

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Friday, January 9, 2009
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the January 9, 2009 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:00 a.m.

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

Members Present

Chief Jeff Piechura, Northwest Fire District
Chief Terry Tometich, Marana Police Department
Asst. Chief Gary Bynum, Drexel Heights Fire District (*1st Alternate*)
Asst. Chief Ray Allen, Tucson Fire Department (*1st Alternate*)
Asst. Chief Kathleen Robinson, Tucson Police Department (*1st Alternate*)
Lt. Charles Hangartner, Tohono O'odham Police Department (*1st Alternate*)
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Douglas Chappell, Drexel Heights Fire District
Chief Joseph Delgado, Tohono O'odham Police Department
Acting Chief Kermit Miller, Tucson Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Patrick Kelly, Tucson Fire Department

Others Present

Manny Barerras, Motorola	Paul Punske, Motorola
David Bixler, Schneider	Mike Sacco, Pima County Sheriff's Department
Tony Casella, Information Technology	Larry Sayers, Pima County Wireless Services
Andrea Forman, Durrant	Reid Spaulding, Pima County Facilities Mgmt.
John Hogan, City of Tucson	Mike Sumnicht, Motorola
Steve Howard, TYCO	Cindy Sylvester, Pima County Facilities Mgmt.
Joe Jakoby, City of Tucson IT	Michael Todd, GITA
Jayne Kahle, Northwest Fire District	Isaiah Twombly, City of Tucson Comm Adminst.
Eric Kirkland, SmithGroup	
Kevin Mayhew, Tucson Police Department	
Patty Moore, IPMobileNet	
Dan Olson, Durrant	

II. Approval of Minutes
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson proposes approval of the minutes for the November 24, 2008, and December 18, 2008, Executive Management Committee (EMC) meetings. Chief Piechura moves to approve the minutes and Asst. Chief Bynum seconds the motion. Motion unanimously carries.

Materials provided: EMC summaries dated November 24, 2008, and December 18, 2008.

III. Committee Appointments
Captain Paul Wilson, Pima County Sheriff's Department

Mr. Douglas, from the Pima County Office of Emergency Management (PCOEM) and Homeland Security, has requested that the Committee consider one (1) nomination for the Executive Management Committee:

- Mr. Bill Glasner, as the first alternate representative for PCOEM, replacing Kerry Reeve.

Additionally, Mr. Douglas recommends that the Committee appoint Mr. Glasner to represent PCOEM on the User and Technical Committees, replacing Mr. Reeve. Staff has reviewed Mr. Glasner's resume and has concluded that he is qualified for both appointments.

Motion

Chief Piechura motions to approve the recommended appointments. Assistant Chief Bynum seconds the motion. Motion unanimously carries.

Ms. Catherine Hanna will prepare the appropriate paperwork for Mr. Glasner's nomination for Board of Supervisor consideration.

IV. Project Status Report
Captain Paul Wilson, Pima County Sheriff's Department
Mr. Tony Casella, Information Technology

Mr. Casella gives the Committee a brief status report on current project activities.

Voice/Data

Staff is in the process of preparing the preliminary recommendations report on the voice and data procurement. Staff will present the report to the Committee with recommendations at the January 21st EMC meeting.

Connectivity

Staff began the pre-qualification process, and has received packages from vendors who have submitted their references and pre-qualification materials. Staff met with the Connectivity Evaluation Team on January 8th to discuss the procurement process, schedules, and draft connectivity specifications. The RFP is set for release in April 2009. Technical specifications will be taken from the voice and data proposals and will be added to the connectivity proposals.

SharePoint

SharePoint software will be used to manage and store project details. A meeting is scheduled on January 12th to discuss users, rights, security, and file structure. Testing will begin in February 2009 and key stakeholders will have software access.

Project Management

The Board of Supervisors approved the PCN numbers for two (2) project management positions (administrative assistant and assistant project manager) on January 6th. Staff will soon begin the recruitment process for hiring. The PCWIN Staff Office will be relocated downtown in the Bank of America building, on the 14th floor, sharing a suite with the Emergency Operations Center. The move is anticipated in early February 2009.

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

2008 Interoperable Emergency Communications Grant

PCWIN was awarded \$194,000 to fund consultant services to prepare a tactical interoperable communications plan and additional consultation services to write interoperable standard operating procedures for PCWIN. The scope of work has been added to CTA's contract renewal. Staff is prepared to move forward with scope of work and services for the plan.

2009 State Homeland Security Grant Program

Pima County has applied for funding to support purchase and installation of two (2) microwave links to support the project. The total request is \$438,604.

2009 UASI

The UASI Steering Committee has voted to tentatively support the PCWIN project in the 2009 grant program. An application was submitted for \$2.4M, but Staff expects an award support of \$1.75M, which will be used to fund microwave connectivity projects.

2009 Emergency Operations Center Grant

The Office of Emergency Management and Homeland Security staff is preparing an application for a \$1M (maximum) grant to support EOC construction. A plan will be prepared and brought back to the Committee for matching fund consideration and approval.

Additionally, the County received a request from Congresswoman Giffords' Office regarding shovel-ready projects that can be proposed as part of the President-Elect's infrastructure improvement projects. Construction of the EOC and dispatch facilities fit the request requirements, and any funding provided would benefit PCWIN. Congressional representatives have been made aware of Staff's interest in this funding if it becomes available in the future.

Materials provided: PCWIN Grant Funding Summary handout, dated January 2, 2009.

VI. Contracts & Intergovernmental Agreements Captain Paul Wilson, Pima County Sheriff's Department

City of Tucson General Services Department A&E Labor Reimbursement IGA

The IGA language was reviewed and signed by the City of Tucson and County representatives, and forwarded to the City Council for their approval before being forwarded to the Board of Supervisors. The IGA will permit the County to reimburse the City (General Services Department), up to \$50,000, for internal labor costs associated with architectural planning and renovation of the Thomas Price Service Center.

AECOM, Design Services (CTA Communications) Contract Renewal

CTA's contract expires January 31, 2009. A revised scope of work for implementation services was negotiated. Implementation costs were estimated and will be paid for on a time and materials basis. The revised scope of work adds services for fixed price consulting services (\$194,000) to prepare a tactical interoperable communications plan and additional consultation services to write interoperable standard operating procedures for PCWIN. The contract amendment was approved at the January 6th Board of Supervisors meeting. Staff requested the Board increase the contract amount by \$990,000 for services to be rendered during the next year.

Motion

Captain Wilson requests a motion from the Committee to proceed with the tactical interoperable communications plan and to authorize Staff to expend the \$194,000 allotted for services.

Assistant Chief Bynum motions to proceed with the plan and expend the grant funds for services. Assistant Chief Robinson seconds the motion. Motion unanimously carries.

Materials provided: Copy of the PCWIN Consulting Services Contract Amendment with AECOM (CTA Communications) from 01/31/09-01/31/10.

VII. Alternate Project Management Strategy
Captain Paul Wilson, Pima County Sheriff's Department

During the November 24th Committee meeting, City of Tucson representatives raised concerns about using internal project management for the project. County and City representatives met on December 1st to discuss this and the possibility that funding from both entities might be contributed to hire contract project management services. As a result, the City and the County have agreed that additional contract services will not be recommended.

VIII. Emergency Communications & Operations Center Facilities
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Andrea Forman, Project Manager, Durrant

Captain Wilson refers the Committee to several handouts as reference throughout today's presentation. Representatives from PCWIN's architectural and engineering contractor, Durrant & SmithGroup, have been invited to give a presentation of their findings from facility evaluations on the Thomas O. Price Service Center and the 22nd Street facility. These recommendations will allow the Committee to discuss and make decisions on how to move forward with those facilities. County representatives from Facilities Management are also present and available to answer questions from the Committee.

Ms. Andrea Forman, Project Manager, Durrant

Ms. Forman introduces a team of representatives to answer questions from the Committee:

- Dan Olson, Durrant
- Eric Kirkland, SmithGroup
- David Bixler, Schnieder & Associates

Presentation Summary:

- Tier One Scope of Work
- Existing Facilities Documentation
- Existing Facilities Evaluations
- Programming Brief
- Next Steps
- Tier Two Services

Tier One Services

Durrant's presentation will provide the Committee with an overview surrounding the scope of work needed on both facilities. Tier One includes existing facility evaluations, programming, facilities existing condition documentation, and space planning and concept studies.

Existing Facility Evaluations

Ms. Forman provides a brief evaluation summary of both facilities:

- Evaluation Summary
- Site Plan
- Code and Zoning
- Site – Civil
- Site – Landscape
- Building – Plan Layout
- Building – Architecture/ADA/LEED
- Building – Structural
- Building – Mechanical/Plumbing
- Building – Electrical
- Information Technology
- Security

Programming Brief

- Programming Methodology
 - Concepts A, B, and C
- Programming Summary of Space Needs
 - Concepts A, B, and C
- Programming Summary of Staff Needs
 - Concepts A, B, and C

Programming Methodology – Concept A

This concept includes two (2) facilities, each providing services for two (2) different agencies, and a capability for each building to back up the other.

The TOPSC would house the Tucson General Services 9-1-1 dispatch operations, City fire, emergency medical dispatch operations, and the Pima County Fire Consortium. Back-up operations would be available at the 22nd Street facility.

The 22nd Street facility would house the Tucson Police Department dispatch operations, Pima County Sheriff's Department dispatch operations, and Pima County EOC. Back-up operations would be available at the TOPSC.

Programming Methodology – Concept B

This concept includes one (1) essential building at the 22nd Street facility with unmanned back-up operations at the TOPSC.

The 22nd Street facility would house the Pima County EOC, Pima County Fire Consortium, Pima County Sheriff's Department dispatch operations, Tucson Police Department dispatch operations, and Tucson Fire Department dispatch operations.

According to the Pima County building official, an unmanned back-up facility may not have to meet the same building requirements as an essential (primary) facility. The assigned building official for the City of Tucson has not commented on this matter, to date.

City representatives expressed that unmanned facilities should have the same back-up requirements as essential facilities. Even unmanned, the facility would need to be ready for an immediate activation.

From an operational perspective, the community can demand that the back-up facility meet the same requirements as an essential facility. The building official was asked if the code would require it, which may be determined by the type of renovations needed to serve that purpose. If it's decided that upgrades are necessary to the TOPSC, a portion of the building that houses the systems would have to be isolated from the existing structure.

Programming Methodology – Concept C

This concept includes one (1) essential building at the 22nd Street facility with no back-up facility; therefore, all operations would be housed at the 22nd Street facility.

Space Summary

Ms. Forman provides the Committee with a spacing summary for each concept, outlining gross square footage and staffing levels (per shift) for years 2011, 2016, 2021, and 2026.

In either concept, facility expansion at the 22nd Street facility is expected. Parking remains adequate with expansion.

Evaluation Summary

Ms. Forman provides an overview of her presentation, outlining the pros and cons of each concept.

Next Steps

- Concept Development is due January 27, 2009
- Cost Estimates are due February 6, 2009
- Tier Two Services

Tier Two Services

Tier Two Services include schematic design, design development, construction documents, and final construction documents. Final construction documents are due February 2010.

Discussion

Mr. Bixler explains the different structural requirements between the two (2) essential facilities to the Committee.

Assistant Chief Robinson expresses the need for two (2) staffed facilities, as opposed to having one (1) staffed facility and one (1) unmanned back-up facility. Mr. Bixler explains that the cost to upgrade the TOPSC will be significant. Assistant Chief Allen suggested new construction as another option.

Since the bond was passed, PCWIN representatives have visited several out-of-state dispatch facilities to gather information on design, maintenance, features, and operations. Los Angeles was the only facility with a back-up facility, but it ran two (2) centers. Every other agency relied upon other jurisdictions for their 9-1-1 back-up capabilities.

Captain Wilson explains that re-routing 9-1-1 calls is the main concern, but the Committee should reassess and determine what the building requirements are before recommending additional options. The two-building approach solved a number of issues examined early in the project, and Staff needs to step back and re-examine additional options as it relates to the back-up. Specific options are not being recommended today, but should be considered.

In previous published documents, the user community wanted their back-up facilities to have the same equipment that a primary facility would have. Staff recommends re-evaluating the programmatic requirements.

Ms. Forman confirms that the 22nd Street facility can accommodate all operations needed for a primary facility, to include parking and building expansion.

The Committee discusses the accident zone risk to the 22nd Street facility, which affects the southwestern corner of the building.

The original intent of the bond was to have one (1) facility house all agencies. New construction would suggest that the bond ordinance would have to change. Captain Wilson no longer views the TOPSC as a primary dispatch facility, and code requirements will determine if it can function as an unmanned facility. He suggests Staff come together and review realistic back-up facility options for the short and immediate solution.

Additionally, Captain Wilson recommends that Staff remove the TOPSC as a primary dispatch facility, based on Durrant's proposal.

It was suggested that the unmanned facility be outfitted with administrative procedures, where a limited number of staff carry out specific daily functions to keep equipment working consistently. Should the facility be needed immediately, it could become fully operational without the worry of equipment failure.

Recommendation/Motion

Mr. Douglas makes a motion on the following recommendations:

1. Staff eliminate consideration of the Thomas O. Price Service Center as a primary dispatch facility and direct the County's architect to proceed with a single building approach for primary facilities.
2. Direct Staff to determine building code, infrastructure, and programming requirements for back-up 9-1-1 PSAP and dispatch services and to recommend options for short and immediate term solutions.

Discussion

Captain Wilson clarifies Recommendation 2 for the Committee.

Concerns were reiterated regarding a single facility concept. Assistant Chief Allen suggests Staff continue with the two-facility approach, and seek additional costing options for new construction.

Assistant Chief Allen recommends that Staff be directed to continue to develop and evaluate options to afford the opportunity to have two (2) separate staffed dispatch centers capable of providing back-up to each other. These options may or may not include using the TOPSC. Other options may include construction of a new facility or use of another City-owned facility.

He cautions the Committee with allowing the project's schedule to determine their decisions. Captain Wilson reminds the Committee that PCWIN is \$17M over budget, and it is reasonable that the cost estimates completed over a year ago were underestimated. There is a benefit to having two (2) facilities, but suggesting new construction to fulfill that approach will carry additional cost.

Motion

Mr. Douglas modifies Recommendation 2 to include the following:

2. Direct Staff to determine building code, infrastructure, and programming requirements for back-up 9-1-1 PSAP and dispatch services and to recommend options for short and immediate term solutions, *to include the identification of a back-up dispatch center.*

Assistant Chief Bynum seconds the motion.

Discussion

Mr. Douglas clarifies that his motion includes just the 22nd Street facility. Assistant Chief Allen explains that he does not view the 22nd Street facility as an appropriate communications center site due to the risks associated. Mr. Douglas states that the 22nd Street facility offers a collaborative opportunity for the agencies and first responders to work together and protect the health and safety of the community.

Vote

The motion is put to a vote. Six (6) Committee members approve the motion; two (2) oppose the motion. Motion carries.

Materials provided: Durrant & SmithGroup PowerPoint Presentation on Existing Facilities (Thomas Price Center / 22nd Street Facility), dated January 9, 2009; Letter from Pima County Facilities Management Director, Reid Spaulding, to Captain Paul Wilson, regarding Thomas O. Price Service Center, dated December 24, 2008; PCWIN memorandum to the EMC from Captain Paul Wilson regarding Communications & EOC Facilities, dated January 6, 2009.

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

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

X. Call to the Public

Captain Wilson asks if anyone in the audience would like to address the Committee. He receives no response.

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

Wednesday, January 21, 2009, @ 9:00 AM
Pima Regional Training Center (PRTC)
10001 S. Rita Road
Tucson, AZ

XII. Adjournment

Captain Wilson asks for a motion for adjournment. Assistant Chief Bynum moves to adjourn the meeting. Chief Piechura seconds the motion. Motion is unanimously carries.

Meeting adjourns at 10:42 a.m.

Minutes prepared by: Catherine Hanna