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 20, 2022, 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 20, 2022.**

AGENDA

		Page
A)	**Call to Order - Joyce G. Calvert, Chair**	
B)	**Roll Call, Declaration of Quorum – Wendy Knight, Clerk; Joyce G. Calvert, Chair**	
C)	**Trustee Comments**	
D)	**Public Comments**	
E)	**Scheduled Business**	
	1) Discussion and possible action to approve, deny or amend the annual Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as	3 - 9

well as Emergency Medical Response Agency emergency medical services, subject to approval of the form of the contract by the GEMS attorney.
(Susan White, District Administrator)
Staff Report - Admin-Oper Agreement FY22-23_06.20.22

2) Discussion and possible action to approve, deny or amend a Professional Services Contract with Susan White to perform, as an independent contractor, the duties of GEMS District Administrator, subject to approval of the form of the contract by the GEMS attorney. 10 - 15
(Susan White, District Administrator)
Staff Report - Adm. Prof Serv Contracts_06.20.22-3

3) Discussion and possible action to approve, deny or amend a Professional Services Contract with Wendy Knight to perform, as an independent contractor, the duties of GEMS District Clerk, subject to approval of the form of the contract by the GEMS attorney. 16 - 21
(Susan White, District Administrator)
Staff Report - Clerk Prof Serv Contracts_06.20.22

4) Discussion and possible action to approve, deny or amend a Professional Services Contract with Frank Ordaz to perform, as an independent contractor, the duties of GEMS District Treasurer, subject to approval of the form of the contract by the GEMS attorney. 22 - 27
(Susan White, District Administrator)
Staff Report - Treas. Prof Serv Contracts_06.20.22-2

5) Discussion and possible action to approve, or deny purchase order(s) and receipts register totaling $21,114.33. 28 - 42
(Frank Ordaz, District Treasurer)
GEMS Invoice 6-20-22

6) Discussion and possible action to approve, or deny purchase order No. 22-14264, in the amount of $21,000.00 to commit funds from the current fiscal year for the June EMR reimbursement. 43 - 45
(Frank Ordaz, District Treasurer)
GEMS June 20 2022_June EMR Reimbursement Purchase Order
Purchase Order and Invoice in the amount of $21000 for June EMR reimbursement

F) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 16, 2022, by 4:00 pm.
Signed: Wendy Knight
Clerk

GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Mayor/Chair and City Council/GEMS Trustees
From: Susan White, Assistant City Manager/District Administrator
Date: June 20, 2022
Subject: FY 2022-2022 Administrative Operations Agreement between City of Glenpool and GEMS District

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Background

The Administrative Operations Agreement between City of Glenpool and GEMS District has been updated to reflect the new fiscal year. Other than that, it remains identical in content to the FY 2021-2022 Agreement.

Recommendation

Recommend to approve the FY 2022-2023 Administrative Operations Agreement between City of Glenpool and GEMS District as presented.

Attached

Administrative Operations Agreement - FY 2022-2023

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

ADMINISTRATIVE OPERATIONS AGREEMENT – FISCAL YEAR 2022-2023
[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

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[2] 19 O.S. §1719 provides expressly:

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

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

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

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

III. GEMS' Responsibilities

A. The GEMS Board of Trustees will be solely responsible for the appointment of and payment of compensation as provided by separate contract to a person qualified and acceptable to the Board of Trustees to perform administrative services for GEMS, including services as an administrative liaison between GEMS and City for the purpose of making and delivering such reports to the Board of Trustees as needed to provide information, answer questions and carry out administrative tasks assigned by the Board, ("**District Administrator**") and will ensure that such District Administrator is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2022-2023 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 2022-2023 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 2022-2023 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 2022-2023 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, 2022 and shall continue through June 30, 2023. This Agreement will automatically be renewed each subsequent year, beginning July 1, 2023, 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 20th day of June 2022.

City of Glenpool

____
Joyce G. Calvert, Mayor

Attest:

____
Wendy Knight, City Clerk

Approved as to Form:

____
City Attorney

Glenpool Area Emergency Medical Services District

____
Joyce G. Calvert, Chair of the Board of Trustees

[SEAL]

____
Wendy Knight, District Clerk

____
District Counsel

Exhibit A
Emergency Medical Response Service Rate Summary

Runs Trailing 12 Previous Months		Ratio
EMR	1,248	74%
Fire	449	26%
Total	**1,697**	

Based on FY2022-2023 Proposed Budget:		**EMR Calls vs. Fire:**		**74%**
		Total		**EMR**
Total Compensation/Benefits for EMR personnel	$	2,654,683	$	1,952,295
Average per person (total/24)	$	110,612	$	81,346
Annual hours per person		2,912		
Avg hourly personnel cost	$	37.98	$	27.93
Three person crew ($37.98 X 3)	$	113.95	$	83.80

Fire Truck Expenses		**FY22-23**
Maintenance		42,040
Fuel		15,765
Total truck expenses	$	57,805

		EMR Calls vs Fire	**74%**
Estimated number of runs FY2022-2023		1,697	
Average cost per run for truck (constant)	$	34.06	

		Total		**EMR**
Total rate per run ($113.95 crew, $34.06 truck)	**$**	**148.02**	**$**	**108.85**
Total Estimated EMR Reimbursement FY22-23			**$**	**135,850**

GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: June 20, 2022
Subject: FY 2022-2023 Professional Services Contracts

Background

GEMS enters into contracts for professional services each year for District Clerk, District Treasurer, District Counsel, and District Administrator. This year's contracts for services of Clerk, Treasurer and Administrator are attached for your consideration of renewal. GEMS entered into an agreement for legal services with Rosenstein, Fist & Ringold on March 7, 2022, therefore a contract for District Counsel is unnecessary and not presented with the other contracts this year.

Recommendation

Recommend renewal of annual contracts for District Clerk, District Treasurer, and District Administrator as presented. Each contract shall be voted on separately.

Attached

Professional Services Contracts

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

Professional Services Contract – GEMS District Administrator

FISCAL YEAR 2022– 2023

This Professional Services Contract ("**Contract**") is effective as of July 1, 2022 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 2022-2023 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 20, 2022.

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, 2022 and shall continue for the GEMS District's Fiscal Year of 2022-2023, that is, through June 30, 2023 (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

GEMS
Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: June 20, 2022
Subject: FY 2022-2023 Professional Services Contracts

Background

GEMS enters into contracts for professional services each year for District Clerk, District Treasurer, District Counsel, and District Administrator. This year's contracts for services of Clerk, Treasurer and Administrator are attached for your consideration of renewal. GEMS entered into an agreement for legal services with Rosenstein, Fist & Ringold on March 7, 2022, therefore a contract for District Counsel is unnecessary and not presented with the other contracts this year.

Recommendation

Recommend renewal of annual contracts for District Clerk, District Treasurer, and District Administrator as presented. Each contract shall be voted on separately.

Attached

Professional Services Contracts

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

Professional Services Contract – GEMS District Clerk

FISCAL YEAR 2022-2023

This Professional Services Contract ("**Contract**") is effective as of July 1, 2022 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 2022-2023 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 20, 2022.

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, 2022 and shall continue for the GEMS District's Fiscal Year of 2022-2023, that is, through June 30, 2023 (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, 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

GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: June 20, 2022
Subject: FY 2022-2023 Professional Services Contracts

Background

GEMS enters into contracts for professional services each year for District Clerk, District Treasurer, District Counsel, and District Administrator. This year's contracts for services of Clerk, Treasurer and Administrator are attached for your consideration of renewal. GEMS entered into an agreement for legal services with Rosenstein, Fist & Ringold on March 7, 2022, therefore a contract for District Counsel is unnecessary and not presented with the other contracts this year.

Recommendation

Recommend renewal of annual contracts for District Clerk, District Treasurer, and District Administrator as presented. Each contract shall be voted on separately.

Attached

Professional Services Contracts

Professional Services Contract – GEMS Treasurer/Finance Officer

FISCAL YEAR 2022-2023

This Professional Services Contract ("**Contract**") is effective as of July 1, 2022 by and between FRANK ORDAZ, 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 2022-2023 entered into between the City of Glenpool and the Glenpool Emergency Medical Service District, dated June 20, 2022.

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, 2022 and shall continue for the GEMS District's Fiscal Year of 2022-2023, that is, through June 30, 2023 (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 Treasurer/Finance Officer. District 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 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
Frank Ordaz, GEMS District Treasurer/Finance Officer
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

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

CONTRACTOR

Signed: ________________________________ Date: ________________________

Frank Ordaz
District 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: FRANCISCO ORDAZ, DISTRICT TREASURER

Date: June 15, 2022

Subject: Approval of Purchase Orders Receiving Report and Payment Claims as of 6/15/2022 totaling $21,114.33

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

Staff Recommendation:
Staff recommends a motion to accept the PO Receipt Register report dated 6/15/2022 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
22-14266	31-6-01-6225	City of Glenpool	1st Responder May 2022	202206147776	$20,115.84
22-14136	31-6-01-6235	Francisco Ordaz	District Treasurer	F62022	$208.33
22-14265	31-6-01-6202	IMS, Inc.	XL Nitrile Gloves	151072	$373.50
22-14133	31-6-01-6235	Susan White	District Administration	S62022	$208.33
22-14134	31-6-01-6235	Wendy Knight	District Clerk	W62022	$208.33
				Total	$21,114.33

Attachments:
1. Purchase Order Claims Register dated 6/15/2022 totaling $21,114.33
2. PO Receipt Register dated 6/15/2022 totaling $21,114.33
3. Purchase Orders and Invoices totaling $21,114.33

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

6/15/2022 10:52 AM — PO RECEIPT REGISTER — PAGE: 1

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

VENDOR / INVOICE	NAME	POST DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
31-000005	CITY OF GLENPOOL - GEMS				20,115.84
202206147776		6/21/2022	31	20,115.84	
31-000024	FRANCISCO ORDAZ				208.33
F62022		6/21/2022	31	208.33	
31-000021	IMS, INC.				373.50
151072		6/21/2022	31	373.50	
31-000000	SUSAN WHITE				208.33
S62022		6/21/2022	31	208.33	
31-000002	WENDY KNIGHT				208.33
W62022		6/21/2022	31	208.33	
			TOTALS	21,114.33	21,114.33

APPROVED

BY

Joyce Calvert, Chair
June 20, 2022

FUND: 31 - GEMS SUMMARY REPORT

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE	INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL						
22-14133	GEMS CONTRACT SVC JUNE 20	31-000000	SUSAN WHITE	6/2022	S62022	208.33
22-14134	GEMS CONTRACT SVC JUNE 20	31-000002	WENDY KNIGHT	6/2022	W62022	208.33
22-14266	1ST RESPONDER REIMBURSE-M	31-000005	CITY OF GLENPOOL - GEMS	6/2022	202206147776	20,115.84
22-14265	NITRILE EXAM GLOVES	31-000021	IMS, INC.	6/2022	151072	373.50
22-14136	GEMS CONTRACT SVC JUNE 20	31-000024	FRANCISCO ORDAZ	6/2022	F62022	208.33
					DEPARTMENT TOTAL:	21,114.33
					FUND TOTAL:	21,114.33
					GRAND TOTAL:	21,114.33

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 # 22-14266 06/15/2022

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.

06/15/2022

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.

06/15/2022

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1ST RESPONDER REIMBURSE-MAY 1ST RESPONDER REIMBURSE-MAY		00029371	31 -6-01-6225		0.00	20,115.84 *

** TOTAL ** 20,115.84

*** 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.

6/15/22

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.

City Of Glenpool
Creating Opportunity

INVOICE

#29371

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

Customer Number: 01-0172
Invoice Number: 202206147776
Invoice Date: 6/14/2022
Due Date: 5/31/2022
P.O. # :

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT MAY 22	N/A	MONTH	N/A	20,115.84

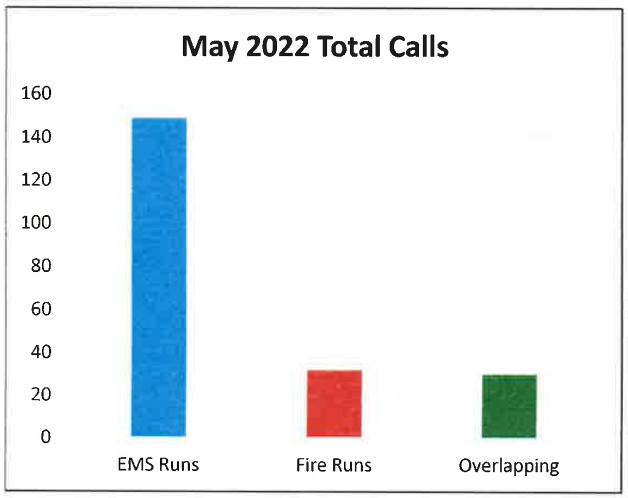
********THANK YOU*********

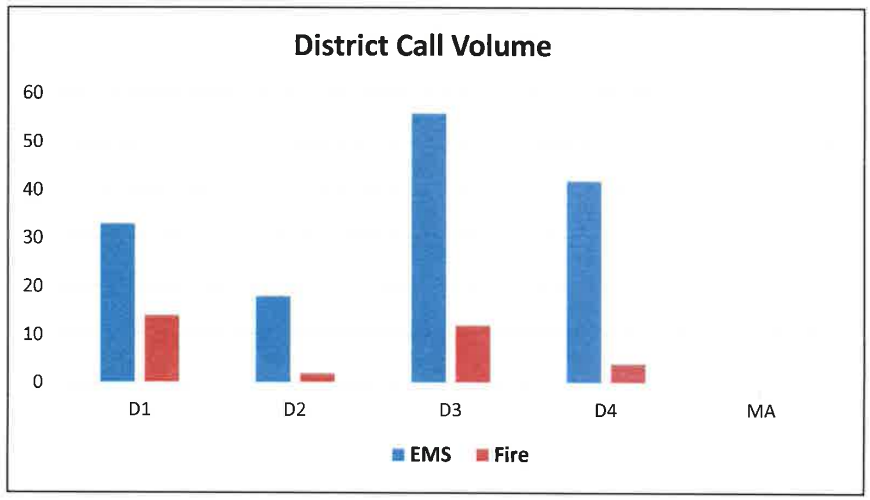
TOTAL DUE $20,115.84

Glenpool Fire Department Operation May 2022

Run Type	# of Calls	Totals Calls
EMS Runs	149	
Fire Runs	32	
Overlapping	30	

By District:	District	EMS	Fire	District Totals
	D1	33	14	47
	D2	18	2	20
	D3	56	12	68
	D4	42	4	46
	MA			
	Totals	**149**	**32**	**181**





FY21-22 GEMS Admin/First Responder Reimbursements

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Runs	
Total Runs	**132**	**149**	**166**	**138**	**140**	**164**	**189**	**129**	**137**	**175**	**181**			
Fire runs	31	36	39	36	38	41	56	40	40	40	32			
EMR runs	101	113	127	102	102	123	133	89	97	135	149			
EMR Ratio	77%	76%	77%	74%	73%									
Run Rate	$ 133.16	$ 133.16	$ 133.16	$ 133.16	$ 133.16	$ 133.16	$ 133.16	$ 133.16	$ 133.16	$ 133.16	$ 133.16	$ 133.16		
Admin	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275	$ 275		
Overtime	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ **13,724**.16	**15,322**.08	**17,186**.32	**13,857**.33	**13,857**.33	**16,653**.68	**17,985**.28	**12,126**.24	**13,191**.52	**18,251**.64	**20,11**5.84			

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 # 22-14136 06/02/2022

ISSUED TO: VEND #: 31-000024
FRANCISCO ORDAZ
2716 E 140TH PL S
BIXBY, OK 74008

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/02/2022

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. 06/02/2022

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUNE 2022 GEMS CONTRACT SVC JUNE 2022		00029242	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.

6/15/22

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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INVOICE

#29242

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

INVOICE #: F62022
DATE: 7/1/2022

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 2022	$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 # 22-14265 06/15/2022

ISSUED TO: VEND #: 31-000021

IMS, INC.
SUITE A
12311 S. 74TH AVE. S.
BIXBY, OK 74008

SHIP TO:

GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/15/2022

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. 06/15/2022

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	NITRILE EXAM GLOVES NITRILE EXAM GLOVES		00029368	31 -6-01-6202		0.00	373.50 *

** TOTAL ** 373.50

*** 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.

6/15/22

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

IMS, Inc.
12311 S 74th E Ave, Ste A
Bixby, OK 74008
(800) 476-9657 / Fx (918) 488-1559

Invoice

Date	6/3/2022
Invoice Number	151072

Sold To

Glenpool Fire Dept
Terrell Ogilvie
12205 S Yukon Ave
Glenpool, OK 74033

Ship To

14536 S Elwood Ave
Glenpool, OK 74033

P.O Number	Ship Date	Ship Via	Tracking Number
	6/3/2022	CPU	

Qty	Description	Item Code	Price Each	Amount
1	NPFT2640 Case Surecare Powder Free Black Nitrile Gloves, Large	NPFT2640	124.50	124.50
2	NPFT2650 Case Surecare Powder Free Black Nitrile Gloves, X-Large	NPFT2650	124.50	249.00
	Sales Tax		0.00	0.00

Thank you for your business.
Feel free to email us at support@imssupplies.com or call 800-476-9657 with any questions you may have.

Payment Terms

Due on receipt

Total $373.50

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 # 22-14133 06/02/2022

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.

06/02/2022

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.

06/02/2022

ENCUMBERING OFFICER DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUNE 2022 GEMS CONTRACT SVC JUNE 2022		00029240	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.

6/15/22

OFFICER OR DEPARTMENT HEAD IN CHARGE DATE

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#29240

INVOICE

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

INVOICE #: S62022
DATE: 7/1/2022

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 2022	**$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 # 22-14134   06/02/2022

ISSUED TO: VEND #: 31-000002   SHIP TO:

WENDY KNIGHT   GEMS

P.O. BOX 2434   14566 S. ELWOOD

CLAREMORE, OK 74018   GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

06/02/2022

PURCHASING OFFICER   DATE

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06/02/2022

ENCUMBERING OFFICER   DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	GEMS CONTRACT SVC JUNE 2022 GEMS CONTRACT SVC JUNE 2022		00029241	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.

6/15/22

OFFICER OR DEPARTMENT HEAD IN CHARGE   DATE

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#29241

INVOICE

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

INVOICE #: W62022
DATE: 7/1/2022

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 2022	$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 Chair and GEMS District Board Members

From: Frank Ordaz, District Treasurer

Date: June 20, 2022

Subject: Approval of Purchase Orders totaling $21,000 for 1st Responder Reimbursement

Background:
The City of Glenpool and GEMS have an operational agreement whereby the GEMS Fund reimburses the General Fund for emergency medical response (EMR) runs provided.
A purchase order in the amount of $21,000 for the June reimbursement is presented to the Board for approval to commit funds from the current fiscal year for this purpose. This amount is an estimate because staff will receive the actual June EMR runs early July.

Staff Recommendation:
Staff recommends approval of the purchase order in the amount of $21,000 to commit funds from the current fiscal year for the June EMR reimbursement.

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
22-14264	31-6-01-6225	City of Glenpool	1st Responder June 2022	June 2022	$21,000
				Total	$21,000

Attachment:
1. Purchase Order and Invoice totaling $21,000 for June EMR reimbursement

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

P U R C H A S E   O R D E R
C I T Y O F G L E N P O O L , O K
E m a i l i n v o i c e s : A P @ c i t y o f g l e n p o o l . c o m
S u b j e c t l i n e m u s t i n c l u d e P O a n d V e n d o r n a m e o r e m a i l s w i l l b e r e j e c t e d

P U R C H A S E O R D E R # 2 2 - 1 4 2 6 4 — 0 6 / 1 5 / 2 0 2 2

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.

06/15/2022

PURCHASING OFFICER — DATE

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06/15/2022

ENCUMBERING OFFICER — DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	1ST RESPONDER REIMBURSE-JUN 1ST RESPONDER REIMBURSE-JUN		00029372	31 -6-01-6225		0.00	21,000.00 *

** TOTAL ** 21,000.00

*** APPROVAL FOR PURCHASE ***

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

6/15/22

OFFICER OR DEPARTMENT HEAD IN CHARGE — DATE

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City Of Glenpool
Creating Opportunity

INVOICE

#29372

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

Customer Number: 01-0172
Invoice Number: 202206147775
Invoice Date: 6/14/2022
Due Date: 7/01/2022
P.O. # :

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT JUN 22	N/A	MONTH	N/A	21,000.00

********THANK YOU*********	**TOTAL DUE**	$21,000.00