

OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
WILL ROGERS BUILDING
JUNE 7, 2018

The Board may discuss, vote to approve, vote to disapprove, vote to table, change the sequence of any agenda item, or vote to strike or not discuss any agenda item. Any conflicts of interest on any agenda item must be disclosed prior to discussion of that item and that board member must recuse from voting on it.

1. Call to Order

Vice – Chair Matt Stillwell called the meeting to order at 2:19 p.m. Public notice was properly given and a quorum was present.

2. Roll Call

Roll Call was taken with the following Authority members in attendance:

Mr. Roy Tucker

Mr. Matt Stillwell

Mr. Shaun Barnett

Mr. Ray Vaughn

Mr. Justin Carnagey

Ms. Mary Harris

Ms. Regeneia Van Arsdale

Mr. Greg Fisher

Ms. Darita Huckabee

Mr. Brent Hawkinson

Mr. Travis Clark

Mr. Brent Trease

Mr. Rob Stolz

Mr. Gene Thaxton.

Quorum present. 14/20 Members Present

3. Introduction of New Board Members and Guests.

Introduction of new Board Members Mrs. Mary Harris, Mr. Brent Trease, Mr. Rob Stolz.
Guests introduced themselves.

4. Approval of meeting minutes from May 3, 2018, regular meeting.

Minutes were distributed and reviewed by Vice – Chair Mr. Matt Stillwell.

Motion to approve the May 2018 Meeting Minutes by Mr. Vaughn, second by Mr. Fisher.

Motion carries with thirteen ayes; zero opposed. Mr. Stillwell abstained.

5. Approval of the May 2018 financial report.

The report was distributed and reviewed by Mr. Lance Terry.

Motion to approve the May 2018 Financial reports by Mr. Hawkinson, second by Mr. Barnett.

Motion carries with fourteen ayes; zero opposed.

ORIGINAL

6. Discussion and possible action on the adoption of the Oklahoma 9-1-1 Management Authority FY2019 Budget. (63 O.S. §2864 (3))

Mr. Terry introduced the Budget with the Budget Statement, listing the main points within the FY2019 budget: Revenue, Salaries and Benefits, Maintenance and Operations, Training and Travel, and Capitol Overlay.

Mr. Terry explained the reasoning behind the budget increase from this time last this year; last year only had four months from March to Jun 30th that could be used to estimate the FY2019 budget and it did not have a total picture of the needs of the Authority. This year's budget shows a more detailed need shows a more detailed need with a better estimate of revenue.

Mr. Terry continued on to Salaries and Benefits, explaining the three positions that are listed under that category. The first being the salary of the State 9-1-1 Coordinator Position which was funded by this body every month and was main expenditure this year. Secondly, the Administrative Assistant position that is a currently a Galt employee, which is an organization that OEM uses and is paid for by a grant that OEM secured and paid for out of the year. This is a temporary position that has had three people rotate out of.

Mr. Terry explained he felt that this constant turnover and change of employees also stated he felt this was the reasoning that there has been such turnover with the Galt position. He requested that with this added amount in the budget for staffing that the Board approve the Administrative position from a temporary contract to fulltime with benefits. This would also transfer the funds being paid from OEM to the Authority budget. The next position Mr. Terry explained was the Grant Compliance Officer, to ensure that we are in compliance with other grant programs. This will be an 80/20 position – 80% being work on grants and grant work; 20% being dedicated to PSAP compliance. This position would assist in educating the local PSAP to continue to meet the statute in order to continue to receive funding. This position would assist local PSAPs by educating them on the required NENA standards in the Statute and other areas of the Statute that also must be met in order to keep wireless funds from being escrowed.

Mr. Terry opened the floor for questions.

Ms. Huckabee explained, this budget was not just brought in front of the Board today but has been a working budget between Mr. Terry and the Administration Committee. This budget has been discussed in length and vetted through the last couple of months, the last meeting following the regular meeting on May 3, 2018, at which the Administration Committee agreed on the budget.

Mr. Terry continued to discuss the Budget, with regards to Maintenance and Operations, the estimated budget reminding the Board that when the Authority began OEM and Mr. Ashwood welcomed the Authority and was willing to pay for everything needed, except full-time salaries. Within the last year, reality has set in, and the fact that some of our counties need extra personal care and help – there has been a lot of windshield time. Speaking with Mr. Ashwood this week, when he announced his retirement as of August 31, 2018, he said he would continue his promise through December 31, of this year. After that, a new Director will be brought in and it is unclear how that will be managed. It was announced that Mr. Ashwood would be retiring at the end of August; Mr. Terry explained that he felt there would be an interim, and the interim would continue on the promise. Beyond it was stated that is unsure how the new year will be managed.

Mr. Terry continued on to the Training and Travel budget, he explained to the Board the current EMG Grants pay for travel, expenditures, and training, with the exception of what was accrued over the last year. In order to move forward with paying the bills the order to pay our bills on time, if there is an opportunity for grant funding or other funding to continue to pay for this we will do that. If the new director continues the process and parallels with our mission we will use that. The money will be reallocated through the year with a budget amendment. Until that happens, moving forward we ask the budget be increased by \$10,000 – this is now training and travel not just travel. Plus the addition of two full – time positions, the anticipation that there will be some increase there with training for them. This does include in the increase the membership fees for those two positions.

Mr. Terry continued to explain how the budget does include that liability insurance that was not a part of the budget last year, additional amounts for lobbying fees for members. Meeting fees are to potentially pay for meeting facilities, lunches, and items associated with meetings without having to come back to the board to request funds.

Mr. Terry discussed the inclusion of software maintenance in the budget, for the purchase of the MB3 Grants 9-1-1 module, with possible additional modifications to the program if we need. Mr. Terry asked the board to take into consideration of their motion, to allow OEM to have the discretion of payments; meaning we will not have to have a quorum and the Board assembled to request approval to pay for salaries. This would allow OEM to pay for travel, training, and things like payroll without a board meeting.

Q: Mr. Trease asked if there was oversight at OEM for purchases.

A: Yes. Every purchase goes through the CFO and the director for purchase or expenditure approval.

Mr. Terry continued to discuss the budget regarding Capital and Overlay. He explained that the Capital expense would be brought to the Board for approval of Authority. This section has money set aside for the Administrative, Technical and Operations Committee to carry out their purposes. NexGen9-1-1, leadership classes for PSAPs, GIS training, Call taking Standard and goals similar to those that are already working.

Q: Mary Harris Asked which category does GIS fall into?

A: That will come from the Technical Committee budget. There will be two classes GIS 101 and 102 so to speak. If there is a need for more funds, it will be brought to the board for additional funds. This is to bring GIS professionals together and get those questions answered. Not an overall GIS education.

Mr. Terry explained that this year there are account numbers that each item will correspond with to show the percentage of the budget that is being used and where we are at midyear. The questions were asked if there was a timeline for the new position.

Mr. Terry answered that he hoped to start advertising for the position after July 1st and have a start date of August – depending on the candidate.

Call for further questions.

None.

The budget and Statement distributed and reviewed by Mr. Terry.

Motions to approve the FY2019 Budget that payments for salaries, goals, and meetings be paid by

OEM without the Boards approval by Ms. Huckabee, second by Mr. Tucker.
Motion carries with fourteen ayes; zero opposed.

7. Discussion and possible action to approve the purchase of EM Grants Pro, grant management software from MB3. (63 O.S. §2864 (2))

Mr. Terry went over the MB3 Agreement that was distributed within the packet. Explaining that OEM has purchased this software for its grant management, and Ohio uses this software for its 9-1-1 Grants as well. Mr. Terry stated that he included this in the 2018 Budget because it will take some time to set up and get all the templates and information for us correct.

Mr. Terry went on to explain that there is money set aside in the budget in case we need customized work for our purposes or maintenance.

Ms. Huckabee stated that this was not just put in front of the Board today, that they had a conference call with MB3 and went through the software.

Mr. Terry restated they have been in discussion and feel that the software is vetted. Also, OEM is taking on the actual purchase of the software, this body is only purchasing one module.
Any other questions?

None.

Review by Mr. Terry of software, cost, and where the software will be used.
Motion to approve the Purchase of EM Grants Pro grant management software by Ms. Vanarsdale, second by Mr. Vaughn.
Motion carries with fourteen ayes, zero opposed.

7. Discussion and possible action to approve a request from the Technical Committee Chairman to provide a budget for refreshments and lunch for the two days of the Department of Homeland Security Scope of Work Planning workshop, not to exceed an amount of \$750.00. (63 O.S. §2864 (13))

Mr. Terry explained this was like the Workshop in Edmond, for two days box lunches and refreshments.

Ms. Harris asked what the Scope of Work is for the workshop.

Mr. Terry explained that this was to support the NG9-1-1 Workshop provided by Homeland Security Communication office of Interoperability and presented by The Lafayette Group that will create a discussion and assist in writing the Scope of Work that will allow for us to hire a third party to facilitate the Feasibility study for Oklahoma NG9-1-1. They offer a high-level overview for Legislatures of NG9-1-1, for NG9-1-1 Supervisors and Managers, and Technical Assistance for NG9-1-1 Planning. The plan was to complete the workshop and then flow into the Authority meeting presentation to the Board and the guests.

Review by Mr. Terry of the two-day workshop.
Motion to approve the purchase box lunches and refreshments for two days by Mr. Hawkinson, second by Mr. Fisher.

Motion carries with fourteen ayes, zero opposed.

8. *Discussion and overview of the FCC required report for the Annual Collection of Information related to the collection, and use of 9-1-1 and E9-1-1 fees by States and other jurisdictions.*

Mr. Terry stated that this was not requested for approval, but just notice that the report had been sent by the FCC and that this was the report that was not delivered last year as there was no quorum and we did not have all the answers we have now from PSAP surveys and registration forms. The final report will be distributed at the July 12th meeting.

9. Committee Reports

Administration Committee: Ms. Huckabee stated she felt the budget was covered well, therefore there was nothing to add unless other committee members wanted to comment.

An opportunity was given for questions.
No questions.

Technical Committee: Mr. Terry stated that the NexGen9-1-1 ESINet workshop has been covered, nothing more to report on that. The other topic was the Person of the Quarter, Mr. Terry reminded the board that it was approved to use the OEM website and to work with NENA to nominate the Person of the Quarter. NENA submitted their final questions today, we will work with the web design department to get those questions online and open for nominations. NENA will be sent the submission for final review and a winner will be chosen out of their office. Recognition in form of a certificate will be given from our office, and if NENA sees fit any other recognition from their office as well. We would like to have this ready and on the table for the Chief of Police Conference in June.

An opportunity was given for questions.
No questions.

Operations Committee: Mr. Stillwell discussed the workshop in March and explained that the committee has created a bullet point document. The work on the vetting process has begun and was going to be sent back to the committee, but it was decided to allow some time to go by to give a fresh perspective to the bullet points. They will be further defined in one sentence definitions that can be transposed into a curriculum. Authority training is yet to be determined and determine how these bullet points will be worked into the process. Lance did mention the budget has room for training, which is yet to be determined how that will fit into this.

Mr. Stillwell turned the floor over Mr. Barnett to discuss item B – which is the Operational Person of the Quarter.

Mr. Barnett reminded the Board that the Oklahoma Chapter of APCO is hosting the Operational Person of the Quarter. He further explained that during their monthly meeting this morning the subcommittee in charge of defining their questions for the nomination have finalized their questions and have one more vetting process to complete before sending over their questions to the Authority. Mr. Barnett stated this would be done by the end of the week. The subcommittee will review the questions and chose a person for each quarter to be recognized across the State. He mentioned that he felt this process was going well and he felt that this would a great opportunity to successfully recognize those across the state.

Mr. Stillwell thanked Mr. Barnett and turned the floor to Mr. Terry for the 9-1-1 Coordinators report.

10. State 9-1-1 Coordinator Report to the Board (Discussion Only)

Mr. Terry gave the following updates:

That the work continues to strengthen 9-1-1 at a local level; and that at times the more work done the more issues come up. Acknowledging some of the quests in attendance.

Registration Form:

Regarding the PSAP Registration Form, the Authority as continue to work with those agencies, and sent out a certified letter to those agencies that did not send in their Registration Form. The letter was drafted and signed by the Administrative Chair along with the Chair of the Authority, Ms. Huckabee, and Mr. Maggard. The letter was sent last week (June 1), three have been received, and they are somewhat complete [completely filled out].

Ms. Huckabee stated that she was speaking on behalf of Creek County, who did not agree with their population boundary model and she had promised to say something in the meeting. That Creek County believes there to be an error and does not want to certify something that is, in their opinion wrong.

Mr. Terry responded by stating the within these agencies, there is some fear as they don't know if they have everything correct, but he expresses his willingness to help and assist them get where they need to be. That this agency is doing all they can to help them get into compliance. However, if there are errors across the board, it is also our duty to take action.

Mr. Harris asked if Dewey County was received.

Mr. Terry stated that yes, it was.

County Survey:

Mr. Terry moving the conversation into the next item, the County Survey. He reminded the Board that this was sent early this year to gain information on other dispatch centers, not PSAPs but other dispatch center and who they are answering for.

PSAP Meetings:

Mr. Terry speaking on the webinar last month from 911.gov, which gave an overview of where 9-1-1 is throughout the nation. They showcased how Tennessee is providing training. They are available online for you to watch if you get a chance they are a good watch.

Mr. Terry reviewed the May 8th meeting with Riley over the Logo for the Authority - which is on some of the documents you have in your packet now. Good things coming with that.

Mr. Terry shared his experience from the APCO training in Ada, Good feedback and good things happening from that.

Mr. Terry shared his experience from the Board Meeting he attended in Hughes County with their 9-1-1 Board. They have some questions and need our help with some things – which we are gladly proving. The same with Pittsburg County and The City of McAlester, who Mr. Terry stated he met

with on May 30.

Mr. Terry reviewed his visit to South Coffeyville, Coffeyville, and Nowata County. They are one true city as it sits on the border, South Coffeyville is and will be answered by Kansas. However, when you call its shows Nowata County; they have no information there, but will need a true partnership.

Upcoming Events:

Mr. Terry explained that he will be at the NASNA Conference in Memphis, TN next week (June 13 – 14) and then right to the NENA Conference in Nashville, TN (June 16 – 22). There is a tentative meeting with Greer County at the end of that week. Then we will follow up with the Workshop and the regular meeting that was rescheduled due to the July 4th holiday on July 12th at 9:00 am.

Mr. Terry explained that flyers will be going out for the July 12th meeting, he would be happy to have Chief of Police, to host the Chief of Police meeting across the hall and then join us for our meeting so they have a better understanding of NexGex9-1-1. It would great to pack the house.

Mr. Stillwell asked for questions.

No Questions.

11. Chairman's Comments. (Information only, no discussion)

Vice – Chairman Mr. Stillwell expressed his appreciation for those in support roles to this board. To Ms. Stacey Root for keeping the Board connected and up to date. To Mr. Moak for his guidance and counsel. The work is appreciated.

12. 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. Under Oklahoma Open Meeting laws, the 9-1-1 Management Authority cannot respond to or discuss any public comment, not on today's agenda

Mr. Stillwell offered the floor for questions.

No questions.

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


Mr. Stillwell offered the floor for any new business.

No new business.

14. Adjournment.

At 3:28pm

The minutes of the Regular Meeting dated June 7, 2018 for the Oklahoma 9-1-1 Management Authority have been reviewed and approved by the Authority Board on the 12th day of July, 2018.



Darryl Maggard, Chairman

