

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

**November 22, 2010
5:00 p.m.**

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

Others: Kelly McCauley (LifeNet), Dave Baumgardner (LifeNet – by teleconference), Steve Athey, Tina Wells, Pete Seikel (City of Perkins), Jory Stanley (Stillwater Fire Department), Bob Charles, Michelle Charles, Silas Allen (Stillwater NewsPress), Robert Black (Stillwater Fire Department) and 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 OCTOBER 27, 2010 REGULAR MEETING

Copies of the minutes of the October 27, 2010 regular meeting of the WPCATA Board were distributed and reviewed. Horning suggested two minor changes in the minutes, which were as follows:

Under "Review of Membership Projections" – In the fourth sentence, where donation \$100,000 is mentioned, remove "the cause" and insert "broaden the financial structure". Sentence six of the same paragraph, where "help the cause" appears – replace with "help to alleviate the subsidy". Horning moved the Board approve the minutes with these two corrections. Jarvis seconded the motion, and Horning, Jarvis, Clark and Moeller voted in favor of the motion. Sasser abstained from the vote.

Bill Sasser distributed a financial report of the WPCATA account for informational purposes only.

UPDATE ON ACTIVITIES

Stillwater City Management Meeting/Review of Letter of Agreement

Moeller told Board members that the City of Stillwater Utility Authority is working on a draft Letter of Agreement for the collection of fees on behalf of WPCATA. Stillwater officials indicate that they feel that this mechanism will work well. This Letter of Agreement is scheduled to go before the City Council at their next meeting. Horning suggested that in paragraph 5 of the Letter of Agreement, the wording be changed to read "...may be canceled by SUA or WPCATA after one year with a sixty (60) day written notice." Clark suggested that the wording in paragraph 4 be changed to read

that the opt out form would be made available through the website and/or at the Stillwater Utility Authority office.

Chuck Hopkins, Dan Galloway and John Dorman talked to Moeller about getting Water District #3 involved. Mr. Galloway indicated that he would be meeting with Jim Russell of Water District #3 in the near future, and Moeller indicated that he would share any news regarding that meeting with the WPCATA Board.

Clark made a motion authorizing Moeller, as President of WPCATA, to enter into an agreement with the City of Stillwater based upon the Letter of Agreement at such time as might be appropriate. Sasser seconded the motion, and Horning, Jarvis, Clark, Sasser and Moeller voted in favor of the motion.

Glencoe Meeting

Moeller reported that Glencoe had passed the ordinance to collect fees on behalf of WPCATA. Information has already been sent out to utility account holders in Glencoe.

Website Construction

Moeller stated that it has become apparent that we need to get a website constructed so that utility account holders will be able to access the website and the opt out form. Moeller said that there will be some – but not a lot – of expense involved in setting up the website. At this time, he called upon Tina Wells, consultant, to discuss the same. Tina said that her firm uses a company from Bartlesville quite often, who can do projects quickly and affordably. The frequently asked questions (FAQs) and answers would be on the website, as well as the full legal benefit language, and an opt out form which can be downloaded. Wells said that later, a section could be built out for memberships – for people who live in an area where they cannot be assessed, or perhaps they are a renter where the landlord has opted out, but the renter chooses to buy a membership. A link to LifeNet's website will also appear on the website. Wells said that this basic website can be up and running by December 1st. Board members viewed a paper copy of what the website might look like, and offered suggestions and changes regarding the same.

Perkins

Jarvis reported on the Perkins City Council meeting, and stated that Perkins' ordinance has been passed and they are also good to go.

CREC

Moeller reported that he and David Swank of CREC have been missing each others' calls, and that he hopes to connect with Swank tomorrow. It is Moeller's hope to get CREC to commit to the program. Hopefully WPCATA can make a presentation to CREC in the very near future. Horning said that he has an unrelated meeting with Swank tomorrow, and he will mention this topic at that time.

REVIEW AND POSSIBLE ACCEPTANCE OF LIFENET CONTRACT

Consultant Steve Athey spoke to the Board about the LifeNet contract. He said that he is comfortable with the latest version of the contract, and that he feels that one more meeting with LifeNet will sum up all negotiations. Moeller said that there is still a question as to how the subsidy will be paid. Clark wanted to make sure that all specifications that Board members had discussed were addressed in the final contract. Clark stated that we were to avoid having incorporation by reference, but to have everything listed. Athey said that certainly everything was not listed. Clark asked if everything that was important in our specifications was listed. Athey said that he felt comfortable in saying that everything important in the Boards' specifications was listed.

Moeller drew Board members' attention to the membership plan projections, a copy of which was included in this month's board packet. Moeller stated that these are just projections – and do we sign a contract on projections? Moeller said at the last WPCATA meeting, we had asked David Baumgardner and Kelly McCauley to look at their operations to see how they could become more efficient, or if their charges could be raised. The membership plan projections show that if CREC is involved, and SMC and OSU each donate \$100,000, then the subsidy will be covered. If these projections do not come true, then perhaps LifeNet can adjust operations to meet the dollar amount. Moeller said that another way to do it would be perhaps to start at a lower level – perhaps LifeNet's dispatch center isn't in Stillwater, and then add services as revenue comes in.

Moeller asked Athey to help us continue to move forward; perhaps schedule another meeting with LifeNet to discuss how to structure the contract according to available revenues. Moeller asked for suggestions from the Board. Athey said he feels that it is time to get back with LifeNet and finish this agreement. Athey said that he has spoken with David Baumgardner on several occasions about the agreement, and he certainly still has the willingness to be flexible to make sure that LifeNet's services fit within the subsidy projections – within reason.

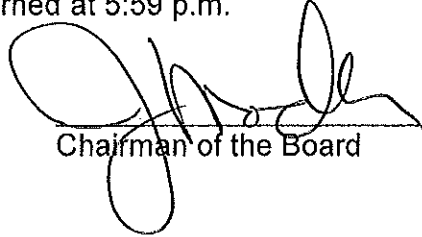
Horning asked if CREC is not available, would we go to Rural Water District #3 and pick up similar numbers? Sasser asked if we are planning to go to all rural residences with a brochure to inform the public about the program. Sasser suggested looking at the possibility of doing our own collecting. He said that perhaps Pete Seikel, Perkins City Manager, could help us in the south end of the county, and Moeller's assistant, Susan, could help with others. Sasser said that he feels that there will be a majority of the rural people that will be happy to pay \$60 once a year. He suggested that we get mailing lists from utility departments or elsewhere, and then move ahead without worrying about whether or not CREC was on board. Sasser stressed that we have to promote the program. He said that he is not agreeable to cutting ambulances in order to lower costs.

Athey said that he would work with LifeNet to schedule a meeting to finalize the contract. Wells said that she would help with getting brochures to box holders. Horning said that he would talk with David Swank on November 23rd and report back to Moeller. Baumgardner voiced his concerns about Stillwater doing the dispatch,


and also said that he would prefer to not drop unit hours from the contract – at least in the first year.

ADJOURN

There being no further business, Clark moved the meeting be adjourned. Sasser seconded the motion, and Moeller, Jarvis, Clark, Sasser and Horning voted in favor of the motion. The meeting was adjourned at 5:59 p.m.



Chairman of the Board



Secretary/Treasurer of the Board