



9-1-1 association of central oklahoma governments

Chair David Hopper
Norman Councilmember

Vice-Chair Kathy McMillan
Moore Councilmember

Secretary/Treasurer Keith Bryan
Mustang Councilmember

Executive Director
Zach D. Taylor

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., DECEMBER 17, 2007
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING**

9-1-1 BOARD OF DIRECTORS AGENDA
1 p.m., Thursday, December 20, 2007
ACOG Conference Room
21 E. Main – Suite 100
Oklahoma City, Oklahoma, 73104

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES – November 29, 2007 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET

INFORMATION: This item is placed on the agenda so that the Board of Directors, by unanimous consent, 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 item VI-A and VI-B be placed on the Consent Docket.

A. FINANCE REPORT – DECEMBER CLAIMS ([Attachment VI-A](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$164,330.48 for the month of December. 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 approve payment of the December recurring claims against the Association.

B. AUTHORIZATION TO EXECUTE AN AGREEMENT WITH THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA THROUGH THE CENTER FOR SPATIAL ANALYSIS FOR GIS DATA SHARING AND HOUSING ([Attachment VI-B](#))

INFORMATION: Staff has finalized an agreement between ACOG, 9-1-1 ACOG and the University of Oklahoma Center for Spatial Analysis to share and warehouse Geographical Information System (GIS) data. This agreement allows staff to routinely provide OU with the most current GIS for Central Oklahoma. OU, in turn, will place the data on a web interface, allowing the GIS data to be accessed by the public.

Action Requested: Authorization for the Executive Director to execute an agreement between ACOG, 9-1-1 ACOG and the Board of Regents of the University of Oklahoma through the Center for Spatial Analysis for GIS data sharing and housing, subject to legal counsel approval.

VII. NEW BUSINESS

VIII. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
NOVEMBER 29, 2007**

The tenth meeting of the calendar year 2007 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:12 p.m., November 29, 2007 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. Larry Goeller, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Wayne Page, Councilmember, Edmond
Hon. Julie Rozsypal, Councilmember, El Reno
Hon. Bill Lisby, Councilmember, Harrah
Hon. Russell Smith, Mayor, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Keith Bryan, Councilmember, Mustang
Hon. Scott Symes, Mayor, The Village
Hon. Grant Hedrick, Commissioner, Canadian County
Hon. Rodney Cleveland, Commissioner, Cleveland County
Hon. Mark Sharpton, Commissioner, Logan County

MEMBERS ABSENT

Hon. Phillip Shirey, Councilmember, Bethany
Hon. Marianne Yarbrough, Trustee, Forest Park
Hon. Chuck Burtcher, Mayor, Guthrie
Hon. Ray Poland, Councilmember, Jones City
Hon. Laurel Anderson, Mayor, Lake Aluma
Hon. Mark Easton, Councilmember, Lexington
Hon. Margaret Graham, Councilmember, Luther
No Designee, Newcastle
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. James Pumphrey, Mayor, Nicoma Park
Hon. Gary Hayes, Mayor, Noble
Hon. John Brown, Councilmember, Piedmont
Hon. Linda Daniels, Mayor, Slaughterville
Hon. Kathy Jordon, Trustee, Smith Village
Hon. Earnest Ware, Mayor, Spencer
No Designee, Valley Brook

MEMBERS ABSENT (continued)

No Designee, Tuttle
Hon. Jeff Martinez, Councilmember, Warr Acres
Hon. Jim Gilbert, Mayor, Woodlawn Park
Hon. Ward Larson, Councilmember, Yukon
Hon. Willa Johnson, Commissioner, Oklahoma County

GUESTS

Shawn Davis, Calumet
Mary Murphey, Logan County
Clint Craighead, AT&T

STAFF

Zach D. Taylor, Executive Director
Jane Sutter, Division Director, Intergovernmental Services
Debbie Cook, Division Director, Finance
Doug Rex, Division Director, Transportation Planning & Data Services
Jerry Church, Communications Program Coordinator
Stephen M. Willoughby, E9-1-1 & Public Safety Programs Director
Carolyn White, 9-1-1 Database Manager
Johnny C. Irons, III, 9-1-1 Projects Coordinator/Analyst
Wendi Marcy, 9-1-1 Special Programs Officer
Diane McCullough, Projects Coordinator
Anita Kroth, 9-1-1 Administrative Assistant
John G. Johnson, Legal Counsel

I. CALL TO ORDER

Chairman David Hopper called the meeting to order at 1:12 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Director Zach Taylor introduced guests Mary Murphey, Logan County Commissioners' office, and Clint Craighead, AT&T. He also welcomed councilmembers Larry Goeller and Wayne Page from Choctaw and Edmond, respectively.

III. APPROVAL OF MINUTES – October 25, 2007 Meeting

Director Grant Hedrick, Canadian County, made a motion to approve the minutes of the October 25, 2007 meeting with correction to agenda item III. "Approval of Minutes – October 25, 2007," which should read "Approval of Minutes – September 27, 2007." Director Julie Rozsypal, El Reno, seconded the motion. The motion carried the following votes:

AYE: Woodard, Goeller, Bartlett, Page, Rozsypal, Smith, McMillan, Bryan, Hopper, Symes, Hedrick, Cleveland, and Sharpton

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

None

Director's Report:

Executive Director Zach Taylor reported that 9-1-1 ACOG staff met with the American Red Cross to discuss how we could share GIS information related to 9-1-1, water resources, census data, and so forth, that might aid them in working with their emergency response issues.

Mr. Taylor congratulated the cities of Norman and Midwest City in their achievement along with Mercy Hospital to build a new health care facility in southeast Oklahoma City.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. CONSENT DOCKET

INFORMATION: This item is placed on the agenda so that the Board of Directors, by unanimous consent, 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, those items will be heard in regular order. Staff recommends that Items VI-A through VI-C be placed on the Consent Docket.

A. FINANCE REPORT – NOVEMBER 2007 CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$79,054.97 for the month of November. 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 authorize payment of the November recurring claims against the Association.

B. AUTHORIZATION TO CONTINUE THE EXISTING 9-1-1 HARDWARE MAINTENANCE CONTRACT WITH AT&T FOR ONE ADDITIONAL YEAR

INFORMATION: The existing maintenance contract on the hardware equipment located at each of the 22 PSAPs expires December 16, 2007. Staff recommends the 9-1-1 Board of Directors continue the existing contract with AT&T for a 12-month period at a cost of \$224,250.

Action Requested: Authorization for the Executive Director to execute a contract between the 9-1-1 Association and AT&T to continue maintenance of the 9-1-1 hardware for one additional year, subject to legal counsel approval.

C. 2008 MEETING DATES

INFORMATION: In accordance with the Oklahoma Open Meetings Act, the 9-1-1 Association needs to approve a meeting schedule for the calendar year 2008 for the 9-1-1 Association Board of Directors, 9-1-1 Technical Committee and Operation FireSAFE Operational Committee and Burn Prevention Committee. Once approved, the schedule will be submitted to the Oklahoma County Court Clerk.

Action Requested: Motion to approve the meeting dates for the calendar year 2008 for the 9-1-1 Board of Directors, 9-1-1 Technical Committee and Operation FireSAFE Operational Committee and Burn Prevention Committee.

Director Mark Sharpton, Logan County, made a motion to place the items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item. Director James Woodard, Arcadia, seconded the motion. The motion carried the following votes:

AYE: Woodard, Goeller, Bartlett, Page, Rozsypal, Smith, McMillan, Bryan, Hopper, Symes, Hedrick, Cleveland, and Sharpton

NAY: None

ABSTAIN: None

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. AUTHORIZATION TO EXTEND THE EXISTING 9-1-1 ANSWERING SOFTWARE MAINTENANCE CONTRACT WITH AT&T FOR ONE ADDITIONAL YEAR

Stephen Willoughby explained that the existing 9-1-1 answering software, TCI Invision2, which is the equipment used by all of the 9-1-1 call-takers to handle 9-1-1 calls, was replacement software chosen by AT&T to complete a 10-year contract from the defunct Nortel system which is what was previously used. In December 2006 we opted to extend the maintenance contract on that equipment for a period of one year, which means that contract will be expiring December 16, 2007.

He said in April, the 9-1-1 Board of Directors authorized staff to advertise and conduct a Request for Proposal (RFP) process for new 9-1-1 answering software. After reviewing the four submitted proposals staff determined that all proposals exceeded the budgeted amount authorized by the Board, and that none of them conformed to the terms outlined in the RFP; all proposals were rejected.

Staff has met with our consultants and leading experts in the 9-1-1 industry about what to do next. We have drawn the conclusion that the existing 9-1-1 software the call-takers are using is stable, and any existing issues that exist are minor and staff is working to rectify those issues.

Mr. Willoughby said by maintaining the existing software for another year it will not be necessary to retrain our call-takers on how to use a new system. That is a significant benefit to our member entities because sometimes they have to pay overtime to send their dispatchers to training to learn new software.

Also, the existing software was “cutting edge” technology when we purchased it and because of that, most of the industry is only now catching up with where we are, i.e., where all 22 PSAPs are connected together through a network.

Mr. Willoughby said the next generation 9-1-1 answering software will most likely be Voice over Internet Protocol (VoIP) based. He said this technology in the 9-1-1 environment is in its infancy and nationally recognized standards are yet to be developed.

He said based on these considerations, staff recommends that 9-1-1 ACOG continue with the existing TCI Invision2 software and maintenance with AT&T for at least one additional year.

Director Ken Bartlett, Del City, asked if the four vendors who responded to the RFP have VoIP included in their bid. Mr. Willoughby reported that three of the four vendors included VoIP.

Chairman David Hopper asked for clarification that VoIP issues were not included in the wireless legislation. Mr. Willoughby explained that these are two separate issues. He said regarding the VoIP we are referring to 9-1-1 ACOG as a consumer in the 9-1-1 environment, whereas with wireless it was to receive 9-1-1 service fees to pay for the services. This technology is new in the business world and even newer to the 9-1-1 group. We need to see that become more stable in the 9-1-1 environment before we decide to get on board with that leading edge technology.

Chairman David Hopper asked about the costs involved in continuing with the existing TCI Invision2 and maintenance for at least one additional year. Mr. Willoughby explained that the current contract that expires December 16th currently costs \$120,000 and the proposed new contract is \$105,000, which means it is \$15,000 less.

Director Keith Bryan, Mustang, made a motion to authorize the Executive Director to execute a contract between AT&T and 9-1-1 ACOG extending the maintenance of the existing TCI Invision2 9-1-1 answering software for one additional year, subject to legal counsel approval. Director Mark Sharpton seconded the motion. The motion carried the following votes:

AYE: Woodard, Goeller, Bartlett, Page, Rozsypal, Smith, McMillan, Bryan, Hopper, Symes, Hedrick, Cleveland, and Sharpton

NAY: None

ABSTAIN: None

B. AUTHORIZATION TO UPGRADE UNINTERRUPTIBLE POWER SOURCE EQUIPMENT AND CONTINUE MAINTENANCE WITH AT&T FOR ANOTHER ONE YEAR PERIOD

Stephen Willoughby said the uninterruptible power source equipment that backs up each of the 9-1-1 workstations is nearly four years old and is near the end of its life. AT&T is recommending upgrading the UPS units to the "Tripp•Lite" product, which provides more power protection and has a five-year life cycle and warranty. It has more features and functionality than the existing system. The warranty includes replacement of any equipment damages due to a power issue in the event the system fails to handle a power surge. The expense of the new units, which has been budgeted, is \$60,253. That price might go down as a result of negotiations with AT&T, but should not increase, he said.

Staff also recommends that we continue the maintenance contract with AT&T at the same amount as was previously. This expense is a budgeted expense in the amount of \$14,556 which is not a change from the current contract.

Director Ken Bartlett asked how many times we had to use this system over the past five years. Stephen Willoughby said as long as the backup system is working, we are unaware of that answer, but if it is not working correctly, is when a trouble ticket is issued. We would have to review that to answer how many times it failed, but it kicks in when the power goes out even for a few seconds. If there is a complete power outage, the UPS sustains the system until the 9-1-1 center generator kicks in to serve it with power.

Executive Director Zach Taylor said given the number of substantial power issues we have in this region due to ice, wind and thunderstorms, it has frequent usage.

Director Kathy McMillan, Moore, made a motion to authorize the Executive Director to execute a contract for Uninterruptible Power Source equipment and maintenance with AT&T, subject to legal counsel approval. Director Russell Smith, Midwest City, seconded the motion. The motion carried the following votes:

AYE: Woodard, Goeller, Bartlett, Page, Rozsypal, Lisby, Smith, McMillan, Bryan, Hopper, Symes, Hedrick, Cleveland, and Sharpton

NAY: None

ABSTAIN: None

VIII. GENERAL STATUS REPORT

Stephen Willoughby reported that as of October 28, 2007, Oklahoma City completed its wireless Phase II testing/deployment. The entire Central Oklahoma region now has enhanced wireless 9-1-1 service. Wireless Phase II provides 9-1-1 call-takers with the location of wireless 9-1-1 callers, he said.

9-1-1 ACOG is in the process of sending letters to all the wireless carriers operating in the region to remind them of the annual census of wireless customers that is required by state law. ACOG, the substate planning district, uses this information to account and distribute wireless 9-1-1 service fees received.

The information the wireless carriers provide to us is a snapshot of the number of customers each carrier has in each community as of the end of calendar year 2007. The snapshot as determined by COG directors who wanted a uniform approach for all COGS should be due Dec. 31, 2007 and due to the substate planning districts by February 1, 2008.

IX. NEW BUSINESS

None

X. ADJOURNMENT

Chairman David Hopper asked for a motion to adjourn. Director Mark Sharpton made a motion to adjourn. Director James Woodard seconded the motion. The motion carried the following votes:

AYE: Woodard, Goeller, Bartlett, Page, Rozsypal, Lisby, Smith, McMillan, Bryan, Hopper, Symes, Hedrick, Cleveland, and Sharpton

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:27 p.m.

ADOPTED THIS 20th DAY OF DECEMBER 2007.

Chairman

Secretary-Treasurer

BE IT RESOLVED, that on this 20th day of December 2007, 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.

ACOG Administrative Services

Personnel	80,657.61	
Consultant	7,681.50	
Legal	156.25	
Mileage	330.73	
Postage	582.96	
Professional Dues	120.00	
Publications & Subscriptions	45.00	
Recruitment/Advertising	201.44	
Supplies	63.55	
Telephone	242.86	
Xerox	168.51	
<i>Total MSAG/Education/Training</i>		\$ 90,250.41
OKC Professional Services Agreement		<u>5,198.29</u>
		\$ 95,448.70

9-1-1 Operating/Maintenance

AT&T (Network, Database, TSP & Frame Relay)	\$ 44,169.82	
AT&T (Wireless Phases I & II)	5,447.49	
SBC Global Services (UPS Maintenance)	1,213.00	
AT&T(Frame Relay EMD Parkview EMS)	467.31	
AT&T (EMSA EMD Frame Relay)	195.36	
AT&T (Meet Point)	115.97	
AT&T(DSL Connection)	101.83	
Chase Equipment Leasing Inc.	13,463.10	
Hinton Telephone Company	246.20	
Logix Communications	199.32	
McLoud Telephone	280.00	
Oklahoma Communication Systems	1,217.67	
Pioneer Telephone (Newcastle Diagonostic Line)	52.98	
Pioneer Telephone (9-1-1 Trunks)	479.68	
Pioneer Telephone (Newcastle Frame Relay)	494.12	
Windstream	73.84	
Language Line	248.84	
Oracle	415.25	
<i>Total 9-1-1 Operating/Maintenance</i>		68,881.78
Total December Claims		<u><u>\$ 164,330.48</u></u>

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED NOVEMBER 30, 2007**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>November 1, 2007</i>			
Cash on Deposit	\$ 1,593,218.88	\$ 690,504.51	\$ 2,283,723.39
Cash Receipts			
Fee Income	\$ 120,937.03	\$ -	\$ 120,937.03
Fee Income - Wireless Contracts	173,318.01	-	173,318.01
Transfers of Funds	100,762.17	98,089.00	198,851.17
Interest Earned	4,261.41	3,196.42	7,457.83
Miscellaneous	128.10	-	128.10
Total Cash Receipts	<u>\$ 399,406.72</u>	<u>\$ 101,285.42</u>	<u>\$ 500,692.14</u>
Total Cash Available	\$ 1,992,625.60	\$ 791,789.93	\$ 2,784,415.53
Cash Disbursements			
Claims/Operating Expense	\$ 79,054.97	\$ -	\$ 79,054.97
9-1-1 Fund Disbursement	23,843.75	-	23,843.75
Transfers of Funds	98,089.00	100,762.17	198,851.17
Miscellaneous	69.89	-	69.89
Total Cash Disbursements	<u>\$ 201,057.61</u>	<u>\$ 100,762.17</u>	<u>\$ 301,819.78</u>
Ending Balance <i>November 30, 2007</i>			
Cash on Deposit	<u>\$ 1,791,567.99</u>	<u>\$ 691,027.76</u>	<u>\$ 2,482,595.75</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
NOVEMBER 2007**

Arcadia	\$ 28.52
Bethany	1,151.17
Choctaw	433.58
Cleveland County	314.55
Del City	837.95
Edmond	4,169.39
El Reno	1,320.39
Forest Park	48.65
Guthrie	1,182.20
Harrah	232.11
Jones	111.94
Lexington	95.77
Midwest City	2,328.65
Moore	1,805.44
Mustang	628.69
Newcastle	345.54
Nichols Hills	269.30
Nicoma Park	114.53
Noble	261.38
Norman	4,663.62
Oklahoma County	723.57
Piedmont	203.38
Slaughterville	96.15
Spencer	149.67
The Village	409.95
Tinker AFB Fire Department	112.11
Tuttle	232.67
Warr Acres	494.44
Woodlawn Park	3.93
Yukon	1,074.51

Total November Disbursements	\$ 23,843.75
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Chair David Hopper
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Secretary/Treasurer Keith Bryan
Mustang Councilmember

Executive Director
Zach D. Taylor

MEMORANDUM

DATE: December 13, 2007

TO: 9-1-1 ACOG Board of Directors

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

SUBJECT: AUTHORIZATION TO EXECUTE AN AGREEMENT WITH THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA THROUGH THE CENTER FOR SPATIAL ANALYSIS FOR GIS DATA SHARING AND HOUSING

INFORMATION: Staff has finalized an agreement between ACOG, 9-1-1 ACOG and the University of Oklahoma Center for Spatial Analysis to share and warehouse Geographical Information System (GIS) data. This agreement allows staff to routinely provide OU with the most current GIS for Central Oklahoma.

This agreement is designed to accomplish two goals that are beneficial to ACOG and 9-1-1 ACOG:

1. Provide a resource to which staff can refer commercial and private entities that are requesting regional GIS data, thereby reducing the amount of time staff dedicates to addressing these external requests. OU will be placing the data on a web interface, allowing the data to be accessed by the public, meeting Open Records requirements.
2. Updating OU's data which is used by the Oklahoma Tax Commission for remittance of sales taxes collected, hopefully improving remittance to communities without their own zip codes such as Slaughterville, Warr Acres, Nichols Hills and others.

ACOG/9-1-1 ACOG will provide monthly updates to the GIS data to OU.

Action Requested: Authorization for the Executive Director to execute an agreement between ACOG, 9-1-1 ACOG and the Board of Regents of the University of Oklahoma through the Center for Spatial Analysis for GIS data sharing and housing, subject to legal counsel approval.