

**WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY BOARD  
REGULAR MEETING  
Stillwater Medical Center 2<sup>nd</sup> Floor Conference Room  
1323 W. Sixth Street  
Stillwater, Oklahoma**

**March 16, 2016  
5:00 p.m.**

**Present:** Elaine Ackerson, Harland Wells, Anne Matoy, Jerry Moeller

**Absent:** James Morrow

**Others:** Kelly McCauley, Michael Authement, Joe Cassil, (all from LifeNet), Dave Baumgardner (Life Net – by phone), and Cheryl Marshall

---

**CALL MEETING TO ORDER**

Elaine Ackerson, Chairman of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 5:02 p.m.

**APPROVAL OF MINUTES**

Copies of the minutes of the February 17, 2016 regular meeting of the WPCATA Board were distributed and reviewed. Wells made a motion that the minutes be approved as presented. Matoy seconded the motion. Wells, Matoy, Moeller and Ackerson voted in favor of the motion.

**TREASURER'S REPORT**

Elaine Ackerson discussed the Treasurer's Report, reflecting a balance of \$352,499.47 in the Stillwater National Bank account as of February 29, 2016. Also presented was the Balance Sheet and Profit & Loss Statement prepared by Stillwater Medical Center CFO Alan Lovelace. After brief discussion, Moeller moved that the Treasurer's Report be approved as presented. Matoy seconded the motion, and Ackerson, Matoy, Moeller and Wells voted in favor of the motion.

**CONTRACT DISCUSSION**

At the request of Dave Baumgardner, Executive Director of LifeNet, this topic was moved up on tonight's agenda due to time restraints on his behalf. Chairman Ackerson reminded Board members that the most recent version of the contract had been discussed at the last WPCATA meeting. Board members were in agreement with the proposed amendments and changes to that contract at that time. However, the Board did not have adequate time to look at consultant Steve Athey's emergency services compliance review and discuss that at the last meeting, so that is a topic of discussion this evening.

Ackerson discussed the areas of Athey's report where areas of partial compliance were noted. It was determined that those areas have all been addressed or are in the process of being addressed. Customer surveys and reporting to the Board has been improved. Community service and education has made positive strides, with LifeNet personnel providing more and more CPR training in the community. Chairman Ackerson said that she still feels that a more formal program from LifeNet outlining the goals, objectives and measurements of the program based on the AHA's "chain of survival" needs to be implemented. McCauley said that they do not have a formal program outlined, but that certainly can be done. Moeller asked what the

basic steps on the chain of survival are. McCauley replied that they are (1) activating 911, (2) starting CPR, (3) defibrillation (encouraging AED placement), (4) early ALS and (5) incorporating that into getting the patient into the hospital and transitioning their care. McCauley said that in meetings throughout the community, they are sharing this chain of survival information, but again, it has not been compiled into a formal written program.

Ackerson asked what LifeNet's goal is in getting this chain of survival information out to the public. Michael Authement with LifeNet spoke up to say that their goal is 500 people per month, but they have been reaching many more than that with the CPR classes in the schools. Ackerson suggested that LifeNet personnel consider this as a goal for the near future. Matoy asked that LifeNet come to the table with a rough draft of their plans for this formal program at our next WPCATA meeting.

Ackerson then spoke about Athey's report and the control center operations and response times. The area that LifeNet was found partially compliant was in the 90% compliance to emergency calls within 8:59 in urban areas and 15:59 in rural areas, as well as 90% compliance to immediate calls within 12:59 in urban areas and 20:59 in rural areas. Athey's comment in the report regarding this matter details how difficult that is to maintain, Ackerson said. Athey's suggestions regarding this matter were discussed by the Board. Board member Matoy stated that she is "not happy with where we are, but I'm happy with the progress we've made." She appreciates the new information that LifeNet is providing regarding first responders on the ambulance runs. Matoy said that she agrees with Athey's review, in that we are probably not going to ever meet the goal, due to the fact that the area is so diverse and the locations are so difficult that it may not be totally reasonable, although we will keep trying. Matoy said she feels that we need to continue strengthening first responders and revisit again in the future whether or not a relocation of ambulance stations may be beneficial.

Ackerson said that as Athey stated in his report, a multi-disciplinary group would certainly help to address the problem, but it's difficult getting enough interest. We will continue to strive toward this goal, asking first responders what would make this more attractive for them to come to the table.

Matoy said that after we have first responder data for a full year, she would like the Board to review that data in greater detail.

McCauley said that of all the audit points, this was one where they've not been able to spend as much time as they would like. They will continue to get the word out and groom possible first responders. Moeller suggested possibly calling on Rick and Jan McSwain as consultants in this area, since they have done such a great job in the Noble County. Ackerson said she would keep that in mind.

The next topic discussed was the billing and accounts receivable program. In regard to Athey's recommendation for WPCATA and LifeNet to modify the agreement by either changing the percentage of the "cap" number or by lowering the subsidy amount and eliminating the clause requiring a "cap" on profits, the WPCATA Board decided to continue with the way we've done this in the past. We have agreed to give LifeNet a six-month period to "true up" their books before refunding any subsidy over the 6% profit, and that is the stance this Board wishes to take. Baumgardner said that he was in agreement with this decision.

Another recommendation from Athey was to develop 2 committees – Medical Advisory Committee and Local Advisory Committee. Ackerson said that from her personal experience,

this was difficult to garner interest. McCauley said that LifeNet personnel are involved in other meetings with community groups and Stillwater Medical Center. These are not meetings called by LifeNet, but it might be an opportunity to discuss some of the topics that would be discussed in a Local Advisory Committee. Ackerson suggested keeping brief minutes regarding what is discussed at those meetings, and this should fulfill the recommendation in Athey's report. McCauley said that they would not give up on the formation of a Medical Advisory Committee, and will keep the WPCATA Board advised.

There being no further questions or comments about the LifeNet/WPCATA Contract or the Emergency Medical Services Compliance Review, Moeller made a motion to approve the restated and amended contract with LifeNet Emergency Medical Services. Wells seconded the motion, and Matoy, Wells, Moeller and Ackerson voted in favor of the motion. Moeller thanked Ackerson for the excellent way in which she reviewed the contract and the compliance review, leaving no stone unturned.

McCauley said that he would get a clean copy of the WPCATA/LifeNet contract Word document and forward it for signature.

#### **REPORT FROM LIFENET**

Michael Authement of LifeNet's Stillwater operations reported on the response time compliance for February 2016. Urban emergency and urban immediate response times were at or above 90%. However, rural emergency times were at 87%. Board members discussed the late responses and the audit of those calls.

Interfacility transports in February were at 87%, and four of those transfers that had to be completed by other agencies were counted as late.

Board members also reviewed the community education report for February, which detailed education provided to 641 students at Morrison Public Schools and the Girl Scout Lodge, as well as the Perkins Fire Department. CPR Training was provided to Glencoe Seniors who had not previously received that training. Other educational classes provided were detailed in the LifeNet reports. It was a very busy month for educational opportunities.

Joe Cassil provided QA data for February and answered questions of the Board members.

#### **CHAIRMAN'S REPORT**

Ackerson reminded Board members that the CBEW audit is currently ongoing, and that past Treasurer Susan Taylor had been called in to assist with some of that preparation.

Ackerson also reported that a reminder letter recently was mailed to current individual subscribers of the ambulance benefit program reminding them that the coverage period ends April 30<sup>th</sup>. Along with the letter, a copy of the subscription agreement was included for those who wished to renew their coverage. We can expect to begin receiving those forms and payments in the very near future.

#### **CORPORATE AUTHORIZATION RESOLUTION**

Ackerson reminded Board members that at last month's meeting, we had signed a corporate authorization resolution for the WPCATA checking account at Bank SNB (formerly Stillwater National Bank). At this time, we need to address the CD that WPCATA has at the Perkins Branch of Stroud National Bank. Since Jerry Moeller is no longer the Chairman of the WPCATA

Board, and Secretary/Treasurer Susan Taylor has retired, it is imperative that Moeller and Taylor come off of the CD and two current officers be added.

Wells made a motion that the names of Jerry Moeller and Susan Taylor be removed from the signature card and paperwork for the CD at Stroud National Bank and be replaced with the names of Elaine Ackerson, Chairman of the WPCATA Board, and Cheryl Marshall, Secretary/Treasurer of WPCATA. Matoy seconded the motion, and Ackerson, Matoy, Moeller and Wells voted in favor of the motion.

**OTHER BUSINESS**

None

**ADJOURN**

There being no further business to discuss, Moeller moved that the meeting be adjourned. Matoy seconded the motion, and Moeller, Wells, Matoy, and Ackerson voted in favor of the motion. The meeting was adjourned at 6:00 p.m.

  
\_\_\_\_\_  
Elaine Ackerson, Chairman

  
\_\_\_\_\_  
Cheryl Marshall, Secretary/Treasurer