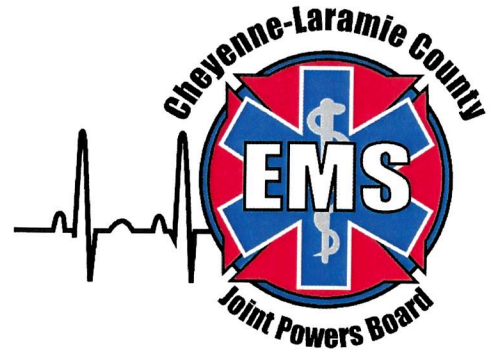


# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

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3962 Archer Parkway  
Cheyenne, WY 82009



## Agenda

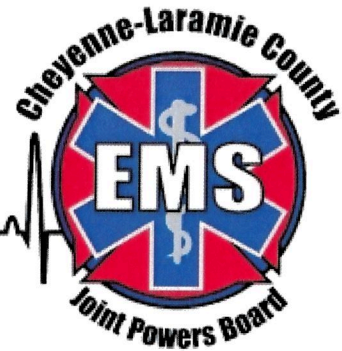
**October 11, 2022**

### Regular Meeting

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

# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway  
Cheyenne, WY 82009



Minutes for Tuesday October 11, 2022

## **Board Members:**

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

## **Meeting Attendees:**

Jon Narva, Narva & Associates  
Kassandra Moloney, AMR  
Derek Hendrin, AMR  
Dr. Gary Schmitz, Medical Director  
Jenn Kerr, LifeLine

Tony Perry, Pine Bluffs EMS  
Linda Heath, County Commissioner  
Kate Hoffman, LC IT  
Matt Butler, CLCEMA  
Beth Harris, CLCEMA

The Cheyenne/Laramie County EMS Joint Powers Board meeting was held in person beginning at 1:31pm. Jeanine West began the meeting by welcoming everyone.

### 1. Previous Meeting Minutes

Minutes were sent out prior to the meeting for the Boards' review. Jeanine asked if there were any requests for changes or corrections to the minutes. Byron Mathews made a motion to accept the minutes as written. Josh Van Vlack seconded the motion. All board members voted in favor.

### 2. Finances

Chief Kopper reviewed the financials for the month which were typical for the month. Josh Van Vlack made a motion to accept the financial report. Byron Mathews seconded the motion. All board members voted in favor.

### 3. Monthly Reports

- a. Narva & Associates: Jon Narva provided the report for the month. He stated that AMR was compliant for the month. There were 1066 calls for service. There were 47 exemption requests for the month and 1 denial. In Priority 6, the use of the 100 Call Rule was used and AMR was compliant. For monthly efficiencies and

effectiveness they were working well. There were no recommendations and only 2 observations. Observation 1 was for extended daily delay responses where there were 5 delays initially, but after review of the calls there were only 2 extended delays. Observation 2 was in regards to the schedule change that was made and Kassi Moloney would be discussing that further.

- i. Protocol Committee: Dr. Schmitz reported that they talked about changing the dosing for multi-trauma or head trauma for Advil and Motrin. They talked about Oxygen use for cluster headaches. Jon added that these were protocols that they had been working on for a while related to ALTO. He stated that the Board will get a report once it is completed. Jeanine asked if the Board would be receiving any updates on the effectiveness of the ALTO Project. Jon replied that he would discuss this with Brice and ask for an update for next month. Kassi stated that she will work on getting information from AMR's side. It was noted that any long term data is not available yet on the effectiveness of ALTO.
- b. AMR: Kassi Moloney reported that they had 1066 calls for service for the month. Total transports were 723 for the month. Kassi noted that they had to decline several requests for Mutual Aid with surrounding counties. She reviewed the changes to the schedule and they are continuing to watch their numbers diligently to make adjustments as needed. Kassi noted that they are noticing positive changes with the new schedule and the disbursement of calls. She presented to the Board a visual of the delays by hour and priority which shows the need to make an adjustment to the shifts to better cover the 9am hour where there appears to be more demand regularly. Jeanine noted that the Board had agreed to allow for the adjustment of the schedule during this trial period to better utilize the number of ambulances in service and therefore the adjustment of the coverage to better cover the 9am surge would be acceptable. Kassi continued with her monthly report beginning with staffing. She stated that they are currently down EMTs and are being filled with part-time employees. They are also planning on hiring more staff, but are covered for Paramedics. Kassi stated that they are beginning an accelerated EMT program at the end of the month which will be 6 weeks long. She added that they are still doing Mobile Health for Holly Frontier and are working with High West Energy to provide drug and alcohol services through contract. Kassi reviewed that there were several special events that they participated in and several more coming up over the next couple of months. She reviewed the activities with their partnering agencies. She reported that they are fully live with the ALTO program. There were 2 investigations this month. Chart reviews were conducted and various training classes were held. Kassi reported that there were 27 total events for DriveCam. Kassi reported that one of the hard breaking incidents recorded involved a child that darted in front of the unit and the crew was able to avoid an incident. The other accident was discussed at last month's meeting. She added that the CAAS visit is still scheduled for October 24<sup>th</sup> and 25<sup>th</sup> with the Medical Directors and LCCCC being involved with the visit. They are waiting for the puppy for the Therapy Dog program. Kassi stated that the Rural Medic program had nothing to report for the meeting.

Beth Harris wanted to thank AMR and LifeLine for all of their participation in events and training for the Amateur Radio group and CERT over this past month.

4. Medical Directors

Dr. Schmitz reported that he has met with the Albin EMS group and are doing well. They have a new EMT that would benefit from shadowing AMR on their calls if possible. He also said that Pine Bluffs EMS is doing very well. Tony Perry reminded everyone of the trauma conference at the end of October and they did participate in EVOC training with AMR. Jeanine asked if Tony had a conference flyer that he could provide and then distribute to other agencies in the county. Tony said that he would send it out.

5. CRMC

Jared Skagen reported that the Community EMS program is moving forward. He added that the Paramedic applications for the ED are available. He added that he has met with AMR to discuss the particulars of the MOU between CRMC and AMR for the Community EMS program and it is in legal for final review. Jeanine asked Jared to further explain the Community EMS program to the group. Jared stated that CFR and CRMC were awarded a joint grant for conducting risk assessments. CRMC will be looking at the resubmissions for the hospital and then working on the protocols to determine which patients could be addressed at their homes versus bringing them to the hospital.

6. LifeLine

Nothing to report.

7. Dispatch

Nothing to report.

8. Eastern LC EMS

Nothing further to report (See Medical Directors report on agenda). Jeanine did inform the group that CLCEMA is working on obtaining some radios from another agency that can be redistributed to other partners in need of upgraded radios. She added that she has not heard anything further on the WyoLink application that was submitted.

Commissioner Heath announced that the state is looking at establishing a trust fund using ARPA money to fund WyoLink. She added that several new radio towers are being completed and plans are in place to add more. Commissioner Heath reported that she was able to talk about the Rural Medic program at the WCCA convention during an EMS presentation. She noted that the 5<sup>th</sup> Penny initiative that funds a lot of the public safety agencies is on the ballot this year and encouraged everyone to let others know.

9. FE Warren AFB/VA Medical Center

Nothing to report.

10. Cheyenne Fire Rescue

Chief Kopper thanked everyone that attended their ground breaking ceremonies.

11. County Fire Districts

Nothing to report.

12. Information Technology

Kate Hoffman reminded everyone that elections prep is in the works and therefore assistance will be limited over the next month.

13. Funding Requests

Nothing to report.

14. Old Business

Nothing to report.

15. New Business

Nothing to report.

The meeting was adjourned at 2:03pm.

Cheyenne-Laramie County EMS Joint Powers Board

10/10/2022 1:20 PM

Register: Wyoming Bank & Trust

From 07/01/2022 through 10/10/2022

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
07/05/2022	1014	ACID Remap LLC	Equipment Reserve	Protocol App I...	2,250.00	X		117,671.26
07/25/2022		Laramie County Trea...	Program Admin Reimb...	August LCCC...	14,000.00	X		103,671.26
07/25/2022		Amy P. Tortorich P.C	Program Admin Reimb...	August Medica...	2,916.66	X		100,754.60
07/25/2022		Dr. Gary Schmitz	Program Admin Reimb...	August Medica...	2,916.66	X		97,837.94
07/28/2022			Contract Payment	August Contrac...		X	26,083.33	123,921.27
07/31/2022			Investments	Interest		X	0.94	123,922.21
08/09/2022		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	5,833.33	X		118,088.88
08/25/2022		Laramie County Trea...	Program Admin Reimb...	September LC...	14,000.00	X		104,088.88
08/25/2022		Amy P. Tortorich P.C	Program Admin Reimb...	September Me...	2,916.66	X		101,172.22
08/25/2022		Dr. Gary Schmitz	Program Admin Reimb...	September Me...	2,916.66	X		98,255.56
08/29/2022			Contract Payment	September Con...		X	26,083.33	124,338.89
08/31/2022			Investments	Interest		X	2.04	124,340.93
09/08/2022		Narva & Associates, ...	Program Admin Reimb...	September Con...	5,833.33	X		118,507.60
09/23/2022		Laramie County Trea...	Program Admin Reimb...	October LCCC...	14,000.00	X		104,507.60
09/23/2022		Dr. Gary Schmitz	Program Admin Reimb...	October Medic...	2,916.66	X		101,590.94
09/23/2022		Amy P. Tortorich P.C	Program Admin Reimb...	October Medic...	2,916.66	X		98,674.28
09/26/2022			Contract Payment	October Contra...		X	26,083.33	124,757.61
09/30/2022			Investments	Interest		X	6.95	124,764.56
10/03/2022		Narva & Associates, ...	Program Admin Reimb...	October Contra...	5,833.33			118,931.23

1:20 PM

## Cheyenne-Laramie County EMS Joint Powers Board

10/10/22

## General Ledger

Accrual Basis

As of October 10, 2022

Type	Date	Num	Name	Memo	Amount	Balance
<b>US Bank Checking</b>						0.00
Total US Bank Checking						0.00
<b>Wyoming Bank &amp; Trust</b>						119,921.26
Check	07/05/2022	1014	ACID Remap LLC	Protocol App Invoice #1122	-2,250.00	117,671.26
Check	07/25/2022		Laramie County Treasurer	August LCCCC Comb Amb Dispatch	-14,000.00	103,671.26
Check	07/25/2022		Amy P. Tortorich P.C	August Medical Director	-2,916.66	100,754.60
Check	07/25/2022		Dr. Gary Schmitz	August Medical Director	-2,916.66	97,837.94
Deposit	07/28/2022			August Contract Payment	26,083.33	123,921.27
Deposit	07/31/2022			Interest	0.94	123,922.21
Check	08/09/2022		Narva & Associates, Inc.	August Contract Admin	-5,833.33	118,088.88
Check	08/25/2022		Laramie County Treasurer	September LCCCC Comb Amb Dis...	-14,000.00	104,088.88
Check	08/25/2022		Amy P. Tortorich P.C	September Medical Director	-2,916.66	101,172.22
Check	08/25/2022		Dr. Gary Schmitz	September Medical Director	-2,916.66	98,255.56
Deposit	08/29/2022			September Contract Payment	26,083.33	124,338.89
Deposit	08/31/2022			Interest	2.04	124,340.93
Check	09/08/2022		Narva & Associates, Inc.	September Contract Admin	-5,833.33	118,507.60
Check	09/23/2022		Laramie County Treasurer	October LCCCC Comb Amb Dispatch	-14,000.00	104,507.60
Check	09/23/2022		Dr. Gary Schmitz	October Medical Director	-2,916.66	101,590.94
Check	09/23/2022		Amy P. Tortorich P.C	October Medical Director	-2,916.66	98,674.28
Deposit	09/26/2022			October Contract Payment	26,083.33	124,757.61
Deposit	09/30/2022			Interest	6.95	124,764.56
Check	10/03/2022		Narva & Associates, Inc.	October Contract Admin	-5,833.33	118,931.23
Total Wyoming Bank & Trust					-990.03	118,931.23
<b>Assessments Receivables</b>						0.00
Total Assessments Receivables						0.00
<b>Cash</b>						0.00
Total Cash						0.00
<b>Undeposited Funds</b>						0.00
Total Undeposited Funds						0.00
<b>Accounts Payable</b>						0.00
Total Accounts Payable						0.00
<b>Cash Reserve</b>						0.00
Total Cash Reserve						0.00
<b>Equipment Reserve</b>						-39,776.98
Check	07/05/2022	1014	ACID Remap LLC	Protocol App Invoice #1122	2,250.00	-37,526.98
Total Equipment Reserve					2,250.00	-37,526.98
<b>Opening Bal Equity</b>						-118,338.88
Total Opening Bal Equity						-118,338.88
<b>Unrestricted Net Assets</b>						38,194.60
Total Unrestricted Net Assets						38,194.60
<b>Contract Payment</b>						0.00
Deposit	07/28/2022			August Contract Payment	-26,083.33	-26,083.33
Deposit	08/29/2022			September Contract Payment	-26,083.33	-52,166.66
Deposit	09/26/2022			October Contract Payment	-26,083.33	-78,249.99
Total Contract Payment					-78,249.99	-78,249.99
<b>Direct Public Support</b>						0.00
<b>Corporate Contributions</b>						0.00
Total Corporate Contributions						0.00
<b>Gifts in Kind - Goods</b>						0.00
Total Gifts in Kind - Goods						0.00
<b>Individ, Business Contributions</b>						0.00
Total Individ, Business Contributions						0.00
<b>Direct Public Support - Other</b>						0.00
Total Direct Public Support - Other						0.00
Total Direct Public Support						0.00
<b>Investments</b>						0.00
<b>Interest-Savings, Short-term CD</b>						0.00
Total Interest-Savings, Short-term CD						0.00
<b>Investments - Other</b>						0.00
Deposit	07/31/2022			Interest	-0.94	-0.94
Deposit	08/31/2022			Interest	-2.04	-2.98

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of October 10, 2022

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	09/30/2022			Interest	-6.95	-9.93
Total Investments - Other					-9.93	-9.93
Total Investments					-9.93	-9.93
<b>Other Types of Income</b>						0.00
<b>Miscellaneous Revenue</b>						0.00
Total Miscellaneous Revenue						0.00
<b>Other Types of Income - Other</b>						0.00
Total Other Types of Income - Other						0.00
Total Other Types of Income						0.00
<b>Performance Assessments</b>						0.00
Total Performance Assessments						0.00
<b>Bank Error</b>						0.00
Total Bank Error						0.00
<b>Business Expenses</b>						0.00
Total Business Expenses						0.00
<b>Contract Services</b>						0.00
<b>Accounting Fees</b>						0.00
Total Accounting Fees						0.00
<b>Professional Services</b>						0.00
Total Professional Services						0.00
<b>Contract Services - Other</b>						0.00
Total Contract Services - Other						0.00
Total Contract Services						0.00
<b>Operations</b>						0.00
<b>Bank charges</b>						0.00
Total Bank charges						0.00
<b>Books, Subscriptions, Reference</b>						0.00
Total Books, Subscriptions, Reference						0.00
<b>Legal Advertising</b>						0.00
Total Legal Advertising						0.00
<b>Meeting Expenses</b>						0.00
Total Meeting Expenses						0.00
<b>Miscellaneous</b>						0.00
Total Miscellaneous						0.00
<b>New Checks</b>						0.00
Total New Checks						0.00
<b>Postage, Mailing Service</b>						0.00
Total Postage, Mailing Service						0.00
<b>Printing and Copying</b>						0.00
Total Printing and Copying						0.00
<b>Supplies</b>						0.00
Total Supplies						0.00
<b>Telephone, Telecommunications</b>						0.00
Total Telephone, Telecommunications						0.00
<b>Training</b>						0.00
Total Training						0.00
<b>Withdrawal for New Check Charge</b>						0.00
Total Withdrawal for New Check Charge						0.00
<b>Operations - Other</b>						0.00
Total Operations - Other						0.00
Total Operations						0.00
<b>Other Types of Expenses</b>						0.00
<b>FD Equipment Purchases</b>						0.00
Total FD Equipment Purchases						0.00
<b>Insurance - Liability, D and O</b>						0.00



**Cheyenne-Laramie County EMS Joint Powers Board**  
**General Ledger**  
**As of October 10, 2022**

Type	Date	Num	Name	Memo	Amount	Balance
Total Insurance - Liability, D and O						0.00
<b>Other Types of Expenses - Other</b>						0.00
Total Other Types of Expenses - Other						0.00
Total Other Types of Expenses						0.00
<b>Program Admin Reimbursements</b>						0.00
Check	07/25/2022		Laramie County Treasurer	August LCCCC Comb Amb Dispatch	14,000.00	14,000.00
Check	07/25/2022		Amy P. Tortorich P.C	August Medical Director	2,916.66	16,916.66
Check	07/25/2022		Dr. Gary Schmitz	August Medical Director	2,916.66	19,833.32
Check	08/09/2022		Narva & Associates, Inc.	August Contract Admin	5,833.33	25,666.65
Check	08/25/2022		Laramie County Treasurer	September LCCCC Comb Amb Dis...	14,000.00	39,666.65
Check	08/25/2022		Amy P. Tortorich P.C	September Medical Director	2,916.66	42,583.31
Check	08/25/2022		Dr. Gary Schmitz	September Medical Director	2,916.66	45,499.97
Check	09/08/2022		Narva & Associates, Inc.	September Contract Admin	5,833.33	51,333.30
Check	09/23/2022		Laramie County Treasurer	October LCCCC Comb Amb Dispatch	14,000.00	65,333.30
Check	09/23/2022		Dr. Gary Schmitz	October Medical Director	2,916.66	68,249.96
Check	09/23/2022		Amy P. Tortorich P.C	October Medical Director	2,916.66	71,166.62
Check	10/03/2022		Narva & Associates, Inc.	October Contract Admin	5,833.33	76,999.95
Total Program Admin Reimbursements					76,999.95	76,999.95
<b>Reconciliation Discrepancies</b>						0.00
Total Reconciliation Discrepancies						0.00
<b>Reserve</b>						0.00
Total Reserve						0.00
<b>Travel and Meetings</b>						0.00
<b>Conference, Convention, Meeting</b>						0.00
Total Conference, Convention, Meeting						0.00
<b>Travel</b>						0.00
Total Travel						0.00
<b>Travel and Meetings - Other</b>						0.00
Total Travel and Meetings - Other						0.00
Total Travel and Meetings						0.00
<b>No acct</b>						0.00
Total no acct						0.00
<b>TOTAL</b>					<b>0.00</b>	<b>0.00</b>

**Cheyenne-Laramie County EMS Joint Powers Board**  
**Profit & Loss Detail**  
July 1 through October 10, 2022

Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
<b>Income</b>								
<b>Contract Payment</b>								
Deposit	07/28/2022			August Contr...		Wyoming Ban...	26,083.33	26,083.33
Deposit	08/29/2022			September C...		Wyoming Ban...	26,083.33	52,166.66
Deposit	09/26/2022			October Cont...		Wyoming Ban...	26,083.33	78,249.99
Total Contract Payment							78,249.99	78,249.99
<b>Investments</b>								
Deposit	07/31/2022			Interest		Wyoming Ban...	0.94	0.94
Deposit	08/31/2022			Interest		Wyoming Ban...	2.04	2.98
Deposit	09/30/2022			Interest		Wyoming Ban...	6.95	9.93
Total Investments							9.93	9.93
Total Income							78,259.92	78,259.92
<b>Expense</b>								
<b>Program Admin Reimbursements</b>								
Check	07/25/2022		Laramie County Tre...	August LCC...		Wyoming Ban...	14,000.00	14,000.00
Check	07/25/2022		Amy P. Tortorich P.C	August Medic...		Wyoming Ban...	2,916.66	16,916.66
Check	07/25/2022		Dr. Gary Schmitz	August Medic...		Wyoming Ban...	2,916.66	19,833.32
Check	08/09/2022		Narva & Associates...	August Contr...		Wyoming Ban...	5,833.33	25,666.65
Check	08/25/2022		Laramie County Tre...	September L...		Wyoming Ban...	14,000.00	39,666.65
Check	08/25/2022		Amy P. Tortorich P.C	September M...		Wyoming Ban...	2,916.66	42,583.31
Check	08/25/2022		Dr. Gary Schmitz	September M...		Wyoming Ban...	2,916.66	45,499.97
Check	09/08/2022		Narva & Associates...	September C...		Wyoming Ban...	5,833.33	51,333.30
Check	09/23/2022		Laramie County Tre...	October LCC...		Wyoming Ban...	14,000.00	65,333.30
Check	09/23/2022		Dr. Gary Schmitz	October Medi...		Wyoming Ban...	2,916.66	68,249.96
Check	09/23/2022		Amy P. Tortorich P.C	October Medi...		Wyoming Ban...	2,916.66	71,166.62
Check	10/03/2022		Narva & Associates...	October Cont...		Wyoming Ban...	5,833.33	76,999.95
Total Program Admin Reimbursements							76,999.95	76,999.95
Total Expense							76,999.95	76,999.95
<b>Net Income</b>							<b>1,259.97</b>	<b>1,259.97</b>