

**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 Tuesday, November 14, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman	
C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS	
1) Glenpool EMS Report 09282017-11072017	2 - 5
D) District Administrator Report - Susan White, Adm., Sec.	
1) GEMS Dist Admin Staff Report GlenpoolEMS16WebFinal	6 - 18
E) Scheduled Business	
1) Discussion and possible action to approve minutes from October 2, and October 16, 2017 meetings. (Susan White, Secretary) GEMS MIN 100217 GEMS MIN 101617SPC	19 - 20
2) Discussion and possible action to approve purchase order(s) and receipts register totaling \$21,754.20. (Julie Casteen, Treasurer) 2017-11-14-GEMS Payment Claims	21 - 53
3) Discussion and possible action to approve 2018 Meeting Calendar. (Susan White, Secretary) Meeting Schedule 2018 GEMS	54 - 55

F) Adjournment

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

Signed:

City Clerk

Mercy Regional



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

To: Honorable Chair and GEMS Board Members

From: Brian Cook, Chief of Operations

Date: November 8, 2017

Ref: EMS Report September 28, 2017 – November 7, 2017

During this period, we logged 154 calls for service, while maintaining a 96% response compliance.

- 94 patients were treated and transported to a hospital
- 29 patients were treated and refused transport
- 12 calls required mutual aid
- 9 calls were cancelled
- 6 calls were mutual aid given
- 2 calls were lift assists only
- 1 no patient found
- 1 no care required

The Glenpool Spooktacular Fest was amazing! Kudos to the event organizers and all of the participants.

We are participating in the Glenpool High School Senior Career Internship and will have our first intern on November 16th.

Brian Cook,
Chief of Operations

CRUN	Call Date	Pick Up Location	Destination	Dispatched	En Route	On Scene	Transport	Arrived	Response Time	Unit
17-10938	9/28/2017 10:52	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	9/28/2017 10:53	9/28/2017 10:54	9/28/2017 10:57	9/28/2017 11:21	9/28/2017 11:21	00:05:04	MEDIC 401
17-10966	9/28/2017 22:19	EMERGENCY SCENE	ST. FRANCIS TULSA	9/28/2017 22:21	9/28/2017 22:21	9/28/2017 22:24	9/28/2017 22:42	9/28/2017 22:42	00:05:22	MEDIC 401
17-10967	9/28/2017 22:30	EMERGENCY SCENE	UNK	9/28/2017 22:32						
17-10975	9/29/2017 07:21	EMERGENCY SCENE	ST. FRANCIS TULSA	9/29/2017 07:21	9/29/2017 07:21	9/29/2017 07:26	9/29/2017 07:40	9/29/2017 07:53	00:05:10	MUTUAL AID RECEIVED
17-10991	9/29/2017 12:12	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	9/29/2017 12:12	9/29/2017 12:12	9/29/2017 12:19	9/29/2017 13:06	9/29/2017 13:06	00:07:27	MEDIC 401
17-11001	9/29/2017 15:05	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	9/29/2017 15:06	9/29/2017 15:07	9/29/2017 15:09	9/29/2017 15:52	9/29/2017 15:52	00:04:33	MEDIC 401
17-11007	9/29/2017 19:07	EMERGENCY SCENE	HILLCREST SOUTH	9/29/2017 19:08	9/29/2017 19:08	9/29/2017 19:14	9/29/2017 19:33	9/29/2017 19:50	00:07:40	MEDIC 401
17-11022	9/30/2017 02:49	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	9/30/2017 02:51	9/30/2017 02:52	9/30/2017 02:54	9/30/2017 03:07	9/30/2017 03:21	00:05:22	MEDIC 401
17-11024	9/30/2017 08:15	EMERGENCY SCENE	ST. FRANCIS SOUTH	9/30/2017 08:16	9/30/2017 08:17	9/30/2017 08:21	9/30/2017 08:44	9/30/2017 09:01	00:06:21	MEDIC 401
17-11031	9/30/2017 13:49	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	9/30/2017 13:50	9/30/2017 13:51	9/30/2017 13:53	9/30/2017 14:08	9/30/2017 14:08	00:03:57	MEDIC 401
17-11034	9/30/2017 15:56	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	9/30/2017 15:57	9/30/2017 15:57	9/30/2017 15:57	9/30/2017 16:36	9/30/2017 16:37	00:01:27	MEDIC 401
17-11038	9/30/2017 18:03	EMERGENCY SCENE	CANCELLED ENROUTE	9/30/2017 18:04	9/30/2017 18:04					
17-11039	9/30/2017 18:18	EMERGENCY SCENE	ST. FRANCIS TULSA	9/30/2017 18:19	9/30/2017 18:19	9/30/2017 18:26	9/30/2017 18:57	9/30/2017 19:16	00:07:47	MEDIC 401
17-11046	9/30/2017 22:01	EMERGENCY SCENE	ST. FRANCIS TULSA	9/30/2017 22:01	9/30/2017 22:01	9/30/2017 22:05	9/30/2017 22:28	9/30/2017 22:50	00:04:43	MEDIC 401
17-11051	10/1/2017 02:50	EMERGENCY SCENE	ST. FRANCIS TULSA	10/1/2017 02:51	10/1/2017 02:51	10/1/2017 02:58	10/1/2017 03:15	10/1/2017 03:29	00:07:38	MEDIC 401
17-11055	10/1/2017 06:21	EMERGENCY SCENE	OSU MEDICAL CENTER	10/1/2017 06:22	10/1/2017 06:24	10/1/2017 06:33	10/1/2017 06:40	10/1/2017 06:57	00:12:26	MUTUAL AID GIVEN
17-11064	10/1/2017 12:54	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/1/2017 12:59	10/1/2017 12:59	10/1/2017 13:10	10/1/2017 13:10	10/1/2017 13:10	00:05:16	MEDIC 401
17-11074	10/1/2017 17:24	EMERGENCY SCENE	ST. JOHN TULSA	10/1/2017 17:25	10/1/2017 17:26	10/1/2017 17:31	10/1/2017 17:56	10/1/2017 18:38	00:07:12	MEDIC 401
17-11110	10/2/2017 12:58	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/2/2017 12:59	10/2/2017 12:59	10/2/2017 13:01	10/2/2017 13:26	10/2/2017 13:53	00:02:48	MEDIC 401
17-11120	10/2/2017 16:29	EMERGENCY SCENE	ST. FRANCIS TULSA	10/2/2017 16:30	10/2/2017 16:30	10/2/2017 16:34	10/2/2017 16:50	10/2/2017 17:14	00:04:47	MEDIC 401
17-11121	10/2/2017 16:32	EMERGENCY SCENE	MUTUAL AID	10/2/2017 16:32						MUTUAL AID RECEIVED
17-11124	10/2/2017 16:46	EMERGENCY SCENE	MUTUAL AID	10/2/2017 16:47						MUTUAL AID RECEIVED
17-11132	10/3/2017 08:07	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/3/2017 08:08	10/3/2017 08:08	10/3/2017 08:13	10/3/2017 08:21	10/3/2017 08:21	00:05:52	MEDIC 401
17-11162	10/3/2017 18:07	EMERGENCY SCENE	ST. FRANCIS TULSA	10/3/2017 18:08	10/3/2017 18:08	10/3/2017 18:13	10/3/2017 18:39	10/3/2017 19:05	00:06:38	MEDIC 401
17-11165	10/3/2017 19:46	EMERGENCY SCENE	ST. JOHN TULSA	10/3/2017 19:46	10/3/2017 19:48	10/3/2017 19:54	10/3/2017 20:15	10/3/2017 20:37	00:08:07	MEDIC 401
17-11172	10/4/2017 05:54	EMERGENCY SCENE	ST. FRANCIS TULSA	10/4/2017 05:55	10/4/2017 05:55	10/4/2017 05:51	10/4/2017 06:28	10/4/2017 06:47	00:17:35	MUTUAL AID GIVEN
17-11260	10/4/2017 15:36	EMERGENCY SCENE	OSU MEDICAL CENTER	10/4/2017 15:36	10/4/2017 15:38	10/4/2017 15:42	10/4/2017 16:05	10/4/2017 16:24	00:06:01	MEDIC 401
17-11218	10/4/2017 22:39	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/4/2017 22:41	10/4/2017 22:45	10/4/2017 22:45	10/4/2017 23:08	10/4/2017 23:28	00:05:13	MEDIC 401
17-11220	10/5/2017 00:36	EMERGENCY SCENE	ST. JOHN TULSA	10/5/2017 00:37	10/5/2017 00:37	10/5/2017 00:40	10/5/2017 01:01	10/5/2017 01:21	00:03:39	MEDIC 401
17-11224	10/5/2017 05:01	EMERGENCY SCENE	ST. FRANCIS TULSA	10/5/2017 05:03	10/5/2017 05:04	10/5/2017 05:08	10/5/2017 05:27	10/5/2017 05:44	00:06:38	MEDIC 401
17-11272	10/6/2017 01:46	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/6/2017 01:47	10/6/2017 01:48	10/6/2017 01:54	10/6/2017 02:21	10/6/2017 02:21	00:08:05	MEDIC 401
17-11305	10/6/2017 14:38	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/6/2017 14:39	10/6/2017 14:39	10/6/2017 14:43	10/6/2017 14:57	10/6/2017 14:57	00:05:27	MEDIC 401
17-11308	10/6/2017 15:14	EMERGENCY SCENE	ST. JOHN TULSA	10/6/2017 15:15	10/6/2017 15:15	10/6/2017 15:22	10/6/2017 15:52	10/6/2017 15:52	00:07:27	MEDIC 401
17-11317	10/6/2017 21:17	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/6/2017 21:17	10/6/2017 21:17	10/6/2017 21:21	10/6/2017 21:36	10/6/2017 21:53	00:04:20	MEDIC 401
17-11318	10/6/2017 22:30	EMERGENCY SCENE	UNKNOWN	10/6/2017 22:34						
17-11335	10/7/2017 14:01	EMERGENCY SCENE	ST. FRANCIS TULSA	10/7/2017 14:03	10/7/2017 14:04	10/7/2017 14:10	10/7/2017 14:29	10/7/2017 14:47	00:09:37	MUTUAL AID GIVEN
17-11336	10/7/2017 14:32	EMERGENCY SCENE	HILLCREST SOUTH	10/7/2017 14:32	10/7/2017 14:32	10/7/2017 14:43	10/7/2017 14:59	10/7/2017 15:16	00:11:40	MEDIC 102
17-11346	10/7/2017 23:21	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/7/2017 23:21	10/7/2017 23:24	10/7/2017 23:26	10/7/2017 23:43	10/8/2017 00:04	00:04:55	MEDIC 401
17-11366	10/8/2017 14:20	EMERGENCY SCENE	ST. FRANCIS TULSA	10/8/2017 14:22	10/8/2017 14:22	10/8/2017 14:28	10/8/2017 14:41	10/8/2017 15:10	00:08:00	MEDIC 401
17-11386	10/9/2017 07:33	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/9/2017 07:34	10/9/2017 07:36	10/9/2017 07:37	10/9/2017 07:38	10/9/2017 07:38	00:04:02	MEDIC 401
17-11400	10/9/2017 12:42	EMERGENCY SCENE	ST. FRANCIS TULSA	10/9/2017 12:42	10/9/2017 12:42	10/9/2017 12:42	10/9/2017 13:22	10/9/2017 13:52	00:05:01	MEDIC 401
17-11404	10/9/2017 13:19	EMERGENCY SCENE	UNK	10/9/2017 13:19						
17-11410	10/9/2017 14:24	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/9/2017 14:26	10/9/2017 14:26	10/9/2017 14:31	10/9/2017 14:59	10/9/2017 14:59	00:07:46	MEDIC 401
17-11419	10/9/2017 18:07	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/9/2017 18:07	10/9/2017 18:08	10/9/2017 18:13	10/9/2017 18:32	10/9/2017 18:50	00:06:40	MEDIC 401
17-11427	10/10/2017 09:59	EMERGENCY SCENE	ST. JOHN TULSA	10/10/2017 01:01	10/10/2017 01:02	10/10/2017 01:06	10/10/2017 01:24	10/10/2017 01:41	00:07:02	MEDIC 401
17-11444	10/10/2017 11:28	EMERGENCY SCENE	ST. JOHN TULSA	10/10/2017 11:28	10/10/2017 11:29	10/10/2017 11:30	10/10/2017 11:51	10/10/2017 12:10	00:02:38	MEDIC 401
17-11461	10/10/2017 18:37	EMERGENCY SCENE	HILLCREST SOUTH	10/10/2017 18:38	10/10/2017 18:39	10/10/2017 18:42	10/10/2017 19:15	10/10/2017 19:36	00:04:32	MEDIC 401
17-11476	10/11/2017 09:03	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/11/2017 09:03	10/11/2017 09:04	10/11/2017 09:08	10/11/2017 09:30	10/11/2017 09:48	00:05:00	MEDIC 401
17-11485	10/11/2017 09:03	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/11/2017 09:03	10/11/2017 09:04	10/11/2017 09:08	10/11/2017 09:30	10/11/2017 09:48	00:05:00	MEDIC 401
17-11499	10/11/2017 15:38	EMERGENCY SCENE	ST. FRANCIS TULSA	10/11/2017 15:39	10/11/2017 15:40	10/11/2017 15:45	10/11/2017 15:57	10/11/2017 16:09	00:06:25	MEDIC 401
17-11503	10/11/2017 17:31	EMERGENCY SCENE	ST. JOHN TULSA	10/11/2017 17:32	10/11/2017 17:32	10/11/2017 17:36	10/11/2017 17:51	10/11/2017 18:14	00:04:39	MEDIC 401
17-11505	10/11/2017 18:52	EMERGENCY SCENE	ST. JOHN TULSA	10/11/2017 18:53	10/11/2017 18:53	10/11/2017 19:02	10/11/2017 19:26	10/11/2017 19:45	00:10:18	MUTUAL AID GIVEN
17-11513	10/11/2017 23:14	EMERGENCY SCENE	ST. JOHN SAPULPA	10/11/2017 23:14	10/11/2017 23:16	10/11/2017 23:19	10/11/2017 23:36	10/11/2017 23:50	00:04:30	MEDIC 401
17-11549	10/12/2017 15:27	EMERGENCY SCENE	ST. FRANCIS TULSA	10/12/2017 15:27	10/12/2017 15:29	10/12/2017 15:33	10/12/2017 15:49	10/12/2017 16:10	00:06:23	MEDIC 401
17-11550	10/12/2017 15:51	EMERGENCY SCENE	UNK	10/12/2017 15:52						
17-11575	10/13/2017 09:57	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/13/2017 09:57	10/13/2017 10:01	10/13/2017 10:02	10/13/2017 10:16	10/13/2017 10:16	00:05:17	MUTUAL AID RECEIVED
17-11576	10/13/2017 10:03	EMERGENCY SCENE	UNK	10/13/2017 10:05						
17-11597	10/13/2017 15:13	EMERGENCY SCENE	ST. JOHN TULSA	10/13/2017 15:14	10/13/2017 15:15	10/13/2017 15:18	10/13/2017 15:41	10/13/2017 16:20	00:06:05	MUTUAL AID RECEIVED
17-11599	10/13/2017 16:14	EMERGENCY SCENE	UNK	10/13/2017 17:13						
17-11600	10/13/2017 16:24	EMERGENCY SCENE	ST. FRANCIS TULSA	10/13/2017 16:24	10/13/2017 16:26	10/13/2017 16:36	10/13/2017 16:40	10/13/2017 16:55	00:07:26	MEDIC 401
17-11602	10/13/2017 16:50	EMERGENCY SCENE	UNK	10/13/2017 16:51						
17-11617	10/14/2017 03:53	EMERGENCY SCENE	ST. FRANCIS TULSA	10/14/2017 03:55	10/14/2017 03:59	10/14/2017 04:01	10/14/2017 04:20	10/14/2017 04:38	00:07:48	MEDIC 401
17-11622	10/14/2017 13:13	EMERGENCY SCENE	ST. FRANCIS TULSA	10/14/2017 13:14	10/14/2017 13:16	10/14/2017 13:22	10/14/2017 13:31	10/14/2017 13:50	00:09:02	MEDIC 401
17-11635	10/14/2017 21:07	EMERGENCY SCENE	ST. JOHN TULSA	10/14/2017 21:11	10/14/2017 21:11	10/14/2017 21:12	10/14/2017 21:40	10/14/2017 21:57	00:05:01	MEDIC 401
17-11643	10/15/2017 04:58	EMERGENCY SCENE	ST. FRANCIS TULSA	10/15/2017 05:03	10/15/2017 05:05	10/15/2017 05:07	10/15/2017 05:26	10/15/2017 05:44	00:08:02	MEDIC 401
17-11650	10/15/2017 10:37	EMERGENCY SCENE	ST. FRANCIS TULSA	10/15/2017 10:38	10/15/2017 10:40	10/15/2017 10:41	10/15/2017 11:02	10/15/2017 11:13	00:03:59	MEDIC 401
17-11665	10/15/2017 18:52	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/15/2017 18:53	10/15/2017 18:56	10/15/2017 18:57	10/15/2017 19:31	10/15/2017 19:31	00:05:03	MEDIC 401
17-11668	10/15/2017 21:31	EMERGENCY SCENE	ST. FRANCIS TULSA	10/15/2017 21:31	10/15/2017 21:34	10/15/2017 21:37	10/15/2017 21:45	10/15/2017 22:06	00:05:28	MEDIC 401
17-11673	10/16/2017 04:59	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/16/2017 04:59	10/16/2017 05:06	10/16/2017 05:08	10/16/2017 05:28	10/16/2017 05:28	00:08:07	MEDIC 401
17-11712	10/16/2017 16:19	EMERGENCY SCENE	ST. FRANCIS TULSA	10/16/2017 16:19	10/16/2017 16:20	10/16/2017 16:23	10/16/2017 16:48	10/16/2017 17:12	00:04:32	MEDIC 401
17-11718	10/16/2017 21:27	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/16/2017 21:29	10/16/2017 21:29	10/16/2017 21:33	10/1			

17-11749	10/17/2017 11:44	EMERGENCY SCENE	ST. FRANCIS TULSA	10/17/2017 11:45	10/17/2017 11:45	10/17/2017 11:53	10/17/2017 12:18	10/17/2017 12:41	00:08:01	MEDIC 401
17-11755	10/17/2017 13:29	EMERGENCY SCENE	ST. FRANCIS TULSA	10/17/2017 13:29	10/17/2017 13:30	10/17/2017 13:30	10/17/2017 14:22	10/17/2017 14:32	00:01:38	MEDIC 401
17-11763	10/17/2017 17:24	EMERGENCY SCENE	CANCELLED QNSC	10/17/2017 17:24	10/17/2017 17:26	10/17/2017 17:28	10/17/2017 17:33	10/17/2017 17:33	00:04:12	MEDIC 401
17-11772	10/18/2017 05:38	EMERGENCY SCENE	ST. FRANCIS TULSA	10/18/2017 05:41	10/18/2017 05:41	10/18/2017 05:46	10/18/2017 06:25	10/18/2017 06:50	00:07:38	MEDIC 401
17-11800	10/18/2017 14:37	EMERGENCY SCENE	ST. JOHN SAPULPA	10/18/2017 14:37	10/18/2017 14:38	10/18/2017 14:43	10/18/2017 15:12	10/18/2017 15:29	00:06:18	MEDIC 401
17-11810	10/19/2017 03:24	EMERGENCY SCENE	ST. FRANCIS TULSA	10/19/2017 03:26	10/19/2017 03:27	10/19/2017 03:32	10/19/2017 03:58	10/19/2017 04:15	00:08:11	MEDIC 401
17-11825	10/19/2017 11:45	EMERGENCY SCENE	ST. FRANCIS TULSA	10/19/2017 11:47	10/19/2017 11:48	10/19/2017 11:48	10/19/2017 12:02	10/19/2017 12:27	00:02:52	MEDIC 401
17-11840	10/19/2017 14:30	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/19/2017 14:31	10/19/2017 14:32	10/19/2017 14:34	10/19/2017 14:50	10/19/2017 14:50	00:03:38	MEDIC 401
17-11842	10/19/2017 14:30	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/19/2017 14:31	10/19/2017 14:32	10/19/2017 14:34	10/19/2017 14:50	10/19/2017 14:50	00:03:38	MEDIC 401
17-11847	10/19/2017 16:45	EMERGENCY SCENE	ST. JOHN TULSA	10/19/2017 16:46	10/19/2017 16:47	10/19/2017 16:52	10/19/2017 17:05	10/19/2017 17:23	00:06:59	MEDIC 401
17-11852	10/19/2017 18:31	EMERGENCY SCENE	LIFT ASSIST	10/19/2017 18:32	10/19/2017 18:33	10/19/2017 18:37	10/19/2017 18:58	10/19/2017 18:58	00:05:10	MEDIC 401
17-11857	10/19/2017 19:44	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/19/2017 19:44	10/19/2017 19:47	10/19/2017 20:00	10/19/2017 20:14	10/19/2017 20:41	00:16:10	MUTUAL AID GIVEN
17-11867	10/20/2017 06:17	EMERGENCY SCENE	ST. JOHN SAPULPA	10/20/2017 06:17	10/20/2017 06:20	10/20/2017 06:24	10/20/2017 06:34	10/20/2017 06:43	00:07:34	MEDIC 401
17-11894	10/20/2017 14:13	EMERGENCY SCENE	HILLCREST SOUTH	10/20/2017 14:14	10/20/2017 14:15	10/20/2017 14:20	10/20/2017 14:53	10/20/2017 15:09	00:06:53	MEDIC 401
17-11896	10/20/2017 14:20	EMERGENCY SCENE	UNK	10/20/2017 14:21						MUTUAL AID RECEIVED
17-11899	10/20/2017 15:09	EMERGENCY SCENE	UNK	10/20/2017 15:18						MUTUAL AID RECEIVED
17-11910	10/20/2017 23:29	EMERGENCY SCENE	ST. FRANCIS TULSA	10/20/2017 23:29	10/20/2017 23:30	10/20/2017 23:34	10/20/2017 23:52	10/21/2017 00:04	00:04:33	MEDIC 401
17-11919	10/21/2017 09:08	EMERGENCY SCENE	ST. FRANCIS TULSA	10/21/2017 09:09	10/21/2017 09:10	10/21/2017 09:12	10/21/2017 09:19	10/21/2017 09:39	00:04:31	MEDIC 401
17-11920	10/21/2017 09:34	EMERGENCY SCENE	UNK	10/21/2017 09:36						MUTUAL AID RECEIVED
17-11928	10/21/2017 15:22	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/21/2017 15:23	10/21/2017 15:27	10/21/2017 15:28	10/21/2017 15:45	10/21/2017 15:45	00:06:16	MEDIC 401
17-11953	10/22/2017 12:36	EMERGENCY SCENE	ST. JOHN SAPULPA	10/22/2017 12:37	10/22/2017 12:38	10/22/2017 12:41	10/22/2017 12:53	10/22/2017 13:07	00:05:19	MEDIC 401
17-11957	10/22/2017 16:16	EMERGENCY SCENE	CANCELLED QNSC	10/22/2017 16:17	10/22/2017 16:19	10/22/2017 16:20	10/22/2017 16:23	10/22/2017 16:23	00:04:28	MEDIC 401
17-11977	10/23/2017 09:00	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/23/2017 09:00	10/23/2017 09:01	10/23/2017 09:08	10/23/2017 09:25	10/23/2017 09:25	00:08:25	MEDIC 401
17-11988	10/23/2017 12:02	EMERGENCY SCENE	ST. JOHN TULSA	10/23/2017 12:02	10/23/2017 12:07	10/23/2017 12:08	10/23/2017 12:35	10/23/2017 12:56	00:05:58	MEDIC 401
17-11989	10/23/2017 12:02	EMERGENCY SCENE	ST. JOHN TULSA	10/23/2017 12:02	10/23/2017 12:07	10/23/2017 12:09	10/23/2017 12:28	10/23/2017 12:51	00:07:14	MEDIC 110
17-11991	10/23/2017 12:02	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/23/2017 12:02						MUTUAL AID RECEIVED
17-11998	10/23/2017 12:02	EMERGENCY SCENE	ST. JOHN TULSA	10/23/2017 12:02	10/23/2017 12:07	10/23/2017 12:08	10/23/2017 12:35	10/23/2017 12:56	00:05:58	MEDIC 401
17-11999	10/23/2017 12:02	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/23/2017 12:02	10/23/2017 12:07	10/23/2017 12:08	10/23/2017 12:35	10/23/2017 12:56	00:05:58	MEDIC 401
17-12004	10/23/2017 14:50	EMERGENCY SCENE	ST. FRANCIS TULSA	10/23/2017 14:51	10/23/2017 14:54	10/23/2017 14:56	10/23/2017 15:20	10/23/2017 15:42	00:06:12	MEDIC 401
17-12012	10/23/2017 17:00	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/23/2017 17:00	10/23/2017 17:01	10/23/2017 17:05	10/23/2017 17:52	10/23/2017 17:52	00:07:02	MEDIC 401
17-12027	10/24/2017 06:29	EMERGENCY SCENE	ST. JOHN TULSA	10/24/2017 06:30	10/24/2017 06:31	10/24/2017 06:34	10/24/2017 07:04	10/24/2017 07:26	00:05:31	MEDIC 401
17-12032	10/24/2017 09:43	EMERGENCY SCENE	ST. FRANCIS TULSA	10/24/2017 09:44	10/24/2017 09:46	10/24/2017 09:46	10/24/2017 10:02	10/24/2017 10:24	00:03:34	MEDIC 401
17-12035	10/24/2017 09:43	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/24/2017 09:48	10/24/2017 09:49	10/24/2017 09:51	10/24/2017 10:08	10/24/2017 10:08	00:08:19	MEDIC 110
17-12056	10/24/2017 15:20	EMERGENCY SCENE	ST. FRANCIS TULSA	10/24/2017 15:22	10/24/2017 15:27	10/24/2017 15:27	10/24/2017 16:09	10/24/2017 16:09	00:06:04	MEDIC 401
17-12060	10/24/2017 15:36	EMERGENCY SCENE	UNK	10/24/2017 15:36						MUTUAL AID RECEIVED
17-12071	10/24/2017 20:42	EMERGENCY SCENE	ST. FRANCIS TULSA	10/24/2017 20:42	10/24/2017 20:43	10/24/2017 20:47	10/24/2017 21:12	10/24/2017 21:36	00:05:17	MEDIC 401
17-12111	10/25/2017 19:18	EMERGENCY SCENE	ST. FRANCIS TULSA	10/25/2017 19:19	10/25/2017 19:20	10/25/2017 19:26	10/25/2017 19:44	10/25/2017 20:04	00:08:13	MEDIC 401
17-12119	10/26/2017 02:35	EMERGENCY SCENE	ST. FRANCIS TULSA	10/26/2017 02:40	10/26/2017 02:42	10/26/2017 02:43	10/26/2017 02:53	10/26/2017 03:08	00:07:39	MEDIC 401
17-12146	10/26/2017 13:13	EMERGENCY SCENE	ST. FRANCIS TULSA	10/26/2017 13:14	10/26/2017 13:14	10/26/2017 13:17	10/26/2017 13:31	10/26/2017 13:47	00:04:34	MEDIC 401
17-12155	10/26/2017 15:49	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/26/2017 15:40	10/26/2017 15:42	10/26/2017 15:47	10/26/2017 15:49	10/26/2017 15:49	00:07:15	MEDIC 401
17-12173	10/27/2017 07:46	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/27/2017 07:46	10/27/2017 07:48	10/27/2017 07:53	10/27/2017 08:30	10/27/2017 08:49	00:07:21	MEDIC 401
17-12183	10/27/2017 09:57	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/27/2017 09:58	10/27/2017 09:59	10/27/2017 10:03	10/27/2017 10:15	10/27/2017 10:46	00:05:29	MEDIC 401
17-12194	10/27/2017 14:09	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/27/2017 14:11	10/27/2017 14:11	10/27/2017 14:16	10/27/2017 14:30	10/27/2017 14:51	00:07:08	MEDIC 401
17-12221	10/28/2017 12:19	EMERGENCY SCENE	ST. JOHN TULSA	10/28/2017 12:20	10/28/2017 12:20	10/28/2017 12:24	10/28/2017 12:52	10/28/2017 12:52	00:01:14	MEDIC 401
17-12226	10/28/2017 17:53	EMERGENCY SCENE	OSU MEDICAL CENTER	10/28/2017 17:54	10/28/2017 17:55	10/28/2017 17:56	10/28/2017 18:13	10/28/2017 18:35	00:02:28	MEDIC 401
17-12233	10/28/2017 23:27	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	10/28/2017 23:32	10/28/2017 23:34	10/28/2017 23:35	10/28/2017 23:44	10/28/2017 23:44	00:08:04	MEDIC 401
17-12236	10/29/2017 01:19	EMERGENCY SCENE	ST. FRANCIS TULSA	10/29/2017 01:22	10/29/2017 01:22	10/29/2017 01:25	10/29/2017 01:46	10/29/2017 02:06	00:06:28	MEDIC 401
17-12237	10/29/2017 02:44	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/29/2017 02:44	10/29/2017 02:46	10/29/2017 02:52	10/29/2017 03:22	10/29/2017 03:47	00:08:08	MEDIC 102
17-12240	10/29/2017 05:38	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/29/2017 05:39	10/29/2017 05:41	10/29/2017 05:45	10/29/2017 06:04	10/29/2017 06:26	00:07:10	MEDIC 401
17-12255	10/29/2017 20:24	EMERGENCY SCENE	ST. FRANCIS SOUTH	10/29/2017 20:25	10/29/2017 20:27	10/29/2017 20:32	10/29/2017 21:08	10/29/2017 21:20	00:08:01	MEDIC 401
17-12258	10/29/2017 21:32	EMERGENCY SCENE	ST. JOHN TULSA	10/29/2017 21:32	10/29/2017 21:32	10/29/2017 21:43	10/29/2017 22:06	10/29/2017 22:28	00:10:53	MEDIC 102
17-12268	10/30/2017 08:00	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/30/2017 08:01	10/30/2017 08:01	10/30/2017 08:05	10/30/2017 08:46	10/30/2017 08:46	00:05:31	MEDIC 401
17-12283	10/30/2017 13:52	EMERGENCY SCENE	ST. FRANCIS TULSA	10/30/2017 13:55	10/30/2017 13:56	10/30/2017 13:58	10/30/2017 14:26	10/30/2017 14:55	00:06:24	MEDIC 401
17-12290	10/30/2017 15:57	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	10/30/2017 15:57	10/30/2017 15:57	10/30/2017 15:58	10/30/2017 16:24	10/30/2017 16:46	00:01:18	MEDIC 401
17-12301	10/30/2017 22:09	EMERGENCY SCENE	ST. FRANCIS TULSA	10/30/2017 22:10	10/30/2017 22:11	10/30/2017 22:13	10/30/2017 22:40	10/30/2017 23:01	00:03:48	MEDIC 401
17-12303	10/30/2017 23:23	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	10/30/2017 23:24	10/30/2017 23:24	10/30/2017 23:33	10/31/2017 00:27	10/31/2017 00:27	00:09:52	MEDIC 401
17-12306	10/31/2017 03:24	EMERGENCY SCENE	ST. FRANCIS TULSA	10/31/2017 03:28	10/31/2017 03:28	10/31/2017 03:32	10/31/2017 04:11	10/31/2017 04:31	00:07:31	MEDIC 401
17-12309	10/31/2017 08:38	EMERGENCY SCENE	LIFT ASSIST	10/31/2017 08:39	10/31/2017 08:40	10/31/2017 08:42	10/31/2017 09:03	10/31/2017 09:03	00:04:19	MEDIC 401
17-12332	10/31/2017 15:55	EMERGENCY SCENE	ST. FRANCIS TULSA	10/31/2017 15:56	10/31/2017 15:56	10/31/2017 15:59	10/31/2017 16:24	10/31/2017 16:50	00:04:23	MEDIC 401
17-12339	10/31/2017 20:37	EMERGENCY SCENE	ST. JOHN TULSA	10/31/2017 20:40	10/31/2017 20:40	10/31/2017 20:45	10/31/2017 21:02	10/31/2017 21:25	00:07:41	MEDIC 401
17-12342	10/31/2017 22:57	EMERGENCY SCENE	ST. FRANCIS TULSA	10/31/2017 22:58	10/31/2017 23:00	10/31/2017 23:09	10/31/2017 23:54	11/1/2017 00:30	00:21:52	MUTUAL AID GIVEN
17-12348	11/1/2017 06:50	EMERGENCY SCENE	NO PATIENT FOUND	11/1/2017 06:50	11/1/2017 06:53	11/1/2017 07:00	11/1/2017 07:19	11/1/2017 07:19	00:09:30	MEDIC 401
17-12371	11/1/2017 14:11	EMERGENCY SCENE	HILLCREST SOUTH	11/1/2017 14:13	11/1/2017 14:13	11/1/2017 14:15	11/1/2017 14:41	11/1/2017 14:55	00:03:38	MEDIC 401
17-12372	11/1/2017 14:22	EMERGENCY SCENE	MUTUAL AID	11/1/2017 14:22						MUTUAL AID RECEIVED
17-12403	11/2/2017 07:35	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	11/2/2017 07:37	11/2/2017 07:40	11/2/2017 07:43	11/2/2017 08:49	11/2/2017 08:49	00:07:34	MEDIC 401
17-12406	11/2/2017 09:18	EMERGENCY SCENE	ST. FRANCIS TULSA	11/2/2017 09:18	11/2/2017 09:20	11/2/2017 09:23	11/2/2017 09:50	11/2/2017 10:12	00:05:36	MEDIC 401
17-12414	11/2/2017 12:59	EMERGENCY SCENE	ST. JOHN TULSA	11/2/2017 13:00	11/2/2017 13:01	11/2/2017 13:06	11/2/2017 13:46	11/2/2017 13:46	00:06:56	MEDIC 401
17-12417	11/2/2017 13:43	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	11/2/2017 13:44	11/2/2017 13:44	11/2/2017 13:46	11/2/2017 14:01	11/2/2017 14:23	00:03:25	MEDIC 102
17-12421	11/2/2									

17-12490	11/4/2017 12:23	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	11/4/2017 12:23	11/4/2017 12:25	11/4/2017 12:27	11/4/2017 12:47	11/4/2017 13:09	00:04:16	MEDIC 401
17-12505	11/4/2017 21:16	EMERGENCY SCENE	HILLCREST SOUTH	11/4/2017 21:16	11/4/2017 21:18	11/4/2017 21:23	11/4/2017 21:51	11/4/2017 22:06	00:06:51	MEDIC 401
17-12548	11/6/2017 10:29	EMERGENCY SCENE	HILLCREST SOUTH	11/6/2017 10:30	11/6/2017 10:30	11/6/2017 10:36	11/6/2017 11:12	11/6/2017 11:20	00:06:29	MEDIC 401
17-12553	11/6/2017 10:59	EMERGENCY SCENE	ST. JOHN TULSA	11/6/2017 11:00	11/6/2017 11:01	11/6/2017 11:12	11/6/2017 11:26	11/6/2017 11:55	00:12:36	MEDIC 110
17-12560	11/6/2017 12:40	EMERGENCY SCENE	ST. FRANCIS TULSA	11/6/2017 12:42	11/6/2017 12:42	11/6/2017 12:46	11/6/2017 13:19	11/6/2017 13:37	00:05:51	MEDIC 401
17-12578	11/6/2017 17:09	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	11/6/2017 17:10	11/6/2017 17:11	11/6/2017 17:15	11/6/2017 17:30	11/6/2017 17:30	00:05:39	MEDIC 401
17-12586	11/6/2017 18:38	EMERGENCY SCENE	HILLCREST SOUTH	11/6/2017 18:39	11/6/2017 18:41	11/6/2017 18:44	11/6/2017 18:58	11/6/2017 19:16	00:05:08	MEDIC 401
17-12631	11/7/2017 17:25	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	11/7/2017 17:26	11/7/2017 17:29	11/7/2017 17:34	11/7/2017 17:44	11/7/2017 17:44	00:09:30	MEDIC 401
17-12634	11/7/2017 18:02	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	11/7/2017 18:03	11/7/2017 18:03	11/7/2017 18:05			00:02:56	MEDIC 401
17-12639	11/7/2017 23:17	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	11/7/2017 23:17	11/7/2017 23:19	11/7/2017 23:23	11/7/2017 23:49	11/7/2017 23:49	00:06:28	MEDIC 401

100 E 201st Street South



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND TRUSTEES
From: Susan White, District Administrator/Secretary
Date: November 14, 2017
Subject: District Administrator Report

FY 2016 Audit

During the October Administrator's Report I advised the Board that the Audit Report had not yet been published. The next morning I received an email from Sherri Wooldridge, Audit Mgr., OSAI that the report was available on the Oklahoma State Auditor and Inspector's website. Upon receiving the notice from Ms. Wooldridge I sent a link to the GEMS Board. The findings included in the report were presented by Julie Casteen, Treasurer at the August 2017 Board of Trustees meeting.

In an effort to maintain transparency and offer convenience to the public and the Board, I have attached the full report.

STATUTORY REPORT

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT

For the year ended June 30, 2016



Oklahoma State
Auditor & Inspector
Gary A. Jones, CPA, CFE

**GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2016**

This publication, issued by the Oklahoma State Auditor and Inspector's Office as authorized by 19 O.S. § 1706.1, has not been printed, but is available on the agency's website (www.sai.ok.gov) and in the Oklahoma Department of Libraries Publications Clearinghouse Digital Prairie Collection (<http://digitalprairie.ok.gov/cdm/search/collection/audits/>) pursuant to 65 O.S. § 3-114.



Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

October 3, 2017

**TO THE BOARD OF DIRECTORS OF THE
GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT**

Transmitted herewith is the audit report of Glenpool Emergency Medical Service District for the fiscal year ended June 30, 2016.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during our engagement.

Sincerely,

GARY A. JONES, CPA, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR

**GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
JUNE 30, 2016**

Presentation of Collections, Disbursements, and Cash Balances of District Funds for FY 2016

	<u>FY 2016</u>
Beginning Cash Balance, July 1	\$ 378,071
Less prior year accounts payable	(191)
Less prior year outstanding checks	<u>(727)</u>
Adjusted Beginning Cash Balance, July 1	<u>\$ 377,153</u>
 Collections	
Ad Valorem Tax	\$ 233,603
Miscellaneous	<u>158</u>
Total Collections	<u>233,761</u>
 Disbursements	
Personal Services	10,865
Maintenance and Operations	123,451
Contract for Services	68,003
Capital Outlay	-
Audit Expense	<u>925</u>
Total Disbursements	<u>203,244</u>
 Ending Cash Balance, June 30	<u>\$ 407,670</u>

Source: District Estimate of Needs (presented for informational purposes)



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Glenpool Emergency Medical Service District
12205 S. Yukon Ave.
Glenpool, Oklahoma 74003

TO THE BOARD OF DIRECTORS OF THE GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT

For the purpose of complying with 19 O.S. § 1706.1, we have performed the following procedures:

- Determined that receipts were properly deposited and accurately reported in the accounting records.
- Determined cash balances were accurately reported in the accounting records.
- Determined whether deposits and invested funds were secured by pledged collateral.
- Determined that disbursements were properly supported, were made for purposes outlined in 19 O.S. § 1710.1, and were accurately reported in the accounting records.
- Determined that all purchases requiring bids complied with 19 O.S. § 1723.
- Determined that payroll expenditures were accurately reported in the accounting records and supporting documentation of leave records was maintained.
- Determined that fixed assets records were properly maintained.
- Determined whether the District's collections, disbursements, and cash balances for FY 2016 were accurately presented on the estimate of needs.

All information included in the records of the District is the representation of the Glenpool Emergency Medical Service District.

Our emergency medical service district statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any basic financial statement of the Glenpool Emergency Medical Service District.

Based on our procedures performed, we have presented our findings in the accompanying schedule.

This report is intended for the information and use of the management of the Glenpool Emergency Medical Service District. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in blue ink that reads "Gary A. Jones". The signature is fluid and cursive, with the first name "Gary" being more prominent than the last name "Jones".

GARY A. JONES, CPA, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR

August 7, 2017

**GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
JUNE 30, 2016**

SCHEDULE OF FINDINGS AND RESPONSES

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

Condition: Upon inquiry of the Glenpool Emergency Medical Service District (the District) staff and observation of the budgeting process, it was determined the amount required by state statute was not correctly budgeted for the audit expense budget account.

Fiscal Year	Amount Calculated to Carry Forward	Amount Carried Forward by District	1 /10th Of One Mill	Ending Balance Should be	District's Ending Balance	Variance Over/(Under)
2016	\$36,918.31	\$0.00	\$7,601.98	\$44,520.29	\$398.02	(\$ 36,520.29)

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

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

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

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

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

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

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

**GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
JUNE 30, 2016**

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

Finding 2016-2 – Inadequate Internal Controls Over the Collection Process (Repeat Finding)

Condition: While gaining an understanding of the receipting, depositing, and reconciling functions of the District, it was noted that one person performs the following duties:

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

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

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

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

Management Response: Beginning in fiscal year 2017, the District Administrator began independently confirming the electronic deposits of ad valorem taxes which are virtually the entirety of the District's collections. The Treasurer enters journal entries to record the deposits and journal entries are approved by the Administrator. Also, beginning in fiscal year 2017, the bank statements are reconciled by another party, then reviewed and approved by the Treasurer.

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

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

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

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

- Twenty-four (24) disbursements do not appear to be an appropriate disbursement for the District per contract stipulations. These disbursements were for supplies, oxygen, epi pens, CPR Manikins, an airway trainer, childbirth simulator, and carbon monoxide monitors in which the contracts stipulate that equipment and medical supplies will be provided by the contractor.
- Evidence of disbursements being presented to the Board for approval was not present.

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

- Only pre-printed electronic signatures were used as authorizing signatures, allowing checks to be issued without any verification of accuracy.
- Authorizing signatures were those of employees that receive compensation in the form of a payroll warrant, allowing for employees to receive payments without any independent authorization.
- The District did not maintain payroll records for the three administrative employees. The employees, who are also City of Glenpool employees, did not complete a separate W-4 for the District.

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

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

Cause of Condition: Policies and procedures have not been designed to ensure all claims are filed with sufficient supporting documentation for recordkeeping and timekeeping and evidence that disbursements

**GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
JUNE 30, 2016**

are approved by the Board. Additionally, policies and procedures have not been developed to ensure disbursements are made in accordance with contractual provisions.

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

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

Management Response:

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

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

Following is the response of the FY 2015-2016 audit finding which was conducted during fiscal year 2017:

- A procedure was established to provide the Board a list of payment claims for approval prior to payment.
- At least one signature is handwritten on all checks, which are matched by the Treasurer with the list of approved payment claims.
- Another signatory was added to the District's bank account, allowing for two parties other than the employee to sign payroll checks.
- A system for maintaining more complete District employee records was established, including a separate W-4 form for each employee.
- The district formalized employment contracts with the Administrator/Clerk, Treasurer, and Attorney. In addition, the agreement between the city of Glenpool and the District was revised in fiscal year 2017 to remove language in conflict with actual practices being followed.

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

**GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
JUNE 30, 2016**

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



OFFICE OF THE STATE AUDITOR & INSPECTOR
2300 N. LINCOLN BOULEVARD, ROOM 100
OKLAHOMA CITY, OK 73105-4896

WWW.SAI.OK.GOV

MINUTES
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
Regular Meeting
October 2, 2017

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

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

- A) **Chairman Fox called the meeting to order at 7:15 p.m.**
- B) **Secretary White called the roll and Chairman Fox declared a quorum present.**
- C) **EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
- Mr. Cook reviewed the EMS Activity Report for the period of September 2017. Mercy logged 101 calls during that period and maintained a 97% response time compliance.
 - Mercy participated in the Touch a Truck event on September 25th in Glenpool. This event provides citizens the opportunity to get a close-up look at the ambulance. Mercy distributed coloring books to the children in attendance.
- D) **District Administrator Report – Susan White, District Administrator**
- Ms. White reported that the Fiscal Year 2016 State Audit is still pending release from OSAL.
- E) **Scheduled Business**
- 1) **Discussion and possible action to approve minutes from September 5, 2017 meeting.**
MOTION: Trustee Agee moved, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund; Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
AGAINST: None
Motion carried.
- 2) **Discussion and possible action to approve purchase order(s) and receipts register totaling \$21,045.42.**
MOTION: Trustee Lund moved, second by Trustee Kearns to approve purchase order and receipts register as presented and authorize payments.
FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns; Trustee Lund
AGAINST: None
Motion carried.
- F) **Adjournment.**
- There being no further business, the meeting was adjourned at 7:19 p.m.

ATTEST:

Clerk/Secretary

Date

Chairman

MINUTES
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
Special Meeting
October 16, 2017

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

Staff present: Lowell Peterson, District Legal Counsel; and Susan White, District Administrator.

A) **Chairman Fox called the meeting to order at 8:20 p.m.**

B) **Secretary White called the roll and Chairman Fox declared a quorum present.**

C) **Scheduled Business**

1) **Discussion and possible action to designate Deborah Pengelly as checking account signatory.**

Susan White, District Administrator recommended Board consideration to appoint Deborah Pengelly as checking account signatory until such time that a new Treasurer is appointed.

MOTION: Trustee Agee moved, second by Councilor Lund to designate Deborah Pengelly as checking account signatory until a new Treasurer is appointed.

FOR: Trustee Lund; Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns

AGAINST: None

Motion carried.

D) **Adjournment.**

- There being no further business, the meeting was adjourned at 8:21 p.m.

ATTEST:

Clerk/Secretary

Date

Chairman



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: November 9, 2017
Subject: Approval of Purchase Order Receiving Report and Payment Claims as of 11/6/17 totaling \$21,754.20

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 11/6/17 and approve the following payments:

P.O. Number	Account	Vendor	Description	Invoice #	Amount
18-07987	31-6-01-6202	Staples	EMS Report Forms	8046950232	86.65
18-08047	31-6-01-6202	Tulsa County Assessor	FY17-18 Visual Inspection	17233	951.52
18-07781	31-6-01-6225	City of Glenpool	September City Reimbursement	9/30/2017	7,751.00
18-07782	31-6-01-6210	Centurion Health Systems	October Ambulance Service	1544	\$ 12,000.00
18-07928	31-6-01-6202	Teleflex Medical	AirTraq #3 Blades	9512046	175.03
18-07944	31-6-01-6206	David Rich (My EMS Supply)	Cardiac Monitor Mounts	12015	790.00
				Total	\$ 21,754.20

Attachments:

1. Purchase Order Claims Register dated 11/06/17 totaling \$21,754.20
2. PO Receipt Register dated 11/06/17 totaling \$21,754.20
3. Purchase Orders and Invoices totaling \$21,754.20

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

FUND: 31 - GEMS

SUMMARY REPORT

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
18-07987	EMS Report Forms	01-000090	STAPLES BUSINESS ADVANTAGE	10/2017 8046950232	86.65
18-08047	17-18 VISUAL INSP REIMB C	01-000411	TULSA COUNTY ASSESSOR	11/2017 17233	951.52
18-07781	FY18 FIRST RESPONDER/ADMI	01-000507	CITY OF GLENPOOL	9/2017 09/30/2017	7,751.00
18-07782	AMBULANCE SERV 7/1/17- 6/	01-001267	CENTURION HEALTH SYSTEMS, DBA	10/2017 1544	12,000.00
18-07928	AirTraq #3 blades x 2	01-001395	TELEFLEX MEDICAL INC.	9/2017 95142046	175.03
18-07944	Cardiac Monitor Mounts x	01-001436	DAVID RICH	9/2017 12015	790.00

DEPARTMENT TOTAL: 21,754.20

FUND TOTAL: 21,754.20

GRAND TOTAL: 21,754.20

Timothy Lee Fox, Chairman**APPROVED**

November 14, 2017

G/L RECAP

<u>PERIOD</u>	<u>G/L ACCOUNT</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>FUND TOTAL</u>
9/2017	31-6-01-6202	OPERATING SUPPLIES	175.03	
9/2017	31-6-01-6206	MINOR EQUIPMENT	790.00	
9/2017	31-6-01-6225	FIRST RESPONDER/ADMIN FEES	7,751.00	
10/2017	31-6-01-6202	OPERATING SUPPLIES	86.65	
10/2017	31-6-01-6210	AMBULANCE CONTRACT	12,000.00	
11/2017	31-6-01-6202	OPERATING SUPPLIES	951.52	21,754.20
		GRAND TOTAL:		21,754.20

11/06/2017 4:53 PM

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

PAGE: 1

SEQUENCE: VENDOR NUMBER

AUDIT REPORT

DETAIL LEVEL: G/L

PRINT PROJECTS: NO

VENDOR	NAME	INVOICE	POST DATE	BANK	G/L	AMOUNT	ITEM	AMOUNT	INVOICE	AMOUNT	VENDOR	TOTAL
01-000090	STAPLES BUSINESS ADVANTAGE											86.65
		8046950232	10/16/2017	31					86.65			
		18-07987		EMS Report Forms x 500				86.65				
		31-6-01-6202		OPERATING SUPPLIES		86.65						
01-000411	TULSA COUNTY ASSESSOR											951.52
		17233	11/05/2017	31					951.52			
		18-08047		17-18 VISUAL INSP REIMB COST				951.52				
		31-6-01-6202		OPERATING SUPPLIES		951.52						
01-000507	CITY OF GLENPOOL											7,751.00
		09/30/2017	9/05/2017	31					7,751.00			
		18-07781		FY18 FIRST RESPONDER/ADMIN FEE				7,751.00				
		31-6-01-6225		FIRST RESPONDER/ADMIN FEES		7,751.00						
01-001267	CENTURION HEALTH SYSTEMS, DBA											12,000.00
		1544	10/31/2017	31					12,000.00			
		18-07782		AMBULANCE SERV 7/1/17-6/30/18				12,000.00				
		31-6-01-6210		AMBULANCE CONTRACT		12,000.00						
01-001395	TELEFLEX MEDICAL INC.											175.03
		95142046	9/14/2017	31					175.03			
		18-07928		AirTraq #3 Blades x 2				175.03				
		31-6-01-6202		OPERATING SUPPLIES		175.03						
01-001436	DAVID RICH											790.00
		12015	9/21/2017	31					790.00			
		18-07944		Cardiac Monitor Mounts x 2				790.00				
		31-6-01-6206		MINOR EQUIPMENT		790.00						
TOTALS						21,754.20		21,754.20		21,754.20		21,754.20

11/06/2017 4:53 PM

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

PAGE: 2

SEQUENCE: VENDOR NUMBER

DETAIL LEVEL: G/L
PRINT PROJECTS: NO

PO TOTALS BY G/L ACCOUNT

					=====LINE ITEM=====	=====GROUP BUDGET=====				
YEAR	ACCOUNT	NAME	ITEMS	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2017-2018	31-6-01-6202	OPERATING SUPPLIES	3	1,213.20	15,000	1,213.63				
	31-6-01-6206	MINOR EQUIPMENT	1	790.00	15,000	14,210.00				
	31-6-01-6210	AMBULANCE CONTRACT	1	12,000.00	144,000	0.00				
	31-6-01-6225	FIRST RESPONDER/ADMIN F	1	7,751.00	105,300	0.00				
** 17-18 YEAR TOTALS **				21,754.20						

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 # 18-07987

10/06/2017

ISSUED TO: VEND #: 01-000090
STAPLES BUSINESS ADVANTAGE
DEPT DAL
P.O. BOX 83689
CHICAGO, IL 60696-3689

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

Julie Custon

10/06/2017

PURCHASING OFFICER

DATE

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

SM

10/06/2017

11/6/17

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	EMS Report Forms x 500 EMS Report Forms		00020650	31 -6-01-6202		0.00	123.45 *

86.65

** TOTAL **

123.45

86.65

*** 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.

Julie Custon

11/5/17

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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

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

STAPLES
Business Advantage

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
10/16/17	DAL 1824396	8046950232
PLEASE PAY BY	TERMS	AMOUNT DUE
11/15/17	Net 30 Days	314.70

INVOICE DETAIL

Staples Business Advantage

Federal ID #:04-3390816

Bill to Account: 1022871

Ship to Account: ADMIN OFFICE

CITY OF GLENPOOL
DARRELL COLBERT
12205 S YUKON AVE
GLENPOOL, OK 74033

CITY OF GLENPOOL
ATTN: TERRELL OGILVIE
12205 S YUKON
3RD FLR
GLENPOOL, OK 74033

Budget Ctr :
Budget Ctr Desc :
P O Number : 18-07987
P O Desc :
Release :
Release Desc :

Invoice Number: 3356282699
Order : 8251712394-000-002
Ordered By : TERRELL OGILVIE
Order Date : 10/09/17

Order Line	Item Number	Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1	704487	2028301 (500) Med Run Report	1	0	EA	1	86.65	86.65
Freight:		.00	Tax:(.0000 %)		.00		Sub-Total:	86.65
							Total:	86.65

Backorder of 8251712394

RECEIVED
OCT 17 2017
BY: FIN. MANAGER

Customer Service inquiries # 877-826-7755 Invoice Payment Inquiries 888-753-4103
Make checks payable to Staples Advantage, Dept DAL PO Box 83689, Chicago IL 60696-3689

Page: 1

PURCHASE ORDER
CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 18-08047 10/26/2017

ISSUED TO: VEND #: 01-000411
TULSA COUNTY ASSESSOR
500 S. DENVER, STE 215
TULSA, OK 74103

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

Juan Castan 10/26/2017
PURCHASING OFFICER DATE

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

SM 10/26/2017
ENCUMBRING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	17-18 VISUAL INSP REIMB COST STATEMENT 17233 9/22/17 17-18 VISUAL INSP REIMB COST		00020743	31 -6-01-6202		0.00	951.52 *

** TOTAL ** 951.52

*** 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.

Juan Castan 11/5/17
OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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



Ken Yazel
Tulsa County Assessor

500 South Denver Avenue, Suite 215
Tulsa, OK 74103
Phone (918) 596-5100 | Fax (918) 596-5101
<http://www.assessor.tulsacounty.org>

Bill To:
City of Glenpool-EMS
Attn: Tim Fox
PO Box 70
Glenpool, OK 74033

DATE: September 22, 2017
STATEMENT #: 17233

Pursuant to Title 68 O.S. §2823

COUNTY ASSESSOR VISUAL INSPECTION REIMBURSEMENT FUND

DATE	DESCRIPTION		AMOUNT	PAYMENT	BALANCE
8/31/2016	Visual Inspection Reimbursement Costs Fiscal Year 2016-2017		916.27		916.27
10/11/2016	Payment received			916.27	0.00
9/22/2017	Visual Inspection Reimbursement Costs Fiscal Year 2017-2018				951.52
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
\$ 951.52					\$ 951.52

Amount due and payable by December 31, 2017

Make checks payable to:
Office of Tulsa County Assessor

Remittance

Statement #	17233
Date	09/22/17
Amount Due	\$ 951.52
Amount Enclosed	

Office Use Only
Received by:
Date:

Questions concerning this statement? Call: (918) 596-5100



Ken Yazel
Tulsa County Assessor

500 South Denver Avenue, Suite 215
Tulsa, OK 74103

September 22, 2017

City of Glenpool-EMS
Attn: Tim Fox
PO Box 70
Glenpool, OK 74033

Dear Tim Fox:

The following documents pertaining to the Assessor Visual Inspection reimbursement fund for your jurisdiction are enclosed and are provided pursuant to Title 68 O.S. §2823:

- Statement - County Assessor Visual Inspection Reimbursement Fund
- Tulsa County Distribution of Visual Inspection Costs - summarizing the visual inspection account and the distribution between the Assessor's General Fund and Visual Inspection budgets.
- 2017 Distribution of Visual Inspection Charges Based on 2016 Authorized Tax Collection. This includes proration of millage among the various, applicable jurisdictions within Tulsa County and the amount of the visual inspection reimbursement for each.
- 2017 County Visual Inspection Plan maps for Residential, Commercial, and Agricultural properties.

If you have any questions or require additional information, please contact this office.

Very respectfully,

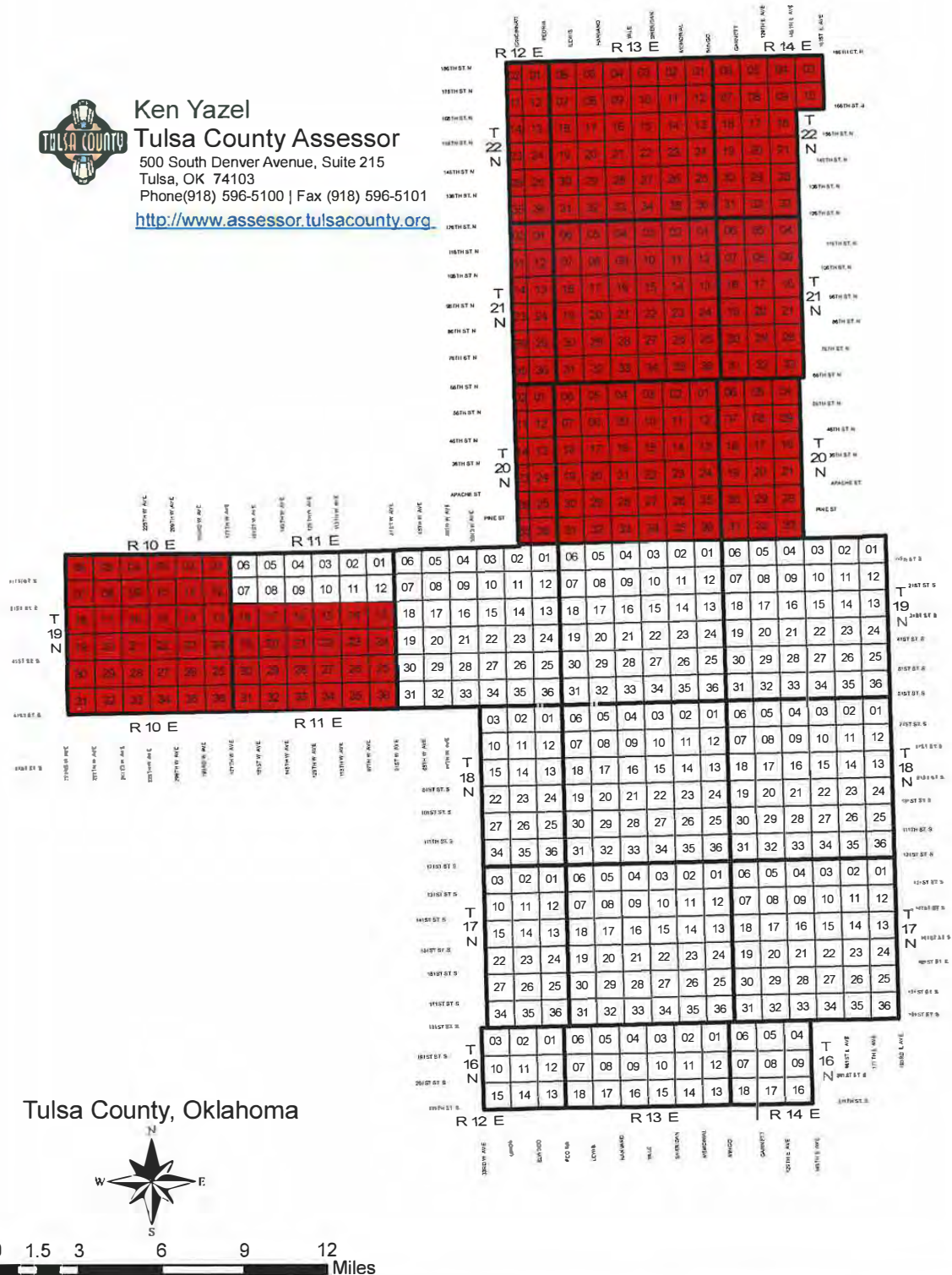
Ken Yazel

TAS/gw
Enclosures

2017 Residential Visual Inspection



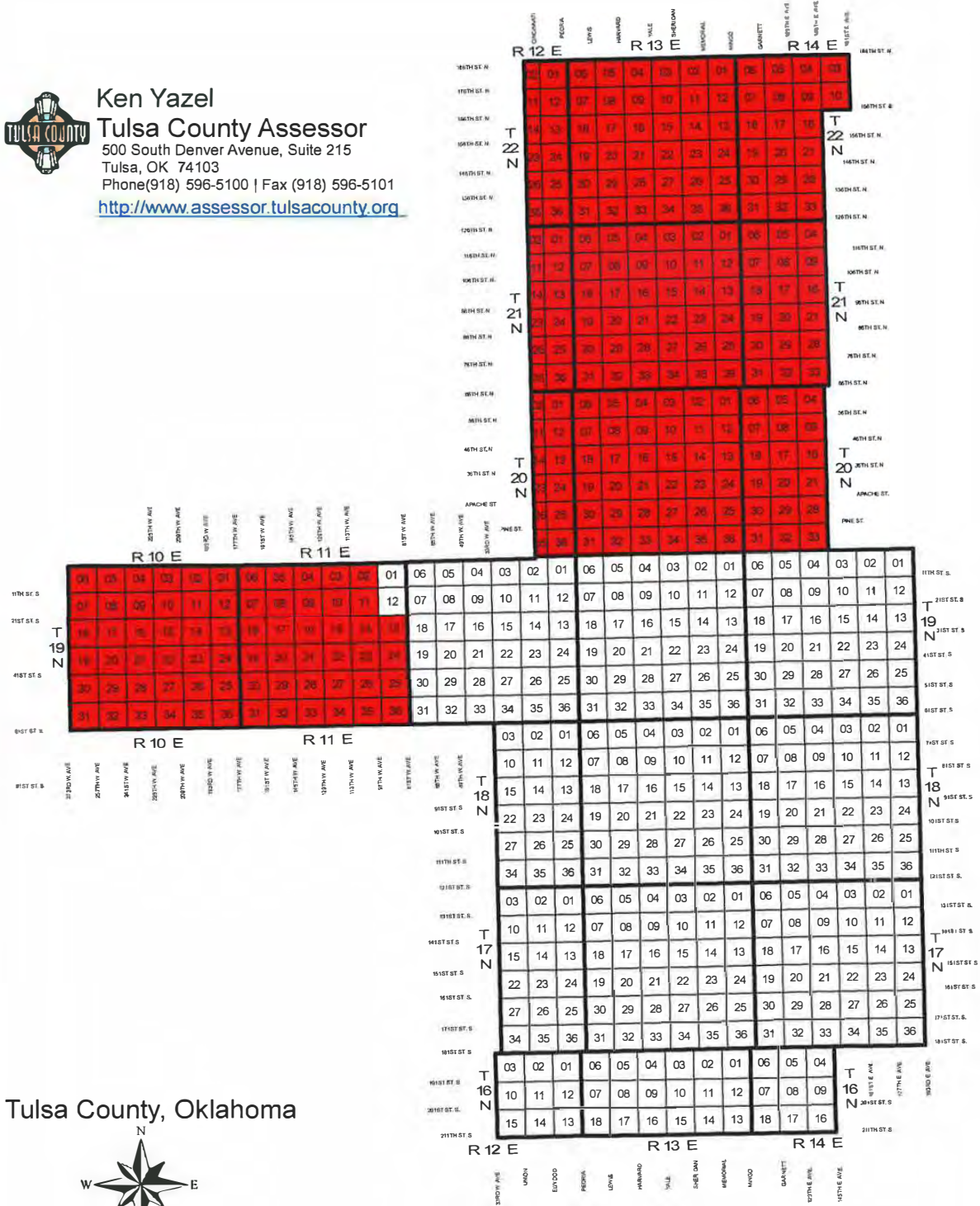
Ken Yazel
Tulsa County Assessor
500 South Denver Avenue, Suite 215
Tulsa, OK 74103
Phone (918) 596-5100 | Fax (918) 596-5101
<http://www.assessor.tulsacounty.org>



2017 Commercial Visual Inspection



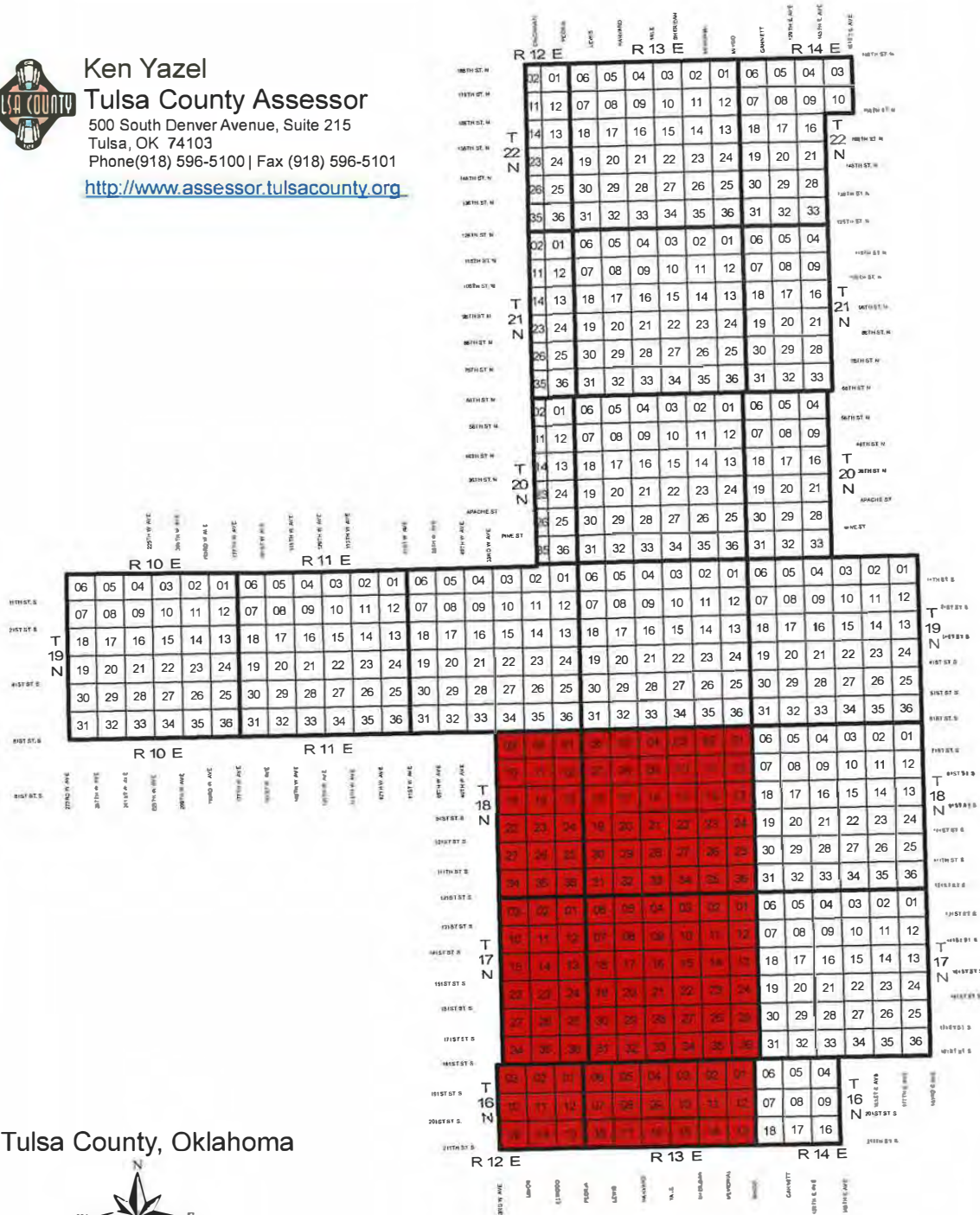
Ken Yazel
Tulsa County Assessor
 500 South Denver Avenue, Suite 215
 Tulsa, OK 74103
 Phone(918) 596-5100 | Fax (918) 596-5101
<http://www.assessor.tulsacounty.org>



2017 Agricultural Visual Inspection



Ken Yazel
Tulsa County Assessor
 500 South Denver Avenue, Suite 215
 Tulsa, OK 74103
 Phone(918) 596-5100 | Fax (918) 596-5101
<http://www.assessor.tulsacounty.org>



Tulsa County, Oklahoma



0 1.5 3 6 9 12 Miles



Ken Yazel
Tulsa County Assessor
500 South Denver Avenue, Suite 215
Tulsa, OK 74103
Phone (918) 596-5100 | Fax (918) 596-5101
<http://www.assessor.tulsacounty.org>

TULSA COUNTY DISTRIBUTION OF VISUAL INSPECTION COSTS

TOTAL BUDGET REQUESTED FOR FY 2017-2018 **\$ 2,706,415.00**

LAPSED BALANCES AS OF 6-30-2017 **\$ 2,918.17**

BALANCE OF COSTS FOR DISTRIBUTION **\$ 2,703,496.83**

ASSESSOR VISUAL INSPECTION BUDGET	\$ 2,706,415.00	40%
ASSESSOR OFFICE BUDGET	\$ 4,109,706.78	60%
ASSESSOR TOTAL OPERATING BUDGET	\$ 6,816,121.78	100%



TULSA COUNTY EXCISE BOARD

Tulsa County Administration Building, Room 116
500 South Denver
Tulsa, Oklahoma 74103-3832

P: 918.596.5836
F: 918.596.5867

CERTIFICATION OF EXCISE BOARD

STATE OF OKLAHOMA, COUNTY OF TULSA

We, the undersigned members of the Tulsa County Excise Board, do hereby certify that we have examined the Distribution of Visual Inspection Charges and Costs and do herewith approve this 20th day of July 2017.

TULSA COUNTY EXCISE BOARD

Ruth Gaines, Vice-Chairman

Charles E. Van De Wiele, Jr. Chairman

Dr. A. Theodore Kachel, Member

ATTEST:

Michael Willis
Tulsa County Clerk

**2017 DISTRIBUTION OF VISUAL INSPECTION CHARGES BASED UPON 2016 ASSESSOR'S
REPORT TO EXCISE BOARD AND THE 2016 TAX AUTHORIZED TO BE COLLECTED.**

ENTITY	SCHOOL DIST.#	FUND	VALUATION	MILLAGE	TAX	% OF TOTAL
COUNTYWIDE						
County of Tulsa		General	5,610,847,938	10.30	\$ 57,791,733.76	8.17%
		Debt Service		0.04	224,433.92	0.03%
		Total	5,610,847,938	10.34	58,016,167.68	8.20%
County Library		General	5,610,847,938	5.32	29,849,711.03	4.22%
County Health		General	5,610,847,938	2.58	14,475,987.68	2.05%
COUNTYWIDE SCHOOLS						
Tulsa Community College		General	5,610,847,938	7.21	40,454,213.63	5.72%
		Debt Service		0.00	0.00	0.00%
		Total		7.21	40,454,213.63	5.72%
Tulsa Technology Center		General	5,610,847,938	8.24	46,233,387.01	6.53%
		Building Fund		5.09	28,559,216.00	4.04%
		Total		13.33	74,792,603.01	10.57%
CITIES & TOWNS						
City of Bixby		Debt Service	245,282,962	11.11	2,725,093.71	0.39%
City of Broken Arrow		Debt Service	700,223,772	16.92	11,847,786.22	1.67%
City of Collinsville		Debt Service	35,087,272	0.00	0.00	0.00%
City of Glenpool		Debt Service	70,681,342	0.00	0.00	0.00%
City of Jenks		Debt Service	247,674,819	13.29	3,291,598.34	0.47%
Town of Liberty		Debt Service	526,689	0.00	0.00	0.00%
City of Mannford		Debt Service	123,290	0.00	0.00	0.00%
City of Owasso		Debt Service	248,110,494	0.36	89,319.78	0.01%
City of Sand Springs		Debt Service	133,429,649	8.70	1,160,837.95	0.16%
City of Sapulpa		Debt Service	4,746,685	14.89	70,678.14	0.01%
City of Skiatook		Debt Service	11,300,327	0.00	0.00	0.00%
Town of Sperry		Debt Service	4,368,421	0.00	0.00	0.00%
City of Tulsa		Debt Service	3,407,563,576	21.20	72,240,347.81	10.21%
Total Cities & Towns					91,425,661.95	12.92%
EMERGENCY MEDICAL SERVICE						
Glenpool		General Fund	80,608,469	3.09	249,080.17	0.04%
SCHOOL DISTRICTS						
Tulsa	I.S.D.# 1	General	2,358,291,478	36.05	85,016,407.78	12.01%
		Debt Service		29.07	68,555,533.27	9.69%
		Building		5.15	12,145,201.11	1.72%
		Total		70.27	165,717,142.16	23.42%

2017 DISTRIBUTION OF VISUAL INSPECTION CHARGES BASED UPON 2016 ASSESSOR'S
REPORT TO EXCISE BOARD AND THE 2016 TAX AUTHORIZED TO BE COLLECTED.

ENTITY	SCHOOL DIST.#	FUND	VALUATION	MILLAGE	TAX	% OF TOTAL
Sand Springs	I.S.D.# 2	General	157,454,595	36.05	5,676,238.15	0.80%
		Debt Service		30.31	4,772,448.77	0.67%
		Building		5.15	810,891.16	0.11%
		Total		71.51	11,259,578.08	1.59%
Broken Arrow	I.S.D.# 3	General	563,201,201	36.40	20,500,523.72	2.90%
		Debt Service		29.40	16,558,115.31	2.34%
		Building		5.20	2,928,646.25	0.41%
		Total		71.00	39,987,285.28	5.65%
Bixby	I.S.D.# 4	General	397,447,855	36.05	14,327,995.17	2.02%
		Debt Service		33.92	13,481,431.24	1.90%
		Building		5.15	2,046,856.45	0.29%
		Total		75.12	29,856,282.86	4.22%
Jenks	I.S.D.# 5	General	745,512,347	36.40	27,136,649.43	3.83%
		Debt Service		32.43	24,176,965.41	3.42%
		Building		5.20	3,876,664.20	0.55%
		Total		74.03	55,190,279.04	7.80%
Collinsville	I.S.D.# 6	General	67,935,874	36.40	2,472,865.81	0.35%
		Debt Service		26.18	1,778,561.18	0.25%
		Building		5.20	353,266.54	0.05%
		Total		67.78	4,604,693.53	0.65%
Skiatook	I.S.D.# 7	General	13,376,161	36.40	486,892.26	0.07%
		Debt Service		32.45	434,056.42	0.06%
		Building		5.20	69,556.04	0.01%
		Total		74.05	990,504.72	0.14%
Sperry	I.S.D.# 8	General	12,574,290	36.05	453,303.15	0.06%
		Debt Service		24.37	306,435.45	0.04%
		Building		5.15	64,757.59	0.01%
		Total		65.57	824,496.19	0.12%
Union	I.S.D.# 9	General	796,678,396	36.05	28,720,256.18	4.06%
		Debt Service		29.91	23,828,650.82	3.37%
		Building		5.15	4,102,893.74	0.58%
		Total		71.11	56,651,800.74	8.01%

**2017 DISTRIBUTION OF VISUAL INSPECTION CHARGES BASED UPON 2016 ASSESSOR'S
REPORT TO EXCISE BOARD AND THE 2016 TAX AUTHORIZED TO BE COLLECTED.**

ENTITY	SCHOOL DIST.#	FUND	VALUATION	MILLAGE	TAX	% OF TOTAL
Berryhill	I.S.D.#10	General	40,581,163	36.05	1,462,950.93	0.21%
		Debt Service		29.41	1,193,492.00	0.17%
		Building		5.15	208,992.99	0.03%
		Total		70.61	2,865,435.92	0.40%
Owasso	I.S.D.#11	General	355,532,038	36.05	12,816,929.97	1.81%
		Debt Service		24.93	8,863,413.71	1.25%
		Building		5.15	1,830,990.00	0.26%
		Total		66.13	23,511,333.68	3.32%
Glenpool	I.S.D.#13	General	80,608,469	36.05	2,905,935.31	0.41%
		Debt Service		29.75	2,398,101.95	0.34%
		Building		5.15	415,133.62	0.06%
		Total		70.95	5,719,170.88	0.81%
Liberty	I.S.D.#14	General	10,812,956	37.10	401,160.67	0.06%
		Debt Service		24.93	269,566.99	0.04%
		Building		5.30	57,308.67	0.01%
		Total		67.33	728,036.33	0.10%
Keystone	D.S.D.#15	General	10,841,115	36.05	390,822.20	0.06%
		Debt Service		7.20	78,056.03	0.01%
		Building		5.15	55,831.74	0.01%
		Total		48.40	524,709.97	0.07%
		Total General Fund			391,823,044.01	55.37%
		Total Debt Service			258,344,924.42	36.51%
		Total Building Fund			57,526,206.10	8.13%
		Total Taxes			\$ 707,694,174.53	100.00%

Approved by Tulsa County Excise Board July 20, 2017.

**COUNTY OF TULSA
FISCAL YEAR 2017-2018
DISTRIBUTION OF VISUAL INSPECTION PROGRAM
COSTS BY TAX RECIPIENT**

MILL RATE RECIPIENT	2016-2017 TAX COLLECTION AUTHORIZED	PERCENT OF TOTAL	AMOUNT DUE
COUNTY WIDE:			
TULSA COUNTY	58,016,167.68	8.19791511%	221,630.38
TULSA CITY-COUNTY LIBRARY	29,849,711.03	4.21788282%	114,030.33
TULSA CITY-COUNTY HEALTH	14,475,987.68	2.04551460%	55,300.42
TULSA TECHNOLOGY CENTER	74,792,603.01	10.56849211%	285,718.85
TULSA COMMUNITY COLLEGE	40,454,213.63	5.71634119%	154,541.10
Total	217,588,683.03		
CITIES & TOWNS:			
TULSA	72,240,347.81	10.20784831%	275,968.86
SAND SPRINGS	1,160,837.95	0.16403102%	4,434.57
SAPULPA	70,678.14	0.00998710%	270.00
BROKEN ARROW	11,847,786.22	1.67413929%	45,260.30
BIXBY	2,725,093.71	0.38506657%	10,410.26
JENKS	3,291,598.34	0.46511593%	12,574.39
OWASSO	89,319.78	0.01262124%	341.21
GLENPOOL (CITY)	0.00	0.00000000%	0.00
GLENPOOL (MEDICAL)	249,080.17	0.03519602%	951.52
Total	91,674,742.12		
SCHOOL DISTRICTS:			
1- TULSA	165,717,142.16	23.41649093%	633,064.09
2- SAND SPRINGS	11,259,578.08	1.59102314%	43,013.26
3- BROKEN ARROW	39,987,285.28	5.65036236%	152,757.37
4- BIXBY	29,856,282.86	4.21881145%	114,055.43
5- JENKS	55,190,279.04	7.79860581%	210,835.06
6- COLLINSVILLE	4,604,693.53	0.65066150%	17,590.61
7- SKIATOOK	990,504.72	0.13996225%	3,783.88
8- SPERRY	824,496.19	0.11650459%	3,149.70
9- UNION	56,651,800.74	8.00512464%	216,418.29
10- BERRYHILL	2,865,435.92	0.40489749%	10,946.39
11- OWASSO	23,511,333.68	3.32224491%	89,816.79
13- GLENPOOL	5,719,170.88	0.80814158%	21,848.08
14- LIBERTY	728,036.33	0.10287443%	2,781.21
15- KEYSTONE	524,709.97	0.07414360%	2,004.47
Total	398,430,749.38		
TOTAL	707,694,174.53	100.00%	2,703,496.83

Approved by the Tulsa County Excise Board July 20, 2017.

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

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 18-07781

08/07/2017

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

Julie Carlson

08/07/2017

PURCHASING OFFICER

DATE

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

SM

08/07/2017

11/06/17
DATE

ENCUMBERING OFFICER

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	FY18 FIRST RESPONDER/ADMIN FEE FY18 FIRST RESPONDER/ADMIN		00020354	31 -6-01-6225		0.00	105,300.00 *

Partial Payment \$7,751.00

** TOTAL ** 105,300.00

*** 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.

Julie Carlson

11/5/17

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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

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



INVOICE

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

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

Customer Number: 01-0172

Invoice Number: 09/30/2017

Invoice Date: 11/05/2017

Due Date: 11/15/2017

P.O. # : 18-07781

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT SEPT	N/A	MONTH	N/A	7,751.00
89 EMR RUNS @\$84 = \$7,476 \$275 ADMIN FEES				
*****THA NK YOU*****				TOTAL DUE \$7,751.00

FY18 GEMS Admin/First Responder Reimbursements
BLANKET PO 18-07781

	July	Aug	Sept	Total Runs	@ \$84/run
Total Runs	135	151	122	408	
Fire runs	37	50	33	120	
EMR runs	98	101	89	288	\$ 24,192
EMR Ratio	73%	67%	73%	71%	
Run Rate	\$ 84	\$ 84	\$ 84		
Admin	\$ 275	\$ 275	\$ 275	\$ 825	\$ 825
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 8,507	\$ 8,759	\$ 7,751	\$ 25,017	\$ 25,017

AMOUNT DUE AUG \$ 7,751.00 Blanket PO 18-07781
31-6-01-6225

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

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 18-07782

08/07/2017

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

Julie Casteen

08/07/2017

PURCHASING OFFICER

DATE

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

[Signature]

08/07/2017

ENCUMBERING OFFICER

DATE

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

1544 - 12,000. cc

October 2017

Partial Payment

12,000 cc

** TOTAL **

144,000.00

*** APPROVAL FOR PURCHASE ***

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

Julie Casteen

11/5/17

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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Mercy Regional Oklahoma

Owasso, OK 74055

Centurion Health Systems

Invoice

Date	Invoice #
10/16/2017	1544

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

P.O. No.	Terms	Project

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

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 # 18-07928

09/13/2017

ISSUED TO: VEND #: 01-001395
TELEFLEX MEDICAL INC.
550 E SWEDES FORD ROAD
SUITE 400
WAYNE, PA 19087

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

Julie Carlson

09/13/2017

PURCHASING OFFICER

DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
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THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF
SAID APPROPRIATION.

Sm

09/13/2017

ENCUMBRING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	AirTraq #3 Blades x 2		00020590	3 46-01-6202		0.00	159.96 *
	SHIPPING 15.07						
	AirTraq #3 blades x 2						
						Shipping \$15.07	

** TOTAL ** 159.96

Revised Total \$175.03

*** 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.

Julie Carlson

11/5/17

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.



3015 Carrington Mill Blvd, Suite 300
Morrisville, NC 27560
USA

Invoice

Number	Date	Page	Due Date
95142046	09/14/2017	Page 1 of 1	10/14/2017
Payer Account No. 2001257			

Bill To Party Account No. 2001257

|||||
T2 P1 *****AUTO**MIXED AADC 275
##-0001-##-1-273-273-439
CITY OF GLENPOOL
12205 SOUTH YUKON AVENUE
GLENPOOL OK 74033-6635
USA

Ship To Party Account No. 2001257

CITY OF GLENPOOL
12205 SOUTH YUKON AVENUE
GLENPOOL, OK 74033-6635
USA

Payment Remittance Address:

Teleflex Medical
PO Box 601608
Charlotte, NC 28260-1608

Wire Transfer Remittance:

Wells Fargo Bank, NA, Charlotte, NC
Account No. 2000003325667
Routing/ABA No. 121000248
SWIFT Code: WFBUS65

Overnight Remittance Address:

Teleflex Medical c/o Wells Fargo Bank, NA
PO Box 601608
1525 West W.T. Harris Blvd - 2C2
Charlotte, NC 28262

Purchase Order Number	Sales Order Number	Order Placed By	Delivery Number	Carrier/Level of Service
91217KD	3676357	Kendall Dikes	8001696380	UPS
Tracking Number	Freight Terms	Incoterms	Payment Terms	Currency
1Z6069230375091902	Pre-pay & Add	FOB ORIGIN	Net 30	USD

Line	Material	Material Description	UOM	Shipped Qty	Back Order Qty	Unit Price	Total
000010	A-011	AIRTRAQ SP - REGULAR SIZE 3	CS	2	0	79.98	159.96
Brand: Rusch							
Batch Number: I-17032101							

Sub-Total	159.96
Freight	15.07
Tax	0.00
Total USD	175.03

The terms on our Acknowledgment and Invoices state Teleflex's entire contract. Teleflex shall not be bound by any different, additional or conflicting terms and conditions contained in Buyer's Purchase Order unless expressly agreed to in writing by Teleflex. Teleflex's Acknowledgment will not hereafter be subject to any change, modification or conflicting language without Teleflex's prior written consent.

Tel 866-246-6990 | Email cs@teleflex.com | www.teleflex.com | EIN: 95-1867330

RECEIVED
SEP 26 2017
BY: [Signature]
APPROVED: [Signature]

**Order Confirmation**

No.	Date	Page
3676357	09/12/2017	1 of 1

Sold To Party **Account No. 2001257**
City of Glenpool
12205 South Yukon Avenue
Glenpool OK 74033-6635
USA

Ship To Party **Account No 2001257**
City of Glenpool
12205 South Yukon Avenue
Glenpool OK 74033-6635
USA

Purchase Order No.	Purchase Order Date	Order Placed By	Processed By	Carrier/Level of Service
91217KD	09/12/2017	Kendall Dikes	CLOWE	UPS Ground
Freight Terms	Incoterms	Payment Terms	Currency	
Pre-pay & Add	FOB ORIGIN	Net 30	USD	

Line	Material	Brand	Material Description	UOM	Order Qty	Shipping Date	Unit Price	Total
10	A-011	Rusch	AIRTRAQ SP - REGULAR SIZE 3	CS	2	09/12/2017	79.98	159.96
Sub-Total								159.96
Total USD								159.96

Comments

— RECEIVED
SEP 12 2017
BY [Signature]

The terms on our Acknowledgment and Invoices state Teleflex's entire contract. Teleflex shall not be bound by any different, additional or conflicting terms and conditions contained in Buyer's Purchase Order unless expressly agreed to in writing by Teleflex. Teleflex's Acknowledgment will not hereafter be subject to any change, modification or conflicting language without Teleflex's prior written consent.

Teleflex Medical Incorporated
3015 Carrington Mill Blvd Morrisville, NC 27560 USA
Tel 866-246-6990 International 919-361-3964 Fax
Email cs@teleflex.com www.teleflex.com



TO: Kendall Dikes
FROM: Candyce Lowe
RE:
DATE: 09/12/2017

— RECEIVED
SEP 12 2017
BY [illegible]
[illegible]

Darrell Colbert

From: Paul Newton
Sent: Wednesday, September 27, 2017 11:10 AM
To: Darrell Colbert
Subject: RE: Approval for Invoice

Yes sir. Also we have revived the mounting brackets from my ms supply ordered on GEMS.

Sent from my U.S. Cellular® Smartphone

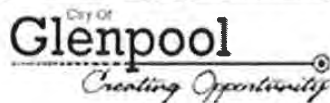
----- Original message -----

From: Darrell Colbert <dcolbert@cityofglenpool.com>
Date: 9/27/17 10:28 (GMT-06:00)
To: Paul Newton <pnewton@cityofglenpool.com>
Subject: Approval for Invoice

I have received the attached invoice 95142046 for \$175.03 from Teleflex. Do you approve this invoice for payment?

Thanks

Darrell Colbert
Finance/AP/Procurement
City of Glenpool
12205 South Yukon
Glenpool, OK 74033
Office (918) 209-4633
Fax (918) 209-4626
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 # 18-07944 09/20/2017

ISSUED TO: VEND #: 01-001436
MY EMS SUPPLY
307 MAIN STREET
PLYMPTON, MA 02367

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

Julie Carlson

09/20/2017

PURCHASING OFFICER

DATE

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

SM

09/20/2017

11/06/17

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	Cardiac Monitor Mounts x 2 Vehicle Mounts for Lifepak 15 Cardiac Monitors Cardiac Monitor Mounts x 2		00020615	31 -6-01-6206		0.00	790.00 *

*** TOTAL *** 790.00

*** 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.

Julie Carlson

11/5/17

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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

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



My EMS Supply

307 Main St
Plympton, MA 02367

Phone # 781-679-8125
Fax # 781-679-0138

sales@myemssupply.com
www.myemssupply.com

Invoice

Date	Invoice #
9/21/2017	12015

INVOICE TO:

Glenpool Fire Department
Paul Newton
12205 S Yukon Ave
Glenpool, OK 74033

SHIP TO:

Glenpool Fire Department
Paul Newton
14536 S Elmwood Ave
Glenpool, OK 74033

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
18-07944	Net 30	DR	9/21/2017	UPS	MN	

Quantity	Item Code	Description	Price Each	Amount
2	H7000	Swivel Monitor Mount For Physio Control LifePak 12/15 Without Charger	395.00	790.00
1	FREESHIP	Free Ground Shipping - Orders Over \$300 UPS Tracking: 1Z4X7R680353113499 Out-of-state sale, exempt from sales tax	0.00	0.00
			0.00%	0.00
 RECEIVED SEP 27 2017 BY: [Signature]			Total	\$790.00

Darrell Colbert

From: Paul Newton
Sent: Wednesday, September 20, 2017 12:48 PM
To: Darrell Colbert
Subject: Fw: My EMS Supply - Everything Public Safety Order Confirmation

Darrell,

Here's the receipt for the order placed on PO#18-07944.

I'll let you know when the items are received.

Thanks again,

Paul

From: sales@myemssupply.com <sales@myemssupply.com>
Sent: Wednesday, September 20, 2017 12:46 PM
To: Paul Newton
Subject: My EMS Supply - Everything Public Safety Order Confirmation

 MY EMS SUPPLY "EVERYTHING PUBLIC SAFETY" My EMS Supply - EMS Medical Supplies and Equipment www.myemssupply.com My EMS Supply has everything for your ambulance service or fire based EMS operation. We have name brand products all below list price.	CustomerID# 495
--	----------------------------

Thank you for your order. Your order number is 607, placed 09/20/2017 at 13:45.

Bill To:

Paul Newton
12205 S. Yukon Ave.
Glenpool, OK 74033

Ship To:

Glenpool Fire Department
Paul Newton
14536 S. Elwood Ave.

United States
9183225409
pnewton@cityofglenpool.com

Glenpool, OK 74033
United States
9183222172

Payment Info:

Purchase Order # 18-07944

Shipping Method:

Free Ground Shipping

Order Details:

Code	Item	Qty	Price	Grand Total
H7000	NCE Bracket For Physio Control Lifepak 12/15	2	\$395.00	\$790.00

Subtotal: \$790.00

Tax: \$0.00

Shipping Cost: \$0.00

Grand Total: \$790.00

Thank you for shopping at My EMS Supply - Everything Public Safety!
Visit us again at <http://www.myemssupply.com/>



My EMS Supply - EMS Medical Supplies and Equipment

www.myemssupply.com

My EMS Supply has everything for your ambulance service or fire based EMS operation. We have name brand products all below list price.

**2018 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
GLENPOOL, OKLAHOMA**

DATE	TIME	PLACE
JANUARY 2, 2018 *	6:00 P.M.	GLENPOOL CITY HALL
FEBRUARY 5, 2018	6:00 P.M.	GLENPOOL CITY HALL
MARCH 5, 2018	6:00 P.M.	GLENPOOL CITY HALL
APRIL 2, 2018	6:00 P.M.	GLENPOOL CITY HALL
MAY 7, 2018	6:00 P.M.	GLENPOOL CITY HALL
JUNE 4, 2018	6:00 P.M.	GLENPOOL CITY HALL
JULY 2, 2018	6:00 P.M.	GLENPOOL CITY HALL
AUGUST 6, 2016	6:00 P.M.	GLENPOOL CITY HALL
SEPTEMBER 4, 2018 *	6:00 P.M.	GLENPOOL CITY HALL
OCTOBER 1, 2016	6:00 P.M.	GLENPOOL CITY HALL
NOVEMBER 13, 2018*	6:00 P.M.	GLENPOOL CITY HALL
DECEMBER 11, 2018*	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 14th day of November 2017

Signed: _____

