

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

**April 20, 2016
5:00 p.m.**

Present: Elaine Ackerson, Harland Wells, Anne Matoy, and 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 5:00 p.m.

APPROVAL OF MINUTES

Copies of the minutes of the March 16, 2016 regular meeting of the WPCATA Board were distributed and reviewed. Harland Wells made a motion that the minutes be approved as presented. Anne Matoy seconded the motion. Matoy, Moeller, Wells and Ackerson voted in favor of the motion.

TREASURER'S REPORT

Elaine Ackerson discussed the Treasurer's Report, reflecting a balance of \$362,127.29 in the Stillwater National Bank account as of March 31, 2016. Cheryl Marshall stated that deposits were received from the City of Stillwater, Town of Glencoe, Noble County and two from CREC. 12 subscription agreement checks of \$60 each were also deposited. Expenses were to Life Net of \$102,832.50 and a service charge of \$3.79. Anne Matoy made note of the service charge date needing to change to March. Marshall agreed to make that change. Also presented was the Balance Sheet and Profit & Loss Statement prepared by Stillwater Medical Center CFO Alan Lovelace. After brief discussion, Jerry Moeller moved that the Treasurer's Report be approved. Anne Matoy seconded the motion, and Ackerson, Matoy, Moeller and Wells voted in favor of the motion.

REPORT FROM LIFENET

Kelly McCauley reported that they were one rural emergency call shy of meeting 90% in all categories for March. Two inter-facility transfers to hospitals in OKC were completed by other agencies. McCauley went over LifeNet's Stillwater operations response time compliance for March 2016. Board members were impressed with the low number of late responses. They discussed the details of those calls. Nine calls were made to Noble County. Five of those were to Perry Memorial and were due to SMC's CT being down.

Board members also reviewed the community education report for March, which detailed education provided to 150 students at the OSU event that educates students on the risk of driving while under the influence. CPR Training was provided to 22 Perkins High School who had not previously received that training. Wells asked about the response from the students.

McCauley said that overall it has been positive. They participate and seem to enjoy it. Other educational classes provided were detailed in the LifeNet reports. McCauley said they were rolling out community education over the next couple of months. They are beginning with fall risk training and assessments and will train all of their crews to do assessments in the patients' homes.

Joe Cassil provided QA data for March and answered questions of the Board members. They are doing well transmitting 12-lead information. 126 charts were reviewed with compliance at 93%.

McCauley told the members that the contract has been signed as approved. He agreed to send a copy to the Board members via email. Ackerson said that the amount paid to LifeNet had increased slightly. Jerry Moeller said that he appreciates all the great information and reports received each month. He asked if First Responders use Narcan. Cassil said that they do not, but that the Payne County Sheriff and SFD do carry it.

CHAIRMAN'S REPORT

Ackerson said that she has been reviewing the website (PayneCounty-EMS.org) as she has fielded several questions this month. In answering these questions, she had concerns about the website needing to be updated. The current Board members were not sure who had created the website and if they are still in contract to maintain it. Moeller suggested looking back at invoices to see who was last paid. McCauley said that their IT staff would be willing to keep it up to date if there was not a contract in place with a company. The Board was appreciative of the offer. Research will be done to see if a contract is in place.

Ackerson said that April is the month that the community may opt in or out of the ambulance program. She spoke with Sarah Klinger at the City of Stillwater to find out if the notice was placed on the paper bills that went out to the community. Klinger said that she believes that statement was added. Matoy asked if electronic communication went out to those who pay their bills online. Ackerson said to her knowledge they did not receive communication on this. It could be sent electronically through the electronic notification of the bill. The City of Stillwater has a website that it could also be posted on in the future.

The City of Perkins said that they did not get the notification out in time for their residents in April, so Marshall and Ackerson agreed to extend the time through May. Matoy asked that the Trust Authority set up a master calendar. Board members agreed.

Ackerson told the members that the audit by CBEW is underway. It is due to the Board by May 31st. Ackerson said that \$168,154 is in a CD along with Cash of \$362,127. She asked the Board for suggestions on ways to spend a portion of this amount to benefit the community. McCauley suggested education and supplies for new first responders and AEDs for some community businesses. Moeller and Ackerson suggested rewarding areas with a stipend to help organize first responder efforts. Wells asked McCauley to research pricing on equipment and supplies that may be needed in the community. Moeller suggested moving \$150,000 into a CD to be discussed further at the next Board meeting.

OPT OUT PROCESS DISCUSSION

Ackerson said that she spoke with a customer who owns an RV Park. He asked that the Board consider changing the process to an 'opted in' process vs. the current "opt out" process. He felt there was confusion as his residents moved in and out. Moeller said they worked with a consultant early in the process and believe that the current system is best. Stillwater's program

is similar to Tulsa's, which was in place and running well. Some cities use a tax to subsidize their ambulance service, which must be funded. Some cities charge an automatic \$5, without an opt-out option. We felt it advantageous to the residents of Stillwater to use a member program. Matoy asked how many residents opt out. Moeller felt that approx. 15% of the residents opt out. When a new tenant receives new utility service, they have 2 weeks to opt out. The Board members agreed to continue with the current process.

DIRECTORS AND OFFICERS INSURANCE DISCUSSION

Ackerson found that in January 2010, the Authority checked with the City on whether D&O insurance was needed. John Dorman, City Attorney, had stated at the time that as long as the trustees work within the scope of their authority as a trustee, they are covered under the Tort Claims Act and that federal law deems the trustee immune in most instances. D&O doesn't necessary cover the trustees if they step outside of their role. The Board members of the City of Stillwater did not have separate insurance policies at that time. Stillwater Medical Center does provide D&O insurance for their trustees. At that time, Gary Clarke said that the OSU Board of Regents did not carry D&O insurance. Moeller believes that the Oklahoma public trust statutes will indemnify trustees as long as they are working within the scope of their authority.

Harland Wells asked if a trustee would be liable to defend themselves should they be sued. Moeller said that he would look at the bylaws, but believes members are indemnified through the bylaws of the Authority. The bylaws should say "except for acts of dishonesty, no trustee shall be charged whatsoever for any act committed or suffered in the operation of the Trust or the Trust proper." He believes the Trust could be sued, but not the members.

Moeller agreed to review the details of the bylaws and amend them to indemnify trustees if it has not already been done. David said that he believes there is an indemnity clause in the agreement that protects both parties. He will review the clause and let the Board members know.

OTHER BUSINESS

None

ADJOURN

There being no further business to discuss, Moeller moved that the meeting be adjourned. Wells seconded the motion, and Wells, Moeller, Matoy, and Ackerson voted in favor of the motion. The meeting was adjourned at 6:02 p.m.



Elaine Ackerson, Chairman



Cheryl Marshall, Secretary/Treasurer