

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

**February 9, 2010
5:00 p.m.**

Present: Gary Clark, Rex Horning, Rick Jarvis, Jerry Moeller

Absent: Bill Sasser

Others: Matt Devlin, Bob Charles, Michelle Charles, Phil Jankowski, Susan Taylor

CALL MEETING TO ORDER

Jerry Moeller, Chairman of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 5:02 p.m.

APPROVAL OF MINUTES OF JANUARY 26, 2010 MEETING

Copies of the minutes of the January 26, 2010 organization meeting of the WPCATA were distributed and reviewed. Clark moved the Board approve the minutes as submitted. Horning seconded the motion, and Horning, Jarvis, Clark and Moeller voted in favor of the motion.

ELECTION OF SECRETARY/TREASURER

At this time, Moeller asked for volunteers to serve as Secretary/Treasurer of the WPCATA Board. Moeller said that tradition is that officers move up the ladder, so the Secretary/Treasurer would later move up to Vice-Chair and the Vice-Chair would move up to the office of Chairman. There being no volunteers, the floor was opened for nominations for the position of Secretary/Treasurer of the WPCATA Board. Moeller stated that Bill Sasser seemed very glad to serve on the Board, and being in the banking industry, he might be more than happy to serve as Secretary/Treasurer.

Horning asked if the WPCATA would ever be in the flow of a lot of money. Moeller answered that we would be, because there would be the collections on the services that are provided, as well as the service fee, if things work out as planned. Moeller said this could amount to as much as \$1 million/year. Horning nominated Bill Sasser (in absentee) for said position, with the awareness that at some time the Board may need to hire someone to handle the flow of cash. Clark seconded the nomination. There being no other nominations, a vote was taken. Jarvis, Clark, Moeller and Horning voted in favor of the appointment of Bill Sasser as Secretary/Treasurer.

DESIGNATION OF OPEN RECORDS CUSTODIAN

Board members discussed the need to appoint an open records custodian for the Board. This person is to be available at all times during regular business hours to release records for inspection or for the purpose of making copies. Moeller suggested that his administrative assistant, Susan Taylor, who is currently taking care of the records, would be a logical choice at this time. Jarvis moved that Susan Taylor be designated as the Custodian of Records for the WPCATA. Clark seconded the motion, and Clark, Horning, Jarvis and Moeller voted in favor of the motion.

DISCUSSION OF TRUST ADMINISTRATIVE PROCEDURES

Moeller discussed the posting practices for the WPCATA agendas. He also mentioned the possibility of having by-laws for the Board, but it had been determined that the Trust Indenture was fairly prescriptive and that by-laws were not really necessary. It was suggested that at the next meeting of the Board, we adopt Roberts Rules of Order as our administrative procedure.

DISCUSSION OF CONSULTANT; POSSIBLE VOTE TO ENTER INTO CONTRACT WITH STEVE ATHEY

Board member discussed Steve Athey, who is the present owner of Health Care Visions. Athey has provided general consulting services for ambulance businesses for over 30 years, and is well known throughout the state of Oklahoma. Athey presented to the Ambulance Study Group, the group that preceded the WPCATA, and was most impressive, according to Moeller. Athey provided the Request for Credentials/Proposals for the Board, which is very thorough. Once bid packets are distributed, Moeller told the Board, there will be questions that will need to be addressed by a professional. Board members discussed the need for a consultant. Horning, who has worked with Athey previously, commended Athey on his expertise in the field as well as his collegial mannerisms. Clark stated that he is in favor of entering into a contract with Athey, but questioned if we would have to bid out this service. Attorney Matt Devlin agreed with Moeller in that since this is a professional service, it would not have to be bid.

Horning moved that the Western Payne County Ambulance Trust Authority Board Chairman enter into a contract with Steve Athey and his company, Health Care Visions for consulting services to help support the Trust through the bid process and implementation. Clark seconded the motion, and Jarvis, Clark, Horning and Moeller voted in favor of the motion.

The Board then discussed possible ways to fund Athey's services. Moeller said that when Athey provided services to the Ambulance Study Group, interested parties (OSU, City of Stillwater, Stillwater Medical Center and Payne County) were asked to share in the fee. Moeller said that one option would be to ask the beneficiaries (Payne County and City of Stillwater) to assist with the funding.

Clark asked if Moeller had an estimate of costs from Athey. Moeller stated that Athey's flat fee would be \$19,000, or it could be paid in monthly payments of \$2,000/month. The timeline on the bid document was 7 ½ months. At the rate of \$2,000/month, that would equate to approximately \$16,000. Board members discussed the option of taking out a loan, or perhaps borrowing the full amount of the consultant's fee from Stillwater Medical Center, since SMC has such an interest in the ambulance service. Moeller said that he would want to talk to his Board of Trustees before making that offer official.

After lengthy discussion, it was decided that the WPCATA Board would solicit donations from the City of Stillwater, Payne County, Stillwater Medical Center, and OSU. Board member Jarvis suggested that the cities of Perkins and Glencoe might also want to be considered to assist in the funding of Mr. Athey's consulting fee. Moeller indicated that his office would send out letters of solicitation to these entities.

DISCUSSION OF BID DOCUMENT

Board members discussed the actual bid document. Moeller stated that the timeline appearing on page 1 of the document will be revised to begin approximately March 1st, and then the other dates will fall in line behind that date. Board members requested that Athey be invited to the next meeting of the WPCATA to further address the bid document and further educate the Board members.

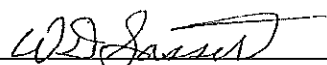
Board members discussed service revenues and utility assessments that may be instituted to help fund the ambulance service. Moeller suggested that these assessments may not be started until several months after the service is up and running. Horning mentioned that the service provider may be able to carry us financially for a period of time. Clark suggested that our consultant discuss with the Board a working capital amount that will be needed.

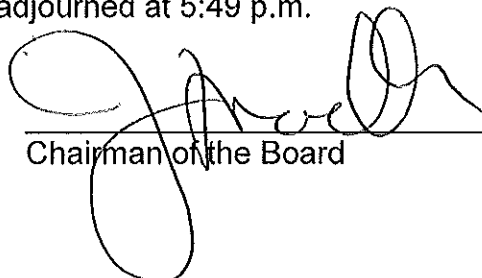
NEW BUSINESS

None.

ADJOURN

There being no further business, Clark moved that the meeting be adjourned. Horning seconded the motion, and Clark, Jarvis, Moeller and Horning voted in favor of the motion. The meeting was adjourned at 5:49 p.m.


Secretary/Treasurer of the Board


Chairman of the Board