

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday February 9, 2021

Board Members:

Chairman: Division Chief Byron Mathews, Cheyenne Fire Rescue
Vice-Chair: Jeanine West, CLC Emergency Management Agency
Secretary/Treasurer: Carrie Deselms, Albin EMS
Interim Chief John Kopper, Cheyenne Fire Rescue
Tracy Garcia, Cheyenne Regional Medical Center

Meeting Attendees:

Jon Narva, Narva & Associates
Scot Lenn, American Medical Response
Kassandra Moloney, American Medical Response
Cody Schilling, American Medical Response
Larry Jones, American Medical Response
Chris Williams, American Medical Response
Dr. Amy Tortorich, Medical Director
Amber Young, LCCCC
Chuck Trimble, LCCCC
Brice Jacobsen, Cheyenne Fire Rescue

Chief Mittlestadt, LCFD #1
Manny Muzquiz, LCFD #2
Brian Leonard, AirLife
Eric Rhein, AirLife
Dutch McBride, VA
Linda Heath, Laramie County Commissioners
Kate Hoffman, County IT
Andrew Brewerton, County IT
Beth Wood, CLC Emergency Management
Matt Butler, CLC Emergency Management

The Cheyenne/Laramie County EMS Joint Powers Board meeting was held virtually via Zoom as well as in person and began at 1:30pm. Byron Mathews began the meeting by welcoming everyone.

1. Previous Meeting Minutes

Minutes were sent out prior to the meeting for the Boards' review. Byron asked if there were any requests for changes or corrections to the minutes. Jeanine West made a motion to accept the minutes as written. Carrie Deselms seconded the motion. All board members voted in favor.

2. Finances

Carrie Deselms reported that in addition to the monthly payments a check was issued for the binder lifts purchase of checks for the new bank. She also stated that the board can now do electronic payments and deposits through the Wyoming Bank and trust account. Carrie

said that we are in the process of leading the profiles were electronic payments. Jeanine West added that the taxes for the year had been completed for the medical directors. Tracy Garcia made a motion to accept the report as written. Jeanine West seconded the motion. All board members voted in favor.

4. Monthly Reports

- a. Narva & Associates: Jon Narva reported that AMR was fully compliant in all areas for the month however it was also an abnormal month. There were 1051 calls for service over this past month. Responses to the different areas were very typical of previous months. There were 28 exemptions with only 2 exemption being denied. There was a weather exemption period for January 23-24 that was approved and 2 other weather exemption periods that were denied after consultation. There were 2 calls that were granted exemption for being late. The breakdown of the geographical areas were consistent with what we have been experiencing. All priorities showed compliance this month. Under recommendations Jon provided input on the rate increase that has been requested by AMR which will be discussed later. He added that he did receive three variance reports which have been investigated and the findings have been provided to the agencies and the board. Jon commented that the reports appeared to refer to personality conflicts and after consultation with the medical directors it was determined that the clinical quality for the patient was not an issue. Jon has revised the variance reports to add the agency heads signature as well as the recommendation to provide additional time to submit a variance report. Additional time would allow for the agency had to investigate prior to submitting the report to John. Jeanine West suggested that the five business days requirement should be from time the incident occurred rather than from the time that it was provided to the agency had. Dr. Tortorich commented that they are still in agreement that the report should be completed within 24 hours but to add additional time for the agency heads to review in the hopes that personnel issues could be resolved prior to submitting the report. The group continued discussion on the nature of the variance reports that were submitted and the timeframe that should be allowed to mission of these reports. Jeanine West made a motion to approve the changes to the document for the five days. Tracy Garcia seconded the motion. Carrie Deselms asked for clarification on if the five days would apply to all variance reports. Jeanine replied that Jon would receive notification within the first 24 hours and then the report would be given to the agency had to review and determine if it should continue with John's investigation. Byron made the recommendation that before approving the final document the group should review the draft to make their decisions. The group continue the discussion on the timeframe to possibly reduce it to three days instead of five days. Jeanine West reiterated her motion to approved Jon's changes of the 5 days and the addition of the agency head's signature to the Variance Report. Chief Kopper seconded the motion. All approved the motion. Under observations, Jon reported that the delayed responses had increased this month but that he did not see a reason at this time for any action from the board. He added that the EMS Response Layer will be started tomorrow and be used for week to test it since they had experienced some unforeseen issues during the first test. Jon reported that the issues have been resolved but that the upcoming test will give a better view.

- b. AMR: Kassi reiterated that they were fully compliant and their calls for service had increased for the month. They had 1051 calls for service and total number of transports were 774. As for the core schedule it will not change until May. They did surge throughout the month and used the on-call employees. They hired 2 full time EMTs and one part-time paramedic. This still leaves 1 full time medic spots open but they do have offers pending. They are looking to have a new employee orientation program in April or May for part-time EMTs. Kassi stated that they deployed 2 EMTs and 1 paramedic to Washington DC and one EMT to Las Vegas, NV to help with COVID mass vaccination clinic. Kassi stated that the preventative maintenance for the fleet had been completed this month. She added that they do have some of their units out of service for repairs including MS 850. She reported that they currently have no clinical investigations. For training AMR held several trainings and will begin an in house EMT training. Kassi informed everyone that they had been working with LCCCC on a procedure when Crew Force is down and have completed a written procedure for any outages. Kassi stated that they had a conversation with Chief Mittlestadt about the use of MS343 and the MOU. She stated that in the contract they would have to have ALS, but in the event of a mass casualty, the MOU that is in place would be helpful. They continue to conduct the screening for Holly Frontier employees seven days per week and are on-call nights and weekends. AMR did participate in several events over the past month and a few events that are coming up. They also helped LifeLine to get setup and are working on joint trainings with them.
 - i. Rate Increase: Chief Kopper expressed concerns with the request for a rate increase under the contract section that AMR was requesting it under. Jeanine agreed that the rate adjustment does not fall under 6.25.2 but that it is time to have a rate adjustment. Jeanine West made a motion to approve the adjusted rate increase of 7% under contract section 6.25 with a new Exhibit 3 submitted to the board under that format. Carrie Deselms seconded the motion. All approved the motion. Jeanine state that the board will write a letter to AMR after receiving Exhibit 3 and she will send the formatted document for Kassi to fill out.

5. Medical Directors

Dr. Tortorich had nothing to report.

6. CRMC

Tracy Garcia wanted to introduce everyone to Jenn Kerr and Jensen Smith from Lifeline who started on February 1st and she announced that the contract will start on march 1st.

7. AirLife

Judsen Smith said that they are excited to share training opportunities with the local agencies. He reported that their capabilities include search and assist, take fire personnel for aerial views of large fires, etc. and will be stationed at the old regional airport. They have 3 helicopters and 3 ground ambulances. Judsen stated that for CCT, they will partner with AMR. Jenn Kerr added that they have setup training with the fire agencies already and will be working with the community to determine what their needs are.

8. LifeLine

Eric Rhein had nothing to report.

9. LCCCC

- a. Helicopter support: Chuck stated that they are still operating under old procedures to call Airlife and then they will call the closest available unit. They will need to change the procedures to Lifeline and wanted to get input from the board to take this into consideration. Chuck added that the same services as Airlife were being offered. Amber wanted to ask if there were any challenges that needed addressed with the fire agencies. Byron replied that there are some challenges with communications. Jeanine recommend talking to the County Attorney's office about any issues. Byron recommended that they have the discussion outside of the meeting. Jeanine asked, in bigger cities there may be multiple air services and hospitals, what happens in those systems. Brian Leonard replied that they are usually handled well and communicate with communication centers to setup a communication protocol. Judsen added that it really does depend on the area and communicating with the different communications centers to make sure that there are no cross traffic. Tracy agreed that the conversation could address any issues outside of the meeting and that if there is a specific request for air transport then LCCCC should contact the requested company since air companies are able to coordinate with each other should their crews not be available.
- b. Chuck stated that there was an issue in their recent New World meeting about the patient deceased disposition. He wanted to let Kassi know that it did get entered and can be used in the system.

10. Eastern Laramie County

Carrie had nothing to report from Burns EMS. She was pleased to report that Pine Bluffs EMS had received its new rig. Carrie reported that Albin has been discussion the Albin Rescue and Albin Fire. She said that there were 5 licensed EMTs but only 2 are active. Carrie stated that they can still be some service to the community but probably by doing BLS. Carrie informed the group that after a few years, someone from Albin Rescue is interested in being a representative on the protocol committee as well as one person from Pine Bluffs. Byron suggested that Eastern Laramie County could provide 2 individuals for them to decide on the representative for the committee. He added that additional conversations can be done after the meeting but go ahead and proceed. Carrie added that she was not sure if the new ambulance was fully stocked yet, but everyone was excited about it. Jeanine commented that she had talked with the mayor and they will have another EMT that will be available to help part time.

11. FE Warren AFB

Nothing to report.

12. VA

Dutch McBride reported that the VA will be starting their drive-thru clinic in the near future.

13. Cheyenne Fire Rescue

Chief Kopper and Brice Jacobsen had nothing to report.

14. County Fire Districts

Chief Mittlestadt, Manny Muzquiz, and Matt Butler had nothing to report.

15. County IT

Kate Hoffman stated that they are working on the new map layer to start testing tomorrow.

a. SOCRATA: Kate reported that IT will have an update next month.

16. Funding Requests

No requests had been received.

17. Old Business

a. Mutual Aid: Nothing to report.

b. Ems Response Layer: Updated provided under IT report.

c. MS343 SOP: See earlier minutes.

d. Variance Reports: See earlier minutes.

18. New Business

Jeanine said that she would need to contact Jon after the meeting due to an issue that was discovered concerning outdated language in the Patient Care Conflict Resolution section in the EMS protocols.

The meeting was adjourned at 2:42pm.