

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

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

SUMMARY OF MEETING

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

I. Call to Order: Clarence Dupnik, Chairman, 9:05 a.m.

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

Members Present

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Asst. Chief Gary Lee Bynum, Drexel Heights Fire District (*1st Alternate*)
Capt. Bill Richards, Tucson Police Department (*2nd Alternate*)
Lt. Kevin Shonk, Tohono O'odham Police Department (*1st Alternate*)
Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)
Lt. Paul Ashcraft, Marana Police Department (*1st Alternate*)
Chief Jeff Piechura, Northwest Fire District

Members Absent

Chief Daniel Sharp, Oro Valley Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Richard Vidaurri, Marana Police Department
Dennis W. Douglas, Pima County OEM & Homeland Security
Chief Richard Miranda, Tucson Police Department
Chief Doug Chappell, Drexel Heights Fire District

Others Present

Manny Barreras, Motorola	Pat Joy, Pima County SD
David Bremson	John Moffatt, Pima County IS Department
Rick Brown, Elephant Head VFD	Christine O'Connor, City of Tucson
Dennis Busby, M/A – Com	Matthew Perlman, Rural Metro
Mike Dye, CTA Communications	Paul Punske, Motorola
Matthew Fenton, U of A PD	Mike Sacco, Pima County SD
Cheryl Giggetts, CTA Communications	Larry Sayers, PC Radio Communications
George Heaney, Pima County SD	Paul Wilson, Pima County SD
Joe Jakoby, Tucson Fire Department	
Larry James, M/A – Com	

II. Approval of Minutes, Chairman, Clarence Dupnik, Pima County Sheriff

Sheriff Dupnik proposes approval of the minutes for the March 23, 2006, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Asst. Chief Bynum seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated, March 23, 2006.

III. PCWIN Budget, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson provides the Committee with a spreadsheet on the project's projected budget. The spreadsheet provides quarterly projections throughout the current and next fiscal years. Annual projections are listed through the fiscal year 2010/2011. Pima County is preparing a future bond sale and asked for future projections into the next several fiscal years. With assistance from CTA Communications (CTA), industry personnel, and Pima County Facilities Management, PCWIN has created a timeline and cost projections for future phases of the project.

Captain Wilson adds that previous budget projections have changed slightly since his proposal for the upcoming fiscal year and the summary outlines possible budgets for upcoming fiscal years. He reminds the Committee that these projections are estimates and remain open to modification and the majority of the PCWIN project is anticipated to be completed prior to the fiscal year 2010/2011. Deliverables, including subscribing equipment, antenna site development, and building construction take the bulk of the project funds. Construction for a regional communications system is estimated to take 2-3 years following contract signing.

Materials provided: PCWIN Budget Planning Worksheet

IV. User Committee Appointment Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that Arivaca Volunteer Fire Department has made a recommendation to replace User Advisory Committee member Jim Conklin (retired) with Captain Tilda Martinez. Chief Piechura motions that Captain Martinez replace Jim Conklin and Asst. Chief Bynum seconds the motion. Motion is unanimously carried.

V. Tohono O'odham Update – Microwave Projects Captain Paul Wilson, Pima County Sheriff's Department

Lt. Shonk advises he is unprepared to provide an update. Tohono O'odham Nation had no other members present to provide an update.

VI. CTA Communications Status Report Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that the project's work has focused on two (2) deliverables: the User Needs Assessment Report and the Legacy Systems Characterization Report. The purpose of those reports is to identify agency specific dispatch and radio systems needs within the project. CTA Communications provided participating agencies with four (4)

survey instruments for review and completion. Captain Wilson refers Committee members to the Returned Surveys, Interview Records, and Documentation Log spreadsheet which documents what items each agency is missing. He explains that several agencies have instruments outstanding and asks that agencies missing documentation to complete the surveys and forward to CTA as soon as possible.

Captain Wilson explains that the first four (4) survey instruments were intended to gather information on the User Needs Assessment Report. Between March 1st and March 6th, CTA conducted in-person interviews with state, local, and federal agencies, including Phoenix and Mesa representatives, to determine future needs of the project and what systems neighboring jurisdictions are currently utilizing. Separate interviews were conducted with each dispatch center staff and CTA surveyed each dispatch center. During the interviews, CTA gathered more specific information on CAD system requirements. Three (3) additional survey instruments were created as a result:

- Fire/EMS Checklist
- Law Enforcement Checklist
- Dispatching Operations Checklist

The Dispatching Operations Checklist (dispatch centers only) was sent to Pima County and the City of Tucson representatives to provide information on the functions of their current CAD systems and what requirements they had for a future CAD system. The Law Enforcement and Fire/EMS Checklists were sent to all participating agencies requesting information on calls for service, number of users, and capacity requirements for a new CAD system.

Captain Wilson explains that CTA returned to Pima County with three (3) evaluation teams from March 20th through March 31st. Those teams were paired up with different entities and surveyed approximately 60 antenna sites to determine future viability in a new system. CTA documented the general condition of these sites.

CTA Communications posted draft interview records from previous agency interviews on their website. Each agency was given a login and password and asked to review, comment, and/or make corrections to their interview records. Captain Wilson adds that CTA Communications' representatives, currently in town, will provide the Committee with response updates regarding the interviews later in the meeting.

On April 13, 2006, the Returned Surveys, Interview Records, and other Documentation Log was sent out to Chief Executive Officers of the 32 participating agencies to update them on what surveys were outstanding. Captain Wilson explains that he attached the Voice & Data Attribute Rankings survey to that email.

Captain Wilson explains that modifications were recently made to the CTA Communications website and logins and passwords were minimized to simplify access to the website. Future workgroup meetings have been established by the User and Technical Advisory Committees.

On April 26, 2006, Pima County and City of Tucson representatives met to discuss the COPS Earmark funding that each entity is receiving and projects that may be applicable. Entities will regroup in the next two (2) weeks to finalize ideas gathered during those meetings.

Captain Wilson adds that following the COPS Earmark Planning meeting, approximately 15 members of the User community met with CTA Communications for the User Needs Assessment Review Meeting regarding future needs of individual agencies. Only two (2) entities wished to update their reports and those agencies were given instructions on how to accomplish that.

Materials provided: CTA Communications Project Status Report, and Returned Surveys, Interview Records and other Documentation Log.

VII. User Needs Assessment Report Review
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Cheryl Giggetts, CTA Communications

Captain Wilson introduces Ms. Cheryl Giggetts, CTA Communications Project Manager, and Mr. Mike Dye, Lead in Communications Development to the Committee. Ms. Giggetts and Mr. Dye were invited to update the Committee on the progress that's been made on the User Needs Assessment components.

Ms. Giggetts explains to the Committee that CTA representatives plan on returning to Pima County quite frequently throughout the project; at least once a month. She adds that specific dates can be found on CTA's website at www.ctacommunications.com, for additional information. Ms. Giggetts explains that her presentation will focus on the User Needs Assessment component of the project.

Ms. Giggetts reads PCWIN's Mission Statement to the Committee and explains that CTA Communications is dedicated to assist PCWIN representatives in accomplishing that goal.

Objectives

Ms. Giggetts explains that one (1) objective of the project is to reutilize as much of the existing equipment as possible. It assists not only in implementation, but in cost, as well. A second objective would be to use a standards based system, allowing improved interoperability with surrounding agencies, inside and outside of Pima County. Ms. Giggetts reviews our key goals including a 700 MHz or 800 MHz radio system, high performance data, AVL, initial subscriber equipment, and EOC relocation, and reminds the Committee that the project vision must support a regional and scalable communications center. She adds that to ensure CTA designs a system that is, in fact, scalable for future needs, it is vital that participating agencies review, complete, and return all requested documentation.

Structure

Ms. Giggetts explains that the project's structure consists of five (5) phases; PCWIN is currently in Phase 1 and there are five (5) components of Phase 1:

- User Needs Assessment Report
- Legacy Systems Characterization Report
- Systems Alternatives & Recommendations Report
- Concept of Operations Document
- Business Plan

Ms. Giggetts provides the Committee with a schedule, detailing dates of completion, and project work remaining against project budget funds remaining. Ms. Giggetts adds that a monthly status report is available on CTA's website for current project information.

Ms. Giggetts explains that CTA's portion of the User Needs Assessment Report is almost complete. She requests that participating agencies review, comment, and return documentation to CTA prior to the deadline to keep on schedule with the project timeline and move on to the next component of the phase.

Phase 1A – User Needs Assessment Report

Objectives

Ms. Giggetts has broken Phase 1A into two (2) pieces; voice, mobile data, and AVL, and communications center and operations.

Voice and data requirements need to be identified in various systems currently operating. Each participating agency will bring individual needs to the project. Current, existing systems and environmental factors play a significant role in day-to-day operations of each agency. Ms. Giggetts stresses that several agencies will find positive attributes of their current system and in determining specific agency needs, those attributes are encouraged to be added in the assessment report. Ms. Giggetts advises that each agency should include desired attributes in their future system, as well.

The Communications Center requirements will include identifying each agency's current environment, staffing, services provided, and traffic volume services. The User Needs Assessment Report should describe each agency's system and equipment currently in use and future needs and requirements requested.

Methodology

Ms. Giggetts explains that methodology will answer how the PCWIN project can accomplish objectives in Phase 1 and asks the Committee to refer to the detailed schedule spreadsheet as a guide.

Ms. Giggetts explains that personal interviews were conducted with each participating agency and CTA included interviews with Phoenix and Mesa police agencies, federal agencies, and state agencies to find out how they function operationally as an agency. As the project moves forward, interoperability with surrounding agencies will increase. PSAP interviews were conducted and CTA had the opportunity to survey each dispatch center. These interviews produced the attributes rankings surveys for voice and data, and dispatch.

Structure

Ms. Giggetts explains that Captain Wilson will be providing CDs for distribution of the draft report due to its length. She explains that the document will be broken down into four (4) sections.

- Section 1: Introduction
- Section 2: Voice & Mobile Data System
- Section 3: PSAP
- Section 4: PCWIN Network Attributes

Each participating agency will be provided a personal webpage with agency specific documentation attached. Agencies will be asked to review, comment, and forward updates to CTA. Ms. Giggetts explains that beginning May 1, 2006, participating agencies will be instructed to begin reviewing their draft reports. Agency representatives will have a deadline of May 15, 2006, to forward comments and/or changes to CTA Communications via email, at PCWIN@ctacommunications.com, or CTA's website, or the PCWIN project office, at Catherine.Hanna@sheriff.pima.gov. Ms. Giggetts advises that a final report will be complete by May 24, 2006.

Accomplishments

Ms. Giggetts explains that in reference to the Voice & Data interviews, 40 interviews were conducted, and 19 have been returned (47% return rate). She explains that CTA would like to see an 80-85% return rate, and reminds the Committee that each agency may have reviewed the interviews, but didn't notify the project office or CTA that their particular agency had no changes.

Ms. Giggetts explains that in reference to the PSAP/Dispatch interviews, 14 interviews were conducted, and 4 have been returned (28% return rate). Approximately 68 survey instruments were sent out to participating agencies, but agencies only received surveys that pertained to them; for example, law enforcement agencies received law enforcement surveys, fire agencies received fire/EMS surveys. Ms. Giggetts advises that 60 surveys were returned (88% return rate). The last survey sent out to all agencies was the Voice & Data and Dispatch Attributes Rankings survey. Ms. Giggetts explains that 32 surveys were sent out and 14 have been returned (44% return rate).

Ms. Giggetts explains that during the User Needs Assessment Review Meeting on April 26, 2006, several agencies expressed that they didn't discuss their agency's future needs as well as they should have. Ms. Giggetts advises that if particular agencies want to add information to a survey, go to CTA's website, locate your agency's form, and add information as needed.

Phase 1A – Findings, Mr. Mike Dye

Mr. Dye explains that in regards to the attributes surveys, all information is crucial to document completely and accurately. This form will assist CTA is creating a reliable system design for the project. Mr. Dye stresses the importance of agency cooperation and participation throughout this project.

Ms. Giggetts adds that throughout this process, CTA will find the technology that meets most, if not all, of the needs that each agency has stressed as important to them. In the end, CTA will provide PCWIN with the best options or alternatives to suit the needs of the project. By June 2006, Phase 1 (Business Architecture Planning) will continue into Phase 2 (Conceptual Architecture Planning).

Captain Wilson explains that CTA Communications' representatives have collected a substantial amount of information to digest and document since February 2006. The project currently calls for a collection of data and in the near future, CTA's visits will become more frequent with project progression. He adds that the compilation of the User Needs Assessment Report is straight forward and largely documenting what each agency has told CTA. The PCWIN project office has made contact with Chief Executive Staff, User Advisory Committee members, and other agency contacts through emails, phones, and letters to encourage the return of delinquent documentation.

Captain Wilson asks if anyone has questions for Ms. Giggetts or Mr. Dye regarding their presentation. Sheriff Dupnik asks if it would be helpful to send letters to agencies who lack in survey documentation. Captain Wilson explains that on April 13, 2006, he sent an email to agency Executives to assist in the return of survey documentation and that did help. Captain Wilson explains that there are only a few agencies that lack documentation, but stresses that the most important survey instrument to date is the attributes survey.

Sheriff Dupnik asks if the audience has questions regarding the presentation. Sheriff Dupnik receives no response.

Captain Bill Richards states that survey deadlines are narrow and return percentage is low; he asks Ms. Giggetts what she thinks of the project's success at this time. Ms. Giggetts explains that the larger agencies; agencies who have the most impact on the system are responding. Ms. Giggetts states that she is confident that scalability will not be a problem. She adds that her concern lies with agencies receiving every piece they request in a new system.

Materials provided: CTA Communications Detailed Schedule, CTA Communications Project Status Report; the User Needs Assessment Report Draft Outline, and the Voice & Data Attributes Rankings survey.

VIII. New Business, Chairman, Clarence Dupnik, Pima County Sheriff

Sheriff Dupnik asks if anyone would like to address the Committee. Sheriff Dupnik receives no response.

IX. Call to the Public

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

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

Captain Wilson provides the Committee with upcoming events for the project, accounting for a change in schedule for future meetings. Captain Wilson explains that the May 25th meeting date is scheduled, and proposes that June's Committee meeting be moved up to June 21, 2006; one day earlier than previously scheduled.

CTA Communications will be in town on June 20, 2006 and June 21, 2006, for the Systems Alternatives Review Meeting. Captain Wilson explains that a tentative date of July 14, 2006, is scheduled to finalize the Systems Alternatives Report and a review meeting with CTA is scheduled for August 14, 2006, to begin the Conceptual Architecture Planning phase of the project (Phase 2).

Next Meeting:

May 25, 2006 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/ 3rd Floor

XI. Adjournment

Chief Piechura moves to adjourn the meeting. Asst. Chief Bynum seconds the motion. Motion is unanimously carried.

Meeting adjourns at 9:54 a.m.

Minutes prepared by: Catherine Hanna