

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., SEPTEMBER 23, 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., September 28, 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 – August 18, 2005 ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – AUGUST/SEPTEMBER 2005 CLAIMS ([Attachment VI](#))

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.

VII. 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.

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

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

Action Requested: None, for information only.

IX. NEW BUSINESS

X. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
August 18, 2005**

The seventh meeting of the calendar year 2005 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:06p.m., August 18, 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. Dave Howe, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Saundra Naifeh, Mayor, Edmond
Hon. Lewis Pringle, Trustee, Forest Park
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. Leslie Owens, Councilmember, Warr Acres
Hon. Mark Sharpton, Commissioner, Logan County
Hon. Stan Inman, Commissioner, Oklahoma County

MEMBERS ABSENT

Hon. James H. Woodard, Councilmember, Arcadia
Hon. J. D. Johnston, Councilmember, Bethany
Hon. Debbie Harrison, Councilmember, El Reno
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
Hon. James Pumphrey, Councilmember, Nicoma Park
Hon. Carol Jones, Councilmember, Noble
Hon. Gerald Kruschek, Councilmember, Slaughterville
Hon. Kathy Jordon, Trustee, Smith Village

MEMBERS ABSENT (continued)

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

Alma Pringle, Town Clerk, Forest Park
Ray Poland, Trustee, Jones City
Mary Murphey, Logan County Commissioner's Office
Linda Daniels, Vice-Mayor, Slaughterville
Willa Johnson, Councilmember, City of Oklahoma City
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
Johnny Irons, 9-1-1 Project Coordinator
John G. Johnson, Consultant
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 Mayor Chad McDowell, Mustang; Linda Daniels, Vice-Mayor, Slaughterville; Ray Poland, Trustee, Jones City; Mary Murphey, Logan County; and Ronnie Freeman, SBC.

III. SPECIAL RECOGNITIONS

None

IV. APPROVAL OF MINUTES – June 30, 2005

Director Dave Howe, Choctaw, made a motion to approve the minutes of the June 30, 2005 meeting. Director John Brown, Piedmont, seconded the motion. The motion carried the following votes:

AYE: Howe, Bartlett, Naifeh, Pringle, Joyner, McMillan, McDowell, Hopper, Brown, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

V. COMMUNICATIONS

A. CHAIRMAN'S REPORT

None

B. DIRECTOR'S REPORT

Executive Director Zach Taylor reported that there is an initiative referred to as ICE, which means "In Case of Emergency." Emergency service providers are aware that an "ICE" number might be programmed into cell phones which would provide a designated contact in the case of an emergency, and emergency service providers will use that number to make notifications. They are asking that we all include an "ICE" contact on our cell phones.

VI. HEARING OF DELEGATIONS OR CITIZENS

None

VII. FINANCE REPORT – JULY 2005 CLAIMS

INFORMATION: Included in the agenda packet is a list of budgeted and recurring expenses paid on July 28, 2005. The 9-1-1 Board of Directors authorized payment of these expenses (\$138,323.60) at the June 30, 2005 Board meeting. A copy of the Claims List is included for ratification.

Director John Brown made a motion to ratify payment of the July budgeted and recurring expenses paid on July 28, 2005. Director Charles Joyner, Midwest City, seconded the motion.

The motion carried the following votes:

AYE: Howe, Bartlett, Naifeh, Pringle, Joyner, McMillan, McDowell, Hopper, Brown, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

VIII. RENEWAL OF COMPETITIVE LOCAL EXCHANGE CARRIERS CONTRACTS

Johnny Irons explained that FY05 contract renewals for 9-1-1 service from Logix Communications, AT&T Communications of the Southwest, ACN Communication Services, Inc., and MCImetro Access Transmissions Services, LLC were due in July, but were not received in time for the June meeting. Staff recommends that these renewal contracts be approved.

Director Sandra Naifeh, Edmond, made a motion to renew contracts with the above mentioned telephone companies for FY 05. Director Lewis Pringle, Forest Park, seconded the motion. The motion carried the following votes:

AYE: Howe, Bartlett, Naifeh, Pringle, Joyner, McMillan, McDowell, Hopper, Brown, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

IX. 211 MEMORANDUM OF UNDERSTANDING

Steve Willoughby explained that 9-1-1 ACOG has been working with regional human resource service providers since 2003 in the development of a 2-1-1 system for the Central Oklahoma region. 2-1-1 has been designated by the Federal Communications Commission as the telephone number to access social services. He said that 2-1-1 in Central Oklahoma will be managed by HeartLine, formerly Contact Crisis Helpline of Central Oklahoma. They will have trained specialists who will assess callers' needs utilizing a database of thousands of governmental and community service agencies. He said it is expected that the availability of 2-1-1 will reduce the number of 9-1-1 calls. This agreement will formalize the relationship between 9-1-1 and 2-1-1 in the region. It is projected that 2-1-1 in Central Oklahoma will be brought online in November this year.

Director John Brown made a motion to authorize the Executive Director to execute the Memorandum of Understanding between 2-1-1 and the 9-1-1 Association of Central Oklahoma Governments. Director Charles Joyner seconded the motion. The motion carried the following votes:

AYE: Howe, Bartlett, Naifeh, Pringle, Joyner, McMillan, McDowell, Hopper, Brown, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

X. AGREEMENT BETWEEN SBCIS AND 9-1-1 ACOG

Johnny Irons said that staff is recommending approval of the contract between 9-1-1 ACOG and SBC Internet Services (SBCIS) to formalize commitments of Voice over Internet Protocol (VoIP) service offering. SBC has taken the step to enter into a contract with 9-1-1 ACOG that covers all of the basic rules that the FCC requires.

Mr. Taylor explained that we had encouraged introduction of an amendment to the wireline act to define VoIP so that companies would be required to have appropriate technology and financial advancements for 9-1-1. Based upon where SBC was at the time in their regulatory discussions, they asked us to wait a year before we prompted that legislative action. They agreed to work in support of our recommended wireless bill if we removed the language. He explained that we would allow another year to get those provisioned into law. SBC committed to bind themselves to do all of the right things with 9-1-1 and stationary VoIP and to pay the service fee. The fee will be the same as on the wireline. It might be imbedded into SBC's rate structure rather than showing on the customer's billing statement.

David Hopper asked if this would be the model for the legislation we will see later? Mr. Taylor said it is too early to tell at this time because there will be newer technology being used later and we need to work on definitions that will capture all of the latest technologies as they come.

Director Leslie Owens, Warr Acres, made a motion to authorize the Executive Director to execute the proposed contract between SBC Internet Services, Inc. and the 9-1-1 Association of Central Oklahoma Governments, subject to legal counsel approval. Director Sandra Naifeh, Edmond, seconded the motion.

The motion carried the following votes:

AYE: Howe, Bartlett, Naifeh, Pringle, Joyner, McMillan, McDowell, Hopper, Brown, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

XI. CONSIDER AUTHORIZATION FOR ACOG EXECUTIVE DIRECTOR TO EXECUTE A LEGAL SERVICES AGREEMENT WITH JOHN G. JOHNSON FOR SERVICES TO THE ASSOCIATION

Mr. Taylor said ACOG's legal counsel, J. Dell Gordon, has been appointed as a Federal Administrative Appeals Judge, presently serving the U.S. Department of Health and Human Services in Cleveland, Ohio.

At this time it has not been determined whether 9-1-1 ACOG would maintain a retainer agreement with him, or possibly providing the Association with a senior level of advice as legal and ethical restraints allow. However, as an interim solution to our services needs, we recommend that John G. Johnson provide those services, and once we have shifted those services from Mr. Gordon to Mr. Johnson we can have a retainer agreement with Mr. Johnson.

Mr. Gordon will remain available to provide needed services and assistance as requested. This interim arrangement will allow us to continue with professional legal services while further defining our long-term needs. Mr. Taylor said it is planned to accomplish these items within the budgeted amount for legal services.

Director John Brown made a motion to authorize the ACOG Executive Director to execute the Legal Services Agreement with John G. Johnson, subject to concurrency by the ACOG Board of Directors. Director Lewis Pringle seconded the motion.

AYE: Howe, Bartlett, Naifeh, Pringle, Joyner, McMillan, McDowell, Hopper, Brown, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

XII. ENHANCED WIRELESS 9-1-1 STATUS REPORT

Executive Director Zach Taylor reported that staff is in the process of working with county governments on the scheduling of consideration of placing wireless 9-1-1 on the vote on December 13th. A presentation is being made to county commissioners regarding wireless 9-1-1 to secure their support for the wireless election.

Mr. Taylor provided the Board with an overview of the issues surrounding wireless callers' interconnectivity with the 9-1-1 system and the plan to resolve these issues if the December 13th election is successful.

XIII. GENERAL STATUS REPORT

Steve Willoughby reported that the 9-1-1 ACOG Training Institute will host a basic Emergency Medical Dispatch course on August 29-31.

He reported that staff continues to work with the Oklahoma Office of Homeland Security in finalizing a Memorandum of Understanding for ACOG to administer the Urban Area Security Initiative (UASI) grant program. UASI provides \$4.4 million to the Central Oklahoma region for Homeland Security equipment and infrastructure.

XIV. NEW BUSINESS

None

XV. ADJOURNMENT

Chairman Grant Hedrick called for a motion to adjourn. Director David Hopper made a motion to adjourn. Director Charles Joyner seconded the motion. The motion carried the following votes:

AYE: Howe, Bartlett, Naifeh, Pringle, Joyner, McMillan, McDowell, Hopper, Brown, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

ADOPTED THIS 28TH DAY OF SEPTEMBER, 2005.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI

BE IT RESOLVED, that on this 29th day of September 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	\$	-	
Audit		2,992.89	
Development		185.00	
Mileage		227.74	
Postage		-	
Supplies		346.47	
Telephone		167.82	
Training		1,319.43	
Travel		205.51	
Xerox		-	
<i>Total MSAG/Education/Training</i>			\$ 5,444.86

9-1-1 Operating/Maintenance

SBC	\$	40,936.66	
SBC (Wireless)		4,083.21	
SBC (UPS Maintenance)		1,117.00	
SBC		110.74	
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	
Language Line		96.60	
<i>Total 9-1-1 Operating/Maintenance</i>			<u>68,265.41</u>
Total September Claims			<u><u>\$ 73,710.27</u></u>

ATTEST:

 CHAIRMAN

 SECRETARY-TREASURER

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

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>August 1, 2005</i>			
Cash on Deposit	\$ 267,200.90	\$ 849,081.26	\$ 1,116,282.16
Cash Receipts			
Fee Income	\$ 127,950.91	\$ -	\$ 127,950.91
Contracts	-		-
Transfers of Funds	1,407.84		1,407.84
Interest Earned	607.18	1,407.84	2,015.02
Miscellaneous	3,111.60	-	3,111.60
Total Cash Receipts	<u>\$ 133,077.53</u>	<u>\$ 1,407.84</u>	<u>\$ 134,485.37</u>
Total Cash Available	\$ 400,278.43	\$ 850,489.10	\$ 1,250,767.53
Cash Disbursements			
Claims/Operating Expense	\$ -	\$ -	\$ -
9-1-1 Fund Disbursement	18,750.03	-	18,750.03
Transfers of Funds	-	1,407.84	1,407.84
Miscellaneous	91.53		91.53
Total Cash Disbursements	<u>\$ 18,841.56</u>	<u>\$ 1,407.84</u>	<u>\$ 20,249.40</u>
Ending Balance <i>August 31, 2005</i>			
Cash on Deposit	<u>\$ 381,436.87</u>	<u>\$ 849,081.26</u>	<u>\$ 1,230,518.13</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
AUGUST 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 August Disbursements	\$ 18,750.03
	=====

At the June 30, 2005, 9-1-1 Association of Central Oklahoma Governments' Board of Directors' meeting, authorization was given to pay August budgeted recurring expenses. This list is offered so the Board of Directors may ratify.

MSAG/Education/Training

Personnel	\$ 36,226.92	
Consultant	90.00	
Development	135.00	
Institute-Write off	80.00	
Mileage	0.71	
Postage	205.39	
Printing	1,108.28	
Publications & Subscriptions	36.00	
Supplies	603.79	
Telephone	176.66	
Travel	1,500.44	
Xerox	376.16	
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<i>Total MSAG/Education/Training</i>		\$ 40,539.35

9-1-1 Operating/Maintenance

SBC	\$ 42,219.65	
SBC (Wireless)	4,085.51	
SBC (UPS Maintenance)	1,117.00	
SBC	103.46	
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	73.58	
Language Line	165.90	
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<i>Total 9-1-1 Operating/Maintenance</i>		<hr/> 69,613.55

Total August Claims Paid September 12, 2005 \$ 110,152.90

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

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

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>July 1, 2005</i>			
Cash on Deposit	\$ 294,909.90	\$ 849,081.26	\$ 1,143,991.16
Cash Receipts			
Fee Income	\$ 127,876.93	\$ -	\$ 127,876.93
Contracts	-		-
Transfers of Funds	857.12		857.12
Interest Earned	512.12	857.12	1,369.24
Miscellaneous	180.60	-	180.60
Total Cash Receipts	<u>\$ 129,426.77</u>	<u>\$ 857.12</u>	<u>\$ 130,283.89</u>
Total Cash Available	\$ 424,336.67	\$ 849,938.38	\$ 1,274,275.05
Cash Disbursements			
Claims/Operating Expense	\$ 138,323.60	\$ -	\$ 138,323.60
9-1-1 Fund Disbursement	18,750.00	-	18,750.00
Transfers of Funds	-	857.12	857.12
Miscellaneous	62.17		62.17
Total Cash Disbursements	<u>\$ 157,135.77</u>	<u>\$ 857.12</u>	<u>\$ 157,992.89</u>
Ending Balance <i>July 31, 2005</i>			
Cash on Deposit	<u>\$ 267,200.90</u>	<u>\$ 849,081.26</u>	<u>\$ 1,116,282.16</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
JULY 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 July Disbursements

\$ 18,750.00
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9-1-1 association of central oklahoma governments

ATTACHMENT VIII

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: September 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

Nine dispatchers were nationally certified last month in Emergency Medical Dispatch (EMD) through the ACOG 9-1-1 Institute and the assistance of EMSA's instructor. The 9-1-1 Technical Committee recently recognized Newcastle call-taker Sarah Bristol for her efforts using EMD to save a 6-month old baby last summer.

The Institute is hosting an Emergency Telecommunicator Instructor Course October 17-19. This certifies representatives from area PSAPs to teach the basic Telecommunicator course offered three times per year by ACOG. If agencies send certified instructors to teach one day during the basic course, there is no charge for one registration from their PSAP.

The next basic Telecommunicator course is scheduled for October 31-November 4th. This course nationally certifies the region's call-takers through the National Academy of Emergency Dispatch.

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

The 9-1-1 Technical Committee has created a training sub-committee to evaluate standardizing entry skills required for area call-takers. Staff recently completed a survey of the region's PSAPs regarding requirements for call-taker applicants. 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 pool of well-informed individuals from which your 9-1-1 centers could draw for potential employees.

In October, the sub-committee plans to visit the technology center in Broken Arrow which has begun to develop a similar program.