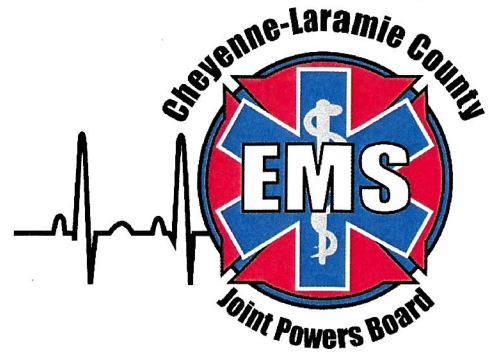


# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

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3962 Archer Parkway  
Cheyenne, WY 82009



## Agenda

**December 12, 2023**

### Public Meeting

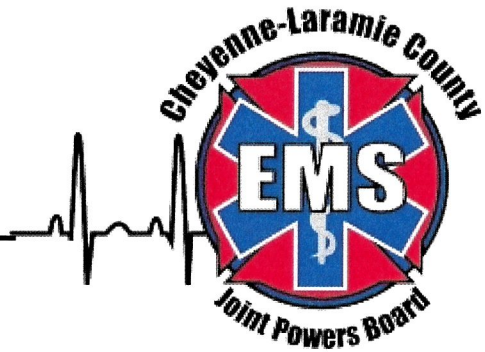
1. Budget Amendment for Funding Request

### Regular Meeting

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

# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway  
Cheyenne, WY 82009



Minutes for Tuesday December 12, 2023

## Board Members:

Chairman: Jeanine West, CLC Emergency Management Agency  
Vice-Chair: Josh VanVlack, Board Appointed Member  
Secretary/Treasurer: Chief John Kopper, Cheyenne Fire Rescue  
Jared Skagen, Cheyenne Regional Medical Center  
Titus Norris, Cheyenne Fire Rescue  
Ex-officio: Maj Joshua Berg, FE Warren Air Force Base

## Meeting Attendees:

Jon Narva, Narva & Associates  
Kassandra Moloney, AMR  
Chris Williams, AMR  
Cody Schilling, AMR  
Larry Jones, AMR  
Dr. Gary Schmitz, Medical Director  
Jenn Kerr, LifeLine

Amber Young, LCCCC  
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 and via Zoom beginning at 1:30pm. Jeanine West began the public meeting for the budget amendment by welcoming everyone and those in attendance went through introductions.

### 1. Budget Amendment for Funding Request

Jeanine informed everyone that the meeting announcement was published in the local paper for the budget amendment of \$11,000 for the purchase of infant restraint systems. Beth Harris reiterated that the motion at the last meeting was to approve the funding request with the condition that the equipment must meet the state standards and that the budget was amended. Josh Van Vlack made the motion to amend the budget as presented. Jared Skagen seconded the motion. All voted in favor of the amendment.

Public meeting for the budget amendment was closed at 1:35pm.

## 2. Previous Meeting Minutes

Minutes for the November meeting were sent out prior to the meeting for the Boards' review. Chief Kopper made a motion to accept the minutes. Titus Norris seconded the motion. All board members voted in favor.

## 3. Finances

Chief Kopper provided the report with normal expenses and deposits for the month being made. Jeanine noted that for the next Fiscal Year budget, there will be a budget for equipment specified in the equipment reserve so that a budget amendment will not have to be conducted if a funding request is submitted unless it goes over the budgeted amount. Josh Van Vlack made a motion to accept the financial report. Titus Norris seconded the motion. All board members voted in favor.

- a. Funding Requests: Chief Kopper wanted clarification on the restraint system and if it was approved by the state. Larry Jones stated that it was on the approval list for the state. It was also noted that Dr. Schmitz approved of the equipment as well. Titus Norris made a motion to approve the purpose of the KangaFix. Josh Van Vlack seconded the motion. Jeanine discussed with the group the process for the purchase and the equipment is the responsibility of the organization that receives the equipment. It was stated that the equipment would be purchased by the end of the year and the Board invoiced so that the current pricing would be valid. Chief Kopper requested that AMR provide PR for the awareness of the equipment and AMR will be doing the training with the equipment. Jon Narva asked if this equipment should be added to the Exhibit 2. The Board decided that at this time it does not need to be added but could be discussed in the future. All board members voted in favor.

## 4. Monthly Reports

- a. Narva & Associates: Jon Narva provided his report that the system was stable for the month, with 1047 calls for service which averaged to 34.9 calls per day. There were 20 exemption requests, 8 were weather related, and none were denied. He added that AMR was compliant in all areas. Jon noted that there was some discussion on Albin EMS and Fire, but that it would be covered later in the agenda. This month there were 2 extended delays and neither of them were part of the exemption requests. Jon did announce that with the beginning of the year, he will be working with Dr. Schmitz with the certification letter that is sent out to all of the EMS providers. They along with Brice Jacobsen and Larry Jones are working on a slightly different letter which has clarification on the expectations of everyone operating under the Medical Director.
- b. AMR: Kassi Moloney provided her report to the group. She commented that there were 4 mutual aid responses and 791 transports for the month. Kassi pointed out that they were able to reach 100% with Priority 5 calls. She reviewed the delays by priority and nothing was observed that would justify a change in the schedule.

Kassi reported that they are still working on the yearly graph for next year. Kassi stated that 2024 shift bids has started in December for January. 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 was 1 clinical investigation completed for the month. Kassi reviewed the partnering agency reports. She noted that the DriveCam incidents were up for the month with 10 events. Kassi was pleased to report that their fleet maintenance was going very well with all but 2 units in-service and PMs are on schedule. Kassi also reported that they are continuing to work on Lucas' service animal training. Kassi announced that they will adjusting the personnel compensation in 2024. She noted that AMR is working on SOP revisions in January which addresses policies specific to AMR personnel, not the protocols.

#### 5. Medical Directors

Dr. Schmitz provided his report to the group. He met with Albin EMS who is doing well and talked about documentation issues. He also had a meeting with Albin EMS and Albin Fire Rescue to discuss differences and do run reviews. Dr. Schmitz reported that Pine Bluffs EMS is doing well and did run reviews with the Advanced EMTs. He noted that the December meeting will be canceled due to the holidays. He added that AMR/CFR are doing well and they reviewed minor patient care issues. Dr. Schmitz was working with Brice and Larry to put out a letter that details the education requirements for EMTs and Paramedics with regards to case reviews and presentations. Brice added that the letter has not been sent out yet. The letter is to be sent out with the requirements would be from Dr. Schmitz. Jon noted that the changes include that EMS personnel are not only completing their certifications, but also participating in case reviews. When the letter is finalized, the letter will be sent to the Board for their review. Dr. Schmitz continued that case reviews were conducted. The group discussed the protocols for fall detection, Alpha level calls with fire and the ProQA update process.

#### 6. CRMC

Jared reported there were some great opportunities for collaboration and education with AMR. He did not have an update on the helipad at the time of the meeting.

#### 7. LifeLine

Jenn Kerr reported she did not have an update on the helipad.

#### 8. Dispatch

Amber Young reported on the 911 phone outage from October stating that 911 calls were being received but they were not populating in the system. Dispatchers were returning the 911 calls and people were still able to reach 911. Dispatch has worked with IT on an SOP and an on-call schedule is being developed. There are several conditional offers out there and the 3 new hires are going well. ProQA is also going well. There were 11,008 calls for service and 1199 were EMS related. Amber wanted to say thank you to AMR for bringing Lucas by the center.

9. FE Warren AFB/VA Medical Center

Dr. Berg provided his report that Gate 5 is completed and now open 24/7, Gate 1 is open from 6am-8am and 4pm-6pm, and Gate 2 is open from 6am-6pm. He also announced that their Commander will be retiring in a few weeks and a new Commander will be appointed.

10. Cheyenne Fire Rescue

Chief Kopper reported that they are working on the ProQA and is going well. He added that the Converse fire station should be completed and apparatus arriving in mid-June.

11. County Fire Districts

Josh Van Vlack reported that there will be classes offered around the county over the winter. LCFA will be conducting their case reviews on December 18<sup>th</sup>. They are also working on the Imagetrend transfer with Laramie County IT. Jeanine announced that there will be training on Critical Infrastructure coming up as well for anyone interested. She added there will be additional ICS classes that are going to be offered as well.

12. Information Technology

Brad Alexander reported that they have received the updated pricing for Imagetrend and working on the contract. He added that there was an outage last Friday and Saturday that affected public safety. He discussed the causes and corrections that were made.

13. Old Business

- a. ProQA Non-Emergent Calls for Pine Bluffs: There were no updates for this and still have a question about the contract language. They will need to have a meeting with EMS leadership to discuss the response boundaries.
- b. AMR Contract Extension: Jeanine stated that paperwork was received from Jon and his recommendation letter. All paperwork and requirements were met. Chief Kopper asked if there was any upcoming challenges that AMR will have. Kassi replied that staffing will not be a challenge but the biggest challenge, which is seen across the nation, is fleet health and finding the units that meet requirements. Chris Williams added that the collections process is less of an issue compared to last year. Jeanine reviewed that by granting the contract extension, it would be until December 31, 2026. Chief Kopper made a motion to grant the contract extension. Josh Van Vlack seconded the motion. All Board members voted in favor.

14. New Business

- a. Clinical Upgrade Payment: Kassi informed Beth Harris that the annual payment has been issued and is supposed to be mailed to AMR. She asked that if the payment was sent to her, if she could contact Kassi. Beth stated that she will have the invoice for the payment this week.

- b. Rate Increase Request: Kassi presented that last year there was discussion about 7% rate increases over 3 years beginning in March 2023. She provided the Board with the updated figures for the rate increases for 2024 for an amendment to the contract's Exhibit 3. It was discussed that these rates were approved, however the contract would need to be amended to reflect the rates. Titus Norris made a motion to update Exhibit 3 to reflect the rate increases for 2023 effective March 1<sup>st</sup>, 2024 and 2025 effective January 1<sup>st</sup>. Chief Kopper seconded the motion. All Board members voted in favor.

The meeting was adjourned at 2:46pm.