

**WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY BOARD
SPECIAL MEETING**

**Stillwater Medical Center Honska Conference Center
1323 W. Sixth Street
Stillwater, Oklahoma**

**April 20, 2011
5:00 p.m.**

Present: Rex Horning, Gary Clark and Jerry Moeller

Absent: Rick Jarvis, Bill Sasser

Others: Kelly McCauley (LifeNet), Dave Baumgardner (LifeNet – by conference phone), Ricky O'Bannon (NewsPress) 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 5:08 p.m.

APPROVAL OF MINUTES OF MARCH 16, 2011 REGULAR MEETING

Copies of the minutes of the March 16, 2011 regular meeting of the WPCATA Board were distributed and reviewed. Horning moved the Board approve the minutes with three minor corrections. Clark seconded the motion. Horning, Clark and Moeller voted in favor of the motion.

APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND WPCATA FOR THE TRANSFER OF EQUIPMENT

Board members reviewed a copy of the Memorandum of Understanding between the City of Stillwater and WPCATA for the transfer of the equipment. Kelly McCauley, LifeNet General Manager, provided a detailed list of said equipment. Moeller reminded the Board that the City of Stillwater will transfer and deliver legal title of the ambulances and equipment to WPCATA to be used exclusively for the delivery of ambulance services to the residents of the WPCATA service area. Moeller said that upon approval of this document by the WPCATA Board, it would be sent back to the City for approval at their next meeting.

Clark moved that the Board authorize Chairman Moeller to sign the document on behalf of the Western Payne County Ambulance Trust Authority. Horning seconded the motion, and Moeller, Horning and Clark voted in favor of the motion.

APPROVAL OF LEASE AGREEMENT WITH LIFENET FOR THE CITY AMBULANCES

Next, Board members reviewed the lease agreement detailing the lease of the ambulance vehicles and equipment from WPCATA to LifeNet. Horning pointed out a typographical error in Article 2 – Lease Term. The ending date of the lease term should be 12:00 midnight April 30, 2016. Clark suggested that in paragraph 1.02 of Article 1, the phrase "to be used exclusively for the delivery of ambulance services to the residents of the WPCATA service area" be added to the end of the sentence. This terminology comes right out of the Memorandum of Understanding between the

City and WPCATA. Clark also suggested that this be added to the end of 1.02: Relevant provisions of the contract shall supersede any contrary provisions in this lease.

Clark moved that the WPCATA Board authorize Chairman Moeller to enter into the lease agreement with the three changes noted above.

Kelly McCauley, LifeNet General Manager, told WPCATA Board members that on April 28th, LifeNet would take two of the ambulances from Stillwater and get them ready for state inspection on April 29th. On the morning of May 1st, LifeNet will be running calls out of those two ambulances, plus another two units. McCauley asked if the beginning date of the lease term, as set forth in Article 2, paragraph 2.01, be changed to April 28, 2011.

Clark amended his motion to include the change of the beginning date of the lease term as stated above. Horning seconded the motion, and Clark, Horning and Moeller voted in favor of the motion.

Moeller asked Baumgardner to have his attorney make the noted changes to the lease agreement and email it to Moeller the following day.

TREASURER'S REPORT

Bill Sasser provided a treasurer's report for tonight's meeting, although he could not be present. Deposits from the Town of Glencoe and a partial payment from the City of Stillwater, along with 20 individual yearly memberships, made up the deposits to the account since March 18, 2011. Two checks were cut to Schnake Turnbo Frank for consulting services. Moeller told Board members that we had drawn the remainder of our line of credit from Stillwater National Bank.

Horning had requested a projected cash balance, and Moeller provided that at tonight's meeting. The projection showed that after expected receipts and the first payment to LifeNet in June, the WPCATA account balance should still be around \$100,000.

Dave Baumgardner asked if WPCATA wanted LifeNet to invoice them each month. Moeller said that we would just use the contract to set up the wire payment.

Stillwater Medical Center and OSU have each agreed to contribute \$100,000 if those monies are needed to subsidize the ambulance service. Moeller proposed that both entities pay for the first year, in order to put us in good financial standing for the second year's subsidy amount.

Clark reminded Board members that repayment of the \$25,000 line of credit will need to be made to Stillwater National Bank in September 2011.

REPORT FROM THE CHAIRMAN

City Collections

Moeller said that we have worked with the City, and have a plan to collect the ambulance fee. New account holders are being notified of the ambulance membership plan and given the opportunity to opt out. Moeller expects this rate to remain around 90% opt in.

Noble County 522 Vote

Moeller reported that this recent vote passed in the City of Perry, but failed in Noble County. Rick McSwain, a first responder from Morrison, voiced to Moeller that whatever happened, he wants Morrison to be served by LifeNet. McSwain spoke of approximately 400 water accounts that he would be willing to include in the membership program. More news on this issue will be forthcoming.

Report on Individual Membership Applications

At this point, we have about 30 individual memberships.

REPORT FROM LIFENET – Kelly McCauley

McCauley provided an oral report to the Board, but said that in the future, after the service is up and running, he will be providing power point presentations regarding responses times and compliance. McCauley told the Board that LifeNet is in their third week of a 4-week orientation that lasts all the month of April. The employee group is very eager, McCauley said, and he is very excited to be working with them.

McCauley went on to report that LifeNet has secured two locations in Stillwater – one near 6th and Country Club, behind the Conoco station on Westpark, and the headquarters location at Lakeview & Boomer. Permitting processes have caused delays, and just today, trailers were pulled into each location to be used as temporary housing while remodeling is ongoing. McCauley stated that he is still struggling with finding a third location for ambulances, and because of the lack of availability of property in Stillwater, they have begun to look outside of Stillwater's city limits.

McCauley has been working on licensing, and that is nearly complete. On April 29th, Stillwater Fire Department will give WPCATA two of their ambulances, and then on May 1st, the other ambulances will be handed over. The State will be sending someone out on April 29th as well as May 1st to inspect the ambulances as part of the licensing.

Board member Horning asked if the Stillwater LifeNet workforce was all new to the industry. McCauley said that there is a significant amount of tenure, especially among the paramedics. Many people were interviewed, and McCauley said that they feel they have chosen the best of the best.

The City of Stillwater sent two of their key dispatchers to Texarkana last week. They got to sit in and see the LifeNet system, and also participated in training of the LifeNet dispatchers, imparting their local knowledge.

ACTIVITIES GOING FORWARD

Board members acknowledged that even though it was our intent, by a motion made at the March 16, 2011 WPCATA meeting, that the \$5 ambulance fee be placed first on the Stillwater utility bill, we are content with the placement of the fee in the middle of the bill, which is where it now appears.

Horning asked that at the next meeting of the WPCATA Board, terms of the Board members be clarified.

Also, on our web page, Horning felt that in regard to the list of WPCATA Board members, changes should be made indicating that each of the Board members represent not their employers, but the City of Perkins, the City of Stillwater, Oklahoma State University, Payne County, etc. Moeller stated that there are also changes that need to be made in the Q & A portion of the website concerning the opt out date.

Horning asked McCauley if LifeNet would like to schedule a ribbon cutting ceremony. McCauley told Board members that EMS week is recognized in the month of May. After discussion, it was suggested that after the LifeNet buildings are remodeled, perhaps a grand opening event could be scheduled.

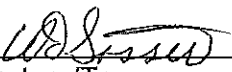
Board member Clark expressed his appreciation to Dave Baumgardner for the working relationship with Dave and Kelly, and asked Dave to pass that appreciation along to the LifeNet Board of Trustees. Clark said that he looks forward to a long and fruitful relationship between WPCATA and LifeNet.

Clark went on to express his thanks to Jerry Moeller, in his capacity as Chairman of the WPCATA Board. Clark spoke of the great job that Moeller has done through some difficult negotiations.

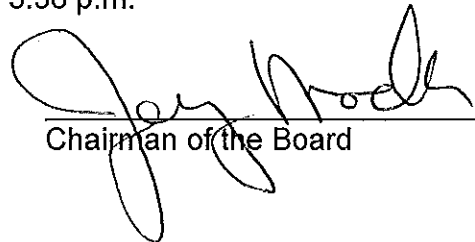
Baumgardner voiced his appreciation to the City of Stillwater for their willingness to work through issues with transferring the ambulances to LifeNet.

ADJOURN

There being no further business, Horning moved that the meeting be adjourned. Clark seconded the motion and Moeller, Clark and Horning voted in favor of the motion. The meeting was adjourned at 5:56 p.m.



Secretary/Treasurer of the Board



Chairman of the Board