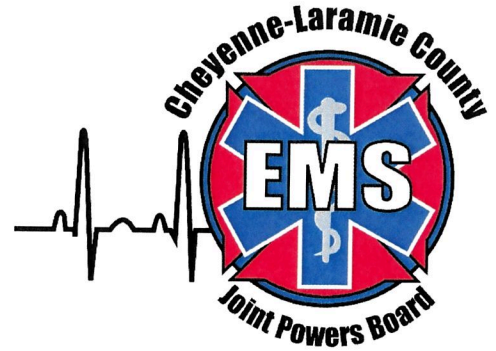


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

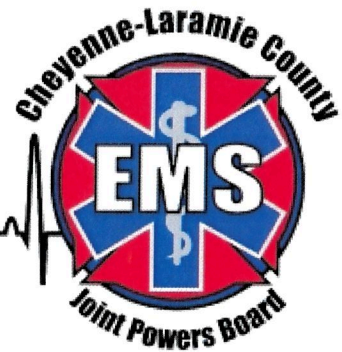
August 9, 2022

Regular Meeting

1. Previous Meeting Minutes
2. Finances
3. Nurse Navigation Presentation (AMR)
4. Monthly Reports
 - a. Narva & Associates
 - i. COVID Procedure Letter
 - b. AMR
5. Medical Directors
6. Cheyenne Regional Medical Center
7. LifeLine
8. Dispatch
9. Eastern LC EMS (Albin, 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
16. New Business

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday August 9, 2022

Board Members:

Chairman: Jeanine West, CLC Emergency Management Agency
Vice-Chair: Division Chief Byron Mathews, Cheyenne Fire Rescue
Secretary/Treasurer: Chief John Kopper, Cheyenne Fire Rescue
Josh VanVlack, Board Appointed Member

Meeting Attendees:

Sean Burton, Nurse Navigation
Mark Davidson, Nurse Navigation
Jon Narva, Narva & Associates
Kassandra Moloney, AMR
Chris Williams, AMR
Cody Schilling, AMR
Derek Hendrin, AMR

Dr. Tortorich, Medical Director
Tony Perry, Pine Bluffs EMS
Brice Jacobsen, Cheyenne Fire Rescue
Chief Darrick Mittlestadt, LCFD #1
Linda Heath, County Commissioner
Matt Butler, CLCEMA
Beth Harris, CLCEMA

The Cheyenne/Laramie County EMS Joint Powers Board meeting was held in person beginning at 1:35pm. 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. Josh Van Vlack made a motion to accept the minutes as written. Chief Kopper seconded the motion. All board members voted in favor.

2. Finances

Chief Kopper reviewed the financials for the month. Josh Van Vlack made a motion to accept the financial report. Chief Kopper seconded the motion. All board members voted in favor.

3. Nurse Navigation Presentation (AMR)

AMR introduced presenters Mark Davidson and Sean Burton to present their information on the Nurse Navigation program. They provided an overview of the program followed

by discussion with the group about the benefits and concerns with the implementation of the service. The presentation will be forwarded to the group after the meeting.

4. Monthly Reports

- a. Narva & Associates: Jon Narva provided the report for the month. He stated that they were compliant for the month with no statistical differences from previous July reports. There were 1213 calls for service. There was an increase in Priority 1 and Priority 2 calls for the month. There were 87 exemption requests for the month and 3 denials with a few of the exemptions contributed to system overload and the usual geofencing challenges. The 100 Call Rule was not used for the unscheduled transfer for the month since there were not enough calls in this priority to assess. Liquidated damages were not imposed per the contract. Jon noted that the unit hours were not typical for the month due to Cheyenne Frontier Days but there was nothing out of the ordinary. There were 13 total extended delays therefore with the observations he noted that with the system overload the system worked properly. The extended delays were lower priorities being delayed for higher priority calls. Jon's recommendation was for the COVID letter concerning procedures for PPE at the beginning of the pandemic. The presented letter was to put the PPE recommendations back into the agencies hands. The suggestion for the Protocol Committee is to work on an Infectious Disease Protocol should a pandemic happen again. Both Medical Directors have approved the letter and it will be sent out to the group.
- b. AMR: Kassi Moloney reported that they had 9 mutual aid responses for the month. Total transports were 832 for the month. She added that the deployment schedule had not changed, but they have been reviewing the schedule and contract language to propose changes. Currently the contract states that there must be 4 ambulances in service 24/7. Kassi stated that certain night time hours are not being utilized with this requirement efficiently because calls for service are minimal. Kassi wanted to propose changes to this requirement to better utilize the system status management to rearrange the hours that would be better suited for expected call levels. Kassi presented the proposed schedule and provided the statistical breakdown of the calls to the group. The group and Kassi discussed the proposed schedule which included some shifts that would be less than 4 ambulances in service for time periods that historically have less calls. Kassi pointed out that they would not be removing unit hours, just readjusting the hours to better fit the demand. The contract reference for the schedule is in Section 13.22. The point was made that from a financial standpoint and staff morale these changes to the schedule would be a greater benefit to the system. Discussion continued between AMR, Jon Narva and the Board about call distribution and statistical references to justify the changes. Chief Kopper commented that he would be comfortable with implementing the new schedule on a trial basis before changing the contract permanently. Jeanine West agreed that before making a change to the contract is to try the new schedule and discuss the results of the test. Kassi stated that the schedule bid for the employees would begin September 19th through January. Jeanine suggested that the schedule be tested during this time frame and then the Board discuss the results in January. She added that the Board would provide a

letter of approval for the trial period of the new schedule. Kassi commented that if during this test period the results are showing that schedule is not working, AMR would make corrections immediately to ensure that the system is not being negatively affected. Jon recommended that the trial be done for approximately 6 months to get a more accurate picture for the various seasons. Dr. Tortorich made the point that AMR would still be providing their monthly report so the Board could see the results regularly. The group continued the discussion on the timeframe for the trial period and the effects of the schedule change on the system. On completion of the discussion, Josh Van Vlack made a motion to allow AMR to run a trial period of this modified schedule from September to January with the Board reserving the right to rescind the trial period. Chief Kopper seconded the motion. All Board members voted in favor. Jeanine stated that she will compose an official letter reflecting the action to be taken. The group discussed with Jon how this change would affect the compliance each month. Jon stated the contractual requirements are still not affected but that the analysis of each month will be more in depth. Kassi continued with her monthly report beginning with staffing. She stated that they are currently down 3 EMTs and are being filled with part-time employees. They are also planning on hiring more staff, but are still down 4 Paramedics. She added that they are still doing Mobile Health for Holly Frontier and will be working with High West Energy to provide drug and alcohol services. Kassi reviewed that there were several special events that they participated in and several more coming up over the next couple of months. She reviewed the activities with their partnering agencies. Kassi stated that they are still trying to work with LCFD 1 on an MOU for their ambulance. She stated that the ALTO MOU with the hospital has been sent to the CRMC legal for review and they are awaiting a response. Kassi commented that they are ready to roll out the ALTO program but needs the MOU signed to cover the data sharing and participation part of the program. Brice asked if there were any changes to the MOU that was sent since it was originally designed just to share the data and not to affect the overall patient care. He added that the protocol for ALTO has already been implemented and approved by the Medical Directors for everyone to begin following. Kassi replied that she will followup on the use of ALTO to provide an answer to him. Dr. Tortorich proposed the question of who else they could possibly talk to for CRMC level to inquire about the status. Jeanine recommended that Jared Skagen, the Board representative for CRMC, be contacted. Over the past month there were no clinical investigations, chart reviews were conducted and various training classes were held. Kassi reported that there were 13 total events for DriveCam. She added that there were some correction to be made for CAAS and they are waiting on them for their reply. They did select a handler for their therapy dog program and are now looking for a dog. Kassi stated that they are still moving forward with the Rural Medic program and close to going live with the program in September.

5. Medical Directors

Nothing to report.

6. CRMC

Nothing to report.

7. LifeLine

Kassi reported on behalf of LifeLine that they were in the process of moving today which is why they were unable to make the meeting.

8. Dispatch

Jeanine reported on behalf of dispatch. She stated that there were 1377 calls for service and are finalizing some policy and procedures. They are also in the process of updating EMS procedures. An invitation was extended to anyone wanting to attend training on the liability from the dispatch perspective.

9. Eastern LC EMS

Tony Perry reported that there are 11 people on staff with 115 calls and October 29th will be the Pine Bluffs trauma conference.

10. FE Warren AFB/VA Medical Center

Nothing to report.

11. Cheyenne Fire Rescue

Chief Kopper wanted to thank everyone for the dedication during Cheyenne Frontier Days. They are hiring 3 paramedics.

12. County Fire Districts

Josh Van Vlack reported on behalf of Chief Mittlestadt that he will be working with AMR on medical response.

13. Information Technology

Nothing to report.

14. Funding Requests

Nothing to report.

15. Old Business

Nothing to report.

16. New Business

Nothing to report.

The meeting was adjourned at 2:19pm.

Cheyenne-Laramie County EMS Joint Powers Board

8/8/2022 9:26 AM

Register: Wyoming Bank & Trust

From 07/01/2022 through 08/08/2022

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

9:26 AM

08/08/22

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of August 8, 2022

Type	Date	Num	Name	Memo	Amount	Balance
US Bank Checking						0.00
Total US Bank Checking						0.00
Wyoming Bank & Trust						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
Total Wyoming Bank & Trust					4,000.95	123,922.21
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						-39,776.98
Check	07/05/2022	1014	ACID Remap LLC	Protocol App Invoice #1122	2,250.00	-37,526.98
Total Equipment Reserve					2,250.00	-37,526.98
Opening Bal Equity						-118,338.88
Total Opening Bal Equity						-118,338.88
Unrestricted Net Assets						38,194.60
Total Unrestricted Net Assets						38,194.60
Contract Payment						0.00
Deposit	07/28/2022			August Contract 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	07/31/2022			Interest	-0.94	-0.94
Total Investments - Other					-0.94	-0.94
Total Investments					-0.94	-0.94
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

Cheyenne-Laramie County EMS Joint Powers Board

08/08/22

General Ledger

Accrual Basis

As of August 8, 2022

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	07/25/2022		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
Total Program Admin Reimbursements					19,833.32	19,833.32
Reconciliation Discrepancies						0.00
Total Reconciliation Discrepancies						0.00
Reserve						0.00

9:26 AM

Cheyenne-Laramie County EMS Joint Powers Board

08/08/22

General Ledger

Accrual Basis

As of August 8, 2022

Type	Date	Num	Name	Memo	Amount	Balance
Total Reserve						0.00
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>

Cheyenne-Laramie County EMS Joint Powers Board
Profit & Loss Detail
 July 1 through August 8, 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Contract Payment								
Deposit	07/28/2022			August Contr...		Wyoming Ban...	26,083.33	26,083.33
Total Contract Payment							26,083.33	26,083.33
Investments								
Deposit	07/31/2022			Interest		Wyoming Ban...	0.94	0.94
Total Investments							0.94	0.94
Total Income							26,084.27	26,084.27
Expense								
Program Admin Reimbursements								
Check	07/25/2022		Laramie County Tre...	August LCC...		Wyoming Ban...	14,000.00	14,000.00
Check	07/25/2022		Amy P. Tortorich P.C	August Medic...		Wyoming Ban...	2,916.66	16,916.66
Check	07/25/2022		Dr. Gary Schmitz	August Medic...		Wyoming Ban...	2,916.66	19,833.32
Total Program Admin Reimbursements							19,833.32	19,833.32
Total Expense							19,833.32	19,833.32
Net Income							6,250.95	6,250.95