

OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
Thursday, May 2, 2019

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 the discussion of that item and that board member must recuse from voting on it.

1. Call to Order

Chairman Stillwell called the meeting to order at 1332

2. Roll Call

Mr. Hawkinson
Ms. Huckabee
Mr. Stacy
Mr. Maggard
Mr. Carnagey
Ms. Harris
Mr. Stillwell
Ms. Vanarsdale
Mr. Stolz
Mr. Tucker
Mr. Barnett
Ms. O'Malley
Mr. Clark

Quorum Present, thirteen members present at the time of roll call

3. Recognition for Mr. M.T. Berry who gave his Resignation to the Board at the April 2019 Meeting.

Mr. Stillwell stated that this Board has been gifted with some very intelligent and talented people, in regard to public safety and 9-1-1 as a whole. Mr. Stillwell wanted to publicly recognize Mr. Berry; who was a founding member of the 9-1-1 Advisory Board, then continued on to serve on the Authority Board. MT Berry is first and foremost a gentleman, and he has served this city with dedication, for years as the Chief of Police, as the Assistant City Manager, and for our efforts in 9-1-1 as well. Mr. Stillwell explained that there is a plaque for him, unfortunately, it is not ready, but it will be and we will deliver it to you soon. Mr. Stillwell thanked Mr. Berry for being a friend and mentor to so many in the room and congratulated him on a storied career and wish him well as he heads into his next adventure, retirement.

4. Introduction of Board Members and Guests

Mr. Stillwell welcomed the Board member and allowed for the quests to introduce themselves.

5. Presentation for the Emergency Telecommunicator of the Quarter for the 4th Quarter FY18.

Mr. Stillwell yielded the floor to Mr. Ben Curry, the President of OKPACO.

Mr. Benjamin Curry called Mr. Riley Weatherford of the Edmond Communication Center to the floor, introduced him and explained he was nominated by Ms. Ciara Harmon of the Oklahoma City. Sheriff's

Office. Mr. Curry read from Mr. Weatherford's nomination,

"Mr. Weatherford has been a 9-1-1 Dispatcher for five years, with the City of Edmond. Mr. Weatherford has all the necessary requirements of this position: efficiently obtaining, recalling, and relaying pertinent information as well as accurately, using tact and diplomacy. He remains calm in emergency situations, maintains confidentiality, follows procedures, and works well with his colleagues and those from other PSAP's.

Mr. Weatherford has worked as a dispatch trainer for approximately the past two years. He makes it his mission to make sure all his trainees are prepared for the responsibilities that come with being a dispatcher. He works to make sure that all his colleagues feel comfortable and confident with one another's abilities, making the work environment an inviting place for colleagues and new employees.

Mr. Weatherford has worked almost every holiday, in order for those with children can spend the time with them. Mr. Weatherford designed the inaugural logo for the Oklahoma 9-1-1 Management Authority and the 2018 Oklahoma Public Safety Conference.

Mr. Curry congratulated Mr. Weatherford and presented him with the Certificate, explaining that the award will be delivered at a later time.

Mr. Stillwell commented that Mr. Weatherford was awarded the CTO of the Year for the Edmond PSAP, and recently promoted to Night Shift Supervisor. Congratulations Riley, we are proud of you and the position your career is taking, and thankful for you being here today.

6. Approval of meeting minutes from the April 2019 Regular Meetings.

Mr. Stillwell asked the Board to review the April Minutes.

Mr. Maggard brought to the attention of the Board that on page ten of the minutes, an error in statements had occurred. It read:

"Mr. Barnett asked Mr. Maggard about the accounting process being introduced by the Tax Commissions, whereas wireline and wireless will be joined, how that will affect the PSAPs reporting."

The correct interaction was:

"Mr. Barnett asked Mr. Maggard about the accounting process being introduced by the ~~Tax Commissions~~ State Auditor, whereas wireline and wireless will be joined, how that will affect the PSAPs reporting."

A motion to accept the April Minutes as amended by Mr. Maggard offered by Mr. Hawkinson, with a second by Mr. Carnagey. The Motion to approve the April Minutes amended by Mr. Maggard is approved with thirteen ayes, and zero opposed.

7. Approval of the April 2019 Financial Report.

Mr. Stillwell yielded the floor to Mr. Terry

Mr. Terry went through the financial report, explaining the wireless revenue through the continual budget. The beginning balance for this month was \$4,104,978.94 and there were deposits in the amount of \$168,600.19, this month's expenses were \$29,192.55 and an ending balance of \$4,244,386.58.

Mr. Terry reminded the Authority that the wireless revenue report was included to show the PSAPs where they stand with the Tax Commission each month and was available in the packet for their review.

Mr. Terry opened the floor for any questions.

No questions.

A motion to approve the April Financial Report offered by Mr. Stolz, with a second by Mr. Stacy. The Motion to approve the April Financial Report is approved with thirteen ayes, and zero opposed.

8. Discussion and possible action on the adoption of the Oklahoma 9-1-1 Management Authority Fiscal Year 2020 Budget. (63 O.S. §2864 (3))

Mr. Stillwell yielded the floor to Mr. Terry to explain the FY2020 Budget

Mr. Terry brought the proposed budget within the packet to the attention of the Board, stating that the Grants program is where the majority of the funding has been set aside for grants. The program will formally in July; we are currently awaiting the notification of approval – more information later in the agenda.

Mr. Terry stated the projected carryover is \$4,213,383; the projected revenue of \$2,290,169.12 along with the previous year carryover amount and the Federal Grant amount – if we are not approved, however, the Grant amount will be removed. Moving on to Salaries and Benefits, a line item was added to allow for employee comp time and benefits. Mr. Terry explained that OEM zeros out the comp balances accounts every quarter paying out any overtime or comp time stored, so they don't accumulate over time. Working with OEM, who at times, are working disasters in the field for months and do not have a chance to take time off, the Oklahoma 9-1-1 Management office is under the same principle.

Mr. Terry explained the increase in cell expenses in the amount of \$1200, to cover the added employee and the extra cost associated with that. He stated that the office has not paid any connectivity cost as of yet; however, FEMA is planning audits within the EMPG grants, which is where the payments are drawn from and they have asked that money be there in case something happens with those audits. In line with that, there are certain state allowable expenses that OEM covers the cost for the 9-1-1 Management office, this is a minimum cost for what those items could be; therefore, they have asked for \$4500 to offset those costs allowed within the state statute title 63 §2683.g.

Mr. Terry continued through the budget stating that nothing was spent out of the Communications and Publications budget, therefore, it was reduced to \$2500 from \$5000. We have increased Meeting Facilitation; if we do get the grants approved, we anticipate more meetings and training

classes for the state grant program and more funding will be needed there.

Mr. Terry went on to say that adjustments have been made for the already funded NG9-1-1 Feasibility Study was within the majority of the funds set aside last year in the individual committees. Reductions have been made reductions from the Administrative, Technical, and Operations Committees.

Mr. Terry addressed the State Grant allocation - \$1.9 million has been set aside this year for the State Grant Program which added to the \$3.5 million from last year to a total \$5.25 million allowed for State Grants. There have been two allocations of forty – percent set matches, one for the Federal Grant matching fund and one for the Federal Grant Supplemental fund. The forty – percent required by the Federal Government to match the \$2.5 million is set aside for revenue. This was set up, in the instance that the Board wanted to use the State grant first, then \$3,339,313 would be available to use. The \$1,670,687 and \$240,000 will be set aside to ensure that a matching amount is available. Then \$3.3 million would be put aside and used for the Federal Grants guidelines created last month; the idea being whichever guidelines, State or Federal there would separate funds for each.

Mr. Terry reported on the Primary Federal Budget of \$2.5 million added to the Supplemental budget of \$360,000, to which together total the revenue balance of \$2,866,031. The reserve was added to, to compensate changes and new work, for example, Mr. Terry stated there was a \$40,000 loss in wireless funding as reported on by the Tax Commission. Unsure what that was from, we do not see those numbers because that reporting is handled for us, but we do hope to see an offset next month above our normal revenue. The Authority relies on the private sector to report correctly to keep the body afloat and therefore that is the main reason for the increase in revenue is set aside.

Mr. Terry concluded his report by explaining that this budget is a zero-balance budget, \$9.3 million in revenue and \$9.3 million in expenditures, and this is what we are asking the Board to approve for the FY2020.

Mr. Terry offered to answer questions.

Ms. Harris asked about the timeline for the GIS repository and including that within this budget.

Mr. Terry responded explaining that in order to deploy NG91-1 there must be a GIS data set maintained. The GIS subcommittee is working on that and funding will come from the \$2.5 million in Federal Grants to do that GIS initial work. This is a two-year cycle, now – it began as a three-year cycle; however, every day that goes by that time is being shortened. Ideally, by 2022 we will need to know how to sustain and maintain that state GIS repository that will be worked on using Federal money. It will be in the next budget cycle, showing in two or three months of the budget cycle data set. Within the \$2.29 million that is estimated every year, this will not be a make a big impact into that amount. There will still be grant funding, however, the repository will be maintained, and in the future, we will need to look at that to continue to meet state statute; until or if funding within the state statute is changed.

Ms. Harris stated that she felt the cost of the repository could be shared among the entities.

Mr. Terry stated he agreed, that people are asking for this now, we will just have to make sure that there are ILA in place to share the cost.

Mr. Stillwell called for any additional questions
None.

A motion to adopt the Fiscal Year 2020 Budget offered by Mr. Tucker, with a second by Ms. O'Malley. The Motion to adopt the FY202 Budget is approved with thirteen ayes, and zero opposed.

9. **Committee Reports**, The **Administration Committee** Chair Mr. Maggard reported on the Phase II 9-1-1 Master Plan Review Process for the five counties that are currently working to connect to Phase II 9-1-1 or work to consolidate with a close PSAP. He stated that the committee is working to devise an outline for a plan that will be definitive and concise for both the Board and the County. He stated that the committee will have more details at the next meeting.

Mr. Stillwell called for questions.
No questions.

Mr. Stilwell yielded the floor to Ms. O'Malley for the Technical Committee report.

The Technical Committee report was given by Ms. O'Malley, she stated that some members on the committee met the day before the meeting to discuss and compile names for the twenty-eight PSAP Selection for the in-person interviews for the Feasibility Study. Ms. O'Malley stated they brought a group of diverse and balanced names; those agencies were categorized by the number of 9-1-1 calls they had based on the Registration Form responses; large, medium and small. Then further categorized by independent or stand alone, and shared hosted model. The population was used to map out the regions, rural, urban, military, other (tribal and EMS) and miscellaneous. The final group showed nine large, nine medium, and ten small PSAPS, four PSAPs from each quadrant of the state, four within Tulsa, and four within Oklahoma City and one that covers both Tulsa and Oklahoma City.

Ms. O'Malley explained that there was more being shared than the committee really anticipated, and they felt that at some point the need to define what shared or sharing means; does that fully hosted or sharing? Ms. O'Malley stated she was proud of the work done and offered to read the names of the PSAPs that had been compiled.

Mr. Terry stated that he felt the next step was to vet the list with the entire Technical committee as a whole. He thanked Ms. Harris for the interactive map that she created providing a visual for the committee to see where the drop pins were. Everyone brought together their best ideas, shared their ideas and talents to show the best snapshot of Oklahoma as a whole, along with a geographical vision for this project as well. Mr. Terry explained that he felt with this information there would be a clear and true glimpse of who Oklahoma is. He reminded the Board that this is only a piece of the study; each PSAP that provides wireless service will have the opportunity to share their information, those who do participate interview will answer a survey.

Mr. Terry concluded saying that the Technical Committee will not be bringing this back to the Board for approval, this is housed within Mission Critical Partners and therefore, it will be reviewed in the Committee and then given to MCP to execute.

Ms. O'Malley offered the floor to Ms. Harris.

Ms. Harris stated that has not been much going on since the intense GIS/Grant meeting. She shared she

felt that the GIS portion of the grants was going to be very important. She stated the OSCAUG Conference was coming up soon, that all the agencies should consider sending someone to attend, as there will be important topics discussed.

Ms. O'Malley shared that at the last full committee meeting, Mr. Stolz brought to the committee his questions regarding the wireline call database and the cost associated with it. He explained to the committee that various people had reached out to him to inquire if he knew why the cost was remaining the same or going up, yet landlines were lessening. Ms. O'Malley said after speaking with Mr. Todd Karl of AT&T and Ms. Harris, the committee had a better understanding and a clearer flow of how to verify the charges on the line database for PSAPs to confirm and request line updates. The report will be created, Mr. Terry should this be sent to your office?

Mr. Terry stated that he would like to have this posted on the website; a step by step process of how to reach the vendor, along with how to verify the data of how many lines are active. We have an obligation to the PSAPs to provide information and be consistent in providing information, having that available as a living document.

Mr. Stillwell called for questions for the Technical Committee.

No questions.

Mr. Stilwell yielded the floor to Mr. Barnett for the Operations Committee report.

The Operations Committee was reported on by Mr. Barnett. He explained that there has been some work to regroup the Operations Committee; it had been on pause while waiting for the Grants Program requirements to requested and written out to move forward in Board business. Mr. Barnett informed the Board that he had reached out to everyone on the previous list of committee members to confirm their interest in continuing to serve on the committee and the final committee has been confirmed. Meetings have been set up through the month October, you should have gotten notice if not will be getting notified of those in the next couple of weeks.

Mr. Barnett expressed the next step is getting back into meetings, in which the Operations Committee will be working with the Grants to contribute to processes there with training and education. This update is to inform the Board that we have regrouped and the next meeting there will be more substantial updates.

Mr. Stillwell called for questions for the Technical Committee.

No questions.

Mr. Stillwell thanked the committees for all the committee work; there has been a tremendous amount of work being done. He informed the Board that at the Executive meeting prior to this Board meeting and stated he felt many of the goals are getting met, "so well-done Chairs," the work is getting done.

The report Grants and Compliance Officer Ms. Karen Douglas reported to the Board that the EMGrants modules are ready for testing. Our office has set aside Thursday, May 16, 2019, along with two members of each committee. Ms. Douglas stated she was still needing two members of the Administrative Committee and one member from the Technical Committee – if you are interested in volunteering to test EMGrants, please contact your committee chair or me. The Operations Committee has two volunteers signed up.

Ms. Douglas reported on where the Federal Grant is in the process; she stated that it has been

reviewed by the Federal reviewer. They sent back RFI on four items, which she stated she and Mr. Terry are already working to complete by their deadline Friday, May 10, 2019. In conclusion, Ms. Douglas stated the timeline still the same, our grant will be peer-reviewed and we should be notified of approval by the middle of June.

Mr. Stillwell called for questions for the Technical Committee.

No questions.

Mr. Stilwell yielded the floor to Mr. Terry State 9-1-1 Coordinator report to the board.

Mr. Terry reported to the board that his office is currently waiting on the Purchase Order for the Feasibility study to be approved in order able to move forward with the MCP plan for the study. Mr. Terry stated he spoke with the State Auditor's office, and spoke with the Auditor who is leading the audits of the counties and how audits are requested at the county level; as the Auditor's Office is reconstructing what they ask on 9-1-1 audits and how 9-1-1 fees are broken down. As it is now, there is one account, however, on the Registration Form, locals are asked to break those accounts down. This is causing confusion, as you would expect if the State is saying one thing and the Authority is telling them they have to show it another way. The Auditors I spoke with is very interested in working with us to make sure we send out requests with on the same page. Mr. Maggard will be joining me in a meeting with the Auditors Office to discuss how we can come to an agreement and start on the same page.

Mr. Terry updated the Board regarding the interest in the State Contracts for GIS and Operational Training. Mr. Terry reminded the Board that this was discussed last month during the Federal Grant overview. The office had an initial meeting with the State Procurement office on the 17th of last month, one of the tasks they are working on is to find State grants similar to what we are asking for and provide that information back to us. This responsibility of this body in the procurement process is to develop a Scope of Work which includes GIS at the local level and includes training at the Operational level.

Mr. Terry explained in the review, we are working on a statewide contract for GIS work across the State of Oklahoma, along with a state contract for specific training classes to be held around the state. We will need to have it outlined in the Scope of Work exactly what we need, what the Federal requirement needs, and what we need to have happened locally. This is not limited to the Federal Grant, this can include online training, there could be a bid out for online training that the locals could buy out or the State could fund through our current funding source.

Mr. Terry explained that there is more information to come. He will be reaching out to the GIS Subcommittee and the Operational Committee to begin the Scope of Work mentioned as soon as some explained are available that show what we need.

Mr. Terry gave a report on the local PSAP meetings. He spoke at the Fire Chief's Association on expectations and resources; that NG9-1-1 will require a new level of resources and expectations. He stated that he tried to get them to ask themselves if they were struggling to meet expectations now, at this level with current resources, what would they need to have some work done locally to ask what is expected and what do you need to provide that. He stated he felt it was well received and have good comments and feedback.

Mr. Terry explained the need for expectations was present at the five PSAP meeting in Creek County with Ms. Huckabee. The Fire Chief for Sapulpa was very vocal about it, he became the informal/formal leader in that discussion. When you see the local levels stepping and up and coming out for change, then you see the work from the Authority Board getting the job done.

Mr. Terry reported that the meeting with Cotton County Board was lengthy, but they are working through some local, political, and operational problems; however, they are actively working on a plan to submit to the 9-1-1 Management Authority too. Many positive things came out of that meeting.

Mr. Terry was invited to the Durant Police Department during their National Telecommunicators Week Ceremony. He wanted to officially thank Durant and Bryan County for inviting him and allowing him to speak.

Speaking at APCO training in Shawnee, Mr. Terry was thankful for the opportunity to speak to leaders and the dispatchers about what is happening at the State Level.

Mr. Terry thanked Justin Carnagey for attending the fast and intergenic Panhandle Meetings. He explained it takes a lot, it's easy to say, "we're going to deliver and install an E9-1-1 Phase II", easy to start with a capital letter and end with a period - but there is a lot of work in between there. Mr. Terry stated he took with him on the visit a Local radio resource, and state radio resource; Nick Carrao and Scott Walsh – who took vacation leave from his job in Midwest City to attend these meetings. We left at 5 am and returned at midnight. The meetings were very good, we closed a lot of loopholes they had; hopefully, we helped them work through not only some 9-1-1 problems but gave them the resources to work through some local radio problems.

Telecommuter Proclamation at the State Capitol Mr. Terry thanked and stated how much he appreciated the Highway Patrol for initiating that. The proclamation received both the House and the Senates to recognize the telecommunicators; not only that, they didn't just make this a highway patrol proclamation, they made sure it was about Telecommunicators. They contacted Mr. Terry and he was able to Chickasaw Nation, Oklahoma Chapter of APCO, and the Oklahoma Chapter of NENA and they were able to join us in celebrating Telecommunicators from all over the state. Mr. Terry stated he greatly appreciated the Department of Safety for promoting that at a State level.

The final PSAP visit this month was in Murray County for the Board Meeting. Mr. Terry has been going through some struggles, so this was an opportunity to meet with them and see how we can help work through that with them.

Mr. Terry reported his upcoming events. He has been invited to attend the APCO Broadband Summit May 21 – 22, by FirstNet, who will be covering all costs for Mr. Terry to attend the summit, including his per diem. Thank you to OMES, and especially James Huck for looking at the agenda and identifying the agenda was weighted about 60/40, sixty percent of the topics were regarding 9-1-1. Thank you, James, for that and for paying for it.

Mr. Terry informed the Board that he will be on vacation May 27 – June 2 returning to the office on June 3, 2019.

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

Mr. Stillwell explained that he does like to take the time to use this to express his gratitude to MR. Terry and the staff, it being a small staff there works to be done and work is done. Mr. Stillwell pointed to the Facebook Page shows Mr. Terry on each of his visits, and out in the field speaking or meeting with 9-1-1 centers. He appreciates his hard work and willingness to be out there.

Mr. Stillwell Thanked Ms. Douglas for taking the ball she only picked up a few months ago and running with it. Thanking her for her good work.

Mr. Stillwell thanked Stacey for her hard work, mentioning the Executive meeting prior to the Board meeting and when something had not gotten done because someone forgot – she offered to go get it – Mr. Stillwell stated that is the heart she has, and we thank her for that.

Mr. Moak for keeping us inline and legal – we appreciate his time and effort for us.

Mr. Stillwell informed the Board that there are vacancies on the Board and they either fall under the Speaker of the House or the Senate Pro Tempore, he stated he will be reaching out to them in the next week to get some information just on what the process is and possibly some other issues, to see some movement in a positive direction.

On the same lines as Board seats, Mr. Stillwell informed the Board there is an intent of a resignation letter, Ms. O'Malley is stepping down from the Board; she accepted a new career position. Mr. Stillwell stated that she turned around the Tulsa 9-1-1 center and what she has been able to do, has been really cool. He thanked her for her work as the Technical Committee Chair and all her work to get things where they are now. He stated that the Board is going to miss her, and we wish her the best, congratulations!

The Board recognized Ms. O'Malley.

Ms. O'Malley stated that she was grateful for each person on the Board, for bringing her up into this world and supporting and educating her, helping and educating her, and answering all her questions. She stated she will not be far, being able to work closely with Mr. Terry's group and sitting on the bench, not the Board table.

Ms. Van Arsdale made a point of order to ask about the agenda, she stated she didn't see the list of the PSAPs on the agenda – did that mean that all were turned in and in compliance.

Mr. Terry replied stating that all Registration Forms and some form of Budgets were received. Whether or not they were accepted, we will determine that at a later time.

Ms. Root made a point of order to state that even though I was the one who jumped up to go get the missed item, Ms. Douglas knowing that Ms. Root has to set up the meeting offered to and went to go get the item for the meeting.

Mr. Stillwell replied that how good our teamwork is. Thank you, Ms. Douglas.

Mr. Stillwell appreciated the commitment to show up the meeting each month, it used to be every other month or every third month. I know that it's difficult sometimes to make a quorum happen, but when there are no quorum things get delivered; he stated he was happy to say that only one time this year and one-time last year had there not been a quorum and he appreciated that.

Mr. Stillwell stated that in speaking with Ms. Root, over how to successfully reach out and request a quorum, she felt that sending out the meeting invites a week before the meeting was the most efficient form of communication. She has tried and had been trying a couple of methods, and what that tells me is she is spending too much time on this. Therefore, when you receive that invite, respond to it and then she can verify a quorum.

Mr. Stillwell explained that in the Executive Committee meeting this morning there was a discussion

11. 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 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)

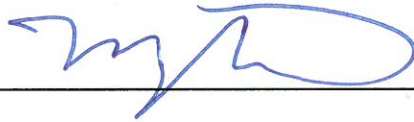
Mr. Stillwell called for any Public comments
No public comments

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

Mr. Stillwell called for any Public comments
No public comments

13. Adjourned
1425

The minutes of the Regular Meeting dated May 2, 2019 for the Oklahoma 9-1-1 Management Authority have been reviewed and approved by the Authority on this the 6th day of June 2019.



Matt Stillwell
Board Chairman