

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

September 21, 2016
5:00 p.m.

Present: Elaine Ackerson, Anne Matoy and Jerry Moeller

Absent: James Morrow and Harland Wells

Others: Kelly McCauley, Joe Cassil, Zach Harris and Randy Takacs (Life Net, Inc.) and Cheryl Marshall (minutes)

CALL MEETING TO ORDER

Elaine Ackerson, Chair of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 5:07 p.m.

APPROVAL OF MINUTES

Copies of the minutes of the August 17, 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 August meeting.

TREASURER'S REPORT

Cheryl Marshall shared the Treasurer's Report with the members. The beginning balance as of August 1 was \$531,796.04. Deposits were received from the City of Stillwater, CREC, Town of Glencoe and Noble County. Ackerson and Marshall opened a CD at BankSNB on September 16th in the amount of \$250,000, which will reflect on next month's statement. Expenses included one check to LifeNet for \$103,900. Ending balance as of August 31 was \$521,348.92. The members also reviewed the Balance Statement, Profit and Loss and Cash Flow statement prepared by Alan Lovelace, CFO. Ackerson said that she called several banks and BankSNB had the best rate for the CD. The term is 12 months.

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

CHAIRMAN'S REPORT

Ackerson said that she had not yet heard back from Dave Baumgardner on the audit of the Stillwater location.

Ackerson stated that since the inception of the Ambulance Trust, the Board has not included members from CREC or Noble County and wondered if they should be included. Moeller said the Trust could be amended. Matoy asked the criteria for the Board at inception. Moeller recalled that the decision was based on geographical location and on ability to add the membership fee to the customer's utility account. Matoy asked if representation on the Board should be based on financial involvement as it shows customer coverage for that area. Moeller said that he felt that CREC was represented by the Perkins representative as that is a large part of their coverage area. Glencoe is also represented. Moeller asked if McCauley would bring the coverage maps and he agreed to do so. Ackerson agreed to gather the financial information to bring to the next meeting.

Ackerson spoke with Wells and he has contacted Perkins City Manager, Bob Ernst, to appoint a member to replace James Morrow in November. Ackerson said that she also spoke with Tom Bradley, SFD Chief. The relationship with SFD and LifeNet is continuing to grow. She and Bradley discussed shared electronic medical records and know it is an obstacle.

APPROVAL OF STRATEGIC PLANNING CONSULTANT FIRM

Ackerson distributed Health Care Visions consulting agreement which was reviewed by the members. Steve Athey told Ackerson that a half-day planning session would be needed to target items, review and analyze strengths, weakness and opportunities, and appropriate distribution of the system fund reserve. Their fee is \$2,500 plus expenses. Jerry Moeller expressed his confidence in Steve Athey and his knowledge of EMS. McCauley said that he has done work for LifeNet and they have been pleased. Ackerson said that Athey did disclose his work with LifeNet and does not believe it to be a conflict of interest. The Board members agreed that the fee was reasonable.

Moeller made a motion to approve the consulting agreement with Health Care Visions. Matoy seconded the motion. Matoy, Moeller and Ackerson voted in favor of the motion.

Ackerson agreed to contact Health Care Visions to determine possible dates and present them to the members.

REPORT FROM LIFENET

Kelly McCauley let the Board know that Zach Harris was named Director of Operations. McCauley also told the Board that they were contacted by OSU Alumni to be grand marshals (as well as others) in the Home Coming Parade. McCauley was contacted by the OSU Foundation to once again donate a ride to school in an ambulance. Denise Webber was the winner last year and said that her son had a blast.

McCauley distributed Volunteer First Responder Assistance Program information. These monies are used to fund specific needs for eligible volunteer response agencies. LifeNet asks that they spend the funds on equipment that can enhance their response and provide care. Matoy asked how the funds were distributed.

McCauley said that they each receive \$750 plus an amount based on the number of transports within each department's service area. Matoy asked that Ackerson add this report to the calendar each July.

McCauley reported that emergency response times were good except for rural emergencies being only slightly down: urban response time was 94.5%, rural 911 response time was 90% and the non-emergency response time was 89.4%. Four transports were done by other agencies. LifeNet received 402 calls in August. Board members reviewed the details of the report, discussed the late responses and the audit of those calls. McCauley updated the members on the statistical information, community education and survey information included in the report, and answered questions of the Board members.

Ackerson asked if other AEDs had been requested. McCauley said that had not. Joe Cassil stated that while teaching CPR to OSU students, it was asked if AEDs could be placed in a couple of OSU buildings. Matoy asked if McCauley could reach out to OSU to try and find out where their AEDs are placed on campus. McCauley asked Tom Bradley if they could add a line to their inspection form about AEDs, so they could be given to LifeNet to track. McCauley said that Bradley agreed to do so.

Joe Cassil provided QA data for August. As stated last month, new software is being put into place at LifeNet, which has continued to slow chart reviews. The State is now requiring that all first responder agencies submit specific EMS data reports. The refusal data and comments were reviewed by the members.

UPDATE ON WPCATA WEBSITE AND FORMS

No new report.

OTHER BUSINESS

Marshall suggested that the Board consider educational scholarships for first responders who would like to further their education in emergency medicine. The Board members agreed to consider that suggestion as they move forward in strategic planning.

ADJOURN

There being no further business to discuss, Matoy moved that the meeting be adjourned. Moeller seconded the motion, and Ackerson, Moeller and Matoy voted in favor of the motion. The meeting was adjourned at 6:09 p.m.



Elaine Ackerson, Chairman



Cheryl Marshall, Secretary/Treasurer

