

**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**

**June 15, 2016  
5:00 p.m.**

**Present:** Elaine Ackerson, Jerry Moeller and Anne Matoy

**Absent:** Harland Wells and James Morrow

**Others:** Kelly McCauley, Michael Authement, Joe Cassil and Zack Harris

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**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 May 18, 2016 regular meeting of the WPCATA Board were distributed and reviewed. Matoy made a motion that the minutes be approved as presented. Ackerson seconded the motion. Ackerson and Matoy voted in favor of the motion. Moeller abstained as he was not present at the May meeting.

**TREASURER'S REPORT**

Cheryl Marshall shared the Treasurer's Report with the members. The beginning balance was \$377,459.73. Deposits were received from the City of Stillwater, CREC, Town of Glencoe, Noble County and two from the City of Perkins. 22 subscription agreement checks of \$60 each were also deposited. Expenses were to Life Net of \$103,900 and a service charge of \$3.89. The ending balance as of May 31, 2016 was \$382,873.05. 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. Matoy seconded the motion, and Matoy, Moeller and Ackerson voted in favor of the motion.

Jerry Moeller inquired about last month's motion to wait to move funds into a CD. Ackerson explained that the Board felt the risk of the balance being over the insured amount of \$250,000 was minimal and elected to wait to see how

much the expense would be for the AED equipment to determine the amount to be moved. Matoy stated that this is scheduled to be revisited in three months. Gabrielle Conchola told the Board that they also have the option of Pledged Securities, which is the collateralization of public deposits through the pledging of appropriate securities (i.e. surety bonds or letters of credit). She suggested contacting the bank for the cost of Pledged Securities.

#### **APPROVAL OF 2015 AUDIT REPORT - CBEW**

Gabrielle Conchola, Auditor, with CBEW distributed the 2015 Accountants' Report and Financial Statements (Audit Report) to the Board. She told the members that no issues or material misstatements were found. The financial statements were reviewed by the members. Net Income as of December 31, 2015 was \$529,965. Ms. Conchola agreed to submit the Audit Report to the State Auditor.

Moeller moved that the 2015 Accountants' Report and Financial Statements (Audit Report) be approved. Matoy seconded the motion, and Moeller, Ackerson and Matoy voted in favor of the motion.

#### **REPORT FROM LIFENET**

Kelly McCauley reported that all response times were very good: urban response time was 97%, rural 911 response time was 91% and the non-emergency response time was 96%. He said that volume was down slightly. McCauley discussed the May reports in detail with the Board and answered questions of the Board members. McCauley was sad to report that Mike Authement is leaving LifeNet. Authement was complimented for his service to Lifenet. He accepted a position in the Virgin Islands. McCauley said that unfortunately, Lacy, the Operations Assistant, is also leaving LifeNet. Joe Cassil provided QA data for May. Ten ACS calls were reviewed and were all found to be compliant. 12 lead data being transmitted is being compiled and he hopes to share more information soon. PCR compliance was 96%.

Ackerson asked about turnover. McCauley said that they are still struggling with turnover and he feels that LifeNet is a training ground for many EMTs. Often they are looking to use their EMT skills and training to go on to other opportunities. 60% of their field staff do not live in Stillwater, so their ties to the community are not as strong. Cassil said that they look at individual education needs and training tactics in effort to retain staff.

#### **EXTERNAL DEFIBRILLATORS FOR PUBLIC ACCESS**

Kelly McCauley brought an example of the AED equipment, wall cabinets and pelican cases purchased by the Authority. He distributed a draft of an agreement to be signed by the recipients of the AEDs. The members discussed annual CPR/AED education for the beneficiaries of the devices. LifeNet is tracking the devices, batteries, pads, education, etc. Of the ten devices

purchased, two or three will go to the Ripley Fire Department, two to the Stillwater Airport and one to Stillwater Bible Church.

The Casino at Perkins has AEDs and LifeNet currently trains their staff. OSU has several AEDs available at all mass gathering events. Authement suggested placing an AED at Lake Carl Blackwell and one at Lake McMurtry. The Board requested that the units be distributed to the community sites as quickly as possible, especially to each lake as this is their peak season.

Matoy suggesting publicizing these gifts to the community in the NewsPress to let the community know that AEDs are available.

### **CHAIRMAN'S REPORT**

Ackerson told the members that she received a call from a resident who said that he turned in an opt-out form two years ago, but has continued to be billed for the service. He is a veteran and believes his benefits cover ambulance service. He has requested that he be reimbursed. Ackerson will verify with the City that he has been charged. The Board agreed to reimburse the \$120.

### **UPDATE ON WPCATA WEBSITE WEB SITE AND FORMS**

McCauley reported that he received a response back from PGD Creative and they agreed to release the domain name and provide LifeNet the user name and password at no cost. LifeNet's IT staff is exploring the site and will begin to make changes. The Board member names and the current forms will be updated. McCauley and Ackerson will work together to determine all that needs to be changed.

### **WPCATA BYLAWS UPDATE**

Moeller contacted Matt Devlin who agreed to developing bylaws for WPCATA. Moeller worked to provide him with the Trust Indenture and other bylaws information. Moeller expects to have a draft by the next Board meeting.

### **APPROVAL OF REAPPOINTMENT TO THE WPCATA BOARD - HARLAND WELL**

Ackerson said that Mr. Wells was unable to attend tonight's Board meeting. He was appointed by the Payne County Commissioner. Wells has verbally committed to serve another term. As it is at the discretion of the appointing entity, Ackerson agreed to contact them to request that Mr. Wells be reappointed.

### **COMPENSATION FOR AUTHORITY'S SECRETARY AND CPA**

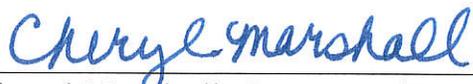
Cheryl Marshall offered to step out of the room so the Board members could openly discuss compensation for the Secretary and CPA. Elaine Ackerson agreed to keep notes of the motions and time of adjournment.

*Minutes taken hereafter by Elaine Ackerson:*

After discussion, Jerry Moeller made a motion to increase compensation for the Authority's secretary to \$5,000 annually and increase compensation for the Authority's CPA to \$3,000 annually, both to be paid semi-annually in June and December. Anne Matoy seconded the motion and Ackerson, Moeller and Matoy voted in favor. The meeting was adjourned at 6:10 p.m.



Elaine Ackerson, Chairman



Cheryl Marshall, Secretary/Treasurer