

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Wednesday, January 24, 2007
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the January 24, 2007 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. Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)
Chief Daniel Sharp, Oro Valley Police Department
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Asst. Chief Gary Bynum, Drexel Heights Fire District (*1st Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Douglas Chappell, Drexel Heights Fire District
Chief Richard Saunders, 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	Marie Nemerguth, City of Tucson
Stella Bay, Pima College DPS	Paul Punske, Motorola
Tom Boyd, General Dynamics	Mike Sacco, Pima County SD
Fred Brinker, TAA	Larry Sayers, Pima County
Carl Drescher, City of Tucson	Rodney Siemlawski, Motorola
Rob Jones, General Dynamics	Kevin Trick, South Tucson
Pat Joy, Pima County SD Communications	Anita Velasco, City of Tucson
John Moffatt, Pima County	Tammy Vincent, Lockheed Martin
Sixto Molina, South Tucson PD	Paul Wilson, Pima County SD

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

Bureau Chief Gagnepain proposes approval of the minutes for the December 21, 2006, Executive Management Committee (EMC) meeting. Deputy Chief Miller moves to approve the minutes and Chief Sharp seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated December 21, 2006.

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

Captain Wilson asks the Committee to consider two (2) Technical Committee nominations and one (1) User Committee nomination.

Chief Jeff Piechura, of the Northwest Fire District (not present), nominates Mr. Greg White to represent the Northwest Fire District on the Technical Committee, and Deputy Chief Kermit Miller, of the Tucson Police Department, nominates Mr. John Armstrong to represent the City of Tucson on the Technical Committee. Chief Stella Bay, of Pima College Department of Public Safety, nominates Sgt. Dan Simmons to replace Ms. Cheryl Smart as the User Committee representative.

Captain Wilson explains that the PCWIN Staff Office has reviewed both Technical Committee nominees' resumes and found both to be well qualified in the technical arena. Bureau Chief Gagnepain asks for a motion to approve all Committee nominations. Chief Sharp motions to approve all three (3) nominations and Dep. Chief Miller seconds the motion. Motion unanimously carries.

Materials provided: Pima College DPS letter from Chief Stella Bay dated January 11, 2007; Tucson Police Department letter and resume from Deputy Chief Kermit Miller dated January 15, 2007; Northwest Fire District letter and resume from Chief Jeff Piechura dated December 19, 2006.

IV. Tohono O'odham Nation MOU
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that Chief Craig Encinas is present to provide the Committee with a status update on the Nation's MOU with Pima County.

Chief Encinas explains that the Attorney General's Office has reviewed the MOU and has requested the following changes:

- Include sovereign immunity language
- Provisions are requested for construction, access, and maintenance

Chief Encinas explains that he has approached the District Chair regarding the Kitt Peak site and will have to meet with the District Council to propose a resolution to seek approval. The MOU will then go through executive review and on to full Council review for final approval. He adds that the Council meets in February 2007 and anticipates executing an agreement in March 2007, citing no challenges at this time. Captain Wilson expresses his appreciation to Chief Encinas for providing this update and offers his time to attend meetings or speak to the Nation's representatives in an effort to assist in this process.

Bureau Chief Gagnepain asks if the March 2007 timeframe given by Chief Encinas will cause delays in the project. Captain Wilson explains that the final Business Plan Report is anticipated on April 20, 2007, allowing the Staff Office to distribute the remainder MOUs to the participating agencies for review. He adds that he would like to enact all MOUs by May 2007. Captain Wilson cautions that difficulties will arise if an RFP document is released and the Nation refuses to support the project.

**V. Pima County Bond Election Planning
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson refers the Committee to the Bond Election Preparation handout and Pima County Bond Advisory Committee handout for review. Captain Wilson explains that the Citizens Bond Advisory Committee has made a recommendation to the County that the next Bond Election be conducted in conjunction with the 2008 General Elections.

Captain Wilson explains that two (2) projects have been submitted on PCWIN's behalf for additional funding, however, PCWIN may not know the results of the funding requests until November 2008.

Bureau Chief Gagnepain asks if there was a Legislative change regarding when the Bond Elections can be held. Captain Wilson explains that last year, the Legislature changed State statute to require that general obligation bond elections be conducted in conjunction with a General Election; no special elections will be considered for special revenue bonds. He adds that the Committee weighed the option of conducting elections in odd or even numbered years. Elections in the even numbered years will run in conjunction with the Federal and County elections, where elections in the odd numbered years will be held in conjunction with the City of Tucson Council elections. In conclusion, the odd numbered years would result in additional administrative problems requiring voters to vote with two (2) different ballots. This option will cause mass voter confusion. The even numbered years would result in a high voter turn-out.

Materials provided: Bond Election Preparations letter from Captain Wilson to Bureau Chief Gagnepain dated January 12, 2007; Pima County Bond Advisory Committee report from Mr. James T. Barry dated January 12, 2007.

VI. Budget Expenditures Report
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that Dep. Chief Miller requested an update on budget expenditures for review. He refers the Committee to the Monthly Expenditures handout as a reference, which details expenditures through November 2006. Total expenditures through November 2006 is \$6,756,498, where \$509,965 of which was spent on consulting fees. The remainder (\$6,246,533) was spent to purchase the 22nd Street facility.

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

Materials provided: CIP Total Project and Monthly Expenditures through FY 2006/2007 Period 6 handout dated January 11, 2007.

VII. FCC Announcements
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that there have been a number of FCC announcements, which could impact the project.

On December 20, 2006, the FCC announced that they were seeking comments on the implementation of a nationwide, broadband, interoperable public safety network in the 700 MHz band. Captain Wilson explains that the FCC is suggesting a portion of the 700 MHz spectrum be licensed to a commercial carrier, providing nationwide wireless data for public safety. That same commercial company can sell services to other customers on that same network, but preemption capability will be given to public safety. Future commercial services may be provided to public safety as a result.

On December 29, 2006, the FCC announced a commencement of the 800 MHz rebanding in a Wave 4 NPSPAC region, which may impact a portion of the user community. Captain Wilson encourages agencies who have NPSPAC channels licensed to begin negotiating Sprint Nextel for rebanding.

On January 8, 2007, the FCC determined that the "800 MHz public safety licensees engaged in rebanding may disclose information with other 800 MHz public safety licensees regarding the terms of Frequency Relocation Agreements (FRAs) and Planning Funding Agreements (PFAs) negotiated with Sprint Nextel." Captain Wilson explains that non-disclosure agreements have kept agencies from discussing Sprint Nextel contractual information with other agencies. The FCC has concluded that the non-disclosure agreements are no longer needed and agencies can share their information with other agencies.

Materials provided: FCC News Release handout dated December 20, 2006; FCC Public Notice handout dated December 29, 2007; FCC Order handout dated January 8, 2007.

VIII. Business Planning Schedule Update
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Cheryl Giggetts, CTA Communications

Captain Wilson refers the Committee to the PCWIN Schedule (gant chart), which details past and future deliverables for the project. Anticipated deadlines for future variables:

- **01/25/07:** Final Conceptual Design Package
- **03/15/07:** Final Concept of Operations; a drafted version is due February 1, 2007.
- **03/21/07:** Final RFP Specifications
- **04/20/07:** Final Business Plan Report

Captain Wilson explains that several review periods are associated with these deadlines and he will contact the User and Technical Committee representatives to make them aware of those dates.

Materials provided: PCWIN Schedule dated January 15, 2007.

IX. PCWIN Conceptual Design Package Executive Presentation
Ms. Cheryl Giggetts, CTA Communications

Captain Wilson explains that PCWIN has hit a significant milestone in the project with the presentation of the Final Conceptual Design Package deliverable, adding his appreciation to CTA and Committee representatives who have made countless efforts in attending numerous meetings, presentations, and reviewing documentation over the past year.

Ms. Giggetts states that she is pleased to present the Final Conceptual Design Package deliverable to the Executive Management Committee, adding that this document completes Phase II of the PCWIN project. Ms. Giggetts explains that although CTA staff put a great deal of time and effort into the report, it could not have been possible without the tireless efforts of Captain Wilson, Committee representatives, and overall agency participation.

Ms. Giggetts explains that she will provide the Committee with a high-level overview of what information is included in the report, adding that hard copies and CDs will be provided to all participating agencies for their records.

Conceptual Architecture Planning Presentation

Agenda

Objectives

- Reuse existing infrastructure
- Standards based
- Digital 800 MHz & 700 MHz

- Mobile Data
- AVL
- Initial subscriber equipment
- EOC relocation

Approach

Voice

- P25 open standards
- 800 MHz

Mobile Data

- Independent
- 700 MHz

AVL

- GPS based
- Connectivity fiber, microwave
- Dispatch co-located in two (2) locations

Voice System

- P25 wide area with three (3) Simulcast modules
- Tucson Simulcast Cell
 - Eight (8) radio repeater sites
 - 42 channels
- Mount Lemmon & Mount Bigelow (4 channels)
- Marana Simulcast (9 channels)
- 11 trunked sites
- 2 solar powered conventional sites

Traffic Loading

- Use Erlang C Model for estimating traffic
- Growth from 7,105 to 13,053 radios (over 20 yrs)
- Assumed call statistics
- Wide area calls
- Call statistics include State and Regional roaming
- Calculated channel requirements for each site

Coverage Criteria

- In-building portable (out & back)
- Portable on the street
- Portable configuration
- Mobile coverage

Connectivity

- Microwave and fiber leased lines
- Interconnect rings for reliability
- Spurs to some remote sites
- OC 3 SONET configuration
- Leveraging existing infrastructure
- Scalable network design
- Affordable high-capacity for future sites

Mobile Data Design

- Subset of voice system sites
- Use same connectivity network
- Independent infrastructure
- 700 MHz
- 22 channels
- Support four (4) existing CAD/RMS Systems

AVL Design

- GPS vehicle receivers and RF modems
- Carried by mobile data infrastructure
- Location data feeds CAD mapping or mapping applications
- All vehicles AVL equipped regardless of having mobile data

Frequency Planning

- PCWIN 132 frequencies at 34 sites
- Goal – to use where licensed; minimize license changes
- Only eight (8) new 800 MHz channels needed
- Initial deployment of system with lower channel count
- Retain ½ of Pima County EF Johnson for use through 2016
- Replace frequencies for Tucson mobile data with 700 MHz

Physical Facilities

- Tower sites
- Power systems
- Grounding and lightning / surge protection
- Access roads, parking, fencing
- Alarm systems and remote diagnostics

ECC / EOC

- 22nd Street Facility: PCSD, TPD & EOC
- Thomas Price Center: TFD, County Fire
- Each major center is back-up for each other

- Additional consoles and equipment
- Full access to entire network
- 13 additional dispatch operations
- Support for Rural Metro operations and dispatch center

PCWIN Capabilities

- Access to 32 participating agencies
- Access to dispatch centers
- Simplex talk around channels for fire ground operations
- Mutual aid channels
- Fire scene repeaters
- Dispatcher monitoring
- Medical operations
- Simplify operations
- Faster system accessibility
- Reliable call completions
- Aircraft & Motorcycle operations
- P25 subscriber equipment

Probable Cost

- \$110,363,000
- Budget shortfall of \$17,238,000

Ms. Giggetts explains that with the budget shortfall, the Committee will have upcoming decisions to consider. The Business Plan report will allow the Committees more creativity with costing issues and CTA will provide the Committees with options of adjustable items and items which can be deferred until the funding is available. Ms. Giggetts explains that numerous grants remain available and CTA will assist in obtaining those funds any way they can.

Captain Wilson reminds the Committee that CTA's cost estimates includes what PCWIN's needs are over the next 20 years. He adds that CTA has been asked to seek options on managing PCWIN's overage and those findings will be presented as soon as they become available.

Ms. Giggetts explains that CTA felt it was important to provide a document that validates PCWIN's conceptual design.

Chief Sharp asks Captain Wilson if there is a cap on what PCWIN can spend before bond dollars are reduced. Captain Wilson states, yes, the cap for the project is \$105,000,000, although the bond ordinance is subject to revision.

Assistant Chief Allen expresses reservations on accepting the Final Conceptual Design Package and requests the opportunity to review the final deliverable before it's accepted. Captain Wilson explains that he does not anticipate making changes to the final document. Following the second review period, Captain Kevin Mayhew, of the Tucson Police Department, was given the final copies of the document, with the exception of Section 6 (Communications Center) & Section 8 (Costing Proposal), which were going under several reviews at the time. Captain Wilson explains that Captain Mayhew went through the document and does not recall the request for additional changes to be made. Captain Wilson recommends accepting the Final Conceptual Design Package allowing the Staff Office to distribute the final document to participating agencies that have entered into non-disclosure agreements with Pima County.

Bureau Chief Gagnepain asks for a motion to accept the Conceptual Design Package. Chief Sharp moves to accept the final document. Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Bureau Chief Gagnepain refers to the Committee for questions. He receives no response.

**X. Concept of Operations / Business Plan Development Briefing
Ms. Cheryl Giggetts, CTA Communications**

Ms. Giggetts explains that CTA has met with Radio System and EOC/ECC workgroup members to discuss maintenance and operational issues in the Business Plan modeling for the two (2) centers. CTA gained ideas on cost, staffing availability, and maintenance scheduling from workgroup members, which will allow CTA to come back to Pima County in February with additional details on what participating agencies' overall costs would be to maintain and operate their system. Prior to releasing an RFP, CTA will work to develop a cost estimate to operate and maintain PCWIN and compare those estimates with what vendors would charge. PCWIN will decide to contract with outside vendors or maintain the system themselves. Ms. Giggetts explains that the draft Business Plan Report is anticipated in early March 2007.

**XI. RFP Specifications Status Report
Ms. Cheryl Giggetts, CTA Communications**

Ms. Giggetts explains that the RFP Specifications document has begun and will take several reviews before completion. CTA will provide Committee members with a draft document on January 31, 2007. The final draft is anticipated late March or early April, although CTA will withhold distributing the final document until all MOUs are returned to the PCWIN Staff Office.

Captain Wilson explains that City and County representatives have been given one (1) review of the RFP Specifications and feedback was provided back to CTA for updating.

Bureau Chief Gagnepain refers to the Committee for questions. He receives no response.

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

Bureau Chief Gagnepain asks if anyone would like to address the Committee.

Assistant Chief Allen asks if survey information on agency Governance can be provided in the Business Plan document. Ms. Giggetts explains that several sites PCWIN representatives visited over the last year had excellent Governance, operational, and costing examples which will be reviewed to gain ideas for PCWIN.

Chief Sharp requests that the Committee receive an update on the Nation's MOU progress monthly until completion, adding that deadlines are upon the Committee and the Nation must make those decisions to move the project forward.

Captain Wilson agrees, adding that he will also seek progress updates on the Nation's Microwave Project.

XIII. Call to the Public

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

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

Thursday, March 1, 2007 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

XV. Adjournment

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

Meeting adjourns at 10:04 a.m.

Minutes prepared by: Catherine Hanna