

**NOTICE
GLENPOOL AREA EMERGENCY MEDICAL SERVICE
DISTRICT
SPECIAL MEETING**

A Special Session of the Glenpool Area Emergency Medical Service District will be held July 15, 2024, at 6:00 p.m. immediately following the Glenpool City Council meeting at the City of Glenpool Public Safety Building, Fire Training Room, 14536 S. Elwood, Glenpool, Oklahoma.

NOTE: The Glenpool Area Emergency Medical Service District will be assembled for the special meeting at the City of Glenpool Public Safety Building, 14536 S. Elwood, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting.

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 and return the Request to Speak form to the District Clerk **PRIOR TO THE CALL TO ORDER**. The forms will be available in the meeting room.

AGENDA

	Page
A) Call to Order - Joyce G. Calvert, Chair	
B) Roll Call, Declaration of Quorum – Lesli Smith, Clerk; Joyce G. Calvert, Chair	
C) Public Comments	
D) 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) Approval of the Minutes from the July 1, 2024, meeting. GEMS - 01 Jul 2024 - Minutes - Pdf	3 - 4
2) Approval of the purchase order receiving report and payment of claims as of July 10, 2024, totaling \$15,000.00. GEMS Packet 07-15-2024	5 - 9
3) Approval of a request to Cindy Byrd, State Auditor & Inspector, to release the unexpended and unencumbered audit funds balance of \$13,225.00. Release of Audit Funds Request Staff Report 07-15-24 FY 2024-2025 Release of Audit Funds Request Letter from GEMS Chair 07-15-24	10 - 11
4) Acknowledgement of resignation from Susan White, District Administrator effective August 1, 2024. Staff Report - White Resignation	12 - 13
E) Consideration and appropriate action relating to items removed from the Consent Agenda	
F) Scheduled Business- There is no scheduled business.	
G) Adjournment	

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on July, 11 at 9:00 am.

Signed: Lesli Smith
Clerk



MINUTES
GEMS Meeting
Monday, July 1, 2024 Council Chambers 6:00 PM

TRUSTEES PRESENT: Joyce Calvert
Brandon Kearns
Chris Brobst
Jacqueline Triplett-Lund

TRUSTEES ABSENT: Tim Fox

STAFF PRESENT: Susan White
Lesli Smith
Joshua Brannon

STAFF ABSENT:

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 6:50 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, Clerk; Joyce G. Calvert, Chair**
Eric Wade, of Rosenstein, Fist & Ringold was also in attendance.
- C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
Mr. Cook gave a report for the dates of May 29, 2024, through June 19, 2024. He also, congratulated Susan White on her impending retirement from the City of Glenpool.
- D) District Administrator Report - Susan White, Administrator**
District Administrator White advised the board that due to various items needing to be addressed prior to the next regularly scheduled GEMS meeting, there will be a special GEMS meeting the third Monday in July, after the regular council meeting.
- E) Trustee Comments**
Trustee Brobst advised the board he will not be at the next meeting, while also extending his congratulations to Susan White on her impending retirement from the City of Glenpool.
- F) Public Comments**

There were no public comments.

G) 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) Approval of the Minutes from the June 3, 2024, meeting.
- 2) Approval of the purchase order receiving report and payment of claims as of June 30, 2024, totaling \$17,750.08.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the consent agenda.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
Tim Fox				x
	4	0	0	1

CARRIED.

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

No items removed from the consent agenda.

I) Scheduled Business

J) Adjournment

The meeting was adjourned at 6:55 p.m.



To: HONORABLE CHAIR AND GEMS DISTRICT BOARD MEMBERS

From: JOSHUA BRANNON, DISTRICT TREASURER

Date: JULY 15, 2024

Subject: Approval of Purchase Orders Receiving Report and Payment Claims as of 7/10/2024 totaling \$15,000.00.

Staff Recommendation:

Staff recommends a motion to accept the PO Receipt Register report dated 7/10/2024 and approve the following payments:

P.O. #	ACCOUNT	VENDOR	DESCRIPTION	INV #	AMOUNT
25-19415	31-6-01-6210	Centurion Health Systems	Ambulance Service JULY 24	3181	\$15,000.00
Total					\$15,000.00

Attachments:

1. Purchase Order Claims Register dated 7/10/2024 totaling \$15,000.00.
2. PO Receipt Register dated 7/10/2024 totaling \$15,000.00.
3. Purchase Orders and Invoices totaling \$15,000.00.

7/10/2024 11:07 AM
SEQUENCE: VENDOR NUMBER

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

PAGE: 1
DETAIL LEVEL: INVOICE

VENDOR	NAME	INVOICE	POST DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
31-000004	CENTURION HEALTH SYSTEMS, DBA M				15,000.00	15,000.00
3181			7/15/2024	31		
TOTALS					15,000.00	15,000.00

APPROVED

BY

Joyce G. Calvert, July 15, 2024

7/10/2024 11:08 AM
FUND: 31 - GEMS

PURCHASE ORDER CLAIM REGISTER
SUMMARY REPORT

PAGE: 1

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
25-19415	MERCY REGIONAL JULY 2024	31-000004	CENTURION HEALTH SYSTEMS,DBA	7/2024 3181	15,000.00
				DEPARTMENT TOTAL:	15,000.00
				FUND TOTAL:	15,000.00
				GRAND TOTAL:	15,000.00

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 # 25-19415 07/10/2024

ISSUED TO: VEND #: 31-000004
CENTURION HEALTH SYSTEMS, D
MERCY REGIONAL OKLAHOMA
9106 N GARNET RD
OWASSO, OK 74055

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

07/10/2024

PURCHASING OFFICER

DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT
THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF
SAID APPROPRIATION. 07/10/2024

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	MERCY REGIONAL JULY 2024		00036273	31 -6-01-6210		0.00	15,000.00 *
	MERCY REGIONAL JULY 2024 INVOICE 3181						
	MERCY REGIONAL JULY 2024						

** TOTAL ** 15,000.00

*** 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.

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

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

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

Mercy Regional Oklahoma
Owasso, OK 74055

Invoice

Date	Invoice #
6/10/2024	3181

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	ALS Ambulance Subsidy for July 2024	15,000.00	15,000.00
		Total	\$15,000.00

Phone #	Fax #
9186095829	918-609-5799



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chair and Board Members

From: Joshua M. Brannon, District Treasurer

Date: July 15, 2024

Subject: FY2024-2025 Release of Audit Funds Request

Background:

Pursuant to 19 O.S., Section 1706.1, the FY2021 and FY2022 audit of GEMS was completed and payments of \$4,796.23 and \$5,066.73, respectively, for auditing services were paid to the Oklahoma State Auditor & Inspector (OSAI) in FY2024.

Currently, the FY2025 audit budget account, approved by the District Board and reviewed by OSAI, is \$39,225.00. This amount includes the requisite one-tenth mill annual ad valorem levy reserved for the FY2023 audit and for the FY2024 audit, plus a calculated remaining balance of \$13,225.00. As in past years, the GEMS District Board of Trustees can request OSAI to release the remaining \$13,225.00 from the restricted audit expense budget account for the operations of the GEMS District.

Staff Recommendation:

Staff recommends approval of the attached Release of Audit Funds Request Letter.

Attachment:

FY 2024-2025 Release of Audit Funds Request Letter from GEMS Chair



July 15, 2024

Cindy Byrd, CPA
State Auditor & Inspector
Room 123, State Capitol Building
2300 N Lincoln Blvd
Oklahoma City, OK 73105-4805

Dear Ms. Byrd,

On behalf of the Glenpool Area Emergency Service District (GEMS), the District Board requests excess funds be released from the restricted audit expense account of the budget and Estimate of Needs.

Pursuant to 19 O.S., Section 1706.1, the FY2021 and FY2022 audit of GEMS was completed and payments of \$4,796.23 and \$5,066.73, respectively, for auditing services were paid to the Oklahoma State Auditor & Inspector (OSAI) in FY2024.

The FY2025 audit budget account, approved by the District Board and reviewed by OSAI, is \$39,225.00. This amount includes the requisite one-tenth mill annual ad valorem levy reserved for the FY2023 audit and for the FY2024 audit, plus a calculated remaining balance of \$13,225.00.

The GEMS District Board of Trustees respectfully requests \$13,225.00 be released from the restricted audit expense budget account for these released funds to be used for the operations of the GEMS District.

Sincerely,

Joyce G. Calvert, Chair
Glenpool Area Emergency Medical Service District

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



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: Honorable Chair and Trustees
From: Susan White, District Administrator
Date: July 15, 2024
Subject: District Administrator Resignation

Background

I am submitting my resignation letter for GEMS Board review and acknowledgement. The effective date for my resignation is August 1, 2024.

Although the professional services contract doesn't require resignation letters to be scheduled on the Board's agenda, the formal acknowledgement by the Board creates an official record for historical archives.

Recommendation

No action required. For acknowledgement and review purposes only.

Attachments

Susan White Resignation Letter



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

July 1, 2024

Honorable Chair Calvert,

It has been an honor for me to serve the Glenpool Area Emergency Medical Service District over the past fifteen years. I have been privileged to witness significant revenue growth from the increase in ad valorem directly related to development in the District.

It is heartwarming to observe the dedication of GEMS trustees, contractors, first responders and Mercy Regional EMS as each played a role in contributing to the health of the Glenpool community.

I will be retiring on August 5, 2024, and respectfully submit my resignation as District Administrator effective August 1, 2024.

Respectfully submitted,

Susan White
GEMS District Administrator