

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., AUGUST 7, 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, August 10, 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 – June 29, 2006 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET (Attachments VI-A through VI-D)

INFORMATION: This item is placed on the agenda so that the Board of Directors, by unanimous consent, 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 A through D in Section VI be placed on the Consent Docket.

- A. FINANCE REPORT – JULY 2006 CLAIMS ([Attachment VI-A](#))

INFORMATION: Included in the agenda packet is a list of budgeted and recurring expenses paid on August 2, 2006. The 9-1-1 Board of Directors authorized payment of these expenses (\$245,328.62) at the June 29, 2006 Board meeting. A copy of the Claims List is included for ratification. Also included in the agenda packet is an additional claim totaling \$15,662.04. Staff is requesting payment of this claim on August 10, 2006.

Action Requested: Motion to ratify payment of the July budgeted recurring expenses and authorization for payment of the additional claim against the Association.

B. AUTHORIZATION TO OBTAIN CAPITAL LEASE FINANCING FROM CHASE EQUIPMENT LEASING INC. FOR 9-1-1 EQUIPMENT AND SOFTWARE PURCHASE ([Attachment VI-B](#))

INFORMATION: Following Board action earlier this year, staff has been working on financing for upgrades associated with Enhanced Wireless Phase II Deployment. Staff is proposing that capital lease financing be done on the 9-1-1 workstation hardware (\$246,307) for a three-year term and on the mapping display software (\$301,352) for a five-year term.

Action Requested: Authorization for the Executive Director to obtain Capital Lease Financing from Chase Equipment Leasing Inc. for 9-1-1 Equipment and Software as outlined in Attachment VI-B for terms of three to five years, subject to legal counsel approval.

C. AUTHORIZATION TO EXECUTE A CONTRACT BETWEEN THE CITY OF OKLAHOMA CITY AND 9-1-1 ACOG FOR 9-1-1 PROFESSIONAL SERVICES ([Attachment VI-C](#))

INFORMATION: The City of Oklahoma City is wanting to contract with the 9-1-1 Association for professional services related to 9-1-1 administration. These services will include: 9-1-1 database management; Master Street Address Guide (MSAG) management; technical assistance/coordination; and sharing geographical information.

Action Requested: Authorization for the Executive Director to execute a contract in the amount of \$111,611 between the City of Oklahoma City and 9-1-1 ACOG for 9-1-1 professional services related to regional 9-1-1 administration.

D. MEMORANDUM OF UNDERSTANDING BETWEEN HEARTLINE, INC. AND 9-1-1 ACOG ([Attachment VI-D](#))

INFORMATION: The Memorandum of Understanding in Attachment VI-D formalizes the relationship already in place between 9-1-1 ACOG and HeartLine crisis helpline (2-1-1).

Action Requested: Authorization for Executive Director to execute a Memorandum of Understanding with HeartLine, Inc., subject to legal counsel approval.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. REGIONAL EMERGENCY MEDICAL DISPATCH PROJECT UPDATE ([Attachment VII-A](#))

INFORMATION: Staff will provide the 9-1-1 Board of Directors an update on the progress of the Regional Emergency Medical Dispatch (EMD) Project. Staff also will briefly demonstrate the EMD software that was made possible through this project and a grant obtained by 9-1-1 ACOG.

Action Requested: None, for information only.

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

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

IX. NEW BUSINESS

X. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
June 29, 2006**

The sixth meeting of the calendar year 2006 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:05 p.m., June 29, 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. Grant Hedrick, Commissioner, Canadian County

MEMBERS PRESENT

Hon. Phil Shirey, Councilmember, Bethany
Hon. Roger Malone, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Sandra Naifeh, Mayor, Edmond
Hon. Julie Rozsypal, Councilmember, El Reno
Hon. Doug Hehn, Councilmember, Guthrie
Hon. Ray Poland, Councilmember, Jones City
Hon. Margaret Graham, Trustee, Luther
Hon. Charles Joyner, Councilmember, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Keith Bryan, Councilmember, Mustang
Hon. David Hopper, Councilmember, Norman
Hon. Mike Fina, Councilmember, Piedmont
Hon. Marsha Jefferson, Mayor, Spencer
Hon. Scott Symes, Mayor, The Village
Hon. Mark Sharpton, Commissioner, Logan County

MEMBERS ABSENT

Hon. James Woodard, Councilmember, Arcadia
Hon. Bryan Taylor, Mayor, Bethany
Hon. Dave Howe, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Lewis Pringle, Trustee, Forest Park
Hon. Jim Dickinson, Councilmember, Harrah
Hon. Gary Johnston, Mayor, Lake Aluma

MEMBERS ABSENT (continued)

Hon. Mark Easton, Councilmember, Lexington
Hon. Wes Wilson, Councilmember, Newcastle
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. James Pumphrey, Councilmember, Nicoma Park
Hon. Carol Jones, Councilmember, Noble
Hon. Linda Daniels, Mayor, Slaughterville
Hon. Kathy Jordon, Trustee, Smith Village
Hon. Chet Curlee, Councilmember, Tuttle
No Designee, Valley Brook
Hon. Jeff Martinez, Councilmember, Warr Acres
Hon. Jim Gilbert, Mayor, Woodlawn Park
Hon. Bob Bradway, Mayor, Yukon
Hon. Bill Graves, Commissioner, Cleveland County
Hon. Stan Inman, Commissioner, Oklahoma County

GUESTS

Carol Cline, Special Projects Coordinator, Oklahoma County
Pam Wendt, District #2, Oklahoma County
David Cockrell, City Manager, Mustang
Earl Burson, City Manager, Harrah
Lance Terry, Emergency Communications Manager, Norman
Glenn Berglan, Goldsby
Willa Johnson, Oklahoma City Councilmember
Mike Frericks, GeoComm
John Brosowsky, GeoComm
Ronnie Freeman, AT&T
Clint Craighead, AT&T

STAFF

Zach Taylor, Executive Director
Jane Sutter, Division Director, Intergovernmental Services
Stephen M. Willoughby, E9-1-1 & Public Safety Programs Director
Debbie Cook, Finance Division
Doug Rex, Assistant to Executive Director
John G. Johnson, Legal Counsel
Jerry Church, Special Programs Officer
Johnny Irons, 9-1-1 Project Coordinator
Brad Nesom, 9-1-1 GIS Specialist

STAFF (continued)

Carolyn White, 9-1-1 Database Manager

Wendi Marcy, Special Programs Officer

Anita Kroth, Administrative Assistant

I. CALL TO ORDER

Chairman Grant Hedrick called the meeting to order at 1:05 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Director Zach Taylor introduced Phil Shirey, Bethany City Council, new 9-1-1ACOG Boardmember; Doug Hehn, Guthrie City Council; Mike Fina, Piedmont Councilmember; David Cockrell, Mustang City Manager; Earl Burson, Harrah City Manager; Ronnie Freeman and Clint Craighead from AT&T; Carol Cline and Pam Wendt, Oklahoma County; Lance Terry, City of Norman; and Mike Frericks and John Brosowsky with GeoComm.

III. APPROVAL OF MINUTES – May 25, 2006

Director Mark Sharpton, Logan County, made a motion to approve the minutes of the May 25, 2006 meeting. Director David Hopper, Norman, seconded the motion. The motion carried the following votes:

AYE: Shirey, Malone, Rozsypal, Hehn, Poland, Graham, Joyner, McMillin, Bryan, Hopper, Fina, Symes, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

None

Director's Report:

Executive Director Zach Taylor announced that there is an Addendum to the Consent Docket to include two new items, VI-H and VI-I, regarding a purchase of ESRI for software (ARCSDE 9.1) that allows the suite of software to access the 9-1-1 ACOG centralized Oracle geodatabase under development for wireless 9-1-1 enhancements, not to exceed \$8,100; and a purchase from Dell for 9-1-1 GIS Server equipment not to exceed \$17,000.

Mr. Taylor informed the Board that there is a recently approved House Bill regarding State Mutual Aid (HB 2585). He said this is an important piece of legislation especially in the case of an emergency. It establishes the use of an Incident Command System and the National Incident Management System, and an intrastate Mutual Aid compact which entities can be reimbursed for their endeavors at the early part of a disaster as well as much later after the disaster. He said this law is designed as a remedy to the current method of FEMA delayed disbursements during major disasters.

Mr. Taylor said in early July 9-1-1 ACOG is making a joint formal request with the City of Oklahoma City for Phase II implementation by the wireless carriers. He said this will trigger a six-month clock in which period of time the wireless companies must bring their services on line to us in order to implement all of the location technologies that we are in the process of purchasing and building out.

Mr. Taylor introduced 9-1-1 ACOG's new Sr. 9-1-1 GIS Specialist Brad Nesom to the Board. He said that Brad assisted in the first mapping systems of the OWRB and the city of Ponca City. He has 20 years of experience in geographical information systems including creating and managing Enterprise geodatabases, similar to what we are doing with the wireless enhanced 9-1-1 system. He has worked from multiple sources of data for producing those on a map for his previous employers.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. CONSENT DOCKET ITEMS VI-A THROUGH VI-I

INFORMATION: This item is 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 boardmembers that item will be heard in regular order. Staff recommends that items VI-A, VI-B, VI-C, VI-D, VI-E, VI-F and VI-G be placed on the Consent Docket. Staff also recommends that Addendum items VI-H and VI-I be included 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 – JUNE 2006 CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$149,920.35 for the month of June. Staff finds these claims to be in order, proper as to form and recommended for payment. A copy of the Claims List is included in the agenda packet.

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

B. JULY/AUGUST BUDGETED RECURRING CHARGES

INFORMATION: The July/August regular 9-1-1 Board of Directors' meetings have been combined and claims approval will be August 10, 2006. Approval is required to pay the July and August budgeted, recurring charges on July 27, 2006, and August 31, 2006, respectively. The July claims will be presented for ratification at the August board meeting. The August claims will be presented for ratification at the September board meeting. And, further authorize paying the \$5,487.24 unbudgeted claim to AT&T that the Board authorized contracting related to the regional Emergency Medical Dispatch program.

Action Requested: Motion to authorize payment of July and August budgeted recurring expenses as requested.

C. RENEWAL OF INDEPENDENT LOCAL EXCHANGE CARRIERS CONTRACTS

INFORMATION: Contracts for 9-1-1 service from the following Incumbent Local Exchange Carriers (ILECS) are due for renewal in July. Complete contract documentation is available for review at the ACOG offices.

1. McCloud Telephone Company
2. Pioneer Telephone Cooperative
3. TDS Telecom
4. Valor Telecommunications of Oklahoma, LLC

Action Requested: Motion to authorize Executive Director to execute contract renewals for 9-1-1 service with the abovementioned Incumbent Local Exchange Carriers, subject to approval of legal counsel.

D. RENEWAL OF COMPETITIVE LOCAL EXCHANGE CARRIERS CONTRACTS

INFORMATION: Contracts for 9-1-1 service from the following Competitive Local Exchange Carriers (CLECs) are due for renewal in July.

- | | |
|-------------------------------------|--|
| 1. 1-800-Reconex, Inc. | 9. Navigator Telecommunications LLC |
| 2. ACN Communication Services, Inc. | 10. NuVox Communications of Oklahoma, Inc. |
| 3. AT&T Communications of Southwest | 11. QuantumShift Communications, Inc. |
| 4. BTC Broadband | 12. TerraCom, Inc. |
| 5. Budget Phone | 13. The Telephone Company, Inc. |
| 6. Intelleg Communications | 14. UT Phone, Inc. |
| 7. Lightyear Network Solutions | 15. Westel |
| 8. Logix Communications | |

Action Requested: Motion to authorize the Executive Director to execute contract renewals for 9-1-1 service with the abovementioned Competitive Local Exchange Carriers (CLECs) subject to approval of legal counsel.

E. RENEWAL OF AT&T CONTRACT AGREEMENT

INFORMATION: The Southwestern Bell Telephone Company contract for equipment, network and database services with 9-1-1 ACOG renews July 1, 2006. A complete contract document is available for review at the ACOG offices.

Action Requested: Motion to authorize the Executive Director to execute the proposed Southwestern Bell Service Application and Agreement with 9-1-1 ACOG, subject to legal counsel approval.

F. CONSULTANT RETAINER AGREEMENT BETWEEN MARY T. HARRIS/MTM SOLUTIONS AND 9-1-1 ACOG

INFORMATION: 9-1-1 ACOG desires to renew the consultant retainer agreement with Mary T. Harris/MTM Solutions not to exceed \$10,000 for consulting services as outline in Attachment VI-F for FY 2006-2007 ending June 30, 2007. The consulting services would include assistance with planning, development and implementation of Enhanced Wireless 9-1-1 services.

Action Requested: Motion to authorize Executive Director to execute a Consultant Retainer Agreement with Mary T. Harris/MTM Solutions not to exceed \$10,000 for FY 2006-2007, ending June 30, 2007, subject to legal counsel approval.

G. 9-1-1 SERVICE APPLICATION AND AGREEMENT WITH HINTON TELEPHONE COMPANY

INFORMATION: Staff recommends approval and execution of a contract for 9-1-1 service between Hinton Telephone Company, a facilities-based Incumbent Local Exchange Carrier, and the 9-1-1 Association of Central Oklahoma Governments for FY2007. Contract period begins July 1, 2006 through June 30, 2007. Complete contract documentation is available for review at the ACOG offices.

H. CONSIDER ANUTHORIZATION FOR EXECUTIVE DIRECTOR TO EXECUTE AGREEMENT TO PURCHASE WITH ESRI FOR PURCHASE OF ARCSDE 9.1

INFORMATION: As part of the upgrades that need to be made in preparation of enhanced wireless 9-1-1, ARCSDE 9.1 is required. This is communication software that allows the ESRI suite of software to access the 9-1-1 ACOG centralized Oracle geodatabase under development for wireless 9-1-1 enhancements. In addition, this software will provide for the transmission of geodatabase information and updates to the 22 PSAPs that are part of the 9-1-1 ACOG system. Since the software will be housed on the 9-1-1 GIS Server, and used only for 9-1-1 purposes, the purchase will be made by 9-1-1 ACOG. ESRI has been determined to be the sole source provider for the purchase of the named software, and documentation to that effect accompanies the Purchase Order.

Action Requested: Motion to authorize the Executive Director to execute an Agreement to Purchase with ESRI for an amount not to exceed \$8,100 for the purchase of ARCSDE 9.1, subject to legal counsel approval.

I. CONSIDER AUTHORIZATION FOR EXECUTIVE DIRECTOR TO EXECUTE AGREEMENT TO PURCHASE WITH DELL FOR PURCHASE OF 9-1-1 GIS SERVIER

INFORMATION: 9-1-1 GIS Server hardware and Oracle database software are needed for housing the 9-1-1 ACOG centralized geodatabase. The purchase will include a Windows 2003 server including associated hardware and software, 2 processors, 3.2 GHz and 280 GB of storage. In addition, the purchase will include two licenses for Oracle standard edition and accompanying product support and updates.

This purchase also includes a 3-year premier hardware and software enterprise support contract from Dell; they are being purchased simultaneously with support and maintenance to ensure consistent hardware/software support. This hardware and software is critical to the ongoing development and maintenance of the 9-1-1 wireless and wireline GIS project. The server and accompanying software will be housed in the 9-1-1 Training PSAP in ACOG's basement.

Action Requested: Motion to authorize the Executive Director to execute an Agreement to Purchase with Dell for an amount not to exceed \$17,000.00 to purchase server hardware and software, subject to legal counsel approval.

Director Mark Sharpton, Logan County, made a motion to place the above items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in those items. Director David Hopper, Norman, seconded the motion. The motion carried the following votes:

AYE: Shirey, Malone, Rozsypal, Hehn, Poland, Graham, Joyner, McMillin, Bryan, Hopper, Fina, Symes, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

VII. SELECTION OF VENDOR AND AUTHORIZATION TO EXECUTE A CONTRACT WITH AT&T FOR DIS/MAPPING DISPLAY SOFTWARE

In May the 9-1-1 Association requested proposals for mapping display software for the 22 public safety answering points in the regional 9-1-1 system. 9-1-1 ACOG sought vendors qualified and experienced in plotting wireless Phase I 9-1-1 calls, wireless Phase II 9-1-1 calls as well as landline 9-1-1 calls, utilizing the regional 9-1-1 GIS dataset for the purpose of perfecting an emergency response. We received three proposals of which two met the minimum qualifications.

Both proposals considered were submitted by AT&T, which were GeoLynx by GeoComm, and Plant/CML's Map Star. A Map Display Selection Committee comprised of 9-1-1 staff along with members of the 9-1-1 Technical Committee interviewed each vendor and reviewed their respective proposed solutions. Based on these evaluations, the Map Display Selection Committee is recommending to the 9-1-1 Board to select AT&T's proposed Geo Comm's GeoLynx solution.

Mike Frericks and John Brosowsky, GeoComm representatives, were available and gave a brief presentation to the Board on the call plotting features of the GeoLynx solution as well as pointed out additional preferred features packaged into the proposed solution.

Mr. Willoughby said that staff is recommending that the 9-1-1 Board of Directors authorize the Executive Director to initiate negotiations and execute a contract with AT&T for the GeoLynx solutions, not to exceed \$511,176. In addition, staff is further recommending that in the event a mutually agreeable contract cannot be met for the GeoLynx product, the 9-1-1 Board allow staff to initiate negotiations for the Map Star solution also proposed by AT&T.

Director Mark Sharpton made a motion to select AT&T's GeoComm GeoLynx proposal for RFP #002, and authorize the Executive Director to negotiate and execute a contract with AT&T for the GeoLynx map display software, and the associated installation and five-year maintenance for this product. The contract is not to exceed \$511,176 and the Executive Director is authorized to make arrangements for appropriate financing for these products and services. Director Doug Hehn, Guthrie, seconded the motion. The motion carried the following votes:

AYE: Shirey, Malone, Bartlett, Rozsypal, Hehn, Poland, Graham, Joyner, McMillin, Bryan, Hopper, Fina, Jefferson, Symes, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

VIII. 9-1-1 WORK PROGRAM AND BUDGET

Executive Director Zach Taylor outlined the 9-1-1 Work Program and Budget and described the goals and objectives for FY 2006-2007 for 9-1-1 ACOG.

Mr. Taylor said the Budget Committee met on May 25, June 14 and June 21 to consider programmatic requirements for the agency. He thanked everyone who participated in that process. This budget is the 17th full 12-month period of operations of the E9-1-1 system. This proposed budget deals with the continuation of those activities associated with wireline as well as the build out of

the wireless enhanced 9-1-1 system and the expansion of landline E9-1-1 services to the unserved areas of Logan County.

Mr. Taylor explained that the proposed budget deals with ongoing administration of finances. He said that 9-1-1 ACOG now contracts with 40 telephone companies and 11 wireless telephone companies for the provision of 9-1-1. He said the Budget Committee has developed a 10-year projection of income and expenses, taking into account all of the roll-over of equipment, software and maintenance issues. We preserved the Board's policy related to restricted fund balance reserves for future acquisition of equipment as well as operations should there be a lapse in any of the revenues due to problems with telephone company income. The increased distribution will be restored to the membership. This will be a 21% increase returned to the members over the next year.

Director David Hopper made a motion to approve the 9-1-1 Work Program and Budget for FY 2006-2007. Director Sandra Naifeh, Edmond, seconded the motion. The motion carried the following votes:

AYE: Shirey, Malone, Bartlett, Rozsypal, Hehn, Poland, Graham, Joyner, McMillin, Bryan, Hopper, Fina, Jefferson, Symes, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

IX. ELECTION OF OFFICERS

Executive Director Zach Taylor reported that the Nominations Committee met in May to and recommended for consideration the nominees for: Chairman, Grant Hedrick, Canadian County Commissioner; Vice-Chair, David Hopper, Councilmember, Norman; and Secretary-Treasurer, Dave Howe, Councilmember, Choctaw.

Mr. Taylor reported that the Nominations Committee also recommends Charles Joyner, Councilmember, Midwest City; George Fina, former Mayor of Piedmont, and Willa Johnson, Councilmember, City of Oklahoma City to serve on the Firesafe Foundation, Inc. Board.

He said the action requested is to approve the recommendation of the Nominations Committee for the election of officers of the 9-1-1 Board of Directors for FY 2006-2007 and election of Firesafe Foundation, Inc. boardmembers.

Director Ray Poland, Jones City, made a motion to approve the Nominations Committee's recommendation for the officers of the 9-1-1 Association for FY 2006-2007. Director Sandra Naifeh, Edmond, seconded the motion. The motion carried the following votes:

AYE: Shirey, Malone, Bartlett, Naifeh, Rozsypal, Hehn, Poland, Graham, Joyner, McMillin, Bryan, Hopper, Fina, Jefferson, Symes, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

X. RESOLUTION – BANKING SIGNATURES

Executive Director Zach Taylor explained that with the election of officers, it is necessary to approve a current official custodians' resolution, which is reflected in today's agenda, authorizing 9-1-1 ACOG's current signatories to conduct business with 9-1-1 ACOG's financial institutions.

Director Keith Bryan made a motion to approve the official custodians' resolution for FY 2006-2007 authorizing 9-1-1 ACOG's current signatories to conduct business with 9-1-1 ACOG financial institutions. Director Margaret Graham seconded the motion. The motion carried the following votes:

AYE: Shirey, Malone, Bartlett, Naifeh, Rozsypal, Hehn, Poland, Graham, Joyner, McMillin, Bryan, Hopper, Fina, Jefferson, Symes, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

XI. 9-1-1 SERVICE FEE RESOLUTION/ORDINANCE

Jane Sutter said that it is time for the 9-1-1 ACOG communities to establish the 9-1-1 service fee for landline E9-1-1 services for the calendar year 2007.

The majority of the cities in the region have set a 9-1-1 service fee of 3 percent, and in the newer areas the 9-1-1 service fee is 5 percent. This agenda item is an example Resolution/Ordinance which reflects the same sample that will be mailed out to member cities by certified mail requesting that each community officially set the service fee in their community.

Director Ray Poland made a motion to concur with the example Resolution/Ordinance establishing the 9-1-1 service fee rate for calendar year 2007. Director Keith Bryan seconded the motion. The motion carried the following votes:

AYE: Shirey, Malone, Bartlett, Naifeh, Rozsypal, Hehn, Poland, Graham, Joyner, McMillin, Bryan, Hopper, Fina, Jefferson, Symes, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

XII. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) COMPLIANCE – GRANT ELIGIBILITY

Wendi Marcy, Special Programs Officer, said that post-Katrina and other emergencies serve as reminders of the critical need for a common approach to incident management especially in a coordinated, consistent and efficient manner. She said there is a national emergency management effort across the nation to establish a response to terrorist events, hurricanes and other natural disasters.

Wendi explained that the National Incident Management System (NIMS) was created under Homeland Security Presidential Directive 5 to develop an incident management system that would provide a consistent, nationwide approach for federal, state, local and tribal governments to work effectively and efficiently together to prevent, prepare for and respond and recover from domestic incidents.

In order to encourage all communities to adopt an emergency incident management system, a federal deadline of September 30, 2006 has been set for communities and agencies to be eligible for compliance funds under the Homeland Security grants.

The Oklahoma Homeland Security office has asked ACOG to work closely with all entities in the Central Oklahoma region to ensure that all communities meet the compliance requirements that would make them eligible to receive these funds.

Wendi briefly reviewed the example of the NIMS Local Point of Contact Information that requires completion and submission of the NIMS program. We need contact information completed and returned to ACOG by July 7th. To date approximately 10 entities have responded. She said we do not anticipate any compliance problems in the ACOG region. She said there are 61 entities involved in this process.

XIII. GENERAL STATUS REPORT

Stephen Willoughby reported that the regional GIS/Map Development Project is progressing well. He said that the Objective One of that contract has been delivered a few weeks ago, and a presentation has been made to ACOG's staff as well as the 9-1-1 Technical Committee. Objective One was to create a regional GIS system and design a plan as to how that would be accomplished and establish the GIS quality standards and how to maintain the map in the future. He explained that a field collection team from GeoComm has been in the region collecting information for Oklahoma County which is the first area designated to deliver a GIS map, and that deadline is August 1st.

Mr. Willoughby reported that the Emergency Medical Dispatch system is proceeding well. EMD training has been completed, and installation of that software has been installed at the sites that serve EMD.

We will need to exercise that program before August 30th in order to meet the grant requirements as previously established by the state health department.

Mr. Willoughby reported that this month the 9-1-1 Technical Committee endorsed the call-taker training curriculum that has been developed by 9-1-1 ACOG and the Eastern Oklahoma County Technology Center (EOCTC). He explained that this course is a 43-hour course to be offered at the technology center beginning this fall. The purpose of this course is to provide a better pool of educated/certified 9-1-1 call-takers for the 22 area PSAPs and hopefully reduce turnover.

XIV. NEW BUSINESS

None

XV. ADJOURNMENT

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

AYE: Shirey, Malone, Bartlett, Naifeh, Rozsypal, Hehn, Poland, Graham, Joyner, McMillin, Bryan, Hopper, Fina, Jefferson, Symes, Hedrick, and Sharpton

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:35 p.m.

ADOPTED THIS 10TH DAY OF AUGUST, 2006.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI-A

At the June 29, 2006, 9-1-1 Association of Central Oklahoma Governments' Board of Directors' meeting, authorization was given to pay July budgeted recurring expenses. This list is offered so the Board of Directors may ratify.

MSAG/Education/Training

Personnel	\$ 68,275.77	
Consulting	225.00	
Development	36.00	
Institute Revenue	(295.00)	
Legal	2,093.75	
Maintenance & Repairs	1,965.06	
Maintenance & Repairs Software	16,800.00	
Mileage	351.21	
Parking	102.00	
Postage	316.34	
Publications & Subscriptions Adjustment	(13.00)	
Supplies	123.27	
Travel	267.66	
Telephone	170.24	
Xerox	267.37	
<i>Total MSAG/Education/Training</i>		\$ 90,685.67

9-1-1 Operating/Maintenance

AT&T (Network, Database & Frame Relay)	\$ 32,348.11	
AT&T (Wireless Phase 1)	4,085.51	
AT&T (UPS Maintenance)	1,213.00	
AT&T (Frame Relay to Pioneer Demark)	109.00	
AT&T (EMSA EMD Frame Relay)	195.18	
Hinton Telephone Company	249.94	
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 (Newcastle Frame Relay)	319.39	
Windstream	72.79	
GeoComm, Inc.	95,929.00	
MTM Solutions, Inc.	450.00	
<i>Total 9-1-1 Operating/Maintenance</i>		<u>154,642.95</u>

Total July Claims paid August 2, 2006

\$ 245,328.62

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

BE IT RESOLVED, that on this 10th day of August 2006, the following claim is approved by the 9-1-1 Association of Central Oklahoma Governments; and the Director and Officers of this Association are directed to pay such claim.

9-1-1 Operating/Maintenance

Dell Marketing L.P. <i>(Equipment)</i>	\$ 15,662.04	
<i>Total 9-1-1 Operating/Maintenance</i>		<u>15,662.04</u>
Total August 10th Claim		<u><u>\$ 15,662.04</u></u>

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED JUNE 30, 2006**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>June 1, 2006</i>			
Cash on Deposit	\$ 249,494.21	\$ 598,723.58	\$ 848,217.79
Cash Receipts			
Fee Income	\$ 127,316.31	\$ -	\$ 127,316.31
Fee Income - Wireless Contracts	605,189.31		605,189.31
Transfers of Funds	301,796.57	-	301,796.57
Interest Earned	2,265.48	2,932.81	5,198.29
Miscellaneous	7,618.08	-	7,618.08
Total Cash Receipts	<u>\$ 1,044,185.75</u>	<u>\$ 2,932.81</u>	<u>\$ 1,047,118.56</u>
Total Cash Available	\$ 1,293,679.96	\$ 601,656.39	\$ 1,895,336.35
Cash Disbursements			
Claims/Operating Expense	\$ 149,920.35	\$ -	\$ 149,920.35
9-1-1 Fund Disbursement	18,750.03	-	18,750.03
Transfers of Funds	-	301,796.57	301,796.57
Miscellaneous	33.51		33.51
Total Cash Disbursements	<u>\$ 168,703.89</u>	<u>\$ 301,796.57</u>	<u>\$ 470,500.46</u>
Ending Balance <i>June 30, 2006</i>			
Cash on Deposit	<u>\$ 1,124,976.07</u>	<u>\$ 299,859.82</u>	<u>\$ 1,424,835.89</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
JUNE 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 June Disbursements	\$ 18,750.03
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ATTACHMENT VI-B



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: August 3, 2006

TO: 9-1-1 Board of Directors

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

SUBJECT: Authorization to obtain Capital Lease Financing from Chase Equipment Leasing Inc. for 9-1-1 Equipment and Software

INFORMATION: The 9-1-1 Board of Directors authorized execution of contracts with AT&T for the procurement of new 9-1-1 workstations and map display software on May 25, 2006 and June 29, 2006 meetings, respectively. At those times the Board further authorized staff to make appropriate arrangements for capital financing of these items.

Staff has been working with Chase Equipment Leasing Inc., 9-1-1 ACOG's financial institution for these arrangements. It has been determined by legal counsel that we do not qualify for the tax-exempt financing. Therefore, staff is recommending proceeding with obtaining the best available commercial rate from our financial institution.

Staff is proposing that capital lease financing be done on the 9-1-1 workstation hardware [\$246,307] for a three-year term and on the mapping display software [\$301,352] for a five-year term at 6.57% interest. However, it has been determined that financing through Chase Equipment Leasing Inc. would be both at a lower rate and a longer term than financing through AT&T.

Action Requested: Authorization for the Executive Director to obtain Capital Lease Financing from Chase Equipment Leasing Inc. for 9-1-1 Equipment and Software as outlined in Attachment VI-B for terms of three to five years, subject to legal counsel approval.



9-1-1 association of central oklahoma governments

ATTACHMENT VI-C

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: August 3, 2006

TO: 9-1-1 ACOG Board of Directors

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

SUBJECT: Authorization to Execute a Contract between the City of Oklahoma City and 9-1-1 ACOG for 9-1-1 Professional Services

INFORMATION: Since the inception of E9-1-1 in Central Oklahoma in 1988, the City of Oklahoma City and 9-1-1 ACOG have worked in tandem to share individual resources to ensure seamless 9-1-1 service throughout the region. However, in recent years the technological boom has introduced new elements and complexities such as competitive telephone companies (interacting with 40 instead of 6 Telcos), wireless telecommunications, and Voice over Internet Protocol (VoIP). These new technologies have made regional collaboration on E9-1-1 issues even more paramount than it once was.

Therefore, at the encouragement of the 9-1-1 Board of Directors, staff began discussions with the City of Oklahoma City about additional efficiencies that could be obtained if a more formal relationship existed between the City and 9-1-1 ACOG. This led to staff creating a proposal to city officials outlining mutually beneficial professional services that Oklahoma City could contract with 9-1-1 ACOG. These services were identified by both 9-1-1 ACOG and Oklahoma City as making the regional 9-1-1 system more efficient, but also providing a more uniform approach to telecommunication providers regarding interconnection and service to the region's 9-1-1 system.

The mutually agreeable services include:

MSAG/Emergency Service Number (ESN) Boundary Maintenance: 9-1-1 ACOG would maintain Oklahoma City's Master Street Address Guide (MSAG) in the 9-1-1 database. Similar to the system established with our members, Oklahoma City would designate individuals in the Planning and GIS departments to be liaisons with 9-1-1 ACOG and provide any additions to streets or new platted areas within the boundaries of Oklahoma City.

9-1-1 Database Trouble Resolution: 9-1-1 ACOG would establish a process similar to that of the 9-1-1 ACOG Centers in which all database error reports (wrong address, misroutes to the wrong 9-1-1 center, “no record found” in the 9-1-1 database, etc.) The Oklahoma City Public Safety Communications Center would complete a form indicating the trouble and fax that sheet to 9-1-1 ACOG. From there, 9-1-1 ACOG would investigate the trouble, determine a resolution and correct the 9-1-1 database to avoid the trouble reoccurring.

Testing, Implementation, Maintenance and Management of Telephone Carriers and New Technologies: A formal relationship between 9-1-1 ACOG and Oklahoma City would ensure seamless work with new telecommunication service providers for testing and implementation of new technologies being deployed in the Central Oklahoma region. 9-1-1 ACOG would continue its role of obtaining and reviewing the required documentation related to the Exhibit One Process, which requires telephone carriers to notify 9-1-1 ACOG of any changes in telecommunications arrangements, and approval of said changes by 9-1-1 ACOG. This relationship would also firm up informal agreements for management and updating of wireless 9-1-1 call routing.

Technical Assistance to City Staff and Attorneys: A formal relationship would also provide the appropriate ties of sharing resources and information on technical, financial and legal information between the two organizations.

Disaster Recovery and Contingency Planning: Disasters are regional. Oklahoma City being in the center of this region, it is very logical for the largest city to be involved in these plans. 9-1-1 ACOG would work with the appropriate city officials in development of a truly regional contingency plan, which would preclude both short term and long term system degradation of any 9-1-1 service in the region.

GIS Data Sharing: Wireless 9-1-1, due to the nature of the technology, is regional. Wireless signals don't stop at city boundaries, are as particularly as intertwined as local government boundaries are in Central Oklahoma. In addition, with the great mutual aid agreements among communities in the region, often Oklahoma City and others respond outside their traditional boundaries. Both of these examples demonstrate the important need for Geographical Information System (GIS) mapping data exchange between Oklahoma City and 9-1-1 ACOG. This would ensure that the City could see into any of the suburban and unincorporated communities, and visa-versa. 9-1-1 ACOG would continue to maintain the regional wireless tower/sector data layer for the entire region.

Action Requested: Authorization for the Executive Director to execute a contract in the amount of \$111,611 between the City of Oklahoma City and 9-1-1 ACOG for 9-1-1 professional services related to regional 9-1-1 administration.



9-1-1 association of central oklahoma governments

ATTACHMENT VI-D

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: August 3, 2006

TO: 9-1-1 Board of Directors

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

SUBJECT: HeartLine 2-1-1 Memorandum of Understanding

INFORMATION: The attached Memorandum of Understanding formalizes the long-standing relationship between 9-1-1 ACOG and HeartLine, Inc. (formerly Contact Crisis Hotline). 9-1-1 ACOG has worked with HeartLine since the inception of 9-1-1 to ensure a good transition from crisis callers who call HeartLine and it is determined a public safety response is needed to further assist the caller.

In addition to the crisis services HeartLine has provided for years, they also manage the regional 2-1-1 system in Central Oklahoma. 2-1-1 is staffed by trained specialists who assess caller's needs. Utilizing a database of thousands of government and community service agencies, the specialists can help identify the right resource to address the caller's problems.

The relationship between HeartLine and 9-1-1 is reciprocal, in that HeartLine, including the 2-1-1 system, serve as a valuable resource to 9-1-1 call-takers, when callers need assistance that does not necessarily require a public safety response.

Action Requested: Motion to authorize Executive Director to execute the Memorandum of Understanding between HeartLine and the 9-1-1 Association of Central Oklahoma Governments.

**Memorandum of Understanding between HeartLine, Inc.
and the 9-1-1 Association of Central Oklahoma Governments
For Rescue Services**

This memorandum of understanding describes and documents the working relationship between HeartLine, Inc. (hereinafter referred to as HeartLine), and the 9-1-1 Association of Central Oklahoma Governments (hereinafter referred to as 9-1-1 ACOG) in order to provide Rescue Services for individuals experiencing crisis/mental health emergencies.

Each party to this memorandum of understanding is a separate and independent organization and nothing herein shall be construed to create a joint venture or legal partnership. Each organization shall retain its own identity in providing services.

HeartLine is, among other things, a comprehensive information, referral and crisis intervention service, available by telephone 24 hours a day and maintains a comprehensive database of local governmental, health and human services.

9-1-1 ACOG administers the regional 9-1-1 system, which includes 22 Public Safety Answering Points (PSAPS) in Central Oklahoma that operate 24 hours per day and are able to connect immediately with emergency service responders.

•**Life Threatening Crisis Call Definition:** A caller fitting this classification is expressing suicidal, homicidal or life-threatening ideation with intent. A Life Threatening Crisis Call could also come from a second party who has observed or has association with such a caller. Immediate on-site intervention from mental health or emergency personnel is required to assist a caller fitting this call classification.

•**Responsibilities:** A HeartLine Crisis Specialist trained in crisis intervention will assess the caller's needs and make appropriate referrals to and/or contact with mental health personnel and/or emergency 9-1-1 personnel as outlined in HeartLine protocols.

HeartLine and 9-1-1 ACOG will have prearranged protocols to link HeartLine callers requiring Life Threatening Crisis Call Services with appropriate responders.

9-1-1 ACOG's member PSAPs will facilitate the dispatching of appropriate emergency responders to the caller's location.

Either HeartLine or 9-1-1 ACOG can request dialogue to explore and make changes to this memorandum of understanding as needed.

Pamela S. Cross, MPH
Executive Director
HeartLine, Inc.

Zach D. Taylor
Executive Director
9-1-1 ACOG

Date: _____

Date: _____



9-1-1 association of central oklahoma governments

ATTACHMENT VII-A

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: August 3, 2006

TO: 9-1-1 ACOG Board of Directors

FROM: Wendi Marcy, Special Programs Officer

SUBJECT: Emergency Medical Dispatch Project Update

INFORMATION: Emergency Medical Dispatch (EMD) is a project 9-1-1 ACOG has been working on since 2002. Member communities, the American Heart Association and other community leaders approached the association to evaluate providing this life-saving system to the entire metropolitan region.

A partnership with EMSA has allowed 9-1-1 ACOG to train 61 call-takers in this “zero minute” response through nationally standardized medical protocols approved by local medical personnel. Medical Priority Card Sets were initially purchased for the seven PSAPs providing EMD (Norman, Midwest City, Newcastle, Tuttle, Guthrie, and Parkview EMS in El Reno). In 2003 9-1-1 ACOG obtained a Homeland Security grant through the Oklahoma State Department of Health to upgrade the card-set system to a computer based software system.

Last month the software, called ProQA, was installed on the 9-1-1 workstations at the designated EMD site and those call-takers who have completed the software training are utilizing the system to process live emergency medical calls. This installation also included quality assurance software (AQUA) utilized to evaluate call-handling to ensure professional service delivery.

A regional Bio-terrorism table-top exercise will be conducted in late August to test the system’s ability to help 9-1-1 call-takers more quickly identify a bioterrorism incident, offer medical assistance to patients over the phone and alert responders to the possible dangers. The current grant which funded the software portion of this project will expire August 30, 2006.

Action Requested: None, for information only.



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

9-1-1 association of central oklahoma governments

MEMORANDUM

DATE: August 3, 2006

TO: 9-1-1 ACOG Board of Directors

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

SUBJECT: General Status Report

Wireless Phase II Requests

July 14, 2006 9-1-1 ACOG and the City of Oklahoma City, jointly requested Phase II enhanced wireless 9-1-1 services from the wireless carriers operating in Central Oklahoma. This begins an FCC mandated six-month timeline in which wireless carriers must deliver location information (latitude and longitude) to the region's PSAPs, but it also requires the region's PSAPs to have the capability of receiving this valuable location information in the same time period.

Staff has requested a preliminary meeting with all of the wireless carriers operating in the region, to ensure complete cooperation and communication as Phase II wireless deployment continues.

Regional Geographical Information System (GIS)/Map Development Project

Staff is finalizing installation of the administrative GIS server and the associated user software that is necessary to share and manage this regional Geographical Information System on a daily basis.

The Oklahoma County data was delivered to 9-1-1 ACOG on August 1st by GeoComm (our GIS development vendor). Logan county data is being developed now. A point address database has been delivered and is now being updated and maintained by staff.

The roads database associated with the regional GIS system is currently being checked through quality control methods by both GeoComm and 9-1-1 ACOG staff. Staff has completed a review process and is sending those reports to GeoComm for corrections.

GeoComm will be providing training to staff on the administration and full software usage at the end of August.

National Incident Management System (NIMS) Coordination

In June, the Oklahoma Office of Homeland Security contracted with regional Council of Governments to assist local communities with compliance with the National Incident Management System (NIMS). ACOG's NIMS compliance project is progressing well. To date we have hosted two workshops to assist designated points of contact with compliance requirements. Out of 61 entities contacted, 42 have submitted the requested point of contact information and 23 of those have officially adopted NIMS as their official incident management system by resolution or executive order. Two of these entities have completed their online NIMS assessment and several are in the process of completing the assessment. This month we will be making personal visits to those entities who have not responded to our requests. We are still on track to meet the September 30, 2006 deadline.

Pre-Employment Training

In June, the 9-1-1 Technical Committee endorsed the training curriculum that has been developed by 9-1-1 ACOG and the Eastern Oklahoma County Technology Center (EOCTC). This 44-hour 9-1-1 Call-Taker Certification course will be offered at EOCTC beginning August 15th and running Tuesday and Thursday evening through November 2nd. The course cost is \$200 per student and includes all course materials including Emergency Telecommunicator Certification through the National Academy of Emergency Dispatch (NAED). The purpose of this course will be to provide a better pool of educated/certified 9-1-1 call-takers for the 22 area PSAPs, as well as Oklahoma City.