

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., APRIL 26, 2004
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 29, 2004
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 25, 2004 ([Attachment III](#))

Action Requested: Motion to approve minutes of the March 25, 2004 meeting.

- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – APRIL 2004 CLAIMS
([Attachment VI](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$151,651.28 for the month of April. These claims have been found to be in order by staff 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. CONSIDER AUTHORIZATION OF A SUBCONTRACT BETWEEN ACOG AND 9-1-1 ACOG FOR ADMINISTRATIVE SERVICES AND APPROPRIATE AUTHORIZATIONS REQUIRED TO FULFILL OBLIGATIONS UNDER THE OSDH/HRSA GRANT WHICH WILL PROVIDE EMD SOFTWARE

INFORMATION: In an effort to ensure proper authorization for ACOG to acquire, implement and administer a grant that would provide valuable EMD software and services to 9-1-1 ACOG, staff is recommending a subcontract between ACOG and 9-1-1 ACOG. This contract would authorize ACOG to procure and install any necessary hardware, software and supplemental equipment to any of the 9-1-1 ACOG's property for the purposes of fulfilling the obligations under the Oklahoma State Department of Health's (OSDH) Health Resource and Service Administration (HRSA) grant which will fund the software version of the Emergency Medical Dispatch protocol system. This agreement is coterminous with the OSDH contract utilizing the same terms and conditions.

Action Requested: Motion to approve a subcontract between the Association of Central Oklahoma Governments (ACOG) and the 9-1-1 Association of Central Oklahoma Governments (9-1-1 ACOG) for administrative services and appropriate authorizations required of the HRSA grant funds for the regional Emergency Medical Dispatch program, subject to legal counsel approval.

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

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

Action Requested: None, for information only.

IX. NEW BUSINESS

X. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
March 25, 2004**

The third meeting of the calendar year 2004 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:02 p.m. March 25, 2004 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. Marilyn Murrell, Mayor, Arcadia
Hon. James Woodard, Councilmember, Arcadia
Hon. Bryan Taylor, Councilmember, Bethany
Hon. Larry M. O'Connell, Councilmember, Del City
Hon. Sandra Naifeh, Mayor, Edmond
Hon. Paula Sanford, Councilmember, Edmond
Hon. Jason Murphey, Councilmember, Guthrie
Hon. Bill Haddock, Councilmember, Lexington
Hon. Darrell Noblitt, Councilmember, Mustang
Hon. Kathleen Moon, Councilmember, Mustang
Hon. Jim Gurley, Councilmember, Newcastle
Hon. James Pumphrey, Councilmember, Nicoma Park
Hon. David Hopper, Councilmember, Norman
Hon. John Brown, Councilmember, Piedmont
Hon. Ron Bledsoe, Mayor, Slaughterville
Hon. Marsha Jefferson, Mayor, Spencer
Hon. Scott Symes, Councilmember, The Village
Hon. Tom Smith, Councilmember, Warr Acres
Hon. Bob Bradway, Councilmember, Yukon
Hon. Grant Hedrick, Commissioner, Canadian County
Hon. Mark Sharpton, Commissioner, Logan County

MEMBERS ABSENT

Hon. Susan Schwarz, Councilmember, El Reno
Hon. Lewis Pringle, Mayor, Forest Park

MEMBERS ABSENT (continued)

Hon. Karen Feldhake, Councilmember, Harrah
Hon. Matt Elerick, Mayor, Jones City
Hon. Gary Johnston, Mayor, Lake Aluma
Hon. Scott Fesler, Councilmember, Luther
Hon. Eddie Reed, Mayor, Midwest City
Hon. Glenn Lewis, Mayor, Moore
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. Carol Jones, Councilmember, Noble
Hon. Kathy Jordon, Councilmember, Smith Village
Hon. Chet Curlee, Councilmember, Tuttle
Hon. Robert Greb, Councilmember, Valley Brook
Hon. Jim Gilbert, Mayor, Woodlawn Park
Hon. Bill Graves, Commissioner, Cleveland County
Hon. Stan Inman, Commissioner, Oklahoma County

GUESTS

Bill Knox, Town of Harrah
Jerry Taylor, City Manager, Town of Harrah
Gerald L. Wright, Oklahoma County Chairman's Office
Mary Murphey, Logan County Commissioners' Office
Steve Jones, Congressman Ernest Istook's Office
Ronnie Freeman, E9-1-1 Area Manager, SBC
Ashley Perkins, External Affairs, SBC
Willa Johnson, Councilmember, City of Oklahoma City

STAFF

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

I. CALL TO ORDER

Chairman Dave Howe called the meeting to order at 1:04 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Director Zach Taylor introduced Steve Jones, Congressman Ernest Istook's Office; Gerald Wright, Oklahoma County Chairman's Office; Ronnie Freeman, SBC; Ashley Perkins, External Affairs, SBC; Jerry Taylor, City Manager of Harrah; and Bill Knox, Harrah.

III. APPROVAL OF MINUTES - February 26, 2004

Action Requested: Motion to approve minutes of the February 26, 2004 meeting.

Director James Pumphrey, Nicoma Park, made a motion to approve the minutes of the February 26, 2004 meeting. Director Larry O'Connell, Del City, seconded the motion. The motion carried the following votes:

AYE: Murrell, Taylor, Howe, O'Connell, Naifeh, Haddock, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Symes, Smith, Bradway, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Zach Taylor reported that the State's Regional Homeland Security Councils continue to meet. Region 8 is Oklahoma City and Oklahoma County, while Region 6 is the balance of ACOG plus some counties in the Central Oklahoma Economic Development District (COEED), including Shawnee. Mr. Taylor said he is the Chair for Region 8. The next meeting for Region 8 will be March 26th, which will relate to general coordination and planning for seminars, tabletop and full scale exercises for the region.

Mr. Taylor announced that he along with other 9-1-1 staff members, Jane Sutter, Stephen Willoughby and Johnny Irons would be visiting SBC's new trouble resolution center in Austin next week. That office, where 9-1-1 trouble calls are sent, moved from its Kansas City location to Austin. We want to make sure that all of our contingency plans for 9-1-1 are on line and that they are familiar with those plans, he said.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – MARCH 2004 CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$115,802.93 for the month of March. These claims have been found to be in order by staff, 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 Sandra Naifeh, Edmond, made a motion to accept the finance report and approve payment of the March claims against the Association. Director David Hopper, Norman, seconded the motion. The motion carried the following votes:

AYE: Murrell, Taylor, Howe, O'Connell, Naifeh, Haddock, Noblitt, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Symes, Smith, Bradway, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

VII. CONTRACT BETWEEN 9-1-1 ACOG AND SBC FOR THE PROCUREMENT OF THE 9-1-1 DATABASE FOR EARLY WARNING NOTIFICATION SYSTEMS IN THE REGION

Stephen Willoughby explained that Edmond and Midwest City and a few other entities in the ACOG region have purchased reverse 9-1-1 type systems for emergency warning notifications. However, until recently the only telephone numbers those communities were allowed to use to forewarn individuals of potential evacuations, tornadoes, etc. was from published telephone numbers and not 9-1-1 database information, which includes unpublished numbers. Until last year state law would not allow the 9-1-1 database to be used. Published telephone numbers like those listed in telephone books were allowed. HB 1650 passed, which now allows SBC to provide its 9-1-1 database information to for emergency notification.

The contract mentioned would allow 9-1-1 ACOG to procure SBC's 9-1-1 database on behalf of our members. The House Bill had a stipulation that it would require a population of 300,000 to be eligible for the database, which limited the number of communities in Central Oklahoma that could obtain this database. But, by utilizing the regional population base, the 9-1-1 Association is eligible to obtain this database on behalf of our member communities.

The 9-1-1 Technical Committee recommended that on an annual basis, the 9-1-1 Association procure SBC's database in order to provide it to all 9-1-1 ACOG members. If an individual community desires a more frequent update, it would be possible to do through the 9-1-1 Association, and be billed by the Association for it.

Director James Pumphrey made a motion to establish the policy recommended by the 9-1-1 Technical Committee that is outlined in Attachment VIII and authorize the Executive Director to execute a contract between 9-1-1 ACOG and SBC for the procurement of the 9-1-1 database for the early warning notification systems in the region, subject to legal counsel approval.

Director David Hopper, Norman, asked if this would be based on a pass through cost. Mr. Willoughby said that the cost for 9-1-1 ACOG would be approximately \$1,000 annually to purchase numbers for the entire ACOG region. If individual entities desired them more frequently, they would be required to pay their costs for any additional requests.

AYE: Murrell, Taylor, Howe, O'Connell, Naifeh, Murphey, Haddock, Noblitt, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Symes, Smith, Bradway, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

Mr. Taylor thanked SBC for working the 9-1-1 Association in such a positive way to help provide this type of service to 9-1-1 ACOG communities. There is a cost savings in taking the regional approach to procurement of this 9-1-1 database.

VIII. WIRELESS E9-1-1 TARIFF STATUS REPORT

Stephen Willoughby explained that staff has worked on this project since October 2002 when SBC introduced a tariff to recover their costs related to providing enhanced wireless 9-1-1 service to the ACOG PSAPs. SBC originally proposed a charge of \$0.23 for each wireless 9-1-1 call a PSAP received.

Protest letters were filed by communities throughout the state against the cost recovery method that SBC proposed "per call." Wireless calls account for approximately 40% of 9-1-1 calls at many PSAPS. The Intervenors filed motions before the Corporation Commission to intervene in the tariff process, which suspended SBC's tariff filing to allow time for negotiations amongst the parties.

After Intervenors entered into a proprietary agreement to make possible a review of SBC's cost analysis, in May 2003 they filed a proposed alternative with the Corporation Commission along with an analysis of SBC's cost study.

The Intervenors' alternative proposed tariff requested that charges be based on a "per wireless subscriber" basis. He explained that it would allow for a one-to-one match of costs with revenue that would be achieved through a wireless E9-1-1 service fee election. The Intervenors also requested that costs for Phase I and Phase II be unbundled so that PSAPs would not be required to pay for services not received.

In response SBC proposed a new Wireless E9-1-1 Tariff that broke down the recurring costs and one-time implementation costs based on population. He said that some costs were modified or deleted. The charges would be priced on a billing unit; PSAPs would not be billed until they go on line with either phase. (One billing unit equates to 1,000 in population).

The Oklahoma Corporation Commission assigned a referee to the case for scheduling purposes and to serve as a liaison. The referee is an Administrative Law Judge. The Intervenors are concerned that SBC's profits could exceed what is regulatory allowable. Intervenors prefer to recover costs for SBC's E9-1-1 wireless costs on a per subscriber basis. It is recommended that the costs be generated at the same measure as the revenue and reflect actual wireless market penetration as opposed to population projections.

Mr. Willoughby explained that the Intervenors' proposed tariff utilizes the same five-year total revenue proposed by the cost study utilized by SBC. Wireless subscribers are estimated at 50% of total population. The cost recovery on the per subscriber basis would be \$.0164 per subscriber based on a population of 3,428,410.

He said that on March 11th negotiations would be held; then on March 26th SBC's written testimony would be due and Intervenors' written testimony due April 9th. The Commission staff's written testimony is due on April 30th followed by rebuttal from all parties on May 27, with the hearing set for June 15 and 16.

Director David Hopper mentioned the 40% calls being made on wireless phones, and with 50% wireless penetration, what is the projection for when there will be 100% wireless usage. Mr. Willoughby said that is unpredictable. He said we are looking at how fast that penetration will grow. We cannot realistically project that.

Director James Pumphrey asked what amount would be added to the subscribers phone bill. Mr. Willoughby explained that an election would allow for a \$.50 cent charge for each subscriber to fund software upgrading, mapping, wireless carrier charges, etc.

IX. GENERAL STATUS REPORT

Mr. Willoughby reported that completion of installation of the software upgrade to the TCI system is expected by the first week in April. He reported that staff is in the process of finalizing a contract with the Oklahoma State Department of Health for the Emergency Medical Dispatch (EMD) software. The contract will be between the health department and the Association of Central Oklahoma Governments.

State Senate Bill 1119 proposes to soften regulations on many of the telecommunication services provided by SBC and other Incumbent Local Exchange Carriers. He said that the Oklahoma Association of Regional Councils, Oklahoma Municipal League, and the Oklahoma Chapter of the National Emergency Number Association continue to work with SBC to allow continuation of OCC to oversee 9-1-1 related activities. There will be amendments filed later to ensure that this be regulated under the Oklahoma Corporation Commission.

2003 annual 9-1-1 statistics for the Central Oklahoma 9-1-1 system were attached to the agenda for individual review.

X. NEW BUSINESS

None

XI. ADJOURNMENT

Chairman Dave Howe called for a motion to adjourn. Director David Hopper made a motion to adjourn. Director Marilyn Murrell seconded the motion. The motion carried the following votes:

AYE: Murrell, Taylor, Howe, O'Connell, Naifeh, Murphey, Haddock, Noblitt, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Symes, Smith, Bradway, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:27 p.m.

ADOPTED THIS 29TH DAY OF APRIL 2004.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI

BE IT RESOLVED, that on this 29th day of April 2004, 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	\$ 56,398.34	
Development	495.00	
Insurance	8,536.18	
Mileage	57.99	
Parking	57.00	
Printing	30.00	
Postage	261.59	
Supplies	30.38	
Supplies - Aerial Photos	3,740.00	
Telephone	199.95	
Travel	1,022.73	
Xerox	406.37	
	<hr/>	
<i>Total MSAG/Education/Training</i>		\$ 71,235.53

9-1-1 Operating/Maintenance

SBC	\$ 16,410.53	
SBC (UPS Equipment & Maintenance)	33,224.35	
SBC Capital Services	1,686.14	
Koch Financial Corporation	17,903.21	
TDS Telecom	1,242.35	
Pioneer Telephone	413.52	
Pioneer Telephone	319.39	
Pioneer Telephone	99.91	
Pioneer Telephone	59.61	
Valor Telecom	72.03	
J. Dell Gordon	8,065.50	
MTM Solutions	870.00	
Language Line Services	49.21	
	<hr/>	
<i>Total 9-1-1 Operating/Maintenance</i>		<hr/> 80,415.75

Total April Claims \$ 151,651.28

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED MARCH 31, 2004**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>March 1, 2004</i>			
Cash on Deposit	\$ 544,911.19	\$ 848,518.20	\$ 1,393,429.39
Cash Receipts			
Fee Income	\$ 140,627.58	\$ -	\$ 140,627.58
Contracts			
Transfers of Funds	1,066.54	-	1,066.54
Interest Earned	180.17	1,066.54	1,246.71
Miscellaneous	183.50	-	183.50
Total Cash Receipts	<u>\$ 142,057.79</u>	<u>\$ 1,066.54</u>	<u>\$ 143,124.33</u>
Total Cash Available	\$ 686,968.98	\$ 849,584.74	\$ 1,536,553.72
Cash Disbursements			
Claims/Operating Expense	\$ 115,802.93	\$ -	\$ 115,802.93
9-1-1 Fund Disbursement	18,750.00	-	18,750.00
Transfers of Funds	-	1,066.54	1,066.54
Miscellaneous	107.32	-	107.32
Total Cash Disbursements	<u>\$ 134,660.25</u>	<u>\$ 1,066.54</u>	<u>\$ 135,726.79</u>
Ending Balance <i>March 31, 2004</i>			
Cash on Deposit	<u>\$ 552,308.73</u>	<u>\$ 848,518.20</u>	<u>\$ 1,400,826.93</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
MARCH 2004**

Arcadia	\$ 15.14
Bethany	1,073.00
Choctaw	481.82
Cleveland County	203.67
Del City	730.98
Edmond	3,084.45
El Reno	1,113.63
Forest Park	35.70
Guthrie	574.07
Harrah	181.67
Jones	138.69
Lexington	55.34
Midwest City	1,851.89
Moore	1,328.67
Mustang	458.40
Newcastle	231.70
Nichols Hills	225.95
Noble	189.73
Norman	3,792.16
Oklahoma County	747.26
Piedmont	129.45
Slaughterville	72.53
Spencer	135.11
The Village	355.33
Tinker AFB Fire Department	90.15
Tuttle	152.48
Warr Acres	450.93
Woodlawn Park	4.40
Yukon	845.70

Total March Disbursements	\$ 18,750.00
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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 15, 2004

TO: 9-1-1 ACOG Board of Directors

FROM: Stephen M. Willoughby, Director
E9-1-1 & Public Safety Programs

SUBJECT: General Status Report

SBC Wireless Tariff

On April 9th the Intervenor (Oklahoma City, Tulsa, Oklahoma Municipal League, and 9-1-1 ACOG) filed sixty-three pages of unredacted testimony with the Oklahoma Corporation Commission. This testimony was filed in accordance with the schedule established by the referee assigned by the Commissioners in regards to the SBC Wireless E9-1-1 Tariff. A hearing date has been set in June to hear protests of the Intervenor in this case.

Equipment software installation

In December, the Board of Directors conditionally approved acceptance of the TCI 9-1-1 equipment upon the installation of a software "fix." This installation of the software has been completed. SBC, TCI and staff will continue to monitor the new software over the next several weeks to ensure it fixed the outstanding equipment issues, before acceptance of the TCI product will be made.

Telephone Deregulation Bill

SB1119 is the proposed bill that would significantly loosen regulation on many of the telecommunications services provided by Incumbent Local Exchange Carriers including SBC. The Oklahoma Association of Regional Councils, Oklahoma Municipal League, and the Oklahoma Chapter of the National Emergency Number Association continue to work with SBC and the bill's authors to ensure regulation protection of 9-1-1 related services. The bill has passed both houses, but with its title stricken, and will be heard in joint committee.

SBC 9-1-1 Resolution Center

Staff had the opportunity earlier this month to visit SBC's new 9-1-1 Resolution Center in Austin, Texas. The 9-1-1 Resolution Center handles all 9-1-1 trouble reporting for 9-1-1 systems throughout SBC's five-state southwest region. This is accomplished through an elaborate contingency website and other web-based tools. Prior to the turn-up of the Austin Center, Central Oklahoma's 9-1-1 trouble reports were handled in Kansas City.

During this visit staff also received briefings from SBC senior management on Voice Over Internet Protocol (VOIP) technology and 9-1-1 network security. In addition, staff met with our counterparts at the Capital Area Planning Council (CAPCO), the council of governments in Austin that administer their regional 9-1-1 system.