

OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
March 1, 2018

1. Call to Order

Meeting was called to order by Chairman Maggard at 1:35 PM.

2. Roll Call

Absent: Ms. Lanette Coppedge, Mr. Gene Thaxton, Mr. Major Berry, Mr. Greg Fisher, Mr. Richard Ruhl, and Mr. Bo Reese.

Quorum present.

3. Introduction of Board Members and Guests

Introduction to Mr. Roy Tucker, a new board member representing a tribal council for the board – this introduction was omitted at last month's meeting.

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

Review by Chairman Maggard of the previous minutes.

Motion to approve the February 2018 minutes by Mr. Hawkinson, second by Mr. Stillwell.

Motion carried. Approval by ten ayes, zero opposed.

5. Approval of the February 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 statue. Mr. Terry asked the board if they would have any objections to the VoIP report being omitted from future financial reports from the Authority.

Mr. Tucker: If we remove the VoIP totals, we are still receiving those totals but there is not report due to the fees being absorbed into the wireless fee totals, correct?

Mr. Terry: That was correct. The VoIP statue ended in December 2016; therefore, any fees that were reported under VoIP were just catching up from last year. Fees are being collected but not reported as they are being reported in the wireless report.

Motion to approve the February 2018 financial report, and allow for the omission of the null VoIP report. Mr. Vaughn moved to approve, second by Ms. Van Arsdale.

Motion carried, approval by nine ayes, one abstain from Mr. Vaughn, zero opposed.

6. Discuss and possible action to nominate and approve additional legislative liaisons, for the purpose of lobbying legislation for 9-1-1 initiatives.

Mr. Terry stated this was a carryover from the meeting in February. The introduction in January to the Authority that any member of the board may need to be listed as a lobbyist with the Ethic

Commission to prevent any future violation occurring from any discussion with a member of the House or Senate regarding 9-1-1 or its activities; was brought to the attention of the Board to discuss the possibility of having members sign on as lobbyists. Mr. Terry and Mr. Maggard did add their name to the Ethics Commission as Lobbyists. Be it known that, it is possible to be added in the future to represent your entity or local government as a lobbyist if need be. As a member of this board, can have you added in the future, to the list as a lobbyist with the Ethic Commission. This was added to the agenda today to allow for any member to discuss, add, or ask questions since there has been time to research and decide if this is right for each individual board member.

No questions or discussion. No action taken.

7. Discussion and possible action to approve the grant application requirements, funding priorities and evaluation criteria (63 O.S. §2864.2 et seq.)

Chairman Maggard deferred to Ms. Huckabee.

Ms. Huckabee stated that the meeting last week in Muskogee (Executive Meeting Friday February 23, 2018) was very productive. A handout was given to the board today regarding the amended Grant Program Guidelines. Ms. Huckabee states she will defer to the Chair to discuss what was learned in that meeting. However, based on a contact from Iowa made by Mr. Terry the group “has a much clearer idea of how to get the money in the right place in an effective manor to achieve the Board’s and the State’s objectives.” Referencing the first page that discusses the priorities for this year – no action will be taken today, please review and offer feedback. The application will be given at then next meeting to allow for feedback and discussion.

Mr. Terry added that he would introduce MB3, which is the Grant software that Oklahoma Emergency Management (OEM) uses to manage their grant process; with the reasoning that this software is already approved, tested, and proven. MB3 follows grants from application to closeout and is linked with OEMs finance structure. Giving clear reports on everything from start to finish. I don’t want to take any action today, but just offer that as the program which is best to help our Grant process. I believe it is within our budget to get set up through OEM; I have asked for a quote from OEM and will have something to report and approve within the financial report in the May meeting.

No questions or discussion

Motion by Mr. Tucker to table this discussion until next month. Second by Ms. Huckabee.

Motion carried. Approval by ten ayes, zero opposed.

8. Discussion and possible action to elect officers pursuant to OAC 145:15-3-1.

Mr. Hawkinson spoke regarding for the Nomination Committee, stating they have decided to vote to allow for the remaining term to be carried out by those currently in the seats. Two months prior to November 1st when the term ends, the committee will research and begin to offer names to be offered for voting and election of new officers.

Motion from Mr. Vaughn to allow for current officers to remain in office until November 1st, and to offer names two month prior to November 1st for election second by Ms. Van Arsdale.

Motion carried. Approval by ten ayes, zero opposed.

9. Discuss and take action authorizing the State 9-1-1 Coordinator and the Oklahoma Emergency Management staff to work with the Oklahoma Chapters of the National Emergency Number Association (NENA) and the Association of Public Communications Officials (APCO) to start an Operations and Technical person of the quarter.

Mr. Terry spoke regarding the recognition for Person of the Quarter, and the use of the OK.GOV/911 website for the purpose of bringing traffic and awareness along with recognition to the website, and 9-1-1, to show Sheriff's, Chief's and those working with dispatchers and call taking personnel what a great job they are doing behind the scenes. OEM would be asked to set up the form and webpage where anyone could use the online form to nominate any person for technical or operational professionalism. This will involve OklaAPCO in its operational and OklaNENA in technical – they will process the completed online forms, and a committee (TBD at a future time) will then choose the winner for that quarter and add the name to the pool for Person of the Year. To be clear, I am only asking for the board today, to approve the use of the website for this platform.

The next step is to set up committees, which I will do alongside NENA and APCO and get a form created so people can be nominated. The next three – six months will see those here in the meeting that have won the recognition.

Motion to use OK.GOV/911 as a platform for the Person of the Quarter recognition form Mr. Stillwell and a Second from Mr. Barnett.

Motion carried. Approval by ten ayes, zero opposed.

10. Committee Reports:

a. Administration Committee

- i. Grants
- ii. Ms. Huckabee defer to Mr. Terry and Mr. Maggard to discuss what was learned and said within the meeting.
- iii. Chair, Vice Chair, and Committee Chairs made up the Executive Meeting on Feb. 23, 2018 in Muskogee, Oklahoma to discuss:
 1. A conference call with [Blake Derouchey](#) from Iowa, to get an idea of what Iowa is doing and where they are with grants, ESINet, and fees overall in the state.
 2. Population modeling and who the entity is that will receive funding
 3. Definition of entity and service in regards to who get the money set forth by the statute.
 4. State statute to better understand how it affects this body
 5. Carry forward to help educate and give better direction
 6. Cross over discussion between committees to learn what one another is working on. Call taking standards v. technical aspect GIS
 7. Thanked Darryl and Muskogee County for lunch and working hard to get through the work.

Ms. Huckabee left the meeting to attend a Procreations Committee meeting. Quorum still present.

- b. Technical Committee
 - i. NexGen/ESINet deferred to Terry O'Malley
 - 1. Good things are happening with ESINet Feasibility – especially since the Executive committee met together and was able to discuss as whole what the committee is looking at and working towards. Getting to the goal of the strategic plan, through all the paperwork and understanding what needs to be done in order to move forward with the plan. Nothing has changed but things are happening. Determining if feasibility means going with a state contractor or other options.
 - ii. GIS State wide Standard
 - 1. The group will meet on the 13th to go over the comments and review what needs to happen next.
 - iii. Homeland Security NG911 Workshop
 - 1. Mr. Terry stated that he had put the Authority's name in for Homeland Security's NexGen 9-1-1 Workshop and the Authority was approved. This is a free workshop in the metro area put on through and written by Homeland Security for planning and creating a draft plan for implementing NG911. More information to come regarding this.

c. Operations Committee

- i. Minimum Training Standard workshop March 22nd and 23rd will be in Edmond at 100 E. 1st St.
- ii. Conference call with Matt Stillwell and Cory Ahrens in Edmond prior to the Muskogee Meeting on Friday 23rd. Matt introduced Cory Ahrens, she was able to go over what her style was and her background. What she felt was most important to the workshop and what those who are attending can expect. Matt then sent out a list of document links to read up on, and review to find what you would like to keep and what you would like to change – verbiage for agencies and municipalities and difference between them. Questions and answers were offered and notes emailed after the meeting. The next meeting may have an insight to the workshop outcome but the May meeting should have something to in draft form to review. Matt reminded the board that it is tempting to put the cart before horse, and question how the standards are going to be taught, but it's imperative that the Board stay focused on organizing and creating the standards first. This workshop is an open group and if a PSAP or high performer wanted to attend, they are welcome to be sent and asked to contact Matt.

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

- a. Consultant Scope of work for Counties that are not compliant with 911 service (63 O.S. §2864.4 et seq.).
 - i. Scope of Work, is a three county approach over the five counties that are red. Meaning we begin with the Panhandle and from there Cotton County and Nowata County. The same approach for all three. The must incorporate I3 approved and NG 911 equipment that will be sustainable for at least 10 years. Having a local Government structure for those counties to thrive for the long term with technology, CAD, and maintenance cost figured out and sustainable for 7-10 years. We are working on what the structure will look like. Do we use a state

contractor v. a RFP – we know we are going with a state contractor - a RFP is 8mos out and some counties cannot wait. It was shared with the Authority that Farmers in Cimarron County cannot get their federal checks because the Feds will not send it to their PO Box or RR – the Feds have to send it to the 9-1-1 address due to the true identity law, and the state cannot give the Farmer’s the 9-1-1 address. In other rural areas people cannot get their passports delivered or issued for the same reason. This is why we do not have time to wait on a RFP. We need to get the help to these counties quickly, in the right set up for the right price that they can as a local county hold their own and sustain the new way to come into compliance.

- b. Population Estimate update –Currently at 45% with 62 letters having been sent in. We did have our first agreement and boundary change with Shawnee and Potawatomie County agreeing upon a change and we are expanding the city of Shawnee map.
- c. GIS Standard update – An update will be given at the next meeting
- d. 911 goes to Washington
 - i. Mr. Terry met with the offices of Bridenstine, Russell, Mullin and Inhofe.
 - ii. Met with three of the members of the House and one of Oklahoma’s Senators. The bill being proposed by President Trump for infrastructure, it was suggested to those meeting with me that 9-1-1 should be included in this Bill to cover 9-1-1 needs. I believe we will see action with this bill. Out of that 110 million on the table with this Bill, I think we will see some of that money for Oklahoma 9-1-1. We need to get clear direction for funding and how this money will be sent, so we can put to work in the best place for the best reasons.
 - iii. Public Service Announcement
 - 1. The Feasibility Study will cost you more money to meet the standard – these requirements for funding and NG911. Look within that local funding and for strategic funding and make sure you have a fund in place so you are not left paying that extra cost required. If you are spending fees received and not saving for upgrades – you may not be able to receive the services of NG911 without a large cost. Do your due diligence in regards to where the funds are being spent now, make changes if need so you can put into effect without consequence
- e. Branding logo – The Authority has a front runner, but we are waiting on one more committee member to vote, to put in front of the board for a final vote.
- f. Update on local PSAP meetings
 - i. Pawnee County – Met with their attorney to discuss where the monies are going, and where the monies need to go according to the state statue – great discussion there.
- g. Upcoming events
 - i. Regional APCO training March 8th Chickasha and Lawton – Ethics and accountability for the communicator. One in April as well, two sessions.
 - ii. Major County – Consolidation within their PSAP
 - iii. National Governors Association Conference – Homeland Security bridges over to FirstNet, federal dollars being spent for FirstNet.

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

- a. Chairman Maggard: Erosion of the offset from the wireless funds being lost on the landline side. There is no money, there is no money to save – important thing to

remember as a PSAP director, get back to the body those reports that have requested on funding, how the PSAP is receiving funds, and paint a clear picture to the Legislature and the local level the needs and what it takes to fund 9-1-1. These reports make the picture correct.

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 five (5) minutes.

- a. Mr. Cory Brewer of Chickasha: Who is the governing body, and what is the PSAP's responsibility for updating the GIS Standards and what is the timeframe?
- b. Mr. Terry: The governing body is the one that receives the fees. When the standards began there was no time frame – however, it could be two to three years to update. The end of 2020 is when things will be initiated, per those who are in charge of the technology. The Authority will have to look at what the mechanism is across the state for funding, making sure the funds are there and if not push the turnover out. Depending on what the ability to distribute the funding and make sure the sustainability is there to turn on NG9-1-1. This will be talked about in the future, as an ongoing topic.

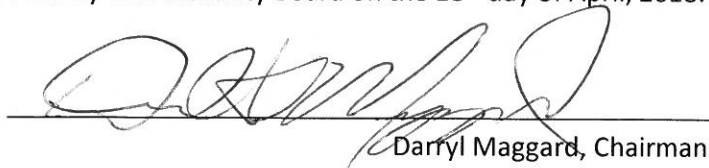
14. New Business. Any new business not reasonably foreseen at the time of posting this agenda.

- a. Mr. Terry: A FCC Report was requested from the Governor's Office, which Oklahoma failed to turn in on time. Consequently, Oklahoma was given a letter from the FCC to the Governor's office shaming us for not turning in the report by the deadline. I did send a letter to the Governor's office explaining the reasoning for the missed report and have responded back to the FCC's questions as to why we did not respond on time with this report; As an Authority I had only 10% of the answers requested in November, and had made it an agenda item for the December meeting – however, there was no quorum for that meeting and therefore it was not addressed. I felt it in error to report to the FCC with only 10% of the answers and without having discussed it with this body. I did address this in the letter sent to the FCC, which I feel they understand our position and reasoning. I am working with commissioner's office at the FCC, and based on their feedback I feel they support my decision. I bring this up, so you understand the reasoning if you read it in publications. Feel free to see me if you have any questions.

15. Adjournment. 1:40pm

*With a Reminder that we have special meeting on March 15th at 1pm in the Tunnel Concourse. Mr. Terry stated that it was not mandatory to be present, it is hosted and presented by OEM. If you are present and we have a quorum we will call a meeting, if not we will discuss the items at a future meeting.

The minutes of the Regular Meeting dated March 1, 2018 for the Oklahoma 9-1-1 Management Authority have been reviewed and approved by the Authority Board on the 18th day of April, 2018.



Darryl Maggard, Chairman