

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON,
MARCH 12, 2004 IF YOU DESIRE A SIGN LANGUAGE
INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE AGENDA

10:00 a.m., March 16, 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 NOVEMBER 18, 2003
(Attachment IV)

Action Requested: Motion to approve minutes from the November 18, 2003.

- V. COMMITTEE REPORTS
(Attachment V)

INFORMATION: Committee Chairpersons will give a report on committee activities since the November 18, 2003 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
- E. Foundation Report----- Jerry Lojka

Action Requested: Discussions.

VI. TV/VCR/DVD units and video distribution
(Attachment VI)

INFORMATION: Several educational items purchased through the Kirkpatrick Family Fund have been obtained and distributed. The attached list shows purchased items and recipients. In addition, the "Plan to Get Out Alive" videos have been delivered and will be distributed at the meeting.

Action Requested: Pick up stuff!

VII. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

VIII. NEW BUSINESS

IX. ADJOURNMENT

ATTACHMENT IV

OPERATION FIRESAFE OPERATIONAL COMMITTEE & BURN PREVENTION COMMITTEE MINUTES November 18, 2003

The sixth meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:00 a.m., November 18, 2003 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

Jimmy Gibson, Vice-Chairman, Shawnee Fire Department

PRESENT

Jim Hock, Del City Fire Department
Tim Wheeler, Edmond Fire Department
Jason Duff, El Reno Fire Department
Greg Graves, El Reno Fire Department
Ken Pontius, Moore Fire Department
Getty Williams, Newalla Fire Department
Darryl Troupe, Norman Fire Department
Jimmy Gibson, Shawnee Fire Department
Chris Davis, Tinker Air Force Base Fire Department
Dustin Parsons, The Village Fire Department
Brad Summers, The Village Fire Department
Lois Pokorny, Oklahoma City-County Health Department
Debbie Blood, Oklahoma City-County Health Department
Glenda Vassar, State Farm Insurance

GUESTS

Haruki Nakamine, UCO Student, Edmond

STAFF

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

I. CALL TO ORDER

Vice-Chairman Jimmy Gibson called the meeting to order at 10:00 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

None

IV. APPROVAL OF MINUTES – REGULAR MEETING SEPTEMBER 16, 2003

Greg Graves, El Reno Fire Department, made a motion to accept the minutes of the September 16, 2003 regular meeting. Darryl Troupe, Norman Fire Department, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development – Glenda Vassar, State Farm Insurance, reported that the Operation FireSAFE program would receive another \$500 grant from State Farm Insurance Companies, which is in addition to the previous \$2,000 granted to the program.

Program Development – Jimmy Gibson reported that the recent Advanced Interviewer and Educator training at Shawnee was well attended and was successful.

Public Education - There was no report.

Mental Health Subcommittee – Lois Pokorny reported that the recent Advanced Interviewer and Educator training went great. She thanked the Shawnee Fire Department for hosting the training and providing lunch. She said the participants gave some good ideas about how to respond to some unusual client presentations. Lois said the Mental Health group decided to hold this type of training at least once a year. Lois said she is applying to receive CLEET certification for the class.

Firesafe Foundation – Jane Sutter reported that the Firesafe Foundation has a goal to meet twice a year. She informed the new Operational Committee members that the

Foundation board is comprised of representatives from our communities interested in Operation FireSAFE, along with councilmembers and mayors from the ACOG region who serve on the 9-1-1 ACOG Board. The Firesafe Foundation is a 501(3) c corporation and was established to receive monies that are considered tax deductible for donors.

The Foundation oversees fundraising for Operation FireSAFE. Whenever community outreach efforts are involved, the Foundation is also involved. The next Foundation meeting is this week.

VI. RECOMMENDED BUDGET FOR PROGRAM PURCHASES

Jane explained that a general survey was distributed to each of the Operation FireSAFE Interview sites relating to video needs. Some departments need to replace the TV/VCR/DVD equipment, and others need to purchase new equipment for the first time. Currently, it would require approximately \$4,300 to meet all the needs as listed on the chart, which reflects the results of the survey. This would provide all of the video needs for all departments, plus TV/VCR/DVD units for three interview sites that need upgrades.

Jane explained that each department funds their own activities related to Operation FireSAFE as far as manpower. ACOG funds the operational needs as far as agenda work and mailings. Any costs above and beyond that we seek funding from some of our partner groups and organizations.

The \$5,000 grant from the Kirkpatrick Family Fund is specifically designated for video equipment and items needed at the interview sites to serve their communities.

A recent project the Operational Committee undertook was to remake an old video called "Plan to Get Out Alive", which has been used by all of the interview sites through the years, and which has become outdated. We have contracted with a production company that will remake the video at a minimal cost of \$1,200 to Operation FireSAFE.

Also we have \$2,500 from State Farm Insurance, which totals \$7,500 to spend on the abovementioned needs, plus there is a need to reprint Operation FireSAFE program brochures. We also budgeted items for mental health training, letterhead stationery and agenda mailing costs.

After further discussion, Del City indicated it would not need the "Firepower" video; The Village indicated that they would not need the "Grandpa Joe's Secret" or "Firepower";

Tinker AFB indicated that it would not need "Grandpa Joe's Secret" or "In Their Own Words." Those amendments greatly reduced the budget requirements.

Getty Williams, Newalla, made a motion to accept the recommended budget for program purchases, with amendments discussed today, and approve those expenditures. Lois Pokorny seconded the motion. The motion passed unanimously.

VII. CALENDAR YEAR 2004 MEETING DATES

The group reviewed the proposed calendar year 2004 Operational Committee meeting dates as recommended in Attachment VII.

After review and discussion, Darryl Troupe, Norman Fire Department, made a motion to approve the proposed meeting dates. Glenda Vassar, State Farm Insurance, seconded the motion. The motion passed unanimously.

VIII. OPERATION FIRESAFE PROGRAM STATISTICS

Vice-Chairman Jimmy Gibson encouraged everyone to submit any statistical reports that are missing to date. Jane added that even when the reporting number is zero, it is important that the report be submitted so that we are able to maintain a complete record.

IX. NEW BUSINESS

Darryl Troupe mentioned that he had separate interviews with three juveniles ages 11-15 that have used the combination of an aerosol can and cigarette lighter for fire play. He said the use of these items have become prevalent in our communities. The juveniles say that they have been seeing this on television.

Greg Graves, El Reno, asked what percentage of juveniles that go through the FireSAFE program actually score out in their interview indicating they need a referral for mental health counseling.

Lois Pokorny explained that if a child scores above 20% in any one of the categories on the interview form, they are given a referral for mental health counseling. This percentage indicates that during the cluster of questions, there were enough red flags raised on one or to big ones, or enough little ones, that it raises issues that they are in an unsafe

environment or there is something about their background that looks unsafe, which might put them at further firesetting risks or other high risk behavior.

Lois said since we are still in the early stage of using the new FEMA interview form, we are not as exact on what those percentages are. So far we think the new form leads to a higher percentage of kids getting a referral. On the previous form the percentage referred was about 30% interviewed.

Jane suggested that our mental health professional might want to go to El Reno and visit with the mental health counselor for the El Reno Operation FireSAFE program.

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Lois said there are no therapists at the Canadian County Guidance Center any longer, but there is a mental health center nearby.

X. ADJOURNMENT

Getty Williams made a motion to adjourn. Jim Hock, Del City Fire Department, seconded the motion. The meeting was adjourned at 10:55 a.m.

**OPERATION FireSAFE
Operational Committee**

*Joan Stephenson, Chairman, Oklahoma City
Jimmy Gibson, Vice Chair, Shawnee
Resource Person: Jane Sutter, ACOG*

**2003-2004
Subcommittees**

Fund Development Committee
Glenda Vassar, Chair

Jane Sutter, ACOG

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

Kyle Trumbly, Yukon
Mary Beth Logue, Childrens Hospital
Liz Petrin, Pottawatomie County Health Department
Debbie Rice, Okla. City-County Health Department

Program Development
Jimmy Gibson, Chair

Jerry Lojka, Midwest City
David Perez, Oklahoma Air National Guard

Public Education
Tim Adams, Chair

Shaum Jennings, Bethany
Darryl Troupe, Norman
Martha Collar, SAFE KIDS Coalition
Resource Person: Jerry Church

FIRESAFE VIDEOS AND EQUIPMENT

Distributed December 2003

Del City - Striking Out with Matches, Grandpa Joe's Secret, TV/VCR/DVD

El Reno – In a Flash

Nichols Hills – Striking Out with Matches, In a Flash

Oklahoma City – Striking Out with Matches, TV/VCR/DVD

Shawnee – Striking Out with Matches

Tinker Air Force Base – Striking Out with Matches, In a Flash

The Village – Striking Out with Matches, In a Flash

Yukon – Striking Out with Matches, In a Flash, TV/VCR/DVD

State Fire Marshal – Striking Out with Matches