

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, October 27, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the October 27, 2005 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Sheriff Clarence Dupnik, Chairman, 9:02 a.m.

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

Members Present

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Lt. Dale Bradshaw, Marana Police Department (*1st Alternate*)
Chief Douglas Chappell, Drexel Heights Fire District
Commander Charles E. Lentner, Oro Valley Police Department (*1st Alternate*)
Deputy Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Asst. Chief Albert Pesqueira, Northwest Fire Department (*1st Alternate*)
Lt. Kevin Shonk, Tohono O'Odham Tribal Police (*1st Alternate*)

Members Absent

Asst. Chief Joe Delgado, Tohono O'Odham Tribal Police
Mr. Dennis Douglas, P.C. OEM & Homeland Security (No representative present)
Chief Richard Miranda, Tucson Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Jeff Piechura, Northwest Fire District
Chief Daniel Sharp, Oro Valley Police Department
Chief Richard Vidaurri, Marana Police Department

Others Present

Bob Couch, SAIC	John Moffatt, PC Strategic Planning
Matthew Fenton, U of A Police Dept	Luis Puig, U of A Police Department
Stuart Goodman, Goodman Schwartz PA	Paul Punske, Motorola
Joe Jakoby, Tucson FD	Lt. Mike Sacco, Pima County SD
Pat Joy, PCSD Communications	Anita Velasco, City of Tucson
Asst. Chief Charles Kmet, Tohono O'Odham FD	Captain Bill Washington, Tucson PD
Chief Mike Martinez, Tucson Airport PD	Captain Paul Wilson, Pima County SD

II. Approval of Minutes, Sheriff Dupnik, Pima County Sheriff's Department

Sheriff Dupnik proposes approval of the minutes for the September 8, 2005 Executive Management Committee (EMC) meeting. Commander Lentner moves to approve the minutes and Deputy Chief Miller seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated, September 8, 2005.

III. Consultant Services RFP Status Report, Captain Paul Wilson Pima County Sheriff's Department

Captain Wilson provides a consultant services event schedule to each member. He advises the Committee that the Request for Proposal for consultant services has been completed and was advertised by the Pima County Procurement Department on October 11, 2005. The pre-proposal conference was held on October 18, 2005 and representatives from several vendors were in attendance. He advises the next step in the process will be the proposal due date of November 8, 2005, followed by the minimum qualifications check and criminal history background checks, November 8 and 9, with the Level-One Evaluation Panel meeting on November 10, 2005. He anticipates the Notice of Recommendation will be completed in time for the next Executive Management Committee meeting scheduled for December 22, 2005. Upon approval of the Executive Management Committee, the item would then need to be placed on the Board of Supervisors' Agenda, which will probably occur in January.

An Intergovernmental Agreement (IGA) has been sent to the County and City to facilitate the transferring of the funds the City of Tucson is contributing towards consultant services. The IGA has been scheduled for approval by the City Council on November 22, 2005 and then will be placed on the Board of Supervisors' Agenda for approval.

Materials provided by Captain Wilson: RFP 87650 Pima County Wireless Integrated Network (PCWIN) Consultant Services Event Schedule

IV. 2005 COPS Interoperability Grant Application Status Report, Lt. Mike Sacco, Pima County Sheriff's Department

Lt. Sacco informs the Committee that the COPS Grant they applied for was denied. He advises he spoke with Mr. Mike Dame of the COPS Grants Administration Division and asked him what could have been done differently to improve the chances of receiving grant funds. Mr. Dame was unable to provide written comments and instead relayed written comments made by the grant evaluators. Lt. Sacco relayed this information to Committee members and a discussion followed on how to present concerns of not being considered for funding by the COPS Office. Captain Wilson advises the letter dated September 28, 2005, from the COPS Office indicates the application remains under a "pending" status.

Sheriff Dupnik recommends a letter be prepared with all of the important bullet-points, to Congressman Kolbe, Senator Kyle and Senator McCain indicating how the PCWIN Project is probably superior to any project in the country and this is the second year the project's application has been denied by the COPS Office, for illogical reasons. Captain Wilson agrees to draft the letter.

Materials provided by Captain Wilson: Letter dated September 28, 2005 from the Office of Community Oriented Policing Services (COPS)

V. 2005 COPS Technology Earmarks Status Reports, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson provides a status on the two COPS Technology Earmark projects that are progressing, one with the City of Tucson and one with Pima County. He advises the City has received their funding and will be proceeding with their project installing the fiber optic network on Tumamoc Hill. He reports the County's project has been delayed by a requirement to produce an environmental assessment for work to be done at Elephant Head. Lt. Sacco met with representatives from Pima County Facilities Management, KMSB and the Pima County Radio Shop to kick-off the assessment process. Lt. Sacco will have tentative design plans and some feedback on the environmental assessment available in a few weeks.

The environmental assessment will consist of information describing in detail what the project will look like and a complete 10-15 page report to the COPS Office describing the impact to the environment. The legal staff at the COPS Office will review the document and make a tentative decision as to whether or not there is any significant impact to the environment, if not, they will return the package back to us and ask us to advertise the report to the public for input. The final package will then be returned to Washington for final approval. The funding for the PCWIN project is being held up until this process is completed. It should take approximately 120 days to complete the process.

VI. Technical/User Committee Reports, Lt. Mike Sacco, Pima County Sheriff's Department

Lt. Sacco updates the Executive Management Committee on the progress of the Technical and User Committees. A joint meeting was held on September 14, 2005 and at the direction of the EMC to nominate a member from the User or Technical Committee to be a representative on the RFP Evaluation Committee, members nominated Mr. Dan Morelos of the Tucson Airport Authority. Mr. Morelos accepted the appointment.

The iXP Corporation conducted a comprehensive presentation about the complexity of the PCWIN Project and various areas of concern which need to be taken into consideration and how they would manage any concerns.

The committees discussed the AC1000 and how it would be utilized. A draft proposal was created reference operating procedures and memorandum of understanding for agencies to utilize.

At the next joint meeting an AD HOC Committee will be formed to discuss technical issues with regard to the use of the ACU1000.

John Moffat discussed the importance of the committee members' responsibility to inform agency heads of the issues discussed at the meetings to keep them informed and up to date of their progress.

There was discussion regarding the dispatch center and whether some available professional standards could be drawn up from APCO, IACP, etc., in terms of designing

and constructing the dispatch center. There was also some discussion on site selection and parameters. Members were asked to provide thoughts or comments to Mr. Moffatt so he could incorporate them.

VII. Newsletter Presentation, Captain Paul Wilson, Pima County Sheriff's Department

A draft newsletter was presented to each member of the Committee. Captain Wilson advises the newsletter is being proposed to be used as a means of helping to communicate the progress of the bond project with both project partner agencies and their public safety users, and the community. The newsletter would be created and distributed as the project progresses and there is new information to report. Captain Wilson proposes the newsletter be distributed to the participating agencies, with a cover letter requesting the newsletter be distributed to their employees via existing agency newsletters. Deputy Chief Miller suggests the City possibly place the newsletter as an insert, in the monthly City water bills.

VIII. Site Visit Travel, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson reviews his recommendations with the Committee and provides each member with a memo outlining each of the planned site visits. He advises \$22,025 of the 2005 COPS Technology Grant Program earmark, has been set aside for travel to conduct site visits to other locations that have undertaken projects similar to the PCWIN project, to learn lessons. He recommends approval of a motion that would permit PCWIN representatives to begin travel to other jurisdictions that have successfully implemented multi-agency radio systems and communications centers. Captain Wilson recommends travel to five areas: Minneapolis/St. Paul Minnesota, Austin/Travis County, Texas, Salt Lake Valley, Utah, King County, Washington and Los Angeles, California.

Captain Wilson advises the travel budget allows for 3 days travel for five people to five different locations at \$4,200 budgeted for each location. The individuals have not been identified, but his intent is to involve people from other departments who have not been too engaged with the ongoing PCWIN meetings, to travel to learn lessons and bring those back to the User and Technical Committees. He advises the individuals selected to visit the communications units should be representatives from the City of Tucson and Pima County communications centers, who plan to occupy the communications center being built. There would be different teams involved in the travel process. Captain Wilson advises he would like to get the travel teams selected and ready to go as soon as possible.

Executive Management Committee members are asked to Email Captain Wilson, if they are interested in participating in this process.

Chief Chappell moves to approve the travel plans and selection of travel teams, as presented by Captain Wilson. Lt. Bradshaw seconds the motion. Motion is unanimously carried.

IX. City of Tucson Project Briefings, Mr. Joe Jakoby, City of Tucson

Captain Wilson advises Committee members that he has invited Mr. Joe Jakoby to inform the Committee and make them aware of ongoing projects the City is currently taking on, to determine if they will have any impact on the PCWIN project or tie into it in the future.

Mr. Jakoby advises that the City of Tucson has awarded a contract to IP Mobile Net for a new mobile data system for Tucson Fire Department. The second part of the project is a high speed data project which will allow City of Tucson vehicles to send and receive high speed data from individual fire stations. The project started last week and is scheduled to be completed by May, 2006.

Another project currently in the works is replacing the City's current microwave system. The new system will put in digital radios, allowing communications not only with remote sites but also with their existing fiber optic network. The idea is to build upon the fiber optic network that is going in. There is currently over 200 miles of fiber within the City and over 100 buildings are connected to this network. Anyone who connects to the network would be able to use the data connection. The project is scheduled to be completed by November, 2006.

X. Call to the Public

Sheriff Dupnik asks if anyone in the audience would like to address the committee.

Mr. Moffatt advises he would like to comment on the Site Selection Parameters document he prepared and submitted to User and Technical Committee members for comment. He advises the Executive Management Committee (EMC) that he has received no feedback and recommends the EMC urge User and Technical members to take some time to review the document and forward comments/suggestions to him.

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

Next Meeting:

December 22, 2005, 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/ 3rd Floor

XII. Adjournment

Chief Chappell moves to adjourn the meeting. Commander Lentner seconds the motion. Motion is unanimously carried. Meeting adjourned at 9:35 a.m.

Minutes prepared by: Annette Romero