

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, JANUARY 11, 2007
IF YOU DESIRE A SIGNLANGUAGE INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE AGENDA

10:00 a.m., January 16, 2007

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 NOVEMBER 21, 2006 ([Attachment IV](#))

Action Requested: Motion to approve minutes from the November 21, 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. FEMA TRAINING REPORT BY CHIEF KEITH BRYAN, NICHOLS HILLS FIRE DEPARTMENT

INFORMATION: Chief Keith Bryan and State Fire Marshal Robert Doke were recently invited to attend a special training related to Homeland Security. The "All-ways Fire Safe at Home Conference," dealt with best practices in fire and life saving education and was sponsored by the Home Safety Council. Chief Bryan will report to the group about what he learned and possible implications for our local/regional efforts.

Action Requested: None, information only.

VII. RED CROSS MATERIALS

INFORMATION: Susan Chavez with American Red Cross will bring educational materials the Red Cross distributes regularly to children. The group will discuss preparation of an inexpensive flyer about FireSAFE that the Red Cross could distribute along with their other materials.

Action Requested: Per the Committee.

VIII. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

IX. NEW BUSINESS

X. 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 10:12 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, Moore Fire Department

PRESENT

Jerry Lojka, Midwest City Fire Department
Casey Hoeflein, Midwest City Fire Department
Tom Snyder, Midwest City Fire Department
Getty Williams, Newalla Fire Department
Darryl Troupe, Norman Fire Department
Tim Adams, Oklahoma City Fire Department
Ron Cummings, Spencer Fire Department
Jeramie Simpson, Warr Acres Fire Department
Kyle Schroder, Warr Acres Fire Department
Susan Chavez, American Red Cross
Lois Pokorny, Okla. City-Co. Health Dept., Child Guidance

GUESTS

Mrs. Beth Williams, Newalla

STAFF

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

I. CALL TO ORDER

Chairman Ken Pontius, Moore Fire Department, 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 asked for volunteers to serve on a Nominating Committee to make recommendations for new officers to serve on the Operational Committee in 2007. Jane Sutter, Jerry Lojka and Tim Adams volunteered to serve on the Nominating Committee. They agreed to meet before the next Operational Committee meeting and bring recommendations to the group for new officers.

IV. APPROVAL OF MINUTES – REGULAR MEETING SEPTEMBER 19, 2006

Tim Adams, Oklahoma City Fire Department, made a motion to approve the minutes from the September 19, 2006 Operational Committee meeting. Jerry Lojka, Midwest City Fire Department, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development – Jane Sutter reported that State Farm Insurance sent a letter saying that they received an application for a \$500 grant. Jane said she responded to the letter and State Farm's request for information. Jane said we are waiting to hear from them regarding an award.

Program Development – Tim Adams reporting for the Program Development Committee said that the Firesafe Foundation Board has recommended that along with getting the program brochures into the schools that we also take program posters to them. The group decided to use the cover of the program brochure to be the poster cover as well. Tim Adams, Jerry Lojka, Ken Pontius and Jerry Church agreed to serve on a Poster Committee to organize this effort as well as having someone with marketing skills involved.

Jane recommended that we contact Sara Sears who designed the current program brochure and ask what her cost would be to take that as a beginning point and creating a brochure and go with her concept and bring back to this committee. Jerry Lojka said we have to be careful so as to get the message to the supervisors, counselors and parents since this message is for them rather than directly to the children. We have to be aware of the high traffic times that these people would see the message.

Tim mentioned that we must consider what type of poster material to use, paper or vinyl, etc. The volunteers agreed to work as a committee to review particulars necessary to achieve a suitable FireSAFE program poster to be on display in the public schools.

Public Education Committee – Tim Adams reported that the Firesafe Foundation Board of Directors met in July and they recommended that the Operational Committee set goals for an outreach program to help make the community aware of the FireSAFE program.

The Firesafe Foundation Board suggested that we display the FireSAFE program brochures in the public schools. Tim suggested that each department contact their superintendent of schools to obtain permission to do that.

Tim said the Board also suggested that fire department representatives contact their individual PTA groups about scheduling a FireSAFE program presentation; possibly at the annual statewide PTA conference as well.

Tim reported that the Firesafe Foundation Board also suggested that we make efforts to expand the FireSAFE program outside the metropolitan area.

After discussing this point, the Operational Committee reviewed past efforts and said that much of the decision to have a FireSAFE program comes from the local fire chiefs, which is based on several variables that would influence their decision to accept a program in their city. So far, those chiefs have said their departments do not have personnel available to participate in a program of this magnitude.

Tim said that the Tulsa FireSAFE program has lost focus. Even though we have had recent contact from there that they want to participate they were not able to come to our last training session.

Jerry Lojka suggested that we help the Tulsa Fire Department to revive its FireSAFE program and encourage them to expand their program to areas such as Jenks, Sand Springs, Broken Arrow, Claremore, and others. Jerry said we can provide them with our protocol and let them know if they want to adapt it to suit their needs, they should change the name of it.

Tim said we need to target the five main metropolitan areas - Lawton, McAlester, and Ada to name a few. Jerry Lojka said over the next two years possibly we could help with an outreach to certain quadrants of these areas so it would be that they are not actually attached to the Central Oklahoma regional program but have their own stand-alone programs.

Tim said another recommendation by the Firesafe Foundation Board was that we convene an Operation FireSAFE conference.

We would need to bring in other cities and offer a free conference and possibly offer to pay for travel and lodging. Tim said if we could draw as many as 30 fire chiefs in the metropolitan area that would be good.

Tim also suggested that we use a mailer to contact each fire chief in the larger townships and cities that are not currently involved and ask if they think they have a juvenile firesetter problem in their area and ask them to do the research.

Darryl Troupe, Norman, suggested that we have an Operation FireSAFE presentation at the next IAAI state conference which would reach a larger group. We need to get on that agenda and prior to the conference inquire as to what they would like to see from us.

Jerry Lojka said we also need to have a mental health representative from each of the surrounding counties involved to play a part in all of these efforts.

Ken Pontius suggested that we ask the council of governments in Tulsa to head up a FireSAFE program. Jane Sutter said that is the Indian National Council of Governments (INCOG) and said she would talk to her contact there about this. Ken also suggested that he and Tim Adams try to get with the Tulsa Fire Marshals and see if we could help to get a FireSAFE program set up there like the program in this region.

Tim said Pat Damron suggested that we get on the agenda for the Cycle Media at the Marriott by the State Board Educators. He said we need to look at all venues that would allow us an opportunity to speak about the FireSAFE program. He said we can use the newly developed Power Point presentation before these groups.

Jerry Lojka said he took that presentation and customized it for the presentation he recently made to the New York State Fire conference. Tim asked him to bring that to the next Operational Committee meeting for review by the committee members. Jerry said it would take about 30-40 minutes.

Also, Tim reported that Glenda Vassar, State Farm, who serves on the Firesafe Foundation Board, suggested that FireSAFE get on the agenda of the Family Disaster Conference next March through State Farm and speak about our program.

Darryl Troupe suggested that we set something up with the National Association of Arson Investigators because everyone in that group deals with juveniles in some capacity. He suggested that we have a speaker at their upcoming conference. Ken Pontius said he would contact Mike Black with the Association about that.

Susan Chavez, American Red Cross, said that their office has been going out to a lot of schools and attending their health and safety fairs. She said the Red Cross has materials that relate to fire safety. She said she could bring some of those samples to these meetings to determine if we might want to take to some of those to the schools. She said they have brochures as well. Jane said possibly we could add a simple flyer about FireSAFE.

Susan said the Red Cross distributed over 10,000 pieces of community disaster education pieces of information during the month of October alone, through Home Depot and local fire stations. Jane said FireSAFE could work together with the Red Cross on distributing information about the Operation FireSAFE program along with what it already distributes.

Susan said she would bring those materials and posters to the next Operational Committee meeting for the group to have further discussion about how to best distribute the combined information pieces.

Tim reported that he, Jimmy Gibson, Shawnee, and Marie Helene-Lareault formerly with the Midwest City Fire Department, worked together to digitize the Operation FireSAFE program manual. He said he is about 98% finished with the work relating to the text part of the manual. He said he and Jimmy will try to get together to work on the rest of it in the near future, and hopefully, by the next Operational Committee meeting they will have something to bring to the group for review and approval by the committee.

He said he will try to bring a dozen CDs so they can be taken for review. The intent is to have all of the forms and the entire text from the manual, and resources all on one CD. He said this will enable us when someone requests a copy of the program manual, to either email it to them in a PDF file or send a CD to them in PDF form so the information cannot be changed. These CDs will include the long interview form and the short interview form. It has been a unanimous decision that we use the long interview form.

For the Mental Health Committee Lois Pokorny reported that typically we conduct an Introductory training session in late spring and another Introductory training session in the fall. Lois suggested that every other year we could plan to forego one of the introductory training sessions and hold an Advanced Training instead. She suggested that we hold an Advanced Training session in spring, 2007, and the group agreed.

It was suggested that the session be hosted by one of the regional fire departments rather than at the ACOG offices. Ken Pontius volunteered to host it at the Moore Fire Department.

Ken said he would talk to others there about sponsoring lunch for the attendees. He said he would verify with his department if it could be held there.

Ken also said he would contact CLEET for an application to receive CLEET certification for this training session. He said he would talk to Lois further about the details.

VI. NEW YORK FIRE PRESENTATION BRIEFING

Jerry Lojka reported that he attended a Juvenile Firesetter Intervention Program (J-Fire) in Albany, New York. He said they have J-Fire Task Forces across the state with a county program coordinator in every county. New York does not have a State Fire Marshals office; they have a State Fire Commission and a Fire Commissioner. The State Fire Commissioner was approached with the proposal to have a J-Fire program and the Commissioner made that a part of his office to set that up in every county across the state of New York.

They do not have communications between counties. They do not have the multi-jurisdictional aspect to their program because they are very territorial, he said. Also, he said there that the schools do not report fires to the fire departments because of the high-risk liability. Jerry said they do not have resource sharing established from county to county, etc. Their program has no relationship with the local schools.

The schools do not allow public officials into their schools unless it pertains to a criminal investigation. He said the New York schools operate under a private charter and have great authority over what occurs at them. Jerry said he spent a long period of time during the presentation explaining the resource coordination that we have here, and how they could do it there.

Jerry said the New York program does not use the FEMA form. They use their own forms. Jerry said he approves of their referral form which is more detailed than our referral form. He said their confidentiality form is more comprehensive than the one we use. Jerry said he plans to send a copy of our program CD when it is complete to the New York J-Fire program.

Jerry said they do not have mental health resources like we do to work with referrals. That decision remains with the fire department. He said they are strictly criminal and educational; no referrals in place.

Tim Adams said that the City of Oklahoma City is conducting a new statistical analysis, Leading for Results, and wants to change the way Tim has been tracking recidivism.

Tim said he has been tracking any child that has been through the program and returns, as a statistic for the recidivism regardless of the length of time involved.

The new Leading for Results requires only a three-year period. The Operational Committee accepted the three-year period to track as reasonable. Tim said he would keep those statistics for the desired period, and keep the current method for his internal tracking.

Jerry Lojka provided the name of another statistical reporting system called FireFriends.org They want to have a national statistical database. At this time, there is none. The entire program, module at a time, can be downloaded on a PDF file. They hope to make this the national model over the next five to 10-year period of time for all juvenile fire programs across the U.S. and that it would become the reporting system online so as to have national numbers. It would be great if our departments could contribute our figures into that to help give a better national picture.

Tim asked how in-depth of information should be submitted, e.g., age, race, gender, etc. Jane said we could provide the general information that we have. As a regional program, we do not collect the aforementioned types of information. An individual department can go online and submit that information. Jerry said we would register as an individual department not as a regional program.

VII. OPERATION FIRESAFE PROGRAM STATISTICS

The latest statistics were made available as a handout. Any missing reports should be submitted to complete this important information.

VIII. NEW BUSINESS

Chairman Ken Pontius asked about where to have new fire investigators trained. Jerry Lojka said Steve Riggs has a public agency, and also Deathridge Training, where they could be trained. Jerry said the cost to send them to basic investigator class at OSU has become too costly.

Chairman Ken Pontius said the training at the National Fire Academy has cut its training classes drastically. It only has two or three classes per year and has a long waiting list.

IX. ADJOURNMENT

The meeting was adjourned at 11:22 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 Church

