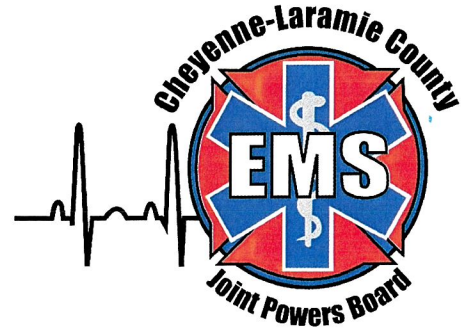


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

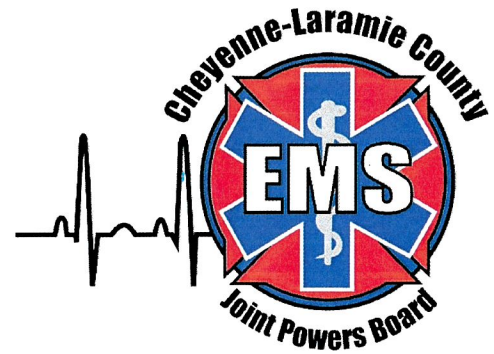
October 14, 2025

Regular Meeting

1. Previous Meeting Minutes
2. Finances
 - a. Funding Requests
3. Monthly Reports
 - a. Narva & Associates
 - i. Protocol Committee
 - b. AMR
4. Medical Director
5. Old Business
6. New Business
7. Agency Updates

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday October 14, 2025

Board Members:

Chair: Jeanine West, CLC Emergency Management Agency
Vice Chair: Jared Skagen, Cheyenne Regional Medical Center
Secretary/Treasurer: Andrew Dykshorn, Cheyenne Fire Rescue
Matt Butler, Laramie County Fire Warden
Don Wood, Cheyenne Fire Rescue

Meeting Attendees:

Jon Narva, Narva & Associates
Kassi Moloney, AMR
Cody Schilling, AMR
Chris Guitierrez, AMR
Chris Williams, AMR
Dr. Schmitz, Medical Director

Brice Jacobsen, CFR
Josh Vallee, LCFD #1
Samuel Walker, LC IT
Linda Heath, County Commissioner
Mark Voss, County Attorney

The Cheyenne/Laramie County EMS Joint Powers Board meeting was held in person and via Zoom at the Cheyenne/Laramie County EMA beginning at 1:33pm. Jeanine West began the meeting by welcoming everyone.

1. Previous Meeting Minutes

Minutes for the September meeting was sent out prior to the meeting for the Boards' review. Jared Skagen made a motion to accept the minutes. Don Wood seconded the motion. All board members voted in favor.

2. Finances

Chief Dykshorn provided the report with normal expenses and deposits for the months of September being made. A payment was made for Science Care invoice for the cadaver lab which was less cost than originally quoted. Matt Butler made a motion to accept the financial report. Don Wood seconded the motion. All board members voted in favor.

- a. Funding Requests: No funding requests were received.

3. Monthly Reports

- a. Narva & Associates: Jon Narva reported that September had 1095 calls for service with an average of 36.5/day. There were 16 exemption requests and none were denied. AMR was fully compliant for the month. Jon informed the group that over the past month, he was given increased access to the OPAP system to be able to analyze the numbers in more depth. There were 2 extended delays for the month due to technical issues on the MDTs. All reports are included in the minutes. Chief Dykshorn asked if the wheel chair calls were included in the numbers for Priority 5. Jon and Cody Schilling provided a history of why these numbers are added to the Priority 5. The group discussed the explanation of why they are included.
 - i. Protocol Committee-Bryce reported that they reviewed 16 protocols including 10 pediatric and 4 OB related.
- b. AMR: Cody Schilling reported that the delays by hour spike were reviewed and they will be adjusting the schedule to address the 11am spike that has been noted in previous reports. Cody stated that there were 1 ROSC over the month and they were discharged. For staffing, they are down 3 EMTs and Paramedics are being filled in with the earn while you learn students. Cody reviewed the events and there were 4 investigations completed. Case reviews and training were conducted. AMR is discussing MOUs with Cheyenne Fire Rescue. Cody did announce that the SWAT MOU has been terminated. The drivecam report was reviewed and it was reported that the 2 Type-1s are ready but that they are working on an HVAC issue. Cody announced that they are working on the CAAS recertification and the visit is scheduled for October 23rd and 24th. Jeanine requested that the approval letter be sent to the Board when it is approved. Kassi Moloney noted that a final approval is expected mid-November. Jon asked what the term was for the certification. Cody replied that it is valid for 3 years.
 - i. Rate Increase: Jeanine stated that the Board received the letters the day of the meeting. Jon will look at the information and provide a report to the Board. Jeanine added that the Board would be unable to make a decision during this meeting because they need time to review Jon's research. The group discussed the request, how the request was calculated and what the Board would need to make a decision. The Board will need information on how the request was calculated and justification for the rate increase. Jon will work with AMR to gather and present that information. The group continued with discussion on insurance and negotiations. Jeanine and Commissioner Heath noted that leadership will need to have the information so that they can address any questions from the public. A meeting with the Commissioners was requested and will be worked on.
 - ii. Contract Extension: Cody presented that AMR was requesting a contract extension through 2028 which would be their last request per the contract. Jon stated that he will gather the necessary

information for the Board by the next meeting and provide a letter from Dr. Schmitz about their compliance with clinical. Jared Skagen made a motion to grant the extension pending the compliance results received from Jon Narva and Dr. Schmitz. Chief Dykshorn seconded the motion. Don Wood asked if the approval or non-approval of the extension would affect their request to increase their rates. Chris Williams replied that it would not. All voted in favor.

4. Medical Directors

Dr. Schmitz reported that Albin EMS will be down 1 EMT and they conducted their run reviews, talked about burn and seizure care. Albin is also working on obtaining a module to transmit EKGs and they have reached out to AMR for help. Pine Bluffs EMS is doing well and continue to do training. They also did an equipment location drill with everyone. He noted that Pat did an excellent job with the lab and they hope to continue to provide this training. Dr. Schmitz met with AMR for run reviews. There were some minor issues but they are resolved. He wanted to note that it is great to have AMR as a part of the 1% with their CAAS certification. Dr. Schmitz reported that he met with LCFD #1. Jeanine announced that the iPads for Pine Bluffs EMS were done and available for pickup at CLCEMA by Pat Currie who will also sign the Cadaver Lab certificates. She also stated that Pat was directed to talk with AMR about utilization of the iPads. Cody asked IT if Pine Bluffs EMS would be listed under LCFD #5. Samuel Walker replied that they should be listed as EMS but will verify.

5. Old Business

Nothing to report.

6. New Business

(See AMR report)

7. Agency Updates

- a. LCFD #1: Josh Vallee reported that their award banquet was the previous Friday and several of the crews received life saver awards for ROSC saves. The EMS division met with Dr. Schmitz to setup quarterly meetings to review runs and go over certain topics. Josh met with AMR about the clinical education opportunities. They are talking with the state to get an EMR class finalized for 3 individuals and getting their license updated.
- b. LCFD #10: Matt Butler announced that LCFD #10 is conducting an in-house EMT class.

The meeting was adjourned at 2:18pm.

Cheyenne-Laramie County EMS Joint Powers Board

10/9/2025 2:14 PM

Register: Wyoming Bank & Trust

From 07/01/2025 through 10/09/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/07/2025	1025	ACID Remap LLC	Equipment Reserve	Protocol App I...	3,750.00	X		168,680.69
07/25/2025		Laramie County Trea...	Program Admin Reimb...	August Comb ...	14,000.00	X		154,680.69
07/25/2025		Dr. Gary Schmitz	Program Admin Reimb...	August Medica...	5,000.00	X		149,680.69
07/28/2025			Contract Payment	August Payment		X	26,083.33	175,764.02
07/31/2025			Investments	Interest		X	151.16	175,915.18
08/05/2025		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	6,374.25	X		169,540.93
08/12/2025		Mr. Jims	Operations:Meeting Ex...	Executive Meet...	77.98	X		169,462.95
08/12/2025	1026	APG Media of The R...	Operations:Legal Adve...	Amended Budg...	146.67	X		169,316.28
08/25/2025		Laramie County Trea...	Program Admin Reimb...	September Co...	14,000.00	X		155,316.28
08/25/2025		Dr. Gary Schmitz	Program Admin Reimb...	Sept Medical D...	5,000.00	X		150,316.28
08/28/2025			Contract Payment	September Pay...		X	26,083.33	176,399.61
08/29/2025			Investments	Interest		X	140.86	176,540.47
09/03/2025		Narva & Associates, ...	Program Admin Reimb...	September Con...	6,374.25	X		170,166.22
09/17/2025	1027	Science Care	Equipment Reserve	Cadaver Lab In...	21,121.57	X		149,044.65
09/25/2025		Laramie County Trea...	Program Admin Reimb...	October Com ...	14,000.00	X		135,044.65
09/25/2025		Dr. Gary Schmitz	Program Admin Reimb...	Oct Medical Di...	5,000.00	X		130,044.65
09/29/2025			Investments	Interest		X	151.68	130,196.33
09/30/2025			Contract Payment	October Payment		X	26,083.33	156,279.66
10/01/2025		Narva & Associates, ...	Program Admin Reimb...	October Contra...	6,374.25			149,905.41

2:14 PM

Cheyenne-Laramie County EMS Joint Powers Board

10/09/25

General Ledger

Accrual Basis

As of October 9, 2025

Type	Date	Num	Name	Memo	Amount	Balance
US Bank Checking						0.00
Total US Bank Checking						0.00
Wyoming Bank & Trust						172,430.69
Check	07/07/2025	1025	ACID Remap LLC	Protocol App Invoice #2618	-3,750.00	168,680.69
Check	07/25/2025		Laramie County Treasurer	August Comb Amb Dispatch	-14,000.00	154,680.69
Check	07/25/2025		Dr. Gary Schmitz	August Medical Director	-5,000.00	149,680.69
Deposit	07/28/2025			August Payment	26,083.33	175,764.02
Deposit	07/31/2025			Interest	151.16	175,915.18
Check	08/05/2025		Narva & Associates, Inc.	August Contract Admin	-6,374.25	169,540.93
Check	08/12/2025		Mr. Jims	Executive Meeting 8-11-25	-77.98	169,462.95
Check	08/12/2025	1026	APG Media of The Rocki...	Amended Budget Notice Ad#662773	-146.67	169,316.28
Check	08/25/2025		Laramie County Treasurer	September Comb Ambulance	-14,000.00	155,316.28
Check	08/25/2025		Dr. Gary Schmitz	Sept Medical Director	-5,000.00	150,316.28
Deposit	08/28/2025			September Payment	26,083.33	176,399.61
Deposit	08/29/2025			Interest	140.86	176,540.47
Check	09/03/2025		Narva & Associates, Inc.	September Contract Admin	-6,374.25	170,166.22
Check	09/17/2025	1027	Science Care	Cadaver Lab Invoice #SCCO022110	-21,121.57	149,044.65
Check	09/25/2025		Laramie County Treasurer	October Com Ambulance	-14,000.00	135,044.65
Check	09/25/2025		Dr. Gary Schmitz	Oct Medical Director	-5,000.00	130,044.65
Deposit	09/29/2025			Interest	151.68	130,196.33
Deposit	09/30/2025			October Payment	26,083.33	156,279.66
Check	10/01/2025		Narva & Associates, Inc.	October Contract Admin	-6,374.25	149,905.41
Total Wyoming Bank & Trust					-22,525.28	149,905.41
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						-62,591.98
Check	07/07/2025	1025	ACID Remap LLC	Protocol App Invoice #2618	3,750.00	-58,841.98
Check	09/17/2025	1027	Science Care	Cadaver Lab Invoice #SCCO022110	21,121.57	-37,720.41
Total Equipment Reserve					24,871.57	-37,720.41
Opening Bal Equity						-118,338.88
Total Opening Bal Equity						-118,338.88
Unrestricted Net Assets						8,500.17
Total Unrestricted Net Assets						8,500.17
Contract Payment						0.00
Deposit	07/28/2025			August Payment	-26,083.33	-26,083.33
Deposit	08/28/2025			September Payment	-26,083.33	-52,166.66
Deposit	09/30/2025			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	07/31/2025			Interest	-151.16	-151.16
Deposit	08/29/2025			Interest	-140.86	-292.02

2:14 PM

Cheyenne-Laramie County EMS Joint Powers Board

10/09/25

General Ledger

Accrual Basis

As of October 9, 2025

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	09/29/2025			Interest	-151.68	-443.70
Total Investments - Other					-443.70	-443.70
Total Investments					-443.70	-443.70
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	08/12/2025	1026	APG Media of The Rocki...	Amended Budget Notice Ad#662773	146.67	146.67
Total Legal Advertising					146.67	146.67
Meeting Expenses						0.00
Check	08/12/2025		Mr. Jims	Executive Meeting 8-11-25	77.98	77.98
Total Meeting Expenses					77.98	77.98
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
Withdrawal for New Check Charge						0.00
Total Withdrawal for New Check Charge						0.00
Operations - Other						0.00
Total Operations - Other						0.00
Total Operations					224.65	224.65
Other Types of Expenses						0.00
FD Equipment Purchases						0.00

2:14 PM

Cheyenne-Laramie County EMS Joint Powers Board

10/09/25

General Ledger

Accrual Basis

As of October 9, 2025

Type	Date	Num	Name	Memo	Amount	Balance
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	07/25/2025		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	14,000.00
Check	07/25/2025		Dr. Gary Schmitz	August Medical Director	5,000.00	19,000.00
Check	08/05/2025		Narva & Associates, Inc.	August Contract Admin	6,374.25	25,374.25
Check	08/25/2025		Laramie County Treasurer	September Comb Ambulance	14,000.00	39,374.25
Check	08/25/2025		Dr. Gary Schmitz	Sept Medical Director	5,000.00	44,374.25
Check	09/03/2025		Narva & Associates, Inc.	September Contract Admin	6,374.25	50,748.50
Check	09/25/2025		Laramie County Treasurer	October Com Ambulance	14,000.00	64,748.50
Check	09/25/2025		Dr. Gary Schmitz	Oct Medical Director	5,000.00	69,748.50
Check	10/01/2025		Narva & Associates, Inc.	October Contract Admin	6,374.25	76,122.75
Total Program Admin Reimbursements					76,122.75	76,122.75
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 acct						0.00
Total no acct						0.00
TOTAL					0.00	0.00

2:14 PM

10/09/25

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

Profit & Loss Detail

July 1 through October 9, 2025

Date	Num	Name	Memo	Amount	Balance
Income					
Contract Payment					
07/28/2025			August Payment	26,083.33	26,083.33
08/28/2025			September Payment	26,083.33	52,166.66
09/30/2025			October Payment	26,083.33	78,249.99
Total Contract Payment				78,249.99	78,249.99
Investments					
07/31/2025			Interest	151.16	151.16
08/29/2025			Interest	140.86	292.02
09/29/2025			Interest	151.68	443.70
Total Investments				443.70	443.70
Total Income				78,693.69	78,693.69
Expense					
Operations					
Legal Advertising					
08/12/2025	1026	APG Media of The Rockies	Amended Budget Notice Ad#662773	146.67	146.67
Total Legal Advertising				146.67	146.67
Meeting Expenses					
08/12/2025		Mr. Jims	Executive Meeting 8-11-25	77.98	77.98
Total Meeting Expenses				77.98	77.98
Total Operations				224.65	224.65
Program Admin Reimbursements					
07/25/2025		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	14,000.00
07/25/2025		Dr. Gary Schmitz	August Medical Director	5,000.00	19,000.00
08/05/2025		Narva & Associates, Inc.	August Contract Admin	6,374.25	25,374.25
08/25/2025		Laramie County Treasurer	September Comb Ambulance	14,000.00	39,374.25
08/25/2025		Dr. Gary Schmitz	Sept Medical Director	5,000.00	44,374.25
09/03/2025		Narva & Associates, Inc.	September Contract Admin	6,374.25	50,748.50
09/25/2025		Laramie County Treasurer	October Com Ambulance	14,000.00	64,748.50
09/25/2025		Dr. Gary Schmitz	Oct Medical Director	5,000.00	69,748.50
10/01/2025		Narva & Associates, Inc.	October Contract Admin	6,374.25	76,122.75
Total Program Admin Reimbursements				76,122.75	76,122.75
Total Expense				76,347.40	76,347.40
Net Income				2,346.29	2,346.29