

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, February 28, 2008
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the February 28, 2008 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Bureau Chief Brad Gagnepain, Alternate Chairman, 9:02 a.m.

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

Members Present

Bureau Chief Brad Gagnepain, Pima County Sheriff's 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
Chief Jeff Piechura, Northwest Fire District
Captain Kevin Mayhew, Tucson Police Department (*2nd Alternate*)
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Daniel Sharp, Oro Valley Police Department
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

Others Present

Chris Balderson, M/A Com	Leland Langston, Raytheon
David Bremson, M/A Com	Katie Lovette, Motorola
Gary Bynum, Drexel Heights Fire District	John Moffatt, Pima County IT
Tony Casella, Pima County IT	Marie Nemerguth, City Manager's Office
Brian De Breceny, Town of Sahuarita Parks & Rec	Edward Parthemore, TYCO
Carl Drescher, City of Tucson	Paul Punske, Motorola
Charles Hangartner, Tohono O'odham Police Dept.	Patrick Quinn, Tucson Fire Department
Joe Jakoby, City of Tucson IT	Mike Sacco, PCSD Communications
Larry James, M/A Com	Larry Sayers, Pima County Wireless Services
Rajit Jhaver, Motorola	Rodney Siemiawski, Motorola
Pat Joy, PCSD Communications	Mike Sumnicht, Motorola
Jayne Kahle, Northwest Fire District	Paul Wilson, Pima County Sheriff's Department
Chuck Kmet, Tohono O'odham Emergency Services	

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

NOTE: Mr. Mike Dye and Mr. Michael Saben, of CTA Communications, is joining the meeting via video conference.

Bureau Chief Gagnepain proposes approval of the minutes for the January 24, 2008, 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 January 24, 2008.

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

The Green Valley Fire District has requested that Assistant Chief Bill Bohling replace Battalion Chief Brian Wilford on the User Committee.

Chief Chappell motions to recommend Assistant Chief Bohling to represent the Green Valley Fire District on the User Committee. Chief Piechura seconds the motion. Motion unanimously carries.

**IV. Recommendations for Modification to RFP & Project Delivery Process
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

NOTE: Item IV was addressed following Item XI.

Procurement & Project Delivery Recommendations

The Staff Office has met with County and City of Tucson representatives over the last several weeks to discuss the RFP process and how it should be delivered. Captain Wilson refers Committee members to his PowerPoint presentation and handout for review.

These meetings raised several issues, although no particular decisions have been made. Captain Wilson scheduled several meetings and facilitated discussions on how to handle the RFP process and move the project forward.

Topics discussed:

- Procurement Overview
- Integration Requirements
- Modular RFP Systems Integrator or Combination of Proposals
- ECC/EOC Assumptions
- Observations
- Combining Mobile Data & AVL
- Combining Voice Radio & Subscriber Modules
- Phased Procurement Process Proposed
- Global Project Management

Discussion

Captain Wilson refers to the Committee for comment, reminding them that CTA and meeting representatives are present to address any concerns or questions they may have. Captain Wilson proposes that the Committee allow Staff to modify the procurement process consistent with the presentation and discussion; reducing the number of modules, solicit a phased procurement process, and explore project management services to improve the project's chances of success. Captain Wilson specifically recommended:

- Combining the voice radio and subscriber modules into one.
- Combining the mobile data and AVL modules into one.
- Limiting the scope of first RFP to voice and data radio components.
- Procuring the connectivity and facility improvement elements separately after detail design for radio networks is completed.
- Exploring options for providing contract program management services through existing County contracts.

Captain Mayhew explains that the City of Tucson was very involved in these meetings and feels that this approach is the best path to follow at this point. Mr. Dye concurs, and encourages Staff to simplify the process.

Mr. Douglas motions to approve the recommendations from Captain Wilson. Captain Mayhew seconds the motion. Motion unanimously carries.

Materials provided: PCWIN Procurement & Project Delivery Recommendations PowerPoint Presentation by Captain Paul Wilson, dated February 28, 2008.

V. Memorandums of Commitment Update Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Since the January 2008 meeting, the Project Office received one (1) more MOU from the Green Valley Fire District. Of the 32 participating agencies, 17 (53%) have returned their MOC's and subscriber surveys. The Green Valley District have increased their subscriber numbers for 2009 for support of a new fire station, bringing additional costs to approximately \$75,000. These agencies collectively represent 91% of the planned number of subscriber units.

Following the last meeting, Captain Wilson met with management, technical staff, and Committee representatives from the Tucson Airport Authority, seeking their support and provided them with an update of the project. No further communication has been reported.

VI. Payment of Leasehold Interest – Mosaic Church Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

In August 2007, Captain Wilson reported that as Pima County progressed in relocating the Mosaic Church from the 22nd Street facility, there would be expenses associated with the process. The church has cancelled their lease agreement with the County and left property behind, resulting in a Storage Agreement. There is a positive leasehold interest of \$10,000, paid back to the church.

The church's storage agreement term expires August 1, 2008. If their property is not removed from the premises, the church will pay daily fees. Pima County expects to have to move the church's belongings and make tenant improvements to their new location, totaling approximately \$20,000.

Materials provided: Pima County Public Works (Real Property) letter to Mosaic United Methodist Church, dated August 28, 2007; a copy of Mutual Cancellation of Lease Agreement Contract between the Mosaic United Methodist Church and Pima County; and a copy of the Storage Agreement between the Mosaic United Methodist Church and Pima County.

**VII. Tohono O'odham Microwave Project Update
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Mr. Chuck Kmet, Tohono O'odham Emergency Services

There is no equipment on Kitt Peak or Quijotoa Ridge at this time. A mountain top agreement between the Nation, the Tohono O'odham Utility Authority (TOUA), and Quijota's district has stalled at TOUA's level.

Kitt Peak

The TOUA presented a letter to the Nation from the Kitt Peak Observatory, which discussed that all equipment on the mountain did not pose problems with their frequencies or create interference with the observatory telescopes, although they would have concern if additional equipment was needed at some point. The Nation has requested to meet with the Observatory's technical staff to discuss the agreement and has set aside funds to hire an engineering firm who could evaluate the mountain top.

Mr. Kmet requests that the Committee assist the engineering group, on behalf of the Nation, providing them with a better understanding of what is needed on the mountain top, although it was recommended that the Committee not disclose information which hasn't been released.

The Nation's technical specifications for the microwave project requires sufficient equipment for an OC3 network, although the TOUA currently works off of an OC12 network. The Nation stressed the need for additional equipment on Kitt Peak for themselves and PCWIN, possibly streamlining the area. Mr. Kmet seeks the Technical Committee's assistance with network compatibility. If the networks are compatible, some microwave equipment would not be needed, allowing the Nation to use it internally, or for the PCWIN project.

Mr. Kmet and Captain Wilson met 6-8 weeks ago to discuss options on how to make use of Kitt Peak. Captain Wilson plans to meet with the County, State, Border Patrol, and the Bureau of Indian Affairs to discuss each entities common interests on Kitt Peak, taking a single proposal to the astronomy community and the Nation for consideration of support.

VIII. FY 08/09 Budget Request
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

On behalf of the project, Staff had requested a budget of \$17.8M from the bond funds for this fiscal year. Mr. Huckelberry has directed staff to reduce the County CIP budget by \$100M for FY 08/09, additionally reducing PCWIN's request by \$5M. Captain Wilson reviewed the request and PCWIN's budget, concluding that the reduction would not cause a significant impact to the project for FY 08/09.

Captain Wilson refers the Committee to the County Memorandum and reviews the Project Comparisons, noting early planning and design architectural engineering expenses, which will now be delayed. Additionally, the Staff Office anticipates federal earmark funds (\$600,000+) and PSIC funding (\$3.3M) for the project.

Materials provided: Pima County Memorandum from County Administrator Chuck H. Huckleberry reference the CIP Requested Budgets, dated February 12, 2008.

IX. Internal Labor Charges for County Support Staff
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

The County recently hired Mr. Tony Casella in January 2008, and is assigned to Captain Wilson to assist on the project. It was reported during the last meeting that Mr. Huckelberry was considering options on how to handle Mr. Casella's salary. On February 13, 2008, Mr. Huckelberry directed the Finance and Risk Management Department to pay for related salary expenses from the PCWIN bond funds.

Concern raised whether operational needs are included in the bond language. Captain Wilson was assured from County Finance that bond funds can be expended for operational needs and labor expenses. The Tucson Police Department expresses that the EMC is responsible for bond expenses and raises concern that decisions regarding Mr. Casella's salary were made without Committee input, but understands that the Sheriff's Department has to follow the direction of the County Administrator.

The EMC does not have the authority to spend the bond funds, as they are an advisory committee, but they are authorized to make recommendations to the Board of Supervisors. If the EMC has concerns regarding the decision made by the County Administrator, Committee members are welcome to present their concerns and they will be addressed. Dr. John Moffatt, from the County Administrator's Office, explains that the project is rapidly moving forward and the County saw an opportunity in hiring Mr. Casella rather than hiring a consultant company to assist in the project. Captain Mayhew adds that the Committee should start thinking about the budgeting impacts when opportunities like hiring additional resources are needed, and understands the Board of Supervisors have the final say in those decisions.

Captain Wilson understands the Committee's concerns about Mr. Huckelberry's decision, but understands that Mr. Huckelberry, having the responsibility for Pima County programs, has the responsibility and authority to direct the programs, as well.

Captain Mayhew poses a new business item, suggesting that the Committee discuss ideas on how to deal with funding issues and the hiring of outside resources as the final RFP approaches its release. Chief Piechura suggests that any of those agencies seeking reimbursement of those full-time resources should clear it with the EMC prior to seeking that reimbursement.

Materials provided: Pima County Memorandum to Mr. Tom Burke, Finance and Risk Management Director, from County Administrator Chuck H. Huckleberry, reference PCWIN Bond Fund, dated February 13, 2008.

**X. Federal Earmark Request
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Lt. Mike Sacco, Pima County Sheriff's Department

PCWIN requested \$2M, each, in appropriations funding from Representatives Giffords, Grijalva, Pastor, and Kyl to support equipment and technology for the project. A letter of support from the PCWIN Executive Management Committee Chairman is requested to support these requests. A letter of support was requested from Chief Richard Miranda, of the Tucson Police Department, and it is forthcoming.

**XI. Use of 700 MHz Spectrum in the Voice Radio System
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Captain Wilson refers the Committee to the PCWIN Memorandum regarding the use of 700 MHz spectrum in the voice radio system.

Following January's meeting, Captain Wilson called a meeting with several Technical Committee members and CTA Communications representatives to discuss possible use of 700 MHz frequencies in PCWIN's voice radio plan and address concerns about spectrum licensing, long-term sustainability, and implementation and cut over.

Reuse of the 800 MHz spectrum creates project dependencies that make implementation more difficult. Before PCWIN can make use of frequencies held by TPD's mobile data system, that system would have to be replaced, pulling the channels out. Next, PCWIN would cutover a new voice radio system while supporting legacy systems, making use of those frequencies. Both are complicated, but can be done. Captain Wilson suggested that the group take another look at the 700 MHz spectrum in the voice radio system.

In June 2006, the EMC approved system recommendations made by CTA, to include the use of 800 MHz channels because licensing was secured, the timetable for 700 MHz availability was unknown, and there was no narrow banding requirement for 800 MHz as with the 700 MHz spectrum. Several changes have occurred since that time. The 700 MHz is now more likely to be available when PCWIN needs it and the State Department has completed international treaties governing spectrum usage in the border areas. The Telecommunications Industry Association (TIA) has readied the P25 Phase II TDMA standard and manufacturers are preparing equipment capable of meeting the narrow banding requirement.

Captain Wilson provides an overview of what the advisors concluded during their January meeting.

On February 7, 2007, the PCWIN Technical Committee met to consider these issues. Staff recommended that the PCWIN voice radio system RFP be revised to permit vendors to propose use of 700 MHz spectrum to supplement available 800 MHz frequencies, and require vendors to describe their migration strategy to move clients from P25 Phase II TDMA and any associated impact.

These recommendations were unanimously approved by the Technical Committee and they ask that the EMC recommend the same action.

Chief Piechura moves to accept the Technical Committee's recommendation and modify the RFP such that vendors can propose the 700 MHz spectrum in the voice radio system and that they are required to provide a migration strategy to move clients from P25 Phase II TDMA and any associated impact. Lt. Ashcraft seconds the motion. Motion unanimously carries.

Materials provided: PCWIN Memorandum to the EMC from Captain Paul Wilson, Project Manager, reference the User of 700 MHz Spectrum in the Voice Radio System, dated February 26, 2008.

XII. Proposed Financial Strategy Sub-Committee Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

During January's meeting, it was proposed that the Committee appoint one of its members to Chair a sub-committee tasked to research financial strategies to assist with the implementation costs and long-term sustainability of the systems. No one volunteered during January's meeting, although the City of Tucson has voiced interest in selecting an individual. Chief Piechura has also volunteered to participate on the sub-committee.

The sub-committee does not have to be identified today, but the Committee is encouraged to keep volunteers in mind. Captain Mayhew volunteered to identify a City of Tucson representative to lead this effort, but could not do so today. He asked other interested parties to contact him.

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

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

- Further discussion regarding staff costs for the project, providing a list of what Mr. Casella's job duties will be.
- Volunteers for the financial strategy sub-committee.

XIV. Call to the Public

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

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

Thursday, March 27, 2008, @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

XVI. Adjournment

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

Meeting adjourns at 10:29 a.m.

Minutes prepared by: Catherine Hanna