

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., MARCH 28, 2005  
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING**



9-1-1 association of central Oklahoma governments

Chair Dave Howe  
Choctaw Councilmember

Vice-Chair Grant Hedrick  
Canadian County Commissioner

Secretary/Treasurer Stan Inman  
Oklahoma County Commissioner

Executive Director  
Zach D. Taylor

9-1-1 BOARD OF DIRECTORS AGENDA  
1:00 p.m., March 31, 2005  
ACOG Conference Room  
21 E. Main – Suite 100  
Oklahoma City, Oklahoma, 73104

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES – February 24, 2005 ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – MARCH 2005 ([Attachment VI](#))

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

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

VII. TRAUMA CENTER BRIEFING

**INFORMATION:** Tom Wagner, Chief Operating Officer for EMSA, will provide the Board a brief presentation on the current status of the Oklahoma Trauma System and the coordination efforts EMSA is involved in ensuring the integrity of the system.

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

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

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

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

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

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

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

X. NEW BUSINESS

XI. ADJOURNMENT

**MINUTES OF THE  
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
ACOG CONFERENCE ROOM  
February 24, 2005**

**The second meeting of the calendar year 2005 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:08 p.m., February 24, 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 Woodard, Councilmember, Arcadia  
Hon. Bryan Taylor, Councilmember, Bethany  
Hon. Larry O'Connell, Councilmember, Del City  
Hon. Sandra Naifeh, Mayor, Edmond  
Hon. Ray Poland, Councilmember, Jones City  
Hon. Charles Joyner, Councilmember, Midwest City  
Hon. Kathleen Moon, Councilmember, Mustang  
Hon. David Hopper, Councilmember, Norman  
Hon. John Brown, Councilmember, Piedmont  
Hon. Ron Bledsoe, Mayor, Slaughterville  
Hon. Scott Symes, Councilmember, The Village  
Hon. Leslie Owens, Councilmember, Warr Acres  
Hon. Bob Bradway, Councilmember, Yukon  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Mark Sharpton, Commissioner, Logan County

**MEMBERS ABSENT**

Hon. Debbie Harrison, Councilmember, El Reno  
Hon. Lewis Pringle, Trustee, Forest Park  
Hon. Jason Murphey, Councilmember, Guthrie  
Hon. Karen Feldhake, Councilmember, Harrah  
Hon. Gary Johnston, Mayor, Lake Aluma  
Hon. Charles McCown, Councilmember, Lexington  
Hon. Scott Fesler, Councilmember, Luther  
Hon. Glenn Lewis, Mayor, Moore  
Hon. Jim Gurley, Councilmember, Newcastle  
Hon. Kathy Walker, Councilmember, Nichols Hills  
Hon. James Pumphrey, Councilmember, Nicoma Park  
Hon. Carol Jones, Councilmember, Noble

**MEMBERS ABSENT (continued)**

Hon. Kathy Jordon, Trustee, Smith Village  
Hon. Marsha Jefferson, Mayor, Spencer  
Hon. Chet Curlee, Councilmember, Tuttle  
Hon. Robert Greb, Mayor, Valley Brook  
Hon. Jim Gilbert, Mayor, Woodlawn Park  
Hon. Bill Graves, Commissioner, Cleveland County  
Hon. Stan Inman, Commissioner, Oklahoma County

**GUESTS**

Shane Jett, State Representative, District 27  
Mary Murphey, Logan County Commissioner's Office  
David Baisden, Oklahoma County Sheriff's Office  
Ronnie Freeman, SBC

**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  
Johnny Irons, 9-1-1 Project Coordinator  
J. Dell Gordon, Legal Counsel  
John G. Johnson, Consultant  
Anita Kroth, Administrative Assistant

I. CALL TO ORDER

Chairman Dave Howe called the meeting to order at 1:08 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Zach Taylor introduced Mary Murphey, Logan County; David Baisden, Oklahoma County; and Ronnie Freeman, SBC.

III. APPROVAL OF MINUTES – February 24, 2005

**Action Requested:** Motion to approve minutes of the February 24, 2005 meeting. Director Charles Joyner, Midwest City, made a motion to approve the minutes of the February 24, 2005 meeting.

Director David Hopper, Norman, seconded the motion. The motion carried the following votes:

AYE: Woodard, Taylor, Howe, O'Donnell, Naifeh, Poland, Joyner, Moon, Hopper, Brown, Bledsoe, Symes, Owens, Bradway, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

A. CHAIRMAN'S REPORT

None

B. DIRECTOR'S REPORT

Executive Director Zach Taylor reported that staff has provided assistance to El Reno and Warr Acres in their ongoing evaluation how best to deal with responsibilities with Emergency Medical Systems.

Staff has been working closely with SBC regarding our exposure due to the company's reduction of technical support personnel. It is imperative that ACOG's 9-1-1 system be adequately covered with technical support. He reported that the vulnerability had been eliminated at this point.

Mr. Taylor announced that the next Metro Fire Chiefs' meeting would be hosted at the Oklahoma National Memorial. The dates of April 1-19 have been designated to plant trees in commemoration of the bombing in each community that had a resident who died.

The planting will occur in one community per day over 19 days. He informed the group that each one of those communities would be contacted at a later date regarding further details.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – FEBRUARY 2005 CLAIMS

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$68,193.47 for the month of February. Staff has found these claims to be in order and proper as to form, and are recommended for payment. A copy of the Claims List is included in the agenda packet.

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

Director Sandra Naifeh, Edmond, made a motion to accept the finance report, and approve payment of the February claims against the Association. Director Leslie Owens, Warr Acres, seconded the motion.

AYE: Woodard, Taylor, Howe, O'Donnell, Naifeh, Poland, Joyner, Moon, Hopper, Brown, Bledsoe, Symes, Owens, Bradway, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

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

Stephen M. Willoughby reported that Alltel is a new wireless carrier providing service in Central Oklahoma. 9-1-1 ACOG has issued the preliminary letters required by the FCC requesting wireless service from them. We have completed the database work with AT&T Wireless and are working with them on 9-1-1 trunking. The same work is ongoing with Cingular.

We have received maps from Nextel, but have not received the information necessary to do database work. We are working on database with T-Mobile; database work has been completed with Sprint, and 9-1-1 trunking is in progress with them. We are working on trunking with U S Cellular, and await their database information.

VIII. GENERAL STATUS REPORT

Mr. Willoughby said that local officials met with the Office of Domestic Preparedness to develop a required urban area Homeland Security strategy, which is required by the Urban Areas Security Initiative (UASI) grant. The grant provides \$4.4 million to the Central Oklahoma region.

The application period for the ACOG Rural Access to Emergency Defibrillator (AED) grant closed February 15. Staff is processing the 16 grant applications received. There are 15 AEDs to distribute over the region.

Regarding the 9-1-1 equipment operating system upgrade to XP, Mr. Willoughby said we are addressing systematic problems with SBC and TCI. We have talked to SBC's Vice-President over 9-1-1 about resolving these issues.

Mr. Willoughby reported that Oklahoma City's GIS department provided a presentation to ACOG staff on their mapping and associated databases. This meeting was to enhance the relationships between the two staffs and develop new partnerships associated with GIS mapping.

He reported that the National Academies of Emergency Dispatch nationally certified 11 call-takers from the region earlier this month in 9-1-1 ACOG's Training Institute.

Also, earlier this month staff facilitated a meeting with all of the fire responders and PSAPs that are in Cleveland County to brief them and review 9-1-1 designated fire response areas. They discussed changes necessary since the original designations.

IX. NEW BUSINESS

Chairman Dave Howe announced that there is an Open House event scheduled for the newly renovated Midwest City Emergency Operations Center on March 1<sup>st</sup> from 2 p.m. to 4 p.m. and encouraged members to visit.

X. ADJOURNMENT

Chairman Dave Howe called for a motion to adjourn. Director Charles Joyner made a motion to adjourn. Director David Hopper, Norman, seconded the motion. The motion carried the following votes:

AYE: Woodard, Taylor, Howe, O'Donnell, Naifeh, Poland, Joyner, Moon, Hopper, Brown, Bledsoe, Symes, Owens, Bradway, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:19 p.m.

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

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Chairman

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Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI

**BE IT RESOLVED**, that on this 31st day of March 2005, the following claims are approved by the 9-1-1 Association of Central Oklahoma Governments; and the Director and Officers of this Association are directed to pay such claims.

**MSAG/Education/Training**

Personnel	\$ 118,444.11	
Consultant	3,195.00	
Deposit Corrections	137.54	
Development	413.00	
Institute Revenue	(380.00)	
Legal	1,000.00	
Maintenance & Repairs	7.59	
Mileage	257.68	
Parking	90.00	
Postage	165.90	
Printing	40.00	
Professional Dues	150.00	
Supplies	32.72	
Telephone	170.49	
Training, 9-1-1 Institute	2,000.00	
Xerox	201.87	
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<i>Total MSAG/Education/Training</i>		\$ 125,925.90

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

SBC	\$ 42,805.61	
SBC (UPS Maintenance)	2,234.00	
SBC	108.68	
SBC Capital Services	1,686.14	
Koch Financial Corporation	17,903.21	
TDS Telecom	1,221.52	
Pioneer Telephone	413.42	
Pioneer Telephone	319.39	
Pioneer Telephone	96.87	
Pioneer Telephone	59.75	
Valor Telecom	72.26	
Language Line Services	121.70	
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<i>Total 9-1-1 Operating/Maintenance</i>		67,042.55

**Total March Claims**

**\$ 192,968.45**

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ATTEST:

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CHAIRMAN

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SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CASH STATUS REPORT  
FOR THE MONTH ENDED FEBRUARY 28, 2005**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>February 1, 2005</i> Cash on Deposit	\$ 412,557.96	\$ 848,873.99	\$ 1,261,431.95
Cash Receipts			
Fee Income	\$ 127,551.40	\$ -	\$ 127,551.40
Contracts	-		-
Transfers of Funds	539.83		539.83
Interest Earned	315.82	539.83	855.65
Miscellaneous	279.44	-	279.44
Total Cash Receipts	<u>\$ 128,686.49</u>	<u>\$ 539.83</u>	<u>\$ 129,226.32</u>
Total Cash Available	\$ 541,244.45	\$ 849,413.82	\$ 1,390,658.27
Cash Disbursements			
Claims/Operating Expense	\$ 68,193.47	\$ -	\$ 68,193.47
9-1-1 Fund Disbursement	18,750.00	-	18,750.00
Transfers of Funds		538.83	538.83
Miscellaneous	49.06		49.06
Total Cash Disbursements	<u>\$ 86,992.53</u>	<u>\$ 538.83</u>	<u>\$ 87,531.36</u>
Ending Balance <i>February 28, 2005</i> Cash on Deposit	<u>\$ 454,251.92</u>	<u>\$ 848,874.99</u>	<u>\$ 1,303,126.91</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DISBURSEMENT OF FUND BALANCE  
FEBRUARY 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
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Total February 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:** March 22, 2005

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

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

**SUBJECT:** General Status Report

**9-1-1 Equipment**

All 54 9-1-1 workstations' operating systems have been upgraded from NT to XP-Pro. This upgrade was done to ensure our PSAPs ability to receive the latest versions of software releases from TCI (our 9-1-1 equipment vendor). Deployment of the latest version of software is expected by TCI April 1<sup>st</sup>, after this release SBC Laboratories will perform initial testing before deployment at the ACOG sites.

**9-1-1 Training Institute**

As a part of 9-1-1 ACOG's Training Institute's Continuing Education Series, 9-1-1 ACOG hosted a 48-hour Communications Training Officers course to local PSAPs. 9-1-1 ACOG participants in this class were Aubrey Scanlon, Cleveland County; Robin Brooks, Michael Brown and Marvin Stanford, Del City; Tabitha Hardy, John Gitthens, Kelli Brookshire and Matt Jackson, Oklahoma County Sheriff's Office; and Jennifer Jackson, Nancy Lavoie and Lauri Nguyen, Yukon.

## **Automatic External Defibrillator Grant**

ACOG has been designated as the Grant Administrator for ACOG *Rural Access to Emergency Defibrillator* grant program. This grant program distributes Automatic External Defibrillators (AEDs) to eligible entities in Canadian and Logan counties. Staff has scored the applications and submitted recommendations to the state Health Department for the following applicants to receive AED units:

<b><u>Rank</u></b>	<b><u>Entity</u></b>	<b><u>County</u></b>
1.	Guthrie Fire Department	Logan
2.	Piedmont Police Department	Canadian
3.	Woodcrest Volunteer Fire Department	Logan
4.	Okarche Volunteer Fire Department	Canadian
5.	Calumet Volunteer Fire Department	Canadian
6.	Okarche Police Department	Canadian
7.	Oak Cliff Fire District	Logan
8.	Cedar Lake Fire Department	Canadian
9.	Crescent Fire Department	Logan
10.	Cheyenne Arapaho Community Health	Canadian
11.	El Reno Fire Department	Canadian
12.	Marshall Fire Department	Logan
13.	Calumet Police Department	Canadian
14.	County of Canadian County	Canadian
15.	Mustang Fire Department	Canadian