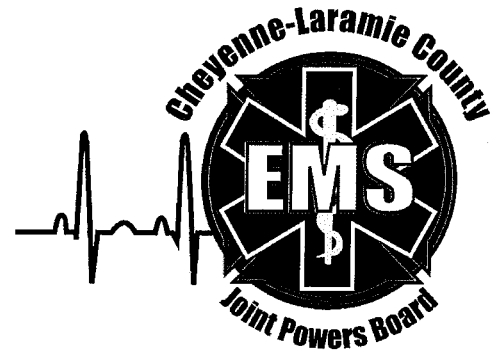


# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

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3962 Archer Parkway  
Cheyenne, WY 82009



## Agenda

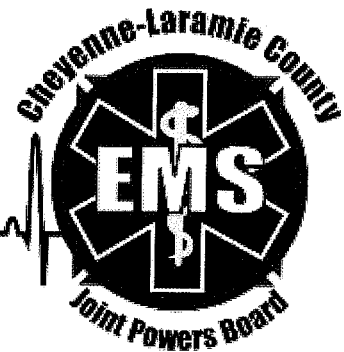
May 9, 2023

### Regular Meeting

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

# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway  
Cheyenne, WY 82009



Minutes for Tuesday May 9, 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

## **Meeting Attendees:**

Jon Narva, Narva & Associates  
Kassandra Moloney, AMR  
Cody Schilling, AMR  
Derek Hendrin, AMR  
Chris Williams, AMR  
Larry Jones, AMR  
Jenn Kerr, LifeLine  
Amber Young, LCCCC  
Brice Jacobsen, CFR  
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 beginning at 1:31pm. Jeanine West began the meeting by welcoming everyone.

### 1. Previous Meeting Minutes

Minutes were sent out prior to the meeting for the Boards' review. Jeanine asked if there were any requests for changes or corrections to the minutes. She noted that there was a spelling correction that was made to the minutes. Josh Van Vlack made a motion to accept the minutes with the change from DMR to AMR. Chief Kopper seconded the motion. All board members voted in favor.

## 2. Finances

Chief Kopper provided the report with normal expenses for the month being made. Josh Van Vlack made a motion to accept the financial report. Titus Norris seconded the motion. All board members voted in favor.

## 3. Monthly Reports

- a. Narva & Associates: Jon Narva provided his report that the system was stable for the month, but that calls were down approximately 100 calls with only 957 calls for service. After review of the data, Priority 5 calls showed the most decrease in calls, but there was no indication for why the calls were down. There were 68 exemption requests, 2 were denied, and 1 weather exemption periods where 0 exceptions were requested. The total unit hours for the month were 2791 unit hours and transports increased to 720 calls. There were 3 extended delays, Priority 5, 2 and 1.
- b. AMR: Kassi Moloney provided her report to the group. She commented that since the Granite Rehab evacuation, this may have contributed to the decrease in the number of calls. Usually the facility has several calls for service throughout the month. Kassi also mentioned that it appeared the Behavioral Health calls were down over the past month. AMR and Jon will continue to monitor the data to see if there is a trend. There were 4 mutual aid responses for the month. The schedule will be changed slightly to move one of the shifts back to 8am and 12pm. The new shift schedule will begin May 15th. Kassi reviewed the staffing for AMR and stated they are down 3 EMTs and 3 Paramedics, but they are looking at filling those positions. She continued with her report listing the special events and training. There were 4 clinical investigations completed for the month. Kassi reported that there were 2 RSIs that were performed with LCFA. She said that they reviewed the call with Dr. Schmitz and found some items that need to be addressed. The items were resolved with the Paramedic. Kassi reviewed the partnering agency reports and announced they signed an affiliation agreement with the Western Nebraska Community College so that students can ride with AMR. She reported that Cody Schilling attended the Longs Peak AAR and AMR staff also attended the AAR for the Granite Rehab Evacuation. Kassi noted that the DriveCam numbers were down because they remove the units that were having the issues with governing. She announced that the mechanic had retired and they are currently looking for someone to fill that position. The Ford dealership will be taking care of maintenance in the meantime. Kassi noted that they are working on the Exhibit 2 update and the SOP reviews.

## 4. Medical Directors

Dr. Gary Schmitz's report was provided by Jeanine. He met with AMR to discuss a Mass Casualty in Albin as well as the relationships amongst the EMS providers. The full reports are available for review upon request. Jeanine asked the group if other fire departments are invited to the meetings with Dr. Schmitz and the EMS providers. Chief Kopper and Kassi replied that if there was a call that involved fire, these are discussed at the Fire Chiefs Association meeting.

Jeanine clarified and asked if there was a rotation of fire personnel that attend the meetings besides CFR and AMR. Chief Kopper replied that they could circulate an invitation.

5. CRMC

Nothing to report.

6. LifeLine

Jenn Kerr announced that it was PR season for them and are busy setting up demonstrations.

7. Dispatch

Amber Young reported that there were 12183 calls for service and 1102 of those calls were for EMS. Telecommunicators Week took place which included an awards dinner and she thanked everyone for their support. She announced that the phone upgrade was completed and the new recorder will be completed in June. Amber noted that the tower upgrade at the 85 South site will take place on May 23 & 24.

8. Eastern LC EMS

Nothing to report.

9. FE Warren AFB/VA Medical Center

Nothing to report.

10. Cheyenne Fire Rescue

Chief Kopper thanked everyone for the participation during the Granite Rehab evacuation AAR. He added that there 2 recruits that graduated. Chief Kopper announced the MOU with AMR has gone through the city for approval on May 22<sup>nd</sup> and a copy will be provided. Brice Jacobsen that they talked about the feedback they have received concerning handling administrative issues at the lower levels are going very well. Chief Kopper added that he will remind Dr. Schmitz about possibly doing the reports with LCFD #1, LCFD #10 and LCFA.

11. County Fire Districts

Josh Van Vlack reported that Chief Maddison has announced his retirement. He thanked AMR and LifeLine for their assistance with a cardiac in Curt Gowdy. He added that there is an EMT class scheduled for Saturday.

12. Information Technology

Nothing to report.

13. Funding Requests

Nothing to report.

#### 14. Old Business

- a. Protocol App Subscription: Jeanine reported that she made contact with the current provider. She received a reply that they do have an upgrade available which is \$4000/year. The setup for the app would be a one time fee of \$1500 to link the protocols and then teach other users on how to add these links. Jeanine offered to setup a demonstration by the company. She commented that cost wise remaining with the company would be more beneficial since the Board's funding could not sustain the other app that was presented. The group discussed other funding sources for the other app. Jeanine will work on setting up the demo next meeting.
- b. Contract Schedule Resolution: Jeanine reviewed the resolution's purpose and reported that the changes were working well. Everyone had a chance to review the document. Chief Kopper made a motion to approve the resolution. Josh Van Vlack seconded the motion. All members approved the resolution. After all signatures are completed, an electronic copy will be sent to AMR.

#### 15. New Business

- a. Freshman Impact Program: Josh presented this program in an email to the Board and was willing to setup a presentation at one of the next 2 board meetings for the Public Safety partners in the area if there was enough interest. This program is usually focused around Homecoming or Prom. Jeanine asked if Josh was looking at having the EMS JPB be the community coordinator. Josh replied that it would be a joint coordination with the Fire Chiefs Association and EMS JPB to bring the agencies together. The group discussed the coordination, participation and a presentation on the program.

The meeting was adjourned at 2:16pm.

Cheyenne-Laramie County EMS Joint Powers Board

5/8/2023 2:38 PM

Register: Wyoming Bank & Trust

From 07/01/2022 through 05/08/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/05/2022	1014	ACID Remap LLC	Equipment Reserve	Protocol App I...	2,250.00	X		117,671.26
07/25/2022		Laramie County Trea...	Program Admin Reimb...	August LCCC...	14,000.00	X		103,671.26
07/25/2022		Amy P. Tortorich P.C	Program Admin Reimb...	August Medica...	2,916.66	X		100,754.60
07/25/2022		Dr. Gary Schmitz	Program Admin Reimb...	August Medica...	2,916.66	X		97,837.94
07/28/2022			Contract Payment	August Contrac...		X	26,083.33	123,921.27
07/31/2022			Investments	Interest		X	0.94	123,922.21
08/09/2022		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	5,833.33	X		118,088.88
08/25/2022		Laramie County Trea...	Program Admin Reimb...	September LC...	14,000.00	X		104,088.88
08/25/2022		Amy P. Tortorich P.C	Program Admin Reimb...	September Me...	2,916.66	X		101,172.22
08/25/2022		Dr. Gary Schmitz	Program Admin Reimb...	September Me...	2,916.66	X		98,255.56
08/29/2022			Contract Payment	September Con...		X	26,083.33	124,338.89
08/31/2022			Investments	Interest		X	2.04	124,340.93
09/08/2022		Narva & Associates, ...	Program Admin Reimb...	September Con...	5,833.33	X		118,507.60
09/23/2022		Laramie County Trea...	Program Admin Reimb...	October LCCC...	14,000.00	X		104,507.60
09/23/2022		Dr. Gary Schmitz	Program Admin Reimb...	October Medic...	2,916.66	X		101,590.94
09/23/2022		Amy P. Tortorich P.C	Program Admin Reimb...	October Medic...	2,916.66	X		98,674.28
09/26/2022			Contract Payment	October Contra...		X	26,083.33	124,757.61
09/30/2022			Investments	Interest		X	6.95	124,764.56
10/03/2022		Narva & Associates, ...	Program Admin Reimb...	October Contra...	5,833.33	X		118,931.23
10/12/2022		Dickey's BBQ	Operations:Meeting Ex...	Executive Meet...	158.37	X		118,772.86
10/24/2022			Contract Payment	November Con...		X	26,083.33	144,856.19
10/25/2022		Amy P. Tortorich P.C	Program Admin Reimb...	November Med...	2,916.66	X		141,939.53
10/25/2022		Dr. Gary Schmitz	Program Admin Reimb...	November Med...	2,916.66	X		139,022.87
10/25/2022		Laramie County Trea...	Program Admin Reimb...	November LC...	14,000.00	X		125,022.87
10/31/2022			Investments	Interest		X	36.16	125,059.03
11/01/2022		Narva & Associates, ...	Program Admin Reimb...	November Con...	5,833.33	X		119,225.70
11/25/2022		Amy P. Tortorich P.C	Program Admin Reimb...	December Med...	2,916.66	X		116,309.04
11/25/2022		Dr. Gary Schmitz	Program Admin Reimb...	December Med...	2,916.66	X		113,392.38
11/25/2022		Laramie County Trea...	Program Admin Reimb...	December LCC...	14,000.00	X		99,392.38
11/30/2022			Contract Payment	December Cont...		X	76,083.33	175,475.71
11/30/2022			Investments	Interest		X	44.49	175,520.20
11/30/2022		Narva & Associates, ...	Program Admin Reimb...	December Cont...	5,833.33	X		169,686.87
12/01/2022		wyoming Bank & Tr...	Bank Error	Bank Error 11/...	50,000.00	X		119,686.87
12/14/2022	1015	APG Media of The R...	Operations:Legal Adve...	RFP Medical D...	133.32	X		119,553.55
12/23/2022		Amy P. Tortorich P.C	Program Admin Reimb...	January Medic...	2,916.66	X		116,636.89
12/23/2022		Dr. Gary Schmitz	Program Admin Reimb...	January Medic...	2,916.66	X		113,720.23
12/23/2022		Laramie County Trea...	Program Admin Reimb...	January LCCC...	14,000.00	X		99,720.23
12/31/2022			Investments	Interest		X	64.71	99,784.94
01/04/2023			Contract Payment	January Contra...		X	26,083.33	125,868.27
01/04/2023		Narva & Associates, ...	Program Admin Reimb...	January Contra...	6,008.33	X		119,859.94

Cheyenne-Laramie County EMS Joint Powers Board

5/8/2023 2:38 PM

Register: Wyoming Bank & Trust

From 07/01/2022 through 05/08/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/24/2023		Laramie County Trea...	Program Admin Reimb...	February LCC...	14,000.00	X		105,859.94
01/24/2023		Amy P. Tortorich P.C	Program Admin Reimb...	February Medi...	2,916.66	X		102,943.28
01/24/2023		Dr. Gary Schmitz	Program Admin Reimb...	February Medi...	2,916.66	X		100,026.62
01/31/2023			Investments	Interest		X	84.36	100,110.98
02/01/2023			-split-	Deposit		X	41,083.33	141,194.31
02/01/2023		Yearli - Greatland	Contract Services:Prof...	2022 Tax Filing	13.18	X		141,181.13
02/01/2023		Narva & Associates, ...	Program Admin Reimb...	February Contr...	6,008.33	X		135,172.80
02/10/2023		UCHealth	Operations:Miscellane...	Debit Card Use...	20.00	X		135,152.80
02/14/2023	1016	Etch It Up	Operations:Meeting Ex...	Medical Direct...	47.70	X		135,105.10
02/24/2023		Dr. Gary Schmitz	Program Admin Reimb...	March Medical...	5,000.00	X		130,105.10
02/24/2023		Laramie County Trea...	Program Admin Reimb...	March Comb A...	14,000.00	X		116,105.10
02/28/2023			Contract Payment	March Payment		X	26,083.33	142,188.43
02/28/2023			Investments	Interest		X	86.52	142,274.95
03/01/2023			Other Types of Income...	Debit Card Err...		X	20.00	142,294.95
03/10/2023		Quickbooks	Operations:Supplies	Annual Softwa...	581.94	X		141,713.01
03/14/2023		Narva & Associates, ...	Program Admin Reimb...	March Contract...	6,008.33	X		135,704.68
03/22/2023		USPS	Operations:Postage, M...	Postage Stamps	12.60	X		135,692.08
03/24/2023		Laramie County Trea...	Program Admin Reimb...	April Comb A...	14,000.00	X		121,692.08
03/24/2023		Dr. Gary Schmitz	Program Admin Reimb...	April Medical ...	5,000.00	X		116,692.08
03/30/2023			Contract Payment	April Payment		X	26,083.33	142,775.41
03/31/2023			Investments	Interest		X	97.58	142,872.99
04/04/2023		Narva & Associates, ...	Program Admin Reimb...	April Contract ...	6,008.33	X		136,864.66
04/25/2023		Laramie County Trea...	Program Admin Reimb...	May Comb Am...	14,000.00	X		122,864.66
04/25/2023		Dr. Gary Schmitz	Program Admin Reimb...	May Medical D...	5,000.00	X		117,864.66
04/30/2023			Investments	Interest		X	102.23	117,966.89
05/03/2023		Narva & Associates, ...	Program Admin Reimb...	May Contract ...	6,008.33			111,958.56
05/08/2023			Contract Payment	May Payment			26,083.33	138,041.89

**Cheyenne-Laramie County EMS Joint Powers Board**  
**General Ledger**  
**As of May 8, 2023**

05/08/23

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>US Bank Checking</b>						0.00
Total US Bank Checking						0.00
<b>Wyoming Bank &amp; Trust</b>						119,921.26
Check	07/05/2022	1014	ACID Remap LLC	Protocol App Invoice #1122	-2,250.00	117,671.26
Check	07/25/2022		Laramie County Treasurer	August LCCCC Comb Amb Dispatch	-14,000.00	103,671.26
Check	07/25/2022		Amy P. Tortorich P.C	August Medical Director	-2,916.66	100,754.60
Check	07/25/2022		Dr. Gary Schmitz	August Medical Director	-2,916.66	97,837.94
Deposit	07/28/2022			August Contract Payment	26,083.33	123,921.27
Deposit	07/31/2022			Interest	0.94	123,922.21
Check	08/09/2022		Narva & Associates, Inc.	August Contract Admin	-5,833.33	118,088.88
Check	08/25/2022		Laramie County Treasurer	September LCCCC Comb Amb Dis...	-14,000.00	104,088.88
Check	08/25/2022		Amy P. Tortorich P.C	September Medical Director	-2,916.66	101,172.22
Check	08/25/2022		Dr. Gary Schmitz	September Medical Director	-2,916.66	98,255.56
Deposit	08/29/2022			September Contract Payment	26,083.33	124,338.89
Deposit	08/31/2022			Interest	2.04	124,340.93
Check	09/08/2022		Narva & Associates, Inc.	September Contract Admin	-5,833.33	118,507.60
Check	09/23/2022		Laramie County Treasurer	October LCCCC Comb Amb Dispatch	-14,000.00	104,507.60
Check	09/23/2022		Dr. Gary Schmitz	October Medical Director	-2,916.66	101,590.94
Check	09/23/2022		Amy P. Tortorich P.C	October Medical Director	-2,916.66	98,674.28
Deposit	09/26/2022			October Contract Payment	26,083.33	124,757.61
Deposit	09/30/2022			Interest	6.95	124,764.56
Check	10/03/2022		Narva & Associates, Inc.	October Contract Admin	-5,833.33	118,931.23
Check	10/12/2022		Dickey's BBQ	Executive Meeting	-158.37	118,772.86
Deposit	10/24/2022			November Contract Payment	26,083.33	144,856.19
Check	10/25/2022		Amy P. Tortorich P.C	November Medical Director	-2,916.66	141,939.53
Check	10/25/2022		Dr. Gary Schmitz	November Medical Director	-2,916.66	139,022.87
Check	10/25/2022		Laramie County Treasurer	November LCCCC Comb Amb Disp...	-14,000.00	125,022.87
Deposit	10/31/2022			Interest	36.16	125,059.03
Check	11/01/2022		Narva & Associates, Inc.	November Contract Admin	-5,833.33	119,225.70
Check	11/25/2022		Amy P. Tortorich P.C	December Medical Director	-2,916.66	116,309.04
Check	11/25/2022		Dr. Gary Schmitz	December Medical Director	-2,916.66	113,392.38
Check	11/25/2022		Laramie County Treasurer	December LCCCC Comb Amb Disp...	-14,000.00	99,392.38
Check	11/30/2022		Narva & Associates, Inc.	December Contract Admin	-5,833.33	93,559.05
Deposit	11/30/2022			December Contract Payment-See 1...	76,083.33	169,642.38
Deposit	11/30/2022			Interest	44.49	169,686.87
Check	12/01/2022		wyoming Bank & Trust	Bank Error 11/30/22-bank deposited...	-50,000.00	119,686.87
Check	12/14/2022	1015	APG Media of The Rocki...	RFP Medical Director Notice Ad# 30...	-133.32	119,553.55
Check	12/23/2022		Amy P. Tortorich P.C	January Medical Director	-2,916.66	116,636.89
Check	12/23/2022		Dr. Gary Schmitz	January Medical Director	-2,916.66	113,720.23
Check	12/23/2022		Laramie County Treasurer	January LCCCC Comb Amb Dispatch	-14,000.00	99,720.23
Deposit	12/31/2022			Interest	64.71	99,784.94
Deposit	01/04/2023			January Contract Payment	26,083.33	125,868.27
Check	01/04/2023		Narva & Associates, Inc.	January Contract Admin	-6,008.33	119,859.94
Check	01/24/2023		Laramie County Treasurer	February LCCCC Comb Amb Dispat...	-14,000.00	105,859.94
Check	01/24/2023		Amy P. Tortorich P.C	February Medical Director	-2,916.66	102,943.28
Check	01/24/2023		Dr. Gary Schmitz	February Medical Director	-2,916.66	100,026.62
Deposit	01/31/2023			Interest	84.36	100,110.98
Deposit	02/01/2023			Deposit	41,083.33	141,194.31
Check	02/01/2023		Yearli - Greatland	2022 Tax Filing	-13.18	141,181.13
Check	02/01/2023		Narva & Associates, Inc.	February Contract Admin	-6,008.33	135,172.80
Check	02/10/2023		UCHealth	Debit Card Use Error Receipt #9012...	-20.00	135,152.80
Check	02/14/2023	1016	Etch It Up	Medical Director Plaque Inv# 2023-0...	-47.70	135,105.10
Check	02/24/2023		Dr. Gary Schmitz	March Medical Director	-5,000.00	130,105.10
Check	02/24/2023		Laramie County Treasurer	March Comb Amb Dispatch	-14,000.00	116,105.10
Deposit	02/28/2023			March Payment	26,083.33	142,188.43
Deposit	02/28/2023			Interest	86.52	142,274.95
Deposit	03/01/2023			Debit Card Error Reimbursement R...	20.00	142,294.95
Check	03/10/2023		Quickbooks	Annual Software Renewal	-581.94	141,713.01
Check	03/14/2023		Narva & Associates, Inc.	March Contract Administrator	-6,008.33	135,704.68
Check	03/22/2023		USPS	Postage Stamps	-12.60	135,692.08
Check	03/24/2023		Laramie County Treasurer	April Comb Amb Dispatch	-14,000.00	121,692.08
Check	03/24/2023		Dr. Gary Schmitz	April Medical Director	-5,000.00	116,692.08
Deposit	03/30/2023			April Payment	26,083.33	142,775.41
Deposit	03/31/2023			Interest	97.58	142,872.99
Check	04/04/2023		Narva & Associates, Inc.	April Contract Administrator	-6,008.33	136,864.66
Check	04/25/2023		Laramie County Treasurer	May Comb Amb Dispatch	-14,000.00	122,864.66
Check	04/25/2023		Dr. Gary Schmitz	May Medical Director	-5,000.00	117,864.66
Deposit	04/30/2023			Interest	102.23	117,966.89
Check	05/03/2023		Narva & Associates, Inc.	May Contract Administrator	-6,008.33	111,958.56
Deposit	05/08/2023			May Payment	26,083.33	138,041.89
<b>Total Wyoming Bank &amp; Trust</b>					18,120.63	138,041.89
<b>Assessments Receivables</b>						0.00
Total Assessments Receivables						0.00
<b>Cash</b>						0.00



**Cheyenne-Laramie County EMS Joint Powers Board**  
**General Ledger**  
**As of May 8, 2023**

Type	Date	Num	Name	Memo	Amount	Balance
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>						-39,776.98
Check	07/05/2022	1014	ACID Remap LLC	Protocol App Invoice #1122	2,250.00	-37,526.98
Deposit	02/01/2023			2023 Payment	-15,000.00	-52,526.98
Total Equipment Reserve					-12,750.00	-52,526.98
<b>Opening Bal Equity</b>						-118,338.88
Total Opening Bal Equity						-118,338.88
<b>Unrestricted Net Assets</b>						38,194.60
Total Unrestricted Net Assets						38,194.60
<b>Contract Payment</b>						0.00
Deposit	07/28/2022			August Contract Payment	-26,083.33	-26,083.33
Deposit	08/29/2022			September Contract Payment	-26,083.33	-52,166.66
Deposit	09/26/2022			October Contract Payment	-26,083.33	-78,249.99
Deposit	10/24/2022			November Contract Payment	-26,083.33	-104,333.32
Deposit	11/30/2022			December Contract Payment-See 1...	-76,083.33	-180,416.65
Deposit	01/04/2023			January Contract Payment	-26,083.33	-206,499.98
Deposit	02/01/2023			February Contract Payment	-26,083.33	-232,583.31
Deposit	02/28/2023			March Payment	-26,083.33	-258,666.64
Deposit	03/30/2023			April Payment	-26,083.33	-284,749.97
Deposit	05/08/2023			May Payment	-26,083.33	-310,833.30
Total Contract Payment					-310,833.30	-310,833.30
<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	07/31/2022			Interest	-0.94	-0.94
Deposit	08/31/2022			Interest	-2.04	-2.98
Deposit	09/30/2022			Interest	-6.95	-9.93
Deposit	10/31/2022			Interest	-36.16	-46.09
Deposit	11/30/2022			Interest	-44.49	-90.58
Deposit	12/31/2022			Interest	-64.71	-155.29
Deposit	01/31/2023			Interest	-84.36	-239.65
Deposit	02/28/2023			Interest	-86.52	-326.17
Deposit	03/31/2023			Interest	-97.58	-423.75
Deposit	04/30/2023			Interest	-102.23	-525.98
Total Investments - Other					-525.98	-525.98
Total Investments					-525.98	-525.98
<b>Other Types of Income</b>						0.00
<b>Miscellaneous Revenue</b>						0.00
Deposit	03/01/2023			Debit Card Error Reimbursement R...	-20.00	-20.00
Total Miscellaneous Revenue					-20.00	-20.00
<b>Other Types of Income - Other</b>						0.00
Total Other Types of Income - Other						0.00

2:38 PM

**Cheyenne-Laramie County EMS Joint Powers Board**  
**General Ledger**  
**As of May 8, 2023**

05/08/23

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Total Other Types of Income					-20.00	-20.00
<b>Performance Assessments</b>						0.00
Total Performance Assessments						0.00
<b>Bank Error</b>						0.00
Check	12/01/2022		wyoming Bank & Trust	Bank Error 11/30/22-bank deposited...	50,000.00	50,000.00
Total Bank Error					50,000.00	50,000.00
<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	02/01/2023		Yearli - Greatland	2022 Tax Filing	13.18	13.18
Total Professional Services					13.18	13.18
<b>Contract Services - Other</b>						0.00
Total Contract Services - Other						0.00
Total Contract Services					13.18	13.18
<b>Operations</b>						0.00
<b>Bank charges</b>						0.00
Total Bank charges						0.00
<b>Books, Subscriptions, Reference</b>						0.00
Total Books, Subscriptions, Reference						0.00
<b>Legal Advertising</b>						0.00
Check	12/14/2022	1015	APG Media of The Rocki...	RFP Medical Director Notice Ad# 30...	133.32	133.32
Total Legal Advertising					133.32	133.32
<b>Meeting Expenses</b>						0.00
Check	10/12/2022		Dickey's BBQ	Executive Meeting	158.37	158.37
Check	02/14/2023	1016	Etch It Up	Medical Director Plaque Inv# 2023-0...	47.70	206.07
Total Meeting Expenses					206.07	206.07
<b>Miscellaneous</b>						0.00
Check	02/10/2023		UCHealth	Debit Card Use Error Receipt #9012...	20.00	20.00
Total Miscellaneous					20.00	20.00
<b>New Checks</b>						0.00
Total New Checks						0.00
<b>Postage, Mailing Service</b>						0.00
Check	03/22/2023		USPS	Postage Stamps	12.60	12.60
Total Postage, Mailing Service					12.60	12.60
<b>Printing and Copying</b>						0.00
Total Printing and Copying						0.00
<b>Supplies</b>						0.00
Check	03/10/2023		Quickbooks	Annual Software Renewal	581.94	581.94
Total Supplies					581.94	581.94
<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					953.93	953.93
<b>Other Types of Expenses</b>						0.00
<b>FD Equipment Purchases</b>						0.00
Total FD Equipment Purchases						0.00

**Cheyenne-Laramie County EMS Joint Powers Board**

05/08/23

**General Ledger**

Accrual Basis

As of May 8, 2023

Type	Date	Num	Name	Memo	Amount	Balance
<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	07/25/2022		Laramie County Treasurer	August LCCCC Comb Amb Dispatch	14,000.00	14,000.00
Check	07/25/2022		Amy P. Tortorich P.C	August Medical Director	2,916.66	16,916.66
Check	07/25/2022		Dr. Gary Schmitz	August Medical Director	2,916.66	19,833.32
Check	08/09/2022		Narva & Associates, Inc.	August Contract Admin	5,833.33	25,666.65
Check	08/25/2022		Laramie County Treasurer	September LCCCC Comb Amb Dis...	14,000.00	39,666.65
Check	08/25/2022		Amy P. Tortorich P.C	September Medical Director	2,916.66	42,583.31
Check	08/25/2022		Dr. Gary Schmitz	September Medical Director	2,916.66	45,499.97
Check	09/08/2022		Narva & Associates, Inc.	September Contract Admin	5,833.33	51,333.30
Check	09/23/2022		Laramie County Treasurer	October LCCCC Comb Amb Dispatch	14,000.00	65,333.30
Check	09/23/2022		Dr. Gary Schmitz	October Medical Director	2,916.66	68,249.96
Check	09/23/2022		Amy P. Tortorich P.C	October Medical Director	2,916.66	71,166.62
Check	10/03/2022		Narva & Associates, Inc.	October Contract Admin	5,833.33	76,999.95
Check	10/25/2022		Amy P. Tortorich P.C	November Medical Director	2,916.66	79,916.61
Check	10/25/2022		Dr. Gary Schmitz	November Medical Director	2,916.66	82,833.27
Check	10/25/2022		Laramie County Treasurer	November LCCCC Comb Amb Disp...	14,000.00	96,833.27
Check	11/01/2022		Narva & Associates, Inc.	November Contract Admin	5,833.33	102,666.60
Check	11/25/2022		Amy P. Tortorich P.C	December Medical Director	2,916.66	105,583.26
Check	11/25/2022		Dr. Gary Schmitz	December Medical Director	2,916.66	108,499.92
Check	11/25/2022		Laramie County Treasurer	December LCCCC Comb Amb Disp...	14,000.00	122,499.92
Check	11/30/2022		Narva & Associates, Inc.	December Contract Admin	5,833.33	128,333.25
Check	12/23/2022		Amy P. Tortorich P.C	January Medical Director	2,916.66	131,249.91
Check	12/23/2022		Dr. Gary Schmitz	January Medical Director	2,916.66	134,166.57
Check	12/23/2022		Laramie County Treasurer	January LCCCC Comb Amb Dispatch	14,000.00	148,166.57
Check	01/04/2023		Narva & Associates, Inc.	January Contract Admin	6,008.33	154,174.90
Check	01/24/2023		Laramie County Treasurer	February LCCCC Comb Amb Dispat...	14,000.00	168,174.90
Check	01/24/2023		Amy P. Tortorich P.C	February Medical Director	2,916.66	171,091.56
Check	01/24/2023		Dr. Gary Schmitz	February Medical Director	2,916.66	174,008.22
Check	02/01/2023		Narva & Associates, Inc.	February Contract Admin	6,008.33	180,016.55
Check	02/24/2023		Dr. Gary Schmitz	March Medical Director	5,000.00	185,016.55
Check	02/24/2023		Laramie County Treasurer	March Comb Amb Dispatch	14,000.00	199,016.55
Check	03/14/2023		Narva & Associates, Inc.	March Contract Administrator	6,008.33	205,024.88
Check	03/24/2023		Laramie County Treasurer	April Comb Amb Dispatch	14,000.00	219,024.88
Check	03/24/2023		Dr. Gary Schmitz	April Medical Director	5,000.00	224,024.88
Check	04/04/2023		Narva & Associates, Inc.	April Contract Administrator	6,008.33	230,033.21
Check	04/25/2023		Laramie County Treasurer	May Comb Amb Dispatch	14,000.00	244,033.21
Check	04/25/2023		Dr. Gary Schmitz	May Medical Director	5,000.00	249,033.21
Check	05/03/2023		Narva & Associates, Inc.	May Contract Administrator	6,008.33	255,041.54
Total Program Admin Reimbursements					255,041.54	255,041.54
<b>Reconciliation Discrepancies</b>						0.00
Total Reconciliation Discrepancies						0.00
<b>Reserve</b>						0.00
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

05/08/23

## Profit &amp; Loss Detail

Accrual Basis

July 1, 2022 through May 8, 2023

Date	Num	Name	Memo	Amount	Balance
<b>Income</b>					
<b>Contract Payment</b>					
07/28/2022			August Contract Payment	26,083.33	26,083.33
08/29/2022			September Contract Payment	26,083.33	52,166.66
09/26/2022			October Contract Payment	26,083.33	78,249.99
10/24/2022			November Contract Payment	26,083.33	104,333.32
11/30/2022			December Contract Payment-See 12/1/22 ...	76,083.33	180,416.65
01/04/2023			January Contract Payment	26,083.33	206,499.98
02/01/2023			February Contract Payment	26,083.33	232,583.31
02/28/2023			March Payment	26,083.33	258,666.64
03/30/2023			April Payment	26,083.33	284,749.97
05/08/2023			May Payment	26,083.33	310,833.30
Total Contract Payment				310,833.30	310,833.30
<b>Investments</b>					
07/31/2022			Interest	0.94	0.94
08/31/2022			Interest	2.04	2.98
09/30/2022			Interest	6.95	9.93
10/31/2022			Interest	36.16	46.09
11/30/2022			Interest	44.49	90.58
12/31/2022			Interest	64.71	155.29
01/31/2023			Interest	84.36	239.65
02/28/2023			Interest	86.52	326.17
03/31/2023			Interest	97.58	423.75
04/30/2023			Interest	102.23	525.98
Total Investments				525.98	525.98
<b>Other Types of Income</b>					
<b>Miscellaneous Revenue</b>					
03/01/2023			Debit Card Error Reimbursement Receipt #...	20.00	20.00
Total Miscellaneous Revenue				20.00	20.00
Total Other Types of Income				20.00	20.00
Total Income				311,379.28	311,379.28
<b>Expense</b>					
<b>Bank Error</b>					
12/01/2022		wyoming Bank & Trust	Bank Error 11/30/22-bank deposited wrong ...	50,000.00	50,000.00
Total Bank Error				50,000.00	50,000.00
<b>Contract Services</b>					
<b>Professional Services</b>					
02/01/2023		Yearli - Greatland	2022 Tax Filing	13.18	13.18
Total Professional Services				13.18	13.18
Total Contract Services				13.18	13.18
<b>Operations</b>					
<b>Legal Advertising</b>					
12/14/2022	1015	APG Media of The Rockies	RFP Medical Director Notice Ad# 303500	133.32	133.32
Total Legal Advertising				133.32	133.32
<b>Meeting Expenses</b>					
10/12/2022		Dickey's BBQ	Executive Meeting	158.37	158.37
02/14/2023	1016	Etch It Up	Medical Director Plaque Inv# 2023-021	47.70	206.07
Total Meeting Expenses				206.07	206.07
<b>Miscellaneous</b>					
02/10/2023		UCHealth	Debit Card Use Error Receipt #9012881	20.00	20.00
Total Miscellaneous				20.00	20.00
<b>Postage, Mailing Service</b>					
03/22/2023		USPS	Postage Stamps	12.60	12.60
Total Postage, Mailing Service				12.60	12.60
<b>Supplies</b>					
03/10/2023		Quickbooks	Annual Software Renewal	581.94	581.94
Total Supplies				581.94	581.94
Total Operations				953.93	953.93
<b>Program Admin Reimbursements</b>					

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## Cheyenne-Laramie County EMS Joint Powers Board

05/08/23

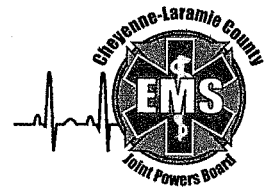
## Profit &amp; Loss Detail

Accrual Basis

July 1, 2022 through May 8, 2023

Date	Num	Name	Memo	Amount	Balance
07/25/2022		Laramie County Treasurer	August LCCCC Comb Amb Dispatch	14,000.00	14,000.00
07/25/2022		Amy P. Tortorich P.C	August Medical Director	2,916.66	16,916.66
07/25/2022		Dr. Gary Schmitz	August Medical Director	2,916.66	19,833.32
08/09/2022		Narva & Associates, Inc.	August Contract Admin	5,833.33	25,666.65
08/25/2022		Laramie County Treasurer	September LCCCC Comb Amb Dispatch	14,000.00	39,666.65
08/25/2022		Amy P. Tortorich P.C	September Medical Director	2,916.66	42,583.31
08/25/2022		Dr. Gary Schmitz	September Medical Director	2,916.66	45,499.97
09/08/2022		Narva & Associates, Inc.	September Contract Admin	5,833.33	51,333.30
09/23/2022		Laramie County Treasurer	October LCCCC Comb Amb Dispatch	14,000.00	65,333.30
09/23/2022		Dr. Gary Schmitz	October Medical Director	2,916.66	68,249.96
09/23/2022		Amy P. Tortorich P.C	October Medical Director	2,916.66	71,166.62
10/03/2022		Narva & Associates, Inc.	October Contract Admin	5,833.33	76,999.95
10/25/2022		Amy P. Tortorich P.C	November Medical Director	2,916.66	79,916.61
10/25/2022		Dr. Gary Schmitz	November Medical Director	2,916.66	82,833.27
10/25/2022		Laramie County Treasurer	November LCCCC Comb Amb Dispatch	14,000.00	96,833.27
11/01/2022		Narva & Associates, Inc.	November Contract Admin	5,833.33	102,666.60
11/25/2022		Amy P. Tortorich P.C	December Medical Director	2,916.66	105,583.26
11/25/2022		Dr. Gary Schmitz	December Medical Director	2,916.66	108,499.92
11/25/2022		Laramie County Treasurer	December LCCCC Comb Amb Dispatch	14,000.00	122,499.92
11/30/2022		Narva & Associates, Inc.	December Contract Admin	5,833.33	128,333.25
12/23/2022		Amy P. Tortorich P.C	January Medical Director	2,916.66	131,249.91
12/23/2022		Dr. Gary Schmitz	January Medical Director	2,916.66	134,166.57
12/23/2022		Laramie County Treasurer	January LCCCC Comb Amb Dispatch	14,000.00	148,166.57
01/04/2023		Narva & Associates, Inc.	January Contract Admin	6,008.33	154,174.90
01/24/2023		Laramie County Treasurer	February LCCCC Comb Amb Dispatch	14,000.00	168,174.90
01/24/2023		Amy P. Tortorich P.C	February Medical Director	2,916.66	171,091.56
01/24/2023		Dr. Gary Schmitz	February Medical Director	2,916.66	174,008.22
02/01/2023		Narva & Associates, Inc.	February Contract Admin	6,008.33	180,016.55
02/24/2023		Dr. Gary Schmitz	March Medical Director	5,000.00	185,016.55
02/24/2023		Laramie County Treasurer	March Comb Amb Dispatch	14,000.00	199,016.55
03/14/2023		Narva & Associates, Inc.	March Contract Administrator	6,008.33	205,024.88
03/24/2023		Laramie County Treasurer	April Comb Amb Dispatch	14,000.00	219,024.88
03/24/2023		Dr. Gary Schmitz	April Medical Director	5,000.00	224,024.88
04/04/2023		Narva & Associates, Inc.	April Contract Administrator	6,008.33	230,033.21
04/25/2023		Laramie County Treasurer	May Comb Amb Dispatch	14,000.00	244,033.21
04/25/2023		Dr. Gary Schmitz	May Medical Director	5,000.00	249,033.21
05/03/2023		Narva & Associates, Inc.	May Contract Administrator	6,008.33	255,041.54
Total Program Admin Reimbursements				255,041.54	255,041.54
Total Expense				306,008.65	306,008.65
<b>Net Income</b>				<b>5,370.63</b>	<b>5,370.63</b>

# Monthly Report



## AMR/Cheyenne Fire Rescue

LOCATION:	AMR Headquarters
DATE:	5/8/2023
TIME:	8:00 AM

### Attendees

Brice Jacobson		
Larry Jones		
Kassie Maloney		
Doug Schmitz		

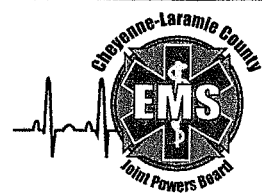
### Discussion Items

- ① Discussed the care provided at a mass casualty incident by AMR + the importance of complete patient care reports
- ② Discussed avenues to continue improving the working relationships between AMR + Fire. It has shown improvement over the past few years
- ③ Discussed the use of ketamine in acute pain vs. chronic pain.

### Actions Taken

- ① Educational activities planned for July
- ② Discuss indications for ketamine ± medical
- ③ Continue to encourage working relationships ± AMR/Fire + the importance of this.
- ④ We also discussed the effectiveness of dispatch and the improvements being made

# Monthly Report



## Pine Bluffs EMS

LOCATION:	Pine Bluffs Ambulance barn
DATE:	April 20, 2023
TIME:	6 <sup>30</sup> AM (PM)

## Attendees

Attached sheet	
Pat Currie via Zoom	

## Discussion Items

- ① Reviewed 2 calls from black ice storm
- ② Discussed shock management - watched a 30 minute video on this subject
- ③ They discussed some issues with their units
- ④ Discussed some issues concerning dispatch

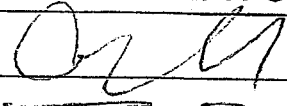
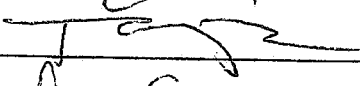
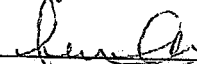
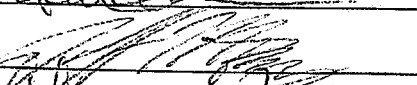
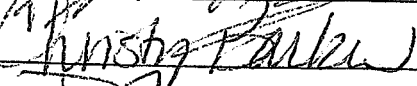
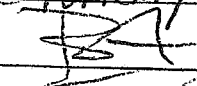
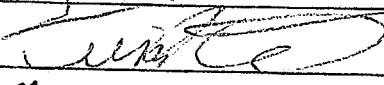
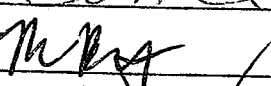
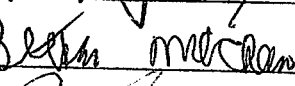
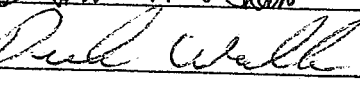
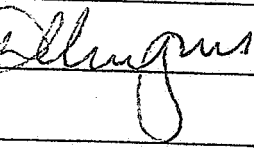
## Actions Taken

- ① Plan AEMT class in Pine starting 6/5/2023  
Pat Currie will be coordinator
- ② Their service is coming together nicely I believe
- ③ went over protocol changes

PINE BLUFFS EMS  
SIGN SHEET / MEETING / TRAINING MINUTES

Date: 4/20/2023

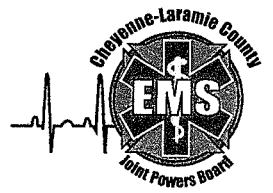
Topic: April 2023 Monthly Meeting

NAME / PRINT	SIGNATURE	LICENSE #
Kyba Courtney		107719
Tom Perry		111388
Susan McWilliam		111222
Jeff Munoz		175301
Christy Parker		108095
Brenda Armstrong		1282
Tim Michaud		112483
Rebecka Brayton		111572
Stephen Michaud		112613
Derek Walls		14878
Pat Currie		Zoom
Doug Schmitz		

Minutes / Notes / Topics Dr. Schmitz present. Pat attended via zoom. Coats are in. Lettering font will be decided next and sent to us for approval. Reviewed 2 calls from the black ice storm last night with Dr. Schmitz. AMR is requesting 12-lead for and ~~syncope~~ syncope management. Discussed with Dr. Schmitz. Pat Currie will be coordinating an AEMT class in Pine. Start date is 6-5-2023. More details to come! Now that the weather is nice we need to be out!



# Monthly Report



<u>Albin EMS</u>	
LOCATION:	Albin Community Center
DATE:	5/4/2023
TIME:	6 <sup>30</sup> PM

<u>Attendees</u>		
see attached sheet		

<u>Discussion Items</u>
① Much of the meeting concerned discussions between volunteer fire and ambulance and how to work together as a team.
② The ambulance meetings will now be at the community center
③ Reviewed 3 runs - care excellent

<u>Actions Taken</u>
① Fantastic meeting - the patient care will certainly be enhanced because of this new working relationships.
② There is a BBQ planned for the 26 <sup>th</sup>

Albin Rescue


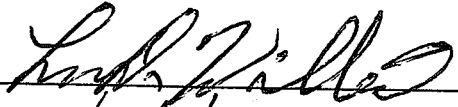
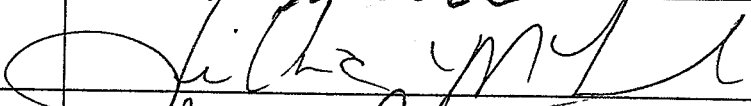


Continuing Education Roster

Date 5/4 Hours \_\_\_\_\_

Topic(s) Cardiac Arrest /

Instructor(s) Name:

Printed \_\_\_\_\_ Signature \_\_\_\_\_  
Printed \_\_\_\_\_ Signature \_\_\_\_\_  
Printed \_\_\_\_\_ Signature \_\_\_\_\_

Printed Name	Signature
R. Zane Willert	R. Zane Willert
Jeremiah Johnson	
Lee D Willert	
Jillian McLaughlin	
Lee Peterson	
Lex Johnson	
Bob Anderson	Bob Anderson
Allison Brennemann	Allison Brennemann