

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON,
JULY 16, 2004 IF YOU DESIRE A SIGN LANGUAGE
INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE AGENDA

10:00 a.m., July 20, 2004

Association of Central Oklahoma Governments
21 E. Main – Suite 100
Oklahoma City, Oklahoma

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. CHAIRMAN'S REPORT
- IV. APPROVAL OF MINUTES--REGULAR MEETING MAY 18, 2004
[Attachment IV]

Action Requested: Motion to approve minutes from the May 18, 2004 meeting.

- V. COMMITTEE REPORTS
[Attachment V]

INFORMATION: Committee Chairpersons will give a report on committee activities since the May 18, 2004 Operational Committee Meeting.

- A. Fund Development Committee----- Glenda Vassar
- B. Program Development Committee----- Jimmy Gibson
- C. Public Education Committee----- Tim Adams
- D. Mental Health Committee ----- Lois Pokorny

Action Requested: Discussions.

- VI. GOALS FOR FY 05

INFORMATION: The attached goals are presented for discussion and approval.

Action Requested: Discussion and approval of FY05 goals.

- VII. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

- VIII. NEW BUSINESS

- IX. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
MINUTES
May 18, 2004

The third meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:06 a.m., May 18, 2004 in the ACOG Conference Room, 21 East Main, Suite 100, Oklahoma City, Oklahoma. The meeting was held as indicated by advance notice posted at the ACOG Offices at least twenty-four (24) hours prior to the meeting.

PRESIDING

Joan Stephenson, Chairman, Midwest City Fire Department

PRESENT

Shaum Jennings, Bethany Fire Department
Jim Hock, Del City Fire Department
Bo Bedford, Midwest City Fire Department
Ken Pontius, Moore Fire Department
Darryl Troupe, Norman Fire Department
David Perez, Oklahoma Air National Guard Fire Department
Jimmy Gibson, Shawnee Fire Department
Lois Pokorny, Oklahoma City-County Health Department
Glenda Vassar, State Farm Insurance

GUESTS

None

STAFF

Jane Sutter, Division Director
Jerry Church, Special Programs Officer
Anita J. Kroth, Administrative Assistant

I. CALL TO ORDER

Chairman Joan Stephenson called the meeting to order at 10:05 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

None

IV. APPROVAL OF MINUTES – REGULAR MEETING MAY 18, 2004

Shaum Jennings, Bethany Fire Department, made a motion to accept the minutes of the March 16, 2004 regular meeting. David Perez, Oklahoma Air National Guard Fire Department, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development - Jane Sutter reported that SAFE KIDS Coalition has mailed a check for \$2,500, which will cover the costs of printing the program brochure. This \$2,500 will be accounted to FY 03-04.

The SAFE KIDS annual golf tournament will be held July 11th. Jerry Church encouraged everyone to buy a golf ball drop coupon. The cost is \$10, bringing the opportunity to win more than \$2,000 if that golf ball dropped lands in a golf course hole from a helicopter.

Joan encouraged anyone who can help out at the golf tournament serving water, clean-up jobs, etc.

Program Development - Jimmy Gibson reported that the committee discussed combining a workshop training session for public education and program development, "Public Awareness of FireSAFE and Education Components to Families Referred to FireSAFE."

Joan Stephenson mentioned that members from every committee would be encouraged to attend the workshop. This would be a good opportunity to establish a uniform training program between all of the FireSAFE interview sites.

Jimmy Gibson mentioned that since we have the initial interviewer training and the advanced interviewer training, that it would be expanding development in the area of fire education.

Public Education - Jerry Church announced that new program brochures have been printed and are available for distribution.

Jerry reported that Operation FireSAFE had a display booth at the recent annual SAFE KIDS Coalition Summit at Children's Hospital. He said several hundreds of the Operation FireSAFE program brochures were distributed that day.

Jane Sutter reported that, according to Martha Collar, approximately 180 new people were exposed to the program through that conference. Jerry thanked SAFE KIDS for inviting us to join in this opportunity to get the word out about Operation FireSAFE.

Mental Health Subcommittee - Lois Pokorny reported that the committee has set two goals for next year. First, to draft guidelines regarding review and treatment of juvenile firesetters by mental health professionals, and for other mental health professionals just entering the program. Second, to hold an annual meeting of mental health professionals within participating fire department jurisdictions to review guidelines and recent literature.

Firesafe Foundation - There was no report.

VI. ELECTION OF OFFICERS

Joan announced that the Mental Health and Public Education subcommittees have nominated Jimmy Gibson as Chair and Darryl Troupe as Vice-Chair for FY 04-05. She asked if there were any other nominations from the floor.

Jimmy Gibson said that he would not be able to devote the necessary time to serve as Chairman and asked for other volunteers or nominations. Ken Pontius nominated himself to serve as Chairman. Shaum Jennings seconded the nominations. Ken Pontius was unanimously elected to serve as Chairman and Darryl Troupe as Vice-Chairman for FY 04-05.

Joan clarified that the various subcommittees will continue to meet. A signup sheet to serve on those committees will be passed around at today's meeting. She encouraged everyone to signup and serve on a subcommittee.

VII. OPERATION FIRESAFE PROGRAM STATISTICS

Joan pointed out that in the month of April Midwest City reported that they intervened with five children, although four of them were involved in an incident outside of Midwest City. This led to an indepth discussion of statistical reporting processes and uses. It was determined by the group that although the numbers may not be exact, and are often an under representation of dollar loss and people served, that they meet the general objective of describing the value of the program to the media and public.

VIII. NEW BUSINESS

Darryl Troupe, Norman Fire Department, described the recent fire incident in Norman involving the fatalities of a 23-year old mother and her three children. He said the fire started because of a lit cigarette handled haphazardly and burning unattended. There was a working smoke detector in the house.

The group recognized the work and service that Joan Stephenson has given toward the goals and success of the Operation FireSAFE program. Joan, who has served on various

committees and served as Chair of the Operational Committee, is retiring from the Midwest City Fire Department.

IX. ADJOURNMENT

Jim Hock made a motion to adjourn. Bo Bedford, Midwest City, seconded the motion. The meeting was adjourned at 11:10 a.m.

**OPERATION FireSAFE
Operational Committee**

*Ken Pontius, Chairman, Moore
Darryl Troupe, Vice Chairman, Norman
Resource Person: Jane Sutter, ACOG*

**2004-2005
Subcommittees**

Fund Development Committee

Glenda Vassar, Chair

Jim Hock, Del City
Jane Sutter, ACOG

Mental Health Committee

Lois Pokorny, Chair, Okla. City-County Health Department

Kyle Trumbly, Yukon
Liz Petrin, Pottawatomie County Health Department
Debbie Blood, Okla. City-County Health Department

Program Development

Jimmy Gibson, Chair

Public Education

Tim Adams, Chair

Shaum Jennings, Bethany
David Perez, Oklahoma Air National Guard
Darryl Troupe, Norman
Martha Collar, SAFE KIDS Coalition
Resource Person: Jerry Church

MEMORANDUM

DATE: July 12, 2004
TO: Operational Committee
FROM: Jane Sutter, ACOG
SUBJECT: Goals for FY05

INFORMATION: The attached list of recommended goals represents suggestions made by the Mental Health and Public Education subcommittees, as well as ideas discussed at the May Operational Committee meeting. They are included for further discussion and edification by the group at the July meeting.

Action requested: Discussion and approval of FY05 goals.

GOALS FOR FY 2004-05

General:

- Increase the number of member departments submitting monthly statistics reports, making clear that compliance is a prerequisite of involvement in the program.
- Reprint Operation FireSAFE brochure.
- Develop plan for distribution of brochures and posters at schools, day care centers and other appropriate locations.
- Encourage participation by Guthrie, Mustang, Nichols Hills and Yukon fire departments.
- Hold an orientation session for partner organizations such as the District Attorney's office, Department of Human Services, municipal courts and others to increase awareness of the program and foster more effective working relationships.
- Conduct training to emphasize fire safety education component of the interview process.

Mental Health:

- Draft guidelines regarding review and treatment of juvenile firesetters by mental health professionals, for mental health professionals.
- Hold an annual meeting of mental health professionals within participating fire department jurisdictions to review guidelines and recent literature.