

**PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN)
USER COMMITTEE / TECHNICAL COMMITTEE
JOINT MEETING**

Pima County Sheriff's Department
1750 East Benson Highway
Friday, October 28, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the October 28, 2005 meeting.

I. Call to Order: Captain Matt Janton, User Committee Co-Chair, calls the meeting to order at 9:05 a.m.

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

Quorum is established for the Technical Committee with a total of 12 members present.

Quorum is established for the User Committee with a total of 15 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Radio Communications
Gary Bynum, Drexel Heights Fire District
Scott Ferguson, Pima College DPS
Harry Findysz, Mt. Lemmon Fire Department
Joseph Jakoby, Tucson Fire Department
Pat Joy, Pima County Sheriff's Department
Ted Martin, PCSD IST
Gregory McNeal, City of Tucson
John Moffatt, Pima County Office of Strategic Planning
Kerry Reeve, Pima County OEM & Homeland Security
Ben Standifer, Tohono O'Odham Police Department
Anita Velasco, Tucson Police Department

Members Present User Committee

Captain Matt Janton, Co-Chair, Northwest Fire Department
Nancy Anderson, Oro Valley Police Department (*proxy*)
Linda Basham-Gilbert, Tucson Police Department
Dale Bradshaw, Marana Police Department
Lee Bucklin, Rincon Valley Fire District
Gary Bynum, Drexel Heights Fire District
Harry Findysz, Mt. Lemmon Fire Department
Charles Kmet, Tohono O'Odham Fire Department
Don Lafreniere, Sahuarita Police Department
Todd Pearson, Tucson Fire Department
Luis Puig, University of Arizona Police Department
Kerry Reeve, P. C. OEM & Homeland Security
Doug Roth, Corona de Tucson Fire Department
Mike Sacco, Pima County Sheriff's Department
Cheryl Smart, Pima College Department of Public Safety

Members Not Present – Technical Committee

Ken Boynton, University of Arizona
Steven Campbell, Drexel Heights Fire District
Don Harrison, Tucson Airport Police Department
Tim Hoban, Tucson Airport Police Department
Greg Lugo, Tucson Police Department
Gary Schmitz, Oro Valley Police Department

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Jim Bush, Ajo/Gibson Volunteer Fire Department
Jim Conklin, Arivaca Volunteer Fire Department
James Craig, Helmet Peak Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Dan Morelos, Tucson Airport Police Department
Tom Nix, Avra Valley Fire District
Hector Olivo, Pascua Yaqui Police Department
Ernie Robles, Picture Rocks Fire Department
Kevin Shonk, Tohono O'Odham Police Department
Larry Stevens, Oro Valley Police Department
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

Others Present

Christine O'Connor, City of Tucson
Doug Chapman, Tait Radio Communications
Kateri Harris, Tohono O'Odham Nation
Jerry Lumpkin, Durham Communications

Chuck Michels
Jim OMelia, Motorola
James A. Stoltenbery
Paul Wilson, Pima County Sheriff's Department
Jim Wysocki, Tucson Police Department

II. Approval of Minutes, Captain Matt Janton, User Committee Co-Chair

Captain Janton asks members if there are any suggested changes for the September 14, 2005 joint meeting minutes. Sgt. Lafreniere moves to accept and approve the minutes. Harry Findysz seconds the motion. Motion is unanimously carried.

III. User Committee Co-Chair Appointments, Captain Matt Janton, User Committee Co-Chair

Captain Janton advises members that new Co-Chairs must be appointed to replace him and Commander Larry Stevens. Lt. Sacco moves to nominate Sgt. Lafreniere, Kerry Reeve seconds the motion. Lt. Bradshaw moves to nominate Harry Findysz, Assistant Chief Bynum seconds the motion. Sgt. Lafreniere and Mr. Findysz both accept the nominations. No more nominations are made. Captain Janton calls for a vote from User members to appoint Sgt. Lafreniere and Mr. Findysz as the new User Committee Co-Chairs. Motions are unanimously carried.

IV. Tait Radio Communications Presentation

Jerry Lumpkin introduces Doug Chapman of Tait Radio Communications, who will be conducting the presentation on interoperability. Mr. Chapman proceeds with the presentation and advises that Captain Wilson will be provided with a copy of the presentation.

V. Review of ACU1000 Agreement, Lt. Mike Sacco, Pima County Sheriff's Department

Lt. Sacco discusses the draft User Agreement he disseminated at the last meeting. He states he received feedback from Mr. Sayers and asks if anyone else had suggestions. Mr. Sayers recommended the operating procedures should list a maximum of seven patches and change to multiple antennas (not just one) on top of the building and to add information to the ACU1000 MOU for each of the agencies to identify the frequency to be used, proposed patches and the name of their talk group. Lt. Sacco advises an ad hoc Committee will then use this information to come up with a universal plan everyone would utilize.

Lt. Sacco advises once the ad hoc Committee puts together frequencies, they can present them to the Committee advising what the communication paths will be. Once the communication paths are finalized and agreed upon by committee members, they should be tested to determine if there is any interference and then exercises should be conducted utilizing the given paths.

Captain Wilson asks Kerry Reeve if there are any planned exercises that these procedures could be applied to. Mr. Reeve advises there are multiple exercises scheduled with the Sheriff's Department, one in December and one in March, in which the ACU1000 will be deployed. Mr. Reeve will send the exercise schedule to Larry Sayers.

Captain Wilson asks Mr. Reeve about a database tool being utilized in Maricopa County to help with the tracking of frequency resources for each agency and being able to map out overlaps. He asks if the

database, called CASM, could be made available to the PCWIN members. Mr. Reeves advises he would research that request.

Captain Janton asks if the action on the ACU1000 Agreement should be tabled at this time until the group has a chance to discuss potential issues. Ms. Velasco suggests frequencies need to be identified. There is some discussion on whether or not the ACU1000 Agreement should be put out without frequency information (MOU) and if it should be distributed “as-is” with the recommended changes. Members decide to table the discussion on the Agreement, to allow members to discuss the document with their agency representatives. Members will present any recommendations to the Committees at the next joint meeting in an effort to finalize the document for dissemination.

**VI. Selection of Ad Hoc Committee: ACU1000 Interoperability
Captain Matt Janton, User Committee Co-Chair**

Captain Janton explains the purpose of establishing an Ad Hoc Committee. The Committee would be responsible for evaluating potential interoperable communications paths and determining which path would best meet the needs of the PCWIN Project. The following individuals volunteered to participate as a member of the Ad Hoc Committee:

Gary Bynum	Larry Sayers	Mike Sacco (Chair)
Joe Jakoby	Harry Findysz	

Captain Janton thanks all of the volunteers and asks Lt. Sacco to coordinate/chair the meetings. Lt. Sacco accepts the appointment.

VII. Dispatch Center Criteria, John Moffatt, Pima County Strategic Planning

Mr. Moffatt reminds committee members of the document he disseminated at the last joint meeting regarding the new communications center’s site selection parameter. He discusses some of the proposed sites and stresses the need for feedback/comments from committee members. Mr. Moffatt would like to have all recommendations by December 1, 2005.

Mr. Moffatt reviews the document with members and receives numerous suggestions. Discussion is concluded and Mr. Moffatt advises he will enhance the document and present it to members once it is completed.

**VIII. Update: Consultant Services Solicitation, Captain Paul Wilson
Pima County Sheriff’s Department**

Captain Wilson briefs the Committee members on the Consultant Services Solicitation process. The solicitation was prepared via a 15 member workgroup representing several agencies and disciplines. The RFP was advertised by Pima County Procurement on October 11, 2005 and the pre-bid conference was held on October 18, 2005, with the proposals due on November 8, 2005. The Level I evaluation will begin on November 10, 2005 and a short list will be created. On December 6, 2005, the top ranked vendors will be interviewed and the second part of the process will take place. Captain Wilson hopes to have the Level II evaluations completed by December 8, 2005, with contract negotiations taking place December 9 – 16. He hopes to make a notice of recommendation to the Executive Management Committee by December 21, 2005. Once a vendor is selected by the Executive Management Committee it will go before the Board of Supervisors for a contract award in January.

IX. New Business, Captain Matt Janton, User Committee Co-Chair

Captain Janton asks members if there are any recommended agenda items for the next meeting. The following items are recommended:

Mr. Reeve will provide information regarding the CASM database program.
Continue discussion on the ACU1000 Agreement.
Ad Hoc Committee update.

X. Call to the Public, Captain Matt Janton, User Committee Co-Chair

Captain Janton makes a call to the public. Mr. Sayers mentions a Motorola Radio 102 course being offered on November 4, 2005 at 1:00 p.m. at the Holiday Inn Palo Verde. To RSVP contact Manny Barreras.

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

A joint meeting is suggested and the next meeting is scheduled for:

Thursday, November 17, 2005, 9:00 a.m.
Tucson Fire Department's Fire Prevention Center
797 East Ajo Way, Classroom #5

XII. Adjournment

Lt. Sacco motions to adjourn and Ms. Velasco seconds the motion. Meeting adjourned at 10:32 a.m.

