

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

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

SUMMARY OF MEETING

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

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:00 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*2nd 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. Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)
Lieutenant Jason Larter, 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
Asst. Chief Joseph Delgado, Tohono O'odham Police Department
Mr. Dennis Douglas, Pima County OEM & Homeland Security
Chief Jeff Piechura, Northwest Fire District
Chief Dan Newburn, Tucson Fire Department
Chief Richard Miranda, Tucson Police Department

Others Present

Manny Barreras, Motorola	Anita Velasco, City of Tucson
Joe Jakoby, City of Tucson	
Pat Joy, Pima County SD Communications	
Kevin Mayhew, Tucson Police Department	
John Moffatt, Pima County	
Dennis Rankin, Mt. Lemmon Fire District	
Mike Sacco, Pima County SD	
Richard Saunders, Tohono O'odham Police	
Kevin Trick, South Tucson Police Dept	

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

Captain Wilson proposes approval of the minutes for the November 30, 2006, Executive Management Committee (EMC) meeting. Asst. Chief Allen moves to approve the minutes and Chief Chappell seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated November 30, 2006.

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

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

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

Executive Session, 9:24 a.m.

The Executive Management Committee receives information on the Conceptual Design Package.

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

Ms. Giggetts explains that CTA Communications continues to work on the Concept of Operations and Business Plan Reports. On December 20, 2006, CTA met with Radio Systems and ECC/EOC Workgroup members to discuss how the system will be operated. Intergovernmental Agreements and cost-sharing models will soon be developed and CTA anticipates requesting additional information from participating agencies in the next several weeks.

Ms. Giggetts explains that the Conceptual Architecture Planning (Phase II) report has received several reviews and the final document should be published in late January 2007. She adds that Mr. Mike Dye will provide updates to the Committee while in executive session. Participating agencies will be given time to review the document and are encouraged to provide feedback to CTA.

Ms. Giggetts explains that the Specifications document has gone through one (1) review, although another review is expected from technical staff and County Procurement. A final draft is anticipated in late January or early February 2007.

Ms. Giggetts reminds the Committee that the Concept of Operations document should be complete in late January or early February 2007. CTA continues to seek agency participation regarding MOUs, IGAs, and subscriber inventory for the Business Plan Report. A rough draft of the Business Plan is anticipated in late January 2007. She adds that the Final Business Plan Report is expected in March 2007, which will complete Phase I of the project.

Materials provided: CTA Communications Project Status Report handout, dated December 15, 2006.

V. Agency Support and Commitment
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that prior to the bond election each of the Chiefs from the 32 participating agencies came together and signed a letter of support for the bond proposal. No other form of commitment has been requested since that time, although an MOU did go out to the Tohono O'odham Nation, largely due to the amount of time necessary for review by the Nation's Legislative Council.

Captain Wilson explains that following the Business Plan, participating agencies will be asked to reaffirm their support to PCWIN by submitting an MOU at the appropriate time. Captain Wilson adds that CTA met with the ECC/EOC and Radio Systems Workgroup members on December 20th to discuss the Business Plan development. Ms. Giggetts and Mr. Dye received good feedback from workgroup members and expressed their appreciation to the all members who participated.

Captain Wilson explains that discussions were initiated last month by the Town of Marana on how their radio system would be included in the overall design of the PCWIN network. Chief Vidaurri drafted a letter to Sheriff Dupnik requesting a meeting with County staff to discuss those options.

Captain Wilson explains that during November's meeting, participating agencies were asked to reevaluate their subscriber equipment figures, returning with a more solid approach to the costing piece of the project. Captain Wilson explains that the Staff Office received good feedback on those requests. Participating agencies were asked to report subscriber equipment figures for 2009 to support their dispatch and operations functions, although some agencies misunderstood and reported inaccurate numbers.

Captain Wilson refers the Committee to the Pima County memorandum from County Administrator C.H. Huckelberry. Northwest Fire District expressed the option to continue using their VHF radio system in place of joining the countywide network. This resulted in a meeting with Northwest Fire Consortium Fire Chiefs and County staff where a renewed support for inclusion into the project was established. Northwest Fire will provide the Staff Office with new figures and those figures will be forwarded to CTA.

Captain Wilson explains that recognizing agency participation will result in certain purchases and it is imperative to report accurate figures and know who is committed to this project before an RFP is made public. He proposes that CTA continue with the Business Plan, immediately following that with a Stakeholder Meeting, which will provide agency officials, management, and representatives with a comprehensive overview of the business process and projected costing details. Captain Wilson explains that following the Stakeholder Meeting, participating agencies will be asked to commit, via an MOU, to affirm their support with PCWIN project. An RFP will be established shortly thereafter. Captain Wilson refers to the Committee for additional direction or comment. He receives no response.

Materials provided: Pima County Memorandum from County Administrator C.H. Huckelberry to the Sheriff Clarence W. Dupnik reference County Fire Consortium and the PCWIN Project, dated December 13, 2006; Marana Police Department letter to Captain Paul Wilson, PCWIN Project Manager reference Marana's Project 25 digital radio communications system, dated December 1, 2006.

VI. Grant Funding Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson asks Captain Mayhew to update the Committee on Tucson Police Department's FY06 COPS Grant. Captain Mayhew explains that the 2006 COPS Grant portion allotted to the City came to \$246,000. Approximately \$90,000 was to be used for the City of Tucson's telephone system upgrade, and the remaining \$156,000 was dedicated to PCWIN. Unfortunately, someone within the City of Tucson saw the technology funding, contacted the COPS Office, and retrieved that funding before it could be applied to PCWIN. Captain Mayhew explains that when that occurred, he researched alternatives. Tucson Police Department is requesting an extension of the 2004 COPS Grant funding, at the same time, requesting the COPS Office reprogram approximately \$214,000 to be applied directly to PCWIN. This will result in an agreement with the COPS Office to use those funds for a microwave link from Tucson Police Department to the Sheriff's Department at the 22nd Street facility. Captain Wilson expresses his appreciation to Captain Mayhew for his efforts in seeking out additional funding for the project.

Captain Wilson explains that the County submitted a grant request for \$246,000 last week, and those funds will be used to extend the 9-1-1 fiber loop into the 22nd Street facility. Qwest estimated the cost to be \$255,000, leave approximately \$9,000 to be covered by the Bond funds.

Captain Wilson refers the Committee to the grant handout from the U.S. Senate Committee. As Congress was closing their session, the Call Home Act of 2006 was passed, allowing inexpensive ways for deployed troops overseas to call home. Within the bill, Senator Ted Stevens included a paragraph that provides the Department of Homeland Security \$1 billion dollars for public safety interoperability, which will be distributed this fiscal year. Captain Wilson is unsure if this bill will result in local or state grant funding, but details will be researched and the Committee will be kept apprised of all updates.

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

Materials provided: U.S. Senate Committee handout on Call Home Act of 2006, dated December 9, 2006.

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

Captain Wilson asks if anyone would like to address the Committee. He receives no response.

VIII. Call to the Public

Captain Wilson 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, January 25, 2007 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

X. Adjournment

Executive session concludes at 10:51 a.m. Captain Wilson calls for the public to return to the open meeting.

Captain Wilson asks for a motion for adjournment. Asst. Chief Allen moves to adjourn the meeting. Chief Chappell seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:51 a.m.

Minutes prepared by: Catherine Hanna