

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

Pima County Sheriff's Department
Pima Emergency Communications Operations Center
3434 E. 22nd Street
Thursday, December 13, 2012
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the December 13, 2012 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Chief Daniel Sharp, Chair, 9:05 a.m.

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

Members Present

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

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Roberto Villaseñor, Tucson Police Department
Interim Chief Mike Brandt, Northwest Fire District
Chief Jim Critchley, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department

Others Present

Lionel Bittner, PC Information Technology Dept	Henry Johnson, Motorola
John Bowers, Motorola	Robert Padilla, PC Finance & Risk Mgmt
Rick Brown, PC Information Technology Dept	Ed Pope, Town of Sahuarita Emerg Response
Todd Cupell, Corona de Tucson Fire Dept	Grace Ochotorena, PC Finance & Risk Mgmt
Carl Drescher, Town of Marana	Angela Spencer, Tucson Police Dept
Carrie Hemmen, Motorola	Paul Wright, Northwest Fire District
Joe Jakoby, City of Tucson IT	

II. Pledge of Allegiance

Committee stands and recites the Pledge of Allegiance.

III. Approval of Minutes

Chief Daniel Sharp, Oro Valley Police Department

Chief Sharp proposes approval of the minutes for the October 25, 2012, Executive Management Committee (EMC) meeting. Mr. Hein moves to approve the minutes and Chief Chappell seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated October 25, 2012.

IV. Bond Ordinance Amendments

Captain Paul Wilson, PCWIN Sponsor

During the October 25th EMC meeting, Staff proposed recommendations to the Bond Ordinance. The EMC tabled the item for additional language consideration proposed by Assistant Chief Ridings. The change is outlined on page 57 of the ordinance for EMC consideration and approval.

Motion

Chief Chappell motions to accept Staff's recommendations on changes to the Bond Ordinance. Captain Wilson seconds the motion. Motion unanimously carries.

Materials provided: PCWIN Memorandum from Captain Wilson to the Executive Management Committee, reference Proposed Amendment to the Pima County Bond Ordinance 2004-18 Impacting Project 3.1 Pima County Regional Public Safety Communications Network.

V. Dispatch Console Request from Pima Community College DPS

Captain Paul Wilson, PCWIN Sponsor

Pima Community College Department of Public Safety requests that the PCWIN project supply one additional dispatch console for their dispatch center (letter from Chief Bay was distributed to the EMC). As a standard, each dispatch position in the PCWIN system will be equipped with a Motorola MCC7500 IP Dispatch Console and a backup control station. The cost to equip one additional position is estimated at \$45,000.

The PECOC facility will be equipped with six (6) radio console positions to support dispatch for various fire districts. These quantities were determined when the Northwest Fire Consortium agencies were planning to be dispatched by the consolidated fire dispatch effort. To the best of our knowledge, the consortium agencies now plan to be dispatched by the City of Tucson from the Thomas Price Service Center on legacy radio systems. This implies there will be a surplus of unused equipment that may be available to satisfy this request.

If the Committee authorizes additional equipment for PCCPD, a change order will have to be executed with Motorola to change the scope of work and price, and an amendment to the PCCPD Site Specific Agreement will have to be executed charging the parties with additional responsibilities.

Options:

1. The Committee may approve an additional radio console position
2. The Committee may discuss options for reallocating equipment that was programmed to dispatch fire districts that have decided to remain on legacy radio systems
3. The Committee may deny the request
4. More conversations with Chief Bay to determine the need for a full console or just an additional control station, which could reduce cost

Motion

Chief Chappell motions to approve Option 2. Captain Wilson seconds the motion. Motion unanimously carries.

VI. Subscriber Order Update Captain Paul Wilson, PCWIN Sponsor

A subscriber order was placed on October 31st. At the October 25th EMC meeting, the Committee directed Staff to place the subscriber order for all of the agencies. Determining quantities for those agencies who did not respond to the survey resulted in a 3% less than their prior request, based on the trend analysis presented at the last meeting.

The Northwest Fire Consortium agencies orders were reduced by 93% less than their last request, unless requested otherwise. Staff was directed not to order DVRS equipment for the Northwest Fire Consortium agencies, which reduced the total order by six (6) units.

Additionally, Staff ordered equipment for Ajo Ambulance, which will be purchased with the Bond funds. Equipment was purchased for Rural Metro, who will pay for the equipment on their own. Tucson Fire Department will be credited for their unused portion of the lapel microphone equipment, instead utilizing that budget for vehicular battery chargers.

The Committee discussed shelf stock and cache radio needs and the 2% overall order being projected in the infrastructure RFP; therefore, Motorola is supplying 2% of the total quantity on each of the models of equipment, adding to what is illustrated in the presentation. Relating to the radio component, the project will have a 5% shelf stock, which will serve the needs of the City and County repair facilities.

The total number of units dropped by 8.9%.

Presentation – Subscriber Order Review
Captain Paul Wilson, PCWIN Sponsor

- **Subscriber Order Review**
 - Participation Ratio/Subscriber Survey Results
 - Public Safety Grade Equipment Order Summary
 - Public Works Grade Equipment Order Summary

There were six (6) agencies who did not respond to the survey; Arivaca Volunteer Fire, Elephant Head Volunteer Fire, Helmet Peak Fire, the City of South Tucson, and Three Points Fire.

The total cost of the order was \$16.4M. The budget was \$17.6M, leaving just less than \$1M under budget.

Materials provided: Subscriber Order Review PowerPoint, from Captain Paul Wilson to the EMC, dated December 13, 2012.

VII. Governance IGA

Mr. Mike Hein, Pima County Office of Emergency Management & Homeland Security

Agencies which have executed their IGAs:

- Pima County
- City of Tucson
- City of South Tucson
- Northwest Fire District
- Drexel Heights Fire District
- Corona de Tucson Fire District
- Town of Oro Valley
- Green Valley Fire District
- Rincon Valley Fire District
- Three Points Fire District

Those in process:

- Town of Sahuarita – on agenda for January 14, 2013
- Mountain Vista
- Tohono O’odham Nation
- University of Arizona – on agenda for December 21, 2012
- Pima Community College DPS – on a January 2013 agenda item

Mr. Hein would like the first meeting with the new Governing body to follow the January 24th EMC meeting. Mr. Hein has asked Pima County Human Resources to prepare an Executive Director job description and recruitment process. He encourages the EMC to think about a possible candidate for the position.

VIII. Operations & Technical Workgroup Update
Mr. Lionel Bittner, Pima County Information Technology Department
Lt. Mike Sacco, PCWIN/PECOC

Operations Workgroup

The Operations Workgroup (OWG) has met twice with 16 participants, and additional representation anticipated. There was an Ad-Hoc Committee who met to discuss Administrative procedures to which the OWG will operate.

The first OWG meeting provided an overview of the PCWIN system, discussed potential policy development, Motorola provided a trunking overview, and established meeting notices. On December 12th, Geoff Kuhn, Tucson Fire Department Communications Administrator, was been selected as the OWG Chair. Steven Campbell, with the Drexel Heights Fire District, selected the Vice-Chair, and Catherine Hanna will provide Administrative Support to the group. Motorola provided an overview of the DVRS system.

Lt. Sacco expresses the need for a technical representative to attend the OWG meetings, as there are technical issues which come up during the meetings.

Technical Workgroup

The first Technical Workgroup (TWG) will be scheduled for mid-January 2013. Members in attendance will include the City of Tucson and Pima County. The meeting will cover similar material from the OWG, providing an overview of the PCWIN system, discuss how to operate as a Committee, and establish key objectives as to the policies being developed. Subscriber policies should take precedence, as supporting that equipment is paramount.

The EMC will be given an update on the workgroup at the January 24th meeting.

IX. Radio System, Microwave, and Site Development Status Report
Mr. Lionel Bittner, Pima County Information Technology Department CIO

Mr. Bittner refers the Committee to his handout with Site Development, Microwave, and Voice Radio Cold Install updates.

Site Development Highlights

- Generators for the City sites will go in by December 17th
- Swan tower will be replaced; bids are out and due December 17th
 - Public Meeting for surrounding neighborhood at Catalina Foothills High School, 6pm
- Mt. Bigelow, Tumamoc Hill, Beacon Hill, and Confidence Peak are within the mobilization or construction phases; tower strengthening on Bigelow
- Arivaca/GovNet remains under a federal audit

Microwave

Microwave equipment is installed as sites become available.

Voice Radio Fixed Equipment Cold Install Milestones

PECOC MDF installation of the radio system is complete. All items are on schedule or complete, pending site development.

PCWIN Dispatch Equipment Installation

Dispatch installation will begin in January 2013.

Materials provided: Milestone handout by Mr. Lionel Bittner, CIO for the Pima County Information Technology Department.

X. Community Outreach Captain Paul Wilson, PCWIN Sponsor

On December 11th, Staff put together and prepared a public meeting to gain support from the Tumamoc Hill community and to provide a status update on the project. The PCWIN Office advertised this meeting via Supervisor Richard Elias' office and sent a press release for media outlets. No one attended.

Another public meeting is scheduled this evening for the community surrounding the Swan site. Staff sent out flyers to 117 surrounding households to attend the meeting. There is one (1) member of the community who raised concern regarding the visual impact with the site. Captain Wilson has invited representatives from the City of Tucson and Pima County ITD to help answer questions.

XI. Tohono O'odham Nation Kitt Peak Site Development Support Update Assistant Chief Charles Hangartner, Tohono O'odham Tribal Police

Assistant Chief Hangartner spoke to Director Lewis (Tohono O'odham Nation) who continues to work with District representatives, as several Legislative representatives have expressed their support for the project.

Captain Wilson would like to see a deadline for obtaining approvals and agreements in place from the Nation.

There has been a lot of work gone into gaining the Nation's support, but a tentative timeline to have agreements and approvals in place is June 2013. He appreciates Assistant Chief Hangartner's help, and encourages him to keep encouraging the Nation's support. Future updates and recommendations on Phase II will be addressed in upcoming meetings.

XII. Narrowbanding Update
Ms. Catherine Hanna, PCWIN

The FCC notified the Staff Office on November 9th that our narrowbanding waiver request had been ordered, extending our narrowbanding date to July 1, 2014.

XIII. PECOC Status Update
Captain Paul Wilson, PCWIN Sponsor

Pima County Office of Emergency Management and Homeland Security moved into the facility beginning on November 9th.

A purchase order was issued to CenturyLink for the 9-1-1 customer premise equipment on November 29th. Installation is scheduled to be complete by March 2013. Thirty-three telephone workstations to support the main operations floor and the City of Tucson backup areas were included in the order. Total cost for equipment and services is \$1,346,242.81 less taxes.

Final specifications for the telephony logging recorder are due from Motorola no-later-than December 7th. The Sheriff's Department, along with Wireless Services is trying to extend the legacy consoles into PECOC so we can operate out of the facility. It's not looking promising, and the Sheriff's Department may have to delay moving until cutover of the Motorola system.

XIV. Fire Districts Dispatch Consolidation
Assistant Chief Dave Ridings, Tucson Fire Department
Assistant Chief Albert Pesqueira, Northwest Fire District

Mr. Wright explains that the PCWIN Project takes the position that the Northwest's desire to interface to the Northwest legacy system would not be permitted. It's Northwest's intent to continue to operate their system, yet achieve interoperability with PCWIN via their radio system.

The City of Tucson will continue to dispatch for the Consortium, but it is unknown what the design will look like. The PCWIN dispatch consoles at the Thomas Price Service Center (TOPSC) will be operated by the City of Tucson for Northwest. Mr. Wright was not directly involved in placing this item on the agenda, so no additional information is available.

Assistant Chief Ridings explains that he and Chief Brandt (Northwest Fire District) are meeting tomorrow in regards to this topic. This item will remain on the agenda for discussion.

Mr. Hein's concerned about the urgency of this issue. Captain Wilson explains that the Consortium doesn't have a conceptual design as to how dispatch will be conducted by the City of Tucson. On the surface, the intent is to interface the Northwest Consortium's legacy radio systems via a PCWIN radio Gateway to the PCWIN consoles, utilizing that equipment to interface the two (2) systems to accomplish the dispatch. A conceptual design should be defined as it's something that needs to be reviewed by the EMC for consideration and support. Once the design is identified, the technical staff and Motorola can review, outlining the pros & cons of the solution.

Assistant Chief Ridings does not object taking this issue to the Technical Staff now. Mr. Bittner asks that the conceptual design be complete by mid-January, so the EMC can review and then moved forward to the TWG.

XV. TOPSC Project Status Report
Ms. Angela Spencer, Tucson Police Department

The 95% customer drawings were delivered to the City on the 3rd week of November. On December 4th, the architects and the users met to review the drawings and on December 10th, the Facilities team met with the architects to review the drawings.

A hard copy and an electronic version of the drawings were sent to Pima County and Motorola for review. IDF construction (new communications area) is set to begin December 17th. Permits for the new construction have been submitted and are due in January 2013.

The 9-1-1 managed services solution that the City is seeking continues to be discussed with the State. The City is seeking a status, as the State met with CenturyLink on December 11th.

XVI. Consolidated Fire District Dispatch
Chief Doug Chappell, Drexel Heights Fire District

Chief Chappell explains that Green Valley Fire and Drexel Heights Fire have met with different partners who are not part of the Drexel Heights Consortium, but could be part of the communications center.

Green Valley and Drexel Heights plan on hiring a consultant to assist with the transition period from their current system to the new system. There is a variety of console equipment to work within the transition period.

XVII. New Business, Chief Daniel Sharp, Oro Valley Police Department

Chief Chappell refers to the Committee for New Business.

One of the detractors for the Northwest Consortium agencies had to do with uncertainties about radio service coverage outside of Pima County. Captain Wilson proposes a meeting with the Consortium agencies, Oro Valley, and the Tohono O'odham Nation to develop a plan and recommendations to the EMC, as to expanding our service testing, not expansion of service. A meeting would define where the testing would take place. This item will be updated at the February 2013 EMC meeting.

A suggestion was made to tie that agenda item to future potential customers.

Assistant Chief Ridings explains that the initial meeting on MEDS control and hospital air medical relays was held in November. The first study session was held yesterday at Fire Central, with 35 participants present. Mike Garcia, Battalion Chief for the Tucson Fire Department, was selected as the Chair. Sub-committees were broken down into hospital, air medical, and ambulatory to gather a needs assessment of each. Future meetings will be identified and the EMC will be updated as meetings commence.

XXI. Call to the Public

Chief Chappell asks if anyone in the audience would like to address the Committee.

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

Thursday, January 24, 2013, 9:00 AM
Pima Emergency Communications Operations Center (PECOC)
3434 E. 22nd Street, Tucson

XXIII. Adjournment

Chief Sharp asks for a motion for adjournment. Captain Wilson moves to adjourn the meeting. Chief Chappell seconds the motion. Motion is unanimously carries.

Meeting adjourns at 9:50 a.m.

Minutes prepared by: Catherine Hanna