

Board of Trustees
Jerry Millsap
Caleb Brewer
Darrell Russell
Vicky Spradling
Terri Mortensen

200 Callahan
Muskogee, OK 74403-5126



Director
Laurel Havens

Office
918.683.0130
Fax 844.270.3156

AGENDA

Muskogee County EMS regular monthly meeting of the Board of Trustees will be held August 10, 2023.

TIME: 6:00 P.M.
PLACE: EMS OFFICE
200 Callahan St., Muskogee, OK 74403

AGENDA:

Note: In the event of a conflict of interest on any agenda item, the Board member must make this disclosure prior to discussion of that item, and shall abstain from voting on the item. The Board may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on the agenda.

A. New business to include:

1. Reading of, and possible action on, the minutes of the regular meeting in July 2023.
2. Consideration of, and possible action on, the bank register reports.
3. Consideration of, and possible action on, the estimated payroll for the next two pay periods.
4. Reading of, and possible action on, the financial reports for July 2023.
5. Consideration of, and possible action on, a report on the petty cash box transactions for July 2023.
6. Consideration of, and possible action on, the Capital One credit card transaction report for July 2023.
7. Consideration of, and possible action on, an ACH payment to BCBS and Capital One.
8. Consideration of, and possible action on, a report of write-offs and adjustments to receivables for July 2023.
9. Consideration of, and possible action on, one resolution for Certificate of Deposit account at Firststar Bank.
10. Consideration of, and possible action on, a report on the activity and current status of certificates of deposit.
11. Consideration of, and possible action on, junking and disposal of non-inventoried contaminated, irreparable or expired medications and medical supplies; old uniforms; plus the following non-medical supplies: (1) electric stapler, and (1) adding machine
12. Consideration of, with possible action on, payment this current fiscal year 2023-2024 of an invoice for \$156 to CAREATC, for services received in the prior fiscal year.
13. Consideration of, and possible action on, purchase of a supervisor truck on the Oklahoma State Contract.
14. Pursuant to 25 OS 307(B)(4), consider convening in executive session to receive conditional communication between the Board and its attorney concerning a pending action styled as Shirley v Muskogee County EMS, case no. 23-CV-241 filed in United States District Court for the Eastern District of Oklahoma, if the Board, with the advice of its attorney, determines disclosure will seriously impair the ability of the Board to process the pending action in the public interest, and take appropriate action in open session.

15. Pursuant to 25 OS 307 (B)(1), consideration and possible action on, convening in executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the EMS Executive Director Laurel Havens and take appropriate action in open session.
16. Consideration of, and possible action on, adjourning the executive session and reconvening into open session.
17. Consideration of, and possible action on, items discussed in executive session.

B. Any new business not known at the time of posting of this agenda.

C. Any other business to be brought before the Board.

POSTED IN ACCORDANCE WITH OPEN MEETING LAW