

**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
Wednesday, September 27, 2006
1:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the September 27, 2006 meeting.

- I. Call to Order:** Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 1:10 p.m.

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

Quorum is established for the Technical Committee with a total of 13 members present.

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

Members Present Technical Committee

Larry Sayers, Chair, Pima County Fleet Services
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
Don Harrison, Tucson Airport Authority
Tim Hoban, Tucson Airport Authority
Pat Joy, Pima County Sheriff's Department
Greg Lugo, Tucson Police Department
Ted Martin, PCSD IST
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
Rick Brown, Marana Police Department
Joseph Jakoby, Tucson Fire Department
Gregory McNeal, City of Tucson
Kerry Reeve, PC Office of Emergency Management
Ben Standifer, Tohono O'odham Police Department

Others Present

Woody Dyche, Northrop Grumann
Benny Gomez, Pima County OEM
Steve Lanier, TAA Communications
Paul Punske, Motorola
Paul Wilson, Pima County Sheriff's Department

Members Present User Committee

Harry Findysz, Co-Chair, Mt. Lemmon Fire Department
Paul Ashcraft, Marana 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
Cheryl Smart, Pima College Department of Public Safety
Larry Stevens, Oro Valley Police Department
Kevin Wells, Pascua Yaqui Police Department – Proxy

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire 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
Don Lafreniere, Co-Chair, Sahuarita Police 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
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

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

Mr. Sayers asks members if there are any suggested changes for the August 1, 2006, joint meeting minutes. Pat Joy moves to accept and approve the minutes and Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Mr. Sayers informs the Committees that the meeting's agenda will be adjusted, moving item VII, Conceptual Design, to be discussed under executive session, following New Business and Call to the Public.

Materials provided: User/Technical Joint Meeting Summary for August 1, 2006.

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

Ms. Giggetts explains that CTA has provided the draft Conceptual Design to Captain Wilson in hard copy. She adds that while in executive session, Dr. Ballard will discuss several pieces of the design document, although the cost and space requirement details of the EOC and Communications Center will not be discussed, as various decisions have yet to be made.

Ms. Giggetts explains the Conceptual Architecture Plan Report will be distributed as a *preliminary draft*, presented to show a path or direction for design in regards to voice, mobile data, and AVL. The report will preliminarily detail information on site coverage, site analysis, and address how each piece will affect PCWIN operationally. The document will be presented on CD, which is currently being mailed to the PCWIN Staff Office for individual agency distribution during the week of October 2nd.

Ms. Giggetts explains that to provide on-site in-depth information, seven (7) PCWIN representatives will travel to Lynchburg, VA, to meet with Dr. Ballard and 10 CTA Communications representatives to discuss the document in greater detail. Ms. Giggetts explains that Committee members will have three (3) weeks to review and comment on the document. She adds that most of the document includes site coverage design graphics. Ms. Giggetts asks that in order to comment on the document, Committee representatives can create a Word document with a list of questions or comments and forward those comments to Captain Wilson at Paul.Wilson@sheriff.pima.gov. Captain Wilson will collect those requests and forward them to CTA Communications.

Ms. Giggetts explains that questions will not be answered right away, but presented during CTA's next visit to Pima County. Another draft document will be presented for a second review after the October 24th deadline and the final report will be published by the end of November 2006. Ms. Giggetts explains that upon receiving the EOC and Communications Center design pieces, CTA will simply add those pieces to the draft document.

Captain Wilson explains that CTA will create a spreadsheet of questions asked by PCWIN representatives and include CTA's answers; distributing the spreadsheet with the next draft document. He adds that the initial review deadline is October 24th. CTA will return to Pima County at that time for another review and give Committee members approximately one (1) additional month to review the draft report.

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

**IV. Facility Design Status Report – 3434 E. 22nd Street
Capt. Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that on September 1st, representatives from the City of Tucson, Pima County, Drexel Heights Fire, and Northwest Fire attended a Communications Design Meeting, hosted by CTA Communications and their parent architecture company, HSMM, to discuss space requirements in a new communications facility.

Captain Wilson explains that regardless of which agencies move into the 22nd Street facility, the building lacks sufficient space to accommodate all of the required needs suggested by the agencies. Several additional conclusions were made:

- Overall renovation costs expected to be less than new construction even with purchase price factored in
- Overall building construction is good
- Facility will require moderate upgrades including mechanical and electrical to serve as an emergency communications facility
- Construction is suitable for renovation to serve as an emergency communications facility
- 50,000 GSF available is inadequate to meet the complete requirements of the project. Current planning projects a need for 65-70,000 GSF including the needs of the County fire districts.
- DMAFB accident potential zone poses a known risk hazard
- City of Tucson Airport Environs Zone is not expected to be an obstacle to use the facility as an emergency communications center
- Back-up facilities for 9-1-1 and dispatch services are required by the NFPA 1221 Standard (2007 Edition) and desired by project participants

Captain Wilson explains that another option for the project would be to operate out of two (2) separate facilities; continue to utilize the 22nd Street building with intention to accommodate the Sheriff's Department, the Tucson Police Department, and the EOC. The Tucson General Services Center would then move into the Price Service Center vacated by the Tucson Police Department. Captain Wilson explains that operating out of two (2) facilities provides an opportunity to geographically separate key redundant technology components, meeting desired disaster recovery requirements. The City of Tucson and Pima County are exploring these options and future updates will be provided.

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

**V. Workgroup Meeting Status Report
Capt. Paul Wilson, Pima County Sheriff's Department
Mr. John Moffatt, Pima County
Lt. Mike Sacco, Pima County Sheriff's Department
Ms. Anita Velasco, City of Tucson**

Anita Velasco, Radio Systems Workgroup Representative

Ms. Velasco explains that the Radio Systems Workgroup was asked to seek operational and maintenance requirements for a county-wide radio system. Two (2) groups were discussed; the Operations Group would be made up of users and would handle talk groups and priorities; the Technical Group would handle maintenance issues and propose changes if necessary.

The Technical Group would include a pool of technicians specifically trained to work on the PCWIN infrastructure, readily available 24 hours a day. Ms. Velasco explains that the workgroup discussed options on how to track technicians' time to charge the appropriate agency for their work. She adds that infrastructure costs were discussed and while speaking with Tom House, of Pima County Finance, requesting bonds continuously was not suggested. Mr. House suggested including a lifecycle fee into the monthly cost of the system.

Subscriber units will be initially purchased through PCWIN, but overall maintenance and purchasing additional features on those units will be the responsibility of the individual agency. The workgroup members recommend PCWIN provide each agency with a tier of radios for purchasing and create two (2) separate bids on the subscriber units, as opposed to the infrastructure, to receive the most updated versions when purchasing becomes available. Ms. Velasco explains that CTA recommends each agency be billed per ID versus per subscriber unit. IDs will be reserved in the system even though all radios are not purchased.

The next workgroup meeting is anticipated in mid-October.

John Moffatt, IT/Telecommunications Workgroup Chair

Mr. Moffatt explains that the workgroup separated into two (2) sub-committees; the telephone system committee and help desk committee. The telephone system sub-committee envisions one (1) telephone system for the entire facility.

The help desk committee envisions a call tracking system, allocating costs when necessary. Mr. Moffatt suggests that each agency should purchase the same equipment throughout the facility; chairs, consoles, computers, etc. He recommends that Network Management and Facilities be located at the facility, made up of a certified group of individuals, given access to maintain network equipment. Mr. Moffatt explains that the computer facility will be expanded to accommodate three (3) dispatch systems, providing back-up services if needed.

The next workgroup meeting is scheduled for Friday, October 13, 2006, at 1:00 p.m.

Mike Sacco, EOC/ECC Facility Workgroup Chair

Lt. Sacco explains that the workgroup envisions governance, allowing each agency to have representation with managing the facility. Concerns were raised regarding EOC versus Communications Center accessibility in the building. The EOC will allow public access when activated; where as the Communications Center will restrict public access.

Discussions on separate parking lots, entrances, exits, training rooms, budgeting, and equipment renewal were addressed. The workgroup suggested an annual budget for equipment replacement. Like the IT/Telecommunications Workgroup, the EOC/ECC Workgroup wants to see the same equipment throughout the facility. Lt. Sacco explains that workgroup members provided numbers on call-taker and dispatch positions needed for back-up services.

The next workgroup meeting has yet to be determined.

VI. Tohono O’odham Nation – Microwave Project
Capt. Paul Wilson, Pima County Sheriff’s Department

Mr. Sayers refers to the Tohono O’odham Nation letter, dated September 27, 2006, from Mr. Ben Standifer, Chief Information Officer for the Tohono O’odham Nation, to Captain Wilson:

‘In regards to the Microwave project, a part of the Tohono O’odham Nation’s Modernization Communications Plan, the progress has gained the necessary momentum to meet the completion date for use of funds for Homeland Security funds for Fiscal Year 2004, the date is November 30, 2006.

Per the project summary provided to the Arizona Department of Homeland Security a microwave connection would be placed between Kitt Peak and Jewek Mountain, also known as Quijotoa Ridge. The Tohono O’odham Nation has engaged in an agreement with Creative Communication an Alcatel reseller who would be providing the site studies, engineering, product specification and installation. The Tohono O’odham Nation will be providing bandwidth at a rate comparable to an OC3 level bandwidth from Kitt Peak to Sells, AZ and then to Jewek Mountain.

As we get further into the project more information will be forth coming to these committees. If you have any questions concerning this project, please feel free to contact my office at 520-383-0273 or at the office of Director of Public Safety, Ed Reina at 520-383-4765.’

Mr. Sayers refers to the Committees for questions. He receives no response.

Note: Letter was received via and read verbatim.

Materials provided: Tohono O’odham Nation letter, dated September 27, 2006, from Mr. Ben Standifer, Chief Information Officer for the Tohono O’odham Nation, to Captain Paul Wilson, PCWIN Project Manager, received via fax.

VII. New Business, Mr. Larry Sayers, Technical Committee Chair

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

VIII. Call to the Public, Mr. Larry Sayers, Technical Committee Chair

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

IX. Conceptual Design
Ms. Cheryl Giggetts, CTA Communications
Dr. Ken Ballard, CTA Communications

Captain Wilson explains that the Committees may vote to enter into executive session to receive the Conceptual Design Report and presentation by CTA Communications. He begins with providing the Committees with an overview of the Open Meeting Policies on Executive Session (7.8.4, 7.9.1-7.9.3, 7.9.5 and 7.9.11) to assist the Committees in making an informed decision.

User Committee

Captain Janton motions that the User Committee enter into executive session. Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Technical Committee

Pat Joy motions that the Technical Committee enter into executive session. Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Captain Wilson excuses the audience members from the Joint Meeting at 1:56 p.m.

Conceptual Design (Executive Session, 1:58 p.m.)

The User and Technical Committees jointly receive the Draft Conceptual Design Package.

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

Thursday, October 26, 2006, 1:00 p.m.
Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway, Tucson

XI. Adjournment

Executive session concludes at 3:29 p.m. Mr. Sayers calls for the public to return to the open meeting.

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 3:30 p.m.

Minutes prepared by: Catherine Hanna