

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., APRIL 25, 2005  
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING**



9-1-1 association of central Oklahoma governments

Chair Dave Howe  
Choctaw Councilmember

Vice-Chair Grant Hedrick  
Canadian County Commissioner

Secretary/Treasurer Stan Inman  
Oklahoma County Commissioner

Executive Director  
Zach D. Taylor

**9-1-1 BOARD OF DIRECTORS AGENDA  
1:00 p.m., April 28, 2005  
ACOG Conference Room  
21 E. Main – Suite 100  
Oklahoma City, Oklahoma, 73104**

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES – March 31, 2005 ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – APRIL 2005 CLAIMS ([Attachment VI](#))

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$137,831.16 for the month of April. Staff has found these claims to be in order and proper as to form, and are recommended for payment. A copy of the Claims List is included in the agenda packet.

**Action Requested:** Motion to accept the finance report, and approve payment of the April claims against the Association.

VII. SBC CONTRACT AMENDMENT ([Attachment VII](#))

**INFORMATION:** The 9-1-1 ACOG contract with SBC needs to be amended to include provisioning for wireless Phase I trunks and other tariffed SBC services required for this system upgrade. A proposed contract amendment is attached.

**Action Requested:** Approval of said contract amendment with SBC.

VIII. WIRELESS ENHANCED 9-1-1 IMPLEMENTATION STATUS REPORT

**INFORMATION:** Staff will provide the Board with the current implementation status of our Wireless Enhanced 9-1-1 project.

**Action Requested:** None, for information only.

IX. GENERAL STATUS REPORT ([Attachment IX](#))

**INFORMATION:** Information on current projects is included for review and discussion.

**Action Requested:** None, for information only.

X. NEW BUSINESS

XI. ADJOURNMENT

**MINUTES OF THE  
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
ACOG CONFERENCE ROOM  
March 31, 2005**

**The third meeting of the calendar year 2005 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:05 p.m., March 31, 2005 in the Conference Room, 21 E. Main, Suite 100, Oklahoma City, Oklahoma. This meeting was held as indicated by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG Offices, 21 E. Main, Suite 100, at least twenty-four (24) hours prior to the meeting.**

**PRESIDING**

Hon. Dave Howe, Councilmember, Choctaw

**MEMBERS PRESENT**

Hon. Bryan Taylor, Councilmember, Bethany  
Hon. Larry O'Connell, Councilmember, Del City  
Hon. Saundra Naifeh, Mayor, Edmond  
Hon. Lewis Pringle, Trustee, Forest Park  
Hon. Eddie Reed, Mayor, Midwest City  
Hon. James Pumphrey, Councilmember, Nicoma Park  
Hon. David Hopper, Councilmember, Norman  
Hon. Ron Bledsoe, Mayor, Slaughterville  
Hon. Marsha Jefferson, Mayor, Spencer  
Hon. Scott Symes, Councilmember, The Village  
Hon. Leslie Owens, Councilmember, Warr Acres  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Mark Sharpton, Commissioner, Logan County

**MEMBERS ABSENT**

Hon. James Woodard, Councilmember, Arcadia  
Hon. Debbie Harrison, Councilmember, El Reno  
Hon. Jason Murphey, Councilmember, Guthrie  
Hon. Karen Feldhake, Councilmember, Harrah  
Hon. Matt Elerick, Mayor, Jones City  
Hon. Gary Johnston, Mayor, Lake Aluma  
Hon. Charles McCown, Councilmember, Lexington  
Hon. Scott Fesler, Councilmember, Luther  
Hon. Glenn Lewis, Mayor, Moore  
Hon. Wendy Wilkerson, Councilmember, Mustang  
Hon. Jim Gurley, Councilmember, Newcastle  
Hon. Kathy Walker, Councilmember, Nichols Hills  
Hon. Carol Jones, Councilmember, Noble

## **MEMBERS ABSENT (continued)**

Hon. Greg Banta, Councilmember, Piedmont  
Hon. Kathy Jordon, Trustee, Smith Village  
Hon. Chet Curlee, Councilmember, Tuttle  
Hon. Robert Greb, Mayor, Valley Brook  
Hon. Jim Gilbert, Mayor, Woodlawn Park  
Hon. Bob Bradway, Councilmember, Yukon  
Hon. Bill Graves, Commissioner, Cleveland County  
Hon. Stan Inman, Commissioner, Oklahoma County

## **GUESTS**

Mary Murphey, Logan County Commissioner's Office  
David Baisden, Communications, Oklahoma County Sheriff's Office  
Matt Jackson, Communications, Oklahoma County Sheriff's Office  
Willa Johnson, Councilmember, City of Oklahoma City  
Kenneth LaRue, Transit Division, Oklahoma Dept. of Transportation  
Ronnie Freeman, SBC

## **STAFF**

Zach Taylor, Executive Director  
Debbie Cook, Finance Director  
Jane Sutter, Division Director, Intergovernmental Services  
Linda Koenig, Division Director, Transportation Planning & Data Services  
Stephen M. Willoughby, E9-1-1 & Public Safety Programs Director  
Jerry Church, Special Programs Officer  
Doug Rex, Assistant to Executive Director  
Carolyn White, 9-1-1 Database Manager  
Johnny Irons, 9-1-1 Project Coordinator  
J. Dell Gordon, Legal Counsel  
John G. Johnson, Consultant  
Anita Kroth, Administrative Assistant

### I. CALL TO ORDER

Chairman Dave Howe called the meeting to order at 1:05 p.m. A quorum was present.

### II. INTRODUCTION OF GUESTS

Executive Zach Taylor introduced Tom Wagner, EMSA; Mary Murphey, Logan County; and Ronnie Freeman, SBC.

### III. APPROVAL OF MINUTES – February 24, 2005

**Action Requested:** Motion to approve minutes of the February 24, 2005 meeting.

Director Eddie Reed, Midwest City, made a motion to approve the minutes of the February 24, 2005 meeting. Director James Pumphrey, Nicoma Park, seconded the motion. The motion carried the following votes:

AYE: Taylor, Howe, O'Connell, Pringle, Reed, Pumphrey, Hopper, Bledsoe, Jefferson, Symes, Owens, Hedrick and Sharpton

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

A. CHAIRMAN'S REPORT

Chairman David Howe thanked members of the 9-1-1 Board of Directors for their help with contacting their state representatives regarding WE9-1-1HB 1751.

B. DIRECTOR'S REPORT

Staff has had successful meetings with the City of El Reno, Park View Hospital, and EMSA on how El Reno can work out a good, long-term solution for their EMS system.

Executive Director Zach Taylor congratulated Mayor Eddie Reed along with the City of Midwest City on the completion of its remodeling of the Midwest City 9-1-1 Emergency Communications Center. Mr. Taylor said that it is state-of-the-art and very attractive, and encouraged other cities to use it as a prototype.

Mr. Taylor reported that Metro Chiefs recently met at the Oklahoma National Memorial Museum. He said staff arranged for Metro Police Chiefs to meet there for their monthly meeting April 7.

Mr. Taylor reported that Stephen Willoughby has been participating in the internal inspection audit of Norman's emergency communications center. He is part of an eight-person team that is evaluating current policies, procedure, equipment and duties, and provides recommendations for improvements in efficiencies and standards. He said this would be a three-month process to finalize recommendations to the Norman Police Chief.

Mr. Taylor recalled that initially when 9-1-1 was started, 9-1-1 ACOG it was involved in training call-takers on the 9-1-1 equipment. Later, at the request of our members, we established the 9-1-1 Institute in which we train area call-takers in a national certification. Recently at Norman's request, we have gotten into the Emergency Medical Dispatch business and have offered a great deal of training in this process.

Mr. Taylor said recently, PSAP managers have asked us to look at a process to regionally create a pool of applicants for 9-1-1 call-taker positions. They would like us to create a system where people could apply for a job that could open in any of our communities, and provide pre-training and pre-testing to facilitate and ease the burden on the cities in securing call-taker staff.

He said this has been done for the fire service in the metro region and we plan to see what we can get accomplished for 9-1-1 call-takers.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – MARCH 2005 CLAIMS

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$192,968.45 for the month of March. Staff has found these claims to be in order and proper as to form, and are recommended for payment. A copy of the Claims List is included in the agenda packet.

**Action Requested:** Motion to accept the finance report, and approve payment of the March claims against the Association.

Director James Pumphrey, Nicoma Park, made a motion to accept the finance report, and approve payment of the March claims against the Association. Director Eddie Reed, Midwest City, seconded the motion.

AYE: Taylor, Howe, O’Connell, Pringle, Reed, Pumphrey, Hopper, Bledsoe, Jefferson, Symes, Owens, Hedrick and Sharpton

NAY: None

ABSTAIN: None

VII. TRAUMA CENTER BRIEFING

Executive Director Zach Taylor said the state’s trauma system was discussed at the Oklahoma legislature last session and we provided a board briefing at that time. He introduced Tom Wagner, Chief Operating Officer with EMSA, who is involved extensively with implementing the process that was established and was present to brief the Board on that progress.

Mr. Wagner briefed the Board on the Trauma Transfer and Referral Center. He gave a background beginning with Oklahoma University Medical Center’s Trauma Center in 2003

and the problem of whether or not it would be able to continue, and how that would affect our communities. He explained some of the causes of the problem, which included an ever-increasing population in the state who are uninsured or under insured, and the reduction in numbers of specialist physicians regularly available for hospital trauma care.

The State became involved because of the necessity for the state to provide a trauma center to the citizens. The State was desirous of having a common call center to make sure that patients were transported to the appropriate hospitals. Representatives came to EMSA and said since their call center is staffed 24/7 and service covers 70% of the state's population it would be logical to contract with EMSA to provide such a call center.

Also, the Trauma Call Center would provide a common data collection system. Mr. Wagner explained the procedures they follow to handle calls. The system now has a team of specialists physicians across the state set on a medical review panel and review all cases and make sure that the referrals are appropriate.

Currently, the procedure includes a 24-hour rotation basis in which one hospital in the metroplex is identified to be responsible on that day for taking care of Priority 2 patients. This means that this hospital is the only hospital required to have a neurosurgeon, an orthopedists and all other specialists on call taking the load off of all of the other hospitals compared to in the past where all 13 hospitals were required to keep specialists on call.

It's the job of the people in the trauma referral and transfer call center to be sure the patient gets transported to the appropriate hospital. All priority 1 patients are transferred to the OU Trauma Center.

The state has an "EM system," a large database that in the future will maintain information on every acute care hospital in the state. The EMS crews can determine from this information which hospital to transport to. It is continually updated to accommodate for any changes that occur throughout the day.

Director James Pumphrey asked if a Priority 2 patient has a choice of hospitals rather than being taken only to the on-call hospital that day? Mr. Wagner said the patient always has a choice, however, there is only one hospital designated daily to receive Priority 2 cases, that patient would be advised by the EMS worker that without going to the on-call hospital of the day, they may not receive the specialty care their case might need.

Director Larry O'Connell, Del City, asked that Mr. Wagner provide handouts of the information that he presented today to the Board. Mr. Wagner said he would supply those at a later date.

Director Leslie Owens, Warr Acres, asked if there is an Internet site available for public viewing. Mr. Wagner said this is a system the state purchased to roll out to all medical facilities and EMS agencies in the state, is a secured site. It's in all of the hospital emergency rooms. Since data can be changed on it, it must be secured from the public.

Kenneth LaRue asked if a Priority 2 or Priority 3 patient or a family member could insist on going to the OU Medical Center trauma center. Mr. Wagner said that EMS would violate the protocol if the patient insisted that they be taken there, or not taken to any hospital at all, if that were the request. The EMS would give the patient education as to what would happen if they were taken to a hospital not staffed to see to their medical needs. If they over-triage the patient and take them to the OU Medical Center, then that person might have to wait longer for treatment because Priority 1 patients and critical cases would be seen ahead of them.

#### VIII. WIRELESS ENHANCED 9-1-1 IMPLEMENTATION STATUS REPORT

Stephen Willoughby reported that of the seven carriers AT&T has progressed the farthest. AT&T's assets are being sold to Alltel, a new carrier in the area, and that merger required that they fill all of their obligations related to Wireless Enhanced 9-1-1. Testing with AT&T has been scheduled in three weeks. Cingular is not far behind; they are in the process of procuring trunks. T-Mobile has yet to submit their routing sheets to aid with addressing their towers. In the meantime we are in the process of upgrading all of the 9-1-1 trunks at all PSAPs to receive the 10-digit telephone number as well as configuring all of the workstations so that they could see 10-digit numbers and 7-digit numbers.

The FCC has set May 4<sup>th</sup> as the deadline for wireless carriers to fulfill our request for Phase I. The way it looks now, not all of the carriers will be able to meet the deadline.

#### IX. GENERAL STATUS REPORT

Mr. Willoughby reported that all 54 workstations' operating systems have been upgraded from NT to XP-Pro. This upgrade was done to ensure that our PSAPs would be able to receive the latest versions of software releases from TCI. TCI plans to release the first upgrade April 1<sup>st</sup> with an interim step in which SBC will take that upgrade to their laboratories and test it before we test it at the 9-1-1 ACOG PSAP before it goes out into the field.

As a part of 9-1-1 ACOG's Training Institute Continuing Education Series, 9-1-1 ACOG hosted a 48-hour Communications Training Officer course to local PSAPs. The 9-1-1 ACOG PSAPs participating in that class were from Cleveland County; Del City; Oklahoma County Sheriff's Office; and Yukon.

Mr. Willoughby also reported that ACOG has been designated as the Grant Administrator for the ACOG Rural Access to Emergency Defibrillator grant program. This grant program distributes Automatic External Defibrillators (AEDs) to eligible entities in Canadian and Logan counties.

X. NEW BUSINESS

None

XI. ADJOURNMENT

Chairman Dave Howe called for a motion to adjourn. Director Lewis Pringle, Forest Park, made a motion to adjourn. Director James Pumphrey seconded the motion. The motion carried the following votes:

AYE: Taylor, Howe, O'Connell, Naifeh, Pringle, Reed, Pumphrey, Hopper, Bledsoe, Jefferson, Symes, Owens, Hedrick and Sharpton

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:34 p.m.

ADOPTED THIS 31<sup>ST</sup> DAY OF MARCH 2005.

---

Chairman

---

Secretary-Treasurer

PAGE DOWN TO VIEW **ATTACHMENT VI**

**BE IT RESOLVED**, that on this 28th day of April 2005, the following claims are approved by the 9-1-1 Association of Central Oklahoma Governments; and the Director and Officers of this Association are directed to pay such claims.

**MSAG/Education/Training**

Personnel	\$ 65,344.90	
Consultant	3,037.50	
Deposit Corrections	(35.70)	
Mileage	178.90	
Postage	144.75	
Publications & Subscriptions	26.95	
Supplies	329.88	
Telephone	169.73	
Travel	168.16	
Xerox	100.88	
	<hr/>	
<i>Total MSAG/Education/Training</i>		\$ 69,465.95

**9-1-1 Operating/Maintenance**

SBC	\$ 42,805.61	
SBC (UPS Maintenance)	1,117.00	
SBC	108.74	
SBC Capital Services	1,686.14	
Koch Financial Corporation	17,903.21	
Logix Communications	2,433.20	
TDS Telecom	1,221.52	
Pioneer Telephone	413.42	
Pioneer Telephone	319.39	
Pioneer Telephone	96.87	
Pioneer Telephone	59.75	
Valor Telecom	72.26	
Language Line Services	128.10	
	<hr/>	
<i>Total 9-1-1 Operating/Maintenance</i>		<hr/> 68,365.21

**Total April Claims**

**\$ 137,831.16**

---



---

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CASH STATUS REPORT  
FOR THE MONTH ENDED MARCH 31, 2005**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>March 1, 2005</i> Cash on Deposit	\$ 454,251.92	\$ 848,873.99	\$ 1,303,125.91
Cash Receipts			
Fee Income	\$ 133,974.91	\$ -	\$ 133,974.91
Contracts	-		-
Transfers of Funds	101,260.72	99,297.28	200,558.00
Interest Earned	553.05	2,246.55	2,799.60
Miscellaneous	228.90	-	228.90
Total Cash Receipts	<u>\$ 236,017.58</u>	<u>\$ 101,543.83</u>	<u>\$ 337,561.41</u>
Total Cash Available	\$ 690,269.50	\$ 950,417.82	\$ 1,640,687.32
Cash Disbursements			
Claims/Operating Expense	\$ 192,968.45	\$ -	\$ 192,968.45
9-1-1 Fund Disbursement	18,750.00	-	18,750.00
Transfers of Funds	99,297.28	101,260.72	200,558.00
Miscellaneous	50.10		50.10
Total Cash Disbursements	<u>\$ 311,065.83</u>	<u>\$ 101,260.72</u>	<u>\$ 412,326.55</u>
Ending Balance <i>March 31, 2005</i> Cash on Deposit	<u>\$ 379,203.67</u>	<u>\$ 849,157.10</u>	<u>\$ 1,228,360.77</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DISBURSEMENT OF FUND BALANCE  
MARCH 2005**

Arcadia	\$ 16.07
Bethany	961.95
Choctaw	495.13
Cleveland County	237.65
Del City	721.29
Edmond	3,133.47
El Reno	1,132.14
Forest Park	38.24
Guthrie	595.37
Harrah	183.62
Jones	133.10
Lexington	76.96
Midwest City	1,814.38
Moore	1,391.15
Mustang	450.77
Newcastle	243.91
Nichols Hills	227.17
Noble	198.94
Norman	3,816.70
Oklahoma County	648.44
Piedmont	137.99
Slaughterville	74.67
Spencer	129.18
The Village	350.10
Tinker AFB Fire Department	93.23
Tuttle	168.13
Warr Acres	445.56
Woodlawn Park	4.76
Yukon	829.93
	-----
Total March Disbursements	\$ 18,750.00
	=====



9-1-1 association of central Oklahoma governments

Chair Dave Howe  
Choctaw Councilmember

Vice-Chair Grant Hedrick  
Canadian County Commissioner

Secretary/Treasurer Stan Inman  
Oklahoma County Commissioner

Executive Director  
Zach D. Taylor

**MEMORANDUM**

**DATE:** April 20, 2005

**TO:** 9-1-1 Board of Directors

**FROM:** Jane Sutter, IGS Division Director

**SUBJECT:** SBC Contract Amendment to Accommodate Wireless Phase I

**INFORMATION:** As discussed with the Board in previous meetings, the 9-1-1 Association has requested all wireless carriers in the region to implement Phase One wireless. Phase 1 implementation will provide more appropriate routing of the calls to the correct public safety answering point, and will give the call-taker a 10-digit call-back phone number should the caller be disconnected. FCC orders require the carriers to provide such service within six months of such a request. The six-month period for the Central Oklahoma region expires May 1, and as noted in another agenda item, U.S. Cellular and AT&T will turn up Phase I before that deadline, and most others are close behind.

While FCC rules do not require payment of the wireless companies for Phase I without a cost-recovery method established by the public safety agency, SBC is allowed to recoup its cost for their side of provisioning upgraded services. You may remember the extensive negotiation process 9-1-1 ACOG staff was involved with to determine reasonable Tariff rates for SBC's services related to improving wireless handling of 9-1-1 calls.

Since Phase I service will begin with some, if not all, of the wireless carriers before the end of this Fiscal Year, it is necessary to amend our current contract agreement with them to add the additional charges that will be incurred once Phase I becomes active. Attachment VII identifies those charges.

**Action Requested:** Approval of attached Contract Amendment with SBC.

**ADDENDUM to the Agreement**

**BETWEEN  
SOUTHWESTERN BELL TELEPHONE, L.P., AND  
THE 9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**

**Wireless Phase I**

The Parties hereby agree to supplement and/or modify their original Master Services Agreement, dated June 29, 2004, as follows:

1. **THE 9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS seeks Phase I wireless service from SOUTHWESTERN BELL TELEPHONE, L.P.**
2. The population of the requested service area is 502,809.
3. The parties agree that the term of this agreement to provision Phase I wireless service, contained in this Addendum, is two (2) months, commencing in May 1, 2005 and ending June 30, 2005.
4. The parties agree that the fee for Phase I wireless service will be \$4,084.36 per month for the term of this Addendum, plus a one-time set up fee of \$51,074.62.
5. The terms, conditions and provisions of this Addendum are not intended to conflict with any term, condition or provision of the Master Services Agreement. To the extent any term, condition or provision of this Addendum conflicts with the Master Services Agreement, the terms, conditions and provisions of this Addendum control, and all other terms, conditions and provisions of the Master Services Agreement remain in full force and effect.

**IN WITNESS WHEREOF**, the parties execute this contract, on the dates indicated, as follows:

**9-1-1 Association of Central  
Oklahoma Governments**

**SOUTHWESTERN BELL  
TELEPHONE, L.P.**

BY \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

WIRELESS 9-1-1 PHASE I

SBC COSTS

<u>BILLING UNITS</u>	<u>USOC</u>	<u>MONTHLY</u>	<u>ONE-TIME</u>
503	WL9PI	\$4,084.36	\$51,074.62



9-1-1 association of central Oklahoma governments

## ATTACHMENT IX

Chair Dave Howe  
Choctaw Councilmember

Vice-Chair Grant Hedrick  
Canadian County Commissioner

Secretary/Treasurer Stan Inman  
Oklahoma County Commissioner

Executive Director  
Zach D. Taylor

## MEMORANDUM

**DATE:** April 18, 2005

**TO:** 9-1-1 Board of Directors

**FROM:** Stephen M. Willoughby, Director  
E-9-1-1 & Public Safety Programs

**SUBJECT:** General Status Report

### 9-1-1 Training Institute

As a part of 9-1-1 ACOG's Training Institute's Continuing Education Series, 9-1-1 ACOG hosted a three-day Basic Emergency Medical Dispatch (EMD) class for local PSAPs. 9-1-1 ACOG participants in this class were: **June Claybaugh, Noble Police Department; Tami Roller, Norman Police Department; Tamila Smith and Fallon Towell, Park View EMS; Kristy Polston, Luke Stapleton, David Davis and Christopher Bartlett, EMSA.** There were also participants from Gold Star EMS, Brownwood, Texas, and Emergency Dispatch Services, Claremore, Oklahoma.

The Institute will be hosting a Hazardous Materials & Weapons of Mass Destruction awareness one-day course at ACOG on May 18<sup>th</sup> from 9:00 a.m. to 5:00 p.m.

### Automatic External Defibrillator Grant

9-1-1 ACOG will be distributing the Automatic External Defibrillators on Wednesday, May 11<sup>th</sup> at 10:00 a.m. to the 16 recipients of the Rural Access to AED grant program administered by ACOG.