

# Oklahoma Wireless Information Network

## Executive Committee

September 16, 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Kevin Shoemaker	City of Tulsa
<input type="checkbox"/>	<input checked="" type="checkbox"/>	John Geddie	City of Tulsa
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will Borden	Oklahoma Department of Public Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	James Rinta	Oklahoma Department of Public Safety

### Guests

Scott Walsh, Technical Committee Feedback (Norman)

Stan Shook (Motorola)

### Meeting Notes

1. Call to Order
2. Roll Call
3. Motorola Projects Update
  - a. ASTRO P25 Master Site
    - i. Documentation is on schedule and should be completed by 9/30/11
    - ii. Dynamic Regrouping issue is being addressed and a final resolution is being implemented
    - iii. SmartX firmware is being refreshed in mid October
      1. Each site will experience three (3) to four (4) minutes of down time during the refresh
  - b. Grady County Sheriff
    - i. Final documentation is in process and should be closed out by 9/30/11
  - c. 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
  - d. Chickasaw Nation Winstar 800 MHz Site
    - i. Kick off meeting took place on July 11
    - ii. Tower Analysis has been completed
    - iii. Civil work began on 09/07/11

- iv. Shelter has been installed
- v. Fixed Network Equipment is to be installed the week of September 19<sup>th</sup>
- vi. Optimization should take place in October
- e. Lake Eucha
  - i. Primary grounding has been upgraded
  - ii. Tower has been re-tensioned and is prepped for new antenna network
  - iii. Antenna network is on back order and should be installed by 10/31/11
  - iv. Tulsa is responsible for installing applicable repeater equipment required to bring Eucha onto the OKWIN network
- f. Cherokee Nation Marshall Service Project (New)
  - i. Approximately 80 handheld units and 80 mobile units
  - ii. 2 position MCC 5500 console
  - iii. Conventional 800 MHz equipment is to be installed in the vicinity of Sallisaw
- 4. Approval of Minutes, August 19, 2011
- 5. Review Recommendations from Technical Committee

ENTITY	BACKGROUND	ACTIVITY	PASS/FAIL	NOTES
<b>OSU EM</b>	<ul style="list-style-type: none"> <li>• REQUEST: OSU EM is requesting for the OSU-MA Talk-group be allowed on the following Tulsa, Bristow, OKC and Stillwater sites.</li> <li>• RECOMMENDATION: Approve, It appears all sites have the capacity. The traffic is anticipated to be low and in the evening/night to use a combined dispatch.</li> </ul>	Motion: DL 2 <sup>nd</sup> : JR	Pass	
<b>Little Axe FD</b>	<ul style="list-style-type: none"> <li>• REQUEST: Little Axe Fire Department is requesting an additional talk-group be created and activated on the Norman simulcast.</li> <li>• RECOMMENDATION: Approve one digital talk-group for Little Axe Fire which will be active on the Norman Site only. Little Axe Fire intends to use this as a Fire Ground to get the traffic off their main channel which is used for dispatch. The traffic should not increase because the users have not increased. Norman has the capacity for Little Axe to have this talk-group.</li> </ul>	Motion: LT 2 <sup>nd</sup> : DL	Pass	
<b>OU Risk</b>	<ul style="list-style-type: none"> <li>• REQUEST: OU Risk</li> </ul>	Motion: LW	Pass	

ENTITY	BACKGROUND	ACTIVITY	PASS/FAIL	NOTES
Management	<p>Management has submitted the Memorandum of Understanding and would like approval.</p> <ul style="list-style-type: none"> <li>RECOMMENDATION: Approve the MOU for OU Risk Management. The Risk Management is a new cabinet level position at the University and will have only one (1) radio. This radio will be used mainly to monitor and communicate with other OU departments and EM agencies.</li> </ul>	2 <sup>nd</sup> : LT		

6. General Discussion and New Business
  - a. Technical Committee is going to discuss the REMA Talkgroups Configuration, modification to the PSDMs and the forthcoming Advanced System Key ("ASK") policy at their next scheduled meeting.
  - b. Shawnee is finalizing the certification of the Motorola APX 6000
7. Upcoming Meetings
  - a. Executive Committee:
    - i. September 30, 2011
    - ii. October 7, 2011
    - iii. October 21, 2011
  - b. Technical Committee:
    - i. September 23, 2011
    - ii. October 14, 2011
    - iii. October 28, 2011
8. Adjournment

**Additional Information**

1. [www.publicsafetytools.info](http://www.publicsafetytools.info) is available to check the status of Narrowband licenses in VHF and UHF