

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

Pima County Sheriff's Department  
Administration Building, 3<sup>rd</sup> Floor  
1750 E. Benson Highway  
Thursday, April 26, 2012  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the April 26, 2012 EMC meeting. Cassette tape and materials provided are available upon request.

**I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:05 a.m.**

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

**Members Present**

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)  
Deputy Chief Sharon Allen, Tucson Police Department (*Alternate*)  
Chief Jeff Piechura, Northwest Fire District  
Chief Doug Chappell, Drexel Heights Fire District  
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)  
Commander Jason Larter, Oro Valley Police Department (*Alternate*)  
Chief Anthony Daykin, University of Arizona Police Department  
Lieutenant Charles Hangartner, Tohono O'odham Police Department (*Alternate*)  
Mr. Mike Hein, Office of Emergency Management & Homeland Security

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Jim Critchley, Tucson Fire Department  
Chief Roberto Villaseñor, Tucson Police Department  
Chief Daniel Sharp, Oro Valley Police Department  
Chief Joseph Delgado, Tohono O'odham Police Department

**Others Present**

Tony Aeilts, Tucson Police Department  
Kaleb Allred, Sahuarita PD  
Stella Bay, Pima Comm College DPS  
John Bowers, Motorola  
Frank Brady, RACES  
Tony Casella, PC IT  
Todd Cupell, Corona de Tucson FD  
Carl Drescher, Town of Marana  
Carrie Hemmen, Motorola

Joe Jakoby, City of Tucson  
Jim Long, Northwest Fire District  
Matt McGlone, Sahuarita PD  
John Moffatt, Strategic Planning Office  
Richard Munoz, South Tucson PD  
Robert Padilla, PC Finance & Risk Management  
Mike Sacco, Pima County Sheriff's Department  
Bob Sommerfeld, U of A Police Department  
Angela Spencer, Tucson Police Department

## **II. Pledge of Allegiance**

Committee stands and recites the Pledge of Allegiance.

## **III. Approval of Minutes**

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

Captain Wilson proposes approval of the minutes for the February 23, 2012, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Chief Chappell seconds the motion. Motion unanimously carries.

*Materials provided: EMC summary dated February 23, 2012.*

## **IV. Radio, Network Integration, & Microwave Systems Project Status Report**

### **Mr. Tony Casella, Pima County Information Technology**

Seven (7) sites are closing out

- Keystone
- OVPD
- TFD17 – Meeting with AT&T on April 27<sup>th</sup>; construction begins in May 2012
- RVFD
- PSTA
- Haystack
- Pascua

Four (4) sites are in active construction

- TOPSC
- Swan
- PECOC (tower)
- Pima Community College PD

Four (4) sites in queue, awaiting permits / FCC license to start

- Colorado Peak – Notice to Proceed issued; will mobilize May 4<sup>th</sup>
- Mildred Peak – Notice to Proceed issued; will mobilize May 4<sup>th</sup>
- TFD12 – PCWIN is awaiting FCC license to issue Notice to Proceed
- Beacon Hill – Awaiting final agreement to lock in site location

Three (3) sites / Projects out to bid

- Ajo/PCSD
- Tumamoc – reviewed the bids and waiting for direction on awarding
  - Agreement with the University for use of the site isn't executed and can't proceed until that occurs
- Generator Bid (Swan, PSTA, TFD12, & TFD17); scope of work will be developed and RFQ to be sent for bids
  - City of Tucson's grant fell through; therefore, PCWIN will put together a bid, purchase the generators, and an agreement will be developed as it relates to electrical load and the shared costs associated with it
  - TFD12: the site was already awarded and a generator will be added via change order

Four (4) sites remain to bid

- Confidence Peak – Meeting scheduled May 3<sup>rd</sup> with ASARCO and TEP to finalize the scope of work
- Mt. Bigelow – 3<sup>rd</sup> location being finalized with scope of work; agreement to follow
- UAPD – Awaiting final SSA
- PCADC (Jail) – Awaiting final SOW approval

### **Microwave**

- PCSD is complete and ready for alignment
- PSTA – Mobilized all equipment to the site, racks are set up, dishes are built, and waiting on site development vendor to fix miscellaneous items (cabling, etc)
- RVFD – Racks are in place, connected to -48v, waiting on hardware to install waveguide on tower raceway
- Keystone – Mobilized to site on April 23<sup>rd</sup>, building dishes, placing racks
- Haystack – Will mobilize April 30<sup>th</sup>
- Golder Ranch, Pascua, and OVPD – Plan to mobilize May 21<sup>st</sup> or sooner
- Walker, OVPD, Golder Ranch, Library, Beacon Hill, Mt. Lemmon, and Mt. Bigelow - Performed site visits to verify install heights, mounting hardware, paths, etc

### **Voice Radio**

- Fleet Mapping Committee
  - Lt. Mike Sacco leads the effort
  - First meeting was April 21<sup>st</sup>, next is May 1<sup>st</sup>
- Remediate R56 Site Visits – underway at various sites
- Motorola Factory Acceptance Testing and approval scheduled for June 2012
  - Larry Sayers, Rick Brown, and representatives from AECOM will travel to Schaumburg, IL, to tour the Motorola headquarters
  - Captain Wilson would like end users to attend this tour and possibly visit an operating testing system while there
  - End users can gain a better working knowledge on how the system's going to work
- CommSHOP 360 Kickoff held on April 23<sup>rd</sup>
  - Scheduled implementation start date for mid-May 2012

### **Staffing**

- Karl Ryan resigned; Motorola and IT will continue schedule maintenance
- Paul Panzica resigned; Aaron Shepherd to assume microwave oversight responsibilities and continues legacy radio shop management
- Larry Sayers will assume site development activities with assistance from Pima County Facilities Management
- Rick Brown is the new manager of voice radio implementation
- Marty Steres is a new PCWIN technician
- Julie McWilliams is the Fleet/Training Coordinator; contract administration

- Brian Heffernan is the technician supervisor at Wireless Services
- Pima County IT is back-filling two (2) technical positions along with approval for three (3) additional future positions
- Alicia Montoya, previously with the Sheriff's Department, is now an employee of Pima County IT

### **Office Relocation**

- IT to relocate staff to Mission Road – IT Wireless Services Facility
  - Synergies & team building to occur between Legacy radio and PCWIN teams
  - All staff to be trained to support the PCWIN system
- Administrative Staff will soon relocate into vacant space in the Office of Emergency Management (OEM) for the time being

*Materials provided: PCWIN Summary Updates for Site Development/Microwave/Voice Radio, by Tony Casella, dated April 24, 2012.*

### **V. Site Construction Update Mr. Tony Casella, Pima County Information Technology**

See Item IV.

### **VI. PECOC Project Status Report Mr. John Fralc, Pima County Facilities Management**

- Building is 70% complete
- Majority of structural construction is complete
- EOC building is complete; mechanical, electrical, and plumbing systems are now in the intermediate stages
- Staff is working from the east side of the building to the west side
- Infrastructure (data cabling, communications cabling, and AV system) is almost complete
- Roof collapse restructure is moving forward and mechanical systems are being complete
- Generators are installed (600 horsepower each)
- Air handlers are set
- Mechanical and plumbing systems inside the mechanical room are installed
- MDF room will be the first room to be completed fully
  - May 11<sup>th</sup> date to receive cabinets for the room; Sundt will secure them to the floor
  - June 25<sup>th</sup> date to receive equipment for inside the cabinets
- Insulation on the roof is impressive; the building inside is quiet
- Installation has begun on the parking lot light fixture posts
- Parking lot repaving will begin in June 2012
- PECOC tower is erected; a new gas line (northside of building) will be installed by TEP
- Security bollards will be set next week
- Barrier arm foundations went in this week

- Grounding changes to the Communications system is working with Motorola
- Commissioning begins in 3 weeks
  - Commissioning includes taking systems which have been designed and installed and make them work the way they are supposed to work
- Original substantial completion date was June 4<sup>th</sup>
- New substantial completion date is August 4<sup>th</sup>
- Progress billings through the end of March is \$9,792,379, representing 65.5% financial completion
- RFI's total 306
- Change Order Requests (COR) total 107; 6 were denied or rescinded, 16 are pending or under review, and 85 have been approved and processed into 6 change orders
- Staff is working on Change Order #7
- Change Orders total \$670,985, representing 4.6% of the contract sum
- Staff has a credit coming back for the PDU's not being installed in the MDF cabinets
- Plumber recently went out of business; mechanical contractor took over the job
- Architecture Design firm went out of business, which was foreseen, although a memorandum of understanding states that SmithGroup will take responsibility for continuing A&E services
  - SmithGroup was the mechanical, electrical, and plumbing engineering subcontractor for Durrant
  - SmithGroup conducted a majority of the facility's planning, and they are also a full service architectural firm
  - Facilities is working through the procurement contracting details to let SmithGroup move forward and work with subcontractors to put together a price proposal for other services
- Unknown what the economic impact is to the project, although we are well within its budget and maintain a healthy contingency

### **Building Safety – Post Roof Collapse**

- A forensic audit of the building was conducted
- Staff is waiting for the completed report
- Construction is moving forward

### **TEP – Electric Service Feed to Property**

- TEP plans on changing the buildings transformer, as the current transformer is outdated
  - Staff will still energize the building with the existing transformer, but before tenants move in, the new transformer will be installed
  - As part of the project, TEP will pull the power feed from the substation near 22<sup>nd</sup> and Columbus, which has a larger feed to the building
  - TEP is paying for these services

## **Revitalization Project – Sundt**

- Sundt offered the Julia Keen Neighborhood Association their services by way of a small community service project, and an individual from the community suggested that Sundt rebuild the neighborhood monument sign. Sundt received a letter from the Association saying that the neighbor they had been coordinating with had no right to speak on behalf of the neighborhood, and the Association is not interested in the services offered by Sundt.

## **Move-In Meeting Coordination**

- Future meetings will be scheduled with PCWIN Staff and Facilities Management to coordinate when tenants can begin moving into the PECOC facility

## **VII. TOPSC Project Status Report Ms. Angela Spencer, Tucson Police Department**

The TOPSC project is progressing well. The COT is continuing their efforts in finding ways to mitigate cost. Cabling needs are being assessed and is near completion, where a project timeline will be defined. Target date to begin construction is October 2012.

## **VIII. Site Acquisition Dr. John Moffatt, Strategic Planning Office**

### **Tumamoc**

Staff is working with KUAT and the U of A regarding a finalized agreement. The COT has been working with KUAT to reroute their dark fiber. Planning and legal review is almost complete. The University has asked the County to be an approving signer on any of the sub-agreements with the COT and the FBI for equipment going into the KUAT building. The FBI has a copy of the Master Agreement between the University and the County and don't object to any of the language. The County can begin writing an SSA for both entities with the University as an approving signer.

### **Confidence Peak**

County has an agreement with TEP and BLM, and there was an issue on the tower's structure, which has since been resolved. ASARCO recently advised the County that between May 15<sup>th</sup> and September 1<sup>st</sup>, no traffic is desired on the roadway, due to the monsoon season. The County is ready to solicit bids for the site, and will continue to press ASARCO for further discussion.

### **Mt. Bigelow**

Staff had approached KGUN with the idea of using their tower, but found that their rates were also high. Staff met with KVOA and KOLD (joint ownership under Southern Arizona Television) to discuss the technical aspects and cost feasibility for those sites. Both have agreed to a \$1200, per month, lease rate. County plans to meet with KVOA and KOLD representatives and legal to complete agreement language.

During the Spotted Owl mating season (6-8 weeks), work can be conducted inside the building, but not outside. Staff will be diligent on completing outside work before that timeframe.

### **Beacon Hill**

The County had a contract with the site owner, but it was determined that the owner, Mr. Welter, was not authorized to lease his own land, as he gave it up to Verizon and American Tower. Tony Casella contacted Crown Castle, whose site is located down the hill, and inquired about using that site for the project. Crown Castle agreed to a lease rate of \$900 per month, for that site.

### **Arivaca/GovNet**

GovNet is a state-wide microwave network, who will build the site, with the County co-locating on the site. The State Land Department approved GovNet's application and the County's agreement with GovNet has also been approved.

### **Nation Sites – Lt. Hangartner, Tohono O'odham Tribal Police**

Last September, the Nation rescinded all prior approval on Kitt Peak. The Nation's public safety representatives met with the District's Chairman and the Legislative Council to discuss their concerns. The Executive Office and the Legislative Council want the exact specifications with the original footprint and what PCWIN's current needs are on the site. Lt. Hangartner will present the information to the Legislative Council.

Requested documentation will be given to Lt. Hangartner prior to meeting with the Legislative Council.

## **IX. DHS Environmental & Historic Preservation Reporting Update Captain Paul Wilson, Pima County Sheriff's Department**

Staff continues to gain compliance with the Environmental Historic Preservation reporting requirements for the DHS grants.

The \$1.72 UASI grant was used to purchase land mobile radios and repeaters. All five sites were submitted to DHS and to the Federal DHS, who have both approved the packages and the grant is closed out.

The \$385,971 SHSGP grant was used to purchase microwave equipment and include a number of sites seeking approval. Only one (1) site is left to package and submit and the majority have been approved. The grant expires mid-June 2012, and there seems no need to seek an extension.

*Materials provided: Two (2) composite maps of Sector 3 Portable Outbound Coverage and Inbound Coverage on Beacon Hill.*

**X. Governance**  
**Dr. John Moffatt, Strategic Planning Office**

At the last meeting, the EMC gave direction to Staff to make an effort to hire Bufford Goff & Associates to assist in our Governance development.

With that direction, the County attempted a direct select contract with Bufford Goff for consulting services. Staff inquired with the DHS for approval of that approach, and it was denied and made the proposal competitive.

On April 9, 2012, Pima County issued RFP #42383 PCWIN Governance Development Consultant Services. The RFP was submitted to three qualified firms for proposals: AECOM, Scientific Applications International Corporation (SAIC), and Bufford Goff & Associates. Written responses to the RFP were required to be submitted to Pima County Procurement, and only response received was from Bufford Goff. AECOM and SAIC stated that they would not submit proposals.

A contractor scope of work was provided and the County is prepared to execute a contract with Bufford Goff to begin services May 1<sup>st</sup>; however, the expected consultant fee cost on a per day (\$450/day) basis will exceed the limitations in our sub-grantee agreement with AZDHS. Staff submitted a letter to DHS, asking for a waiver to that limitation. In talking with AZDHS representatives, the preliminary outlook for moving forward is positive.

This grant expires in September 2012, the work has to be completed between May 1<sup>st</sup> and August 30<sup>th</sup>. Bufford Goff & Associates proposes having staff in Tucson during portions of the 12 weeks.

Aside from the grant deadline, Staff is obligated to make a subscriber order with Motorola in September 2012. Without executing agreements, ordering equipment isn't feasible. On a positive note, approximately 87% of users going onto the system are represented on this Committee.

Staff has asked Mike Hein to take on responsibilities for guiding the County's efforts in completing the IGA's and assisting with the Governance process.

Mr. Hein asks that the participants give consideration to who they would like as the point of contact to work with the consultants and OEM throughout this process. Although Governance isn't established, participants are asked to consider their agency's subscriber interests, and encourage agency executives to delegate to someone who can make decisions on behalf, should they not be available.

Agency representatives should anticipate being invited to participate in an intense process to make decisions about governance and develop governance documents and agreements. Captain Wilson and Mike Hein will identify work with the Committee members who should participate in those workgroups, so as not to violate the Open Meeting Laws. Mr. Hein will request volunteers within the next couple of weeks.

**XI. Narrowbanding Waiver Request  
Captain Paul Wilson, Pima County Sheriff's Department**

Catherine Hanna contacted Roberto Mussenden at the FCC, today, who has acknowledged receipt of our package, dated March 2, 2012, and don't believe there is additional detail the County needs to provide.

The FCC will post our waiver request as a public announcement for feedback for 30 days, although he did not give a timeline in doing so. There was recent legislation passed, which included provisions about the public safety broadband issue. The FCC is busy dealing with those issues, which may delay our waiver. In February, the FCC approved a waiver for several counties in Missouri, having a similar project to PCWIN. Additionally, the FCC posted a notice with more guidance for licensees seeking waivers on the type of information submitted with those requests.

Catherine will continue to email the FCC for updates.

**XII. Equipment Purchases and Budget Impacts  
Captain Paul Wilson, Pima County Sheriff's Department**

Staff has been revising the budgeting process for the next fiscal year. There has been new information gathered and a number of items which may impact the radio project.

The RFP specifications were created a number of years ago. Items were bid upon, proposals were gathered and equipment orders were approved. Staff budgeted for equipment that Motorola proposed which would have met the technical, operational, and functional needs. Since that time, Motorola's product development has new features and models. Staff is at a point where they need to review the specifications, what was proposed, what's currently available, and what the new costs have become, so recommendations can be brought back to the Committee to determine the base offer for participants. Staff will determine the base offer and the Committee will discuss what they are willing and not willing to do with purchases.

Added purchases have also occurred throughout this project, i.e. generators, additional dispatch consoles for agencies, etc. These costs increase the cost of the project; therefore, our budget for subscriber numbers declines. Staff has submitted a request to use Pima County General Fund dollars to help support some of these expenses. Mr. Huckelberry will make a proposal to the Board of Supervisors that Staff use these funds to support the operating and maintenance expenses for the next fiscal year.

Captain Wilson asks that the Committee be aware of the issues and he'll provide the Committee with the revised budget projections next month to show the funding impact to determine future equipment orders.

**Rural Metro**

Rural Metro submitted their details to AECOM and has asked that AECOM share those details to PCWIN. Any ambulance equipment will be paid for by Rural Metro, although they've made requests that some of their fire equipment be purchased at a discount rate.

Staff has denied those requests, but remain confident that Rural Metro will commit to the project.

Chief Piechura inquires whether the Committee holds firm, as noted on the Business Plan, that agencies who want onto the system must “buy-in,” and suggests additional dialogue on the issue. Captain Wilson clarifies that when he talks of the budget impacts, he’s referring to the start-up costs (capital costs). The O&M projections are holding steady to Staff’s projections. Chief Piechura encourages discussion on seeking additional users, as long as it’s not a burden to the budget.

### **XIII. New Business, Captain Paul Wilson, Pima County Sheriff’s Department**

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

### **XIII. Call to the Public**

Captain Wilson asks if anyone in the audience would like to address the Committee.

#### **Dr. John Moffatt**

Dr. Moffatt will be stepping down from his position with the PCWIN project. Staff is working on restructuring which will be done prior to the next meeting. Dr. Moffatt offers his appreciation to the Committee for their trust throughout his time on the project.

Chief Piechura expresses his appreciation to Dr. Moffatt for his leadership on the project, and inquires who will take over implementation and operations going forward. Dr. Moffatt has no concerns of the project moving forward. There are good technical people in place, although the project (6:30:00)

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

**Thursday, May 24, 2012, 9:00 AM**

Pima County Sheriff’s Department  
Administration Building, 3<sup>rd</sup> Floor, Sheriff’s Operations Center  
1750 E. Benson Highway, Tucson

### **XV. Adjournment**

Captain Wilson asks for a motion for adjournment. Chief Villaseñor moves to adjourn the meeting. Commander Larter seconds the motion. Motion is unanimously carries.

Meeting adjourns at 10:47 a.m.

Minutes prepared by: Catherine Hanna