

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
(PCWIN)
EXECUTIVE MANAGEMENT COMMITTEE MEETING**

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, August 26, 2004
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the August 26, 2004 meeting. Cassette tape is available upon request.

I. Call to Order: Sheriff Clarence W. Dupnik, Chairman, 9:07 a.m.

Roll Call: Annette Romero, Pima County Sheriff's Department

Members Present

Sheriff Clarence W. Dupnik, Chairman, Pima County Sheriff's Dept.
Asst. Chief Kermit Miller, Tucson Police Dept. (*Alternate*)
Chief Daniel Sharp, Oro Valley Police Dept.
Asst. Chief Joseph Delgado, Tohono O'Odham Tribal Police
Chief Richard Vidaurri, Marana Police Dept.
Asst. Chief Ray Allen, Tucson Fire Dept. (*Alternate*)
Chief Jeff Piechura, Northwest Fire District
Chief Douglas Chappell, Drexel Heights Fire District
Benny Gomez, Pima County Office of Emergency Management (*Alternate*)

Members Absent

Chief Richard Miranda, Tucson Police Dept.
Chief Dan Newburn, Tucson Fire Dept.
Dennis W. Douglas, Pima County Office of Emergency Management

Others Present

Captain Paul Wilson, Pima County Sheriff's Department
Lt. Oscar Miranda, Pima County Sheriff's Department
Mr. Jim Barry, Pima County Administrator's Office
Sheila Blevins, Marana Police Department
Lt. Dale Bradshaw, Marana Police Department
Jim Conklin, Arivaca Fire Department
Larry Consalvos, iXP Corp.
Matthew Fenton, University of Arizona Police
Stuart Goodman, Goodman Schwartz Public Affairs
Jeff Horton, Tucson Airport Authority Police Department
Glenn Marin, iXP Corp.
Sharon Martinez, South Tucson Police Department

Others Present (continued)

John Moffatt, Pima County IS Dept.
Jim Perry, City of Tucson
Paul Punske, Motorola
Larry Sayers, Pima County Radio Communications
Lt. Kevin Shonk, Tohono O'Odham Police Dept.
Bill Washington, Tucson Police Department
Barry Williams, Pima County Office of Emergency

Captain Wilson advises Sheriff Dupnik that Mr. Gomez has not been appointed by the Board of Supervisors as an alternate committee member and is not eligible to vote on motions during this session.

II. Approval of Minutes

Sheriff Dupnik proposes approval of the minutes for the July 22, 2004 meeting. Chief Piechura moves to approve the minutes and Assistant Chief Joe Delgado seconds the motion. Motion is unanimously carried.

III. Board of Supervisor Action(s), Captain Wilson, Pima County Sheriff's Department

Captain Wilson advises of the actions taken by the Board of Supervisors to rename the project and appoint members to the Executive Committee. The project was renamed Pima County Wireless Integrated Network by the Board of Supervisors at the August 3, 2004 meeting. The appointments of members to the committee were all approved, reference primary and alternate members. Additional members were approved at the August 16, 2004 Board of Supervisors' meeting to include Dale Bradshaw from the Marana Police Department and Charles Lentner from Oro Valley Police Department.

Captain Wilson advises the agenda indicates Kevin Shonk of Tohono O'Odham had not submitted his loyalty oath and that it has since been received.

Board appointment for alternate member Benny Gomez of the Pima County Office of Emergency Management & Homeland Security will be on the agenda for the Board of Supervisors' meeting to be held on September 7, 2004.

IV. Bylaws, Captain Wilson, Pima County Sheriff's Department

Sheriff Dupnik advises a committee meeting was held and Captain Wilson will be giving a recap of the salient issues regarding the meeting. He explains after Captain Wilson's recap, the committee will go through the Bylaws page by page and address any issues.

Captain Wilson advises the Bylaws that were E-mailed to each member have since been edited and the Bylaws distributed today are the edited version. The staff members who assembled were Assistant Chief Allen from Tucson Fire Department, Captain Tom McNally from the Tucson Police Department, Lieutenant Oscar Miranda from Pima County Sheriff's Department and Captain Wilson. Linda Loken from the Tucson Police Department also assisted.

Captain Wilson advised they began their process by reviewing Bylaws of the San Diego Regional Communications System and the Utah Communications Agency Network as a

place for the committee to start the development of its Bylaws. The committee met on two occasions and came to some pretty quick agreements on most of the items. Captain Wilson advises they are presenting the Bylaws to the Committee today for consideration in establishing the Bylaws for the Pima County Wireless Integrated Network (PCWIN) with one additional comment from the legal staff. Since the Bylaws have been created without the input of what will ultimately become the User and Technical Committees, legal staff has advised we either have the Bylaws adopted for us by the Board of Supervisors, or in the alternative, the committees would later have to take formal action to agree to abide by those or to create their own Bylaws.

Sheriff Dupnik asks if anyone has any questions regarding the Bylaws. Sheriff Dupnik advises the members should make a decision to either adopt the Bylaws or recommend adoption to the Board of Supervisors.

Chief Piechura asks for clarification if adopted by the committee.

Captain Wilson advises if the committee adopts the Bylaws without action by the Board of Supervisors prior to the formation of the User and Technical Committees and thus their input into the process, those committees would either have to take specific action to adopt these Bylaws or create their own Bylaws. If the Board of Supervisors adopts them, then they are bound by the Bylaws submitted. The group that assembled to prepare the Bylaws did so with the thought that we have one set of Bylaws to govern the project instead of separate Bylaws for each individual committee.

Sheriff Dupnik reviews the Bylaws with the committee members. The following specific issues are addressed:

- Chief Piechura presents a question regarding Item #3.2, “Bond funded participating member agencies.” He asks if the agencies listed would voluntarily incorporate themselves within the PCWIN. Captain Wilson addresses the question and advises that what was anticipated by the Bond Implementation Plan is that all 32 entities stated in the bond plan would participate. Those agencies included in the definition are the agencies available for funding from the bonds, to participate.
- Chief Piechura asks Sheriff Dupnik and Captain Wilson, if the attorney agreed with them striking-out his language and putting in their own, reference Item #4.2.3, “Responsibilities.” Captain Wilson states the attorney has not seen the changes, but will have an opportunity to review them.
- Assistant Chief Miller asks if the Bylaws were to be approved by the Board of Supervisors, would the Executive Committee still be empowered to amend them? Captain Wilson advises if the Board adopts the Bylaws “as is” they delegate authority for the committee to do so under Article VII, Amendments.
- Assistant Chief Miller suggests for the sake of continuity should the term “Opt-out” be replaced with the term “withdrawal” in Item #8.1.3. Captain Wilson agrees. Sheriff Dupnik asks if anyone would like to motion to have the term “Opt-out” be replaced with the word “withdrawal.” Chief Miller motions to have “Opt-out” replaced with “withdrawal” option. Chief Sharp seconds the motion and it is unanimously carried.

- Chief Vidaurri inquires about the word “Final” in Item #8.1.3. For clarification, he asks if this means that an agency that does opt-out or withdraw cannot be charged at a later time? Captain Wilson states that is implied by the language and is certainly debatable with the committee. He states if an agency were to Opt-out there has to be a recognition that participation in the planning and needs assessment process would be adversely impacted and if they were to come back to the project later they would be behind the curve and there might additionally be some more expenses associated with getting them back in. Sheriff Dupnik asks if the Executive Committee has the authority to make the decision to allow the agency to come back in and what would be required for re-entry. Captain Wilson advises the Bylaws could reflect this authority, but they do not at this time. Sheriff Dupnik advises it is probably not necessary for the Bylaws to say anything on the subject because he believes the Executive Committee has the authority to do that. Chief Piechura moves to have language incorporated into the Bylaws, which would state, the Executive Committee has the authority to reinvest the opted-out agency and evaluate their needs for technological systems. Sheriff Dupnik acknowledges the motion and Chief Chappell seconds the motion. The motion is unanimously carried.

Chief Piechura asks Sheriff Dupnik if he needs a recommendation from the Executive Committee to the Board of Supervisors to adopt the Bylaws for PCWIN. Captain Wilson advises there first be a motion to approve the Bylaws as prepared and amended as presented in the handout today and a motion to forward the document to the Board of Supervisors for adoption. Sheriff Dupnik asks for a motion to adopt the Bylaws as approved today by the Executive Committee. Chief Sharp moves that the Bylaws be approved and Chief Chappell seconds the motion. The motion is unanimously carried. Sheriff Dupnik asks the committee for a motion to submit the Bylaws to the Board of Supervisors for approval. Chief Piechura moves to submit the amended Bylaws to the Board of Supervisors for approval. Chief Vidaurri seconds the motion. The motion is unanimously carried.

Materials provided by Captain Wilson:

By-laws of the Committees to Implement the Pima County Wireless Integrated Network

V. User Committee, Captain Wilson, Pima County Sheriff's Department

Captain Wilson makes a recommendation regarding the process to establish a User Committee. The Bond Implementation Plan called for a User Committee to be advisory to the Executive Management Committee and be comprised of a representative from all police and fire agencies of Pima County and participating federal and state agencies. Captain Wilson makes a recommendation to pass a motion empowering the chair to distribute a letter of invitation to each participating agency's head asking them to nominate a member from their respective agency to participate on the User Committee. It's been recommended that there not be consideration for alternate members on this committee because of the size of the committee.

Captain Wilson makes a recommendation to approve a motion asking the Chair to solicit those nominations for the Committee's consideration at their next meeting so that final nominations can be made to the Board of Supervisors.

After discussion, Sheriff Dupnik makes a motion to give authority to the Chair to extend invitations to current and future participating agencies to nominate a member to represent the agency on the User Committee. Motion is seconded by Chief Sharp and is unanimously carried.

VI. Technical Committee, Captain Wilson, Pima County Sheriff's Department

Captain Wilson begins discussion on the Technical Committee and gives a similar recommendation with a couple of differences. He advises the Technical Committee is to be formed to be advisory to the Executive Management Committee. The Board of Supervisors' intent originally was the Executive Management Committee has the authority to appoint those members, but because the committee was created by the Bond Implementation Plan the Board of Supervisors must do a formal appointment of members. Captain Wilson makes a recommendation to empower the Chair to solicit nominations of qualified individuals from each of the participating agencies and in addition seek some specific representation from the City of Tucson and the County as to the construction of the communications center, specifically individuals who have experience with the Public Safety Answering Point (PSAP) and telecom infrastructures and the operation of the Emergency Operations Center (EOC). We should ask for qualified nominees from other entities to participate in regards to technical support work in regards to the voice and data networks that are planned.

Chief Allen asks if the planning process for the EOC should include agencies other than the City of Tucson and Pima County. Captain Wilson advises that participation may come through the User Committee. He advises the operational planning is going to be influenced by the user group. Chief Allen feels other agencies would benefit from additional participation. Sheriff Dupnik advises he did not think there was anything in the suggested motion that would preclude anyone from participating that would like to participate. Captain Wilson suggests to extend invitations to agencies to identify qualified individuals, but thinks it would clearly be the responsibility of the Executive Committee to make nominations now or in the future for additional members to participate if they see a need arise.

Chief Piechura makes a motion for the Chair to solicit nominations from the heads of each participating agency for qualified individuals to be considered for appointment to the Technical Committee with final nominations to the Board of Supervisors to be approved by the Executive Committee. Chief Chappell seconds the motion. Sheriff Dupnik asks if there is any discussion on the matter. There is no response. A vote is taken and the motion is unanimously carried.

**VII. Grant Submission Status Report
Lieutenant Oscar Miranda, Pima County Sheriff's Department**

Lieutenant Miranda advises he submitted a grant application to the Criminal Justice Office of Community Oriented Policing Services. Other staff members who assisted with the grant application were Jim Perry and Joe Jakoby from the City of Tucson, Captain McNally from Tucson Police Department and Captain Wilson. The amount requested was \$6 Million dollars. He advises that 109 agencies were invited to participate in this grant and as of this morning they had received 78 applications that were currently under

review. They anticipate having an answer by mid-September with the announcement being made by Mr. Ashcroft.

Sheriff Dupnik asks if the committee members have copies of the grant application. Lieutenant Miranda advises they do not. He asks Lieutenant Miranda to briefly explain what the \$6 Million dollars would be used for. Lieutenant Miranda advises the grant requirements discourage the building of radio sites, but encourages the enhancement of current sites and the abilities to bring them up to technical standards so we could build on them. The majority of the funds we are asking for would go towards the items that would help the infrastructure accept the new system. Sheriff Dupnik states it was the committee's feeling that the PCWIN program probably fits the criteria. Lieutenant Miranda advises, yes, that one of the requirements was the collaboration of fire agencies, police agencies, rural areas and tribal entities. Sheriff Dupnik confirms with Lieutenant Miranda that he should hear from Washington within a month. Sheriff Dupnik asks if there are any questions.

Captain Wilson addresses Sheriff Dupnik and discusses the Memorandum of Support that was also submitted with the grant application from 21 of the participating agencies. He states some of the agencies were not able to return their memorandum timely enough for submission with the grant. In addition, the memorandum of support committed that the expenditures of grant funds, would be managed and guided by the Executive Committee.

VIII. Needs Assessment Status Report

Captain Wilson, Pima County Sheriff's Department

Captain Wilson updates the committee on the status of the Needs Assessment. He advises he spoke with Dr. Wicker on August 17, 2004, who advised good progress has been made on the technical requirements document and major portions of the document are complete. Dr. Wicker advised they are now working on some of the technical descriptions of data service requirements. They intend to include an appendix describing the needs of each individual agency. The document is specifically going to make reference to: interfaces to dispatch centers, service area requirements, quality of service, user equipment, data connectivity to outside networks, a transport segment and an appendix. He advises a draft of the document is expected during the week of August 30, for initial review by committee members.

Captain Wilson suggests a cursory review of the initial document by the committee for feedback to the consultant. Once the second draft is received, it would be provided to the individual agencies, technical and user committees for further review and comment. The consultants will return to Tucson to allow final comments by the involved agencies, prior to the document being finalized. Captain Wilson anticipates the consultants will make their presentation to the agencies in early October, it can be a little longer if the User and Technical Committees are given an organized opportunity to review the document instead of the individual agencies, keeping in mind those committees will not be formed until bringing back the nominations next month then following Board action. He states the committees would not be official until sometime in October.

Sheriff Dupnik asks if possibly nominations for the sub-committees can be made sooner to Captain Wilson so they can proceed informally until a meeting is held to authorize the committees, in an attempt to move the project along. Captain Wilson agrees. Captain Wilson states the first opportunity would have to be given to those individual agencies

that have provided input into the process. They should be allowed to review the document based on their own individual needs to be able to comment and ensure their needs have been addressed in the document. The agencies should then come together as a group and discuss the document. Sheriff Dupnik asks Captain Wilson if he feels the committee will be ready to take action during the October meeting, which would be the fourth Thursday in October. Captain Wilson advises yes, as long as the document is received in a timely manner from the consultant.

All committee members agree this process must be moved along as quickly as possible. Sheriff Dupnik asks what the next step would be. Captain Wilson advises once final comments are given to the consultants, the consultants would provide a final document and ask the committee to accept it. Sheriff Dupnik asks what the next step would be after that. Captain Wilson advises the document would be put aside and then other pieces of the puzzle would then be completed, the next piece being the assembly of other staff members to start working on the Request for Proposals requirements and for our consultant services to start working on some of the operational planning, design elements and strategic business planning. Sheriff Dupnik asks if anyone has questions. Chief Piechura asks if we are on the front burner now with the consultants, since members were advised at the last meeting that the project's document was placed on hold while the consultants worked other priority tasks. Captain Wilson advises the consultants have completed the other assignment that had taken them away from our project.

IX. Website Demonstration, Captain Wilson, Pima County Sheriff's Department

Captain Wilson addresses the committee regarding the recommendation made at the last committee meeting to post information relative to its progress on the County's bond website for public viewing of bond packages. Captain Wilson provides a demonstration of the draft website home page. Captain Wilson explains the different links available through the site to include, specific project link brochures and pre-bond planning. He proposed to Pima County Graphic Services something similar to other advisory committees located on the same site, but linking it specifically under the May 18, bond election page. A link would be placed under the "project list" for our project. There are currently two links and others will be added as the project progresses. The first link has to do with business of the committees, consisting of a list of what each of the committees is and their purpose as defined by the implementation plan. Another link located next to the Executive Management Committee's name provides a list of the committee members and their appropriate agencies. Once the Technical and User Committees have been established, a list of those members will be included as well. Various links are included at the bottom of the page to include links to meeting notices, agendas and meeting summaries. Past meeting notices and summaries can also be viewed online. An area on the website will be available for reports, plans and documents that the public may be interested in viewing. A blank copy of the Needs Assessment questionnaire is already in place for viewing. There will also be a page for special releases and activities, i.e., news items, press releases. Captain Wilson advises he has listed himself as the contact person on the website.

Captain Wilson concludes his presentation and asks that the committee consider a motion to approve or modify how the information is being presented, so he can seek final approval from the County Administrator's Office, who maintains ultimate control over the bond website.

Sheriff Dupnik asks if there are any questions. Chief Piechura asks if there will be any maps depicting the agencies that are relative to Pima County and participating groups. Captain Wilson advises they probably could include that information and feels the County Administrator's Office probably would not object to that kind of detail.

Chief Piechura moves to have the website approved by the County Administrator's Office. Chief Sharp seconds the motion. Sheriff Dupnik asks if there is any discussion. Chief Sharp states the only other thing he would like to see is a link from individual agency websites to the bond website. Captain Wilson advises the website will be "live" by the end of the week. Sheriff Dupnik agrees that this is a good idea. He moves to add Chief Sharp's suggestion to the initial motion. Chief Sharp seconds the motion and it is unanimously carried.

X. Call to the Public

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

XI. Date-Time-Location of Next Meeting

Sheriff Dupnik advises the next meeting will be on September 23, 2004. Captain Wilson advises notice was made, per the Committee's direction, to the Clerk of the Board to schedule committee meetings the fourth Thursday of each month with the exception of holidays.

Sheriff Dupnik asks if there is any new business that members would like to have placed on the agenda for the September 23 meeting. Captain Wilson asks if the committee would like to have new items added to future agendas. Sheriff Dupnik advises it is common practice in most committees to allow an opportunity to bring up items for future discussion. Captain Wilson advises that action on new items of business would be limited to making recommendations for or taking votes on future agenda items.

XII. Adjournment

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

Meeting adjourned at 9:48 a.m.

Minutes prepared by: Annette Romero