

**South Central Wyoming EMS Joint Powers Board**

**August 18, 2025, Official Meeting Minutes**

**Location: Riverside Town Hall at Riverside, WY**

**1. SCWEMS Meeting was called to order at 6:05pm Call to order / Roll Call**

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|--|---|
| a. Chairman: Morgan Irene present              | h. Ex-officio Member: Dr. Zimmerman absent            |
| b. Vice-chair: Carl Bickel present             | i. Ex-officio Member from SCWEMS: Kyle Warren present |
| c. Secretary: Kenzie Strauch present via meets | j. Ex-officio Member from SCWEMS: Mike Farver present |
| d. Treasurer: Patti Shue present               | k. Bookkeeper: Mandy Goodwin present                  |
| e. Gayle Wessel present                        | l. SCWEMS Ambulance Director: Stayton Mosbey present  |
| f. Steve Martin present                        |   |
| g. County: Sam Nielson present                 |   |

**2. Introductions of Guests**

- o County Commissioner: Sue Jones
- o Mayor of Encampment: Shannon Fagan
- o Mayor of Riverside: Leroy Stephenson

**3. Additions/Corrections to the Agenda**

- o EMSMC Discounts was added to the agenda under new business. The motion to approve the amended agenda was created by Martin and seconded by Bickel. The motion carried.

**4. Approval of Previous Meeting Minutes**

- a. Meeting Minutes – July 21, 2025
  - Martin made the motion to approve meeting minutes from July 21, 2025. Shue seconded and the motion passed unanimously.

**5. Financials / Bookkeeper Report**

- o Treasurer's report from the July meeting needed to be approved since there was no second to pass the approval. This was corrected with Martin seconding the motion to approve the treasurer's report from July 21, 2025. The motion passed unanimously.
- o Financial Report
  - Did get a deposit of \$26,581 from Medicaid after sending \$13,290 to the state.
  - Discussion with EMSMC will need to take place to see what is holding up the deposits from their billing company. Sitting at \$26,293.14 in deposits including from our past billing company, Wakefield. Mosbey did state that things are flowing from EMSMC, and this spring was a low call volume.
  - Need to clarify with EMSMC to clarify what accounts Medicare need to be applied to. We will be seeing if EMSMC can just provide EOB's from Medicare, Medicaid, and VA accounts to be able to apply that information to accounts.
  - Looking at our Profit and Loss Actual usage vs. budgeted we should be standing at 13% used for the year. \$976 will be paid to add the new ambulance and take the old ambulance off of our insurance of Continental Western.
  - Our financial report, including bills already paid, unapproved bills, and debit card usage totaled to \$15,934.67.
- o Approval of Financial Report
  - Strauch made the motion to approve the Financial Report which was then seconded by Bickel. The motion carried.
- o Treasurer's Report and Monthly Collection Summary from Wakefield and EMSMC
  - There was a total of 46 runs in the previous month with payment received for only one of those runs.

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- For the month of July from EMSMC we should be receiving \$28,303.49. We are also still receiving money from our previous billing company Wakefield from accounts they had before transitioning to EMSMC.
- From Wakefield our accounts receivable balance is \$63,982.09. Some of those may also be in collections. Discussion of the possibility of selling older debt took place. It was decided that the SCWEMS Board would be interested in selling debt from 2020-2023. Martin made the motion to sell SCWEMS debt from 2020-2023. Wessel seconded the motion. The motion passed with all in favor. Bookkeeper M. Goodwin said she would reach out to a potential debt purchasing contact.
- Approval of Treasurer's Report
  - Martin made the motion to approve the Treasurer's Report and Shue made the second. This motion carried.

### **6. Ambulance Director's Report**

- 4 Applications were in place for the FT position available. Also one application for a driver in Saratoga. Applications were discussed in executive session.
- Paging issues in Encampment are getting better, but still not 100% resolved. Getting this completely fixed is something that will continue to be worked on.
- A USDA visit to Hanna Station was done. There was positive feedback given along with strong encouragement to apply for funds from them for the new station.
- SCWEMS has been out within the communities doing community engagement and outreach. There was a Parade August 26<sup>th</sup>, a First Responders Meet & Greet in Medicine Bow August 9<sup>th</sup> and planning on being at Elk Mountain's Labor Day Parade. They will finalize respecting community football game schedules and have ambulances available for those.
- Higher Boundtree supply purchases because of the severity of our calls the last month.
- We will attend MHCC's county wide agencies coordination meeting. This will be to make sure correct protocols are in place, understanding why the protocols are there and that all agencies are on the same page. This meeting will be held September 15, 2025, Shana and Stayton will be going. MHCC will also be having a trauma site survey October 3, 2025. As they are looking for EMS feedback, we are invited.
- SCWEMS was invited by Emergency management to do a HydroX training at Hog Park August 13<sup>th</sup>. This training focused on medical support and extrication from a tunnel.

### **7. Old Business**

- Hanna Station Status
  - Craig Kopaz will begin to work on and look at the property we have leased from CCSD#2 and figure out where the underground pool is. He also said that they have a new engineer from Sheridan they will put on our project.
- EMSMC Medical Billing Company
  -
- NPVMC Agreement
  - An attorney needs to be selected from a list created by Irene Archibald from when she was on the board. Mosbey will reach out to her to see if we can get the list from her, now that she has moved.
- Replace Bank Signers
  - Clarifying that bank signers need to go into their RNB branch with official meeting minutes to become an authorized signer.

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**8. New Business**

- Sale of MS272 bid opening
  - A bid for our 2003 For F350 was received for \$2,357. This was significantly below the minimum bid of \$7,000. The board made the motion to deny the bid and decided to repost the ambulance for sale on additional sites. Martin made the motion which was then seconded by Bickel. With a unanimous vote of aye the motion passed.
- Staff Education Funding Requests
  - Central Wyoming Healthcare Coalition and Wyoming Flex program are currently not providing funding for continued education. Applications for the Wyoming Flex program will have to wait until the beginning of September.
  - EMS1
    - The week-long EMS1 conference, provided by EMS World, is in Indianapolis and is priced at \$3,020.93 for a total cost, which includes hotel as well.
  - Trauma Conf.
    - A trauma conference is available through the State of Wyoming at \$541.54/person. Warren & Romero asked to attend this conference, hotel included, with a total of \$1083.08.
  - The motion to approve all continued education requests was made by Shue and seconded by Wessel. This motion was carried unanimously.
- Signature authorization for MRG grant and SLIB ARPA grant
  - Mosbey was initially our authorized signer. It changed to Goodwin afterwards. Mosbey is now asking to be reauthorized as a signer.
  - SCWEMS Board made the motion to accept and allow Stayton Mosbey become our authorized signer for our Mineral Royalties Grant and SLIB ARPA Grant. The motion was made by Martin, seconded by Strauch and passed unanimously.
- QuickBooks Payroll: Change of Primary Principal
  - Irene Archibald is currently listed as the primary principal and payroll administrator. It was suggested to make Morgan Irene be the primary principal and then have Mandy Goodwin be the payroll administrator. This suggestion was made into a motion by Wessel and quickly seconded by Bickel. The motion carried with everyone in favor.
- QuickBooks Pricing Change: effective at our January renewal
  - Goodwin notified the board that the QuickBooks Pricing will change effective January at our renewal. This is crucial for having our payroll subscription with them to pay our employees.
- Purchasing new Glucometers
  - Our current Glucometers are no longer being manufactured and we need to update all of ours. The recommended replacement modes is not approved for pediatric or critical patient use. Our only other option would be Nova Biomedical stat Strip which costs \$350/piece and they are asking for a 5-year commitment for strips at \$600/case. This would make the total cost \$4,136. A motion was made to purchase the new glucometers by Bickel. The motion was seconded by Martin. The motion passed unanimously.
- EMSMC Billing Company Discounts
  - Mosbey presented a proposal from EMSMC Billing regarding a 20% self-pay discount for patients. This would be similar our arrangements with Wakefield. It was then discussed that we could approve this opportunity as patient's request instead of just making it a blanket discount. The motion was made to not implement a blanket 20% patient cash pay discount but to offer it to patients upon inquiry by Martin with a second by Nielson. The motion passed unanimously.

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**9. Executive Session**

- Strauch made the motion to enter executive session with a second by Wessel. The motion carried. The board entered executive session at 7:27pm.
- The board entered executive session at 8:41pm.
  - Minutes taking executive session will be sealed next meeting.

**10. Action Taken Out of Executive Session**

- The motion to accept Stayton Mosbey's resignation was made by Shue and seconded by Bickel. The motion was carried with the acknowledgement that Mosbey has been a wonderful member of SCWEMS, his work and dedication has been noticed and genuinely appreciated. Mosbey will be deeply missed.

**11. Any Further Business / Good of the order**

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**12. Adjourn**

- The meeting was adjourned at 8:43pm.

X

Morgan Irene  
Chairman

X

Kenzie Strauch  
Secretary

**Next meeting: October 20, 2025 6pm, Hanna, WY**