

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, September 27, 2007
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the September 27, 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*)
Chief Richard Saunders, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Lt. Paul Ashcraft, Marana Police Department
Chief Doug Chappell, Drexel Heights Fire District
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Deputy Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)

Members Absent

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

Others Present

Chris Balderson, M/A Com	Kevin Mayhew, Tucson Police Department
Manny Barreras, Motorola	John Moffatt, Pima County Office of Strategic Planning
David Bremson, M/A Com	Patty Moore, IP MobileNet
Rick Brown, Town of Marana	Marie Nemerguth, City Manager's Office
Frank Brzezinski, Raytheon	Richard Pasqua, Northrop Grumman
Gary Bynum, Drexel Heights Fire District	Tim Piper, Raytheon
Don Cicchetti, IP MobileNet	Paul Punske, Motorola
Joseph Delgado, Tohono O'odham Police Department	Mike Sacco, Pima County Sheriff's Department
Carl Drescher, City of Tucson	Larry Sayers, Pima County Wireless Services
Woody Dyche, Northrop Grumman	Karen Steinfield, Raytheon
William Fleming, Motorola	Larry Stevens, Oro Valley Police Department
John Garcia, SAIC	Rick Summers, Raytheon
William Guerra, Lockheed Martin	Anita Velasco, City of Tucson Communications
Steve Howard, TYCO	Paul Wilson, Pima County Sheriff's Department
Pat Joy, Pima County Sheriff's Department	

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

NOTE: Captain Wilson placed a conference call to Dr. Ken Ballard, of CTA Communications, to join in the meeting.

Chief Gagnepain proposes approval of the minutes for the August 23, 2007, Executive Management Committee (EMC) meeting. Dep. Chief Miller moves to approve the minutes and Mr. Reeve seconds the motion. Motion is unanimously carried.

Captain Wilson advises that future Committee summaries will take a more concise approach; documenting key points, discussions, and actions throughout the meetings. No objections were noted.

Materials provided: EMC summary dated August 23, 2007.

NOTE: Discussion items will not be presented in the order of the agenda provided to the Committee. No objections were noted.

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

The document was last revised in July 2007 and since then, the County and the City of Tucson have met to discuss proposed modifications. Those modifications were forwarded to each Committee member for review prior to today's meeting. Captain Wilson refers the Committee to several revised sections of the Business Plan to review the proposed modifications.

Captain Wilson encourages questions, comments, and discussion on the modifications presented during today's meeting. He intends on seeking the Committee's acceptance of the Business Plan for publication and plans to move forward with future changes resulting from Committee action as *amendments*.

Captain Wilson and Captain Mayhew provided a review of the Business Plan modifications for the Committee. Committee members were encouraged to follow along and discuss any changes they identify.

NOTE: Asst. Chief Miller exits the meeting; Captain Mayhew takes over as alternate (0917 hours).

Intergovernmental Agreement (IGA) Template

Captain Wilson reminds the Committee that the IGA template is not a final document, but it gives agencies an idea on what language may be included in their IGA. This process will be lengthy and Committee members are encouraged to brainstorm language before this process begins.

Captain Wilson requests that the Committee accept the Business Plan (Version 3, dated July 23, 2007) for publication, with recommended changes provided, and move forward with an amendment document.

Motion

Asst. Chief Allen moves to accept the PCWIN Business Plan, dated July 23, 2007, as it is in “semi-draft” form. This acceptance is based on the understanding that the Business Plan is a framework and as such is a dynamic document that will be amended by PCWIN Management. A formal amendment approval process will be developed by PCWIN staff that will require approval by the Executive Management Committee of all amendments to the Business Plan, including all attachments to the plan.

Additionally, the IGA that is included with the draft Business Plan is recognized as a template, and as such will have to undergo review and negotiations between each participating agency and Pima County. Specifically, not all aspects of the current IGA template should be considered to be accepted by all participants.

Asst. Chief Pesqueira seconds the motion. No further discussion is noted. Motion unanimously carries.

Materials provided: PCWIN Business Plan Comments from Captain Wilson, dated September 17, 2007; PCWIN Business Plan Governance (revised); PCWIN Business Plan Radio Systems Conceptual Architecture Design (revised); PCWIN Business Plan Radio Systems Management & Staffing Strategy (revised); PCWIN Business Plan Radio Systems Financial Strategy (revised); PCWIN Business Plan Table 24B, Radio Systems Cost Recovery Projections w/o Participation in a Non-Fixed Equipment Replacement Fund; PCWIN Business Plan Summary of Costs, Expenses and Benefits (revised); PCWIN Business Plan Executive Summary (revised); Job Description: Communications & Radio Shop Foreman; Job Description: Communications Manager / Engineer.

IV. Memorandum of Understanding Comments Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department

Captain Wilson explains that the Town of Marana recently requested a change to the draft MOU, which requested that the user make their 800 MHz FCC licenses available to the PCWIN system. Marana’s legal team suggested that the requirements can be negotiated through an IGA.

Captain Wilson refers the Committee back to page 12 of the Governance section of the Business Plan, which outlines Termination or Withdrawal of PCWIN. If a user is going to withdraw, the user is expected to transfer FCC licenses contributed to support the PCWIN network to PCWIN. Collectively, the Committee would have to take the needs of the broader community into consideration and understand that taking back licenses could potentially cripple the system. Participating agencies are challenged to consider the needs of both sides when discussing this section. The City of Tucson raised concerns that relinquishing their licenses would box their interests solely into PCWIN. They would like to create language which would acknowledge both sides of the issue. Captain Mayhew proposes that if an agency withdraws from PCWIN, some negotiation or arrangement has to occur in regards to those FCC licenses. Negotiations must take individual agency needs and PCWIN needs into account.

Captain Wilson acknowledges that more flexible language will be considered.

It was suggested that when giving notice of termination or withdrawal that the language provide flexibility in the case of exigent circumstances. Statute may exist which would cover these circumstances, as well. This language was adopted in the above motion.

Materials provided: Intergovernmental Agreement (Template).

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

Captain Wilson explains that there has been no communication with the Nation since the August EMC meeting. During the August meeting, Committee members voted to exclude the Nation’s participation from the project, which gave Captain Wilson direction to recommend changes to the Citizen’s Bond Advisory Committee and the Board of Supervisors to change the scope of the project. The next Bond Advisory Committee meeting is scheduled for September 28th, although materials for presentation have not been completed. The meeting following is scheduled for October 26th, which may be rescheduled to early November. Before Captain Wilson presents his recommendation to the Bond Committee and the Board of Supervisors, he will present his documentation to the Committee for review and input.

The Committee must consider whether or not to delay distribution of the Business Plan. The Committee can distribute the Business Plan, as approved today, or wait until the amendment is defined so participating agencies can receive a clearer picture of what was published. Captain Wilson recommends waiting for the amendments to be drafted before distribution. No objections were noted.

Chief Saunders has nothing new to report from the Nation.

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

**VI. Radio System Alternatives for Western Pima County
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

Mr. Larry Sayers, Technical Committee Chairman, provides the Committee with an overview of four (4) alternative system designs:

**Alternative System Designs PowerPoint Presentation
Mr. Larry Sayers, Pima County Wireless Services**

- **Redundant Loop Microwave – Wide Area Trunking**
- **Redundant Loop Microwave Primary Path Loss – Wide Area Trunking**
- **Without Redundant Loop Microwave – Wide Area Trunking**

Option #1:

- **Original Design Elements Less Kitt Peak and Quijotoa Sites**
- **Substitute microwave link between Confidence Peak and Keystone**
- **May include a small system controller at the Ajo Substation in case the link was lost**
- **Users would still have radio service and coverage with connectivity back to Tucson**
- **Kitt Peak and Quijotoa could be easily added at a future date**
- **\$2,737,881.69 less than Conceptual Design**

Option #2:

- **Stand Alone System for Western Pima County**
- **Substitute microwave link between Confidence Peak and Keystone**
- **No connectivity back to Tucson**
- **\$3,390,841.69 less than Conceptual Design**

Option #3:

- **Expansion of Yuma Regional Communications System to Service Western Pima County**
- **Substitute microwave link between Confidence Peak and Keystone**
- **Yuma has a P25, 800 MHz radio system**
- **This option would use Yuma's system and controller in the Ajo area**
- **Microwave may be placed up to Oatman**
- **The Oatman site can eventually connect PCWIN to DPS**
- **\$800,000 grant funding (Stone Garden) will benefit Pima County and the border by connecting microwave links**
- **Additional funding may possibly come from the PSIC grant**
- **\$2,927,981.69 less than Conceptual Design**

Option #4:

- **Original Design Elements Less Kitt Peak**
- **Substitute microwave link between Confidence Peak and Keystone**
- **Quijotoa site availability cannot be assumed**
- **\$2,227,099.44 less than Conceptual Design**

The Technical Committee recommends Option #1, allowing DPS or APS connectivity across the northern portion of Pima County.

A question was raised whether the Nation would have to pay \$2,737,881.69 to enter back into the PCWIN system. The cost to return to the system would be based on when the user joins and what needs are desired. A large portion of these costs are based on subscriber equipment for the agencies. Captain Wilson notes that any change to the scope of the Bond Implementation would become a determining factor.

Chief Gagnepain refers to the Committee for direction. The Committee agrees to move forward with Option #1.

Materials provided: PowerPoint Presentation on Alternative Design Systems, by Mr. Larry Sayers, Pima County Wireless Services (Technical Committee Chair).

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

Lt. Sacco has kept in contact with Mr. Mike Dye, of CTA Communications, regarding this spreadsheet in an effort to provide each participating agency a list of current and future operating and maintenance costs for PCWIN.

From data reported in the original cost survey, comparisons will be reallocated into three (3) categories:

- 1) Subscriber and System Maintenance Costs
- 2) Replacement Costs of System Components
- 3) Replacement Costs of Subscriber Equipment

Recorded data will be placed in a spreadsheet for a side-by-side comparison with anticipated PCWIN cost and benefits. PCWIN data will be based upon participating agency’s percentage of subscriber equipment. The proposed spreadsheet has been forwarded to CTA for their input and a final document should be available by the October meeting.

Materials provided: Proposed Cost Comparison, prepared by Lt. Mike Sacco (User Committee), dated September 22, 2007.

**VIII. User Committee Resignation
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

Captain Wilson informs the Committee that Battalion Chief Todd Pearson, of the Tucson Fire Department, has resigned his position as User Committee Co-Chair. Committee Chairs are up for re-election as of November and nominations will proceed at that time. No replacement has been provided by Tucson Fire Department as of yet.

On September 11, 2007, the Technical Committee re-elected Mr. Sayers as Committee Chairman.

Materials provided: Letter from Battalion Chief Todd Pearson, dated September 12, 2007.

**IX. Regional Transportation Data Network (RTDN)
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

The Regional Transportation Data Network project is a grant funded project, headed by the City of Tucson Department of Transportation Department and Pima Association of Government, which intends to create a regional data network to connect the traffic management systems of each jurisdiction. In addition to discussing their plans with the City, they included the County, seeking assistance on how their network would cross paths with PCWIN.

RTDN representatives have requested copies of PCWIN's Conceptual Design document to assist in their planning. Due to the confidential information in the document, Pima County has asked that the City of Tucson DOT, and their consulting firm, Kimley-Horne Associates, execute a non-disclosure agreement. The agreement has since been signed.

Chief Sharp motions to provide the City of Tucson DOT with the requested Conceptual Design documentation. Chief Chappell seconds the motion. Motion unanimously carries.

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

Mr. Sayers explains that Stone Garden is a federal grant, which will provide connectivity between four (4) border counties with Mexico. The counties will receive \$800,000 for the project and the funding will immediately benefit PCWIN. Approximately \$350,000 will be used to build a tower on Childs Mountain, and microwave connectivity will be built to support Option #1 of the alternative system designs.

This connectivity lays the groundwork for PCWIN to achieve a future goal, which is to provide interoperability for bordering counties. Additionally, this will off-set some costs set aside for the tower needed on Childs Mountain.

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

Lt. Sacco explains that the Tucson Police Department received a grant opportunity from the Department of Justice COPS Office of Technology for 2007, which would have fit well with the needs of the PCWIN project. PCWIN applied for that grant, although no funding was awarded.

The 2005 Technology grant will be used to purchase an administrative phone switch for the 22nd Street facility. The funds should be spent by the end of the month.

The 2006 Technology grant will be used to place 9-1-1 fiber into the 22nd Street facility. Qwest has preliminary plans and an environmental assessment will have to be completed.

Captain Wilson explains that the Public Safety Interoperability Communications grant (\$1B) opportunity is moving forward. The State Interoperability Plan is in its second revision and was recently approved for submission by the Public Safety Communications Commission. The plan will be forwarded to the Department of Homeland Security in Washington for review and comment. It will be sent back to the state, revised, and final submission is due December 3rd. The application process announcement is anticipated anytime. Captain Wilson anticipates only a 30-day window to submit those applications for funding. The State has created five (5) initiatives to receive those funds.

Department of Public Safety is planning upgrades to their microwave and Captain Wilson will encourage upgrades to include the northern leg of connectivity for Pima County to tie in with the Stone Garden grant. Captain Wilson will keep Committee members apprised of all updates regarding the grant.

Captain Wilson inquired about the level of involvement the Committee would like to have in approving an application to support PCWIN. The Committee authorized Captain Wilson to prepare an application, and at his discretion, bring matters to the Committee for decision, if necessary.

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

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

XII. Call to the Public

Mr. Woody Dyche inquires when the Committee would release an RFP document for vendor review. Captain Wilson explains that participating agencies will have a 60-90 day review period for the MOUs and those will not be distributed until the Business Plan amendments are drafted. He predicts the RFP to be drafted by the beginning of 2008, although that timeframe can change.

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

Thursday, October 25, 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 Sharp moves to adjourn the meeting. Asst. Chief Pesqueira seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:47 a.m.

Minutes prepared by: Catherine Hanna