

**BY-LAWS
OF THE
COMMITTEES TO IMPLEMENT THE
PIMA COUNTY WIRELESS INTEGRATED NETWORK**

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**ARTICLE I
AUTHORITY**

The Pima County Board of Supervisors authorized through Ordinance No. 2004-18, the Bond Implementation Plan for the May 18th, 2004 Special Bond Election, the establishment of three advisory Committees to implement the Pima County Wireless Integrated Network.

**ARTICLE II
PURPOSE**

2.1 The **Pima County Wireless Integrated Network** (hereinafter referred to as “PCWIN”) replaces the former name of the Pima County Regional Public Safety Communications System as adopted by Board action on August 3, 2004.

2.2 The purpose of the PCWIN project is to design, procure and deploy a regional public safety voice and data communications network to serve twenty fire districts, eleven police agencies, and the Pima County Office of Emergency Management and Homeland Security; and, to construct a Regional Communications Center and Homeland Security Emergency Operations Center. PCWIN will include:

- Modern, state-of-the art voice communications system with widespread on-street coverage for the majority of Pima County first responders that is scalable so that additional users, features and capacity can be added to the system as needs and resources dictate;
- High performance data communications network;
- Automatic vehicle locator technology to map the location of first responders;
- Interoperability between agencies and public safety disciplines;
- Regional Communications Center and Homeland Security Emergency Operations Center to allow for co-location of the dispatch functions of the Pima County Sheriff, Tucson Police Department and Tucson Fire Department;
- Telecommunications equipment to meet the needs of the 9-1-1 public safety answering point and administrative telephone services required to operate the planned communications center.
- Enhanced in-building radio coverage within the City of Tucson to provide penetration into multi-story and complex structures.

**ARTICLE III
DEFINITIONS**

3.1 "Public safety answering point" (PSAP) means an organization, entity, or combination of entities that have joined together to form a central answering point for the receipt, management, and dissemination to the proper responding agency, of emergency and non-emergency communications, including 911 calls, police, fire, emergency medical, and any other governmental communications.

3.2 "Bond funded participating member agencies" means public safety agencies or entities identified in Ordinance No. 2004-18. These agencies include:

Police Agencies

Marana Police Department
Oro Valley Police Department
Pascua Yaqui Police Department
Pima College Department of Public Safety
Pima County Sheriff's Department
Sahuarita Police Department
South Tucson Police Department
Tohono O'odham Tribal Police
Tucson Airport Authority Police
Tucson Police Department
University of Arizona Police Department

Pima County Office of Emergency
Management & Homeland Security

Fire Departments

Ajo/Gibson Volunteer Fire Department
Arivaca Volunteer Fire Department
Avra Valley Fire District
Corona de Tucson Fire District
Drexel Heights Fire District
Elephant head Volunteer Fire Department
Golder Ranch Fire District
Green Valley Fire District
Helmet Peak Fire District
Mt. Lemmon Fire District
Northwest Fire District
Pascua Pueblo Fire Department
Picture Rocks Fire District
Rincon Valley Fire District
South Tucson Fire Department
Three Points Fire District
Tohono O'odham Fire Department
Tucson Airport Authority Fire Department
Tucson Fire Department
Why Fire District

3.3 "Self funded participating member agencies" means agencies or entities (local, state, federal or private) that support and agree to adopt the vision and purpose of PCWIN; and that will contribute financially to support the infrastructure, subscriber equipment, system maintenance, and up-grades in order to use PCWIN resources; and who agree to accept direction from the Executive Management Committee on PCWIN resources; and enter into a binding contract pursuant to Pima County Procurement Policies to participate and use PCWIN resources.

3.4 “Public Safety Agency” means an organization or entity that responds to emergency and non-emergency calls including 911 calls, police, fire, emergency medical, and any other call for service that provides for the safety and welfare of the citizens of Pima County and all its political subdivisions enumerated by Ordinance No. 2004-18.

3.5 “Funds” means an aggregation or deposit of resources (monies) from which supplies are or may be drawn for carrying on any work, or for maintaining existence. These funds may be in form of bonds, grants, loans, or other private sources allowed by law.

3.6 “Stakeholder” means a bond-funded participating member agency, self-funded participating member agency, governmental body, person, group or business that has an investment or interest in PCWIN.

ARTICLE IV ORGANIZATION

4.1 An Executive Management Committee is established and is responsible for all decisions related to implementation of the public safety communications program and for making recommendations to the Board of Supervisors regarding bond fund expenditures and other project related matters requiring Board action.

4.1.1 Composition

The membership of the Executive Management Committee shall consist of nine multi-jurisdictional police and fire management members as follows:

- The Pima County Sheriff, Chair
- One representative from the Pima County Office of Emergency Management & Homeland Security
- One representative from each of the four largest law enforcement entities in the County
- One representative from each of the three largest fire agencies.

The Pima County Board of Supervisors shall appoint members to the Executive Management Committee.

4.1.2 Alternates

Members of the Executive Management Committee may designate up to two alternate members to represent their respective agencies in the absence of the member. The Executive Management Committee will recommend qualified alternate members to the Board of Supervisors for appointment. The Pima County Clerk of the Board of Supervisors shall notify alternate members of their appointment, and loyalty oaths will be executed in accordance with Arizona Revised Statutes requirements.

4.1.3 Member Replacement

The Executive Management Committee will recommend a qualified candidate to the Board of Supervisors for approval to fill any vacancies on the Committee. The Pima County Clerk of the Board of Supervisors shall notify new members of their appointment, and loyalty oaths will be executed in accordance with Arizona Revised Statutes requirements.

4.1.4 Chair's duties and responsibilities.

The Sheriff of Pima County shall serve as the Committee Chair. The Chair's duties and responsibilities include presiding at Committee meetings; directing the preparation of the agenda; appointing members to committees; and directing staff work for the Committee. If the Chair is unable to preside in a meeting of the Executive Management Committee, the Sheriff of Pima County shall direct his alternate to preside at the meeting.

4.2 A User Committee is established to be advisory to the Executive Management Committee.

4.2.1 Composition

Membership of the User Committee is comprised of a representative of all police and fire agencies in Pima County and participating federal and state agencies. Two Co-Chairs shall serve the User Committee. One Co-Chair from the fire discipline and one Co-Chair from the law enforcement discipline. The Co-Chairs, after initial appointment by the Executive Committee, shall serve for a period of one year and elected thereafter on or before the Annual Stakeholder Meeting.

4.2.2 Member Appointment

The Executive Management Committee will appoint members to the User Committee.

4.2.3 Responsibilities

In addition to other designated responsibilities, the User Committee shall act in an advisory role to the Executive Management and Technical Committees to represent the needs of the participating agencies relative to their technical, operational, and functional communications needs.

4.3 A Technical Committee is established to be advisory to the Executive Management Committee and shall develop all necessary technical analyses in support of radio system development.

4.3.1 Composition

Membership of the Technical Committee shall be comprised of technical advisors determined by the Executive Management Committee. A Chair shall serve the Technical Committee. The Chair, after initial appointment by the Executive Committee, shall serve for a period of one year and be elected thereafter on or before the Annual Stakeholder Meeting.

4.3.2 Member Appointment

The Executive Management Committee will appoint members to the Technical Committee.

4.3.3 Responsibilities

In addition to other designated responsibilities, the Technical Committee shall act in an advisory role to the Executive Management and User Committees to specify system components that will comply with all actual and pending national standards for such systems and that will result in the development and implementation of systems that will meet the technical, operational and functional requirements of the participating agencies.

ARTICLE V EXECUTIVE MANAGEMENT COMMITTEE RESPONSIBILITIES

The Executive Management Committee responsibilities include the following:

- To develop, sustain, and promote the regional vision of the project,
- To develop and implement a strategic business plan,
- To develop technical, operational and functional requirements complying with the Board of Supervisor mandate for the PCWIN that shall include system performance specifications that will comply with all actual and pending national standards for such systems,
- To develop planning, operating and maintenance plans that detail how a single, unified, regional communications system will be created, managed, operated, and funded,

- To oversee budget issues,
- To make recommendations to the Pima County Board of Supervisors regarding bond expenditures, project budget, project scope, personnel, contracts and other matters,
- To actively pursue additional funding for the project,
- To develop a public relations strategy and take an active role in public relations,
- To help educate the community, the users, and political leaders,
- To oversee program management,
- To develop and secure appropriate intergovernmental agreements,
- To act, as necessary, for all other matters in the administration of the project,
- To make semi-annual reports to the County Administrator,
- To develop and implement practices, procedures, protocols and requirements for Self-Funded Agency Member participants,
- To implement a long term management plan upon successful completion of the bond project,
- To attend Board meetings,
- To establish the responsibilities of the Technical and User Committees to augment those defined by the Board of Supervisors and these By-Laws,
- And to comply with all statutes and ordinances.

ARTICLE VI MEETINGS

6.1 Meetings of the Executive Management Committee may be called by the Chair or by a majority of the Committee. The Executive Management Committee shall schedule an Annual Stakeholder Meeting.

6.2 Meetings of the User and Technical Committees shall be called by their respective Chairs. A meeting place and meeting time that promotes the largest membership attendance shall be considered.

6.3 All members shall observe meeting decorum. The most current edition of Robert's Rules of Order may be used as a guide to appropriate parliamentary protocol.

6.4 All meetings will be conducted in accordance with Arizona Open Meeting laws. The User and Technical Committees shall appoint one of its members to serve as secretary, who shall record all meetings and maintain the records of all meetings.

6.5 Meeting agenda items shall be established and appropriately noticed and published.

6.5.1 The Executive Management Committee shall have agenda items approved by the Chair. An agenda item may also be introduced onto the agenda by the concurrence of three Committee members.

6.5.2 The User Committee shall have agenda items approved by one Co-Chair. An agenda item may also be introduced onto the agenda by the concurrence of three Committee members.

6.5.3 The Technical Committee shall have agenda items approved by the Chair. An agenda item may also be introduced onto the agenda by the concurrence of three Committee members.

6.6 Meeting notifications for all regular meetings shall be made no less than ten (10) calendar days prior to the scheduled meeting. Committee members shall have no less than two (2) business days to comment on the proposed agenda items before the agenda is approved by the respective Chair. Notice shall be made to all bond and self-funded participating member agencies after the agenda is finalized. A minimum of 24-hour public notice is mandatory.

6.7 Quorums

6.7.1 A quorum of the Executive Management Committee shall consist of seven members. Five (5) affirmative votes are required to pass an item.

6.7.2 A quorum of the User Committee shall consist of at least thirty-three percent (33%) of the member representatives. Attendance at meetings may be in person

or by means of audio teleconferencing equipment. Audio teleconferencing equipment may not be available at all meeting locations therefore Committee members are encouraged to attend in person. The affirmative vote of fifty-one percent (51%) or more of the quorum is required to pass an item.

6.7.3 A quorum of the Technical Committee shall consist of at least thirty-three percent (33%) of the member representatives. Attendance at meetings may be in person or by means of audio teleconferencing equipment. Audio teleconferencing equipment may not be available at all meeting locations therefore Committee members are encouraged to attend in person. The affirmative vote of fifty-one percent (51%) or more of the quorum is required to pass an item.

6.8 Voting

At all Committee meetings, each appointed member shall have one vote. In the member's absence one appointed alternate representative may exercise one vote on behalf of the appointed member.

6.9 Vote by Proxy – User Committee

At all meetings of the User Committee, an appointed Member Representative may vote in person or by proxy executed in writing by the chief executive officer of the represented agency. Member's representatives shall not be allowed to act as proxy for another member agency. Original of such proxy shall be filed with the PCWIN support office before or at the time of the meeting. No proxy shall be valid after six months from the date of its execution. Individuals assigned to exercise proxy votes are not permitted to chair meetings and are encouraged to attend all User Committee meetings to maintain current knowledge of User Committee business.

ARTICLE VII AMENDMENTS

These By-Laws may be altered, modified, amended, repealed or added to by an affirmative vote of not less than six members of the Executive Management Committee.

**ARTICLE VIII
WITHDRAWAL OPTION**

8.1 Bond funded participating member agencies have been identified as the initial recipients of service under this communications network bond project. Recognizing the need for flexibility, environmental, fiscal and political change participating bond-funded member agencies may withdraw from the services provided by the network.

8.1.1 The participating agency chief executive officer shall request, in writing and on agency letterhead, the desire to be removed from this service.

8.1.2 The Executive Management Committee shall make the appropriate recommendation to the Pima County Board of Supervisors for action.

8.1.3 The Pima County Board of Supervisors, acting on recommendation of the Executive Management Committee, may determine that it is in the best interest of the project to reinstate an agency that has previously withdrawn. In forming its recommendation to the Board of Supervisors, the Executive Management Committee shall consider the financial, technical, operational, functional, and administrative impacts on the project as well as any other relevant factor.

8.2 The provisions of this Article shall be superseded by any Intergovernmental Agreement or contract executed between Pima County and a bond funded participating member agency.