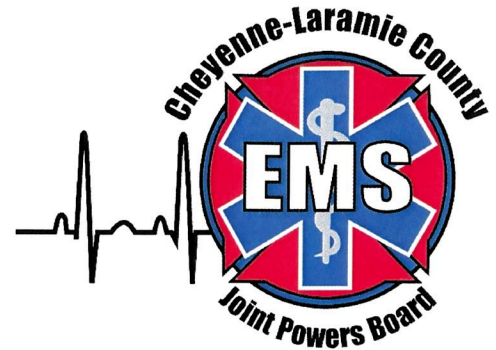


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

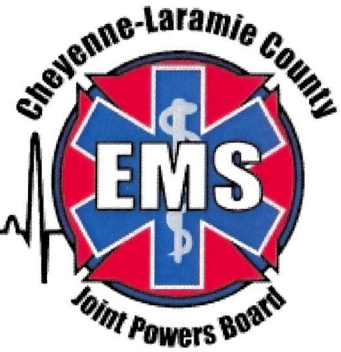
September 13, 2022

Regular Meeting

1. Previous Meeting Minutes
2. Finances
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. Funding Requests
14. Old Business
15. New Business

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday September 13, 2022

Board Members:

Vice-Chair: Division Chief Byron Mathews, Cheyenne Fire Rescue
Secretary/Treasurer: Chief John Kopper, Cheyenne Fire Rescue
Josh VanVlack, Board Appointed Member
Ex-officio: Maj Joshua Berg, FE Warren Air Force Base

Meeting Attendees:

Jon Narva, Narva & Associates
Kassandra Moloney, AMR
Derek Hendrin, AMR
Larry Jones, AMR
Jenn Kerr, LifeLine
Amber Young, LCCCC

Linda Heath, County Commissioner
Dominic Davis, LC IT
Kate Hoffman, LC IT
Matt Butler, CLCEMA
Beth Harris, CLCEMA

The Cheyenne/Laramie County EMS Joint Powers Board meeting was held in person beginning 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. 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 which were typical for the month. He reported that the state filing paperwork had been submitted by Beth Harris. Josh Van Vlack made a motion to accept the financial report. Jared Skagen seconded the motion. All board members voted in favor.

3. Monthly Reports

- a. Narva & Associates: Jon Narva provided the report for the month. He stated that they were compliant for the month. There were 1097 calls for service. There were 49 exemption requests for the month and 1 denial. He noted that there were only 2

extended delays. The extended delays occurred during heavy surge and were lower priorities being delayed for higher priority calls. Jon's recommendation was for discussion concerning a mission failure that occurred due to an accident with one of the ambulances. They did respond to the call with the second ambulance in the appropriate times and no injuries were reported. Kassi would be discussing the details during her report.

- b. AMR: Kassi Moloney reported that they had 1097 calls for service for the month. Total transports were 854 for the month. She added that the deployment schedule had changed September 5th and they are watching their numbers diligently to make adjustments as needed. Kassi continued with her monthly report beginning with staffing. She stated that they are currently down EMTs and are being filled with part-time employees. They are also planning on hiring more staff, but are still down Paramedics. She added that they are still doing Mobile Health for Holly Frontier and are working with High West Energy to provide drug and alcohol services. Kassi announced that they are preparing for a large BLS CPR class with several students. 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. She noted that the VA is no longer wanting to transport their psychiatric patients to Sheridan and therefore have asked AMR to ground transport them when needed. They are coordinate these transports to allow for sufficient coverage. There were 6 investigations this month with 1 still open. Chart reviews were conducted and various training classes were held. Kassi reported that there were 31 total events for DriveCam. Kassi reported that there was a minor incident on I-25 during the transport of a patient to Denver without any injuries and proper notifications were made. There was not enough force for this incident to activate the DriveCam so there was no footage to review. Kassi stated that the increase number of speeding activations is due to some of the units not being governed. On September 4th, there was a mission failure while responding to an emergency call at Whispering Chase. The unit proceeded through a red light intersection and collided with a vehicle. No one was cited for the incident and through investigation, the unit was driving with due regard through the intersection. The driver of the unit has been placed on administrative leave for not following proper procedure when encountering a red light intersection. The approval to repair the truck has been received. A unit was sent right away to respond to the call and arrived on time. She added that the CAAS visit is scheduled for October 24th and 25th with the Medical Directors and LCCCC being involved with the visit. They are waiting for the puppy to be born for the Therapy Dog program. Kassi announced that he grant application they submitted for the Nurse Navigation program had been denied and they are tabling the program while they look for alternate funding sources. Kassi stated that the Rural Medic program is live.

Introductions were made for the new FE Warren AFB medical representative, Dr. Joshua Berg.

4. Medical Directors

Nothing to report.

5. CRMC

Jared Skagen reported that along with CFR they received a grant for Community EMS program. They are working on the protocols and will need to meet with AMR for an MOU. October 1st will be the trauma activation changes. Jared reviewed the changes with the group. Jared asked to have a meeting with Amber Young concerning a miscommunication on a trauma call. He has a job description ready for a Paramedic position in the ED.

6. LifeLine

Jenn reported that they have completed the process of moving and will be present at the community event in Pine Bluffs.

7. Dispatch

Amber reported that they had 11,956 calls for service over the month with 1289 being EMS calls for service. She announced the Chuck Trimble has submitted his resignation and his last day will be September 28th. She thanked Larry for the CPR training of the LCCCC staff.

8. Eastern LC EMS

Nothing to report.

9. FE Warren AFB/VA Medical Center

Nothing further to report.

10. Cheyenne Fire Rescue

Chief Kopper announced that Fire Fighter Lewis volunteered to be on the Protocol Committee.

11. County Fire Districts

Nothing to report.

12. Information Technology

Kate Hoffman thanked everyone for their patience with the outages. She informed everyone that the issues are on the vendor side and would appreciate everyone's input when outages occur. She also announced that Andrew Brewerton is no longer with IT and provided the group with the IT contact information should they have any issues. Byron asked Kate to send the information in an email for everyone. Byron asked Matt Butler if there was an update on the Find My Fire Station App. Matt replied that he has been in contact with Jeff Kling in GIS and he is working on finishing it.

13. Funding Requests

Nothing to report.

14. Old Business

Nothing to report.

15. New Business

Chief Kopper brought up for discussion the RFP for the Medical Director contract. Josh Van Vlack made a motion to enter into Executive Session to discuss the Medical Director contract RFP. Chief Kopper seconded the motion.

The meeting was adjourned at 1:54pm.

Cheyenne-Laramie County EMS Joint Powers Board

9/12/2022 9:53 AM

Register: Wyoming Bank & Trust
 From 07/01/2022 through 09/12/2022
 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
08/09/2022		Narva & Associates, ...	Program Admin Reimb...	August Contrac...	5,833.33	X		118,088.88
08/25/2022		Laramie County Trea...	Program Admin Reimb...	September LC...	14,000.00	X		104,088.88
08/25/2022		Amy P. Tortorich P.C	Program Admin Reimb...	September Me...	2,916.66	X		101,172.22
08/25/2022		Dr. Gary Schmitz	Program Admin Reimb...	September Me...	2,916.66	X		98,255.56
08/29/2022			Contract Payment	September Con...		X	26,083.33	124,338.89
08/31/2022			Investments	Interest		X	2.04	124,340.93
09/08/2022		Narva & Associates, ...	Program Admin Reimb...	September Con...	5,833.33			118,507.60

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of September 12, 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
Check	08/09/2022		Narva & Associates, Inc.	August Contract Admin	-5,833.33	118,088.88
Check	08/25/2022		Laramie County Treasurer	September LCCCC Comb Amb Dis...	-14,000.00	104,088.88
Check	08/25/2022		Amy P. Tortorich P.C	September Medical Director	-2,916.66	101,172.22
Check	08/25/2022		Dr. Gary Schmitz	September Medical Director	-2,916.66	98,255.56
Deposit	08/29/2022			September Contract Payment	26,083.33	124,338.89
Deposit	08/31/2022			Interest	2.04	124,340.93
Check	09/08/2022		Narva & Associates, Inc.	September Contract Admin	-5,833.33	118,507.60
Total Wyoming Bank & Trust					-1,413.66	118,507.60
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
Deposit	08/29/2022			September Contract Payment	-26,083.33	-52,166.66
Total Contract Payment					-52,166.66	-52,166.66
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
Deposit	08/31/2022			Interest	-2.04	-2.98
Total Investments - Other					-2.98	-2.98
Total Investments					-2.98	-2.98
Other Types of Income						0.00
Miscellaneous Revenue						0.00
Total Miscellaneous Revenue						0.00

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of September 12, 2022

Type	Date	Num	Name	Memo	Amount	Balance
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
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

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of September 12, 2022

09/12/22

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Check	07/25/2022		Dr. Gary Schmitz	August Medical Director	2,916.66	19,833.32
Check	08/09/2022		Narva & Associates, Inc.	August Contract Admin	5,833.33	25,666.65
Check	08/25/2022		Laramie County Treasurer	September LCCCC Comb Amb Dis...	14,000.00	39,666.65
Check	08/25/2022		Amy P. Tortorich P.C	September Medical Director	2,916.66	42,583.31
Check	08/25/2022		Dr. Gary Schmitz	September Medical Director	2,916.66	45,499.97
Check	09/08/2022		Narva & Associates, Inc.	September Contract Admin	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 accnt						0.00
Total no accnt						0.00
TOTAL					0.00	0.00

Cheyenne-Laramie County EMS Joint Powers Board

09/12/22

Profit & Loss Detail

Accrual Basis

July 1 through September 12, 2022

Date	Num	Name	Memo	Amount	Balance
Income					
Contract Payment					
07/28/2022			August Contract Payment	26,083.33	26,083.33
08/29/2022			September Contract Payment	26,083.33	52,166.66
Total Contract Payment				52,166.66	52,166.66
Investments					
07/31/2022			Interest	0.94	0.94
08/31/2022			Interest	2.04	2.98
Total Investments				2.98	2.98
Total Income				52,169.64	52,169.64
Expense					
Program Admin Reimbursements					
07/25/2022		Laramie County Treasurer	August LCCCC Comb Amb Dispatch	14,000.00	14,000.00
07/25/2022		Amy P. Tortorich P.C	August Medical Director	2,916.66	16,916.66
07/25/2022		Dr. Gary Schmitz	August Medical Director	2,916.66	19,833.32
08/09/2022		Narva & Associates, Inc.	August Contract Admin	5,833.33	25,666.65
08/25/2022		Laramie County Treasurer	September LCCCC Comb Amb Dispatch	14,000.00	39,666.65
08/25/2022		Amy P. Tortorich P.C	September Medical Director	2,916.66	42,583.31
08/25/2022		Dr. Gary Schmitz	September Medical Director	2,916.66	45,499.97
09/08/2022		Narva & Associates, Inc.	September Contract Admin	5,833.33	51,333.30
Total Program Admin Reimbursements				51,333.30	51,333.30
Total Expense				51,333.30	51,333.30
Net Income				836.34	836.34