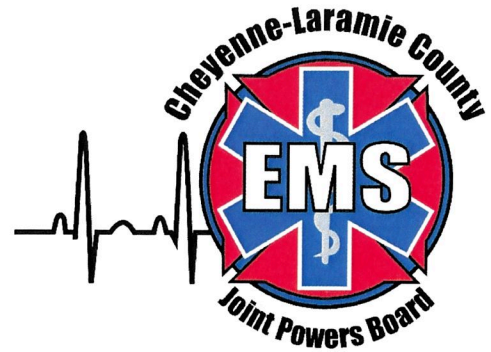


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

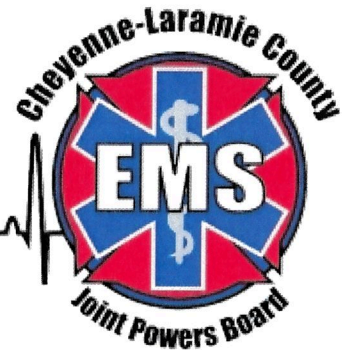
September 14, 2021

Regular Meeting

1. Previous Meeting Minutes
2. Finances
3. Monthly Reports
 - a. Narva & Associates
 - b. AMR
4. Medical Directors
 - a. Albin & Burns EMS
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. Laramie County EMS Contract
15. New Business

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday September 14, 2021

Board Members:

Chairman: Division Chief Byron Mathews, Cheyenne Fire Rescue
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
Cody Schilling, American Medical Response
Larry Jones, American Medical Response
Chris Williams, American Medical Response
Derrick Hendran, American Medical Response
Jennifer Kerr, LifeLine

Amber Young, LCCCC
Andrew Dykeshorn, Cheyenne Fire Rescue
Brice Jacobsen, Cheyenne Fire Rescue
Kate Hoffman, LC IT
Linda Heath, Laramie County Commissioners
Beth Harris, 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. Tracy Garcia 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 new for expenses this month outside of regular expenses. Chief Kopper 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 1221 calls for the month, which were considerably busy. There were 53 exemptions, with three denied. The distribution of calls was still consistent with previous months. They are working

through the map layer issue to make corrections. As for Suburban Priority 1 calls, there is a problem with the calculation of this area. This month there was a 66.7% compliance under the new layer. Due to the number of calls under the new map layer, the 100 call rule could not be used for the Suburban response zone. Jon wanted to stress that per the historical data, the calls that are now considered Urban would have made them easily compliant in this area and he wanted to stress that it was not a concern since we are working on adjustments with the new map layer. The late calls that were recorded were not on average exceedingly extended responses. Jon reported that he did not find any issues to bring to the Board.

- b. AMR: Kassi Moloney reported they had 1221 calls for service with 854 transports both down from July. She pointed out that the only geographical area that there was an issue was in the Suburban area due to the new map layer. Kassi pointed out that this area was determined to be unmeasurable because of an issue with the new map. It was discovered that the incorrect layer had been linked in CAD and therefore accurate data could not be gathered. The issue has been resolved however there are even less Suburban calls under the new layer which will make it even more unmeasurable even with the 100 call rule. Kassi stated that Jon Narva is working on resolving this but needs to talk with the Board about how to resolve this issue. Moving forward with the corrected map layer they will have fresh data to continue making adjustments. Kassi continued her report that there were 8 extended delays but there were no adverse outcomes. The schedule had changed slightly and began at the beginning of September. They are fully staffed for full time EMTs with 3 EMTs out on leave and fully staffed for full time Paramedics with 1 Paramedic out on leave. Kassi stated that they are still looking for part time Paramedics and EMTs with interviews scheduled over the next couple weeks. AMR also has 2 deployed to help with hurricanes. PMs were performed and the TEMS ambulance has been completed and Kassi encouraged everyone to check it out if they have the opportunity. The new DriveCams installed have been used to monitor driver safety and make corrections where needed. Kassi stated that trainings were completed over the past month. They met with the leadership team at LCCCC. Mutual aid was provided 3 times and participated in several events. They continue to work with LifeLine on auto launch policies and conducting joint training.

Byron elaborated on the discussion of the map layer and working through the challenges. The Board would continue to work through it without penalty to AMR. He said the issue was discussed with Jon and after the data is received from the updated data layer, they can begin to work through any adjustments that need to be made.

4. Medical Directors

Byron reported that they have been working with Burns and Albin EMS. Beth Harris added that Jeanine West had talked with Dr. Schmitz who estimated that Burns EMS should be back in service on October 1st.

5. CRMC

Tracy Garcia reported that the hospital is busy. Starting this week a section of the hospital will be changed from employee offices to COVID patient rooms. There are several COVID patients admitted to the hospital.

6. LifeLine

Jenn Kerr reported that they have been busy transferring patients to other hospitals. They will be conducting joint training with AMR.

7. LCCCC

Amber Young reported that they have received a lot of calls as well over the last month. They did have a new employee start this week so they are down 8 employees at this time. Amber added that they are preparing to go back to lockdown at the center.

8. Eastern Laramie County

Carrie had nothing to report for Albin or Pine Bluffs. She reported that Burns EMS has been working on getting everything cleaned up and supplies replaced. It was clarified that Jillian McLaughlin is now overseeing the Burns EMS. Beth said that she would add Jillian to the contact list. Kassi added that AMR was able to help Jillian with the Burns ambulance.

9. FE Warren AFB

Maj Wetzler had nothing to report.

10. Cheyenne Fire Rescue

Chief Kopper wanted to remind everyone that the absentee voting for the 6th Penny projects begins September 17th and encouraged everyone to get the word out about the various projects. Brice Jacobsen reported that there was a protocol update sent to Jon for review. It will be discussed at the next Protocol Committee meeting in October. Andrew Dykshorn reported that they are working on an EMS improvement plan for CFR. He added that they are also working on an overall Comm Plan with AMR.

11. County Fire Districts

Matt Butler reiterated Chief Kopper's report about the 6th Penny projects on the ballot this year and encouraged everyone to get the word out to support each other. Commissioner Heath also encouraged everyone that has projects on the 6th Penny to contact the Pine Bluffs Post to get the word out to the county residents who may not be informed of what will be on the ballot. The deadline is Tuesdays at noon.

12. County IT

Kate Hoffman had nothing to report.

13. Funding Requests

No requests had been received.

14. Old Business

- a. Laramie County EMS Contract: Byron reported that it is being worked on and should have a final contract soon. Beth stated that she is currently reviewing the contract which was received before the meeting. Byron added that after Beth has conducted her review, the contract will be sent to the Board for one final review and then signatures. Beth reported that so far everything looks good and should have it out for final review by the end of the day.

15. New Business

No new business was discussed.

The meeting was adjourned at 2:02pm.



The Board of Laramie County Commissioners

Gunnar Malm
Chairman

K.N. Buck Holmes
Vice-Chairman

Dr. Troy Thompson
Commissioner

Linda M. Heath
Commissioner

Brian Lovett
Commissioner

September 7, 2021

Dear Cheyenne/Laramie County EMS Joint Powers Board,

Please be advised that Jeanine West, EMA Director will be out of the office on both September 14th and October 12, 2021. Therefore, she will be unavailable for the Corresponding EMS Joint Powers Board meetings.

Matthew Butler will attend during her absence and will vote and speak on her behalf at those two meetings.

Thank you!

Gunnar Malm
Chairman

Cc:
Jeanine West
Matt Butler

Cheyenne-Laramie County EMS Joint Powers Board

9/13/2021 8:34 AM

Register: Wyoming Bank & Trust
 From 07/01/2021 through 09/14/2021
 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...		X	25,666.01	143,462.99
08/02/2021		Dr. Gary Schmitz	Program Admin Reimb...	August Medica...	2,916.66	X		140,546.33
08/02/2021		Amy P. Tortorich P.C	Program Admin Reimb...	August Medica...	2,916.66	X		137,629.67
08/02/2021		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	5,833.33	X		131,796.34
08/02/2021		Laramie County Trea...	Program Admin Reimb...	August Comb ...	14,000.00	X		117,796.34
08/10/2021		Olive Garden	Operations:Meeting Ex...	Executive Meet...	116.99	X		117,679.35
08/26/2021		Laramie County Trea...	Program Admin Reimb...	September Co...	14,000.00	X		103,679.35
08/26/2021		Amy P. Tortorich P.C	Program Admin Reimb...	September Me...	2,916.66	X		100,762.69
08/26/2021		Dr. Gary Schmitz	Program Admin Reimb...	September Me...	2,916.66	X		97,846.03
08/31/2021			Contract Payment	September Con...		X	25,666.01	123,512.04
08/31/2021			Investments	Interest		X	0.99	123,513.03
08/31/2021	1007	Narva & Associates, ...	Program Admin Reimb...	September Con...	5,833.33			117,679.70

Cheyenne-Laramie County EMS Joint Powers Board

09/13/21

General Ledger

Accrual Basis

As of September 14, 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
Check	08/10/2021		Olive Garden	Executive Meeting	-116.99	117,679.35
Check	08/26/2021		Laramie County Treasurer	September Comb Amb Dispatch	-14,000.00	103,679.35
Check	08/26/2021		Amy P. Tortorich P.C	September Medical Director	-2,916.66	100,762.69
Check	08/26/2021		Dr. Gary Schmitz	September Medical Director	-2,916.66	97,846.03
Check	08/31/2021	1007	Narva & Associates, Inc.	September Contract Admin Payment	-5,833.33	92,012.70
Deposit	08/31/2021			September Contract Payment	25,666.01	117,678.71
Deposit	08/31/2021			Interest	0.99	117,679.70
Total Wyoming Bank & Trust					-116.31	117,679.70
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
Deposit	08/31/2021			September Contract Payment	-25,666.01	-51,332.02
Total Contract Payment					-51,332.02	-51,332.02
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
Deposit	08/31/2021			Interest	-0.99	-1.96
Total Investments - Other					-1.96	-1.96
Total Investments					-1.96	-1.96
Other Types of Income						0.00
Miscellaneous Revenue						0.00
Total Miscellaneous Revenue						0.00
Other Types of Income - Other						0.00

Cheyenne-Laramie County EMS Joint Powers Board

09/13/21

General Ledger

Accrual Basis

As of September 14, 2021

Type	Date	Num	Name	Memo	Amount	Balance
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
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
Check	08/10/2021		Olive Garden	Executive Meeting	116.99	116.99
Total Meeting Expenses					116.99	116.99
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					116.99	116.99
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

8:34 AM

Cheyenne-Laramie County EMS Joint Powers Board

09/13/21

General Ledger

Accrual Basis

As of September 14, 2021

Type	Date	Num	Name	Memo	Amount	Balance
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
Check	08/26/2021		Laramie County Treasurer	September Comb Amb Dispatch	14,000.00	39,666.65
Check	08/26/2021		Amy P. Tortorich P.C	September Medical Director	2,916.66	42,583.31
Check	08/26/2021		Dr. Gary Schmitz	September Medical Director	2,916.66	45,499.97
Check	08/31/2021	1007	Narva & Associates, Inc.	September Contract Admin Payment	5,833.33	51,333.30
Total Program Admin Reimbursements					51,333.30	51,333.30
Reconciliation Discrepancies						0.00
Total Reconciliation Discrepancies						0.00
Reserve						0.00
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					0.00	0.00

Cheyenne-Laramie County EMS Joint Powers Board
Profit & Loss Detail
 July 1 through September 14, 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Contract Payment								
Deposit	08/02/2021			August Contr...		Wyoming Ban...	25,666.01	25,666.01
Deposit	08/31/2021			September C...		Wyoming Ban...	25,666.01	51,332.02
Total Contract Payment							51,332.02	51,332.02
Investments								
Deposit	07/30/2021			Interest		Wyoming Ban...	0.97	0.97
Deposit	08/31/2021			Interest		Wyoming Ban...	0.99	1.96
Total Investments							1.96	1.96
Total Income							51,333.98	51,333.98
Expense								
Operations								
Meeting Expenses								
Check	08/10/2021		Olive Garden	Executive Me...		Wyoming Ban...	116.99	116.99
Total Meeting Expenses							116.99	116.99
Total Operations							116.99	116.99
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. Tortorich 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
Check	08/26/2021		Laramie County Tre...	September C...		Wyoming Ban...	14,000.00	39,666.65
Check	08/26/2021		Amy P. Tortorich P.C	September M...		Wyoming Ban...	2,916.66	42,583.31
Check	08/26/2021		Dr. Gary Schmitz	September M...		Wyoming Ban...	2,916.66	45,499.97
Check	08/31/2021	1007	Narva & Associates...	September C...		Wyoming Ban...	5,833.33	51,333.30
Total Program Admin Reimbursements							51,333.30	51,333.30
Total Expense							51,450.29	51,450.29
Net Income							-116.31	-116.31