

**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
Thursday, November 30, 2006
1:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the November 30, 2006 meeting.

- I. Call to Order:** Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 1:05 p.m.

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

Quorum is established for the Technical Committee with a total of 11 members present.

Quorum is established for the User Committee with a total of 16 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Fleet Services
Gary Bynum, Drexel Heights Fire District
Steven Campbell, Drexel Heights Fire District
Harry Findysz, Mt. Lemmon Fire District
Don Harrison, Tucson Airport Authority
Joseph Jakoby, City of Tucson
Pat Joy, Pima County Sheriff's Department
Ted Martin, Pima County Sheriff's Department IT
John Moffatt, Pima County Office of Strategic Planning
Gary Schmitz, Oro Valley Police Department
Anita Velasco, City of Tucson Communications

Members Not Present – Technical Committee

Ken Boynton, University of Arizona
Rick Brown, Marana Police Department
Tim Hoban, Tucson Airport Authority
Greg Lugo, City of Tucson
Gregory McNeal, City of Tucson
Kerry Reeve, PC Office of Emergency Management
Ben Standifer, Tohono O'odham Police Department

Others Present

Manny Barreras, Motorola
Woody Dyche, Northrop Grumman
Dale Gray, Patriot Tower
Paul Punske, Motorola
Dennis Rankin, Mt. Lemmon Fire District
Tammy Vincent, Lockheed Martin
Paul Wilson, Pima County Sheriff's Department
Paul Withington, Lockheed Martin

Members Present User Committee

Nancy Anderson, Oro Valley Police Department – Proxy
Paul Ashcraft, Marana Police Department
Linda Basham-Gilbert, Tucson Police Department
Gary Bynum, Drexel Heights Fire District
Shannon Collier, Sahuarita Police Department
Harry Findysz, Co-Chair, Mt. Lemmon Fire District
Charles Hangartner, Tohono O'odham Tribal Police
Matt Janton, Northwest Fire District
Charles Kmet, Tohono O'odham Fire Department
Dan Morelos, Tucson Airport Authority
Hector Olivo, Pascua Yaqui Police Department
Todd Pearson, Tucson Fire Department
Luis Puig, University of Arizona Police Department
Ernie Robles, Picture Rocks Fire Department
Doug Roth, Corona de Tucson Fire Department
Mike Sacco, Pima County Sheriff's Department

Members Not Present – User Committee

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
Basilio Martinez, Pascua Pueblo Fire Department
Tilda Martinez, Arivaca Volunteer Fire Department
Tom Nix, Avra Valley Fire District
Kerry Reeve, PC Office of Emergency Management
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

II. Approval of Minutes, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks members if there are any suggested changes for the October 26, 2006, joint meeting minutes. Ms. Basham-Gilbert 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 October 26, 2006.

III. Executive Session

Capt. Paul Wilson, Pima County Sheriff's Department

Ms. Cheryl Gidgetts, Project Manager, CTA Communications

Mr. Mike Dye, CTA Communications

Mr. Michael Saben, CTA Communications

Captain Wilson recommends that the Committees discuss the following items in executive session to receive confidential updates:

- Conceptual Design Package Review
- Concept of Operations/Business Plan Report
- RFP Specifications

Captain Wilson requests that the Committee proceed with the public items before entering into executive session, adding that there is no formal action anticipated during today's executive session, only a study session with possible direction to staff.

NOTE: Item III will be addressed under Executive Session following Committee approval. Items IV-VIII were discussed in the open meeting.

Asst. Chief Bynum motions that the User and Technical Committees go into executive session. Lt. Sacco seconds the motion. Motion unanimously carries.

Executive Session, 1:19 p.m.

The User and Technical Committees receive information on the Conceptual Design Package, the Concept of Operations and Business Plan Report, and the RFP Specifications.

IV. User Committee Co-Chair Election

Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson asks the Committees to consider nominations for new Committee Co-Chairs. Current co-chairs are Harry Findysz, of the Mount Lemmon Fire Department, and Sergeant Don Lafreniere, of the Sahuarita Police Department. By-laws state that one (1) co-chair represent a fire discipline and one (1) co-chair represent a law enforcement discipline.

Captain Wilson explains that two (2) Committee representatives were interested in seeking nominations to Co-Chair the Joint Meetings: Mr. Dan Morelos, from the Tucson Airport Authority; and Bat. Chief Todd Pearson, from the Tucson Fire Department.

Ms. Basham-Gilbert nominates Bat. Chief Pearson and Mr. Morelos for User Committee Co-Chair. Asst. Chief Bynum seconds the motion. Mr. Sayers and Mr. Findysz refer to the Committees for additional nominations. They receive no response. Motion unanimously carries.

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

Ms. Giggetts explains that three (3) components of Phase 1 are complete. CTA is continuing work on the Concept of Operations and Business Plan Report. Both documents are scheduled for draft distribution in December 2006. The Revised Conceptual Design deliverable has been distributed and has a review deadline of December 8, 2006. Additionally, the ECC/EOC components of the Conceptual Design have been included in the revised version of the document for review.

Captain Wilson explains that the Revised Conceptual Design Package is still available for pick-up through the Staff Office and asks Committee members to contact Ms. Catherine Hanna for CD distribution. Captain Wilson explains that the document modifications are easily identifiable.

Ms. Giggetts explains that the Specifications (Phase III) phase has begun, adding that Captain Wilson recently received sections of the document in draft form for review. Committee members will receive their draft copies in the next couple of weeks for review, forward comments, questions, and/or concerns, and receive a final draft by the end of the year.

Ms. Giggetts refers to the Committees for questions. She receives no response.

Materials provided: CTA Communications Project Status Report dated November 17, 2006.

VI. New Business, Mr. Larry Sayers, Technical Committee Chair

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

VII. Call to the Public, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers 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

Executive session concludes at 2:37 p.m. Mr. Sayers calls for the public to return to the open meeting.

Ms. Velasco makes a motion adjourn the meeting and Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Meeting adjourns at 2:37 p.m.