

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, July 23, 2009
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the July 23, 2009 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:02 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Jeff Piechura, Northwest Fire District
Chief Patrick Kelly, Tucson Fire Department
Commander Jason Larter, Oro Valley Police Department (*Alternate*)
Division Chief Gary Bynum, Drexel Heights Fire District (*Alternate*)
Captain Kevin Mayhew, Tucson Police Department (*Alternate*)
Lieutenant Paul Ashcraft, Marana Police Department (*Alternate*)
Lieutenant Charles Hangartner, Tohono O'odham Police Department (*Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Terry Tometich, Marana Police Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Roberto Villaseñor, Tucson Police Department
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Others Present

John Bowers, Motorola	John Moffatt, PC Office of Strategic Planning
Frank Brady, PC RACES	Pat Quinn, Tucson Fire Department
Carl Drescher, City of Tucson	Terry Rozema, Tucson Police Department
Joe Jakoby, City of Tucson IT	Cindy Sylvester, PC Facilities Management
Pat Joy, PC Sheriff's Department	
Jim Long, Northwest Fire District	

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

Captain Wilson proposes approval of the minutes for the May 28, 2009, Executive Management Committee (EMC) meeting. Chief Kelly moves to approve the minutes and Division Chief Bynum seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated May 28, 2009.

III. Executive Session
Captain Paul Wilson, Pima County Sheriff's Department

NOTE: Executive Session began following **public** business.

Executive Session, 9:59 a.m.

Executive Session Complete, 10:29 a.m.

IV. 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:

- Assistant Chief Terry Rozema, of the Tucson Police Department, replacing Assistant Chief Kathleen Robinson, as the first alternate representative.

The Tucson Fire Department has requested that the Committee consider and approve one (1) nomination for the Executive Management Committee to the Board of Supervisors:

- Assistant Chief Dave Ridings, of the Tucson Fire Department, as the first alternate representative.

Chief Piechura motions to accept the proposed nominations, as recommended, and forward both nominations for Board of Supervisor consideration. Division Chief Bynum seconds the motion. Motion unanimously carries.

V. Budget Report
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to the Summary Budget Expenditure Report.

These two (2) reports detail expenses to date, cost estimates, balance, and budget funding source.

Captain Wilson has modified the categories to illustrate spending against the budgeting estimates.

Captain Wilson provides a detailed overview of budget expenditures for both SCOMOC and SCOMMS projects for the Committee. He adds that these costs do not include consoles and control stations for a back-up dispatch center. Those costs are estimated, and future meetings will determine how to proceed on the back-up component.

Materials provided: Project SCOMMS (Sheriff's Regional Communications System) and SCOMOC (Communications Emergency Operations) Expenditure Report, dated July 13, 2009.

**VI. Durrant, Inc. Contract #15-13-D-141540-1008
Captain Paul Wilson, Pima County Sheriff's Department**

Durrant was contracted by the County for architectural and engineering, and construction management services for the project.

When services began, the project was anticipating a two-building approach. During Tier One services, it was determined that Thomas Price would not be suitable to use as an essential facility, so the single-facility approach at 22nd Street was desired. Construction cost estimates also increased.

Architecture and Engineering Tier Two services are \$429,652 more than anticipated, due to the increase in construction costs, essential building requirements, LEED Silver requirements, additional EOC needs, and specific sub-consultant service fees.

Discussion

Architecture & Engineering services for a back-up dispatch solution have been deferred for a separate discussion. Durrant has provided a cost proposal for Tier Two services for Thomas Price back-up renovations. Separate cost estimates have been established, which will be distributed for future discussions. Estimated costs for a back-up facility total \$5.2M.

Ms. Cindy Sylvester, of Pima County Facilities Management, stated that Durrant anticipates beginning work in August 2009, and is anxious to proceed.

Motion

Staff recommends the Committee recommend to the Board of Supervisors approval of Contract #15-13-D-141540-1008, Amendment No. 1 revising the contract term through 05/31/12, increasing the total contract amount to \$2,259,053.00, and making other revisions as indicated in the Consulting Contract Amendment submitted by the Pima County Procurement Department for the August 4, 2009 Board agenda.

Chief Piechura motions to recommend Staff's recommendation to the Board of Supervisors at the August 4, 2009 Board meeting. Division Chief Bynum seconds the motion.

Discussion

Captain Wilson clarified the Contingency for Design estimate of \$418,535.45. Under Durrant's fee proposal, there are a number of allowance items listed that include services for purchase if they are needed. Staff included those costs in Durrant's contract amendment, shown as part of Tier Two services, but reduced the contingency budget as a result.

Durrant's fee proposal breaks down as follows:

\$ 1,825,753.00	Tier II Basic Services, Specialty Services and Consultant's Fees
\$ 28,210.00	Tier II Basic Services Reimbursable Expenses
\$ 9,349.00	Tier II Specialty Services and Consultant's Reimbursable Expenses
\$ 5,000.00	Allowance Structural Special Inspections
\$ 10,000.00	Allowance Exterior 3-D Rendering
\$ 5,000.00	Allowance Interior 3-D Rendering
\$ 15,000.00	Allowance Additional Presentations
\$ 100,000.00	Allowance Additional Design

The increased scope and the County requirements to include specific consultant services during the design process has increased Durrant's cost proposal to \$1,998,312.

Vote

The motion was put to a vote. The Committee unanimously approves the motion.

Materials provided: PCWIN Project Assumptions from Durrant, Inc.; Board of Supervisors Summary for Durrant, Inc. contract.

VII. RECOC Design & Operating Requirements Captain Paul Wilson, Pima County Sheriff's Department

Dispatch Operations Floor

Discussions are on-going with future tenants of the 22nd Street facility (RECOC) and the dispatch operations floor design.

Pima County Facilities Management asked future tenants to prepare answers to a questionnaire, from an architect standpoint, which would determine how Durrant would produce Tier Two services. Committee members were given the responses to those questionnaires for reference. Those surveys were discussed in a June 1, 2009, meeting with Captain Wilson and the future tenants of the building.

Tenants continue to disagree on the dispatch operations design philosophy, but the conclusion was that a segregated floor plan would meet the needs of the major tenants and the remaining tenants could agree that such a concept would not hinder their operations.

Mr. Reid Spaulding, Pima County Facilities Management Director, provided his opinion on the issue, which was forwarded to Mr. Chuck Huckelberry, Pima County Administrator. Mr. Huckelberry prepared a memorandum, agreeing to allow Staff to proceed with a segregated design for the dispatch floor, based on the specific needs of the City of Tucson, assuming that the City will agree to any additional expense resulting from segregating that work space.

Chief Kelly states that the design is in a “conceptual” phase, and City representatives seek clarification on how partitions will be offered at an “additional” cost when there isn’t an approved design or cost currently being offered. Chief Kelly also clarifies that the City is requesting partial partitions, not full partitions, as addressed in the County Administrator’s letter.

Ms. Sylvester assures the Committee that cost will be determined once a schematic design is complete.

From an architectural standpoint, the police department has expressed a need for full height partitions and ceilings for spaces adjacent to the operations floor. From a design perspective, an 8-foot partition and a full length partition will create the same obstruction and amount of disruption to services in the building. Chief Kelly disagrees. He reiterates that adding partitions should be part of the base cost of the construction, not an additional cost.

Captain Wilson explains that Staff will work to identify the specific costs attributable to the City requirements, and to implement the County Administrator’s directive.

Chief Kelly is concerned over the additional cost with the current economic climate. He understands that there are certain tenants who request operations to be conducted a particular way. As a major tenant, City police and fire believe that they should state their opinion on how the operations floor is designed from the beginning.

Separating the three (3) dispatch operations has now caused the County Fire Districts to make a future decision on what agency they will align their dispatch services with; co-locating with General Services, or co-locating with the Sheriff’s Department. A decision is required before schematic design begins.

Building Security

In addition, the tenants discussed building security, as it pertains to dispatch operations, and the requirement to have each employee subject to background checks. The Tucson General Services Department disagreed with this concept, as they do not perform pre-employment background checks. Other tenants screen their employees before they are hired.

Mr. Huckelberry has mandated that “reasonable and normal” background checks be conducted on all building employees. Intergovernmental and Tenant Agreements will be created to include the tenant screening.

Captain Mayhew states that he is not speaking for the Tucson General Services Department, but following the June 1st meeting, Mr. Isaiah Twombly (Tucson General Services) did take the building security issue back to his department. Tucson General Services is concerned, and their intention is to work out and resolve this critical issue.

Materials provided: PCWIN letter to Ms. Cindy Sylvester reference Design Requirements for RECOC Dispatch Operations Floor, dated June 3, 2009; Pima County Facilities Management letter to County Administrator Chuck Huckelberry, reference PCWIN Operations Floor Review, dated June 29, 2009; County Administrator’s letter to City Manager Mike Letcher, reference PCWIN Public Safety Communications Center, dated July 20, 2009.

VIII. Interoperable Emergency Communications Grant Program Project Captain Paul Wilson, Pima County Sheriff’s Department

Pima County was awarded \$194,000 from the DHS Interoperable Emergency Communications Grant Program to:

- 1) Create a Tactical Interoperable Communications Plan for the Tucson UASI;
- 2) Create Standard Operating Procedures (SOP) Manual Outline and Templates;
- 3) Develop TICP Training Outlines; and
- 4) Develop TICP Exercise Specifications

The County contracted with AECOM to provide consulting services to produce the document deliverables.

A draft version of the TICP was distributed to the User and Technical Committee members for comment. Comments have been incorporated into the final draft document which is undergoing final minor revisions. A workgroup comprised of members of the User and Technical Committees participated in a SOP workshop. The members gave their recommendations for development of the SOP templates. The draft versions of the SOP templates, training outlines and exercise specifications have been received and reviewed by County staff. Final draft versions of each of the document deliverables are expected next week. Lt. Mike Sacco will brief the Committee on the final outcomes at the next regularly scheduled meeting.

This grant project concludes by the end of August and is currently on schedule

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

FY06 COPS Law Enforcement Technology Grant

A grant of \$246,807, intended to support extension of 911 fiber network to RECOC, will be reprogrammed for the purchase of microwave equipment.

FY09 COPS Law Enforcement Technology Grant

The Pima County Sheriff's Department has been informed that we have been awarded a \$200,000 grant. The grant application has been submitted for subscriber equipment as requested in the original federal earmark request.

2009 SHSGP Grant

We anticipated an award of \$438,604 for microwave equipment. The final award was reduced to \$384,000 because the overall State share of SHSGP funds was reduced by the federal government. Local recipient awards were reduced accordingly.

UASI Funding

The Tucson UASI Steering Committee reaffirmed their support for an award to the PCWIN project in the amount of \$1.72M at their meeting July 8th.

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

NOTE: Captain Wilson explains that the Executive Session items are informational, and require no motion once Executive Session is complete. Following Executive Session, the Committee will adjourn the meeting. He continues with New Business and Call to the Public before excusing the public.

Captain Wilson refers to the Committee for New Business.

At the next Committee meeting, Mr. Anthony Casella will update the Committee on the project schedule. Additionally, Committee members will be able to review the cost element for the radio system for the Business Plan, which will be distributed to the agencies.

XI. Call to the Public

Captain Wilson asks if anyone in the audience would like to address the Committee.

Deputy Chief Pat Quinn, of the Tucson Fire Department, informs the Committee that APCO is hosting a Communications Unit Leader Training Course at the Tucson Fire Prevention Department from August 5-7. Free training will be provided to the first 30 participants. For additional information, please email Deputy Chief Quinn at pat.quinn@tucsonaz.gov.

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

Thursday, September 3, 2009, at 9:00 AM

Pima County Sheriff's Department

Administration Building, 3rd Floor, Sheriff's Operations Center

1750 E. Benson Highway, Tucson

XIII. Adjournment

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

Meeting adjourns at 10:30 a.m.

Minutes prepared by: Catherine Hanna