

Oklahoma Wireless Information Network

Executive Committee

July 8, 2011

Meeting Minutes

<u>Present</u>	<u>Absent</u>	<u>Member</u>	<u>Organization</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Matt Stillwell	City of Edmond
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lance Terry	City of Norman
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Larry White	City of Owasso
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Don Lynch	City of Shawnee
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Shoemaker	City of Tulsa
<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Geddie	City of Tulsa
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will Borden	Oklahoma Department of Public Safety
<input type="checkbox"/>	<input checked="" type="checkbox"/>	James Rinta	Oklahoma Department of Public Safety

Guests Reporting:

1. Stan Shook,
 - a. ASTRO P25 Master Site
 - i. Operational since April 8th
 - ii. ATP was completed on the June 28th
 - iii. Punch List items being addressed by Motorola
 1. Dynamic Regrouping ID
 2. Zone Profile is not functioning properly
 3. Console configuration issue
 - b. Muskogee Corridor P25 Sites
 - i. Operational since March
 - ii. ATP was completed in May
 - iii. Project is scheduled to be closed out in July
 - c. Muskogee Subscriber Project
 - i. Scheduled to go live at the end of July
 - d. Grady County Sheriff
 - i. Subscribers have been deployed
 - ii. Console has been installed
 - iii. Cutover is tentatively scheduled for the last week of July
 - e. Chickasha Channel Upgrade
 - i. Hardware has been installed
 - ii. FCC license is still pending
 - iii. Site will be optimized and operational upon receiving FCC license
 - f. Chickasaw Nation 800 MHz Site
 - i. Civil work begins in August

- ii. Fixed Network Equipment scheduled to be installed early September
- iii. Cutover is scheduled for last September
- g. Lake Eucha 800 MHz Upgrade
 - i. Kick off meeting is scheduled for July 11
 - ii. Tower Analysis has been completed
 - iii. Civil work is scheduled to begin late July
- h. Rebanding Infrastructure Project
 - i. On hold until first touch is complete by DPS and City of Tulsa
- 2. Scott Walsh, Technical Committee Feedback
- 3. Ken Kappen, James Rinta's backup

Agenda Items

1. Call to Order
2. Roll Call
3. Approval of Minutes, July 1, 2011 (Approved)
4. Review Recommendations from Technical Committee

ENTITY	BACKGROUND	ACTIVITY	PASS/FAIL	NOTES
Canadian County EM	<ul style="list-style-type: none"> • Canadian County EM is requesting one EM talkgroup • RECOMMEND: do not approve the EM talk-group. • Reasons: EM will have access to the five Central REMA talkgroups, SEMA3 and SEMA4. Canadian County will only have 3 or 4 radios for EM use. 		Fail	Executive Committee recommends tabling this motion until the Oklahoma Emergency Management Association Technical and Process Committee reviews the proposed five (5) Central REMA talk-groups on July 29 th . Don Lynch will report back to the OKWIN Executive Committee of their recommendations on August 5 th .
Lincoln County EM	<ul style="list-style-type: none"> • Lincoln County EM is requesting one EM talkgroup • RECOMMEND: do not approve the EM talk-group. • Reasons: EM will have access to the five Central REMA talkgroups, SEMA3 and SEMA4. Canadian County will only have 3 or 4 radios for EM use. 		Fail	See notes for Canadian County Emergency Management.

ENTITY	BACKGROUND	ACTIVITY	PASS/FAIL	NOTES
Oklahoma State University Emergency Management	<ul style="list-style-type: none"> • OSU EM has requested four (4) talkgroups; 2 talkgroups are requested for Emergency Operations. 1 talkgroup is requested for Police. 1 talkgroup is requested for Environmental, Health and Safety. • RECOMMEND: Approve the creation of eight (8) total talkgroups for OSU: <ul style="list-style-type: none"> ○ 1 analog talk-group for OSU Police ○ 1 digital talk-group for OSU EM (MAIN) ○ 1 digital talk-group for OSU Environmental, Health and Safety ○ 5 digital talk-group for all departments to use a tacticals (and future expansion). • REASON: OSU is just joining the system and will likely be the major user of the Stillwater site. Creating talk-groups now allows the talk-groups to be programmed into all radios without constantly re-visiting this subject in the future. Based on the Technical Committee's experience, this number of talkgroups will be a good starting point for their future needs. 	Motion: DL 2 nd : KS	Pass	
Bacone College	<ul style="list-style-type: none"> • Bacone College MOU • They will bring on 6 portables and 5 mobiles to the P25 site in Muskogee region • RECOMMEND: Approve Bacone College MOU. • REASONS: Bacone College will have coverage from the Muskogee P25 site. 	Motion: KS 2 nd : LW	Pass	
Guthrie, City of	<ul style="list-style-type: none"> • Guthrie MOU • RECOMMEND: Approve the Guthrie MOU 	Motion: DL 2 nd : JG	Pass	

ENTITY	BACKGROUND	ACTIVITY	PASS/FAIL	NOTES
	<ul style="list-style-type: none"> REASONS: Guthrie has coverage on the Guthrie Site. 			
Guthrie, City of	<ul style="list-style-type: none"> Guthrie Police request the provision of four (4) talk-groups. RECOMMEND: Create the four (4) talk-groups but do only enable the main talk-group until a Site Capacity study is completed by DPS and submitted to the Technical Advisory Board for review . REASONS: From the information available at the meeting time, it appears that when all the users begin using the Guthrie site, the site will be plagued with busies. A quick inspection of the number of talk-groups allowed on the five (5) channel site showed that over 120 talk-groups are currently allowed on the site. In order to allow DPS to program the radios we need to identify the talk-groups. However, everyone is afraid to turn on the additional talk-groups until we turn of talk-groups which do not need to be active on the Guthrie site. 	Motion: KS 2 nd : LW	Pass	
Guthrie, City of	<ul style="list-style-type: none"> Guthrie Fire requests the provision of three (3) talk-groups. RECOMMEND: Create the three (3) talk-groups but only enable the main talk-group until a Site Capacity study is completed by DPS and submitted to the Technical Advisory Board for review. REASONS: From the information available at the meeting time, it appears that when all the users begin using the Guthrie site, the site will be plagued with busies. A quick inspection of the number of talk-groups allowed on the five (5) channel site showed that 	Motion: KS 2 nd : DL	Pass	

ENTITY	BACKGROUND	ACTIVITY	PASS/FAIL	NOTES
	<p>over 120 talk-groups are currently allowed on the site. In order to allow DPS to program the radios we need to identify the talk-groups. However, everyone is afraid to turn on the additional talk-groups until we turn of talk-groups which do not need to be active on the Guthrie site.</p>			
OKWIN Executive Committee	<ul style="list-style-type: none"> Recommend to create a policy that MOU approval automatically indicates they get the full PSDM 	Motion: KS 2 nd : DL	Pass	
OKWIN Technical Committee	<ul style="list-style-type: none"> Technical Committee create a PSDM policy 	Motion: KS 2 nd : LW	Pass	
McClain County Sheriff's Office	<ul style="list-style-type: none"> MOU McClain County SO RECOMMEND: Approve the McClain County SO MOU REASONS: McClain county will have coverage in most of the county. They already have radios and have been awarded radios to bring the agency onto the system. 	Motion: DL 2 nd : KS	Pass	
McClain County Sheriff's Office	<ul style="list-style-type: none"> MCSO requests talk-groups for their agency. RECOMMEND: Provision four (4) talk-groups for McClain County Sheriff available on the Chickasha and Lexington sites only: <ul style="list-style-type: none"> 1 analog talk-group MCSO (MAIN) 3 digital talk-groups MCSO (TAC 1, TAC 2 and TAC 3) REASONS: The group felt four (4) talk-groups is a good start for MCSO. Oklahoma County Sheriff's Office has four (4) talk-groups. Cleveland County Sheriff's Office utilizes seven (7) talk-groups. 	Motion: KS 2 nd : LW	Pass	

5. General Discussion and New Business

- a. OKWIN New User Questionnaire Web form ([Click Here](#))

- i. Web form version of OKWIN New User Questionnaire was presented to the executive committee for review
 - ii. Executive committee agreed to provide feedback to Will Borden
 - iii. Web form will be posted to the OKWIN website upon being modified
 - b. OKWIN MOU Process
 - i. Executive Committee agreed that the existing MOU needs to be modified for electronic submission
 - ii. New form needs to include consequences for improper use
 - c. Radio Certification
 - i. Danny Dillon is going to begin certifying the APX 6000 the week July 11th.
 - ii. The OKWIN Technical Committee will review Danny's certification effort and will make a recommendation to the OKWIN Executive Committee.
- 6. Upcoming Meetings
 - a. Process Committee
 - i. July 22, 2011 (Confirmed)
 - ii. August 5, 2011 (Confirmed: Due to the APCO conference, this meeting will most likely be a combination of the OKWIN Executive and Technical Committees)
 - b. Technical Committee
 - i. July 15, 2011 (Confirmed)
 - ii. July 29, 2011 (Confirmed)
- 7. Adjournment

Action Items

1. Don Lynch will report the OEMA Technical and Process Committee's recommendations upon reviewing the proposed five (5) Central REMA talk-groups on July 29th.
2. OKWIN Executive Committee will review the OKWIN New User Questionnaire and provide feedback to Will Borden
3. Will Borden will develop a draft of the OKWIN New User Process
4. Will Borden will develop a draft of the OKWIN Programming MOU for Electronic Submission