

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

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

SUMMARY OF MEETING

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

I. Call to Order: Brad Gagnepain, Alternate Chairman, 9:00 a.m.

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

Members Present

Bureau Chief Brad Gagnepain, Pima County Sheriff's Department
Asst. Chief Gary Lee Bynum, Drexel Heights Fire District (*1st Alternate*)
Chief Dan Newburn, Tucson Fire Department
Dep. Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Commander Charles E. Lentner, Oro Valley Police Department (*2nd Alternate*)
Asst. Chief Joseph Delgado, Tohono O'odham Police Department
Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)
Chief Richard Vidaurri, Marana Police Department
Asst. Chief Albert R. Pesqueira, Northwest Fire District

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Dennis W. Douglas, Pima County OEM & Homeland Security
Chief Richard Miranda, Tucson Police Department
Chief Jeff Piechura, Northwest Fire District
Chief Daniel Sharp, Oro Valley Police Department
Chief Doug Chappell, Drexel Heights Fire District

Others Present

Stephany Brown, Elephant Head VFD	Paul Punske, Motorola
Joe Jakoby, Tucson Fire Department	Bill Richards, Tucson Police Department
Larry James, M/A – Com	Mike Sacco, PCSD
Betty Johnson, Elephant Head VFD	Larry Seligman, Pascua Yaqui Police Dept
Pat Joy, PCSD	Ann Strine, City of Tucson
Dale King, South Tucson FD	Paul Wilson, Pima County Sheriff's Dept
John Moffatt, Pima County IS Dept	
Christine O'Connor, City of Tucson	
Luis Puig, University of Arizona PD	

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

Captain Wilson proposes approval of the minutes for the February 23, 2006, Executive Management Committee (EMC) meeting. Chief Newburn moves to approve the minutes and Asst. Chief Pesqueira seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated, February 23, 2006.

III. PCWIN Budget, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson provides the Committee with an update on the project's budget. The Pima County Capital Improvement Project (CIP) Office tracks all bond expenditures, plans budget decisions, and projects bond sales. Projections for the remainder 2005/2006 and 2006/2007 budgets were based on the contract fees for CTA Communications. Budget expenditures beyond the 2006/2007 year are based on estimation and has not been adjusted since this process began.

Secondly, Captain Wilson explains the Department Fund Source Summary for the 2005/2006 budget year. This document provides a breakdown of bond funding throughout several years and includes estimated funding by other jurisdictions for projects they manage.

Lastly, Captain Wilson provides the Committee with an update on the travel expenses for previous site visits. To date, PCWIN is approximately \$2200 under budget, largely due to one unscheduled site visit to Minneapolis, Minnesota.

Captain Wilson asks if anyone has questions regarding the updates. He receives no response.

Materials provided: CIP Budget Planning Summary

IV. Tohono O'odham Update – Microwave Projects Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that Mr. Ben Standifer, of the Tohono O'odham Nation, was unable to attend this meeting, but expressed that he did not have new information to report regarding the Tohono O'odham Microwave Project. Future updates will be addressed in subsequent agendas for Committee discussion.

V. CTA Communications Status Report Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson provides the Committee with a status report on CTA Communications. He explains that a project progress memorandum went out to the Sheriff, the County Administrator, and the Citizens Bond Advisory Committee providing an overview of the progress made regarding the PCWIN Project. Copies of the memorandum were provided to all Committee members for review.

Captain Wilson explains that to date, CTA Communications is working on the User Needs Assessment Report components and our Legacy Systems Characterization Report

components. Service initiation began February 1, 2006, and to date, CTA Communications has produced questionnaires sent to all agencies and conducted initial needs assessment meetings with each of the participating agencies. CTA Communications' representatives arrived in town on March 21, 2006, and will continue assessments throughout this week, and next week, assessing specific antenna sites to determine their future viability in a new system. Captain Wilson advises that approximately 55 sites will be assessed and CTA Communications is currently ahead of schedule. Captain Wilson provides a map of Pima County with a list of specific sites that will be surveyed throughout CTA's visit and encourages Committee and audience members to review, ask questions, and if possible, recommend other sites the consultant agency can visit.

Captain Wilson advises that CTA Communications, prior to the Committee's monthly meetings, will produce a status report on progress in the project, giving the Committee an outline of what has occurred throughout the previous reporting period and providing activities for the coming month.

CTA Communications' representatives have completed assessments on various communications facilities with the City of Tucson and as of today's date, will be documenting microwave component assessments. Three (3) additional teams will partner with representatives of several participating agencies to assess various other sites throughout next week.

Lastly, Captain Wilson explains the PCWIN Consultant Services chart, which depicts CTA Communications' progression in the project, thus far. He adds that the first component, the User Needs Assessment Report, is the first deliverable with anticipated completion in late May 2006. Shortly following, the Legacy Systems Report will be due.

Captain Wilson asks if anyone has questions regarding the status reports. He receives no response.

Materials provided: PCWIN Project Progress Report Memorandum, CTA Communications Project Status Report, and PCWIN Consultant Services Detailed Schedule Chart.

VI. Site Presentation: Austin, Texas

Captain Wilson updates the Committee on the four (4) sites visited thus far:

- Salt Lake City, Utah 01/08/06 – 01/11/06
- Seattle, Washington 01/17/06 – 01/20/06
- Los Angeles, CA 01/22/06 – 01/25/06
- Austin, Texas 01/29/06 – 02/02/06

Captain Wilson explains the systems visited in Austin, Texas included Austin Combined Traffic Emergency Communication Center and Austin Regional Radio System.

Austin Combined Traffic Emergency Communication Center (CTECC)

Topics discussed:

- Co-located
- Interlocal Agreement Recital
- Organization
- Governing Board
- Operating Board / Members
- General Manager
- Cost Recovery Model
- FY06 Budget
- Facility Operations
- Agency Operations
- CAD
- Automatic Vehicle Locator (AVL)
- Intelligent Traffic Management
- Amenities
- Other Technologies
- Security
- Emergency Operations Center (EOC)
- Notable Facts
- Co-Location Issues

Austin Regional Radio System

Topics discussed:

- System Description
- Coverage Requirements
- Sustainability
- Equipment Replacement
- Talk group Chart
- Interesting Facts

Chief Newburn asks Captain Wilson if the Austin Communications Center experiences lost calls in regards to automatic call distribution. Captain Wilson explains that, yes, Austin has lost 9-1-1 calls with that feature.

Materials provided: Austin, Texas Powerpoint Presentation Handout.

Site Presentation: Los Angeles, California Lt. Mike Sacco, Pima County Sheriff's Department

Lt. Sacco explains the site visits included:

- Los Angeles Police Department Dispatch
- Los Angeles Fire Department Dispatch
- Los Angeles Emergency Operations Center (EOC)
- Long Beach Police Department Dispatch

- Long Beach Fire Department Dispatch
- Los Angeles County EOC
- Los Angeles County Sheriff's Dispatch

Facilities discussed in the presentation include Los Angeles Police Department Dispatch, Long Beach Police Department Dispatch and EOC, and Los Angeles County EOC.

Los Angeles Police Department Communications

Topics discussed:

- LAPD Dispatch
- Organization
- Personnel / Training / Retention
- Services - 2005
- Radio / MDC
- Operations
- Site
- Amenities

Long Beach Communications / EOC

Topics discussed:

- Governance
- Dispatch
- Amenities
- Training
- Radios
- General Information
- Consolidation Recommendation
- Fire Operations
- EOC
- Location
- Security

Los Angeles County Sheriff's Department EOC

Topics discussed:

- General Information
- Design
- Facility
- Location / Security
- Staffing & Space
- Lessons Learned

Captain Wilson and Lt. Sacco ask if anyone has questions regarding their presentations. Both receive no response.

Materials provided: Los Angeles, California Powerpoint Presentation Handout.

Communications Center Site Visits – Lessons Learned Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson provides the Committee with a presentation on key items learned from the site visits and how they relate to communications center and EOC development. Captain Wilson adds that these lessons will provide awareness to the Committee members when making decisions in regards to the PCWIN Project.

Topics discussed:

- Consolidation
 - Single Entity PSAP / Dispatch (Advantages & Disadvantages)
- Co – Location
 - Separate Operations Areas (Advantages & Disadvantages)
- Co – Location
 - Combined Operations Floor (Advantages & Disadvantages)
- Common CAD / Mobile Data (Advantages & Disadvantages)
- Integrated CAD / Mobile Data Systems (Advantages & Disadvantages)
- Separate CAD / Mobile Data (Advantages & Disadvantages)
- Multiple Jurisdiction Models

Chief Gagnepain asks Captain Wilson if CTA Communications will return to Pima County for additional services and presentations. Captain Wilson explains CTA Communications is currently here to look at how services are provided and make recommendations on how they will pursue future services with those agencies. Future visits to Pima County will likely occur. Chief Gagnepain stresses that the Committee does not want to make premature decisions throughout this process and asks Captain Wilson his opinion on upcoming tasks and feedback regarding CTA.

Captain Wilson explains that the PCWIN Project has some challenges meeting the needs of the community and it is unknown if it's possible to take on a consolidated approach where one (1) agency dispatches for everyone else. Captain Wilson encourages the Committee to define a solution that will not confine other agencies.

Deputy Chief Miller adds that all options remain open regarding Tucson Police. He adds he will not take a position one way or the other at this time. He explains that there are advantages and disadvantages to everything; the Committee just wants to make correct decisions regarding this project. Captain Wilson adds that CTA Communications is charged to make those recommendations and present those to the Committee.

Captain Wilson explains that CTA provided him with several names of other large agencies who previously consolidated. No inquiries to these agencies have been made at this time, although budget monies may allow PCWIN to conduct another site visit in the future and the visit may include a larger agency for comparison.

Materials provided: Communications Center Site Visits Lessons Learned Powerpoint Presentation Handout.

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:

April 27, 2006 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/ 3rd Floor

X. Adjournment

Chief Newburn moves to adjourn the meeting. Dep. Chief Miller seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:55 a.m.

Minutes prepared by: Catherine Hanna