

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, SEPTEMBER 10, 2009
IF YOU DESIRE A SIGN LANGUAGE INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
AGENDA

10:00 a.m., September 15, 2009

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

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. CHAIRMAN'S REPORT
- IV. APPROVAL OF MINUTES – July 21, 2009 Meeting ([Attachment IV](#))
- V. NEXT STEP FOR OPERATION FIRESAFE PROGRAM

INFORMATION: The Operational Committee met in May and participated in a strategic planning exercise led by Neighborhood Alliance Executive Director Georgie Rasco using the Nominal Group Technique. At the July 21, 2009 meeting the group divided up into work groups to further identify actions needed to reach goals.

Action Requested: Progress reports from goal subcommittees.

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

INFORMATION: Committee discussions on the following committees:

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

Action Requested: Discussions.

- VII. NEW BUSINESS
- VIII. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
MINUTES
July 21, 2009

The fourth meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:05 a.m., July 21, 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, ACOG Deputy Director

PRESENT

Jerry Lojka, Midwest City Fire Department
Casey Rooney, Midwest City Fire Department
Robert L. Randolph, II, Midwest City Fire Department
Tim Snyder, Midwest City Fire Department
Mike Carroll, Mustang Fire Department
Terry Hamilton, Nichols Hills Fire Department
Tim Adams, Oklahoma City Fire Department
Todd Watkins, Shawnee Fire Department
Susan Chavez, American Red Cross
Lois Pokorny, Oklahoma City-County Health Department

GUESTS

None

STAFF

Jane Sutter, Deputy Director
Anita Kroth, Administrative Assistant

I. CALL TO ORDER

Chairman Darryl Troupe called the meeting to order at 10:05 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

Jane Sutter reported that State Farm Insurance has informed us that they would like to award Operation FireSAFE for another grant this year for \$3,000. They now have their application process online which is more complicated than compared to in the past when they required a letter from us and they would process from that point. She reported that she completed the online application for FireSAFE to receive the State Farm grant monies.

She said FireSAFE currently has \$5,000 in reserve from past donations from State Farm, and with this additional \$3,000, it would help with the program's strategic planning for ways to keep FireSAFE a viable program.

Tim Adams mentioned public education material produced by the Rainbow Valley Fire Department Education Program which is geared to children 3-6 years of age. He suggested that it would be good to consider purchasing with those donations. He said it is used primarily for fire prevention and not necessarily firesetter education. The cost runs about \$600 and consists of nine separate DVDs as part of that purchase. Each DVD runs approximately 10 minutes each. The program also provides a facilitator's guide. Tim said he has details on how to order it at his office and will provide that information to staff. If we are interested in purchasing more than one set, the producer might possibly allow the program a discount price, Tim said.

Tim recommended that the Program Development Committee view those DVDs and make a determination as to whether to purchase them for FireSAFE.

Jane suggested that we schedule a "Movie Day" for Operational Committee members to come to ACOG and view these videos. Jane said once that date has been determined that staff would notify the entire Operational Committee.

Terry Hamilton, Nichols Hills, said he has a video entitled "The Awareness" which he will bring to "Movie Day" for viewing as well.

IV. APPROVAL OF MINUTES – REGULAR MEETING JULY 21, 2009

Tim Adams, Oklahoma City Fire Department, made a motion to accept the minutes of the July 21, 2009 regular meeting. Lois Pokorny, Oklahoma City-County Health Department, seconded the motion. The motion carried the following votes.

AYE: Lojka, Carroll, Hamilton, Adams, Watkins, Chavez and Pokorny

NAY: None

ABSTAIN: None

V. OPERATION COMMITTEE TO DECIDE ON NEXT STEP FOR OPERATION FIRESAFE PROGRAM

Jane reminded the group that at the previous meeting three primary determinations were made regarding which direction the program would target in order to help move the program along and re-energize the Operational Committee.

Education was the primary concern and the group targeted communication with schools and day cares. Membership was the second target to work on increasing involvement of various departments that have not been participating. Awareness was also a direction the group decided to emphasize, looking at ways to make the general public aware of the program and its availability.

Susan Chavez and Robert Randolph discussed Education; Lois Pokorny, Tim Adams, Tim Snyder and Jane Sutter discussed Membership; and Jerry Lojka, Casey Rooney and Terry Hamilton discussed Awareness.

At the end of the group discussions, Susan Chavez summarized what had been discussed about Education. Activity Steps for Education as outlined were to view the Rainbow Valley Fire Department videos; seek permission to incorporate American Red Cross curriculum. The date to be completed was left "pending." Susan said she would be responsible for those assignments.

Also as an Activity Step for the month of September they included to market the FireSAFE program, especially to day care centers, Mother's Day out programs, elementary schools, Head Start programs, and Neighborhood Services. Susan Chavez, Robert Randolph, Mike Carroll and Todd Watkins agreed to participate in completing those activities with a date to be completed by October 2009 during Fire Safety Month. Jane informed them they could use the Power Point Presentation of the FireSAFE program produced by the Operational group. It was decided that this activity would be a part of the Awareness group activities.

Jerry Lojka added to the Education Committee's discussions that educational materials need to be updated to include materials that are appropriate for younger children.

Tim Adams said we need production grade materials because the kids these days are high-speed HD, bright colors, and so forth and is effective with the younger age kids.

Susan said they also plan to evaluate the availability of the curriculum especially during peak fire times (winter months) and focus on the locations of those fires. Susan Chavez, Robert Randolph, Mike Carroll and Todd Watkins agree to be responsible for those activities.

During Fire Safety Week Todd Watkins agreed to look into the Shawnee Fire Clowns program and see how the group might incorporate that program into the communities and target groups. They discussed this as a yearly activity.

Casey Rooney, speaking for the Awareness group, summarized their discussion by saying that primarily they plan to contact the school districts and school boards and talk to school principals and counselors at their beginning of the year meetings. They suggest that each municipality be responsible for contacting their individual school district.

They discussed displaying posters in school teachers' lounges; participate in the Safety Fair and any health fairs in all communities.

Casey announced that she signed Operation FireSAFE to exhibit the program in Schools for Healthy Lifestyles which is Monday and Tuesday, July 27-28, with the resource fair on Monday the 27th from 1:30 to 3:15 p.m. at Francis Tuttle located on Reno Avenue.

Jerry Lojka asked if the original Awareness video of the Operation FireSAFE video with Jennifer Reynolds has been updated. Tim Adams said no. Jerry said that needs to be listed as a priority to update. Terry Hamilton said he would bring the original video to show on "Movie Day" to that group as a start and discuss what kinds of changes need to be made and then they will form an Awareness Committee or use this Awareness group to assume that responsibility. Jerry said a budget will need to be established.

Tim Adams said as far as production goes there is a full production studio at Oklahoma City Hall and agreed to talk to the contact there about a timeline they could work with us on producing a new Awareness video.

Terry Hamilton agreed to meet with the Board of the Metro Fire Chiefs to solicit an invitation to make a presentation to that group to encourage chiefs' support.

Casey said they discussed getting Neighborhood Services involved in each individual community. Jane said the Oklahoma City Neighborhood Alliance Director could help us communicate with the other Neighborhood Alliance groups.

Jane, speaking for the Membership group, said Tim Adams has agreed to contact DHS to re-establish a relationship with them, and arrange training with their workers about the FireSAFE process.

Tim Snyder's sister is involved in Juvenile Justice and he has agreed to visit with her about finding the correct contact person there.

Both Tim Adams and Tim Snyder have agreed to make those contacts by August.

Jane said the group discussed developing a guidebook for departments and for state workers by January 1, 2010 explaining what Operation FireSAFE is about and ask them to make sure the correct referrals are made.

Lois Pokorny recommended that the committee reconnect with mental health professionals. She will start by surveying departments to identify referral resources and possible voids.

Lois said at this time the professionals we use are the Oklahoma City-County Health Department, Red Rock, and Oklahoma County Youth Services (for kids who have been referred by the court system).

Jerry Lojka said Midwest City makes referrals to Mid-Del Youth & Family Services (for kids all ages). He said they have also referred to Tri-City, but that was some time ago.

Lois established October 15th as a deadline to make the mental health professional contacts.

Tim Adams has agreed to contact Robert Doke's office in an effort to obtain a representative from the State Fire Marshal's office.

The Membership Committee also discussed making an effort to get the fire departments that are not currently involved in the Operation FireSAFE program to become interested and participate. Jane asked that the participating members contact those departments that need to be encouraged to participate.

VI. COMMITTEE REPORTS - No reports were made.

VII. NEW BUSINESS

Tim Adams said he is working with OSU, the State Fire Marshal's office, Tim Wheeler (Edmond Fire Department) and the City of Oklahoma City Fire Department to help restore the Oklahoma Public Education conference with juvenile firesetting being one of the keynote topics. They are looking at a minimal cost to participate and he said it will make a huge difference if all of the departments that participate in Operation FireSAFE would also attend the Pub Ed conference.

VIII. ADJOURNMENT

Tim Adams made a motion to adjourn. Lois Pokorny, Oklahoma City-County Health Department, seconded the motion. The motion carried the following votes.

AYE: Lojka, Carroll, Hamilton, Adams, Watkins, Chavez and Pokorny

NAY: None

ABSTAIN: None

The meeting was adjourned at 11:35 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: Jane Sutter