

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

Pima County Sheriff's Department
Administration Building, Sheriff's Operations Center, 3rd Floor
1750 E. Benson Highway, Tucson, Arizona
Tuesday, June 20, 2006
3:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the June 20, 2006 meeting.

- I. Call to Order:** Sergeant Don Lafreniere, User Committee Co-Chair, calls the meeting to order at 3:00 p.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 14 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Fleet Services
Ken Boynton, University of Arizona
Gary Bynum, Drexel Heights Fire District
Scott Ferguson, Pima College Department of Public Safety
Joseph Jakoby, Tucson Fire Department
Pat Joy, Pima County Sheriff's Department
Greg Lugo, Tucson Police Department
Ted Martin, PCSD IST
Gregory McNeal, City of Tucson
Kerry Reeve, PC Office of Emergency Management
Ben Standifer, Tohono O'odham Police Department
Anita Velasco, City of Tucson Communications

Members Not Present – Technical Committee

Rick Brown, Marana Police Department
Steven Campbell, Drexel Heights Fire District
Harry Findysz, Mt. Lemmon Fire Department
Don Harrison, Tucson Airport Authority
Tim Hoban, Tucson Airport Authority
John Moffatt, Pima County Office of Strategic Planning
Gary Schmitz, Oro Valley Police Department

Others Present

Manny Barreras, Motorola
Carl Drescher, City of Tucson IT
Larry James, M/A – Com
Christine O'Connor, City of Tucson
Paul Punske, Motorola
Rodney Siemiawski, Motorola
Paul Wilson, Pima County Sheriff's Department

Members Present User Committee

Don Lafreniere, Co-Chair, Sahuarita Police Department
Nancy Anderson, Oro Valley Police Department (Proxy)
Paul Ashcraft, Marana Police Department
Linda Basham-Gilbert, Tucson Police Department
Gary Bynum, Drexel Heights Fire District
Matt Janton, Northwest Fire District
Dan Morelos, Tucson Airport Authority
Hector Olivo, Pascua Yaqui Police Department
Todd Pearson, Tucson Fire Department
Kerry Reeve, PC Office of Emergency Management
Ernie Robles, Picture Rocks Fire Department
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 – User Committee

Harry Findysz, Co-Chair, Mt. Lemmon Fire Department
Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Lee Bucklin, Rincon Valley Fire District
Jim Bush, Ajo/Gibson Volunteer Fire Department
James Craig, Helmet Peak Fire Department
Charles Kmet, Tohono O'odham Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tilda Martinez, Elephant Head Volunteer Fire Department
Tom Nix, Avra Valley Fire District
Luis Puig, University of Arizona Police 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

II. Approval of Minutes, Sgt. Don Lafreniere, User Committee Co-Chair

Sgt. Lafreniere asks members if there are any suggested changes for the June 5, 2006, joint meeting minutes. Lt. Sacco moves to accept and approve the minutes and Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Materials provided: User/Technical Joint Meeting Summary for June 5, 2006.

III. Facility Acquisition, Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson states that he is somewhat limited on what he can share about the contractual arrangements because the contract has not been approved by the Board of Supervisors. Captain Wilson explains that Pima County is pursuing a purchase of a building which may show potential for a new EOC and communications center. He states that he will provide the Committee with basic information about the facility, adding that part of the work includes CTA Communications (CTA) and their parent company, Hayes, Seay, Mattern, and Mattern (HSMM), touring the facility to determine whether characteristics of the facility will match up with requirements that agency representatives previously shared and discussed.

Captain Wilson explains that in Phase II of PCWIN's contract, CTA was contracted to assist PCWIN in evaluating potential sites for a new communications center; initially looking at overlaying parameters on a map of the community to help PCWIN identify where an ideal site would be located. Next, CTA will look at specific individual parcels that may be available, giving their recommendations on whether those characteristics match up with PCWIN's needs. Captain Wilson states that CTA was asked to expedite their evaluation of the building in question to determine the building's feasibility, adding that if the facility fails to meet the needs of the project the County will make other use of it.

Captain Wilson explains that on June 2, 2006, the City and the County representatives met with CTA for a design workshop discussing specific spacing requirements, support functions, and the operability and functionality of the new building.

Site Selection Presentation

Topics:

- PCWIN Communications & Emergency Operations Center Goal
- CTA Communications Responsibilities
 - Dispatch Traffic and Workload Analysis
 - Develop Budgetary Estimates Involved in the Construction of a Modern Dispatch Center
 - Recommend Technology Solution Alternatives
- Design Workshop
 - Evaluation report due in July
- Facility Diagram
- Communications Center Site Selection Parameters Checklist

- General Facts
 - Outside FEMA 100-Year Floodplain
 - Access From Downtown Government Center and Sheriff’s Headquarters
 - Approximately 50,000 Square Feet
 - C-1 Zoning Within the Davis Monthan Airport Environs Zone (Noise Zone)
- Facility Photographs

Captain Wilson explains that the seller and the County have agreed on a contract and the contract will be placed on the Board of Supervisors Agenda for a vote. Several issues are ongoing; Pima County Facilities Management will inspect the facility, building appraisals, and environmental assessments.

Materials provided: Site Selection Building Evaluation PowerPoint Presentation

**IV. Legacy Systems Characterization Report Reminder
Capt. Paul Wilson, Pima County Sheriff’s Department**

Captain Wilson explains that upon the recommendation of the User and Technical Committees to protect individual agency confidentiality, a Non-Disclosure Agreement will be required to receive a copy of the Legacy Systems Characterization Report. To date, the Project Office has received four (4) agreements back from the agencies. Captain Wilson reminds Committee representatives that if each agency wants a copy of the report, their agreements must be returned. Captain Wilson explains that the agreement was mailed to participating agency Executives attached to the Final User Needs Assessment Report.

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

**V. Systems Alternatives Recommendations Review
Capt. Paul Wilson, Pima County Sheriff’s Department
Ms. Cheryl Giggetts, CTA Communications
Dr. Ken Ballard, CTA Communications**

Ms. Giggetts explains to the Committees that her presentation will focus on diverse technologies for review and recommendation.

CTA Communications – Systems Alternatives Recommendations Presentation

Topics:

- Agenda
- Impact Analysis Process
- Impact Analysis Flowchart
- Technology Research
- Alternative Analysis

- Voice System Alternatives
 - Trunked Radio – Project 25 (P25) Technology
 - Features
 - Trunked Radio – Proprietary Technology
 - Conventional Radio – P25 Technology
 - Features
 - Conventional Radio – Analog Technology
- Other Alternatives
- Frequency Band Considerations
 - 700 MHz
 - 800 MHz
 - VHF / UHF
- Recommendation
 - Trunked Radio – P25 Technology

Lt. Sacco asks if there would be an adequate number of Analog Simplex Frequencies available for both fire ground operations and law enforcement tactical operations for use under this technology. Dr. Ken Ballard, of CTA Communications, explains that there would be enough frequencies available for both entities. Lt. Sacco states that Pima County has currently has 40, 800 MHz frequencies available, although all 40 frequencies will not be available for use while utilizing the Trunking P25 System and asks if there would still be sufficient frequency capacity for communication; Mr. Ballard agrees.

Captain Wilson states that he understands the recommendations between the Trunked P25 System and the Proprietary Technology were close, noting the disadvantage of the Proprietary Technology was the “long-term commitment to a single vendor including infrastructure.” Captain Wilson states that although PCWIN can purchase separate subscriber equipment, the same disadvantages may apply to a P25 System, when dealing with infrastructure. Dr. Ballard agrees, stating that the network manager and infrastructure will fall under a single vendor. Captain Wilson explains that the Bond Implementation Plan requires that PCWIN seek out and apply the “industry standard,” noting that the P25 System is currently the only viable standard available and inquires about other standards available for recommendation. Dr. Ballard states that in regards to first responders and emergency services, those system standards are the only options available.

- Mobile Data System Alternatives
 - Stand Alone Mobile Data
 - Integrated Voice and Mobile Data (IV&D)
 - Commercial Wireless
- Recommendation
 - Stand Alone Mobile Data

Lt. Sacco asks if current existing subscriber equipment could be re-used if the Stand Alone Mobile Data recommendation was chosen. Dr. Ballard agrees.

Captain Wilson explains to the Committees that in regards to mobile data, applications, requirements, and needs are rapidly changing. Voice communications systems may serve a customer’s needs for years to come, unlike mobile data technology, which evolves rapidly. He adds that the Stand Alone Mobile Data System could be built to service PCWIN’s mission-critical application needs, i.e. CAD, RMS, which support dispatching functions. Use of complimentary commercial services or WiFi Wimax technologies could further enhance a data network solution.

- Communications Center Alternatives
 - Co-Location
 - Consolidation
 - Shared Services
 - Remain As-Is
- Recommendation
 - Co-Location – Initial
 - Consolidation – Future
 - New 9-1-1 System
 - New Computer Based Consoles
- Interfaced, Refreshed CAD Systems (3)

Captain Wilson states that the City and County have not determined a need to interface CAD systems. Captain Wilson asks Committee members, particularly the City of Tucson representatives, for their opinions on the issue. Captain Wilson receives no comments from the Committees.

- Location System Alternatives
 - Non-GPS-Based Location
 - GPS-Based Location
- Recommendation
 - Non-GPS & GPS-Based Systems

Captain Wilson states that although technology solutions may assist in the location of vehicle resources the technology is not mature enough to meet a user's expectations in regards to locating an individual in every location.

- Network System Alternatives
 - Connectivity Network
 - Interoperability Network
- Recommendation
 - Countywide Microwave/Fiber Network
 - Add Interoperability Gateway System
- Take Advantage of Existing City/County Assets

Motions:

Captain Wilson states that today's meeting includes four (4) recommendations from CTA for consideration by both Committees, which will be presented to the Executive Management Committee Meeting on June 21, 2006, for a vote.

1. *To recommend to the Executive Management Committee adoption of the APCO Project 25 standard for application to the voice radio communications needs of the PCWIN project.*

User Committee:

Asst. Chief Bynum motions to accept the recommendation and Sgt. Lafreniere seconds the motion. Motion carries unanimously.

Technical Committee:

Asst. Chief Bynum motions to accept the recommendation and Pat Joy seconds the motion. Motion carries unanimously.

- 2. To recommend to the Executive Management Committee that further conceptual design for the PCWIN voice radio system based on CTA's recommendation of an APCO Project 25 trunked system in the 700/800 MHz band consisting of a simulcast configuration in the metropolitan Tucson area and supplemented with stand alone sites, conventional fire ground/tactical channels, and mobile repeater technology to extend tactical communications to the dispatch facility.*

User Committee:

Lt. Sacco motions to accept the recommendation and Dan Morelos seconds the motion. Motion carries unanimously.

Technical Committee:

Asst. Chief Bynum motions to accept the recommendation and Pat Joy seconds the motion. Motion carries unanimously.

- 3. To recommend to the Executive Management Committee that further conceptual design for the PCWIN mobile data system be based on CTA's recommendation for a stand alone mobile data system.*

User Committee:

Kerry Reeve motions to accept the recommendation and Linda Basham-Gilbert seconds the motion. Motion carries unanimously.

Technical Committee:

Ted Martin motions to accept the recommendation and Gregory McNeal seconds the motion. Motion carries unanimously.

- 4. To recommend based on the City of Tucson and County recommendations, the communications center design provide for co-located, segregated operations in a single facility with each agency maintaining individual operational autonomy.*

User Committee:

Cheryl Smart motions to accept the recommendation and Captain Robles seconds the motion. Asst. Chief Bynum votes "no" on the motion. Motion carries, 13-1.

Technical Committee:

Scott Ferguson motions to accept the recommendation and Larry Sayers seconds the motion. Motion carries unanimously. Asst. Chief Bynum votes "no" on the motion. Motion carries, 11-1.

Materials provided: CTA Communications – Systems Alternatives Recommendations PowerPoint Presentation

VI. New Business, Sgt. Don Lafreniere, User Committee Co-Chair, Sahuarita Police Department

Sgt. Lafreniere asks if Committee members request agenda items for presentation at the next meeting. He receives no response.

VII. Call to the Public, Sgt. Don Lafreniere, User Committee Co-Chair, Sahuarita Police Department

Sgt. Lafreniere asks if anyone from the public would like to address the Committees. He receives no response.

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

TBA

IX. Adjournment

A motion to adjourn the meeting is suggested and seconded. Motion carries unanimously and the meeting is adjourned.

Meeting adjourns at 5:14 p.m.

Minutes prepared by: Catherine Hanna