

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

**May 18, 2016
5:00 p.m.**

Present: Elaine Ackerson, Harland Wells, Anne Matoy, and James Morrow

Absent: Jerry Moeller

Others: Kelly McCauley, Michael Authement, Joe Cassil and Zack Harris (all from LifeNet), Dave Baumgardner, Tom Simmons and Patrick Evans (LifeNet Board), Brandon Bell (LifeNet pilot) and Cheryl Marshall (minutes)

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. Ackerson welcomed the LifeNet Board members.

APPROVAL OF MINUTES

Copies of the minutes of the April 20, 2016 regular meeting of the WPCATA Board were distributed and reviewed. Matoy made a motion that the minutes be approved as presented. Wells seconded the motion. Wells, Matoy, and Ackerson voted in favor of the motion. Mr. Morrow abstained as he was not present at the April meeting.

TREASURER'S REPORT

Cheryl Marshall shared the Treasurer's Report with the members. The report reflecting an ending balance as of April 30, 2016 of \$377,459.73. Deposits were received from the City of Stillwater, CREC, Town of Glencoe, and two from Noble County. 11 subscription agreement checks of \$60 each were also deposited. Expenses were to Life Net of \$102,832.50 and a service charge of \$4.16. Also presented was the Balance Sheet and Profit & Loss Statement prepared by Stillwater Medical Center CFO Alan Lovelace. After brief discussion, Wells moved that the Treasurer's Report be approved. Morrow seconded the motion, and Matoy, Morrow, Wells and Ackerson voted in favor of the motion.

AUDIT UPDATE

Elaine Ackerson reported that she spoken with Gabrielle Conchola, auditor with CBEW. The audit report is complete and will be presented at the June meeting.

APPROVAL TO MOVE FUNDS TO CD

At last month's meeting it was suggested to move funds into a CD as that account balance has risen. Ackerson reported that the current balance is \$377,000. Banks are insured up to \$250,000. Options discussed included moving funds into the current CD, opening a new CD, or waiting until upcoming expenditures are paid. Ackerson spoke with Stillwater Medical Center's CFO, Alan Lovelace. He felt the risk of the uninsured portion was very minimal as it is unlikely that Bank SNB would become insolvent.

Wells made a motion that funds not be moved at this time. Matoy seconded the motion, and Wells, Ackerson, Matoy and Morrow voted in favor of the motion.

Anne Matoy asked that this be placed on the calendar to revisit in three months.

REPORT FROM LIFENET

Kelly McCauley distributed LifeNet, Inc.'s 2015 Annual Report. He reported that the the urban response time was 94.8%, rural 911 response time was 87.5% and the non-emergency response time was 81.8%. McCauley went over LifeNet's Stillwater response time compliance and community education in detail. McCauley told the members that the Ripley Fire Chief works mostly on a volunteer basis as he is paid only around \$82 per month. He has purchased many pieces of equipment and a trailer for the Ripley fire crew from his own finances. Ackerson said that WPCATA may be able to purchase some needed equipment for volunteer first responder agencies. McCauley also provided QA data for April and answered questions of the Board members.

APPROVAL TO PURCHASE EXTERNAL DEFIBRILLATORS FOR PUBLIC ACCESS

Kelly McCauley told the Board that they had two requests for AED equipment: Stillwater Bible Church and Stillwater Airport. He requested that 10 AEDs be purchased for the community. Wells asked about the cost of the equipment. McCauley said that each AED cost \$1,275.75, plus \$125 per wall cabinet. However, the Zoll representative agreed to waive the cost of the wall cabinets if 10 AEDs are purchased. Two or three may be needed for the Ripley Fire Department. LifeNet would be willing to facilitate placement. James Morrow asked if those receiving the units would be responsible for pads and maintenance. McCauley said LifeNet resources would be used to replace the pads and to educate those receiving the units. The units do an automatic self-check every 7 days and will indicate if something needs to be done. LifeNet

would also be willing to check the units 1 time per year. Each unit would be registered, so the location of each will be known. Dispatch keeps a list of where the units are placed so that in cases of cardiac arrest they can let 911 callers know where the unit is located in their area.

Wells moved that the Western Payne County Ambulance Trust Authority purchase ten external defibrillators for a total cost of \$12,750 plus shipping to be put in place in the community. Matoy amended the motion to include prioritizing the distribution to first responding agencies, and that training be a requirement with the placement of each. Wells made the amended motion. Matoy seconded the motion, and Ackerson, Matoy, Morrow and Wells voted in favor of the motion.

Matoy agreed to work with McCauley on ways to publicize the availability of the AEDs.

NON EMERGENCY TRANSFERS

Elaine Ackerson is researching non-emergency transfers and chose to table this discussion at this time.

CHAIRMAN'S REPORT

Ackerson told the members that she visited with the utility companies to find out what forms and information is being given to new customers concerning opting in and opting out. She found that the information is slightly different at each and needs to be updated. The information on the WPCATA website also needs to be updated. McCauley said that he will visit with his IT staff to see if they will manage the website and will then approach PGD, owner of the domain name, to terminate the contract with them. He will update the Board at the next meeting. Ackerson told the members that Noble County's contract is different from Payne County's. They do not add a fee for ambulance service as it is included in their sales tax.

At this time, Kelly McCauley and the LifeNet Board members left as they needed to return to Texarkana.

DRAFT MASTER CALENDAR DISCUSSION

Ackerson stated that she and Matoy worked together to create a Master Calendar for WPCATA. Included on the calendar is notification of the utility providers to send annual membership information each February. Other items included: subscription reminder, website updates, contract review and Board appointment terms. Harland Wells' Board appointment will be added to next month's agenda in hopes that he will extend his service on the Board. James Morrow's appointment expires in November. That seat will then be extended to a resident of Perkins, as that position on the Board alternates between Glencoe and Perkins. Ackerson will check with Jerry Moeller to see if he reported annually to the Stillwater City Council or other area councils.

PROPOSAL TO RETAIN ATTORNEY MATT DEVLIN FOR DEVELOPMENT OF WPCATA BYLAWS

Ackerson spoke with Jerry Moeller who contacted Matt Devlin about developing bylaws for WPCATA. Devlin anticipates it taking between five and ten hours and charges \$150 per hour. Once the bylaws are drafted, they would be brought back to this Board for approval.

Wells moved that Attorney Matt Devlin be retained to develop WPCATA Bylaws. Matoy seconded the motion, and Matoy, Wells, Morrow and Ackerson voted in favor of the motion.

OTHER BUSINESS

None

COMPENSATION FOR AUTHORITY'S SECRETARY AND CPA

Cheryl Marshall offered to step out of the room so the Board members could openly discuss compensation for the Secretary and CPA. Elaine Ackerson agreed to keep notes of the motions and time of adjournment.

Minutes taken hereafter by Elaine Ackerson:

After discussion, James Morrow moved to table this decision pending further research. Wells seconded the motion and Ackerson, Wells, Morrow and Matoy voted in favor. The meeting was adjourned at 6:10 p.m.



Elaine Ackerson, Chairman



Cheryl Marshall, Secretary/Treasurer