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 Special meeting on June 19, 2023, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool Area Emergency Medical Service District will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:
Join Zoom Meeting
https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09
Meeting ID: 897 5355 5435
Passcode: 974088
One tap mobile
+13462487799, US (Houston)
+14086380968, US (San Jose)
Dial by your location
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 897 5355 5435
Passcode: 974088
Find your local number: https://us02web.zoom.us/u/kdrY6w7ABX

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

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf and email it to the City Clerk: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM, JUNE 19, 2023**

AGENDA

		Page
A)	**Call to Order - Joyce G. Calvert, Chair**	
B)	**Roll Call, Declaration of Quorum – Wendy Knight, Clerk; Joyce G. Calvert, Chair**	
C)	**District Administrator Report - Susan White, Administrator**	
	1) District Admin Report	3 - 20
D)	**Trustee Comments**	
E)	**Public Comments**	
F)	**Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GEMS Board to be routine and will be enacted by**	

one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

1) Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as well as Emergency Medical Response Agency emergency medical services, pending GEMS attorney review. 21 - 28

   Staff Report - GEMS-City Operational Agreement

2) Professional Services Contract with Susan White to perform, as an independent contractor, the duties of GEMS District Administrator. 29 - 33

   Pro Svcs Con - District Admin_

3) Professional Services Contract with Wendy Knight to perform, as an independent contractor, the duties of GEMS District Clerk. 34 - 38

   Pro Svcs Con - Clerk_

4) Professional Services Contract with Sarah Cage to perform, as an independent contractor, the duties of GEMS Interim District Treasurer, until such time that a permanent Treasurer/Finance Officer is appointed or the GEMS District's Fiscal Year of 2023-2024 ends. 39 - 43

   Pro Svcs Con - Interim Treas._

5) Purchase order(s) and receipts register totaling $1,818.59. 44 - 57

   GEMS Invoice 6-13-23

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

H) **Scheduled Business**

I) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 15, 2023, by 5:30 pm.
Signed: Wendy Knight
Clerk

GEMS
Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: June 19, 2023
Subject: District Administrator Report

City EMS Run Reimbursement:

The City bills GEMS monthly for EMS runs that the Fire Department makes. The Operational Agreement between the City and GEMS lays out the billing rate and the total reimbursement rate. This fiscal year, the City inadvertently used the incorrect run rate when billing GEMS, charging $133.16 instead of the approved rate of $108.85. When this was caught in March, GEMS requested the City adjust the incorrect billing to reflect actual totals.

As you can see from the included spreadsheet, the cumulative credit through February was $24,188.45. The City's March bill of $14,207.80 was not paid (by check), but rather using the accumulated credit, leaving GEMS with an accumulated credit of $9,980.65 and an available budgeted balance of $1,155.80 to cover the April bill. Given April's billing was $13,772.40, GEMS paid $11,136.45 through the credit and the remaining budget, leaving a balance of $2,635.95 to the City. This $2,635.95 plus the May billing and June estimate will not be paid as GEMS has met the contract total under the operational agreement and the budget. (Note: the March-June monthly reports are included with this report so that a record of them exists in the Board's minutes.)

Since GEMS and the City both fulfilled their agreed upon contract totals, there is no budgetary harm to either entity as a result of GEMS not paying for the extra EMS runs.

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

FY22-23 Credit Calculations

**City inadvertently overbilled run rate at $133.16 intead of $108.85

Month	Original Billing	GEMS Paid	Adjusted Billing	Credit Earned/(Used)	Cumulative Credit	Actual Costs	Amounts Unpaid
July	$ 17,585.80	$ 17,585.80	$ 14,425.50	$ 3,160.30	$ 3,160.30		
August	$ 18,251.60	$ 18,251.60	$ 14,969.75	$ 3,281.85	$ 6,442.15		
September	$ 15,322.08	$ 15,322.08	$ 12,575.05	$ 2,747.03	$ 9,189.18		
October	$ 15,188.92	$ 15,188.92	$ 12,466.20	$ 2,722.72	$ 11,911.90		
November	$ 16,520.52	$ 16,520.52	$ 13,554.70	$ 2,965.82	$ 14,877.72		
December	$ 19,316.88	$ 19,316.88	$ 15,840.55	$ 3,476.33	$ 18,354.05		
January	$ 19,849.52	$ 19,849.52	$ 16,275.95	$ 3,573.57	$ 21,927.62		
February	$ 12,658.88	$ 12,658.88	$ 10,398.05	$ 2,260.83	$ 24,188.45		
March		$ -	$ 14,207.80	$ (14,207.80)	$ 9,980.65		
April		$ 1,155.80	$ 11,136.45	$ (9,980.65)	$ -	$ 13,772.40	$ 2,635.95
May		$ -	$ -	$ -	$ -	$ 15,187.45	$ 15,187.45
June		$ -	$ -	$ -	$ -	$ 13,990.10	$ 13,990.10
	Totals	$ 135,850.00	$ 135,850.00	$ (0.00)			**$ 31,813.50**

Contract Total $ 135,850.00

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:	MAR2023VOD
Invoice Date:	6/13/2023
Due Date:	5/01/2023
P.O. # :	

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT MAR 2023	N/A	MONTH	N/A	*0.00

*AMOUNT AND TOTAL DUE IS $0 (ZERO) DUE TO CREDIT WITH GEMS

MARCH 2023

********THANK YOU**********

TOTAL DUE *$0.00

City Of Glenpool

Creating Opportunity

INVOICE

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

Customer Number:
Invoice Number: 01-0172
Invoice Date: MAR2023
Due Date: 5/18/2023
P.O. # : 5/01/2023

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT MAR 2023	N/A	MONTH	N/A	*14,207.80

*INVOICE WILL BE $0 (ZERO) DUE TO CREDIT WITH GEMS

MARCH 2023

*********THANK YOU*********

TOTAL DUE *$14,207.80

Glenpool Fire Department Operations March 2023

Run Type	# of Calls	Totals Calls
EMS Runs	128	165
Fire Runs	37	
Overlapping	29	17.58%

Average Respone Times

3:46	EMS
4:00	Fire

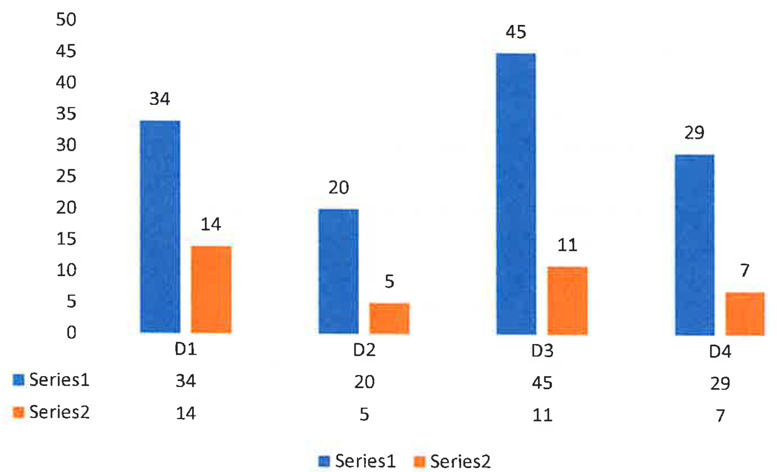
By District:

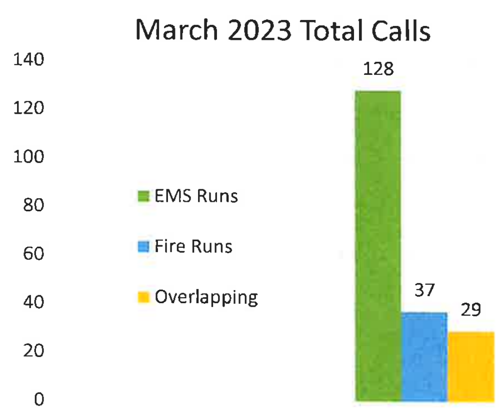
District	EMS	Fire	District Totals
D1	34	14	48
D2	20	5	25
D3	45	11	56
D4	29	7	36
Totals	128	37	165

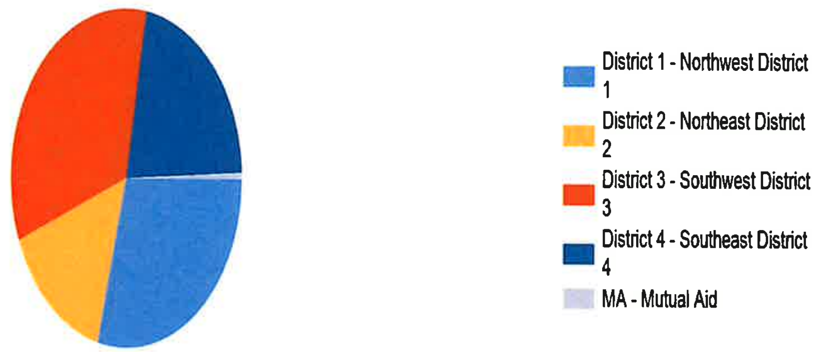
Average Time on Scene

26:29

District Call Volume





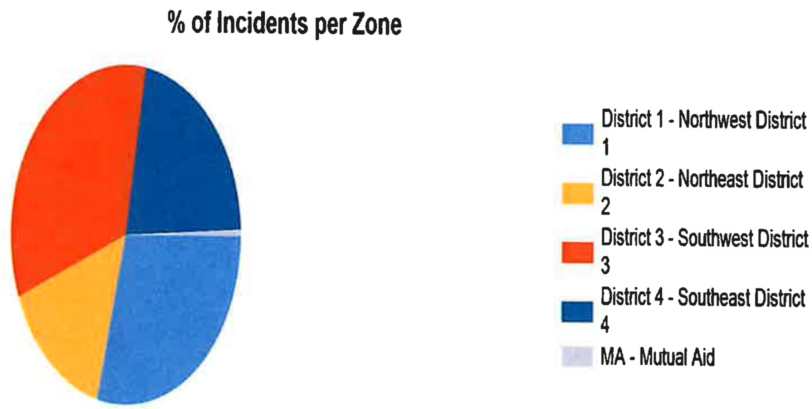


District 1 - Northwest District 1

131 - Passenger vehicle fire		1	0.60%
311 - Medical assist, assist EMS crew		28	16.87%
320 - Emergency medical service, other		1	0.60%
321 - EMS call, excluding vehicle accident with injury		3	1.81%
324 - Motor vehicle accident with no injuries.		2	1.20%
412 - Gas leak (natural gas or LPG)		1	0.60%
510 - Person in distress, other		1	0.60%
511 - Lock-out		1	0.60%
522 - Water or steam leak		1	0.60%
553 - Public service		1	0.60%
554 - Assist invalid		1	0.60%
561 - Unauthorized burning		1	0.60%
611 - Dispatched & cancelled en route		2	1.20%
622 - No incident found on arrival at dispatch address		1	0.60%
651 - Smoke scare, odor of smoke		1	0.60%
733 - Smoke detector activation due to malfunction		2	1.20%
Zone: District 1 - Northwest District 1 Total Incident:		**48**	**28.92%**

District 2 - Northeast District 2

311 - Medical assist, assist EMS crew		17	10.24%
322 - Motor vehicle accident with injuries		1	0.60%
350 - Extrication, rescue, other		1	0.60%
551 - Assist police or other governmental agency		1	0.60%
554 - Assist invalid		1	0.60%
733 - Smoke detector activation due to malfunction		3	1.81%
743 - Smoke detector activation, no fire - unintentional		1	0.60%
Zone: District 2 - Northeast District 2 Total Incident: 25 15.06%		**25**	**15.06%**



District 3 - Southwest District 3

111 - Building fire		1	0.60%
113 - Cooking fire, confined to container		1	0.60%
118 - Trash or rubbish fire, contained		1	0.60%
311 - Medical assist, assist EMS crew		37	22.29%
321 - EMS call, excluding vehicle accident with injury		1	0.60%
322 - Motor vehicle accident with injuries		2	1.20%
324 - Motor vehicle accident with no injuries.		5	3.01%
444 - Power line down		1	0.60%
463 - Vehicle accident, general cleanup		1	0.60%
554 - Assist invalid		3	1.81%
561 - Unauthorized burning		2	1.20%
745 - Alarm system activation, no fire - unintentional		1	0.60%
Zone: District 3 - Southwest District 3 Total Incident: 56 33.73%		**56**	**33.73%**

District 4 - Southeast District 4

311 - Medical assist, assist EMS crew		27	16.27%
322 - Motor vehicle accident with injuries		1	0.60%
324 - Motor vehicle accident with no injuries.		1	0.60%
554 - Assist invalid		2	1.20%
561 - Unauthorized burning		1	0.60%
611 - Dispatched & cancelled en route		3	1.81%
743 - Smoke detector activation, no fire - unintentional		1	0.60%
Zone: District 4 - Southeast District 4 Total Incident:		**36**	**21.69%**

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 # 23-16603 06/13/2023

ISSUED TO: VEND #: 31-000005

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

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/13/2023

PURCHASING OFFICER DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION. 06/13/2023

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1ST RESPONDER REIMBURSE-APR 1ST RESPONDER REIMBURSE-APR		00032515	31 -6-01-6225		0.00	1,155.80 *

** TOTAL ** 1,155.80

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE 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

INVOICE

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

Customer Number:	01-0172
Invoice Number:	APR23AM
Invoice Date:	6/13/2023
Due Date:	6/16/2023
P.O. # :	

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT APR 23	N/A	MONTH	N/A	1,155.80

APRIL 2023

TOTAL DUE $1,155.80

********THANK YOU*********

Glenpool Fire Department Operations April 2023

Run Type	# of Calls	Totals Calls
EMS Runs	124	165
Fire Runs	41	
Overlapping	50	30.30%

Average Respone Times

3:46	EMS
4:47	Fire

By District:

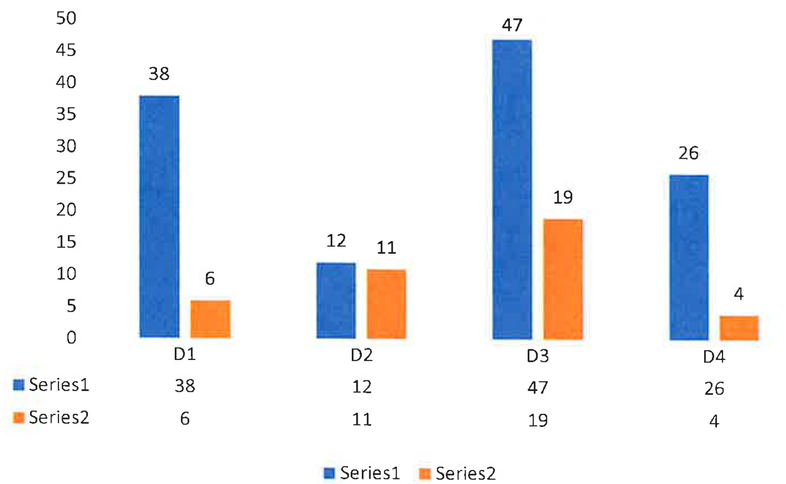
District	EMS	Fire	District Totals
D1	38	6	44
D2	12	11	23
D3	47	19	66
D4	26	4	30
MA	1	1	2
Totals	124	41	165

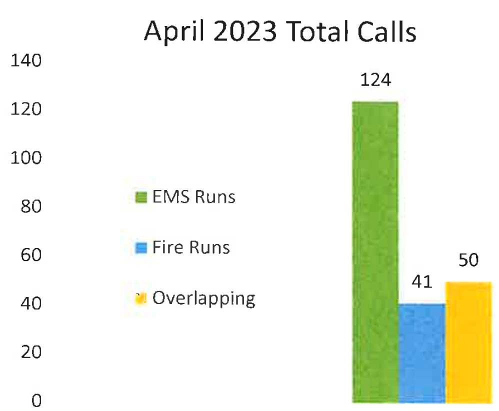
Both Given

Average Time on Scene

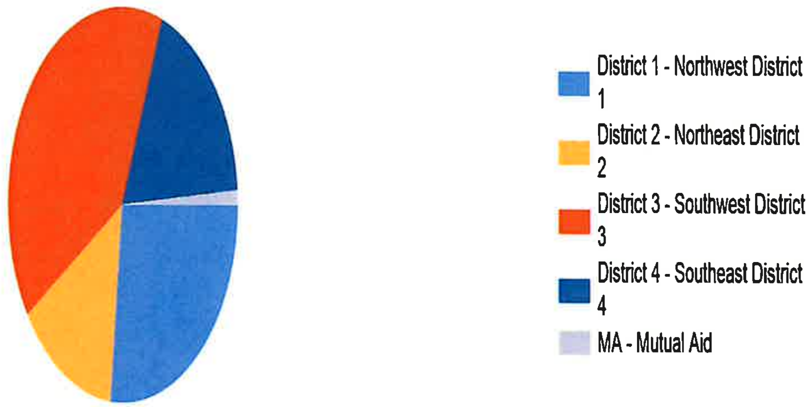
21:53

District Call Volume





% of Incidents per Zone



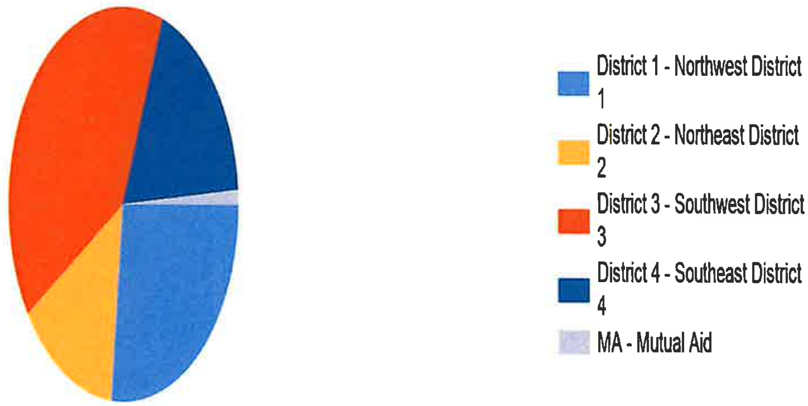
District 1 - Northwest District 1

311 - Medical assist, assist EMS crew		30	18.18%
321 - EMS call, excluding vehicle accident with injury		1	0.61%
322 - Motor vehicle accident with injuries		3	1.82%
324 - Motor vehicle accident with no injuries.		4	2.42%
511 - Lock-out		1	0.61%
551 - Assist police or other governmental agency		1	0.61%
611 - Dispatched & cancelled en route		1	0.61%
651 - Smoke scare, odor of smoke		1	0.61%
735 - Alarm system sounded due to malfunction		1	0.61%
743 - Smoke detector activation, no fire - unintentional		1	0.61%
Zone: District 1 - Northwest District 1 Total Incident:		**44**	**26.67%**

District 2 - Northeast District 2

311 - Medical assist, assist EMS crew		12	7.27%
412 - Gas leak (natural gas or LPG)		1	0.61%
500 - Service Call, other		1	0.61%
542 - Animal rescue		1	0.61%
553 - Public service		1	0.61%
554 - Assist invalid		1	0.61%
653 - Smoke from barbecue, tar kettle		1	0.61%
733 - Smoke detector activation due to malfunction		3	1.82%
734 - Heat detector activation due to malfunction		1	0.61%
900 - Special type of incident, other		1	0.61%
Zone: District 2 - Northeast District 2 Total Incident:		**23**	**13.94%**

% of Incidents per Zone



District 3 - Southwest District 3

111 - Building fire		1	0.61%
142 - Brush or brush-and-grass mixture fire		1	0.61%
143 - Grass fire		1	0.61%
311 - Medical assist, assist EMS crew		36	21.82%
321 - EMS call, excluding vehicle accident with injury		1	0.61%
322 - Motor vehicle accident with injuries		5	3.03%
324 - Motor vehicle accident with no injuries.		5	3.03%
424 - Carbon monoxide incident		1	0.61%
444 - Power line down		2	1.21%
480 - Attempted burning, illegal action, other		1	0.61%
511 - Lock-out		3	1.82%
561 - Unauthorized burning		1	0.61%
600 - Good intent call, other		1	0.61%
611 - Dispatched & cancelled en route		1	0.61%
651 - Smoke scare, odor of smoke		2	1.21%
700 - False alarm or false call, other		1	0.61%
733 - Smoke detector activation due to malfunction		1	0.61%
743 - Smoke detector activation, no fire - unintentional		1	0.61%
745 - Alarm system activation, no fire - unintentional		1	0.61%
Zone: District 3 - Southwest District 3 Total Incident:		**66**	**40.00%**

District 4 - Southeast District 4

311 - Medical assist, assist EMS crew 22 13.33%		22	13.33%
321 - EMS call, excluding vehicle accident with injury 2 1.21%		2	1.21%
322 - Motor vehicle accident with injuries 1 0.61%		1	0.61%
324 - Motor vehicle accident with no injuries. 1 0.61%		1	0.61%
553 - Public service 1 0.61%		1	0.61%
600 - Good intent call, other 1 0.61%		1	0.61%
745 - Alarm system activation, no fire - unintentional 2 1.21%		2	1.21%

Zone: District 4 - Southeast District 4 Total Incident:		**30**	**18.18%**

FOR DOCUMENTATION PURPOSES ONLY

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

Customer Number:
Invoice Number: XXX
Invoice Date: May 2023
Due Date: XXX
P.O. # : XXX

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT MAY 23	N/A	MONTH	N/A	$15,187.45

********THANK YOU**********

TOTAL DUE $0

Glenpool Fire Department Operations May 2023

Run Type	# of Calls	Totals Calls
EMS Runs	137	192
Fire Runs	55	
Overlapping	35	

Average Time on Scene

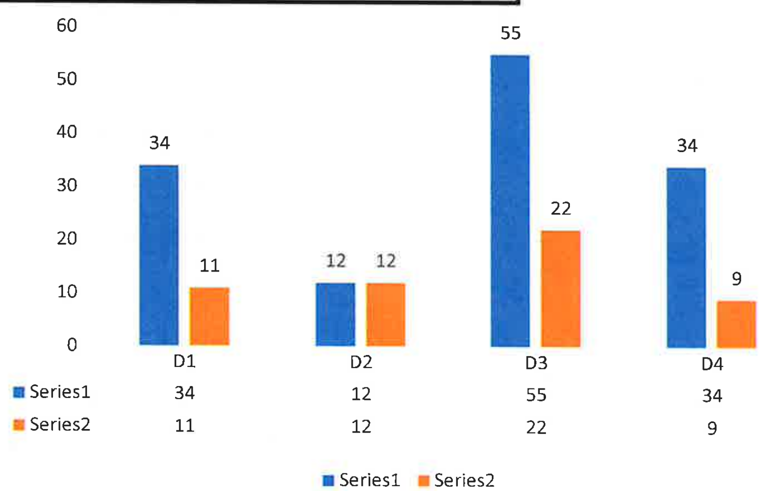
18:02

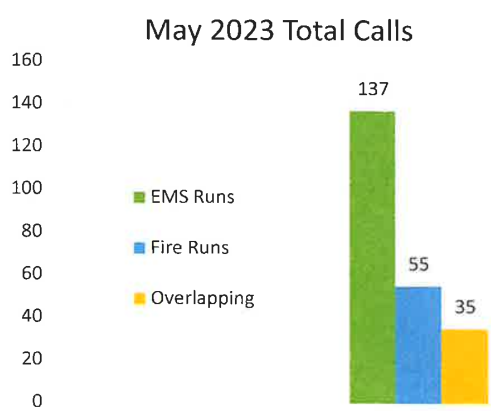
By District:

District	EMS	Fire	District Totals
D1	34	11	45
D2	12	12	24
D3	55	22	77
D4	34	9	43
MA	2	1	3
Totals	137	55	192

All Given

District Call Volume





District 1 - Northwest District 1

113 - Cooking fire, confined to container	1
131 - Passenger vehicle fire	1
163 - Outside gas or vapor combustion explosion	1
311 - Medical assist, assist EMS crew	23
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	9
511 - Lock-out	1
553 - Public service	1
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	1
700 - False alarm or false call, other	1
Zone: District 1 - Northwest District 1 Total Incident:	**45**

District 2 - Northeast District 2

100 - Fire, other	1
154 - Dumpster or other outside trash receptacle fire	1
311 - Medical assist, assist EMS crew	10
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
331 - Lock-in (if lock out , use 511)	1
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	1
424 - Carbon monoxide incident	1
440 - Electrical wiring/equipment problem, other	1
541 - Animal problem	1
554 - Assist invalid	3
611 - Dispatched & cancelled en route	1
Zone: District 2 - Northeast District 2 Total Incident:	**24**

District 3 - Southwest District 3

100 - Fire, other	1
131 - Passenger vehicle fire	1
311 - Medical assist, assist EMS crew	49
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	5
424 - Carbon monoxide incident	1
440 - Electrical wiring/equipment problem, other	1
511 - Lock-out	2
512 - Ring or jewelry removal	1
550 - Public service assistance, other	1
554 - Assist invalid	2
561 - Unauthorized burning	2
611 - Dispatched & cancelled en route	2
621 - Wrong location	1
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	2
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
Zone: District 3 - Southwest District 3 Total Incident:	**77**

District 4 - Southeast District 4

118 - Trash or rubbish fire, contained	1
311 - Medical assist, assist EMS crew	30
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	2
412 - Gas leak (natural gas or LPG)	1
511 - Lock-out	1
554 - Assist invalid	1
600 - Good intent call, other	1
622 - No incident found on arrival at dispatch address	1
733 - Smoke detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
Zone: District 4 - Southeast District 4 Total Incident:	**43**

FOR DOCUMENTATION PURPOSES ONLY

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

Customer Number:
Invoice Number: XXX
Invoice Date: JUNE 2023
Due Date: XXX
P.O. # : XXX

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
11 MONTH AVERAGE-ESTIMATED JUN 2023	N/A	MONTH	N/A	$13,990.10

********THANK YOU**********

TOTAL DUE $0

To: Mayor and City Council

From: Susan White, Assistant City Manager

Date: June 14, 2023

Re: Administrative Operations Agreement between GEMS and City

Background:

The GEMS/City Administrative Operations Agreement is set to expire June 30th. This agreement delineates the responsibilities of each organization related to EMS and First Responders within the City. There are no changes to this agreement from the current year except for the dates and Exhibit A. Exhibit A has been updated to include the FY23-24 Approved budget for the City as part of the calculation of the run rate.

Staff Recommendation:

Staff recommends approval of the Administrative Operations Agreement between the City of Glenpool and the "GEMS" District for FY23-24.

Attachments:

- Administrative Operations Agreement – FY23-24

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;
Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

ADMINISTRATIVE OPERATIONS AGREEMENT – FISCAL YEAR 2023-2024
[City of Glenpool and "GEMS" District]

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

I. Stipulations

A. The Parties acknowledge and agree to the following:

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

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

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

II. City's Responsibilities

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

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

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

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

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

[2] 19 O.S. §1719 provides expressly:

Estimated revenues and appropriation expenditures in the budget of each fund shall be classified in conformity with the accounting system prescribed by the State Auditor and Inspector. Revenues shall be classified separately by source. Expenditures shall be departmentalized by appropriate functions and activities within each fund and shall be classified within the following categories:

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

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

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

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

III. GEMS' Responsibilities

A. The GEMS Board of Trustees will be solely responsible for the appointment of and payment of compensation as provided by separate contract to a person qualified and acceptable to the Board of Trustees to perform administrative services for GEMS, including services as an administrative liaison between GEMS and City for the purpose of making and delivering such reports to the Board of Trustees as needed to provide information, answer questions and carry out administrative tasks assigned by the Board, ("**District Administrator**") and will ensure that such District Administrator is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2023-2024 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. For purposes of this Agreement, the District Administrator shall not be regarded or treated as an employee of either the City or the GEMS District but is in all respects an independent contractor in privity with GEMS.

B. The GEMS Board of Trustees will be solely responsible for the appointment of and payment of compensation as provided by separate contract to a person qualified and acceptable to the Board of Trustees to perform organizational and record-keeping duties for GEMS in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation ("**District Clerk**"), and will ensure such District Clerk is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2023-2024 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. For purposes of this Agreement, the District Clerk shall not be regarded or treated as an employee of either the City or the GEMS District but is in all respects an independent contractor in privity with GEMS.

C. The GEMS Board of Trustees will be solely responsible for the appointment of and payment of compensation as provided by separate contract to a person qualified and acceptable to the Board of Trustees to perform legal services for GEMS, to ensure that all GEMS activities, contracts and any other actions are in compliance with all applicable constitutional and statutory requirements ("**District Legal Counsel**"), and will ensure such District Counsel is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of his Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2023-2024 Budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. For purposes of this Agreement, the District Counsel shall not be regarded or treated as an employee of either the City or the GEMS District but is in all respects an independent contractor in privity with GEMS.

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

GEMS in an amount appropriated for that purpose by the GEMS FY 2023-2024 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act. For purposes of this Agreement, the District Finance Officer shall not be regarded or treated as an employee of either the City or the GEMS District but is in all respects an independent contractor in privity with GEMS.

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

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

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

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

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

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

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

IV. Term of Agreement

This Agreement shall be deemed effective as of July 1, 2023 and shall continue through June 30, 2024. This Agreement will automatically be renewed each subsequent year, beginning July 1, 2024, 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 19th day of June 2023.

City of Glenpool	Glenpool Area Emergency Medical Services District
______________________	______________________
Joyce G. Calvert, Mayor	Joyce G. Calvert, Chair of the Board of Trustees
Attest:	[SEAL]
______________________	______________________
Wendy Knight, City Clerk	Wendy Knight, District Clerk
Approved as to Form:	
______________________	______________________
City Attorney	District Counsel

Exhibit A
Emergency Medical Response Service Rate Summary

Runs Trailing 12 Previous Months		**Ratio**
EMR	1,527	74%
Fire	549	26%
Total	**2,076**	

Based on FY2023-2024 Proposed Budget:		**EMR Calls vs. Fire:**		**74%**
		Total		**EMR**
Total Compensation/Benefits for EMR personnel	$	2,801,263	$	2,060,466
Average per person (total/25)	$	112,051	$	82,419
Annual hours per person		2,912		
Avg hourly personnel cost	$	38.48	$	28.30
Three person crew ($38.48 X 3)	$	115.44	$	84.91

Fire Truck Expenses		**FY23-24**	
Maintenance		44,142	
Fuel		17,867	
Total truck expenses	$	62,009	
		EMR Calls vs Fire	**74%**
Estimated number of runs FY2023-2024		2,076	
Average cost per run for truck (constant)	$	29.87	

		Total		**EMR**
Total rate per run ($115.44 crew, $29.87 truck)	**$**	**145.31**	**$**	**106.88**
Add'l Reimbursement for Accounting Services (12 months x $275)			**$**	**3,300.00**
Total Estimated EMR Reimbursement FY23-24			**$**	**166,505**

Professional Services Contract – GEMS District Administrator

FISCAL YEAR 2023– 2024

This Professional Services Contract ("**Contract**") is effective as of July 1, 2023 by and between SUSAN WHITE, an individual ("**Contractor**") and the Glenpool Area Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties"** and each a "**Party"**) in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2023-2024 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 5, 2023.

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, 2023 and shall continue for the GEMS District's Fiscal Year of 2023-2024, that is, through June 30, 2024 (the "**Term**").

2. **Compensation**

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

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

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

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

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

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

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

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

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

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

9. **Obligation of Confidentiality**

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

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

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

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

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

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

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

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

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

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

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

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

CONTRACTOR

Signed: ______________________________ Date: ______________________
Susan White
District Administrator

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ______________________________ Date: ______________________

Joyce G. Calvert
Chair of the Board of Trustees

Professional Services Contract – GEMS District Clerk

FISCAL YEAR 2023-2024

This Professional Services Contract ("**Contract**") is effective as of July 1, 2023 by and between WENDY KNIGHT, an individual ("**Contractor**") and the Glenpool Area Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties"** and each a "**Party"**) in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2023-2024 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 5, 2023.

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, 2023 and shall continue for the GEMS District's Fiscal Year of 2023-2024, that is, through June 30, 2024 (the "**Term**"). Contractor is NOT an employee and may only be terminated as specified in paragraph 8 below, entitled Termination.

2. **Compensation**

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

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

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

3. **Benefits.** Contractor shall be entitled to no more fringe benefits as GEMS District may provide from time to time to Contractors of GEMS District who occupy similar positions. This Contract is for the sole benefit of Contractor and GEMS District and is not intended to create an employee benefit plan of any kind. Nothing in this Contract shall impair

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

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

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

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

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

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

9. **Obligation of Confidentiality**

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

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

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

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

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

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

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

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

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

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

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

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

CONTRACTOR

Signed: ________________________________ Date: ________________________
Wendy Knight
District Clerk

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ______________________________ Date: ______________________
Joyce G. Calvert
Chair of the Board of Trustees

Professional Services Contract – GEMS Interim Treasurer/Finance Officer

FISCAL YEAR 2023-2024

This Professional Services Contract ("**Contract**") is effective as of July 1, 2023 by and between SARAH CAGE, an individual ("**Contractor**") and the Glenpool Area Emergency Medical Service District ("**GEMS District**") (collectively the "**Parties"** and each a "**Party"**) in accordance with the provisions of a certain Administrative Operations Agreement - Fiscal Year 2023-2024 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 5, 2023.

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, 2023 and shall continue for the GEMS District's Fiscal Year of 2023-2024, that is, through June 30, 2024 (the "**Term**"). Contractor is NOT an employee and may only be terminated as specified in paragraph 7 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. 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 Interim Treasurer/Finance Officer. District Interim Treasurer/Finance Officer duties include performing accounting and budgetary services for GEMS, including management of the accounts of GEMS in accordance with the Emergency Medical Service District Budget Act and making such reports to the GEMS Board of Trustees as needed to keep the Board of Trustees informed regarding its financial status and legal compliance; and attendance at no fewer than nine scheduled meetings of the GEMS Board of Trustees during the Term of this Agreement. In addition to any job duties specified in this Agreement, Contractor shall have such job duties as may from time to time be reasonably assigned to Contractor by GEMS District Board. Contractor acknowledges that by virtue of Contractor's position and responsibilities, Contractor will have fiduciary duties to GEMS District and a duty of loyalty to GEMS District and will, at all times, act in a manner consistent with these duties and abide by GEMS District's reasonable rules, regulations, instructions, and directions.

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

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

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

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

9. **Obligation of Confidentiality**

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

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

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

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

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

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

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

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

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

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

CONTRACTOR ADDRESS
Sarah Cage, GEMS District Interim Treasurer/Finance Officer
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

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

CONTRACTOR

Signed: _______________________________ Date: _______________________
Sarah Cage
District Interim Treasurer/Finance Officer

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Signed: ________________________________ Date: ________________________

Joyce G. Calvert
Chair of the Board of Trustees

GEMS
Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIR AND GEMS DISTRICT BOARD MEMBERS

From: SARAH CAGE, INTERIM DISTRICT TREASURER

Date: June 13, 2023

Subject: Approval of Purchase Orders Receiving Report and Payment Claims as of 6/13/2023 totaling $1,818.59.

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

Staff Recommendation:
Staff recommends a motion to accept the PO Receipt Register report dated 6/13/2023 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
23-16603	31-6-01-6225	City of Glenpool	1st Responder April 2023	APR23AM	$1,155.80
23-16605	31-6-01-6235	Sarah Cage	Interim District Treasurer	SC62023	$208.33
23-16601	31-6-01-6235	Susan White	District Administration	SW62023	$208.33
23-16604	31-6-01-6202	Tulsa Beacon	PUB GEMS BUDGET 2023	15783	$37.80
23-15998	31-6-01-6235	Wendy Knight	District Clerk	WK62023	$208.33
				Total	$1,818.59

Attachments:
1. Purchase Order Claims Register dated 6/13/2023 totaling $1,818.59.
2. PO Receipt Register dated 6/13/2023 totaling $1,818.59.
3. Purchase Orders and Invoices totaling $1,818.59.

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

6/13/2023 5:09 PM | P O R E C E I P T R E G I S T E R | PAGE: 1

SEQUENCE: VENDOR NAME (ALPHA) | AUDIT REPORT | DETAIL LEVEL: INVOICE

VENDOR NAME / INVOICE	POST DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
31-000005 CITY OF GLENPOOL - GEMS				1,155.80
APR23AM	6/19/2023	31	1,155.80	
31-000029 SARAH CAGE				208.33
SC62023	6/15/2023	31	208.33	
31-000000 SUSAN WHITE				208.33
SW62023	6/20/2023	31	208.33	
31-000019 TULSA BEACON				37.80
15783	6/15/2023	31	37.80	
31-000002 WENDY KNIGHT				208.33
WK62023	6/20/2023	31	208.33	
TOTALS			1,818.59	1,818.59

APPROVED

BY

Joyce Calvert, Chair
JUNE 19, 2023

FUND: 31 - GEMS SUMMARY REPORT

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
23-16601	GEMS CONTRACT SVC JUN 202	31-000000	SUSAN WHITE	6/2023 SW62023	208.33
23-16602	GEMS CONTRACT SVC JUN 202	31-000002	WENDY KNIGHT	6/2023 WK62023	208.33
23-16603	1ST RESPONDER REIMBURSE-A	31-000005	CITY OF GLENPOOL - GEMS	6/2023 APR23AM	1,155.80
23-16604	GEMS BUDGET NOTICE PUBLIC	31-000019	TULSA BEACON	6/2023 15783	37.80
23-16605	GEMS CONTRACT SVC JUN 202	31-000029	SARAH CAGE	6/2023 SC62023	208.33
				DEPARTMENT TOTAL:	1,818.59
				FUND TOTAL:	1,818.59
				GRAND TOTAL:	1,818.59

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 # 23-16603   06/13/2023

ISSUED TO: VEND #: 31-000005

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

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/13/2023

PURCHASING OFFICER   DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION.   06/13/2023

ENCUMBERING OFFICER   DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1ST RESPONDER REIMBURSE-APR 1ST RESPONDER REIMBURSE-APR		00032515	31 -6-01-6225		0.00	1,155.80 *

** TOTAL ** 1,155.80

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE   DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE 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

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: APR23AM
Invoice Date: 6/13/2023
Due Date: 6/16/2023
P.O. # :

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT APR 23	N/A	MONTH	N/A	1,155.80

APRIL 2023

********THANK YOU*********

TOTAL DUE $1,155.80

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 # 23-16605   06/13/2023

ISSUED TO: VEND #: 31-000029   SHIP TO:

SARAH CAGE
12205 S YUKON AVE
GLENPOOL, OK 74033

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/13/2023

PURCHASING OFFICER   DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION.   06/13/2023

ENCUMBERING OFFICER   DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUN 2023 GEMS CONTRACT SVC JUN 2023		00032518	31 -6-01-6235		0.00	208.33 *

** TOTAL **   208.33

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE   DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE 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

INVOICE

\# 32518

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

INVOICE #: SC62023
DATE: 6/15/2023

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

Description	Amount
Contract Fees & Services	
JUNE 2023	$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 # 23-16601 06/13/2023

ISSUED TO: VEND #: 31-000000

SUSAN WHITE
210 SOUTH OAK GROVE ROAD
CUSHING, OK 74023

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/13/2023

PURCHASING OFFICER DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION. 06/13/2023

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUN 2023 GEMS CONTRACT SVC JUN 2023		00032516	31 -6-01-6235		0.00	208.33 *

** TOTAL ** 208.33

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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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

INVOICE

32516

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

INVOICE #: SW62023
DATE: 6/15/2023

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

Description	Amount
Contract Fees & Services	
JUNE 2023	$208.33
Total	$208.33

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

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

CITY OF GLENPOOL,OK

Email invoices: AP@cityofglenpool.com

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

PURCHASE ORDER # 23-16604 06/13/2023

ISSUED TO: VEND #: 31-000019

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.

06/13/2023

PURCHASING OFFICER DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION. 06/13/2023

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS BUDGET NOTICE PUBLICATION GEMS BUDGET NOTICE PUBLICATION		00032418	31 -6-01-6202		0.00	37.80 *

** TOTAL ** 37.80

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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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

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

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

#32418

INVOICE

Invoice Number: 15783
Invoice Date: 6/1/23
Page: 1

Bill To:
CITY OF GLENPOOL 12205 S YUKON AVE GLENPOOL, OK 74033

Customer ID: CITY OF GLENPOOL

Customer PO	Payment Terms	Sales Rep ID	Due Date
	Net 30 Days		7/1/23

Description	Amount
NOTICE OF PUBLIC HEARING City-GP-GEMS-Budget 2023 GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT NOTICE OF PUBLIC HEARING JUNE 5, 2023 PUBLISHED JUNE 1, 2023	37.80

Check/Credit Memo N

Subtotal	37.80
Sales Tax	
Total Invoice Amount	37.80
Payment/Credit Applied	
TOTAL	**37.80**

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	June 1, 2023	Glenpool Area Emergency Medical Service District Notice of Public Hearing June 5, 2023

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 $ 37.80

Susan E Biggs
Editor, Publisher or Authorized Agent

SUBSCRIBED and sworn to before me this 1st day of

June, 2023.

Bryan Garza
Notary Public

My commission expires: April 16th, 2025.

BRYAN GARZA
Notary Public - State of Oklahoma
Commission Number 21005259
My Commission Expires Apr 16, 2025

Published in the Tulsa Beacon newspaper, in Tulsa County, in the State of Oklahoma, on June 1, 2023.

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
NOTICE OF PUBLIC HEARING
JUNE 5, 2023 at 6:00 P.M.
12205 S YUKON AVE, 3RD FLOOR
PROPOSED FY2023-2024 BUDGET

The Glenpool Area Emergency Medical Service District (GEMS) will hold a joint public hearing on June 5, 2023 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, 2023.

The following is a preliminary summary of the proposed budget for Fiscal Year 2023-2024. The proposed budget is available for public inspection at the office of the City Clerk, 2nd Floor 12205 S. Yukon Ave., during normal business hours.

OPERATING FUND BUDGET

		Revenues		Expenditures		
GEMS		406,681				
Supplies				7,000		
Other Charges & Services				393,181		
Travel & Training				6,500		
Total Operating Fund Budget	$	406,681	$	406,681	$	-

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 # 23-16602 06/13/2023

ISSUED TO: VEND #: 31-000002

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

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/13/2023

PURCHASING OFFICER DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION. 06/13/2023

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUN 2023 GEMS CONTRACT SVC JUN 2023		00032517	31 -6-01-6235		0.00	208.33 *

** TOTAL ** 208.33

*** APPROVAL FOR PURCHASE ***

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

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE 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

INVOICE

#32517

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

INVOICE #: WK62023
DATE: 6/15/2023

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

Description	Amount
Contract Fees & Services	
JUNE 2023	$208.33
Total	$208.33

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