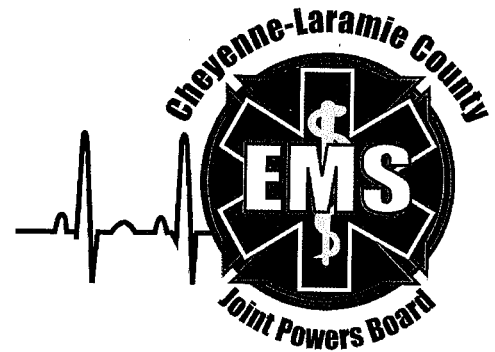


# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

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3962 Archer Parkway  
Cheyenne, WY 82009



## Agenda

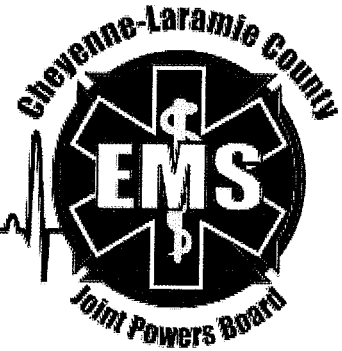
**August 8, 2023**

### Regular Meeting

1. Previous Meeting Minutes
2. Finances
  - a. Dept of Audit Required Training
  - b. Funding Requests
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. Old Business
  - a. Exhibit 2
14. New Business

# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway  
Cheyenne, WY 82009



Minutes for Tuesday August 8, 2023

## Board Members:

Chairman: Jeanine West, CLC Emergency Management Agency  
Vice-Chair: Josh VanVlack, Board Appointed Member  
Jared Skagen, Cheyenne Regional Medical Center  
Titus Norris, Cheyenne Fire Rescue  
Ex-officio: Maj Joshua Berg, FE Warren Air Force Base

## Meeting Attendees:

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

Sara Troudt, LCCCC  
Brad Alexander, LC IT  
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 1:32pm. 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. Jared Skagen made a motion to accept the minutes. Titus Norris seconded the motion. All board members voted in favor.

### 2. Finances

Beth Harris provided the report with normal expenses for the month being made in addition the annual payment for the Protocol App was made. Jeanine announced the Protocol App linking was completed. She added that the next step was training and there are some additional sections that would benefit the responders. Jeanine will get that arranged. Titus Norris made a motion to accept the financial report. Josh Van Vlack seconded the motion. All board members voted in favor.

- a. Dept. of Audit Training: Jeanine announced that the state has passed a requirement that those handling public funds must have training within 1 year with a deadline

of July 2024. She encouraged all of the Board to take the training in addition to those that are on the account. Dates for training is posted on the Department of Audit's website. Jeanine stated that she will provide updates for the dates of the training as they are received.

b. Funding Requests: No funding requests were received.

### 3. Monthly Reports

- a. Narva & Associates: Jon Narva provided his report that the system was stable for the month, with 1162 calls for service which averaged to 37 ½ calls per day. There were 44 exemption requests and all were approved. Jon stated that the system status management plan was working well. He added that AMR was compliant in all areas. The total unit hours for the month were 3371.3 with 830 transports. The increase in unit hours was reflective of the Cheyenne Frontier Days calls during the event. There was 1 extended delay for the month.
- b. AMR: Kassi Moloney provided her report to the group. She commented there were 3 mutual aid responses for the month and there were 787 transports. She reviewed the delays by priority and the swing shift had been adjusted to account for the spike in calls around 11am. It was observed that the 11am calls had decreased over the last month, but will continue to monitor. Kassi commented that it does not appear their plan needs to be adjusted at this time. She commented that they did add the 1400-0200 shift during Cheyenne Frontier Days for coverage in the system. Staffing has improved with one Paramedic position still needing to be filled but there are 2 EMTs in Paramedic school. Kassi continued with her report listing the special events and training that took place in July. There was 5 clinical investigations completed for the month. Kassi reported that there were 268 transport reviews were performed. Larry Jones also conducted case reviews with the Laramie County Fire Authority. Jeanine asked if any other fire departments were conducting the case reviews. Kassi responded that at this time LCFA was the only department that had requested joint case reviews so far. She added that there are more FTOs that are trained in case reviews if anyone is interested. Kassi reviewed the partnering agency reports. They did meet with Jared Skagen to discuss the wheelchair transport request procedure. The process was reviewed with Amber Young at LCCCC and a reminder was sent out to all of the crews. She added that the Community Paramedic MOU was signed. Kassi noted that the DriveCam incidents were at 12 for the month. She noted that their new mechanic has been working on the fleet and completing the PMIs. Kassi reported that they are continuing to work on Lucas' service animal training. Jeanine announced that Kassi and herself are on the Healthcare Coalition and working on restructuring the group.

### 4. Medical Directors

Dr. Gary Schmitz provided his report. Albin had a few runs and completed patient care reviews. He added that they have a new EMT, Jeremiah Johnson. For Pine Bluffs EMS, they

will complete their case reviews in conjunction with the EMT class on neurovascular injuries next Thursday. Dr. Schmitz conducted case reviews last week and had good discussions. He met with AMR as well to discuss very minor patient care issues. Dr. Schmitz commented that the working relationship between AMR and fire was going very well. He continued that there were 2 CFD incidents concerning a head injury and a cardiac arrest. He asked who has medical direction over the CFD medics and what level of training do the medics have. Jeanine replied that they are under the medical stations except for the PRCA medics and not under Dr. Schmitz's medical direction. The group discussed the CFD medical direction and Standard Operation Procedures. Jeanine recommended that there be a leadership meeting with the EMS Joint Powers Board, EMS Contract Administrator, AMR, Dr. Schmitz and CFD to clarify these procedures.

5. CRMC

Nothing to report.

6. LifeLine

Nothing to report.

7. Dispatch

Sara Troudt reported that they have 3 new dispatchers in training and 4 conditional offers. There were 13205 calls for service and 1354 were EMS related.

8. Eastern LC EMS

See Medical Director report.

9. FE Warren AFB/VA Medical Center

Dr. Berg asked if there was anything they could to help with for the VA report on the agenda. Kassi has been in contact with the VA representative and did not have any outstanding issues. It was clarified that the agenda item is a place holder for either or both representatives to report to the Board. He also asked about a discussion they have been having on whether they should be a BLS or ALS and wondered who the contact would be to discuss the legal authority. Kassi was able to provide Dr. Berg with a contact at the State OES.

10. Cheyenne Fire Rescue

Titus Norris reported that there are 12 new firefighters going through their training and should be out on calls later in the year. He added that CFR's working relationship during the event went very well and had no issues. Titus announced that one of their veteran CFR members, Aaron Booker, had passed away and his funeral was scheduled for 8/19/2023. He also thanked everyone for their support after his passing. Brad Alexander asked how the response plans that were implemented before CFD worked for CFR. Titus replied that they worked well but there were some minor bugs that need to be worked out, but overall went good.

11. County Fire Districts

Nothing to report.

12. Information Technology

Nothing to report.

13. Old Business

- a. Exhibit 2: Jon reported that the Exhibit 2 has been completed and reviewed by Dr. Schmitz. Jon commented that there were only minor changes made during the review and it has been finalized. The document changes were reviewed by the Board during the meeting and the group held discussion on these changes. Josh Van Vlack made a motion to accept the proposed Exhibit 2. Titus Norris seconded the motion. All board members voted in favor. An updated contract will be sent out to the Board.

14. New Business

Jeanine announced to everyone that the annual THIRA review would be coming up in September. She reminded everyone that if their organization applies for any Federal funding that they need to participate in the process.

The meeting was adjourned at 2:55pm.

Cheyenne-Laramie County EMS Joint Powers Board

8/7/2023 2:18 PM

Register: Wyoming Bank & Trust

From 07/01/2023 through 08/07/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
07/05/2023			Contract Payment	July Payment		X	26,083.33	144,641.88
07/05/2023		Narva & Associates, ...	Program Admin Reimb...	July Contract A...	6,008.33	X		138,633.55
07/06/2023	1019	ACID Remap LLC	Equipment Reserve	EMS Protocol ...	3,750.00	X		134,883.55
07/25/2023		Laramie County Trea...	Program Admin Reimb...	Aug Comb Am...	14,000.00	X		120,883.55
07/25/2023		Dr. Gary Schmitz	Program Admin Reimb...	Aug Medical D...	5,000.00	X		115,883.55
07/31/2023			Contract Payment	August Payment		X	26,083.33	141,966.88
07/31/2023			Investments	Interest		X	139.30	142,106.18
08/01/2023		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	6,008.33			136,097.85

**Cheyenne-Laramie County EMS Joint Powers Board  
General Ledger  
As of August 7, 2023**

08/07/23

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>						118,558.55
Deposit	07/05/2023			July Payment	26,083.33	144,641.88
Check	07/05/2023		Narva & Associates, Inc.	July Contract Admin	-6,008.33	138,633.55
Check	07/06/2023	1019	ACID Remap LLC	EMS Protocol App Invoice #1577	-3,750.00	134,883.55
Check	07/25/2023		Laramie County Treasurer	Aug Comb Amb Dispatch	-14,000.00	120,883.55
Check	07/25/2023		Dr. Gary Schmitz	Aug Medical Director	-5,000.00	115,883.55
Deposit	07/31/2023			August Payment	26,083.33	141,966.88
Deposit	07/31/2023			Interest	139.30	142,106.18
Check	08/01/2023		Narva & Associates, Inc.	August Contract Admin	-6,008.33	136,097.85
Total Wyoming Bank & Trust					17,539.30	136,097.85
<b>Assessments Receivables</b>						0.00
Total Assessments Receivables						0.00
<b>Cash</b>						0.00
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>						-51,026.98
Check	07/06/2023	1019	ACID Remap LLC	EMS Protocol App Invoice #1577	3,750.00	-47,276.98
Total Equipment Reserve					3,750.00	-47,276.98
<b>Opening Bal Equity</b>						-118,338.88
Total Opening Bal Equity						-118,338.88
<b>Unrestricted Net Assets</b>						50,807.31
Total Unrestricted Net Assets						50,807.31
<b>Contract Payment</b>						0.00
Deposit	07/05/2023			July Payment	-26,083.33	-26,083.33
Deposit	07/31/2023			August Payment	-26,083.33	-52,166.66
Total Contract Payment					-52,166.66	-52,166.66
<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	07/31/2023			Interest	-139.30	-139.30
Total Investments - Other					-139.30	-139.30
Total Investments					-139.30	-139.30
<b>Other Types of Income</b>						0.00
<b>Miscellaneous Revenue</b>						0.00
Total Miscellaneous Revenue						0.00
<b>Other Types of Income - Other</b>						0.00
Total Other Types of Income - Other						0.00
Total Other Types of Income						0.00
<b>Performance Assessments</b>						0.00

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

**General Ledger**

As of August 7, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Total Performance Assessments						0.00
<b>Bank Error</b>						0.00
Total Bank Error						0.00
<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
Total Professional Services						0.00
<b>Contract Services - Other</b>						0.00
Total Contract Services - Other						0.00
Total Contract Services						0.00
<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
Total Legal Advertising						0.00
<b>Meeting Expenses</b>						0.00
Total Meeting Expenses						0.00
<b>Miscellaneous</b>						0.00
Total Miscellaneous						0.00
<b>New Checks</b>						0.00
Total New Checks						0.00
<b>Postage, Mailing Service</b>						0.00
Total Postage, Mailing Service						0.00
<b>Printing and Copying</b>						0.00
Total Printing and Copying						0.00
<b>Supplies</b>						0.00
Total Supplies						0.00
<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						0.00
<b>Other Types of Expenses</b>						0.00
<b>FD Equipment Purchases</b>						0.00
Total FD Equipment Purchases						0.00
<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	07/05/2023		Narva & Associates, Inc.	July Contract Admin	6,008.33	6,008.33
Check	07/25/2023		Laramie County Treasurer	Aug Comb Amb Dispatch	14,000.00	20,008.33
Check	07/25/2023		Dr. Gary Schmitz	Aug Medical Director	5,000.00	25,008.33
Check	08/01/2023		Narva & Associates, Inc.	August Contract Admin	6,008.33	31,016.66
Total Program Admin Reimbursements					31,016.66	31,016.66
<b>Reconciliation Discrepancies</b>						0.00



2:18 PM

08/07/23

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of August 7, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Total Reconciliation Discrepancies						0.00
<b>Reserve</b>						0.00
Total Reserve						0.00
<b>Travel and Meetings</b>						0.00
Conference, Convention, Meeting						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>

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

08/07/23

**Profit & Loss Detail**

Accrual Basis

July 1 through August 7, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>Income</b>					
<b>Contract Payment</b>					
07/05/2023			July Payment	26,083.33	26,083.33
07/31/2023			August Payment	26,083.33	52,166.66
Total Contract Payment				52,166.66	52,166.66
<b>Investments</b>					
07/31/2023			Interest	139.30	139.30
Total Investments				139.30	139.30
Total Income				52,305.96	52,305.96
<b>Expense</b>					
<b>Program Admin Reimbursements</b>					
07/05/2023		Narva & Associates, Inc.	July Contract Admin	6,008.33	6,008.33
07/25/2023		Laramie County Treasurer	Aug Comb Amb Dispatch	14,000.00	20,008.33
07/25/2023		Dr. Gary Schmitz	Aug Medical Director	5,000.00	25,008.33
08/01/2023		Narva & Associates, Inc.	August Contract Admin	6,008.33	31,016.66
Total Program Admin Reimbursements				31,016.66	31,016.66
Total Expense				31,016.66	31,016.66
<b>Net Income</b>				<b>21,289.30</b>	<b>21,289.30</b>