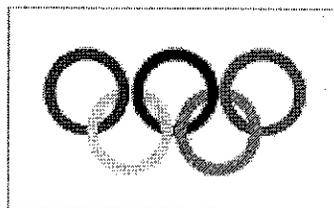
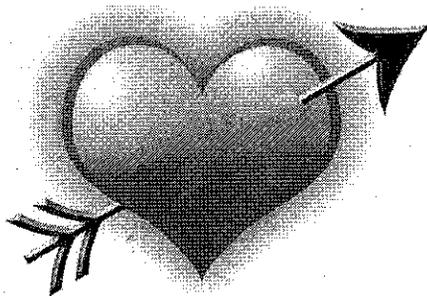


**MAYES EMERGENCY SERVICES TRUST  
AUTHORITY**



**February 13, 2018**

**Administration Building  
4144 Redden  
Pryor, OK 74361**





4144 Redden Street

(918) 825-6825

Pryor, OK 74361

Fax: (918) 825-6234

### NOTICE

Pursuant to, and in accordance with Oklahoma Statutes Title 25, Section 311, notice is hereby given of the regularly scheduled meeting of the Mayes Emergency Services Trust Authority at 5:00PM February 13<sup>th</sup>, 2018 at the MESTA Main Station #1, 4144 Redden Street, Pryor, Oklahoma.

### AGENDA

1. Call to order.
2. Consent agenda
  - a. Regular Board Meeting Minutes of January 9<sup>th</sup>, 2018
  - b. Financial Statement of January 2018
  - c. Claims for payment
  - d. Request for Blanket purchase orders
  - e. Transfer of funds necessary to cover expense
  - f. Attorneys report
  - g. Directors report

#### *Regular Agenda*

3. Old Business: Discussion and possible Board action to enter into Executive Session as authorized by Title 25, Section 307 B.1 of the Oklahoma Statutes, for the purpose of discussing the employment and/or compensation of Steve Van Horn as Director of MESTA.
4. After return by the Board to the public meeting, discussion and possible Board action on matters discussed in Executive Session listed in item #4
5. Old Business: Discussion and possible Board action on approving a time clock policy.
6. New Business: Consideration and possible Board action with respect to any other matters not known about or which could not have been reasonably foreseen prior to posting the agenda.
7. Citizens input, open to all Citizens limited to 2 minutes per individual.
8. Adjournment.

Posted February 9<sup>th</sup>, 2018.

A handwritten signature in black ink, appearing to read "Steve Van Horn".

**Steve Van Horn**  
Director of MESTA

# Mayes Emergency Services Trust Authority

Compiled  
Financial Statements

For the period ended  
January 31, 2018

Johnny R. Ragsdale CPA, PLLC  
Certified Public Accountant  
108 N Adair  
Pryor, Oklahoma 74361  
Telephone (918) 825-6441 / Fax (918) 825-6443  
Member of AICPA & OSCP

Johnny R. Ragsdale CPA, PLLC  
Certified Public Accountant  
108 N Adair  
Pryor, OK 74361  
Telephone 918-825-6441 / Fax 918-825-6443

## ACCOUNTANT'S COMPILATION REPORT

Mayes Emergency Services Trust Authority  
Pryor, OK

Management is responsible for the accompanying financial statements of Mayes Emergency Services Trust Authority, which comprise of the statement of assets, liabilities, and equity-cash basis as of January 31, 2018, and the related statement of revenues and expenses-cash basis for the month ending January 31, 2018, as well as the 1 Month then ended in accordance with the cash basis of accounting, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We have not audited or reviewed the accompanying financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared on a cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, equity, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Mayes Emergency Services Trust Authority.



Johnny R. Ragsdale CPA, PLLC  
February 12, 2018

**Mayes Emergency Services Trust Authority**  
**STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**  
**As of January 31, 2018**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	\$	500
Yorktown-Checking		8,341
RCB-Payroll		30,474
BOC-Sales Tax Acct		202,532
RCB Bank Depository		347,741
RCB-Condolence Fund		1,801
CD-VNB 5934		140,961
CD-VNB 3228		63,996
Prepaid Insurance		43,317
Fuel Inventory		31,193

**TOTAL CURRENT ASSETS** 870,856

**FIXED ASSETS**

Land		15,000
Buildings		438,625
Equipment		2,476,652
Furniture and Fixtures		24,714
Accumulated Depreciation		(1,908,236)

**TOTAL FIXED ASSETS** 1,046,756

**TOTAL ASSETS** \$ 1,917,611

**LIABILITIES AND NET WORTH**

**CURRENT LIABILITIES**

Accounts Payable	\$	37,414
Retirement Payable		12,793
Unemployment Taxes Payable		25

**TOTAL CURRENT LIABILITIES** 50,232

**LONG TERM LIABILITIES**

**NET WORTH**

Net Worth		1,889,039
Net Worth-Condolence Fund		1,671
Current Income/(Loss)		(23,411)
Current Condolence Fund		80

**TOTAL NET WORTH** 1,867,379

**TOTAL LIABILITIES AND NET WORTH** \$ 1,917,611

**Mayes Emergency Services Trust Authority**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**ACTUAL TO BUDGET**

	1 Month Ended Jan. 31, 2018	1 Month Ended Jan. 31, 2018	Variance	1 Month Ended Jan. 31, 2018	1 Month Ended Jan. 31, 2018	Variance
	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>	<u>Budget</u>	
<b>OPERATING REVENUES</b>						
Sales Tax Revenue	\$ 80,933	\$ 81,667	\$ (734)	\$ 80,933	\$ 81,667	\$ (734)
Insurance Collections	139,196	170,000	(30,804)	139,196	170,000	(30,804)
Reimbursements (Overpmts)	(534)	0	(534)	(534)	0	(534)
<b>TOTAL OPERATING REVENUES</b>	<b>219,596</b>	<b>251,667</b>	<b>(32,071)</b>	<b>219,596</b>	<b>251,667</b>	<b>(32,071)</b>
<b>OPERATING EXPENDITURES</b>						
Personnel	167,746	183,896	(16,150)	167,746	183,896	(16,150)
Maintenance and Operations	75,687	75,158	529	75,687	75,158	529
<b>TOTAL OPERATING EXP</b>	<b>243,432</b>	<b>259,053</b>	<b>(15,621)</b>	<b>243,432</b>	<b>259,053</b>	<b>(15,621)</b>
<b>OTHER INCOME</b>						
Interest Income	90	125	(35)	90	125	(35)
Misc Income	336	5,000	(4,664)	336	5,000	(4,664)
Condolence Income	80	0	80	80	0	80
<b>TOTAL OTHER INCOME (EXP)</b>	<b>506</b>	<b>5,125</b>	<b>(4,619)</b>	<b>506</b>	<b>5,125</b>	<b>(4,619)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>						
	<b>(23,331)</b>	<b>(2,262)</b>	<b>21,069</b>	<b>(23,331)</b>	<b>(2,262)</b>	<b>21,069</b>
Cash to Accrual Adjustments	6,751	0	6,751	6,751	0	6,751
<b>NET CASH INCREASE/(DECR)</b>	<b>(16,580)</b>	<b>0</b>	<b>(16,580)</b>	<b>(16,580)</b>	<b>0</b>	<b>(16,580)</b>
Beginning Cash	812,925	0	812,925	812,925	0	812,925
<b>ENDING CASH</b>	<b>\$ 796,345</b>	<b>\$ 0</b>	<b>\$ 796,345</b>	<b>\$ 796,345</b>	<b>\$ 0</b>	<b>\$ 796,345</b>

**Mayes Emergency Services Trust Authority**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**ACTUAL TO BUDGET**

	1 Month Ended Jan. 31, 2018	1 Month Ended Jan. 31, 2018	Variance	1 Month Ended Jan. 31, 2018	1 Month Ended Jan. 31, 2018	Variance
	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>	<u>Budget</u>	
<b>OPERATING EXPENDITURES</b>						
Payroll Taxes	\$ 8,800	\$ 10,417	\$ (1,617)	\$ 8,800	\$ 10,417	\$ (1,617)
Retirement	9,725	12,083	(2,358)	9,725	12,083	(2,358)
Salaries and Wages	120,245	135,417	(15,172)	120,245	135,417	(15,172)
Employee Medical Exp	65	167	(102)	65	167	(102)
Health Insurance	27,046	25,396	1,650	27,046	25,396	1,650
Education	1,864	417	1,447	1,864	417	1,447
<b>TOTAL PERSONNEL EXP</b>	<u>167,746</u>	<u>183,896</u>	<u>(16,150)</u>	<u>167,746</u>	<u>183,896</u>	<u>(16,150)</u>
Outside Billing	250	10,000	(9,750)	250	10,000	(9,750)
Dispatch	518	1,250	(732)	518	1,250	(732)
EMS Supplies	3,054	9,167	(6,112)	3,054	9,167	(6,112)
Supplies	16,815	5,000	11,815	16,815	5,000	11,815
Search and Rescue	0	63	(63)	0	63	(63)
Fuel	0	7,250	(7,250)	0	7,250	(7,250)
Vehicle Repairs	12,555	13,750	(1,195)	12,555	13,750	(1,195)
Rent/Lease Expense	685	667	19	685	667	19
Utilities	3,529	2,333	1,196	3,529	2,333	1,196
Telephone	1,386	1,083	302	1,386	1,083	302
Biohazard Waste	99	83	16	99	83	16
Repairs and Maintenance	1,257	2,833	(1,577)	1,257	2,833	(1,577)
Legal and Professional	1,050	5,000	(3,950)	1,050	5,000	(3,950)
External Audit	0	292	(292)	0	292	(292)
Miscellaneous	3,281	250	3,031	3,281	250	3,031
Insurance and Bonds	29,642	15,417	14,225	29,642	15,417	14,225
Cable Services	0	458	(458)	0	458	(458)
Travel/Mileage	200	220	(20)	200	220	(20)
Advertising	0	42	(42)	0	42	(42)
Uniforms	1,366	0	1,366	1,366	0	1,366
<b>TOTAL MAINT &amp; OPER EXP</b>	<u>75,687</u>	<u>75,158</u>	<u>529</u>	<u>75,687</u>	<u>75,158</u>	<u>529</u>
<b>TOTAL OPERATING EXP</b>	<u>\$ 243,432</u>	<u>\$ 259,053</u>	<u>\$ (15,621)</u>	<u>\$ 243,432</u>	<u>\$ 259,053</u>	<u>\$ (15,621)</u>

**February 13, 2018**

**BOARD MEETING DAY:**

**Checks should be written for the following and deposited into the Yorktown Bank:**

Accounts Payable	BOC	65,000.00
Payroll Taxes 02/21/18	BOC	15,000.00
Payroll Taxes 03/07/18	BOC	15,000.00
Total to be Transferred		<u>95,000.00</u>

**Checks should be written for the following and deposited into the RCB Payroll account:**

Payroll 02/21/18	RCB	45,000.00
Payroll 03/07/18, OPERS, Health	RCB	85,000.00
Total to be Transferred		<u>130,000.00</u>

## ADDITION TO THE MONTHLY STATEMENTS

### TRANSFER TO THE YORKTOWN BANK (CHECKING ACCOUNT)

Accounts Payable	37,413.80
Payroll Taxes 02/21/18	15,000.00
Payroll Taxes 03/07/18	15,000.00
Total	<u>67,413.80</u>

### TRANSFER TO THE RCB BANK (PAYROLL ACCOUNT)

Payroll Dates 02/21/18	45,000.00
Payroll Dated 03/07/18	45,000.00
OPERS	15,000.00
Health Insurance	25,000.00
Total	<u>130,000.00</u>

### CHECKING ACCOUNT-YORKTOWN BANK (0%)

Balance at January 31, 2018	8,340.67
Payroll Deposit 02/07/18	15,000.00
Payroll Taxes 02/07/18	<u>(13,609.86)</u>
Balance at February 13, 2018	<u>9,730.81</u>

### RCB-PAYROLL ACCOUNT (0%)

Balance at January 31, 2018	30,474.12
Payroll Deposit 02/07/18	85,000.00
OPERS,HEALTH, PR 02/07/18	<u>(82,747.67)</u>
Balance at February 13, 2018	<u>32,726.45</u>

### ADAIR-BANK OF COMMERCE-SALES TAX DEPOSIT (0.15%)

Balance at January 31, 2018	202,531.86
Payroll Deposit	<u>(15,000.00)</u>
Balance of February 13, 2018	<u>187,531.86</u>

### RCB-OTHER-DEPOSITORY (0.245%)

Balance at January 31, 2018	347,740.50
Deposits thru 02/13/18	55,147.77
Payroll Deposit 02/07/18	<u>(85,000.00)</u>
Balance at February 13, 2018	<u>317,888.27</u>

### VALLEY NATIONAL BANK-CD (0.8%)

Balance at January 31, 2018	<u>140,961.00</u>
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### VALLEY NATIONAL BANK-CD (0.7%)

Balance at January 31, 2,018	<u>63,996.00</u>
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### RCB CONDOLENCE FUND

Balance at January 31, 2018	<u>1,800.84</u>
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## Request for Blanket Purchase Order For the Month of: January 2018

Vendor	Approved Monthly	Actual	
Airgas	2000	717.75	
Community Care	30000	25625.50	
Bench Mark (WC)	11000	0	
OPERS	22000	12793.05	
Intermedix	15000	0	
Fuel (Granny's)	15000	0	
Fuelman	7000	6903.80	
J&W	12000	0	
Boundtree	10000	13315.97	2 months
Quad Med	10000	0	
Henry Schein	10000	2831.74	2 months
AT&T Mobility	500	502.55	
AT&T Land	500	875.41	2 months
Vonage SB	500	501.76	
The Junction	500	267.80	
Fairpoint	500	450.00	
ONG	500	363.16	
PSO-AEP	500	287.08	
REC	1000	2227.00	2 months
GRDA	1000	671.47	
Yahoo SB	50	23.90	
Jack Morgan DO	1000	0	Will show in March
Skybitz	300	311.40	
Culligan	150	88.25	
Dish Network	450	668.46	1.5 months
Dollar General	300	509.26	2 months
Fastenal	300	660.67	Water pallet
PWR	75	73.00	
LGPWA	50	15.68	
Town of Adair	600	600.00	





**Mayes Emergency Ser.Trust Authority**  
P.O. Box 547, Pryor, OK 74362

**Transaction List**

From 01/10/18 To 02/13/18

All Accounts

Acct No. Number / Type	Date	Account Description Description	Debit	Credit	Net Change
<b>11000</b>		<b><u>Yorktown-Checking</u></b>		932.00	
52924	01/10/18	NORTHEAST TECH		220.74	
52925	01/10/18	DISH NETWORK		50.00	
52926	01/10/18	FLEXPLAN		625.21	
52927	01/10/18	G.R.D.A.		133.90	
52928	01/10/18	JUNCTION INTERNET LLC		100.00	
52929	01/10/18	MELTONS AC AND APPLIANCE		396.00	
52930	01/10/18	CASH		932.00	
52932	01/16/18	NORTHEAST VO-TECH CENTERS		244.50	
52933	01/16/18	TACK DESIGNS		221.98	
52934	01/18/18	DISH NETWORK		450.00	
52935	01/18/18	FAIR POINT COMMUNICATIONS		287.08	
52936	01/18/18	PUBLIC SERVICE CO. OF OKLAHOMA		717.75	
52937	01/23/18	AIRGAS		502.55	
52938	01/23/18	AT & T MOBILITY		875.41	
52939	01/23/18	AT&T LAND		5.24	
52940	01/23/18	AT&T LD		88.25	
52941	01/23/18	CULLIGAN OF TULSA		363.16	
52942	01/23/18	OKLAHOMA NATURAL GAS		6,903.80	
52943	02/07/18	FUELMAN		15.68	
52944	02/07/18	LOCUST GROVE PUBLIC WRKS AUTH		2,227.00	
52945	02/07/18	NORTHEAST OKLAHOMA ELECTRIC		114.23	
52946	02/07/18	SALINA-SPAVINAW PHONE COMPANY		88.52	
52947	02/13/18	SUNDANCE OFFICE		193.94	
52948	02/13/18	AUTOZONE		53.00	
52949	02/13/18	ACCURATENOW		2.40	
52950	02/13/18	AT&T LD		80.00	
52951	02/13/18	BLACKWELL LOCK & KEY		20.00	
52952	02/13/18	LEON BLANKENSHIP		13,315.97	
52953	02/13/18	BOUND TREE CORP.		20.00	
52954	02/13/18	Brown, Joe		94.53	
52955	02/13/18	BUILDERS WHOLESALE & HARDWARE		10,707.26	
52956	02/13/18	BONEY'S DIESEL AND AUTO		222.72	
52957	02/13/18	BEGGS PHARMACY		12.45	
52958	02/13/18	CBI ELECTRIC SUPPLY		20.00	
52959	02/13/18	BRENT CRITTENDEN		225.74	
52960	02/13/18	DISH NETWORK		509.26	
52961	02/13/18	DOLLAR GENERAL STORES		20.00	
52962	02/13/18	DON BERGER		20.00	
52963	02/13/18	JODI DUNHAM		20.00	
52964	02/13/18	HARRIETT DUNHAM		660.67	
52965	02/13/18	FASTENAL		50.00	
52966	02/13/18	FLEXPLAN		671.47	
52967	02/13/18	G.R.D.A.		584.90	
52968	02/13/18	GALL'S		140.53	
52969	02/13/18	GRAINGER		1,603.48	
52970	02/13/18	GCR TIRES & SERVICES		20.00	
52971	02/13/18	STEVE HALL		2,831.74	
52972	02/13/18	HENERY SCHEIN		100.00	
52973	02/13/18	HORSEFEATHERS EMBROIDERY			

**Mayes Emergency Ser.Trust Authority**  
P.O. Box 547, Pryor, OK 74362

**Transaction List**

From 01/10/18 To 02/13/18  
All Accounts

Acct No. Number / Type	Date	Account Description Description	Debit	Credit	Net Change
<b>11000</b>		<b><u>Yorktown-Checking</u></b>			
52974	02/13/18	HUBER & ASSOCIATES INC		68.00	
52975	02/13/18	LARRY WILLIAMS		20.00	
52976	02/13/18	LAKELAND OFFICE SYSTEMS		128.07	
52977	02/13/18	MEDICAL WASTE SERVICES		99.00	
52978	02/13/18	METRO WASTE		22.00	
52979	02/13/18	MAYES CO RWD5		29.01	
52980	02/13/18	OKLAHOMA ORDNANCE WORKS AUTHORITY		183.17	
52981	02/13/18	OKLA TRANS AUTH - PIKEPASS		130.39	
52982	02/13/18	ORBISO,RIGGS,ABNEY,NEAL,TURPEN,&LEWI		1,050.00	
52983	02/13/18	Buddie Massey		50.00	
52984	02/13/18	Sharon Nelson		154.83	
52985	02/13/18	Rachael Nichols		328.74	
52986	02/13/18	PUBLIC SERVICE CO. OF OKLAHOMA		311.58	
52987	02/13/18	TRENT PEPER		20.00	
52988	02/13/18	PITNEY BOWES		85.24	
52989	02/13/18	PRYOR WASTE & RECYCLING		73.00	
52990	02/13/18	PROFESSIONAL PEST CONTROL		275.00	
52991	02/13/18	PRYOR LUMBER		53.99	
52992	02/13/18	PURCHASE POWER		100.00	
52993	02/13/18	RAMSEY, KRIS		250.00	
52994	02/13/18	SPECIAL OPS		489.93	
52995	02/13/18	SKYBITZ		311.40	
52996	02/13/18	SHERMAN WEAVER		20.00	
52997	02/13/18	THE JUNCTION INTERNET LLE		133.90	
52998	02/13/18	TOMMY PARKER		20.00	
52999	02/13/18	TOWN OF ADAIR		600.00	
53000	02/13/18	TULSA CONNECT		10.00	
53001	02/13/18	TULSA EMERGENCY MEDICAL CENTER INC		65.00	
53002	02/13/18	WALKERS HARDWARE & LUMBER		42.97	
			0.00	53,820.28	(53,820.28)
<b>18503</b>		<b><u>STA. 3 L.GROVE-FURN &amp; FIXT</u></b>			
52930	01/10/18	CASH	298.00		
52930	01/10/18	CASH	98.00		
			396.00	0.00	396.00
<b>46000</b>		<b><u>Reimbursements (Overpmts)</u></b>			
52983	02/13/18	Buddie Massey	50.00		
52984	02/13/18	Sharon Nelson	154.83		
52985	02/13/18	Rachael Nichols	328.74		
			533.57	0.00	533.57
<b>50302</b>		<b><u>OUTSIDE SERVICES</u></b>			
52993	02/13/18	RAMSEY, KRIS	250.00		250.00
<b>50375</b>		<b><u>DISPATCH</u></b>			
52974	02/13/18	HUBER & ASSOCIATES INC	68.00		68.00
<b>50378</b>		<b><u>COMMUNICATIONS-R &amp; M</u></b>			
52935	01/18/18	FAIR POINT COMMUNICATIONS	450.00		450.00



**Mayes Emergency Ser.Trust Authority**  
P.O. Box 547, Pryor, OK 74362

**Transaction List**

From 01/10/18 To 02/13/18

All Accounts

Acct No. Number / Type	Date	Account Description Description	Debit	Credit	Net Change
<b><u>50619</u></b>					
<b><u>UNIT 80 - 2009 INTERNATIONAL R/M</u></b>					
52956	02/13/18	BONEY'S DIESEL AND AUTO	1,159.47		
52956	02/13/18	BONEY'S DIESEL AND AUTO	28.32		
			<u>1,187.79</u>	0.00	<b>1,187.79</b>
<b><u>50622</u></b>					
<b><u>UNIT 10 - 2007 INTERNATIONAL R/M</u></b>					
52956	02/13/18	BONEY'S DIESEL AND AUTO	3,031.95		
52970	02/13/18	GCR TIRES & SERVICES	1,603.48		
			<u>4,635.43</u>	0.00	<b>4,635.43</b>
<b><u>50625</u></b>					
<b><u>PICKUP 2002 CHEVY R/M</u></b>					
52956	02/13/18	BONEY'S DIESEL AND AUTO	651.93		<b>651.93</b>
<b><u>50700</u></b>					
<b><u>RENT/LEASE EXPENSE</u></b>					
52999	02/13/18	TOWN OF ADAIR	600.00		<b>600.00</b>
<b><u>50706</u></b>					
<b><u>OFFICE MACHINES-RENT/LEAS</u></b>					
52988	02/13/18	PITNEY BOWES	85.24		<b>85.24</b>
<b><u>50801</u></b>					
<b><u>STA. 1 PRYOR-UTILITIES</u></b>					
52927	01/10/18	G.R.D.A. - STA.1 PRYOR - UTILITIES	625.21		
52934	01/18/18	DISH NETWORK	114.02		
52942	01/23/18	OKLAHOMA NATURAL GAS - STA.1 PRYOR - UTILITIES	363.16		
52967	02/13/18	G.R.D.A. - STA.1 PRYOR - UTILITIES	671.47		
52980	02/13/18	OKLAHOMA ORDNANCE WORKS AUTHORITY - STA.1 PRYOR - UTILITIES	183.17		
52989	02/13/18	PRYOR WASTE & RECYCLING - STA.1 PRYOR - UTILITIES	50.00		
			<u>2,007.03</u>	0.00	<b>2,007.03</b>
<b><u>50802</u></b>					
<b><u>STA. 2 GRANNYS-UTILITIES</u></b>					
52925	01/10/18	DISH NETWORK	112.78		
52945	02/07/18	NORTHEAST OKLAHOMA ELECTRIC	1,170.40		
52960	02/13/18	DISH NETWORK	112.78		
52979	02/13/18	MAYES CO RWD5	29.01		
52989	02/13/18	PRYOR WASTE & RECYCLING	23.00		
			<u>1,447.97</u>	0.00	<b>1,447.97</b>
<b><u>50803</u></b>					
<b><u>STA. 3 L.GROVE-UTILITIES</u></b>					
52934	01/18/18	DISH NETWORK	107.96		
52936	01/18/18	PUBLIC SERVICE CO. OF OKLAHOMA	287.08		
52944	02/07/18	LOCUST GROVE PUBLIC WRKS AUTH - st3 trash	15.68		
52986	02/13/18	PUBLIC SERVICE CO. OF OKLAHOMA	311.58		
			<u>722.30</u>	0.00	<b>722.30</b>
<b><u>50804</u></b>					
<b><u>STA. 4 ADAIR-UTILITIES</u></b>					
52928	01/10/18	JUNCTION INTERNET LLC	66.95		
52997	02/13/18	THE JUNCTION INTERNET LLE	64.95		
52997	02/13/18	THE JUNCTION INTERNET LLE - CORRESPONDENCE FEE	4.00		

**Mayes Emergency Ser.Trust Authority**  
P.O. Box 547, Pryor, OK 74362

**Transaction List**

From 01/10/18 To 02/13/18

All Accounts

Acct No. Number / Type	Date	Account Description Description	Debit	Credit	Net Change
			135.90	0.00	135.90
<b>50805</b>		<b><u>STA. 5 LANGLEY-UTILITIES</u></b>			
52925	01/10/18	DISH NETWORK	107.96		
52928	01/10/18	JUNCTION INTERNET LLC	66.95		
52945	02/07/18	NORTHEAST OKLAHOMA ELECTRIC	1,056.60		
52960	02/13/18	DISH NETWORK	112.96		
52978	02/13/18	METRO WASTE	22.00		
52997	02/13/18	THE JUNCTION INTERNET LLE	64.95		
			<u>1,431.42</u>	0.00	1,431.42
<b>50820</b>		<b><u>TELEPHONE</u></b>			
52939	01/23/18	AT&T LAND	875.41		875.41
<b>50821</b>		<b><u>STA. 1 PRYOR-PHONE</u></b>			
52940	01/23/18	AT&T LD - STA. 1 PRYOR-PHONE (disp NE line)	5.24		
52950	02/13/18	AT&T LD - STA. 1 PRYOR-PHONE (disp NE line)	2.40		
			<u>7.64</u>	0.00	7.64
<b>50823</b>		<b><u>STA. 3 L. GROVE-PHONE</u></b>			
52946	02/07/18	SALINA-SPAVINAW PHONE COMPANY - STA.3 LOCUST GROVE - PHONE	114.23		114.23
<b>50840</b>		<b><u>CELLULAR TELEPHONE</u></b>			
52938	01/23/18	A T & T MOBILITY	502.55		502.55
<b>50860</b>		<b><u>BIOHAZARD WASTE</u></b>			
52977	02/13/18	MEDICAL WASTE SERVICES	99.00		99.00
<b>50901</b>		<b><u>STA. 1 PRYOR-R &amp; M</u></b>			
52929	01/10/18	MELTONS AC AND APPLIANCE	100.00		
52951	02/13/18	BLACKWELL LOCK & KEY	80.00		
52990	02/13/18	PROFESSIONAL PEST CONTROL	65.00		
			<u>245.00</u>	0.00	245.00
<b>50902</b>		<b><u>STA. 2 GRANNYS -R &amp; M</u></b>			
52958	02/13/18	CBI ELECTRIC SUPPLY	12.45		
52990	02/13/18	PROFESSIONAL PEST CONTROL	60.00		
52991	02/13/18	PRYOR LUMBER	4.00		
			<u>76.45</u>	0.00	76.45
<b>50903</b>		<b><u>STA. 3 L. GROVE-R &amp; M</u></b>			
52969	02/13/18	GRAINGER	34.72		
52990	02/13/18	PROFESSIONAL PEST CONTROL	55.00		
			<u>89.72</u>	0.00	89.72
<b>50904</b>		<b><u>STA. 4 ADAIR-R &amp; M</u></b>			
52990	02/13/18	PROFESSIONAL PEST CONTROL	35.00		35.00
<b>50905</b>		<b><u>STA. 5 LANGLEY-R &amp; M</u></b>			
52990	02/13/18	PROFESSIONAL PEST CONTROL	60.00		
53002	02/13/18	WALKERS HARDWARE & LUMBER	42.97		

**Mayes Emergency Ser.Trust Authority**  
P.O. Box 547, Pryor, OK 74362

**Transaction List**

From 01/10/18 To 02/13/18

All Accounts

Acct No. Number / Type	Date	Account Description Description	Debit	Credit	Net Change
			102.97	0.00	102.97
<b>50913</b>		<b><u>COMMUNICATIONS-R &amp; M</u></b>			
52995	02/13/18	SKYBITZ	311.40		311.40
<b>51001</b>		<b><u>LEGAL</u></b>			
52982	02/13/18	ORBISO,RIGGS,ABNEY,NEAL,TURPEN,&LEWI	1,050.00		1,050.00
<b>51200</b>		<b><u>MISCELLANEOUS</u></b>			
52981	02/13/18	OKLA TRANS AUTH - PIKEPASS	130.39		130.39
<b>51201</b>		<b><u>EMPLOYEE LICENSE VERIFICATION</u></b>			
52949	02/13/18	ACCURATENOW	53.00		53.00
<b>51505</b>		<b><u>MILEAGE-BOARD MEMBERS</u></b>			
52952	02/13/18	LEON BLANKENSHIP - MILEAGE - BOARD MEMBERS	20.00		
52954	02/13/18	Brown, Joe	20.00		
52959	02/13/18	BRENT CRITTENDEN	20.00		
52962	02/13/18	DON BERGER	20.00		
52963	02/13/18	JODI DUNHAM	20.00		
52964	02/13/18	HARRIETT DUNHAM	20.00		
52971	02/13/18	STEVE HALL - MILEAGE - BOARD MEMBERS	20.00		
52975	02/13/18	LARRY WILLIAMS	20.00		
52987	02/13/18	TRENT PEPER	20.00		
52996	02/13/18	SHERMAN WEAVER	20.00		
52998	02/13/18	TOMMY PARKER	20.00		
			220.00	0.00	220.00
<b>51700</b>		<b><u>Employee Medical Expense</u></b>			
53001	02/13/18	TULSA EMERGENCY MEDICAL CENTER INC	65.00		65.00
<b>51800</b>		<b><u>Health Insurance</u></b>			
52926	01/10/18	FLEXPLAN	50.00		
52966	02/13/18	FLEXPLAN	50.00		
			100.00	0.00	100.00
<b>51901</b>		<b><u>Employee Education</u></b>			
52924	01/10/18	NORTHEAST TECH	932.00		
52932	01/16/18	NORTHEAST VO-TECH CENTERS - EMPLOYEE EDUCATION EXPENSES	932.00		
			1,864.00	0.00	1,864.00
<b>52000</b>		<b><u>Uniforms</u></b>			
52933	01/16/18	TACK DESIGNS	244.50		
52968	02/13/18	GALL'S - UNIFORM EXPENSES	584.90		
52969	02/13/18	GRAINGER	105.81		
52973	02/13/18	HORSEFEATHERS EMBROIDERY	100.00		
52994	02/13/18	SPECIAL OPS	489.93		
			1,525.14	0.00	1,525.14

**Mayes Emergency Ser.Trust Authority**  
P.O. Box 547, Pryor, OK 74362

**Transaction List**

From 01/10/18 To 02/13/18  
All Accounts

Acct No. Number / Type	Date	Account Description Description	Debit	Credit	Net Change
				<b>Transaction Total</b>	<b>0.00</b>

Transaction Count: 178

## **DIRECTOR'S MONTHLY REPORT**

January was still slow for collections as it has been the last couple of months. I am meeting with Intermedix leaders next week, in person, to get the details on our troubles (when they'll get caught up). The increased Medicare mileage rates were approved for another 5 years and will retro back to Jan 1<sup>st</sup>. If you recall, a couple of months ago I touched on this subject. Some of the northern part of the county is really affected by this. The second oldest truck had a head gasket leaking oil. It is in the shop getting the gasket replaced. We made it through the weather this last weekend. We are sending three dispatchers to EMD class this week and 2 others have had some time off. We have so far been able to manage the flu season without affecting services. Refresher classes are also on going for those medics with renewals coming due this year. Tommy Parker has been appointed to the Board. Welcome Mr. Parker. He is a trustee for District 2 commissioner Meredith Frailey. I will be meeting with commissioner Frailey soon in regards to meeting with the Board of County Commissioners regarding the financial report for the County. Discretionary Spending:

Wal-Mart \$576.00 to purchase grills for the stations (4 of them)

Meltons \$100.00 for St1 heater repair

Tack Designs \$244.50 for October shirts

REC \$227.00

Happy Valentines Day!

# DIRECTOR'S MONTHLY REPORT

## FINANCIAL:

### INTERMEDIX INSURANCE COLLECTIONS:

YEAR	2018	2017	2016	2015	2014
JAN.	139,196.28	169,990.40	138,727.70	162,487.76	188,210.63
FEB.		137,058.60	189,545.27	185,734.40	202,063.61
MARCH		147,702.46	178,796.75	164,732.40	163,331.13
APRIL		163,049.78	144,760.56	161,822.19	242,921.62
MAY		214,652.64	163,443.83	169,622.43	158,113.26
JUNE		252,012.71	169,951.75	173,536.25	166,432.75
JULY		163,707.43	156,427.00	148,278.48	188,859.60
AUG.		199,156.28	179,499.07	156,817.48	170,877.87
SEPT.		147,970.88	170,419.11	192,972.96	177,213.45
OCT.		193,072.16	166,221.91	160,762.02	160,621.90
NOV.		170,945.49	150,185.36	154,534.78	138,121.79
DEC.		142,782.89	175,418.55	154,042.33	154,964.22
TOTAL		\$ 2,102,101.72	\$ 1,983,396.86	\$ 1,985,343.48	\$ 2,111,731.83
AVER.	\$ 139,196.28	\$ 175,175.14	\$ 165,283.07	\$ 165,445.29	\$ 175,977.65

DIRECTORS REPORT

YEAR	Runs 2018	Billed 2018	Runs 2017	Billed 2017	Runs 2016	Billed 2016	Runs 2015	Billed 2015	Runs 2014	Billed 2014
JAN.	496	347	459	344	399	262	472	347	447	342
FEB.			364	274	383	290	396	292	430	293
MARCH			500	352	449	309	462	315	442	322
APRIL			423	315	480	325	442	302	445	314
MAY			520	367	542	375	445	311	483	325
JUNE			490	330	542	387	470	336	444	319
JULY			528	349	462	297	515	353	533	358
AUG.			504	333	507	377	508	375	512	354
SEPT.			418	285	435	311	474	327	415	314
OCT.			476	319	433	306	428	303	447	326
NOV.			463	340	403	279	394	272	385	271
DEC.			466	322	448	303	471	327	444	305
<b>TOTAL</b>	<b>496</b>	<b>347</b>	<b>5611</b>	<b>3930</b>	<b>5483</b>	<b>3821</b>	<b>5477</b>	<b>3860</b>	<b>5427</b>	<b>3843</b>
<b>AVER.</b>	<b>496</b>	<b>347</b>	<b>467.583</b>	<b>327.50</b>	<b>456.917</b>	<b>318.42</b>	<b>456.4</b>	<b>321.667</b>	<b>452.3</b>	<b>320.25</b>
<b>Transports</b>		<b>69.96%</b>		<b>70.04%</b>		<b>69.69%</b>		<b>70.48%</b>		<b>70.81%</b>

# DIRECTOR'S MONTHLY REPORT

## FINANCIAL: (CONT)

### TAX COLLECTIONS:

YEAR	2018	2017	2016	2015	2014
JAN.	80,932.87	82,385.87	83,816.85	105,934.46	80,171.55
FEB.		85,779.26	86,752.29	107,038.70	85,162.12
MARCH		72,977.34	73,724.13	95,229.66	77,082.10
APRIL		77,973.50	81,083.34	93,533.67	82,114.58
MAY		81,717.57	81,884.88	92,411.39	83,194.23
JUNE		71,738.50	80,490.82	85,150.62	90,277.77
JULY		89,311.09	90,621.89	93,849.16	96,471.74
AUG.		84,474.38	88,345.45	98,197.23	91,111.77
SEPT.		79,979.27	84,408.16	98,045.34	99,610.30
OCT.		75,083.33	83,164.94	90,564.13	97,495.96
NOV.		84,343.70	84,743.17	82,856.57	106,028.76
DEC.		78,991.29	82,608.07	84,312.78	96,397.53
TOTAL	\$ 80,932.87	\$ 964,755.10	\$ 1,001,643.99	\$ 1,127,123.71	\$ 1,085,118.41
AVER.	\$ 80,932.87	\$ 80,396.26	\$ 83,470.33	\$ 93,926.98	\$ 90,426.53

MESTA shall use an electronic time tracking system (“Time Clock”) to capture and record all non-exempt employee time records. This allows MESTA as well as the employee to accurately record, track, and report information in real time and the employees to accurately monitor and keep track of their time. Further MESTA is able to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance.

#### Official Record

In order to ensure consistency of treatment for non-exempt employees, the data recorded in Time Clock shall be considered as the “official record” of the workday for MESTA. Any disputes over actual hours worked or attendance will be resolved by referring to the Time Clock records stored electronically.

#### Employee Time Reports

The Fair Labor Standards Act (“FLSA”) requires that MESTA keep detailed records on time and payments for its employees. The Time Clock used by MESTA is designed to record and maintain, electronically, all hours worked for non-exempt employees.

#### Login information

MESTA shall supply all non-exempt employees the necessary means to use the Time Clock system by appropriate credentials (i.e. badges, logins, cards, etc.) upon hire and said credentials shall also be used for identification purposes. These credentials, where applicable, shall be used to “clock in” and/or “clock out” at the Time Clock kiosk(s). The employee can likewise use the Time Clock to review time worked using these credentials and systems. It shall be the employee’s responsibility for knowing and protecting their credentials from unauthorized use.

#### Time Clock kiosk locations

Access or a means to access the Time Clock shall be located at each location utilized by MESTA for its operations.

#### Clock In/Out requirements

It shall be a job requirement that all non-exempt employees clock-in and clock-out at the start and end of their shifts respectively. If applicable, employees shall also clock-out and clock-in at the beginning and end of their lunch breaks respectively. All non-exempt employees are expected to clock-in and clock-out at their regularly scheduled time(s), and failure to do so may result in disciplinary action. The Time Clock shall have a grace period of 15 minutes, before and after the employees scheduled shift, and with approval from a supervisor, no employee is to clock-in sooner than 5 minutes prior to the assigned shift start or clock-out later than 5 minutes after the end of a shift. Clocking in or out beyond this 5 minute period will require the employee to document the reason for such occurrence (i.e. late call) and shall have such documentation approved by a supervisor. If a late call results in the employee needing to clock out after the scheduled time, the employee shall place the Dispatch ID number (run number) in the explanation box that corresponds with the late call, otherwise, a simple explanation of the cause (missing punch, in early for “x”, etc.). In the case of any missing punch (forgot to clock in/out) the employee should immediately clock in/out and document such in the appropriate section as well as the correct time that should be used. Employees may not simply clock in or out early/late without doing work as required by MESTA. ‘Riding the clock’ shall result in corrective action up to and including termination. Riding the Clock shall mean an employee who is clocked in while not performing their scheduled/authorized duties. Clocking in early, clocking out late, or clocking in when not scheduled or authorized, without performing work shall result in corrective action.

Under certain conditions the employee may not be able to utilize the electronic time tracking system such as off-site training. In this case, the employee shall contact the On-Duty Supervisor reporting the correct times for clocking in and out and will utilize the appropriate time adjustment at a later point to manually enter time in the Time Clock.

#### Falsification, Tampering, and Unauthorized Viewing

The following are prohibited and shall be considered for immediate disciplinary action, up to and including termination.

- Any attempt to tamper with Time Clock or software
- Punching in or out for another employee of MESTA
- Interference with another employee's use of the Time Clock
- Unauthorized viewing of another employee's time on the Time Clock

#### Time Clock problems

If any issue(s) arise and the employee is unable to clock in or out as intended due to any Time Clock malfunctions, oversights, etc., the employee shall notify the On-Duty Supervisor immediately to attempt to remedy the situation. An appropriate time adjustment must be completed as soon as possible and attempts to correct the error, if the Time Clock issue is hardware/software related, then the adjustment shall be made as soon as possible once the issue is resolved. If a correction/adjustment is required after the close of a pay period, the appropriate adjustment method must be made by the HR manager or his/her designee. (At no time shall any person be allowed to adjust their own time (this also applies to any administrative personnel).

#### Unreported hours

The FLSA does not permit MESTA, or any employer, to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked must be reported using the Time Clock. Any time when worked is being performed as required by MESTA, the employee shall be clocked in; working 'off the clock' is strictly prohibited. Employees that fail to report or under report hours worked are subject to disciplinary action up to and including termination.

#### Disputes involving 'times' as discussed in this section solely

In the event an employee has a dispute over a clock-in or clock-out time, this shall be brought to the attention of the On-Duty Supervisor immediately. The Time Clock provides a log to assist in validating times and locations used by all non-exempt employees. Any dispute that cannot be resolved by the On-Duty Supervisor using such information should immediately be reported to the HR manager.

#### Holidays

Employees eligible for holiday pay will have the appropriate hours manually entered by the HR manager or his/her designee into the employee's time record.

#### Minimums

If an employee is requested for duty or arrives as scheduled to MESTA and subsequently, at the direction of management, leaves the work area, the employee shall be clocked in at a minimum of three (3) hours. In this

scenario, management shall complete an appropriate time adjustment for approval by the HR Manager and/or the Director. Examples can include being called in to fill a shift temporarily, called in secondary to no available ambulances then one or more become available before being clocked in for 3 hours, etc. This does not include any reason where the employee leaves the job site/MESTA on their own volition such as going home sick, resigning voluntarily, family emergency, etc. In any case other than as directed by MESTA management, if an employee leaves his/her job they must clock out at the time they elect to do so and is not subject to the minimum as stated above.

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