grant from SLIB for the ambulance. The USDA is scheduled to inspect the ambulance on July 31st to verify its existence.

When reviewing our budget overview and capital expenditures, Goodwin reported that the budget should be around 6%. Mosbey noted that entities are billed quarterly in advance, and a recent payment from the Town of Saratoga would help cover payroll and bills. Goodwin confirmed that radios were the only significant capital expenditure so far, which are covered by a grant. Capital expenditures are now categorized separately at the bottom of the budget sheet. Goodwin noted when discussing bills paid and account adjustments that the Town of Elk Mountain returned a \$10 check stating that they did not need to pay rent for the Elk Mountain building, leading to the check being voided. A different \$10 check for the Carbon County Clerk was voided and reissued to the Carbon County Fire Protection District. Other routine expenses like an oil change, CPR supplies, Squarespace, and Microsoft were also noted by Goodwin. Archibald inquired about the fuel billing and if it was now correct due to past issues where regular gas was being billed for diesel ambulances. Goodwin confirmed that the issue appears to be resolved, and SCWEMS is no longer being charged for regular fuel for ambulances. Archibald

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emphasized that the incorrect billing was a tax issue, as SCWEMS is entitled to reimbursement for fuel taxes.

- Approval of Financial Report
Archibald requested a motion to approve the financial report presented by Goodwin. Strauch made the motion, and Martin seconded it. The motion passed unanimously.
- Treasurer's Report and Monthly Collection Summary from Wakefield and EMSMC
Goodwin presented the treasurer's report stating that the fiscal year 2025 ended and 426 runs. Archibald noted that there was a significant increase from previous years. They also mentioned that EMSC, the new billing company, had only listed four runs for July at the time of the report. EMSC may have been experiencing billing issues affecting payments from April to June. Archibald indicated that they would discuss EMSC's billing under old business but expressed optimism that the new company was improving.
Goodwin highlighted that Wakefield's operations report showed \$8,591.31 in total payments received in the last month, which is an improvement. Irene raised concerns about accounts in collection with Wakefield, questioning what would happen to them since they no longer work with Wakefield. Archibald indicated that these accounts are not kept on their books due to the high potential value (up to a million dollars) and significant discounts in medical billing, suggesting they should not be counted as expected revenue. Mandy confirmed they would reach out to Wakefield again regarding these accounts.
- Approval of Treasurer's report
Irene made a motion to approve the treasurer's report. Motion passed unanimously.
- Budget Transfer for Fiscal Year 2025
Archibald initiated a discussion on budget transfers, explaining that if a category is over budget, funds must be transferred from an under-budget category, but only for expenditures. Goodwin had transferred \$6,426.92 from contract services to cover overages in communication and payroll expenses for fiscal year 2025. Irene motioned to approve this budget transfer. Strauch seconded. Motion passed unanimously.
- Final Profit and Loss Review and Financial Improvement
Goodwin presented the final Profit and Loss Statement for the 2025 fiscal year for informational purposes. Archibald noted that they ended the fiscal year in a better financial position than anticipated, despite ongoing issues with Wakefield and EMSMC. Archibald attributed this improvement to significant donations and an unanticipated \$50,000 from the Industrial Siding Board.

6. Ambulance Director's Report

Mosbey provided an update on the ambulance fleet:

- Unit 253 is licensed, stocked, and serving as the primary unit in Hanna and has already responded to serious calls.
- Unit 266 is second out in Hanna.
- Unit 267 was moved to Encampment and was downgraded to basic life support.
- Unit 268 is primary in Saratoga.
- Unit 60 is second out in Saratoga and needs maintenance, which will be prioritized after 269's maintenance is complete.
- Unit 272's sale was postponed until our meeting on August 18th due to a busy July.

Mosbey continued his report, stating there have been several serious accidents and fatalities since July 1st, leading to an increased need for supplies. He mentioned going through BVMs in one weekend, compared to the usual three every two months. Because of this rise in activity, there

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was an increase in expenditures on supplies to replace the supplies used, which will likely be reflected in next month's budget.

Mosbey informed SCWEMS about a new dispatch advisory group that has met twice. They have set technological goals, including revamping the line between Rawlins Dispatch and Saratoga's Tower due to issues affecting communication. Simulcast is now functioning. John Rutherford has requested all agencies to switch to the new system by the end of August. The plan involves dismantling Legacy towers to expand the new Simulcast system and moving Baggs and paging to Simulcast as soon as possible.

Mosbey continued, detailing ongoing equipment issues with paging in Encampment, which were first reported in early July, but were not adequately addressed by the county. Despite efforts to resolve the problem, including swapping out Shannon's pager, the issue persisted, leading to a critical incident on July 18th, where Saratoga was incorrectly paged for an Encampment call. Test pages revealed that the paging icon for Encampment EMS was mislabeled as SCWEMS Ryan Park on the console, suggesting both mislabeling and potential coverage issues.

Discussing training and compliance, Mosbey mentioned various training sessions that were conducted last month, including an Old Baldy Preparedness presentation, PALS classes, a BLS class for Medicine Bow Fire, and an internal training on expected versus non-expected death policies. There was also a completion of a Kenwood class to program the new ambulance, and had Stryker provided stretcher and auto-load training for staff. Ensuring volunteers were proficient with the new equipment. A compliance report for volunteers was sent out, showing that several volunteers were not compliant.

Mosbey concluded his report, presenting the call volume data since January 1, 2025, broken down by zip code, also noting significant activity in certain areas.

7. New Business

○ Election of Officers

Chairman: Archibald nominated Irene as chair, Strauch seconded, the nomination passed, and Irene accepted the position.

Vice-chairman: Bickel volunteered for the position, and Martin seconded. Bikel was elected unanimously for the position.

Secretary: Strauch was nominated by Irene, Martin seconded, the nomination passed, and Strauch accepted the position.

Treasurer: Archibald opened the floor for volunteers for the treasurer position, emphasizing the need for someone with a financial background, ideally located in Saratoga for banking convenience. Shu was nominated by Archibald and seconded by Martin. The motion passed unanimously with Shu accepting the position.

○ Replace bank signers

It was addressed that bank signers will need to be replaced. The motion to remove Irene Archibald, Penny Layman, and Marie Christen from the account and add Patricia Shue, Steve Martin, and Morgan Irene as new account signers was made by Gaye Wessel, then seconded by Carl Bickel. This motion then passed unanimously by the board.

○ Appointment of Volunteer Representatives

Mosbey announced that Kyle Warren received the most votes for volunteer representative on the north side, and Mike Farvar received the most votes for volunteer representative on the south side. Irene made the motion to approve the volunteer representative appointments, and Shue seconded. The motion carried.

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- **County Contract Signature Needed**

The board discussed the county contract for their share of fees, which stipulates that the first quarter fees are not due until November, aligning with tax collection. Archibald motioned to approve, Bickel seconded, and Irene's signature was approved.

- **Dillon Helm EMT Class**

The board discussed sponsoring Dylan Help for an EMT basic class, noting that he is seeking financial aid through the Wyoming Workforce Grant, which is expected to cover 100% of the cost. Mosbey highlighted past issues with individuals not completing training or repaying costs, which has been a concern, but spoke highly of Dillon's dedication and potential for success. Irene made a motion to fully cover the \$1,500 class cost if Dillon's grant application is unsuccessful. Strauch seconded the motion. The motion passed unanimously.

8. Old Business

- **NPVMC Agreement**

Martin inquired about the status of the emergency meeting regarding the contract with North Platte Valley, to which Irene responded that their board meeting was postponed, and they are awaiting an update from a positive contact with a board member at the hospital. Martin stressed the importance of medical providers meticulously documenting attempts to find accepting facilities and physicians to ensure SCWEMS receives payment for services. Mosbey indicated that a significant portion of unpaid transfers comes from patients without insurance. Mosbey also presented data showing that only 14 runs resulted in no payment since the hospital opened, translating to less than \$20,000 in potential costs to the hospital if a contract was signed.

9. Executive Session

Wessel made the motion to enter executive session to discuss matters deemed confidential by law. Strauch seconded the motion. The motion carried, and the board went into executive session at 7:33 pm.

Bickel motioned to exit the executive session and seal the minutes, seconded by Gayle at 7:41. No action was taken.


10. Adjourn

Wessel motioned to adjourn the meeting, with Shue seconding. The board unanimously voted to adjourn the meeting at 7:42 pm.

X 

Morgan Irene
Chairman

 Recoverable Signature

X 

Kenzie Strauch
Secretary
Signed by: a770844c-ab08-4f6c-a0d8-7516021fc189

Next meeting: August 18, 2025, 6pm, Riverside, WY

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