

**OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES**

Thursday, November 7, 2019

1:30 PM

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

1. Call to Order

Mr. Stillwell called the meeting to order at 1330.

2. Roll Call

The following members were present at the time of roll call:

Mr. Brent Hawkinson
Mr. Darryl Maggard
Mr. Gene Thaxton
Mr. Greg Fisher
Ms. Lanette Coppedge
Ms. Mary Harris
Mr. Matt Stillwell
Mr. Rob Page
Mr. Roy Tucker
Mr. Shaun Barnett
Mr. Travis Clark

A quorum is present with eleven of the seventeen members in attendance.

3. Introduction of Board Members and Guests

Mr. Stillwell welcomed those present in the meeting, as well as the guest attending and those watching the meeting online. He did inform those online, an executive session would be entered to discuss the employment of the State 9-1-1 Coordinator, to which the online feed would be off during the session.

4. Discussion and possible action to vote to enter Executive Session pursuant to 25 OS §307(B)(1) to conduct a performance review and discuss the employment of the State 9-1-1 Coordinator.

A motion to vote to enter an executive session by Mr. Hawkinson and a second by Mr. Clark. The motion is approved by eleven ayes, zero opposed.

All three recording devices were collected and turned off, and the online feed was confirmed to be off through Ms. Jamie Steele, in the office of the Senate Pro Temp. Mr. Stillwell asked members of the Board and guests to step out of the meeting room. Mr. Stillwell, Mr. Barnett, and Mr. Moak remained. They dismissed Mr. Moak and asked Mr. Terry to join them; after some discussion, they called the members and guests back into the meeting room.

5. Discussion and possible action to vote to enter an Open Session pursuant to 25 OS §307(B)(1).

A motion to vote to enter an open session by Ms. Coppedge and a second by Ms. Harris. The motion to enter into an open session is approved by eleven ayes, zero opposed.

6. Discussion and possible action to implement items discussed in Executive Session.

Mr. Stillwell stated that the Executive Committee is pleased with Mr. Terry's performance; the committee recognized his hard work and the work coming out of his office. Therefore they recommended a five percent raise to Mr. Terry's salary effective as soon as possible, in working with the finance department within the Oklahoma Department of Emergency Management.

Mr. Stillwell called for further discussion or questions.
None offered.

A motion to approve the five percent raise to the State 9-1-1 Coordinator, Mr. Lance Terry's salary, at a time that is allowable after discussing the action with Oklahoma Department of Emergency Management's Finance Department; if not now, then when practical by Ms. Harris and a second by Mr. Hawkinson. The motion is approved by eleven ayes, zero opposed.

Approval of the October 2019 Meeting Minutes.

A motion to approve the October 2019 Meeting Minutes by Mr. Hawkinson and a second by Mr. Maggard. The motion to approve the October 2019 Meeting Minutes are approved with eleven ayes and zero opposed.

7. Approval of the September 2019 Financial Report.

Mr. Stillwell yielded the floor to Mr. Terry.

Mr. Terry reviewed and reported on the Financial Report that was provided to the Board and Guests in the packet.

Mr. Terry called for questions.
No questions.

A motion to approve the September 2019 Financial Report by Ms. Coppedge and a second by Mr. Fisher. The motion to approve the September 2019 Financial Report passes with eleven ayes, and zero opposed.

8. Discussion and possible action to approve the following as members of the Grants Review Ad-Hoc Committee pursuant to OAC 145:15-3-2(b).
 - a. Christina Brown, Shawnee
 - b. Gwen Goodner, City of Collinsville

Mr. Stillwell yielded the floor to Mr. Terry.

Mr. Terry informed the Board that during the Oklahoma Public Safety Conference, Ms. Christian Brown of Shawnee and Ms. Gwen Goodner of the City of Collinsville voiced their interest in getting involved with work through committees. After some discussion, they both felt that the best place to share their skills was the Grants Review Committee. The Grants Review Committee currently has four members; Mr. Kimble has stepped down and with Mr. Arnold being out on sick leave, it leaves a need on the Committee. Mr. Terry stated the importance of having a well – rounded group to review and approve the grant applications to ensure that the overall goals and objections are met.

Ms. Brown runs the Shawnee Dispatch center, which is a medium-size center, and Ms. Goodner is the Director at the City of Collinsville, which is a smaller municipality. These nominations were discussed with Ms. Van Arsdale, who was unable to attend the meeting, however, she approved the two additions to the Grant Review Committee.

A motion to approve the nomination of Ms. Brown and Ms. Goodner to the Grants Review Ad-Hoc Committee by Mr. Maggard and a second by Mr. Tucker. The motion to approve the nomination passes with eleven ayes, and zero opposed.

9. Discussion and possible action to approve the Grant requests of the below applicants in the amounts listed:
 - a. Oklahoma Conservation Commission, for the State Repository \$394,000

Mr. Stillwell yielded the floor to Ms. Karen Douglas.

Ms. Douglas reported the Board, during this round of Grant Applications eight applications were received. Marshall County was tabled along with four other applications that had hardware/software requests within their application. In total, the requests totaled \$1,377,797. These requests were sent back with a request for more information, or because the application included items that cannot be funded through this Grant; repeaters, radio consoles, mobile data cost, etc. Those that contained nonrefundable costs, were asked to resubmit without those costs listed. We hope they will be submitted before the next deadline. These funds must be for items within the four walls of the 9-1-1 Center.

Ms. Douglas continued her report and stated there were three GIS Grant requests; these requests were tabled as well. The Review Committee asked for these requests to wait until the State Procurement Guidelines are available to review for these Grant requests to be submitted, so the applicants can review the guidelines before submitting their request. This will ensure the project meets the requirements of the Standards. Our office anticipates that guidelines will be available in the next thirty days.

The final Grant submitted is listed on the agenda – from the Oklahoma Conservation Commission, in the amount of \$394,000 to fund the State GIS Repository from the Office of Geographic Information. The information in the pending Grant Approval form was distributed within the Meeting packets.

Ms. Harris, who has been working on the project was asked to comment on the request.

Ms. Harris stated everyone in the GIS community has been working diligently to come up with a set of guidelines, ensuring the agencies receive the services they need from the GIS vendors. Some agencies do not have GIS expertise, therefore, the Guidelines need to be available when working with the vendors to make sure they are getting the services they need. Not only the State Standards but the other details are taken care of when negotiating their contracts.

Mr. Maggard asked how long the Repository is funded through.

Mr. Terry replied it will be funded through 2022, which is the lifecycle of the Federal Grant. He referenced the Request form inside the packet in the section marked “state office use only” – this was part of the Federal Request and outlined in the Federal Request \$236,400, and the match from our office was 40% at \$157,600. Mr. Terry also brought attention to the section that states that \$104,000 will be needed per year to sustain the project. This is something that is needed to route 9-1-1 calls, we need a State Repository; with geospatial routing, there has to be a way to plot which PSAP the call will go to, and the only way to do that is with a State Repository with limited gaps in the data.

When the Federal Grant was applied for it was brought up that there is a need for long term sustainability. Other states are doing this work with contractors and some states are doing this with state resources. The GIS Subcommittee went to Kansas last month and heard how they are maintaining theirs with state resources. They have a very good relationship within the state that is very cost-effective.

Mr. Maggard asked for clarification – is this an initial set up of the repository for NextGen9-1-1 (NG9-1-1) the basis, and after the two years is up, then the annual need of the \$104,000 beings as an ongoing cost.

Mr. Terry clarified, saying the state will develop tools, for the local’s entities to run their GIS data against those tools to determine if the data they have meets data of the State Repository. The State will have the same developer tools, which will be used to run data sent from the local agencies against a Statewide or regional area to determine if that data meets the Statewide or regional data.

If the State finds errors in the local data, the data will be sent back for the local agency for correction. The cost also includes the server infrastructure, maintenance, and staffing that is needed to complete the error reports and maintain the data of the Repository.

Mr. Barnett asked if the cost included the equipment, servers, and maintenance.

Mr. Terry stated that is correct.

Ms. Harris commented that the server is running on an open OSI platform; which made licensing and others cost fairly low.

Mr. Maggard commented that this project is important because it allows the State to “grade check” GIS data across the State, to ensure it meets NG9-1-1 reliability and standards. If there is an error, a report is sent to the local agency, with the found errors that need correcting – it will also send back repository data to the vendors to route calls.

Mr. Terry confirmed Mr. Maggard’s statement was correct – the vendor that has the core services, this will give them information on routing calls.

Mr. Thaxton stated he supports the projects, however, his question is with the \$104,000 being “handed over” from the Oklahoma 9-1-1 Management Authority for sustainability and maintenance of the project; will this be the responsibility of the Authority through 2022, the life of the Grant. Mr. Terry responded the \$104,000 will be due in year three. The maintenance and support are included in the Federal Contract and included in this price through 2022.

Mr. Thaxton clarified that the way the wording was written, it seemed the Board would be responsible for the \$104,000.

Mr. Terry confirmed - It will not be, it will be in the third year. He did state that there will be a need to discuss the future of this project. The other States have shared that the hardest thing to establish is a statewide data set, which is why this project was started early. Understanding that this is part of the NG9-1-1 feasibility; however, it may be that something different is done when the feasibility study comes back. The example was given of there may be a recommendation to do something different, hire a third-party contractor, or roll this into a larger bigger project with ESInet and Core Services. If we waited this would have missed this Federal Grant and if we had waited for the feasibility study to come back and then start the process, we have been told by other states it can take three to five years to get this GIS data set ready to launch. That would put us three to five years out before we could even consider an NG9-1-1 solution. We also understand that based upon the NG9-1-1 feasibility study, and the look at our GIS data across the state, along with the work being done now that GIS data may be rolled into a bigger package that we will have to make work. As it stands now, there will be a \$104,000 expenditure in year three, July FY2022 to maintain this until the entire state of Oklahoma goes to full NG-9-1-1.

Mr. Stillwell commented that this was more of a transparency statement, that if this application continues, after what is being voted on here, the expenditure would be voted on as a yearly budget item.

Mr. Terry confirmed that yes, this could be an overall budget item for NG9-1-1, or as a separate standalone project with the Conservation Commission. It could also be that there is a staff member out of the Authority office that takes the work from the Conservation Commission. These discussions will happen as the Board moves forward with NG9-1-1.

Mr. Stilwell called for questions.

Seeing none. He asked if there would be two votes, one for Marshall County and The Conservation Commission.

Mr. Terry asked that Marshall County be tabled.

Mr. Stillwell asked if a motion was needed to table Marshall County.

Mr. Moak stated a motion was not needed.

Mr. Stillwell tabled Marshall County.

Mr. Maggard commented on how monumental this action was; how this truly is laying the groundwork for NG9-1-1 in Oklahoma. He praised the Conservation Commission for their work and the benefit of the partnership with them, Shellie Willoughby and her office.

A motion to approve item 10b approval to fund the Grant for the Conservation Commission as recommended in the amount of \$394,000 by Mr. Maggard a second by Mr. Hawkinson. The motion to approve item 10b, to fund the Grant for the Conservation Commission as recommended in the amount of \$394,000 passes with eleven ayes, and zero opposed.

10. Committee Reports:

The Administrative Committee report was given by Mr. Maggard. He reported that the committee reported during the last meeting they discussed the use of Grant funds to purchase Radio Consoles – there have been applications with radios requested. The committee was asked to determine if this was an appropriate use of state funds.

During the research the committee found that Federal Funds are only allowable for NG9-1-1 components; radio equipment was not outlined as fundable. However, the State funds do show leeway within Statute to fund radio consoles with state funds. The FCC specifically named this scenario with radio equipment/radio consoles; stating if the state statute allows the use of state funds for radio equipment/consoles, the FCC would not consider it a diversion, but they would not allow the funding of radio equipment/consoles with Federal funds. The reason behind this ruling is the way the Federal statute was written in the 9-1-1 Act.

Mr. Stillwell commented that it was a very detailed discussion that may need further clarification as the Board moves forward with legislation.

Mr. Stillwell called for questions.

Ms. Harris asked of the committee discussed any of the other allowable or non-allowable items.

Mr. Maggard explained the Computer Aided Dispatch (CAD) would be, however, the CAD components were not applicable; records management and other axillary items, such as police items would not be allowable through the Grant funding.

Ms. Harris asked if a list of allowable items was created.

Mr. Maggard explained the committee looked at the items that were presented to them and did not create or work off a list.

Mr. Stillwell commented on Ms. Harris' questions, saying it goes back to the discussion of the legislative changes needed.

Mr. Maggard stated the committee discussed the possibility of adding guidelines to the rules.

Ms. Harris added she was asking on behalf of the Review Committee, who has asked for guidelines.

Mr. Stillwell added having guidelines would be beneficial and the discussion would be better at a different time. People will still request items in the grey area, and a determination will need to be made.

Mr. Terry also added that during the meeting OLETS printers, licenses, and mobile were brought up for work in the field; Ms. Douglas has documented this and will get it back to you. The issue is that it may be difficult to get everything on the list that may come up or be requested. Mr. Terry praised the committee for their dedicated work reviewing those applications; if something comes up it will have to just be reviewed by the Administrative Committee.

Mr. Maggard offered the option of forming a quicker meeting to get an answer back to the Grant Committee in time to decide.

Mr. Stillwell called for questions.

No questions.

The Technical Committee Report was yielded by Ms. Harris to Mr. Terry. The Technical Committee has not had much movement other than MCP monthly briefings on where they are with their work. Until the Registration Forms come back in and are vetted and reviewed, there is not much that can

be done with that work. The work on data collecting from public and private sector Networks that are in place, for the potential for stand up an ESInet. Recent meetings have been scheduled to join MCP with those who own the State-owned fiber; OneNet especially.

There is work being done to finalize the twenty-eight county visits the Technical Committee put together; visit with multiple types of 9-1-1 centers across the state. These will begin in January and continue over a two-in-a-half week period. The Registration Form data is essential to these meetings and the successful outcomes of these meetings. Mr. Terry reminded those in the meeting and online that getting the Registration Forms in on time is critical to getting answers from these visits.

The GIS Subcommittee is working on the state contract with Ms. Harris' team, which will allow locals to procure services related to updating or upgrading their current status to meet the NG9-1-1 Standard. This will also include the previously spoken about tools to run their GIS data to find errors. The goal is to have a State contract to outline the state requirements to bring GIS data up to the standard; the requirements will be included in the state contract, that will allow vendors to provide that service, and allow locals to determine if they alone can complete their upgrade or if they need a vendor. This project is in the end stages, some of the final documents have been finalized and prepared for the GIS Subcommittee to review, which will be sent out for the committee to review. Once the packet is reviewed by the state Central Purchasing Office, it will go through their process to make it public, notify those who can perform the work, publicize it, and get information back.

Once this process is complete, we hope to authorize that state grant and provide a list of state vendors the locals can select from; it is anticipated around the end of January or beginning of February. The locals can then get two quotes from the state contract and submit the grant request. This will bypass the need for state procurement because the vendors will be on state contracts.

Mr. Terry praised the GIS Subcommittee, Mike Davis with AOCG, and Charles Brady with the City of Ardmore – he has worked hard for the Authority and he is appreciated.

Mr. Stillwell called for questions.
No questions.

The Operational Committee report was given by Mr. Barnett, he reported that the Committee has taken a setback as the two people who have been heading the statewide call taker standard have relocated. Ms. Jamie O'Leary has taken a new position out of state and Mr. Marty Kimble has had to step down from the Board.

The committee is regrouping from the delay and will continue to do so over the next couple of weeks.

Mr. Stillwell called for questions.
No questions.

The Legislative Committee report was introduced by Mr. Stillwell, who applauded Mr. Stacy's efforts to hit the ground running and get the committee off the ground.

Mr. Terry gave the Legislative Committee report, Mr. Stacy was not in attendance. He stated the first meeting on November 4th, was attended by Ms. Harris, Ms. Coppedge, and Mr. Danny Manuel. He stated the group went over the state statute and created a list that identified potential changes. Those were narrowed down to the top three; which are the focus for the plan of action.

The American Heart Association has requested that Telephone CPR (T-CPR) be mandatory in the State of Oklahoma for all Telecommunicators; the Associations have drafted language, and they have an author. Mr. Terry stated that the office is working closely with the Association to align our goals to ensure the work happens successfully; Mr. Stacy and Mr. Terry had a conference call with them and has a call with the Legislative Committee scheduled for the 21st to discuss and agree on the language. As of now, this will be tied to the minimum training standard. This is still in negotiations and discussions so that is all that can be said on this.

There are also a few small changes that the group would like to see happen, just to better clarify the eligible expenses; Mr. Terry stated he is working with Mr. Moak to determine at what level can a list be provided and what authority will that list have depending on how it's presented – would it be legislation or the rules. He stated he does not think it will be this year, but it is in the works. He commented on Mr. Stacy, his excellent resources and assets moving forward, and determination to see this work completed. He stated he sees changes in legislation within the next year.

Mr. Terry called for questions or additions to the comments he made.

Ms. Harris commented that she was enlightened to new ideas she had not even thought of in the first meeting.

No further questions or comments.

11. The Grants and Compliance Officer reported on the Grants information workshop at Oklahoma Community College; she stated she spoke to the new Police Chiefs, a workshop developed by OMAG Trainings, about available grants for their communities, and the 9-1-1 Management Authority as well.

Registration Forms submissions are at about eighty percent. Ms. Douglas reported that Ms. Root has been following up with emails and phone calls. It was reported that there have been some requests for extensions, however, the majority are working on getting them in and the office anticipates all forms will be submitted by next month.

Ms. Douglas reported that work has been continuing on the Report Cards or review cards and as those are completed they will be sent out to the PSAPs.

It appears that the information submitted is getting better and PSAPs are getting used to the way to report the information.

Mr. Stillwell thanked Ms. Douglas for her report and her hard work.

12. State 9-1-1 Coordinator report to the board by Mr. Terry. He acknowledged Ms. Mary Chris Barth, from Harper County, the Manager of the City of Laverne. Chairwoman of the 9-1-1 Committee, required by State Statute; he recognized her hard work and dedication in the red county of Harper County. He thanked her for attending the meeting.

The deployment plan for Beaver County was received by Mr. Terry's office. It appears that all the checkmarks have been ticked; it will be passed to the Administrative Committee for further review. Cotton County is working on consolidation, they have broken ground on a new standalone 9-1-1 center, that will be managed by a standalone manager in their facility and managed by the County. They are also working on their plan for deployment, which will come down to the consolidation effort. Other Counties are working on moving forward; Cimarron County is constantly having a meeting on how they can move forward, as well as Nowata County to deploy services in their area.

The Polygon Models have been completed, they were given to the Authority office today. Mr. Terry thanked Ms. Shellie Willoughby for her work. The office hopes to get those out by the first of the year with a deadline in February, this will allow PSAP's to confirm their areas and get them turned for next year. Mr. Terry reminded those in attendance that along with the letter confirming their areas, that they also need to confirm their depositor – who they want the funds to be dispersed to from the Tax Commission. If they want to be a new 9-1-1 center they need to have the paperwork and plan approved before this process is complete.

Request from Homeland Security regarding the OKFOG, which is the Oklahoma Field Operations Guide which is used in the field to identify areas around the state with communication items, local 9-1-1 centers, etc. They would like to update that this year and requested our help in doing so. We would like to get most of the information from the Registration Forms; we are going to get the Forms back first before we send out something more for the PSAPs to complete. A great partnership with Homeland Security to make that happen.

The Oklahoma Public Safety Conference was excellent; the conversation and meetings were exceptional, great speakers, and classes. Mr. Terry stated that he thought records were broken with attendance this year. He thanked the Committee for allowing him to speak on what is happening in 9-1-1 at the state level.

Mr. Terry reported on the meeting with the 9-1-1 Coordinator for the State of Arkansas. The meeting focused on their consolidation efforts; they have been given the task to consolidate 127 PSAPs to 77 PSAPS by 2021. The discussion has been regarding Legislation and how they can utilize that to help the efforts, as well as their systems set up in relation to their state office. Excellent meeting, great discussion, and feedback.

While Mr. Terry was in the Southeastern part of the state he reported on his visits to Sallisaw PSAPs – which was a first-time visit. Great timing, as they had questions regarding the Registration Forms; he stated he was also able to share information about the Grants and the process for application to help with some of the deficiencies within the center.

Mr. Terry reported on his attendance at the NASNA Fall Conference in Minnesota. He reminded those in attendance about last year's Gingerbread Competition, he introduced this year's competition – the Legoland Contest. Bring out your kids, grandkids, neighbors, step kids, and snap some Legos together. Focus on the 9-1-1 Center as the nucleus or the center of Public Safety.

Mr. Terry stated he brings this up during the NASNA Conference report, he showed some attendees the awesome work Elk City did last year on their Gingerbread 9-1-1 Center, they were in awe. He challenged his peers at the national level, to bring their best. California is all about it – they have Legoland; Washington State is on board. This is meant to be fun, bring the Christmas Spirit, show that 9-1-1 is the center of Public Safety, bring out the center community, and build something together. More news and information to come.

Invited to speak with the FBI InfraGard as a guest speaker at their luncheon, speak on some of the challenges with NG9-1-1 and 9-1-1 staffing and changing the culture within the 9-1-1 center. The primary focus was security, how is security going to be in the future. Universities were there sharing their interest in helping us once we get to that point. A lot of good feedback and interest in how to fix the system and make it work.

In speaking with others in different states Mr. Terry stated he learned at NASNA about a New Director Academy; he reported he reached out to Kevin McCullough who designed curriculum for the new Chiefs of Police and new Sheriffs. The Chiefs is one week, and the Sheriff's three weeks – we can't do that. Mr. Terry asked Mr. McCullough to put together some of those classes that stand out and could be beneficial to new directors. FMLA, discipline, new staffing, but also the technical issues – new carriers in the area, etc. Mr. Terry reported that he would like to see this implemented sometime next year; something that can grow and continue year to year to develop leaders within this industry.

Mr. Terry said the most important report, is that he will be on vacation next week and he will be disconnecting.

Next month's meeting will be in the Senate Chambers in room 535.

13. Chairman's comments, Mr. Stillwell wished Mr. Terry a happy 50th birthday. He thanked that Board members who travel a long way to be here, he appreciates everyone committing to be at the meeting. Since we are voting on items each month a quorum is needed and if there is not one, it prolongs actions.

Mr. Stillwell thanked Staff for their hard work. He called out Ms. Douglas for all her hard work on the grants, and Mr. Moak for keeping everything in line.

The Committee member that are volunteers giving of their time to get things done. The core committees plus those on the Ad-Hoc Committees and the new Legislative committee.

Mr. Stillwell asked everyone to keep Mr. Tommy Arnold in thoughts and prayers – his health issues are at the forefront; he mentioned his attitude and his sharing on Facebook, being an inspiration to him and showing off where his heart is during this trial.

14. 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 public comments.

None

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

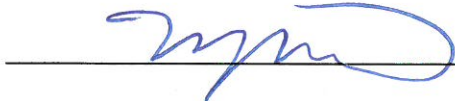
Mr. Stillwell called for public comments

None

16. Adjournment.

at 1509

The Minutes of the Regular Meeting dated November 7, 2019, for the Oklahoma State 9-1-1 Authority have been reviewed and approved by the Authority on this the 5th day of December 2019.



Matt Stillwell
Board Chairman