

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

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

SUMMARY OF MEETING

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

I. Call to Order: Bureau Chief Brad Gagnepain, Alternate Chairman, 9:02 a.m.

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

Members Present

Bureau Chief Brad Gagnepain, Pima County Sheriff's Department (*1st Alternate*)
Chief Richard Saunders, Tohono O'odham Police Department
Commander Larry Stevens, Oro Valley Police Department (*1st Alternate*)
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Chief Richard Vidaurri, Marana Police Department
Chief Douglas Chappell, Drexel Heights Fire District
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Deputy Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Jeff Piechura, Northwest Fire District
Chief Dan Newburn, Tucson Fire Department
Chief Richard Miranda, Tucson Police Department

Others Present

Chris Balderson, M/A Com
David Bremson, M/A Com
Frank Brzezinski, Raytheon
Rick Brown, Town of Marana
Don Cicchetti, IP MobilNet
Bob Couch, SAIC
Carl Drescher, City of Tucson
Matthew Fenton, U of A
William Guerra, Lockheed Martin
Steve Howard, TYCO
Joe Jakoby, City of Tucson IT

Larry James, M/A Com
Pat Joy, Pima County Communications
Kevin Mayhew, Tucson Police Department
John Moffatt, PC Office of Strategic Planning
Patty Moore, IP MobilNet
Marie Nemerguth, City Manager's Office
Paul Punske, Motorola
Mike Sacco, Pima County Sheriff's Department
Larry Sayers, Pima County Wireless Services
Paul Wilson, Pima County Sheriff's Department

II. Approval of Minutes
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Chief Gagnepain proposes approval of the minutes for the June 28, 2007, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Asst. Chief Allen seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated June 28, 2007.

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

Captain Wilson explains that the Committee has one (1) nomination for User Committee representation:

- Chief Simon Davis, of the Green Valley Fire Department, nominates Battalion Chief Brian Wilford, to represent the fire department on the User Committee, replacing Battalion Chief Chuck Wunder.

Chief Chappell motions to authorize Battalion Chief Wilford to represent his respective agency on the User Committee. Dep. Chief Miller seconds the motion. Motion unanimously carries.

IV. CIP Budget & Bond Sales
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department
Mr. Don Spiece, CIP Program Manager

Captain Wilson introduces Mr. Don Spiece, CIP Program Manager, who will discuss County requirements, schedules, and impacts regarding Capital Improvement Projects and Bond Sales.

Capital Improvement Program
Mr. Don Spiece

Topics Discussed:

- CIP Unit Organization
- CIP Program Expenditures
 - 1997-1998 – Started with a \$48M Annual CIP Budget
 - 2007 - \$290M Annual CIP Budget
 - 2008 - \$322M Annual CIP Budget
- Planning Significance
 - Bond Sales – Arbitrage Schedule
 - Adopted Budgets – Expenditure Authorization
 - Public Trust – Management, Time, Cost, Quality
- Pima County 2007 GO Bond Expenditures
- 2007/2008 Expenditure Authorization
- Public Trust

- Emphasis on Three Areas
 - Estimate/Plan Project Expenditures for Fiscal Year Budgets
 - Estimate Multi-Year Expenditures (18-24 Months) for Bond Sales
 - Maintain Project Schedule/Keep Project Moving Forward
- Questions

Asst. Chief Pesqueira asks if the project will see more revenue if the bonds are sold at a good interest rate. Mr. Spiece explains that when bonds are sold, the County can earn interest, as long as the County meets the arbitrage schedule. If the arbitrage schedule is not met, the County will be giving funds back to the Federal Government.

Captain Wilson asks if the interest incurred from the bonds gets credited to individual projects, increasing their budget. Mr. Spiece states, “no,” adding that the interest will simply cover the administrative costs of the bond sale and will not return to the individual project.

Captain Wilson explains that the PCWIN Project is currently budgeted for \$16M. He asks if Mr. Spiece can explain to the Committee the impact if funds are not used when sold. Mr. Spiece states that if a project under-spends, people may perceive that project management should improve in forecasting their budget. He stresses that although laws are not broken, under-spending should be avoided. Mr. Spiece suggests that PCWIN refine their projections before the January 2008 Bond Sale to avoid those concerns.

Materials provided: Pima County Bond Program Presentation by Don Spiece, CIP Program Manager, dated July 26, 2007.

**V. Tohono O’odham Nation MOU Update
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

Captain Wilson explains that during the June 28th meeting, the Executive Management Committee voted to send letters to the Nation requesting that they do what is necessary to bring the MOU to the attention of the Legislative bodies. Captain Wilson refers to Chief Saunders for additional information.

Chief Saunders explains that the Tribal elections occurred in June and the new members have been receiving information and updates about the PCWIN project. He adds that the legislative body is aware of the August 21st deadline date, and that the Legislative Council scheduled a special session.

Chief Gagnepain states that this MOU has been up for consideration for some time and asks Chief Saunders what the likelihood is for the MOU to be signed. Chief Saunders expresses confidence, adding that the Nation’s support includes the community, districts, and public safety entities. Chief Saunders explains that the Nation has a lot going on behind the scenes. They have sought out technological enhancements, which will help public safety communications throughout the Nation, in addition, to providing future support for PCWIN.

Chief Gagnepain asks Captain Wilson how this delay impacts the project’s timetable at this point.

Captain Wilson explains that the biggest impact affects the RFP Specifications report. Their delay does not necessarily have to impact whether the Committee adopts the Business Plan, but the RFP will require modifications depending on the Nation's decision to continue or withdraw from the project.

Materials Provided: PCWIN Letter to Chief Richard Saunders, of the Tohono O'odham Police Department, dated June 30, 2007; PCWIN Letter to Chief Craig Encinas, of the Tohono O'odham Fire Department, dated June 30, 2007; PCWIN Letter to The Honorable Ned Norris Jr., Chairman, Tohono O'odham Nation, dated June 30, 2007.

VI. Business Plan Adoption Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Captain Wilson explains that during the June 28th meeting, the Committee requested to move forward with the Business Plan. On July 12th, representatives from the City of Tucson, Town of Marana, and Pima County met to discuss concerns regarding the document.

Captain Wilson explains that the Business Plan has gone through several reviews since April 2007. The third revision was made available for distribution to each of the Committee members prior to the June 28th meeting for review and comment. In addition, Asst. Chief Allen suggested that other participants be permitted to comment on the document. The document was placed on the CTA's website for additional participant review and comment. No comments were received following the July 13th deadline.

During the July 12th meeting, three (3) primary areas were discussed: Connectivity Network Sharing, Service Depots, and Radio Infrastructure Maintenance Organization. Captain Wilson feels members came away from that meeting knowing how to handle those items and modifications to the document were made. CTA was able to put together the fourth revision of the Business Plan, which is presented today, in an effort to be adopted by the Committee. Captain Wilson refers the Committee to the Executive Summary, which outlines the content of the document.

Business Plan Ms. Cheryl Giggetts, President, CTA Communications

Topics Discussed:

- Agenda
- Background – Mission Statement
- Background – Objectives
- Background – Project Phases
- Governance Strategy
- Radio System Strategy
 - Radio System Planning
 - Radio System Cost Estimate
 - Radio System Management & Staffing
 - Radio System Financial Strategy

- ECC/EOC Strategy
 - ECC/EOC Planning
 - ECC/EOC Conceptual Architecture Design
 - ECC/EOC Cost Estimate
 - ECC/EOC Management & Staffing
 - ECC/EOC Financial Strategy
- Procurement Strategy
 - Develop Procurement Documents
 - Issue Procurement Documents
- Implementation Strategy
 - Smooth Transition from Legacy Systems
 - Planning & Communications Key to Success
 - Commitment to Excellence & Cooperation
- Risk Management Strategy
 - Risk Management Plan
- Summary of Costs, Expenses & Benefits
 - Initial Bond (\$92M) Insufficient
- PCWIN Mission Success

Captain Wilson refers to the Committees for questions, expressing his appreciation to Ms. Giggetts for a very informative presentation.

Captain Wilson explains that there are two (2) key issues to bring forward regarding the Business Plan:

- 1) Has CTA completed their work based on their contractual requirement to produce the PCWIN Business Plan? If yes, the work product should be accepted and paid for.
- 2) Should the EMC accept the Business Plan, they should determine how to proceed with product distribution, MOU's and Cost Survey Tools.

Captain Wilson explains that it was his intention to distribute the Business Plan, MOU, and Cost Survey comparison together, but CTA is still working on the Cost Survey comparison at this time. He refers the Committee to the draft MOU and draft cover letter handouts for review.

Captain Wilson explains that it is important to know that the Business Plan is predicated on the Conceptual Design. The Conceptual Design can change throughout the life of the project. As requests are sent out for the MOU's, Committee members may find that some agencies no longer wish to participate in the project, which may mean that certain components will no longer be available to PCWIN. The Business Plan lays out the governance, management philosophy, and methodology which the Committee intends to apply for cost. When this document is distributed and reviewed, it remains important to know that a number of components can change based on several variables.

Captain Wilson seeks direction from the Committee on whether they are comfortable with the Business Plan, noting that Committee distribution began July 23, 2007. He understands that some Committee members may not have been able to review the document.

Deputy Chief Miller explains that he appreciates the work that has gone into the Business Plan, but the City still has some concerns in the document. He adds that although they don't amount to fatal concerns, the City would not sign an MOU until all concerns are resolved. Dep. Chief Miller explains that he is confident that the City's concerns can be resolved by the next Committee meeting. He suggests tabling the document until the August meeting to fix any concerns brought forward.

Chief Gagnepain agrees, adding that it is a good idea to take a step back and tackle any concerns the City may have. He suggests that the Committee meet in two (2) weeks to discuss any concerns that the participating agencies may have and try to resolve them. Captain Wilson reminds the Committee that the Executive Management Committee was appointed by the Board of Supervisors to lead this project. Although large, it demands leadership, and up to this point, the Committee has not been terribly challenged to make critical decisions. The Committee has come to a point where critical decisions will have to be made to move this project forward. Chief Gagnepain agrees and stresses that the Committee owes this project to the voters who wanted this project to succeed.

Captain Wilson proposes that the next Executive Management Committee meeting be set for two (2) weeks and requests that all Committee members review the document to bring all concerns to the table at that meeting. In addition, Captain Wilson explains that the Business Plan will be on CTA's website for review. He encourages department chiefs to read the document and provide feedback to either himself or one of the EMC members.

The Business Plan Adoption item is tabled until the August meeting.

Captain Wilson asks the Committee if they believe CTA Communications has satisfied their requirement per their contract for payment. Captain Wilson asks that the Committee to keep in mind that the contract holds 20% of CTA's fees until they produce deliverables. Chief Gagnepain states that CTA has done everything the Committee has requested of them.

Chief Chappell motions to pay CTA Communications for the Business Plan deliverable. Asst. Chief Pesqueira seconds the motion. Motion unanimously carries.

Materials provided: (Draft) Memorandum of Understanding; (Draft) Cover Letter to Executive staff, dated July 26, 2007; PCWIN Radio Systems Cost Recovery Planning, dated July 25, 2007.

VII. RFP Status Report Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Captain Wilson explains that revised Sections 1-6 of the RFP document have been received, but have not been reviewed. This review period will not cause a delay in the project.

**VIII. Legacy Communications Systems – Cost Survey Spreadsheet
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

Captain Wilson explains that a Cost Survey Spreadsheet was distributed in June to help document an agency’s current maintenance and operations costs. Those costs would be compared to future costs for the PCWIN project. Twenty-one (21) agencies have returned their spreadsheets. The Staff Office has made numerous contacts to the agencies who have not returned their information.

Ms. Giggetts explains that CTA has reviewed the returned surveys and created a draft document with what was collected thus far. She adds that she will discuss the findings with Captain Wilson this afternoon and return to CTA to move this document forward.

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

**IX. Project Schedule
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

Captain Wilson refers the Committee to the PCWIN Implementation Schedule handout. He explains that the project anticipates a lengthy procurement process and with delays in the Business Plan adoption and MOU distribution, that timeframe continues to grow. The procurement cycle for the technology pieces are estimated at 7-8 months.

In previous implementation schedules, the life of the project differs. It has now become longer because there was a misunderstanding in how to handle the facility construction and the associated radio components. There has been overlapping construction dates intended at the 22nd Street facility and Price Service Center, although that has been determined as unrealistic at this point. Captain Wilson stresses that PCWIN has a 5-year schedule still ahead due to these delays. Additionally, from the Sheriff’s Department perspective, the EF Johnson radios have been in use for approximately eight (8) years, and much of the Sheriff’s Department’s equipment is demanding more service. As of October 2007, most of the subscriber equipment will fall out of manufacturer support. To support these services, more general funds will have to be used before the PCWIN project gets implemented.

Materials provided: PCWIN Implementation Schedule, dated July 20, 2007.

**X. Grant Funding
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

Captain Wilson explains that PCWIN made a previous request to Congresswoman Giffords’ office for an additional earmark of \$2M. Representative Giffords and Grijalva informed the Staff Office that the House budget includes \$400,000 for PCWIN, although the House and Senate still have to conference their individual plans.

Captain Wilson explains that in regards to the \$1B Commerce Grant under the Public Safety Interoperable Communications program, the Department of Homeland Security announced its requirements to receive funding, which were based on a state’s risk assessment. Arizona has been awarded \$17.7M for state and local agencies. At the same time, Governor Napolitano announced that she intended to apply that funding to create

interoperability between Phoenix, Yuma, and Tucson within two (2) years. This indicates that it's the states intention is to focus those dollars on the major metropolitan areas, which will be helpful to PCWIN.

The state still has to apply for the grant dollars, which must be completed within 30 days of the announcement. In addition, the Statewide Interoperability Executive Committee and the PSCC will need to complete the Statewide Communications Interoperability Plan. A draft plan is due in August and will be reviewed and submitted by September 1, 2007. The Department of Homeland Security must have the final plan and investment strategies by November 1, 2007.

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

Chief Gagnepain asks if anyone would like to address the Committee. Captain Wilson recommends items for the next meeting:

- Update on the Tohono O'odham Nation's MOU
- County Fire Dispatch organizational development process

Asst. Chief Allen asks if Captain Wilson can provide the Committee with a more formal report of what agencies have read and commented on the Business Plan report. Captain Wilson explains that the request can be done, although it would mean that the CDs would have to be mailed to each entity. Currently, Committee members are notified via email that the deliverable is available for pick up and can be viewed on CTA's website. The Committee has allowed each member to review the document at their own discretion. Asst. Chief Allen suggests a letter to go along with the CD which confirms that each entity has read the document. Chief Gagnepain explains that a letter may assist and suggests email notifications as an alternate to letters. He adds that the Staff Office does whatever possible to contact agencies and solicit feedback, in good faith, but if participating agencies do not want to read these documents, they cannot be forced

XII. Call to the Public

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)

Wednesday, August 8, 2007, @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

Thursday, August 23, 2007 @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

XIV. Adjournment

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

Meeting adjourns at 10:15 a.m.

Minutes prepared by: Catherine Hanna