

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., MAY 20, 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., May 26, 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 – April 28, 2005 ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – MAY 2005 ([Attachment VI](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$149,104.73 for the month of May. 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 May claims against the Association.

VII. PROPOSED FY 2004-2005 BUDGET AMENDMENT ([Attachment VII](#))

INFORMATION: 9-1-1 ACOG is well into its 2004-2005 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.

Action Requested: Motion to approve the recommended budget amendment.

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
April 28, 2005**

The fourth meeting of the calendar year 2005 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 2:10 p.m., April 28, 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. J. D. Johnston, Councilmember, Bethany
Hon. Jason Murphey, Councilmember, Guthrie
Hon. Charles Joyner, Councilmember, Midwest City
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. Grant Hedrick, Commissioner, Canadian County
Hon. Mark Sharpton, Commissioner, Logan County

MEMBERS ABSENT

Hon. Brian Linley, Councilmember, Del City
Hon. Saundra Naifeh, Mayor, Edmond
Hon. Debbie Harrison, Councilmember, El Reno
Hon. Lewis Pringle, Trustee, Forest Park
Hon. Karen Feldhake, Councilmember, Harrah
Hon. Matt Elerick, Mayor, Jones City
Hon. Gary Johnston, Mayor, Lake Aluma
Hon. Charles McCown, Councilmember, Lexington
Hon. Scott Fesler, Councilmember, Luther
Hon. Glenn Lewis, Mayor, Moore
Hon. Wendy Wilkerson, Councilmember, Mustang
Hon. Jim Gurley, Councilmember, Newcastle
Hon. Kathy Walker, Councilmember, Nichols Hills

MEMBERS ABSENT (continued)

Hon. James Pumphrey, Councilmember, Nicoma Park
Hon. Carol Jones, Councilmember, Noble
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

Gregory Treat, Field Representative for U.S. Senator Tom Coburn
Mary Murphey, Logan County Commissioner's Office
Paul Atkins, Councilmember, El Reno
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 2:10 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Zach Taylor introduced Ronnie Freeman, SBC; Mary Murphey, Logan County; Paul Atkins, Councilmember, El Reno; and Mr. Taylor welcomed back J.D. Johnston, Mayor, Bethany.

III. APPROVAL OF MINUTES – March 31, 2005

Action Requested: Motion to approve minutes of the March 31, 2005 meeting. Director Ron Bledsoe, Slaughterville, made a motion to approve the minutes of the March 31, 2005 meeting. Director John Brown, Piedmont, seconded the motion. The motion carried the following votes:

AYE: Woodard, Johnston, Howe, Murphey, Joyner, Hopper, Brown, Bledsoe, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

A. CHAIRMAN'S REPORT

None

B. DIRECTOR'S REPORT

Executive Director Zach Taylor reported that there is an amendment to the Claims List to include Pioneer Telephone in the amount of \$15.25, which raises the total amount of the claims to \$137,846.41.

Mr. Taylor reported that the Oklahoma City Metro Chiefs last monthly meeting was hosted at the Oklahoma City National Memorial. He congratulated EMSA and its member cities for their success in the roll-out of the new EMS vehicles, replacing a fleet that was about 15 years old.

Mr. Taylor reported that we are working with a Weapons of Mass Destruction (WMD) unit and the City of Midwest City regarding the creation of a regional exercise utilizing those resources.

Staff is working on Phase I implementation, which will be addressed more in the General Status Report.

Also, ACOG will be involved in the distribution and awarding the grant applicants the Automatic External Defibrillators here at ACOG on May 11th at 10:00 a.m.

V. HEARING OF DELEGATIONS OR CITIZENS

Director J. D. Johnston, Mayor of Bethany, announced that Bethany just moved into its new 20,000 foot Police and Court building and that the 9-1-1 system was moved in without any technical problems. He extended thanks to everyone who helped with that move.

VI. FINANCE REPORT – APRIL 2005 CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$137,831.16 for the month of April. 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. An Amendment to Claims in the amount of \$15.25 to Pioneer Telephone is also included for approval.

Action Requested: Motion to accept the finance report, and approve payment of the April claims against the Association, and approve payment of the Amendment to Claims in the amount of \$15.25 to Pioneer Telephone.

Director John Brown made a motion to accept the finance report, and approve payment of the April claims against the Association. Director J. D. Johnston, Bethany, seconded the motion. The motion carried the following votes:

AYE: Woodard, Johnston, Howe, Murphey, Joyner, Hopper, Brown, Bledsoe, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

VII. SBC CONTRACT AMENDMENT

Stephen M. Willoughby explained that the 9-1-1 ACOG contract with SBC requires an amendment to include provisioning for wireless Phase 1 trunks and other SBC tariffed services required for this system upgrade. He explained that following the two and a half year intervention on this tariff by the Oklahoma Corporation Commission to arrive at a reasonable cost regarding wireless E9-1-1, we are now implementing Phase I and must pay for those costs. The amount per month will be \$4,084.36, which reflects a tariff rate of \$8.12 per one thousand population, and a one-time charge of \$51,074.62.

Mr. Willoughby explained that another part of the SBC contract amendment relates to 9-1-1 at Tinker Air Force Base. Previously the Base had a complex routing system, which included direct trunks from the telephone, switching unit on Base to the 9-1-1 center. This caused several concerns over the years in that there was an inability to reroute the 9-1-1 calls during disaster situations. It has been cumbersome to transfer those calls anywhere and has become a bigger issue since Midwest City EMS has become the EMS provider on Base, so the calls have to be transferred to Midwest City via traditional 7-digit telephone lines.

Also there has been some difficulty regarding the 9-1-1 database because of that direct trunking. Therefore, Tinker Air Force Base, SBC and 9-1-1 ACOG have developed a solution by connecting trunks between the on-base switching unit to the 9-1-1 tandem . We will now have the ability to do disaster recovery by rerouting those calls more easily. The costs of this is solution involve installation charges of \$535, and monthly recurring charges of \$100. However, these costs will be passed onto the Air Force Base through our contract with them to administer 9-1-1 for Tinker.

Director John Brown made a motion to approve the amendment to the 9-1-1 ACOG contract with SBC as revised. Director J.D. Johnston seconded the motion. The motion carried the following votes:

AYE: Woodard, Johnston, Howe, Murphey, Joyner, Hopper, Brown, Bledsoe, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

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

Stephen Willoughby announced that as of yesterday US Cellular was the first wireless carrier to deploy Phase I throughout the region in Central Oklahoma. AT&T is currently testing and about halfway done to bring it on line. Cingular is preparing the ALI formatting configuration for our system. They will begin testing as of next week. Sprint has asked for an extension until June 15th because they have had difficulty in ordering their trunks. Alltel is a new carrier that eventually will replace AT&T Wireless.

Network One Service, which is a subsidiary of Pioneer Telephone is another new carrier operating in our area. We have yet to meet with them.

Nextel and T-Mobile are stagnant in this process at this time. When we request Phase I they had six months to comply with that or get an extension, according to FCC rules. The six-month deadline is May 3rd. We will communicate with them and remind them of the deadline.

IX. GENERAL STATUS REPORT

Mr. Willoughby reported that the 9-1-1 Institute held an Emergency Medical Dispatch class earlier this month. ACOG will be hosting a, one-day Hazardous Materials class on May 18th. Mr. Willoughby reported that 9-1-1 ACOG would be distributing the Automatic External Defibrillators on Wednesday, May 11th at 10:00 a.m. to the 16 recipients of the Rural Access to the AED grant program administered by ACOG.

X. NEW BUSINESS

None

XI. ADJOURNMENT

Chairman Dave Howe called for a motion to adjourn. Director Charles Joyner, Midwest City, made a motion to adjourn. Director John Brown seconded the motion. The motion carried the following votes:

AYE: Woodard, Johnston, Howe, Murphey, Joyner, Hopper, Brown, Bledsoe, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

The meeting was adjourned at 2:20 p.m.

ADOPTED THIS 28th DAY OF APRIL 2005.

Chairman

Secretary-Treasurer

AGE DOWN TO VIEW ATTACHMENT VI

BE IT RESOLVED, that on this 26th day of May 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	\$ 68,050.68	
Consultant	1,755.00	
Development	900.00	
Insurance	8,500.00	
Legal	1,000.00	
Mileage	131.97	
Parking	162.75	
Postage	199.54	
Publications & Subscriptions	26.95	
Supplies	239.55	
Telephone	175.18	
Travel	145.00	
Xerox	280.63	
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<i>Total MSAG/Education/Training</i>		\$ 81,567.25

9-1-1 Operating/Maintenance

SBC	\$ 44,007.43	
SBC (UPS Maintenance)	1,117.00	
SBC	109.36	
SBC Capital Services	1,686.14	
Koch Financial Corporation	17,903.21	
Logix Communications	132.88	
TDS Telecom	1,221.52	
Pioneer Telephone	413.42	
Pioneer Telephone	319.39	
Pioneer Telephone	112.12	
Pioneer Telephone	59.79	
Valor Telecom	72.42	
Language Line Services	142.80	
MTM Solutions	240.00	
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<i>Total 9-1-1 Operating/Maintenance</i>		<hr/> 67,537.48

Total May Claims

\$ 149,104.73

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

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

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>April 1, 2005</i>			
Cash on Deposit	\$ 379,203.67	\$ 849,157.10	\$ 1,228,360.77
Cash Receipts			
Fee Income	\$ 128,682.67	\$ -	\$ 128,682.67
Contracts	-	-	-
Transfers of Funds	450.31	-	450.31
Interest Earned	468.45	450.31	918.76
Miscellaneous	3,080.10	-	3,080.10
Total Cash Receipts	<u>\$ 132,681.53</u>	<u>\$ 450.31</u>	<u>\$ 133,131.84</u>
Total Cash Available	\$ 511,885.20	\$ 849,607.41	\$ 1,361,492.61
Cash Disbursements			
Claims/Operating Expense	\$ 137,846.41	\$ -	\$ 137,846.41
9-1-1 Fund Disbursement	18,750.00	-	18,750.00
Transfers of Funds	-	450.31	450.31
Miscellaneous	47.58	-	47.58
Total Cash Disbursements	<u>\$ 156,643.99</u>	<u>\$ 450.31</u>	<u>\$ 157,094.30</u>
Ending Balance <i>April 30, 2005</i>			
Cash on Deposit	<u>\$ 355,241.21</u>	<u>\$ 849,157.10</u>	<u>\$ 1,204,398.31</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
APRIL 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 April 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: May 16, 2005
TO: 9-1-1 ACOG Board of Directors
FROM: Zach D. Taylor, Executive Director
SUBJECT: Proposed FY 2004-2005 Budget Amendment

INFORMATION: 9-1-1 ACOG is well into its 2004-2005 fiscal year, and staff proposes to amend the budget to more closely reflect estimated revenues and expenditures and Board actions taken throughout the fiscal year. Noted below are the most significant changes.

The proposed budget amendment reflects a \$32,426 decrease in net 9-1-1 service fees remitted by telephone companies. This 2% decrease is assumed to be due to the continued migration of wireline customers to wireless telephone carriers and other unregulated telecommunications technologies.

During the year, the 9-1-1 ACOG Board approved a contract amendment with SBC for Wireless Phase One Costs and approved additional costs necessary to enhance services at Tinker Air Force Base. These additional costs, as well as required rate increases, resulted in an increase in telephone companies operating and maintenance charges of \$63,635.

The proposed budget amendment reflects a decrease of \$12,425 in legal costs associated with the Board approved SBC E9-1-1 tariff intervention. Additional equipment costing \$8,649 for Midwest City was not included in the original budget.

In order to balance the proposed budget amendment, it was necessary to increase by \$94,922 the amount of unreserved fund balance that is used as other financing source revenue.

Action Requested: Motion to approve the recommended budget amendment.

9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

Comparison of Original and Amended FY 05 Budget

	Proposed FY 2004-2005 Budget Amendment	Current FY 2004-2005 Budget	Difference
<u>Revenues:</u>			
9-1-1 Fees Remitted by Telephone Companies	\$ 1,621,772	\$ 1,654,869	\$ (33,097)
Telephone Companies Administrative Fee	(32,881)	(33,552)	671
Interest Income	15,000	15,000	-
Contracts	35,684	35,684	-
Other Financing Source:			
Unreserved Fund Balance	334,086	239,164	94,922
<u>Total Revenues</u>	<u>\$ 1,973,661</u>	<u>\$ 1,911,165</u>	<u>\$ 62,496</u>
<u>Expenditures:</u>			
Master Street Address Guide, Education & Training Charges	\$ 806,577	\$ 806,052	\$ 525
Telephone Companies Operating & Maintenance Charges	649,213	585,578	63,635
Debt Service - Principal	139,449	139,449	-
Debt Service - Interest	29,811	29,811	-
Maintenance, Repairs and Warranty	87,981	85,869	2,112
Legal	13,000	25,425	(12,425)
Equipment	8,649		8,649
Insurance on Equipment	7,981	7,981	-
Consultants	5,000	5,000	-
Miscellaneous	1,000	1,000	-
Member Revenue Return	225,000	225,000	-
<u>Total Expenditures</u>	<u>\$ 1,973,661</u>	<u>\$ 1,911,165</u>	<u>\$ 62,496</u>



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: May 16, 2005

TO: 9-1-1 Board of Directors

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

SUBJECT: General Status Report

Automatic External Defibrillator Grant

ACOG distributed Automatic External Defibrillators (AEDs) to 16 public agencies from Logan and Canadian Counties on May 11th. Since 2003, 38 AEDs have been distributed through the Rural Access to AED grant program administered by ACOG.

Public Education

9-1-1 ACOG recently participated in 9-1-1 Day and Safety Day at the State Capitol distributing several hundreds of pieces of public education material.

9-1-1 Training Institute

In conjunction with EMSA, the 9-1-1 Institute hosted a Hazardous Materials awareness class earlier this month. This course provides emergency communicators and first responders with basic information on recognizing and responding to hazardous materials incidents. 33 students from 12 agencies attended this training.

As part of the Institute's Continuing Education Series, 9-1-1 ACOG will be hosting Critical Incident Dispatching training for regional call-takers June 16-17.

SBC VoIP Contract

Staff met last month with representatives with SBC to formalize discussions regarding SBC's roll-out of their Voice over Internet Protocol (VoIP) services in the region. SBC has agreed to enter into a binding agreement with 9-1-1 ACOG to ensure appropriate technical and financial necessities needed for effective 9-1-1 are fulfilled.

Homeland Security

ACOG continues to work with the State Homeland Security Regional Councils and is assisting member entities on the Urban Area Security Initiative (UASI) grant that has been awarded to the Oklahoma City metro area.

Regional Emergency Medical Dispatch Initiative

Staff has begun to procure items and services authorized by the Health Resource and Services Administration (HRSA) grant awarded to ACOG to implement a regional Emergency Medical Dispatch (EMD) pilot project.

Staff is in the process of purchasing the technical equipment and software required to finalize testing of the computerized version of Emergency Medical Dispatch protocols. Priority Dispatch will be conducting two days of quality assurance training on June 22-23 for PSAPs participating in the regional EMD project.