

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, SEPTEMBER 15, 2006,
IF YOU DESIRE A SIGNLANGUAGE INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE AGENDA

10:00 a.m., September 19, 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 JULY 18, 2006 ([Attachment IV](#))

Action Requested: Motion to approve minutes from the July 18, 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. FIRESAFE FOUNDATION RECOMMENDED GOALS ([Attachment VI](#))

INFORMATION: The Firesafe Foundation Board met on July 18, 2006 and made recommended revised goals and objectives for the Operation FireSAFE program. Further details are outlined in Attachment VI.

Action Requested: Review recommended goals and objectives from the Firesafe Foundation.

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

INFORMATION: Lois Pokorny, Ph.D., will make an hour-long presentation which covers some of the obvious external sources of stress on any job, and the effects of long-term stress which is burnout; personal stresses that people add to the job; and the different things that can be done to mitigate those stressors.

Action Requested: For information and discussion.

VIII. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

IX. NEW BUSINESS

X. ADJOURNMENT

**OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
MINUTES
July 18, 2006**

The fourth meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:07 a.m., July 18, 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

Jane Sutter, Intergovernmental Services, ACOG

PRESENT

Jim Hock, Del City Fire Department
Tim Wheeler, Edmond Fire Department
Jerry Lojka, Midwest City Fire Department
Bo Bedford, Midwest City Fire Department
Casey Hoeflein, Midwest City Fire Department
Getty Williams, Newalla Fire Department
Ron Cummings, Spencer Fire Department
Richard Walston, Tinker Air Force Base Fire Department
Lois Pokorny, Okla. City-Co. Health Dept., Child Guidance
Debbie McCoy, Okla. City Co. Health Dept., Child Guidance
Martha Collar, Oklahoma SAFE KIDS Coalition
Pat Damron, Oklahoma State Health Department, Child Guidance
Glenda Vassar, State Farm Insurance

GUESTS

None

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 10:07 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

None

IV. APPROVAL OF MINUTES – REGULAR MEETING MAY 16, 2006

Bo Bedford, Midwest City, made a motion to approve the minutes from the May 16, 2006 Operational Committee meeting. Getty Williams, Newalla, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development – Glenda Vassar had no report.

Program Development – There was no report.

Public Education Committee – There was no report.

Mental Health Committee – Lois Pokorny said she had not been able to make the comparison between the long reporting form and the short reporting form as previously planned, but said she would have a comparison to report back to the committee at the next meeting. She has forms from the Del City Fire Department to use for comparison.

After group discussion it was decided to schedule a basic interviewer training session for either September 8th or 15th. Lois agreed to advise staff which date is selected once presenters are lined up for the sessions. A notice will be sent to the fire departments advising them of that date and a form to complete for registration.

Lois informed the group that soon she will be attending the Indianapolis Public Education Conference. She will be making a presentation at that conference related to Job Stress/Job Burnout. Lois said that she would make that same presentation to this group or a group of supervisors upon request. She said it is an hour long presentation. It covers some of the obvious external sources of stress on any job, and the effects of long-term stress which is burnout, personal stresses that people add to the job, and the different things that can be done to mitigate those stressors. She said she will also go over an hour-long discussion on relaxation and some physical distressing techniques like slow breathing, visualization, etc.

Jane suggested that Lois make that same presentation to the Operational Committee. Lois recommended that the Job Stress/Job Burnout presentation be added to the next Operational Committee meeting agenda, and plan the relaxation exercise for a future meeting date. She said for members to plan an added hour on their calendar to accommodate for this hour long agenda item.

Debbie Blood announced that she is taking early retirement and leaving the Oklahoma City-County Health Department. She is going to work at the Edmond Public Schools in Special Services, Special Ed Counselor at a middle school. Debbie said she will talk with her new supervisor and determine if she can remain a part of the FireSAFE program. She said she would stay in contact with the group.

VI. CHRISTMAS IN JULY

Jane Sutter explained that with the State Farm Insurance grant and a special end-of-the-fiscal year promotion from The Idea bank, staff was able to order DVD sets of "Four Years After" and "In Their Own Words" for Newalla, TAFB, Del City, Warr Acres, Mustang, Yukon, Shawnee and Moore. Oklahoma City only needed "Four Years After," which was ordered for them.

Jane said that 20" TV/DVD combination units were purchased for Newalla, Warr Acres and TAFB and a DVD player for Moore. She said there is money remaining to archive VHS tapes into DVD format and urged members to bring those tapes to the next Operational Committee meeting so they can be transitioned to DVD. Jane asked Ron Cummings, Spencer Fire Department, to check with previous FireSAFE staff to determine what their interview site might need relative to training videos, etc.

VII. SCHOOLS FOR HEALTHY LIFESTYLES AUG. 2 EXHIBIT

Jane informed the group that Operation FireSAFE was notified by Schools for Healthy Lifestyles about a 2006-2007 Resource Directory, and opportunity to participate in a Resource Fair. Each summer Schools for Healthy Lifestyles sponsors an intense workshop for teachers from participating elementary schools. She referred to a copy of that notice which is part of today's agenda. The fair will give participating schools an opportunity to learn about the services each agency provides, including FireSAFE.

Jane said she completed the Invitation for Exhibitors form for Operation FireSAFE and agreed to bring a display of the juvenile firesetter prevention program; approximately 100 attendees are expected at the Moore-Norman Technology Center on Wednesday, August 2, from 8:00 a.m. to 9:30 a.m.

Jane also requested that Operation FireSAFE be listed in the resource directory. Martha Collar said she would be there as well with SAFE KIDS. Glenda Vassar, State Farm; Jerry Church, ACOG; and Casey Hoeflein, Midwest City, volunteered to staff the display that day.

Martha explained that this is a program where they select schools on a competitive basis that want to have special emphasis on health education.

They focus on four general areas, i.e., injury prevention; nutrition; fitness; and tobacco use prevention. Martha said the program has been in Oklahoma for about eight years and is growing and expanding each year, with about 30 schools presently involved. Martha said the teachers who will attend the Summer Institute teach grades pre-K through 5th or 6th grade.

Jane said ACOG will take 9-1-1 coloring books to the display. She asked if other members could bring any give-away items as well.

Glenda Vassar said she would check with State Farm about providing crayons, pencils and coloring books.

VIII. OPERATION FIRESAFE PROGRAM STATISTICS

Current statistics were made available for review.

IX. NEW BUSINESS

Martha Collar announced that July 1 is the beginning of SAFE KIDS fiscal year and the free smoke alarm program begins as well. She reminded each department that they can obtain 50 free smoke alarms if they match it with 50.

Martha provided copies of a flyer to sign up for Super Sitters, one-day classes: June 16 & 22; July 12 & 19; August 2 & 9 at the Children's Hospital at OU Medical Center from 8:30 a.m. to 4:30 p.m. She asked if committee members would post the flyer in a visible area, bulletin boards, etc. She said the class cost is \$25, and includes materials and snacks.

Martha thanked everyone who volunteered to work the annual golf tournament. She said it went well.

Martha said SAFE KIDS has scheduled 72 child passenger car seat training classes starting in July. The Department of Human Services now requires this type of training for day care centers.

Martha said this is a DHS rule; it is not governed by state law. Day Care centers are required to obtain their certificate within one year and if not could affect their license. This requirement pertains to centers that transport children, not necessarily every day care center.

X. ADJOURNMENT

The meeting was adjourned at 10:40 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 Pokorn, 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

MEMORANDUM

DATE: September 12, 2006

TO: Operational Committee

FROM: Jane Sutter, ACOG

SUBJECT: Firesafe Foundation, Inc. recommendations

INFORMATION: The Firesafe Foundation members met July 18 to discuss their bylaws and make recommendations for the coming year. They voted to change their bylaws to indicate one weeks notice for the annual meeting rather than two weeks. They also voted to change the composition of membership from no fewer than 11 members to no fewer than seven, and no more than 25 to no more than 15 members, and changed the minimum number of meetings from two to one per year (with more called as warranted).

The Board recommended that a priority of the group should be to inform public school principals and counselors about the program. They recommended that mailings go out the schools two or three times each year with a letter addressed to middle school and high school counselors. Pat Damron agreed to help identify a viable mailing list of these people.

Other ideas were to develop a new program poster for display at the schools and to consider presentations at the statewide PTA annual conference, or to participate in the National After School Network's "Lights on After School" promotional safety event October 13. This event is sponsored by the Oklahoma State Department of Health. Pat offered to contact Gayle Jones at the State Department of Education about joining the "Safe and Drug-Free Schools" conference in November.

Board member George Fina expressed his interest in providing training to departments outside the Central Oklahoma region. Following that line of thinking, a possible statewide conference on juvenile firefighting prevention was discussed.

Board member Glenda Vassar brought up a "Family Disaster Planning" meeting at the Ford Center in September or March. She thought a FireSAFE information booth there could be another possibility. Foundation Chair Jerry Lojka said the Midwest City Fire Department could also participate with the fire trailer and exhibits on residential sprinkling systems.

The members also discussed possible people to add to the Foundation membership, including Gayle Jones.

The Foundation board scheduled their next meeting for 1:30 p.m. November 6.

Action requested: Discussion and possible action on recommendations.