

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

Pima County Sheriff's Department  
Administration Building, 3<sup>rd</sup> Floor  
1750 E. Benson Highway  
Tucson, AZ, 85714  
Thursday, October 22, 2009  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the October 22, 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 Douglas Chappell, Drexel Heights Fire District  
Chief Jeff Piechura, Northwest Fire District  
Chief Terry Tometich, Marana Police Department  
Deputy Chief Pat Quinn, Tucson Fire Department (*Alternate*)  
Deputy Chief Larry Stevens, Oro Valley Police Department (*Alternate*)  
Captain Kevin Mayhew, Tucson Police Department (*Alternate*)  
Lieutenant Charles Hangartner, Tohono O'odham Police Department (*Alternate*)  
Mr. Jeff Guthrie, Pima County OEM & Homeland Security (*Alternate*)

**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 Daniel Sharp, Oro Valley Police Department  
Chief Patrick Kelly, Tucson Fire Department  
Mr. Dennis Douglas, Pima County OEM & Homeland Security

**Others Present**

Mike Bullock, City of Tucson Comm	Paul Punske, Motorola
Gary Bynum, Drexel Heights Fire District	Terry Rozema, Tucson Police Department
Joe Jakoby, City of Tucson IT	Mike Sacco, Pima County Sheriff's Department
Jayne Kahle, Northwest Fire District	Larry Sayers, Pima County Wireless Services
Jim Long, Northwest Fire District	Michael Todd, GITA
John Moffatt, Pima County	Isaiah Twombly, City of Tucson Comm

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

Captain Wilson proposes approval of the minutes for the September 3, 2009, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Chief Tometich seconds the motion. Motion unanimously carries.

*Materials provided: EMC summary dated September 3, 2009.*

## **III. Implementation Organization** **Captain Paul Wilson, Pima County Sheriff's Department**

With the project growing, specific organizational changes are anticipated to meet those demands. Mr. John Moffatt, Pima County Office of Strategic Planning Director, is present as an authoritative member, to answer Implementation questions for the Committee. The following key topics were discussed:

### **Implementation Organization Presentation**

- Issues Resulting in Organizational Changes
- Implementation Organization
  - Key changes
    - Responsibility of Pima County Facilities Management & Information Technology Department directors
    - Project Administrator reports to the Director of Strategic Technology Planning
    - Project Manager is no longer accountable to the PCWIN Administrator. The position reports to the Director of Strategic Technology Planning.
    - Network Project Manager position added to the management structure
  - Organizational responsibility for RECOC construction.
  - Organizational responsibility for technology implementation
  - Organizational responsibility for administrative, business operations, and policy development
- PCWIN Office Relocation
  - Necessary to accommodate additional staff for project management
  - Anticipate a move to the Bank of America building, 18<sup>th</sup> Floor
  - Budgetary issues
    - Additional expenses anticipated, although unknown
    - OEM has offered to reimburse for furnishings left behind
    - Authorization to expend funds to proceed

### **Discussion – Implementation Organization**

The Network Project Manager position is intended for Implementation only, although there are salary calculations for IT technician support staff outlined in the revised Business Plan. The managerial position is only for Implementation.

Captain Mayhew asks if the proposed organizational chart would allow for including individuals from different ad-hoc groups to assist in project implementation. For example, the City may desire to involve maintenance personnel from different agencies to learn how the radio system is designed and implemented, which in turn, would allow them to better understand and fix problems they may encounter when the project becomes operational.

Captain Wilson notes that the PCWIN Implementation Organizational Chart strictly deals with the project's organization during implementation. The Business Plan includes another organizational structure, which illustrates the philosophy outlined by Captain Mayhew.

The Network Project Manager position is needed to assist with Connectivity. It was asked whether this person will transfer into the Shop Foreman once Implementation is complete. Captain Wilson states that the selected manager could take on the Foreman role, although the positions carry different roles and responsibilities and this isn't anticipated. He adds that the Shop Foreman position is committed to the City.

The Network Project Manager will be responsible for the implementation and configuration of the IP network (microwave and fiber). The Foreman will be responsible for supervising the radio system post implementation.

Mr. Moffatt explains that there was no intent to displace a City of Tucson assignment, and that the Network Project Manager was not intended to remain on the project long-term. Deputy Chief Quinn adds that utilizing the same person in both positions may save cost to the project and allow for employee sustainability. Captain Wilson adds that the Network Project Manager position will be a County employee, who will likely later be absorbed into the IT Department.

*Materials provided: Implementation Organization presentation by Captain Wilson, dated October 22, 2009; PCWIN Implementation Organization Chart, dated October 21, 2009.*

#### **IV. Budget**

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

Captain Wilson provides an overview of the budget expenditures (SCOMOC & SCOMMS) to the Committee. New information indicates that revisions to the cost projections and budget for the voice radio system project are in order.

Revisions reflect changes for the Network Project Manager position, microwave equipment, network design/equipment/services/training, maintenance shop setup, and radio system contingency.

Captain Wilson notes that the internal labor costs are projected through fiscal year 2012/2013.

Captain Wilson asks the Committee to accept Staff's recommendations for the presented budget revisions. Staff asks for authorization to proceed with the office relocation, although the exact cost has yet to be determined. The PCWIN Staff Office is anticipating a December 1, 2009, move-in date.

It was noted that the overall budget has not increased as a result of the proposed changes.

Deputy Chief Stevens moves to accept Staff's recommendations for the illustrated budget revisions, and PCWIN Staff Office relocation. Lieutenant Hangartner seconds the motion. Motion unanimously carries.

*Materials provided: PCWIN Project SCOMOC – Regional Emergency Communications & Operations Center Budget Expenditure Report Summary, dated October 14, 2009; PCWIN Project SCOMMS – Regional Communications System Budget Expenditure Report Summary, dated October 14, 2009; PCWIN Project SCOMMS Voice Radio System Revised Budget Analysis (Budget Expenditure Report Summary), dated October 20, 2009.*

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

**Motorola Contract**

Motorola's voice radio service contract was signed on September 29, 2009. Captain Wilson congratulates the Committee, and everyone who participated in the success of the contract negotiations process. Activities are already progressing and moving forward.

**Physical Facilities**

Tony Casella, PCWIN Project Manager, distributed the Physical Facilities Invitation for Bid (IFB) documents for final draft review. Specific scope of work descriptions for each site will be taken to each responsible party for review, comment, and modification. The document is very well done, and will provide ample information for contractors to bid on. Pima County Real Property and Pima County Cultural Resources Departments have been working with Mr. Casella on potential impact to each site.

**Connectivity Procurement**

Vendor notification and contract negotiations are anticipated soon. Contract negotiations were delayed due to the Business Plan revisions.

**IGA's**

County staff will be working with individual agencies to begin IGA documentation.

Preparations are underway to proceed with Site Acquisition Agreements. Pima County Real Property will be working with individual site owners for those agreements. Facilities Management is prepared to work with future tenants of the RECOC on Landlord/Tenant Agreements. Captain Wilson will be working with the individual departments on the User Agreements.

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

The County continues to strengthen their contract with Durrant. An amended contract is expected, which may further protect the County. Staff expects to move forward in the next couple of weeks.

Captain Mayhew states that one of the things the Committee originally desired was to have two (2) fully staffed communication centers. The City has pressed this issue, and with the help from a City building official, the City has authorization to occupy and expand the Thomas Price Service Center for up to ten (10) years, without having to meet building code requirements for essential facilities. This will allow the City to consider expanding Thomas Price Service Center for use as a second facility, to provide room to grow, and provide space as a backup facility for RECOC.

The City has spoken to the County about the savings that will occur if the City does not occupy space at RECOC, and have asked for a portion of those funds be used to renovate the Thomas Price Service Center. The exact dollar amount and supplement funding sources have yet to be determined. The City Manager will make a decision on long-term plans, which will potentially include a new City facility, built to code.

The City will have a meeting to determine cost. They remain cautiously optimistic. The City understands that this issue delays schematic design, and know that they are under short deadlines to make decisions.

Captain Wilson explains that the City is cognizant of the delays and is working diligently to make those decisions. The City is trying to bring some additional resources to the table. The differences would be that the City agencies would remain at the Thomas Price Service Center, while the County and the County Fire Districts remain in RECOC, with County EOC. Captain Wilson provided the City with cost saving analysis, although it is premature to bring those estimates to the EMC, at this time.

**VII. Business Plan**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Concern raised in regards to the City's proposed changes, and how those changes would affect the Business Plan. Captain Wilson explains that the only change he foresees would be in how Staff has allocated the future salary costs. As of now, the Business Plan is specific to the radio system. Following schematic design, the Committee will come back and revise the RECOC pieces of the plan. The following key topics were discussed:

## **Business Plan Update Presentation**

- Document Outline Review – September 3, 2009
- Business Plan Revision Objectives
- Comparison (Original Plan vs. Revised)
  - Radio systems planning and conceptual design are combined
  - Radio systems management and staffing strategy is divided into two (2) sections
  - Radio systems financial strategy is broken into three (3) sections
  - Sections related to RECOC are eliminated
  - Procurement strategy was not included, as it no longer necessary to describe how we determined the most beneficial procurement strategy
  - Implementation strategy is now described separately in the PCWIN Implementation Plan. Schedule details will be updated in the future.
  - Risk management strategy is now part of the PCWIN Implementation Plan
  - Summary of costs, expenses and benefits is no longer necessary because the information is easier to find in the body of the document. Details can be included in the Executive Summary.
  - Bond Sales Timeline was not accurate. Difficult to determine, and consistently updated. This section was removed.
  - Appendices contained job descriptions and template agreements. All were removed, but still available via the original Business Plan document.
  - Sustainability will be achieved via future bond elections, rather than a sinking fund for fixed equipment lifecycle replacement.
  - Plan for emergency fund for fixed equipment
  - An optional sinking fund (subscriber units) will be available and is encouraged
- Section Review
  - Executive Summary
  - Introduction
    - Eliminated information about September 11<sup>th</sup>, and details to RECOC and mobile data
    - Eliminated goals already achieved and those relating to RECOC and mobile data. Updated language of remaining goals.
    - Eliminated objectives related to RECOC and mobile data. Added short-term objectives.
    - Shortened the descriptions of the various planning activities
    - Eliminated the description of how initial systems cost projections were done. This is described in the appropriate subsections.
    - Stated the four (4) assumptions on which the entire plan is based
  - Governance, Sustainability & Support
    - Responsibility for technology operations and maintenance is removed to the Information Technology Department (ITD)
    - The ITD assumes policy and operations roles. Authority must be removed with responsibility.
    - PCWIN Director's role becomes administrative. Duties include support for governance committees, budget recommendations, expenditure oversight, financial reporting, and other administrative support. Director will be liaison between the Committees and ITD, and between Pima County and the participating agencies.

- Voice Radio System Design
  - Brief description on voice radio characteristics
  - Dispatch consoles
  - Subscriber units
  - Emphasis on proposed design as opposed to the conceptual design
  - Sustainability – fixed equipment lifecycle replacement
  - Eliminated text related to RECOC support
  - Technical and operational support was given its own section
  - Added the Dispatch Console Allocation table (Figure 6), but it does not include back up console numbers.
  - RFP coverage requirements
- Radio Systems Cost Estimate
  - Eliminated information describing how AECOM estimated costs
- Radio Systems Management & Staffing Strategy
  - Revised analysis on technical and administrative support staffing levels
- Radio Systems Financial Strategy
  - O&M costs for fixed and non-fixed equipment were combined into a single category of O&M expenses
  - First year of operations cost will be different than an average year due to the warranty
  - Possibly include County and City Public Service agencies to system
- Optional – Subscriber Lifecycle Replacement Fund
- Agreements

**Discussion**

The Committee decides to take some time to review the revised Business Plan before making a motion to adopt it. Captain Wilson sets a deadline date of Friday, October 30, 2009, for review and comment on the Business Plan.

*Materials provided: Business Plan presentation by Captain Wilson, dated October 22, 2009; PCWIN Regional Voice Radio System Project Business Plan (DRAFT), dated October 2009; PCWIN Radio System Operations & Maintenance Budgetary Estimate, dated October 20, 2009.*

**VIII. Grant Updates  
Captain Paul Wilson, Pima County Sheriff’s Department**

**Interoperable Emergency Communications Grant Program**

The \$194,000 IECGP, from the US Department of Homeland Security and administered through the AZ Department of Homeland Security, is complete. The TICP is complete and was distributed at the September 29<sup>th</sup> User and Technical Committee meeting. A train-the-trainer workshop is anticipated in the near future.

## **FY09 COPS Law Enforcement Technology Grant**

On behalf of the PCWIN Project, the Sheriff's Department has received confirmation of a \$200,000 appropriations award administered through the COPS office. Funding will purchase subscriber equipment.

## **Border Interoperability Demonstration Project**

Staff anticipates working with the Tohono O'odham Nation about a future grant opportunity. Specific application requirements have not been advertised, although literature has been released as to the new program. The intent is to conduct border interoperability demonstration projects, which can be shared with the rest of the country. Partnering with the Nation could possibly bring more dollars to the project.

*Materials provided: US DHS Border Interoperability Demonstration Project Announcement of Future Funding Opportunity handout.*

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

Captain Wilson refers to the Committee for New Business.

More information will be gathered regarding the City's proposal for renovating the Thomas Price Service Center.

The Business Plan will be reviewed and comments will be collected. Revisions will be incorporated into the plan for another review.

### **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, November 18, 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

### **XII. Adjournment**

Captain Wilson asks for a motion for adjournment. Chief Chappell moves to adjourn the meeting. Lieutenant Hangartner seconds the motion. Motion is unanimously carries.

Meeting adjourns at 11:04 a.m.

Minutes prepared by: Catherine Hanna