

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., FEBRUARY 20, 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, February 23, 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 – January 26, 2006 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – FEBRUARY CLAIMS ([Attachment VI](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$146,972.73 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.

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

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.

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
January 26, 2006**

The first 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., January 26, 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. James Woodard, Councilmember, Arcadia
Hon. Dave Howe, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Debbie Harrison, Councilmember, El Reno
Hon. Lewis Pringle, Trustee, Forest Park
Hon. Jim Dickinson, Vice-Mayor, Harrah
Hon. Margaret Graham, Trustee, Luther
Hon. Eddie Reed, Mayor, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Chad McDowell, Mayor, Mustang
Hon. David Hopper, Councilmember, Norman
Hon. John Brown, Councilmember, Piedmont
Hon. Linda Daniels, Mayor, Slaughterville
Hon. Marsha Jefferson, Mayor, Spencer
Hon. Scott Symes, Councilmember, The Village
Hon. Leslie Owens, Councilmember, Warr Acres
Hon. Mark Sharpton, Commissioner, Logan County
Hon. Stan Inman, Commissioner, Oklahoma County

MEMBERS ABSENT

Hon. J. D. Johnston, Councilmember, Bethany
Hon. Saundra Naifeh, Mayor, Edmond
Hon. Jon Gumerson, Mayor, Guthrie
Hon. Matt Elerick, Councilmember, Jones City
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. Kathy Jordon, Trustee, Smith Village
Hon. Chet Curlee, Councilmember, Tuttle
Hon. Robert Greb, Mayor, Valley Brook
Hon. Jim Gilbert, Mayor, Woodlawn Park
Hon. Bob Bradway, Councilmember, Yukon
Hon. Bill Graves, Commissioner, Cleveland County

GUESTS

Bill Knox, Town of Harrah
Jerry A. Taylor, City Manager, Tuttle
Vicky Eggers, NODA
Ronnie Freeman, SBC/at&t Public Safety

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, Legal Counsel
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 Vicky Eggers, Northern Oklahoma Development Association (NODA); Margaret Graham, Trustee, Luther; and Ronnie Freeman, SBC/at&t Public Safety.

III. APPROVAL OF MINUTES – December 28, 2005

Director Eddie Reed, Midwest City, made a motion to approve the minutes of the December 28, 2005 meeting. Director Stan Inman, Oklahoma County, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Harrison, Pringle, Dickinson, Graham, Reed, McMillan, McDowell, Hopper, Brown, Daniels, Jefferson, Symes, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

None

Director's Report:

Executive Director Zach Taylor reported that staff has been working with the city of Shawnee who is working with Pottawatomie County toward putting forward the wireless E9-1-1 issue.

Mr. Taylor congratulated the city of Oklahoma City on their move into a new communications center. Steve Willoughby spent a day with them during the transition time.

Mr. Taylor reported that the state of Oklahoma passed legislation through House Bill 1834 last session to establish a statewide 9-1-1 advisory board, to which the President Pro Tem of the Senate appointed him to serve. The advisory board will be looking at what is necessary to build out E9-1-1 elsewhere in the state. The first meeting is set for Feb. 2 at 10:00 a.m. He said they will help other areas in the state to assess what will be required for them to get E9-1-1 in their areas.

Mr. Taylor said he expects TV Channel 9 to run a significant story on Feb. 7th related to the areas in the state that have not been able to get this done.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – JANUARY CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$136,238.97 for the month of January. 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 January claims against the Association.

Director Eddie Reed made a motion to accept the finance report and to approve payment of the January claims in the amount of \$136,238.97. Director James Woodard, Arcadia, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Harrison, Pringle, Dickinson, Graham, Reed, McMillan, McDowell, Hopper, Brown, Daniels, Jefferson, Symes, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

VII. AUTHORIZATION TO ACCEPT REQUESTS FOR QUALIFICATIONS FOR GIS ANALYSIS AND DEVELOPMENT

Stephen Willoughby said that the first of many steps the Association must take toward the implementation of Phase II is development of a regional 9-1-1 map. This map will display on the 9-1-1 workstations and be used to locate wireless 9-1-1 callers. He said this is a huge project and in order to complete the initial work in a timely manner, staff is recommending that the initial development be contracted to a third-party vendor experienced in developing 9-1-1 GIS in large regions. This project will be highly supervised by 9-1-1 ACOG staff. Once the initial map has been created, staff will have the appropriate tools to maintain the on-going accuracy of this very dynamic GIS mapping system. Staff is requesting that the 9-1-1 Board of Directors authorize staff to advertise and begin accepting Requests for Qualifications (RFQ) for qualified vendors to conduct an initial

analysis of GIS data already available to 9-1-1 ACOG and its member entities, import that information into a regional map, and develop and rectify the GIS to have a highly accurate and comprehensive regional GIS map to be used for 9-1-1 call handling.

Mr. Willoughby said staff will conduct a comprehensive search for qualified vendors and recommend a vendor to the 9-1-1 Board of Directors at the March 30th board meeting. This is an expected expense for the wireless 9-1-1 implementation and was projected in the ten-year financial plan developed prior to the elections.

Director David Hopper mentioned that the city of Norman has a comprehensive GIS data system and asked if that information would be used rather than duplicating work. Mr. Willoughby said the initial analysis will include identifying GIS data already available to 9-1-1 ACOG and its member entities. That data will be incorporated into the regional map. In the areas where there is no GIS data whatsoever, the vendor will need to create a comprehensive GIS map by filling in the gaps to display 9-1-1 calls.

Mr. Hopper asked if new software will be needed to accomplish this; or if there is a standard? Mr. Willoughby explained that we plan to use ESRI, which is national standard compatible software and recommended by the National Emergency Number Association (NENA).

Director David Hopper made a motion to accept and review Requests for Qualifications for geographical information system analysis and development, subject to legal counsel authorization. Director James Woodard seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Harrison, Pringle, Dickinson, Graham, Reed, McMillan, McDowell, Hopper, Brown, Daniels, Jefferson, Symes, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

VIII. RESOLUTION TO THANK CONTRIBUTORS TO THE WIRELESS 9-1-1 ELECTIONS DEC. 13

Jane Sutter explained that staff would like the board's consideration to send a Resolution from this board to individuals, businesses and organizations that made significant contributions to the passage of the wireless 9-1-1 service fee in county-wide elections on December 13.

A list of proposed recipients (financial and in-kind contributors) was furnished in today's meeting agenda for review. Executive Director Zach Taylor pointed out to the Board a summary report which outlines made available as a handout that the 9-1-1 Saves Lives committee provided to us which outlines the financing resources and expenditures.

Mr. Taylor pointed out the agencies that provided in-kind contributions which exceeded the financial contributions. Some of the agencies and businesses mentioned were Third Degree Advertising, S Design, Element Fusion, Lamar Outdoor, Cox, Sooner Spectator, Evolve Research, and others. He said the public education campaign was multi-faceted and contributors were listed on page two of the handout.

Director Eddie Reed made a motion to approve the Resolution to be sent to contributors to the passage of the wireless 9-1-1 service fee in the Dec. 13th county-wide elections. Director Lewis Pringle, Forest Park, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Harrison, Pringle, Dickinson, Graham, Reed, McMillan, McDowell, Hopper, Brown, Daniels, Jefferson, Symes, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

IX. WIRELESS ENHANCED 9-1-1 IMPLEMENTATION STATUS REPORT

Executive Director Zach Taylor congratulated 9-1-1 Board members and thanked them for their help with the positive consideration of the wireless 9-1-1 county elections in the metro region. The vote was approved in our region by a near 80% plurality, which is a significant endorsement of what was proposed. Staff has worked with ACOG's county commissioners and a notice was issued through ACOG to notify the wireless companies to begin implementation of the wireless service fee.

The wireless companies under the state statute are allowed 60 days to remit collections. They have 30 days to put it through a billing cycle and 30 days to remit the money to us. We have noted at least two companies that have already put what appears to be the service fee on their bills.

Mr. Taylor said we expect questions to arrive regarding this requirement and said if the board members receive any questions, they can refer them to 9-1-1 ACOG.

Mr. Taylor mentioned one questionable action already in that one company is charging the wireless 9-1-1 service fee on wireless data services on devices that cannot call 9-1-1. Staff will be working with that company to determine if that appearance is accurate.

Mr. Taylor mentioned that the Board's prior action on the GIS system is a necessary action in order to build-out of the wireless system. He said the thing that will take the longest to do is to build a GIS system in a map that is loadable into each of the ACOG 9-1-1 public safety answering points and that is universally available. The system that is developed will be regional and available for everyone to see.

This coming December is the expiration of our current 9-1-1 equipment, so we will begin to determine the process necessary to proceed in procuring new or enhanced equipment to use in the 9-1-1 system.

During our election process we estimated that there will be a 12-month to 18-month time frame to build out this system.

X. GENERAL STATUS REPORT

Stephen Willoughby said reported that Representative Bill Case has been gracious enough to champion a 9-1-1 bill associated with revenue from VoIP. Mr. Willoughby referred to a handout of HB 2877 and said that this bill is a language in progress while we work with SBC-IS, Cox and other VoIP service providers to develop a cohesive language for this bill. House Bill 2877 expands on the definition of what exactly a telephone is; and assesses a 50-cent service fee per end point connection device user. The way the bill is drafted, the fee could be enacted by a city through an ordinance or a county through a resolution.

Mr. Willoughby said that staff assisted with providing technical assistance to the City of Oklahoma City during their move January 18th into their combined communication center. The center houses police and fire dispatch.

EMSA plans to move into that communication center in January or February.

XI. NEW BUSINESS

None

XII. ADJOURNMENT

Chairman Grant Hedrick called for a motion to adjourn. Director Mark Sharpton, Logan County, made a motion to adjourn. Director James Woodard, Arcadia, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Harrison, Pringle, Dickinson, Graham, Reed, McMillan, McDowell, Hopper, Brown, Daniels, Jefferson, Symes, Owens, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:26 p.m.

ADOPTED THIS 23RD DAY OF FEBRUARY 2006.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI

BE IT RESOLVED, that on this 23th day of February 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	\$ 67,305.36	
Development & Recruitment	220.00	
Legal	1,000.00	
Maintenance & Repair	186.99	
Mileage	373.60	
Postage	409.98	
Professional Dues	150.00	
Subcontract/Consultant	585.00	
Supplies	32.18	
Telephone	517.10	
Training, 9-1-1 Institute	2,000.00	
Xerox	413.42	
<i>Total MSAG/Education/Training</i>		\$ 73,193.63

9-1-1 Operating/Maintenance

SBC	\$ 42,297.24	
SBC (Wireless)	4,085.51	
SBC (UPS Maintenance)	1,213.00	
SBC	107.93	
Hinton Telephone Company	4,831.46	
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	
MTM Solutions	570.00	
Language Line Services	438.90	
<i>Total 9-1-1 Operating/Maintenance</i>		<u>73,779.10</u>
Total February Claims		<u><u>\$ 146,972.73</u></u>

ATTEST:

CHAIRMAN_____
SECRETARY-TREASURER

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

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>January 1, 2006</i> Cash on Deposit	\$ 136,869.95	\$ 848,872.72	\$ 985,742.67
Cash Receipts			
Fee Income	\$ 127,715.66	\$ -	\$ 127,715.66
Contracts	-		-
Transfers of Funds	1,345.22		1,345.22
Interest Earned	349.72	1,345.22	1,694.94
Miscellaneous	26,890.98	-	26,890.98
Total Cash Receipts	<u>\$ 156,301.58</u>	<u>\$ 1,345.22</u>	<u>\$ 157,646.80</u>
Total Cash Available	\$ 293,171.53	\$ 850,217.94	\$ 1,143,389.47
Cash Disbursements			
Claims/Operating Expense	\$ 136,238.97	\$ -	\$ 136,238.97
9-1-1 Fund Disbursement	18,750.03	-	18,750.03
Transfers of Funds	-	1,345.22	1,345.22
Miscellaneous	29.45		29.45
Total Cash Disbursements	<u>\$ 155,018.45</u>	<u>\$ 1,345.22</u>	<u>\$ 156,363.67</u>
Ending Balance <i>January 31, 2006</i> Cash on Deposit	<u>\$ 138,153.08</u>	<u>\$ 848,872.72</u>	<u>\$ 987,025.80</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
JANUARY 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 January Disbursements	\$ 18,750.03
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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: February 15, 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

Staff continues to address inquiries from citizens regarding the 50-cent wireless E9-1-1 fee that is beginning to be assessed to wireless telephones. ACOG received its first Wireless E9-1-1 remittance check this month from Pioneer Cellular.

Geographical Information System (GIS)

Approved by the Board of Directors at its last meeting, the Request for Qualifications for GIS analysis and development has been advertised since February 1. This RFQ requested proposals from vendors experienced in regional GIS mapping development for large metropolitan areas. The first part of this project includes analysis of GIS data currently available through ACOG and its member entities. The second part of this project is to incorporate the data found in the analysis and build out the map for areas in which limited GIS information is available. The final product will be a base map for plotting wireless and landline E9-1-1 calls. At least seven companies have expressed intent to respond to this RFQ.

The deadline for the RFQ is March 1st. At that time staff will begin reviewing and interviewing respondents to the RFQ and prepare a recommendation to this Board at the March 30th meeting.

GIS/Mapping Display Software

Staff is currently evaluating the existing E9-1-1 equipment and its ability to be upgraded to display graphically wireless 9-1-1 call data. Staff plans to make a recommendation to the Board at its March 30 meeting as to a direction for upgrade or replacement of the existing E9-1-1 equipment.



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: February 15, 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

Staff has been working with Rep. Bill Case, SBC-IS and Cox and to ensure a cohesive solution to both interconnection and financing of 9-1-1 from these new technologies. All parties have agreed to committee substitutive language that is expected to be heard by the Energy and Utility Regulation Committee on February 21st.

The introduced bill requires Interconnected VoIP service providers to direct 9-1-1 calls to PSAPs through the 9-1-1 network and to remit a 50-cent E9-1-1 service fee per VoIP service user.

EMSA Moves to Combined Communications Center

Staff assisted EMSA in the move of their PSAP to Oklahoma City's combined Emergency Communications Center (ECC) February 16. With this move, Oklahoma City Police, Fire, as well as EMSA are served out of the same communications center.

Emergency Medical Dispatch (EMD)

ACOG received purchasing authorization earlier this month to begin completing the installation of software and associated network components for the online version of the national emergency medical protocol system.

There is an item on the ACOG agenda to authorize staff to execute a contract with EMSA for technical services and equipment associated with this project.

Logan County E9-1-1 Implementation

On December 13th, in addition to approving wireless E9-1-1, Logan County residents approved implementing landline E9-1-1 throughout the county. The landline budget allotted funding for 9-1-1 ACOG staff to be responsible for addressing areas of county being added to landline E9-1-1. Staff has been working with public safety officials and the County Commissioners in develop addressing schemes and emergency response boundaries. Staff has also been providing technical assistance to towns in the new coverage area to assisting them in addressing their respective communities. This project is expected to be completed by January 2007.

Homeland Security

Last week the Urban Area Security Initiative (UASI) Working Group approved a budget for the \$4.4 million in Homeland Security funds approved for the Oklahoma City metropolitan area. Much of these funds will be used for interoperable communications. The Working Group also established long term project goals, if UASI maintenance funding is made available to the region.

9-1-1 Training Institute

A two-day "Fire Communications" class was provided by 9-1-1 ACOG through The Public Safety Group at ACOG February 13-14 to 14 dispatchers from seven ACOG regional public safety answering points (PSAPs). Dispatchers from **Bethany, Del City, Edmond, Newcastle, Norman, Oklahoma County** and **Tuttle** attended this course.

The 9-1-1 Training Institute currently has an open enrollment to attend an Emergency Telecommunicator Course at ACOG the week of February 27 through March 3. Dispatchers from **Edmond, Mustang, Nichols Hills, Norman, Oklahoma County**, and **The Village** have registered to attend.

Staff and representatives from **Norman, Nichols Hills** and **Midwest City** continue to work with Erick Reynolds at Eastern Oklahoma County Technology Center on development of a class for people interested in becoming 9-1-1 dispatchers/call-takers in Central Oklahoma.