

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., JUNE 26, 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, June 29, 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 –May 25, 2006 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET (Items VI-A through VI-F)

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 board members, that item will be heard in regular order. Staff recommends that items VI-A, VI-B, VI-C, VI-D, VI-E and VI-F be placed on the agenda 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 ([Attachment VI-A](#))

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 ([Attachment VI-F](#))

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.

Action Request: Motion to authorize Executive Director to execute the 9-1-1 Service Application and Agreement with Hinton Telephone Company, subject to legal counsel approval.

VII. SELECTION OF VENDOR AND AUTHORIZATION TO EXECUTE A CONTRACT WITH AT&T FOR GIS/MAPPING DISPLAY SOFTWARE ([Attachment VII](#))

INFORMATION: In April the Board of Directors authorized staff to advertise Request for Proposal #002 for Geographical Information System (GIS) Mapping Display software

at each 9-1-1 PSAP. This is the software that will interact between the regional 9-1-1 GIS dataset and appropriately plot both wireless and landline E9-1-1 calls on maps at the 9-1-1 workstations.

Based upon a review of the qualified vendors, the GIS Map Display Selection Committee (which consisted of representatives from the 9-1-1 Technical Committee and staff) are recommending the 9-1-1 Board of Directors select the GeoLynx product developed by GeoComm and being offered by AT&T. The committee also recommended that the 9-1-1 Board authorize the Executive Director to negotiate and execute a contract for these products and services.

Action Requested: 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.

In the event a mutually agreeable contract cannot be met, the Board further authorizes staff to initiate negotiations with the alternate vendor/product (Plant CML's Map Star) not to exceed the same amount. All negotiations and agreements are subject to legal counsel approval.

VIII. 9-1-1 WORK PROGRAM AND BUDGET ([Attachment VIII](#))

INFORMATION: The work efforts and revenues necessary to accomplish the continued operation of the Enhanced 9-1-1 system are described in the ACOG Work Program and Budget per Attachment VII. The path to the complete ACOG budget available on line is: <http://acogok.org/Newsroom/Downloads06/budget07.pdf>

Action Requested: Motion to approve 9-1-1 Work Program and Budget for FY 2006-2007.

IX. ELECTION OF OFFICERS ([Attachment IX](#))

INFORMATION: The Nominations Committee met in May to consider nominations for the 9-1-1 Board of Directors officers. Their recommendations are reported in Attachment VIII.

Action Requested: Motion to approve the Nominations Committee's recommendation for the officers of the 9-1-1 Association for FY 2006-2007.

X. RESOLUTION – BANKING SIGNATURES ([Attachment X](#))

INFORMATION: With the election of new officers of the 9-1-1 Board of Directors, it is necessary to approve the attached official custodians' resolution authorizing 9-1-1 ACOG's current signatories to conduct business with 9-1-1 ACOG financial institutions.

Action Requested: Motion to approve the attached official custodian's resolution for FY 2006-2007.

XI. 9-1-1 SERVICE FEE RESOLUTION/ORDINANCE ([Attachment XI](#))

INFORMATION: A memo will be mailed to each 9-1-1 member entity for notification that each city council/board of trustees or County Commissioner will need to give immediate consideration to enactment of a resolution/ordinance relating to the 9-1-1 service fee for calendar year 2007.

Action Requested: Concurrence with attached memo and example Resolution/Ordinance establishing the 9-1-1 service fee rate for calendar year 2007.

XII. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) COMPLIANCE – GRANT ELIGIBILITY ([Attachment XII](#))

INFORMATION: The Oklahoma Office of Homeland Security has asked the regional councils of governments for assistance in making sure their agencies and communities meet NIMS compliance guidelines by September 30, 2006 in order for them to be eligible for federal preparedness funding in FY 2007. ACOG will be providing technical support and assistance to our communities to ensure they meet this deadline.

Action Requested: None, for information only.

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

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

Action Requested: None, for information only.

XIV. NEW BUSINESS

XV. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
May 25, 2006**

The fourth 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., May 25, 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. Ken Bartlett, Councilmember, Del City
Hon. Saundra Naifeh, Mayor, Edmond
Hon. Jon Gumerson, 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. Kathy Walker, Councilmember, Nichols Hills
Hon. David Hopper, Councilmember, Norman
Hon. John Brown, Councilmember, Piedmont
Hon. Mark Sharpton, Commissioner, Logan County
Hon. Stan Inman, Commissioner, Oklahoma County

MEMBERS ABSENT

Hon. Bryan Taylor, Mayor, Bethany
Hon. Dave Howe, Councilmember, Choctaw
Hon. Julie Rozsypal, Councilmember, El Reno
Hon. Lewis Pringle, Trustee, Forest Park
Hon. Jim Dickinson, Vice-Mayor, Harrah
Hon. Gary Johnston, Mayor, Lake Aluma
Hon. Mark Easton, Councilmember, Lexington
Hon. Wes Wilson, Councilmember, Newcastle

MEMBERS ABSENT (continued)

Hon. James Pumphrey, Councilmember, Nicoma Park
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
No Designee, Valley Brook
Hon. Scott Symes, Mayor, The Village
Hon. Jeff Martinez, Councilmember, Warr Acres
Hon. Jim Gilbert, Mayor, Woodlawn Park
Hon. Bob Bradway, Councilmember, Yukon
Hon. Bill Graves, Commissioner, Cleveland County

GUESTS

Bill Knox, Town of Harrah
Mary Murphey, Logan County Commissioners' Office
Joe R. Blough, Oklahoma County District 1
Craig Wallace, Oklahoma County District 1
Mike Fina, Councilmember, Piedmont
George Fina, former Councilmember, Piedmont
Leslie Owens, former Councilmember, Warr Acres
Phil Owens, Private Citizen, Warr Acres
Willa Johnson, Councilmember, City of Oklahoma City
Ronnie Freeman, SBC/AT&T
Randy Rable, GeoComm

STAFF

Zach Taylor, Executive Director
Jane Sutter, Division Director, Intergovernmental Services
Stephen M. Willoughby, E9-1-1 & Public Safety Programs Director
Debbie Cook, CPA, 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
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 Joe Blough and Craig Wallace, Oklahoma County District 1; Ronnie Freeman, AT&T; Mary Murphey, Logan County Commissioners' Office; Randy Rable, GeoComm; Bill Knox, Town of Harrah; and Mike Fina, new councilmember at Piedmont.

III. APPROVAL OF MINUTES – April 27, 2006

Director Mark Sharpton, Logan County, made a motion to approve the minutes of the April 27, 2006 meeting. Director James Woodard, Arcadia, seconded the motion. The motion carried the following votes:

AYE: Woodard, Naifeh, Gumerson, Poland, Graham, Joyner, McMillan, Bryan, Hopper, Brown, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

None

Director's Report:

Executive Director Zach Taylor said that the Geographical Information System (GIS) development for the wireless and wireline 9-1-1 system is proceeding well. He commended staff on their outstanding efforts to reach the achievements to date. He said staff also is working with the city of Shawnee and Pottawatomie County as well as others in the COEDD area to help them to initiate a 9-1-1 system.

Mr. Taylor reported that staff attended the Governor's Pandemic Summit on May 18th. He said the Oklahoma City-County Health Department will be conducting a Pandemic Summit in August. They are interested in organizing a focus group with local officials related to pandemics and bird flu. Mr. Taylor said if any board member is interested in being included in a focus group, that they should advise him of their desire to participate.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – MAY CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$88,856.37 for the month of May. 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 May claims against the Association.

Executive Zach Taylor reported that claims are presented as budgeted for the month of May and found to be in order and proper as to form, and are recommended for payment.

Director Mark Sharpton made a motion to accept the finance report and to approve payment of the May claims in the amount of \$88,856.37. Director John Brown, Piedmont, seconded the motion. The motion carried the following votes:

AYE: Woodard, Naifeh, Gumerson, Poland, Graham, Joyner, McMillan, Bryan, Hopper, Brown, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

VII. PROPOSED FY 2005-2006 BUDGET AMENDMENT

Executive Director Zach Taylor explained that 9-1-1 ACOG is well into its 2005-2006 fiscal year, and staff proposes to amend the budget to more closely reflect estimated revenues and expenditures and reflect Board actions taken throughout the fiscal year.

Director Mark Sharpton made a motion to approve the recommended budget amendment. Director John Brown seconded the motion.

The motion carried the following votes:

AYE: Woodard, Naifeh, Gumerson, Poland, Graham, Joyner, McMillan,
Bryan, Hopper, Brown, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

VIII. 9-1-1 SYSTEM UPGRADE MIGRATION

Stephen Willoughby said that 9-1-1 ACOG is quickly moving toward wireless Phase II capabilities. We continue our aggressive schedule of having all the necessary projects completed for delivery of location information on wireless calls in the first half of 2007.

Warranty and maintenance agreements on both equipment and software for the existing 9-1-1 equipment expire December 16th of this year. We had originally budgeted for complete replacement of the 9-1-1 PSAP equipment, totaling \$2 million dollars, if the elections conducted this last December were successful – which they were.

The existing software that we use to operate our 9-1-1 system is currently stable. Our 9-1-1 PSAP managers agree with this assessment and have further requested that this element of the system upgrade not occur at this time. The reasoning is that all of the more than 200 9-1-1 call-takers in the region are already trained and are familiar with the existing system. With all the additional technological changes that will be occurring at the PSAP for implementation of Wireless 9-1-1, it is desirable to keep the 9-1-1 answering software the same, at least for now.

Therefore, staff requested AT&T provide cost information associated with extending the warranty and maintenance of the existing TCI 9-1-1 operating software for one-year.

However, we still must deal with the obsolescence of the existing workstation hardware, which expires in December, as well. It is at capacity and is five years old. There are no more available resources in the existing workstations to house the map display software needed to plot 9-1-1 calls.

Therefore, staff consulted with TCI, the software vendor, and Priority Dispatch, the Emergency Medical Dispatch software provider, and AT&T on current and future specification needed for these workstations. Staff then visited with other technical experts on specifications that would be needed for the additional mapping display software.

Based upon these discussions, staff approached AT&T with highly detailed specifications for 9-1-1 workstations that are graphics intense (for mapping) as well as have the ability to be forward compatible to help ensure a lifetime of at least three years of operation in a 24/7 9-1-1 application.

Due to complexity of the integration of these multiple elements staff believes it is important that we continue the end-to-end relationship we have had for over 17 years with AT&T. This end-to-end relationship ensures full compatibility of all of these elements and helps avoid finger pointing while resolving any technical issues on this life-saving system.

AT&T has quoted these products and services, which is outlined in Attachment 7. The total of this migration path is \$568,000.

Therefore, staff is requesting the 9-1-1 Board of Directors designate AT&T as the sole source provider of new workstation hardware and associated maintenance and software. In addition, the Board was asked to authorize the Executive Director to execute a contract with AT&T to procure new 9-1-1 workstations, and extend maintenance and warranty on the associated hardware, as well as secure appropriate capital financing, not to exceed \$567,907.20, subject to legal counsel approval.

Mr. Taylor explained that the element we are dealing with today is in regards to the CPU, there will be other elements that deal with the switch and the telephones at each one of our PSAPs in a later stage of upgrades. He said the 9-1-1 environment is changing and may evolve to a privately operated Internet to run the 9-1-1 system, which would require other modifications.

Mr. Taylor said this deferral also supports allowing that new approach to 9-1-1 to mature for a while without us becoming part of a laboratory test.

Mr. Taylor said historically we could buy equipment, warranty and keep it evergreen for a 10-year period of time. That is no longer possible. He said AT&T offerings appear to be on about a three-year basis for CPUs.

Mr. Taylor said there are different components of the 9-1-1 system that are going to have a different lifespan than five or 10 years, and it may be that the phone switch will last five or more years, and the CPUs last two and three years.

Director Sandra Naifeh, Edmond, asked that since designating AT&T as a sole source contract, are there no other vendors that can provide this service? Mr. Willoughby answered that staff is unaware of any vendor capable at this time of providing all of the complex components associated with an end-to-end service, such as ours.

Director John Brown made a motion to designate AT&T as the sole source provider of new workstation hardware and associated maintenance and software. In addition, the motion would authorize the executive director to execute a contract with AT&T to procure new 9-1-1 workstations, and extend maintenance and warranty on the associated software and hardware, not to exceed \$567,907.20, subject to legal counsel approval. Director Jon Gumerson, Guthrie, seconded the motion. The motion carried the following votes:

AYE: Woodard, Bartlett, Naifeh, Gumerson, Poland, Graham, Joyner, McMillan, Bryan, Walker, Hopper, Brown, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

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

Randy Rable with GeoComm was present to give a status report on the wireless Phase II E9-1-1 implementation.

Mr. Rable explained that on April 20 and 21 GeoComm held a kick-off meeting with ACOG staff to establish the goals and objectives of the project.

On April 28 GeoComm was present to conduct two separate stakeholders' meetings, with communities that had GIS and another group of communities without GIS. Initial site surveys were handed out to those representatives and discussions were held about what type of data was needed to accomplish this mapping project. Some representatives completed the survey while attending the meeting and other communities submitted that information later.

Mr. Rable said GeoComm completed 34 site visits with those communities to determine exactly what type of data was available and have had follow-up e-mails and telephone conversations in order to gather this information. GeoComm staff has been analyzing all of the field data.

He said soon GeoComm will be generating final reports to show ACOG what they have gathered, what their analysis is, and determine the next step to take towards completion of the project.

He said the research and analysis documentation should be completed between May 15 and May 31, and a final format done by the first of June. They will soon after send that information to ACOG for comment around June 9th. He said modifications to that report are expected to be done June 12-14. A presentation will be made to ACOG staff on the 19th and to the 9-1-1 Technical Committee on June 20th.

He said GeoComm has been encouraged by the amount of data they have been able to collect for this sizeable project. He said they have a few communities yet to make contact, i.e., Meridian, Arcadia, Smith Village and Etowah.

X. GENERAL STATUS REPORT

Mr. Willoughby said the regional Emergency Medical Dispatch project continues to move forward. He said this system will be tested in the 9-1-1 ACOG Training PSAP to identify any compatibility issues that may need to be worked out prior to installation of the software in the other six EMD call centers. He said we anticipate having the software up and running at all of the EMD PSAPs and all related software training completed by the end of June.

During the month of June, approximately 75 call-takers and 15 supervisors will attend software training.

Mr. Willoughby explained that funding for this project is through a Homeland Security grant and administered through the Oklahoma State Health Department. Therefore, prior to the end of August all of the call-takers will have received training, a bioterrorism exercise associated with the equipment conducted, in order to fulfill grant requirements for funding.

XI. NEW BUSINESS

None

XII. ADJOURNMENT

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

AYE: Woodard, Bartlett, Naifeh, Gumerson, Poland, Graham, Joyner, McMillan, Bryan, Walker, Hopper, Brown, Hedrick, Sharpton, and Inman

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:33 p.m.

ADOPTED THIS 29TH DAY OF JUNE, 2006.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI-A

BE IT RESOLVED, that on this 29th day of June 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	\$ 81,832.56	
Development & Recruitment	353.37	
Direct Deposits to ACOG	(29.40)	
Fund balance (per amended budget)	(7,000.00)	
Legal	906.25	
Maintenance & Repair - Software	600.00	
Mileage	361.29	
Parking	186.75	
Postage	416.87	
Professional Dues	175.00	
Subcontract/Consultant	990.00	
Supplies	293.34	
Telephone	199.92	
Travel	122.22	
Xerox	415.74	
<i>Total MSAG/Education/Training</i>		\$ 79,823.91

9-1-1 Operating/Maintenance

AT&T (Network, Database & Frame Relay)	\$ 42,350.17	
AT&T (Wireless Phase 1)	4,085.51	
AT&T (UPS Maintenance)	1,213.00	
AT&T (Frame Relay to Pioneer Demark)	109.26	
AT&T (EMSA EMD Frame Relay)	378.84	
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	
Valor Telecom	72.90	
MTM Solutions, Inc.	1,260.00	
Language Line Services	386.40	
<i>Total 9-1-1 Operating/Maintenance</i>		<u>70,096.44</u>

Total June Claims**\$ 149,920.35**

ATTEST:

CHAIRMAN_____
SECRETARY-TREASURER

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

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>May 1, 2006</i>			
Cash on Deposit	\$ 58,689.05	\$ 848,723.58	\$ 907,412.63
Cash Receipts			
Fee Income	\$ 129,434.49	\$ -	\$ 129,434.49
Fee Income - Wireless Contracts	5,692.63 -		 -
Transfers of Funds	251,273.58	-	251,273.58
Interest Earned	139.26	1,273.58	1,412.84
Miscellaneous	2,561.16	-	2,561.16
Total Cash Receipts	<u>\$ 389,101.12</u>	<u>\$ 1,273.58</u>	<u>\$ 384,682.07</u>
Total Cash Available	\$ 447,790.17	\$ 849,997.16	\$ 1,292,094.70
Cash Disbursements			
Claims/Operating Expense	\$ 177,201.70	\$ -	\$ 177,201.70
9-1-1 Fund Disbursement	18,750.03	-	18,750.03
Transfers of Funds	-	251,273.58	251,273.58
Miscellaneous	2,344.23		2,344.23
Total Cash Disbursements	<u>\$ 198,295.96</u>	<u>\$ 251,273.58</u>	<u>\$ 449,569.54</u>
Ending Balance <i>May 31, 2006</i>			
Cash on Deposit	<u>\$ 249,494.21</u>	<u>\$ 598,723.58</u>	<u>\$ 848,217.79</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
MAY 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 May Disbursements	\$ 18,750.03
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ATTACHMENT VI-F



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

MEMORANDUM

DATE: June 21, 2006

TO: 9-1-1 Board of Directors

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

SUBJECT: Consulting Agreement with Mary T. Harris/MTM Solutions

INFORMATION: 9-1-1 ACOG staff recommends renewing a contract for consulting services with Mary T. Harris (formerly Mary T. Bailey)/MTM Solutions as outlined in the attached Consultant Retainer Agreement for FY2006-2007, ending June 30, 2007. The consulting services will include assistance to staff in the planning, development and implementation of enhanced wireless 9-1-1 in the region, as well as other 9-1-1 technical aspects.

Mrs. Harris is a retired SBC/Southwestern Bell 9-1-1 manager who has expertise in all facets of telecommunications as they relate to implementation of enhanced wireless 9-1-1, as well as a general understanding of public safety communications operations. Mrs. Harris has been closely involved in several implementations of enhanced wireless services in other states, and is an excellent resource for Central Oklahoma's enhanced wireless implementation.

Action Requested: Motion authorizing the Executive Director to execute a Consultant Retainer Agreement with Mary T. Harris/MTM Solutions not to exceed \$10,000 for FY2006-2007, ending June 30, 2007, subject to legal counsel approval.

CONSULTANT RETAINER AGREEMENT

This AGREEMENT, made and entered into this ___ day of June 2006, to become effective immediately, by and between the 9-1-1 Association of Central Oklahoma Governments (ACOG) and Mary T. Harris/MTM Solutions, [Consultant];

WITNESSETH:

For and in consideration of the mutual promises and covenants of the parties hereto, to be kept and performed by them, it is hereby mutually agreed as follows:

Section 1.

Consultant agrees as follows:

- (a) To consult and assist 9-1-1 ACOG staff in planning, development, and implementation of enhanced wireless 9-1-1 services to the region; and
- (b) Provide other consulting services as deemed appropriate by both parties.

Section 2.

In consideration of the performance of services by Consultant, 9-1-1 ACOG hereby covenants and agrees to compensate Consultant on a monthly basis upon presentation of Consultant's statement itemizing services and charges. The rate of compensation shall be \$60.00 per hour. Consultant shall be compensated for travel and other expenses incurred in the performance of services for 9-1-1 ACOG, compensation for travel to be at the rate paid to regular employees of 9-1-1 ACOG, and other expenses at the actual cost thereof. Consultant shall document such expenses, upon request, to the satisfaction of 9-1-1 ACOG. It is agreed that all charges resulting from this agreement including consulting fees, travel and other expenses, shall not exceed \$10,000.00 for the period ending June 30, 2007. Prior to receiving any payment or compensation under this agreement, Consultant must furnish to 9-1-1 ACOG a Certificate of Insurance from Consultant's worker's compensation insurance carrier or a Certificate of Non-Coverage as issued by the Oklahoma Department of Labor.

Section 3.

This agreement shall be in effect immediately. Either party may cancel this agreement by providing a 60-day written notice of cancellation to the other party.

IN WITNESS WHEREOF, the 9-1-1 Association of Central Oklahoma Governments has caused this Agreement to be executed on its behalf by the Executive Director of 9-1-1 ACOG, approved as to form by its attorney, pursuant to authority duly vested by its Board of Directors, and by Mary T. Harris/MTM Solutions, Consultant.

Zach D. Taylor, Executive Director
9-1-1 Association of Central Oklahoma
Governments

Mary T. Harris/MTM Solutions, Consultant

Approved as to form:

John G. Johnson, Attorney at Law

ATTACHMENT VII



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

MEMORANDUM

DATE: June 21, 2006

TO: 9-1-1 ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Selection of Vendor and Authorization to Execute a Contract with AT&T for GIS/Mapping Display Software

INFORMATION: On May 11, 2006, 9-1-1 ACOG issued a Request for Proposals (RFP#002) for 9-1-1 Geographical Information System (GIS) Mapping Display Software, with a May 31, 2006 deadline for response.

9-1-1 ACOG sought a qualified and experienced contractor to provide a GIS/Mapping Display software for the purpose of displaying the regional 9-1-1 GIS data set at our 22 PSAPs for plotting both Wireless Phase I, Phase II and landline E9-1-1 calls.

We received three proposals, two of which were deemed qualified under the addendum issued May 12, 2006, which required the proposed mapping software product/solution to be technically approved for use with the existing 9-1-1 system and software by 9-1-1 ACOG's regional 9-1-1 service provider (AT&T).

Based upon the criteria established in RFP #002, a selection committee consisting of representatives from the 9-1-1 Technical Committee and staff, reviewed, interviewed and conducted reference checks on the two qualified vendors. Based upon these evaluations, the recommendation is that the 9-1-1 Board of Directors select AT&T's proposed GeoComm/GeoLynx product/solution.

In addition, staff is recommending 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.

Action Requested: Select AT&T's 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. Contract shall not exceed \$511,176 and the Executive Director is authorized to make arrangements for appropriate financing for these products and services.

In the event a mutually agreeable contract cannot be met, the Board further authorizes staff to initiate negotiations and contract with the alternate vendor/product (PlantCML's Map Star) not to exceed the same amount. All negotiations and agreements are subject to legal counsel approval.

ATTACHMENT VIII



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

MEMORANDUM

DATE: June 21, 2006

TO: 9-1-1 ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Proposed FY 2006-2007 Annual Budget and Program of Services for the 9-1-1 Association of Central Oklahoma Governments

INFORMATION: The proposed FY 2006-2007 Annual Budget and Program of Services, as recommended by the Board of Directors' Budget Committee, are attached for your review.

Members of the Budget Committee met with staff on May 25, June 14 and June 21, 2006 to consider programmatic requirements for the agency, to provide member entity input and to prepare a budget recommendation to the Board of Directors at the regular meeting of June 29, 2006.

The budget for this 17th full 12-month period of operations of the E9-1-1 system reflects a continuing work program as outlined and approved at the initiation of the system. Continuance of our contract will fund significant additional work efforts in assigning street addresses in various portions of the E9-1-1 system area, carrying out E9-1-1 system equipment operations implementation, and supporting the 9-1-1 Training Institute. This work program directs the implementation of Phase II Enhanced Wireless 9-1-1 service for the region and extension of E9-1-1 service to the unserved areas of Logan County.

The proposed 9-1-1 department budget, as outlined in detail within the budget document, provides for the continued administration of the finances of the system, contract management with the 40 plus wireline telephone service providers, coordination with 11 wireless telephone service carriers, establishment and maintenance of the E9-1-1 system database, associated geographical information system (GIS), training of instructors and call-takers (telecommunicators), comprehensive public education program efforts to promote the proper utilization of the system (including TDD, wireless, VoIP and Language Line), and ongoing efforts for maintenance of E9-1-1 system equipment, software and management information systems.

The 9-1-1 Association Budget also provides the basis for provision for the recently approved upgrade of E9-1-1 system equipment and geographical information systems installed in FY 2007. The 9-1-1 program budget reflects the providing for call-taker training and supports the ongoing development and implementation of a Central Oklahoma Emergency Medical Dispatch (EMD) training program. Concentrated efforts are underway associated with implementation of Wireless E9-1-1 Phase II.

The Budget committee recommends, in furtherance of the Board policy, maintaining the restricted reserve fund balance, as established in fiscal year 2001, for future acquisition of E9-1-1 system improvement and data management systems. The policy goal value shall be 25 percent of the estimated cost of such systems. The Budget Committee further recommends maintaining the operating reserve established in fiscal year 2001 with a policy goal value of 33 percent of the 9-1-1 department budget (four months of operating cost). These policies accommodated the funding of a one-time special distribution of \$290,791 to member entities in FY 2000-2001. The allocation of this one-time distribution was based on then current line values. Coupled with the annual budgeted distribution of an equal amount, the total distribution to member entities for FY 2000-2001 was \$581,582. While the disbursements goal to members was set at \$200,000 per year beginning in 2002, \$272,500 will be disbursed to members for FY 2007. This is a 21 percent increase in the amount distributed during each of the previous five years.

The Budget Committee further recommends the continued efforts outlined by the Competitive Local Exchange Carrier (CLEC) Task Force of 9-1-1 ACOG staff and member entity staff to ensure the ongoing compliance by telephone service providers with E9-1-1 databases, service fee collection and remittance requirements adopted by area local governments. Staff will continue monitoring issues associated with any enhanced 9-1-1 related tariff filings.

Depreciation transfer reflects the cost recovery system for use of equipment from the various divisions of ACOG during the FY 2006-2007 budget period.

With these identified adjustments, the proposed FY 2006-2007 ACOG Budget maintains the necessary level of effort to meet the needs for certification and member expectations.

Action Requested: Motion to approve the 9-1-1 Work Program and Budget for FY 2006-2007.

9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Proposed FY 2006-2007 Budget

<u>Revenues:</u>	<u>Totals</u>
9-1-1 Fees Remitted by Wireless Telephone Companies	\$ 2,126,352
9-1-1 Fees Remitted by Landline Telephone Companies	1,528,301
Telephone Companies Administrative Fee	(73,093)
Interest Income	27,000
Contracts	36,125
Other Financing Source:	
Proceeds of Capital Leases	547,659
Total Revenues	<u><u>\$ 4,192,344</u></u>

<u>Expenditures:</u>	
Master Street Address Guide, Education & Training Charges	\$ 999,882
Capital Outlay	973,618
Telephone Companies Operating & Maintenance Charges	881,534
Debt Service - Principal	168,730
Debt Service - Interest	26,723
Maintenance, Repairs and Warranty	294,377
Training	28,352
Legal	25,000
Consultants	18,000
Insurance on Equipment	9,070
Miscellaneous	1,000
Member Revenue Return	272,500
Total Expenditures	<u><u>\$ 3,698,786</u></u>

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
9-1-1 & Public Safety	INTERGOVERNMENTAL SERVICES	FTE 9.62

Function and Organization of the 9-1-1 Association

Summary

The 9-1-1 Association is established as an intergovernmental entity, created as a legal and administrative body separate and apart from the signatory parties, which owes its existence to its membership. Said entity is known as the “9-1-1 Association of Central Oklahoma Governments” and is referred to as the 9-1-1 Association.

The 9-1-1 Association is a voluntary association with membership open to all units of general purpose local government within the ACOG region and adjacent areas in Central Oklahoma that have authorized implementation of E9-1-1 emergency communication service. Units of local government have joined the 9-1-1 Association by passage of an ordinance, resolution or otherwise pursuant to law of the local governing body seeking membership.

The 9-1-1 Association is organized to administer, contract and coordinate the implementation and operation of the Enhanced 9-1-1 emergency communication service authorized and contemplated by the Nine-One-One Emergency Number Act. The Act provides that any governing body of a public agency may contract “with any association or corporation for the administration of nine-one-one emergency communication service as provided by law.”

The 9-1-1 Association is authorized to accomplish, on behalf of its members, the maximum utilization of resources available for the emergency communication system, to the end that the greatest economies of scale and efficiency of operation will result in the best system for all members, with the least cost to the taxpayers.

The 9-1-1 Association staff was responsible for oversight of equipment installation and operation, initial database development, training and public education prior to the May 1, 1989 cutover date. Following implementation, continuing work includes management of telephone company contracts, refinement and updates to the database, training of new dispatch personnel, working with new wireline telephone companies as well as with wireless telephone companies to provide and enhance the E9-1-1 interface, ongoing public education and supervision of installed E9-1-1 Public Safety Answering Point (PSAP) equipment. It is the responsibility of staff to keep the Central Oklahoma E9-1-1 System on the forefront of technologies that impact E9-1-1. Staff also performs administrative accounting functions related to administration of the service fees levied for the system, payment for services and disbursement of funds to the membership, and audit.

A 9-1-1 Technical Committee includes representatives of the public safety agencies involved in the system has proven to be a very effective method for exchange of information and improvement in the system's efficiency. Meeting quarterly, the Technical Committee provides an ongoing means to facilitate working together as a unit. Since 2004 the 9-1-1 Technical Committee has continued to provide leadership in the implementation of the Regional Emergency Medical Dispatch (EMD) program, as well.

The 9-1-1 ACOG Training Institute, the training arm of the Association, was organized to provide further training opportunities for regional call-takers. Since 1994, this Training Institute has provided national certification to nearly 345 call-takers in Central Oklahoma. The Institute held two 40-hour Emergency Telecommunicator Courses during FY 2006. Over 65 percent of the region's current call-takers have received national certification through this training initiative.

The 9-1-1 ACOG Training Institute also enhanced its continuing education to regional call-takers in FY 2006 by offering courses in critical incident management, communications center supervisor, communications training officer, and fire communications.

In FY 2006, 9-1-1 ACOG continued its efforts toward public safety systems that would prevent the need for E9-1-1 calls, including maintenance of the Operation FireSAFE program. In FY 2006, Operation FireSAFE provided intervention to 109 juvenile firesetters and their families, continuing the steady decline of child-set fires in the region.

The 9-1-1 Association continues public education efforts to inform the public on the proper use of E9-1-1. In FY 2006, 9-1-1 ACOG distributed over 10,900 pieces of public education material in Central Oklahoma.

AT&T and the 9-1-1 Association staff mutually monitor a set of operational standards that outline the customer's expectations regarding level of service for the system and methods for measuring that level of service on a regular basis.

In FY 2006 the 9-1-1 Association staff implemented Phase I enhanced 9-1-1 wireless services in the ACOG region. This involved working with six wireless telecommunications companies to ensure proper routing of each cell sector for every wireless tower based on the direction and propagation of their routing maps. More than 1,500 cell sectors have been assigned.

During FY 2006, 9-1-1 Association staff assigned approximately 2,000 addresses to residents of rural areas of Logan, Cleveland and Canadian Counties. In addition, staff resolved nearly 750 database trouble reports. 9-1-1 database audits revealed a 97 percent reliability of 9-1-1 data, exceeding the national standards of 95 percent integrity.

During FY 2006, over 2,000 maps were distributed to local emergency responders to provide more timely response to E9-1-1 calls.

In FY 2006 the 9-1-1 Association's 22 Public Safety Answering Points serving the 50 member communities in Central Oklahoma handled over 292,000 E9-1-1 calls. Over 50 percent of these calls were made from callers using wireless devices.

In FY 2006 the 9-1-1 Association was able to coordinate simultaneous Wireless E9-1-1 elections among the six counties within the Association's 9-1-1 service area. This led to a nearly 80 percent positive vote throughout the region to improve E9-1-1 service to wireless phone users.

As a result of the successful December 13, 2006 elections, the 9-1-1 Association contracted with GeoComm, Inc. to develop a region 9-1-1 Geographical Information System map for displaying both landline and wireless E9-1-1 calls.

Goals

- To ensure that administration of the E9-1-1 service fees is managed legally and appropriately and as per the policies of the 9-1-1 Association Board, including preparation and administration of the budget, payment of telephone company charges, remittance of fees to members and audit.
- To ensure the provisions of proper training of local agency personnel regarding the E9-1-1 system and associated equipment.

- To provide professional development training and national certification of call-takers and supervisory professionals through the 9-1-1 ACOG Training Institute.
- To administer the 9-1-1 Association's business with the six Incumbent Local Exchange Carriers (ILECs) and 29 Competitive Local Exchange Companies (CLECs) and act as a business agent for the members who collectively represent one telephone company customer.
- To continue development of a comprehensive telephone company database that will provide storage for all data on contract administration and remittance collection.
- To refine and maintain an updated database that drives the system's routing of calls and information received by the various Public Safety Answering Points and to find other ways data can be useful in local efforts.
- To approve and assign Emergency Service Numbers (ESNs) for new wireless towers and continue maintenance of the current wireless database.
- To improve methodologies and technologies for handling 9-1-1 calls made from wireless phones.
- To ensure that the system's Master Street Address Guide (MSAG) is updated by verification from each member entity.
- To ensure that the public is informed of the E9-1-1 service and its benefits through proper use.
- To work with other E9-1-1 systems in Oklahoma and the United States to share ideas and work together toward public understanding and use of 9-1-1.
- To investigate areas of possible system improvements including technological advances or possible service area boundary expansions.
- To support various metro-wide public safety initiatives such as the metro-area Operation FireSAFE.

- To continue studying the feasibility of adding communities and county areas to the system and work to accomplish that goal when appropriate.
- To develop a regional work program in conjunction with the City of Oklahoma City to continue implementation of Phase I enhanced wireless services and begin progress towards Phase II implementation. Plans include sharing geographical information and other agreed services for the most effective and efficient implementation.
- To coordinate with Oklahoma City and surrounding counties in conducting successful elections to approve a 50-cent monthly 9-1-1 subscriber fee in accordance to the Oklahoma Wireless 9-1-1 Emergency Number Act.
- To continue to foster the implementation and progress of the regional Emergency Medical Dispatch (EMD) initiative, including testing, installation and training on quality assurance.
- To complete development of a regional 9-1-1 GIS/Mapping Data system and appropriate software to display this map at the 22 PSAPs for both landline and wireless E9-1-1 calls.

Objectives

- (1) To provide administrative and accounting functions related to collection and disbursement of E9-1-1 service fees, and auditing of those funds, per applicable state laws and relevant local government ordinances and resolutions.
- (2) To train area managers and call-takers in efficient use of new equipment, including methods for using individualized customer records and developing statistical reporting packages.
- (3) To conduct and provide materials and staff assistance for the 9-1-1 Association Board of Directors' monthly meetings and 9-1-1 Technical Committee quarterly meetings.
- (4) To communicate with area call-takers through quarterly publication of *9-1-1 Dispatch*, a newsletter that will provide them information about system updates, processes, etc.
- (5) To arrange for training of call-taker personnel from 9-1-1 ACOG PSAPs, as well as continuing education courses and seminars.

- (6) To manage contracts and communications with telephone companies regarding database errors, omissions or revisions and equipment problems.
- (7) To work with AT&T representatives in maintaining expected levels of services as outlined in Operation Standards.
- (8) To work with Voice over Internet Protocol (VoIP) telephony service providers and other technology service providers to provide the necessary routing and caller information associated with callers utilizing VoIP or other technologies to access 9-1-1. This involves planning and preparations for system design and financing to ensure the integrity of 9-1-1 system.
- (9) To handle routine database change requests, refinements and improvements.
- (10) To request validation of the Master Street Address Guide from each member entity.
- (11) To coordinate with member entities to aid in the development and maintenance of a regional GIS/9-1-1 Mapping Data system.
- (12) To conduct public education programs to include distribution of brochures, coloring books, press releases, group presentations and so forth.
- (13) To investigate and evaluate areas of possible system improvement through communications with various product vendors, trade association conferences and communications with members.
- (14) Through a 9-1-1 Public Education Subcommittee and use of the ACOG web site, increase the public's knowledge of how to properly use 9-1-1.
- (15) Facilitate implementation of professional emergency medical dispatch throughout the region.
- (16) To develop the expertise and procedures to ensure the utmost integrity of the first true regional GIS data set.

PUBLIC SAFETY PROGRAMS

Summary of Program

To work in tandem with the 9-1-1 Program in enhancing emergency services throughout the region.

In FY 04 ACOG obtained a Federal Health Resource and Service Administration (HRSA) grant to fund a software version of the Priority Dispatch Emergency Medical Dispatch (EMD) protocol, quality assurance, associated training and administrative expenses.

In FY 07 this software will be placed into service with the existing 9-1-1 ACOG answering equipment housed at agencies trained in EMD to fully integrate emergency medical dispatching services and quality assurance elements.

Since FY 06 ACOG has administrated a State Health Department grant program that distributes Automatic External Defibrillators (AEDs) to rural communities in Central Oklahoma. ACOG has distributed nearly 50 AED units since this program's inception.

In FY 06 ACOG participated in both regional Homeland Security councils that serve the region and facilitated joint planning between the two councils.

In FY 06 the Oklahoma Office of Homeland Security and the designated core communities of the Urban Area Security Initiative (UASI) contracted with ACOG to administer this \$2.2 million Homeland Security grant program which provides valuable tools and assets to respond to Homeland Security Incidents.

Also in FY 06, the Oklahoma Office of Homeland Security contracted with ACOG to coordinate compliance of its respective communities in the National Incident Management System (NIMS). This certification is a necessity for communities to be eligible for future Homeland Security funding.

Goals

- To coordinate and support regional approaches of providing public safety services throughout the region.

- To continue to participate in regional Homeland Security activities such as the Regional Councils and related working groups on behalf of and in support of the membership.
- To complete the implementation of the technical and training enhancements to the Regional Emergency Medical Dispatch (EMD) program.

Objectives

- (1) Coordinate and facilitate communications among member communities for cohesive regional approaches to public safety issues.
- (2) Administer grant funds to assist regional public safety agencies to effectively and efficiently respond to emergencies and save lives and property.
- (3) Participate in regional Homeland Security planning and training activities.
- (4) Continue to assist the Association's members with implementation of the regional Emergency Medical Dispatch (EMD) Initiative.
- (5) Assist the ACOG members to comply with the National Incident Management System.

ATTACHMENT IX



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

MEMORANDUM

DATE: June 21, 2006

TO: 9-1-1 Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Election of Officers for the 9-1-1 Board of Directors

INFORMATION : The Nominations Committee met in May to consider nominations of the 9-1-1 Association Board of Directors officers of Chairman, Vice-Chairman and Secretary-Treasurer for FY 2006-2007. It was recommended by the committee that the following nominations for the coming term be considered.

Chairman:	Grant Hedrick, Commissioner, Canadian County
Vice-Chairman:	David Hopper, Councilmember, Norman
Secretary-Treasurer:	Dave Howe, Councilmember, Choctaw

The Nominations Committee also recommends that the following nominations for the Firesafe Foundation, Inc. Board members be considered:

Charles Joyner, Councilmember, Midwest City
George Fina, former Mayor of Piedmont
Will Johnson, Councilmember, City of Oklahoma City

Action Requested: Consider motion to approve the recommendation of the Nominations Committee for the election of officer of the 9-1-1 Board of Directors for FY 2006-2007 and election of Firesafe Foundation, Inc. Board members.

ATTACHMENT X



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

MEMORANDUM

DATE: June 21, 2006

TO: 9-1-1 Board of Directors

FROM: Debbie Cook, CPA, Director of Finance

SUBJECT: Resolution – Banking Signatures

INFORMATION: With the election of officers at our June meeting, it is necessary to approve the attached official custodian's resolution authorizing 9-1-1 ACOG's current signatories to conduct business with 9-1-1 ACOG's financial institutions.

Action Requested: Motion to approve the attached official custodian's resolution for FY 2006-2007.

DC/ajk

RESOLUTION

THE BOARD OF DIRECTORS OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
21 E. MAIN STREET, SUITE 100
OKLAHOMA CITY, OKLAHOMA 73104-2405

Be it resolved that

Grant Hedrick, Chairman

David Hopper, Vice-Chairman

Dave Howe, Secretary-Treasurer

Zach D. Taylor, Executive Director

Jane E. Sutter, Division Director

of this Association whose signature(s) appear(s) above are appointed as official custodians of the Association's funds. They have plenary authority, including control, over funds owned by the Association. Control includes possession, as well as the authority to establish accounts for the funds in insured depository institutions and to make deposits, withdrawals and disbursements of such funds. Two (2) signatures shall be required on checks against the accounts. This supersedes all prior authorizations, which are hereby cancelled.

I hereby certify that the foregoing is a full, true and correct copy of a resolution adopted on June 29, 2006, by the Board of Directors of the Association of Central Oklahoma Governments and is in full force; that the signatures above are genuine and of the respective officers of said Association as designated thereon.

WITNESS my hand and seal of said 9-1-1 Association this 29th day of June 2006.

{SEAL}

SECRETARY

ATTACHMENT XI



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

MEMORANDUM

DATE: June 21, 2006

TO: 9-1-1 Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: 9-1-1 Service Fee Resolution for Consideration by Council/Board of Trustees or County Commission

Your City Council/Board of Trustees or County Commission will need to give immediate consideration to the attached resolution/ordinance relating to providing 9-1-1 service during calendar year 2007. The resolution pertains to establishment of the 9-1-1 service fee rate to be collected through the landline (traditional) telephone bills for the calendar year 2007. Fees collected by wireless phone companies are established under a separate statute and are not covered by this resolution/ordinance.

To enable collection of the locally authorized service fee on landline telephone bills to pay for E9-1-1 service, each local government must approve a resolution/ordinance, on an annual basis, setting the actual fee *and* through 9-1-1 ACOG, notify the appropriate ILEC or CLEC telephone companies by September 1, 2006.

It is staff's determination, based on expense and line figures ascertained to date, that three percent will be needed to pay for the overall system cost during the calendar year of 2007, with the exception of parts of Canadian County, Okarche, El Reno and the new area of Logan County who will pay a fee of five percent of tariff rate for telephone service to support the emergency telephone service for those areas.

Please mail a signed copy of your approved resolution before August 1 to: 9-1-1 Association of Central Oklahoma Governments, 21 East Main, Suite 100, Oklahoma City, Oklahoma, 73104. If you have any questions, please contact **Anita Kroth, 234-2264**.

RESOLUTION/ORDINANCE
A RESOLUTION/ORDINANCE OF THE
COUNCIL/TRUSTEES/COMMISSIONERS OF THE
CITY/TOWN/COUNTY OF _____
ESTABLISHING THE NINE-ONE-ONE EMERGENCY
TELEPHONE FEE RATE FOR CALENDAR YEAR 2007

WHEREAS, the voters and/or governing body of the city/town/county have approved the acquisition and operation of an emergency telephone service, together with the levy or imposition of user fee/tax for such service; and

WHEREAS, said approving authority, service and fee are authorized pursuant to the Nine-One-One Emergency Act, 63 O.S. Supp., 1987, §2811 et seq., as amended.

NOW THEREFORE BE IT RESOLVED by the Council/Trustee/Commissioners of the City/Town/County of _____ that it does, hereby establish the rate for the Nine-One-One Emergency Telephone Service fee for the calendar year 2007 at three percent of the recurring charges as designated by the tariff for exchange telephone service or its equivalent within said city/town/county in accordance with said Act beginning January 1, 2007.

Mayor/Chairman

ATTEST:

City/Town/County Clerk

For Canadian County, Okarche, El Reno and Logan County only

RESOLUTION/ORDINANCE
A RESOLUTION/ORDINANCE OF THE
COUNCIL/TRUSTEES/COMMISSIONERS OF THE
CITY/TOWN/COUNTY OF _____
ESTABLISHING THE NINE-ONE-ONE EMERGENCY
TELEPHONE FEE RATE FOR CALENDAR YEAR 2007

WHEREAS, the voters and/or governing body of the city/town/county have approved the acquisition and operation of an emergency telephone service, together with the levy or imposition of user fee/tax for such service; and

WHEREAS, said approving authority, service and fee are authorized pursuant to the Nine-One-One Emergency Act, 63 O.S. Supp., 1987, §2811 et seq., as amended.

NOW THEREFORE BE IT RESOLVED by the Council/Trustee/Commissioners of the City/Town/County of _____ that it does, hereby establish the rate for the Nine-One-One Emergency Telephone Service fee for the calendar year 2007 at five percent of the recurring charges as designated by the tariff for exchange telephone service or its equivalent within said city/town/county in accordance with said Act beginning January 1, 2007.

Mayor/Chairman

ATTEST:

City/Town/County Clerk



9-1-1 association of central oklahoma governments

ATTACHMENT XII

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: June 22, 2006

TO: 9-1-1 Board of Directors

FROM: Wendi Marcy, Special Programs Officer

SUBJECT: National Incident Management System (NIMS)
Compliance – Grant Eligibility

INFORMATION: Hurricane Katrina and Oklahoma's recent wildfire emergencies serve as reminders of how critical it is for the nation and state to approach incident management in a coordinated, consistent and efficient manner. In response to Katrina specifically, there is a national Sept. 30, 2006 deadline for communities to engage themselves in a National Incident Management System (NIMS) to remain eligible for federal disaster funding.

NIMS was created under Homeland Security Presidential Directive (HSPD) – 5 when President George W. Bush directed the Secretary of the U.S. Department of Homeland Security (DHS) 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, respond to and recover from domestic incidents regardless of cause, size or complexity. The NIMS is designed to enhance the overall management of domestic incidents by establishing a single, comprehensive system for incident and resource management and will help achieve greater cooperation among departments and agencies at all levels of government.

The NIMS is the nation's incident management system, and recent events are a reminder that full implementation of the NIMS among all jurisdictions and all levels of government must be achieved as quickly as possible. With this in mind, the Oklahoma Office of Homeland Security has been directed by DHS and Governor Brad Henry to ensure the NIMS implementation and compliance for the local, county and tribal jurisdictions as well as state agencies within the mandated time requirement. **Future federal funding will be dependent on full NIMS compliance by September 30, 2006.**

As this is a monumental task, the Oklahoma Office of Homeland Security, has contracted with regional councils of government to help Oklahoma entities meet, maintain and practice NIMS compliance. As noted above, each entity will need to be NIMS compliant to be eligible for future preparedness funds from the Department of Homeland Security.

While the deadline is rapidly approaching, it is not out of reach. Many of you may already be compliant or well on your way. ACOG can provide the necessary technical assistance needed to assist your community. Together we can make NIMS compliance a reality in the ACOG region. This will not only ensure that entities in the ACOG region are eligible for preparedness grant funding in the 2007 fiscal year, but it will ensure that should a disaster occur somewhere in the ACOG region, responders will have the leadership, training and resources they need to respond and recover from the disaster.

To get this project underway, ACOG needs a NIMS Local Point of Contact (LPOC) for each entity, as well as their contact information. The LPOC chosen will work with ACOG to coordinate activities such as training, data entry, etc. to help your community achieve compliance by September 30, 2006.

The information below will need to be completed and faxed or mailed back to ACOG by **July 7, 2006**. The sooner this information is received the sooner we can begin work with your entity to ensure compliance and federal funding eligibility.

Thank you for your timely response to this request. We look forward to hearing from you.

If you have any questions, feel free to contact me at 234-2264.

NIMS Local Point of Contact Information

Agency/Entity: _____

Agency Type (circle one) **City** **County** **Tribal** **Rural Fire** **Other:** _____

Point of Contact: NAME: _____ **TITLE:** _____

Mailing Address: _____

Office Phone Number: _____ **Fax Number:** _____

Wireless Phone or Pager Number: _____

E-Mail: _____

Prior Knowledge of NIMS? (circle one) **Significant** **Limited/general** **None**

Please fax to: Wendi Marcy, 405-234-2200 or mail to: ACOG
Wendi Marcy
21 E. Main St., Suite 100, Oklahoma City, OK
73104.



9-1-1 association of central oklahoma governments

ATTACHMENT XIII

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: June 21, 2006

TO: 9-1-1 Board of Directors

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

SUBJECT: General Status Report

Regional GIS/Map Development Project

Objective One of this project has been delivered by GeoComm and presented to staff and the 9-1-1 Technical Committee. Objective One consisted of gathering GIS data and other resources from 9-1-1 ACOG and its 50 member communities to have the data to create a regional GIS System. This objective also involved creating GIS quality standards.

Beginning the week of June 20th, GeoComm will begin Objective Two of this project which is actual development of the regional GIS map. A field data collection team has already been in the region for approximately one week gathering field data to insert into this regional map.

The next major milestone to be delivered by GeoComm is August 1st for the delivery of GIS data for Oklahoma County.

Emergency Medical Dispatch (EMD)

ACOG's regional Emergency Medical Dispatch (EMD) system is evolving from the previous card-set system to a computer-based software system. During the month of June approximately 75 call-takers and 15 supervisors attended software training. This training will ensure that once the system goes live, certified call-takers will immediately be able to use their new and much improved emergency medical dispatch system. To meet the requirements of the bioterrorism

grant, we will be conducting a regional exercise after call-takers are comfortable using their system to ensure that it functions efficiently throughout the region.

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 43-hour 9-1-1 Call-Taker Certification course will be offered at EOCTC beginning this fall. 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, and hopefully reduce turnover.