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 July 6, 2021, 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=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09
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/u/kdrY6w7ABX

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: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM JULY 6, 2021.**

AGENDA

		Page
A)	**Call to Order - Joyce G. Calvert, Chair**	
B)	**Roll Call, Declaration of Quorum – Wendy Knight, Clerk; Joyce G. Calvert, Chair**	
C)	**EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**	
	1) GEMS EMS REPORT 06012021-06292021	3 - 5
D)	**District Administrator Report - Susan White, Administrator**	
	1) Bank Statement May 2021	6 - 10

E) **Scheduled Business**

1) Discussion and possible action to approve, deny, or amend the minutes from June 7, 2021, and June 21, 2021 meetings. 11 - 19
(Wendy Knight, Clerk)
GEMS - 07 Jun 2021 - Minutes - Html
GEMS - 21 Jun 2021 - Minutes - Html

2) Discussion and possible action to approve, or deny purchase order(s) and receipts register totaling $21,840.63. 20 - 43
(Susan White, District Administrator, Interim Treasurer, Finance Officer)
GEMS Invoice 7-6-21

3) Discussion and possible action to review Management's Acknowledgement of Findings for the Fiscal Year End June 30, 2020 from the Oklahoma State Auditor and Inspector and indicate such non-reportable findings were discussed, by signature of each Trustee. 44 - 51
(Susan White, District Administrator/Interim Treasurer)
Staff Report - Audit Mgmt Acknowledgement
Glenpool EMS exit packet. FY 20 (003)

F) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on July 2, 2021, by 4:00 pm.
Signed: Wendy Knight
Clerk

Mercy Regional EMS

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: June 30, 2021

Ref: EMS Report June 1, 2021 – June 29, 2021

We logged 111 calls for service during this period while maintaining a 94% response time compliance.

69 patients treated and transported
18 patients refused transport
8 Mutual aid given
4 mutual aid received
8 cancelled prior to arrival
3 No patient found
1 false alarm

Mercy Regional was recognized by the Glenpool Chamber as the June Business of the Month. It is an honor to be recognized by such a prestigious group of business, community and civic leaders in and around Glenpool. We are honored and appreciate the recognition of the hard work and dedication our men and women provide for the citizens of Glenpool every day.

Red, White & Boom Bash: Debbie Hollenbeck has met with Chief Newton and has developed a plan with the fire department on how we will provide care during the event. We are dedicating two additional crews (two Paramedics and Two EMTs) to the event with one ambulance. In the event of an injury or illness, the crews on site will provide care immediately and then call in our regular ambulances for transport if needed. If both of our ambulances are busy with other calls, we will have the ambulance on site transport. The two crews dedicated to the event will be on foot among the crowd, checking on them and showing them that we are there if needed. We are also working with St. Francis Glenpool on supplying medical equipment and supplies to the first aid tent where there will be nurses available.

Brian Cook,
Chief Operating Officer

CRun	Call Date	Pick Up Location	Destination	Dispacthed	En Route	On Scene	Transport	Arrived	Clear	Response Time	Unit	
21-7858	6/1/2021 02:38	EMERGENCY SCENE	ST. FRANCIS TULSA	6/1/2021 02:39	6/1/2021 02:41	6/1/2021 02:45	6/1/2021 03:09	6/1/2021 03:36	1/1/1900	00:07:13	MEDIC 401	
21-7868	6/1/2021 08:38	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	6/1/2021 08:39	6/1/2021 08:41	6/1/2021 08:46	6/1/2021 08:46	6/1/2021 08:46	6/1/2021 08:46	00:08:07	MEDIC 401	
21-7908	6/1/2021 18:58	EMERGENCY SCENE	ST. FRANCIS TULSA	6/1/2021 19:01	6/1/2021 19:01	6/1/2021 19:03	6/1/2021 19:20	6/1/2021 19:41	6/1/2021 19:59	00:05:18	MEDIC 401	
21-7923	6/2/2021 06:02	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/2/2021 06:03	6/2/2021 06:05	6/2/2021 06:10	6/2/2021 06:31	6/2/2021 06:51	6/2/2021 07:09	00:07:37	MEDIC 401	
21-7945	6/2/2021 14:02	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	6/2/2021 14:03	6/2/2021 14:04	6/2/2021 14:04	6/2/2021 14:04	6/2/2021 14:04	6/2/2021 14:04	00:02:12	MEDIC 401	
21-7973	6/2/2021 20:50	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/2/2021 20:51	6/2/2021 20:51	6/2/2021 20:54	6/2/2021 21:20	6/2/2021 21:20	6/2/2021 21:20	00:04:25	MEDIC 401	
21-7987	6/3/2021 05:58	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/3/2021 05:59	6/3/2021 06:01	6/3/2021 06:05	6/3/2021 06:16	6/3/2021 06:16	6/3/2021 06:16	00:07:41	MEDIC 401	
21-7996	6/3/2021 10:07	EMERGENCY SCENE	ST. FRANCIS TULSA	6/3/2021 10:09	6/3/2021 10:13	6/3/2021 10:13	6/3/2021 10:36	6/3/2021 10:55	6/3/2021 11:14	00:05:44	MEDIC 401	
21-8022	6/3/2021 18:52	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	6/3/2021 18:53	6/3/2021 18:55	6/3/2021 18:57	6/3/2021 18:57	6/3/2021 18:57	6/3/2021 18:57	00:04:51	MEDIC 401	
21-8032	6/3/2021 21:58	EMERGENCY SCENE	ST. FRANCIS TULSA	6/3/2021 22:01	6/3/2021 22:01	6/3/2021 22:05	6/3/2021 22:23	6/3/2021 22:44	6/3/2021 22:59	00:06:30	MEDIC 401	
21-8037	6/4/2021 03:11	EMERGENCY SCENE	ST. FRANCIS TULSA	6/4/2021 03:12	6/4/2021 03:15	6/4/2021 03:19	6/4/2021 03:35	6/4/2021 03:55	6/4/2021 04:06	00:07:26	MEDIC 401	
21-8069	6/4/2021 15:04	EMERGENCY SCENE	ST. FRANCIS TULSA	6/4/2021 15:06	6/4/2021 15:07	6/4/2021 15:11	6/4/2021 15:27	6/4/2021 15:44	6/4/2021 16:04	00:06:46	MEDIC 401	
21-8076	6/4/2021 16:36	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/4/2021 16:36	6/4/2021 16:36	6/4/2021 16:44	6/4/2021 16:58	6/4/2021 17:18	6/4/2021 17:44	00:08:03	MEDIC 401	
21-8091	6/5/2021 02:47	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	6/5/2021 02:49	6/5/2021 02:51	6/5/2021 02:58	6/5/2021 03:10	6/5/2021 03:27	6/5/2021 03:49	00:11:20	MEDIC 401	
21-8099	6/5/2021 07:08	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/5/2021 07:09	6/5/2021 07:13	6/5/2021 07:25	6/5/2021 07:46	6/5/2021 08:02	6/5/2021 09:26	00:16:54	MEDIC 401	Out of primary response area
21-8101	6/5/2021 07:08	EMERGENCY SCENE	ST. FRANCIS TULSA	6/5/2021 07:19	6/5/2021 07:20	6/5/2021 07:27	6/5/2021 07:50	6/5/2021 08:13	6/5/2021 08:28	00:18:53	MEDIC 402	2nd unit needed to above call
21-8105	6/5/2021 10:56	EMERGENCY SCENE	CANCELLED ENROUTE	6/5/2021 10:57	6/5/2021 10:58	6/5/2021 11:02	6/5/2021 11:02	6/5/2021 11:02	6/5/2021 11:02	00:06:25	MEDIC 401	
21-8114	6/5/2021 14:43	EMERGENCY SCENE	ST. FRANCIS TULSA	6/5/2021 14:45	6/5/2021 14:46	6/5/2021 14:50	6/5/2021 15:05	6/5/2021 15:25	6/5/2021 15:42	00:07:29	MEDIC 401	
21-8161	6/6/2021 08:10	EMERGENCY SCENE	HILLCREST SOUTH	6/6/2021 08:12	6/6/2021 08:14	6/6/2021 08:27	6/6/2021 08:42	6/6/2021 08:51	6/6/2021 09:13	00:16:11	MUTUAL AID GIVEN	
21-8168	6/6/2021 12:14	EMERGENCY SCENE	ST. FRANCIS TULSA	6/6/2021 12:16	6/6/2021 12:17	6/6/2021 12:19	6/6/2021 12:30	6/6/2021 12:50	6/6/2021 13:01	00:05:23	MEDIC 401	
21-8169	6/6/2021 12:55	EMERGENCY SCENE	ST. FRANCIS TULSA	6/6/2021 12:57	6/6/2021 12:59	6/6/2021 13:00	6/6/2021 13:11	6/6/2021 13:33	6/6/2021 13:57	00:05:14	MEDIC 402	
21-8178	6/6/2021 18:16	EMERGENCY SCENE	OSU MEDICAL CENTER	6/6/2021 18:18	6/6/2021 18:20	6/6/2021 18:23	6/6/2021 18:27	6/6/2021 18:48	6/6/2021 18:58	00:07:07	MEDIC 401	
21-8188	6/7/2021 00:30	EMERGENCY SCENE	NO PATIENT FOUND	6/7/2021 00:30	6/7/2021 00:34	6/7/2021 00:37	6/7/2021 00:43	6/7/2021 00:43	6/7/2021 00:43	00:06:37	MEDIC 401	
21-8218	6/7/2021 13:31	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/7/2021 13:31	6/7/2021 13:34	6/7/2021 13:35	6/7/2021 13:55	6/7/2021 13:55	6/7/2021 13:55	00:04:14	MEDIC 401	
21-8222	6/7/2021 14:10	EMERGENCY SCENE	ST. FRANCIS TULSA	6/7/2021 14:10	6/7/2021 14:11	6/7/2021 14:15	6/7/2021 14:27	6/7/2021 14:42	6/7/2021 15:12	00:05:19	MEDIC 401	
21-8254	6/8/2021 09:33	EMERGENCY SCENE	ST. FRANCIS TULSA	6/8/2021 09:34	6/8/2021 09:36	6/8/2021 09:40	6/8/2021 10:07	6/8/2021 10:17	6/8/2021 10:44	00:07:07	MEDIC 401	
21-8258	6/8/2021 10:07	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	6/8/2021 10:08	6/8/2021 10:08	6/8/2021 10:13	6/8/2021 10:27	6/8/2021 10:27	6/8/2021 10:27	00:06:15	MEDIC 402	
21-8262	6/8/2021 11:12	EMERGENCY SCENE	ST. FRANCIS TULSA	6/8/2021 11:12	6/8/2021 11:13	6/8/2021 11:15	6/8/2021 11:36	6/8/2021 12:00	6/8/2021 12:26	00:03:38	MEDIC 401	
21-8282	6/8/2021 13:38	EMERGENCY SCENE	ST. FRANCIS TULSA	6/8/2021 13:39	6/8/2021 13:40	6/8/2021 13:44	6/8/2021 14:07	6/8/2021 14:54	6/8/2021 14:54	00:06:27	MEDIC 401	
21-8330	6/9/2021 09:04	EMERGENCY SCENE	ST. JOHN TULSA	6/9/2021 09:05	6/9/2021 09:06	6/9/2021 09:09	6/9/2021 09:27	6/9/2021 09:52	6/9/2021 10:49	00:04:21	MEDIC 401	
21-8339	6/9/2021 11:41	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/9/2021 11:42	6/9/2021 11:43	6/9/2021 11:52	6/9/2021 12:13	6/9/2021 12:29	6/9/2021 12:57	00:10:34	MUTUAL AID GIVEN	
21-8361	6/9/2021 16:24	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/9/2021 16:25	6/9/2021 16:27	6/9/2021 16:27	6/9/2021 16:46	6/9/2021 17:11	6/9/2021 17:55	00:02:45	MEDIC 401	
21-8365	6/9/2021 17:21	EMERGENCY SCENE									MUTUAL AID RECIEVED	
21-8378	6/9/2021 23:39	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/9/2021 23:39	6/9/2021 23:41	6/9/2021 23:43	6/10/2021 00:22	6/10/2021 00:22	6/10/2021 00:22	00:04:04	MEDIC 401	
21-8388	6/10/2021 10:25	EMERGENCY SCENE	ST. FRANCIS TULSA	6/10/2021 10:26	6/10/2021 10:27	6/10/2021 10:39	6/10/2021 11:13	6/10/2021 11:42	6/10/2021 11:55	00:14:46	MEDIC 401	Out of primary response area
21-8389	6/10/2021 10:30	EMERGENCY SCENE	HILLCREST SOUTH	6/10/2021 10:31	6/10/2021 10:31	6/10/2021 10:33	6/10/2021 10:51	6/10/2021 11:04	6/10/2021 11:17	00:03:23	MEDIC 402	
21-8392	6/10/2021 11:13	EMERGENCY SCENE									MUTUAL AID RECIEVED	
21-8395	6/10/2021 12:29	EMERGENCY SCENE	ST. FRANCIS TULSA	6/10/2021 12:30	6/10/2021 12:31	6/10/2021 12:35	6/10/2021 12:48	6/10/2021 13:09	6/10/2021 13:31	00:05:55	MEDIC 401	
21-8409	6/10/2021 15:13	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	6/10/2021 15:17	6/10/2021 15:17	6/10/2021 15:21	6/10/2021 15:21	6/10/2021 15:24	6/10/2021 15:53	00:08:09	MEDIC 401	
21-8421	6/10/2021 21:46	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/10/2021 21:48	6/10/2021 21:49	6/10/2021 21:58	6/10/2021 22:26	6/10/2021 22:49	6/11/2021 00:06	00:12:11	MEDIC 401	
21-8423	6/10/2021 22:01	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/10/2021 22:02	6/10/2021 22:03	6/10/2021 22:05	6/10/2021 22:30	6/10/2021 22:46	6/10/2021 23:14	00:03:32	MEDIC 402	
21-8515	6/12/2021 18:55	EMERGENCY SCENE	FALSE MEDICAL ALARM	6/12/2021 18:56	6/12/2021 18:57	6/12/2021 19:01	6/12/2021 19:02	6/12/2021 19:02	6/12/2021 19:02	00:05:33	MEDIC 401	
21-8523	6/12/2021 21:44	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/12/2021 21:44	6/12/2021 21:44	6/12/2021 21:54	6/12/2021 22:13	6/12/2021 22:30	6/12/2021 23:40	00:10:45	MEDIC 401	
21-8543	6/13/2021 11:54	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	6/13/2021 11:56	6/13/2021 11:57	6/13/2021 12:00	6/13/2021 12:06	6/13/2021 12:06	6/13/2021 12:06	00:05:57	MEDIC 401	
21-8547	6/13/2021 13:28	EMERGENCY SCENE	ST. JOHN BROKEN ARROW	6/13/2021 13:30	6/13/2021 13:32	6/13/2021 13:47	6/13/2021 13:56	6/13/2021 14:12	6/13/2021 14:19	00:18:22	MUTUAL AID GIVEN	
21-8549	6/13/2021 15:05	EMERGENCY SCENE	NO PATIENT FOUND	6/13/2021 15:07	6/13/2021 15:10	6/13/2021 15:11	6/13/2021 15:26	6/13/2021 15:26	6/13/2021 15:26	00:06:01	MEDIC 401	
21-8552	6/13/2021 17:11	EMERGENCY SCENE	ST. JOHN TULSA	6/13/2021 17:12	6/13/2021 17:13	6/13/2021 17:19	6/13/2021 17:34	6/13/2021 17:51	6/13/2021 18:07	00:08:49	MEDIC 401	
21-8554	6/13/2021 17:53	EMERGENCY SCENE	ST. FRANCIS TULSA	6/13/2021 17:55	6/13/2021 17:56	6/13/2021 17:58	6/13/2021 18:11	6/13/2021 18:30	6/13/2021 18:50	00:04:41	MEDIC 402	
21-8595	6/14/2021 13:42	EMERGENCY SCENE	ST. FRANCIS TULSA	6/14/2021 13:42	6/14/2021 13:42	6/14/2021 13:57	6/14/2021 14:10	6/14/2021 14:37	6/14/2021 14:55	00:15:04	MEDIC 402	Responded from SFS/ no MA
21-8603	6/14/2021 14:20	EMERGENCY SCENE									MUTUAL AID RECIEVED	
21-8624	6/14/2021 22:27	EMERGENCY SCENE	ST. JOHN TULSA	6/14/2021 22:29	6/14/2021 22:31	6/14/2021 22:35	6/14/2021 22:53	6/14/2021 23:16	6/15/2021 00:41	00:07:24	MEDIC 401	
21-8634	6/15/2021 07:30	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	6/15/2021 07:32	6/15/2021 07:34	6/15/2021 07:40	6/15/2021 08:00	6/15/2021 08:08	6/15/2021 08:26	00:09:27	MEDIC 401	Crew staged
21-8637	6/15/2021 09:24	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/15/2021 09:26	6/15/2021 09:27	6/15/2021 09:32	6/15/2021 10:02	6/15/2021 10:02	6/15/2021 10:02	00:07:31	MEDIC 401	
21-8657	6/15/2021 11:46	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/15/2021 11:47	6/15/2021 11:48	6/15/2021 12:00	6/15/2021 12:09	6/15/2021 12:09	6/15/2021 12:09	00:14:01	MUTUAL AID GIVEN	
21-8659	6/15/2021 11:46	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/15/2021 11:47	6/15/2021 11:48	6/15/2021 12:00	6/15/2021 12:09	6/15/2021 12:09	6/15/2021 12:09	00:14:01	MUTUAL AID GIVEN	
21-8667	6/15/2021 14:22	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	6/15/2021 14:24	6/15/2021 14:25	6/15/2021 14:28	6/15/2021 14:46	6/15/2021 14:51	6/15/2021 15:08	00:05:33	MEDIC 401	
21-8684	6/15/2021 19:09	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/15/2021 19:10	6/15/2021 19:12	6/15/2021 19:16	6/15/2021 19:34	6/15/2021 19:56	6/15/2021 20:31	00:06:54	MEDIC 401	
21-8689	6/15/2021 22:01	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/15/2021 22:01	6/15/2021 22:02	6/15/2021 22:08	6/15/2021 22:51	6/15/2021 22:51	6/16/2021 01:04	00:07:06	MEDIC 401	
21-8698	6/16/2021 00:25	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	6/16/2021 00:27	6/16/2021 00:27	6/16/2021 00:31	6/16/2021 00:44	6/16/2021 00:44	6/16/2021 00:44	00:05:34	MEDIC 402	
21-8708	6/16/2021 07:36	EMERGENCY SCENE	ST. FRANCIS TULSA	6/16/2021 07:38	6/16/2021 07:40	6/16/2021 07:44	6/16/2021 08:08	6/16/2021 08:30	6/16/2021 08:53	00:07:24	MEDIC 401	
21-8720	6/16/2021 10:14	EMERGENCY SCENE	ST. JOHN TULSA	6/16/2021 10:15	6/16/2021 10:20	6/16/2021 10:20	6/16/2021 10:37	6/16/2021 11:00	6/16/2021 11:38	00:06:23	MEDIC 401	
21-8739	6/16/2021 14:37	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/16/2021 14:38	6/16/2021 14:39	6/16/2021 14:42	6/16/2021 14:50	6/16/2021 14:50	6/16/2021 14:50	00:05:32	MEDIC 401	
21-8791	6/17/2021 12:53	EMERGENCY SCENE	ST. FRANCIS TULSA	6/17/2021 12:54	6/17/2021 12:55	6/17/2021 13:01	6/17/2021 13:16	6/17/2021 13:42	6/17/2021 14:00	00:07:55	MEDIC 401	
21-8809	6/17/2021 16:33	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/17/2021 16:35	6/17/2021 16:35	6/17/2021 16:42	6/17/2021 17:09	6/17/2021 17:09	6/17/2021 17:09	00:08:33	MEDIC 401	
21-8825	6/17/2021 22:27	EMERGENCY SCENE	ST. FRANCIS TULSA	6/17/2021 22:27	6/17/2021 22:30	6/17/2021 22:33	6/17/2021 22:53	6/17/2021 23:13	6/17/2021 23:28	00:06:41	MEDIC 401	
21-8836	6/18/2021 07:44	EMERGENCY SCENE	ST. FRANCIS TULSA	6/18/2021 07:44	6/18/2021 07:46	6/18/2021 07:49	6/18/2021 08:07	6/18/2021 08:25	6/18/2021 08:37	00:04:56	MEDIC 401	
21-8861	6/18/2021 15:06	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/18/2021 15:06	6/18/2021 15:09	6/18/2021 15:14	6/18/2021 16:04	6/18/2021 16:04	6/18/2021 16:04	00:07:56	MEDIC 401	
21-8876	6/18/2021 18:10	EMERGENCY SCENE	ST. FRANCIS TULSA	6/18/2021 18:12	6/18/2021 18:13	6/18/2021 18:14	6/18/2021 18:32	6/18/2021 18:55	6/18/2021 19:15	00:04:12	MEDIC 401	
21-8884	6/18/2021 21:27	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/18/2021 21:27	6/18/2021 21:29	6/18/2021 21:30	6/18/2021 21:40	6/18/2021 21:55	6/18/2021 22:19	00:03:39	MEDIC 401	
21-8893	6/19/2021 01:40	EMERGENCY SCENE	ST. JOHN TULSA	6/19/2021 01:41	6/19/2021 01:45	6/19/2021 01:48	6/19/2021 02:16	6/19/2021 02:36	6/19/2021 03:08	00:08:08	MEDIC 401	
21-8901	6/19/2021 06:35	EMERGENCY SCENE	HILLCREST SOUTH	6/19/2021 06:36	6/19/2021 06:37	6/19/2021 06:45	6/19/2021 07:03	6/19/2021 07:22	6/19/2021 07:38	00:10:37	MEDIC 401	

21-8918	6/19/2021 14:20	EMERGENCY SCENE	HILLCREST SOUTH	6/19/2021 14:21	6/19/2021 14:22	6/19/2021 14:25	6/19/2021 14:49	6/19/2021 15:05	6/19/2021 15:19	00:04:08	MEDIC 401	
21-8919	6/19/2021 14:20	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/19/2021 14:21	6/19/2021 14:22	6/19/2021 14:25	6/19/2021 14:51	6/19/2021 14:51	6/19/2021 14:51	00:04:08	MEDIC 401	
21-8928	6/19/2021 18:57	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/19/2021 18:59	6/19/2021 19:00	6/19/2021 19:00	6/19/2021 19:19	6/19/2021 19:32	6/19/2021 20:06	00:02:44	MEDIC 401	
21-8952	6/20/2021 07:52	EMERGENCY SCENE	ST. JOHN TULSA	6/20/2021 07:56	6/20/2021 07:57	6/20/2021 08:01	6/20/2021 08:08	6/20/2021 08:26	6/20/2021 08:39	00:08:01	MEDIC 401	
21-8982	6/21/2021 07:28	EMERGENCY SCENE	ST. FRANCIS TULSA	6/21/2021 07:29	6/21/2021 07:32	6/21/2021 07:43	6/21/2021 07:50	6/21/2021 08:15	6/21/2021 08:27	00:15:25	MUTUAL AID GIVEN	
21-8989	6/21/2021 09:54	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	6/21/2021 09:55	6/21/2021 09:58	6/21/2021 10:08	6/21/2021 10:25	6/21/2021 11:00	6/21/2021 11:23	00:13:39	MUTUAL AID GIVEN	
21-8990	6/21/2021 09:59	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	6/21/2021 10:00	6/21/2021 10:01	6/21/2021 10:06	6/21/2021 10:20	6/21/2021 10:26	6/21/2021 10:42	00:06:23	MEDIC 402	
21-9009	6/21/2021 14:25	EMERGENCY SCENE	ST. FRANCIS TULSA	6/21/2021 14:26	6/21/2021 14:28	6/21/2021 14:33	6/21/2021 14:59	6/21/2021 15:20	6/21/2021 15:48	00:08:21	MEDIC 401	
21-9011	6/21/2021 14:48	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	6/21/2021 14:49	6/21/2021 14:51	6/21/2021 14:56	6/21/2021 15:12	6/21/2021 15:33	6/21/2021 16:50	00:07:51	MEDIC 402	
21-9013	6/21/2021 15:09	EMERGENCY SCENE									MUTUAL AID RECIEVED	
21-9020	6/21/2021 17:03	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/21/2021 17:05	6/21/2021 17:07	6/21/2021 17:09	6/21/2021 17:34	6/21/2021 17:55	6/21/2021 18:09	00:05:49	MEDIC 401	
21-9029	6/21/2021 19:52	EMERGENCY SCENE	ST. FRANCIS TULSA	6/21/2021 19:54	6/21/2021 19:56	6/21/2021 19:56	6/21/2021 20:08	6/21/2021 20:26	6/21/2021 20:52	00:04:51	MEDIC 401	
21-9051	6/22/2021 06:51	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	6/22/2021 06:53	6/22/2021 06:55	6/22/2021 06:58	6/22/2021 06:58	6/22/2021 06:58	6/22/2021 06:58	00:06:33	MEDIC 401	
21-9072	6/22/2021 11:51	EMERGENCY SCENE	ST. JOHN TULSA	6/22/2021 11:53	6/22/2021 11:56	6/22/2021 12:17	6/22/2021 12:35	6/22/2021 13:52	6/22/2021 13:52	00:25:26	MUTUAL AID GIVEN	
21-9090	6/22/2021 16:18	EMERGENCY SCENE	NO PATIENT FOUND	6/22/2021 16:18	6/22/2021 16:21	6/22/2021 16:31	6/22/2021 16:31	6/22/2021 16:31	6/22/2021 16:31	00:13:28	MEDIC 401	
21-9108	6/23/2021 04:34	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	6/23/2021 04:35	6/23/2021 04:38	6/23/2021 04:44	6/23/2021 04:59	6/23/2021 05:04	6/23/2021 05:15	00:10:07	MEDIC 401	
21-9114	6/23/2021 08:05	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/23/2021 08:06	6/23/2021 08:08	6/23/2021 08:11	6/23/2021 08:34	6/23/2021 08:34	6/23/2021 08:34	00:05:37	MEDIC 401	
21-9116	6/23/2021 08:05	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/23/2021 08:06	6/23/2021 08:08	6/23/2021 08:11	6/23/2021 08:34	6/23/2021 08:34	6/23/2021 08:34	00:05:37	MEDIC 401	
21-9147	6/23/2021 17:40	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	6/23/2021 17:42	6/23/2021 17:42	6/23/2021 17:44	6/23/2021 17:58	6/23/2021 18:06	6/23/2021 18:14	00:04:02	MEDIC 401	
21-9152	6/23/2021 20:07	EMERGENCY SCENE	HILLCREST SOUTH	6/23/2021 20:09	6/23/2021 20:10	6/23/2021 20:12	6/23/2021 20:33	6/23/2021 20:49	6/23/2021 21:07	00:05:17	MEDIC 401	
21-9194	6/24/2021 14:34	EMERGENCY SCENE	ST. JOHN SAPULPA	6/24/2021 14:36	6/24/2021 14:37	6/24/2021 14:39	6/24/2021 14:53	6/24/2021 15:06	6/24/2021 15:17	00:04:30	MEDIC 401	
21-9204	6/24/2021 18:43	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/24/2021 18:43	6/24/2021 18:45	6/24/2021 18:51	6/24/2021 18:59	6/24/2021 19:09	6/24/2021 19:09	00:07:30	MEDIC 401	
21-9211	6/24/2021 23:09	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	6/24/2021 23:10	6/24/2021 23:12	6/24/2021 23:22	6/24/2021 23:36	6/24/2021 23:46	6/24/2021 23:57	00:13:18	MUTUAL AID GIVEN	
21-9212	6/25/2021 00:59	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/25/2021 01:00	6/25/2021 01:00	6/25/2021 01:06	6/25/2021 01:58	6/25/2021 01:58	6/25/2021 01:58	00:07:50	MEDIC 401	
21-9231	6/25/2021 10:12	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/25/2021 10:13	6/25/2021 10:15	6/25/2021 10:16	6/25/2021 10:29	6/25/2021 10:29	6/25/2021 10:29	00:04:12	MEDIC 401	
21-9245	6/25/2021 14:38	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	6/25/2021 14:39	6/25/2021 14:41	6/25/2021 14:44	6/25/2021 14:56	6/25/2021 15:03	6/25/2021 15:17	00:05:56	MEDIC 401	
21-9256	6/25/2021 17:41	EMERGENCY SCENE	ST. FRANCIS TULSA	6/25/2021 17:42	6/25/2021 17:43	6/25/2021 18:00	6/25/2021 18:11	6/25/2021 18:48	6/25/2021 19:13	00:19:15	MUTUAL AID GIVEN	
21-9282	6/26/2021 10:18	EMERGENCY SCENE	ST. FRANCIS TULSA	6/26/2021 10:19	6/26/2021 10:21	6/26/2021 10:24	6/26/2021 10:48	6/26/2021 11:13	6/26/2021 11:30	00:06:20	MEDIC 401	
21-9284	6/26/2021 10:51	EMERGENCY SCENE	UNSIGNED PT. REFUSAL	6/26/2021 10:52	6/26/2021 10:54	6/26/2021 10:56	6/26/2021 11:21	6/26/2021 11:21	6/26/2021 11:21	00:05:48	MEDIC 402	
21-9299	6/26/2021 18:30	EMERGENCY SCENE	ST. FRANCIS TULSA	6/26/2021 18:32	6/26/2021 18:33	6/26/2021 18:40	6/26/2021 19:33	6/26/2021 20:03	6/26/2021 20:23	00:09:39	MEDIC 401	South of 181st
21-9309	6/26/2021 23:53	EMERGENCY SCENE	ST. JOHN TULSA	6/26/2021 23:54	6/26/2021 23:56	6/26/2021 23:59	6/27/2021 00:24	6/27/2021 00:49	6/27/2021 01:10	00:06:17	MEDIC 401	
21-9318	6/27/2021 10:54	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/27/2021 10:56	6/27/2021 10:56	6/27/2021 11:00	6/27/2021 11:15	6/27/2021 11:15	6/27/2021 11:15	00:06:24	MEDIC 401	
21-9329	6/27/2021 17:48	EMERGENCY SCENE	ST. FRANCIS TULSA	6/27/2021 17:50	6/27/2021 17:51	6/27/2021 17:53	6/27/2021 18:02	6/27/2021 18:20	6/27/2021 18:52	00:05:42	MEDIC 401	
21-9330	6/27/2021 18:36	EMERGENCY SCENE	ST. FRANCIS SOUTH	6/27/2021 18:38	6/27/2021 18:40	6/27/2021 18:44	6/27/2021 19:03	6/27/2021 19:19	6/27/2021 19:49	00:07:36	MEDIC 402	
21-9347	6/28/2021 09:39	EMERGENCY SCENE	ST. FRANCIS TULSA	6/28/2021 09:40	6/28/2021 09:42	6/28/2021 09:47	6/28/2021 10:08	6/28/2021 10:27	6/28/2021 10:47	00:07:28	MEDIC 401	
21-9358	6/28/2021 12:17	EMERGENCY SCENE	ST. FRANCIS TULSA	6/28/2021 12:18	6/28/2021 12:18	6/28/2021 12:24	6/28/2021 12:55	6/28/2021 13:10	6/28/2021 13:34	00:06:19	MEDIC 401	
21-9376	6/28/2021 15:40	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/28/2021 15:41	6/28/2021 15:42	6/28/2021 15:47	6/28/2021 16:00	6/28/2021 16:00	6/28/2021 16:00	00:07:12	MEDIC 401	
21-9381	6/28/2021 17:56	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/28/2021 17:57	6/28/2021 17:58	6/28/2021 18:01	6/28/2021 18:20	6/28/2021 18:20	6/28/2021 18:20	00:04:45	MEDIC 401	
21-9392	6/28/2021 22:42	EMERGENCY SCENE	ST. FRANCIS TULSA	6/28/2021 22:42	6/28/2021 22:45	6/28/2021 22:54	6/28/2021 23:11	6/28/2021 23:34	6/28/2021 23:53	00:11:44	MEDIC 401	
21-9418	6/29/2021 10:06	EMERGENCY SCENE	ST. FRANCIS TULSA	6/29/2021 10:07	6/29/2021 10:10	6/29/2021 10:14	6/29/2021 10:35	6/29/2021 10:59	6/29/2021 11:30	00:07:30	MEDIC 401	

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

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24-Hour Automated Account Information
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GLENPOOL AREA EMERGENCY MEDICAL
SERVICE DISTRICT
12205 S YUKON AVE
GLENPOOL OK 74033-6635

PAGE 1

ACCOUNT NUMBER
STATEMENT DATE
5/28/21

ACCOUNT ANALYSIS

6/10/21

6/10/21

Beginning Balance	5/01/21	373,734.55	
Deposits / Misc Credits	1	10,232.98	
Withdrawals / Misc Debits	6	27,109.84	
** Ending Balance	5/31/21	356,857.69	**

Service Charge	.00
Enclosures	6

8002-00000

DEPOSITS

Date	Deposits	Withdrawals	Activity Description
5/13	10,232.98		TULSA COUNTY/TAXDIST 16 JOHN GONSALVES

CHECKS

* indicates skip in check numbers

Date	Check No.	Amount	Date	Check No.	Amount	Date	Check No.	Amount
5/12	1941	15,000.00	5/10	1943	208.33	5/14	1945	234.50
5/07	1942	11,250.35	5/13	1944	208.33	5/10	1946	208.33

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
5/07	362,484.20	5/12	347,067.54	5/14	356,857.69
5/10	362,067.54	5/13	357,092.19		

31 -GEMS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
NON-DEPARTMENTAL	352,655	10,232.98	315,445.12	0.00	37,209.88	89.45
TOTAL REVENUES	352,655	10,232.98	315,445.12	0.00	37,209.88	89.45

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2021

31 -GEMS

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
EXPENDITURE SUMMARY						
GEMS						
PERSONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
SUPPLIES	8,300	234.50	5,556.69	1,095.62	1,647.69	80.15
OTHER CHARGES & SERVICES	342,355	26,875.34	271,420.48	13,510.00	57,424.52	83.23
TRAVEL & TRAINING	2,000	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES	0	0.00	0.00	0.00	0.00	0.00
TOTAL GEMS	352,655	27,109.84	276,977.17	14,605.62	61,072.21	82.68
TOTAL EXPENDITURES	352,655	27,109.84	276,977.17	14,605.62	61,072.21	82.68
REVENUE OVER/(UNDER) EXPENDITURES	0	(16,876.86)	38,467.95	(14,605.62)	(23,862.33)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

31 -GEMS

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-DEPARTMENTAL						
TAXES						
31-5-00-5006 TAXES	300,000	10,232.98	315,445.12	0.00	(15,445.12)	105.15
TOTAL TAXES	300,000	10,232.98	315,445.12	0.00	(15,445.12)	105.15
INVESTMENT INCOME						
31-5-00-5301 INTEREST	0	0.00	0.00	0.00	0.00	0.00
31-5-00-5306 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES						
31-5-00-5409 USE OF FUND BALANCE	52,655	0.00	0.00	0.00	52,655.00	0.00
TOTAL OTHER FINANCING SOURCES	52,655	0.00	0.00	0.00	52,655.00	0.00
TOTAL NON-DEPARTMENTAL	352,655	10,232.98	315,445.12	0.00	37,209.88	89.45
TOTAL REVENUE	352,655	10,232.98	315,445.12	0.00	37,209.88	89.45

6-30-2021 01:59 PM

CITY OF GLENPOOL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

31 -GEMS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
GEMS						
====						
PERSONAL SERVICES						
31-6-01-6101 SALARIES & WAGES	0	0.00	0.00	0.00	0.00	0.00
31-6-01-6102 INSURANCE	0	0.00	0.00	0.00	0.00	0.00
31-6-01-6111 FICA	0	0.00	0.00	0.00	0.00	0.00
31-6-01-6113 WORKMANS COMP	0	0.00	0.00	0.00	0.00	0.00
31-6-01-6114 UNEMPLOYMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
SUPPLIES						
31-6-01-6202 OPERATING SUPPLIES	6,300	234.50	3,974.32	539.62	1,786.06	71.65
31-6-01-6206 MINOR EQUIPMENT	2,000	0.00	1,582.37	556.00	(138.37)	106.92
TOTAL SUPPLIES	8,300	234.50	5,556.69	1,095.62	1,647.69	80.15
OTHER CHARGES & SERVICES						
31-6-01-6210 AMBULANCE CONTRACT	180,000	15,000.00	165,000.00	15,000.00	0.00	100.00
31-6-01-6225 FIRST RESPONDER/ADMIN FEES	132,055	11,250.35	92,588.75	(1,490.00)	40,956.25	68.99
31-6-01-6235 CONTRACT SERVICES	10,000	624.99	7,499.88	0.00	2,500.12	75.00
31-6-01-6236 AUDIT FEES	20,300	0.00	6,331.85	0.00	13,968.15	31.19
31-6-01-6254 MISC SERVICES & CHARGES	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER CHARGES & SERVICES	342,355	26,875.34	271,420.48	13,510.00	57,424.52	83.23
TRAVEL & TRAINING						
31-6-01-6262 TRAVEL AND TRAINING	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL TRAVEL & TRAINING	2,000	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS						
31-6-01-6283 INVESTMENT EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENDITURES						
31-6-01-6333 CAPITAL PURCHASES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES						
31-6-01-6745 TSF TO RESERVES	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	0	0.00	0.00	0.00	0.00	0.00
TOTAL GEMS	352,655	27,109.84	276,977.17	14,605.62	61,072.21	82.68
TOTAL EXPENDITURES	352,655	27,109.84	276,977.17	14,605.62	61,072.21	82.68
REVENUE OVER/(UNDER) EXPENDITURES	0	(16,876.86)	38,467.95	(14,605.62)	(23,862.33)	0.00

City Of Glenpool
Creating Opportunity

MINUTES
GEMS Meeting
Monday, June 7, 2021 Council Chambers 6:00 PM

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

STAFF PRESENT:
Susan White
Lowell Peterson
Wendy Knight

A) Call to Order - Joyce G. Calvert, Chair
Chair Calvert called the meeting to order at 8:14 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, was also in attendance.

C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS
Debbie Hollenbeck presented the EMS Report.

GEMS EMS REPORT 04282021-05312021

D) District Administrator Report - Susan White, Administrator

Dist. Adm Report (003)
Bank Statement
January 2021
February 2021
March 2021
April 2021

E) Scheduled Business

1) Discussion and possible action to approve, deny, or amend the minutes from May 3, 2021, and May 17, 2021 meetings.
(Wendy Knight, Clerk)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve the minutes as presented.

	For	**Against**	**Abstained**	**Absent**
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox			x	
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	4	0	1	0

CARRIED.

GEMS - 03 May 2021 - Minutes - Html
GEMS - 17 May 2021 - Minutes - Html

2) Public Hearing for the purpose of receiving public comments, if any, on the proposed FY 2021-2022 Annual Budget.

a. Open Public Hearing – Joyce Calvert, Chair

b. Presentation of Proposed Budget – Susan White, District Administrator, Interim Treasurer, Finance Officer

c. Facilitate Public Comments – Susan White, District Administrator, Interim Treasurer, Finance Officer

d. Close Public Hearing – Joyce Calvert, Chair

a. Chair Calvert opened the Public Hearing at 8:19 p.m.

b. Ms. White presented the Proposed Budget.

c. There were no public comments

d. Chair Calvert closed the Public Hearing at 8:22 p.m.

Gems Budget Public Hearing Staff Report 6.07.21 (003)
FY21-22 GEMS Budget.Final Presentation

3) Discussion and possible action to approve, deny, or amend Resolution No. 2021006GEMS, a Resolution of the Governing Body of the Glenpool Area Emergency Medical Services District, to Comply with and Operate in Accordance with the Emergency Medical Service District Budget Act and Approve the Fiscal Year 2021-2022 Annual Budget.
(Susan White, District Administrator, Interim Treasurer, Finance Officer)

Ms. White presented and recommended Board approval of Resolution No. 2021006GEMS, a Resolution of the Governing Body of the Glenpool Area Emergency Medical Services District, to Comply with and Operate in Accordance with the Emergency Medical Service District Budget Act and Approve the Fiscal Year 2021-2022 Annual Budget.

Moved by Chris Brobst, seconded by Brandon Kearns

To approve Resolution No. 2021006GEMS, a Resolution of the Governing Body of the Glenpool Area Emergency Medical Services District, to Comply with and Operate in Accordance with the Emergency Medical Service District Budget Act and Approve the Fiscal Year 2021-2022 Annual Budget.

	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.

Staff Report - Budget Adoption
RESOLUTION 2021006GEMS

4) Discussion and possible action to approve, or deny purchase order(s) and receipts register totaling $25,912.98.
(Susan White, District Administrator, Interim Treasurer, Finance Officer)

Ms. White presented and recommended Board approval of purchase order(s) and receipts register totaling $25,912.98.

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To approve purchase order(s) and receipts register totaling $25,912.98.

	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 6-7-21

F) Adjournment

Chair Calvert declared the meeting adjourned at 8:25 p.m.

MINUTES
GEMS Special Meeting
Monday, June 21, 2021 Council Chambers 6:00 PM

TRUSTEES PRESENT: Joyce Calvert
Brandon Kearns
Tim Fox
Jacqueline Triplett-Lund

TRUSTEES ABSENT: Chris Brobst

STAFF PRESENT: Susan White
Lowell Peterson
Wendy Knight

A) Call to Order - Joyce G. Calvert, Chair
Chair Calvert called the meeting to order at 7:49 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, was also in attendance.

C) Scheduled Business

1) Discussion and possible action to approve, deny or amend the annual Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as well as Emergency Medical Response Agency emergency medical services.
(Susan White, District Administrator, Interim Treasurer, Finance Officer)

Ms. White recommended Board approval of the annual Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as well as Emergency Medical Response Agency emergency medical services. The Administrative Operations Agreement between City of Glenpool and GEMS has been updated to reflect the new fiscal year. Other than that, it remains identical to the current Agreement.

Moved by Tim Fox, seconded by Brandon Kearns

To approve the annual Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as well as Emergency Medical Response Agency emergency medical services.

	For	**Against**	**Abstained**	**Absent**
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

Oper-Admin Agreement_FY21-22

2) Discussion and possible action to approve, deny or amend a Professional Services Contract with Susan White to perform, as an independent contractor, the duties of GEMS District Administrator. (Susan White, District Administrator, Interim Treasurer, Finance Officer)

Ms. White presented and recommended Board approval of a Professional Services Contract with Susan White to perform, as an independent contractor, the duties of GEMS District Administrator.

Moved by Brandon Kearns, seconded by Jacqueline Triplett-Lund

To approve a Professional Services Contract with Susan White to perform, as an independent contractor, the duties of GEMS District Administrator.

	For	**Against**	**Abstained**	**Absent**
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

Pro Svcs Con - District Admin_06.21.21

3) Discussion and possible action to approve, deny or amend a Professional Services Contract with Lowell Peterson to perform, as an independent contractor, the duties of GEMS District Legal Counsel. (Susan White, District Administrator, Interim Treasurer, Finance Officer)

Ms. White presented and recommended Board approval of a Professional Services Contract with Lowell Peterson to perform, as an independent contractor, the duties of GEMS District Legal Counsel.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve a Professional Services Contract with Lowell Peterson to perform, as an independent contractor, the duties of GEMS District Legal Counsel.

	For	**Against**	**Abstained**	**Absent**
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

Pro Svcs Con - Legal Counsel.1_06.21.21

4) Discussion and possible action to approve, deny or amend a Professional Services Contract with Wendy Knight to perform, as an independent contractor, the duties of GEMS District Clerk. (Susan White, District Administrator, Interim Treasurer, Finance Officer)

Ms. White presented and recommended Board approval of a Professional Services Contract with Wendy Knight to perform, as an independent contractor, the duties of GEMS District Clerk.

Moved by Tim Fox, seconded by Brandon Kearns

To approve a Professional Services Contract with Wendy Knight to perform, as an independent contractor, the duties of GEMS District Clerk.

	For	**Against**	**Abstained**	**Absent**
Joyce Calvert	x			
Brandon Kearns	x			

	For	Against	Abstained	Absent
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

Pro Svcs Con - Clerk.06.21.21

5) Discussion and possible action to approve or deny the appointment of Susan White, the GEMS District Administrator, on an unpaid interim basis, to undertake the duties of GEMS District Treasurer/Finance Officer, until the until the vacant position of GEMS District Treasurer/Finance officer is filled.
(Susan White, District Administrator, Interim Treasurer, Finance Officer)

Ms. White presented and recommended Board approval of the appointment of Susan White, the GEMS District Administrator, on an unpaid interim basis, to undertake the duties of GEMS District Treasurer/Finance Officer, until the until the vacant position of GEMS District Treasurer/Finance officer is filled.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the appointment of Susan White, the GEMS District Administrator, on an unpaid interim basis, to undertake the duties of GEMS District Treasurer/Finance Officer, until the until the vacant position of GEMS District Treasurer/Finance officer is filled.

	For	**Against**	**Abstained**	**Absent**
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

Staff Report-Appoint Interim Treas(2)_06.21.21

6) Discussion and possible action to approve, or deny payment of OMAG invoice for Treasurer's Surety Bond in the amount of $122.20.
(Susan White, District Administrator, Interim Treasurer, Finance Officer)

Ms. White presented and recommended Board approval of payment of OMAG invoice for Treasurer's Surety Bond in the amount of $122.20.

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve payment of OMAG invoice for Treasurer's Surety Bond in the amount of $122.20.

	For	**Against**	**Abstained**	**Absent**
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

GEMS Bond Invoice

D) Adjournment

Chair Calvert declared the meeting adjourned at 7:57 p.m.

GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: SUSAN WHITE, DISTRICT ADMINISTRATOR

Date: JULY 6, 2021

Subject: Approval of Purchase Orders Receiving Report and Payment Claims as of 7/1/2021 totaling $21,840.63

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

Staff Recommendation:
Staff recommends a motion to accept the PO Receipt Register report dated 7/1/2021 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
21-11950	31-6-01-6225	City of Glenpool	1st Responder May 2021	202105317247	$11,019.29
21-11950	31-6-01-6202	City of Glenpool	1st Responder June 2021	202106307219	$10,095.05
21-11949	31-6-01-6235	Lowell Peterson	District Attorney	L62021	$208.33
21-11951	31-6-01-6202	Pace Products of Tulsa	June 2021 Cylinder Rentals	113310	$60.00
21-11874	31-6-01-6202	Tulsa Beacon	Pub Notice- FY 21-22 Budget	13598	$41.30
21-11947	31-6-01-6235	Susan White	District Administration	S62021	$208.33
21-11948	31-6-01-6235	Wendy Knight	District Clerk	W62021	$208.33
				Total	$21,840.63

Attachments:
1. Purchase Order Claims Register dated 7/1/2021 totaling $21,840.63
2. PO Receipt Register dated 7/1/2021 totaling $21,840.63
3. Purchase Orders and Invoices totaling $21,840.63

12205 S. Yukon, Glenpool, OK 74033 • OFFICE: 918-209-4630 FAX: 918-209-4626

7/01/2021 10:54 AM
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
31-000005 CITY OF GLENPOOL - GEMS				21,114.34
202105317247	6/30/2021	31	11,019.29	
202106307219	6/30/2021	31	10,095.05	
31-000003 LOWELL PETERSON				208.33
L62021	6/30/2021	31	208.33	
31-000010 PACE PRODUCTS OF TULSA				60.00
113310	6/30/2021	31	60.00	
31-000000 SUSAN WHITE				208.33
S62021	6/30/2021	31	208.33	
31-000019 TULSA BEACON				41.30
13598	6/30/2021	31	41.30	
31-000002 WENDY KNIGHT				208.33
W62021	6/30/2021	31	208.33	
TOTALS			21,840.63	21,840.63

APPROVED

By

Joyce Calvert, Chairman
July 6, 2021

FUND: 31 - GEMS

SUMMARY REPORT

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
21-11947	GEMS CONTRACT SVC JUN 202	31-000000	SUSAN WHITE	6/2021 S62021	208.33
21-11948	GEMS CONTRACT SVC JUN 202	31-000002	WENDY KNIGHT	6/2021 W62021	208.33
21-11949	GEMS CONTRACT SVC JUN 202	31-000003	LOWELL PETERSON	6/2021 L62021	208.33
21-11950	1 RESPONDER REIMB MAY&JUN	31-000005	CITY OF GLENPOOL - GEMS	6/2021 202105317247	11,019.29
21-11950	1 RESPONDER REIMB MAY&JUN	31-000005	CITY OF GLENPOOL - GEMS	6/2021 202106307219	10,095.05
21-11951	MEDICAL OXYGEN RENTAL	31-000010	PACE PRODUCTS OF TULSA	6/2021 113310	60.00
21-11874	NOTICE OF PH FY21-22 BUDG	31-000019	TULSA BEACON	6/2021 13598	41.30
				DEPARTMENT TOTAL:	21,840.63
				FUND TOTAL:	21,840.63
				GRAND TOTAL:	21,840.63

G/L RECAP

PERIOD	G/L ACCOUNT	NAME	AMOUNT	FUND TOTAL
6/2021	31-6-01-6202	OPERATING SUPPLIES	101.30	
6/2021	31-6-01-6225	FIRST RESPONDER/ADMIN FEES	21,114.34	
6/2021	31-6-01-6235	CONTRACT SERVICES	624.99	21,840.63
			GRAND TOTAL:	21,840.63

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 # 21-11950 06/29/2021

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.

06/29/2021

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.

06/29/2021

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1 RESPONDER REIMB MAY&JUN 21 1 RESPONDER REIMB MAY&JUN 21		00026253	31 -6-01-6225		0.00	21,114.34 *

** TOTAL ** 21,114.34

*** 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.

6/30/21

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE VEDOR'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 POLTICAL 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.

City Of Glenpool
Creating Opportunity

INVOICE

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

Customer Number: 01-0172
Invoice Number: 202105317247
Invoice Date: 7/01/2021
Due Date: 6/30/2021
P.O. # :

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT MAY 2021	N/A	MONTH	N/A	11,019.29

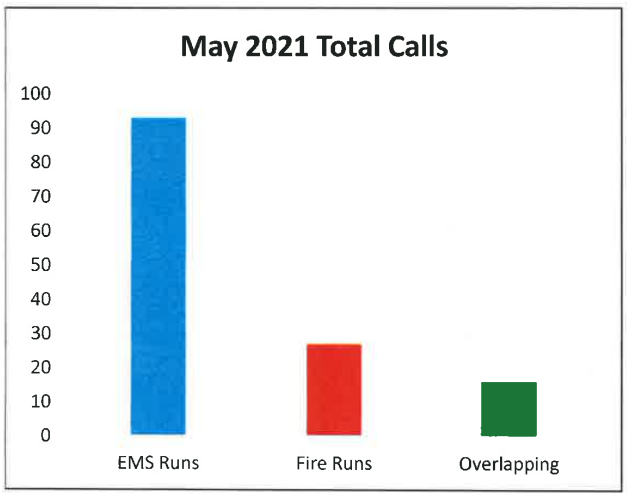
********THANK YOU*********	**TOTAL DUE**	$11,019.29

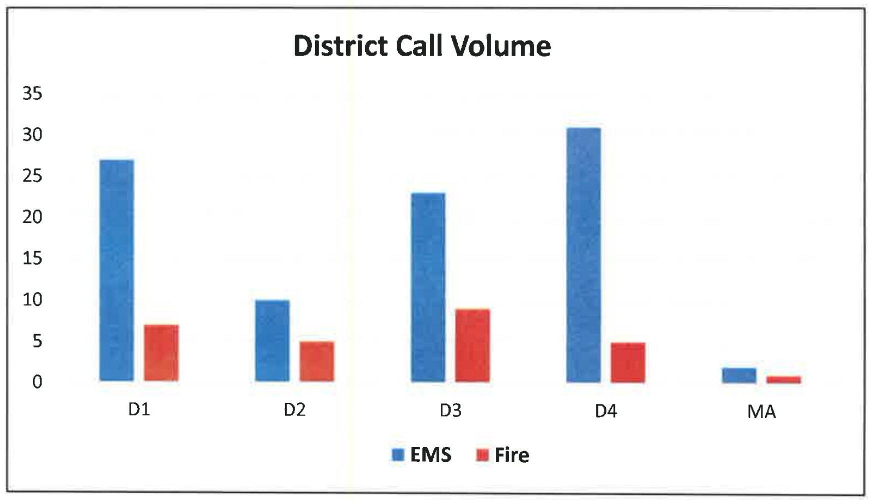
Glenpool Fire Department Operations May 2021

Run Type	# of Calls	Totals Calls
EMS Runs	93	120
Fire Runs	27	
Overlapping	16	

By District:

District	EMS	Fire	District Totals
D1	27	7	34
D2	10	5	15
D3	23	9	32
D4	31	5	36
MA	2	1	3
Totals	**93**	**27**	**120**





Wendy Knight

From:	Paul Newton
Sent:	Wednesday, June 2, 2021 11:42 AM
To:	Wendy Knight; Susan White
Subject:	Fw: May 2021 Response Report
Attachments:	May 2021 Stat.xlsm

Wendy,

Here's Chad's report for the month of May.

EMS - 93
Fire - 27
Total - 120

Thanks,

Paul

From: Chad Tanner <CTanner@cityofglenpool.com>
Sent: Wednesday, June 2, 2021 8:35 AM
To: Paul Newton <pnewton@cityofglenpool.com>
Subject: May 2021 Response Report

City Of Glenpool
Creating Opportunity

INVOICE

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

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

Customer Number: 01-0172
Invoice Number: 202106307219
Invoice Date: 7/01/2021
Due Date: 7/30/2021
P.O. # :

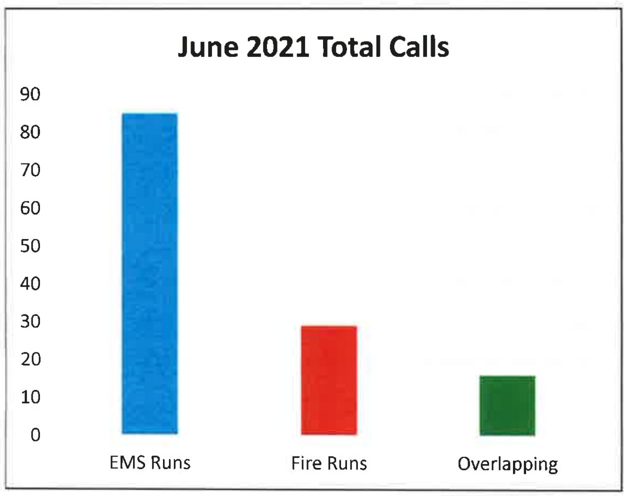
ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT JUNE 2021	N/A	MONTH	N/A	10,095.05

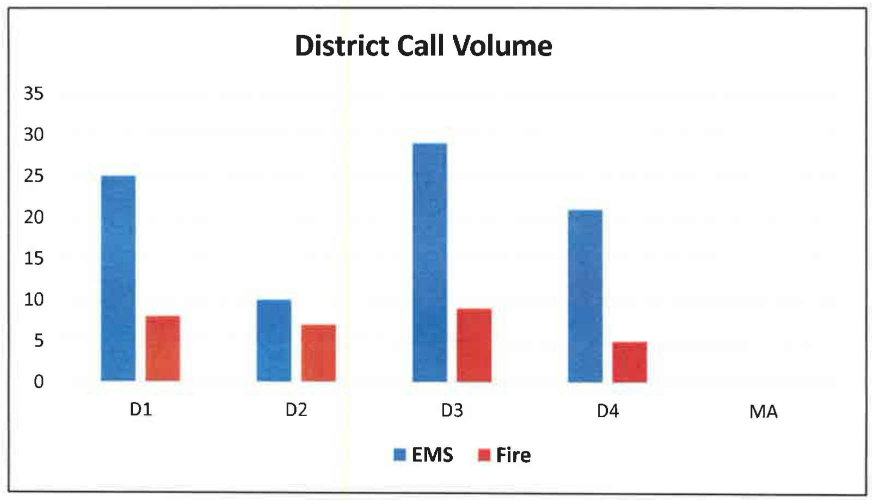
********THANK YOU*********	**TOTAL DUE**	$10,095.05

Glenpool Fire Department Operations June 2021

Run Type	# of Calls	Totals Calls
EMS Runs	85	114
Fire Runs	29	
Overlapping	16	

By District:	District	EMS	Fire	District Totals
	D1	25	8	33
	D2	10	7	17
	D3	29	9	38
	D4	21	5	26
	MA			
	Totals	**85**	**29**	**114**





FY20-21 GEMS Admin/First Responder Reimbursements

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Runs	@ $115.53/run
Total Runs	**111**	**130**	**103**	**129**	**116**	**125**	**113**	**131**	**127**	**119**	**120**	**114**	1438	
Fire runs	34	44	28	38	22	34	22	51	32	36	27	29	397	
EMR runs	77	86	75	91	94	91	91	80	95	83	93	85	1041	$ 120,267
EMR Ratio	69%	66%	73%	71%	81%	73%	81%	61%	75%	70%	78%	75%	72%	
Run Rate	$ 115.53	$ 115.53	$ 115.53	$ 115.53	$ 115.53	$ 115.53	$ 115.53	$ 115.53	$ 115.53	$ 115.53	$ 115.53	$ 115.53		
Admin	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 1,375	$ 1,375
Overtime	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 9,171**	**$ 10,211**	**$ 8,940**	**$ 10,788**	**$ 11,135**	**$ 10,788**	**$ 10,788**	**$ 9,517**	**$ 11,250**	**$ 9,864**	**$ 11,019.25**	**$ 10,095.05**	**50,244**	**$ 121,642**

Wendy Knight

From:	Paul Newton
Sent:	Thursday, July 1, 2021 9:30 AM
To:	Wendy Knight; Susan White
Subject:	June Runs
Attachments:	June 2021 Stat.xlsm

Wendy,

I've attached a copy of the June run report from Chad.

EMS - 85
Fire - 29
Total - 114

Paul Newton, Fire Chief
City of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

(918) 322-2172

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 # 21-11949 06/29/2021

ISSUED TO: VEND #: 31-000003
LOWELL PETERSON
11543 E. 7TH STREET
TULSA, OK 74128

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

PURCHASING OFFICER 06/29/2021 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.

ENCUMBERING OFFICER 06/29/2021 DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUN 2021 GEMS CONTRACT SVC JUN 2021		00026250	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 6/30/21 DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE VEDOR'S SUBMISSION OF AN INVOICE OR ACCEPTANCE OF PAYMENT PURSUANT TO THIS PURCHASE ORDER 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 POLTICAL 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.

INVOICE

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

INVOICE #: L62021
DATE: 7/1/2021

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

P.O.#: 21-11949

Description	Amount
Contract Fees & Services	
JUNE 2021	$208.33
Total	$208.33

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
CITY OF GLENPOOL,OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected

PURCHASE ORDER # 21-11948 06/29/2021

ISSUED TO: VEND #: 31-000002
WENDY KNIGHT
P.O. BOX 2434
CLAREMORE, OK 74018

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/29/2021

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.

06/29/2021

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUN 2021 GEMS CONTRACT SVC JUN 2021		00026252	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.

6/30/21

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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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.

INVOICE

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

INVOICE #: W62021
DATE: 7/1/2021

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

P.O. #: 21-11948

Description	Amount
Contract Fees & Services	
JUNE 2021	$208.33
Total	$208.33

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
CITY OF GLENPOOL,OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 21-11947 06/29/2021

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.

06/29/2021

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.

06/29/2021

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUN 2021 GEMS CONTRACT SVC JUN 2021		00026251	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.

6/30/21

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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INVOICE

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

INVOICE #: S62021
DATE: 7/1/2021

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

P.O. #: 21-11947

Description	Amount
Contract Fees & Services	
JUNE 2021	$208.33
Total	**$208.33**

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
CITY OF GLENPOOL,OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 21-11951 06/29/2021

ISSUED TO: VEND #: 31-000010
PACE PRODUCTS OF TULSA
SUITE B
9513 E 55TH STREET
TULSA, OK 74145

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/29/2021

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.

06/29/2021

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	MEDICAL OXYGEN RENTAL MEDICAL OXYGEN RENTAL		00026258	31 -6-01-6202		0.00	60.00 *

** TOTAL ** 60.00

*** APPROVAL FOR PURCHASE ***

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6/30/21

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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GEMS

PACE Products of Tulsa

#26258

Rental Invoice

9513 E. 55th St., Ste., B
Tulsa, OK 74145
Phone: (918) 663-0555
Fax: (918) 665-6434

Invoice No
JUNE 2021RENT 113310

Date: May 28, 2021

Sold To:

CITY OF GLENPOOL FIRE DEPT.
FIRE DEPT ATT PAUL NEWTON
12205 S. YUKON AVE.
GLENPOOL, OK 74033

Ship to:

CITY OF GLENPOOL FIRE DEPT.
FIRE DEPT ATT PAUL NEWTON
12205 S. YUKON AVE.
GLENPOOL, OK 74033

Customer ID: CIT001

PO NUMBER

Due Date: May 28, 2021

Shipped Via: U.S. Mail. (With Monthly Statement)

In Possesion Of	Discription	Unit Price	Extension
1	THIS IS YOUR YEARLY CYLINDER RENTAL! FOR: 1 ADDITIONAL OXY/USP	60.00	60.00

RECEIVED
JUN 21 2021
BY: GLENPOOL: A/P

THIS IS YOUR CYLINDER RENTAL INVOICE:
Rental is determined by number of cylinders in possession at end of Month.
Any cylinders over the contracted agreement are billed accordingly.

Received By: ______________________

Cylinders remain the property of Pace Products. Customer owned cylinders on record. Rental Cylinders by Contract. Loaned Cylinders by Contract. Prices reflect the purchase of product only. Terms are noted on invoice. Late Fee's applied to all past due invoices: 18% APR with a $2 minimum, calculated end of month ending balance. Any credit used must be applied to the same account the credit was issued. Cylinders, safety caps, etc. are the responsibility of the customer while in use. All Pace Products' property must remain at location of delivery. To relocate or report problems contact Pace Products of Tulsa, Inc. at (918) 663-0555.

Subtotal	**60.00**
Sales Tax	
Invoice Amount	**60.00**
Payment Received	0.00
Ck #:	________
TOTAL	60.00

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 # 21-11874 06/22/2021

ISSUED TO: VEND #: 31-000019
TULSA BEACON
P.O. BOX 35099
TULSA, OK 74153

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/22/2021

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.

06/22/2021

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	NOTICE OF PH FY21-22 BUDGET NOTICE OF PH FY21-22 BUDGET		00026115	31 -6-01-6202		0.00	41.30 *

** TOTAL ** 41.30

*** 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.

SM 6/30/21

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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TULSA BEACON
P.O. BOX 35099
TULSA, OK 74153-0099
USA

Voice: 918 523-4425
Fax: 918 523-4408

26115

INVOICE

Invoice Number: 13598
Invoice Date: 5/27/21
Page: 1

Bill To:
CITY OF GLENPOOL
12205 S YUKON AVE
GLENPOOL, OK 74033

Customer ID: CITY OF GLENPOOL

Customer PO	Payment Terms	Sales Rep ID	Due Date
	Net 30 Days		6/26/21

Description	Amount
GEMS BUDGET NOTICE OF HEARING	41.30
CITY OF GLENPOOL	
PUBLISHED: MAY 27, 2021	

Subtotal	41.30
Sales Tax	
Total Invoice Amount	41.30
Payment/Credit Applied	
TOTAL	**41.30**

Check/Credit Memo N

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
GLENPOOL, OKLAHOMA
NOTICE OF PUBLIC HEARING
JUNE 7, 2021 - 6:00 P.M.
12205 S YUKON AVE, 3RD FLOOR
PROPOSED FY 2021-2022 BUDGET

The Glenpool Area Emergency Medical Service District (GEMS) will hold a public hearing on June 7, 2021 at 6:00 P. M. on the 3rd Floor at 12205 S. Yukon Ave, Glenpool, OK for the purpose of advising to the public of the proposed budget for the fiscal year beginning July 1, 2021.

The following is a preliminary summary of the proposed budget for Fiscal Year 2021-2022. The proposed budget is available for public inspection at the office of the District Clerk, 2nd Floor, 12205 S. Yukon Avenue, during normal business hours.

OPERATING BUDGET		
	Revenues	**Expenditures**
Ad Valorem Tax	314,290	
Transfer from reserves	50,530	
Supplies		7,000
Other Services & Charges		351,320
Travel & Training		6,500
Total Operating Budget	**$ 364,820**	**$ 364,820**

Affidavit of Publication

TULSA BEACON
P.O. Box 35099
Tulsa, Oklahoma, 74153
(918) 523-4425

I, Susan Biggs, of lawful age, being duly sworn upon oath, deposes and says: That I am the Office Manager of the Tulsa Beacon, a Weekly newspaper printed and published in the City of Tulsa, County of Tulsa, and State of Oklahoma, and that the advertisement referred to, a true and printed copy is hereunto attached, was published in said Tulsa Beacon in consecutive issues on the following dates to wit:

1st Insertion	May 27, 2021	Budget GEMS

That said newspaper has been published continuously and uninterruptedly in said county during a period of one-hundred and four consecutive weeks prior to the publication of the attached notice or advertisement; that it has been admitted to the United States mail as publications (second-class) mail matter, that it has a general paid circulation, and publishes news of general interest, and otherwise conforms with all of the statutes of the State of Oklahoma governing legal publications.

Publication Fee $ 41.30

Susan E Biggs
Editor, Publisher or Authorized Agent

SUBSCRIBED and sworn to before me

this 27th day of May, 2021.

Bryan Garza
Notary Public

My commission expires: Apr. 16, 2025.

Published in the Tulsa Beacon newspaper,in Tulsa, Tulsa County, State of Oklahoma, on Mary 27, 2021

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
GLENPOOL, OKLAHOMA
NOTICE OF PUBLIC HEARING
JUNE 7, 2021 - 6:00 P.M.
12205 S YUKON AVE, 3RD FLOOR
PROPOSED FY 2021-2022 BUDGET

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Transfer from reserves	50,530	
Supplies		7,000
Other Services & Charges		351,320
Travel & Training		6,500
Total Operating Budget	**$ 364,820**	**$ 364,820**

BRYAN GARZA
Notary Public - State of Oklahoma
Commission Number 21005259
My Commission Expires Apr 16, 2025

GEMS
Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chairman and Trustees
From: Susan White, District Administrator,
Interim Treasurer, Finance Officer
Date: July 6, 2021
Subject: OSAI Management Acknowledgement of Findings

Background

The State Auditor and Inspector's office has completed the FYE June 30, 2020, audit work and identified two non-reportable findings. Non-reportable basically means the auditor wants us to be aware but they do not rise to the level of a true finding for audit purposes. The two non-reportable findings were non-compliance over bylaws and non-compliance of the Open Meeting Act. During the FYE 2019 audit, the previous treasurer agreed to write bylaws for the District based on the auditor's recommendation. I was unaware of the conversation and the bylaws were not prepared. The auditor determined that because the District Administrator and Board of Trustees were unaware of the recommendation, the lack of bylaws should not be considered a finding in this audit but will need to be prepared and adopted before the next audit. The second non-reportable finding is related to agendas not being submitted to the Tulsa County Clerk. Our Clerk was unaware of the requirement. This has been corrected.

Recommendation

Recommend Board acknowledgement of discussion over the non-reportable findings by signatures from each official.

Attached

Exit Packet

12205 S. Yukon, Glenpool, OK 74033 • OFFICE: 918-209-4630 FAX: 918-209-4626

GLENPOOL EMS
12205 S. YUKON AVE.
GLENPOOL, OK 74033

Cindy Byrd, CPA
State Auditor and Inspector
1401 Lera, Suite 9
Weatherford, OK 73096

Attention: Sherri Wooldridge

Re: Management Representation Letter

In connection with the engagement regarding the records of the Glenpool Emergency Medical Service District (the "District") for the fiscal year ended June 30, 2020, we confirm, to the best of our knowledge and belief, the following representations made to you during your engagement are true and complete:

- The accounting records cash balance is substantiated by cash in banks, cash on.
- The accounting records reflect properly all receipts and disbursements incurred.
- Any concerns we might have regarding the risks of fraud or the financial well-being of the District have been expressed to the auditor.

Further, we confirm the receipt and review of any District findings. We understand that management responses to those findings must be received by the Oklahoma State Auditor & Inspector's Office within thirty (30) days of the receipt of this letter in order to be included as part of the published report.

Signature ______________________________
Joyce Calvert, Chairman
Glenpool Emergency Medical Service District

Date____________________

Oklahoma State Auditor and Inspector
Management's Acknowledgement of Findings
For the Fiscal Year End June 30, 2020

Please sign below to indicate that the findings relating to the Glenpool Emergency Medical Service District were discussed at the Exit Conference with officials.

Finding Number	Finding Title	Repeat Finding	Reportable / Nonreportable (NR)
2020-001	Internal Controls and Noncompliance Over District Bylaws	No	Nonreportable (NR)
2020-002	Internal Controls and Noncompliance Over Open Meeting Act	No	Nonreportable (NR)

Name　　　　　　　　　　Title

Thank you
Sherri Wooldridge
Audit Manager, OSAI EMS Districts

Glenpool EMS District
Draft Audit Finding Input Sheet – Reportable
FYE June 30, 2020

X'ref	1100

EXIT FINDING (FOR DISCUSSION PURPOSES ONLY)

(Note: the findings below will not be published in the report. The following concerns are discussion items found during our audit that did not warrant a reportable condition.)

We conducted an exit conference of Glenpool EMS District. The following finding(s) were verbally addressed.

Although not considered significant to the audit objectives, we believe the following issue(s) should be communicated to management.

Finding 2020-001 – Internal Controls and Noncompliance Over District Bylaws (Non-Reportable)

Condition: Upon inquiry of Glenpool Emergency Medical Service District (the District) Board members, observation of records, the following weaknesses were noted.

- The District has not created Bylaws to document duties and responsibilities of the District Board and provide documentation of the creation of the District and its Board.

Recommendation: The Oklahoma State Auditor & Inspector's office (OSAI) recommends the District board develop Bylaws, to ensure the following internal controls over compliance:

- Bylaws document policies and internal control responsibilities of the organization's Board.
- Bylaws be created and updated as necessary.
- Bylaws be reviewed by the District Board.
- Bylaws be approved in public meeting.

Criteria: The United States Government Accountability Office's Standards for Internal Control in the Federal Government (2014 version) aided in guiding our assessments and conclusion. Although this publication (GAO Standards) addresses controls in the federal government, this criterion can be treated as best practices and may be applied as a framework for an internal control system for state, local, and quasi-governmental entities.

GAO Standards- Principle 12- Implement Control Activities-12.02 states;

> Management documents in policies the internal control responsibilities of the organization.
> In order to document the District Board's responsibilities, District bylaws should be created and updated as necessary. Those bylaws should be reviewed by the District Board and approved in a public meeting.

The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

Appropriate documentation of transactions and internal control
Management clearly documents internal control and all transactions and other significant events in a manner that allows the documentation to be readily available for examination. The documentation may appear in management directives, administrative policies, or operating manuals, in either paper or electronic form. Documentation and records are properly managed and maintained

The GAO Standards – Section 2 – Objectives of an Entity - OV2.23 states in part:

Compliance Objectives
Management conducts activities in accordance with applicable laws and regulations. As part of specifying compliance objectives, the entity determines which laws and regulations apply to the entity. Management is expected to set objectives that incorporate these requirements.

Article 10 § 9C. of the Oklahoma Constitution for Emergency Medical Service Districts, states in part,

"The district board of trustees shall have the additional powers to hire a manager, and appropriate personnel, contract, organize, maintain or otherwise operate the emergency medical services within said district and such additional powers as may be authorized by the Legislature."

Additionally, Article 10 § 9C for Emergency Medical Service Districts, states in part,

"Each district which is herein authorized, or established, shall have a board of trustees composed of not less than five members. Such trustees shall be chosen jointly by the board or boards of county commissioners, provided that such membership shall be composed of not less than one individual from each county or part thereof which is included in said district." "Each year, as necessary, the board or boards of county commissioners shall appoint successors to such members of the board of trustees whose terms have expired, and such subsequent appointments shall be for terms of five (5) years."

Glenpool EMS District
Draft Audit Finding Input Sheet – Nonreportable
FYE June 30, 2020

EXIT FINDING (FOR DISCUSSION PURPOSES ONLY)

(Note: the findings below will not be published in the report. The following concerns are discussion items found during our audit that did not warrant a reportable condition.)

We conducted an exit conference of Glenpool EMS District. The following finding(s) were verbally addressed with the District Board, Secretary/Treasurer and members in attendance.

Although not considered significant to the audit objectives, we believe the following issue(s) should be communicated to management.

X'ref	1530; 1531, 1500

Finding 2020-002 – Internal Controls and Noncompliance Over Open Meetings Act (Nonreportable)

Condition: Upon inquiry with the Tulsa County Clerk's office, the following exceptions were noted regarding the Open Meetings Act:

- The District did not file a schedule of regular meeting dates with the County Clerk for the calendar year 2019 or 2020.
- Additionally, the Board did not notify the Tulsa County Clerk when special meetings were held.

Recommendation: OSAI recommends the District Board design and implement policies and procedures to ensure that a schedule of regular meetings is approved by the Board and filed with the County Clerk by December 15th each year in accordance with 25 O.S. § 311(A)(1). Additionally, 25 O.S. § 311(A)(12) requires the County Clerks to be notified of the date, place and time, forty-eight (48) hours prior to special meeting.

(See open meeting document)

Open Meeting Requirements Summary

This document was created to assist Boards in complying with the Open Meeting Laws. All references to statutes and Attorney General Opinions, may be found at www.oscn.net.

1. **Meeting Defined** (25 O.S. § 304(2))
    - When conducting business of public body
    - By a majority of its members
    - Being personally together, OR by videoconference, as authorized by 25 O.S. §307.1.
    - A "meeting" does not include informal gatherings of a majority of members when no business of the public body is being discussed.
2. **Regular Meeting**
    - Place, date and time schedule must be sent to the County Clerk by December 15th each year for the next year schedule to be recorded. (25 O.S. § 311(A)(1))
    - If a regular meeting date, time, place requires changing it requires a notice to be filed with the County Clerk not less than 10 business days prior to the change [be aware of all state holidays and county office hours]. (25 O.S. § 311(A)(8))
    - Agenda must be posted at meeting site 24 hours prior to meeting. (25 O.S. § 311(A)(9)) [excludes holidays, Saturday and Sunday]. (25 O.S. § 311(A)(10))
    - Agenda must be visible for the entire 24 hours in advance of a meeting. (1997 OK AG 98)
    - Regular Meeting may have consideration of "New Business". "New Business" must be listed as an agenda item.
3. **Special Meetings**
    - Notice of place, date, time schedule must be sent to the County Clerk 48 hours prior to the meeting [be aware of all state holidays and county office hours]. (25 O.S. § 311(A)(12))
    - Agenda must be posted at meeting site 24 hours prior to meeting. [excludes holidays, Saturday and Sunday]. (25 O.S. O.S. § 311(A)(12))
    - Agenda must be visible for the entire 24 hours in advance of a meeting. (1997 OK AG 98)
    - Can ***only*** discuss items listed on agenda. Special Meetings cannot have new business discussed.
4. **Emergency Meetings**
    - Specific to injury to person, property or immediate financial loss wherein the time requirement for a special meeting would be impractical and cause greater loss/damage. (25 O.S. § 304(5))
    - Reasonable notice should be attempted. ((25 O.S. § 311(13))
    - Can ***only*** discuss items listed on agenda. Emergency Meetings cannot have new business discussed.
5. **Agendas**
    - Must specify the time and place of each meeting to be convened as well as the subject matter or matters to be considered.
    - Agenda must identify the items of business. The Board may not take action if the action is not on the agenda. (25 O.S. § 311(B)(1))
    - Worded in plain language, directly stating purpose of the meeting where the information is simple, direct, and comprehensible to a person of ordinary education and intelligence. (*Haworth Bd. Of Ed. v. Havens*, 1981 OK CIV APP 56) Specific is better than a broad topic.
    - Agenda must list proposed executive sessions and state the specific provision of the Open Meeting Act authorizing the executive session. (25 O.S. § 311(B)(2))
    - If discussing personnel, agenda must list the specific employee or unique position of the employee. (1997 OK AG 61)

Open Meeting Requirements Summary

6. **New Business**:
    - Defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda. (25 O.S. § 311(A)(10))
    - Not what someone forgot to add to the agenda or simply wishes to discuss.
    - "New Business" must be listed on the agenda for the Board to consider.
7. **Minutes**:
    - Should reflect manner and time notice was given
    - Official summary of the proceedings to be taken by a person designated by the Board. (25 O.S. § 312(A))
    - Minutes should contain date and time of meeting, members present and absent, all matters in the meeting, all actions taken. (25 O.S. § 312(A))
    - Especially important to document who made motion and who seconded motion as well as how each member voted on topic.
    - If vote is unanimous, it is sufficient to record all in favor. However, best practice is to record how each individual voted, including yes and no votes, and whether there were any abstentions.
8. **Executive Session**:
    - Must be listed as a proposed agenda item. (25 O.S. § 311(B)(2))
    - Limited Permissible Purposes: (25 O.S. § 307)
        - Personnel matters construed narrowly.
        - Not job openings (2006 OK AG 17)
        - Not hiring independent contractors (2005 OK AG 29)
        - Must identify individual or unique position (1997 OK AG 61)
    - Minutes must be taken in Executive Session. (*Berry v. Bd. Of Gov. of Registered Dentists*, 1980 OK 45)
    - Minutes taken in Executive Session may be kept confidential under the Open Records Act. (51 O.S. § 14A.5(1)(b))
    - Must take vote at the meeting to go into executive session and have approval by majority of quorum to convene executive session. (25 O.S. §307(E)(2))
    - Votes cannot be taken in executive session.
    - Can discuss, but actions arising out of executive session must be taken in an open meeting.
    - Must vote to come out of executive session and record those votes publicly.
9. **Public Comment**
    - A public body is not required to provide opportunity for citizens to speak (2002 OK AG 26; 1998 OK AG 45).
    - If public body chooses to allow public comments, it is advisable to set policy.
    - Could limit comments to agenda items only and/or set a time limit.
    - Public body should be careful not to discuss topics on the agenda during public comment portion of meeting and not to treat members of public differently.
10. **Videoconferencing**
    - The Board may utilize videoconferencing for open meetings. The requirements for videoconferencing are found in 25 O.S. §307.1.
11. **Oklahoma State Auditor's Recommendations**
    - page numbers denoted on each page (in format of "# of #")
    - once finalized/approved, all board members hand-initial each page and sign and hand-date at least one page

Last revised on 03/02/2020