**

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

*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., January 25, 2018

ACOG Board Room

4205 N. Lincoln Boulevard, Oklahoma City, Oklahoma 73105

1. CALL TO ORDER

II. INTRODUCTION OF GUESTS

1. APPROVAL OF MINUTES
   * 1. December 14, 2017 meeting ([ATTACHMENT III](#ATTACHMENT_III))

IV. COMMUNICATIONS

A. CHAIRMAN

B. DEPUTY DIRECTOR

V. HEARING OF DELEGATIONS OR CITIZENS

VI. CONSENT DOCKET (VI-A)

**INFORMATION:** This item is placed on the agenda so that the Board of Directors, by unanimous consent, may designate this routine agenda item that they wish to be approved or acknowledged by one motion. If the item proposed does not meet with the approval of all Board Members, it will be heard in regular order. Staff recommends that Item VI-A be placed on the Consent Docket.

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

1. FINANCE REPORT – JANUARY 2018 CLAIMS ([ATTACHMENT VI-A](#ATTACHMENT_VI_A))

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of $551,388.83 for the month of January. 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 January.

VII. ITEMS REQUIRING INDIVIDUAL ACTION/DISCUSSION

1. ANNUAL 9-1-1 AUDIT REPORT FY 2017

**INFORMATION:** John M. Arledge & Associates, P.C., has completed its audit of the 9-1-1 Association of Central Oklahoma Government’s financial statements for the fiscal year ended June 30, 2017.

**Note:** To view the entire annual FY 2017 9-1-1 ACOG audit report online, click on the direct link as shown here.

<http://www.acogok.org/wp-content/uploads/2018/01/9-1-1-ACOG-Required-Communication-Letter-2017-FINAL.pdf>

<http://www.acogok.org/wp-content/uploads/2018/01/FY-17-9-1-1-ACOG-Financial-Statements-Final.pdf>

**Action Requested:** Motion to receive the Fiscal Year 2017 Audit Report of the 9-1-1 Association of Central Oklahoma Governments.

B. 9-1-1 FUND BALANCE REFUND ([ATTACHMENT VII-B](#ATTACHMENT_VII_B))

**INFORMATION:** 9-1-1 Staff recommends the Board of Directors approve and authorize the remittance of approximately .18 cents from the .67 to .685 net cents received by 9-1-1 ACOG from the Oklahoma Tax Commission for Wireless, VoIP, and Prepaid Wireless 9-1-1 Service Fees (distributed to the Governing Body by population) for the period of January 1, 2017 through January 31, 2018, to member entity PSAPs (fees delayed two months for OTC collection). Per O.S. 63-2868, A. “Public agencies recognized by the Oklahoma 9-1-1 Management Authority and authorized to receive funds collected pursuant to the provisions of this act shall use the funds only for services, equipment and operations related to 9-1-1 emergency telephone systems.”

**ACTION:**  Motion to authorize ACOG to refund approximately .18 cents from the .67 to .685 net cents collected by the OTC from Wireless, VoIP, and Prepaid Wireless 9-1-1 Service Fees from January 1, 2017, through January 31, 2018, to member entity PSAPs.

C. 9-1-1 SERVICE FEE MONTHLY DISTRIBUTION

**INFORMATION:**  9-1-1 Staff recommends the Board of Directors approve the future distribution of the additional .18 cents (approximate) from the .67 to .685 cents received by 9-1-1 ACOG from Wireless, VoIP, and Prepaid Wireless 9-1-1 Service Fees to be distributed monthly to member entity PSAPs beginning February 1, 2018 (fees delayed two months for OTC collection).

**ACTION REQUESTED:** Motion to authorize 9-1-1 Staff to distribute the additional .18 cents (approximate) from the .67 to .685 cents received by 9-1-1 ACOG from Wireless, VoIP, and Prepaid Wireless 9-1-1 Service Fees to be distributed monthly to member entity PSAPs beginning February 1, 2018.

D. RESOLUTION – BANKING SIGNATURES ([ATTACHMENT VII-D](#ATTACHMENT_VII_D))

**INFORMATION:** With change in staff personnel, it is necessary to approve an updated official custodians’ resolution authorizing the appropriate personnel to act as signatories to conduct business with 9-1-1 ACOG financial institutions.  New bank signature cards will need to be executed during a subsequent meeting requested by a banking representative.

**ACTION REQUESTED:**  Motion to approve the updated official custodians’ resolution for the remainder of FY 2018.

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, February 22, 2018**

**ATTACHMENT I**

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

**OFFICERS**

HON. MARK HAMM CHAIR MOORE

HON. ELIZABETH WANER VICE-CHAIR EDMOND

HON. KEN BARTLETT SECRETARY/TREASURER DEL CITY

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| **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 |

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| **CITY/ORGANIZATION** | **MEMBERS** | **ALTERNATES** |
| 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 JORD0N, 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 |

**ATTACHMENT III**

## MINUTES

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS**

**BOARD OF DIRECTORS MEETING**

**ACOG BOARD ROOM, OKLAHOMA CITY, OKLAHOMA**

**DECEMBER 14, 2017**

The regular meeting of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:00 p.m., on December 14, 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.

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| PRESIDING | ENTITY/AGENCY |
| Hon. Mark Hamm, Councilmember | Moore |
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| MEMBERS PRESENT |  |
| Hon. Steve Palmer, Councilmember | Bethany |
| Hon. Stan Wieczorek, Mayor | Cedar Valley |
| Hon. Ken Bartlett, Vice-Mayor | Del City |
| Hon. Elizabeth Waner, Councilmember | Edmond |
| Hon. Steven J. Gentling, Mayor | Guthrie |
| Hon. Kim Bishop, Councilmember | Harrah |
| Hon. Ray Poland, Mayor | Jones City |
| Hon. Matt Dukes, Mayor | Midwest City |
| Hon. Jay Adams, Mayor | Mustang |
| Hon. Brian Grider, Councilmember | Mustang |
| Hon. Mike Fullerton, Councilmember | Newcastle |
| Hon. Peter Hoffman, Mayor | Nichols Hills |
| Hon. Joe Randall, Councilmember | Nicoma Park |
| Hon. Lynne Miller, Mayor | Norman |
| Hon. John Brown, Councilmember | Piedmont |
| Hon. Keval Blasdel, Councilmember | Piedmont |
| Hon. John Koehler, Mayor | Slaughterville |
| Hon. Paul Mason, Vice-Mayor | Spencer |
| Hon. David Bennet, Mayor | The Village |
| Hon. Cathy Cummings, Councilmember | The Village |
| Hon. Mary Smith, Vice-Mayor | Tuttle |
| Hon. Jim Mickley, Councilmember | Warr Acres |
| Hon. Mike McEachern, Mayor | Yukon |
| Hon. Marc Hader, Commissioner | Canadian County |
| Hon. Rod Cleveland, Commissioner | Cleveland County |
| Hon. Marven Goodman, Commissioner | Logan County |
| Hon. Michael Pearson, Commissioner | Logan County |

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| **MEMBERS ABSENT** | ENTITY/AGENCY |
| Hon. James Woodard, Mayor | Arcadia |
| Hon. Roger Malone, Vice-Mayor | Choctaw |
| Hon. Matt White, Mayor | El Reno |
| Hon. Marianna Yarbrough, Trustee | Forest Park |
| Hon. David Adams, Mayor | Lexington |
| Hon. Jenni White, Mayor | Luther |
| Hon. Marge Hill, Councilmember | Noble |
| Hon. Kathy Jordan, Trustee | Smith Village |
| Hon. Jim Gilbert, Mayor, Woodlawn Park | Woodlawn Park |
| Hon. Willa Johnson, Commissioner | Oklahoma County |

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| **GUESTS** | | **ENTITY/AGENCY** |
| Ronny Nelson, Public Works Director | | Goldsby |
| Mike Bower, Emergency Manager | | Midwest City |
| Brooks Mitchell, City Manager | | Moore |
| Russell Anderson, Communications Systems Manager | | Norman |
| John Pettis, Jr., Councilmember | | Oklahoma City |
| Anita Koehler | | Slaughterville |
| Larry Maples, Trustee | | Union City |
| Mitchell Hort, Director of Development Services | | Yukon |
| Kathleen Johnson | | Yukon |
| Wilson Lyles, Commissioner | | McClain County |
| Pete White | | Attorney |
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| **STAFF** | | **POSITION** |
| John M. Sharp | | Deputy Director |
| Brent Hawkinson | | 9-1-1 Division Director |
| Vellamae Fogarty | | 9-1-1 Administrative Assistant |
| Robin Murray | | 9-1-1 Institute Programs Manager |
| Chris Camp | | 9-1-1 Support Manager |
| Mike Davis | | 9-1-1 GIS Manager |
| Tanner Jones | | 9-1-1 GIS Specialist |
| Rachel Phillips | | 9-1-1 GIS Technician |
| Patricia Buckley | | Accountant |
| Robin McDonald | | Accounting Administrative Assistant |
| Beverly Garner | | Assistant to the Executive Director |
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| **STAFF CONTD.** | | **POSITION** |
| Barbara Hurdman | | Special Programs Officer 1 Grants Program Manager |
| Kathryn Wenger | | Programs Coordinator-Short Range Planning |
| Julie Smedlund | | Facilities Manager |
| Jennifer McCollum, APR | | Assistant Deputy Director/Division Director, PR and Community Development |

##### CALL TO ORDER

Chair Mark Hamm called the meeting to order at 1:00 p.m. A quorum was present.

##### INTRODUCTION OF GUESTS

Director Hamm introduced Moore City Manager, Brooks Mitchell. Director Matt Dukes introduced Midwest City Emergency Manager. Norman Communications Systems Manager, Russell Anderson was also a guest and introduced himself.

##### APPROVAL OF MINUTES – REGULAR MEETING NOVEMBER 16, 2017

Director Ray Poland made a motion to approve the minutes of the November 16, 2017, 9-1-1 Board of Directors meeting. Director John Koehler seconded the motion. The motion carried.

IV. COMMUNICATIONS

Chair Mark Hamm had no communications. Deputy Director, John M. Sharp, deferred his time to the 9-1-1 Division Director, Brent Hawkinson, for sharing in the GSR.

##### V. HEARING OF DELEGATIONS OR CITIZENS

##### None

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

#### Chair Mark Hamm 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- DECEMBER 2017 CLAIMS

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

Chair Mark Hamm reported that there was an Amendment to the December 2017 Claims List in the amount of $13,312.15 increasing the Claims List from $260,543.04 as previously reported in Item VI-A to $273,855.19. He said the December Amended Claims List should be considered when accepting the finance report and approving payment of the December claims against the Association. Director John Brown 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 December claims. Director Ray Koehler seconded the motion. The motion carried.

##### VII. ITEM REQUIRING INDIVIDUAL ACTION AND/OR DISCUSSION

VII-A 9-1-1 FUND BALANCE

9-1-1 Division Director Brent Hawkinson introduced the discussion item by reading the information listed on the agenda which outlines how and what portion 9-1-1 ACOG receives of the 9-1-1 wireline, wireless, VoIP and pre-paid wireless fees. Also included was information regarding O.S. Title 63 and the recent increase in the fees which is resulting in a .17 to .185 cent increase to the original .50 cents which 9-1-1 ACOG did not request and currently does not budget for use. Director Matt Dukes acknowledged Chair Hamm and requested to provide further explanation for the discussion item. He proceeded to detail that 9-1-1 ACOG is currently sitting on a two-million-dollar fund balance and the City of Midwest City and 9-1-1 ACOG have been in communication along with the Midwest City Emergency Management regarding having the additional funds returned to the City. He mentioned several council members have also mentioned to him regarding having some of the funds returned to the member entities. Today during an Executive Session there were conversations regarding the matter. He said 20-million-dollars is a lot of money and he knows each of the respective jurisdictions could use some of that money back. He feels the monies need to be returned to the PSAPs. Director Cleveland asked he clarify the amount and he stated he misspoke when he said two-million-dollars, and it is a 20-million-dollar balance, and it is almost 21-million-dollars as we sit. Again, he said Midwest City had very informative discussions with 9-1-1 ACOG though his council has not approved the 9-1-1 Fee Assignment Resolution to assign the fees to 9-1-1 ACOG until this matter is resolved. Director Dukes confirmed they are the entity that requested this item be placed on the agenda for discussion and we are currently in negotiations with 9-1-1 ACOG staff to be coming back to you with a recommendation that a portion of the money is refunded back to the entities to be used as the Statue requires. He concluded with saying this is the background and it is a significant amount of money for Midwest City, and it will be for your communities as well. Director Cleveland requested to know how this fund balance has accumulated over the years and two if the fund balance was to be split up to clarify if it would only go to equipment and not to personnel or general revenue. 9-1-1 Division Director Brent Hawkinson responded that State Statute is vague, and the last act was built on or taken from the wireline act, and so that is still vague. It is 9-1-1 equipment, services and operation and how many of the entities look at operations, that is personnel. AS far as oversight, he doesn’t know that there is as far as holding those agencies accountable as for how those funds are spent. As Midwest City has indicated, their intent to be for 9-1-1 equipment, services and operations and would include Computer Aided Dispatch equipment which 9-1-1 ACOG does not procure on behalf of its members or

other needs PSAPs have. Director Adams clarified what Director Dukes is discussing; it is not the entire fund balance that is to be redistributed it is the additional .19 cents that is being charged on the fees, so it will not take the entire 20-million and split that out. This new fee they are collecting may be looked at is taking that and returning that back to the cities for specifics on 9-1-1 services and equipment. Director Brown sought clarification that the discussion is regarding the unbudgeted amount that 9-1-1 ACOG has not spent. 9-1-1 Division Director Brent Hawkinson confirmed and stated that 9-1-1 ACOG had not had an upgrade since the procurement of the current system which as upgraded in 2013 and turned up in January 2014, so there have been no significant purchases. Director Dukes stated it was not the intent of the City of Midwest City to deplete the balance and he understands funds need to be available for catastrophic events and future upgrades for 9-1-1 ACOG. He added the fund balance has rapidly increased and 9-1-1 ACOG has indicated they did not lobby for these funds and had no plan in place to use the funds. Our goal is put some of this money back towards those entities that have contributed to this. He added the Oklahoma State Legislature has their finger in 9-1-1 now and if they see a twenty-million-dollar fund balance, it could be lost as quickly as we have attained it. Director Bishop began a discussion regarding a radio transmission problem related to a pilot program Oklahoma County is shifting to and working towards upgrading their system. Her officers are unable to call out in some location and is concerned about the safety of her officers and stated it is a public safety issue. She asked what if anything can they can have from 9-1-1 ACOG to assist Harrah at this time with the radio problems. Chair Mark Hamm interjected and requested that Director Bishop table the conversation regarding the radios until New Business. Director Miller stated there is concern about the Legislature and what their plans may be in relation to the 9-1-1 fees. Of course, she would like money back for her jurisdiction and others as most are probably financially strapped, though technology is changing rapidly, and she would like to see a plan if we have twenty million how much do we need to set aside to upgrade because that also is a public safety concern. She also thinks it is important that we put into place an in-depth orientation for board members to help them understand the issues related to 9-1-1. 9-1-1 Division Director Brent Hawkinson responded that he agreed with Director Miller and several years ago there was a new board member orientation at ACOG. Director Adams indicated that the ACOG board is working on implementing the board member orientation. Director Randall addressed questions regarding how Nicoma Park’s 9-1-1 calls are answered and how these services are paid for in relation to the radio issues with Oklahoma County. Director Poland stated that Oklahoma County is providing information to fire chiefs that they receive no funds from 9-1-1 ACOG and this is inaccurate. All the member entities who Oklahoma County serves as a PSAP for, 9-1-1 ACOG uses the member entities fees for the PSAP and a portion is returned monthly as a member entity distribution to Oklahoma County. Director Poland feels that Oklahoma County is using this information as scare tactics. Director Brown and Director Dukes added additional information regarding how the 9-1-1 services are paid for through Oklahoma County and PSAPs in general through 9-1-1 ACOG and how dispatch services operate. Director Bartlett asked before the board becomes bogged down with new conversations he stated he does not believe we are going to be able to resolve any of the issues related to the 20-million-dollars today. He asked if 9-1-1 Division Director Brent Hawkinson and 9-1-1 ACOG staff before the next meeting perform a study in regard to how long it has taken for the fund balance to accumulate and what the plans are currently for the next forward step and the related

costs, so we understand what we are discussing about the 20-million before we decide if the money will be returned to the entities. 9-1-1 ACOG Staff will address Director Bartlett’s requests and provide the information at the next meeting. Director Randall asked if 9-1-1 ACOG could also reach out to Oklahoma County regarding the radio issues and information they are providing to member entities fire and police departments. 9-1-1 ACOG Staff will follow up with Oklahoma County for additional information.

VII-B STRATEGIC PLAN FOR 9-1-1 FUND BALANCE

9-1-1 Division Director Brent Hawkinson stated that 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 the FY 2018 Budget and Work Program and approved by the board in May of 2017.

Director Ray Poland made a motion authorizing 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. Director John Brown seconded the motion. The motion carried with the following votes:

AYE: Adams, Bartlett, Bennett, Bishop, Brown, Dukes, Fullerton, Gentling, Hader, Hamm, Hoffman, Koehler, Mason, McEachern, Mickley, Miller, Palmer, Poland, Randall, Smith, Waner, Wieczorek

NAY: Cleveland, Goodman

ABSTAIN: None

After the vote, Director Cleveland requested clarification regarding the 9-1-1 Fee Assignment Resolutions. He stated when they were originally discussed last October; his understanding was that all member entities were required to approve the Resolutions and submit them, and his understanding was that all of the 9-1-1 ACOG member entities were required to have them passed before the Oklahoma Tax Commission would release funds to 9-1-1 ACOG. He wants to know if the decision by Midwest City to not submit their resolution will prevent the Oklahoma Tax Commission from giving 9-1-1 ACOG their funds. Director Dukes stated that Midwest City’s Attorney sent a letter to 9-1-1 ACOG, the State 9-1-1 Coordinator, and the Oklahoma Tax Commission requesting that their funds be held in escrow until the Resolution is resolved. The issue was tabled by the council until February to allow time for 9-1-1 ACOG and Midwest City to resolve the issues related to the additional funds ACOG is receiving and what portion. Director Dukes stated he doesn’t believe the all of 9-1-1 ACOG funds will be held due to Midwest City’s request and he believes it was misinformation that all member entities were required to submit their resolutions or 9-1-1 ACOG would not receive all the funds. Director Cleveland requested that 9-1-1 ACOG Staff follow up on this and make sure that this is not the case. Director Dukes pointed out that all of the member entities have been operating without new

approved Resolutions for six months, so it wasn’t timely on the directors’ part to get the member entities to renew them. Director Adams said that 9-1-1 ACOG staff would follow up on the request. Director McEachern asked if there was a way within the rule structure to encumber the money in the 9-1-1 fund back in such a way, so that is to be used for the purpose intended such as upgrades until the matter is resolved and there preventing the State from potentially obtaining the funds. 9-1-1 Division Director Brent Hawkinson stated he was not aware of a way to encumber the funds. Chair Hamm stated that 9-1-1 ACOG staff would check and see. There were questions regarding when the RFQ would be issued and when the board could expect to hear the results. 9-1-1 Division Director Hawkinson stated that the RFQ would be issued the first quarter and sixty days would be allowed for responses and consider awarding the bid and then bring it back to the board though he does not have an estimate. Director Waner stated that 9-1-1 ACOG would continue to function as usual and this is part of the benefit of the balance. For perspective, she believes two budget meetings ago regarding refunding some of the payments to the members though at the time the State was just starting to talk about what they were going to do and there was a concern because we did not know what was going to occur. Now that the State has made their decision we have a better framework and can move forward with determining what portion of the balance can be returned while we continue to have the reserves we need. Director Cleveland asked if there was a Resolution a few years ago where as a member entity decided whether to leave their funds in 9-1-1 ACOG or take them back. Director Waner said she did not look it up though believes it was a part of the discussion, so we have been aware the scene has been changing with 9-1-1. She believes some of the issues Midwest City is conveying are right on target and we need to do it, though how the monies come in and go out is very complex. Deputy Director Sharp clarified and said the accounting department gave an update as of the end of the fiscal year last June for the 9-1-1 fund balance and it was 16.9-million at that time and it is currently going up 1.5-million per year. We are planning and anticipating, the software/hardware upgrades to cost upwards of six million dollars, so it does seem like a very large amount though we have to be ready for very large expenses to handle the needs of our members and make sure we have all of the equipment we need. 9-1-1 Division Director Brent Hawkinson stated 9-1-1 staff would report back to the board when the RFQ is issued and what the timeline will be for the prospective vendor to issue a response.

##### GENERAL STATUS REPORT

Staff discussed the mandatory PSAP Registration forms now required by the Oklahoma 9-1-1 Management Authority. On November 21, 2017, 9-1-1 ACOG emailed member PSAPs regarding the mandatory PSAP registration form required by the Oklahoma 9-1-1 Management Authority pursuant to O.S. Title 63, section 63-2864 (7) which provides for an annual report “from public agencies regarding operations and financing of the public safety answering point (PSAP).”  The due date for these registration forms is December 16, 2017.  Forms not received by the due date risk the possibility of escrow of 9-1-1 funds earmarked for the PSAP at the 0911MA’s discretion.  9-1-1 ACOG staff compiled information regarding call statistics and financial information related to 9-1-1 fees collected, and the PSAPs are providing information related to administration and their budgets.  As of today, we have received information from 9 of the 17 PSAPs which are

required to submit the form. We will begin submitting the PSAP Registrations to the 0911MA tomorrow, and extensions will be requested for those we have not received information. These extensions have been discussed with the State 9-1-1 Coordinator, and he has confirmed this is acceptable. Director McEachern requested to see a list of those entities which have not provided their information to complete the PSAP Registration forms and 9-1-1 staff will provide this for him.

In 9-1-1 Institute updates, thanks to participation from 9-1-1 ACOG Member PSAPs, CritiCall testing standards have been established, and the 9-1-1 Training Institute will be offering pre-employment testing starting in January 2018. Upcoming classes are APCO Communications Center Supervisor, APCO Fire Service Communications, Crisis Intervention, and Active Shooter. PSAP Call Volume Statistics were also made available during the meeting has a handout.

##### NEW BUSINESS

Discussions resumed regarding the radio transmission matter Director Bishop introduced earlier. Oklahoma County has issued a pilot program which is impacting the Harrah officer’s ability to use their handheld radios, and car radios do not work with the system Oklahoma County is using. They have been informed once the system is in place they will have 24 months to upgrade their radios at the cost of $100,000 which the City of Harrah does not have the funding to accommodate. She is requesting if there is any help that Harrah could receive and for the other cities that are experiencing the same issue. There is a meeting today among the Chiefs of Police of the member entities impacted to see if they can come up with a solution. There was a discussion among the board members regarding the issue and potential solutions for the member entities impacted.

##### ADJOURN

Director Ray Poland made a motion to adjourn. Director Jay Adams seconded the motion. The motion carried.

There being no further business, the meeting adjourned at 1:46 p.m.

ADOPTED THIS 25th DAY OF JANUARY 2018

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CHAIRMAN SECRETARY-TREASURER

**ATTACHMENT VI-A**







ATTACHMENT VII-B



ATTACHMENT VII-D

*RESOLUTION*

THE BOARD OF DIRECTORS OF THE

9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

4205 N. LINCOLN BOULEVARD

OKLAHOMA CITY, OKLAHOMA 73105

Be it resolved that

|  |  |
| --- | --- |
|  | Mark Hamm, Chairman |
|  | Elizabeth Waner, Vice-Chair |
|  | Ken Bartlett, Secretary-Treasurer |
|  | John M. Sharp, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Jennifer McCollum, Assistant 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 January 25, 2018 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 25th day of January 2018.

(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECRETARY