

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

Pima County Board of Supervisors' Hearing Room
Pima County Administration Building
130 West Congress, 1st Floor
Thursday, May 26, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the May 26, 2005 meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Sheriff Clarence W. Dupnik, Chairman, 9:08 a.m.

Roll Call

Members Present

Douglas Chappell, Drexel Heights Fire District
Joseph Delgado, Tohono O'Odham Tribal Police
Benny Gomez, Pima County OEM & Homeland Security (2nd Alternate)
Albert Pesqueira, Northwest Fire District (1st Alternate)
Daniel Sharp, Oro Valley Police Department
Richard Vidaurri, Marana Police Department
Roberto Villasenor, Tucson Police Department, (1st Alternate)

Members Absent

Dan Newburn, Tucson Fire Department (*No alternate present*)

Others Present

Jim Barry, Consultant
Ray Carroll, Pima County Supervisor, District 4
Larry Consalvos, iXP Corp
Mike Corbett, Buford Goff & Associates, Inc.
Woody Dyche
Scott Egan, Office Assistant, District 4
John Fink, Golder Ranch Fire District
Stuart Heller, Sahuarita Police Department
Chuck Hill, Information Systems Support
Don Lafreniere, Sahuarita Police Department
Matthew Leve, Tucson Airport Authority Police Department
Basilio Martinez, Pascua Pueblo Fire Department
Oscar Miranda, Pima County Sheriff's Department
John Moffatt, Pima County IS Department
Casey Myers, Information Systems Support
Richard Pasqua, Northrop Grumman
Luis Puig, University of Arizona Police Department
Paul Punske, Motorola

Jeffrey Randall, Information Systems Support
Mike Sacco, Pima County Sheriff's Department
Larry Sayers, Pima County Radio Communications
Andy Smith, Golder Ranch Fire District
Bob Sommerfield, University of Arizona Police
Brian Sumner, Tucson Airport Authority Police Department
Paul Wilson, Pima County Sheriff's Department

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

Sheriff Dupnik proposes approval of the minutes for the April 28, 2005 meeting. Chief Chappell moves to approve the minutes and Chief Sharp seconds the motion. Motion is unanimously carried.

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

Captain Wilson advises that the User Committee discussed attendance and possible solutions to assist with establishing quorum. Telephone contact prior to the meetings has been initiated in an attempt to resolve the issue and the possibility of allowing members to participate via telephone conferencing was discussed. He advised that the Sheriff Department's telephone system is being configured to allow telephone conferencing; this new alternative would require some changes to the By-Laws.

Captain Wilson advised User Committee members of the tasks and assignments recommended by the Executive Management Committee. The User Committee discussed the concepts of operations, how the different agencies would respond to various scenarios, and how they would expect the new radio system to function. The Committee was going to continue their discussion reference specific scenarios at the next User Committee meeting.

IV. Technical Committee Report, Mr. Larry Sayers, Pima County Radio Communications

Mr. Sayers advises the last meeting was held on April 7, 2005, which was previously discussed with the Executive Management Committee. He advises the May meeting was cancelled and the next scheduled meeting is on June 9, 2005.

Mr. Sayers advises the last action of the Technical Committee was to define interoperability, which they did. The definition was then presented to the Executive Management Committee for approval.

V. Funding Initiatives, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson discussed the Committee's attempts to acquire supplemental funding for the project. He advises one of the most recent attempts to acquire supplemental funding has been through Congressman Kolbe's Office. An earmark of \$750,000 was awarded to be shared by the City of Tucson and Pima County. There was a discussion regarding the distribution of the funds at the last Executive Management Committee meeting. Chief Villasenor notified Captain Wilson that the City would commit the \$370,000 to be awarded to the City for a project that would benefit PCWIN in the future. The funds will benefit improvements to the antenna facilities on Tumamoc Hill. The project is to link the existing towers and buildings by fiber optics and to link those to the City's fiber optic

network. This would provide for more flexible use of the facilities on that mountain top which would benefit all of the agencies that already have equipment there and maybe in the future allow for the potential to depopulate some of the microwave antennas located there.

Pima County will commit the \$370,000 to be awarded to the County to travel, i.e., site visits and site improvements at the Pima County site on Elephanthead where they are co-located with KMSB. The proposed improvements would benefit the project in the future.

The Sheriff's Department, on behalf of the project, made a request to the State Office of Emergency Management for some State Homeland Security grant funding. The original request was for \$1.6 million dollars for site improvements at Kitt Peak, Quijotoa Ridge and Child's Mountain. The outcome will be discussed at the next Executive Management Committee meeting.

The City of Tucson has been invited by the COPS Office to participate in an interoperability technology grant opportunity and has agreed to extend the invitation to Pima County as the lead agency for the bond project. The application will be submitted to the COPS Office once it is completed. It is due July 15, 2005.

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

Captain Wilson advises this item is a follow-up from the last meeting regarding the adopted Mission Statement. It was requested the policy statement be reviewed by legal staff. Captain Wilson provides the committee members with a revised version which includes comments made by legal staff. It is recommended that the Committee give consideration to the proposed language enhancements and decide whether or not to modify the policy as recommended.

Chief Sharp feels the changes made to the policy seem to be more of a grammar check and reads fine. Chief Sharp moves to adopt the Mission, Values and Goals Policy as presented by Captain Wilson. Chief Chappell seconds the motion. The motion is unanimously carried.

VII. Sub-Committee Appointments, Captain Paul Wilson, Pima County Sheriff's Dept.

Captain Wilson advises that Chief Piechura of Northwest Fire has requested that the Executive Management Committee nominate Division Chief Randy Karrer to the Board of Supervisors for appointment as the second alternate member to the Executive Management Committee representing the Northwest Fire District.

Chief Chappell of Drexel Heights Fire District has requested changes in representation on the Technical Committee. Battalion Chief-Communications Richard Hughes is to be replaced by Battalion Chief-Communications Steven Campbell. Mr. Hughes is no longer employed by Drexel Heights Fire District.

Chief Seligman of Pascua Yaqui Police Department has nominated Lieutenant Hector Olivo to represent the Pascua Yaqui Police Department on the User Committee.

The Chairman moves to nominate Division Chief Randy Karrer to the Board of Supervisors for appointment as the second alternate member representing Northwest Fire District on the Executive Management Committee and to appoint Battalion Chief-Communications Steven Campbell to the Technical Committee representing Drexel Heights Fire District and Lieutenant Hector Olivo to the User Committee representing Pascua Yaqui Police Department. All members of the Committee agree with the motion and the motion is unanimously passed.

**VIII. Technical Requirements Document – Public Release, Captain Paul Wilson
Pima County Sheriff’s Department**

Captain Wilson discusses consideration of recommendations on how to handle public records requests for copies of the Technical Requirements Document. He advises the Committee that he received input from legal staff, User Committee members, Technical Committee members and Pima County Procurement regarding the release of the document to the public. He explains there are reservations to releasing the document to the general public as the document contains technical information that could be utilized to disrupt our current communications and/or be subversive to future communications, if in the hands of the wrong individual.

Captain Wilson recommends the document not be released and should only be shared with the PCWIN partner agencies, necessary consultants and vendors, and other governmental entities after they have executed a Non-Disclosure Agreement with Pima County. The Committee concurs with Captain Wilson’s recommendation.

IX. Annual Meeting – Project Status Report

Captain Wilson provides a summary review of the activities of the PCWIN project during the past year.

Project Milestones:

- Apr 2004** Contacted the National Law Enforcement Corrections Technology Center and asked for consultation assistance in conducting the initial needs assessment of the 32 agencies. That process began in April, 2004.
- May 2004** Bond Measure approved.
- July 2004** Executive Management Committee was appointed by the Board of Supervisors.
- Aug 2004** Bylaws adopted.
- Dec 2004** User and Technical Committees appointed.
- Mar 2005** Final Copy of Technical Requirements Document received from NLECTC.

Policy Development:

- Jan 2005** NIMS Policy adopted
- Apr 2005** Mission, Values & Goal Statement and interoperability definition adopted

Supplemental Funding Activities:

- May 2004** COPS interoperability grant not funded
- Dec 2004** Congressman Kolbe announced \$750,000 earmarked and shared by Pima County and City of Tucson
- Jan 2005** TPD commits \$500,000 from FY03 earmarked for Interoperability Study
- May 2005** Application for State Homeland Security Grant Program funding made
- May 2005** Application for COPS Interoperability Grant Program is underway

Next Steps:

- Project planning
- Business plan
- Conceptual Design
- Procurement Preparation

Materials provided by Captain Wilson: Project Achievements

X. New Business

Sheriff Dupnik addresses the Committee members and asks if there are any items for future agendas. He receives no response.

XI. Call to the Public

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

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

June 23, 2005, 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/ 3rd Floor

XIII. Adjournment

Chief Sharp moves to adjourn the meeting. Chief Chappell seconds the motion. Motion carries. Meeting adjourned at 9:33 a.m.

Minutes prepared by: Annette Romero