

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., OCTOBER 24, 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, October 27, 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 –September 29, 2005 ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – OCTOBER 2005 CLAIMS ([Attachment VI](#))

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 is included in the agenda packet.

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

- VII. ANNUAL 9-1-1 ACOG AUDIT REPORT FY 2005 ([Attachment VII](#))

INFORMATION: John M. Arledge & Associates, P.D. has completed its audit of the 9-1-1 Association of Central Oklahoma Government's financial statements for the fiscal year ended June 30, 2005.

Action Requested: Motion to receive the Fiscal Year 2005 Audit Report of the 9-1-1 Association of Central Oklahoma Governments.

VIII. UPS MAINTENANCE CONTRACT RENEWAL

INFORMATION: Staff recommends that the contract with SBC for Uninterruptible Power Source (UPS) maintenance be renewed. Maintenance charges have increased \$1,152 from last year due to the addition of units at Tinker Air Force Base. A copy of the contract in the amount of \$14,556 is available for review in the ACOG offices.

Action Requested: Motion to authorize the Executive Director to renew the contract between SBC and 9-1-1 ACOG for Uninterruptible Power Source (UPS) maintenance, subject to legal counsel approval.

IX. 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.

X. GENERAL STATUS REPORT ([Attachment X](#))

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

Action Requested: None, for information only.

XI. NEW BUSINESS

XII. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
September 29, 2005**

The eighth meeting of the calendar year 2005 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:06 p.m., September 29, 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. Roger Malone, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Saundra 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. Ray Poland, Councilmember, Jones City
Hon. Eddie Reed, Mayor, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Chad McDowell, Mayor, Mustang
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. James Pumphrey, Councilmember, Nicoma Park
Hon. David Hopper, Councilmember, Norman
Hon. Scott Symes, Councilmember, The Village
Hon. Leslie Owens, Councilmember, Warr Acres
Hon. Mark Sharpton, Commissioner, Logan County
Hon. Stan Inman, Commissioner, Oklahoma County

MEMBERS ABSENT

Hon. J. D. Johnston, Councilmember, Bethany
Hon. Debbie Harrison, Councilmember, El Reno
Hon. Gary Johnston, Mayor, Lake Aluma
Hon. Mark Easton, Councilmember, Lexington
Hon. Scott Fesler, Councilmember, Luther

MEMBERS ABSENT (continued)

Hon. Wes Wilson, Councilmember, Newcastle
Hon. Carol Jones, Councilmember, Noble
Hon. John Brown, Councilmember, Piedmont
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. Scott Symes, Councilmember, The Village
Hon. Jim Gilbert, Mayor, Woodlawn Park
Hon. Bob Bradway, Councilmember, Yukon
Hon. Bill Graves, Commissioner, Cleveland County

GUESTS

Glenn Berglan, Goldsby
Bill Knox, Harrah
Elise Poland, Jones City
Mary Murphey, Logan County
Ronnie Freeman, 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
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; Elise Poland, Jones City; and Ronnie Freeman, SBC.

III. APPROVAL OF MINUTES –AUGUST 18, 2005

Director Mark Sharpton, Logan County, made a motion to approve the minutes of the August 18, 2005 meeting. Director Dave Howe, Choctaw, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Nephew, Dickinson, Elerick, Reed, McMillan, McDowell, Hopper, Symes, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

A. CHAIRMAN'S REPORT

None

B. DIRECTOR'S REPORT

Executive Director Zach Taylor reported that staff continues to work with SBC Internet Services regarding VoIP agreements. Staff has met with the City of Oklahoma City staff to ensure consistent language to this agreement.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – AUGUST/SEPTEMBER 2005 CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$73,710.27 for the month of September. 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.

Also included in the agenda packet is a list of budgeted recurring expenses, \$110,152.90, paid on September 12, 2005. The Board authorized these expenses for payment at the June 30, 2005 meeting. A copy of the Claims List is included for ratification.

Action Requested: Motion to accept the finance report and to approve payment of the September claims against the Association and to ratify payment of the August budgeted recurring expenses paid on September 12, 2005.

Director David Hopper, Norman, made a motion to accept the finance report and to approve payment of the September claims against the Association and to ratify payment of the August budgeted recurring expenses paid on September 12, 2005. Director Mark Sharpton, Logan County, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Nephew, Dickinson, Elerick, Reed, McMillan, McDowell, Hopper, Symes, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

VII. ENHANCED WIRELESS 9-1-1 STATUS REPORT

Director Zach Taylor reported that staff has worked with six counties, i.e., Oklahoma, Canadian, Logan, Cleveland, McClain and Grady to have wireless 9-1-1 elections scheduled for December 13. Mr. Taylor expressed gratitude to Grant Hedrick, Commissioner, Canadian County; Stan Inman, Commissioner, Oklahoma County; and Mark Sharpton, Commissioner, Logan County for their work and support of this effort. This is a special election which means there are expenses associated with it.

He said staff has made wireless presentations to city councils in Norman, Midwest City, Oklahoma City, Tuttle and El Reno. Mr. Taylor said staff would like to make a presentation to each entity's city council. He said Warr Acres, Edmond and The Village are scheduled next.

Mr. Taylor reported that local efforts are being made to put together a public education committee consisting of a group of civic minded people to reinstate the 9-1-1 Saves Lives Committee. Charles Swinton has agreed to continue as Treasurer. The committee has visited with ad agencies in the community and have pro bono contributions for the development of broadcasts, print, websites, branding, Power Points and outdoor materials. They plan to have brochures, flyers and billing inserts for anyone who needs them.

He reported that staff has had media meetings with KWTW Channel 9, *The Oklahoman*, *Gazette*, *Norman Transcript*, and the *Midwest City Sun*, which all are ready to participate in a public education effort.

Staff has met to seek assistance with SBC-Oklahoma, Cox and T-Mobile in the campaign. Also we have met with metro fire, police and emergency management groups.

The 9-1-1 Saves Lives Committee needs help in working with press relations, development of Op-Ed pieces, civic clubs, cable television shows, neighborhood presentations, senior centers, newsletters, and so forth.

He said the committee will need \$75,000-100,000 to reproduce all of the materials for the six-county regional campaign. The committee would like any suggestions where they might obtain civic minded funding for the 9-1-1 Saves Lives committee.

Commissioner Stan Inman asked if it would be more cost effective to hold countywide elections rather than the individual local elections. Mr. Taylor said that is something we could investigate with the help of Oklahoma County.

Director Evelyn Nephew, Guthrie, asked if there were campaign brochures available at this time. Jane Sutter explained that the committee is working with S Designs on that effort.

Director Kathy McMillan, Moore, asked if there is any opposition to this election. Mr. Taylor said there had been concern expressed by some regarding the expense of the election. He said urgency relates to the public safety risks as well as financial drain on the system.

There was a press release issued by State Representative Mike Reynolds from southwest Oklahoma City questioning the election. Mr. Taylor said there was some misinformation in that press release. Mr. Reynolds' statement in the release was that wireline customers pay 50 cents per year, and asked why wireless customers would want to pay 50 cents every month. The fact is that wireline customers pay three percent on their basic phone bill, and on average, it brings in 62 cents, per line, per month. Mr. Reynolds had also stated that if the vote did not pass in the urban area, and did in the rural area, that the rural area would have to pay for the urban area's costs; that is erroneous.

Mr. Taylor said there was an opinion commentary in the *Gazette* that included a lot of questions in his article relating to why the companies don't pay the cost. Gary Marrs, City of Oklahoma City, will have a response printed in the *Gazette* next week to make sure there is clarity.

VIII. GENERAL STATUS REPORT

Steve Willoughby reported that nine dispatchers were nationally certified last month in Emergency Medical Dispatch (EMD) through the 9-1-1 ACOG Institute and the assistance of EMSA's instructor.

He reported that the 9-1-1 Technical Committee recently recognized Newcastle call-taker Sarah Bristol for her efforts in using EMD to save a six-month old baby last summer. Also, the Institute will host an Emergency Telecommunicator Instructor course October 17-19, and a basic Telecommunicator course is scheduled for October 31-November 4.

Mr. Willoughby reported that the 9-1-1 Technical Committee has created a training sub-committee to evaluate making available training for entry skills required for area call-takers. The sub-committee is working with Dr. Erick Reynolds of the Eastern Oklahoma County Technology Center to develop a training course for people interested in applying for dispatch positions in the hope that it would help in the development of a region-wide pool of well-informed individuals from which the 9-1-1 centers could draw for potential employees. He said that sub-committee members plan to visit the technology center in Broken Arrow which has begun to develop a similar program.

IX. NEW BUSINESS

X. ADJOURNMENT

Chairman Grant Hedrick called for a motion to adjourn. Director Eddie Reed, Midwest City, made a motion to adjourn. Director Evelyn Nephew, Guthrie, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Pringle, Nephew, Dickinson, Elerick, Reed, McMillan, McDowell, Pumphrey, Walker, Hopper, Symes, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

ADOPTED THIS 27TH DAY OF OCTOBER, 2005.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI

BE IT RESOLVED, that on this 27th day of October 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 | \$ 134,183.04 | |
| Audit | 1,768.65 | |
| Deposit correction | 27.30 | |
| Development | 315.00 | |
| Equipment | 1,748.48 | |
| Legal | 787.50 | |
| Maintenance & Repair Equipment | 499.99 | |
| Mileage | 217.92 | |
| Parking | 132.00 | |
| Postage | 322.40 | |
| Printing | 400.00 | |
| Professional Dues | 570.00 | |
| Public Education | 371.31 | |
| Supplies | 68.50 | |
| Telephone | 164.97 | |
| Training, 9-1-1 Institute | 2,000.00 | |
| Travel | 112.00 | |
| Xerox | 101.15 | |
| <i>Total MSAG/Education/Training</i> | | \$ 143,790.21 |

9-1-1 Operating/Maintenance

| | | |
|--|--------------|-----------------------------|
| SBC | \$ 41,077.24 | |
| SBC (Wireless) | 4,085.51 | |
| SBC (UPS Maintenance) | 1,117.00 | |
| SBC | 109.28 | |
| 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 | 112.12 | |
| Pioneer Telephone | 59.77 | |
| Pioneer Telephone | 319.39 | |
| Valor Telecom | 72.75 | |
| Hewlett-Packard Company | 382.00 | |
| Language Line | 113.40 | |
| MTM Solutions | 390.00 | |
| <i>Total 9-1-1 Operating/Maintenance</i> | | <u>69,195.63</u> |
| Total October Claims | | <u><u>\$ 212,985.84</u></u> |

ATTEST:

CHAIRMAN_____
SECRETARY-TREASURER

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

| | <u>OPERATING</u> | <u>SAVINGS</u> | <u>TOTAL</u> |
|--|----------------------|----------------------|------------------------|
| Beginning Balance <i>September 1, 2005</i> Cash on Deposit | \$ 381,436.87 | \$ 849,081.26 | \$ 1,230,518.13 |
| Cash Receipts | | | |
| Fee Income | \$ 125,634.69 | \$ - | \$ 125,634.69 |
| Contracts | - | | - |
| Transfers of Funds | 101,768.11 | 99,130.44 | 200,898.55 |
| Interest Earned | 631.28 | 2,546.67 | 3,177.95 |
| Miscellaneous | 213.00 | - | 213.00 |
| Total Cash Receipts | <u>\$ 228,247.08</u> | <u>\$ 101,677.11</u> | <u>\$ 329,924.19</u> |
| Total Cash Available | \$ 609,683.95 | \$ 950,758.37 | \$ 1,560,442.32 |
| Cash Disbursements | | | |
| Claims/Operating Expense | \$ 183,863.17 | \$ - | \$ 183,863.17 |
| 9-1-1 Fund Disbursement | 18,750.03 | - | 18,750.03 |
| Transfers of Funds | 99,130.44 | 101,768.11 | 200,898.55 |
| Miscellaneous | 37.29 | | 37.29 |
| Total Cash Disbursements | <u>\$ 301,780.93</u> | <u>\$ 101,768.11</u> | <u>\$ 403,549.04</u> |
| Ending Balance <i>September 30, 2005</i> Cash on Deposit | <u>\$ 307,903.02</u> | <u>\$ 848,990.26</u> | <u>\$ 1,156,893.28</u> |

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
SEPTEMBER 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 September Disbursements | \$ 18,750.03 |
| | ===== |



9-1-1 association of central oklahoma governments

ATTACHMENT VII

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: October 20, 2005
TO: 9-1-1 ACOG Board of Directors
FROM: Deborah C. Cook, CPA, Director of Finance
SUBJECT: Annual 9-1-1 ACOG Audit Report FY 2005

INFORMATION: The accounting firm John M. Arledge & Associates, Inc. has completed its audit of the Association of Central Oklahoma Governments' financial statements for the fiscal year ended June 30, 2005. Representatives from John M. Arledge & Associates, Inc. will be present at the Board of Directors meeting on October 27, 2005, to answer any questions.

Action Requested: Motion to receive the Fiscal Year 2005 Audit Report of the 9-1-1 Association of Central Oklahoma Governments.

DC: ajk



9-1-1 association of central oklahoma governments

ATTACHMENT X

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: October 20, 2005
TO: 9-1-1 Board of Directors
FROM: Stephen M. Willoughby, Director
E9-1-1 & Public Safety Programs
SUBJECT: General Status Report

9-1-1 Training Institute

Representatives from four PSAPs were recently certified as instructors with the National Academy of Emergency Dispatch. These individuals add to the pool of instructors qualified to teach the basic Emergency Telecommunicator Course offered by the 9-1-1 ACOG Institute. The next basic course which nationally certifies our region's call-takers will be held October 31-November 4.

Regional Training for 9-1-1 Call-Taker Hopefuls

Representatives from the 9-1-1 Training Sub-Committee recently visited the Tulsa Technology Center to evaluate curriculum and processes being used by the City of Broken Arrow to train and evaluate entry-level dispatcher applicants. The 9-1-1 Technical Committee is looking into a similar program for Central Oklahoma to help produce and retain qualified emergency dispatch applicants.

Voice over Internet Protocol (VoIP) Task Force

9-1-1 ACOG recently hosted the Oklahoma Chapter of the National Emergency Number Association's (NENA) VoIP Task Force. This committee, which is chaired by 9-1-1 ACOG's Johnny Irons, evaluated the current status of FCC rulings regarding VoIP interconnection with E9-1-1. Representatives from SBC and many VoIP telecommunications providers were present at the meeting to discuss solutions to this evolving issue.