

**PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN)  
USER COMMITTEE / TECHNICAL COMMITTEE  
JOINT MEETING**

Pima County Sheriff's Department  
Administration Building, Sheriff's Operations Center, 3<sup>rd</sup> Floor  
1750 E. Benson Highway, Tucson, Arizona  
Thursday, May 28, 2009  
1:00 p.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the May 28, 2009 meeting.

**I. Call to Order:** Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 1:10 p.m.

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

Quorum is established for the Technical Committee with a total of 9 members present.

Quorum is not established for the User Committee with a total of 8 members present.

**Members Present Technical Committee**

Larry Sayers, Chair, Pima County Wireless Services  
Mike Bullock, City of Tucson Communications  
Gary Bynum, Drexel Heights Fire District  
Steven Campbell, Drexel Heights Fire District  
Bill Glasner, Pima County OEM  
Pat Joy, Pima County Sheriff's Department  
John Moffatt, Pima County Office of Strategic Planning  
Robert Morton, City of Tucson Communications  
Isaiah Twombly, City of Tucson Communications

**Members Not Present – Technical Committee**

John Armstrong, Tucson Police Department  
Ken Boynton, University of Arizona  
Rick Brown, Marana Police Department  
Scott Ferguson, Pima Community College DPS  
Don Harrison, Tucson Airport Authority  
Joseph Jakoby, City of Tucson IT  
Ted Martin, Pima County Sheriff's Department IT  
Gregory McNeal, City of Tucson IT  
Gary Schmitz, Oro Valley Police Department  
Paul Wright, Jr., Northwest Fire District

**Others Present**

Joseph Martinez, Tohono O'odham Nation IT  
Paul Punske, Motorola  
Paul Wilson, Pima County Sheriff's Department

**Members Present User Committee**

Nancy Anderson, Oro Valley Police Department (proxy)  
Bill Bohling, Green Valley Fire District  
Gary Bynum, Drexel Heights Fire District  
Bill Glasner, Pima County OEM  
Orchid Jones, City of Tucson (Tucson General Services)  
Jim Long, Northwest Fire District  
Luis Puig, University of Arizona Police Department  
Mike Sacco, Pima County Sheriff's Department

**Members Not Present – User Committee**

Patrick Abel, Golder Ranch Fire District  
Larry Anderson, South Tucson Fire Department  
Fred Bair, Tucson Fire Department  
Lee Bucklin, Rincon Valley Fire District  
Shannon Collier, Sahuarita Police Department  
James Craig, Helmet Peak Fire Department  
Phil Franz, Pima Community College DPS  
Charles Hangartner, Tohono O'odham Tribal Police  
Wren Keller, Corona de Tucson Fire District  
Charles Kmet, Tohono O'odham Fire Department  
Dan Morelos, Tucson Airport Authority  
Tom Nix, Avra Valley Fire District  
Hector Olivo, Pascua Yaqui Police Department  
Dennis Rankin, Mount Lemmon Fire District  
Ernie Robles, Picture Rocks Fire Department  
Angela Spencer, City of Tucson  
Larry Stevens, Oro Valley Police Department  
David Tibbett, Ajo/Gibson Volunteer Fire Department  
John Williams, Three Points Fire District

**II. Approval of Minutes**  
**Mr. Larry Sayers, Chair, Technical Committee**

Mr. Sayers asks members if there are any suggested changes for the March 31, 2009, joint meeting minutes. Ms. Joy moves to accept and approve the minutes. Division Chief Bynum seconds the motion. Motion unanimously carries by the Technical Committee members.

NOTE: The User Committee did not make quorum; therefore, no vote was taken to approve the minutes.

*Materials provided: User/Technical Joint Meeting Summary for March 31, 2009.*

**III. User Committee Co-Chair Elections**  
**Captain Paul Wilson, Pima County Sheriff's Department**

By-Laws call for two (2) Co-Chairs to Chair the User Committee. Committee members were asked during the last meeting to consider nominees for both Committees. The User Committee did not make quorum; therefore, no elections were held during this meeting.

Ms. Catherine Hanna was asked to draft a letter to agency official/executives to re-emphasize the importance of Committee participation and representation to move this project along.

Division Chief Bynum volunteered as a Co-Chair nominee for the fire discipline. User Committee elections will, again, be placed on the next meeting agenda for consideration.

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

**Voice Radio Systems**

The Board of Supervisors approved the County'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. Staff anticipates completing this process by mid-June 2009.

**Connectivity RFP #090149**

Staff received proposals on May 13, 2009. The Evaluation Team has started reviewing those proposals, and will meet in June 11<sup>th</sup> and 12<sup>th</sup> 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
  - AECOM is preparing an equipment list
- 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 (22<sup>nd</sup> Street)
  - Reuse of Marana’s controller is on-going

## **Project Master Schedule**

Staff has researched alternative ways to create the 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 proposals from Arcadis and Motorola for these services.

Staff made a recommendation to the EMC that we contract these services to Motorola, and the EMC approved that recommendation. This will allow Staff to move forward with a work breakdown structure and project scheduling services as soon as the County has a signed contract with Motorola, instead of having to wait for an Assistant Project Manager to be hired and trained.

## **Physical Facilities – Mr. Tony Casella**

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. 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.

## **V. 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 13<sup>th</sup> 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 were due May 28<sup>th</sup>. 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.

Durrant has assigned Mr. Richard Johnson as the new lead architect project manager.

**VI. Grant Funding Update**  
**Lt. Mike Sacco, 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.

**VII. Tactical Interoperable Communications Plan (TICP) and Discussion of the Standard Operating Procedures (SOP) Process**  
**Lt. Mike Sacco, Pima County Sheriff's Department**

The Tactical Interoperable Communications Plan requirement came from the Department of Homeland Security for Tier One UASI regions. Tucson is designated as a Tier Two UASI region.

Staff received a \$194,000 grant to hire consulting services to write a TICP, create training exercises, and establish standard operating procedure templates (SOP) for PCWIN. AECOM's contract was extended to include these services, and they are presenting a second draft copy for Staff's review for accuracy.

The Arizona State-wide Communications Interoperability Plan (SCIP) is a requirement for states to be eligible for federal funds. The SCIP objectives include creation of Pima County TICP, putting PCWIN in a good position to apply for future funding. The TICP is a living document, and will continue to grow.

Committee members were given a copy of the second draft document. Lt. Sacco provides an overview of the document for Committee members.

The TICP will be a public document, although some information can be redacted. He encourages the Committees to review the document to ensure their information is accurate and acceptable to share. Captain Wilson states that he is pleased with the progress of the draft document.

Lt. Sacco requests that modifications be forwarded to him, via email, at [mike.sacco@sheriff.pima.gov](mailto:mike.sacco@sheriff.pima.gov), by Friday, June 5, 2009, to incorporate into the final document.

The final draft of the TICP is due July 1, 2009. The TICP and SOP must be completed by July 31, 2009. The grant expires in August 2009.

*Materials provided: Draft PCWIN Tactical Interoperable Communications Plan, dated May 20, 2009.*

## **VIII. Urgent Planning Tasks**

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

Committee members were asked to brainstorm and interactively discuss what their urgent planning activities are for the project.

#### **Maintenance Sub-Committee**

This sub-committee will provide ideas on how the Maintenance Shop should be designed.

#### **Discipline Talk Group Planning**

Talk group planning will be discussed during the detailed design of the voice radio system. Captain Wilson will provide some materials to assist with the planning.

#### **Facility Governance**

#### **Plain Talk Radio Procedures**

Discussions on how agencies talk to one another while in one facility, and how specific terms may be interpreted differently. Committee members agree that there would be a need for plain-talk capabilities for end users. Captain Wilson explains that the PCWIN technology will enable users to communicate in plain talk if they choose to do so.

#### **Identify FF&E Provisions**

Identify what furnishings, and equipment each agency will provide to the communications center.

## **XI. New Business, Mr. Larry Sayers, Technical Committee Chair**

Mr. Sayers asks if Committee members request agenda items for presentation at the next meeting.

- Continue discussions on the TICP and SOP
- User Committee Co-Chair Elections

**XII. Call to the Public, Mr. Larry Sayers, Technical Committee Chair**

Mr. Sayers asks if anyone from the public would like to address the Committees. He receives no response.

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

**Joint User/Technical Committee Meeting**

Tuesday, July 28, 2009, at 1:00 PM  
Pima County Sheriff's Department  
Administration Building, 3<sup>rd</sup> Floor  
1750 E. Benson Highway, Tucson

**XIV. Adjournment**

Division Chief Bynum makes a motion to adjourn the meeting and Pat Joy seconds the motion. Motion unanimously carries.

Meeting adjourns at 2:18 p.m.

Minutes prepared by: Catherine Hanna