

Please join us in  
giving  
Joan a fond  
farewell!

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON,  
MAY13, 2004 IF YOU DESIRE A SIGN LANGUAGE  
INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE  
& BURN PREVENTION COMMITTEE AGENDA

**10:00 a.m., May 18, 2004**

Association of Central Oklahoma Governments  
21 E. Main – Suite 100  
Oklahoma City, Oklahoma

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. CHAIRMAN'S REPORT
- IV. APPROVAL OF MINUTES--REGULAR MEETING MARCH 16, 2004  
[Attachment IV]

**Action Requested:** Motion to approve minutes from the March 16, 2004 meeting.

- V. COMMITTEE REPORTS  
[Attachment V]

**INFORMATION:** Committee Chairpersons will give a report on committee activities since the March 16, 2004 Operational Committee Meeting.

- A. Fund Development Committee----- Glenda Vassar
- B. Program Development Committee----- Jimmy Gibson
- C. Public Education Committee----- Tim Adams
- D. Mental Health Committee ----- Lois Pokorny
- E. Foundation Report----- Jerry Lojka

**Action Requested:** Discussions.

VI. ELECTION OF OFFICERS

**INFORMATION:** The Mental Health and Public Education subcommittees have nominated Jimmy Gibson as Chair and Darryl Troupe as Vice-Chair for FY-04-05. Nominations may also be made from the floor. A sign up sheet for committees will be distributed.

**Action Requested:** Election of officers and volunteers for committees.

VII. OPERATION FIRESAFE PROGRAM STATISTICS

**Action Requested:** For information and discussion.

VIII. NEW BUSINESS

IX. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE  
& BURN PREVENTION COMMITTEE  
MINUTES  
March 16, 2004

The first meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:06 a.m., March 16, 2004 in the ACOG Conference Room, 21 East Main, Suite 100, Oklahoma City, Oklahoma. The meeting was held as indicated by advance notice posted at the ACOG Offices at least twenty-four (24) hours prior to the meeting.

**PRESIDING**

Joan Stephenson, Chairman, Midwest City Fire Department

**PRESENT**

Jim Hock, Del City Fire Department  
Greg Graves, El Reno Fire Department  
Bo Bedford, Midwest City Fire Department  
Getty Williams, Newalla Fire Department  
David Perez, Oklahoma Air National Guard Fire Department  
Chris Davis, Tinker Air Force Base Fire Department  
Debbie Blood, Oklahoma City-County Health Department  
Glenda Vassar, State Farm Insurance  
Martha Collar, SAFE KIDS Coalition

**GUESTS**

None

**STAFF**

Jane Sutter, Division Director  
Jerry Church, Special Programs Officer  
Anita J. Kroth, Administrative Assistant

I. CALL TO ORDER

Chairman Joan Stephenson called the meeting to order at 10:06 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

None

IV. APPROVAL OF MINUTES – REGULAR MEETING NOVEMBER 18, 2003

David Perez, Oklahoma Air National Guard Fire Department, made a motion to accept the minutes of the November 18, 2003 regular meeting. Chris Davis, Tinker Air Force Base Fire Department, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development – Glenda Vassar, State Farm Insurance, said there was no update.

Program Development – Joan reported that there are a few videotapes of the “Plan to Get Out Alive” available for any department yet to receive their copy. Provision was made for each Operation FireSAFE interview site to receive a copy. Joan explained that these tapes are for use in the Operation FireSAFE program and not for public use.

Public Education - There was no report.

Mental Health Subcommittee - There was no report.

Firesafe Foundation – There was no report.

VI. TV/VCR/DVD UNITS AND VIDEO DISTRIBUTION

Jane Sutter referred to the distribution list provided in Attachment VI of today’s agenda, which indicates the names and numbers of videotapes distributed and TV/VCR/DVD equipment as well. She mentioned that to date 10 copies of the “Plan to Get Out Alive” videos have been provided and distributed.

Jane said that the money committed to Operation FireSAFE by SAFE KIDS Coalition would be used to cover reproduction costs of the program brochure. Jane said she and Martha Collar would discuss what is needed from the program to determine those figures.

VII. OPERATION FIRESAFE PROGRAM STATISTICS

Joan suggested that we attempt to contact Edmond and Bethany about collecting information for the year 2002. She asked that any missing reports be faxed to ACOG.

VIII. NEW BUSINESS

Martha Collar, SAFE KIDS Coalition, announced the Oklahoma SAFE KIDS Summit on May 7, 2004 from 8:00 a.m. to 5:00 p.m. This is the Seventh Childhood Injury Prevention Leadership Conference at Children’s Hospital, OU Medical Center. She said there would be

breakout sessions and she would like to have an Operation FireSAFE exhibit on display. Jerry Church, ACOG, said that it would be possible for ACOG to participate in a FireSAFE display at that event.

Martha provided statistics on the "Save-A-Life" Smoke Alarm Program for FY 2004, which indicates the number of smoke alarms purchased from SAFE KIDS and the number of free alarms given. For each smoke alarm purchased, a free alarm is given. It appears that fire departments in many Oklahoma small towns are taking advantage of the program and purchasing smoke alarms.

Martha reported that SB1224, the car seat law regarding child booster seats, passed the Senate committee yesterday. It will go to the House floor for vote on March 25<sup>th</sup>.

Martha announced that it is time to sell golf ball chances for the annual golf tournament at Oak Tree Golf and Country Club coming up on July 12. She asked if each volunteer could sell a packet of 25 golf ball chances. The price of each chance is \$10. We have until July 12<sup>th</sup> to sell them. The chances are 100% tax deductible. All of the proceeds would go to programs such as Operation FireSAFE, she said.

Joan summarized accomplishments of the Operation FireSAFE Operational Committee for FY 03-04:

- Television public service announcements (PSAs) continued to run on Cox Cable stations (up to 41 channels). Departments received referrals from the PSAs indicating their effectiveness.
- Two new radio PSAs were developed and run at a minimum on KOMA. CD copies were given to member entities.
- An update to the "Plan to Get Out Alive" training video was scripted, produced and distributed at a total cost of \$1,200. Copies were made available for all participating departments. This video is designed for use with the program families.
- The program requested and received \$5,000 from the Kirkpatrick Family Fund, \$2,500 from State Farm Insurance and \$2,500 from the SAFE KIDS Coalition.
- Utilizing the grant monies, three TV/VCR/DVD combination units were purchased and 14 videos for various departments that had requested assistance. (See attached list.)
- Several members of the Operational Committee served as volunteers at the SAFE KIDS golf tournament July 14.

- Nine mental health professionals who participate in the program, attended presentations specifically addressing mental health concerns in working with juvenile firesetters at the Oklahoma Fire and Life Safety Conference last August.
- In October, Tim Adams and Darryl Troupe participated with Martha Collar on 98.9 KYSS-FM on the Jack and Ron show discussing Operation FireSAFE and other fire safety efforts.
- Advanced Interview training was held November 6 in Shawnee. The curriculum received CLEET approval for continuing education hours. The training also brought in several new fire department interviewers from around the region.
- Juvenile Firesetter Interviewer training was held June 25.

Joan mentioned the following items to be considered as goals for calendar year 2004:

**General:**

- Increase the number of member departments submitting monthly statistics reports, making clear that compliance is a prerequisite of involvement in the program.
- Reprint Operation FireSAFE brochure.
- Develop plan for distribution of brochures and posters at schools, day care centers and other appropriate locations.
- Encourage participation by Guthrie, Mustang, Nichols Hills and Yukon fire departments.
- Hold an orientation session for partner organizations such as the District Attorney's office, Department of Human Services, municipal courts and others to increase awareness of the program and foster more effective working relationships.
- Glenda Vassar, State Farm Insurance, asked if the FireSAFE program could have a display booth at the EMS Rescue Fest again this year. Jerry Church agreed that we could. That event is scheduled in May.

**Mental Health:**

- Draft guidelines regarding review and treatment of juvenile firesetters by mental health professionals, for mental health professionals.

- Hold an annual meeting of mental health professionals within participating fire department jurisdictions to review guidelines and recent literature.

X. ADJOURNMENT

Jim Hock made a motion to adjourn. David Perez seconded the motion. The meeting was adjourned at 10:55 a.m.

**OPERATION FireSAFE  
Operational Committee**

*Joan Stephenson, Chairman, Oklahoma City  
Jimmy Gibson, Vice Chair, Shawnee  
Resource Person: Jane Sutter, ACOG*

**2003-2004  
Subcommittees**

**Fund Development Committee**

*Glenda Vassar, Chair*

Jane Sutter, ACOG

**Mental Health Committee**

*Lois Pokorny, Chair, Okla. City-County Health Department*

Kyle Trumbly, Yukon

Mary Beth Logue, Childrens Hospital

Liz Petrin, Pottawatomie County Health Department

Debbie Blood, Okla. City-County Health Department

**Program Development**

*Jimmy Gibson, Chair*

Jerry Lojka, Midwest City

David Perez, Oklahoma Air National Guard

**Public Education**

*Tim Adams, Chair*

Shaum Jennings, Bethany

Darryl Troupe, Norman

Martha Collar, SAFE KIDS Coalition

Resource Person: Jerry Church

## **FIRESAFE VIDEOS AND EQUIPMENT**

Distributed December 2003

**Del City** – Striking Out with Matches, Grandpa Joe’s Secret, TV/VCR/DVD

**El Reno** – In a Flash

**Nichols Hills** - Striking Out with Matches, In a Flash

**Oklahoma City** - Striking Out with Matches, TV/VCR/DVD

**Shawnee** – Striking Out with Matches

**Tinker Air Force Base** – Striking Out with Matches, In a Flash

**The Village** – Striking Out with Matches, In a Flash

**Yukon** – Striking Out with Matches, In a Flash, TV/VCR/DVD

**State Fire Marshal** – Striking Out with Matches