

WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY BOARD
REGULAR MEETING
Stillwater Medical Center, 1st Floor Boardroom
January 18, 2023, 12:00 p.m.

Present: Jerry Moeller, Elaine Ackerson, Harland Wells and Christa Louthan

Absent: Cole Graves

Others: Kelly McCauley, Zach Hall and Ryan Field (LifeNet, Inc.), Dave Snavely, Dave Dutton and Lauren Hill (LifeNet, Inc. via phone) and Cheryl Marshall (minutes)

CALL MEETING TO ORDER

Jerry Moeller, Chairman of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 12:04 p.m.

APPROVAL OF MINUTES

Copies of the minutes of the November 16, 2022, regular meeting of the WPCATA Board were distributed and reviewed. Wells made a motion to approve the minutes as presented. Louthan seconded the motion, and Louthan, Wells, Ackerson 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 \$152,363.59. Deposits were received from the City of Stillwater, CEC, Town of Glencoe and City of Perkins. Interest accrued was \$128.57. Expenses included checks to LifeNet (subsidy) and BancFirst Insurance (D&O). The balance as of November 30, 2022 was \$154,648.89.

The beginning balance of the Operating Account as of December 1 was \$154,648.89. Deposits were received from the City of Stillwater, CEC, Town of Glencoe (x2) and City of Perkins. Interest accrued was \$130.97. Expenses included a check to LifeNet (subsidy) and Stillwater Medical (salary expense). The balance at year end was \$139,925.54. 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. Ackerson seconded the motion, and Louthan, Moeller, Ackerson and Wells voted in favor of the motion.

CHAIRMAN'S REPORT

Jerry Moeller shared he plans to present a WPCATA update at the Stillwater City Council meeting on February 6th. He plans to give an overview of the last 10 years, showing the growth of volume and overview of the financials. He also shared an article stating the City of Tulsa amended the EMSA Trust Indenture to allow emergency response directly rather than through a third party contractor. Moeller

shared that the City of Perkins appointed Cole Graves to serve on this Board. He plans to attend the next meeting.

DISCUSSION AND POSSIBLE APPROVAL OF AUDITOR'S ENGAGEMENT LETTER

Moeller shared that the CBEW cost to perform the audit has increased only slightly to \$4,000, plus \$100 filing fee.

Wells made a motion to engage CBEW to perform the 2022 audit as presented. Louthan seconded the motion, and Moeller, Wells, Louthan and Ackerson voted in favor of the motion.

SEMI ANNUAL CONFLICT OF INTEREST

The conflict-of-interest statement was signed by the members.

DISCUSSION AND POSSIBLE APPROVAL OF LIFENET'S PROPOSED CHANGE IN REQUIRED TRAINING FOR COMMUNICATION STAFF

Dave Dutton proposed a change in required training for communication staff. Currently, dispatchers are required to receive their designation as an EMT within 12 months of employment. LifeNet believes it would be more appropriate for the dispatchers to obtain a basic telecommunicator certificate. The requirement to obtain their Emergency Medical Dispatch (EMD) certification would remain. LifeNet has Association of Public Safety (APCO) instructors and offers the 40-hour class inhouse. The training is specific to dispatchers.

Ackerson made a motion to amend the LifeNet contract to require communication staff to obtain a basic telecommunicator's certificate and no longer require the EMT designation. Louthan seconded the motion, and Wells, Ackerson, Louthan and Moeller voted in favor of the motion.

REPORT FROM LIFENET

Kelly McCauley shared that the City of Stillwater plans to move forward in building a new radio equipment tower. Once it is complete, LifeNet's equipment will be moved to the tower. He reported that the urban emergency response time for November was 92.7%, rural 911 emergency response time was at 93.3% and the non-emergency response time was at 84.4%. LifeNet completed four transfers originating outside the service area and one interfacility trips were completed by other EMS agencies. Call volume was 543.

McCauley reported that the urban emergency response time for December was 93.5%, rural 911 emergency response time was at 76.7% and the non-emergency response time was at 88.8%. LifeNet completed three transfers originating outside the service area and two interfacility trips were completed by other EMS agencies. Call volume was 550.

He updated the members on the late response calls and shared details with the members. He also updated the Board on statistical information, community education and survey information. PCR/QA compliance reports for November and December were shared with the members.

UPDATE ON BLS STAFFING

Nothing new to report.

AED REPORT AND POSSIBLE APPROVAL OF PLACEMENT OF AEDS


The members agreed to place the approval of AEDs on hold at this time.


OTHER BUSINESS

None

ADJOURN

There being no further business, Louthan moved that the meeting be adjourned. Ackerson seconded the motion, and Wells, Ackerson, Moeller and Louthan voted in favor of the motion. The meeting was adjourned at 1:05 p.m.


Cheryl Marshall, Secretary/Treasurer


Jerry Moeller, Chairman