

**WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY BOARD  
REGULAR MEETING  
Stillwater Medical Center Medical Plaza  
1201 S. Adams Street  
Stillwater, Oklahoma**

**May 20, 2020  
12:00 p.m.**

**Present:** Jerry Moeller, Christa Louthan, Harland Wells, Shelly Andrews and Elaine Ackerson

**Absent:**

**Others:** Gabrielle Conchola (CBEW), Kelly McCauley, Zach Harris, Matt Williams, Jeremy Wright and David Baumgardner (via phone) 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 12:13 p.m.

**APPROVAL OF MINUTES**

Copies of the minutes of the January 15, 2020 regular meeting of the WPCATA Board were distributed and reviewed. Ackerson made a motion that the minutes be approved as presented. Wells seconded the motion, and Moeller, Andrews and Louthan voted in favor of the motion. Wells and Ackerson abstained, as they were unable to attend the January meeting.

Copies of the minutes of the February 19, 2020 regular meeting of the WPCATA Board were distributed and reviewed. Ackerson made a motion that the minutes be approved as presented. Louthan seconded the motion, and Wells, Andrews and Ackerson voted in favor of the motion. Moeller and Louthan abstained, as they were unable to attend the February meeting.

The Board did not meet in March or April due to the pandemic.

**AUDIT REPORT - CBEW**

Gabrielle Conchola, Auditor with CBEW, distributed the 2019 Accountants' Report and Financial Statements (Audit Report). The Statement of Net Position, Cash Flows and Notes of the basic financial statements were reviewed. The decrease in net position is (\$30,780). A subsidy refund was not received from LifeNet in 2019. No issues or material misstatements were found. Duties are segregated and no manipulations of funds were found. Conchola noted that the Board followed their recommendation and purchased D&O insurance. The members discussed the collections from the utility companies.

Ackerson made a motion to approve the 2019 Audit Report. Louthan seconded the motion and Louthan, Ackerson, Wells, Andrews and Moeller 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 February 1 was \$115,720.86. Deposits were received from the City of Stillwater, CEC, Perkins, Noble County and Glencoe (x2). Expenses included a check to LifeNet for \$112,430.33. Interest accrued for the month was \$76.43. The ending balance was \$102,028.31.

The beginning balance of the Operating Account as of March 1 was \$102,028.31. Deposits were received from the City of Stillwater, CEC, Noble County and Glencoe. Expenses included a check to LifeNet for \$112,430.33, Cardio Partners \$8,454.02 and Health Care Visions for \$14,075.24. Interest accrued for the month was \$44.25. The ending balance was \$80,800.96.

The beginning balance of the Operating Account as of April 1 was \$80,800.96. Deposits were received from the City of Stillwater, CEC, Glencoe and 24 memberships. Expenses included a check to LifeNet for \$112,430.33. Interest accrued for the month was \$35.82. The ending balance was \$65,649.33. The members reviewed the Balance Statement, Profit and Loss and Cash Flow statement for each month prepared by Alan Lovelace, CFO.

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

#### **CHAIRMAN'S REPORT**

Jerry Moeller shared the letter from LifeNet concerning the Average Patient Charge (APC) for Payne County. Variance was (\$26). Per the contract, the subsidy to LifeNet will increased 1.3% or \$1,461.58 per month beginning this month.

Moeller shared information from the Compliance Review performed by Health Care Visions. The reports states "LifeNet is in substantial compliance with their current contract. This positive review should allow WPCATA any and all options available to them as they approach the end of the existing contract, including extending the contract term without a competitive procurement process." The report noted very few concerns. As LifeNet has not yet been given a copy of the report, the Board agreed to discuss the report in further detail at the next meeting. A copy of the report will be emailed to LifeNet.

#### **DISCUSSION TO HONOR ORIGINAL WPCATA BOARD**

At the last meeting, Mr. Wells suggested the 2010 WPCATA Board be honored for their work to establish this service in our community as it has been highly successful. The original members included: Jerry Moeller, Gary Clark, Bill Sasser, Rick Jarvis and Rex Horning. The Board agreed to suggest how best to honor them at the next meeting.

**AED REPORT AND POSSIBLE APPROVAL OF PLACEMENT OF AEDS**

McCauley shared that three AEDs are on the list to be placed; however, one will be removed due to the Wondertorium being scheduled to close later in the year. Two new requests were received: Life Point Church and Glencoe First Baptist Church.

Wells moved that the Board approve the requests for AEDs. Ackerson seconded the motion, and Moeller, Ackerson, Wells, Louthan and Andrews voted in favor of the motion.

**REPORT FROM LIFENET**

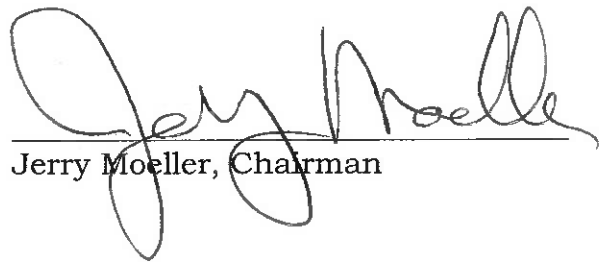
McCauley shared that call volume has decreased during the pandemic. Zach Harris shared a response correction report with the Board members and agreed to include the report going forward at the Board's request. Harris reported that the urban emergency response time for March was at 96.3%, rural 911 emergency response time was at 90.9% and the non-emergency response time was at 97.5%. He reported that the urban emergency response time for April was at 98.5%, rural 911 emergency response time was at 92.4% and the non-emergency response time was at 96.4%. Information on late response calls was shared for each month. Harris updated the members on the details of the statistical information, community education and survey information. Williams shared the PCR Reviews QA data for February, March and April and answered questions of the Board members.

**OTHER BUSINESS**

Wells complimented the Ripley Fire Dept. for being responsive at a recent control burn. They are doing a great job.

**ADJOURN**

There being no further business, Ackerson moved that the meeting be adjourned. Andrews seconded the motion, and Wells, Andrews, Moeller, Ackerson and Louthan voted in favor of the motion. The meeting was adjourned at 1:27 p.m.



Jerry Moeller, Chairman

  
Cheryl Marshall, Secretary/Treasurer