

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, September 25, 2008
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the September 25, 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 Douglas Chappell, Drexel Heights Fire District
Deputy Chief Larry Stevens, Oro Valley Police Department (*1st Alternate*)
Asst. Chief Albert Pesqueira, Northwest Fire District (*1st Alternate*)
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Chief Joseph Delgado, Tohono O'odham Police Department
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
Acting Chief Kermit Miller, Tucson Police Department
Chief Terry Tometich, Marana Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Jeff Piechura, Northwest Fire District

Others Present

John Bowers, Motorola	Jayne Kahle, Northwest Fire District
Gary Bynum, Drexel Heights Fire District	John Moffatt, County Administrator's Office
Art Cuaron, Town of Oro Valley	Marie Nemerguth, City Manager's Office
Carl Drescher, City of Tucson	Paul Punske, Motorola
John Garcia, Town of Sahuarita (Pubic Works)	Pat Quinn, Tucson Fire Department
Steve Howard, TYCO	Larry Sayers, Pima County Wireless Services
Chuck Huckelberry, County Administrator's Office	Karen Tenace, City of Tucson
Joe Jakoby, City of Tucson IT	
Pat Joy, Pima County Sheriff's Department Comm	

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

Bureau Chief Gagnepain proposes approval of the minutes for the August 21, 2008, Executive Management Committee (EMC) meeting. Deputy Chief Stevens moves to approve the minutes and Chief Chappell seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated August 21, 2008.

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

Chief Doug Chappell, of the Drexel Heights Fire District, has requested that the Committee consider one (1) nomination for the Executive Management Committee:

- Division Chief Randy Karrer, as 2nd Alternate representative, for the Drexel Heights Fire District

Additionally, Captain Wilson asks the Committee to rescind the User Committee appointment of former Lt. Richard Garcia as representative of the South Tucson Police Department, due to his recent termination. Staff has asked the South Tucson Police Department to consider a replacement representative, although that has not been determined to date.

Mr. Douglas motions to recommend the appointment for the Executive Management Committee and rescind the User Committee appointment. Assistant Chief Allen seconds the motion. Motion unanimously carries.

Ms. Catherine Hanna will prepare the appropriate paperwork for the Board of Supervisors recommendation.

Materials provided: Tucson Citizen Article, dated July 28, 2008.

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

Captain Wilson reviews the Procurement schedule for the Committee:

Voice & Data Radio Procurement Activities

- Sept 22-23 – Evaluation Team Meetings
- Oct 3 – Request for Clarifications
- Oct 17 – Clarification Response
- Nov 7 – Complete Second Pass Technical Evaluation
- Nov 10 – Evaluation Team Meeting
- Nov 12-13 – Vendor Presentations
- Dec 8 – Initial Recommendations Due

A&E Services SFQ (schedule subject to change)

- Sept 9 – Award Contract
- Sept 18-Oct 10 – Cost Proposal Receipt and Evaluation

Connectivity Systems

- Oct 6 – RFP Pre-Qualification Process Advertised
- Oct 24 – Vendor Qualification Submitted

Staff met with the City of Tucson to discuss future agreements to facilitate the project. The priority will focus on the Right of Entry Agreement, which will allow the County access to the Price Service Center to begin the architectural and engineering services, and the Master Site Sharing Agreement, which will facilitate future agreements for use of specific antenna sites. The City of Tucson explained that they had changes to their Right of Entry agreement and the County's legal staff has completed their review of the Master Site Sharing Agreement. Captain Wilson will schedule a meeting with City Staff to continue discussions on both agreements.

Staff met with CTA Communications to discuss CTA's future cost and scope of work for Phase V (Project Implementation). Captain Wilson will review CTA's scope of work and cost estimates, which will be recommended to the Committee for approval in an effort to extend CTA's contract.

Sheriff's Capital Improvement Projects FY 2008/2009 Revised Budgets

Staff had been asked by the Capital Improvement Office to review the CIP budgets for FY 2008/2009 for any changes. The Capital Improvement Office is trying to reduce the CIP expenditures to save money within the County. The project will see a reduction total of \$1.8M, although these reductions will not adversely impact the overall goal of the project.

Captain Wilson provides a brief overview of the CIP Work Order Report, noting that once a work order is complete, it is deleted from the report. A Project Lifetime Summary was added to show lifetime costs for each sub-project.

Materials provided: CIP Project Work Order Report, dated September 21, 2008; Sheriff's CIP FY 2008/2009 Revised Budgets, dated September 3, 2008; Pima County Bond Program Update, dated September 2008.

V. Grant Funding **Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson provides updates on several grant funding projects:

Stonegarden Grant

The grant is complete and a reimbursement request from the Department of Homeland Security has been submitted.

FY06 COPS Technology Grant

Environmental assessment for 911 fiber project is complete. The COPS Office issued a draft finding of no significant impact (FONSI). The 30-day period for public input has been advertised by newspaper and letters to affected residents and businesses by Sage Landscaping, which are due by the end of October 2008. Staff will review the public comments and forward them to the COPS Office for final grant award. Staff will contact Qwest and proceed with construction and installation following the award.

2008 Interoperable Emergency Communications Grant

Staff requested \$194,000, which would fund consultant services to prepare a tactical interoperable communications plan and additional consultation services to write interoperable standard operating procedures for PCWIN. An application has been submitted and Staff is still waiting for an award notice, which is anticipated by the end of September 2008.

2008 Emergency Operations Center Grant Program

This \$1.33M grant program was submitted by the Department of Homeland Security, and will support architectural and engineering studies and equipment purchases. If awarded, a local match of \$333,000 of the total project cost is required. Staff is waiting for an award notice, which is anticipated by the end of September 2008.

VI. City of Tucson Reimbursement for Building Development Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

The City of Tucson has requested up to \$50,000 to reimburse the City for internal labor expenses associated with the building development for the Price Service Center. The request comes from the Tucson General Services Department, an internal service department of the City. The General Services and Architectural and Engineering and Facilities Management Division will be asked to review architecture and construction documents, and participate in planning meetings. The County is amenable to reimbursing up to \$50,000, and Staff recommends the Committee support and authorize this request.

The letter gives notice to the Committee that additional reimbursement requests may be anticipated in the future. When Staff prepared the planning for the bond project, a \$1M line item for consultant services for the radio system was included. Internal labor costs for the project were not included. Cost estimations for the cost of development for the Price Service Center and the 22nd Street Facility included internal labor costs for Pima County Facilities Management functions.

If the Committee intends on paying more internal labor costs, the cost to the project will escalate. The County recommends the Committee oppose paying additional internal labor costs. The County believes that all of the agencies involved are going to benefit from this project and encourages agencies to find a way to absorb those internal labor costs.

Discussion

Chief Chappell states that the City's request makes sense due to the tasks involved, but each agency has staff participating in every Committee and operation of this project. If every agency bills PCWIN for its participation, the funds will quickly disappear.

Captain Mayhew clarifies that this recommended action today refers only to the \$50,000 (maximum). There are continued discussions on how the City anticipates the use of staff in a number of different internal services and how they will be paid. The City is not requesting a blank check, only the maximum request of \$50,000.

Assistant Chief Allen concurs with Captain Mayhew, explaining that he takes exception to the suggestion that future reimbursement recommendations be opposed. Several high-dollar items have been added to the project after the bond was developed, and several new positions are up for consideration, which will increase cost.

Captain Wilson explains that today's request is for up to \$50,000; however, the City documents that they may seek additional reimbursement for the City Manager's Real Estate Division and the Tucson General Services Communications Maintenance for their participation. The City's General Services Department performs similar duties to the County's Wireless Services Department, and the County is not charging the bond for those services. If there were to be costs anticipated for the County in the way of internal labor, those services would be brought before the EMC for consideration. He adds that participating agencies have internal staff that provide varying support to the project and do not charge the bond for that participation. The Committee should take an approach which suggests that they won't be receptive to those types of requests.

Assistant Chief Allen reiterates his point on taking exception to the suggestion that future reimbursement recommendations be opposed. He states that any requests brought to the EMC, on the City's behalf, should be given consideration.

Bureau Chief Gagnepain introduces Pima County Administrator Chuck H. Huckelberry, and asks that he provide insight to the Committee, on the County's behalf.

Mr. Huckelberry explains that the Deputy City Manager asked if the County would entertain a reimbursement of up to \$40,000 for costs incurred by City General Services Department, Architectural and Engineering and Facilities Management Division related to improvements of the Price Service Center. The County supported the request for reimbursement of up to \$40,000, which was modified to up to \$50,000. Mr. Huckelberry stresses that the amount is "up to \$50,000" which will be used to reimburse actual expenses incurred with regard to very specific improvements. There are different ways to assist with internal labor cost. If an agency seeks reimbursement, that is welcomed; some agencies choose to consume the cost on their own. There are no simple answers, but the Committee should be careful. As the project approaches implementation, real cost will be determined. Financial decisions will be tough over the next three (3) years due to the market's problems. The difficulties will lie with the long-term funding of the system; operational, maintenance, and sustainability.

With regard to project management expenditures, Mr. Huckelberry stresses concern on hiring outside project managers and suggests using internal staff for project management. He commends the Committee on their handling of the project. He refers to the Committee for questions.

Assistant Chief Allen expresses grave concern about using internal project management. He views hiring outside project management as being an investment, ensuring project success, and that failure of this process could cost lives, whether that includes uniformed members or the community. He explains that he doesn't express this lightly and he's not "throwing dead babies on the table," but stresses that this is about life and death and true fact. Assistant Chief Allen views hiring internal project management as a conscript, and is uncertain that PCWIN will obtain the best product.

Mr. Huckelberry explains that hiring an outside project manager, who knows nothing about the project, will cost \$7M, and is a waste of money. If the concern is that significant, he suggests agencies put money on the table and pay for it.

Mr. Huckelberry exits the meeting.

Captain Mayhew clarifies that the agenda item for concern is a request for up to \$50,000. He understands that the Tucson General Services letter suggests possible future requests for reimbursement, but seeks clarification on what items the Committee will be voting on.

Deputy Chief Stevens explains that the Committee has no choice but to vote on both issues and reads a statement from the letter, "*The City Manager's Real Estate Office must charge for their activities in developing the various access and lease agreements.*" This puts the Committee on notice for future reimbursement requests from the City. Deputy Chief Stevens states that if the Committee does not comment on this letter, then all contents are assumed permitted.

Captain Mayhew states that the City is not asking the Committee to make a decision on future reimbursement requests for the Committee. He acknowledges that the language is present, but understands that all requests would have to come back to the Committee for consideration. He asks that the Committee only consider reimbursement, up to \$50,000, at this time, and if the Committee would like to discuss future reimbursement costs, it can be placed on a future agenda item.

Motion

Deputy Chief Stevens motions that the City be approved for up to \$50,000, with the understanding that the Committee is not committed to anything further outlined in the Tucson General Services letter from Mr. R.C. Lewis, to the Executive Management Committee, dated September 22, 2008. Chief Chappell seconds the motion. Motion unanimously carries.

Materials provided: City of Tucson General Services Department Letter to the EMC Reference PCWIN Cost Recovery, dated September 22, 2008.

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

Ms. Karen Tenace, from the City of Tucson, provides a brief presentation on the key findings and recommendations from the Finance Workgroup. She highlights the following topics:

- Introduction
 - Scope of work
- Fiscal Policy Considerations
- Funding Strategy Ideas
 - Background
 - Implementation – Funding Strategies
 - Implementation and/or Operations and Maintenance of Fixed Equipment – Funding Strategies
 - Operations and Maintenance of Fixed Equipment – Funding Strategies
- Work Group Recommendations
- Attachments

Ms. Tenace refers to the Committee for questions. She receives no response. Captain Wilson expresses his appreciation to Ms. Tenace and the Workgroups efforts for their informative and thorough report, which exceeded expectations. Captain Wilson recommends the Committee review the report to determine topics for future discussion and action.

Materials provided: City of Tucson letter to Captain Paul Wilson Reference the Funding Strategy Report for the PCWIN Project, and the Funding Strategy Report, dated August 12, 2008.

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

Staff has completed the PCWIN Project Implementation Plan, which is intended to describe the roles, responsibilities and authorities, staffing and a communications plan for PCWIN implementation.

Questions, comments, and feedback were incorporated into the document dated September 9, 2008. It is not necessary for this document to be adopted or approved by the Committee, but Staff asks that the Committee support the plan and perhaps approve additional staff as recommended.

The Project Management Team is a multi-layered plan. The Project Administrator would supervise the Project Manager, and administer support to the Committees, Financial Accounting, IGAs, Contracts, Organizational Development (operation and maintenance functions), and Grants Management.

The Project Manager would supervise the implementation piece of the project. Additionally, Staff is requesting an Assistant Project Manager to work directly under Mr. Tony Casella, who is currently fulfilling the Project Manager roll. The Assistant Project Manager's roll would be split up between administrative tasks and additional field work. The Assistant Project Manager would fill in during the Project Manager's absence.

The Facilities Management Project Manager is currently being filled by Ms. Cindy Sylvester. Her roll is to manage the architectural and engineering and construction pieces of the project, specifically related to the dispatch center. She would report to Mr. Casella, but is given authority to manage those projects.

From a costing perspective, Staff recommends two (2) positions; an Assistant Project Manager, and an Administrative Assistant, for clerical assistance. In the memorandum to Ms. Nanette Slusser, Assistant County Administrator Public Works Policy, Captain Wilson outlined the cost estimate for the additional positions for this fiscal year. Staff feels it's important to assemble a complete project management team by January 2009, in preparation for voice and radio vendor contracts by the February or March 2009 timeframe. Annual cost for the three (3) positions (project manager, assistant project manager, and administrative support specialist) for FY 08/09 is \$190,000. Subsequent fiscal years will total \$255,000, which includes salaries and benefits.

In addition to internal staff resources that will go into project management, PCWIN is also negotiating CTA's scope of work for project implementation.

Staff has reached out to the City of Tucson in an effort to fill the Assistant Project Manager position by a City staff member, giving them active participation in the implementation piece of the project. Captain Mayhew expresses his appreciation for the opportunity in including the City of Tucson in the Project Management Team. Discussions have begun in identifying someone for the position, and the City understands its urgency.

Captain Wilson recommends that the Committee initiate the implementation plan by authorizing Staff to recruit and appoint qualified staff to fill the Assistant Project Manager and Administrative Support Specialist positions. Mr. Douglas motions to approve the organizational chart outlined in the PCWIN Implementation Plan and to fill the positions outlined by Captain Wilson. Chief Chappell seconds the motion. Motion unanimously carries.

Materials provided: PCWIN Project Implementation Plan (revised), dated September 9, 2008; PCWIN Memorandum to Ms. Nanette Slusser, Assistant Pima County Administrator Public Works Policy, from Captain Paul Wilson, dated September 2, 2008, reference Sheriff's CIP Projects FY 08/09 Revised Budgets.

IX. New Business, Bureau Chief Brad Gagnepain, Pima County Sheriff's Department

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

X. Call to the Public

Bureau Chief 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, October 23, 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. Assistant Chief Pesqueira moves to adjourn the meeting. Chief Chappell seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:00 a.m.

Minutes prepared by: Catherine Hanna