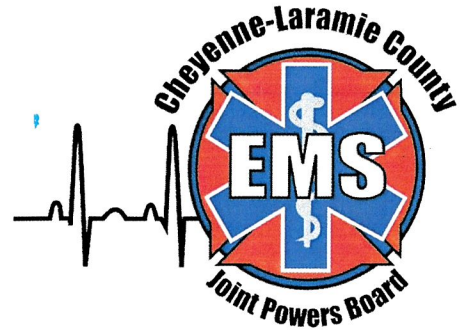


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

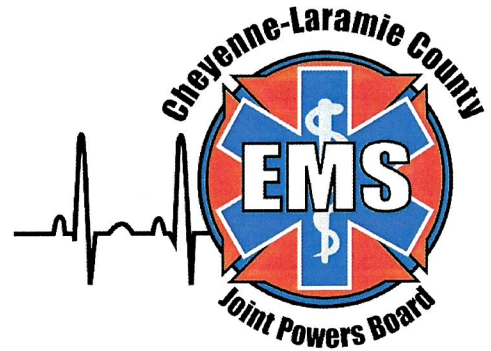
November 13, 2025

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
 - a. Contract Extension
 - b. Rate Increase
6. New Business
7. Agency Updates

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday November 13, 2025

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

Meeting Attendees:

Jon Narva, Narva & Associates
Kassi Moloney, AMR
Cody Schilling, AMR
Chris Williams, AMR
Amber Young, LCCCC

Brice Jacobsen, CFR
Josh Vallee, LCFD #1
Jordan Evans, LC IT
Samuel Walker, LC IT
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 1:38pm. Jeanine West began the meeting by welcoming everyone.

1. Previous Meeting Minutes

Minutes for the October meeting were sent out prior to the meeting for the Boards' review. Don Wood made a motion to accept the minutes. Matt Butler 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 October being made. 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 reported that AMR was compliant. He noted that there were less calls in Priority 2 than Priority 1 and the 4 extended delay calls in the monthly log were bumped for higher priorities. Jon reported that the number of transports had increased over the month.

- i. Protocol: Brice Jacobsen reported that they finished the OB and pediatric protocols. The changes will be made in the app after final review in the update tab. It was noted that the special protocols remain for review. Protocol updates are moving along well and the committee will continue to meet every month. Jeanine informed Brice that for HAZMAT related protocols to reach out to Sarah Delay because the local plan is being rewritten to make sure everything is in line. Jon Narva replied that there is someone already in contact with her. Brice added that some material and formulas are outdated and will be updated as needed.
- b. AMR: Cody Schilling began his report by reviewing the delays by hour. He noted that there was a call type spike in the IFT category and there were 4 ROSC during the month. Jon asked if the CPR makes a difference with the ROSC patients. Cody replied that the data is showing improvements. For staffing levels, 1 paramedic is transferring to flight and they are down 1 EMT. Cody announced that they will be doing a new hire academy in January and they have 2 students in the earn while you learn program. He added that on November 1st they will be implementing a shift change to 11am-11pm and will be monitoring the adjustment for the 11am spike that has been reported on the monthly reports. Cody reviewed the events and training and they had 4 investigations completed. Partnering agency report was reviewed. Cody informed everyone that FEWAFB has reassigned gates and they are sending out communications to the crews. Cody stated that the MOU with SWAT has been terminated. The Drivecam reports were reviewed and the 2 Type-1s were received with 1 that has been outfitted. Process and technology used for driving behavior correction was discussed by the group. Cody announced that the CAAS recertification was passed with 0 deficiencies and they are recertified until 2028. Jon made the recommendation to conduct press coverage for this achievement from the board.

Jeanine added to the report, Dr. Berg's updates about the gate changes and the MOU with the FEWAFB was approved.

4. Medical Directors

Jeanine provided the report from Dr. Schmitz. It was reported that case reviews are well attended and he on boarded a paramedic with CFR. The Pine Bluffs case reviews took place and they focused on education on trauma care. The Albin EMS case reviews were conducted and also worked on education on trauma related issues.

5. Old Business

- a. Contract Extension: Jeanine reported that after a compliance review with Jon Narva and the CAAS recertification, the extension was approved and a letter has been provided to extend the contract until end of 2028.

- b. Rate increase: Jeanine stated that information was received by the board. Don asked what months were used for the CPI timeframe. Kassi Moloney replied that they used the September timeframe. The group discussed the collection rate of 29% which was lower than the national average. Jon asked if there was a reason for Cheyenne to have a lower collection rate. Don also mentioned that additional information on payer mix needs to be provided, which was not included in the numbers. Kassi replied that AMR finance and the vice-President are working to get the numbers to show. There was a lengthy discussion on the calculations used to determine the rate increase request. Matt Butler motioned to table a decision to allow for additional input from the other board members. Chief Dykshorn seconded the motion. All Board members voted in favor.

6. New Business

- a. Narva Contract: Jeanine announced that the Board was working on updating the contract through legal with minor changes. Don Wood motioned to approve the contract renewal at the current rate. Chief Dykshorn seconded the motion. Matt Butler made an amended motion to renew the contract until the end of 2026 and that an increase to the current contract payment for fiscal year 2027 must be submitted prior to the annual budget submittal in June. Don Wood seconded the amended motion. All Board members voted in favor.

7. Agency Updates

- a. LCCCC: Amber Young reported that there were 12,050 calls for service for the month with 1289 EMS related.
- b. County Fire: Josh Valle reported that they have 39 total members in the department and 28 are EMS certified with EMR or higher. He announced that they have 6 new recruits who will have their Firefighter 2 before they take their EMT class. They have 2 members going through an EMR class at LCFD1 and 2 recruits finishing academy which will be graduating November 25th. Case reviews will be scheduled quarterly with Dr. Schmitz and they will be conducting them with AMR as well. AMR will also be helping LCFD1 with a protocol test for their members once protocols are done being updated. Matt added that LCFD10 will be putting on an in house EMT class and Ella Kubicz will be retiring.
- c. CFR-Don reported that they will have 3 Paramedics from the fire academy joining them.
- d. CLCEMA-Jeanine reminded everyone that if they received an email from Beth Harris about EOP updates to please send back responses as soon as possible.

The meeting was adjourned at 2:48pm.

Cheyenne-Laramie County EMS Joint Powers Board

11/3/2025 9:08 AM

Register: Wyoming Bank & Trust

From 07/01/2025 through 11/03/2025

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	X		149,905.41
10/24/2025		Laramie County Trea...	Program Admin Reimb...	November Co...	14,000.00	X		135,905.41
10/24/2025		Dr. Gary Schmitz	Program Admin Reimb...	Nov Medical D...	5,000.00	X		130,905.41
10/29/2025			Contract Payment	November Pay...		X	26,083.33	156,988.74
10/29/2025			Investments	Interest		X	100.24	157,088.98

9:09 AM

11/03/25

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of November 3, 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
Check	10/24/2025		Laramie County Treasurer	November Comb Ambulance	-14,000.00	135,905.41
Check	10/24/2025		Dr. Gary Schmitz	Nov Medical Director	-5,000.00	130,905.41
Deposit	10/29/2025			November Payment	26,083.33	156,988.74
Deposit	10/29/2025			Interest	100.24	157,088.98
Total Wyoming Bank & Trust					-15,341.71	157,088.98
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
Deposit	10/29/2025			November Payment	-26,083.33	-104,333.32
Total Contract Payment					-104,333.32	-104,333.32
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

9:09 AM

11/03/25

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of November 3, 2025

Type	Date	Num	Name	Memo	Amount	Balance
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
Deposit	09/29/2025			Interest	-151.68	-443.70
Deposit	10/29/2025			Interest	-100.24	-543.94
Total Investments - Other					-543.94	-543.94
Total Investments					-543.94	-543.94
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

9:09 AM

11/03/25

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of November 3, 2025

Type	Date	Num	Name	Memo	Amount	Balance
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
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
Check	10/24/2025		Laramie County Treasurer	November Comb Ambulance	14,000.00	90,122.75
Check	10/24/2025		Dr. Gary Schmitz	Nov Medical Director	5,000.00	95,122.75
Total Program Admin Reimbursements					95,122.75	95,122.75
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

9:09 AM

11/03/25

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

Profit & Loss Detail

July 1 through November 3, 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
10/29/2025			November Payment	26,083.33	104,333.32
Total Contract Payment				104,333.32	104,333.32
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
10/29/2025			Interest	100.24	543.94
Total Investments				543.94	543.94
Total Income				104,877.26	104,877.26
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
10/24/2025		Laramie County Treasurer	November Comb Ambulance	14,000.00	90,122.75
10/24/2025		Dr. Gary Schmitz	Nov Medical Director	5,000.00	95,122.75
Total Program Admin Reimbursements				95,122.75	95,122.75
Total Expense				95,347.40	95,347.40
Net Income				9,529.86	9,529.86