

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., JUNE 21, 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., June 24, 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 – MAY 27, 2004 ([Attachment III](#))

Action Requested: Motion to approve minutes of the May 27, 2004 meeting.

- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET (Items VI-A through VI-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 VI-A, VI-B, VI-C, VI-D, VI-E and VI-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.

A. FINANCE REPORT – JUNE 2004 CLAIMS ([Attachment VI-A](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$124,606.13 for the month of June. Staff finds these claims to be in order, proper as to form and recommended them 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 2004 CLAIMS

INFORMATION: Request authorization to pay July claims on July 29, 2004, budgeted and recurring expenses, and pay August claims on August 26, 2004, budgeted and recurring expenses, for the 9-1-1 Association.

Action Requested: Motion to authorize payment of the July claims against the 9-1-1 Association on July 29, 2004, and on August 26, 2004, pay the August claims, 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. McCloud 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. Chickasaw Telecommunication Services, Inc. CTSI (Reseller)
2. Logix Corporation/Western Communications, Inc. (Facilities Based)

3. Nii Communications (Reseller)
4. PRIMETEL, LLC a division of Bixby Telephone Sales (Reseller)
5. UT Phone (Reseller)
6. The Telephone Co., Inc. (Reseller)
7. Sage Telecom, Inc. (Reseller)
8. Terra Com, Inc. (Reseller)

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 CONTRACT AGREEMENT

INFORMATION: The Southwestern Bell Telephone Company contract for equipment, network and database services with 9-1-1 ACOG renews July 1, 2004. 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. RENEWAL OF CONSULTANT RETAINER AGREEMENT BETWEEN MARY T. BAILEY AND 9-1-1 ACOG ([Attachment VI-F](#))

INFORMATION: 9-1-1 ACOG desires to renew the consultant retainer agreement with Mary T. Bailey for consulting services as outlined in Attachment VI-F for FY 2004-2005 ending June 30, 2005. 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. Bailey for FY 2004-2005, ending June 30, 2005, subject to legal counsel approval.

VII. 9-1-1 WORK PROGRAM AND BUDGET ([Attachment VII](#))

INFORMATION: The work efforts and revenues necessary to accomplish the continued operation of the Enhanced 9-1-1 system are described in the ACOG Work Program and Budget per Attachment VII. The path to the complete ACOG budget is:
<http://acogok.org/Newsroom/Downloads/budget05.pdf>

Action Requested: Motion to approve 9-1-1 Work Program and Budget for FY 2004-2005.

VIII. ELECTION OF OFFICERS ([Attachment VIII](#))

INFORMATION: The Nominations Committee met in May to consider nominations for the 9-1-1 Board of Directors officers. Their recommendations are reported on Attachment VIII.

Action Requested: Motion to approve the Nominations Committee's recommendation for the officers of the 9-1-1 Associations for FY 2004-2005.

IX. RESOLUTION – BANKING SIGNATURES ([Attachment IX](#))

INFORMATION: With the election of new officers of the 9-1-1 Board of Directors, it is necessary to approve the attached official custodians' resolution authorizing ACOG's current signatories to conduct business with 9-1-1 ACOG financial institutions.

Action Requested: Motion to approve the attached official custodians' resolution for FY 2004-2005.

X. 9-1-1 SERVICE FEE RESOLUTION/ORDINANCE ([Attachment X](#))

INFORMATION: A memo will be mailed to each 9-1-1 member entity for notification that each city council/board of trustees or County Commissioner will need to give immediate consideration to enactment of a resolution/ordinance relating to the 9-1-1 service fee for calendar year 2005.

Action Requested: Concurrence with attached memo and example Resolution/Ordinance establishing the 9-1-1 service fee rate for calendar year 2005.

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

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

Action Requested: None, for information only.

XII. NEW BUSINESS

XIII. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
May 27, 2004**

The fifth 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., May 27, 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. James Woodard, Councilmember, Arcadia
Hon. Bryan Taylor, Councilmember, Bethany
Hon. Larry M. O'Connell, Councilmember, Del City
Hon. Sandra Naifeh, Mayor, Edmond
Hon. Lewis E. Pringle, Trustee, Forest Park
Hon. Jon Gumerson, Councilmember, Guthrie
Hon. Bill Haddock, Councilmember, Lexington
Hon. Charles Joyner, Mayor, Midwest City
Hon. Kathleen Moon, Councilmember, Mustang
Hon. James 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. Judith Ainsworth, Councilmember, Spencer
Hon. Chris Bernardy, Councilmember, The Village
Hon. Tom Smith, Councilmember, Warr Acres
Hon. Bob Bradway, Councilmember, Yukon
Hon. Stan Inman, Commissioner, Oklahoma County

MEMBERS ABSENT

Hon. Susan Schwarz, Councilmember, El Reno
Hon. Karen Feldhake, Councilmember, Harrah
Hon. Matt Elerick, Mayor, Jones City
Hon. Gary Johnston, Mayor, Lake Aluma

MEMBERS ABSENT (continued)

Hon. Scott Fesler, Councilmember, Luther
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. Phil Carson, Commissioner, Canadian County
Hon. Bill Graves, Commissioner, Cleveland County
Hon. Mark Sharpton, Commissioner, Logan County

GUESTS

Sherrie Huff, Spencer
Larry Kesler, Councilmember, Union City
Gina Dickerson, Town Clerk, Union City
Tracey Pappé, Union City
Mary Murphey, Logan County Commissioners' Office
David Baisden, Oklahoma County Sheriff's Office
Ann Simank, Councilmember, City of Oklahoma City
Ronnie Freeman, E9-1-1 Area Manager, SBC

STAFF

Zach D. Taylor, Executive Director
Debbie Cook, Finance 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
J. Dell Gordon, Legal Counsel
John Johnson, Consultant
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 1:02 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Director Zach Taylor introduced Ronnie Freeman, SBC, and David Baisden, Oklahoma County Sheriff's Office.

III. APPROVAL OF MINUTES - April 29, 2004

Action Requested: Motion to approve minutes of the April 29, 2004 meeting.

Director Larry O'Connell, Del City, made a motion to approve the minutes of the April 29, 2004 meeting. Director James Pumphrey, Nicoma Park, seconded the motion. The motion carried the following votes:

AYE: Woodard, Taylor, Howe, O'Connell, Naifeh, Pringle, Gumerson, Haddock, Joyner, Moon, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Bernardy, Smith, Bradway and Inman

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

A. CHAIRMAN'S REPORT

None

B. DIRECTOR'S REPORT

Zach Taylor reported that staff continues to work with the state office of Homeland Security in the development of exercises for Oklahoma County as well as Region 8 and Region 6. He said the federal government is running slow getting training programs established by states accredited under their new requirements. We are making arrangements to have good training throughout the region on the basics of Homeland Security. He said the exercise plan would take about a year to utilize the strategic national stockpile for a full-scale exercise in the metro region related to medical issues.

We have been told that in a couple of years the new disposal facility will be on line for nuclear waste and the route designations to transport those materials will include I-35, I-40- and I-44. We will make every effort to ensure that everyone will be trained to meet those responsibilities.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – MAY 2004 CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$131,738.47 for the month of May. 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 May claims against the Association.

Director Bryan Taylor, Bethany, made a motion to accept the finance report and approve payment of the May claims against the Association. Director David Hopper, Norman, seconded the motion. The motion carried the following votes:

AYE: Woodard, Taylor, Howe, O'Connell, Naifeh, Pringle, Gumerson, Haddock, Joyner, Moon, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Bernardy, Smith, Bradway and Inman

NAY: None

ABSTAIN: None

VII. PROPOSED FY 2003-2004 9-1-1 ACOG BUDGET AMENDMENT

Executive Director Zach Taylor said we are well into the 2003-2004 fiscal year, and staff proposes to amend the budget to more closely reflect estimated revenues and expenditures and reflect Board actions taken throughout the fiscal year. Mr. Taylor reviewed details of the amendment and referenced the Current FY 2003-2004 Budget, and the Proposed FY 2003-2004 Budget Amendment in the agenda packet.

Director Larry O'Connell made a motion to approve the recommended budget amendment. Director Bryan Taylor seconded the motion. The motion carried the following votes:

AYE: Woodard, Taylor, Howe, O'Connell, Naifeh, Pringle, Gumerson, Haddock, Joyner, Moon, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Bernardy, Smith, Bradway and Inman

NAY: None

ABSTAIN: None

VIII. CONSIDERATION OF AUTHORIZATION TO AMEND THE SBC/ASI CONTRACT FOR FRAME RELAY SERVICES TO REFLECT SERVICE CHANGES

Stephen Willoughby explained that this amendment is a modification to the existing frame relay contract with SBC to reflect changes in that contract. One of the changes is that we have increased the bandwidth to the 9-1-1 ACOG training facility to assist with management information system reports and testing.

The other change reflects a \$106.41 per month billing for interconnectivity with Pioneer Telephone for the Newcastle PSAP.

Director Larry O'Connell made a motion to authorize the Executive Director to execute an amendment to the SBC/ASI contract for frame relay services to reflect service changes, subject to legal counsel approval. Director James Pumphrey seconded the motion. The motion carried the following votes:

AYE: Woodard, Taylor, Howe, O'Connell, Naifeh, Pringle, Gumerson, Haddock, Joyner, Moon, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Bernardy, Smith, Bradway and Inman

NAY: None

ABSTAIN: None

IX. GENERAL STATUS REPORT

Stephen Willoughby reported that April 30th the Oklahoma Corporation Commission staff filed their testimony in response to the SBC Wireless E9-1-1 Tariff currently being protested by Oklahoma City, Tulsa, Oklahoma Municipal League and 9-1-1 ACOG. This testimony was filed in accordance to the schedule established by the referee assigned by the Commissioners. SBC and the Intervenors have filed testimony previously. The Intervenors continue to negotiate with SBC. If a settlement is not reached, a hearing date has been set for June 15th. Rebuttal testimony is due today; 9-1-1 ACOG will file rebuttal testimony today as well.

April 20th staff met with State Representative Larry Rice, other councils of governments and some of the wireless carriers in the state. The intent of that meeting was to expedite finalization of the statewide uniform agreement required by the state's wireless 9-1-1 Act. The parties came to a compromise of that language, leaving the meeting with the agreement that the wireless carriers would present that by May 7th. As of this date, we have not been provided the proposed language.

Staff continues to negotiate with Level 3 Communications, which is proposing to provide Voice Over Internet Protocol (VOIP) telecommunications services to their customers. Also, staff has been involved in these types of discussions at a national level to ensure service fee integrity under the Oklahoma 9-1-1 Emergency Number Act.

Mr. Willoughby reported that we await final execution and issuance of a purchase order from the state health department for the Emergency Medical Dispatch (EMD) Pilot Project grant, which will provide a software version of the protocols being used by our EMD PSAPs as well as additional quality assurance elements.

X. NEW BUSINESS

None

XI. ADJOURNMENT

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

AYE: Woodard, Taylor, Howe, O'Connell, Naifeh, Pringle, Gumerson, Haddock, Joyner, Moon, Gurley, Pumphrey, Hopper, Brown, Bledsoe, Jefferson, Bernardy, Smith, Bradway and Inman

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:14 p.m.

ADOPTED THIS 24TH DAY OF JUNE 2004.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI-A

BE IT RESOLVED, that on this 24th day of June 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 | \$ 53,389.64 | |
| Development | 725.00 | |
| Mileage | 122.48 | |
| Parking | 36.00 | |
| Printing | 275.00 | |
| Supplies | 37.06 | |
| Telephone | 188.55 | |
| | <hr/> | |
| <i>Total MSAG/Education/Training</i> | | \$ 54,773.73 |

9-1-1 Operating/Maintenance

| | | |
|--|--------------|-----------------|
| SBC | \$ 43,450.27 | |
| SBC (UPS Maintenance) | 1,117.00 | |
| SBC | 106.94 | |
| SBC Capital Services | 1,686.14 | |
| Koch Financial Corporation | 17,903.21 | |
| TDS Telecom | 1,242.35 | |
| Pioneer Telephone | 413.22 | |
| Pioneer Telephone | 319.39 | |
| Pioneer Telephone | 123.41 | |
| Pioneer Telephone | 59.61 | |
| Valor Telecom | 71.91 | |
| J. Dell Gordon | 3,049.50 | |
| MTM Solutions | 180.00 | |
| Language Line Services | 109.45 | |
| | <hr/> | |
| <i>Total 9-1-1 Operating/Maintenance</i> | | <hr/> 69,832.40 |

Total June Claims \$ 124,606.13

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

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

| | <u>OPERATING</u> | <u>SAVINGS</u> | <u>TOTAL</u> |
|---|----------------------|----------------------|------------------------|
| Beginning Balance <i>May 1, 2004</i> | | | |
| Cash on Deposit | \$ 520,990.52 | \$ 848,526.20 | \$ 1,369,516.72 |
| Cash Receipts | | | |
| Fee Income | \$ 119,394.74 | \$ - | \$ 119,394.74 |
| Contracts | | | |
| Transfers of Funds | 538.25 | | 538.25 |
| Interest Earned | 141.17 | 538.25 | 679.42 |
| Miscellaneous | 60.10 | - | 60.10 |
| Total Cash Receipts | <u>\$ 120,134.26</u> | <u>\$ 538.25</u> | <u>\$ 120,672.51</u> |
| Total Cash Available | \$ 641,124.78 | \$ 849,064.45 | \$ 1,490,189.23 |
| Cash Disbursements | | | |
| Claims/Operating Expense | \$ 131,738.47 | \$ - | \$ 131,738.47 |
| 9-1-1 Fund Disbursement | 18,750.00 | - | 18,750.00 |
| Transfers of Funds | | 538.25 | 538.25 |
| Miscellaneous | 88.62 | - | 88.62 |
| Total Cash Disbursements | <u>\$ 150,577.09</u> | <u>\$ 538.25</u> | <u>\$ 151,115.34</u> |
| Ending Balance <i>May 31, 2004</i> | | | |
| Cash on Deposit | <u>\$ 490,547.69</u> | <u>\$ 848,526.20</u> | <u>\$ 1,339,073.89</u> |

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
MAY 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 May Disbursements | \$ 18,750.00 |
| | ===== |



ATTACHMENT VI-F

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 association of central Oklahoma governments

MEMORANDUM

DATE: June 14, 2004

TO: 9-1-1 Board of Directors

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

SUBJECT: Consultant Agreement with Mary Bailey

INFORMATION: 9-1-1 ACOG staff recommends renewing a contract for consulting services with Mary T. Bailey as outlined in the attached Consultant Retainer Agreement for FY2004-2005, ending June 30, 2005. The consulting services will include assistance to staff in the planning, development and implementation of enhanced wireless 9-1-1 in the region.

Ms. Bailey is a retired SBC/Southwestern Bell 9-1-1 manager who has expertise in all facets of telecommunications as they relate to implementation of enhanced wireless 9-1-1, as well as a general understanding of public safety communications operations. Ms. Bailey has been closely involved in several implementations of enhanced wireless services in other states, and is an excellent resource for Central Oklahoma's enhanced wireless implementation.

Action Requested: Motion authorizing the Executive Director to execute a Consultant Retainer Agreement with Mary T. Bailey for FY 2004-2005, ending June 30, 2005, subject to legal counsel approval.

CONSULTANT RETAINER AGREEMENT

This AGREEMENT, made and entered into this ___ day of June 2004, to become effective immediately, by and between the 9-1-1 Association of Central Oklahoma Governments (ACOG) and Mary T. Bailey (Consultant);

WITNESSETH:

For and in consideration of the mutual promises and covenants of the parties hereto, to be kept and performed by them, it is hereby mutually agreed as follows:

Section 1.

Consultant agrees as follows:

- (a) To consult and assist 9-1-1 ACOG staff in planning, development, and implementation of enhanced wireless 9-1-1 services to the region; and
- (b) Provide other consulting services as deemed appropriate by both parties.

Section 2.

In consideration of the performance of services by Consultant, 9-1-1 ACOG hereby covenants and agrees to compensate Consultant on a monthly basis upon presentation of Consultant's statement itemizing services and charges. The rate of compensation shall be \$60.00 per hour. Consultant shall be compensated for travel and other expenses incurred in the performance of services for 9-1-1 ACOG, compensation for travel to be at the rate paid to regular employees of 9-1-1 ACOG, and other expenses at the actual cost thereof. Consultant shall document such expenses, upon request, to the satisfaction of 9-1-1 ACOG. It is agreed that all charges resulting from this agreement including consulting fees, travel and other expenses, shall not exceed \$5,000.00 for the period ending June 30, 2005. Prior to receiving any payment or compensation under this agreement, Consultant must furnish to 9-1-1 ACOG a Certificate of Insurance from Consultant's worker's compensation insurance carrier or a Certificate of Non-Coverage as issued by the Oklahoma Department of Labor.

Section 3.

This agreement shall be in effect immediately. Either party may cancel this agreement by providing a 60-day written notice of cancellation to the other party.

IN WITNESS WHEREOF, the 9-1-1 Association of Central Oklahoma Governments has caused this Agreement to be executed on its behalf by the Executive Director of 9-1-1 ACOG, approved as to form by its attorney, pursuant to authority duly vested by its Board of Directors, and by Mary T. Bailey, Consultant.

Zach D. Taylor, Executive Director
9-1-1 Association of Central Oklahoma
Governments

Mary T. Bailey, Consultant

Approved as to form:

J. Dell Gordon, Attorney at Law

ATTACHMENT VII



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

MEMORANDUM

DATE: June 18, 2004

TO: Chairman and Members of the 9-1-1 ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director, E9-1-1 & Public Safety Programs

SUBJECT: Proposed Fiscal Year 2004-2005 Annual Budget and Program of Services for the 9-1-1 Association of Central Oklahoma Governments

INFORMATION: The proposed FY 2004-2005 Annual Budget and Program of Services, as recommended by the Board of Directors' Budget Committee, are attached for your review.

Members of the Budget Committee met with staff on May 27, June 10 and June 17, 2004 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 24, 2004.

Action Requested: Motion to approve the 9-1-1 Work Program and Budget for FY 2004-2005.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

| DEPARTMENT | DIVISION | POSITIONS |
|------------|----------------------------|-----------|
| 9-1-1 | INTERGOVERNMENTAL SERVICES | FTE 7.07 |

Function and Organization of the 9-1-1 Association

SUMMARY

The 9-1-1 Association is established as an intergovernmental entity, created as a legal and administrative body separate and apart from the signatory parties, which owes its existence to its membership. Said entity is known as the "9-1-1 Association of Central Oklahoma Governments" and is referred to as the 9-1-1 Association.

The 9-1-1 Association is a voluntary association with membership open to all units of general purpose local government within the ACOG region and adjacent areas in Central Oklahoma that have authorized implementation of E9-1-1 emergency communication service. Units of local government have joined the 9-1-1 Association by passage of an ordinance, resolution or otherwise pursuant to law of the local governing body seeking membership.

The 9-1-1 Association is organized to administer, contract and coordinate the implementation and operation of the Enhanced 9-1-1 emergency communication service authorized and contemplated by the Nine-One-One Emergency Number Act. The Act provides that any governing body of a public agency may contract "with any association or corporation for the administration of nine-one-one emergency communication service as provided by law."

The 9-1-1 Association is authorized to accomplish, on behalf of its members, the maximum utilization of resources available for the emergency communication system, to the end that the greatest economies of scale and efficiency of operation will result in the best system for all members, with the least cost to the taxpayers.

The 9-1-1 Association staff was responsible for oversight of equipment installation and operation, initial database development, training and public education prior to the May 1, 1989, cutover date. Following implementation, continuing work includes management of telephone company contracts, refinement and updates to the database, training of new dispatch personnel, working with new wireline telephone companies as well as with wireless telephone companies to provide and enhance the E9-1-1 interface, ongoing public education and supervision of installed E9-1-1 Public Safety Answering Point (PSAP) equipment. It is the responsibility of staff to keep the Central Oklahoma E9-1-1 System on the forefront of technologies that impact E9-1-1. Staff also performs administrative accounting functions related to administration of the service fees levied for the system, payment for services and disbursement of funds to the membership, and audit.

A 9-1-1 Technical Committee includes representatives of the public safety agencies involved in the system and has proven to be a very effective method for exchange of information and improvement in the system's efficiency. Meeting quarterly, the Technical Committee provides an ongoing means to facilitate working together as a unit. In FY 2004 the 9-1-1 Technical Committee provided leadership of a massive rollout of Emergency Medical Dispatch (EMD) training and implementation. At completion, all emergency medical answering sites in the region will provide EMD services.

The 9-1-1 ACOG Training Institute was organized to provide further training opportunities for regional call-takers. Since FY 1994, this Training Institute has provided national certification to 261 call-takers in Central Oklahoma. The Institute held one 40-hour Emergency Telecommunicator Courses during FY 2004. Over 53 percent of the region's current call-takers have received national certification through this training initiative.

The 9-1-1 ACOG Training Institute also enhanced its continuing education to regional call-takers in FY 04 by offering courses in hostage negotiations, suicidal callers, customer service, school violence, and 9-1-1 liability.

In 2004, the 9-1-1 ACOG Central Oklahoma Competitive Local Exchange Carrier (CLEC) Task Force evolved to a maintenance role of ensuring integrity of the 9-1-1 database and 9-1-1 remittance fees from phone companies operating in the region. At the beginning of FY 2005, 9-1-1 ACOG has contracts with 40 telephone companies. In addition, E9-1-1 service fees are being remitted by nearly all (92 percent) of those companies operating in the region.

In FY 2004, efforts were made toward public safety systems that would prevent the need for E9-1-1 calls, including maintenance of the Operation FireSAFE program. In FY 2004, Operation FireSAFE provided intervention to 139 juvenile firesetters and their families, continuing the steady decline of child-set fires in the region.

The 9-1-1 Association continues public education efforts to inform the public on the proper use of E9-1-1. In FY 2004, 9-1-1 ACOG distributed over 17,000 pieces of public education material in Central Oklahoma.

SBC/Southwestern Bell and the 9-1-1 Association staff mutually monitor a set of operational standards that outline the customer's expectations regarding level of service for the system and methods for measuring that level of service on a regular basis.

Staff was involved in significant negotiations with SBC and the Oklahoma Corporation Commission during FY 04 related to a tariff filing for SBC's side of improving 9-1-1 handling of wireless calls. Staff involvement related to cost containment for local governments providing 9-1-1 services, and were successful in reducing proposed costs significantly.

During FY 2004, 9-1-1 Association staff assigned over **2,169** addresses to residents of rural areas of Logan, Cleveland and Canadian Counties. In addition, staff resolved nearly 1,000 database trouble reports. 9-1-1 database audits revealed a 97% reliability of 9-1-1 data, exceeding the national standards of 95% integrity.

During FY 2004, over **1,300** maps were distributed to local emergency responders to provide more timely response to E9-1-1 calls.

In FY 2004, the 9-1-1 Association's 21 Public Safety Answering Points serving the 40 member communities in Central Oklahoma handled over 258,666 E9-1-1 calls. Nearly 30 percent of these calls were made from callers using wireless devices.

Goals

- To ensure that administration of the E9-1-1 service fees is managed legally and appropriately and as per the policies of the 9-1-1 Association Board, including preparation and administration of the budget, payment of telephone company charges, remittance of fees to members and audit.
- To ensure the provisions of proper training of local agency personnel regarding the E9-1-1 system and associated equipment.
- To provide professional development training and national certification of call-takers and supervisory professionals through the 9-1-1 ACOG Training Institute.
- To administer the 9-1-1 Association's business with the six Incumbent Local Exchange Carriers (ILECs) and 40 Competitive Local Exchange Companies (CLECs) and act as a business agent for the members who collectively represent one telephone company customer.

- To continue development of a comprehensive telephone company database that will provide storage for all data on contract administration and remittance collection.
- To refine and maintain an updated database that drives the system's routing of calls and information received by the various Public Safety Answering Points and to find other ways data can be useful in local efforts.
- To improve methodologies and technologies for handling 9-1-1 calls made from wireless phones.
- To ensure that the system's Master Street Address Guide (MSAG) is updated by verification from each member entity.
- To ensure that the public is informed of the E9-1-1 service and its benefits through proper use.
- To work with other E9-1-1 systems in Oklahoma and the United States to share ideas and work together toward public understanding and use of 9-1-1.
- To investigate areas of possible system improvements including technological advances or possible service area boundary expansions.
- To support various metro-wide public safety initiatives such as the metro-area Operation FireSAFE.
- To continue studying the feasibility of adding communities and county areas to the system and work to accomplish that goal when appropriate.

Objectives

- (1) To provide administrative and accounting functions related to collection and disbursement of E9-1-1 service fees, and auditing of those funds, per state law and relevant local government ordinances and resolutions.
- (2) To train area managers and call-takers in efficient use of new equipment, including methods for using individualized customer records and developing statistical reporting packages.
- (3) To conduct and provide materials and staff assistance for the 9-1-1 Association Board of Directors' monthly meetings and 9-1-1 Technical Committee quarterly meetings.

- (4) To communicate with area call-takers through quarterly publication of *9-1-1 Dispatch*, a newsletter that will provide them information about system updates, processes, etc.
- (5) To arrange for training of call-taker personnel from 9-1-1 ACOG PSAPs, as well as continuing education courses and seminars.
- (6) To manage contracts and communications with telephone companies regarding database errors, omissions or revisions and equipment problems.
- (7) To work with SBC/Southwestern Bell representatives in maintaining expected levels of services as outlined in Operation Standards.
- (8) To work with wireless and Voice Over Internet Protocol (VOIP) telephone carriers, telephone landline providers and others to improve routing and information associated with wireless and VOIP calls. This will involve planning and preparations for system design, financing and implementation leading up to and through countywide elections to establish a rate structure for paying for system improvements.
- (9) To handle routine database change requests, refinements and improvements.
- (10) To request validation of the Master Street Address Guide from each member entity.
- (11) To conduct public education programs to include distribution of brochures, coloring books, press releases, group presentations and so forth.
- (12) To investigate and evaluate areas of possible system improvement through communications with various product vendors, trade association conferences and communications with members.
- (13) To continue the implementation process and provide technical assistance to Canadian County to cutover E9-1-1 service in the western portions of the county which does not have E9-1-1 today. Continue to evaluate new implementation methods to bring E9-1-1 services to outstanding areas of the region.
- (14) Through a 9-1-1 Public Education Subcommittee and use of the ACOG web site, increase the public's knowledge of how to properly use 9-1-1.
- (15) Facilitate implementation of professional emergency medical dispatch throughout the region.

PUBLIC SAFETY

Summary of Program

To work in tandem with the 9-1-1 Program in enhancing emergency services throughout the region.

In FY 04 ACOG obtained a Federal Health Resource and Service Administration (HRSA) grant to fund a software version of the Priority Dispatch Emergency Medical Dispatch (EMD) protocol, quality assurance, associated training and administrative expenses. This software will be placed into service with the existing 9-1-1 ACOG answering equipment housed at agencies trained in EMD to fully integrate emergency medical dispatching services and quality assurance elements.

In FY 04 ACOG administrated a State Health Department grant program that distributed seven Automated External Defibrillators (AEDs) to six rural communities in Central Oklahoma. ACOG has been designated and contracted to administer this same grant program to distribute up to 15 AEDs in FY 05.

Goals

To coordinate and support regional approaches of providing public safety services throughout the region.

Objectives

- (1) Coordinate and facilitate communications among member communities for cohesive regional approaches to public safety issues.
- (2) Administer grant funds to assist regional public safety agencies to effectively and efficiently respond to emergencies and save lives and property.
- (3) Participate in regional Homeland Security planning and training activities.
- (4) Assist with the continued implementation of the regional Emergency Medical Dispatch (EMD) Initiative.



9-1-1 association of central Oklahoma governments

ATTACHMENT VIII

Chair Dave Howe
Choctaw Councilmember

Vice-Chair Grant Hedrick
Canadian County
Commissioner

Secretary/Treasurer Stan
Inman
Oklahoma County
Commissioner

MEMORANDUM

DATE: June 8, 2004
TO: 9-1-1 ACOG Board of Directors
FROM: Zach D. Taylor, Executive Director
SUBJECT: Election of Officers for the 9-1-1 Board of Directors

INFORMATION: The Nominations Committee met in May to consider nominations of the 9-1-1 Association Board of Directors officers of Chairman, Vice-Chairman and Secretary-Treasurer for FY 2004-2005. It was the recommendation of the committee that the following nominations for the coming term be considered:

| | |
|----------------------|--|
| Chairman: | Dave Howe, Councilmember, Choctaw |
| Vice-Chairman: | Grant Hedrick, Commissioner, Canadian County |
| Secretary-Treasurer: | Stan Inman, Commissioner, Oklahoma County |

The Nominations Committee also recommends that the following nominations for the Firesafe Foundation, Inc. Board members be considered:

Stan Inman, Commissioner, Oklahoma County
George Fina, Councilmember, Piedmont
Willa Johnson, Councilmember, Oklahoma City

Action Requested: Consider motion to approve the recommendation of the Nominations Committee for the election of officers of the 9-1-1 Board of Directors for FY 2004-2005 and election of Firesafe Foundation, Inc. board members.



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: June 11, 2004
TO: 9-1-1 Board of Directors
FROM: Debbie Cook, CPA, Director of Finance
SUBJECT: Resolution – Banking Signatures

INFORMATION: With the election of officers at our June meeting, it is necessary to approve the attached official custodians' resolution authorizing 9-1-1 ACOG's current signatories to conduct business with 9-1-1 ACOG's financial institutions.

Action Requested: Motion to approve the attached official custodian's resolution for FY 2004-2005.

DC/ajk

RESOLUTION
THE BOARD OF DIRECTORS OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
21 E. MAIN STREET, SUITE 100
OKLAHOMA CITY, OKLAHOMA 73104-2405

Be it resolved that

Dave Howe, Chairman

Grant Hedrick, Vice-Chairman

Stan Inman, Secretary-Treasurer

Zach D. Taylor, Executive Director

Jane E. Sutter, Division Director

of this Association whose signature(s) appear(s) above are appointed as official custodians of the Association's funds. They have plenary authority, including control, over funds owned by the Association. Control includes possession, as well as the authority to establish accounts for the funds in insured depository institutions and to make deposits, withdrawals and disbursements of such funds. Two (2) signatures shall be required on checks against the accounts. This supercedes all prior authorizations, which are hereby cancelled.

I hereby certify that the foregoing is a full, true and correct copy of a resolution adopted on June 24, 2004, by the Board of Directors of the Association of Central Oklahoma Governments and is in full force. That the signatures above are genuine and of the respective officers of said Association as designated thereon.

WITNESS my hand and seal of said 9-1-1 Association this 24th day of June 2004.

{SEAL}

SECRETARY

ATTACHMENT X



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: June 11, 2004

TO: 9-1-1 Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Resolution for Consideration by Council/Commission

Your city Council/Board of Trustees or County Commission will need to give immediate consideration to the attached resolution/ordinance relating to providing service during calendar year 2005. The resolution pertains to establishment of the 9-1-1 service fee rate to be collected through the telephone bills for the calendar year 2005.

To enable collection of the locally authorized service fee on telephone bills to pay for E9-1-1 service, each local government must approve a resolution/ordinance, on an annual basis, setting the actual fee *and* through 9-1-1 ACOG, notify the appropriate telephone company by September 1, 2004.

It is staff's determination, based on expense and line figures ascertained to date, that three percent will be needed to pay for the overall system cost during the calendar year of 2005, with the exception of Canadian County and El Reno who will pay a fee of five percent of tariff rate for telephone service to support the emergency telephone service for those areas.

Please mail a signed copy of your approved resolution before August 1 to: 9-1-1 Association of Central Oklahoma Governments, 21 East Main, Suite 100, Oklahoma City, Oklahoma, 73104. If you have any questions, please contact **Anita Kroth, 234-2264**.

RESOLUTION/ORDINANCE
A RESOLUTION/ORDINANCE OF THE
COUNCIL/TRUSTEES/COMMISSIONERS OF THE
CITY/TOWN/COUNTY OF _____
ESTABLISHING THE NINE-ONE-ONE EMERGENCY
TELEPHONE FEE RATE FOR CALENDAR YEAR 2005

WHEREAS, the voters and/or governing body of the city/town/county have approved the acquisition and operation of an emergency telephone service, together with the levy or imposition of user fee/tax for such service; and

WHEREAS, said approving authority, service and fee are authorized pursuant to the Nine-One-One Emergency Act, 63 O.S. Supp., 1987, §2811 et seq., as amended.

NOW THEREFORE BE IT RESOLVED by the Council/Trustee/Commissioners of the City/Town/County of _____ that it does, hereby establish the rate for the Nine-One-One Emergency Telephone Service fee for the calendar year 2005 at three percent of the recurring charges as designated by the tariff for exchange telephone service or its equivalent within said city/town/county in accordance with said Act beginning January 1, 2005.

ATTEST:

Mayor/Chairman

City/Town/County Clerk

For Canadian County and El Reno

RESOLUTION/ORDINANCE
A RESOLUTION/ORDINANCE OF THE
COUNCIL/TRUSTEES/COMMISSIONERS OF THE
CITY/TOWN/COUNTY OF _____
ESTABLISHING THE NINE-ONE-ONE EMERGENCY
TELEPHONE FEE RATE FOR CALENDAR YEAR 2005

WHEREAS, the voters and/or governing body of the city/town/county have approved the acquisition and operation of an emergency telephone service, together with the levy or imposition of user fee/tax for such service; and

WHEREAS, said approving authority, service and fee are authorized pursuant to the Nine-One-One Emergency Act, 63 O.S. Supp., 1987, §2811 et seq., as amended.

NOW THEREFORE BE IT RESOLVED by the Council/Trustee/Commissioners of the City/Town/County of _____ that it does, hereby establish the rate for the Nine-One-One Emergency Telephone Service fee for the calendar year 2005 at five percent of the recurring charges as designated by the tariff for exchange telephone service or its equivalent within said city/town/county in accordance with said Act beginning January 1, 2005.

ATTEST:

Mayor/Chairman

City/Town/County Clerk



9-1-1 association of central Oklahoma governments

ATTACHMENT XI

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: June 16, 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 Service

The Intervenors continue to negotiate with SBC on the tariff for enhanced wireless 9-1-1. The Intervenors are awaiting SBC's proposed settlement language. If necessary, a hearing has been set in August.

Wireless Uniform Statewide Agreement

The wireless carriers have provided proposed language for the statewide uniform agreement that is required by the state's wireless E9-1-1 statute. Staff is currently reviewing this language.

EMD Software Grant

The contract has been executed, and ACOG staff continues to await issuance of a purchase order from the Oklahoma State Department of Health for the Emergency Medical Dispatch (EMD) Pilot Project Grant, which will provide a software version of the protocols being used by our EMD PSAPs as well as additional quality assurance elements.