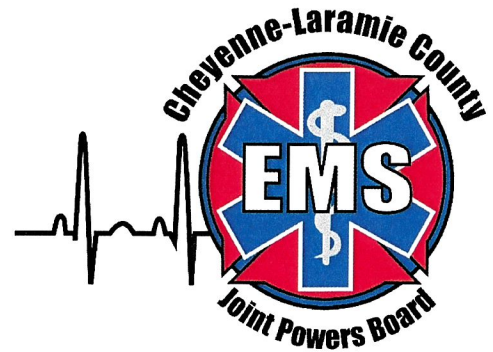


# Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

---

3962 Archer Parkway  
Cheyenne, WY 82009



## Agenda

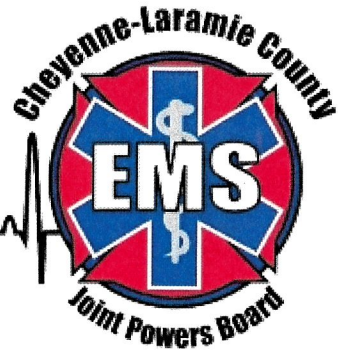
**September 10, 2024**

### Regular Meeting

1. Previous Meeting Minutes
2. Finances
  - a. Funding Requests
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 September 10, 2024

## **Board Members:**

Chairman: Jeanine West, CLC Emergency Management Agency  
Vice-Chair: Josh VanVlack, Board Appointed Member  
Secretary/Treasurer: Chief John Kopper, Cheyenne Fire Rescue  
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  
Cody Schilling, AMR  
Chris Williams, AMR  
Dr. Gary Schmitz, Medical Director  
Jenn Kerr, LifeLine  
Amber Young, LCCCC

Brice Jacobsen, CFR  
Samuel Walker, LC IT  
John DeArmond, LCCC  
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 August meeting were sent out prior to the meeting for the Boards' review. Chief Kopper made a motion to accept the minutes. Titus Norris 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. No funding requests were received. Titus Norris made a motion to accept the financial report. Jared Skagen seconded the motion. All board members voted in favor.

Jeanine brought up for discussion to receive feedback from the group. She explained the use of Echo 1 which is aging out and they would like to purchase a newer vehicle to replace it.

Several county agencies have used it over the years, especially during the summer. Jeanine's proposal was for the Board to cover a large portion of the cost based on the estimated administrative costs that have not been paid over the past several years. The group discussed the use of the equipment and how often. Jeanine would compile a packet for everyone to review so that they can discuss it further.

### 3. Monthly Reports

- a. Narva & Associates: Jon Narva provided an overview of the system's performance for September, AMR was fully compliant. There were 1168 calls for service with 16 exemption requests, none of which were denied. The past month there were 5 extended responses. A copy of the monthly Narva & Associates report is included with the minutes.
  - i. LCCC Update: Jon encouraged everyone to reach out to the LCCC Director about the Paramedic Advisory Board which was very well attended this past month.
- b. AMR: Cody Schilling discussed various operational updates, including staffing changes. He reviewed the regular monthly report and a copy has been included with the minutes. Cody briefly reviewed the extended delays with group and provided explanations for the reported calls. Jon noted that the number of extended delays are still improved from past years.

### 4. Medical Directors

Dr. Schmitz reported that they had case reviews earlier in the day which was well attended. They discussed the pain control process and connecting it with the ALTO program. Jon noted that it was great to see all of the agencies talking together about the topics. Dr. Schmitz met with Pine Bluffs doing case reviews and reviewing medication use. Albin is doing very well and 2 of the EMTs have begun the Advanced EMT class. They have a new ambulance which is in need of supplies. Dr. Schmitz asked if a request could be submitted to the Board for these supplies. The Board responded that typically the requests need to be an entire system enhancement, but a request could be submitted to the Healthcare Coalition. Jeanine explained the process for requesting funding from the Coalition.

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

### 5. CRMC

Jared reported that the trauma team will be hosting a trauma skills fair on October 11<sup>th</sup>.

### 6. LifeLine

Jenn Kerr asked about the update for the helipad. The foam nozzle was expected to be delivered in late September.

7. Dispatch

Amber Young reported that there were 12,362 calls for service and 1,332 were EMS related. She had one new hire that started at the beginning of September and wanted to say thank you to AMR for CPR and ride alongs. Amber announced that she needs to setup a time with Dr. Schmitz to do a ProQA review and have them signed off.

8. FE Warren AFB/VA Medical Center

Dr. Berg wanted to pass along information that Tricare is in the process of transitioning to TriWest to begin January 1<sup>st</sup>. There are no gate changes to report.

9. Cheyenne Fire Rescue

Chief Kopper reported that they getting prepared for letters of interest for Paramedic students. They are doing well with their recruit academies.

10. County Fire Districts

Josh Van Vlack reported that they have quite a few in the EMT class and case reviews are scheduled for Monday.

11. Information Technology

Stanley Walker stated that they are working on projects, but elections will be a major part of their time in the next couple months.

12. LCCC

John DeArmond reported that they had an Advisory Board Committee. He wanted to say thank you to everyone for their help and support. They have a difficult airway course coming up and Dr. Schmitz will be participating with it. John stated that they are also working on an agreement with Ivinson hospital to schedule the delivery clinic so that it is available to their students.

Jeanine provided an update and explanation about the Mutual Aid Agreement for public safety agencies across state lines. More meetings will be scheduled in the future to continue defining what needs to be in the Mutual Aid Agreement. She also reported that Beth Harris has been conducting the intro ICS classes in person in one day and it is available to anyone that needs it.

13. Old Business

- a. ALTO Project: Brice Jacobsen provided an update that the person working on the data is no longer there and so they have had to restart from scratch compiling the data. They are still working on it.

14. New Business

Nothing to report

The meeting was adjourned at 2:36pm.

Cheyenne-Laramie County EMS Joint Powers Board

9/9/2024 12:33 PM

Register: Wyoming Bank & Trust

From 07/01/2024 through 09/09/2024

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
08/23/2024		Laramie County Trea...	Program Admin Reimb...	September Co...	14,000.00	X		134,891.72
08/23/2024		Dr. Gary Schmitz	Program Admin Reimb...	September Me...	5,000.00	X		129,891.72
08/31/2024			Investments	Interest		X	165.50	130,057.22
09/04/2024		Narva & Associates, ...	Program Admin Reimb...	September Con...	6,188.58			123,868.64

12:33 PM

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

09/09/24

**General Ledger**

Accrual Basis

As of September 9, 2024

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>						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
Check	08/23/2024		Laramie County Treasurer	September Comb Amb Dispatch	-14,000.00	134,891.72
Check	08/23/2024		Dr. Gary Schmitz	September Medical Director	-5,000.00	129,891.72
Deposit	08/31/2024			Interest	165.50	130,057.22
Check	09/04/2024		Narva & Associates, Inc.	September Contract Admin	-6,188.58	123,868.64
Total Wyoming Bank & Trust					-34,106.55	123,868.64
<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>						-51,341.98
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
<b>Opening Bal Equity</b>						-118,338.88
Total Opening Bal Equity						-118,338.88
<b>Unrestricted Net Assets</b>						11,705.67
Total Unrestricted Net Assets						11,705.67
<b>Contract Payment</b>						0.00
Deposit	07/29/2024			August Payment	-26,083.33	-26,083.33
Total Contract Payment					-26,083.33	-26,083.33
<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	07/31/2024			Interest	-187.04	-187.04
Deposit	08/31/2024			Interest	-165.50	-352.54
Total Investments - Other					-352.54	-352.54
Total Investments					-352.54	-352.54
<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

12:33 PM

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

09/09/24

**General Ledger**

Accrual Basis

As of September 9, 2024

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
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

12:33 PM

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

09/09/24

**General Ledger**

Accrual Basis

**As of September 9, 2024**

Type	Date	Num	Name	Memo	Amount	Balance
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
Check	08/23/2024		Laramie County Treasurer	September Comb Amb Dispatch	14,000.00	45,377.16
Check	08/23/2024		Dr. Gary Schmitz	September Medical Director	5,000.00	50,377.16
Check	09/04/2024		Narva & Associates, Inc.	September Contract Admin	6,188.58	56,565.74
Total Program Admin Reimbursements					56,565.74	56,565.74
<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>



12:34 PM

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

09/09/24

**Profit & Loss Detail**

Accrual Basis

July 1 through September 9, 2024

Date	Num	Name	Memo	Amount	Balance
<b>Income</b>					
<b>Contract Payment</b>					
07/29/2024			August Payment	26,083.33	26,083.33
Total Contract Payment				26,083.33	26,083.33
<b>Investments</b>					
07/31/2024			Interest	187.04	187.04
08/31/2024			Interest	165.50	352.54
Total Investments				352.54	352.54
Total Income				26,435.87	26,435.87
<b>Expense</b>					
<b>Operations</b>					
<b>Legal Advertising</b>					
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
<b>Program Admin Reimbursements</b>					
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
08/23/2024		Laramie County Treasurer	September Comb Amb Dispatch	14,000.00	45,377.16
08/23/2024		Dr. Gary Schmitz	September Medical Director	5,000.00	50,377.16
09/04/2024		Narva & Associates, Inc.	September Contract Admin	6,188.58	56,565.74
Total Program Admin Reimbursements				56,565.74	56,565.74
Total Expense				56,792.42	56,792.42
<b>Net Income</b>				<b>-30,356.55</b>	<b>-30,356.55</b>