

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday March 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

Meeting Attendees:

Jon Narva, Narva & Associates
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
Andrew Dykeshorn, Cheyenne Fire Rescue

Manny Muzquiz, LCFD #2
Brian Leonard, AirLife
Jennifer Kerr, LifeLine
Linda Heath, Laramie County Commissioners
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 there was nothing out of the ordinary except for a recording issue in Quick Books which Beth Harris had brought to her attention. Beth explained that while reconciling the monthly statement there was an error and upon correcting it, inadvertently added an additional \$0.89 in interest from the statement. The correction was made by adding an entry which subtracted the amount and a note was provided to this entry explaining this transaction. Otherwise the monthly reconciliation was correct. Jeanine West made a motion to accept the report as written. Carrie Deselms seconded the motion. All board members voted in favor.

- a. Quick Books Upgrade: Beth reported that the version is being discontinued and that the program would need to be upgraded. The options available were online or desktop. She recommended that for the purposes that the board uses it for, it would be more cost effective to upgrade the desktop version which would be \$299. Jeanine West made a motion to upgrade the program on the desktop to the new 2021 version. Carrie Deselms seconded the motion. All board members voted in favor.

3. Monthly Reports

- a. Narva & Associates: Jon Narva reported that AMR was fully compliant in all areas for the month. He reviewed the number of calls for service, the exemptions requested, and the compliance in the various zones. He also made note that there was an increase in transports for the month. Under recommendations Jon had reviewed the 2 members from Eastern Laramie County ambulance that had expressed interest in the Protocol Committee. He recommended that the Board recognize the 2 members of the committee, but that he would need letters from the ambulance directors for both EMS services to be able to officially assign them to the committee. Jeanine asked if it was verified that both applicants resided in Laramie County and Jon replied that they do. Jon also brought up that AMR has 1 spot still vacant on the committee and that now would be a good time to get that person assigned. Jeanine asked if Jon would still be interested in updating the committee by-laws. Jon responded that he was fine with the current version but understood that there were some legal suggestions from the County Attorney. Jeanine verified that they did have some suggestions and Jon stated that he would like to wait a couple months before beginning the process. It was discussed that this project would be started in June. For observations, Jon reported that most of the certificates have been received except for LCFD #5, LCFD #1, and CFR. It was reported that LCFD #1 and CFR had not received the email and they are working on gathering the information for Jon. He did note that LCFD #6 is difficult to receive certifications from simply because they do not do medical as often. It was noted that Burns EMS has provided their information. Another observation that Jon provided was for the extended response times which he provided along with his report. The last observation Jon had was for the planned EMS Response layer. Due to unforeseen circumstances they had to delay the use of the new layer.
- b. AMR: Kassi reiterated that they were fully compliant and their calls for service had increased for the month. She reviewed the calls for service, the core schedule including surging where needed, and their staffing status. Kassi then proceeded to their maintenance status and that there were no clinical investigations. She added that they conducted several training classes, provided mutual aid twice, continue with their mobile health, and participated in several events.

4. Medical Directors

Dr. Tortorich had nothing to report. Dr. Schmitz reported that there was an instance of a refusal that they are looking into. He added that Pine Bluffs did receive their new ambulance and are doing well.

5. CRMC
Nothing to report.
6. AirLife
Brian Leonard reported that their aircraft will be receiving a new engine upgrade and delivered in the late spring which will increase their horsepower.
7. LifeLine
Doug introduced himself to the group. He reported that LifeLine 3 has been operational in the area for more than 30 days and will continue to work with local agencies.
8. LCCCC
Nothing to report.
9. Eastern Laramie County
Carrie had nothing to report from Burns or Pine Bluffs EMS. Carrie reported that Albin will transition to a Fire Rescue the first of April. The Town of Albin has not made a decision yet on what they plan on doing with the ambulance.
10. FE Warren AFB
Maj. Wetzler announced that the week of June 21st through the 26th there will be an exercise called Operation Ready Eagle which will probably be a mass casualty incident that they would need help with and wanted to let everyone know.
11. VA
Nothing to report.
12. Cheyenne Fire Rescue
Andrew Dykeshorn reported they are planning for EMS week and looking at performance improvement measures. They are also looking at their reporting requirements to ensure that they are meeting the state requirements. For COVID, they have developed some action plans that are revolving every 2 weeks as the CDC guidance changes. Andrew reported that they did participate in the North Star Pharmacy COVID vaccine clinic. He added that some of the CARES Act funded equipment was used this month. They also worked on their LUCAS device training. CFR also purchased 4 mass casualty triage kits. Other regular trainings were conducted and documenting these training hours within their system.
13. County Fire Districts
Manny Muzquiz and Matt Butler had nothing to report.
14. County IT
Nothing to report.
15. Funding Requests
No requests had been received.

16. Old Business

- a. Mutual Aid: Nothing to report.
- b. EMS Response Layer: Jon reviewed the previous issues experienced with the implementation of the layer. They decided to do a retroactive snapshot of past calls for service. Jeff Kling reviewed the data of Urban calls which was 177 calls, 161 moved from Suburban to Urban responses, 2 moved from Suburban to Frontier, 9 moved Suburban to Rural, and 5 stayed Suburban. Jon stated that from a test of the methodology, of the late calls 6 would have been late regardless, 7 were on time in the current zone but late in the new zone, and 5 late in the current zone but on time in the new zone. Jon stated that the methodology works but would need a more retrospective analysis of the data since the reported data was completed in a short timeframe. He hopes to be able to look at the data over a 12 month period to see how the new zones affect the percentages. The approach to analyzing the data was discussed with the group and in the end they would need to meet with New World and IT to see what their thoughts are. Byron agreed that cleaning up the data would be a good idea and meeting with IT again to look at the data retroactively. It was decided that the data would be reviewed over the next month and discussed at the next meeting. Jeanine stated that she would contact Andrew with IT to see what their progress was on the layer.

17. New Business

- a. Standby Pricing: Kassi submitted a letter for the Board's review concerning clarification on negotiating standby rates for events and if they need to get approval before they can contract with the various events. It was decided that the Board would need time to review the letter and give all Board members a chance to review the contract and the letter. Jeanine commented that historically with standby events, the Board has not had any input and did not see it as being an issue.

The meeting was adjourned at 2:17pm.