

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

Please remember to bring your pot-luck dish to the Thanksgiving luncheon immediately following today's Operational Committee meeting. E-mail your plans to Anita at [akroth@acogok.org](mailto:akroth@acogok.org)

OPERATION FIRESAFE OPERATIONAL COMMITTEE  
& BURN PREVENTION COMMITTEE AGENDA  
**10:00 a.m., November 21, 2006**  
Association of Central Oklahoma Governments  
21 E. Main – Suite 100, Oklahoma City, Oklahoma

**NOTICE: There will be a Public Education Committee Meeting at 9:00 a.m.**

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. CHAIRMAN'S REPORT
- IV. APPROVAL OF MINUTES--REGULAR MEETING SEPTEMBER 19, 2006 ([Attachment IV](#))

**Action Requested:** Motion to approve minutes from the September 19, 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. NY FIRE PRESENTATION BRIEFING

**INFORMATION:** Jerry Lojka, Midwest City Fire Department, was recently invited to speak on behalf of Operation FireSAFE at the New York State Juvenile Fire Seminar. Jerry will brief the committee on his experience and lessons learned.

**Action Requested:** None, for information only.

VII. OPERATION FIRESAFE PROGRAM STATISTICS

**Action Requested:** For information and discussion.

VIII. NEW BUSINESS

IX. ADJOURNMENT

**OPERATION FIRESAFE OPERATIONAL COMMITTEE  
& BURN PREVENTION COMMITTEE  
MINUTES  
September 19, 2006**

The fifth meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:08 a.m., September 19, 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, Chairman, Moore Fire Department

**PRESENT**

Doug MacWilliams, Deer Creek Fire Protection  
Mike Best, Deer Creek Fire Protection  
Graig Martin, Deer Creek Fire Protection  
Jim Hock, Del City Fire Department  
Jeff Keester, Del City Fire Department  
Kelly Lewis, Edmond Fire Department  
Jerry Lojka, Midwest City Fire Department  
Casey Hoeflein, Midwest City Fire Department  
Getty Williams, Newalla Fire Department  
Darryl Troupe, Norman Fire Department  
Dean Green, Norman Fire Department  
Jeramie Simpson, Warr Acres Fire Department  
Lois Pokorny, Okla. City-Co. Health Dept., Child Guidance

**GUESTS**

Susan Chavez, American Red Cross

**STAFF**

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

I. CALL TO ORDER

Jane Sutter, ACOG called the meeting to order at 10:08 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

Chairman Ken Pontius had no information to report to the group.

Jane Sutter reported that Martha Collar, SAFE KIDS Coalition, remains ill from Lukemia. She is expecting to have a bone marrow transplant within the next three weeks and will be isolated for an extended period of time. Jane passed around a card for everyone to sign to send their greetings and well wishes for her recovery.

Jane reported that Chief Keith Bryan from the Nichols Hill Fire Department shared information with us that he is one of two chiefs (Robert Doke, State Fire Marshal, is the other) who have been invited to attend a special training related to Homeland Security called the "All-ways Fire Safe at Home Conference," best practices in fire and life saving education, sponsored by the Home Safety Council. Chief Bryan expects to learn information at that conference that will be relative to the Operation FireSAFE program. He plans to share at the conference what the Operational Committee has done in the Operation FireSAFE program. There will be only two representatives from each state accepted to go to Washington, D.C. January 10-12. Chief Bryan wanted this group to be aware that he will remember this group and the FireSAFE program as he goes to this important conference.

Jerry Lojka, Midwest City, announced that he is scheduled to make a 1.5 hour presentation on the topic of "Coordinating Community Resources" October 23-25 in New York at the New York State Fire School. Jerry asked for a few minutes of the group's time to review and comment on the Power Point presentation that he has prepared. The committee proceeded to discuss the various elements of the presentation.

IV. APPROVAL OF MINUTES – REGULAR MEETING JULY 18, 2006

Getty Williams, Newalla, made a motion to approve the minutes from the July 18, 2006 Operational Committee meeting. Darryl Troupe, Norman, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development – The chairman was not present to give a report.

Program Development – The chairman was not present to give a report.

Public Education Committee – The chairman was not present to give a report.

Mental Health Committee – Lois Pokorny, Chair, reported that six fire service personnel attended the Basic Interviewer training session held at Association of Central Oklahoma Governments on September 18. Lois said Alesha Lilly, Oklahoma City-County Health Department, Pat Damron from the Oklahoma State Department of Health and Tim Adams, Oklahoma City Fire Department, were presenters at the training session. She said it was a success.

Lois said another training session would be planned in the spring since customarily there are two held per year. Pat Damron has worked on getting these training sessions CLEET certified, and Lois said we will get an update from Pat to learn if that is possible.

Lois reported on the comparison of interview forms between the short forms and the long forms. She said the Del City Fire Department presented her with sufficient completed forms to use in the comparison process. She went through the form used in Oregon and compared the information submitted on Del City's completed forms.

Lois said as far as the form being used to determine if the reporting juvenile needs further care; those reportedly using the short form indicated about 33% needed further care; on the long form it was indicated that all needed it; and 100% on the Oregon form.

After comparison and discussion, the group was most satisfied using the long form since it produces objectivity rather than subjective conclusions.

Lois commented that the Oregon form could be used as an alternate form, but she would not recommend it.

Jim Hock said that when a child is already seeing a counselor, he gives them a packet of the FireSAFE interview form to take to their counselor to complete as well.

Lois added that when that is the case she asks the family to sign a release form enabling her to talk to that counselor.

Darryl Troupe said that particularly for new interviewers, the long form is more adequate to ensure they capture the appropriate information.

VI. FIRESAFE FOUNDATION RECOMMENDED GOALS

Jane reported that the Firesafe Foundation met July 18<sup>th</sup> and had some specific recommendations for the Operational Committee mostly related to getting the word out about the program, and getting school guidance counselors and principals involved. She suggested that the Public Education Committee meet and discuss those avenues.

VII. “JOB STRESS/JOB BURN-OUT” SESSION BY LOIS POKORNY

Lois Pokorny presented a 30-minute session on stress and burn-out to the group. She gave examples of difference in people who achieve and those who become burned out. The main differences were shown to be attitude, perspective, perseverance, and staying energized. The Operational Committee enjoyed the presentation and thanked Lois for the opportunity to learn.

VIII. OPERATION FIRESAFE PROGRAM STATISTICS

Current statistics were made available for review.

IX. NEW BUSINESS

The group agreed to have their annual pot-luck Thanksgiving luncheon following the November Operational Committee meeting.

X. ADJOURNMENT

Chairman Pontius asked for a motion to adjourn. Lois Pokorny made a motion to adjourn. Darryl Troupe seconded the motion. The meeting was adjourned at 11:50 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, Ph. D, Chair*

Kyle Trumbly, Yukon

**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