

**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 August 7, 2023, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

+13462487799, US (Houston)

+14086380968, US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 897 5355 5435

Passcode: 974088

Find your local number: <https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

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

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM, AUGUST 7, 2023.**

AGENDA

Page

- A) **Call to Order - Joyce G. Calvert, Chair**
- B) **Roll Call, Declaration of Quorum – Wendy Knight, Clerk; Joyce G. Calvert, Chair**
- C) **EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
 - 1) District Administrator White reported that Brian Cook has been out of the office and will not be submitting a report or attending the meeting. He will be submitting a report for 2 months at the next meeting.
- D) **District Administrator Report - Susan White, Administrator**
 - 1) [Dist. Adm Report](#)

3 - 10

E) **Trustee Comments**

F) **Public Comments**

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

- | | | |
|----|---|---------|
| 1) | Minutes from July 17, 2023 meeting. | 11 - 12 |
| | GEMS - 17 Jul 2023 - Minutes - Html | |
| 2) | Resolution No. 2023009GEMS, updating signatories of Bancfirst accounts. | 13 - 15 |
| | Resolution No. 2023009GEMS Bancfirst Signatories | |
| 3) | Appointment of Julie Casteen as GEMS Treasurer/Finance Officer. | 16 |
| | Staff Report-Treas. Appointment 08.07.23 | |
| 4) | Professional Services Contract with Julie Casteen to perform, as an independent contractor, the duties of GEMS Treasurer/Finance Officer. | 17 - 21 |
| | Pro Svcs Con - Treas. 08.07.23 | |
| 5) | Purchase order(s) and receipts register totaling \$15,624.99. | 22 - 32 |
| | GEMS Invoice 8-7-23 (003) | |

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

I) **Scheduled Business**

J) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on August 4, 2023, by 11:30 am.

Signed: Wendy Knight

Clerk



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: August 7, 2023
Subject: District Administrator Report

Audit

The audit is nearly complete, in fact documents were emailed to us last week. Each of you have likely reviewed the documents by now. The reports reflect only one non-reportable finding. That is actually very good. However, I intend to consult further with Mr. Armstrong at the Oklahoma State Auditor and Inspector's office concerning that finding. If I'm able to present a satisfactory argument, I may have success getting the finding removed.

The audit report will be scheduled for a special meeting on August 21 for Board review and acknowledgement.

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



To Oklahoma & You.™

Dir 1 251 9

8484X0C.004 BNCF:0008538



24-Hour
Automated
Account Information
1-877-602-2262

2 *0008538
GLENPOOL AREA EMERGENCY MEDICAL
SERVICE DISTRICT
12205 S YUKON AVE
GLENPOOL OK 74033-6635



PAGE 1

ACCOUNT NUMBER
STATEMENT DATE
6/30/23

BancFirst
Loyal To Oklahoma & You.™

BANCFIRST.BANK MEMBER FDIC

Loans offered with approved credit. Refinance available on non-BancFirst loans. Model year limits may apply.

ACCOUNT ANALYSIS

Beginning Balance	6/01/23	298,641.24
Deposits / Misc Credits	1	2,429.56
Withdrawals / Misc Debits	9	17,443.58
** Ending Balance	6/30/23	283,627.22 **

Service Charge	.00
Enclosures	9

S. Cage 8-1-2023
LSwell 8/1/23

8002-00000



DEPOSITS			
Date	Deposits	Withdrawals	Activity Description
6/13	2,429.56		TULSA COUNTY/TAXDIST 16 SARAH CAGE
CHECKS			
* indicates skip in check numbers			
Date	Check No.	Amount	
6/08	2127	15,000.00	
6/07	2128	208.33	
6/07	2129	208.33	
Date	Check No.	Amount	
6/07	2130	208.33	
6/26	2131	208.33	
6/21	2132	208.33	
DAILY BALANCE SUMMARY			
Date	Balance	Date	Balance
6/07	298,016.25	6/21	284,081.68
6/08	283,016.25	6/23	284,043.88
6/13	285,445.81		
Date	Check No.	Amount	
6/21	2133	1,155.80	
6/23	2134	37.80	
6/28	2136*	208.33	
Date	Balance	Date	Balance
6/26	283,835.55		
6/28	283,627.22		

0070041624

Statement Date: 6/30/23

PAGE 2

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002127

PAY TO THE ORDER OF

----- FIFTEEN THOUSAND & 00/100 DOLLARS -----

DATE 06/05/2023

CHECK AMOUNT \$*****15,000.00

** CENTURION HEALTH SYSTEMS, DBA MERCY REGIONAL **
MERCY REGIONAL OKLAHOMA
9106 N GARNETT RD
OWASSO, OK 74055

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002127⑈ ⑆103003632⑆ ⑈0070041624⑈

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002128

PAY TO THE ORDER OF

----- TWO HUNDRED EIGHT & 33/100 DOLLARS -----

DATE 06/05/2023

CHECK AMOUNT \$*****208.33

** SARAH CAGE **
12205 S YUKON AVE
GLENPOOL, OK 74033

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002128⑈ ⑆103003632⑆ ⑈0070041624⑈

Number: 2127 Date: 6/8/2023 Amount: \$15000.00

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002129

PAY TO THE ORDER OF

----- TWO HUNDRED EIGHT & 33/100 DOLLARS -----

DATE 06/05/2023

CHECK AMOUNT \$*****208.33

** SUSAN WHITE **
210 SOUTH OAK GROVE ROAD
CUSHING, OK 74023

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002129⑈ ⑆103003632⑆ ⑈0070041624⑈

Number: 2128 Date: 6/7/2023 Amount: \$208.33

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002130

PAY TO THE ORDER OF

----- TWO HUNDRED EIGHT & 33/100 DOLLARS -----

DATE 06/05/2023

CHECK AMOUNT \$*****208.33

** WENDY KNIGHT **
P.O. BOX 2434
CLAREMORE, OK 74018

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002130⑈ ⑆103003632⑆ ⑈0070041624⑈

Number: 2129 Date: 6/7/2023 Amount: \$208.33

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002131

PAY TO THE ORDER OF

----- TWO HUNDRED EIGHT & 33/100 DOLLARS -----

DATE 06/19/2023

CHECK AMOUNT \$*****208.33

** SUSAN WHITE **
210 SOUTH OAK GROVE ROAD
CUSHING, OK 74023

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002131⑈ ⑆103003632⑆ ⑈0070041624⑈

Number: 2130 Date: 6/7/2023 Amount: \$208.33

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002132

PAY TO THE ORDER OF

----- TWO HUNDRED EIGHT & 33/100 DOLLARS -----

DATE 06/19/2023

CHECK AMOUNT \$*****208.33

** WENDY KNIGHT **
P.O. BOX 2434
CLAREMORE, OK 74018

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002132⑈ ⑆103003632⑆ ⑈0070041624⑈

Number: 2131 Date: 6/26/2023 Amount: \$208.33

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002133

PAY TO THE ORDER OF

----- ONE THOUSAND ONE HUNDRED FIFTY FIVE & 80/100 DOLLARS -----

DATE 06/19/2023

CHECK AMOUNT \$*****1,155.80

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

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002133⑈ ⑆103003632⑆ ⑈0070041624⑈

Number: 2132 Date: 6/21/2023 Amount: \$208.33

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002134

PAY TO THE ORDER OF

----- THIRTY SEVEN & 80/100 DOLLARS -----

DATE 06/19/2023

CHECK AMOUNT \$*****37.80

** TULSA BEACON **
P.O. BOX 35099
TULSA, OK 74153

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002134⑈ ⑆103003632⑆ ⑈0070041624⑈

Number: 2133 Date: 6/21/2023 Amount: \$1155.80

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE.

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

BancFirst
Glenpool, Oklahoma
39-363/1030

002136

PAY TO THE ORDER OF

----- TWO HUNDRED EIGHT & 33/100 DOLLARS -----

DATE 06/21/2023

CHECK AMOUNT \$*****208.33

** SARAH CAGE **
12205 S YUKON AVE
GLENPOOL, OK 74033

BY *[Signature]*
Wendy Knight
AUTHORIZED SIGNATURE

⑈002136⑈ ⑆103003632⑆ ⑈0070041624⑈

Number: 2134 Date: 6/23/2023 Amount: \$37.80

Number: 2136 Date: 6/28/2023 Amount: \$208.33

4022-00000



8-01-2023 11:17 AM

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

PAGE: 1

31 -GEMS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
NON-DEPARTMENTAL	<u>367,600</u>	<u>2,429.56</u>	<u>361,429.78</u>	<u>0.00</u>	<u>6,170.22</u>	<u>98.32</u>
TOTAL REVENUES	367,600	2,429.56	361,429.78	0.00	6,170.22	98.32

8-01-2023 11:17 AM

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

PAGE: 2

31 -GEMS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>EXPENDITURE SUMMARY</u>						
<u>GEMS</u>						
PERSONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
SUPPLIES	7,000	37.80	4,385.36	0.00	2,614.64	62.65
OTHER CHARGES & SERVICES	354,100	17,405.78	326,780.38	0.00	27,319.62	92.28
TRAVEL & TRAINING	6,500	0.00	0.00	0.00	6,500.00	0.00
MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES	0	0.00	0.00	0.00	0.00	0.00
TOTAL GEMS	367,600	17,443.58	331,165.74	0.00	36,434.26	90.09
TOTAL EXPENDITURES	367,600	17,443.58	331,165.74	0.00	36,434.26	90.09
REVENUE OVER/(UNDER) EXPENDITURES	0 (	15,014.02)	30,264.04	0.00 (	30,264.04)	0.00

8-01-2023 11:17 AM

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

PAGE: 3

31 -GEMS

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-DEPARTMENTAL =====						
<u>TAXES</u>						
31-5-00-5006 TAXES	314,290	2,429.56	361,429.78	0.00	(47,139.78)	115.00
TOTAL TAXES	314,290	2,429.56	361,429.78	0.00	(47,139.78)	115.00
<u>INVESTMENT INCOME</u>						
31-5-00-5301 INTEREST	0	0.00	0.00	0.00	0.00	0.00
31-5-00-5306 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0	0.00	0.00	0.00	0.00	0.00
<u>OTHER FINANCING SOURCES</u>						
31-5-00-5409 USE OF FUND BALANCE	53,310	0.00	0.00	0.00	53,310.00	0.00
TOTAL OTHER FINANCING SOURCES	53,310	0.00	0.00	0.00	53,310.00	0.00
TOTAL NON-DEPARTMENTAL	367,600	2,429.56	361,429.78	0.00	6,170.22	98.32
TOTAL REVENUE	367,600	2,429.56	361,429.78	0.00	6,170.22	98.32

8-01-2023 11:17 AM

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

PAGE: 4

31 -GEMS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
GEMS						
=====						
<u>PERSONAL SERVICES</u>						
31-6-01-6101 SALARIES & WAGES	0	0.00	0.00	0.00	0.00	0.00
31-6-01-6102 INSURANCE	0	0.00	0.00	0.00	0.00	0.00
31-6-01-6111 FICA	0	0.00	0.00	0.00	0.00	0.00
31-6-01-6113 WORKMANS COMP	0	0.00	0.00	0.00	0.00	0.00
31-6-01-6114 UNEMPLOYMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>SUPPLIES</u>						
31-6-01-6202 OPERATING SUPPLIES	4,500	37.80	3,426.16	0.00	1,073.84	76.14
31-6-01-6206 MINOR EQUIPMENT	2,500	0.00	959.20	0.00	1,540.80	38.37
TOTAL SUPPLIES	7,000	37.80	4,385.36	0.00	2,614.64	62.65
<u>OTHER CHARGES & SERVICES</u>						
31-6-01-6210 AMBULANCE CONTRACT	180,000	15,000.00	180,000.00	0.00	0.00	100.00
31-6-01-6225 FIRST RESPONDER/ADMIN FEES	135,850	1,155.80	135,850.00	0.00	0.00	100.00
31-6-01-6235 CONTRACT SERVICES	13,800	1,249.98	10,930.38	0.00	2,869.62	79.21
31-6-01-6236 AUDIT FEES	24,450	0.00	0.00	0.00	24,450.00	0.00
31-6-01-6254 MISC SERVICES & CHARGES	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER CHARGES & SERVICES	354,100	17,405.78	326,780.38	0.00	27,319.62	92.28
<u>TRAVEL & TRAINING</u>						
31-6-01-6262 TRAVEL AND TRAINING	6,500	0.00	0.00	0.00	6,500.00	0.00
TOTAL TRAVEL & TRAINING	6,500	0.00	0.00	0.00	6,500.00	0.00
<u>MISCELLANEOUS</u>						
31-6-01-6283 INVESTMENT EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL EXPENDITURES</u>						
31-6-01-6333 CAPITAL PURCHASES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
<u>OTHER FINANCING USES</u>						
31-6-01-6745 TSF TO RESERVES	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	0	0.00	0.00	0.00	0.00	0.00
TOTAL GEMS	367,600	17,443.58	331,165.74	0.00	36,434.26	90.09
TOTAL EXPENDITURES	367,600	17,443.58	331,165.74	0.00	36,434.26	90.09
REVENUE OVER/(UNDER) EXPENDITURES	0 (	15,014.02)	30,264.04	0.00 (	30,264.04)	0.00

Month	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
July	0.3%	0.4%	0.5%	0.3%	0.3%	0.3%
August	0.4%	0.6%	0.6%	0.7%	0.5%	0.4%
September	0.5%	0.8%	0.8%	0.7%	1.0%	0.8%
October	1.4%	1.2%	1.0%	1.1%	1.3%	1.9%
November	1.5%	1.3%	1.2%	1.2%	1.4%	2.1%
December	5.4%	4.6%	5.9%	4.6%	9.2%	9.0%
January	91.3%	85.8%	80.3%	80.8%	82.7%	82.9%
February	100.7%	92.1%	90.7%	85.6%	91.0%	91.9%
March	103.2%	94.0%	92.4%	87.6%	93.3%	93.3%
April	110.9%	101.8%	101.7%	93.3%	100.7%	102.6%
May	114.2%	104.9%	105.2%	97.9%	104.4%	106.4%
June	115.0%	105.3%	105.7%	99.1%	105.2%	107.4%

As of June 30, 2023 GEMS has received 115% of tax revenue budgeted.
In other words, \$361,429.78 has been received of the \$314,290 tax revenue budgeted.



MINUTES
GEMS Special Meeting
Monday, July 17, 2023 Council Chambers 6:00 PM

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

TRUSTEES ABSENT: Tim Fox

STAFF PRESENT: Susan White
Wendy Knight

STAFF ABSENT: Sarah Cage

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 7:32 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, Clerk; Joyce G. Calvert, Chair**
Clerk Knight called the roll, Chair Calvert declared a quorum present.
David Tillotson, City Manager and Eric Wade of Rosenstein, Fist & Ringold were also in attendance.
- C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
[GEMS EMS REPORT 06012023-07112023](#)
- D) District Administrator Report - Susan White, Administrator**
[Dist. Adm Report](#)
[GEMS Statement + PL 5.2023](#)
- E) Trustee Comments**
There were no Trustee comments.
- F) Public Comments**
There were no public comments.
- G) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered**

by the GEMS Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

- 1) Minutes from June 5, 2023, and June 19, 2023 meetings.
[GEMS - 05 Jun 2023 - Minutes - Html](#)
[GEMS - 19 Jun 2023 - Minutes - Html](#)
- 2) Purchase order(s) and receipts register totaling \$15,122.50.

Moved by Chris Brobst, seconded by Brandon Kearns

To approve the Consent Agenda.

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

CARRIED.

[GEMS Invoice 7-17-23](#)

- H) **Consideration and appropriate action relating to items removed from the Consent Agenda**
- I) **Scheduled Business**
- J) **Adjournment**
Chair Calvert declared the meeting adjourned at 7:37 p.m.



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Wendy Knight, District Clerk
Date: August 4, 2023
Subject: Approval of BancFirst account signatories resolution 2023009GEMS

Background:

The attached resolution is required by BancFirst to authorize signatory changes for the GEMS bank account.

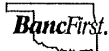
Staff Recommendation:

Staff recommends approval of BancFirst signatories resolution 2023009GEMS.

Attachments:

- BancFirst Resolution 2023009GEMS

RESOLUTION 2023009GEMS



Corporate Authorization Resolution

State of Incorporation: ok	Account Number: 70041624
Date of Corporate Meeting: 8/03/2023	Corporate Name and Address:
Corporate Tax ID Number: 73-1190967	GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
Business Telephone Number: 918-322-5409	12205 S YUKON AVE
Trade name (if different than Corporate Name):	GLENPOOL, OK 74033-6635

I, the undersigned, Secretary, custodian of the books and records of the above named corporation (the "Corporation") do hereby certify to **BancFirst**, an Oklahoma State Bank ("**BancFirst**") as follows:

A. That I am the Secretary of the Corporation. That the Corporation is duly organized, validly existing, and in good standing under the laws of the state of incorporation as stated above, and doing business at the address shown above under the tradename identified above, if different than the corporate name.

B. That on the date shown above, the following resolutions were unanimously passed and adopted by the Corporation's Board of Directors at a meeting thereof, duly and legally called and participated in by a quorum of such Board:

RESOLVED that **BancFirst** is designated as a depository for the funds of this Corporation for the above referenced account with authority to accept at any time from whatever source and in whatever form, and if not endorsed to supply any missing endorsements thereto, and to pay or otherwise honor checks, drafts, bills, acceptances, and other instruments or orders for the payment, transfer, or withdrawal of money without inquiry, without regard to the application of the proceeds, and without regard to whether an overdraft results therefrom, all in accordance with the terms and provisions of the deposit agreement or contract as may from time to time be in force and effect.

RESOLVED FURTHER that all transactions, if any, with **BancFirst** with respect to deposits, withdrawals, rediscounts, and borrowings by or on behalf of this Corporation prior to the adoption of these resolutions are hereby expressly ratified, confirmed, and approved in all respects. Any and all prior resolutions adopted by the Board of Directors of this Corporation and certified to **BancFirst** as governing the operation of all accounts of this Corporation maintained at **BancFirst**, are in full force and effect, except as amended, modified and/or supplemented by these resolutions. To an extent these resolutions vary or are inconsistent with any prior resolutions for the above reference account, said prior resolutions are hereby declared to be null and void as of the date hereof.

RESOLVED FURTHER that this Corporation agrees and hereby authorized **BancFirst**, at any time and from time to time, to charge this Corporation for the above reference account for all checks, drafts, bills, acceptances, undertakings or other instruments or orders for the payment, transfer, or withdrawal of money, that are drawn on **BancFirst**, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they reasonably resemble the facsimile signature specimens set forth below, or the facsimile specimens that this Corporation has on file with **BancFirst** from time to time, and contain the required number of signatures, if applicable, for renting, leasing, and maintaining a safe deposit box as provided below.

RESOLVED FURTHER that,

1. These resolutions shall be continuing and in full force and effect unless and until written notice of its rescission or modification has been received by **BancFirst's** Customer Service Officer at the location where the account is maintained and thereafter acknowledged and recorded by **BancFirst** on its books and records.

2. That the following authorized agents of this Corporation named below, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with **BancFirst**, concerning funds deposited in **BancFirst**, monies borrowed from **BancFirst** or any other commercial transaction entered into between this Corporation and **BancFirst**.

3. That the following authorized agents of this Corporation named below are hereby authorized on behalf of this Corporation in connection to the above reference account to: (i) open and close said account; (ii) order any form, document, or check; (iii) change the corporate address specified above; (iv) draw and endorse checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment, transfer or withdrawal of money payable to or belonging to this Corporation; (v) accept for this Corporation any and all checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment of money drawn on the Corporation and receive for this Corporation any instruments, documents, securities, or other papers accompanying them; (vi) stop payment of any item drawn on the above referenced account, whether such item is signed by such person or by any other person authorized to sign, and that any stop payment order so given may be revoked only by the person so authorized in the deposit agreement or contract, then in force and effect between this Corporation and **BancFirst**; and (vii) establish preauthorized transactions.

BFAO005 (revised July 08)



RESOLVED FURTHER that any one person listed below is authorized to:

- 1) Open and close the above referenced account in the name of this Corporation.
- 2) Endorse checks, drafts, bills, and other orders for the payment of money and withdraw cash and funds on deposit with **BancFirst**, and make deposits to the above referenced account on behalf of the Corporation.
- 3) Stop payment of any check, draft, bill, or other order for payment of money on behalf of this Corporation.
- 4) Enter into one or more written lease agreement(s) for the purpose of renting, leasing, and maintaining a Safe Deposit Box at one or more locations at **BancFirst**. Number of authorized signatures required for this purpose: 1.

<u>Name</u>	<u>Title</u>	<u>Signature or Facsimile Signature (if applicable)</u>
SARAH CAGE		X
SUSAN MAY WHITE		X
WENDY ANN KNIGHT		X
DAVID JAMES TILLOTSON		X
JULIE A CASTEEN		X

C. I further certify that: (i) none of the foregoing resolutions have been amended, modified, or rescinded, and each of such resolutions is in full force and effect on the date hereof; and (ii) there is no provision in the certificate of incorporation, corporate charter, or bylaws of this Corporation limiting the power of the Board of Directors to make the foregoing resolutions, and that the same are in conformity with the provisions of said certificate of incorporation, corporate charter and bylaws of this Corporation; (iii) the genuine signature set opposite the respective name of each of the persons named above is true and correct in all respects; and (iv) the above and foregoing resolutions contained herein are made a permanent part of the books and records of this Corporation.

IN WITNESS WHEREOF, I have hereto signed my name and caused the seal of this Corporation to be hereunto affixed effective this _____ day of _____, _____.

(CORPORATE SEAL) _____

Name: _____
The foregoing resolutions are hereby confirmed Title: _____ Secretary

Name: _____
Title: _____ President

ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____) SS:

The foregoing instrument was acknowledged before me on this _____ day of _____, _____,
by _____, Secretary of _____, a corporation,
on behalf of said corporation.

My Commission Expires:

Notary Public

Commission Number: _____

(SEAL)



To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: August 7, 2023
Subject: Treasurer Appointment

Background

Julie Casteen has recently rejoined the City of Glenpool as Finance Director. We are thrilled and genuinely welcome her return. Please consider appointing Julie Casteen as GEMS Treasurer.

Sarah Cage has been acting in the capacity of Interim Treasurer. Thank you to Sarah for filling this important role for us during the past year.

Recommendation

Recommend the appointment of Julie Casteen to serve as Treasurer/Finance Officer for an indefinite period.

Attachments

Professional Services Contract – Treasurer/Finance Officer

Professional Services Contract – GEMS Treasurer/Finance Officer
FISCAL YEAR 2023-2024

This Professional Services Contract (“**Contract**”) is effective as of August 7, 2023, by and between JULIE CASTEEN, an individual (“**Contractor**”) and the Glenpool Area Emergency Medical Service District (“**GEMS District**”) (collectively the “**Parties**” and each a “**Party**”) in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2023-2024 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 19, 2023.

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

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

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

1. **Term.** The term of this Contract shall begin on August 7, 2023, and shall continue for the GEMS District’s Fiscal Year of 2023-2024, that is, through June 30, 2024 (the “**Term**”), whichever is sooner. Contractor is NOT an employee and may only be terminated as specified in paragraph 8 below, entitled Termination.
2. **Compensation**
 - a. **Yearly Fee.** GEMS District hereby agrees to pay Contractor a yearly fee of \$2,500.00 as compensation for services rendered to GEMS District, such payment to be made on the basis of twelve (12) equal monthly paychecks. The fee may be adjusted from time to time by GEMS District, in its sole discretion.
 - b. **Pay Period.** Contractor will be paid once per month. The pay period may be adjusted from time to time by GEMS District, in its sole discretion.
 - c. **Business Expenses.** GEMS District shall reimburse Contractor for all reasonable and properly documented business expenses that are necessarily incurred in connection with carrying out Contractor's duties and responsibilities and approved in advance by GEMS District in accordance with GEMS District's expense reimbursement policies and to the extent permissible under the Oklahoma Emergency Medical Service District Budget Act.
3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to Contractors of GEMS District who occupy similar positions. This Contract is for the sole benefit of Contractor and GEMS District and is not intended to create an employee benefit plan of any kind. Nothing in this Contract shall impair GEMS

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

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

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

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

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

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

CONTRACTOR ADDRESS
Julie Casteen, GEMS District Treasurer/Finance Officer
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

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

CONTRACTOR

Signed: _____
Julie Casteen
District Treasurer/Finance Officer

Date: _____

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: _____

Joyce G. Calvert
Chair of the Board of Trustees

Date: _____



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIR AND GEMS DISTRICT BOARD MEMBERS

From: SARAH CAGE, INTERIM DISTRICT TREASURER

Date: August 2, 2023

Subject: Approval of Purchase Orders Receiving Report and Payment Claims as of 8/2/2023 totaling \$15,624.99.

Background:

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

Staff Recommendation:

Staff recommends a motion to accept the PO Receipt Register report dated 8/2/2023 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
24-16947	31-6-01-6210	Centurion Health System	Ambulance Service Aug 23	3013	\$15,000.00
24-16948	31-6-01-6235	Sarah Cage	Interim District Treasurer	SC72023	\$208.33
24-16946	31-6-01-6235	Susan White	District Administration	SW72023	\$208.33
24-16945	31-6-01-6235	Wendy Knight	District Clerk	WK72023	\$208.33
Total					\$15,624.99

Attachments:

1. Purchase Order Claims Register dated 8/2/2023 totaling \$15,624.99.
2. PO Receipt Register dated 8/2/2023 totaling \$15,624.99.
3. Purchase Orders and Invoices totaling \$15,624.99.

8/02/2023 8:22 AM
SEQUENCE: VENDOR NAME (ALPHA)

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

PAGE: 1
DETAIL LEVEL: INVOICE

VENDOR	NAME	INVOICE	POST DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
31-000004	CENTURION HEALTH SYSTEMS, DBA M	3013	8/07/2023	31	15,000.00	15,000.00
31-000029	SARAH CAGE	SC72023	8/07/2023	31	208.33	208.33
31-000000	SUSAN WHITE	SW72023	8/07/2023	31	208.33	208.33
31-000002	WENDY KNIGHT	WK72023	8/07/2023	31	208.33	208.33
TOTALS					15,624.99	15,624.99

APPROVED

BY

Joyce Calvert, Chair
August 7, 2023

8/02/2023 8:23 AM
FUND: 31 - GEMS

PURCHASE ORDER CLAIM REGISTER
SUMMARY REPORT

PAGE: 1

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
24-16945	GEMS CONTRACT SVC JULY 20	31-000000	SUSAN WHITE	8/2023 SW72023	208.33
24-16946	GEMS CONTRACT SVC JULY 20	31-000002	WENDY KNIGHT	8/2023 WK72023	208.33
24-16947	AMBULANCE SUBSIDY AUG 202	31-000004	CENTURION HEALTH SYSTEMS,DBA	8/2023 3013	15,000.00
24-16948	GEMS CONTRACT SVC JULY 20	31-000029	SARAH CAGE	8/2023 SC72023	208.33
DEPARTMENT TOTAL:					15,624.99
FUND TOTAL:					15,624.99
GRAND TOTAL:					15,624.99

P U R C H A S E O R D E R
CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 24-16947 08/01/2023

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER,

08/01/2023

PURCHASING OFFICER

DATE

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

08/01/2023

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	AMBULANCE SUBSIDY AUG 2023 AMBULANCE SUBSIDY AUG 2023		00033006	31 -6-01-6210		0.00	15,000.00 *

** TOTAL ** 15,000.00

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE VENDOR'S SUBMISSION OF AN INVOICE OR ACCEPTANCE OF PAYMENT PURSUANT TO THIS PURCHASE CONSTITUTES
A STATEMENT BY THE VENDOR THAT THE INVOICE OR CLAIM IS TRUE AND CORRECT. THE WORK, SERVICES OR MATERIALS AS SHOWN BY THE INVOICE OR CLAIM HAVE BEEN COMPLETED OR
SUPPLIED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE VENDOR, AND THE VENDOR HAS MADE NO PAYMENT, DIRECTLY OR INDIRECTLY, TO
ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THIS STATE OR ANY COUNTY OR POLITICAL SUBDIVISION OF THE STATE OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT.
ANY VENDOR WHO SUBMITS 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

Mercy Regional Oklahoma

Owasso, OK 74055

33006

Invoice

Date	Invoice #
7/10/2023	3013

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	ALS Ambulance Subsidy for August 2023	15,000.00	15,000.00
		Total	\$15,000.00

Phone #	Fax #
9186095829	918-609-5799

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

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 24-16948

08/01/2023

ISSUED TO: VEND #: 31-000029
SARAH CAGE
12205 S YUKON AVE
GLENPOOL, OK 74033

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

08/01/2023

PURCHASING OFFICER

DATE

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

08/01/2023

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JULY 2023 GEMS CONTRACT SVC JULY 2023		00033016	31 -6-01-6235		0.00	208.33 *

** TOTAL ** 208.33

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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

INVOICE

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

33016

INVOICE #: SC72023

DATE: 7/1/2023

BILL TO:

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

Description

Amount

Contract Fees & Services

JULY 2023

\$208.33

Total

\$208.33

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

P U R C H A S E O R D E R
CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 24-16945 08/01/2023

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.


PURCHASING OFFICER

08/01/2023

DATE

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


ENCUMBERING OFFICER

08/01/2023

DATE

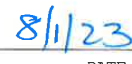
UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JULY 2023 GEMS CONTRACT SVC JULY 2023		00033013	31 -6-01-6235		0.00	208.33 *

** TOTAL ** 208.33

*** APPROVAL FOR PURCHASE ***

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


OFFICER OR DEPARTMENT HEAD IN CHARGE


DATE

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

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

INVOICE

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

33013

INVOICE #: SW72023
DATE: 7/1/2023

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

Description	Amount
Contract Fees & Services	
JULY 2023	\$208.33

Total	\$208.33
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If you have any questions concerning this invoice, Darrell Colbert / 918-209-4633 / Email:
dcolbert@cityofglenpool.com

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

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 24-16946

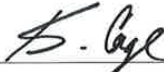
08/01/2023

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

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.



08/01/2023

PURCHASING OFFICER

DATE



08/01/2023

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JULY 2023		00033014	31 -6-01-6235		0.00	208.33 *
	GEMS CONTRACT SVC JULY 2023						

** TOTAL **

208.33

*** APPROVAL FOR PURCHASE ***

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ORDER IS NOW A TRUE AND JUST DEBT OF THIS CITY. THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE AMOUNT INDICATED ABOVE.



8/1/23

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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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

#33014

INVOICE

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

INVOICE #: WK72023
DATE: 7/1/2023

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

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