

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

Pima County Sheriff's Administration Building  
1750 East Benson Highway, 3<sup>rd</sup> Floor  
Thursday, September 3, 2009  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the September 3, 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**

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)  
Chief Daniel Sharp, Oro Valley Police Department  
Chief Terry Tometich, Marana Police Department  
Assistant Chief Jayme Kahle, Northwest Fire District (*Alternate*)  
Deputy Chief Pat Quinn, Tucson Fire Department (*Alternate*)  
Division Chief Gary Bynum, Drexel Heights Fire District (*Alternate*)  
Captain Kevin Mayhew, Tucson Police Department (*Alternate*)  
Lieutenant Charles Hangartner, Tohono O'odham Police Department (*Alternate*)  
Mr. Dennis Douglas, Pima County OEM & Homeland Security

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Joseph Delgado, Tohono O'odham Police Department  
Chief Roberto Villaseñor, Tucson Police Department  
Chief Jeff Piechura, Northwest Fire District  
Chief Douglas Chappell, Drexel Heights Fire District

**Others Present**

Paul Ashcraft, Marana Police Department  
John Bowers, Motorola  
Tony Casella, Pima County IT  
Carl Drescher, City of Tucson  
Joe Jakoby, City of Tucson IT  
John Moffatt, P.C. Office of Strategic Planning  
Paul Punske, Motorola

Mike Sacco, Pima County Sheriff's Department  
Larry Sayers, Pima County Wireless Services  
Nina Schatz, Pima County Procurement  
Larry Stevens, Oro Valley Police Department  
Michael Todd, GITA  
Isaiah Twombly, City of Tucson Communications

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

Captain Wilson proposes approval of the minutes for the July 23, 2009, Executive Management Committee (EMC) meeting. Deputy Chief Quinn moves to approve the minutes and Chief Sharp seconds the motion. Motion unanimously carries.

*Materials provided: EMC summary dated July 23, 2009.*

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

Captain Wilson seeks a motion to enter into executive session. Division Chief Bynum motions to enter into executive session; Chief Sharp seconds the motion. Motion unanimously carries.

**Executive Session, 10:25 a.m.**

**Executive Session Complete, 10:39 a.m.**

Captain Wilson motions for the Committee to accept the recommendations of the Connectivity Network Evaluation Team, authorizing the County to move forward with contract negotiations with the first ranked vendor, and if unsuccessful, to move to the second and third ranked vendors. Chief Sharp seconds the motion. Motion unanimously carries.

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

The Pima County Office of Emergency Management and Homeland Security has requested that the Committee recommend one (1) nomination for the Executive Management Committee to the Board of Supervisors:

- Mr. Jeff Guthrie to replace Mr. Bill Glasner, as the first alternate representative.

In addition, the Pima County Office of Emergency Management and Homeland Security has requested Mr. Guthrie to replace Mr. Glasner on the User and Technical Committees.

The Marana Police Department has requested that the Committee consider and approve one (1) nomination for the User Committee:

- Ms. Sheila Blevins to replace Lieutenant Roberto Jimenez.

The Pima Community College DPS has requested that the Committee consider and approve one (1) nomination for the User Committee:

- Commander Manny Amado to replace Sergeant Phil Franz.

Captain Wilson motions to accept the proposed nominations, as recommended, and forward Mr. Guthrie's nomination for Board of Supervisor consideration. Division Chief Bynum seconds the motion. Motion unanimously carries.

*Materials provided: Urgent Communications article, "Building A Fire Department Communications System Can Be Tricky," dated August 19, 2009; Pima County Bond Program Update, Annual Report for Fiscal Year 2008/2009, dated July 2009; and Jeff Guthrie's resume for Technical Committee consideration.*

## V. **Business Plan**

### **Captain Paul Wilson, Pima County Sheriff's Department**

#### **Business Plan Update Presentation**

- Document Outline
  - Voice Radio System Plan Update
- Fixed Equipment Replacement Analysis
  - 2007 Business Plan
  - 2009 Update
- Non-Fixed Equipment Replacement Analysis
  - 2007 Business Plan
  - 2009 Update
- Radio System Financial Strategy Section Assumptions (1-25)
- Basis for Agency Participation Ratio Maintenance & Fixed Equipment Replacement
- Basis for Agency Participation Ratio Subscriber Replacement

#### **Goal**

As we enter the dispatch facility schematic design, there will be critical decisions being made which will impact the analysis. Today's focus is to update the voice radio piece of the Business Plan. The end result is to create a document that summarizes the key governance, sustainability, and support section topics out of the original document and revise the goals and objectives. We need to illustrate short term objectives, follow up with a discussion summary of the Motorola proposed radio system design, implement cost analysis, outline maintenance operations staffing predictions, cost sharing analysis, and schedules.

These items will produce a document that outlines the scope, cost for end user, expectations, and services for the radio system only.

## **Radio System Financial Strategy Section Assumptions**

Captain Wilson reviews the Radio System Financial Strategy Section Assumptions (1-25) with the Committee. Committee members are encouraged to ask questions and voice their concerns. NOTE: Concerns/questions are highlighted below.

### ***Lifecycle Costs (#9)***

The Business Plan calls for a 7-year replacement lifecycle for portable and mobile radio equipment. AECOM felt it reasonable to revise the lifecycle replacement estimates to 10 years for portable equipment, and 12 years for mobile radio equipment; however, an average of 10 years was used for both cost components.

The County's EF Johnson equipment was purchased in 1999, and continues to operate today, so 10 years seems reasonable. The affect will reduce the annual, per unit cost for replacing that equipment, assuming that the lifecycle estimate is agreed upon.

Concerns raised that the 10-year lifecycle is too optimistic. Fire disciplines go through radios faster than law enforcement. A 10-year lifecycle may minimize the opportunity for new technology to grow. A 7-year cycle may keep the cost analysis more accurate.

Captain Wilson reminds the Committee that the Business Plan is a working document that will continually change. Contributing to the lifecycle fund for subscribers remains optional, as individual agencies are responsible for their replacement costs. Without contributing to the lifecycle replacement fund, it will be difficult to plan for any complete replacement on a particular lifecycle.

A 10-year replacement lifecycle may satisfy the non-emergency personnel, although additional input is anticipated.

Analysis will be modified to show a 7-year replacement cycle for fire and a 10-year replacement cycle for law enforcement.

### ***OTAP Capability To Reduce Technical Support Staff (#21)***

Over-the-air programming capability will reduce technical staff effort and significantly reduce end user down time required for radio reprogramming.

In the original analysis, we looked at the capability of a technician to program radios, and produced analysis which suggested the need for 2.5 technicians assigned to radio programming. But with the OTAP capability, it would be reasonable to reduce that amount to one (1) technician, who can reprogram the radios over the air, versus having to reprogram them in a shop.

The Business Plan does not outline a specific number of technician positions for each agency, but the revised number of technicians reduces the total staffing by one (1). The original number of technicians was estimated at 11, and is now 10.

### ***Asset Contribution To PCWIN (#8)***

Each jurisdiction that contributes assets to the PCWIN project will retain control, ownership and responsibility for maintenance and upgrade of their contributed assets.

A concern was raised in regards to who would be responsible to pay for specific antenna site upgrades if the upgrades were needed for the overall system. For example, if the City retains ownership of an antenna, the City is responsible for maintaining and supporting that antenna.

Deputy Chief Quinn states that costs to make antenna upgrades could be expensive and with the growing technology, major changes may be necessary.

Captain Mayhew states that as he remembers, if the City would provide an antenna site, PCWIN would use all the products included in that site. The City would be responsible to fix any problems that occur. If a major change to the system was needed, the City would have to agree to purchase that new antenna, which would still carry non-PCWIN components. A possible lease-back might be agreed upon in an IGA or SLA to recover some costs.

Captain Wilson explains that when you embark on a project like this and make reuse of existing assets, it's really important that we work together. This Committee does not have the authority to make the City upgrade their system; the effort will have to be cooperative.

### **Maintenance & Fixed Equipment Replacement Participation Ratios**

In the Business Plan, the participation ratio was based only on the public safety agencies. Captain Wilson updated the document to reflect the Pima County Non-Public Safety Users, which increases the total number of system users, sharing the costs over a greater number of units.

### **Subscriber Replacement Participation Ratio**

In determining subscriber replacement costs, the two (2) grades of equipment (Public Safety & Non-Public Safety) had to be separated because there is a cost difference between them. Updated portable and mobile equipment numbers will be outlined when participating agencies execute IGAs.

Concerns were raised regarding 800 MHz in-building coverage capabilities and confidence. Captain Wilson states that the overall system design will provide coverage specified in the RFP in coverage requirements, including heavy building penetration in areas where there are concentrations of such buildings. Additionally, the specifications include the requirement for digital vehicular repeaters, which Phoenix has successfully tested.

A suggestion was raised that the system may require dual band capability to meet fire communication needs.

The PCWIN project does not; however, include frequencies or repeaters for any other frequency band. The project will proceed according to our published specifications.

If testing proves the system fails to meet specifications, the system will not be accepted, and Motorola will be responsible to meet the specifications. The County is committed to the design currently specified in the RFP. The project still faces a budget deficit. Agencies who seek additional specifications, above and beyond the current publication, will be tasked with finding a solution to pay for those additions.

Captain Wilson reviews fixed and non-fixed equipment cost estimates with the Committee. Financial analysis (agency cost) is nearly complete, and Captain Wilson will deliver that publication very soon.

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

*Materials provided: PCWIN Business Plan Presentation by Captain Wilson, dated September 3, 2009 with handouts/assumptions.*

**VI. Project Status Briefing  
Captain Paul Wilson, Pima County Sheriff's Department**

**Durrant, Inc. Contract #15-13-D-141540-1008**

On August 4<sup>th</sup>, the Board of Supervisors approved Amendment #1 to provide architectural and engineering design services for the PCWIN Communications Facilities, extending their contract term to 05/31/2012, and amend contractual language, 2004 Bond Fund, contract amount \$1,998,312.00.

Schematic design meetings will begin September 22, 2009.

**Assistant Project Manager**

Applications have been received for the Assistant Project Manager position, and interviews for the position are scheduled.

**Schedule Review**

Staff is looking to hire outside services to build the work breakdown structure and project schedule. Several critical path items have been identified to move this project forward:

- Site Acquisition
- Tenant Leases (end of Schematic Design)
- Individual User Agreements (75-100 IGAs)
- Schematic Design (RECOC) and Construction Process

## **Exit Gate Process**

County received a briefing from the County's CIP Office and the County Administrator's staff in regards to new project management processes. New requirements include an exit gate process. As each project milestone approaches, representatives from various County departments will have to approve in order to move to the next stage of the project.

The idea is to allow County departments an opportunity to be included in the planning, ask questions, and express needs to their projects; therefore, minimizing project risk. Staff doesn't expect delays in the PCWIN planning.

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

## **VII. RECOC Schematic Design Captain Paul Wilson, Pima County Sheriff's Department**

A PCWIN Schematic Design Workshop has been scheduled for September 22-23, 2009. Concerns regarding space requirements have been resolved through preliminary discussions. The two-day workshop will cover program requirements, site concepts, and building expansion capabilities and possibilities. Additional topics will include mechanical/electrical plumbing, and fire protection systems; EOC and dispatch/call taker operations furnishing requirements; IT requirements, security system requirements, and close with AV/acoustic requirements.

Those in attendance are asked to come prepared to discuss their requirements. The goal is to make sure the appropriate people are in attendance to make the necessary decisions to move forward. Additionally, each of the tenants has designated a point of contact who Cindy Sylvester will communicate with throughout this process.

Northwest and Drexel Fire Districts have confirmed that their design will be included within the Sheriff's operations area, co-locating the agencies in RECOC.

Captain Wilson has scheduled a September 18<sup>th</sup> meeting to discuss the back-up 9-1-1 facilities and options.

*Materials provided: PCWIN Schematic Design Workshop Agenda (September 22-23).*

## **VIII. Interoperable Emergency Communications Grant Program Project Lieutenant Mike Sacco, 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.

### **Interoperable Emergency Communications Grant (IECGP) Presentation**

- Grant Information
- PCWIN Approach – TICP
- What is a TICP?
- TICP Purpose
- PCWIN Approach – SOP
- PCWIN Approach – Training and Exercises
- Intended Use of TICP, SOP, Training & Exercises
- Current Status and Deliverables

Each deliverable is complete and designed to be living document. Lieutenant Sacco will deliver the documents to the appropriate PCWIN representative for review by September 28, 2009. Train the Trainer workshops will be discussed and established at the next User Committee meeting.

*Materials provided: PCWIN TICP Presentation by Lt. Mike Sacco, dated September 3, 2009.*

## **IX. Grant Updates**

### **Captain Paul Wilson, Pima County Sheriff's Department**

#### **PSIC Grant**

The Department of Homeland Security has agreed to extend the deadline to expend the grant funds to August 2010. Staff is working with Motorola to incorporate some requirements into their contract regarding the delivery of equipment. This would allow those funds to be expended before that date.

#### **Technical Assistance Grant**

The State had an opportunity to apply for a technical assistance grant. On behalf of the PCWIN project, Captain Wilson asked that they submit for technical assistance, which would review the existing PCWIN governance structure, in addition, recommend modifications as needed.

#### **Department of Homeland Security Interoperability Demonstration Grant Project**

This grant was originally intended for cross border demonstration projects, but the U.S. Department of Homeland Security will make grant dollars available for border security, as it relates to interoperability. There will be a limited number of jurisdictions who are eligible for this funding, and the State will require some multi-agency cooperation. Possible cooperation could be made with the Nation to help build out Kitt Peak's microwave equipment installation.

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

Revision work continues on the Business Plan. Financial figures are being revised, and a status update will be available for the September 24<sup>th</sup> EMC meeting.

**NOTE:** Captain Wilson refers the Committee to an Urgent Communications website article, "Building A Fire Department Communications System Can Be Tricky," and the Pima County Bond Program Update, Annual Report for Fiscal Year 2008/2009, which can be read at their leisure.

Captain Wilson explains that one of the Executive Session items will require a motion once Executive Session is complete. The Public is welcome to stay outside the conference room, and will be invited back into the Regular Meeting, once Executive Session is complete.

**XI. Call to the Public**

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

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

**Thursday, September 24, 2009, at 9:00 AM**

Pima County Sheriff's Department

Administration Building, 3<sup>rd</sup> Floor, Sheriff's Operations Center

1750 E. Benson Highway, Tucson

**XIII. Adjournment**

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

Meeting adjourns at 10:39 a.m.

Minutes prepared by: Catherine Hanna