

**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**

**January 15, 2020  
12:00 p.m.**

**Present:** Jerry Moeller, Christa Louthan, and Shelly Andrews

**Absent:** Elaine Ackerson and Harland Wells

**Others:** Kelly McCauley, Zach Harris, Matt Williams, David Baumgartner (via phone) and Cheryl Marshall (minutes)

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**CALL MEETING TO ORDER**

Jerry Moeller, Chairman of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 12:01 p.m.

**APPROVAL OF MINUTES**

Copies of the minutes of the November 20, 2019 regular meeting of the WPCATA Board were distributed and reviewed. Louthan made a motion that the minutes be approved as presented. Andrews seconded the motion, and Louthan, Andrews and Moeller voted in favor of the motion.

**APPROVAL OF TREASURER'S REPORT**

Cheryl Marshall shared the Treasurer's Report with the members. The beginning balance of the Operating Account as of November 1 was \$117,013.98. Deposits were received from the City of Stillwater, CEC and Glencoe. Expenses included a check to LifeNet for \$112,430.33. Interest accrued for the month was \$117.15. The ending balance was \$110,908.44.

The beginning balance of the Operating Account as of December 1 was \$110,908.44. Deposits were received from the City of Stillwater, Perkins, Noble County (2), CEC, Glencoe and Bayport (sale of the ambulance). Expenses included a check to LifeNet for \$112,430.33; SMC, \$4,000; Bridlee Mountain, \$500 (commission/ambulance) and BancFirst Insurance (D&O). Interest accrued for the month was \$89.15. The ending balance was \$106,765.75. The members reviewed the Balance Statement, Profit and Loss and Cash Flow statement prepared by Alan Lovelace, CFO.

Louthan moved that the Treasurer's Report be approved as presented. Andrews seconded the motion, and Andrews, Moeller and Louthan voted in favor of the motion.

### **CHAIRMAN'S REPORT**

Moeller shared that he spoke with Steve Athey. He has been ill and unable to prepare the report. We do expect to receive it soon. He also shared a letter received from LifeNet concerning the subsidy refund. Due to lower cash collections than anticipated, no refund was issued this year. Moeller asked Dave Baumgardner for further explanation of expenses as they are up 15%. Moeller will report Baumgardner's response at an upcoming meeting.

### **SEMI-ANNUAL CONFLICT OF INTEREST**

The semi-annual Conflict of Interest statement was signed by those present.

No action required.

### **APPROVAL OF AUDIT FIRM FOR ANNUAL FINANCIAL AUDIT**

Jerry Moeller shared that he received a quote from CBEW for the annual audit. Their fee is \$3,500 + \$100 filing fee. He has been pleased with their work in the past. The members agreed that the fee is reasonable.

Louthan moved that CBEW be retained to perform the annual audit at a cost of \$3,500 + \$100 filing fee. Andrews seconded the motion, and Louthan, Andrews and Moeller voted in favor of the motion.

### **APPROVAL OF REQUESTS FOR AED DISTRIBUTION/POSSIBLE APPROVAL TO PURCHASE ADDITIONAL AEDS**

McCauley shared that LifeNet has received three requests for AEDs: Wondertorium, OSU Alumni Association and Payne County Administration. McCauley shared the list of the 28 Automated External Defibrillators (AEDs) placed, with three remaining, and reminded the members of the use of the equipment. Louthan said that OSU has a program to supply AEDs and that she would check to see if they could supply the one to the Alumni Association. McCauley said that the units are approx. \$1,600 each.

Louthan moved approval to issue AEDs to the Wondertorium and Payne County Administration. Andrews seconded the motion, and Andrews, Moeller and Louthan voted in favor of the motion.

Andrews moved approval to purchase five additional units. Louthan seconded the motion, and Moeller, Louthan and Andrews voted in favor of the motion.

### **REPORT FROM LIFENET**

Kelly McCauley reported that the urban emergency response time for November was at 97.6%, rural 911 emergency response time was at 95.8% and the non-emergency response time was at 89.9%. LifeNet completed six transfers for other EMS agencies, and three transfers were completed by other EMS agencies. 435 calls were received in November.

McCauley reported that the urban emergency response time for December was at 98.8%, rural 911 emergency response time was at 90.6% and the non-emergency response time was at 94.8%. LifeNet completed eight transfers for other EMS

agencies, and 2 transfers were completed by other EMS agencies. 425 calls were received in December. 20 trips were also made to SM - Perry due to the CT being down at SMC.

Williams shared information on late response calls for both months. McCauley updated the members on the details of the statistical information, community education, survey information, and answered questions of the Board members.

McCauley shared reports and graphs from First Pass for both months. In November, 191 charts were reviewed, as well as 13 chest pain/stemi records. In December, 183 charts were reviewed, as well as 26 chest pain/stemi records. He shared compliance by clinical category, 12-lead compliance and survey data.

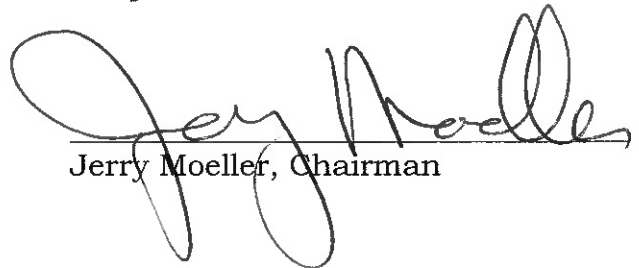
**OTHER BUSINESS**

Andrews said that she receive a request for a LifePac 12 for the Glencoe Fire Department as they are having trouble finding replacement parts for their current machine. McCauley said that the cost would be approx. \$30,000. Most first responders use AEDs. Harris said that there are a couple of organizations in the State who offer grants for emergency equipment. He passed that information on to the Glencoe Fire Chief. Andrews will follow up.

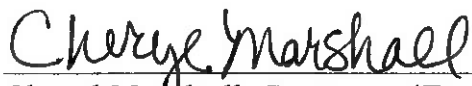
Louthan said that open enrollment has ended and that 1206 employees enrolled in MASA.

**ADJOURN**

There being no further business, Moeller moved that the meeting be adjourned. Andrews seconded the motion, and Moeller, Louthan and Andrews voted in favor of the motion. The meeting was adjourned at 1:12 p.m.



Jerry Moeller, Chairman



Cheryl Marshall, Secretary/Treasurer