

**OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
February 1, 2018**

1. Call to Order

Meeting was called to order by Chairman Maggard at 1:30 PM.

2. Roll Call

Absent: Mr. Ray Vaughn, Mr. Richard Ruhl, and Mr. Bo Reese.  
Quorum present.

3. Introduction of Board Members and Guests

Introductions made.

4. Approval of Meeting Minutes from the January 2018 Regular Meeting.

Review by Chairman Maggard of the previous minutes.

Motion to approve the January 2018 minutes by Mr. Stillwell, second by Mr. Fisher.  
Motion carried, minutes approved.

5. Approval of the January 2018 Financial Report.

Mr. Terry explains the report provided in the board's packet. Two different pages within the packet – both the same information. In regards to the OTC amounts of VoIP, there have not been any incoming fees for four months. Previously reported these would go to zero as they are combined and directed from the new state statute. These will no longer be pulled and fees deposited to that account.

Motion to approve the January 2018 financial report. Mr. Hawkinson moved to approve, second by Mr. Berry.  
Motion carried, financial report approved by 16 ayes, 0 opposed.

6. Discussion and possible action to approve a request from the Operations Committee Chairman to acquire the services of a consultant to facilitate a two day workshop and draft a training standard for 9-1-1 call takers as required by State Statute 63 O.S. §2864.13 et seq, also to provide a budget for refreshments and lunch for two days.

Mr. Stillwell reminded the board, in January it was approved to draft the standards for call taking during the workshop given by Corey Edwards, from Des Moines, Washington near Seattle. She as lead this workshop for some time and is the most requested for this type of workshop.

The training is solely to identify what bullet points are to be included in training for call taking and will include standards from NENA, APCO, along with other agencies providing insight. This is scheduled for March 22-March 23<sup>rd</sup> 2018 in the Oklahoma City metro with the specific location is to be determined.

The entire cost including per diem for Cory Edwards is \$1500.00 per day, at a total of \$3000.00 for the two days. The board has asked for approval to include additional funds to provide refreshments, and boxed lunches costing no more than \$750.00 for the two days.

Questions:

Ms. O'Malley: Does the training go over call taking as well as dispatch?

Mr. Stillwell: This will cover the 9-1-1 side, more of call taking than dispatch as this is what the statute allows and follows the legislation regarding setting the standards. May be some crossover to dispatch and dispatch elements revealed in the discussion and analyst, but this will be dedicated to call taking.

Mr. Ruhl: Does the board have a budget set aside to use for consultation and curriculum?

Mr. Terry: Yes, it is around \$50,000. The three were granted \$50,000.00 each to spend on projects to carry out the state statute.

Motion to approve by Mr. Fisher, second by Mr. Berry.

Motion carried. Consultation and refreshment cost by approved by 16 ayes, 0 opposed.

7. 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 30<sup>th</sup>, 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. Terry: I spoke with Mike Bower in Midwest City he has asked that we allow for this action to be tabled to allow for another month to research and discuss the matter with ACOG.

Motion requested by Mr. Berry, second by Ms. O'Malley.

Mr. Hawkinson Abstained.

Motion carried. Action to table this action until the next regular meeting on March the 1<sup>st</sup> 2018 approved by 15 ayes, 1 abstained.

8. Discussion and possible action to nominate and approve additional legislative liaisons, for the purpose of lobbying legislation for 911 initiatives.

Mr. Terry: The Authority was put on notice January 10<sup>th</sup>, by Ashely Kemp with the Ethics Commission; in the email it stated any department or body that represent that state of Oklahoma must be registered as a lobbyist with the State of Oklahoma. I was under the impression that we had less than 24 hours to make this decision and therefore I made the decision to register myself and Chairman Maggard on the Ethics Commission website.

I reached out to Mr. Moak to gain a legal opinion – that if the board wants to discuss 9-1-1 items with the House or Senate, that board member must be registered with the Ethic Commission as a lobbyist. We, as the board understand the passion and purpose you have in regards to the 9-1-1 board and Authority and therefore may be placed in front of a House or Senate member and speak about 9-1-1 or Authority business; for this reason you may want to think about getting registered with the Ethic Commission so you are not in violation of Ethics compliance. I wanted to present this for discussion to the board and allow you make the decision for yourself if this was what you needed to do.

Mr. Moak: In clarification, you would be registered through the Ethics Commission as a Legislative Liaison of a public agency which has its own set of rules – this is different to other kinds of Lobbyists who are full time hires from a specific agency to lobby a specific bill. Every state agency has to have one liaison register with the commission, and the fact that most of the board already comes from a diverse background you may already be registered as part of another entity. If that is the case, you still may want to check with the Ethics Commission to see if you need to be registered under the 9-1-1 Authority or if you already are registered, whether you need to register with the 9-1-1 Authority as well. You don't have to register if the legislature or Governor has asked you to speak at a hearing or meeting or if they are the ones initiating a conversation with you; but if you are going to be initiating contact – the best practice is register as a liaison.

Feel free to contact myself or the Ethics Commission to gain advice regarding a specific conversation or contact. It is always good err on the side of caution. You can reach the commission at 405- 521-3451 or through their website.

Mr. Stillwell: I represent the Authority and the city in which I work for – by your discussion how does that limit my duties as an elected representative for my position.

Mr. Moak: It depends on the work you are doing with the Governor and municipalities. If those two bleed over – I would recommend that you be listed as a liaison, and if you had a question about specific situation call the commission and verify with them.

Mr. Terry: As Mr. Hawkinson and Mr. Tucker are newly appointed members I did not find them listed or any member listed on the Ethic Commission's website other than myself and Chairman Maggard.

Chairman Maggard: What is the next step, can your office help in connecting the board with getting registered?

Mr. Terry: Yes, we can. There is a fee for this. The best direction might be to table this until the next meeting and research their contacts and what they will need registration in the future then have OEM assist with getting the board registered. However, we are in a Legislative session and we may need to get some members registered immediately.

Ms. Huckabee: Would it not be more prudent to just have you (chairman Maggard) and Mr. Terry the only registered and filter any questions or discussion through the two of you regarding the board or authority.

Mr. Maggard: I think that would be up to the board and how they want to proceed with the matter.

Mr. Moak: You don't have to be registered if its appropriations bill. However, many legislature will enquire whether a member is registered before a conversation is had. Any questions from the board will be better sent through the chair, representative, or the Ethic Commission.

Mr. Terry: The cost is \$150.00 per person, \$150.00 per agency which has already been paid by OEM, and \$2.50 per transactions which I will research what that exactly means.

Mr. Moak: The final word is think before you initiate any conversation with the Legislature or Governor.

Discussions or questions? None.

9. Discuss the need for a 9-1-1 Management Authority "Officer nomination committee". (Per Emergency Rules sections 145:15-3-1(c), 145:15-3-2(a) and 145:15-3-2(b))

This is regarding the Chairman and Vice Chairman. The time limit for the chair and vice chair is two years, on one year terms not to exceed two years. We have already exceeded the two years as of Nov. 1<sup>st</sup> 2017. Therefore, we need to form a Nominations Committee lead by the Chairman. The committee will present their nominations and present to the board for a vote. This should be done yearly – I recommend that we do this the same time as the budget meeting.

Mr. Moak: The rules state you need an annual election of officers, who will be presented to the authority from the Nomination Committee. The Nominations Committee is not a full-time committee, but an ad-hoc committee which is to be determined by the Chairman or approved by the Authority. This agenda item can be appointed by the Chair or volunteer if he is interested in serving. The annual elections can coincide with the fiscal year and review that for future elections. This agenda item is to come up with officers.

Chairman Maggard: Calls for volunteers for the nomination Committee or a draft.

Mr. Hawkinson: Volunteered.

Chairman Maggard: Calls for three volunteers and asked Gene Thaxton, and Shaun Barnett.

Discussion of questions? None.

Nomination Committee (Ad- Hoc)

1. Brent Hawkinson
2. Gene Thaxton
3. Shaun Barnet

#### 10. Committee Reports:

- a. Administration Committee
  - i. Grants

Ms. Huckabee: Attempted to meet this month, however, in lieu of a meeting, I have been working with Mr. Arnold to finalize the draft application which will be ready to present at the March Meeting. Thanked everyone for their assistance and Mr. Arnolds dedication to get the grant application done.

- b. Technical Committee
  - i. NexGen/EsiNet

Ms. O'Malley: Shared discussion of Monday's meeting which discussed NexGen911. The need for the Feasibility study. Reviewed what Texas, Kansas, and Nebraska was doing, and decided to model Texas. Discussed some names to work with the proposal – Lucian Jones of Oklahoma City Emergency Management, would be a great consultant on the project and asked for his participation to bring the pieces together. He accepted. The feasibility study would be called something else to represent the broad nature of the study, which they will present to the board at a later time.

- ii. GIS Standard

Mr. Terry: In 63.2864 Item #9 in State Statue states that "the authority should develop a plan" and therefore this is what we are charged to do. We ask the committee between now and the 9<sup>th</sup> to bring names so we can finalize a Scope of Work, then the board will approve and be able to reach out to a government contractor or consultant to complete the Scope of Work. Working with Shellie Willoughby the Vice Chair with the GIS

counsel of the Conservation Commission, who has authority over all GIS in the state. We reviewed the public comments which closed on the 5<sup>th</sup> of January. Our goal is to respond and make any changes to the plan, then post then changes to the website; update those who were contacted and contact those who made comments and make sure they understand the standard. The GIS committee will then make recommendation to which will be brought to the board for further review and recommendation. At that point the board can decided to send it back out for comment or to move forward with the changes. The core routing is the GIS standard and compliance is the most difficult action to accomplish – we need to make sure this is ahead of other actions, as this will take the most time. I know this board is passionate about getting the local 9-1-1 coordinator in compliance within their own financial ability and education ability. This information will be presented to the GIS counsel tomorrow, allow time to respond to their comments and will be presented to the GIS counsel's April meeting and returned to this board in the May meeting.

- c. Operations Committee
  - i. Minimum Training Standard

Mr. Stillwell: No other work or progress than working towards the creation of the standard within the workshop. Thanked those who have been working on getting the workshop together and taking time from Spring Break to get the workshop done.

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

- a. Registration Survey

Mr. Terry: 70% of 135 PSAP's have sent in their surveys. That is 95 out of the 135 sent out have been received by the Authority. I have made contact with five other agencies in regard to getting the surveys sent in. My plan is to call and send emails explaining that under Title 63:2864.4.C the reports must be filled out and sent in to remain in compliance and continue to receive funding. This will help them understand, make sure we have the correct contact – which we have not had on some agencies, and remind them and resend the form if needed.

Thank you to Stacey, my assistant – she is doing some great work on the form and getting some charts and graphs put together to help the data make sense in a way we can use it. Example being the amount of money that is being used to run the PSAP at about 60mil and only 20mil in wireless fees coming in. Thanks to the administrative committee asking the right questions to get the right answers.

- b. Consultant Scope of work for Counties that are not compliant with 911 service (63 O.S. §2864.4 et seq.).

Mr. Terry: Reminded the board that last month a motion approved to include a consultant for the writing of a Scope of Work plan that would assist or work to assist the compliance of those states 9-1-1 agencies that are running without location services. Myself and Mr. Carnagey are working to get the Scope of Work written and being able to present it along with a budget to be approved. Currently reviewing state vendors or contractors to complete that work. We have had one

meeting with plans to have additional meetings. The state is 264 days out before you can start working on an RFP – we are working to try and make that go into effect sooner.

c. Population Estimate update

On schedule to finalize the population number and ensure that we have taken a logical approach to how those have been completed. Following up with those agencies I have had questions about. Making sure we are being efficient and equitable on how those are being completed.

d. GIS Standard update

Updated above.

e. Branding logo

i. Review Committee

1. Regeneia Van Arsdale (operations)
2. Robin Murray (operations)
3. Belinda McGhie (Technical)
4. Mike Davis (Technical)
5. Brad Gemeinhart (Administration)
6. Vacant (Administration)

At the time of the meeting the positions were not filled. They are currently filled now. Those names will come to the board next meeting for approval.

f. Update on local PSAP meetings

i. Texas County

Mr. Maggard and Mr. Barnett had a meeting with Texas County on January 12<sup>th</sup> and both Mr. Maggard and Mr. Barnett gave presentations on how they used sharing their resources and how they managed to get where they are by using that as their start. Texas County and Guymon County are looking to possibly utilize that model. They are watching how other Counties handle merging their sites.

When needing to purchase or bring in new resources and equipment we need to focus on helping them get those resources they need. More meetings are scheduled and set up to discuss the possibility of merging and sharing of resources over counties.

Great discussions are being had and they are listening. The one thing I state is that when you walk in saying you want to be efficient – they see dollar signs. If it was about efficiency only, all the police cruisers would be Prius' – there not and it's not; it's about being operationally efficient and making sure the need is met first.

g. Upcoming events

i. 911 goes to Washington

OEM has approved for me to go to Washington – I plan on using my time wisely. This will be in two weeks for four days.

ii. Regional APCO training

1. Speaking at this events – five events including the conference in October. This usually trains at least 200 – 300 dispatchers across the state.
2. Great things coming up and will have some more updates next month.

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

Thanked the members for attending and asked them to stay involved and stay informed to better affect the 9-1-1 communities across Oklahoma. Its greats to see this amount of attendance in the meeting.

13. Public Comments. Comments are to be limited to items under the purview of the Oklahoma 9-1-1 Management Authority. Each speaker shall be limited to 5 minutes.

- a. Mary Harris: Who is in charge of 9-1-1 Day at the Capital?
- b. Unknown: NENA?
- c. Mr. Terry: This should be in coordination with GIS Day on March 4<sup>th</sup> any information on that Shellie Willoughby?
- d. Shellie Willoughby: GIS Day at the Capital is March 6<sup>th</sup> 2018, we have scheduled two floors, the 2<sup>nd</sup> and 4<sup>th</sup> floor. I have heard that Shelly Stahlbusch is coordinating the event, but there is not a confirmation on that.
- e. Debbie Pennypakcer: What is the board's definition of call taking and dispatching?
- f. Chairman Maggard: We cannot answer that directly, this is considered something the board must deal with directly – we can certainly try to make that an agenda point.

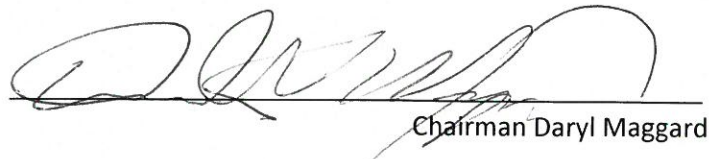
14. New Business. Any new business not reasonably foreseen at the time of posting this agenda.  
None.

15. Adjournment (**March meeting will be held in room 419C at the State Capital.**)

Mr. Maggard: Reminder that the meeting will be in 419C next month.

Motion to adjourn. Adjourned at 2:34pm

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



Chairman Daryl Maggard

