

**OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY**  
**REGULAR MEETING AGENDA**  
**Oklahoma Public Safety Conference**  
**Tuesday October 8, 2019**  
**1:00 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 prior to 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 1300.

2. Roll Call

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

Mr. Brent Hawkinson  
Mr. Brent Trease  
Mr. Darryl Maggard  
Mr. Darry Stacy  
Mr. Justin Carnagey  
Ms. Lanette Coppedge  
Ms. Mary Harris  
Mr. Matt Stillwell  
Mr. Randy Mowdy  
Ms. Regenia Vanarsdale  
Mr. Rob Stolz  
Mr. Rob Page  
Mr. Shaun Barnett  
Mr. Travis Clark

*Mr. Greg Fisher arrived at 1312, after Roll Call*  
*Mr. Darryl Maggard arrived at 1314, after Roll Call*

3. Introduction of Board Members and Guests

Mr. Stillwell welcomed the Board and those attending as guests in person and online and allowed each guest to introduce themselves.

4. Approval of Meeting Minutes from the August 2019 Regular Meetings

Mr. Stillwell introduced the minutes and offered time for the Board to review the minutes from the packet.

Ms. Coppedge stated she was present at the September meeting.

Mr. Stillwell called for questions  
No questions

*A motion to approve the August 2019 Meeting Minutes with the correction to the Roll Call; Ms. Coppedge was present at the September Meeting was made by Mr. Hawkinson, with a second by Mr. Stacy. The motion to approve the August 2019 Meeting Minutes with the correction passes with eleven ayes, zero nays.*

5. Approval of the August Financial Report

Mr. Stillwell yielded the floor to Mr. Terry to report on the July and August 2019 Financial Report.

Mr. Terry reported the revenue for the month of August is \$193,778.45, the expenses were \$26,103.79, which left an ending balance of \$4,898,363.42. He informed the Board and those visiting that the packet includes a detailed report of what was spent and what came in.

Mr. Terry called for any questions.

*A motion to approve the July and August 2019 Financial Report was made by Mr. Stacy, with a second by Mr. Hawkinson. The motion to approve the July and August 2019 Financial Report passes with eleven ayes, zero nays.*

*Mr. Greg Fisher joined the meeting at 1312*

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

Mr. Stillwell yielded the floor to Mr. Hawkinson the Ad-Hoc Chair to the Nomination Committee.

Mr. Hawkinson stated that all nominations needed to be received by October 31<sup>st</sup>, by either Mr. Hawkinson, Mr. Stolz, or Mr. Thaxton. Having no nominations received by anyone on the committee, Mr. Hawkinson called for a motion to allow the current Chair and Vice-Chair – Mr. Stillwell and Mr. Barnett respectively to continue to serve as Chair and Vice-Chair for another year, which they are allowed to do.

Mr. Stilwell commented that it has been an honor to serve the past year and it is an honor to be chosen to serve another. He stated that Mr. Barnett probably feels the same way.

*A motion to approve the current Chair, Mr. Matt Stillwell and current Vice-Chair, Mr. Shaun Barnett to serve for one additional year was made by Ms. Harris, with a second by Mr. Stacy. The motion to approve the continuation of Mr. Stillwell and Mr. Barnett as Chair and Vice-Chair to the Board passes with thirteen ayes, zero nays.*

7. Discussion and possible action to form a Legislative Committee to review legislation and make recommendations to the Authority.

Mr. Stillwell introduced the committee and Mr. Stacy as the Chair. He stated that Ms. Harris and Ms. Coppedge will be on the Committee. He thanked them for agreeing to be on the committee and reminded everyone that this was an important initiative. Mr. Stillwell introduced Mr. Danny Manual, to the Board, who was previously of the Ada Fire Department. Mr. Manual is a non-board member and therefore must be approved by the Board for the Committee.

Mr. Stillwell called for questions.  
No questions

*A motion to approve the addition of Mr. Danny Manual to the Legislative Committee was made by Mr. Hawkinson, with a second by Mr. Stolz. The motion to approve the formation of the Legislative Committee with the membership of Mr. Manual is approved with thirteen ayes, zero nays.*

Mr. Stacy addressed the Board and Guests, stating he was looking forward to the next year and appreciated those who stepped up to join the committee. He encouraged anyone who has questions on legislation or would like to see anything addressed within the legislation to contact him or any member of the committee. He expressed his excitement for the enthusiasm that has already been shown regarding cleaning up some of the legislation that has already been done. He stated that the first meeting has been rescheduled, however, the was time to get things done and he looked forward to getting to work.

8. Discussion and possible action to approve a grant request in the amount of \$250, 490 to the Oklahoma Conservation Commission on behalf of the Oklahoma Office of Geospatial Information for the creation of the State, County and Municipal authoritative GIS boundaries necessary for NG9-1-1 implementation and to provide regional 9-1-1 GIS training to local agencies.  
(an Approved project of the Federal 9-1-1 Grant program)

Mr. Stillwell stated that this was an approved project by the Board and yielded the floor to Mr. Terry.

Mr. Terry stated that earlier it was approved by the Board to allow the Grants Review Committee to review, deny, or request additional information before recommending to the Board that a grant application be approved. The first meeting has taken place, and this grant approval process is moving forward outside the two-month cycle due to the work that needs to be done at the local level. Next month there will be other grants heard that have been submitted.

Ms. Vanarsdale presented and explained the grant, which the information was included in the packet and labeled "pending". The grant request is for the Statewide GIS Data source for NG9-1-1, to include training and establish authoritative layers and processes to create statewide data sets and NENA approved statewide data sets. This is needed at the beginning to establish map standards and boundaries. The committee does recommend this grant application be approved.

*A motion was made by Ms. Coppedge to approve the Grant Application in the amount of \$250,490 to the Oklahoma Conservation Commission on behalf of the Oklahoma Office of Geospatial Information for the creation of the State, County and Municipal authoritative GIS boundaries necessary for NG9-1-1 implementation and to provide regional 9-1-1 GIS training to local agencies. A second by Mr. Mowdy. The motion to approve the Grant Application passes with thirteen ayes, zero nays.*

Mr. Stillwell called for questions.  
No questions

*Mr. Maggard joined the meeting at 1314*

9. Discuss and possible action to approve meeting dates and locations for 2020.

Mr. Stillwell explained the meeting dates and location will be for 2020 and each meeting except for October will be housed at the Oklahoma State Capitol.

*A motion to approve the Authority Meeting dates and location for the year 2020 made by Mr. Stacy, with a second made by Ms. Harris. The motion to approve the Authority Meeting dates and locations for 2020 passes with fourteen ayes, zero nays.*

10. Committee Reports:

**The Administrative Committee** report was given by Mr. Maggard. He updated the Board on the recent meeting with Nowata County and their discussions on consolidation, or on creating a new PSAP. The committee has been working with Nowata and others to ensure they have all the information needed to submit their report and move forward with consolidation or PSAP creation.

Mr. Stillwell called for questions.  
No questions

**The Technical Committee** Report was given by Ms. Harris. She reported that the Committee did not meet formally this month but were working on GIS projects. She reported on the GIS Subcommittee that traveled to Kansas to meet with the GIS team there; it was very informative, and a lot of information was shared. Ms. Harris thanked the Board for approving and providing their travel. They received information on how Kansas has deployed a GIS layer, how they worked with their local agencies to create processes where data can be regularly collected. She stated they were able to discuss lessons they learned, in hopes to avoid those in their work. It was stated that this has been the main focus for the last month.

Mr. Stillwell called for questions.  
No questions

**The Operational Committee** Report was given by Mr. Barnett. He stated that although the committee did not formally meet this month Ms. Jamie O'Leary has been continually working to collect the information the has been worked on by the committee to bring it back into a document. The idea being that all the separate work the team has done will be brought back together and begin to form a standard that can be reviewed and built on. The committee has been working through emails and calls for the last few months, hopefully, Ms. O'Leary can be here next month to share the next steps.

Mr. Stillwell called for questions.  
No questions

11. The Grants and Compliance Officer Report (Discussion Only)

Ms. Douglas stated she appreciated the poster that was advertising the Grants that were placed around the hotel during the conference. She explained that the application process was designed to be user-friendly to accommodate those who do not have a full staff of grants writers or those who may have applied for a grant in the past. She stated that if you have not written a grant in the past, this application should not deter you from applying. That the office and Ms. Douglas are available to assist you in the application process; assist with everything except writing the application for you.

Ms. Douglas informed the Board of the application deadlines. The first being October 15, 2019, and the second being December 15, 2019. That the deadlines are every even month on the 15<sup>th</sup>. She mentioned that currently there are only two applications submitted. The Federal Government has given the office a deadline of September 2022 to have everything completed and closed out and local projects completed, closed out and withdrawn by March 2022 because our office needs a six-month window to complete our close out.

Mr. Stillwell called for questions.

No questions

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

Mr. Terry reported that things have picked up from this summer. That the office has been busy in the last few months. He acknowledged the assistance of volunteers offering knowledge and guideline to the Board to complete projects and work through issues to meet the mission of 9-1-1 in Oklahoma; if anyone was interested in helping, we can find a place for you.

Registration Forms have gone out. There is a webinar available on the website, it is highly recommended that you watch the webinar if you have questions or this is the first time for you to complete the forms. The Report Cards have been emailed out, it was not our intention to hurt feelings, if you were upset please don't be. There has been very positive feedback and it has been interesting to see how PSAPs have responded. Next year we may change the name to "Review Cards" or something less personal. We will be completing those as the Registration Forms come in this year. For example, if we see office supplies listed with \$100,000 and there are only four dispatchers it will most likely raise an eyebrow – to that we may ask you to research that cost and find out if something is going on there.

Mr. Terry mentioned that immediately following this meeting he will be presenting an update that will include the Registration Forms, please join in if you have questions. The forms are due November 5th. Please get them back by the 5th. The Forms feed directly into the Feasibility Study that Mission Critical Partners are working on, Sherri Griffith – Powell is present here today in the back of the room; she is the Project Manager for the Feasibility Study. She and her team bring education and knowledge and a wealth of experience to the table. There are questions on the Registration Forms that have been asked by MCP to facilitate NG9-1-1, this was to allow for their research and not send out multiple forms. We need to get them back in order to work on the next step.

We asked them to provide a Legislative report and include what could potentially be needed for NG9-1-1; that information for the Legislative report is needed by December. If our office is having to chase down Registration Forms it will only delay the process further. Therefore, we intend to take quick action to work with you to get that done. Again, the Forms are due November 5th.

The Feasibility Study is in place, MCP developed a form that was sent to the telephone companies, to start working on ESInet related items. A lot of face to face meetings are in the works, but they are contingent on getting those forms from the PSAPs in a timely fashion and with correct information.

Mr. Terry reported on his visits during the last month. He spoke at the Oklahoma Telecom Association Conference in Oklahoma City; he and Ms. Root also had a booth there. He thanked Mr.

Travis Clark for getting him involved in the conference Mr. Mowdy was also at the conference. Great feedback was given.

Mr. Terry reported on the OKSCAUG Conference. Stated great conversations and information were shared at this conference, the state GIS conference. He explained that NG9-1-1 does not happen without a strong dataset. He reminded the Board that there are \$2.5 million set aside for local GIS work from the Federal Grant; an 80/20 match and needs to be done by March 2022. There is work being done now to develop a standard. The State must be brought up to the standard, there are many qualified vendors that can help with that, we can help you get in touch with them. This needs to be something you are thinking about and planning for. If you are in the room now, and you are ignoring the GIS data you are making a mistake. \$2.5 million is available now is may not be available later.

Mr. Terry reported on the Oklahoma Municipal League Conference in Tulsa. A great conference, great questions, and feedback; we were able to speak with many local leaders. Ms. Root and I had a booth, shared with FirstNet. We gave away an Echo Dot, just like we did here. [OKPSC] The question we asked there was "how many 9-1-1 total calls were made in the State of Oklahoma in 2018?"

There were over 125 guesses made, it caused such a stir that people were coming back to the booth to ask when the correct number was going to be announced. We spoke with Mayors, district leaders, public safety, Chief and Sheriffs; it seemed that they never really thought about the number before. It was eye-opening and provided a gateway for great conversations.

Mr. Terry reported on the video he was asked to do that will be provided to the State Superintendents regarding what they need to know regarding 9-1-1. This was a very good opportunity to discuss how 9-1-1 should be involved in response efforts in schools and school incidents. This help to build the Oklahoma 9-1-1 footprint, which is very good.

Mr. Terry met with Nowata County which Mr. Maggard already reported on.

Mr. Terry met with Cotton County; they are making strides with their planning. Approval went through on the construction of a stand-alone building for 9-1-1. This will be a shared cost between the County and the City.

Mr. Terry discussed Beaver County's plan with Mr. S. Scott Mitchell, things there are in motion.

All five red counties have been working diligently on moving things along, with some things completing before the end of the year.

Mr. Terry shared his plans for upcoming events. The NASNA Fall Conference is at the end of the month in Minnesota. This being a national conference, forty to forty-five in attendance, sharing what each other has been working on, always a great conference.

Mr. Terry concluded his report and asked for questions.  
No questions.

Mr. Terry acknowledged Ms. Root for her hard work especially this last week, stating she has been working until ten or eleven o'clock and it is most appreciated.

Mr. Stillwell also stated on behalf of the Authority how much her work is appreciated.

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

Mr. Stillwell stated that additional persons are needed to help with the work for the Grants Review Committee. If interested in serving on the committee, start with contacting Ms. Vanarsdale if you are not a member of the Authority. If you are on the Authority and interested contact Mr. Stillwell.

Ms. Harris stated that if interested you do not have to travel, all work is done online, and the meetings are all calls.

Mr. Stillwell thanked Ms. Harris

Mr. Stillwell called for Ms. Terry O'Malley to come forward. Ms. Terry was a member of the Authority for about three years while she was the Director of the City of Tulsa. Mr. Stillwell presented her with a plaque as a token of appreciation for her work on the Board.

Ms. O'Malley thanked the Board and stated she hopes to continue her work for the State of Oklahoma.

Mr. Stillwell thanked Ms. Root and Ms. Douglas for their hard work, the feedback given is always good. He thanked Mr. Moak, for all the work he does for the Authority.

Mr. Stillwell stated he appreciates how things are happening in Oklahoma, and the work of the committees to make it happen. It may seem that nothing is happening or happening slowly, but if looked at from the thousand-foot view things are moving and happening more so than we see. He thanked the Committee Chairs for their hard work and the members for getting things done.

Mr. Stillwell thanked Mr. Kimble for the work he did and announced that due to a different career path he had to step down and was not able to retain his seat on the Board. Mr. Stillwell stated that he will be thanked properly at a future meeting.

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)

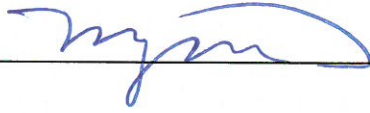
Mr. Stillwell called for public comments  
None

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

Mr. Terry stated that there are vacancies on the Board. A list was provided at the Authority booth as well as the meeting.

16. Adjournment.  
1338

The Minutes of the Regular Meeting dated October 8, 2019, for the Oklahoma State 9-1-1 Authority have been reviewed and approved by the Authority on this the 7th day of November 2019.



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Matt Stillwell  
Board Chairman