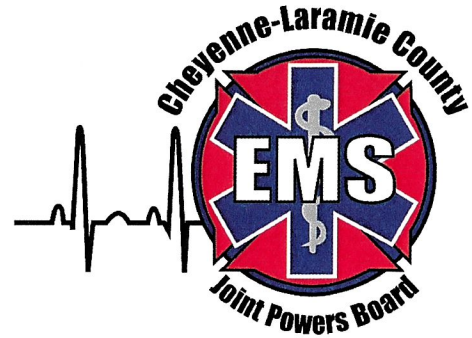


Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Agenda

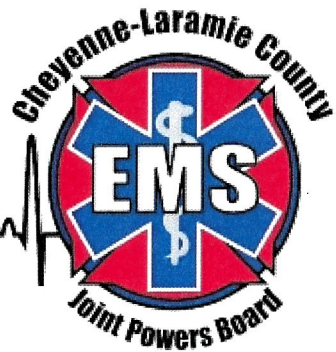
August 13, 2024

Regular Meeting

1. Previous Meeting Minutes
2. Finances
 - a. Funding Requests
 - i. LCFA Request
3. Monthly Reports
 - a. Narva & Associates
 - b. AMR
4. Medical Directors
 - a. Eastern LC EMS (Albin, Pine Bluffs)
5. Cheyenne Regional Medical Center
6. LifeLine
7. Dispatch
8. FE Warren AFB/VA Medical Center
9. Cheyenne Fire Rescue
10. County Fire Districts
11. Information Technology
12. Old Business
 - a. ALTO Project CRMC Update
13. New Business

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82009



Minutes for Tuesday August 13, 2024

Board Members:

Vice-Chair: Josh VanVlack, Board Appointed Member
Secretary/Treasurer: Chief John Kopper, Cheyenne Fire Rescue
Jared Skagen, Cheyenne Regional Medical Center
Ex-officio: Maj Joshua Berg, FE Warren Air Force Base

Meeting Attendees:

Jon Narva, Narva & Associates
Cody Schilling, AMR
Chris Williams, AMR
Derek Hendren, AMR
Larry Jones, AMR
Dr. Gary Schmitz, Medical Director

Amber Young, LCCCC
Brice Jacobsen, CFR
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 and via Zoom beginning at 1:31pm. Josh Van Vlack began the meeting by welcoming everyone. He noted that Jeanine West, Board Chair, was unable to attend, but Beth Harris would be her proxy.

1. Previous Meeting Minutes

Minutes for the July meeting were sent out prior to the meeting for the Boards' review. Chief Kopper made a motion to accept the minutes. Jared Skagen seconded the motion. All board members voted in favor.

2. Finances

Chief Kopper provided the report with normal expenses and deposits for the month being made. He noted that the EMS protocol app and advertising for the annual budget meeting was paid for. Beth Harris made a motion to accept the financial report. Jared Skagen seconded the motion. All board members voted in favor.

- a. LCFA Funding Request: Chief Kopper presented a funding request received from Laramie County Fire Authority in the amount of \$3,983.68 for modems for their recently purchased life packs. He noted that this request was sent to the Board prior

to the meeting. The group discussed the funding request noting that it would not be a benefit to the entire system as it was only for one agency. However, this would still be a useful purchase and it was suggested that LCFA reach out to the Healthcare Coalition to assist with the purchase. The funding request was denied due to a lack of a motion by the Board.

3. Monthly Reports

- a. Narva & Associates: Jon Narva provided an overview of the system's performance for June, indicating its stability and ability to handle increased workload. There were 1267 calls for service with 44 exemption requests, none of which were denied. The past month there were 5 extended response. Jon reported on the team's performance, highlighting their compliance and noting an increase in calls and transports. Jon announced that as we move to the end of the year, the Board should be prepared to receive a request for a contract extension and a letter will need to be issued from the Board if they are eligible for an extension per the contract.
 - i. LCCC Update: Jon provided a report from John DeArmand at LCCC. He stated that LCCC has intentions of attending the meetings regularly, but he was unable to be there in person this month. Jon read the LCCC update received via email and it has been included with the minutes.
- b. AMR: Cody Schilling discussed various operational updates, including staffing changes. They successfully staffed events like Frontier Days and the Larry Mckinney Writers Association races, with plans to hire more full-time paramedics. Education and training updates included 443 transport reviews, two investigations, and one AHA ACLS class, with an upcoming advanced EMT course, which is almost full. The course, costing \$400 per participant, is expected to be reimbursed by workforce development services. Cody discussed various updates regarding their partnerships and fleet status. The partnership with the airport required badges for access to the lifeline gate, which was a challenge due to the training requirement. However, the Frontier Days event went smoothly with the ground supervisor's effective response to calls. The SWAT team only trained once due to Frontier Days, and all nine events for the drive cam were for hard corners or missed addresses. As for the fleet status, MS150 required a new engine, which is expected to be replaced in two weeks. The new type one ambulance is expected to arrive soon. A fuel leak issue was successfully resolved by their mechanic. Cody continued with his report that Lucas is currently in Denver with the HR manager, is undergoing an evaluation and is expected to receive office certifications.

4. Medical Directors

Dr. Schmitz reported that he had met with Larry Jones and Brice Jacobsen to perform several reviews, looking at CPR and evaluating time sensitive health issues such as cardiac arrest. They also updated the protocols and sent them to the rest of the Protocol Committee to review before finalizing the updates. Dr. Schmitz did not have much to report for Albin, but they are doing very well with Jeremiah Johnson taking over as the interim supervisor for Albin EMS.

He added that Pine EMS is doing very well and they have been conducting case reviews as well as education.

- a. Eastern LC EMS (Albin, Pine Bluffs)
See Medical Director report.

5. CRMC

Jared reported that the helipad work has been postponed until September due to supply chain issues.

6. LifeLine

Nothing to report.

7. Dispatch

Amber Young reported that there were 14,403 calls for service and 1,440 were medical related. She has 3 conditional offers out right now. Chief Kopper asked Amber about having a discussion on proximity dispatch for cardiac arrests and if this could be done in the system. Amber said she would look into that option and they can discuss it further.

8. FE Warren AFB/VA Medical Center

Dr. Berg wanted to pass along a big thank you from Colonel Manning, the new group manager, for all the help from everyone for the air show.

9. Cheyenne Fire Rescue

Chief Kopper reported that case reviews were conducted. They also started orientation for 3 new recruits and the state academy starts on Monday. He added that they are also accepting letters of interest for their paramedic program.

10. County Fire Districts

Josh Van Vlack reported that they will be conducting case reviews on September 16th and that LCFA has a full EMT class.

11. Information Technology

Nothing to report.

12. Old Business

- a. ALTO Project: Brice Jacobsen reported that he had received an email from CRMC and they are still working on compiling the data.

13. New Business

Nothing to report

The meeting was adjourned at 2:27pm.

Cheyenne-Laramie County EMS Joint Powers Board

8/12/2024 10:06 AM

Register: Wyoming Bank & Trust

From 07/01/2024 through 08/12/2024

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|-------------------------|--------------------------|--------------------|-----------|---|-----------|------------|
| 07/01/2024 | 1022 | APG Media of The R... | Operations:Legal Adve... | Annual Budget... | 226.68 | X | | 157,748.51 |
| 07/02/2024 | | Narva & Associates, ... | Program Admin Reimb... | July Contract A... | 6,188.58 | X | | 151,559.93 |
| 07/03/2024 | 1023 | ACID Remap LLC | Equipment Reserve | EMS Protocol ... | 3,750.00 | X | | 147,809.93 |
| 07/25/2024 | | Laramie County Trea... | Program Admin Reimb... | August Comb ... | 14,000.00 | X | | 133,809.93 |
| 07/25/2024 | | Dr. Gary Schmitz | Program Admin Reimb... | August Medica... | 5,000.00 | X | | 128,809.93 |
| 07/29/2024 | | | Contract Payment | August Payment | | X | 26,083.33 | 154,893.26 |
| 07/30/2024 | | Narva & Associates, ... | Program Admin Reimb... | August Contrac... | 6,188.58 | X | | 148,704.68 |
| 07/31/2024 | | | Investments | Interest | | X | 187.04 | 148,891.72 |

10:06 AM

08/12/24

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board
General Ledger
As of August 12, 2024

| Type | Date | Num | Name | Memo | Amount | Balance |
|--|------------|------|---------------------------|---------------------------------|------------|-------------|
| US Bank Checking | | | | | | 0.00 |
| Total US Bank Checking | | | | | | 0.00 |
| Wyoming Bank & Trust | | | | | | 157,975.19 |
| Check | 07/01/2024 | 1022 | APG Media of The Rocki... | Annual Budget Notice Ad #521323 | -226.68 | 157,748.51 |
| Check | 07/02/2024 | | Narva & Associates, Inc. | July Contract Admin | -6,188.58 | 151,559.93 |
| Check | 07/03/2024 | 1023 | ACID Remap LLC | EMS Protocol App Invoice #2093 | -3,750.00 | 147,809.93 |
| Check | 07/25/2024 | | Laramie County Treasurer | August Comb Amb Dispatch | -14,000.00 | 133,809.93 |
| Check | 07/25/2024 | | Dr. Gary Schmitz | August Medical Director | -5,000.00 | 128,809.93 |
| Deposit | 07/29/2024 | | | August Payment | 26,083.33 | 154,893.26 |
| Check | 07/30/2024 | | Narva & Associates, Inc. | August Contract Admin | -6,188.58 | 148,704.68 |
| Deposit | 07/31/2024 | | | Interest | 187.04 | 148,891.72 |
| Total Wyoming Bank & Trust | | | | | -9,083.47 | 148,891.72 |
| 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 | | | | | | -51,341.98 |
| Check | 07/03/2024 | 1023 | ACID Remap LLC | EMS Protocol App Invoice #2093 | 3,750.00 | -47,591.98 |
| Total Equipment Reserve | | | | | 3,750.00 | -47,591.98 |
| Opening Bal Equity | | | | | | -118,338.88 |
| Total Opening Bal Equity | | | | | | -118,338.88 |
| Unrestricted Net Assets | | | | | | 11,705.67 |
| Total Unrestricted Net Assets | | | | | | 11,705.67 |
| Contract Payment | | | | | | 0.00 |
| Deposit | 07/29/2024 | | | August 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 | 07/31/2024 | | | Interest | -187.04 | -187.04 |
| Total Investments - Other | | | | | -187.04 | -187.04 |
| Total Investments | | | | | -187.04 | -187.04 |
| 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 |

10:06 AM

Cheyenne-Laramie County EMS Joint Powers Board

08/12/24

General Ledger

Accrual Basis

As of August 12, 2024

| Type | Date | Num | Name | Memo | Amount | Balance |
|--|------------|------|---------------------------|---------------------------------|-----------|-----------|
| 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 |
| Check | 07/01/2024 | 1022 | APG Media of The Rocki... | Annual Budget Notice Ad #521323 | 226.68 | 226.68 |
| Total Legal Advertising | | | | | 226.68 | 226.68 |
| 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 | | | | | 226.68 | 226.68 |
| 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 | 07/02/2024 | | Narva & Associates, Inc. | July Contract Admin | 6,188.58 | 6,188.58 |
| Check | 07/25/2024 | | Laramie County Treasurer | August Comb Amb Dispatch | 14,000.00 | 20,188.58 |
| Check | 07/25/2024 | | Dr. Gary Schmitz | August Medical Director | 5,000.00 | 25,188.58 |
| Check | 07/30/2024 | | Narva & Associates, Inc. | August Contract Admin | 6,188.58 | 31,377.16 |

10:06 AM

08/12/24

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

General Ledger

As of August 12, 2024

| Type | Date | Num | Name | Memo | Amount | Balance |
|---------------------------------------|------|-----|------|------|-------------|-------------|
| Total Program Admin Reimbursements | | | | | 31,377.16 | 31,377.16 |
| 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 |

10:07 AM

08/12/24

Accrual Basis

Cheyenne-Laramie County EMS Joint Powers Board

Profit & Loss Detail

July 1 through August 12, 2024

| Date | Num | Name | Memo | Amount | Balance |
|-------------------------------------|------|------------------------------------|---------------------------------|------------------|------------------|
| Income | | | | | |
| Contract Payment | | | | | |
| 07/29/2024 | | | August Payment | 26,083.33 | 26,083.33 |
| | | Total Contract Payment | | 26,083.33 | 26,083.33 |
| Investments | | | | | |
| 07/31/2024 | | | Interest | 187.04 | 187.04 |
| | | Total Investments | | 187.04 | 187.04 |
| | | Total Income | | 26,270.37 | 26,270.37 |
| Expense | | | | | |
| Operations | | | | | |
| Legal Advertising | | | | | |
| 07/01/2024 | 1022 | APG Media of The Rockies | Annual Budget Notice Ad #521323 | 226.68 | 226.68 |
| | | Total Legal Advertising | | 226.68 | 226.68 |
| | | Total Operations | | 226.68 | 226.68 |
| Program Admin Reimbursements | | | | | |
| 07/02/2024 | | Narva & Associates, Inc. | July Contract Admin | 6,188.58 | 6,188.58 |
| 07/25/2024 | | Laramie County Treasurer | August Comb Amb Dispatch | 14,000.00 | 20,188.58 |
| 07/25/2024 | | Dr. Gary Schmitz | August Medical Director | 5,000.00 | 25,188.58 |
| 07/30/2024 | | Narva & Associates, Inc. | August Contract Admin | 6,188.58 | 31,377.16 |
| | | Total Program Admin Reimbursements | | 31,377.16 | 31,377.16 |
| | | Total Expense | | 31,603.84 | 31,603.84 |
| | | Net Income | | -5,333.47 | -5,333.47 |