

**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, October 25, 2007  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the October 25, 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 (*1<sup>st</sup> Alternate*)  
Chief Richard Saunders, Tohono O'odham Police Department  
Commander Jason Larter, Oro Valley Police Department (*2<sup>nd</sup> Alternate*)  
Asst. Chief Ray Allen, Tucson Fire Department (*1<sup>st</sup> Alternate*)  
Lt. Dale Bradshaw, Marana Police Department (*2<sup>nd</sup> Alternate*)  
Chief Doug Chappell, Drexel Heights Fire District  
Asst. Chief Albert Pesqueira, Northwest Fire District (*1<sup>st</sup> Alternate*)  
Captain Kevin Mayhew, Tucson Police Department (*2<sup>nd</sup> Alternate*)  
Mr. Dennis Douglas, Pima County OEM & Homeland Security

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Richard Vidaurri, Marana Police 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**

Rick Brown, Town of Marana	Pat Joy, PCSD Communications
Ramona Brunswick, TYCO	John Moffatt, PC Office of Strategic Planning
Gary Bynum, Drexel Heights Fire District	Patty Moore, IP MobileNet
Bob Couch, SAIC	Paul Punske, Motorola
Joseph Delgado, Tohono O'odham Police Dept.	Kerry Reeve, PC OEM & Homeland Security
Alex Dely, Raytheon	Kevin Rogers, AZ Dept. of Public Safety
Carl Drescher, City of Tucson	Mike Sacco, Pima County Sheriff's Department
William Fleming, Motorola	Larry Sayers, Pima County Wireless Services
Joe Jakoby, City of Tucson IT	Kevin Trick, South Tucson Fire Department
Rob Jones, General Dynamics	

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

Chief Gagnepain proposes approval of the minutes for the September 27, 2007, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Commander Larter seconds the motion. Motion is unanimously carried.

*Materials provided: EMC summary dated September 27, 2007.*

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

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

Captain Wilson states that Chief Saunders has exciting news regarding the Tohono O'odham Nation's participation with the project.

Chief Saunders announces that on October 17, 2007, the Tohono O'odham Nation Chairman Ned Norris, executed the memorandum of understanding between the Nation and the Pima County Sheriff's Department. Additionally, the Nation provided the Committee with a Resolution of the Tohono O'odham Nation to work cooperatively with Sheriff's Department to implement the PCWIN project, which was signed by the Legislative Council on October 17, 2007.

Captain Wilson expresses his appreciation to Chief Saunders, Administrator Chuck Kmet, and the fire and law enforcement representatives who assisted in this effort brought forth today. He acknowledges Chief Saunders' impending retirement and states that his leadership was instrumental in today's outcome.

Captain Wilson recommends that the Committee rescind their previous action to '*exempt the Tohono O'odham Nation from the PCWIN project*' and move forward with the original Conceptual Design package.

Chief Chappell motions to rescind the Committee's previous action to exempt the Nation and move forward with the original Conceptual Design package. Mr. Douglas seconds the motion. Motion unanimously carries.

*Materials provided: Copy of the MOU between the Tohono O'odham Nation and the Pima County Sheriff's Department, received on October 17, 2007; copy of the Tohono O'odham Nation Legislative Council, approved October 17, 2007.*

**IV. Business Plan / MOU Distribution  
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Captain Wilson refers the Committee to the proposed MOU and cover letter handout. Recent feedback regarding the two (2) documents has led Captain Wilson to take another look at the execution process and language considerations of the documents.

In previous Committee meetings, User Committee members provided Captain Wilson with a timeline their agencies may require for MOU distribution and execution. The majority of the agencies would require a 60-90 day process period and most, without exception, would require their elected officials to approve and/or sign the MOU. This raised some questions on whether the MOU would become more binding than originally intended. The MOU is intended to affirm an agency's support and commitment to the PCWIN project, understanding that more detailed information will come in the form of an IGA.

Captain Wilson explains that he is seeking other ways to affirm each agency's commitment to the project (MOU, letter of commitment, letter of intent), and intends on drafting a document with simple language to achieve that goal.

The Committee is asked what process their agencies would require to execute an MOU. Most fire districts may require their elected bodies to review and sign the document, but some may give authority to their department chiefs to sign. The Tucson City Council may have to take action on behalf of all City departments involved.

It was suggested that the MOU be more brief; simply addressing support to the Business Plan and committing future participation in the PCWIN project. Chief Chappell suggests adding language to confirm each agency's subscriber equipment numbers to allow for revisions before the project moves forward.

No additional concerns are addressed.

Captain Wilson states that with the Committee's direction, he will revise the MOU and cover letter. Committee members unanimously agree.

Commander Larter exits the meeting.

*Materials provided: Draft copy of the Memorandum of Understanding with cover letter.*

**V. Policy for Business Plan Amendments & Policy Adoption  
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

As part of the motion to accept the Business Plan, the Staff Office was asked to prepare a policy statement, which would give direction on how policies and amendments to the plan would be presented. In addition to the amendment, Captain Wilson created the *Business Plan & Policy Adoption* policy statement.

It was suggested that the Executive Management Committee be added to the *Procedure* section giving the EMC the option to recommend proposals and amendments to the Business Plan. Captain Wilson explains that the suggested language already exists in the By-Laws, but it can be added to this policy, as well. The procedure was written to show that if there was a disagreement between the Director and one of the sub-committees, the committee could still make a recommendation to the EMC, even at the objection of the Director. The Executive Committee will then be challenged to hear both sides of the debate.

This item has been tabled until the December meeting.

*Materials provided: Draft copy of the F2 – Business Plan & Policy Adoption policy, dated October 25, 2007.*

**VI. Business Plan – Amendment 1 – Revised Subscriber Requirements  
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

A draft amendment was prepared to describe the impact associated with corrections to the subscriber equipment requirements to ensure the most accurate reporting of projected costs to the participant agencies.

The impact, from a cost standpoint to the smaller agencies, is minimal and may not make a difference whether they support the Business Plan or not. Additionally, participating agencies may have revised their equipment numbers or they find that they are unable to continue their support of the project. Captain Wilson recommends postponing action until January 2008 when the Committee can evaluate the level of support committed via MOUs and the resulting impact.

Item is tabled until January 2008.

*Materials provided: PCWIN Amendment 1 – Subscriber Requirement Revisions, dated October 25, 2007.*

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

Lt. Sacco continues to work with Mr. Mike Dye, of CTA Communications, although cost survey estimates have yet to be completed. Captain Wilson reminds Lt. Sacco that the Business Plan will be distributed by the end of the month and the Cost Survey Spreadsheet is scheduled to be attached to the document. Lt. Sacco explains that Mr. Dye expressed confidence that the survey will be completed before the end of the month.

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

Lt. Sacco refers the Committee to the proposed Public Safety Interoperable Communications (PSIC) Grant Applications handout. PCWIN is applying for five (5) different grants under PSIC:

**Childs Mountain**

Requesting \$328,000 for building, generator, UPS, and microwave link with DPS on Childs Mountain. A replacement tower and a microwave link to the DPS Mowhawk site is already funded through “Stone Garden.”

**Pima County Microwave**

Requesting \$592,000 for four (4) links: Keystone to PCSD; PCSD to Mt. Lemmon; PCSD to Elephant Head; Childs Mountain to PCSD in Ajo.

**Radio System**

Requesting \$5,422,792 for one (1) P25 digital system controller; two (2) P25 simulcast controllers; 438 P25 repeaters.

**Tucson SONET**

Requesting \$744,000 to upgrade existing City of Tucson microwave and fiber optic network to increase necessary capacity for PCWIN. Also add a fiber optic line and terminate electronics into new Emergency Communications Center and Emergency Operations Center at 3434 E. 22<sup>nd</sup> Street Facility.

**Oatman Site Building**

Requesting \$140,000 for a new communications shelter at the DPS Oatman site.

**PSIC Grant Application**

On October 4, 2007, Captain Wilson met with representatives from DPS, the City of Tucson, Pima County Sheriff's Department, and Sedona to discuss different application options for submittal by PCWIN. Specific items have been requested based on the pressing needs of the project and the funding timeline. A request for subscriber equipment was left out because their need is not immediate.

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

In order to receive the 2006 Technology grant funds to place 9-1-1 fiber into the 22<sup>nd</sup> Street facility, an environmental assessment is needed at a cost of \$12,000. Captain Wilson recommends that the Committee approve bond funds to pay for that assessment.

Chief Chappell motions to approve \$12,000 expenditure for an environmental assessment to comply with grant funding requirements to extend the 9-1-1 fiber network into 3434 E. 22<sup>nd</sup> Street facility. Captain Mayhew seconds the motion. Motion unanimously carries.

Captain Wilson explains that the telephone switch at the 22<sup>nd</sup> Street facility is installed and operational and will be networked to other switches in the Sheriff's Department for redundancy.

*Materials provided: PCWIN Proposed Public Safety Interoperable Communications (PSIC) Grant Applications (October 2007).*

**IX. 2008 Bond Committee Recommendations****Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

In preparation for the 2008 Bond Election, PCWIN went to the Bond Advisory Committee requesting additional funding to support the project. The Pima County Justice and Law Enforcement Bond Sub-Committee divided projects into two (2) "tiers," placing the PCWIN project in Tier 2.

The sub-committee took action to approved Tier 1 projects and would not recommend Tier 2 projects for the 2008 Bond Election.

**Tier 1**

- \$20,700,000 – Northwest Regional Center (Court Center)
- \$1,775,000 – Drexel Heights (PCSD Substation)
- \$28,900,000 – Juvenile Remand Center (Jail Facility)

**Tier 2**

- Pima Regional Training Academy
- Substation Expansion and Refurbishing Project
- PCWIN Project
- Driver's Training Track

Mr. Douglas stressed that this action was taken by a sub-committee and that their recommendations will be taken to the Bond Advisory Committee for additional consideration.

**X. DPS Microwave Upgrade and Arizona Interoperable Radio System (AIRS) Update  
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

**Arizona Department of Public Safety Wireless System Bureau  
Mr. Kevin Rogers, Manager, Arizona Department of Public Safety Wireless System  
Bureau**

Topics Discussed:

- Mission
- Goals
- Wireless System Bureau
  - Employees (66)
  - Base Stations (681)
  - Portables and Mobiles (99)
  - Communications Sites (80)
- Agenda
- What is AIRS?

**Communications Site and Microwave System Upgrade**

Topics Discussed:

- Upgrades
- Towers
- Buildings

*Materials provided: AZ DPS Wireless System Bureau Powerpoint Presentation by Mr. Kevin Rogers, dated October 25, 2007.*

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

The Tucson Fire Department, through Captain Mayhew, requests that Captain Fred Bair be appointed to the User Committee, replacing Battalion Chief Todd Pearson.

Chief Chappell motions to appoint Captain Bair as the new User Committee representative. Captain Mayhew seconds the motion. Motion unanimously carries.

**XII. 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.

**XIII. Call to the Public**

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

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

The next scheduled meeting was scheduled for November 22<sup>nd</sup>, which falls on Thanksgiving. Captain Wilson proposes cancelling the November 22<sup>nd</sup> meeting and move up the December 27<sup>th</sup> meeting to a date which will work best for Committee members.

**Thursday, December 6, 2007, @ 9:00 AM**  
Pima County Sheriff's Department  
1750 East Benson Hwy  
SOC/3<sup>rd</sup> Floor

**XV. Adjournment**

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

Meeting adjourns at 10:05 a.m.

Minutes prepared by: Catherine Hanna