

**PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN)
USER COMMITTEE / TECHNICAL COMMITTEE
JOINT MEETING**

Pima County Sheriff's Department
Administration Building, Sheriff's Operations Center, 3rd Floor
1750 E. Benson Highway, Tucson, Arizona
Thursday, October 25, 2007
1:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the October 25, 2007 meeting.

I. Call to Order: Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 1:00 p.m.

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

Quorum is established for the Technical Committee with a total of 14 members present.

Quorum is established for the User Committee with a total of 11 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Fleet Services
John Armstrong, Tucson Police Department
Rick Brown, Marana Police Department
Gary Bynum, Drexel Heights Fire District
Steven Campbell, Drexel Heights Fire District
Don Harrison, Tucson Airport Authority
Tim Hoban, Tucson Airport Authority
Joseph Jakoby, City of Tucson IT
Pat Joy, Pima County Sheriff's Department
Greg Lugo, Tucson Police Department
Gregory McNeal, City of Tucson IT
Isaiah Twombly, City of Tucson Communications
Anita Velasco, City of Tucson Communications
Gregg White, Northwest Fire District

Members Not Present – Technical Committee

Ken Boynton, University of Arizona
Scott Ferguson, Pima Community College DPS
Harry Findysz, Mount Lemmon Fire District
Ted Martin, Pima County Sheriff's Department IT
John Moffatt, Pima County Office of Strategic Planning
Kerry Reeve, Pima County OEM
Gary Schmitz, Oro Valley Police Department
Ben Standifer, Tohono O'odham Police Department

Others Present

Manny Barreras, Motorola
Stella Bay, Pima College DPS
William Fleming, Motorola
Joseph Martinez, Tohono O'odham Police Department
Victoria Padilla, Tohono O'odham Police Department
Paul Punske, Motorola
Paul Wilson, Pima County Sheriff's Department

Members Present User Committee

Nancy Anderson, Oro Valley Police Department – Proxy
Linda Basham-Gilbert, Tucson Police Department
Gary Bynum, Drexel Heights Fire District
Shannon Collier, Sahuarita Police Department
Doug Emans, Northwest Fire District
Charles Hangartner, Tohono O'odham Tribal Police
David Jones, City of Tucson (Tucson General Services)
Dan Morelos, Tucson Airport Authority
Ernie Robles, Picture Rocks Fire Department
Mike Sacco, Pima County Sheriff's Department
Kevin Trick, South Tucson Fire Department – Proxy

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Paul Ashcraft, Marana Police Department
Lee Bucklin, Rincon Valley Fire District
Jim Bush, Ajo/Gibson Volunteer Fire Department
James Craig, Helmet Peak Fire Department
Richard Garcia, South Tucson Police Department
Wren Keller, Corona de Tucson Fire District
Charles Kmet, Tohono O'odham Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tom Nix, Avra Valley Fire District
Hector Olivo, Pascua Yaqui Police Department
Luis Puig, University of Arizona Police Department
Dennis Rankin, Mount Lemmon Fire District
Kerry Reeve, Pima County OEM
Dan Simmons, Pima Community College DPS
Larry Stevens, Oro Valley Police Department
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

II. Approval of Minutes, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks members if there are any suggested changes for the September 11, 2007, Technical meeting minutes. Mr. McNeal moves to accept and approve the minutes and Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Materials provided: Technical Meeting Summary for September 11, 2007.

III. DPS Microwave Upgrade and Arizona Interoperable Radio System (AIRS) Update Mr. Kevin Rogers, Manager, Arizona Department of Public Safety Wireless System Bureau

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?

Mr. Rogers refers to the Committees for questions.

AIRS will give options similar to Gateway, but the sites will be located on Mt. Lemmon and Keystone with broader coverage capabilities. In order to use AIRS, each agency would have to sign an MOU with DPS as part of the system requirement. This process can be handled online.

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.

IV. Tohono O’odham Nation Participation Captain Paul Wilson, Pima County Sheriff’s Department

For several months, the Executive Management Committee and the Tohono O’odham Nation have been working together to come up with agreeable language to execute an MOU between the Nation and the Pima County Sheriff’s Department.

On October 17th, 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 the fire and law enforcement representatives, Detective Hangartner in particular, who assisted in this effort brought forth today. The Executive Management Committee voted to rescind their previous action to ‘*exempt the Tohono O’odham Nation from the PCWIN project*’ and move forward with the original Conceptual Design package.

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

V. Business Plan – Amendment Document
Captain Paul Wilson, Pima County Sheriff’s Department

Amendments to the Business Plan were originally created to reflect the Nation’s exclusion from the project, which is no longer an issue.

Amendment 1.0 was established 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. Recently, the Tucson Police Department and the University of Tucson Police Department provided changes to their subscriber equipment numbers.

Captain Wilson recommended that the Executive Management Committee postpone action on the amendment until January 2008 when the Committee can evaluate the level of support committed via MOUs and the resulting impact. Participating agencies may have to revise their equipment numbers and cost projections before executing the MOU. Item was tabled until January 2008.

VI. Legacy Communications Systems – Cost Survey Spreadsheet
Lt. Mike Sacco, 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. The spreadsheet will show an agency’s current expenses and compare those to what is projected for the project.

Lt. Sacco explains that Mr. Dye expressed confidence that the survey will be completed before the end of the month. The spreadsheet will be attached to the Business Plan when distributed.

VII. Grant Funding
Lt. Mike Sacco, Pima County Sheriff’s Department

The 2005 Technology grant is being used to contract with Qwest to install a telephone switch into the 22nd Street facility. The switch is installed and will be networked to other switches in the Sheriff’s Department for redundancy.

The 2006 Technology grant will be used to place 9-1-1 fiber into the 22nd Street facility. An environmental assessment was required at a cost of \$12,000. The Executive Management Committee has approved expending bond funds to pay for that assessment.

PSIC Grant Opportunities

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. 22nd Street Facility.

Oatman Site Building

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

Grant applications are due on October 28th and the State will have to review and submit all completed applications by December 3, 2007. Information on awards is anticipated in March 2008.

VIII. Policy for Business Plan Amendments & Policy Adoption Captain Paul Wilson, Pima County Sheriff’s Department

When the Executive Committee adopted the Business Plan, they added language requesting that the Staff Office prepare a policy statement, which would give direction on how policies and amendments to the plan would be presented. Captain Wilson created the *Business Plan & Policy Adoption* policy, which was established to give direction as to how procedures and revisions to the Business Plan get done.

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. It was suggested that the Executive Management Committee be added to the *Procedure* section of the *Business Plan & Policy Adoption* policy, giving the EMC the option to recommend proposals and amendments to the Business Plan.

Captain Wilson refers to the Committees for comment and recommendations. Committee members were given the opportunity to email Captain Wilson with additional recommendations following the meeting.

Captain Wilson explains that the Executive Committee has cancelled their regular meeting for November, and moved up the December meeting to December 6, 2007. This will give the User and Technical Committee members to meet and vote on recommendations, if needed.

**IX. Business Plan / MOU Distribution
Captain Paul Wilson, Pima County Sheriff's Department**

Recent feedback regarding the MOU has led Captain Wilson to take another look at the execution process and language considerations of the document.

The MOU was going to attach as an exhibit the Conceptual Design. Questions were raised whether the document would be kept *confidential* if attached to the MOU. It was suggested that the Conceptual Design package be distributed when an agency executes a non-disclosure agreement with Pima County. Additionally, this MOU is intended to be a document between agencies. 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 Executive Management Committee authorized Captain Wilson to simplify the MOU, simply affirming support to the Business Plan and commit future participation to the PCWIN project.

A meeting is currently being planned to update agency executives and officials on the Business Plan. Document distribution is anticipated by the end of the month.

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

X. New Business, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks if Committee members request agenda items for presentation at the next meeting. It was suggested that the User Committee representatives seek User Committee Co-Chair nominations for the next Joint Meeting.

XI. Call to the Public, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks if anyone from the public would like to address the Committees. He receives no response.

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

Technical Committee Meeting
Thursday, November 15, 2007, 9:00 AM
Pima County Sheriff's Department
1750 E. Benson Highway, Tucson

XIII. Adjournment

Lt. Sacco makes a motion adjourn the meeting and Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Meeting adjourns at 2:13 p.m.

Minutes prepared by: Catherine Hanna