

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, MAY 10, 2007 IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING

OPERATION FIRESAFE OPERATIONAL COMMITTEE & BURN PREVENTION COMMITTEE AGENDA
10:00 a.m., May 15, 2007

Association of Central Oklahoma Governments
21 E. Main – Suite 100, Oklahoma City, Oklahoma

-----REMINDER-----

Basic Training following meeting.
Advanced Training in Moore the next day.

I. CALL TO ORDER

II. INTRODUCTIONS

III. CHAIRMAN'S REPORT

IV. APPROVAL OF MINUTES-- REGULAR MEETING MARCH 20, 2007 ([Attachment IV](#))

Action Requested: Motion to approve minutes from the March 20, 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. TRAINING OPPORTUNITIES ([Attachment VI](#))

INFORMATION: Free Basic and Advanced FireSAFE training sessions are being offered May 15 at ACOG and May 16 in Moore. Registrations are due by May 9. Forms are attached.

Action Requested: Register for upcoming training.

VII. COMMITTEE SIGN-UP

INFORMATION: It is time to nominate Operation FireSAFE Operational Committee subcommittee chairpersons and for volunteers to sign-up to serve on a subcommittee. A sign-up sheet for committees will be distributed.

Action Requested: Nominate subcommittee chairpersons, and volunteer to serve on a subcommittee.

VIII. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

IX. NEW BUSINESS

X. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
MINUTES
March 20, 2007

The second meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:10 a.m., March 20, 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

Jeff Keester, Del City Fire Department
Jerry Lojka, Midwest City Fire Department
Bo Bedford, Midwest City Fire Department
Casey Hoefflein, Midwest City Fire Department
Getty Williams, Newalla Fire Department
Earnie Baxter, Tinker Air Force Base Fire Department
Lois Pokorny, Oklahoma City-County Health Department
Martha Collar, Oklahoma SAFE KIDS Coalition

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 10:10 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

Ken Pontius pointed out an article about Operation FireSAFE in the March 2007 issue of the *Oklahoma State Firefighter Association* newsletter. Staff distributed copies of the article to the group.

Ken offered to assist any department that would like to have an item published in the OSFA newsletter and welcomed them to contact him about their request.

Ken reported that he plans to organize a meeting with fire department personnel from the Tulsa Fire Department about developing an Operation FireSAFE program in Tulsa. He said the Chief of Investigations at the Tulsa Fire Department has expressed an interest in starting a juvenile firesetter intervention program in Tulsa. Ken said he will follow through on that effort and that he would keep the group updated with any progress. Ken said he would contact Chief Bailey about setting a meeting date for program representatives to brief him at ACOG.

IV. APPROVAL OF MINUTES – REGULAR MEETING JANUARY 16, 2007

Bo Bedford, Midwest City, made a motion to accept the minutes of the January 16, 2007 regular meeting. Martha Collar, Oklahoma SAFE KIDS Coalition, 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 – Chairman Tim Adams was not present. Jane Sutter reported that since the last Operational Committee meeting, Susan Chavez with the American Red Cross, notified staff she learned that the Red Cross handout materials that she previously provided to the group have copyright issues and cannot be duplicated.

Through written communication, Susan informed the group that Red Cross can provide and pay for brochures through the Red Cross budget. She said these can be used at various events and to ACOG entity schools, fire departments, and so forth. Also, she included copies of the Oklahoma Department of Rehabilitation Services application for the Equipment Distribution Program form (smoke alarms for the disabled), and copies of the Oklahoma ABLE Tech Smoke Alarm Applications, and copies of the U.S.D.A. Forest Service Conservation Education addresses to order Smokey Bear and Woodsy Owl pencils, stickers, comic books, pencil sharpeners, and teaching materials. Jane distributed the copies to the committee members. Jane reminded the group that Susan has offered to help distribute Operation FireSAFE program posters once they are available.

Mental Health Committee – Lois Pokorny recalled previous discussions with the group relating to advanced and public education training for Operation FireSAFE program interviewers.

After a group discussion it was decided to schedule the Basic Interviewer training session as a half-day class the day before the full-day Advanced Interview training. Jane said the Basic Interviewer class could be held at the ACOG offices.

Ken Pontius said he would contact the Moore Public Library about the availability of their rooms for the use of this training. He said he would contact Lois and ACOG and confirm that date so that proper notifications can be mailed out to the Operation FireSAFE mail list.

Lois asked for volunteers to serve on a planning committee to structure the outline of the training sessions. Ken Pontius, Lois Pokorny, and Jane Sutter volunteered. Lois said Tim Adams, Oklahoma City, would most likely serve on the committee as well.

Some of the entities present who indicated they would send representatives were Del City, Moore, and Tinker Air Force Base.

Lois said that new hires to be sent to attend the Advanced Interviewer Training should be given a briefing on the program interview forms ahead of time so they will be better able to understand at the training session and be better acquainted with the process. After some discussion, the group decided to schedule a Basic Interviewer Training session the day before the Advanced session to bring the new people up to speed prior to more advanced training.

Ken advised the group that the Moore Fire Department is hosting a Fire Investigator Basic Overview class on April 21 at the Moore Public Library, free of charge. This class is being held in association with IAAI; attendees are not required to be a member of IAAI. Ken said he could be contacted by email about the details and he would respond with the pertinent information.

VI. SPANISH LANGUAGE INTERPRETERS

Lois said the Oklahoma City-County Health Dept. requires language interpreters to take special training and followed up with a special certification process to certify the level at which a person can interpret. She said that must be done with interpreters in a mental health setting.

Jerry Lojka added that in the FireSAFE program interview setting the level of interpretation would be at a basic level, e.g., the type of ignition source used in setting a fire. As long as the interviewer is not talking about highly technical matters or the need for exact legal wording and is mainly attempting to learn customary family background information, it will not be necessary for the interpreter to be highly certified.

After further group discussion, Lois Pokorny said she would investigate the possibility of acquiring a Spanish language interpreter for FireSAFE program interviewers as needed. Lois said we must be cautious when using interpreters who have not had interviewer training because accuracy of what is being said in the interviews is vital to the outcome, as well as confidential.

VII. OPERATION FIRESAFE PROGRAM STATISTICS

Ken Pontius announced that the latest statistics were made available as a handout. Any missing reports should be submitted to complete this important information.

Ken mentioned that according to the reported statistics, the lighter still remains the primary ignition source used by juveniles to set fires.

Jerry Lojka said in the current 16 CFR, Part 1210, there is a section regarding novelty lighters. In this proposed legislation there is an attempt to reduce the requirements on these novelty lighters even further than what they now are.

Jerry Lojka said he has written a letter to the Consumer Products Safety Commission and also the states' congressional representatives asking that novelty lighters be eliminated because of the danger they present especially to small children who cannot determine a lighter that looks like a toy from an actual toy. He said he would later email to anyone who would like it a list of whom they can write to about this legislation.

He said he would provide the names and address information to committee members to people to use when contacting their senators and representatives about this issue. He said they should include in that letter an account of incident(s) where these novelty lighters have been the ignition source in significant fire incidents and point out how dangerous and costly they have been and can be; stressing that they are *novelty* lighters.

Ken Pontius asked if we could include information in our letters about the statistics from the FireSAFE program, stating the number of fires and damages caused by juveniles using lighters as an ignition source. Jerry Lojka said we need to contact the secretaries of the representative so when they come back to district and try to schedule a short time to present this issue to them in an effort to bring this matter to their attention. He said possibly in the future we could ask someone like Mary Fallin to introduce this Bill.

Jeff Keester, Del City, pointed out that Mary Fallin, and others like her, would look at not only the statistics in Central Oklahoma but would also be looking at statewide information and statistics when evaluating this issue. He said when we go to someone like her with this information she will expect to see statistics before considering introducing it.

Jerry Lojka said that the Oregon State Fire Marshal is gathering this very information, so we would not have to take this task on alone. If we send the information from the state of Oklahoma to them, he could incorporate it.

VIII. NEW BUSINESS

Jerry Lojka presented copies of a form to the group entitled “Metro Oklahoma City Fire Departments Juvenile Firesetter Intervention Program” which is a proposed affidavit to be signed by a parent in behalf of a child and presented in the juvenile intervention interview. He said this proposed affidavit is in contrast to the current form which reads in such a way the parent fears that their child’s name might go into a state database if the parent does not take them to a recommended counseling, and that they could be placed in DHS custody. Parents often hesitate to sign and sometimes do not stay for even a public education intervention.

Jerry presented the proposed form to use hoping that this form would eliminate that type of fear and give the fire department consent to at least provide public education to their child. He said if a parent refuses to sign the affidavit and refuses to grant an interview, but would like to receive some information only, the proposed form would be proof for the fire department to show that the intervention was offered to the family but the family refused an interview. This would be a record for the fire department in case that same child leaves without being interviewed and at a later date sets a fire, then the fire department cannot be held liable.

Lois Pokorny commented that the second sentence of the affidavit sounds misleading. She suggested that it read: “I understand that the Midwest City Fire Department will not be liable,” rather than stating “By declining these services, I understand that the Midwest City Fire Department will not be held liable...” and keep in the sentence, “However, I would like to receive education on the dangers and consequences of fire play.” Jerry said he will discuss those recommendations with the City of Midwest City’s attorney. Lois also suggested that a sentence be included at the end of the statement to the effect, “In either course of action, we will not hold the Midwest City Fire Department liable...”

Jerry Lojka said he presented this affidavit form to the group today to keep them informed of what his city is doing in regard to the liability aspect. He said he was not suggesting that every city with a FireSAFE program use this affidavit.

Martha Collar, Oklahoma SAFE KIDS Coalition, distributed a list of departments that have received smoke alarms through the Save-A-Life alarm program since July 1. She said if a department does not see their name on the list, that means their department is still eligible for their free alarms until June 30, 2007. The offer is if the department buys 50 smoke alarms, they are eligible to receive 50 more free of cost.

Martha also announced that there are scholarships being offered to the NFPA World Safety Conference, which is June 3-5 in Boston. They have several \$1,500 scholarships to award. The deadline to apply for a scholarship is April 1. Jane said it pays for conference registration, reception, air fare and a \$500 cash stipend to offset meal and hotel expenses. Copies of the announcement were made available.

IX. ADJOURNMENT

Lois Pokorny made a motion to adjourn. Bo Bedford seconded the motion. The meeting was adjourned at 11:12 a.m.

Jane said the next meeting is May 15th.

**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

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

**BASIC OPERATION FIRESAFE
INTERVIEWER TRAINING SESSION**

Tuesday, May 15, 2007

1:00 p.m. – 4:00 p.m.

*Association of Central Oklahoma Governments (ACOG)
21 E. Main, Suite 100, Oklahoma City, Oklahoma*

Name(s): _____

Telephone Number: _____ Fax Number _____

e-mail address: _____

**ADVANCED OPERATION FIRESAFE
INTERVIEWER TRAINING SESSION**

Wednesday, May 16, 2007

9:00 a.m. – 4:00 p.m.

*Moore Library
225 S. Howard, Moore, Oklahoma*

Name(s): _____

Telephone Number: _____ Fax Number _____

e-mail address: _____

Return completed form by: **May 9, 2007**
to Anita Kroth, Association of Central Oklahoma Governments
(FAX: 234-2200 or Email: akroth@acogok.org)