



9-1-1 association of central oklahoma governments

Chair David Hopper  
Norman Councilmember

Vice-Chair Kathy McMillan  
Moore Councilmember

Secretary/Treasurer Keith Bryan  
Mustang Councilmember

Executive Director  
Zach D. Taylor

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY 5:00 P.M., NOVEMBER 26, 2007  
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING**

9-1-1 BOARD OF DIRECTORS AGENDA  
1 p.m., Thursday, November 29, 2007  
ACOG Conference Room  
21 E. Main – Suite 100  
Oklahoma City, Oklahoma, 73104

- I. CALL TO ORDER
- II. INTRODUCTION OF GUESTS
- III. APPROVAL OF MINUTES – October 25, 2007 meeting ([Attachment III](#))
- IV. COMMUNICATIONS
- V. HEARING OF DELEGATIONS OR CITIZENS
- VI. CONSENT DOCKET

**INFORMATION:** This item is placed on the agenda so that the Board of Directors, by unanimous consent, may designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with the approval of all board members that item will be heard in regular order. Staff recommends that item VI-A be placed on the Consent Docket.

A. FINANCE REPORT – NOVEMBER CLAIMS ([Attachment VI-A](#))

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$79,054.97 for the month of November. Staff has found these claims to be in order and proper as to form, and are recommended for payment. A copy of the claims list is included in the agenda packet.

**Action Requested:** Motion to accept the finance report and approve payment of the November recurring claims against the Association.

B. AUTHORIZATION TO CONTINUE THE EXISTING 9-1-1 HARDWARE MAINTENANCE CONTRACT WITH AT&T FOR ONE ADDITIONAL YEAR ([Attachment VI-B](#))

**INFORMATION:** The existing maintenance contract on the hardware equipment located at each of the 22 PSAPs expires December 16, 2007. Staff recommends the 9-1-1 Board of Directors continue the existing contract with AT&T for a 12-month period at a cost of \$224,250.

**Action Requested:** Authorization for the Executive Director to execute a contract between the 9-1-1 Association and AT&T to continue maintenance of the 9-1-1 hardware, for one additional year, subject to legal counsel approval.

C. 2008 MEETING DATES ([Attachment VI-C-1](#), [Attachment VI-C-2](#), [Attachment VI-C-3](#))

**INFORMATION:** In accordance with the Oklahoma Open Meetings Act, the 9-1-1 Association needs to approve a meeting schedule for the calendar year 2008 for the 9-1-1 Association Board of Directors, 9-1-1 Technical Committee and Operation FireSAFE Operational Committee and Burn Prevention Committee. Once approved, the schedule will be submitted to the Oklahoma County Court Clerk.

**Action Requested:** Motion to approve the meeting dates for the calendar year 2008 for the 9-1-1 Board of Directors, 9-1-1 Technical Committee and Operation FireSAFE Operational Committee and Burn Prevention Committee.

VII. ITEMS REQUIRING INDIVIDUAL ACTION

A. AUTHORIZATION TO EXTEND THE EXISTING 9-1-1 ANSWERING SOFTWARE MAINTENANCE CONTRACT WITH AT&T FOR ONE ADDITIONAL YEAR ([Attachment VII-A](#))

**INFORMATION:** Earlier this year at the direction of the Board of Directors, staff conducted an exhaustive process evaluating upgrade options for the existing 9-1-1 answering software located at all 22 PSAPs. After conducting an RFP process and rejecting all proposals, staff determined that there would be a nominal benefit at this time of changing the 9-1-1 answering software considering the exorbitant cost of next generation 9-1-1 software. Therefore, staff is recommending that 9-1-1 ACOG continue with the existing 9-1-1 software, Invision2 which is currently maintained by AT&T.

**Action Requested:** Authorization for the Executive Director to execute a contract between AT&T and 9-1-1 ACOG extending the maintenance of the existing TCI Invision2 9-1-1 answering software for one additional year, subject to legal counsel approval.

B. AUTHORIZATION TO UPGRADE UNINTERRUPTIBLE POWER SOURCE EQUIPMENT AND CONTINUE MAINTENANCE WITH AT&T FOR ANOTHER ONE YEAR PERIOD  
([Attachment VII-B](#))

**INFORMATION:** The existing Uninterruptible Power Source (UPS) that is deployed at all 22 PSAPs is reaching the end of the expected three-year life cycle. AT&T is recommending upgrading the UPS units to the “Tripp•Lite” product, which provides more power protection and has a five-year life cycle. Expenses for the new units were budgeted, as well as the 24/7/365 maintenance and will not change with the new contract.

**Action Requested:** Authorization for the Executive Director to execute a contract for Uninterruptible Power Source equipment and maintenance with AT&T, subject to legal counsel approval.

VIII. GENERAL STATUS REPORT ([Attachment VIII](#))

**INFORMATION:** Information on current projects is included for review and discussion.

**Action Requested:** None, for information only.

IX. NEW BUSINESS

X. ADJOURNMENT

**MINUTES OF THE  
9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
ACOG CONFERENCE ROOM  
OCTOBER 25, 2007**

The ninth meeting of the calendar year 2007 of the 9-1-1 Association of Central Oklahoma Governments Board of Directors convened at 1:07 p.m., October 25, 2007 in the Conference Room, 21 E. Main, Suite 100, Oklahoma City, Oklahoma. This meeting was held as indicated by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG Offices, 21 E. Main, Suite 100, at least twenty-four (24) hours prior to the meeting.

**PRESIDING**

Hon. David Hopper, Councilmember, Norman

**MEMBERS PRESENT**

Hon. James Woodard, Councilmember, Arcadia  
Hon. Roger Malone, Councilmember, Choctaw  
Hon. Ken Bartlett, Councilmember, Del City  
Hon. Dan O'Neil, Mayor, Edmond  
Hon. Julie Rozsypal, Councilmember, El Reno  
Hon. Mary Ann Yarbrough, Trustee, Forest Park  
Hon. Bill Lisby, Councilmember, Harrah  
Hon. Ray Poland, Councilmember, Jones City  
Hon. Matt Elerick, Mayor, Jones City  
Hon. Margaret Graham, Trustee, Luther  
Hon. Russell Smith, Mayor, Midwest City  
Hon. Kathy McMillan, Councilmember, Moore  
Hon. Earnest Ware, Mayor, Spencer  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Mark Sharpton, Commissioner, Logan County  
Hon. Willa Johnson, Commissioner, Oklahoma County

**MEMBERS ABSENT**

Hon. Phillip Shirey, Councilmember, Bethany  
Hon. Chuck Burtcher, Mayor, Guthrie  
Hon. Laurel Anderson, Mayor, Lake Aluma  
Hon. Mark Easton, Councilmember, Lexington  
Hon. Keith Bryan, Councilmember, Mustang  
No Designee, Newcastle  
Hon. Kathy Walker, Councilmember, Nichols Hills  
Hon. James Pumphrey, Mayor, Nicoma Park  
Hon. Gary Hayes, Mayor, Noble  
Hon. John Brown, Councilmember, Piedmont  
Hon. Linda Daniels, Mayor, Slaughterville  
Hon. Kathy Jordon, Trustee, Smith Village  
No Designee, Tuttle

**MEMBERS ABSENT** (continued)

No Designee, Valley Brook  
Hon. Scott Symes, Mayor, The Village  
Hon. Jeff Martinez, Councilmember, Warr Acres  
Hon. Jim Gilbert, Mayor, Woodlawn Park  
Hon. Ward Larson, Councilmember, Yukon  
Hon. Grant Hedrick, Commissioner, Canadian County  
Hon. Rodney Cleveland, Commissioner, Cleveland County

**GUESTS**

Hon. Jason Murphey, Oklahoma State Representative  
Mary Murphey, Logan County  
Earl Burson, City Manager, Harrah  
Joe Blough, Oklahoma County  
Clint Craighead, AT&T

**STAFF**

Zach D. Taylor, Executive Director  
Jane Sutter, Division Director, Intergovernmental Services  
Debbie Cook, Division Director, Finance  
Doug Rex, Division Director, Transportation Planning & Data Services  
Jerry Church, Communications Program Coordinator  
Stephen M. Willoughby, E9-1-1 & Public Safety Programs Director  
Carolyn White, 9-1-1 Database Manager  
Johnny Irons, III, 9-1-1 Projects Coordinator/Analyst  
Wendi Marcy, 9-1-1 Special Programs Officer  
Diane McCullough, Projects Coordinator  
Anita Kroth, 9-1-1 Administrative Assistant  
John G. Johnson, Legal Counsel

I. CALL TO ORDER

Chairman David Hopper called the meeting to order at 1:07 p.m. A quorum was present.

II. INTRODUCTION OF GUESTS

Executive Director Zach Taylor introduced guests Mary Murphey, Logan County Commissioners' office; State Representative Jason Murphey, Logan County; Earl Burson, City of Harrah; Joe Blough, Oklahoma County; Clint Craighead, AT&T; and Kelly Schwarz, John M. Arledge & Associates, P.C.

III. APPROVAL OF MINUTES – October 25, 2007

Director Dan O'Neil, Edmond, made a motion to approve the minutes of the October 25, 2007 meeting. Director James Woodard, Arcadia, seconded the motion.

The motion carried the following votes:

AYE: Woodard, Malone, Bartlett, O'Neil, Rozsypal, Yarbrough, Lisby, Poland, Graham, Smith, McMillan, Hopper, Ware, Hedrick, Sharpton and Johnson

NAY: None

ABSTAIN: None

IV. COMMUNICATIONS

Chairman's Report:

None

Director's Report:

Executive Director Zach Taylor reported that the State 9-1-1 Advisory Board continues to work on the statewide plan to supply 9-1-1 coverage in the areas now unserved by wireline 9-1-1 and wireless 9-1-1.

V. HEARING OF DELEGATIONS OR CITIZENS

None

VI. CONSENT DOCKET

**INFORMATION:** This item is placed on the agenda so that the Board of Directors, by unanimous consent, may designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with the approval of all board members, those items will be heard in regular order. Staff recommends that Items VI-A be placed on the Consent Docket.

A. FINANCE REPORT – OCTOBER 2007 CLAIMS (Attachment VI-A)

**INFORMATION:** Consideration of materials claims budgeted for the Association in the amount of \$73,923.50 for the month of October. Staff has found these claims to be in order and proper as to form, and are recommended for payment. A copy of the claims list is included in the agenda packet.

**Action Requested:** Motion to authorize payment of the October claims against the Association.

Director Ray Poland, Jones City, made a motion to place the items on the Consent Docket and approve or acknowledge those items, subject to any conditions included in that item. Director Mark Sharpton, Logan County, seconded the motion.

The motion carried the following votes:

AYE: Woodard, Malone, Bartlett, O'Neil, Rozsypal, Yarbrough, Lisby, Poland, Graham, Smith, McMillan, Hopper, Ware, Hedrick, Sharpton and Johnson

NAY: None

ABSTAIN: None

Chairman David Hopper asked for clarification on the item of interest earned between savings and operations on the Cash Status report for the month of September.

Debbie Cook, Finance Director, explained that currently 9-1-1 ACOG's main checking account is a "repo-sweep" account where we write checks and at the end of the day the bank sweeps out the money to invest overnight. Also, the savings money is not kept in that sweep account. It is kept in three Certificate of Deposits (CDs) and four T-Bills waiting for it to pay interest monthly. She said two of the CDs pay interest monthly which gets deposited directly to the operating account. She explained that the interest earned in the Operations column represents the interest earned by the sweep account.

Director Dan O'Neil, Edmond, asked about the large difference in wireless from August to September. Debbie explained that the amounts had not yet been determined how much should go to 9-1-1 ACOG and how much will go to Oklahoma City and we can't automatically make the transfer until those details are determined. Therefore, a month or two might be skipped in making that transfer which means it will fluctuate.

Zach Taylor said there is a great deal of fluctuation from month to month in the total wireless subscriptions and the numbers of subscribers between companies. It is a volatile market.

## VII. INFORMATION ITEMS

### A. ANNUAL 9-1-1 AUDIT REPORT FY 2007

Kelly Schwarz, John M. Arledge & Associates, P.C. presented the annual 9-1-1 audit report FY 2007 and briefly reviewed the audit results.

Mr. Schwarz quoted from the Independent Auditor's Report that "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of 9-1-1 ACOG, as of June 30, 2007, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America." He said this is an unqualified, clean opinion on the financial statements.

The final statement of the Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in accordance with Government Auditing Standards, said the results of tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. There were no deficiencies.

He said there is a clean opinion on the Financial Statements, a clean opinion on the Laws and Regulations on Compliance, no internal control comments or findings as result of financial statements audit.

Mr. Schwarz said the second item of the audit is the Audit Communication Letter for the year ended June 30, 2007 directed towards boards of governments that might exist in an organization. He said required adjustments are a part of their responsibility to report and he said in that regard there were no proposed adjustments noted during the audit.

Mr. Schwarz pointed out another important part of Required Communications is to report any disagreements with management, entities or communities of the organization, financial institutions, etc. The report was "We are pleased to report that no disagreements arose during the course of our audit." He said the two primary points to make in an audit is that there were no audit adjustments and no issues or disagreements with management during the audit.

Director Ken Bartlett asked Mr. Schwarz to explain on Pg. 5 of the Auditor's Report the significant difference in the amount shown for Capital Assets [\$81,415] to Capital Asset shown on Pg. 8 [\$851,105]. Mr. Schwarz explained that those additions relate to certain additional equipment: additional computer workstations equipment and mapping display software \$547,659, and additional map database of GIS data \$375,948.

Chairman David Hopper asked if the intangible map database of GIS data will appreciate or depreciate in time. Mr. Schwarz said it will depreciate over time.

Director Ken Bartlett, Del City, made a motion to receive the Fiscal Year 2007 Audit Report of the 9-1-1 Association of Central Oklahoma Governments. Director Willa Johnson seconded the motion. The motion carried the following votes:

AYE: Woodard, Malone, Bartlett, O'Neil, Rozsypal, Yarbrough, Lisby, Poland, Graham, Smith, McMillan, Hopper, Ware, Hedrick, Sharpton and Johnson

NAY: None

ABSTAIN: None

Willa Johnson, Oklahoma County Commissioner, complimented the 9-1-1 Association for consistently having a clean audit report.

Executive Director Zach Taylor thanked Debbie Cook, Finance Division Director, and Mary Henderson, Finance Division accounting staff, for their consistent undue diligence in the management of the financial affairs of our offices, day in day out.

## VIII. GENERAL STATUS REPORT

Stephen Willoughby reported that 9-1-1 ACOG completed the deployment of Phase II in April this year. Staff is currently working with Oklahoma City to deploy in the Oklahoma City limits.

To date, we have completed cut-over with T-Mobile, Sprint PCS, Nextel and AT&T Mobility (formerly Cingular). He said the balance of the wireless carriers are scheduled to be completed by mid-November.

He reported that in September staff sent letters to wireless carriers believed to be providing prepaid wireless service in the Central Oklahoma region. The letter informed them of the changes to the Wireless 9-1-1 Emergency Number Act, which now specifically addresses prepaid wireless service and the requirement for those providers to remit 9-1-1 service fees.

Mr. Willoughby reported that staff is finalizing an agreement between 9-1-1 ACOG, ACOG and the University of Oklahoma Center for Spatial Analysis to share and warehouse Geographical Information System (GIS) data. This agreement will allow staff to routinely provide OU with the most current GIS data for Central Oklahoma. Data will be updated and used by the Oklahoma Tax Commission for remittance of sales tax collected and also provide a resource which staff can use to refer commercial and private entities requesting GIS data. This will mitigate the time staff will need to dedicate to address these external requests.

Mr. Willoughby reported that the U.S. Office of Homeland Security has confirmed the National Incidents Management System (NIMS) compliance deadline of September 30<sup>th</sup> for the FY07 compliance requirement. Communities that did not meet that deadline cannot obtain compliance until next year. There had earlier been some conflicting information on the true deadline.

IX. NEW BUSINESS

None

X. ADJOURNMENT

Chairman David Hopper asked for a motion to adjourn. Director Mark Sharpton made a motion to adjourn. Director Willa Johnson, Oklahoma County, seconded the motion. The motion carried the following votes:

AYE: Woodard, Malone, Bartlett, O'Neil, Rozsypal, Yarbrough, Lisby, Poland, Graham, Smith, McMillan, Hopper, Ware, Hedrick, Sharpton and Johnson

NAY: None

ABSTAIN: None

The meeting was adjourned at 1:31 p.m.

ADOPTED THIS 29<sup>th</sup> DAY OF NOVEMBER, 2007.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary-Treasurer

**PAGE DOWN TO VIEW ATTACHMENT VI-A**

**BE IT RESOLVED, that on this 29th day of November 2007, the following claims are approved by the 9-1-1 Association of Central Oklahoma Governments; and the Director and Officers of this Association are directed to pay such claims.**

**ACOG Administrative Services**

Audit	4,279.44	
Consultant	931.50	
Institute Training	1,665.00	
Legal	500.00	
Mileage	310.75	
Parking	210.00	
Postage	33.30	
Professional Dues	1,224.00	
Supplies	124.51	
Telephone	276.39	
Travel	960.96	
	<hr/>	
<i>Total MSAG/Education/Training</i>		\$ 10,515.85

**9-1-1 Operating/Maintenance**

AT&T (Network, Database, TSP & Frame Relay)	\$ 44,169.82	
AT&T (Wireless Phases I & II)	5,447.49	
SBC Global Services (UPS Maintenance)	1,213.00	
AT&T (Frame Relay EMD Parkview EMS)	463.75	
AT&T (EMSA EMD Frame Relay)	195.36	
AT&T (Meet Point)	116.09	
AT&T (DSL Connection)	103.65	
Chase Equipment Leasing Inc.	13,463.10	
Hinton Telephone Company	246.20	
Logix Communications	199.32	
McLoud Telephone	280.00	
Oklahoma Communication Systems	1,214.78	
Pioneer Telephone (Newcastle Diagnostic Line)	52.97	
Pioneer Telephone (9-1-1 Trunks)	479.58	
Pioneer Telephone (Newcastle Frame Relay)	493.64	
Windstream	73.84	
Language Line	326.53	
	<hr/>	
<i>Total 9-1-1 Operating/Maintenance</i>		68,539.12
<b>Total November Claims</b>		<hr/> <b>\$ 79,054.97</b> <hr/>

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY-TREASURER

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
CASH STATUS REPORT  
FOR THE MONTH ENDED OCTOBER 31, 2007**

	<u>OPERATING</u>	<u>SAVINGS</u>	<u>TOTAL</u>
Beginning Balance <i>October 1, 2007</i>			
Cash on Deposit	\$ 1,384,350.19	\$ 691,357.64	\$ 2,075,707.83
Cash Receipts			
Fee Income	\$ 127,170.78	\$ -	\$ 127,170.78
Fee Income - Wireless Contracts	163,693.00	-	163,693.00
Transfers of Funds	105,457.30	97,929.75	203,387.05
Interest Earned	3,807.82	1,974.42	5,782.24
Miscellaneous	4,466.07	-	4,466.07
Total Cash Receipts	<u>\$ 404,594.97</u>	<u>\$ 99,904.17</u>	<u>\$ 504,499.14</u>
Total Cash Available	\$ 1,788,945.16	\$ 791,261.81	\$ 2,580,206.97
Cash Disbursements			
Claims/Operating Expense	\$ 73,923.50	\$ -	\$ 73,923.50
9-1-1 Fund Disbursement	23,843.75	-	23,843.75
Transfers of Funds	97,929.75	100,757.30	198,687.05
Miscellaneous	29.28	-	29.28
Total Cash Disbursements	<u>\$ 195,726.28</u>	<u>\$ 100,757.30</u>	<u>\$ 296,483.58</u>
Ending Balance <i>October 31, 2007</i>			
Cash on Deposit	<u>\$ 1,593,218.88</u>	<u>\$ 690,504.51</u>	<u>\$ 2,283,723.39</u>

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS  
DISBURSEMENT OF FUND BALANCE  
OCTOBER 2007**

Arcadia	\$ 28.52
Bethany	1,151.17
Choctaw	433.58
Cleveland County	314.55
Del City	837.95
Edmond	4,169.39
El Reno	1,320.39
Forest Park	48.65
Guthrie	1,182.20
Harrah	232.11
Jones	111.94
Lexington	95.77
Midwest City	2,328.65
Moore	1,805.44
Mustang	628.69
Newcastle	345.54
Nichols Hills	269.30
Nicoma Park	114.53
Noble	261.38
Norman	4,663.62
Oklahoma County	723.57
Piedmont	203.38
Slaughterville	96.15
Spencer	149.67
The Village	409.95
Tinker AFB Fire Department	112.11
Tuttle	232.67
Warr Acres	494.44
Woodlawn Park	3.93
Yukon	1,074.51
	-----
Total October Disbursements	\$ 23,843.75
	=====



*9-1-1 association of central oklahoma governments*

Chair David Hopper  
Norman Councilmember

Vice-Chair Kathy McMillan  
Moore Councilmember

Secretary/Treasurer Keith Bryan  
Mustang Councilmember

Executive Director  
Zach D. Taylor

## MEMORANDUM

**DATE:** November 16, 2007

**TO:** 9-1-1 Board of Directors

**FROM:** Stephen M. Willoughby, Director  
E9-1-1 & Public Safety Programs

**SUBJECT:** Authorization to Continue the Existing 9-1-1 Hardware  
Maintenance Contract with AT&T for One Additional Year

**INFORMATION:** The existing maintenance contract on the hardware equipment located at each of the 22 PSAPs expires December 16, 2007. This maintenance includes 24/7/365 response by trained technician and replacement or repair of malfunctioning hardware components. This agreement requires a 24-hour 9-1-1 resolution center accessible to the PSAPs for dispatch of AT&T technicians.

Staff recommends the 9-1-1 Board of Directors continue the existing contract with AT&T for a 12-month period at a cost of \$224,250. This is a \$22,650 increase over the current contract.

**Action Requested:** Authorization for the Executive Director to execute a contract between the 9-1-1 Association and AT&T to continue maintenance of the 9-1-1 hardware for one additional year, subject to legal counsel approval.



9-1-1 association of central oklahoma governments

Chair David Hopper  
Norman Councilmember

Vice-Chair Kathy McMillan  
Moore Councilmember

Secretary/Treasurer Keith Bryan  
Mustang Councilmember

Executive Director  
Zach D. Taylor

## MEMORANDUM

**DATE:** November 16, 2007

**TO:** 9-1-1 Board of Directors

**FROM:** Zach D. Taylor, Executive Director

**SUBJECT:** 9-1-1 Board of Directors Regular Meeting Calendar Year 2008

**INFORMATION:** In compliance with the Oklahoma Open Meetings Act, the 9-1-1 Association must submit the regular meeting date schedules to appropriate county offices prior to December 15. The following dates represent the regular meeting date of the last Thursday of each month for the 9-1-1 ACOG Board of Directors. The Christmas/New Year holidays require a change from the last Thursday. Therefore, it is recommended that the regular December meeting date be scheduled for December 18, 2008. The July and August meetings are combined and rescheduled for August 14, 2008. The recommended meeting place is the ACOG Conference Room at 21 E. Main Street, Suite 100, Oklahoma City, and the meeting time is 1:00 p.m. Consideration of the following recommended schedule of the regular meetings of the 9-1-1 Board of Directors for calendar year 2008 is requested:

January 31	NO JULY MEETING
February 28	August 14
March 27	September 25
April 24	October 30
May 29	November 20
June 26	December 18

**Action Requested:** Motion to approve staff's recommendation of the proposed 2008 meeting dates.



*9-1-1 association of central oklahoma governments*

Chair David Hopper  
Norman Councilmember

Vice-Chair Kathy McMillan  
Moore Councilmember

Secretary/Treasurer Keith Bryan  
Mustang Councilmember

Executive Director  
Zach D. Taylor

**MEMORANDUM**

**DATE:** November 16, 2007  
**TO:** 9-1-1 Board of Directors  
**FROM:** Jane Sutter, Division Director  
**SUBJECT:** 2008 9-1-1 ACOG Technical Committee meeting dates

**INFORMATION:** The following is a list of proposed 9-1-1 Technical Committee regular meeting dates for the calendar year 2008. The dates are scheduled for the second Tuesday of the months of March, September and December at 9:30 a.m., and the first Tuesday in June at 9:30 a.m. in the ACOG Conference Room.

March 11                      June 3                      September 9                      December 9

**Action Requested:** Motion to approve staff's recommendation of the proposed 2008 meeting dates.



*9-1-1 association of central oklahoma governments*

Chair David Hopper  
Norman Councilmember

Vice-Chair Kathy McMillan  
Moore Councilmember

Secretary/Treasurer Keith Bryan  
Mustang Councilmember

Executive Director  
Zach D. Taylor

**MEMORANDUM**

**DATE:** November 16, 2007

**TO:** 9-1-1 Board of Directors

**FROM:** Jane Sutter, Division Director

**SUBJECT:** 2008 Operation FireSAFE Operational Committee & Burn Prevention Committee Regular Meetings

**INFORMATION:** To be in compliance with the Oklahoma Open Meetings Act, the Operation FireSAFE Operational Committee and Burn Prevention Committee needs to file its projected meeting schedule for 2008. The Operational Committee and Burn Prevention Committee recommend meeting the third Tuesday, every other month, at 10:00 a.m. Listed below are recommended meeting dates for calendar year 2008:

January 15	July 15
March 18	September 16
May 20	November 18

**Action Requested:** Motion to approve staff's recommendation of the proposed 2008 meeting dates.



*9-1-1 association of central oklahoma governments*

Chair David Hopper  
Norman Councilmember

Vice-Chair Kathy McMillan  
Moore Councilmember

Secretary/Treasurer Keith Bryan  
Mustang Councilmember

Executive Director  
Zach D. Taylor

## MEMORANDUM

**DATE:** November 16, 2007

**TO:** 9-1-1 Board of Directors

**FROM:** Stephen M. Willoughby, Director  
E9-1-1 & Public Safety Programs

**SUBJECT:** Authorization to extend the existing 9-1-1 Answering Software Maintenance Contract with AT&T for one additional year

**INFORMATION:** The existing 9-1-1 answering software, TCI Invision2, was replacement software chosen by AT&T (then SBC) to complete a 10-year contract for the defunct Nortel software. The existing software was installed in 2001 on a five-year maintenance agreement which was extended in December 2006 for one year, expiring December 16, 2007.

In April, the 9-1-1 Board of Directors authorized staff to advertise and conduct a Request for Proposal (RFP) process for new 9-1-1 answering software. The deadline for responses to this RFP was July 5<sup>th</sup>. After reviewing the four submitted proposals staff determined that all proposals exceeded the budgeted amount authorized by the Board, and that none of them conformed to the terms outlined in the RFP. Therefore, all proposals were rejected.

In the interim months staff has evaluated the options available to 9-1-1 ACOG in order to meet both the short-term and long-term goals of the Association while maintaining the highest level of 9-1-1 service to Central Oklahoma.

Staff evaluations, as well as discussions with consultants and other industry experts revealed the following:

1. The existing 9-1-1 answering software is stable and 9-1-1 ACOG is pleased with the maintenance support currently being provided.

2. By continuing with the current software, local 9-1-1 call-takers do not have to be re-trained, therefore, reducing local expenses for overtime to accommodate training.
3. The existing 9-1-1 answering software was “cutting edge” at the time of acquisition and installation (2001), and much of the industry is just now catching up to this level that 9-1-1 ACOG has been at for years.
4. Next Generation 9-1-1 answering software will most likely be VoIP (Voice over Internet Protocol) based. This technology in the 9-1-1 environment is still in its infancy and nationally recognized standards have yet to be developed.

Based upon these considerations, staff is recommending that 9-1-1 ACOG continue with the existing TCI Invision2 software and maintenance with AT&T for at least one additional year.

**Action Requested:** Authorization for the Executive Director to execute a contract between AT&T and 9-1-1 ACOG extending the maintenance of the existing TCI Invision2 9-1-1 answering software for one additional year, subject to legal counsel approval.



9-1-1 association of central oklahoma governments

## ATTACHMENT VII-B

Chair David Hopper  
Norman Councilmember

Vice-Chair Kathy McMillan  
Moore Councilmember

Secretary/Treasurer Keith Bryan  
Mustang Councilmember

Executive Director  
Zach D. Taylor

### MEMORANDUM

**DATE:** November 16, 2007

**TO:** 9-1-1 Board of Directors

**FROM:** Stephen M. Willoughby, Director  
E9-1-1 & Public Safety Programs

**SUBJECT:** Authorization to Upgrade Uninterruptible Power Source Equipment and Continue Maintenance with AT&T for another one-year period

**INFORMATION:** In 2003, 9-1-1 ACOG's Uninterruptible Power Source (UPS) maintenance provider opted not to renew their contract. 9-1-1 ACOG was forced to conduct a Request for Proposal (RFP) process to select a new vendor to provide this critical maintenance. Of the responses received, only AT&T was able to provide the level of response that is required for 9-1-1 centers.

The UPS equipment purchased at that time is now nearly four years old and is at the end of its life expectancy. AT&T is recommending upgrading the UPS units to the "Tripp•Lite" product, which provides more power protection and has a five-year life cycle. The additional \$60,253 purchase expense for the new units was budgeted. The new units have a five-year warranty. Maintenance expense in the amount of \$14,556 is not a change from the current contract, and is also a budgeted expense.

**Action Requested:** Authorization for the Executive Director to execute a contract for purchase of Uninterruptible Power Source (UPS) equipment and ongoing maintenance with AT&T, subject to legal counsel approval.



*9-1-1 association of central oklahoma governments*

Chair David Hopper  
Norman Councilmember

Vice-Chair Kathy McMillan  
Moore Councilmember

Secretary/Treasurer Keith Bryan  
Mustang Councilmember

Executive Director  
Zach D. Taylor

**MEMORANDUM**

**DATE:** November 16, 2007

**TO:** 9-1-1 Board of Directors

**FROM:** Stephen M. Willoughby, Director  
E9-1-1 & Public Safety Programs

**SUBJECT:** General Status Report

**WIRELESS DEPLOYMENT STATUS**

As of October 28, 2007, Oklahoma City completed its wireless Phase II testing/deployment. The entire Central Oklahoma region now has enhanced wireless 9-1-1 service.

Wireless Phase II 9-1-1 service provides 9-1-1 call-takers with the location of wireless 9-1-1 callers.

**WIRELESS CENSUS**

Staff will be sending letters this month to all the wireless carriers operating in the region reminding them of the annual census of wireless customers that is required by state law. This census information is used by ACOG, the substate planning district, to account and distribute wireless 9-1-1 service fees received. The census is a snapshot of the number of customers each carrier has in each community as of December 31, 2007. This information is due to the substate planning district by February 1, 2008.