

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, October 26, 2006
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the October 26, 2006 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Bureau 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*)
Lieutenant Paul Ashcraft, Marana Police Department (*1st Alternate*)
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Captain Kevin Mayhew, Tucson Police Department (*2nd Alternate*)
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)
Asst. Chief Joseph Delgado, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Chief Doug Chappell, Drexel Heights Fire District

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Jeff Piechura, Northwest Fire District
Chief Dan Newburn, Tucson Fire Department
Mr. Dennis W. Douglas, Pima County OEM & Homeland Security
Chief Richard Miranda, Tucson Police Department
Chief Richard Vidaurri, Marana Police Department

Others Present

Manny Barreras, Motorola	Luis Puig, U of A
Dennis Busby, M/A Com	Paul Punske, Motorola
Gary Bynum, Drexel Heights Fire District	Mike Sacco, Pima County SD
Woody Dyche, Northrop Grumann	Larry Sayers, Pima County Radio Services
Matthew Fenton, U of A Police Dept	Kevin Trick, South Tucson PD
Joe Jakoby, City of Tucson	Anita Velasco, City of Tucson
Pat Joy, Pima County SD	Jim Weston, Motorola
John Moffatt, Pima County	Paul Wilson, Pima County SD
Richard Pasqua, Northrop Grumann	

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

Bureau Chief Gagnepain proposes approval of the minutes for the October 10, 2006, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Chief Sharp seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated October 10, 2006.

**III. Committee Appointments
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson asks the Committee to consider two (2) nominations for User Committee membership. Chief Jack Harris, of the Sahuarita Police Department, has nominated Sergeant Shannon Collier to replace Sergeant Don Lafreniere on the User Committee.

Asst. Chief Delgado, of the Tohono O'odham Tribal Police, nominates Detective Charles Hangartner to replace Lt. Kevin Shonk on the User Committee. Captain Wilson explains that Lt. Shonk is a second alternate on the Executive Management Committee and asks Asst. Chief Delgado if Lt. Shonk was going to continue as a member. Asst. Chief Delgado explains that Chief Richard Saunders, of the Tohono O'odham Tribal Police, will be sending the PCWIN Staff Office notification of Lt. Shonk's resignation and replacement next week.

Chief Sharp motions to accept the nominations of Sergeant Collier and Detective Hangartner to the User Committee. Chief Chappell seconds the motion. Motion unanimously carries.

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

Ms. Giggetts refers the Committee to the project status report handout. She explains that several PCWIN representatives traveled to Lynchburg earlier in the month and made significant progress on the project. She adds that all suggestions made throughout the visit were incorporated into the Conceptual Design Report, currently being reviewed by PCWIN Committee members.

Ms. Giggetts explains that CTA has started the Specifications document. CTA will develop several pieces which will correlate with the conceptual design. Ms. Giggetts reminds the Committee that CTA has begun work on the Concept of Operations Report and the Business Plan document, both being the last two (2) documents within Phase I (Business Architectural Planning) of the project. Upcoming pieces of the project, over the next several months, will require the Executive Management Committee to make several key decisions. The Concept of Operations and the Business Plan are contingent upon CTA finalizing the Conceptual Design Report and the Specifications Report.

Ms. Giggetts explains that comments on the Conceptual Design Report continue to be collected and addressed. She adds that a detailed review of the report will be given to the User and Technical Committee members this afternoon by Dr. Ken Ballard, of CTA.

Feedback comments have been collected onto a spreadsheet and Dr. Ballard will go through the comments, thus far, and provide answers to Committee members, deciding whether to incorporate those comments into the final document or not.

Ms. Giggetts explains that CTA has met with the County Procurement Department to better understand the procurement process for the Specification piece of the project. CTA will submit documentation to Captain Wilson and the Procurement Department in the next few weeks.

Captain Wilson explains that he set aside time for three (3) informal briefings to answer questions and seek feedback on the Conceptual Design Report. Approximately 19 individuals received those briefings. Joe Jakoby, Anita Velasco, and John Moffatt also took time to answer questions by the workgroup members, giving representatives an opportunity to prepare their comments on the report. Captain Wilson explains that CTA has received those comments, questions, and concerns, and is working diligently to see that all issues are addressed.

Bureau Chief Gagnepain refers to the Committee for questions. He receives no response.

Materials provided: CTA Communications Project Status Report handout, dated October 13, 2006.

V. Bond Sale Budget Projections
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that the Executive Management Committee requested a special meeting, which took place on October 10, 2006, to discuss budget projections and what would be reported to the Pima County Capital Improvement Office for a December 2006 Bond Sale. Captain Wilson refers the Committee to the memorandum handout. He expresses a great deal of confidence in the budget numbers assembled for the radio project, although more information is required for the communications center portion of the project.

Captain Wilson suggests utilizing the numbers from the radio planning, and asks that the Capital Improvement Office focus on the purchase price for 22nd Street facility and the A/E fees, which may be expended over the next year for planning and architectural design of the new communications center. Adding those funds to the radio piece, a combined requirement resulted in the need for approximately \$32M to sell in 2006 to support the PCWIN project over the next two (2) calendar years.

Captain Wilson expects the Capital Improvement Office to take the information provided to them, and possibly reduce the amount by 20-25%.

Captain Wilson explains that the radio pieces were largely based on a total expected budget, applying certain established milestones that will trigger payments. Captain Wilson refers the Committee to the PCWIN Budget Projections for October 2006. He explains that PCWIN is expecting a budget shortfall on the communications center piece of the project.

Captain Wilson refers the Committee to the Project Cost Model handout. He explains that the handout illustrates equipment and construction cost expectations for the communications center and the emergency operations center.

Captain Wilson explains that the communications center cost projections will continue to be refined, and PCWIN suggested to the Capital Improvement Office that they not focus on the total project costs, but instead focus on the 22nd Street construction costs and A/E fees at this time.

Bureau Chief Gagnepain refers to the Committee for questions. He receives no response.

Materials provided: December 2006 Bond Sale Projections Memorandum, dated October 24, 2006.

VI. Communications Center Project Development
Captain Paul Wilson, Pima County Sheriff's Department
Mr. Mike Dye, CTA Communications

Mr. Dye refers the Committee to several handouts on projected communications center and emergency operations center costs. Mr. Dye explains that at the beginning of the project, individual agencies provided input on space based on an open floor plan of what was desired. CTA found that the 22nd Street facility did not provide enough space to go forward without needing an extension to the building. Mr. Dye adds that a back-up facility was not included in the original bond project. A back-up facility is extremely important for the community; in the event a disaster takes place, and the main communications center goes down, the back-up facility will continue emergency services to Pima County. Mr. Dye explains that CTA came up with the concept of utilizing two (2) facilities to satisfy the need for a back-up facility and space requirements.

Mr. Dye explains that the handouts provided to the Committee are only estimates and further action is required to move forward in the project.

Captain Wilson explains that in regards to County Fire, further research is suggested to discuss administrative office space for a combined operation. Current spacing includes one supervisor's office and combining Northwest and Drexel Fire may require additional square footage for administrative overhead, which hasn't been explored at this time.

Mr. Dye suggests that the Committee hire an A/E firm to verify renovation costs and space usage. He asks that the Committee also consider including County Fire dispatch in the communications center project.

Captain Wilson explains that there some pieces of the Conceptual Design Report which remain unresolved. One consideration in the design is how to incorporate the use of Marana's existing radio system into a new technical design. Current budget projections do not contain a dollar amount for compensating Marana for use of their system, although it does include funds for additional repeaters.

Captain Wilson explains that there is also no estimate for fiber infrastructure; however, there are pieces in the budget to start up the fiber.

Captain Wilson explains that the largest pieces in the budget include the infrastructure and the subscriber equipment; subscriber equipment accounting for approximately half of the radio system budget. An informal survey was conducted prior to the bond election where agencies reported the number of radios they currently had and how many they would need to support their agency in the future. During the User Needs Assessment component, each agency was asked to document subscriber unit projections for 2006, 2011, and 2016. Captain Wilson explains that he compared the pre-bond numbers to projections from 2011 and cautions that a few agencies have increased their numbers as much as 800%, noting that departments may have been overambitious in reporting those projections. Captain Wilson states that prior to purchasing subscriber equipment, participating agencies may be asked to inventory their current subscriber units to verify the actual numbers.

Captain Wilson explains that Mr. Dye's handouts gives the Committee three (3) ways of illustrating the communications center and notes that since the beginning of October, the square footage requirements has decreased largely based on the reassessment and readjustment of the console positions.

Captain Wilson explains that the square footage price begins with the construction costs; Pima County Facilities Management estimated \$175/per square foot, approximately \$20 less than HSMM's assessment. He adds that regardless of the model chosen, PCWIN is anticipating a budget shortfall. Captain Wilson explains that dealing with the shortfall would mean either reevaluating the project's scope or find ways to bring additional funds into the project. Captain Wilson recommends that the Committee brainstorm suggestions and present those at a later time.

Captain Wilson explains that CTA's cost plan does not include costs for cable plant in the building. He adds that Mike Dye is currently finalizing the EOC equipment estimate.

Materials provided: PCWIN Project Base Cost Model handout (Comm & EOC), PCWIN Base Cost + DH CF & BU handout (Comm & EOC), PCWIN Project Base Cost + DH CF handout (Comm & EOC), and PCWIN Space Requirements Summary handout and Equipment Summary (Comm & EOC).

VII. Communications Center Project Participation

Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that in regards to the two (2) agenda items being considered, he suggests that the Committee give CTA direction on how to proceed with the Concept of Operations Report and Business Plan for the communications center; second, give direction on County Fire's participation in the project. Captain Wilson adds that he supports the plan to include a two (2) facility model for the communications center; the idea answers questions relating to risk management issues and back-up facility availability.

Captain Wilson recommends that the Committee also include County Fire dispatch as part of the planning; including County Fire would off-set expensive radio equipment costs PCWIN would have to incur without their participation. With County Fire's participation, the only additional cost PCWIN would anticipate would be minor equipment charges; consoles, desks, etc. Captain Wilson asks that County Fire understand that their participation will require a commitment necessary to take the connectivity from Drexel Heights Fire and place it into the PCWIN communications center.

Captain Wilson explains that following last month's Committee meeting, he met with County Fire representatives to discuss where they would like to be located if PCWIN were to have two (2) facilities. Discussions concluded with the idea of having County Fire co-locate with City fire at the Price Service Center. Captain Wilson states that with County Fire's participation, PCWIN may look to them for additional funding for the project. Chief Chappel states that Drexel Heights Fire and Northwest Fire anticipated bringing additional funds to the project and assumed some expense would be attached with their participation.

Captain Wilson explains that when PCWIN enters the Programming phase of the project, communications center numbers will tighten up. He adds that PCWIN has not established a budget limit to work from and suggests that one be established to keep planners within limits.

Captain Wilson suggests that Committee allow CTA to focus on utilizing two (2) facilities for the communication center design.

Asst. Chief Allen states that he appreciates the discussion on budget projections and subscriber units. He inquires on what component would be affected if the scope of the project changed. Captain Wilson explains that the most important component of the project has been and will remain the voice radio system, followed by the communications center, the mobile data system, and finally, AVL. He adds that PCWIN is on track with the voice radio system and the communications center.

Bureau Chief Gagnepain refers to the Committee to allow CTA to plan on the two (2) facility model for the communications center. The Committee agrees and no objections are noted.

Captain Wilson recommends the Committee give serious consideration to County Fire's participation in the communications center with the understanding that the limitation would be to change the Conceptual Design and no longer connect the Drexel Heights dispatch to pick up those equipment costs.

Bureau Chief Gagnepain refers to the Committee for a motion on including County Fire dispatch in the communications center planning, adding that the Committee will revisit the Conceptual Design and remove the connectivity to the Drexel Heights dispatch. Chief Chappel moves to approve County Fire dispatch and removal of Drexel Heights' connectivity. Asst. Chief Allen seconds the motion. Motion unanimously carries.

**VIII. Conceptual Design Package Review
Ms. Cheryl Giggetts, CTA Communications**

Captain Wilson recommends that the Committee consider discussing the Conceptual Design item in executive session, pursuant to A.R.S. §38-431.03(A)(2). Captain Wilson suggests that if the Committee approves going into executive session, items IX, X, and XI should be handled before public dismissal.

NOTE: Items IX, X, and XI discussed during the open meeting.

Bureau Chief asks for a motion to enter into executive session. Chief Sharp motions to enter into executive session. Asst. Chief Allen seconds the motion. Motion unanimously carries. Bureau Chief Gagnepain excuses the public from the meeting at 9:45 a.m.

Conceptual Design (Executive Session, 9:47 a.m.)

The Executive Management Committee receives information on the Conceptual Design Package.

IX. 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.

X. Call to the Public

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

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

Next Meetings:

Thursday, November 30, 2006 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

Thursday, December 21, 2006 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

XII. Adjournment

Executive session concludes at 10:55 a.m. Bureau Chief Gagnepain calls for the public to return to the open meeting.

Bureau Chief Gagnepain asks for a motion for adjournment. Chief Sharp moves to adjourn the meeting. Asst. Chief Allen seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:55 a.m.

Minutes prepared by: Catherine Hanna