

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, NOVEMBER 15, 2007  
IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE &  
BURN PREVENTION COMMITTEE AGENDA  
10:00 a.m., November 20, 2007  
Association of Central Oklahoma Governments  
21 E. Main – Suite 100, Oklahoma City, Oklahoma

TV/DVD players and DVDs requested  
will be distributed at the meeting.  
Must be present to win!

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. CHAIRMAN'S REPORT - ***Special Recognition of Chiefs Adams, Gibson and Hock!***
- IV. APPROVAL OF MINUTES-- REGULAR MEETING SEPTEMBER 18, 2007 ([Attachment IV](#))

**Action Requested:** Motion to approve minutes from the September 18, 2007 meeting.

- V. COMMITTEE REPORTS ([Attachment V](#))

**INFORMATION:** Committee discussions on the following committees:

- A. Fund Development Committee
- B. Program Development Committee
- C. Public Education Committee
- D. Mental Health Committee

**Action Requested:** Discussions.

- VI. DISCUSS RELATIONSHIP BETWEEN THE OPERATION FIRESAFE PROGRAM AND LOCAL PUBLIC SCHOOLS

**INFORMATION:** Relationships with school principals and counselors regarding the problem of juvenile firesetting and the solution provided by Operation FireSAFE have been beneficial in the past.

**Action Requested:** Discuss ways to reconnect with schools in the metro area.

VII. TV/DVD DISTRIBUTIONS ([Attachment VII](#))

**INFORMATION:** Ten departments will receive DVDs and six departments TV/DVD combination units at the meeting, thanks to a donation from the Oklahoma SAFE KIDS Coalition.

**Action Requested:** Be present to win!

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 18, 2007

The fifth meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:12 a.m., September 18, 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**

Darryl Troupe, Norman Fire Department

**PRESENT**

Shaum Jennings, Bethany Fire Department  
Jerry Lojka, Midwest City Fire Department  
Ken Pontius, Moore Fire Department  
Robert Crain, Moore Fire Department  
Brad Singleteary, Newcastle Fire Department  
Tim Adams, Oklahoma City Fire Department  
Ron Cummings, Spencer Fire Department  
Pam Damron, State Health Department  
Lois Pokorny, City-County Health Department  
Earnie Baxter, Tinker Fire & Emergency Services  
Susan Chavez, American Red Cross  
Dan Stuart, State Farm Insurance

**GUESTS**

None

**STAFF**

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

I. CALL TO ORDER

Vice-Chairman Darryl Troupe called the meeting to order at 10:12 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

Jane Sutter announced that Glenda Vassar will be leaving State Farm's employment in a few days and introduced Dan Stuart who will be representing State Farm as a member of the Operation FireSAFE Operational Committee.

Jane reported that the Idea Bank has a new DVD offer called "Family Focus." She learned that it will be available November 28, 2007. She said it has been produced in both English and Spanish. Also, "Family Focus" will be the Idea Bank's first program available online by subscription; this program will be available online by January 2, 2008.

Jane offered to provide a copy of that information to anyone interested. Tim Adams, Oklahoma City, and Susan Chavez, American Red Cross, both said they were interested.

Jane said possibly there might be enough money remaining from the State Farm funds to purchase this for the FireSAFE program to share, and would be determined later.

IV. APPROVAL OF MINUTES – REGULAR MEETING MAY 15, 2007 (Attachment IV)

Tim Adams, City of Oklahoma City, made a motion to accept the minutes of the May 15, 2007 regular meeting. Shaum Jennings, Bethany, seconded the motion. The motion carried the following votes:

AYE: Jennings, Lojka, Pontius, Singleteary, Troupe, Adams, Cummings, Damron, Pokorny, Baxter, Chavez, Stuart

NAY: None

ABSTAIN: None

V. COMMITTEE REPORTS

Fund Development - Jane Sutter reported that, according to Ken Pontius, Moore Fire Department, the International Association of Arson Investigators (IAAI) Conference customarily collects "fines" at their annual conference, and this year they desire to donate those fines to the Operation FireSAFE program.

Darryl Troupe volunteered to make a FireSAFE program presentation at this year's IAAI conference, and said he would be responsible to get it on their conference agenda. This year's conference will be held at the Crown Plaza Hotel in Oklahoma City on October 31-November 2.

Ken Pontius suggested that Operation FireSAFE be chosen as the IAAI's charity. Ken said the IAAI organization will match the amount of the fines as well for their total donation.

Darryl asked Ken if he arranged for an Operation FireSAFE presentation to be included on the IAAI's annual conference agenda. Ken said the format for this year had already been chosen, which is on fire investigation.

Darryl asked if we could get allotted 10-15 minutes to mainly brief the group about the existence of the Operation FireSAFE program. Ken said he would mention it at the next IAAI Board meeting since he is a member.

Program Development Committee – Tim Adams talked about the program manual used by the FireSAFE program for many years and the current efforts to have that transferred to an electronic format. He presented a digital version of what they have to date to the group. He said old information can be updated anytime.

Jane noted that previously the program manual consisted of information that describes the entire process of how to establish a juvenile firesetter program, who participates, components and program interview and reporting forms, etc.

Tim explained that he, Jimmy Gibson, and Marie Lerault started working on creating the new version about a year ago which includes the presentation and the forms. The group viewed the program Power Point. It also includes a video segment about a 45-second clip from "In Their Own Words," which is very effective when talking to older age juveniles about firesetting.

Tim said incorporated into the presentation is a spot to select "Book" which is the contents of the program manual. He has most of the text done from the book but does not have the graphics in it yet. It is 68 pages long. Tim said it needs to be reviewed and edited. Jerry Lojka offered to proof the work done to date. Jane and Lois said they would read and review the contents as well.

Tim agreed to serve as the Chair of the subcommittee and Jerry Lojka said he would email them to inform them when he has finished his review. Jane, Lois and Darryl agreed to serve as well. They agreed to set a meeting date to review it together as a subcommittee after Jerry Lojka contacts them.

Tim suggested that the PSAs developed and used in the past be included as well. He said we previously considered including any resource material that has been used to be included on the disk as well.

He recommended that this work be completed by November because he will be making a juvenile intervention presentation to a group in northwestern Arkansas who are looking at building a regional program. He doesn't have a date set yet for the presentation. He said he would like another representative to go with him possibly a mental health representative and someone from ACOG in order to give a good cross-section to tell how this program was developed and why it is successful. Tim said he would keep the group posted on further details and information about it.

He said there is a way to make the interview forms interactive online. However, Tim added that might be distracting when interviewing young age children because it would interfere in holding their attention. He said it might prove useful when interviewing older kids.

Jane suggested that we not be concerned about having the forms online but rather plan to have printed forms available. Tim agreed that could be an option.

All of the forms will have to be generated in whichever format we choose. We were looking at making it an all inclusive CD, he said. Once we distribute the CD to the interview sites it will be up to them to either print it out as is or punch in the information and then print it.

Public Education Committee –Tim mentioned that the number of Oklahoma City's referrals due to public education has dropped significantly in the last year. He said he has not seen any more than seven kids referred to him in any given month.

Tim said he is concerned that the public might not be aware of the problem and mentioned that we don't have funds for advertisement. He said radio ads receive a good response and asked if we buy air time for FireSAFE.

Jerry Church, ACOG, said we would not be able to afford radio advertisements, as the costs would go as high as \$25,000 – impossible to do with only \$2,500. Jerry said since the FCC rules have changed huge corporations are buying out radio stations, and 90% of the radio stations operating in Oklahoma City are owned by only three companies. He said bonus spots like we used to get are not available.

Tim mentioned that Magic 104 had a blitz of advertisement regarding the annual public safety conference recently and asked if that was probably a special arrangement with the radio station.

Jerry Church said the cost for a remote is \$750-3,000, depending on the package.

Tim asked how SAFE KIDS was able to set up a spot on the Jack and Ron show once a week. Jerry Lojka said it was an arrangement that Martha Collar had made and that he would check with Oklahoma SAFE KIDS to see if he could get on the Jack and Ron show.

Tim asked how hard would be to develop a relationship like that with other media resources. Jane said we would not be able to produce enough information for that on a weekly basis.

Earnie Baxter, Tinker Air Force Base, suggested approaching Chesapeake Energy or another major corporation and asking them to fund the cost for radio announcements.

Pat Damron suggested contacting public radio, e.g., NPR.

Tim said we will need to be sure that each city uses the same media release. Tim said he does not have a copy of the one used in the past, nor copies of the PSAs.

Tim mentioned about a flyer in with the city utility billing statements. Jerry Lojka said he would work on that with Midwest City, and Darryl Troupe said he would work on it with the city of Norman. Tim said we need to format the statement to be used in these mailings so.

Mental Health Committee – Lois Pokorny reported that an Advanced Interviewer Training Session was conducted on May 15 and 16 and that a new format was used. She said at the training they used one-half day on the 15<sup>th</sup> to catch attendees up who had not attended a training session before, and a full day of advanced interviewer training on the 16<sup>th</sup>.

Lois said there were approximately 15 attendees. She said there was good representation from the mental health field there. Lois recommended that we continue to use that same format when scheduling the interview training sessions.

Lois said we have previously established that we would conduct an Advanced Interviewer Training session once every other year and the Basic Interviewer training twice a year. The next Advanced Interviewer Training will be in calendar year 2009, and two Basic Interviewer Training sessions in calendar year 2008.

Jane reported that Pat Damron with the State Health Department has been working hard to establish a mental health contact in Canadian County for the FireSAFE interview sites. It has been difficult thus far.

Pat said she is working with Red Rock Mental Health Center. She is working with the Yukon Fire Department on that as well. She said they need children's services in the Mustang-El Reno-Yukon-Piedmont area. She said eventually there will be child guidance centers located there.

Tim said the evaluations for the Interviewer training sessions were very positive.

Vice-Chairman Darryl Troupe asked if there are any training opportunities coming up that should be noted by the group.

Tim Adams said there is a public education conference scheduled in Bullhead City, Arizona in October. He said that particular conference always focuses on juvenile intervention topics, which is an inexpensive conference. The registration is \$125 and the nights lodging is \$35 per night. There is one in Massachusetts sometime in November which has a registration cost of \$700 and the flight is \$700, and other costs total nearly \$2,000 to attend.

#### VI. ELECTION OF OFFICERS

Vice-Chairman Darryl Troupe asked if everyone had signed up to serve on a subcommittee. A sign-up sheet was passed around the room.

Darryl asked for official nominations for Chairman and Vice-Chairman. Darryl volunteered to continue to serve as Vice-Chairman. Darryl Troupe nominated Ken Pontius to continue as Chairman. Ken Pontius declined for health reasons and current workload schedule. He said he preferred to pass that nomination to someone else, but if there is not other nominee, he agreed to continue to make his best effort.

Tim Adams nominated Darryl Troupe to be the next Chairman and Shaum Jennings as Vice-Chairman.

Darryl Troupe made a motion that nominations cease. Pat Damron seconded the nomination. Darryl Troupe and Shaum Jennings were elected Chairman and Vice-Chairman respectively.

#### VII. STATE FARM GRANT 2007

Jane continued with Tim's suggestion regarding advertisements and mentioned that the group had decided to spend State Farm funds on producing a FireSAFE Program poster. Tim said previously we posted the posters in the public schools and reported that he never had anyone come to him saying they had learned about the program by seeing a poster and suggested that we redirect those funds to multi-media advertising.

#### VIII. PROGRAM MANUAL/DVD

This item was covered earlier in the agenda under the Program Development Committee report.

#### IX. FIRESAFE FOUNDATION

Jane announced that a Firesafe Foundation Board meeting is scheduled for Friday, September 28<sup>th</sup> and asked this group for their suggestions and recommendations for the Board.

She said we will provide them with the program statistics, report the State Farm funding, report the interview training sessions, and provide them a copy of last year's charted statistical information on the reported child-set fires. Tim said he could provide information to the Board about the development of the electronic version of the program manual.

X. OPERATION FIRESAFE PROGRAM STATISTICS

Chairman Darryl Troupe announced that the latest statistics were made available as a handout, and asked that any missing reports be submitted in order to complete this important information.

XI. NEW BUSINESS

None

XII. ADJOURNMENT

Tim Adams made a motion to adjourn. Shaum Jennings seconded the motion. The meeting adjourned at 11:13 a.m.

**OPERATION FireSAFE  
Operational Committee**

*Darryl Troupe, Norman, Chairman  
Shaum Jennings, Bethany, Vice Chairman  
Resource Person: Jane Sutter, ACOG*

**2008  
Subcommittees**

**Fund Development Committee**  
*Unnamed Chair*

Jane Sutter, ACOG  
Dan Stuart, State Farm Insurance  
Earnie Baxter, Tinker Air Force Base

**Mental Health Committee**  
*Lois Pokorny, Chair*

Casey Rooney, Oklahoma City-County Health Dept.  
Pat Damron, Oklahoma State Health Dept.

**Program Development**  
*Unnamed Chair*

Tim Adams  
Jerry Lojka, Midwest City

**Public Education**  
*Unnamed Chair*

Susan Chavez, American Red Cross  
Shaum Jennings, Bethany  
Darryl Troupe, Norman  
Resource Person: Jerry Church

MEMORANDUM

**DATE:** November 13, 2007  
**TO:** FireSAFE Operational Committee  
**FROM:** Jane Sutter, ACOG  
**SUBJECT:** TV/DVD Distribution

**INFORMATION:** The Oklahoma SAFE KIDS Coalition recently donated \$2,500 to Operation FireSAFE specifically for the purchase of training equipment and materials. ACOG staff surveyed the membership for their needs. As a result, ten sets of "In Their Own Words" and "Four Years After" were ordered for the following departments:

- Bethany
- El Reno
- Midwest City
- Mustang
- Newcastle
- Nichols Hills
- Norman
- Oklahoma National Guard
- The Village
- Spencer

One copy of a new DVD to be released later this month, called "Family Focus" was also ordered for the group to review. It offers both English and Spanish, and also comes with a one-year subscription to an on-line service that will provide updates throughout the year.

In addition, TV/DVD sets were purchased for the following departments:

- Bethany
- El Reno
- Midwest City
- Mustang
- Norman
- Shawnee

**NOTE:** Some of you who had received DVDs during the last funding round (summer 2006) requested additional copies, but there was not enough funding to grant second requests. Please note: "In Their Own Words" and "Four Years After" were on the SAME DVD, so you may not realize you already have both of them.

**Action Requested:** The TV/DVD players and DVDs will be distributed at the meeting. You must be present to win!