

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, November 30, 2006
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the November 30, 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 Richard Vidaurri, Marana Police Department
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Dep. Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Mr. Dennis W. Douglas, Pima County OEM & Homeland Security
Asst. Chief Joseph Delgado, Tohono O'odham Police Department
Commander Larry Stevens, Oro Valley Police Department (*2nd Alternate*)
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Chief Doug Chappell, Drexel Heights Fire District

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Jeff Piechura, Northwest Fire District
Chief Dan Newburn, Tucson Fire Department
Chief Richard Miranda, Tucson Police Department

Others Present

David Bremson, M/A Com	Rodney Slemiaowski, Motorola
Bob Brown, General Dynamics	Jim Weston, Motorola
Rick Brown, Marana Police Department	Paul Wilson, Pima County SD
Rob Jones, General Dynamics	
Pat Joy, PCSD Communications	
Kevin Mayhew, Tucson Police Department	
John Moffatt, Pima County	
Mike Sacco, PCSD Communications Sect	
Larry Sayers, Pima County Radio Systems	

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

Bureau Chief Gagnepain proposes approval of the minutes for the October 26, 2006, Executive Management Committee (EMC) meeting. Dep. Chief Miller moves to approve the minutes and Chief Chappell seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated October 26, 2006.

III. Executive Session
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Cheryl Giggetts, Project Manager, CTA Communications
Mr. Mike Dye, CTA Communications
Mr. Michael Saben, CTA Communications

NOTE: Item III will be addressed under Executive Session following Committee approval. Items IV-IX were discussed in the public meeting.

Captain Wilson explains that there is no formal action anticipated during today's executive session, only a study session with possible direction to staff.

Chief Chappell motions that the Executive Management Committee go into executive session. Asst. Chief Allen seconds the motion. Motion unanimously carries.

Executive Session, 9:08 a.m.

The Executive Management Committee receives information on the Conceptual Design Package, the Concept of Operations and Business Plan Report, and the RFP Specifications.

IV. Committee Appointments
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson asks the Committee to consider a nomination for Executive Management Committee membership. The Tohono O'odham Tribal Police, through Chief Richard Saunders, requests that the Committee make nominations to the Board of Supervisors regarding changes to the Executive Management Committee. The Tohono O'odham Nation nominates Chief Saunders as the Committee's primary member, replacing Asst. Chief Joseph Delgado. Additionally, the Nation nominates Asst. Chief Delgado to become first alternate, replacing Lt. Kevin Shonk.

Asst. Chief Delgado motions to forward the nominations of Chief Saunders and Asst. Chief Delgado to the Board of Supervisors for membership consideration on the Executive Management Committee. Dep. Chief Miller seconds the motion. Motion unanimously carries.

Materials provided: Nomination letter from Chief Richard Saunders to Sheriff Clarence W. Dupnik, dated November 27, 2006.

**V. CTA Communications – Consultant Engagement Status Report
Ms. Cheryl Giggetts, CTA Communications**

Ms. Giggetts refers the Committee to the project status report handout. She explains that work continues on the Concept of Operations and Business Plan documents, adding that drafts will be delivered, as planned, in December 2006.

Ms. Giggetts explains that PCWIN has entered Phase II (Conceptual Architecture Planning) of project. User and Technical Committee members are currently reviewing the Revised Conceptual Design Package and have a deadline of December 8, 2006, to forward comments, questions, and/or changes to CTA. The final document is anticipated to be completed in December 2006.

Ms. Giggetts explains that the ECC/EOC pieces, previously delayed, have been added to the document and all suggestions, comments, concerns, and changes are encouraged for updating.

Ms. Giggetts explains that PCWIN has also entered the Specifications (Phase III) phase of the project. CTA has met with Pima County Procurement and future discussions on procurement strategy concepts and terms and conditions for the project will be scheduled. Draft pieces of the Specifications document have been provided to Captain Wilson for review and Captain Wilson will meet with specific Committee members to discuss its contents. Ms. Giggetts adds that PCWIN remains on schedule to put an RFP out in early 2007, while entering into Phase IV (RFP Solicitation) of the project.

Ms. Giggetts explains that PCWIN is slightly behind schedule on the Conceptual Design piece due to delays in the ECC/EOC components of Phase II (Conceptual Architecture). Key decisions were made during last month's meeting, but with continuing diligent work, PCWIN will get back on schedule. All other pieces of the project are currently moving forward.

Ms. Giggetts refers to the Committee for questions. She receives no response.

Materials provided: CTA Communications Project Status Report handout, dated November 17, 2006.

**VI. Tohono O'odham Nation Support Follow-up
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that on November 17, 2006, Sheriff Dupnik sent a letter to the Tohono O'odham Tribal Chairwoman, Vivian Juan-Saunders, requesting that the Nation solidify their support for the PCWIN project. Attached to the letter was a Memorandum of Understanding (MOU), outlining commitments which the County and the Nation should mutually construct. PCWIN is currently awaiting a response.

Asst. Chief Delgado explains that the letter was received on November 22nd and has been forwarded for legal review by the Attorney General's Office. He adds that the Attorney General's Office will meet with the Oversight Committee and review the document, anticipating a response by late December 2006 or early January 2007, noting that the Council meets during the first week of every month.

Captain Wilson explains that copies of the letter went out to Tohono O'odham Nation representatives, Executive Management Committee members, and several Board of Supervisor representatives. He adds that the letter indicates a need for future IGAs by the Nation agreeing to the MOU with the County. Captain Wilson explains that this task must be accomplished prior to PCWIN going out to bid. He adds that the Nation was given a deadline of December 31, 2006, for signature, although early January is acceptable.

Materials provided: Tribal Support of the PCWIN Project, dated November 17, 2006, from Sheriff Clarence W. Dupnik to the Honorable Vivian Juan-Saunders, Chairwoman of the Tohono O'odham Nation.

VII. 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.

VIII. Call to the Public

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

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

Thursday, December 21, 2006 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

X. Adjournment

Executive session concludes at 11:11 a.m. Bureau Chief Gagnepain calls for the public to return to the open meeting.

Bureau Chief Gagnepain asks for a motion for adjournment. Dep. Chief Miller moves to adjourn the meeting. Asst. Chief Pesqueira seconds the motion. Motion is unanimously carried.

Meeting adjourns at 11:11 a.m.

Minutes prepared by: Catherine Hanna