

**PIMA COUNTY PUBLIC SAFETY COMMUNICATIONS NETWORK
EXECUTIVE MANAGEMENT COMMITTEE MEETING**

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, July 22, 2004
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the July 22, 2004 meeting. Cassette tapes are available upon request.

I. Call to Order: Sheriff Clarence W. Dupnik, Chairman, 9:05 a.m.

Sheriff Dupnik announces Captain Paul Wilson and Lieutenant Miranda's assignment to this project. He expresses he would like to expedite this program, feels it is vital. Asks if any members have any resources in this area they can devote to the program, part-time or full-time, to work with Captain Wilson and Lieutenant Miranda. None were offered.

Announces scheduled speaker Katharina Richter and introduces Annette Romero who has been assigned to record and prepare the minutes for the committee.

Sheriff Dupnik turns the meeting over to Captain Wilson.

Roll Call: Captain Wilson, Pima County Sheriff's Department

Members Present

Sheriff Clarence W. Dupnik, Chairman, Pima County Sheriff's Dept.
Chief Dan Newburn, Tucson Fire Dept.
Chief Jeff Piechura, Northwest Fire District
Assistant Chief Joe Delgado, Tohono O'Odham Police Dept.
Assistant Chief Kermit Miller, Tucson Police Dept. (Alternate Member)
Assistant Chief Gary Bynum, Drexel Heights Fire District (Alternate Member)
Lt. Larry Stevens, Oro Valley Police Dept. (Alternate Member)
Joe Carrasco, Marana Police Dept. (Alternate Member)
Dennis Douglas, Director, Pima County Office of Emergency Mgt.

Members Absent

Chief Richard Miranda, Tucson Police Dept.
Chief Daniel Sharp, Oro Valley Police Dept.
Chief Richard Vidaurri, Marana Police Dept.

Others Present

Captain Paul Wilson, Pima County Sheriff's Department
Mr. Jim Berry, Pima County Administrator's Office
Lt. Dale Bradshaw, Marana Police Dept.
Matthew Fenton, University of Arizona Police

Others Present (contd.)

Jeff Horton, Tucson Airport Authority P. D.
Kim Janes, Pima County Office of Emergency Mgt.
Matt Janton, Northwest Fire District
Chief Mike Martinez, Tucson Airport Police Dept.
Luis Puig, University of Arizona Police
Ben Standifer, Tohono O’Odham Nation
Jim Becker
Tony Casella
Larry Consalvos
Rick Dale
Stuart Goodman
Pat Joy, Pima County Sheriff’s Department
Dale King
Dennis Monahan
Paul Punske
Katharina Richter, Pima County Attorney’s Office
David Teibel

II. Loyalty Oath: Captain Wilson, Pima County Sheriff’s Department

Discussion is held in reference to primary members and alternate members being assigned and executing loyalty oaths.

Advises of rules governing the participation of people who have not been previously appointed by the Board of Supervisors and/or who have not executed loyalty oaths. Each member is asked to indicate whether they are the primary member or alternate member for their agency, for the record:

Drexel Heights:

Chief Douglas Chappell – Primary Member
Assistant Chief Gary Bynum (present) – Alternate Member

Marana Police Dept.:

Chief Richard Vidaurri – Primary Member
Joe Carrasco (present) – Alternate Member

Northwest Fire District:

Chief Jeff Piechura (present) – Primary Member
Asst. Chief Al Pesqueira – Alternate Member

Oro Valley Police Department:

Chief Daniel Sharp – Primary Member
Larry Stevens (present) – Alternate Member

Pima County Office of Emergency Management:

Dennis Douglas, Director (present) – Primary Member
Kim Janes – Alternate Member

Pima County Sheriff’s Dept.:

Sheriff Clarence W. Dupnik (present) – Primary Member
Bureau Chief Bradley Gagnepain – Alternate Member

Tohono O’Odham:

Asst. Chief Joe Delgado (present) - Primary Member
Lt. Kevin Shonk - Alternate Member

Tucson Fire Dept:

Chief Dan Newburn (present) – Primary Member
Asst. Chief Ray Allen – Alternate Member

Tucson Police Dept.:

Chief Richard Miranda – Primary Member
Asst. Chief Kermit Miller (present) – Alternate Member

Loyalty oaths are distributed and completed by members who are present. A second copy is given to each member to have completed by alternate or primary members not present. They are asked to return the completed document as soon as possible to Captain Wilson so the appropriate documents can be prepared for the Board of Supervisors' agenda asking them to appoint the individuals as the primary and alternate members.

Captain Wilson advises the committee, Chief John Fink of Golder Ranch Fire District withdrew from being considered as an active member.

Materials provided by Captain Wilson: Loyalty Oaths

III. Open Meeting Law Briefing: Katharina Richter, Pima County Attorney's Office

Ms. Richter advises since this committee was created by the Board of Supervisors, a public body, the committee is subject to the Arizona Open Meeting Laws.

Ms. Richter provides an overview of the Open Meeting Laws, including these key points:

General Open Meeting Requirements:

- A meeting is defined as any gathering of a quorum of its members.
- An agenda must be submitted to the Clerk of the Board 24 hours prior to public meeting. The agenda must contain background information and a statement informing where the information is available.
- There must be 24 hours notice of any public meeting and the notice must include date, time and location of the meeting. Meeting notices must be posted for public review.
- All meetings are open to the public and anyone can attend meetings.
- Closed-door meetings are not allowed. There are few exceptions.
- All discussions, deliberations and votes must be done publicly.
- Anyone can bring recorders and tape the meeting
- Conduct of meetings. Can only discuss agenda items. Cannot discuss issues that are not on agenda.
- Emergency meeting guidelines.
- Call to the audience. A public body is not required to discuss concerns not included on the agenda. Committee members can defend themselves if being attacked, but cannot act on issue. Can direct staff to prepare items for future consideration.
- Minutes or tapes must be made available to public within three working days.
- Continuation of public body meetings.
- Any sub-committees are also subject to open meeting laws.

Executive Session Open Meeting Requirements:

- Executive Session minutes are not required to be detailed and not released or discussed.
- Confidentiality of Executive Sessions and consequences.
- Consequences of discussions/negotiations held in Executive Sessions that are in violation.
- Consultation with attorneys reference contracts and settlements.
- Investigation and enforcement of open meeting law violations.

Captain Wilson advises the Committee was asked to create short-lived working group to create by-laws. Would that group be subject to the Arizona Open Meeting Laws?

Ms. Richter answers, yes. No minutes or tapes required, just posting. This committee is a public body and if a public body establishes another body they are also subject to the Arizona Open Meeting Laws.

Assistant Chief Miller directs a question to Ms. Richter. What if committee members direct staff to handle these assignments, would they be subject to the Open Meeting Laws?

Ms. Richter advises they are not since they are not making decisions, they are reporting to public body.

**Materials provided by Ms. Richter:
Arizona Conflict of Interest Statutes (4 pages).**

Materials provided by Captain Wilson:

- 1) **Memorandum dated May 27, 2004 from Katharina Richter to Sheriff Dupnik reference the Bond Implementation Management Committee. Addresses question presented on whether the Executive Management Committee for the Bond Implementation Program must comply with Arizona's Open Meeting Law.**
- 2) **Attorney General Arizona Agency Handbook, Chapter 7 reference Open Meetings and Chapter 8 reference Conflict of Interest.**

**IV. Pima County Bond Implementation Plan, Ordinance No. 2004-18:
Jim Barry, Pima County Administrator's Office**

Mr. Barry begins by discussing the Committee's responsibilities and County Administrator's responsibilities. He expresses the importance of the Ordinance, which is the largest, most complicated County bond project the county has ever handled and states it will require a lot of effort to manage.

Mr. Barry advises how quickly monies can be made available is dependant upon certain things. The bond election guaranteed \$582 million dollars in general obligation bonds. In the ordinance, the Board made a pledge to sell bonds at a pace that would not cause increase in secondary property tax. In order to meet that pledge sales will have to be spread out over nine years. Arbitrage compliance is important in this process.

There will be no selling of bonds by Board of Supervisors until IGAs are implemented between participant agencies and Pima County.

The Committee is in charge of the project. They are responsible for describing the project, scopes, timing and funding, and will prepare reports on the project's progress to the County Administrator and the public.

Pima County is the only entity that has federal, state and local responsibilities for how the bond election was held, how the bonds are sold and how they are expended. The County is conformed to the Federal Treasury. They will handle requirements that come with the monies and will attempt not to burden the committee with these issues.

The County Administrator's Office is required to report on the progress of each bond project, twice a year.

**Materials provided by Captain Wilson:
Bond Implementation Plan dated May 18, 2004 – Special Election**

V. Committee Member Selection: Captain Wilson, Pima County Sheriff's Department

The Bond Implementation Plan specified that an executive management committee exist to guide the project and make recommendations to the Board on how the bond monies are spent.

The construction of the committee identified nine members, designating Sheriff Dupnik as the chairman and a representative from the Pima County Office of Emergency Management. It called for seven other members, four representing the four largest police agencies and three representing the three largest fire agencies, not defining what "largest" meant. Measures were taken utilizing resources available in assisting with the selection process and determining which agencies were considered the largest. Upon determination of these agencies, there was found to be a tie between Golder Ranch Fire and Drexel Heights Fire District reference the number of first responders. Information was provided to the committee in the event a recommendation to the Board of Supervisors was necessary to determine who would fill the ninth seat since staff was unable to make a clear determination on who that would be.

The nomination for a recommendation to the Pima County Board of Supervisors to fill the third fire agency seat on the Executive Management Committee as comprised by Pima County Ordinance No. 2004-18, was not necessary. Chief Fink advised Captain Wilson the night prior to the meeting that he and Chief Chappell agreed Golder Ranch Fire would withdraw their interest on being considered as a member of the public body and Drexel Heights Fire District would fill the ninth seat on the committee.

The recommendation to the Board will include all members identified previously in the meeting, to include primary and alternate members and Drexel Heights Fire District.

Chief Jeff Piechura moves to include Drexel Heights Fire District as a member of the committee. Sheriff Dupnik seconds the motion. The motion is voted on and unanimously passed.

Materials provided by Captain Wilson:

- 1) **Pima County Regional Public Safety Communications Network, Participant Agency Responders dated July 20, 2004**
- 2) **Fax transmittal from Sandy White of the Pima Association of Governments to Tracey Williams of the Pima County Sheriff's Department reference the Fire District Population dated July 20, 2004.**
- 3) **Pima County Recorder's Office, Voter Registration Totals by District dated July 19, 2004.**
- 4) **Letter from Drexel Heights Fire District dated June 1, 2004 to Sheriff Dupnik from Fire Chief Douglas Chappell reference final seat on the Bond Committee.**
- 5) **Golder Ranch Fire District website printout reference the history of the organization dated May 21, 2004.**
- 6) **Copy of Arizona Daily Star article entitled, Fire District Plans 50-year Party by Carmen Duarte reference the Drexel Heights Fire District's history.**

VI. Project Status Report, Captain Wilson, Pima County Sheriff's Department

Captain Wilson advises he has three items to provide status reports for, the first being the bond sales and availability of funds for budget. On June 15, 2004, \$41 Million dollars in bonds was initially approved by the Board, \$436 Thousand has been set aside for the radio communications network and the monies are available now for the committee to begin recommendations to the Board on how to start spending them as it relates to planning and design activities of the project.

The second item is the Needs Assessment. Staff members have participated in various meetings conducted by the National Law Enforcement Corrections Technology Center. The Sheriff's Department sought consultation through this group and asked for assistance with some of the pre-planning for system design. Through the Aerospace Corporation, a Federal contractor, they provided a couple of staff members to assist with the Needs Assessment. An outline for a technical requirements document was discussed and the types of information we would like to have developed were produced in a final report and the group created a Needs Assessment questionnaire.

Dr. Fletcher Wicker was assigned as the lead consultant in the project. He came to Tucson from California for interviews with the different agencies. Rural Fire and Southwest Ambulance were also included in the process, so an understanding of their needs could be considered as well.

A draft technical requirements document is being prepared by the consultants and was to be available for review the first part of August. Due to unexpected project assignments, the consultants have advised the draft will not be available until the end of August.

Captain Wilson advised some of the key observations of the Needs Assessment Questionnaires was to keep the project simple, have wide spread coverage and the solution needs to be interoperable with state and federal agencies.

Once the draft document becomes available it will be distributed to the 32 participating agencies for comment. There will be modifications to the document and the consultants will return to Tucson to make a presentation reference the document. They will take further comments before the final document is produced. The final result will be a technical requirements document that can be applied to the rest of the process, describing

the specific technical requirements that we desire of the new system that will satisfy the needs of each of the participating agencies.

Captain Wilson discussed Lt. Miranda's trip to Washington D.C. in an attempt to lobby for federal funds. Three offices were visited including the Department of Homeland Security where they met with representatives of the Integrated Wireless Network Project. The visit raised awareness of our proposed project and we lobbied them for future sharing of resources. It is believed there will not be opportunity for additional cash dollars to come into our project via this avenue, although, there may be opportunities for us to share radio antenna sites, which may impact the cost of building new infrastructure for our systems.

Captain Wilson discussed the Davis Monthan Air Force Base kick-off meeting held July 14, 2004 to initiate the federal program. The federal partners included the Department of Homeland Security, Department of Justice and Department of the Treasury. The Interior Department has been asked to participate in their planning, but has yet determined whether to be a partner in the project.

Captain Wilson met with project directors following the meeting expressing interest in seeing the two projects developed together with the interest of sharing of resources if possible. Plan to continue attending meetings.

Captain Wilson advised they visited Representative Kolbe's office to raise awareness of the project and made a request for \$5 Million dollars of earmarked funds. The request is held up in Congress due to the election year and we can probably expect a response from them after elections.

Another visit was to the COPS Office to raise awareness of the project. They expressed interest and some hesitation due to prior experience with projects that involved both fire and police entities. Materials were left regarding our project. They will have approximately \$85 Million dollars worth of grant dollars available this year for radio interoperability projects.

They crafted the grant requirements around our project and are requiring the applicants come up with proposals that are multi-agency, multidiscipline. Appears our project is tailor made. One hundred nine (109) of the largest city centers were invited to participate in applying for the grant. The City of Tucson Police Department has received applications and has agreed the Sheriff's Department be the lead applicant agency. Several reasons were discussed as to how the decision came about. The choice had to do a lot with this committee being able to give direction on how funds are to be spent if we are a grant recipient. Each grant recipient could be awarded up to \$6 Million dollars and the deadline for application is August 6, 2004.

We anticipate having to solidify the relationship with primary partners on the project by establishing some brief memorandums of understanding. We will be discussing with agency heads.

Captain Wilson extends thanks to the City of Tucson Police Department staff reference the grant application. He advises Lieutenant Miranda of the Sheriff's Department has been assigned to prepare the grant application. He may have something available by next week in draft form.

Sheriff Dupnik asks if there is any action required by the Committee reference the grant application. Captain Wilson advises there is not. The Sheriff's Department will submit the grant application on behalf of the committee and be responsible for all the administrative oversight on the grant for actually receiving the dollars and then ensuring those are expended under the grant requirements.

Sheriff Dupnik asks Captain Wilson how he is proposing to spend the \$6 Million dollars, if we get it. Captain Wilson in making the application, we know we are not going to use all the grant dollars during the first year, but the grant allows for extensions. Advises the application will put forth a plan with the \$105 Million budget proposed and indicate the local dollars only amount to \$92 Million so we are short in accomplishing budgetary goals. He anticipates several planning activities over the next year. After that time system improvements may be necessary along with improving microwave systems and grounding standards at the antenna sights. This will likely exhaust the federal dollars received.

Dennis Douglas moves the committee endorse the concept and be kept abreast of the concept. Captain Wilson advises the agenda does not include action on a status report. We can include in the agenda the Committee's interest and personal support, but a motion may be out of order. Sheriff Dupnik would like to know why the motion is being challenged. Captain Wilson advises the agenda item did not call for action. It's a status report on the project and action cannot be taken on the item. Dennis Douglas withdraws his motion and expresses the need to have future agendas state items are open to discussion and action on other matters. Sheriff Dupnik asks if anyone has objections to what they have heard from Captain Wilson, so far? No one opposes. Sheriff states it could go on record as being unanimously supported.

The committee is unanimously supportive of Captain Wilson's concept.

**VII. Executive Management Committee Bylaws
Captain Wilson, Pima County Sheriff's Department**

Review, discuss and consider action on establishing a group to work on committee bylaws that would govern how this committee functions.

Sheriff Dupnik asks for a volunteer to chair the group. There are no volunteers. Sheriff Dupnik appoints Captain Wilson to steer the group and expresses the need for individuals from other agencies to assist. Three committee members agree to have staff members assist with the group. Captain Wilson will meet with those committee members to set a date to begin discussions.

**VIII. Consultant RFP Working Group
Captain Wilson, Pima County Sheriff's Department**

Discussion and consideration of establishing a staff working group to begin working on developing an RFP process to procure project planning consultant services. Captain Wilson refers to material provided in the handout. One is a summary provided, How 2 Guide for Systems Planning, Development and Procurement created by the Public Safety Wireless Network (PSWN) Program. Captain Wilson provides a summary of this document to give an idea of the different types of activities necessary for planning and design phases of the project. A block diagram is provided to show steps and phases and a

sample of information taken from a consultant's website as to what consultant companies may provide as far as services.

Captain Wilson proposes the appointment of a short-lived group be formed to begin working on the objectives, identifying the top tier activities to be completed and recommending specific activities to be contracted to experienced professional consultants and develop a consulting request for proposal, for the services that are recommended for this committee to consider at a future date.

Captain Wilson provides a list of individuals who he feels we would benefit this process. He would also like to add Andy Smith, the communications supervisor from Golder Ranch, to that list as someone who may be available to participate.

Sheriff Dupnik asks if all of the individuals listed have agreed to participate. Captain Wilson advises they have all been participants in the process up to this point and he has spoken to some of the individuals. He advises Larry Sayers and Jim Perry in particular are willing to participate, as well as Ms. Pat Joy. Captain McNally would like to have participation from his staff. Have not spoken to Anita Velasco. John Moffatt is willing to participate and represent IT Technology from the County. Bob Lutgendorf and Gary Campbell of Facilities Management are both willing. No name from anyone in Procurement. Jim Perry of the City of Tucson suggested Ron Ballard. Lieutenant Miranda is available to participate and Ray Allen would also make himself available.

Chief Piechura advises they have two staff members available, one in IT and one in the fire radio side, Matt Janton for the operations side and Phil Cramer for the IT side.

Captain Wilson advises the group may have too many participants and suggests they reduce the size of the group if possible to ensure the work gets done.

Captain Wilson advises they are looking for staff to meet objectives identified in the cover memo and direction as to who we would like to see participate in that process. Otherwise, all the names will be included that have been provided.

Chief Newburn moves to accept the initial group and that the group calls itself to order with the option of identifying an additional, critical member to put faith in. Mr. Douglas seconds the motion. Sheriff asks if there are any questions or discussion, then calls a vote. The vote is unanimous.

Materials provided by Captain Wilson:

- 1) **Memorandum dated July 21, 2004 to Sheriff Dupnik from Captain Wilson reference the Pima County Public Safety Communications Network – Executive Management Committee Submission.**
- 2) **Public Safety Wireless Network (PSWN) Program, How 2 Guide for Systems Planning, Development and Procurement Summary Outline reference System Planning, Requirements Analysis, Design and Engineering and Procurement.**
- 3) **Flow chart reference the Pima County Regional Public Safety Communications network Systems Planning, Development and Procurement process.**
- 4) **Information reference Business Architecture, Conceptual Architecture, Technical Architecture and Solution Architecture.**

IX. Committee Communications Strategy

Captain Wilson advises there is one last item for consideration. All correspondence reference the project has been remitted on Sheriff's Department stationary even though it is not a Sheriff's Department project, but inclusive of all agencies and staff. He expresses a need to establish an identity for the project and create letterhead and other materials that represent the committee and project.

Captain Wilson would like to review and discuss methods for communication information about the public safety communications network project activities and actions of the committee to members of the public safety community and general public.

At this time, the bond implementation plan has a long name. A couple of ideas have been created to possibly bring before the Board of Supervisors. He provides samples of creative ideas. Would like to discuss how we will be communicating information to the participant agencies and local community about the status of project. Captain Wilson proposes a website to make information available to be associated with the Pima County home page which has a link to the bond page. The Sheriff asks if there is any money linked to the proposal. Captain Wilson advises not with proposed stationary. Sheriff asks about the website. Captain Wilson advises they will have to discuss with Pima County IT.

Lieutenant Miranda makes presentation on proposed names for the project. He proposes the name WINS which could stand for, Wireless Interoperable Network or Wireless Integrated Network or something to that affect. MAGIC was another project name which could stand for Multi-agency Governmental Integrated Communications or Multi-agency Governmental Interoperable Communications. VIDA, which means life, was another name proposed which stands for Voice Integration Data AVL. Captain Wilson brings up the fact that WINS is being used by other projects and is not very original and VIDA is an acronym also being used by a radio vendor.

Sheriff Dupnik states they can either motion today to do something or motion to continue to look at the issue and plan later. Chief Piechura moves to proceed with the use of the Pima County website to create project link. Gary Bynum seconds the motion. Motion is unanimously passed.

Chief Piechura states he likes the acronym WINS and feels it fits with what other agencies are doing nationally. He states something new or flashy might be lost in translation while trying to acquire federal funds. The Sheriff advises other agencies may be using the name, but the public is not aware of it and he thinks it sends a nice message.

Captain Wilson would like to advise the Board to recognize the project by a different name, given the bond ordinance establishes something different.

The Sheriff asks if anyone would like to make a motion or recommendation. Assistant Chief Miller moves we recommend the name WINS be presented to the Board as the new project name. Lieutenant Stevens seconds the motion.

Discussion is open as to whether the "I" will represent the word integrated or interoperable. Sheriff Dupnik proposes integrated. There is little discussion as to

integrated being favored since it is more of a description and interoperability is a given factor of the project. Motion is unanimously passed.

Materials provided by Captain Wilson:

Three samples of letterhead designed for committee use entitled:

- 1) **Pima County Public Safety Communications Network, Executive Management Committee**
- 2) **Pima County WINS!, Executive Management Committee**
- 3) **MAGIC, Executive Management Committee**

X. Call to the Public

The Sheriff asks if anyone in the audience would like to address the committee. There is no response.

XI. Date/Time & Location of Next Meeting

Captain Wilson advises the committee of establishing a regular schedule for the meetings so only one notice of the meetings will be necessary for the year. Otherwise a notice will have to be submitted for each meeting held.

The Sheriff asks Captain Wilson if there is a problem with designating two alternates for each committee member. He states there could possibly be instances when the primary and alternate members, especially for the larger agencies, will not be available. Captain Wilson is hopeful the primary and alternate will be able to participate given the amount of information the committee will have to absorb for the project. If a third person is selected that does not attend the meeting regularly, there may be a disadvantage at the table. Captain Wilson states the only members that can actively participate in the meeting are those ratified by the Board of Supervisors and who have loyalty oaths on file.

Chief Piechura asks Captain Wilson if he feels the meeting should be held monthly. Captain Wilson advises he feels monthly meetings are appropriate at this time, even though there is not a lot of action to be taken by the committee, would allow the committee time to start some educational components to get the membership at a base level of knowledge on the project and other topics.

Sheriff Dupnik states there was talk of a different place to hold the meetings to better suit the needs for recording the meetings. Captain Wilson advises they have plans to wire the overhead PA system in the Sheriff's Operations Center so digital recordings can be created via the PA system. It will also assist with the preparation of the minutes.

Sheriff Dupnik asks the people in the back of the room if they can hear what is being said. The response was, "Not necessarily."

Sheriff Dupnik asks the committee if they would like the next meeting to be at the Sheriff's Operation Center at a particular time. Mr. Miller states the time and day of the week were both convenient for him and Chief Miranda. Discussion continues as to which Thursday of the month would be convenient. Sheriff states they will meet at 9:00 a.m. on the 4th Thursday of each month at the same location. Captain Wilson asks if the 4th Thursday conflicts with any other meetings, Fire Chief Association meeting, etc. Mr.

Carrasco advises the CNA meeting was a conflict for today's meeting. Sheriff Dupnik asks if he is the only committee member affected by that meeting.

Mr. Douglas would like to discuss the possibility of a second alternate member. Captain Wilson advises he would like to wait until the next meeting to address the issue and would like time to research. The Sheriff would like to address the issue today and states he is not aware of any reason why they could not. Mr. Douglas moves they assign second alternate members from each agency. Mr. Carrasco seconds the motion. Sheriff Dupnik asks if there is any discussion. All members vote unanimously in favor of the motion. Captain Wilson asks each member to have the second alternate complete a loyalty oath and have it notarized and returned to him as soon as possible.

The Sheriff thanks Captain Wilson on behalf of the committee for his efforts in preparing for the meeting. He suggests Captain Wilson have an informal call to the members to establish whether they have any items to be placed on the next agenda.

Mr. Douglas states other procedures for placing items on the agenda:

- Items can be placed on the next agenda at the end of the previous meeting by the chairperson or perhaps three committee members can "force" an item to be placed on the agenda.
- By-laws should specify how items are placed on the agenda.

The Sheriff asks Captain Wilson to research the issue reference the by-laws.

Sheriff Dupnik asks if there is a requirement in the bond ordinance to establish a users committee at any point. Captain Wilson responds that there are two additional committees to be established by the bond ordinance. He states a user committee consisting of representation from all 32 participating agencies, which has not yet been formulated and the second is a technical committee. Its membership is to be appointed by this committee.

Sheriff Dupnik asks if there are any other issues.

Sheriff Dupnik motions to adjourn. Motion is seconded by Chief Piechura and is unanimously carried.

Meeting adjourned at 10:45 a.m.

Minutes prepared by: Annette Romero