



CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, February 13, 2025 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Thursday, February 13, 2025 at 4:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT

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

ABSENT

None

OTHERS

Major Brent Barbour, NPD
Major Chad Vincent, NPD
Asst. Chief Chad Roney, NFD
Russell Anderson, Comm. Systems Manager
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Dannielle Risenhoover, Admin. Tech IV
Bill Scanlon, Citizen

1. NOMINATIONS AND ELECTION OF CHAIR AND VICE-CHAIR TO THE PUBLIC SAFETY OVERSIGHT COMMITTEE FOR 2025.

Ballots were passed out so Members could vote on Chair and Vice Chair for the 2025 Public Safety Oversight Committee. At the Committee's previous meeting, Lea Greenleaf and Linda Price had accepted nominations for Chair and Kyle Hurley had accepted the nomination for Vice Chair. Hearing no other nominations at today's meeting, Chair Price instructed the Committee Members to vote via ballot. Member Linda Price won and accepted the 2025 position for Chair and Member Kyle Hurley won and accepted the 2025 position for Vice Chair.

MINUTES

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR DISCUSSION OF MINUTES FROM DECEMBER 12, 2024

Member Gallagher moved to approve the December 12, 2024 Public Safety Oversight Committee minutes which was duly seconded by Member Rice. The motion passed unanimously.

Items submitted for the record:

Citizens Public Safety Oversight Committee Minutes from December 12, 2024.

REPORTS

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

Kim Coffman gave the report. "We're about 6% behind the budgeted target, year-to-date, in sales tax," Coffman said. The Public Safety Sales Tax Fund was positive at the end of Fiscal Year 2024 with a \$2.6 million balance. It is expected that this balance will be drawn down to \$221,000 by the close of Fiscal Year 2025. It is projected that \$2.3 million in this Fund will be spent on capital equipment this fiscal year and there is \$2.3 million in debt service, due to bonds that were issued in 2016. "We are budgeting, at this point, about a \$1.6 million subsidy from the General Fund just to make the PSST Fund balance," Coffman said. The bond debt service payments will continue for the next two fiscal years. The last debt service payment for this Fund will be made March 1, 2027. Once the bond debt is paid, funds may be allocated for the reconstruction of Fire Station 5. The City is duty bound by the Public Safety Sales Tax ordinance to rebuild fire station five and is also expected to provide for some capital purchases. After Fire Station 5 has been funded, the Public Safety Sales Tax revenue and expenses will become a function of the General Fund.

Norman Public Schools (NPS) are up-to-date with their payments to the City of Norman for the School Resource Officer (SRO) Program. Based on current expense trends and salaries that are expected for the 13 SRO officers, Coffman is projecting that the SRO program will cost \$2.4 million in fiscal year 2026. "If the school district does agree to pay \$557,000, which is just a 5% increase over what they agreed to pay for the current year, that would be about 23% of the total program," Coffman said. "Their current contract only included \$165,000 of overtime. Through tomorrow's pay date, we will have paid \$177,000 of overtime for SRO officers and any other officer that covered school functions. They (officers) have also booked about 190 hours of comp time to be paid at a later date. I think their estimate is a little low on overtime and I've let the City Manager know."

Major Chad Vincent stated, "If the overtime is trending high, we look very closely at the individual events that we are doing and the functions. We've really pared everything back that we can. If we continue to pare back more and reduce more, we're going to start doing less than we've ever done. We probably need to consider invoicing them (NPS) just to get caught back up and as we go back in for negotiation, we probably need to drop a new number in there (the contract) and talk about what that looks like."

Coffman discussed the budget requests for Fiscal Year 2026 and expressed the City Manager's concern regarding stagnant sales tax numbers and a desire for continued conservative spending. There is one capital request out of the PSST Fund from the Fire Department for \$58,000 to repair and replace radios and chargers. The Fleet Department is recommending that 16 police vehicles be replaced and five fire vehicles be replaced out of the PSST Fund. This includes four fire trucks and one F450 Brush Pumper. Out of the General Fund, 78 positions have been requested; 50 of the positions requested are within the Fire Department and 19 positions are within the Police Department. The cost of these positions to the Fiscal Year 2026 budget would total approximately \$9.9 million (\$1.5 million for the new police positions and \$4.7 million for the new fire positions).

Items submitted for the record:
Financial Reports

DISCUSSION ITEMS

4. MONTHLY UPDATES

a) FIRE DEPARTMENT UPDATES

Assistant Chief Chad Roney gave the update. The replacement for Engine Three is expected in December 2025 and the replacement for Ladder One is expected in May 2026.

Roney broke down the Public Safety Study and how it relates to the Fire Department. One hundred and twenty-one total positions were suggested by the study. "There were 10 university cities that we were compared to," Roney said. "If we got those numbers, it would put us in line with where those departments are." The Fire Departments biggest staffing deficit is in the training division. "There is one person in the entire training division for 164 and a half personnel," Roney said. High staffing priorities were listed as follows: increase suppression staff, increase minimum staffing at Stations 8 and 9, increase minimum staffing for ladder companies, establish Battalion Chief positions with new stations.

The Study's recommendations span a 10-year period. An immediate need identified in the study included the construction of Fire Station 10. It's suggested that this fire station be built around the area of 36th Ave. SE and Hwy. 9. After Fire Station 10's completion, it is suggested that the City start construction of Fire Station 11 in the area of Tecumseh Road and 24th Ave. NE. It is recommended that within five to 10 years, that Fire Station 12 be constructed in the area of 108th and Franklin. The following fire stations are recommended to be replaced within the next five years: Station 1, Station 2, and Station 5. The following fire stations are recommended to be renovated within the next five years: Station 4 and Station 6.

Roney stated that the Fire Department would like to provide the study's suggested educational opportunities; however, he stated, "Currently we are just stretched too thin due to being so low on personnel." The opportunities suggested include developing a succession plan and mentoring program to support staff and ensure organizational continuity, working with Emergency Communications to share knowledge and establish protocol to improve consistency of service, and to benchmark performance objectives.

Member Hurley commented on the study not addressing Norman Fire Department getting advanced life support (ALS) certified. "I think it's very safe to say that the overwhelming majority

of the calls that Norman Fire runs are medical in some sort of fashion,” Hurley said. “The concern I have is they have on here, “low priority”. The only thing they mention here about any sort of medical or EMS need is the additional full-time instructor position.” Roney stated, “We had three, if not four, conversations regarding that. Their take on it was that since we are not a transport service, they felt like there wasn’t as high of a need.”

Items submitted for the record:

Fire Department Resource Allocation Study Executive Summary

b) POLICE DEPARTMENT UPDATES

Major Chad Vincent gave the report. Six cadets are scheduled to graduate from the Police Academy on February 14, 2025. The next Police Academy is slated for April 2025. Vincent believes that the Police Department could be fully staffed at the conclusion of the April academy.

Vincent summarized the Public Safety Study and how it pertained to the Police Department. The study recommended that the City construct new police headquarters and start by conducting a needs assessment to determine the department’s current and future needs. The study suggested that the Police Department is currently 11 commissioned officers short and 19 professional staff short. In addition to these personnel, it recommended that by 2034 the department should add an additional 16 commissioned officers and five professional staff. The study encouraged the development of the following specialized units and/or programs: Traffic Enforcement and Investigative Unit, continued emphasis of the Community Policing Model, creation of a Health and Wellness Coordinator position, and development of a college-credit internship program. The study suggested leveraging a variety of underutilized technology components to improve response to criminal activity and critical incidents. These included more public cameras with live feeds, social media monitoring software, and video feed integration.

Vincent stated that the study recommended that the Police Department create a Community Outreach Division by pulling some of the officers from patrol to comprise it. Vincent called this “a swing and a miss.” “I think what they failed to process,” Vincent said, “is that we are heavily community based as far as our department goes. That’s just who we are at the core. We believe we do policing differently and to stand up a group that just does community policing is completely against what we would want to do.”

Items submitted for the record:

Police Department Resource Allocation Study Executive Summary

c) DISPATCH UPDATES

Russell Anderson gave the report. The Dispatch Department is down two employees and is filtering through 14 good applications for the positions. The City of Moore and the City of Norman Legal Departments are working out agreements for the City of Moore to join the City of Norman’s radio system. Anderson expects agreements to be finalized in Fiscal Year 2026. The Dispatch Department continues to work with the University of Oklahoma Computer Science Department to develop voice to text platforms.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the report. The Emergency Communications Operations Center (ECOC) will be finished after approximately three punch list items are completed. The Vehicle Storage Facility is now functional and occupancy should be granted in March 2025.

Barbour stated that there are additional construction elements to the ECOC that “weren’t green lighted” during the initial phase of construction due to fear of over extending the budget. Staff is now requesting that these elements or items be completed. They include: solar panel installation, and installation of a generator that primarily runs on natural gas in addition to the diesel fueled generator.

5. ESTABLISH TOPICS FOR THE MARCH 14, 2025 MEETING

Member Greenleaf stated, “I think in lieu of having this new Matrix (Public Safety Study) out that we could start maybe dividing it up and looking at sections of it. There are a lot of opportunities out there and we’re going to have to figure out what funding is going to be available.”

Member Hurley stated, “I think we should request some guidance from Council on what next steps look like, especially if there’s going to be talk about a PSST three coming out. I feel like we need to be front and center, to your point Lea. I would want to hear from Council. What is their expectation for what we do with this?”

Chair Price added, “That was one of my concerns. I don’t believe that any costs have been associated with any of this at this point in time. What is the plan for assessing the costs? We’re talking about a lot of structures and we know that each of them are millions of dollars, and staffing is huge. I completely agree that we need all of that but the money has to come from somewhere and clearly the City does not currently have that money.”

Kim Coffman replied, “Anthony’s recommendation to the City Manager on staffing is going to be that we don’t add any new positions for next year, on the staffing side anyway, not on the capital building side. That was his recommendation last year too though, and he (City Manager) added an Animal Welfare Technician. It’s the City Manager’s decision. On the capital side, sales tax has been stagnant and we don’t have any additional funds for new capital projects either. All of our existing and recurring capital projects are using up all the projected revenue. For Station 5 at least, when the PSST bonds mature in two years, we can issue new bonds and use those funds to pay for the relocation of Station 5 from the PSST Fund; but, I don’t know how they’re going to pay for these other needs, I really don’t.”

Chair Price said, “I completely agree that we need to go forward and we need to do something, but I don’t know that even if we split up to look at this, that we would have any clue of how to go because funding is the key mechanism here. I think we need to hear from the powers who are going to make those decisions.” Price continued by asking that the Police Department and Fire Department keep the PSST Committee informed as to what the Committee can do to help support each of the departments’ needs after they have been prioritized.

Member Hurley stated, “We need guidance from someone, the City Manager or Council. I almost feel like this will be a working session with a lot of hours, with some sort of mix with Council representation; staff representation; Finance, Police, and Fire representation; and representation from here (PSST Committee) to just start ironing all this out.”

Chair Price stated that the PSST Committee could offer their assistance in filtering and digesting the Public Safety Study, but for the next meeting there would not be any new topics.

MISCELLANEOUS COMMENTS

None.

ADJOURNMENT

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

Linda Price, Chair
Citizens Public Safety Oversight Committee