

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, September 28, 2006
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the September 28, 2006 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Chief Brad Gagnepain, Alternate Chairman, 9:00 a.m.

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

Members Present

Bureau Chief Brad Gagnepain, Pima County Sheriff's Department (*1st Alternate*)
Chief Doug Chappell, Drexel Heights Fire District
Commander Larry Stevens, Oro Valley Police Department (*1st Alternate*)
Asst. Chief Joseph Delgado, Tohono O'odham Police Department
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Lieutenant Paul Ashcraft, Marana Police Department (*1st Alternate*)
Chief Jeff Piechura, Northwest Fire District
Dep. Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Richard Vidaurri, Marana Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Dan Newburn, Tucson Fire Department
Mr. Dennis W. Douglas, Pima County OEM & Homeland Security
Chief Richard Miranda, Tucson Police Department

Others Present

Gary Bynum, Drexel Heights Fire District	Dennis Rankin, Mt. Lemmon Fire District
Carl Drescher, City of Tucson	Mike Sacco, Pima County SD
Woody Dyche, Northrop Grumman	Larry Sayers, Pima County Radio Services
Sharon Hayes, South Tucson PD	Rodney Siemiawski, Motorola
Pat Joy, Pima County SD Communications	Ann Strine, City of Tucson
Jerry Lumpkin, Durham Communications	Kevin Trick, South Tucson PD
John Moffatt, Pima County IS	Paul Wilson, Pima County SD
Richard Pasqua, Northrop Grumman	
Paul Punske, Motorola	

II. Approval of Minutes
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Bureau Chief Gagnepain proposes approval of the minutes for the August 31, 2006, Executive Management Committee (EMC) meeting. Commander Stevens moves to approve the minutes and Deputy Chief Miller seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated August 31, 2006.

III. CTA Communications – Consultant Engagement Status Report
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Cheryl Giggetts, CTA Communications (CTA)

Ms. Giggetts explains that Phase 1 of the project consists of five (5) components; User Needs Assessment Report, Legacy Systems Characterization Report, System Alternatives & Recommendations Report, Concept of Operations Report, and the Business Plan Report. Ms. Giggetts adds that specific information will continue to be requested by CTA to collect and draft accurate documentation for PCWIN.

Ms. Giggetts explains that CTA has completed their portion of the Conceptual Architectural Planning Phase (Phase II); the Conceptual Design Report. The draft report (hard copy) has been given to Captain Wilson for preliminary review and the User and Technical Committee members will receive their copies on CD. Ms. Giggetts reminds the Committee that although the document is in draft form, it remains CTA's property and stresses the importance of material confidentiality. She adds that Committee members will have the opportunity to review and comment on the document for approximately three (3) weeks. Ms. Giggetts explains that several PCWIN Committee members will travel to Lynchburg, Virginia, to provide an in-depth review of the document, focusing on methodologies, findings, and results of each piece. Those individuals will return with information to forward in future committee meetings.

Captain Wilson explains that CTA has begun work on the Concept of Operations and Business Planning Report; each documenting specific details regarding managerial issues. Providing updates and engaging Committee members throughout this process can be accomplished via teleconference call or additional committee meetings. Captain Wilson solicits the Committee for feedback on how each entity wants to receive these updates. Committee members agree that each entity wants involvement on document updates and discussion.

Materials provided: CTA Communications Project Status Report, September 15, 2006.

IV. Conceptual Design
Ms. Cheryl Giggetts, CTA Communications

Ms. Giggetts explains that the Conceptual Design Report focuses on the design of voice radio, mobile data, and AVL. She adds that the EOC and Communications Center design pieces are not included in the draft document, as various decisions have yet to be made. Ms. Giggetts explains that without the EOC and Communications Center design pieces,

CTA cannot provide the costing piece to the document, although each piece not included in the draft will be provided by the next Committee meeting.

Captain Wilson explains that Larry Sayers, of Pima County Wireless Services, and Joe Jakoby, of the City of Tucson, recently returned from Lynchburg, Virginia, where they reviewed propagation analysis of CTA's proposed conceptual design. Modifications were made and incorporated in the draft document. Captain Wilson explains that the User and Technical Committee members received an in-depth presentation by CTA, while in executive session, which detailed the Conceptual Design Report. User and Technical Committee members have the opportunity to review and comment on the draft document until October 24, 2006.

Following the presentation in October, Committee members will have approximately one (1) additional month to review the draft report. The final report will be available by the end of November 2006.

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

**V. Facility Design Status Report – 3434 E. 22nd Street
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that the County completed its acquisition of the 3434 E. 22nd Street building and they closed the sale on September 21, 2006; total purchasing cost of \$6,223,835.84. County and City representatives met with CTA and their parent architectural company, HSM, on September 1, 2006, for the Communications Center Design Meeting to discuss suitability and overall spacing requirements necessary to meet the needs of various agencies. Several conclusions were made:

- Overall renovation costs expected to be less than new construction even with purchase price factored in
- Overall building construction is good
- Facility will require moderate upgrades including mechanical and electrical to serve as an emergency communications facility
- Construction is suitable for renovation to serve as an emergency communications facility
- 50,000 GSF available is inadequate to meet the complete requirements of the project. Current planning projects a need for 65-70,000 GSF including the needs of the County fire districts.
- DMAFB accident potential zone poses a known risk hazard
- City of Tucson Airport Environs Zone is not expected to be an obstacle to use the facility as an emergency communications center
- Back-up facilities for 9-1-1 and dispatch services are required by the NFPA 1221 Standard (2007 Edition) and desired by project participants

Captain Wilson explains that the City and County representatives are presently considering a proposal to operate two (2) facilities to satisfy the need for additional space and back-up facility accessibility for each entity. The Sheriff's Department, Tucson Police Department, and the EOC would relocate into the 22nd Street facility and the

Tucson Fire Department would expand in the vacated location currently utilized by the Tucson Police Department; PCWIN funding both projects to accomplish those needs.

Captain Wilson states that proposing two (2) separate operations would provide two (2) back-up facility opportunities, which are consistently in use, provide additional spacing for each agency, and geographically separate key redundant technology components to meet desired disaster recovery requirements.

Deputy Chief Miller explains that the Assistant City Manager was briefed on the concept, gave her support, and provided tentative approval on the proposal. The Tucson Police Department will draft a letter to the City Manager and once the letter is approved by the City Manager and the County Manager, the concept can proceed. Captain Wilson adds that the concept is good and positive feedback was given.

Captain Wilson explains that once this proposal is approved, CTA will move forward on the EOC and Communications Center design and cost pieces of the report.

Chief Piechura suggests that if the concept of operating in two (2) separate facilities is approved, the Committee may need to develop tools to link the buildings, i.e. cameras, video conferencing feeds, etc., to keep Police and Fire communication constant.

Captain Wilson agrees that both facilities would have to interact; how that happens remains to be determined. Captain Wilson explains that consolidation has previously been dealt with through decisions about co-locating agencies under a single a facility versus consolidation. He adds that during the September 1st meeting, the block diagram prepared for the facility was divided in a way that the operations floors may be separated in the building, precluding any future consolidation.

Captain Wilson explains that one of Northwest Fire District's foremost concerns was the call processing times for the agency. He explains that the problem may lie with the number of PSAPs which serve the district and co-locating into another building will not solve those delays. Captain Wilson explains that a solution may be to consolidate PSAPs in the future.

VI. Communications Center Project Participation

Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that discussions have taken place on space requirements for Northwest Fire District and Drexel Heights Fire District. The idea would be to consolidate those services and bring them into a new facility, contracting with the County or the City or have them stand alone as their own dispatch facility. Captain Wilson adds that the Committee was tasked with researching costs associated with adding these services and returning to the Committee with further recommendations. Captain Wilson recommends that if two (2) separate facilities are approved, PCWIN must decide what building the fire districts will occupy. Captain Wilson suggests that decisions on spacing must be discussed in order to move forward on equipment issues.

Chief Piechura and Chief Chappell explain that discussions can take place following the executive meeting.

Captain Wilson explains that this item can be brought back in a future meeting for a status update.

VII. Budget Projection
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to several handouts regarding budget projections.

PCWIN History of Budget Projections

Captain Wilson explains that the County's Capital Improvement Office asked him to put together future budget projections for the next several fiscal years. Captain Wilson explains that he took PCWIN's original budget projections and broke them down into two (2) separate budgets; radio components (SCOMMS) and communications components (SCOMOC), and estimated when those dollars would be expended. The Capital Improvement Office and County's Finance Department will begin to use these numbers to project bond sales for the County. Pima County is preparing to sell \$100M in bonds and PCWIN has been asked to project expenditures for the next two (2) years.

Captain Wilson has shared this information with CTA and while in Virginia, project expenditures over the next two (2) will be discussed. Those expenditures will then feed what bonds will support the PCWIN project. Penalties may apply if bond dollars are not expended as projected. The Capital Improvement Office has asked that PCWIN submit the expenditure projections by October 13, 2006, for a December bond sale.

Captain Wilson explains that he and Cheryl Giggetts will have their projections by October 6, 2006. He refers to the Committee as to whether they would like an update on the estimated projections prior to the October 13th deadline; this requiring another Committee meeting to be scheduled. Chief Piechura recommends that the Executive Management Committee meet prior to the October 13th deadline to discuss PCWIN projections. The Committee agrees; next scheduled meeting is scheduled for Tuesday, October 10, 2006, at 9:00 a.m., at the Pima County Sheriff's Department.

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

Materials provided: PCWIN Budget Projections (SCOMMS & SCOMOC), History of PCWIN Budget Projections, CIP Budget Planning Summary, and CIP Budget Expenditures.

VIII. Cops Earmark Grant Projects – Status Report
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that initial earmark funds were set aside by Pima County for improvements on Elephant Head to reuse the site. It no longer appears likely that the site will be reused. As a result, Pima County will be looking to reprogram the funding in a way alternately benefiting the PCWIN project.

**IX. Arizona Revised Statutes – Building Code Requirements
Captain Paul Wilson, Pima County Sheriff’s Department**

Captain Wilson explains that PCWIN determined there was a statute which limited the project relating to building construction. PCWIN proposed to the Legislature that they change a particular ordinance making it consistent with Title 34, giving governments more options for managing construction projects. The statute was revised, providing more flexibility to the project.

Materials provided: A.R.S. Amendment, Section 34-201 and 35-460 Relating to Building Construction handout.

X. New Business, Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department

Bureau Chief Gagnepain asks if anyone would like to address the Committee. He receives no response.

XI. Call to the Public

Bureau Chief Gagnepain 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 Meetings:

Tuesday, October 10, 2006 @ 9:00 AM
Pima County Sheriff’s Department
1750 East Benson Hwy
SOC/3rd Floor

Thursday, October 26, 2006 @ 9:00 AM
Pima County Sheriff’s Department
1750 East Benson Hwy
SOC/ 3rd Floor

XII. Adjournment

Bureau Chief Gagnepain asks for a motion for adjournment. Chief Piechura moves to adjourn the meeting. Commander Stevens seconds the motion. Motion is unanimously carried.

Meeting adjourns at 9:30 a.m.

Minutes prepared by: Catherine Hanna