

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, March 10, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the March 10, 2005 meeting. Cassette tape is available upon request.

I. Call to Order: Captain Paul Wilson, 2nd Alternate to the Chairman, 9:05 a.m.

Roll Call: Annette Romero, Pima County Sheriff's Department

Members Present

Captain Paul Wilson, 2nd Alternate to the Chairman, Pima County Sheriff's Department
Asst. Chief Ray Allen, Tucson Fire Department, (*1st Alternate*)
Lt. Dale Bradshaw, Marana Police Department, (*2nd Alternate*)
Asst. Chief Gary Bynum, Drexel Heights Fire District (*1st Alternate*)
Asst. Chief Joseph Delgado, Tohono O'Odham Tribal Police
Kim Janes, Pima County OEM & Homeland Security (*1st Alternate*)
Asst. Chief, Albert R. Pesqueira, Northwest Fire District (*1st Alternate*)
Chief Daniel Sharp, Oro Valley Police Department
Asst. Chief Roberto Villasenor, Tucson Police Department, (*1st Alternate*)

Members Absent

Sheriff Clarence W. Dupnik, Chairman, Pima County Sheriff's Department
Douglas Chappell, Drexel Heights Fire District
Dennis W. Douglas, Pima County Office of Emergency Management
Chief Richard Miranda, Tucson Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Jeff Piechura, Northwest Fire District
Chief Richard Vidaurri, Marana Police Department

Others Present

Chief Dean Barnella, Mt. Lemmon Fire District
Manny Barreras, Motorola, Inc.
Linda Basham-Gilbert, Tucson Police Department
David Comell, Rural/Metro
Mark Coodey, Aerospace
Bob Couch, SAIC
Woody Dyche, Northrop Grumman
Chief Craig Encinas, Tohono O'Odham Fire Department
Richard Henry, Tohono O'Odham Police Department

Chuck Hill, ISS
Joe Jakoby, Tucson Fire Department
Pat Joy, Pima County Sheriff's Department
Asst. Chief Chuck Kmet, Tohono O'Odham Fire Department
Jerry Lumpkin, Durham Comm. Inc.
Chief Mike Martinez, Tucson Airport Police Department
Andy MacFarlane, Phoenix Fire Department
Stacie Miles, Tohono O'Odham Police Department
John Moffatt, Pima County IS Department
Daniel Morelos, Tucson Airport Authority
Amanda Morris, iXP
Richard Pasqua, NGMS
Jim Perry, City of Tucson
Mike Sacco, Pima County Sheriff's Department
Steve Sager, Phoenix Fire Department
Larry Sayers, Pima County Radio Communications
Jim Sinclair, NGMS
Anita Velasco, City of Tucson
Nate White, Phoenix Fire Department
Fletcher Wicker, Aerospace

II. Approval of Minutes, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson proposes approval of the minutes for the January 27, 2005 meeting. Ken Janes moves to approve the minutes and Chief Sharp seconds the motion. Motion is unanimously carried.

III. Committee Appointments, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises Chief Chappell has requested that Assistant Chief Gary Bynum replace him on the User Committee.

Captain Wilson asks for a motion to appoint Assistant Chief Gary Bynum to the User Committee replacing Chief Chappell. Chief Sharp moves to appoint Assistant Chief Gary Bynum to the User Committee. Assistant Chief Villasenor seconds the motion. Motion is unanimously carried.

Captain Wilson also advises that Roberto Villasenor has been appointed by the Board of Supervisors as an alternate member of the Executive Management Committee representing the Tucson Police Department.

IV. User Committee Report, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson summarizes the issues discussed at the March 3, 2005 User Committee meeting. The committee discussed the contents of the Phoenix Fire Safety Report, the need for the User and Technical Committees to agree on a definition of interoperability so a recommendation can be made to the Executive Management Committee and a road map on how they might start to discuss a concept of operations from the users' point of view. It was suggested they look at this from three perspectives: 1) Day to day interoperability, 2) Task Force interoperability and 3) Mutual Aide interoperability. Members were asked to return to the next meeting with real-life incidents that fall into

these categories and discuss how we might want those to operate in the future when we have the interoperability that's available through a new system.

A workgroup was formed to discuss HIPAA requirements and how they might impact voice communications or EMS providers on our system.

The Committee discussed the need for user agencies to have additional staff attend the meetings and participate to give different points of view/input from the communications dispatch arena since most members do not specifically represent this area.

V. Technical Committee Report, Jim Perry, Technical Committee Chair

Mr. Perry advises the attendance of the Technical Committee has been outstanding and they have had a lot of enthusiasm and interest. Committee members reviewed the Technical Requirements Document and have made some determinations. The committee is recommending a comprehensive needs analysis be done next and through that analysis the following report would set the technical requirements for the design of the regional radio project. The committee has made several recommendations to the Executive Management Committee in reference to the Technical Requirements Document and how it clearly states it is an assessment of current status and should be used as a baseline. With that in mind, the Technical Committee made the recommendation that the document be renamed the PCWIN 2004 Technical Assessment. The Technical Committee also recommends that it be clearly stated in the summary that the technical specifications are to be used as guidelines in designing an integrated system. These recommendations are being made to the Executive Management Committee with the intent to project the document should not serve as the design model, but as the baseline starting point of where we are today. The detailed comprehensive needs analysis will actually serve as a design model.

Mr. Perry advises the Technical Committee would like to make the recommendation that they conduct one more review of the document at the discretion of the Executive Management Committee. The Technical Committee also expressed some concern that sensitive information needs to be addressed and separated to some degree.

The Committee addressed the issue of interoperability and determined the term is often used and often misunderstood and some clear direction needs to be given to consultants when discussing it. Motorola made a presentation to help the Committee determine a definition and other vendors are expected to make presentations. Definitions of interoperability from other agencies will also be considered.

The Committee continues to develop a progression road map. The road map is intended to layout the various steps the project needs to follow in order to stay on course.

**VI. PCWIN Mission, Values & Goals Statements, Captain Paul Wilson
Pima County Sheriff's Department**

Captain Wilson presented a mission statement to the committee members at the last committee meeting for consideration and it was tabled until this meeting to allow the committee time to review the document before moving forward with formal action. Captain Wilson emphasizes a couple of items in Section D that the partner community might find limiting. The first item he mentioned was that bond funds will not provide

infrastructure beyond the jurisdiction and boundaries of Pima County to intentionally provide radio coverage in those areas without the funding from some other entity that has a need there. The next item mentioned was software integration services. We could not anticipate a budget for providing those services except for those necessary in order to operate the communications dispatch center. There is also an issue regarding in-building penetration. There was a budget placed in the bond election which would provision funds to do that in the City of Tucson, but that was not a consideration initially outside the jurisdictional boundaries of the City of Tucson.

Assistant Chief Allen expresses his concerns reference Item D-4 (In Building Penetration) of the proposed Policy. He recommended rewording so as not to limit ourselves to in-building coverage exclusively in the City of Tucson jurisdiction.

Assistant Chief Allen proposes the Committee be granted more time to review the Committee Policies.

Chief Sharp expresses his concerns reference Item D-1 (Coverage Outside Pima County) of the proposed Policy. He states a northern part of Oro Valley is covered by Golder Ranch which also has jurisdiction in Pinal County.

Captain Wilson advises the intent of the statement in question was to prohibit Pima County from intentionally providing a service outside the county. Chief Sharp advises he just wanted to raise discussion, but he is comfortable with the language. Captain Wilson advises the committee he will restructure the language so everyone understands the intent of the statement.

Captain Wilson advises the Committee the document will be reviewed and modified and brought back to the table at the next meeting. Committee members agree that the item should be continued to the next meeting.

VII. NLECTC Presentation of Technical Requirements Document, Dr. Fletcher Wicker Aerospace Corporation

Captain Wilson introduces Dr. Fletcher Wicker from Aerospace Corporation, who will present the final Technical Requirements Document to the Committee.

Dr. Wicker begins with an outline of his presentation which includes a history of the document, what the technical model and elements of the document are and a full projection of the future of the system.

Two areas they were unable to do a lot about:

- 1) Requirements for Documentation
- 2) Personnel and Training Requirements Section

Dr. Wicker advises the document should remain a “live” document and should change as the project moves forward or during different phases of the project, items should be more specific and precise.

Dr. Wicker concludes his presentation.

Materials provided: PCWIN Technical Requirements, Presented to PCWIN Executive Management Committee by Fletcher Wicker, The Aerospace Corporation

Captain Wilson thanks Dr. Wicker and Dr. Coodey for their involvement with the project and presents them with Sheriff's Department mementos. He presents Dr. Wicker with a plaque for Dr. Waldron expressing appreciation for NLECTC involvement.

Captain Wilson addresses two issues the Technical and User Committees mentioned. The first issue was the security of the document and how we would go about releasing it. He advises the document would not be released in its entirety to anyone given it does pull together some confidential information. If it is necessary to release any part of the document, confidential information would be redacted. The document has been broken down into two pieces, which should assist with this process. He advised if there were a public records request made, a good portion of the document would be released and he would work with Jim Perry to redact any confidential information.

Captain Wilson states there are a number of consultants and vendors interested in obtaining a copy of the document and there should be a way to ensure each is given the same information to avoid giving one vendor an advantage over the other in future procurement processes. Captain Wilson would like to seek direction on how to handle this from the Pima County Procurement Department.

The second issue is the additional review of the Technical Requirement Document recommended by the Technical Committee. Captain Wilson advises that the document will become a living document that will undergo some refinement throughout the process and the Executive Management Committee can edit the document when and if there is the need to do so.

**VIII. Radio Technologies Presentation, Mr. Larry Sayers
Pima County Radio Communications Manager**

Captain Wilson advises the Committee members that Mr. Larry Sayers will be making a presentation to prepare the members for Item# IX on the Agenda. There is a great deal of interest, in particular from our fire community, as to the results and recommendations conducted by the Phoenix Fire Department on radio communications needs and how they relate to the Phoenix/Mesa radio systems. They have made some recommendations based on their findings, but in order for committee members to understand them it will be important for them to understand the difference between analog and digital communications and between conventional trunked systems.

Mr. Sayers advises he will speak briefly about analog radio and digital radio and the difference between the two. He advises he will briefly discuss conventional radio systems and then have a lengthy explanation of the trunking system.

Materials provided by Mr. Sayers: A Quick Review of Two-Way Radio

IX. Radio Technologies Presentation, Div. Chief Nate White, Phoenix Fire Department

Captain Wilson advises the committee that the Phoenix Fire Department has conducted research and study on the impacts of their new trunked system on fire ground communications. The committee has been provided with copies of their reports and recommendations. He introduces representatives Nate White and Andy MacFarlane of the Phoenix Fire Department who will present findings and recommendations made to improve the Phoenix Radio System to meet the fire ground communications needs of the Phoenix Fire Department.

Mr. White explains fire staff had questions and concerns early-on reference in-building coverage. Upon asking plenty of questions and conducting research they were assured by vendors and City Engineers they would at least have as good of in-building coverage as they currently had with the VHF System. Still having concerns, they traveled to different cities to gather more information. They discovered there were problems for fire services with trunked systems reference in-building coverage. They decided to conduct their own internal study and performed in-building coverage tests. He advises their report and test results, with recommendations, are available from him or on the Phoenix Fire Website.

Mr. White advises upon evaluating the current system they found that the repeated trunked system is not meeting the fire service standards. They recommended they enhance their existing system to have simplex frequencies available to them and have the capability to have their CAD System automatically dispatch on a simplex channel so fire firefighters will never have to switch channels. Mr. White introduces Mr. MacFarlane who will explain the details of the tests performed.

Mr. MacFarlane speaks of the tests they conducted in buildings to see if the system was getting them where they wanted to be and how it was going to affect their agency. They put together a plan to test in a qualitative way, how the system was performing and how it worked for fire fighting. They tested multiple frequency bands (VHF, 700 & 800 MHz, trunking and direct mode radio to radio and digital modulation and analog modulation).

Mr. MacFarlane discusses the fire ground communications analysis that was performed. They conducted the tests utilizing four incident types. All responses were based on the Phoenix Fire Department Standard Operating Procedures to a specific National Fire Protection Association building type.

Mr. MacFarlane reviews the advantages and disadvantages of VHF Analog Direct and 700/800 MHz Analog Direct, Digital Direct and 800 MHz Trunked and discusses recommendations.

A brief discussion follows and Mr. MacFarlane answers several questions. Following questions and answers the presentation is concluded.

Materials provided: Phoenix Fire Department Radio System Safety Project/ Final Report, Version 1.7, October 8, 2004. Available at:

<http://phoenix.gov/FIRE/radioreport.pdf>

X. New Business

Captain Wilson asks the Committee if there is any new business and receives no response.

XI. Call to the Public

Captain Wilson asks if anyone in the audience would like to address the committee. He receives no response.

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

Captain Wilson announces the date for the next meeting which is March 24. He advises they have the option to hold the meeting to discuss the Mission Statement as a policy issue, or they could postpone until the next regularly scheduled meeting on April 28, 2005. Committee members agree the March 24th meeting should be postponed until April 28, 2005. Kim Janes moves to cancel the March 24th meeting, Chief Villasenor seconds the motion. Motion carries.

Next Meeting:

April 28, 2005, 9:00 AM
Pima County Sheriff's Department
1750 E. Benson Hwy.
Tucson, AZ 85714

XIV. Adjournment

Captain Wilson motions to adjourn. Motion is seconded by Chief Sharp and is unanimously carried.

Meeting adjourned at 10:43 a.m.

Minutes prepared by: Annette Romero