

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, December 6, 2007
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the December 6, 2007 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:00 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*2nd Alternate*)
Assistant Chief Joseph Delgado, Tohono O'odham Police Department (*1st Alternate*)
Deputy Chief Larry Stevens, Oro Valley Police Department (*1st Alternate*)
Assistant Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Lt. Paul Ashcraft, Marana Police Department (*1st Alternate*)
Chief Doug Chappell, Drexel Heights Fire District
Assistant Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Captain Kevin Mayhew, Tucson Police Department (*2nd 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 Richard Saunders, Tohono O'odham 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
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Others Present

Chris Balderson, M/A Com
Manny Barreras, Motorola
Stella Bay, Pima College DPS
David Bea, Pima Community College
David Bremson, M/A Com
Frank Brzezinski, Raytheon
Don Cicchetti, IP MobilNet
Carl Drescher, City of Tucson
Woody Dyche, Northrop Grumman
Cheryl Giggetts, CTA Communications
Steve Howard, TYCO
Joe Jakoby, City of Tucson IT

Larry James, M/A Com
Kim Janes, PCOEM & Homeland Security
Pat Joy, PCSD Communications
Kent Martin, Motorola
Patty Moore, IP MobilNet
Marie Nemerguth, City Manager's Office
Paul Punske, Motorola
Pat Quinn, Tucson Fire Department
Mike Sacco, Pima County Sheriff's Department
Larry Sayers, Pima County Wireless Services
Karen Steinfeld, Raytheon
Rick Summers, Raytheon

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

Captain Wilson proposes approval of the minutes for the October 25, 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 October 25, 2007.

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

The Tucson Fire Department, through Chief Dan Newburn, has requested that Deputy Chief Patrick Quinn be considered as a second alternate for representation on the Executive Management Committee. Appointments are made upon recommendation from the Executive Management Committee to the Pima County Board of Supervisors.

Chief Chappell motions to recommend Deputy Chief Quinn as second alternate, for the Tucson Fire Department, on the Executive Management Committee. Captain Mayhew seconds the motion. Motion unanimously carries. Catherine Hanna will prepare the paperwork for the Board of Supervisors review and consideration.

Although Chief Richard Saunders, of the Tohono O'odham Police Department, has retired, he remains an appointed member of the Executive Management Committee for the Nation. Asst. Chief Delgado (first alternate) directs Staff to terminate Chief Saunders' appointment. The Nation will recommend new appointments when a new Chief is hired.

Materials provided: Copy of Deputy Chief Patrick Quinn's resume.

IV. Policy for Business Plan Amendments & Policy Adoption
Captain Paul Wilson, 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.

The Committee reviewed the first draft of the requested policy at the October 25th meeting. Staff was directed to add a provision determining Executive Committee members to propose Business Plan amendments. Captain Wilson refers to the Committee for discussion and/or direction on how to proceed. Captain Mayhew moves to accept the Business Plan Amendment Policy as outlined in the handout. Chief Chappell seconds the motion. Motion unanimously carries.

Materials provided: Draft Business Plan & Policy Adoption, Section F2, Administrative Policies, dated December 6, 2007.

V. Business Plan Distribution
Captain Paul Wilson, Pima County Sheriff's Department

On November 14th, the Staff Office sent a packet of items to each agency, which included the following items:

- Cover Letter to the agency chief
- Memorandum of Commitment
- Subscriber Equipment Survey
- Cost Comparison spreadsheet
- Executive Summary
- Business Plan on CD

In regards to the Cost Comparison spreadsheet, each agency was provided a cost survey spreadsheet, which would identify their current maintenance, operations, and legacy systems costs. Details were summarized and compared with the projected PCWIN costs, which were reflected in the Business Plan. If an agency did not return their survey, CTA Communications estimated the current costs for them.

Additionally, Captain Wilson provided presentations for agency executives and officials to review the Business Plan and MOC process. Between November 29th and November 30th, seventeen (17) guests attended these presentations. Captain Wilson will attempt to contact those agencies who were unable to attend and lend his time to making additional presentations, upon request.

The Staff Office has not received questions regarding the presentations and has not received any signed Memorandum of Commitment documents from any of the participating agencies. Agencies were given until mid-January 2008 to execute their Memorandum of Commitment.

Each Committee member received a hard copy of the Business Plan during the meeting. The complete Business Plan is also available on the PCWIN website at www.bonds.pima.gov/wireless/index.htm.

Captain Wilson refers to the Committee for discussion and/or questions. He receives no response.

VI. Grant Funding
Captain Paul Wilson, Pima County Sheriff's Department

FY05 Earmark Project Update

The installation of the telephone switch at 3434 E. 22nd Street is complete. The switch is networked to the Sheriff's telephone network so the new switch and those located at the Sheriff's Administration Building and the Adult Detention Center provide back up routing for one another, minimizing risk of downtime if one of the three switches suffers a service disruption. The total cost for infrastructure equipment and installation was approximately \$338,000, leaving \$30,000 of grant funds to purchase handsets which will be stored for future use in the facility.

PSIC Grant Awards

Arizona received \$17.7M from the \$1B Commerce Department grant. On behalf of PCWIN, the County submitted five (5) workbook applications for PSIC funding consideration. A total of 33 workbooks were submitted; 20 from the southern region.

Two (2) PCWIN workbooks were ultimately supported. An application for \$140,000 will fund a radio shelter for Oatman. If awarded, funding would be passed back through to the Department of Public Safety to manage this project. The State will provide a 20% match. The second application would help fund the radio system at an award of \$3.3M. A 20% match is required and will be paid with bond funds.

Captain Wilson expresses appreciation to Lt. Mike Sacco for his hard work in preparing the workbooks, and gathering additional support for the project.

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

VII. Project Status Report Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to the CIP Total Project and Monthly Expenditure handout. The only expenditures not documented are those from the telephone switch at the 3434 E. 22nd Street facility.

On December 5th, County representatives met with County Procurement to continue discussions on how to prepare for the solicitation document and its development. Ideas were discussed on how to develop the technical and cost evaluations of the proposals, in addition to the site development for the remote antenna sites. Documentation will be prepared and distributed for review and comment during the January 2008 meeting.

Another point of discussion included the formulation of the evaluation team who would be tasked with evaluating proposals. The evaluators would include a small voting body and will be given the opportunity to receive advice from advisors. Advisors would be made up of representatives from several disciplines (police, fire, dispatch, finance, state) and would be given the opportunity to ask questions and receive information about the proposals. They would, in turn, give advice to the voting team on what items to consider when scoring the proposals.

Captain Wilson explains that he would consider PCWIN User and Technical Committee members, as well as members from the Public Safety Communications Commission (PSCC), and the County and City Finance Departments, as possible advisors. Captain Wilson will seek recommendations from department executives in the near future.

Captain Wilson stresses that over the next couple of months, participating agencies need to begin preparation work on staffing for the implementation piece of the project.

Status Report

Curt Knight, PSCC Office Director, notified Captain Wilson that he will submit a request for a \$4.5M in his FY08 budget to allow the PSCC to continue with their pilot projects in Phoenix and Yuma. If those funds are awarded, he may have funds for future PCWIN pilot projects. Nothing has been awarded, but Mr. Knight wanted Committee members to be aware of this request for funding, which may help PCWIN.

Additionally, Captain Wilson received notice that a particular vendor plans to submit a proposal arising from HR1 Bill (House of Representatives), which gave direction to the Department of Homeland Security's Office of Emergency Management Communications to conduct six (6) cross-border communications projects. The Department of Homeland Security was asked to come up with ideas for a pilot project for possible funding. Santa Cruz County also submitted a pilot project idea to create cross-border communications between the Mexican and American authorities using satellite communications. Another pilot project to consider would include something associated with the Hazardous Materials Facility to be constructed in Mexico and the possibility of an early warning system following an accident. No funds have been associated with this; the Department of Homeland Security is only seeking ideas to take to Congress.

CTA has been busy with assisting PCWIN in their costing pieces of the project. Ms. Giggetts commends committee representatives for their planning in preparation for the Business Plan, and encourages them to begin preparing for the planning and implementation phases of the project. Dedicated individuals are recommended when evaluating or advising throughout the RFP phase.

Materials provided: CIP Total Project and Monthly Expenditures thru FY 2007/2008 Period 4, dated November 14, 2007.

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

Captain Wilson asks if anyone would like to address the Committee. It was recommended that the Committee receive a status report on the County Dispatch organization during the January 2008 meeting. Chief Chappell states that he will prepare a report for the Committee.

IX. Call to the Public

Captain Wilson asks if anyone in the audience would like to address the Committee. Mr. Frank Brzezinski, of Raytheon, asks if potential vendors will receive a draft RFP document for review, and have the opportunity to attend a pre-solicitation meeting for those who may have the opportunity to bid on the PCWIN project.

Captain Wilson states that he could not answer, although vendors will have the opportunity to attend a pre-proposal conference.

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

Thursday, January 24, 2008, @ 9:00 AM

Pima County Sheriff's Department

1750 East Benson Hwy

SOC/3rd Floor

XI. Adjournment

Captain Wilson asks for a motion for adjournment. Chief Chappell moves to adjourn the meeting. Assistant Chief Pesqueira seconds the motion. Motion is unanimously carried.

Meeting adjourns at 9:30 a.m.

Minutes prepared by: Catherine Hanna