

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, NOVEMBER 10, IF YOU DESIRE A
SIGNLANGUAGE INTERPRETER AT THE MEETING**

NOTE: There will be a pot luck luncheon immediately following the meeting. Remember to bring your food item. Please call or email Anita (akroth@acogok.org) by Nov. 10 regarding what you plan to bring.

**OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE AGENDA**

10:00 a.m., November 15, 2005

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 SEPTEMBER 20, 2005
([Attachment IV](#))

Action Requested: Motion to approve minutes from the Sept. 20, 2005 meeting.

- V. COMMITTEE REPORTS ([Attachment V](#))

INFORMATION: Committee Chairpersons will lead discussions on the following committee activities.

- A. Fund Development Committee----- Glenda Vassar
- B. Program Development Committee----- Jimmy Gibson
- C. Public Education Committee----- Tim Adams
- D. Mental Health Committee ----- Lois Pokorny

Action Requested: Discussions.

- VI. INTERVIEWER TRAINING NOVEMBER 18, 2005 ([Attachment VI](#))

INFORMATION: There will be a one-day, basic Interviewer Training Session from 9:00 a.m. until 4:00 p.m. November 18th at ACOG. An agenda and sign-up sheet is included in this agenda packet.

Action Requested: Please submit your registrations by Nov. 15th.

VII. WHAT IS ACOG?

INFORMATION: ACOG staff will present a brief presentation about the Association of Central Oklahoma Government's (ACOG's) history and many roles and responsibilities.

Action Requested: None, information only.

VIII. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

IX. NEW BUSINESS

X. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
MINUTES
September 20, 2005

The fifth meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:00 a.m., September 20, 2005 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

Ken Pontius, Moore Fire Department

PRESENT

Shaum Jennings, Bethany Fire Department
Jim Hock, Del City Fire Department
Marie Helene Lareault, Midwest City Fire Department
Getty Williams, Newalla Fire Department
Darryl Troupe, Chairman, Norman Fire Department
Tim Adams, Oklahoma City Fire Department
Debbie Blood, Okla. City-Co. Health Dept., Child Guidance
Jimmy Gibson, Shawnee Fire Department
Kenny Koger, Warr Acres Fire Department

GUESTS

Joe Eddy, Fire Chief, Pauls Valley Fire Department
Brian Black, Chaplain, Pauls Valley Fire Department

STAFF

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

I. CALL TO ORDER

Chairman Ken Pontius 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 JULY 19, 2005

Tim Adams, Oklahoma City, made a motion to accept the minutes of the July 19, 2005 regular meeting. Getty Williams, Newalla, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development – Jane Sutter reported that we have been informed that State Farm has suspended all previous grant applications for the year, which means that the Operation FireSAFE program will not be able to pay the costs to send Lois Pokorny to the Massachusetts conference as we previously planned.

Program Development - Tim Adams reported that his application to attend the FEMA Juvenile Firesetter I and II certification training in March 2006 was accepted. However, FEMA did not accept the application submitted by Lois Pokorny.

Jerry Church, ACOG, said that FEMA also rejected his application to attend the training.

Getty Williams, Newalla, suggested contacting Rural Electric Co-Op. about making a contribution to the FireSAFE program since they sometimes participate in things of this sort.

The group held a discussion and agreed to make a 20-30 minute Operation FireSAFE presentation to the Metro Fire Chiefs at their monthly meeting on Dec. 8th at the Mustang Fire Department. A pre-meeting to that presentation would include Tim Adams, Jane Sutter, Marie-Helene Lareault and Ken Pontius for discussion on Nov. 3rd in the ACOG offices.

Tim Adams commented about going on to use the long form in an interview if it was obviously needed. Otherwise, FEMA prefers that the short form be used. Tim said he would provide the group with a copy of the short interviewer form at the next Operational Committee meeting.

Public Education Committee - Tim said we would be able to reapply in December for the Level I and Level II Juvenile Prevention Officer (1035) to be held in conjunction with the public education conference in Emmetsburg.

Ken Pontius asked about details concerning keeping old records for cases of juveniles 18 years of age? Tim noted that the records are considered sealed until a juvenile is 18 years old.

The group agreed that each entity should check with their city attorney since in some cases it is the municipal judge that orders the records to be destroyed.

The Operational group suggested that ACOG staff give the group an overview of the role ACOG has with the metro entities and give a description of the organization as a whole. Jane said a brief overview could be made to the group at the next Operational Committee meeting.

Mental Health Committee – The group discussed having a one-day Interviewer Training session. After discussion, the group decided to have the training at ACOG on November 18th from 9 a.m. to 4 p.m. This item will appear in the next Operational Committee meeting agenda to receive registrations. The group agreed that they would like to include recordkeeping on that agenda as well as an item to learn what motivated the juvenile to set the fire[s].

Debbie Blood recommended that at the next committee meeting we include a portion of time to discuss HIPPA and how that applies to the Operation FireSAFE departments. The group agreed to set time prior to the committee meeting to have Debbie brief the group on that.

VI. OPERATION FIRESAFE PROGRAM STATISTICS

A current program statistical report was provided as a handout at the meeting.

VII. NEW BUSINESS

Jane announced that with the passage of HB 1751, all Central Oklahoma county commissioners have approved Dec. 13th as a day to hold an election to vote on establishing a 50 cent wireless 9-1-1 service fee in order to improve 9-1-1 service made on wireless phones. Jane said handouts regarding more details would be made available to the group at the next meeting.

VIII. ADJOURNMENT

Tim Adams made a motion to adjourn. Getty Williams, Newalla, seconded the motion. The meeting was adjourned at 11:35 a.m.

**OPERATION FireSAFE
Operational Committee**

*Ken Pontius, Chairman, Moore
Darryl Troupe, Vice Chairman, Norman
Resource Person: Jane Sutter, ACOG*

**2005
Subcommittees**

Fund Development Committee

Glenda Vassar, Chair

Jim Hock, Del City
Jane Sutter, ACOG

Mental Health Committee

Lois Pokorny, Chair

Kyle Trumbly, Yukon
Debbie McCoy-Blood, Okla. City-County Health Department

Program Development

Jimmy Gibson, Chair

None

Public Education

Tim Adams, Chair

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

Operation FireSAFE Interviewer Training Session
Friday, November 18, 2005
9:00 a.m. – 4:00 p.m.

Overview of Operation FireSAFE

History

Current Operations

Overview of FEMA Interview Forms

Child Interview

Family Interview

Parent Questionnaire

Scoring the Questionnaire

BREAK

Introduction to Child Interview Form

Interviewing and Relating to Children

Keeping a child's attention

Developing rapport and conducting the interview

Interviewing and Relating to Adolescents

Understanding the adolescent mind-set

Developing rapport and conducting the interview

LUNCH

Introduction to Family Interview Form & Parent Question

Interviewing Defensive Parents

BREAK

Child Abuse Reporting

Signs and Symptoms – when to report

Reporting procedures

Addressing the motives of fireplay/firesetting

Questions & Answers

**OPERATION FIRESAFE
INTERVIEWER TRAINING SESSION**

Friday, November 18, 2005

9:00 a.m. –4:00 p.m.

Association of Central Oklahoma Governments
21 E. Main – Suite 100
Oklahoma City, Oklahoma

Sign Up

Name(s): _____

Telephone Number: _____ Fax Number _____

e-mail address: _____

Return completed form by **November 15, 2005**
To Anita Kroth
Association of Central Oklahoma Governments

FAX: 234-2200