

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, MARCH 16, 2007 IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE & BURN PREVENTION COMMITTEE AGENDA

**10:00 a.m., March 20, 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 JANUARY 16, 2007 ([Attachment IV](#))

**Action Requested:** Motion to approve minutes from the January 16, 2007 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. SPANISH LANGUAGE INTERPRETERS

**INFORMATION:** At the committee meeting in January the group indicated that having an interpreter who speaks Spanish present during intakes with Spanish-speaking clients would be very helpful.

**Action Requested:** Discuss the feasibility of using Spanish language interpreters while conducting intake interviews.

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 16, 2007

The first meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:07 a.m., January 16, 2007 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**

Shaum Jennings, Bethany Fire Department  
Casey Hoeflein, Midwest City Fire Department  
Tim Snyder, Midwest City Fire Department  
Robert Crain, Moore Fire Department  
Keith Bryan, Nichols Hills Fire Department  
Darryl Troupe, Norman Fire Department  
Susan Chavez, American Red Cross-Central Chapter  
Pat Damron, Oklahoma State Health Department, 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 10:07 a.m.

## II. INTRODUCTIONS

Chairman Ken Pontius introduced Robert Crane from the Moore Fire Department who is a new member of the Operation FireSAFE Operational Committee. Other self-introductions were made around the room.

## III. CHAIRMAN'S REPORT

Chairman Ken Pontius said that the OSFA is willing to include an article about Operation FireSAFE in their magazine. Jerry Church said he would put together an article and email it to Ken for approval and submission to the OSFA office.

Chairman Pontius mentioned that he has spoken with Mike Bailey, Chief of Investigations in the Tulsa Fire Marshal's Office, about a juvenile firesetter program for Tulsa. Tulsa is interested in our program and would like to meet with us and discuss how to get a FireSAFE program started in Tulsa, either through the Indian Nations Council of Governments (INCOG) or through the Tulsa Fire Department. Jane said we could invite Darita Huckabee with INCOG to be involved with the planning.

Pat Damron offered to contact someone from the Tulsa Guidance office to meet with the group to discuss being a part of a start-up program.

Ken said he will invite Chief Bailey to attend the next Operational Committee meeting and meet with Tim Adams and Jerry Lojka as well, and in the interim learn what dates he has free to come for a special meeting.

Ken suggested that we repeat the news stories effort from the past that was successful in which we gathered stories and testimonials from parents and juveniles who had been through the program. We could continue with those types of news articles. He asked the group to consider any they might have and bring those ideas to the next Operational Committee meeting.

## IV. APPROVAL OF MINUTES – REGULAR MEETING NOVEMBER 21, 2006

Shaum Jennings, Bethany made a motion to accept the minutes of the November 21, 2006 regular meeting. Darryl Troupe, Norman, seconded the motion. The motion passed unanimously.

## V. COMMITTEE REPORTS

Fund Development - there was no report.

Program Development – there was no report.

Public Education Committee – there was no report.

Mental Health Committee – there was no report.

VI. FEMA TRAINING REPORT BY CHIEF KEITH BRYAN, NICHOLS HILLS FIRE DEPARTMENT

Chief Keith Bryan, Nichols Hills Fire Department, said he had an opportunity to go to Washington, D.C. and attend a public fire education prevention, “All-Ways Safe at Home” conference, which was the first one ever held. He said the conference covered payment of the costs to send two representatives from each state, along with others that paid their own way as well. He said the conference provided 300 of the prototypes free of charge of the “All-Ways Safe at Home” intervention kits. He said the kits were designed based on trying to put together the best practices of public education and prevention to make it easier for the public education and prevention personnel while in the field instructing.

Chief Bryan said the participants at the conference came from various fields such as psychology, child health care, language, fire, and so forth. They have formed a national coalition of people to come together to look at our fire problem, not only involving juveniles but adults as well. He said the intervention kit addresses problems relating to pre-school aged children on through high school.

Chief Bryan passed around some of the conference materials. He provided copies of the CDs in the packet for distribution today. He said there is a lot of free material available.

He recommended the website [www.homesafetycouncil.org](http://www.homesafetycouncil.org) which has a program called “Expert Network” and if you join their group, they will provide a packet of information free of charge. He said they also have inexpensive programs that can be purchased. He said this is a great resource.

Chief Bryan said the intervention kits will be available after another six weeks, and then 20,000 kits will be given out until all are gone.

Chairman Pontius said after looking into the kit, the curriculum inside looks similar to materials used in the Risk Watch program. Chief Bryan agreed.

Chief Bryan suggested that the group call the council office to learn how they suggest to get these implemented into our communities. The council has the resources to help get the information to certain target audiences. He said if any of our groups have Indian Nations in their region that the council is working with what they refer to as “First Nations” of people. He said the Literacy Council has joined them also to help with this currently neglected group relating to fire education.

Chief Bryan said the Oklahoma State University has a CD they produce called “Fire Safety for You At Home” that he thinks are free, except for shipping charges.

Chief Bryan also mentioned that DuPont manufactures a self-charging smoke detector that screws onto a light bulb. The detector can be purchased by going to Dupontconsumerstore.com, and he said there is a discount if using the promotion code (DUPSAFE07). The model is a PS-131 which is \$39.99. These would be helpful in a display table, etc.

He commented that at the conference they learned that when writing public education materials the reading skill level was sixth grade, and now they are writing materials to be read at third grade level. He said it has been determined in studies that with fires they are identified mostly by economic levels.

Chief Bryan said the Literacy Council has free of charge materials available that can be purchased and reproduced.

He mentioned that Lowes has donated \$3 million to the Home Safety Council to promote public education.

## VII. RED CROSS MATERIALS

Susan Chavez from the Red Cross was present and brought educational materials that the Red Cross distributes regularly to children.

The group discussed preparation of an inexpensive flyer about FireSAFE that the Red Cross could distribute along with their other materials.

Ameri Corps is an organization similar to a domestic Peace Corps that the Red Cross works with and goes into the elementary schools to work with younger children. She said they take coloring sheets and other types of information to the health fairs at the schools. She brought some examples of the materials that they use. They also provide parent packets. She said they provide magnets and coloring books.

Susan said the national Red Cross website is a place to go to order any of these types of materials. They have materials written in Spanish as well. She said the Red Cross is developing some brochures in various Asian languages.

She said they have some teaching lesson plans that are used by the Red Cross workers out in the field.

The group talked about some problems they are facing during intakes with Spanish speaking individuals who do not understand English. Jane asked if there are volunteers to do this in our communities. The group agreed to talk more about this at the next meeting.

Susan said she would check to see if there are any issues with copywriting any of the Red Cross materials. She said she could provide brochures free of charge.

She said children like posters. She said the Red Cross distributes posters to teachers for their classroom and one for the school cafeteria. Susan agreed to help distribute Operation FireSAFE posters in the schools.

Jerry Church informed the group that he has printing bids and has learned that 17" x 22" posters, four color, 2,000 qty. would cost approximate a \$1,000 estimate. As far as a poster designer, he said a reasonable cost could be \$75-150 per hour. For our project, it might be 10-20 hours of work (revisions, administration, taking it to the press and press checks). This means a range of \$750-3,000 costs. Printing and design of a poster could cost up to \$1,750-2,000.

Susan Chavez said she has contacted the Smokey Bear Headquarters in Washington, D.C. and learned that they offer free materials including trinkets, pencils, magnets, pencil sharpeners, stickers, etc.

She said the Department of Rehabilitation Services has different types of strobe lights and smoke detectors and information. A fire client can file an application to get one of these special smoke alarms (hearing impaired, sight impaired, etc.). She said she would bring more information to the next meeting about that.

#### VIII. OPERATION FIRESAFE PROGRAM STATISTICS

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

IX. NEW BUSINESS

X. ADJOURNMENT

Shaum Jennings 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*

**2007  
Subcommittees**

**Fund Development Committee**

*Glenda Vassar, Chair*

Jim Hock, Del City  
Jane Sutter, ACOG

**Mental Health Committee**

*Lois Pokorny, 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