



**CITY OF NORMAN, OK**  
**PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING**  
Development Center, Room B, 225 N. Webster, Norman, OK 73069  
Thursday, April 11, 2024 at 4:00 PM

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## MINUTES

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### ROLL CALL

#### PRESENT

Chairman Linda Price  
Committee Member Kenny Orr  
Committee Member Kyle Hurley  
Committee Member Lea Greenleaf  
Committee Member Mark Emerson  
Committee Member Ann Gallagher  
Committee Member Greg Gilkey

#### ABSENT

Committee Member Russell Rice

#### OTHERS

Major Brent Barbour, NPD  
Battalion Chief Chad Roney, NFD  
Russell Anderson, Comm. Systems Manager  
Kim Coffman, Budget Manager  
Dannielle Risenhoover, Administrative Tech. IV  
Jacob Huckabaa, Budget Technician  
Bill Scanlon, Citizen  
Chris Snider, Emergency Management  
Josh Hinkle, Ward 6 Councilmember Elect  
Lance Terry, Citizen

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

## MINUTES

### 1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM MARCH 14, 2024

Member Gallagher moved to approve the March 14, 2024 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 March 14, 2024.

## REPORTS

### 2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FINANCIAL REPORTS

Kim Coffman gave the report. Coffman stated that sales tax is "flat for the month of March" and down 5% for the fiscal year. "Our target, if we're going to meet our budget, is about \$1,056,000 each month and in March we only brought in about \$900,000," Coffman said.

The School Resource Officer (SRO) reimbursements to the City, for services provided to Norman Public Schools, have still not been received. "I do have an update on this today," Coffman said. "I just spoke with City Manager Darrel Pyle. He told me to invoice them for the \$700,000 that they verbally agreed to at a Council meeting. I sent the invoice to their CFO just a few minutes ago and invoiced them for quarters one through three. This is a reduction from the original \$766,000 that I originally billed them for."

Coffman stated that there weren't any major purchases during the month of March. She did highlight the following expenses: a capital purchase out of the Fleet Heavy Repair account for \$1,817 that went toward wiring for a vehicle lift; a capital purchase out of the Patrol account for \$141,403 that went toward three different patrol units; \$1,137 in the SRO account that went toward equipment for the four, new SROs; an architectural design payment of \$32,635 for the Emergency Communications Operations Center (ECOC); and a bond, debt service payment for \$1,188,177. The bond matures in fiscal year 2027.

The following purchases have been allotted out of the Public Safety Sales Tax (PSST) Fund for fiscal year 2025: two replacement vehicles for the Police Department, the replacement of an F-450 for the Fire Department, and radio equipment for the ECOC.

Purchases pertaining to public safety have been allotted out of the General Fund for fiscal year 2025 and include: Records Management System software for the Fire Department, and computer equipment for the ECOC.

Member Greenleaf had questions on some of the expenditures. Coffman researched his questions and followed up with the following: "In account 15665143-43107 – Other Supplies and Materials – Institutional – \$3,399.80 was spent on 20 chairs for the training lab, and another \$1,020.10 was spent on a desk and desk chairs for Station 9 in March. In account 15665143-43802 – Internal Services Fleet Parts – \$15,338.43 was the amount billed to PSST Suppression for February auto part purchases. Fleet said Unit 25 received a new radiator, ECM, circuit board and box for the aerial, and Unit 18 received new rear tires. Everything else is normal wear and tear."

Items submitted for the record:  
Financial Reports

## **DISCUSSION ITEMS**

### **3. MONTHLY UPDATES**

#### **a) FIRE DEPARTMENT UPDATES**

Battalion Chief Chad Roney gave the report. The Fire Department has two fire apparatus units that are going through the build process. They are a mid-mount aerial ladder and an engine. The Aerial ladder platform is 18 or more months out from being completed.

A part of the Public Safety Study includes an employee survey. The employee survey portion of the study has been completed as well as interviews with command, administrative, training and prevention staff members. The Fire Department has received initial reports from the study and are reviewing them for accuracy. The Public Safety Study is expected to be complete around the end of May 2024.

Roney has not received any updates regarding the grievance filed by the Fire Fighters' Union involving paramedic protocols at fire stations five and six. "To my knowledge, we have not gotten any directive to start back up with paramedic protocols," Roney said.

#### **b) POLICE DEPARTMENT UPDATES**

Major Chad Vincent gave the report. Vincent states that the Norman Police Department (NPD) has 169 commissioned staff members employed out of 184 available positions. There are currently 21 officers completing various stages of training.

Kim Coffman stated that the Public Safety Sales Tax (PSST) Fund will need a \$200,000 subsidy from the General Fund in Fiscal Year 2025 to support the 90 positions that are currently in the PSST Fund. "The last couple of years we haven't had a subsidy in the PSST Fund. The revenues have been sufficient to cover the expenses, but that's not the case for next fiscal year," Coffman said. "No SROs were approved, none of the Police Department positions that were requested were approved, and none of the Fire Department positions were approved for the next fiscal year. Sales tax has been really flat for the last couple of years and that's what we're projecting again for next year."

The Police Department continues to prepare for community activities, such as Music Fest at the end of April, State Special Olympics Games, and football season.

The department will start installing in-car cameras in their police cars this summer. "It helps with officer safety, more transparency, and just really an extra, added benefit," Vincent said.

The Police Department has partnered with a leadership company to help improve coaching, mentoring and overall department leadership. Eight sessions have been completed by several NPD staff. This training will be passed on throughout the department.

The department is on pace to deploy four additional SROs into the Norman Public School system in fall 2024. The additional four SROs will be assigned to specific, geographically based, locations that have not yet been determined. Vincent confirmed that there won't be NPD and

Cleveland County SROs at the same location. "As we add more SROs, (Cleveland) County will pull back on their SROs," Vincent said.

#### c) DISPATCH UPDATES

Russell Anderson gave the report. Four people have almost completed their Dispatch training and a fifth person is three weeks into training. Anderson states that all these employees are doing really well and credits the artificial intelligence 911 call simulations in helping hone their skills. Another academy starts on April 22. Dispatch is down four employees, but three people are out on long-term leave.

The Mobile Command Post is back in service after \$136,000 in renovations. The unit was recently instrumental in helping reunite missing family members at the Medieval Fair; this included reuniting nine children, as young as two years old, with their parents.

The University of Oklahoma is expected to "go live" on the City of Norman's Computer Aided Design (CAD) system on April 30th. This date was pushed back from April 1, 2024.

#### d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the report. The bid for construction of the Vehicle Storage Facility at the ECOC is now closed. Barbour will present the cost to Council by the end of April and the facility should be constructed by September. Progress is still on track at the ECOC. "Crosslands (Construction) has told us that they have no concerns with timelines right now. In fact, they have moved up the timeline to June," Barbour said. "If everything goes right, you should have a notice in your email next week for a Grand Opening on July 18 at 2:00 in the afternoon."

#### 4. ESTABLISH TOPICS FOR THE MAY 9, 2024 MEETING

The topics for the next meeting will remain the same.

#### MISCELLANEOUS COMMENTS

Member Greenleaf asked what the dollar amount totaled for Emergency Management's budget requests for the ECOC. Kim Coffman replied, "The radio equipment was \$24,000 and it was his full request and then the computer equipment was \$56,000 and that was what he requested as well."

#### ADJOURNMENT

Member Gallagher made a motion to adjourn the meeting which was duly seconded by Member Hurley. The motion passed unanimously

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Linda Price, Chair  
Citizens Public Safety Oversight Committee