

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

Pima County Sheriff's Administration Building  
1750 East Benson Highway, 3<sup>rd</sup> Floor  
Thursday, March 1, 2007  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the March 1, 2007 EMC meeting. Cassette tape and materials provided are available upon request.

**I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:10 a.m.**

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

**Members Present**

Captain Paul Wilson, Pima County Sheriff's Department (*2<sup>nd</sup> Alternate*)  
Chief Douglas Chappell, Drexel Heights Fire District  
Div. Chief Randy Karrer, Northwest Fire District (*2<sup>nd</sup> Alternate*)  
Dep. Chief Kermit Miller, Tucson Police Department (*1<sup>st</sup> Alternate*)  
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2<sup>nd</sup> Alternate*)  
Asst. Chief Ray Allen, Tucson Fire Department (*1<sup>st</sup> Alternate*)  
Lt. Paul Ashcraft, Marana Police Department (*1<sup>st</sup> Alternate*)

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Daniel Sharp, Oro Valley Police Department  
Chief Richard Saunders, Tohono O'odham Police Department  
Chief Richard Vidaurri, Marana 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	Larry Sayers, Pima County Radio Comm
Craig Encinas, Tohono O'odham FD	Rodney Slemiaowski, Motorola
Pat Joy, Pima County SD Communications	Kevin Trick, South Tucson PD
Les Longshore, Durham Communications	Tammy Vincent, Lockheed Martin
Kevin Mayhew, Tucson Police Department	
John Moffatt, Pima County IS Department	
Marie Nemerguth, City of Tucson	
Paul Punske, Motorola	
Mike Sacco, Pima County SD	

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

Captain Wilson proposes approval of the minutes for the January 24, 2007, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Mr. Reeve seconds the motion. Motion is unanimously carried.

*Materials provided: EMC summary dated January 24, 2007.*

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

Captain Wilson asks the Committee to consider one (1) User Committee nomination. Fire Chief Doug Roth, of the Corona de Tucson Fire Department, has nominated Fire Inspector Wren Keller, to replace him under the User Committee. Deputy Chief Miller motions to approve Inspector Keller's nomination to the User Committee. Division Chief Karrer seconds the motion. Motion unanimously carries.

*Materials provided: Corona de Tucson Fire Department letter from Chief Doug Roth, dated February 15, 2007.*

**IV. Tohono O'odham Nation Update**  
**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 and the Nation's microwave project.

Chief Encinas explains that significant progress has been made regarding the Nation's MOU with the Pima County Sheriff's Department. One of the two (2) districts affected by the MOU unanimously passed a resolution to support the project. The MOU will continue on to Executive Review and Legislative Council for approval.

Captain Wilson asks Chief Encinas to describe what districts will be impacted by the MOU. Chief Encinas explains that Kitt Peak has equipment on it, but was found to have site limitations and the Nation needed to determine how additional microwave equipment was going to be installed on the site. He adds that the microwave project is funded, although the Nation must determine how additional equipment will impact the site. Quijotoa has adequate space to accommodate the project and is supported by the Tohono O'odham Utility Authority. Chief Encinas explains that the utility authority supports the infrastructure for the microwave project and the Nation has the rights to the tower as it stands.

Captain Wilson acknowledges that the Nation's fire and police representatives have been diligent on sharing information with the districts in seeking their support for the project and appreciates their time and effort.

Chief Encinas explains that the next step would be to take the MOU to the Legislative Oversight Committee and Cultural Affairs Committee for approval and on to the full Legislative Council for final approval. The Legislative Council meets next week, although the Council may not get to discuss the MOU until their session in April 2007. Captain Wilson explains that the April timeframe is acceptable at this point and expresses his appreciation to Chief Encinas for his update.

Captain Wilson refers the Committee to the Nation's MOU handout, explaining that the only revision made was adding "Section K" to the document, which explains that the agreement does not infringe on the sovereign rights of the Nation.

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

*Materials provided: Copy of Memorandum of Understanding (MOU) between the Tohono O'odham Nation and the Pima County Sheriff's Department.*

## **V. Grant Funding Opportunities Update**

### **Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that the Sheriff's Department is seeking additional funding for the project with several grant opportunities. He reminds the Committee that prior to Congressman Kolbe leaving office, the Sheriff's Department submitted an earmark request to seek additional funds for the project, although that request was shelved when the new Congress convened. Representative Giffords' office contacted the Sheriff's Department explaining that she was aware of the earmark request and intends on sending a letter to the Director of the Department of Justice requesting consideration for funding through the DOJ's competitive grant opportunities. Captain Wilson explains that he is unsure if the Sheriff's Department will receive funding, but stresses that he is pleased to have been contacted and given another opportunity to receive funds for the project.

Additionally, the Sheriff's Department submitted a new request to Representative Giffords, Representative Grijalva, and Senator Kyl's offices for FY08 seeking \$2M for radio equipment. This request was supported by Chief Richard Miranda, of the Tucson Police Department, and the PCWIN Executive Management Committee.

Captain Wilson explains that applications are being received for various allocation discussions for SHSGP and LLETP funds. The Sheriff's Department has submitted two (2) specific projects that would support PCWIN. The first is \$147,550, which would fund site improvements for Keystone Peak. The second is \$241,000, which would fund the City's fiber network extension to 3434 E. 22<sup>nd</sup> Street.

Additionally, Pima County has been designated as a UASI region, allowing the opportunity to receive additional Homeland Security funds. The County is submitting two (2) applications for those funds; \$200,000 request for the Pima County Office of Emergency Management to make equipment purchases for the EOC; the second was a \$1M request to purchase non-fixed radio equipment.

Mr. Reeve explains that 39 cities are competing for \$376M in funding, and stresses that PCWIN has good support for local projects and investment strategies. He adds that projects and investments are submitted, sent to the State and forwarded to the Department of Homeland Security for review. Suggestions are made and the investments and requests are returned to the agency's who are seeking funds. Those who submitted will be given the opportunity to review their document, make necessary changes, and send the application back to the Department of Homeland Security and reviewed at the National level. Cities are scored according to investments, national preparedness, and state homeland security strategies.

Captain Wilson asks who advocates for local projects at the National level. Mr. Reeve explains that the local agency has the opportunity to provide feedback on a State Homeland Security Strategy. Captain Wilson inquires if there is anything PCWIN can do at a State level to aggressively pursue advocacy. Mr. Reeve states no, not at this time, although if funding received is not adequate, the State strategy should be reviewed.

Captain Wilson explains that a request of \$800,000 has been submitted on behalf of the four (4) border counties, attempting to receive funds from Stone Garden. Project dollars are not needed to accomplish these projects; however, if PCWIN were to accomplish these projects, the funds give PCWIN the means to interoperate with bordering counties. This would mean placing microwave hops between Childs Mountain (Pima County) and Mohawk Mountain (Yuma County); Keystone Peak (Pima County) to Red Mountain (Santa Cruz County); and Keystone Peak (Pima County) to Texan Canyon (Cochise County). Captain Wilson explains that the funding would provide interoperability, but has makes it clear that the local projects and goals for providing interoperability amongst PCWIN takes precedence and PCWIN monies will not be utilized on this request.

Captain Wilson explains that in regards to the U.S. Commerce Grant, which is intended to give monies to agencies for radio interoperability, several issues remain open and Congress has not given direction on how those dollars will be distributed. Another Senate bill (S385) has been presented to Congress, which provides direction to the Commerce Department and the Department of Homeland Security on how to distribute those funds. Captain Wilson explains that the language in the bill states that the Commerce Department may plan to utilize the same funding allocation strategies currently being used by the Department of Homeland Security. No details are clear, but information will continue to be researched.

## **VI. Budget Expenditures Report**

### **Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that Committee members did not receive an updated copy of the budget report because the updated report has not posted. Captain Wilson states that he's requested an explanation, but has not received one, thus far. Since January's meeting, two (2) invoices have been received from CTA totaling \$90,000, bring the total expenditures for SCOMS (radio) at just over \$600,000.

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

**VII. Bond Ordinance Amendment**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that during January's meeting, the Committee suggested the Bond Ordinance be reviewed and amended due to limiting language which may hinder plans to support the full scope of the project.

Current cost estimates for the PCWIN project are at \$110,363,000. Current ordinance language states that the final cost of the project be capped at \$105M, utilizing combined bond and grant funding. Any grant funding above the capped amount will begin to subtract from the bond amount. Captain Wilson explains that the PCWIN staff office proposed a recommendation to the Pima County Bond Advisory Committee who will recommend to the Board of Supervisors to delete that language from the ordinance. The next Bond Advisory Committee meeting is scheduled for March 16, 2007.

**VIII. Legislative Update**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that he wanted the Committee to be aware of a change in legislation regarding A.R.S. § 12-713: Relating to Civil Actions in Public Safety Radio Communications, which provides liability protection to those who build, implement, and maintain an emergency 911 telephone system. New language would also extend the same liability protection to those who build, implement, and maintain a public safety radio system. The bill passed the Senate on February 22, 2007, and has been sent to the House for consideration.

**IX. 2008 Bond Package Presentation**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that the Pima County Bond Advisory Committee has divided themselves into several sub-committees to consider applications that have been presented and fall into key areas; two (2) of which impact PCWIN. The first is the Public Health, Libraries & Community Facilities Sub-Committee, and the second is the Justice/Law Enforcement Sub-Committee.

Captain Wilson explains that Pima County has submitted two (2) applications for consideration in the 2008 Bond funding. Mr. Kerry Reeve, from the Pima County Office of Emergency Management, will present his request to the Public Health, Libraries & Community Facilities Sub-Committee on March 6, 2007, requesting \$6M to support EOC construction. Captain Wilson will present the Sheriff's Department request to the Justice/Law Enforcement Sub-Committee on March 21, 2007, requesting \$11M to support PCWIN's budget shortfall.

Captain Wilson explains that the Bond Advisory Committee has \$3 billion in requests to consider and must narrow that down to approximately \$600M. He adds that the two (2) largest projects under the Justice/Law Enforcement Sub-Committee is funding for the new Superior Court facility and expansion of the jail facility, which totals approximately \$750M.

**X. Meeting with County Administrator and City Manager  
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that on March 5, 2007, Sheriff Dupnik will meet with County Administrator Chuck Huckelberry and Tucson City Manager Mike Hein, to brief them on the status of the PCWIN project and seek their support and guidance on dealing with the projected budget shortfall.

**XI. Potential Property Purchase  
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that Pima County has been given an opportunity to purchase five (5) parcels immediately adjacent to the east of 3434 E. 22<sup>nd</sup> Street. Those parcels are currently owned by the Tucson Area Christian Fellowship who had plans to expand their facility. The church is unable to expand, as planned, without leased parking from the County, which is not feasible. As a result, the County has been asked to consider purchasing the parcels. The Pima County Real Properties Division is appraising the parcels to determine future action and Captain Wilson anticipates that a purchase of these parcels would have to be funded by the bond funds. Captain Wilson adds that the land is not needed to complete the project; however, future use of the property for additional security may be beneficial for the County. Recommendations will not be made until the appraisal process is complete.

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

**XII. Concept of Operations Presentation  
Ms. Cheryl Giggetts, CTA Communications**

Ms. Giggetts refers the Committee to the CTA Communications Project Schedule handout. She explains that the Concept of Operations document is the fourth piece in Phase I of the project and was delivered to Captain Wilson for its second review. Throughout February, CTA had several productive meetings and teleconferences with PCWIN representatives, who provided updates and revisions to assist in the Concept of Operations document. Ms. Giggetts adds that the completed document is due for publication on March 15, 2007.

Topics Discussed:

**Concept of Operations (Mr. Mike Dye, CTA Communications)**

- Non-Technical in nature

*“A description of the user’s operational needs without becoming bogged down in technical details. The agencies participating in the PCWN project have expressed operational needs that they will require in a new voice system.”*

*“Documentation of the system’s characteristics and the users operational needs in a manner that can be verified by the user without requiring any technical knowledge beyond that required to perform job functions.”*

*“User’s stated desires visions and expectations without requiring quantifiable, testable specifications.”*

*“A description of design constraints, the rationale for those constraints, and the range of acceptable solution strategies.”*

*“Describe how interoperable voice communications will be used to improve delivery of public service.”*

- Listing of Potential Users of the PCWIN System (2.1)
- 19 Characteristics that are Required in an Effective Communications System (2.1.1)
- Listing Per User Agency of the Existing Problems and the Characteristics (2.1.2)
- Design Constraints (2.2)
  - Voice Radio Systems
  - Mobile Data Systems
  - Communications Center
  - AVL System
  - Connectivity Network System
- Identified Best Solutions for Each
- Sections 2.2, 2.4, and 2.5 Describe How the System Design Answers the Needs of the User Agencies
- ECC Solutions and Goals are Described (3.0)
- Discussion of the 2 Facilities (3.1)
  - Thomas Price Service Center
  - 22<sup>nd</sup> Street Facility
- Space Requirements
  - Current
  - Immediate
  - Future
  - Training
  - Back-Up
- ECC Equipment (3.4)
- EOC Solutions and Goals are Described (4.0)
- EOC Facility Requirements (4.1)
  - Break Out
  - Operations Room
  - Logistics Area, etc.
- EOC Equipment Requirements (4.2)
- EOC Security (4.4)
- Conclusions (5.0)

Ms. Giggetts explains that the Concept of Operations Document will blend into the Business Plan Report and RFP Specifications, identifying what problems exist and how to resolve those problems to provide a safe and efficient system for PCWIN’s future.

*Materials provided: CTA Communications Project Status Report, dated February 26, 2007; CTA Communications' Concept of Operations Presentation by Mr. Mike Dye, CTA Communications.*

### **XIII. RFP Specifications Status Report**

#### **Ms. Cheryl Giggetts, CTA Communications**

Ms. Giggetts explains that the RFP Specifications Report (Phase III) remains on schedule and is designed to protect the user's of the system, in addition, giving vendor's a true understanding of what aspects PCWIN desires. Prior to a proposal, vendors must know what PCWIN's wants and needs are in a new system.

Ms. Giggetts explains that Mr. Michael Saben, of CTA Communications, is the engineer behind the RFP Specifications. He met with a core group of user and technical representatives on February 28<sup>th</sup> to review the draft document and collect feedback before the third draft is delivered. Ms. Giggetts adds that CTA has met with County Procurement to ensure they are following all procurement requirements for the system. The final specifications document is due on April 19, 2007.

Captain Wilson extends his appreciation to the representatives who have reviewed the document throughout the draft process. Ms, Giggetts adds that reviewing the document several times is vital to address the functionalities of the operation to ensure PCWIN's needs and goals are met.

### **XIV. Business Plan Update**

#### **Ms. Cheryl Giggetts, CTA Communications**

Ms. Giggetts explains that the Business Plan Report is the fifth and final piece of Phase I to be completed. She adds that over the last several months, PCWIN Workgroups provided CTA with several operational, functional, and technological ideas for their Business Plan document. CTA will use that information to outline lifecycle and cost-sharing figures to determine what participating agencies will be paying into the new system.

Ms. Giggetts explains that when the first draft of the Business Plan Report is published, Captain Wilson will present the document to a core group of user and technical representatives to review the information. Those representatives will review the document from March 2, 2007, through March 15, 2007. Ms. Giggetts stresses that the figures must be as accurate as possible when the Business Plan Report is published in its final form. The final document is anticipated April 12, 2007. Following the final report, MOUs will be distributed to participating agencies to re-state their support of the project.

Ms. Giggetts provides an overview of what Committee members should expect when presented with the Business Plan Report:

Topics:

- Executive Summary
- PCWIN Background
- Technology
- Legacy (fixed equipment / assets)
- Recommendations
- Concept of Operations
- Risk Management
- Procurement Strategy
- Detailed Project Outlines
- Lifecycle Costs
- Technical Refresh Updates
- Organization / Staffing
- Long-Term Governance
- Financial Plan
- Future Strategies
- Support Documentation

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

**XV. 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.

**XVI. Call to the Public**

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

**XVII. Date-Time-Location of Next Meeting(s)**

The next PCWIN Executive Management Committee meeting is scheduled for March 22, 2007. Captain Wilson suggests the meeting be pushed back one (1) week to March 29, 2007, to give CTA an opportunity to report more information to the Committee. Ms. Giggetts adds that CTA would like to give PCWIN representatives ample review time for the Business Plan Report and plan a Business Plan presentation for the next meeting.

Division Chief Karrer motions that the next Executive Management Committee Meeting be scheduled for March 29, 2007. Chief Chappell seconds the motion. Motion unanimously carries.

Thursday, March 29, 2007 @ 9:00 AM  
Pima County Sheriff's Department  
1750 East Benson Hwy  
SOC/3<sup>rd</sup> Floor

## **XVIII. Adjournment**

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

Meeting adjourns at 10:13 a.m.

Minutes prepared by: Catherine Hanna