

ORIGINAL

OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY REGULAR MEETING MINUTES

January 4, 2018

1. Call to Order
Meeting was called to order by Chairman Maggard at 1:37 PM.
2. Roll Call
Mr. Paige sitting in for Mr. Bo Reese. Absent: Major Berry.
Quorum present.
3. Introduction of Board Members and Guests
Introductions made.
4. Approval of Meeting Minutes from the November 2017 and December 2017 Regular Meetings.
Chairman Maggard requested a Motion to approve the November 2017 and December 2017 minutes. Mr. Stillwell moved to approve, second by Mr. Barnett. Motion carried, minutes approved.
5. Approval of the November 2017 and December 2017 Financial Report.
Mr. Terry explains the report provided in the board's packet.

Chairman Maggard requested a Motion to approve the November 2017 and December 2017 financial report. Mr. Vaughn moved to approve, second by Mr. Ruhl. Motion carried, financial report approved.

6. Take Action to Recognize Authority Members that are Retiring or Advancing into Other Positions, for their Contribution and Leadership to 9-1-1 in the State of Oklahoma.
Members Mr. John Johnson and Ms. Jana Harris were recognized as founding members of the board and thanked for their service.

Mr. Terry requested approval from the board to spend no more than \$500.00 to gift a plaque or award to honor Mr. Johnson and Ms. Harris. Chairman Maggard requested a motion for approval of funds for a plaque for recognition to be purchased by the board for no more than \$500.00. Mr. Ruhl moved to approve, second by Ms. Coppedge. Motion carried, request to spend funds approved.

7. Discussion and possible action to request that the Oklahoma Department of Emergency Management submit a Notice of Rulemaking Intent for publication in the Oklahoma Register pursuant to 75 O.S. sec. 303 for the promulgation of permanent rules implementing the Oklahoma 9-1-1 Management Authority Act (63 O.S. §2861 et seq.).

Chairman Maggard inquires about the next step in the process, and deferred to Ms. Huckabee.

Ms. Huckabee deferred to Mr. Moak.

Title 145 Oklahoma Department of Emergency Management
 Chapter 15. Oklahoma 9-1-1 Management Authority [NEW]
 Subchapter 1. Administrative Operations [NEW]
 Subchapter 3. Oklahoma 9-1-1 Management Authority [NEW]
 Subchapter 5. Reporting Requirements [NEW]
 Subchapter 7. Disbursement of 9-1-1 Telephone Fees [NEW]

Mr. Moak discussed the processes for making the rules permanent, as some changes were made by the administrative committee. In regards to the population estimate (section 14515 7-1), and establishing an annual population figure. This will allow for the governing body, should they disagree, to appear at the next regular scheduled meeting of the authority to discuss their objection. Once the authority has agreed upon a final number, it will be submitted to the tax commission.

Subchapter 9. Grant program [NEW]

This will allow multiple grants to be awarded to eligible entities within the year (Section 14515 9-1). The application requirements can use letters of intent (section 14515 9-2).

Chairman Maggard referred back to Ms. Huckabee has her committee is working on these projects.

Ms. Huckabee thanked Mr. Moak and the work of the Attorney's General office. Changes mentioned regarding due process and checks and balances, that an open forum is available should there be questions regarding the checks and balances.

Chairman Maggard asked for questions or discussion.

Mr. Maok stated the process for rulemaking, being that Oklahoma Emergency Management is the governing body and the process is slightly different. As of now, the rules are temporary and will expire one year after the Legislative Session – July or September 2019.

To make the rules permanent:

- Notice of Rule Making Intent needs to be published in the Oklahoma Register by the Office of Administrative Rules and given to the Secretary of State's Office.
- A public hearing must be held 30 (thirty) days following publication.

Deadlines:

Jan 8th and Jan 25th in order to get the Notice of Rulemaking Intent and hold a public hearing before April 1, which because this falls on a weekend, must be done by Friday March 30th. The Notice of Rulemaking Intent (NRI) needs to have the date, time, and place of the public hearing. Which if published by January 8th and the public hearing is submitted by February 1st, the first date available for the public hearing is March 5th. If published by January 25th, and submitted by February 15th, the first date for the public hearing is March 19th. As it must be 30 (thirty) days after publication.

The authority being under the government of Oklahoma Emergency Management (OEM), these rules may be different – they may be forwarded to OEM for adaptation, not the Legislature or Governor. This would require a Special Meeting after March 5th or March 19th.

Mr. Moak stated that due to the Regular Meeting being on March 1st – there was no way to get the NRI done and hold the hearing by the March 1st meeting – a special meeting would need to be held in order to hold a public hearing.

Mr. Terry stated the need to discuss the rules as they had been presented and request a motion to approve those rules, authorize summary to be written to include with the Notice of Rulemaking Intent by the Attorney General's office, and approval for a Special Meeting to be held after the March 15th date to schedule a Public Hearing to allow for comments.

Mr. Terry stated that the Authority should be ready to meet the January 8th deadline, as long as the summary is complete to add to the NRI.

Mr. Terry introduces Deputy Director Michelann Ooten from Oklahoma Emergency Management.

Deputy Director Michelann Ooten stated that the summary statement is already drafted and should be completed today and allow for the January 8th submission. She stated that her office is here to support the Authority in whatever is needed in conjunction with the Attorney General's office.

Chairman Maggard requested a motion to move forward with the permanent rules, for OEM to create a NRI with summary of changes and administrative procedures, the Chair to set the March meeting date for regular business and the public hearing date.

Ms. Huckabee moved to approve, second by Mr. Stillwell. Motion passed. Approved.

8. Discussion and possible action concerning letters from the Counties of Texas, Harper, Beaver and Cimarron requesting assistance with a third-party vendor to develop a plan to move forward with 911 in Harper, Beaver and Cimarron Counties.

Chairman Maggard deferred to Mr. Terry to discuss the letters provided in the board's packet.

Mr. Terry stated all counties that submitted letters are "Red Counties" and three of the four counties (Beaver, Harper, and Cimarron) do not have enhanced 9-1-1 or Wireless 9-1-1. In conversations with these counties, commissioners have shared the counties do not have the subject matter expertise within their area to bring 9-1-1 to the standard; however, these counties stated they are very eager to correct the problem, but need assistance to submit a plan to the board. The main concerns are regarding long-term sustainability of technology and money. They would like a third party to assist in the development of a long term plan for a 9-1-1 system that could be installed and maintained by the third party as well. These counties are willing to work with Cotton and Nowata counties. Local telephone companies Panhandle and Pioneer are working with these counties as well.

Exerts from the statute of deployment across state Title 63-2871 Item C directly relates to those areas that do not have 9-1-1 standard. Item E states that were an authority is not established, the district will form one on their behalf. Item G explains how the district is formed and who will sit on the board. The obligation is based on state statutes to create a district for all counties that are "Red Counties". There is one country that has yet to vote on their 9-1-1 service, how we can move forward without them having voted, as it states in the statues this is up to the county and need to be done before moving forward with assistance.

Chairman/Mr. Stillwell? Stated that he would like to have all the counties involved in this process at the same time, and regarding the one county that is waiting to vote, use that as a recommendation that can be brought back to the board.

Mr. Terry asked for clarification regarding the boards proposed moving forward with the five counties we currently have without enhanced 9-1-1 come up with a plan to include those counties and included that recommendation.

Ms. Huckabee asked what would show that other counties are interested in this process or joining with other counties.

Mr. Terry asked Mr. Carnagey if he had any extra input as he worked on the project as well.

Mr. Carnagey stated the main concern is that although these counties can afford the transition today, will they be able to maintain the cost and fees long term. Those are the questions the counties need to have answered. They are not willing to take on another county unless it is fiscally sound.

Mr. Ruhl asked what the feasibility study was to determine.

Mr. Terry stated that they study would be to clarify and verify what the long-term sustainability would be for Red Counties specifically. This study does not affect or relate to the state wide study in regards to NexGen 9-1-1. This would just be a starting point to start upgrades. However, to move forward without more information would be detrimental to the purpose of the board.

Mr. Stillwell asked if fees would are currently collected in these counties.

Mr. Terry stated fees are collected through wireless and wireline at the county level – which monies are being saved.

Mr. Stillwell asked if it possible to have these counties use the saved funds to do the study and therefore not take monies away from state.

Mr. Terry stated that there have been discussions about using those funds, but the counties are concerned with how those funds would be divided and disperse. How would there be the sharing of those funds over multiple areas and who would be the lead on this kind of dispersion. Therefore, using the 9-1-1 funds in order to research and fund these areas are the best way to study and then place someone in charge to complete.

Mr. Ruhl asked if in regards to the statewide study, there is a way to join the studies and look at both aspects of the study at one time, and would that be more fiscally wise.

Mr. Terry explained that there is two technically going on within the region with equipment that is failing and needs to be replaced today.

Ms. Huckabee stated that she is excited about the work being done, since starting and working over ten years; and thanked the board for their hard work in getting things done and changed. She wanted to make sure that those counties that reached out for help will get the help they need as soon as possible, work to decrease the distance, and ILAC as well as make sure a consultant will not be spending money they could be using to set up 9-1-1 basic now.

Mr. Carnagey agreed with Ms. Huckabee and how some Texas counties are dealing with the same issue. Distance and cost, between lines are the big concern.

Mr. Terry stated that the third party can work on all these issues.

Mr. Stillwell asked if it was the Authority's intention to work through the data then identify the scope of work and venders that can help move forward either through procurement or grant.

Mr. Terry answered that it was the intention to bring back the scope of work to the board and either move forward with a third party by procurement or grants.

Chairman Maggard asked for questions.

Mr. Stillwell requested a motion to allow the board to come back with the scope of work in order to move forward. Second by Mr. Ruhl. Motion passed. Approved to move forward with scope of work.

9. Discussion and possible action concerning a request from Midwest City, Oklahoma to have all allocated 911 funds, authorized under the statutory authority of title 63, that has been collected by the Oklahoma Tax Commission since June 30th, 2017 and future collections be forwarded to Midwest City and not to the Association of Central Oklahoma Governments (ACOG) (63 O.S. §2864 et seq.).

Mr. Phil Anderson of the city of Midwest City, brought a signed proclamation and moved that this issue be tabled in order to allow Midwest City and ACOG to discuss the issue further.

Mr. Vaughn requested a motion, second by Ms. Huckabee. Motion approved.

10. Committee Reports:

- a. Administration Committee

Ms. Huckabee stated the rules, the population certification, and the grants. The grants procedure has been on hold until the annual reports were in and the need could be access. There are no grant procurement forms for grant requests, this will be readdressed at the next meeting.

b. Technical Committee

Ms. O'Malley stated the committee is continuing to work on the ESiNet feasibility study and the GIS standards. Will have more to report after the meeting scheduled for next week, January 9th. Will speak with Tommy to get an update on the GIS feasibility study.

Mr. Stillwell? Stated that the study is out for public comment now and should be ready by the end of February or March?

Mr. Terry confirmed, stating that Tommy updated the ESiNet in November and at that time it was determined the committee was going to slow down on this project and determine where the group is at then move forward. He reminded the board to be thinking of were to move the funds to – do we save or do we do something different. The feasibility will inform us how to do that. There are three options, do we purchase it, lease it or do both; and do we do it on a county level or on a state level. He stated that he felt it important to move this project to the front and possibly be making some decisions on adding staff as long as it's fiscally wise.

Ms. O'Malley stated that she was concerned with two things – how much is this going to cost the state and what is her share. When working on the budget, capitol was added tentatively and then removed because the time table is not defined yet. If the board can answer or define her questions then she can budget for that and move forward. She stated that working with police, who are concerned with FirstNet and working with ESiNet she would like to confirm what is going to cost for her and how is it going to first into the budget and when she can start talking about it.

Mr. Terry stated that technical direction and operational direction in relation to NextGen 9-1-1 were needed and asked that Ms. O'Malley work to get that defined and in the conversation.

Ms. O'Malley asked if the Nebraska study should be reviewed and is the study to be focusing on.

Mr. Terry agreed that was the standard.

c. Operations Committee

Quote from the training consultant for a two day workshop. That will be discussed at the next meeting. Member of the training committee three standards to APCO, APA, NENA standards with the intent to get the documents to those in the workshop and be prepared to discuss what bullet points will be relative to 9-1-1 training requirements. Once the consensus is complete and populated the data will be vetted and sent back to the board to decide what the elements of the training will be. This will lead to what materials to use, how to teach and there should be an online option or self-paced option and funding. The committee is looking to the end of February or first of March to schedule the training. Trainer is Cory Errands from the Washington State Patrol and is a national recognize trainer and curriculum writer. There will more information to follow.

11. State 9-1-1 Coordinator report to the board (Discussion Only).

Mr. Terry allotted 15 minutes to update the board

a. Population Estimate update

- i. Shellie Willoughby working on her PO license and should be complete by the end of the week.
- ii. Will be at the meeting on Monday with the Conservation Committee.
- iii. February first deadline exists due to January 1st PSAP money began to be collected and the PSAPs were going to go broke, therefore to ensure no lag was happening.
- iv. When asked what date the Tax Commission needed they requested May 31st to ensure that PSAP were in by June. Those sent in after July 1st would go against the budget cycles.
- v. Will see how this works and readdress next year if need be.

Ms. Huckabee enquired about eligible entity, where are we on adding Kingfisher?

Mr. Terry stated that we are working under last year's direction which states if an entity receives 9-1-1 with a mapping solution they are the ones that will receive the money; if the agency receives the 9-1-1 call – they will receive the money. This is a local decision, and will still be earmarked for PSAPs. In the vetting process, this will be cleaned up and make sure the sign-offs are accurate. This will start February 1st – March 15th. There we subject to the Tax Commission to set the date.

b. GIS Standard update

- i. Spelling errors, mandates – “you shall”
- ii. What is the expectation to get this done?
- iii. This will be meet on January 9th to go over the comments and questions to be able to get in front of the GIS counsel on Friday.
- iv. This is a standard for the future. There will be dates and times, but nothing that needs to be met now.

c. Branding logo

- i. Needs from committee chair for review process – six that can work to narrow down those logo.
- ii. Please email those people's names.

d. Update on local PSAP meetings

- i. Already been updated previously – can ask questions at the end.

e. Presentations

- i. Oklahoma Telephone Association Finance conference
 1. Good solid questions
 2. Good group of people
- ii. NexGen 911 Early adopter summit
 1. The Disrupters – cutting edge activities, eye opening.
 2. Chairman Maggard stated it allowed thoughts in new terms and see how larger metros work their 9-1-1.
- iii. Regional NENA meeting
 1. President Arnold regional meetings well received.

- iv. 5 State Emergency Management workshop
 - 1. Texas, New Mexico, Oklahoma, Kansas, Colorado
 - 2. Mr. Terry presented
 - 3. Hearing all the stories from others regarding the borderline
- v. SWODA Regional 911 meeting
 - 1. Energetic meeting
 - 2. Challenges relating to operations
- f. Training
 - i. IWCE Firstnet/NexGen 911 summit
 - 1. Outstanding conference
 - 2. Location accuracy brought up
 - ii. NexGen 911 Early adopter summit
- g. Upcoming events
 - i. Texas County and Guymon partnership meeting
 - 1. Looking to create partnership between two PSAP and make one PSAP by consolidating the neighboring counties.
 - 2. Chairman Maggard will be joining.
 - ii. 911 goes to Washington
 - 1. Planning on going to represent Oklahoma
 - iii. Regional APCO training
 - 1. Two hours being presented in relation to what is going on here and history work done.
 - 2. Tier Three Memberships
 - a. OEMS, Homeland Security, 9-1-1 Management Authority, and an allotted amount of online memberships.
 - 3. Funding will be sought for memberships.

12. Chairman's comments (information only, no discussion).

- a. Public Comments were left off – will make sure they are on the next agenda.

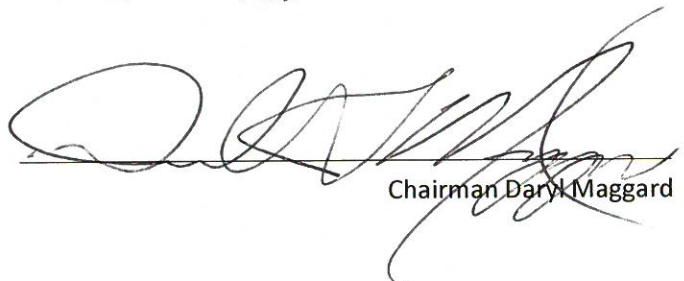
13. New Business. Any new business not reasonably foreseen at the time of posting this agenda.

- a. Cancel the January 11th Special Meeting. This was on the schedule if a Quorum was not met for this meeting.

14. Adjournment.

Meeting was adjourned by Chairman Maggard at 2:12pm

The Minutes of the Regular Meeting dated November 2, 2017, for the Oklahoma State 9-1-1 Authority have been reviewed and approved by the Authority on 1 day of Feb, 2018.



Chairman Daryl Maggard