

OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES

Tuesday October 2, 2018

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

1. Call to Order

1:05 PM

2. Roll Call

Mr. Hawkinson

Mr. Trease

Ms. Huckabee

Mr. Stacy

Mr. Maggard

Mr. Thaxton

Mr. Fisher

Mr. Carnagey

Ms. Coppedge

Mr. Berry

Ms. Harris

Mr. Stillwell

Ms. Van Arsdale

Mr. Stolz

Mr. Page

Mr. Tucker

Mr. Barnett

Quorum Present, seventeen members present at the time of roll call.

3. Introduction of Board Members and Guests

Mr. Maggard welcomed everyone to the meeting at the Oklahoma Public Safety Conference and allowed for guest to introduce themselves.

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

The Board reviewed the minutes from the Regular September Meeting.

A motion to approve the September Minutes by Mr. Hawkinson and a second by Mr. Stillwell.

The motion to approve the September Minutes passes with seventeen ayes, and zero opposed.

5. Approval of the September 2018 Financial Report.

The Board reviewed the September Financial Report, and an overview was given by Mr. Terry. He explained the Continual Budget. The budget shows salary information and mentioned there were some purchase requisitions that are still working, they will be reported as they are approved and

completed.

A motion to approve the September Financial Report by Mr. Stacy and a second by Mr. Berry. *The motion to approve the September Financial Report passes with seventeen ayes, and zero opposed.*

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

Mr. Maggard yielded the floor to Mr. Hawkinson.

Mr. Hawkinson shared the recommendation of the Nomination Committee for Board Chairman, Mr. Matt Stillwell. Mr. Hawkinson called for any other nominations for the seat of Board Chairman; none were presented. Mr. Hawkinson called for a motion to elect Mr. Stillwell as the Board Chairman for the next one year. The floor was yielded to Mr. Maggard.

Mr. Maggard was prompted to call for any other nominations by Mr. Moak. No Nominations were presented. The motion from Mr. Hawkinson was upheld with a second by Mr. Berry.

The motion to elect Mr. Stillwell as the Board Chairman for the next one year passes with seventeen ayes, and zero opposed.

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

Mr. Maggard yielded the floor to Mr. Hawkinson.

Mr. Hawkinson gave the recommendation of the Nomination Committee for Board Vice Chairman, Mr. Shaun Barnett. Mr. Hawkinson called for any other nominations for Vice Chairman. None were presented.

Mr. Maggard declared the nominations closed and called for motion to elect Mr. Barnett as Vice Chair, a motion was made by Ms. Vanarsdale, a second by Ms. Coppedge.

The motion to elect Mr. Barnett the Board Vice Chairman for the next one year passes with seventeen ayes, and zero opposed.

Ms. Huckabee called for a point of personal privilege, stating her gratitude for Mr. Maggard's work from the beginning, and his work in getting the board off and running. She shared her appreciation for his work and dedication to this board and to 9-1-1.

A card was given to Mr. Maggard from the Board.

Mr. Maggard stated his appreciation for the recognition and he is going to be looking forward to just being a board member and not the Chair for a while.

8. Discussion and possible action to approve the Scope of Work for the Feasibility Study for statewide NexGen 9-1-1.

Mr. Maggard introduced this item and turned the floor over to Mr. Terry for further discussion.

Mr. Terry stated the Scope of Work was not included in the packet, as he is working

with OMES to discuss and work through the process of procurement and who and what that means for this body and this work. Mr. Terry then asked for this item to be tabled until a future time when it can be represented with a plan for procurement and backing from OEM and their procurement office.

Mr. Maggard called for a motion to table this item until further work can be done. A motion was made by Mr. Berry, a second by Mr. Barnett.

The motion to table the discussion over the Scope of Work to allow for time to research and discuss a plan for procurement with OMES and OEM passes with seventeen ayes, and zero opposed.

9. Committee Reports

The Administration Committee report was offered to Ms. Huckabee who stated she was not in the last committee meeting and therefore yield the floor to Mr. Tommy Arnold. Mr. Arnold discussed the last conference call in which the committee review the Registration Form; part one is define as Contacts, part two is Statistics and Data, and part three is the financials. Part one and part two are agreed on, however part three has caused lengthy discussion to discern what is needed and what is the best to request the information. Mr. Arnold stated that the committee has created a subcommittee to review and share ideas on what is the best method of gathering information and making it simple for those required to get the information as easy as possible. Mr. Arnold concluded by saying all parts would be approved ready for the Boards approval by the November Board meeting.

Mr. Terry suggested to those in attendance that immediately following the meeting he would be leading an open class for feedback and discussion regarding the Registration form; the information received would be taken back to the committee. The form from last year would be available to discuss as well. He recommended it for any and all who are charged with filling out and submitted the form this year.

Mr. Maggard explained this Registration Form was difficult to match all the different types of 9-1-1 in the State, and all the ways 9-1-1 comes together in Oklahoma; with the localities, trusts, cities, counties, tribal, and all the different 9-1-1 centers we have. Last year struggles over the form is what this Board is trying to improve on, making it easier to fill out, easier to get the information. It also is about making sure leaders in Oklahoma know what it is the locals are needing. Giving a clear picture, in order to request more money, or equipment, or services – we can show why and how we will use that.

Mr. Terry explained that his office is considering sending out part one and two to all agencies to get a better grasp of how they interpret the form; this would be a voluntary request. It would be sent to all centers, not just the local PSAPs. To Military, tribal centers, and DPS. Due to the grants that are going to be applied for in the next 60 – 90 days, we need to have a clear picture of what is going on in our local dispatch centers and PSAPs, not only in 9-1-1 but in emergency services. Mr. Terry closed by saying he was open to all questions, concerns – reach out to him or his office.

Mr. Maggard asked if there was time to review the Registration Form or if Mr. Terry was asking for a motion to approve parts one and two. Mr. Terry replied by saying not at this time, this was not an

action item but will be in November.

Mr. Maggard called for questions or comments.
No questions or comments.

Mr. Terry gave the report on the first dedicated training class of FY2019, training taught by Christopher Carver with NENA. Mr. Terry commented on how full this class was at 39 in attendance with a waiting list. This was done strategically to fill the class with Supervisors, Managers, and 9-1-1 Coordinators; because there is a need in the industry to create strong leadership.

The class provided new information and Mr. Terry stated he learned something new in the class. Mr. Terry mentioned that after the class, and since Sunday he has had several requests and conversations with people that would like to have been in the class, but it was full; people have also reached out to inquire about future classes being offered.

Mr. Terry expressed his view that the class was a success. He offered the floor to anyone who was in the class Sunday to speak on their experience and share their thoughts with the Board.

Ms. Kay Kelly stated she felt the class was a great class, very interactive and much was taken away from it as it was presented well.

Mr. Harris stated she was skeptical at first, of the need for the class; but sitting in the class felt it was very well put together and the information was presented well.

Ms. Tiffany Bradley expressed her appreciation for the class, and stated she felt the need for more leadership courses.

Ms. Vickie Atchley stated the supervisor she sent to the class came back with a long list of things she wants to change and ways she wants to improve.

Mr. Terry thanked those who shared their opinion of the class.

Mr. Maggard asked if something like this could be done for the County Commissioners or something Mr. Terry could teach with?

Mr. Terry replied that NENA had designed this course around this conference and these participants; however, NENA is willing to share the course material with the Authority. Mr. Terry said he felt having an outside opinion and view allowed for an impartial voice, making a high-level perspective coming from more than Mr. Terry or the Authority telling how to lead the PSAP. Mr. Terry expressed his opinion that he felt he could effectively lead a course over with the material from NENA with assistance from the Authority; however, that was up to the Authority. Mr. Terry stated he felt it would be well accepted in front of police chief and commissioners.

Mr. Maggard felt that moving forward with Mr. Terry or the Authority presenting to individuals at OML or in front of County Commissioners, police chiefs, etc. we would be aware of the audience and would be able to design a presentation with the material internally to organize for the next step in leadership training.

Mr. Terry asked the board to be mindful of upcoming conferences, or meetings to allow for time to submit white papers and gather the needed resources to make those meetings happen.

Mr. Maggard called for questions
No questions.

The Technical Committee Chair is Ms. O'Malley who is not in attendance. Mr. Terry gave a brief reminder that the Scope of Work was delivered to his office this week and the should be ready for approval next meeting. He then turned the floor over to Ms. Harris for the GIS report.

Ms. Harris reported the GIS Standard continues to be vetted against the NENA standard and the committee should have something to discuss and show next meeting.

The Operations Committee report was given to Mr. Stillwell who stated nothing to report this month.

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

Mr. Terry gave his report and stated he is currently working on the Population Modeling Timeline is developed and he stated his office is working with the Conservation Commission, SWODA, INCOG, ACOG. We will gather current information to update maps and f GIS data form these sources as they are larger and have more GIS data.

Mr. Terry described his office plans for this year's Population Model; the delivery date for PSAPs is January 7, 2019. He clarified that this was for Wireline or Landline call area, based on Oklahoma State Statute and a Population tool through Esri, estimates are generated, and a percentage is reported to the Oklahoma State Tax Commission to be paid back to the PSAP based on this model.

Mr. Terry emphasized the importance of the Population Model, reminding PSAPs to start reviewing and determining if changes need to be made now, so that the February 28, 2019 deadline to turn in the signed acceptance of your local area will be met. If changes need to be made, get the changes to the Authority office early, get questions answered early to allow the Authority office the time to make the corrections and get your information back to you in time for the deadline on February 28, 2019. The office will deliver the Population Model report to the Board on April 4, 2019 and deliver to the Tax Commission on May 10 2019. This later delivery date to the Tax Commission allows 45 more days to work on this project overall.

Mr. Terry restated the important dates are: The Population Model maps and boundary letters are delivered to PSAPs by January 7, 2019. The Signed Population Model Boundary Letters must be signed if accepted, or with final changes returned to the Authority by February 28, 2019. On April 4, 2019 the Population Model Boundary Letters must be delivered to the Administrative Committee, or as a backup date May 2, 2019. The approved and final Population Model letter must be delivered to the Oklahoma Tax Commission on May 10, 2019 in order for the allocated changes to be put into effect on July 1, 2019.

Mr. Terry called for questions before moving on in his report.
No questions.

Mr. Terry reported on the grants, stating he believes and estimate of ~\$3.15 million will be available

from the State Grant Program, in addition to our Federal Grant Program of up to ~\$3 million, depending on the amount of qualified states who applied. The intent to apply was submitted by Mr. Terry last month; although there was a concern he brought to the Board, the diversion of 9-1-1 funds. In the grant information it explains that within the last 180 days, the using 9-1-1 funds for purchases used for other needs not associated with 9-1-1 would result in that agency or PSAP not meeting the eligibility requirement for the grant program.

Mr. Terry expressed his secondary concern over the FCC's newly presented bill; which would change the current rule to allow Federal rulings to set what can and cannot be spent using 9-1-1 funds at the local level. The ruling has gained attention and may pass. Mr. Terry stated he would update as he is updated.

Mr. Terry moved on to report on visits to local events and meetings. He reported the Oklahoma Municipal League a success; good foot traffic to the booth, many questions were answered, and a few meetings resulted from conversations at the booth.

Mr. Terry talked about the meeting with representatives from Oklahoma's larger Military 9-1-1 centers; Tinker, Vance, and Ft. Sill; all which brought good questions, and had cross table discussions on where each base is with their 9-1-1 centers. Mr. Terry explained that as the state moves to a NG9-1-1 model, these bases all having 9-1-1 centers will have to possible communicate with each other – which will prove to be a challenge, with the current environment. This is an area that needs to be focused on; to help bring the Military view into the discussion, Mr. Kevin Smith who is the Tinker Air Force Base 9-1-1 Center Assistant Director is now a part of the Technical Committee.

Mr. Terry met with McIntosh County – he stated this is the first meeting where two meetings were called to assist in the overall meetings; a County Commissioner and City Council meeting. Mr. Terry described the meeting as very detailed, with active discussion on how to combine their three dispatch centers and bring efficiency to their county.

Mr. Terry shared information from the OKSCAUG Conference where he was a GIS panelist. Ms. Harris taught a course on *GIS Issues During Transition* which Mr. Terry stated was well received. He reminded those in attendance of the upcoming GIS class at this conference in the morning.

Mr. Terry stated he mentioned and discussed the NENA Leadership and GIS training earlier.

Upcoming Events and Meetings

Mr. Terry described his upcoming meeting with AFN Registration, which stands for Access Functions Needs; which identifies those who would have a difficult time evacuating or being evacuated during an emergency. The group asked for Mr. Terry to join in the discussion on how cross information or education can be effective for both their benefit and 9-1-1.

Mr. Terry will be meeting with Lincoln County later this month. Then rounding out the month at the National Association for State 9-1-1 Administrators. Mr. Terry will be meeting with Ms. Flaherty at the conference, she works with the Federal Grant Program. The hope of us meeting at the conference is to bring back as much information as we can about where we are in the program and what we can expect from the program. Mr. Terry mentioned he requested Ms. Huckabee to attend the Conference with him and represent the Administrative Committee and

assist in the discussion of matters related to the Federal Grant Program. There may be reimbursement requested at a later time.

Mr. Maggard called for questions.

No questions.

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

Mr. Maggard shared his commentary, being this his last meeting seated as Chair. Thanking those who have worked with him, his appreciation for the goals that were set at this very meeting two Octobers ago as the Advisory Board ended here, and the Authority Board began the following November.

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 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. Maggard read the above comment rules and offered time for comments.

No comments.

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

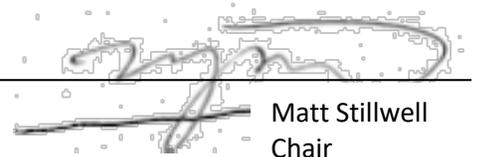
Mr. Maggard called for any new business not previously mentioned or written in the agenda.

No new business.

14. Adjournment.

1:50 PM

The Minutes of the Regular Meeting dated October 2, 2018, for the Oklahoma State 9-1-1 Authority have been reviewed and approved by the Authority on the 1st day of November 2018.



Matt Stillwell
Chair