

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, May 28, 2009
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the May 28, 2009 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:04 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Daniel Sharp, Oro Valley Police Department
Chief Jeff Piechura, Northwest Fire District
Chief Douglas Chappell, Drexel Heights Fire District
Deputy Chief Pat Quinn, Tucson Fire Department (*Alternate*)
Captain Kevin Mayhew, Tucson Police Department (*Alternate*)
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Terry Tometich, Marana Police Department
Chief Joseph Delgado, Tohono O'odham Police Department
Acting Chief Kermit Miller, Tucson Police Department
Chief Patrick Kelly, Tucson Fire Department

Others Present

John Bowers, Motorola	Jim Long, Northwest Fire District
Gary Bynum, Drexel Heights Fire District	John Moffatt, County Administrator's Office
Brian Heffernan, City of Tucson IT	Paul Punske, Motorola
Roberto Jimenez, Marana Police Department	Terry Rozema, Tucson Police Department
Pat Joy, Pima County Sheriff's Department Comm	Larry Sayers, Pima County Wireless Services

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

Captain Wilson proposes approval of the minutes for the March 26, 2009, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Chief Chappell seconds the motion. Motion unanimously carries.

Materials provided: EMC summaries dated March 26, 2009.

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

The Tucson Police Department has requested that the Committee recommend one (1) nomination for the Executive Management Committee to the Board of Supervisors:

- Chief Roberto Villaseñor, for the Tucson Police Department, replacing Acting Chief Kermit Miller as the primary representative.

Chief John Harris, of the Sahuarita Police Department, has requested that the Committee consider and approve one (1) nomination for the User Committee:

- Lt. Henry Leyva, of the Sahuarita Police Department, replacing Lt. Shannon Collier.

Chief Piechura motions to accept the proposed nominations, as recommended, and forward Chief Villaseñor's nomination for Board of Supervisor consideration. Chief Sharp seconds the motion. Motion unanimously carries.

IV. Project Status Report
Captain Paul Wilson, Pima County Sheriff's Department

Voice Radio Systems

The Board of Supervisors approved the EMC's award of contract recommendation to Motorola on April 7, 2009 with a not-to-exceed contract amount. Contract negotiations continue, and were expected to conclude by May 7, 2009. Negotiations have since fallen behind schedule, but meetings are planned for Motorola and the County for continued discussions.

Connectivity RFP #090149

Staff received proposals on May 13, 2009. The Evaluation Team has started reviewing those proposals, and will meet in June for further evaluation. Proposal presentations are scheduled from July 7-10, 2009. Connectivity procurement is on schedule.

Enabling Priorities

- Contract negotiations for the radio system
- Business Plan Update
 - Staffing requirements
- Financial analysis for Department Executives/Officials
- Asset reutilization agreements (use of existing antenna sites & technology)
 - April 24, 2009 Master Site Sharing Agreement meeting with the City
 - Jurisdictions agree on IGA language
 - Document preparation continues
 - June 9, 2009 meeting with the Nation to identify specific steps required to secure use of Kitt Peak
 - June 17, 2009 meeting the Tohono O’odham Nation Utility Authority representatives who were recently designated the site managers for Jewek Mountain (Quijotoa)
- IGA’s
- Master site construction (22nd Street)
 - Reuse of Marana’s controller is not resolved

Project Master Schedule

AECOM was unable to provide the resources to proceed with the master project schedule, although those costs were negotiated and incorporated into AECOM’s contract. Additional cost proposals were solicited by Arcadis and Motorola and will be discussed in another agenda item.

Project Expenditures

Captain Wilson refers the Committee to two (2) expenditure reports for review, which updates the expenses and costs incurred over the last two months.

PCWIN Tactical Interoperable Communications Plan (TICP)

Staff received a \$194,000 grant to hire consulting services to write a TICP, and establish standard operating procedure templates (SOP). This grant expires in August 2009, although anticipated completion is targeted for July 2009.

The first draft of a TICP has been produced and staff is reviewing and commenting. AECOM hosted a TICP/SOP workshop on April 23rd and April 24th to discuss the TICP draft and to conduct an SOP development process workshop with members of an ad hoc workgroup selected from the user/technical communities. AECOM will produce the final TICP draft in June 2009. Development of the SOP templates is underway. Additional work will commence on the interoperability training/exercise deliverable required under AECOM’s contract.

Physical Facilities

Originally, development requirements for the tower sites was set to begin in July 2009, based on the RFP process. Instead, an invitation for bid (IFB) is required due to the Title 34 construction requirements at the tower sites. Staff has created master spreadsheets with site listings and gathered detailed specifications. Once vendor selection for Connectivity is narrowed, Staff will use that information and continue updating the spreadsheet. In June, members from AECOM and the County will visit each site, and document their information in more detail. This information will be added to the physical facilities specification, and used in the site sharing agreements for specific site owners.

Captain Wilson expresses his appreciation to Mr. Casella with preparing the bid documents and taking the initiative to anticipate the work.

Materials provided: Project SCOMMS (Sheriff's Regional Communications System) and SCMOC (Communications Emergency Operations) Expenditure Report, dated May 26, 2009.

V. Work Breakdown Structure, Schedule and Program Management Services Captain Paul Wilson, Pima County Sheriff's Department

In the Project Implementation Plan, we included, and the EMC approved hiring an Assistant Project Manager. The job description and advertising is complete, although Staff believes it will be difficult to find one (1) individual who possesses all the skills desired with the salary being offered. Staff has researched alternative ways to create a program work breakdown structure and schedule. The work breakdown structure is a list of prioritized items to be completed for the project. The schedule will be created based on those prioritized items. With no internal assistance available to the County, Staff solicited Arcadis and Motorola for these services.

Captain Wilson refers the Committee to handouts comparing contract proposals to provide services for 1) preparing a work breakdown structure, 2) creation and maintenance of the project master schedule, and 3) program management services.

Staff recommends adding these services to Motorola's contract. Motorola's contract cost will increase by \$441,000, but the overall cost estimate for the project increases by \$116,722 over the life of the project. This may be offset by internal labor cost savings.

Discussion

The Committee discussed the difference between project management services offered by Motorola and those previously considered from a 3rd party vendor.

Concern was raised regarding additional cost for the proposed services, and where the additional funding will come from.

Committee members revisited the need for an Assistant Project Manager. Mr. Casella provides an overview of Motorola's program management duties, and how those duties will compliment the roles of internal staff.

Motorola and the Assistant Project Manager will report to Mr. Casella. Motorola will not have contractual relationships with the contractors or sub-contractors, so they cannot give direction, only recommendations.

Captain Wilson believes we need to hire an Assistant Project Manager. He adds that Staff has been struggling to obtain the right resources to accomplish the necessary services. This project is too large for one person to take on; a team effort is necessary to accomplish the goal.

A suggestion was made to wait six (6) months to hire an Assistant Project Manager in an effort to recuperate labor costs. Captain Wilson disagrees, stating the importance of involving staff in the detail design and project ramp up.

Deputy Chief Quinn agrees that hiring additional resources is necessary, but sees no cost savings if the Assistant Project Manager position is hired immediately. He reminds the Committee that the project is \$4.5M over budget, and adding an additional \$116,000 is fiscally irresponsible.

Mr. Douglas agrees with the Committee's concerns regarding cost and Motorola's potential oversight, but stresses the need for consistency, which Motorola provides.

Motion

Mr. Douglas moves to direct Staff to contract for program management services with Motorola, adding that the EMC be kept apprised on project cost, program management progress, and the assistant project manager selection process.

Discussion

Concern reiterated on Motorola's oversight and objectivity.

Captain Mayhew understands the sense of caution with cost and services with Motorola, although he feels confident that the County's contract with Motorola will include safeguards to lessen risk. He feels the Committee should be kept apprised of Motorola's progress, and asks Staff to move forward and support Mr. Douglas' motion.

Vote

Motion is put to a vote. Six (6) Committee members approve; one (1) member opposes.

Materials provided: Project Management Services Comparison handout; Motorola PM Scope: Statement of Work (SOW) Proposal for Comprehensive Program Management Services, dated May 21, 2009.

VI. RECOC Design Services – Status Report
Captain Paul Wilson, Pima County Sheriff’s Department

The contract with Durrant includes two (2) tiers of services; Tier One (pre-programming), and Tier Two (schematic design). Staff has requested a cost proposal from Durrant on their Tier Two services, and a scope of work is nearly complete.

On May 13th representatives of the City of Tucson and Pima County met to discuss the future design of the dispatch operations floor for the RECOC. Decisions about future operational requirements are needed, so the County can finalize the scope of work for schematic design architectural services. In order to help document specific operational requirements of each agency, Pima County Facilities Management distributed a questionnaire to the future tenant agencies. Completed questionnaires are due today, May 28th. Meetings to discuss the results will be scheduled. It appears that a separation of work spaces will be required, although the divisions of space and partition requirements have not yet been decided.

Two (2) other issues need to also be explored and resolved. The architectural design will have to account for acoustical issues. Ringing telephones from one PSAP can be disruptive to another PSAP. On May 27th representatives met to discuss requirements for an ACD solution that would serve the needs of all of the PSAP agencies. Additional research will be required to determine if current or future technology will meet the defined requirements.

An additional meeting to discuss potential solutions for PSAP/dispatch service back up is also required. Decisions that might result will impact equipment purchases and detail design for the radio system, and architectural design service needs.

Durrant has assigned Mr. Richard Johnson as the new lead architect project manager. Ms. Andrea Forman will continue to be responsible for researching the best practices for the Emergency Operations Center.

VII. Grant Funding Updates
Captain Paul Wilson, Pima County Sheriff’s Department

Assistance to Firefighters Grant

Division Chief Bynum has researched this grant and Drexel Heights Fire District forwarded a regional application on behalf of multiple fire agencies for funding in the amount of \$1,034,803. If awarded, this level of funding would permit the purchase of 301 mobile radios and 39 control stations. The total is approximately 23% of the cost of subscriber equipment to support all fire users. There is a 10% match required for this grant.

FY06 COPS Law Enforcement Technology Grant

The \$246,807 intended to support extension of 911 fiber network to RECOC may now be available for reprogramming. Indications are from Qwest that the company may absorb the construction costs provided Pima County E911 sign a minimum 60 month term agreement. Alternative programming may include purchase of microwave equipment.

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

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

IX. Call to the Public

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

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

Thursday, June 25, 2009, at 9:00 AM

Pima County Sheriff's Department
Administration Building, 3rd Floor, Sheriff's Operations Center
1750 E. Benson Highway, Tucson

XI. Adjournment

Captain Wilson asks for a motion for adjournment. Deputy Chief Quinn moves to adjourn the meeting. Chief Sharp seconds the motion. Motion is unanimously carries.

Meeting adjourns at 10:13 a.m.

Minutes prepared by: Catherine Hanna