

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., NOVEMBER 14, 2005
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING



9-1-1 association of central Oklahoma governments

Chair Grant Hedrick
Canadian County Commissioner

Vice-Chair David Hopper
Norman Councilmember

Secretary/Treasurer Dave Howe
Choctaw Councilmember

Executive Director
Zach D. Taylor

9-1-1 BOARD OF DIRECTORS AGENDA
1:00 p.m., Thursday, November 17, 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 –October 27, 2005 ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET

INFORMATION: These items are 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-1, VI-B-2 and VI-B-3 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 – NOVEMBER CLAIMS ([Attachment VI-A](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$147,856.87 for the month of November. 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 to approve payment of the November claims against the Association.

B. 2005 MEETING DATES ([Attachment VI-B-1](#)) ([Attachment VI-B-2](#)) ([Attachment VI-B-3](#))

INFORMATION: In accordance with the Oklahoma Open Meetings Act, the 9-1-1 Association needs to approve a meeting schedule for the calendar year 2006 for the 9-1-1 Association Board of Directors, 9-1-1 Technical Committee and Operation FireSAFE Operational Committee and Burn Prevention Committee. Once approved, the schedule will be submitted to the Oklahoma County Clerk.

Action Requested: Motion to approve the meeting dates for the calendar year 2006 for the 9-1-1 Board of Directors, 9-1-1 Technical Committee and Operation FireSAFE Operational Committee and Burn Prevention Committee.

VII. LEVEL 3 COMMUNICATIONS,LLC SERVICE APPLICATION AND AGREEMENT

INFORMATION: Staff is recommending approval of a contract between the 9-1-1 Association of Central Oklahoma Governments and Level 3 Communications, LLC. Level 3 is a facilities-based Competitive Local Exchange Carrier (CLEC) utilizing the standard contract language previously approved by the Board of Directors.

Action Requested: Authorization for the Executive Director to execute a contract between the 9-1-1 Association of Central Oklahoma Governments and Level 3 Communications, LLC subject to legal counsel approval.

VIII. ENHANCED WIRELESS 9-1-1 STATUS REPORT

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

Action Requested: None, for information only.

IX. GENERAL STATUS REPORT ([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
October 27, 2005**

The ninth meeting of the calendar year 2005 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:05 p.m., October 27, 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. Grant Hedrick, Commissioner, Canadian County

MEMBERS PRESENT

Hon. James Woodard, Councilmember, Arcadia
Hon. Dave Howe, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Julie Rozsypal, Councilmember, El Reno
Hon. Charles Joyner, Councilmember, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Chad McDowell, Mayor, Mustang
Hon. David Hopper, Councilmember, Norman
Hon. John Brown, Councilmember, Piedmont
Hon. Jeff Davis, Councilmember, Piedmont
Hon. Scott Symes, Councilmember, The Village
Hon. Leslie Owens, Councilmember, Warr Acres
Hon. Mark Sharpton, Commissioner, Logan County

MEMBERS ABSENT

Hon. J. D. Johnston, Councilmember, Bethany
Hon. Sandra Naifeh, Mayor, Edmond
Hon. Lewis Pringle, Trustee, Forest Park
Hon. Evelyn Nephew, Councilmember, Guthrie
Hon. Jim Dickinson, Vice-Mayor, Harrah
Hon. Matt Elerick, Mayor, Jones City
Hon. Gary Johnston, Mayor, Lake Aluma
Hon. Mark Easton, Councilmember, Lexington
Hon. Scott Fesler, Councilmember, Luther
Hon. Wes Wilson, Councilmember, Newcastle
Hon. Kathy Walker, Councilmember, Nichols Hills

MEMBERS ABSENT (continued)

- Hon. James Pumphrey, Councilmember, Nicoma Park
- Hon. Carol Jones, Councilmember, Noble
- Hon. Gerald Kruschek, Councilmember, Slaughterville
- Hon. Kathy Jordon, Trustee, Smith Village
- Hon. Marsha Jefferson, Mayor, Spencer
- No Designee, Tuttle
- Hon. Robert Greb, Mayor, Valley Brook
- Hon. Jim Gilbert, Mayor, Woodlawn Park
- Hon. Bob Bradway, Councilmember, Yukon
- Hon. Bill Graves, Commissioner, Cleveland County
- Hon. Stan Inman, Commissioner, Oklahoma County

GUESTS

- Angela Monson, State Senator
- Glenn Berglan, Goldsby
- Mary Murphey, Logan County
- Kelly Schwarz, John M. Arledge & Associates, P.D.
- Brent Hawkinson, SBC

STAFF

- Zach Taylor, Executive Director
- Jane Sutter, Division Director, Intergovernmental Services
- Debbie Cook, Finance Director
- 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
- John G. Johnson, Legal Counsel
- Anita Kroth, Administrative Assistant

I. CALL TO ORDER

Chairman Grant Hedrick called the meeting to order at 1:06 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Zach Taylor introduced Mary Murphey, Logan County Commissioners' Office; Brent Hawkinson, SBC; and Kelly Schwarz, John M. Arledge & Associates, P.C. Director John Brown, Piedmont, introduced Jeff Davis, Councilmember, Piedmont.

III. APPROVAL OF MINUTES –September 29, 2005

Director Mark Sharpton, Logan County, made a motion to approve the minutes of the September 29, 2005 meeting. Director James Woodard, Arcadia, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Rozsypal, Joyner, McMillan, McDowell, Hopper, Brown, 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 we continue to make progress with SBC Internet Services regarding their agreement on Voice over Internet Protocol (VoIP). Staff will begin to talk about the legislative proposals to deal with formally structuring VoIP and other emergent telecommunications in the 9-1-1 statutes.

Mr. Taylor reported that staff has been responding to requested information pertaining to the Dec. 13th election regarding wireless 9-1-1. Staff has made presentations to city councils, county commissioners, and covered much of the regional front, and will continue to do so throughout the region.

State Senator Angela Monson was present and Mr. Taylor recognized her as the senate author for the 9-1-1 legislation. Senator Monson will soon retire as a legislator, he said. She represents the ACOG district and Northeast Oklahoma City. The 9-1-1 ACOG Board of Directors recognized Senator Monson for authoring the Wireless 9-1-1 Act and the benefits of her leadership that she provided to 9-1-1 ACOG with a token of appreciation from the entire 9-1-1 staff and 9-1-1 Board of Directors.

Senator Monson spoke to the group and encouraged everyone to continue the work of 9-1-1 especially to keep everyone in the region properly informed about 9-1-1 for the upcoming wireless 9-1-1 elections on Dec. 13.

Mr. Taylor reported that the 9-1-1 Saves Lives Committee has been reinvigorated to conduct a wireless 9-1-1 campaign as it had done in 1987 for landline 9-1-1. The co-chairs are Ron Norick, former mayor of Oklahoma City; Ann Taylor, former mayor of Nichols Hills; and Dick Reynolds, former mayor of Norman. Charles Swinton, previous Treasurer on the 9-1-1 Saves Lives Committee from the first 9-1-1 initiative has agreed to serve as Treasurer.

He said the committee is on its way to landing significant financial support as well as endorsements in the campaign. The American Automobile Association, Chambers of Commerce, and the Metropolitan Area Hospital Council have made endorsements of the campaign. Contributions from utilities, civic leaders, banks and so forth have been committed.

Mr. Taylor said 9-1-1 staff has been to many city councils in the ACOG region in hopes of having this information communicated about what is proposed through presentations that are carried on cable television. A number of presentations have been made on city council television shows including Oklahoma City.

Mr. Taylor announced that the campaign launch would occur at an organizational meeting at 10:00 a.m. on October 28th at the McAlpine Center. He said the citizens and attendees who attend that meeting will be asked to indicate different ways that they can help. A stakeholder information sheet has been prepared to collect that information. Mr. Taylor provided a copy of that information sheet to the Board members. He asked for their input and a way for members to indicate their willingness to contribute to this important public safety campaign. He also asked for further suggestions from the Board as to what other ways contribution of services and so forth could be made.

Mr. Taylor reported that for every advertisement purchased by the committee, Cox Communications has volunteered to provide three free runs.

Mr. Taylor said some groups have been concerned with the county commissioners calling special elections. He said the county commissioners have recognized the urgency in getting this election scheduled. A number of school boards and other local elections have now been included in that election which adds an extended value to the election.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – OCTOBER 2005 CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$212,985.84 for the month of October. 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 was included in the agenda packet.

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

Director John Brown made a motion to accept the finance report and to approve payment of the October claims against the Association. Director Mark Sharpton seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Rozsypal, Joyner, McMillan, McDowell, Hopper, Brown, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

VII. ANNUAL 9-1-1 ACOG AUDIT REPORT FY 2005

Kelly Schwarz was present representing John M. Arledge & Associates, P.D. to report to the Board of Directors on the 9-1-1 Association of Central Oklahoma Governments' financial statements for the fiscal year ended June 30, 2005. Mr. Schwarz stated the opinion of the auditing firm that the financial statements referred to present fairly, in all material respects, the respective financial position of the governmental activities and major fund of 9-1-1 ACOG as of June 30, 2005, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the U.S.A. After a brief review of the audit report to the Board, Mr. Schwarz said there were no violations and the report received a clean opinion.

Director Mark Sharpton made a motion to accept the annual 9-1-1 ACOG Audit Report FY 2005. Director Julie Rozsypal, El Reno, seconded the motion. The motion carried the following vote:

AYE: Woodard, Howe, Bartlett, Rozsypal, Joyner, McMillan, McDowell, Hopper, Brown, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

VIII. UPS MAINTENANCE CONTRACT RENEWAL

Stephen Willoughby explained to the Board that staff recommends that the contract with SBC for Uninterruptible Power Source (UPS) maintenance be renewed. He said that maintenance charges have increased \$1,152 from last year due to the addition of units at Tinker Air Force Base. The total contract amount is \$14,556.

Director John Brown made a motion to renew the UPS contract with SBC, subject to legal counsel approval. Director Mark Sharpton seconded the motion. The motion carried the following vote:

AYE: Woodard, Howe, Bartlett, Rozsypal, Joyner, McMillan, McDowell, Hopper, Brown, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

IX. ENHANCED WIRELESS 9-1-1 STATUS REPORT

This item already covered in the Director's Report.

X. GENERAL STATUS REPORT

Stephen Willoughby referred to the items in the General Status report as published in today's agenda and added no new items.

XI. NEW BUSINESS

None

XII. ADJOURNMENT

Chairman Grant Hedrick called for a motion to adjourn. Director David Hopper, Norman, made a motion to adjourn. Director John Brown seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Rozsypal, Joyner, McMillan, McDowell, Hopper, Brown, Symes, Owens, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:51 p.m.

ADOPTED THIS 17TH DAY OF NOVEMBER, 2005.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI -A

BE IT RESOLVED, that on this 17th day of November 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	\$ 73,813.02	
Advertising/Public Notice	360.00	
Deposit correction	(54.60)	
Legal	1,247.22	
Mileage	533.05	
Postage	756.57	
Professional Dues	166.00	
Subcontract/Consultant	45.00	
Supplies	311.56	
Telephone	18.25	
Training, 9-1-1 Institute	1,251.56	
Travel	341.56	
Xerox	891.19	
<i>Total MSAG/Education/Training</i>		\$ 79,680.38

9-1-1 Operating/Maintenance

SBC	\$ 41,077.24	
SBC (Wireless)	4,085.51	
SBC (UPS Maintenance)	1,117.00	
SBC	108.42	
SBC Capital Services	1,686.14	
Koch Financial Corporation	17,903.21	
TDS Telecom	1,221.52	
Pioneer Telephone	413.42	
Pioneer Telephone	112.12	
Pioneer Telephone	59.77	
Pioneer Telephone	319.39	
Valor Telecom	72.75	
<i>Total 9-1-1 Operating/Maintenance</i>		<u>68,176.49</u>

Total November Claims**\$ 147,856.87**

ATTEST:

CHAIRMAN_____
SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED OCTOBER 31, 2005**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>October 1, 2005</i>			
Cash on Deposit	\$ 307,903.02	\$ 848,990.26	\$ 1,156,893.28
Cash Receipts			
Fee Income	\$ 138,824.91	\$ -	\$ 138,824.91
Contracts	-		-
Transfers of Funds	3,061.36		3,061.36
Interest Earned	660.95	3,061.36	3,722.31
Miscellaneous	3,151.50	-	3,151.50
Total Cash Receipts	<u>\$ 145,698.72</u>	<u>\$ 3,061.36</u>	<u>\$ 148,760.08</u>
Total Cash Available	\$ 453,601.74	\$ 852,051.62	\$ 1,305,653.36
Cash Disbursements			
Claims/Operating Expense	\$ 212,985.84	\$ -	\$ 212,985.84
9-1-1 Fund Disbursement	18,750.03	-	18,750.03
Transfers of Funds	-	3,061.36	3,061.36
Miscellaneous	36.72		36.72
Total Cash Disbursements	<u>\$ 231,772.59</u>	<u>\$ 3,061.36</u>	<u>\$ 234,833.95</u>
Ending Balance <i>October 31, 2005</i>			
Cash on Deposit	<u>\$ 221,829.15</u>	<u>\$ 848,990.26</u>	<u>\$ 1,070,819.41</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
OCTOBER 2005**

Arcadia	\$ 13.16
Bethany	1,007.75
Choctaw	366.76
Cleveland County	239.35
Del City	711.97
Edmond	3,196.38
El Reno	1,085.23
Forest Park	38.32
Guthrie	574.42
Harrah	181.97
Jones	96.55
Lexington	83.44
Midwest City	1,836.93
Moore	1,413.31
Mustang	470.86
Newcastle	252.00
Nichols Hills	236.24
Noble	206.09
Norman	3,829.69
Oklahoma County	663.05
Piedmont	149.08
Slaughterville	76.67
Spencer	129.35
The Village	338.45
Tinker AFB Fire Department	99.30
Tuttle	180.82
Warr Acres	411.40
Woodlawn Park	4.29
Yukon	857.20

Total October Disbursements	\$ 18,750.03
	=====



ATTACHMENT VI-B-1

Chair Grant Hedrick
Canadian County Commissioner

Vice-Chair David Hopper
Norman Councilmember

Secretary/Treasurer Dave Howe
Choctaw Councilmember

Executive Director
Zach D. Taylor

9-1-1 association of central oklahoma governments

MEMORANDUM

DATE: November 9, 2005

TO: 9-1-1 ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: 9-1-1 Board of Directors Regular Meetings Calendar Year 2006

INFORMATION: In compliance with the Oklahoma Open Meetings Act, the 9-1-1 Association must submit the regular meeting date schedules to appropriate county offices prior to December 15. The following dates represent the regular meeting date of the last Thursday of each month for the Transportation Planning and Data Services (TP&DS), ACOG Board of Directors and Garber Wellington Policy Committee (GWPC). The Thanksgiving and Christmas/New Year holidays require a change from the last Thursday, therefore, it is recommended that the regular November meeting be schedule for November 16, 2006 and the regular December meeting be scheduled for December 21, 2006. The July and August meetings are combined and are scheduled for August 10, 2006. The recommended meeting place is the ACOG Conference Room at 21 E. Main Street, Suite 100, Oklahoma City, and the meeting time is 1:00 p.m. Consideration of the following recommended schedule of the regular meetings of the referenced policy bodies for calendar year 2006 is requested:

January 26	NO JULY MEETING
February 23	August 10
March 30	September 28
April 27	October 26
May 25	November 16
June 29	December 21

Action Requested: Motion to approve staff's recommendation of the proposed 2006 meeting dates.



9-1-1 association of central oklahoma governments

ATTACHMENT VI-B-2

Chair Grant Hedrick
Canadian County Commissioner

Vice-Chair David Hopper
Norman Councilmember

Secretary/Treasurer Dave Howe
Choctaw Councilmember

Executive Director
Zach D. Taylor

MEMORANDUM

DATE: November 9, 2005
TO: 9-1-1 Board of Directors
FROM: Jane Sutter, Division Director
SUBJECT: 2006 9-1-1 ACOG Technical Committee meeting dates

INFORMATION: The following is a list of proposed 9-1-1 Technical Committee regular meeting dates for the calendar year 2006. The dates are scheduled for the second Tuesday of the months of March, June, September and December at 9:30 a.m., in the ACOG Conference room.

March 14 June 13 September 12 December 12

Action Requested: Motion to approve staff's recommendation of the proposed 2006 meeting dates.



ATTACHMENT VI-B-3

Chair Grant Hedrick
Canadian County Commissioner

Vice-Chair David Hopper
Norman Councilmember

Secretary/Treasurer Dave Howe
Choctaw Councilmember

Executive Director
Zach D. Taylor

9-1-1 association of central oklahoma governments

MEMORANDUM

DATE: November 9, 2005
TO: 9-1-1 Board of Directors
FROM: Jane Sutter, Division Director
SUBJECT: 2006 Operation FireSAFE Operational Committee &
Burn Prevention Committee Regular Meetings

INFORMATION: To be in compliance with the Oklahoma Open Meetings Act, the Operation FireSAFE Operational Committee and Burn Prevention Committee needs to file its projected meeting schedule for 2006. The Operational Committee and Burn Prevention Committee recommend to meet on the third Tuesday every other month at 10:00 a.m. Listed below are recommended meeting dates for calendar year 2006:

January 17	May 16	September 19
March 21	July 18	November 21

Action Requested: Motion to approve staff's recommendation of the proposed 2006 meeting dates.

ATTACHMENT IX



9-1-1 association of central oklahoma governments

Chair Grant Hedrick
Canadian County Commissioner

Vice-Chair David Hopper
Norman Councilmember

Secretary/Treasurer Dave Howe
Choctaw Councilmember

Executive Director
Zach D. Taylor

MEMORANDUM

DATE: November 9, 2005
TO: 9-1-1 Board of Directors
FROM: Steve M. Willoughby, Director
E9-1-1 & Public Safety Programs
SUBJECT: General Status Report

9-1-1 Training Institute

Eight regional call-takers were recently nationally certified by the National Academy of Emergency Dispatch through the 9-1-1 ACOG training Institute earlier this month. Those certified were **Leon James, Edmond; Jessica Brown, Edmond; Tiffany Evans, El Reno; Nick Mahoney, Guthrie; Stephanie Dobbs, Midwest City; Jill Westberry, Moore; Tammie Meave, Norman;** and **Tabitha Nation, Norman.**

Voice over Internet Protocol (VoIP)

Staff continues to work with SBC-IS and Vonage on their delivery of VoIP calls to the Central Oklahoma 9-1-1 system. 9-1-1 ACOG and Oklahoma City staffs recently had a conference call with SBC 9-1-1 officials on delivery of certain VoIP calls through their network. SBC is proposing an interim solution in which call-takers will receive no 9-1-1 information until 9-1-1 ACOG requests Phase II wireless service from SBC. This is to allow SBC to recover their costs for upgrades to the database interfaces that are required for not only Wireless Phase II, but VoIP as well. Staff is currently evaluating SBC's proposed plan.