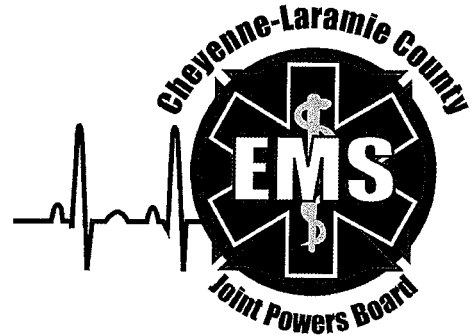


# **Cheyenne / Laramie County Emergency Medical Services Joint Powers Board**

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3962 Archer Parkway  
Cheyenne, WY 82009



## Agenda

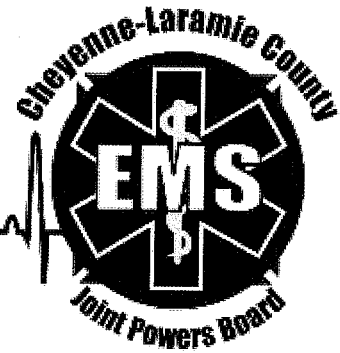
**September 12, 2023**

### Regular Meeting

1. Previous Meeting Minutes
2. Finances
  - a. Special District Audit
  - 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
14. New Business

# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway  
Cheyenne, WY 82009



Minutes for Tuesday September 12, 2023

## **Board Members:**

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

## **Meeting Attendees:**

Jon Narva, Narva & Associates  
Kassandra Moloney, AMR  
Chris Williams, AMR  
Cody Schilling, AMR  
Derek Hendren, AMR  
Dr. Gary Schmitz, Medical Director  
Amber Young, LCCCC

Andrew Dykshorn, CFR  
Brice Jacobsen, CFR  
Dominic Davis, 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 1:30pm. Jeanine West began the meeting by welcoming everyone.

### 1. Previous Meeting Minutes

Minutes were not sent out prior to the meeting for the Boards' review. Jeanine stated that they will be available at the October meeting for approval.

### 2. Finances

Chief Kopper provided the report with normal expenses for the month being made. Jeanine reminded everyone about the training through the State Department of Audit. The next scheduled training is in March but there should be more available before then. Josh Van Vlack made a motion to accept the financial report. Titus Norris seconded the motion. All board members voted in favor.

- a. Special District Audit: Beth Harris reminded the Board that this is due at the end of the month. She will contact Chief Kopper when the paperwork is completed for signature.

- 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 1118 calls for service which averaged to 36.1 calls per day. There were 28 exemption requests and 2 were denied. 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 about the same as past months. There was 6 extended delays for the month. Chief Kopper asked if any of the extended delays were part of the denied exemptions. Jon replied that he would need to look back at his records and would answer him afterwards.
- b. AMR: Kassi Moloney provided her report to the group. She commented that the Priority 1 and Priority 2 extended delays were by 53 seconds and 1 minute respectively, but the system is functioning as it should. There were 2 mutual aid responses for the month and 795 transports. She reviewed the delays by priority and nothing was observed that would justify a change in the schedule. Kassi stated that for 2024, they will be doing a year long shift bid and will start the first full pay period in January. The shift times will not change unless needed. Staffing has improved with one Paramedic position still needing to be filled but there are 4 EMTs in Paramedic school. Kassi continued with her report listing the special events and training that took place in August. There was 3 clinical investigations completed for the month. Kassi reviewed the partnering agency reports. They did meet with CRMC and LCCCC to discuss a change in the communication with the hospital so that passing along information is directly from AMR to CRMC for trauma cases. This will go live on October 2<sup>nd</sup> and the information will be sent to the first responders. Kassi noted that the DriveCam incidents were at 19 for the month. She pointed out that the 1 trigger for near accident actually documented a moment when a pedestrian had jumped out in front of the ambulance and they were able to swerve to avoid injury. The speeding events were from the wheelchair unit and they were transporting their crew to the airport to be deployed for Hurricane Ophelia. Kassi also reported that they are continuing to work on Lucas' service animal training.

### 4. Medical Directors

Dr. Gary Schmitz provided his report. Albin had a 3 runs and completed patient care reviews. He added that they are in the process of obtaining medical grade Oxygen from Always Manufacturing and asked what suppliers AMR uses. Kassi responded that they use Airgas for their supply. Albin is working on the process for ordering through Always Manufacturing. Dr. Schmitz that Albin had a question on how to access the new Protocol App and AMR was able to provide the information. Larry Jones will visit with them about the use of the app. He also announced that Albin will be moving the Trauma Fair to December. For Pine Bluffs EMS, they are still teaching the Advanced EMT class. Dr. Schmitz conducted case reviews last week and had good discussions. He met with AMR as well to discuss 4 incidents where there were areas for improvement but these did not have any effect on patient care. Jeanine asked the

group if anyone had heard any feedback from anyone that has used the updated app. Brice Jacobsen stated that he has a training setup with the company rep on how the administration of the app will work. Jeanine added that Brice, Jon, Beth and herself would take the admin training so that we can update information as needed, but that other permissions will be given to certain users for non-admin updates. Jeanine asked if the Protocol Committee members could be listed on the app as well so that if anyone has a question or concern they could contact a committee member. Brice replied that at the end of the amendment form there is the list of the members.

5. CRMC

Nothing to report.

6. LifeLine

Nothing to report.

7. Dispatch

Amber Young reported that they have open testing event on 10/7 from 10am-2pm. She said thank you to everyone that has been participating in the ProQA change discussion. Amber added that they are working on a procedure for requesting "Last Calls" through LCCCC. She has new email addresses for the new positions and she will be sending that information out to everyone later. There were 11975 calls for service and 1312 were EMS related. Jeanine announced that there will be a convoy on 9/16 for the Special Olympics and using WyoLink for their communications.

8. Eastern LC EMS

See Medical Director report.

Jeanine announced that the radios from the WyoLink project are in and Albin will receive some. Matt has also been working on printing new badges for Albin.

9. FE Warren AFB/VA Medical Center

Nothing to report.

10. Cheyenne Fire Rescue

Chief Kopper thanked everyone for their support and participation for Aaron Booker's memorial service. He added that they have 11 in the academy and actively hiring for 5 positions.

11. County Fire Districts

Josh Van Vlack wanted to say thank you to Larry for conducting the PIT Crew training. He added that LifeLine is also interested in doing this training when offered again.

12. Information Technology

Dominic Davis reported that they had removed the road blocks from CAD which had caused routing issues. They will be doing a GIS update next week.

13. Old Business

No old business to report.

14. New Business

No new business to report.

The meeting was adjourned at 1:59pm.

Cheyenne-Laramie County EMS Joint Powers Board

9/12/2023 8:24 AM

Register: Wyoming Bank & Trust

From 07/01/2023 through 09/12/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
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	X		136,097.85
08/25/2023		Laramie County Trea...	Program Admin Reimb...	Sept Comb Am...	14,000.00	X		122,097.85
08/25/2023		Dr. Gary Schmitz	Program Admin Reimb...	Sept Medical D...	5,000.00	X		117,097.85
08/31/2023			Investments	Interest		X	140.90	117,238.75
09/11/2023			Contract Payment	September Pay...			26,083.33	143,322.08

8:24 AM

## Cheyenne-Laramie County EMS Joint Powers Board

09/12/23

## General Ledger

Accrual Basis

As of September 12, 2023

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
Check	08/25/2023		Laramie County Treasurer	Sept Comb Amb Dispatch	-14,000.00	122,097.85
Check	08/25/2023		Dr. Gary Schmitz	Sept Medical Director	-5,000.00	117,097.85
Deposit	08/31/2023			Interest	140.90	117,238.75
Deposit	09/11/2023			September Payment	26,083.33	143,322.08
Total Wyoming Bank & Trust					24,763.53	143,322.08
<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
Deposit	09/11/2023			September Payment	-26,083.33	-78,249.99
Total Contract Payment					-78,249.99	-78,249.99
<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
Deposit	08/31/2023			Interest	-140.90	-280.20
Total Investments - Other					-280.20	-280.20
Total Investments					-280.20	-280.20
<b>Other Types of Income</b>						0.00
<b>Miscellaneous Revenue</b>						0.00
Total Miscellaneous Revenue						0.00

8:24 AM

## Cheyenne-Laramie County EMS Joint Powers Board

09/12/23

## General Ledger

Accrual Basis

As of September 12, 2023

Type	Date	Num	Name	Memo	Amount	Balance
<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
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



8:24 AM

09/12/23

Accrual Basis

**Cheyenne-Laramie County EMS Joint Powers Board**  
**General Ledger**  
**As of September 12, 2023**

Type	Date	Num	Name	Memo	Amount	Balance
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
Check	08/25/2023		Laramie County Treasurer	Sept Comb Amb Dispatch	14,000.00	45,016.66
Check	08/25/2023		Dr. Gary Schmitz	Sept Medical Director	5,000.00	50,016.66
Total Program Admin Reimbursements					50,016.66	50,016.66
<b>Reconciliation Discrepancies</b>						0.00
Total Reconciliation Discrepancies						0.00
<b>Reserve</b>						0.00
Total Reserve						0.00
<b>Travel and Meetings</b>						0.00
<b>Conference, Convention, Meeting</b>						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>

8:24 AM

09/12/23

Accrual Basis

### Cheyenne-Laramie County EMS Joint Powers Board

### Profit & Loss Detail

July 1 through September 12, 2023

Date	Num	Name	Memo	Amount	Balance
<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
09/11/2023			September Payment	26,083.33	78,249.99
Total Contract Payment				78,249.99	78,249.99
<b>Investments</b>					
07/31/2023			Interest	139.30	139.30
08/31/2023			Interest	140.90	280.20
Total Investments				280.20	280.20
Total Income				78,530.19	78,530.19
<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
08/25/2023		Laramie County Treasurer	Sept Comb Amb Dispatch	14,000.00	45,016.66
08/25/2023		Dr. Gary Schmitz	Sept Medical Director	5,000.00	50,016.66
Total Program Admin Reimbursements				50,016.66	50,016.66
Total Expense				50,016.66	50,016.66
<b>Net Income</b>				<b>28,513.53</b>	<b>28,513.53</b>