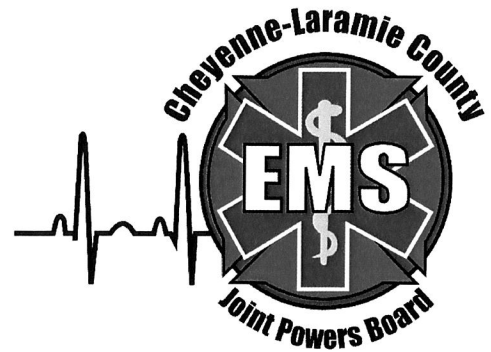


# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

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3962 Archer Parkway  
Cheyenne, WY 82009



## Agenda

**May 11, 2021**

### Regular Meeting

1. Previous Meeting Minutes
2. Finances
  - a. Final RFP Expenses Breakdown
  - b. Proposed Budget & Annual Meeting in June
3. Monthly Reports
  - a. Narva & Associates
  - b. AMR
4. Medical Directors
5. Cheyenne Regional Medical Center
6. AirLife
7. LifeLine
8. Dispatch
9. Eastern LC EMS (Albin, Burns, Pine Bluffs)
10. FE Warren AFB/VA Medical Center
11. Cheyenne Fire & Rescue
12. County Fire Districts
13. Information Technology
14. Funding Requests
15. Old Business
  - a. Mutual Aid
  - b. EMS Response Layer
  - c. Variance Report
16. New Business

# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway  
Cheyenne, WY 82009



Minutes for Tuesday May 11, 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  
Kassandra Moloney, American Medical Response  
Cody Schilling, American Medical Response  
Larry Jones, American Medical Response  
Scot Lenn, American Medical Response  
Chris Williams, American Medical Response  
Derrick Hendran, American Medical Response  
Dr. Amy Tortorich, Medical Director  
Brian Leonard, AirLife

Jennifer Kerr, LifeLine  
Chuck Trimble, LCCCC  
Brice Jacobsen, Cheyenne Fire Rescue  
Andrew Brewerton, LC IT  
Kate Hoffman, LC IT  
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 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. Chief Kopper seconded the motion. All board members voted in favor.

### 2. Finances

Carrie Deselms reported that there was nothing out of the ordinary for expenses this month.

- Final RFP Expenses Breakdown: Beth reviewed the last meeting's discussion on the final breakdown of expenses for the RFP contract with Health Care Visions. She presented the breakdown for each organization's contribution. It was determined that each organization would receive a reimbursement of \$2,424.90. Jeanine recommended

that a letter be sent along with each of the reimbursement checks explaining the reason for the reimbursement. Beth stated that she will compose a letter.

- b. Proposed Budget & Annual Meeting: Beth brought to the Board that the annual budget deadlines are approaching. The proposed budget is due by the end of the month and the final budget is due in July. She presented the proposed budget to the group and what will be sent to the newspaper for the Public Notice which is required for the June meeting. Beth added that nothing has changed except for the removal of the contract services line. The June meeting will be where the Board will vote on the budget and the regular meeting will follow.

Tracy Garcia moved to approve the proposed budget and the finance reports as presented. 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. He reviewed the number of calls for service, the exemptions requested, and the compliance in the various zones. Jon reported that a Variance report was received which did not necessarily fit into what the report was meant for, however it did identify some action items for all of the agencies involved. He was pleased to report that the EMS map layer had gone live at the beginning of the month and AMR has not experienced any issues. They will be sorting through the calls and coding properly for the contract language and next month they will have a better statistical look at the new map layer. Jeanine West asked if the response times had any issues. Cody Schilling replied that overall there were not any issues except for 5 calls within the new zones and these were calls that are usually late anyways due to existing obstacles at those locations. Jon further reported that he has received the certifications from Pine Bluffs this morning which was not reflected in the report he sent out. According to the report, Jon is still missing the certifications from LCFD #6. Jeanine asked at what point do we give notice. Byron commented that certifications should be due immediately and asked Beth Harris to write a letter to send out to LCFD #6. Jon finished his reporting by stating that the delayed responses were down for the month. There were 3 times this month where the system was close to overload status.
- b. AMR: Kassi Moloney reiterated that they were fully for the month. She reviewed the calls for service, there were no weather exemptions, the core schedule including surging where needed, and their staffing status. Kassi reported that MS150 was back in service and 1 ambulance was still out of service. She stated that there was 1 clinical investigation completed. Kassi stated that they are discussing changes with LCCCC of when units are diverted and procedures for air medical requests. She added that they conducted several training classes, provided mutual aid several times over the last month, they continue with their mobile health, and participated in several events.

#### 5. Medical Directors

Dr. Tortorich reported that they were able to attend training at LCFD #8 this past month.

#### 6. CRMC

Tracy Garcia reported that they are in the middle of construction in the Emergency Department and replacing the floor as well. They will phase the areas that are closed and working on the master facility plan which should begin the first part of July.

7. AirLife

Brian Leonard reported that the engine upgraded is still in progress.

8. LifeLine

Jenn Kerr reported that they are working on standbys and were honored to be a part of the welcome home trip for LCFD #2 firefighter.

9. LCCCC

Chuck Trimble reported that EIDS usage is low and consistent. He added that they have phased out the flip cards and protocols for EMD and are now on android tablets in the center. Chuck announced that air service requests will be revised to state that they will take a response request from whatever service the requesting agency wants. There will be a meeting with the County Attorney to discuss issues behind the scenes and he hopes to have this done within the next week. The center will not make any recommendations. Jeanine asked if requested service is not available what will be the next step. Chuck replied that then the agency requests another and if they are unsure who to request, the LCCCC will provide the next available via rotation.

10. Eastern Laramie County

Carrie had nothing to report from Burns but that they had 2 new people attending the AMR class. She added that Albin is still training firefighters. Carrie added that Pine bluffs wants to know since AMR has the contract if they are planning on having support any time soon. Carrie stated that she had replied that they will talk about it in the future. Jeanine commented that they will need to revisit this option with the Eastern Laramie County group to review what they want to do with the study that was done. It was mentioned that there is a new mayor for Pine Bluffs that needs to be briefed. Dr. Tortorich requested that Dr. Schmitz be invited as well. Kassi asked about the status of the Albin ambulance. Carrie replied that the town will wait until December to make a decision but the fire department is trying to cover the responses.

11. FE Warren AFB

Nothing to report.

12. VA

Nothing to report.

13. Cheyenne Fire Rescue

Interim Chief Kopper reported that they are finishing their budget to present to the city. Brice Jacobsen reported that case reviews went well with a good turnout. He added that the new LUCAS devices have had 12 deployments within the first month. Brice also reported that they have helped with the Cheyenne-Laramie County Health Department's

vaccinations and they may continue to help now that the 12-16 year olds are approved for the vaccines.

14. County Fire Districts

Nothing to report.

15. County IT

Kate Hoffman had nothing to report and was pleased to hear that the new EMS layer was going well.

16. Funding Requests

No requests had been received.

17. Old Business

- a. Mutual Aid: Nothing to report.
- b. EMS Response Layer: (See beginning of minutes)
- c. Variance Report: (See beginning of minutes)

18. New Business

- a. EMS BBQ: Beth wanted to bring up for discussion the plans for the BBQ and possibly having it in June. She needs to sit down with the Medical Directors and AMR to come up with a date and location for the event. Dr. Tortorich replied that they can meet after the meeting to discuss the plans.
- b. EMS Contract: Jeanine announced that we have received the contract back from the County Attorney but there are still some questions for Jon Narva and Byron Mathews. She added that they need to redo some of the verbiage but they it will be ready to send to AMR. Byron requested that the final draft be circulated among the Board for one last look.
- c. Commemorative 9/11 Ambulance Wraps: Kassi wanted to inform the Board that AMR has designed a new wrap for the ambulances to commemorate 9/11 this year but that it would need to be approved by the Board. Kassi stated that she will compose and email for the Board's review so that a decision could be made.
- d. Variance Report Education: Jeanine wanted to suggest that the group revisit and educate the various agencies on how this report is to be used. She added that perhaps some information on how to report other issues that would not be appropriate for a Variance Report, but that still need to be addressed among the responding agencies. Jeanine made note that the EMS Board does not have any regulatory authority over services such as air but would like to work on bridging the gap between air and ground services.

The meeting was adjourned at 2:09pm.

Oganization	Amount	Remaining Share
CRMC	\$ 15,000.00	\$ 2,424.90
Laramie County	\$ 15,000.00	\$ 2,424.90
City of Cheyenne	\$ 15,000.00	\$ 2,424.90
EMS JPB	\$ 15,000.00	\$ 2,424.90
	<u>\$ 60,000.00</u>	<u>\$ 9,699.60</u>

Contract Payment	Amount
1 \$	12,375.00
2 \$	12,375.00
3 \$	12,375.00
Travel \$	800.40
4 \$	<u>12,375.00</u>
\$	<u>50,300.40</u>

Difference \$ 9,699.60

3:02 PM

04/14/21

Accrual Basis

# Cheyenne-Laramie County EMS Joint Powers Board Custom Transaction Detail Report

March 1, 2020 through April 14, 2021

Type	Date	Num	Name	Memo	Account	Cir	Split	Amount	Balance
<b>Mar 1, '20 - Apr 14, 21</b>									
Check	03/31/2020	1599	Health Care Visions	Initial Payment for RFP ...	Professional Services		US Bank Checki...	12,375.00	12,375.00
Check	06/22/2020	1612	Health Care Visions	2nd RFP Payment Invoic...	Professional Services		US Bank Checki...	12,375.00	24,750.00
Check	10/14/2020	1630	Health Care Visions	3rd RFP Payment Invoic...	Professional Services		US Bank Checki...	12,375.00	37,125.00
Check	12/07/2020	1641	Health Care Visions	Travel Expenses Invoic...	Professional Services		US Bank Checki...	800.40	37,925.40
Check	04/14/2021	1002	Health Care Visions	Final RFP Project Paym...	Professional Services		Wyoming Bank ...	12,375.00	50,300.40
<b>Mar 1, '20 - Apr 14, 21</b>								<b>50,300.40</b>	<b>50,300.40</b>

3:09 PM

04/14/21

Accrual Basis

# Cheyenne-Laramie County EMS Joint Powers Board Custom Transaction Detail Report

March 1, 2020 through April 14, 2021

Type	Date	Num	Name	Memo	Account	Cir	Split	Amount	Balance
<b>Mar 1, '20 - Apr 14, 21</b>									
Deposit	04/16/2020			CRMC Portion of RFP Services	Professional Services		US Bank Chec...	-15,000.00	-15,000.00
Deposit	04/20/2020			Laramie County Portion of RFP Serv...	Professional Services		US Bank Chec...	-15,000.00	-30,000.00
Deposit	06/16/2020			City of Cheyenne Portion of RFP Se...	Professional Services		US Bank Chec...	-15,000.00	-45,000.00
<b>Mar 1, '20 - Apr 14, 21</b>								<b>-45,000.00</b>	<b>-45,000.00</b>



Cheyenne-Laramie County EMS Joint Powers Board

5/4/2021 9:24 AM

Register: Wyoming Bank & Trust

From 07/01/2020 through 05/11/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/29/2020			Opening Bal Equity	Account Openi...		X	118,338.88	118,338.88
12/31/2020			Contract Payment	January Payment		X	25,666.01	144,004.89
12/31/2020			Investments	Interest		X	0.06	144,004.95
12/31/2020	4444	Dr. Gary Schmitz	Program Admin Reimb...	January Medic...	2,916.66	X		141,088.29
12/31/2020	4444	Narva & Associates, ...	Program Admin Reimb...	January Contra...	5,833.33	X		135,254.96
12/31/2020	9999	Amy P. Tortorich P.C	Program Admin Reimb...	January Medic...	2,916.66	X		132,338.30
12/31/2020	9999	Laramie County Trea...	Program Admin Reimb...	January Comb ...	14,000.00	X		118,338.30
01/06/2021		wyoming Bank & Tr...	Operations:Bank char...	3 Business Onl...	63.00	X		118,275.30
01/06/2021		Harland Clarke Chec...	Operations:Bank char...	Business Checks	126.59	X		118,148.71
01/06/2021		Yearli - Greatland	Contract Services:Prof...	Annual 1099-N...	10.98	X		118,137.73
01/28/2021		Dr. Gary Schmitz	Program Admin Reimb...	February Medi...	2,916.66	X		115,221.07
01/28/2021		Laramie County Trea...	Program Admin Reimb...	February Comb...	14,000.00	X		101,221.07
01/31/2021			Investments	Interest		X	0.98	101,222.05
02/01/2021			Contract Payment	February Paym...		X	25,666.01	126,888.06
02/01/2021		Narva & Associates, ...	Program Admin Reimb...	February Contr...	5,833.33	X		121,054.73
02/04/2021	1001	Amy P. Tortorich P.C	Program Admin Reimb...	February Medi...	2,916.66	X		118,138.07
02/09/2021		Silver Mine Subs	Operations:Meeting Ex...	February Exec...	73.09	X		118,064.98
02/22/2021		Laramie County Trea...	Program Admin Reimb...	March Comb A...	14,000.00	X		104,064.98
02/22/2021		Dr. Gary Schmitz	Program Admin Reimb...	March Medical...	2,916.66	X		101,148.32
02/22/2021		Amy P. Tortorich P.C	Program Admin Reimb...	March Medical...	2,916.66	X		98,231.66
02/24/2021		Olive Garden	Operations:Meeting Ex...	Oral Presentati...	90.79	X		98,140.87
02/26/2021			Investments	Interest		X	0.89	98,141.76
02/26/2021			Investments	Interest		X	0.89	98,142.65
02/26/2021			Investments	Correction to R...	0.89	X		98,141.76
03/01/2021			Contract Payment	March Contract...		X	25,666.01	123,807.77
03/01/2021		Narva & Associates, ...	Program Admin Reimb...	March Contract...	5,833.33	X		117,974.44
03/11/2021		Quickbooks	Operations:Supplies	Annual Subscri...	211.99	X		117,762.45
03/23/2021		Amy P. Tortorich P.C	Program Admin Reimb...	April Medical ...	2,916.66	X		114,845.79
03/23/2021		Dr. Gary Schmitz	Program Admin Reimb...	April Medical ...	2,916.66	X		111,929.13
03/23/2021		Laramie County Trea...	Program Admin Reimb...	April Comb A...	14,000.00	X		97,929.13
03/30/2021			Contract Payment	March Contract...		X	25,666.01	123,595.14
03/30/2021		Narva & Associates, ...	Program Admin Reimb...	April Contract ...	5,833.33	X		117,761.81
03/31/2021			Investments	Interest		X	1.01	117,762.82
04/14/2021	1002	Health Care Visions	Contract Services:Prof...	Final RFP Proj...	12,375.00	X		105,387.82
04/26/2021			-split-	Deposit		X	20,000.00	125,387.82
04/26/2021		Amy P. Tortorich P.C	Program Admin Reimb...	May Medical D...	2,916.66	X		122,471.16
04/26/2021		Dr. Gary Schmitz	Program Admin Reimb...	May Medical D...	2,916.66	X		119,554.50
04/26/2021		Laramie County Trea...	Program Admin Reimb...	May Comb Am...	14,000.00	X		105,554.50
04/29/2021			Contract Payment	April Contract ...		X	25,666.01	131,220.51
04/29/2021		Narva & Associates, ...	Program Admin Reimb...	May Contract ...	5,833.33	X		125,387.18

Cheyenne-Laramie County EMS Joint Powers Board

5/4/2021 9:24 AM

Register: Wyoming Bank & Trust

From 07/01/2020 through 05/11/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
04/30/2021			Investments	Interest		X	0.96	125,388.14

9:25 AM

## Cheyenne-Laramie County EMS Joint Powers Board

05/04/21

## General Ledger

Accrual Basis

As of May 4, 2021

Type	Date	Num	Name	Memo	Amount	Balance
<b>US Bank Checking</b>						135,469.33
Deposit	07/06/2020			Deposit	25,666.01	161,135.34
Check	07/06/2020	1615	ACID Remap LLC	Invoice #2020-155 9/1/20-8/31/21	-2,250.00	158,885.34
Check	07/14/2020	CC	Silver Mine Subs	July Executive Meeting	-66.15	158,819.19
Check	08/03/2020	1616	Laramie County Treasurer	August Comb Comm Amb Dispatch	-14,000.00	144,819.19
Check	08/03/2020	1617	Dr. Gary Schmitz	August Medical Director Payment	-2,916.66	141,902.53
Check	08/03/2020	1618	Amy P. Tortorich P.C	August Medical Director Payment	-2,916.66	138,985.87
Check	08/03/2020	1619	Narva & Associates, Inc.	August Contract Admin	-5,833.33	133,152.54
Check	08/10/2020	CC	Silver Mine Subs	August Executive Meeting	-91.40	133,061.14
Check	08/24/2020	1620	Laramie County Treasurer	September Comb Comm Amb Disp...	-14,000.00	119,061.14
Check	08/24/2020	1621	Amy P. Tortorich P.C	September Medical Director Payment	-2,916.66	116,144.48
Check	08/24/2020	1622	Dr. Gary Schmitz	September Medical Director Payment	-2,916.66	113,227.82
Check	08/31/2020	1623	Narva & Associates, Inc.	September Contract Administrator	-5,833.33	107,394.49
Deposit	09/03/2020			Deposit	25,666.66	133,061.15
Check	09/08/2020	CC	Dominoes Pizza	September Executive Meeting	-45.01	133,016.14
Check	09/09/2020	1624	Wyoming Department of ...	Eastern LC Needs Assessment	-5,000.00	128,016.14
Deposit	09/14/2020			Deposit	25,666.66	153,682.80
Check	09/22/2020	1625	Laramie County Treasurer	October Comb Comm Amb Dispatch	-14,000.00	139,682.80
Check	09/22/2020	1626	Amy P. Tortorich P.C	October Medical Director Payment	-2,916.66	136,766.14
Check	09/22/2020	1627	Dr. Gary Schmitz	October Medical Director Payment	-2,916.66	133,849.48
Check	10/05/2020	1628	Narva & Associates, Inc.	October Contract Admin	-5,833.33	128,016.15
Deposit	10/05/2020			Deposit	25,666.01	153,682.16
Check	10/14/2020	1629	APG Media of The Rocki...	RFP Advertisement Invoice #09208...	-97.35	153,584.81
Check	10/14/2020	1630	Health Care Visions	3rd RFP Payment Invoice #20-1004	-12,375.00	141,209.81
Check	10/26/2020	CC	Tribute Store	Sympathy Arrangement	-79.90	141,129.91
Check	10/27/2020	1631	Laramie County Treasurer	November Comb Comm Amb Dispa...	-14,000.00	127,129.91
Check	10/27/2020	1632	Amy P. Tortorich P.C	November Medical Director Payment	-2,916.66	124,213.25
Check	10/27/2020	1633	Dr. Gary Schmitz	November Medical Director Payment	-2,916.66	121,296.59
Check	10/29/2020	1634	Narva & Associates, Inc.	November Contract Admin	-5,833.33	115,463.26
Deposit	11/10/2020			Deposit	25,666.01	141,129.27
Check	11/10/2020	1635	APG Media of The Rocki...	RFP Advertisement Invoice #10208...	-97.35	141,031.92
Check	11/17/2020	1636	Binder Lift LLC	Bariatric Binder Lifts Invoice #20481	-21,870.00	119,161.92
Check	11/18/2020	CC	USPS	Stamps	-22.00	119,139.92
Deposit	11/30/2020			Deposit	25,666.01	144,805.93
Check	12/01/2020	1637	Dr. Gary Schmitz	December Medical Director Payment	-2,916.66	141,889.27
Check	12/01/2020	1638	Amy P. Tortorich P.C	December Medical Director Payment	-2,916.66	138,972.61
Check	12/01/2020	1639	Laramie County Treasurer	December Comb Comm Amb Dispa...	-14,000.00	124,972.61
Check	12/01/2020	1640	Narva & Associates, Inc.	December Contract Admin	-5,833.33	119,139.28
Check	12/07/2020	1641	Health Care Visions	Travel Expenses Invoice #20-1202	-800.40	118,338.88
Check	12/29/2020	0706...	wyoming Bank & Trust	Closing of USBank Checking Account	-118,338.88	0.00
Total US Bank Checking					-135,469.33	0.00
<b>Wyoming Bank &amp; Trust</b>						0.00
Deposit	12/29/2020			Account Opening Balance	118,338.88	118,338.88
Deposit	12/31/2020			January Payment	25,666.01	144,004.89
Deposit	12/31/2020			Interest	0.06	144,004.95
Check	12/31/2020	9999	Amy P. Tortorich P.C	January Medical Director Payment	-2,916.66	141,088.29
Check	12/31/2020	4444	Dr. Gary Schmitz	January Medical Director Payment	-2,916.66	138,171.63
Check	12/31/2020	9999	Laramie County Treasurer	January Comb Comm Amb Dispatch	-14,000.00	124,171.63
Check	12/31/2020	4444	Narva & Associates, Inc.	January Contract Admin	-5,833.33	118,338.30
Check	01/06/2021		wyoming Bank & Trust	3 Business Online Banking Tokens	-63.00	118,275.30
Check	01/06/2021		Harland Clarke Check O...	Business Checks	-126.59	118,148.71
Check	01/06/2021		Yearli - Greatland	Annual 1099-NEC Forms	-10.98	118,137.73
Check	01/28/2021		Dr. Gary Schmitz	February Medical Director Payment	-2,916.66	115,221.07
Check	01/28/2021		Laramie County Treasurer	February Comb Amb Dispatch	-14,000.00	101,221.07
Deposit	01/31/2021			Interest	0.98	101,222.05
Check	02/01/2021		Narva & Associates, Inc.	February Contract Admin	-5,833.33	95,388.72
Deposit	02/01/2021			February Payment	25,666.01	121,054.73
Check	02/04/2021	1001	Amy P. Tortorich P.C	February Medical Director Payment	-2,916.66	118,138.07
Check	02/09/2021		Silver Mine Subs	February Executive Board Meeting	-73.09	118,064.98
Check	02/22/2021		Laramie County Treasurer	March Comb Amb Dispatch	-14,000.00	104,064.98
Check	02/22/2021		Dr. Gary Schmitz	March Medical Director Payment	-2,916.66	101,148.32
Check	02/22/2021		Amy P. Tortorich P.C	March Medical Director Payment	-2,916.66	98,231.66
Check	02/24/2021		Olive Garden	Oral Presentations	-90.79	98,140.87
Deposit	02/26/2021			Interest	0.89	98,141.76
Deposit	02/26/2021			Interest	0.89	98,142.65
Check	02/26/2021			Correction to Reconciliation Entry ...	-0.89	98,141.76
Check	03/01/2021		Narva & Associates, Inc.	March Contract Admin	-5,833.33	92,308.43
Deposit	03/01/2021			March Contract Payment	25,666.01	117,974.44
Check	03/11/2021		Quickbooks	Annual Subscription Upgrade	-211.99	117,762.45
Check	03/23/2021		Amy P. Tortorich P.C	April Medical Director Payment	-2,916.66	114,845.79
Check	03/23/2021		Dr. Gary Schmitz	April Medical Director Payment	-2,916.66	111,929.13
Check	03/23/2021		Laramie County Treasurer	April Comb Amb Dispatch	-14,000.00	97,929.13
Check	03/30/2021		Narva & Associates, Inc.	April Contract Admin	-5,833.33	92,095.80
Deposit	03/30/2021			March Contract Payment	25,666.01	117,761.81
Deposit	03/31/2021			Interest	1.01	117,762.82
Check	04/14/2021	1002	Health Care Visions	Final RFP Project Payment Invoice ...	-12,375.00	105,387.82

9:25 AM

## Cheyenne-Laramie County EMS Joint Powers Board

05/04/21

## General Ledger

Accrual Basis

As of May 4, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Check	04/26/2021		Amy P. Tortorich P.C	May Medical Director Payment	-2,916.66	102,471.16
Check	04/26/2021		Dr. Gary Schmitz	May Medical Director Payment	-2,916.66	99,554.50
Check	04/26/2021		Laramie County Treasurer	May Comb Amb Dispatch	-14,000.00	85,554.50
Deposit	04/26/2021			Deposit	20,000.00	105,554.50
Deposit	04/29/2021			April Contract Payment	25,666.01	131,220.51
Check	04/29/2021		Narva & Associates, Inc.	May Contract Admin	-5,833.33	125,387.18
Deposit	04/30/2021			Interest	0.96	125,388.14
Total Wyoming Bank & Trust					125,388.14	125,388.14
<b>Assessments Receivables</b>						0.00
Total Assessments Receivables						0.00
<b>Cash</b>						0.00
Total Cash						0.00
<b>Undeposited Funds</b>						0.00
Total Undeposited Funds						0.00
<b>Accounts Payable</b>						0.00
Total Accounts Payable						0.00
<b>Cash Reserve</b>						0.00
Total Cash Reserve						0.00
<b>Equipment Reserve</b>						-53,660.98
Check	07/06/2020	1615	ACID Remap LLC	Invoice #2020-155 9/1/20-8/31/21	2,250.00	-51,410.98
Check	09/09/2020	1624	Wyoming Department of ...	Eastern LC Needs Assessment	5,000.00	-46,410.98
Check	11/17/2020	1636	Binder Lift LLC	Bariatric Binder Lifts Invoice #20481	21,870.00	-24,540.98
Deposit	04/26/2021			2021 Equipment Reserve	-15,000.00	-39,540.98
Total Equipment Reserve					14,120.00	-39,540.98
<b>Opening Bal Equity</b>						0.00
Deposit	12/29/2020			Account Opening Balance	-118,338.88	-118,338.88
Total Opening Bal Equity					-118,338.88	-118,338.88
<b>Unrestricted Net Assets</b>						-81,808.35
Total Unrestricted Net Assets						-81,808.35
<b>Contract Payment</b>						0.00
Deposit	07/06/2020			Deposit	-25,666.01	-25,666.01
Deposit	09/03/2020			Deposit	-25,666.66	-51,332.67
Deposit	09/14/2020			Deposit	-25,666.66	-76,999.33
Deposit	10/05/2020			Deposit	-25,666.01	-102,665.34
Deposit	11/10/2020			Deposit	-25,666.01	-128,331.35
Deposit	11/30/2020			Deposit	-25,666.01	-153,997.36
Deposit	12/31/2020			January Payment	-25,666.01	-179,663.37
Deposit	02/01/2021			February Payment	-25,666.01	-205,329.38
Deposit	03/01/2021			March Contract Payment	-25,666.01	-230,995.39
Deposit	03/30/2021			March Contract Payment	-25,666.01	-256,661.40
Deposit	04/26/2021			2021 Board Operations	-5,000.00	-261,661.40
Deposit	04/29/2021			April Contract Payment	-25,666.01	-287,327.41
Total Contract Payment					-287,327.41	-287,327.41
<b>Direct Public Support</b>						0.00
<b>Corporate Contributions</b>						0.00
Total Corporate Contributions						0.00
<b>Gifts in Kind - Goods</b>						0.00
Total Gifts in Kind - Goods						0.00
<b>Individ, Business Contributions</b>						0.00
Total Individ, Business Contributions						0.00
<b>Direct Public Support - Other</b>						0.00
Total Direct Public Support - Other						0.00
Total Direct Public Support						0.00
<b>Investments</b>						0.00
<b>Interest-Savings, Short-term CD</b>						0.00
Total Interest-Savings, Short-term CD						0.00
<b>Investments - Other</b>						0.00
Deposit	12/31/2020			Interest	-0.06	-0.06
Deposit	01/31/2021			Interest	-0.98	-1.04
Deposit	02/26/2021			Interest	-0.89	-1.93
Deposit	02/26/2021			Interest	-0.89	-2.82
Check	02/26/2021			Correction to Reconciliation Entry ...	0.89	-1.93

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## Cheyenne-Laramie County EMS Joint Powers Board

## General Ledger

As of May 4, 2021

05/04/21

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	03/31/2021			Interest	-1.01	-2.94
Deposit	04/30/2021			Interest	-0.96	-3.90
Total Investments - Other					-3.90	-3.90
Total Investments					-3.90	-3.90
<b>Other Types of Income</b>						0.00
<b>Miscellaneous Revenue</b>						0.00
Total Miscellaneous Revenue						0.00
<b>Other Types of Income - Other</b>						0.00
Total Other Types of Income - Other						0.00
Total Other Types of Income						0.00
<b>Performance Assessments</b>						0.00
Total Performance Assessments						0.00
<b>Bank Error</b>						0.00
Total Bank Error						0.00
<b>Business Expenses</b>						0.00
Total Business Expenses						0.00
<b>Contract Services</b>						0.00
<b>Accounting Fees</b>						0.00
Total Accounting Fees						0.00
<b>Professional Services</b>						0.00
Check	10/14/2020	1630	Health Care Visions	3rd RFP Payment Inoice #20-1004	12,375.00	12,375.00
Check	12/07/2020	1641	Health Care Visions	Travel Expenses Invoice #20-1202	800.40	13,175.40
Check	01/06/2021		Yearli - Greatland	Annual 1099-NEC Forms	10.98	13,186.38
Check	04/14/2021	1002	Health Care Visions	Final RFP Project Payment Invoice ...	12,375.00	25,561.38
Total Professional Services					25,561.38	25,561.38
<b>Contract Services - Other</b>						0.00
Total Contract Services - Other						0.00
Total Contract Services					25,561.38	25,561.38
<b>Operations</b>						0.00
<b>Bank charges</b>						0.00
Check	01/06/2021		wyoming Bank & Trust	3 Business Online Banking Tokens	63.00	63.00
Check	01/06/2021		Harland Clarke Check O...	Business Checks	126.59	189.59
Total Bank charges					189.59	189.59
<b>Books, Subscriptions, Reference</b>						0.00
Total Books, Subscriptions, Reference						0.00
<b>Legal Advertising</b>						0.00
Check	10/14/2020	1629	APG Media of The Rocki...	RFP Advertisement Invoice #09208...	97.35	97.35
Check	11/10/2020	1635	APG Media of The Rocki...	RFP Advertisement Invoice #10208...	97.35	194.70
Total Legal Advertising					194.70	194.70
<b>Meeting Expenses</b>						0.00
Check	07/14/2020	CC	Silver Mine Subs	July Executive Meeting	66.15	66.15
Check	08/10/2020	CC	Silver Mine Subs	August Executive Meeting	91.40	157.55
Check	09/08/2020	CC	Dominoes Pizza	September Executive Meeting	45.01	202.56
Check	02/09/2021		Silver Mine Subs	February Executive Board Meeting	73.09	275.65
Check	02/24/2021		Olive Garden	Oral Presentations	90.79	366.44
Total Meeting Expenses					366.44	366.44
<b>Miscellaneous</b>						0.00
Check	10/26/2020	CC	Tribute Store	Sympathy Arrangement	79.90	79.90
Check	12/29/2020	0706...	wyoming Bank & Trust	Closing of USBank Checking Account	118,338.88	118,418.78
Total Miscellaneous					118,418.78	118,418.78
<b>New Checks</b>						0.00
Total New Checks						0.00
<b>Postage, Mailing Service</b>						0.00
Check	11/18/2020	CC	USPS	Stamps	22.00	22.00
Total Postage, Mailing Service					22.00	22.00
<b>Printing and Copying</b>						0.00

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## Cheyenne-Laramie County EMS Joint Powers Board

05/04/21

## General Ledger

Accrual Basis

As of May 4, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Total Printing and Copying						0.00
<b>Supplies</b>						0.00
Check	03/11/2021		Quickbooks	Annual Subscription Upgrade	211.99	211.99
Total Supplies					211.99	211.99
<b>Telephone, Telecommunications</b>						0.00
Total Telephone, Telecommunications						0.00
<b>Training</b>						0.00
Total Training						0.00
<b>Withdrawal for New Check Charge</b>						0.00
Total Withdrawal for New Check Charge						0.00
<b>Operations - Other</b>						0.00
Total Operations - Other						0.00
Total Operations					119,403.50	119,403.50
<b>Other Types of Expenses</b>						0.00
<b>FD Equipment Purchases</b>						0.00
Total FD Equipment Purchases						0.00
<b>Insurance - Liability, D and O</b>						0.00
Total Insurance - Liability, D and O						0.00
<b>Other Types of Expenses - Other</b>						0.00
Total Other Types of Expenses - Other						0.00
Total Other Types of Expenses						0.00
<b>Program Admin Reimbursements</b>						0.00
Check	08/03/2020	1616	Laramie County Treasurer	August Comb Comm Amb Dispatch	14,000.00	14,000.00
Check	08/03/2020	1617	Dr. Gary Schmitz	August Medical Director Payment	2,916.66	16,916.66
Check	08/03/2020	1618	Amy P. Tortorich P.C	August Medical Director Payment	2,916.66	19,833.32
Check	08/03/2020	1619	Narva & Associates, Inc.	August Contract Admin	5,833.33	25,666.65
Check	08/24/2020	1620	Laramie County Treasurer	September Comb Comm Amb Disp...	14,000.00	39,666.65
Check	08/24/2020	1621	Amy P. Tortorich P.C	September Medical Director Payment	2,916.66	42,583.31
Check	08/24/2020	1622	Dr. Gary Schmitz	September Medical Director Payment	2,916.66	45,499.97
Check	08/31/2020	1623	Narva & Associates, Inc.	September Contract Administrator	5,833.33	51,333.30
Check	09/22/2020	1625	Laramie County Treasurer	October Comb Comm Amb Dispatch	14,000.00	65,333.30
Check	09/22/2020	1626	Amy P. Tortorich P.C	October Medical Director Payment	2,916.66	68,249.96
Check	09/22/2020	1627	Dr. Gary Schmitz	October Medical Director Payment	2,916.66	71,166.62
Check	10/05/2020	1628	Narva & Associates, Inc.	October Contract Admin	5,833.33	76,999.95
Check	10/27/2020	1631	Laramie County Treasurer	November Comb Comm Amb Dispa...	14,000.00	90,999.95
Check	10/27/2020	1632	Amy P. Tortorich P.C	November Medical Director Payment	2,916.66	93,916.61
Check	10/27/2020	1633	Dr. Gary Schmitz	November Medical Director Payment	2,916.66	96,833.27
Check	10/29/2020	1634	Narva & Associates, Inc.	November Contract Admin	5,833.33	102,666.60
Check	12/01/2020	1637	Dr. Gary Schmitz	December Medical Director Payment	2,916.66	105,583.26
Check	12/01/2020	1638	Amy P. Tortorich P.C	December Medical Director Payment	2,916.66	108,499.92
Check	12/01/2020	1639	Laramie County Treasurer	December Comb Comm Amb Dispa...	14,000.00	122,499.92
Check	12/01/2020	1640	Narva & Associates, Inc.	December Contract Admin	5,833.33	128,333.25
Check	12/31/2020	9999	Amy P. Tortorich P.C	January Medical Director Payment	2,916.66	131,249.91
Check	12/31/2020	4444	Dr. Gary Schmitz	January Medical Director Payment	2,916.66	134,166.57
Check	12/31/2020	9999	Laramie County Treasurer	January Comb Comm Amb Dispatch	14,000.00	148,166.57
Check	12/31/2020	4444	Narva & Associates, Inc.	January Contract Admin	5,833.33	153,999.90
Check	01/28/2021		Dr. Gary Schmitz	February Medical Director Payment	2,916.66	156,916.56
Check	01/28/2021		Laramie County Treasurer	February Comb Amb Dispatch	14,000.00	170,916.56
Check	02/01/2021		Narva & Associates, Inc.	February Contract Admin	5,833.33	176,749.89
Check	02/04/2021	1001	Amy P. Tortorich P.C	February Medical Director Payment	2,916.66	179,666.55
Check	02/22/2021		Laramie County Treasurer	March Comb Amb Dispatch	14,000.00	193,666.55
Check	02/22/2021		Dr. Gary Schmitz	March Medical Director Payment	2,916.66	196,583.21
Check	02/22/2021		Amy P. Tortorich P.C	March Medical Director Payment	2,916.66	199,499.87
Check	03/01/2021		Narva & Associates, Inc.	March Contract Admin	5,833.33	205,333.20
Check	03/23/2021		Amy P. Tortorich P.C	April Medical Director Payment	2,916.66	208,249.86
Check	03/23/2021		Dr. Gary Schmitz	April Medical Director Payment	2,916.66	211,166.52
Check	03/23/2021		Laramie County Treasurer	April Comb Amb Dispatch	14,000.00	225,166.52
Check	03/30/2021		Narva & Associates, Inc.	April Contract Admin	5,833.33	230,999.85
Check	04/26/2021		Amy P. Tortorich P.C	May Medical Director Payment	2,916.66	233,916.51
Check	04/26/2021		Dr. Gary Schmitz	May Medical Director Payment	2,916.66	236,833.17
Check	04/26/2021		Laramie County Treasurer	May Comb Amb Dispatch	14,000.00	250,833.17
Check	04/29/2021		Narva & Associates, Inc.	May Contract Admin	5,833.33	256,666.50
Total Program Admin Reimbursements					256,666.50	256,666.50
<b>Reconciliation Discrepancies</b>						0.00
Total Reconciliation Discrepancies						0.00
<b>Reserve</b>						0.00

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05/04/21

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of May 4, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Total Reserve						0.00
<b>Travel and Meetings</b>						0.00
<b>Conference, Convention, Meeting</b>						0.00
Total Conference, Convention, Meeting						0.00
<b>Travel</b>						0.00
Total Travel						0.00
<b>Travel and Meetings - Other</b>						0.00
Total Travel and Meetings - Other						0.00
Total Travel and Meetings						0.00
<b>No acct</b>						0.00
Total no acct						0.00
<b>TOTAL</b>					<b>0.00</b>	<b>0.00</b>

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## Cheyenne-Laramie County EMS Joint Powers Board

05/04/21

## Profit &amp; Loss Detail

Accrual Basis

July 1, 2020 through May 4, 2021

Date	Num	Name	Memo	Amount	Balance
<b>Income</b>					
<b>Contract Payment</b>					
07/06/2020			Deposit	25,666.01	25,666.01
09/03/2020			Deposit	25,666.66	51,332.67
09/14/2020			Deposit	25,666.66	76,999.33
10/05/2020			Deposit	25,666.01	102,665.34
11/10/2020			Deposit	25,666.01	128,331.35
11/30/2020			Deposit	25,666.01	153,997.36
12/31/2020			January Payment	25,666.01	179,663.37
02/01/2021			February Payment	25,666.01	205,329.38
03/01/2021			March Contract Payment	25,666.01	230,995.39
03/30/2021			March Contract Payment	25,666.01	256,661.40
04/26/2021			2021 Board Operations	5,000.00	261,661.40
04/29/2021			April Contract Payment	25,666.01	287,327.41
Total Contract Payment				287,327.41	287,327.41
<b>Investments</b>					
12/31/2020			Interest	0.06	0.06
01/31/2021			Interest	0.98	1.04
02/26/2021			Interest	0.89	1.93
02/26/2021			Interest	0.89	2.82
02/26/2021			Correction to Reconciliation Entry Error	-0.89	1.93
03/31/2021			Interest	1.01	2.94
04/30/2021			Interest	0.96	3.90
Total Investments				3.90	3.90
Total Income				287,331.31	287,331.31
<b>Expense</b>					
<b>Contract Services</b>					
<b>Professional Services</b>					
10/14/2020	1630	Health Care Visions	3rd RFP Payment Invoice #20-1004	12,375.00	12,375.00
12/07/2020	1641	Health Care Visions	Travel Expenses Invoice #20-1202	800.40	13,175.40
01/06/2021		Yearli - Greatland	Annual 1099-NEC Forms	10.98	13,186.38
04/14/2021	1002	Health Care Visions	Final RFP Project Payment Invoice #21-0402	12,375.00	25,561.38
Total Professional Services				25,561.38	25,561.38
Total Contract Services				25,561.38	25,561.38
<b>Operations</b>					
<b>Bank charges</b>					
01/06/2021		wyoming Bank & Trust	3 Business Online Banking Tokens	63.00	63.00
01/06/2021		Harland Clarke Check Orders	Business Checks	126.59	189.59
Total Bank charges				189.59	189.59
<b>Legal Advertising</b>					
10/14/2020	1629	APG Media of The Rockies	RFP Advertisement Invoice #092080035	97.35	97.35
11/10/2020	1635	APG Media of The Rockies	RFP Advertisement Invoice #102080035	97.35	194.70
Total Legal Advertising				194.70	194.70
<b>Meeting Expenses</b>					
07/14/2020	CC	Silver Mine Subs	July Executive Meeting	66.15	66.15
08/10/2020	CC	Silver Mine Subs	August Executive Meeting	91.40	157.55
09/08/2020	CC	Dominoes Pizza	September Executive Meeting	45.01	202.56
02/09/2021		Silver Mine Subs	February Executive Board Meeting	73.09	275.65
02/24/2021		Olive Garden	Oral Presentations	90.79	366.44
Total Meeting Expenses				366.44	366.44
<b>Miscellaneous</b>					
10/26/2020	CC	Tribute Store	Sympathy Arrangement	79.90	79.90
12/29/2020	0706510240	wyoming Bank & Trust	Closing of USBank Checking Account	118,338.88	118,418.78
Total Miscellaneous				118,418.78	118,418.78
<b>Postage, Mailing Service</b>					
11/18/2020	CC	USPS	Stamps	22.00	22.00
Total Postage, Mailing Service				22.00	22.00
<b>Supplies</b>					
03/11/2021		Quickbooks	Annual Subscription Upgrade	211.99	211.99
Total Supplies				211.99	211.99
Total Operations				119,403.50	119,403.50



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## Cheyenne-Laramie County EMS Joint Powers Board

05/04/21

## Profit &amp; Loss Detail

Accrual Basis

July 1, 2020 through May 4, 2021

Date	Num	Name	Memo	Amount	Balance
<b>Program Admin Reimbursements</b>					
08/03/2020	1616	Laramie County Treasurer	August Comb Comm Amb Dispatch	14,000.00	14,000.00
08/03/2020	1617	Dr. Gary Schmitz	August Medical Director Payment	2,916.66	16,916.66
08/03/2020	1618	Amy P. Tortorich P.C	August Medical Director Payment	2,916.66	19,833.32
08/03/2020	1619	Narva & Associates, Inc.	August Contract Admin	5,833.33	25,666.65
08/24/2020	1620	Laramie County Treasurer	September Comb Comm Amb Dispatch	14,000.00	39,666.65
08/24/2020	1621	Amy P. Tortorich P.C	September Medical Director Payment	2,916.66	42,583.31
08/24/2020	1622	Dr. Gary Schmitz	September Medical Director Payment	2,916.66	45,499.97
08/31/2020	1623	Narva & Associates, Inc.	September Contract Administrator	5,833.33	51,333.30
09/22/2020	1625	Laramie County Treasurer	October Comb Comm Amb Dispatch	14,000.00	65,333.30
09/22/2020	1626	Amy P. Tortorich P.C	October Medical Director Payment	2,916.66	68,249.96
09/22/2020	1627	Dr. Gary Schmitz	October Medical Director Payment	2,916.66	71,166.62
10/05/2020	1628	Narva & Associates, Inc.	October Contract Admin	5,833.33	76,999.95
10/27/2020	1631	Laramie County Treasurer	November Comb Comm Amb Dispatch	14,000.00	90,999.95
10/27/2020	1632	Amy P. Tortorich P.C	November Medical Director Payment	2,916.66	93,916.61
10/27/2020	1633	Dr. Gary Schmitz	November Medical Director Payment	2,916.66	96,833.27
10/29/2020	1634	Narva & Associates, Inc.	November Contract Admin	5,833.33	102,666.60
12/01/2020	1637	Dr. Gary Schmitz	December Medical Director Payment	2,916.66	105,583.26
12/01/2020	1638	Amy P. Tortorich P.C	December Medical Director Payment	2,916.66	108,499.92
12/01/2020	1639	Laramie County Treasurer	December Comb Comm Amb Dispatch	14,000.00	122,499.92
12/01/2020	1640	Narva & Associates, Inc.	December Contract Admin	5,833.33	128,333.25
12/31/2020	9999	Amy P. Tortorich P.C	January Medical Director Payment	2,916.66	131,249.91
12/31/2020	4444	Dr. Gary Schmitz	January Medical Director Payment	2,916.66	134,166.57
12/31/2020	9999	Laramie County Treasurer	January Comb Comm Amb Dispatch	14,000.00	148,166.57
12/31/2020	4444	Narva & Associates, Inc.	January Contract Admin	5,833.33	153,999.90
01/28/2021		Dr. Gary Schmitz	February Medical Director Payment	2,916.66	156,916.56
01/28/2021		Laramie County Treasurer	February Comb Amb Dispatch	14,000.00	170,916.56
02/01/2021		Narva & Associates, Inc.	February Contract Admin	5,833.33	176,749.89
02/04/2021	1001	Amy P. Tortorich P.C	February Medical Director Payment	2,916.66	179,666.55
02/22/2021		Laramie County Treasurer	March Comb Amb Dispatch	14,000.00	193,666.55
02/22/2021		Dr. Gary Schmitz	March Medical Director Payment	2,916.66	196,583.21
02/22/2021		Amy P. Tortorich P.C	March Medical Director Payment	2,916.66	199,499.87
03/01/2021		Narva & Associates, Inc.	March Contract Admin	5,833.33	205,333.20
03/23/2021		Amy P. Tortorich P.C	April Medical Director Payment	2,916.66	208,249.86
03/23/2021		Dr. Gary Schmitz	April Medical Director Payment	2,916.66	211,166.52
03/23/2021		Laramie County Treasurer	April Comb Amb Dispatch	14,000.00	225,166.52
03/30/2021		Narva & Associates, Inc.	April Contract Admin	5,833.33	230,999.85
04/26/2021		Amy P. Tortorich P.C	May Medical Director Payment	2,916.66	233,916.51
04/26/2021		Dr. Gary Schmitz	May Medical Director Payment	2,916.66	236,833.17
04/26/2021		Laramie County Treasurer	May Comb Amb Dispatch	14,000.00	250,833.17
04/29/2021		Narva & Associates, Inc.	May Contract Admin	5,833.33	256,666.50
Total Program Admin Reimbursements				256,666.50	256,666.50
Total Expense				401,631.38	401,631.38
<b>Net Income</b>				<b>-114,300.07</b>	<b>-114,300.07</b>