NOTICE
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
SPECIAL MEETING

A Special Session of the Glenpool Area Emergency Medical Service District will be held at 6:00 p.m. immediately following the Special Glenpool Utility Service Authority meeting on June 15, 2020, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AMENDED AGENDA

Page

A) **Call to Order - Timothy Lee Fox, Chairman**

B) **Roll Call, Declaration of Quorum – Wendy Knight, Clerk; Timothy Lee Fox, Chairman**

C) **Scheduled Business**

1) Discussion and possible action to approve and authorize the Chairman of the GEMS Board of Trustees to sign the annual Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as well as Emergency Medical Response Agency emergency medical services. 3 - 9
(Susan White, GEMS District Administrator)
Staff Memo for FY 21 Op Agreement
Oper-Admin Agreement Final

2) Discussion and possible action to approve and authorize the Chairman of the GEMS Board of Trustees to sign a Professional Services Contract with Susan White to perform, as an independent contractor, the duties of GEMS District Administrator. 10 - 14
(Susan White, GEMS District Administrator)
Final Pro Svcs Con - District Admin_

3) Discussion and possible action to approve and authorize the Chairman of the GEMS Board of Trustees to sign a Professional Services Contract with Lowell Peterson to perform, as an independent contractor, the duties of GEMS District Legal Counsel. 15 - 19
(Susan White, GEMS District Administrator)
Final Pro Svcs Con - Legal Counsel.1

4) Discussion and possible action to approve and authorize the Chairman of the GEMS Board of Trustees to sign a Professional Services Contract with John Gonsalves to perform, as an independent contractor, the duties of GEMS District Treasurer/Finance Officer. 20 - 23
(Susan White, GEMS District Administrator)
Final Pro Svcs Con - Finance Officer

5) Discussion and possible action to approve and authorize the Chairman of the GEMS Board of Trustees to sign a Professional Services Contract with Wendy Knight to perform, as an independent contractor, the duties of GEMS District Clerk. 24 - 27
(Susan White, GEMS District Administrator)
Final Pro Svcs Con - Clerk

6) Discussion and possible action to approve purchase order(s) and receipts register 28 - 56

totaling $8,555.70.
(John Gonsalves, District Treasurer)
GEMS Invoice 6-15-20

7) Discussion and possible action to renew annual certificate and order to County Clerk and County Treasurer verifying that there is a current surety bond in place to allow the transfer of funds from the County Treasurer to the GEMS District. 57 - 61
(John Gonsalves, Treasurer)
Final - GEMS Certificate and Order

D) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 11, 2020, by 5:00 pm.
Signed: Wendy Knight
Clerk

GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE MAYOR/CHAIRMAN AND CITY COUNCIL/GEMS DISTRICT BOARD MEMBERS

From: Susan White, District Administrator

Date: June 15, 2020

Subject: FY 2020-2021 Administrative Operations Agreement between GEMS and City of Glenpool.

Background:

The Administrative Operations Agreement between GEMS and City of Glenpool has been updated for FY 2020-2021. The changes are:
1) edits to language in Sections II.A and III.E(ii). The edits further define and differentiate the duties of city staff vs. administrative services provided by GEMS contractors; and
2) updates to Exhibit A as adopted in the FY 2020-2021 annual budget. The revised rate accounts for changes to the City's personal services budget and other operating expenses.

Staff Recommendation:

Staff recommends approval of the Agreement.

Attachments:

FY 2020-2021 Administrative Operations Agreement

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

ADMINISTRATIVE OPERATIONS AGREEMENT – FISCAL YEAR 2020 – 2021
[City of Glenpool and "GEMS" District]

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

I. Stipulations

A. The Parties acknowledge and agree to the following:

1. City is a municipal corporation doing business within Tulsa County, State of Oklahoma.

2. GEMS is an emergency medical service district as defined in and having all powers, duties and privileges provided under the Oklahoma Constitution, Art. X, § 9C, and was created by vote of the qualified voters of the Glenpool Public School District on February 22, 1983. Since ratification, GEMS has continually functioned as an emergency medical service district and has been administered through five members appointed by the Tulsa County Board of County Commissioners and serving as a Board of Trustees as prescribed by the Oklahoma Constitution.

3. As provided by Title 5, Chapter 2, Article B, Section 1[1] of the Glenpool City Code, the Emergency Medical Response Agency consists of Glenpool Fire Department members who are certified by the Oklahoma Department of Health in accordance with the Oklahoma Emergency Response Systems Development Act and in accordance with rules and regulations promulgated by the Oklahoma Board of Health; and are so designated by the Medical Director, as defined in Title 5, Chapter 2, Article A, Section 1 of the City Code, to perform emergency medical services at the scene of an incident requiring emergency medical services, excluding transport, as further provided by Title 5, Chapter 2, Article B of the City Code.

II. City's Responsibilities

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

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

purposes which GEMS may lawfully subsidize in accordance with the Emergency Medical Service District Budget Act, 19 O.S. §§ 1701 – 1723, inclusive[2]:

A. City staff persons will provide general clerical and accounting services as requested by the GEMS District Administrator, District Treasurer/Finance Officer, or District Clerk. These services will include at a minimum, use of the City's Enterprise Resource Planning software (Incode), use of the City's online agenda preparation and administration software (iCompass), use of City office supplies, computers, network and internet services, encumbrance and payment of approved purchase orders and invoices, and review of banking reconciliation and financial reports necessary to maintain segregation of duties and manage the GEMS approved budget.

B. City will provide Emergency Medical Response Agency emergency medical services for GEMS, to include: the cost of all personnel dedicated to Emergency Medical Response ("EMR") runs and related functions, EMR contracted training, EMR durable and replaceable medical equipment, supplies, emergency vehicle maintenance and fuel expenses and related services as provided by Title 5, Chapter 2, Article B, Sections 1 and 2 of the City Code[3] and will ensure that all persons acting as emergency medical responders shall be properly certified and shall be under the direct supervision of the GEMS Medical Director, as appointed by the GEMS District Board or by contract with an ambulance service provider pursuant to Title 5, Chapter 2, Article A, Section 2 of the City Code,[4] at a cost to be subsidized by GEMS in an amount appropriated for

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[2] 19 O.S. §1719 provides expressly:

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

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

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

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

III. GEMS' Responsibilities

A. The GEMS Board of Trustees will be solely responsible for the appointment of and payment of compensation as provided by separate contract to a person qualified and acceptable to the Board of Trustees to perform administrative services for GEMS, including services as an administrative liaison between GEMS and City for the purpose of making and delivering such reports to the Board of Trustees as needed to provide information, answer questions and carry out administrative tasks assigned by the Board, ("**District Administrator**") and will ensure that such District Administrator is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2020-2021 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. For purposes of this Agreement, the District Administrator shall not be regarded or treated as an employee of either the City or the GEMS District but is in all respects an independent contractor in privity with GEMS.

B. The GEMS Board of Trustees will be solely responsible for the appointment of and payment of compensation as provided by separate contract to a person qualified and acceptable to the Board of Trustees to perform organizational and record-keeping duties for GEMS in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation ("**District Clerk**"), and will ensure such District Clerk is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2020-2021 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. For purposes of this Agreement, the District Clerk shall not be regarded or treated as an employee of either the City or the GEMS District but is in all respects an independent contractor in privity with GEMS.

C. The GEMS Board of Trustees will be solely responsible for the appointment of and payment of compensation as provided by separate contract to a person qualified and acceptable to the Board of Trustees to perform legal services for GEMS, to ensure that all GEMS activities, contracts and any other actions are in compliance with all applicable constitutional and statutory requirements ("**District Legal Counsel**"), and will ensure such District Counsel is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of his Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2020-2021 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. For purposes of this Agreement, the District Counsel shall not be regarded or treated as an employee of either the City or the GEMS District but is in all respects an independent contractor in privity with GEMS.

D. The GEMS Board of Trustees will be solely responsible for the appointment of and payment of compensation as provided by separate contract to a person qualified and acceptable to the Board of Trustees to perform accounting and budgetary services for GEMS, including management of the accounts of GEMS in accordance with the Emergency Medical Service District Budget Act and making such reports to the GEMS Board of Trustees as needed to keep the Board of Trustees informed regarding its financial status and legal compliance ("**District Treasurer/Finance Officer**"), and will ensure such District Finance Officer is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by

GEMS in an amount appropriated for that purpose by the GEMS FY 2020-2021 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. For purposes of this Agreement, the District Finance Officer shall not be regarded or treated as an employee of either the City or the GEMS District but is in all respects an independent contractor in privity with GEMS.

E. GEMS agrees to adopt such rules, policies, and procedures as will provide for orderly, lawful, and expedient emergency medical response agency services, as provided by a separate ambulance service provider agreement with a qualified ambulance service provider to the fullest extent permissible under Oklahoma law.

   i. GEMS stipulates that the Board of Trustees has the power and duty to promulgate and adopt such rules, policies, and procedures pursuant to Art. X, § 9C of the Oklahoma Constitution.

   ii. GEMS further stipulates and agrees that the clerical and accounting services provided by City personnel under Section II.A. of this Agreement shall be performed in accordance with the provisions of Title 5, Emergency Preparedness, Chapter 2, Medical Services, Article A, Emergency Medical Services; and Article B, First Responder Service, of the City of Glenpool Code of Ordinances,, as amended by Ordinance 694, adopted by the City Council on March 2, 2015, and any such further amendments, ordinances, resolutions or policies adopted by the City or the Board of Trustees, as applicable and as may directly affect the provision of said services.

   iii. GEMS further stipulates and agrees that the Emergency Medical Response Agency provided by the City under Section II.B. of this Agreement shall be supervised in such a way as to comply with all requirements of the Oklahoma Emergency Response Systems Development Act and any other applicable laws.

F. GEMS agrees that it shall provide EMR contracted training, EMR certification fees, EMR durable and replaceable medical equipment, medical oxygen, and all supplies and equipment not otherwise provided by other parties.

G. GEMS agrees that it shall annually prepare and adopt a budget in accordance with the provisions of the Emergency Medical Service District Budget Act and allocating sufficient funds to comply with all obligations and undertakings of this Agreement.

H. In consideration of the administrative, financial and emergency medical response agency services provided by City as described in Sections II.A. and II.B. of this Agreement, GEMS agrees to reimburse the City at a mutually agreed upon cost for such services during the term of this Agreement. Such costs shall be included in the annual budget adopted by GEMS as provided in Section III.G. of this Agreement and in accordance with the Emergency Medical Response Service Rate Summary at **Exhibit A**, incorporated herein by reference.

IV. Term of Agreement

This Agreement shall be deemed effective as of July 1, 2020 and shall continue through June 30, 2021. This Agreement will automatically be renewed each subsequent year, beginning July 1, 2021, unless either party notifies the other at least 90 days prior to the same of its intention not to renew.

V. Termination

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

VI. Successors and Assigns

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

VII. Savings Clause

A. If any provisions of this Agreement, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end, the provisions of this Agreement are several.

B. It is understood that the foregoing is a complete understanding of all the terms and conditions governed by this Agreement during the term of this Agreement, and all renewals as provided by Section IV of this Agreement, and it cannot be altered in any manner, save by the complete written concurrence of the Parties subscribing hereto.

In Witness Whereof, the Parties have hereunto set their hands this 15th day of June 2020.

City of Glenpool

____
Timothy Lee Fox, Mayor

Attest:

____
Wendy Knight, City Clerk

Approved as to Form:

____
Lowell Peterson, City Attorney

Glenpool Area Emergency Medical Services District

____
Timothy Lee Fox, Chairman of the Board of Trustees

[SEAL]

____
Wendy Knight, District Clerk

____
Lowell Peterson, District Counsel

EXIBIT A

EMERGENCY MEDICAL RESPONSE SERVICE RATE SUMMARY

	Run YTD as of 3/31/2020	Ratio
EMR	855	76%
FIRE	273	24%
Total	**1128**	

Based on FY2020-2021 Proposed Budget:		**EMR Calls vs Fire Total**		**76% EMR**
Total Compensation/Benefits for EMR personnel:	$	2,206,884	$	1,677,231.84
Average per person (total /21)	$	105,089.71	$	79,868
Annual hours per person		2,912		
Avg hourly personnel costs	$	36.09	$	27.43
Three person crew ($36.09 x 3)	$	108.27	$	82.29

Fire Truck Expenses		**FY20-21**
Maintenance	$	35,000
Fuel		15,000
Total Truck Expenses	$	50,000

		EMR Calls vs Fire		**76%**
Estimated number runs FY2020-2021		1504		1143
Average cost per run for truck (constant)	$	33.24	$	33.24
		Total		**EMR**
Total rate per run ($82.29 crew, $33.24 truck)	**$**	**141.51**	**$**	**115.53**
Total Estimated EMR Reimbursement FY20-21			**$**	**132,055**

Professional Services Contract – GEMS District Administrator

FISCAL YEAR 2020 – 2021

This Professional Services Contract ("**Contract**") is effective as of July 1, 2020 by and between SUSAN WHITE, an individual ("**Contractor**") and the Glenpool Area Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties"** and each a "**Party"**) in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2020-2021 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 15, 2020.

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

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

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

1. **Term.** The term of this Contract shall begin on July 1, 2020 and shall continue for the GEMS District's Fiscal Year of 2020-2021, that is, through June 30, 2021 (the "**Term**").

2. **Compensation**

   a. **Yearly Fee.** GEMS District hereby agrees to pay Contractor a yearly fee of $2,500.00 as compensation for services rendered to GEMS District, such payment to be made on the basis of twelve (12) equal monthly paychecks. The fee may be adjusted from time to time by GEMS District, in its sole discretion.

   b. **Pay Period.** Contractor will be paid once per month. The pay period may be adjusted from time to time by GEMS District, in its sole discretion.

   c. **Business Expenses.** GEMS District shall reimburse Contractor for all reasonable and properly documented business expenses that are necessarily incurred in connection with carrying out Contractor's duties and responsibilities and approved in advance by GEMS District in accordance with GEMS District's expense reimbursement policies and to the extent permissible under the Oklahoma Emergency Medical Service District Budget Act.

3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to employees of GEMS District who occupy similar positions. This Contract is for the sole benefit of Contractor and GEMS District and is not intended to create an employee benefit plan of any kind. Nothing in this Contract shall impair GEMS District's right to amend, modify, replace, or terminate any and all fringe benefits

GEMS District elects to extend Contractor in its sole discretion. It is further expressly understood and agreed that, until such condition is changed by GEMS District in its sole discretion, this Contract includes no contractual benefits beyond the compensation provided by paragraph 2 above.

4. **Duties.** Contractor is hereby retained by GEMS District as the GEMS District Administrator. District Administrator duties include performing administrative services for GEMS District, including services as an administrative liaison between the GEMS District and the City of Glenpool for the purpose of making and delivering such reports to the GEMS District Board of Trustees or the Glenpool City Council as needed to provide information, answer questions and carry out operational tasks assigned by the Board. Attendance at no fewer than nine scheduled meetings of the GEMS Board of Trustees during the Term of this Contract is mandatory unless an absence in excess of nine is granted in writing. In addition to any duties specified in this Contract, Contractor shall have such duties as may from time to time be reasonably assigned to Contractor by GEMS District. Contractor acknowledges that by virtue of Contractor's position and responsibilities, Contractor will have fiduciary duties to GEMS District and a duty of loyalty to GEMS District and will, at all times, act in a manner consistent with such duties and abide by GEMS District's reasonable rules, regulations, instructions and directions.

5. **Extent of Services.** During this Contract, Contractor shall devote so much of her time, energy, and attention to the benefit and business of GEMS District as may be reasonably necessary in performing Contractor's duties pursuant to this Contract. Any outside employment engaged by Contractor, whether as Assistant City Manager for the City of Glenpool or otherwise, must not interfere or conflict with Contractor's ability to properly perform her job duties or conflict with any provision of this Contract. Nothing in this Contract shall be construed as limiting Contractor's right to maintain any such outside employment that does not take significant amount of Contractor's time, energy, and attention away from Contractor's duties to GEMS District.

6. **Discretion of GEMS District.** The GEMS District Board of Trustees, by signature of its chairman below, represents that it has exercised its unfettered discretion in making the decision to retain the Contractor without undue influence from the City of Glenpool or otherwise.

7. **Independent Contractor Status.** Contractor is for all purposes an independent contractor and is NOT an employee of the GEMS District.

8. **Termination.** This Contract may be terminated for any reason or for no reason by either Party upon thirty days' prior notice to the other Party. Upon termination this Contract shall be of no effect except as otherwise provided for the survival of paragraph 9 hereof.

9. **Obligation of Confidentiality**

   a. **Confidential Information.** "**Confidential Information**" means any information which is possessed by or developed for GEMS District and which relates to GEMS District's existing or potential business or technology, to the extent such information is generally not known to the public and which information GEMS District is permitted or required by applicable law to protect from disclosure. Confidential Information also includes information received by GEMS District from others that GEMS District has an obligation to treat as confidential. Confidential Information includes any information and documents that conform to this definition whether or not they are marked "confidential" or carry any other marks or designations.

   b. **Non-Disclosure.** Except as required in the conduct of GEMS District's business or as expressly authorized in writing on behalf of GEMS District, during the Term of this Contract, Contractor shall not disclose, directly or indirectly, any Confidential Information to any unauthorized third party. This obligation of non-disclosure shall continue after the termination of this Contract indefinitely or for the maximum amount of time permitted by applicable law. These restrictions apply to all Confidential Information regardless of the format (hard copy, electronic, or otherwise) or location in which they are created or maintained, including, but not limited to, all computers that Contractor may possess or have access to in or away from GEMS District's offices.

   c. **Exceptions.** This Contract shall not prohibit any disclosure that is required by law or court order, provided that Contractor has not intentionally taken actions to trigger such required disclosure and, so long as not prohibited by any applicable law or regulation, GEMS District is given reasonable prior notice and an opportunity to contest or minimize such disclosure. The same provisions shall not prevent Contractor's disclosure of Confidential Information in the event GEMS District has given Contractor express prior written permission to do so.

10. **Severability.** If any provision of this Contract shall be held by competent authority to be invalid or unenforceable for any reason, that provision shall be considered removed from this Contract and the remaining provisions shall continue to be valid and enforceable according to the intentions of the Parties. If such competent authority finds that any provision of this Contract is invalid or unenforceable as currently written but that, by rewriting or limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as is necessary to further the intent of the Parties to the maximum extent permitted by law.

11. **Entire Contract.** This Contract contains the entire agreement between the Parties and supersedes all prior agreements and understandings, oral or written, with respect to the

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

12. Governing Law and Venue. To the extent not inconsistent with applicable law, the Parties acknowledge and agree that this Contract shall be governed by and construed in accordance with the laws of the State of Oklahoma and, in the event of any dispute hereunder, shall be presentable to the Tulsa County District Court.

13. Counterparts; Electronic Signature. This Contract may be executed in counterparts, including by fax, email, or other facsimile, each an original but all considered part of one Contract. Electronic signatures placed upon counterparts of this Contract by a Party shall be considered valid representations of that Party's signature.

14. Notice. Any notice required or permitted to be given under this Contract shall be sufficient if in writing and if sent by electronic mail, hand-delivered or by standard U.S. mail to the applicable Party at the following addresses or any other address so specified in writing by a Party:

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

EMPLOYEE ADDRESS
Susan White, GEMS District Administrator
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

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

CONTRACTOR

Signed: _______________________________ Date: _______________________
Susan White
District Administrator

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ________________________________ Date: ________________________

Timothy Lee Fox
Chairman of the Board of Trustees

Professional Services Contract – GEMS Legal Counsel

FISCAL YEAR 2020 – 2021

This Professional Services Contract ("**Contract**") is effective as of July 1, 2020 by and between LOWELL PETERSON, an individual ("**Contractor**") and the Glenpool Area Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties**" and each a "**Party**") in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2020-2021 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 15, 2020.

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

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

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

1. **Term.** The term of this Contract shall begin on July 1, 2020 and shall continue for the GEMS District's Fiscal Year of 2020-2021, that is, through June 30, 2021 (the "**Term**").

2. **Compensation**

   a. **Yearly Fee.** GEMS District hereby agrees to pay Contractor a yearly fee of $2,500.00 as compensation for services rendered to GEMS District, such payment to be made on the basis of twelve (12) equal monthly paychecks. The fee may be adjusted from time to time by GEMS District, in its sole discretion.

   b. **Pay Period.** Contractor will be paid once per month. The pay period may be adjusted from time to time by GEMS District, in its sole discretion.

   c. **Business Expenses.** GEMS District shall reimburse Contractor for all reasonable and properly documented business expenses that are necessarily incurred in connection with carrying out Contractor's duties and responsibilities and approved in advance by GEMS District in accordance with GEMS District's expense reimbursement policies and to the extent permissible under the Oklahoma Emergency Medical Service District Budget Act.

3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to employees of GEMS District who occupy similar positions. This Contract is for the sole benefit of Contractor and GEMS District and is not intended to create an employee benefit plan of any kind. Nothing in this Contract shall impair GEMS District's right to amend, modify, replace, or terminate any and all fringe benefits

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

4. **Duties.** Contractor is hereby retained by GEMS District as the GEMS Legal Counsel. Legal Counsel duties include providing advisory services as an attorney in a confidential and professional relationship between the GEMS District and the City of Glenpool for the purpose of ensuring compliance by the GEMS District Board of Trustees and the Glenpool City Council with the Oklahoma Emergency Response Systems Development Act and in accordance with rules and regulations promulgated by the State Board of Health, as provided by the Operational Agreement and the Ambulance Service Agreement between the parties. Attendance at no fewer than nine scheduled meetings of the GEMS Board of Trustees during the Term of this Contract is mandatory unless an absence in excess of nine is granted in writing. In addition to any duties specified in this Contract, Contractor shall have such duties as may from time to time be reasonably assigned to Contractor by the GEMS District. Contractor acknowledges that by virtue of Contractor's position and responsibilities, Contractor will have fiduciary duties to GEMS District and a duty of loyalty to the GEMS District and will, at all times, act in a manner consistent with such duties and abide by GEMS District's reasonable rules, regulations, instructions and directions.

5. **Extent of Services.** During this Contract, Contractor shall devote so much of his time, energy, and attention to the benefit and business of GEMS District as may be reasonably necessary in performing Contractor's duties pursuant to this Contract. Any outside employment engaged by Contractor, whether as City Attorney for the City of Glenpool or otherwise, must not interfere or conflict with Contractor's ability to properly perform his job duties or conflict with any provision of this Contract. Nothing in this Contract shall be construed as limiting Contractor's right to maintain any such outside employment that does not take significant amount of Contractor's time, energy, and attention away from Contractor's duties to GEMS District.

6. **Discretion of GEMS District.** The GEMS District Board of Trustees, by signature of its chairman below, represents that it has exercised its unfettered discretion in making the decision to retain the Contractor without undue influence from the City of Glenpool or otherwise.

7. **Independent Contractor Status.** Contractor is for all purposes an independent contractor and is NOT an employee of the GEMS District.

8. **Termination.** This Contract may be terminated for any reason or for no reason by either Party upon thirty days' prior notice to the other Party. Upon termination this Contract shall be of no effect except as otherwise provided for the survival of paragraph 9 hereof.

9. **Obligation of Confidentiality**

   a. **Confidential Information.** "**Confidential Information**" means any information which is possessed by or developed for GEMS District and which relates to GEMS District's existing or potential business or technology, to the extent such information is generally not known to the public and which information GEMS District is permitted or required by applicable law to protect from disclosure. Confidential Information also includes information received by GEMS District from others that GEMS District has an obligation to treat as confidential. Confidential Information includes any information and documents that conform to this definition whether or not they are marked "confidential" or carry any other marks or designations.

   b. **Non-Disclosure.** Except as required in the conduct of GEMS District's business or as expressly authorized in writing on behalf of GEMS District, during the Term of this Contract, Contractor shall not disclose, directly or indirectly, any Confidential Information to any unauthorized third party. This obligation of non-disclosure shall continue after the termination of this Contract indefinitely or for the maximum amount of time permitted by applicable law. These restrictions apply to all Confidential Information regardless of the format (hard copy, electronic, or otherwise) or location in which they are created or maintained, including, but not limited to, all computers that Contractor may possess or have access to in or away from GEMS District's offices.

   c. **Exceptions.** This Contract shall not prohibit any disclosure that is required by law or court order, provided that Contractor has not intentionally taken actions to trigger such required disclosure and, so long as not prohibited by any applicable law or regulation, GEMS District is given reasonable prior notice and an opportunity to contest or minimize such disclosure. The same provisions shall not prevent Contractor's disclosure of Confidential Information in the event GEMS District has given Contractor express prior written permission to do so.

10. **Severability.** If any provision of this Contract shall be held by competent authority to be invalid or unenforceable for any reason, that provision shall be considered removed from this Contract and the remaining provisions shall continue to be valid and enforceable according to the intentions of the Parties. If such competent authority finds that any provision of this Contract is invalid or unenforceable as currently written but that, by rewriting or limiting such provision it would become valid and enforceable, then such

provision shall be deemed to be written, construed, and enforced as is necessary to further the intent of the Parties to the maximum extent permitted by law.

11. **Entire Contract.** This Contract contains the entire agreement between the Parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter hereof. This Contract may be changed only by an agreement in writing signed by the Parties.

12. **Governing Law and Venue.** To the extent not inconsistent with applicable law, the Parties acknowledge and agree that this Contract shall be governed by and construed in accordance with the laws of the State of Oklahoma and, in the event of any dispute hereunder, shall be presentable to the Tulsa County District Court.

13. **Counterparts; Electronic Signature.** This Contract may be executed in counterparts, including by fax, email, or other facsimile, each an original but all considered part of one Contract. Electronic signatures placed upon counterparts of this Contract by a Party shall be considered valid representations of that Party's signature.

14. **Notice.** Any notice required or permitted to be given under this Contract shall be sufficient if in writing and if sent by electronic mail, hand-delivered or by standard U.S. mail to the applicable Party at the following addresses or any other address so specified in writing by a Party:

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

EMPLOYEE ADDRESS
Lowell Peterson, GEMS Legal Counsel
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

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

CONTRACTOR

Signed: ________________________________ Date: ________________________

Lowell Peterson
District Legal Counsel

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ________________________________ Date: ________________________

Timothy Lee Fox
Chairman of the Board of Trustees

Professional Services Contract – GEMS Treasurer/Finance Officer

FISCAL YEAR 2020 – 2021

This Professional Services Contract ("**Contract**") is effective as of July 1, 2020 by and between JOHN GONSALVES, an individual ("**Contractor**") and the Glenpool Area Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties**" and each a "**Party**") in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2020-2021 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 15, 2020.

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

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

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

1. **Term.** The term of this Contract shall begin on July 1, 2020 and shall continue for the GEMS District's Fiscal Year of 2020-2021, that is, through June 30, 2021 (the "**Term**").

2. **Compensation**

   a. **Yearly Fee.** GEMS District hereby agrees to pay Contractor a yearly fee of $2,500.00 as compensation for services rendered to GEMS District, such payment to be made on the basis of twelve (12) equal monthly paychecks. The fee may be adjusted from time to time by GEMS District, in its sole discretion.

   b. **Pay Period.** Contractor will be paid once per month. The pay period may be adjusted from time to time by GEMS District, in its sole discretion.

   c. **Business Expenses.** GEMS District shall reimburse Contractor for all reasonable and properly documented business expenses that are necessarily incurred in connection with carrying out Contractor's duties and responsibilities and approved in advance by GEMS District in accordance with GEMS District's expense reimbursement policies and to the extent permissible under the Oklahoma Emergency Medical Service District Budget Act.

3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to employees of GEMS District who occupy similar positions. This Contract is for the sole benefit of Contractor and GEMS District and is not intended to create an employee benefit plan of any kind. Nothing in this Contract shall impair GEMS District's right to amend, modify, replace, or terminate any and all fringe benefits GEMS District elects to extend Contractor in its sole discretion. It is further expressly

understood and agreed that, until such condition is changed by GEMS District in its sole discretion, this Contract includes no employment or contractual benefits beyond the compensation provided by paragraph 2 above.

4. **Duties.** Contractor is being hired by GEMS District as the GEMS District Treasurer/Finance Officer. District Treasurer/Finance Officer duties including performing accounting and budgetary services for GEMS, including management of the accounts of GEMS in accordance with the Emergency Medical Service District Budget Act and making such reports to the GEMS Board of Trustees as needed to keep the Board of Trustees informed regarding its financial status and legal compliance, and attendance at no fewer than nine scheduled meetings of the GEMS Board of Trustees during the Term of this Agreement. In addition to any job duties specified in this Agreement, Contractor shall have such job duties as may from time to time be reasonably assigned to Contractor by the GEMS District Board. Contractor acknowledges that by virtue of Contractor's position and responsibilities, Contractor will have fiduciary duties to GEMS District and a duty of loyalty to GEMS District and will, at all times, act in a manner consistent with these duties and abide by GEMS District's reasonable rules, regulations, instructions, and directions.

5. **Extent of Services.** During this Contract, Contractor shall devote so much of his time, energy, and attention to the benefit and business of GEMS District as may be reasonably necessary in performing Contractor's duties pursuant to this Contract. Any outside employment engaged by Contractor, whether as Director of Finance for the City of Glenpool or otherwise, must not interfere or conflict with Contractor's ability to properly perform his job duties or conflict with any provision of this Contract. Nothing in this Contract shall be construed as limiting Contractor's right to maintain any such outside employment that does not take significant amount of Contractor's time, energy, and attention away from Contractor's duties to GEMS District.

6. **Discretion of GEMS District.** The GEMS District Board of Trustees, by signature of its chairman below, represents that it has exercised its unfettered discretion in making the decision to retain the Contractor without undue influence from the City of Glenpool or otherwise.

7. **Independent Contractor Status.** Contractor is for all purposes an independent contractor and is NOT an employee of the GEMS District.

8. **Termination.** This Contract may be terminated for any reason or for no reason by either Party upon thirty days' prior notice to the other Party. Upon termination this Contract shall be of no effect except as otherwise provided for the survival of paragraph 9 hereof.

9. **Obligation of Confidentiality**

a. **Confidential Information. "Confidential Information"** means any information which is possessed by or developed for GEMS District and which relates to GEMS District's existing or potential business or technology, to the extent such information is generally not known to the public and which information GEMS District is permitted or required by applicable law to protect from disclosure. Confidential Information also includes information received by GEMS District from others that GEMS District has an obligation to treat as confidential. Confidential Information includes any information and documents that conform to this definition whether or not they are marked "confidential" or carry any other marks or designations.

b. **Non-Disclosure.** Except as required in the conduct of GEMS District's business or as expressly authorized in writing on behalf of GEMS District, during the Term of this Contract, Contractor shall not disclose, directly or indirectly, any Confidential Information to any unauthorized third party. This obligation of non-disclosure shall continue after the termination of this Contract indefinitely or for the maximum amount of time permitted by applicable law. These restrictions apply to all Confidential Information regardless of the format (hard copy, electronic, or otherwise) or location in which they are created or maintained, including, but not limited to, all computers that Contractor may possess or have access to in or away from GEMS District's offices.

c. **Exceptions.** This Contract shall not prohibit any disclosure that is required by law or court order, provided that Contractor has not intentionally taken actions to trigger such required disclosure and, so long as not prohibited by any applicable law or regulation, GEMS District is given reasonable prior notice and an opportunity to contest or minimize such disclosure. The same provisions shall not prevent Contractor's disclosure of Confidential Information in the event GEMS District has given Contractor express prior written permission to do so.

10. Severability. If any provision of this Contract shall be held by competent authority to be invalid or unenforceable for any reason, that provision shall be considered removed from this Contract and the remaining provisions shall continue to be valid and enforceable according to the intentions of the Parties. If such competent authority finds that any provision of this Contract is invalid or unenforceable as currently written but that, by rewriting or limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as is necessary to further the intent of the Parties to the maximum extent permitted by law.

11. Entire Contract. This Contract contains the entire agreement between the Parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter hereof. This Contract may be changed only by an agreement in writing signed by the Parties.

12. **Governing Law and Venue.** To the extent not inconsistent with applicable law, the Parties acknowledge and agree that this Contract shall be governed by and construed in accordance with the laws of the State of Oklahoma and, in the event of any dispute hereunder, shall be presentable to the Tulsa County District Court.

13. **Counterparts; Electronic Signature.** This Contract may be executed in counterparts, including by fax, email, or other facsimile, each an original but all considered part of one Contract. Electronic signatures placed upon counterparts of this Contract by a Party shall be considered valid representations of that Party's signature.

14. **Notice.** Any notice required or permitted to be given under this Contract shall be sufficient if in writing and if sent by electronic mail, hand-delivered or by standard U.S. mail to the applicable Party at the following addresses or any other address so specified in writing by a Party:

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

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

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

CONTRACTOR

Signed: ________________________________ Date: ________________________

John Gonsalves
District Treasurer/Finance Officer

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ________________________________ Date: ________________________

Timothy Lee Fox
Chairman of the Board of Trustees

Professional Services Contract – GEMS District Clerk

FISCAL YEAR 2020 – 2021

This Professional Services Contract ("**Contract**") is effective as of July 1, 2020 by and between WENDY KNIGHT, an individual ("**Contractor**") and the Glenpool Area Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties**" and each a "**Party**") in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2020-2021 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 15, 2020.

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

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

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

1. **Term.** The term of this Contract shall begin on July 1, 2020 and shall continue for the GEMS District's Fiscal Year of 2020-2021, that is, through June 30, 2021 (the "**Term**").

2. **Compensation**

    a. **Yearly Fee.** GEMS District hereby agrees to pay Contractor a yearly fee of $2,500.00 as compensation for services rendered to GEMS District, such payment to be made on the basis of twelve (12) equal monthly paychecks. The fee may be adjusted from time to time by GEMS District, in its sole discretion.

    b. **Pay Period.** Contractor will be paid once per month. The pay period may be adjusted from time to time by GEMS District, in its sole discretion.

    c. **Business Expenses.** GEMS District shall reimburse Contractor for all reasonable and properly documented business expenses that are necessarily incurred in connection with carrying out Contractor's duties and responsibilities and approved in advance by GEMS District in accordance with GEMS District's expense reimbursement policies and to the extent permissible under the Oklahoma Emergency Medical Service District Budget Act.

3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to Contractors of GEMS District who occupy similar positions. This Contract is for the sole benefit of Contractor and GEMS District and is not intended to create an employee benefit plan of any kind. Nothing in this Contract shall impair GEMS District's right to amend, modify, replace, or terminate any and all fringe benefits GEMS District elects to extend Contractor in its sole discretion. It is further expressly

understood and agreed that, until such condition is changed by GEMS District in its sole discretion, this Contract includes no employment or contractual benefits beyond the compensation provided by paragraph 2 above.

4. **Duties.** Contractor is being hired by GEMS District as the GEMS District Clerk. District Clerk duties include clerical and record-keeping functions for the GEMS District in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation; and attendance at no fewer than nine scheduled meetings of the GEMS Board of Trustees during the Term of this Agreement. In addition to any job duties specified in this Agreement, Contractor shall have such job duties as may from time to time be reasonably assigned to Contractor by GEMS District. Contractor acknowledges that by virtue of Contractor's position and responsibilities, Contractor will have fiduciary duties to GEMS District and a duty of loyalty to GEMS District and will, at all times, act in a manner consistent with these duties and abide by GEMS District's reasonable rules, regulations, instructions, and directions.

5. **Extent of Services.** During this Contract, Contractor shall devote so much of her time, energy, and attention to the benefit and business of GEMS District as may be reasonably necessary in performing Contractor's duties pursuant to this Contract. Any outside employment engaged by Contractor, whether as City Clerk for the City of Glenpool or otherwise, must not interfere or conflict with Contractor's ability to properly perform her job duties or conflict with any provision of this Contract. Nothing in this Contract shall be construed as limiting Contractor's right to maintain any such outside employment that does not take significant amount of Contractor's time, energy, and attention away from Contractor's duties to GEMS District.

6. **Discretion of GEMS District.** The GEMS District Board of Trustees, by signature of its chairman below, represents that it has exercised its unfettered discretion in making the decision to retain the Contractor without undue influence from the City of Glenpool or otherwise.

7. **Independent Contractor Status.** Contractor is for all purposes an independent contractor and is NOT an employee of the GEMS District.

8. **Termination.** This Contract may be terminated for any reason or for no reason by either Party upon thirty days' prior notice to the other Party. Upon termination this Contract shall be of no effect except as otherwise provided for the survival of paragraph 9 hereof.

9. **Obligation of Confidentiality**

    a. **Confidential Information.** "**Confidential Information**" means any information which is possessed by or developed for GEMS District and which relates to GEMS District's existing or potential business or technology, to the extent such information is generally not known to the public and which information GEMS District is permitted or required by applicable law to protect from disclosure. Confidential Information also includes information received by GEMS District from others that GEMS District has an obligation to treat as confidential. Confidential Information includes any information and documents that conform to this definition whether or not they are marked “confidential” or carry any other marks or designations.

b. **Non-Disclosure.** Except as required in the conduct of GEMS District’s business or as expressly authorized in writing on behalf of GEMS District, during the Term of this Contract, Contractor shall not disclose, directly or indirectly, any Confidential Information to any unauthorized third party. This obligation of non-disclosure shall continue after the termination of this Contract indefinitely or for the maximum amount of time permitted by applicable law. These restrictions apply to all Confidential Information regardless of the format (hard copy, electronic, or otherwise) or location in which they are created or maintained, including, but not limited to, all computers that Contractor may possess or have access to in or away from GEMS District’s offices.

c. **Exceptions.** This Contract shall not prohibit any disclosure that is required by law or court order, provided that Contractor has not intentionally taken actions to trigger such required disclosure and, so long as not prohibited by any applicable law or regulation, GEMS District is given reasonable prior notice and an opportunity to contest or minimize such disclosure. The same provisions shall not prevent Contractor’s disclosure of Confidential Information in the event GEMS District has given Contractor express prior written permission to do so.

10. **Severability.** If any provision of this Contract shall be held by competent authority to be invalid or unenforceable for any reason, that provision shall be considered removed from this Contract and the remaining provisions shall continue to be valid and enforceable according to the intentions of the Parties. If such competent authority finds that any provision of this Contract is invalid or unenforceable as currently written but that, by rewriting or limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as is necessary to further the intent of the Parties to the maximum extent permitted by law.

11. **Entire Contract.** This Contract contains the entire agreement between the Parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter hereof. This Contract may be changed only by an agreement in writing signed by the Parties.

12. **Governing Law and Venue.** To the extent not inconsistent with applicable law, the Parties acknowledge and agree that this Contract shall be governed by and construed in accordance

with the laws of the State of Oklahoma and, in the event of any dispute hereunder, shall be presentable to the Tulsa County District Court.

13. **Counterparts; Electronic Signature.** This Contract may be executed in counterparts, including by fax, email, or other facsimile, each an original but all considered part of one Contract. Electronic signatures placed upon counterparts of this Contract by a Party shall be considered valid representations of that Party's signature.

14. **Notice.** Any notice required or permitted to be given under this Contract shall be sufficient if in writing and if sent by electronic mail, hand-delivered or by standard U.S. mail to the applicable Party at the following addresses or any other address so specified in writing by a Party:

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

CONTRACTOR ADDRESS
Wendy Knight, GEMS District Clerk
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

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

CONTRACTOR

Signed: ________________________________ Date: ________________________
Wendy Knight
District Clerk

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ________________________________ Date: ________________________
Timothy Lee Fox
Chairman of the Board of Trustees

GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: JOHN GONSALVES, DISTRICT TREASURER

Date: June 15, 2020

Subject: Approval of Purchase Order Receiving Report and Payment Claims as of 6/10/2020 totaling $8,555.70

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 6/10/2020 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
20-10561	31-6-01-6101	Susan White	District Administration	4064	208.33
20-10564	31-6-01-6101	Lowell Peterson	District Attorney	3014	208.33
20-10563	31-6-01-6101	Wendy Knight	District Clerk	5094	208.33
20-10562	31-6-01-6101	John Gonsalves	District Treasurer	2014	208.33
20-09831	31-6-01-6202	Pace Projects of Tulsa	Med Oxygen	113141	120.00
20-10773	31-6-01-6202	Curtin Drug Inc	Med Supplies	07777	239.38
20-10664	31-6-01-6254	Okla State Dept of Health	OSDH EMR Renewal Fee	202006106863	20.00
20-10566	31-6-01-6225	City of Glenpool	1ST RESPONDER March	202006106531	7,343.00
				Total	$8,555.70

Attachments:
1. Purchase Order Claims Register dated 6/10/2020 totaling $8,555.70
2. PO Receipt Register dated 6/10/2020 totaling $8,555.70
3. Purchase Orders and Invoices totaling $8,555.70

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

6/11/2020 8:57 AM — P O   R E C E I P T   R E G I S T E R — PAGE: 1
SEQUENCE: VENDOR NAME (ALPHA) — AUDIT REPORT — DETAIL LEVEL: INVOICE

VENDOR NAME / INVOICE	POST DATE	BANK		INVOICE AMOUNT	VENDOR TOTAL
31-000005 CITY OF GLENPOOL - GEMS					7,343.00
202006106531	6/10/2020	31		7,343.00	
31-000007 CURTIN DRUG INC.					239.38
07777	6/10/2020	31		239.38	
31-000001 JOHN GONSALVES					208.33
2014	6/10/2020	31		208.33	
31-000003 LOWELL PETERSON					208.33
3014	6/10/2020	31		208.33	
31-000018 OKLA STATE DEPT OF HEALTH - OS					20.00
202006106863	6/10/2020	31		20.00	
31-000010 PACE PRODUCTS OF TULSA					120.00
113141	6/10/2020	31		120.00	
31-000000 SUSAN WHITE					208.33
4064	6/10/2020	31		208.33	
31-000002 WENDY KNIGHT					208.33
5094	6/10/2020	31		208.33	
			TOTALS	8,555.70	8,555.70

APPROVED

BY

Tim Fox, Chairman

June 15, 2020

6/11/2020 8:58 AM P U R C H A S E O R D E R C L A I M R E G I S T E R PAGE: 1

FUND: 31 - GEMS SUMMARY REPORT

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
20-10561	GEMS CONTRACT SVC 19-20	31-000000	SUSAN WHITE	6/2020 4064	208.33
20-10562	GEMS CONTRACT SVC 19-20	31-000001	JOHN GONSALVES	6/2020 2014	208.33
20-10563	GEMS CONTRACT SVC 19-20	31-000002	WENDY KNIGHT	6/2020 5094	208.33
20-10564	GEMS CONTRACT SVC 19-20	31-000003	LOWELL PETERSON	6/2020 3014	208.33
20-10566	1ST RESPONDER/ADMIN FEES	31-000005	CITY OF GLENPOOL - GEMS	6/2020 202006106531	7,343.00
20-10773	Med Supplies	31-000007	CURTIN DRUG INC.	6/2020 07777	239.38
20-09831	MED OXY RNTLS FY 19-20	31-000010	PACE PRODUCTS OF TULSA	6/2020 113141	120.00
20-10664	OSDH EMR Renewal Fee	31-000018	OKLA STATE DEPT OF HEALTH - O	6/2020 202006106863	20.00
				DEPARTMENT TOTAL:	8,555.70
				FUND TOTAL:	8,555.70
				GRAND TOTAL:	8,555.70

G/L RECAP

PERIOD	G/L ACCOUNT	NAME	AMOUNT	FUND TOTAL
6/2020	31-6-01-6101	SALARIES & WAGES	833.32	
6/2020	31-6-01-6202	OPERATING SUPPLIES	359.38	
6/2020	31-6-01-6225	FIRST RESPONDER/ADMIN FEES	7,343.00	
6/2020	31-6-01-6254	MISC SERVICES & CHARGES	20.00	8,555.70
			GRAND TOTAL:	8,555.70

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 # 20-10561 02/27/2020

ISSUED TO: VEND #: 31-000000

SUSAN WHITE
210 SOUTH OAK GROVE ROAD
CUSHING, OK 74023

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

02/27/2020

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.

02/27/2020

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC 19-20 GEMS CONTRACT SVC 19-20		00024116	31 -6-01-6101		0.00	1,041.65 *

4064 = 208.33

Partial Payment 208.33

** TOTAL ** 1,041.65

*** 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.

6/11/20

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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

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

INVOICE

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

INVOICE #: 4064
DATE: 6/10/2020

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

P.O. #: 20-10561

Description	Amount
Contract Fees & Services June 2020	$208.33
Total	$208.33

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

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

CITY OF GLENPOOL,OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 20-10562 02/27/2020

ISSUED TO: VEND #: 31-000001

JOHN GONSALVES
3034 W. 69TH PL
TULSA, OK 74132

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

PURCHASING OFFICER — DATE 02/27/2020

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

ENCUMBERING OFFICER — DATE 02/27/2020

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC 19-20 GEMS CONTRACT SVC 19-20		00024117	31 -6-01-6101		0.00	1,041.65 *

2014 = 208.33

Partial Payment 208.33

** TOTAL ** 1,041.65

*** 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.

OFFICER OR DEPARTMENT HEAD IN CHARGE — DATE 6/11/20

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INVOICE

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

INVOICE #: 2014
DATE: 6/10/2020

531TO:
Glenpool Emergency Medical Service
12205 S. Yukon Ave.
Glenpool, OK 74033
Phone:918-209-4633 | Email: AP@cityofglenpool.com

P.O. #: 20-10562

Description	Amount
Contract Fees & Services June 2020	$208.33
Total	**$208.33**

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

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

CITY OF GLENPOOL,OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 20-10563 02/27/2020

ISSUED TO: VEND #: 31-000002

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

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

02/27/2020

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.

W. Knight

02/27/2020

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC 19-20 GEMS CONTRACT SVC 19-20		00024118	31 -6-01-6101		0.00	1,041.65 *

5094 = 208.33

Partial Payment 208.33

** TOTAL ** 1,041.65

*** 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.

6/11/20

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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INVOICE

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

INVOICE #: 5094
DATE: 6/10/2020

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

P.O. #: 20-10563

Description	Amount
Contract Fees & Services June 2020	$208.33
Total	$208.33

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

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

CITY OF GLENPOOL,OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 20-10564 02/27/2020

ISSUED TO: VEND #: 31-000003

LOWELL PETERSON
19732 S. 145TH W. AVE.
SAPULPA, OK 74066

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

02/27/2020

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.

02/27/2020

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC 19-20 GEMS CONTRACT SVC 19-20		00024119	31 -6-01-6101		0.00	1,041.65 *

3014 = 208.33

Partial Payment 208.33

** TOTAL ** 1,041.65

*** 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.

6/11/20

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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INVOICE

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

INVOICE #: 3014
DATE: 6/10/2020

4TO:
Glenpool Emergency Medical Service
12205 S. Yukon Ave.
Glenpool, OK 74033
Phone:918-209-4633 | Email: AP@cityofglenpool.com

P.O. #: 20-10564

Description	Amount
Contract Fees & Services June 2020	$208.33
Total	**$208.33**

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

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

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 20-10566 02/27/2020

ISSUED TO: VEND #: 31-000005

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

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

PURCHASING OFFICER 02/27/2020 DATE

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

ENCUMBERING OFFICER 02/27/2020 DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1ST RESPONDER/ADMIN FEES 19-20 1ST RESPONDER/ADMIN FEES 19-20		00024121	31 -6-01-6225		0.00	36,735.00 *

2020061206531 = 7,343.00

Partial Payment 7,343.00

** TOTAL ** 36,735.00

*** 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 6/11/20 DATE

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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: 202006106531
Invoice Date: 6/10/2020
Due Date: 7/10/2020
P.O. # :

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT	N/A	MONTH	N/A	7,343.00

FIRST RESPONDERS MAY INVOICE

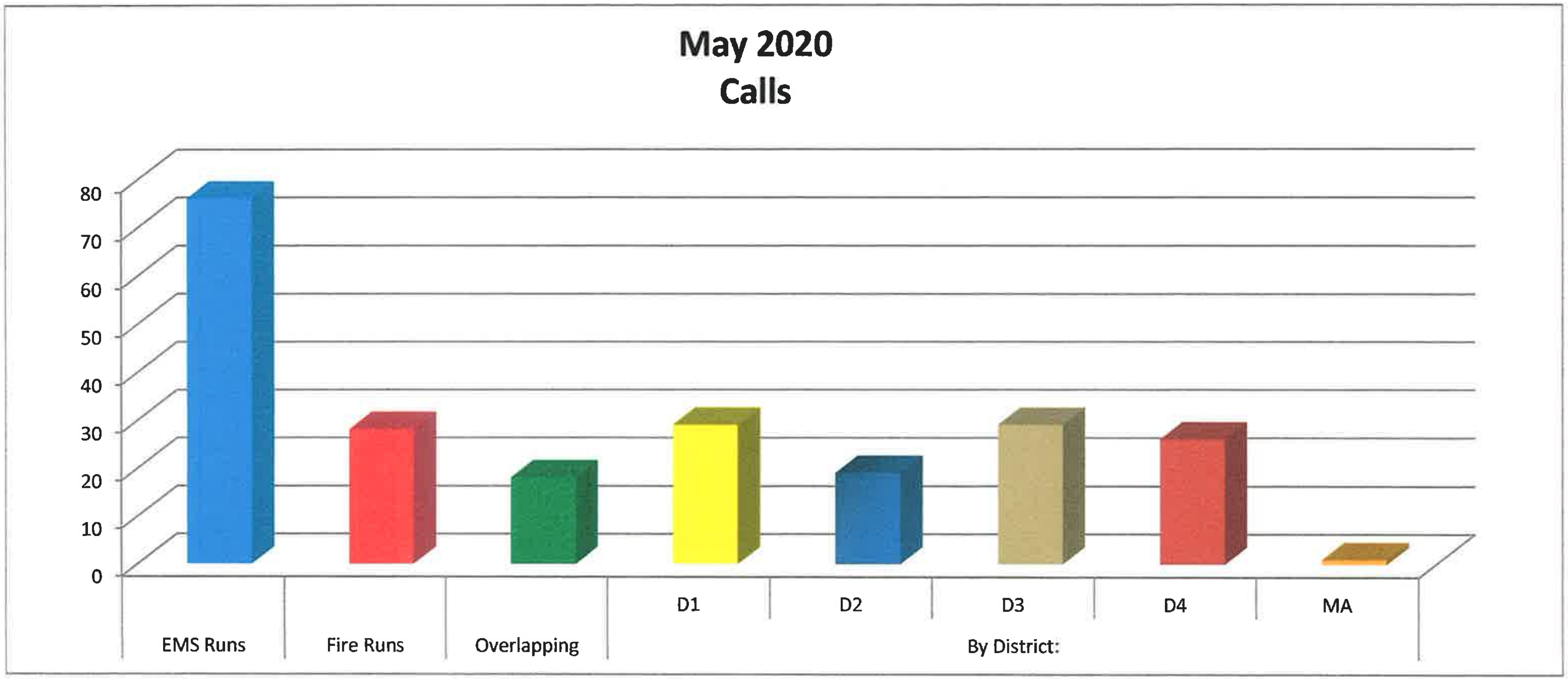
********THANK YOU*********	**TOTAL DUE**	$7,343.00

FY19-20 GEMS Admin/First Responder Reimbursements
BLANKET PO 20-10566

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Runs	@ $93/run
Total Runs	**120**	**113**	**130**	**111**	**144**	**115**	**142**	**119**	**134**	**92**	**104**	**0**	1324	
Fire runs	25	29	29	28	37	30	37	23	35	26	28		327	
EMR runs	95	84	101	83	107	85	105	96	99	66	76		997	$ 83,748
EMR Ratio	79%	74%	78%	75%	74%	74%	74%	81%	74%	72%	73%	#DIV/0!	75%	
Run Rate	$ 93	$ 93	$ 93	$ 93	$ 93	$ 93	$ 93	$ 93	$ 93	$ 93	$ 93	$ 93		
Admin	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 3,300	$ 3,300
Overtime	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 9,110**	**$ 8,087**	**$ 9,668**	**$ 7,994**	**$ 10,226**	**$ 8,180**	**$ 10,040**	**$ 9,203**	**$ 9,482**	**$ 6,413**	**$ 7,343**	**$ 275**	**$ 96,021**	**$ 87,048**

Glenpool Fire Department Operations May 2020

Run Type		# of Calls	Totals Calls
EMS Runs		76	104
Fire Runs		28	
Overlapping		18	
By District:	D1	29	
	D2	19	
	D3	29	
	D4	26	
	MA	1	



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 # 20-09831 07/19/2019

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

07/19/2019

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.

07/19/2019

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	MED OXY RNTLS FY 19-20 MED OXY RNTLS FY 19-20		00023218	31 -6-01-6202		0.00	1,000.00 *

11/3/4/= 120.00

Partial Payment 120.00

** 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.

6/11/20

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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PACE Products of Tulsa

Invoice

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

NO. MAY 2020 RENT 113141
Date: May 11, 2020
PO #

Sold To:

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

Ship to:

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

Phone: 918-322-2172
Customer ID: CIT001
Ship Date: May 11, 2020
Due Date: May 11, 2020
Terms: C.O.D.

Shipped Pace Delivery
Driver: ______________________
Time: ______________

Ordered	Returned	Product Description	Unit Price	Extension
2		THIS IS YOUR YEARLY CYLINDER RENTAL! FOR: 2 ADDITIONAL OXY/USP	60.00	120.00

RECEIVED
JUN 09 2020
BY: GLENPOOL . A/P

NORMAL DELIVERY-Please allow 24-72 hours for delivery after placing order. All orders are sent to dispatch immediately after called in. Occasionally you may receive an order on the same day. See same day emergency service for guaranteed delivery. Please call early to avoid service disruption and outages.

SAME DAY/EMERGENCY SERVICE-Delivery guaranteed for same day delivery. $25.00 Hotshot Fee + Delivery. Some restrictions apply. After Hours Fee $50.00 + Delivery.

Received By: ______________________________

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

Subtotal	**120.00**
Sales Tax	
Invoice Amount	**120.00**
Payment Received	0.00
Ck #:	
TOTAL	120.00

NOTICE:Please pay from Invoice. Statements will only be mailed upon request, with Rental Invoice or Maintenance Invoice, or when account

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 # 20-10773 06/04/2020

ISSUED TO: VEND #: 31-000007
CURTIN DRUG INC.
13101 S. ELWOOD STE B
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.

PURCHASING OFFICER 06/04/2020 DATE

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

ENCUMBERING OFFICER 06/04/2020 DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	Med Supplies Med Supplies		00024409	31 -6-01-6202		0.00	239.38 *

** TOTAL ** 239.38

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE 6/11/20 DATE

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

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

Gems

24409

Curtin Drug

INVOICE

PO Box 1148
Glenpool, Ok 74033

Date: 05/28/2020

To

City of Glenpool
Fire Dept
Fax 918-209-4626
PO#18-07777

Provider		Payment Terms	Due Date
Curtin Drug		Due on receipt	

Qty	Description	Unit Price	Line Total
1	Dextrose 50% inj (01/14/2020)	100	100
2	Glucose test strips 50ct	19.69	39.38
2	Levoalbuterol 0.63mg for nebulizer 30ct	50	100
		Subtotal	239.38
		Sales Tax	N/A
		Total	239.38

RECEIVED
MAY 28 2020
BY: GLENPOOL A/P

Make all checks payable to Curtin Drug

Thank you for your business!

2020-05-28 17:09 Curtin Drug Fax 9185286060 >> 9182094626 P 1/1

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 # 20-10664   04/06/2020

ISSUED TO: VEND #: 31-000018

OKLA STATE DEPT OF HEALTH
P.O. BOX 268815
OKLAHOMA CITY, OK 73126-88

SHIP TO:

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

04/06/2020

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.

04/06/2020

ENCUMBERING OFFICER   DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	OSDH EMR Renewal Fee		00024277	31 -6-01-6254		0.00	20.00 *

License expires June 30, 2020. Forms need to be mailed with check.
** CHANGED VENDOR: 01-000508
OSDH EMR Renewal Fee

** TOTAL ** 20.00

*** 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.

6/11/20

OFFICER OR DEPARTMENT HEAD IN CHARGE   DATE

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

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

Oklahoma State Department of Health

Oklahoma State Department of Health
Protective Health Services
Emergency Systems/EMS Division
1000 NE 10th Street
Oklahoma City, OK 73117-1299
Telephone: 405-271-4027
Fax: 405-271-4240

2020 EMRA Survey/Renewal Form [310:641-15-6]

EMRA Name: Glenpool Fire Department License No. 126

Select one:

☒ Your EMRA's expiration date is June 30, 2020 **In addition to this completed renewal form** you must provide the following: 1. **Renewal Fee**: $20 2. **Insurance Proofs**: Current proof of Vehicle Liability insurance, General(Professional) Liability insurance and Worker's Comp. Separate insurance will need to be provided for any multi-agency substations. Mail all required forms and fees to: OSDH – Emergency Systems Attn: Financial Management PO Box 268823 Oklahoma City, OK 73126	☐ Your EMRA's expiration date is June 30, 2021. **In addition to this completed survey form** you must provide the following: 1. **Insurance Proofs**: Current proof of Vehicle Liability insurance, General(Professional) Liability insurance and Worker's Comp. Separate insurance will need to be provided for any multi-agency substations. Completed forms can be emailed to: esystems@health.ok.gov Or Faxed to: 405-271-4240 Or mailed to: OSDH – Emergency Systems 1000 NE 10th Street Oklahoma City, OK 73117

Demographics:

Mailing Address: 12205 S. Yukon Ave
City Glenpool ST. OK Zip 74033-6635

Physical Address: 14536 S Elwood Ave
City Glenpool ST. OK Zip 74033

Record Retention Address: 14536 S Elwood Ave
City Glenpool ST. OK Zip 74033

Agency Phone: 918-322-2172 Emergency Phone: 918-322-2172

Office Hours: 24 hr

The agency business hours are the hours someone is available to:

- Receive business calls other than emergency requests for service;
- Meet members of the public; and/or
- Meet a representative from the Department for inspections.

Personnel:

Contact Person: Terrell Ogilvie Email togilvie@cityofglenpool.com Phone 918-322-2172

Director: Terrell B Ogilvie Email togilvie@cityofglenpool.com Phone 918-322-2172

Training Officer: John Bargas Email jbargas@cityofglenpool.com Phone 918-322-2172

Medical Director: Jack Morgan, DO Email jmspecialops@hotmail.com Phone 918-724-7621

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

Municipal Liability Protection Plan

Declarations Page

1. PLAN MEMBER and Mailing Address — **CITY OF GLENPOOL**
12205 S. YUKON AVE.
GLENPOOL OK 74033

AGREEMENT NUMBER
GLA 1400473 03

2. Plan Period — From 12:01 A.M. Central Standard Time at the address of the Plan Member
From **07/01/2019** to **07/01/2020**
3. The Plan Member is a(n) **MUNICIPALITY**
4. The Coverage afforded by this agreement is only with respect to the following coverages as are indicated by specific limits of coverage, for which a premium is charged.

COVERAGE	PREMIUM
GENERAL LIABILITY (PARTS I, IV, V, AND VI)	
A. Bodily Injury; B. Property Damage; C. Personal Injury; D. Errors and Omissions; I. Pollution Damage; J. Defense Reimbursement; K. Cyber / Data Breach; L. Uncovered Employment Defense; [ ] Prior Acts Coverage	**$42,142** Coverages A,B,C,D,I,J,K,L
AUTOMOBILE LIABILITY (PART II)	
E. Bodily and Personal Injury; F. Property Damage	**$7,323** Coverages E,F
[X] Hired and Non-owned Automobile Coverage	**$35** Hired and Non-owned
AUTOMOBILE & EQUIPMENT PHYSICAL DAMAGE (PART III)	
G. Automobile Physical Damage: 1. Comprehensive; 2. Specified Perils; 3. Collision — Per fleet schedule	**$17,192** Coverages G
[X] Hired Auto Physical Damage Limit: **$150,000**	**Included** Hired Auto Physical Damage
H. Equipment Physical Damage - Per equipment schedule	**$5,140** Coverages H
[ ] Mobile Equipment Leased/Rented Limit: **$0**	**$0** Mobile Leased/Rented

5. LIMITS OF LIABILITY, except for Coverages G,H,I,J,L

Losses subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT:

$ 25,000 Each Property Damage Loss Per Occurrence, including Fire Legal
$ 125,000 Each Other Loss Per Occurrence
$ 1,000,000 Aggregate Per Occurrence

Losses not subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT:

$ 10,000 Medical Payments for Volunteers Per Loss
$ 1,000,000 Each Other Loss Per Occurrence
Cyber Coverage: See Limits on Cyber / Data Breach Declaration Page

Annual Aggregate

$ 2,000,000 Coverages C,D
$ 10,000 Coverage J

$71,685
Total Premium
(This is not an invoice)

6. DEDUCTIBLES

Coverages A,B,E,F,L: No Deductible, except for sanitary sewer overflows and electrical disruptions, which are subject to the deductible of coverages C & D.

Coverages C,D:	**$1,000** Per Occurrence
Coverages G,H:	Per Schedule or Endorsement
Coverage I:	$1,000 Per Pollution Incident
Coverage J:	$5,000 SIR
Coverage K:	Per Applicable Cyber / Data Breach Deductible

7. This agreement is composed of this Declaration Page, Schedules, Forms and Endorsements, if any.

Jonathan D. Woods
OMAG Representative

02/25/2020
Date

MLPP DEC (1.19)

CERTIFICATE OF COVERAGE

PRODUCER
OMAG
3650 S. BOULEVARD
EDMOND OK 73013

COMPANIES AFFORDING COVERAGE
OMAG

ADDITIONAL NAMED PARTICIPANT
GLENPOOL UTILITY SERVICES AUTH
GLENPOOL INDUSTRIAL AUTHORITY

NAMED PARTICIPANT
CITY OF GLENPOOL
12205 S. YUKON AVE.
GLENPOOL OK 74033

COVERAGES

This is to certify that coverage documents listed herein have been issue to the Named Participant herein for the Coverage period indicated. Not withstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all terms, conditions and exclusions of such coverage documents.

TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
GENERAL LIABILITY X Commercial General Liability X Personal Injury X Errors & Ommissions	GLA 1400473 03	07/01/2019	07/01/2020	General Aggregate Each Occurrence Aggregate: C,D Each Occurrence	None $1,000,000 $2,000,000 $1,000,000
AUTOMOBILE LIABILITY X SCHEDULED AUTOS X HIRED & NON-OWNED AUTOS	GLA 1400473 03	07/01/2019	07/01/2020	General Aggregate Each Occurrence	None $1,000,000
AUTOMOBILE PHYSICAL DAMAGE X SCHEDULED AUTOS X NON-OWNED AUTOS	GLA 1400473 03	07/01/2019	07/01/2020	Per Schedule	
X Auto Liability, General Liability, Personal Injury, Errors & Omissions	GLA 1400473 03	Losses subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT: $25,000 Each Property DamageLoss Per Occurrence, Including Fire Legal $125,000 Each Other Loss Per Occurrence $1,000,000 Aggregate Per Occurrence			
☐ Property ☐ Equipment Breakdown				Value Deductible Cause of Loss Valuation	$ $ Special Form Replacement Cost Included
X Mobile Equipment	GLA 1400473 03	07/01/2019	07/01/2020	Value	$567,906
X Miscellaneous and/or Vehicle Equipment	GLA 1400473 03	07/01/2019	07/01/2020	Value	$3,619,416
☐ Contractors Equipment Leased or Rented				Value	$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: INCL EXCL				WC STATU-TORY LIMITS / OTH-ER EL EACH ACCIDENT EL DISEASE - POLICY LIMIT EL DISEASE - EA EMPLOYEE	 $ $ $

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER
BANK OF OKLAHOMA CORPORATE TRUST
P.O. BOX 2300
TULSA OK 74192

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, OMAG will endeavor to provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon OMAG, its agents or representatives, or the issuer of this certificate.

AUTHORIZED REPRESENTATIVE
02-25-20

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES ABOVE.

GL/PR COC (1.5)

CERTIFICATE OF COVERAGE

PRODUCER
OMAG
3650 S. BOULEVARD
EDMOND OK 73013

COMPANIES AFFORDING COVERAGE
OMAG

ADDITIONAL NAMED PARTICIPANT
GLENPOOL UTILITY SERVICES AUTH
GLENPOOL INDUSTRIAL AUTHORITY

NAMED PARTICIPANT
CITY OF GLENPOOL
12205 S. YUKON AVE.
GLENPOOL OK 74033

COVERAGES

This is to certify that coverage documents listed herein have been issue to the Named Participant herein for the Coverage period indicated. Not withstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all terms, conditions and exclusions of such coverage documents.

TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
GENERAL LIABILITY Commercial General Liability Personal Injury Errors & Ommissions				General Aggregate Each Occurrence Aggregate: C,D Each Occurrence	None $1,000,000 $2,000,000 $1,000,000
AUTOMOBILE LIABILITY X SCHEDULED AUTOS X HIRED & NON-OWNED AUTOS	GLA 1400473 03	07/01/2019	07/01/2020	General Aggregate Each Occurrence	None $1,000,000
AUTOMOBILE PHYSICAL DAMAGE X SCHEDULED AUTOS X NON-OWNED AUTOS	GLA 1400473 03	07/01/2019	07/01/2020	Per Schedule	
X Auto Liability, General Liability, Personal Injury, Errors & Omissions	GLA 1400473 03	Losses subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT: $25,000 Each Property DamageLoss Per Occurrence, including Fire Legal $125,000 Each Other Loss Per Occurrence $1,000,000 Aggregate Per Occurrence			
Property Equipment Breakdown				Value Deductible Cause of Loss Valuation	$ $ Special Form Replacement Cost Included
Mobile Equipment				Value	$
Miscellaneous and/or Vehicle Equipment				Value	$
Contractors Equipment Leased or Rented				Value	$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: INCL / EXCL				WC STATUTORY LIMITS / OTHER EL EACH ACCIDENT EL DISEASE - POLICY LIMIT EL DISEASE - EA EMPLOYEE	 $ $ $

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

2011 Pierce Impel Pumper - Fire 011656 $465,990 COMP $500 COLL $500

CERTIFICATE HOLDER
OSHKOSH CAPITAL
ITS SUCCESSORS AND/OR ASSIGNS
155 E. BROAD ST., LOCATOR 16-0056
COLUMBUS OH 43215

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, OMAG will endeavor to provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon OMAG, its agents or representatives, or the issuer of this certificate.

AUTHORIZED REPRESENTATIVE

02-25-20

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES ABOVE.

GL/PR COC (1.5)

CERTIFICATE OF COVERAGE

PRODUCER
OMAG
3650 S. BOULEVARD
EDMOND OK 73013

COMPANIES AFFORDING COVERAGE

OMAG

ADDITIONAL NAMED PARTICIPANT
GLENPOOL UTILITY SERVICES AUTH
GLENPOOL INDUSTRIAL AUTHORITY

NAMED PARTICIPANT
CITY OF GLENPOOL

12205 S. YUKON AVE
GLENPOOL OK 74033

COVERAGES

This is to certify that coverage documents listed herein have been issue to the Named Participant herein for the Coverage period indicated. Not withstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all terms, conditions and exclusions of such coverage documents.

TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
GENERAL LIABILITY Commercial General Liability Personal Injury Errors & Ommissions				General Aggregate Each Occurrence Aggregate: C,D Each Occurrence	None $1,000,000 $2,000,000 $1,000,000
AUTOMOBILE LIABILITY X SCHEDULED AUTOS X HIRED & NON-OWNED AUTOS	GLA 1400473 03	07/01/2019	07/01/2020	General Aggregate Each Occurrence	None $1,000,000
AUTOMOBILE PHYSICAL DAMAGE X SCHEDULED AUTOS X NON-OWNED AUTOS	GLA 1400473 03	07/01/2019	07/01/2020	Per Schedule	
X Auto Liability, General Liability, Personal Injury, Errors & Omissions	GLA 1400473 03	Losses subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT: $25,000 Each Property DamageLoss Per Occurrence, including Fire Legal $125,000 Each Other Loss Per Occurrence $1,000,000 Aggregate Per Occurrence			
Property Equipment Breakdown				Value Deductible Cause of Loss Valuation	$ $ Special Form Replacement Cost Included
X Mobile Equipment	GLA 1400473 03	07/01/2019	07/01/2020	Value	$2,839,530
X Miscellaneous and/or Vehicle Equipment	GLA 1400473 03	07/01/2019	07/01/2020	Value	$3,619,416
Contractors Equipment Leased or Rented				Value	$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: INCL / EXCL				WC STATU-TORY LIMITS / OTH-ER EL EACH ACCIDENT EL DISEASE - POLICY LIMIT EL DISEASE - EA EMPLOYEE	 $ $ $

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

2017 FORD EXPLORER D26764 $39,583 COMP $500 COLL $500 LIAB
2018 FORD EXPLORER A73387 $42,298 COMP $500 COLL $500 LIAB
2018 FORD EXPLORER A73388 $42,298 COMP $500 COLL $500 LIAB
2009 PIERCE VELOCITY 100 TOWER 010121 $507,000 COMP $500 COLL $500
KUBOTA 40869 2014 11,616

CERTIFICATE HOLDER
OKLAHOMA STATE BANK OF VINITA
120 W. CANADIAN
VINITA OK 74301

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, OMAG will endeavor to provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon OMAG, its agents or representatives, or the issuer of this certificate.

AUTHORIZED REPRESENTATIVE
Chris Webb
02-25-20

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES ABOVE.

CERTIFICATE OF COVERAGE

PRODUCER	COMPANIES AFFORDING COVERAGE
OMAG 3650 S. BOULEVARD EDMOND OK 73013	**OMAG**
NAMED PARTICIPANT CITY OF GLENPOOL 12205 S. YUKON AVE. GLENPOOL OK 74033	ADDITIONAL NAMED PARTICIPANT GLENPOOL UTILITY SERVICES AUTH GLENPOOL INDUSTRIAL AUTHORITY

COVERAGES

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TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
GENERAL LIABILITY X Commercial General Liability X Personal Injury X Errors & Ommissions	GLA 1400473 03	07/01/2019	07/01/2020	General Aggregate Each Occurrence Aggregate: C,D Each Occurrence	None $1,000,000 $2,000,000 $1,000,000
AUTOMOBILE LIABILITY X SCHEDULED AUTOS X HIRED & NON-OWNED AUTOS	GLA 1400473 03	07/01/2019	07/01/2020	General Aggregate Each Occurrence	None $1,000,000
AUTOMOBILE PHYSICAL DAMAGE X SCHEDULED AUTOS X NON-OWNED AUTOS	GLA 1400473 03	07/01/2019	07/01/2020	Per Schedule	
X Auto Liability, General Liability, Personal Injury, Errors & Omissions	GLA 1400473 03	Losses subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT: $25,000 Each Property DamageLoss Per Occurrence, including Fire Legal $125,000 Each Other Loss Per Occurrence $1,000,000 Aggregate Per Occurrence			
Property Equipment Breakdown				Value Deductible Cause of Loss Valuation	$ $ Special Form Replacement Cost Included
Mobile Equipment				Value	$
Miscellaneous and/or Vehicle Equipment				Value	$
Contractors Equipment Leased or Rented				Value	$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: INCL ___ EXCL				WC STATUTORY LIMITS / OTHER EL EACH ACCIDENT EL DISEASE - POLICY LIMIT EL DISEASE - EA EMPLOYEE	 $ $ $

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

LOSS PAYEE AS RESPECTS THE FOLLOWING LISTED ITEMS:
2018 FERRARA INFERNO MVP 140640 $693,296 COMP $500 COLL $500

CERTIFICATE HOLDER	CANCELLATION
COMMUNITY FIRST NATIONAL BANK, AOIA 215 S. SETH CHILD RD. MANHATTAN KS 66502	CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, OMAG will endeavor to provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon OMAG, its agents or representatives, or the issuer of this certificate. AUTHORIZED REPRESENTATIVE 02-25-20

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GL/PR COC (1.5)

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

WORKERS' COMPENSATION DECLARATION

Policy Number: WCV 1400124 03

Policy Period: From 07/01/2019 **To** 07/01/2020
12:01 A.M. Standard Time at the Named Insured's Address

Transaction: Renewal

Company: CompSource Mutual Insurance Co.

Pay Plan: Quarterly

Policy Number:

Named Insured and Address:
CITY OF GLENPOOL
12205 S. YUKON AVE.
GLENPOOL OK 74033

Agent
OMAG
3650 S. BOULEVARD
EDMOND OK 73013
Telephone: 405-657-1400

Business Description:
STANDARD PLAN

Type of Business:
MUNICIPALITY

This notice is to inform you that CompSource Mutual Insurance Company has accepted coverage for you for workers' compensation and employers' liability as a member of OMAG in accordance with the general coverage limits below. This notice is issued as a matter of information only and does not represent all the terms and conditions of coverage under this policy. Please see your enclosed policy for all Terms and Conditions of coverage.

COVERAGES:

WORKERS' COMPENSATION INSURANCE
Includes Part One of the attached policy and applies to the workers' compensation law of the State of Oklahoma.

EMPLOYERS' LIABILITY INSURANCE
Includes Part Two of the attached policy and applies to work in the State of Oklahoma.
Limits of liability under Part Two:

- Bodily Injury by Accident: $100,000 Each Accident
- Bodily Injury by Disease: $100,000 Each Employee
- Bodily Injury by Disease: $500,000 Policy Limit

PREMIUM

Estimated Annual Premium:	$	223,383.00
OMAG Administration Fee:	$	24,349.00
Invoiced Premium:	$	**247,732.00**

As a member of OMAG Workers' Compensation Plan, you are entitled to claims processing services for losses occurring during the policy period, per the terms of the "Application and Agreement" entered into with OMAG.

Date 06/26/2019

Jonathan D. Woods
Chief Executive Officer
OMAG

OMAG

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

Workers' Compensation Standard Plan

MEMBER: CITY OF GLENPOOL

Policy Number: WCV 1400124 03

Policy Period: 07/01/2019 To 07/01/2020

ADDRESS: CITY OF GLENPOOL
12205 S. YUKON AVE.
GLENPOOL OK 74033

Class Code	DESCRIPTION	Payroll	Employee No	Volunteer No	RATE	Premium
5611	Street or Road	218,975	7	0	11.900	26,058
7520	Waterworks Oper	279,596	8	0	6.680	18,677
7710	Firefighters &	1,646,172	23	0	6.800	111,940
7711A	Firefighters, C	5,082	0	13	6.800	346
7720	Police Officers	1,688,554	34	0	6.160	104,015
8601	City Engineer	88,542	1	0	0.600	531
8810	Clerical Office	718,001	20	0	0.310	2,226
8820	Attorney - All	111,185	1	0	0.440	489
8831	Animal Control	48,213	3	0	2.000	964
9015	Building Operat	76,639	2	0	5.030	3,855
9410	Municipal or To	140,055	4	0	3.220	4,510
	Sum	5,021,014	103.0	13.0		

STANDARD PREMIUM:		273,611
EXPERIENCE MODIFICATION APPLIED:	0.8164	-50,228

06/26/2019 **Standard Plan Worksheet**

GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: JOHN GONSALVES, DISTRICT TREASURER

Date: June 15, 2020

Subject: Renew annual certificate and order to County Clerk and County Treasurer

Background:
The Tulsa County Clerk and County Treasurer are requesting an updated certificate and order every two years. The Certificate and order verify that there is a current surety bond in place to allow the transfer of funds from the County Treasurer to the GEMS District.

Staff Recommendation:
Staff recommends a motion to Renew annual certificate and order to County Clerk and County Treasurer.

Attachments:

Certificate and Order
Surety Bond

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

S. A. & I. 127 (2016)

CERTIFICATE AND ORDER
TO COUNTY CLERK AND COUNTY TREASURER

Glenpool Oklahoma, JUNE 11, 20 20

To the County Clerk and County Treasurer of Tulsa County, Oklahoma.

We, the undersigned, presiding officer and Clerk of the Governing Board of (City, Town, Multi-County, Library, Board of Ecucation, School District, (state which) EMS DISTRICT of GLENPOOL ("Public Body") in said County, State of Oklahoma, hereby authorize you, from and after the date hereof, for the current term or for the remainder of such current term in case of appointment to fill vacancy, such authority to continue until the end of such term, and no longer, unless sooner revoked, to pay over any public funds collected for the aforesaid Public Body in accordance with the provisions of 68 Okl.St.Ann. § 2923, to JOHN GONSALVES Address 12205 S YUKON AVE, GLENPOOL, OK 74033, Oklahoma as TREASURER of said Public Body for the term stated; and his legal qualifications for said office are hereby certified to be truly and correctly stated as follows:

(1) Date Elected or Re-elected JANUARY 20 18;
(2) Date Appointed or Re-Appointed JUNE 15, 20 20 (Note 1);
(3) Filed Surety Bond in sum of FIFTY THOUSAND Dollars ($ 50,000.00) with WESTERN SURETY COMPA as Surety;
(4) Bond Terms begins ______, 20___, and Expires/Renews ______, 20___;
(5) Number of Bond 72009513;
(6) Date Bond was approved by Governing Board FEBRUARY 5, 20 18 (if applicable); and
(7) Said new Bond is in custody and control of GEMS DISTRICT (Note 2), or was deposited with WENDY KNIGHT, SECRETARY for safekeeping.

Approved on JUNE 15, 20 20 by GEMS DISTRICT BOARD endorsement made.

Signed and Certified at ______________, Oklahoma, this ________ day of ____________, 20___.

____
Presiding Officer

____
Official Title

ATTESTING OFFICER'S SEAL

ATTEST:

____
Attesting Officer

____
Official Title

Note 1: **Where Treasurer is appointed for an indefinite term, provide the original date of appointment. This form must be submitted annually even if Treasurer is appointed for an indefinite term, and must be submitted at any time a bond renews or the named Surety changes.**

Note 2: **Treasurer should not have custody of his own bond. If Financial Secretary of City serves both as Clerk and Treasurer, Mayor or other chief officer should have custody.**

Note 3: **See 11 Okl.St.Ann. § 8-105, requiring bond for Treasurer of a municipality; 70 Okl.St.Ann §§ 5-114 & 5-115 requiring bond for Treasurer of a Board of Education; and 65 Okl.St.Ann. § 4-105 requiring bond for Multi-County Library.**

Oklahoma

Western Surety Company

OFFICIAL BOND AND OATH

STATE OF OKLAHOMA } ss
County of Tulsa

KNOW ALL PERSONS BY THESE PRESENTS: Bond No. 72009513

That we, John Consalves, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Oklahoma, as Surety, are held and firmly bound unto the County of Tulsa and State of Oklahoma, in the penal sum of Fifty Thousand and 00/100 DOLLARS ($50,000.00), for the payment of which we bind ourselves and our legal representatives, jointly and severally by these presents.

Signed this 8th day of March, 2018.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden Principal has been Appointed (Elected - Appointed) to the office of Treasurer in and for Glenpool Area EMS District, State of Oklahoma, for the term of indefinite years, commencing on the 5th day of February, 2018.

Now, if the said Principal shall render a true account of his office and the doings therein to the proper authority at the close of each month, each quarter, each year, and at the end of his term of office, as required thereby or by law; and shall promptly pay over to the person or officers entitled thereto, at the close of each day, month, or quarter, and term of office, all money which may come into his hands by virtue of his said office; and shall faithfully account for all the balances of money remaining in his hands at the termination of his office; and shall well and truly keep all books of record and books of account, required to properly record the doings of his office; and shall balance same monthly, and make all monthly, quarterly and annual reports to the boards, and officers required by law or by resolution of his governing board; and shall hereafter exercise all reasonable diligence and care in the preservation and lawful disposal of all money, books, papers and securities, or other property appertaining to his said office, and deliver them to his successor, or to any person authorized to receive the same; and if he shall faithfully and impartially, without fear, favor, fraud or apprehension, discharge all other duties, now or hereafter required of his office by law, then this bond to be void, otherwise in full force.

SEAL SOUTH DAKOTA

Principal

WESTERN SURETY COMPANY

By Paul T. Bruflat

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA } ss
County of Minnehaha

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

Before me, a Notary Public in and for said County and State on this 3rd day of November, 2014, personally appeared Paul T. Bruflat to me known to be the identical person who subscribed the name of WESTERN SURETY COMPANY, Surety, to the foregoing instrument as the aforesaid officer and acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of such corporation for the uses and purposes therein set forth.

M. BENT
SEAL NOTARY PUBLIC SOUTH DAKOTA SEAL

M. Bent

Notary Public

My Commission Expires March 2, 2020

Form 852-A-11-2014

CNA SURETY

The State of Oklahoma requires we inform you of the following:

WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Form F2637-3-2012

CERTIFICATE AND ORDER

OF EMS DISTRICT
Name of Public Body

County of_______________

State of Oklahoma, to the County Clerk and County Treasurer

Qualifying_______________

_______________ Okla.,
as Treasurer of said Public Body.

Received and Filed this _______ day of

___________20_____

County Clerk- County Treasurer

_______________ Deputy

Amount of Bond $ 50,000.00

Date of Bond_______________20_____

Bond Expires/Renews___________20_____

SURETIES