

**PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN)
USER COMMITTEE / TECHNICAL COMMITTEE
JOINT MEETING**

Pima County Sheriff's Department
Administration Building, Sheriff's Operations Center, 3rd Floor
1750 E. Benson Highway, Tucson, Arizona
Tuesday, August 1, 2006
2:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the August 1, 2006 meeting.

- I. Call to Order:** Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 2:10 p.m.

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

Quorum is established for the Technical Committee with a total of 12 members present.

Quorum is not established for the User Committee with a total of 8 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Fleet Services
Rick Brown, Marana Police Department
Gary Bynum, Drexel Heights Fire District
Steven Campbell, Drexel Heights Fire District
Scott Ferguson, Pima College Department of Public Safety
Harry Findysz, Mt. Lemmon Fire Department
Tim Hoban, Tucson Airport Authority
Pat Joy, Pima County Sheriff's Department
Greg Lugo, Tucson Police Department
John Moffatt, Pima County Office of Strategic Planning
Gary Schmitz, Oro Valley Police Department
Anita Velasco, City of Tucson Communications

Members Not Present – Technical Committee

Ken Boynton, University of Arizona
Don Harrison, Tucson Airport Authority
Joseph Jakoby, Tucson Fire Department
Ted Martin, PCSD IST
Gregory McNeal, City of Tucson
Kerry Reeve, PC Office of Emergency Management
Ben Standifer, Tohono O'odham Police Department

Others Present

Manny Barreras, Motorola
Carl Drescher, City of Tucson IT
Steve Lanier, Tucson Airport Authority Communications
Chuck Michels, Pima County OEM
Paul Punske, Motorola
Paul Wilson, Pima County Sheriff's Department

Members Present User Committee

Harry Findysz, Co-Chair, Mt. Lemmon Fire Department
Don Lafreniere, Co-Chair, Sahuarita Police Department
Linda Basham-Gilbert, Tucson Police Department
Gary Bynum, Drexel Heights Fire District
Matt Janton, Northwest Fire District
Todd Pearson, Tucson Fire Department
Ernie Robles, Picture Rocks Fire Department
Mike Sacco, Pima County Sheriff's Department

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Paul Ashcraft, Marana Police Department
Lee Bucklin, Rincon Valley Fire District
Jim Bush, Ajo/Gibson Volunteer Fire Department
James Craig, Helmet Peak Fire Department
Charles Kmet, Tohono O'odham Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tilda Martinez, Arivaca Volunteer Fire Department
Dan Morelos, Tucson Airport Authority
Tom Nix, Avra Valley Fire District
Hector Olivo, Pascua Yaqui Police Department
Luis Puig, University of Arizona Police Department
Kerry Reeve, PC Office of Emergency Management
Doug Roth, Corona de Tucson Fire Department
Kevin Shonk, Tohono O'odham Police Department
Cheryl Smart, Pima College Department of Public Safety
Larry Stevens, Oro Valley Police Department
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

II. Approval of Minutes, Mr. Larry Sayers, Technical Committee Chair

Captain Wilson explains that there are two (2) items on the agenda which require motions; Approval of Minutes and Technical Committee Chair Nominations; both of which are exclusive to the Technical Committee. He adds that the remaining items on the agenda are informational.

Mr. Sayers asks Technical Committee members if there are any suggested changes for the June 20, 2006, joint meeting minutes. Pat Joy moves to accept and approve the minutes and Anita Velasco seconds the motion. Motion unanimously carries.

Materials provided: User/Technical Joint Meeting Summary for June 20, 2006.

III. Facility Acquisition – 3434 E. 22nd Street Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson states that as he reported in the last meeting, the County had inquired about the purchase of a facility which would possibly meet the needs of a new communications center for the PCWIN project. He adds that the purchase contract for the County's purchase of the 3434 E. 22nd Street facility was on the Board of Supervisor's agenda for consideration this morning and has been approved without objection at a cost of approximately \$6.3 million dollars.

Captain Wilson explains that on July 5th, representatives from Pima County Facilities Management inspected the mechanical and building systems of the facility and a written report on the inspection is expected soon.

On June 2, 2006, CTA Communications hosted a Communications Center Design Workshop to discuss schematic building program requirements. Captain Wilson explains that he recently reviewed and commented back on the draft material from the workshop. CTA is currently revising the document, making it easier to understand its contents. Captain Wilson states that the final document is anticipated in approximately two (2) weeks.

Captain Wilson explains that on September 1, 2006, PCWIN representatives and Management staff, who attended the June 2nd workshop, will be invited back to discuss the County's recently purchased facility. Invited representatives will decide whether the facility will meet the needs of the PCWIN project and begin making decisions on its use. Notices will be distributed to invited participants, although prior to sending notices, Captain Wilson explains that he will provide participants with schematic block numbers and square footage requirements for review. CTA will return to Pima County with their parent company, HSMM, and assist with schematic block diagrams and discuss the attributes of the facility in greater detail. Captain Wilson explains that Facilities Management representatives will be invited to answer questions about the viability of the building for the project.

IV. Legacy Systems Characterization Report Status Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson reminds the Committee that the staff office has received the Final Legacy Systems Characterization Report which is available for review and distribution upon signing a non-disclosure agreement with Pima County. To date, five (5) entities have signed those agreements and have received the report.

V. Systems Alternatives Recommendations Report
Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to the System Alternatives & Recommendations Report Table of Contents handout for review. Captain Wilson informs the Committee that the report has been posted to CTA's website to download and review in PDF format.

During the last meeting, CTA briefed the Committee on their recommendations which fell into five (5) categories: voice radio, data radio, communications center, network systems, and location systems. Following the recommendations, the User and Technical Committees approved several motions which were forwarded to the Executive Management Committee. The Executive Management Committee approved of all of the recommendations.

Captain Wilson explains that the Systems Alternatives & Recommendations Draft Report differs from the two (2) previous reports published by CTA. The User Needs Assessment Report and the Legacy Systems Characterization Report were documents which relied on representative participation and feedback. The Systems Alternatives & Recommendations Report contains CTA's professional recommendations as to how they think the PCWIN project should move forward. Captain Wilson adds that the expectation is not to elicit comments or change the recommendations, although debating those recommendations may be an option.

Captain Wilson explains that the contents of the report go into great detail as to why CTA chose those recommendations. Captain Wilson provides a brief overview of the report content:

- Section 2 details regulatory issues relative to digital radio technologies and how those issues impacted CTA's decisions.
- Section 3 details voice radio technologies, outlining pros and cons to individual technologies.
- Section 4 details mobile data technologies.
- Section 5 focuses on communication and PSAP considerations.
- Section 6 details the Asset Location Technologies.
- Section 7 details Network Technologies, which is broken down into two (2) categories; one is the overall communications network (backbone) to support the system; the second is an interoperability network component, which provides an interoperability linkage to radio users outside of PCWIN.

Captain Wilson explains that PCWIN representatives can review the document until August 21, 2006, adding that document feedback can be forwarded to him and those comments will be addressed with CTA.

Materials provided: CTA Communications – System Alternatives & Recommendations Table of Contents.

VI. Nominations – Technical Committee Chair
Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that PCWIN By-Laws require annual elections for User and Technical Committee Chair. He adds that the current Technical Committee Chair, Larry Sayers, has done an outstanding job in his position and is willing to continue the job if nominated and elected.

Captain Wilson requests motions to nominate the new Technical Committee Chair, which will take affect August 11, 2006.

Asst. Chief Bynum motions to nominate Larry Sayers for Technical Committee Chair and Pat Joy seconds that motion. Mr. Sayers refers to the Committee for additional nominations. He receives no response. Motion unanimously carries; Larry Sayers continues his position as Technical Committee Chair.

VII. Project Schedule, Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to several handouts for review. The Project Status Report handout summarizes project activities from June 2006 through August 2006. Captain Wilson refers the Committee to the PCWIN Planning Activities Timeline. He explains that the timeline illustrates important periods of activity through 2006. The PCWIN gant chart illustrates future project activities throughout the life of the project. Captain Wilson explains that he and Ms. Giggetts recently modified the schedule to allow additional review time for several important items on the timeline.

Captain Wilson explains that the Conceptual Systems Design Draft Report is anticipated on September 27, 2006. He adds that originally, PCWIN representatives had approximately five (5) days to review and comment back on that report, although the timeframe proved inadequate. Captain Wilson explains that he has since developed a process which will allow the report to be reviewed for approximately two (2) months.

Captain Wilson explains that on July 27, 2006, the Executive Management Committee voted to send six (6) PCWIN representatives to Lynchburg, Virginia (CTA Communications) on October 2, 2006, through October 5, 2006, to conduct a meeting with CTA technical staff to discuss a detailed review of the Conceptual Design Package. Captain Wilson states that one (1) week prior to traveling to Virginia, the PCWIN Staff Office will receive the Conceptual Design Package. Upon return, the traveling PCWIN members will be asked to meet with individual agencies to answer questions and provide detailed information on the design of different technology components over a three (3) week period of time. Captain Wilson explains that following additional review of the Conceptual Design, CTA will return to Pima County in October to present the report, allowing an additional four (4) weeks to review that document.

Captain Wilson announces the six (6) PCWIN representatives selected to travel to Virginia:

- Joe Jakoby, Technical Committee member, City of Tucson
- Anita Velasco, Technical Committee member, City of Tucson
- John Moffatt, Technical Committee Member, Pima County
- Kerry Reeve, User/Technical Committee Member, Pima County OEM
- Larry Sayers, Technical Committee Member, Pima County
- Paul Wilson, Project Manager

Selected representation covers communication center management, radio/technical staff, IT/telecommunication staff, and the Project Manager.

Captain Wilson reminds the Committees that the Project Meeting Schedule illustrates future review meeting dates relative to the different components of the project. He asks the Committee to consider conducting the next Joint Meeting on September 27, 2006, the date that CTA will present the Conceptual Design Package.

Captain Wilson refers to the Committees for questions or comments. He receives no questions.

Materials provided: CTA Communications – Project Status Report dated August 1, 2006; PCWIN Gant Chart dated July 20, 2006; PCWIN Planning Activities Timeline; PCWIN Workgroups handout.

VIII. Workgroup Meetings, Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that from July 28, 2006, through September 22, 2006, several workgroup meetings will take place to prepare for the Concept of Operations and Business Plan Report. CTA will return to Pima County to gather additional information collected from the workgroups to discuss PCWIN's intentions to support, operate, and maintain systems facilities.

Captain Wilson refers the Committees to the PCWIN Workgroups handout. Captain Wilson explains that the cover sheet of the handout details three (3) workgroup categories: Radio Systems, IT/Telecommunications Systems, and ECC Facility. Workgroup representation is listed, although individual representation can be modified. Individuals were specifically placed in workgroups in conjunction with their expertise. Captain Wilson states that Joe Jakoby will chair the Radio Systems workgroup, John Moffatt will chair the IT/Telecommunications Systems workgroup, and Mike Sacco will chair the ECC Facility workgroup. Captain Wilson explains that he would like to meet with the Chairs of those workgroups to outline workgroup's expectations. Each workgroup will report back to the User and Technical Committees to discuss the outcome of their activities. Workgroup brainstorming will allow PCWIN representatives to participate with CTA upon their return to Pima County (late September).

On August 31, 2006, following the next Executive Management Committee meeting, Captain Wilson asks the workgroup Chairs to consider meeting with CTA to discuss workgroup activity progress.

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

Materials provided: PCWIN Workgroups handout.

IX. New Business, Sgt. Don Lafreniere, User Committee Co-Chair, Sahuarita Police Department

Sgt. Lafreniere asks if Committee members request agenda items for presentation at the next meeting. He receives no response.

X. Call to the Public, Sgt. Don Lafreniere, User Committee Co-Chair, Sahuarita Police Department

Sgt. Lafreniere asks if anyone from the public would like to address the Committees. He receives no response.

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

Wednesday, September 27, 2006, 2:00 p.m.
Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway, Tucson

XII. Adjournment

Asst. Chief Bynum motions to adjourn the meeting and Anita Velasco seconds the motion. Motion carries unanimously and the meeting is adjourned.

Meeting adjourns at 2:42 p.m.

Minutes prepared by: Catherine Hanna