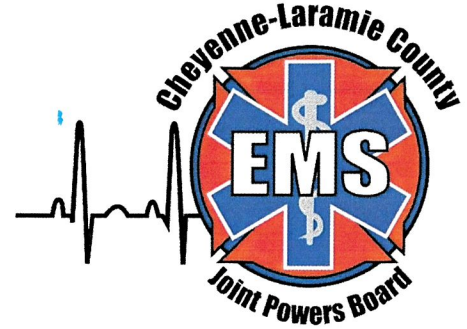


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

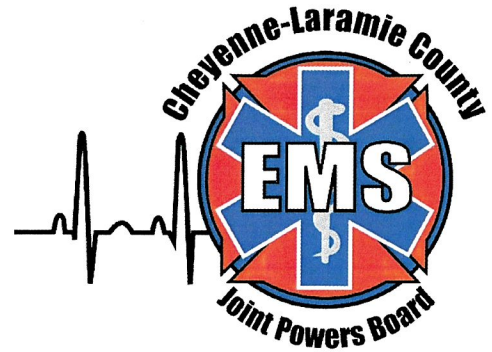
December 9, 2025

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

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday December 9, 2025

Board Members:

Chair: Jeanine West, CLC Emergency Management Agency
Vice-Chair: Jared Skagen, CRMC
Secretary/Treasurer: Andrew Dykshorn, Cheyenne Fire Rescue
Matt Butler, Laramie County Fire Warden
Don Wood, Cheyenne Fire Rescue
Ex-officio: Maj Joshua Berg, FE Warren Air Force Base

Meeting Attendees:

Jon Narva, Narva & Associates
Kassi Moloney, AMR
Cody Schilling, AMR
Chris Gutierrez, AMR

Brice Jacobsen, CFR
Glenn Rodgers, CFR
Josh Vallee, LCFD #1
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 1:33pm. Jeanine West began the meeting by welcoming everyone.

1. Previous Meeting Minutes

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

Executive Meeting minutes for November were also sent out prior to the meeting for the Boards' review. Matt Butler made a motion to accept the minutes. Chief Dykshorn seconded the motion. All board members voted in favor.

2. Finances

Chief Dykshorn provided the report with normal expenses and deposits for the month of November being made. Jared Skagen made a motion to accept the financial report. Jeanine West 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 AMR was compliant. He stated that the necessary meetings took place and that there were 1083 calls for service that resembled the usual distribution across all Priorities. There was a drop in calls for Priority 5 transports. There was nothing of note for the Efficiency/Effectiveness. Jon added that there was 1 extended delay for a Priority 5 call which was bumped for higher priorities along with 12 exemption requests. Only 1 was denied and 11 approved.
 - i. Protocol: Brice Jacobsen reported they met this morning and went through special protocols and made progress. There was 1 item tabled for more information and they will review protocols associated with HAZMAT after the county plan is updated. They are looking at how to use resources for these types of calls. Jon and Brice stated that there were 40+ policies being reviewed as well by board members for proposed changes. Jared asked if they were looking at addressing the sepsis protocol. Chris Gutierrez replied that the changes have been made in the update tab. Chief Dykshorn asked if there were any impacts to the Priority 5 extended delay. Jon replied that there was no impact to patient care.
- b. AMR: Cody Schilling reported that there were 3 ROSCs for the month and he reviewed call types and the delays by hour chart. It was noted that they were down 5 EMTs and 3 paramedics but that shifts were still being covered. The 12-12 shift was moved to 11-11 which showed a decrease in late calls in the 11 hour. AMR will continue to monitor this change. Cody continued to review the events list, reported that there were 7 reviews completed, the EMT class is ending this week, and that there is a February 3rd EMT and EMT-A class. He reviewed the partnering agencies report and noted that the gate closures have been helping. Drive cam report was reviewed and Cody reported that the fleet is at 100% and the 2 Type-1s are in service. The Supervisor truck will be coming in about 2 weeks.

4. Medical Directors

Jeanine provided the report. Dr. Schmitz met with Pine Bluffs EMS on December 18th to conduct case reviews and education. No significant issues were identified. Albin EMS meeting was with the ambulance service and leadership to discuss eliminating charging for services. Case reviews and education were also conducted and the Christmas Party is scheduled for January 13th. Dr. Schmitz and AMR met to review and discuss various issues. He also onboarded another fire medic graduating from LCCC. Dr. Schmitz conducted exit interviews for LCCC students.

5. Old Business

- a. Rate increase: Jeanine thanked AMR for the feedback. Matt commented that everyone understands the contract language needs to be looked at to move forward in the future. The math is very confusing and will need to be cleaned up in future contracts. When 2014 contract was written the math examples were removed from the original contract. The board will work on this piece. Looking at the options, the Board decides to, for the remainder

of the contract, move forward with the 7% each year till the end of the contract. Matt added that historically this is the way the board has approved the rate increases and it was agreed that it was warranted to have an increase and went with historical board actions. Matt Butler made a motion to approve a 7% increase per year until the end of the contract. Jared Skagen seconded the motion. Jon reiterated that we would need to update Exhibit 3 and AMR will get the table to Beth for the contract update. All of the Board voted in favor.

- b. Contract Administrator Contract: Jeanine reported that the contract was proposed to Narva & Associates with keeping the rate the same as it is for 1 year. There was a response from Narva & Associates requesting an increase in rate and contract language changes. There was a question of language in Section F (15). It was noted that the language can be confusing in both contracts. Refer to letter for proposed changes. Also, there was a need to adjust 11.3.3 (d) in the AMR contract to change wording concerning number of business days for the monthly data to be analyzed. Jeanine responded that the Board does not have an income at this time and will have to stay at the same rate for the next year. Narva will talk with his office about the Board's concerns. A resolution to amend the contract will be developed by Jeanine and given to AMR for review before approval.

6. New Business

There was no new business to be discussed.

7. Agency Updates

- a. County Fire: Josh Valle with LCFD #1 reported they had 39 members, 28 were EMS certified and 5 recruits were finishing fire certifications. He added that 1 recruit is being sent to the EMT class with AMR and 4 current members wanting to upgrade to EMT-A. They have 1 member graduating from the LCCC Paramedic class. Josh also reported that LCFD #1 has been recertified as an EMS agency by the state as a non-transport Advanced EMT agency. He added that they had EMS training last month.
- b. FEWAFB: Dr. Berg stated that they are evaluating gate use for the property. The MOU updates are with Dr. Berg and he will review them soon. Once the review is complete, he will send the document to AMR.

The meeting was adjourned at 2:10pm.

Cheyenne-Laramie County EMS Joint Powers Board

12/8/2025 11:09 AM

Register: First National Bank

From 07/01/2025 through 12/08/2025

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
11/04/2025		Narva & Associates, ...	Program Admin Reimb...	November Con...	6,374.25	X		150,714.73
11/28/2025	21kel		Reconciliation Discrep...	Balance Adjust...		X	43.57	150,758.30
11/29/2025			Investments	Interest		X	27.26	150,785.56
12/03/2025			Contract Payment	December Pay...			26,083.33	176,868.89
12/08/2025	1028	Narva & Associates, ...	Program Admin Reimb...	December Cont...	6,374.25			170,494.64
12/08/2025	1029	Dr. Gary Schmitz	Program Admin Reimb...	December Med...	5,000.00			165,494.64
12/08/2025	1030	Laramie County Trea...	Program Admin Reimb...	December Com...	14,000.00			151,494.64

11:09 AM

12/08/25

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of December 8, 2025

Type	Date	Num	Name	Memo	Amount	Balance
First National Bank						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
Check	11/04/2025		Narva & Associates, Inc.	November Contract Admin	-6,374.25	150,714.73
General Journal	11/28/2025	21kel		Balance Adjustment	43.57	150,758.30
Deposit	11/29/2025			Interest	27.26	150,785.56
Deposit	12/03/2025			December Payment	26,083.33	176,868.89
Check	12/08/2025	1028	Narva & Associates, Inc.	December Contract Admin	-6,374.25	170,494.64
Check	12/08/2025	1029	Dr. Gary Schmitz	December Medical Director	-5,000.00	165,494.64
Check	12/08/2025	1030	Laramie County Treasurer	December Comb Ambulance	-14,000.00	151,494.64
Total First National Bank					-20,936.05	151,494.64
US Bank Checking						0.00
Total US Bank Checking						0.00
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
Deposit	12/03/2025			December 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

11:09 AM

12/08/25

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of December 8, 2025

Type	Date	Num	Name	Memo	Amount	Balance
Total Indivd, 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
Deposit	09/29/2025			Interest	-151.68	-443.70
Deposit	10/29/2025			Interest	-100.24	-543.94
Deposit	11/29/2025			Interest	-27.26	-571.20
Total Investments - Other					-571.20	-571.20
Total Investments					-571.20	-571.20
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

11:09 AM

Cheyenne-Laramie County EMS Joint Powers Board

12/08/25

General Ledger

Accrual Basis

As of December 8, 2025

Type	Date	Num	Name	Memo	Amount	Balance
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
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
Check	11/04/2025		Narva & Associates, Inc.	November Contract Admin	6,374.25	101,497.00
Check	12/08/2025	1028	Narva & Associates, Inc.	December Contract Admin	6,374.25	107,871.25
Check	12/08/2025	1029	Dr. Gary Schmitz	December Medical Director	5,000.00	112,871.25
Check	12/08/2025	1030	Laramie County Treasurer	December Comb Ambulance	14,000.00	126,871.25
Total Program Admin Reimbursements					126,871.25	126,871.25
Reconciliation Discrepancies						0.00
General Journal	11/28/2025	21kel		Interest Paid at time of transition to ...	-43.57	-43.57
Total Reconciliation Discrepancies					-43.57	-43.57
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 acctnt						0.00
Total no acctnt						0.00
TOTAL					0.00	0.00

11:09 AM

Cheyenne-Laramie County EMS Joint Powers Board

12/08/25

Profit & Loss Detail

Accrual Basis

July 1 through December 8, 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
12/03/2025			December Payment	26,083.33	130,416.65
Total Contract Payment				130,416.65	130,416.65
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
11/29/2025			Interest	27.26	571.20
Total Investments				571.20	571.20
Total Income				130,987.85	130,987.85
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
11/04/2025		Narva & Associates, Inc.	November Contract Admin	6,374.25	101,497.00
12/08/2025	1028	Narva & Associates, Inc.	December Contract Admin	6,374.25	107,871.25
12/08/2025	1029	Dr. Gary Schmitz	December Medical Director	5,000.00	112,871.25
12/08/2025	1030	Laramie County Treasurer	December Comb Ambulance	14,000.00	126,871.25
Total Program Admin Reimbursements				126,871.25	126,871.25
Reconciliation Discrepancies					
11/28/2025	21kel		Interest Paid at time of transition to First Nat...	-43.57	-43.57
Total Reconciliation Discrepancies				-43.57	-43.57
Total Expense				127,052.33	127,052.33
Net Income				3,935.52	3,935.52