

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, January 24, 2008
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the January 24, 2008 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 Daniel Sharp, Oro Valley Police Department
Deputy Chief Pat Quinn, Tucson Fire Department (*2nd Alternate*)
Lt. Paul Ashcraft, Marana Police Department (*1st Alternate*)
Chief Doug Chappell, Drexel Heights Fire District
Chief Jeff Piechura, Northwest Fire District
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
Assistant Chief Joseph Delgado, Tohono O'odham Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Richard Vidaurri, Marana Police Department
Chief Richard Miranda, Tucson Police Department
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Others Present

Chris Balderson, M/A Com	Jayne Kahle, Northwest Fire District
Manny Barreras, Motorola	Leland Langston, Raytheon
Stella Bay, Pima College DPS	John Moffatt, Pima County Information Technology
Bill Bohling, Green Valley Fire Department	Patty Moore, IP MobileNet
David Bremson, M/A Com	Marie Nemerguth, City Manager's Office
Frank Brzezinski, Raytheon	Edward Parthemore, TYCO
Craig Encinas, Tohono O'odham Fire Department	Paul Punske, Motorola
Charles Hangartner, Tohono O'odham Police Dept	Kent Reeves, Raytheon
Peter Howard, General Dynamics Wireless	Mike Sacco, Pima County Sheriff's Department
Steve Howard, TYCO	Karen Steinfeld, Raytheon
William Iannacci, Raytheon	Mike Sumnicht, Motorola
Joe Jakoby, City of Tucson IT	Paul Wilson, Pima County Sheriff's Department
Pat Joy, Pima County Sheriff's Dept Communications	

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

NOTE: Ms. Cheryl Giggetts, President of CTA Communications, is joining the meeting via teleconference.

Bureau Chief Gagnepain proposes approval of the minutes for the December 6, 2007, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Chief Chappell seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated December 6, 2007.

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

The Committee has been asked to consider two (2) Committee appointments:

The Northwest Fire District, through Chief Jeff Piechura, has requested that Assistant Chief Jayme Kahle be considered as a second alternate for representation on the Executive Management Committee, replacing Division Chief Randy Karrer. Appointments are made upon recommendation from the Executive Management Committee to the Pima County Board of Supervisors.

Additionally, the Pima Community College Department of Public Safety, through Chief Stella Bay, has nominated Sgt. Phil Franz to replace Sgt. Dan Simmons on the User Committee.

Chief Chappell motions to recommend Assistant Chief Kahle as second alternate on the Executive Management Committee, and Sgt. Franz to replace Sgt. Simmons on the User Committee. Chief Piechura seconds the motion. Motion unanimously carries.

Catherine Hanna will prepare the paperwork for the Board of Supervisors review and consideration for Asst. Chief Kahle.

**IV. Memorandums of Commitment & Possible Business Plan Amendment
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

In November 2007, each agency was sent the final Business Plan. The packet included a Memorandum of Commitment, which stated their support for the Business Plan and commitment to moving forward with the project. In addition, each agency was asked to update their subscriber equipment numbers.

Of the 32 participating agencies, 16 (50%) have returned their MOC's and subscriber surveys. These agencies collectively represent 89.72% of the planned number of subscriber units.

In addition to the 16 agencies who have returned their information, the Tucson Airport Authority (police and fire) has asked for an extension to submit their MOC and requested Captain Wilson meet with their staff to update them on the project. The Sahuarita Police Department has submitted their subscriber survey and will return their MOC as soon as it is reviewed by their legal department.

On October 2, 2007, the Corona de Tucson Fire District sent an email to the staff office indicating that the annual cost would prevent their participation and that they would opt to continue using their recently upgraded communications system. On January 14th, they requested another copy of the MOC and it remains unclear if they are reconsidering their position. Chief Barnella, of the Mount Lemmon Fire District, also expressed concern over the projected annual cost, but no further communication has been made.

Captain Wilson refers the Committee to the PCWIN Business Plan Update Memorandum handout. The memorandum reviews the following information:

- Revised Cost Estimate (Table 41)
- Updated Radio Systems Cost Recovery Projections
- Recommendations
- Table 23A – Basis for Agency Radio Participation Ratio (Revised 01/23/08)
- Table 23B – Basis for Agency Radio Participation Ratio (Committed Agencies as of 01/23/08)
- Table 24A(1) – Radio Systems Cost Recovery Projections (Revised 01/23/08)
- Table 24A(2) – Radio Systems Cost Recovery Projections (Committed Agencies Only)

Revised Cost Estimate

In Table 41, Captain Wilson illustrates the revised opinion of probable cost for implementing the PCWN voice radio system including the additional subscriber equipment required to meet the needs of 32 participating agencies. The original cost included *encryption*, although it remains an option. If the option was included, the cost increases by \$105,000. The impact of these changes will cause an increase of \$1.5M for subscriber equipment to implement the project, bringing the total shortfall to \$19.4M. This total does not include the grant funding PCWIN is anticipating.

If it's assumed the number of participating agencies will decline by the number of agencies who did not respond to the MOC, the estimates can be adjusted to reflect fewer overall subscriber units. With 422 fewer subscriber units, it will reflect a savings of \$1.7M, which would reduce the shortfall to \$16.1M.

Recommendations

The 16 agencies who have committed to the project and modified their subscriber equipment include the largest of the planned agencies. Those who did not respond are primarily the smaller fire districts, which may indicate that they are incapable of meeting the annual cost associated. Tax reform initiatives, which may be submitted to the voters, would limit their taxing levels and significantly reduce their future operating budgets. It was recommended that the project proceed as planned.

Additionally, it was recommended that the EMC appoint one (1) of its members to chair a sub-committee responsible for researching and recommending alternative financial strategies for funding future sustainability of the proposed systems. The current philosophy requires the agencies to share in that expense. This may suggest a need to research other revenue streams to offset expenses from operating budgets. The sub-committee would also be subject to the open meeting law requirements.

Finally, several departments (public works, school districts) within the City of Tucson and Pima County have expressed an interest in joining the PCWIN system in the future. Additional users on the system would decrease the overall costs to the agencies. It was recommended to discuss this option further and possibly bring those agencies onboard.

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

Bureau Chief Gagnepain refers to the Committee for recommendations to establish the sub-committee. Captain Mayhew explains that he supports the idea of establishing a sub-committee, although he has no recommendations at this time.

Bureau Chief Gagnepain refers to the public for questions or comments. Asst. Chief Bill Bohling, of the Green Valley Fire District, states that Green Valley's MOC is forthcoming.

The Committee will table the sub-committee recommendation until February's meeting.

Materials provided: PCWIN Business Plan Update Memorandum handout, dated January 23, 2008.

V. Grant Funding / Projects

Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

The Staff Office received notice by Congresswoman Giffords office that Congress had approved and the President had authorized a \$624,348 Earmark for FY08. Official notification is forthcoming.

The Staff Office does not expect final notification from the Department of Homeland Security on the PSIC grant submittal until the end of March 2008.

Mr. Joe Jakoby – City of Tucson IT

Regarding the COPS 2004 grant, \$240,000 was allocated for a microwave link from the Sheriff's Department Administration Building to the 22nd Street facility, which was installed on January 23rd. The link equipment has been received and the City is awaiting installation. The grant must be spent before December 2008.

Mr. Larry Sayers – Pima County Wireless Services

The Stonegarden grant (\$350,000) will provide connectivity between the four (4) Arizona border counties with Mexico. One phase of that would be connecting Pima County with Yuma County, which will be done using the existing Childs Mountain site up to the Oatman site (DPS). This grant was not awarded directly to the PCWIN project, although it will benefit PCWIN, replacing an existing tower on Child's Mountain and provide a link between Child's Mountain and Oatman Mountain. Connectivity will be established up through Phoenix back to Pima County for loop protection. Pima County is working on a permit with the Fish and Wildlife Service to eventually build a tower on Child's Mountain. Mr. Sayers has until July 31st to complete plans for the grant.

Lt. Mike Sacco – Pima County Sheriff's Department

The 2005 Technology Grant (\$370,000) was used to install a phone switch at the 22nd Street facility. Installation is complete and we are awaiting approval from the Board of Supervisors to accept the grant funds.

Another grant of \$255,000 was awarded for 9-1-1 fiber optic lines into the 22nd Street facility. The environmental assessment has begun and includes a 30-day period for comment and questions from surrounding neighbors.

VI. County Fire Dispatch Update Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Chief Jeff Piechura, Northwest Fire District

There is growing concern from those who are seeing the burdens of the PCWIN cost projections. Those affected are asking whether there are opportunities to identify methodologies to utilize existing radio technologies of those agencies who are not capable to participate in PCWIN. They ask that they still be included into the system when the Northwest Consortium moves into the County Dispatch organization under PCWIN for dispatch services.

Tax reform is being pushed hard among voters. The taxing authorities that utilize property taxes as their primary or secondary source of revenue are beginning to see the wave of tax payer concern rise. There are three (3) initiatives out today, originating from northwest Arizona, and petitions are now arriving in the Tucson valley. They need 325,000 signatures for placement on the November ballot. Legislatively, there are seven (7) bills being considered for some sort of tax reform.

Chief Piechura cautions that the Committee may see the pressures from those who utilize the property tax base as the bills move through the Legislature.

Those within the County Dispatch Organization still intend to press forward with the dispatching effort.

Captain Wilson reminds the Committee that the Business Plan's intention is to bring everyone onto a single communications system and to share those incurred expenses. The Business Plan does not include a provision plan for agencies to use existing radio technologies if they can't afford to be on the PCWIN system. It would be counter-productive to spend bond dollars to provide that avenue only to push agencies out and not share the expenses for the system. With the budget burdens currently impacting the fire agencies, Captain Wilson encourages fire chiefs to become involved in the sub-committee for seeking alternative financial strategies for funding future system sustainability.

**VII. PCWIN Legal Counsel
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

On December 13, 2007, Captain Wilson sent a letter to Deputy County Attorney Chris Straub, Chief of the County Attorney's Civil Division, regarding Legal Counsel for the PCWIN Executive Management Committee.

The Civil Division provides legal representation and counsel for county departments, Board of Supervisors, and their representatives. The attorney appointed to assist Captain Wilson, under the PCWIN project, was under the opinion that he could not provide legal advice to the Executive Management Committee (EMC) because he didn't view the EMC as an extension of the County or the Board of Supervisors. Captain Wilson respectfully disagreed with his opinion and sent a letter to Mr. Straub asking for the County Attorney's Office to reconsider the matter of eligibility for legal counsel for the PCWIN project. The Staff Office has yet to receive feedback. The County Administrator will take the issue to the County Attorney's Office to raise awareness for the project.

If the EMC cannot receive legal counsel through the County Attorney's Office, another option would be to hire outside counsel for assistance.

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

Materials provided: PCWIN Letter to Deputy County Attorney Chris Straub from Captain Paul Wilson, dated December 13, 2007.

**VIII. RFP Solicitation Document
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

On December 5, 2007, County representatives met with County Procurement to discuss how to develop the technical and cost evaluations of the proposals, in addition to the site development for the remote antenna sites.

A draft document was forwarded to the proposed evaluation team members, who met on January 7, 2008, to discuss their comments. Comments were received back from the team and are being consolidated under a single response for CTA. Additional feedback from Pima County Procurement is still anticipated.

Captain Wilson forwarded the document to the Pima County Risk Manager, requesting her input and comment. Once CTA Communications reviews the comments, they will provide an estimate on how long it will take to include them in the RFP document.

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

**IX. Keystone Peak Site Development
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

PCWIN had originally planned to expand Keystone Peak to meet the future needs for the project. The Arizona Department of Public Safety Wireless Services Division has advised that they have received verbal approval from the Bureau of Land Management to proceed with development of a new remote antenna site on Keystone. This expansion would call for a new tower and shelter, and is being designed to accommodate future needs for PCWIN so it can be shared with the State.

No expense from PCWIN is requested at this time, although DPS has requested Pima County's assistance with grading the new site. Pima County Department of Transportation is interested in preparing the site and they plan on a site visit to review the necessary requirements. Arizona DPS has the funding to pay for the site preparation, but believes the County can quickly facilitate the grading so their project can move forward with currently available funding.

**X. EOC Relocation Planning
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

The EOC is inadequate and staff is finding it difficult to conduct business. Mr. Reeve has expressed a need to relocate the EOC, sooner rather than later, and Pima County has begun planning to temporarily relocate the EOC pending the renovation of the 3434 E. 22nd Street.

The plan is to purchase a modular structure (approximately 6000 square feet) from Davis-Monthan Air Force Base, and relocate it onto existing county land. Two (2) locations are being considered at this time. Some of the funding for the modular structure will come from the State Homeland Security funds.

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

Bureau Chief Gagnepain asks if anyone would like to address the Committee.

- Captain Wilson refers Committee members to the CTA Status Report for January 2008 and the CIP Expenditures Report for review.
- The Mosaic Church will be relocated by the end of January 2008. Pima County Elections is currently using the 22nd Street facility until their renovations are complete.

- Captain Wilson refers the Committee to a letter from Mr. Neal Shearer, Assistant City Manager from the City of Scottsdale, indicating that the City of Phoenix and the City of Mesa Police Departments will no longer plan to jointly manage their radio communications. The City of Phoenix will press forward with governance on their communications platform and the City of Mesa will operate separately.

Captain Wilson brings this information to the Committee's attention to show the importance of participating agency involvement and how we should press forward with a single system approach.

- The Tohono O'odham Nation is scheduled to provide an update on their Microwave Projects during February's meeting.
- A recent article in the Arizona Daily Star was written describing the County's budget crisis and outlines ways the County might consider cutting costs. A general statement was made in regards to the "communications systems project," although no further notification has been made.
- The Information Technology Department (downtown) recently hired Mr. Tony Casella, the former Chief Information Officer for the Town of Marana. He is currently assigned to assist Captain Wilson on the PCWIN Project. Mr. Casella's salary is still being discussed with the County Administrator, and no decision has been made at this time on a funding source. Pima County Bond funds is one consideration.

Materials provided: CTA Communications Project Status Report, dated January 15, 2008; CIP Total Project and Monthly Expenditures Report FY 2007/2008 Period 6, dated January 15, 2008; and City of Phoenix letter to Mr. Neal Shearer, Assistant City Manager of the City of Scottsdale, dated January 11, 2008.

IX. Call to the Public

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

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

Thursday, February 28, 2008, @ 9:00 AM
 Pima County Sheriff's Department
 1750 East Benson Hwy
 SOC/3rd Floor

XI. Adjournment

Bureau Chief Gagnepain asks for a motion for adjournment. Chief Sharp moves to adjourn the meeting. Chief Piechura seconds the motion. Motion is unanimously carried.

Meeting adjourns at 9:53 a.m.