



*9-1-1 Association of Central Oklahoma Governments*

Chair Mark Hamm  
Moore Councilmember

Vice-Chair Elizabeth Waner  
Edmond Councilmember

Secretary/Treasurer Ken Bartlett  
Del City Vice-Mayor

Deputy Director  
John M. Sharp

## AGENDA

9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS  
1:00 p.m., December 14, 2017  
ACOG Board Room  
4205 N. Lincoln Boulevard, Oklahoma City, Oklahoma 73105

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES
  - A. November 16, 2017 meeting ([ATTACHMENT III](#))
- IV. COMMUNICATIONS
  - A. CHAIRMAN
  - B. DEPUTY DIRECTOR
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET (VI-A-VI-B)

**INFORMATION:** These items are placed on the agenda so that the Board of Directors, by unanimous consent, may designate these routine agenda items that they wish to be approved or acknowledged by one motion. If these items proposed do not meet with the approval of all Board Members, they will be heard in regular order. Staff recommends that Items VI-A-VI-B be placed on the Consent Docket.

**ACTION REQUESTED:** Motion to place Items VI-A-VI-B on the Consent Docket and approve or acknowledge these items, subject to any conditions included in these items.

A. FINANCE REPORT - DECEMBER 2017 CLAIMS ([ATTACHMENT VI-A](#))

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$260,543.04 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 authorize payment of the claims budgeted recurring expenses against the Association for the month of December.

B. APPOINTMENT OF OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY BOARD MEMBER

**INFORMATION:** Staff requests that the board give authorization for the 9-1-1 ACOG Division Director, Brent Hawkinson, to be appointed as a board member to the Oklahoma 9-1-1 Management Authority Board.

**ACTION REQUESTED:** Motion to authorize the 9-1-1 ACOG Division Director for appointment as a board member to the Oklahoma 9-1-1 Management Authority Board.

VII. ITEMS REQUIRING INDIVIDUAL ACTION/DISCUSSION

A. 9-1-1 FUND BALANCE

**INFORMATION:** A member entity, has requested that ACOG 9-1-1 staff provide some detailed financial data related to operations, hardware and software costs, maintenance, etc. Originally ACOG 9-1-1 was established in 1988 with landline telephone service fees being collected and the primary source of funding for all operations. In 2005, following the passage of the wireless act, fifty-cents was collected in addition to the existing landline telephone service fee to support operations. In November 2016, O.S. Title 63, was passed which collected an additional twenty-five cents statewide to fund public agencies. These agencies [Section 63-2868 (A)] recognized by the Oklahoma 9-1-1 Management Authority and authorized to receive funds collected pursuant to the provisions of this act and shall use the funds only for services, equipment, and operations related to 9-1-1 emergency telephone systems. ACOG 9-1-1 did not request these additional funds.

O.S. Title 63, resulted in a seventy-five cent Wireless, and VoIP fees and from each seventy-five-cent fee assessed and collected, five cents (\$0.05) shall be deposited into the Oklahoma 9-1-1 Management Authority Revolving Fund created pursuant to Section 9 of the act. Another one percent (1%) shall be retained by the wireless service provider or VoIP provider, and one percent (1%) shall be retained by the Tax Commission as reimbursement for the direct cost of administering the collection and remittance of the fees. In the case of Pre-Paid Wireless [Section 63-2867 (B)] providers, three percent (3%) shall be retained by the seller, and one percent (1%) shall be retained by the Tax Commission as reimbursement for the direct cost of administering the collection and remittance of such fees. After deduction of mandated fees, ACOG receives approximately 0.67 to .685 cents which include the additional monies which ACOG did not request and are currently not budgeted for use.

**ACTION:** For information and discussion only.

## B. STRATEGIC PLAN FOR 9-1-1 FUND BALANCE

**INFORMATION:** Staff is requesting authorization to advertise and conduct a Request for Qualifications and Quote process for consulting services to develop a Feasibility Study and Migration Plan for NG (Next Generation) 9-1-1. This is part of the long-term planning process to evaluate options available to the 9-1-1 Association, as Call Taking technologies are migrating away from existing legacy telephony networks & databases to Next Generation standards. This project was included in FY 2018 Budget and Work Program.

**ACTION REQUESTED:** Authorization for staff to advertise and conduct a Request for Qualifications and Quote process for consulting services to develop a Feasibility Study and Migration Plan for NG (Next Generation) 9-1-1.

## VIII. GENERAL STATUS REPORT

**INFORMATION:** Staff will provide an update on current projects to the Board of Directors.

**ACTION REQUESTED:** None, for information only.

## IX. NEW BUSINESS

## X. ADJOURN

**Next 9-1-1 ACOG Board Meeting is at 1:00 p.m. Thursday, January 25, 2018**

## 9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS

## OFFICERS

HON. MARK HAMM  
HON. ELIZABETH WANER  
HON. KEN BARTLETT

CHAIR  
VICE-CHAIR  
SECRETARY/TREASURER

MOORE  
EDMOND  
DEL CITY

CITY/ORGANIZATION	MEMBERS	ALTERNATES
ARCADIA {1}	HON. JAMES WOODARD, MAYOR	HON. MARCUS WOODARD, VICE-MAYOR
BETHANY {10}	HON. STEVE PALMER, COUNCILMEMBER	HON. PHILLIP SHIREY, COUNCILMEMBER
		HON. K.P. WESTMORELAND, MAYOR
CEDAR VALLEY {1}	HON. STAN WIECZOREK, MAYOR	HON. TERRY HAMILTON, TRUSTEE
CHOCTAW {3}	HON. ROGER MALONE, VICE-MAYOR	HON. LARRY GOELLER, COUNCILMEMBER
		HON. MIKE BIRDSONG, COUNCILMEMBER
DEL CITY {10}	HON. KEN BARTLETT, VICE-MAYOR	VACANT
		HON. BRIAN E. LINLEY, MAYOR
EDMOND {25}	HON. ELIZABETH WANER, COUNCILMEMBER	HON. VICTORIA CALDWELL, COUNCILMEMBER
EL RENO {8}	HON. MATT WHITE, MAYOR	HON. TIM ROBINSON, COUNCILMEMBER
FOREST PARK {1}	HON. MARIANNE YARBROUGH, TRUSTEE	HON. DOROTHY WINSTON, TRUSTEE
GUTHRIE {4}	HON. STEVENJ. GENTLING, MAYOR	HON. JEFF TAYLOR, COUNCILMEMBER
HARRAH {1}	HON. KIM BISHOP, COUNCILMEMBER	HON. TOM BARRON, COUNCILMEMBER
JONES CITY {1}	HON. RAY POLAND, MAYOR	VACANT
LAKE ALUMA {1}	NO DESIGNEE	VACANT
LEXINGTON {1}	HON. DAVID ADAMS, MAYOR	VACANT
LUTHER {1}	HON. JENNI WHITE, MAYOR	HON. JASON ROACH, VICE-MAYOR
		HON. PAXTON CAVIN, TRUSTEE
MIDWEST CITY {24}	HON. MATT DUKES, MAYOR	HON. RICK DAWKINS, COUNCILMEMBER
		HON. PAT BYRNE, COUNCILMEMBER
MOORE {16}	HON. MARK HAMM, COUNCILMEMBER	HON. GLENN LEWIS, COUNCILMEMBER
		ANY MOORE COUNCILMEMBER
MUSTANG {4}	HON. JAY ADAMS, MAYOR	HON. BRIAN GRIDER, COUNCILMEMBER

<b>CITY/ORGANIZATION</b>	<b>MEMBERS</b>	<b>ALTERNATES</b>
NEWCASTLE {2}	HON. MIKE FULLERTON, COUNCILMEMBER	HON. JOE COVEY, VICE-MAYOR
		HON. GENE REID, MAYOR
NICHOLS HILLS {3}	HON. PETER HOFFMAN, MAYOR	VACANT
NICOMA PARK {1}	HON. JOE RANDALL, COUNCILMEMBER	HON. MARK COCHELL, MAYOR
NOBLE {2}	HON. MARGE HILL, COUNCILMEMBER	HON. GAIL HATFIELD, COUNCILMEMBER
		HON. DIANNE GRAY, COUNCILMEMBER
NORMAN {39}	HON. LYNNE MILLER, MAYOR	HON. ROBERT CASTLEBERRY, COUNCILMEMBER
PIEDMONT {1}	HON. JOHN BROWN, COUNCILMEMBER	HON. VALERIE THOMERSON, MAYOR
		HON. KEVAN BLASDEL, COUNCILMEMBER
SLAUGHTERVILLE {1}	HON. JOHN KOEHLER, MAYOR	VACANT
SMITH VILLAGE {1}	NO DESIGNEE	VACANT
		HON. KATHY JORDON, TRUSTEE
SPENCER {2}	HON. EARNEST WARE, MAYOR	HON. PAULA MASON, VICE-MAYOR
		HON. FRANK CALVIN, COUNCILMEMBER/
THE VILLAGE {6}	HON. DAVID BENNETT, MAYOR	HON. SONNY WILKINSON, VICE-MAYOR
		HON. CATHY CUMMINGS, COUNCILMEMBER
TUTTLE {1}	HON. MARY SMITH, VICE-MAYOR	ANY TUTTLE COUNCILMEMBER
		HON. TOMMY JOE CHESTER, MAYOR
VALLEY BROOK {1}	NO DESIGNEE	VACANT
WARR ACRES {5}	HON. JIM MICKLEY, COUNCILMEMBER	HON. ROGER GODWIN, COUNCILMEMBER
		HON. PATRICK WOOLLEY, MAYOR
		HON. JOHN KNIPP, COUNCILMEMBER
WOODLAWN PARK {1}	HON. JIM GILBERT, MAYOR	VACANT
YUKON {9}	HON. MIKE MCEACHERN, MAYOR	HON. RICHARD RUSSELL, COUNCILMEMBER
CANADIAN COUNTY {1}	HON. MARC HADER, COMMISSIONER	HON. JACK STEWART, COMMISSIONER
		HON. DAVID ANDERSON, COMMISSIONER
CLEVELAND COUNTY {2}	HON. ROD CLEVELAND, COMMISSIONER	HON. DARRY STACY, COMMISSIONER
		HON. HAROLD HARALSON, COMMISSIONER
LOGAN COUNTY {4}	HON. MARVEN GOODMAN, COMMISSIONER	HON. MICHAEL PEARSON, COMMISSIONER
		HON. MONTY PIEARCY, COMMISSIONER
OKLAHOMA COUNTY {3}	HON. WILLA JOHNSON, COMMISSIONER	HON. BRIAN MAUGHAN, COMMISSIONER
		HON. RAYMOND VAUGHN, COMMISSIONER

**MINUTES**  
**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**  
**BOARD OF DIRECTORS MEETING**  
**ACOG BOARD ROOM, OKLAHOMA CITY, OKLAHOMA**  
**NOVEMBER 16, 2017**

The regular meeting of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:05 p.m., on November 16, 2017, in the ACOG Board Room, 4205 N. Lincoln Boulevard, Oklahoma City, Oklahoma. The meeting was held as indicated by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG offices at least 24 hours prior to the meeting.

**PRESIDING**

Hon. Elizabeth Waner, Councilmember

**ENTITY/AGENCY**

Edmond

**MEMBERS PRESENT**

Hon. Steve Palmer, Councilmember

Hon. Stan Wieczorek, Mayor

Hon. Roger Malone, Vice-Mayor

Hon. Steven J. Gentling, Mayor

Hon. Kim Bishop, Councilmember

Hon. Ray Poland, Mayor

Hon. Jay Adams, Mayor

Hon. Brian Grider, Councilmember

Hon. Mike Fullerton, Councilmember

Hon. Peter Hoffman, Mayor

Hon. Joe Randall, Councilmember

Hon. Lynne Miller, Mayor

Hon. John Brown, Councilmember

Hon. Keval Blasdel, Councilmember

Hon. John Koehler, Mayor

Hon. Earnest Ware, Mayor

Hon. David Bennet, Mayor

Hon. Cathy Cummings, Councilmember

Hon. Mary Smith, Vice-Mayor

Hon. Jim Mickley, Councilmember

Hon. Rod Cleveland, Commissioner

Hon. Marven Goodman, Commissioner

Hon. Michael Pearson, Commissioner

Bethany

Cedar Valley

Choctaw

Guthrie

Harrah

Jones City

Mustang

Mustang

Newcastle

Nichols Hills

Nicoma Park

Norman

Piedmont

Piedmont

Slaughterville

Spencer

The Village

The Village

Tuttle

Warr Acres

Cleveland County

Logan County

**MEMBERS ABSENT**

Hon. James Woodard, Mayor

Hon. Ken Bartlett, Vice-Mayor

Hon. Matt White, Mayor

Hon. Marianne Yarbrough, Trustee

Hon. David Adams, Mayor

**ENTITY/AGENCY**

Arcadia

Del City

El Reno

Forest Park

Lexington

**MEMBERS ABSENT CONTD.**

Hon. Jenni White, Mayor  
 Hon. Matt Dukes, Mayor  
 Hon. Mark Hamm, Councilmember  
 Hon. Mike Fullerton, Councilmember  
 Hon. Marge Hill, Councilmember  
 Hon. Kathy Jordan, Trustee  
 Hon. Jim Gilbert, Mayor, Woodlawn Park  
 Hon. Mike McEachern, Mayor  
 Hon. Marc Hader, Commissioner  
 Hon. Willa Johnson, Commissioner

**ENTITY/AGENCY**

Luther  
 Midwest City  
 Moore  
 Newcastle  
 Noble  
 Smith Village  
 Woodlawn Park  
 Yukon  
 Canadian County  
 Oklahoma County

**GUESTS**

Ronny Nelson, Public Works Director  
 Sheila Stevenson, Trustee Ward II  
 Larry McAtee, Councilmember  
 Anita Koehler  
 Larry Maples, Trustee  
 Mitchell Hort, Director of Development Services  
 Kathleen Johnson  
 Wilson Lyles, Commissioner

**ENTITY/AGENCY**

Goldsby  
 Langston City  
 Oklahoma City  
 Slaughterville  
 Union City  
 Yukon  
 Yukon  
 McClain County

**STAFF**

John G. Johnson  
 Brent Hawkinson  
 Vellamae Fogarty  
 Robin Murray  
 Chris Camp  
 Mike Davis  
 Tanner Jones  
 Debbie Cook  
 Robin McDonald  
 Beverly Garner  
 Barbara Hurdman

**POSITION**

Executive Director  
 9-1-1 Division Director  
 9-1-1 Administrative Assistant  
 9-1-1 Institute Programs Manager  
 9-1-1 Support Manager  
 9-1-1 GIS Manager  
 9-1-1 GIS Specialist  
 Chief Financial Officer / Finance Division Director  
 Accounting Administrative Assistant  
 Assistant to the Executive Director  
 Special Programs Officer 1 Grants Program Manager

**I. CALL TO ORDER**

Vice-Chair Elizabeth Waner called the meeting to order at 1:05 p.m. A quorum was present.

**II. INTRODUCTION OF GUESTS**

Mr. Johnson introduced Mitchell Hort and Kathleen Johnson from the City of Yukon.

III. APPROVAL OF MINUTES – REGULAR MEETING OCTOBER 26, 2017

Director Ray Poland made a motion to approve the minutes of the October 26, 2017, 9-1-1 Board of Directors meeting. Director David Bennett seconded the motion. The motion carried.

IV. COMMUNICATIONS

Chair Mark Hamm was not in attendance and Mr. Johnson had no report.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. CONSENT DOCKET (VI-A-VI-B)

Vice-Chair Elizabeth Waner presented the Consent Docket and said staff recommended that item VI-A-VI-B be placed on the Consent Docket, and if this item that is proposed does not meet with the approval of all Board Members, it will be heard in regular order.

VI-A FINANCE REPORT- NOVEMBER 2017 CLAIMS

VI-B 2018 REGULAR MEETINGS CALENDAR

Vice-Chair Elizabeth Waner reported that there was an Amendment to the November 2017 Claims List in the amount of \$56,075.02 increasing the Claims List from \$54,144.20 as previously reported in Item VI-A to \$110,219.22. She said the October Amended Claims List should be considered when accepting the finance report and approving payment of the November claims against the Association. Director Jay Adams made a motion to place items VI-A-VI-B on the Consent Docket and approve or acknowledge this item, subject to any conditions included in the item and the Amendment to the November claims. Director Ray Poland seconded the motion. The motion carried.

VII. ITEM REQUIRING INDIVIDUAL ACTION AND/OR DISCUSSION - ADDENDUM TO THE AGENDA

VII-A REQUEST APPROVAL OF OFFICIAL CUSTODIAN'S RESOLUTION TO ADD DEPUTY DIRECTOR, JOHN M. SHARP, TO ACT AS SIGNATORY TO CONDUCT BUSINESS WITH 9-1-1 FINANCIAL INSTITUTIONS.

Director Jay Adams made a motion to approve the attached official custodians' resolution for the remainder of FY 2017-2018. Director David Bennet second the motion. The motion carried.

VIII. GENERAL STATUS REPORT

Staff gave an update to the 9-1-1 Board on the General Status Report. In 9-1-1 Operations, the last quarterly maintenance of the year has been completed ahead of schedule. The tests showed zero failures at any of the PSAPs. The Oklahoma 9-1-1 Management Authority



has sent out a Mandatory PSAP Registration form. The 9-1-1 Technical Staff is pulling PSAP call volume statistics and data to complete these forms. The forms are required to be submitted by December 16, 2017.

In the 9-1-1 GIS update, staff has completed map preparation of the Central Oklahoma region, which includes each member entity, using the 2017 ESRI (Environmental Systems Research Institute) Community Analyst tool. The maps and population totals were made available on November 1, 2017 for the preparation of the Population Certification Letter and 9-1-1 Fee Assignment Resolution. The requested due date for the Population Certification letters is November 30, 2017 and the 9-1-1 Fee Assignment Resolutions is December 31, 2017. 9-1-1 GIS Staff is also currently working on the Rural Fire Department Map Book for Deer Creek Fire Department. A request was made for the fire hydrants be added to the Map Books for their area which is requiring a rebuild of some of the pages. Mr. Hawkinson requested members to notify him if they have knowledge of any rural fire departments in their areas that need their Map Books updated with any additional data.

In the 9-1-1 Institute, the CritiCall pre-employment standard level testing has almost been completed. We requested member PSAPs to send an experienced dispatcher to come and take the test to establish the standard to assist with the pre-employment testing. Thank you to Moore, Bethany and Midwest City for providing their staff for the testing. We still need two dispatchers to complete the standards. The Institute held a successful Communication Center Liability class November 10, 2017 that was well attended and great participation. Upcoming classes are APCO Communications Center Supervisor, APCO Fire Service Communications, Crisis Intervention for Communications and Active Shooter.

IX. NEW BUSINESS

None.

X. ADJOURN

Director Ray Poland made a motion to adjourn. Director John Koehler seconded the motion. The motion carried.

There being no further business, the meeting adjourned at 1:15 p.m.

ADOPTED THIS 14th DAY OF DECEMBER 2017

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CHAIRMAN

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SECRETARY-TREASURER

***BE IT RESOLVED, that on this 14th day of December 2017, 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	10,043.10		
Total ACOG Administrative Services	-	\$	10,043.10

**9-1-1 Operating/Maintenance**

AT&T (Network, Database)	\$ 14,892.38		
AT&T (Service - Help Desk iPads)	412.24		
Cox Communications	19,841.01		
Hinton Telephone Company	246.20		
Insurica (IM/EDP Insurance)	2,727.38		
Language Line	1,039.81		
MIDCON Recovery Solutions, LLC (Maintenance)	4,410.00		
Oklahoma Communication Systems	1,217.67		
Pioneer Telephone (9-1-1 Trunks )	206.30		
Pottawatomie Telephone Co (Tribbey Circuits)	138.02		
Synergy Datacom Supply (Tools & Supplies)	24.95		
West Safety Solutions (Maintenance)	205,267.00		
Windstream	76.98		
<i>Total 9-1-1 Operating/Maintenance</i>		\$	250,499.94
Total December Claims		\$	260,543.04

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CASH STATUS REPORT  
FOR THE MONTH ENDED NOVEMBER 2017**

	<b>OPERATING ACCOUNT</b>	<b>SAVINGS ACCOUNT</b>	<b>CD</b>	<b>TOTAL</b>
Beginning Balance <i>November 1, 2017</i>				
Cash on Deposit	<u>\$15,426,227.49</u>	<u>\$ 4,569,126.02</u>	<u>\$ 99,859.82</u>	<u>\$20,095,213.33</u>
Cash Receipts				
Fee Income	\$ 446,532.08	\$ -	\$ -	\$ 446,532.08
Fee Income - Wireless & VoIP	-			-
Contracts	64,260.00			64,260.00
Transfers of Funds				-
Interest Earned	-	1,012.98		1,012.98
Miscellaneous	<u>866.10</u>			<u>866.10</u>
Total Cash Receipts	<u>\$ 511,658.18</u>	<u>\$ 1,012.98</u>	<u>\$ -</u>	<u>\$ 512,671.16</u>
Total Cash Available	\$ 15,937,885.67	\$ 4,570,139.00	\$ 99,859.82	\$ 20,607,884.49
Cash Disbursements				
Claims/Operating Expense	\$ 110,219.22	\$ -	\$ -	\$ 110,219.22
9-1-1 Fund Disbursement	14,079.50			14,079.50
Transfers of Funds				-
Miscellaneous - Void Check	<u>-</u>			<u>-</u>
Total Cash Disbursements	<u>\$ 124,298.72</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 124,298.72</u>
Ending Balance <i>November 30, 2017</i>				
Cash on Deposit	<u>\$ 15,813,586.95</u>	<u>\$ 4,570,139.00</u>	<u>\$ 99,859.82</u>	<u>\$ 20,483,585.77</u>

**DISBURSEMENT OF FUND BALANCE  
NOVEMBER 2017**

Bethany	\$ 446.32
Cleveland Co.	446.32
Crescent	35.20
Del City	497.01
Edmond	2,069.69
El Reno	585.71
Guthrie	1,016.54
Midwest City	1,296.72
Moore	1,389.65
Mustang	470.26
Newcastle	218.23
Nichols Hills	88.70
Noble	153.47
Norman	2,760.98
Oklahoma Co.	1,189.72
The Village	214.01
Tuttle	157.69
Union City	45.05
Warr Acres	235.13
Yukon	<u>763.10</u>
<b>Total November Disbursements</b>	<u><u>\$ 14,079.50</u></u>