

**WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY BOARD  
REGULAR MEETING  
Stillwater Medical Center 2<sup>nd</sup> Floor Conference Room  
1323 W. Sixth Street  
Stillwater, Oklahoma**

**November 20, 2019  
12:00 p.m.**

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

**Others:** Kelly McCauley, Zach Harris, Matt Williams, Jeremy Wright, David Baumgartner (via phone), Dave Dutton, Communication Manager, Tyler McGoogan, Information Systems 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 12:00 p.m. Moeller welcomed the two new Board members, Christa Louthan and Shelly Andrews.

**APPROVAL OF MINUTES**

Copies of the minutes of the October 16, 2019 regular meeting of the WPCATA Board were distributed and reviewed. Wells made a motion that the minutes be approved as presented. Ackerson seconded the motion, and Wells, Moeller and Ackerson voted in favor of the motion. Louthan and Andrews abstained as they were not voting members at the October meeting.

**APPROVAL OF TREASURER'S REPORT**

Cheryl Marshall shared the Treasurer's Report with the members. The beginning balance of the Operating Account as of September 1 was \$120,454.39. Deposits were received from the City of Stillwater, CEC, Noble County and Glencoe. Expenses included a check to LifeNet for \$112,430.33. Interest accrued for the month was \$154.45. The ending balance was \$117,013.98. The members reviewed the Balance Statement, Profit and Loss and Cash Flow statement prepared by Alan Lovelace, CFO.

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

**CHAIRMAN'S REPORT**

The members discussed their availability to attend the December meeting and decided to not meet in December.

### **REVIEW OF D&O QUOTES AND POSSIBLE APPROVAL TO PURCHASE**

Jerry Moeller shared that the D&O quotes were send out via email ahead of today's meeting. He has been working with BancFirst Insurance Service (broker) to obtain quotes for Directors and Officers insurance. Two bids were received. The members discussed the details of each and agreed to select the lowest bidder.

Ackerson moved approval to purchase D&O insurance through BancFirst Insurance as broker, Indian Harbor as insurer, for a total amount of \$3,679.26. Wells seconded the motion, and Wells, Moeller, Andrews, Louthan and Ackerson voted in favor of the motion.

### **APPROVAL OF SCHEDULE OF 2020 REGULAR MEETING DATES**

The Board members reviewed the suggested 2020 calendar of regular meeting dates. They agreed to continue meeting on the 3<sup>rd</sup> Wednesday of each month at noon with the exception of March. Due to Spring Break, WPCATA would be unable to meet the 3<sup>rd</sup> Wednesday of March. The members agreed to meet on the 4<sup>th</sup> Wednesday of that month.

Wells moved that the Schedule of 2020 Regular meeting dates be accepted as presented. Ackerson seconded the motion, and Andrews, Ackerson, Wells, Moeller and Louthan voted in favor of the motion.

### **NOMINATIONS AND POSSIBLE APPROVAL OF 2020 BOARD OFFICERS**

The Board members discussed nominations for 2020 Board Officers.

Ackerson moved Jerry Moeller serve as Chairman, Harland Wells serve as Vice Chair and Cheryl Marshall serve as Secretary/Treasurer for 2020. Louthan seconded the motion, and Wells, Moeller, Louthan, Andrews and Ackerson voted in favor of the motion.

### **APPOINTMENT OF BOARD REPRESENTATION - OKLAHOMA STATE UNIVERSITY**

A letter was received from the OSU Board of Regents appointing Christa Louthan, Assistant VP, OSU, to serve the remainder of Anne Matoy's term.

### **BOARD EDUCATION: COMMUNICATION CENTER - LIFENET, INC.**

Dave Dutton, Communications Manager, shared pictures of the new command center which opened recently. LifeNet is providing EMD, professional medical dispatchers to provide assistance and instruction by voice prior to the arrival of the ambulance. Training is extensive. LifeNet currently has 5 dispatchers 24/7 and are training a sixth. Dutton shared data including call volume and EMD protocol information, as well as answered questions of the Board.

### **REPORT FROM LIFENET**

Kelly McCauley reported that the urban emergency response time for October was at 96.6%, rural 911 emergency response time was at 90.8% and the non-emergency response time was at 92.0%. LifeNet completed five transfers for other EMS agencies, and 3 transfers were completed by other EMS agencies. 469 calls

were received in October. Harris shared information on late response calls. McCauley updated the members on the details of the statistical information, community education, survey information, and answered questions of the Board members.

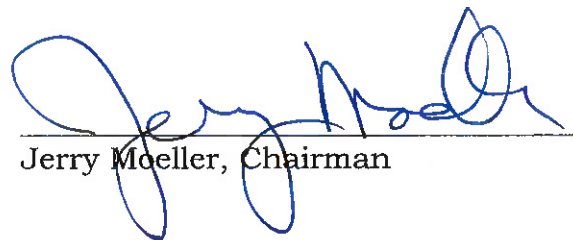
Jeremy Wright shared reports and graphs from First Pass. 202 charts were reviewed, as well as 18 chest pain/stemi charts. Wright updated the Board on compliance by clinical category, 12-lead compliance and shared survey data.

**OTHER BUSINESS**

McCauley shared they plan to open the new location in Perkins on December 1<sup>st</sup>. The crew for that station has been hired.

**ADJOURN**

There being no further business, Ackerson moved that the meeting be adjourned. Wells seconded the motion, and Louthan, Andrews, Moeller, Wells and Ackerson voted in favor of the motion. The meeting was adjourned at 1:08 p.m.



Jerry Moeller, Chairman



Cheryl Marshall, Secretary/Treasurer