

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

**March 31, 2010
5:00 p.m.**

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

Others: Steve Athey, Susan Taylor, Phil Jankowski (Stillwater NewsPress), Bill Bradley (Stillwater Fire Department) and Gloria Hesser (Payne County Commissioner)

CALL MEETING TO ORDER

Jerry Moeller, Chairman of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 5:09 p.m.

APPROVAL OF MINUTES OF FEBRUARY 25, 2010 MEETING

Copies of the minutes of the February 25, 2010 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, Sasser and Moeller voted in favor of the motion.

DECISION TO OPEN WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY CHECKING ACCOUNT

Board members discussed opening a checking account for the Western Payne County Ambulance Trust Authority, now that some funds have been accumulated. Chairman Moeller asked if anyone had any objection to opening the account at the Perkins branch of Stroud National Bank. No objections were voiced. Horning moved that Moeller, as Chairman of the WPCATA, open a checking account for the entity. Clark seconded the motion, and Jarvis, Clark, Moeller and Horning voted in favor of the motion. Sasser abstained from the vote.

REVIEW OF REQUEST FOR CREDENTIALS/PROPOSAL – STEVE ATHEY

Consultant Steve Athey was present to review the Request for Credentials/Proposal with WPCATA Board members. Athey told members that only minor changes had been made to the document since it was first drafted. Athey discussed the changes to the timeline, which reflected that RFPs would be issued on April 16, and final contract implementation no later than February 1, 2011.

Members discussed the proposal in depth with Athey, offering suggestions and asking questions. A list of the suggested changes is attached as Exhibit "A". Athey indicated that he would make the suggested changes and then send the document to his proof reader before bringing it back to the WPCATA Board. Moeller said that a special meeting will be scheduled to review and approve the final document.

DISCUSSION OF EMS UTILITY ASSESSMENT/VISIT TO EMS IN TULSA – STEVE ATHEY

Moeller told WPCATA Board members that he recently sent Athey and SMC's Marketing Director, Shyla Eggers, to EMSA in Tulsa, where they gathered background regarding their EMS membership program and their water bill assessment program, and what we might expect from the same.

Athey said that the water bill assessment program has proven to be very successful for EMSA in Tulsa. He stressed to WPCATA Board members that there are two separate things – the water bill assessment, which is the collection mechanism for the membership fees, and the actual membership plan – the benefits and charges. Athey said that there are a couple of plans in the state that we can look at and possibly emulate. Athey said that it was stressed at the Tulsa meeting that we need to have our utility companies "clean" their addresses now. Assessments are based on a single family utility bill vs. an apartment that may have 10 units, but yet they don't pay utilities. A single family may pay \$3/month, regardless of who is in the house; whereas an apartment is going to pay \$3/month x ½ the number of units they have (in the EMSA plan). Athey suggested that WPCATA be thinking about some sort of assessment for Oklahoma State University.

Athey said that some cities don't allow you to opt out, although most cities do. It is an automatic opt in. It gets marketed and sent out through the utility bills a couple of months in advance. There should be some newspaper articles about what is going on and what the benefits will be, and that you are automatically opted in. We need to determine who will be responsible for dealing with the work of the data collection of who is opting in and who is opting out. In the systems that Athey talked to, the utility companies do it for a fee. It becomes a 5¢ to 7¢ per dwelling bump for the utility companies per month to do the work on this, which can be a significant amount of work. Athey said that there will be some marketing and technical work that will go along with this endeavor.

Mr. Clark left the meeting at 6:40 p.m.

Horning asked if we could advertise and begin assessments two months prior to the actual service, so as to gather some capital. Athey responded that it seems logical that WPCATA could do this. Athey said that there is nothing wrong with having a rainy day fund for problem issues that could arise. He said that he did

not hear anything in the EMSA meetings that would conflict with his opinion in this regard.

Moeller stated that WPCATA cannot make the actual assessment, but at the pleasure of the City of Stillwater, City of Perkins and Central Rural Electric Company, who have all given the commitment, it can be done. These entities may not be aware of the work that may need to be done and/or questions from the public that may need to be addressed, Moeller stated, but we could pay them for this service. Moeller said that he is hesitant to bill for the service before we actually get it off the ground. Between the time of the award of the contract and until operation begins, which may be 3-4 months, we might consider assessing the public.

Horning expressed his concern over not having working capital. Moeller suggested that another option would be to borrow some money and pay it back once the assessments start coming in.

Jarvis asked what would be covered with the monthly assessment. Athey said that typically, if it is an emergency 9-1-1 call and you are a member based on your address; there would be complete coverage with no out of pocket expense. Whatever insurance you have, if any, will be billed. Non-emergency calls, with the appropriate physician certification statement, and if the third part coverage covers the call, it is also covered and there would be no out of pocket expense. If not, then there would be a 40% discount.

Athey said that from his Tulsa meeting, he learned that we can probably expect 10% of people to opt out.

Athey said the WPCATA Board needs to first get the RFP out, and then begin defining and designing the membership plan and the assessment plan.

REVIEW OF EMS UTILITY ASSESSMENT REVENUE POTENTIAL

Moeller directed Board members to the review of revenue potential included with their packets. Dan Galloway, Stillwater City Manager, provided this data. This data reflected Stillwater utility customers within and outside the city limits of Stillwater, as well as Perkins and other rural areas serviced by Central Rural Electric Cooperative. The data proposed possible revenue generated based on how many people opt into the program. If a \$3.00 monthly assessment is made, at a 90% participation rate, \$766,000 would be collected. Numbers were shown for different participation rates. Moeller said that based on these figures, the assessment should support the service.

If 5¢ per month per utility account was paid to the utility company to help WPCATA collect the assessment fee, which would amount to \$12,700.

DISCUSSION OF FINANCING PLAN

Work will begin on the financing plan as soon as the bid documents are sent out.

DECISION TO SEND OUT REQUEST FOR CREDENTIALS/PROPOSAL

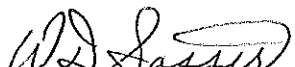
It was determined that the suggested changes would be made to the RFP, and then a special meeting would be scheduled. After the revised document is reviewed at the special meeting, a decision will be made as to when to send out the RFPs.

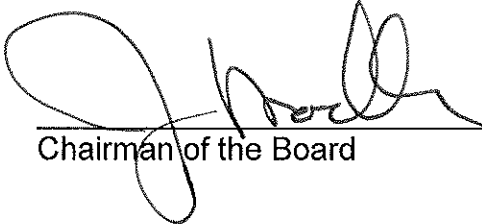
OTHER BUSINESS

Jarvis asked if we were sure that all bases were covered as far as utility companies were concerned. Moeller said that Dan Galloway, Stillwater City Manager, has talked with the City of Perkins and CREC. Moeller said that he has also personally talked with David Swank of CREC. Jarvis stated that OG&E will need to be included, as they provide service to the City of Perkins and some outlying areas, as well. Moeller said that we will properly cover that issue.

ADJOURN

There being no further business, Sasser moved the meeting be adjourned. Jarvis seconded the motion, and Horning, Jarvis, Sasser and Moeller voted in favor of the motion. The meeting was adjourned at 6:54 p.m.


Secretary/Treasurer of the Board


Chairman of the Board