

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

Pima County Sheriff's Administration Building  
1750 East Benson Highway, 3<sup>rd</sup> Floor  
Thursday, April 26, 2007  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the April 26, 2007 EMC meeting. Cassette tape and materials provided are available upon request.

**I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:02 a.m.**

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

**Members Present**

Captain Paul Wilson, Pima County Sheriff's Department (*2<sup>nd</sup> Alternate*)  
Chief Douglas Chappell, Drexel Heights Fire District  
Chief Daniel Sharp, Oro Valley Police Department  
Asst. Chief Albert Pesqueira, Northwest Fire District (*1<sup>st</sup> Alternate*)  
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2<sup>nd</sup> Alternate*)  
Asst. Chief Ray Allen, Tucson Fire Department (*1<sup>st</sup> Alternate*)  
Chief Richard Vidaurri, Marana Police Department  
Asst. Chief Joseph Delgado, Tohono O'odham Police Department (*1<sup>st</sup> Alternate*)

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Richard Saunders, Tohono O'odham 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 Martinez, Tucson Airport Authority
David Bremson, M/A Com	John Moffatt, Pima County
Rick Brown, Marana Police Department	Marie Nemerguth, City Manager's Office
Gary Bynum, Drexel Heights FD	Paul Punske, Motorola
Don Cicchetti, IP MobileNet	Mike Sacco, Pima County SD
Carl Drescher, City of Tucson	Larry Sayers, Pima County Wireless
William Fleming, Motorola	Rodney Siemiawski, Motorola
John Garcia, SAIC	Larry Stevens, Oro Valley PD
Sharon Hayes, South Tucson Police Dept	Kevin Trick, South Tucson Police Dept
Rob Jones, General Dynamics Wireless	Tammy Vincent, Lockheed Martin
Pat Joy, Pima County SD Communications	

**II. Approval of Minutes**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson proposes approval of the minutes for the March 29, 2007, Executive Management Committee (EMC) meeting. Chief Sharp moves to approve the minutes and Asst. Chief Pesqueira seconds the motion. Motion is unanimously carried.

*Materials provided: EMC summary dated March 29, 2007.*

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

Captain Wilson explains that the PCWIN By-laws establish the composition for the User Committee, which states that there will be one (1) representative of all the police and fire agencies in Pima County, including participating local, state, and federal agencies.

The City of Tucson is requesting that the Tucson General Services Department be included in the User Committee composition, representing the dispatch services provided to the Tucson Fire Department and Tucson 9-1-1 Services. Tucson General Services will be part of the PCWIN project; occupying space under the PCWIN facility, and receiving equipment when PCWIN is constructed. Captain Wilson states that Tucson General Services plays a vital role in the daily operations for the City of Tucson and requests that the Committee authorize their participation as part of the User Committee. The City of Tucson has chosen Mr. David Jones to represent the Tucson General Services Department.

Chief Chappell motions to authorize Mr. Jones to represent the Tucson General Services Department as part of the User Committee. Asst. Chief Allen seconds the motion. Motion unanimously carries.

**IV. Tohono O'odham Nation Update**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that following the last Executive Management Committee meeting, there had been disagreements over language in the Nation's MOU with Pima County. On April 5, 2007, the County and Nation representatives met to discuss alternative language, which was agreed upon. Captain Wilson states that the modified MOU still achieves what PCWIN desires; that the Nation acknowledge the need for construction on Kitt Peak, allowing the County to have access for the next 20 years. He adds that an additional paragraph was included to support the expansion of the PCWIN network beyond the Pima County border to meet the needs of the Tohono O'odham Nation at the Nation's request and expense. This would allow for future build-out, which is anticipated.

Captain Wilson reminds the Committee that as PCWIN brings on new users, the County would be receptive to expanding the system to accommodate future needs.

Captain Wilson refers the Committee to the Schuk Toak Resolution handout. The Schuk Toak District Council supported the communications interoperability and modernization project of the Tohono O'odham Nation for Kitt Peak, although it was noted that the specific language of the resolution was rather limiting.

The language states that the District supports the facility improvements within the existing "footprint" of the site. Although there is no existing legal description of what the existing "footprint" is, it was described as being a 17' x 17' area, which can be expanded to approximately 19' x 19'. Captain Wilson explains that the "footprint" described would severely limit site preparation at Kitt Peak. Captain Wilson explains that until final facility specifications are developed, it is unknown exactly how much space is required for PCWIN's equipment.

Assistant Chief Delgado explains that Captain Wilson will present this issue to the Nation's Legislative Oversight Committee on Thursday, May 3, 2007, then the issue will go to full Council review in early May 2007. Captain Wilson explains that he has created a presentation for the Oversight Committee, which details what benefits the Nation would gain from the project and what impacts would occur with possible construction.

Captain Wilson explains that not only is cooperation needed from the Nation, but it's also needed from the astronomy community on Kitt Peak, as well. He explains that he tasked Mr. Larry Sayers, from Pima County Wireless Services, and Lt. Mike Sacco, from the Pima County Sheriff's Department, to contact and meet with Kitt Peak National Observatory (KPNO) representatives to discuss the PCWIN project.

Mr. Sayers explains that he and Lt. Sacco met with the Director of Facilities and spoke about the existing facilities currently owned by the Nation, and future plans for the PCWIN project. He adds that he observed several areas, one (1) in particular, on the south side of the mountain, which has the potential of offering excellent coverage for the project. KPNO's concerns lie with the radio telescopes, as opposed to the optical telescopes. Alternative sites will be explored in the near future. Captain Wilson explains that the purpose of the meeting was to make the observatory aware of PCWIN's intentions on the mountain. He adds that the Director seemed positive and receptive to working with PCWIN representatives.

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

*Materials provided: Copy of the modified MOU between the Nation and Pima County, dated April 4, 2007; Resolution of the Schuk Toak District Council, supporting the Communications Interoperability and Modernization Project, Tohono O'odham Nation, No. ST-02-24-07-09.*

**V. Bond Ordinance Amendment Update  
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson refers the Committee to the Bond Ordinance language for review. On April 10, 2007, the Bond Advisory Committee recommended to the Board of Supervisors that the bond language be modified to prevent a dollar cap on the project. The request was approved by the Board of Supervisors and the limiting language has been deleted.

## **VI. Legacy Communications Systems – Estimate of Cost Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that during last month's Executive Management Committee meeting, Lt. Sacco presented an update on the meeting with County Administrator Chuck Huckelberry and City Manager Mike Hein, who were provided a status update on the PCWIN project. It was recommended that the Committee conduct research and document the current operations and maintenance costs of the legacy communications systems deployed by the partnering agencies to illustrate the replacement timelines and replacement costs for comparisons. CTA Communications was asked to provide a quote for their services to achieve this task. Captain Wilson provided CTA a scope of work to include:

- Creation of a spreadsheet tool to aid agencies in their identification and documentation of costs associated with their legacy public safety radio system(s) (voice & data)
  - Operations and maintenance costs
  - Personnel costs
  - Equipment repair and replacement
  - Leases and utilities (facilities and telecommunications services)
  - Vehicle costs
- ROM replacement costs
- Estimated date of replacement costs
- Distribution of the spreadsheet with instructions for completion
- CTA's estimation of the ROM costs for replacing individual legacy systems with similarly sized digital P25 systems to support the number of users on the individual systems
- Compilation and reporting of the information gathered in a one or two page side by side comparison with the projected benefits of joining PCWIN, and their projected annual expense for participating

Captain Wilson explains that CTA responded and based their quote on labor costs established in our contract. Labor was estimated at 152 hours, providing a total bill of \$20,661. Captain Wilson explains that he does not expect CTA to use 152 hours to conduct this research. The alternative would be to have the Sheriff's Department provide the spreadsheet and distribute the materials, cautioning that taking on this task would interrupt several review periods, document distribution letters, etc. Captain Wilson suggests that the Committee allow CTA to take on this research, adding that he will be available to monitor CTA's hours.

Chief Sharp recommends splitting the work between participating agencies to keep CTA's work hours down to a minimum. Captain Wilson explains partnering agencies would be given a spreadsheet to help them identify what utility costs, lease rates, and personnel cost might be involved in operating their systems. Captain Wilson understands that the cost is excessive, but the work involved is extremely detailed and involved. Captain Wilson explains that he expects each agency to be provided a spreadsheet and asked to fill in rows and tables of information. From that, PCWIN can summarize total costs in a one (1) page document.

Assistant Chief Allen agrees that taking on this project would interrupt several areas of review. Although \$21,000 may seem excessive, the detail this research entails is vital to the project and it will be money well spent.

Chief Sharp motions that PCWIN purchase the additional services by CTA Communications to complete research on partnering agencies' current operations and maintenance costs of their legacy communications systems, capping the cost at \$21,000. Chief Chappell seconds the motion. Motion unanimously carries.

*Materials provided: Email handout from Captain Wilson to CTA Communications dated April 25, 2007.*

**VII. RFP Specifications & Business Plan Report**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson refers the Committee to the Status Report handout, noting that there has been some delay in the schedule. The most critical piece is the Business Plan Report, and Captain Wilson adds that the RFP Specifications Report will not be released for solicitation until after the Business Plan is completed. Captain Wilson explains that CTA Communications has presented the third revision review period for the RFP review committee. The City of Tucson has requested one (1) additional week to review the document, with a deadline of Friday, April 27, 2007.

Captain Wilson explains that CTA has presented the technical sections to the review committee and were directed to incorporate the previous comments for Sections 1-6 pertaining to the procurement process and submit for Committee review. Procurement has provided some feedback to CTA and Captain Wilson anticipates that information back next week. Captain Wilson explains that the technical pieces of the document are progressing well.

Captain Wilson explains that CTA has provided the first draft of the Business Plan to another small review committee, who met on April 20, 2007, for initial feedback. These comments will be forwarded to CTA to move forward with the next draft. Captain Wilson explains that a review period will be given when the second draft is received and he will suggest the same committee meet again to discuss its content. If the document contains all areas requested, the committee will discuss whether to distribute the document to a larger group or all participating agencies.

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

*Materials provided: CTA Communications March 2007 Status Report, dated April 20, 2007; CIP Total Project and Monthly Expenditures Report through FY 2006/2007.*

**VIII. Project Manager Authority**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that he is seeking additional authority to make certain purchases as this project moves forward. He adds that this authority does not occur without some limitations.

Captain Wilson explains that the tenants in the 22<sup>nd</sup> Street facility will have to be relocated when they leave the building. Pima County Real Property Management has been directed to seek relocation options for the Mosaic Church, which will cost PCWIN \$14,000 in fees. These type of expenditures and purchases will come up in the future and will need to be made quickly.

Captain Wilson explains that he would like to make those decisions on the Committee's behalf. Captain Wilson proposes that the Committee grant him the authority to make purchases less than \$5,000, and grant him the authority to make purchase for services or equipment over \$5,000 if it's provisioned in an existing contract (CTA).

Captain Wilson explains that outside of the PCWIN project, the spending authority for a Sheriff's Captain is limited to purchases less than \$5,000. Anything above that cost must be approved by a Bureau Chief. However, Captain Wilson states that he has been granted signature authority without limit for bond fund expenditures. Captain Wilson asks that the Committee consider a level of spending authority that will empower him or subsequent Project Managers to make purchases consistent with direction of the Committee and the goals of the project.

Chief Sharp motions to give Captain Wilson the spending authority that will empower him to make purchases consistent with direction of the Committee and the goals of the project. Chief Chappell seconds the motion.

Assistant Chief Allen requests a more detailed spreadsheet from Captain Wilson when purchases are made. Captain Wilson agrees and will outline all purchases in a detailed document.

Assistant Chief Pesqueira asks if there are line items under the PCWIN budget; if so, are they listed separately or will they be listed as "line items." Captain Wilson explains that projections will be updated following Business Plan publication. He adds that the Capital Improvement Office requires him to project expenditures (high level) by quarter for the next two (2) years and then annually, through the end of the project. Captain Wilson explains that when those projections are complete, he will provide those to the Committee for review.

Captain Wilson refers to the Committee for additional discussion. He receives no response. Motion for Captain Wilson's expenditure authority unanimously carries.

**IX. Implementation Organization**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that it will be a challenge to find staff who will devote their time to the project's activities. For example, when PCWIN begins construction on City property, the City of Tucson will want a representative to directly oversee the planning. As PCWIN moves forward, from a planning phase to an implantation phase, the Project Management Office will need to expand their staff. A level of oversight will be necessary regarding two (2) projects; the radio systems and the communications centers.

Captain Wilson explains that he has spoken to Mr. Larry Sayers and his supervisor, Mr. Bill Glasner, to suggest that Mr. Sayers become more of a full-time representative of the radio systems implementation. Mr. Glasner was receptive to the request and will seek additional staff to accommodate this request. Captain Wilson adds that the other piece of the project will be equally complicated; overseeing construction, establishing policy and procedures, and interrelating activities between those facilities. Someone will have to oversee and guide those efforts as well, although that person has not been selected.

Captain Wilson explains that he has the support of Chief Gagnepain to seek an individual to fill that slot. Captain Wilson stresses that there is no action required, but he wants the Committee to be aware that Project Management will have to expand by the time PCWIN is implemented.

*Materials provided: PCWIN Implementation Organization Chart, dated April 20, 2007.*

**X. Grant Funding Update**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson expresses his appreciation to the City of Tucson and the Tucson Police Department for their effort in providing additional funding to the PCWIN project.

Captain Wilson reminds the Committee that Tucson Police Department's earmark funds were distributed for other uses in the Department. This caused the Tucson Police Department to contact the Department of Justice and request to modify the 2004 COPS Technology Grant Award, which would re-designate \$240,837 to provide a microwave link between the computer networks of the Tucson Police Department and the new EOC in support of the project. The Department of Justice approved their request on March 28, 2007.

**\$1B Commerce Grant**

Additionally, an IGA between the Commerce Department and the Department of Homeland Security was signed, allowing national agencies to apply for grant funding. Captain Wilson expects that the state will get notice and guidance on what Arizona's share might be. He adds that there are 56 funding regions competing for \$960M, and cautions that funding will not be divided equally. Captain Wilson refers to Mr. Reeve to give information on what Arizona's chances may be to obtain funding.

Mr. Reeve explains that funds will be distributed by state risk analysis, population, population density, critical infrastructure, and geographical location. Mr. Reeve cautions that overall Homeland Security funding is on a gradual decline and funds will be dependant on overall risk assessment to each state. Captain Wilson explains that a key component to the grant funding is that each state has to create a state-wide interoperability plan. A draft must be completed by September 1, 2007, with a final document by November 2007 to receives those funds.

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

**XI. 3434 E. 22<sup>nd</sup> Street  
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that Pima County Real Property has initiated a process to relocate the current attendants at the 3434 E. 22<sup>nd</sup> street facility. Pima County would have to fund the church's relocation expenditures. A suitable location for them to move is on-going and Captain Wilson anticipates an appraisal of the parcels anytime. Captain Wilson adds that if the time comes to make decisions on the parcels, he will seek a meeting to discuss the issue.

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

**XII. New Business, Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson asks if anyone would like to address the Committee. He receives no response.

**XIII. Call to the Public**

Captain Wilson asks if anyone in the audience would like to address the Committee. He receives no response.

**XIV. Date-Time-Location of Next Meeting(s)**

Thursday, May 24, 2007 @ 9:00 AM  
Pima County Sheriff's Department  
1750 East Benson Hwy  
SOC/3<sup>rd</sup> Floor

**XV. Adjournment**

Captain Wilson 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 9:48 a.m.

Minutes prepared by: Catherine Hanna