

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., AUGUST 15, 2005  
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING



9-1-1 association of central Oklahoma governments

Chair Grant Hedrick  
Canadian County Commissioner

Vice-Chair David Hopper  
Norman Councilmember

Secretary/Treasurer Dave Howe  
Choctaw Councilmember

Executive Director  
Zach D. Taylor

9-1-1 BOARD OF DIRECTORS AGENDA  
1:00 p.m., August 18, 2005  
ACOG Conference Room  
21 E. Main – Suite 100  
Oklahoma City, Oklahoma, 73104

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. SPECIAL RECOGNITIONS
- IV. APPROVAL OF MINUTES – June 30, 2005 ([Attachment IV](#))
- V. COMMUNICATIONS
- VI. HEARING OF DELEGATIONS OR CITIZENS
- VII. FINANCE REPORT – JULY 2005 CLAIMS ([Attachment VII](#))

**INFORMATION:** Included in the agenda packet is a list of budgeted and recurring expenses paid on July 28, 2005. The 9-1-1 Board of Directors authorized payment of these expenses (\$138,323.60) at the June 30, 2005 Board meeting. A copy of the Claims List VII is included for ratification.

**Action Requested:** Motion to ratify payment of the July budgeted recurring expenses.

- VIII. RENEWAL OF COMPETITIVE LOCAL EXCHANGE CARRIERS CONTRACTS

**INFORMATION:** FY05 contracts for 9-1-1 service from the following Competitive Local Exchange Carriers (CLECs) were due in July, but were not received in time for the June Board meeting. Complete contract documentation is available for review at the ACOG offices.

1. Logix Communications (Facilities-based)
2. AT&T Communications of the Southwest (Reseller)
3. ACN Communication Services, Inc. (Reseller)
4. MCImetro Access Transmissions Services, LLC

**Action Requested:** Motion to authorize the Executive Director to execute contract renewals for 9-1-1 service with the abovementioned Competitive Local Exchange Carriers (CLECs) subject to approval of legal counsel.

IX. 2-1-1 MEMORANDUM OF UNDERSTANDING ([Attachment IX](#))

**INFORMATION:** Staff requests the Board to finalize the relationship between HeartLine 2-1-1 and 9-1-1 ACOG. The attached memo further explains how 2-1-1 will provide valuable services to 9-1-1 and the community.

**Action Requested:** Authorization for Executive Director to execute a Memorandum of Understanding with HeartLine 2-1-1, subject to legal counsel approval.

X. AGREEMENT BETWEEN SBCIS AND 9-1-1 ACOG ([Attachment X](#))

**INFORMATION:** Staff is recommending approval of the contract between SBC Internet Services (SBCIS) and 9-1-1 ACOG to formalize commitments regarding their Voice over Internet Protocol (VoIP) service offerings. SBC has agreed to provide appropriate 9-1-1 information to allow for their VoIP calls to 9-1-1 to route to the appropriate answering point and provide the accurate location and call-back information. This agreement also allows for appropriate remittance of 9-1-1 service fees for these VoIP users.

**Action Requested:** Motion to authorize the Executive Director to execute the proposed contract between SBC Internet Services, Inc. and the 9-1-1 Association of Central Oklahoma Governments, subject to legal counsel approval.

XI. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE A LEGAL SERVICES AGREEMENT WITH JOHN G. JOHNSON FOR SERVICES TO THE ASSOCIATION ([Attachment XI](#))

**INFORMATION:** ACOG's legal counsel, J. Dell Gordon, has been appointed as a Federal Administrative Appeals Judge, presently serving the U.S. Department of Health and Human Services in Cleveland, Ohio. This appointment will preclude his attendance at ACOG Board and Policy Committee meetings and day-to-day services as typically rendered to the Association.

As an immediate step to meet current needs, staff is recommending that the Executive Director be authorized to execute a Legal Services Agreement with John G. Johnson, Attorney, as an interim solution to ACOG's services needs. The proposed Legal Services Agreement would include attendance at regular Board meetings and rendering legal advice and counsel to the Board of Executive Director with respect to customer business,

contracts, documents and affairs of ACOG in the conduct of the Association's business and affairs, as regular legal services. Mr. Gordon will remain available to provide needed services and assistance as requested and directed by the Executive Director. This interim arrangement will allow the Association to continue with professional legal services while further defining long-term needs.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute the Legal Services Agreement, subject to concurrence by the ACOG Board of Directors.

XII. ENHANCED WIRELESS 9-1-1 STATUS REPORT

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

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

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

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

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

XIV. NEW BUSINESS

XV. ADJOURNMENT

**MINUTES OF THE  
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
ACOG CONFERENCE ROOM  
June 30, 2005**

**The sixth meeting of the calendar year 2005 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:02 p.m., June 30, 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. James H. Woodard, Councilmember, Arcadia  
Hon. J. D. Johnston, Councilmember, Bethany  
Hon. Debbie Harrison, Councilmember, El Reno  
Hon. Lewis Pringle, Trustee, Forest Park  
Hon. Evelyn Nephew, Councilmember, Guthrie  
Hon. Jim Dickinson, Vice-Mayor, Harrah  
Hon. Charles Joyner, Councilmember, Midwest City  
Hon. Kathy McMillan, Councilmember, Moore  
Hon. Keith Bryan, Councilmember, Mustang  
Hon. Kathy Walker, Councilmember, Nichols Hills  
Hon. James Pumphrey, Councilmember, Nicoma Park  
Hon. Cindy Simon Rosenthal, Councilmember, Norman  
Hon. Ron Bledsoe, Mayor, Slaughterville  
Hon. Scott Symes, Councilmember, The Village  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Mark Sharpton, Commissioner, Logan County  
Hon. Stan Inman, Commissioner, Oklahoma County

**MEMBERS ABSENT**

Hon. Brian Linley, Councilmember, Del City  
Hon. Sandra Naifeh, Mayor, Edmond  
Hon. Matt Elerick, Mayor, Jones City  
Hon. Gary Johnston, Mayor, Lake Aluma  
Hon. Charles McCown, Councilmember, Lexington  
Hon. Scott Fesler, Councilmember, Luther  
Hon. Wes Wilson, Councilmember, Newcastle  
Hon. Carol Jones, Councilmember, Noble  
Hon. Greg Banta, Mayor, Piedmont  
Hon. Kathy Jordon, Trustee, Smith Village

## **MEMBERS ABSENT (continued)**

Hon. Marsha Jefferson, Mayor, Spencer  
Hon. Chet Curlee, Councilmember, Tuttle  
Hon. Robert Greb, Mayor, Valley Brook  
Hon. Leslie Owens, Councilmember, Warr Acres  
Hon. Jim Gilbert, Mayor, Woodlawn Park  
Hon. Bob Bradway, Councilmember, Yukon  
Hon. Bill Graves, Commissioner, Cleveland County

## **GUESTS**

State Representative Bill Case  
Shannon Sharpton, Logan County  
Stephanie Sharpton, Logan County  
Mark Sharpton, Jr., Logan County  
Mary Murphey, Logan County Commissioner's Office  
Tracy Pappé, Vice-Mayor, Union City  
Brittany Pappé, Union City  
Willa Johnson, Councilmember, City of Oklahoma City  
Ronnie Freeman, SBC  
Mike McAnelly, Carter & Burgess

## **STAFF**

Zach Taylor, Executive Director  
Jane Sutter, Division Director, Intergovernmental 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  
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 1:02 p.m. A quorum was present.

### II. INTRODUCTION OF GUESTS

Executive Zach Taylor introduced Keith Bryan, Councilmember, Mustang; Kathy McMillan, Councilmember, Moore; Tracy Pappé, Vice-Mayor, Union City; Evelyn Nephew, Councilmember, Guthrie; Cindy Rosenthal, Councilmember, Norman; Jim Dickinson, Vice-Mayor, Harrah; Mary Murphey, Logan County; Mike McAnelly, Carter & Burgess; and Ronnie Freeman, SBC. Commissioner Mark Sharpton introduced his wife, Shannon, and their children Stephanie and Mark, Jr.

III. APPROVAL OF MINUTES –May 26, 2005

Director James Pumphrey, Nicoma Park, made a motion to approve the minutes of the May 26, 2005 meeting. Director J. D. Johnston, Bethany, seconded the motion. The motion carried the following votes:

AYE: Woodard, Johnston, Howe, Harrison, Pringle, Nephew, Dickinson, Joyner, McMillan, Bryan, Walker, Pumphrey, Rosenthal, Bledsoe, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

IV. SPECIAL RECOGNITIONS

Executive Director Zach Taylor recognized Representative Bill Case, former Councilmember and former Mayor of Midwest City, who agreed to sponsor the 9-1-1 wireless legislation this year. We were successful in the House of getting a 97-2 favorable vote. Mr. Taylor thanked Mr. Case for arguing for the issue for successful passage of wireless legislation. He said that the 9-1-1 Association would forever be indebted to Mr. Case for his honorable and noble service.

Mr. Case expressed his appreciation and mentioned that much strategy was used to overcome the obstacles in the way of passing this legislation. He thanked 9-1-1 ACOG leaders and staff, INCOG and other sub-state, planning organizations, and the Oklahoma Municipal League (OML). He thanked Senator Angela Munson who was the Senate author of the Bill. He said the next step is to get the word out to all of the county commissioners that this is the number one public safety issue, and ask for county-wide elections to establish a 50-cent service fee for wireless 9-1-1.

V. COMMUNICATIONS

A. CHAIRMAN'S REPORT

None

B. DIRECTOR'S REPORT

Executive Director Zach Taylor reported that he has graduated from the FBI's Citizens Academy.

Mr. Taylor said staff met with SBC regarding their commitment to integrate Voice Over Internet Protocol (VOIP) telephone service into the 9-1-1 system, and we are working on contracts to make that possible.

VI. HEARING OF DELEGATIONS OR CITIZENS

Director J. D. Johnston, Bethany, complimented Oklahoma County commissioners for all of the work they do and especially the work they have done to help the City of Bethany.

VII. CONSENT DOCKET (Items VII-A through VII-F)

**INFORMATION:** This item is placed on the agenda so that the Board of Directors may designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with the approval of all board members, that item will be heard in regular order. Staff recommends that items VII-A, VII-B, VII-C, VII-D, VII-E and VII-F be placed on the Consent Docket.

**Action Requested:** Motion to place the above items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item.

AYE: Johnston, Howe, Harrison, Pringle, Nephew, Dickinson, Joyner, McMillan, Bryan, Walker, Pumphrey, Rosenthal, Bledsoe, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

A. FINANCE REPORT – JUNE 2005 CLAIMS

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$ 137,728.03 for the month of June. Staff finds these claims to be in order, proper as to form and recommended for payment. A copy of the Claims List is included in the agenda packet.

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

B. JULY/AUGUST 2005 CLAIMS

**INFORMATION:** Request authorization to pay July claims on July 28, 2005, budgeted and recurring expenses, and pay August claims on August 25, 2005, budgeted and recurring expenses for the 9-1-1 Association.

**Action Requested:** Motion to authorize payment of July claims on July 28, 2005, budgeted and recurring expenses, and pay August claims on August 25, 2005, budgeted and recurring expenses for the 9-1-1 Association.

C. RENEWAL OF INDEPENDENT LOCAL EXCHANGE CARRIERS CONTRACTS

**INFORMATION:** Contracts for 9-1-1 service from the following Incumbent Local Exchange Carriers (ILECS) are due for renewal in July. Complete contract documentation is available for review at the ACOG offices.

1. McLoud Telephone Company
2. Pioneer Telephone Cooperative
3. TDS Telecom
4. Valor Telecommunications of Oklahoma, LLC

**Action Requested:** Motion to authorize Executive Director to execute contract renewals for 9-1-1 service with the abovementioned Incumbent Local Exchange Carriers, subject to approval of legal counsel.

D. RENEWAL OF COMPETITIVE LOCAL EXCHANGE CARRIERS CONTRACTS

**INFORMATION:** Contracts for 9-1-1 service from the following Competitive Local Exchange Carriers (CLECs) are due for renewal in July.

Complete contract documentation is available for review at the ACOG offices.

- |                                 |   |
|---------------------------------|---|
| 1. UT Phone, Inc. (Reseller)    | 6. Navigator Tele, LLC (Reseller)                   |
| 2. Sage Telecom (Reseller)      | 7. Westel, Inc. (Reseller)                          |
| 3. Metro Teleconnect (Reseller) | 8. Intelleg Communications Corp. (Facilities Based) |
| 4. Budget Phone (Reseller)      | 9. Nii Communications, Ltd. (Reseller)              |
| 5. Basic Phone, Inc. (Reseller) | 10. Cox Oklahoma Telcom, LLC (Facilities Based)     |

**Action Requested:** Motion to authorize the Executive Director to execute contract renewals for 9-1-1 service with the abovementioned Competitive Local Exchange Carriers (CLECs) subject to approval of legal counsel.

E. RENEWAL OF SOUTHWESTERN BELL TELEPHONE COMPANY (SBC) CONTRACT AGREEMENT

**INFORMATION:** The Southwestern Bell Telephone Company contract for equipment, network and database services with 9-1-1 ACOG renews July 1, 2005. A complete contract document is available for review at the ACOG offices.

**Action Requested:** Motion to authorize the Executive Director to execute the proposed Southwestern Bell Service Application and Agreement with 9-1-1 ACOG, subject to legal counsel approval.

F. CONSULTANT RETAINER AGREEMENT BETWEEN MARY T. HARRIS AND 9-1-1 ACOG

**INFORMATION:** 9-1-1 ACOG desires to renew the consultant retainer agreement with Mary T. Harris (formerly Mary T. Bailey) for consulting services as outlined in Attachment VII-F for FY 2005-2006 ending June 30, 2006. The consulting services would include assistance with planning, development and implementation of Enhanced Wireless 9-1-1 services.

**Action Requested:** Motion to authorize Executive Director to execute a Consultant Retainer Agreement with Mary T. Harris for FY 2005-2006, ending June 30, 2006, subject to legal counsel approval.

Director Charles Joyner, Midwest City, made a motion to place the above items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item. Director J. D. Johnston, Bethany, seconded the motion. The motion carried the following votes:

AYE: Johnston, Howe, Harrison, Pringle, Nephew, Dickinson, Joyner, McMillan, Bryan, Walker, Pumphrey, Rosenthal, Bledsoe, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

VIII. 9-1-1 WORK PROGRAM AND BUDGET

Executive Director Zach Taylor explained that members of the Budget Committee met with staff on May 26, June 15 and June 22, 2005 to consider programmatic requirements for the agency, to provide member entity input and to prepare a budget recommendation to the Board of Directors at the regular meeting of June 20, 2005.

Mr. Taylor said this is our 16<sup>th</sup> full 12-month period of operations of the 9-11 system in the metro area. This budget will provide for our ongoing activities in addressing and carrying out the operations of the 9-1-1 system and training programs, public education, database maintenance, training manual, training instructions, management information system and upgrade to equipment, and so forth. He said this budget reflects the ongoing work that the Association is doing with Emergency Medical Dispatch which was started last year; and the most concentrated efforts this year will be to focus on continuing the efforts of the

implementation of Phase I wireless 9-1-1, and our efforts leading up to the election and construction of the implementation of Phase II.

After Mr. Taylor summarized the function and organization of the 9-1-1 Association and described its goals and objectives as well as the goals and objectives of the Public Safety Programs of the Association, Chairman Dave Howe asked for a motion to approve the 9-1-1 Work Program and Budget for FY 2005-2006.

Director James Pumphrey, Nicoma Park, made a motion to approve the 9-1-1 Work Program and Budget for FY 2005-2006. Director Lewis Pringle, Forest Park, seconded the motion. The motion carried the following votes:

AYE: Johnston, Howe, Harrison, Pringle, Nephew, Dickinson, Joyner, McMillan, Bryan, Walker, Pumphrey, Rosenthal, Bledsoe, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

IX. ELECTION OF OFFICERS

Executive Director Zach Taylor reported that the Nominations Committee met in May to consider nominations of the 9-1-1 Association Board of Directors officers for FY 2005-2006. It was recommended by the committee to consider nominations of Grant Hedrick, Canadian County Commissioner, for Chairman; David Hopper, Councilmember, Norman, for Vice-Chairman; and Dave Howe, Councilmember, Choctaw, for Secretary-Treasurer. The nominations committee also recommended for nomination, Charles Joyner, Councilmember, City of Midwest City; George Fina, Councilmember, Piedmont; and Willa Johnson, Councilmember, City of Oklahoma City to serve on the Firesafe Foundation, Inc. Board of Directors for FY 2005-2006.

Chairman Dave Howe asked for a motion to approve the recommendations for the election of officers as recommended by the Nominations Committee.

Director Ron Bledsoe, Slaughterville, made a motion to approve the recommendation of the Nominations Committee for the election of officers of the 9-1-1 Board of Directors for FY 2005-2006 and election of Firesafe Foundation, Inc. board members. Director Mark Sharpton, Logan County, seconded the motion. The motion carried the following votes:

AYE: Johnston, Howe, Harrison, Pringle, Nephew, Dickinson, Joyner, McMillan, Bryan, Walker, Pumphrey, Rosenthal, Bledsoe, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

X. RESOLUTION – BANKING SIGNATURES

Executive Zach Taylor explained that with the election of new officers, it is necessary to approve an official custodian’s resolution authorizing 9-1-1 ACOG’s current signatories to conduct business with 9-1-1 ACOG’s financial institutions.

Director J. D. Johnston made a motion to approve the official custodian’s resolution for FY 2005-2006 included in today’s agenda. Director James Woodard seconded the motion. The motion carried the following votes:

AYE: Johnston, Howe, Harrison, Pringle, Nephew, Dickinson, Joyner, McMillan, Bryan, Walker, Pumphrey, Rosenthal, Bledsoe, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

XI. 9-1-1 SERVICE FEE RESOLUTION/ORDINANCE

Jane Sutter, ACOG’s Intergovernmental Services Director, explained that each year it is necessary to establish the 9-1-1 service fee for landline phones for the upcoming calendar year. She noted that we are keeping the same rate. An example Resolution/ Ordinance was provided in today’s agenda for concurrence by the 9-1-1 Board of Directors to be sent to each 9-1-1 ACOG entity for enactment and return to 9-1-1 ACOG by August 1. Jane explained that 9-1-1 ACOG must notify the appropriate telephone companies by September 1, 2005, that the next calendar year fee has been established.

Chairman Dave Howe asked for concurrence with the example memorandum and Resolution/Ordinance establishing the 9-1-1 service fee rate for calendar year 2006.

Director Charles Joyner made a motion to concur with the example memorandum and Resolution/Ordinance establishing the 9-1-1 service fee rate for calendar year 2006. Director James Woodard seconded the motion. The motion carried the following votes:

AYE: Johnston, Howe, Harrison, Pringle, Nephew, Dickinson, Joyner, McMillan, Bryan, Walker, Pumphrey, Rosenthal, Bledsoe, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

XII. GENERAL STATUS

Stephen M. Willoughby reported that earlier this month 9-1-1 ACOG's Training Institute hosted a Critical Incident training course for regional call-takers as well as an Emergency Medical Dispatch (EMD) Quality Assurance and Assessment class. Staff continues to finalize an agreement with SBC on Voice over Internet Protocol (VoIP) offering. He reported that recent legislation reappointed the state's Councils of Government back onto the State Homeland Security Regional Councils. ACOG sits on both Region 6 and 8, which serve our region. He reported that local officials are working on a \$4.4 million Urban Area Security Initiative from Homeland Security for the ACOG area and have approached ACOG to serve as the Grant Administrator for this program. Staff is working with state officials and principle local officials on a related Memorandum of Understanding.

XIII. NEW BUSINESS

None.

XIV. ADJOURNMENT

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

AYE: Johnston, Howe, Harrison, Pringle, Nephew, Dickinson, Joyner, McMillan, Bryan, Walker, Pumphrey, Rosenthal, Bledsoe, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:25 p.m.

ADOPTED THIS 18TH DAY OF AUGUST, 2005.

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Chairman

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Secretary-Treasurer

**PAGE DOWN TO VIEW ATTACHMENT VII**

**At the June 30, 2005, 9-1-1 Association of Central Oklahoma Governments' Board of Directors' meeting, authorization was given to pay July budgeted recurring expenses. This list is offered so the Board of Directors may ratify**

**MSAG/Education/Training**

Personnel	\$	-	
Development		380.00	
Legal		1,000.00	
Maintenance & Repairs Software		300.00	
Mileage		97.41	
Parking		243.00	
Postage		9.50	
Publications & Subscriptins		45.00	
Supplies		157.52	
Travel		570.70	
Telephone		177.59	
Xerox		-	
<i>Total MSAG/Education/Training</i>			\$ 2,980.72

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

SBC	\$	44,768.90	
SBC (Wireless)		58,291.47	
SBC (UPS Maintenance)		1,117.00	
SBC (Equipment - MWC)		8,649.00	
SBC		109.14	
SBC Capital Services		1,686.14	
Koch Financial Corporation		17,903.21	
Logix Communications		265.76	
TDS Telecom		1,221.52	
Pioneer Telephone		413.42	
Pioneer Telephone		112.12	
Pioneer Telephone		59.77	
Pioneer Telephone		319.39	
Valor Telecom		72.34	
Language Line		203.70	
MTM Solutions		150.00	
<i>Total 9-1-1 Operating/Maintenance</i>			<u>135,342.88</u>

**Total July Claims**

\$ 138,323.60

ATTEST:

\_\_\_\_\_  
CHAIRMAN

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

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DISBURSEMENT OF FUND BALANCE  
JUNE 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 June Disbursements	\$ 18,750.00
	=====

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CASH STATUS REPORT  
FOR THE MONTH ENDED JUNE 30, 2005**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>June 1, 2005</i>			
Cash on Deposit	\$ 320,356.70	\$ 849,157.10	\$ 1,169,513.80
Cash Receipts			
Fee Income	\$ 127,865.90	\$ -	\$ 127,865.90
Contracts	-		-
Transfers of Funds	101,840.08	99,221.44	201,061.52
Interest Earned	490.89	2,542.80	3,033.69
Miscellaneous	98.70	-	98.70
Total Cash Receipts	<u>\$ 230,295.57</u>	<u>\$ 101,764.24</u>	<u>\$ 332,059.81</u>
Total Cash Available	\$ 550,652.27	\$ 950,921.34	\$ 1,501,573.61
Cash Disbursements			
Claims/Operating Expense	\$ 137,728.03	\$ -	\$ 137,728.03
9-1-1 Fund Disbursement	18,750.00	-	18,750.00
Transfers of Funds	99,221.44	101,840.08	201,061.52
Miscellaneous	42.90		42.90
Total Cash Disbursements	<u>\$ 255,742.37</u>	<u>\$ 101,840.08</u>	<u>\$ 357,582.45</u>
Ending Balance <i>June 30, 2005</i>			
Cash on Deposit	<u>\$ 294,909.90</u>	<u>\$ 849,081.26</u>	<u>\$ 1,143,991.16</u>



9-1-1 association of central oklahoma governments

Chair Grant Hedrick  
Canadian County Commissioner

Vice-Chair David Hopper  
Norman Councilmember

Secretary/Treasurer Dave Howe  
Choctaw Councilmember

Executive Director  
Zach D. Taylor

## MEMORANDUM

**DATE:** August 3, 2005

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

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

**SUBJECT:** 2-1-1 Memorandum of Understanding

**INFORMATION:** 9-1-1 ACOG has been working with regional human service providers since 2003 in the development of a 2-1-1 system for the Central Oklahoma region. 2-1-1 has been designated by the Federal Communications Commission as the telephone number (similar to 9-1-1) to access social services.

2-1-1 in Central Oklahoma will be managed by HeartLine (formerly Contact Crisis Helpline of Central Oklahoma). 2-1-1 will be staffed by trained specialists who will assess callers' needs. Utilizing a database of thousands of governmental and community service agencies, the specialists can help identify the right resources to address the callers' problems.

2-1-1 will make it easier for people in Central Oklahoma needing assistance to navigate the complex support system already in place. Every day hundreds of families in Central Oklahoma search for emergency assistance, food or shelter. Many times people have trouble accessing the services they need because they do not know whom or where to call.

It is expected that the availability of 2-1-1 will reduce the number of 9-1-1 calls. 2-1-1 can serve also as another resource for 9-1-1 call-takers to refer callers needing support services, but not necessarily a public safety response. The Central Oklahoma 2-1-1 system is expected to be on-line by the end of 2005.

**Action Requested:** Motion to authorize Executive Director to execute the Memorandum of Understanding between 2-1-1 and the 9-1-1 Association of Central Oklahoma Governments.

## **Memorandum of Understanding**

Between HeartLine 2-1-1 and the 9-1-1 Association of Central Oklahoma Governments

This memorandum of understanding describes and documents the working relationship between **HeartLine 2-1-1** and the **9-1-1 Association of Central Oklahoma Governments (9-1-1 ACOG)** in order to ensure emergency calls are appropriately handled between 2-1-1 and 9-1-1.

Each party to this memorandum of understanding is a separate and independent organization and nothing herein shall be construed to create a joint venture or legal partnership. Each organization shall retain its own identity in providing services.

HeartLine 2-1-1, a comprehensive information, referral and crisis intervention service, is available by telephone 24 hours a day and maintains a comprehensive database of local governmental, health and human services. HeartLine 2-1-1's service area includes: Oklahoma, Canadian, Cleveland, Kingfisher, Lincoln, Logan, McClain and Pottawatomie counties.

9-1-1 ACOG has been designated to administer 9-1-1 services for police, fire and medical services, available by telephone 24 hours a day for 42 member communities in six counties in the Central Oklahoma region. The 9-1-1 ACOG member communities are identified on Attachment A.

### **Emergency Call to 2-1-1 Definition:**

A caller fitting this classification is experiencing a **police, fire or medical emergency** requiring **immediate** assistance, including callers exhibiting **high lethality suicidal behavior** or callers exhibiting **homicidal behavior**. An emergency call could also come from a second party who has observed or has association with such an event. Some non-emergency calls to 2-1-1 may escalate to an emergency in progress during the course of the call.

### **Responsibilities:**

A HeartLine 2-1-1 Information and Referral (I&R) Service Specialist trained in crisis intervention will assess the caller's needs and take appropriate action to link callers experiencing a police, fire or medical emergency to 9-1-1 emergency dispatch services.

HeartLine 2-1-1 I&R Service Specialists will not directly transfer callers to 9-1-1. If a caller is in immediate need of police, fire or medical emergency assistance, and if it is determined that a direct call to 9-1-1 does not further endanger the individual and is the most appropriate response, the caller will be instructed to hang up and dial 9-1-1. If the caller is unable or unwilling to do so, the 2-1-1 I&R specialist will keep the caller on the line and initiate a conference call with 9-1-1 emergency dispatch personnel.

When appropriate, 9-1-1 dispatch personnel will link clients needing information about non-emergency community services in the HeartLine 2-1-1 service area via referral to 2-1-1.

Either HeartLine 2-1-1 or 9-1-1 ACOG can request dialogue to explore and make changes to this memorandum of understanding as needed.

Shall either HeartLine 2-1-1 or 9-1-1 ACOG decide to terminate this relationship, they shall send written notice of intent to the other party 30 days prior to termination, which shall conclude all activity detailed in this memorandum of understanding.

**HeartLine 2-1-1**

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

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approved as to Form**



9-1-1 association of central Oklahoma governments

Chair Grant Hedrick  
Canadian County Commissioner

Vice-Chair David Hopper  
Norman Councilmember

Secretary/Treasurer Dave Howe  
Choctaw Councilmember

Executive Director  
Zach D. Taylor

## MEMORANDUM

**DATE:** August 9, 2005

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

**FROM:** Johnny Irons, 9-1-1 Project Coordinator

**SUBJECT:** Agreement between 9-1-1 ACOG and SBCIS

**INFORMATION:** SBC Internet Services (SBCIS) will be providing Voice over Internet Protocol (VoIP) services in the region soon. Voice over IP (VoIP) service combines voice and data communications on a single network. SBCIS uses “softswitch” technology to transmit calls over SBC’s private IP network. Emergency services calls are trunked to the 9-1-1 tandem and routed like traditional wireline calls to each designated PSAP.

The FCC recently issued orders establishing requirements for VoIP providers to perform the necessary actions needed to provide data (including telephone number and address), routing to the appropriate PSAP and appropriate financial contributions to E9-1-1. The deadline for compliance is November 11, 2005.

This agreement between SBCIS and 9-1-1 ACOG will ensure their adherence to FCC requirements. Complete contract documentation is available for review at the ACOG offices.

**Action Requested:** Motion to authorize the Executive Director to execute the proposed contract between SBC Internet Services, Inc. and the 9-1-1 Association of Central Oklahoma Governments, subject to legal counsel approval.



9-1-1 association of central Oklahoma governments

Chair Grant Hedrick  
Canadian County Commissioner

Vice-Chair David Hopper  
Norman Councilmember

Secretary/Treasurer Dave Howe  
Choctaw Councilmember

Executive Director  
Zach D. Taylor

## MEMORANDUM

**DATE:** August 12, 2005

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

**FROM:** Zach D. Taylor, Executive Director

**SUBJECT:** Consider Authorization for ACOG Executive Director to Execute a Legal Services Agreement with John G. Johnson for Services to the Association

**INFORMATION:** ACOG's legal counsel, J. Dell Gordon, has been appointed as a Federal Administrative Appeals Judge, presently serving the U.S. Department of Health and Human Services in Cleveland, Ohio. This prestigious appointment will preclude his attendance at ACOG Board and Policy Committee meetings and day-to-day services as typically rendered to the Association. Mr. Gordon's exemplary service to this Association extends at least 35 years, and as such, he is the embodiment of much legal history of the Association, its contractual relationships and responsibilities. With this Federal appointment, Mr. Gordon may be able to provide within legal and ethical constraints, out-of-office (his new office) moderate scale services unrelated to his appointed duties.

As an immediate step to meet current needs, staff is recommending that the Executive Director be authorized to execute a Legal Services Agreement with John G. Johnson, Attorney, as an interim solution to our services needs. Mr. Johnson has served our Association as its Deputy Director for a number of years and most recently as a consultant to the Association in administration, budgeting, and intergovernmental and legislative matters. The proposed Legal Services Agreement would include attendance at regular Board meetings and rendering legal advice and counsel to the Board and Executive Director with respect to customer business, contracts, documents and affairs of ACOG in the conduct of the Association's business, as regular legal services. Mr. Gordon will remain available to provide needed services and assistance as requested and directed by the Executive Director. This interim arrangement will allow us to continue with professional legal services while further defining our long-term needs.

**Action Requested:** Motion to authorize the ACOG Executive Director to execute the Legal Services Agreement with John G. Johnson, subject to concurrency by the ACOG Board of Directors.



9-1-1 association of central Oklahoma governments

## ATTACHMENT XIII

Chair Grant Hedrick  
Canadian County Commissioner

Vice-Chair David Hopper  
Norman Councilmember

Secretary/Treasurer Dave Howe  
Choctaw Councilmember

Executive Director  
Zach D. Taylor

## MEMORANDUM

**DATE:** August 3, 2005

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

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

**SUBJECT:** General Status Report

### 9-1-1 Training Institute

August 29<sup>th</sup> – 31<sup>st</sup> the 9-1-1 ACOG Training Institute will host a basic Emergency Medical Dispatch (EMD) course. This course certifies area call-takers in the proper utilization of medical protocols and pre-arrival instructions to emergency medical calls.

### Homeland Security

Staff continues to work with the Oklahoma Office of Homeland Security in finalizing a Memorandum of Understanding for ACOG to administer the Urban Area Security Initiative (UASI) grant program. UASI provides \$4.4 million to the Central Oklahoma region for Homeland Security equipment and infrastructure.