



**CITY OF NORMAN, OK**  
**PUBLIC SAFETY OVERSIGHT COMMITTEE**  
Development Center, Room B, 225 N. Webster, Norman, OK 73069  
Thursday, June 08, 2023 at 4:00 PM

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## MINUTES

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### ROLL CALL

#### PRESENT

Chairman Linda Price  
Committee member Gregory Gilkey  
Committee member Kenny Orr  
Committee member Kyle Hurley  
Committee member Lea Greenleaf  
Committee member Mark Emerson  
Committee member Russell Rice  
Committee member Ann Gallagher

#### ABSENT

Committee member Mike Rainer

#### OTHERS

Major Brent Barbour, NPD  
Major Chad Vincent, NPD  
Chief Travis King, NFD  
Kim Coffman, Budget Manager  
Jacob Huckabaa, Budget Technician  
Dannielle Risenhoover, Admin. Tech IV  
Andrea Lewis, Communications Supervisor  
Bill Scanlon, Citizen

Chair Price called the meeting to order at approximately 4:00 PM. She welcomed staff and guests to the meeting.

## **MINUTES**

### **1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM APRIL 13, 2023**

Member Rice made a motion to approve the April 13, 2023 Citizens Public Safety Oversight Committee minutes which was duly seconded by Member Emerson. The motion passed unanimously.

Items submitted for the record:

Citizens Public Safety Oversight Committee Minutes from April 13, 2023

## **REPORTS**

### **2. Finance and Budget Reports**

Kim Coffman gave the report. Coffman stated, "Sales Tax is lagging behind the budget target - slightly." It appears that the Sales Tax for June, which is the last month of Fiscal Year 2023 (FYE23), will be low. Coffman does not think that Sales Tax is going to make a comeback and meet the budget target; however, she stated, "Use Tax and interest have been way above the budget target, so they have more than filled that gap that's left behind by Sales Tax. We are going to finish the fiscal year above the budget target for revenue in total, so that's good news."

There have been no major expenditures. There were payments to Crossland Construction Company, Inc. and ADG for construction at the Emergency Communications Operations Center (ECOC) project. A fan battery was purchased for the new fire apparatus. There were two payrolls in April and two in May. All other expenditures were typical office and safety supply purchases.

There is a projected surplus in the Public Safety Sales Tax (PSST) fund balance of over \$2 million for FYE23. Coffman stated, "We are proposing that they (City Council) use \$2.1 million of PSST fund balance to fund the aerial ladder platform requested by the fire chief. It going to almost wipe out fund balance for PSST fund, but it's not going to be zero."

Coffman will email a month-to-date report to the committee members. She also confirmed that PSST funds do not go to pay for bus expenses.

Items submitted for the record:

Finance and Budget Reports

## **DISCUSSION ITEMS**

### **3. FIRE DEPARTMENT - MONTHLY UPDATES**

Fire Chief Travis King gave the report. King stated that he is excited about the budget amendment that allows for the purchase of a new ladder truck, "We anticipate it (the amendment) passing and I really believe that the support of this committee helped in that." King is confident that \$2.1 million will get the aerial ladder truck purchased and pay for the loose equipment that goes with it. King has a meeting on June 12 with the City Manager to discuss the discounted payment options that are available through the ladder truck vendor. It is expected that the build time on this ladder truck will be less than 2 years. The City is expecting the delivery of two

engine pumpers, one should arrive in October 2023 and the other should arrive in the summer of 2024.

Member Gallagher asked where the Fire Department was on obtaining drones. King replied, "I don't know. Where are we? I've 'T-ed' that up several times over the years. PD has them and we can barrow them whenever we need them." Member Gilkey followed Gallagher's question with, "Why would the Fire Department need drones?" King said, "Wild fires - they are very handy. Even on structure fires you can see maybe some exposures that you can't see from the front or from doing a one-eighty on scene. There are multiple applications in a rescue setting. If you can get one that has a decent payload, you can deliver ropes or life jackets out to a flooding situation. Certainly with night type vision on them, rescue is a great option at night. We've used our hand-held thermal imaging cameras for night time rescues. Certainly a lot of applications on the fire side."

Member Hurley asked Chief King if he budgeted for electronic software to document patient care and reports. King stated, "We're working with New World and legal on a rebate from New World to purchase this software or make them (New World) develop it as they promised they would." Currently, the Fire Department is documenting their calls through Microsoft Word and then attaching the documents to their reports. King says that they are documenting sufficiently, but it's not an efficient way to document; yet, their files are secure. Member Hurley suggested that the Fire Department look into obtaining the ESO software that EMSStat will start using fall of 2023. Hurley said, "I think there would be some good interoperability where we (Norman Fire Department and Norman EMSStat) can transfer stuff. We (Norman EMSStat) have an ESO alerting piece that will be able to connect to the emergency departments so you don't have to get on your radio anymore. Information is electronically transmitted so emergency departments know that folks are coming."

#### 4. POLICE DEPARTMENT - MONTHLY UPDATES

Major Chad Vincent gave the report. Norman Police Department (NPD) is short 22 commissioned officers. Twelve recruits start the NPD academy on June 16. NPD has partnered with the Moore Norman Technology Center's Police Program. It is expected that NPD will acquire a couple of certified police officers from this program. Vincent's goal is to have all but eight officer positions filled by the end of 2023. There will be a police academy that starts January 2024 that will hopefully bring NPD to full staff. Member Gallagher asked what the NPD cadet attrition rate was. Vincent stated that a very rough estimate would be that they lose about "10% – 15%" of their participants.

Since the committee last met there has been one officer involved shooting in which neither person was hit and NPD was able to make an arrest. Officers are working the case of another recent shooting, but the details of this case were not shared in the meeting.

Norman Police Department community events have increased, specifically for the School Resource Officers (SRO). This Summer, these officers will be actively participating in Safety Town, Police Activities League (PAL), advanced SRO school, and other events that foster relationships between law enforcement and the community.

#### 5. DISPATCH DEPARTMENT - MONTHLY UPDATES

Andrea Lewis gave the report. The Dispatch Department has five individuals in training. Two of these employees are about to be released as fully trained. After all five employees are fully trained, Dispatch will be down one employee with two Dispatch positions still in the budget.

Lewis mentioned that Midwest City is paying dispatchers \$2 more an hour than City of Norman and stated, "We are still having a really hard time getting experienced dispatchers. Our pay is just not as competitive as the metro. Oklahoma City is offering, I think, a \$3,000 sign-on bonus as well. We're having a challenge keeping up with pay."

The mobile command post will be undergoing upgrades so Dispatch will operate out of the bomb trailer on July 4.

## 6. EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) PROJECT UPDATES

Major Brent Barbour gave the report. The footings, piers, water lines and French drain system are installed at the ECOC. It is anticipated that in the next few weeks the foundation will be poured. The completion date for the ECOC is slated for July 2024. There are two components that are unfunded in this project. They are the \$805,000 five bay, storage facility and technology pieces that Barbour believes were mistakenly left out of the budget. He stated that the technology costs will work themselves out because the funds budgeted for utility costs won't get spent this year.

Line Maintenance will operate out of the metal building that is currently under construction and adjacent to the ECOC. The ponds to the West of the ECOC are a detention pond and what is believed to be an overflow pond for one of the City's lift stations. Due to the increased expense of burying underground lines, the electric lines in front of the ECOC will remain above ground. The lines from the right of way to the facility will be underground.

## 7. ESTABLISH TOPICS FOR THE JULY 13, 2023 MEETING

Member Rice presented the idea of asking Council for a bond to complete the relocation of Fire Station 5. It was agreed upon by the Committee that this would be an agenda item at the next Public Safety Oversight Committee meeting. Kim Coffman stated that at the last City Council Finance Committee meeting, Council determined that they wanted to get the results of the Public Safety Study before moving forward with relocating Station 5. Chair Price showed concern for the PSST Committee "pushing for something that can't get done yet"; however, per Price's request, Coffman agreed to talk to Anthony Francisco about presenting the Committee with bond information. Price stated, "Talking about it, never hurts anybody."

## MISCELLANEOUS COMMENTS

Member Greenleaf stated, "I'm glad to see that our letter (to Council regarding the purchase of a Fire Department ladder truck) maybe had some effect." Chair Price said, "I think it's always very helpful if we've given it some thought and had discussion time, had background information; they know we're really interested."

Norman's tornado warning system became a discussion after Chair Price stated that she hoped cancelling last month's meeting due to weather concerns "didn't inconvenience everybody". Major Barbour clarified that the tornado sirens are triggered by the National Weather Service, but there is a manual override for triggering additional alarms. Member Greenleaf said, "If we just have one single siren inside the polygon, it will set off the whole series (of sirens) for that area." Chair Price said, "I think it would be beneficial if there was an effort made to explain why they (sirens) go off and how they are set off because there are very few people that understand. If there is a way for us to start communicating information and get it to the English speaking people, and then I'd be really interested in whether or not there's any alternative for non-English

speaking people to get information. I think that would be really beneficial if we had some mechanism.” Member Greenleaf said, “That is one thing that we are trying to get done right now. Not only that, but the whole education on the sirens and storm warnings; it’s difficult. You know the transcript only has 6,000 subscribers. What we’ve got to do is get the radio stations and television stations to start doing some public education. We’d be interested in peoples’ ideas on how to get it disseminated.”

## **ADJOURNMENT**

Member Rice made a motion to adjourn the meeting which was duly seconded by Member Hurley. The motion passed unanimously. The meeting adjourned at approximately 5:00 PM.

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Linda Price, Chair  
Citizens Public Safety Oversight Committee