

**NOTICE
GLENPOOL AREA EMERGENCY MEDICAL SERVICE
DISTRICT
REGULAR MEETING**

A Regular Session of the Glenpool Area Emergency Medical Service District will be held at 6:00 p.m. immediately following the Glenpool Industrial Authority meeting on January 2, 2024, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool Area Emergency Medical Service District will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

+13462487799, US (Houston)

+14086380968, US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 897 5355 5435

Passcode: 974088

Find your local number: <https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

The GEMS Board welcomes comments from citizens of Glenpool who wish to address any item on the agenda.

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM JANUARY 2,2024.**

AGENDA

	Page
A) Call to Order - Joyce G. Calvert, Chair	
B) Roll Call, Declaration of Quorum – Lesli Smith, Clerk; Joyce G. Calvert, Chair	
C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS	
1) GEMS EMS REPORT 11292023-12272023 (002)	3 - 5
D) District Administrator Report - Susan White, Administrator	
1) District Administrator Report - GEMS 2023-11-GEMS Monthly Financial Report	6 - 19
E) Trustee Comments	

F) **Public Comments**

G) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GEMS Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)**

- 1) Minutes from December 4, 2023 meeting. 20 - 21
[GEMS - 04 Dec 2023 - Minutes - Html](#)
- 2) Appointment of Lesli Smith as GEMS District Clerk. 22 - 27
[GEMS District Clerk](#)
- 3) Purchase order(s) and receipts register totaling \$31,290.71. 28 - 41
[GEMS Invoice 1-2-24](#)

H) **Consideration and appropriate action relating to items removed from the Consent Agenda**

I) **Scheduled Business**

J) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on , December 29, 2023 at 11:30 am.

Signed: Lesli Smith

Clerk

Mercy Regional



Brian Cook
Chief Operating Officer
PO Box 2398
Owasso, OK 74055
Office: 918.609.5827
Email: bcook@mercy-regional.com

To: Honorable Chair and GEMS Board Members

From: Brian Cook, Chief Operating Officer

Date: December 28, 2023

Ref: EMS Report November 29, 2023 – December 27, 2023

We logged 127 calls for service during this period while maintaining a 95% response time compliance.

74 patients treated and transported.
30 patients refused transport.
6 Mutual aid received.
6 mutual aid given.
3 cancelled prior to arrival.
7 No patient found.

A handwritten signature in black ink, appearing to read "Brian Cook". The signature is stylized with a large, sweeping "B" and "C".

Brian Cook,
Chief Operating Officer



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: January 2, 2024
Subject: District Administrator Report

GENERATOR SET

The generator at the EMS building failed some time ago and it has been a tedious process to get it replaced. I employed the assistance of Jesse Hale, PW Director, to handle the entirety of the replacement process. It took months for the generator to come in, but it has arrived and will be set in the next couple of weeks. Thank you to Jesse for taking on this project and seeing it through. Also, thanks to Mercy Regional for their patience while we worked on this project. There will no longer be a threat of disruption to their service should we experience power outages.

12/11/23 4:37 PM

BANK RECONCILIATION

PAGE: 1

PERIOD: 11/01/2023 - 11/30/2023

ACCOUNT: 31-1001 GEMS CASH IN BANK

Julie Casteen 12/11/23
Alm. jrt
12/12/23

RECONCILIATION SUMMARY

BEGINNING STATEMENT BALANCE:	189,072.47	GL ACCOUNT BALANCE:	165,250.93
DEPOSITS:	+ 977.99	OUTSTANDING DEPOSITS:	- 0.00
WITHDRAWALS:	+ 24,799.53CR	OUTSTANDING CHECKS:	- 0.00
ADJUSTMENTS:	+ 0.00	ADJUSTMENTS:	+ 0.00
ENDING STATEMENT BALANCE:	165,250.93	ADJUSTED GL ACCOUNT BALANCE:	165,250.93

STATEMENT BALANCE: 165,250.93
BANK DIFFERENCE: 0.00
G/L DIFFERENCE: 0.00

CLEARED DEPOSITS:

11/17/2023	Tulsa Tax Deposit 11.2023	977.99
TOTAL CLEARED DEPOSITS:		977.99

CLEARED CHECKS:

11/06/2023	002158	CENTURION HEALTH SYSTEMS, DBA M	15,000.00CR
11/06/2023	002159	CITY OF GLENPOOL - GEMS	9,146.04CR
11/06/2023	002160	JULIE CASTEEN	208.33CR
11/06/2023	002161	ROSENSTEIN, FIST & RINGOLD, INC	28.50CR
11/06/2023	002162	SUSAN WHITE	208.33CR
11/06/2023	002163	WENDY KNIGHT	208.33CR
TOTAL CLEARED CHECKS:			24,799.53CR

CLEARED OTHER:

No Items.

12/11/23 4:37 PM

BANK RECONCILIATION

PAGE: 2

PERIOD: 11/01/2023 - 11/30/2023

ACCOUNT: 31-1001 GEMS CASH IN BANK

OUTSTANDING DEPOSITS:

No Items.

OUTSTANDING CHECKS:

No Items.

OUTSTANDING OTHER:

No Items.

12/11/23 4:37 PM

BANK RECONCILIATION

PAGE: 3

PERIOD: 11/01/2023 - 11/30/2023

ACCOUNT: 31-1001 GEMS CASH IN BANK

VOIDED CHECKS:

No Items.

12/11/23 4:37 PM

BANK RECONCILIATION

PAGE: 4

PERIOD: 11/01/2023 - 11/30/2023

ACCOUNT: 31-1001 GEMS CASH IN BANK

ADJUSTMENTS:

No Items.

12/11/23 4:37 PM

BANK RECONCILIATION

PAGE: 5

PERIOD: 11/01/2023 - 11/30/2023

ACCOUNT: 31-1001 GEMS CASH IN BANK

ERROR LISTING

TOTAL ERRORS: 0

** END OF REPORT **

PO BOX 1089
GLENPOOL, OK 74033-1089
(918) 322-9015



To Oklahoma & You.™

Dir 1 251 6

8818X0C.004 BNCF:0008295

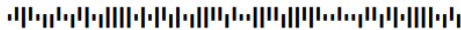


24-Hour
Automated
Account Information

1-877-602-2262

2 *0008295

GLENPOOL AREA EMERGENCY MEDICAL
SERVICE DISTRICT
12205 S YUKON AVE
GLENPOOL OK 74033-6635



PAGE 1

ACCOUNT NUMBER
STATEMENT DATE
11/30/23

GUARD YOUR CARD
Scan for tips on protecting
your financial information.



Effective January 1, 2024 the fee disclosure for your commercial checking account and any Treasury Services products you may be using will change. You may access the fee schedule by requesting a copy at any of our BancFirst locations or at <https://bancfirst.bank/NewDisclosureDoc>

ACCOUNT ANALYSIS

Beginning Balance	11/01/23	189,072.47
Deposits / Misc Credits	1	977.99
Withdrawals / Misc Debits	6	24,799.53
** Ending Balance	11/30/23	165,250.93 **

Service Charge	.00
Enclosures	6

DEPOSITS			
Date	Deposits	Withdrawals	Activity Description
11/16	977.99		TULSA COUNTY/REMIT

CHECKS			
* indicates skip in check numbers			
Date	Check No.	Amount	
11/16	2158	15,000.00	
11/15	2159	9,146.04	
11/09	2160	208.33	
11/13	2161	28.50	
11/30	2162	208.33	
11/14	2163	208.33	

DAILY BALANCE SUMMARY			
Date	Balance	Date	Balance
11/09	188,864.14	11/14	188,627.31
11/13	188,835.64	11/15	179,481.27
11/16	165,459.26	11/30	165,250.93

8001-00000



MSI REV 7/17

www.bancfirst.bank

5727-STMT

Member
FDIC

0070041624

Statement Date: 11/30/23

PAGE 2

002158

GLENPOOL AREA EMERGENCY 01/93
MEDICAL SERVICE DISTRICT
12205 S. YUKON AVE. PH. 918-322-5409
GLENPOOL, OK 74033-6635

BankFirst
Glenpool, Oklahoma
39-353/1030

PAY --- FIFTEEN THOUSAND & 00/100 DOLLARS --- DATE 11/06/2023 CHECK AMOUNT \$*****15,000.00

TO THE ORDER OF ** CENTURION HEALTH SYSTEMS, DBA MERCY REGIONAL **
MERCY REGIONAL OKLAHOMA
9106 N GARNETT RD
OKASSO, OK 74055

BY *Julia Carlson*
Wendy Knight
AUTHORIZED SIGNATURES

⑈002158⑈

Number: 2158 Date: 11/16/2023 Amount: \$15000.00

002160

GLENPOOL AREA EMERGENCY 01/93
MEDICAL SERVICE DISTRICT
12205 S. YUKON AVE. PH. 918-322-5409
GLENPOOL, OK 74033-6635

BankFirst
Glenpool, Oklahoma
39-353/1030

PAY --- TWO HUNDRED EIGHT & 33/100 DOLLARS --- DATE 11/06/2023 CHECK AMOUNT \$*****208.33

TO THE ORDER OF ** JULIE CASTEN **
26928 S 142ND PL S
CONETA, OK 74429

BY *Julia Carlson*
Wendy Knight
AUTHORIZED SIGNATURES

⑈002160⑈

Number: 2160 Date: 11/9/2023 Amount: \$208.33

002162

GLENPOOL AREA EMERGENCY 01/93
MEDICAL SERVICE DISTRICT
12205 S. YUKON AVE. PH. 918-322-5409
GLENPOOL, OK 74033-6635

BankFirst
Glenpool, Oklahoma
39-353/1030

PAY --- TWO HUNDRED EIGHT & 33/100 DOLLARS --- DATE 11/06/2023 CHECK AMOUNT \$*****208.33

TO THE ORDER OF ** SUSAN WHITE **
210 SOUTH OAK GROVE ROAD
CUSHING, OK 74023

BY *Julia Carlson*
Wendy Knight
AUTHORIZED SIGNATURES

⑈002162⑈

Number: 2162 Date: 11/30/2023 Amount: \$208.33

002159

GLENPOOL AREA EMERGENCY 01/93
MEDICAL SERVICE DISTRICT
12205 S. YUKON AVE. PH. 918-322-5409
GLENPOOL, OK 74033-6635

BankFirst
Glenpool, Oklahoma
39-353/1030

PAY --- NINE THOUSAND ONE HUNDRED FORTY SIX & 04/100 DOLLARS --- DATE 11/06/2023 CHECK AMOUNT \$*****9,146.04

TO THE ORDER OF ** CITY OF GLENPOOL - GEMS **
12205 S YUKON AVE.
GLENPOOL, OK 74033

BY *Julia Carlson*
Wendy Knight
AUTHORIZED SIGNATURES

⑈002159⑈ 54

Number: 2159 Date: 11/15/2023 Amount: \$9146.04

002161

GLENPOOL AREA EMERGENCY 01/93
MEDICAL SERVICE DISTRICT
12205 S. YUKON AVE. PH. 918-322-5409
GLENPOOL, OK 74033-6635

BankFirst
Glenpool, Oklahoma
39-353/1030

PAY --- THIRTY EIGHT & 50/100 DOLLARS --- DATE 11/06/2023 CHECK AMOUNT \$*****28.50

TO THE ORDER OF ** ROSENSTEIN, FIST & RINGOLD, INC. **
SUITE 700
525 SOUTH MAIN STREET
TULSA, OK 74103-4508

BY *Julia Carlson*
Wendy Knight
AUTHORIZED SIGNATURES

⑈002161⑈

Number: 2161 Date: 11/13/2023 Amount: \$28.50

002163

GLENPOOL AREA EMERGENCY 01/93
MEDICAL SERVICE DISTRICT
12205 S. YUKON AVE. PH. 918-322-5409
GLENPOOL, OK 74033-6635

BankFirst
Glenpool, Oklahoma
39-353/1030

PAY --- TWO HUNDRED EIGHT & 33/100 DOLLARS --- DATE 11/06/2023 CHECK AMOUNT \$*****208.33

TO THE ORDER OF ** WENDY KNIGHT **
P.O. BOX 2434
CLAREMORE, OK 74018

BY *Julia Carlson*
Wendy Knight
AUTHORIZED SIGNATURES

⑈002163⑈

Number: 2163 Date: 11/14/2023 Amount: \$208.33

4021-00000



12-14-2023 02:23 PM

CITY OF GLENPOOL
YEAR TO DATE BALANCE SHEET
AS OF: NOVEMBER 30TH, 2023

PAGE: 1

31 -GEMS

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
<u>ASSETS</u>					
31-1001	GEMS CASH IN BANK	283,627.22	23,821.54CR	118,376.29CR	165,250.93
31-1353	EQUIPMENT	71,085.14	0.00	0.00	71,085.14
31-1354	ACCUM DEPREC - EQUIPMENT	<u>42,651.08CR</u>	<u>0.00</u>	<u>0.00</u>	<u>42,651.08CR</u>
	TOTAL ASSETS	312,061.28	23,821.54CR	118,376.29CR	193,684.99
		=====	=====	=====	=====
<u>LIABILITIES</u>					
<u>FUND EQUITY</u>					
31-3001	FUND BALANCE	312,061.28CR	0.00	0.00	312,061.28CR
	TOTAL REVENUES	0.00	977.99CR	4,389.21CR	4,389.21CR
	TOTAL EXPENSES	<u>0.00</u>	<u>24,799.53</u>	<u>122,765.50</u>	<u>122,765.50</u>
	TOTAL FUND EQUITY	312,061.28CR	23,821.54	118,376.29	193,684.99CR
	TOTAL LIABILITIES & EQUITY	312,061.28CR	23,821.54	118,376.29	193,684.99CR
		=====	=====	=====	=====

12-14-2023 02:24 PM

CITY OF GLENPOOL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

PAGE: 1

31 -GEMS

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
NON-DEPARTMENTAL	409,981	977.99	4,389.21	0.00	405,591.79	1.07
TOTAL REVENUES	409,981	977.99	4,389.21	0.00	405,591.79	1.07

12-14-2023 02:24 PM

CITY OF GLENPOOL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

PAGE: 2

31 -GEMS

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>EXPENDITURE SUMMARY</u>						
<u>GEMS</u>						
SUPPLIES	7,000	0.00	2,835.72	959.20	3,205.08	54.21
OTHER CHARGES & SERVICES	396,481	24,799.53	119,929.78	31,499.15	245,052.07	38.19
TRAVEL & TRAINING	<u>6,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,500.00</u>	<u>0.00</u>
TOTAL GEMS	409,981	24,799.53	122,765.50	32,458.35	254,757.15	37.86
TOTAL EXPENDITURES	409,981	24,799.53	122,765.50	32,458.35	254,757.15	37.86
REVENUE OVER/(UNDER) EXPENDITURES	0 (	23,821.54) (	118,376.29) (	32,458.35)	150,834.64	0.00

12-14-2023 02:24 PM

CITY OF GLENPOOL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

PAGE: 3

31 -GEMS

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-DEPARTMENTAL						
=====						
<u>TAXES</u>						
31-5-00-5006 TAXES	<u>350,000</u>	<u>977.99</u>	<u>4,389.21</u>	<u>0.00</u>	<u>345,610.79</u>	<u>1.25</u>
TOTAL TAXES	350,000	977.99	4,389.21	0.00	345,610.79	1.25
<u>INVESTMENT INCOME</u>						
<u>OTHER FINANCING SOURCES</u>						
31-5-00-5409 USE OF FUND BALANCE	<u>59,981</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>59,981.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING SOURCES	59,981	0.00	0.00	0.00	59,981.00	0.00
TOTAL NON-DEPARTMENTAL	409,981	977.99	4,389.21	0.00	405,591.79	1.07
TOTAL REVENUE	409,981	977.99	4,389.21	0.00	405,591.79	1.07

12-14-2023 02:24 PM

CITY OF GLENPOOL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

PAGE: 4

31 -GEMS

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
GEMS						
=====						
<u>PERSONAL SERVICES</u>						
<u>SUPPLIES</u>						
31-6-01-6202 OPERATING SUPPLIES	4,500	0.00	2,835.72	959.20	705.08	84.33
31-6-01-6206 MINOR EQUIPMENT	<u>2,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.00</u>
TOTAL SUPPLIES	7,000	0.00	2,835.72	959.20	3,205.08	54.21
<u>OTHER CHARGES & SERVICES</u>						
31-6-01-6210 AMBULANCE CONTRACT	180,000	15,000.00	75,000.00	15,000.00	90,000.00	50.00
31-6-01-6225 FIRST RESPONDER/ADMIN FEES	166,505	9,146.04	42,401.32	12,779.96	111,323.72	33.14
31-6-01-6235 CONTRACT SERVICES	13,800	653.49	2,528.46	3,719.19	7,552.35	45.27
31-6-01-6236 AUDIT FEES	<u>36,176</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,176.00</u>	<u>0.00</u>
TOTAL OTHER CHARGES & SERVICES	396,481	24,799.53	119,929.78	31,499.15	245,052.07	38.19
<u>TRAVEL & TRAINING</u>						
31-6-01-6262 TRAVEL AND TRAINING	<u>6,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,500.00</u>	<u>0.00</u>
TOTAL TRAVEL & TRAINING	6,500	0.00	0.00	0.00	6,500.00	0.00
<u>MISCELLANEOUS</u>						
<u>CAPITAL EXPENDITURES</u>						
<u>OTHER FINANCING USES</u>						
TOTAL GEMS	409,981	24,799.53	122,765.50	32,458.35	254,757.15	37.86
TOTAL EXPENDITURES	409,981	24,799.53	122,765.50	32,458.35	254,757.15	37.86
REVENUE OVER/(UNDER) EXPENDITURES	0 (	23,821.54) (	118,376.29) (	32,458.35)	150,834.64	0.00

Five-Year History of GEMS Cumulative Tax Revenue Received as a Percent of Tax Revenue Budgeted

Month	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019
July	0.1%	0.3%	0.4%	0.5%	0.3%	0.3%
August	0.3%	0.4%	0.6%	0.6%	0.7%	0.5%
September	0.6%	0.5%	0.8%	0.8%	0.7%	1.0%
October	1.0%	1.4%	1.2%	1.0%	1.1%	1.3%
November	1.3%	1.5%	1.3%	1.2%	1.2%	1.4%
December		5.4%	4.6%	5.9%	4.6%	9.2%
January		91.3%	85.8%	80.3%	80.8%	82.7%
February		100.7%	92.1%	90.7%	85.6%	91.0%
March		103.2%	94.0%	92.4%	87.6%	93.3%
April		110.9%	101.8%	101.7%	93.3%	100.7%
May		114.2%	104.9%	105.2%	97.9%	104.4%
June		115.0%	105.3%	105.7%	99.1%	105.2%

As of November 30, 2023, GEMS has received 1.3% of tax revenue budgeted.

In other words, \$4,389.21 has been received of the \$350,000 tax revenue budgeted.



**MINUTES
GEMS Meeting**

Monday, December 4, 2023 Council Chambers 6:00 PM

TRUSTEES PRESENT:

Joyce Calvert
Brandon Kearns
Tim Fox
Chris Brobst
Jacqueline Triplett-Lund

STAFF PRESENT:

Susan White
Wendy Knight
Julie Casteen

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 6:27 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, Clerk; Joyce G. Calvert, Chair**
Clerk Knight called the roll, Chair Calvert declared a quorum present.
David Tillotson, City Manager and Scott Major of Rosenstein, Fist & Ringold were also in attendance.
- C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
[GEMS EMS REPORT 10302023-11282023](#)
- D) District Administrator Report - Susan White, Administrator**
[District Admin Report](#)
[2023-10-GEMS Monthly Financial Report](#)
[December Inventory](#)
- E) Trustee Comments**
There were no Trustee comments.
- F) Public Comments**
There were no public comments.

G) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GEMS Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

- 1) Minutes from November 6, 2023 meeting.
[GEMS - 06 Nov 2023 - Minutes - Html](#)
- 2) Purchase order(s) and receipts register totaling \$32,458.35.

Moved by Chris Brobst, seconded by Joyce Calvert

To approve the Consent Agenda.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[GEMS Invoice 12-4-23](#)

H) Consideration and appropriate action relating to items removed from the Consent Agenda

I) Scheduled Business

J) Adjournment

Chair Calvert declared the meeting adjourned at 6:29 p.m.



To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: January 2, 2024
Subject: District Clerk Appointment

Background

Lesli Smith was appointed as City Clerk effective December 18, 2023, filling the vacancy left by Wendy Knight's departure. Historically, the City Clerk has been appointed by the GEMS Board to serve in the capacity of District Clerk.

This is a contracted position for the District.

Recommendation

Recommendation that the Board enter into a Professional Services Contract with Lesli Smith to serve the position of District Clerk for an indefinite period.

Attachments

Professional Services Contract – District Clerk

Professional Services Contract – GEMS District Clerk

FISCAL YEAR 2023-2024

This Professional Services Contract (“**Contract**”) is effective as of July 1, 2023 by and between Lesli Smith, an individual (“**Contractor**”) and the Glenpool Area Emergency Medical Service District (“**GEMS District**”) (collectively the “**Parties**” and each a “**Party**”) in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2023-2024 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 5, 2023.

WHEREAS, GEMS District hereby retains the services of Contractor upon the terms and subject to the conditions set forth in this Contract; and

WHEREAS, each Party is duly authorized and capable of entering into this Contract.

NOW, THEREFORE, in consideration of the mutual covenants, representations, warranties, and obligations set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Term.** The term of this Contract shall begin on January 1, 2024 and shall continue for the GEMS District’s Fiscal Year of 2023-2024, that is, through June 30, 2024 (the “**Term**”). Contractor is NOT an employee and may only be terminated as specified in paragraph 8 below, entitled Termination.
2. **Compensation**
 - a. **Yearly Fee.** GEMS District hereby agrees to pay Contractor a yearly fee of \$2,500.00 as compensation for services rendered to GEMS District, such payment to be made on the basis of twelve (12) equal monthly paychecks. The fee may be adjusted from time to time by GEMS District, in its sole discretion.
 - b. **Pay Period.** Contractor will be paid once per month. The pay period may be adjusted from time to time by GEMS District, in its sole discretion.
 - c. **Business Expenses.** GEMS District shall reimburse Contractor for all reasonable and properly documented business expenses that are necessarily incurred in connection with carrying out Contractor's duties and responsibilities and approved in advance by GEMS District in accordance with GEMS District's expense reimbursement policies and to the extent permissible under the Oklahoma Emergency Medical Service District Budget Act.
3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to Contractors of GEMS District who occupy similar positions. This Contract is for the sole benefit of Contractor and GEMS District and is not intended to create an employee benefit plan of any kind. Nothing in this Contract shall impair

GEMS District's right to amend, modify, replace, or terminate any and all fringe benefits GEMS District elects to extend Contractor in its sole discretion. It is further expressly understood and agreed that, until such condition is changed by GEMS District in its sole discretion, this Contract includes no employment or contractual benefits beyond the compensation provided by paragraph 2 above.

4. **Duties.** Contractor is being hired by GEMS District as the GEMS District Clerk. District Clerk duties include clerical and record-keeping functions for the GEMS District in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation; and attendance at no fewer than nine scheduled meetings of the GEMS Board of Trustees during the Term of this Agreement. In addition to any job duties specified in this Agreement, Contractor shall have such job duties as may from time to time be reasonably assigned to Contractor by GEMS District. Contractor acknowledges that by virtue of Contractor's position and responsibilities, Contractor will have fiduciary duties to GEMS District and a duty of loyalty to GEMS District and will, at all times, act in a manner consistent with these duties and abide by GEMS District's reasonable rules, regulations, instructions, and directions.
5. **Extent of Services.** During this Contract, Contractor shall devote so much of her time, energy, and attention to the benefit and business of GEMS District as may be reasonably necessary in performing Contractor's duties pursuant to this Contract. Any outside employment engaged by Contractor, whether as City Clerk for the City of Glenpool or otherwise, must not interfere or conflict with Contractor's ability to properly perform her job duties or conflict with any provision of this Contract. Nothing in this Contract shall be construed as limiting Contractor's right to maintain any such outside employment that does not take significant amount of Contractor's time, energy, and attention away from Contractor's duties to GEMS District.
6. **Discretion of GEMS District.** The GEMS District Board of Trustees, by signature of its chairman below, represents that it has exercised its unfettered discretion in making the decision to retain the Contractor without undue influence from the City of Glenpool or otherwise.
7. **Independent Contractor Status.** Contractor is for all purposes an independent contractor and is NOT an employee of the GEMS District.
8. **Termination.** This Contract may be terminated for any reason or for no reason by either Party upon thirty days' prior notice to the other Party. Upon termination this Contract shall be of no effect except as otherwise provided for the survival of paragraph 9 hereof.
9. **Obligation of Confidentiality**

- a. **Confidential Information.** “Confidential Information” means any information which is possessed by or developed for GEMS District and which relates to GEMS District's existing or potential business or technology, to the extent such information is generally not known to the public and which information GEMS District is permitted or required by applicable law to protect from disclosure. Confidential Information also includes information received by GEMS District from others that GEMS District has an obligation to treat as confidential. Confidential Information includes any information and documents that conform to this definition whether or not they are marked “confidential” or carry any other marks or designations.
 - b. **Non-Disclosure.** Except as required in the conduct of GEMS District's business or as expressly authorized in writing on behalf of GEMS District, during the Term of this Contract, Contractor shall not disclose, directly or indirectly, any Confidential Information to any unauthorized third party. This obligation of non-disclosure shall continue after the termination of this Contract indefinitely or for the maximum amount of time permitted by applicable law. These restrictions apply to all Confidential Information regardless of the format (hard copy, electronic, or otherwise) or location in which they are created or maintained, including, but not limited to, all computers that Contractor may possess or have access to in or away from GEMS District's offices.
 - c. **Exceptions.** This Contract shall not prohibit any disclosure that is required by law or court order, provided that Contractor has not intentionally taken actions to trigger such required disclosure and, so long as not prohibited by any applicable law or regulation, GEMS District is given reasonable prior notice and an opportunity to contest or minimize such disclosure. The same provisions shall not prevent Contractor's disclosure of Confidential Information in the event GEMS District has given Contractor express prior written permission to do so.
10. **Severability.** If any provision of this Contract shall be held by competent authority to be invalid or unenforceable for any reason, that provision shall be considered removed from this Contract and the remaining provisions shall continue to be valid and enforceable according to the intentions of the Parties. If such competent authority finds that any provision of this Contract is invalid or unenforceable as currently written but that, by rewriting or limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as is necessary to further the intent of the Parties to the maximum extent permitted by law.
11. **Entire Contract.** This Contract contains the entire agreement between the Parties and supersedes all prior agreements and understandings, oral or written, with respect to the

subject matter hereof. This Contract may be changed only by an agreement in writing signed by the Parties.

12. **Governing Law and Venue.** To the extent not inconsistent with applicable law, the Parties acknowledge and agree that this Contract shall be governed by and construed in accordance with the laws of the State of Oklahoma and, in the event of any dispute hereunder, shall be presentable to the Tulsa County District Court.
13. **Counterparts; Electronic Signature.** This Contract may be executed in counterparts, including by fax, email, or other facsimile, each an original but all considered part of one Contract. Electronic signatures placed upon counterparts of this Contract by a Party shall be considered valid representations of that Party's signature.
14. **Notice.** Any notice required or permitted to be given under this Contract shall be sufficient if in writing and if sent by electronic mail, hand-delivered or by standard U.S. mail to the applicable Party at the following addresses or any other address so specified in writing by a Party:

GEMS DISTRICT ADDRESS
Glenpool Area Emergency Medical Service District
12205 S. Yukon Avenue
Glenpool, Oklahoma, 74033

CONTRACTOR ADDRESS
Lesli Smith, GEMS District Clerk
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

INTENDING TO BE LEGALLY BOUND HEREBY, CONTRACTOR AND GEMS DISTRICT EXECUTED THIS AGREEMENT AS OF THE DATE(S) SET FORTH BELOW.

CONTRACTOR

Signed: _____
Lesli Smith
District Clerk

Date: _____

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: _____
Joyce G. Calvert
Chair of the Board of Trustees

Date: _____



To: HONORABLE CHAIR AND GEMS DISTRICT BOARD MEMBERS

From: Julie Casteen, DISTRICT TREASURER

Date: December 13, 2023

Subject: Approval of Purchase Orders Receiving Report and Payment Claims as of 12/13/2023 totaling \$31,290.71.

Staff Recommendation:

Staff recommends a motion to accept the PO Receipt Register report dated 12/13/2023 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
24-17927	31-6-01-6210	Centurion Health System	Ambulance Service Jan 24	3096	\$15,000.00
24-17916	31-6-01-6225	City of Glenpool	1 st Responder Nov 2023	NOV2023	\$15,665.72
24-17928	31-6-01-6235	Julie Casteen	District Treasurer	JC12024	\$208.33
24-17925	31-6-01-6235	Susan White	District Administration	SW12024	\$208.33
24-17926	31-6-01-6235	Wendy Knight	District Clerk	WK12024	\$208.33
Total					\$31,290.71

Attachments:

1. Purchase Order Claims Register dated 12/13/2023 totaling \$31,290.71.
2. PO Receipt Register dated 12/13/2023 totaling \$31,290.71.
3. Purchase Orders and Invoices totaling \$31,290.71.

12/13/2023 5:24 PM
SEQUENCE: VENDOR NAME (ALPHA)

P O R E C E I P T R E G I S T E R
AUDIT REPORT

PAGE: 1
DETAIL LEVEL: INVOICE

VENDOR	NAME	INVOICE	POST DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
31-000004	CENTURION HEALTH SYSTEMS, DBA M	3096	1/02/2024	31	15,000.00	15,000.00
31-000005	CITY OF GLENPOOL - GEMS	NOV2023	1/02/2024	31	15,665.72	15,665.72
31-000031	JULIE CASTEEN	JCI2024	1/02/2024	31	208.33	208.33
31-000000	SUSAN WHITE	SW12024	1/02/2024	31	208.33	208.33
31-000002	WENDY KNIGHT	WK12024	1/08/2024	31	208.33	208.33
TOTALS					31,290.71	31,290.71

APPROVED

BY

Joyce Calvert, Chair
January 3, 2024

12/13/2023 5:25 PM
FUND: 31 - GEMS

PURCHASE ORDER CLAIM REGISTER
SUMMARY REPORT

PAGE: 1

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
24-17925	GEMS CONTRACT SVC DEC 202	31-000000	SUSAN WHITE	1/2024 SW12024	208.33
24-17926	GEMS CONTRACT SVC DEC 202	31-000002	WENDY KNIGHT	1/2024 WK12024	208.33
24-17927	AMBULANCE SUBSIDY JAN 202	31-000004	CENTURION HEALTH SYSTEMS, DBA	1/2024 3096	15,000.00
24-17916	1ST RESPONDER REIMBURSE-N	31-000005	CITY OF GLENPOOL - GEMS	1/2024 NOV2023	15,665.72
24-17928	GEMS CONTRACT SVC DEC 202	31-000031	JULIE CASTEEN	1/2024 JC12024	208.33
DEPARTMENT TOTAL:					31,290.71
FUND TOTAL:					31,290.71
GRAND TOTAL:					31,290.71

P U R C H A S E O R D E R
C I T Y O F G L E N P O O L , O K

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 24-17927 12/13/2023

ISSUED TO: VEND #: 31-000004
CENTURION HEALTH SYSTEMS, D
MERCY REGIONAL OKLAHOMA
9106 N GARNET RD
OWASSO, OK 74055

SHIP TO:
GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

12/13/2023

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT
THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF
SAID APPROPRIATION. 12/13/2023

PURCHASING OFFICER

DATE

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC DEC 2023 AMBULANCE SUBSIDY JAN 2024		00034358	31 -6-01-6210		0.00	15,000.00 *

** TOTAL ** 15,000.00

*** APPROVAL FOR PURCHASE ***

I HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED AND THAT THIS PURCHASE
ORDER IS NOW A TRUE AND JUST DEBT OF THIS CITY. THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE AMOUNT INDICATED ABOVE.

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE VENDOR'S SUBMISSION OF AN INVOICE OR ACCEPTANCE OF PAYMENT PURSUANT TO THIS PURCHASE CONSTITUTES
A STATEMENT BY THE VENDOR THAT THE INVOICE OR CLAIM IS TRUE AND CORRECT. THE WORK, SERVICES OR MATERIALS AS SHOWN BY THE INVOICE OR CLAIM HAVE BEEN COMPLETED OR
SUPPLIED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE VENDOR, AND THE VENDOR HAS MADE NO PAYMENT, DIRECTLY OR INDIRECTLY, TO
ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THIS STATE OR ANY COUNTY OR POLITICAL SUBDIVISION OF THE STATE OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT.
ANY VENDOR WHO SUBMITS AN INVOICE OR ACCEPTS PAYMENT PURSUANT TO THIS PURCHASE ORDER SHALL BE DEEMED TO ADOPT AND AFFIRM THE STATEMENT CONTAINED IN THIS
PURCHASE ORDER UNLESS THE VENDOR STATES ON THE INVOICE THAT THE STATEMENT IS INCORRECT IN WHOLE OR IN PART; AND THE CITY OF GLENPOOL OR ITS RELATED ENTITIES AS
THEIR INTEREST MAY APPEAR, MAY RECOVER FROM THE VENDOR THE FULL AMOUNT PAID PURSUANT TO THE PURCHASE ORDER IF THE STATEMENT ADOPTED AND AFFIRMED BY THE
VENDOR IS FALSE.

THE VENDOR SHALL FURNISH ITEMIZED INVOICE WHICH STATES THE VENDOR'S NAME AND ADDRESS. A CLEAR DESCRIPTION OF EACH ITEM PURCHASED IT'S PRICE, THE NUMBER OR
VOLUME OF EACH ITEM, ITS TOTAL PRICE, THE TOTAL OF THE PURCHASE, AND DATE OF THE PURCHASE.

Reg# 34358

Mercy Regional Oklahoma
Owasso, OK 74055

Invoice

Date	Invoice #
12/12/2023	3096

Bill To
Glenpool City Accounts Payable 12205 S Yukon Ave Glenpool, Ok 74033

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	ALS Ambulance Subsidy for January 2024	15,000.00	15,000.00
		Total	\$15,000.00

Phone #	Fax #
9186095829	918-609-5799

P U R C H A S E O R D E R

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected

PURCHASE ORDER # 24-17916

12/13/2023

ISSUED TO: VEND #: 31-000005
CITY OF GLENPOOL - GEMS
12205 S YUKON AVE.
GLENPOOL, OK 74033

SHIP TO:
GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

12/13/2023

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT
THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF
SAID APPROPRIATION. 12/13/2023

PURCHASING OFFICER

DATE

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1ST RESPONDER REIMBURSE-NOV 1ST RESPONDER REIMBURSE-NOV		00034345	31 -6-01-6225		0.00	15,665.72 *

** TOTAL ** 15,665.72

*** APPROVAL FOR PURCHASE ***

I HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED AND THAT THIS PURCHASE
ORDER IS NOW A TRUE AND JUST DEBT OF THIS CITY. THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE AMOUNT INDICATED ABOVE.

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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A STATEMENT BY THE VENDOR THAT THE INVOICE OR CLAIM IS TRUE AND CORRECT. THE WORK, SERVICES OR MATERIALS AS SHOWN BY THE INVOICE OR CLAIM HAVE BEEN COMPLETED OR
SUPPLIED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE VENDOR, AND THE VENDOR HAS MADE NO PAYMENT, DIRECTLY OR INDIRECTLY, TO
ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THIS STATE OR ANY COUNTY OR POLITICAL SUBDIVISION OF THE STATE OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT.
ANY VENDOR WHO SUBMITS AND INVOICE OR ACCEPTS PAYMENT PURSUANT TO THIS PURCHASE ORDER SHALL BE DEEMED TO ADOPT AND AFFIRM THE STATEMENT CONTAINED IN THIS
PURCHASE ORDER UNLESS THE VENDOR STATES ON THE INVOICE THAT THE STATEMENT IS INCORRECT IN WHOLE OR IN PART; AND THE CITY OF GLENPOOL OR ITS RELATED ENTITIES AS
THEIR INTEREST MAY APPEAR, MAY RECOVER FROM THE VENDOR THE FULL AMOUNT PAID PURSUANT TO THE PURCHASE ORDER IF THE STATEMENT ADOPTED AND AFFIRMED BY THE
VENDOR IS FALSE.

THE VENDOR SHALL FURNISH ITEMIZED INVOICE WHICH STATES THE VENDOR'S NAME AND ADDRESS. A CLEAR DESCRIPTION OF EACH ITEM PURCHASED IT'S PRICE, THE NUMBER OR
VOLUME OF EACH ITEM, ITS TOTAL PRICE, THE TOTAL OF THE PURCHASE, AND DATE OF THE PURCHASE.

Reg# 34345



INVOICE

CITY OF GLENPOOL
12205 S. YUKON AVE..
GLENPOOL, OK 74033
PHONE (918)322-5409

Customer Number: 01-0172

Invoice Number: NOV2023

Invoice Date: 12/11/2023

Due Date: 1/10/2024

P.O. # :

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT NOV 23	N/A	MONTH	N/A	15,665.72
NOVEMBER 2023				
*****THANK YOU*****			TOTAL DUE	\$15,665.72

FY 23/24 GEMS Admin/First Responder Reimbursements

	Nov
Total Runs	195
Fire runs	51
EMR runs	144
EMR Ratio	74%
Run Rate	\$ 106.88
Admin	\$ 275.00
Overtime	\$ -
Total	\$ 15,665.72

P U R C H A S E O R D E R
C I T Y O F G L E N P O O L , O K

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 24-17928 12/13/2023

ISSUED TO: VEND #: 31-000031
JULIE CASTEEN
26928 E 142ND PL S
COWETA, OK 74429

SHIP TO:
GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

12/13/2023

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT
THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF
SAID APPROPRIATION. 12/13/2023

PURCHASING OFFICER

DATE

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC DEC 2023 GEMS CONTRACT SVC DEC 2023		00034355	31 -6-01-6235		0.00	208.33 *

*** TOTAL *** 208.33

*** APPROVAL FOR PURCHASE ***

I HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED AND THAT THIS PURCHASE
ORDER IS NOW A TRUE AND JUST DEBT OF THIS CITY. THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE AMOUNT INDICATED ABOVE.

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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VOLUME OF EACH ITEM, ITS TOTAL PRICE, THE TOTAL OF THE PURCHASE, AND DATE OF THE PURCHASE.

P U R C H A S E O R D E R

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected

PURCHASE ORDER # 24-17925

12/13/2023

ISSUED TO: VEND #: 31-000000
 SUSAN WHITE
 210 SOUTH OAK GROVE ROAD
 CUSHING, OK 74023

SHIP TO:
 GEMS
 14566 S. ELWOOD
 GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

12/13/2023

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
 ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT
 THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF
 SAID APPROPRIATION.

12/13/2023

 PURCHASING OFFICER

 DATE

 ENCUMBERING OFFICER

 DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC DEC 2023 GEMS CONTRACT SVC DEC 2023		00034357	31 -6-01-6235		0.00	208.33 *

*** TOTAL ***

208.33

*** APPROVAL FOR PURCHASE ***

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 OFFICER OR DEPARTMENT HEAD IN CHARGE

 DATE

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 VOLUME OF EACH ITEM, ITS TOTAL PRICE, THE TOTAL OF THE PURCHASE, AND DATE OF THE PURCHASE.

INVOICE

Susan White
12205 S. Yukon Ave.
Glenpool, OK 74033
Phone: 918-322-3403
Email:

INVOICE #: SW12024

DATE: 1/1/2024

BILL TO:

Glenpool Emergency Medical Service
12205 S. Yukon Ave.
Glenpool, OK 74033
Phone: 918-209-4633 | Email: AP@cityofglenpool.com

[illegible]

If you have any questions concerning this invoice, Darrell Colbert / 918-209-4633 / Email: dcolbert@cityofglenpool.com

P U R C H A S E O R D E R
C I T Y O F G L E N P O O L , O K

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 24-17926 12/13/2023

ISSUED TO: VEND #: 31-000002
 WENDY KNIGHT
 P.O. BOX 3633
 MCALESTER, OK 74502

SHIP TO:
 GEMS
 14566 S. ELWOOD
 GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

12/13/2023

PURCHASING OFFICER

DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT
THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF
SAID APPROPRIATION.

12/13/2023

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC DEC 2023 GEMS CONTRACT SVC DEC 2023		00034356	31 -6-01-6235		0.00	208.33 *

** TOTAL **

208.33

*** APPROVAL FOR PURCHASE ***

I HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED AND THAT THIS PURCHASE
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OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE VENDOR'S SUBMISSION OF AN INVOICE OR ACCEPTANCE OF PAYMENT PURSUANT TO THIS PURCHASE CONSTITUTES
A STATEMENT BY THE VENDOR THAT THE INVOICE OR CLAIM IS TRUE AND CORRECT. THE WORK, SERVICES OR MATERIALS AS SHOWN BY THE INVOICE OR CLAIM HAVE BEEN COMPLETED OR
SUPPLIED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE VENDOR, AND THE VENDOR HAS MADE NO PAYMENT, DIRECTLY OR INDIRECTLY, TO
ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THIS STATE OR ANY COUNTY OR POLITICAL SUBDIVISION OF THE STATE OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT.
ANY VENDOR WHO SUBMITS AND INVOICE OR ACCEPTS PAYMENT PURSUANT TO THIS PURCHASE ORDER SHALL BE DEEMED TO ADOPT AND AFFIRM THE STATEMENT CONTAINED IN THIS
PURCHASE ORDER UNLESS THE VENDOR STATES ON THE INVOICE THAT THE STATEMENT IS INCORRECT IN WHOLE OR IN PART; AND THE CITY OF GLENPOOL OR ITS RELATED ENTITIES AS
THEIR INTEREST MAY APPEAR, MAY RECOVER FROM THE VENDOR THE FULL AMOUNT PAID PURSUANT TO THE PURCHASE ORDER IF THE STATEMENT ADOPTED AND AFFIRMED BY THE
VENDOR IS FALSE.

THE VENDOR SHALL FURNISH ITEMIZED INVOICE WHICH STATES THE VENDOR'S NAME AND ADDRESS. A CLEAR DESCRIPTION OF EACH ITEM PURCHASED IT'S PRICE, THE NUMBER OR
VOLUME OF EACH ITEM, ITS TOTAL PRICE, THE TOTAL OF THE PURCHASE, AND DATE OF THE PURCHASE.

