

**South Central Wyoming Emergency Medical Services**  
**PO Box 1192 / Saratoga, WY 82331 / info@scwems.com**  
**November 18, 2024 6PM**  
**Official Minutes**  
**Saratoga Ambulance Station**

The meeting started the meeting at 6:03PM on Monday, November 18, 2024. Those present were Bookkeeper Mandy Goodwin, Penny Layman, Marie Christen, Irene Archibald, Jason Nordquist was present on Google Meets, Gayle Wessel, Morgan Irene, Shana Romero, 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 – October 21, 2024 meeting
  - Mayor Morgan Irene made a motion to approve the minutes from October's regular meeting. Penny Layman seconded. Motion carried.

**Correspondence** – No correspondence.

**Financials/Bookkeepers Report**

Bookkeeper Mandy Goodwin reviewed the financials and we have received \$46,114.42 from accounts receivable.

- 1) Debit card transactions in the amount of \$1,642.61;
- 2) Unapproved bills paid since last meeting in the amount of \$10,225.30;
- 3) Bills to be paid after approval in the amount of \$18,188.36;

Mayor Morgan Irene made a motion to approve the financials and pay the bills. Penny Layman seconded. Motion carried. Mandy went through the treasurer's report with the board. There were 40 runs in October. Penny Layman made a motion to approve the Treasurer's report. Gayle Wessel seconded. Motion carried.

**Ambulance Director's Report**

The director's report is attached. Director Stayton said there was a scheduled orientation for Tiffany but she did not show up. Application has come in from Kathleen Kerbs. Ambulance 60 is out of service for a loose antenna. Jayson Nordquist said the turbo with a ceramic bearing is known to be trash. Mayor Morgan Irene said that there is something out there with a prelubed system where warm up time won't be an issue and that may help our engines. Penny Layman made a motion that if volunteers are not compliant, that they do not get access to I-Spy. Once they volunteer, they will receive I-Spy access. Mayor Morgan Irene seconded. Motion carried. Irene stated that we need to send out a letter regarding compliance and let them know we will remove I-Spy.

**Old Business**

- Status of Hanna Station – Waiting for the reimbursement check for engineering fees and waiting for the survey from WLC.
- Tristan Status – He was released for light duty. He has helped with the EMT class, move vehicles for maintenance and wash ambulances.

- EMSMC Medical Billing Company – Irene stated that we will go into effect on February 1, 2025. If Wakefield declines to retrieve payments after we give notice, EMSMC said to hold onto the claims because they will bill it out for us. It would be a breach of contract if Wakefield does not bill. We will give a 60 day notice to Wakefield on December 1, 2024.

### **New Business**

- Challenge Coins - Director Mosbey showed the board the challenge coin design. Irene stated we should talk about it next month.
- OSHA Emergency Responder Rule Updates – Director Mosbey stated that the legislature has been discussing this.

### **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.

Penny Layman made a motion to exit executive session noting no action was taken and to approve and seal minutes from session. Mayor Morgan Irene seconded. Motion carried.

### **Any Further Business / Good of the order**

- Mayor Morgan Irene would like for the board to discuss in the future to pay for Cobra for a certain number of months for employees and a safety net for the employees that we want to take care of.
- Mayor Morgan Irene said they received an area for the town and will be using the area as a community event. He thought if they do a blood drive, SCWEMS can be present as good public relations. Irene Archibald will get the contact to the people who run blood drives.

### **Adjourn**

Mayor Morgan Irene made a motion to adjourn at 7:40pm, Penny Layman seconded. Motion carried.

**Next meeting: December 16, 2024, 6pm, Hanna, WY**

Respectfully,

*Marie Christen*

Secretary

12-16-24  
Date

  
Irene Archibald  
Chairperson

11/14/2024

TO: South Central Wyoming Joint Powers Board

FROM: Stayton Mosbey, Director SCWEMS

RE: Board Update – Nov 2024

#### Staffing

1. Carter delayed his start due to vehicle issues. Tiffany did not show up for her orientation date 11/13/24

2. Application received from Kathleen Kerbs

#### Vehicles

1. 60 – Hanna, serviced, OOS for a radio antenna issue. Parts ordered.

2. 266 – Turbo replaced, \$8,560.31

3. 267 – 2nd out Saratoga, serviced

4. 268 – Primary Saratoga, serviced

5. 269 – Encampment

6. 272 – Medicine Bow

7. White dodge response truck got tires replaced

#### Operations

1. NPVMC transfers Update Report

2. Anthrax – no new updates

3. Saline shortage: SCWEMS has >60 days of needs at this time. Saline was ordered and allocation was received. Flushes have been removed from allocation. Coordination calls continue every other week.

4. Halloween walk went well, Pelvis made his annual appearance.

#### Training

1. EMT classes continue, test date set for 12/14. NPVMC has agreed to let us use the clinic and lobby area for testing.

2. NPVMC Airway Topics lunch and learn, Air Methods, 11:30am 10/29, well attended.

3. Protocol updates training held 11/13/24 in Saratoga. Protocol tests being sent out based on certification level.