

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., MARCH 27, 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, March 30, 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 –February 23, 2006 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – MARCH CLAIMS ([Attachment VI](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$208,959.63 for the month of March. 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 March claims against the Association.

- VII. SELECTION OF VENDOR AND AUTHORIZATION TO EXECUTE A CONTRACT WITH GEOCOMM FOR GIS CONSULTING AND DEVELOPMENT SERVICES ([Attachment VII](#))

INFORMATION: In January the Board of Directors authorized staff to advertise Request for Qualifications #001 for Geographical Information System (GIS) consulting and development services. This GIS system is to be the backbone of accurate GIS data for plotting of both wireless and landline 9-1-1 calls.

Based upon this review staff is recommending the 9-1-1 Board of Directors select GeoComm and authorize the Executive Director to negotiate and execute a contract for these services.

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

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

INFORMATION: Staff will provide the Board with the current implementation status of our Wireless Phase II Enhanced 9-1-1 project.

Action Requested: None, for information only.

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

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

Action Requested: None, for information only.

X. NEW BUSINESS

XI. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
February 23, 2006**

The second meeting of the calendar year 2006 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:06 p.m., February 23, 2006 in the Conference Room, 21 E. Main, Suite 100, Oklahoma City, Oklahoma. This meeting was held as indicated by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG Offices, 21 E. Main, Suite 100, at least twenty-four (24) hours prior to the meeting.

PRESIDING

Hon. David Hopper, Councilmember, Norman

MEMBERS PRESENT

Hon. James Woodard, Councilmember, Arcadia
Hon. Dave Howe, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Saundra Naifeh, Mayor, Edmond
Hon. Jon Gumerson, Mayor, Guthrie
Hon. Jim Dickinson, Vice-Mayor, Harrah
Hon. Margaret Graham, Trustee, Luther
Hon. Charles Joyner, Councilmember, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. James Pumphrey, Councilmember, Nicoma Park
Hon. John Brown, Councilmember, Piedmont
Hon. Jeff Davis, Councilmember, Piedmont
Hon. Scott Symes, Councilmember, The Village
Hon. Leslie Owens, Councilmember, Warr Acres
Hon. Jeff Martinez, Councilmember, Warr Acres
Hon. Mark Sharpton, Commissioner, Logan County

MEMBERS ABSENT

Hon. J. D. Johnston, Councilmember, Bethany
Hon. Debbie Harrison, Councilmember, El Reno
Hon. Lewis Pringle, Trustee, Forest Park
Hon. Matt Elerick, Councilmember, Jones City
Hon. Gary Johnston, Mayor, Lake Aluma
Hon. Mark Easton, Councilmember, Lexington

MEMBERS ABSENT (continued)

Hon. Chad McDowell, Mayor, Mustang
Hon. Wes Wilson, Councilmember, Newcastle
Hon. Carol Jones, Councilmember, Noble
Hon. Linda Daniels, Mayor, Slaughterville
Hon. Kathy Jordon, Trustee, Smith Village
Hon. Marsha Jefferson, Mayor, Spencer
Hon. Chet Curlee, Councilmember, Tuttle
Hon. Robert Greb, Mayor, Valley Brook
Hon. Jim Gilbert, Mayor, Woodlawn Park
Hon. Bob Bradway, Councilmember, Yukon
Hon. Grant Hedrick, Commissioner, Canadian County
Hon. Bill Graves, Commissioner, Cleveland County
Hon. Stan Inman, Commissioner, Oklahoma County

GUESTS

Glenn Berglan, Goldsby
Bill Knox, Town of Harrah
Joe R. Blough, Oklahoma County
Brent Hawkinson, AT&T

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

Vice-Chairman David Hopper called the meeting to order at 1:06 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Director Zach Taylor introduced Brent Hawkinson, AT&T, and Alan Stevenson, Oklahoma Department of Transportation.

III. APPROVAL OF MINUTES – January 26, 2006

Director Dave Howe, Choctaw, made a motion to approve the minutes of the January 26, 2006 meeting. Director James Pumphrey, Nicoma Park, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Gumerson, Dickinson, Graham, Joyner, McMillan, Pumphrey, Hopper, Symes, Owens, and Sharpton

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

None

Director's Report:

Executive Director Zach Taylor reported that the state legislature established, and the Governor, President Pro Tem and Speaker, appointed a 9-1-1 State Advisory Board to look at filling the gaps in the state where there is no landline or wireless 9-1-1 service. Mr. Taylor said he serves on that Advisory Board and they are working to help the state achieve comprehensive 9-1-1 services.

Mr. Taylor said staff has met with ASCOG relating to the financial aspect of wireless E9-1-1 service for Tuttle and Newcastle. Grady and McClain counties are in the ASCOG district which means that 9-1-1 ACOG must work with them in order to ensure the wireless E9-1-1 revenues for those service areas are returned back to 9-1-1 ACOG to make the improvements in the system for Tuttle and Newcastle.

Mr. Taylor announced that the 9-1-1 Saves Lives Committee campaign received a bronze Addy merit award in the local public service campaign category that recognizes the quality of TV, radio, print and outdoor branding that was done for the wireless 9-1-1 campaign.

Mr. Taylor reported that staff is working with the legislature on a bill that would include Voice over Internet Protocol (VoIP) telephony to ensure comprehensive 9-1-1 services under state law as subscribers migrate to that kind of telecommunications systems.

Representative Bill Case, who authored the wireless bill, has agreed to author this bill, and Senator Cal Hobson has agreed to be the co-author. SBC, Cox Communications and the Rural Telephone Association have each worked with 9-1-1 ACOG on drafts of the bill and all stated support of the proposed legislation.

Also, staff is working on a contractual agreement with Vonage, which is an interconnected VoIP provider.

9-1-1 ACOG has been asked by the Urban Area Security Initiative (UASI) program sponsors to administer that award program for the Central Oklahoma area. The process is ongoing and meetings are currently being held about finalizing the application. Financial staff has attended training in Washington, D.C., regarding program finances. This is a new responsibility for the Association anticipated in the FYE 06 Budget process.

Director David Hopper asked what percentage of the state is not covered by 9-1-1. Mr. Taylor said about 80%-90% of the population has wireline E9-1-1 service, however, there are 30 counties that do not have that service. There were 24 counties that voted in the December 2006 election to build out wireless and seven counties had approved it prior to then. With this strong support there are many counties now proceeding to position themselves to build it out as well.

Mr. Taylor, adding to the matter of the VoIP bill, said that the way it is proposed does not require an election at this point. There was an 88.7% favorable vote of wireline, and an 80% favor of vote of the wireless. He reported efforts are being directed to do what some other states have done in the past and that is to allow a fee to be established by local governments of the area, and include a provision that the citizenry can petition for it to be put to a vote. If this process is approved, the large expense of an election could be avoided; this appears to be the preference.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. FINANCE REPORT – FEBRUARY CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$146,972.72 for the month of February. Staff has found these claims to be in order and proper as to form, and are recommended for payment. A copy of the Claims List is included in the agenda packet.

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

Director Leslie Owens, Warr Acres, made a motion to accept the finance report and to approve payment of the February claims in the amount of \$146,972.72. Director Mark Sharpton, Logan County, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Gumerson, Dickinson, Graham, Joyner, McMillan, Pumphrey, Hopper, Brown, Symes, Owens, and Sharpton

NAY: None

ABSTAIN: None

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

Stephen Willoughby reported that staff continues to be responsive to the inquiries coming in about the 50-cent service fee.

Mr. Willoughby said that last month the Board of Directors approved of a Request for Qualifications for GIS analysis and development. Advertisement for that began February 1st and there is a deadline of March 1st. He said the first part of this project includes analysis of GIS data currently available through ACOG and its member entities. The second part 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. He said staff hopes to have a recommendation to the 9-1-1 Board of Directors at the March 30th meeting for the approval of a contract with a vendor.

Mr. Willoughby said 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 the March meeting as well to a direction for upgrade or replacement of the existing E9-1-1 equipment.

VIII. GENERAL STATUS REPORT

Stephen Willoughby reported that staff assisted EMSA Feb. 16th in the move of their 9-1-1 Secondary PSAP into Oklahoma City's combined communication center, which contains Oklahoma City police, fire and EMSA.

Mr. Willoughby reported that ACOG has received purchasing authority on its Emergency Medical Dispatch (EMD) grant which provides an electronic online version of the national emergency medical protocol system which we are installing on the 9-1-1 equipment.

The ACOG Board is expected to authorize a subcontract with EMSA for technical support and house the server at EMSA, and maintain the server.

Mr. Willoughby provided an update to the Board on the Logan County E9-1-1 implementation. He also updated the Board regarding the Urban Area Security Initiative and the 9-1-1 Training Institute's various training opportunities and developments.

IX. NEW BUSINESS

None

X. ADJOURNMENT

Vice-Chairman David Hopper called for a motion to adjourn. Director James Pumphrey made a motion to adjourn. Director Charles Joyner, Midwest City, seconded the motion. The motion carried the following votes:

AYE: Woodard, Howe, Bartlett, Naifeh, Gumerson, Dickinson, Graham, Joyner, McMillan, Walker, Pumphrey, Hopper, Brown, Symes, Owens, and Sharpton

NAY: None

ABSTAIN: None

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

ADOPTED THIS 30TH DAY OF MARCH 2006.

Chairman

Secretary-Treasurer

PAGE DOWN TO VIEW ATTACHMENT VI

BE IT RESOLVED, that on this 30th day of March 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	\$ 134,774.05	
Advertising/Public Education	20.00	
Deposit/Transfer	(6.30)	
Development & Recruitment	1,402.62	
Institute	560.00	
Legal	250.00	
Maintenance & Repair Software	165.00	
Mileage	351.21	
Parking	362.75	
Postage	367.18	
Printing	105.00	
Professional Dues	70.00	
Subcontract/Consultant	1,710.00	
Supplies	(354.24)	
Telephone	176.23	
Travel	110.52	
Xerox	385.48	
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<i>Total MSAG/Education/Training</i>		\$ 140,449.50

9-1-1 Operating/Maintenance

AT&T (Network, Database & Frame Relay)	\$ 42,295.38	
AT&T (Wireless)	4,085.51	
AT&T (UPS Maintenance)	1,213.00	
AT&T (Frame Relay to Pioneer Demark)	108.30	
Hinton Telephone Company	318.66	
Koch Financial Corporation	17,903.21	
Logix Communications	132.88	
TDS Telecom (Choctaw Service)	1,221.52	
Pioneer Telephone (Newcastle Service)	413.42	
Pioneer Telephone (Diagnostic Line)	46.01	
Pioneer Telephone (Newcastle Frame Relay)	319.39	
Valor Telecom	72.75	
Language Line Services	380.10	
	<hr/>	
<i>Total 9-1-1 Operating/Maintenance</i>		<u>68,510.13</u>

Total March Claims**\$ 208,959.63**

ATTEST:

CHAIRMAN_____
SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED FEBRUARY 28, 2006**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>February 1, 2006</i> Cash on Deposit	\$ 138,153.08	\$ 848,872.72	\$ 987,025.80
Cash Receipts			
Fee Income	\$ 127,470.22	\$ -	\$ 127,470.22
Contracts	-		-
Transfers of Funds	1,586.66		1,586.66
Interest Earned	291.87	1,586.66	1,878.53
Miscellaneous	2,127.82	-	2,127.82
Total Cash Receipts	<u>\$ 131,476.57</u>	<u>\$ 1,586.66</u>	<u>\$ 133,063.23</u>
Total Cash Available	\$ 269,629.65	\$ 850,459.38	\$ 1,120,089.03
Cash Disbursements			
Claims/Operating Expense	\$ 146,972.73	\$ -	\$ 146,972.73
9-1-1 Fund Disbursement	18,750.03	-	18,750.03
Transfers of Funds	-	1,586.66	1,586.66
Miscellaneous	21.95		21.95
Total Cash Disbursements	<u>\$ 165,744.71</u>	<u>\$ 1,586.66</u>	<u>\$ 167,331.37</u>
Ending Balance <i>February 28, 2006</i> Cash on Deposit	<u>\$ 103,884.94</u>	<u>\$ 848,872.72</u>	<u>\$ 952,757.66</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
FEBRUARY 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 February 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: March 22, 2006

TO: 9-1-1 Board of Directors

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

SUBJECT: Selection of Vendor and Authorization to Execute a Contract with GeoComm for GIS Consulting and Development Services

INFORMATION: February 1, 2006 9-1-1 ACOG issued a Request for Qualifications (RFQ#001) for 9-1-1 Geographical Information System (GIS) consulting/development services and products, with a March 1, 2006 deadline for response.

9-1-1 ACOG sought a qualified and experienced contractor to provide 9-1-1 GIS data and an enterprise GIS data management solution for the purpose of managing an E9-1-1 GIS database. This GIS project is to be in support of 22 PSAPs within a four county area and two supplemental communities within the regional 9-1-1 system. The digital maps resulting from this project will be used in PSAPs to plot Wireless Phase I, Phase II, and Wireline E9-1-1 calls.

We received four proposals, two of which were from companies who have had significant experience with large-scale, multi-jurisdictional projects, such as ours. Based upon the criteria established in RFQ #001, staff reviewed, interviewed, and conducted reference checks on the two most qualified vendors. Based upon these evaluations, the recommendation is that the 9-1-1 Board of Directors select GeoComm.

In addition, staff is further recommending the 9-1-1 Board of Directors authorize the Executive Director to initiate negotiations and execute a contract with GeoComm, not to exceed \$552,625. This amount falls within the projected budget amount for this work item. In the event a mutually agreeable contract cannot be met with GeoComm, staff recommends the 9-1-1 Board allow staff to initiate negotiations with Contact One, the alternate vendor selected.

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



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: March 22, 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

ACOG has established a special account as outlined in state statutes for wireless E9-1-1 funds being remitted by wireless carriers. Earlier this month ACOG sent a second request to the wireless carriers requesting the "annual census" which breaks down receipts per 9-1-1 entity. One wireless carrier, T-mobile, has provided this information at the time.

Geographical Information System (GIS)

Staff has spent the month of March reviewing and interviewing respondents to the GIS Consulting and Development request for qualifications. Staff's recommendation is addressed in item VII of this agenda.

9-1-1 Equipment Enhancement & Upgrades

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



9-1-1 association of central oklahoma governments

ATTACHMENT IX

Chair Grant Hedrick
Canadian County Commissioner

Vice-Chair David Hopper
Norman Councilmember

Secretary/Treasurer Dave Howe
Choctaw Councilmember

Executive Director
Zach D. Taylor

MEMORANDUM

DATE: March 22, 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 continues work with Rep. Bill Case and Sen. Cal Hobson on House Bill 2877. HB 2877 earlier this month received approval from the State House of Representatives and is currently assigned to the State Senate's Aerospace, Communications and Technology Committee. HB 2877 requires VoIP service providers interconnected to the public switched telephone network to remit a 50-cent E9-1-1 service fee per VoIP service user, if enacted by city ordinance and county resolution. AT&T and Cox have worked with 9-1-1 ACOG and the authors and are supportive of the bill's current language.

Emergency Medical Dispatch (EMD)

ACOG has entered into a contract with EMSA for technical services and equipment associated with this project. Staff is working with EMSA to get the regional server installed so that software installation and testing can begin.

Logan County Landline E9-1-1 Expansion

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

National Training for FireSAFE Representatives

Two members of the Central Oklahoma Operation FireSAFE program, ACOG's regional juvenile fire prevention program, returned from a week-long training this month at the National Fire Academy in Emmitsburg, Md. funded by the U.S. Fire Administration. Lois Pokorny of the Oklahoma City-County Health Dept., and Tim Adams of the Oklahoma City Fire Department, came back with some good ideas for strengthening the local program. They did say, however, that Operation FireSAFE appears to have had the best results of any program in the country in terms of the minimal number of repeat offenders.

FireSAFE also recently held local training for 15 firefighters and mental health professionals.