

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

Pima County Sheriff's Administration Building  
1750 East Benson Highway, 3<sup>rd</sup> Floor  
Thursday, February 23, 2006  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the February 23, 2006 EMC meeting. Cassette tape and materials provided are available upon request.

**I. Call to Order: Paul Wilson, Alternate Chairman, 9:05 a.m.**

**Roll Call: Catherine Hanna, Pima County Sheriff's Department**

**Members Present**

Captain Paul Wilson, Pima County Sheriff's Department  
Chief Douglas Chappell, Drexel Heights Fire District  
Chief Dan Newburn, Tucson Fire Department  
Dep. Chief Kermit Miller, Tucson Police Department (*1<sup>st</sup> Alternate*)  
Commander Larry Stevens, Oro Valley Police Department (*1<sup>st</sup> Alternate*)  
Lt. Kevin Shonk, Tohono O'odham Police Department (*1<sup>st</sup> Alternate*)  
Kerry Reeve, Pima County OEM & Homeland Security (*2<sup>nd</sup> Alternate*)  
Chief Richard Vidaurri, Marana Police Department

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Asst. Chief Joseph Delgado, Tohono O'odham Tribal Police  
Dennis W. Douglas, Pima County OEM & Homeland Security – No Alternate Present  
Chief Richard Miranda, Tucson Police Department  
Chief Jeff Piechura, Northwest Fire District  
Chief Daniel Sharp, Oro Valley Police Department

**Others Present**

Guy Acuna, Tohono O'Odham FD	Dale King, South Tucson Police Dept
Ray Allen, Tucson Fire Dept	John Moffatt, Pima County IS Dept
Sheila Blevins, Marana Police Dept	Sixto Molina, South Tucson Police Dept
David Bremson, M/A – Com	Daniel Morelos, TAA
Stephany Brown, Elephant Head FD	Yvonne Morken, Tucson Fire Dept
Jason Burt, M/A – Com	Luis Puig, U of A Police Dept
Dennis Busby, M/A – Com	Carl Reitz, AZ DEM
Gary Bynum, Drexel Heights FD	Ernie Robles, Picture Rocks FD
John Ivanoff, TAA	Doug Roth, Corona de Tucson Fire Dept
Pat Joy, PCSD	Mike Sacco, PCSD

**II. Technical/User Committee Workgroups  
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson advises the Committee that on February 17, 2006, the Technical and User Committees were briefed on site visits to Seattle, Los Angeles, and Austin. Workgroups were established for both committees. The User Committee established an Interoperability and Talk Group Planning Workgroup and a Communication EOC Facility Planning Workgroup.

The Technical Committee has established the Radio Frequency Technology Workgroup, a Networking Workgroup, and an Applications Workgroup.

(Captain Wilson explains he recommended these workgroups to bring a smaller group of individuals that have expertise in those areas to begin addressing issues in a more flexible and timely manner.)

Captain Wilson advises the Committee that both the Technical and User Committees have given him the authority to identify the make-up of those workgroups. He adds that all groups will report back to the parent committees with workgroup activity. Captain Wilson asks the Committee if anyone has questions regarding the workgroups. No response was noted.

**III. Approval of Minutes, Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson proposes approval of the minutes for the January 26, 2006, Executive Management Committee (EMC) meeting. Chief Newburn moves to approve the minutes and Chief Chappell seconds the motion. Motion is unanimously carried.

*Materials provided: EMC summary dated, January 26, 2006.*

**IV. Tucson Police Department IGA Update – Consultant Services  
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson updated the Committee on the IGA between the Tucson Police Department and Pima County. The IGA was approved by the governing elected bodies of both the City of Tucson and Pima County. The transfer of funds is pending. Captain Wilson expresses his appreciation to the Tucson Police Department for their contribution to this project.

**V. Earmark Request Update, Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that he previously recommended that the Committee submit a request to Congressman Kolbe's office asking him to earmark additional federal dollars to supplement our bond funds for the project. He adds that Congressman Kolbe has been extremely helpful over the last two (2) years in collecting \$1.25 million dollars awarded to Pima County and the City of Tucson to further projects that will support the PCWIN project. Captain Wilson adds that Congressman Kolbe will retire and will not seek re-election so it remains important to seek additional monies for the project as long as the Congressman is available to assist.

Captain Wilson explains that the Committee submitted a proposal that included a complete project plan for approximately \$3 million dollars for upgrade or replacement of Pima County's microwave infrastructure. Captain Wilson adds that the lobbyists for the City of Tucson and Pima County agree that while the application was complete, it wasn't in the city or county's best interest to submit the entire proposal because it may not have been read. The proposal was shortened and submitted by the Sheriff's Department requesting additional funds in the amount of \$2 million dollars. The request was submitted with a letter of support from Chief Richard Miranda as well as a letter from the Executive Management Committee.

## **VI. CTA Communications, Consultant Services Project Initialization Presentation Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains to the Committee that during this meeting, CTA Communications executives and representatives will present their plan for approaching the PCWIN project.

Captain Wilson adds that if any agency has questions regarding their needs assessment meeting schedule to please speak with him following the meeting.

Captain Wilson explains that a number of audience members may not have had the opportunity to follow the project as closely as others. Captain Wilson takes a few moments to bring the audience up to speed.

### **Consultant Services Project Initialization Presentation**

Topics discussed:

- May 18, 2004 Bond Implementation Plan
- Fire Agency Participants
- Police Agency Participants
- Governance
- Website
- Milestones
- RFP Development Workgroup
- RFP Evaluation
- CTA Communications

#### **Phase I – Business Architecture Planning**

- Legacy Systems Characterization
- System Alternatives & Recommendations
- Concept of Operations
- Business Plan Development

#### **Phase II – Conceptual Architecture Planning**

- Conceptual Design Components

Phase III – Procurement Technical Specifications

Phase IV – Solicitation Support

Phase V – Technical & Project Management Oversight

### **Introductions**

- Ms. Cheryl Giggetts, President, Project Manager
- Dr. Ken Ballard, Ph.D
- Mr. Mike Dye, ENP

*Materials provided by Captain Paul Wilson: PCWIN Consultant Services Project Initialization Presentation*

**CTA Communications, Consultant Services**  
**Cheryl Giggetts, President, Project Manager**  
**Ken Ballard, Ph.D.**  
**Mike Dye, ENP**

Ms. Giggetts introduces herself and adds that she will introduce other CTA Communications representatives as she explains specific objectives throughout her presentation. Ms. Giggetts stresses the importance of this presentation is meeting everyone's needs and concerns throughout this project.

### **CTA Communications, PCWIN Project Initialization Meeting**

Topics discussed:

- Agenda
- Project Methodology

Phase I – Business Architecture Planning (Ms. Cheryl Giggetts)

- Legacy Systems Characterization
- System Alternatives & Recommendations
- Concept of Operations (Mr. Mike Dye, CTA)
- Business Plan Development (Ms. Cheryl Giggetts, CTA)

Phase II – Conceptual Architecture Planning

- Conceptual Design Components

Phase III – Procurement Technical Specifications

Phase IV – Solicitation Support

Phase V – Technical & Project Management Oversight (Dr. Ken Ballard, CTA)

- Project Schedule
- Project Schedule Meetings & Presentations
- Communications Plan (Mr. Mike Dye, CTA)
- Interviews & Surveys – Success

Ms. Giggetts introduces CTA Communications representatives who will assist senior engineers during the needs assessment interviews:

- Mr. Gary Mountcastle
- Mr. Roscoe Mitchell
- Mr. John Farrar
- Mr. Nate McClure
- Mr. Harry Rote
- Mr. David Anderson

Ms. Giggetts introduces additional representatives who will visit site surveys:

- Mr. Harold Wyatt
- Mr. John Walker

Ms. Giggetts adds that Ms. Sylvia Newman will handle all administrative information for CTA Communications.

*Materials provided by Ms. Cheryl Giggetts, CTA: PCWIN Project Initialization Meeting*

Captain Wilson clarifies information given during Mr. Mike Dye's presentation on the Communications Plan. He explains that originally in the bond package, it included four (4) occupants in the communications EOC facility: the County Sheriff's Dispatch functions, the City of Tucson Police and Fire Dispatch functions, and the County's EOC. As the process continues, part of the reason CTA Communications views all of the Communications centers is twofold:

- CTA must understand how each communication center functions, what capabilities they have, and what condition their facilities are in
- There may be additional benefit to invite further participation in the communication centers

Captain Wilson asks the Committee if anyone has questions regarding the presentation. No response from the Committee. Captain Wilson poses the same question to the audience. No response from the audience.

**VII. New Business, Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson provides opportunity for new business to be presented. No response from the Committee.

### **VIII. Call to the Public**

Captain Wilson asks if anyone in the audience would like to address the Committee. No response from the audience.

### **IX. Date-Time-Location of Next Meeting(s)**

#### **Next Meeting:**

March 23, 2006 @ 9:00 AM  
Pima County Sheriff's Department  
1750 East Benson Hwy  
SOC/ 3<sup>rd</sup> Floor

### **X. Adjournment**

Lt. Shonk moves to adjourn the meeting. Chief Newburn seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:45 a.m.

Minutes prepared by: Catherine Hanna