

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

Pima County Sheriff's Administration Building  
1750 East Benson Highway, 3<sup>rd</sup> Floor  
Thursday, July 27, 2006  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the July 27, 2006 EMC meeting. Cassette tape and materials provided are available upon request.

**I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:00 a.m.**

**Roll Call: Catherine Hanna, Pima County Sheriff's Department**

**Members Present**

Captain Paul Wilson, Pima County Sheriff's Department (*2<sup>nd</sup> Alternate*)  
Commander Larry Stevens, Oro Valley Police Department (*1<sup>st</sup> Alternate*)  
Chief Doug Chappell, Drexel Heights Fire District  
Asst. Chief Ray Allen, Tucson Fire Department (*1<sup>st</sup> Alternate*)  
Lt. Paul Ashcraft, Marana Police Department (*1<sup>st</sup> Alternate*)  
Deputy Chief Kermit Miller, Tucson Police Department (*1<sup>st</sup> Alternate*)  
Asst. Chief Albert R. Pesqueira, Northwest Fire District (*1<sup>st</sup> Alternate*)  
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2<sup>nd</sup> Alternate*)

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Daniel Sharp, Oro Valley Police Department  
Chief Richard Vidaurri, Marana Police Department  
Chief Dan Newburn, Tucson Fire Department  
Chief Joseph Delgado, Tohono O'odham Police Department  
Mr. Dennis W. Douglas, Pima County OEM & Homeland Security  
Chief Richard Miranda, Tucson Police Department  
Chief Jeff Piechura, Northwest Fire District

**Others Present**

Linda Basham-Gilbert, TPD	John Moffatt, Pima County IS Department
Rick Brown, Marana Police Dept.	Christine O'Connor, City of Tucson
Cheryl Giggetts, CTA Communications	Paul Punske, Motorola
George Heaney, PCSD	Mike Sacco, Pima County Sheriff's Dept.
Joe Jakoby, Tucson Fire Department	David Sandoval, Tucson Airport Authority FD
Pat Joy, Pima County Sheriff's Dept.	Ann Strine, City of Tucson
Dale King, South Tucson FD	Anita Velasco, City of Tucson
Chuck Kmet, Tohono O'odham FD	Jim Weston, Motorola

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

Captain Wilson proposes approval of the minutes for the June 21, 2006, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Mr. Reeve seconds the motion. Motion is unanimously carried.

*Materials provided: EMC summary dated, June 21, 2006.*

**III. CTA Communications – Consultant Engagement Status Report**  
**Ms. Cheryl Giggetts, CTA Communications**

Captain Wilson explains that Ms. Cheryl Giggetts, Project Manager for CTA Communications, is present to provide the Committee with a status report on the project.

Ms. Giggetts explains that throughout June 2006, the Legacy Systems Characterization Report was drafted and finalized for review and distribution upon signing a non-disclosure agreement with Pima County.

Ms. Giggetts reminds the Committee that Phase I of the project consists of five (5) components. The first component was the User Needs Assessment Report followed by the second component, the Legacy Systems Characterization Report. The third component, the Systems Alternatives & Recommendations Report, has recently been drafted by CTA and will be posted on CTA's website on July 31, 2006, for review. Ms. Giggetts explains that participating agencies will be given 15 days to review the information in the report and provide feedback to Captain Wilson with comments or concerns. CTA representatives will meet with Captain Wilson at the end of the 15-day review period and discuss any questions or concerns voiced by Committee members.

Ms. Giggetts explains that the project is now entering Phase II, the Conceptual Architectural Planning, of the project. Throughout the month of June, the project has focused on coverage studies; reviewing sites from the Legacy Systems component and deciding what coverage can be attained from those sites for use in the PCWIN Project.

Throughout the month of July, the Systems Alternatives & Recommendations Draft Report was delivered, and two (2) additional Phase I components, Concept of Operations and Business Planning will begin; both will focus on the research and business model aspect of the project; how each agency currently operates, researching different business models, and discussing IGA input. Ms. Giggetts explains that the Conceptual Architectural Planning (Phase II) will focus on design and research information from the coverage study.

Ms. Giggetts explains that throughout the month of August, PCWIN Committee members will be asked to review the Systems Alternatives & Recommendations Draft Report, and provide feedback to CTA by August 21, 2006. CTA will then publish a final document, anticipating its delivery by August 28, 2006. The Conceptual Design will begin its draft form, focusing on coverage studies and preparing a draft design.

Ms. Giggetts explains that during the Communications Center Design Workshop (June 2, 2006), CTA's architectural engineering group, HSMM, met with invited Committee representatives to discuss individual agency desires in a new communications center. HSMM has since reviewed schematic designs, combined individual agency needs and desires, and now recommend traveling back to Pima County to present their design report to the Committees to discuss options on space, size, and cost.

Captain Wilson explains that in regards to the Legacy Systems Characterization Report, five (5) agencies have returned their non-disclosure agreements to the Staff Office, thus far. Captain Wilson adds that if participating agencies want to review this document, the non-disclosure agreements must be signed.

Captain Wilson explains that if individual agencies have knowledge or learn of important upcoming changes to their communications systems, which may impact the PCWIN Project, to please forward that information to CTA; otherwise information in the reports becomes obsolete.

Captain Wilson explains that concerns have been voiced regarding the lack of time provided to individual agency review of conceptual design documentation from CTA. Originally, CTA would produce the conceptual design package and give individual agencies five (5) days to review and comment on the package. It was stressed that five (5) days was an inadequate amount of time for an accurate review and comment. Captain Wilson explains that the schedule has been modified, pushing back several items for completion to the end of the calendar year. He adds that the focus of the planning was to create documents and return them in a timely manner so by the beginning of 2007 we are prepared go out to bid. The timetable has been manipulated and does allow planning to resume on schedule.

Captain Wilson refers Committee members to the PCWIN Planning Activities Timeline. He explains that the timeline outlines activities, beginning today, detailing the County and CTA's activities and significant activities for the future. Captain Wilson stresses that the most important component of the timeline is the *Pima County Workgroups Meetings*. He explains that it is important that workgroups participate with CTA to discuss and collect information throughout the Concept of Operations and Business Plan components.

Captain Wilson refers the Committee to the PCWIN Workgroups Handout for review. He explains that the handout outlines groups of individuals involving three (3) different workgroups. The workgroups will begin discussing operations and maintenance issues associated with Radio Systems, IT/Telecommunications Systems, and ECC Facility issues. Captain Wilson explains that next week he will meet with the Chairs of the workgroups to establish expectations during workgroup discussions and discuss options and document findings in preparation to meet with CTA by the end of September 2006.

Captain Wilson explains that in regards to the schedule, Committee members will have approximately two (2) months to discuss the Conceptual Design Package, opposed to five (5) days, as originally planned.

Captain Wilson explains that once the Conceptual Design Package is completed and delivered in draft form (September 27, 2006), a small group of County representatives will meet to review that document with CTA. He adds that he recommends the group travel to Lynchburg, Virginia to receive a detailed briefing on the Conceptual Design Package. Those representatives will return and provide their feedback to other Committee members, answering questions regarding design and various other elements during the first month of review. Captain Wilson explains that following the visit to Virginia, CTA will return to Pima County and conduct a presentation with the workgroup to answer additional questions about the package. Following the presentation, review of the design package will continue for approximately one (1) more month. Captain Wilson explains that the timeline handout was intended to provide a visual on upcoming events of the project and point out critical pieces of the project forthcoming.

Captain Wilson refers to the Committee for questions. He receives no response.

Ms. Giggetts explains that CTA has originally planned to return to Pima County around August 24, 2006, but asks if the next Executive Management Committee Meeting can be pushed back one (1) week to August 31, 2006. Ms. Giggetts explains that during that meeting, CTA will provide the Committee with a status report. CTA and HSMM will then meet with Technical Committee members discussing the conceptual design component of the project. On September 1, 2006, CTA will meet with communications representatives to review documented information on schematic designs and options on a new communications center, allowing CTA to produce a good cost estimate for Committee consideration. Ms. Giggetts adds that in the afternoon, CTA would like to meet with the IT workgroups to discuss concept of operations documents.

Captain Wilson asks if the Committee objects to changing their original meeting date from Thursday, August 24, 2006, to Thursday, August 31, 2006. He receives no response. Ms. Giggetts extends her appreciation to Captain Wilson in adjusting the schedule, which not only benefits Committee members, but CTA, as well.

*Materials provided: CTA Communications Project Status Report Handout dated July 14, 2006, PCWIN Planning Activities Timeline, and the PCWIN Workgroups Handout.*

#### **IV. System Alternatives Recommendations Report** **Ms. Cheryl Giggetts, CTA Communications**

Ms. Giggetts explains that the Systems Alternatives & Recommendations Report is now available in draft form, and will be on CTA's website on July 31<sup>st</sup> in PDF format. Captain Wilson explains that Ms. Catherine Hanna will contact Committee members via email when the document is posted on CTA's website.

Captain Wilson refers to the Committee for questions. He receives no response.

*Materials provided: Hard copy of System Alternatives Draft Report dated July 26, 2006.*

**V. Travel Recommendation**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson recommends that Committee members should consider approving a six-member group to travel to Lynchburg, Virginia for two (2) reasons:

It would allow the representatives to break from the day-to-day office operations and focus on the task at hand; detailed, technical review of the design package.

Secondly, it would allow CTA benefit of their resources and tools to illustrate and discuss how they come to their conclusions and recommendations when conducting a detailed review of the conceptual design package.

Captain Wilson recommends that the Committee make a motion on sending PCWIN representatives to Virginia for three nights and four days; total cost of \$6,500, which includes airfare and hotel accommodations. Captain Wilson requests the Committees support in expending bond funds for this travel. Commander Stevens motions to send PCWIN representatives to Virginia and expend bond funds to pay for the expenses. Deputy Chief Miller seconds the motion. Motion unanimously carries.

**VI. Facility Acquisition Status Report – 3434 E. 22<sup>nd</sup> Street**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that on August 1, 2006, the purchase contract for the County's purchase of the 3434 E. 22<sup>nd</sup> Street facility is expected to be scheduled for Board of Supervisor consideration.

On July 5, 2006, Pima County Facilities Management representatives toured and inspected the facility's mechanical and building systems and a written report of the inspection is anticipated before the Board Meeting on August 1<sup>st</sup>.

Captain Wilson explains that CTA and HSMM provided PCWIN staff with a draft copy of the building program requirements. Captain Wilson states that he has reviewed the draft copy and has forwarded changes back to CTA to be refined. He adds that he has a teleconference with Mr. Steve Loomis on July 28, 2006, to discuss what details should be added and facilitate a meeting on September 1, 2006. Captain Wilson explains that HSMM will meet with the same workgroup members from the June 2, 2006 workshop and through that meeting, make some decisions regarding the communications center.

**VII. Tohono O'odham Nation Support**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson provides the Committee with follow-up information regarding the Tohono O'odham Nation's Support for the PCWIN Project.

Captain Wilson explains that during the last Executive Meeting, Committee members asked that contact be made with the Tribal Chairwoman's office to initiate activity to begin draft agreements with the Tohono O'odham Nation that would permit the project to continue its development and design in a way that would include the Nation and permit PCWIN to build or co-locate at facilities that currently exist at Quijotoa Ridge and Kitt Peak.

Captain Wilson explains that he made contact with the Chairwoman's office and spoke with her assistant, requesting a meeting with the Chairwoman, or alternatively, identify staff to discuss the matter. Captain Wilson states that he has not received a return phone call from the assistant, but will be meeting the Chairwoman in Sells, along with Sharon Bronson and County Administrator Chuck Huckelberry, to discuss this matter and other County issues.

Captain Wilson explains that in addition to those activities, he recently made contact with the Tohono O'odham Utility Authority (TOUA) based on the knowledge of TOUA having facilities on Kitt Peak and Quijotoa Ridge, separate from the public safety radio facilities that exist. Captain Wilson states that he wanted to explore what options may be available in partnering with TOUA at some point. Captain Wilson adds that in speaking with TOUA representatives, he learned of additional entities who shared the sites, making this situation more complex.

Captain Wilson explains that the County's radio systems are divided into three (3) sections: Eastern Pima County, Central Pima County (Tohono O'odham Nation location), and Western Pima County. These radio facilities provide services in Eastern and Western Pima County, but coverage and services lack in Central Pima County (Tohono O'odham Nation). He adds that while PCWIN can anticipate utilizing existing sites in Eastern and Western Pima County, PCWIN lacks assurances of coverage and services on the Nation. PCWIN anticipates using existing sites on Kitt Peak and Quijotoa Ridge and the plan is to engage the Nation requesting permission to utilize those sites and enter into an agreement to define access and occupancy rights of Pima County and benefits for the Tohono O'odham Nation.

Captain Wilson explains that while speaking with the Tohono O'odham Utility Authority, representatives explained that two (2) years ago, a draft agreement was established, but stalled in the Tribal Legislature, which designated TOUA as the managing agency for the radio facility on Quijotoa Ridge. Additionally, it was assumed that TOUA owned a new facility on Quijotoa Ridge, but TOUA only owns the building. Captain Wilson explains that KOHN-FM radio station owns the tower. The proposed agreement involves a number of entities to include the Gu-Achi District, who has authority and rights over the use of the land; the Nation, on behalf of the radio station; and TOUA, which is a private business enterprise of the Nation.

Captain Wilson states that while the Chairwoman's office may engage PCWIN with agreements, perhaps it may include additional entities, and he suggests that Nation representatives give the Committee a better understanding of what those complexities are, who needs to be contacted, and to give advice on how to proceed. Captain Wilson refers to Chief Richard Saunders, of the Tohono O'odham Tribal Police, for additional comments to the discussion.

Chief Saunders states that Captain Wilson's explanation was made eloquently, although the issue is more complex. He adds that fortunately or unfortunately, the Nation has a 22-member legislative political body who ultimately make the decisions in regards to Constitutional authority. The Chairwoman of the Nation then approves or vetoes all matters at hand. Chief Saunders explains that local law enforcement and the Nation's Department of Public Safety has on-going concerns over facilitating the Nation's day-to-day operations and enhancements. He adds that the Gu-Achi District is one of 11 districts on the Nation and funding becomes very complex.

Chief Saunders explains that in regards to the Chairwoman's support, several individuals are currently involved who can be relied upon to deliver all requested projects to the legislative body for approval. He adds that major partnerships with the Department of Homeland Security and the National Guard have been successful and stresses confidence in assisting other law enforcement entities' endeavors and accomplishing the goals of the PCWIN Project. Chief Saunders explains that Ed Reina, Director of Department of Public Safety on the Tohono O'odham Nation, is in attendance to outline immediate issues with the Committee regarding the Nation's efforts.

Director Reina explains that a simplified way to view the Nation's governing body structure is similar to the United States Government; the Nation's districts are similar to states and the Chairwoman's office is similar to the President of the United States Executive Office. He adds that like Washington D.C., similar problems exist for the Nation and those problems, although complex, are being worked on.

Director Reina provides a status report to the Committee regarding the Nation's projects. He explains that he previously gave the Nation's Technology Department 30 days to make purchases and commitments on several projects. Today, the Technology Department met with a microwave vendor to make sure their system was compatible with the PCWIN project's systems.

Captain Wilson briefly interrupts to explain that on July 26<sup>th</sup>, the Nation extended an invitation to a PCWIN representative who would want to attend the vendor meeting with Creative Communications on today's date. Captain Wilson explains that Larry Sayers, Technical Committee Chair, was unavailable to attend, but Joe Jakoby, of the Technical Committee, would take his place and comment back on whether the system was consistent with the PCWIN project planning. Captain Wilson extends his appreciation for the Nation's invite.

Director Reina explains that Kitt Peak has facilities and hopes to expedite its use, although Quijotoa Ridge may be difficult. He adds that the Nation hopes to place equipment on the peak expeditiously, and negotiations are on-going.

Director Reina explains that he understands the Committee's frustrations when Nation representatives failed to provide project updates during the past several meetings and apologizes to the Committee. He states that the representative was uninformed on what information to report during the Executive Management Committee meetings. Director Reina states that the Nation's representation during the meetings will not change, although the representative will be more informed to provide sufficient updates. He adds that the Chairwoman is committed to the PCWIN project and states that the Nation is just as interested in placing equipment on Kitt Peak and Quijotoa Ridge as everyone else.

Director Reina explains that in regards to revisiting existing sites, he is aware of Pima County equipment on the Nation, although it is unknown how the equipment got there. He adds that the Nation will also revisit those sites and he hopes no one will be kicked off as a result, stressing that there is a lot of state and federal equipment on existing sites and no one knows how the equipment got there. Director Reina states that these problems are not simple, but the Nation will hopefully simplify those problems. He adds that no entity should worry about getting kicked off the sites; the Nation will make use of what currently exists.

Director Reina refers to the Committee for questions. John Moffatt states that in order to provide radio coverage in Ajo, both Quijotoa Ridge and Kitt Peak sites are needed. He asks if the Nation is looking at adding site equipment in the next year to two (2) years. Director Reina explains that this problem shouldn't take a year to resolve, although he cannot speak on the politics of the issue. He adds that he has a proposal prepared for the Executive Body to expedite and forward it to the Oversight Committees, Legislative Council, and the Nation's Districts. Director Reina explains that he hopes this issue can proceed quickly, citing the concerns of public safety as motivation to expedite.

Captain Wilson explains that seeing as the Legislature and the Districts make ultimate decisions on behalf of the Nation, he asks Director Reina if he has recommendations or suggestions he can give the Committee on educating the Legislature and the Districts in order to gain their support for achieving these goals or does educating the decision makers remain the responsibility of the Nation on behalf of the project. Director Reina states that it is the Nation's responsibility, although the PCWIN project is included and was supported by the Legislature in regards to funding the microwave hops, which will assist Nation representatives, on behalf of the project, in accomplishing their goals. Director Reina explains that he will inform the Committee as often as he can. Captain Wilson adds that if the Committee can facilitate an exchange of information to assist the Nation, he will forward what is needed. Director Reina asks Asst. Chief Chuck Kmet, of the Tohono O'odham Fire Department, to provide the Committee with an update on today's meeting with Creative Communications.

Asst. Chief Kmet states that the Nation's contracts with Motorola and Creative Communications are moving forward and the next step is expediting the site equipment on Kitt Peak and Quijotoa Ridge. Captain Wilson explains that the City of Tucson created a microwave standard when they established a contract for Harris branded equipment. If the Nation pursued a different microwave provider, the linkage between the two (2) can be provided. Asst. Chief Kmet explains that the Nation can now stretch the Homeland Security funds and the radio systems are able to interface.

Captain Wilson explains that last month, the Committee questioned the Nation's involvement in the project. Captain Wilson and Ms. Giggetts created an alternative idea to include specifications in a county-wide system, where during the specifications process, CTA can continue with the original conceptual design for PCWIN, however, in the specifications section, PCWIN can request, as a mandatory option to the vendor, to provide alternatives if PCWIN is unable to acquire access to Kitt Peak and Quijotoa Ridge. Ms. Giggetts adds that alternative costs can be included for consideration, as well.

Captain Wilson explains that ultimately, changing the scope of the bond project would require a recommendation to the Board of Supervisors, although alternative options are available for consideration if need be. He adds that he is encouraged by the progress put forth today and appreciates Nation representatives attending the meeting to update the Committee. Captain Wilson states that he sees no reason to motion for alternatives at this point; instead continue the focus on its original path, which includes a county-wide regional voice data radio system as anticipated by the bond project. PCWIN will continue its communication with the Nation to keep the Committee up-to-date on their progress.

*Materials provided: Office of the Chairwoman & Vice Chairman Tohono O'odham Nation Memorandum to Sheriff Clarence W. Dupnik dated June 21, 2006.*

## **VIII. Grant Funded Projects Update**

### **Lt. Mike Sacco, Pima County Sheriff's Department**

#### **Mr. Joseph Jakoby, Tucson Fire Department**

Captain Wilson explains that there are several grant funded projects and opportunities being sought to assist the PCWIN project. He adds that Lt. Mike Sacco, User Committee member, and Joe Jakoby, Technical Committee Member, are present to provide the Committee with updates regarding Earmark funds and application submissions.

Lt. Sacco explains that the 2005 Cops Earmark to the Pima County Sheriff's Department was intended to update the microwave and provide site improvements from Elephant Head to the Sheriff's Department Administration Building. Lt. Sacco adds that these improvements included utilizing the City of Tucson's microwave standard, which will provide future benefit to the PCWIN project. Lt. Sacco explains that the funding included PCWIN representatives traveling to several communications centers around the nation and lastly, placing another container on Elephant Head, and providing space for additional microwave equipment benefiting the PCWIN project. This earmark totaled approximately \$370,000. Prior to Cops Office approval, the County must obtain an environmental assessment of the site and make certain there is no negative impact to the site. Lt. Sacco explains that an environmental assessment is complete and drafted by SWCA Environment Consultants contracted through Pima County. Additional questions for KMSB radio station remain outstanding and obtaining a permit application for the U.S. Forest Service for container placement is completed.

Lt. Sacco explains that the 2006 Cops Earmark was divided between the City of Tucson and Pima County. The County has since returned to the Cops Office and requested a change of funding. The City of Tucson expressed an interest in automatic call distribution (ACD) management software for their new ACD equipment. Lt. Sacco explains that \$90,000 went towards that software, which will benefit the PCWIN project.

Lt. Sacco explains that the remainder of the grant funds was requested to be transferred to the County. A letter signed by Tucson Police Department Chief Richard Miranda and Pima County Sheriff Clarence Dupnik was sent to the Cops Office requesting a funds transfer. Lt. Sacco adds that the amount awarded was \$493,000, leaving \$403,000 to upgrade microwave hops from Tucson Mountain to Mount Lemmon, again, utilizing the City of Tucson microwave standard and utilizing the equipment to benefit the PCWIN project.

Captain Wilson explains to Deputy Chief Miller that Lt. Sacco is anticipating feedback from Cops Office on funds distribution, although no contact has been returned. Captain Wilson suggests submitting the applications as intended and modify at a later time if need be.

Joe Jakoby explains that the 2005 Cops Earmark funds were used for fiber optic project to connect four (4) entities on Tumamoc Hill; Pima County, the City of Tucson, DPS, and the University of Arizona. Mr. Jakoby explains that the design is complete and the plans are being reviewed by all participants. He adds that the project includes the electronics into the network.

Captain Wilson explains that on June 29, 2006, the House passed the FY07 Science State Justice Appropriations Bill, which includes funding under the Cops Law Enforcement Technologies and Interoperability Communications Program for Pima County. Captain Wilson explains that the amount is undetermined, although anticipated to be negotiated during their conference committees with the Senate. He adds that the lobbyists have been in touch with Senator Kyl's office in order to gain his support and carry that support to the Senate.

**IX. Public Art Exemption**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that Pima County has a policy which requires departments carrying out capital improvement projects to set aside 1% of the construction costs of each project for public art. Sheriff Dupnik made a request to County Administrator Chuck Huckelberry's office explaining that this policy may be contrary to what this project intended. Mr. Huckelberry has exempted the PCWIN project from that policy.

*Materials provided: Pima County Sheriff's Department Letter to County Administrator Chuck H. Huckelberry dated July 7, 2006, and a response Memorandum from Mr. Huckelberry to Sheriff Clarence W. Dupnik dated July 17, 2006.*

**X. New Business, Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson asks if anyone would like to address the Committee. Chief Chappell explains that following the last meeting, he and Chief Piechura discussed the co-location item.

Chief Chappell requests adding a fourth entity to the EOC to handle non-city related fire dispatch as well as the City and the County. Captain Wilson explains that he will discuss the item with the Sheriff for consideration.

**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)**

**Next Meeting:**

August 31, 2006 @ 9:00 AM  
Pima County Sheriff's Department  
1750 East Benson Hwy  
SOC/ 3<sup>rd</sup> Floor

**XII. Adjournment**

Captain Wilson asks for a motion for adjournment. Chief Chappell moves to adjourn the meeting. Lt. Ashcraft seconds the motion. Motion is unanimously carried.

Meeting adjourns at 11:12 a.m.

Minutes prepared by: Catherine Hanna