

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., APRIL 24, 2006
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, April 27, 2006
ACOG Conference Room
21 E. Main – Suite 100
Oklahoma City, Oklahoma, 73104

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES – March 30, 2006 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – APRIL CLAIMS ([Attachment VI](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$156,808.00 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.

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

- VII. AUTHORIZATION TO RECEIVE REQUESTS FOR PROPOSALS FOR GIS/MAPPING DISPLAY SOFTWARE ([Attachment VII](#))

INFORMATION: Staff is requesting authorization to begin advertisement and receipt of requests for proposals for vendors to provide geographic information system (GIS) Mapping Display Software for the existing TCI 9-1-1 equipment. This software will be used by regional 9-1-1 call-takers to display wireless and landline E9-1-1 calls.

Action Requested: Authorization for the Executive Director to advertise, receive and review requests for proposals for GIS/Mapping Display Software. After review, for staff to recommend to the 9-1-1 Board of Directors a selected vendor to provide these services and products, all subject to legal counsel approval.

VIII. WIRELESS PHASE II E9-1-1 IMPLEMENTATION STATUS REPORT ([Attachment VIII](#))

INFORMATION: Staff will provide the Board with the current implementation status of our Wireless Phase II Enhanced 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
March 30, 2006**

The third meeting of the calendar year 2006 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:08 p.m., March 30, 2006 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. David Hopper, Councilmember, Norman

MEMBERS PRESENT

Hon. James Woodard, Councilmember, Arcadia
Hon. Dave Howe, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Saundra Naifeh, Mayor, Edmond
Hon. Margaret Graham, Trustee, Luther
Hon. Eddie Reed, Mayor, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Chad McDowell, Councilmember, Mustang
Hon. James Pumphrey, Councilmember, Nicoma Park
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. Debbie Harrison, Councilmember, El Reno
Hon. Lewis Pringle, Trustee, Forest Park
Hon. Doug Hehn, Councilmember, Guthrie
Hon. Jim Dickinson, Vice-Mayor, Harrah
Hon. Matt Elerick, Councilmember, Jones City
Hon. Gary Johnston, Mayor, Lake Aluma
Hon. Mark Easton, Councilmember, Lexington

MEMBERS ABSENT (continued)

Hon. Wes Wilson, Councilmember, Newcastle
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. Carol Jones, Councilmember, Noble
Hon. Linda Daniels, Mayor, Slaughterville
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. Bob Bradway, Councilmember, Yukon
Hon. Grant Hedrick, Commissioner, Canadian County
Hon. Bill Graves, Commissioner, Cleveland County
Hon. Stan Inman, Commissioner, Oklahoma County

GUESTS

Earl Burson, City Manager, Town of Harrah
Mary Murphey, Logan County Commissioners' Office
Randy Rable, McClain County 9-1-1
Mary Harris, MTM Solutions
Stacen Gross, District Manager, GeoComm
Ronnie Freeman, SBC/AT&T
Linda Koenig, Benham Group

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
Doug Rex, Assistant to Executive Director
Jerry Church, Special Programs Officer
Wendi Marcy, E9-1-1 & Public Safety Special Programs Officer
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

Vice-Chairman David Hopper called the meeting to order at 1:08 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Director Zach Taylor introduced Earl Burson, City Manager of Harrah; Mary Murphey, Logan County; Randy Rable, McClain County 9-1-1; Stacen Gross, District Manager, GeoComm; and Mary Harris, MTM Solutions.

III. APPROVAL OF MINUTES – February 23, 2006

Director Eddie Reed, Midwest City, made a motion to approve the minutes of the February 23, 2006 meeting. Director James Pumphrey, Nicoma Park, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Graham, Reed, McMillan, McDowell, Pumphrey, Hopper, Brown, Symes, Owens and Sharpton

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

None

Director's Report:

Stephen Willoughby introduced 9-1-1 ACOG's new staff member, Wendi Marcy, E9-1-1 & Public Safety Special Programs Officer and explained that she will be responsible for coordinating the regional Emergency Medical Dispatch program and the 9-1-1 Training Institute. She will also be responsible for 9-1-1 Public Education as well as other 9-1-1 public safety special projects. Mr. Willoughby explained that Wendi has been with the City of Edmond's Emergency Management, Central Communications Department for eight years and served as shift supervisor there. While serving the City of Edmond Wendi was recognized by Mayor Naifeh as one of the first winners of the Mayor's Footprint on the Future contest for submitting a plan to host a city-wide disaster exercise fair. The City of Edmond who participates in the Character First program recognized Wendi for her attentiveness, patience and determination. Wendi is currently completing her degree in Emergency Management.

Executive Director Zach Taylor reported that the Voice over Internet Protocol (VoIP) legislation was successfully shepherded through the House of Representatives.

It will be considered by the Aero Space Communications and Technology Committee next week. He provided a list of the members on the Aero Space Communications and Technology Committee and the Senate. Senator Gilmer Capps is the Chair of the committee. Mr. Taylor recommended that Board members communicate to any of those on these lists the importance of HB 2877.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – FEBRUARY CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$146,972.72 for the month of February. 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 February claims against the Association.

Director James Pumphrey made a motion to accept the finance report and to approve payment of the February claims in the amount of \$146,972.72. Director Eddie Reed seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Graham, Reed, McMillan, McDowell, Pumphrey, Hopper, Brown, Symes, Owens and Sharpton

NAY: None

ABSTAIN: None

VII. SELECTION OF VENDOR AND AUTHORIZATION TO EXECUTE A CONTRACT WITH GEOCOMM FOR GIS CONSULTING AND DEVELOPMENT SERVICES

Executive Director Zach Taylor explained that in February ACOG issued a Request for Qualifications for the 9-1-1 GIS Consulting and Development Services and Products with a March 1 deadline for response. We were seeking qualified and experienced contractor to provide the 9-1-1 GIS data and enterprise a 9-1-1 GIS management solution for the purpose of managing the E9-1-1 GIS database. This project will support our 22 public safety answering points within the metropolitan area with a regional 9-1-1 system that will produce digital maps to be used by the 9-1-1 answering points to plot the wireless 9-1-1 calls for Phase I and Phase II as well as wireline.

Mr. Taylor explained that four responses were received, two of which were from companies that had significant experience with large scale multi-jurisdictional projects such as ours. Based upon the criteria established in the RFQ, ACOG staff reviewed all and interviewed two principal firms and conducted reference checks, and based upon all of these qualifications, staff recommends to the 9-1-1 Board of Directors approve selection of GeoComm.

In addition, the staff is recommending that the Board authorize the Director to initiate negotiations and execute a contract with GeoComm not to exceed the amount listed in the agenda. This amount falls within the budgeted amount for this work. In the event that a mutual agreement cannot be made with GeoComm, staff recommends that the Board allow negotiations to proceed with Contact One. All negotiations are to be subject to legal counsel approval.

The Vice-Chairman asked for a motion to select GeoComm's proposal to RFQ#001, and authorize the Executive Director to negotiate and execute a contract with GeoComm for GIS Consulting/Development services, GIS maintenance software and associated maintenance contract through calendar year 2011, not to exceed a total of \$552,625. In the event a mutually agreeable contract cannot be met, the Board further authorizes staff to initiate negotiations and contract with the alternate vendor, Contact One. All negotiations are to be subject to legal counsel approval.

Director Leslie Owens, Warr Acres, made a motion to approve the recommendation as made above. Director Sandra Naifeh, Edmond, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Graham, Reed, McMillan, McDowell, Pumphrey, Hopper, Brown, Symes, Owens and Sharpton

NAY: None

ABSTAIN: None

Mr. Taylor explained that the amount negotiable with GeoComm falls within the amount previously budgeted to build out Phase I and Phase II of this project. Mr. Taylor explained that this mapping system to be developed will be made available to the member entities. Mr. Taylor explained that the amount to be paid the first year and a maintenance amount over a period of the following four years is all inclusive in the agreed to amount.

VIII. WIRELESS PHASE II E9-1-1 IMPLEMENTATION STATUS REPORT

Stephen Willoughby reported that ACOG has established a special account as outlined in state statutes for wireless E9-1-1 funds being remitted by wireless carriers. He said that earlier this month ACOG sent a second request to the wireless carriers requesting the “annual census” information, which is a breakdown per 9-1-1 entity. Alltel and T-Mobile had complied with the first request.

Staff has requested pricing from AT&T (formerly SBC) and Tel Control, Inc. (TCI) for enhancements necessary on the existing equipment to enable it to receive wireless Phase II 9-1-1 calls.

Pricing information has also been requested for extending the existing maintenance contract on the 9-1-1 equipment. The current contract that we are under expires December of this year.

IX. GENERAL STATUS REPORT

Stephen Willoughby reported that ACOG has entered into a contract with EMSA for technical services and equipment associated with the Emergency Medical Dispatch program.

Mr. Willoughby reported that AT&T and Cox have worked with 9-1-1 ACOG and the authors and are supportive of HB 2877 which was discussed earlier in today’s meeting. They are supportive of the bill’s current language. HB 2877 requires Voice over Internet Protocol (VoIP) service providers interconnected to the public switched telephone network to remit a 50-cent E9-1-1 service fee per VoIP service user.

Mr. Willoughby advised the Board that earlier this month staff met with Logan County Commissioners and public safety agencies in Logan County to establish Emergency Response areas. This was a necessary first step because these response areas trigger associated database development associated with the Master Street Address Guide (MSAG) for the county areas that recently voted to extend wireline E9-1-1 services.

Two members of the Central Oklahoma Operation FireSAFE program returned from a week-long training this month at the National Fire Academy in Emmitsburg, Md. Funded by the U.S. Fire Administration; they came back with good ideas for strengthening the local program. They did say, however, that Operation FireSAFE appears to have had the best results of any program in the country in terms of the minimal number of repeat offenders. Operation FireSAFE recently held local training for 15 firefighters and mental health professionals.

X. NEW BUSINESS

None

XI. ADJOURNMENT

Vice-Chairman David Hopper called for a motion to adjourn. Director Mark Sharpton, Logan County, made a motion to adjourn. Director Eddie Reed seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Graham, Reed, McMillan, McDowell, Pumphrey, Hopper, Brown, Symes, Owens and Sharpton

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:27 p.m.

ADOPTED THIS 27th DAY OF APRIL 2006.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI

BE IT RESOLVED, that on this 27th day of April 2006, 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	\$ 70,816.25	
Deposit Corrections & Adjustments	269.87	
Development & Recruitment	520.80	
Insurance	8,500.00	
Institute	2,070.75	
Legal	718.75	
Mileage	217.09	
Postage	560.77	
Printing	692.00	
Professional Dues	95.00	
Subcontract/Consultant	3,105.00	
Supplies	55.67	
Telephone	170.64	
Xerox	552.74	
<i>Total MSAG/Education/Training</i>		\$ 88,345.33

9-1-1 Operating/Maintenance

AT&T (Network, Database & Frame Relay)	\$ 42,425.48	
AT&T (Wireless)	4,085.51	
AT&T (UPS Maintenance)	1,213.00	
AT&T (Frame Relay to Pioneer Demark)	108.09	
Hinton Telephone Company	250.96	
Koch Financial Corporation	17,903.21	
Logix Communications	132.88	
TDS Telecom (Choctaw Service)	1,221.52	
Pioneer Telephone (Newcastle Service)	413.42	
Pioneer Telephone (Diagnostic Line)	56.06	
Pioneer Telephone (Newcastle Frame Relay)	319.39	
Valor Telecom	72.75	
Language Line Services	260.40	
<i>Total 9-1-1 Operating/Maintenance</i>		<u>68,462.67</u>

Total April Claims**\$ 156,808.00**

ATTEST:

CHAIRMAN_____
SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED MARCH 31, 2006**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>March 1, 2006</i>			
Cash on Deposit	\$ 103,884.94	\$ 848,872.72	\$ 952,757.66
Cash Receipts			
Fee Income	\$ 133,677.44	\$ -	\$ 133,677.44
Contracts	-		-
Transfers of Funds	101,978.51	98,863.76	200,842.27
Interest Earned	359.73	2,965.61	3,325.34
Miscellaneous	75.60	-	75.60
Total Cash Receipts	<u>\$ 236,091.28</u>	<u>\$ 101,829.37</u>	<u>\$ 337,920.65</u>
Total Cash Available	\$ 339,976.22	\$ 950,702.09	\$ 1,290,678.31
Cash Disbursements			
Claims/Operating Expense	\$ 208,959.63	\$ -	\$ 208,959.63
9-1-1 Fund Disbursement	18,750.03	-	18,750.03
Transfers of Funds	98,863.76	101,978.51	200,842.27
Miscellaneous	273.33		273.33
Total Cash Disbursements	<u>\$ 326,846.75</u>	<u>\$ 101,978.51</u>	<u>\$ 428,825.26</u>
Ending Balance <i>March 31, 2006</i>			
Cash on Deposit	<u>\$ 13,129.47</u>	<u>\$ 848,723.58</u>	<u>\$ 861,853.05</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
MARCH 2006**

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 March 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: April 20, 2006

TO: 9-1-1 Board of Directors

FROM: Stephen M. Willoughby, Director
E9-1-1 & Public Safety Programs

SUBJECT: Authorization to Accept Request for Proposals for GIS/mapping display software

INFORMATION: Staff is requesting authorization to begin advertisement and acceptance of requests for proposals for vendors to provide Geographic Information System (GIS) mapping display software for the existing TCI 9-1-1 equipment. This software will be used by regional 9-1-1 call-takers to display wireless and landline E9-1-1 calls.

Action Requested: Authorization for the Executive Director to advertise, receive and review requests for proposals for GIS/mapping display software. After review, for staff to recommend to the 9-1-1 Board of Directors a selected vendor to provide these services and products, all subject to legal counsel approval.



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: April 20, 2006

TO: 9-1-1 Board of Directors

FROM: Stephen M. Willoughby, Director
E9-1-1 & Public Safety Programs

SUBJECT: Wireless Phase II E9-1-1 Implementation Status Report

Collections/Remittance

The Oklahoma Wireless 9-1-1 Act requires wireless carriers to remit 9-1-1 service fees to the respective sub-state planning district for distribution to local 9-1-1 entities. Legal Counsel has began drafting contractual language between ACOG, the sub-state planning district, and 9-1-1 Association (the 9-1-1 entity), as well as an agreement with the City of Oklahoma City. A similar agreement is being drafted between 9-1-1 ACOG and the Association of South Central Oklahoma (ASCOG) which is the sub-state planning district for the cities of Newcastle and Tuttle, which are included in the 9-1-1 Association .

Most of the wireless carriers have provided ACOG with the annual census of subscribers required by state statute. This census is used by the sub-state planning districts to determine the distribution of wireless 9-1-1 fees to the appropriate 9-1-1 entity.

Geographical Information System (GIS)

As authorized by the Board, 9-1-1 ACOG has entered into a contract with GeoComm, Inc. to develop an accurate digital road centerfile map needed by regional PSAPs for plotting E9-1-1 calls. The primary goal of 9-1-1 ACOG is to assemble GIS information from a variety of local sources into a highly accurate, digital map of the region.

Objective One of this project will provide us with an assessment of practices and resources available in the region to achieve this goal.

GeoComm and 9-1-1 ACOG are hosting a project kick-off meeting with representatives from communities within the ACOG region. The purpose of this meeting is to discuss the mapping project and to gather some preliminary information about each community. The meeting will be Friday, April 28th; one meeting at 9 a.m. with communities who have limited or no GIS data, and another at 1 p.m. for those communities who have GIS data available. This meeting will provide your local staff an opportunity to ask questions pertaining to this project. We encourage you to ensure your community is represented at this meeting.

Equipment Readiness and GIS/Mapping Display Software

Staff has requested pricing information from AT&T and TCI for extending existing contracts and replacement of workstations. This pricing is expected to be provided by April 21st, at that time staff will begin to establishing a progression schedule to ensure regional PSAP readiness for Phase II calls next year.

Item VII of this agenda describes the process of requesting proposals for GIS/mapping display software necessary for plotting wireless E9-1-1 calls.



9-1-1 association of central oklahoma governments

ATTACHMENT IX

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: April 20, 2006
TO: 9-1-1 Board of Directors
FROM: Stephen M. Willoughby, Director
E9-1-1 & Public Safety Programs
SUBJECT: General Status Report

Voice over Internet Protocol (VoIP) Legislation – HB 2877

April 17th HB 2877 has passed the State Senate 43 to 1. The bill now goes to the Governor for signature.

HB2877 requires Interconnected VoIP service providers to remit a 50-cent E9-1-1 service fee per VoIP service user, if enacted by city ordinance and county resolution. AT&T and Cox have worked with the authors and are supportive of the bill's language.

Emergency Medical Dispatch (EMD)

Progress continues to install the software version of the EMD protocols being utilized in our Regional Emergency Medical Dispatch project. Staff is working with EMSA to get the regional server installed for testing can begin.