

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, MARCH 17, 2006 IF YOU DESIRE
A SIGNLANGUAGE INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE AGENDA

10:00 a.m., March 21, 2006

Association of Central Oklahoma Governments
21 E. Main – Suite 100, Oklahoma City, Oklahoma

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. CHAIRMAN'S REPORT
- IV. APPROVAL OF MINUTES--REGULAR MEETING JANUARY 17, 2006 ([Attachment IV](#))

Action Requested: Motion to approve minutes from the January 17, 2006 meeting.

- V. COMMITTEE REPORTS ([Attachment V](#))

INFORMATION: Committee Chairpersons will lead discussions on the following committee activities.

- A. Fund Development Committee----- Glenda Vassar
- B. Program Development Committee----- Jimmy Gibson
- C. Public Education Committee----- Tim Adams
- D. Mental Health Committee ----- Lois Pokorny

Action Requested: Discussions.

- VI. TIM ADAMS & LOIS POKORNY REPORT ON FEMA TRAINING

INFORMATION: Tim and Lois were accepted for a week-long training session in Emmitsburg, Maryland on juvenile fire prevention programs. They will have just returned prior to this meeting and will brief the committee on lessons learned.

Action Requested: For information and discussion.

- VII. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

- VIII. NEW BUSINESS

- IX. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
MINUTES
January 17, 2006

The first meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:12 a.m., January 17, 2006 in the ACOG Conference Room, 21 East Main, Suite 100, Oklahoma City, Oklahoma. The meeting was held as indicated by advance notice posted at the ACOG Offices at least twenty-four (24) hours prior to the meeting.

PRESIDING

Ken Pontius, Moore Fire Department

PRESENT

Tim Wheeler, Edmond Fire Department
Kelly Lewis, Edmond Fire Department
Marie Helene Lareault, Midwest City Fire Department
Getty Williams, Newalla Fire Department
Darryl Troupe, Norman Fire Department
Tim Adams, Oklahoma City Fire Department
Jimmy Gibson, Shawnee Fire Department
Kenny Koger, Warr Acres Fire Department
Lois Pokorny, Okla. City-Co. Health Dept., Child Guidance

GUESTS

None

STAFF

Jane Sutter, Division Director
Jerry Church, Special Programs Officer
Anita Kroth, Administrative Assistant

I. CALL TO ORDER

Chairman Ken Pontius called the meeting to order at 10:12 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

Chairman Ken Pontius reported that the recent Metro Chiefs meeting held at the Red Cross office went well. He said that the FireSAFE committee team made a successful Power Point presentation to the Metro Fire Chiefs showing them slides and briefing area chiefs on what the FireSAFE program is about. He said he received feedback from his Fire Chief at Moore who said he thought the presentation was interesting and went well. He said several chiefs from other municipalities asked a lot of questions and showed great interest.

Tim Adams asked about a grant that was mentioned at Metro Chiefs by the Shawnee Fire Chief that was coming up in September. Jane Sutter asked Jimmy Gibson, Shawnee Fire Department, to investigate that possibility and report back to the group about what grant Chief Bower was referring to.

Jane Sutter said that Chief Jeff Lara, Yukon, brought up the point at the Metro Chiefs' meeting that in prior times the Metro Chiefs Association has made contributions to the Operation FireSAFE program, and he said he would bring it up to them at their next meeting.

Getty Williams reminded the group that another contact for requesting contributions is the Central Rural Electric Co Op (CREC). He said they make contributions to the Newalla Fire Department quite frequently. Chairman Pontius recommended that a member of the Fund Development Committee follow-up on that initiative.

IV. APPROVAL OF MINUTES – REGULAR MEETING NOVEMBER 15, 2005

Marie Helene-Lareault, Midwest City, made a motion to accept the minutes of the November 15, 2005 regular meeting. Tim Adams, City of Oklahoma City, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development - Chairman Pontius said since Glenda Vassar, Chair of the Fund Development Committee is on maternity leave and unavailable, that Jim Hock, member of that committee, contact someone at the CREC about what information we would need to have in order to apply for a donation.

Jane Sutter said Jim could contact Lynn Jarrett, Newalla Fire Department, who has previously indicated that she has a contact with the CREC group, and who we could ask to check into that funding possibility.

Jane said we also need to make plans on how to expend the State Farm Insurance funds donated to the program since previous plans to send Lois Pokorny to training did not come to fruition.

Program Development – Chairman Pontius thanked the Program Development committee for their work in developing the Operation FireSAFE program Power Point presentation, which is much needed to present the program to the area fire departments' line personnel.

Chairman Pontius remarked that he would like to hold a class for the line personnel at the Moore Fire Department and have that presentation made to them. Jimmy Gibson said that is the original intent for the development of the presentation to be used to address any needs that any of the area fire departments might have regarding this program.

Jimmy said it is in the plan to schedule presentations at all fire departments. He said if someone wants it shown at their own department, FireSAFE personnel from another department can go make the presentation. It might take three consecutive days to cover all personnel shifts.

Public Education Committee – Tim Adams, Oklahoma City, reported that in April there will be a public education release shown on Public Access Radio Channel 20 for the entire month. He said it is a 15/20 minute spot.

Chairman Pontius asked the group to get with their department training officer to schedule a time for a Power Point training class to their line personnel sometime over this next year.

He also suggested that someone who attends the Metro Fire Chiefs' monthly meetings bring it up as a follow-up to the presentation made at the last meeting and ask how many chiefs would like to have representatives from FireSAFE to come to their departments and present a brief training class to their lower level personnel. Jane said she could do that since she attends those meetings.

Tim suggested that the group ask Pat Damron to give a class as well because she has in the past been able to get classes CLEET certified.

Mental Health Committee – Jane talked to the group about scheduling an Interviewer Training class. The group agreed to have the class at ACOG on February 24th. Jane made it clear that those attending the February class would probably not be CLEET certified since we have not arranged for that at this time.

Tim Adams asked about having a program evaluation done by professional analyst. Jane recalled that the program was last officially evaluated in 1992. Various options for external evaluations were discussed.

VI. STATE FARM GRANT FUNDS

Tim mentioned that we have the \$2,000 donated by State Farm which was marked for training for Lois to attend training in Massachusetts.

Tim said it might be possible to use those funds toward the program evaluation process since the likeliness is not real to use for Lois's training. Tim and Lois both have been accepted to attend FEMA training in March. Jane suggested that we wait on deciding about spending the money until we see what they learn and bring back to the group.

Tim said he expects changes in FEMA's standards. He said FEMA requires that programs be adapted to meet FEMA standards. Tim said he expects that changes will be necessary to the FireSAFE program manual. He said he does not recommend that we rebuild a manual in it's previous form. The mailing charges alone are exorbitant. Tim recommended that the format for the manual be changed to an electronic format. He said future access to any of our equipment will be electronic. Tim recommended that some of the State Farm donation money be used to update the FireSAFE program manual into an electronic file. Tim also suggested that we transfer VHS materials over to DVD format.

Tim also recommended further expenditure is made to purchase DVD materials. Tim said The Idea Bank has a package that provides three DVDs and the interactive package for approximately \$460. He said the City of Oklahoma City Fire Department ordered it. Once he has viewed that he said he could bring it to this committee for review.

Chairman Pontius said he would like for the committee to establish goals for the calendar year 2006. Jane suggested that we table this item until Tim and Lois return from the FEMA training. Jane recommended that once Tim and Lois report back to the Operational Committee at the March 21st meeting on what they learned from FEMA, the subcommittee groups could meet and each present specific goals for the entire group to review and decide as Operational Committee goals.

Tim suggested that the program have its own equipment to make this transition of formats so that each fire department would have access to use it. Jane Sutter said ACOG possibly could buy the equipment since this need is becoming more prevalent. Tim said it would require a VCR, and a way to digitize all of the information, and it will require a large hard drive with a DVD burner in it.

Tim said this would all run on real time so it will take a considerable amount of time to transfer the current information to DVD. Tim said the City of Oklahoma City recently purchased this equipment and the cost of the equipment was approximately \$900 including \$460 for the software. He said the VHS has to play into the computer, which takes a lot of time.

VII. OPERATION FIRESAFE PROGRAM STATISTICS

Current and updated statistics were made available in today's agenda. Each reporting agency maintains and updates statistical information on a regular basis and submits statistics monthly.

VIII. NEW BUSINESS

Jane reported that while recently talking to Kelly Dunkerley with State Farm about funding issues, Marie mentioned funding for the Risk Watch program. Mr. Dunkerley expressed a great interest in funding going toward that program for the FireSAFE fire departments.

Jane asked the group how many departments operate a Risk Watch program. Oklahoma City, Moore, Edmond and Midwest City responded affirmatively. Marie said a problem exists with funds to pay for printing costs the teachers at the public schools encounter when it comes to making enough Risk Watch materials.

Jane said she and Marie will work further on this issue and consult with SAFE KIDS as well about funding to pay for the printing costs of materials. Tim suggested asking Lowe's Hardware and Wal-Mart about covering these costs.

Tim Adams encouraged every department to get involved with the matching program regarding smoke detectors. When a department purchases a smoke detector through that program they receive a matching detector free.

It was mentioned that the Oklahoma State Department of Health gives away free smoke detectors. He said the Health Department office on the OU Health Sciences campus is the location to get them.

IX. ADJOURNMENT

Tim Adams made a motion to adjourn. Darryl Troupe, Norman, seconded the motion. The meeting was adjourned at 11:15 a.m.

**OPERATION FireSAFE
Operational Committee**

*Ken Pontius, Chairman, Moore
Darryl Troupe, Vice Chairman, Norman
Resource Person: Jane Sutter, ACOG*

**2006
Subcommittees**

Fund Development Committee

Glenda Vassar, Chair

Jim Hock, Del City
Jane Sutter, ACOG

Mental Health Committee

Lois Pokorny, Chair

Kyle Trumbly, Yukon
Debbie McCoy-Blood, Okla. City-County Health Department

Program Development

Jimmy Gibson, Chair

None

Public Education

Tim Adams, Chair

Shaum Jennings, Bethany
Darryl Troupe, Norman
Martha Collar, SAFE KIDS Coalition
Resource Person: Jerry Chuch