

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

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

Present: Anne Matoy, Jerry Moeller and Harland Wells

Absent: Elaine Ackerson and James Morrow

Others: Kelly McCauley, Joe Cassil and Zack Harris (all from LifeNet), Dave Baumgardner (Life Net – by phone)

CALL MEETING TO ORDER

Anne Matoy, Acting Chair of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 5:05 p.m.

APPROVAL OF MINUTES

Copies of the minutes of the June 15, 2016 regular meeting of the WPCATA Board were distributed and reviewed. Matoy made a motion that the minutes be approved as presented. Moeller seconded the motion. Moeller and Matoy voted in favor of the motion. Wells 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 \$382,873.05. Deposits were received from the City of Stillwater and CREC, totaling \$97,022.29. Expenses were to Life Net of \$103,900, refund to Rogene Burton of \$60, FASTEXAED of \$12,895.77 and a service charge of \$2.95. The ending balance as of June 30, 2016 was \$363,036.62. Also presented was the Balance Sheet and Profit & Loss Statement prepared by Stillwater Medical Center CFO Alan Lovelace. Marshall let the members know that we received notice that the CD at Stroud National Bank was maturing on 7/14/2016. After speaking with Lovelace, he felt it might be better to invest the funds or move them to a local bank. Marshall and Ackerson went to the bank and withdrew the funds, \$168,364.31. At this time, the funds have been deposited into the SNB account. Ackerson plans to visit with the Board members next month on where to place these funds.

After brief discussion, Moeller moved that the Treasurer's Report be approved. Wells seconded the motion, and Matoy, Wells and Moeller voted in favor of the motion.

REPORT FROM LIFENET

Zach Harris reported that emergency response times were good except for rural emergencies being slightly down: urban response time was 95.6%, rural 911 response time was 89% and the non-emergency response time was 91.2%. LifeNet received 349 calls for June. Board members reviewed the details of the report, discussed the late responses and the audit of those calls. Harris updated the members on the statistical information, community education and survey information included in the report, and answered questions of the Board members.

Kelly McCauley let the Board members know that they have posted the Director of Operations position. They are hoping to have that position filled in the next month. AED/CPR training will be done following this meeting at Stillwater Bible, so they will have the AED equipment in place at the location. Two AEDs have also gone in at the airport. Anne Matoy asked about the AED equipment to go to the Ripley Fire Department. McCauley said that unfortunately they have not been able to meet yet.

Joe Cassil provided QA data for June. Thirteen ACS calls were reviewed with two found to be non-compliant. 12 lead data transmitted is being recorded. Cassil was excited to report that last week an ACS patient was transmitted to 12 lead with stemi notification and was in the cath lab within 19 minutes.

CHAIRMAN'S REPORT

Matoy told the Board that she spoke with Ackerson prior to the meeting about memberships for the Redbud Assisted Living Center residents. Redbud is now managed by the City of Perkins. They requested that their residents be able to purchase a membership before the next annual start date in April. Ackerson researched this request and determined that would be allowable. The Board will consider allowing all residents to purchase a membership at any time.

UPDATE ON WPCATA WEBSITE WEB SITE AND FORMS

McCauley reported that he and Ackerson have been working on what to change on the website. It was discovered that there was a way to directly send emails to Susan Taylor from the website. That link has now been redirected to Cheryl Marshall. LifeNet's IT staff plan to create electronic forms that can be submitted directly to Marshall's email.

APPROVAL OF WPCATA BYLAWS

Moeller discussed the WPCATA Bylaws developed by Matt Devlin in detail with the Board members. Each section was reviewed with special consideration given to Article VIII and Article IX. Article VIII, "Indemnification" states:

“To the extent and in the manner permitted by the laws of the State of Oklahoma, the WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY shall indemnify a member of the Board of Trustees who was or is a party or is threatened to be made a party to any threatened, pending or completed action suit, proceeding, whether civil, criminal, administrative or investigative. The indemnity is against expense, including attorney fees, judgment, fines and amounts paid in settlement.”

Moeller said that immunity is given to Board members acting in good faith. An attorney may need to be hired should a member be sued; however, this indemnification would protect the Board member.

Article IX states:

“The Trustee shall disclose any contractual relationship which involves a conflict of interest between the Trustees and the WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY as required by 60 O.S. Section 178.8. Semi-annually, the WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY shall compile a list of all conflicts of interest for which its Trustees have made a disclosure and compile a list of all dealing between the Trustees and the Trust which involve exempt transactions as listed in 60 O.S. Section 178.8. Such a list shall be compiled semi-annually for periods ending June 30th and December 31st of each year and filed with the Secretary of State by September 1st and March 1st of each year.”

Moeller said that after adopting these Bylaws, the Board members would need to begin to sign Conflict of Interest statements semi-annually. Marshall told the members that the Hospital's Conflict of Interest Statement is prepared by Tina Koemel's office, who also files it with the Secretary of State. The Board members requested that the Conflict of Interest Statement be included on next month's agenda.

Moeller moved that the WPCATA Bylaws be approved as presented. Wells seconded the motion, and Matoy, Wells and Moeller voted in favor of the motion.

APPROVAL OF REAPPOINTMENT TO THE WPCATA BOARD - HARLAND WELLS

A letter was received from the Payne County Commissioner's office reappointing Harland Wells to serve on the Board in his current position. Wells agreed to serve another term.

The members agreed with the Commission's decision to reappoint Mr. Wells. Moeller moved that Harland Wells be reappointed to serve an additional term. Matoy seconded the motion, and Moeller, Wells and Matoy voted in favor of the motion.

Moeller asked about attendance requirements for the Board members. The members agreed that Board members should be required to attend a majority of the meetings and not be allowed excessive absences from the meetings. As the members are appointed by the Commission, it was suggested that an inquiry be made to them concerning attendance and that attendance requirements be added to the WPCATA Bylaws.

ADJOURN

There being no further business to discuss, Moeller moved that the meeting be adjourned. Wells seconded the motion, and Matoy, Wells and Moeller voted in favor of the motion. The meeting was adjourned at 6:07 p.m.

Anne Matoy

Anne Matoy, Acting Chairman

Cheryl Marshall

Cheryl Marshall, Secretary/Treasurer