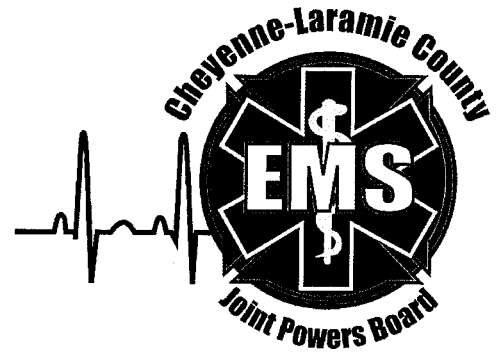


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

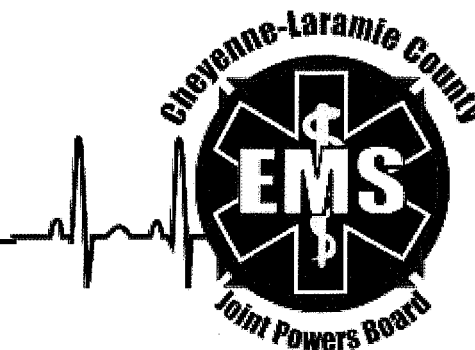
November 14, 2023

Regular Meeting

1. Previous Meeting Minutes
2. Finances
 - a. Funding Requests
 - i. AMR-KangooFix
3. Monthly Reports
 - a. Narva & Associates
 - 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
 - a. PRO QA – Non Emergent Calls – Pine Bluffs

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday November 14, 2023

Board Members:

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
Kassandra Moloney, AMR
Chris Williams, AMR
Cody Schilling, AMR
Derek Hendren, AMR
Larry Jones, AMR

Brice Jacobsen, CFR
Brad Alexander, LC IT
Samuel Walker, LC IT
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/Laramie County EMA beginning at 1:31pm. Josh Van Vlack began the meeting by welcoming everyone. He stated for the record that Beth Harris was given Jeanine West's proxy for the meeting since she was unable to attend.

1. Previous Meeting Minutes

Minutes for the October meeting were sent out prior to the meeting for the Boards' review. Jared Skagen made a motion to accept the minutes. Beth Harris 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. There was one funding request submitted this month. Beth Harris made a motion to accept the financial report. Jared Skagen seconded the motion. All board members voted in favor.

- a. Funding Requests: AMR submitted a funding request this month for the purchase of KangooFixes as a system enhancement for EMS services in Laramie County. Larry Jones with AMR presented on the equipment and the details of the funding request. They were requesting that one purchased for each ambulance unit, Albin

EMS, Pine EMS and 12 for AMR. The group discussed the benefits of the equipment and approval of the equipment from the state and medical direction for restraint systems. Chief Kopper made a motion to approve the funding request pending official approval from the state and Dr. Schmitz as well as the amended budget at the December meeting. Jared Skagen seconded the motion. Jon Narva had a question of clarification if this purchase is then property of the Board. Jared replied that he had discussed this with Jeanine and the purchase would be the property and responsibility of AMR, Albin EMS and Pine Bluffs EMS. Beth stated that she will amend the budget for \$11,000 to allow for any fluctuation in price and submit the necessary paperwork in preparation for the December meeting.

3. Monthly Reports

- a. Narva & Associates: Jon Narva provided his report that the system was stable for the month, with 1012 calls for service which averaged to 33.7 calls per day. There were 16 exemption requests and none were denied. He added that AMR was compliant in all areas. Jon noted that the Priority 1 calls were down for the month, but transports had increased over the past month. The total unit hours for the month were about the same as past months with approximately 4 ambulances on shift. There was 4 extended delays for the month from Priority 2 and Priority 5 calls. None of the extended responses were part of the exemption requests. Jon added that he participated in a ProQA non-emergent calls meeting with Pine Bluffs EMS that will be discussed later in the meeting.
- b. AMR: Kassi Moloney provided her report to the group. She commented that there were 4 mutual aid responses and 767 transports for the month. She reviewed the delays by priority and nothing was observed that would justify a change in the schedule. Kassi asked the group if the metric was valuable to the group to continue using. Jon suggested that a year to date graph would be beneficial as well. Kassi stated that 2024 shift bids will be starting in December. Staffing is still going well with only a few positions still needing to be filled but there are 4 EMTs in Paramedic EWYL school. Kassi continued with her report listing the special events and training that took place in October. There were 4 clinical investigations completed for the month. Kassi reviewed the partnering agency reports. She noted that the DriveCam incidents were down for the month. Kassi was pleased to report that their fleet maintenance was going very well with all but one unit in-service and PMs are on schedule. Kassi also reported that they are continuing to work on Lucas' service animal training and the group discussed his progress with the training.

4. Medical Directors

Beth provided Dr. Schmitz's report to the group. Overall everyone was doing well with a few minor issues that he is working on. Commissioner Heath reported that the County is working on purchasing the financial center building to the north of the county building to allow for expansion of some of the county offices.

5. CRMC

Jared reported that the helipad is still down and they are working on the fire suppression. He added that there is an EMT class at CRMC. Jared did want to bring up that Image Trend did not appear to be working properly with the automatic uploading in the system. Larry commented that since the system was down, the state has been working on getting the documents uploaded and caught up, however they are doing smaller uploads at a time so that it does not slow down the system. Larry also reported that AMR is working on setting up their part of the Health Information Exchange for the final stages.

6. LifeLine

Kassi received an update from Jenn Kerr. Jenn reported that she had received an update from Candis Pickard at CRMC on the helipad. The PO has been issued for the foam and it will be 6-8 weeks for the process.

7. Dispatch

Matt Butler received an update from Amber Young. She reported that there were 12491 calls for service and 1165 were EMS related. In regards to the recent 911 outage, she stated that Lumen reported that the PG card went out and has been replaced. All calls are now be routed correctly. They are still hiring and wanted to thank everyone for their help with the ProQA project. Amber announced that they are creating a radio training to help with the radio traffic. The group briefly discussed the outage and the notifications sent out.

8. Eastern LC EMS

See Medical Director report.

9. FE Warren AFB/VA Medical Center

Nothing to report.

10. Cheyenne Fire Rescue

Chief Kopper reported that they are working on the ProQA. He added that they have 4 recruits in the academy. Brice Jacobsen announced that the case reviews were moved to next Tuesday. He added that there will be 2 students in the LCFA EMT class in the spring. Brice announced that they are discussing a 2 year plan to develop case review topics to allow for more provider interaction.

11. County Fire Districts

Josh Van Vlack reported that there was discussion at the Fire Chiefs meeting about lift assist calls. The consensus was to leave it as is. He added that they are working on finalizing the FOG updates which included an update to Mass Casualty and Triage operations.

12. Information Technology

Nothing to report.

13. Old Business

Beth reported that there was an adjustment made to the audit paperwork submitted to the state. The totals submitted to the state included the bank error that was corrected in December of last year. Beth noted that for future reference, if a similar bank error is made, this amount does not need to be reported on the final audit if it was resolved. Otherwise, the numbers appear to show that the Board overspent on their budget which was not the case. Beth stated that everything was corrected and resubmitted.

14. New Business

- a. ProQA Non-Emergent Calls for Pine Bluffs: Cody Schilling provided an update that he met with Pine Bluffs EMS in regards to their non-emergent calls. AMR asked if Pine Bluffs would need their assistance on Priority 2 calls, which they did not. It was determined that a review of the EMS Contract would need to be conducted before a final decision could be made to determine if ProQA could be changed. An auto dispatch on a third alarm would still be in place. The group discussed the possible changes. Cody stated that Pine Bluffs EMS is working on a schedule for EMS coverage as well.
- b. Contract Extension: Kassi informed the group that per the contract AMR will be submitting a request for a one-year extension to the Board. The group discussed the contract language for the process and past extensions. If approved, the extension would take the contract to the end of 2026.

The meeting was adjourned at 2:17pm.

Cheyenne-Laramie County EMS Joint Powers Board

11/6/2023 1:36 PM

Register: Wyoming Bank & Trust

From 07/01/2023 through 11/06/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/05/2023			Contract Payment	July Payment		X	26,083.33	144,641.88
07/05/2023		Narva & Associates, ...	Program Admin Reimb...	July Contract A...	6,008.33	X		138,633.55
07/06/2023	1019	ACID Remap LLC	Equipment Reserve	EMS Protocol ...	3,750.00	X		134,883.55
07/25/2023		Laramie County Trea...	Program Admin Reimb...	Aug Comb Am...	14,000.00	X		120,883.55
07/25/2023		Dr. Gary Schmitz	Program Admin Reimb...	Aug Medical D...	5,000.00	X		115,883.55
07/31/2023			Contract Payment	August Payment		X	26,083.33	141,966.88
07/31/2023			Investments	Interest		X	139.30	142,106.18
08/01/2023		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	6,008.33	X		136,097.85
08/25/2023		Laramie County Trea...	Program Admin Reimb...	Sept Comb Am...	14,000.00	X		122,097.85
08/25/2023		Dr. Gary Schmitz	Program Admin Reimb...	Sept Medical D...	5,000.00	X		117,097.85
08/31/2023			Investments	Interest		X	140.90	117,238.75
09/11/2023			Contract Payment	September Pay...		X	26,083.33	143,322.08
09/13/2023		Narva & Associates, ...	Program Admin Reimb...	September Con...	6,008.33	X		137,313.75
09/25/2023		Laramie County Trea...	Program Admin Reimb...	Oct Comb Am...	14,000.00	X		123,313.75
09/25/2023		Dr. Gary Schmitz	Program Admin Reimb...	Oct Medical Di...	5,000.00	X		118,313.75
09/28/2023			Contract Payment	October Payment		X	26,083.33	144,397.08
09/30/2023			Investments	Interest		X	143.86	144,540.94
10/11/2023		Narva & Associates, ...	Program Admin Reimb...	October Contra...	6,008.33	X		138,532.61
10/25/2023		Laramie County Trea...	Program Admin Reimb...	Nov Comb Am...	14,000.00	X		124,532.61
10/25/2023		Dr. Gary Schmitz	Program Admin Reimb...	Nov Medical D...	5,000.00	X		119,532.61
10/30/2023			Contract Payment	November Pay...		X	26,083.33	145,615.94
10/31/2023			Investments	Interest		X	169.47	145,785.41

**Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of November 6, 2023**

Type	Date	Num	Name	Memo	Amount	Balance
US Bank Checking						0.00
Total US Bank Checking						0.00
Wyoming Bank & Trust						118,558.55
Deposit	07/05/2023			July Payment	26,083.33	144,641.88
Check	07/05/2023		Narva & Associates, Inc.	July Contract Admin	-6,008.33	138,633.55
Check	07/06/2023	1019	ACID Remap LLC	EMS Protocol App Invoice #1577	-3,750.00	134,883.55
Check	07/25/2023		Laramie County Treasurer	Aug Comb Amb Dispatch	-14,000.00	120,883.55
Check	07/25/2023		Dr. Gary Schmitz	Aug Medical Director	-5,000.00	115,883.55
Deposit	07/31/2023			August Payment	26,083.33	141,966.88
Deposit	07/31/2023			Interest	139.30	142,106.18
Check	08/01/2023		Narva & Associates, Inc.	August Contract Admin	-6,008.33	136,097.85
Check	08/25/2023		Laramie County Treasurer	Sept Comb Amb Dispatch	-14,000.00	122,097.85
Check	08/25/2023		Dr. Gary Schmitz	Sept Medical Director	-5,000.00	117,097.85
Deposit	08/31/2023			Interest	140.90	117,238.75
Deposit	09/11/2023			September Payment	26,083.33	143,322.08
Check	09/13/2023		Narva & Associates, Inc.	September Contract Admin	-6,008.33	137,313.75
Check	09/25/2023		Laramie County Treasurer	Oct Comb Amb Dispatch	-14,000.00	123,313.75
Check	09/25/2023		Dr. Gary Schmitz	Oct Medical Director	-5,000.00	118,313.75
Deposit	09/28/2023			October Payment	26,083.33	144,397.08
Deposit	09/30/2023			Interest	143.86	144,540.94
Check	10/11/2023		Narva & Associates, Inc.	October Contract Admin	-6,008.33	138,532.61
Check	10/25/2023		Laramie County Treasurer	Nov Comb Amb Dispatch	-14,000.00	124,532.61
Check	10/25/2023		Dr. Gary Schmitz	Nov Medical Director	-5,000.00	119,532.61
Deposit	10/30/2023			November Payment	26,083.33	145,615.94
Deposit	10/31/2023			Interest	169.47	145,785.41
Total Wyoming Bank & Trust					27,226.86	145,785.41
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						-51,026.98
Check	07/06/2023	1019	ACID Remap LLC	EMS Protocol App Invoice #1577	3,750.00	-47,276.98
Total Equipment Reserve					3,750.00	-47,276.98
Opening Bal Equity						-118,338.88
Total Opening Bal Equity						-118,338.88
Unrestricted Net Assets						50,807.31
Total Unrestricted Net Assets						50,807.31
Contract Payment						0.00
Deposit	07/05/2023			July Payment	-26,083.33	-26,083.33
Deposit	07/31/2023			August Payment	-26,083.33	-52,166.66
Deposit	09/11/2023			September Payment	-26,083.33	-78,249.99
Deposit	09/28/2023			October Payment	-26,083.33	-104,333.32
Deposit	10/30/2023			November Payment	-26,083.33	-130,416.65
Total Contract Payment					-130,416.65	-130,416.65
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

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of November 6, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Total Interest-Savings, Short-term CD						0.00
Investments - Other						0.00
Deposit	07/31/2023		Interest		-139.30	-139.30
Deposit	08/31/2023		Interest		-140.90	-280.20
Deposit	09/30/2023		Interest		-143.86	-424.06
Deposit	10/31/2023		Interest		-169.47	-593.53
Total Investments - Other					-593.53	-593.53
Total Investments					-593.53	-593.53
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
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
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

1:36 PM

11/06/23

Accrual Basis

**Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of November 6, 2023**

Type	Date	Num	Name	Memo	Amount	Balance
Total Operations						0.00
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	07/05/2023		Narva & Associates, Inc.	July Contract Admin	6,008.33	6,008.33
Check	07/25/2023		Laramie County Treasurer	Aug Comb Amb Dispatch	14,000.00	20,008.33
Check	07/25/2023		Dr. Gary Schmitz	Aug Medical Director	5,000.00	25,008.33
Check	08/01/2023		Narva & Associates, Inc.	August Contract Admin	6,008.33	31,016.66
Check	08/25/2023		Laramie County Treasurer	Sept Comb Amb Dispatch	14,000.00	45,016.66
Check	08/25/2023		Dr. Gary Schmitz	Sept Medical Director	5,000.00	50,016.66
Check	09/13/2023		Narva & Associates, Inc.	September Contract Admin	6,008.33	56,024.99
Check	09/25/2023		Laramie County Treasurer	Oct Comb Amb Dispatch	14,000.00	70,024.99
Check	09/25/2023		Dr. Gary Schmitz	Oct Medical Director	5,000.00	75,024.99
Check	10/11/2023		Narva & Associates, Inc.	October Contract Admin	6,008.33	81,033.32
Check	10/25/2023		Laramie County Treasurer	Nov Comb Amb Dispatch	14,000.00	95,033.32
Check	10/25/2023		Dr. Gary Schmitz	Nov Medical Director	5,000.00	100,033.32
Total Program Admin Reimbursements					100,033.32	100,033.32
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

1:37 PM
 11/06/23
 Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board
Profit & Loss Detail
 July 1 through November 6, 2023

Date	Num	Name	Memo	Amount	Balance
Income					
Contract Payment					
07/05/2023			July Payment	26,083.33	26,083.33
07/31/2023			August Payment	26,083.33	52,166.66
09/11/2023			September Payment	26,083.33	78,249.99
09/28/2023			October Payment	26,083.33	104,333.32
10/30/2023			November Payment	26,083.33	130,416.65
Total Contract Payment				130,416.65	130,416.65
Investments					
07/31/2023			Interest	139.30	139.30
08/31/2023			Interest	140.90	280.20
09/30/2023			Interest	143.86	424.06
10/31/2023			Interest	169.47	593.53
Total Investments				593.53	593.53
Total Income				131,010.18	131,010.18
Expense					
Program Admin Reimbursements					
07/05/2023		Narva & Associates, Inc.	July Contract Admin	6,008.33	6,008.33
07/25/2023		Laramie County Treasurer	Aug Comb Amb Dispatch	14,000.00	20,008.33
07/25/2023		Dr. Gary Schmitz	Aug Medical Director	5,000.00	25,008.33
08/01/2023		Narva & Associates, Inc.	August Contract Admin	6,008.33	31,016.66
08/25/2023		Laramie County Treasurer	Sept Comb Amb Dispatch	14,000.00	45,016.66
08/25/2023		Dr. Gary Schmitz	Sept Medical Director	5,000.00	50,016.66
09/13/2023		Narva & Associates, Inc.	September Contract Admin	6,008.33	56,024.99
09/25/2023		Laramie County Treasurer	Oct Comb Amb Dispatch	14,000.00	70,024.99
09/25/2023		Dr. Gary Schmitz	Oct Medical Director	5,000.00	75,024.99
10/11/2023		Narva & Associates, Inc.	October Contract Admin	6,008.33	81,033.32
10/25/2023		Laramie County Treasurer	Nov Comb Amb Dispatch	14,000.00	95,033.32
10/25/2023		Dr. Gary Schmitz	Nov Medical Director	5,000.00	100,033.32
Total Program Admin Reimbursements				100,033.32	100,033.32
Total Expense				100,033.32	100,033.32
Net Income				30,976.86	30,976.86