

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, March 29, 2007
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the March 29, 2007 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*)
Asst. Chief Gary Bynum, Drexel Heights Fire District (*1st Alternate*)
Chief Daniel Sharp, Oro Valley Police Department
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Dep. Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Lt. Dale Bradshaw, Marana Police Department (*2nd Alternate*)
Asst. Chief Joseph Delgado, Tohono O'odham Police Department (*1st Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Douglas Chappell, Drexel Heights Fire District
Chief Richard Saunders, Tohono O'odham Police Department
Chief Richard Vidaurri, Marana Police Department
Mr. Dennis Douglas, Pima County OEM & Homeland Security
Chief Jeff Piechura, Northwest Fire District
Chief Dan Newburn, Tucson Fire Department
Chief Richard Miranda, Tucson Police Department

Others Present

Manny Barreras, Motorola	Mike Sacco, PCSD Communications
Dan Cicchetti, IP MobileNet	Larry Sayers, Pima County Wireless Svcs
Carl Drescher, City of Tucson	Rodney Siemiawski, Motorola
Woody Dyche, Northrop Grumman	Ann Strine, City of Tucson
Patty Moore, IP MobileNet	Tammy Vincent, Lockheed Martin
Marie Nemerguth, City Manager's Office	
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 March 1, 2007, Executive Management Committee (EMC) meeting. Dep. Chief Miller moves to approve the minutes and Asst. Chief Allen seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated March 1, 2007.

III. Committee Appointment
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Lt. Sacco explains that Chief Dean Barnella, of the Mount Lemmon Fire District, nominates Captain Dennis Rankin, of the Mount Lemmon Fire District, to replace Mr. Harry Findysz as the User Committee representative. He adds that the Staff Office received verbal notification of the nomination and a formal request is anticipated very soon.

Chief Sharp motions to accept Chief Barnella's nomination for User Committee representation and Asst. Chief Bynum seconds the motion. Motion unanimously carries.

IV. Tohono O'odham Nation Update
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Lt. Sacco reminds the Committee that Pima County issued an MOU to the Nation, which has gone through several drafts. On March 14, 2007, additional changes were proposed by the Nation, but were deemed unacceptable by Captain Wilson on behalf of the PCWIN project. Mr. Jonathan Jantzen, Deputy Attorney General for the Tohono O'odham Nation, recommended that the County have an in-person meeting to discuss proposed revisions. Lt. Sacco explains that Captain Wilson proposed a meeting the week of April 2, 2007, although no meeting date has been scheduled.

Bureau Chief Gagnepain states that the MOU process has been on-going for several months. Lt. Sacco agrees. Bureau Chief Gagnepain explains that he leaves Captain Wilson to set the priorities on this issue and if the County and the Nation cannot come to an agreement, PCWIN must move forward without their support.

Materials provided: Email copies between Mr. Jantzen and Captain Wilson regarding the MOU with the Nation, dated March 9, 2007, and March 22, 2007; PCWIN letter rejecting proposed changes made by the Nation from Captain Wilson to Mr. Jantzen, dated March 9, 2007.

V. Grant Funding Opportunities Update
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Lt. Sacco explains that on February 16, 2007, the National Telecommunications and Information Administration (NTIA), U.S. Department of Commerce and the Office of Grants and Training, U.S. Department of Homeland Security executed an MOU empowering the Office of Grants and Training to administer the Public Safety Interoperable Communications (PSIC) Grant Program.

Lt. Sacco explains that the \$1B must be awarded no later than September 30, 2007, to qualified applicants, and awards must be distributed to public safety entities among the several states that are consistent with Section 1014(c)(3) of the U.S. Patriot Act. He adds that Captain Wilson spoke with Mr. Curt Knight, Director of the Public Safety Communications Commission, who attended an informational seminar in Los Angeles and plans on attending the next Executive Management Committee meeting to provide information on how those grant funds will be distributed. Lt. Sacco adds that the purpose of the PSIC grant program will 'provide funding to qualified and local applicants starting in FY 2007 to enable and enhance public safety agencies interoperable communications capabilities. The primary goal of the PSIC program is to achieve a meaningful and measurable improvement in the state of public safety communications interoperability and provide the maximum amount of interoperable communications with a minimum impact to, or replacement of, existing State, tribal, and local radio communications assets.'

Lt. Sacco explains that although it is unclear how this will impact the PCWIN project, the Staff Office continues to research new developments.

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

Materials provided: Memorandum of Understanding between the National Telecommunications and Information Administration, U.S. Department of Commerce and The Office of Grants and Training, U.S. Department of Homeland Security, dated February 16, 2007.

**VI. Bond Ordinance Amendment
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Lt. Sacco explains that the PCWIN staff office has proposed amending the Pima County Bond Implementation Plan – Ordinance No. 2004-18, pertaining to bond funding limitations for the PCWIN project.

If PCWIN were to receive federal funding, it could interfere with the bond dollars, which has a cap at \$105M. On March 16, 2007, Captain Wilson asked to strike bond language which would limit bond funding to the project. The Bond Advisory Committee was very supportive of this effort and has drafted language to recommend these changes to the Board of Supervisors at their next meeting on April 10, 2007.

Bureau Chief Gagnepain informs the Committee that on March 21, 2007, Captain Wilson presented the Bond Committee with PCWIN's potential budget shortfall and they expressed their support for the project and complimented the efforts of all Committees involved.

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

**VII. Meeting with County Administrator & City Manager
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Lt. Sacco explains that on March 5, 2007, Sheriff Dupnik met with County Administrator Chuck Huckelberry and City Manager Mike Hein to brief them on the progress of the project and seek their support and guidance on dealing with the projected budget shortfall. Both managers expressed their support to plan for the full scope of the project and made several recommendations:

- Staff conduct further research to document current operations and maintenance costs of the legacy communications systems deployed by the partnering agencies to illustrate for each governing body the cost trade offs that might be realized by future commitment to PCWIN.
- Upon completion of the Business Plan, have staff conduct outreach meetings to inform the governing bodies of each of the participating agencies to seek their future support and participation followed by execution of MOU's.
- Explore the possibility of bringing the City of Tucson and County public works departments onto the PCWIN system, sharing some of the implementation costs.
- Staff appeal to the Arizona Legislature for future appropriation to support the project.

Lt. Sacco recommends that the Committee allow CTA to conduct further research and assess what partnering agencies are currently paying to operate and maintain costs to their legacy communications systems. This request would change the scope of CTA's contract at a cost to PCWIN, although the cost is unknown at this time.

Bureau Chief Gagnepain explains that it is unclear how much work this research would entail and suggests that CTA establish a cost before the Committee approves this request. Lt. Sacco explains that, at this point, he seeks a motion to simply estimate and negotiate the cost to conduct the research with CTA, not spend bond dollars at this time.

Chief Sharp motions to approve CTA Communications to provide PCWIN with an **estimate of cost** to conduct research on operations and maintenance of legacy communications systems. Further Committee action will be required following those findings. Asst. Chief Bynum seconds the motion. Motion unanimously carries.

**VIII. Potential Property Purchase Update
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Lt. Sacco reminds the Committee that there are five (5) parcels to the east of the 22nd Street facility, which the County may consider for purchase for future growth. Pima County Real Property Management is continuing their research and property appraisal and will document any impact to the County's future use of the property.

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

IX. Concept of Operations / Consultant Engagement Status Report
Ms. Cheryl Giggetts, CTA Communications
Mr. Mike Dye, CTA Communications

Concept of Operations, Mr. Mike Dye

- Completed and delivered March 15, 2007
- Cover areas treated in the previous reports
- Goal is to be “Non-Technical”
 - Description of the Users Needs
 - Users desires and goals
 - Design constraints and strategies
 - How public service will be improved
- Design Constraints for Voice/Data, AVL, and Connectivity Network System
 - Frequencies and Restrictions
 - Available Sites, Terrain, and In-Building Needs
 - P.25 Technologies and Limitations
 - Re-use of existing resources
- Identified Best Solutions for Each
- Dispatch Constraints
 - Space required
 - Co-locating operations
 - EOC requirements
- Space Requirements to 5 Levels
 - Current
 - Immediate
 - Future
 - Training
 - Back-up
- ECC Back-Up
 - Cover all capacities
 - Operate in a “live” environment
- EOC Facility Requirements
 - Added space
 - Technology requirements
- Design Includes
 - Tucson module
 - Marana system
 - Mt. Bigelow / Mt. Lemmon
 - Countywide trunked sites
- Dispatch Operations Will Be Two (2) Locations
 - 22nd Street
 - Thomas Price Service Center
 - Each location will back-up the other
- Conclusions
 - The design has taken shape as a reasonable goal
 - Benefits can be achieved with the communities resources

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

Note: Presentation is available for review at www.ctacommunications.com.

Materials provided: CTA Communications Project Status Report, dated March 29, 2007; CTA Communications' Concept of Operations Presentation by Mr. Mike Dye, CTA Communications.

X. Business Plan Presentation
Ms. Cheryl Giggetts, CTA Communications
Mr. Mike Dye, CTA Communications

Ms. Giggetts explains that several documents have been completed and several are in their draft review stages, but all are progressing very well. The Business Plan document is the backbone of the PCWIN project.

Business Plan, Ms. Cheryl Giggetts

- Agenda
- Background – Mission
- Background – Objectives
- Background – Project Phases
- Situational Analysis – Technology
 - User Needs Assessment Summary & Conclusions
 - Legacy Systems Summary & Conclusions
 - System Alternatives & Recommendations Summary & Conclusions
 - Concept of Operations Summary & Conclusions
- Situational Analysis – ECC/EOC
 - User Needs Assessment Summary & Conclusions
 - Legacy Systems Summary & Conclusions
 - System Alternatives & Recommendations Summary & Conclusions
 - Concept of Operations Summary & Conclusions
- Procurement Strategy
 - Develop Procurement Documents
 - Issue Procurement Documents
- Implementation Strategy
- Governance, Management, & Staffing Strategy
 - Technical and Maintenance
 - ECC/EOC
- Risk Management Strategy
- Financial Strategy

Ms. Giggetts explains that Committee representatives, who plan to review this document, can expect another draft early next week.

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

Materials provided: CTA Communications' Concept of Operations Presentation by Ms. Cheryl Giggetts.

XI. New Business, Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Bureau Chief Gagnepain asks if anyone would like to address the Committee. Chief Sharp requests Item IV, Tohono O'odham Nation Update, be included in the April 2007 Executive Management Committee Meeting for discussion.

XII. Call to the Public

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

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

Thursday, April 26, 2007 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

XIV. Adjournment

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

Meeting adjourns at 9:41 a.m.

Minutes prepared by: Catherine Hanna