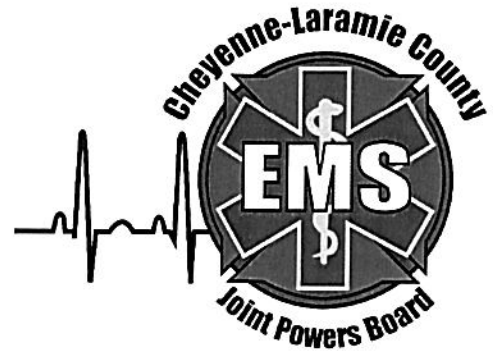


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

August 10, 2021

Regular Meeting

1. Previous Meeting Minutes
2. Finances
3. Monthly Reports
 - a. Narva & Associates
 - i. Variance Report from July
 - b. AMR
4. Medical Directors
5. Cheyenne Regional Medical Center
6. LifeLine
7. Dispatch
8. Eastern LC EMS (Albin, Burns, 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. System Improvement Recommendation Form
 - b. Live Health Committee
15. New Business

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday August 10, 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
Chief John Kopper, Cheyenne Fire Rescue
Tracy Garcia, Cheyenne Regional Medical Center
Ex-officio: Maj Robert Wetzler

Meeting Attendees:

Jon Narva, Narva & Associates
Kassi Moloney, American Medical Response
Larry Jones, American Medical Response
Chris Williams, American Medical Response
Derrick Hendran, American Medical Response
Dr. Amy Tortorich, Medical Director
Dr. Gary Schmitz, Medical Director

Jennifer Kerr, LifeLine
Andrew Dykeshorn, Cheyenne Fire Rescue
Brice Jacobsen, Cheyenne Fire Rescue
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 1:45pm. 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. Maj Wetzler seconded the motion. All board members voted in favor.

2. Finances

Carrie Deselms reported that there was nothing new for expenses this month outside of regular expenses. She pointed out that since it was the beginning of the fiscal year, the financial reports were smaller than usual. Jeanine West motioned to approve the financial report. Tracy Garcia seconded the motion; all board members voted in favor.

3. Monthly Reports

a. Narva & Associates: Jon Narva went over his monthly report. He advised AMR was fully compliant in all areas for the month. There were 1335 calls for the month, which

were up considerably. There were 55 exemptions, with three denied. Jon reviewed the geographic distribution of calls and noted that the new map layer appears to be working. The 100 call rule was used for the Suburban response zone since the new map layer changed the distribution of calls. Jon reported under observations that due to the considerable changes in call volume since the new map layer was implemented, the Board may need to consider compliance measurement methodologies for many of the priorities/zones. There were 8 total delays which was consistent with the numbers each month.

- i. Variance Report from July: Jon reported that he had completed the gathering of information for this report from July 7th. A meeting with the Medical Directors was held earlier on the day of the meeting and therefore he will provide a final report to the Board once it is completed.

Dr. Schmitz provided a report on the case. He stated that they had met after case reviews and determined that the patient care was not affected but that they will be providing recommendations for new cases that may be similar in nature. Dr. Schmitz discussed that for patients that meet Level 1 patient criteria, the patient be brought to the trauma center for an ATLS evaluation which is the worldwide standard for these types of patients. This evaluation allows for the identification of any life threatening injuries. It was decided between the Medical Directors and Jon Narva that the patient could have benefitted from being evaluated at our trauma center and had the helicopter meet the team at the hospital for transport. Dr. Schmitz added that the protocols will be changed to reflect this recommendation. Dr. Tortorich also stated that medical direction will be used in these situations by directly talking with the doctor. Byron asked what the expectation was for the update to this protocol. Dr. Tortorich stated that they will pull the protocols that are referred to for this type of call and make changes. It was recommended that the steps to begin making changes start prior to the next protocol committee meeting in October. Dr. Schmitz did state that everyone did a good job controlling the airway and transporting the patient to the burn center.

Dr. Schmitz continued with his report to discuss Burns and Albin EMS. Albin has one licensed medic that is available. He had met with them last week to discuss personnel for the ambulance. Dr. Schmitz stated that the ambulance for Albin had not been used recently and had posed the question to the group if everything has been updated. He instructed the medic to make sure that all equipment and supplies were up to date. There were some recalls on the ambulance and he insisted that they address the recalls before using the unit. Dr. Schmitz informed them that they are not to respond until everything has been addressed. He added that they do have some people interested in receiving their certifications, but they are still short on personnel.

Dr. Schmitz continued his report by providing an update on Burns EMS. He announced that Jeff Bartels was no longer the ambulance director and the mayor of Burns is currently appointed to oversee the service. Dr. Schmitz reported that he had a meeting with the mayor and Brandon Kelly where he insisted that the director of the service be a licensed EMT. He added that upon inspection of the ambulance there were several problems noted. Dr. Schmitz informed the mayor that all the equipment and supplies must be updated. The Burns ambulance is not to operate until everything is addressed and there is at least a licensed EMT appointed as the director of the ambulance. Byron asked Jon if this affects the current contract. Jon responded that the rural ambulance services fall under medical direction. Jeanine commented that this would affect AMR by increasing their calls in the county. Kassi added that since they are automatically dispatched for calls within the county, this situation would more affect their transport numbers, but not necessarily calls for service. Jeanine asked Dr. Schmitz if the people that had POV lights were still responding. Dr. Schmitz responded that the Town Council had told those with POVs that they were not covered under the insurance. There was a brief discussion about the procedure for POV operation. Those that may have this are not to be responding at this point. The group continued discussion on the Burns EMS situation and their SOP.

- b. AMR: Kassi Moloney reiterated that they were fully compliant for the month and went over AMR's monthly report. She stated that they are fully staffed and are still looking for part-time EMTs and Paramedics. Kassi reported that preventative maintenance on their units was performed as scheduled and 2 of their units are out of service for repairs. Training was conducted over the past month and AMR continues to work with the fire agencies to improve radio communications and call dispatching. Kassi reported that they participated in several events throughout July, including CFD, and are planning for future community events. She added that they are also working on auto launch policies with LifeLine 3 and conducting joint educational trainings with them. Kassi did report on a call with Pine Bluffs EMS concerning a pediatric drowning. Pine Bluffs began transporting when they met with AMR and LifeLine landed on scene. They contacted the hospital and spoke with the doctor and received permission to fly directly to Denver Children's Hospital. She commented that this was an example of a benefit of having auto launch for LifeLine.

4. Medical Directors

(See discussion under Narva & Associates report)

5. CRMC

Tracy Garcia reported that the hospital is busy. They have finished with the front entrances of the ED and continue with the other sections.

6. LifeLine

Jenn Kerr reported that they did participate in CFD with CRMC for 2 days. They have implemented that when they are called, they communicate using the recorded line and

making sure that they document the name of the doctor when diverted to another hospital to transport a patient.

7. LCCCC

Nothing to report.

8. Eastern Laramie County

Carrie had nothing further to report for Burns. She did say that Derek Walls had informed her that Pine Bluffs EMS has been very busy and are averaging 2-3 calls per day. Carrie commented that there may need to be a discussion with the Medical Directors solutions when they are automatically dispatched to a call to Albin, they may not be available. Carrie also reported that Albin is hoping to have more interest from the community for people that would like to be EMTs. She added that LCFD #3 is still a Fire Rescue and the 2 entities are hoping to be work together to ensure that service can be provided to the residents in the area.

9. FE Warren AFB

Maj Wetzler had nothing to report.

10. VA

Beth Harris reported that Dutch McBride sent an email stating that he had nothing for the group.

11. Cheyenne Fire Rescue

Chief Kopper reported that CFR has been busy as well with calls for service. Brice Jacobsen reported that their training hours were done over the past month due to CFD. He did want to inform everyone that EPIs are on back order currently and may need to switch to other options as well as work with AMR should supplies be needed. Andrew Dykshorn reported that they are working on an EMS improvement plan for CFR. He stated that there was a Variance Report received last week but after researching the situation it was determined that it was out of the timeframe required to submit the form. A meeting with AMR and the crew has been setup to discuss any concerns.

12. County Fire Districts

Matt Butler suggested that perhaps with the changes in Eastern Laramie County EMS response, it might be wise to send with the page that AMR would be responding from town so that other crews are aware of the response time. Carrie stated that the services have discussed possible solutions. Kassi has offered to possibly have a unit staged centrally. Byron commented that it would be beneficial to have input from LCCCC as well and that a separate meeting should take place to discuss options on how the response to Eastern Laramie County can be improved in the meantime.

13. County IT

Nothing to report.

14. Funding Requests

No requests had been received.

15. Old Business

- a. System Improvement Recommendation Form: Jeanine stated that she sent out an email that included the different forms and instructions.
- b. Live Health: Jeanine reported that after talking with Kassi, that they will start looking at this committee later in August.

16. New Business

No new business was discussed.

The meeting was adjourned at 2:14pm.

Cheyenne-Laramie County EMS Joint Powers Board

8/9/2021 8:50 AM

Register: Wyoming Bank & Trust
 From 07/01/2021 through 08/09/2021
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/30/2021			Investments	Interest	X	0.97	117,796.98
08/02/2021			Contract Payment	August Contrac...		25,666.01	143,462.99
08/02/2021		Dr. Gary Schmitz	Program Admin Reimb...	August Medica...	2,916.66		140,546.33
08/02/2021		Amy P. Tortorich P.C	Program Admin Reimb...	August Medica...	2,916.66		137,629.67
08/02/2021		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	5,833.33		131,796.34
08/02/2021		Laramie County Trea...	Program Admin Reimb...	August Comb ...	14,000.00		117,796.34

8:50 AM

08/09/21

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of August 9, 2021

Type	Date	Num	Name	Memo	Amount	Balance
US Bank Checking						0.00
Total US Bank Checking						0.00
Wyoming Bank & Trust						117,796.01
Deposit	07/30/2021			Interest	0.97	117,796.98
Check	08/02/2021		Dr. Gary Schmitz	August Medical Director	-2,916.66	114,880.32
Check	08/02/2021		Amy P. Tortorich P.C	August Medical Director	-2,916.66	111,963.66
Check	08/02/2021		Narva & Associates, Inc.	August Contract Admin	-5,833.33	106,130.33
Check	08/02/2021		Laramie County Treasurer	August Comb Amb Dispatch	-14,000.00	92,130.33
Deposit	08/02/2021			August Contract Payment	25,666.01	117,796.34
Total Wyoming Bank & Trust					0.33	117,796.34
Assessments Receivables						0.00
Total Assessments Receivables						0.00
Cash						0.00
Total Cash						0.00
Undeposited Funds						0.00
Total Undeposited Funds						0.00
Accounts Payable						0.00
Total Accounts Payable						0.00
Cash Reserve						0.00
Total Cash Reserve						0.00
Equipment Reserve						-39,540.98
Total Equipment Reserve						-39,540.98
Opening Bal Equity						-118,338.88
Total Opening Bal Equity						-118,338.88
Unrestricted Net Assets						40,083.85
Total Unrestricted Net Assets						40,083.85
Contract Payment						0.00
Deposit	08/02/2021			August Contract Payment	-25,666.01	-25,666.01
Total Contract Payment					-25,666.01	-25,666.01
Direct Public Support						0.00
Corporate Contributions						0.00
Total Corporate Contributions						0.00
Gifts in Kind - Goods						0.00
Total Gifts in Kind - Goods						0.00
Individ, Business Contributions						0.00
Total Individ, Business Contributions						0.00
Direct Public Support - Other						0.00
Total Direct Public Support - Other						0.00
Total Direct Public Support						0.00
Investments						0.00
Interest-Savings, Short-term CD						0.00
Total Interest-Savings, Short-term CD						0.00
Investments - Other						0.00
Deposit	07/30/2021			Interest	-0.97	-0.97
Total Investments - Other					-0.97	-0.97
Total Investments					-0.97	-0.97
Other Types of Income						0.00
Miscellaneous Revenue						0.00
Total Miscellaneous Revenue						0.00
Other Types of Income - Other						0.00
Total Other Types of Income - Other						0.00
Total Other Types of Income						0.00
Performance Assessments						0.00
Total Performance Assessments						0.00
Bank Error						0.00
Total Bank Error						0.00

8:50 AM

Cheyenne-Laramie County EMS Joint Powers Board

08/09/21

General Ledger

Accrual Basis

As of August 9, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Business Expenses						0.00
Total Business Expenses						0.00
Contract Services						0.00
Accounting Fees						0.00
Total Accounting Fees						0.00
Professional Services						0.00
Total Professional Services						0.00
Contract Services - Other						0.00
Total Contract Services - Other						0.00
Total Contract Services						0.00
Operations						0.00
Bank charges						0.00
Total Bank charges						0.00
Books, Subscriptions, Reference						0.00
Total Books, Subscriptions, Reference						0.00
Legal Advertising						0.00
Total Legal Advertising						0.00
Meeting Expenses						0.00
Total Meeting Expenses						0.00
Miscellaneous						0.00
Total Miscellaneous						0.00
New Checks						0.00
Total New Checks						0.00
Postage, Mailing Service						0.00
Total Postage, Mailing Service						0.00
Printing and Copying						0.00
Total Printing and Copying						0.00
Supplies						0.00
Total Supplies						0.00
Telephone, Telecommunications						0.00
Total Telephone, Telecommunications						0.00
Training						0.00
Total Training						0.00
Withdrawal for New Check Charge						0.00
Total Withdrawal for New Check Charge						0.00
Operations - Other						0.00
Total Operations - Other						0.00
Total Operations						0.00
Other Types of Expenses						0.00
FD Equipment Purchases						0.00
Total FD Equipment Purchases						0.00
Insurance - Liability, D and O						0.00
Total Insurance - Liability, D and O						0.00
Other Types of Expenses - Other						0.00
Total Other Types of Expenses - Other						0.00
Total Other Types of Expenses						0.00
Program Admin Reimbursements						0.00
Check	08/02/2021		Dr. Gary Schmitz	August Medical Director	2,916.66	2,916.66
Check	08/02/2021		Amy P. Tortorich P.C	August Medical Director	2,916.66	5,833.32
Check	08/02/2021		Narva & Associates, Inc.	August Contract Admin	5,833.33	11,666.65
Check	08/02/2021		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	25,666.65
Total Program Admin Reimbursements					25,666.65	25,666.65
Reconciliation Discrepancies						0.00
Total Reconciliation Discrepancies						0.00
Reserve						0.00
Total Reserve						0.00

8:50 AM

Cheyenne-Laramie County EMS Joint Powers Board

08/09/21

General Ledger

Accrual Basis

As of August 9, 2021

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

8:51 AM

08/09/21

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

Profit & Loss Detail

July 1 through August 9, 2021

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Income								
Contract Payment	08/02/2021			August Contr...		Wyoming Ban...	25,666.01	25,666.01
Deposit								
Total Contract Payment							25,666.01	25,666.01
Investments								
Deposit	07/30/2021			Interest		Wyoming Ban...	0.97	0.97
Total Investments							0.97	0.97
Total Income							25,666.98	25,666.98
Expense								
Program Admin Reimbursements								
Check	08/02/2021		Dr. Gary Schmitz	August Medic...		Wyoming Ban...	2,916.66	2,916.66
Check	08/02/2021		Amy P. Totorich P.C	August Medic...		Wyoming Ban...	2,916.66	5,833.32
Check	08/02/2021		Narva & Associates...	August Contr...		Wyoming Ban...	5,833.33	11,666.65
Check	08/02/2021		Laramie County Tre...	August Comb...		Wyoming Ban...	14,000.00	25,666.65
Total Program Admin Reimbursements							25,666.65	25,666.65
Total Expense							25,666.65	25,666.65
Net Income							0.33	0.33