

**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 Monday, August 7, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman	
C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS	
1) <u>Glenpool EMS Report 06292017-07312017</u>	3 - 5
D) District Administrator Report - Susan White, Adm., Sec.	
E) Scheduled Business	
1) Discussion and possible action to approve minutes from July 6, 2017 meeting. (Susan White, Secretary) <u>GEMS MIN 070617</u>	6
2) Discussion and possible action to approve amendment to FY 2017 Amended Administrative Operations Agreement between City of Glenpool and GEMS District. (Julie Casteen, Treasurer) <u>2017-08-07-GEMS-City FY17 Operational Agreement Amendment</u> <u>FY2017 OPERATIONAL AGREEMENT - amended 8-7-17</u>	7 - 13
3) Discussion and possible action to approve amendment to FY 2018 Administrative Operations Agreement between City of Glenpool and GEMS District. (Julie Casteen, Treasurer) <u>2017-08-07-GEMS-City FY18 Operational Agreement Amendment</u> <u>FY2018 OPERATIONAL AGREEMENT - amended 8-7-17</u>	14 - 20
4) Discussion and possible action to review findings and direct Chairman to sign the Management Representation letter confirming Board's receipt and review of findings. (Julie Casteen, Treasurer) <u>2017-08-07-GEMS-Audit Findings</u> <u>2016.1 Inadequate internal controls and noncompliance with audit budget acct</u> <u>2016.2 Inadequate internal controls over collections</u> <u>2016.3 Inadequate internal controls over disbursements</u> <u>Management representation letter</u>	21 - 26
5) Discussion and possible action to approve an amendment to the FY 2017-2018 Budget, increasing the audit expense account by \$29,073, and reducing fund balance by same. (Julie Casteen, Treasurer) <u>2017-08-07-FY18 Budget Amendment Audit Expense</u>	27 - 28

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|----|--|---------|
| 6) | Discussion and possible action to approve FY 2017-2018 Estimate of Needs.
(Julie Casteen, Treasurer)
2017-08-07-Gems FY18 Estimate of Needs | 29 - 48 |
| 7) | Discussion and possible action to approve issuance of listed FY 18 Blanket Purchase Orders.
(Julie Casteen, Treasurer)
2017-08-07-Gems FY18 Blanket POs | 49 |
| 8) | Discussion and possible action to approve purchase order(s) and receipts register totaling \$21,494.00.
(Julie Casteen, Treasurer)
2017-08-07-GEMS-Payment of Claims | 50 - 64 |

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

To: Honorable Chair and GEMS Board Members

From: Brian Cook, Chief of Operations

Date: August 2, 2017

Ref: EMS Report June 29, 2017 -July 31, 2017

During the period of June 29 and July 31 we logged 119 calls for service.

71 patients transported
23 patients refused transport 12 calls required mutual aid
4 calls there were no patients found
4 calls were cancelled prior to arrival 3 calls were DOA
2 calls were mutual aid given
1 Medical Alarm

We were late on 5 calls. Three were due to crew taking too long to respond and that is being addressed with the crews. Two calls were at the very Southern area of our response area and may have been outside of our response area. This gave us a 95% compliance.

During the month of August, we are upgrading from our bone injection gun (B.I.G.) to the EZ-IO. The EZ-IO is a more expensive tool but is easier to use and matches the Glenpool Fire Departments equipment.

We were asked to donate to the Glenpool Fishing Derby and will provide EMS safety coloring books and crayons for the gift bags and will donate a door prize.

We will provide an ambulance to all the home football games again this year. This will be an additional ambulance to the one assigned to Glenpool.

Communication equipment will be installed in the Glenpool area to increase our communication coverage and we should be linked up with the fire departments new radio equipment so they can talk directly to our ambulances.

Brian Cook,
Chief of Operations

CRun	Call Date	Pick Up Location	Destination	Dispatched	En Route	On Scene	Transport	Arrived	Clear	Response Time	Unit	
17-7283	6/29/2017 08:35	EMERGENCY SCENE	ST. JOHN TULSA	6/29/2017 08:36	6/29/2017 08:37	6/29/2017 08:39	6/29/2017 08:54	6/29/2017 09:12	6/29/2017 09:30	00:03:25	MEDIC 401	
17-7294	6/29/2017 11:52	EMERGENCY SCENE	ST. FRANCIS TULSA	6/29/2017 11:53	6/29/2017 11:53	6/29/2017 12:12	6/29/2017 12:31	6/29/2017 12:45	6/29/2017 12:45	00:02:46	MEDIC 401	
17-7325	6/30/2017 09:24	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/30/2017 09:26	6/30/2017 09:26	6/30/2017 09:30	6/30/2017 09:52	6/30/2017 09:52	6/30/2017 09:52	00:04:57	MEDIC 401	
17-7359	7/1/2017 01:12	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/1/2017 01:13	7/1/2017 01:13	7/1/2017 01:19	7/1/2017 01:28	7/1/2017 01:49	7/1/2017 02:07	00:06:51	MEDIC 401	
17-7361	7/1/2017 01:36	EMERGENCY SCENE	UNK	7/1/2017 01:36	7/1/2017 01:37	7/1/2017 01:37	7/1/2017 01:37	7/1/2017 01:37	7/1/2017 01:37	00:01:32	MUTUAL AID RECEIVED	
17-7363	7/1/2017 06:16	EMERGENCY SCENE	ST. FRANCIS TULSA	7/1/2017 06:16	7/1/2017 06:18	7/1/2017 06:21	7/1/2017 06:30	7/1/2017 06:45	7/1/2017 07:26	00:05:02	MEDIC 401	
17-7372	7/1/2017 15:20	EMERGENCY SCENE	ST. FRANCIS SOUTH	7/1/2017 15:21	7/1/2017 15:23	7/1/2017 15:23	7/1/2017 16:00	7/1/2017 16:16	7/1/2017 16:37	00:03:03	MEDIC 401	
17-7374	7/1/2017 16:35	EMERGENCY SCENE	UNK	7/1/2017 16:36	7/1/2017 16:36	7/1/2017 16:36	7/1/2017 16:37	7/1/2017 16:37	7/1/2017 16:37	00:01:25	MUTUAL AID RECEIVED	
17-7381	7/1/2017 18:01	EMERGENCY SCENE	ST. FRANCIS TULSA	7/1/2017 18:02	7/1/2017 18:03	7/1/2017 18:05	7/1/2017 18:21	7/1/2017 18:41	7/1/2017 19:03	00:04:02	MEDIC 401	
17-7383	7/1/2017 18:48	EMERGENCY SCENE	UNK	7/1/2017 18:48	7/1/2017 18:48	7/1/2017 18:48	7/1/2017 18:48	7/1/2017 18:48	7/1/2017 18:48	00:00:45	MUTUAL AID RECEIVED	
17-7387	7/1/2017 21:28	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/1/2017 21:28	7/1/2017 21:30	7/1/2017 21:31	7/1/2017 22:21	7/1/2017 22:21	7/1/2017 22:21	00:02:52	MEDIC 401	
17-7390	7/2/2017 06:54	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/2/2017 06:54	7/2/2017 06:56	7/2/2017 06:56	7/2/2017 06:30	7/2/2017 06:30	7/2/2017 06:30	00:06:07	MEDIC 401	
17-7391	7/2/2017 07:09	EMERGENCY SCENE	ST. FRANCIS TULSA	7/2/2017 07:10	7/2/2017 07:11	7/2/2017 07:14	7/2/2017 08:10	7/2/2017 08:30	7/2/2017 08:42	00:04:24	MEDIC 401	
17-7400	7/2/2017 12:24	EMERGENCY SCENE	OSU MEDICAL CENTER	7/2/2017 12:25	7/2/2017 12:25	7/2/2017 12:29	7/2/2017 12:42	7/2/2017 13:01	7/2/2017 13:17	00:05:00	MEDIC 401	
17-7402	7/2/2017 12:45	EMERGENCY SCENE	HILLCREST SOUTH	7/2/2017 12:46	7/2/2017 12:48	7/2/2017 12:48	7/2/2017 13:10	7/2/2017 13:27	7/2/2017 13:48	00:03:21	MEDIC 102	
17-7409	7/2/2017 18:16	EMERGENCY SCENE	ST. JOHN TULSA	7/2/2017 18:17	7/2/2017 18:20	7/2/2017 18:21	7/2/2017 18:34	7/2/2017 18:54	7/2/2017 19:10	00:05:11	MEDIC 401	
17-7418	7/3/2017 00:43	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/3/2017 00:44	7/3/2017 00:48	7/3/2017 00:52	7/3/2017 01:06	7/3/2017 01:06	7/3/2017 01:06	00:09:13	MEDIC 401	
17-7421	7/3/2017 04:34	EMERGENCY SCENE	ST. JOHN TULSA	7/3/2017 04:35	7/3/2017 04:40	7/3/2017 04:45	7/3/2017 04:57	7/3/2017 05:17	7/3/2017 05:34	00:10:27	MEDIC 401	
17-7425	7/3/2017 09:42	EMERGENCY SCENE	CANCELLED ENROUTE	7/3/2017 09:43	7/3/2017 09:43	7/3/2017 09:45	7/3/2017 09:45	7/3/2017 09:45	7/3/2017 09:45	00:02:52	MEDIC 401	
17-7430	7/3/2017 09:53	EMERGENCY SCENE	ST. FRANCIS SOUTH	7/3/2017 09:53	7/3/2017 09:53	7/3/2017 09:56	7/3/2017 10:18	7/3/2017 10:35	7/3/2017 10:56	00:03:12	MEDIC 401	
17-7446	7/3/2017 12:22	EMERGENCY SCENE	PT REFUSED	7/3/2017 12:22	7/3/2017 12:22	7/3/2017 12:27	7/3/2017 12:35	7/3/2017 12:35	7/3/2017 12:35	00:04:50	MEDIC 401	
17-7457	7/3/2017 18:48	EMERGENCY SCENE	DOA - DEAD ON ARRIVAL	7/3/2017 18:48	7/3/2017 18:51	7/3/2017 18:53	7/3/2017 19:57	7/3/2017 19:57	7/3/2017 19:57	00:05:13	MEDIC 401	
17-7472	7/4/2017 11:28	EMERGENCY SCENE	MEDICAL ALARM	7/4/2017 11:29	7/4/2017 11:30	7/4/2017 11:33	7/4/2017 11:33	7/4/2017 11:33	7/4/2017 11:33	00:05:21	MEDIC 401	
17-7479	7/4/2017 16:26	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/4/2017 16:27	7/4/2017 16:28	7/4/2017 16:32	7/4/2017 16:59	7/4/2017 17:22	7/4/2017 18:02	00:05:35	MEDIC 401	
17-7480	7/4/2017 17:34	EMERGENCY SCENE	ST. JOHN TULSA	7/4/2017 17:35	7/4/2017 17:35	7/4/2017 17:38	7/4/2017 17:44	7/4/2017 18:02	7/4/2017 18:14	00:03:18	MEDIC 101	
17-7495	7/5/2017 04:38	EMERGENCY SCENE	ST. FRANCIS CHILDRENS HOSPITAL	7/5/2017 04:38	7/5/2017 04:38	7/5/2017 04:43	7/5/2017 04:58	7/5/2017 05:28	7/5/2017 05:24	00:05:34	MEDIC 401	
17-7498	7/5/2017 06:32	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	7/5/2017 06:33	7/5/2017 06:37	7/5/2017 06:37	7/5/2017 06:44	7/5/2017 06:44	7/5/2017 06:44	00:05:03	MEDIC 401	
17-7524	7/5/2017 17:59	EMERGENCY SCENE	DEAD ON ARRIVAL	7/5/2017 18:00	7/5/2017 18:01	7/5/2017 18:03	7/5/2017 18:19	7/5/2017 18:19	7/5/2017 18:19	00:04:55	MEDIC 401	
17-7527	7/5/2017 19:00	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/5/2017 19:00	7/5/2017 19:01	7/5/2017 19:03	7/5/2017 19:31	7/5/2017 19:31	7/5/2017 19:31	00:03:11	MEDIC 401	
17-7536	7/5/2017 23:29	EMERGENCY SCENE	ST. FRANCIS TULSA	7/5/2017 23:30	7/5/2017 23:32	7/5/2017 23:35	7/6/2017 00:04	7/6/2017 00:23	7/6/2017 00:38	00:05:21	MEDIC 401	
17-7540	7/6/2017 04:02	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/6/2017 04:02	7/6/2017 04:06	7/6/2017 04:09	7/6/2017 04:35	7/6/2017 04:35	7/6/2017 04:35	00:07:21	MEDIC 401	
17-7572	7/6/2017 18:47	EMERGENCY SCENE	ST. JOHN SAPULPA	7/6/2017 18:48	7/6/2017 18:49	7/6/2017 18:54	7/6/2017 19:22	7/6/2017 19:41	7/6/2017 19:53	00:06:46	MEDIC 401	
17-7575	7/6/2017 19:03	EMERGENCY SCENE	UNK	7/6/2017 19:04	7/6/2017 19:04	7/6/2017 19:04	7/6/2017 19:04	7/6/2017 19:04	7/6/2017 19:04	00:00:33	MUTUAL AID RECEIVED	
17-7579	7/6/2017 21:02	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/6/2017 21:03	7/6/2017 21:07	7/6/2017 21:08	7/6/2017 21:20	7/6/2017 21:20	7/6/2017 21:20	00:06:00	MEDIC 401	
17-7584	7/7/2017 07:03	EMERGENCY SCENE	ST. JOHN TULSA	7/7/2017 07:04	7/7/2017 07:05	7/7/2017 07:08	7/7/2017 07:20	7/7/2017 07:41	7/7/2017 07:53	00:05:04	MEDIC 401	
17-7594	7/7/2017 11:30	EMERGENCY SCENE	ST. JOHN TULSA	7/7/2017 11:30	7/7/2017 11:31	7/7/2017 11:34	7/7/2017 11:52	7/7/2017 12:07	7/7/2017 12:26	00:04:54	MEDIC 401	
17-7609	7/7/2017 14:29	EMERGENCY SCENE	ST. FRANCIS TULSA	7/7/2017 14:29	7/7/2017 14:31	7/7/2017 14:35	7/7/2017 14:47	7/7/2017 15:11	7/7/2017 15:43	00:05:26	MEDIC 401	
17-7614	7/7/2017 15:53	EMERGENCY SCENE	ST. JOHN TULSA	7/7/2017 15:54	7/7/2017 15:54	7/7/2017 16:01	7/7/2017 16:14	7/7/2017 16:34	7/7/2017 17:06	00:07:45	MEDIC 401	
17-7617	7/7/2017 16:24	EMERGENCY SCENE	MUTUAL AID	7/7/2017 16:25	7/7/2017 16:25						MUTUAL AID RECEIVED	
17-7620	7/7/2017 18:04	EMERGENCY SCENE	ST. FRANCIS SOUTH	7/7/2017 18:05	7/7/2017 18:06	7/7/2017 18:09	7/7/2017 18:13	7/7/2017 18:33	7/7/2017 19:01	00:05:01	MEDIC 401	
17-7636	7/8/2017 12:10	EMERGENCY SCENE	HILLCREST SOUTH	7/8/2017 12:11	7/8/2017 12:12	7/8/2017 12:14	7/8/2017 12:34	7/8/2017 13:10	7/8/2017 13:10	00:04:09	MEDIC 401	
17-7651	7/8/2017 19:47	EMERGENCY SCENE	ST. JOHN TULSA	7/8/2017 19:48	7/8/2017 19:48	7/8/2017 19:55	7/8/2017 20:18	7/8/2017 20:35	7/8/2017 20:56	00:08:00	MEDIC 401	
17-7659	7/9/2017 04:26	EMERGENCY SCENE	ST. JOHN TULSA	7/9/2017 04:28	7/9/2017 04:30	7/9/2017 04:36	7/9/2017 04:56	7/9/2017 05:15	7/9/2017 05:28	00:08:05	MEDIC 401	
17-7712	7/10/2017 12:18	EMERGENCY SCENE	ST. FRANCIS SOUTH	7/10/2017 12:18	7/10/2017 12:18	7/10/2017 12:22	7/10/2017 12:55	7/10/2017 13:13	7/10/2017 13:56	00:04:07	MEDIC 401	
17-7727	7/10/2017 18:52	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/10/2017 18:53	7/10/2017 18:53	7/10/2017 19:01	7/10/2017 19:09	7/10/2017 19:09	7/10/2017 19:09	00:09:24	MEDIC 401	20100 S. HW 75
17-7735	7/10/2017 19:35	EMERGENCY SCENE	ST. FRANCIS TULSA	7/10/2017 19:35	7/10/2017 19:35	7/10/2017 19:40	7/10/2017 20:03	7/10/2017 20:23	7/10/2017 20:40	00:04:17	MEDIC 401	
17-7767	7/11/2017 19:03	EMERGENCY SCENE	HILLCREST SOUTH	7/11/2017 19:03	7/11/2017 19:03	7/11/2017 19:07	7/11/2017 19:16	7/11/2017 19:33	7/11/2017 19:44	00:03:55	MEDIC 401	
17-7776	7/12/2017 01:46	EMERGENCY SCENE	ST. FRANCIS TULSA	7/12/2017 01:48	7/12/2017 01:50	7/12/2017 01:53	7/12/2017 02:18	7/12/2017 02:38	7/12/2017 02:51	00:06:59	MEDIC 401	
17-7779	7/12/2017 06:03	EMERGENCY SCENE	ST. JOHN TULSA	7/12/2017 06:06	7/12/2017 06:08	7/12/2017 06:11	7/12/2017 06:27	7/12/2017 06:49	7/12/2017 07:03	00:08:03	MEDIC 401	
17-7788	7/12/2017 09:13	EMERGENCY SCENE	ST. FRANCIS TULSA	7/12/2017 09:14	7/12/2017 09:15	7/12/2017 09:19	7/12/2017 09:38	7/12/2017 10:00	7/12/2017 10:20	00:05:15	MEDIC 401	
17-7808	7/12/2017 14:11	EMERGENCY SCENE	HILLCREST SOUTH	7/12/2017 14:11	7/12/2017 14:13	7/12/2017 14:22	7/12/2017 14:39	7/12/2017 15:02	7/12/2017 15:39	00:10:48	MEDIC 401	Between Lewis and Harvard on 191st
17-7827	7/13/2017 09:24	EMERGENCY SCENE	ST. FRANCIS TULSA	7/13/2017 09:25	7/13/2017 09:27	7/13/2017 09:29	7/13/2017 09:46	7/13/2017 04:03	7/13/2017 04:16	00:05:22	MEDIC 401	
17-7855	7/13/2017 13:35	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/13/2017 13:35	7/13/2017 13:36	7/13/2017 13:40	7/13/2017 13:57	7/13/2017 13:57	7/13/2017 13:57	00:05:25	MEDIC 401	
17-7860	7/13/2017 15:51	EMERGENCY SCENE	ST. FRANCIS TULSA	7/13/2017 15:53	7/13/2017 15:53	7/13/2017 15:55	7/13/2017 16:16	7/13/2017 16:38	7/13/2017 16:52	00:03:51	MEDIC 401	
17-7862	7/13/2017 16:14	EMERGENCY SCENE	UNK	7/13/2017 16:15	7/13/2017 16:15	7/13/2017 16:15	7/13/2017 16:15	7/13/2017 16:15	7/13/2017 16:15	00:00:29	MUTUAL AID RECEIVED	
17-7872	7/13/2017 23:01	EMERGENCY SCENE	OSU MEDICAL CENTER	7/13/2017 23:01	7/13/2017 23:03	7/13/2017 23:05	7/13/2017 23:30	7/13/2017 23:47	7/14/2017 00:31	00:03:26	MEDIC 401	
17-7880	7/14/2017 03:21	EMERGENCY SCENE	ST. FRANCIS TULSA	7/14/2017 03:21	7/14/2017 03:24	7/14/2017 03:28	7/14/2017 03:44	7/14/2017 04:03	7/14/2017 04:19	00:07:10	MEDIC 401	
17-7892	7/14/2017 09:58	EMERGENCY SCENE	OSU MEDICAL CENTER	7/14/2017 09:58	7/14/2017 09:58	7/14/2017 10:02	7/14/2017 10:16	7/14/2017 10:36	7/14/2017 10:47	00:04:31	MEDIC 401	
17-7928	7/14/2017 17:55	EMERGENCY SCENE	NO PATIENT FOUND	7/14/2017 17:51	7/14/2017 17:51	7/14/2017 17:52	7/14/2017 18:00	7/14/2017 18:00	7/14/2017 18:00	00:01:01	MEDIC 401	
17-7929	7/15/2017 01:58	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/15/2017 01:58	7/15/2017 01:58	7/15/2017 01:59	7/15/2017 02:03	7/15/2017 02:08	7/15/2017 02:08	00:03:59	MEDIC 401	
17-7936	7/15/2017 12:45	EMERGENCY SCENE	ST. FRANCIS TULSA	7/15/2017 12:46	7/15/2017 12:47	7/15/2017 12:49	7/15/2017 13:23	7/15/2017 13:40	7/15/2017 14:04	00:04:27	MEDIC 401	
17-7940	7/15/2017 14:47	EMERGENCY SCENE	HILLCREST SOUTH	7/								

17-8071	7/19/2017 06:12	EMERGENCY SCENE	ST. JOHN TULSA	7/19/2017 06:12	7/19/2017 06:15	7/19/2017 06:22	7/19/2017 06:51	7/19/2017 07:14	7/19/2017 07:32	00:10:25	MEDIC 401	
17-8081	7/19/2017 10:54	EMERGENCY SCENE	ST. FRANCIS TULSA	7/19/2017 10:56	7/19/2017 10:56	7/19/2017 10:56	7/19/2017 11:07	7/19/2017 11:33	7/19/2017 11:33	00:02:18	MEDIC 401	
17-8095	7/19/2017 14:16	EMERGENCY SCENE	ST. JOHN SAPULPA	7/19/2017 14:17	7/19/2017 14:17	7/19/2017 14:18	7/19/2017 14:31	7/19/2017 14:46	7/19/2017 14:56	00:02:04	MEDIC 401	
17-8096	7/19/2017 14:34	EMERGENCY SCENE	MA - CREEK COUNTY EMS	7/19/2017 14:34	7/19/2017 14:36	7/19/2017 14:47	7/19/2017 14:55	7/19/2017 14:55	7/19/2017 14:55	00:13:21	MUTUAL AID RECEIVED	
17-8103	7/19/2017 15:44	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	7/19/2017 15:44	7/19/2017 15:45	7/19/2017 15:48	7/19/2017 15:48	7/19/2017 15:48	7/19/2017 15:48	00:04:46	MEDIC 401	
17-8106	7/19/2017 15:58	EMERGENCY SCENE	HILLCREST SOUTH	7/19/2017 15:58	7/19/2017 15:59	7/19/2017 16:01	7/19/2017 16:20	7/19/2017 16:39	7/19/2017 16:53	00:03:23	MEDIC 401	
17-8120	7/19/2017 22:41	EMERGENCY SCENE	ST. JOHN TULSA	7/19/2017 22:41	7/19/2017 22:43	7/19/2017 22:44	7/19/2017 23:00	7/19/2017 23:20	7/19/2017 23:47	00:03:07	MEDIC 401	
17-8122	7/19/2017 23:29	EMERGENCY SCENE	MA - CREEK COUNTY EMS	7/19/2017 23:30	7/19/2017 23:32	7/19/2017 23:32	7/19/2017 23:32	7/19/2017 23:32	7/19/2017 23:32	00:03:00	MUTUAL AID RECEIVED	
17-8131	7/20/2017 06:20	EMERGENCY SCENE	ST. JOHN TULSA	7/20/2017 06:20	7/20/2017 06:24	7/20/2017 06:26	7/20/2017 06:38	7/20/2017 06:59	7/20/2017 07:11	00:06:12	MEDIC 401	
17-8134	7/20/2017 09:43	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/20/2017 09:43	7/20/2017 09:45	7/20/2017 09:46	7/20/2017 10:18	7/20/2017 10:18	7/20/2017 10:18	00:03:34	MEDIC 401	
17-8140	7/20/2017 10:19	EMERGENCY SCENE	HILLCREST SOUTH	7/20/2017 10:20	7/20/2017 10:20	7/20/2017 10:25	7/20/2017 10:41	7/20/2017 11:03	7/20/2017 11:16	00:05:34	MEDIC 401	
17-8160	7/20/2017 19:50	EMERGENCY SCENE	DEAD ON ARRIVAL	7/20/2017 19:50	7/20/2017 19:50	7/20/2017 19:54	7/20/2017 20:28	7/20/2017 20:28	7/20/2017 20:28	00:04:07	MEDIC 401	
17-8171	7/21/2017 07:31	EMERGENCY SCENE	NO PATIENT FOUND	7/21/2017 07:31	7/21/2017 07:31	7/21/2017 07:37	7/21/2017 07:42	7/21/2017 07:42	7/21/2017 07:42	00:06:24	MEDIC 401	
17-8198	7/21/2017 15:29	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/21/2017 15:29	7/21/2017 15:31	7/21/2017 15:34	7/21/2017 15:58	7/21/2017 15:58	7/21/2017 15:58	00:04:57	MEDIC 401	
17-8205	7/21/2017 18:26	EMERGENCY SCENE	ST. FRANCIS TULSA	7/21/2017 18:26	7/21/2017 18:27	7/21/2017 18:31	7/21/2017 18:54	7/21/2017 19:15	7/21/2017 19:30	00:04:57	MEDIC 401	
17-8209	7/21/2017 21:54	EMERGENCY SCENE	NO PATIENT FOUND	7/21/2017 21:54	7/21/2017 21:55	7/21/2017 22:01	7/21/2017 22:08	7/21/2017 22:08	7/21/2017 22:08	00:07:09	MEDIC 401	
17-8225	7/22/2017 10:44	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/22/2017 10:45	7/22/2017 10:47	7/22/2017 10:51	7/22/2017 11:07	7/22/2017 11:37	7/22/2017 11:48	00:06:44	MEDIC 401	
17-8230	7/22/2017 14:25	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/22/2017 14:26	7/22/2017 14:28	7/22/2017 14:31	7/22/2017 14:55	7/22/2017 14:55	7/22/2017 14:55	00:05:41	MEDIC 401	
17-8236	7/22/2017 20:19	EMERGENCY SCENE	OSU MEDICAL CENTER	7/22/2017 20:19	7/22/2017 20:22	7/22/2017 20:24	7/22/2017 20:48	7/22/2017 21:02	7/22/2017 21:18	00:05:07	MEDIC 401	
17-8252	7/23/2017 11:40	EMERGENCY SCENE	ST. JOHN TULSA	7/23/2017 11:41	7/23/2017 11:43	7/23/2017 11:46	7/23/2017 11:59	7/23/2017 12:16	7/23/2017 12:32	00:06:24	MEDIC 401	
17-8253	7/23/2017 11:45	EMERGENCY SCENE	UNK	7/23/2017 11:46	7/23/2017 11:46	7/23/2017 11:46	7/23/2017 11:46	7/23/2017 11:46	7/23/2017 11:46	00:00:47	MUTUAL AID RECEIVED	
17-8254	7/23/2017 12:21	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/23/2017 12:22	7/23/2017 12:22	7/23/2017 12:24	7/23/2017 12:50	7/23/2017 13:11	7/23/2017 13:43	00:02:58	MEDIC 102	
17-8262	7/23/2017 18:08	EMERGENCY SCENE	HILLCREST SOUTH	7/23/2017 18:09	7/23/2017 18:11	7/23/2017 18:13	7/23/2017 18:29	7/23/2017 18:44	7/23/2017 19:00	00:04:09	MEDIC 401	
17-8274	7/24/2017 09:35	EMERGENCY SCENE	ST. FRANCIS TULSA	7/24/2017 09:35	7/24/2017 09:37	7/24/2017 09:43	7/24/2017 10:02	7/24/2017 10:28	7/24/2017 11:02	00:08:07	MEDIC 401	
17-8294	7/24/2017 16:45	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/24/2017 16:46	7/24/2017 16:46	7/24/2017 16:50	7/24/2017 17:11	7/24/2017 17:11	7/24/2017 17:11	00:05:07	MEDIC 401	
17-8295	7/24/2017 16:56	EMERGENCY SCENE	MUTUAL AID	7/24/2017 16:56	7/24/2017 16:56	7/24/2017 16:56	7/24/2017 17:03	7/24/2017 17:03	7/24/2017 17:03	00:06:36	MUTUAL AID RECEIVED	
17-8296	7/24/2017 17:03	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/24/2017 17:11	7/24/2017 17:11	7/24/2017 17:16	7/24/2017 17:28	7/24/2017 17:28	7/24/2017 17:28	00:05:09	MEDIC 401	
17-8304	7/24/2017 22:31	EMERGENCY SCENE	ST. JOHN TULSA	7/24/2017 22:33	7/24/2017 22:33	7/24/2017 22:42	7/24/2017 23:12	7/24/2017 23:49	7/25/2017 00:14	00:11:27	MUTUAL AID GIVEN	
17-8305	7/24/2017 23:20	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/24/2017 23:21	7/24/2017 23:22	7/24/2017 23:33	7/24/2017 23:51	7/24/2017 23:51	7/24/2017 23:51	00:12:23	MUTUAL AID GIVEN	
17-8331	7/25/2017 16:05	EMERGENCY SCENE	ST. FRANCIS TULSA	7/25/2017 16:05	7/25/2017 16:05	7/25/2017 16:13	7/25/2017 16:32	7/25/2017 16:52	7/25/2017 17:07	00:08:47	MEDIC 401	
17-8341	7/25/2017 21:19	EMERGENCY SCENE	ST. FRANCIS TULSA	7/25/2017 21:20	7/25/2017 21:21	7/25/2017 21:27	7/25/2017 21:44	7/25/2017 22:01	7/25/2017 22:12	00:08:11	MEDIC 401	
17-8347	7/26/2017 11:33	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	7/26/2017 01:50	7/26/2017 01:52	7/26/2017 01:54	7/26/2017 02:11	7/26/2017 02:11	7/26/2017 02:11	00:05:58	MEDIC 401	
17-8364	7/26/2017 11:33	EMERGENCY SCENE	HILLCREST SOUTH	7/26/2017 11:14	7/26/2017 11:14	7/26/2017 11:17	7/26/2017 11:33	7/26/2017 11:51	7/26/2017 12:21	00:03:18	MEDIC 401	
17-8379	7/26/2017 19:06	EMERGENCY SCENE	ST. FRANCIS TULSA	7/26/2017 19:08	7/26/2017 19:08	7/26/2017 19:10	7/26/2017 19:27	7/26/2017 19:47	7/26/2017 20:03	00:04:31	MEDIC 401	
17-8396	7/27/2017 09:37	EMERGENCY SCENE	ST. FRANCIS TULSA	7/27/2017 09:38	7/27/2017 09:38	7/27/2017 09:41	7/27/2017 09:55	7/27/2017 10:15	7/27/2017 10:33	00:04:10	MEDIC 401	
17-8424	7/28/2017 09:01	EMERGENCY SCENE	ST. FRANCIS TULSA	7/28/2017 09:01	7/28/2017 09:05	7/28/2017 09:06	7/28/2017 09:12	7/28/2017 09:31	7/28/2017 09:31	00:05:18	MEDIC 401	
17-8455	7/28/2017 18:57	EMERGENCY SCENE	ST. FRANCIS TULSA	7/28/2017 18:57	7/28/2017 18:59	7/28/2017 19:04	7/28/2017 19:18	7/28/2017 19:40	7/28/2017 20:21	00:07:15	MEDIC 401	
17-8466	7/29/2017 00:12	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/29/2017 00:12	7/29/2017 00:14	7/29/2017 00:20	7/29/2017 00:28	7/29/2017 00:28	7/29/2017 00:28	00:08:17	MEDIC 401	
17-8477	7/29/2017 08:22	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/29/2017 08:23	7/29/2017 08:23	7/29/2017 08:29	7/29/2017 09:16	7/29/2017 09:16	7/29/2017 09:16	00:06:40	MEDIC 401	
17-8484	7/29/2017 13:52	EMERGENCY SCENE	ST. JOHN TULSA	7/29/2017 13:53	7/29/2017 13:53	7/29/2017 13:59	7/29/2017 14:09	7/29/2017 14:28	7/29/2017 15:03	00:07:22	MEDIC 401	
17-8486	7/29/2017 14:25	EMERGENCY SCENE	UNK	7/29/2017 14:52	7/29/2017 14:52						MUTUAL AID RECEIVED	
17-8490	7/29/2017 15:42	EMERGENCY SCENE	NO PATIENT FOUND	7/29/2017 15:47	7/29/2017 15:47	7/29/2017 15:48	7/29/2017 15:56	7/29/2017 15:56	7/29/2017 15:56	00:05:52	MEDIC 401	
17-8504	7/29/2017 23:28	EMERGENCY SCENE	ST. JOHN TULSA	7/29/2017 23:29	7/29/2017 23:29	7/29/2017 23:32	7/29/2017 23:42	7/30/2017 00:02	7/30/2017 00:15	00:04:13	MEDIC 401	
17-8518	7/30/2017 15:09	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/30/2017 15:10	7/30/2017 15:12	7/30/2017 15:16	7/30/2017 15:20	7/30/2017 15:37	7/30/2017 15:57	00:06:44	MEDIC 401	
17-8537	7/31/2017 02:17	EMERGENCY SCENE	HILLCREST SOUTH	7/31/2017 02:19	7/31/2017 02:21	7/31/2017 02:30	7/31/2017 02:53	7/31/2017 03:16	7/31/2017 03:30	00:12:59	MEDIC 401	201st and HW 75
17-8540	7/31/2017 05:39	EMERGENCY SCENE	ST. FRANCIS CHILDRENS HOSPITAL	7/31/2017 05:40	7/31/2017 05:41	7/31/2017 05:42	7/31/2017 05:50	7/31/2017 06:09	7/31/2017 06:20	00:03:10	MEDIC 401	
17-8543	7/31/2017 08:30	EMERGENCY SCENE	HILLCREST SOUTH	7/31/2017 08:30	7/31/2017 08:32	7/31/2017 08:37	7/31/2017 08:56	7/31/2017 09:23	7/31/2017 09:43	00:06:58	MEDIC 401	
17-8572	7/31/2017 21:06	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/31/2017 21:07	7/31/2017 21:07	7/31/2017 21:09	7/31/2017 21:43	7/31/2017 21:43	7/31/2017 21:43	00:02:47	MEDIC 401	

MINUTES
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
Regular Meeting
July 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; Patricia Agee; Brandon Kearns and Jacqueline Triplett-Lund.

Staff present: Lowell Peterson, District Legal Counsel; Susan White, District Administrator, Secretary; and Julie Casteen, District Treasurer. Brian Cook with Mercy Regional EMS was also present.

- A) **Chairman Fox called the meeting to order at 9:33 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**
- Mr. Cook reviewed the EMS Activity Report for the period of May 31, 2017 through June 28, 2017. Mercy logged 108 calls during that period and maintained a 99% response time compliance.
- D) **District Administrator Report - Susan White, Adm., Sec.**
- None.
- E) **Scheduled Business**
- 1) **Discussion and possible action to approve minutes from June 5, and June 19, 2017 meetings.**
MOTION: Vice Chairman Ceesay moved, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund (June 5, 2017); Vice Chairman Ceesay; Chairman Fox; Trustee Agee (June 5, 2017); Trustee Kearns (June 19, 2017)
AGAINST: None
ABSTAIN: Trustee Kearns (Absent June 5, 2017); Trustee Lund, Trustee Agee (Each absent June 19, 2017)
Motion carried.
- 2) **Discussion and possible action to approve purchase order(s) and receipts register totaling \$91,687.51.**
MOTION: Trustee Lund moved, second by Trustee Agee to approve purchase order and receipts register as presented and authorize payments.
FOR: Trustee Lund; Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
AGAINST: None
Motion carried.
- F) **Adjournment.**
- There being no further business, the meeting was adjourned at 9:48 p.m.

ATTEST:

Clerk/Secretary

Date

Chairman



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: August 2, 2017
Subject: Amendment to FY17 Operational Agreement between GEMS and City of Glenpool.

Background:

The City of Glenpool and GEMS signed an amended agreement on June 19, 2017 outlining services to be provided by the City to GEMS, and a process for reimbursement to the City by GEMS for Fiscal Year 2017.

The intent of the Board, as evidenced by appropriations in the FY17 Budget, was that the GEMS District would be responsible for all EMR training, equipment and supplies. The City is responsible only for emergency vehicle fuel, maintenance and repairs. However, the last revision to the agreement inadvertently retained language specifying that the City was responsible for paying for EMR contracted training, EMR durable and replaceable medical equipment and supplies.

The agreement has been updated to accurately define each party's responsibilities under the terms of the agreement.

Section II(B) was revised to remove the City's responsibility for training, equipment or medical supplies.

Section III(G) was moved to III(H), with the insertion of language clarifying GEM's responsibility to pay for training, supplies and equipment as outlined in the contract (now Section III(G)).

Staff Recommendation:

Staff recommends approval of the amended agreement.

Attachments:

FY17 Amended Agreement

[AMENDED]
ADMINISTRATIVE OPERATIONS AGREEMENT – FISCAL YEAR 2016 – 2017
[City of Glenpool and “GEMS” District]

This Administrative Operations Agreement (“Agreement”), made and entered into on the date last written below, by and between the City of Glenpool, Oklahoma, a municipal corporation, (“City”) and the Glenpool Area Emergency Medical Service District (“GEMS”) (together with the City, the “Parties”), expressly amends, replaces and supersedes all agreements previously entered into by the Parties for the purposes set forth herein.

I. Stipulations

A. The Parties acknowledge and agree to the following:

1. City is a municipal corporation doing business within Tulsa County, State of Oklahoma.
2. GEMS is an emergency medical service district as defined in and having all powers, duties and privileges provided under the Oklahoma Constitution, Art. X, § 9C, and was created by vote of the qualified voters of the Glenpool Public School District on February 22, 1983. Since ratification, GEMS has continually functioned as an emergency medical service district and has been administered through five members appointed by the Tulsa County Board of County Commissioners and serving as a Board of Trustees as prescribed by the Oklahoma Constitution.
3. As provided by Title 5, Chapter 2, Article B, Section 1¹ of the Glenpool City Code, the Emergency Medical Response Agency consists of Glenpool Fire Department members who are certified by the Oklahoma Department of Health in accordance with the Oklahoma Emergency Response Systems Development Act and in accordance with rules and regulations promulgated by the Oklahoma Board of Health; and are so designated by the Medical Director, as defined in Title 5, Chapter 2, Article A, Section 1 of the City Code, to perform emergency medical services at the scene of an incident requiring emergency medical services, excluding transport, as further provided by Title 5, Chapter 2, Article B of the City Code.

II. City’s Responsibilities

City acknowledges that all GEMS funds are derived from the three mill ad valorem levy approved by majority vote of the qualified voters of the Glenpool Public School District on the 22nd day of February 1983, and that all such funds shall only be expended for the purpose of providing funds for the support, organization, operation and maintenance of district ambulance services, including the provision of ambulance services by contract. City further agrees and promises to receive no portion of such GEMS funds beyond the extent to which the following services provided by City to GEMS incur costs for lawful emergency medical service

¹ The “emergency medical response agency”, as defined in Title 5, Chapter 2, Article A, Section 1 of the City Code, consists of one or more employees of the City, one of whom shall be designated the Director of the Emergency Medical Response Agency, and all of whom shall at all times be certified by the State Department of Health in accordance with the Oklahoma Emergency Response Systems Development Act and in accordance with rules and regulations promulgated by the State Board of Health. The function of the Emergency Medical Response Agency is to provide assistance to the ambulance service provider, as provided by this “Operational Agreement” and the “Ambulance Service Agreement,” as those terms are defined and used in Title 5, Chapter 2, Article A of the City Code, under the direction and control of the Medical Director.

district purposes which GEMS may lawfully subsidize in accordance with the Emergency Medical Service District Budget Act, 19 O.S. §§ 1701 – 1723, inclusive²:

- A. City staff will perform all administrative services required for the implementation of this Agreement, including without limitation oversight of all operational costs identified in the City's adopted budget for FY 2016-2017, to be subsidized by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- B. City will provide Emergency Medical Response Agency emergency medical services for GEMS, to include: the cost of all personnel dedicated to Emergency Medical Response ("EMR") runs and related functions, emergency vehicle maintenance and fuel expenses and related services as provided by Title 5, Chapter 2, Article B, Sections 1 and 2 of the City Code³ and will ensure that all persons acting as emergency medical responders shall be properly certified and shall be under the direct supervision of the GEMS Medical Director, as appointed by the GEMS District Board or by contract with an ambulance service provider pursuant to Title 5, Chapter 2, Article A, Section 2 of the City Code,⁴ at a cost to be subsidized by GEMS in an amount appropriated for

² 19 O.S. §1719 provides expressly:

Estimated revenues and appropriation expenditures in the budget of each fund shall be classified in conformity with the accounting system prescribed by the State Auditor and Inspector. Revenues shall be classified separately by source. Expenditures shall be departmentalized by appropriate functions and activities within each fund and shall be classified within the following categories:

- 1. Salaries and wages, which may include expenses for salaries, wages, per diem allowances and other forms of compensation;
- 2. Employee benefits paid to any member or employee of the board for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, vacation allowances, sick leave, terminal pay or similar benefits;
- 3. Operating expenses, which may include materials and supplies, articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any persons, firm or corporation rendering a service in connection with repair, sale or trade of such articles or commodities, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of operating expense to any person, firm or corporation rendering such services;
- 4. Other services and charges, which may include all current expenses other than those listed in paragraphs 1, 2, 3, 5 or 6 of this section;
- 5. Capital outlays, which may include outlays which result in acquisition of or additions to fixed assets purchased by the district, including land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of a contract, machinery and equipment, furniture and autos and trucks; and
- 6. Debt service, which may include outlays in the form of debt principal payments, periodic interest payments, paying agent's fees, or related service charges for benefits received in part in prior fiscal periods as well as in current and future fiscal periods.

³ The Emergency Medical Response Agency shall provide emergency medical services in accordance with the directives and perimeters identified in Title 5, Chapter 2, Article A of the City Code and under the direction of the Medical Director.

⁴ MEDICAL DIRECTOR: The licensed physician appointed by the GEMS district board, or by contract with the ambulance service provider, to perform the duties and responsibilities granted and ascribed to the medical director herein. The medical director may be an employee of the city in the absence of an ambulance service agreement, but is otherwise an employee of, or contractor with, the licensed ambulance service provider so designated by the ambulance service agreement.

that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.

III. GEMS' Responsibilities

- A. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Administrator") to perform administrative services for GEMS, including services as an administrative liaison between GEMS and City for the purpose of making and delivering such reports to the Board of Trustees as needed to provide information, answer questions and carry out administrative tasks assigned by the Board, and will ensure that such District Administrator is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- B. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement of a person qualified and acceptable to the Board of Trustees ("District Clerk") to perform clerical and record-keeping duties for GEMS in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation, and will ensure such District Clerk is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2016-2017 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- C. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Attorney") to perform legal services for GEMS, to ensure that all GEMS activities, contracts and any other actions are in compliance with all applicable constitutional and statutory requirements, and will ensure such District Attorney is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of his Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2016-2017 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- D. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Financial Officer") to perform accounting and budgetary services for GEMS, including management of the accounts of GEMS in accordance with the Emergency Medical Service District Budget Act and making such reports to the GEMS Board of Trustees as needed to keep the Board of Trustees informed regarding its financial status and legal compliance, and will ensure such District Financial is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2016-2017 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- E. GEMS agrees to adopt such rules, policies, and procedures as will provide for orderly, lawful, and expedient emergency medical response agency services, as provided by separate ambulance

service provider agreement with a qualified ambulance service provider to the fullest extent permissible under Oklahoma law.

- i. GEMS stipulates that the Board of Trustees has the power and duty to promulgate and adopt such rules, policies, and procedures pursuant to Art. X, § 9C of the Oklahoma Constitution.
 - ii. GEMS further stipulates and agrees that the administrative services provided by City personnel under Section II.A. of this Agreement shall be performed in accordance with the provisions of Title 5, Emergency Preparedness, Chapter 2, Medical Services, Article A, Emergency Medical Services; and Article B, First Responder Service, of the City of Glenpool Code of Ordinances,, as amended by Ordinance 694, adopted by the City Council on March 2, 2015, and any such further amendments, ordinances, resolutions or policies adopted by the City or the Board of Trustees, as applicable and as may directly affect the provision of said services.
 - iii. GEMS further stipulates and agrees that the Emergency Medical Response Agency provided by the City under Section II.B. of this Agreement shall be supervised in such a way as to comply with all requirements of the Oklahoma Emergency Response Systems Development Act and any other applicable laws.
- F. GEMS agrees that it shall provide EMR contracted training, EMR certification fees, EMR durable and replaceable medical equipment, medical oxygen, and all supplies and equipment not otherwise provided by other parties.
- G. GEMS agrees that it shall annually prepare and adopt a budget in accordance with the provisions of the Emergency Medical Service District Budget Act.
- H. In consideration of the administrative, financial and emergency medical response agency services provided by City as described in Sections II.B., of this Agreement , GEMS agrees to reimburse the City for the costs of providing such services during the term of this Agreement. Such costs shall be included in the annual budget adopted by GEMS as provided in Section III.B. of this Agreement and in accordance with the Emergency Medical Response Service Rate Summary at Exhibit A, incorporated herein by reference.

IV. Term of Agreement

This Agreement shall be deemed effective as of July 1, 2016, and shall continue through June 30, 2017. This Agreement will automatically be renewed each subsequent year, beginning July 1, 2017, unless either party notifies the other at least 90 days prior to the same of its intention not to renew.

V. Termination

Either party may cancel this Agreement, with or without cause, prior to the termination date by providing written notice to the other party 30 days before the cancelation date.

VI. Successors and Assigns

This Agreement shall be binding upon the successors and assigns of the Parties during the term of this Agreement and no provisions, terms or obligations herein contained shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger or annexation, transfer or assignment of either party hereto, or affected, modified, altered or changed in any respect whatsoever by any change

of any kind in the ownership or management of either party hereto, or by any change geographically of the place of business of either party hereto.

VII. Savings Clause

- A. If any provisions of this Agreement, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end, the provisions of this Agreement are several.
- B. It is understood that the foregoing is a complete understanding of all the terms and conditions governed by this Agreement during the term of this Agreement, and all renewals as provided by Section IV of this Agreement, and it cannot be altered in any manner, save by the complete written concurrence of the Parties subscribing hereto.

In Witness Whereof, the Parties have hereunto set their hands this 7th day of August 2017.

City of Glenpool

Glenpool Area Emergency Medical Service District

Timothy Lee Fox, Mayor

Timothy Lee Fox, Chairman of the Board of Trustees

Attest:

[SEAL]

Susan White, City Clerk

Susan White, District Clerk

Approved:

Lowell Peterson, City Attorney

Lowell Peterson, District Attorney

EXHIBIT A
EMERGENCY MEDICAL RESPONSE SERVICE RATE SUMMARY

Runs YTD as of April 30, 2016			Ratio
EMR	675		63%
FIRE	386		36%
Total	1061		

Based on FY2016-2017 Proposed Budget:		EMR Calls vs Fire	63%
		Total	EMR
Total Compensation/Benefits for EMR personnel:	\$	1,244,383	\$ 783,961
Average per person (total /13)	\$	95,722	\$ 60,305
Annual hours per person		2,912	
Avg hourly personnel costs	\$	32.87	\$ 20.71
Three person crew (\$32.87 x 3)	\$	98.61	\$ 62.12

Fire Truck Expenses		FY17
Maintenance	\$	24,000
Fuel		14,500
Total Truck Expenses	\$	38,500

		EMR Calls vs Fire	63%
Estimated number runs FY2016-2017		1294	816
Average cost per run for truck (constant)	\$	29.75	\$ 29.75
		Total	EMR
Total rate per run (\$98.61 crew, \$29.75 truck)	\$	128.36	\$ 91.00

Total Estimated EMR Reimbursement FY17 \$ 74,256



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: August 2, 2017
Subject: Amendment to FY18 Operational Agreement between GEMS and City of Glenpool.

Background:

The City of Glenpool and GEMS signed an amended agreement on June 19, 2017 outlining services to be provided by the City to GEMS, and a process for reimbursement to the City by GEMS for Fiscal Year 2018.

The intent of the Board, as evidenced by appropriations in the FY18 Budget, was that the GEMS District would be responsible for all EMR training, equipment and supplies. The City is responsible only for emergency vehicle fuel, maintenance and repairs. However, the last revision to the agreement inadvertently retained language specifying that the City was responsible for paying for EMR contracted training, EMR durable and replaceable medical equipment and supplies.

The agreement has been updated to accurately define each party's responsibilities under the terms of the agreement.

Section II(B) was revised to remove the City's responsibility for training, equipment or medical supplies.

Section III(G) was moved to III(H), with the insertion of language clarifying GEM's responsibility to pay for training, supplies and equipment as outlined in the contract (now Section III(G)).

Staff Recommendation:

Staff recommends approval of the amended agreement.

Attachments:

FY18 Amended Agreement

[AMENDED]
ADMINISTRATIVE OPERATIONS AGREEMENT – FISCAL YEAR 2017 – 2018
[City of Glenpool and “GEMS” District]

This Administrative Operations Agreement (“Agreement”), made and entered into on the date last written below, by and between the City of Glenpool, Oklahoma, a municipal corporation, (“City”) and the Glenpool Area Emergency Medical Service District (“GEMS”) (together with the City, the “Parties”), expressly amends, replaces and supersedes all agreements previously entered into by the Parties for the purposes set forth herein.

I. Stipulations

A. The Parties acknowledge and agree to the following:

1. City is a municipal corporation doing business within Tulsa County, State of Oklahoma.
2. GEMS is an emergency medical service district as defined in and having all powers, duties and privileges provided under the Oklahoma Constitution, Art. X, § 9C, and was created by vote of the qualified voters of the Glenpool Public School District on February 22, 1983. Since ratification, GEMS has continually functioned as an emergency medical service district and has been administered through five members appointed by the Tulsa County Board of County Commissioners and serving as a Board of Trustees as prescribed by the Oklahoma Constitution.
3. As provided by Title 5, Chapter 2, Article B, Section 1¹ of the Glenpool City Code, the Emergency Medical Response Agency consists of Glenpool Fire Department members who are certified by the Oklahoma Department of Health in accordance with the Oklahoma Emergency Response Systems Development Act and in accordance with rules and regulations promulgated by the Oklahoma Board of Health; and are so designated by the Medical Director, as defined in Title 5, Chapter 2, Article A, Section 1 of the City Code, to perform emergency medical services at the scene of an incident requiring emergency medical services, excluding transport, as further provided by Title 5, Chapter 2, Article B of the City Code.

II. City’s Responsibilities

City acknowledges that all GEMS funds are derived from the three mill ad valorem levy approved by majority vote of the qualified voters of the Glenpool Public School District on the 22nd day of February 1983, and that all such funds shall only be expended for the purpose of providing funds for the support, organization, operation and maintenance of district ambulance services, including the provision of ambulance services by contract. City further agrees and promises to receive no portion of such GEMS funds beyond the extent to which the following services provided by City to GEMS incur costs for lawful emergency medical service

¹ The "emergency medical response agency", as defined in Title 5, Chapter 2, Article A, Section 1 of the City Code, consists of one or more employees of the City, one of whom shall be designated the Director of the Emergency Medical Response Agency, and all of whom shall at all times be certified by the State Department of Health in accordance with the Oklahoma Emergency Response Systems Development Act and in accordance with rules and regulations promulgated by the State Board of Health. The function of the Emergency Medical Response Agency is to provide assistance to the ambulance service provider, as provided by this "Operational Agreement" and the "Ambulance Service Agreement," as those terms are defined and used in Title 5, Chapter 2, Article A of the City Code, under the direction and control of the Medical Director.

District purposes which GEMS may lawfully subsidize in accordance with the Emergency Medical Service District Budget Act, 19 O.S. §§ 1701 – 1723, inclusive²:

- A. City staff will perform all administrative services required for the implementation of this Agreement, including without limitation oversight of all operational costs identified in the City's adopted budget for FY 2017-2018, to be subsidized by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- B. City will provide Emergency Medical Response Agency emergency medical services for GEMS, to include: the cost of all personnel dedicated to Emergency Medical Response ("EMR") runs and related functions, emergency vehicle maintenance and fuel expenses and related services as provided by Title 5, Chapter 2, Article B, Sections 1 and 2 of the City Code³ and will ensure that all persons acting as emergency medical responders shall be properly certified and shall be under the direct supervision of the GEMS Medical Director, as appointed by the GEMS District Board or by contract with an ambulance service provider pursuant to Title 5, Chapter 2, Article A, Section 2 of the City Code,⁴ at a cost to be subsidized by GEMS in an amount appropriated for

² 19 O.S. §1719 provides expressly:

Estimated revenues and appropriation expenditures in the budget of each fund shall be classified in conformity with the accounting system prescribed by the State Auditor and Inspector. Revenues shall be classified separately by source. Expenditures shall be departmentalized by appropriate functions and activities within each fund and shall be classified within the following categories:

- 1. Salaries and wages, which may include expenses for salaries, wages, per diem allowances and other forms of compensation;
- 2. Employee benefits paid to any member or employee of the board for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, vacation allowances, sick leave, terminal pay or similar benefits;
- 3. Operating expenses, which may include materials and supplies, articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any persons, firm or corporation rendering a service in connection with repair, sale or trade of such articles or commodities, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of operating expense to any person, firm or corporation rendering such services;
- 4. Other services and charges, which may include all current expenses other than those listed in paragraphs 1, 2, 3, 5 or 6 of this section;
- 5. Capital outlays, which may include outlays which result in acquisition of or additions to fixed assets purchased by the district, including land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of a contract, machinery and equipment, furniture and autos and trucks; and
- 6. Debt service, which may include outlays in the form of debt principal payments, periodic interest payments, paying agent's fees, or related service charges for benefits received in part in prior fiscal periods as well as in current and future fiscal periods.

³ The Emergency Medical Response Agency shall provide emergency medical services in accordance with the directives and perimeters identified in Title 5, Chapter 2, Article A of the City Code and under the direction of the Medical Director.

⁴ MEDICAL DIRECTOR: The licensed physician appointed by the GEMS district board, or by contract with the ambulance service provider, to perform the duties and responsibilities granted and ascribed to the medical director herein. The medical director may be an employee of the city in the absence of an ambulance service agreement, but is otherwise an employee of, or contractor with, the licensed ambulance service provider so designated by the ambulance service agreement.

that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.

III. GEMS' Responsibilities

- A. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Administrator") to perform administrative services for GEMS, including services as an administrative liaison between GEMS and City for the purpose of making and delivering such reports to the Board of Trustees as needed to provide information, answer questions and carry out administrative tasks assigned by the Board, and will ensure that such District Administrator is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- B. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement of a person qualified and acceptable to the Board of Trustees ("District Clerk") to perform clerical and record-keeping duties for GEMS in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation, and will ensure such District Clerk is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2017-2018 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- C. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Attorney") to perform legal services for GEMS, to ensure that all GEMS activities, contracts and any other actions are in compliance with all applicable constitutional and statutory requirements, and will ensure such District Attorney is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of his Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2017-2018 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- D. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Financial Officer") to perform accounting and budgetary services for GEMS, including management of the accounts of GEMS in accordance with the Emergency Medical Service District Budget Act and making such reports to the GEMS Board of Trustees as needed to keep the Board of Trustees informed regarding its financial status and legal compliance, and will ensure such District Financial is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2017-2018 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- E. GEMS agrees to adopt such rules, policies, and procedures as will provide for orderly, lawful, and expedient emergency medical response agency services, as provided by separate ambulance

service provider agreement with a qualified ambulance service provider to the fullest extent permissible under Oklahoma law.

- i. GEMS stipulates that the Board of Trustees has the power and duty to promulgate and adopt such rules, policies, and procedures pursuant to Art. X, § 9C of the Oklahoma Constitution.
 - ii. GEMS further stipulates and agrees that the administrative services provided by City personnel under Section II.A. of this Agreement shall be performed in accordance with the provisions of Title 5, Emergency Preparedness, Chapter 2, Medical Services, Article A, Emergency Medical Services; and Article B, First Responder Service, of the City of Glenpool Code of Ordinances,, as amended by Ordinance 694, adopted by the City Council on March 2, 2015, and any such further amendments, ordinances, resolutions or policies adopted by the City or the Board of Trustees, as applicable and as may directly affect the provision of said services.
 - iii. GEMS further stipulates and agrees that the Emergency Medical Response Agency provided by the City under Section II.B. of this Agreement shall be supervised in such a way as to comply with all requirements of the Oklahoma Emergency Response Systems Development Act and any other applicable laws.
- F. GEMS agrees that it shall provide EMR contracted training, EMR certification fees, EMR durable and replaceable medical equipment, medical oxygen, and all supplies and equipment not otherwise provided by other parties.
- G. GEMS agrees that it shall annually prepare and adopt a budget in accordance with the provisions of the Emergency Medical Service District Budget Act.
- H. In consideration of the administrative, financial and emergency medical response agency services provided by City as described in Sections II.B., of this Agreement , GEMS agrees to reimburse the City for the costs of providing such services during the term of this Agreement. Such costs shall be included in the annual budget adopted by GEMS as provided in Section III.B. of this Agreement and in accordance with the Emergency Medical Response Service Rate Summary at Exhibit A, incorporated herein by reference.

IV. Term of Agreement

This Agreement shall be deemed effective as of July 1, 2017, and shall continue through June 30, 2018. This Agreement will automatically be renewed each subsequent year, beginning July 1, 2018, unless either party notifies the other at least 90 days prior to the same of its intention not to renew.

V. Termination

Either party may cancel this Agreement, with or without cause, prior to the termination date by providing written notice to the other party 30 days before the cancelation date.

VI. Successors and Assigns

This Agreement shall be binding upon the successors and assigns of the Parties during the term of this Agreement and no provisions, terms or obligations herein contained shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger or annexation, transfer or assignment of either party hereto, or affected, modified, altered or changed in any respect whatsoever by any

change of any kind in the ownership or management of either party hereto, or by any change geographically of the place of business of either party hereto.

VII. Savings Clause

- A. If any provisions of this Agreement, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end, the provisions of this Agreement are several.
- B. It is understood that the foregoing is a complete understanding of all the terms and conditions governed by this Agreement during the term of this Agreement, and all renewals as provided by Section IV of this Agreement, and it cannot be altered in any manner, save by the complete written concurrence of the Parties subscribing hereto.

In Witness Whereof, the Parties have hereunto set their hands this 7th day of August 2017.

City of Glenpool

Glenpool Area Emergency Medical Service District

Timothy Lee Fox, Mayor

Timothy Lee Fox, Chairman of the Board of Trustees

Attest:

[SEAL]

Susan White, City Clerk

Susan White, District Clerk

Approved:

Lowell Peterson, City Attorney

Lowell Peterson, District Attorney

EXHIBIT A
EMERGENCY MEDICAL RESPONSE SERVICE RATE SUMMARY

	30-Apr-17	Ratio
EMR	981	66%
FIRE	490	33%
Total	1471	

Based on FY2017-2018 Proposed Budget:		EMR Calls vs Fire	66%
		Total	EMR
Total Compensation/Benefits for EMR personnel:	\$	1,762,784	\$1,163,437
Average per person (total /20)	\$	88,139.19	\$ 89,495
Annual hours per person		2,912	
Avg hourly personnel costs	\$	30.27	\$ 30.73
Three person crew (\$30.27 x 3)	\$	90.81	\$ 59.93

Fire Truck Expenses	FY17
Maintenance	\$ 28,000
Fuel	18,000
Total Truck Expenses	\$ 46,000

	EMR Calls vs Fire	66%
Estimated number runs FY2017-2018	1900	1254
Average cost per run for truck (constant)	\$ 24.21	\$ 24.21
	Total	EMR
Total rate per run (\$90.81 crew, \$25.56 truck)	\$ 115.02	\$ 84.00

Total Estimated EMR Reimbursement FY18 \$ 105,300



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: August 2, 2017
Subject: FY16 Audit Findings

Background:

The State Auditor and Inspectors Office recently completed an audit of the District's financial records and internal controls for fiscal year 2016. There were three findings from the audit, which are attached for your review.

Staff Recommendation:

Staff recommends a motion to accept the findings from the FY16 audit, and direct the Chairman to sign the Management Representation letter confirming the Board's receipt and review of the findings.

Attachments:

1. FY16 Audit findings No 2016-1, 2016-2, and 2016-3
2. Management Representation Letter

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
AUDIT FINDING INPUT SHEET
FISCAL YEAR 2016

Prepared by	Adrian Horn	X'ref	032
Reviewed by	Sherri Wooldridge	Finding No.	2016-01

TITLE: Finding 2016-1-Inadequate Internal Controls and Noncompliance Over Audit Expense Budget Account (Repeat Finding)

Condition: Upon inquiry and observation of the budgeting process, it was determined that internal controls have not been designed or implemented to ensure the amount required by statute is correctly budgeted for the audit expense budget account.

Fiscal Year	Amount calculated to carry forward	Amount carried forward by District	1 /10 th of one Mill	Ending Balance Should be	District's Ending Balance	Variance Over/(Under)
FY 2016	\$36,918.31	\$0.00	\$7,601.98	\$ 44,520.29	\$398.02	(\$ 36,520.29)

It was further noted that the District has not carried forward the balance into the audit expense budget account each fiscal year. As a result, the District's balance in the audit budget expense account as of June 30, 2016 was \$8,000.00. The correct balance should have been \$44,520.29; thus leaving an underfunded balance of (\$36,520.29).

Cause of Condition: Policies and procedures have not been designed and implemented to ensure the audit expense budget account is accurately budgeted in accordance with statutory requirements.

Effect of Condition: These conditions resulted in noncompliance with the state statute and the audit expense account being underfunded.

Recommendation: The Oklahoma State Auditor and Inspector's office (OSAI) recommends the District implement a system of internal controls to provide reasonable assurance that one-tenth mill upon the net total assessed valuation be set aside in the audit expense budget account and that any unused portion be carried forward into the next year audit account in accordance with 19 O.S. § 1706.1

Management Response:

A procedure for calculating the audit expense budget in accordance with 19 O.S. § 1706.1 was implemented, but the procedure to lapse unspent appropriations was not completely understood. Future appropriations will consider any amount unspent until written approval is granted by the State Auditor and Inspector's office to lapse unspent appropriations.

Chairman of the Board:

The Chairman agrees with Management's response.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. A component objective of an effective internal control system is to provide accurate and reliable information through proper review and approval.

Further, per 19 O.S. §1706.1, the District must appropriate the net proceeds of the one-tenth mill annual ad valorem levy upon the net total assessed valuation of the District for audit expenses

Chairman_____

Administrator_____

Treasurer_____

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
AUDIT FINDING INPUT SHEET
FISCAL YEAR 2016

Prepared by	Adrian Horn	X'ref	A-00
Reviewed by	Sherri Wooldridge	Finding No.	2016-02

TITLE: Finding 2016-2- Inadequate Internal Controls Over the Collection Process (Repeat Finding

Condition: While gaining an understanding of the receiving, depositing, and reconciling functions of the District, we determined that one employee performs the following duties:

- Receives verification of deposits,
- Verifies the receipt of collections at the bank,
- Records the journal entries into the computer system, and
- Prepares the bank statement reconciliation.

Cause of Condition: Policies and procedures have not been designed and implemented to sufficiently segregate the collection process from the recording and reconciling processes to ensure the accurate accounting of all funds. Additionally, policies and procedures have not been designed and implemented to ensure the accuracy of the District’s bank statement reconciliations as evidenced by someone performing a secondary review of the bank reconciliation and approving the review with evidence of initials and date of review.

Effect of Condition: A single employee having responsibility for more than one area of recording, authorization, custody of assets, and reconciliation could result in unrecorded transactions, misstated financial reports, clerical errors, or misappropriation of funds not being detected in a timely manner.

Recommendation: OSAI recommends management be aware of these conditions and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. The most effective controls lie in management’s oversight of office operations and a periodic review of operations. OSAI recommends management provide segregation of duties so that no one employee can perform all accounting functions. If segregation of duties is not possible due to limited personnel, OSAI recommends implementing compensating controls to mitigate the risks involved with a concentration of duties. Compensating controls would include separating key processes and/or critical functions of the office, and having management review and approve accounting functions including bank statement reconciliations.

Management Response:
Beginning in FY17, the District Administrator/Clerk began independently confirming the electronic deposits of ad valorem taxes, which are virtually the entirety of the District’s collections. The Treasurer enters journal entries to record the deposits; journal entries are approved by the Administrator. Also beginning in FY17, the bank statements are reconciled by another party, then reviewed and approved by the Treasurer.

Chairman of the Board:
The Chairman agrees with Management’s response.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. Internal controls over safeguarding of assets constitute a process, affected by an entity’s governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions and safeguarding assets from misappropriation. To help ensure a proper accounting of funds, the duties of revenue verification, recording, and reconciling should be segregated.

Chairman_____

Administrator_____

Treasurer_____

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
AUDIT FINDING INPUT SHEET
FISCAL YEAR 2016

Prepared by	Adrian Horn	X'ref	B-00B-01C-00
Reviewed by	Sherri Wooldridge	Finding No.	2016-03

Finding 2016-3- Inadequate Internal Controls Over the Disbursement Process including Payroll (Repeat Finding)

Condition: Upon inquiry of District staff and observation of documents, the test of forty-three (43) disbursements reflected the following exception:

- Twenty-four (24) disbursements were for medical supplies and small medical equipment that do not appear to be an appropriate disbursement for the District per contract stipulations. The contracts stated that medical supplies and equipment would be provided by the contractor. These disbursements were for supplies, oxygen, epi funs, CPR Manikins, an airway trainer, childbirth simulator, and carbon monoxide monitors.
- District funds were used to pay for purchases made with the City of Glenpool’s credit card.

Exit only, the District discontinued this practice in August 2016.

- Evidence of disbursements being presented to the Board for approval was not present.

Additionally, based on inquiry of the District’s disbursement process including payroll warrants, the following was noted:

- Only pre-printed electronic signatures were used as authorizing signatures, allowing checks to be issued without any verification of accuracy.
- Authorizing signatures were those of employees that receive compensation in the form of a payroll warrant, allowing for employees to receive payments without any independent authorization.
- The District did not maintain payroll records for the three administrative employees. The District employees, who are also City of Glenpool employees, did not complete a separate W4 for the District.

Further, based on a review of the Contract between the District and the City of Glenpool to provide administrative services, we noted the following:

- The District directly paid the District Administrator a sum of \$5,000.00 and the Treasurer and Legal Representative a sum of \$2,500.00 each for a grand total of \$10,000.00, although the contract stipulates the District will reimburse the City of Glenpool for this expense.

Cause of Condition: Policies and procedures have not been designed to ensure all claims are filed with sufficient supporting documentation for recordkeeping and timekeeping and evidence that disbursements are approved by the Board. Additionally, policies and procedures have not been developed to ensure disbursements are made in accordance with contractual provisions.

Effect of Condition: These conditions could result in inaccurate records, incomplete information or misappropriation of assets.

Recommendation: OSAI recommends the District implement a system of internal controls to ensure that all disbursements have proper supporting documentation, are made in accordance with contracts, and have evidence of the Board’s approval.

Management Response:

While the ambulance service contract states that the ambulance service provider will replace all disposable medical supplies utilized by the Emergency Medical Response Agency, there are often mutual aid responders that are not party to the agreement. In those instances, any supplies used by other providers are not replaced by the contracted provider. In addition, some supplies are purchased by the District that are not compatible with the provider’s equipment or procedures.

The intent of the contract is that the ambulance service provider will replace like items from their own inventory, but is not expected to replace specialty items not stocked on their trucks. Any supplies not disposable in nature are also purchased by the District, including training equipment and medical equipment, as well as drugs and medical oxygen. However, language inconsistent with actual intent and practice was inadvertently retained in the contract between the City of Glenpool and the District. While the contract stated that the City was to provide supplies, training and equipment, the intent of the Board, as evidenced by budget appropriations, was that the District would provide supplies, equipment, EMR training, medical oxygen, and any other materials required by the First Responders, except for emergency vehicle fuel and maintenance. The contract has since been revised to clarify the Board’s intent.

Following the conclusion of the FY14-FY15 audit during FY17:

- a procedure was established to provide the Board a list of payment claims for approval prior to payment.
- At least one signature is hand written on all checks, which are matched by the Treasurer with the list of approved payment claims.
- Another signatory was added to the District’s bank account, allowing for two parties other than the employee to sign payroll checks
- A system for maintaining more complete District employee records was established, including a separate W4 for each employee
- The District formalized employment contracts with the Administrator/Clerk, Treasurer and Attorney. In addition, the agreement between the City of Glenpool and the District was revised in FY17 to remove language in conflict with actual practices being followed.

Chairman of the Board:

The Chairman agrees with Management’s response.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. Effective internal controls are essential to provide reasonable assurance about the achievement of the entity’s objectives regarding the reliability of financial reporting. Key factors in this system are having supporting documentation maintained for record keeping and audit needs, ensuring disbursements are made in accordance with contractual provisions, and ensuring the proper approval of the Board for the operation of the District.

Chairman_____

Administrator_____

Treasurer_____



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

July 11, 2017

Gary A. Jones, CPA, CFE
State Auditor and Inspector
1401 Lera Drive suite 9
Weatherford OK 73096
Attention: Sherri Woolridge

Re: Management Representation Letter

In connection with the engagement regarding the records of the Glenpool Area Emergency Medical Service District (the "District") for the fiscal year ended June 30, 2016, 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.
- 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 10 days of the receipt of this letter in order to be included as part of the published report.

Signature _____
Timothy Lee Fox, Chairman
Glenpool Area Emergency Medical Service District

Date _____

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



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: Julie Casteen, Treasurer

Date: August 2, 2017

Subject: FY18 Budget Amendment for Audit Expense

Background:

As noted in the FY16 Audit findings, a procedure for calculating the audit expense budget in accordance with 19 O.S. § 1706.1 was implemented, but the procedure to lapse unspent appropriations was not completely understood. Any unspent balance must be carried over until formal written approval is granted by the State Auditor and Inspector's office to lapse unspent appropriations.

In order to bring the current budget for audit expense to the required level, a budget amendment of \$29,073 is needed. When the invoice for the FY16 audit expense is received, a request will be made to the State Auditor to allow the unused budget for audit expense to lapse.

Staff Recommendation:

Staff recommends a motion to approve the amendment to the FY18 Budget as outlined in the attachment.

Attachments:

FY18 Amended Budget

**GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
FY18 BUDGET AMENDMENTS**

	<u>ACTUALS</u> <u>FY2017</u>	<u>APPROVED</u> <u>BUDGET</u> <u>FY2018</u>	<u>YTD</u> <u>PROCESSED</u> <u>AMENDMENTS</u>	<u>CURRENT</u> <u>BUDGET</u> <u>FY2018</u>	<u>CURRENT</u> <u>BUDGET</u> <u>AMENDMENTS</u>	<u>RESTATED</u> <u>BUDGET</u> <u>FY2018</u>
Beginning Net Assets	\$ 407,669.60	\$ 284,312	\$ -	\$ 284,312	\$ 11,948	\$ 296,260.12
Revenues	\$ 247,367.64	\$ 256,553	\$ -	\$ 256,553	\$ -	\$ 256,553
Total Revenues	\$ 247,367.64	\$ 256,553	\$ -	\$ 256,553	\$ -	\$ 256,553
Personal Services	\$ 10,864.84	\$ 10,865	\$ -	\$ 10,865	\$ -	\$ 10,865
Supplies	\$ 12,992.08	30,000	-	30,000	-	30,000
Other Charges & Services	\$ 247,774.00	249,400	-	249,400	-	249,400
Audit Expenses	\$ 10,231.56	24,000	-	24,000	29,703	53,703
Travel & Training	\$ 5,829.50	8,000	-	8,000	-	8,000
Capital Expenditures	\$ 71,085.14	-	-	-	-	-
Total Expenses & Transfers Out	\$ 358,777.12	\$ 322,265	\$ -	\$ 322,265	\$ 29,703	\$ 351,968
Ending Net Assets	\$ 296,260.12	\$ 218,600	\$ -	\$ 218,600	\$ (17,755)	\$ 200,845.12



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, Treasurer
Date: August 2, 2017
Subject: FY17-18 Estimate of Needs

Background:

The Glenpool Area Emergency Medical Service District (GEMS) is required to prepare an annual Estimate of Needs and submit it to the Tulsa County Excise Board. This Estimate of Needs is intended to advise the Excise Board of the amount of cash on hand from the fiscal year just ended, and the estimated expenditures and revenues for the fiscal year in progress. The needs of the county and each school district, municipality and other entities are combined to determine the millage rate for all areas in the county.

The ad valorem tax revenues anticipated for FY18 are based on the Net Assessed Valuation (NAV) of the property in the GEMS service area. The NAV recently approved by the Excise Board for the GEMS service area is \$88,666,888. With a statutory millage rate of 3.00 mills, plus an additional 0.09 mill adjustment factor applied by the County for the absorption of household personal property, the estimated FY18 GEMS revenue from ad valorem taxes is \$273,980.68, an increase of \$24,900.51, or 10% over FY17.

Staff Recommendation:

Staff recommends approval of the Estimate of Needs for FY17-18.

Attachments:

FY16-17 Financial Summary
Estimate of Needs for FY17-18

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Collections, Disbursements and Cash Balances

For the Year Ended June 30, 2017
with Comparative Totals for June 30, 2016

	2017	2016
Beginning Cash Balance, July 1:	\$ 407,670	\$ 377,153
Collections:		
Ad Valorem Taxes	247,368	233,603
Miscellaneous	-	159
Total revenues	<u>247,368</u>	<u>233,761</u>
Disbursements:		
Maintenance and Operations	277,460	203,245
Audit Fees	10,232	-
Capital Equipment	71,085	-
Total Disbursements	<u>358,777</u>	<u>203,245</u>
Ending Cash Balance June 30	<u>\$ 296,260</u>	<u>\$ 407,670</u>

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

2017-2018

ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2016-2017

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
TULSA COUNTY
STATE OF OKLAHOMA

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than August 17 for all Counties. After approval by the Excise Board and the levies are made, both statements should be signed by the appropriate Board Members. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd., State Capitol, Room 100, Oklahoma City, OK 73105. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

THE 2017-2018 ESTIMATE OF NEEDS AND
FINANCIAL STATEMENT OF THE FISCAL YEAR 2016-2017

PREPARED BY ARLEDGE & ASSOCIATES, P.C.

SUBMITTED TO THE TULSA COUNTY EXCISE BOARD

THIS ___ DAY OF _____ 2017

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Chairman _____ Member _____

Member _____ Member _____

Member _____ Member _____

Clerk _____

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
OF
TULSA COUNTY
2017-2018
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2016-2017

INDEX

Letters and Certifications:	Page
Letter To Excise Board	1
Affidavit of Publication	2
Accountant's Letter	3
Certificate of Excise Board	Exhibit "Y" - Page 1
Exhibits:	Filed
Exhibit "E" Health Fund	Yes
Exhibit "G" Sinking Fund	No
Exhibit "J" Capital Project Funds	No
Exhibit "Y" Certificate of Excise Board Estimate of Needs	Yes
Publication Sheet Filed With County Budget	Yes
Exhibit "Z" Publication Sheet	Yes

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
OF
TULSA COUNTY
2017-2018
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2016-2017

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
STATE OF OKLAHOMA, TULSA COUNTY, ss:

To the County Excise Board of said County and State, Greetings;

Pursuant to the requirements of 68 O.S. Section 3002, we submit herewith for your consideration, the within statement of the fiscal condition of the Glenpool Area Emergency Medical Service District, of Tulsa County, State of Oklahoma, for the fiscal year beginning July 1, 2016 and ending June 30, 2017, together with an itemized statement of the estimated needs thereof for the fiscal year beginning July 1, 2017 and ending June 30, 2018. The same have been prepared in conformity to Statute, in relation to which be it further noted that:

1. We, the members of the Glenpool Area Emergency Medical Service District Board of said County and State, do hereby certify that the statements herein submitted show the true and correct conditions of the fiscal affairs of said Glenpool Area Emergency Medical Service District for the fiscal year ending June 30, 2017, that said statements comprise a "full and accurate statement of the assessments, receipts and expenditures of the preceding year, made out in detail under separate heads" as required by 19 O.S. Section 345; that said preparation was had at an official session of said Board, begun on the first Monday in July, 2017 pursuant to the provisions of 68 O.S. Section 3002.

2. And we further certify that the estimates of the several amounts necessary for current expenses for the fiscal year beginning July 1, 2017 and ending June 30, 2018 as shown under "Schedule 8" were prepared and filed with the Glenpool Area Emergency Medical Service District as of the first Monday in July 2017, that the same have been correctly entered, and that all estimates made are entered as certified for the respective purposes herein set out. We further certify that the sums requested for salaries of employees are calculated and based upon authority of salary statutes currently effective and applicable in this county.

3. We further certify that the estimated income from sources other than ad valorem tax, shown on "Schedule 4", may reasonably be expected to be collected as a revenue during the ensuing fiscal year, and is not in excess of the 90% of the amounts collected for the same sources during the fiscal year ending June 30, 2017.

Dated at the office of the District Clerk, at Glenpool, Oklahoma,
this ____ day of _____, 2017.

Chairman

Member

Member

Member

Member

Member

District Clerk _____

Filed this ____ day of _____, 2017 Secretary and Clerk of Excise Board, Tulsa County, Oklahoma.

AFFIDAVIT OF PUBLICATION

STATE OF OKLAHOMA, COUNTY OF TULSA COUNTY

Personally appeared before me, the undersigned Notary Public, _____ District Clerk of the Glenpool Area Emergency Medical Service District aforesaid, who being first duly sworn according to law, deposes and says: That he/she complied with the law by having the financial statement for the fiscal year ending June 30, 2017, and the estimated needs and the estimated income from sources other than ad valorem taxes, for the fiscal year beginning July 1, 2017 and ending June 30, 2018 published in one issue of the Tulsa Beacon, a legally-qualified newspaper published in said county, a copy of which together with proof of publication is herewith attached marked Exhibit "Z" and made a part of hereof.

District Clerk

Subscribed and sworn to before me this ____ day of _____, 2017.

Notary Public

My Commission Expires

EMERGENCY MEDICAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2016, to JUNE 30, 2017
ESTIMATE OF NEEDS FOR 2017-2018

EXHIBIT "E"

PAGE 1

Schedule 1, Current Balance Sheet - June 30, 2017	
	Amount
ASSETS:	
Cash Balance June 30, 2017	\$ 397,453.20
Investments	\$ -
TOTAL ASSETS	\$ 397,453.20
LIABILITIES AND RESERVES:	
Warrants Outstanding	\$ 92,439.08
Reserve for Interest on Warrants	\$ -
Reserves From Schedule 8	\$ 8,754.00
TOTAL LIABILITIES AND RESERVES	\$ 101,193.08
CASH FUND BALANCE JUNE 30, 2017	\$ 296,260.12
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	\$ 397,453.20

Schedule 2, Revenue and Requirements - 2017-2018		
	Detail	Total
REVENUE:		
Cash Balance June 30, 2016	\$ 407,669.60	
Cash Fund Balance Transferred From Prior Years	\$ -	
Current Ad Valorem Tax Apportioned	\$ 247,367.64	
Miscellaneous Revenue Apportioned	\$ -	
TOTAL REVENUE		\$ 655,037.24
REQUIREMENTS:		
Claims Paid by Warrants Issued	\$ 300,480.83	
Reserves From Schedule 8	\$ 8,754.00	
Interest Paid on Warrants	\$ -	
Reserve for Interest on Warrants	\$ -	
TOTAL REQUIREMENTS		\$ 309,234.83
ADD: CASH FUND BALANCE AS PER BALANCE SHEET 6-30-2017		\$ 296,260.12
TOTAL REQUIREMENTS AND CASH FUND BALANCE		\$ 605,494.95

Schedule 3, Cash Fund Balance Analysis - June 30, 2017		Amount
ADDITIONS:		
Miscellaneous Revenue Collected in Excess of Estimates-Net	\$ -	
Warrants Estopped, Cancelled or Converted	\$ -	
Fiscal Year 2016-2017 Lapsed Appropriations	\$ 62,686.88	
Fiscal Year 2015-2016 Lapsed Appropriations	\$ -	
Ad Valorem Tax Collections in Excess of Estimate	\$ 20,931.12	
Prior Years Ad Valorem Tax	\$ 233,602.54	
TOTAL ADDITIONS	\$ 317,220.54	
DEDUCTIONS:		
Supplemental Appropriations	\$ 68,081.00	
Current Tax in Process of Collection	\$ -	
TOTAL DEDUCTIONS	\$ 68,081.00	
Cash Fund Balance as per Balance Sheet 6-30-2017	\$ 296,260.12	
Composition of Cash Fund Balance:		
Cash	\$ 296,260.12	
Cash Fund Balance as per Balance Sheet 6-30-2017	\$ 296,260.12	

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

EMERGENCY MEDICAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2016, to JUNE 30, 2017
ESTIMATE OF NEEDS FOR 2017-2018

EXHIBIT "E"

2a

Schedule 4, Miscellaneous Revenue		
SOURCE	2016-2017 ACCOUNT	
	AMOUNT	ACTUALLY
	ESTIMATED	COLLECTED
1000 CHARGES FOR SERVICES		
1111 Service Fees	\$ -	\$ -
1112 Service Fees	\$ -	\$ -
1113 Training Fees	\$ -	\$ -
1114 Other -	\$ -	\$ -
1115 Other -	\$ -	\$ -
1116 Other -	\$ -	\$ -
1117 Other -	\$ -	\$ -
1118 Other -	\$ -	\$ -
1119 Other -	\$ -	\$ -
1120 Other -	\$ -	\$ -
1121 Other -	\$ -	\$ -
1122 Other -	\$ -	\$ -
1123 Other -	\$ -	\$ -
1124 Other -	\$ -	\$ -
1125 Other -	\$ -	\$ -
Total Charges For Services	\$ -	\$ -
INTERGOVERNMENTAL REVENUE		
2000 INTERGOVERNMENTAL REVENUE - LOCAL SOURCES:		
2111 Local Contributions	\$ -	\$ -
2112 Local Governmental Reimbursements	\$ -	\$ -
2113 Local Payments in Lieu of Tax Revenue	\$ -	\$ -
2114 Other -	\$ -	\$ -
2115 Other -	\$ -	\$ -
2116 Other -	\$ -	\$ -
2117 Other -	\$ -	\$ -
2118 Other -	\$ -	\$ -
2124 Other -	\$ -	\$ -
Total - Local Sources	\$ -	\$ -
3000 INTERGOVERNMENTAL REVENUES - STATE SOURCES:		
3111 County Sales Tax - OTC	\$ -	\$ -
3112 Other - OTC	\$ -	\$ -
Sub-Total - OTC	\$ -	\$ -
3211 State Grants	\$ -	\$ -
3212 State Payments in Lieu of Tax Revenue	\$ -	\$ -
3213 Homestead Exemption Reimbursement	\$ -	\$ -
3214 Additional Homestead Exemption Reimbursement	\$ -	\$ -
3215 Other -	\$ -	\$ -
3216 Other -	\$ -	\$ -
3217 Other -	\$ -	\$ -
3218 Other -	\$ -	\$ -
3219 Other -	\$ -	\$ -
3220 Other -	\$ -	\$ -
3221 Other -	\$ -	\$ -
3222 Other -	\$ -	\$ -
3223 Other -	\$ -	\$ -
3224 Other -	\$ -	\$ -
3225 Other -	\$ -	\$ -
Total - State Sources	\$ -	\$ -

Continued on page 2b

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

ESTIMATE OF NEEDS FOR 2017-2018

Page 2b

[illegible]

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

EMERGENCY MEDICAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2016, to JUNE 30, 2017
ESTIMATE OF NEEDS FOR 2017-2018

EXHIBIT "E"

2c

Schedule 4, Miscellaneous Revenue		
SOURCE	2016-2017 ACCOUNT	
	AMOUNT	ACTUALLY
Continued from page 2a	ESTIMATED	COLLECTED
4000 INTERGOVERNMENTAL REVENUES - FEDERAL SOURCES:		
4111 Federal Grants	\$ -	\$ -
4112 Reimbursement - Federal	\$ -	\$ -
4113 Federal Payments in Lieu of Tax Revenue	\$ -	\$ -
4114 Other -	\$ -	\$ -
4115 Other -	\$ -	\$ -
4116 Other -	\$ -	\$ -
4117 Other -	\$ -	\$ -
4118 Other -	\$ -	\$ -
4119 Other -	\$ -	\$ -
4120 Other -	\$ -	\$ -
4121 Other -	\$ -	\$ -
4122 Other -	\$ -	\$ -
4123 Other -	\$ -	\$ -
4124 Other -	\$ -	\$ -
4125 Other -	\$ -	\$ -
4126 Other -	\$ -	\$ -
4127 Other -	\$ -	\$ -
4128 Other -	\$ -	\$ -
Total Federal Sources	\$ -	\$ -
Grand Total Intergovernmental Revenues	\$ -	\$ -
5000 MISCELLANEOUS REVENUE:		
5111 Interest on Investments	\$ -	\$ -
5112 Rental or Lease of Property	\$ -	\$ -
5113 Sale of Property	\$ -	\$ -
5114 Subscription Sales (Memberships)	\$ -	\$ -
5115 Insurance Recoveries	\$ -	\$ -
5116 Insurance Reimbursement	\$ -	\$ -
5117 Return Check Charges	\$ -	\$ -
5118 Utility Reimbursements	\$ -	\$ -
5119 Vending Machine Commissions	\$ -	\$ -
5120 Other Concessions	\$ -	\$ -
5121 Other -	\$ -	\$ -
5122 Other -	\$ -	\$ -
5123 Other -	\$ -	\$ -
5124 Other -	\$ -	\$ -
5125 Other -	\$ -	\$ -
5126 Other -	\$ -	\$ -
5127 Other -	\$ -	\$ -
5128 Other -	\$ -	\$ -
5129 Other -	\$ -	\$ -
5130 Other -	\$ -	\$ -
5131 Other -	\$ -	\$ -
5132 Other -	\$ -	\$ -
Total Miscellaneous Revenue	\$ -	\$ -
6000 NON-REVENUE RECEIPTS:		
6111 Contributions from Other Funds	\$ -	\$ -
Grand Total Health Fund	\$ -	\$ -

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

ESTIMATE OF NEEDS FOR 2017-2018

Page 2d

[illegible]

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

EMERGENCY MEDICAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2016, to JUNE 30, 2017
ESTIMATE OF NEEDS FOR 2017-2018

EXHIBIT "E"

3a

Schedule 5, Expenditures Emergency Medical Fund Cash Accounts of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	2016-2017
Cash Balance Reported to Excise Board 6-30-2016	\$ 407,669.60
Cash Fund Balance Transferred Out	\$ -
Cash Fund Balance Transferred In	\$ -
Adjusted Cash Balance	\$ 407,669.60
Ad Valorem Tax Apportioned To Year In Caption	\$ 247,367.64
Miscellaneous Revenue (Schedule 4)	\$ -
Cash Fund Balance Forward From Preceding Year	\$ -
Prior Expenditures Recovered	\$ -
TOTAL RECEIPTS	\$ 247,367.64
TOTAL RECEIPTS AND BALANCE	\$ 655,037.24
Warrants of Year in Caption	\$ 257,584.04
Interest Paid Thereon	\$ -
TOTAL DISBURSEMENTS	\$ 257,584.04
CASH BALANCE JUNE 30, 2017	\$ 397,453.20
Reserve for Warrants Outstanding	\$ 92,439.08
Reserve for Interest on Warrants	\$ -
Reserves From Schedule 8	\$ 8,754.00
TOTAL LIABILITIES AND RESERVE	\$ 101,193.08
DEFICIT: (Red Figure)	\$ -
CASH BALANCE FORWARD TO SUCCEEDING YEAR	\$ 296,260.12

Schedule 6, Emergency Medical Fund Warrant Account of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	TOTAL
Warrants Outstanding 6-30-2016 of Year in Caption	\$ 13,798.70
Warrants Registered During Year	\$ 379,121.21
TOTAL	\$ 392,919.91
Warrants Paid During Year	\$ 300,480.83
Warrants Converted to Bonds or Judgements	\$ -
Warrants Cancelled	\$ -
Warrants Estopped by Statute	\$ -
TOTAL WARRANTS RETIRED	\$ 300,480.83
BALANCE WARRANTS OUTSTANDING JUNE 30, 2017	\$ 92,439.08

Schedule 7, 2016 Ad Valorem Tax Account	
2016 Net Valuation Certified To County Excise Board	\$ 80,608,469.00
3.090 Mills	Amount
Total Proceeds of Levy as Certified	\$ 249,080.17
Additions:	\$ -
Deductions:	\$ -
Gross Balance Tax	\$ 249,080.17
Less Reserve for Delinquent Tax	\$ 22,643.65
Reserve for Protest Pending	\$ -
Balance Available Tax	\$ 226,436.52
Deduct 2016 Tax Apportioned	\$ 247,367.64
Net Balance 2016 Tax in Process of Collection or	\$ -
Excess Collections	\$ 20,931.12

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

EMERGENCY MEDICAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2016, to JUNE 30, 2017
ESTIMATE OF NEEDS FOR 2017-2018

Page 3b

Schedule 5, (Continued)						
2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	TOTAL
\$ 377,153.30	\$ 327,179.96	\$ -	\$ -	\$ -	\$ -	\$ 1,112,002.86
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 377,153.30	\$ 327,179.96	\$ -	\$ -	\$ -	\$ -	\$ 1,112,002.86
\$ 233,602.54	\$ 220,761.95	\$ -	\$ -	\$ -	\$ -	\$ 701,732.13
\$ 158.66	\$ 165.23	\$ -	\$ -	\$ -	\$ -	\$ 323.89
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 233,761.20	\$ 220,927.18	\$ -	\$ -	\$ -	\$ -	\$ 702,056.02
\$ 610,914.50	\$ 548,107.14	\$ -	\$ -	\$ -	\$ -	\$ 1,814,058.88
\$ 160,348.11	\$ 170,763.00	\$ -	\$ -	\$ -	\$ -	\$ 588,695.15
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 160,348.11	\$ 170,763.00	\$ -	\$ -	\$ -	\$ -	\$ 588,695.15
\$ 450,566.39	\$ 377,344.14	\$ -	\$ -	\$ -	\$ -	\$ 1,225,363.73
\$ 13,798.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,237.78
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 29,098.09	\$ 190.84	\$ -	\$ -	\$ -	\$ -	\$ 38,042.93
\$ 42,896.79	\$ 190.84	\$ -	\$ -	\$ -	\$ -	\$ 144,280.71
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 407,669.60	\$ 377,153.30	\$ -	\$ -	\$ -	\$ -	\$ 1,081,083.02

Schedule 6, (Continued)						
2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
\$ 13,798.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 379,121.21	\$ 174,146.81	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 392,919.91	\$ 174,146.81	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 300,480.83	\$ 160,348.11	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 300,480.83	\$ 160,348.11	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 92,439.08	\$ 13,798.70	\$ -	\$ -	\$ -	\$ -	\$ -

Schedule 9, Emergency Medical Fund Investments						
INVESTED IN	Investments on Hand June 30, 2016	Since Purchased	LIQUIDATIONS		Barred by Court Order	Investments on Hand June 30, 2017
			By Collections of Cost	Amortized Premium		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

EMERGENCY MEDICAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2016, to JUNE 30, 2017
ESTIMATE OF NEEDS FOR 2017-2018

EXHIBIT "E"

4a

Schedule 8(a), Report Of Prior Year's Expenditures				
	FISCAL YEAR ENDING JUNE 30, 2016			FY ENDING 6-30-17
DEPARTMENTS OF GOVERNMENT	RESERVES	WARRANTS	BALANCE	ORIGINAL
APPROPRIATED ACCOUNTS	6-30-2016	SINCE	LAPSED	APPROPRIATIONS
		ISSUED	APPROPRIATIONS	
92 EMERGENCY MEDICAL BUDGET ACCOUNT:				
92a Personal Services	\$ 25.00	\$ 25.00	\$ -	\$ 10,865.00
92b Part Time Help	\$ -	\$ -	\$ -	\$ -
92c Travel	\$ -	\$ -	\$ -	\$ -
92d Maintenance and Operation	\$ 29,073.09	\$ 29,073.09	\$ -	\$ 248,706.00
92e Capital Outlay	\$ -	\$ -	\$ -	\$ 71,200.00
92f Intergovernmental	\$ -	\$ -	\$ -	\$ -
92g Other - Reserve for Capital	\$ -	\$ -	\$ -	\$ -
92h Other -	\$ -	\$ -	\$ -	\$ -
92j Other -	\$ -	\$ -	\$ -	\$ -
92 Total	\$ 29,098.09	\$ 29,098.09	\$ -	\$ 330,771.00
93				
93a Personal Services	\$ -	\$ -	\$ -	\$ -
93b Part Time Help	\$ -	\$ -	\$ -	\$ -
93c Travel	\$ -	\$ -	\$ -	\$ -
93d Maintenance and Operation	\$ -	\$ -	\$ -	\$ -
93e Capital Outlay	\$ -	\$ -	\$ -	\$ -
93f Intergovernmental	\$ -	\$ -	\$ -	\$ -
93g Other -	\$ -	\$ -	\$ -	\$ -
93h Other -	\$ -	\$ -	\$ -	\$ -
93 Total	\$ -	\$ -	\$ -	\$ -
95 EMERGENCY MEDICAL AUDIT BUDGET ACCOUNT:				
95a Salaries and Expense of Audit and Report	\$ -	\$ -	\$ -	\$ 22,612.00
95b Intergovernmental	\$ -	\$ -	\$ -	\$ -
95c Other -	\$ -	\$ -	\$ -	\$ -
95d Other -	\$ -	\$ -	\$ -	\$ -
95e Other -	\$ -	\$ -	\$ -	\$ -
95f Other -	\$ -	\$ -	\$ -	\$ -
95g Other -	\$ -	\$ -	\$ -	\$ -
95h Other -	\$ -	\$ -	\$ -	\$ -
95 Total	\$ -	\$ -	\$ -	\$ 22,612.00
98 OTHER USES:				
98a Other Deductions	\$ -	\$ -	\$ -	\$ -
98 Total	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND ACCOUNT	\$ 29,098.09	\$ 29,098.09	\$ -	\$ 353,383.00
SUBJECT TO WARRANT ISSUE:				
99 Provision for Interest on Warrants	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL GENERAL FUND	\$ 29,098.09	\$ 29,098.09	\$ -	\$ 353,383.00

ESTIMATE OF NEEDS FOR THE FISCAL YEAR
PURPOSE:
Current Expense
Pro rata share of County Assessor's Budget as determined by County Excise Board
GRAND TOTAL - Emergency Medical Fund

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

EMERGENCY MEDICAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2016, to JUNE 30, 2017
ESTIMATE OF NEEDS FOR 2017-2018

Page 4b

Governmental Budget Accounts							
FISCAL YEAR ENDING JUNE 30, 2017						FISCAL YEAR 2017-2018	
SUPPLEMENTAL	NET AMOUNT	WARRANTS	RESERVES	LAPSED	NEEDS AS	APPROVED BY	
ADJUSTMENTS	OF	ISSUED		BALANCE	ESTIMATED BY	COUNTY	
ADDED	CANCELLED	APPROPRIATIONS		KNOWN TO BE	GOVERNING	EXCISE BOARD	
				UNENCUMBERED	BOARD		
\$ -	\$ -	\$ 10,865.00	\$ 10,864.84	\$ -	\$ 0.16	\$ 10,865.00	\$ 10,865.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 36,255.00	\$ -	\$ 284,961.00	\$ 257,841.58	\$ 8,754.00	\$ 18,365.42	\$ 287,400.00	\$ 287,400.00
\$ -	\$ -	\$ 71,200.00	\$ 71,085.14	\$ -	\$ 114.86	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 36,255.00	\$ -	\$ 367,026.00	\$ 339,791.56	\$ 8,754.00	\$ 18,480.44	\$ 298,265.00	\$ 298,265.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 31,826.00	\$ -	\$ 54,438.00	\$ 10,231.56	\$ -	\$ 44,206.44	\$ 24,000.00	\$ 24,000.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 31,826.00	\$ -	\$ 54,438.00	\$ 10,231.56	\$ -	\$ 44,206.44	\$ 24,000.00	\$ 24,000.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 68,081.00	\$ -	\$ 421,464.00	\$ 350,023.12	\$ 8,754.00	\$ 62,686.88	\$ 322,265.00	\$ 322,265.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 68,081.00	\$ -	\$ 421,464.00	\$ 350,023.12	\$ 8,754.00	\$ 62,686.88	\$ 322,265.00	\$ 322,265.00

	Estimate of	Approved by
	Needs by	County
	Governing Board	Excise Board
	\$ 322,265.00	\$ 322,265.00
	\$ -	\$ -
	\$ 322,265.00	\$ 322,265.00

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2017-2018

STATE OF OKLAHOMA, COUNTY OF TULSA COUNTY

We, the members of the Excise Board of said County and State, do hereby certify that we have examined the foregoing estimates of proposed current expenses for the ensuing fiscal year as filed with the Glenpool Area Emergency Medical Service District Board, and those directly under, or in contractual relationship with, the Glenpool Area Emergency Medical Service District Board; we have ascertained from the Financial Statements submitted therewith the amount of Surplus Balances of Cash on Hand; we have considered the uncollected ad valorem taxes of the previous year or years; and we have ascertained that the probable Income estimated to be collected from all sources other than ad valorem taxation may reasonably be expected as a revenue for the ensuing fiscal year, and that the same does not exceed 90% of the actual collection from such sources for the previous fiscal year.

In so doing, we have diligently performed the duties imposed upon the Excise Board by 68 O.S. 1991 Section 3007, (1) ascertaining that the financial statements, as to statistics therein contained reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefore; (3) supplemented such estimate, after proper publication, by an estimate of needs prepared by this Excise Board to make provision for mandatory governmental functions where the estimate submitted wholly failed or was deemed inadequate to fulfill the mandate of the Constitutions or of the Legislature; (4) computed the total means available to each fund in the manner provided; and (5) then and only thereafter. -

Accordingly, we have and do hereby appropriate the Surplus Balances of Cash on Hand, and the Revenues and Levies hereinafter set forth for each Fund to the several and specific purposes named in such estimates, by each, to the intent and purpose that CONSTITUTIONAL GOVERNMENTAL FUNCTIONS shall be first assured and provided for, and subsequently to provide for Legislative Governmental Functions insofar as to the available Surpluses, Revenues and Levies will permit; and we have provided also that the Levies are in excess of the amount appropriated to needs after deducting the surplus cash balance on hand, and Estimated Revenues other than tax, by the percentage and amount or reserve for delinquent tax as hereinafter set forth, which we have determined in the manner provided by law.

We further certify that we have examined the within statements of account and estimated needs or requirements of the Governing Board of 2016 County, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 1991 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit "Y" (Page 2) and any other legal deduction, including a reserve of 10% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2017-2018

Page 2

EXHIBIT "Y"				
County Excise Board's Appropriation of Income and Revenue	E.M.S Fund	Sinking Fund (Exc. Homesteads)		
Appropriation Approved & Provision Made	\$ 646,526.55	\$ -		
Appropriation of Revenues	\$ -	\$ -		
Excess of Assets Over Liabilities	\$ 397,453.20	\$ -		
Unclaimed Protest Tax Refunds	\$ -	\$ -		
Miscellaneous Estimated Revenues	\$ -	\$ -		
Est. Value of Surplus Tax in Process	\$ -	\$ -		
Sinking Fund Contributions	\$ -	\$ -		
Surplus Building Fund Cash	\$ -	\$ -		
Total Other Than 2017 Tax	\$ 397,453.20	\$ -		
Balance Required	\$ 249,073.35	\$ -		
Add 10% for Delinquency	\$ 24,907.33	\$ -		
Total Required for 2017 Tax	\$ 273,980.68	\$ -		
Rate of Levy Required and Certified (in Mills)	3.09	0.00		
We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead Exemptions have been deducted in the said County as finally equalized and certified by the State Board of Equalization for the current year 2017-2018 is as follows:				
VALUATION AND LEVIES EXCLUDING HOMESTEADS				
County	Real	Personal	Public Service	Total
Total Valuation,	\$ 74,494,010	\$ 6,381,391	\$ 7,791,487	\$ 88,666,888
and that the assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, we thereupon made the levies therefor as provided by law as follows:				
General Fund	0.00 Mills;	Building Fund	0.00 Mills;	Sinking Fund
				0.00 Mills;
			Sub-Total	0.00 Mills;
Free Fair Budget Account (Levy Per Applicable Statute) 0.00 Mills;				
Free Fair Improvement Budget Account (Net Proceeds of 1.00 Mill) 0.00 Mills;				
Free Fair Additional Improvement Budget Account (Net Proceeds of 1.00 Mill) 0.00 Mills;				
Library Budget Account (Net Proceeds of 1/2 of 1.00 Mill) 0.00 Mills;				
Cooperative County/City-County Library Budget Account (1.00 to 4.00 Mills) 0.00 Mills;				
County Cemetery (Prior To Aug. 15, 1933) Budget Account (Net Proceeds of 1/5 of 1.00 Mill) 0.00 Mills;				
Public Buildings Budget Account (Not To Exceed 5.00 Mills) 0.00 Mills;				
County Health Fund (Not To Exceed 2.50 Mills) 0.00 Mills;				
Emergency Medical Service (Not To Exceed 3.00 Mills) 3.09 Mills;				
Total County Levies 3.09 Mills;				
County Wide Levy For Schools (4.00 Mills) 0.00 Mills;				
Total County Wide Levy 3.09 Mills;				
and we do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2018 without regard to any protest that may be filed against any levies, as required by 68 O. S. 1991, Section 2869.				
Dated at _____, Oklahoma, this _____ day of _____, 2017. _____ Excise Board Member _____ Excise Board Chairman _____ Excise Board Member _____ Excise Board Secretary				

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

TULSA COUNTY COUNTY, 72
STATISTICAL DATA
FISCAL YEAR 2017-2018

Total Valuation

Total Gross Valuation Real Property	\$	76,771,174
Total Homestead Exemption	\$	2,277,164
Total Real Property	\$	74,494,010
Total Personal Property	\$	6,381,391
Total Public Service Property	\$	7,791,487
Total Valuation of Property	\$	88,666,888

EMERGENCY MEDICAL SERVICE DISTRICT PUBLICATION SHEET - TULSA COUNTY, OKLAHOMA
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2017, AND ESTIMATE OF NEED
 FOR THE FISCAL YEAR ENDING JUNE 30, 2018, OF THE GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT OF
 TULSA COUNTY, OKLAHOMA

EXHIBIT "Z"

Page 1

STATEMENT OF FINANCIAL CONDITION		E.M.S.
		Detail
ASSETS:		
Cash Balance June 30, 2017		\$ 397,453.20
Investments		\$ -
TOTAL ASSETS		\$ 397,453.20
LIABILITIES AND RESERVES:		
Warrants Outstanding		\$ 92,439.08
Reserve for Interest on Warrants		\$ -
Reserves From Schedule 8		\$ 8,754.00
TOTAL LIABILITIES AND RESERVES		\$ 101,193.08
CASH FUND BALANCE (Deficit) JUNE 30, 2017		\$ 296,260.12

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2018

GENERAL FUND	GENERAL FUND	SINKING FUND BALANCE SHEET	SINKING FUND
Current Expense	\$ 646,526.55	1. Cash Balance on Hand June 30, 2017	\$ -
Reserve for Int. on Warrants & Revaluation	\$ -	2. Legal Investments Properly Maturing	\$ -
Total Required	\$ 646,526.55	3. Judgements Paid to Recover by Tax Levy	\$ -
FINANCED		4. Total Liquid Assets	\$ -
Cash Fund Balance	\$ 397,453.20	Deduct Matured Indebtedness:	
Estimated Miscellaneous Revenue	\$ -	5. a. Past-Due Coupons	\$ -
Total Deductions	\$ 397,453.20	6. b. Interest Accrued Thereon	\$ -
Balance to Raise from Ad Valorem Tax	\$ 249,073.35	7. c. Past-Due Bonds	\$ -
ESTIMATED MISCELLANEOUS REVENUE:		8. d. Interest Thereon After Last Coupon	\$ -
1000 Charges for Services	\$ -	9. e. Fiscal Agency Commissions on Above	\$ -
2000 Local Sources of Revenue	\$ -	10. f. Judgements and Int. Levied for/Unpaid	\$ -
3000 State Sources of Revenue	\$ -	11. Total Items a. Through f.	\$ -
4000 Federal Sources of Revenue	\$ -	12. Balance of Assets Subject to Accruals	\$ -
5000 Miscellaneous Revenue	\$ -	Deduct Accrual Reserve If Assets Sufficient:	
6111 Contributions from Other Funds	\$ -	13. g. Earned Unmatured Interest	\$ -
Total Estimated Revenue	\$ -	14. h. Accrual on Final Coupons	\$ -
		15. i. Accrued on Unmatured Bonds	\$ -
		16. Total Items g. Through i.	\$ -
		17. Excess of Assets Over Accrual Reserves **	\$ -
		SINKING FUND REQUIREMENTS FOR 2017-2018	
		1. Interest Earnings on Bonds	\$ -
		2. Accrual on Unmatured Bonds	\$ -
		3. Annual Accrual on "Prepaid" Judgements	\$ -
		4. Annual Accrual on "Unpaid" Judgements	\$ -
		5. Interest on Unpaid Judgements	\$ -
		6. Annual Accrual From Exhibit KK	\$ -
		Total Sinking Fund Requirements	\$ -
		Deduct:	
		1. Exces of Assets Over Liabilities	\$ -
		2. Surplus Building Fund Cash	
		Balance to Raise By Tax Levy	\$ -

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72

EMERGENCY MEDICAL SERVICE DISTRICT PUBLICATION SHEET - TULSA COUNTY, OKLAHOMA
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2017, AND ESTIMATE OF NEED
 FOR THE FISCAL YEAR ENDING JUNE 30, 2018, OF THE GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT OF
 TULSA COUNTY, OKLAHOMA

EXHIBIT "Z"

*** If line 12 is less than line 16 after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".		SINKING FUND
13d. j. Unmatured Coupons Due 4-1-2018		\$ -
14d. k. Unmatured Bonds So Due		
15d. l. Whatever Remains is for Exhibit KK Line E.		\$ -
16d. Deficit as Shown on Sinking Fund Balance Sheet.		\$ -
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).		
18d. Remaining Deficit is for Exhibit KK Line F.		\$ -

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF TULSA COUNTY, ss:

We, the undersigned Glenpool Area Emergency Medical Service District Board of Tulsa County, Oklahoma, do hereby certify that at a meeting of the Glenpool Area Emergency Medical Service District of the said County, begun at the time provided by law for Counties and pursuant to the provisions of 68 O. S. Section 3002, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said Emergency Medical Service District as reflected by the record of the Clerk and Treasurer. We further certify that the forgoing estimate for current expenses for the fiscal year beginning July 1, 2017, and ending June 30, 2018, as shown are reasonably necessary for the proper conduct of the affairs of the said Emergency Medical Service District, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding fiscal year.

Chairman of Board Member Member

Member Member Member

Attest

District Clerk Seal

Subscribed and sworn to before me this ____ day of _____, 2017.

Notary Public

Required to be published in a legally-qualified newspaper printed in the County, or one issue published in a legally-qualified newspaper of general circulation in the County.

S.A.&I. Form 268BR98 Entity: Tulsa County EMS Board, 72



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, Treasurer
Date: August 2, 2017
Subject: FY18 Blanket Purchase Orders

Background:

A blanket Purchase Order (PO) is a PO that is valid for a specified time period, and authorizes multiple orders during that time period. POs are convenient when there is a recurring need for goods or services.

The following blanket POs are for your consideration:

Vendor	Amount	Item	Account
Pace Products of Tulsa	\$ 1,100.00	Medical Oxygen	31-6-01-6202
Emergency Medical Products	4,000.00	Medical Supplies	31-6-01-6202
Curtin Drug	2,000.00	Medical Supplies	31-6-01-6202
Henry Schein	1,000.00	Medical Supplies	31-6-01-6202
Arrow International	2,500.00	Medical Supplies	31-6-01-6202
Triton Medical Group	800.00	Medical Supplies	31-6-01-6202
Centurion Health Systems	144,000.00	Ambulance Services	31-6-01-6210
City of Glenpool	105,300.00	First Responder/Admin Services	31-6-01-6225
	<u>\$ 260,700.00</u>		

All amounts fall with the FY18 budget appropriations.

Staff Recommendation:

Staff recommends approval to issue the blanket POs.

Attachments:

None



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: August 2, 2017
Subject: Approval of Purchase Order Receiving Report and Payment Claims as of 8/2/17 totaling \$21,494.00

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 8/2/17 and approve the following payments:

P.O. Number	Account	Description	Vendor	Invoice #	Amount
18-07625	31-6-01-6225	June City Reimbursement	City of Glenpool	6/30/2017	8,754.00
18-07780	31-6-01-6202	Gloves, 2 cs	Triton Medical Group	7/28/2017	290.00
18-07782	31-6-01-6210	July Ambulance Service	Centurion Health Systems	1460	\$12,000.00
18-07783	31-6-01-6202	Treasurer Bond	OMAG	6251250 02	450.00
				Total	\$21,494.00

Attachments:

1. PO Receipt Register dated 8/2/17 totaling \$21,494.00
2. Purchase Order Claims Register dated 8/2/17 totaling \$21,494.00
3. Purchase Orders and Invoices totaling \$21,494.00

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

8/02/2017 1:29 PM
SEQUENCE: VENDOR NAME (ALPHA)

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

PAGE: 1
DETAIL LEVEL: INVOICE

VENDOR	NAME	INVOICE	POST DATE BANK	INVOICE AMOUNT	VENDOR TOTAL
01-001267	CENTURION HEALTH SYSTEMS, DBA	1460	8/07/2017 31	12,000.00	12,000.00
01-000507	CITY OF GLENPOOL	06/30/2017	8/07/2017 31	8,754.00	8,754.00
01-000896	OMAG	6251250 02	8/07/2017 31	450.00	450.00
01-001413	TRITON MEDICAL GROUP L.L.C.	07/28/2017	7/31/2017 31	290.00	290.00
TOTALS				21,494.00	21,494.00

Timothy Lee Fox, Chairman

APPROVED

August 7, 2017

8/02/2017 1:29 PM
SEQUENCE: VENDOR NAME (ALPHA)

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

PAGE: 5
DETAIL LEVEL: INVOICE

PO TOTALS BY G/L ACCOUNT

					-----LINE ITEM-----			-----GROUP BUDGET-----		
YEAR	ACCOUNT	NAME	ITEMS	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2017-2018	31-6-01-6202	OPERATING SUPPLIES	2	740.00	15,000	2,700.00				
	31-6-01-6210	AMBULANCE CONTRACT	1	12,000.00	144,000	0.00				
	31-6-01-6225	FIRST RESPONDER/ADMIN F	1	8,754.00	105,300	8,754.00				
** 17-18 YEAR TOTALS **				21,494.00						

NO ERRORS

8/02/2017 1:30 PM
FUND: 31 - GEMS

PURCHASE ORDER CLAIM REGISTER
SUMMARY REPORT

PAGE: 1

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
18-07625	REISSUE FY PO 17-06343	01-000507	CITY OF GLENPOOL	8/2017 06/30/2017	8,754.00
18-07783	TREASURER BOND	01-000896	OMAG	8/2017 6251250 02	450.00
18-07782	AMBULANCE SERV 7/1/17- 6/	01-001267	CENTURION HEALTH SYSTEMS, DBA	8/2017 1460	12,000.00
18-07780	MISC MEDICAL SUPPLIES FD	01-001413	TRITON MEDICAL GROUP L.L.C.	7/2017 07/28/2017	290.00
DEPARTMENT TOTAL:					21,494.00
FUND TOTAL:					21,494.00
GRAND TOTAL:					21,494.00

8/02/2017 1:30 PM

PURCHASE ORDER CLAIM REGISTER
G/L RECAP

PAGE: 2

PERIOD	G/L ACCOUNT	NAME	AMOUNT	FUND TOTAL
7/2017	31-6-01-6202	OPERATING SUPPLIES	290.00	
8/2017	31-6-01-6202	OPERATING SUPPLIES	450.00	
8/2017	31-6-01-6210	AMBULANCE CONTRACT	12,000.00	
8/2017	31-6-01-6225	FIRST RESPONDER/ADMIN FEES	8,754.00	21,494.00
		GRAND TOTAL:		21,494.00

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 # 18-07625 07/10/2017

ISSUED TO: VEND #: 01-000507
CITY OF GLENPOOL
POOLED CASH ACCT

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

Joe

07/10/2017

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.

SM

07/10/2017

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	JUNE 17 EMS RUNS/ADMIN FEES REISSUE PY FO 17-06343		00020214	31 -6-01-6225		0.00	8,754.00 *

** TOTAL ** 8,754.00

*** 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.

Jessie Coatsworth

8/2/17

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



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: 06/30/2017

Invoice Date: 7/03/2017

Due Date: 8/02/2017

P.O. # :

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT -JUNE	N/A	MONTH	N/A	8,754.00

94 EMR RUNS @ \$91 = \$8,554
\$200 ADMIN FEES

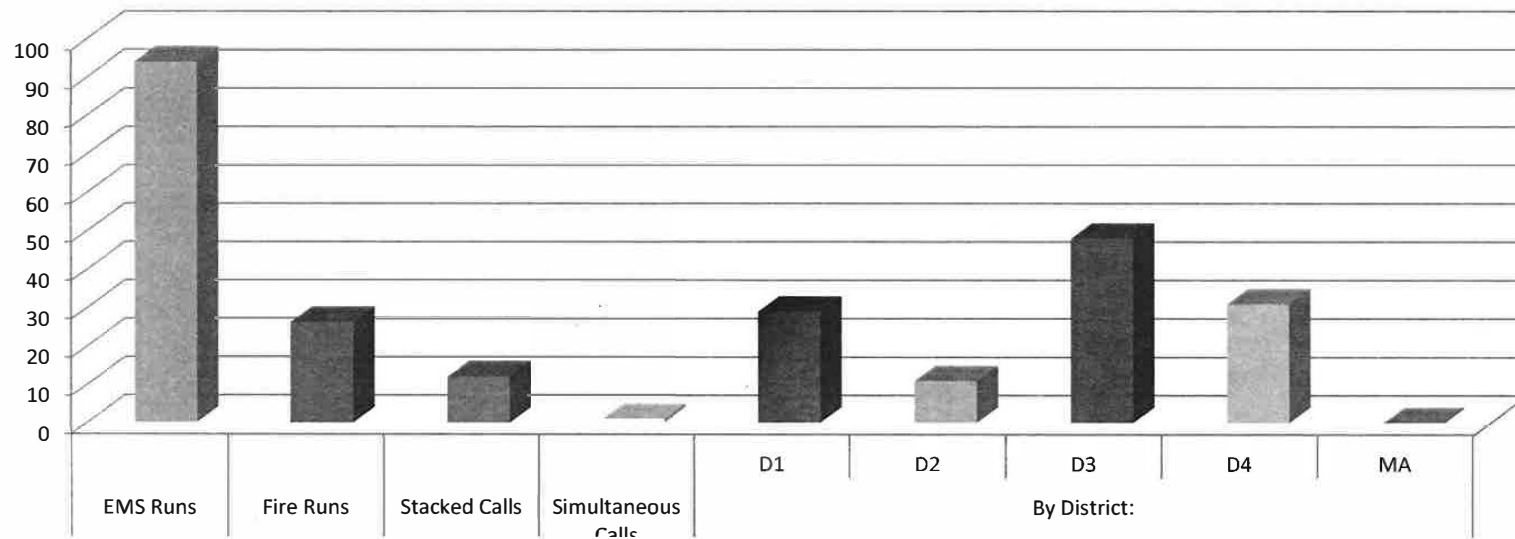
*****THANK YOU*****

TOTAL DUE \$8,754.00

Glenpool Fire Department Operations June 2017

Run Type	# of Calls	Totals Calls
EMS Runs	94	120
Fire Runs	26	
Stacked Calls	12	
Simultaneous Calls	1	
By District:		
D1	29	
D2	11	
D3	48	
D4	31	
MA	0	

**June 2017
Calls**



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 # 18-07780

07/26/2017

ISSUED TO: VEND #: 01-001413
 TRITON MEDICAL GROUP L.L.C
 12808 SOUTH MEMORIAL DRIVE
 SUITE 109
 BIXBY, OK 74008

SHIP TO:
 GLENPOOL FIRE DEPT.
 PUBLIC SAFETY BUILDING
 14536 S. ELWOOD AVE
 GLENPOOL, OK 74033

I HEREBY ~~APPROVE~~ THE ISSUANCE OF THIS ~~PURCHASE~~ ORDER.

07/26/2017


 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~~.

07/26/2017


 COMPTROLLER OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	MISC MEDICAL SUPPLIES Blanket PO MISC MEDICAL SUPPLIES ED		00020281	31 -6-01-6202		0.00	800.00 *

290.00

510.00

** TOTAL **

800.00

*** APPROVAL FOR PURCHASE ***

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


 OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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

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



INVOICE

Triton Medical Group

12808 South Memorial Drive #100

Bixby, Oklahoma 74008

Phone 918-364-8811

P.O. NO. **18-07780**

DATE July 28, 2017

CUSTOMER ID Glenfire

VENDOR Glenpool Fire Dept.
14536 South Elwood
Glenpool, OK. 74033

SHIP TO **SAME**

SHIPPING METHOD		TERMS		DELIVERY DATE	
Triton Truck Bryan Hanson,		Net 30		ASAP	
Darrell Colbert					
QTY	ITEM #	DESCRIPTION	Color	UNIT PRICE	LINE TOTAL
2.00	Case	Deluxe Nitrile 7 mil gloves	Black	\$ 72.50	\$ 145.00
2.00	Case	Deluxe Nitrile 7 mil gloves	Black	72.50	145.00
OK PN					
SUBTOTAL				\$290.00	
SALES TAX					
TOTAL				\$290.00	
Bill To:City of Glenpool 12205 South Yukon Glenpool, OK. 74033					

Bill To: City of Glenpool
12205 South Yukon
Glenpool, OK. 74033
ATtn: Accounts Payable

Please print name and title

PURCHASE ORDER
CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 18-07782 08/07/2017

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.

08/07/2017

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.

08/07/2017

ENGINEERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	AMBULANCE SERV 7/1/17-6/30/18 Blanket PO AMBULANCE SERV 7/1/17- 6/30/18		00020348	31 -6-01-6210		0.00	144,000.00 *
							<12,000.007
							132,000.00

** 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.

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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

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

Mercy Regional Oklahoma

Owasso, OK 74055

Centurion Health Systems

Invoice

Date	Invoice #
7/18/2017	1460

Bill To

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

P.O. No.	Terms	Project
18-077BZ		

Quantity	Description	Rate	Amount
	ALS Ambulance Subsidy for August JULY	12,000.00	12,000.00
		Total	\$12,000.00

Phone #

Fax #

9186095800

918-609-5799

RECEIVED
BY JUL 19 2017
A/P-FIN. ALENDALE

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 # 18-07783

08/02/2017

ISSUED TO: VEND #: 01-000896
OMAG
3650 S BOULEVARD
EDMOND, OK 73013-5581

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

I HEREBY ~~APPROVE~~ THE ISSUANCE OF THIS PURCHASE ORDER.

08/02/2017


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~~.

08/02/2017


ENCUMBERING OFFICER

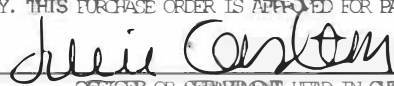
DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	TREASURER BOND 8/1/17-8/1/18 TREASURER BOND		00020432	31 -6-01-6202		0.00	450.00 *

** TOTAL ** 450.00

*** APPROVAL FOR PURCHASE ***

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


OFFICER OR DEPARTMENT HEAD IN CHARGE

8/2/17
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
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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.
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VOLUME OF EACH ITEM, ITS TOTAL PRICE, THE TOTAL OF THE PURCHASE, AND DATE OF THE PURCHASE.

20294



3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Date of Invoice: 07/05/2017

DIRECT BILL INVOICE

Mail To
CITY OF GLENPOOL
12205 S. YUKON AVE.
GLENPOOL OK 74033

Insured: CITY OF GLENPOOL

Policy Reference Nbr: BND 6251250 02
Effective: 08/01/2017 Expiration: 08/01/2018
PUBLIC OFFICIAL BONDS

Agent: OMAG
Telephone: 405-657-1400 0 0000000

INST	DATE	TRANSACTION	AMOUNT
01	07/05/2017	RENEWAL	\$ 450.00

AMOUNT DUE	\$ 450.00
PAYMENT DUE BY	Upon Receipt

POLICY BALANCE \$ 450.00

Thank you for your business. If you have questions about your account, please call 1-800-234-9461 or 405-657-1400.

Detach along the perforation below - Keep this part for your records.

RETURN THIS PORTION WITH YOUR REMITTANCE

Policy Number BND 6251250 02
Insured Name CITY OF GLENPOOL

Amount Due	\$ 450.00
Payment Due By	Upon Receipt

PLEASE REMIT PAYMENT TO:

OMAG
3650 South Boulevard
Edmond, OK 73013-5581

DIRECT BILL INVOICE (N1) (00/00)



Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 62512500 briefly described as TREASURER GLENPOOL AREA EMS DISTRICT

for JULIE ANN CASTEEN

_____, as Principal,

in the sum of \$ FIFTY THOUSAND AND NO/100 Dollars, for the term beginning

August 01, 2017, and ending August 01, 2018, subject to all

the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 09 day of May, 2017.



WESTERN SURETY COMPANY

By

Paul T. Brugat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.