

PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., DECEMBER 14, 2009
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING



9-1-1 association of central oklahoma governments

Chair Keith Bryan
Mustang Councilmember

Vice-Chair Ken Bartlett
Del City Councilmember

Secretary/Treasurer Kathy McMillan
Moore Councilmember

Executive Director
John G. Johnson

9-1-1 BOARD OF DIRECTORS

AGENDA

1:00 p.m., Thursday, December 17, 2009

ACOG Board Room

21 E. Main – Suite 100

Oklahoma City, Oklahoma 73104

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES – NOVEMBER 19, 2009 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
 - A. CHAIRMAN'S REPORT
 - B. EXECUTIVE DIRECTOR'S REPORT
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. FINANCE REPORT – DECEMBER CLAIMS ([Attachment VI-A](#))

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$21,749.98 for the month of December. 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 approve payment of the December recurring claims against the Association.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. CONTRACT WITH COX COMMUNICATIONS FOR NETWORK ELEMENTS ([ATTACHMENT VII-A](#))

INFORMATION: Staff is in the process of designing the new 9-1-1 system network. For better capacity and redundancy, staff is designing a meshed network which would include network elements provided not only by AT&T but Cox Communications, as well. Cox network elements are approximately \$8,052 per month.

Action Requested: Authorization for the Executive Director to negotiate and execute a contract with Cox Communications for certain network elements associated with the 9-1-1 system replacement project.

VIII. GENERAL STATUS REPORT ([Attachment VIII](#))

IX. NEW BUSINESS

X. ADJOURNMENT

**MINUTES OF THE
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
BOARD OF DIRECTORS MEETING
ACOG CONFERENCE ROOM
November 19, 2009**

The tenth meeting of the calendar year 2009 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:06 p.m., November 19, 2009 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. Keith Bryan, Councilmember, Mustang

MEMBERS PRESENT

Hon. James Woodard, Councilmember, Arcadia
 Hon. Patrice Douglas, Mayor, Edmond
 Hon. Marianne Yarbrough, Trustee, Forest Park
 Hon. Russell Smith, Mayor, Midwest City
 Hon. Kathy McMillan, Councilmember, Moore
 Hon. Linda Molsbee, Councilmember, Newcastle
 Hon. James Pumphrey, Mayor, Nicoma Park
 Hon. Peter Hoffman, Mayor, Nichols Hills
 Hon. Rachel Butler, Councilmember, Norman
 Hon. Mike Fina, Mayor, Piedmont
 Hon. David Dirkschneider, Councilmember, Warr Acres

MEMBERS ABSENT

Hon. Phil Shirey, Councilmember, Bethany
 Hon. Roger Malone, Councilmember, Choctaw
 Hon. Ken Bartlett, Councilmember, Del City
 Hon. Matt White, Mayor, El Reno
 Hon. Chuck Burtcher, Mayor, Guthrie
 Hon. Gordon Jeney, Councilmember, Harrah
 Hon. Ray Poland, Mayor, Jones City
 No Designee, Lake Aluma
 Hon. Mark Easton, Councilmember, Lexington
 Hon. Kim Bourns, Trustee, Luther
 Hon. Gary Hayes, Mayor, Noble
 Hon. Bobby Cleveland, Mayor, Slaughterville
 Hon. Kathy Jordon, Trustee, Smith Village
 Hon. Earnest Ware, Mayor, Spencer
 Hon. Scott Symes, Mayor, The Village
 Hon. Taylor Henderson, Councilmember, Tuttle
 No Designee, Valley Brook
 Hon. Jim Gilbert, Mayor, Woodlawn Park
 Hon. Ward Larson, Mayor, Yukon

Hon. David Anderson, Commissioner, Canadian County
Hon. Rod Cleveland, Commissioner, Cleveland County
Hon. Mark Sharpton, Commissioner, Logan County
Hon. Willa Johnson, Commissioner, Oklahoma County

GUESTS

Betty Tucker, AT&T
Katherine Gouker, AT&T
Wayne Murphey, Deputy Commissioner, Logan County
Mary Murphey, Deputy Commissioner, Logan County
Brenda Perry, Logan County

STAFF

John G. Johnson, Executive Director
Jane Sutter, Deputy Director
Debbie Cook, Director of Finance
Stephen M. Willoughby, Division Director, E9-1-1 & Public Safety
Paulette Marshall, 9-1-1 Projects Coordinator
Alicia Nicely, 9-1-1 GIS Manager
Carolyn White, 9-1-1 Database Manager
Diane McCullough, Grants Program Manager
Doug Rex, Division Director, Transportation Planning & Data Services
Beverly Garner, Administrative Assistant, TPDS
Jerry Church, Director of Media & Public Relations
Ken Brown, CIP Projects Coordinator
Barbara Hurdman, Department Secretary

I. CALL TO ORDER

Chairman Keith Bryan called the meeting to order at 1:06 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

John Johnson, Executive Director, introduced Wayne Murphey, Mary Murphey and Brenda Perry, Logan County Commissioners' Office, and Betty Tucker and Katherine Gouker, with AT&T.

III. APPROVAL OF MINUTES – OCTOBER 29, 2009

Director Peter Hoffman, Nichols Hills, made a motion to approve the minutes of the October 29, 2009, 9-1-1 Board of Directors meeting. Director James Woodard, Arcadia, seconded the motion. The motion carried the following votes:

AYE: Woodard, Smith, McMillan, Bryan, Molsbee, Butler, Dirkschneider, Douglas, Yarbrough, Hoffman, and Fina

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

The Chairman did not give a report.

Executive Director's Report:

The Executive Director did not give a report.

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 through VI-B-3 be placed on the Consent Docket.

A. FINANCE REPORT – NOVEMBER 2009 CLAIMS

INFORMATION: Consideration of materials claims budgeted for the Association in the amount of \$24,498.35 for the month of November. 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 was included in the agenda packet.

John Johnson said there was a Claims Amendment available as a handout. The claims increased from \$24,498.35 to \$172,147.95. Part of this Claims Amendment was for personnel expenses billed to the 9-1-1 Division.

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

B. 2010 MEETING DATES

INFORMATION: In accordance with the Oklahoma Open Meetings Act, the 9-1-1 Association needs to approve a meeting schedule for the calendar year 2010 for the 9-1-1 Association Board of Directors, 9-1-1 Technical Committee and Operation FireSAFE Operational Committee and Burn Prevention Committee. Once approved, the schedule will be submitted to the Oklahoma County Clerk.

Action Requested: Motion to approve the meeting dates for the calendar year 2010 for the 9-1-1 Board of Directors, 9-1-1 Technical Committee and Operation FireSAFE Operational Committee and Burn Prevention Committee.

Director Mike Fina made a motion to approve the Consent Docket with the Claims Amendment. Director Kathy McMillan, Moore, seconded the motion. The motion carried with the following votes:

AYE: Woodard, Smith, McMillan, Bryan, Molsbee, Butler, Dirkschneider, Douglas, Yarbrough, Hoffman, and Fina

NAY: None

ABSTAIN: None

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. CONTRACT WITH COX COMMUNICATIONS FOR NETWORK ELEMENTS

Steve Willoughby said that staff was asking to table this item until the next meeting. John Johnson said the reason was because staff did not have figures available yet, and staff is still negotiating what the one-time costs will be and what the monthly recurring fees will be.

Director Peter Hoffman, Nichols Hills, made a motion to table the Contract with Cox Communication for Network Elements until the December 17, 2009 9-1-1 Board of Directors meeting. Director Kathy McMillan, Moore seconded the motion. The motion carried with the following votes:

AYE: Woodard, Smith, McMillan, Bryan, Molsbee, Butler, Dirkschneider, Douglas, Yarbrough, Hoffman, and Fina

NAY: None

ABSTAIN: None

B. MEMORANDUM OF UNDERSTANDING WITH THE STATE OF OKLAHOMA FOR FEDERAL 9-1-1 GRANT FUNDS

Steve Willoughby said that 9-1-1 ACOG has been notified by the State of Oklahoma that the 9-1-1 Association will be awarded \$380,453.11 in Federal 9-1-1 Grant Funds received by the State. These funds must be matched dollar-for-dollar and are designated for equipment costs associated with implementing the new 9-1-1 system equipment. A Memorandum of Understanding needs to be executed in order for 9-1-1 ACOG to receive these funds.

Director Rachel Butler, Norman, made a motion to authorize the Executive Director to negotiate and execute a Memorandum of Understanding with the State of Oklahoma to receive 9-1-1 grant funds. Director Patrice Douglas, Edmond, seconded the motion. The motion carried the following votes:

AYE: Woodard, Smith, McMillan, Bryan, Molsbee, Butler, Dirkschneider, Douglas, Yarbrough, Hoffman, and Fina

NAY: None

ABSTAIN: None

VIII. GENERAL STATUS REPORT

Steve Willoughby said that the 9-1-1 Legislative Task Force met, and the agenda consisted of presentations from the wireless industry and the Oklahoma Tax Commission. Point of sale legislation would move the responsibility to collect the 9-1-1 service fee for prepaid wireless to the retailer as opposed to the wireless carrier. The reason that is important is because wireless carriers claim they cannot identify where the subscriber is. In order to push that back, it would go back to where the device was sold. There is still some discussion of methodologies of how the point of sale would look at the end of the day, but Public Safety officials continue to work with the wireless industry on a joint approach. Some of the numbers discussed is that wireless is a \$176 billion industry, growing at the rate of 10 to 15 percent annually, and 20 percent of that is prepaid. Steve said that there are still a lot of details to be worked out but everybody is still working together to negotiate that piece of legislation. Steve said there is going to be a meeting with the wireless industry next week to begin addressing some of the concerns.

Steve Willoughby talked about the testing accuracy of the 9-1-1 system and Paulette Marshall gave a presentation of how the testing is accomplished.

IX. NEW BUSINESS

None

X. ADJOURNMENT

Chairman Keith Bryan asked for a motion to adjourn. Director James Pumphrey made a motion to adjourn. Director Marianne Yarbrough seconded the motion. The motion carried with the following votes:

AYE: Woodard, Smith, McMillan, Bryan, Molsbee, Butler, Dirkschneider, Douglas, Pumphrey, Yarbrough, Hoffman, and Fina

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:40 p.m.

ADOPTED THIS 17th DAY OF DECEMBER 2009.

CHAIRMAN

SECRETARY-TREASURER

BE IT RESOLVED, that on this 17th day of December 2009, 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

OKC Professional Services Agreement	\$ 6,190.92	
Total ACOG Administrative Services		\$ 6,190.92

9-1-1 Operating/Maintenance

AT&T (Wireless Phases I & II)	\$ 5,447.49	
AT&T(DSL Connection)	103.79	
AT&T Global Services (UPS Maintenance)	1,213.00	
Chase Equipment Leasing Inc.	5,906.18	
Hinton Telephone Company	246.20	
Language Line	329.09	
Logix Communications	199.32	
McLoud Telephone	280.00	
Oklahoma Communication Systems	1,217.67	
Pioneer Telephone (Newcastle Diagnostic Line)	55.93	
Pioneer Telephone (9-1-1 Trunks)	487.04	
Windstream	73.35	
<i>Total 9-1-1 Operating/Maintenance</i>		<u>15,559.06</u>

Total December Claims

\$21,749.98

ATTEST:

CHAIRMAN

SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
CASH STATUS REPORT
FOR THE MONTH ENDED NOVEMBER 30, 2009**

	<u>OPERATING ACCOUNT</u>	<u>SAVINGS ACCOUNT</u>	<u>T-BILLS</u>	<u>TOTAL</u>
Beginning Balance <i>November 1, 2009</i>				
Cash on Deposit	\$ 1,373,674.87	\$ 3,507,771.35	\$ 199,692.99	\$ 5,081,139.21
Cash Receipts				
Fee Income	\$ 119,731.65	\$ -	\$ -	\$ 119,731.65
Fee Income - Wireless	200,752.75			200,752.75
Contracts	8,181.12			8,181.12
Transfers of Funds		100,000.00		100,000.00
Interest Earned	45.01	1,168.16	166.83	1,380.00
Miscellaneous	361.20			361.20
Total Cash Receipts	<u>\$ 329,071.73</u>	<u>\$ 101,168.16</u>	<u>\$ 166.83</u>	<u>\$ 430,406.72</u>
Total Cash Available	\$ 1,702,746.60	\$ 3,608,939.51	\$ 199,859.82	\$ 5,511,545.93
Cash Disbursements				
Claims/Operating				
Expense	\$ 172,147.95	\$ -	\$ -	\$ 172,147.95
9-1-1 Fund				
Disbursement	21,459.41			21,459.41
Transfers of Funds			100,000.00	100,000.00
Miscellaneous				-
Total Cash				
Disbursements	<u>\$ 193,607.36</u>	<u>\$ -</u>	<u>\$ 100,000.00</u>	<u>\$ 293,607.36</u>
Ending Balance <i>November 30, 2009</i>				
Cash on Deposit	<u>\$ 1,509,139.24</u>	<u>\$ 3,608,939.51</u>	<u>\$ 99,859.82</u>	<u>\$ 5,217,938.57</u>

**9-1-1 ASSOCIATION OF CENTRAL
OKLAHOMA GOVERNMENTS
DISBURSEMENT OF FUND BALANCE
November 2009**

Arcadia	\$ 20.25
Bethany	1,033.67
Choctaw	332.74
Cleveland Co.	360.87
Del City	691.11
Edmond	4,130.36
El Reno	1,371.07
Forest Park	42.12
Guthrie	826.60
Harrah	166.91
Jones City	76.24
Lexington	69.85
Midwest City	2,022.07
Moore	1,578.53
Mustang	583.41
Newcastle	355.90
Nichols Hills	239.79
Nicoma Park	94.00
Noble	214.90
Norman	4,162.00
Oklahoma Co.	571.98
Piedmont	192.16
Slaughterville	74.66
Spencer	131.87
The Village	380.76
Tinker Air Force Base	56.89
Tuttle	215.23
Warr Acres	460.72
Woodlawn Park	3.02
Yukon	999.73
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Total November Disbursements	\$ 21,459.41
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9-1-1 association of central oklahoma governments

ATTACHMENT VII-A

Chair Keith Bryan
Mustang Councilmember

Vice-Chair Ken Bartlett
Del City Councilmember

Secretary/Treasurer Kathy McMillan
Moore Councilmember

Executive Director
John G. Johnson

MEMORANDUM

DATE: December 8, 2009

TO: 9-1-1 Board of Directors

FROM: Johnny C. Irons III, 9-1-1 Programs Manager

SUBJECT: Contract with Cox Communications for Network Elements

INFORMATION: Staff is in the process of designing the new 9-1-1 system network. For better capacity and redundancy staff is designing a meshed network which would include network elements provided not only by AT&T but Cox Communications, as well. Cox network elements are approximately \$8,052 per month.

Action Requested: Authorization for the Executive Director to negotiate and execute a contract with Cox Communications for certain network elements associated with the 9-1-1 system replacement project.

ATTACHMENT VIII



9-1-1 association of central oklahoma governments

Chair Keith Bryan
Mustang Councilmember

Vice-Chair Ken Bartlett
Del City Councilmember

Secretary/Treasurer Kathy McMillan
Moore Councilmember

Executive Director
John G. Johnson

MEMORANDUM

DATE: November 13, 2009

TO: 9-1-1 Board of Directors

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

SUBJECT: General Status Report

9-1-1 LEGISLATIVE ISSUES

Staff continues to work with our other Public Safety partners and the wireless industry on final language for a bill that addresses Point of Sale service fee remittance for prepaid wireless. Sen. Bingman has secured a bill number for the draft language to be inserted. Staff will continue to keep the Board updated on the progress of this measure.

Wireless Tariff Revisions

AT&T has addressed our concerns regarding their revisions to their tariff for wireless 9-1-1 services. The tariff is imposed by the Oklahoma Corporation Commission to set the rate for wireless 9-1-1 services provided by AT&T. As currently proposed, these revisions could be a reduction in recurring costs incurred by 9-1-1 ACOG. The current proposed cost revisions will be a savings of approximately \$34,000 annually for the Association. The tariff revision is still pending final approval and order by the Oklahoma Corporation Commission.

9-1-1 System Replacement Project

Staff and AT&T are working on the final details related to the scope of work for this project, including the coordination with Cox Communications which will be providing much of the network elements associated with the new internet protocol (IP) based 9-1-1 system. In addition, staff is currently evaluating the most advantageous financing option for the Association for this \$3 million, three-year project.

9-1-1 Grant

The 9-1-1 Association has received official notification from the Oklahoma Statewide 9-1-1 Advisory Board (attached) that 9-1-1 ACOG has been approved for \$407,597.35 in federal 9-1-1 grant funds that will be administered by the State. These funds are required to be dedicated to upgrading the regional 9-1-1 system to an internet protocol (IP) based 9-1-1 system. Staff is working with State 9-1-1 officials in finalizing the Memorandum of Understanding to receive these funds.

CITIZENS HELPING CITIZENS



ACOG

DEC 08 2009

BY JLS

December 3, 2009

911 ASSOC OF COG
21 E. MAIN STE 100
OKLA CITY OK 73104-2405
ATTN: STEPHEN WILLOUGHBY

Dear Mr. Willoughby:

I am pleased to inform you that your application for E-911 has been reviewed and approved for **\$407,597.35**

The next steps that are involved in the grant program is the development of a Memorandum of Understanding (MOU) between your agency and the State of Oklahoma. The MOU will be e-mailed to you for your agency's review and signature. Additionally, we will be contacting you in the near future for a representative(s) to attend a meeting to discuss requirements the National Highway Traffic Safety Administration (NHTSA) requires to be followed in order for your agency to be reimbursed for expenditures made in connection with your grant.

We appreciate your agency desiring to be a part of improving E-911 capability in Oklahoma.

If you have any questions, please contact me at 405/372-4171

Sincerely,

A handwritten signature in black ink that reads "Norman McNickle".

Norman McNickle
Chairman
Oklahoma Statewide 911 Advisory Board