

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, August 25, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the August 25, 2005 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Deputy Chief Kermit Miller (*Acting Chair*), T. P. D., 9:04 a.m.

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

Members Present

Asst. Chief Ray Allen (*1st alternate*)
Asst. Chief Gary Bynum, Drexel Heights Fire District (*1st Alternate*)
Asst. Chief Joe Delgado, Tohono O'Odham Tribal Police
Mr. Benny Gomez, Pima County OEM & Homeland Security (*2nd Alternate*)
Commander Charles E. Lentner, Oro Valley Police Department (*1st Alternate*)
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Chief Richard Vidaurri, Marana Police Department
Captain Paul Wilson, Pima County Sheriff's Department (*2nd Alternate*)

Members Absent

Sheriff Clarence Dupnik, Chair, Pima County Sheriff's Department
Chief Richard Miranda, Tucson Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Jeff Piechura, Northwest Fire District
Chief Douglas Chappell, Drexel Heights Fire District
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Others Present

Ken Boynton, U of A	Chuck Kmet, Tohono O'Odham FD
Bob Couch, SAIC	Chief Mike Martinez, Tucson Airport PD
Larry Consalvos, iXP Corp	Howard Malcolm, ISS
Woody Dyche	Greg McNeal, City of Tucson
Matthew Fenton, U of A Police	John Moffatt, Pima County IS Department
Stuart Goodman, Goodman Schwartz PA	Jeffrey Randall, Information Systems Support
Kateri Harris, Tohono Nation	Mike Sacco, P. C. Sheriff's Department
Chuck Hill, ISS	Ben Standifer, Tohono Nation
Joe Jakoby, Tucson Fire Dept.	

II. Approval of Minutes, Deputy Chief Miller, Tucson Police Department

Deputy Chief Miller proposes approval of the minutes for the July 28, 2005 Executive Management Committee (EMC) meeting. Captain Wilson moves to approve the minutes and Mr. Benny Gomez seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated, July 28, 2005.

III. Update on User/Technical Committees' Activities, Captain Wilson Pima County Sheriff's Department

The last joint meeting was held on August 11, 2005. The Technical Committee voted and appointed Larry Sayers as the new chairperson.

Assistant Chief Kmet of Tohono O'Odham Fire Department provided a presentation in regards to their search operation for a missing toddler. He advised how they provided radio interoperability for various volunteers and public safety individuals who responded to that incident utilizing two ACU1000 units (aka the TOAD). Members discussed how effective the use of the device was, how the set-up went, etc., and determined it seemed to be quite effective.

Mike Sacco agreed, upon recommendation of the committee, to provide a proposed user agreement for the Sheriff Department's ACU1000 for further discussion at the next meeting.

The next meeting is scheduled for September 14, 2005, it will be a joint meeting and members will continue their discussion on interoperability.

Captain Wilson advised he attended the APCO Conference in Denver and spoke with several radio vendors. He stated Motorola had a Trunked 800 P25 solution, which he expects other companies will have available as well, once the purchasing phase of the project is reached. A couple of companies he mentioned were EADS and TAIT Communications. A new realm of systems will be available for consideration in the future that might help manage or bring down some of the costs.

Captain Wilson advised he was contacted by the COPS Office yesterday, in regards to the earmark that was awarded to Pima County for the site improvements at Elephant Head. He was told they do not have a means to exclude projects, no matter the size or the scope, that involve any type of construction from the environmental process and therefore, PCWIN would have to go through an environmental assessment process and present some information to the COPS Office to gain their approval of the final plan, prior to receiving funding. In their information package the COPS Office suggests the process can take up to six-months. Captain Wilson intends to talk to them next week to determine if there is a possibility they would release some funds that are budgeted for travel, so that site visits can be conducted ahead of the construction piece. He advises Pima County will do what needs to be done to get the environmental assessment completed and get the project moving forward.

Captain Wilson provides a document to committee members regarding the use of E-mails by appointed Public Bodies and how an exchange of E-mails can constitute a meeting (quorum).

Materials provided: Attorney General Opinion by Terry Goddard, Attorney General, regarding Open Meeting Law Requirements and E-mail to and from Members of a Public Body

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

Captain Wilson advises there are two recommended appointments for consideration. The City of Tucson requests Gregory McNeal replace Jim Perry on the Technical Committee and the University of Arizona requests consideration of Ken Boynton to the Technical Committee. Both individuals have qualifications that would make them valuable members to the Technical Committee. Captain Wilson recommends their appointments.

Commander Lentner moves to appointment Mr. McNeal and Mr. Boynton to the Technical Committee. Assistant Chief Bynum seconds the motion. Motion is unanimously carried.

V. Tohono O'Odham Homeland Security Funding Request, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson invites Mr. Ben Standifer of the Tohono O'Odham Nation to the table and briefly updates the committee on the activities. At the July 28, 2005 EMC meeting Chief Sharp moved to support the Tohono O'Odham Nation's Arizona Office of Homeland Security South Region Project Proposal contingent upon a signed "Agreement" enacted between the Tohono O'Odham Nation and the Pima County Sheriff's Department. The agreement would jointly commit each entity to work together to further the PCWIN Project. A draft memorandum of support was submitted to Mr. Ben Standifer, Tohono O'Odham's Chief Information Officer, for consideration. Mr. Standifer determined that the Nation would consider any written document requiring a signature of a representative of the Nation, a legally binding document requiring action of the Nation's legislative body. Mr. Standifer had requested a letter of support with signature requirements for Pima County only committing support for the Nations Homeland Security Funding application for communication projects. Captain Wilson advised that in return, Mr. Standifer offered a verbal commitment to complete the projects agreed upon and the Nation is unwilling to enter into a written agreement for this project. Captain Wilson advises that because this is contrary to the direction of the EMC, a letter of support has not been submitted.

Mr. Standifer introduces himself to the committee and informs them of his involvement as a member of the PCWIN Technical Committee. He advised he approached Captain Wilson reference the letter of support and was expecting a unilateral letter stating the EMC agreed with and supported the Nations project. He said they received, based on the Nation's legal review, a binding document/agreement and not a unilateral letter of support. The agreement obligated the Nation to certain aspects, as it obligated Pima County. The agreement was not the support letter the Nation had asked for. He advised the Nation's commitment to the PCWIN project is to be cooperative, but the letter/agreement required a signature from the Nations Chairperson and any document requiring her signature also has to be authorized by their Legal Review Committee and possibly be brought before the Legislative Council. He advised based on the timelines it

was not conducive for them to go through that process, so he contacted Captain Wilson and advised him the Nation had withdrawn their request for the letter.

Mr. Standifer advises the EMC that during a recent search mission, the state of the Tohono O’Odham communications system was recognized and needs to be intra-operable within its self before being interoperable with PCWIN. There was a verbal agreement with Captain Wilson that the Nation would work with the EMC and utilize their technical assistance for design aspects so it would be compatible with the PCWIN system. He advised as the Nation moved forward and required future funds, it was not their goal to compete with the County and the Nation would still like to seek support from the PCWIN EMC, but without a binding document.

Captain Wilson advises the state had originally approved \$558,000 which would include microwave hops between Quijotoa and Kitt Peak and then Kitt Peak and Tucson. There were also requirements for an IP Gateway and improvements. Since the state had taken out the microwave link between Quijotoa and Child’s Mountain with the logic that the Nation was not going to control both ends of that, the county would apply that same logic to the hop between Kitt Peak and Tucson and re-designate the \$125,000 that had been budgeted for that link to be used for those other immediate needs of the Nation. He advises that as a result of the bond project, PCWIN Project goals would require pieces of the project on the Nation and these strategic partnerships should be entered into. Entities will need to be obligated and committed to certain things at some point in the future.

Mr. Standifer advised the Nation was not opposed to entering into an agreement, but that now was not necessarily the time to have an agreement drawn up and they are only requesting a letter of support. Discussion follows regarding the purpose of the agreement versus a letter of support. Mr. Standifer advises the Nation must move forward with their project due to State timelines, with or without the EMC’s support. Captain Wilson states a unilateral letter of support to the Nation would have been contrary to the direction of the EMC based on a motion made at the previous EMC meeting requesting an agreement. Assistant Chief Allen asks if the proper time for an “agreement” would be when the time came to complete the microwaves. Mr. Standifer advises that could happen and would be appropriate and that if the COPS grant is received it would be an opportunity to look at the agreement discussed with the Vice-Chair at that time. He advises the document approval process would depend on the language since there are certain obligations that would require further approval of the Nation.

Assistant Chief Allen moves to withdraw the decision of the EMC to submit an “agreement” to the Nation and instead draft a unilateral letter of support. Then draft up an agreeable contract/IGA when deemed necessary for the next step of the project. Captain Wilson proposes that the issues be separated since no funding has been received yet. Chief Bynum proposes the EMC stick with the original agreement presented to the Nation. Captain Wilson reviews the situation with the EMC and advises that at the last EMC meeting the EMC took action to offer support contingent upon an agreement between Pima County and Tohono O’Odham Nation. We have not reached that agreement and therefore our support has not been extended. If that continues to be our position then no motion is necessary, but would be required if the EMC decides to change its direction from last month’s meeting. Mr. Standifer is asked if the Nation will continue to move forward, even without the support of the EMC. He advises they have no choice due to State timelines. Deputy Chief Miller states if the Nation’s project is consistent with PCWIN goals and objectives and the Nation is committed to and understands that at

some point there will be a need for a formal agreement between Pima County and the Nation, then why not provide a letter of support.

Assistant Chief Allen moves to:

1. Reverse the direction of the EMC on July 28, 2005, regarding the agreement between Pima County and Tohono O'Odham Nation and instead provide a unilateral letter of support to the Tohono O'Odham Nation for their current project.
2. Move ahead with developing an appropriate and acceptable mutual agreement between all parties (realizing we don't have some of the funding).

Assistant Chief Delgado seconds the motion. Assistant Chief Miller asks if there is need for any further discussion and receives no response. Mr. Gomez advises the Committee he will not be voting on the issue(s) because they would require a decision from the primary EMC member and Director of the Office of Emergency Management Mr. Douglas. Assistant Chief Miller calls for a vote on the motion. All in favor of the motion are Assistant Chief Delgado, Chief Vidaurri, Commander Lentner, Deputy Chief Miller and Assistant Chief Allen. All opposed to the motion are Captain Wilson, Assistant Chief Bynum and Assistant Chief Pesqueira. The motion carries with an affirmative 5 (five) votes required to pass an item.

Materials provided: Memorandum of Support Between Tohono O'Odham Nation and the Pima County Sheriff's Department, Arizona Office of Homeland Security South Region Project Proposal Summary

VI. Consultant RFP Planning

Captain Wilson provides committee members with a memo entitled: Consultant Services Procurement and Scope of Work, dated August 24, 2005. He advises on August 18, 2005 members of the workgroup assigned by the EMC to develop a scope of work for procurement of consultant planning services, met to finalize their recommendations for the proposed services. Captain Wilson summarizes their recommendations and the contents of the memo. (See attached memo for detailed information.)

Captain Wilson asks EMC members whether they would like to review the RFP prior to the workgroup proceeding, or consider a motion to direct staff to continue to proceed as recommended. Commander Lentner recommends the EMC review the procurement document prior to moving forward. Captain Wilson advises the review may delay the overall timeline, but if the EMC does wish to review the document, a meeting should be scheduled for early September to accomplish that. Discussion continues reference timelines, delays, etc. It is recommended the document be sent via E-mail to the members for review prior to the next scheduled EMC meeting. Captain Wilson advises he could have the document completed by August 30th for the workgroup to review and comment on, and then complete the document by September 2, 2005.

Deputy Chief Miller schedules an EMC meeting for Thursday, September 8, 2005, at 9:00 a.m. The meeting will be held at the Sheriff's Administration Building in the Sheriff's Operation Center. Captain Wilson will revise the procurement document and present it to the workgroup for review and comment, with comments due September 2, 2005. Captain Wilson will finalize the document, E-mail it to EMC members and then present it for review/discussion at the scheduled meeting.

Captain Wilson provides names of individuals recommended as members of the Evaluation Committee, they are:

Paul Wilson as Project Manager
Joe Jakoby
Anita Velasco

John Moffatt
Larry Sayers

Captain Wilson advises the EMC can make an argument to Pima County Procurement to be able to expand the size of the committee if they felt that was necessary in order to provide additional representation, particularly individuals from the private sector to be an evaluator. Mr. Moffatt and Mr. Jakoby are both present and advise they are willing to be members of the Evaluation Committee.

Captain Wilson moves to adopt the proposals as recommended in the memo dated August 24, 2005 entitled Consultant Services Procurement & Scope of Work and direct the workgroup to finalize the procurement document to be brought back to the EMC for final consideration at the meeting scheduled on September 8, 2005. Assistant Chief Bynum seconds the motion. Motion is unanimously carried.

Discussion continues reference the proposed Evaluation Committee. Five individuals have been recommended, but a total of two entities are represented between the five. Captain Wilson would like to see a broader range of representation of all involved agencies. He suggests expanding the committee to at least seven members to include someone from the public or University sector to give an objective view from a different perspective. He asks if anyone present would like to recommend an individual who would fit the criteria presented. Chief Miller asks if staff can be directed to form a committee comprised of City, County, Tribal, outside expert, etc., instead of specific names recommended. Captain Wilson advises that is possible, but they need to make sure there is representation not just of the agencies but also of the different disciplines, keeping in mind that we have not only the radio project but separately the communications center, which really involves two entities. He would like to make sure they are both represented.

Captain Wilson asks the committee if there are any other groups they would like represented. He advises they can appoint the recommended members and then seek members to represent any other groups the committee feels should be represented. Chief Miller would like an outside expert designated as a member. Captain Wilson suggests a member from the community who has the experience and expertise in the necessary areas, i.e., background knowledge of project management and the ability to review the project plan proposals from a different perspective other than current committee members.

Assistant Chief Allen proposes Captain Wilson be the appointed as the chair of a search group for additional members to the committee. Captain Wilson asks if any EMC member would like to be a part of the Evaluation Committee. No one responds. There is discussion regarding the need to have an odd number of members on the committee. The EMC directs the Technical and User Committee members to select one more individual from the two committees, to be appointed to the Evaluation Committee.

Chief Miller moves to invite Captain Wilson, John Moffatt, Joe Jakoby, Larry Sayers and Anita Velasco to participate as Evaluation Committee members. One additional member will be determined from the community and one additional member will be nominated/appointed by the User and Technical Committees to represent their collective body. Commander Lentner seconds the motion. Motion is unanimously carried.

Materials provided: Memo dated August 24, 2005, to the Executive Management Committee, from Captain Paul Wilson, Project Manager, regarding Consultant Services Procurement and Scope of Work

VII. New Business

Deputy Chief Miller addresses the Committee members and asks if there are any items for future agendas. He receives no response.

VIII. Call to the Public

Deputy Chief Miller asks if anyone in the audience would like to address the committee. Mr. Woody Dyche has the following questions for the committee:

1. How much of what was discussed today, since there were a lot of details, will be included in the minutes?
2. Does the committee have an approximate time in the proposed timeline when the procurement for the systems integrator, which follows the consulting contract, will take place?
3. Have you considered how the A&E part of the facilities design would be done? Would it be done under the consultant, or as a separate effort?

Captain Wilson advises these questions will be addressed at the next EMC meeting upon being placed on the agenda for that date as required by the Open Meeting Laws.

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

Deputy Chief Miller advises the next meeting will be on September 8, 2005 to address the RFP final document and Mr. Dyche's questions. It will be determined at that time whether the September 29, 2005 meeting is necessary.

Next Meeting:

September 8, 2005, 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/ 3rd Floor

X. Adjournment

Chief Bynum moves to adjourn the meeting. Assistant Chief Pesqueira seconds the motion. Motion is unanimously carried. Meeting adjourned at 10:33 a.m.