

**South Central Wyoming Emergency Medical Services**  
**PO Box 1192 / Saratoga, WY 82331 / info@scwems.com**  
**April 21, 2025 6PM**  
**Official Minutes**  
**Hanna Fire Station**

The meeting started at 6:08 pm on Monday April 21, 2025. Those present in person were Irene Archibald, Director, Stayton Mosbey, Bookkeeper, Mandy Goodwin, Shana Romero, Kyle Warren and Tristan Neilson. Those present via Google Meets were Penny Layman, Kenzie Strauch, Gayle Wessel, Jayson Nordquist and Alison Knoles. Mayor Morgan Irene joined in person at 7:15 pm.

**Guest Presentation** - Shannon Fagan presented her idea to the board regarding ways for municipalities to show support and appreciation for EMS volunteers during EMS Week (donating to a patch and gift cards for all volunteers). After discussion, the board clarified that while Shannon is free to present her idea to the towns in her capacity as Mayor of Encampment, the municipalities are to be made aware that this is not initiated or sponsored by SCWEMS.

**Budget Workshop** - Irene Archibald moved this item to the end of the agenda, pending the arrival of Mayor Morgan Irene.

**Additions/Corrections to the Agenda** – Irene Archibald requested to add the Wind Projects Community Information Sessions to New Business. SCWEMS was awarded money from these wind farms that has not been paid out yet. There was a brief discussion about the info session to be held in Medicine Bow on May 7 and whether board member Kenzie Strauch could attend as a SCWEMS representative. Kenzie will get back to the board on her availability. Jayson Nordquist made a motion to approve the amended agenda, Kenzie seconded. Motion carried.

**Introduction of Guests** – Carl Bickel and David Felix, both from Hanna, joined in person, with Rich Graugerger, Encampment, on Google Meets.

**Approval of meeting minutes** - Jayson Nordquist made a motion to approve the meeting minutes from March 17, 2025, seconded by Penny Layman. Motion carried.

**Financials/Bookkeepers Report**

Bookkeeper Mandy Goodwin reviewed the financials and we have received \$41,185.29

- 1) Debit card transactions in the amount of \$1,110.83
- 2) Unapproved bills paid since last meeting in the amount of \$22,232.83
- 3) Bills to be paid after approval in the amount of \$301,435.04

Kenzie Strauch motioned to approve the financials and pay the bills, seconded by Jayson Nordquist. Motion carried. Bookkeeper Mandy went through the Treasurer's Report with the board. Penny Layman made a motion to approve the Treasurer's Report, seconded by Kenzie Strauch. Motion carried.

**Director's Report** - See attached.

### **Old Business**

- Status of Hanna Station - We are looking into the Mineral Royalties Grant that may cover the building (grants are awarded in Sept). Irene Archibald has spoken with our engineer and he expects to have the engineering completed this summer. A question was asked about when municipalities are approached in regards to grant requests and Director Mosbey indicated that SCWEMS representatives bring requests to the municipalities for a signed resolution when grants are at or above \$250K.
- EMSMC Medical Billing Company - Everything is currently working fine.
- NPVMC Contract Discussion - Irene Archibald stated that new doctors have been hired who will be part of the clinic and the emergency room and that contract discussions can probably begin in September. Kenzie Strauch and Penny Layman stated they believed we are not being fiscally responsible by putting these conversations with NPVMC on hold. SCWEMS remaining solvent is our concern, not the financial stability of NPVMC. Director Mosbey explained the Payor of Last Resort contract, which guarantees payment to SCWEMS from NPVMC for transfers where we receive no payment. The Payor of Last Resort would be beneficial because it would help to capture all revenue and it also holds the hospital accountable for incorrectly sending patients that insurance later deems unnecessary. Director Mosbey stated that he would pull together a contract for the board to review and Irene Archibald stated that they will present it to the hospital and the hospital board.
- FY2026 Budget - 2nd Reading Approval - Moved to after Executive Session
- MRG Grant - This was submitted and approved, but we haven't received a signed grant agreement yet.

### **New Business**

- Wyoming Community Foundation Grant - They are beginning a new grant cycle and we were invited to apply for up to \$50K for capital improvements. The grant application is due in June, awarded in September. Director Mosbey stated that there are two potential purchases the board should consider: Currently, one of our Lucas machines is out of service. If it is deemed irreparable, Director Mosbey requested the board approve the purchase of a new Lucas (\$30K-35K). If the Lucas can be repaired, the second option is a new autoloader for the primary ambulance in Saratoga (\$37K). The new Hanna ambulance will have an autoloader. Kenzie Strauch motioned to apply for the grant based on the above capital purchase options, seconded by Jayson Nordquist. Motion carried.
- Sheriff's Office MOU - Dispatch Agreement - Director Mosbey read through and highlighted different paragraphs that may be of interest to the board. Although the County Attorney is reviewing this and the board would like to see what she comes back with, the board also finds it prudent to have it reviewed by an outside attorney. Irene Archibald will contact Attorney, Nick Healy, to ask whether he will read through the agreement on behalf of SCWEMS.
- Wyoming Department of Health Provider Addendum - Irene Archibald read through several parts of this addendum that appeared confusing. Director Mosbey will reach out to the Department of Health for clarification. Questions include: What is the IGT payment and how is the amount figured? What do they anticipate funding to be and is funding actually available? What does the monthly timeline look like? Will this IGT put us in a financial hardship? Penny Layman made a motion to move forward with signing the addendum, should the

information that Director Mosbey receives be satisfactory, seconded by Kenzie Strauch. Mayor Morgan Irene asked for clarification on to whom the info must be satisfactory, and Director Mosbey indicated that it should be to both he and to Irene Archibald. Motion carried.

### **Executive Session**

Mayor Morgan Irene moved to go into Executive Session at 7:45 pm, seconded by Jayson Nordquist to discuss matters regarding personnel. Motion carried.

Mayor Morgan Irene moved to leave Executive Session at 8:54 pm noting no action was taken, seconded by Jayson Nordquist. Motion carried.

- FY2026 Budget - 2nd Reading Approval - Tabled until the May 19 meeting.

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

### **Adjourn**

Mayor Morgan Irene moved to adjourn at 9:02 pm, seconded by Jayson Nordquist. Motion carried.

Next meeting: May 19, 2025, 6pm, Elk Mountain, WY

Respectfully,

***Mandy Goodwin***

Bookkeeper

5/19/25 Irene Archibald  
Date Irene Archibald, Chairman



TO: South Central Wyoming Joint Powers Board  
FROM: Stayton Mosbey, Director SCWEMS  
RE: Board Update – April 2025

### **Staffing**

1. Application from Derek Davies for EMT. Applications received from: Jakob Hubbs, Trent Rimmer and Zebulon Munson, orientation scheduled.

### **Vehicles**

1. 60 – Hanna, rotated tires
2. 266 – 2<sup>nd</sup> out Hanna
3. 267 – 2<sup>nd</sup> out Saratoga
4. 268 – Primary Saratoga, replaced tires, alignment.
5. 269 – Encampment
6. 272 – Medicine Bow

### **Operations**

1. NPVMC transfers – See additional Report
2. Billing company transition is live. Chart exports are moving over.
3. CWHCC field station unit trailer – beds were secured in the trailer for deployments. The trailer was taken to Casper in April for upfitting of the solar power unit and battery packs.
4. Saratoga Days planning meeting was scheduled 4/9, discussed communications plan & initial planning actions were performed.
5. 8<sup>th</sup> graders came to the station on 4/11 for career day.
6. Dispatch combination meeting held 4/2. The draft agreement was included in the board packet.

### **Training**

1. Shannon and John Z. have scheduled a few trainings. The first one held in Saratoga with Steve Martin, PA, discussing trauma. Additional training scheduled May 20<sup>th</sup> with Airlife and 6/1 with Classic.