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 Glenpool Industrial Authority meeting on June 17, 2019, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

Page

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

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

C) **Scheduled Business**

1) Discussion and possible action to approve and authorize the Chairman of the Board of Trustees to sign the Second Amendment to the 2016 Ambulance Service Agreement between and among the City of Glenpool, the Glenpool Area Emergency Medical Service District and Centurion Health Systems, Inc. d/b/a Mercy Regional of Oklahoma for the purpose of increasing the monthly subsidy from $13,200. to $15,000. (Susan White, GEMS District Administrator) 3 - 6

Second Amendment 061719

2) Discussion and possible action to approve and authorize the Chairman of the Board of Trustees to sign the Fiscal Year 2019-2020 Operational Agreement between GEMS and City of Glenpool. (Susan White, GEMS District Administrator) 7 - 13

FY 20 Op Agreement.final

3) Discussion and possible action to approve and authorize the Chairman of the Board of Trustees for GEMS to sign the Professional Services Contract between Susan White as GEMS District Administrator and the GEMS District. (Susan White, GEMS District Administrator) 14 - 18

Pro Svcs Con - Administrator

4) Discussion and possible action to approve and authorize the Chairman of the Board of Trustees for GEMS to sign the Professional Services Contract between Wendy Knight as GEMS District Clerk and the GEMS District. (Susan White, GEMS District Administrator) 19 - 23

Pro Svcs Con - Clerk

5) Discussion and possible action to approve and authorize the Chairman of the Board of Trustees for GEMS to sign the Professional Services Contract between John Gonsalves as GEMS District Treasurer and the GEMS District. (Susan White, GEMS District Administrator) 24 - 28

Pro Svcs Con - Treasurer

6) Discussion and possible action to approve and authorize the Chairman of the Board of Trustees for GEMS to sign the Professional Services Contract between Lowell Peterson as GEMS District Legal Counsel and the GEMS District. 29 - 33

(Susan White, GEMS District Administrator)

Pro Svcs Con - Legal Counsel

7) Discussion and possible action to approve purchase order(s) and receipts register totaling $23, 268.82 and $43.47. 34 - 65

(John Gonsalves, Treasurer

GEMS PURCHASE ORDERS FOR APPROVAL 6-17-2019

Payment Claims 6-17-2019

D) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 13, 2019 by 5:00 pm.

Signed:Wendy Knight

Clerk

GEMS
Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: Susan White, District Administrator

Date: June 17, 2019

Subject: Second Amendment to 2016 Ambulance Service Agreement

Background:

As a follow-up to a meeting in 2018, GEMS staff and representatives from Mercy met in May to discuss Mercy's 2018 request to increase their annual subsidy $60,000. During the meeting in 2018, Mercy presented evidence that their operation in Glenpool was losing money. They attributed the loss to insufficient historical data and a decrease in transports. In September 2018 the GEMS Board agreed to increase their subsidy ten percent or $14,400 annually, as recommended by staff. In March 2019, Mercy requested reconsideration of the remaining $45,600 from the 2018 request. Since GEMS revenues are derived from ad valorem tax collections the majority of revenues are received following December and March tax deadlines. During the May meeting Mercy reiterated their commitment to Glenpool and understand that GEMS revenue is limited to ad valorem tax collections. They offered a compromise of a $21,600 increase to the agreement effective July 1, 2019 and through the remainder of the contract which expires in June 2021, bringing the annual cost to $180,000. Based on revenue collected this year and the promise of future growth in Glenpool, staff believe the increase is attainable.

The $1,800.00 monthly increase for the ambulance service was included in the FY 2019-2020 annual budget.

Staff Recommendation:

Staff recommends approval of the Second Amendment to 2016 Ambulance Service Agreement between and among the City of Glenpool, the Glenpool Area Emergency Medical Service District, and Centurion Health Systems, Inc. d/b/a Mercy Regional of Oklahoma and becoming effective July 1, 2019.

Attachments:

Amended Ambulance Service Agreement

12205 S. Yukon, Glenpool, OK 74033 • OFFICE: 918-209-4643 FAX: 918-209-4641

SECOND AMENDMENT TO 2016 AMBULANCE SERVICE AGREEMENT BETWEEN AND AMONG THE CITY OF GLENPOOL, THE GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT AND CENTURION HEALTH SYSTEMS, INC., D/B/A MERCY REGIONAL OF OKLAHOMA

WHEREAS, Effective as of March 22, 2016, the City of Glenpool, Oklahoma ("**Glenpool**" or "**City**"); Centurion Health Systems, Inc., d/b/a Mercy Regional of Oklahoma ("**Mercy**"); and the Glenpool Area Emergency Medical Service District ("**GEMS**" or "**GEMS District**"), entered into a certain "Ambulance Service Agreement," as provided by Title 63 - Public Health and Safety, Article 25 - Oklahoma Emergency Response Systems Development Act, Section 1-2515 - Authority to Regulate and Control Ambulance Service Transports, and by Title 5, Chapter 2, Article A of the Code of Ordinances of the City of Glenpool, (the "**Agreement**") for the purposes set forth therein and with a stated term extending to June 30, 2021 (the "**Expiration Date**"); and

WHEREAS, Effective as of September 4, 2018, the parties made certain amendments and additions to the Agreement for the betterment of emergency medical service to the citizens of Glenpool and residents of the GEMS District (such amendments and additions collectively, the "First Amended Agreement"); and

WHEREAS, The parties at this time desire to make an increase in the amount of the monthly subsidy paid by the GEMS District to Mercy in recognition of increased costs incurred in the provision of services pursuant to the First Amended Agreement.

NOW THEREFORE, for and in consideration of such recitals and the terms, covenants and conditions set forth herein, the Parties agree as follows:

Section 1. The following section of the First Amended Agreement is hereby amended to read as follows, such amendment to be in effect for so long as the Lease Agreement remains in effect.

XVII. SUBSIDY ARRANGEMENT

…

17.2 Monthly Charge. For the performance of services in accordance with this Agreement, GEMS shall pay MERCY a subsidy of ~~$13,200.00~~ $15,000.00 per month until such time as the Agreement is terminated or negotiated for renewal.

…

Section 2. Except as otherwise amended by this Second Amendment, the First Amended Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties, by the undersigned duly authorized representatives, hereto affix their signatures and seals as of the dates indicated, the last such date being the Effective Date of this Amendment.

CITY OF GLENPOOL DATE

___________________________________ ____________________________

Timothy Lee Fox, Mayor

ATTEST:

___________________________________ ____________________________

Wendy Knight, City Clerk

APPROVED AS TO FORM:

___________________________________ ____________________________

Lowell Peterson, City Attorney

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

___________________________________ ____________________________

Timothy Lee Fox, Chair Date

ATTEST:

___________________________________ ____________________________

Susan White, Administrator Date

APPROVED AS TO FORM:

___________________________________ ____________________________

Lowell Peterson, District Counsel Date

CENTURION HEALTH SYSTEMS, INC.
d/b/a/ MERCY REGIONAL OF OKLAHOMA

___________________________________ _____________________________

Printed Name: ____________________ Date

Title: _____________________________

VERIFICATION

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me this ______ day of June 2019, appeared __________________________________, whom I know personally to be, or proved himself to my satisfaction to be, the same person who signed the foregoing Second Amendment to 2016 Ambulance Service Agreement and did so in his capacity as _________________________ of Mercy Regional, and did so of his own free will for the purposes stated therein.

My commission expires: _____________________________
Notary Public

____

GEMS
Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: Susan White, District Administrator

Date: June 17, 2019

Subject: FY 2019-2020 Operational Agreement between GEMS and City of Glenpool.

Background:

The administrative operational agreement between the City of Glenpool and GEMS has been updated for FY 2019-2020 to reflect that the State Auditor's Office directed that the four administrative assistants retained pursuant to the agreement shall henceforth be deemed independent contractors rather than employees of the District. The Agreement also revises the rate paid to the City for Emergency Medical Response and administrative services. 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 2019-2020 Operational Agreement

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

ADMINISTRATIVE OPERATIONS AGREEMENT – FISCAL YEAR 2019 – 2020
[City of Glenpool and "GEMS" District]

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

I. Stipulations

A. The Parties acknowledge and agree to the following:

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

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

3. As provided by Title 5, Chapter 2, Article B, Section 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 funds for the support, organization, operation and maintenance of district ambulance services, including the provision of ambulance services by contract. City further agrees and promises to receive no portion of such GEMS funds beyond the extent to which the following services provided by City to GEMS incur costs for lawful emergency medical service

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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.

District 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 will perform all administrative services required for the implementation of this Agreement, including without limitation oversight of all operational costs identified in the City's adopted budget for FY 2019-2020, to be subsidized by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.

B. City will provide Emergency Medical Response Agency emergency medical services for GEMS, to include: the cost of all personnel dedicated to Emergency Medical Response ("EMR") runs and related functions, 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. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate contract, of a person qualified and acceptable to the Board of Trustees ("District Administrator") to perform administrative services for GEMS, including services as an administrative liaison between GEMS and City for the purpose of making and delivering such reports to the Board of Trustees as needed to provide information, answer questions and carry out administrative tasks assigned by the Board, and will ensure that such District Administrator is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2019-2020 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. Such District Administrator shall not be regarded or treated as an employee but is in all respects an independent contractor.

B. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate contract of a person qualified and acceptable to the Board of Trustees ("District Clerk") to perform clerical and record-keeping duties for GEMS in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation, and will ensure such District Clerk is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2019-2020 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. Such District Clerk shall not be regarded or treated as an employee but is in all respects an independent contractor.

C. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate contract, of a person qualified and acceptable to the Board of Trustees ("District Counsel") to perform legal services for GEMS, to ensure that all GEMS activities, contracts and any other actions are in compliance with all applicable constitutional and statutory requirements, and will ensure such District 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 2019-2020 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. Such District Counsel shall not be regarded or treated as an employee but is in all respects an independent contractor.

D. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate contract, of a person qualified and acceptable to the Board of Trustees ("District Treasurer") to perform accounting and budgetary services for GEMS, including management of the accounts of GEMS in accordance with the Emergency Medical Service District Budget Act and making such reports to the GEMS Board of Trustees as needed to keep the Board of Trustees informed regarding its financial status and legal compliance, and will ensure such District Treasurer 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 2019-2020 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. Such

District Treasurer shall not be regarded or treated as an employee but is in all respects an independent contractor.

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

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

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

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

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

G. GEMS agrees that it shall annually prepare and adopt a budget in accordance with the provisions of the Emergency Medical Service District Budget Act.

H. In consideration of the administrative, financial and emergency medical response agency services provided by City as described in Sections II.A. and II.B. of this Agreement, GEMS agrees to reimburse the City for the costs of providing such services during the term of this Agreement. Such costs shall be included in the annual budget adopted by GEMS as provided in Section III.B. of this

Agreement and in accordance with the Emergency Medical Response Service Rate Summary at **Exhibit A**, incorporated herein by reference.

IV. Term of Agreement

This Agreement shall be deemed effective as of July 1, 2019 and shall continue through June 30, 2020. This Agreement will automatically be renewed each subsequent year, beginning July 1, 2020, 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 17th day of June 2019.

City of Glenpool	Glenpool Area Emergency Medical Services District
______________________________	______________________________
Timothy Lee Fox, Mayor	Timothy Lee Fox, Chairman of the Board of Trustees
Attest:	[SEAL]
______________________________	______________________________
Wendy Knight, City Clerk	Wendy Knight, District Clerk

EXIBIT A

EMERGENCY MEDICAL RESPONSE SERVICE RATE SUMMARY

	Run YTD as of 5/31/2019	Ratio
EMR	961	72%
FIRE	368	28%
Total	**1329**	

Based on FY2019-2020 Proposed Budget:	**EMR Calls vs Fire Total**	**72% EMR**	
Total Compensation/Benefits for EMR personnel:	$ 1,934,403	$ 1,392,770.42	
Average per person (total /24)	$ 80,600.14	$ 58,032	
Annual hours per person	2,912		
Avg hourly personnel costs	$ 27.68	$ 19.93	
Three person crew ($27.68 x 3)	$ 83.04	$ 59.79	
Fire Truck Expenses	**FY19-20**		
Maintenance	$ 36,000		
Fuel	14,000		
Total Truck Expenses	$ 50,000		
	EMR Calls vs Fire	**72%**	
Estimated number runs FY2019-2020	1520	973	
Average cost per run for truck (constant)	$ 32.89	$ 32.89	
	Total	**EMR**	
Total rate per run ($83.04 crew, $32.89 truck)	**$ 115.93**	**$ 93.00**	(rounded down)
Total Estimated EMR Reimbursement FY19-20		**$ 90,500**	

Professional Services Contract – GEMS District Administrator

FISCAL YEAR –2019 – 2020

This Professional Services Contract ("**Contract**") is effective as of July 1, 2019 by and between SUSAN WHITE, an individual ("**Contractor**") and the Glenpool Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties"** and each a "**Party"**) in accordance with the provisions of a certain Administrative Operations Contract - Fiscal Year 2019-2020 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 17, 2019.

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, 2019 and shall continue for the GEMS District's Fiscal Year of 2019-2020, that is, through June 30, 2020 (the "**Term**").

2. Contractor is NOT an employee and may only be terminated as specified in paragraph 6 below, entitled Termination.

3. **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.

4. **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.**

5. **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 administrative 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.

6. **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.

7. **Termination**

   a. **Independent Contractor, not Employee.** Contractor is NOT an employee of the GEMS District, and this Contract may only be terminated as follows: (i) for just cause, including, without limitation, breaching a provision of this Contract; (ii) upon the death of Contractor; (iii) upon GEMS District dissolving, becoming insolvent, filing bankruptcy, or ceasing all business operations; (iv) cessation of the existence or functions of the GEMS District; or (v) by mutual written agreement of the Parties.

b. **Notice Required.** In the event this Contract is terminated due to Contractor breaching a provision of this Contract or other just cause, GEMS District may terminate this Contract at any time, with or without notice, as permitted by applicable law. The Parties are not required to provide one another with notice of their intent not to extend or renew this Contract for another fixed term prior to the expiration of this Contract. However, as a matter of professional courtesy, the Parties agree to use their best efforts to provide at least ninety (90) days' notice of such intention. If the Parties do not agree to an extension or renewal of the terms of this Contract, then, upon its expiration, this Contract will terminate and be of no legal effect.

8. 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.

9. **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.

10. **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.

11. **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.

12. **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.

13. **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
    City of Glenpool
    12205 S. Yukon Avenue
    Glenpool, Oklahoma 74033

// SIGNATURES ON NEXT PAGE//

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

CONTRACTOR
SUSAN WHITE

Signed: ______________________________ Date: ________________________

Name: ______________________________

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ______________________________ Date: ________________________

Name: ______________________________

Title: ______________________________

Professional Services Contract – GEMS District Clerk

FISCAL YEAR –2019 – 2020

This Professional Services Contract ("**Contract**") is effective as of July 1, 2019 by and between WENDY KNIGHT, an individual ("**Contractor**") and the Glenpool Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties"** and each a "**Party"**) in accordance with the provisions of a certain Administrative Operations Contract - Fiscal Year 2019-2020 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 17, 2019.

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, 2019 and shall continue for the GEMS District's Fiscal Year of 2019-2020, that is, through June 30, 2020 (the "**Term**"). Contractor is NOT an employee and may only be terminated as specified in paragraph 6 below, entitled Termination.

2. **Compensation**

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

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

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

3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to Contractors of GEMS District who occupy similar positions. This Contract is for the sole benefit of Contractor and GEMS District and is not intended

to create an employee benefit plan of any kind. Nothing in this Contract shall impair GEMS District's right to amend, modify, replace, or terminate any and all fringe benefits GEMS District elects to extend Contractor in its sole discretion. **It is further expressly understood and agreed that, until such condition is changed by GEMS District in its sole discretion, this Contract includes no employment or contractual benefits beyond the compensation provided by paragraph 2 above.**

4. **Duties.** Contractor is being hired by GEMS District as the GEMS District 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. **Termination**

   a. **Independent Contractor, not Employee.** Contractor is NOT an employee of the GEMS District, and this Contract may only be terminated as follows: (i) for just cause, including, without limitation, breaching a provision of this Contract; (ii) upon the death of Contractor; (iii) upon GEMS District dissolving, becoming insolvent, filing bankruptcy, or ceasing all business operations; (iv) cessation of the existence or functions of the GEMS District; or (v) by mutual written agreement of the Parties.

   b. **Notice Required.** In the event this Contract is terminated due to Contractor breaching a provision of this Contract or other just cause, GEMS District may terminate this Contract at any time, with or without notice, as permitted by applicable law. The Parties are not required to provide one another with notice of their intent not to extend or renew this Contract for another fixed term prior to the expiration of this Contract. However, as a matter of professional courtesy, the Parties agree to use their best efforts to provide at least ninety (90) days' notice of such intention. If the Parties do not agree to an extension or renewal of the terms of this Contract, then, upon its expiration, this Contract will terminate and be of no legal effect.

7. 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.

8. 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.

9. **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.

10. **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.

11. **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.

12. **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

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

// SIGNATURES ON NEXT PAGE//

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

CONTRACTOR
WENDY KNIGHT

Signed: ______________________________ Date: ________________________

Name: ______________________________

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ______________________________ Date: ________________________

Name: ______________________________

Title: ______________________________

Professional Services Contract – GEMS Treasurer

FISCAL YEAR 2019 – 2020

This Professional Services Contract ("**Contract**") is effective as of July 1, 2019 by and between JOHN GONSALVES, an individual ("**Contractor**") and the Glenpool Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties"** and each a "**Party"**) in accordance with the provisions of a certain Administrative Operations Contract - Fiscal Year 2019-2020 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 17, 2019.

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, 2019 and shall continue for the GEMS District's Fiscal Year of 2019-2020, that is, through June 30, 2020 (the "**Term**"). Contractor is NOT an employee and may only be terminated as specified in paragraph 6 below, entitled Termination.

2. **Compensation**

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

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

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

3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to 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. District Treasurer 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 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 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. Termination

a. Independent Contractor, not Employee. Contractor is NOT an employee of the GEMS District, and this Contract may only be terminated as follows: (i) for just cause, including, without limitation, breaching a provision of this Contract; (ii) upon the death of Contractor; (iii) upon GEMS District dissolving, becoming insolvent, filing bankruptcy, or ceasing all business operations; (iv) cessation of the existence or functions of the GEMS District; or (v) by mutual written agreement of the Parties.

b. **Notice Required.** In the event this Contract is terminated due to Contractor breaching a provision of this Contract or other just cause, GEMS District may terminate this Contract at any time, with or without notice, as permitted by applicable law. The Parties are not required to provide one another with notice of their intent not to extend or renew this Contract for another fixed term prior to the expiration of this Contract. However, as a matter of professional courtesy, the Parties agree to use their best efforts to provide at least ninety (90) days' notice of such intention. If the Parties do not agree to an extension or renewal of the terms of this Contract, then, upon its expiration, this Contract will terminate and be of no legal effect.

7. 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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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

    CONTRACTOR ADDRESS
    John Gonsalves, GEMS District Clerk
    City of Glenpool
    12205 S. Yukon Avenue
    Glenpool, Oklahoma 74033

// SIGNATURES ON NEXT PAGE//

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

CONTRACTOR
JOHN GONSALVES

Signed: ______________________________ Date: ________________________

Name: ______________________________

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ______________________________ Date: ________________________

Name: ______________________________

Title: ______________________________

Professional Services Contract – GEMS Legal Counsel

FISCAL YEAR –2019 – 2020

This Professional Services Contract ("**Contract**") is effective as of July 1, 2019 by and between LOWELL PETERSON, an individual ("**Contractor**") and the Glenpool Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties"** and each a "**Party"**) in accordance with the provisions of a certain Administrative Operations Contract - Fiscal Year 2019-2020 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 17, 2019.

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, 2019 and shall continue for the GEMS District's Fiscal Year of 2019-2020, that is, through June 30, 2020 (the "**Term**"). Contractor is NOT an employee and may only be terminated as specified in paragraph 6 below, entitled Termination.

2. **Compensation**

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

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

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

3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to 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 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 administrative 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 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. **Termination**

   a. **Independent Contractor, not Employee.** Contractor is NOT an employee of the GEMS District, and this Contract may only be terminated as follows: (i) for just cause, including, without limitation, breaching a provision of this Contract; (ii) upon the death of Contractor; (iii) upon GEMS District dissolving, becoming insolvent, filing bankruptcy, or ceasing all business operations; (iv) cessation of the existence or functions of the GEMS District; or (v) by mutual written agreement of the Parties.

b. **Notice Required.** In the event this Contract is terminated due to Contractor breaching a provision of this Contract or other just cause, GEMS District may terminate this Contract at any time, with or without notice, as permitted by applicable law. The Parties are not required to provide one another with notice of their intent not to extend or renew this Contract for another fixed term prior to the expiration of this Contract. However, as a matter of professional courtesy, the Parties agree to use their best efforts to provide at least ninety (90) days' notice of such intention. If the Parties do not agree to an extension or renewal of the terms of this Contract, then, upon its expiration, this Contract will terminate and be of no legal effect.

7. 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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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
    City of Glenpool
    12205 S. Yukon Avenue
    Glenpool, Oklahoma 74033

// SIGNATURES ON NEXT PAGE//

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

CONTRACTOR
LOWELL PETERSON

Signed: ______________________________ Date: ________________________

Name: ______________________________

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ______________________________ Date: ________________________

Name: ______________________________

Title: ______________________________

GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: JOHN GONSALVES, DISTRICT TREASURER

Date: JUNE 17, 2019

Subject: Approval of Purchase Order Receiving Report and Payment Claims as of 06/17/2019 totaling $23,268.82

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 06/12/2019 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
19-09710	31-6-01-6101	Susan White	District Administrator	4002	208.33
19-09711	31-6-01-6101	Lowell Peterson	District Attorney	3002	208.33
19-09712	31-6-01-6101	Wendy Knight	District Clerk	5002	208.33
19-09713	31-6-01-6101	John Gonsalves	District Treasurer	2002	208.33
19-08770	31-6-01-6202	Pace Products of Tulsa	Oxygen	112940	60.00
19-08782	31-6-01-6225	City of Glenpool	First Responder/Admin	201906115996	9,383.00
19-08782	31-6-01-6225	City of Glenpool	First Responder/Admin	201906115997	12,947.00
19-09714	31-6-01-6202	Tulsa Beacon	Budget Notice	11732	45.50
				Total	$23,268.82

Attachments:
1. Purchase Order Claims Register dated 06/12/2019 totaling $23,268.82
2. PO Receipt Register dated 06/12/2019 totaling $23,268.82
3. Purchase Orders and Invoices totaling $23,268.82

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

6/12/2019 11:02 AM
SEQUENCE: VENDOR NUMBER

PO RECEIPT REGISTER
AUDIT REPORT

PAGE: 1
DETAIL LEVEL: INVOICE

VENDOR NAME / INVOICE	POST DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
01-000351 SUSAN WHITE				208.33
4002	6/11/2019	31	208.33	
01-000450 PACE PRODUCTS OF TULSA				60.00
112973	6/07/2019	31	60.00	
01-000507 CITY OF GLENPOOL				22,330.00
201906115996	6/11/2019	31	9,383.00	
201906115997	6/11/2019	31	12,947.00	
01-000901 LOWELL PETERSON				208.33
3002	6/11/2019	31	208.33	
01-001128 TULSA BEACON				45.50
11732	6/11/2019	31	45.50	
01-001468 JOHN GONSALVES				208.33
2002	6/11/2019	31	208.33	
01-001518 WENDY KNIGHT				208.33
5002	6/11/2019	31	208.33	
TOTALS			23,268.82	23,268.82

APPROVED

BY

Timothy Lee Fox, Chairman

June 17, 2019

6/12/2019 11:02 AM
SEQUENCE: VENDOR NUMBER

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

PAGE: 5
DETAIL LEVEL: INVOICE

PO TOTALS BY G/L ACCOUNT

YEAR	ACCOUNT	NAME	ITEMS	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	LINE ITEM OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET BUDGET AVAILABLE	GROUP BUDGET OVER BUDG
2018-2019	31-6-01-6101	SALARIES & WAGES	4	833.32	10,000	0.16				
	31-6-01-6202	OPERATING SUPPLIES	2	105.50	16,069	11,182.43				
	31-6-01-6225	FIRST RESPONDER/ADMIN F	2	22,330.00	107,700	0.00				
	** 18-19 YEAR TOTALS **			23,268.82						

NO ERRORS

NO WARNINGS

6/12/2019 11:06 AM
FUND: 31 - GEMS

PURCHASE ORDER CLAIM REGISTER
SUMMARY REPORT

PAGE: 1

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
19-09710	GEMS Contract Fees & Serv	01-000351	SUSAN WHITE	6/2019 4002	208.33
19-08770	FY19 BLNKT- MED OXY RNTLS	01-000450	PACE PRODUCTS OF TULSA	6/2019 112973	60.00
19-08782	1ST REPONDER/ADMIN FEES 1	01-000507	CITY OF GLENPOOL	6/2019 201906115996	9,383.00
19-08782	1ST REPONDER/ADMIN FEES 1	01-000507	CITY OF GLENPOOL	6/2019 201906115997	12,947.00
19-09711	GEMS Contract Fees & Serv	01-000901	LOWELL PETERSON	6/2019 3002	208.33
19-09714	2019-2020 PRO BUDGET NOTI	01-001128	TULSA BEACON	6/2019 11732	45.50
19-09712	GEMS Contract Fees & Serv	01-001468	JOHN GONSALVES	6/2019 2002	208.33
19-09713	GEMS Contract Fees & Serv	01-001518	WENDY KNIGHT	6/2019 5002	208.33
				DEPARTMENT TOTAL:	23,268.82
				FUND TOTAL:	23,268.82
				GRAND TOTAL:	23,268.82

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
G/L RECAP

PERIOD	G/L ACCOUNT	NAME	AMOUNT	FUND TOTAL
6/2019	31-6-01-6101	SALARIES & WAGES	833.32	
6/2019	31-6-01-6202	OPERATING SUPPLIES	105.50	
6/2019	31-6-01-6225	FIRST RESPONDER/ADMIN FEES	22,330.00	23,268.82
			GRAND TOTAL:	23,268.82

P U R C H A S E   O R D E R
CITY OF GLENPOOL,OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 19-09710 06/11/2019

ISSUED TO: VEND #: 01-000351
SUSAN WHITE
210 SOUTH OAK GROVE ROAD
CUSHING, OK 74023

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/11/2019

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.

06/11/2019

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	CONTRACT SERVICES JUNE GEMS Contract Fees & Services		00022986	31 -6-01-6101		0.00	208.33 *

** TOTAL ** 208.33

*** APPROVAL FOR PURCHASE ***

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

6/11/19

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 #: 4002
DATE: 6/11/2019

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

P.O. #: 19-09710

Description	Amount
Contract Fees & Services June 2019	$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 # 19-09711 06/11/2019

ISSUED TO: VEND #: 01-000901
LOWELL PETERSON
19732 S. 145TH W. AVE
SAPULPA, OK 74066

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/11/2019

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.

06/11/2019

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	CONTRACT SERVICES JUNE GEMS Contract Fees & Services		00022985	31 -6-01-6101		0.00	208.33 *

** TOTAL ** 208.33

*** APPROVAL FOR PURCHASE ***

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

6/11/19

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 #: 3002
DATE: 6/11/2019

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

P.O. #: 19-09711

Description	Amount
Contract Fees & Services June 2019	$208.33
Total	**$208.33**

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

PURCHASE ORDER
CITY OF GLENPOOL, OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected

PURCHASE ORDER # 19-08782 08/08/2018

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

08/08/2018

PURCHASING OFFICER DATE

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

08/08/2018

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1ST REPONDER/ADMIN FEES 18-19 1ST REPONDER/ADMIN FEES 18-19		00021703	31 -6-01-6225		0.00	107,700.00 *

Partial Payment # 9,383.00

Partial Payment 9,383.00

** TOTAL ** 107,700.00

*** 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 6/12/18
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.

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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: 201906115996
Invoice Date: 6/11/2019
Due Date: 7/11/2019
P.O. #: 19-08782

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT	N/A	MONTH	N/A	9,383.00

April First responder/Admin Fees

********THANK YOU*********	**TOTAL DUE**	$9,383.00

FY18 GEMS Admin/First Responder Reimbursements
BLANKET PO 19-08782

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Runs	@ $99/run
Total Runs	**109**	**118**	**78**	**101**	**132**	**122**	**144**	**115**	**131**	**123**	**0**	**0**	1173	
Fire runs	37	53	14	30	40	39	44	23	29	31			340	
EMR runs	72	65	64	71	92	83	100	92	102	92			833	$ 69,972
EMR Ratio	66%	55%	82%	70%	70%	68%	69%	80%	78%	75%	#DIV/0!	#DIV/0!	71%	
Run Rate	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99		
Admin	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 3,300	$ 3,300
Overtime	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 7,403**	**$ 6,710**	**$ 6,611**	**$ 7,304**	**$ 9,383**	**$ 8,492**	**$ 10,175**	**$ 9,383**	**$ 10,373**	**$ 9,383**	**$ 275**	**$ 275**	**$ 85,767**	**$ 73,272**

AMOUNT DUE AUG $ 9,383.00 Blanket PO 19-08782
31-6-01-6225

P U R C H A S E   O R D E R
CITY OF GLENPOOL,OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected

PURCHASE ORDER # 19-08782 08/08/2018

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

08/08/2018

PURCHASING OFFICER DATE

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

08/08/2018

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1ST REPONDER/ADMIN FEES 18-19 1ST REPONDER/ADMIN FEES 18-19		00021703	31 -6-01-6225		0.00	107,700.00 *

Partial Payment $ 12,947.00

Partial Payment 12,947.00

** TOTAL ** 107,700.00

*** 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.

6/12/18

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.

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City Of Glenpool
Creating Opportunity

INVOICE

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

Customer Number: 01-0172
Invoice Number: 201906115997
Invoice Date: 6/11/2019
Due Date: 7/11/2019
P.O. # : 19-08782

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT	N/A	MONTH	N/A	12,947.00

May First responder/Admin Fees

********THANK YOU*********	**TOTAL DUE**	$12,947.00

FY18 GEMS Admin/First Responder Reimbursements
BLANKET PO 19-08782

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Runs	@ $99/run
Total Runs	**109**	**118**	**78**	**101**	**132**	**122**	**144**	**115**	**131**	**123**	**156**	**0**	1329	
Fire runs	37	53	14	30	40	39	44	23	29	31	28		368	
EMR runs	72	65	64	71	92	83	100	92	102	92	128		961	$ 80,724
EMR Ratio	66%	55%	82%	70%	70%	68%	69%	80%	78%	75%	82%	#DIV/0!	72%	
Run Rate	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99	$ 99		
Admin	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 3,300	$ 3,300
Overtime	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 7,403**	**$ 6,710**	**$ 6,611**	**$ 7,304**	**$ 9,383**	**$ 8,492**	**$ 10,175**	**$ 9,383**	**$ 10,373**	**$ 9,383**	**$ 12,947**	**$ 275**	**$ 98,439**	**$ 84,024**

AMOUNT DUE AUG $ 9,383.00 Blanket PO 19-08782
31-6-01-6225

PURCHASE ORDER
CITY OF GLENPOOL,OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 19-09714 06/11/2019

ISSUED TO: VEND #: 01-001128
TULSA BEACON
P.O. BOX 35099
TULSA, OK 74153

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/11/2019

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.

06/11/2019

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	2019-2020 PRO BUDGET NOTICE 2019-2020 PRO BUDGET NOTICE		00022926	31 -6-01-6202		0.00	45.50 *

** TOTAL ** 45.50

*** 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.

6/11/19

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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TULSA BEACON
P.O. BOX 35099
TULSA, OK 74153-0099
USA

22926

Voice: 918 523-4425
Fax: 918 523-4408

INVOICE

Invoice Number: 11732
Invoice Date: 5/23/19
Page: 1

19-09714

Bill To:
GLENPOOL AREA EMERGENCY MEDICAL SERVICE 12205 S YUKON AVE GLENPOOL, OK 74033

Customer ID: GEMS

Customer PO	Payment Terms	Sales Rep ID	Due Date
	Net 30 Days		6/22/19

Description	Amount
NOTICE OF PUBLIC HEARING	
PROPOSED FY 2019-2020 BUDGET	
PUBLICATION DATE	
MAY 23, 2019	
AMOUNT DUE	45.50

Subtotal	45.50
Sales Tax	
Total Invoice Amount	45.50
Payment/Credit Applied	
TOTAL	**45.50**

Check/Credit Memo No:

RECEIVED
MAY 29 2019
BY
A/P-FIN: GLENPOOL

Affidavit of Publication

TULSA BEACON
P.O. Box 35099
Tulsa, Oklahoma, 74153
(918) 523-4425

I, Susan Biggs, of lawful age, being duly sworn upon oath, deposes and says: That I am the Office Manager of the Tulsa Beacon, a Weekly newspaper printed and published in the City of Tulsa, County of Tulsa, and State of Oklahoma, and that the advertisement referred to, a true and printed copy is hereunto attached, was published in said Tulsa Beacon in consecutive issues on the following dates to wit:

1st Insertion May 23, 2019 Budget GEMS

That said newspaper has been published continuously and uninterruptedly in said county during a period of one-hundred and four consecutive weeks prior to the publication of the attached notice or advertisement; that it has been admitted to the United States mail as publications (second-class) mail matter, that it has a general paid circulation, and publishes news of general interest, and otherwise conforms with all of the statutes of the State of Oklahoma governing legal publications.

Publication Fee $ 45.50

Susan E Biggs
Editor, Publisher or Authorized Agent

SUBSCRIBED and sworn to before me

this 23 day of May, 2019.

Lacy D Ward
Notary Public

My commission expires: Nov 3, 2021.

LACY D. WARD
Notary Public – State of Oklahoma
Commission Number 17010183
My Commission Expires Nov 3, 2021

Published in the Tulsa Beacon newspaper,in Tulsa, Tulsa County, State of Oklahoma, on Mary 23, 2019.

NOTICE OF PUBLIC HEARING
JUNE 3, 2019 - 6:00 P.M.
12205 S YUKON AVE, 3RD FLOOR
PROPOSED FY2019-2020 BUDGET

The Glenpool Area Emergency Medical Service District (GEMS) will hold a public hearing on June 3, 2019 at 6:00 P. M. on the 3rd Floor at 12205 S. Yukon Ave, Glenpool, OK for the purpose of advising the public of the proposed budget for the fiscal year beginning July 1, 2019.

The following is a preliminary summary of the proposed budget for Fiscal Year 2019-2020. The proposed budget is available for public inspection at the office of the District Administraor, 3nd Floor, 12205 S. Yukon Avenue, during normal business

OPERATING BUDGET

	Revenues	Expenditures
Ad Valorem Tax	311,600	
Transfer from reserves	4,600	
Personal Services		10,865
Supplies		16,069
Other Services & Charges		281,266
Travel & Training		8,000
Total Operating Budget	**$ 316,200**	**$ 316,200**

P U R C H A S E   O R D E R
CITY OF GLENPOOL,OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 19-08770 08/03/2018

ISSUED TO: VEND #: 01-000450 SHIP TO:
PACE PRODUCTS OF TULSA
9513 E 55TH ST, STE B
TULSA, OK 74145

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

08/03/2018

PURCHASING OFFICER DATE

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

08/03/2018

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	FY19 BLNKT- MED OXY RNTLS FY19 BLNKT- MED OXY RNTLS		00021692	31 -6-01-6202		0.00	1,200.00 *

Partial Payment $ 60.00

** TOTAL ** 1,200.00

*** 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.

6/12/19

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.

PACE Products of Tulsa

Invoice

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

NO. JUNE 2019 RENT112973
Date: Jun 7, 2019
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: Jun 7, 2019
Due Date: Jun 7, 2019
Terms: C.O.D.

Shipped Pace Delivery
Driver:
Time:

Ordered	Returned	Product Description	Unit Price	Extension
1		THIS IS YOUR YEARLY CYLINDER RENTAL! FOR: 1 ADDITIONAL D OXY/USP	60.00	60.00

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.

Subtotal	**60.00**
Sales Tax	
Invoice Amount	**60.00**
Payment Received	0.00
Ck #:	
TOTAL	**60.00**

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.

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

P U R C H A S E   O R D E R
CITY OF GLENPOOL,OK
Email invoices: AP@cityofglenpool.com
Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 19-09713   06/11/2019

ISSUED TO: VEND #: 01-001518
WENDY KNIGHT
P.O BOX 2434
CLAREMORE, OK 74018

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/11/2019

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.

06/11/2019

ENCUMBERING OFFICER   DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	CONTRACT SERVICES JUNE GEMS Contract Fees & Services		00022987	31 -6-01-6101		0.00	208.33 *

** TOTAL ** 208.33

*** APPROVAL FOR PURCHASE ***

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

6/11/19

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 #: 5002
DATE: 6/11/2019

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

P.O. #: 19-09713

Description	Amount
Contract Fees & Services June 2019	$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 # 19-09712 06/11/2019

ISSUED TO: VEND #: 01-001468

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

SHIP TO:

CITY HALL
12205 S YUKON AVE
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/11/2019

PURCHASING OFFICER DATE

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06/11/2019

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	JUNE CONTRACT SERVICES GFMS Contract Fees & Services		00022984	31 -6-01-6101		0.00	208.33 *

** TOTAL ** 208.33

*** APPROVAL FOR PURCHASE ***

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6/11/19

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INVOICE

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

INVOICE #: 2002
DATE: 6/11/2019

1TO:
Glenpool Emergency Medical Service
12205 S. Yukon Ave.
Glenpool, OK 74033
Phone:918-209-4633 | Email: AP@cityofglenpool.com

P.O. #: 19-09712

Description	Amount
Contract Fees & Services June 2019	$208.33
Total	$208.33

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

GEMS
Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS

From: JOHN GONSALVES, DISTRICT TREASURER

Date: JUNE 17, 2019

Subject: Approval of Purchase Order Receiving Report and Payment Claims as of 06/17/2019 totaling $43.47

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 06/12/2019 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
19-08772	31-6-01-6202	Curtin Drug	Medical Supplies	06122019	43.47
				Total	$43.47

Attachments:
1. Purchase Order Claims Register dated 06/12/2019 totaling $43.47
2. PO Receipt Register dated 06/12/2019 totaling $43.47
3. Purchase Orders and Invoices totaling $43.47

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

6/12/2019 5:08 PM
SEQUENCE: VENDOR NUMBER

P O RECEIPT REGISTER
AUDIT REPORT

PAGE: 1
DETAIL LEVEL: INVOICE

VENDOR NAME / INVOICE	POST DATE BANK		INVOICE AMOUNT	VENDOR TOTAL
01-001236 CURTIN DRUG				43.47
06122019	6/12/2019 31		43.47	
		TOTALS	43.47	43.47

APPROVED

BY

Timothy Lee Fox, Chairman

June 17, 2019

6/12/2019 5:10 PM
FUND: 31 - GEMS

PURCHASE ORDER CLAIM REGISTER
SUMMARY REPORT

PAGE: 1

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
19-08772	MEDS/MED SUPPLIES - FY 18	01-001236	CURTIN DRUG	6/2019 06122019	43.47
				DEPARTMENT TOTAL:	43.47
				FUND TOTAL:	43.47
				GRAND TOTAL:	43.47

G/L RECAP

PERIOD	G/L ACCOUNT	NAME	AMOUNT	FUND TOTAL
6/2019	31-6-01-6202	OPERATING SUPPLIES	43.47	43.47
			GRAND TOTAL:	43.47

6/12/2019 5:08 PM
SEQUENCE: VENDOR NUMBER

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

PAGE: 5
DETAIL LEVEL: INVOICE

PO TOTALS BY G/L ACCOUNT

					LINE ITEM			GROUP BUDGET		
YEAR	ACCOUNT	NAME	ITEMS	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2018-2019	31-6-01-6202	OPERATING SUPPLIES	1	43.47	16,069	11,182.43				
	** 18-19 YEAR TOTALS **			43.47						

NO ERRORS

NO WARNINGS

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

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 19-08772 08/03/2018

ISSUED TO: VEND #: 01-001236

CURTIN DRUG
13101 S. ELWOOD
GLENPOOL, OK 74033

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

08/03/2018

PURCHASING OFFICER DATE

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Renay Wright

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	MEDS/MED SUPPLIES - FY 18-19 MEDS/MED SUPPLIES - FY 18-19		00021702	31 -6-01-6202		0.00	1,000.00 *

06/12/19 = 43.47

Partial Payment 43.47

** TOTAL ** 1,000.00

*** APPROVAL FOR PURCHASE ***

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Curtin Drug
PO Box 1148
Glenpool, OK 74033
Phone: 918-528-6000
Fax: 918-528-6060

INVOICE

DATE: 06/12/19

TO:
Glenpool FD
Attn: Accounts Payable
Fax: 918-209-4626

FOR:
P.O. # 18-07777
Date of Purchase: 06/03/2019

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Glucocard Vital Test Strips	2	19.69	39.38
GS Asprin 81mg	1	4.09	4.09
Tax			~~4.34~~
		TOTAL	$ 47.81

43.47

RECEIVED
JUN 12 2019
BY A/P-FIN: GLENPOOL

ThankYou!

Darrell Colbert

From:	Paul Newton
Sent:	Wednesday, June 12, 2019 3:42 PM
To:	Accounts Payable
Subject:	RE: Invoice from Curtin Drug

Yes sir.

Sent from my U.S. Cellular® Smartphone

-------- Original message --------
From: Accounts Payable <ap@cityofglenpool.com>
Date: 6/12/19 14:43 (GMT-06:00)
To: Paul Newton <pnewton@cityofglenpool.com>
Subject: FW: Invoice from Curtin Drug

I have received the attached invoice 6/12/19 for $47.81 from Curtin Drug. Do you approve this invoice for payment? Is this for GEMS?

Thanks dlc

From: julie@curtindrug.com <julie@curtindrug.com>
Sent: Wednesday, June 12, 2019 1:51 PM
To: Accounts Payable <ap@cityofglenpool.com>
Subject: Invoice from Curtin Drug

Hello All!
Attached is an invoice for supplies picked up by the fire department on 6/3/19.
Thank you!

Julie McCrary
Curtin Drug
13101 S Elwood Ave
Glenpool, OK 74033
Ph 918-528-6000
Fax 918-528-6060