

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

June 20, 2018
5:00 p.m.

Present: Elaine Ackerson, Anne Matoy, Harland Wells, Brian Norton and Jerry Moeller

Absent:

Others: Gabrielle Conchola (CBEW), Kelly McCauley, Matt Williams and Jeremy Wright (LifeNet, Inc.), and Cheryl Marshall (minutes)

CALL MEETING TO ORDER

Elaine Ackerson, Chair of the Western Payne County Ambulance Trust Authority (WPCATA) Board, called the meeting to order at 5:00 p.m.

APPROVAL OF MINUTES

Copies of the minutes of the May 16, 2018 regular meeting of the WPCATA Board were distributed and reviewed. Wells made a motion that the minutes be approved as presented. Matoy seconded the motion, and Wells, Matoy, Ackerson, Moeller and Norton voted in favor of the motion.

APPROVAL OF 2017 AUDIT REPORT – CBEW

Gabrielle Conchola, Auditor with CBEW, distributed the 2017 Accountants' Report and Financial Statements (Audit Report). A copy of this report was emailed to the Board members prior to the meeting for detailed review. The Statement of Net Position, Cash Flows and Notes of the basic financial statements were reviewed. Matoy requested the detail of Accounts Receivable. Conchola agree to email it to the Board members. Net Income as of December 31, 2017 was \$519,304. The change in net position is (\$19,264).

Moeller inquired about verification of membership with the utility companies. Ackerson shared that she visited with Dana Maddox with the City of Stillwater. She stated that at this time, they do not have the ability to drill down to the number of memberships, and that it is a complicated process, and that a program would need to be written. Matoy said that she would like to see the contract with the utility entities collecting membership fees. She questioned why in some cases the fee is billed on the water bill instead of the electric. Moeller explained that at start up, the decision was based on recommendation from the consultant. Ackerson agreed to review the original utility contracts as time allows.

Conchola told the members that no issues or material misstatements were found. Duties are segregated and no manipulations of funds were found. The accounts exceed the federal insured (FDIC) limits. Ackerson spoke with Lovelace and he does not feel this is a concern. The members discussed moving the CD to a locally owned financial institution when it matures.

Moeller moved that the 2017 Accountants' Report and Financial Statements (Audit Report) be approved as presented. Matoy seconded the motion, and Norton, Wells, Moeller, Ackerson and Matoy voted in favor of the motion.

APPROVAL OF TREASURER'S REPORT

Cheryl Marshall shared the Treasurer's Report with the members. The beginning balance as of May 1 was \$275,653.79. Deposits were received from the City of Stillwater, CEC (x2), Town of Glencoe, Noble County and 5 membership fees. A check was also received from VFIS through LifeNet from the insurance company \$5,478.81 (ambulance repair). Expenses included a check to LifeNet for \$106,601.42 and a service charge of \$11.77. Ending balance as of May 31, 2018 was \$290,347.09. The members also reviewed the Balance Statement, Profit and Loss and Cash Flow statement prepared by Alan Lovelace, CFO.

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

CHAIRMAN'S REPORT

Ackerson congratulated LifeNet on the recent complimentary article published in the NewsPress.

AMBULANCE TRANSFERS

Kelly McCauley shared that one transfer crew has been up and running for 3 weeks. Starting July 8th, a transfer crew will be available 9 am to 9 pm, 7 days a week.

REPORT FROM LIFENET

McCauley let the Board members know that EMR grant checks went out per contract. These grants are distributed to the first responding agencies according to the number of calls per area. The funds are intended to enhance their ability to respond.

McCauley reported that the urban emergency response time for May was 96.7%, rural 911 emergency response time was 86.2% and the non-emergency response time was 93.3%. LifeNet completed three transfers for other EMS agencies. Eight transfers were completed by other EMS agencies. 433 calls were received in May. Details on the late response calls were reported. McCauley updated the members on the details of the statistical information, community education, survey information, and answered questions of the Board members. Jeremy Wright reported the ACS data.

McCauley stated that we currently have 6 wall mount AEDs and 2 pelican case AEDs. They are continuing to work with the Perkins School district to determine their AED needs.

OTHER BUSINESS

Wells and Matoy suggested holding a special meeting to review contracts, financials and plan strategically. Matoy requested that Lovelace be invited to attend. Ackerson stated that she will not be available to attend the July Board meeting and is also serving temporarily as director of the Community Health Center. The members agreed to set a special meeting later in the year.

ADJOURN

There being no further business, Moeller moved that the meeting be adjourned. Matoy seconded the motion, and Moeller, Wells, Ackerson, Matoy and Norton voted in favor of the motion. The meeting was adjourned at 6:07 p.m.

Cheryl Marshall
Cheryl Marshall, Secretary/Treasurer

Elaine Ackerson
Elaine Ackerson, Chairman