

**WESTERN PAYNE COUNTY AMBULANCE TRUST AUTHORITY BOARD
REGULAR MEETING
Stillwater Medical Center
1st Floor Boardroom
Stillwater, Oklahoma**

**May 18, 2022
12:00 p.m.**

Present: Jerry Moeller, Elaine Ackerson and Shane McLain

Absent: Christa Louthan and Harland Wells

Others: Kelly McCauley and Ryan Field, Patrick Cody, DO (via phone) (LifeNet, Inc.) Bailey Jones and Gabrielle Conchola (CBEW) and Cheryl Marshall (minutes)

CALL MEETING TO ORDER

Jerry Moeller, Chairman of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 12:01 p.m.

APPROVAL OF MINUTES

Copies of the minutes of the April 20, 2022, regular meeting of the WPCATA Board were distributed and reviewed. Ackerson made a motion that the minutes be approved as presented. McLain seconded the motion, and Ackerson, Moeller and McLain voted in favor of the motion.

APPROVAL OF 2021 AUDIT REPORT – CBEW

Bailey Jones, Auditor, CBEW, distributed the 2021 Accountants' Report and Financial Statements (Audit Report) and Auditors letter. The Statement of Net Position, Cash Flows and Notes of the basic financial statements were reviewed. Jones shared that CBEW recommends that all funds be FDIC insured. The Board members agreed to investigate this further. Jones also noted that Cash has decreased from the previous year. No issues or material misstatements were found. Duties are segregated and no manipulation of funds were found.

Ackerson made a motion to approve the 2021 Audit Report as presented. McLain seconded the motion, and Moeller, Ackerson and McLain 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 April 1 was \$180,489.63. Deposits were received from the City of Stillwater, CEC, City of Perkins, Town of Glencoe (x2) and twenty membership fees. Interest accrued was \$6.28. Expenses included one check to LifeNet (subsidy). The balance at April 30th was \$181,049.97. They further

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. McLain seconded the motion, and McLain, Ackerson and Moeller voted in favor of the motion.

CHAIRMAN'S REPORT

Jerry Moeller shared that the new LifeNet contract year began May 1, 2022. The annual cost of living adjustment change was made increasing the subsidy 3%.

DISCUSSION AND POSSIBLE APPROVAL OF BLS STAFFING FOR SOME AMBULANCES

Kelly McCauley and members of the Board shared that they met with several response agencies, including Stillwater Medical ED and Stillwater Fire. The members discussed appropriate dispatch of BLS ambulances for interfacility or transports that fall within the scope of practice for EMTs.

The members discussed the possibility of a fire department medic accompanying a BLS ambulance to the hospital and the rare instance that a SFD medic would be needed by the ambulance at the same time as SFD would be working a fire. The Board members requested that a process be put in place to assure the best quality of care possible in these instances.

Dr. Cody stated that over the coming months, they would review 100% of the 911 calls in which BLS is dispatched to make sure the appropriate level of care is being provided. McCauley shared that an amendment to the contract to allow for BLS staffing would be necessary as well as a service amendment to their Oklahoma license.

After much discussion, Ackerson made a motion to amend the contract with LifeNet to allow for up to two BLS staffed ambulances once appropriate licensing is received from the State and when appropriate processes are in place. McLain seconded the motion, and Moeller, McLain and Ackerson voted in favor of the motion.

REPORT FROM LIFENET

Kelly McCauley reported that the urban emergency response time for April was at 94.5%, rural 911 emergency response time was at 96.3% and the non-emergency response time was at 88.3%. LifeNet completed three transfers originating outside the service area, with two inter-facility transfers completed by other EMS agencies. Call volume was 518. He updated the members on the late response calls and shared details with the members. He also updated the Board on statistical information, community education and survey information. April 2022 clinical data was provided to the Board members.

AED REPORT AND POSSIBLE APPROVAL OF PLACEMENT OF AEDS

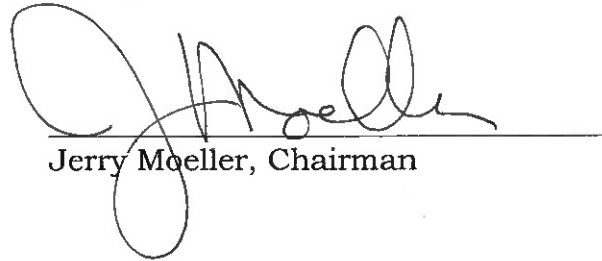
Nothing new to report.

ADJOURN

There being no further business, Ackerson moved that the meeting be adjourned. McLain seconded the motion, and Moeller, McLain and Ackerson voted in favor of the motion. The meeting was adjourned at 12:58 p.m.



Cheryl Marshall, Secretary/Treasurer



Jerry Moeller, Chairman