

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING  
REGULAR MEETING  
K. O. Rayburn Training Center, 2401 Egypt Road, Ada, OK 74820  
April 27, 2011  
MINUTES**

**COUNCIL MEMBERS PRESENT:**

Chief Norman McNickle, Stillwater Police Dept.  
Major Todd Blish, Oklahoma Highway Patrol  
Chief Bill Citty, Oklahoma City Police Dept.  
Director Stan Florence, O.S.B.I.  
Chief Clayton Johnson, Ponca City Police Dept.  
Chief Jason O'Neal, Chickasaw Lighthouse Police  
Chief Michael Robinson, O.S.U. DPS  
Dr. Steve Turner, East Central University (10:06 a.m.)  
Director Darrell Weaver, OK Bureau of Narcotics  
Sheriff Bob Wilder, Marshall County

**MEMBERS ABSENT:**

Sheriff John Whetsel, Oklahoma County  
Chief Bob Ricks, Edmond Police Dept.  
Corporal Jason Smith, F.O.P.

**GUESTS:**

Mr. David Milnes, Louisiana State University  
Chief Jason Teel, Stonewall P.D.  
Chief Tom Bottoms, Maud P.D.  
Mr. James Carroll, PSAC

**STAFF PRESENT:**

Dr. Larry Birney, Director  
Kimberly Richey, Associate Director  
Steven Floyd, Comptroller  
Chris Sutterfield, Program Manager - CE  
Shannon Butler, Academy Coordinator  
Walt Birdsong, Legal Investigator II  
Kelly James, Compliance Manager  
Wendell Manuel, Maintenance Supervisor  
Ron Mitchell, Cont. Education Field Agent  
Rick Amos, Skills Asst. Academy Coord.  
Tracy Shivers, Academic Asst. Coord.  
Briana Tully, Special Project Coord.  
Cindy Donnelly, Training Div. Secretary  
Natalie McDonald, Private Security Clerk  
Erica Vasquez, Recording Secretary

**1. Call Meeting to Order**

Chairman Chief Norman McNickle called the meeting to order at 10:03 a.m. Roll was taken; nine members were present representing a quorum. Chairman McNickle noted for the record that Sheriff John Whetsel was traveling out of state and not present.

**2. Approval of Minutes**

**Action Taken:** Chief Bill Citty made a motion to approve the minutes of both the January 19, 2011 and the March 16, 2011 meetings as written. The motion was seconded by Major Todd Blish. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson abstained; Director Darrell Weaver abstained; and Sheriff Bob Wilder voted yes. The motion carried 7-2.

Dr. Steve Turner joined the meeting at 10:06 a.m.

### 3. **Advisory Council Report and Composition**

A draft copy of the minutes from the April 7, 2011 Advisory Council meeting were provided to members as a supplement to the agenda packet prior to the meeting (Attachment A).

Director Birney addressed members pointing out there are numerous appointments and/or re-appointments listed on today's agenda. This raises the issue of vacancies and the current process by which they are handled. Director Birney asked if the Council would like to review this process. He stated discussions with the Advisory Council have included the suggestion of creating an interview committee to take a more active role in this process and make appointment recommendations to the Council. This could also include discussing term limits and whether or not they should apply. Dr. Turner stated he felt there was value in hearing from multiple facets of law enforcement across the state. Chief Clayton Johnson also pointed out that staff recommendations carry a great deal of impact with the Council. Chairman McNickle asked if this suggestion came from staff or from the Advisory Council themselves. Director Birney stated the suggestion had come from Advisory Council members. A discussion followed with the consensus being to encourage the Advisory Council to move forward with this matter if they feel it is necessary.

**Action Taken:** Chief Clayton Johnson made a motion to reappoint Chief Byron Cox to the Advisory Council. The motion was seconded by Director Darrell Weaver. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

### 4. **Private Security Advisory Committee (PSAC) Actions and Composition**

Mr. Walt Birdsong addressed Council members and provided updates regarding the Private Security Division. He stated that upon Ms. Becky Johnson's resignation from the agency, he and Mr. James Burton were tasked with splitting the duties of supervising the division. He stated staff members in the division have stepped up to the plate and processing times for licenses are now down to the current business day. Mr. Birdsong stated they continue to work towards the goal of being paperless including online applications for private investigators and security guards.

Chief McNickle asked if there was any progress on the issue of receiving photographs electronically. Mr. Birdsong responded that they are in discussions with the company that provides photos electronically for the Department of Public Safety and he is hopeful. If this does not work out, Mr. Birdsong stated he has discussed the issue with CLEET's IT manager who is looking into other possibilities. Mr. James Carroll, PSAC Chairman, briefly addressed members stating licenses desperately need to be professionalized and the PSAC is willing do whatever is needed to help facilitate this. He stated that he does not believe a partnership with DPS will be fruitful.

**Action Taken:** Dr. Steve Turner made a motion to appoint Mr. Rob Vincent to serve as the ASIS representative on the PSAC. The motion was then amended to include the reappointment of the following members to the PSAC: Mr. Bill L. Howard, Mr. Wayne Pauley and Mr. Louis Maltos. The motion was seconded by Chief Michael Robinson. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill City voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

#### 5. Curriculum Review Board Composition

**Action Taken:** Chief Michael Robinson made a motion to reappoint Dr. Michael Wilds and Chief Wayne McKinney to the Curriculum Review Board. The motion was seconded by Director Darrell Weaver. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill City voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

#### 6. Bomb Dog Advisory Council Composition

Mr. Chris Sutterfield addressed members stating the Bomb Dog Advisory Council has requested the addition of a fifth seat to their council. This fifth seat will be an at-large position and will facilitate the ability to achieve a quorum. Mr. Sutterfield indicated state statute dictates the minimum number of seats but does not set a maximum.

**Action Taken:** Chief Clayton Johnson made a motion to approve the addition of a fifth, at-large seat to the Bomb Dog Advisory Council. The motion was seconded by Major Todd Blish. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill City voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

#### 7. Curriculum Review Board Actions

Mr. Sutterfield addressed members regarding changes to the Reserve Academy curriculum. He stated the information provided in the agenda packet was a result of direction from the Council during the January meeting. These changes included increasing the ethics block from six hours to eight hours and inserting classroom instruction on LEDT. In order to achieve these changes, the minimum hours for practicums has been reduced from four hours to two hours. Mr. Sutterfield also indicated the First Aid for Law Enforcement curriculum would be included as an option for those students who are not yet certified in that field; however, it would not be required as part of the Reserve Academy. Mr. Sutterfield stated staff are seeking the Council's approval of the curriculum submitted and hope to implement this curriculum with all Reserve Academies beginning after July 1, 2011.

A discussion followed regarding the success of these types of curriculum changes and whether or not the intended goal is achieved. Mr. David Milnes explained that these changes provide students with more hands on training in the skills area and simplify other areas to more accurately reflect required instruction time. Chairman McNickle concluded by stating the multiple reserve officer issues discussed should be considered as possible legislative items for next year.

**Action Taken:** Major Todd Blish made a motion to approve the Reserve Academy curriculum changes as submitted. The motion was seconded by Chief Clayton Johnson. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

Chairman McNickle adjourned the meeting for a brief recess at 10:59 a.m.

Chairman McNickle reconvened the meeting at 11:10 a.m.

#### **8. Law Enforcement Terrorism Certification Program**

Mr. David Milnes addressed members and presented the Law Enforcement Terrorism Certification Program. This program is presented in conjunction with NCBRT, LSU and the Department of Homeland Security. He explained the certification levels and the process by which officers will achieve each level. This certification program is the first of its kind and will be used as a template nationally. Mr. Milnes stated this program will be very beneficial to the agency and will open many doors for other training opportunities; one of which is the ability to broadcast training directly from our site. He also indicated all training materials and supplies would be provided by LSU and will be subject to approval by CLEET. Courses would be developed by LSU in partnership with CLEET and the Department of Homeland Security and the Council would have the ability to add, change and/or modify any courses. Mr. Milnes stated this training is flexible and is not limited solely to the subject of terrorism. He also reminded members that this training is completely optional. Chairman McNickle indicated that he would like to see InCOP I and II included in this program. Chief Bill Citty stated he would prefer to table this issue in order to have more time to thoroughly review this program. Mr. Milnes responded that training has been scheduled for September and the Council's approval is required in order for LSU to move forward with preparations.

**Action Taken:** Chief Jason O'Neal made a motion to approve the Law Enforcement Terrorism Certification Program. The motion was seconded by Director Stan Florence. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty abstained; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 9-1-0.

## 9. CLEET Financial Report

Mr. Steven Floyd, Comptroller, addressed members stating the report format had been changed to reflect the Council's request to see comparisons to the previous year's figures. Through the end of March, we have spent \$5,566,091.71 or approximately 76.98% of our budget. Comparing that to last year, we have spent \$258,626 less. The bulk of those savings have occurred through payroll.

One area that actually increased significantly is office furniture and equipment. Aside from \$20,000 spent to purchase two cars for the driving track, the remainder of this increase is related to grant expenditures and the fulfilling of our obligations for the credentialing grant and the active shooter grant.

Dr. Turner asked how much of our budget is payroll; Mr. Floyd stated approximately half. Chief Johnson asked if this savings was due to deleted positions. Mr. Floyd answered yes; at this time last year we had two more employees. He clarified that we are authorized for fifty-two positions; we currently have forty-one positions filled. Chief Johnson asked if we were at full strength would we be over budget. Mr. Floyd stated that if we filled every position we are authorized for, yes, we would be over budget. A discussion followed involving various questions related to the financial reports. Mr. Floyd explained that the majority of the Council's concerns were simply due to the re-allocation of funds and a drop in the number of students trained.

Dr. Turner asked what the difference was in appropriations from fiscal year 2010 to fiscal year 2011. Mr. Floyd stated the difference was approximately \$400,000 less. He indicated we have used more carry-forward funds this year than we have in the past. Director Weaver asked for a prediction of carryover funds after this fiscal year. Mr. Floyd stated it would be in the range of \$200,000 to \$300,000 due to attrition and the limiting of expenses. Director Birney stated that we have expended a lot of our "savings account", reduced costs as much as possible and do not fill positions, or try to delay filling them for a couple of months.

Director Weaver stated CLEET could expect a 5-7% cut next year and asked what plans were being made to absorb this type of cut. Director Birney responded that although we might expect a 5-7% cut it could be more depending on penalty assessment fee collections. He stated we have stopped providing linens and laundry services for students and may eventually look at cutting back on meals; perhaps providing two meals per day instead of three. He indicated we were also looking at the use of simulators in order to save money related to the driving track and limiting the amount of ammunition provided on the firing range. Director Birney stated we are taking into consideration not only what impact these changes could have, but also who they would impact the most.

Director Birney also stated that the current class has over one hundred students and the projected number for the next class is one hundred fifty. For this reason, we will start another class on May 2<sup>nd</sup> in order to try and alleviate the stress of such large academy classes. He added that this is an unbudgeted class. Even with the addition of this class, the June 29<sup>th</sup> academy is projected to have one hundred fifty-six students. Director Birney indicated these numbers present challenges because of the impact they have on our budget.

**Action Taken:** Chief Michael Robinson made a motion to accept the CLEET financial report as given. The motion was seconded by Dr. Steve Turner. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

#### 10. Refunding Lease Revenue Bonds

Director Birney addressed members regarding the possibility of refunding the lease revenue bonds. Director Birney suggested refinancing in order to take advantage of lower interest rates and extending the note one or two years while keeping our payments approximately the same. He indicated this could possibly free up enough money to make necessary repairs to the driving track and other CLEET facilities.

Mr. Steven Floyd directed members to the materials included in their packets, stating the first document is a summary of the refunding options (Attachment B). Staff met with the Bank of Oklahoma Securities Commission and, upon review, it was determined their numbers were valid. Currently our bonds have interest rates of between 4.3% and 5.5% with different groups maturing every year between now and 2027. BOSC stated that over the same time period they can offer us interest rates of between 1.12% to 4.73%. These numbers also include any fees associated with refunding. Mr. Floyd stated the bonds were issued in 2002 and can be called June 1, 2012. By law, we are allowed to do a one-time advanced refunding. He then explained in detail three refunding options available to the Council as well as the list of needed repairs (Attachment C).

Members then discussed the various benefits and drawbacks of refunding and chose to wait and address this issue at a future meeting when more time is available for in-depth discussion.

**Action Taken:** No action taken.

#### 11. Divisional Reports

Members reviewed the information included in the packet.

**Action Taken:** Dr. Steve Turner made a motion to approve the divisional reports as prepared and submitted. The motion was seconded by Major Todd Blish. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

#### 12. Proposed Legislative Changes / Rule Changes

Associate Director Kimberly Richey reviewed for members those CLEET bills which Governor Fallin recently signed into law. The bills include: allowing CLEET to investigate officers who resign while under investigation; MMPIs for those officers who have been out of law enforcement for

over five years; a clean-up in Private Security which adjusts continuing education hours; and a statutory definition of a police department. These bills will become effective November 1, 2011.

One remaining bill, the \$150 re-instatement bill, passed the house last week. The title is on the bill and it should be forwarded to the Governor next week for consideration.

Ms. Richey indicated a copy of Senate Bill 567 was provided in the packet and gave a brief recap on the bill. She stated the Council had previously directed staff to oppose this bill as it mandated eight hours of domestic abuse training for every peace officer by 2016. Ms. Richey stated staff had met with members of the Attorney General's office and the Oklahoma Domestic Fatality Review Board in an attempt to develop a bill that addressed the Council's concerns. The result is a modified bill which requires CLEET to work with the Attorney General's office and the Oklahoma Domestic Fatality Review Board to develop a curriculum for the Basic Academy, which the Council and Curriculum Review Board will review and approve. This bill also requires the Council to develop a plan to make that class available to officers as part of CLEET's continuing education program. These changes address two of the Council's major concerns; this training is no longer a statutory mandate and, as a result, alleviates any fiscal concerns. Ms. Richey informed members the title is currently off the bill and staff is seeking direction from the Council on whether they are comfortable with this language and if this is something they can support.

Chief Robinson asked if CLEET is still required to insert this curriculum into the Basic Academy. Ms. Richey answered yes. She also indicated that CLEET currently teaches thirteen hours of domestic violence in the basic academy. The new bill will require a minimum of eight hours and mandates that we re-write the curriculum in coordination with the other groups mentioned and then implement this new curriculum.

Chairman McNickle asked what the Council's pleasure was on the modified bill. Director Darrell Weaver stated if there is no fiscal impact, no recommendation from staff, and no harm to CLEET, he sees no reason to oppose it. Chief Bill City agreed. Chairman McNickle asked if Ms. Richey would like to have this as a matter of record. Ms. Richey stated that was not necessary.

**Action Taken:** Director Darrell Weaver made a motion to support Senate Bill 567 committee substitute. The motion was seconded by Sheriff Bob Wilder. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill City was absent; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 9-0.

### **13. Director's Report**

Director Birney informed members that Major Todd Blish had been re-appointed to the Council. He then directed members to a memo in their packets regarding penalty assessment fees (Attachment D). Director Birney stated he had requested Mr. Steven Floyd to identify the cities and towns who had not been paying assessment fees in a long period of time. The list details those cities and towns who CLEET shows as having active officers but who have not paid any fees.

Director Birney wanted to make the Council aware of this issue and, as time and availability of manpower exists, he will ask staff to visit those cities and towns listed and discover why they have not paid CLEET fees.

Director Birney then directed members to a copy of the final notice of suspension found in their packets (Attachment E). He specifically addressed the highlighted language which informs the officer that they have violated state statute. Director Birney stated he has received complaints that this particular language is inappropriate and too harsh. He then asked the Council for any recommendations they might have regarding alternate language. Chief Michael Robinson suggested the language could be changed to read "failed to comply with" rather than "violated".

Director Birney informed members that there are currently three people who are either in, or near violation of the promissory note. He stated one individual had been filed upon. The other two instances are interesting cases and he is seeking direction from the Council. In the first case, the individual resigned from his agency and while in the 90 day period, re-activated himself in the military. Director Birney suggested three possible options: the promissory note is waived; we continue to pursue; or his clock is stopped until he has returned from military service. Chief Bill Citty stated he preferred the third option; he does not feel it is appropriate to pursue someone who is serving their country. Chief Michael Robinson and Chief Bill Citty agreed that CLEET should let him serve his military time and once he returns, allow a certain amount of time to re-enter law enforcement. If he does not re-enter law enforcement, pursue the issue at that time.

Director Birney stated the other instance relates to cases where we have 90 days but we cannot pursue. This happens when an officer resigns while under investigation or while charges are filed against them. Should staff let the 90 days expire and then file action, or do we wait until everything is resolved. Chief Michel Robinson indicated staff should only wait the 90 days and then pursue.

Director Birney then spoke to members concerning issues raised by Sheriff John Whetsel regarding defensive tactics. He stated staff has looked into these issues and developed some recommendations for change; he referred members to information in their packets (Attachment F). He indicated staff has been in contact with other cities and are coordinating with other law enforcement agencies to determine the specific problems. Staff has talked with adjuncts and distributed questionnaires to the students; the results of which are found in the packet. Statements received from some students who were injured, point to many previous injuries. Also, statistics show that the majority of students who were injured were also those who barely passed the physical assessment test.

Mr. Shannon Butler, Academy Coordinator, addressed members stating he had reviewed information from the last three academies, looking specifically at those students who sustained injures. In addition, he also reviewed the physical agility test performance times. Mr. Butler stated the enclosed report includes a matrix indicating the type of injuries sustained and if those injuries had been pre-screened. During his research, Mr. Butler noticed the academy entry application was very anemic in the collection of information relating to prior injuries. He has since submitted a more detailed medical history which will be included in the new application packets.

Mr. Butler informed members that the custody and control rules were also included in the packet of information; these rules address some of the complaints. Mr. Butler stated no cadet is refused water and the frequency of breaks is dictated by the intensity level of the workout; higher intensity work equals more frequent breaks.

Also included in the packet is a questionnaire developed by Assistant Director Steve Emmons and Mr. Butler. This questionnaire was created to address each point Sheriff Whetsel listed in his email to the Director. Mr. Butler stated 102 questionnaires were distributed to the current class; 95 were returned. Instructions stated the questionnaire was voluntary. Results of the questionnaire are shown in percentages and are listed in the packet.

Mr. Butler added that he had recently returned from a regional IADLEST meeting in Kansas. He determined, after speaking with other law enforcement agencies in attendance, that CLEET is one of the few agencies still using block training for defensive tactics. Our defensive tactics curriculum currently consists of 70 hours on the mats, 10 hours per day. Mr. Butler indicated that he has spoken to staff about the possibility of moving away from block training and they are concerned about continuity issues. Another challenge would be adjunct instructors. It is difficult to secure adjunct instructors in the current training format and he is concerned it would be much more difficult to schedule adjunct instructors for one hour a day, here and there.

Referring to item four on the survey, Dr. Turner asked if it was common for 10% of students in the academy to state that they were demeaned or that they witnessed another student be demeaned by staff or an adjunct. Mr. Butler stated he was not aware, nor had he heard of any student making such a statement. Chief Robinson stated a certain level of injuries were to be expected; however, he was more concerned about accusations of demeaning behavior from instructors. Director Birney stated aggressiveness by adjuncts in skills training is inherent across the board. He believes spreading out the defensive tactics training over a long period of time will reduce injury and fatigue; however, this also creates a tremendous scheduling problem for the academy.

Director Birney noted that in studying the statistics, those who exceed two minutes on the physical assessment test are acquiring the vast majority of injuries. Previous injuries are also another prevalent issue. We are trying to implement a much more detailed questionnaire in order to be aware of any pre-existing conditions. In order to reduce many of these issues, he believes defensive tactics should be instructed solely by full time staff; however, this would present staffing challenges.

Director Birney's recommendation would be to schedule defensive tactics training for three or four hours, two days per week with possibly one or two, eight to ten hour days included if necessary. He advocates stress training and believes it is important; however, as with all stress training, there will be a certain amount of injuries. Chief Michael Robinson asked if academy time could be used to improve fitness among the students. Director Birney stated staff has offered after hours training; however, those that are in need the most do not participate.

Mr. Butler also pointed out that those students who have left the academy due to injury, have returned at a later date and completed the training. However, those who have left the academy due to a pre-existing condition or illness, upon returning at a later time, still were unable to complete the training for the same reasons. Chief Bill Citty stated he did not consider ten percent to be a high number under the circumstances. He also asked if a process was in place for making complaints anonymously. Director Birney indicated there is a grievance procedure process in place.

Chief Tom Bottoms, Maud Police Department, then addressed members stating that what he is hearing from current and former cadets is different from what he is hearing from staff today. He indicated that a cadet from his agency had injured her knee during defensive tactics training. When she attempted to tell staff, they began to question her integrity. She pushed through the rest of the day, possibly causing more damage. Chief Bottoms stated his concern was that the students are not at CLEET to be abused; they are here to be trained.

Chief Bill Citty asked if staff had any specific information on this incidence and if they had received a report from the student. Mr. Butler stated the cadet had gone straight to the hospital and he had not yet received an incident report. Ms. Tracy Shivers, Asst. Academy Coordinator, added that when staff investigated why the cadet was not in class the following day, she stated she had been injured. The cadet was instructed to provide documentation and a signed medical release upon her return to the academy; to date, she has not yet returned. Chief Citty stated he was concerned that the cadet was not taken for evaluation immediately. Mr. Butler pointed out that students with medical training are identified in each class and that those student medics are relied upon throughout the training. Should an incident occur, the student medic is immediately on scene to evaluate the injured cadet. If the injury or illness rises to the level where staff feels uncomfortable transporting the cadet, an ambulance is called. Chief Bill Citty stated that from the information provided this does not appear to be a systemic problem.

A discussion followed regarding the current process of reporting injuries. It was determined a new process should be implemented where, if injured, a cadet is required to file a report with the resulting action being documented.

**Action Taken:** No action taken.

**14. Proposed Executive Session to include matters pursuant to 25 O.S. Supp. 1995, Section 307(B)(1) and 25 O.S. Supp. 1995, Section 307(B)(4).**

**Action Taken:** Chief Clayton Johnson made a motion the Council go into executive session. The motion was seconded by Chief Michael Robinson. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

The Council went into executive session at 1:44 p.m.

## 15. Return to Open Session

The Council returned to open session at 3:00 p.m.

**Action Taken:** Chief Clayton Johnson made a motion to return from executive session. The motion was seconded by Major Todd Blish. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

Chairman McNickle stated that during the executive session Director Birney informed the Council he would tender his resignation as of Friday. He then asked what the pleasure of the Council would be.

**Action Taken:** Dr. Steve Turner moved Mr. Steven Floyd be named Interim Director from 5:00 p.m. Friday until 8:00 a.m. Monday, at which time Assistant Director Emmons will return to the office and assume the post of Interim Director. Chief Bill Citty amended this motion to accept the resignation and name Mr. Steven Floyd acting Director until Mr. Emmons returns. The motion was seconded by Chief Clayton Johnson. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

## 16. New Business

**Action Taken:** No action taken.

## 17. Adjournment

**Action Taken:** A motion was made by Chief Clayton Johnson to adjourn the meeting. The motion was seconded by Sheriff Bob Wilder. A roll call vote was taken with the following results: Chairman Norman McNickle voted yes; Major Todd Blish voted yes; Chief Bill Citty voted yes; Director Stan Florence voted yes; Chief Clayton Johnson voted yes; Chief Jason O'Neal voted yes; Chief Michael Robinson voted yes; Dr. Steve Turner voted yes; Director Darrell Weaver voted yes; and Sheriff Bob Wilder voted yes. The motion carried 10-0.

Chairman Chief Norman McNickle adjourned the meeting at 3:05 p.m.