

# OK1FIRST

## Member Agreement

*Updated November 3, 2021 and Approved by the OK-First Advisory Committee*

### 1. Eligibility

Participation in the OK-First program is limited to Oklahoma agencies with jurisdictional responsibility and authority in maintaining public safety. Members must be employed by, appointed to, or an official volunteer of an eligible agency. Such agencies include, but are not limited to:

- Local, municipal, state, regional, tribal, or federal government agencies,
- Schools (K12 and university), and
- Non-profit disaster relief agencies.

In addition, to assist Oklahoma counties along the state border, officials from public safety agencies outside of Oklahoma are eligible to participate in OK-First if the following are met:

- 1) The agency's jurisdiction is located in a county bordering Oklahoma and
- 2) The prospective member attends an online OK-First Certification class (in-person OK-First Certification classes are limited to members with jurisdictions in Oklahoma).

Due to the nature of the funding that supports this program, for-profit entities are **NOT** eligible to participate in OK-First.

### 2. OK-First Certification Requirements and Policies

This section details the requirements and policies for OK-First Certified members.

#### **2.1. Eligibility Requirements**

- Candidates for OK-First Certification must be employed by, appointed to, or an official volunteer of an eligible agency.
- Candidates for OK-First Certification must be approved by an agency supervisor. The agency supervisor must complete the "Agency Supervisor" section found on page 5.
- Candidates for OK-First Certification must submit a completed OK-First Member Agreement Signature Page found on page 5. The candidate will not be permitted to enroll in OK-First classes until the completed Signature Page is received and reviewed by OK-First.

#### **2.2. Training Requirements**

- Complete the OK-First Certification Class
  - Training topics include: Basic Meteorology, Observations, NWS Products, Radar, Severe Storms, Heavy Precipitation, Fire Weather, and Winter Weather
- Pass the OK-First Certification test with a 70% or higher
  - If unsuccessful: re-take test and achieve 70% or higher to become certified
  - If unsuccessful again: re-take Certification Class
- To maintain OK-First Certification, OK-First Certified members must:
  - Attend and complete an OK-First Re-certification class **no less than once every 18 months**

### 2.3. Access Privileges and Accounts

- OK-First Certified members are granted full access to password-protected OK-First content on a personal OK-First account. Accounts are **NOT** to be shared.

### 2.4. Losing OK-First Certification

- Failure to comply with the requirements and policies outlined in Section 2 will result in revocation of certification and loss of data access for the **individual** in violation.

### 2.5. Re-establishing OK-First Certification

- Following a loss of OK-First Certification, the member can re-establish certification by:
  1. Submitting a newly completed OK-First Member Agreement Signature Page,
  2. Passing the OK-First Certification test with a 70% or higher, and
    - If unsuccessful, skip Step 3 below and instead complete the steps in **Section 2.2. Training Requirements**
  3. Attending an OK-First Re-certification class.

## 3. Legacy OK-First Assistant Certification Requirements and Policies

From 2000 to 2021 OK-First provided a second certification level known as OK-First Assistant Certification. This section details the requirements and policies for remaining legacy OK-First Assistant Certified members.

### 3.1. OK-First Assistant Certification Requirements

Those receiving OK-First Assistant Certification prior to November 3, 2021 can retain their legacy OK-First Assistant Certification by meeting all of the following requirements:

- 1) Must continue to be employed by, appointed to, or an official volunteer of an eligible agency
- 2) Must be at an agency with at least 1 active OK-First Certified member
- 3) Must attend and complete an OK-First Re-certification class **no less than once every 24 months**

**OK-First Assistant Certified members who fail to meet the above requirements will lose their OK-First Assistant Certification and data access. Once Assistant Certification is lost it cannot be reinstated. If this occurs a former member may become a part of the program again by becoming OK-First Certified (see Section 2).**

### 3.2 Transitioning from OK-First Assistant Certified to OK-First Certified

If interested, members holding a legacy OK-First Assistant Certification can become OK-First Certified by successfully completing the OK-First Certification class (see Section 2.2).

### 3.2. Loss of the Only OK-First Certified Member at an Agency

When an agency loses its only OK-First Certified member, it is the agency's responsibility to get a new staff member OK-First Certified. Agencies in this situation will be given a 6-month grace period to get a new staff member OK-First Certified. Failure to do so during this grace period will result in loss of certification and data access for any legacy OK-First Assistant Certified members at the agency.

## 4. Online OK-First Classes

OK-First offers online OK-First classes for credit, which are delivered in an "asynchronous" format. The following details the policies relating to online OK-First classes.

#### **4.1. Asynchronous Learning**

Asynchronous learning is a common online format that allows multiple students to take a class concurrently, yet participate at times that are convenient for them. Similar to a live class, asynchronous classes have defined start and end dates (i.e., March 1-14). As such, it is the responsibility of the student to participate in the class and complete it while the class is in session.

#### **4.2. Getting Credit for Online OK-First Classes**

OK-First members will receive credit for an online OK-First class by successfully completing all of the class requirements by the deadline established at the beginning of the class. Partial completion of class requirements by the deadline will result in not receiving credit for the class.

#### **4.3. Class Extensions**

Online OK-First classes are open for a specific period of time to provide opportunities for interaction between OK-First staff and members. With the exception of emergency situations, online OK-First classes will not be extended for OK-First members.

### **5. OK-First Account Policy**

OK-First accounts are the sole possession of each individual user and are **NOT TO BE SHARED**. Failure to comply with this policy will result in revocation of certification and loss of data access for the **individual(s)** in violation.

#### **5.1. Usernames**

OK-First usernames are email based. When creating a personal OK-First account, members are strongly encouraged to use an email address you check often. This email will become the username of your OK-First account.

#### **5.2. Passwords**

Should a member happen to forget their OK-First password, follow the instructions listed under “Forget your password?” located at: [https://www.mesonet.org/index.php/okfirst/sign\\_in](https://www.mesonet.org/index.php/okfirst/sign_in) to change your password.

### **6. Oklahoma Mesonet Data Policy**

In accordance with the Oklahoma Mesonet Data Access Policy available at [http://www.mesonet.org/index.php/site/about/data\\_access\\_and\\_pricing](http://www.mesonet.org/index.php/site/about/data_access_and_pricing), Mesonet data fees are waived for Public Safety Agencies in Oklahoma. Although not described in the Data Access Policy, the Oklahoma Mesonet grants special permission to Certified OK-First Members in neighboring states to receive Oklahoma Mesonet data free of charge. Oklahoma Mesonet data and products provided on the server are proprietary to the Oklahoma Mesonet. Although Oklahoma Mesonet data or files may be re-distributed to public officials in your jurisdiction, they should not be distributed to media and commercial/business users without the prior written consent of the Oklahoma Mesonet.

### **7. Data and Image Policy**

Data and images obtained from OK-First/Oklahoma Mesonet websites and software can be used by certified OK-First members in his/her official capacity. OK-First Certified members are granted permission to post images from the OK-First/Oklahoma Mesonet websites and software to social media and agency-maintained websites to communicate an impending weather risk.

## **8. Statement of Cooperation**

Local National Weather Service (NWS) offices have the authority to produce warnings for hazardous weather conditions. Local officials have the authority to implement policies to protect the public, including local implementation of NWS warnings. The legislative mandate of the Oklahoma Climatological Survey (the Oklahoma Mesonet's operational home) includes the dissemination of weather and climate data of benefit to decision makers, including both the NWS and local officials. In order to fulfill these respective missions to protect the public, a philosophy to maintain cooperation and communication between the NWS, the Oklahoma Mesonet, and local officials is necessary. Oklahoma Mesonet staff reserve the right to intervene in situations when cooperation between NWS and local officials is violated, including, but not limited to, revocation of OK-First Certification and data access.

## **9. Termination of Negligent OK-First Members**

Should an OK-First member be found to be jeopardizing public safety operations, exhibiting unruly behavior that compromises the integrity of the OK-First program and its members, or violating any of the terms within this Member Agreement, the Oklahoma Mesonet reserves the right to immediately revoke the OK-First Certification and data access of the individual.

# OK1FIRST

## Member Agreement Signature Page

### OK-First Member

I agree to the conditions listed in the OK-First Member Agreement. By signing below I affirm my employment with, appointment to, or official volunteering status with an agency responsible for maintaining public safety.

I understand that the email address I registered my OK-First account under will be the primary method for OK-First to contact me. \_\_\_\_\_ (Initial)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

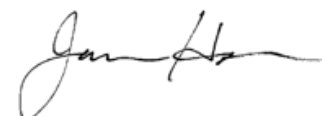
Agency Name: \_\_\_\_\_

Address (Street): \_\_\_\_\_

Address (City, State, ZIP): \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Phone (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_



**James Hocker**  
Program Manager, OK-First  
405-325-3230

### Agency Supervisor

I approve of this individual participating in OK-First and can affirm their employment with, appointment to, or official volunteering status with this agency. **NOTE:** The individual listed below **CANNOT** be the same as the one above. If you hold a position of authority, please have a colleague complete this section.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address (Street): \_\_\_\_\_

Address (City, State, ZIP): \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Phone (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Please submit your completed OK-First Member Agreement Signature Page to OK-First using one of the following methods:

**Scan/Photograph & Email:** [okfirst@mesonet.org](mailto:okfirst@mesonet.org)

**Fax:** 405-325-7282