

**NOTICE/AGENDA OF PUBLIC MEETING
PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE MEETING
May 22, 2014**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **PIMA COUNTY WIRELESS INTEGRATED NETWORK EXECUTIVE COMMITTEE** and to the general public that the **Executive Committee** will hold a meeting on **Thursday, May 22, 2014**, beginning at **9:00 a.m.** at the **Pima Emergency Communications Operations Center (PECOC), 3434 E. 22nd Street, Tucson, AZ.**

The Pima Communications & Operations Center endeavors to ensure all persons with disabilities accessibility to meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Joni Castro at (520) 724-9321. Requests should be made as early as possible to allow time to arrange the accommodation.

NOTE: Captain David Azuelo, Chair, will be conducting the meeting via teleconference.

- I. **Call to Order and Roll Call** Chairman

- II. **Approval of Minutes** Chairman
Motion

Review, discussion, and approval of minutes from the April 17, 2014 Executive Committee Meeting.

- III. **Executive Director's Report** John Voorhees
Info & Direction to Staff
 - A. **PCWIN Budget**

The Committee will receive an update on the Special Revenue Fund Budget.

 - B. **OWG & TWG Reports**
 - 1. The Committee will be briefed on any pertinent activities of the Operational and Technical Working Groups.
 - 2. Coverage Issues/Remediation - Discussion

 - C. **PCWIN Network Health Report**

The Committee will be briefed on the health of the network.

IV. PCWIN STATUS UPDATE

Rick Brown/John Voorhees
Info & Direction to Staff

- A. Post Cutover Status
- B. On-Going 90 Day End User Evaluation Survey
- C. System Loading Report
- D. Rebanding

V. MEMBER & PARTICIPANT ACQUISITION

John Voorhees
Info & Possible Action

The Executive Director will brief the Committee and possibly seek approval for new member applications for participation in PCWIN.

VI. PCWIN AGENCY HANDBOOK UPDATE

John Voorhees
Info & Possible Action

The Executive Director will brief the Committee and possibly seek approval of revised and new Policies. If approved, these policies will be forwarded to the BOD for action.

VII. AVIATION REQUIREMENTS OF CITY OF TUCSON and PIMA COUNTY

Garry Arnold/Captain David Azuelo/John Voorhees
Info & Possible Action

- A. Garry Arnold, Chief Pilot for the City of Tucson, will offer a brief overview of their aviation requirements.
- B. Captain Azuelo and the Mr. Voorhees will provide an update on the research, analysis and cost of in-place aviation needs/solutions for the City of Tucson and Pima County. The EC also make be asked to take action.

VIII. PHASE II BOND IMPLEMENTATION

Chief Paul Wilson/John Voorhees
Info & Direction to Staff

The Committee will receive an update on components of transition of responsibilities from EMC to BOD including potential additional involvement of the Tohono O’odham Nation in PCWIN.

IX. PCWIN SYSTEM REDUNDANCY

Howell Herring
Info & Direction to Staff

The Committee will begin discussions on the need for additional measures to insure system redundancy.

X. COMMITTEE NOMINATIONS

Committee
Info & Direction to Staff

The Committee will discuss and consider nominations for the City of Tucson's Manager to replace Captain David Azuelo.

XI. NEW BUSINESS – EXECUTIVE COMMITTEE

Committee
Info & Direction to Staff

Members may propose agenda items for the June 26, 2014 or other future Executive Committee Meetings.

XII. BOARD OF DIRECTORS MEETING AGENDA

Committee
Info & Direction to Staff

The Committee will review the agenda for the May 22, 2014 BOD Meeting.

XIII. CALL TO THE PUBLIC

Committee
Direction to Staff

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

XIV. DATE-TIME-LOCATION OF NEXT EC MEETING(S)

Discussion

June 26, 2014, at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, Conference Room 308 at a time to be determined.

XIV. ADJOURNMENT

Motion

A copy of the agenda background material provided to the Executive Committee is available for public inspection at the PCWIN Administrative Office, Pima Emergency Communications & Operations Center, and (520) 724-9321.

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

III

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**PCWIN EXECUTIVE
DIRECTOR'S REPORT**

TO: Executive Committee

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Executive Director will provide the Board with the following updates/reports:

- PCWIN Budget
- OWG & TWG Reports
- PCWIN Network Health Report

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

IV

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**PCWIN STATUS
REPORT**

TO: Executive Committee

FROM: Rick Brown, PCWIN Wireless Services/John Voorhees, PCWIN

RECOMMENDATION:

DISCUSSION:

Mr. Brown and/or Mr. Voorhees will provide an update on post cutover status; results of ongoing 90 Day End User Evaluation Surveys; system loading; and rebanding.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

V

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**PCWIN MEMBER &
PARTICIPANT
ACQUISITION**

TO: Executive Committee

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Committee will be briefed and possibly asked to approve new member applications for participation in PCWIN.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VI

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**PCWIN AGENCY
HANDBOOK UPDATE**

TO: Executive Committee

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Committee will review and may be asked to approve revised and newly developed PCWIN Policies. Once approved, these documents will be forwarded to the Board of Directors for their approval.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VII

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**AVIATION
REQUIREMENTS FOR
CITY OF TUCSON AND
PIMA COUNTY**

TO: Executive Committee

FROM: Garry Arnold, Chief Pilot for the City of Tucson/Captain Azuelo and John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

Chief Arnold will provide a brief overview of the City of Tucson aviation equipment requirements. Captain Azuelo and Mr. Voorhees will be update the Committee will be updated on the research, analysis and costs of Aviation Requirements for City of Tucson and Pima County; and may be asked to take possible action.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VIII

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**PHASE II BOND
IMPLEMENTATION**

TO: PCWIN Executive Committee

FROM: Chief Paul Wilson & John Voorhees

RECOMMENDATION:

DISCUSSION:

The Committee will receive an update on components of transition of responsibilities from EMC to BOD including potential additional involvement of the Tohono O'odham Nation in PCWIN.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

IX

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**PCWIN SYSTEM
REDUNDANCY**

TO: PCWIN Executive Committee

FROM: Howell Herring, City of Tucson

RECOMMENDATION:

DISCUSSION:

The Committee will discuss the need for survivability/system redundancy.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

X

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**EXECUTIVE
COMMITTEE
NOMINTIONS**

TO: PCWIN Executive Committee

FROM: Committee

RECOMMENDATION:

DISCUSSION:

The Committee will discuss and consider nominations to replace Captain David Azuelo, the City of Tucson's Manager to replace Captain David Azuelo

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

XI

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**NEW BUSINESS -
EXECUTIVE
COMMITTEE
MEETINGS**

TO: PCWIN Executive Committee

FROM: Committee Members

RECOMMENDATION:

DISCUSSION:

The Committee will discuss and consider agenda items for the June 26, 2014 and/or any future EC Meetings.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

XII

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**BOARD OF
DIRECTORS MEETING
AGENDA**

TO: PCWIN Executive Committee

FROM: Committee

RECOMMENDATION:

DISCUSSION:

The Committee will review the agenda for the May 22, 2014 Board of Director's Agenda.

FISCAL IMPACT:

Office of Emergency Management
Monthly Financial Summary
Fund 2101 - OEM Radio System Special Revenue Fund
FOR PERIOD ENDING April 30, 2014

Exhibit 1

	FY 13/14 YTD	FY 13/14 Adopted Budget	FY 13/14 Revised Budget	Forecast	Variance (Revised vs. Forecast)
1 Revenue	\$ 655,894	\$ 683,343	\$ 683,343	\$ 659,186	\$ (24,157)
2 Expenditures					
3 Personnel Services	74,554	779,397	779,397	207,968	571,429
4 Operating Expenditures	154,311	581,815	581,815	347,905	233,910
5 Capital Equipment	-	-	-	-	-
6 Total Expenditures	228,865	1,361,212	1,361,212	555,873	805,339
7 Operating Transfers In					
8 Transfer in from General Fund	14,483	-	-	119,316	119,316
9 Total Operating Transfers In	14,483	-	-	119,316	119,316
10 Operating Transfers Out					
11 Operating Transfers Out	-	-	-	-	-
12 Total Operating Transfers Out	-	-	-	-	-
10 Net Fund Impact	441,512	(677,869)	(677,869)	222,629	900,498
11 Beginning Fund Balance	14,483	14,483	14,483	14,483	-
12 Ending Fund Balance	\$ 455,995	\$ (663,386)	\$ (663,386)	\$ 237,112	

Office of Emergency Management
 Monthly Budget to Actual Summary
 Fund 2101 - OEM Radio System Special Revenue Fund
 FOR PERIOD ENDING April 30, 2014

Exhibit 2

Expenditures by Unit	FY13/14 YTD	FY 13/14 Adopted Budget	FY 13/14 Revised Budget	% of Budget Spent	Target	Forecast	Variance (Revised vs. Forecast)
1 <u>Unit 0876- Radio System</u>							
2 Personnel Services	\$ 74,554	\$ 779,397	\$ 779,397	10%	83%	\$ 207,968	\$ 571,429
3 Operating Expenditures	154,311	581,815	581,815	27%	83%	347,905	233,910
4 Capital (over \$5,000)	-	-	-	-	83%	-	-
5 Unit 0876 Total	228,865	1,361,212	1,361,212	17%	83%	555,873	805,339
6 <u>Unit 0877- PECOC</u>							
7 Personnel Services	-	-	-	-	83%	-	-
8 Operating Expenditures	-	-	-	-	83%	-	-
9 Capital (over \$5,000)	-	-	-	-	83%	-	-
10 Unit 0877 Total	-	-	-	-	83%	-	-
11 Department Total	228,865	1,361,212	1,361,212	17%	83%	555,873	805,339
12 <u>EMERGENCY MANAGEMENT- FUND 2101</u>							
13 Personnel Services	74,554	779,397	779,397	10%	83%	207,968	571,429
14 Operating Expenditures	154,311	581,815	581,815	27%	83%	347,905	233,910
15 Capital (over \$5,000)	-	-	-	-	83%	-	-
Office of Emergency Management							
16 Department Total	\$ 228,865	\$ 1,361,212	\$ 1,361,212	17%	83%	\$ 555,873	\$ 805,339

Office of Emergency Management
 Monthly Department Revenue Forecast
 Fund 2101 - OEM Radio System Special Revenue Fund
 FOR PERIOD ENDING April 30, 2014

Revenue Source Code - Name		FY 12/13 Actuals	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	FY13/14 YTD	FY 13/14 Straightline Projection	FY13/14 Adopted Budget	FY13/14 Revised Budget	Forecast	Variance (Revised vs. Forecast)	Comments
1	4200 - General Government Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,250	\$563,594	\$ 619,844	\$ 743,813	\$ -	\$ -	\$ 619,844	\$ 619,844	PCWIN radio charges external to PC budgeted for estimated last 3 months of the fiscal year-budged in 4412; will be collected in 4200 above Projected now at YTD
2	4247 - Interdepartmental Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	262,566	262,566	-	(262,566)	PCWIN radio charges internal to PC budgeted for estimated last 3 months of the fiscal year plus sponsored agencies paid for by FN Contingency Now in Revenue Code 4200
3	4400 - Rents & Royalties	35,250	3,250	6,500	3,250	3,325	3,288	3,288	3,288	3,288	3,288	3,288	36,050	43,260	39,000	39,000	39,342	342	Forecast at budgeted Cingular/RVFD \$2K/month; OVPD 1,288/month effective Nov 2013
4	4407 - Interest Pooled-Operating	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	4412 - Misc Revenue Non Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	381,777	381,777	-	(381,777)	PCWIN radio charges external to PC budgeted for estimated last 3 months of the fiscal year-budged in 4412; will be collected in 4200 above
6	TOTAL REVENUES	35,265	3,250	6,500	3,250	3,325	3,288	3,288	3,288	3,288	59,537	566,882	655,894	787,073	683,343	683,343	659,186	(24,157)	
7	OPERATING TRANSFERS IN																		
8	4702 - Operating Transfer In	136,756	-	-	-	-	-	-	-	-	14,483	-	14,483	17,380	-	-	119,316	119,316	Forecasted operating transfer is forecasted expenditures thru 4/1 less forecasted revenues thru 4/1 when PC WIN goes live with adjustments for costs that are attributable to PCWIN only. Once PCWIN goes live, GF support ends.
9	TOTAL OPERATING TRANSFERS IN	136,756	-	14,483	-	14,483	17,380	-	-	119,316	119,316								
10	TOTAL REVENUES AND OPERATING TRANSFERS IN	\$172,021	\$ 3,250	\$ 6,500	\$ 3,250	\$ 3,325	\$ 3,288	\$ 3,288	\$ 3,288	\$ 3,288	\$ 74,020	\$566,882	\$ 670,377	\$ 804,452	\$ 683,343	\$ 683,343	\$ 778,502	\$ 95,159	

Office of Emergency Management
 Monthly Department Expenditure Forecast
 Fund 2101 - OEM Radio System Special Revenue Fund
 FOR PERIOD ENDING April 30, 2014

Exhibit 4

Object Codes	FY 12/13 Actuals	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	FY 13/14 YTD	FY 13/14 Straightline Projection	Encumbrance s	FY13/14 YTD Obligations	FY13/14 Adopted Budget	FY13/14 Revised Budget	Forecast	Variance (Revised vs. Forecast)	Comments
1 5400 - Salary & Wages	\$ -	\$ 2,563	\$ 21,727	\$ 12,393	\$ 17,110	\$ 15,509	\$ 16,330	\$ 17,444	\$ 15,143	\$ 15,900	\$ 16,657	\$ 150,775	\$ 180,929	\$ -	\$ 150,775	\$ 184,987	\$ 184,987	\$ 183,331	\$ 1,656	Forecast includes 2% COLA effective 1/1/14 and 3 ITD staff charged in at 25%.
2 5409 - FICA & Medicare	-	196	1,646	891	1,253	1,136	1,196	1,279	1,110	1,165	1,221	11,093	13,312	-	11,093	14,152	14,152	13,480	672	
3 5410 - Unemployment	-	4	37	21	29	26	28	30	26	27	28	256	308	-	256	315	315	312	3	
4 5411 - Health Insurance Premium	-	1	1,262	1,459	1,643	1,503	1,573	1,641	1,429	1,501	1,572	13,584	16,301	-	13,584	17,016	17,016	16,657	359	
5 5412 - Workers COMP	-	6	48	27	38	34	36	38	33	35	37	332	398	-	332	407	407	404	3	
6 5413 - Life Insurance	-	3	16	11	15	13	14	15	13	13	14	127	153	-	127	180	180	154	26	
7 5414 - Employer Paid Benefits	-	-	(1)	(1)	-	-	-	-	-	-	-	(3)	(3)	-	(3)	-	-	(3)	3	
8 5415 - Employer Paid Subsidy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
9 5416 - Retirement AZ State	-	296	2,507	1,430	1,974	1,790	1,885	2,013	1,748	1,835	1,922	17,400	20,880	-	17,400	21,347	21,347	21,157	190	
10 5422 - Dental Insurance Premium	-	-	13	16	13	12	12	13	11	11	12	112	134	-	112	150	150	135	15	
11 5423 - Interdepartmental Salary Charged Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12 5424 - Interdepartmental Salary Charged In	-	1,119	1,119	1,119	1,119	1,119	1,119	1,119	1,119	1,119	1,119	11,188	13,425	-	11,188	13,425	13,425	13,425	(0)	
13 5425 - Interdepartmental Fringe Charged Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
14 5427 - Intradepartmental Fringe Charged Out	-	-	(1,294)	(4,720)	(3,650)	(5,474)	(3,650)	(3,723)	(3,723)	(3,723)	(1,861)	(31,817)	(38,180)	-	(31,817)	-	-	(31,817)	31,817	Forecast includes 2% COLA effective 1/1/14-PCWIN Director and 1 staff charges out to PCWIN CIP thru 4/5/14
15 5428 - Intradepartmental Fringe Charged In	-	-	-	61	(61)	-	-	113	(46)	2	126	195	234	-	195	149,560	149,560	19,554	130,006	Charges in budget are for 10 ITD PCN. 3 are set up on a 25% salary split. Their costs hit 5400 and the benefit accounts. Additional 7 PCN to charge their time to PCWIN effective 4/1/14-these PCN are forecasted here (benefits) and in account 5430 (salary) Note no Charge Ins from ITD for Period 10 projected
16 5429 - Intradepartmental Salary Charged Out	-	-	(3,942)	(16,746)	(11,117)	(16,675)	(11,117)	(11,339)	(11,339)	(11,339)	(5,669)	(99,283)	(119,139)	-	(99,283)	-	-	(99,283)	99,283	Forecast includes 2% COLA effective 1/1/14-PCWIN Director and 1 staff charges out to PCWIN CIP thru 4/5/14
17 5430 - Intradepartmental Salary Charged In	-	-	-	186	(186)	-	-	343	(141)	7	385	595	714	-	595	377,858	377,858	70,461	307,397	Charges in budgeted are for 10 ITD PCN. 3 are set up on a 25% salary split. Their costs hit 5400 and the benefit accounts. Additional 7 PCN to charge their time to PCWIN effective 4/1/14-these PCN are forecasted here and in account 5428. Note no Charge Ins from ITD for Period 10 projected
18 5431 - Budgeted Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
19 TOTAL PERSONNEL SERVICES	-	4,187	23,137	(3,853)	8,181	(1,008)	7,426	8,985	5,382	6,555	15,563	74,554	89,465	-	74,554	779,397	779,397	207,968	571,429	
20 5000 - Office Supplies	126	-	-	-	-	-	633	-	65	-	550	1,249	1,498	-	1,249	975	975	975	-	
21 5001 - Software <100,000	-	-	-	-	-	-	560	-	-	-	560	672	672	-	560	35,000	35,000	560	34,440	Comm Shop was budgeted at \$35K, total quote is 25,147, estimated 7% added for tax. Invoice posted to object code 5125 for \$27,234 and forecasted there.
22 5002 - Computer Equipment <1000	512	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
23 5003 - Food Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
24 5007 - Fuel & Oil	-	-	-	-	-	-	-	-	-	-	2,511	2,511	3,013	-	2,511	500	500	2,511	(2,011)	Pcard Transaction
25 5008 - Books Subscriptions and Videos	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,250	1,250	1,250	1,250	-	
26 5010 - R & M Supplies	-	-	-	-	-	-	-	-	-	-	1,410	1,410	1,692	-	1,410	-	-	-	-	Ballasts should have been charged to FM unit 0318, \$1,069. Batteries should have been charged to a work order for IT generators. Reversing charges with JVD 14* 4431 and 4435 totaling \$341.04.
27 5011 - Classroom Educational Testing Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
28 5013 - Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
29 5014 - Clothing, Uniforms & Safety Apparel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
30 5015 - Promotional Items	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
31 5018 - Other Operating Supplies	2,016	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,500	12,500	12,500	-	
32 5020 - Tools & Equipment <1000	1,124	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000	20,000	-	

Office of Emergency Management
 Monthly Department Expenditure Forecast
 Fund 2101 - OEM Radio System Special Revenue Fund
 FOR PERIOD ENDING April 30, 2014

Exhibit 4

Object Codes	FY 12/13 Actuals	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	FY 13/14 YTD	FY 13/14 Straightline Projection	Encumbrances	FY13/14 YTD Obligations	FY13/14 Adopted Budget	FY13/14 Revised Budget	Forecast	Variance (Revised vs. Forecast)	Comments
33 5021 - Furniture <1000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34 5102 - Court Reporters	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
35 5103 - Lawyers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36 5114 - Engineering Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
37 5116 - Telecommunications Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
38 5121 - Accounting and Audit services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34 5124 - TPA Service Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
35 5125 - Software Maintenance & Support	-	-	-	27,234	-	-	-	-	-	(2,269)	-	24,964	29,957	-	24,964	-	-	24,964	(24,964)	Comm Shop was budgeted at \$35K under object 5001 but posted under object 5125. This is a prepaid terms 7/30/13-7/30/14. Forecast reduced by one month that will be expensed in FY15.
36 5133 - Dental Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
37 5134 - Outsourced Hospitals & Clinics	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
38 5138 - In State Training	-	-	-	-	-	-	-	-	-	1,425	-	1,425	1,710	-	1,425	-	-	1,425	(1,425)	New miner, inexperienced training to be conducted at PECOC.
39 5139 - Out of State Training	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
40 5140 - Travel in AZ	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500	500	500	-	-
41 5141 - Out of State Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
42 5142 - Postage & Freight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500	2,500	2,500	-	-
43 5143 - Printing & Microfilm	-	35	-	406	-	-	-	-	-	-	49	489	587	-	489	125	125	489	(364)	-
44 5147 - Leases & Rental	93,827	6,423	1,950	2,606	18,751	3,206	2,606	3,332	2,606	3,332	3,058	47,872	57,446	42,077	89,949	177,165	177,165	76,190	100,975	Forecasted at actual FY14 rents, \$7874 for FY14 Mission Road rent also posts here.
45 5148 - Leases & Rentals - Real Estate	-	-	1,312	-	(1,312)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46 5149 - R & M Machinery and Equipment	7,691	-	191	74	169	846	-	-	-	-	-	1,279	1,535	70,000	71,279	3,750	3,750	28,750	(25,000)	Encumbrance is the City of Tucson IGA CT14*188 but per Director only \$25K will be paid this year max. Forecast is \$25K plus budget.
47 5150 - R & M Buildings	291	-	-	-	-	-	-	-	-	-	85	85	102	-	85	-	-	85	(85)	Rodent Control Swann Tower \$85 in period 11.
48 5152 - Other Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
49 5160 - Credit Card Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
50 5161 - Promo Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51 5162 - Advertising	5,608	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52 5166 -Leases & Rentals - Telecommunications Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
53 5167 - Leases & Rentals - Office Machines	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
54 5200 - Interdepartmental Supplies & Services Charged Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
55 5203 - Interdepartmental Supplies & Services Charged In	-	-	-	22	(22)	-	-	72	-	182	811	1,065	1,278	-	1,065	-	-	226	(226)	Charges to OEM in error \$839.15. JVD 14*4430 to reverse expense in period 10.
56 5206 - Administrative Overhead	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
57 5300 - Phone Internet	13,738	1,145	1,219	1,517	1,237	1,237	1,237	1,237	1,237	1,237	1,237	12,539	15,046	1,382	13,920	118,940	118,940	19,409	99,531	Port charges are one port \$37/mo (\$444/yr) and 1144.65 for SmartNet fees per month. Plus cell phones at \$4725 total. Plus LD estimated at \$500.
58 5301 - Electricity	4,438	1,656	3,636	3,061	3,239	1,278	2,536	3,280	2,530	2,712	2,996	26,923	32,308	-	26,923	71,200	71,200	71,200	-	-
59 5305 - Mileage Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
60 5306 - Motor Pool Charges	27,241	3,365	4,707	2,724	3,031	3,228	2,240	3,534	2,322	2,632	3,025	30,807	36,968	-	30,807	31,985	31,985	36,968	(4,983)	At S/L-three vehicles permanently charged to this fund (2 Jeeps, 1 Tacoma)
61 5309 - Dues Memberships	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400	400	400	-	-
62 5312 - Miscellaneous Charges	840	-	280	140	70	-	-	210	-	70	140	910	1,092	-	910	-	-	1,280	(1,280)	Parking garage costs for one spot at the B of A moved to Wireless effective P3. One spot at Level B at \$70/month OK per Director. Total forecast is \$70/mo x 12 for Level B Spot and \$70 for Jul and Aug for B of A now paid for by ITD. And \$300 for PECOC shared costs.
63 5313 - MISC Non Cash Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64 5314 - Payments to other governments	-	-	-	-	-	-	-	-	-	-	-	-	-	170,000	170,000	88,300	88,300	42,500	45,800	Payments to City of Tucson per agreement to reimburse City for PCWIN staffing-revised to 3 months of max \$170K per JV- CT14*188 encumbers the maximum.
65 5319 - Property Damage Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,725	13,725	-	13,725	No costs to be incurred for property damage insurance
66 5321 - Other Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
67 5329 - Interest Expense-Pooled Investments	50	-	-	6	9	21	34	38	47	-	69	222	267	-	222	-	-	222	(222)	-
68 5338 - Job Training Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
69 5339 - Job Support Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70 5503 - Furniture Non Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
71 5504 - Office Machines and Computers Non Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500	2,500	2,500	-	-
72 5508 - Other Equipment Non Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500	500	500	-	-
73 TOTAL OPERATING EXPENDITURES	157,543	12,623	13,295	37,789	25,170	9,815	9,847	11,704	8,807	9,320	15,940	154,311	185,173	283,459	437,769	581,815	581,815	347,905	233,910	
74 TOTAL EXPENDITURES	\$ 157,543	\$ 16,810	\$ 36,432	\$ 33,935	\$ 33,351	\$ 8,807	\$ 17,273	\$ 20,689	\$ 14,189	\$ 15,875	\$ 31,503	\$ 228,865	\$ 274,638	\$ 283,459	\$ 512,324	\$ 1,361,212	\$ 1,361,212	\$ 555,873	\$ 805,339	

Office of Emergency Management
FY 2014 Forecast and FY2015 Requested Budget
Fund 2101 - OEM Radio System Special Revenue Fund
FOR PERIOD ENDING April 30, 2014

	Adopted Budget FY 13-14 14	Forecasted FY 13-14 (based on April 30 forecast)	Requested FY 14-15 PCWIN BOB Approved
1 Net Operating income (loss)			
2 Revenues			
3 Intergovernmental Revenue - Public Safety Other Jurisdictions	381,777	619,844	2,145,696
4 Interdepartmental Revenue - Pima County	262,566	-	433,380
5 Rent and Royalties	39,000	39,342	31,296
6 Interest Rev. - Pooled Inv.	-	-	-
7 Miscellaneous Revenue	-	-	-
8 Total Operating Revenues	683,343	659,186	2,610,372
9			
10 Expenditures			
11 Salaries and Wages			
12 PCWIN - Salaries	184,987	115,000	143,800
13 PCWIN - Benefits	53,567	56,538	41,568
14 ITD - Salaries and Benefits	527,418	154,103	834,623
15 Financial Management Services	13,425	13,425	76,000
16 Labor Distribution Charge Ins-included in line 14 above	-	-	-
17 Labor Distribution Charge Outs-2 PCN charged out to PCWIN CIP thru 4/1/2014	-	(131,100)	-
18 Total Employee Compensation	779,397	207,968	1,095,991
19			
20 Other Personnel Costs			
21 City of Tucson Positions			
22 COT Technician	56,150	21,250	115,108
23 COT Engineer	32,150	21,250	65,908
24 Out of State Travel/Training	-	-	5,500
25 Instate Travel/Training	500	1,925	1,000
26 Dues and Memberships	400	400	800
27 Administrative Overhead	-	-	114,721
28 Total Other Personnel Costs	89,200	44,825	303,037
29			
30 Operating Expenses			
31 Office Supplies	975	975	1,950
32 Books/Subscriptions/Videos	1,250	1,250	2,500
33 Software - Comm Shop	35,000	25,524	35,000
34 Other Operating Supplies	12,500	12,500	25,000
35 Repair & Maintenance Supplies	-	-	130,150
36 Small Tools and Office Equipment	20,000	20,000	20,000
37 Office Machines/Computers	2,500	2,500	5,000
38 Other Machines/Equipment	500	500	1,000
39 Fuel, Oil, Lubricants	500	2,511	1,000
40 Printing & Microfilming	125	489	250
41 Postage and Freight	2,500	2,500	5,000
42 Property Damage & Gen Liabilities Insurance Premiums	13,725	-	11,000
43 Motor Pool Charges	31,985	36,968	50,000
44 PCWIN Portion PECOC Common Areas Costs	-	300	3,000
45 Other Miscellaneous Charges (Interest Expense & Parking)	-	1,202	840
46 Total Operating Expenses	121,560	107,220	291,690
47			
48 R&M Machinery and Equipment			
49 Motorola Software Subscription Agreement	-	-	139,004
50 Motorola LMR Technical Support	-	-	29,716
51 Motorola Network System Monitoring	-	-	43,115
52 Motorola Network Preventative Maintenance	-	-	16,680
53 Motorola Advanced Replacement	-	-	25,737
54 Motorola NICE Audio Logging Equipment Service	-	-	28,746
55 Ceragon Maintenance Support	-	-	37,326
56 Ceragon 24 Hr Advanced Replacement & Extended Warranty	-	-	36,906
57 Test Equipment Repair & Maintenance	3,750	3,976	7,500
58 Netclock Maintenance & Support	-	-	865
59 Cisco SmartNet and COT Sonet Boxes	96,780	25,000	96,780
60 Total R&M Machinery and Equipment	100,530	28,976	462,375
61			
62 Communication Site Maintenance			
63 BEACON	-	-	13,068
64 CONFIDENCE	-	-	10,307
65 GEASA	-	-	11,990
66 HAYSTACK	-	-	18,057
67 RVFD	-	-	12,767
68 SWAN	-	-	12,504
69 TUMAMOC	-	-	11,107
70 Total Communication Site Maintenance	-	-	89,800
71			
72 Utilities			
73 Telephone/Voice/Data Telecommunications			
74 ITD Network Port Charges and Cisco Smart Net 3 year	5,460	14,184	2,220
75 Long Distance Telephone Services	500	500	500
76 Cell Phones w/Data	16,200	4,725	16,200
77 Electricity			
78 BEACON	8,000	8,000	8,000
79 BIGELOW - SAT	6,000	6,000	6,000
80 EAGLE	12,500	12,500	12,500
81 KEYSTONE - AZ DPS	3,600	3,600	3,600
82 LEMMON - AZ DPS	3,600	3,600	3,600
83 RVFD	12,500	12,500	12,500
84 SWAN	12,500	12,500	12,500
85 TUMAMOC - AZ Public Media	12,500	12,500	12,500
86 Total Utilities	93,360	90,609	90,120
87			
88 Leases & Rentals			
89 ARIVACA - ASLD Commercial Lease	2,400	2,400	2,400
90 BEACON - Crown Castle Lease	11,124	12,024	11,458
91 BIGELOW - SAT Lease	14,832	14,832	15,277
92 CONFIDENCE - TEP Lease	5,000	5,000	5,000
93 HAYSTACK - ASLD Land Use Permit	1,800	2,400	1,800
94 KEYSTONE - AZ DPS	15,246	7,260	10,000
95 LEMMON - AZ DPS	4,356	10,000	4,356
96 MILDRED - ASLD Commercial Lease	2,400	2,400	2,400
97 PECOC - Master Site & PCWIN Offices	80,378	-	5,100
98 RVFD - Rincon Valley Fire District Lease	12,000	12,000	12,000
99 County 1313 S. Mission Rd - Radio Maintenance Shop	27,629	7,874	31,087
100 Total Leases & Rentals	177,165	76,190	100,878
101			
102 Total Operating Expenditures	1,361,212	555,788	2,433,891
103			
104 Net Operating Income (loss)	(677,869)	103,398	176,481
105			
106 Cash Flow from Operations after Transfers			
107 Net income (loss)	(677,869)	103,398	176,481
108 Transfers In-General Fund	-	119,316	-
109 Cash Flow from Operations, after Transfers	(677,869)	222,714	176,481
110			
111 Fund Balance Calculation			
112 Beginning Fund Balance	14,483	14,483	237,197
113 Ending Fund Balance	(663,386)	237,197	413,678



as of 5/16/2014

Site	# Buses	% Buses	# Voice calls	% Channel usage	Max Channel Usage with Date	Emergency Activations	Comments
Simulcast A	23	0	968,005	26	4/16/14 35.52%	576	
Simulcast B	4	0	965,259	25	4/16/14 34.25	559	
North Simulcast	1,216	0	225,373	30	4/10/14 38.36%	47	There were two frequencies that were found to be disabled, the system was not reporting them as disabled. Once they were enabled there have been no buses.
Golder	2	0	117,264	30	4/2/14 54.17%	33	
Arivaca	0	0	14,818	26	4/10/14 50.09%	0	
Bigelow	31	0	60,574	37	4/17/14 58.72%	18	
Confidence	0	0	162,737	32	4/23/14 53.07%	73	
Haystack	128	0	114,067	40	4/17/14 51.56%	25	
Childs	0	0	43,488	28	4/22/14 58.12%	9	
Keystone	55	0	365,015	33	4/23/14 42.96%	174	
Total	1459	0	3,036,600	31	N/A	1,514	



as of 5/16/2014

Backhaul Network Performance Metrics

% Network Uptime	Link Failures	# Equipment Malfunctions per Site	Svc Interruptions and Impact	Major Svc or Config changes
100.00%	None	No Equipment Malfunctions	No Service Interruptions	No major service or configuration changes this month

New Member Application



PCWIN Form 301-A

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Applicant's Use:

Organization Name

Organization Address

Point of Contact

POC Email Address

POC Phone Number

Organization Type

Will PCWIN be your primary means of communication?

Is your agency being sponsored by a PCWIN member?

Name of PCWIN Sponsoring Agency

If applicable, is the Sponsoring Agency providing radios for your use?

What level of participation do you anticipate on PCWIN

Daily

Weekly

Monthly

Will you use another agency's talkgroups to communicate on PCWIN?

Will you require the establishment of talkgroups for your agency's use?

Will any of those talkgroups require encryption?

If applicable, how many talkgroups will you require?

Clear Voice Recorded Encrypted

How many radios do you plan to use on the PCWIN Network?

Portables Mobiles Consoles

Are your agency's radios programmed to use Over The Air Programming/Rekeying?

OTAP OTAR

What make and model of radio equipment do you wish to program on the PCWIN network?
(currently only Motorola products are permitted to connect to PCWIN)

How many radio transmissions does your agency average per hour?

What is the average length of your agency's radio transmissions?

Will your agency be connected to another network with the same radios?

Briefly describe the network

Will your agency require the dispatch services of a PCWIN agency?

What date would your agency like to begin using PCWIN?

Please provide a brief statement of your agency's Concept of Operations on the PCWIN Network

Comments (Special Requirements)

Signature/Date

PCWIN Staff Use:

Network Impact

Expected Site Affiliations

Will the Applicant's
Concept of
Operations Require
Additional
Infrastructure?

Additional
Required
Infrastructure
Locations

Will there be special
equipment
requirements?

Explain

What are the applicant's
programming requirements?

Talkgroup Recording
OTAR
OTAP
Encryption
Talkgroup Creation

What PCWIN talkgroups will need to
be programmed?

Have the requested PCWIN
agencies given permission to
program the applicant's radios?

Which PCWIN Agencies have
granted talkgroup sharing
permission?

Fiscal Impact:

Does the Applicant offer any potential revenue? (explain)

Does the Applicant offer any potential cost savings? (explain)

What costs to PCWIN will the cooperative incur by permitting the Applicant's inclusion on the network?

What O&M burden will the Applicant be expected to pay? (Explain)

What additional fees is the Applicant expected to pay?

- Fleetmap Development Fee
- Radio Programming Fee
- Encryption Fee
- Coverage Remediation Fee
- Equipment Purchase Fee
- Maintenance Agreement Fee
- Annual PM through PCWIN Fee
- Advanced Application Research/Processing Fee

Total fees incurred with this application

Overall Recommendation:

What is the PCWIN staff's recommended level of participation for the Applicant?

(refer to page 14 of the Sept 12 PCWIN Business Plan for guidance)

Operations Working Group recommendation

Date

Technical Working Group recommendation

Date

What is the Applicant's recommended "Go-Live" date?

If applicable, what is the termination date of the Applicant's PCWIN network connection?

What is the Applicant's code plug?

Further Comments

Executive Director Signature / Date

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Clear Voice Recorded Encrypted

How many radios do you plan to use on the PCWIN Network?

Portables Mobiles Consoles

Have you coordinated for your agency's Emergency Alert function to be monitored by a PCWIN agency? (which one)

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Executive Director Signature / Date

Board of Directors approval date / comments

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PCWIN Form 301-A

PCWIN is a public safety/public service digital trunked radio network and cooperative. While it is our intent to accommodate the voice radio needs of as many organizations as possible, a deliberate discovery and planning process is required to ensure a prospective member's participation meets the needs and intent of PCWIN. Please fill out the following application with as much detail as possible. This information will be used to determine the best level of participation for your agency and whether any fees will be assessed.

Applicant's Use:

Organization Name

Organization Address

Point of Contact

POC Email Address

POC Phone Number

Organization Type

Will PCWIN be your primary means of communication?

Is your agency being sponsored by a PCWIN member?

Name of PCWIN Sponsoring Agency

If applicable, is the Sponsoring Agency providing radios for your use?

What level of participation do you anticipate on PCWIN

Daily

Weekly

Monthly

Will you use another agency's talkgroups to communicate on PCWIN?

Will you require the establishment of talkgroups for your agency's use?

Will any of those talkgroups require encryption?

If applicable, how many talkgroups will you require?

Clear Voice Recorded Encrypted

How many radios do you plan to use on the PCWIN Network?

Portables Mobiles Consoles

Are your agency's radios programmed to use Over The Air Programming/Rekeying?

OTAP OTAR

What make and model of radio equipment do you wish to program on the PCWIN network?
(currently only Motorola products are permitted to connect to PCWIN)

How many radio transmissions does your agency average per hour?

What is the average length of your agency's radio transmissions?

Will your agency be connected to another network with the same radios?

Briefly describe the network

Will your agency require the dispatch services of a PCWIN agency?

What date would your agency like to begin using PCWIN?

Please provide a brief statement of your agency's Concept of Operations on the PCWIN Network

Comments (Special Requirements)

Signature/Date

PCWIN Staff Use:

Network Impact

Expected Site Affiliations

Will the Applicant's
Concept of
Operations Require
Additional
Infrastructure?

Additional
Required
Infrastructure
Locations

Will there be special
equipment
requirements?

Explain

What are the applicant's
programming requirements?

Talkgroup Recording
OTAR
OTAP
Encryption
Talkgroup Creation

What PCWIN talkgroups will need to
be programmed?

Have the requested PCWIN
agencies given permission to
program the applicant's radios?

Which PCWIN Agencies have
granted talkgroup sharing
permission?

Fiscal Impact:

Does the Applicant offer any potential revenue? (explain)

Does the Applicant offer any potential cost savings? (explain)

What costs to PCWIN will the cooperative incur by permitting the Applicant's inclusion on the network?

What O&M burden will the Applicant be expected to pay? (Explain)

What additional fees is the Applicant expected to pay?

- Fleetmap Development Fee
- Radio Programming Fee
- Encryption Fee
- Coverage Remediation Fee
- Equipment Purchase Fee
- Maintenance Agreement Fee
- Annual PM through PCWIN Fee
- Advanced Application Research/Processing Fee

Total fees incurred with this application

Overall Recommendation:

What is the PCWIN staff's recommended level of participation for the Applicant?

(refer to page 14 of the Sept 12 PCWIN Business Plan for guidance)

Operations Working Group recommendation

Date

Technical Working Group recommendation

Date

What is the Applicant's recommended "Go-Live" date?

If applicable, what is the termination date of the Applicant's PCWIN network connection?

What is the Applicant's code plug?

Further Comments

Executive Director Signature / Date

Title: Policy and Procedure Management

Index: 101-E

Effective Date: March 1, 2014

Revision/Date: 0

Author: Steven Campbell, DHFD / Ben Goff, PCDOT

Owner: Operations Working Group (OWG)

1. Purpose

- a. Establishes the process for management of all Pima County Wireless Network (PCWIN) policies and procedures

2. Background

- a. The PCWIN radio communications system supports both public safety and public service operations. Technical and Operational policies and procedures have been developed to ensure compliance with system standards

3. Policy Statement

- a. The PCWIN Operations Working Group (OWG) is generally responsible for the development, and implementation of policies and procedures. The Technical Working Group (TWG) will occasionally draft policies and procedures of a more specific technical nature.
- b. Every PCWIN agency is responsible to monitor adherence to PCWIN policies and procedures
- c. The PCWIN Executive Director is responsible for administratively managing the PCWIN policies and procedures as well as maintaining the approved documents in an online Policy and Procedure Document Directory.
- d. Policy Approval
 - i. The authority to approve or amend policies rests with the PCWIN Board of Directors
 - ii. The PCWIN Executive Director has the authority approve or amend all procedures and forms
 - iii. If the OWG deems it necessary, a procedure can be forwarded for technical review and/or approval from another responsible committee or authority.
 - iv. Any request for changes to approved PCWIN policies or procedures will be referred to the OWG for consideration and recommendation.
- e. Policy Waiver
 - i. An exemption or waiver to all or a portion of an adopted policy or procedure may be requested by any PCWIN member agency. An exemption or waiver request may be on their behalf or for a sponsored entity. An exemption or waiver request may be temporary or permanent

- ii. All requests shall be submitted to the Executive Director. The request must state the specific policy or procedure for which an exemption or waiver is sought, the expected duration of the waiver, the conditions which impel an exemption or waiver, and any other supporting documentation the requesting agency wishes to have considered
- iii. The Executive Director has full discretion to place the request before the appropriate PCWIN bodies (Technical Working Group, Operations Working Group for procedures, and the Board of Directors for policies) for consideration and recommendation. The Executive Director shall report any granted requests and accompanying conditions to the PCWIN Operations Work Group.

4. Applies to

- a. All users of the 800 MHZ Digitally trunked radio system

5. Supporting Rules

- a. None

6. Conditions for Exemption or Waiver

- a. None

Title: **Contractors Policy**

Index: 101-G

Effective Date: May 14, 2014

Revision/Date: 0

Author: Steve Campbell, Drexel Heights Fire District

Owner: Operations Working Group (OWG)

1. Purpose

- a. The purpose of this policy is to establish the requirement to inform contractors of Pima County Wireless Integrated Network (PCWIN) policies and to take reasonable steps to ensure that the contractor operates in compliance with PCWIN policies.

2. Background

- a. The PCWIN network provides vital communications services for public safety and public service entities. Accordingly, a series of policies and procedures have been developed and adopted that frame how operational activities relative to the PCWIN should be conducted.
- b. It is envisioned that contractors may be authorized by the PCWIN Board of Directors to conduct activities relative to the operations and maintenance of the PCWIN infrastructure and subscriber equipment.
- c. Operations and maintenance activities performed by contractors can impact PCWIN subscriber operations.

3. Policy Statement

- a. It is the responsibility of the agency that hires the contractor to:
 - i. Provide the contractor with a current copy of all applicable PCWIN policies and procedures.
 - ii. Ensure that the contract between the PCWIN entity and the contractor includes language that requires the contractor to abide by all applicable PCWIN policies and procedures.
 - iii. Take reasonable steps to ascertain the contractor's compliance with PCWIN policies and procedures.
 - iv. Report non-compliant contractors to the Network Managing Member.

4. Applies to

- a. All Members, Interoperability Participants, Associates using the PCWIN radio network.

5. Supporting Rules

- a. Each PCWIN entity is responsible for contractor performance relating to operations or maintenance activities on the PCWIN.

6. Conditions for Exemption or Waiver

- a. None

Title: **Good Neighbor Policy**

Index: 102-B

Effective Date: March 1, 2014

Revision/Date: 0

Author: John Voorhees, PCWIN Executive Director

Owner: Operations Working Group (OWG)

1. Purpose

- a. To temporarily assist entities with an immediate communications emergency, such as a complete loss of system resources for public safety daily operations.

2. Background

- a. Non-PCWIN entities who experience an immediate communications emergency, such as a physical system failure may request to use the PCWIN network on a temporary basis

3. Policy Statement

- a. In an emergency situation, the Network Managing Member has the authority to immediately activate appropriate resources
 - i. The Network Managing Member must carefully review network metrics to ensure the additional radios are not a detriment to the operations of current PCWIN users.
- b. The Network Managing Member will notify the Executive Director
- c. Emergency communications are intended to be provided on a temporary basis
- d. The PCWIN Executive Director will notify all dispatch centers when this policy is implemented
- e. Continued use must be approved by the PCWIN Board of Directors.
- f. Requests for continued temporary use must be submitted to the PCWIN Executive Director on agency letterhead.

4. Applies to

- a. All Non-PCWIN agencies seeking temporary connection to the PCWIN network

5. Supporting Rules

- a. All PCWIN Policies and Procedures

6. Conditions for Exemption or Waiver

- a. None

Title: Reporting System Issues Policy

Index: 106-B

Effective Date: March 1, 2014

Revision/Date: 0

Author: Ross Adelman/City of Tucson Facilities and Communication Maintenance

Owner: Technical Working Group (TWG)

1. Purpose

- a. The purpose of this policy is to explain the reporting responsibilities of the Network Managing Member and the Pima County Wireless Integrated Network (PCWIN) members and participants when system issues are encountered.

2. Background

- a. In the event that problems are encountered with the PCWIN voice radio system the customer (PCWIN members and participants) must have an avenue to report network issues to the Network Managing Member for investigation, and resolution.
- b. The Network Managing Member is obligated to notify PCWIN agencies of outages and service affecting maintenance and must have a process in place to ensure the proper notifications take place.

3. Policy Statement

- a. Agencies using the PCWIN network have a responsibility to report outages and system degradations to the Network Managing Member in a timely manner
- b. The Network Managing Member has the responsibility to keep PCWIN agencies informed of all pertinent system outages, degradations and scheduled maintenance
 - i. There must be a process for real-time notification of outages and service affecting maintenance to the PCWIN agencies
 - ii. Each month the Executive Director must give a report of the network's health to the Executive Committee
- c. A process must be in place to ensure scheduled and unscheduled service affecting maintenance minimizes functional impact to PCWIN end users.

4. Applies to

- a. All PCWIN members and participants

5. Supporting Rules

- a. Notification of System Activities
- b. Annual Drills and Exercises Policy
- c. Reporting Network and Equipment Issues/Problem Escalation and Management
- d. Service Level Agreements

6. Conditions for Exemption or Waiver

- a. None

Title: Annual Drills and Exercises Policy

Index: 106-C

Effective Date: March 1, 2014

Revision/Date: 0

Author: Ross Adelman/City of Tucson Facilities and Communication Maintenance

Owner: Technical Working Group (TWG)

1. Purpose

- a. The purpose of this policy is to establish basic guidelines and expectations for the members of the Pima County Wireless Integrated Network (PCWIN) with regard to participation in annual drills and exercises.

2. Background

- a. PCWIN is a complex voice radio network. Day-to-day operation of the system does not utilize the full potential of the 800 MHz system.
- b. Complex incidents and large scale emergencies may be complicated if users are not familiar with the features made available by PCWIN's technology.
- c. Periodic internal and external exercises and drills should be accomplished to keep users familiar with the core principles of the digital trunked network and to maximize the system's effective use.

3. Policy Statement

- a. To the fullest extent possible PCWIN members are encouraged to participate in Federal, State, and local disaster preparedness exercises.
- b. PCWIN agencies should take advantage of large scale operations to exercise the PCWIN system to its maximum potential.
- c. Where possible, exercises should comply with the standard of the Homeland Security Exercise and Evaluation Plan (HSEEP).
- d. The Network Managing Member should plan at least one annual internal exercise to discuss common failure scenarios and disaster preparedness. The discussion should focus on risk mitigation, internal and external communication processes, as well as network recovery procedures
 - i. The Technical Working Group (TWG) and Operations Working Group (OWG) will assist to develop the scenario for the Network Managing Member. As the working groups observe the exercise they shall report their findings to the Executive Committee who will then evaluate the exercise participants' effectiveness and make recommendations to the PCWIN Board of Directors.
 - ii. Exercises should include scenarios that incorporate degraded communications such as:
 1. Fiber cut or degradation
 2. Microwave loss or damage
 3. Grid or select power outage

4. Partial or major radio system loss or compromise
5. Circuit loss or compromise
6. Zonal overload by event (flash flood, civil unrest, heat wave, power loss, etc.)
7. Subscriber functionality

4. Applies to

- a. All PCWIN members and participants

5. Supporting Rules

- a. Reporting System Issues Policy
- b. Service Level Agreements

6. Conditions for Exemption or Waiver

- a. None

DRAFT

**NOTICE/AGENDA OF PUBLIC MEETING
PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS MEETING
MAY 22, 2014**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **PIMA COUNTY WIRELESS INTEGRATED NETWORK BOARD OF DIRECTORS** and to the general public that the **Board of Directors** will hold a meeting on **Thursday, May 22, 2014**, beginning at **10:15 a.m. or immediately following the Executive Committee Meeting**. The meeting will be held at the **Pima Emergency Communications Operations Center (PECOC), 3434 E. 22nd Street, Tucson, AZ.**

The Pima Communications & Operations Center endeavors to ensure all persons with disabilities accessibility to meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Joni Castro at (520) 724-9321. Requests should be made as early as possible to allow time to arrange the accommodation.

- | | |
|--|--|
| I. Call to Order and Roll Call | Chairman |
| II. Approval of Minutes | Chairman
Motion |
| Review, discussion, and approval of minutes from the February 27, Board Meeting. | |
| III. PCWIN Budget | John Voorhees
Info & Direction to Staff |
| The Board will receive an update on the Special Revenue Fund Budget. | |
| IV. OWG & TWG UPDATES | John Voorhees
Info & Direction to Staff |
| A. The Board will be briefed on any pertinent activities of the Operational and Technical Working Groups. | |
| B. Coverage Issues/Remediation – Discussion. | |
| V. PCWIN Network Health Report | John Voorhees
Info & Direction to Staff |
| The Board will be briefed on the health of the network | |
| VI. PCWIN STATUS UPDATE | Rick Brown/John Voorhees
Info & Direction to Staff |
| The Board will be briefed on: | |
| A. Post Cutover Status and On-Going 90 day End User Evaluation Survey | |
| B. System Loading Report | |
| C. Rebanding Discussion | |

VII. PCWIN MEMBER & PARTICIPANT ACQUISITIONS

The Board will be briefed and possibly asked to approve new member applications for participation in PCWIN.

John Voorhees
Info & Possible Action

VIII. PCWIN AGENCY HANDBOOK UPDATE

The Executive Director will provide an overview and may seek approval of revised and new policies.

John Voorhees
Info & Possible Action

IX. AVIATION REQUIREMENTS OF CITY OF TUCSON AND PIMA COUNTY

- A. Garry Arnold, Chief Pilot for the City of Tucson, will offer a brief overview of their aviation requirements.
- B. Captain Azuelo and the Mr. Voorhees will provide an update on the research, analysis and cost of in-place aviation needs/solutions for the City of Tucson and Pima County. The Board may be asked to take action.

Captain David Azuelo/John Voorhees
Info & Possible Action

X. PHASE II BOND IMPLEMENTATION

The Board will be apprised of important transition components/responsibilities from the EMC to the BOD including potential additional involvement of the Tohono O’odham Nation in PCWIN.

Chief Paul Wilson/John Voorhees
Info & Direction to Staff

XI. NEW BUSINESS

Members may propose agenda items for future Board of Director’s meetings.

Board
Info & Direction to Staff

XII. DATE/TIME/LOCATION OF NEXT BOD MEETING

Board
Info & Direction to Staff

Thursday, August 28, 2014 immediately following the Executive Committee Meeting on that date. Meeting time will be confirmed at a later date. The meeting will be held at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, AZ, Rm. 308.

XIII. CALL TO THE PUBLIC

Board
Direction to Staff

Those wishing to address the Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

XIV. ADJOURNMENT

Motion

A copy of the agenda background material provided to the Executive Committee is available for public inspection at the PCWIN Administrative Office, Pima Emergency Communications & Operations Center, and (520) 724-9321.

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

III

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

PCWIN BUDGET

TO: Board of Directors

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Executive Director will provide the Board with an update on the PCWIN Budget.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

IV

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**PCWIN OWG & TWG
UPDATE**

TO: Board of Directors

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Executive Director will provide the Board with an overview of OWG & TWG activities; and, discuss coverage issues/remediation.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

V

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**PCWIN NETWORK
HEALTH REPORT**

TO: Board of Directors

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Executive Director will provide the Board with an overview of the PCWIN network health.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

VI

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**PCWIN STATUS
UPDATE**

TO: Board of Directors

FROM: Rick Brown, PCWIN Wireless Services & John Voorhees, PCWIN

RECOMMENDATION:

DISCUSSION:

The Board will be briefed on post cutover status; results of on-going 90 Day End User Evaluation Surveys; System Loading Report; and rebanding.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

VII

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**MEMBER &
PARTICIPANT
ACQUISITION UPDATE**

TO: Board of Directors

FROM: John Voorhees, Executive Director

RECOMMENDATION:

DISCUSSION:

The Executive Director will brief the Board and possibly seek approval of new member applications for participation in PCWIN.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

VIII

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**PCWIN AGENCY
HANDBOOK UPDATE**

TO: Board of Directors

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Board will review and be asked to approve revised and newly developed PCWIN Policies.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

IX

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**AVIATION
REQUIREMENTS FOR
CITY OF TUCSON AND
PIMA COUNTY**

TO: Board of Directors

FROM: Garry Arnold, Chief Pilot for the City of Tucson/Captain David Azuelo/Mr. John Voorhees

RECOMMENDATION:

DISCUSSION:

The Board will receive a brief presentation by the City of Tucson's Chief Pilot, Garry Anderson on their aviation requirement needs; followed by an update from Captain Azuelo and Mr. Voorhees on the research and cost of solutions to Aviation Requirements for City of Tucson and Pima County. The Board may be asked to take possible action.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

X

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**PHASE II BOND
IMPLEMENTATION**

TO: Board of Directors

FROM: Chief Paul Wilson & John Voorhees

RECOMMENDATION:

DISCUSSION:

The Board will receive an update on components of transition of responsibilities from EMC to BOD including potential additional involvement of the Tohono O'odham Nation in PCWIN.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

XI

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

May 22, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

NEW BUSINESS

TO: Board of Directors

FROM: Members

RECOMMENDATION:

DISCUSSION:

The Board will discuss and consider agenda items for future BOD Meetings.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

REQUEST FOR BOARD ACTION

XII

**DATE ACTION
REQUESTED:**

May 22, 2014

**TYPE OF ACTION
REQUESTED:**

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

SUBJECT:

**DATE/TIME/LOCATION
OF NEXT BOARD
MEETING**

TO: Board of Directors

FROM: Members

RECOMMENDATION:

DISCUSSION:

The Board will discuss and direct staff to schedule the next Board of Directors Meeting for: Thursday, August 28, 2014 immediately following the Executive Committee Meeting at the Pima Emergency Operations Center, 3434 E. 22nd Street, Tucson, AZ, Room 308. Meeting time will be determined at a later date.

FISCAL IMPACT:

From: [Erickson, Charles](#)
To: [John Voorhees](#)
Cc: jknoll@azdps.gov; [Loftus, Charles](#)
Subject: PCWIN application
Date: Tuesday, May 20, 2014 3:05:30 PM
Attachments: [image001.png](#)

I understand the Technical Committee's concerns about the security of your system. We addressed this same issue with the Regional Wireless Cooperative in Maricopa County and the YUMA/WIN system that serves both Yuma County and many state and local agencies in Yuma, Maricopa, Pima, Pinal, Santa Cruz and LaPaz counties. Both of these organizations allow the Harris portables and mobiles to operate on their trunked systems. In the two years that we have been operating Harris radios I'm not aware of any security breaches involving Harris products on either system. The ability to clone one Harris radio to another radio is limited due to the fact that there is no way to transfer the Unit Identification Number and Encryption Key. The Harris programming software provides the security of a code plug in that Harris restricts the sale of its programming software to authorized agencies and the software can only be installed on one computer per license.

The option of purchasing Motorola radios for use in Pima County isn't practical given the restrictions on state funding available to the Arizona Attorney General's Office and our use of agents from across the state for investigations conducted in Pima County. The Attorney General's Office provides support to many agencies in Pima County when they have major criminal investigations and require additional manpower to conduct operations. Our agents are also involved in joint investigations involving Mexican Drug Cartels that include drugs, money laundering, human trafficking and RICO investigations. This decision will not only affect the Arizona Attorney General's Office but also the Arizona Department of Public Safety, Arizona Department of Transportation Enforcement Division, statewide task forces and federal agencies. The Arizona Department of Public Safety has issued Harris radios to all their investigative units, The Arizona Department of Transportation uses all Harris radios for their enforcement agents and many federal agencies that require access to local agencies using VHF, UHF and 700/800 MHz systems are also transitioning to Harris portables and mobiles.

The purpose of having the P-25 Standards is to allow agencies to purchase radio equipment from multiple vendors and not be locked into one manufacturer's products. A decision to only allow Motorola radios on the PCWIN system seems to be contrary to the requirement imposed by The Department of Homeland Security and other federal agencies to require all grant applicants to adhere to the P-25 Standards.

The cost of any programming and maintenance will be the responsibility of the Arizona Attorney General's Office. I personally program all the radios owned by our agency and I'm also the only person who has access to the Harris programming software.

I appreciate the time and effort that you and your staff have spent on our application and for the opportunity the PCWIN Board offered the Arizona Attorney General's Office to submit our application for access to your new radios system.

Chuck Erickson
Arizona Attorney General's Office
(602) 686-3261
charles.erickson@azag.gov

From: John Voorhees [John.Voorhees@pima.gov]
Sent: Tuesday, May 20, 2014 12:37 PM
To: Erickson, Charles
Cc: Anthony Casella; Rick Brown
Subject: PCWIN application

Chuck,

I know you've been very interested in the status of your application for PCWIN interoperability. This Thursday the application will go to the Board of Directors for a vote. I must advise you that my technical advisors have recommended against supporting this application. They have some concerns about Harris radios and do not want to put the PCWIN network at any potential risk.

Of primary concern is the lack of a System Key for Harris radios. Without this authentication step, PCWIN cannot ensure that radios won't be cloned with our programming information. While this is a conservative approach, it is important to our staff that we maintain very strict control of our network, especially while its under warranty. A secondary concern would be the logistics of programming your equipment. Any costs associated with equipment, training, or additional programming time would necessarily have to be borne by your agency. We are still learning and equipping our own system and would rather not branch out to other systems just yet.

My suggestion (and my recommendation to our Board of Directors) is for the Attorney General's office to purchase a small amount of Motorola radios in the near term or borrow PCWIN radios from the agencies you support to conduct operations until such time as we revisit our equipment stance or Harris develops an operational system key capability (which I understand is in progress).

I apologize for this inconvenience but I owe it to you to keep you apprised of our progress thus far.

v/r,

John Voorhees

Executive Director

Pima County Wireless Integrated Network (PCWIN)

Main: (520) 724-9321

Office: (520) 724-9322

Mobile: (520) 433-2600



...a better state of communication

www.pima.gov/pcwin

From: [John Voorhees](#)
To: ["Charles Hangartner"](#)
Cc: [Mike Hein](#); [Rick Brown](#); [Anthony Casella](#)
Subject: PCWIN Phase II
Date: Wednesday, May 14, 2014 3:15:59 PM
Attachments: [image001.png](#)

Asst Chief Hangartner,

I hope this note finds you well. I just spoke with a member of the Nation's IT Department. I'm glad to hear the Nation has been meeting about PCWIN. We're still waiting to hear if any resolution on site location and dimensions can be reached. I spoke with Mr VanDermyden (BLM) a week or so ago. He didn't seem to think he could offer much more than the existing 10X10' plot on Kitt Peak. I believe the ball is in the Nation's court for permission to expand PCWIN's footprint on the mountain sites. Have you heard any news regarding PCWIN?

As you know time is of the essence. There are two main concerns I have with the timing of the TO Nation build out: 1. I don't think the County will hold on to the remaining bond funds for much longer. There are several other PCWIN-related expenses (as well as non-PCWIN) that could make use of the money. 2. Our FCC license extension for the build out of Phase II has expired and we will need a compelling reason to re-petition the FCC for another extension. At this point we really need to secure a commitment from the Nation to build on Kitt Peak and Jewek Mtn in accordance with our design specifications.

I could really use your help with item number 2. If the Tohono Oodham Nation could draft a letter expressing its desire to commit to the project in a specific timeline it would be very useful in justifying another FCC extension.

As always, you're invited to attend the PCWIN Board of Directors meeting, Thursday 22 May at 1015 (or immediately after the Executive Committee meeting). Hope to hear from you soon. Let me know if there's anything I can do to facilitate a discussion.

v/r,

John Voorhees
Executive Director
Pima County Wireless Integrated Network (PCWIN)
Main: (520) 724-9321
Office: (520) 724-9322
Mobile: (520) 433-2600



