

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

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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 Monday, April 3, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

**AGENDA**

|                                                                                                                                                                                                                                                                                                                                                                                     | Page    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| A) <b>Call to Order - Timothy Lee Fox, Chairman</b>                                                                                                                                                                                                                                                                                                                                 |         |
| B) <b>Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman</b>                                                                                                                                                                                                                                                                                      |         |
| C) <b>EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS</b>                                                                                                                                                                                                                                                                                                       |         |
| 1) <a href="#"><u>EMS REPORT 03012017-03212017</u></a>                                                                                                                                                                                                                                                                                                                              | 2 - 4   |
| D) <b>District Administrator Report - Susan White, Adm., Sec.</b>                                                                                                                                                                                                                                                                                                                   |         |
| 1) <a href="#"><u>DISTRICT ADMIN REPORT 20170403</u></a>                                                                                                                                                                                                                                                                                                                            | 5       |
| E) <b>Scheduled Business</b>                                                                                                                                                                                                                                                                                                                                                        |         |
| 1) Discussion and possible action to approve minutes from March 6, 2017 meeting.<br>(Susan White, Secretary)<br><a href="#"><u>GEMS MIN 030617</u></a>                                                                                                                                                                                                                              | 6       |
| 2) Discussion and possible action to approve purchase order(s) and receipts register<br>totaling \$12,000.00.<br>(Julie Casteen, Treasurer)<br><a href="#"><u>PAYMENT CLAIMS AS OF 3-24-17</u></a>                                                                                                                                                                                  | 7 - 12  |
| 3) Discussion and possible action to recommend to the Tulsa County Board of<br>Commissioners that Trustee Brandon Kearns should be appointed for an additional<br>five-year term beginning June 1, 2017 through May 31, 2022.<br>(Susan White, Administrator/Secretary)<br><a href="#"><u>TRUSTEE KEARNS APPT</u></a><br><a href="#"><u>TULSA CO COM TRUSTEE RECOMMENDATION</u></a> | 13 - 14 |

**F) Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ am/pm.

Signed:

City Clerk

# Mercy Regional



Brian Cook  
Chief of Operations  
PO Box 2398  
Owasso, OK 74055  
Office: 918.609.5827  
Email: [bcook@mercy-regional.com](mailto:bcook@mercy-regional.com)

To: Honorable Chair and GEMS Board Members

From: Brian Cook, Chief of Operations

Date: March 22, 2017

Ref: EMS Report March 1, 2017 – March 21, 2017

During the time of March 1<sup>st</sup> through March 21, 2017 we logged 70 calls for service with 100% response time compliance. Fifty patients were transported, ten were treated but refused transport, four required mutual aid, three calls were cancelled, and one DOA. We also utilized a second Mercy truck for four of the calls.

We have received two new memberships since March 1, 2017.

Mercy Regional was approved for a new sepsis protocol by the State. At the time, we were approved we were one of only three agencies within the State of Oklahoma to have an approved sepsis protocol. Treating sepsis in the field by EMS professionals is new to the Country and new for the State of Oklahoma but we will be able to save more lives by recognizing and treating Sepsis in the field. We continue to strive to provide the very best to our patients.

Mercy continues to talk with Chief Newton on the best communication solution with the new radios the fire department will be integrating within the next month or two. We plan on investing in equipment that will allow Mercy Regional Medics to communicate with the Glenpool Fire Department. This will be a significant financial investment for Mercy but it is imperative that all the first responders in Glenpool can communicate.

A handwritten signature in black ink that reads "Brian Cook". The signature is written in a cursive, flowing style.

Brian Cook,  
Chief of Operations

| CRun    | Call Date       | Pick Up Location | Destination                    | Dispatched      | En Route        | On Scene        | Transport       | Arrived         | Clear           | Response Tin | Unit                |
|---------|-----------------|------------------|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|---------------------|
| 17-2525 | 3/1/2017 04:55  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/1/2017 04:55  | 3/1/2017 04:55  | 3/1/2017 05:02  | 3/1/2017 05:19  | 3/1/2017 05:43  | 3/1/2017 05:58  | 00:06:41     | MEDIC 401           |
| 17-2541 | 3/1/2017 11:30  | EMERGENCY SCENE  | HILLCREST MEDICAL CENTER       | 3/1/2017 11:31  | 3/1/2017 11:31  | 3/1/2017 11:35  | 3/1/2017 11:53  | 3/1/2017 12:17  | 3/1/2017 12:35  | 00:05:01     | MEDIC 401           |
| 17-2554 | 3/1/2017 13:05  | EMERGENCY SCENE  | HILLCREST SOUTH                | 3/1/2017 13:05  | 3/1/2017 13:06  | 3/1/2017 13:10  | 3/1/2017 13:29  | 3/1/2017 13:50  | 3/1/2017 14:08  | 00:05:35     | MEDIC 401           |
| 17-2564 | 3/1/2017 15:09  | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL         | 3/1/2017 15:10  | 3/1/2017 15:10  | 3/1/2017 15:10  | 3/1/2017 15:38  | 3/1/2017 15:38  | 3/1/2017 15:38  | 00:01:14     | MEDIC 401           |
| 17-2567 | 3/1/2017 16:15  | EMERGENCY SCENE  | HILLCREST MEDICAL CENTER       | 3/1/2017 16:16  | 3/1/2017 16:16  | 3/1/2017 16:18  | 3/1/2017 16:43  | 3/1/2017 17:07  | 3/1/2017 17:56  | 00:02:51     | MEDIC 401           |
| 17-2574 | 3/1/2017 18:34  | EMERGENCY SCENE  | ST. JOHN SAPULPA               | 3/1/2017 18:35  | 3/1/2017 18:37  | 3/1/2017 18:40  | 3/1/2017 19:10  | 3/1/2017 19:28  | 3/1/2017 19:42  | 00:05:46     | MEDIC 401           |
| 17-2605 | 3/2/2017 12:51  | EMERGENCY SCENE  | ST. JOHN TULSA                 | 3/2/2017 12:52  | 3/2/2017 12:53  | 3/2/2017 12:53  | 3/2/2017 13:11  | 3/2/2017 13:31  | 3/2/2017 14:46  | 00:02:09     | MEDIC 401           |
| 17-2622 | 3/2/2017 17:38  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/2/2017 17:40  | 3/2/2017 17:40  | 3/2/2017 17:41  | 3/2/2017 17:56  | 3/2/2017 18:12  | 3/2/2017 18:36  | 00:02:52     | MEDIC 401           |
| 17-2672 | 3/3/2017 17:55  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/3/2017 17:56  | 3/3/2017 17:56  | 3/3/2017 18:00  | 3/3/2017 18:18  | 3/3/2017 18:37  | 3/3/2017 18:59  | 00:04:40     | MEDIC 401           |
| 17-2674 | 3/3/2017 19:45  | EMERGENCY SCENE  | ST. JOHN TULSA                 | 3/3/2017 19:46  | 3/3/2017 19:47  | 3/3/2017 19:53  | 3/3/2017 20:24  | 3/3/2017 20:48  | 3/3/2017 21:05  | 00:07:51     | MEDIC 401           |
| 17-2680 | 3/3/2017 22:12  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/3/2017 22:12  | 3/3/2017 22:12  | 3/3/2017 22:16  | 3/3/2017 22:40  | 3/3/2017 22:57  | 3/3/2017 23:19  | 00:04:27     | MEDIC 401           |
| 17-2709 | 3/5/2017 00:25  | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL         | 3/5/2017 00:29  | 3/5/2017 00:29  | 3/5/2017 00:33  | 3/5/2017 00:41  | 3/5/2017 00:41  | 3/5/2017 00:41  | 00:07:11     | MEDIC 401           |
| 17-2711 | 3/5/2017 01:44  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/5/2017 01:46  | 3/5/2017 01:48  | 3/5/2017 01:49  | 3/5/2017 02:21  | 3/5/2017 02:40  | 3/5/2017 02:56  | 00:04:06     | MEDIC 401           |
| 17-2712 | 3/5/2017 02:07  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/5/2017 02:07  | 3/5/2017 02:07  | 3/5/2017 02:19  | 3/5/2017 02:32  | 3/5/2017 02:48  | 3/5/2017 03:10  | 00:11:32     | MEDIC 101           |
| 17-2713 | 3/5/2017 04:46  | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL         | 3/5/2017 04:50  | 3/5/2017 04:51  | 3/5/2017 04:55  | 3/5/2017 05:12  | 3/5/2017 05:12  | 3/5/2017 05:12  | 00:05:11     | MEDIC 401           |
| 17-2715 | 3/5/2017 08:22  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/5/2017 08:23  | 3/5/2017 08:23  | 3/5/2017 08:24  | 3/5/2017 08:35  | 3/5/2017 09:03  | 3/5/2017 09:17  | 00:01:15     | MEDIC 401           |
| 17-2717 | 3/5/2017 09:01  | EMERGENCY SCENE  | MUTUAL AID                     | 3/5/2017 09:02  | 3/5/2017 09:02  |                 |                 |                 |                 |              | MUTUAL AID RECEIVED |
| 17-2724 | 3/5/2017 13:48  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/5/2017 13:49  | 3/5/2017 13:49  | 3/5/2017 13:51  | 3/5/2017 14:17  | 3/5/2017 14:37  | 3/5/2017 14:50  | 00:02:58     | MEDIC 401           |
| 17-2728 | 3/5/2017 17:35  | EMERGENCY SCENE  | HILLCREST MEDICAL CENTER       | 3/5/2017 17:36  | 3/5/2017 17:36  | 3/5/2017 17:39  | 3/5/2017 18:22  | 3/5/2017 19:15  | 3/5/2017 19:15  | 00:04:05     | MEDIC 401           |
| 17-2731 | 3/5/2017 19:40  | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL         | 3/5/2017 19:40  | 3/5/2017 19:40  | 3/5/2017 19:44  | 3/5/2017 20:01  | 3/5/2017 20:01  | 3/5/2017 20:01  | 00:04:19     | MEDIC 401           |
| 17-2737 | 3/5/2017 23:02  | EMERGENCY SCENE  | ST. JOHN TULSA                 | 3/5/2017 23:02  | 3/5/2017 23:02  | 3/5/2017 23:10  | 3/5/2017 23:50  | 3/6/2017 00:15  | 3/6/2017 01:09  | 00:08:00     | MEDIC 401           |
| 17-2740 | 3/6/2017 00:14  | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL         | 3/6/2017 00:16  | 3/6/2017 00:16  | 3/6/2017 00:19  | 3/6/2017 00:36  | 3/6/2017 00:36  | 3/6/2017 00:36  | 00:05:02     | MEDIC 102           |
| 17-2746 | 3/6/2017 08:17  | EMERGENCY SCENE  | ST. JOHN TULSA                 | 3/6/2017 08:18  | 3/6/2017 08:19  | 3/6/2017 08:21  | 3/6/2017 08:51  | 3/6/2017 09:11  | 3/6/2017 09:40  | 00:04:08     | MEDIC 401           |
| 17-2786 | 3/6/2017 20:44  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/6/2017 20:44  | 3/6/2017 20:45  | 3/6/2017 20:50  | 3/6/2017 21:27  | 3/6/2017 21:48  | 3/6/2017 22:11  | 00:06:01     | MEDIC 401           |
| 17-2791 | 3/6/2017 22:46  | EMERGENCY SCENE  | NO PATIENT FOUND               | 3/6/2017 22:46  | 3/6/2017 22:48  | 3/6/2017 22:55  | 3/6/2017 23:07  | 3/6/2017 23:07  | 3/6/2017 23:07  | 00:08:22     | MEDIC 401           |
| 17-2802 | 3/7/2017 08:16  | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL         | 3/7/2017 08:17  | 3/7/2017 08:17  | 3/7/2017 08:18  | 3/7/2017 08:47  | 3/7/2017 08:47  | 3/7/2017 08:47  | 00:01:43     | MEDIC 401           |
| 17-2817 | 3/7/2017 12:42  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/7/2017 12:42  | 3/7/2017 12:43  | 3/7/2017 12:46  | 3/7/2017 12:58  | 3/7/2017 13:20  | 3/7/2017 13:44  | 00:04:17     | MEDIC 401           |
| 17-2820 | 3/7/2017 13:22  | EMERGENCY SCENE  | MUTUAL AID                     | 3/7/2017 13:27  | 3/7/2017 13:27  |                 |                 |                 |                 |              | MUTUAL AID RECEIVED |
| 17-2824 | 3/7/2017 14:31  | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/7/2017 14:32  | 3/7/2017 14:32  | 3/7/2017 14:34  | 3/7/2017 14:51  | 3/7/2017 15:10  | 3/7/2017 15:35  | 00:02:54     | MEDIC 401           |
| 17-2829 | 3/7/2017 16:39  | EMERGENCY SCENE  | ST. FRANCIS SOUTH              | 3/7/2017 16:40  | 3/7/2017 16:40  | 3/7/2017 16:41  | 3/7/2017 16:56  | 3/7/2017 17:14  | 3/7/2017 17:29  | 00:02:31     | MEDIC 401           |
| 17-2832 | 3/7/2017 17:40  | EMERGENCY SCENE  | OSU MEDICAL CENTER             | 3/7/2017 17:40  | 3/7/2017 17:41  | 3/7/2017 17:45  | 3/7/2017 18:15  | 3/7/2017 18:31  | 3/7/2017 18:46  | 00:05:17     | MEDIC 401           |
| 17-2837 | 3/7/2017 20:58  | EMERGENCY SCENE  | CANCELLED BY CALLER            | 3/7/2017 21:08  | 3/7/2017 21:08  |                 |                 |                 |                 |              |                     |
| 17-2841 | 3/7/2017 23:54  | EMERGENCY SCENE  | ST. FRANCIS SOUTH              | 3/7/2017 23:56  | 3/7/2017 23:56  | 3/7/2017 23:59  | 3/8/2017 00:31  | 3/8/2017 00:57  | 3/8/2017 01:05  | 00:05:26     | MEDIC 401           |
| 17-2853 | 3/8/2017 08:55  | EMERGENCY SCENE  | HILLCREST SOUTH                | 3/8/2017 08:56  | 3/8/2017 08:56  | 3/8/2017 08:59  | 3/8/2017 09:19  | 3/8/2017 09:35  | 3/8/2017 09:56  | 00:04:03     | MEDIC 401           |
| 17-2873 | 3/8/2017 14:21  | EMERGENCY SCENE  | ST. FRANCIS CHILDRENS HOSPITAL | 3/8/2017 14:22  | 3/8/2017 14:23  | 3/8/2017 14:26  | 3/8/2017 14:39  | 3/8/2017 15:02  | 3/8/2017 15:17  | 00:05:08     | MEDIC 401           |
| 17-2874 | 3/8/2017 14:24  | EMERGENCY SCENE  | CANCELLED BY CALLER            | 3/8/2017 14:25  | 3/8/2017 14:25  |                 |                 |                 |                 |              |                     |
| 17-2911 | 3/9/2017 17:31  | EMERGENCY SCENE  | ST. JOHN TULSA                 | 3/9/2017 17:31  | 3/9/2017 17:31  | 3/9/2017 17:36  | 3/9/2017 17:55  | 3/9/2017 18:15  | 3/9/2017 18:41  | 00:05:54     | MEDIC 401           |
| 17-2930 | 3/10/2017 09:38 | EMERGENCY SCENE  | NO PATIENT FOUND               | 3/10/2017 09:39 | 3/10/2017 09:40 | 3/10/2017 09:44 | 3/10/2017 09:45 | 3/10/2017 09:45 | 3/10/2017 09:45 | 00:05:02     | MEDIC 401           |
| 17-2942 | 3/10/2017 13:17 | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/10/2017 13:18 | 3/10/2017 13:20 | 3/10/2017 13:20 | 3/10/2017 13:32 | 3/10/2017 14:12 | 3/10/2017 14:12 | 00:03:11     | MEDIC 401           |
| 17-2948 | 3/10/2017 14:31 | EMERGENCY SCENE  |                                | 3/10/2017 14:31 | 3/10/2017 14:31 | 3/10/2017 14:35 | 3/10/2017 14:54 | 3/10/2017 15:16 | 3/10/2017 15:39 | 00:04:52     | MEDIC 401           |
| 17-2952 | 3/10/2017 16:18 | EMERGENCY SCENE  | ST. JOHN TULSA                 | 3/10/2017 16:18 | 3/10/2017 16:21 | 3/10/2017 16:21 | 3/10/2017 16:48 | 3/10/2017 17:06 | 3/10/2017 17:33 | 00:03:09     | MEDIC 401           |
| 17-2953 | 3/10/2017 16:41 | EMERGENCY SCENE  | MUTUAL AID                     | 3/10/2017 16:41 | 3/10/2017 16:41 |                 |                 |                 |                 |              | MUTUAL AID RECEIVED |
| 17-2973 | 3/11/2017 11:06 | EMERGENCY SCENE  | HILLCREST SOUTH                | 3/11/2017 11:06 | 3/11/2017 11:08 | 3/11/2017 11:10 | 3/11/2017 11:20 | 3/11/2017 11:42 | 3/11/2017 11:58 | 00:04:18     | MEDIC 401           |
| 17-2974 | 3/11/2017 12:32 | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/11/2017 12:33 | 3/11/2017 12:33 | 3/11/2017 12:36 | 3/11/2017 12:56 | 3/11/2017 13:13 | 3/11/2017 13:50 | 00:03:28     | MEDIC 401           |
| 17-2986 | 3/11/2017 22:42 | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/11/2017 22:42 | 3/11/2017 22:43 | 3/11/2017 22:48 | 3/11/2017 23:05 | 3/11/2017 23:28 | 3/11/2017 23:53 | 00:06:45     | MEDIC 401           |
| 17-2988 | 3/11/2017 23:26 | EMERGENCY SCENE  | MUTUAL AID                     | 3/11/2017 23:27 |                 |                 |                 |                 |                 |              | MUTUAL AID RECEIVED |
| 17-3006 | 3/12/2017 21:25 | EMERGENCY SCENE  | HILLCREST MEDICAL CENTER       | 3/12/2017 21:27 | 3/12/2017 21:28 | 3/12/2017 21:33 | 3/12/2017 21:51 | 3/12/2017 22:09 | 3/12/2017 22:23 | 00:08:33     | MEDIC 401           |
| 17-3007 | 3/12/2017 21:44 | EMERGENCY SCENE  | ST. FRANCIS SOUTH              | 3/12/2017 21:44 | 3/12/2017 21:44 | 3/12/2017 22:02 | 3/12/2017 22:31 | 3/12/2017 22:49 | 3/12/2017 23:11 | 00:17:58     | MEDIC 101           |
| 17-3015 | 3/13/2017 08:02 | EMERGENCY SCENE  | HILLCREST SOUTH                | 3/13/2017 08:03 | 3/13/2017 08:04 | 3/13/2017 08:08 | 3/13/2017 08:28 | 3/13/2017 08:46 | 3/13/2017 09:08 | 00:06:02     | MEDIC 401           |
| 17-3026 | 3/13/2017 12:04 | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/13/2017 12:04 | 3/13/2017 12:04 | 3/13/2017 12:04 | 3/13/2017 12:07 | 3/13/2017 12:27 | 3/13/2017 12:46 | 00:00:17     | MEDIC 401           |
| 17-3029 | 3/13/2017 12:15 | EMERGENCY SCENE  | CANCELLED BY CALLER            | 3/13/2017 12:16 | 3/13/2017 12:16 |                 |                 |                 |                 |              |                     |
| 17-3051 | 3/13/2017 21:46 | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/13/2017 21:48 | 3/13/2017 21:48 | 3/13/2017 21:51 | 3/13/2017 22:07 | 3/13/2017 22:28 | 3/13/2017 22:47 | 00:05:04     | MEDIC 401           |
| 17-3054 | 3/13/2017 23:21 | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL         | 3/13/2017 23:23 | 3/13/2017 23:23 | 3/13/2017 23:24 | 3/14/2017 00:01 | 3/14/2017 00:01 | 3/14/2017 00:01 | 00:02:54     | MEDIC 401           |
| 17-3143 | 3/15/2017 21:07 | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/15/2017 21:07 | 3/15/2017 21:07 | 3/15/2017 21:09 | 3/15/2017 21:44 | 3/15/2017 22:08 | 3/15/2017 22:24 | 00:02:31     | MEDIC 401           |
| 17-3156 | 3/16/2017 10:03 | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/16/2017 10:04 | 3/16/2017 10:04 | 3/16/2017 10:06 | 3/16/2017 10:38 | 3/16/2017 10:51 | 3/16/2017 11:29 | 00:03:06     | MEDIC 401           |
| 17-3166 | 3/16/2017 12:51 | EMERGENCY SCENE  | ST. JOHN TULSA                 | 3/16/2017 12:52 | 3/16/2017 12:52 | 3/16/2017 12:54 | 3/16/2017 13:09 | 3/16/2017 13:29 | 3/16/2017 14:25 | 00:03:39     | MEDIC 401           |
| 17-3189 | 3/16/2017 21:57 | EMERGENCY SCENE  | ST. FRANCIS TULSA              | 3/16/2017 21:59 | 3/16/2017 22:00 | 3/16/2017 22:01 | 3/16/2017 22:12 | 3/16/2017 22:29 | 3/16/2017 22:51 | 00:04:04     | MEDIC 401           |
| 17-3194 | 3/17/2017 01:11 | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL         | 3/17/2017 01:12 | 3/17/2017 01:12 | 3/17/2017 01:15 | 3/17/2017 01:36 | 3/17/2017 01:36 | 3/17/2017 01:36 | 00:04:31     | MEDIC 401           |

|         |                 |                  |                        |                 |                 |                 |                 |                 |                 |          |                   |
|---------|-----------------|------------------|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|-------------------|
| 17-3229 | 3/17/2017 14:56 | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL | 3/17/2017 14:57 | 3/17/2017 14:58 | 3/17/2017 15:00 | 3/17/2017 15:16 | 3/17/2017 15:16 | 3/17/2017 15:16 | 00:04:11 | MEDIC 401         |
| 17-3254 | 3/18/2017 15:17 | EMERGENCY SCENE  | HILLCREST SOUTH        | 3/18/2017 15:17 | 3/18/2017 15:20 | 3/18/2017 15:24 | 3/18/2017 15:47 | 3/18/2017 16:03 | 3/18/2017 16:23 | 00:07:08 | MEDIC 401         |
| 17-3259 | 3/18/2017 18:25 | EMERGENCY SCENE  | ST. JOHN TULSA         | 3/18/2017 18:26 | 3/18/2017 18:26 | 3/18/2017 18:27 | 3/18/2017 18:39 | 3/18/2017 19:05 | 3/18/2017 19:24 | 00:01:53 | MEDIC 401         |
| 17-3266 | 3/18/2017 23:06 | EMERGENCY SCENE  | ST. FRANCIS TULSA      | 3/18/2017 23:09 | 3/18/2017 23:09 | 3/18/2017 23:09 | 3/18/2017 23:44 | 3/18/2017 23:59 | 3/19/2017 00:25 | 00:03:42 | MEDIC 401         |
| 17-3269 | 3/19/2017 07:47 | MUTUAL AID GIVEN | ST. FRANCIS SOUTH      | 3/19/2017 07:48 | 3/19/2017 07:50 | 3/19/2017 07:56 | 3/19/2017 08:43 | 3/19/2017 08:58 | 3/19/2017 09:16 | 00:09:28 | MEDIC 401MA GIVEN |
| 17-3273 | 3/19/2017 10:51 | EMERGENCY SCENE  | ST. FRANCIS TULSA      | 3/19/2017 10:53 | 3/19/2017 10:53 | 3/19/2017 10:56 | 3/19/2017 11:09 | 3/19/2017 11:31 | 3/19/2017 11:44 | 00:04:51 | MEDIC 401         |
| 17-3274 | 3/19/2017 12:11 | EMERGENCY SCENE  | ST. FRANCIS TULSA      | 3/19/2017 12:11 | 3/19/2017 12:12 | 3/19/2017 12:15 | 3/19/2017 12:31 | 3/19/2017 12:44 | 3/19/2017 13:04 | 00:04:38 | MEDIC 401         |
| 17-3279 | 3/19/2017 16:01 | EMERGENCY SCENE  | HILLCREST SOUTH        | 3/19/2017 16:02 | 3/19/2017 16:03 | 3/19/2017 16:07 | 3/19/2017 16:18 | 3/19/2017 16:34 | 3/19/2017 17:17 | 00:05:47 | MEDIC 401         |
| 17-3281 | 3/19/2017 16:49 | EMERGENCY SCENE  | DOA - DEAD ON ARRIVAL  | 3/19/2017 16:50 | 3/19/2017 16:50 | 3/19/2017 16:57 | 3/19/2017 17:16 | 3/19/2017 17:16 | 3/19/2017 17:16 | 00:08:25 | MEDIC 102         |
| 17-3288 | 3/19/2017 21:30 | EMERGENCY SCENE  | SIGNED PATIENT REFUSAL | 3/19/2017 21:30 | 3/19/2017 21:32 | 3/19/2017 21:34 | 3/19/2017 21:49 | 3/19/2017 21:49 | 3/19/2017 21:49 | 00:03:11 | MEDIC 401         |
| 17-3307 | 3/20/2017 11:30 | EMERGENCY SCENE  | ST. FRANCIS TULSA      | 3/20/2017 11:30 | 3/20/2017 11:30 | 3/20/2017 11:35 | 3/20/2017 11:52 | 3/20/2017 12:15 | 3/20/2017 12:32 | 00:05:07 | MEDIC 401         |
| 17-3352 | 3/21/2017 15:14 | EMERGENCY SCENE  | ST. FRANCIS TULSA      | 3/21/2017 15:15 | 3/21/2017 15:15 | 3/21/2017 15:16 | 3/21/2017 15:31 | 3/21/2017 15:56 | 3/21/2017 16:12 | 00:01:46 | MEDIC 401         |

# Glenpool Area Emergency Medical Services District

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12205 South Yukon Avenue  
Glenpool, Oklahoma 74033

To: HONORABLE CHAIRMAN AND TRUSTEES  
From: Susan White, District Administrator/Secretary  
Date: April 3, 2017  
Subject: District Administrator Report

## 2015 Audit Report

The Oklahoma State Auditor and Inspector's office released the 2015 Report following the last Board meeting. The audit period was July 1, 2013 – June 30, 2015. Two of the four findings had already been identified and corrected by staff prior to the audit field work. Staff are currently working on policy or procedure amendments, or have already implemented changes to incorporate the recommendation of OSAI related to the remaining two findings.

## PO/Receiving Report approval

The Board will notice a new action item scheduled on each Regular meeting agenda going forward as a result of the auditor's recommendation to approve purchase orders and a receiving report for all invoices, except those exempted by law.

## Contract Renewals

Staff have scheduled meetings to review and discuss possible amendments to contracts subject to a July 1 renewal date. Final drafts will be presented for Board approval.

## Capital Expenditures

Trustees should expect an item to approve the purchase of cardiac monitors on the May meeting agenda. This is a large capital expense item which was appropriated in the FY 17 Budget.

**MINUTES  
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT  
Regular Meeting  
March 6, 2017**

The Regular Meeting of the Glenpool Area Emergency Medical Service District was held at Council Chambers, Glenpool City Hall. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice Chairman; Brandon Kearns and Jacqueline Triplett-Lund. Patricia Agee was absent.

Staff present: Lowell Peterson, District Legal Counsel; Susan White, District Administrator, Secretary; and Julie Casteen, District Treasurer. Roger Kolman, City Manager, was also present. Also present was Brett Copple with Mercy Regional EMS.

- A) **Chairman Fox called the meeting to order at 7:26 p.m.**
- B) **Secretary White called the roll and Chairman Fox declared a quorum present.**
- C) **EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
- Brett Copple, Manager presented the report for the period of February 2017. Mercy logged 101 calls and maintained a 99.98% response time compliance.
- D) **District Administrator Report - Susan White, Adm., Sec.**
- Ms. White presented a brief update on the status of collected revenues as well as expenditures represented in the current budget.
- E) **Scheduled Business**
- 1) **Discussion and possible action to approve minutes from February 6, 2017 meeting.**  
**MOTION:** Trustee Kearns moved, second by Trustee Lund to approve minutes as presented.  
**FOR:** Trustee Lund; Vice Chairman Ceesay; Chairman Fox; Trustee Kearns  
**AGAINST:** None  
**ABSENT:** Trustee Agee  
**Motion carried.**
- 2) **Discussion and possible action to appoint Roger Kolman as checking account signatory.**  
Julie Casteen, Treasurer recommended the Board approve an additional signatory to improve internal controls and segregation of duties. She further recommended the appointment of Roger Kolman for that purpose.  
**MOTION:** Vice-Chairman Ceesay moved, second by Trustee Lund to appoint Roger Kolman as additional checking account signatory.  
**FOR:** Vice Chairman Ceesay; Chairman Fox; Trustee Kearns; Trustee Lund  
**AGAINST:** None  
**ABSENT:** Trustee Agee  
**Motion carried.**
- F) **Adjournment.**
- There being no further business, the meeting was adjourned at 7:33 p.m.

ATTEST:

\_\_\_\_\_  
Clerk/Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman

**Glenpool Area Emergency Medical Service District**

12205 South Yukon Avenue  
Glenpool, Oklahoma 74033

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**To:** HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS  
**From:** Julie Casteen, District Treasurer  
**Date:** April 3, 2017  
**Subject:** Approval of Purchase Order Receiving Report and Payment Claims as of 3/24/17 totaling \$12,000

**Background:**

To expand internal controls and improve transparency in the reporting of the District's expenditures, a new procedure has been established to report goods and services received, and to request approval for payment of those goods and services.

A purchase order receiving report and a list of claims to be paid will be presented to the Board monthly for approval.

**Staff Recommendation:**

Staff recommends a motion to accept the PO Receipt Register report dated 3/24/17 and approve the following payments:

| PO #     | Acct         | Description             | Vendor                   | Invoice      | Amount          |
|----------|--------------|-------------------------|--------------------------|--------------|-----------------|
| 17-06357 | 31-6-01-6210 | March Ambulance Service | Centurion Health Systems | 1368         | \$12,000        |
|          |              |                         |                          | <b>Total</b> | <b>\$12,000</b> |

**Attachments:**

1. PO Receipt Register dated 3/24/17
2. Purchase Order Claims Register dated 3/24/17 totaling \$12,000
3. Purchase Order and Invoices totaling \$12,000

3/24/2017 10:35 AM  
SEQUENCE: VENDOR NUMBER

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 |
|------------|-------------------------------|---------|-----------|------|----------------|--------------|
| 01-001267  | CENTURION HEALTH SYSTEMS, DBA | 1368    | 3/21/2017 | 31   | 12,000.00      | 12,000.00    |
| **TOTALS** |                               |         |           |      | 12,000.00      | 12,000.00    |

GEM 5  
Receipt Reg = 12,000.<sup>00</sup>

3/24/2017 10:36 AM  
FUND: 31 - GEMS

PURCHASE ORDER CLAIM REGISTER  
SUMMARY REPORT

PAGE: 1

| PURCHASE ORDER                    | DESCRIPTION               | VENDOR #  | VENDOR NAME                   | DATE INVOICE | AMOUNT    |
|-----------------------------------|---------------------------|-----------|-------------------------------|--------------|-----------|
| DEPARTMENT: 01 - NON-DEPARTMENTAL |                           |           |                               |              |           |
| 17-06357                          | AMBULANCE EMS SVC FY16-17 | 01-001267 | CENTURION HEALTH SYSTEMS, DBA | 3/2017 1368  | 12,000.00 |
| DEPARTMENT TOTAL:                 |                           |           |                               |              | 12,000.00 |
| FUND TOTAL:                       |                           |           |                               |              | 12,000.00 |
| GRAND TOTAL:                      |                           |           |                               |              | 12,000.00 |

3/24/2017 10:36 AM

PURCHASE ORDER CLAIM REGISTER  
G/L RECAP

PAGE: 2

| <u>PERIOD</u> | <u>G/L ACCOUNT</u> | <u>NAME</u>        | <u>AMOUNT</u> | <u>FUND TOTAL</u> |
|---------------|--------------------|--------------------|---------------|-------------------|
| 3/2017        | 31-6-01-6210       | AMBULANCE CONTRACT | 12,000.00     | 12,000.00         |
|               |                    | GRAND TOTAL:       |               | 12,000.00         |

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 # 17-06357

07/12/2016

ISSUED TO: VEND #: 01-001267  
CENTURION HEALTH SYSTEMS,  
MERCY REGIONAL OKLAHOMA  
9106 N. GARNETT RD.  
OWASSO, OK 74055

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.



07/12/2016

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.



07/12/2016

ENCUMBERING OFFICER

DATE

| UNITS | DESCRIPTION                                             | INV PART NUMBER | REQUEST  | G/L ACCOUNT   | PROJ | PRICE | AMOUNT       |
|-------|---------------------------------------------------------|-----------------|----------|---------------|------|-------|--------------|
| 0.00  | AMBULANCE EMS SVC FY 16-17<br>AMBULANCE EMS SVC FY16-17 |                 | 00018474 | 31 -6-01-6210 |      | 0.00  | 144,000.00 * |

1368 = 12,000.00

MARCH 2017

Partial Payment

12,000.00

\*\* TOTAL \*\*

144,000.00

\*\*\* 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.



3/23/17

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

Mercy Regional Oklahoma

Owasso, OK 74055

Centurion Health Systems

## Invoice

| Date      | Invoice # |
|-----------|-----------|
| 3/16/2017 | 1368      |

**Bill To**

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

| P.O. No. | Terms | Project |
|----------|-------|---------|
|          |       |         |

| Quantity | Description                     | Rate                                                         | Amount      |
|----------|---------------------------------|--------------------------------------------------------------|-------------|
|          | ALS Ambulance Subsidy for March | 12,000.00                                                    | 12,000.00   |
|          |                                 | <p>RECEIVED<br/>MAR 20 2017<br/>BY<br/>A/P-FIN: GLENPOOL</p> |             |
|          |                                 |                                                              |             |
|          |                                 | <b>Total</b>                                                 | \$12,000.00 |

| Phone #    | Fax #        |
|------------|--------------|
| 9186095800 | 918-609-5799 |

# Glenpool Area Emergency Medical Services District

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12205 South Yukon Avenue  
Glenpool, Oklahoma 74033

To: HONORABLE CHAIRMAN AND TRUSTEES  
From: Susan White, District Administrator/Secretary  
Date: April 3, 2017  
Subject: Trustee Appointment

## Background

The GEMS District was created under and by virtue of Section 9c, Article X, of the Constitution of the State of Oklahoma. It provides for trustees to be appointed to five-year terms by the County Commissioners.

The Tulsa County Commission appointed the original members of the Board and desire a recommendation from the Board for all subsequent appointments as terms expire.

The term of Trustee Kearns will expire on May 31.

## Recommendation

Consider action to recommend to the Tulsa County Commission that Brandon Kearns serve as Trustee for an additional five years, term expiration May 31, 2022.

## Attachment

Letter to Tulsa County Commission

# Glenpool Area Emergency Medical Services District

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12205 South Yukon Avenue  
Glenpool, Oklahoma 74033

April 3, 2017

Tulsa County Board of Commissioners  
Ray Jordan Administration Building  
500 S. Denver Avenue  
Tulsa, OK 74103

Re: Trustee Appointment of Brandon Kearns

Honorable Board of Commissioners,

The term of Trustee Brandon Kearns will expire May 31, 2017. GEMS District Board of Trustees met on April 3, 2017 and approved action to recommend to the Tulsa County Board of Commissioners that Mr. Kearns be considered for reappointment. Mr. Kearns has agreed to serve for another term if appointed.

It is my pleasure to recommend to the Tulsa County Board of Commissioners that Mr. Brandon Kearns be appointed to the Glenpool Area Emergency Medical Service District Board of Trustees for an additional five-year term.

Respectfully,

Timothy Lee Fox  
Chairman