

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, August 21, 2008
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the August 21, 2008 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*)
Asst. Chief Gary Bynum, Drexel Heights Fire District (*1st Alternate*)
Asst. Chief Kathleen Robinson, Tucson Police Department (*1st Alternate*)
Deputy Chief Larry Stevens, Oro Valley Police Department (*1st Alternate*)
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Chief Terry Tometich, Marana Police Department
Chief Joseph Delgado, Tohono O'odham Police Department
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Doug Chappell, Drexel Heights Fire District
Acting Chief Kermit Miller, Tucson Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Jeff Piechura, Northwest Fire District

Others Present

Chris Balderson, M/A Com	Marie Nemerguth, City Manager's Office
Carl Drescher, City of Tucson	Pat Quinn, Tucson Fire Department
Melissa Hala'ufia, PC Procurement Department	Mike Sacco, Pima County Sheriff's Department
Charles Hangartner, Tohono O'odham Tribal Police	Nicolas Siemsen, Pima County OEM
Steve Howard, M/A Com	Angela Spencer, Tucson Police Department
Joe Jakoby, City of Tucson IT	Karen Tenace, City of Tucson
Pat Joy, Pima County Sheriff's Department	
Kevin Mayhew, Tucson Police Department	
John Moffatt, Pima County Ofc of Stat. Planning	

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

Captain Wilson proposes approval of the minutes for the June 26, 2008, Executive Management Committee (EMC) meeting. Mr. Douglas moves to approve the minutes and Asst. Chief Bynum seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated June 26, 2008.

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

Chief Joseph Delgado, of the Tohono O'odham Police Department, has requested that the Committee consider two (2) nominations for the Executive Management Committee:

- Chief Joseph Delgado, as primary representative, replacing retired Chief Richard Saunders;
- Lieutenant Charles Hangartner, as first alternate, replacing Chief Joseph Delgado

Additionally, Captain Kevin Mayhew, of the Tucson Police Department, has requested that the Committee consider two (2) nominations for the User Committee:

- Ms. Orchid Jones, of the City of Tucson Communications Division, replace Mr. David Jones;
- Ms. Angela Spencer, of the Tucson Police Department Communications Section, replace Ms. Linda Basham Gilbert

Captain Wilson motions to recommend the appointments for the Executive Management Committee and to make the appointments for the User Committee. Assistant Chief Robinson seconds the motion. Motion unanimously carries.

Ms. Catherine Hanna will prepare the appropriate paperwork for the Board of Supervisors recommendation.

IV. Project Status Report & Budget Expenditure Update
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to the Work Order Report handout. The County overpaid one of CTA's invoices, resulting in a \$43,000 credit to the project.

During the last meeting, Captain Wilson reported several inaccuracies on the cost projections. Those have since been resolved and are up to date. One additional projection was found to be incorrect, and will be resolved shortly.

Finally, the Sheriff's telephone switch installation project and the grant is complete and closed out.

Captain Wilson reviews the Procurement schedule for the Committee:

Voice & Data Radio Procurement Activities

- August 1 – Voice radio and mobile data proposals were received

A&E Services SFQ (schedule subject to change)

- June 27 – Statement of Qualifications were received
- July 21 – Statement of Qualifications evaluation completed
- July 23 – Evaluation Team Meeting
- August 14 – Interviews
- August 21 – Recommendation for Award to Committees
- August 22-Sept 9 – Recommendation for Awards to Board of Supervisors
- Sept 8-Oct 10 – Cost Proposal for A&E Firm

Upon Mr. Huckelberry's direction, Staff has been asked by the Capital Improvement Office to review the CIP budgets for FY 2008 and FY 2009 for any changes. The Capital Improvement Office is trying to reduce the CIP expenditures to save money within the County. Expenditure changes are currently being made. The only funding affected will be the construction costs from the SCOMSOC project.

City and County representatives recently met to discuss the IGA process planning for agreements to facilitate the project. Discussions included planning for Right of Entry and Master Site Sharing agreements. Meeting feedback was positive and additional meetings are anticipated.

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

Materials provided: CIP Project Work Order Report, dated August 5, 2008.

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

Captain Wilson provides updates on several grant funding projects:

Stonegarden Grant

Microwave equipment was shipped and the microwave link between Child's Mountain and AZ DPS Oatman Mountain and Childs Mountain and PCSD Ajo District is complete. Local funds, totaling \$76,000, were used to fund the link between Child's Mountain and the PCSD Ajo District. A punchlist of items to be corrected has been prepared and Staff is working with the vendor to close out the grant.

FY08 Public Safety Interoperable Communications Grant

The Department of Homeland Security will provide \$3,323,658 to supplement local bond dollars in support of the project. A 20% match of \$830,915 will be paid for from the bond funds. The grant was approved by the Board of Supervisors on August 5.

FY06 COPS Technology Grant

Environmental assessment for 911 fiber project is complete. The COPS Office issued a draft finding of no significant impact (FONSI). Following receipt of the final FONSI there will be a 30-day period for public input before the final award of the grant can be approved. Qwest is completing their engineering design documents after which public notice will be made.

FY08 PSIC Grant #2

This would fund an equipment shelter at Oatman Mountain that the County applied for on behalf of AZ DPS, totaling \$140,000. AZ DPS funded the project with other funds. County is working to convert the investment justification to fund purchase of other equipment to support the AZ DPS South Microwave Network, such as batteries for Keystone Peak, to support Arizona DPS and PCWIN.

2008 Interoperable Emergency Communications Grant

Staff requested \$194,000, which would fund consultant services to prepare a tactical interoperable communications plan and additional consultation services to write interoperable standard operating procedures for PCWIN. An application has been submitted and we are awaiting notice of award.

Mr. Douglas explains that DPS has received significant funding for their communications backbone and inquires whether PCWIN and DPS are in sync with one another's projects and funding. Captain Wilson explains that the State has been pursuing an upgrade to their microwave system and started with the South Microwave loop, which is inclusive of all their sites. They were able to fund that with grant and general fund dollars. Upgrades intended to assist with the PCWIN project is either complete or will be completed in the near future.

VI. 2008 Emergency Operations Center Grant Captain Paul Wilson, Pima County Sheriff's Department Mr. Nicolas Siemsen, Pima County Office of Emergency Management

Captain Wilson refers the Committee to EOC Grant Budget Information and Investment Justification handouts. He introduces Mr. Nicolas Siemsen, representing the Pima County Office of Emergency Management and Homeland Security, who will discuss the 2008 EOC Grant and its implications.

Beginning June of this year, the Department of Homeland Security took over justifications for the EOC Enhancement Program. This would allow them to provide funding to jurisdictions who identify gaps and inadequacies occurring in their operations centers. A maximum of \$250,000 would be allowed for EOC renovation projects or a maximum \$1M for new construction of an EOC. Pima County Office of Emergency Management and Homeland Security has applied for a federal grant award of \$1M, on behalf of the PCWIN project, which will be applied to the 22nd Street facility for future use of the EOC.

A final award announcement will be made by late-September 2008. Funds will cover the architectural and engineering costs for the 22nd Street facility, as well as equipment purchases as necessary for a fully robust EOC center.

Mr. Siemsen reviews the handouts with the Committee. During the review process, the Office of Emergency Management must show that the purchases fulfill the goals of the grant.

It was noted that Mr. Siemsen's grant application projections differed slightly from Captain Wilson's projections. A future meeting with Mr. Siemsen and Captain Wilson was requested to clear up any confusion. Equipment purchases would off-set costs for future equipment purchases required for the EOC.

Captain Wilson noted that there's a 24-month performance period from the State. This grant has not been awarded, but Staff is seeking a commitment for the required matching funds so appropriate action can be taken if awarded.

Recommendation:

If the County is awarded the EOC grant, the Committee, upon authorization, will provide a 25% local match, not to exceed \$333,333, from the PCWIN bond funds, with a stipulation that any equipment purchased from the grant have direct application to the preparation of the 22nd Street facility, and that the Office of Emergency Management provide monthly updates on the project's progress and expenditures.

Deputy Chief Stevens motions to approve Captain Wilson's recommendation, authorizing a local match, not to exceed \$333,333 from the PCWIN bond funds. Assistant Chief Bynum seconds the motion. Motion unanimously carries.

Materials provided: EOC Budget Information Handout; EOC Investment Justification Template.

NOTE: Item VII was withdrawn from the meeting agenda.

**VIII. County Administrator/EMC Responsibilities & Authority
Captain Paul Wilson, Pima County Sheriff's Department**

During the May 2008 EMC meeting, Staff was directed to write a response letter to Mr. Huckelberry, detailing what parameters the Committee should adhere to and clarify the roles and responsibilities of the EMC and the County Administrator. At the June 2008 EMC meeting, it was the consensus of the Committee that forwarding a response letter to Mr. Huckelberry, addressing the roles and responsibilities of the County Administrator and the EMC, was premature and the item was tabled.

Since that time, Mr. Huckelberry has forwarded a letter to the EMC, responding to some of the Committee members' questions and concerns. Captain Wilson refers the Committee to Mr. Huckelberry's letter to the EMC, dated August 1, 2008, and asks for Committee discussion.

Assistant Chief Robinson states that there has been significant progress made regarding the roles and responsibilities of the EMC and the County Administrator. There is no reason to forward the response letter. Deputy Chief Stevens concurs with Asst. Chief Robinson.

Mr. Huckelberry was unable to meet with the Committee this month, but has made an offer to meet with the EMC to discuss various issues regarding implementation. As Staff progresses in identifying details in the RFP proposals and budgetary issues, it would be wise to invite both Mr. Huckelberry and Mr. Hein (City of Tucson) to attend those discussions.

No action will be taken at this time.

Materials provided: Pima County Memorandum from County Administrator Chuck H. Huckelberry, to the Executive Management Committee, dated August 1, 2008.

IX. Project Implementation Plan Captain Paul Wilson, Pima County Sheriff's Department

Staff has completed a *draft* Project Implementation Plan, which is intended to describe the roles, responsibilities and authorities, staffing and a communications plan for PCWIN implementation. The Committee is encouraged to provide feedback and recommendations following Captain Wilson's presentation.

Topics discussed:

Implementation Plan Components

- Introduction
- Governance
- Project Management Objectives
- Project Management Scope

Project Management Team

- Team Organization Chart

Inquiries were made regarding budgeting costs for additional positions if needed. Cindy Sylvester's position, as Pima County Facilities Management Project Manager, is already being reported as internal labor costs, although not every position and its budget has been defined.

Implementation Plan Components (Continued)

- Stakeholder Groups
- Stakeholder Roles & Responsibilities
- Master Project Schedule
- Communication
- Changes Requests/Orders
- Risk Plan
- Financial Accounting & Reporting
- Appendices

Next Steps

- Prepare Assistant Project Manager job description
- Identify alternative for appointing Assistant Project Manager
- Evaluate additional personnel costs
- Determine office needs and identify available office space
- Continue to explore alternative options for providing a capability to manage the master project schedule
- Report back to the EMC for approval to proceed
- Acquire additional staff
- Negotiate project implementation support services with CTA Communications

Captain Wilson refers to the Committee for questions.

Materials provided: PCWIN PowerPoint Presentation by Captain Paul Wilson, dated August 21, 2008; PCWIN Draft Project Implementation Plan, dated August 15, 2008.

X. Legal Representation Update Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to Mr. Huckelberry's letter, dated July 30, 2008, regarding Legal Representation of the PCWIN Executive Management Committee.

The County Attorney's Office has concluded that they cannot represent the EMC due to a conflict of interest. Staff anticipated the need for legal services during procurement and contracting phases of the project. Although we cannot use the County's legal services, it is appropriate for the Committee to enter into executive session for procurement discussions, where confidential information can be shared. Additional information regarding confidential executive session discussions can be found under State Statute A.R.S. §34-603.G.

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

Materials provided: Pima County Memorandum from County Administrator Chuck H. Huckelberry, to the Executive Management Committee, dated July 30, 2008.

XI. Executive Session
Captain Paul Wilson, Pima County Sheriff's Department

Assistant Chief Bynum motions that the Executive Management Committee go into executive session to discuss agenda items XI.A and XI.B. Deputy Chief Stevens seconds the motion. Motion unanimously carries.

Executive Session, 9:55 a.m.

Executive Session Complete, 10:12 a.m.

Motion

Assistant Chief Bynum motions to accept Staff recommendation for award of contract for architectural and engineering services resulting from SFQ #0803007 and approve Staff to submit the same for Board of Supervisor approval. Assistant Chief Robinson seconds the motion. Motion unanimously carries.

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

Captain Wilson included two (2) letters from the Government Information Technology Agency (GITA) in regards to the recent PSCC transition.

The Ad-Hoc Workgroup has completed their work on seeking financial strategies for the project. Ms. Karen Tenace, Workgroup Chair, has forwarded her report for review to Captain Wilson. He extends his appreciation to the Workgroup for their assistance, and states that their work will be presented at the September EMC meeting.

XIII. Call to the Public

Captain Wilson 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, September 25, 2008, @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

XV. Adjournment

Captain Wilson asks for a motion for adjournment. Deputy Chief Stevens moves to adjourn the meeting. Assistant Chief Bynum seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:15 a.m.

Minutes prepared by: Catherine Hanna