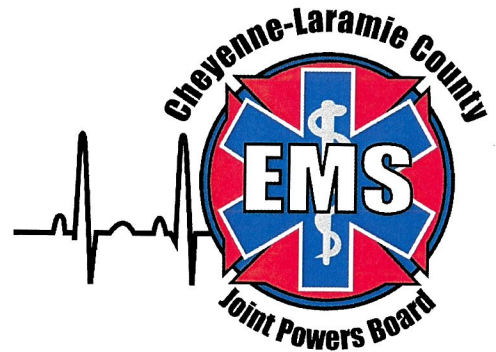


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

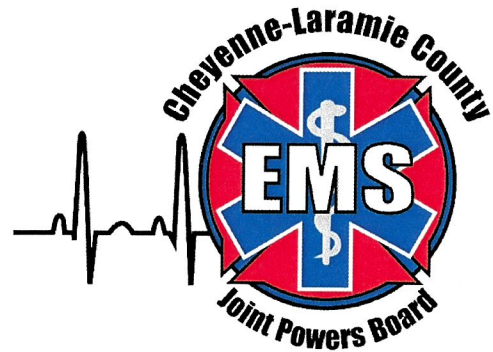
August 11, 2026

Regular Meeting

1. Previous Meeting Minutes
2. Finances
 - a. Funding Requests
3. Monthly Reports
 - a. Narva & Associates
 - i. Protocol Committee
 - b. AMR
4. Medical Director
5. Old Business
6. New Business
7. Agency Updates

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday August 11, 2026

Board Members:

Chair: Jeanine West, CLC Emergency Management Agency
Secretary/Treasurer: Andrew Dykshorn, Cheyenne Fire Rescue
Matt Butler, Laramie County Fire Warden
Don Wood, Cheyenne Fire Rescue
Ex-officio: Lt. Col. Shelly Hobbs, FE Warren Air Force Base

Meeting Attendees:

Jon Narva, Narva & Associates
Chris Williams, AMR
Kassi Moloney, AMR
Cody Schilling, AMR
Chris Guitierrez, AMR
Dr. Gary Schmitz, Medical Director

Brice Jacobsen, CFR
Maj. Brandon Longstreet, FEWAFB
Josh Vallee, LCFD #1
Sarah Troudt, LCCCC
Ty Zwonitzer, County Commissioner

The Cheyenne/Laramie County EMS Joint Powers Board meeting was held in person at the Cheyenne/Laramie County EMA. Jeanine West began the meeting by noting a slightly late start. It was noted that Jared Skagen was absent.

1. Previous Meeting Minutes

The minutes for the July meeting were sent out prior to the meeting. Chief Dykshorn made a motion to accept the minutes, and Matt Butler seconded the motion. All board members present voted in favor.

2. Finances

Chief Dykshorn provided the financial report for July. The month began with a \$4,000 payment to OneDose. Normal payments were made to Medical Direction and the Contract Administrator. The monthly contract deposit was received from AMR. Don Wood made a motion to accept the minutes, and Matt Butler seconded the motion. All board members present voted in favor.

- a. Funding Requests: No funding requests were received.

3. Monthly Reports

- a. Narva & Associates: Jon Narva reported that July was exceptionally busy, exceeding typical Cheyenne Frontier Days (CFD) volumes. AMR ran 1,339 calls and was fully compliant across all zones and priorities. There were 35 exemption

requests, all of which were approved. Ten extended delays (over 20 minutes) occurred, primarily involving Priority 5 unscheduled transfers that were deferred for higher acuity calls. Narva noted that the total review of all protocols is nearing completion.

- i. Protocol Committee: Brice Jacobsen reported that the committee would meet the following day for case reviews and to finalize the protocol review. It was noted that administrative access issues for the OneDose app for Jon Narva and Brice Jacobsen have been resolved.
- b. AMR: Cody Schilling reported that AMR was fully compliant, with 1,339 calls and 964 transports (72% transport rate). Call volume for July was 10% higher than the previous year. Staffing remains stable; while two EMTs were lost, two were hired, and a new academy for four full-time EMTs is scheduled for August 31. During CFD, AMR ran 531 calls with a 97.4% compliance rate. A notable cardiac arrest save occurred at the park involving a citizen who was a nurse/doctor duo in the stands; the patient was discharged in good condition. AMR's cardiac arrest save rate is currently at 60%, which is being recognized nationally within the organization. This success was attributed to progressive protocols, the use of Lucas devices, and the partnership with fire departments. Regarding the VA Medical Center, AMR is reviewing protocols to determine which low-acuity patients can be accepted for transport once the new ER opens, tentatively January 1.

4. Medical Directors

Dr. Schmitz reported on his meeting with Albin, noting they handled a multi-victim accident on Highway 85 and incidents during Albin Days very well. There is ongoing discussion regarding the formation of "Alpine Service," a proposed consolidation of Albin and Pine Bluffs, though this is pending a significant grant request. Albin is also moving toward becoming an ALS service; the application is currently with the state. Dr. Schmitz also met with Chief Dykshorn to review the new ambulance and discussed clinical care issues with AMR.

5. Old Business

Nothing to report.

6. New Business

- a. Bylaws & Executive Meetings: Starting in September, the board will hold executive meetings at noon prior to the regular board meetings to update the bylaws, which have not been revised in many years.
- b. Contract RFP: Jeanine West outlined the timeline for the next contract cycle. The current contract expires December 31, 2028. To allow for a six-to-eight-month review and a potential one-year bidding process, the RFP must be issued by January 2028.

7. Agency Updates

- a. County Fire: Josh Vallee reported that they are updating engine bags to mirror AMR's equipment (up to advanced level) to ensure consistency on scene. Their licensure expires in December, and they plan to renew as an enhanced non-transport agency.
- b. FE Warren: Major Brandon Longstreet was introduced as the new healthcare administrator. He noted that the base's MOU is currently being routed through their medical and fire leadership for approval.

The meeting was adjourned at 2:13pm.

Cheyenne-Laramie County EMS Joint Powers Board

8/10/2026 1:34 PM

Register: First National Bank

From 07/01/2026 through 08/10/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2026	1031	OneDose	Equipment Reserve	Protocol App I...	4,000.00	X		166,367.65
07/24/2026		Laramie County Trea...	Program Admin Reimb...	August Comb ...	14,000.00	X		152,367.65
07/24/2026		Dr. Gary Schmitz	Program Admin Reimb...	August Medica...	5,000.00	X		147,367.65
07/27/2026			Contract Payment	August Payment		X	26,083.33	173,450.98
07/31/2026			Investments	Interest		X	57.25	173,508.23

1:35 PM

08/10/26

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of August 10, 2026

Type	Date	Num	Name	Memo	Amount	Balance
First National Bank						170,367.65
Check	07/01/2026	1031	OneDose	Protocol App Invoice #1447	-4,000.00	166,367.65
Check	07/24/2026		Laramie County Treasurer	August Comb Amb Dispatch	-14,000.00	152,367.65
Check	07/24/2026		Dr. Gary Schmitz	August Medical Director	-5,000.00	147,367.65
Deposit	07/27/2026			August Payment	26,083.33	173,450.98
Deposit	07/31/2026			Interest	57.25	173,508.23
Total First National Bank					3,140.58	173,508.23
US Bank Checking						0.00
Total US Bank Checking						0.00
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						-52,720.41
Check	07/01/2026	1031	OneDose	Protocol App Invoice #1447	4,000.00	-48,720.41
Total Equipment Reserve					4,000.00	-48,720.41
Opening Bal Equity						-118,338.88
Total Opening Bal Equity						-118,338.88
Unrestricted Net Assets						691.64
Total Unrestricted Net Assets						691.64
Contract Payment						0.00
Deposit	07/27/2026			August Payment	-26,083.33	-26,083.33
Total Contract Payment					-26,083.33	-26,083.33
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	07/31/2026			Interest	-57.25	-57.25
Total Investments - Other					-57.25	-57.25
Total Investments					-57.25	-57.25
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

1:35 PM

08/10/26

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of August 10, 2026

Type	Date	Num	Name	Memo	Amount	Balance
Total Bank Error						0.00
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	07/24/2026		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	14,000.00
Check	07/24/2026		Dr. Gary Schmitz	August Medical Director	5,000.00	19,000.00
Total Program Admin Reimbursements					19,000.00	19,000.00
Reconciliation Discrepancies						0.00
Total Reconciliation Discrepancies						0.00
Reserve						0.00
Total Reserve						0.00

1:35 PM

Cheyenne-Laramie County EMS Joint Powers Board

08/10/26

General Ledger

Accrual Basis

As of August 10, 2026

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					0.00	0.00

1:35 PM

08/10/26

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

Profit & Loss Detail

July 1 through August 10, 2026

Date	Num	Name	Memo	Amount	Balance
Income					
Contract Payment					
07/27/2026			August Payment	26,083.33	26,083.33
		Total Contract Payment		26,083.33	26,083.33
Investments					
07/31/2026			Interest	57.25	57.25
		Total Investments		57.25	57.25
		Total Income		26,140.58	26,140.58
Expense					
Program Admin Reimbursements					
07/24/2026		Laramie County Treasurer	August Comb Amb Dispatch	14,000.00	14,000.00
07/24/2026		Dr. Gary Schmitz	August Medical Director	5,000.00	19,000.00
		Total Program Admin Reimbursements		19,000.00	19,000.00
		Total Expense		19,000.00	19,000.00
Net Income				7,140.58	7,140.58