

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

Pima Emergency Communications Operations Center
3434 E. 22nd Street
Thursday, January 24, 2013
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the January 24, 2013 EMC meeting. Recording and materials provided are available upon request.

I. Call to Order: Chief Doug Chappell, Vice-Chair, 9:00 a.m.

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

Members Present

Chief Doug Chappell, Drexel Heights Fire District
Chief Anthony Daykin, University of Arizona Police Department
Chief Roberto Villaseñor, Tucson Police Department
Deputy Chief Larry Stevens, Oro Valley Police Department (*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 Daniel Sharp, Oro Valley Police Department
Chief Mike Brandt, Northwest Fire District
Chief Jim Critchley, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department

Others Present

Sharon Allen, Tucson Police Department	Jim Long, Northwest Fire District
David Azuelo, Tucson Police Department	Robert Padilla, PC Finance & Risk Management
Lionel Bittner, PC Information Technology Dept	Bob Sommerfeld, U of A Police Department
John Bowers, Motorola	Angela Spencer, Tucson Police Department
Frank Brady, RACES	Mike Sacco, PECOC/PCWIN
Mike Garcia, Tucson Fire Department	
Chuck Gilchrist, Motorola	
Geoffrey Kuhn, Tucson Fire Department	

II. Pledge of Allegiance

III. Approval of Minutes Chief Doug Chappell, Drexel Heights Fire District

Chief Chappell proposes approval of the minutes for the December 13, 2012, Executive Management Committee (EMC) meeting. Deputy Chief Stevens moves to approve the minutes and Assistant Chief Hangartner seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated December 13, 2012.

IV. Executive Management Committee Appointment Captain Paul Wilson, PCWIN Sponsor

Chief Mike Brandt (via email), on behalf of the Northwest Fire District, nominates Mr. Paul Wright Jr. as first alternate on the Executive Management Committee. Assistant Chief Albert Pesquiera, currently first alternate, will move to second alternate.

Motion

Captain Wilson motions to accept Staff's recommendations on Northwest's appointment. Deputy Chief Stevens seconds the motion. Motion unanimously carries. Ms. Hanna will prepare paperwork for the Board of Supervisors consideration and approval.

Materials provided: Northwest Fire District email to the Executive Management Committee, from Chief Mike Brandt, dated December 13, 2012.

V. PCWIN Cooperative Membership & Governance IGA Mr. Mike Hein, Director, Pima County Office of Emergency Management & Homeland Security

Agencies which have ordered equipment and 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
- Golder Ranch Fire District
- Avra Valley Fire District
- Green Valley Fire District
- Rincon Valley Fire District
- Three Points Fire District
- Pima Community College DPS
- University of Arizona Police Department
- Town of Sahuarita – **Approved January 28th**
- Picture Rocks Fire District – **Approved January 28th**

- Mountain Vista Fire District
- Tanque Verde Valley Fire District
- Tucson Country Club Estates Fire District

Those in process:

- Town of Sahuarita – on agenda for January 28, 2013
- Picture Rocks Fire – on agenda for January 28, 2013
- Tohono O’odham Nation – currently with the Executive’s Office
- Pascua Yaqui Tribe – soon to be reviewed by their Tribe Council next week

Under the Associate Participant agenda item, Staff will discuss the agencies which will be sponsored by the County on the PCWIN system:

- Arivaca Volunteer Fire District
- Elephant Head Volunteer Fire Department
- Helmet Peak Volunteer Fire Department
- Mt. Lemmon Fire District
- Why Fire District
- Ajo/Gibson Volunteer Fire Department

All agencies were sent a Memorandum of Understanding, stating that they will use the equipment with care, and the County will sponsor their maintenance obligations in the future. Additionally, Rural Metro has shown an interest in participating for interoperability, which will increase the radio count, benefiting each member by lowering monthly fees. There are five (5) districts serviced by Rural Metro, three (3) of which have executed the IGA: Tanque Verde Valley Fire District, Tucson Country Club Estates Fire District, and Mountain Vista Fire District.

Mr. Hein expresses his appreciation for all agencies involved and Staff’s assistance in obtaining and preparing the documentation throughout this process.

Assistant Chief Ridings inquires about the criteria for sponsorship with the County and how it’s maintained. Mr. Hein explains that there is no criteria, and refers the Committee to a previous memorandum, signed by Captain Paul Wilson and himself, regarding financial assistance for fire departments who were unable to pay PCWIN annual membership fees (Catherine Hanna will re-send the document with the meeting summary).

Captain Wilson states that the terms of the IGA permit three types of entities to join the system:

- Agencies can become members
- Private agencies can become participants
- Agencies can become associates

Associates are those who are sponsored by another agency, where the sponsoring agency becomes responsible for the financial obligations.

Assistant Chief Ridings expresses concern that as a subscriber, the criteria for subscribers was outlined and those agencies are expected to abide by those rules. He understands there are agencies that can and cannot pay. But the topic of agencies under County sponsorship was never discussed.

Captain Wilson clarifies that those agencies being sponsored by the County are Associate Participants, where the County will pay their annual membership fees and subscriber support related to the use of the system.

Captain Wilson believes that the term “associate participants” is being confused with “interoperability participants.” Interoperability participants are those who purchase radios and use them for interoperability purposes, only. Associate participants are those who have a desire to be on the system, but require financial assistance. The County has taken on that task and represents those agencies as members.

Deputy Chief Stevens explains that the only language added when developing the IGA was the word, “sponsorship,” and it was agreed that if a jurisdiction wanted to represent an agency, and was willing to pay for the membership, the jurisdiction could take on that agency. Doing so does not increase other members cost, it actually lessens the amount other members would have to pay.

Assistant Chief Ridings states that he’s unsure how willing the County is to continuously sponsor other agencies. He adds that he knows agencies who may fall into the associate participant category, and may approach the County for assistance.

VI. Radio System, Microwave and Site Development Project Updates
Mr. Lionel Bittner, Pima County Information Technology Department

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

Site Development Highlights

- Mt. Bigelow construction is on hold due to snow; possible construction in April 2013
- Arivaca/GovNet has been on hold due to a Federal audit; GovNet is responsible for building the site and feels confident that funding will soon be released to build the site
 - If there isn’t some progress, the County will begin their own planning for the site

Motorola has requested documentation demonstrating that each tower has passed a structural analysis to support new antenna loads. County will conduct five additional studies to supply the requested information. The estimated cost for engineering services is \$35,000. If any deficiencies are found, there may be additional unplanned site development activities and cost.

Site Specific Agreement Amendments

- a. City of Tucson approved the following amendments on January 8, 2013. Items will be scheduled for Board of Supervisor approval when they are received back from the City.
 - i. TOPSC – Additional electrical work
 - ii. FS12, FS17, and PSTA – Shared cost for new generator
 - iii. PSTA – Amendment allowing County to reimburse City for tower rigging services
 - iv. Swan – Permits installation of new generator
- b. Swan Tower Replacement – City and County agreed to language that will permit replacement of the tower. City offered to contribute future revenues, if any, to the PCWIN Cooperative to offset future maintenance costs. Initial term to run concurrent with the Master Site Agreement term. Will be scheduled for Council approval on February 12, 2013.
- c. The site specific agreement for Tumamoc Hill has been signed

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

VII. Operations & Technical Workgroup Update

Mr. Lionel Bittner, Pima County Information Technology Department

Mr. Geoff Kuhn, Tucson Fire Department

Technical Workgroup

The first Technical Workgroup (TWG) was January 16th. City representation included Chris Ferko, Greg McNeal, and Bob Morton. County representation included Rick Brown, Tony Casella, and Aaron Shepherd. The group defined the process of operating future meetings, established a list of preliminary procedures, and identified members responsible for administrative tasks. Critical procedures will be handled before the system goes live.

Operations Workgroup

Several Operations Workgroup (OWG) members have been tasked with reviewing the Phoenix Regional Wireless Cooperative (RWC) policies and procedures to use as a guide to create our own operating policies.

Representatives range from the County, City, Pascua Yaqui, Drexel Heights, Green Valley Fire, Oro Valley Police, and Pima Community College.

Rick Brown, from Pima County Information Technology Department, has been identified as the technical representative to attend the OWG meetings, as there are technical issues which come up during the meetings.

Geoff Kuhn is the OWG Chair, Steven Campbell (Drexel Heights) is the Vice-Chair, and Catherine Hanna will provide administrative support. The TWG will upload their drafted policies onto SharePoint, and Catherine Hanna is working with PCITD to allow the same for the OWG. The next OWG meeting scheduled for February 14th.

VIII. Fleet Map Naming Standards
Lt. Mike Sacco, PECOC/PCWIN

Lt. Sacco refers the Committee to the PCWIN – Motorola MCC7500 Radio System Proposed Fleet Mapping Talk Group Naming Conventions handout.

Fleet mapping is the programming for radios. The idea is to keep the concept simple with a consistent naming convention. As radios are keyed, a unique identifier (UID) will appear on the radio display and consoles. The interoperability plan will be designed in 16 zones; 1-8 will be discipline specific, and 9-16 will be the common interop zones. Mutual Aid Channels (AIRS) will be designed to the State Interoperability Plan Standard.

Motorola's contract includes a plan for training the agencies on the new radios and the Pima County Information Technology Department is currently reviewing Motorola's training requirements for end-users. Talk groups will belong to each agency and they will decide how they are distributed, as talk groups can only be shared with permission.

Staff would like the Committee to review the radio naming conventions, which represent the User ID. No action/approval will be taken on this item until a policy is developed and reviewed/adopted by the Board of Directors. This policy will assist agencies in defining their talk groups. Item will be brought back for a future update.

Materials provided: PCWIN – Motorola MCC7500 Radio System Proposed Fleet Mapping Talk Group Naming Conventions, dated January 24, 2013.

IX. PECOC Status Report
Captain Paul Wilson, PCWIN Sponsor

The PECOC facility is substantially complete. There are two (2) major issues requiring resolution to bring the facility into full operation.

The County has been unable to extend its legacy radio consoles into the facility for the Sheriff's Department. This will likely delay the Sheriff's relocation until the new Motorola radio system is ready for cutover in December 2013. The 9-1-1 customer premise equipment has been purchased and installation is on-going. The Sheriff's Department anticipated relocating upon completion of the 9-1-1 installation, although it now appears that the installation schedule will have to be phased to delay network cutover and training until such time that one or more of the dispatch agencies move into the facility.

Next, it has been determined that cell phone coverage in the facility is poor and non-existent in the Emergency Operations Center. The Pima County Information Technology Department has proposed installation of a Distributed Antenna System to resolve the problem. The estimated cost of the antenna system is \$225,000. ITD staff is currently vetting the design through AECOM and have asked for other ideas that might achieve the same objective more cost effectively.

As the project is substantially complete, Staff is able to move the contingency budget of approximately \$5M to the Regional Radio System project to make up for budget deficits in that project.

X. Budget Analysis
Captain Paul Wilson, PCWIN Sponsor

PCWIN Subscriber Order – Cost Impact to County Departments

The subscriber order came in under budget at a total of approximately \$1.3M. County Administrator Chuck Huckelberry asked Staff if it was feasible to pay for any of the subscribers for other county departments that have public safety support missions from the Bond funds, as opposed to the General Funds.

Captain Wilson contacted the County Attorney's Office and determined that it would be permissible to use the Bond funds in that way and five (5) County departments qualify:

- Adult Probation
- Constables
- County Attorney's Office – Investigations
- County Attorney's Office – Victim Witness
- Health Department – Bioterrorism Response
- Juvenile Detention
- Juvenile Intense Probation
- Juvenile Probation

The cost to meet their equipment needs totals \$879,942. The general fund can continue to provide funding for radio purchases for the other general fund departments, which don't have a public safety support mission. These cost changes are reflected in the Budget Analysis & Impacts from Project Activities handout.

Budget Analysis & Impacts from Project Activities

Approximately \$5M has been moved out of the Pima Emergency Communications Operations Center (SCOMOC) and moved into the Regional Communications System (SCOMMS) project.

There were several estimates excluded from the budget line items adjusted to account for additional reasonably foreseeable expenses:

- Phase II site development costs on the Tohono O'odham Nation were increased by \$230,000 to bring estimates in line with actual costs incurred for other similarly situated sites
- \$425,000 is forecast for the Arivaca site as there is some uncertainty about whether or not GovNet will timely build their site to complete implementation of the PCWIN network
- Site development costs for the OVPD/Simulcast Prime Site have been increased by \$150,000 forecasting a PCWIN share of costs to replace a generator
- Estimated \$15,000 for Motorola services to relocate a dispatch console from PECOC to Pima Community College DPS
- Reduced funding amount for transfers in from Pima County General Fund by \$879,942 for purchase of equipment for departments with public safety service missions

- Added \$1,244,514 to project contingency

Cell phone service for PECOC has not been included in these foreseeable expenses.

At some point in the future, Staff will have to consider how to handle the contingency funds or consider enhancements to the project if Phase II does not get done. If excess funding becomes available, there are several purchases or program enhancements to be considered:

- Phase II includes the build out of the radio network on the Tohono O’odham Nation; two (2) communications sites are planned, one on Kitt Peak and one on Jewek Mountain. If we are not able to build out the sites, county-wide coverage will suffer.
- Interoperability between the PCWIN radio network and neighboring systems may be accomplished through control channel gateways that are included in the system design. Other features are available through Motorola that would further enhance our interoperability options. These include a dual dynamic mode of operation that would allow P25 Phase I FDMA radios to function on the system. The Inter Sub System Interface would permit direct interconnection of the PCWIN system with other P25 radio networks such as the Phoenix RWC. An operational and cost benefit analysis would be recommended before a purchase of either option is recommended.
- The PCWIN Cooperative will have on-going costs for operating and maintaining the radio network including system software and hardware upgrades. Assuming these costs can be classified as a capital expense, the EMC may consider pre-purchasing services from the bond funds to offset future maintenance expenses.
- Additional purchases of spare parts for shelf stock for the maintenance organizations would help to offset future maintenance costs.
- Pre-purchase of extended warranties for subscriber equipment would help to offset future maintenance costs.
- Purchases of additional subscribers for new public safety cooperative members would help to manage future operating and maintenance costs by increasing the number of users sharing those costs.
- More encryption software upgrades
- Additional funding could be provided to the City to support renovation of the Thomas Price Service Center.

As we move forward and consider making enhancements, the EMC may want to consult with the Board of Directors to help prioritize ideas that would have long term benefit to the PCWIN Cooperative.

Assistant Chief Ridings suggests the possibility of providing funds to hospitals for interoperability purposes. Captain Wilson states that the EMC could also consider purchasing additional subscribers for non-profit entities, as long as it is lawful under the Bond.

Materials provided: PCWIN Budget Analysis & Impacts from Project Activities handout, to the EMC from Captain Paul Wilson, dated January 17, 2013; PCWIN Subscriber

Order – Cost Impact to County Departments handout, to County Administrator Chuck H. Huckelberry, from Captain Paul Wilson, dated January 5, 2013.

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

Assistant Chief Hangartner recently met with the Oversight Committee to discuss budget, and Committee members inquired about the project’s progress. The Oversight Committee is part of the Nation’s Legislative Council.

The IGA is currently under Executive Review and will be reviewed by the Oversight Committee and Legislative Council. Assistant Chief Hangartner proposes that Staff schedule a presentation to the Legislative Council and lay out the costs to the Nation.

Before Phase II construction can begin on the Nation’s lands, several approvals must be given. These are inclusive of, but are not be limited to, the Tohono O’odham Nation, Schuk Toak District Council, Gu Achi District Council, Tohono O’odham Utility Authority, Kitt Peak National Observatory, National Science Foundation, Indian Health Services, and the Federal Communications Commission. Additionally, the Kitt Peak site will require the engagement of a plethora of agencies that will have to approve a Memorandum of Agreement in compliance with the Nationwide Programmatic Agreement for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission. A similar process to gain approval for use of the Tumamoc Hill site, involving fewer approving entities, took two years.

Over a year ago, the EMC exhausted all efforts of gaining approvals from the Nation, and placed the responsibility on them to move forward, and very little progress has been noted.

Recommendation from Staff

Staff recommends that the Committee set a deadline of July 1, 2013 for the Tohono O’odham Nation to demonstrate positive action to move forward approvals for use of the Kitt Peak, Jewek Mountain, Tohono O’odham Police Department dispatch, and Indian Health Services dispatch sites by the Tohono O’odham Legislative Council, Schuk Toak District Council, Gu Achi District Council, Tohono O’odham Utility Authority, Kitt Peak National Observatory, and Indian Health Services.

Despite the lack of progress, the Committee authorized the purchase of 144 mobile radios, 141 portable radios, and 8 control stations at a cost of approximately \$750,000 to meet the needs of the Tohono O’odham Police and Fire Departments. The project is maintaining a reserve budget of approximately \$2.4M to build facilities and radio infrastructure on the Tohono O’odham Nation if all of the approvals can be obtained.

As we enter the final year of construction for the first phase of the project, it is prudent that the Committee begin to make plans for mitigating any coverage deficits that result from the loss of the Kitt Peak and Jewek Mountain sites. By the third quarter of this calendar year, the Committee will need to know if the Nation is committed to moving the approvals process forward and has demonstrated its determination and resolve to do so in

a timely manner. If not, the Committee will be pressured to reallocate budgeted funds to further improve other elements of the radio network or to support other facets of the PCWIN program.

Chief Daykin agrees, but wants to apply more pressure on entities that will see a direct benefit to the project. Captain Wilson believes the Nation itself yields the influence for Kitt Peak and the National Science Foundation approving the proposed activities. The Nation's leadership in moving these activities forward has not been seen, despite Assistant Chief Hangartner's efforts.

Assistant Chief Hangartner proposes that Staff give a presentation to the Legislative Council, as they will be interested in how the project will benefit the Nation. Staff was also asked to include what it will cost PCWIN to build the sites necessary for the project. The Nation's radio system is quite degraded, and detailing the benefits to joining the system may help.

Direction to Staff

The Committee directs Staff to schedule a presentation with the Nation's Legislative Council to discuss the project benefits, cost, and deadlines for the necessary approvals to move forward with activities. Chief Daykin agrees with the July 1st deadline, but wants more definitive progress noted in the Motion. Captain Wilson suggests deleting Kitt Peak National Observatory and Indian Health Services.

Motion

Mr. Hein moves to approve a motion to set a deadline of July 1, 2013, for the Tohono O'odham Nation to demonstrate positive action to move forward approvals for use of Kitt Peak, Jewek Mountain, Tohono O'odham Police Department dispatch, and Indian Health Services dispatch sites by the Tohono O'odham Legislative Council, Schuk Toak District Council, Gu Achi District Council, and Tohono O'odham Utility Authority. Failure to meet such deadline will result in our reconsideration of potential reprogramming of Phase II funding.

Discussion

Chief Daykin wants the "positive action" further defined.

Amended Motion

Mr. Hein amends his motion to set a deadline of July 1, 2013, for the Tohono O'odham Nation to **secure** approvals for use of Kitt Peak, Jewek Mountain, Tohono O'odham Police Department dispatch, and Indian Health Services dispatch sites by the Tohono O'odham Legislative Council, Schuk Toak District Council, Gu Achi District Council, and Tohono O'odham Utility Authority. Failure to meet such deadline will result in our reconsideration of potential reprogramming of Phase II funding.

Chief Daykin seconds the motion. Motion unanimously carries.

XII. Northwest Fire Consortium Dispatch Update
Assistant Chief Dave Ridings, Tucson Fire Department
Mr. Geoffrey Kuhn, Tucson Fire Department

The City of Tucson prepared a statement as to the progress of the Northwest Fire Consortium consolidation effort.

The Northwest Fire Consortium, currently consisting of Avra Valley Fire District, Golder Ranch Fire District, Northwest Fire District, Picture Rocks Fire District and Three Points Fire District, plan to maintain the use of their legacy radio system for day to day public safety response. As a full subscriber of PCWIN using Motorola MCC7500 Dispatch Consoles, Tucson Fire will require the use of gateways in order to meet the contractual obligation for dispatch services to these fire agencies. Tucson Fire will work within the limitation of the gateways planned for installation in the TOPSC Communication Center.

Captain Wilson reports that it is his understanding that the idea is to use the gateways and the dispatch consoles to have the legacy radio appear as a resource on those consoles. That will need to be a decision from the EMC because it uses the project to further an agency's efforts to stay on a legacy radio system, which may be counter-productive to the project and was used as an argument in the past to tell TIA and Marana Police that if they wanted to return to the project, they would have to buy their way in.

On January 14, 2013, City staff reported that a conceptual design will be available for discussion with PCWIN staff no-later-than February 1, 2013.

This item will remain on future agendas and Staff will invite members of the Northwest Consortium and the City of Tucson to represent themselves on this topic.

XIII. TOPSC Project Status Report
Captain David Azuelo, Tucson Police Department

After receiving the Guaranteed Maximum Price (GMP) at the end of December, construction began in two (2) phases. Phase 1A construction will take place in the IDF/equipment room, to be complete by March 1st; Phase 1 will include the renovation of the future police communications and the temporary fire communications area, to be complete by July 2013.

The City has hired an IT project manager, who will coordinate the information technology challenges as it relates to the legacy equipment and new technology coming into the facility.

The City's construction meetings are now weekly. Physical enhancements have been done at TOPSC, so the City will bring slides to the next Committee meeting to show its progress.

XIV. New Business, Chief Doug Chappell, Drexel Heights Fire District

Chief Chappell refers to the Committee for New Business. No response is noted.

XV. Call to the Public

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

Lt. Sacco explains that Ajo Ambulance is providing medical services to the Indian Health Services (IHS) on the Nation. IHS has expressed concern, about radio communications once Ajo Ambulance joins the PCWIN system. This concern should be shared with the Nation's Districts when Staff meets with them.

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

Thursday, February 28, 2013, 9:00 AM

Pima Emergency Communications Operations Center (PECOC)
3434 E. 22nd Street, Tucson

XVII. Adjournment

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

Meeting adjourns at 10:45 a.m.

Minutes prepared by: Catherine Hanna