

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Wednesday, June 21, 2006
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the June 21, 2006 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Bureau Chief 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 (*1st Alternate*)
Chief Dan Newburn, Tucson Fire Department
Chief Doug Chappell, Drexel Heights Fire District
Deputy Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Chief Daniel Sharp, Oro Valley Police Department
Lt. Kevin Shonk, Tohono O'odham Police Department (*1st Alternate*)
Chief Richard Vidaurri, Marana Police Department
Asst. Chief Albert R. Pesqueira, Northwest Fire District (*1st Alternate*)
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Joseph Delgado, Tohono O'odham Police Department
Mr. Dennis W. Douglas, Pima County OEM & Homeland Security
Chief Richard Miranda, Tucson Police Department
Chief Jeff Piechura, Northwest Fire District

Others Present

Ray Allen, Tucson Fire Department	Pat Joy, Pima County Sheriff's Dept.
David Anderson, CTA Communications	Mike Martinez, Tucson Airport PD
Ken Ballard, CTA Communications	John Moffatt, Pima County IS Department
Dennis Busby, M/A – Com	Christine O'Connor, City of Tucson
Gary Bynum, Drexel Heights FD	Paul Punske, Motorola
Cheryl Giggetts, CTA Communications	Mike Sacco, Pima County Sheriff's Dept.
John Harris, Sahuarita Police Dept.	Larry Sayers, Pima County Radio Comm.
Joe Jakoby, Tucson Fire Department	Ann Strine, City of Tucson
Larry James, M/A – Com	Anita Velasco, City of Tucson
Betty Johnson, Elephant Head Vol. FD	Paul Wilson, Pima County Sheriff's Dept.

II. Approval of Minutes
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Bureau Chief Gagnepain proposes approval of the minutes for the May 25, 2006, Executive Management Committee (EMC) meeting. Chief Sharp moves to approve the minutes and Chief Newburn seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated, May 25, 2006.

III. Annual Stakeholders Meeting
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to the PCWIN 2006 Stakeholder Report Handout and explains that additional information regarding progress in the project can be viewed on the PCWIN website at www.bonds.pima.gov/Wireless/Wireless.htm, or CTA Communications' secure website at www.ctacommunications.com.

2006 Stakeholders Report Presentation

Captain Wilson briefed the audience from the Stakeholders Report distributed. See attached report for further detail.

Topics:

- Bond Implementation Plan
- Milestones
- Consultant Services Contract (Phases I-V)
- Supplemental Funding Activities
- Project Risks
- Summary
- Budget
- Detail Schedule

Bureau Chief Gagnepain explains that on June 20th, Congressman Jim Kolbe contacted Sheriff Dupnik expressing confidence that an additional \$2 million dollars would be earmarked for the PCWIN Bond Project prior to him leaving office. Captain Wilson explains that the City and the County submitted a request to Congressman Kolbe's office asking him to earmark additional federal dollars to supplement bond funds for the project. He adds that Congressman Kolbe has been extremely helpful over the last two (2) years in earmarking monies to support the PCWIN project. Captain Wilson adds that it remains important to seek additional monies for the project as long as the Congressman is available to assist.

Captain Wilson explains that the key activities for the next several months involve business planning. This involves project planning, business planning, conceptual design, procurement preparation, and seeking facility opportunities which are currently being researched.

Captain Wilson refers to the Committee for questions. He receives no response.

Materials provided: 2006 Stakeholders Report PowerPoint Presentation and PCWIN 2006 Stakeholder Report Handout dated June 14, 2006.

IV. Facility Acquisition, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to the Facility Purchase Memorandum. He explains that the Committee members were previously aware that the County was pursuing the purchase of facility which may have application for the PCWIN Project. Captain Wilson explains that if the facility fails to meet the needs of the project the County will make other use of the facility. Captain Wilson briefs the Committee on the facility located at 3434 E. 22nd Street from his memorandum. See the attached document for more detail.

Site Selection Presentation

Topics:

- PCWIN Communications & Emergency Operations Center Goal
- CTA Communications Responsibilities
- Design Workshop
- Facility Diagram
- Communications Center Site Selection Parameters Checklist
- General Facts
- Facility Photographs

Captain Wilson refers to the Committee for questions. He receives no response.

Materials provided: Site Selection Building Evaluation PowerPoint and Facility Purchase Memorandum dated June 13, 2006.

V. Communications Center Design Workshop Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to the Design Workshop Memorandum. He explains that on June 2, 2006, CTA and their parent company Hayes, Seay, Mattern, and Mattern (HSMM), conducted a design workshop with City of Tucson and Pima County representatives to begin the process of defining PCWIN's facility requirements and to determine if a match exists between these requirements and the characteristics of the 22nd Street facility being purchased by Pima County. The workshop focused on design characteristics of next generation dispatch centers with emphasis on sustainable design, design quality, and employee job satisfaction and productivity. Captain Wilson explains that participants discussed critical success factors for the project, operational modalities, and facility requirements. He adds that CTA and HSMM left the workshop with an assortment of information and a report will be provided for review.

Captain Wilson explains that following the workshop, HSMM toured the facility at 3434 E. 22nd Street. HSMM will consider information collected from both the workshop and the building tour to make a recommendation whether the facility will fit the project's needs for a communications center.

Captain Wilson explains that during the workshop, important facility issues were raised that will require further consideration and critical success factors were discussed and identified (see memorandum). Operational modalities were discussed. The City of Tucson and County representatives determined that a co-located and segregated operation would provide the highest level of project success and minimize disruption to service delivery.

Captain Wilson refers to the Committee for questions. He receives no response.

Materials provided: Design Workshop Memorandum dated June 16, 2006.

VI. CTA Communications – Consultant Engagement Status Report
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Cheryl Giggetts, CTA Communications

Captain Wilson explains that Ms. Cheryl Giggetts will provide the Committee with a monthly status report on the project.

Captain Wilson pauses to introduce and thank Mr. Chuck Huckelberry, County Administrator, and Mr. Larry Hecker, Chairman of the Pima County Citizens Bond Advisory Committee, for attending the committee meeting. He adds both gentlemen were extremely instrumental in the passage of the bond election which has resulted in the PCWIN Bond Project.

Ms. Giggetts introduces herself and her colleagues, Dr. Ken Ballard, and Mr. David Anderson.

CTA Communications Project Status Report

Topics:

- Meeting Agenda
- PCWIN Mission Statement
- PCWIN Project Objectives
- PCWIN Project Structure
- PCWIN Project Schedule
- Phase 1A – User Needs Assessment Review
 - Interviews
 - Survey Documents
 - Attribute Rankings
 - Draft Report Review

- Phase 1B – Legacy Systems Characterization
- Phase 1C Objectives
 - Phase 1 Business Architecture Planning
- Phase 1C Methodology
- Phase 1C Results
- PCWIN What Comes Next?
- PCWIN Mission Success

Materials provided: CTA Communications System Alternatives PowerPoint Presentation.

VII. Systems Alternatives Recommendations
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Cheryl Giggetts, CTA Communications

CTA Communications – Systems Alternatives Recommendations Presentation

Ms. Giggetts provides a briefing to the committee for the explicit purpose of briefing available technologies, recommending specific alternatives to meet the needs of the PCWIN project, and seeking direction on how to proceed with conceptual design planning.

Ms. Giggetts briefed the committees from a PowerPoint presentation. The presentation is attached.

During the presentation Ms. Giggetts offered five recommendations. Captain Wilson presented the committee with recommendations from the User and Technical Committees.

CTA's Recommendations:

Voice Radio Technology

Trunked APCO Project 25 Radio System utilizing 700 & 800 MHz frequencies, providing countywide coverage with capacity for all first responders, open competition for vendors, in building coverage, analog simplex frequencies for fire ground and tactical communications, and in-band mobile repeaters for simplex to dispatch communications.

Mobile Data System Technology

Stand alone mobile data system that takes advantage of the wideband 700 MHz channels and is supplemented with broadband and commercial data services.

Communications Center Recommendations

City of Tucson and County co-locate into a single facility with a new 9-1-1 system that is IP ready, and that is equipped with new computer based consoles and interfaced CAD systems. They further recommend future consideration of consolidated operations.

Location System Technology

Development of a functional specification that would permit bidders to propose GPS and Non-GPS solutions to satisfy the specification.

Network Systems

Reuse of existing microwave and fiber assets to interconnect facilities on the radio network, and adding an interoperability gateway system to provision interoperability with non-PCWIN public safety agencies.

User & Technical Committee Recommendations:

Captain Wilson advised the committee that the User and Technical Committees individually passed several motions at their joint meeting on June 20, 2006. These motions contain their recommendations for system alternatives. Captain Wilson refers the Committee to the User & Technical Committee Recommendations Memorandum respectfully requesting action on all four (4) motions provided:

- Adoption of the APCO Project 25 standard for application to the voice radio communications needs of the PCWIN project
- Further conceptual design for the PCWIN voice radio system based on CTA's recommendation of an APCO Project 25 trunked system in the 700/800 MHz band consisting of a simulcast configuration in the metropolitan Tucson area and supplemented with stand alone sites, conventional fire ground/tactical channels, and mobile repeater technology to extend tactical communications to the dispatch facility
- Further conceptual design for the PCWIN mobile data system be based on CTA's recommendation for a stand alone mobile data system
- Based on the City of Tucson and County recommendations, the communications center design provide for co-located, segregated operations in a single facility with each agency maintaining individual operational autonomy

Chief Sharp states that he would like to hear more information regarding a new 9-1-1 system and instead focus the motion from the Executive Committee on the communications center design. Captain Wilson explains that the new 9-1-1 system components will naturally evolve as the project continues. He explains that currently the three (3) entities utilize three (3) 9-1-1 telephone switches and as all entities come together in a single facility, an opportunity to use only two (2) switches may present itself. The same option may occur for networking components which may not have to duplicated within a building.

Chief Newburn inquires about adding call-takers if 9-1-1 switches are diminished to assist the incoming call load. Captain Wilson states that however the technical solution is designed there would not be an impact resulting in need for additional staff.

Chief Chappell inquires about the site visits and what agencies consolidated versus co-located. Captain Wilson explains that two (2) locations chose a consolidated approach (Salt Lake and King County) and two (2) locations chose a co-located approach (Austin and Long Beach). Bureau Chief Gagnepain adds that both consolidated agencies were small in size when consolidated. Captain Wilson agrees, stating that the agencies who consolidated assumed those activities separately; agencies did not come together in conjunction with a construction and radio project.

Bureau Chief Gagnepain asks for a motion from the Executive Management Committee to accept all four (4) recommendations made by the User and Technical Committees on June 20, 2006. Chief Newburn moves to accept the recommendations and Deputy Chief Miller seconds that motion. Motion is unanimously carried.

Materials provided: CTA Communications – Systems Alternatives Recommendations PowerPoint Presentation and the User & Technical Committee Recommendations – Systems Alternatives Memorandum, dated June 20, 2006.

VIII. Tohono O’odham Nation Support Captain Paul Wilson, Pima County Sheriff’s Department

Captain Wilson explains that on May 16, 2006, Sheriff Dupnik sent a letter to Tohono O’odham Tribal Chairwoman Vivian Juan-Saunders, asking for her affirmation of support for the PCWIN Project, specifically stating that PCWIN would have a need to provide radio services to the tribal agencies, making it necessary to install radio equipment at the existing antenna sites on Kitt Peak and Quijotoa Ridge, both which may require further expansion to accommodate that equipment. Captain Wilson explains that in order to accomplish those tasks, the Chairwoman’s support was requested.

Lt. Shonk states that he has an unofficial letter, dated June 21, 2006, from Chairwoman Juan-Saunders, which was faxed to his attention earlier in the morning and requested to be read at the Committee meeting. The letter states that ‘the Tohono O’odham Nation remains committed to the advancement to the PCWIN Project. . . . staff from our Nation have communicated this to your Management Team; the Tohono O’odham Nation continues to support any effort that will meet our best interest, respecting our sovereign status and right to self-determination, with this in mind, our staff will continue to formulate plans to implement the PCWIN Project.’

Reminder: Letter is unofficial; official copy to Sheriff Dupnik has not yet been received.

Bureau Chief Gagnepain states that the Committee will have to see what exactly the letter signifies, referring to the Nation’s sovereignty and right to self-determination. He adds that there will have to be a more formal document to bind the Nation to their support of the PCWIN Project. Captain Wilson agrees and asks Lt. Shonk what process the Nation must take in order to achieve a more formal agreement with PCWIN, adding that he suspects the Nation’s Administrative Government Body and Legislative Branch will ultimately make the decision to approve or disapprove the agreement. Lt. Shonk explains that the Nation has entered into IGAs previously with the County, adding that the entities will have to go through the Nation’s governmental agency and both agencies will have to review contents of the document if changes are made.

Bureau Chief Gagnepain states that in regards to the Regional S.W.A.T. Team, the Nation was reluctant to sign any agreements, never received the Nation’s cooperation, and resulted in the Nation not participating in the Regional S.W.A.T. Team. He adds that Lt. Shonk should inform Nation representatives that the PCWIN Project assists the Nation’s needs significantly and with or without their support, the Project will move

forward. Bureau Chief Gagnepain explains that the lack of cooperation from the Nation does not obstruct the project's progress. Captain Wilson adds that the largest benefit is clearly to the Nation and the decision makers will have to work quickly to solidify that commitment. Bureau Chief Gagnepain explains that a timeframe should be given to prevent further delay in the project, thus continuing to accomplish PCWIN's goals. Captain Wilson cautions that prior to completion of conceptual design and specifications for bid, we will need to specify whether coverage will include the Nation or not. He adds that Phase II (Conceptual Architecture Planning) is due to be completed mid-September. Ms. Giggetts explains that the planning has already begun, although the work on Kitt Peak and Quijotoa Ridge has been delayed until the end of the process. She adds that there is a substantial amount of effort and time that goes into the process and when CTA can move forward with both sites, they will include those into the planning phase.

Chief Newburn inquires about the Homeland Security Funds previously awarded to the Nation and what exactly those funds were used for. Captain Wilson explains that the Nation was awarded \$558,000 to create a microwave link between Kitt Peak and Quijotoa Ridge, provide site improvements at Kitt Peak, and provide improvement to the Nation's interoperability on their existing communications systems. He explains that Mr. Ben Standifer, Chief Information Officer for the Tohono O'odham Nation, provided an update to the Executive Management Committee on May 25, 2006, and reported that the Nation has been working with the vendor community in hopes they can complete their project by November 2006, which was their funding deadline.

Chief Newburn asks what impact the Nation's project will have on the PCWIN project. Captain Wilson explains that the Nation made a verbal commitment to the County to allow a path for the PCWIN Project to use. The County would still have to build the remaining microwave links from Tucson to Kitt Peak and from Quijotoa Ridge to Childs Mountain, creating the necessary backhaul communications system to support countywide communications. Captain Wilson adds that when support was given to the Nation for their funding request, the Nation was unwilling to enter into memorandum of support memorializing that commitment, although the Nation has expressed their commitment several times in open meetings via voice delivery.

Chief Newburn suggests that the Nation should have an agreement with the Federal Government since they received federal funds. Captain Wilson explains that he believes the Nation has an agreement with the State that determines how those funds are utilized, although it's unclear what the requirements are in the agreement. He adds that an exception to the agreement was added in regards to the Nation's standard language which only permits arbitration being conducted in the federal courts to satisfy a need of the Nation not recognizing the State as having authority over them.

Captain Wilson explains that the planning process of the project will continue with the understanding that the Nation continues to participate, although prior to an RFP, a determination will have to be made whether the Nation is involved or not. Deputy Chief Miller suggests the Committee draft an agreement immediately to prevent further delay in the project. Bureau Chief Gagnepain stresses concern on enforcing an agreement if broken, adding that if the participating agencies become dependant on sites located on the Nation, and problems arise, agency's are now vulnerable to being shutdown.

Mr. John Moffatt, of the Pima County Office of Strategic Planning, explains that an IGA was submitted through Pima County to interconnect Pima County and Tohono O'odham networks to provide fiber connections to Why, Arizona. Mr. Moffatt explains that Mr. Standifer is aware of the IGA and said he was going to work with Pima County and attempt to get the IGA heard and approved by the Nation's Council.

Captain Wilson suggests that the appropriate path to address these issues will be directly to the Tribal Chairwoman and requests permission from the Committee Chairman to initiate a phone call to begin the process in hopes that the Nation could designate effective representation to work with and move forward. Bureau Chief Gagnepain states that if the Nation is interested in the effort that goes into this project, then they can initiate that effort, not the Committee.

Chief Newburn states that there is a state-wide mutual response agreement, signed by the Governor, which allows emergency response to all Tribal lands in the state of Arizona, noting all Committee members are a part of that agreement. Chief Chappell adds that the Nation may have signed a state agreement, but they have refused to sign a Regional Mutual Aid Plan.

Bureau Chief Gagnepain, again, expresses concern in regards to agency vulnerability, adding, as an example, that the Nation recently told the Sheriff's Department S.W.A.T. Team to leave their land during a S.W.A.T. deployment. Lt. Shonk explains that it was not the Tohono O'odham Tribal Police that told the Sheriff's Department to leave Tribal grounds. Bureau Chief Gagnepain stated that the Committee will do the best they can to contact the Nation and move forward with this project. Lt. Shonk asks the Committee to contact the Tribal Chairwoman, adding that she will not say something she won't do. He adds that the letter he previously read is confirming the Tribal Chairwoman's commitment to the project, although he agrees that setting deadlines is a reasonable request when requesting information from the Nation.

Materials provided: Tohono O'odham Tribal Nation Letter (via fax read from Lt. Kevin Shonk, Tohono O'odham Police Department) dated June 21, 2006.

IX. New Business, Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Bureau Chief Gagnepain asks if anyone would like to address the Committee. He receives no response.

X. Call to the Public

Bureau Chief Gagnepain asks if anyone in the audience would like to address the Committee. He receives no response.

XI. Date-Time-Location of Next Meeting(s)

Next Meeting:

TBA

XII. Adjournment

Bureau Chief Gagnepain asks for a motion for adjournment. Chief Newburn moves to adjourn the meeting. Chief Sharp seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:50 a.m.

Minutes prepared by: Catherine Hanna