

**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on Monday, August 7, 2017 at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda. Speakers are requested to complete one of the forms located on the agenda table and return to the City Clerk PRIOR TO THE CALL TO ORDER

AGENDA

- A) Call to Order - Timothy Lee Fox, Mayor**
- B) Roll call, declaration of quorum – Susan White, City Clerk; Timothy Lee Fox, Mayor**
- C) Invocation – Rev. Rick Tabisz, King of Kings Lutheran Church**
- D) Pledge of Allegiance – Timothy Lee Fox, Mayor**
- E) City Manager Report – Susan White, Interim City Manager**
- F) Mayor Report – Timothy Lee Fox, Mayor**
- G) Council Comments**
- H) Public Comments**
- I) Presentation of Award to Howard Nelson for his years of service to Glenpool Planning Commission and Board of Adjustment**
- J) Scheduled Business**
 - 1) Discussion and possible action to approve minutes from July 13, July 17, July 20, and August 1, 2017 meetings.**
 - 2) Discussion and possible action to accept a Public Street Right-of-Way Deed of Dedication for a thirty-foot parcel of land located on 126th Street, Grantors Phillip and Glenda Morgans.
(Rick Malone, City Planner)**
 - 3) Discussion and possible action to approve and authorize payment of invoice from M.e.t. for first half of FY17-18 annual services at a cost of \$9,949.38.
(Julie Casteen, Finance Director)**
 - 4) Discussion and possible action to authorize Mayor Fox to attend ICSC Texas and pay all related costs, as set forth in Sec. 14, Expenses, The Restated Code of Ethics and Policy Statement for Elected and Appointed Officials of the City of Glenpool.
(Susan White, Interim City Manager/Timothy Fox, Mayor)**

- 5) Discussion and possible action to approve rolling FY 2017 outstanding budget encumbrances (purchase orders) to the FY 2018 Budget.
(Julie Casteen, Finance Director)
- 6) Discussion and possible action to adopt a certain Memorandum of Understanding between the City of Glenpool (“Employer”) and Local No. 133, Fraternal Order of Police (“Lodge”) for the purpose of amending Article XIII, Section 7, of the current fiscal year 2018 collective bargaining agreement between the parties to provide for enhanced ammunition distribution and training policies for members of the bargaining unit (“Employees”), all as described and provided therein.
(Matthew Graves, FOP Vice President)
- 7) Discussion and possible action to authorize police equipment purchase including, ammunition, rifles, shotguns, pepperball guns, and items negotiated in 2017-2018 CBA including duty holsters, weapon mounted lights, and wallet badges; at a cost not to exceed \$35,250.00, and expensed through the DEA Fund.
(Chief Dennis Waller, Sgt. Charles Smith)
- 8) Discussion and possible action to enter into Executive Session for the purpose of conferring on matters pertaining to economic development, such that public disclosure of the matter would interfere with the development of products or services or would violate the confidentiality of the business, pursuant to Title 25 O.S. § 307.C.10.
(Susan White, Interim City Manager)
- 9) Discussion and possible action to reconvene in Regular Session.
(Timothy Fox, Mayor)
- 10) Discussion and possible action to approve a one-year professional services contract with Retail Attractions, LLC, pertaining to economic development consulting services for annual compensation of \$15,000.00 and providing for the possibility of a performance bonus on terms set forth in the contract.
(Susan White, Interim City Manager)
- 11) Discussion and possible action to enter into Executive Session to discuss the employment and hiring of a City Manager, including specific candidates for the position of City Manager and terms of employment for City Manager position, pursuant to Title 25, Section 307(B)(1) of the Oklahoma Statutes (Open Meeting Act).
(Timothy Fox, Mayor)
- 12) Discussion and possible action to reconvene in Regular Session.
(Timothy Fox, Mayor)
- 13) Discussion and possible action to authorize the Mayor and Vice Mayor to enter into contract negotiations with potential City Manager candidate(s).
(Timothy Fox, Mayor)

K) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, _____ at _____am/pm.

Signed: _____
City Clerk

**MINUTES
CITY COUNCIL
SPECIAL MEETING
July 13, 2017**

The Special Session of the Glenpool City Council was held at Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Patricia Agee, Councilor; Brandon Kearns, Councilor; and Jacqueline Triplett-Lund, Councilor; and Timothy Fox, Mayor. Momodou Ceesay, Vice Mayor was absent.

Staff present: Susan White, Interim City Manager/City Clerk; Lowell Peterson, City Attorney; and Debbie Pengelly, Human Resources Director.

- A) **Mayor Fox called the meeting to order at 6:00 p.m.**
- B) **Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) **Scheduled Business**
- 1) **Discussion and possible action to enter into Executive Session to discuss the employment and hiring of a City Manager, including specific candidates for the position of City Manager and terms of employment for City Manager position, pursuant to Title 25, Section 307(B)(1) of the Oklahoma Statutes (Open Meeting Act).**
MOTION: Councilor Lund moved, second by Councilor Agee to convene into Executive Session for the purpose stated above.
FOR: Councilor Lund; Mayor Fox; Councilor Agee; Councilor Kearns
AGAINST: None
ABSENT: Vice Mayor Ceesay
Motion carried.
- Councilmembers and Interim City Manager Susan White exited to executive session chambers at 6:01 p.m.
- 2) **Discussion and possible action to reconvene in Special Session.**
MOTION: Councilor Agee moved, second by Councilor Lund to reconvene in Special Session at 8:08 p.m.
FOR: Mayor Fox; Councilor Agee; Councilor Kearns; Councilor Lund
AGAINST: None
ABSENT: Vice Mayor Ceesay
Motion carried.
- D) **Adjournment.**
- Meeting was adjourned at 8:08 p.m.

Date

Mayor

ATTEST:

City Clerk

MINUTES

CITY COUNCIL MEETING

July 17, 2017

The Regular Session of the Glenpool City Council was held at Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Jacqueline Triplett-Lund; Patricia Agee; Brandon Kearns; Momodou Ceesay, Vice Mayor and Timothy Fox, Mayor.

Staff present: Lowell Peterson, City Attorney; Susan White, Interim City Manager/City Clerk; Julie Casteen, Finance Director; Lynn Burrow, Community Development Director; Rick Malone, City Planner; and Dennis Waller, Police Chief. Paul Newton, Fire Chief was absent.

- A) Mayor Fox called the meeting to order at 6:00 p.m.**
- B) Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) Matt Bills, Extreme Worship offered the Invocation.**
- D) Mayor Fox led the Pledge of Allegiance.**
- E) Community Development Report – Lynn Burrow, Community Development Director**
 - Mr. Burrow offered an update on the progress of numerous public and private construction projects throughout the city, including the AMR meter replacement project; South County Soccer Complex; St. Francis Medplex project; Phillips Corner Addition hotel, and Mark Allen Chevrolet dealership. He further reported on various applications received by the Planning Department and slated for review, as well as information concerning activities in the Building/Inspections, and Code Enforcement Departments.
- F) Treasurers Report – Julie Casteen, Finance Director**
 - Ms. Casteen reviewed the financial activities for May 2017. Ms. Casteen reported that eleven months of the fiscal year records tax revenue is slightly below budget, while utility revenue is slightly over budget projections.
- G) City Manager Report – Susan White, Interim City Manager**
 - The water meter conversion project is ahead of schedule.
 - Two new employees have been hired in Public Works.
 - Last week 113 city managers gathered at the Conference Center for the CMAO Summer Conference.
 - 2017 Fireworks permit revenues collected were \$6,950.
- H) Mayor Report – Timothy Fox, Mayor**
 - Mayor Fox reported a successful groundbreaking event for Mark Allen Chevrolet.
 - Mayor Fox commended Ms. White and Fox 23 on the positive segment on Glenpool growth which aired July 14.
- I) Council Comments**
 - None.
- J) Public Comments**

- None.

K) Recognize Storm Drain Labeling Project Volunteers – Lynn Burrow, Community Development Director

Lynn Burrow recognized several members of a local Boy Scout troop for their assistance and organization to affix labels on over one hundred storm drains throughout the city.

L) Scheduled Business

1) Discussion and possible action to approve minutes from July 6, 2017 meeting.

MOTION: Councilor Agee moved, second by Councilor Kearns to approve minutes as presented.

FOR: Councilor Lund; Vice-Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

Motion carried.

2) Discussion and possible action to approve and authorize the Mayor to execute Contract for Sale of Former City Hall Property at 141st Street South and Hwy US75, to Glenpool Public Schools, Independent District No. 13, for the purchase price of \$750,000.00.

Lowell Peterson, City Attorney presented the sales contract and recommended Council approval and authorize the Mayor to execute the contract. Council inquired from staff if an appraisal was obtained, to which staff replied none had been obtained. Council further inquired how staff had determined the sales price. Ms. White responded that she had contacted former City Manager Roger Kolman to find out how he had determined the value of the property. He stated the price represented the book value recorded in the City assets. Council members expressed concern that the \$750,000 may not accurately reflect the market value.

MOTION: Councilor Lund moved, second by Councilor Agee to authorize Interim City Manager Susan White to seek an appraisal and table approval of the Sales Contract until after the appraisal has been obtained for Council review.

FOR: Vice-Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns; Councilor Lund

AGAINST: None

Motion carried.

3) Discussion and possible action to approve a Memorandum of Understanding between the Indian Nations Council of Governments and the City of Glenpool pertaining to the maintenance of the 9-1-1 electronic map street layer and the master street and address guide.

Susan White informed Council that the MOU from INCOG for maintenance of the 911 electronic map street layer and the master street and address guide is identical in content and cost to FY 2017. Staff recommended approval.

MOTION: Councilor Lund moved, second by Vice Mayor Ceesay to approve the MOU as presented.

FOR: Mayor Fox; Councilor Agee; Councilor Kearns; Vice-Mayor Ceesay; Councilor Lund

AGAINST: None

Motion carried.

4) Discussion and possible action to approve 2017-2018 Oklahoma Municipal League annual renewal and authorize payment of service fees at a cost of \$9,202.45.

Ms. White presented the membership renewal for approval. She briefly described the benefits OML promises to members and explained the \$627.71 increase for renewal is based on Glenpool's recent sales tax collections.

MOTION: Councilor Kearns moved, second by Vice Mayor Ceesay to approve 2017-2018 membership to OML.

FOR: Councilor Agee; Councilor Kearns; Vice-Mayor Ceesay; Councilor Lund

AGAINST: Mayor Fox

Motion carried.

- 5) **Discussion and possible action to enter into Executive Session to discuss the employment and hiring of a City Manager, including specific candidates for the position of City Manager and terms of employment for City Manager position, pursuant to Title 25, Section 307(B)(1) of the Oklahoma Statutes (Open Meeting Act).**

MOTION: Councilor Lund moved, second by Councilor Agee to convene in Executive Session at 7:16 p.m.

FOR: Councilor Kearns; Councilor Lund; Vice-Mayor Ceesay; Mayor Fox; Councilor Agee

AGAINST: None

Motion carried.

- 6) **Discussion and possible action to reconvene in Regular Session.**

MOTION: Councilor Agee moved, second by Councilor Lund to reconvene in Regular Session at 9:31 p.m.

FOR: Councilor Lund; Vice-Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

Motion carried.

L) Adjournment.

- Meeting was adjourned at 9:31 p.m.

Date

Mayor

ATTEST:

City Clerk

**MINUTES
CITY COUNCIL
SPECIAL MEETING
July 20, 2017**

The Special Session of the Glenpool City Council was held at Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Patricia Agee, Councilor; Brandon Kearns, Councilor; and Jacqueline Triplett-Lund, Councilor; Momodou Ceesay, Vice Mayor and Timothy Fox, Mayor.

Staff present: Susan White, Interim City Manager/City Clerk; and Lowell Peterson, City Attorney.

- A) **Mayor Fox called the meeting to order at 6:04 p.m.**
- B) **Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) **Scheduled Business**
- 1) **Discussion and possible action to enter into Executive Session to discuss the employment and hiring of a City Manager, including specific candidates for the position of City Manager and terms of employment for City Manager position, pursuant to Title 25, Section 307(B)(1) of the Oklahoma Statutes (Open Meeting Act).**
MOTION: Councilor Lund moved, second by Councilor Agee to convene into Executive Session for the purpose stated above.
FOR: Councilor Lund; Vice Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns
AGAINST: None
Motion carried.
- Councilmembers exited to executive session chambers at 6:05 p.m.
- 2) **Discussion and possible action to reconvene in Special Session.**
MOTION: Vice Mayor Ceesay moved, second by Councilor Kearns to reconvene in Special Session at 8:47 p.m.
FOR: Vice Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns; Councilor Lund
AGAINST: None
Motion carried.
- D) **Adjournment.**
- Meeting was adjourned at 8:47 p.m.

Date

Mayor

ATTEST:

City Clerk

**MINUTES
CITY COUNCIL
SPECIAL MEETING**

August 1, 2017

The Special Session of the Glenpool City Council was held at Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Patricia Agee, Councilor; Brandon Kearns, Councilor; and Jacqueline Triplett-Lund, Councilor; Momodou Ceesay, Vice Mayor and Timothy Fox, Mayor.

Staff present: Susan White, Interim City Manager/City Clerk; and Lowell Peterson, City Attorney.

- A) **Mayor Fox called the meeting to order at 6:00 p.m.**
- B) **Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) **Scheduled Business**
 - 1) **Discussion and possible action to enter into Executive Session to discuss the employment and hiring of a City Manager, including specific candidates for the position of City Manager and terms of employment for City Manager position, pursuant to Title 25, Section 307(B)(1) of the Oklahoma Statutes (Open Meeting Act).**

MOTION: Councilor Lund moved, second by Councilor Agee to convene into Executive Session for the purpose stated above.

FOR: Councilor Lund; Vice Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

Motion carried.

Councilmembers exited to executive session chambers at 6:00 p.m.
 - 2) **Discussion and possible action to reconvene in Special Session.**

MOTION: Councilor Agee moved, second by Councilor Lund to reconvene in Special Session at 8:25 p.m.

FOR: Vice Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns; Councilor Lund

AGAINST: None

Motion carried.
 - 3) **Discussion and possible action to enter into Executive Session for the purpose of confidential communications between the City Council and its attorney concerning a pending investigation, claim, or action because the City Council, with the advice of its attorney, has determined that disclosure will seriously impair the ability of the City Council to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, pursuant to Title 25,**

Sec. 307(B)(4); to wit, consideration of settlement options and other legal strategy consideration in the matter of *Summit Properties, Inc., vs. City of Glenpool*, Case No. CJ-2016-2222, pending in the Tulsa County District Court.

MOTION: Councilor Agee moved, second by Councilor Lund to convene in Executive Session at 8:26 p.m.

FOR: Mayor Fox; Councilor Agee; Councilor Kearns; Councilor Lund; Vice Mayor Ceesay

AGAINST: None

Motion carried.

Councilmembers, Attorney Peterson, Manager/Clerk White exited to executive session chambers at 8:26 p.m.

4) Discussion and possible action to reconvene in Special Session.

MOTION: Councilor Agee moved, second by Councilor Lund to reconvene in Special Session at 8:51 p.m.

FOR: Councilor Agee; Councilor Kearns; Councilor Lund; Vice Mayor Ceesay; Mayor Fox

AGAINST: None

Motion carried.

5) Discussion and possible action to authorize the City Attorney to commence or proceed with such further actions in the matter of *Summit Properties, Inc., vs. City of Glenpool*, Case No. CJ-2016-2222, pending in the Tulsa County District Court, as are consistent with discussions in Executive Session.

City Attorney Peterson advised a minor amendment to Item 5 language, inserting specific text to readto authorize *the City Manager to direct* the City Attorney to commence...

MOTION: Councilor Kearns moved, second by Councilor Agee to amend the Item language as stated and to authorize the City Manager to direct the City Attorney to commence or proceed with such further actions in the matter of Summit Properties, Inc. vs. City of Glenpool, Case No. CJ-2016-2222, pending in the Tulsa County District Court, as are consistent with discussions in Executive Session.

FOR: Councilor Kearns; Councilor Lund; Vice Mayor Ceesay; Councilor Agee

ABSTAIN: Mayor Fox

Motion carried.

D) Adjournment.

- Meeting was adjourned at 8:53 p.m.

Date

Mayor

ATTEST:

City Clerk



MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: RICK MALONE, CITY PLANNER

RE: ACCEPTANCE OF PUBLIC STREET RIGHT-OF-WAY DEDICATION

DATE: AUGUST 7, 2017

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a Deed of Dedication conveying ownership of a certain tract of land described therein to the City of Glenpool for the purpose of street right-of-way. As a condition of Planning Commission approval of lot split application GLS-219 filed by Mr. Phillip Morgans, the subject right-of-way dedication was required in order to convey to the City a 30' wide parcel of land for future improvements associated with 126th Street as illustrated on Exhibit 'A' of the Deed of Dedication. It should be noted that as a part of a normal subdivision platting process, this type of right-of-way dedication to the public and/or the City would be a routine requirement for approval in order to accommodate future arterial street and/or utility improvements.

Staff Recommendation:

At this time, Staff is requesting Council approval and acceptance of this Deed of Dedication as submitted in order to complete the requirements of the approval for GLS-219.

Attachments:

- A. Right-of-Way Deed of Dedication

Upon recording return to:

**ROADWAY RIGHT-OF-WAY
DEED OF DEDICATION**

KNOW ALL BY THESE PRESENTS:

This conveyance is made and entered into for the purposes stated herein, as of the date entered below, between PHILLIP E. MORGANS and GLENDA K. MORGANS, husband and wife, herein called "**Grantor**", and the CITY OF GLENPOOL, a municipal corporation, whose mailing address is 12205 S. Yukon Avenue, P. O. Box 70, Glenpool, OK 74033, herein called "**Grantee**."

Grantor, as the record owner of legal and equitable title of the following described real estate, for and in consideration of the sum of TEN AND NO/100 DOLLARS, and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, dedicate, bargain, sell, convey and warrant unto Grantee, its successors and assigns, for the benefit of the public, forever, for **roadway** purposes as are described herein a right-of way through, over, under and across the following described property, together with all appurtenances thereto:

A TRACT OF LAND IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE/4, NE/4) OF SECTION TWO (2), TOWNSHIP SEVENTEEN (17) NORTH, RANGE TWELVE (12) EAST, OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE SOUTHEAST CORNER OF THE SE/4 OF THE NE/4 OF SAID SECTION 2; THENCE S89°55'38"W ALONG THE SOUTHERLY LINE OF SAID SE/4 OF THE NE/4 A DISTANCE OF 992.48 FEET TO THE POINT OF BEGINNING; THENCE N00° 10'27"E A DISTANCE OF 30.00 FEET; THENCE ON A LINE PARALLEL WITH THE SOUTHERLY LINE OF SAID SE/4 OF THE NE/4, S89°55'38"W A DISTANCE OF 150.60 FEET; THENCE S00°10'20"W A DISTANCE OF 30.00 FEET; THENCE N89°55'38"E A DISTANCE OF 150.60 FEET TO THE POINT OF BEGINNING;

HAVING AN AREA OF 4518 SQUARE FEET OR 0.1037 acres

BEARINGS BASED ON AN ASSUMED BEARING OF N88°55'38"E ALONG THE SOUTH LINE OF THE NE/4 OF SECTION TWO (2).

This legal description meets the minimum technical standards
for legal descriptions in the State of Oklahoma.

Prepared 5/15/2017, by Russell M. Muzika, Oklahoma PLS No. 1603

BEGINNING:

SUBJECT TO all easements, rights of way, protective covenants and mineral reservations, if any.

For use as a permanent, public right-of-way for the Grantee, and as a thoroughfare for ingress and egress to adjoining property and roadways for general public usage.

TO HAVE AND TO HOLD such Roadway Right-of-Way unto Grantee and Grantee's successors and assigns, together with all of Grantor's right, title and interest, in exclusive possession together with all and singular the tenements, hereditaments and appurtenances thereto belonging or in any wise appertaining forever.

Dated this 3 day of April, 2017.


PHILLIP E. MORGANS


GLENDA K. MORGANS

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

3 Before me, the undersigned, a Notary Public, in and for said County and State, on this 3 day of April, 2017, personally appeared PHILLIP E. MORGANS and GLENDA K. MORGANS, husband and wife, to me known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I hereunto set my official signature and affixed my notarial seal the day and year last above written.


Notary Public

My commission expires: 12-21-17

My commission No. is: 039010307



ACCEPTED BY CITY COUNCIL:

ACCEPTED BY CITY COUNCIL:
City of Glenpool, Oklahoma
A Municipal Corporation

Date: _____ by: _____
_____, Mayor

ATTEST:

_____, City Clerk

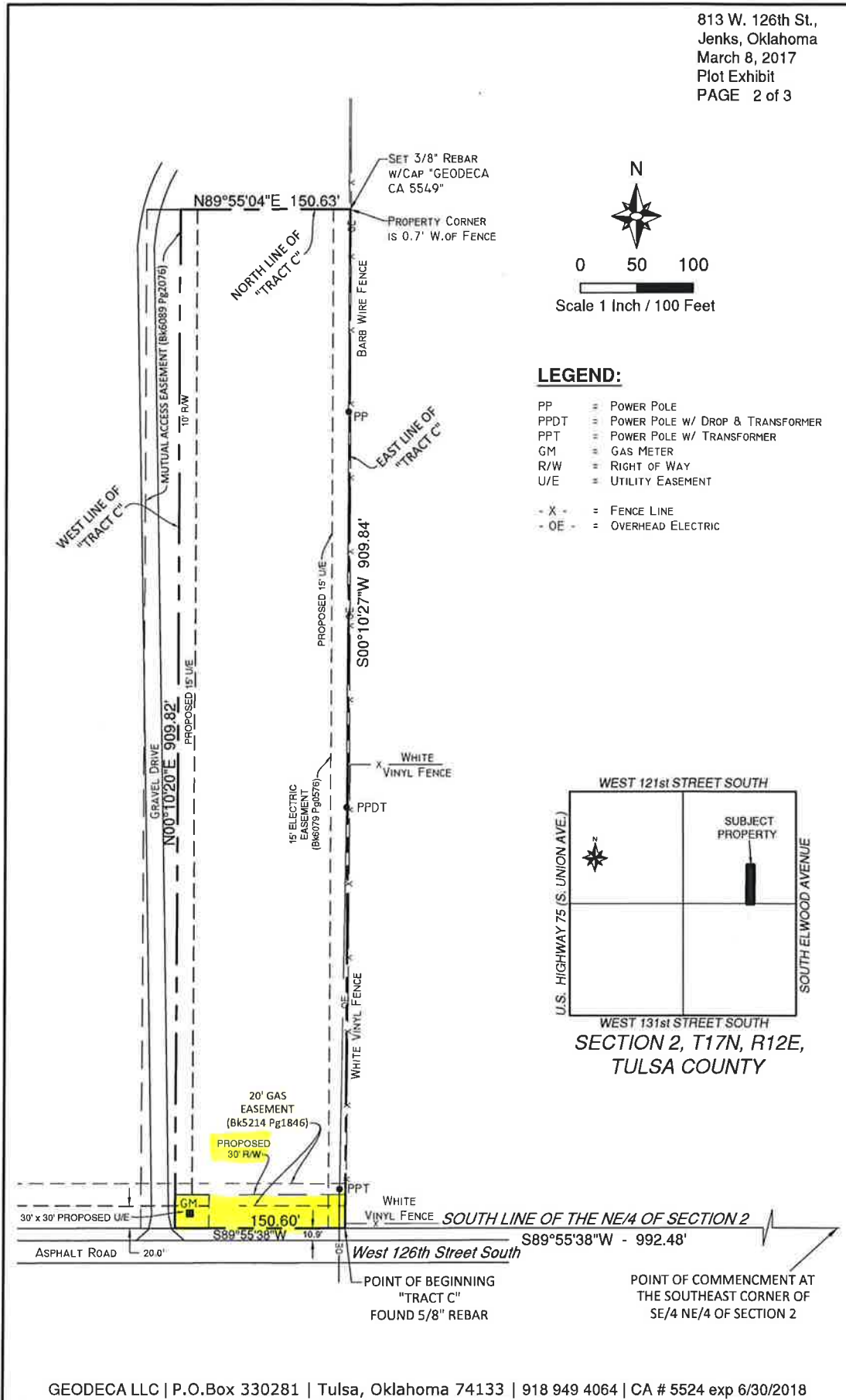
[corporate seal]

APPROVED AS TO FORM:

_____, City Attorney

Exhibit "A"

813 W. 126th St.,
Jenks, Oklahoma
March 8, 2017
Plot Exhibit
PAGE 2 of 3





MEMORANDUM

TO: HONORABLE MAYOR & CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: REVIEW AND APPROVAL - INVOICE FOR FIRST ½ of FY 2017/2018
M.E.T. SERVICES ASSESSMENT

DATE: AUGUST 7, 2017

BACKGROUND

This item is for City Council consideration and action regarding the review and approval of an invoice received from The Metropolitan Environmental Trust Authority for the first one half of the annual assessment for services provided to the City of Glenpool. As noted in the attached documentation, the total annual assessment for FY 2017/2018 is in the amount of \$19,898.76. The Trust Authority invoices the various member communities semi-annually as evidenced by the attached invoice dated July 24, 2017 in the amount of \$9,898.76. It should be noted that the annual assessment amount for each participating community is generally calculated based on population. For Council reference, I have attached a copy of the original Trust Indenture and have highlighted Article III therein. Note that this Article enumerates the original purpose of the Trust - generally associated with the provision of facilities, equipment, and manpower to operate at least one recycle collection depot in each member community. The assessment also covers each member's share of the costs to sponsor and hold two household pollutant collection events – usually held at the Tulsa County fairgrounds. The approved City of Glenpool FY 2017/2018 Operating Budget contains an anticipated amount of \$20,119 for this expenditure listed under Budget Item No. 02-6-19-6281.

Recommendation:

Staff recommends approval of the annual M.E.T. Services Assessment in the total amount of \$19,898.75 and to authorize the City Manager to approve and authorize payment of semi-annual invoices for said services to be paid from Budget Item No. 02-6-19-6281

Attachments:

- A. M.E.T. Services Invoice for the First ½ of FY 2017/2018**
- B. M.E.T. Trust Indenture - 2005**



RECEIVED
JUL 27 2017
BY
A/P FIN. ALLENPAUL

INVOICE

Date: July 24, 2017

Invoice #: 2121

Bill To:

City of Glenpool
Attn: Lynn Burrow, M.e.t. Trustee
12205 S. Yukon, Sapulpa
Glenpool, OK 74033

Remit To:

The M.e.t.
Williams Tower One
One West Third Street, Suite 110
Tulsa, Ok 74103

Description	Amount
First Half of FY 17/18 Assessment for M.e.t. Services	\$9,949.38
<i>M.e.t. Code 4020</i>	
Amount Due	\$9,949.38

Williams Tower I, One West Third Street, Suite 110 Tulsa, Oklahoma 74103 ** Phone (918)584-0584


City of Glenpool
S.A.&I.427 (1983)

Affidavit for Payments in Excess of \$1,000.00


STATE OF OKLAHOMA

COUNTY OF TULSA

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states the (s)he has made no payment directly or indirectly to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other things, of any money or any other thing of value to obtain payment.


(Contractor, supplier, or engineer)
D. Graham Brannin Executive Director
The Metropolitan Environmental Trust

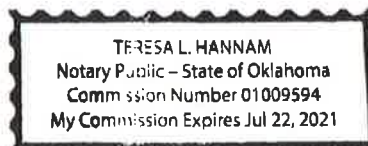
Subscribed and sworn to before me this 24 day of July, 20 17.


Notary Public (or Clerk or Judge)

#01009594

My Commission Expires:

7-22-21



Note: Copy of this Affidavit must be attached to any invoice submitted by an architect, contractor, Engineer or supplier of material in excess of \$1000.00.

THE METROPOLITAN ENVIRONMENTAL TRUST

Approved by M.e.t. Board of Trustees in April 2017

	<u>BENEFICIARY</u>		<u>FY 17/18</u> <u>ASSESSMENT</u>
1	Bixby	\$	25,286.71
2	Broken Arrow	\$	114,699.50
3	Claremore	\$	28,362.55
4	Collinsville	\$	20,407.61
5	Coweta	\$	19,793.87
X 6	Glenpool	\$	19,898.75
7	Jenks	\$	9,267.94
8	Owasso	\$	13,638.27
9	Sand Spr	\$	31,085.68
10	Tulsa-City	\$	471,984.39
11	<u>Tulsa-Co. (unincorp)</u>	\$	<u>26,244.73</u>
		\$	780,670.00

**METROPOLITAN ENVIRONMENTAL TRUST
TRUST INDENTURE
AS AMENDED**

ARTICLE I

The create and establish a trust for the use and benefit of the Cities of Bixby, Broken Arrow, Claremore, Collinsville, Glenpool, Jenks, Owasso, Sand Springs, and Tulsa, and the County of Tulsa, for the public purposes hereinafter set forth, under the provisions of Title 60 Oklahoma Statutes section 176 et. seq. as amended and other applicable statutes of the State of Oklahoma.

ARTICLE II

The name of this Trust shall be The Metropolitan Environmental Trust hereinafter referred to as the "Trust". Under that name it shall, so far as practicable, conduct all business and execute all instruments, and otherwise perform its duties and functions in the execution of this Trust.

ARTICLE III

The purposes of this Trust are:

1. To receive from public and private collectors in the region solid waste including refuse, trash, garbage, sludges and other discarded or salvageable solid materials as specified in the Oklahoma Solid Waste Management Act and any amendments successors thereto and process, transfer, transport, convert, recover, recycle, or reclaim such solid waste, fuel and usable materials and products and sell the same and to dispose of non-usable solid waste by burial, incineration or other methods.
2. To plan, establish, develop, acquire, construct, purchase, install, repair, enlarge, improve, maintain, equip, finance and refinance, operate and regulate public solid waste processing or disposal systems and facilities and to close and monitor facilities according to regulations either within or without the territorial boundaries of the beneficiaries of the Trust, including but not limited to the purchasing, leasing, construction, installation, equipping, maintenance and operation of such buildings, equipment, machinery and other facilities necessary for the processing of refuse and solid waste, and the purchasing or leasing of transportation vehicles, equipment and facilities.
3. To hold, maintain and administer any leasehold rights in and to physical properties demised to the beneficiaries and to comply with the terms and conditions of any such lease.

4. To acquire by lease, purchase or otherwise, and to plan, establish, develop, construct, enlarge, improve, maintain, equip, operate and regulate any and all physical properties designated or needful for utilization in the furnishing and providing of services, in connection with public solid waste processing and disposal systems and facilities, and to dispose of, rent or otherwise make provisions for properties owned by the Trust but no longer needful for trust purposes.

5. To provide funds for the cost of financing, acquiring, constructing, leasing, equipping, maintaining, repairing and operating public solid waste processing systems and facilities and buildings and other improvements thereto, and all properties, real, personal or mixed, required for execution and fulfilling the trust purposes as set forth in this instrument, and all other charges, costs and expenses necessarily incurred in connection therewith and in so doing, to incur indebtedness, either unsecured or secured by all or any part of the Trust Estate and its revenues.

6. To expend all funds coming into the hands of the Trustees as revenue or otherwise in the payment of any indebtedness incurred by the Trustees for purposes specified herein, and in the payment of the costs and expenses thereof, and in the payment of any other obligation properly chargeable against the Trust Estate, and to distribute the remainder of such funds to the beneficiaries hereof.

ARTICLE IV

The Trust shall have duration for the term of duration of the beneficiaries and until such time as its purpose shall have been fully fulfilled or until it shall be terminated as hereinafter provided.

ARTICLE V

The Trust Estate shall consist of:

1. The funds and property presently in the hands of the Trustees or to be acquired or constructed by Trustees and dedicated by the Trustees and others to be used for trust purposes.

2. Any and all leasehold rights demised to the Trustees by its beneficiaries as authorized and empowered by law.

3. Any and all money, property, real, personal or mixed, rights, choses in action, contracts, leases, privileges, immunities, franchises, benefits and all other things of value coming into the possession of the Trustees pursuant to the provisions of this Trust indenture.

4. Cash in hand.

The instruments executed for each project, and each issuance of bonds and other indebtedness, shall set out the specific property of the Trust Estate exclusively pledged and mortgaged for the payment of such indebtedness.

ARTICLE VI

1. The governing body of each of the beneficiaries of the Trust shall designate one Trustee. Each governing body shall establish the term of office of its trustee and the criteria for removal of its trustee.

Trustees shall serve until their successors have been duly appointed and qualified. Successor Trustees duly appointed and qualified shall, without any further act or conveyance, become fully vested with all of the estate, properties, rights, powers, duties and obligations of their predecessors hereunder with like effect as if originally named as Trustee.

2. The Trustees shall, during their terms office, be subject to removal only by action of the District Court of Tulsa County for good cause shown.

3. No Trustee shall be paid any compensation of any kind for his services as a Trustee of this Trust. However, Trustees may be reimbursed for expenses incurred in the performance of their duties hereunder.

4. Bonds or other evidences of indebtedness to be issued by the Trustees shall not constitute an indebtedness of the State of Oklahoma, nor of the Beneficiaries, nor personal obligations of the Trustees of the Trust but shall constitute obligations of the Trustees payable solely from the Trust Estate. No indebtedness shall be incurred by the Trustees without the prior approval of two-thirds of the beneficiary governing bodies, both as to the purpose and amount of the indebtedness.

5. The Trustees, the State of Oklahoma, and the Beneficiaries hereof shall not be charged personally with any liability whatsoever by reason of any act or omission committed or suffered in good faith or in the exercise of their honest discretion in the performance of such Trust or in the operation of the Trust Estate; but any act or liability for any omission or obligation of the Trustees in the execution of such Trust or in the operation of the Trust Estate, shall extend to the whole of the Trust Estate or so much thereof as may be necessary to discharge such liability or obligation.

6. Notwithstanding any other provisions of this Indenture which shall appear to provide otherwise, no Trustee or Trustees shall have the power or authority to bind or obligate any other Trustee, or Beneficiary, in his or its capacity, nor can the Beneficiary bind or obligate the Trust or any individual Trustee.

7. The Trustees shall adopt bylaws for the conduct of their business, and shall elect a Chairman from their members who shall preside at all meetings and perform other duties designated by the Trustees. The Trustees shall elect a Vice Chairman from

their members who shall act as Chairman during the temporary absence or disability of the chairman. If a vacancy occurs in the office of Chairman or Vice Chairman, the Trustees shall elect a successor from their members. The Trustees shall designate the time and place of all regular meetings, which meetings shall be public, except for instances wherein executive sessions are authorized by State law. Except as otherwise provided herein or as required by state law, all actions by the Trustees pursuant to the provisions of this Trust Indenture shall be approved by the affirmative vote of at least a majority of the Trustees present at a meeting where a quorum is present. A quorum of the Trustees is defined as 51 percent of all duly appointed Trustees.

8. The Trustees shall file with the governing bodies of the Beneficiaries a certified copy of the annual audit made of the funds, accounts, and fiscal affairs of the Trust at the time as is required by Section 180.3 Title 60, Oklahoma Statutes Annotated.

9. The governing body of each of the Beneficiaries shall have the right to conduct or have conducted a complete audit of the funds, accounts and fiscal affairs of the Trust at any time at its discretion, and at the expense of the requesting governing body.

10. The whole title, legal and equitable, to the properties of the Trust is and shall be vested in the Trustees, as such title in the Trustees is necessary for the due execution of this Trust. The Trustees shall have and exercise exclusive management and control of the properties of the Trust Estate for the use and benefit of the Beneficiary.

The Trustees may contract for the furnishing of any services or the performance of any duties that they may deem necessary, or proper, and pay for the same as they see fit.

12. The Trustees may compromise any debts or claims of or against the Trust Estate, and may adjust any dispute in relation to such debts or claims by arbitration or otherwise and may pay any debts or claims against the Trust Estate upon the evidence deemed by the Trustees to be sufficient. The Trustees may bring any suit or action, which in their judgment is necessary or proper to protect the interest of the Trust Estate, or to enforce any claim, demand or contract for the Trust; and they shall defend, in their discretion, any suit against the Trust, or the Trustees or employees, agents or servants thereof. They may compromise and settle any suit or action, and discharge the same out of assets of the Trust Estate, together with court costs and attorneys' fees. All of such expenditures shall be deemed proper expenses of executing this Trust.

ARTICLE VII

Powers and Duties of the Trustees

To accomplish the purposes of the Trust, and subject to the provisions and limitations otherwise provided in this Trust Indenture, the Trustees shall have, in

addition to the usual powers incident to their office and the powers granted to them by statute and in other parts of this Trust Indenture, the following rights, powers, duties, authority, discretion and privileges:

1. To finance, acquire, establish, develop, construct, enlarge, improve, extend, maintain, equip, operate, lease, furnish, provide, supply, regulate, hold, store, and administer any of the systems and facilities designated pursuant to Article III hereof as the Trustees shall determine necessary for the benefit and development of the Beneficiaries.

2. To employ architectural and engineering firms or consultants as the Trustees deem necessary to prepare such preliminary or detailed studies, plans, specifications, cost estimates and feasibility reports as are required in the opinion of the Trustees. The costs of such engineers, architects and consultants shall be paid out of the proceeds of the sale of bonds or from such other funds as may be available therefor.

3. To enter into contracts for the sale of bonds, notes or other evidences of indebtedness or obligations of the Trust for the purpose of acquiring or constructing works, systems and facilities authorized to be acquired or constructed pursuant to the terms of this Trust Indenture and for that purpose may:

(a) Employ a financial advisor, or committee of advisors, to advise and assist the Trustees in the marketing of such bonds, notes or other evidences of indebtedness or obligations, and to present financial plans for the financing of the acquisition or construction of each project, and to recommend to, or consult with, the Trustee concerning the terms and provisions of bond indentures and bond issues, and may pay appropriate compensation for such work and services performed in the furtherance of the project;

(b) Sell all bonds, notes or other evidences of indebtedness or obligations of the Trust in installments or series and on such terms and conditions and in such manner as the Trustees shall deem to be in the best interest of the Trust Estate subject to the provisions of Title 60, Oklahoma Statutes, Section 176, et.seq., as amended; and

(c) Appoint and compensate attorneys, applying agencies and corporate trustees in connection with the issuance of any such bonds, notes, evidences of indebtedness or other obligations of the Trust.

4. To purchase, lease, or otherwise acquire property, real, personal or mixed; to enter into and execute contracts, leases, and operating agreements.

5. To make and change investments, to convert real into personal property, and vice versa, to lease, improve, exchange or sell, at public or private sale, upon such terms as they deem proper, and to resell, at any time and as often as they deem advisable, any or all the property in the Trust, to refund outstanding bonded indebtedness and to execute therefore bonds, notes, or other evidences of

indebtedness, or obligations, and to secure the same by mortgage, lien, pledge or otherwise; to purchase property from any individuals, partnerships, associations, corporations, and others, including the United States of America or the State of Oklahoma and agencies, authorities or trusts of the United State of America or the State of Oklahoma, or of any municipality thereof, and also including all municipal or other political subdivisions of the State of Oklahoma as well as the beneficiaries hereof, and lease or sublease land and other property to and from the Beneficiaries or others and constructs, improve, repair, extend, remodel, and quip buildings, improvements, and other facilities thereof and to operate or lease or rent the same to individuals, partnerships, associations, corporations, and others, including the United States of America or the State of Oklahoma and agencies, authorities or Trusts of the United States of America or the State of Oklahoma, or of any municipality thereof, and also including all municipal or other political subdivisions of the State of Oklahoma as well as the Beneficiaries hereof, and to do all things to accomplish the purposes set out in Article III of this Trust Indenture, and procure funds necessary for such purposes by the sale of bonds or other evidences of indebtedness by mortgages, liens, pledges or other encumbrances of such real and personal property, buildings, improvements and other facilities owned or otherwise acquired, leases or controlled by Trustees, and by rentals, income, receipts and profits there from, or from any other revenues associated with the ownership, operation or control of the property of the Trust; to lease or sublease any property of the Trust, or of which the Trustees may become the owners or lessees.

6. To fix, demand and collect charges, rentals and fees for the services and facilities of the Trust and to discontinue furnishing of services and facilities to any persons, firm or corporation, or public instrumentality, delinquent in the payment of any indebtedness to the Trust; to purchase and sell such supplies, goods, and commodities as are incident to the operation of its properties.

7. To make and perform contracts of every kind, including management and operating contracts, with any person, firm, corporation, association, trusteeship, municipality, government or sovereignty; and subject to the provisions of Article VII(3) set forth above without limit as to amount to draw, make accept, endorse, assume, guarantee, account, execute and issue promissory notes, drafts, bills of exchange, acceptances, warranties, bonds, debentures, and other negotiable or non-negotiable instruments, obligations and evidences of unsecured indebtedness, or of indebtedness secured by mortgage, deed or trust or otherwise upon any or all income of the Trust, in the same manner and to the same extent as a natural person might or could do; to collect and receive any property, money, rents, or income of any sort and distribute the same or any portion thereof for the furtherance of the authorized Trust purposes set out herein.

8. To the extent permitted by State law, to bind others by their duly authorized decisions and actions taken on their behalf, or failures to take action on their behalf, and as provided for in the Trust Agreement.

9. To take whatever actions may be appropriate and whatever actions may be directed by a majority of the Trustees to cure any default by a Beneficiary pursuant to the Trust Agreement.

10. To do all other acts in their judgment necessary or desirable for the proper and advantageous management, investment, and distribution of the Trust Estate and income there from.

ARTICLE VIII

Beneficiaries of Trust

1. The Beneficiaries of this Trust shall be the Cities of Bixby, Broken Arrow, Claremore, Collinsville, Glenpool, Jenks, Owasso, Sand Springs, and Tulsa, and the County of Tulsa.

2. The Beneficiaries shall have no legal title, claim or right to the Trust Estate, or its income, or to any part thereof or to demand or require any partition or distribution thereof. Neither shall the Beneficiaries have any authority, power or right whatsoever, to do or transact any business for, or on behalf of, or binding upon the Trustees or upon the Trust Estate, nor the right to control or direct the actions of the Trustees pertaining to the Trust Estate or any part thereof. The Beneficiaries shall be entitled solely to the benefits of this Trust, as administered by the Trustees hereunder, and at the termination of the Trust, as provided herein, and then only the Beneficiaries shall receive the residue of the Trust Estate, to be distributed in accordance with the Trust Agreement.

3. If, after the effective date of the Trust Agreement, governments desire to join with the Beneficiaries of the Trust in accomplishing the purposes of the Trust, provisions may be made for additional beneficiaries to the Trust. Said governments shall make such contributions to the Trust Estate as the Trustees deem appropriate to offset the costs and expenses of additional services, systems and facilities required to serve their portion of additional wastes streams together with an amount reflected previous contributions of the Beneficiaries of initiating, establishing, developing, acquiring, constructing, maintaining or repairing the Trust Estate.

ARTICLE IX

Secretary of Trust

The Trustees shall appoint a Secretary of the Trustees to serve at their will, with compensation as set by themselves. The Secretary shall keep minutes of all meetings of the Trustees and shall maintain complete and accurate records of all their financial transactions, all such minutes, books and records to be on file in the principal office of the Trust. All meetings of the Trustees shall, except for instances wherein executive sessions are authorized by State law, be open to the public and conducted in accord with the provisions of the Oklahoma Public Meeting Law and the bonds, records and

minutes of the Trustees shall be considered as public records and available for inspection at all times by an interested party.

ARTICLE X

Termination of Trust

This Trust shall terminate:

1. When the purposes set out in Article III of this instrument shall have been fully executed; or

2. In the manner provided by Title 60, Oklahoma Statutes, Section 180, provided, however, that this Trust shall not be terminated by voluntary action if there be outstanding indebtedness or fixed term obligations of the Trustees, unless all owners of such indebtedness or obligations shall have consented in writing to such termination.

Upon the termination of this Trust, the Trustees shall proceed to conclude the affairs of this Trust, and after payment of all debts, expenses and obligations out of the moneys and properties of the Trust Estate to the extent thereof, shall distribute the residue of the money and properties of the Trust Estate to the Beneficiaries hereunder. Upon final distribution, the powers, duties and authority of the Trustees hereunder shall cease.

ARTICLE XI

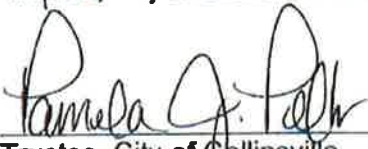
The Trustees accept the Trust herein created and provided for, and agree to carry out the provisions of this Trust Indenture on their part to be performed.

IN WITNESS WHEREOF, Trustees have hereunto set their hands on the day and year indicated.

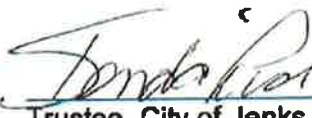

Trustee, City of Bixby

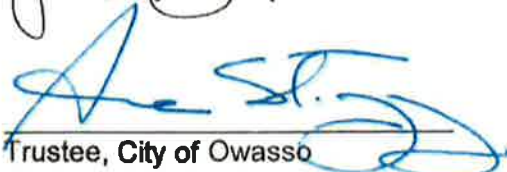

Trustee, City of Broken Arrow


Trustee, City of Claremore


Trustee, City of Collinsville


Trustee, City of Glenpool


Trustee, City of Jenks


Trustee, City of Owasso


Trustee, City of Sand Springs


Trustee, City of Tulsa


Trustee, Tulsa County

11/3/05 (TH)

November 2005 Amendment

Names on signature are:

Micky Webb, Bixby

Tim Miller, Claremore

Shayne Buchanan, Glenpool

Ana Stagg, Owasso

Charles Hardt, City of Tulsa

David Wooden, Broken Arrow

Pam Polk, Collinsville

Kenda Rice, Jenks

Vernon Smith, Sand Springs

Paul Wilkening Tulsa County

**AMENDMENT TO DECLARATION OF TRUST
METROPOLITAN ENVIRONMENTAL TRUST**

Pursuant to the provisions of the Metropolitan Environmental Trust Indenture as Amended, the Board of Trustees, on the 6th day of March, 2008, at a meeting duly called with a quorum present, upon motion made and seconded and passed unanimously, approved the inclusion of Coweta, Oklahoma as a beneficiary of the Trust. On the 3d day of March, 2008, the Coweta City Council approved participation as a beneficiary of the M.e.t. Trust and appointed a representative Trustee on the Board.

AMENDMENTS

The undersigned, being all the Trustees of the Metropolitan Environmental Trust, hereby agree to an amendment to the Trust Indenture as follows.

Article I as amended is stricken and the following language is adopted:

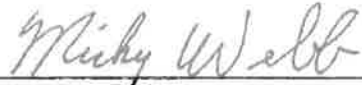
The undersigned Trustors create and establish a trust for the use and benefit of the Cities of Bixby, Broken Arrow, Collinsville, Claremore, Coweta, Glenpool, Jenks, Owasso, Sand Springs, Tulsa, and the County of Tulsa, for the public purposes hereinafter set forth, under the provisions of Title 60 Oklahoma Statutes section 176 et. seq., as amended and other applicable statutes of the State of Oklahoma.

Article VIII Section 1 as amended is stricken and the following language is adopted:

1. The Beneficiaries of this Trust shall be the Cities of Bixby, Broken Arrow, Collinsville, Claremore, Coweta, Glenpool, Jenks, Owasso, Sand Springs, Tulsa and the County of Tulsa.

The Trustees, by their signature below, ratify and reincorporate the changes made to the Trust Indenture and adopt the amendment as identified above. The remainder of the Trust Indenture shall remain in full force and effect.

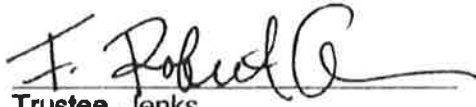
SIGNED, this 1st day of May, 2008.



Trustee, Bixby



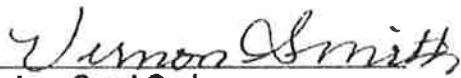
Trustee, Broken Arrow



Trustee, Jenks



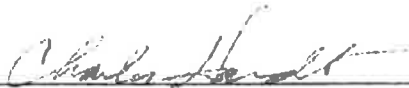
Trustee, Collinsville



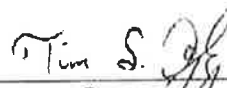
Trustee, Sand Springs



Trustee, Glenpool



Trustee, Tulsa



Trustee, Owasso



Trustee, Tulsa County



Trustee, Claremore



(title)

Acceptance of Beneficial Interest
City of Coweta

March 2008 Amendment

Names on signature are:

Micky Webb, Bixby

Robert Carr, Jenks

Vernon Smith, Sand Springs

Charles Hardt, Tulsa City

Paul Wilkening Tulsa County

David Wooden, BA

Pam Polk Collinsville

David Tillotson, Glenpool

Tim O'Doyle, Owasso

Tim Miller, Claremore

Kathleen Easley, Coweta



To: To: HONORABLE MAYOR AND CITY COUNCIL
From: Julie Casteen, Finance Director
Date: August 2, 2017
Subject: FY18 Budget Amendment for Purchase Order and Project Rollovers from FY17

Background:

The proposed budget amendments are a routine process that should take place after fiscal year-end is complete. Any encumbrances (Purchase Orders) that carry a balance at the end of the previous fiscal year are "rolled over" into the current year, and the budgets that supported those balances are also added to the current budget. Any incomplete projects that carry a budget balance at the end of the previous fiscal year are also rolled over into the current fiscal year, as well as any remaining grant balances. These amendments also adjust the budgeted beginning fund balances, based on the previous year's final ending balance numbers.

Attached is a listing of purchase orders and projects for rollover, totaled by Fund and Department.

Staff Recommendation:

Staff recommends a motion to approve FY17 Budget rollovers to the FY18 Budget as outlined in the attachment.

Attachments:

FY17 Budget Rollovers listing by Fund/Department

**CITY OF GLENPOOL
FY18 BUDGET AMENDMENTS
GENERAL FUND**

DEPARTMENT	ACTUALS FY2017	APPROVED BUDGET FY2018	YTD PROCESSED AMENDMENTS	CURRENT BUDGET FY2018	CURRENT BUDGET AMENDMENTS	RESTATE BUDGET FY2018
General Government	\$ 767,887	\$ 749,148	\$ -	\$ 749,148	\$ 61,317	\$ 810,465
Animal Control	55,594	78,525	-	78,525	391	78,916
Police	2,098,300	1,813,976	-	1,813,976	7,707	1,821,683
Dispatch	-	382,383	-	382,383	-	382,383
Fire	1,622,020	1,851,300	-	1,851,300	223	1,851,523
Emergency Management	13,277	48,000	-	48,000	6,200	54,200
Community Development	511,897	410,488	-	410,488	37,685	448,173
Administration	496,543	504,987	-	504,987	21,000	525,987
Streets/Parks	1,128,375	1,034,777	-	1,034,777	16,110	1,050,887
TOTAL GENERAL FUND	\$ 6,693,893	\$ 6,873,584	\$ -	\$ 6,873,584	\$ 150,633	\$ 7,024,217
Beginning Fund Balance	\$ 4,302,172	\$ 5,347,916	\$ -	\$ 5,347,916	\$ -	\$ 5,259,921
Revenues	9,270,168	8,259,801	-	8,259,801	-	8,259,801
Capital Lease Proceeds	-	-	-	-	-	-
Transfers In	1,100,167	2,143,458	-	2,143,458	-	2,143,458
Total Revenues	10,370,335	10,403,259	-	10,403,259	-	10,403,259
Expenditures	6,693,893	6,873,584	-	6,873,584	150,633	7,024,217
Transfers Out	2,718,693	3,794,860	-	3,794,860	-	3,794,860
Total Expend. & Transfers Out	9,412,586	10,668,444	-	10,668,444	150,633	10,819,077
Ending Fund Balance	\$ 5,259,921	\$ 5,082,731	\$ -	\$ 5,082,731	\$ (150,633)	\$ 4,844,103
Nonspendable	-	-	-	-	-	-
Restricted	74,092	72,915	-	72,915	-	72,915
Assigned	-	-	-	-	(127,683)	(127,683)
Unassigned	5,185,829	5,009,816	-	5,009,816	(22,950)	4,898,871
Total Ending Fund Balance	\$ 5,259,921	\$ 5,082,731	\$ -	\$ 5,082,731	\$ (150,633)	\$ 4,844,103

**CITY OF GLENPOOL
FY18 BUDGET AMENDMENTS
STREETS & INFRASTRUCTURE FUND**

	<u>ACTUALS FY2017</u>	<u>APPROVED BUDGET FY2018</u>	<u>YTD PROCESSED AMENDMENTS</u>	<u>CURRENT BUDGET FY2018</u>	<u>CURRENT BUDGET AMENDMENTS</u>	<u>RESTATED BUDGET FY2018</u>
Beginning Net Assets	\$ -	\$ 175,196	\$ -	\$ 175,196	\$ 49,777	\$ 224,973
Revenues	\$ 922,125	\$ 496,320	\$ -	\$ 496,320	\$ 134,577	\$ 630,897
Total Revenues	\$ 922,125	\$ 496,320	\$ -	\$ 496,320	\$ 134,577	\$ 630,897
Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streets/Parks Equipment	-	30,000	-	30,000	-	30,000
Street Improvements	-	390,000	-	390,000	-	390,000
Water/Sewer Improvements	697,152	75,000	-	75,000	134,577	209,577
Stormwater Improvements	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
Debt Service	-	175,457	-	175,457	-	175,457
Total Expenses & Transfers Out	\$ 697,152	\$ 670,457	\$ -	\$ 670,457	\$ 134,577	\$ 805,034
Ending Net Assets	\$ 224,973	\$ 1,059	\$ -	\$ 1,059	\$ 49,777	\$ 50,836

**CITY OF GLENPOOL
FY18 BUDGET AMENDMENTS
PUBLIC SAFETY CAPITAL FUND**

	ACTUALS FY2017	APPROVED BUDGET FY2018	YTD PROCESSED AMENDMENTS	CURRENT BUDGET FY2018	CURRENT BUDGET AMENDMENTS	RESTATED BUDGET FY2018
Beginning Net Assets	\$ -	\$ 51,679	\$ -	\$ 51,679	\$ 10,585	\$ 62,264
Revenues	\$ 1,304,656	\$ 805,575	\$ -	\$ 805,575	\$ 1,000,260	\$ 1,805,835
Total Revenues	\$ 1,304,656	\$ 805,575	\$ -	\$ 805,575	\$ 1,000,260	\$ 1,805,835
Police Equipment	\$ -	\$ 65,000	\$ -	\$ 65,000	\$ -	\$ 65,000
Police Vehicles	26,694	83,000	-	83,000	203,339	286,339
Fire Equipment	-	255,000	-	255,000	-	255,000
Fire Vehicles	99,662	-	-	-	709,305	709,305
Emergency Management Equipment	1,014,257	-	-	-	87,616	87,616
Debt Service	101,779	428,646	-	428,646	-	428,646
Total Expenses & Transfers Out	\$ 1,242,392	\$ 831,646	\$ -	\$ 831,646	\$ 1,000,260	\$ 1,831,906
Ending Net Assets	\$ 62,264	\$ 25,608	\$ -	\$ 25,608	\$ 10,585	\$ 36,193

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into between the City of Glenpool, Oklahoma ("Employer") and Local No. 133, Fraternal Order of Police ("Lodge") for the purpose of providing enhanced ammunition distribution and training policies for members of the bargaining unit ("Employees"), all as described and provided herein.

Background

Several years ago, the Lodge, in agreement with the Employer, implemented a quarterly ammunition ("ammo") disbursement policy with the purpose of enabling officers to "maintain proficiency in all departmentally approved firearms." The current version of that policy can be found in Article XIII, Section 7, of the most recently adopted collective bargaining agreement. Under this policy, each officer is allotted 400 rounds of practice ammo each year. This allotment includes a designated number of rounds for each of pistol, rifle and shotgun ammo on a quarterly basis.

At the time this policy was implemented, it corresponded to the fact that the GPD had no certified firearms instructors on staff and no mandatory quarterly firearms training. Since the original implementation of the current policy, the department has achieved the certification of several officers in specialized areas. Two officers are certified as firearms instructors. Also, as the result of an assessment of deficiencies in our current firearms program, in combination with current trends in police training and increased litigation for the lack thereof, the department instituted mandatory quarterly firearms training. The presence of qualified firearms instructors and enhanced training have solved numerous issues in regard to training and competency with firearms and, as a result, an immediate improvement in qualification scores. Feedback from our officers as to their overall performance, perceived confidence in weapons skills, and officer safety has exceeded expectations.

The department has also begun providing firearms training, with accreditation through the State, to ensure compliance with the State mandatory continuing education requirements. This enables our officers to meet at least minimum standards without incurring additional expense for travel and/or overtime. Sgt. Charles Smith should be commended for writing and obtaining CLEET accreditation for multiple curricula that have been met with approval by our officers.

Evidence shows that the current ammo distribution policy is now outdated and is not achieving its intended purpose. It has resulted in no discernable difference in qualification scores, the number of attempts required to reach those scores, shooter proficiency, and thus officer safety.

Recommendation

For all these reason, the Training Advisory Council, consisting of the President and Vice President of the Lodge, concurs with the following recommendation:

The contract section providing for quarterly allotment should be removed and reworded to reflect the current quarterly weapons training policy, including a minimum of eight hours training in firearms disciplines. This will disperse training ammo to the officers, an obvious necessity, but will also allow department oversight to ensure that the ammo is used within

the appropriate training protocol. It also permits documentation of training for continuing education requirements and for liability reduction in use of force claims.

The Lodge has agreed to the proposed amendment of Article XIII, Section 7.

Terms and Conditions of the MOU

1. Term. This MOU will continue in effect throughout the term of the current Agreement Between the City of Glenpool, Oklahoma, a Municipal Corporation and the Fraternal Order of Police Lodge 133, Fiscal Year 2017-2018.

2. Current Article XII, Section 7.

The Employer, in order for Employees to maintain proficiency in all departmentally approved firearms, will provide 400 rounds of practice ammunition annually to each member of the bargaining unit. Ammunition will be available for check-out from the Chief of Police or designee in amounts not to exceed: Fifty rounds of .40 caliber pistol ammunition; forty rounds of .223 rifle ammunition; five rounds of 12-gauge .00 buckshot ammunition; and five rounds of 12-gauge slug ammunition per quarter. These allotments shall be available at the Employee's request during the then-current quarter of the calendar year. Any allotment of ammunition not requested by any Employee during the then-current quarter shall not carry over into the next or any following quarter. Calendar quarters shall be recognized as: January 1 through March 31; April 1 through June 30; July 1 through September 30; and October 1 through December 31.

3. Proposed Amended Article XII, Section 7.

In order to maintain proficiency with all departmentally approved firearms, the Employer will provide a minimum of eight (8) hours of training on these firearms and use of the practice ammunition. This training will be provided quarterly to each member of the bargaining unit. Calendar quarters shall be recognized as: January 1 through March 31; April 1 through June 30; July 1 through September 30; and October 1 through December 31.

If, for an approved reason, a member of the bargaining unit cannot attend a scheduled training and no alternative training date can be provided and upon request, the member shall receive the ammunition allotment of fifty rounds of 9mm caliber pistol ammunition; forty rounds of .223 rifle ammunition; five rounds of 12-gauge .00 buckshot ammunition; and five rounds of 12-gauge slug ammunition for that quarter. This mandatory eight hours (8) of quarterly training will not preclude any bargaining member's right to pursue any other form of training throughout out the term of this Agreement.

4. Past Practice. The Employer and the Lodge jointly agree that this MOU was freely negotiated by the parties and does not create a past practice, nor does it change the existing collective bargaining agreement except as expressly stated herein.

IN WITNESS WHEREOF, and in recognition that the City of Glenpool City Council having approved and adopted the foregoing Memorandum of Understanding and the corresponding amendment of Article XIII, Section 7 of the current Agreement Between the City of Glenpool, Oklahoma, a Municipal Corporation and the Fraternal Order of Police Lodge 133, Fiscal Year 2017-2018, the parties to the Memorandum of Understanding have hereunto set their hands this ____ day of _____ 20__.

THE CITY OF GLENPOOL, OKLAHOMA
EMPLOYER

BY: _____
Timothy Lee Fox, Mayor

ATTEST:

Susan White, City Clerk

[SEAL]

FRATERNAL ORDER OF POLICE, LODGE NO. 133
BARGAINING UNIT

BY: _____
President or Lodge Representative

ATTEST:

_____, Secretary

APPROVED AS TO FORM:

Lowell Peterson, City Attorney

GLENPOOL FOP



LODGE #133

P.O. BOX 895

GLENPOOL, OK 74033

To: Chief Dennis Waller
From: Vice President Matthew Graves
Ref: Article XIII, Section 7, Quarterly ammunition allotment

Sir,

The current article of the contract reads as follows. The Employer/Police Department, in order for its Officers to maintain proficiency in all departmentally approved firearms will provide 400 rounds of practice ammunition annually to each member of the bargaining unit. Ammunition will be available for check-out from the Chief of Police or designee in amounts: Fifty rounds of 9mm caliber pistol ammunition; forty rounds of .223 rifle ammunition; five rounds of 12 gauge .00 buckshot ammunition; and five rounds of 12-gauge slug ammunition per quarter.

These allotments shall be available at the Employee's request during the then-current quarter of the calendar year. Any allotment of ammunition not requested by any Employee during the then-current quarter shall not carry over into the next or any following quarter. Calendar quarters shall be recognized as: January 1 through March 31; April 1 through June 30; July 1 through September 30; and October 1 through December 31.

The FOP has agreed to amend Article XIII, Section 7. The FOP voted to remove the quarterly allotment program and reworded it to reflect.

In order to maintain proficiency with all department approved firearms, the Employer/Police Department will provide a minimum of 8 hours training of these firearms and the practice ammunition. This training will be provided quarterly to each member of the bargaining unit. Calendar quarters shall be recognized as: January 1 through March 31; April 1 through June 30; July 1 through September 30; and October 1 through December 31.

If for an approved reason a member of the bargaining unit cannot attend the scheduled training and no alternative training date can be provided, upon request the member shall receive the ammo allotment of Fifty rounds of 9mm caliber pistol ammunition; forty rounds of .223 rifle ammunition; five rounds of 12 gauge .00 buckshot ammunition; and five rounds of 12-gauge slug ammunition for that quarter. This eight hours of quarterly training will not preclude any bargaining member's right to pursue any other form of training thought out the year.

Please consider this as our MOU and with your approval please added it to the current 2017 contract effective immediately.

Sincerely,

Vice President, Matthew Graves



GLENPOOL POLICE DEPARTMENT

P.O. BOX 70 / 14536 S. ELWOOD AVENUE

GLENPOOL, OK 74033

(918) 322- 8110 MAIN

(918) 322- 3011 FAX



DENNIS WALLER
Chief of Police

BART HARRIS
Assistant Chief of Police

To: Chief Waller
From: Sgt. Charles Smith
Date: May 11, 2017

Reference: Quarterly ammunition allotment

Sir,

Several years ago the FOP, in agreement with the City, implemented a quarterly ammo disbursement to officers in hopes of "maintaining proficiency in all department approved firearms". This is spelled out in detail in the Training and Equipment section of the contract, specifically Section 7, page 32 of 60. This was due almost entirely to the fact the department had no certified firearms instructors and no dedicated range facility. This policy was based on good intentions and hope.

As part of this agreement, officers were allotted 400 rounds each year. These rounds were a combination of pistol, rifle, and shotgun ammunition. At current staffing levels this equates to 9200 rounds a year. This costs the department, at current reduced ammo prices, \$2800 per year. *It should be noted that this figure is based on the recent 9mm transition and procurement of a new vendor which comes in under state bid. In previous years this total was increased by over 25%

In 2016, with the support of your office, the department pushed forward with the certification of several officers in specialized areas. Two of those officers, I being one of them, were certified as firearms instructors. This was followed with an assessment of our current and essentially non-existent firearms program. As a result of this assessment, in combination with current trends in police training as well as increased litigation for the lack thereof, the department moved to mandated quarterly firearms training. This solved numerous issues in regards to training and competency with our issued firearms and as a result, an immediate improvement in qualification scores was observed. Additionally, feedback from our officers as to their overall performance, perceived confidence in weapons skills, and officer safety exceeded our wildest expectations.

To tackle yet another reoccurring training issue, the lack of officers actually completing the State mandatory continuing education requirements, it was decided to provide firearms training with accreditation through the state. This would ensure our officers would have the ability to meet those minimum standards without incurring additional expense for travel and/or overtime. To accomplish this I personally wrote and obtained CLEET accreditation for multiple curriculums. This is now in place and again, being met with resounding approval by our officers.



GLENPOOL POLICE DEPARTMENT

P.O. BOX 70 / 14536 S. ELWOOD AVENUE
GLENPOOL, OK 74033
(918) 322- 8110 MAIN
(918) 322- 3011 FAX



I have outlined above two very different methods in dealing with a problem. I have already detailed the results seen in the more recent method initiated only two quarters ago. So let's look at our previous results.

Since the inception of the ammo distribution policy, I find no discernable difference in qualification scores, the number of attempts required to reach those scores, shooter proficiency, and thus officer safety. Further, upon recent weapons inspection and qualifications, I observed several officers who had rifles out of zero, shotguns that did not function, and in one instance an officer whose holster was inoperable to the point he could not draw his pistol as required. In my opinion, these are all indicators that the officers, all who regularly took quarterly ammo disbursements, had not only never fired that ammo as intended, but hadn't trained with their weapons at all since the last department qualification date. Quite simply the allotment policy is a failure at its intended purpose. I should point out that not all officers fell into this group. Unfortunately however, a majority did.

This brings me to the point of this memo. After addressing my concerns with the other members of the Training Advisory Council, which happen to be the President and Vice President of the FOP, they concur with my following recommendation. That the contract section in question be amended to remove the quarterly allotment program and reworded to reflect the current quarterly weapons training policy, to include the minimum of 8 hours training in the firearms disciplines. This will not only disperse training ammo to the officers, an obvious necessity, but will allow for department oversight of how that ammo is used and in what training realm. It also permits the documentation of said training not only for continuing education requirements, but for liability reduction in use of force claims. This will also offset the cost incurred by the department of the quarterly firearms training implementation.

I understand that this is a negotiated clause and as such must be discussed with the FOP. It is my hopes in bringing it to you at this early date it may be included in your current negotiations. Regardless, I thank you and encourage your continued support of the firearms division and the training division as a whole. The quarterly training program is a success in ways that simply cannot be quantified by a qualification score. We are equipping our officers with training and information that makes them and thus our community safer. That is something we can all be proud of.



Date: August 2, 2017

To: Honorable Mayor and City Council

From: Sgt. Charles Smith, Chairman, Police Training Advisory Council

Re: Proposed Expenditures From DEA Drug Seizure Fund

Background

Accompanying is a drug fund disbursement request from the police department. The police department currently has \$54,210.98 in forfeited funds from cooperative work conducted with the Drug Enforcement Administration. These funds are legally regulated for law enforcement use only. The police department requests disbursement of monies from the seizure fund to facilitate the purchase of needed equipment to update, maintain, and advance the departments capabilities. The requested funds detailed in the attachment are: \$12794.00 for rifle and pistol ammunition, \$10783.00 for rifles/optics/magazines, \$2676.00 for shotguns, \$1999.98 for pepperball guns/munitions/training, \$6990.36 for contractually obligated holsters/weapon lights/badges. The requested monies will not come from the allocated police budget or any municipal tax related fund.

Recommendation

Staff recommends approval of the Agreement.

Attached

- Police purchase request



DENNIS WALLER
Chief of Police

GLENPOOL POLICE DEPARTMENT

P.O. BOX 70 / 14536 S. ELWOOD AVENUE
GLENPOOL, OK 74033
(918) 322-8110 MAIN
(918) 322-3011 FAX



BART HARRIS
Assistant Chief of Police

To: Chief Dennis Waller
From: Sgt. Charels Smith
Date: August 1, 2017

Sir,

In keeping with our push to update our department's training standards and practices to current acceptable state and national levels, I have prepared this brief as a summary of our efforts and a request for funding approval. Within you will find a breakdown of both proposed and previously approved budgetary items, all of which are to be funded through the DEA seized asset fund. I would like to stress these are not items that push the Glenpool Police to the forefront, but merely to the point of an acceptable minimum. Of course these items in conjunction with our newly implemented in-service training program should collectively push us towards a much better position within the next 12-24 months.

ITEM 1 – Ammunition Purchase

Ammunition is currently at the lowest prices we have experienced in several years but are expected to rise again very soon. It is recommended we purchase enough ammo to cover training for the next 2-3 years at a minimum, thus shielding us from the expected price increase and it's increased budget impact. I have been able to secure a quote below State bid from Howell Munitions, our current vendor. The recommended purchase of 50,000 rounds of 9mm and 10,000 rounds of .223 will cover the department's contractual obligations as well as training requirements for the next 2-3 years. Total DEA fund expenditure - \$12,794.00 (see attachment A)

ITEM 2 – Patrol Rifle Buyback/Purchase*

We have unfortunately witnessed several incidents in the last 12 months that prove just how vital the patrol rifle is to law enforcement. While we are fortunate enough to have a current stable of AR15 patrol rifles, the vast majority of them are in need of being surplused due to age/condition and lack of ability to attach the necessary optics such as the Aim Point RedDot. Of the departments rifles, the Firearms Division have identified (14) Rock River AR15's as being in need of replacement. Through current State bid holder GT Distributors, we have secured a buyback price on these rifles of \$385.00 per rifle. It is recommended they be replaced with the Windham AR15 from the same company at a cost of \$709.00 per rifle. Further, that (14) Aim



GLENPOOL POLICE DEPARTMENT

P.O. BOX 70 / 14536 S. ELWOOD AVENUE
GLENPOOL, OK 74033
(918) 322-8110 MAIN
(918) 322-3011 FAX



Point optics be purchase through the same vendor for \$409.85 Much like the rifle, the Red Dot optic has become necessary equipment. Rifle magazines for each department member must also be ordered. This quote was secured from Fatboy Tactical in Bixby for (50) magazines at \$9.99 each. Total buyback + \$5390.00, Total rifle/optic price - \$15,674.90 Total magazine price - \$499.50 Total DEA fund expenditure \$10,783.40
(see attachment's B & C)

ITEM 3 – Shotgun Purchase

Due to growth, the department is in need of 4 new shotguns. The Firearms Division recommends the purchase of (4) Remington 1187 shotguns from State bid holder Cruze at a price of \$669.00 per gun. Total DEA fund expenditure \$2676.00
(see attachment D)

ITEM 4 – Less Lethal

It is inconceivable in today's climate to operate a patrol shift without the ability to deploy a less lethal option when dealing with violent and combative subjects. Unfortunately, with the exception of the Taser and it's limited range and capabilities, we are doing just that. After much research, the Firearms Division recommends the purchase of a Pepperball Launching system. I have procured a quote from the only source in the industry which came in the form of a turnkey package. This package includes 4 Pepperball guns, air tanks, munitions (both training and active), and a host of other related items. Additionally, the package allows for the training and certification of (4) officers as instructors and armorers. The total DEA fund expenditure \$1999.90
(see attachment E)

ITEM 5 – Contractually Obligated Items

The department, through obligations outlined in the Collective Bargaining Agreement (CBA) with the FOP, will need to purchase (18) Safariland Duty Holsters with light bearing capability and (18) Streamlight TLR-1 weapon mounted lights. The quote was obtained from GT Distributors at \$111.37 per holster, and \$124.15 per light. Package total \$4239.36

The CBA also mandates the purchase of 21 wallet badges at a cost of \$131.00 to be obtained through Oklahoma Police Supply. Package total \$2751.00 Total DEA fund expenditure for both packages \$6990.36
(See attachments F&G)

*This item was previously agreed to by former the City Manager, however a purchase order was unable to be obtained prior to his departure.

Howell Munitions & Technology

815 'D' Street, Lewiston, Idaho 83501

Quotation	
Date	Salesperson
7.18.17	KW

Customer Name/Address
Charles Smith Glenpool Police Department PO Box 70 <u>Glenpool, OK 74033</u> 918-322-8111

Ship To Address

		Customer P.O. No. :		
Description	Quantity	U/M	Rate	Amount
FM9R147N 9-147 Round Nose New	50,000	EA	\$0.19700	\$9,850.00
FM223F55N 223-55 FMJ New	10,000	EA	\$0.29440	\$2,944.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
*Shipping will be Freight Free				\$0.00
* 4-6 weeks till delivery				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
"These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for the use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any other person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations"				
TOTAL				\$12,794.00



GT Distributors - Austin
P.O. Box 16080
Austin TX 78761
(512) 451-8298 Ext. 0000

Quote	QTE0059297
Date	4/19/2017
Page:	1

Bill To:

Glenpool Police Department (OK)
Attn: Accounts Payable
12205 S Yukon Ave
Glenpool Ok 74033

Ship To:

Glenpool Police Department (OK)
14536 S. Elwood Ave
Glenpool OK 74033

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
170419 AR TRADE	007297			NET 15	0/0/0000	1,613,290
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
14	UG-RRALAR15	Used Rock River LAR-15 5.56mm	EA	(\$385.00)	(\$5,390.00)	
14	WWI-R16M4LHRFT	Windham Weaponry MPC RF16 M4 5.56 30Rc	EA	\$709.85	\$9,937.90	
1	NOTES:	Notes:	EA	\$0.00	\$0.00	
		All guns must be fully functional to receive full trade value.				
1	NOTES:	Notes:	EA	\$0.00	\$0.00	
		The agency is responsible for packaging and all freight charges on trades to G T Distributors.				

All returns must be authorized by GT Distributors. Interest charges on past due invoices at the maximum rate allowed by law.

Your salesperson is Chris Black. Thank You.
Matt Graves mgraves@cityofglenpool.com

Subtotal	\$4,547.90
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Total	\$4,547.90



Bill To:

Glenpool Police Department (OK)
Attn: Accounts Payable
12205 S Yukon Ave
Glenpool Ok 74033

Ship To:

Glenpool Police Department (OK)
14536 S. Elwood Ave
Attn:Dennis Waller
Glenpool OK 74033

All returns must be authorized by GT Distributors. Interest charges on past due invoices at the maximum rate allowed by law.

Your salesperson is Chris Black. Thank You.
Matt Graves mgraves@cityofglenpool.com

Subtotal	\$5,737.90
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Total	\$5,737.90



50 Magpul 30 Round Gen 2 Pmag At \$9.99

If you have any questions contact Ryan Reed (918)-344-0248

CRUSE UNIFORMS & EQPT., INC.
1201 BARROW ROAD
LITTLE ROCK, AR 72205
(501) 223-2778 Fax #: 223-2424

7/10/17

187 SHOTGUNS
LENPOOL POLICE DEPARTMENT
2205 S. YUKON AVE.

LENPOOL OK 74033

18-322-8110

Dear Sirs:

Please accept this correspondence as our quote on the following:

QUOTE #12623

- ITEM #	----- DESCRIPTION	----- QTY.	- UNIT PRICE	- EXTENSION	-
1 29847-TAXOUT	1187 POL 12/14P MD RS SF SF	4	669.00	2,676.00	

Total of lines with quantities only: 4 2,676.00

Thank you for allowing us this opportunity to serve you.
This quote is valid for up to 30 days.

Sincerely,

Atti Porter
Operations Manager
CRUSE UNIFORMS & EQUIPMENT INC.

Less Lethal, LLC

5463 Palisades Drive
Cincinnati, OH 45238-5617
Office: 513-550-7425 Fax: 513-451-6929
Email: RJuler@LessLethalProducts.com
Website: www.LessLethalProducts.com

Tax ID# 452870071
DUNS #965553725 CAGE #6H4H1

Agency:

Glenpool Police Dept.

14536 S Elwood Ave.
Glenpool, OK 74033

Ship To:

Glenpool Police Dept.

14536 S Elwood Ave.
Glenpool, OK 74033

Attn. : Charles Smith

Tel : 918-322-8110

csmith@cityofglenpool.com

Attn. : Charles Smith

Tel : 918-322-8110



Quote

Quote # QT4051

Date 07-13-2017

SN#	Product ID	Description	Qty	UM	Unit Price	Amount
1	NPCSB	New PepperBall Customer Savings Bundle which includes: 2 FTC Launchers, PepperBall training for 2, 180 inert training projectiles; 90 Live X hot powder projectiles, 1 SCUBA tank, & 1 air fill adapter	2		\$999.95	\$1,999.90
2	Ship Free	Shipping Is FREE	1		\$0.00	\$0.00

Comments

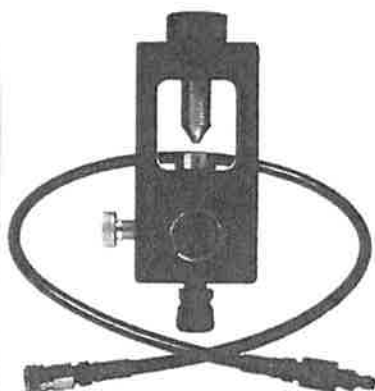
Less Lethal, LLC Is PepperBall's Largest Distributor In The United States.

Total (USD) \$1,999.90

**For Guaranteed
Lowest Pricing
Call: 513-550-7425**



One SCUBA



One Air Fill Adapter



180 Ct. Inert



90 Ct. LIVE X

Featuring the NEW

FTC

Custom Launcher

New Customer Package

\$999.95

Package Includes the Following:

- Two **FREE** Seats in The PepperBall Training Course of Your Choice
- Two **NEW FTC Launchers** | Includes conversion kit for air tank forward or backward
- 180 Count of Inert/Training Projectiles
- 90 Count of Live X Projectiles
- One SCUBA Fill Tank
- One Air Fill Adapter
- **FREE SHIPPING!**

PepperBall®

www.LessLethalProducts.com



GT Distributors - Austin
P.O. Box 16080
Austin TX 78761
(512) 451-8298 Ext. 0000

Quote	QTE0055997
Date	3/13/2017
Page:	1

Bill To:

Glenpool Police Department (OK)
PO Box 70
Att: Dennis Waller
Glenpool OK 74033

Ship To:

Glenpool Police Department (OK)
14536 S. Elwood Ave
Glenpool OK 74033

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
170313 7360	007297	RA	U	NET 15	0/0/0000	1,595,989
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
18	SAF-7360-832-411	Safariland 7TS 7360 Holster w/Light G17/22 PI	EA	\$111.37	\$2,004.66	
18	STL-69260	Streamlight TLR-1 HL Rail Mounted Tac Light	EA	\$124.15	\$2,234.70	

All returns must be authorized by GT Distributors. Interest charges on past due invoices at the maximum rate allowed by law.

Your salesperson is Chris Black. Thank You.
Matt Graves mgraves@cityofglenpool.com

Subtotal	\$4,239.36
Misc	\$0.00
Tax	\$0.00
Freight	\$25.00
Total	\$4,264.36

Oklahoma Police Supply

4606 E. Admiral Place
Tulsa, OK 74115
918-836-8027

Store #1 - Station #5

**** QUOTE ****

07/11/2017

Sold to: GLENPOOL POLICE DEPT.
12205 S. YUKON
145665 ELWOOD
GLENPOOL, OK 74033

QUOTE FOR DENNIS WALLER

Item

No.	ORDER	SHIP DESCRIPTION	S/L	PRICE	AMOUNT
1	21	21 B1674-S/B1268 TWO TONE	3865.	131.00	2751.00 N
21 item(s)					
				Sub Total	2751.00
				Total	2751.00

Prepared by: JDN
Thanks for Your Business
OPS

Suspended as: GLENPOOL0711

NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING

A Regular Session of the Glenpool Utility Service Authority will begin at 6:00 p.m. immediately following the Glenpool City Council meeting, on Monday, August 7, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration by the Authority at that time:

AGENDA

- A) Call to Order
- B) Roll call, declaration of quorum
- C) Public Works Director Report - Wes Richter, Director of Public Works
- D) Scheduled Business
 - 1) Discussion and possible action to approve minutes from July 6, 2017 meeting.
 - 2) Discussion and possible action to approve rolling FY 2017 outstanding budget encumbrances (purchase orders) to the FY 2018 Budget.
(Julie Casteen, Finance Director)
- E) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, _____ at _____ am/pm.

Signed: _____
Clerk



Public Works Director's Report

August 7, 2017

To: Glenpool Utility Services Authority Board Members,

The following report highlights and summarizes the various activities that are currently being addressed by the Public Works Department.

Waste Water Treatment Plant:

- Submitted Monthly DMR report to ODEQ.
- 3 sewer backups were reported 1 on customer's side and 2 on city side.
- Still waiting on the ERA Lab study results this study is to test our in-house lab equipment to make sure they meet ODEQ standards.

Water Distribution:

- Meter reading started on July 12th.
- Meter reading was completed on July 21st There was issues with incode uploading the data from RG3 on the latest meter change out data push.
- Total rereads for July were 180 which were due to the data errors.
- 217 Service Orders, 7 Blue tags were issued by the water billing dept.
- 3 New construction meters were set.
- 310 Line locates were issued by call Okie.
- Did not do shut offs this month due to the issues with bills.
- The meter change out project is almost complete.

MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
REGULAR SESSION
July 6, 2017

The Regular Session of the Glenpool Utility Services Authority was held at Glenpool City Hall. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice-Chairman; Patricia Agee; Brandon Kearns and Jacqueline Triplett-Lund.

Staff present: Lowell Peterson, Trust Attorney; Susan White, Trust Secretary; Julie Casteen, Trust Treasurer; and Wes Richter, Director of Public Works.

- A) **Chairman Fox called the meeting to order at 9:22 p.m.**
- B) **Susan White, Secretary called the roll and Chairman Fox declared a quorum present.**
- C) Public Works Director Report - Wes Richter, Director of Public Works
- Mr. Richter reviewed the various activities accomplished by the water/wastewater personnel during the previous month.
- D) **Scheduled Business:**
- 1) **Discussion and possible action to approve minutes from June 5, 2017 meeting.**
MOTION: Trustee Lund moved, second by Trustee Kearns to approve minutes as presented.
FOR: Trustee Lund; Vice-Chairman Ceesay; Chairman Fox; Trustee Agee
AGAINST: None
ABSTAIN: Trustee Kearns (Absent June 5, 2017)
Motion carried.
- E) **Adjournment.**
- There being no further business, Chairman Fox declared the meeting adjourned at 9:31 p.m.

Date

Chairman

ATTEST:

Secretary



To: To: HONORABLE CHAIRMAN AND GUSA BOARD OF TRUSTEES
From: Julie Casteen, Finance Director
Date: August 2, 2017
Subject: FY18 Budget Amendment for Purchase Order Rollovers from FY17

Background:

The proposed budget amendments are a routine process that should take place after fiscal year-end is complete. Any encumbrances (Purchase Orders) that carry a balance at the end of the previous fiscal year are "rolled over" into the current year, and the budgets that supported those balances are also added to the current budget. These amendments also adjust the budgeted beginning fund balances, based on the previous year's final ending balance numbers.

Attached is a listing of purchase orders for rollover, totaled by Department.

Staff Recommendation:

Staff recommends a motion to approve FY17 Budget rollovers to the FY18 Budget as outlined in the attachment.

Attachments:

FY17 Budget Rollovers listing by Department

**CITY OF GLENPOOL
FY18 BUDGET AMENDMENTS
GLENPOOL UTILITY SERVICES AUTHORITY**

<u>DEPARTMENTS</u>	<u>ACTUALS FY2017</u>	<u>APPROVED BUDGET FY2018</u>	<u>YTD PROCESSED AMENDMENTS</u>	<u>CURRENT BUDGET FY2018</u>	<u>CURRENT BUDGET AMENDMENTS</u>	<u>RESTATED BUDGET FY2018</u>
Beginning Net Postion	\$ (9,160,754)	\$ (8,809,967)	\$ -	\$ (8,809,967)	\$ 894,604	\$ (7,915,363)
Revenues	5,204,743	5,848,377	-	5,848,377	-	5,848,377
Non-Operating Revenues	9,431	2,035	-	2,035	-	2,035
Other Financing Sources	-	-	-	-	-	-
Transfers In	2,718,693	3,537,175	-	3,537,175	-	3,537,175
Total Revenues	\$ (1,227,888)	\$ 577,620	\$ -	\$ 577,620	\$ 894,604	\$ 1,472,224
Expenses						
Water and Sewer	\$ 2,707,321	\$ 3,124,039	\$ -	\$ 3,124,039	\$ 5,996	\$ 3,130,035
Utility Billing	278,995	353,061	-	353,061	4,695	357,756
Refuse	561,715	627,758	-	627,758	-	627,758
Storm Water	4,000	21,522	-	21,522	-	21,522
Non-operating expenses	2,115,444	3,142,447	-	3,142,447	-	3,142,447
Transfers out	1,020,000	2,097,558	-	2,097,558	-	2,097,558
Total Expenses & Transfers Out	\$ 6,687,475	\$ 9,366,385	\$ -	\$ 9,366,385	\$ 10,691	\$ 9,377,076
Ending Unrestricted Net Assets	\$ (7,915,363)	\$ (8,788,765)	\$ -	\$ (8,788,765)	\$ 883,913	\$ (7,904,852)

**NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
MEETING**

A Regular Session of the Glenpool Industrial Authority will begin at 6:00 p.m. immediately following the Glenpool Utility Service Authority meeting, Monday, August 7, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon, 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration by the Authority at that time:

AGENDA

- A) Call to Order.
- B) Roll call, declaration of quorum.
- C) Scheduled Business.
 - 1) Discussion and possible action to approve minutes from July 6, 2017 meeting.
 - 2) Discussion and possible action to approve rolling FY 2017 outstanding budget encumbrances (purchase orders) to the FY 2018 Budget.
(Julie Casteen, Finance Director)
 - 3) Discussion and possible action to approve proposal from Dewberry Water Works for lake fountain replacement, at a cost not to exceed \$29,235.00.
(Lea Ann Reed, Conference Center Director)
 - 4) Discussion and possible action to approve a supplemental appropriation in the Glenpool Industrial Authority Fund, Conference Center Department to the FY 2018 Budget, Account # 30-6-01-6273, in the amount of \$29,235 for the replacement of two fountains, funded by unrestricted assets.
(Julie Casteen, Finance Director)
- D) Adjournment.

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, _____ at _____ am/pm.

Signed: _____
City Clerk

**MINUTES
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING
July 6, 2017**

The Regular Meeting of the Glenpool Industrial Authority was held at Glenpool City Hall Council Chambers. Trustees present: Timothy Fox, Momodou Ceesay, Patricia Agee, Brandon Kearns and Jacqueline Triplett-Lund.

Staff present: Lowell Peterson, Trust Attorney; Susan White, Trust Secretary and Julie Casteen, Trust Treasurer.

A) Timothy Fox, Chairman called the meeting to order at 9:31 p.m.

B) Susan White, Secretary called the roll and Chairman Fox declared a quorum present.

C) Scheduled Business

1) Discussion and possible action to approve minutes from June 5, 2017 meeting.

MOTION: Trustee Lund moved, second by Vice Chairman Ceesay to approve minutes as presented.

FOR: Trustee Lund; Trustee Ceesay; Trustee Fox; Trustee Agee

AGAINST: None

ABSTAIN: Trustee Kearns (Absent on June 5, 2017)

Motion carried.

2) Discussion and possible action to renew a Custodial Services Contract with Vickie Yarbrough in her individual capacity as an independent contractor.

Susan White, Secretary advised Board members that the Contract represented a renewal with the same terms as the FY 16-17 Contract. Staff recommended approval.

MOTION: Vice Chairman Ceesay moved, second by Trustee Agee to approve renewal of Custodial Services Contract with Vickie Yarbrough as presented.

FOR: Trustee Ceesay; Trustee Fox; Trustee Agee Trustee Kearns; Trustee Lund

AGAINST: None

Motion carried.

D) Adjournment

- There being no further business, Chairman Fox declared the meeting adjourned at 9:32 p.m.

Date

Chairman

ATTEST:

Secretary



To: To: HONORABLE CHAIRMAN AND GIA BOARD OF TRUSTEES
From: Julie Casteen, Finance Director
Date: August 2, 2017
Subject: FY18 Budget Amendment for Purchase Order Rollovers from FY17

Background:

The proposed budget amendments are a routine process that should take place after fiscal year-end is complete. Any encumbrances (Purchase Orders) that carry a balance at the end of the previous fiscal year are "rolled over" into the current year, and the budgets that supported those balances are also added to the current budget. These amendments also adjust the budgeted beginning fund balances, based on the previous year's final ending balance numbers.

Attached is a listing of purchase orders for rollover.

Staff Recommendation:

Staff recommends a motion to approve FY17 Budget rollovers to the FY18 Budget as outlined in the attachment.

Attachments:

FY17 Budget Rollovers listing

**CITY OF GLENPOOL
FY18 BUDGET AMENDMENTS
GLENPOOL INDUSTRIAL AUTHORITY**

	ACTUALS FY2017	APPROVED BUDGET FY2018	YTD PROCESSED AMENDMENTS	CURRENT BUDGET FY2018	CURRENT BUDGET AMENDMENTS	RESTATED BUDGET FY2018
Beginning Unrestricted Net Position	\$ 1,959,103	\$ 1,868,601	\$ -	\$ 1,868,601	\$ 407,865	\$ 2,276,466
Operating Revenues	\$ 708,396	\$ 369,350	\$ -	\$ 369,350	\$ -	\$ 369,350
Non-Operating Revenues	-	14,400	-	14,400	-	14,400
Other Financing Sources	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Revenues	\$ 708,396	\$ 383,750	\$ -	\$ 383,750	\$ -	\$ 383,750
Expenses						
Conference Center	\$ 295,038	\$ 412,850	\$ -	\$ 412,850	\$ 5,651	\$ 418,501
Economic Development	64,495	-	-	-	-	-
Non-Operating Expenses	-	-	-	-	-	-
Transfers out	31,500	45,900	-	45,900	-	45,900
Total Expenses & Transfers Out	\$ 391,033	\$ 458,750	\$ -	\$ 458,750	\$ 5,651	\$ 464,401
Ending Net Position	\$ 2,276,466	\$ 1,793,601	\$ -	\$ 1,793,601	\$ 396,563	\$ 2,195,815



Glenpool Conference Center
12205 S. Yukon Ave.
PO Box 70
Glenpool, OK 74033

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCILORS
FROM: LEA ANN REED, CONFERENCE CENTER DIRECTOR
DATE: AUGUST 7, 2017
SUBJECT: LAKE FOUNTAIN REPLACEMENT PROPOSAL

Background:

Over the past 6 years, the Glenpool Conference Center has had numerous issues with the existing fountains. These fountains were manufactured and installed by Otterbine and they have since then been discontinued along with the parts to repair them. The new proposed fountains are 5 HP Aquamaster Master Series that are crystal geysers equipped with lights. These fountains come with a 5 year warranty. The fountain replacement project was not considered in the FY 2017/2018 Annual Budget. With your approval, a budget amendment will follow.

Staff Recommendation:

Staff recommends approval of the attached proposal from Dewberry Water Works in the amount of \$29,235 which includes the turn key installation of the north and middle lake fountains.

Attachment:

Dewberry Water Works Proposal



dewberrywaterworks@gmail.com

dewberrywaterworks.com

Cell: (918) 851-2729

AQUAMASTER FOUNTAIN QUOTE

Aquamaster Fountain Quote

1 - 5hp w/ RGBW / 1 - 5hp w/ LED

Customer: City of Glenpool
Property: Conference Center
Email: lreed@cityofglenpool.com
Date: 7/31/17

Turn key installation of two (2) 5 HP Aquamaster Master Series Floating Fountains. Includes: Low profile float, stainless steel intake Screen, stainless steel power unit (motor), underwater Aqua lock connector, SOOW cable for the lights and the motor leads, a UL listed Control panel with digital timers for the lights and motor. Nozzles and lighting listed below.

Unit 1 - Middle fountain equipped with RGBW lights and Crystal Geyser nozzle

Unit 2 - North fountain equipped with white LED lights and Crown and geyser nozzle

Turn Key Installation of 2 - 5 HP units \$29,235.00

Middle fountain equipped with color changing LED lights, North fountain equipped with white LED lights.

Notes & Specs:

5 HP: 208-240 three phase: approximate amperage draw = 18 amps (also available in 440-480 3 phase same price)

LED White; 4 - 35 watt each White LED fixtures, 40,000 hour average

RGBW; 4 - 40 watt each color changing LED fixtures, 40,000 hour average life, preset controller with different color programs, IE: Christmas (red white green) 4th of July (red white blue) Mardi Gras (green white purple) - there are over 15 preset color combos and it is programmable to match any color of your choosing, you can also adjust the intensity of the color and speed at which they change Colors.

Quote includes 175 linear feet of wire for each unit, please advise before ordering if additional wire will be needed.

Warranty info: Motor = 5 years / LED lights = 3 years / Control panel = 3 years

I suggest going with a 5 HP and NOT a 7.5 HP - the 5 HP is serviceable by one man and can be removed from water and Disassembled in less than 30 minutes, the motor is around 98 pounds and can be shipped via UPS.

This quote does not include removal of existing fountains this work to be completed by others.

Payment terms: Full payment at time of installation. Lead time from factory is 7-10 business days.

Quote includes freight and labor to install.



To: HONORABLE MAYOR, MEMBERS OF THE CITY COUNCIL
From: Julie Casteen, Finance Director
Date: August 2, 2017
Subject: Supplemental Appropriation – Glenpool Industrial Authority Fund

Background:

The \$29,235 cost of the lake fountain replacement was not included in the FY17-18 Adopted Budget. A supplemental appropriation is needed to fund the project.

Staff Recommendation

Staff recommends the following Council action:

- Motion to approve a Supplemental Appropriation in the Glenpool Industrial Authority Fund, Conference Center Department, in the amount of \$29,235, account number 30-6-01-6273, for the replacement of two fountains, funded by unrestricted net assets.

	SOURCE		USE
Glenpool Industrial Authority Fund			
Unrestricted net assets	\$29,235		
Conference Center Department:			
Maintenance and Repairs, account 30-6-01-6273			\$ 29,235

Attachments

None

NOTICE
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
REGULAR MEETING

A Regular Session of the Glenpool Area Emergency Medical Service District will begin at 6:00 p.m. immediately following the Glenpool Industrial Authority meeting, Monday, August 7, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration at that time:

AGENDA

- A)** Call to Order
- B)** Roll call, declaration of quorum
- C)** EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS
- D)** District Administrator Report - Susan White, Adm., Sec.
- E)** Scheduled Business
 - 1)** Discussion and possible action to approve minutes from July 6, 2017 meetings.
 - 2)** Discussion and possible action to approve amendment to FY 2017 Amended Administrative Operations Agreement between City of Glenpool and GEMS District.
(Julie Casteen, Treasurer)
 - 3)** Discussion and possible action to approve amendment to FY 2018 Administrative Operations Agreement between City of Glenpool and GEMS District.
(Julie Casteen, Treasurer)
 - 4)** Discussion and possible action to review findings and direct Chairman to sign the Management Representation letter confirming Board's receipt and review of findings.
(Julie Casteen, Treasurer)
 - 5)** Discussion and possible action to approve an amendment to the FY 2017-2018 Budget, increasing the audit expense account by \$29,073, and reducing fund balance by same.
(Julie Casteen, Treasurer)
 - 6)** Discussion and possible action to approve FY 2017-2018 Estimate of Needs.
(Julie Casteen, Treasurer)
 - 7)** Discussion and possible action to approve issuance of listed FY 18 Blanket Purchase Orders.
(Julie Casteen, Treasurer)
 - 8)** Discussion and possible action to approve purchase order(s) and receipts register totaling \$21,494.00.
(Julie Casteen, Treasurer)

F) Adjournment.

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma on _____, _____ at _____am/pm.

Signed: _____
District Administrator/Secretary

Mercy Regional



Brian Cook
Chief of Operations
PO Box 2398
Owasso, OK 74055
Office: 918.609.5827
Email: bcook@mercy-regional.com

To: Honorable Chair and GEMS Board Members

From: Brian Cook, Chief of Operations

Date: August 2, 2017

Ref: EMS Report June 29, 2017 -July 31, 2017

During the period of June 29 111 and July 31" we logged 119 calls for service.

71 patients transported

23 patients refused transport 12 calls required mutual aid

4 calls there were no patients found

4 calls were cancelled prior to arrival 3 calls were DOA

2 calls were mutual aid given

1 Medical Alarm

We were late on 5 calls. Three were due to crew taking too long to respond and that is being addressed with the crews. Two calls were at the very Southern area of our response area and may have been outside of our response area. This gave us a 95% compliance.

During the month of August, we are upgrading from our bone injection gun (B.I.G.) to the EZ-IO. The EZ-IO is a more expensive tool but is easier to use and matches the Glenpool Fire Departments equipment.

We were asked to donate to the Glenpool Fishing Derby and will provide EMS safety coloring books and crayons for the gift bags and will donate a door prize.

We will provide an ambulance to all the home football games again this year. This will be an additional ambulance to the one assigned to Glenpool.

Communication equipment will be installed in the Glenpool area to increase our communication coverage and we should be linked up with the fire departments new radio equipment so they can talk directly to our ambulances.

Brian Cook,
Chief of Operations

CRun	Call Date	Pick Up Location	Destination	Dispatched	En Route	On Scene	Transport	Arrived	Clear	Response Time	Unit	
17-7283	6/29/2017 08:35	EMERGENCY SCENE	ST. JOHN TULSA	6/29/2017 08:36	6/29/2017 08:37	6/29/2017 08:39	6/29/2017 08:54	6/29/2017 09:12	6/29/2017 09:30	00:03:25	MEDIC 401	
17-7294	6/29/2017 11:52	EMERGENCY SCENE	ST. FRANCIS TULSA	6/29/2017 11:53	6/29/2017 11:53	6/29/2017 11:55	6/29/2017 12:12	6/29/2017 12:31	6/29/2017 12:45	00:02:46	MEDIC 401	
17-7325	6/30/2017 09:24	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	6/30/2017 09:26	6/30/2017 09:26	6/30/2017 09:30	6/30/2017 09:52	6/30/2017 09:52	6/30/2017 09:52	00:04:57	MEDIC 401	
17-7359	7/1/2017 01:12	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/1/2017 01:13	7/1/2017 01:15	7/1/2017 01:19	7/1/2017 01:28	7/1/2017 01:49	7/1/2017 02:07	00:06:51	MEDIC 401	
17-7361	7/1/2017 01:36	EMERGENCY SCENE	UNK	7/1/2017 01:36	7/1/2017 01:37	7/1/2017 01:37	7/1/2017 01:37	7/1/2017 01:37	7/1/2017 01:37	00:01:32	MUTUAL AID RECEIVED	
17-7363	7/1/2017 06:16	EMERGENCY SCENE	ST. FRANCIS TULSA	7/1/2017 06:16	7/1/2017 06:18	7/1/2017 06:21	7/1/2017 06:30	7/1/2017 06:45	7/1/2017 07:26	00:05:02	MEDIC 401	
17-7372	7/1/2017 15:20	EMERGENCY SCENE	ST. FRANCIS SOUTH	7/1/2017 15:21	7/1/2017 15:23	7/1/2017 15:23	7/1/2017 16:00	7/1/2017 16:16	7/1/2017 16:37	00:03:03	MEDIC 401	
17-7374	7/1/2017 16:35	EMERGENCY SCENE	UNK	7/1/2017 16:36	7/1/2017 16:36	7/1/2017 16:36	7/1/2017 16:36	7/1/2017 16:37	7/1/2017 16:37	00:01:25	MUTUAL AID RECEIVED	
17-7381	7/1/2017 18:01	EMERGENCY SCENE	ST. FRANCIS TULSA	7/1/2017 18:02	7/1/2017 18:03	7/1/2017 18:05	7/1/2017 18:21	7/1/2017 18:41	7/1/2017 19:03	00:04:02	MEDIC 401	
17-7383	7/1/2017 18:48	EMERGENCY SCENE	UNK	7/1/2017 18:48	7/1/2017 18:48	7/1/2017 18:48	7/1/2017 18:48	7/1/2017 18:48	7/1/2017 18:48	00:00:45	MUTUAL AID RECEIVED	
17-7387	7/1/2017 21:28	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/1/2017 21:28	7/1/2017 21:30	7/1/2017 21:31	7/1/2017 22:21	7/1/2017 22:21	7/1/2017 22:21	00:02:52	MEDIC 401	
17-7390	7/2/2017 05:54	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/2/2017 05:54	7/2/2017 05:56	7/2/2017 06:00	7/2/2017 06:30	7/2/2017 06:30	7/2/2017 06:30	00:06:07	MEDIC 401	
17-7391	7/2/2017 07:09	EMERGENCY SCENE	ST. FRANCIS TULSA	7/2/2017 07:10	7/2/2017 07:11	7/2/2017 07:14	7/2/2017 08:10	7/2/2017 08:30	7/2/2017 08:42	00:04:24	MEDIC 401	
17-7400	7/2/2017 12:24	EMERGENCY SCENE	OSU MEDICAL CENTER	7/2/2017 12:25	7/2/2017 12:25	7/2/2017 12:29	7/2/2017 12:42	7/2/2017 13:01	7/2/2017 13:17	00:05:00	MEDIC 401	
17-7401	7/2/2017 12:45	EMERGENCY SCENE	HILLCREST SOUTH	7/2/2017 12:46	7/2/2017 12:48	7/2/2017 12:48	7/2/2017 13:10	7/2/2017 13:27	7/2/2017 13:48	00:03:21	MEDIC 102	
17-7409	7/2/2017 18:16	EMERGENCY SCENE	ST. JOHN TULSA	7/2/2017 18:17	7/2/2017 18:20	7/2/2017 18:21	7/2/2017 18:34	7/2/2017 18:54	7/2/2017 19:10	00:05:11	MEDIC 401	
17-7418	7/3/2017 00:43	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/3/2017 00:44	7/3/2017 00:48	7/3/2017 00:48	7/3/2017 01:06	7/3/2017 01:06	7/3/2017 01:06	00:09:13	MEDIC 401	
17-7421	7/3/2017 04:34	EMERGENCY SCENE	ST. JOHN TULSA	7/3/2017 04:35	7/3/2017 04:40	7/3/2017 04:45	7/3/2017 04:57	7/3/2017 05:17	7/3/2017 05:34	00:10:27	MEDIC 401	
17-7425	7/3/2017 09:42	EMERGENCY SCENE	CANCELLED ENROUTE	7/3/2017 09:42	7/3/2017 09:43	7/3/2017 09:45	7/3/2017 09:45	7/3/2017 09:45	7/3/2017 09:45	00:02:52	MEDIC 401	
17-7430	7/3/2017 09:53	EMERGENCY SCENE	ST. FRANCIS SOUTH	7/3/2017 09:53	7/3/2017 09:53	7/3/2017 09:56	7/3/2017 10:18	7/3/2017 10:35	7/3/2017 10:56	00:03:12	MEDIC 401	
17-7446	7/3/2017 12:22	EMERGENCY SCENE	PT REFUSED	7/3/2017 12:22	7/3/2017 12:23	7/3/2017 12:27	7/3/2017 12:35	7/3/2017 12:35	7/3/2017 12:35	00:04:50	MEDIC 401	
17-7457	7/3/2017 18:48	EMERGENCY SCENE	DOA - DEAD ON ARRIVAL	7/3/2017 18:48	7/3/2017 18:51	7/3/2017 18:53	7/3/2017 19:57	7/3/2017 19:57	7/3/2017 19:57	00:05:13	MEDIC 401	
17-7472	7/4/2017 11:28	EMERGENCY SCENE	MEDICAL ALARM	7/4/2017 11:29	7/4/2017 11:30	7/4/2017 11:33	7/4/2017 11:33	7/4/2017 11:33	7/4/2017 11:33	00:05:21	MEDIC 401	
17-7479	7/4/2017 16:26	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/4/2017 16:27	7/4/2017 16:28	7/4/2017 16:32	7/4/2017 16:59	7/4/2017 17:22	7/4/2017 18:05	00:05:35	MEDIC 401	
17-7480	7/4/2017 17:34	EMERGENCY SCENE	ST. JOHN TULSA	7/4/2017 17:35	7/4/2017 17:35	7/4/2017 17:38	7/4/2017 17:44	7/4/2017 18:02	7/4/2017 18:14	00:03:18	MEDIC 101	
17-7495	7/5/2017 04:38	EMERGENCY SCENE	ST. FRANCIS CHILDRENS HOSPITAL	7/5/2017 04:38	7/5/2017 04:38	7/5/2017 04:43	7/5/2017 04:58	7/5/2017 05:18	7/5/2017 05:24	00:05:34	MEDIC 401	
17-7498	7/5/2017 06:32	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	7/5/2017 06:33	7/5/2017 06:34	7/5/2017 06:37	7/5/2017 06:44	7/5/2017 06:44	7/5/2017 06:44	00:05:03	MEDIC 401	
17-7524	7/5/2017 17:59	EMERGENCY SCENE	DEAD ON ARRIVAL	7/5/2017 18:00	7/5/2017 18:01	7/5/2017 18:03	7/5/2017 18:19	7/5/2017 18:19	7/5/2017 18:19	00:04:55	MEDIC 401	
17-7527	7/5/2017 19:00	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/5/2017 19:00	7/5/2017 19:01	7/5/2017 19:03	7/5/2017 19:31	7/5/2017 19:31	7/5/2017 19:31	00:03:13	MEDIC 401	
17-7536	7/5/2017 23:29	EMERGENCY SCENE	ST. FRANCIS TULSA	7/5/2017 23:30	7/5/2017 23:32	7/5/2017 23:35	7/6/2017 00:04	7/6/2017 00:23	7/6/2017 00:38	00:05:21	MEDIC 401	
17-7540	7/6/2017 04:02	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/6/2017 04:02	7/6/2017 04:05	7/6/2017 04:09	7/6/2017 04:35	7/6/2017 04:35	7/6/2017 04:35	00:07:21	MEDIC 401	
17-7572	7/6/2017 18:47	EMERGENCY SCENE	ST. JOHN SAPULPA	7/6/2017 18:48	7/6/2017 18:49	7/6/2017 18:54	7/6/2017 19:22	7/6/2017 19:41	7/6/2017 19:53	00:05:46	MEDIC 401	
17-7575	7/6/2017 19:03	EMERGENCY SCENE	UNK	7/6/2017 19:04	7/6/2017 19:04	7/6/2017 19:04	7/6/2017 19:04	7/6/2017 19:04	7/6/2017 19:04	00:00:33	MUTUAL AID RECEIVED	
17-7579	7/6/2017 21:02	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/6/2017 21:03	7/6/2017 21:07	7/6/2017 21:08	7/6/2017 21:20	7/6/2017 21:20	7/6/2017 21:20	00:06:00	MEDIC 401	
17-7584	7/7/2017 07:03	EMERGENCY SCENE	ST. JOHN TULSA	7/7/2017 07:04	7/7/2017 07:05	7/7/2017 07:08	7/7/2017 07:20	7/7/2017 07:41	7/7/2017 07:53	00:05:04	MEDIC 401	
17-7594	7/7/2017 11:30	EMERGENCY SCENE	ST. JOHN TULSA	7/7/2017 11:30	7/7/2017 11:31	7/7/2017 11:34	7/7/2017 11:52	7/7/2017 12:07	7/7/2017 12:26	00:04:54	MEDIC 401	
17-7609	7/7/2017 14:29	EMERGENCY SCENE	ST. FRANCIS TULSA	7/7/2017 14:29	7/7/2017 14:31	7/7/2017 14:35	7/7/2017 14:47	7/7/2017 15:11	7/7/2017 15:43	00:05:26	MEDIC 401	
17-7614	7/7/2017 15:53	EMERGENCY SCENE	ST. JOHN TULSA	7/7/2017 15:54	7/7/2017 15:54	7/7/2017 16:01	7/7/2017 16:14	7/7/2017 16:34	7/7/2017 17:06	00:07:45	MEDIC 401	
17-7617	7/7/2017 16:24	EMERGENCY SCENE	MUTUAL AID	7/7/2017 16:25	7/7/2017 16:25						MUTUAL AID RECEIVED	
17-7620	7/7/2017 18:04	EMERGENCY SCENE	ST. FRANCIS SOUTH	7/7/2017 18:05	7/7/2017 18:06	7/7/2017 18:09	7/7/2017 18:13	7/7/2017 18:33	7/7/2017 19:01	00:05:01	MEDIC 401	
17-7636	7/8/2017 12:10	EMERGENCY SCENE	HILLCREST SOUTH	7/8/2017 12:11	7/8/2017 12:12	7/8/2017 12:15	7/8/2017 12:34	7/8/2017 13:10	7/8/2017 13:10	00:04:09	MEDIC 401	
17-7651	7/8/2017 19:47	EMERGENCY SCENE	ST. JOHN TULSA	7/8/2017 19:48	7/8/2017 19:48	7/8/2017 19:55	7/8/2017 20:18	7/8/2017 20:35	7/8/2017 20:56	00:08:00	MEDIC 401	
17-7659	7/9/2017 04:26	EMERGENCY SCENE	ST. JOHN TULSA	7/9/2017 04:28	7/9/2017 04:30	7/9/2017 04:36	7/9/2017 04:56	7/9/2017 05:15	7/9/2017 05:28	00:08:05	MEDIC 401	
17-7712	7/10/2017 12:18	EMERGENCY SCENE	ST. FRANCIS SOUTH	7/10/2017 12:18	7/10/2017 12:18	7/10/2017 12:22	7/10/2017 12:55	7/10/2017 13:13	7/10/2017 13:56	00:04:07	MEDIC 401	
17-7727	7/10/2017 18:52	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/10/2017 18:53	7/10/2017 18:53	7/10/2017 19:01	7/10/2017 19:09	7/10/2017 19:09	7/10/2017 19:09	00:09:24	MEDIC 401	
17-7735	7/10/2017 19:35	EMERGENCY SCENE	ST. FRANCIS TULSA	7/10/2017 19:35	7/10/2017 19:35	7/10/2017 19:40	7/10/2017 20:03	7/10/2017 20:23	7/10/2017 20:40	00:04:17	MEDIC 401	20100 S. HW 75
17-7767	7/11/2017 19:03	EMERGENCY SCENE	HILLCREST SOUTH	7/11/2017 19:03	7/11/2017 19:03	7/11/2017 19:07	7/11/2017 19:16	7/11/2017 19:33	7/11/2017 19:44	00:03:55	MEDIC 401	
17-7776	7/12/2017 01:46	EMERGENCY SCENE	ST. FRANCIS TULSA	7/12/2017 01:48	7/12/2017 01:50	7/12/2017 01:53	7/12/2017 02:18	7/12/2017 02:38	7/12/2017 02:51	00:06:59	MEDIC 401	
17-7779	7/12/2017 06:03	EMERGENCY SCENE	ST. JOHN TULSA	7/12/2017 06:06	7/12/2017 06:08	7/12/2017 06:11	7/12/2017 06:27	7/12/2017 06:49	7/12/2017 07:03	00:08:03	MEDIC 401	
17-7788	7/12/2017 09:13	EMERGENCY SCENE	ST. FRANCIS TULSA	7/12/2017 09:14	7/12/2017 09:15	7/12/2017 09:19	7/12/2017 09:38	7/12/2017 10:00	7/12/2017 10:20	00:05:15	MEDIC 401	
17-7808	7/12/2017 14:11	EMERGENCY SCENE	HILLCREST SOUTH	7/12/2017 14:11	7/12/2017 14:13	7/12/2017 14:22	7/12/2017 14:39	7/12/2017 15:02	7/12/2017 15:39	00:10:48	MEDIC 401	
17-7827	7/13/2017 03:24	EMERGENCY SCENE	ST. FRANCIS TULSA	7/13/2017 03:25	7/13/2017 03:27	7/13/2017 03:29	7/13/2017 03:46	7/13/2017 04:03	7/13/2017 04:16	00:05:22	MEDIC 401	Between Lewis and Harvard on 191st
17-7855	7/13/2017 13:35	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/13/2017 13:35	7/13/2017 13:36	7/13/2017 13:40	7/13/2017 13:57	7/13/2017 13:57	7/13/2017 13:57	00:05:25	MEDIC 401	
17-7860	7/13/2017 15:51	EMERGENCY SCENE	ST. FRANCIS TULSA	7/13/2017 15:53	7/13/2017 15:53	7/13/2017 15:55	7/13/2017 16:16	7/13/2017 16:38	7/13/2017 16:52	00:03:51	MEDIC 401	
17-7862	7/13/2017 16:14	EMERGENCY SCENE	UNK	7/13/2017 16:15	7/13/2017 16:15	7/13/2017 16:15	7/13/2017 16:15	7/13/2017 16:15	7/13/2017 16:15	00:00:29	MUTUAL AID RECEIVED	
17-7872	7/13/2017 23:01	EMERGENCY SCENE	OSU MEDICAL CENTER	7/13/2017 23:01	7/13/2017 23:03	7/13/2017 23:05	7/13/2017 23:30	7/13/2017 23:47	7/14/2017 00:31	00:03:26	MEDIC 401	
17-7880	7/14/2017 03:21	EMERGENCY SCENE	ST. FRANCIS TULSA	7/14/2017 03:21	7/14/2017 03:24	7/14/2017 03:28	7/14/2017 03:44	7/14/2017 04:03	7/14/2017 04:19	00:07:10	MEDIC 401	
17-7892	7/14/2017 09:58	EMERGENCY SCENE	OSU MEDICAL CENTER	7/14/2017 09:58	7/14/2017 09:58	7/14/2017 10:02	7/14/2017 10:16	7/14/2017 10:36	7/14/2017 10:47	00:04:31	MEDIC 401	
17-7918	7/14/2017 17:50	EMERGENCY SCENE	NO PATIENT FOUND	7/14/2017 17:51	7/14/2017 17:51	7/14/2017 17:52	7/14/2017 18:00	7/14/2017 18:00	7/14/2017 18:00	00:01:01	MEDIC 401	
17-7923	7/14/2017 21:55	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/14/2017 21:55	7/14/2017 21:56	7/14/2017 21:59	7/14/2017 22:08	7/14/2017 22:08	7/14/2017 22:08	00:03:59	MEDIC 401	
17-7929	7/15/2017 01:58	EMERGENCY SCENE	ST. FRANCIS TULSA	7/15/2017 01:58	7/15/2017 01:59	7/15/2017 02:03	7/15/2017 02:28	7/15/2017 02:49	7/15/2017 03:02	00:05:24	MEDIC 401	
17-7936	7/15/2017 12:45	EMERGENCY SCENE	HILLCREST SOUTH	7/1								

17-8071	7/19/2017 06:12	EMERGENCY SCENE	ST. JOHN TULSA	7/19/2017 06:12	7/19/2017 06:15	7/19/2017 06:22	7/19/2017 06:51	7/19/2017 07:14	7/19/2017 07:32	00:10:25	MEDIC 401	
17-8081	7/19/2017 10:54	EMERGENCY SCENE	ST. FRANCIS TULSA	7/19/2017 10:56	7/19/2017 10:56	7/19/2017 10:56	7/19/2017 11:07	7/19/2017 11:33	7/19/2017 11:33	00:02:18	MEDIC 401	
17-8095	7/19/2017 14:16	EMERGENCY SCENE	ST. JOHN SAPULPA	7/19/2017 14:17	7/19/2017 14:17	7/19/2017 14:18	7/19/2017 14:31	7/19/2017 14:46	7/19/2017 14:56	00:02:04	MEDIC 401	
17-8096	7/19/2017 14:34	EMERGENCY SCENE	MA - CREEK COUNTY EMS	7/19/2017 14:36	7/19/2017 14:36	7/19/2017 14:47	7/19/2017 14:55	7/19/2017 14:55	7/19/2017 14:55	00:13:21	MUTUAL AID RECIEVED	
17-8103	7/19/2017 15:44	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	7/19/2017 15:44	7/19/2017 15:45	7/19/2017 15:48	7/19/2017 15:48	7/19/2017 15:48	7/19/2017 15:48	00:04:46	MEDIC 401	
17-8106	7/19/2017 15:58	EMERGENCY SCENE	HILLCREST SOUTH	7/19/2017 15:58	7/19/2017 15:59	7/19/2017 16:01	7/19/2017 16:20	7/19/2017 16:39	7/19/2017 16:53	00:03:23	MEDIC 401	
17-8120	7/19/2017 22:41	EMERGENCY SCENE	ST. JOHN TULSA	7/19/2017 22:41	7/19/2017 22:43	7/19/2017 22:44	7/19/2017 23:00	7/19/2017 23:20	7/19/2017 23:47	00:03:07	MEDIC 401	
17-8122	7/19/2017 23:29	EMERGENCY SCENE	MA - CREEK COUNTY EMS	7/19/2017 23:30	7/19/2017 23:32	7/19/2017 23:32	7/19/2017 23:32	7/19/2017 23:32	7/19/2017 23:32	00:03:00	MUTUAL AID RECIEVED	
17-8131	7/20/2017 06:20	EMERGENCY SCENE	ST. JOHN TULSA	7/20/2017 06:20	7/20/2017 06:24	7/20/2017 06:26	7/20/2017 06:38	7/20/2017 06:59	7/20/2017 07:11	00:06:12	MEDIC 401	
17-8134	7/20/2017 09:43	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/20/2017 09:43	7/20/2017 09:45	7/20/2017 09:46	7/20/2017 10:18	7/20/2017 10:18	7/20/2017 10:18	00:03:34	MEDIC 401	
17-8140	7/20/2017 10:19	EMERGENCY SCENE	HILLCREST SOUTH	7/20/2017 10:20	7/20/2017 10:20	7/20/2017 10:25	7/20/2017 10:41	7/20/2017 11:03	7/20/2017 11:16	00:05:34	MEDIC 401	
17-8160	7/20/2017 19:50	EMERGENCY SCENE	DEAD ON ARRIVAL	7/20/2017 19:50	7/20/2017 19:50	7/20/2017 19:54	7/20/2017 20:28	7/20/2017 20:28	7/20/2017 20:28	00:04:07	MEDIC 401	
17-8171	7/21/2017 07:31	EMERGENCY SCENE	NO PATIENT FOUND	7/21/2017 07:31	7/21/2017 07:31	7/21/2017 07:37	7/21/2017 07:42	7/21/2017 07:42	7/21/2017 07:42	00:06:24	MEDIC 401	
17-8198	7/21/2017 15:29	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/21/2017 15:29	7/21/2017 15:31	7/21/2017 15:34	7/21/2017 15:58	7/21/2017 15:58	7/21/2017 15:58	00:04:57	MEDIC 401	
17-8205	7/21/2017 18:26	EMERGENCY SCENE	ST. FRANCIS TULSA	7/21/2017 18:26	7/21/2017 18:27	7/21/2017 18:31	7/21/2017 18:54	7/21/2017 19:15	7/21/2017 19:30	00:04:57	MEDIC 401	
17-8209	7/21/2017 21:54	EMERGENCY SCENE	NO PATIENT FOUND	7/21/2017 21:54	7/21/2017 21:55	7/21/2017 22:01	7/21/2017 22:08	7/21/2017 22:08	7/21/2017 22:08	00:07:09	MEDIC 401	
17-8225	7/22/2017 10:44	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/22/2017 10:45	7/22/2017 10:47	7/22/2017 10:51	7/22/2017 11:07	7/22/2017 11:37	7/22/2017 11:48	00:06:44	MEDIC 401	
17-8230	7/22/2017 14:25	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/22/2017 14:26	7/22/2017 14:28	7/22/2017 14:31	7/22/2017 14:55	7/22/2017 14:55	7/22/2017 14:55	00:05:41	MEDIC 401	
17-8236	7/22/2017 20:19	EMERGENCY SCENE	OSU MEDICAL CENTER	7/22/2017 20:19	7/22/2017 20:22	7/22/2017 20:24	7/22/2017 20:48	7/22/2017 21:02	7/22/2017 21:18	00:05:07	MEDIC 401	
17-8252	7/23/2017 11:40	EMERGENCY SCENE	ST. JOHN TULSA	7/23/2017 11:41	7/23/2017 11:43	7/23/2017 11:46	7/23/2017 11:59	7/23/2017 12:16	7/23/2017 12:32	00:06:24	MEDIC 401	
17-8253	7/23/2017 11:45	EMERGENCY SCENE	UNK	7/23/2017 11:46	7/23/2017 11:46	7/23/2017 11:46	7/23/2017 11:46	7/23/2017 11:46	7/23/2017 11:46	00:00:47	MUTUAL AID RECIEVED	
17-8254	7/23/2017 12:21	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/23/2017 12:22	7/23/2017 12:22	7/23/2017 12:24	7/23/2017 12:50	7/23/2017 13:11	7/23/2017 13:43	00:02:58	MEDIC 102	
17-8262	7/23/2017 18:08	EMERGENCY SCENE	HILLCREST SOUTH	7/23/2017 18:09	7/23/2017 18:11	7/23/2017 18:13	7/23/2017 18:29	7/23/2017 18:44	7/23/2017 19:00	00:04:09	MEDIC 401	
17-8274	7/24/2017 09:35	EMERGENCY SCENE	ST. FRANCIS TULSA	7/24/2017 09:35	7/24/2017 09:37	7/24/2017 09:43	7/24/2017 10:02	7/24/2017 10:28	7/24/2017 11:02	00:08:07	MEDIC 401	
17-8294	7/24/2017 16:45	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/24/2017 16:46	7/24/2017 16:46	7/24/2017 16:50	7/24/2017 17:11	7/24/2017 17:11	7/24/2017 17:11	00:05:07	MEDIC 401	
17-8295	7/24/2017 16:56	EMERGENCY SCENE	MUTUAL AID	7/24/2017 16:58	7/24/2017 17:03	7/24/2017 17:03	7/24/2017 17:03	7/24/2017 17:03	7/24/2017 17:03	00:06:36	MUTUAL AID RECIEVED	
17-8296	7/24/2017 17:03	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/24/2017 17:11	7/24/2017 17:11	7/24/2017 17:16	7/24/2017 17:28	7/24/2017 17:28	7/24/2017 17:28	00:05:09	MEDIC 401	
17-8304	7/24/2017 22:31	EMERGENCY SCENE	ST. JOHN TULSA	7/24/2017 22:33	7/24/2017 22:33	7/24/2017 22:42	7/24/2017 23:17	7/24/2017 23:49	7/25/2017 00:14	00:11:27	MUTUAL AID GIVEN	
17-8305	7/24/2017 23:20	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/24/2017 23:21	7/24/2017 23:22	7/24/2017 23:33	7/24/2017 23:51	7/24/2017 23:51	7/24/2017 23:51	00:12:23	MUTUAL AID GIVEN	
17-8331	7/25/2017 16:05	EMERGENCY SCENE	ST. FRANCIS TULSA	7/25/2017 16:05	7/25/2017 16:05	7/25/2017 16:13	7/25/2017 16:32	7/25/2017 16:52	7/25/2017 17:07	00:08:47	MEDIC 401	
17-8341	7/25/2017 21:19	EMERGENCY SCENE	ST. FRANCIS TULSA	7/25/2017 21:20	7/25/2017 21:21	7/25/2017 21:27	7/25/2017 21:44	7/25/2017 22:01	7/25/2017 22:12	00:08:11	MEDIC 401	
17-8347	7/26/2017 01:48	EMERGENCY SCENE	CANCELLED BY PD OR OTHER SERVICE	7/26/2017 01:50	7/26/2017 01:52	7/26/2017 01:54	7/26/2017 02:11	7/26/2017 02:11	7/26/2017 02:11	00:05:58	MEDIC 401	
17-8364	7/26/2017 11:13	EMERGENCY SCENE	HILLCREST SOUTH	7/26/2017 11:14	7/26/2017 11:14	7/26/2017 11:17	7/26/2017 11:33	7/26/2017 11:51	7/26/2017 12:21	00:03:18	MEDIC 401	
17-8379	7/26/2017 19:06	EMERGENCY SCENE	ST. FRANCIS TULSA	7/26/2017 19:08	7/26/2017 19:08	7/26/2017 19:10	7/26/2017 19:27	7/26/2017 19:47	7/26/2017 20:03	00:04:31	MEDIC 401	
17-8396	7/27/2017 09:37	EMERGENCY SCENE	ST. FRANCIS TULSA	7/27/2017 09:38	7/27/2017 09:38	7/27/2017 09:41	7/27/2017 09:55	7/27/2017 10:15	7/27/2017 10:33	00:04:10	MEDIC 401	
17-8424	7/28/2017 09:01	EMERGENCY SCENE	ST. FRANCIS TULSA	7/28/2017 09:01	7/28/2017 09:05	7/28/2017 09:06	7/28/2017 09:12	7/28/2017 09:31	7/28/2017 09:31	00:05:18	MEDIC 401	
17-8455	7/28/2017 18:57	EMERGENCY SCENE	ST. FRANCIS TULSA	7/28/2017 18:57	7/28/2017 18:59	7/28/2017 19:04	7/28/2017 19:18	7/28/2017 19:40	7/28/2017 20:21	00:07:15	MEDIC 401	
17-8466	7/29/2017 00:12	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/29/2017 00:12	7/29/2017 00:14	7/29/2017 00:20	7/29/2017 00:28	7/29/2017 00:28	7/29/2017 00:28	00:08:17	MEDIC 401	
17-8477	7/29/2017 08:22	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/29/2017 08:23	7/29/2017 08:23	7/29/2017 08:29	7/29/2017 09:16	7/29/2017 09:16	7/29/2017 09:16	00:06:40	MEDIC 401	
17-8484	7/29/2017 13:52	EMERGENCY SCENE	ST. JOHN TULSA	7/29/2017 13:53	7/29/2017 13:53	7/29/2017 13:59	7/29/2017 14:09	7/29/2017 14:28	7/29/2017 15:03	00:07:22	MEDIC 401	
17-8486	7/29/2017 14:25	EMERGENCY SCENE	UNK	7/29/2017 14:52	7/29/2017 14:52						MUTUAL AID RECIEVED	
17-8490	7/29/2017 15:42	EMERGENCY SCENE	NO PATIENT FOUND	7/29/2017 15:47	7/29/2017 15:47	7/29/2017 15:48	7/29/2017 15:56	7/29/2017 15:56	7/29/2017 15:56	00:05:52	MEDIC 401	
17-8504	7/29/2017 23:28	EMERGENCY SCENE	ST. JOHN TULSA	7/29/2017 23:29	7/29/2017 23:29	7/29/2017 23:32	7/29/2017 23:42	7/30/2017 00:02	7/30/2017 00:15	00:04:13	MEDIC 401	
17-8518	7/30/2017 15:09	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	7/30/2017 15:10	7/30/2017 15:12	7/30/2017 15:16	7/30/2017 15:20	7/30/2017 15:37	7/30/2017 15:57	00:06:44	MEDIC 401	
17-8537	7/31/2017 02:17	EMERGENCY SCENE	HILLCREST SOUTH	7/31/2017 02:19	7/31/2017 02:21	7/31/2017 02:30	7/31/2017 02:53	7/31/2017 03:16	7/31/2017 03:30	00:12:59	MEDIC 401	201st and HW 75
17-8540	7/31/2017 05:39	EMERGENCY SCENE	ST. FRANCIS CHILDRENS HOSPITAL	7/31/2017 05:40	7/31/2017 05:41	7/31/2017 05:42	7/31/2017 05:50	7/31/2017 06:09	7/31/2017 06:20	00:03:10	MEDIC 401	
17-8543	7/31/2017 08:30	EMERGENCY SCENE	HILLCREST SOUTH	7/31/2017 08:30	7/31/2017 08:32	7/31/2017 08:37	7/31/2017 08:56	7/31/2017 09:23	7/31/2017 09:43	00:06:58	MEDIC 401	
17-8572	7/31/2017 21:06	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	7/31/2017 21:07	7/31/2017 21:07	7/31/2017 21:09	7/31/2017 21:43	7/31/2017 21:43	7/31/2017 21:43	00:02:47	MEDIC 401	

MINUTES
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
Regular Meeting
July 6, 2017

The Regular Meeting of the Glenpool Area Emergency Medical Service District was held at Council Chambers, Glenpool City Hall. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice-Chairman; Patricia Agee; Brandon Kearns and Jacqueline Triplett-Lund.

Staff present: Lowell Peterson, District Legal Counsel; Susan White, District Administrator, Secretary; and Julie Casteen, District Treasurer. Brian Cook with Mercy Regional EMS was also present.

- A) **Chairman Fox called the meeting to order at 9:33 p.m.**
- B) **Secretary White called the roll and Chairman Fox declared a quorum present.**
- C) **EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
- Mr. Cook reviewed the EMS Activity Report for the period of May 31, 2017 through June 28, 2017. Mercy logged 108 calls during that period and maintained a 99% response time compliance.
- D) **District Administrator Report - Susan White, Adm., Sec.**
- None.
- E) **Scheduled Business**
- 1) **Discussion and possible action to approve minutes from June 5, and June 19, 2017 meetings.**
MOTION: Vice Chairman Ceesay moved, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund (June 5, 2017); Vice Chairman Ceesay; Chairman Fox; Trustee Agee (June 5, 2017); Trustee Kearns (June 19, 2017)
AGAINST: None
ABSTAIN: Trustee Kearns (Absent June 5, 2017); Trustee Lund, Trustee Agee (Each absent June 19, 2017)
Motion carried.
- 2) **Discussion and possible action to approve purchase order(s) and receipts register totaling \$91,687.51.**
MOTION: Trustee Lund moved, second by Trustee Agee to approve purchase order and receipts register as presented and authorize payments.
FOR: Trustee Lund; Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
AGAINST: None
Motion carried.
- F) **Adjournment.**
- There being no further business, the meeting was adjourned at 9:48 p.m.

Date

ATTEST:

Clerk/Secretary

Chairman

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: August 2, 2017
Subject: Amendment to FY17 Operational Agreement between GEMS and City of Glenpool.

Background:

The City of Glenpool and GEMS signed an amended agreement on June 19, 2017 outlining services to be provided by the City to GEMS, and a process for reimbursement to the City by GEMS for Fiscal Year 2017.

The intent of the Board, as evidenced by appropriations in the FY17 Budget, was that the GEMS District would be responsible for all EMR training, equipment and supplies. The City is responsible only for emergency vehicle fuel, maintenance and repairs. However, the last revision to the agreement inadvertently retained language specifying that the City was responsible for paying for EMR contracted training, EMR durable and replaceable medical equipment and supplies.

The agreement has been updated to accurately define each party's responsibilities under the terms of the agreement.

Section II(B) was revised to remove the City's responsibility for training, equipment or medical supplies.

Section III(G) was moved to III(H), with the insertion of language clarifying GEM's responsibility to pay for training, supplies and equipment as outlined in the contract (now Section III(G)).

Staff Recommendation:

Staff recommends approval of the amended agreement.

Attachments:

FY17 Amended Agreement

[AMENDED]

ADMINISTRATIVE OPERATIONS AGREEMENT – FISCAL YEAR 2016 – 2017
[City of Glenpool and “GEMS” District]

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

I. Stipulations

A. The Parties acknowledge and agree to the following:

1. City is a municipal corporation doing business within Tulsa County, State of Oklahoma.
2. GEMS is an emergency medical service district as defined in and having all powers, duties and privileges provided under the Oklahoma Constitution, Art. X, § 9C, and was created by vote of the qualified voters of the Glenpool Public School District on February 22, 1983. Since ratification, GEMS has continually functioned as an emergency medical service district and has been administered through five members appointed by the Tulsa County Board of County Commissioners and serving as a Board of Trustees as prescribed by the Oklahoma Constitution.
3. As provided by Title 5, Chapter 2, Article B, Section 1¹ of the Glenpool City Code, the Emergency Medical Response Agency consists of Glenpool Fire Department members who are certified by the Oklahoma Department of Health in accordance with the Oklahoma Emergency Response Systems Development Act and in accordance with rules and regulations promulgated by the Oklahoma Board of Health; and are so designated by the Medical Director, as defined in Title 5, Chapter 2, Article A, Section 1 of the City Code, to perform emergency medical services at the scene of an incident requiring emergency medical services, excluding transport, as further provided by Title 5, Chapter 2, Article B of the City Code.

II. City’s Responsibilities

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

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

district purposes which GEMS may lawfully subsidize in accordance with the Emergency Medical Service District Budget Act, 19 O.S. §§ 1701 – 1723, inclusive²:

- A. City staff will perform all administrative services required for the implementation of this Agreement, including without limitation oversight of all operational costs identified in the City's adopted budget for FY 2016-2017, to be subsidized by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- B. City will provide Emergency Medical Response Agency emergency medical services for GEMS, to include: the cost of all personnel dedicated to Emergency Medical Response ("EMR") runs and related functions, 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 Code³ 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. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Administrator") to perform administrative services for GEMS, including services as an administrative liaison between GEMS and City for the purpose of making and delivering such reports to the Board of Trustees as needed to provide information, answer questions and carry out administrative tasks assigned by the Board, and will ensure that such District Administrator is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- B. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement of a person qualified and acceptable to the Board of Trustees ("District Clerk") to perform clerical and record-keeping duties for GEMS in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation, and will ensure such District Clerk is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2016-2017 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- C. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Attorney") to perform legal services for GEMS, to ensure that all GEMS activities, contracts and any other actions are in compliance with all applicable constitutional and statutory requirements, and will ensure such District Attorney 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 2016-2017 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- D. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Financial Officer") to perform accounting and budgetary services for GEMS, including management of the accounts of GEMS in accordance with the Emergency Medical Service District Budget Act and making such reports to the GEMS Board of Trustees as needed to keep the Board of Trustees informed regarding its financial status and legal compliance, and will ensure such District Financial 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 2016-2017 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- E. GEMS agrees to adopt such rules, policies, and procedures as will provide for orderly, lawful, and expedient emergency medical response agency services, as provided by separate ambulance

service provider agreement with a qualified ambulance service provider to the fullest extent permissible under Oklahoma law.

- i. GEMS stipulates that the Board of Trustees has the power and duty to promulgate and adopt such rules, policies, and procedures pursuant to Art. X, § 9C of the Oklahoma Constitution.
 - ii. GEMS further stipulates and agrees that the administrative services provided by City personnel under Section II.A. of this Agreement shall be performed in accordance with the provisions of Title 5, Emergency Preparedness, Chapter 2, Medical Services, Article A, Emergency Medical Services; and Article B, First Responder Service, of the City of Glenpool Code of Ordinances, as amended by Ordinance 694, adopted by the City Council on March 2, 2015, and any such further amendments, ordinances, resolutions or policies adopted by the City or the Board of Trustees, as applicable and as may directly affect the provision of said services.
 - iii. GEMS further stipulates and agrees that the Emergency Medical Response Agency provided by the City under Section II.B. of this Agreement shall be supervised in such a way as to comply with all requirements of the Oklahoma Emergency Response Systems Development Act and any other applicable laws.
- F. GEMS agrees that it shall provide EMR contracted training, EMR certification fees, EMR durable and replaceable medical equipment, medical oxygen, and all supplies and equipment not otherwise provided by other parties.
- G. GEMS agrees that it shall annually prepare and adopt a budget in accordance with the provisions of the Emergency Medical Service District Budget Act.
- H. In consideration of the administrative, financial and emergency medical response agency services provided by City as described in Sections II.B., of this Agreement, GEMS agrees to reimburse the City for the costs of providing such services during the term of this Agreement. Such costs shall be included in the annual budget adopted by GEMS as provided in Section III.B. of this Agreement and in accordance with the Emergency Medical Response Service Rate Summary at Exhibit A, incorporated herein by reference.

IV. Term of Agreement

This Agreement shall be deemed effective as of July 1, 2016, and shall continue through June 30, 2017. This Agreement will automatically be renewed each subsequent year, beginning July 1, 2017, 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 30 days before the cancellation 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 7th day of August 2017.

City of Glenpool

Glenpool Area Emergency Medical Service District

Timothy Lee Fox, Mayor

Timothy Lee Fox, Chairman of the Board of Trustees

Attest:

[SEAL]

Susan White, City Clerk

Susan White, District Clerk

Approved:

Lowell Peterson, City Attorney

Lowell Peterson, District Attorney

EXHIBIT A
EMERGENCY MEDICAL RESPONSE SERVICE RATE SUMMARY

Runs YTD as of April 30, 2016	Ratio
EMR	675 63%
FIRE	386 36%
Total	1061

Based on FY2016-2017 Proposed Budget:		EMR Calls vs Fire	63%
		Total	EMR
Total Compensation/Benefits for EMR personnel:	\$	1,244,383	\$ 783,961
Average per person (total /13)	\$	95,722	\$ 60,305
Annual hours per person		2,912	
Avg hourly personnel costs	\$	32.87	\$ 20.71
Three person crew (\$32.87 x 3)	\$	98.61	\$ 62.12

Fire Truck Expenses	FY17
Maintenance	\$ 24,000
Fuel	14,500
Total Truck Expenses	\$ 38,500

		EMR Calls vs Fire	63%
		Total	EMR
Estimated number runs FY2016-2017		1294	816
Average cost per run for truck (constant)	\$	29.75	\$ 29.75
Total rate per run (\$98.61 crew, \$29.75 truck)	\$	128.36	\$ 91.00

Total Estimated EMR Reimbursement FY17 \$ 74,256

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: August 2, 2017
Subject: Amendment to FY18 Operational Agreement between GEMS and City of Glenpool.

Background:

The City of Glenpool and GEMS signed an amended agreement on June 19, 2017 outlining services to be provided by the City to GEMS, and a process for reimbursement to the City by GEMS for Fiscal Year 2018.

The intent of the Board, as evidenced by appropriations in the FY18 Budget, was that the GEMS District would be responsible for all EMR training, equipment and supplies. The City is responsible only for emergency vehicle fuel, maintenance and repairs. However, the last revision to the agreement inadvertently retained language specifying that the City was responsible for paying for EMR contracted training, EMR durable and replaceable medical equipment and supplies.

The agreement has been updated to accurately define each party's responsibilities under the terms of the agreement.

Section II(B) was revised to remove the City's responsibility for training, equipment or medical supplies.

Section III(G) was moved to III(H), with the insertion of language clarifying GEM's responsibility to pay for training, supplies and equipment as outlined in the contract (now Section III(G)).

Staff Recommendation:

Staff recommends approval of the amended agreement.

Attachments:

FY18 Amended Agreement

[AMENDED]
ADMINISTRATIVE OPERATIONS AGREEMENT – FISCAL YEAR 2017 – 2018
[City of Glenpool and “GEMS” District]

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

I. Stipulations

A. The Parties acknowledge and agree to the following:

1. City is a municipal corporation doing business within Tulsa County, State of Oklahoma.
2. GEMS is an emergency medical service district as defined in and having all powers, duties and privileges provided under the Oklahoma Constitution, Art. X, § 9C, and was created by vote of the qualified voters of the Glenpool Public School District on February 22, 1983. Since ratification, GEMS has continually functioned as an emergency medical service district and has been administered through five members appointed by the Tulsa County Board of County Commissioners and serving as a Board of Trustees as prescribed by the Oklahoma Constitution.
3. As provided by Title 5, Chapter 2, Article B, Section 1¹ of the Glenpool City Code, the Emergency Medical Response Agency consists of Glenpool Fire Department members who are certified by the Oklahoma Department of Health in accordance with the Oklahoma Emergency Response Systems Development Act and in accordance with rules and regulations promulgated by the Oklahoma Board of Health; and are so designated by the Medical Director, as defined in Title 5, Chapter 2, Article A, Section 1 of the City Code, to perform emergency medical services at the scene of an incident requiring emergency medical services, excluding transport, as further provided by Title 5, Chapter 2, Article B of the City Code.

II. City’s Responsibilities

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

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

District purposes which GEMS may lawfully subsidize in accordance with the Emergency Medical Service District Budget Act, 19 O.S. §§ 1701 – 1723, inclusive²:

- A. City staff will perform all administrative services required for the implementation of this Agreement, including without limitation oversight of all operational costs identified in the City's adopted budget for FY 2017-2018, to be subsidized by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- B. City will provide Emergency Medical Response Agency emergency medical services for GEMS, to include: the cost of all personnel dedicated to Emergency Medical Response ("EMR") runs and related functions, 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 Code³ 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. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Administrator") to perform administrative services for GEMS, including services as an administrative liaison between GEMS and City for the purpose of making and delivering such reports to the Board of Trustees as needed to provide information, answer questions and carry out administrative tasks assigned by the Board, and will ensure that such District Administrator is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- B. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement of a person qualified and acceptable to the Board of Trustees ("District Clerk") to perform clerical and record-keeping duties for GEMS in keeping with the Oklahoma Open Meeting Act and Open Records Act, including agenda preparation, minute-taking and documentation, and will ensure such District Clerk is present at no fewer than nine scheduled meetings of the Board of Trustees during the term of this Agreement all at a cost to be borne by GEMS in an amount appropriated for that purpose by the GEMS FY 2017-2018 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- C. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Attorney") to perform legal services for GEMS, to ensure that all GEMS activities, contracts and any other actions are in compliance with all applicable constitutional and statutory requirements, and will ensure such District Attorney 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 2017-2018 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- D. GEMS will be solely responsible for the appointment, by the GEMS Board of Trustees, and payment of compensation as provided by separate employment agreement, of a person qualified and acceptable to the Board of Trustees ("District Financial Officer") to perform accounting and budgetary services for GEMS, including management of the accounts of GEMS in accordance with the Emergency Medical Service District Budget Act and making such reports to the GEMS Board of Trustees as needed to keep the Board of Trustees informed regarding its financial status and legal compliance, and will ensure such District Financial 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 2017-2018 budget as adopted by the GEMS Board in accordance with the Emergency Medical Service District Budget Act.
- E. GEMS agrees to adopt such rules, policies, and procedures as will provide for orderly, lawful, and expedient emergency medical response agency services, as provided by separate ambulance

service provider agreement with a qualified ambulance service provider to the fullest extent permissible under Oklahoma law.

- i. GEMS stipulates that the Board of Trustees has the power and duty to promulgate and adopt such rules, policies, and procedures pursuant to Art. X, § 9C of the Oklahoma Constitution.
 - ii. GEMS further stipulates and agrees that the administrative services provided by City personnel under Section II.A. of this Agreement shall be performed in accordance with the provisions of Title 5, Emergency Preparedness, Chapter 2, Medical Services, Article A, Emergency Medical Services; and Article B, First Responder Service, of the City of Glenpool Code of Ordinances,, as amended by Ordinance 694, adopted by the City Council on March 2, 2015, and any such further amendments, ordinances, resolutions or policies adopted by the City or the Board of Trustees, as applicable and as may directly affect the provision of said services.
 - iii. GEMS further stipulates and agrees that the Emergency Medical Response Agency provided by the City under Section II.B. of this Agreement shall be supervised in such a way as to comply with all requirements of the Oklahoma Emergency Response Systems Development Act and any other applicable laws.
- F. GEMS agrees that it shall provide EMR contracted training, EMR certification fees, EMR durable and replaceable medical equipment, medical oxygen, and all supplies and equipment not otherwise provided by other parties.
- G. GEMS agrees that it shall annually prepare and adopt a budget in accordance with the provisions of the Emergency Medical Service District Budget Act.
- H. In consideration of the administrative, financial and emergency medical response agency services provided by City as described in Sections II.B., of this Agreement , GEMS agrees to reimburse the City for the costs of providing such services during the term of this Agreement. Such costs shall be included in the annual budget adopted by GEMS as provided in Section III.B. of this Agreement and in accordance with the Emergency Medical Response Service Rate Summary at Exhibit A, incorporated herein by reference.

IV. Term of Agreement

This Agreement shall be deemed effective as of July 1, 2017, and shall continue through June 30, 2018. This Agreement will automatically be renewed each subsequent year, beginning July 1, 2018, 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 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 7th day of August 2017.

City of Glenpool

Glenpool Area Emergency Medical Service District

Timothy Lee Fox, Mayor

Timothy Lee Fox, Chairman of the Board of Trustees

Attest:

[SEAL]

Susan White, City Clerk

Susan White, District Clerk

Approved:

Lowell Peterson, City Attorney

Lowell Peterson, District Attorney

EXHIBIT A
EMERGENCY MEDICAL RESPONSE SERVICE RATE SUMMARY

	30-Apr-17	Ratio
EMR	981	66%
FIRE	490	33%
Total	1471	

Based on FY2017-2018 Proposed Budget:		EMR Calls vs Fire	66%
		Total	EMR
Total Compensation/Benefits for EMR personnel:	\$	1,762,784	\$1,163,437
Average per person (total /20)	\$	88,139.19	\$ 89,495
Annual hours per person		2,912	
Avg hourly personnel costs	\$	30.27	\$ 30.73
Three person crew (\$30.27 x 3)	\$	90.81	\$ 59.93

Fire Truck Expenses	FY17
Maintenance	\$ 28,000
Fuel	18,000
Total Truck Expenses	\$ 46,000

	EMR Calls vs Fire	66%
Estimated number runs FY2017-2018	1900	1254
Average cost per run for truck (constant)	\$ 24.21	\$ 24.21
	Total	EMR
Total rate per run (\$90.81 crew, \$25.56 truck)	\$ 115.02	\$ 84.00

Total Estimated EMR Reimbursement FY18 \$ 105,300



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: August 2, 2017
Subject: FY16 Audit Findings

Background:

The State Auditor and Inspectors Office recently completed an audit of the District's financial records and internal controls for fiscal year 2016. There were three findings from the audit, which are attached for your review.

Staff Recommendation:

Staff recommends a motion to accept the findings from the FY16 audit, and direct the Chairman to sign the Management Representation letter confirming the Board's receipt and review of the findings.

Attachments:

1. FY16 Audit findings No 2016-1, 2016-2, and 2016-3
2. Management Representation Letter

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
AUDIT FINDING INPUT SHEET
FISCAL YEAR 2016

Prepared by	Adrian Horn	X'ref	032
Reviewed by	Sherri Wooldridge	Finding No.	2016-01

TITLE: Finding 2016-1-Inadequate Internal Controls and Noncompliance Over Audit Expense Budget Account (Repeat Finding)

Condition: Upon inquiry and observation of the budgeting process, it was determined that internal controls have not been designed or implemented to ensure the amount required by statute is correctly budgeted for the audit expense budget account.

Fiscal Year	Amount calculated to carry forward	Amount carried forward by District	1 /10 th of one Mill	Ending Balance Should be	District's Ending Balance	Variance Over/(Under)
FY 2016	\$36,918.31	\$0.00	\$7,601.98	\$ 44,520.29	\$398.02	(\$ 36,520.29)

It was further noted that the District has not carried forward the balance into the audit expense budget account each fiscal year. As a result, the District's balance in the audit budget expense account as of June 30, 2016 was \$8,000.00. The correct balance should have been \$44,520.29; thus leaving an underfunded balance of (\$36,520.29).

Cause of Condition: Policies and procedures have not been designed and implemented to ensure the audit expense budget account is accurately budgeted in accordance with statutory requirements.

Effect of Condition: These conditions resulted in noncompliance with the state statute and the audit expense account being underfunded.

Recommendation: The Oklahoma State Auditor and Inspector's office (OSAI) recommends the District implement a system of internal controls to provide reasonable assurance that one-tenth mill upon the net total assessed valuation be set aside in the audit expense budget account and that any unused portion be carried forward into the next year audit account in accordance with 19 O.S. § 1706.1

Management Response:

A procedure for calculating the audit expense budget in accordance with 19 O.S. § 1706.1 was implemented, but the procedure to lapse unspent appropriations was not completely understood. Future appropriations will consider any amount unspent until written approval is granted by the State Auditor and Inspector's office to lapse unspent appropriations.

Chairman of the Board:

The Chairman agrees with Management's response.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. A component objective of an effective internal control system is to provide accurate and reliable information through proper review and approval.

Further, per 19 O.S. §1706.1, the District must appropriate the net proceeds of the one-tenth mill annual ad valorem levy upon the net total assessed valuation of the District for audit expenses

Chairman_____

Administrator_____

Treasurer_____

GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
AUDIT FINDING INPUT SHEET
FISCAL YEAR 2016

Prepared by	Adrian Horn	X'ref	A-00
Reviewed by	Sherri Wooldridge	Finding No.	2016-02

TITLE: Finding 2016-2- Inadequate Internal Controls Over the Collection Process (Repeat Finding

Condition: While gaining an understanding of the receiving, depositing, and reconciling functions of the District, we determined that one employee performs the following duties:

- Receives verification of deposits,
- Verifies the receipt of collections at the bank,
- Records the journal entries into the computer system, and
- Prepares the bank statement reconciliation.

Cause of Condition: Policies and procedures have not been designed and implemented to sufficiently segregate the collection process from the recording and reconciling processes to ensure the accurate accounting of all funds. Additionally, policies and procedures have not been designed and implemented to ensure the accuracy of the District’s bank statement reconciliations as evidenced by someone performing a secondary review of the bank reconciliation and approving the review with evidence of initials and date of review.

Effect of Condition: A single employee having responsibility for more than one area of recording, authorization, custody of assets, and reconcilment could result in unrecorded transactions, misstated financial reports, clerical errors, or misappropriation of funds not being detected in a timely manner.

Recommendation: OSAI recommends management be aware of these conditions and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. The most effective controls lie in management’s oversight of office operations and a periodic review of operations. OSAI recommends management provide segregation of duties so that no one employee can perform all accounting functions. If segregation of duties is not possible due to limited personnel, OSAI recommends implementing compensating controls to mitigate the risks involved with a concentration of duties. Compensating controls would include separating key processes and/or critical functions of the office, and having management review and approve accounting functions including bank statement reconciliations.

Management Response:

Beginning in FY17, the District Administrator/Clerk began independently confirming the electronic deposits of ad valorem taxes, which are virtually the entirety of the District’s collections. The Treasurer enters journal entries to record the deposits; journal entries are approved by the Administrator. Also beginning in FY17, the bank statements are reconciled by another party, then reviewed and approved by the Treasurer.

Chairman of the Board:

The Chairman agrees with Management’s response.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. Internal controls over safeguarding of assets constitute a process, affected by an entity’s governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions and safeguarding assets from misappropriation. To help ensure a proper accounting of funds, the duties of revenue verification, recording, and reconciling should be segregated.

Chairman_____

Administrator_____

Treasurer_____

**GLENPOOL EMERGENCY MEDICAL SERVICE DISTRICT
AUDIT FINDING INPUT SHEET
FISCAL YEAR 2016**

Prepared by	Adrian Horn	X'ref	B-00 B-01 C-00
Reviewed by	Sherri Wooldridge	Finding No.	2016-03

Finding 2016-3- Inadequate Internal Controls Over the Disbursement Process including Payroll (Repeat Finding)

Condition: Upon inquiry of District staff and observation of documents, the test of forty-three (43) disbursements reflected the following exception:

- Twenty-four (24) disbursements were for medical supplies and small medical equipment that do not appear to be an appropriate disbursement for the District per contract stipulations. The contracts stated that medical supplies and equipment would be provided by the contractor. These disbursements were for supplies, oxygen, epi funs, CPR Manikins, an airway trainer, childbirth simulator, and carbon monoxide monitors.
- District funds were used to pay for purchases made with the City of Glenpool's credit card.

Exit only, the District discontinued this practice in August 2016.

- Evidence of disbursements being presented to the Board for approval was not present.

Additionally, based on inquiry of the District's disbursement process including payroll warrants, the following was noted:

- Only pre-printed electronic signatures were used as authorizing signatures, allowing checks to be issued without any verification of accuracy.
- Authorizing signatures were those of employees that receive compensation in the form of a payroll warrant, allowing for employees to receive payments without any independent authorization.
- The District did not maintain payroll records for the three administrative employees. The District employees, who are also City of Glenpool employees, did not complete a separate W4 for the District.

Further, based on a review of the Contract between the District and the City of Glenpool to provide administrative services, we noted the following:

- The District directly paid the District Administrator a sum of \$5,000.00 and the Treasurer and Legal Representative a sum of \$2,500.00 each for a grand total of \$10,000.00, although the contract stipulates the District will reimburse the City of Glenpool for this expense.

Cause of Condition: Policies and procedures have not been designed to ensure all claims are filed with sufficient supporting documentation for recordkeeping and timekeeping and evidence that disbursements are approved by the Board. Additionally, policies and procedures have not been developed to ensure disbursements are made in accordance with contractual provisions.

Effect of Condition: These conditions could result in inaccurate records, incomplete information or misappropriation of assets.

Recommendation: OSAI recommends the District implement a system of internal controls to ensure that all disbursements have proper supporting documentation, are made in accordance with contracts, and have evidence of the Board's approval.

Management Response:

While the ambulance service contract states that the ambulance service provider will replace all disposable medical supplies utilized by the Emergency Medical Response Agency, there are often mutual aid responders that are not party to the agreement. In those instances, any supplies used by other providers are not replaced by the contracted provider. In addition, some supplies are purchased by the District that are not compatible with the provider's equipment or procedures.

The intent of the contract is that the ambulance service provider will replace like items from their own inventory, but is not expected to replace specialty items not stocked on their trucks. Any supplies not disposable in nature are also purchased by the District, including training equipment and medical equipment, as well as drugs and medical oxygen. However, language inconsistent with actual intent and practice was inadvertently retained in the contract between the City of Glenpool and the District. While the contract stated that the City was to provide supplies, training and equipment, the intent of the Board, as evidenced by budget appropriations, was that the District would provide supplies, equipment, EMR training, medical oxygen, and any other materials required by the First Responders, except for emergency vehicle fuel and maintenance. The contract has since been revised to clarify the Board's intent.

Following the conclusion of the FY14-FY15 audit during FY17:

- a procedure was established to provide the Board a list of payment claims for approval prior to payment.
- At least one signature is hand written on all checks, which are matched by the Treasurer with the list of approved payment claims.
- Another signatory was added to the District’s bank account, allowing for two parties other than the employee to sign payroll checks
- A system for maintaining more complete District employee records was established, including a separate W4 for each employee
- The District formalized employment contracts with the Administrator/Clerk, Treasurer and Attorney. In addition, the agreement between the City of Glenpool and the District was revised in FY17 to remove language in conflict with actual practices being followed.

Chairman of the Board:

The Chairman agrees with Management’s response.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. Effective internal controls are essential to provide reasonable assurance about the achievement of the entity’s objectives regarding the reliability of financial reporting. Key factors in this system are having supporting documentation maintained for record keeping and audit needs, ensuring disbursements are made in accordance with contractual provisions, and ensuring the proper approval of the Board for the operation of the District.

Chairman_____

Administrator_____

Treasurer_____

July 11, 2017

Gary A. Jones, CPA, CFE
State Auditor and Inspector
1401 Lera Drive suite 9
Weatherford OK 73096
Attention: Sherri Woolridge

Re: Management Representation Letter

In connection with the engagement regarding the records of the Glenpool Area Emergency Medical Service District (the "District") for the fiscal year ended June 30, 2016, we confirm, to the best of our knowledge and belief, the following representations made to you during your engagement are true and complete:

- The accounting records cash balance is substantiated by cash in banks.
- The accounting records reflect properly all receipts and disbursements incurred.
- Any concerns we might have regarding the risks of fraud or the financial well-being of the District have been expressed to the auditor.

Further, we confirm the receipt and review of any District findings. We understand that management responses to those findings must be received by the Oklahoma State Auditor & Inspector's Office within 10 days of the receipt of this letter in order to be included as part of the published report.

Signature _____
Timothy Lee Fox, Chairman
Glenpool Area Emergency Medical Service District

Date _____



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, Treasurer
Date: August 2, 2017
Subject: FY18 Budget Amendment for Audit Expense

Background:

As noted in the FY16 Audit findings, a procedure for calculating the audit expense budget in accordance with 19 O.S. § 1706.1 was implemented, but the procedure to lapse unspent appropriations was not completely understood. Any unspent balance must be carried over until formal written approval is granted by the State Auditor and Inspector's office to lapse unspent appropriations.

In order to bring the current budget for audit expense to the required level, a budget amendment of \$29,073 is needed. When the invoice for the FY16 audit expense is received, a request will be made to the State Auditor to allow the unused budget for audit expense to lapse.

Staff Recommendation:

Staff recommends a motion to approve the amendment to the FY18 Budget as outlined in the attachment.

Attachments:

FY18 Amended Budget

**GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
FY18 BUDGET AMENDMENTS**

	ACTUALS FY2017	APPROVED BUDGET FY2018	YTD PROCESSED AMENDMENTS	CURRENT BUDGET FY2018	CURRENT BUDGET AMENDMENTS	RESTATE D BUDGET FY2018
Beginning Net Assets	\$ 407,669.60	\$ 284,312	\$ -	\$ 284,312	\$ 11,948	\$ 296,260.12
Revenues	\$ 247,367.64	\$ 256,553	\$ -	\$ 256,553	\$ -	\$ 256,553
Total Revenues	\$ 247,367.64	\$ 256,553	\$ -	\$ 256,553	\$ -	\$ 256,553
Personal Services	\$ 10,864.84	\$ 10,865	\$ -	\$ 10,865	\$ -	\$ 10,865
Supplies	\$ 12,992.08	30,000	-	30,000	-	30,000
Other Charges & Services	\$ 247,774.00	249,400	-	249,400	-	249,400
Audit Expenses	\$ 10,231.56	24,000	-	24,000	29,703	53,703
Travel & Training	\$ 5,829.50	8,000	-	8,000	-	8,000
Capital Expenditures	\$ 71,085.14	-	-	-	-	-
Total Expenses & Transfers Out	\$ 358,777.12	\$ 322,265	\$ -	\$ 322,265	\$ 29,703	\$ 351,968
Ending Net Assets	\$ 296,260.12	\$ 218,600	\$ -	\$ 218,600	\$ (17,755)	\$ 200,845.12

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, Treasurer
Date: August 2, 2017
Subject: FY17-18 Estimate of Needs

Background:

The Glenpool Area Emergency Medical Service District (GEMS) is required to prepare an annual Estimate of Needs and submit it to the Tulsa County Excise Board. This Estimate of Needs is intended to advise the Excise Board of the amount of cash on hand from the fiscal year just ended, and the estimated expenditures and revenues for the fiscal year in progress. The needs of the county and each school district, municipality and other entities are combined to determine the millage rate for all areas in the county.

The ad valorem tax revenues anticipated for FY18 are based on the Net Assessed Valuation (NAV) of the property in the GEMS service area. The NAV recently approved by the Excise Board for the GEMS service area is \$88,666,888. With a statutory millage rate of 3.00 mills, plus an additional 0.09 mill adjustment factor applied by the County for the absorption of household personal property, the estimated FY18 GEMS revenue from ad valorem taxes is \$273,980.68, an increase of \$24,900.51, or 10% over FY17.

Staff Recommendation:

Staff recommends approval of the Estimate of Needs for FY17-18.

Attachments:

FY16-17 Financial Summary
Estimate of Needs for FY17-18

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Collections, Disbursements and Cash Balances

For the Year Ended June 30, 2017
with Comparative Totals for June 30, 2016

	2017	2016
Beginning Cash Balance, July 1:	\$ 407,670	\$ 377,153
Collections:		
Ad Valorem Taxes	247,368	233,603
Miscellaneous	-	159
Total revenues	<u>247,368</u>	<u>233,761</u>
Disbursements:		
Maintenance and Operations	277,460	203,245
Audit Fees	10,232	-
Capital Equipment	71,085	-
Total Disbursements	<u>358,777</u>	<u>203,245</u>
Ending Cash Balance June 30	<u>\$ 296,260</u>	<u>\$ 407,670</u>

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

2017-2018

ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2016-2017

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
TULSA COUNTY
STATE OF OKLAHOMA

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than August 17 for all Counties. After approval by the Excise Board and the levies are made, both statements should be signed by the appropriate Board Members. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd., State Capitol, Room 100, Oklahoma City, OK 73105. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

THE 2017-2018 ESTIMATE OF NEEDS AND
FINANCIAL STATEMENT OF THE FISCAL YEAR 2016-2017

PREPARED BY ARLEDGE & ASSOCIATES, P.C.

SUBMITTED TO THE TULSA COUNTY EXCISE BOARD

THIS ____ DAY OF _____ 2017

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT

Chairman _____

Member _____

Member _____

Member _____

Member _____

Member _____

Clerk _____

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
OF
TULSA COUNTY
2017-2018
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2016-2017

INDEX

Letters and Certifications:	Page
Letter To Excise Board	1
Affidavit of Publication	2
Accountant's Letter	3
Certificate of Excise Board	Exhibit "Y" - Page 1
Exhibits:	Filed
Exhibit "E" Health Fund	Yes
Exhibit "G" Sinking Fund	No
Exhibit "J" Capital Project Funds	No
Exhibit "Y" Certificate of Excise Board Estimate of Needs	Yes
Publication Sheet Filed With County Budget	Yes
Exhibit "Z" Publication Sheet	Yes

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
OF
TULSA COUNTY
2017-2018
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2016-2017

GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
STATE OF OKLAHOMA, TULSA COUNTY, ss:

To the County Excise Board of said County and State, Greetings;

Pursuant to the requirements of 68 O.S. Section 3002, we submit herewith for your consideration, the within statement of the fiscal condition of the Glenpool Area Emergency Medical Service District, of Tulsa County, State of Oklahoma, for the fiscal year beginning July 1, 2016 and ending June 30, 2017, together with an itemized statement of the estimated needs thereof for the fiscal year beginning July 1, 2017 and ending June 30, 2018. The same have been prepared in conformity to Statute, in relation to which be it further noted that:

1. We, the members of the Glenpool Area Emergency Medical Service District Board of said County and State, do hereby certify that the statements herein submitted show the true and correct conditions of the fiscal affairs of said Glenpool Area Emergency Medical Service District for the fiscal year ending June 30, 2017, that said statements comprise a "full and accurate statement of the assessments, receipts and expenditures of the preceding year, made out in detail under separate heads" as required by 19 O.S. Section 345; that said preparation was had at an official session of said Board, begun on the first Monday in July, 2017 pursuant to the provisions of 68 O.S. Section 3002.

2. And we further certify that the estimates of the several amounts necessary for current expenses for the fiscal year beginning July 1, 2017 and ending June 30, 2018 as shown under "Schedule 8" were prepared and filed with the Glenpool Area Emergency Medical Service District as of the first Monday in July 2017, that the same have been correctly entered, and that all estimates made are entered as certified for the respective purposes herein set out. We further certify that the sums requested for salaries of employees are calculated and based upon authority of salary statutes currently effective and applicable in this county.

3. We further certify that the estimated income from sources other than ad valorem tax, shown on "Schedule 4", may reasonably be expected to be collected as a revenue during the ensuing fiscal year, and is not in excess of the 90% of the amounts collected for the same sources during the fiscal year ending June 30, 2017.

Dated at the office of the District Clerk, at Glenpool, Oklahoma,
this ____ day of _____, 2017.

Chairman

Member

Member

Member

Member

Member

District Clerk _____

Filed this ____ day of _____, 2017 Secretary and Clerk of Excise Board, Tulsa County, Oklahoma.

AFFIDAVIT OF PUBLICATION

STATE OF OKLAHOMA, COUNTY OF TULSA COUNTY

Personally appeared before me, the undersigned Notary Public, _____ District Clerk of the Glenpool Area Emergency Medical Service District aforesaid, who being first duly sworn according to law, deposes and says: That he/she complied with the law by having the financial statement for the fiscal year ending June 30, 2017, and the estimated needs and the estimated income from sources other than ad valorem taxes, for the fiscal year beginning July 1, 2017 and ending June 30, 2018 published in one issue of the Tulsa Beacon, a legally-qualified newspaper published in said county, a copy of which together with proof of publication is herewith attached marked Exhibit "Z" and made a part of hereof.

District Clerk

Subscribed and sworn to before me this ____ day of _____, 2017.

Notary Public

My Commission Expires

Schedule 1, Current Balance Sheet - June 30, 2017	
	Amount
ASSETS:	
Cash Balance June 30, 2017	\$ 397,453.20
Investments	\$ -
TOTAL ASSETS	\$ 397,453.20
LIABILITIES AND RESERVES:	
Warrants Outstanding	\$ 92,439.08
Reserve for Interest on Warrants	\$ -
Reserves From Schedule 8	\$ 8,754.00
TOTAL LIABILITIES AND RESERVES	\$ 101,193.08
CASH FUND BALANCE JUNE 30, 2017	\$ 296,260.12
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	\$ 397,453.20

Schedule 2, Revenue and Requirements - 2017-2018		
	Detail	Total
REVENUE:		
Cash Balance June 30, 2016	\$ 407,669.60	
Cash Fund Balance Transferred From Prior Years	\$ -	
Current Ad Valorem Tax Apportioned	\$ 247,367.64	
Miscellaneous Revenue Apportioned	\$ -	
TOTAL REVENUE		\$ 655,037.24
REQUIREMENTS:		
Claims Paid by Warrants Issued	\$ 300,480.83	
Reserves From Schedule 8	\$ 8,754.00	
Interest Paid on Warrants	\$ -	
Reserve for Interest on Warrants	\$ -	
TOTAL REQUIREMENTS		\$ 309,234.83
ADD: CASH FUND BALANCE AS PER BALANCE SHEET 6-30-2017		\$ 296,260.12
TOTAL REQUIREMENTS AND CASH FUND BALANCE		\$ 605,494.95

Schedule 3, Cash Fund Balance Analysis - June 30, 2017		Amount
ADDITIONS:		
Miscellaneous Revenue Collected in Excess of Estimates-Net		\$ -
Warrants Estopped, Cancelled or Converted		\$ -
Fiscal Year 2016-2017 Lapsed Appropriations		\$ 62,686.88
Fiscal Year 2015-2016 Lapsed Appropriations		\$ -
Ad Valorem Tax Collections in Excess of Estimate		\$ 20,931.12
Prior Years Ad Valorem Tax		\$ 233,602.54
TOTAL ADDITIONS		\$ 317,220.54
DEDUCTIONS:		
Supplemental Appropriations		\$ 68,081.00
Current Tax in Process of Collection		\$ -
TOTAL DEDUCTIONS		\$ 68,081.00
Cash Fund Balance as per Balance Sheet 6-30-2017		\$ 296,260.12
Composition of Cash Fund Balance:		
Cash		\$ 296,260.12
Cash Fund Balance as per Balance Sheet 6-30-2017		\$ 296,260.12

EXHIBIT "E"

2a

Schedule 4, Miscellaneous Revenue		
SOURCE	2016-2017 ACCOUNT	
	AMOUNT	ACTUALLY
	ESTIMATED	COLLECTED
1000 CHARGES FOR SERVICES		
1111 Service Fees	\$ -	\$ -
1112 Service Fees	\$ -	\$ -
1113 Training Fees	\$ -	\$ -
1114 Other -	\$ -	\$ -
1115 Other -	\$ -	\$ -
1116 Other -	\$ -	\$ -
1117 Other -	\$ -	\$ -
1118 Other -	\$ -	\$ -
1119 Other -	\$ -	\$ -
1120 Other -	\$ -	\$ -
1121 Other -	\$ -	\$ -
1122 Other -	\$ -	\$ -
1123 Other -	\$ -	\$ -
1124 Other -	\$ -	\$ -
1125 Other -	\$ -	\$ -
Total Charges For Services	\$ -	\$ -
INTERGOVERNMENTAL REVENUE		
2000 INTERGOVERNMENTAL REVENUE - LOCAL SOURCES:		
2111 Local Contributions	\$ -	\$ -
2112 Local Governmental Reimbursements	\$ -	\$ -
2113 Local Payments in Lieu of Tax Revenue	\$ -	\$ -
2114 Other -	\$ -	\$ -
2115 Other -	\$ -	\$ -
2116 Other -	\$ -	\$ -
2117 Other -	\$ -	\$ -
2118 Other -	\$ -	\$ -
2124 Other -	\$ -	\$ -
Total - Local Sources	\$ -	\$ -
3000 INTERGOVERNMENTAL REVENUES - STATE SOURCES:		
3111 County Sales Tax - OTC	\$ -	\$ -
3112 Other - OTC	\$ -	\$ -
Sub-Total - OTC	\$ -	\$ -
3211 State Grants	\$ -	\$ -
3212 State Payments in Lieu of Tax Revenue	\$ -	\$ -
3213 Homestead Exemption Reimbursement	\$ -	\$ -
3214 Additional Homestead Exemption Reimbursement	\$ -	\$ -
3215 Other -	\$ -	\$ -
3216 Other -	\$ -	\$ -
3217 Other -	\$ -	\$ -
3218 Other -	\$ -	\$ -
3219 Other -	\$ -	\$ -
3220 Other -	\$ -	\$ -
3221 Other -	\$ -	\$ -
3222 Other -	\$ -	\$ -
3223 Other -	\$ -	\$ -
3224 Other -	\$ -	\$ -
3225 Other -	\$ -	\$ -
Total - State Sources	\$ -	\$ -

Continued on page 2b

ESTIMATE OF NEEDS FOR 2017-2018

EXHIBIT "E"

2c

Schedule 4, Miscellaneous Revenue		
SOURCE	2016-2017 ACCOUNT	
	AMOUNT	ACTUALLY
	ESTIMATED	COLLECTED
Continued from page 2a		
4000 INTERGOVERNMENTAL REVENUES - FEDERAL SOURCES:		
4111 Federal Grants	\$ -	\$ -
4112 Reimbursement - Federal	\$ -	\$ -
4113 Federal Payments in Lieu of Tax Revenue	\$ -	\$ -
4114 Other -	\$ -	\$ -
4115 Other -	\$ -	\$ -
4116 Other -	\$ -	\$ -
4117 Other -	\$ -	\$ -
4118 Other -	\$ -	\$ -
4119 Other -	\$ -	\$ -
4120 Other -	\$ -	\$ -
4121 Other -	\$ -	\$ -
4122 Other -	\$ -	\$ -
4123 Other -	\$ -	\$ -
4124 Other -	\$ -	\$ -
4125 Other -	\$ -	\$ -
4126 Other -	\$ -	\$ -
4127 Other -	\$ -	\$ -
4128 Other -	\$ -	\$ -
Total Federal Sources	\$ -	\$ -
Grand Total Intergovernmental Revenues	\$ -	\$ -
5000 MISCELLANEOUS REVENUE:		
5111 Interest on Investments	\$ -	\$ -
5112 Rental or Lease of Property	\$ -	\$ -
5113 Sale of Property	\$ -	\$ -
5114 Subscription Sales (Memberships)	\$ -	\$ -
5115 Insurance Recoveries	\$ -	\$ -
5116 Insurance Reimbursement	\$ -	\$ -
5117 Return Check Charges	\$ -	\$ -
5118 Utility Reimbursements	\$ -	\$ -
5119 Vending Machine Commissions	\$ -	\$ -
5120 Other Concessions	\$ -	\$ -
5121 Other -	\$ -	\$ -
5122 Other -	\$ -	\$ -
5123 Other -	\$ -	\$ -
5124 Other -	\$ -	\$ -
5125 Other -	\$ -	\$ -
5126 Other -	\$ -	\$ -
5127 Other -	\$ -	\$ -
5128 Other -	\$ -	\$ -
5129 Other -	\$ -	\$ -
5130 Other -	\$ -	\$ -
5131 Other -	\$ -	\$ -
5132 Other -	\$ -	\$ -
Total Miscellaneous Revenue	\$ -	\$ -
6000 NON-REVENUE RECEIPTS:		
6111 Contributions from Other Funds	\$ -	\$ -
Grand Total Health Fund	\$ -	\$ -

ESTIMATE OF NEEDS FOR 2017-2018

[illegible]

Schedule 5, Expenditures Emergency Medical Fund Cash Accounts of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	2016-2017
Cash Balance Reported to Excise Board 6-30-2016	\$ 407,669.60
Cash Fund Balance Transferred Out	\$ -
Cash Fund Balance Transferred In	\$ -
Adjusted Cash Balance	\$ 407,669.60
Ad Valorem Tax Apportioned To Year In Caption	\$ 247,367.64
Miscellaneous Revenue (Schedule 4)	\$ -
Cash Fund Balance Forward From Preceding Year	\$ -
Prior Expenditures Recovered	\$ -
TOTAL RECEIPTS	\$ 247,367.64
TOTAL RECEIPTS AND BALANCE	\$ 655,037.24
Warrants of Year in Caption	\$ 257,584.04
Interest Paid Thereon	\$ -
TOTAL DISBURSEMENTS	\$ 257,584.04
CASH BALANCE JUNE 30, 2017	\$ 397,453.20
Reserve for Warrants Outstanding	\$ 92,439.08
Reserve for Interest on Warrants	\$ -
Reserves From Schedule 8	\$ 8,754.00
TOTAL LIABILITIES AND RESERVE	\$ 101,193.08
DEFICIT: (Red Figure)	\$ -
CASH BALANCE FORWARD TO SUCCEEDING YEAR	\$ 296,260.12

Schedule 6, Emergency Medical Fund Warrant Account of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	TOTAL
Warrants Outstanding 6-30-2016 of Year in Caption	\$ 13,798.70
Warrants Registered During Year	\$ 379,121.21
TOTAL	\$ 392,919.91
Warrants Paid During Year	\$ 300,480.83
Warrants Converted to Bonds or Judgements	\$ -
Warrants Cancelled	\$ -
Warrants Estopped by Statute	\$ -
TOTAL WARRANTS RETIRED	\$ 300,480.83
BALANCE WARRANTS OUTSTANDING JUNE 30, 2017	\$ 92,439.08

Schedule 7, 2016 Ad Valorem Tax Account	
2016 Net Valuation Certified To County Excise Board	Amount
\$ 80,608,469.00 3.090 Mills	
Total Proceeds of Levy as Certified	\$ 249,080.17
Additions:	\$ -
Deductions:	\$ -
Gross Balance Tax	\$ 249,080.17
Less Reserve for Delinquent Tax	\$ 22,643.65
Reserve for Protest Pending	\$ -
Balance Available Tax	\$ 226,436.52
Deduct 2016 Tax Apportioned	\$ 247,367.64
Net Balance 2016 Tax in Process of Collection or	\$ -
Excess Collections	\$ 20,931.12

Schedule 5, (Continued)						
2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	TOTAL
\$ 377,153.30	\$ 327,179.96	\$ -	\$ -	\$ -	\$ -	\$ 1,112,002.86
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 377,153.30	\$ 327,179.96	\$ -	\$ -	\$ -	\$ -	\$ 1,112,002.86
\$ 233,602.54	\$ 220,761.95	\$ -	\$ -	\$ -	\$ -	\$ 701,732.13
\$ 158.66	\$ 165.23	\$ -	\$ -	\$ -	\$ -	\$ 323.89
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 233,761.20	\$ 220,927.18	\$ -	\$ -	\$ -	\$ -	\$ 702,056.02
\$ 610,914.50	\$ 548,107.14	\$ -	\$ -	\$ -	\$ -	\$ 1,814,058.88
\$ 160,348.11	\$ 170,763.00	\$ -	\$ -	\$ -	\$ -	\$ 588,695.15
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 160,348.11	\$ 170,763.00	\$ -	\$ -	\$ -	\$ -	\$ 588,695.15
\$ 450,566.39	\$ 377,344.14	\$ -	\$ -	\$ -	\$ -	\$ 1,225,363.73
\$ 13,798.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,237.78
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 29,098.09	\$ 190.84	\$ -	\$ -	\$ -	\$ -	\$ 38,042.93
\$ 42,896.79	\$ 190.84	\$ -	\$ -	\$ -	\$ -	\$ 144,280.71
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 407,669.60	\$ 377,153.30	\$ -	\$ -	\$ -	\$ -	\$ 1,081,083.02

Schedule 6, (Continued)						
2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
\$ 13,798.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 379,121.21	\$ 174,146.81	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 392,919.91	\$ 174,146.81	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 300,480.83	\$ 160,348.11	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 300,480.83	\$ 160,348.11	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 92,439.08	\$ 13,798.70	\$ -	\$ -	\$ -	\$ -	\$ -

Schedule 9, Emergency Medical Fund Investments						
INVESTED IN	Investments on Hand June 30, 2016	Since Purchased	LIQUIDATIONS		Barred by Court Order	Investments on Hand June 30, 2017
			By Collections of Cost	Amortized Premium		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ESTIMATE OF NEEDS FOR 2017-2018

EXHIBIT "E"

4a

Schedule 8(a), Report Of Prior Year's Expenditures				
	FISCAL YEAR ENDING JUNE 30, 2016			FY ENDING 6-30-17
DEPARTMENTS OF GOVERNMENT	RESERVES	WARRANTS	BALANCE	ORIGINAL
APPROPRIATED ACCOUNTS	6-30-2016	SINCE	LAPSED	APPROPRIATIONS
		ISSUED	APPROPRIATIONS	
92 EMERGENCY MEDICAL BUDGET ACCOUNT:				
92a Personal Services	\$ 25.00	\$ 25.00	\$ -	\$ 10,865.00
92b Part Time Help	\$ -	\$ -	\$ -	\$ -
92c Travel	\$ -	\$ -	\$ -	\$ -
92d Maintenance and Operation	\$ 29,073.09	\$ 29,073.09	\$ -	\$ 248,706.00
92e Capital Outlay	\$ -	\$ -	\$ -	\$ 71,200.00
92f Intergovernmental	\$ -	\$ -	\$ -	\$ -
92g Other - Reserve for Capital	\$ -	\$ -	\$ -	\$ -
92h Other -	\$ -	\$ -	\$ -	\$ -
92j Other -	\$ -	\$ -	\$ -	\$ -
92 Total	\$ 29,098.09	\$ 29,098.09	\$ -	\$ 330,771.00
93				
93a Personal Services	\$ -	\$ -	\$ -	\$ -
93b Part Time Help	\$ -	\$ -	\$ -	\$ -
93c Travel	\$ -	\$ -	\$ -	\$ -
93d Maintenance and Operation	\$ -	\$ -	\$ -	\$ -
93e Capital Outlay	\$ -	\$ -	\$ -	\$ -
93f Intergovernmental	\$ -	\$ -	\$ -	\$ -
93g Other -	\$ -	\$ -	\$ -	\$ -
93h Other -	\$ -	\$ -	\$ -	\$ -
93 Total	\$ -	\$ -	\$ -	\$ -
95 EMERGENCY MEDICAL AUDIT BUDGET ACCOUNT:				
95a Salaries and Expense of Audit and Report	\$ -	\$ -	\$ -	\$ 22,612.00
95b Intergovernmental	\$ -	\$ -	\$ -	\$ -
95c Other -	\$ -	\$ -	\$ -	\$ -
95d Other -	\$ -	\$ -	\$ -	\$ -
95e Other -	\$ -	\$ -	\$ -	\$ -
95f Other -	\$ -	\$ -	\$ -	\$ -
95g Other -	\$ -	\$ -	\$ -	\$ -
95h Other -	\$ -	\$ -	\$ -	\$ -
95 Total	\$ -	\$ -	\$ -	\$ 22,612.00
98 OTHER USES:				
98a Other Deductions	\$ -	\$ -	\$ -	\$ -
98 Total	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND ACCOUNT	\$ 29,098.09	\$ 29,098.09	\$ -	\$ 353,383.00
SUBJECT TO WARRANT ISSUE:				
99 Provision for Interest on Warrants	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL GENERAL FUND	\$ 29,098.09	\$ 29,098.09	\$ -	\$ 353,383.00

ESTIMATE OF NEEDS FOR THE FISCAL YEAR
PURPOSE:
Current Expense
Pro rata share of County Assessor's Budget as determined by County Excise Board
GRAND TOTAL - Emergency Medical Fund

Governmental Budget Accounts							
FISCAL YEAR ENDING JUNE 30, 2017						FISCAL YEAR 2017-2018	
		NET AMOUNT	WARRANTS	RESERVES	LAPSED	NEEDS AS	APPROVED BY
		OF	ISSUED		BALANCE	ESTIMATED BY	COUNTY
ADJUSTMENTS		APPROPRIATIONS			KNOWN TO BE	GOVERNING	EXCISE BOARD
ADDED	CANCELLED				UNENCUMBERED	BOARD	
\$ -	\$ -	\$ 10,865.00	\$ 10,864.84	\$ -	\$ 0.16	\$ 10,865.00	\$ 10,865.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 36,255.00	\$ -	\$ 284,961.00	\$ 257,841.58	\$ 8,754.00	\$ 18,365.42	\$ 287,400.00	\$ 287,400.00
\$ -	\$ -	\$ 71,200.00	\$ 71,085.14	\$ -	\$ 114.86	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 36,255.00	\$ -	\$ 367,026.00	\$ 339,791.56	\$ 8,754.00	\$ 18,480.44	\$ 298,265.00	\$ 298,265.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 31,826.00	\$ -	\$ 54,438.00	\$ 10,231.56	\$ -	\$ 44,206.44	\$ 24,000.00	\$ 24,000.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 31,826.00	\$ -	\$ 54,438.00	\$ 10,231.56	\$ -	\$ 44,206.44	\$ 24,000.00	\$ 24,000.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 68,081.00	\$ -	\$ 421,464.00	\$ 350,023.12	\$ 8,754.00	\$ 62,686.88	\$ 322,265.00	\$ 322,265.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 68,081.00	\$ -	\$ 421,464.00	\$ 350,023.12	\$ 8,754.00	\$ 62,686.88	\$ 322,265.00	\$ 322,265.00

	Estimate of	Approved by
	Needs by	County
	Governing Board	Excise Board
	\$ 322,265.00	\$ 322,265.00
	\$ -	\$ -
	\$ 322,265.00	\$ 322,265.00

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2017-2018

STATE OF OKLAHOMA, COUNTY OF TULSA COUNTY

We, the members of the Excise Board of said County and State, do hereby certify that we have examined the foregoing estimates of proposed current expenses for the ensuing fiscal year as filed with the Glenpool Area Emergency Medical Service District Board, and those directly under, or in contractual relationship with, the Glenpool Area Emergency Medical Service District Board; we have ascertained from the Financial Statements submitted therewith the amount of Surplus Balances of Cash on Hand; we have considered the uncollected ad valorem taxes of the previous year or years; and we have ascertained that the probable Income estimated to be collected from all sources other than ad valorem taxation may reasonably be expected as a revenue for the ensuing fiscal year, and that the same does not exceed 90% of the actual collection from such sources for the previous fiscal year.

In so doing, we have diligently performed the duties imposed upon the Excise Board by 68 O.S. 1991 Section 3007, (1) ascertaining that the financial statements, as to statistics therein contained reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefore; (3) supplemented such estimate, after proper publication, by an estimate of needs prepared by this Excise Board to make provision for mandatory governmental functions where the estimate submitted wholly failed or was deemed inadequate to fulfill the mandate of the Constitutions or of the Legislature; (4) computed the total means available to each fund in the manner provided; and (5) then and only thereafter. -

Accordingly, we have and do hereby appropriate the Surplus Balances of Cash on Hand, and the Revenues and Levies hereinafter set forth for each Fund to the several and specific purposes named in such estimates, by each, to the intent and purpose that CONSTITUTIONAL GOVERNMENTAL FUNCTIONS shall be first assured and provided for, and subsequently to provide for Legislative Governmental Functions insofar as to the available Surpluses, Revenues and Levies will permit; and we have provided also that the Levies are in excess of the amount appropriated to needs after deducting the surplus cash balance on hand, and Estimated Revenues other than tax, by the percentage and amount or reserve for delinquent tax as hereinafter set forth, which we have determined in the manner provided by law.

We further certify that we have examined the within statements of account and estimated needs or requirements of the Governing Board of 2016 County, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 1991 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit "Y" (Page 2) and any other legal deduction, including a reserve of 10% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2017-2018

Page 2

EXHIBIT "Y"				
County Excise Board's Appropriation of Income and Revenue	E.M.S Fund	Sinking Fund (Exc. Homesteads)		
Appropriation Approved & Provision Made	\$ 646,526.55	\$ -		
Appropriation of Revenues	\$ -	\$ -		
Excess of Assets Over Liabilities	\$ 397,453.20	\$ -		
Unclaimed Protest Tax Refunds	\$ -	\$ -		
Miscellaneous Estimated Revenues	\$ -	\$ -		
Est. Value of Surplus Tax in Process	\$ -	\$ -		
Sinking Fund Contributions	\$ -	\$ -		
Surplus Building Fund Cash	\$ -	\$ -		
Total Other Than 2017 Tax	\$ 397,453.20	\$ -		
Balance Required	\$ 249,073.35	\$ -		
Add 10% for Delinquency	\$ 24,907.33	\$ -		
Total Required for 2017 Tax	\$ 273,980.68	\$ -		
Rate of Levy Required and Certified (in Mills)	3.09	0.00		
<p>We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead Exemptions have been deducted in the said County as finally equalized and certified by the State Board of Equalization for the current year 2017-2018 is as follows:</p>				
VALUATION AND LEVIES EXCLUDING HOMESTEADS				
County	Real	Personal	Public Service	Total
Total Valuation,	\$ 74,494,010	\$ 6,381,391	\$ 7,791,487	\$ 88,666,888
<p>and that the assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, we thereupon made the levies therefor as provided by law as follows:</p>				
General Fund	0.00 Mills;	Building Fund	0.00 Mills;	Sinking Fund
			0.00 Mills;	Sub-Total
				0.00 Mills;
Free Fair Budget Account (Levy Per Applicable Statute)				0.00 Mills;
Free Fair Improvement Budget Account (Net Proceeds of 1.00 Mill)				0.00 Mills;
Free Fair Additional Improvement Budget Account (Net Proceeds of 1.00 Mill)				0.00 Mills;
Library Budget Account (Net Proceeds of 1/2 of 1.00 Mill)				0.00 Mills;
Cooperative County/City-County Library Budget Account (1.00 to 4.00 Mills)				0.00 Mills;
County Cemetery (Prior To Aug. 15, 1933) Budget Account (Net Proceeds of 1/5 of 1.00 Mill)				0.00 Mills;
Public Buildings Budget Account (Not To Exceed 5.00 Mills)				0.00 Mills;
County Health Fund (Not To Exceed 2.50 Mills)				0.00 Mills;
Emergency Medical Service (Not To Exceed 3.00 Mills)				3.09 Mills;
Total County Levies				3.09 Mills;
County Wide Levy For Schools (4.00 Mills)				0.00 Mills;
Total County Wide Levy				3.09 Mills;
<p>and we do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2018 without regard to any protest that may be filed against any levies, as required by 68 O. S. 1991, Section 2869.</p>				
<p style="text-align: center;">Dated at _____, Oklahoma, this _____ day of _____, 2017.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Excise Board Member</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Excise Board Chairman</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Excise Board Member</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Excise Board Secretary</p> </div> </div>				

TULSA COUNTY COUNTY, 72
STATISTICAL DATA
FISCAL YEAR 2017-2018

Total Valuation

Total Gross Valuation Real Property	\$	76,771,174
Total Homestead Exemption	\$	2,277,164
Total Real Property	\$	74,494,010
Total Personal Property	\$	6,381,391
Total Public Service Property	\$	7,791,487
Total Valuation of Property	\$	88,666,888

EMERGENCY MEDICAL SERVICE DISTRICT PUBLICATION SHEET - TULSA COUNTY, OKLAHOMA
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2017, AND ESTIMATE OF NEED
 FOR THE FISCAL YEAR ENDING JUNE 30, 2018, OF THE GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT OF
 TULSA COUNTY, OKLAHOMA

EXHIBIT "Z"

Page 1

STATEMENT OF FINANCIAL CONDITION		E.M.S.
		Detail
ASSETS:		
Cash Balance June 30, 2017		\$ 397,453.20
Investments		\$ -
TOTAL ASSETS		\$ 397,453.20
LIABILITIES AND RESERVES:		
Warrants Outstanding		\$ 92,439.08
Reserve for Interest on Warrants		\$ -
Reserves From Schedule 8		\$ 8,754.00
TOTAL LIABILITIES AND RESERVES		\$ 101,193.08
CASH FUND BALANCE (Deficit) JUNE 30, 2017		\$ 296,260.12

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2018

GENERAL FUND	GENERAL FUND	SINKING FUND BALANCE SHEET	SINKING FUND
Current Expense	\$ 646,526.55	1. Cash Balance on Hand June 30, 2017	\$ -
Reserve for Int. on Warrants & Revaluation	\$ -	2. Legal Investments Properly Maturing	\$ -
Total Required	\$ 646,526.55	3. Judgements Paid to Recover by Tax Levy	\$ -
FINANCED		4. Total Liquid Assets	\$ -
Cash Fund Balance	\$ 397,453.20	Deduct Matured Indebtedness:	
Estimated Miscellaneous Revenue	\$ -	5. a. Past-Due Coupons	\$ -
Total Deductions	\$ 397,453.20	6. b. Interest Accrued Thereon	\$ -
Balance to Raise from Ad Valorem Tax	\$ 249,073.35	7. c. Past-Due Bonds	\$ -
ESTIMATED MISCELLANEOUS REVENUE:		8. d. Interest Thereon After Last Coupon	\$ -
1000 Charges for Services	\$ -	9. e. Fiscal Agency Commissions on Above	\$ -
2000 Local Sources of Revenue	\$ -	10. f. Judgements and Int. Levied for/Unpaid	\$ -
3000 State Sources of Revenue	\$ -	11. Total Items a. Through f.	\$ -
4000 Federal Sources of Revenue	\$ -	12. Balance of Assets Subject to Accruals	\$ -
5000 Miscellaneous Revenue	\$ -	Deduct Accrual Reserve If Assets Sufficient:	
6111 Contributions from Other Funds	\$ -	13. g. Earned Unmatured Interest	\$ -
Total Estimated Revenue	\$ -	14. h. Accrual on Final Coupons	\$ -
		15. i. Accrued on Unmatured Bonds	\$ -
		16. Total Items g. Through i.	\$ -
		17. Excess of Assets Over Accrual Reserves **	\$ -
		SINKING FUND REQUIREMENTS FOR 2017-2018	
		1. Interest Earnings on Bonds	\$ -
		2. Accrual on Unmatured Bonds	\$ -
		3. Annual Accrual on "Prepaid" Judgements	\$ -
		4. Annual Accrual on "Unpaid" Judgements	\$ -
		5. Interest on Unpaid Judgements	\$ -
		6. Annual Accrual From Exhibit KK	\$ -
		Total Sinking Fund Requirements	\$ -
		Deduct:	
		1. Exces of Assets Over Liabilities	\$ -
		2. Surplus Building Fund Cash	
		Balance to Raise By Tax Levy	\$ -

EMERGENCY MEDICAL SERVICE DISTRICT PUBLICATION SHEET - TULSA COUNTY, OKLAHOMA
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2017, AND ESTIMATE OF NEED
 FOR THE FISCAL YEAR ENDING JUNE 30, 2018, OF THE GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT OF
 TULSA COUNTY, OKLAHOMA

EXHIBIT "Z"

** If line 12 is less than line 16 after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".	SINKING FUND
13d. j. Unmatured Coupons Due 4-1-2018	\$ -
14d. k. Unmatured Bonds So Due	
15d. l. Whatever Remains is for Exhibit KK Line E.	\$ -
16d. Deficit as Shown on Sinking Fund Balance Sheet.	\$ -
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	
18d. Remaining Deficit is for Exhibit KK Line F.	\$ -

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF TULSA COUNTY, ss:

We, the undersigned Glenpool Area Emergency Medical Service District Board of Tulsa County, Oklahoma, do hereby certify that at a meeting of the Glenpool Area Emergency Medical Service District of the said County, begun at the time provided by law for Counties and pursuant to the provisions of 68 O. S. Section 3002, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said Emergency Medical Service District as reflected by the record of the Clerk and Treasurer. We further certify that the forgoing estimate for current expenses for the fiscal year beginning July 1, 2017, and ending June 30, 2018, as shown are reasonably necessary for the proper conduct of the affairs of the said Emergency Medical Service District, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ration of the revenue derived from the same sources during the preceding fiscal year.

Chairman of Board

Member

Member

Member

Member

Member

Attest

District Clerk Seal

Subscribed and sworn to before me this ____ day of _____, 2017.

Notary Public

Required to be published in a legally-qualified newspaper printed in the County, or one issue published in a legally-qualified newspaper of general circulation in the County.

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, Treasurer
Date: August 2, 2017
Subject: FY18 Blanket Purchase Orders

Background:

A blanket Purchase Order (PO) is a PO that is valid for a specified time period, and authorizes multiple orders during that time period. POs are convenient when there is a recurring need for goods or services.

The following blanket POs are for your consideration:

Vendor	Amount	Item	Account
Pace Products of Tulsa	\$ 1,100.00	Medical Oxygen	31-6-01-6202
Emergency Medical Products	4,000.00	Medical Supplies	31-6-01-6202
Curtin Drug	2,000.00	Medical Supplies	31-6-01-6202
Henry Schein	1,000.00	Medical Supplies	31-6-01-6202
Arrow International	2,500.00	Medical Supplies	31-6-01-6202
Triton Medical Group	800.00	Medical Supplies	31-6-01-6202
Centurion Health Systems	144,000.00	Ambulance Services	31-6-01-6210
City of Glenpool	105,300.00	First Responder/Admin Services	31-6-01-6225
	<u>\$ 260,700.00</u>		

All amounts fall with the FY18 budget appropriations.

Staff Recommendation:

Staff recommends approval to issue the blanket POs.

Attachments:

None



GEMS

Glenpool Area Medical Service District
Glenpool, Oklahoma

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: August 2, 2017
Subject: Approval of Purchase Order Receiving Report and Payment Claims as of 8/2/17 totaling \$21,494.00

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 8/2/17 and approve the following payments:

P.O. Number	Account	Description	Vendor	Invoice #	Amount
18-07625	31-6-01-6225	June City Reimbursement	City of Glenpool	6/30/2017	8,754.00
18-07780	31-6-01-6202	Gloves, 2 cs	Triton Medical Group	7/28/2017	290.00
18-07782	31-6-01-6210	July Ambulance Service	Centurion Health Systems	1460	\$12,000.00
18-07783	31-6-01-6202	Treasurer Bond	OMAG	6251250 02	450.00
				Total	\$21,494.00

Attachments:

1. PO Receipt Register dated 8/2/17 totaling \$21,494.00
2. Purchase Order Claims Register dated 8/2/17 totaling \$21,494.00
3. Purchase Orders and Invoices totaling \$21,494.00

VENDOR	NAME						
	INVOICE		POST	DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
01-001267	CENTURION HEALTH SYSTEMS, DBA						12,000.00
	1460		8/07/2017	31		12,000.00	
01-000507	CITY OF GLENPOOL						8,754.00
	06/30/2017		8/07/2017	31		8,754.00	
01-000896	OMAG						450.00
	6251250 02		8/07/2017	31		450.00	
01-001413	TRITON MEDICAL GROUP L.L.C.						290.00
	07/28/2017		7/31/2017	31		290.00	
TOTALS						21,494.00	21,494.00

Timothy Lee Fox, Chairman

APPROVED

August 7, 2017

PO TOTALS BY G/L ACCOUNT

					-----LINE ITEM-----			=====GROUP BUDGET=====		
YEAR	ACCOUNT	NAME	ITEMS	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2017-2018	31-6-01-6202	OPERATING SUPPLIES	2	740.00	15,000	2,700.00				
	31-6-01-6210	AMBULANCE CONTRACT	1	12,000.00	144,000	0.00				
	31-6-01-6225	FIRST RESPONDER/ADMIN F	1	8,754.00	105,300	8,754.00				
** 17-18 YEAR TOTALS **				21,494.00						

NO ERRORS

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
18-07625	REISSUE PY PO 17-06343	01-000507	CITY OF GLENPOOL	8/2017 06/30/2017	8,754.00
18-07783	TREASURER BOND	01-000896	OMAG	8/2017 6251250 02	450.00
18-07782	AMBULANCE SERV 7/1/17- 6/	01-001267	CENTURION HEALTH SYSTEMS, DBA	8/2017 1460	12,000.00
18-07780	MISC MEDICAL SUPPLIES FD	01-001413	TRITON MEDICAL GROUP L.L.C.	7/2017 07/28/2017	290.00
DEPARTMENT TOTAL:					21,494.00
FUND TOTAL:					21,494.00
GRAND TOTAL:					21,494.00

PERIOD	G/L ACCOUNT	NAME	AMOUNT	FUND TOTAL
7/2017	31-6-01-6202	OPERATING SUPPLIES	290.00	
8/2017	31-6-01-6202	OPERATING SUPPLIES	450.00	
8/2017	31-6-01-6210	AMBULANCE CONTRACT	12,000.00	
8/2017	31-6-01-6225	FIRST RESPONDER/ADMIN FEES	8,754.00	21,494.00
		GRAND TOTAL:		21,494.00

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 # 18-07625

07/10/2017

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

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.



07/10/2017

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.



07/10/2017

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	JUNE 17 EMS RUNS/ADMIN FEES REISSUE PY PO 17-06343		00020214	31 -6-01-6225		0.00	8,754.00 *

** TOTAL **

8,754.00

*** 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.



8/2/17

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 AND INVOICE OR ACCEPTS PAYMENT PURSUANT TO THIS PURCHASE ORDER SHALL BE DEEMED TO ADOPT AND AFFIRM THE STATEMENT CONTAINED IN THIS
PURCHASE ORDER UNLESS THE VENDOR STATES ON THE INVOICE THAT THE STATEMENT IS INCORRECT IN WHOLE OR IN PART; AND THE CITY OF GLENPOOL OR ITS RELATED ENTITIES AS
THEIR INTEREST MAY APPEAR, MAY RECOVER FROM THE VENDOR THE FULL AMOUNT PAID PURSUANT TO THE PURCHASE ORDER IF THE STATEMENT ADOPTED AND AFFIRMED BY THE
VENDOR IS FALSE.

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



INVOICE

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

Customer Number: 01-0172

Invoice Number: 06/30/2017

Invoice Date: 7/03/2017

Due Date: 8/02/2017

P.O. # :

TREASURER
GEMS-
12205 S YUKON AVE
GLENPOOL OK 74033

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
GEMS REIMBURSEMENT -JUNE	N/A	MONTH	N/A	8,754.00

94 EMR RUNS @ \$91 = \$8,554
\$200 ADMIN FEES

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

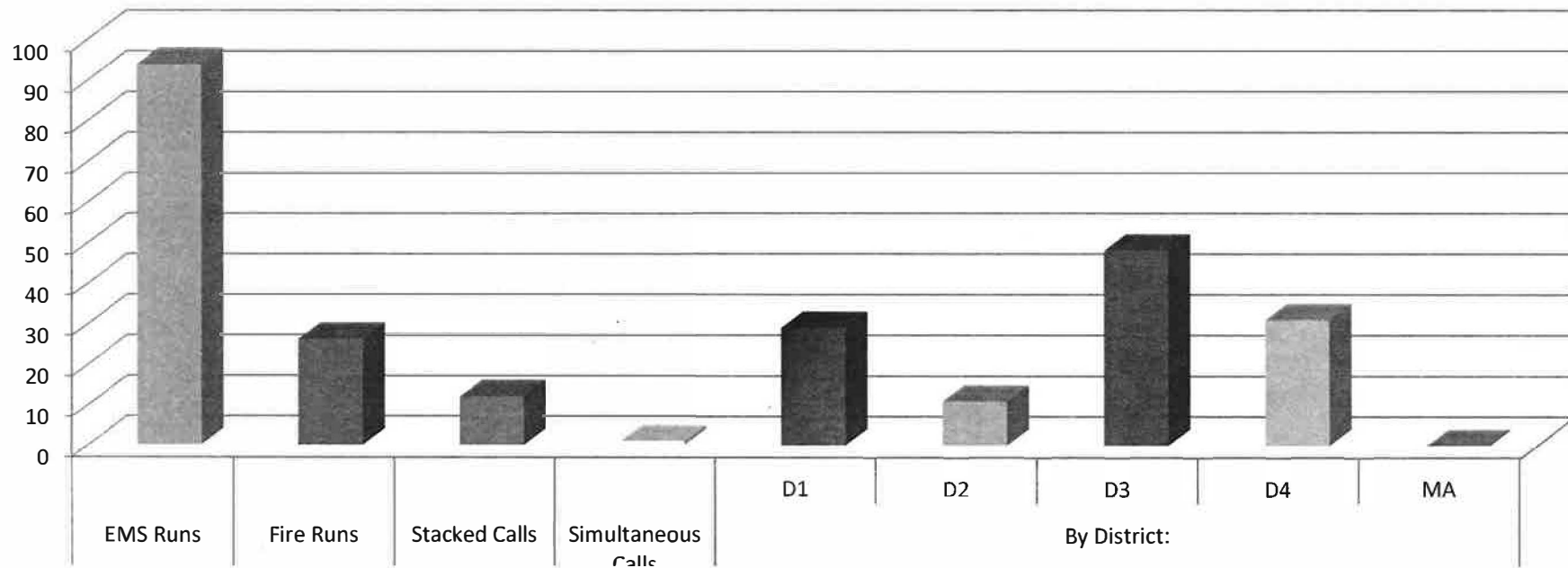
TOTAL DUE

\$8,754.00

Glenpool Fire Department Operations June 2017

Run Type		# of Calls	Totals Calls
EMS Runs		94	120
Fire Runs		26	
Stacked Calls		12	
Simultaneous Calls		1	
By District:			
	D1	29	
	D2	11	
	D3	48	
	D4	31	
	MA	0	

**June 2017
Calls**



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 # 18-07780 07/26/2017

ISSUED TO: VEND #: 01-001413
TRITON MEDICAL GROUP L.L.C
12808 SOUTH MEMORIAL DRIVE
SUITE 109
BIXBY, OK 74008

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

07/26/2017

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.

07/26/2017

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	MISC MEDICAL SUPPLIES Blanket PO MISC MEDICAL SUPPLIES FD		00020281	31 -6-01-6202		0.00	800.00 *

290.00

510.00

** TOTAL **

800.00

*** 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 AND INVOICE OR ACCEPTS PAYMENT PURSUANT TO THIS PURCHASE ORDER SHALL BE DEEMED TO ADOPT AND AFFIRM THE STATEMENT CONTAINED IN THIS
PURCHASE ORDER UNLESS THE VENDOR STATES ON THE INVOICE THAT THE STATEMENT IS INCORRECT IN WHOLE OR IN PART; AND THE CITY OF GLENPOOL OR ITS RELATED ENTITIES AS
THEIR INTEREST MAY APPEAR, MAY RECOVER FROM THE VENDOR THE FULL AMOUNT PAID PURSUANT TO THE PURCHASE ORDER IF THE STATEMENT ADOPTED AND AFFIRMED BY THE
VENDOR IS FALSE.

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

**INVOICE**

Triton Medical Group

12808 South Memorial Drive #109

Bixby, Oklahoma 74008

Phone 918-364-8811

P.O. NO. **18-07780**

DATE July 28, 2017

CUSTOMER ID Glenfire

VENDOR Glenpool Fire Dept.
14536 South Elwood
Glenpool, OK. 74033

SHIP TO **SAME**

SHIPPING METHOD		TERMS		DELIVERY DATE	
Triton Truck Bryan Hanson,		Net 30		ASAP	
Darrell Colbert					
QTY	ITEM #	DESCRIPTION	Color	UNIT PRICE	LINE TOTAL
2.00	Case	Deluxe Nitrile 7 mil gloves	Black	\$ 72.50	\$ 145.00
2.00	Case	Deluxe Nitrile 7 mil gloves	Black	72.50	145.00
OK PN					
Bill To:City of Glenpool 12205 South Yukon Glenpool, OK. 74033 ATtn: Accounts Payable				SUBTOTAL	\$290.00
				SALES TAX	
				TOTAL	\$290.00

Please pay this invoice

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 # 18-07782

08/07/2017

ISSUED TO: VEND #: 01-001267
CENTURION HEALTH SYSTEMS,
MERCY REGIONAL OKLAHOMA
9106 N. GARNETT RD.
OWASSO, OK 74055

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.



08/07/2017

PURCHASING OFFICER

DATE

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



08/07/2017

ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	AMBULANCE SERV 7/1/17-6/30/18 AMBULANCE SERV 7/1/17- 6/30/18	Blanket PO	00020348	31 -6-01-6210		0.00	144,000.00 *
							<12,000.00?
							132,000.00

** TOTAL **

144,000.00

*** 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.



8/21/17

OFFICER OR DEPARTMENT HEAD IN CHARGE

DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 310.9, 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 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.

Mercy Regional Oklahoma

Owasso, OK 74055

Centurion Health Systems

Invoice

Date	Invoice #
7/18/2017	1460

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

P.O. No.	Terms	Project
18-07782		

Quantity	Description	Rate	Amount
	ALS Ambulance Subsidy for August JULY	12,000.00	12,000.00

RECEIVED
BY JUL 19 2017
D/P-FIN: GLENPOOL

		Total	\$12,000.00
Phone #	Fax #		
9186095800	918-609-5799		

PURCHASE ORDER
CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

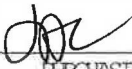
Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 18-07783 08/02/2017

ISSUED TO: VEND #: 01-000896
OMAG
3650 S BOULEVARD
EDMOND, OK 73013-5581

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

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.

08/02/2017



PURCHASING OFFICER

DATE

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

08/02/2017



ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	TREASURER BOND 8/1/17-8/1/18 TREASURER BOND		00020432	31 -6-01-6202		0.00	450.00 *

** TOTAL **

450.00

*** 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

8/2/17

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

20294



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

Date of Invoice: 07/05/2017

DIRECT BILL INVOICE

Insured: CITY OF GLENPOOL

Mail To
CITY OF GLENPOOL
12205 S. YUKON AVE.
GLENPOOL OK 74033

Policy Reference Nbr: BND 6251250 02
Effective: 08/01/2017 Expiration: 08/01/2018
PUBLIC OFFICIAL BONDS

Agent: OMAG
Telephone: 405-657-1400 0 0000000

INST	DATE	TRANSACTION		AMOUNT
01	07/05/2017	RENEWAL	\$	450.00

AMOUNT DUE	\$	450.00
PAYMENT DUE BY	Upon Receipt	

POLICY BALANCE \$ 450.00

Thank you for your business. If you have questions about your account, please call 1-800-234-9461 or 405-657-1400.

Detach along the perforation below - Keep this part for your records.
RETURN THIS PORTION WITH YOUR REMITTANCE

Policy Number BND 6251250 02
Insured Name CITY OF GLENPOOL

Amount Due	\$	450.00
Payment Due By	Upon Receipt	

PLEASE REMIT PAYMENT TO:

OMAG
3650 South Boulevard
Edmond, OK 73013-5581



Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 62512500 briefly described as TREASURER GLENPOOL AREA EMS DISTRICT
for JULIE ANN CASTEEN
_____, as Principal,
in the sum of \$ FIFTY THOUSAND AND NO/100 Dollars, for the term beginning August 01, 2017, and ending August 01, 2018, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 09 day of May, 2017.



WESTERN SURETY COMPANY

By

Paul T. Brufat

Paul T. Brufat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.