



Terry Arps, Mayor, Trustee One  
Jerrod Davis, Trustee Two  
Carla Caruthers, Trustee Three  
Jeff Schwarzmeier, Vice-Mayor, Trustee Four  
Nina Sloan, Trustee Five

**BOARD OF TRUSTEES FOR THE TOWN OF LUTHER  
TUESDAY, MARCH 12, 2024, AT 7:00 P.M.  
LUTHER TOWN HALL  
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

**REGULAR MEETING AGENDA**

**Official action can only be taken on items which appear on the agenda. The Trustees may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Trustees may refer the matter to the Chairman or the Town Attorney, or back to a committee or recommending body. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Determination of a quorum
6. Approval of the Consent Agenda,
  - a. Approval of the Board Minutes from the meetings of February 13 and 22, 2024.
  - b. Approval of Claims, including Payroll
  - c. Review and Approval of Treasurer's Report
7. Consideration of Items Removed from the Consent Agenda
8. Trustee Comments
9. Department Reports
10. Attorney's Report

**Trustee One (Terry Arps)**

11. Consideration, discussion and possible action to submit request to BancFirst to add Nina Sloan to all Town of Luther and Luther Public Works Authority bank accounts.
12. Consideration, discussion and possible action to approve the annual contract for ball field leasing between the Town of Luther and Luther Little League.
13. Consideration, discussion and possible action regarding weed control/fertilization for Booker T. Washington Park.
14. Consideration, discussion and possible action to modify the Town of Luther Personnel Policies concerning leave policies, accrual, and retention.

15. Consideration, discussion and possible action to approve the enrollment cost of a CLEET accredited crime scene investigation course for Officer Travonna Wright in the amount of \$595.00.
16. Consideration, discussion, and possible acceptance of a Quit Claim Deed from Richmond Development of Oklahoma, Inc., for lots one (1) through eleven (11), of Block Sixteen (16), LUTHER CITY ADDITION, to the City of Luther, Oklahoma County, Oklahoma, according to the recorded plat thereof.

**Trustee Two (Jerrod Davis)**

17. Consideration, discussion and possible action to approve street closings on Saturday, May 11, 2024, for a Luther Alumni celebration to include a parade and vendors.
18. Consideration, discussion and possible action to approve Myers Engineering invoice 223072-4 in the amount of \$4,800.00, for engineering services related to ACOG REAP grant E10-2023-10 for a Luther Public Works Authority shop.
19. Consideration, discussion and possible action to approve Myers Engineering invoice 224003-1 in the amount of \$4,250.00, for engineering services related to ACOG REAP grant E1-2023-9 for water valve purchase and installation.
20. Consideration, discussion and possible action to accept the resignation of Dawn Shelton, effective March 29, 2024.

**Trustee Three (Carla Caruthers)**


21. Consideration, discussion and possible action to accept the donation of an ATV skid unit from the City of Choctaw.

**Trustee Four (Jeff Schwarzmeier)**

**Trustee Five (Nina Sloan)**

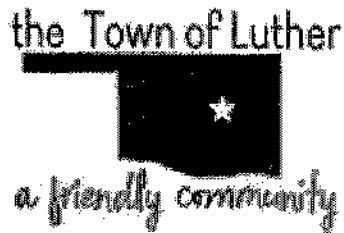
22. **New Business:** In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
23. **Citizen participation:** Citizens may address the Board during open meetings on any matter on the agenda prior to the Board taking action on the matter. On any item not on the current agenda, citizens may address the Board under the agenda item Citizen Participation. Citizens should fill out a Citizen's Participation Request form and give it to the Mayor. Citizen Participation is for information purposes only, and the Board cannot discuss, act or make any decisions on matters presented under Citizens Participation. Citizens are requested to limit their comments to two minutes.

24. **Adjourn.**

  
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Scherrie Pidcock, Town Clerk



Agenda Posted Monday, March 11, 2024, at Luther Town Hall, via MailChimp, on the website at [www.townoflutherok.com](http://www.townoflutherok.com) and on Facebook at The Town of Luther, prior to 7:00 pm.



Terry Arps, Mayor, Trustee One  
Jerrod Davis, Trustee Two  
Carla Caruthers, Trustee Three  
Jeff Schwarzmeier, Vice-Mayor, Trustee Four  
Vacant, Trustee Five

## REGULAR MEETING MINUTES

**BOARD OF TRUSTEES FOR THE TOWN OF LUTHER  
TUESDAY, FEBRUARY 13, 2024, AT 7:00 P.M.  
LUTHER TOWN HALL  
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

1. Call to Order by **Terry Arps**.
2. Invocation by **Jeff Schwarzmeier**.
3. Pledge of Allegiance – led by **Terry Arps**.
4. Roll Call by **Terry Arps**. Present were **Terry Arps, Jeff Schwarzmeier, Jerrod Davis, Carla Caruthers** was absent.
5. Determination of a quorum was made by **Terry Arps**.
6. Approval of the Consent Agenda,
  - a. Approval of the Board Minutes from the meetings of January 9 and 25, 2024.
  - b. Approval of Claims, including Payroll
  - c. Review and Approval of Treasurer's Report – **Terry Arps** made a motion to approve the **Consent Agenda, 2<sup>nd</sup>** by **Jeff Schwarzmeier**. The Vote: All (3) Yes.
7. Consideration of Items Removed from the Consent Agenda – **None**.
8. Trustee Comments – **Terry** asked **Beth Ann** about our CD's earning low interest. She reported **there are specific rules for municipalities**. She stated she will provide the statute to the BoT.
9. Department Reports – **Terry Arps** gave the **Police, Fire and Code Enforcement** reports. **Scherrie Pidcock** read the **Manager's** report.
10. Attorney's Report – **Beth Anne Childs** reported she is working on stray animal solutions and will provide **Owasso's** code to us for review. She also has been researching ways to deal with dilapidated structures, and she's been spending time on contracts for the Town.

### Trustee One (Terry Arps)

11. Consideration, discussion and possible action regarding the Board of Trustees Vacancy, including review of the application submitted by **Nina Sloan**, and possible appointment. – **Terry Arps** asked if **Nina Sloan** would like to speak. She gave some history of past jobs and commented on her new interest in Town government. Discussion was held. **Terry Arps** made a motion to appoint **Nina Sloan** to the Board of Trustees, 2<sup>nd</sup> by **Jerrod Davis**. The Vote: All (3) Yes. Swearing in will take place at the next meeting, February 22, 2024.
12. Consideration, discussion and possible action to adopt Ordinance 2024-02, AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF LUTHER, OKLAHOMA, PART 11, "PARKS, RECREATION AND CULTURAL AFFAIRS," CHAPTER 2, "CEMETERY RULES AND REGULATIONS;" OF THE LUTHER CODE OF ORDINANCES, AMENDING

**SECTION 11-204 "LOTS AND LOT OWNERS;" PROVIDING FOR LOT CHARGES TO BE CONTAINED IN THE MANUAL OF FEES, PROVIDING FOR AN INCREASE IN THE CEMETERY CARE FUND FROM 25% TO 100%, AND REMOVING OUTDATED LANGUAGE; REPEALING ALL PRIOR ORDINANCES TO THE CONTRARY; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.**

13. Consideration, discussion and possible action to enter into a Memorandum of Understanding between the City of Oklahoma City and the Town of Luther, enhancing communication capabilities within public safety agencies, including accepting a donation of mobile and handheld radios from the City of Oklahoma City. – **Terry Arps made a motion to enter into the Memorandum of Understanding with Oklahoma City, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (3) Yes.**
14. Consideration, discussion and possible action to enter into a renewed lease agreement with the Metropolitan Library System for the property located at 310 NE 3<sup>rd</sup> Street, Luther, OK 73054. – **Terry Arps made a motion to enter into the agreement as written, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (3) Yes.**
15. Consideration and discussion of the need for additional administrative staff and possible action, including direction from the Board. – **Discussion was held regarding staffing needs. No Action.**

**Trustee Two (Jerrod Davis)**

16. Consideration, discussion and possible action to award the contract for ACOG REAP Grant Water System Improvements #E1-2023-9 to Southern Excavation. (Sealed bids were opened on February 8, 2024, by Myers Engineering and Town of Luther.) – **Jerrod Davis made a motion to award the contract to Southern Excavation, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (3) Yes.**
17. Consideration, discussion, and possible action regarding the inventory, surplus and sale of equipment, materials, furnishings, fixtures, and other items owned by the Town of Luther. – **Jerrod Davis made a motion to inventory, surplus and sell extra items as written, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (3) Yes.**

**Trustee Three (Carla Caruthers)**

**Trustee Four (Jeff Schwarzmeier)**

**Trustee Five (Vacant)**

18. New Business: In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda. – **None.**
19. Citizen participation: Citizens may address the Board during open meetings on any matter on the agenda prior to the Board taking action on the matter. On any item not on the current agenda, citizens may address the Board under the agenda item Citizen Participation. Citizens should fill out a Citizen's Participation Request form and give it to the Mayor. Citizen Participation is for information purposes only, and the Board cannot discuss, act or make any decisions on matters presented under Citizens Participation. Citizens are requested to limit their comments to two minutes. – **Ed Threatt was present and relayed information he gathered about having Booker T Washington Park designated as an historic site. Further information will be gathered and will be discussed on a future agenda.**

20. Adjourn. – Terry Arps made a motion to adjourn the meeting, 2<sup>nd</sup> by Jerrod Davis. The Vote:  
All (3) Yes.



Minutes transcribed by Scherrie Pidcock, Town Clerk



Terry Arps, Mayor, Trustee One  
Jerrod Davis, Trustee Two  
Carla Caruthers, Trustee Three  
Jeff Schwarzmeier, Vice Mayor, Trustee Four  
Nina Sloan, Trustee Five

**BOARD OF TRUSTEES FOR THE TOWN OF LUTHER  
THURSDAY, FEBRUARY 22, 2024, AT 6:30 P.M.  
LUTHER TOWN HALL  
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

**SPECIAL MEETING MINUTES**

1. Call to order **was made by Jeff Schwarzmeier.**
2. Invocation **was led by Jeff Schwarzmeier.**
3. Pledge of Allegiance **was led by Jeff Schwarzmeier.**
4. Roll Call **was made by Jeff Schwarzmeier. Present were Jeff Schwarzmeier, Jerrod David, Nina Sloan, and Carla Caruthers. Absent was Terry Arps.**
5. Determination of a quorum **was made by Jeff Schwarzmeier.**
6. Trustee Comments – **None.**
7. Swearing In and Oath of Office for new trustee, Nina Sloan was administered by **Jeff Schwarzmeier.**

**Trustee Four (Jeff Schwarzmeier)**

8. Consideration, discussion, and possible action to repair the A/C on the police department 2014 Charger, the main backup vehicle, at a cost not to exceed \$1,181.00 - **Jeff Schwarzmeier made the motion to authorize the repair as written. 2<sup>nd</sup> by Jerrod Davis. The Vote All (4) Yes.**
9. Consideration, discussion and possible action to modify the Town of Luther Personnel Policies concerning leave policies, accrual, and retention. – **No action.**
10. Consideration, discussion and possible action enter into a new contract for code enforcement services with Daniel McClure, Sr. – **Jeff Schwarzmeier made the motion to approve the contract with the scrivener's error fixed. 2<sup>nd</sup> by Jerrod Davis. The Vote All (4) Yes.**

**Trustee Two (Jerrod Davis)  
Trustee Three (Carla Caruthers)**

11. Consideration, discussion and possible action to accept a donated Ford F350, to be utilized as a fire rescue vehicle, from Oklahoma County Emergency Management. – **Carla Caruthers made the motion to accept the donation. 2<sup>nd</sup> by Jerrod Davis. The Vote All (4) Yes.**

**Trustee Five (Nina Sloan)**

12. Citizen participation: – **None.**
13. Adjourn.- **Jeff Schwarzmeier made the motion to adjourn. 2<sup>nd</sup> by Jerrod Davis. The Vote All (4) Yes.**

Town of Luther and Luther Public Works Authority

October 9, 2023      December 12, 2023      January 8, 2024      February 13, 2024      March 12, 2024

**Checking and Savings**

Capital Improvement Fund	\$140,552.85	\$177,018.53	\$157,136.52	\$189,563.71	\$189,647.82
Cemetery Care Fund	\$10,056.09	\$10,098.09	\$10,098.09	\$10,098.09	\$10,098.09
Econ Dev Authority-LEDA	\$2,796.74	\$2,796.74	\$2,796.74	\$2,796.74	\$2,796.74
Fire Department Grant	\$21,157.83	\$21,157.83	\$21,157.83	\$21,157.83	\$21,157.83
General Fund	\$1,025,382.11	\$1,386,218.88	\$1,379,724.91	\$1,324,494.32	\$1,343,595.49
LPWA Fund	\$111,559.50	\$128,271.64	\$143,497.25	\$156,785.02	\$166,114.63
LPWA Utility Deposits	\$36,010.81	\$36,411.42	\$36,411.73	\$36,412.04	\$36,412.33
Rainy Day Fund LPWA	\$8,569.47	\$8,569.61	\$8,563.68	\$8,563.75	\$8,563.82
Rainy Day Fund Town	\$3,366.00	\$3,366.00	\$3,366.00	\$3,366.00	\$3,366.00
Technology Fee Account	\$33,981.39	\$21,483.33	\$22,873.66	\$24,208.12	\$25,090.52
<b>TOTALS</b>	<b>\$1,393,432.79</b>	<b>\$1,795,392.07</b>	<b>\$1,785,626.41</b>	<b>\$1,777,445.62</b>	<b>\$1,806,843.27</b>

**CD's**

LPWA Fund	\$8,638.59	\$8,638.73	\$8,638.80	\$8,638.88	\$8,638.97
Town of Luther	\$154,098.88	\$154,101.45	\$154,102.72	\$154,104.02	\$154,105.33
Town of Luther	\$111,852.61	\$111,854.60	\$111,855.39	\$111,856.34	\$111,857.29
LPWA Fund	\$26,247.87	\$26,248.34	\$26,248.52	\$26,248.74	\$26,248.97
Town of Luther	\$151,511.49	\$151,514.02	\$151,515.30	\$151,516.59	\$151,517.79
<b>TOTALS</b>	<b>\$452,349.44</b>	<b>\$452,357.14</b>	<b>\$452,360.73</b>	<b>\$452,364.57</b>	<b>\$452,368.35</b>

**TOTAL OF ALL ACCOUNTS**      \$1,845,782.23      \$2,247,749.21      \$2,237,987.14      \$2,229,810.19      **\$2,259,211.62**





**Town of Luther**  
**Profit and Loss**  
July 2023 - February 2024

	Total
<b>Income</b>	
Donations	57,300.00
Fines & Forfeitures	113,448.66
Grant Revenue	491,112.97
Interest/Insurance Subsidy	43,612.14
Licenses & Permits	28,457.29
Other/Rents/Fees	60,795.47
Reimbursement SRO	71,905.33
<b>Tax Revenues</b>	
Alcoholic Beverage Taxes	2,604.10
Capital Improvement-Sales Tax	88,055.74
Cigar & Cigarette Taxes	2,831.99
Franchise Taxes	44,118.20
Gasoline Tax	1,819.57
Motor Vehicle Taxes	6,643.98
Sales Taxes	390,913.46
Use Taxes	225,476.62
<b>Total Tax Revenues</b>	<b>\$ 762,463.66</b>
<b>Total Income</b>	<b>\$ 1,629,095.52</b>
<b>Gross Profit</b>	<b>\$ 1,629,095.52</b>
<b>Expenses</b>	
<b>Fire Department</b>	
Total Fire Department	<b>\$ 102,825.22</b>
<b>General Government</b>	
Capital Outlay (GG)	138,777.00
<b>Total General Government</b>	<b>\$ 364,889.24</b>
<b>Police Department</b>	
Capital Outlay (PD)	20,299.47
<b>Total Police Department</b>	<b>\$ 491,763.53</b>
<b>Total Expenses</b>	<b>\$ 959,477.99</b>
<b>Net Operating Income</b>	<b>\$ 669,617.53</b>
<b>Other Expenses</b>	
<b>Total Other Expenses</b>	<b>\$ 37,218.08</b>
<b>Net Other Income</b>	<b>-\$ 37,218.08</b>
<b>Sub Total Net Income</b>	<b>\$ 632,399.45</b>
less ARPA Fire Truck Grant	-\$375,000.00
<b>Net Income</b>	<b>\$ 257,399.45</b>

**Town of Luther**  
**Budget vs. Actuals Town General Fund FY23-24**  
**February 2024 AND YTD**

	Feb 2024				Total THROUGH February 29th			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Donations	100.00		100.00		57,300.00	0.00	57,300.00	
Fines & Forfeitures	8,679.45	15,000.00	-6,320.55	57.86%	113,448.66	90,000.00	23,448.66	126.05%
Grant Revenue		0.00	0.00		491,112.97	208,000.00	283,112.97	236.11%
Interest/Insurance Subsidy	4,744.28	1,100.00	3,644.28	431.30%	43,612.14	8,800.00	34,812.14	495.59%
Licenses & Permits	4,418.20	3,000.00	1,418.20	147.27%	28,467.29	24,000.00	4,467.29	118.57%
Other/Rents/Fees	28,829.05	2,350.00	26,479.05	1226.77%	60,795.47	24,800.00	35,995.47	245.14%
Reimbursement SRO	20,544.38	9,109.00	11,435.38	225.54%	71,905.33	92,872.00	-20,966.67	77.42%
Tax Revenues			0.00		0.00	0.00	0.00	
Alcoholic Beverage Taxes	340.90	300.00	40.90	113.63%	2,604.10	2,400.00	204.10	108.50%
Capital Improvement-Sales Tax	9,590.18	8,500.00	1,090.18	112.83%	88,055.74	68,000.00	20,055.74	129.49%
Cigar & Cigarette Taxes	322.78	350.00	-27.22	92.22%	2,831.99	2,800.00	31.99	101.14%
Franchise Taxes	895.98	500.00	395.98	179.20%	44,118.20	36,500.00	7,618.20	120.87%
Gasoline Tax	219.12	210.00	9.12	104.34%	1,819.57	1,680.00	139.57	108.31%
Motor Vehicle Taxes	872.28	925.00	-52.72	94.30%	6,643.98	7,400.00	-756.02	89.78%
Sales Taxes	48,854.86	48,000.00	854.86	101.78%	390,913.46	384,000.00	6,913.46	101.80%
Use Taxes	18,276.43	27,485.00	-9,208.57	66.50%	225,476.62	148,465.00	77,021.62	151.88%
<b>Total Tax Revenues</b>	<b>\$ 79,372.53</b>	<b>\$ 86,270.00</b>	<b>-\$ 6,897.47</b>	<b>92.00%</b>	<b>\$ 762,463.86</b>	<b>\$ 651,235.00</b>	<b>\$ 111,228.86</b>	<b>117.08%</b>
Transfer In for Cap Outlay		0.00	0.00		0.00	0.00	0.00	
<b>Total Income</b>	<b>\$ 146,687.89</b>	<b>\$ 116,829.00</b>	<b>\$ 29,858.89</b>	<b>125.56%</b>	<b>\$ 1,629,095.52</b>	<b>\$ 1,099,707.00</b>	<b>\$ 529,388.52</b>	<b>148.14%</b>
<b>Gross Profit</b>	<b>\$ 146,687.89</b>	<b>\$ 116,829.00</b>	<b>\$ 29,858.89</b>	<b>125.56%</b>	<b>\$ 1,629,095.52</b>	<b>\$ 1,099,707.00</b>	<b>\$ 529,388.52</b>	<b>148.14%</b>
<b>Expenses</b>								
Fire Department			0.00		0.00	0.00	0.00	
Maint & Operations (FD)			0.00		0.00	0.00	0.00	
ALL Insurance		465.00	-465.00	0.00%	1,429.50	3,720.00	-2,290.50	38.43%
Bunker Gear/Uniforms		0.00	0.00		108.00	12,000.00	-11,892.00	0.90%
Dues/Memberships/Vol/Pension	1,520.00	300.00	1,220.00	506.67%	1,840.00	2,400.00	-560.00	76.67%
Equipment Repairs/Mtc		600.00	-600.00	0.00%	2,576.99	4,800.00	-2,223.01	53.69%
Fuel	602.75	825.00	-222.25	73.06%	4,481.49	6,600.00	-2,118.51	67.90%
Grant Expenditures		0.00	0.00		15,699.66	15,648.00	51.66	100.33%
Office Supplies / Expenses	117.96	75.00	42.96	157.28%	470.89	600.00	-129.11	78.48%
Parts / Supplies / Repairs	9.79	375.00	-365.21	2.61%	5,673.08	3,000.00	2,673.08	189.10%
Phone / Internet / IT	314.79	850.00	-535.21	37.03%	6,821.86	6,800.00	21.86	100.32%
Travel / Training	3,673.26	375.00	3,298.26	979.54%	5,981.99	3,000.00	2,981.99	199.40%
Utilities		625.00	-625.00	0.00%	2,951.29	4,200.00	-1,248.71	70.27%
Vehicle/Repair/Maintenance	68.00	1,000.00	-932.00	6.80%	4,137.80	8,000.00	-3,862.20	51.72%
Workers Comp			0.00		1,736.91	0.00	1,736.91	
<b>Total Maint &amp; Operations (FD)</b>	<b>\$ 6,306.55</b>	<b>\$ 5,390.00</b>	<b>\$ 916.55</b>	<b>117.00%</b>	<b>\$ 53,909.46</b>	<b>\$ 70,768.00</b>	<b>-\$ 16,858.54</b>	<b>76.18%</b>
Payroll (FD)			0.00		0.00	0.00	0.00	
Employee Benefits	1,103.93	1,792.00	-688.07	61.60%	10,174.06	12,339.00	-2,164.94	82.45%
Salary / Wage / Payroll Tax	4,361.29	4,766.00	-404.71	91.51%	38,741.70	38,128.00	613.70	101.61%
<b>Total Payroll (FD)</b>	<b>\$ 5,465.22</b>	<b>\$ 6,558.00</b>	<b>-\$ 1,092.78</b>	<b>83.34%</b>	<b>\$ 48,915.76</b>	<b>\$ 50,467.00</b>	<b>-\$ 1,551.24</b>	<b>96.93%</b>
<b>Total Fire Department</b>	<b>\$ 11,771.77</b>	<b>\$ 11,948.00</b>	<b>-\$ 176.23</b>	<b>98.53%</b>	<b>\$ 102,825.22</b>	<b>\$ 121,235.00</b>	<b>-\$ 18,409.78</b>	<b>84.81%</b>
General Government			0.00		0.00	0.00	0.00	
Capital Outlay (GG)		0.00	0.00		138,777.00	125,400.00	13,377.00	110.67%
Maint & Operations (GG)			0.00		0.00	0.00	0.00	
ALL Insurance		600.00	-600.00	0.00%	3,910.50	4,800.00	-889.50	81.47%
Bank/Card Fees	236.22	250.00	-13.78	94.49%	2,384.31	2,000.00	384.31	119.22%
Budget / Other Publications	15.60	250.00	-234.40	6.24%	454.27	2,000.00	-1,545.73	22.71%
Contract Labor	2,325.00	1,800.00	525.00	129.17%	13,868.74	14,400.00	-531.26	96.31%
Dues & Memberships	4.00	320.00	-316.00	1.25%	1,925.88	2,560.00	-634.12	75.23%

Emergency Management		100.00	-100.00	0.00%	1,130.38	800.00	330.38	141.30%
Grant Expenditures		0.00	0.00		53,235.00	307,000.00	-253,765.00	17.34%
LEDA Maint & Operations	50.00	300.00	-250.00	16.67%	4,252.25	5,600.00	-1,347.75	75.93%
Office Supplies / Expenses	177.54	275.00	-97.46	64.56%	2,358.80	2,200.00	158.80	107.22%
Parks Commission		245.00	-245.00	0.00%	559.27	1,960.00	-1,400.73	28.53%
Parts / Supplies / Repairs	271.25	300.00	-28.75	90.42%	1,394.53	2,400.00	-1,005.47	58.11%
Phone / Internet / IT	1,773.92	650.00	1,123.92	272.91%	8,323.28	5,200.00	3,123.28	160.06%
Postage	150.00	150.00	0.00	100.00%	1,229.28	1,200.00	29.28	102.44%
Professional Services	4,599.58	5,250.00	-650.42	87.61%	48,329.96	44,000.00	4,329.96	109.84%
Rentals/Misc		0.00	0.00		118.00	0.00	118.00	
Training / Travel	117.67	150.00	-32.33	78.45%	462.67	1,200.00	-737.33	38.56%
Utilities		1,700.00	-1,700.00	0.00%	11,716.49	13,600.00	-1,883.51	86.15%
Workers Comp			0.00		248.13	0.00	248.13	
<b>Total Maint &amp; Operations (GG)</b>	<b>\$ 9,720.78</b>	<b>\$ 12,340.00</b>	<b>-\$ 2,619.22</b>	<b>78.77%</b>	<b>\$ 155,901.74</b>	<b>\$ 410,920.00</b>	<b>-\$ 255,018.26</b>	<b>37.94%</b>
Payroll (GG)			0.00		0.00	0.00	0.00	
Employee Benefits	1,700.52	1,026.00	674.52	165.74%	7,424.89	7,208.00	216.89	103.01%
Salary / Wage / Payroll Tax	7,892.24	8,725.00	-832.76	90.46%	62,785.61	66,079.00	-3,293.39	95.02%
<b>Total Payroll (GG)</b>	<b>\$ 9,592.76</b>	<b>\$ 9,751.00</b>	<b>-\$ 158.24</b>	<b>98.38%</b>	<b>\$ 70,210.50</b>	<b>\$ 73,287.00</b>	<b>-\$ 3,076.50</b>	<b>95.80%</b>
<b>Total General Government</b>	<b>\$ 19,313.54</b>	<b>\$ 22,091.00</b>	<b>-\$ 2,777.46</b>	<b>87.43%</b>	<b>\$ 364,889.24</b>	<b>\$ 608,607.00</b>	<b>-\$ 244,717.76</b>	<b>59.86%</b>
Police Department			0.00		0.00	0.00	0.00	
Capital Outlay (PD)			0.00		20,299.47	0.00	20,299.47	
Maint & Operations (PD)			0.00		0.00	0.00	0.00	
ALL Insurance		1,125.00	-1,125.00	0.00%	4,436.75	9,000.00	-4,563.25	49.30%
Attorney & Judge	2,850.00	2,000.00	850.00	142.50%	17,900.00	16,000.00	1,900.00	111.88%
Code/ACO		100.00	-100.00	0.00%	175.00	800.00	-625.00	21.88%
Credit Card Fees	200.00	200.00	0.00	100.00%	2,082.97	1,600.00	482.97	130.19%
Fuel	2,803.44	3,335.00	-531.56	84.06%	24,333.43	26,680.00	-2,346.57	91.20%
Jail / Prisoner Fees	133.00	450.00	-317.00	29.56%	1,614.57	3,600.00	-1,985.43	44.85%
Office Supplies / Expenses	305.14	850.00	-544.86	35.90%	4,343.28	3,800.00	543.28	114.30%
OSBI/OTHER Fees	1,851.20	2,350.00	-498.80	78.77%	17,966.02	12,800.00	5,166.02	140.36%
Parts / Supplies / Repairs	866.33	2,500.00	-1,633.67	34.65%	25,749.04	14,000.00	11,749.04	183.92%
PD Grant Expenditures		0.00	0.00		0.00	0.00	0.00	
Phone / Internet / IT	1,379.48	5,000.00	-3,620.52	27.59%	26,508.68	19,000.00	7,508.68	139.52%
Training / Travel	1,170.00	450.00	720.00	260.00%	2,969.58	3,600.00	-630.42	82.49%
Uniforms	135.71	200.00	-64.29	67.86%	5,182.01	1,600.00	3,582.01	323.88%
Utilities		230.00	-230.00	0.00%	1,692.11	1,840.00	-147.89	91.96%
Workers Comp			0.00		7,692.03	0.00	7,692.03	
<b>Total Maint &amp; Operations (PD)</b>	<b>\$ 11,694.30</b>	<b>\$ 18,790.00</b>	<b>-\$ 7,095.70</b>	<b>62.24%</b>	<b>\$ 142,645.47</b>	<b>\$ 114,320.00</b>	<b>\$ 28,325.47</b>	<b>124.78%</b>
Payroll (PD)			0.00		0.00	0.00	0.00	
Employee Benefits	9,737.19	12,399.00	-2,661.81	78.53%	57,204.67	81,117.00	-23,912.33	70.52%
Salary / Wage / Payroll Tax	33,043.33	37,201.00	-4,157.67	88.82%	271,613.92	282,753.00	8,860.92	103.37%
<b>Total Payroll (PD)</b>	<b>\$ 42,780.52</b>	<b>\$ 49,600.00</b>	<b>-\$ 6,819.48</b>	<b>86.25%</b>	<b>\$ 328,818.59</b>	<b>\$ 343,870.00</b>	<b>-\$ 15,051.41</b>	<b>95.62%</b>
<b>Total Police Department</b>	<b>\$ 54,474.82</b>	<b>\$ 68,390.00</b>	<b>-\$ 13,915.18</b>	<b>79.65%</b>	<b>\$ 491,763.53</b>	<b>\$ 458,190.00</b>	<b>\$ 33,573.53</b>	<b>107.33%</b>
<b>Total Expenses</b>	<b>\$ 85,860.13</b>	<b>\$ 102,429.00</b>	<b>-\$ 16,868.87</b>	<b>83.53%</b>	<b>\$ 959,477.99</b>	<b>\$ 1,189,032.00</b>	<b>-\$ 229,554.01</b>	<b>80.69%</b>
<b>Net Operating Income</b>	<b>\$ 61,127.76</b>	<b>\$ 14,400.00</b>	<b>\$ 46,727.76</b>	<b>424.50%</b>	<b>\$ 689,617.63</b>	<b>-\$ 89,325.00</b>	<b>\$ 768,942.53</b>	<b>-749.64%</b>
Other Expenses								
Payroll Suspense	0.00		0.00		0.00	0.00	0.00	
Transfer to LPWA	2,283.00	2,283.00	0.00	100.00%	38,224.38	18,264.00	19,960.38	209.29%
Transfers In/Out	-10.36	0.00	-10.36		-1,006.30	0.00	-1,006.30	
Transfers in/Out (GG)			0.00		0.00	0.00	0.00	
<b>Total Other Expenses</b>	<b>\$ 2,272.64</b>	<b>\$ 2,283.00</b>	<b>-\$ 10.36</b>	<b>99.55%</b>	<b>\$ 37,218.08</b>	<b>\$ 18,264.00</b>	<b>\$ 18,954.08</b>	<b>203.78%</b>
<b>Net Other Income</b>	<b>-\$ 2,272.64</b>	<b>-\$ 2,283.00</b>	<b>\$ 10.36</b>	<b>99.55%</b>	<b>-\$ 37,218.08</b>	<b>-\$ 18,264.00</b>	<b>-\$ 18,954.08</b>	<b>203.78%</b>
<b>Net Income</b>	<b>\$ 58,855.12</b>	<b>\$ 12,117.00</b>	<b>\$ 46,738.12</b>	<b>485.72%</b>	<b>\$ 632,399.45</b>	<b>-\$ 107,589.00</b>	<b>\$ 739,988.45</b>	<b>-587.70%</b>



# February 2024

## Luther Police Department Stats

# TOTAL CALLS

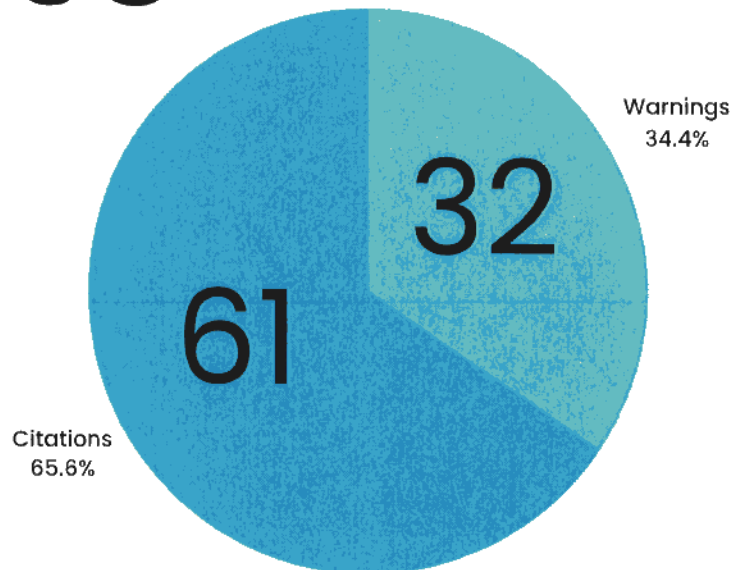
# 189

- Abandoned Vehicle - 3
- Accidents - 1
- Agency Assist - 15
- Alarm calls - 1
- Animal complaints - 8
- Civil standby - 1
- Disturbance - 2
- Domestic violence - 1
- Extra Patrol - 2
- Fire calls - 2
- Follow up calls - 4
- Fraud - 1
- Information calls - 8
- Incident Reports - 13
- Large animal calls - 1
- Medical calls - 5
- Misc police calls - 9
- Motorist assist - 2
- Pursuit - 1
- Reckless driver - 3
- Runaway - 2
- Mental health - 1
- Special Detail - 1
- Suicidal Subject - 1
- Suspicious Activity - 1
- Theft/Larceny - 1
- Threats / Harassment - 3
- Traffic Stops - 93 32 Warnings / 61 Citations
- Welfare Check - 1
- Warrant Service - 1
- Arrest - 2 1- felony 1- misdemeanor

### Traffic Stops

# 93

Warnings Citations



**Captain Les Warren**  
**Luther Police Department**

# Luther Fire/Rescue

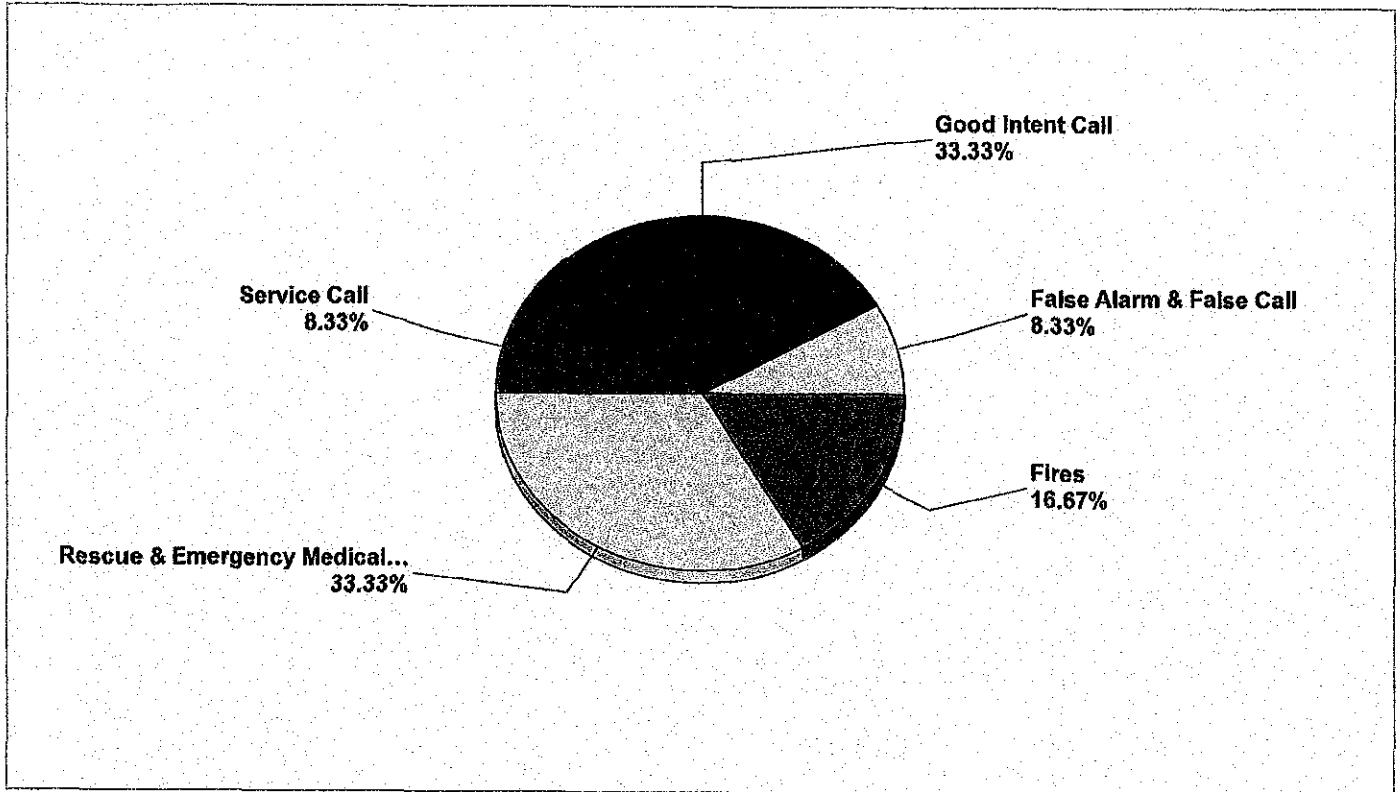
Luther, OK

This report was generated on 3/12/2024 9:06:11 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2024 | End Date: 02/29/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	16.67%
Rescue & Emergency Medical Service	4	33.33%
Service Call	1	8.33%
Good Intent Call	4	33.33%
False Alarm & False Call	1	8.33%
<b>TOTAL</b>	<b>12</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
112 - Fires in structure other than in a building	1	8.33%
142 - Brush or brush-and-grass mixture fire	1	8.33%
321 - EMS call, excluding vehicle accident with injury	4	33.33%
561 - Unauthorized burning	1	8.33%
611 - Dispatched & cancelled en route	3	25%
651 - Smoke scare, odor of smoke	1	8.33%
700 - False alarm or false call, other	1	8.33%
<b>TOTAL INCIDENTS:</b>	<b>12</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Luther Fire/Rescue

Luther, OK

This report was generated on 3/12/2024 9:05:11 AM



## Incident Statistics

Zone(s): All Zones | Start Date: 02/01/2024 | End Date: 02/29/2024

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		4	
FIRE		8	
TOTAL		12	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
723	0	0	4
TOTAL	0	0	4
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		4	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:08:51	0:09:36	
AVERAGE FOR ALL CALLS		0:09:08	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:09:00	0:00:36	
AVERAGE FOR ALL CALLS		0:02:45	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Luther Fire/Rescue	48:04		

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.





**CODE ENFORCEMENT MONTHLY REPORT  
FEB 2024**

**ACTIVITY:**

**Cases Opened: 18**

**Cases open/actions taken:**

**11 trash/debris contacts**

**9 corrective actions**

**2 warnings**

**4 courtesy notices**

**3 notices on appliances**

**Spoke to multiple neighbors in person.**

**Monthly Highlights.**

***Research was done on sewage lagoon. Pump motor combo on parts so pump can be split and turtle debris removed from impeller causing vibration issues. Parts have been ordered.***

**Tech support on sewage lagoon pump motor combo and dump truck.  
Also research on Town codes to be modified on property  
Maintenance and appliance removal.**

**Daniel McClure**

**Code Enforcement Officer**



# LEASE AGREEMENT 2024

## Town of Luther and Luther Little League

**Whereas**, the Town of Luther, the party of the first part, desires to enter into an agreement with **LUTHER LITTLE LEAGUE**, the party of the second part, concerning the use of the **concession stand and Fields #1, #2, and #3** at Wildhorse Park, owned by the Town of Luther.

**Whereas**, the party of the second part, desires to enter into an agreement whereby they can utilize the concession stand and **#1, #2, and #3 Fields at Wildhorse Park**, which is property owned by the Town of Luther, party of the first part.

**Now, therefore**, in consideration of the following premises and covenants contained herein, the parties agree as follows:

1. The party of the second part shall be allowed to use the concession stand and #1, #2, and #3 Fields at Wildhorse Park in the Town of Luther for the period from March 1, 2024 through July 1, 2024.
2. The Town of Luther, party of the first, will charge a lease fee of \$150.00 and will supply water and trash service as utilities included in this agreement. The lease fee will be due upon the first day of the requested lease date.
3. The party of the second part shall maintain the above described property and shall keep it mowed and in good condition.
4. Neither party will sublease or assign this lease agreement to any other party without a written agreement of both parties. The party of the first part may have certain events conducted on the requested property and will coordinate with the party of the second part for said events.
5. Any expenses incurred by the party of the second part, for upkeep, maintenance or otherwise accumulated, will not be reimbursed by the party of the first part and will be the sole responsibility of the party of the second part.

**Contract can be voided by either party with a 30-day notice. This notice shall not be expected to automatically renew at any point in time.**

In consideration of the mutual promises herein, the parties execute this agreement on this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Luther Little League Officer

\_\_\_\_\_  
Luther Little League Officer

# PERSONNEL POLICIES AND PROCEDURES MANUAL

Town of Luther, Oklahoma

Preface: This manual is intended to provide information about employment policies for employees of the Town of Luther. A copy will be provided to each employee. It is the responsibility of each employee to become familiar with the material contained in the manual.

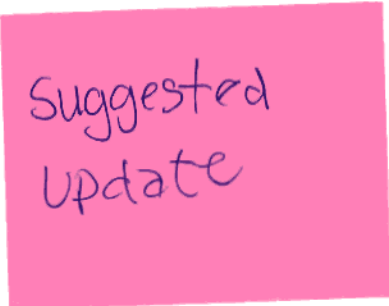
You are employed "at will", which means you are free to resign at any time, for whatever reason, just as the Town of Luther is free to end your employment at any time, and for any reason, with or without notice. Nothing in the Personnel Policies and Procedures is intended to create a contract binding you or the Town of Luther to an agreement of employment for a specific period of time.

The purpose of this manual is to establish policies which will serve as a guide to administrative action concerning various personnel activities and transactions. They may be changed, modified, rescinded or suspended, from time to time, with or without notice. These rules and regulations do not constitute a substantive modification or restriction of the Town's rights or ability to terminate or discipline any employee for the good of the services. This manual supersedes all previous publications pertaining to personnel policies.

Employees of the police department are subject to these policies and those of the police department's procedure manual. To the extent there is a conflict between the Town of Luther Employment Manual and the Police department's procedure manual, the police department's manual shall not control.

Adopted by the Town of Luther on this 11<sup>th</sup> day of July, 2017.

→ Amended by the Town of Luther Board of Trustees on this 22 day of February, 2024.



Suggested  
update

603-06 – Holiday during Unpaid leave: When a holiday falls within a period of leave without pay or immediately preceding or immediately after such leave, the employee shall receive no pay for the holiday.

603-07 – Appointment or Separation on Holiday: The appointment or separation of a regular employee shall not be effective on a holiday except when the employee is required to work that holiday.

603-08 – Election Day: Employees are urged to vote. Regular employees may be granted the necessary time off to vote, in accordance with the State Law.

#### 604 – Granting and Using Annual Leave:

Annual leave with pay shall be granted to full-time employees in accordance with State Law.

604-01 – An employee must not be a probationary employee and have been employed by the Town continuously for six months before being eligible to use his annual leave.

604-02 – All employees employed more than twelve months who have earned annual leave are encouraged to take a minimum of five consecutive days of annual leave each year. Careful consideration shall be given to the desires and needs of the employees.

→ 604-03 – Reserved.

QUESTION: RESOLVED  
this open to "save numbers!"

604-04 – The amount of annual leave to be used shall be computed based on the exact number of days or hours an employee is normally scheduled to work during the period leave is to be taken.

604-05 – In the event an observed Holiday falls within an annual leave period, the Holiday shall not be charged as an annual leave day.

604-06 – Annual leave shall not exceed the total amount credited to an employee at the time of the proposed departure.

604-07 – Annual leave shall not be converted from sick leave.

604-08 – Employees shall not be permitted to use either accrued annual leave or accrued compensatory time during a period of suspense.

604-09 – The Town Clerk shall maintain all leave records.

605 – Accrual of Annual leave: Annual leave shall be accrued by each full-time employee according to the scale below:



1-5 Years	8 hrs per month (96 hours per year)	196 hrs max retention (use or lose)
6-10 Years	10 hrs per month (120 hours per year)	224 hrs max retention (use or lose)
11-15 Years	12 hrs per month (144 hours per year)	256 hrs max retention (use or lose)
16-20 Years	14 hrs per month (168 hours per year)	288 hrs max retention (use or lose)
21+ Years	16 hrs per month (192 hours per year)	288 hrs max retention (use or lose)

**606 – Effect of Separation on Annual Leave Accruals:**

606-01 – Upon separation, in good standing, an employee shall be paid for the unused portion of his accrued leave provided he has completed six continuous consecutive months of employment with the Town.

**607 – Sick Leave:**

Sick leave may be granted to an employee when he is unable to perform his duties due to personal illness, injury, pregnancy, or for each medical, optical, or dental appointment.

607-01- Dependent Sick: Full-time employees may be granted dependent sick leave, but the leave will be counted against the employee’s earned annual leave time. This applies to care for a member of the employees’ family who either resides with the employee or who is dependent on the employee to handle any contagious or critical illnesses or diseases.

Unless it is impossible to do so, the employee shall notify their supervisor within two hours of the beginning of their work schedule of their intention to use sick leave. Any such sick leave granted for each medical, optical or dental appointment shall not exceed the actual time necessary for the examination or treatment and reasonable travel time. Any other request not fitting the about criteria should be taken as annual leave.

**608 – Granting Sick Leave:**

Sick leave without loss of pay shall be granted to employees in accordance with the following provisions.

608-01 – Sick leave shall not exceed the total amount accrued by the employee at the time of his absence.

608-02 – Leave without pay may be granted for sickness extending beyond the amount of leave at the town’s discretion. While in an unpaid status employee will be responsible for their portion of premiums while on approved leave. Situations where the employee takes leave without pay that would otherwise be considered sick leave are subject to disciplinary action up to and including termination.

608-03 – After six months of service, accrued annual leave may be used as sick leave when accrued sick leave has been exhausted.

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Current

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604-02 – All employees employed more than twelve months who have earned annual leave are encouraged to take a minimum of five consecutive days of annual leave each year. Careful consideration shall be given to the desires and needs of the employees.

604-03 – All annual leave hours in excess of the allowed 120 carryover hours shall be forfeited as of the first day of the month of the employee's date of hire anniversary date. However: a Department Head with prior approval of the Board of Trustees may defer an employee's annual leave because of work requirements for up to 30 days.

604-04 – The amount of annual leave to be used shall be computed based on the exact number of days or hours an employee is normally scheduled to work during the period leave is to be taken.

604-05 – In the event an observed Holiday falls within an annual leave period, the Holiday shall not be charged as an annual leave day.

604-06 – Annual leave shall not exceed the total amount credited to an employee at the time of the proposed departure.

604-07 – Annual leave shall not be converted from sick leave.

604-08 – Employees shall not be permitted to use either accrued annual leave or accrued compensatory time during a period of suspense.

604-09 – The Town Clerk shall maintain all leave records.

605 – Accrual of Annual leave: Annual leave shall be accrued by each full time employee according to the scale below:

1 – 5 years	6.67 hours per month	10 days per year	80 hours
6 – 9 years	10.0 hours per month	15 days per year	120 hours
10+ years	13.34 hours per month	20 days per year	160 hours

606 – Effect of Separation on Annual Leave Accruals:

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608-03 – After six months of service, accrued annual leave may be used as sick leave when accrued sick leave has been exhausted.

# Crime Scene Investigation Course (80 Hours)

(80-Hours CLEET Accredited #23-01207)

(Note: Course is two weeks long,  
Monday thru Friday, 8:00 am to 5:00pm)

When: April 29 – May 10, 2024

Hosted by: Newcastle Police Department

Location: Newcastle Police Training Facility  
851 N Carr  
Newcastle, OK 73065

Hotel and Non-Course Information Contact:  
Sgt. David Bristol: dbristol@newcastleok.org

This course is approved by the IAI Forensic Certification Management Board's Crime Scene Certification Board for initial crime scene certification and recertification

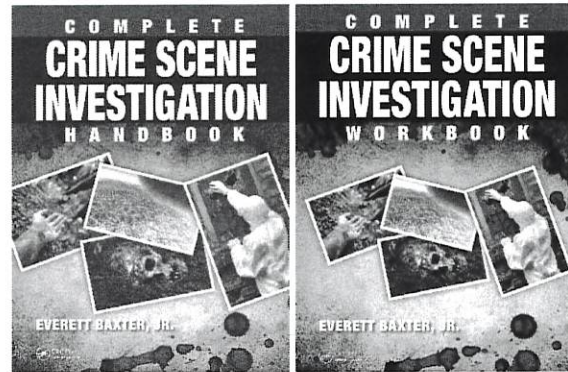
This course is approved by the IAI Forensic Certification Management Board's Bloodstain Pattern Analyst Certification Board for initial bloodstain pattern analyst certification and recertification

Instructor: Everett Baxter Jr.  
Everett Baxter Jr Forensics, LLC

## Items each student is required to bring:

The students would need to bring a camera, an external flash, a tripod, a sync or PC cord for the external flash, a shutter release cord or remote control and a flashlight. Optional Item: If your agency has an Alternate Light Source and can spare being without it for 2 weeks, bring it to the class.

Each student will receive the books Complete Crime Scene Investigation Handbook and Complete Crime Scene Investigation Workbook.



## Course Description

The students will learn the various techniques to document evidence, which includes:

- Note taking
- Photography
- Sketching

The students will then progress into various methods used to locate evidence.

- Search methods
- Forensic light sources
- Presumptive tests and Chemical enhancements
- Latent fingerprint development
- IR uses

The students will learn the various types of physical evidence and the appropriate methods used to document the particular evidence.

- Physical Evidence
- Serology evidence
- Trace evidence
- Firearms evidence
- Toolmark evidence
- Latent fingerprint development
- Footwear and tire mark evidence
- Injury Evidence
- Clothing/Textile evidence
- Computer evidence
- Questioned document evidence

The students will learn methods of documentation of evidence that may not always present at all crime scenes, however may encounter from time to time.

- Shooting scene documentation
- Bloodstain documentation
- Clandestine grave documentation

• Fire scenes  
The students will wind down the training with:

- Processing methodology
- Report writing

The students will then have an opportunity to put their knowledge to work by processing a mock crime scene.

## Instructor

Everett Baxter Jr. has:

- An Associate Degree in Applied Science – EMS
- A Bachelor's of Science in Chemistry
- Over 29 combined years in law enforcement
- Retired from the Oklahoma City Police Department, where he spent over 17 years in the Crime Scene Unit.

Mr. Baxter has had specialized training in:

- Crime Scene Investigations
- Homicide Investigations
- Basic Bloodstain Pattern Analysis
- Advanced Bloodstain Pattern Analysis
- Math and Physics for Bloodstain Pattern Analysis
- Shooting Scene Reconstruction
- Crime Scene Reconstruction
- Crime Scene Photography
- Forensic Mapping
- Clandestine Grave Investigation
- Infrared and UV Photography
- Alternate Light Source applications
- Cold Case Investigations

Mr. Baxter currently teaches or has taught Crime Scene Investigations, Police Photography and other CSI related classes at the college level. Mr. Baxter has presented numerous lectures and seminars at conferences, educational groups and various civic groups.

Mr. Baxter has written papers on the Effects of Cleaning Products on Bloodstains (co-authored), Alternate Light Source. Mr. Baxter has written the books the Complete Crime Scene Investigation Handbook and the Complete Crime Scene Investigation Workbook.



## Crime Scene Investigations Course Schedule

<b>WEEK 1</b>		
Monday	08:00 – 09:00	Introduction
	09:00 – 10:00	The Investigative Team
	10:00 – 11:00	Forensic Search & Seizure Legal Issues
	11:00 – 12:00	Lunch
	12:00 – 13:00	Forensic Search & Seizure Legal Issues
Tuesday	13:00 – 13:30	Note Taking and Practical Exercises
	13:30 – 17:00	Crime Scene Photography and Practical Exercises
	08:00 – 11:00	Crime Scene Photography and Practical Exercises
	11:00 – 12:00	Lunch
	12:00 – 17:00	Crime Scene Photography and Practical Exercises
Wednesday	21:00 – 23:00	Night Photography and Practical Exercises (Time Depending on Sunset)
	10:00 – 12:00	Crime Scene Photography and Practical Exercises
	12:00 – 13:00	Crime Scene Sketching
	13:00 – 14:00	Lunch
	14:00 – 17:00	Crime Scene Sketching and Practical Exercises
Thursday	08:00 – 09:00	Crime Scene Search
	09:00 – 11:00	Alternate Light Source
	11:00 – 12:00	Lunch
	12:00 – 13:00	Alternate Light Source Practical Exercises
	13:00 – 17:00	Presumptive Tests and Chemical Enhancements and Practical Exercises
Friday	08:00 – 11:00	Latent Fingerprint Development and Practical Exercises
	11:00 – 12:00	Lunch
	12:00 – 14:30	Latent Fingerprint Development and Practical Exercises
	14:30 – 16:00	Evidence Collection and Practical Exercises
	16:00 – 17:00	Physical Evidence and Practical Exercises
<b>WEEK 2</b>		
Monday	08:00 – 09:00	Serology Evidence
	09:00 – 10:00	Trace Evidence
	10:00 – 11:00	Serology and Trace Evidence Practical Exercises
	11:00 – 12:00	Lunch
	12:00 – 13:30	Firearms Evidence Practical Exercises
Tuesday	13:30 – 16:00	Toolmark Evidence and Practical Exercises
	16:00 – 17:00	Footwear and Tire Impression Documentation
	08:00 – 11:00	Footwear and Tire Impression Practical Exercises
	11:00 – 12:00	Lunch
	12:00 – 13:00	Digital Evidence
Wednesday	13:00 – 15:00	Injury Documentation and Practical Exercises
	15:00 – 17:00	Shooting Scene Documentation
	08:00 – 11:00	Shooting Scene Documentation Practical Exercises
	11:00 – 12:00	Lunch
	12:00 – 17:00	Bloodstain Documentation and Practical Exercises
Thursday	08:00 – 11:00	Clandestine Grave Documentation
	11:00 – 12:00	Lunch
	12:00 – 13:00	Fire Scenes
	13:00 – 14:00	Questioned Documents
	14:00 – 15:00	Processing Methodology
Friday	15:00 – 16:30	Report Writing
	16:00 – 17:00	Review
	08:00 – 13:00	Process Mock Crime Scene
	13:00 – 14:00	Lunch
	14:00 – 15:00	Final Test
	15:00 – 16:00	Court Room Testimony
	16:00 – 17:00	Closing / Certificate Presentation

## COURSE REGISTRATION

Website Registration (PREFERRED):

You may register for the course at:

<https://ebjrforensics.com/course/crime-scene-investigation-course-80-hours/>. The registration tab is at the bottom of this page. The website will allow you to register and pay for the course via P.O. or credit card.

Email/mail Registration:

You may also register by completing this form and emailing it to [everett.baxter@ebjrforensics.com](mailto:everett.baxter@ebjrforensics.com).




Attendee's Name:				
<input type="checkbox"/>	Law Enforcement	Badge No.:		
<input type="checkbox"/>	Student	<input type="checkbox"/>	Civilian	<input type="checkbox"/>
Agency:				
Address:				
City, ST, Zip:				
Attendee's Phone Number:				
Attendee's E-mail Address:				

### Tuition

Each class is limited to 24 students.

**Enrollment Deadline Is** April 26, 2024

Tuition for this course is **\$595.00**

Payment:	Check No.*	<input type="checkbox"/>	The Simplest and Preferred method is to register and pay through the website.
	P.O. Number *	<input type="checkbox"/>	
	*Name and email to send Invoice		
  	Credit Cards	<input type="checkbox"/>	If this is not possible, please call for information and processing. Everett Baxter Jr Forensics, LLC does not store credit card information. When you call, Everett will log into the payment site and process the credit card at that time.

For more information, please contact:

Everett Baxter Jr. of Everett Baxter Jr Forensics, LLC

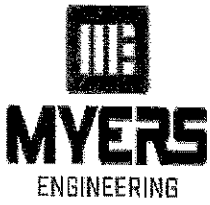
Cell: 405-255-8211

E-mail: [everett.baxter@ebjrforensics.com](mailto:everett.baxter@ebjrforensics.com)

This form may be filled out by clicking on the gray boxes and typing in the required information.

This form may not allow you to save the information, if it does not; print the form as a PDF.

Due to expenses incurred for the class, cancellations made 30 days or less will receive a \$125.00 cancellation fee.



# Myers Engineering, Consulting Engineers, Inc.

13911 Quail Pointe Drive  
Oklahoma City, OK 73134, United States  
Tel: 405-755-5325 Fax: 405-755-5373  
www.mecokc.com

City of Luther  
P.O. Box 56  
Luther, Oklahoma 73054

## INVOICE

INVOICE DATE: 3/5/2024  
INVOICE NO: 223072-4  
BILLING FROM: 10/2/2023  
BILLING TO: 3/4/2024

### 223072 - Luther - Municipal Building Site Development

Managed By: Bill Myers

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
223072 Engineering Services	\$32,000.00	80.00	\$25,600.00	\$20,800.00	\$4,800.00
223072 Design Survey	\$2,250.00	100.00	\$2,250.00	\$2,250.00	\$0.00
<b>TOTAL</b>	<b>\$34,250.00</b>		<b>\$27,850.00</b>	<b>\$23,050.00</b>	<b>\$4,800.00</b>

**AMOUNT DUE THIS INVOICE \$4,800.00**

This invoice is due upon receipt

SECTION 01027

S.A. &I. 427 (1985)

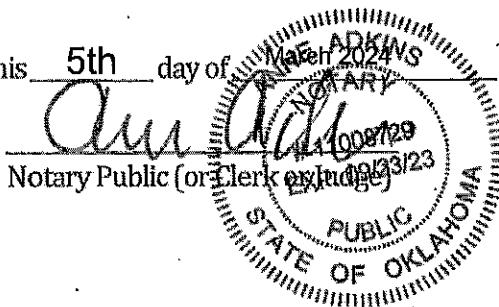
AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$1,000.00

STATE OF OKLAHOMA )  
 ) SS  
COUNTY OF OKLAHOMA )

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 request furnished the affiant. Affiant further states that (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 thing of value to obtain payment.

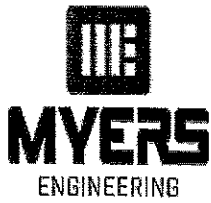
Mary Jo Peterson  
(Architect, contractor, supplier or engineer)

Subscribed and sworn to before me this 5th day of March 2024



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, as required by 74 O.S. 1984, S. 3109



**Myers Engineering, Consulting Engineers, Inc.**

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Tel: 405-755-5325 Fax: 405-755-5373  
www.mecokc.com

City of Luther  
P.O. Box 56  
Luther, Oklahoma 73054

**INVOICE**

INVOICE DATE: 3/5/2024  
INVOICE NO: 224003-1  
BILLING FROM: 1/17/2024  
BILLING TO: 3/4/2024

**224003 - Luther - REAP Water Valve Replacement**

Managed By: Bill Myers

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
224003 Engineering Services	\$5,000.00	85.00	\$4,250.00	\$0.00	\$4,250.00
<b>TOTAL</b>	<b>\$5,000.00</b>		<b>\$4,250.00</b>	<b>\$0.00</b>	<b>\$4,250.00</b>

**AMOUNT DUE THIS INVOICE \$4,250.00**

Due Upon Receipt

SECTION 01027

S.A. & I. 427 (1985)

AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$1,000.00

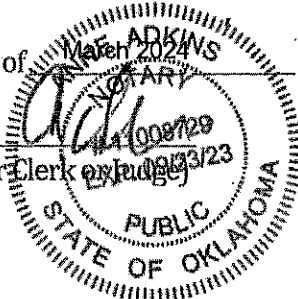
STATE OF OKLAHOMA )  
 ) SS  
COUNTY OF OKLAHOMA )

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*Mary Jo Peterson*  
(Architect, contractor, supplier or engineer)

Subscribed and sworn to before me this 5th day of March 2024

*Ann Adkins*  
Notary Public (or Clerk or Judge)

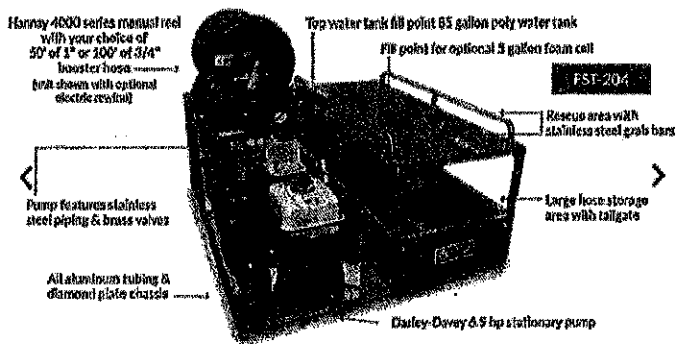


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Current LFD ATV



Skid unit donation from Choctaw



Installed