

**South Central Wyoming Emergency Medical Services
PO Box 1192 / Saratoga, WY 82331 / info@scwems.com**

December 16, 2024 6PM

**Official Minutes
Hanna Fire Station**

The meeting started at 6:05pm on Monday, December 16, 2025. Those present in person were Irene Archibald, Mayor Morgan, Irene, Director Stayton Mosbey, and Bookkeeper Mandy Goodwin. Those present on Google Meets were Kenzie Strauch, Jayson Nordquist, Penny Layman, and Marie Christen.

Additions/Corrections to the Agenda – Director Mosbey added review of the iSpy policy to Old Business. Kenzie Strauch made a motion to approve the agenda, Jayson Nordquist seconded. Motion carried.

Introduction of Guests – No guests present.

Approval of meeting minutes - Jayson Nordquist made a motion to accept the November minutes. Penny Layman seconded. Motion carried.

Correspondence – No correspondence.

Financials/Bookkeepers Report

Bookkeeper Mandy Goodwin reviewed the financials and we have received \$48,843.62

- 1) Debit card transactions in the amount of \$2,241.27;
- 2) Unapproved bills paid since last meeting in the amount of \$12,645.62;
- 3) Bills to be paid after approval in the amount of \$10,552.47;

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 and Medicare money is now being received but there is still quite a bit that still needs to come in. Penny Layman made a motion to approve the Treasurer's report. Kenzie Strauch seconded. Motion carried.

Old Business

- Status of Hanna Station - We will be talking to Darrin Jennings about getting the land bought after speaking to the engineering company.
- EMSMC Medical Billing Company - Wakefield asked why we were leaving them. We let them know that 1) turnover is detrimental to us, 2) they aren't collecting money for us 3) they aren't helping us to collect Medicare, 4) cumbersome to collect reports and 5) went from \$80,000 to \$300,000 needed to collect from patients. Come to find out, the team we were dealing with was not represented by that company. Wakefield is going to talk to their teams and get back with a plan of action into moving into

the new program.

New Business

- Intuit QuickBooks/Payroll Subscription - We used to make 2 payments, one for QuickBooks and one for payroll. They bumped us to a new program and are now paying for a monthly subscription for each employee. Mayor Morgan Irene made a motion to purchase the subscription. Kenzie Strauch seconded. Motion carried.
- Wyoming Dept of Workforce Services Survey - 2025 report - Bookkeeper Mandy Goodwin updated us on a survey that will be ending soon.

Executive Session

- Mayor Morgan Irene made a motion to enter Executive session to discuss matters involving personnel, litigation or other matters deemed confidential by law. Penny Layman seconded. Motion carried at 6:40pm.
- Jayson Nordquist made a motion to exit executive session noting no action was taken at 7:12pm and noting to approve and seal the minutes from the session. Mayor Morgan Irene seconded. Motion carried.

Any Further Business / Good of the order - no further business.

Adjourn

Jayson Nordquist made a motion to adjourn at 7:12pm. Penny Layman seconded. Motion carried.

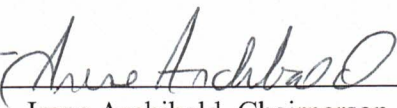
Next meeting: January 21, 2024, 6pm, Saratoga, WY

Respectfully,

Marie Christen

Marie Christen

Secretary

1/21/2025 
Date Irene Archibald, Chairperson