

**Board of Trustees**

Jerry Millsap  
Caleb Brewer  
Darrell Russell  
Vicky Spradling  
Terri Mortensen

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*Laurel Havens*

**Director**  
Laurel Havens

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**SPECIAL MEETING**

**AGENDA**

Muskogee County EMS regular monthly meeting of the Board of Trustees will be held October 10, 2024.

**TIME:** 5:00 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. Director Report**

**B. Consent Agenda:**

1. Reading of, and possible action on, the minutes of the regular meeting and executive session in September 2024.
2. Consideration of, and possible action on, the bank register reports.
3. Consideration of and possible action on, the estimated payroll for the next 2 pay period(s).
4. Reading of, and possible action on, the financial reports for September 2024.
5. Consideration of, and possible action on, a report on the petty cash box transactions for September 2024.
6. Consideration of, and possible action on, the Capital One credit card transaction report for September 2024.
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 September 2024.
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 contaminated, irreparable or expired medications, medical supplies, non-medical supplies, and old uniforms.

**C. Scheduled business:**

1. Consideration of, and possible action on, items removed from consent agenda.
2. Consideration of, and possible action on, applying for a grant through the Oklahoma Department of Emergency Management with a 50% match.
3. Consideration of, and possible action on, scheduling of EMS Board of Trustee regular meeting dates for the calendar year 2025.
4. Discussion of, and possible action on, a recommendation to the Muskogee County Board of Commissioners for the reappointment of Terri Mortensen as an EMS Board Trustee for the 5 year term beginning January 1, 2025.
5. Consideration of, and possible action on, entering into a long term lease with the Town of Webbers Falls for the relocation of their police station.

6. Consideration of, and possible action on, purchasing property on 5<sup>th</sup> and Okmulgee for the new public safety building.
7. A report on the progress of the county public safety tax.
8. Consideration of, and possible action on, approving a payment to Muskogee County for an educational campaign for the public safety tax.

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

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

**POSTED IN ACCORDANCE WITH OPEN MEETING LAW**