

**WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY BOARD**  
**REGULAR MEETING**  
**Stillwater Medical Center, 1<sup>st</sup> Floor Boardroom**  
**September 20, 2023, 12:00 p.m.**

**Present:** Jerry Moeller, Elaine Ackerson, Cassie Wilson and Harland Wells

**Absent:** Christa Louthan

**Others:** Zach Harris, Ryan Field and Nicole Hart, Dave Snavely (via phone)  
LifeNet, Inc. and Cheryl Marshall (minutes)

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**CALL MEETING TO ORDER**

Jerry Moeller, Chairman of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 12:03 p.m. He let the members know that Kelly McCauley was unable to attend this meeting as he is attending the Oklahoma Ambulance Association (OAA) meeting. He also shared that Nicole Hart will receive an award at tonight's OAA Star of Life Banquet.

**APPROVAL OF MINUTES**

Copies of the minutes of the August 16, 2023, regular meeting of the WPCATA Board were distributed and reviewed. Wells made a motion to approve the minutes as presented. Ackerson seconded the motion, and Wilson, Wells, Moeller and Ackerson 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 August 1 was \$250,895.47. Checks or deposits were received from the City of Stillwater, CEC, City of Perkins, Town of Glencoe, and several memberships. Interest accrued was \$481.99. Expenses included one check to LifeNet (subsidy). The account balance at the end of the month was \$243,462.54. The members reviewed the Balance Statement, Profit and Loss and Cash Flow Statement prepared by Alan Lovelace, CFO.

Wells moved that the Treasurer's Report be approved as presented. Ackerson seconded the motion, and Wells, Ackerson, Wilson and Moeller voted in favor of the motion.

**CHAIRMAN'S REPORT**

Jerry Moeller shared that LifeNet's contract term ends annually on June 1<sup>st</sup>. They are working to finalize financials to determine if WPCATA will receive a subsidy refund.

**APPROVAL OF AUDIT FIRM ENGAGEMENT FOR 2023 AUDIT**

Jerry Moeller shared that he received an engagement letter from CBEW for next year's audit. Their proposed fees are the same as last year.

Wells moved approval to engage CBEW to perform the 2023 audit. Ackerson seconded the motion, and Wilson, Ackerson, Moeller and Wells voted in favor of the motion.

#### **REPORT FROM LIFENET**

Zach Harris reported that the urban emergency response time for August was 94.3%, rural 911 emergency response time was 91.6% and the non-emergency response time was 87.2%. LifeNet completed four transfers originating outside the service area. Call volume was 533.

Zach Harris updated the members on the late response calls and shared details with the members. He also shared a staffing update. Four students have passed their paramedic exams. LifeNet expects to be fully staffed once their field training is complete. Harris updated the Board on statistical information, community education and survey information.

Nichol Hart shared the PCR and quality data, including 12 lead data with the members. LifeNet reviewed 60 records in August with 100% compliance.

#### **AED DISCUSSION AND POSSIBLE APPROVAL OF AED PLACEMENT**

Cassie Wilson shared the AED requests from the Perkins Senior Center and Perkins High School. The members discussed whether LifeNet should continue to service the AEDs once they are placed. Snavelly shared that most do not service the units once they are placed. He agreed to share a form given to those awarded an AED.

The members agreed to further discuss whether to service the AED equipment at next month's meeting. LifeNet agreed to determine how many AEDs are remaining and to check the price of purchasing additional units.

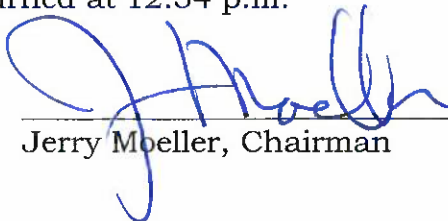
Wells moved the Board approve the AED requests for the Perkins Senior Center and Perkins High School. Ackerson seconded the motion, and Ackerson, Moeller, Wells and Wilson voted in favor of the motion.

#### **OTHER BUSINESS**

None.

#### **ADJOURN**

There being no further business, Wells moved that the meeting be adjourned. Ackerson seconded the motion, and Ackerson, Wells, Wilson and Moeller voted in favor of the motion. The meeting was adjourned at 12:54 p.m.



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Jerry Moeller, Chairman



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Cheryl Marshall, Secretary/Treasurer