

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., JUNE 23, 2008
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING



9-1-1 association of central oklahoma governments

Chair David Hopper
Norman Councilmember

Vice-Chair Kathy McMillan
Moore Councilmember

Secretary/Treasurer Keith Bryan
Mustang Councilmember

Executive Director
John G. Johnson

9-1-1 BOARD OF DIRECTORS
AGENDA

1:00 p.m., Thursday, June 26, 2008
ACOG Conference Room
21 E. Main – Suite 100
Oklahoma City, Oklahoma 73104

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES –May 29, 2008 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET (Items VI-A through VI-H)

INFORMATION: This item is placed on the agenda so that the Board of Directors may designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with the approval of all board members, that item will be heard in regular order. Staff recommends that items VI-A through VI-H be placed on the consent docket.

Action Requested: Motion to place the above items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item.

A. FINANCE REPORT – JUNE 2008 CLAIMS ([Attachment VI-A](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$86,991.93 for the month of June. Staff finds these claims to be in order, proper as to form and recommended for payment. A copy of the Claims List is included in the agenda packet.

Action Requested: Motion to accept finance report, and to approve payment of the June claims against the Association.

B. JULY/AUGUST BUDGETED RECURRING CHARGES

INFORMATION: The July/August regular 9-1-1 Board of Directors' meetings have been combined and claims approval will be August 14, 2008. Approval is required to pay the July and August budgeted, recurring charges on July 31, 2008, and August 28, 2008, respectively. The July claims will be presented for ratification at the August board meeting. The August claims will be presented for ratification at the September board meeting.

Action Requested: Motion to authorize payment of July and August budgeted recurring expenses as requested.

C. RENEWAL OF INDEPENDENT LOCAL EXCHANGE CARRIERS CONTRACTS

INFORMATION: Contracts for 9-1-1 service from the following Incumbent Local Exchange Carriers (ILECS) are due for renewal in July. Complete contract documentation is available for review at the ACOG offices.

1. Pioneer Telephone Cooperative
2. TDS Telecom
3. Windstream Communications

Action Requested: Motion to authorize the Executive Director to execute contract renewals for 9-1-1 service with the abovementioned Incumbent Local Exchange Carriers.

D. RENEWAL OF COMPETITIVE LOCAL EXCHANGE CARRIERS (CLECs) CONTRACTS

INFORMATION: It is time to renew the contract with Cox Oklahoma Telcom, LLC for 9-1-1 service in July.

Action Requested: Motion to authorize the Executive Director to execute a contract renewal for 9-1-1 service with Cox Oklahoma Telcom, LLC.

E. RENEWAL OF AT&T CONTRACT AGREEMENT

INFORMATION: The AT&T contract for telephony, network and database services with 9-1-1 ACOG is due for renewal July 1, 2008. The complete contract document is available for review at the ACOG offices.

Action Requested: Motion to authorize the Executive Director to execute the proposed AT&T Service Application and Agreement with 9-1-1 ACOG.

F. CONSULTANT RETAINER AGREEMENT BETWEEN MARY T. HARRIS/MTM SOLUTIONS AND 9-1-1 ACOG ([Attachment VI-F](#))

INFORMATION: 9-1-1 ACOG desires to renew the consultant retainer agreement with Mary T. Harris/MTM Solutions not to exceed \$10,000 for consulting services as outlined in Attachment VI-F for FY 2008-2009 ending June 30, 2009. The consulting services include providing technical assistance related to 9-1-1 system enhancements.

Action Requested: Motion to authorize the Executive Director to execute a Consultant Retainer Agreement with Mary T. Harris/MTM Solutions not to exceed \$10,000 for FY 2008-2009, ending June 30, 2009.

G. 9-1-1 SERVICE FEE RESOLUTION/ORDINANCE ([Attachment VI-G](#))

INFORMATION: A memo will be mailed to each 9-1-1 member entity for notification that each city council/board of trustees or County Commissioner will need to give immediate consideration to enactment of a resolution/ordinance relating to the 9-1-1 service fee for calendar year 2009.

Action Requested: Motion to concur with attached memo and example Resolution/Ordinance establishing the 9-1-1 service fee rate for calendar year 2009.

H. AUTHORIZATION TO NEGOTIATE AND RENEW THE CONTRACT WITH EMSA FOR 9-1-1 EQUIPMENT, NETWORK AND SERVICES

INFORMATION: The Emergency Medical Services Authority (EMSA) has contracted with 9-1-1 ACOG since 1998 for 9-1-1 equipment, network and services. Staff is recommending that 9-1-1 ACOG continue this relationship in which 9-1-1 and administrative costs are passed on to EMSA for inclusion into the regional E9-1-1 system.

Action Requested: Motion to authorize the Executive Director to negotiate and execute a contract renewal with the Emergency Medical Services Authority (EMSA) for 9-1-1 equipment, network and services.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. 9-1-1 WORK PROGRAM AND BUDGET ([Attachment VII-A](#))

INFORMATION: The work efforts and revenues necessary to accomplish the continued operation of the Enhanced 9-1-1 system are described in the 9-1-1 ACOG Work Program and Budget per Attachment VII-A. The path to the complete ACOG budget available on line is: <http://acogok.org/Newsroom/Downloads08/budget09.pdf>

Action Requested: Consider motion to approve, as presented herein, the Budget Committee recommended Fiscal Year 2008-2009 (July 1, 2008 – June 30, 2009)

Annual Budget and Program of Services for the 9-1-1 Association of Central Oklahoma Governments.

B. ELECTION OF OFFICERS ([Attachment VII-B](#))

INFORMATION: The Nominations Committee met in May to consider nominations for the 9-1-1 Board of Directors' officers. Their recommendations are reported in Attachment VII-B.

Action Requested: Motion to approve the Nominations Committee's recommendation for election of officers of the 9-1-1 Board of Directors for FY 2008-2009, and election of Firesafe Foundation, Inc. Board member.

C. RESOLUTION – BANKING SIGNATURES ([Attachment VII-C](#))

INFORMATION: With the election of new officers of the 9-1-1 Board of Directors, it is necessary to approve the attached official custodians' resolution authorizing 9-1-1 ACOG's current signatories to conduct business with 9-1-1 ACOG financial institutions.

Action Requested: Motion to approve the attached official custodian's resolution for FY 2008-2009.

VIII. NEW BUSINESS

IX. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
May 29, 2008**

The fifth meeting of the calendar year 2008 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:04 p.m., May 29, 2008 in the Conference Room, 21 E. Main, Suite 100, Oklahoma City, Oklahoma. This meeting was held as indicated by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG Offices, 21 E. Main, Suite 100, at least twenty-four (24) hours prior to the meeting.

PRESIDING

Hon. David Hopper, Councilmember, Norman

MEMBERS PRESENT

Hon. James Woodard, Councilmember, Arcadia
Hon. Roger Malone, Councilmember, Choctaw
Hon. Ken Bartlett, Councilmember, Del City
Hon. Dan O'Neil, Mayor, Edmond
Hon. Chuck Burtcher, Mayor, Guthrie
Hon. Bill Lisby, Councilmember, Harrah
Hon. Ray Poland, Councilmember, Jones City
Hon. Margaret Graham, Trustee, Luther
Hon. Russell Smith, Mayor, Midwest City
Hon. Kathy McMillan, Councilmember, Moore
Hon. Keith Bryan, Councilmember, Mustang
Hon. James Pumphrey, Mayor, Nicoma Park
Hon. Bob Cleveland, Trustee, Slaughterville
Hon. Earnest Ware, Mayor, Spencer
Hon. Dean Johnson, Councilmember, Warr Acres
Hon. Rod Cleveland, Commissioner, Cleveland County
Hon. Mark Sharpton, Commissioner, Logan County
Hon. Willa Johnson, Commissioner, Oklahoma County

MEMBERS ABSENT

Hon. Phil Shirey, Councilmember, Bethany
Hon. Matt White, Mayor, El Reno
Hon. Marianne Yarbrough, Trustee, Forest Park
Hon. Laurel Anderson, Mayor, Lake Aluma
Hon. Mark Easton, Councilmember, Lexington
No Designee, Newcastle
Hon. Kathy Walker, Councilmember, Nichols Hills
Hon. Gary Hayes, Councilmember, Noble
Hon. John Brown, Councilmember, Piedmont
Hon. Kathy Jordon, Trustee, Smith Village

MEMBERS ABSENT (continued)

No Designee, Valley Brook

No Designee, Tuttle

Hon. Scott Symes, Mayor, The Village

Hon. Jim Gilbert, Mayor, Woodlawn Park

Hon. Ward Larson, Councilmember, Yukon

Hon. Grant Hedrick, Commissioner, Canadian County

GUESTS

Mrs. Mark Sharpton, Guthrie

Mrs. Chuck Burtcher, Guthrie

Earl Burson, City Manager, Harrah

Hon. J. Brian Walters, City of Oklahoma City – Ward 5

Katherine Gouker, AT&T

STAFF

John G. Johnson, Executive Director

Jane Sutter, Deputy Director

Debbie Cook, CPA, Finance Division

Stephen M. Willoughby, Division Director, E9-1-1 & Public Safety

Wendi Marcy, Special Programs Officer

Carolyn White, 9-1-1 Database Manager

Johnny Irons, 9-1-1 Projects Coordinator

Diane McCullough, Projects Coordinator

Anita Kroth, 9-1-1 Administrative Assistant

Susan Yingling, Administrative Assistant, Administration

Doug Rex, Division Director, Transportation Planning & Data Services

Jerry Church, ACOG Communications Program Coordinator

I. CALL TO ORDER

Chairman David Hopper called the meeting to order at 1:04 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Director John Johnson introduced Mrs. Burtcher, Guthrie; Earl Burson, City Manager, Harrah; and Katherine Gouker, AT&T.

III. APPROVAL OF MINUTES – April 24, 2008

Director Keith Bryan, Mustang, made a motion to approve the minutes of the April 24, 2008 meeting with the amendment to include Willa Johnson, Commissioner, Oklahoma County, as present at the meeting. Director James Pumphrey, Nicoma Park, seconded the motion.

The motion carried the following votes:

AYE: Woodard, Malone, Bartlett, O'Neil, Burtcher, Lisby, Poland, Graham, McMillan, Bryan, Pumphrey, Hopper, Cleveland, Ware, Johnson, Cleveland, Sharpton, and Johnson

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

None

Director's Report:

None

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. CONSENT DOCKET

INFORMATION: This item is placed on the agenda so that the Board of Directors, by unanimous consent, may designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with the approval of all board members that item will be heard in regular order. Staff recommends that item VI-A, VI-B, and VI-C be placed on the Consent Docket.

Action Requested: Motion to place the above items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item.

A. FINANCE REPORT – MAY CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$152,829.48 for the month of May. Staff has found these claims to be in order and proper as to form, and are recommended for payment. A copy of the Claims List is included in the agenda packet.

Action Requested: Motion to accept the finance report and to approve payment of the May claims against the Association.

B. PROPOSED FY 2007-2008 BUDGET AMENDMENT (Attachment VI-B)

INFORMATION: 9-1-1 ACOG is well into its 2007-2008 fiscal year, and staff proposes to amend the budget to more closely reflect estimated revenues and expenditures and reflect Board actions taken throughout the fiscal year.

Action Requested: Motion to approve the recommended budget amendment.

C. AUTHORIZATION TO RENEW THE CONTRACT BETWEEN THE CITY OF OKLAHOMA CITY AND 9-1-1 ACOG FOR 9-1-1 PROFESSIONAL SERVICES

INFORMATION: The City of Oklahoma City has requested to contract again in FY 2008-2009 with the 9-1-1 Association for professional services related to 9-1-1 administration. These services include: 9-1-1 database management; Master Street Address Guide (MSAG) management; technical assistance/coordination; and sharing geographical information.

Action Requested: Authorization for the Executive Director to renew the contract in an amount not to exceed \$111,611 between the City of Oklahoma City and 9-1-1 ACOG for 9-1-1 professional services related to regional 9-1-1 administration.

Director James Pumphrey, Nicoma Park, made a motion to place the above items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item. Director Ken Bartlett, Del City, seconded the motion. The motion carried the following votes:

AYE: Woodard, Malone, Bartlett, O'Neil, Burtcher, Lisby, Poland, Graham, McMillan, Bryan, Pumphrey, Hopper, Cleveland, Ware, Johnson, Cleveland, Sharpton, and Johnson

NAY: None

ABSTAIN: None

Chairman David Hopper clarified that the budget amendment reflects a decrease of \$2,000 in interest income due to the decrease in interest rates. He made a favorable comment regarding the budget comparison of the proposed amendment to the current budget by pointing out that it reflects a projected increase to the fund balance in the amount of \$93,948.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. FORMATION OF THE NEXTGEN911 TELCOM TASK FORCE

Johnny Irons explained that the NextGEN911 Telcom Task Force has been formed to bring together the Oklahoma Corporation Commission along with various 9-1-1 agencies as well as industry professionals to discuss the future of 9-1-1 in the State of Oklahoma.

Mr. Irons said new technology such as Internet protocol, provides the capability for non-traditional devices to call 9-1-1. As we prepare to plan our networks to migrate with the technological movements it is important to understand how these technologies interface with enhanced 9-1-1 systems.

Mr. Irons said in order to assist in understanding these new issues, 9-1-1 ACOG has partnered with the Oklahoma Chapter of the National Emergency Number Association (NENA) to create a NextGEN911 Telcom Task Force.

The task force will consist of representatives from local exchange carriers, competitive local exchange carriers, Voice over Internet Protocol Service Providers, and other interested parties as well as 9-1-1 agencies to discuss how this technology evolution is impacting 9-1-1. He announced that the first NextGEN911 Telcom Task Force meeting will be held at ACOG on May 30 at 10:00 a.m.

VIII. GENERAL STATUS REPORT

Stephen Willoughby reported that since last month's report Cricket is now in compliance with 9-1-1 ACOG's Phase II request on May 6, and since that time has tested successful with the 23 Central Oklahoma PSAPs.

Mr. Willoughby reported that five of the other 10 Councils of Governments in the state have responded to our poll regarding a comparison of their efforts and ACOG's regarding carriers being compliant with the census requirement and state statutes. Five COGs responded to that poll and in some cases ACOG has census information from carriers who had not provided the same to the other COGs.

He reported that staff participated in the Oklahoma Chapter of NENA's annual 9-1-1 Day at the Capitol at which time 9-1-1 professionals in the state have an opportunity to provide educational information to the State Legislature.

IX. NEW BUSINESS

None

X. ADJOURNMENT

Director Ken Bartlett made a motion to adjourn. Director James Pumphrey seconded the motion. The motion carried the following votes:

AYE: Woodard, Malone, Bartlett, O'Neil, Burtcher, Lisby, Poland, Graham, Smith, McMillan, Bryan, Pumphrey, Hopper, Cleveland, Ware, Johnson, Cleveland, Sharpton, and Johnson

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:13 p.m.

ADOPTED THIS _____ DAY OF JUNE 2008.

CHAIRMAN

SECRETARY-TREASURER

PAGE DOWN TO VIEW ATTACHMENT VI-A

BE IT RESOLVED, that on this 26th day of June 2008, the following claims are approved by the 9-1-1 Association of Central Oklahoma Governments; and the Director and Officers of this Association are directed to pay such claims.

ACOG Administrative Services

Consultant	6,759.00		
Development	4,985.00		
Institute	2,519.55		
Maintenance & Repair	1,549.24		
Mileage	349.98		
Parking	279.25		
Public Education	1,845.17		
Supplies	69.77		
Telephone	260.00		
Travel	768.02		
<i>Total MSAG/Education/Training</i>		\$ 19,384.98	
OKC Professional Services Agreement		-	
Total ACOG Administrative Services			\$ 19,384.98

9-1-1 Operating/Maintenance

AT&T (Network, Database, TSP & Frame Relay)	\$ 43,851.43		
AT&T (Wireless Phases I & II)	5,447.49		
AT&T Global Services (UPS Maintenance)	1,213.00		
AT&T (Frame Relay EMD Parkview EMS)	468.57		
AT&T (EMSA EMD Frame Relay)	195.89		
AT&T (DSL Connection)	103.41		
Chase Equipment Leasing Inc.	13,463.10		
Hinton Telephone Company	246.20		
Language Line	315.23		
Logix Communications	199.32		
McLoud Telephone	280.00		
Oklahoma Communication Systems	1,217.67		
Pioneer Telephone (Newcastle Diagnostic Line)	52.99		
Pioneer Telephone (9-1-1 Trunks)	479.78		
Windstream	72.87		
<i>Total 9-1-1 Operating/Maintenance</i>			67,606.95
Total June Claims			\$ 86,991.93

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED MAY 31, 2008**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>May 1, 2008</i>			
Cash on Deposit	\$ 1,951,750.80	\$ 694,010.54	\$ 2,645,761.34
Cash Receipts			
Fee Income	\$ 123,358.92	\$ -	\$ 123,358.92
Fee Income - Wireless	358,695.93	-	358,695.93
Contracts	1,393.83	-	1,393.83
Transfers of Funds	200,346.23	198,144.33	398,490.56
Interest Earned	1,588.04	2,457.00	4,045.04
Miscellaneous	222.04	-	222.04
Total Cash Receipts	<u>\$ 685,604.99</u>	<u>\$ 200,601.33</u>	<u>\$ 886,206.32</u>
Total Cash Available	\$ 2,637,355.79	\$ 894,611.87	\$ 3,531,967.66
Cash Disbursements			
Claims/Operating Expense	\$ 152,829.48	\$ -	\$ 152,829.48
9-1-1 Fund Disbursement	23,843.75	-	23,843.75
Transfers of Funds	198,144.33	200,000.00	398,144.33
Miscellaneous	70.63	-	70.63
Total Cash Disbursements	<u>\$ 374,888.19</u>	<u>\$ 200,000.00</u>	<u>\$ 574,888.19</u>
Ending Balance <i>May 31, 2008</i>			
Cash on Deposit	<u>\$ 2,262,467.60</u>	<u>\$ 694,611.87</u>	<u>\$ 2,957,079.47</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
MAY 2008**

Arcadia	\$ 28.52
Bethany	1,151.17
Choctaw	433.58
Cleveland County	314.55
Del City	837.95
Edmond	4,169.39
El Reno	1,320.39
Forest Park	48.65
Guthrie	1,182.20
Harrah	232.11
Jones	111.94
Lexington	95.77
Midwest City	2,328.65
Moore	1,805.44
Mustang	628.69
Newcastle	345.54
Nichols Hills	269.30
Nicoma Park	114.53
Noble	261.38
Norman	4,663.62
Oklahoma County	723.57
Piedmont	203.38
Slaughterville	96.15
Spencer	149.67
The Village	409.95
Tinker AFB Fire Department	112.11
Tuttle	232.67
Warr Acres	494.44
Woodlawn Park	3.93
Yukon	1,074.51

Total May Disbursements	\$ 23,843.75
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ATTACHMENT VI-F

Chair David Hopper
Norman Councilmember

Vice-Chair Kathy McMillan
Moore Councilmember

Secretary/Treasurer Keith Bryan
Mustang Councilmember

Executive Director
John G. Johnson

9-1-1 association of central oklahoma governments

MEMORANDUM

DATE: June 20, 2008

TO: 9-1-1 Board of Directors

FROM: Stephen M. Willoughby, Division Director, E9-1-1 & Public Safety

SUBJECT: Consulting Agreement with Mary T. Harris/MTM Solutions, Inc.

INFORMATION: 9-1-1 ACOG staff recommends renewing a contract for consulting services with Mary T. Harris (formerly Mary T. Bailey)/MTM Solutions, Inc. as outlined in the attached Consultant Retainer Agreement for FY 2008-2009, ending June 30, 2009. The consulting services will include assistance to staff in the maintenance of enhanced wireless 9-1-1 in the region, and other technical decisions related to system enhancements.

Mrs. Harris is a retired SBC/Southwestern Bell 9-1-1 manager who has expertise in all facets of telecommunications as they relate to implementation of enhanced wireless 9-1-1, as well as a general understanding of public safety communications operations. Mrs. Harris has been closely involved in several implementations of enhanced wireless services in other states, and is an excellent resource for Central Oklahoma's enhanced 9-1-1 system.

Action Requested: Motion to authorize the Executive Director to execute a Consultant Retainer Agreement with Mary T. Harris/MTM Solutions, Inc. not to exceed \$10,000 for FY 2008-2009, ending June 30, 2009.

CONSULTANT RETAINER AGREEMENT

This AGREEMENT made and entered into this ____ day of June 2008, by and between the 9-1-1 Association of Central Oklahoma Governments (9-1-1 ACOG) and Mary T. Harris/MTM Solutions, Inc. (Consultant);

WITNESSETH:

For and in consideration of the mutual promises and covenants of the parties hereto, to be kept and performed by them, it is hereby mutually agreed as follows:

Section 1.

Consultant agrees as follows:

- (a) To consult and assist 9-1-1 ACOG staff in planning, development, and operations of enhanced 9-1-1 services to the region; and
- (b) Provide other consulting services as deemed appropriate by both parties.

Section 2.

In consideration of the performance of services by Consultant, 9-1-1 ACOG hereby covenants and agrees to compensate Consultant on a monthly basis upon presentation of Consultant's statement itemizing services and charges. The rate of compensation shall be \$60.00 per hour. Consultant shall be compensated for travel and other expenses incurred in the performance of services for 9-1-1 ACOG, compensation for travel to be at the rate paid to regular employees of 9-1-1 ACOG, and other expenses at the actual cost thereof. Consultant shall document such expenses, upon request, to the satisfaction of 9-1-1 ACOG. It is agreed that all charges resulting from this agreement including consulting fees, travel and other expenses, shall not exceed \$10,000.00 for the period ending June 30, 2009. Prior to receiving any payment or compensation under this agreement, Consultant must furnish to 9-1-1 ACOG a Certificate of Insurance from Consultant's worker's compensation insurance carrier or a Certificate of Non-Coverage as issued by the Oklahoma Department of Labor.

Section 3.

This agreement shall be effective July 1, 2008. Either party may cancel this agreement by providing a 60-day written notice of cancellation to the other party.

IN WITNESS WHEREOF, the 9-1-1 Association of Central Oklahoma Governments has caused this Agreement to be executed on its behalf by the Executive Director of 9-1-1 ACOG, pursuant to authority duly vested by its Board of Directors, and by Mary T. Harris/MTM Solutions, Inc., Consultant.

John G. Johnson, Executive Director
9-1-1 Association of Central Oklahoma
Governments

Mary T. Harris/MTM Solutions, Inc.
Consultant



9-1-1 association of central oklahoma governments

MEMORANDUM

ATTACHMENT VI-G

Chair David Hopper
Norman Councilmember

Vice-Chair Kathy McMillan
Moore Councilmember

Secretary/Treasurer Keith Bryan
Mustang Councilmember

Executive Director
John G. Johnson

DATE: June 20, 2008

TO: 9-1-1 Board of Directors

FROM: Stephen M. Willoughby, Division Director, E9-1-1 & Public Safety

SUBJECT: 9-1-1 Service Fee Resolution for Consideration by Council/Board of Trustees or County Commission

Your City Council/Board of Trustees or County Commission will need to give immediate consideration to the attached resolution/ordinance relating to providing 9-1-1 service during calendar year 2009. The resolution pertains to establishment of the 9-1-1 service fee rate to be collected through the landline (traditional) telephone bills for the calendar year 2009. Fees collected by wireless and VoIP phone companies are established under a separate statute and are not covered by this resolution/ordinance.

To enable collection of the locally authorized service fee on landline telephone bills to pay for E9-1-1 service, each local government must approve a resolution/ordinance, on an annual basis, to set the actual fee *and* through 9-1-1 ACOG, notify the appropriate ILEC or CLEC telephone companies by September 1, 2008.

It is staff's determination, based on expense and line figures ascertained to date, that three percent will be needed to pay for the overall system cost during the calendar year of 2009, with the exception of parts of Canadian County, Okarche, El Reno and portions of Logan County who will pay a fee of five percent of tariff rate for telephone service to support the emergency telephone service for those areas.

Please mail a signed copy of your approved resolution before August 1 to: 9-1-1 Association of Central Oklahoma Governments, 21 E. Main Street, Suite 100, Oklahoma City, Oklahoma, 73104. If you have any questions, please contact **Anita Kroth, 234-2264**.

Action Requested: Motion to concur with the example memo and Resolution/Ordinance establishing the 9-1-1 service fee rate for calendar year 2009 as written above.

RESOLUTION/ORDINANCE
A RESOLUTION/ORDINANCE OF THE
COUNCIL/TRUSTEES/COMMISSIONERS OF THE
CITY/TOWN/COUNTY OF _____
ESTABLISHING THE NINE-ONE-ONE EMERGENCY
TELEPHONE FEE RATE FOR CALENDAR YEAR 2009

WHEREAS, the voters and/or governing body of the city/town/county have approved the acquisition and operation of an emergency telephone service, together with the levy or imposition of user fee/tax for such service; and

WHEREAS, said approving authority, service and fee are authorized pursuant to the Nine-One-One Emergency Act, 63 O.S. Supp., 1987, §2811 et seq., as amended.

NOW THEREFORE BE IT RESOLVED by the Council/Trustee/Commissioners of the City/Town/County of _____ that it does, hereby establish the rate for the Nine-One-One Emergency Telephone Service fee for the calendar year 2009 at three percent of the recurring charges as designated by the tariff for exchange telephone service or its equivalent within said city/town/county in accordance with said Act beginning January 1, 2009.

Mayor/Chairman

ATTEST:

City/Town/County Clerk

For Canadian County, Okarche, El Reno and Logan County only

RESOLUTION/ORDINANCE
A RESOLUTION/ORDINANCE OF THE
COUNCIL/TRUSTEES/COMMISSIONERS OF THE
CITY/TOWN/COUNTY OF _____
ESTABLISHING THE NINE-ONE-ONE EMERGENCY
TELEPHONE FEE RATE FOR CALENDAR YEAR 2009

WHEREAS, the voters and/or governing body of the city/town/county have approved the acquisition and operation of an emergency telephone service, together with the levy or imposition of user fee/tax for such service; and

WHEREAS, said approving authority, service and fee are authorized pursuant to the Nine-One-One Emergency Act, 63 O.S. Supp., 1987, §2811 et seq., as amended.

NOW THEREFORE BE IT RESOLVED by the Council/Trustee/Commissioners of the City/Town/County of _____ that it does, hereby establish the rate for the Nine-One-One Emergency Telephone Service fee for the calendar year 2009 at five percent of the recurring charges as designated by the tariff for exchange telephone service or its equivalent within said city/town/county in accordance with said Act beginning January 1, 2009.

Mayor/Chairman

ATTEST:

City/Town/County Clerk



9-1-1 association of central oklahoma governments

ATTACHMENT VII-A

Chair David Hopper
Norman Councilmember

Vice-Chair Kathy McMillan
Moore Councilmember

Secretary/Treasurer Keith Bryan
Mustang Councilmember

Executive Director
John G. Johnson

MEMORANDUM

DATE: June 20, 2008

TO: Chairman and Members of the 9-1-1 ACOG Board of Directors

FROM: John G. Johnson, Executive Director

SUBJECT: Proposed Fiscal Year 2008-2009 Annual Budget and Program of Services for the 9-1-1 Association of Central Oklahoma Governments

The 9-1-1 ACOG Proposed FY 2008-2009 Annual Budget and Program of Services, as recommended by the Board of Directors' Budget Committee, is attached for your review.

Members of the Budget Committee met with staff on June 12 and 19, 2008, to consider programmatic requirements for the agency, to provide member entity input and to prepare a budget recommendation to the Board of Directors. Based upon the committee's in-depth review, examination and input, this final budget recommendation has been formulated for consideration by the 9-1-1 Board of Directors at their regular meeting of June 26, 2008.

PROGRAM DESCRIPTION:

On May 1, 2009, 9-1-1 will celebrate its 20th year anniversary in Central Oklahoma. The budget for this 19th full 12-month period of operations of the E9-1-1 system reflects a continuing work program as outlined and approved at the initiation of the system. Continuance of our contract will fund significant additional work efforts in assigning street addresses in various portions of the E9-1-1 system area, carrying out E9-1-1 system equipment operations implementation, and supporting the 9-1-1 Training Institute. This work program directs the implementation of Phase II Enhanced Wireless 91-1- service for the region and extension of E9-1-1 service to the unserved areas of Logan County.

The proposed 9-1-1 budget, as outlined in detail within the budget document, provides for the continued administration of the finances of the system, contract management with approximately 40 landline telephone service providers, coordination with seven wireless

telephone service carriers, establishment and maintenance of the E9-1-1 system database, associated geographical information system (GIS), training of instructors and call-takers (telecommunicators), comprehensive public education program efforts to promote the proper utilization of the system (including TDD, wireless, VoIP and Language Line), and ongoing efforts for maintenance of E9-1-1 system equipment, software and management information systems. The 9-1-1 Association Budget also provides the basis for maintaining the current E9-1-1 system equipment and geographical information systems installed in FY 2007. The 9-1-1 program budget reflects the providing for call-taker training and supports the ongoing development and implementation of a Central Oklahoma Emergency Medical Dispatch (EMD) training program, as well as continued maintenance and enhancement efforts associated with implementation of Wireless E9-1-1 Phase II.

The Budget Committee recommends, in furtherance of the Board policy, maintaining the restricted reserve fund balance, as established in fiscal year 2001, for future acquisition of E9-1-1 system improvement and data management systems. The policy goal value shall be 25 percent of the estimated cost of such systems. The Budget Committee further recommends maintaining the operating reserve established in fiscal year 2001 with a policy goal value of 33 percent of the 9-1-1 department budget (four months of operating cost). These policies accommodated the funding of a one-time special distribution of \$290,791 to member entities in FY 2000-2001. The allocation of this one-time distribution was based on then current line values. Coupled with the annual budgeted distribution of an equal amount, the total distribution to member entities for FY 2000-2001 was \$581,582. While the disbursements goal to members was set at \$200,000 per year beginning in 2002, \$286,125 will be disbursed to members for FY 2009. This is the same amount as distributed in FY 2008.

The Budget Committee further recommends the continued efforts of the Next Generation 9-1-1 (NextGEN911) Telcom Task Force of 9-1-1 ACOG staff and member entity staff to investigate and address issues related to new technologies (such as wireless and VoIP) that both currently and in the future interface with 9-1-1. Staff will continue monitoring issues associated with any legislative and regulatory actions that impact enhanced 9-1-1 in Central Oklahoma.

Depreciation transfer reflects the cost recovery system for use of equipment from the various divisions of ACOG during the FY 2008-2009 budget period.

With these identified adjustments, the proposed FY 2008-2009 ACOG Budget maintains the necessary level of effort to meet the needs for certification and member expectations.

SUMMARY:

Staff is most appreciative of the time and extra level of effort contributed by the Board of Directors and their member local governments' staffs in the development of the different components of this program budget. We are also appreciative of the guidance and direction provided by the Budget Committee in the development of these recommendations. In presenting this budget, we hope that the Board of Directors and member entities will find that the budget is reasonable and responsible.

Action Requested:

Consider motion to approve, as presented herein, the Budget Committee recommended Fiscal Year 2008-2009 (July 1, 2008 - June 30, 2009) Annual Budget and Program of Services for the 9-1-1 Association of Central Oklahoma Governments.

9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Proposed FY 2008-2009 Budget

Revenues:

	<u>Totals</u>
9-1-1 Fees Remitted by Wireless Telephone Companies	\$ 2,140,697
9-1-1 Fees Remitted by Wireline Telephone Companies	1,449,512
Telephone Companies Administrative Fee	(71,804)
Interest Income	75,700
Contracts	190,017
Total Revenues	<u><u>\$ 3,784,122</u></u>

Expenditures:

Master Street Address Guide, Education & Training Charges	\$ 1,461,988
Telephone Companies Operating & Maintenance Charges	693,788
Maintenance, Repairs and Warranty	401,891
Debt Service - Principal	145,151
Debt Service - Interest	16,406
Professional Services Agreement	97,018
Legal	35,000
Insurance on Equipment	19,850
Consultants	19,800
Miscellaneous	2,000
Member Revenue Return	286,125
Total Expenditures	<u><u>\$ 3,179,017</u></u>

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
	E9-1-1 & PUBLIC SAFETY	FTE 12.08

Division Summary

E9-1-1 Program & Services

The 9-1-1 Association is established as an intergovernmental entity, created as a legal and administrative body separate and apart from the signatory parties, which owes its existence to its membership. Said entity is known as the “9-1-1 Association of Central Oklahoma Governments” and is referred to as the 9-1-1 Association.

The 9-1-1 Association is a voluntary association with membership open to all units of general purpose local government within the ACOG region and adjacent areas in Central Oklahoma that have authorized implementation of E9-1-1 emergency communication service. Units of local government have joined the 9-1-1 Association by passage of an ordinance, resolution or otherwise pursuant to law of the local governing body seeking membership.

The 9-1-1 Association is organized to administer, contract and coordinate the implementation and operation of the Enhanced 9-1-1 emergency communication service authorized and contemplated by the Nine-One-One Emergency Number Act. The Act provides that any governing body of a public agency may contract “with any association or corporation for the administration of nine-one-one emergency communication service as provided by law.”

The 9-1-1 Association is authorized to accomplish, on behalf of its members, the maximum utilization of resources available for the emergency communication system, to the end that the greatest economies of scale and efficiency of operation will result in the best system for all members, with the least cost to the taxpayers.

Other Divisional Services

Working in tandem with ACOG's 9-1-1 program, ACOG performs other services that enhance emergency services throughout the region.

ACOG maintains a comprehensive Geographical Information System (GIS) that ensures highly accurate maps that not only support 9-1-1, but also assists in other public safety functions in the region.

Since the attacks on the United States on September 11, 2001, additional attention has been placed upon regional partnerships to effectively respond to disasters. ACOG is designated by the Oklahoma Office of Homeland Security to be the local administrator of the Urban Area Security Initiative (UASI) grant. The UASI program provides the opportunity and funding to further enhance regional preparedness efforts that are unique to urban areas.

In addition to the UASI grant program, ACOG provides additional local grant assistance through distribution of state dollars for small community development, and continues to explore other avenues to assist local communities meet community development and critical needs of their community.

In FY 2008 ACOG participated in both region six and region eight state homeland security councils that serve the region and facilitated joint planning between the two councils. In FY 2009, ACOG plans to continue to enhance its commitment to regional approaches to homeland security needs.

In FY 2009, ACOG plans to continue to coordinate and support regional approaches of providing public safety services throughout the region. This includes ACOG seeking legislation to provide appropriations to ACOG for the Rural Fire Coordination Program.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	
E9-1-1 PROGRAM & SERVICES	E9-1-1 & PUBLIC SAFETY	

Summary

Through an agreement between the 9-1-1 Association and ACOG, staff support to accomplish these goals is provided by ACOG's 9-1-1 program staff.

The 9-1-1 staff was responsible for oversight of equipment installation and operation, initial database development, training and public education prior to the May 1, 1989 cutover date. Following implementation, continuing work includes management of telephone company contracts, refinement and updates to the 9-1-1 database, training of new dispatch personnel, and working with new landline telephone companies as well as with wireless telephone companies to provide and enhance the E9-1-1 interface and ongoing public education and supervision of installed E9-1-1 Public Safety Answering Point (PSAP) equipment. It is the responsibility of staff to keep the Central Oklahoma E9-1-1 System on the forefront of technologies that impact E9-1-1. Staff also performs administrative accounting functions related to administration of the service fees levied for the system, payment for services and disbursement of funds to the membership, and audit.

A 9-1-1 Technical Committee, including representatives of the public safety agencies involved in the system has proven to be a very effective method for exchange of information and improvement in the system's efficiency. Meeting quarterly, the Technical Committee provides an ongoing means to facilitate working together as a unit. Since 2004 the 9-1-1 Technical Committee has continued to provide leadership in the implementation of the Regional Emergency Medical Dispatch (EMD) program, as well.

The 9-1-1 ACOG Training Institute, the training arm of the Association, was organized to provide further training opportunities for regional call takers. Since 1994, nearly 540 dispatchers/call takers, including out-of-region, have received training through the Institute. The Institute annually holds two (2) 40-hour Emergency Telecommunicator Courses which provide essential training for newly hired dispatchers/call takers. More than 440 Central Oklahoma regional dispatchers/call takers have obtained national certification through this training initiative. This number represents 76 percent of Central Oklahoma regional dispatchers/call takers.

The 9-1-1 ACOG Training Institute continues to enhance its continuing education to regional dispatchers/call takers. In FY 2008, courses were offered in Emergency Medical Dispatch (60 percent of our regional call takers are nationally certified in EMD), Hostage Negotiations, Domestic Violence, School Violence, Critical Incident Management, Communications Center Supervisor, and Communications Training Officer.

In FY 2008, 9-1-1 ACOG continued its efforts toward public safety systems that would prevent the need for E9-1-1 calls, including maintenance of the Operation FireSAFE program. In FY 2008, Operation FireSAFE provided intervention to 55 reported juvenile firesetters and their families, continuing the steady decline of child-set fires in the region.

The 9-1-1 Association continues public education efforts to inform the public on the proper use of E9-1-1. In FY 2008, 9-1-1 ACOG distributed more than 6,640 pieces of public education material in Central Oklahoma which includes 9-1-1 coloring books, brochures and other promotional items that inform the public of the 9-1-1 life-saving system.

AT&T and the 9-1-1 Association staff mutually monitor a set of operational standards that outline the customer's expectations regarding level of service for the system and methods for measuring that level of service on a regular basis.

Phase II implementation also necessitated hours of testing calls with various wireless carriers from multiple towers and arriving in all answering point locations. It involved working with eight wireless telecommunications companies to ensure proper routing of each cell sector for every wireless tower based on the direction and propagation of their routing maps. More than 2,427 cell sectors have been assigned.

In FY 2008 the 9-1-1 Association's 22 Public Safety Answering Points serving the 50 member communities in Central Oklahoma handled over 340,000 E9-1-1 calls. Over 50 percent of these calls were made from callers using wireless devices.

Goals

- To ensure that administration of the E9-1-1 service fees is managed legally and appropriately and as per the policies of the 9-1-1 Association Board, including preparation and administration of the budget, payment of telephone company charges, remittance of fees to members and audit.

- To ensure the provisions of proper training of local agency personnel regarding the E9-1-1 system and associated equipment.

- To provide professional development training and national certification of call takers and supervisory professionals through the 9-1-1 ACOG Training Institute.
- To administer the 9-1-1 Association's business with the six Incumbent Local Exchange Carriers (ILECs), 46 Competitive Local Exchange Companies (CLECs), eight Wireless Service Providers and act as a business agent for the members who collectively represent one telephone company customer.
- To improve methodologies and technologies for handling 9-1-1 calls made from any device, with the ability to access emergency services, from any location within the region.
- To ensure that the public is informed of the E9-1-1 service and its benefits through proper use.
- To work with other E9-1-1 systems in Oklahoma and the United States to share ideas and work together toward public understanding and use of 9-1-1.
- To investigate areas of possible system improvements including technological advances or possible service area boundary expansions.
- To successfully plan and migrate all necessary 9-1-1 support software and hardware to their next generation or evolution.
- To support various metro-wide public safety initiatives such as the metro-area Operation FireSAFE program.
- To continue studying the feasibility of adding communities and county areas to the system and work to accomplish that goal when appropriate.
- To continue the regional work program in conjunction with the City of Oklahoma City to continue to maintain the integrity of Phase II enhanced 9-1-1 wireless services.
- To coordinate with Oklahoma City and surrounding counties in conducting successful elections to approve a 50-cent monthly 9-1-1 subscriber fee in accordance to the Oklahoma Wireless 9-1-1 Emergency Number Act.

- To continue to foster the implementation and progress of the regional Emergency Medical Dispatch (EMD) initiative, including testing, installation and training on quality assurance.

Objectives

- (1) To provide administrative and accounting functions related to collection and disbursement of E9-1-1 service fees, and auditing of those funds, per applicable state laws and relevant local government ordinances and resolutions.
- (2) To train area managers and call takers in efficient use of new equipment, including methods for using individualized customer records and developing statistical reporting packages.
- (3) To conduct and provide materials and staff assistance for the 9-1-1 Association Board of Directors' monthly meetings, 9-1-1 Technical Committee quarterly meetings and other meetings that benefit the Central Oklahoma's 9-1-1 system.
- (4) To communicate with area call takers through quarterly publication of *9-1-1 Dispatch*, a newsletter that will provide them information about system updates, site visits, processes, etc.
- (5) To arrange for training of call taker personnel from 9-1-1 ACOG PSAPs, as well as continuing education courses and seminars.
- (6) To manage contracts and communications with telephone companies and other service providers regarding database errors, omissions or revisions, and equipment problems.
- (7) To work with AT&T representatives in maintaining established Operational Standards.
- (8) To work with Voice over Internet Protocol (VoIP) telephony service providers and other technology service providers to provide the necessary routing and caller information associated with callers utilizing VoIP or other technologies to access 9-1-1. This involves planning and preparations for system design and financing to ensure the integrity of 9-1-1 system.

- (9) To conduct public education programs to include distribution of brochures, coloring books, press releases, group presentations, Web site updates and so forth.

- (10) To investigate and evaluate areas of possible system improvement through communications with various product vendors, trade association conferences and communications with members.

- (11) Facilitate enhancement of professional Emergency Medical Dispatch throughout the region.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	
GEOGRAPHICAL SERVICES	E9-1-1 & PUBLIC SAFETY	

Summary

In FY 2007 the 9-1-1 staff implemented Phase II enhanced 9-1-1 wireless services in the ACOG region. This was a massive undertaking that involved development of a new digital Geographic Information System (GIS) for mapping the latitude/longitude of landline and wireless callers and extensive work with the wireless carriers.

The GIS work involves extensive coordination with 9-1-1 ACOG's vendor GeoComm and the communities'/counties' GIS planners. A new committee of GIS Data Base planners began a quarterly GIS Technical Committee meeting schedule during this fiscal year and will continue to refine the regional data base and explore economics of scale by working together.

In addition, FY 2007 saw the inclusion of Logan County entirely in both landline and wireless E9-1-1 systems. This involved significant addressing efforts and coordination with community and county officials.

During FY 2008, 9-1-1 staff assigned approximately 800 addresses to residents of rural areas of Logan and Cleveland Counties. In addition, staff resolved nearly 6,200 database trouble reports.

In FY 2008, 9-1-1 staff performed an extensive comparison of the MSAG and the GIS data. This comparison resulted in numerous modifications to both the 9-1-1 database and GIS to ensure both databases matched.

Also, in FY 2008, ACOG and 9-1-1 ACOG entered into an agreement with the University of Oklahoma making portions of the regional GIS data publicly available via the Internet.

Goals

- To refine and maintain an updated database that drives the system's routing of calls and information received by the various Public Safety Answering Points and to find other ways data can be useful in local efforts.
- To approve and assign Emergency Service Numbers (ESNs) for new wireless towers and continue maintenance of the current wireless database.
- To ensure that the system's Master Street Address Guide (MSAG) and GIS data is updated by verification from each member entity.
- To further enhance the regional 9-1-1 GIS/Mapping Data system displaying maps at the 22 PSAPs for both landline and wireless E9-1-1 calls.
- To work cooperatively with other GIS partners to ensure the highest integrity and latest information is incorporated into the regional GIS system.
- To continue sharing geographical information and other agreed services for effective and efficient implementation and integrity of the overall emergency services telecommunications system.

Objectives

- (1) To conduct and provide materials and staff assistance for the 9-1-1 Association Board of Directors' monthly meetings, 9-1-1 Technical Committee quarterly meetings, and Regional GIS Technical Committee quarterly meetings.
- (2) To handle routine database change requests, refinements and improvements.
- (3) To request validation of the MSAG from each member entity.
- (4) To provide maps and GIS data to member entities upon request.
- (5) To coordinate with member entities to aid in the development and maintenance of a regional GIS/9-1-1 Mapping Data system.
- (6) To continue to refine and expand the capabilities of the first true regional GIS data set.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	
GRANTS ADMINISTRATION	E9-1-1 & PUBLIC SAFETY	

Summary

ACOG provides administration of regional grant programs that benefit the ACOG region and its members. ACOG also provides grant preparation and management assistance to local governments upon request.

Objectives

- (1) Serve as liaison for communication/assistance among members including involvement in Rural Economic Action Plan (REAP) and Community Development Block Grants (CDBG) for grants to small communities.
- (2) Provide direct assistance, upon request, particularly to smaller units of local government, in ascertaining grant assistance such as CDBG/REAP grants and other grants available through the Oklahoma Department of Commerce or other funding agencies.
- (3) Serve as the Grant Administrator of the Urban Area Security Initiative (UASI) program which provides financial assistance to address unique planning and enhancement of regional preparedness efforts. As the UASI Grant Administrator, ACOG is responsible for the procurement of all purchases authorized by the UASI Budget Committee and approved by the State Office of Homeland Security.
- (4) Provide assistance and administration of other grant programs and appropriations that become available and benefit the ACOG region and its members.

URBAN AREA SECURITY INITIATIVE

ACOG is designated by the Oklahoma Office of Homeland Security to be the local administrator of the Urban Area Security Initiative (UASI) program. The UASI program provides financial assistance to address the unique planning, equipment, training and exercise needs of high threat, high-density urban areas, and to assist them in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism.

The UASI program further provides the opportunity to enhance regional preparedness efforts. Federal guidelines encourage all designated UASI areas to employ regional approaches to overall preparedness and to adopt regional response structures whenever appropriate. This is accomplished through a needs assessment and the urban area strategy.

Goals

- To assist the UASI Working Group and Budget Subcommittee with the procurement of equipment and services for this program and to develop and implement a method to distribute this equipment.
- To assist in regional homeland security planning activities to ensure regional collaboration and efficiencies.

Objectives

- (1) Provide support to the UASI Working Group and UASI Budget Subcommittee.
- (2) Assist project Points of Contact in completing Budget Detail Worksheets (BDWs) and Procurement Plan Worksheets (PPWs).
- (3) Review BDWs and PPWs for accuracy and funding intent.
- (4) Submit completed BDWs to the Oklahoma Office of Homeland Security for its approval.
- (5) Issue purchase orders and order equipment (utilizing local procurement policies) after approval letters are received from the Oklahoma Office of Homeland Security.
- (6) Inventory and distribute equipment to project Points of Contact.
- (7) Request reimbursement from the Oklahoma Office of Homeland Security and process invoices for ACOG Board approval.
- (8) Provide documentation, monitoring, and reporting as an ongoing element of the program.



9-1-1 association of central oklahoma governments

ATTACHMENT VII-B

Chair David Hopper
Norman Councilmember

Vice-Chair Kathy McMillan
Moore Councilmember

Secretary/Treasurer Keith Bryan
Mustang Councilmember

Executive Director
John G. Johnson

MEMORANDUM

DATE: June 20, 2008

TO: 9-1-1 Board of Directors

FROM: John G. Johnson, Executive Director

SUBJECT: Election of Officers for the 9-1-1 ACOG Board of Directors

INFORMATION: The Nominations Committee met in May to consider nominations of the 9-1-1 Association Board of Directors officers of Chairman, Vice-Chairman and Secretary-Treasurer for FY 2008-2009. It was recommended by the committee that the following nominations for the coming term be considered.

Chairman:	Keith Bryan, Councilmember, Mustang
Vice-Chairman:	Ken Bartlett, Councilmember, Del City
Secretary-Treasurer:	Dan O'Neil, Mayor, Edmond

The Nominations Committee also recommends that the following nomination for the Firesafe Foundation, Inc. Board members be considered:

Charles Joyner, former ACOG Board Member, State Representative

Action Requested: Motion to approve the Nominations Committee's recommendation for election of officers of the 9-1-1 Board of Directors for FY 2008-2009, and election of Firesafe Foundation, Inc. Board member.



9-1-1 association of central oklahoma governments

ATTACHMENT VII-C

Chair David Hopper
Norman Councilmember

Vice-Chair Kathy McMillan
Moore Councilmember

Secretary/Treasurer Keith Bryan
Mustang Councilmember

Executive Director
John G. Johnson

MEMORANDUM

DATE: June 20, 2008

TO: 9-1-1 Board of Directors

FROM: Debbie Cook, CPA, Director of Finance

SUBJECT: Resolution – Banking Signatures

INFORMATION: With the election of officers at our June meeting, it is necessary to approve the attached official custodian's resolution authorizing 9-1-1 ACOG's current signatories to conduct business with 9-1-1 ACOG's financial institutions.

Action Requested: Motion to approve the attached official custodians' resolution for FY 2008-2009.

DC/ajk

RESOLUTION

THE BOARD OF DIRECTORS OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
21 E. MAIN STREET, SUITE 100
OKLAHOMA CITY, OKLAHOMA 73104-2405

Be it resolved that

Keith Bryan, Chairman

Ken Bartlett, Vice-Chairman

Dan O'Neil, Secretary-Treasurer

John G. Johnson, Executive Director

Jane E. Sutter, Deputy Director

of this Association whose signature(s) appear(s) above are appointed as official custodians of the Association's funds. They have plenary authority, including control, over funds owned by the Association. Control includes possession, as well as the authority to establish accounts for the funds in insured depository institutions and to make deposits, withdrawals and disbursements of such funds. Two (2) signatures shall be required on checks against the accounts. This supersedes all prior authorizations, which are hereby cancelled.

I hereby certify that the foregoing is a full, true and correct copy of a resolution adopted on June 26, 2008 by the Board of Directors of the Association of Central Oklahoma Governments and is in full force; that the signatures above are genuine and of the respective officers of said Association as designated thereon.

WITNESS my hand and seal of said 9-1-1 Association this _____ day of June 2008.

{SEAL}

SECRETARY