Cheyenne / Laramie County
Emergency Medical Services
Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009

Agenda

September 8, 2026

Regular Meeting

1. Pine Bluffs/Albin EMS-Pat Currie
2. Previous Meeting Minutes
3. Finances
    a. Funding Requests
4. Monthly Reports
    a. Narva & Associates
        i. Protocol Committee
    b. AMR
5. Medical Director
6. Old Business
    a. AMR/CFR MOU
7. New Business
8. Agency Updates

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Minutes for Tuesday September 8, 2026

Board Members:

Chair: Jeanine West, CLC Emergency Management Agency
Secretary/Treasurer: Andrew Dykshorn, Cheyenne Fire Rescue
Matt Butler, Laramie County Fire Warden
Don Wood, Cheyenne Fire Rescue
Ex-officio: Lt. Col. Shelly Hobbs, FE Warren Air Force Base

Meeting Attendees:

Jon Narva, Narva & Associates
Kassi Moloney, AMR
Cody Schilling, AMR
Chris Guitierrez, AMR
Dr. Gary Schmitz, Medical Director
Pat Currie, Pine Bluffs EMS
Josh Vallee, LCFD #1
Amber Young, LCCCC
Jordan Evans, LC IT
Linda Heath, County Commissioner
Ty Zwonitzer, County Commissioner

The Cheyenne/Laramie County EMS Joint Powers Board meeting was held in person and via Zoom at the Cheyenne/Laramie County EMA beginning at 1:36pm. Chair Jeanine West began the meeting and introduced Pat Currie for a presentation on eastern Laramie County EMS changes.

1. Alpine EMS Presentation

   Patrick Currie, Pine Bluffs Ambulance Director, presented on combining Albin and Pine Bluffs EMS into a single service named "Alpine EMS" following a $2.2 million Rural Health Transformation Grant award. The new service will provide full-time EMS personnel with a chase car stationed 24/7 at Fire District 5 in Pine Bluffs to eliminate response delays, backed by volunteer personnel and drivers from Fire Districts 3 and 5. Half of the grant funding ($1.1 million) is allocated for initial startup costs, while the remaining $1.2 million can be banked for long-term sustainability as the service explores local mill levies, reapplication for grant funds through 2030, or potentially establishing a specialty EMS district in the future. Pat confirmed that an MOU exists between District 5 and Pine Bluffs and noted that city councils will merge local EMS boards for grant oversight. Dispatching for Albin will be handled by placing all Albin personnel under Pine Bluffs pagers to route calls directly to EMS rather than Fire District 3, supported by a new repeater. Chair Jeanine West requested that finalized SOPs and MOUs between the towns be shared with the Board. West also emphasized the necessity of a written agreement between Alpine EMS and AMR regarding jurisdictional boundaries—specifically as Albin transitions from BLS to ALS level of service in Fire District 3—including verbiage

addressing response protocol when local crews are unavailable. Jon Narva referenced Section 3.14 of the contract, which defines primary service areas and exceptions for rural providers, recommending that all legal documentation align with that language. West noted that starting next year, premium membership fees for the OneDose protocol app will increase and be divided on a per-user basis among participating agencies, which Currie confirmed Alpine EMS has budgeted for.

2. Previous Meeting Minutes

   Minutes for the August meeting were distributed prior to the meeting for review. Don Wood made a motion to accept the minutes, and Matt Butler seconded the motion. All board members voted in favor.

3. Finances

   Chief Dykshorn presented the financial report. Standard disbursements were made to Medical Direction, Contract Administration, and Dispatch were made alongside an expense for stamps. Beth Harris reminded the Board that annual census and audit reports are due at the end of September. Don Wood made a motion to approve the financial report, and Jared Skagen seconded. All voted in favor.

   a. Funding Requests: No funding requests were received.

4. Monthly Reports

   a. Narva & Associates: Jon Narva reported that AMR was fully compliant in all zones and priorities during a busy month with 1,253 calls for service, noting a marked concentration of volume in the urban zone and several surge periods. There were two extended delays, both involving Priority 2 non-emergent calls held for higher-acuity Priority 1 responses. Narva highlighted a recent coordination meeting with Jared Skagen and Cody Schilling reviewing the first four months of Priority 5 transports via Transport.net. The group discussed operational challenges, including system disconnects between Transport.net and CAD, timestamp tracking errors, and the need to clarify contract language regarding negotiated pickup times. County IT noted that direct integration between Transport.net and Tyler CAD is currently awaiting development.

      i. Protocol Committee: Case reviews and the monthly committee meeting were scheduled for the following day. Jeanine West presented a request from LCCC to obtain premium OneDose protocol app access for their EMS students. The Board agreed to establish LCCC as an independent agency within the app with Scott Logan as administrator, allowing student access for current classes provided LCCC maintains user management and covers its per-seat share when fees take effect next year.

   b. AMR: Cody Schilling reported that AMR was fully compliant across all priorities and zones, responding to 1,253 calls and completing 889 transports (71% transport rate) with zero mutual aid calls. August call volume was up 16.5% and transports were up 13.7% compared to August 2025. Staffing remains solid on paramedics, with three full-time and one part-time EMT completing training to hit the field. AMR donated 64 standby hours to community events. Fleet updates noted Unit 151 out of service with a shredded crankshaft bearing, with a new Ford engine on order.

Nine DriveCam coachable events were addressed. AMR is progressing on vehicle graphics updates, planning for its 30th anniversary in May 2027, and purchased dedicated GMR PCs to maintain mobile WebCAD access following a county IT VPN configuration change to a permanent network tunnel.

5. Medical Directors

   Dr. Gary Schmitz reported meeting with Pine Bluffs and Albin crews and Albin town council members regarding Alpine EMS operational planning. He confirmed that Albin is now fully operational at the ALS level and praised their handling of two recent emergency transports. Dr. Schmitz met with Chris Williams to review clinical documentation, noting minor issues were resolved with no clinical care concerns. He expressed strong endorsement for the Alpine EMS regional model as a potential prototype for rural EMS throughout Wyoming.

6. Old Business

   a. AMR/CFR MOU: Cody Schilling and Chief Dykshorn confirmed that the Memorandum of Understanding between AMR and Cheyenne Fire Rescue is progressing through legal review following constructive discussions and CFR's recent push-in ceremony.

7. New Business

   a. Nothing to report.

8. Agency Updates

   a. County Fire: LCFD #1: Josh Vallee reported that LCFD #1 has responded to 1,468 calls for service year-to-date, with over 900 being medical responses. The department is continuing to standardize medical bags to mirror AMR equipment, renewing state agency licensure at the AEMT level, sending six personnel to Colorado for CPR instructor certifications, initiating plans for a basic EMT class, and sending three members to the upcoming County Trauma Conference at LCCC.

The meeting was adjourned at 2:13pm.

Cheyenne-Laramie County EMS Joint Powers Board

9/8/2026 10:49 AM

Register: First National Bank

From 07/01/2026 through 09/08/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2026	1031	OneDose	Equipment Reserve	Protocol App I...	4,000.00	X		166,367.65
07/24/2026		Laramie County Trea...	Program Admin Reimb...	August Comb ...	14,000.00	X		152,367.65
07/24/2026		Dr. Gary Schmitz	Program Admin Reimb...	August Medica...	5,000.00	X		147,367.65
07/27/2026			Contract Payment	August Payment		X	26,083.33	173,450.98
07/31/2026			Investments	Interest		X	57.25	173,508.23
08/12/2026		Narva & Associates, ...	Program Admin Reimb...	August contrac...	6,374.25	X		167,133.98
08/24/2026		Laramie County Trea...	Program Admin Reimb...	September Co...	14,000.00	X		153,133.98
08/24/2026		Dr. Gary Schmitz	Program Admin Reimb...	September Me...	5,000.00	X		148,133.98
08/31/2026			Contract Payment	September Pay...		X	26,083.33	174,217.31
08/31/2026			Investments	Interest		X	56.17	174,273.48
09/01/2026		USPS	Operations:Postage, M...	Postage Stamps	16.40			174,257.08

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of September 8, 2026

Type	Date	Num	Name	Memo	Amount	Balance
First National Bank						170,367.65
Check	07/01/2026	1031	OneDose	Protocol App Invoice #1447	-4,000.00	166,367.65
Check	07/24/2026		Laramie County Treasurer	August Comb Amb Dispatch	-14,000.00	152,367.65
Check	07/24/2026		Dr. Gary Schmitz	August Medical Director	-5,000.00	147,367.65
Deposit	07/27/2026			August Payment	26,083.33	173,450.98
Deposit	07/31/2026			Interest	57.25	173,508.23
Check	08/12/2026		Narva & Associates, Inc.	August contract Admin	-6,374.25	167,133.98
Check	08/24/2026		Laramie County Treasurer	September Comb Amb Dispatch	-14,000.00	153,133.98
Check	08/24/2026		Dr. Gary Schmitz	September Medical Director	-5,000.00	148,133.98
Deposit	08/31/2026			September Payment	26,083.33	174,217.31
Deposit	08/31/2026			Interest	56.17	174,273.48
Check	09/01/2026		USPS	Postage Stamps	-16.40	174,257.08
Total First National Bank					3,889.43	174,257.08
US Bank Checking						0.00
Total US Bank Checking						0.00
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						-52,720.41
Check	07/01/2026	1031	OneDose	Protocol App Invoice #1447	4,000.00	-48,720.41
Total Equipment Reserve					4,000.00	-48,720.41
Opening Bal Equity						-118,338.88
Total Opening Bal Equity						-118,338.88
Unrestricted Net Assets						691.64
Total Unrestricted Net Assets						691.64
Contract Payment						0.00
Deposit	07/27/2026			August Payment	-26,083.33	-26,083.33
Deposit	08/31/2026			September Payment	-26,083.33	-52,166.66
Total Contract Payment					-52,166.66	-52,166.66
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	07/31/2026			Interest	-57.25	-57.25
Deposit	08/31/2026			Interest	-56.17	-113.42
Total Investments - Other					-113.42	-113.42
Total Investments					-113.42	-113.42
Other Types of Income						0.00
Miscellaneous Revenue						0.00
Total Miscellaneous Revenue						0.00
Other Types of Income - Other						0.00

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of September 8, 2026

Type	Date	Num	Name	Memo	Amount	Balance
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
Total Legal Advertising						0.00
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
Check	09/01/2026		USPS	Postage Stamps	16.40	16.40
Total Postage, Mailing Service					16.40	16.40
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					16.40	16.40
Other Types of Expenses						0.00
FD Equipment Purchases						0.00
Total FD Equipment Purchases						0.00
Insurance - Liability, D and O						0.00
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	07/24/2026		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	14,000.00

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of September 8, 2026

Type	Date	Num	Name	Memo	Amount	Balance
Check	07/24/2026		Dr. Gary Schmitz	August Medical Director	5,000.00	19,000.00
Check	08/12/2026		Narva & Associates, Inc.	August contract Admin	6,374.25	25,374.25
Check	08/24/2026		Laramie County Treasurer	September Comb Amb Dispatch	14,000.00	39,374.25
Check	08/24/2026		Dr. Gary Schmitz	September Medical Director	5,000.00	44,374.25
Total Program Admin Reimbursements					44,374.25	44,374.25
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 September 8, 2026

Date	Num	Name	Memo	Amount	Balance
Income					
Contract Payment					
07/27/2026			August Payment	26,083.33	26,083.33
08/31/2026			September Payment	26,083.33	52,166.66
Total Contract Payment				52,166.66	52,166.66
Investments					
07/31/2026			Interest	57.25	57.25
08/31/2026			Interest	56.17	113.42
Total Investments				113.42	113.42
Total Income				52,280.08	52,280.08
Expense					
Operations					
Postage, Mailing Service					
09/01/2026		USPS	Postage Stamps	16.40	16.40
Total Postage, Mailing Service				16.40	16.40
Total Operations				16.40	16.40
Program Admin Reimbursements					
07/24/2026		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	14,000.00
07/24/2026		Dr. Gary Schmitz	August Medical Director	5,000.00	19,000.00
08/12/2026		Narva & Associates, Inc.	August contract Admin	6,374.25	25,374.25
08/24/2026		Laramie County Treasurer	September Comb Amb Dispatch	14,000.00	39,374.25
08/24/2026		Dr. Gary Schmitz	September Medical Director	5,000.00	44,374.25
Total Program Admin Reimbursements				44,374.25	44,374.25
Total Expense				44,390.65	44,390.65
Net Income				**7,889.43**	**7,889.43**