

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, May 22, 2008
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the May 22, 2008 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Bureau Chief Brad Gagnepain, Alternate Chairman, 9:03 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 Doug Chappell, Drexel Heights Fire District
Acting Chief Kermit Miller, Tucson Police Department
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Deputy Chief Larry Stevens, Oro Valley Police Department (*1st Alternate*)
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Lt. Paul Ashcraft, Marana Police Department (*1st Alternate*)
Mr. Kerry Reeve, Pima County OEM & Homeland Security (*2nd Alternate*)

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 Jeff Piechura, Northwest Fire District
Chief Richard Vidaurri, Marana Police Department

Others Present

Manny Barreras, Motorola	John Moffatt, Pima County Office of Strategic Mgt
David Bremson, M/A Com	Marie Nemerguth, City Manager's Office
Rick Brown, Marana Police Department	Paul Punske, Motorola
Gary Bynum, Drexel Heights Fire District	Patrick Quinn, Tucson Fire Department
Tony Casella, Pima County Information Technology	Mike Sacco, Pima County Sheriff's Department
Carl Drescher, City of Tucson	Larry Sayers, Pima County Wireless Services
Matthew Fenton, U of A Police Department	Karen Tenace, City of Tucson
Charles Hangartner, Tohono O'odham Police Dept.	Isaiah Twombly, City of Tucson Comm Maint.
Steve Howard, TYCO	Paul Wilson, Pima County Sheriff's Department
Katharine Kramer, Motorola	
Kevin Mayhew, Tucson Police Department	

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

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

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

Chief Richard Vidaurri, of the Marana Police Department, has requested the Committee consider a nomination for the Executive Management Committee:

- Appoint Chief Terry Tometich as the primary Committee member, replacing Chief Richard Vidaurri, in preparation for his impending retirement.

Chief Chappell motions to recommend Chief Tometich as primary Committee member on the Executive Management Committee. Lieutenant Ashcraft seconds the motion. Motion unanimously carries.

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

IV. Project Status Report
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

Captain Wilson refers the Committee to the PCWIN Project Status Report handout, which details the Procurement schedule and upcoming project activities:

Voice & Data Radio Procurement Activities

- May 16 – Site visit checklists due from vendors
- May 23 – Questions and requests for deviations due from vendors
- June 2 – Pre-Proposal Conference
- June 3-9 – Site visits for vendors will be conducted
- July 3 – Data Radio/AVL proposals due
- August 1 – Voice Radio proposals due

A&E Services SFQ (schedule subject to change)

- May 22 – SFQ advertised
- June 5 – Pre-Submittal Conference
- June 26 – Statement of Qualifications due
- July 29 – Interviews
- August 18 – Award Contract

Mr. Casella continues to work with CTA on RFP language for connectivity and the bid documents for physical facilities.

On May 13, 2008, the Staff Office met with Pima County Procurement regarding physical facility improvements. Several options were discussed on how to procure tower site facilities improvements.

A large number of sites may require expansion. Mr. Casella recommends using one (1) contractor to construct all sites, as opposed to using multiple contractors. Multiple contractors will be more difficult to manage, adding to the overall risk. Procurement was tasked with providing a bid for contracting services, specifically stating that the selected contractor be responsible for constructing all sites involved. Additionally, the specifications will include language that the contractor must adhere to specific completion dates for construction.

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

Materials provided: PCWIN Project Status Report from CTA Communications, dated May 13, 2008.

**V. Grant Funding
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Captain Wilson refers to Larry Sayers, of Pima County Wireless Services, to provide an update on grant funding.

The Stonegarden grant (\$350,000) was awarded to purchase a microwave link between Childs Mountain and Oatman (DPS site). Purchase orders have been issued for a tower and microwave equipment; anticipated delivery in June 2008.

Staff received an additional award of \$85,000 from Stonegarden fund for microwave equipment to install a digital link between Childs Mountain and the Sheriff's Department Ajo District. Installation is also anticipated in June 2008. Additionally, Staff received a call from the Arizona Department of Homeland Security indicating that an additional \$10,800 from the Stonegarden grant was available for the Childs Mountain and Sheriff's Department Ajo District microwave project. Staff has not received an official award letter, which is anticipated.

Captain Wilson refers to Lt. Sacco, for additional grant funding updates.

The preliminary report for the 9-1-1 fiber installation is almost complete, although no contact has been made since April 2008.

The FY05 Earmark, used to purchase equipment, is complete. The FY08 Earmark (\$631,328) is a COPS Technology Grant and PCWIN awaits an application from the COPS Office to proceed.

**VI. Financial Strategy Ad-Hoc Workgroup Report
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

NOTE: Item VII discussed before Item VI.

Captain Wilson invites Captain Mayhew to provide an update to the Committee regarding the Ad-Hoc Workgroup.

Ms. Karen Tenace, of the City of Tucson, has been tasked with leading the workgroup, whose first meeting was May 15, 2008. It was suggested by Deputy Chief Stevens (OVPD) that Ms. Nancy Anderson, with the Oro Valley Police Department Communications, be the primary contact for Oro Valley. The meeting included introductions and established a general scope of work to complete:

- Infrastructure Costs
- Operating maintenance costs

The workgroup recognizes that they have a completion date of August 31, 2008, for recommendations, although they ask that Captain Wilson be flexible considering all the work which has to be done.

The workgroup will focus on the two (2) funding issues, and will return to the EMC with recommendations on how to handle those funding gaps. With sustainability becoming more of a concern, it was agreed that sustainability should be added to the workgroup's scope of work. The workgroup is currently reviewing options for the annual sustainability fee, but it was suggested by the EMC for them to review all options.

The workgroup's next meeting is May 28th.

**VII. County Administrator Correspondence
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Captain Wilson invites Dr. John Moffatt to answer any questions from the Committee. Captain Wilson refers the Committee to the Pima County Memorandum handout, written by Mr. Huckelberry to the Board of Supervisors, regarding a status report and update on the implementation of PCWIN.

Mr. Huckelberry suggested that Staff limit themselves to purchasing subscriber equipment identified pre-election versus the numbers identified throughout the life of planning; difference being 2,600 radios. Dr. Moffatt states that in the past, the County has made up the difference in project deficits, but that will not be the case with today's economy.

Acting Chief Miller states that he does not read this memorandum as a suggestion and asks Dr. Moffatt to clarify his explanation. Dr. Moffatt explains that Mr. Huckelberry has taken a very aggressive stand on scope creep with several projects, to include PCWIN. Acting Chief Miller appreciates what Mr. Huckelberry was trying to accomplish, but now questions the roll of the Executive Management Committee. Dr. Moffatt explains that this memorandum has gone to the Board of Supervisors and Mr. Huckelberry was trying to establish expectations of the Board, while conveying his intentions to aggressively manage County projects within budget.

Captain Wilson explains that his interpretation of the document voiced an expectation from the County Administrator to the Board of Supervisors that County projects remain within budget, to include the bond funds and grant dollars brought to supplement the project. The overall expectation is to remain within budget and not rely on the County to assist with the project deficit. Dr. Moffatt concurs.

Mr. Huckelberry recognizes that there are outside sources for funding. It was suggested that Staff focus on the Department of Homeland Security grants as a possible funding source since those grants are distributed to several agencies under PCWIN. Another concern is system sustainability, noting that the language in the bond states that the radio system will be maintained over 20 years. From a fiscal standpoint, Mr. Huckelberry is not supportive of setting money aside for future equipment replacement. Dr. Moffatt reminds the Committee that this item remains open, but needs to be addressed.

Assistant Chief Allen explains that the function of this Committee remains in question. His understanding is that the EMC is tasked with making financial recommendations and feels the memorandum revokes that authority, adding that he questions the purpose of the Committee's monthly meetings if business will be handled in this manner. Chief Gagnepain suggests that Mr. Mike Hein, City Manager, meet with Mr. Huckelberry in an effort for the City to provide alternative solutions to PCWIN for consideration. Mr. Huckelberry has provided his recommendations within the memorandum, but is open to suggestions from other entities.

Chief Gagnepain interprets the memorandum as Mr. Huckelberry suggesting that the Committee be more realistic on what is immediately needed for the project, yet, remain committed to the ultimate goal. Dr. Moffatt is confident that the Committee can come up with creative ways to keep cost down. Asst. Chief Allen agrees that the Committee be realistic and states that the project remains a work in progress, adding that the EMC is responsible to define what projects get funded within the cost scope, not an outside individual. He adds that PCWIN did not have adequate time or information to fully plan this project and that the bonds were sold too early, suggesting that the project had a shortfall from the beginning. He adds that in regards to scope creep, Staff had an incomplete design based on incomplete information, and was not given adequate time to obtain that information pre-election.

The true cost amount cannot be determined until Staff knows exactly what is needed for the project (sites, towers, frequencies), and suggests that cutting cost is premature. Chief Gagnepain states that Mr. Huckelberry's memorandum sets parameters and did not establish cutting costs. Dr. Moffatt agrees.

Assistant Chief Pesqueira doesn't feel Mr. Huckelberry is setting parameters and asks if the County has accepted the Business Plan. Dr. Moffatt states that the Business Plan was acceptable to the County, although the outgoing funding remains a challenge. Sticker shock has affected all agencies, including the County. Captain Wilson explains that the memorandum comes down to cost control, and Mr. Huckelberry stresses recognition to tougher economic times.

Assistant Chief Pesqueira inquires where Mr. Huckelberry receives his information, adding that he rarely attends Committee meetings and questions whether he personally authored his memorandum. Dr. Moffatt states that the memorandum presented to the Committee was personally authored by the County Administrator, with additional material provided by himself. Dr. Moffatt assures the Committee that Mr. Huckelberry reads the meeting minutes and is constantly updated on Committee action.

Captain Wilson seeks discussion on how to propose approaching the County Administrator on resolving the issue of shared policy responsibility between his office and the Committee. Dr. Moffatt states that if the Committee is unhappy with what is proposed, then it needs to be addressed, but stresses the need to move forward from this issue.

Captain Wilson states that although Mr. Huckelberry or Mr. Hein are not expected to sit on the Committee, perhaps there's a way to invite that participation. Dr. Moffatt agrees, adding that this is a County project and when managing a project, certain operational decisions have to be made. The County Administrator's goal was to set parameters with all County projects, giving the Board of Supervisors the background of the project. Chief Gagnepain suggests that Dr. Moffatt report back to Mr. Huckelberry regarding today's meeting and invite Mr. Huckelberry to the next Committee meeting.

Chief Gagnepain tasks Captain Wilson with writing a response to Mr. Huckelberry's memorandum for Committee review at the June EMC meeting. It was suggested that the letter detail what parameters the Committee should adhere to and clarify the shared policy responsibilities between the County Administrator and the Executive Management Committee.

In his memorandum, Mr. Huckelberry explained to the Board that he does not support contracting for project management services. Staff believes he remains supportive of using CTA to oversee technical portions of the project. Staff will prepare recommendations for providing project management services internally.

Another challenge for the Committee and Mr. Huckelberry will arise when the final costing becomes available after a vendor is selected. The project faces a budget shortfall of \$17M. It becomes imperative to continue finding grant funding to supplement the project. If cuts have to be made, those cuts will not be cosmetic; they will include cutting large portions of the projects (subscriber equipment, communications centers), which will leave no incentive for agencies to want to participate. Dr. Moffatt has advised Mr. Huckelberry that it is premature to make some of the outlined decisions until PCWIN has solid cost figures.

Assistant Chief Allen inquires what “technical staff” is “*convinced that the safest and most cost effective option for implementation is the individual system component acquisition and implementation model as opposed to the systems integrator model.*” The Committee was presented with five (5) modules from CTA and were rated according to risk. Technical representatives from the City of Tucson, Pima County, and Marana came together and recommended an approach to present to the EMC. This Committee ultimately approved the Procurement approach recommended by Captain Wilson and those representatives. What initiated the correspondence with Mr. Huckelberry, including the need for the White Paper Report, was a letter from one of the integrator vendors to the Board of Supervisors and Mr. Huckelberry, suggesting that PCWIN was going down the wrong path.

Captain Wilson will prepare a response letter to the County Administrator, at the direction of the Committee.

Materials provided: Pima County Memorandum from Mr. Chuck H. Huckelberry to the Board of Supervisors, dated May 6, 2008.

**VIII. Budget Expenditure Report
Bureau Chief Brad Gagnepain, Pima County Sheriff’s Department**

Captain Wilson explains that in past meetings, the Committee requested that the Budget Expenditures Report include additional details for review. Captain Wilson was able to restructure some work order details in Synergen, providing a more descriptive report on individual tasks. The report will detail what the actual work order was for and outline specific tasks and costs to date.

Captain Wilson asks if the Committee is satisfied with the level of detail shown within this report. Acting Chief Miller agrees that the work order report is much better. No further comments were noted.

Materials provided: CIP Project Work Order Report, dated May 21, 2008.

IX. New Business, Captain Paul Wilson, Pima County Sheriff’s Department

Bureau Chief Gagnepain asks if anyone would like to address the Committee. Captain Wilson states that Mr. Gregg White, of the Northwest Fire District IT and PCWIN Technical Committee representative, passed away in April 2008.

The Committee extends their condolences to the Northwest Fire District and to the White family.

X. Call to the Public

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

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

Thursday, June 26, 2008, @ 9:00 AM

Pima County Sheriff's Department

1750 East Benson Hwy

SOC/3rd Floor

XII. Adjournment

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

Meeting adjourns at 10:17 a.m.

Minutes prepared by: Catherine Hanna