

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, June 26, 2008
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the June 26, 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 Doug Chappell, Drexel Heights Fire District
Captain Kevin Mayhew, Tucson Police Department (*2nd Alternate*)
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*)
Chief Terry Tometich, Marana Police Department
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Acting Chief Kermit Miller, Tucson Police 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

Others Present

Paul Ashcraft, Marana Police Department	Marie Nemerguth, City Manager's Office
Manny Barreras, Motorola	Patrick Quinn, Tucson Fire Department
Stella Bay, Pima Community College DPS	Larry Sayers, Pima County Wireless Services
Ramona Brunswick, TYCO	Karen Tenace, City of Tucson
Gary Bynum, Drexel Heights Fire District	Douglas Trudeau, Civilian
Anthony Daykin, U of A Police Department	Anita Velasco, City of Tucson Communications
Carl Drescher, City of Tucson	
Matthew Fenton, U of A Police Department	
Charles Hangartner, Tohono O'odham Tribal Police	
George Heaney, Pima County Sheriff's Department	
Roberto Jimenez, Marana Police Department	
Pat Joy, Pima County Sheriff's Department Comm	
John Moffatt, Pima County Ofc. of Strategic Planng	

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

Bureau Chief Gagnepain proposes approval of the minutes for the May 22, 2008, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Asst. Chief Pesqueira seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated May 22, 2008.

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

Chief Jeff Piechura, of the Northwest Fire District, has requested the Committee consider a nomination for the Technical Committee:

- Appoint Mr. Paul Wright, Jr. as Northwest Fire District's Technical Committee representative, replacing Mr. Gregg White.

Mr. Douglas motions to recommend Mr. Wright as the Technical Committee for the Northwest Fire District. Chief Chappell seconds the motion. Motion unanimously carries.

Materials provided: Mr. Paul Wright Jr.'s biography handout, received June 18, 2008.

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

The procurement process is moving forward. Staff's original intent was to receive voice radio and mobile data proposals on different dates. During the Pre-Proposal Conference (June 2, 2008), vendors asked to submit the proposals simultaneously to integrate various voice radio components. Staff approved that request.

Since the last meeting, the County has released the solicitation for qualifications for architects and engineers. The selected contractors will design both the 22nd Street and Price Service Center facilities. Mr. Casella continues to work with CTA Communications on preparing the connectivity and physical facilities pieces for the RFP. A draft copy will be forward to the appropriate group for review and comment.

Voice & Data Radio Procurement Activities

- May 30 – Addendum #1 published
- June 2 – Pre-Proposal Conference
- June 3-6 – Site visits completed
- June 20 – Addendum #2 published
- June 26 – Final questions and deviations due from vendors
- August 1 – Voice radio and mobile data proposals due

A&E Services SFQ (schedule subject to change)

- May 22 – SFQ advertised
- June 10 – Pre-submittal conference
- June 24 – Addendum #1 published
- June 26 – Statement of Qualifications due
- July 21 – Statement of Qualifications evaluation completed
- August 14 - Interviews
- September 2008 – Award of contract

Captain Wilson refers the Committee to the Work Order Expenditure Reports. He explains that the cost adjustment transactions are not reflected in the handouts, but have been completed by the Sheriff's Department Finance Section. County Finance (downtown) is reviewing those transactions for accuracy and final projections should be reflected in a week.

A recent invoice, in the amount of \$7,800, was approved, which was the cost to relocate the Mosaic Church. Re-establishment costs are expected, in addition to the relocation costs, although that amount is unavailable at this time.

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

Materials provided: CIP Project Work Order Report, dated June 15, 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). Equipment has been ordered and should be delivered on July 11, 2008. Installation will occur by the end of that month. Staff requested and received a 30-day extension on the grant, which has extended the deadline to August 31, 2008.

Staff received an additional award of \$85,000 from the Stonegarden fund for microwave equipment to install a digital link between Childs Mountain and the Sheriff's Department Ajo District. Equipment has been ordered and delivery is anticipated on July 11, 2008. Staff requested and received a 30-day extension on this grant, as well, which extended the deadline to August 31, 2008. Staff expects an additional \$10,800, to assist in the project's cost. Captain Wilson reminds the Committee that they previously authorized to use bond funds to pay for the balance of this particular project.

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

The FY08 Earmark (\$631,328) is a COPS Technology Grant, which will be used for subscriber equipment. The application was submitted on June 20th.

The Environmental Assessment for 9-1-1 fiber, under the FY06 COPS Technology Grant, has been completed by the consultant and is being reviewed by Pima County Cultural Resources before it is submitted to the COPS Office for issuance of a draft finding no significant impact (FONSI). Once that is returned, a 30-day period for public input takes effect, and a final award can be approved. Procurement and installation will occur following final approval.

The FY08 PSIC Grant (\$3.3M) will go to the Board of Supervisors for IGA approval in early August 2008. There is another opportunity for an FY08 PSIC Grant for \$140,000 for an equipment shelter at Oatman Mountain that the County applied for on behalf of DPS. The County is working to convert the investment justification to a new equipment shelter at Childs Mountain to complete site development at that location. We are awaiting final approval that the funds have been awarded for that purpose.

The FY05 COPS Technology Grant, which was used to purchase equipment and install a telephone switch at the 3434 E. 22nd Street facility, is complete and will be closed at the end of June.

Captain Wilson addresses the Committee with additional grant funding opportunities.

FEMA has announced a \$48M interoperable communications grant for FY08, which will be specifically funded for planning, training, exercise, and personnel costs. Arizona is looking at \$770,000, but there may be an opportunity to receive those funds to assist with PCWIN. No other details have been provided, but Captain Wilson will keep the Committee updated.

The City of Tucson notified Captain Wilson of a Homeland Security FY08 Grant regarding Emergency Operations Center Program, which potentially funds construction or renovation for local EOC facilities. Captain Wilson has placed a call to Mr. Kerry Reeve, for additional information on this grant.

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

Captain Mayhew invites Ms. Karen Tenace, of the City of Tucson, to provide an update to the Committee regarding the Workgroup's progress. Ms. Tenace also chairs the Ad-Hoc Workgroup.

The Workgroup meets bi-weekly and is scheduled to continue until the end of August 2008. They will prepare a report for the Committee by the September meeting. The Workgroup received documentation from Captain Wilson and have reviewed it as a group.

The workgroup will continue to focus on the two (2) funding issues for implementation and fixed equipment costs. Recommendations will be reviewed and completed with a final report.

Ms. Tenace refers to the Committee for questions. She receives no response.

VII. County Administrator/EMC Responsibilities & Authority Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

At the May 2008 EMC Meeting, the Committee discussed a report submitted to the Board of Supervisors by Mr. Huckelberry. The Committee desired dialogue with Mr. Huckelberry regarding direction he had given to Staff and a better explanation of the roles and responsibilities of the Committee and the Administrator's Office related to the project. Captain Wilson prepared a response letter as requested by the Committee.

Captain Wilson refers the Committee to the *Draft* PCWIN letter to Mr. Chuck H. Huckelberry, Pima County Administrator, for review, noting that the letter has not been sent. He invites Dr. John Moffatt to answer any questions from the Committee.

Bureau Chief Gagnepain explains that the Sheriff is aware of the Committee's concerns and wants to find a way to resolve those concerns.

Dr. Moffatt explains that the EMC has a major role in the project's direction. The framework outlined during the May 22nd Committee meeting is accurate. Several County projects have been delayed or are no longer financially feasible. The latest estimates indicate that the County will lose another \$12M out of their budget. Mr. Huckelberry's letter was intended to establish guidelines for all County projects, which included PCWIN.

Another area of concern from the Committee was Mr. Huckelberry's suggestion to do without the sustainability funding, which would save \$2.4M, annually. This funding source was included in the Business Plan, and participating agencies were given the option to pay into the fund or opt out. The County will opt out, but Mr. Huckelberry still supports the Business Plan.

The Committee's role for this project is to put the specifications into place for the right solution. Once the bids return, it is up to the EMC to decide how specifications and cost match up.

Deputy Chief Stevens states that Mr. Huckelberry's letter didn't upset him and feels that sending the response letter seems premature.

Bureau Chief Gagnepain understands that language in Mr. Huckelberry's letter seemed direct, which may have upset some Committee members. Captain Mayhew supports the response letter from Staff, and remains concerned about "scope creep." He agrees Mr. Huckelberry's letter was written without concrete costing figures, which may return lower than expected. The City saw this as a rush to judgment. Mr. Huckelberry understands that the EMC will decide how the funding is allocated, but it is important that the Committee have all the information presented to them to make informed decisions.

Assistant Chief Pesqueira explains that he supports tabling the letter. He stressed concerns with changing subscriber equipment numbers and felt Mr. Huckelberry was changing his position on the Business Plan. Dr. Moffatt explains that Mr. Huckelberry still supports the Business Plan.

Mr. Douglas explains that city managers and county administrators are always trying to equate a number of issues and have to make difficult decisions. The contents of Mr. Huckelberry's letter can be discussed and worked out, and may even be a template of discussion for Mr. Huckelberry, Sheriff Dupnik, Mr. Hein, and participating town managers. Mr. Huckelberry has a responsibility to each municipality who participated in voting for this project. Those municipalities did not give him complete authority to make the decisions about this project and Mr. Huckelberry would be the first to understand that fact. Although some language in his letter is direct, a response letter is unnecessary and premature at this time.

Assistant Chief Allen explains that the County Courts project has been halted and expresses concern about that same result happening to PCWIN. A new and complete radio system is extremely important, adding the importance of having two (2) dispatch facilities for operation. Asst. Chief Allen states that the response letter does not generate enough discussion needed for clarification. He suggests adding discussion about the importance of having two (2) communications facilities. He adds that the letter is good and feels that it is a good idea to set and memorialize the belief of where we are today and where we want to be.

Bureau Chief Gagnepain states that Mr. Huckelberry is not controlling this project, but instead established parameters and outlined expenditure abilities due to budget shortfalls. Bureau Chief Gagnepain feels that the response letter does not represent the consensus of the Committee and recommends tabling the item.

Motion:

Based upon the Sheriff's absence, and Committee concern about the prematurity of the response letter, Mr. Douglas motions to table this item for a future meeting. Chief Tometich seconds the motion.

Discussion:

Deputy Chief Stevens states that he still doesn't understand what the positive outcome will be in sending this letter to the County Administrator without the accurate costs available. He suggests the Committee table the response letter and wait for the overall costs and address funding issues when Staff has specific figures to send forward.

Captain Mayhew explains that at the May 22nd meeting, some members of the Committee expressed concern over the direct language and overall content of Mr. Huckelberry's letter. Staff was directed to draft a response letter, on behalf of the Committee, seeking clarification on the roles of the EMC and the County Administrator's Office. Additionally, the EMC will have to make recommendations on what to do regarding the overall cost of the system when those numbers become final.

Captain Mayhew believes that raising these issues will prove positive by documenting these concerns, which are significant to some Committee members. Captain Mayhew supports Mr. Douglas' recommendation to table this item for a future meeting.

Bureau Chief Gagnepain refers to the Committee for additional discussion. He receives no response. A motion was made (Douglas) and seconded (Tometich); Bureau Chief Gagnepain seeks a vote. Majority votes (6-2) in favor of tabling the item for future consideration.

Materials provided: PCWIN Draft Letter to Mr. Chuck H. Huckelberry, dated June 26, 2008.

VIII. Project Management Plan **Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

Captain Wilson refers to his powerpoint presentation on Project Management Plan, seeking feedback and input from the Committee. A Project Implementation Document will be established, which will outline internal procedures of project management.

Topics discussed:

Project Implementation Plan

- Project Management Approach
- Administrative Functions

PCWIN / Pima County Support Structure

EMC Input

- Vision
- Decision Making
- Stakeholder Participation

Captain Wilson seeks input from the Committee regarding implementation expectations.

Mr. Douglas states that there has been discussion by the Committee about how to write policies, procedures, operational instructions, and operational tenants. The general feeling was that each of the participants would send man power to write these policies, alleviating the need for the Committee to write these policies. Mr. Douglas recommends dedicating staff to meet the day to day operations to run the project. In regards to governance, Mr. Douglas suggests that staff be given basic goals and objectives to meet and make day to day decisions for system operation. Decisions of consequence come back to the EMC for ratification.

Deputy Chief Stevens inquires how other agencies handled their governance structures. Captain Wilson explained that dispatch center site visits focused more on how an agency operated their systems, not an agency's implementation process.

It is important to communicate with the end-users about system expectations. Captain Wilson refers to the Committee for ideas on how to accomplish that goal. Captain Mayhew suggests a written document, prepared with the end-user in mind. Managers and supervisors should assist in keeping the users informed on updates to the system.

Captain Wilson appreciates the Committee's input, adding that staffing will be determined and an implementation report will be available for review by the July EMC meeting.

Materials provided: PCWIN PowerPoint Presentation by Captain Paul Wilson.

**IX. Governor's FY 2009 Budget Proposal
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

On behalf of the Sheriff's Department, Sheriff Dupnik submitted a letter to Senator Tim Bee, asking that he support funding for the Government Information Technology Agency (GITA), where the Governor is asking legislature to approve a \$50M budget related to radio communications. Specific language addressed interoperability communications around the State.

The Public Safety Communications Advisory Commission has been dealing with several important issues over the last several months, to include the conceptual design of a state radio system; whether or not the State is building their own overlay system to provide a system for the State users, or try to provide services for their local user community by partnering with the local regional radio systems. Next, the State is struggling with how they progress forward with a detailed design. They have a support committee to address governance to propose a governance model for a State owned system.

The Governor has an interest in moving the Commission from under the Department of Public Safety (DPA) to under GITA. A number of entities disagree with the move, as they have good relations with DPS and are confident with how DPS is running business.

Captain Wilson asks Deputy Chief Pat Quinn, PSCC board member, to provide an update. The Commission cannot be moved from DPS to GITA unless there is a bill, through legislature, to change procedure. A member of GITA has stated that he is confident that the Commission will be moved, in a consolidated fashion, in attempt to save money and get radios into the hands of users by a certain period of time. Several smaller jurisdictions expressed concern as to whether or not they will be included in receiving those radios because they do not have the necessary interoperable support.

It appears that the Governor is dissatisfied with the project's progress and she may be putting people into place to help move the project along. The PSCC was established by statute; not an executive appointment. Captain Wilson expresses concern because GITA is not an agency which builds and operates communications systems, they are an oversight body.

Materials provided: Pima County Sheriff's Department Letter to The Honorable Tim Bee, reference the Governor's FY 2009 Budget Proposal, dated May 21, 2008; Government Information Technology Agency FY 2009 Executive Budget handout.

**X. NTIA Intelligibility of Selected Radio Systems in the Presence of Fireground Noise:
Test Plan and Results Report
Bureau Chief Brad Gagnepain, Pima County Sheriff's Department**

The International Association of Fire Chiefs has received complaints from fire radio users about digital communications. They established a digital working group to study the issue and they recently provided a report on their findings.

Captain Wilson briefed the Committee on the test methodology, findings, and recommendations.

Bureau Chief Gagnepain refers to the Committee for questions. He receives no response. The report was made available to Committee members via email with an attached link to the site.

Materials provided: PCWIN PowerPoint Presentation by Captain Paul Wilson.

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

Bureau Chief Gagnepain asks if anyone would like to address the Committee. Captain Mayhew requests an update on the Pima County Attorney's Office assistance with the RFP as an item on the next Committee agenda. Additionally, he requests that Staff continue discussions regarding County Administrator and EMC Responsibility and Authority.

XII. Call to the Public

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

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

Thursday, July 24, 2008, @ 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/3rd Floor

XIV. Adjournment

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

Meeting adjourns at 10:30 a.m.

Minutes prepared by: Catherine Hanna