Cheyenne / Laramie County
Emergency Medical Services
Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009

Agenda

October 8, 2024

Regular Meeting

1. Previous Meeting Minutes
2. Finances
    a. Funding Requests
3. Monthly Reports
    a. Narva & Associates
        i. AMR Contract Extension
    b. AMR
4. Medical Directors
    a. Eastern LC EMS (Albin, Pine Bluffs)
5. Cheyenne Regional Medical Center
6. LifeLine
7. Dispatch
8. FE Warren AFB/VA Medical Center
9. Cheyenne Fire Rescue
10. County Fire Districts
11. Information Technology
12. Old Business
13. New Business

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Emergency Medical Services
Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009

Minutes for Tuesday October 8, 2024

Board Members:

Chairman: Jeanine West, CLC Emergency Management Agency
Vice-Chair: Josh VanVlack, Board Appointed Member
Secretary/Treasurer: Chief John Kopper, Cheyenne Fire Rescue
Jared Skagen, Cheyenne Regional Medical Center

Meeting Attendees:

Jon Narva, Narva & Associates
Kassi Moloney, AMR
Cody Schilling, AMR
Chris Williams, AMR
Jenn Kerr, LifeLine
Sarah Troudt, LCCCC
Brice Jacobsen, CFR
Linda Heath, County Commissioner
Matt Butler, CLCEMA
Beth Harris, CLCEMA

The Cheyenne/Laramie County EMS Joint Powers Board meeting was held in person at the Cheyenne Public Safety Center and via Zoom beginning at 1:36pm. Jeanine West began the meeting by welcoming everyone.

1. Previous Meeting Minutes

   Minutes for the September meeting were sent out prior to the meeting for the Boards' review. Chief Kopper made a motion to accept the minutes. Josh Van Vlack seconded the motion. All board members voted in favor.

2. Finances

   Chief Kopper provided the report with normal expenses and deposits for the month being made. No funding requests were received. Jared Skagen made a motion to accept the financial report. Josh Van Vlack seconded the motion. All board members voted in favor.

3. Monthly Reports

   a. Narva & Associates: Jon Narva provided an overview of the system's performance for September, AMR was fully compliant. There were 1063 calls for service with an average of 35.4/average/day. During the past month there were 0 extended

responses. A copy of the monthly Narva & Associates report is included with the minutes.

i. Protocol Committee: Jon reported that there were no changes to review and therefore the committee meeting was not held. The next meeting will be in January.

ii. AMR Contract Extension: Jon Narva reported that he received the extension letter from AMR and he sent a letter to the Board stating that they were compliant with the contract. He added that Dr. Schmitz concurred and therefore all three areas were fulfilled. Jon wanted to bring up for discussion the contract language for discussion and how many extensions the contract allows for. The question was whether they can apply for one more extension after this request or does AMR have one more. It was determined after discussion that AMR will be able request one more extension after this current request. The current request would extend the contract to December 2027 and if an additional request is submitted next year, which would be to extend the contract to December 2028. Chief Kopper made a motion to approve the request for a contract extension. Josh Van Vlack seconded the motion. For discussion, Chief Kopper commented that he appreciated AMR's work, but wanted to continue looking at the ways that the system could improve moving forward to increase the percentage. Jon replied that he would like to discuss with AMR about looking further into the data to see what areas could affect the system.

Cody asked if there was discussion about reviewing the response map found in the contract. Jeanine replied that in addition to the map, all of the other exhibits will need to be reviewed. Cody pointed out that there are pockets of response categories that should be adjusted especially with the new construction throughout the county that has the potential to change response times. The group discussed the changes in the response areas and the need to review the contract exhibits. The Medical Director contract was also discussed in regards to when the contract ended. Jeanine replied that she would verify the date and send the information to the Board.

b. AMR: Cody Schilling discussed various operational updates, including the delays by hour and staffing changes. He reviewed the regular monthly report including training on procedures for when there is a cot malfunction. A copy of the report has been included with the minutes. The group also discussed the current AMR deployments with FEMA and lift assist procedures. Cody reported that Larry Jones will be the interim LCCC medical program supervisor. There was much discussion on the status of the LCCC program and its future of being available here in Cheyenne.

4. Medical Directors

Dr. Schmitz was unable to attend the meeting, Beth Harris provided the report. Albin discussed runs, they have a planning meeting scheduled with the State, and classes for Advanced EMT are going well. As for Pine Bluffs, they did run reviews and education on cardiac anatomy and physiology. The AMR review consisted of several runs and discussed personnel concerns.

a. Eastern LC EMS (Albin, Pine Bluffs)
See Medical Director report.

5. CRMC

Jared reported that they were able to find a testing center for the helipad in regards to the foam and if the discharge would meet BOPU requirements for discharge into the storm drains. He also announced that the trauma skills fair would be this Friday from 9am-1pm.

6. LifeLine

Jenn Kerr reported that they are conducting training with the pumps.

7. Dispatch

Sarah Troudt reported that there were 12,932 calls for service and 1,214 were EMS related. She had one new hire and 0 applications pending for Dispatchers. She added that they had received 23 applications for their Administrative Assistant position. Sarah stated that they will have their Locution demo and the ProQA approvals are being worked on with Laramie County IT.

8. FE Warren AFB/VA Medical Center

Nothing to report.

9. Cheyenne Fire Rescue

Chief Kopper reported that they doing Paramedic interviews and they had 3 firefighters graduating the academy on October 31st.

10. County Fire Districts

Josh Van Vlack reported that they will have their next quarterly case reviews in December.

11. Information Technology

Nothing to report.

12. Old Business

The ALTO Project was removed from the agenda. The group discussed briefly the CRMC data requested and if it would be feasible to compile the data to contribute to the review of the program. Alternate data to look at it from the CRMC side of operations was discussed.

13. New Business

No new business

The meeting was adjourned at 2:55pm.

Cheyenne-Laramie County EMS Joint Powers Board

10/8/2024 8:38 AM

Register: Wyoming Bank & Trust

From 07/01/2024 through 10/08/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2024	1022	APG Media of The R...	Operations:Legal Adve...	Annual Budget...	226.68	X		157,748.51
07/02/2024		Narva & Associates, ...	Program Admin Reimb...	July Contract A...	6,188.58	X		151,559.93
07/03/2024	1023	ACID Remap LLC	Equipment Reserve	EMS Protocol ...	3,750.00	X		147,809.93
07/25/2024		Laramie County Trea...	Program Admin Reimb...	August Comb ...	14,000.00	X		133,809.93
07/25/2024		Dr. Gary Schmitz	Program Admin Reimb...	August Medica...	5,000.00	X		128,809.93
07/29/2024			Contract Payment	August Payment		X	26,083.33	154,893.26
07/30/2024		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	6,188.58	X		148,704.68
07/31/2024			Investments	Interest		X	187.04	148,891.72
08/23/2024		Laramie County Trea...	Program Admin Reimb...	September Co...	14,000.00	X		134,891.72
08/23/2024		Dr. Gary Schmitz	Program Admin Reimb...	September Me...	5,000.00	X		129,891.72
08/31/2024			Investments	Interest		X	165.50	130,057.22
09/04/2024		Narva & Associates, ...	Program Admin Reimb...	September Con...	6,188.58	X		123,868.64
09/05/2024			Contract Payment	September Pay...		X	26,083.33	149,951.97
09/25/2024		Laramie County Trea...	Program Admin Reimb...	October Comb ...	14,000.00	X		135,951.97
09/25/2024		Dr. Gary Schmitz	Program Admin Reimb...	October Medic...	5,000.00	X		130,951.97
09/30/2024			Investments	Interest		X	162.34	131,114.31
10/08/2024			Contract Payment	October Payment			26,083.33	157,197.64

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of October 8, 2024

Type	Date	Num	Name	Memo	Amount	Balance
US Bank Checking						0.00
Total US Bank Checking						0.00
Wyoming Bank & Trust						157,975.19
Check	07/01/2024	1022	APG Media of The Rocki...	Annual Budget Notice Ad #521323	-226.68	157,748.51
Check	07/02/2024		Narva & Associates, Inc.	July Contract Admin	-6,188.58	151,559.93
Check	07/03/2024	1023	ACID Remap LLC	EMS Protocol App Invoice #2093	-3,750.00	147,809.93
Check	07/25/2024		Laramie County Treasurer	August Comb Amb Dispatch	-14,000.00	133,809.93
Check	07/25/2024		Dr. Gary Schmitz	August Medical Director	-5,000.00	128,809.93
Deposit	07/29/2024			August Payment	26,083.33	154,893.26
Check	07/30/2024		Narva & Associates, Inc.	August Contract Admin	-6,188.58	148,704.68
Deposit	07/31/2024			Interest	187.04	148,891.72
Check	08/23/2024		Laramie County Treasurer	September Comb Amb Dispatch	-14,000.00	134,891.72
Check	08/23/2024		Dr. Gary Schmitz	September Medical Director	-5,000.00	129,891.72
Deposit	08/31/2024			Interest	165.50	130,057.22
Check	09/04/2024		Narva & Associates, Inc.	September Contract Admin	-6,188.58	123,868.64
Deposit	09/05/2024			September Payment	26,083.33	149,951.97
Check	09/25/2024		Laramie County Treasurer	October Comb Amb Dispatch	-14,000.00	135,951.97
Check	09/25/2024		Dr. Gary Schmitz	October Medical Director	-5,000.00	130,951.97
Deposit	09/30/2024			Interest	162.34	131,114.31
Deposit	10/08/2024			October Payment	26,083.33	157,197.64
Total Wyoming Bank & Trust					-777.55	157,197.64
Assessments Receivables						0.00
Total Assessments Receivables						0.00
Cash						0.00
Total Cash						0.00
Undeposited Funds						0.00
Total Undeposited Funds						0.00
Accounts Payable						0.00
Total Accounts Payable						0.00
Cash Reserve						0.00
Total Cash Reserve						0.00
Equipment Reserve						-51,341.98
Check	07/03/2024	1023	ACID Remap LLC	EMS Protocol App Invoice #2093	3,750.00	-47,591.98
Total Equipment Reserve					3,750.00	-47,591.98
Opening Bal Equity						-118,338.88
Total Opening Bal Equity						-118,338.88
Unrestricted Net Assets						11,705.67
Total Unrestricted Net Assets						11,705.67
Contract Payment						0.00
Deposit	07/29/2024			August Payment	-26,083.33	-26,083.33
Deposit	09/05/2024			September Payment	-26,083.33	-52,166.66
Deposit	10/08/2024			October Payment	-26,083.33	-78,249.99
Total Contract Payment					-78,249.99	-78,249.99
Direct Public Support						0.00
Corporate Contributions						0.00
Total Corporate Contributions						0.00
Gifts in Kind - Goods						0.00
Total Gifts in Kind - Goods						0.00
Individ, Business Contributions						0.00
Total Individ, Business Contributions						0.00
Direct Public Support - Other						0.00
Total Direct Public Support - Other						0.00
Total Direct Public Support						0.00
Investments						0.00
Interest-Savings, Short-term CD						0.00
Total Interest-Savings, Short-term CD						0.00
Investments - Other						0.00
Deposit	07/31/2024			Interest	-187.04	-187.04
Deposit	08/31/2024			Interest	-165.50	-352.54
Deposit	09/30/2024			Interest	-162.34	-514.88

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of October 8, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Total Investments - Other					-514.88	-514.88
Total Investments					-514.88	-514.88
Other Types of Income						0.00
Miscellaneous Revenue						0.00
Total Miscellaneous Revenue						0.00
Other Types of Income - Other						0.00
Total Other Types of Income - Other						0.00
Total Other Types of Income						0.00
Performance Assessments						0.00
Total Performance Assessments						0.00
Bank Error						0.00
Total Bank Error						0.00
Business Expenses						0.00
Total Business Expenses						0.00
Contract Services						0.00
Accounting Fees						0.00
Total Accounting Fees						0.00
Professional Services						0.00
Total Professional Services						0.00
Contract Services - Other						0.00
Total Contract Services - Other						0.00
Total Contract Services						0.00
Operations						0.00
Bank charges						0.00
Total Bank charges						0.00
Books, Subscriptions, Reference						0.00
Total Books, Subscriptions, Reference						0.00
Legal Advertising						0.00
Check	07/01/2024	1022	APG Media of The Rocki...	Annual Budget Notice Ad #521323	226.68	226.68
Total Legal Advertising					226.68	226.68
Meeting Expenses						0.00
Total Meeting Expenses						0.00
Miscellaneous						0.00
Total Miscellaneous						0.00
New Checks						0.00
Total New Checks						0.00
Postage, Mailing Service						0.00
Total Postage, Mailing Service						0.00
Printing and Copying						0.00
Total Printing and Copying						0.00
Supplies						0.00
Total Supplies						0.00
Telephone, Telecommunications						0.00
Total Telephone, Telecommunications						0.00
Training						0.00
Total Training						0.00
Withdrawl for New Check Charge						0.00
Total Withdrawl for New Check Charge						0.00
Operations - Other						0.00
Total Operations - Other						0.00
Total Operations					226.68	226.68
Other Types of Expenses						0.00
FD Equipment Purchases						0.00
Total FD Equipment Purchases						0.00
Insurance - Liability, D and O						0.00

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of October 8, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Total Insurance - Liability, D and O						0.00
Other Types of Expenses - Other						0.00
Total Other Types of Expenses - Other						0.00
Total Other Types of Expenses						0.00
Program Admin Reimbursements						0.00
Check	07/02/2024		Narva & Associates, Inc.	July Contract Admin	6,188.58	6,188.58
Check	07/25/2024		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	20,188.58
Check	07/25/2024		Dr. Gary Schmitz	August Medical Director	5,000.00	25,188.58
Check	07/30/2024		Narva & Associates, Inc.	August Contract Admin	6,188.58	31,377.16
Check	08/23/2024		Laramie County Treasurer	September Comb Amb Dispatch	14,000.00	45,377.16
Check	08/23/2024		Dr. Gary Schmitz	September Medical Director	5,000.00	50,377.16
Check	09/04/2024		Narva & Associates, Inc.	September Contract Admin	6,188.58	56,565.74
Check	09/25/2024		Laramie County Treasurer	October Comb Amb Dispatch	14,000.00	70,565.74
Check	09/25/2024		Dr. Gary Schmitz	October Medical Director	5,000.00	75,565.74
Total Program Admin Reimbursements					75,565.74	75,565.74
Reconciliation Discrepancies						0.00
Total Reconciliation Discrepancies						0.00
Reserve						0.00
Total Reserve						0.00
Travel and Meetings						0.00
Conference, Convention, Meeting						0.00
Total Conference, Convention, Meeting						0.00
Travel						0.00
Total Travel						0.00
Travel and Meetings - Other						0.00
Total Travel and Meetings - Other						0.00
Total Travel and Meetings						0.00
No accnt						0.00
Total no accnt						0.00
TOTAL					**0.00**	**0.00**

Cheyenne-Laramie County EMS Joint Powers Board
Profit & Loss Detail
July 1 through October 8, 2024

Date	Num	Name	Memo	Amount	Balance
Income					
Contract Payment					
07/29/2024			August Payment	26,083.33	26,083.33
09/05/2024			September Payment	26,083.33	52,166.66
10/08/2024			October Payment	26,083.33	78,249.99
Total Contract Payment				78,249.99	78,249.99
Investments					
07/31/2024			Interest	187.04	187.04
08/31/2024			Interest	165.50	352.54
09/30/2024			Interest	162.34	514.88
Total Investments				514.88	514.88
Total Income				78,764.87	78,764.87
Expense					
Operations					
Legal Advertising					
07/01/2024	1022	APG Media of The Rockies	Annual Budget Notice Ad #521323	226.68	226.68
Total Legal Advertising				226.68	226.68
Total Operations				226.68	226.68
Program Admin Reimbursements					
07/02/2024		Narva & Associates, Inc.	July Contract Admin	6,188.58	6,188.58
07/25/2024		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	20,188.58
07/25/2024		Dr. Gary Schmitz	August Medical Director	5,000.00	25,188.58
07/30/2024		Narva & Associates, Inc.	August Contract Admin	6,188.58	31,377.16
08/23/2024		Laramie County Treasurer	September Comb Amb Dispatch	14,000.00	45,377.16
08/23/2024		Dr. Gary Schmitz	September Medical Director	5,000.00	50,377.16
09/04/2024		Narva & Associates, Inc.	September Contract Admin	6,188.58	56,565.74
09/25/2024		Laramie County Treasurer	October Comb Amb Dispatch	14,000.00	70,565.74
09/25/2024		Dr. Gary Schmitz	October Medical Director	5,000.00	75,565.74
Total Program Admin Reimbursements				75,565.74	75,565.74
Total Expense				75,792.42	75,792.42
Net Income				**2,972.45**	**2,972.45**