

**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  
Wednesday, November 18, 2009  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the November 18, 2009 EMC meeting. Cassette tape and materials provided are available upon request.

**I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:01 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 Roberto Villaseñor, Tucson Police Department  
Chief Terry Tometich, Marana Police Department  
Chief Patrick Kelly, Tucson Fire Department  
Deputy Chief Larry Stevens, Oro Valley Police Department (*Alternate*)  
Division Chief Gary Bynum, Drexel Heights Fire District (*Alternate*)  
Mr. Jeff Guthrie, Pima County OEM & Homeland Security (*Alternate*)

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

**Others Present**

Patrick Abel, Golder Ranch FD  
Stella Bay, Pima Community College DPS  
Frank Brady, RACES  
Craig Encinas, Tohono O'odham FD  
John Fink, Golder Ranch FD  
Jim Gerrettie, Sahuarita PD  
Henry Leyva, Sahuarita PD  
Joe Jakoby, City of Tucson IT  
Pat Joy, PCSD Communications

Jayme Kahle, Northwest Fire District  
John Moffatt, PC Office of Strategic Planning  
Pat Quinn, Tucson Fire Department  
Terry Rozema, Tucson Police Department  
Mike Sacco, Pima County Sheriff's Department  
Larry Sayers, Pima County IT  
Mike Sumnicht, Motorola  
Cindy Sylvester, PC Facilities Mgmt.  
Mike Todd, GITA  
Carlos Valencia, Pima Community College DPS

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

Captain Wilson proposes approval of the minutes for the October 22, 2009, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Division Chief Bynum seconds the motion. Motion unanimously carries.

*Materials provided: EMC summary dated October 22, 2009.*

**III. RECOC Project Status Report**  
**Ms. Cindy Sylvester, Pima County Facilities Management**

Pima County Facilities Management (PCFM) has been given direction by the County Administer to proceed with Schematic Design services with Durrant. The first workshop is scheduled (tentatively) for December 15-16. The workshop agenda is being created, along with specific questionnaires to prepare attendees for the workshop activities.

Durrant has been asked to tighten their schedule to accommodate PCWIN meetings and activities. Current schedule projects construction documents will be completed December 2010. Review periods will be tightened. Permitting and bidding will follow and be complete by March 2011. Construction at RECOC will be complete by May 2012. Equipment move-in will follow. The EOC is estimated to move-in around May 2013, and other agencies will follow soon after.

Pima County Facilities Management was directed to proceed with Schematic Design services without the City of Tucson as a full-time tenant; however, planning will include back-up capabilities for the City. The EOC operations space will be based on the model completed during Conceptual Design.

Chief Villaseñor expresses concern, explaining that the City is exploring the viability of expanding the Thomas O. Price Service Center (TOPSC). The architects are conducting a study to analyze the cost to renovate, and while talking with the County, the City made it very clear that these renovations were dependent on the City completing the renovations on the limited budget. If the cost is prohibitive, the City may not be able to follow through with the renovations. The City understands that this issue is creating a delay, and is moving as quickly as possible with the estimate. At this time, the renovations are not a done deal, as it's dependent on the cost analysis to renovate that location.

The completed study is anticipated during the week of November 23<sup>rd</sup>.

The County will continue to proceed with Schematic Design. Planning was completed in May 2009, and Schematic Design had begun in August, but was placed on hold in September. In order to keep the construction at its current pricing, the design phase must begin as soon as possible.

Captain Wilson questions the impact to Durrant and PCFM, assuming that the City of Tucson exceeds their budget limitations and proceeds as a full-time tenant at RECOC. Ms. Sylvester explains that Durrant was already asked to determine a master plan for the City to be at RECOC in 10 years, so they remain flexible in their planning and design.

Construction is anticipated to be complete by May 2012, with move-in in 2013. Division Chief Bynum inquires about the time difference. Ms. Sylvester explains that the year difference is due to furniture installation, AV equipment, wiring, radio needs; all of which have to be done prior to tenants moving in.

Durrant is sending monthly Microsoft Project Schedules, which will be incorporated into the master schedule. This allows for Durrant to tighten their schedules to achieve PCWIN deadline dates.

#### **IV. Radio System Project Status Report Mr. David Smith, Pima County Information Technology**

##### **Work Breakdown Schedule (WBS) & Master Schedule**

The PCWIN Project Management Team is working with Motorola and meeting regularly to finalize both items. The Team is receiving Gant charts from various vendors and incorporating them into the master schedule. Motorola will develop a system to track occurrences within the schedule, efficiently.

The next meeting with Motorola is November 23<sup>rd</sup>. Both items are anticipated to be complete by December 2009.

##### **Detailed Design Review**

The Team is working with Motorola to finalize the detailed design of the system. Site selection is being reviewed to maximize coverage, ensure the requirements are met, and review design ideas.

##### **Scope of Work Review Meetings**

As the 29 sites move into construction, the Team is meeting with the site owners to review the detailed design plans, seeking clearance to proceed. The scope of work must be accurate and complete before the bidding process begins. Changes determined during the meetings are being incorporated by AECOM into the scope of work.

##### **Site Studies**

The Team is working with the Pima County Cultural Resources Department and Pima County Development Services to obtain clearances on the sites, as they are needed to proceed with construction. Pima County Real Property will create Right of Entry letters for each site.

### **Motorola R56 Audit**

Motorola will visit each site to ensure it meets their requirements. The Team wants the audit complete before site construction design begins.

Each item above is being analyzed and the Team will compress the schedule to begin construction as soon as possible.

Captain Wilson explains that the Team has received good cooperation with the site owners, and extends his appreciation to all involved in this process.

## **V. Contracts/Agreements Status Report Captain Paul Wilson, Pima County Sheriff's Department**

### **Microwave Vendor**

Initial contract preparations began two (2) weeks ago. The final document will be available for review and distribution for signatures by the week of November 23<sup>rd</sup>, where it will be forwarded to the Board of Supervisors for consideration and approval. Following approval, the selected vendor will engage Staff and Motorola in the WBS and Master Schedule discussions.

### **AECOM Contract Renewal**

Contract language indicates an annual renewal; however, the original terms of the contract only permit one (1) additional renewal for one (1) year. Services are needed throughout the life of the project, so Staff is looking to extend the renewal periods. The County is working with Procurement, and will proceed with the extension.

AECOM currently has a time and materials contract, which calls for them to be reimbursed for their travel expenses, at a rate of 110% (10% markup). There have been some issues with invoicing, so Staff has proposed applying GSA rate hotel limits to their hotel stays, and apply a GSA per diem in place of the per meal cost. In addition, AECOM has been asked to authorize individual work tasks by purchase order, at a not-to-exceed cost amount.

### **Master Site Agreements**

Revisions to the agreement have been made, and they have been forwarded to the Pima County Real Property Department, who will create the final document and begin interacting with the property owners to put them into place.

### **Right of Entry Agreements**

Right of Entry Agreements are needed to grant County access to conduct cultural, environmental, geotechnical, and structural studies.

Correspondence has been sent out to give notice to property owners and site managers, letting them know that County staff will be contacting them regarding these agreements. Committee and audience members were asked to give their site managers, site owners, or real estate personnel notice, so these issues aren't a surprise.

**VI. Grant Updates**  
**Lt. Mike Sacco, Pima County Sheriff's Department**

**2006 COPS Technology Grant**

The \$246,807 awarded to the County was supposed to be used for 9-1-1 fiber into RECOC. A request will be submitted to reprogram the grant for microwave equipment.

**2008 COPS Technology Grant**

The \$631,328 grant will be used to purchase subscriber equipment, and has since been incorporated into Motorola's contract. This grant expires December 2010.

**2008 DHS Public Safety Interoperable Communications Grant (SHSGP)**

The \$3.3M grant award will be used to purchase radio system infrastructure with Motorola. Specific requirements were made in the County's contract with Motorola, where equipment can be delivered to satisfy grant requirements. Subsequent to signing the contract, Congress has now extended the grant deadline, but it's not an automatic extension; it requires the State to apply for those extensions to Washington, on behalf of those recipients. Staff will request an additional extension, so we don't have equipment delivered and sitting in a warehouse.

**2009 State Homeland Security Grant Program**

The \$385,971 grant award is intended to purchase microwave equipment. The expiration date is September 2010.

**2009 UASI**

The \$1.72M award will be used to purchase microwave equipment. The expiration date is September 2010.

**2009 COPS Law Enforcement Technology Grant**

The \$200,000 grant will be used to purchase subscriber equipment and expires March 2012.

## **2008 State Homeland Security Grant Program (SHSGP)**

The County just received notice that they will receive \$52,432 from the 2008 SHSGP fund, which will be applied to the 2009 microwave application.

The funding became available because recipients had projects which came in under budget or were unable to complete. The AZDOHS reviews funded projects at a level below the requested amount, and provides additional “fallout money” to fill any gaps.

PCWIN is expected to receive the official notice of the award on December 1, 2009. The expiration date is November 2010.

## **COPS Technology and Appropriations**

The County just received unofficial notice that the Omnibus Appropriations Bill for 2010 contains a recommendation for \$200,000. Congresswoman Giffords’ office was instrumental in providing appropriations funding for FY09, and it appears another application was made through her office for the upcoming year, as well.

### **VII. City of Tucson Renovation Proposal Dr. John Moffatt, Pima County Office of Strategic Planning**

When the project began, we did not take 9-1-1 back-up services into consideration. Cost savings and operational simplicity have prompted a review of our options.

During the last Committee meeting, the City of Tucson expressed their desire to have two (2) fully staffed communication centers. With the help from a City building official, the City received authorization to renovate and occupy 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 back-up facility for RECOC.

The City had spoken to the County about the anticipated cost savings if the City does not occupy space at RECOC, and have asked for a portion of those funds to be used to renovate the Thomas Price Service Center. The exact budget and supplement funding sources will be determined following the City’s architectural evaluation. Durrant has been directed to proceed with schematic design, and will remain flexible with their design should the City of Tucson become a full-time tenant of RECOC.

Chief Villaseñor explains that the City of Tucson is pushing as hard as they can to get things done, and realize the delays this has caused. But if successful, the City of Tucson will be better off, as the TOPSC will allow for back-up services for each facility.

The Committee is referred to the PCWIN memorandum regarding the 3434 E. 22<sup>nd</sup> Street Cost Differential without City of Tucson Participation.

This item is informational, although it's important to share the details as to how this item began. If the City remains at the TOPSC, Staff will return to this Committee to discuss the anticipated funding implications. The goal is not to impact the total cost of the project, which remains underfunded at this time.

Chief Villaseñor seeks clarification into the steps necessary to proceed with the City of Tucson renovations, assuming the City receives a favorable estimate from the architectural firm.

Captain Wilson explains that the City of Tucson would have to seek approval from the Committee to allocate the funding needed for the TOPSC renovations. The Committee would then forward their recommendation to the County for approval. Language in the Bond Implementation Plan would also need to be modified, designating dollars to be distributed to the City of Tucson.

Chief Kelly asks if Captain Wilson anticipates problems with the City's request being approved. Captain Wilson does not foresee the request as an issue, as it appears that Mr. Huckelberry supports the City's approach.

*Materials provided: PCWIN Memorandum reference 3434 E. 22<sup>nd</sup> Street Cost Differential without City of Tucson Participation, dated October 7, 2009.*

#### **VIII. City of Tucson Internal Labor IGA Chief Roberto Villaseñor, Tucson Police Department**

The Committee previously approved \$50,000 for reimbursement of City of Tucson General Services Department Internal Labor for design and construction activities at the TOPSC.

Chief Villaseñor requests that the Committee consider authorizing those funds to pay for the architectural review of the TOPSC, which will determine a cost estimate for TOPSC renovations. The architectural costs will total \$27,500. This amount will also cover reimbursement for internal labor, if that is authorized.

Captain Wilson explains that the IGA was originally approved by the Committee with the understanding that we would reimburse the City for their internal labor associated with the design and construction documents for the TOPSC. That predated our decision to consolidate back into one (1) facility, so it wasn't clear if the Committee would agree for the County to continue to reimburse the City for those expenses for the work they are doing individually now.

The IGA is broad enough to continue to reimburse for the internal labor; however, it does not include any provisions for reimbursing for consultant services. These details will require an amendment to the IGA to permit that.

Chief Piechura moves to reimburse the City of Tucson for their internal labor costs, request Staff proceed to modify the IGA language to include reimbursement of consultant services, and hold reimbursement of the consultant services until the IGA language is amended. Chief Kelly seconds the motion.

## **Discussion**

The current expenditures from the IGA totals approximately \$8,900. The total amount to be reimbursed remains \$50,000.

## **Vote**

Seven (7) members vote for the motion; one (1) member opposes the motion. Motion carries.

## **IX. County Fire District Dispatch Organizational Development Status Report Chief Jeff Piechura, Northwest Fire District**

Chief Piechura refers the Committee to the presentation handout, which includes a cover handout, providing a brief description of the consolidation reasoning.

## **County Consolidation Presentation**

Topics discussed:

- Milestones
  - IGA
  - Planning Committee
  - Develop Project Plan
- Develop Project Plan
  - Timeline
- Process Flow
- Current Timeline (draft)
- Administration
  - Governance
  - Contracts
  - Who's in?
  - Voting Weight
- Executive Committee
  - Potential Membership
  - Boiler Plate IGA/Business Plan
- Planning
  - Project Plan
  - Accountability
  - Firmer Dates
  - Alternative Plans
- Budget
  - Revenues
  - Expenses
  - Existing Contracts That May Be Less Expensive
  - Cost Allocation
  - IT – Cost Allocation
  - Southwest Ambulance
  - Dual – Operation/Training Costs

- Personnel
  - Shift Structure
  - Number of Positions
  - Benefits
  - Seniority
  - Job Duties
  - Employee Manual
  - Recruitment
  - Involvement
  - Technical – GIS/CAD/IT/RADIO
- Training
  - Guidelines
  - Baseline Training
  - Certifications
  - Advancement Criteria
  - Simulation? Hands On
  - EMD
  - Technical
- Operations (Communications Center)
  - Incident Types
  - Call Taking Methodology
  - Response Plans
  - Notification Methods
  - Back-up Notification Needs
- Operations (Field)
  - Responses
  - First Due's
  - Equipment
- Facilities
- Testing
  - Personnel
  - Radio
  - CAD
  - Phones
  - Interfaces
  - Mock Go Live
- Miscellaneous
- Future Opportunities
  - Business Plan
  - Buy In
  - Standardization
- Vision
- Mission Statement
- Business Case
- Why Consolidate?
  - Enhance: Efficiency, Effectiveness, Economy

- Efficiency
- Effectiveness
- Economy
- Developing a Business Case
  - Description of Organization
  - Clear Description of Proposed Project
  - Rationale for Implementing Project
  - Advantages of Project
  - Disadvantages of Project
  - Risk/Benefit Assessment
  - Costs
- Conclusion

The Northwest Fire District will give the Committee a progress report every six (6) months.

*Materials provided: County Fire Dispatch Consolidation Presentation and handout, dated November 18, 2009.*

**X. Business Plan Revision Approval  
Dr. John Moffatt, Pima County Office of Strategic Planning**

Captain Wilson provides a brief overview of the Business Plan Update presentation from the last EMC meeting. Since the October 22<sup>nd</sup> meeting, suggested modifications have been incorporated into the document, which was distributed to the Committee and participating agency officials/executives for review. Additional review and comment has been requested. Captain Wilson created a matrix, which outlines the proposed changes requested for the document. Committee members are encouraged to express their concerns and ask questions. Staff will seek direction from the Committee on how to move forward with the publication of the document.

Today’s discussion will give the Committee and audience members an opportunity to ask questions and provide comments on the Business Plan before it is finalized. Below reflects the topics discussed:

**Governance**

Issue	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
Governance	The description of the governance committees, and their roles and responsibilities parrot the language in Pima County Ordinance 2004-18, Bond Implementation Plan. See Governance, Sustainability & Support Section.	Post implementation governance may be based more on agency size (user count) and contributed infrastructure.

## **Discussion**

Chief Villaseñor explains that the City is concerned with operations, post implementation. Each agency will have a specific number of users on the system. To allow agencies with a small number of users to have equal say on the system as an agency with a larger number of users doesn't make sense. The City of Tucson wants further discussion on how Governance will be determined, post implementation. The City asks that the agency's footprint and number of users be taken into account when the system becomes operational.

Dr. Moffatt refers the Committee to the Organizational Chart in the Business Plan, and provides an overview of operations. With the new structure, the EMC is still driven by User and Technical Committee input. The EMC sets the direction of the project on long term objectives, although day-to-day operations and responsibilities will fall under the County's Information Technology Department, who currently handles the radio and IT network. County IT will operate with County Facilities, Marana, and the City of Tucson to incorporate and build the system. The Communications Shop Foreman was determined to be a City of Tucson employee, which would address the agency's large user component.

Chief Villaseñor states that the City of Tucson wants to participate in a County-wide interoperable system, but they do not want to give up control over their own destiny or equipment. The City wants a say, proportionate to the number of assets they intend on bringing to the system. Unless there is some consideration given to the number of users and contributed infrastructure, the City is giving their system away, and would like some discussion regarding that issue.

Captain Wilson asks the Committee to identify issues regarding the Business Plan, and figure out a path forward to consider those ideas further. Staff is seeking direction from the EMC, as to how the Business Plan should be crafted, understanding that this is a living document, and will be updated regularly. Specific direction must be given to Staff on what needs to be published in the Plan.

The Governance issue may not be resolved today, but direction may be given to revise the item in the future, if that's the wishes of the EMC.

Dr. Moffatt explains that as we get closer to the implementation process, we are getting to a point where critical operational decisions are needed to move forward; i.e. operations, costs, equipment, etc.

Captain Wilson and Dr. Moffatt will be speaking to individual agencies once the Business Plan is adopted. The Committee must give Staff foundational direction on how to interact with those agencies to lay out the policies of PCWIN.

Chief Villaseñor explains that on behalf of the City Manager, he remains committed to participate in the PCWIN program. The City expects to be partners in the project, but they want adequate representation in regards to Governance.

Deputy Chief Stevens agrees, but states that he is not comfortable changing the Governance structure, as requested by the City of Tucson. This project has been worked on for several years, and agencies have been committed, knowing the Governance structure outline. Governance hasn't posed a problem, up to this point, and before modifications are made, Deputy Chief Stevens suggests the City outline their governance ideas before further comment can be made. As the Committee gets closer to a commitment and moving forward, new problems arise, creating more delays. He suggests moving forward with the current Governance structure.

Dr. Moffatt explains that from an operational standpoint, we are trying to focus on the day-to-day operations. Several agencies have their own IT organizations, which manage day-to-day network structure within its agency. It seemed logical to focus the same operations within PCWIN, as several agencies have committed to reusing their assets in support of the PCWIN system. From the Board of Supervisors standpoint, the EMC will be making decisions on setting rates, cost recovery, and interoperability.

Chief Tometich agrees, although while reading the document, the text seemed to suggest that the EMC would act in an administrative level, not in a decision-making capacity. He adds that this document may be hard to sell to a town council, as it's currently outlined.

The Bond Advisory Committee gives the authority to make changes to the scope of the bond, although the EMC will be the final answer to communications system policies, post implementation.

Chief Villaseñor understands the current EMC structure when dealing with a County Bond, as it has to be run through the County. Once the project is implemented, it no longer falls under the constraints of a Bond system. The City believes the current Governance reflects a County-run system, as opposed to a County-financed system, where all agencies participate. He suggests that some consideration be given within that "cooperative working group," where it would reflect the level of users, infrastructure, and commitment of resources.

Chief Villaseñor explains that the Committee has time to work this idea out, but the concerns should be addressed for a final plan.

Dr. Moffatt explains that this plan is not concrete, and the County is open to all suggestions on making it better. Additional details to the document can be worked out, although a general consensus on the document's approach is important to move forward. The County has reached out to the City and the Town of Marana, to include them in the operations components of the project. Their skills remain important and desired.

Chief Tometich expresses concern in regards to the Organizational Chart modifications from 2007 to 2009, as the Governance appears to shift from the EMC to the Information Technology, up to the County Administrator.

Captain Wilson understands Chief Tometich's concern. The intent is to have the EMC equal to the County Administrator, which can be accomplished by moving the EMC box up on the Organizational Chart. Staff is looking for a partnership between the EMC and Mr. Huckelberry's office. We aren't a separate business entity, so Staff must figure out how the operations and maintenance components fit within the County organization.

Division Chief Bynum disagrees with the City’s concerns regarding post implementation Governance. The EMC is the body which gives equal representation to all participating agencies involved, and a larger number of users on the PCWIN system should not give an agency more direction over another.

Chief Villaseñor states that the City’s policies, procedures, and operations are under the control of the County, and it’s a concern. Division Chief Bynum disagrees.

Captain Wilson states that the County does not control the City’s operations or assets, and has no intention of controlling those components. Assets brought to the system will be outlined in an IGA, once those details are determined.

Post implementation organization will change and future discussion and action will be required.

**Direction to Staff**

- Define responsibility of authority of EMC post-implementation
- Modify organizational chart; EMC equal to County
- Re-insert language from the Bond Implementation Plan

**PCWIN Director Roles & Responsibilities**

Issue	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
PCWIN Director Roles & Responsibilities	The PCWIN Director’s was described as having a policy making and operational role. The plan envisioned that the Director would manage the operations, maintenance and administrative functions. The Director was to be responsible to the Executive Management Committee.	The PCWIN Director is described as having a policy making role only. Responsibility for the O&M functions shifts to the Pima County Information Technology Department. The Director’s role is limited to administrative support. Specific responsibilities will include recommending an annual budget, expenditure oversight, and financial reporting. The Director will be a liaison between the Information Technology Department and the end user clients.

The big change lies under the PCWIN Director Roles & Responsibilities, where the original plan outlined the Director to manage the operations, maintenance, and administrative functions of the project. This has since changed, as County IT has taken on the operations and maintenance functions, limiting the Director to an administrative support role. The roles, responsibilities, and authority of the EMC has not diminished.

No additional items were noted.

**Sustainability Fixed Equipment Lifecycle Replacement Strategy**

Issue	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
Sustainability Fixed Equipment Lifecycle Replacement Strategy	<p>The plan described a requirement for depositing funds for future fixed equipment lifecycle replacement. The fixed equipment lifecycle replacement costs were included as one cost element that made up the projected monthly subscriber fee. The replacement costs projected accounted for \$31.60 of the \$63.00 per unit/month cost. See the Radio Systems Financial Strategy Section.</p> <p>This methodology would have the effect of transferring what are typically grant or capital improvement project costs to the general fund budgets of many of the participating departments.</p>	<p>The sustainability plan would rely on future bond initiatives to fund fixed equipment lifecycle replacement. There would no longer be a requirement for a sinking fund for this purpose. Revised projections based on actual contract pricing indicates an associated cost for a fixed equipment 15-year lifecycle replacement plan would add an additional \$19.61 per unit/month on top of the monthly unit cost of \$40.62 projected for O&amp;M related expenses.</p> <p>The plan is subject to future voter approval.</p>

**Direction to Staff**

- Focus on “resiliency” rather than “sustainability” in Bond Implementation
- Methodology is subject to future policy direction by the EMC

**Subscriber Needs**

Issue	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
Subscriber Needs	See the Radio Systems Financial Strategy Section.	The number of subscribers required by each department were last updated in January 2008. The proposed Business Plan revision assumes the quantities reported in 2008 are still valid. If not, the participation ratio and costs projected will require adjustment.

		It has been proposed that the numbers be updated prior to publication of the revised Business Plan.
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**Direction to Staff**

- Conduct another subscriber needs survey and update analysis accordingly

**Termination/Withdrawal**

Issue	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
Termination/Withdrawal	The plan stated that voluntary withdrawal “should” be contingent upon... See the Governance, Sustainability and Support Section.	It has been proposed that the word “should” be changed to “may.” An alternate proposal would be to change the word to “shall.”

**Direction to Staff**

- Change to “shall.”

**Maintenance**

Issue	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
Maintenance	A centrally managed maintenance operation is to be formed to support fixed equipment, dispatch consoles, and subscriber equipment.	A centrally managed maintenance operation is to be formed to support fixed equipment, dispatch consoles, and subscriber equipment.  The City of Tucson wishes to explore other options.

No additional items were noted, although future discussions are needed.

**Expectations for Tower Lease Costs**

Issue	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
Expectations for Tower Lease Costs	The plan states, “PCWIN expects to pay reasonable building and tower lease fees for use of other agency assets. These costs will become part of the annual PCWIN budget.	The language is unchanged from the original Business Plan. However, the County desires to negotiate no cost leases for use of facilities owned by other participant agencies.

	Lease agreements will be negotiated with individual agencies.”	This would further the expectation that agencies possessing assets to be reused in the system contribute those assets for no capital or recurring costs, resulting in lower per unit costs for agencies.
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**Direction to Staff**

- Costs for additional charges, such as utilities, should be anticipated
- Detailed Design Review: Site locations and coverage is subject to change, as approved by the EMC

*Materials provided: Business Plan presentation by Captain Wilson, dated October 22, 2009; PCWIN Draft Regional Voice Radio System Project Business Plan, dated October 2009; Outline handout, listing Issues from the Business Plan between 2007 and 2009.*

**XI. New Business, Captain Paul Wilson, Pima County Sheriff’s Department**

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

**XII. Call to the Public**

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

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

**Wednesday, December 16, 2009, at 10:00 AM**  
Pima County Sheriff’s Department  
Administration Building, 3<sup>rd</sup> Floor, Sheriff’s Operations Center  
1750 E. Benson Highway, Tucson

**XIV. Adjournment**

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

Meeting adjourns at 11:25 a.m.

Minutes prepared by: Catherine Hanna