

**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 Cemetery Trust Authority Meeting on November 5, 2018, 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 – Wendy Knight, Clerk; Timothy Lee Fox, Chairman	
C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS	
1) EMS Report	2 - 5
D) District Administrator Report - Susan White, Adm., Sec.	
1) Dist. Adm Report	6
E) Scheduled Business	
1) Discussion and possible action to approve minutes from October 1, 2018 meeting. (Wendy Knight, Clerk) GEMS - 01 Oct 2018 - Minutes - Html	7 - 9
2) Discussion and possible action to review findings and direct Chairman to sign the Management Representation letter confirming Board's receipt and review of findings. (John Gonsalves, Treasurer) FY17-18 Audit Findings	10 - 14
3) Discussion and possible action to approve 2019 Meeting Calendar. (Wendy Knight, Clerk) Meeting Schedule 2019 GEMS	15
4) Discussion and possible action to approve purchase order(s) and receipts register totaling \$14,635.00. (John Gonsalves, Treasurer) GEMS Invoices 11-05-18 Redacted	16 - 31

F) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on November 1, 2018, at 5:00 pm.

Signed: Wendy Knight
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: November 1, 2018

Ref: EMS Report September 26, 2018 – October 31, 2018

During this time, we logged 132 calls for service and maintained 96% response time compliance.

- 87 patients treated and transported
- 18 patients refused transport
- 14 mutual aid received
- 2 mutual aid given
- 10 cancelled prior to arrival
- 1 transported by helicopter

We participated in the annual Glenpool Spooktacular Fest.

I have worked with the Chamber on a disaster drill for the Leadership Glenpool class to be held November 20, 2018.

Brian Cook,
Chief of Operations

CRun	Call Date	Pick Up Location	Destination	Dispatched	En Route	On Scene	Transport	Arrived	Clear	Response Time	Unit
18-11616	9/26/2018 10:17	EMERGENCY SCENE	ST. FRANCIS TULSA	9/26/2018 10:18	9/26/2018 10:18	9/26/2018 10:22	9/26/2018 10:44	9/26/2018 11:01	9/26/2018 11:26	00:04:58	MEDIC 401
18-11676	9/28/2018 07:32	EMERGENCY SCENE	ST. FRANCIS TULSA	9/28/2018 07:33	9/28/2018 07:34	9/28/2018 07:36	9/28/2018 07:49	9/28/2018 08:05	9/28/2018 08:17	00:03:36	MEDIC 401
18-11689	9/28/2018 10:57	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	9/28/2018 10:59	9/28/2018 10:59	9/28/2018 11:06	9/28/2018 11:30	9/28/2018 11:50	9/28/2018 12:15	00:09:17	MEDIC 401
18-11691	9/28/2018 11:12	EMERGENCY SCENE	UNK								MUTUAL AID RECEIVED
18-11705	9/28/2018 14:14	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	9/28/2018 14:14	9/28/2018 14:15	9/28/2018 14:19	9/28/2018 14:40	9/28/2018 14:40	9/28/2018 14:40	00:05:32	MEDIC 401
18-11715	9/28/2018 19:19	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	9/28/2018 19:20	9/28/2018 19:22	9/28/2018 19:24	9/28/2018 19:33	9/28/2018 19:39	9/28/2018 19:51	00:05:06	MEDIC 401
18-11739	9/29/2018 16:01	EMERGENCY SCENE	ST. FRANCIS TULSA	9/29/2018 16:02	9/29/2018 16:02	9/29/2018 16:07	9/29/2018 16:14	9/29/2018 16:36	9/29/2018 17:03	00:06:06	MEDIC 401
18-11744	9/29/2018 18:30	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	9/29/2018 18:31	9/29/2018 18:32	9/29/2018 18:39	9/29/2018 20:45	9/29/2018 20:45	9/29/2018 20:45	00:08:37	MEDIC 401
18-11748	9/29/2018 20:43	EMERGENCY SCENE	ST. FRANCIS TULSA	9/29/2018 20:43	9/29/2018 20:43	9/29/2018 20:48	9/29/2018 21:03	9/29/2018 21:19	9/29/2018 21:30	00:04:50	MEDIC 401
18-11750	9/29/2018 21:27	EMERGENCY SCENE	CANCELLED	9/29/2018 21:27							MEDIC 401
18-11770	9/30/2018 16:06	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	9/30/2018 16:06	9/30/2018 16:07	9/30/2018 16:09	9/30/2018 16:46	9/30/2018 16:53	9/30/2018 17:09	00:02:46	MEDIC 401
18-11788	10/1/2018 12:21	EMERGENCY SCENE	ST. JOHN TULSA	10/1/2018 12:21	10/1/2018 12:24	10/1/2018 12:25	10/1/2018 12:49	10/1/2018 13:10	10/1/2018 13:26	00:04:30	MEDIC 401
18-11796	10/1/2018 12:37	EMERGENCY SCENE	ST. FRANCIS TULSA	10/1/2018 12:37	10/1/2018 12:40	10/1/2018 12:47	10/1/2018 13:02	10/1/2018 13:23	10/1/2018 14:25	00:10:27	MEDIC 110
18-11798	10/1/2018 13:19	EMERGENCY SCENE	UNK								MUTUAL AID GIVEN
18-11800	10/1/2018 12:37	EMERGENCY SCENE	ST. FRANCIS TULSA	10/1/2018 12:37	10/1/2018 12:40	10/1/2018 12:47	10/1/2018 13:02	10/1/2018 13:23	10/1/2018 14:25	00:10:27	MEDIC 110
18-11801	10/1/2018 12:37	EMERGENCY SCENE	ST. FRANCIS TULSA	10/1/2018 12:37	10/1/2018 12:40	10/1/2018 12:47	10/1/2018 13:02	10/1/2018 13:23	10/1/2018 14:25	00:10:27	MEDIC 110
18-11802	10/1/2018 12:37	EMERGENCY SCENE	ST. FRANCIS TULSA	10/1/2018 12:37	10/1/2018 12:40	10/1/2018 12:47	10/1/2018 13:02	10/1/2018 13:23	10/1/2018 14:25	00:10:27	MEDIC 110
18-11810	10/1/2018 17:29	EMERGENCY SCENE	UNK								MUTUAL AID RECEIVED
18-11824	10/2/2018 04:12	EMERGENCY SCENE	HILLCREST SOUTH	10/2/2018 04:13	10/2/2018 04:15	10/2/2018 04:18	10/2/2018 04:54	10/2/2018 05:13	10/2/2018 05:37	00:06:14	MEDIC 401
18-11826	10/2/2018 07:04	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/2/2018 07:05	10/2/2018 07:07	10/2/2018 07:07	10/2/2018 07:07	10/2/2018 07:07	10/2/2018 07:07	00:02:04	MEDIC 401
18-11844	10/2/2018 14:12	EMERGENCY SCENE	ST. FRANCIS TULSA	10/2/2018 14:12	10/2/2018 14:14	10/2/2018 14:15	10/2/2018 14:27	10/2/2018 14:50	10/2/2018 15:07	00:03:07	MEDIC 401
18-11847	10/2/2018 15:31	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/2/2018 15:32	10/2/2018 15:32	10/2/2018 15:35	10/2/2018 15:40	10/2/2018 15:40	10/2/2018 15:40	00:04:20	MEDIC 401
18-11848	10/2/2018 15:31	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/2/2018 15:32	10/2/2018 15:32	10/2/2018 15:35	10/2/2018 15:40	10/2/2018 15:40	10/2/2018 15:40	00:04:20	MEDIC 401
18-11861	10/2/2018 20:29	EMERGENCY SCENE	LANDING ZONE	10/2/2018 20:30	10/2/2018 20:30	10/2/2018 20:37	10/2/2018 00:01	10/2/2018 00:01	10/2/2018 21:48	00:00:49	MEDIC 401
18-11863	10/2/2018 21:28	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/2/2018 21:29	10/2/2018 21:29	10/2/2018 21:29	10/2/2018 21:48	10/2/2018 21:48	10/2/2018 21:48	00:00:49	MEDIC 401
18-11867	10/2/2018 22:51	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/2/2018 22:51	10/2/2018 22:53	10/2/2018 22:57	10/2/2018 23:20	10/2/2018 23:45	10/2/2018 00:01	00:06:24	MEDIC 401
18-11880	10/3/2018 09:29	EMERGENCY SCENE	HILLCREST SOUTH	10/3/2018 09:30	10/3/2018 09:31	10/3/2018 09:34	10/3/2018 09:50	10/3/2018 10:06	10/3/2018 10:32	00:04:34	MEDIC 401
18-11894	10/3/2018 13:12	EMERGENCY SCENE	ST. FRANCIS TULSA	10/3/2018 13:13	10/3/2018 13:13	10/3/2018 13:16	10/3/2018 13:26	10/3/2018 13:48	10/3/2018 14:13	00:04:12	MEDIC 401
18-11906	10/3/2018 18:40	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/3/2018 18:41	10/3/2018 18:41	10/3/2018 18:46	10/3/2018 19:22	10/3/2018 19:22	10/3/2018 19:22	00:06:09	MEDIC 401
18-11912	10/3/2018 23:22	EMERGENCY SCENE	UNK								MUTUAL AID RECEIVED
18-11916	10/4/2018 01:55	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/4/2018 01:56	10/4/2018 01:59	10/4/2018 02:01	10/4/2018 02:37	10/4/2018 02:37	10/4/2018 02:37	00:06:04	MEDIC 401
18-11920	10/4/2018 07:45	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/4/2018 07:46	10/4/2018 07:49	10/4/2018 07:52	10/4/2018 08:08	10/4/2018 08:30	10/4/2018 08:47	00:07:10	MEDIC 401
18-11924	10/4/2018 10:05	EMERGENCY SCENE	ST. FRANCIS TULSA	10/4/2018 10:07	10/4/2018 10:07	10/4/2018 10:11	10/4/2018 10:25	10/4/2018 10:50	10/4/2018 11:04	00:05:48	MEDIC 401
18-11937	10/4/2018 12:29	EMERGENCY SCENE	ST. FRANCIS TULSA	10/4/2018 12:30	10/4/2018 12:36	10/4/2018 12:59	10/4/2018 13:19	10/4/2018 13:42	10/4/2018 13:42	00:06:52	MEDIC 401
18-11946	10/4/2018 15:05	EMERGENCY SCENE	ST. FRANCIS TULSA	10/4/2018 15:06	10/4/2018 15:06	10/4/2018 15:11	10/4/2018 15:22	10/4/2018 15:44	10/4/2018 16:00	00:05:48	MEDIC 401
18-11950	10/4/2018 18:43	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/4/2018 18:46	10/4/2018 18:46	10/4/2018 18:46	10/4/2018 18:46	10/4/2018 18:46	10/4/2018 18:46	00:03:17	MEDIC 401
18-11965	10/5/2018 07:19	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	10/5/2018 07:20	10/5/2018 07:23	10/5/2018 07:27	10/5/2018 07:45	10/5/2018 07:49	10/5/2018 08:10	00:07:56	MEDIC 401
18-12017	10/6/2018 13:24	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	10/6/2018 13:25	10/6/2018 13:26	10/6/2018 13:31	10/6/2018 13:46	10/6/2018 13:55	10/6/2018 14:13	00:06:44	MEDIC 401
18-12025	10/6/2018 19:02	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/6/2018 19:02	10/6/2018 19:03	10/6/2018 19:08	10/6/2018 19:34	10/6/2018 19:50	10/6/2018 20:17	00:06:40	MEDIC 401
18-12032	10/6/2018 22:41	EMERGENCY SCENE	ST. JOHN TULSA	10/6/2018 22:41	10/6/2018 22:44	10/6/2018 22:49	10/6/2018 23:08	10/6/2018 23:27	10/6/2018 23:43	00:07:24	MEDIC 401
18-12038	10/7/2018 07:20	EMERGENCY SCENE	ST. JOHN TULSA	10/7/2018 07:21	10/7/2018 07:24	10/7/2018 07:30	10/7/2018 07:41	10/7/2018 08:02	10/7/2018 08:19	00:09:15	MEDIC 401
18-12058	10/7/2018 21:21	EMERGENCY SCENE	INTERCEPT	10/7/2018 21:22	10/7/2018 21:22	10/7/2018 21:30				00:08:42	MEDIC 401
18-12093	10/8/2018 14:51	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/8/2018 14:52	10/8/2018 14:52	10/8/2018 14:55	10/8/2018 15:20	10/8/2018 15:20	10/8/2018 15:20	00:03:40	MEDIC 401
18-12094	10/8/2018 15:00	EMERGENCY SCENE	ST. FRANCIS TULSA	10/8/2018 15:01	10/8/2018 15:06	10/8/2018 15:08	10/8/2018 15:23	10/8/2018 15:47	10/8/2018 16:13	00:08:09	MEDIC 401
18-12098	10/8/2018 17:04	EMERGENCY SCENE	ST. JOHN TULSA	10/8/2018 17:04	10/8/2018 17:05	10/8/2018 17:08	10/8/2018 17:31	10/8/2018 17:55	10/8/2018 18:27	00:03:53	MEDIC 401
18-12138	10/9/2018 16:41	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/9/2018 16:42	10/9/2018 16:43	10/9/2018 16:46	10/9/2018 17:07	10/9/2018 17:28	10/9/2018 18:39	00:04:50	MEDIC 401
18-12144	10/9/2018 20:29	EMERGENCY SCENE	ST. FRANCIS TULSA	10/9/2018 20:29	10/9/2018 20:33	10/9/2018 20:35	10/9/2018 21:00	10/9/2018 21:34	10/9/2018 21:49	00:05:16	MEDIC 401
18-12147	10/9/2018 22:08	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/9/2018 22:10	10/9/2018 22:11	10/9/2018 22:17	10/9/2018 22:35	10/9/2018 22:55	10/9/2018 23:19	00:08:57	MEDIC 401
18-12148	10/9/2018 22:12	EMERGENCY SCENE	UNKNOWN								MUTUAL AID RECEIVED
18-12149	10/10/2018 00:42	EMERGENCY SCENE	ST. FRANCIS TULSA	10/10/2018 00:44	10/10/2018 00:44	10/10/2018 00:48	10/10/2018 01:30	10/10/2018 01:50	10/10/2018 02:13	00:05:53	MEDIC 401
18-12188	10/10/2018 13:37	EMERGENCY SCENE	ST. FRANCIS TULSA	10/10/2018 13:38	10/10/2018 13:39	10/10/2018 13:42	10/10/2018 14:04	10/10/2018 14:18	10/10/2018 14:39	00:05:25	MEDIC 401
18-12193	10/10/2018 14:12	EMERGENCY SCENE	UNK								MUTUAL AID RECEIVED
18-12233	10/11/2018 11:07	EMERGENCY SCENE	ST. FRANCIS TULSA	10/11/2018 11:08	10/11/2018 11:08	10/11/2018 11:15	10/11/2018 11:27	10/11/2018 11:48	10/11/2018 12:06	00:08:09	MEDIC 401
18-12241	10/11/2018 13:13	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/11/2018 13:14	10/11/2018 13:15	10/11/2018 13:17	10/11/2018 13:37	10/11/2018 13:59	10/11/2018 15:08	00:04:17	MEDIC 401
18-12257	10/11/2018 19:25	EMERGENCY SCENE	ST. JOHN TULSA	10/11/2018 19:26	10/11/2018 19:26	10/11/2018 19:30	10/11/2018 19:45	10/11/2018 20:02	10/11/2018 20:20	00:04:53	MEDIC 401
18-12280	10/12/2018 08:55	EMERGENCY SCENE	ST. FRANCIS TULSA	10/12/2018 08:55	10/12/2018 08:56	10/12/2018 09:00	10/12/2018 09:33	10/12/2018 09:54	10/12/2018 10:11	00:05:09	MEDIC 401
18-12283	10/12/2018 10:47	EMERGENCY SCENE	ST. FRANCIS TULSA	10/12/2018 10:47	10/12/2018 10:48	10/12/2018 10:55	10/12/2018 11:32	10/12/2018 11:59	10/12/2018 12:19	00:08:20	MEDIC 401
18-12305	10/12/2018 19:29	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/12/2018 19:29	10/12/2018 19:29	10/12/2018 19:30	10/12/2018 20:03	10/12/2018 20:03	10/12/2018 20:03	00:01:04	MEDIC 401
18-12324	10/13/2018 11:32	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/13/2018 11:33	10/13/2018 11:33	10/13/2018 11:38	10/13/2018 11:47	10/13/2018 11:47	10/13/2018 11:47	00:06:11	MEDIC 401
18-12331	10/13/2018 16:36	EMERGENCY SCENE	ST. FRANCIS TULSA	10/13/2018 16:38	10/13/2018 16:41	10/13/2018 16:55	10/13/2018 17:15	10/13/2018 17:33	10/13/2018 17:33	00:04:47	MEDIC 401
18-12336	10/13/2018 20:47	EMERGENCY SCENE	HILLCREST SOUTH	10/13/2018 20:49	10/13/2018 20:49	10/13/2018 20:59	10/13/2018 21:12	10/13/2018 21:28	10/13/2018 21:41	00:11:47	MEDIC 401
18-12340	10/13/2018 23:54	EMERGENCY SCENE	ST. FRANCIS TULSA	10/13/2018 23:54	10/13/2018 23:56	10/14/2018 00:00	10/14/2018 00:31	10/14/2018 00:40	10/14/2018 00:40	00:06:23	MEDIC 401
18-12342	10/14/2018 01:46	EMERGENCY SCENE	ST. FRANCIS TULSA	10/14/2018 01:47	10/14/2018 01:48	10/14/2018 01:53	10/14/2018 02:10	10/14/2018 02:31	10/14/2018 02:46	00:06:59	MEDIC 401
18-12345	10/14/2018 04:50	EMERGENCY SCENE	ST. FRANCIS TULSA	10/14/2018 04:51	10/14/2018 04:52	10/14/2018 04:58	10/14/2018 05:18	10/14/2018 05:39	10/14/20		

18-12371	10/15/2018 03:24	EMERGENCY SCENE	HILLCREST SOUTH	10/15/2018 03:26	10/15/2018 03:27	10/15/2018 03:28	10/15/2018 04:14	10/15/2018 04:37	10/15/2018 04:59	00:13:46	MEDIC 401	
18-12395	10/15/2018 19:37	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/15/2018 19:38	10/15/2018 19:38	10/15/2018 19:42	10/15/2018 20:00	10/15/2018 20:21	10/15/2018 20:36	00:05:05	MEDIC 401	
18-12400	10/15/2018 23:54	EMERGENCY SCENE	ST. FRANCIS TULSA	10/15/2018 23:55	10/15/2018 23:55	10/15/2018 23:57	10/16/2018 00:16	10/16/2018 00:38	10/16/2018 00:49	00:03:13	MEDIC 401	
18-12406	10/16/2018 05:51	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/16/2018 05:51	10/16/2018 05:53	10/16/2018 06:00	10/16/2018 06:13	10/16/2018 06:13	10/16/2018 06:13	00:08:54	MEDIC 401	
18-12418	10/16/2018 11:40	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	10/16/2018 11:40	10/16/2018 11:41	10/16/2018 11:45	10/16/2018 12:05	10/16/2018 12:10	10/16/2018 12:22	00:05:53	MEDIC 401	
18-12426	10/16/2018 13:50	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/16/2018 13:50	10/16/2018 13:52	10/16/2018 13:59	10/16/2018 14:14	10/16/2018 14:14	10/16/2018 14:14	00:09:55	MEDIC 401	HAD TO STAGE
18-12431	10/16/2018 14:54	EMERGENCY SCENE	ST. FRANCIS TULSA	10/16/2018 14:54	10/16/2018 14:57	10/16/2018 14:58	10/16/2018 15:13	10/16/2018 15:41	10/16/2018 15:53	00:04:00	MEDIC 401	
18-12436	10/16/2018 16:59	EMERGENCY SCENE	ST. FRANCIS TULSA	10/16/2018 16:59	10/16/2018 17:00	10/16/2018 17:05	10/16/2018 17:26	10/16/2018 17:43	10/16/2018 17:54	00:06:30	MEDIC 401	
18-12437	10/16/2018 16:59	EMERGENCY SCENE	UNK									MUTUAL AID RECEIVED
18-12451	10/17/2018 07:10	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/17/2018 07:12	10/17/2018 07:15	10/17/2018 07:20	10/17/2018 07:31	10/17/2018 07:31	10/17/2018 07:31	00:09:56	MEDIC 401	MUTUAL AID GIVEN
18-12455	10/17/2018 08:03	EMERGENCY SCENE	ST. FRANCIS TULSA	10/17/2018 08:04	10/17/2018 08:04	10/17/2018 08:10	10/17/2018 08:37	10/17/2018 09:02	10/17/2018 09:23	00:06:36	MEDIC 401	
18-12456	10/17/2018 08:52	EMERGENCY SCENE	MUTUAL AID FROM CREEK COUNTY EMS									MUTUAL AID RECEIVED
18-12467	10/17/2018 11:56	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/17/2018 11:57	10/17/2018 11:58	10/17/2018 12:02	10/17/2018 12:21	10/17/2018 12:21	10/17/2018 12:21	00:05:27	MEDIC 401	
18-12495	10/18/2018 02:23	EMERGENCY SCENE	ST. FRANCIS TULSA	10/18/2018 02:24	10/18/2018 02:25	10/18/2018 02:28	10/18/2018 02:47	10/18/2018 03:03	10/18/2018 03:21	00:05:44	MEDIC 401	
18-12498	10/18/2018 06:25	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/18/2018 06:26	10/18/2018 06:26	10/18/2018 06:28	10/18/2018 06:41	10/18/2018 06:41	10/18/2018 06:41	00:03:05	MEDIC 401	
18-12539	10/18/2018 17:00	EMERGENCY SCENE	ST. FRANCIS TULSA	10/18/2018 17:00	10/18/2018 17:01	10/18/2018 17:03	10/18/2018 17:15	10/18/2018 17:39	10/18/2018 17:51	00:03:00	MEDIC 401	
18-12548	10/18/2018 23:36	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/18/2018 23:37	10/18/2018 23:37	10/18/2018 23:50	10/19/2018 00:22	10/19/2018 00:49	10/19/2018 01:14	00:14:45	MEDIC 401	CALL IN MOUNDS
18-12559	10/19/2018 06:58	EMERGENCY SCENE	HILLCREST SOUTH	10/19/2018 06:59	10/19/2018 07:00	10/19/2018 07:03	10/19/2018 07:23	10/19/2018 07:43	10/19/2018 07:56	00:04:18	MEDIC 401	
18-12612	10/20/2018 17:46	EMERGENCY SCENE	ST. JOHN SAPULPA	10/20/2018 17:47	10/20/2018 17:49	10/20/2018 17:58	10/20/2018 18:29	10/20/2018 18:31	10/20/2018 18:45	00:11:54	MEDIC 401	MUTUAL AID GIVEN
18-12622	10/20/2018 23:07	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/20/2018 23:08	10/20/2018 23:09	10/20/2018 23:14	10/20/2018 23:24	10/21/2018 00:04	10/21/2018 00:05	00:06:16	MEDIC 401	
18-12627	10/21/2018 03:23	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/21/2018 03:24	10/21/2018 03:26	10/21/2018 03:29	10/21/2018 04:01	10/21/2018 04:20	10/21/2018 04:37	00:06:17	MEDIC 401	
18-12629	10/21/2018 05:20	ST. FRANCIS GLENPOOL	ST. FRANCIS GLENPOOL	10/21/2018 05:22	10/21/2018 05:22	10/21/2018 05:25	10/21/2018 05:51	10/21/2018 06:07	10/21/2018 06:27	00:04:46	MEDIC 401	
18-12631	10/21/2018 06:54	EMERGENCY SCENE	ST. JOHN TULSA	10/21/2018 06:57	10/21/2018 06:57	10/21/2018 07:01	10/21/2018 07:18	10/21/2018 07:37	10/21/2018 07:56	00:07:08	MEDIC 401	
18-12654	10/22/2018 02:30	EMERGENCY SCENE	ST. FRANCIS TULSA	10/22/2018 02:32	10/22/2018 02:38	10/22/2018 02:38	10/22/2018 02:59	10/22/2018 03:48	10/22/2018 03:48	00:08:31	MEDIC 401	
18-12713	10/23/2018 10:39	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/23/2018 10:46	10/23/2018 10:46	10/23/2018 10:46	10/23/2018 10:55	10/23/2018 11:18	10/23/2018 11:59	00:06:30	MEDIC 401	
18-12720	10/23/2018 12:01	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/23/2018 12:02	10/23/2018 12:02	10/23/2018 12:06	10/23/2018 12:14	10/23/2018 12:34	10/23/2018 13:17	00:04:43	MEDIC 110	
18-12744	10/24/2018 01:54	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	10/24/2018 01:54	10/24/2018 01:56	10/24/2018 02:02	10/24/2018 02:24	10/24/2018 02:35	10/24/2018 02:57	00:08:54	MEDIC 401	
18-12755	10/24/2018 10:01	EMERGENCY SCENE	CANCELLED QNSC	10/24/2018 10:02	10/24/2018 10:03	10/24/2018 10:04	10/24/2018 10:10	10/24/2018 10:10	10/24/2018 10:10	00:02:38	MEDIC 401	
18-12778	10/23/2018 12:01	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/23/2018 12:02	10/23/2018 12:02	10/23/2018 12:06	10/23/2018 12:14	10/23/2018 12:14	10/24/2018 16:21	00:04:43	MEDIC 110	
18-12781	10/24/2018 17:49	EMERGENCY SCENE	ST. FRANCIS TULSA	10/24/2018 17:51	10/24/2018 17:52	10/24/2018 17:53	10/24/2018 18:14	10/24/2018 18:37	10/24/2018 18:53	00:03:39	MEDIC 401	
18-12783	10/24/2018 21:51	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/24/2018 21:52	10/24/2018 21:53	10/24/2018 21:55	10/24/2018 22:22	10/24/2018 22:22	10/24/2018 22:22	00:03:06	MEDIC 401	
18-12784	10/24/2018 21:52	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/24/2018 21:52	10/24/2018 21:53	10/24/2018 21:55	10/24/2018 22:23	10/24/2018 22:23	10/24/2018 22:23	00:03:06	MEDIC 401	
18-12785	10/24/2018 23:44	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/24/2018 23:45	10/24/2018 23:48	10/24/2018 23:52	10/25/2018 00:07	10/25/2018 00:24	10/25/2018 00:39	00:08:19	MEDIC 401	
18-12828	10/25/2018 18:34	EMERGENCY SCENE	ST. FRANCIS TULSA	10/25/2018 18:34	10/25/2018 18:35	10/25/2018 18:39	10/25/2018 19:00	10/25/2018 19:24	10/25/2018 19:43	00:04:51	MEDIC 401	
18-12829	10/25/2018 18:47	EMERGENCY SCENE	UNK									MUTUAL AID RECEIVED
18-12830	10/25/2018 18:53	EMERGENCY SCENE	UNK									MUTUAL AID RECEIVED
18-12834	10/25/2018 20:18	EMERGENCY SCENE	ST. JOHN TULSA	10/25/2018 20:19	10/25/2018 20:19	10/25/2018 20:23	10/25/2018 20:41	10/25/2018 21:01	10/25/2018 21:15	00:04:46	MEDIC 401	
18-12839	10/25/2018 23:17	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/25/2018 23:17	10/25/2018 23:17	10/25/2018 23:23	10/25/2018 23:40	10/25/2018 23:40	10/25/2018 23:40	00:05:54	MEDIC 401	
18-12846	10/26/2018 06:31	EMERGENCY SCENE	ST. FRANCIS CHILDRENS HOSPITAL	10/26/2018 06:31	10/26/2018 06:34	10/26/2018 06:37	10/26/2018 06:53	10/26/2018 07:11	10/26/2018 07:25	00:06:21	MEDIC 401	
18-12854	10/26/2018 09:54	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/26/2018 09:55	10/26/2018 09:56	10/26/2018 10:00	10/26/2018 10:25	10/26/2018 10:40	10/26/2018 10:57	00:06:10	MEDIC 401	
18-12861	10/26/2018 09:54	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/26/2018 09:55	10/26/2018 09:56	10/26/2018 10:00	10/26/2018 10:25	10/26/2018 10:40	10/26/2018 10:57	00:06:10	MEDIC 401	
18-12862	10/26/2018 09:54	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/26/2018 09:55	10/26/2018 09:56	10/26/2018 10:00	10/26/2018 10:00	10/26/2018 10:00	10/26/2018 10:00	00:06:10	MEDIC 401	
18-12863	10/26/2018 09:54	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/26/2018 09:55	10/26/2018 09:56	10/26/2018 10:00	10/26/2018 10:00	10/26/2018 10:00	10/26/2018 11:19	00:06:10	MEDIC 401	
18-12864	10/26/2018 09:54	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/26/2018 09:55	10/26/2018 09:56	10/26/2018 10:00	10/26/2018 10:00	10/26/2018 10:00	10/26/2018 11:21	00:06:10	MEDIC 401	
18-12876	10/26/2018 15:18	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	10/26/2018 15:18	10/26/2018 15:23	10/26/2018 15:23	10/26/2018 15:40	10/26/2018 15:49	10/26/2018 16:19	00:05:02	MEDIC 401	
18-12880	10/26/2018 15:18	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	10/26/2018 15:18	10/26/2018 15:23	10/26/2018 15:23	10/26/2018 15:40	10/26/2018 15:49	10/26/2018 16:19	00:05:02	MEDIC 401	
18-12882	10/26/2018 17:35	EMERGENCY SCENE	ST. FRANCIS GLENPOOL	10/26/2018 17:36	10/26/2018 17:36	10/26/2018 17:40	10/26/2018 17:52	10/26/2018 17:58	10/26/2018 18:17	00:05:08	MEDIC 401	
18-12891	10/27/2018 02:32	EMERGENCY SCENE	ST. FRANCIS TULSA	10/27/2018 02:32	10/27/2018 02:35	10/27/2018 02:38	10/27/2018 03:00	10/27/2018 03:20	10/27/2018 03:36	00:06:38	MEDIC 401	
18-12897	10/27/2018 11:12	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/27/2018 11:12	10/27/2018 11:14	10/27/2018 11:17	10/27/2018 11:45	10/27/2018 11:45	10/27/2018 11:46	00:05:42	MEDIC 401	
18-12905	10/27/2018 16:41	EMERGENCY SCENE	ST. FRANCIS TULSA	10/27/2018 16:42	10/27/2018 16:42	10/27/2018 16:47	10/27/2018 17:06	10/27/2018 17:27	10/27/2018 17:47	00:06:03	MEDIC 401	
18-12920	10/28/2018 09:38	EMERGENCY SCENE	ST. FRANCIS TULSA	10/28/2018 09:41	10/28/2018 09:42	10/28/2018 09:48	10/28/2018 10:02	10/28/2018 10:26	10/28/2018 10:42	00:10:07	MEDIC 401	
18-12922	10/28/2018 11:54	EMERGENCY SCENE	ST. FRANCIS TULSA	10/28/2018 11:56	10/28/2018 11:57	10/28/2018 12:01	10/28/2018 12:15	10/28/2018 12:38	10/28/2018 12:59	00:07:01	MEDIC 401	
18-12938	10/28/2018 17:47	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/28/2018 17:47	10/28/2018 17:49	10/28/2018 17:50	10/28/2018 17:50	10/28/2018 17:50	10/28/2018 17:50	00:03:26	MEDIC 401	
18-12954	10/29/2018 02:49	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/29/2018 02:50	10/29/2018 02:53	10/29/2018 03:01	10/29/2018 03:33	10/29/2018 03:33	10/29/2018 03:33	00:08:43	MEDIC 401	
18-12968	10/29/2018 11:39	EMERGENCY SCENE	ST. JOHN TULSA	10/29/2018 11:39	10/29/2018 11:41	10/29/2018 11:44	10/29/2018 11:58	10/29/2018 12:20	10/29/2018 12:35	00:05:05	MEDIC 401	
18-12970	10/29/2018 12:23	EMERGENCY SCENE	UNK									MUTUAL AID RECEIVED
18-12972	10/29/2018 12:58	EMERGENCY SCENE	ST. JOHN TULSA	10/29/2018 12:59	10/29/2018 13:02	10/29/2018 13:06	10/29/2018 13:29	10/29/2018 13:51	10/29/2018 14:05	00:08:11	MEDIC 401	
18-12985	10/29/2018 19:13	EMERGENCY SCENE	CANCELLED	10/29/2018 19:13	10/29/2018 19:15	10/29/2018 19:15	10/29/2018 19:15	10/29/2018 19:15	10/29/2018 19:15	00:01:49	MEDIC 401	
18-12986	10/29/2018 19:13	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/29/2018 19:14	10/29/2018 19:14	10/29/2018 19:16	10/29/2018 19:33	10/29/2018 19:50		00:03:10	MEDIC 401	
18-12988	10/29/2018 20:25	EMERGENCY SCENE	HILLCREST SOUTH	10/29/2018 20:25	10/29/2018 20:27	10/29/2018 20:30	10/29/2018 20:52	10/29/2018 21:09	10/29/2018 21:21	00:05:02	MEDIC 401	
18-12995	10/30/2018 00:59	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/30/2018								

18-13073	10/31/2018 13:37	EMERGENCY SCENE	ST. FRANCIS TULSA	10/31/2018 13:38	10/31/2018 13:39	10/31/2018 13:42	10/31/2018 14:09	10/31/2018 14:36	10/31/2018 15:05	00:05:31	MEDIC 401
18-13089	10/31/2018 20:50	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/31/2018 20:51	10/31/2018 20:52	10/31/2018 20:53	10/31/2018 21:18	10/31/2018 21:18	10/31/2018 21:18	00:02:52	MEDIC 401
18-13090	10/31/2018 20:50	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/31/2018 20:51	10/31/2018 20:52	10/31/2018 20:53	10/31/2018 21:18	10/31/2018 21:18	10/31/2018 21:18	00:02:52	MEDIC 401
18-13091	10/31/2018 20:50	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/31/2018 20:51	10/31/2018 20:52	10/31/2018 20:53	10/31/2018 21:18	10/31/2018 21:18	10/31/2018 21:18	00:02:52	MEDIC 401
18-13092	10/31/2018 22:22	EMERGENCY SCENE	ST. FRANCIS TULSA	10/31/2018 22:23	10/31/2018 22:24	10/31/2018 22:27	10/31/2018 22:52	10/31/2018 23:12	10/31/2018 23:36	00:05:58	MEDIC 401

To: Honorable Chairman and Trustees
From: Susan White, District Administrator
Date: November 5, 2018
Subject: District Administrator Report

Annual Audit Status

An item is scheduled on tonight's agenda for the Board to review and accept the findings presented in the audit. At the conclusion of the audit Sherri Wooldridge, Audit Manager conducted a phone exit interview with John Gonsalves and me to discuss the findings, and the auditor's reasoning. We were given an opportunity to provide any arguments we felt appropriate to further the auditor's understanding of our process. In addition, Ms. Wooldridge conducted an exit interview with Chairman Fox representing the GEMS Board. I also participated in that interview.

I appreciate the cooperation of the representatives from the Oklahoma State Auditor & Inspector's Office; John Gonsalves, GEMS Treasurer; Darrell Colbert, GEMS Finance Clerk; Michelle Bell, GEMS Payroll Clerk; Paul Newton, Fire Chief and Timothy Fox, GEMS Chairman as all worked to successfully complete the audit season for fiscal years 2017 and 2018.

MINUTES
GEMS Meeting
Monday, October 1, 2018 Council Chambers 6:00 PM

COUNCIL PRESENT: Tim Fox
Momodou Ceesay
Trish Agee
Brandon Kearns
Jacqueline Triplett-Lund

STAFF PRESENT: Susan White
Lowell Peterson
Wendy Knight
John Gonsalves

- A Call to Order - Timothy Lee Fox, Chairman**
Chairman Fox called the meeting to order at 7:20 p.m.
- B Roll Call, Declaration of Quorum – Wendy Knight, Clerk; Timothy Lee Fox, Chairman**
Clerk Knight called the roll, Chairman Fox declared a quorum present.
David Tillotson, City Manager, was in attendance.
- C EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
[Glenpool EMS Report 08292018-09252018](#)
- D District Administrator Report - Susan White, Adm., Sec.**
Administrator White reported to the Board that auditors have performed the FY 17/18 audit, and we have received the preliminary findings report. The report is currently in the management review process. There were a total of 4 findings, and we were able to provide information to them that was satisfactory, to remove 2 of those findings. The 2 remaining are: Inadequate internal controls over fixed assets inventory records, which are the cardiac monitors that were purchased in 2017, and are the only fixed assets that GEMS owns. It was the first and only asset that would be on an inventory list, and was a staff oversight - it will be corrected for future audits; and the competitive bidding on the cardiac monitors - which was exempt from competitive bidding because it

was a sole source provider, but the auditor will not pull that as a finding because we did not include that information in the minutes.

E Scheduled Business

- 1) Discussion and possible action to approve minutes from September 4, 2018, meeting.
(Wendy Knight, Clerk)

Moved by Jacqueline Triplett-Lund, seconded by Trish Agee

To approve the minutes as presented.

	For	Against	Abstained	Absent
Tim Fox	x			
Momodou	x			
Ceesay				
Trish Agee	x			
Brandon Kearns			x	
Jacqueline Triplett-Lund	x			
	4	0	1	0

CARRIED.

- 2) Discussion and possible action to approve purchase order(s) and receipts register totaling \$33,900.17.
(John Gonsalves, Treasurer)

Mr. Gonsalves recommended board approval of purchase orders and receipts register totaling \$33,900.17.

Moved by Momodou Ceesay, seconded by Trish Agee

To approve the purchase orders and receipts register as presented.

	For	Against	Abstained	Absent
Tim Fox	x			
Momodou	x			
Ceesay				
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

GEMS
October 1, 2018

CARRIED.

[GEMS Invoices 10-1-18](#)

F Adjournment

Chairman Fox declared the meeting adjourned at 7:30 p.m.



To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD
From: MEMBERS John Gonsalves, District Treasurer
Date: November 5, 2018
Subject: FY17 and 18 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 2017 and 2018. There were two findings from the audit, which are attached for your review.

Staff Recommendation:

Staff recommends a motion to accept the findings from the FY17 and 2018 audit, and direct the Chairman to sign the Management Representation letter confirming the Board's receipt and review of the findings.

Attachments:

1. FY17 and 18 Audit findings No 2017 & 2018-04, and 2017-03
2. Management Representation Letter
3. Management's Acknowledgement of Findings

**GLENPOOL EMS
AUDIT FINDING INPUT SHEET
FISCAL YEAR 2017 & 2018**

Prepared by	Sarah Wiggins	X'ref	B-02
Reviewed by	Sherri Wooldridge	Finding No.	2017-03

See Management Response. The response will be added to the reportable finding for FY 17

Finding 2017-03 – Inadequate Internal Controls and Noncompliance Over the Bidding Process

Condition: The District purchased two Physio Control Monitor/Defibrillator's for \$71,713 that are located at the Glenpool Fire Department.

Although the District required monitor/defibrillators to be compatible with the other services including Mercy, EMSA, and Creek County Emergency Medical Service providers, the items should have been solicited for bid to provide evidence that the lowest and best price was obtained.

Additionally, Board Minutes did not reflect a bid was solicited and awarded to provide evidence the bid process was conducted

Cause of Condition: Policies and procedures have not been designed and implemented to ensure that disbursements are competitively bid in compliance with the state statute.

Effect of Condition: These conditions resulted in noncompliance with state statutes, and could result in inaccurate records, incomplete information, or misappropriation of assets.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure that purchases of equipment over \$15,000.00 are competitively bid in compliance with state statutes.

Effect of Condition: This condition resulted in noncompliance with state statute and could result in inaccurate records, incomplete information, or misappropriation of assets.

Recommendation: OSAI recommends that the District research items that are to be purchased and make every effort to obtain the best price for the District. Further, purchases in excess of \$15,000 should be competitively bid in accordance with state statutes.

Management Response:

Mgmt. Response: This purchase was verbally recognized during the Board Meeting as a sole source provider which is exempted from the bidding process under the Competitive Bidding Act. however management acknowledges that documentation is insufficient to support the sole source provision.

Chairman Response: The Chairman concurs with Management 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 reliability of financial reporting and compliance with applicable laws and regulations.

Title 19 O.S. § 1723 requires EMS Districts to make equipment purchases in accordance with the county purchase procedures as outlined in 19 O.S. § 1505, which requires all purchases in excess of \$15,000 be competitively bid, including using the state approved contracts for the purchase of equipment.

Further, Title 19 O.S. § 1505(B) requires the counties to solicit bids, compare them to the state contract price for the items, and select "the lowest and best bid based upon, if applicable, the availability of material and transportation cost to the job site within 30 days," specifying the reason "any time the lowest bid was not considered to be the lowest and best bid."

**GLENPOOL EMS
AUDIT FINDING INPUT SHEET
FISCAL YEAR 2017 & 2018**

Prepared by	Sarah Wiggins	X'ref	X'ref
Reviewed by	Sherri Wooldridge	Finding No.	2017 & 2018-04

See Management Response. The response will be added to the reportable finding for FY 17 and FY 18.

Finding 2017 & 2018-04 – Inadequate Internal Controls Over Fixed Assets Inventory Records (Repeat Finding)

Condition: Based on inquiry of the District Treasurer, he District provided the funding for the occasional purchase of fixed assets to be used by the Contract Service Provider.

Upon observation of the fixed assets inventory record process, and review of the District's disbursements, the following exceptions were noted:

- The District did not maintain an inventory listing of these fixed assets.
- The District did not obtain insurance policies for capital equipment.

Cause of Condition: Policies and procedures not been designed and implemented to ensure fixed assets inventory is properly maintained, safeguarded, and updated through a periodic review by the District of fixed assets.

Effect of Condition: These conditions could result in inadequate equipment inventory records, uninsured equipment, and misappropriation of assets.

Recommendation: OSAI recommends policies and procedures be implemented to document that an annual physical inventory verification is performed by someone other than the individual maintaining inventory. The reviewer should sign and date the annual review to document accuracy and completeness. In addition, the District should ensure that fixed assets insurance policies are in the name of the District.

Management Response:

The District does not maintain an inventory listing of these fixed assets.

Mgmt. Response: Agreed. The District purchased two cardiac monitors in 2017. The monitors are the only capital assets in the District's inventory. A Fixed Asset program is available for District use. District staff will enter the asset and maintain the inventory from this point forward.

The District does not have insurance policies for capital equipment.

Mgmt. Response: Agreed. In response, District staff has added GEMS as an additional insured to the City of Glenpool insurance policies and further, added the cardiac monitors the only capital equipment owned by GEMS.

Chairman Response: The Chairman concurs with Management response.

Criteria: An important aspect of internal control is the safeguarding of assets. Internal controls over safeguarding of assets constitute a process, affected by the entity's governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the entity's assets and safeguarding assets from loss, damage, or misappropriation, including annual verification of fixed assets and insurance policies are in the name of the District.



Gary A. Jones, CPA, CFE
State Auditor and Inspector
1401 Lera Drive Suite 9
Weatherford, OK 73096

Attention: Sherri Wooldridge

Re: Management Representation Letter

In connection with the engagement regarding the records of the Glenpool Emergency Medical Service District (the "District") for the periods ended June 30, 2017 and June 30, 2018, 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 ten days of the receipt of this letter (or the next meeting date) in order to be included as part of the published report.

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

Date _____

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

OKLAHOMA STATE AUDITOR AND INSPECTOR
Management's Acknowledgement of Findings

FY 2017 and 2018

Glenpool EMS

Please sign below to indicate that the *Findings* relating to the EMS District were discussed at the exit conference and that you understand these findings will be included in the audit report.

Name

Title



Thank you
Sherri Wooldridge
Audit Manager, SAI EMS Districts

**2019 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
GLENPOOL, OKLAHOMA**

DATE	TIME	PLACE
JANUARY 7, 2019	6:00 P.M.	GLENPOOL CITY HALL
FEBRUARY 4, 2019	6:00 P.M.	GLENPOOL CITY HALL
MARCH 4, 2019	6:00 P.M.	GLENPOOL CITY HALL
APRIL 1, 2019	6:00 P.M.	GLENPOOL CITY HALL
MAY 6, 2019	6:00 P.M.	GLENPOOL CITY HALL
JUNE 3, 2019	6:00 P.M.	GLENPOOL CITY HALL
JULY 1, 2019	6:00 P.M.	GLENPOOL CITY HALL
AUGUST 5, 2019	6:00 P.M.	GLENPOOL CITY HALL
SEPTEMBER 3, 2019 *	6:00 P.M.	GLENPOOL CITY HALL
OCTOBER 7, 2019	6:00 P.M.	GLENPOOL CITY HALL
NOVEMBER 4, 2019	6:00 P.M.	GLENPOOL CITY HALL
DECEMBER 2, 2019	6:00 P.M.	GLENPOOL CITY HALL

* Denotes Tuesday Meeting

GLENPOOL CITY HALL, City Council Chambers, 12205 S Yukon Ave., Glenpool Oklahoma

APPROVED BY:
MEMBERS OF GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
12205 S. YUKON
GLENPOOL, OK 74033
918-322-5409
Filed in the office of the City Clerk on the 6th day of November 2018

Signed: _____



To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: JOHN GONSALVES, DISTRICT TREASURER

Date: NOVEMBER 05, 2018

Subject: Approval of Purchase Order Receiving Report and Payment Claims as of 11/05/2018 totaling \$14,635.00

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 11/05/18 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
19-07782	31-6-01-6210	Centurion Health System	Nov Ambulance Service	1810	\$13,200.00
19-08959	31-6-01-6262	Paul F. Hackler	AEMT Fee Reimbursement Hackler	201811026275	\$435.00
19-09077	31-6-01-6236	Arledge & Associates	Audit Services	29642	\$1,000.00
Total					\$14,635.00

Attachments:

1. Purchase Order Claims Register dated 11/05/18 totaling \$14,635.00
2. PO Receipt Register dated 11/05/18 totaling \$14,635.00
3. Purchase Orders and Invoices totaling \$14,635.00

11/02/2018 10:04 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					
19-09077	AUDIT SVC EST OF NEEDS FY	01-000159	ARLEDGE & ASSOCIATES,P.C.	10/2018 29642	1,000.00
19-08959	AEMT Fee Reimbursement Ha	01-001159	PAUL F. HACKLER	9/2018 201811026275	435.00
19-08707	AMBULANCE SVC 7/1/18-6/30	01-001267	CENTURION HEALTH SYSTEMS, DBA	10/2018 1810	13,200.00
DEPARTMENT TOTAL:					14,635.00
FUND TOTAL:					14,635.00
GRAND TOTAL:					14,635.00

APPROVED

Timothy Lee Fox, Chairman
November 05, 2018

11/02/2018 10:04 AM

PURCHASE ORDER CLAIM REGISTER
G/L RECAP

PAGE: 2

PERIOD	G/L ACCOUNT	NAME	AMOUNT	FUND TOTAL
9/2018	31-6-01-6262	TRAVEL AND TRAINING	435.00	
10/2018	31-6-01-6210	AMBULANCE CONTRACT	13,200.00	
10/2018	31-6-01-6236	AUDIT FEES	1,000.00	14,635.00
		GRAND TOTAL:		14,635.00

11/02/2018 10:02 AM
SEQUENCE: VENDOR NUMBER

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

PAGE: 1
DETAIL LEVEL: INVOICE

VENDOR	NAME	INVOICE	POST DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
01-000159	ARLEDGE & ASSOCIATES, P.C.	29642	10/23/2018	31	1,000.00	1,000.00
01-001159	PAUL F. HACKLER	201811026275	9/19/2018	31	435.00	435.00
01-001267	CENTURION HEALTH SYSTEMS, DBA	1810	10/10/2018	31	13,200.00	13,200.00
TOTALS					14,635.00	14,635.00

11/02/2018 10:02 AM
SEQUENCE: VENDOR NUMBER

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

YEAR	ACCOUNT	NAME	ITEMS	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2018-2019	31-6-01-6210	AMBULANCE CONTRACT	1	13,200.00	158,400	400.00		
	31-6-01-6236	AUDIT FEES	1	1,000.00	53,703	52,703.00		
	31-6-01-6262	TRAVEL AND TRAINING	1	435.00	8,000	6,356.00		
** 18-19 YEAR TOTALS **				14,635.00				

NO ERRORS

NO WARNINGS

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

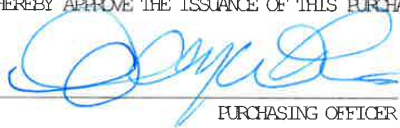
PURCHASE ORDER # 19-08707

07/18/2018

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

SHIP TO:
CITY HALL
12205 S YUKON AVE
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.



07/18/2018

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.



07/18/2018

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	AMBULANCE SVC 7/1/18-6/30/19 AMBULANCE SVC 7/1/18-6/30/19		00021601	31 -6-01-6210		0.00	158,000.00 *

1810 = 13,200.⁰⁰

Nov 2018

Partial Payment

13200.⁰⁰

** TOTAL **

158,000.00

*** 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

11/2/18

DATE

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

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

Mercy Regional Oklahoma

P.O. Box 2398
Owasso, OK 74055

Invoice

Date	Invoice #
10/10/2018	1810

Bill To

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	ALS Ambulance Subsidy <i>Services</i>	13,200.00	13,200.00
RECEIVED OCT 15 2018 BY R/P-FIN: GLENPOOL			
Total			\$13,200.00

Phone #	Fax #
9186095800	918-609-5799

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

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 19-08959 09/19/2018

ISSUED TO: VEND #: 01-001159
PAUL F. HACKLER
13656 S. OAK PL.
GLENPOOL, OK 74033

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

 09/19/2018
PURCHASING OFFICER DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT
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SAID APPROPRIATION.

 09/19/2018
ENCUMBERING OFFICER DATE

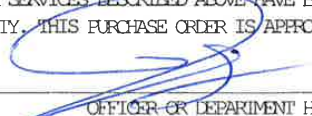
UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	AEMI Fee Reimbursement Hackler AEMI Fee Reimbursement Hackler		00021912	31 -6-01-6262		0.00	435.00 *

201811026275

** TOTAL ** 435.00

*** 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.

 11/2/18
OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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

PO #: _____ (accounting use only)	
Travel Dates (To be Completed by employee) Date From: _____ Date To: _____	
Mileage Rate \$ 0.535	

Name	Paul Hackler
Department	Fire Department

Date	Expense Account #	Description	Hotel	Transportation (Airfare, Taxi, etc)	Fuel - Rental Car Only	Fees	Total Mileage (roundtrip)	Mileage reimbursement	Toll	Total
7/30/2018	31 6-01-6262	AEMT Written Exam				\$ 115.00		\$ -		\$ 115.00
8/19/2018	31 6-01-6262	AEMT Psychomotor Exam				\$ 160.00		\$ -		\$ 160.00
8/15/2018	31 6-01-6262	OK Dept of Health License				\$ 160.00		\$ -		\$ 160.00
								\$ -		\$ -
								\$ -		\$ -
								\$ -		\$ -
								\$ -		\$ -
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								\$ -		\$ -
								\$ -		\$ -
Total			\$ -	\$ -	\$ -	\$ 435.00	0	\$ -	\$ -	\$ 435.00

Less Amount Paid by PO or City Card	
Total Due Employee	\$ 435.00

Instructions:

- NOTES: _____

9/19/2018

Application Payment Receipt

[Close](#)

The National Registry
of
Emergency
Medical
Technicians®



AEMT Application Payment Receipt

Today's Date: 9/19/2018 3:37:20 PM

Application: 2018120838

Applicant:

Paul Hackler Jr
17000 S. 33rd W. Ave.
Kiefer, OK 74041

Application Level: AEMT

Amount Paid: \$115.00

Payment Date: 7/30/2018 4:11:37 PM

Payment Method: Credit Card

Transaction Code: 61208675442

AEMT
Winter Exam
\$115.00

9/10/2018

Psychomotor Authorization to Test

**National Registry of
Emergency Medical Technicians®**
THE NATION'S EMS CERTIFICATION™



ROCCO V. MORANDO BUILDING
6610 BUSCH BLVD.
COLUMBUS, OHIO 43229
(614) 888-4484
www.nremt.org

Paul F. Hackler Jr.
17000 S. 33rd W. Ave.
Kiefer, OK 74041

PATT ID: P18014592
PATT Issue Date: 8/14/2018
Level of Examination: AEMT

You are approved to take the NREMT psychomotor examination.

This letter does not serve as proof of examination reservation. The Candidate is responsible for scheduling their Advanced Level Psychomotor Examination, using the steps below.

To schedule your examination please complete the following steps:

1. On our homepage (www.nremt.org), scroll to the bottom footer menu and click on "Psychomotor Exams" under the "EMS Certification" heading. Then click on "Locate A Psychomotor Examination".
(Or, you can access the Psychomotor Exam Page directly: www.nremt.org/rwd/public/dashboard/locate-exam.)
 - Select the state or a region of your choice.
 - Select the appropriate level.
 - Click the "down arrow" icon next to the examination to see the exam details and contact information.
2. Contact the exam reservation coordinator listed to secure your reservation.

Reservation lists for examinations close approximately 2 – 3 weeks in advance of the testing date. Candidates will not be added to the examination reservation list after the examination coordinator has submitted the reservation list to the NREMT.

What To Bring

When you arrive at the examination site, you will be required to show a government-issued photo identification.

Acceptable government issued ID:

- State-issued Driver's License
- State-issued Identification Card
- Military Identification Card
- Passport
- Temporary, photocopied, or expired ID's will not be accepted.

You are also required to bring a copy of this PATT with you to the examination site. If you cannot provide your valid PATT, you will be immediately dismissed from the examination site. The NREMT is not responsible for any subsequent loss of examination site fees.

Exam Results

Your official results will be electronically posted to your NREMT account within 8 business days, after reaching our office in an acceptable condition. Please note that any results provided at the examination site are preliminary and unofficial until they have been formally processed and posted to your NREMT account. Preliminary results may change prior to posting.

If you have questions concerning this correspondence, your NREMT applications, or other NREMT policies, please contact the NREMT at 614-888-4484 option 4 or by email at exams@nremt.org.

Revised July 2017

Psychomotor EXAM

\$160.00

9/10/2018

https://www.nremt.org/nremt/printer_templates/psychometric_exam_results.asp

**National Registry of
Emergency Medical Technicians®**
THE NATION'S EMS CERTIFICATION™



PAUL F HACKLER JR
17000 S. 33rd W. Ave.
Kiefer, OK 74041

Exam Date: 8/19/2017
Processed: 8/28/2017

Official Psychomotor Examination Results

Listed below are the results from your NREMT-Advanced EMT (AEMT) Psychomotor Examination:

Attempt Number 1 - Full Attempt

<u>Skills</u>	<u>Skills Score</u>
Patient Assessment - Trauma	Pass
Patient Assessment - Medical	Pass
VM - Supraglottic Airway Device	Pass
Cardiac Arrest Management/AED	Pass
Intravenous Therapy	Pass
Intravenous Bolus Medications	Pass
Pediatric Intraosseous Infusion	Fail
Pediatric Respiratory Compromise	Pass
Bleeding Control/Shock Management	Pass
Spinal Immobilization (Supine Patient)	Pass

Overall Results..... **Retest**

Attempt Number 1 - 1st Retest

<u>Skills</u>	<u>Skills Score</u>
Pediatric Intraosseous Infusion	Pass

Overall Results..... **Pass**

Congratulations upon successful completion of the psychomotor examination. Please note that the above results are only valid for twelve (12) months from the date you attended this examination, provided you meet all other entry requirements of the NREMT.

Unless you are practicing within a federal government context or solely on federal property, NREMT certification does not authorize your ability to practice. In order to practice EMS, you will need to obtain your state license.

Psychomotor EXAM
RESULTS

PAUL F HACKLER 02-15

2056

39-363/1830

Aug 16, 2018

PAY TO THE ORDER OF OKLAHOMA STATE DEPT. of HEALTH \$ 160.⁰⁰

ONE HUNDRED SIXTY DOLLARS & 00/100 DOLLARS



OR

Paul F Hackler Jr

SP

Handwritten Note

DEPT OF HEALTH LICENSE
\$160.⁰⁰

LYINGTEE / Pre-Auth	-\$27.79
---------------------	----------

HICK-FIL-A #02821 / re-Auth	-\$22.64
--------------------------------	----------

OT 106 / Pre-Auth	-\$11.51
-------------------	----------

ILL & RUTHS NO 25 / POS RE-AUTH	-\$7.00
------------------------------------	---------

ubway Restaurant / POS RE-AUTH	-\$10.66
-----------------------------------	----------

AMERICAN TS / POS PURCHASE	-\$23.09
-------------------------------	----------

Fri, Sep 7

check#2056: CHECK	-\$160.00
-------------------	-----------

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 # 19-09077 10/23/2018

ISSUED TO: VEND #: 01-000159
ARLEDGE & ASSOCIATES, P.C.
309 N. BRYANT AVENUE
EDMOND, OK 73034

SHIP TO:
CITY HALL
12205 S YUKON AVE
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.



10/23/2018

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.



10/23/2018

ENCUMBERING OFFICER

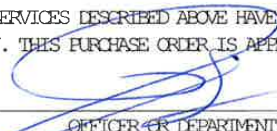
DATE

UNIT'S	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	AUDIT SVC EST OF NEEDS FY18 AUDIT SVC EST OF NEEDS FY18		00021995	31 -6-01-6236		0.00	1,000.00 *

** TOTAL ** 1,000.00

*** 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

11/2/18

DATE

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21995

ARLEDGE & ASSOCIATES, P.C.309 N. Bryant Avenue
Edmond, OK 73034(405)-348-0615
www.jmacpas.comCity of Glenpool
John Gonsalves, Finance Director
12205 S. Yukon
Glenpool, OK 74033Date: 9/28/2018
Client: 7023.

<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>Charge</u>	<u>Credit</u>	<u>Balance</u>
		Balance forward as of 1/1/2016			\$0.00
25884	02/24/2016		\$3,700.00		\$3,700.00
	03/09/2016	Payment		\$3,515.00	\$185.00
	03/09/2016	Payment		\$185.00	\$0.00
27191	12/07/2016		\$16,000.00		\$16,000.00
27227	12/19/2016		\$6,500.00		\$22,500.00
	12/19/2016	Payment		\$22,500.00	\$0.00
28454	11/04/2017		\$18,720.00		\$18,720.00
	11/27/2017	Payment		\$18,720.00	\$0.00
28685	01/15/2018		\$4,680.00		\$4,680.00
	01/29/2018	Payment		\$4,680.00	\$0.00
29642	08/30/2018		\$1,000.00		\$1,000.00
Current Amount Due					<u>\$1,000.00</u>

Accounts Receivable Aging

<u>Current</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>91 - 120 Days</u>	<u>Over 120 Days</u>	<u>Balance</u>
\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

RECEIVED
OCT 10 2018
BY: J. FIN. HENNING

Thank you for your business. Please pay amount due upon receipt of the statement.