

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, SEPTEMBER 13, 2007 IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING

OPERATION FIRESAFE OPERATIONAL COMMITTEE & BURN PREVENTION COMMITTEE AGENDA

10:00 a.m., September 18, 2007

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

Step right up
and get your FireSAFE VHS and DVD Videos!
Some claimed, some for the taking...

Also,
*9-1-1 Coloring Books are available
now for Fire Prevention Month*

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. CHAIRMAN'S REPORT
- IV. APPROVAL OF MINUTES-- REGULAR MEETING MAY 15, 2007 ([Attachment IV](#))

Action Requested: Motion to approve minutes from the May 15, 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. ELECTION OF OFFICERS ([Attachment VI](#))

INFORMATION: It is time to elect new Operation FireSAFE Operational Committee officers (Chairman and Vice-Chairman), and others sign up to serve on a subcommittee.

Action Requested: Nominations and elections of officers and committee signups.

VII. STATE FARM GRANT 2007 ([Attachment VII](#))

INFORMATION: John Wiscaver and Kevin Garrett from State Farm Insurance delivered a \$5,000 check to ACOG August 30th. It is to be split between FireSAFE and Risk Watch programs. The attached memo provides more details.

Action Requested: Discussion regarding use of the funds.

VIII. PROGRAM MANUAL/DVD

INFORMATION: Tim Adams and Jimmy Gibson will bring a DVD demonstrating progress to date on a digital version of the FireSAFE program manual.

Action Requested: Discussion regarding steps needed for digital version of manual.

IX. FIRESAFE FOUNDATION

INFORMATION: A Firesafe Foundation meeting is scheduled for 11:30 a.m. Friday, September 28th.

Action Requested: Discussion of agenda items for Foundation meeting.

X. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

XI. NEW BUSINESS

XII. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
MINUTES
May 15, 2007

The third meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:10 a.m., May 15, 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 Hoeflein, Midwest City Fire Department
Robert Crain, Moore Fire Department
Getty Williams, Newalla Fire Department
Darryl Troupe, Norman Fire Department
Dean Green, Norman Fire Department
Tim Adams, Oklahoma City Fire Department
Jimmy Gibson, Shawnee Fire Department
Ron Cummings, Spencer Fire Department
Pam Damron, State Health Department

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

None

IV. APPROVAL OF MINUTES – REGULAR MEETING MARCH 20, 2007

Bo Bedford, Midwest City, made a motion to accept the minutes of the March 20, 2007 regular meeting. Jeff Keester, Del City, seconded the motion. The motion carried the following votes:

AYE: Keester, Lojka, Pontius, Williams, Troupe, Adams, Gibson, Cummings and Damron

NAY: None

ABSTAIN: None

V. COMMITTEE REPORTS

Fund Development - Jane Sutter reported that she has communicated with Kelly Dunkerley with State Farm who offered to provide funding for FireSAFE. She submitted an application to State Farm asking for \$2,500, which is the amount State Farm funded the FireSAFE program last year. At one point it has been the consensus of the Operational group that we need a new program poster that could be distributed in public schools. Therefore, she said she listed that in the application as one of main items to be funded, and if there was money remaining, to purchase training videos for the interview sites.

Jane also mentioned that the group needs to decide whether or not to apply for funds from Oklahoma SAFE KIDS Coalition. Martha Collar has informed us that it is time to do that. We would be able to apply for \$2,000 from SAFE KIDS.

Jane asked the group to note any other priorities they see the program needs. She reminded the committee about previous recommendations to provide FireSAFE program training to other fire departments.

Jane reported that she heard from the fire chief at the Union City Fire Department who said they recently had a 16-year who started a fire in their area, and he mentioned that they are experiencing this problem in other fire departments in Canadian County, and would like to have help. She said she invited him to attend the interviewer training this afternoon and tomorrow, but he said he could not make it. He asked if someone from this group could attend the Volunteer Fire Chiefs' meeting this Thursday night at 6:30 p.m. at the El Reno Vo-Tech. They need someone to explain to them what FireSAFE is about; how they could get involved; and how some other departments in the region could help them out when they have kids who start fires.

The Union City Chief said they meet once a month except in the summer. Jane said she will tell them to give us advance notice in the fall and we will try to put together a team who could come to their meeting and make a FireSAFE presentation to them. In the meantime, other FireSAFE sites could take their referrals, Jerry Lojka said. Tim Adams, Oklahoma City, agreed that they could take some of their referrals as well.

Jimmy Gibson, Shawnee, said no larger a group than would comprise the departments in Canadian County, that perhaps we could organize a special meeting with them in the interim months.

Jane said she would contact Kyle Trumbly at Yukon and Mike Carroll at Mustang who have both participated in the FireSAFE program, about organizing a meeting.

Jane recalled that Pat Damron was working with Yukon on developing some mental health contacts. Pat said the State Health Department does not have guidance services in Canadian County. Pat said she referred the Yukon Fire Department to a counselor at the Red Rock Mental Health Center. Pat said she has not heard from them since that time but that she would follow-up. Pat said the state health department cannot see 16-year-olds, and there are not many services in Canadian County for kids, which is a problem. They do have Red Rock in that area, and also a youth services office in Canadian County.

Tim Adams, Oklahoma City Fire Department, commented that he has worked with 16 year olds, and older, sometimes with a younger mentality level, but that 16-year-olds from rural areas operate from a much different mind-set than non-rural 16 year olds. They are more specific to the individual than to the age.

Getty Williams, Newalla, suggested that we contact the Oklahoma Rural Electric Association regarding possibly making a donation to the FireSAFE program from the funds they collect in a program they have called Round-off. The electric company customers round-off the amount due on their electric service bill and those monies collected are used to help rural communities. Jane said we contacted them in the past and were unsuccessful. Getty recommended that we make another try at it to see if they would respond favorably this time.

Jane asked the group to prioritize its needs as far as how to apply the SAFE KIDS grant money to the FireSAFE program. The amount SAFE KIDS customarily grant is \$2,000, she said.

Jerry Lojka suggested that we might focus on special educational materials/equipment. Jane said if the program does not receive money from State Farm Insurance, we would definitely need to apply to SAFE KIDS because funds are needed to cover the costs of developing and printing FireSAFE program posters.

Chairman Ken Pontius said if the number of intakes is down as a group, it may be because the message about the program is not getting out, which means we might need to purchase some advertisement{s}.

Program Development – Jimmy Gibson reported that he and Tim Adams will soon resume the project of developing program materials that could be taken to other fire departments in the region that needs education about the FireSAFE program. He explained that this material could be made available to interested fire departments in the outlying areas around the state who might be interested in starting a FireSAFE program in their area. This involves the DVD and power point presentation tools. He said the information is yet to be input to an Excel file. They would like to provide a Power Point presentation either into a manual or on a disc. Also, he said they would like to have a reference library on disc.

Tim said they would not promise to have this project completed for the summer, but hoped to have it ready not too far in the future.

After further group discussion, a motion was made by Tim Adams to hire temporary help to do the keyboarding entry for the program manual in order to help further this project along. Jerry Lojka seconded the motion. The motion carried the following votes:

AYE: Keester, Lojka, Pontius, Williams, Troupe, Adams, Gibson, Cummings and Damron

NAY: None

ABSTAIN: None

Public Education Committee – There was no report.

Mental Health Committee – There was no report.

VI. TRAINING OPPORTUNITIES

Chairman Ken Pontius announced that the Basic Operation FireSAFE Interviewer Training Session was scheduled for today at 1:00 p.m. at the ACOG offices, and the Advanced Operation FireSAFE Interviewer Training Session was scheduled for Wednesday, May 16th at the Moore Library. Registration forms to both sessions were available for sign-up.

VII. COMMITTEE SIGN-UP

A subcommittee sign-up sheet was passed around the room to the group for the Fund Development, Mental Health, Program Development and Public Education subcommittees.

VIII. OPERATION FIRESAFE PROGRAM STATISTICS

Chairman Ken Pontius 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.

IX. NEW BUSINESS

Tim Adams, Oklahoma City Fire Department, announced that there will be a retirement party for John Long, Fire Prevention Officer with the Oklahoma City Fire Department, on May 31st from 1 p.m. to 4 p.m. and invited everyone to attend.

Jane Sutter announced that Martha Collar is leaving Safe Kids Oklahoma to expand her service to the adult injury prevention cause. There will be a farewell event for Martha on Thursday, May 17th at the Nicholson Tower from 4 p.m. to 6 p.m. Everyone is invited to attend.

X. ADJOURNMENT

The meeting was adjourned at 10:40 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

Jane Sutter, ACOG
Bo Bedford, Midwest City

Mental Health Committee

Lois Pokorny, Chair

Kyle Trumbly, Yukon
Pat Damron, Oklahoma State Health Dept.

Program Development

Jimmy Gibson, Chair

Jerry Lojka

Public Education

Tim Adams, Chair

Darryl Troupe, Norman
Jeff Keester, Del City
Resource Person: Jerry Church

MEMORANDUM

DATE: September 11, 2007
TO: FireSAFE Operational Committee
FROM: Jane Sutter, Division Director
SUBJECT: Election of Officers and Subcommittee Sign-ups

INFORMATION: It is time for the FireSAFE Operational Committee to elect officers for Chairman and Vice-Chairman. We also need to recruit/elect subcommittee chairmen and record volunteers to serve on subcommittees, i.e., Fund Development, Program Development, Public Education and Mental Health.

Action Requested: Elect officers and sign up to serve on operational subcommittees.

MEMORANDUM

DATE:: September 10, 2007
TO: FireSAFE Operational Committee
FROM: Jane Sutter, Division Director
SUBJECT: State Farm Grant—2007

INFORMATION: John Wiscaver and Kevin Garrett from State Farm Insurance delivered a \$5,000 to ACOG August 30. The money is to be split between FireSAFE and Risk Watch programs, as last year.

The grant application stated we would use the FireSAFE funding for new program posters, and possible videos if there is any money remaining. I have called S Design, the company that developed our most recent brochures (with the fish and cat on the front) to get a cost estimate for transforming that message into a poster design and printing. I should have details to share with the group at the meeting.

I am also coordinating with Judy Duncan at the OSDH regarding spending the Risk Watch funding. It will be used to purchase Risk Watch curriculum for new schools in the region coming on board with the Risk Watch program. I should have more information about that at the meeting as well.

Action Requested: Discussion regarding poster preparation and distribution.