

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, MAY 14, 2009  
IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING**

## SPECIAL STRATEGIC PLANNING MEETING

OPERATION FIRESAFE OPERATIONAL COMMITTEE & BURN PREVENTION  
COMMITTEE  
AGENDA

*10:00 a.m., May 19, 2009*

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

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. APPROVAL OF MINUTES – March 17, 2009 Meeting ([Attachment III](#))
- IV. STRATEGIC PLANNING DISCUSSION

**INFORMATION:** Using the Nominal Group Technique, Neighborhood Alliance Executive Director Georgie Rasco will lead the group through discussion of the following stimulus question:

As it approaches its 18<sup>th</sup> year of operation, what action does the Operation FireSAFE Program need to take to remain smoke'n hot [i.e. sustain quality]?

- V. NEW BUSINESS
- VI. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE  
& BURN PREVENTION COMMITTEE  
MINUTES  
March 17, 2009

The second meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:00 a.m., March 17, 2009, 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**

Jane Sutter, Deputy Director

**PRESENT**

Getty Williams, Newalla Fire Department  
Terry Hamilton, Nichols Hills Fire Department  
Susan Chavez, American Red Cross  
Lois Pokorny, Oklahoma City-County Health Department

**GUESTS**

None

**STAFF**

Jane Sutter, Deputy Director  
Jerry Church, Communications Coordinator  
Anita Kroth, Administrative Assistant

I. CALL TO ORDER

Jane Sutter called the meeting to order at 10:00 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

None

IV. APPROVAL OF MINUTES – REGULAR MEETING MARCH 17, 2009

Susan Chavez, American Red Cross, made a motion to accept the minutes of the March 17, 2009, regular meeting. Lois Pokorny, Oklahoma City-County Health Department, seconded the motion. The motion carried the following votes:

AYE: Williams, Hamilton, Chavez, and Pokorny

NAY: None

ABSTAIN: None

## V. COMMITTEE REPORTS

Fund Development Committee – There was no report.

Program Development Committee – Lois Pokorny talked about using the Nominal Group Technique to follow in addressing the committee's thoughts regarding the program's future.

Lois said it does not have to be an outcome evaluation, but rather a formative evaluation on how we are functioning together, asking such questions as "What do you need to know to consider Operation FireSAFE a success?" "How can the FireSAFE Committee be more productive?" "How can full participation in Operation FireSAFE by all departments be encouraged?" "How can the Operation FireSAFE program be presented to the fire department administrators better?" "How can Operation FireSAFE be improved," "How can preventive programs such as Operation FireSAFE thrive or be recognized?" and "What problems does Operation FireSAFE face?" She said we could do this as the beginning of a focus for a more extensive program evaluation, or to revamp some creative questions we are proposing.

Terry Hamilton suggested that it would be more along the lines of studying issues that need to be dealt with and then develop a strategy to address the particular type of problem.

Jane suggested that we hold a special meeting and ask members to bring any issues they would like to discuss with the group. She said we will send out a special notice with a different appearance than the regular meeting agenda indicating the time will run from 10 a.m. to 12 p.m. and that there will be a discussion about the future of the Operation FireSAFE program.

After further discussion, the group decided to hold a meeting and ask members attending to discuss any inherent issues they might have and ask what problems does Operation FireSAFE face in continuing to be a viable program. Lois said this would involve training and retraining.

Jane suggested that once we prepare a program evaluation that it is also sent to the fire chiefs to make sure they are aware we are conducting the survey and making an evaluation of the program as well as to the Operational Committee members.

Susan Chavez, American Red Cross, said she would like to hear from the individual departments about what is impeding them from participating in the program.

Public Education Committee – There was no report.

Mental Health Committee – There was no report.

## VI. ADVANCED TRAINING FOR OPERATION FIRESAFE INTERVIEWERS AND EDUCATORS

Jane said an Advanced Operation FireSAFE Training for Interviewers and Educators is scheduled for April 13, 2009 and asked Lois Pokorny to report on the status of that training.

The group discussed registrations for the training session. Jerry Lojka, Midwest City, said he would report back to ACOG after posting the notice at the Midwest City Fire Dept. about who those registrants are.

## VII. NEW BUSINESS - None

## VIII. ADJOURNMENT - Jane Sutter adjourned the meeting at 11:07 a.m.

**OPERATION FireSAFE  
Operational Committee**

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

**2008-2009  
Subcommittees**

**Fund Development Committee**

*Earnie Baxter, Tinker Air Force Base, Chair*

Jane Sutter, ACOG

**Mental Health Committee**

*Lois Pokorny, Chair*

Casey Rooney, Midwest City Fire Dept.  
Pat Damron, Oklahoma State Health Dept.

**Program Development**

*Jerry Lojka, Midwest City, Chair*

Tim Adams, Oklahoma City

**Public Education**

*Shaum Jennings, Bethany, Chair*

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