

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

200 Callahan
Muskogee, OK 74403-5126



**MUSKOGEE COUNTY
EMS**

B. Smith
STATE OF OKLAHOMA
MUSKOGEE COUNTY
FILED OR RECORDED
SEP 13 PM 12:28
POLLY IRVING
COUNTY CLERK

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 September 14, 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 August 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 August 2023.
5. Consideration of, and possible action on, a report on the petty cash box transactions for August 2023.
6. Consideration of, and possible action on, the Capital One credit card transaction report for August 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 August 2023.
9. Consideration of, and possible action on, a report on the activity and current status of certificates of deposit.
10. Consideration of, and possible action on, junking and disposal of non-inventoried contaminated, irreparable or expired medications and medical supplies; plus old uniforms.
11. 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 *Sherley 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.
12. Consideration of, and possible action on, adjourning the executive session and reconvening into open session.
13. Consideration of, and possible action on, items discussed in executive session.
14. Consideration of, and possible action on, adjustments to employee remuneration.
15. Report on a FOIA request from PCG on the bids for GEMT services.
16. Consideration of, and possible action on, providing on scene care to other emergency responders without charges to the responder or department for the patient care.

17. Consideration of, and possible action on, applying for an opioid abatement grant.
18. Consideration of, and possible action on, assisting one of our in-house instructors in getting their Bachelor's degree to meet the minimum requirements for an MCEMS paramedic program.
19. Consideration of, and possible action on, the completed 2023-2024 Estimate of Needs, and the Financial Statement of the Fiscal Year 2022-2023, as prepared by Kerry Patten, CPA.

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