

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

Pima County Sheriff's Department  
Administration Building, Sheriff's Operations Center, 3<sup>rd</sup> Floor  
1750 E. Benson Highway, Tucson, Arizona  
Tuesday, September 29, 2009  
1:00 p.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the September 29, 2009 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 9 members present.

Quorum is established for the User Committee with a total of 10 members present.

**Members Present Technical Committee**

Larry Sayers, Chair, Pima County Wireless Services  
Rick Brown, Marana Police Department  
Mike Bullock, City of Tucson Communications  
Gary Bynum, Drexel Heights Fire District  
Steven Campbell, Drexel Heights Fire District  
Joseph Jakoby, City of Tucson IT  
Ted Martin, Pima County Sheriff's Department IT  
Gregory McNeal, City of Tucson IT  
Robert Morton, City of Tucson Communications

**Members Not Present – Technical Committee**

John Armstrong, Tucson Police Department  
Ken Boynton, University of Arizona  
Scott Ferguson, Pima Community College DPS  
Jeff Guthrie, Pima County OEM & Homeland Security  
Don Harrison, Tucson Airport Authority  
Pat Joy, Pima County Sheriff's Department  
John Moffatt, Pima County Office of Strategic Planning  
Gary Schmitz, Oro Valley Police Department  
Isaiah Twombly, City of Tucson Communications  
Paul Wright, Jr., Northwest Fire District

**Others Present**

James Bloomfield, Pascua Yaqui Police Department  
Frank Brady, RACES  
Mike Colcin, Creative Communications  
Robert Garcia, Pascua Yaqui Fire Department  
Dave Hess, Creative Communications  
Paul Wilson, Pima County Sheriff's Department

**Members Present User Committee**

Gary Bynum, Co-Chair, Drexel Heights Fire District  
Mike Sacco, Co-Chair, Pima County Sheriff's Department  
Manny Amado, Pima Community College DPS  
Fred Bair, Tucson Fire Department  
Sheila Blevins, Marana Police Department  
Orchid Jones, City of Tucson (Tucson General Services)  
Wren Keller, Corona de Tucson Fire District  
Henry Leyva, Sahuarita Police Department  
Joseph Martinez, Tohono O'odham Tribal Police (Proxy)  
Angela Spencer, City of Tucson

**Members Not Present – User Committee**

Patrick Abel, Golder Ranch Fire District  
Larry Anderson, South Tucson Fire Department  
Bill Bohling, Green Valley Fire District  
Lee Bucklin, Rincon Valley Fire District  
James Craig, Helmet Peak Fire Department  
Jeff Guthrie, Pima County OEM & Homeland Security  
Charles Hangartner, Tohono O'odham Tribal Police  
Charles Kmet, Tohono O'odham Fire Department  
Jim Long, Northwest Fire District  
Dan Morelos, Tucson Airport Authority  
Tom Nix, Avra Valley Fire District  
Hector Olivo, Pascua Yaqui Police Department  
Luis Puig, University of Arizona Police Department  
Dennis Rankin, Mount Lemmon Fire District  
Ernie Robles, Picture Rocks Fire Department  
Larry Stevens, Oro Valley Police Department  
David Tibbitt, Ajo/Gibson Volunteer Fire Department  
John Williams, Three Points Fire District

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

Mr. Sayers asks members if there are any suggested changes for the July 28, 2009, joint meeting minutes. Mr. Martin moves to accept and approve the minutes. Mr. McNeal seconds the motion. Motion unanimously carries.

*Materials provided: User/Technical Joint Meeting Summary for July 28, 2009.*

**III. Project Status Report**  
**Captain Paul Wilson, Pima County Sheriff's Department**

**Contract Negotiations**

Captain Wilson is pleased to announce that Pima County has signed a Voice Radio Communications contract with Motorola, effective today. A funds transfer will be made to reflect their first payment by close-of-business on October 2, 2009. He congratulates everyone who assisted in the process, and expresses his appreciation to the Evaluation Team members, who dedicated their time and effort to a lengthy procurement process.

Motorola will begin by preparing the work breakdown structure (WBS) and master project schedule, followed by the detailed design review.

**Project Implementation Office**

Mr. David Smith has been selected as the new PCWIN Assistant Project Manager, and begins work on October 1, 2009. He comes to PCWIN with a wealth of knowledge in the project management process.

**Connectivity RFP #090149**

Proposal evaluations are complete. The Evaluation Team made a recommendation to Pima County for vendor selection. Contract development is anticipated in the near future. Connectivity procurement is currently on-schedule.

**Business Plan**

Captain Wilson has been given authorization to input the revised numbers in the Business Plan for future costs. The revised document will be presented to the Executive Management Committee at their next meeting.

**Exit Gate Process**

The County received a briefing from the County's CIP Office and the County Administrator's staff in regards to new project management processes. New requirements include an exit gate process. As each project milestone approaches, representatives from various County departments will have to approve in order to move to the next stage of the project.

The idea is to allow County departments an opportunity to be included in the planning, ask questions, and express needs to their projects; therefore, minimizing project risk. Project delays are not expected.

## **Intergovernmental Agreements (IGAs)**

Staff is seeking additional resources to assist with IGA development. Approximately 75-100 IGAs will be needed between the various departments in the County. Agency representatives will be asked to assist in this process.

### **IV. RECOC & Operations Center Design Captain Paul Wilson, Pima County Sheriff's Department**

Schematic design for the 22<sup>nd</sup> Street facility has been delayed and will continue within the next three (3) weeks.

### **V. Interoperable Emergency Communications Lieutenant Mike Sacco, Pima County Sheriff's Department**

**NOTE:** Item VI was presented before Item V.

Pima County was awarded \$194,000 from the DHS Interoperable Emergency Communications Grant Program to:

- 1) Create a Tactical Interoperable Communications Plan for the Tucson UASI;
- 2) Create Standard Operating Procedures (SOP) Manual Outline and Templates;
- 3) Develop TICP Training Outlines; and
- 4) Develop TICP Exercise Specifications

The County contracted with AECOM to provide consulting services to produce the document deliverables.

Lt. Sacco gives an overview presentation of the *final* TICP, SOP, and Training Scenarios to the Committees. All documents are complete and will be distributed following the meeting.

## **Interoperable Emergency Communications Grant Program Presentation**

- Grant Information
- PCWIN Approach – TICP
- What is a TICP?
- TICP Purpose
- PCWIN Approach – SOP
- PCWIN Approach – Training and Exercises
- Intended Use of TICP, SOP, & Training Exercises
- Current Status and Deliverables

*Materials provided: Interoperable Emergency Communications Grant Program Presentation, dated September 29, 2009. Final TICP Publication (distributed September 29, 2009).*

**VI. Radio Amateur Civil Emergency Services (RACES) Presentation  
Mr. Chuck Michels, RACES**

**Pima County OEM RACES Organization Description**

- RACES Organization
  - Pima County Office of Emergency Management
  - NIMS Compliant
  - Provides Support & Back-up Communications
  - COML Trained
- RACES Assists:
  - Police Departments
  - Fire Departments
  - Military
  - Schools
  - Hospitals
  - Public Buildings
  - Federal Agencies
- Organization Chart
- Personnel
- Resources

For additional information about RACES, or to schedule a practice session, please contact Mr. Dave Lenox, with Pima County Office of Emergency Management and Homeland Security, at 798-0600.

*Materials provided: RACES Presentation, dated September 29, 2009.*

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

Mr. Sayers asks if Committee members request agenda items for presentation at the next meeting. Captain Bair asks if Motorola could schedule a presentation, giving the Committees an update on what services, technology, and equipment PCWIN members will be receiving while on the system.

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

**Joint User/Technical Committee Meeting**

Tuesday, December 1, 2009, at 1:00 PM

Pima County Sheriff's Department

Administration Building, 3<sup>rd</sup> Floor

1750 E. Benson Highway, Tucson

## **X. Adjournment**

Mr. McNeal makes a motion to adjourn the meeting and Ted Martin seconds the motion. Motion unanimously carries.

Meeting adjourns at 2:12 p.m.

Minutes prepared by: Catherine Hanna