

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

Pima County Sheriff's Department
Administration Building, Sheriff's Operations Center, 3rd Floor
1750 E. Benson Highway, Tucson, Arizona
Tuesday, March 31, 2009
1:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the March 31, 2009 meeting.

I. Call to Order: Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 9:07 a.m.

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

Quorum is established for the Technical Committee with a total of 12 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
Rick Brown, Marana Police Department
Mike Bullock, City of Tucson Communications
Gary Bynum, Drexel Heights Fire District
Steven Campbell, Drexel Heights Fire District
Scott Ferguson, Pima Community College DPS
Tim Hoban, Tucson Airport Authority
Joseph Jakoby, City of Tucson IT
Pat Joy, Pima County Sheriff's Department
Ted Martin, Pima County Sheriff's Department IT
Gregory McNeal, City of Tucson IT
Isaiah Twombly, City of Tucson Communications

Members Not Present – Technical Committee

John Armstrong, Tucson Police Department
Ken Boynton, University of Arizona
Bill Glasner, Pima County OEM
Don Harrison, Tucson Airport Authority
John Moffatt, Pima County Office of Strategic Planning
Robert Morton, City of Tucson Communications
Gary Schmitz, Oro Valley Police Department
Paul Wright, Jr., Northwest Fire District

Others Present

John Bowers, Motorola
Tony Casella, Pima County Information Technology
Matthew Fenton, UAPD
Steve Lanier, Tucson Airport Authority Communications
Henry Leyva, Sahuarita Police Department
Joseph Martinez, Tohono O'odham Nation IT
Paul Punske, Motorola
Bob Sommerfeld, UAPD
Mike Sumnicht, Motorola
Paul Wilson, Pima County Sheriff's Department

Members Present User Committee

Gary Bynum, Drexel Heights Fire District
Orchid Jones, City of Tucson (Tucson General Services)
Joe Kosiorowski, Green Valley Fire District
Jim Long, Northwest Fire District
Dan Morelos, Tucson Airport Authority
Luis Puig, University of Arizona Police Department
Mike Sacco, Pima County Sheriff's Department
Angela Spencer, City of Tucson

Members Not Present – User Committee

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

II. Approval of Minutes
Mr. Dan Morelos, Co-Chair, User Committee
Mr. Larry Sayers, Chair, Technical Committee

Mr. Sayers asks members if there are any suggested changes for the February 10, 2009, joint meeting minutes. Mr. Martin 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 February 10, 2009.

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

Technical Committee

By-Laws call for one (1) Chairman to Chair the Technical Committee, and two (2) Co-Chairs to Chair the User Committee. Committee members were asked during the last meeting to consider nominees for both Committees.

NOTE: The User Committee did not make quorum; therefore, no elections were held during this meeting. User Committee elections will be placed on the next meeting agenda for consideration.

Division Chief Bynum nominates Mr. Sayers to continue as Technical Committee Chairman. Mr. Sayers refers to the Committee for additional nominations. No response was noted. Mr. Sayers accepts the Committee's nomination.

Motion – Technical Committee

Division Chief Bynum motions to accept Mr. Sayers as Technical Committee Chairman; Mr. Twombly seconds the motion. Motion unanimously carries.

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

Project Status Report

On March 16, 2009, the PCWIN Project Status Report was distributed to agency executives, officials, and representatives in an effort to keep participants up-to-date on the project's status. Subsequent reports will be distributed monthly, via email, to improve communications between the Staff Office and individual departments. Ms. Catherine Hanna will establish a schedule for future report distribution. The March 2009 report is posted on the PCWIN website at www.bonds.pima.gov/wireless/index.htm.

Voice Radio Systems

On March 13, 2009, a Notice of Recommendation for Award of voice radio contract was made to the proposing vendors. On March 17, 2009, Staff met with representatives of the second ranked vendor to review the procurement process. The vendor had five (5) days to protest the procurement process, which has since lapsed. No protest was filed. The second ranked vendor was disappointed with the outcome, but complimentary of Staff's planning, RFP, and evaluation processes. Captain Wilson credits Committee representatives who contributed to specification development and proposal evaluations, thanking them for their time and effort. Consideration for award of contract will go to the Board of Supervisors on April 7, 2009.

Captain Wilson strongly encourages Committee members, and uniformed representatives to attend the April 7th Board of Supervisors meeting, as a show of support for the project.

Connectivity RFP #090149

The RFP was completed and released to seven (7) pre-qualified vendors on March 19, 2009. The Pre-Proposal Conference is scheduled for April 6, 2009. Site visits will immediately follow the conference. Connectivity proposals are due no-later-than May 13, 2009, where proposal evaluations will begin.

Enabling Priorities

- Contract negotiations
- Business Plan Update
 - Revise costing elements
 - Focus on moving forward
- Asset reutilization agreements (reuse of existing antenna sites & technology)
- IGA's
- Master site construction (22nd Street)

Project Master Schedule

When AECOM's contract was extended, part of their scope of work was to create a master project schedule for the project. AECOM does not have the resources to create the schedule in a timely manner, so Staff will solicit services from Pinnacle One to assist in that effort. Pinnacle One is a construction project management firm, already contracted to the County. Mr. Tony Casella, PCWIN Project Manager, has completed a scope of work for Pinnacle One to produce the master schedule, and will meet with them on April 2, 2009, to seek feedback and determine their availability.

Assistant Project Manager

The job specification for the position is complete. Advertising language is being reviewed, and Staff has identified several publications and web resources appropriate for advertising with their associated costs. The targeted hiring date is July 1, 2009, and they will be hired under a County job classification.

Arizona Daily Star Article

The Daily Star ran an article on the project (“Modern Radio System to Connect Law Officers, Firefighters, Pima”) on March 30, 2009. Captain Wilson explained that the article’s sub-heading, “Supervisors’ vote is set, but details, funding will delay PCWIN until 2012,” is inaccurate, and a bit misleading. He confirms that the project won’t be built until 2012, and there are no delays at this time.

Captain Wilson agreed to the interview as a result of the PCWIN Project Status Report being distributed to the Board of Supervisors, along with Mr. Huckelberry’s cover memorandum and PCWIN’s contract award letter for consideration.

Captain Wilson encourages Committee members to review the article and written comments.

Vendor Selection

Captain Wilson confirms that Motorola is the vendor being recommended for the voice radio contract. Staff will recommend Motorola to the Board, and ask them to approve Staff to negotiate a not-to-exceed contract amount with Motorola. There remains a lot of work ahead, but after the contract is signed, Staff can move forward with detail design.

V. Voice Radio – Public Works Participation Captain Paul Wilson, Pima County Sheriff’s Department

When the Business Plan was completed in 2007, it outlined future cost estimates for operating the system, and how those costs would be apportioned to each of the participating agencies. Staff assumed that other departments would want to be included in the system at some point, so they took the cost analysis in the Business Plan and added the public works users to determine the impact to the individual per unit, monthly maintenance recovery fees. Staff noted a 16% reduction to the public safety agencies.

If a purchase of subscriber equipment were committed in the early part of the contract to meet these agencies needs, there would be a significant cost savings to those agencies. Staff has asked the City and County representatives to provide feedback on this matter before initial contract negotiations.

Staff is encouraging more users to join the system, as unit costs for operations and maintenance would decrease; therefore, provide a cost benefit to agencies on the system.

A suggestion was made to include Southwest Ambulance and Rural Metro onto the system. Captain Wilson explains that Staff would entertain the idea, adding that the Business Plan outlines language specific to “buy-in” options. Southwest was aware of this, although no interest has been reciprocated.

In order for new users to “buy-in,” they would have to complete engineering studies, pay for additional infrastructure required for coverage and capacity, and pay for their own subscriber equipment. The Business Plan calls for “proportionate cost sharing” amongst each of the agencies, based upon the total number of radios they have assigned on the system.

VI. Grant Funding Update
Lt. Mike Sacco, Pima County Sheriff's Department

2008 Interoperable Emergency Communications Grant

PCWIN was awarded \$194,000 to fund consultant services to prepare a tactical interoperable communications plan (TICP) and additional consultation services to write interoperable standard operating procedures (SOP) for PCWIN. There was no match associated with this grant and the documents are moving forward.

2009 State Homeland Security Grant Program (SHSGP)

Staff applied for \$438,000, which will purchase two (2) microwave links for the system. There was no match associated with this grant.

FY 2010 Appropriations Bill

Congresswoman Gifford's office submitted an appropriations recommendation for \$200,000 to support subscriber equipment costs. The item was contained in the Omnibus Appropriations Bill signed by the President. We expect to receive an application for the funding later this calendar year, and no match is necessary to receive the funding.

2009 UASI Grant

Staff submitted an application for \$2.4M to support 8-11 microwave links for the project. The Tucson UASI Steering Committee has committed to support an award of \$1.7M. Additional funding may be available. Final award notices are not expected until later this calendar year. No match is necessary to receive the funding.

2006 COPS Technology

A grant for \$246,807 was approved by the COPS Office to install 9-1-1 fiber into the 22nd Street facility. Lt. Sacco has a meeting with Qwest on April 2, 2009, to finalize the contract for services. Once the Board of Supervisors provides approval to receive those funds, the grant can be closed. No match was needed for these funds.

2009 Assistance to Firefighters Grant

Division Chief Bynum requested Staff discuss and consider submitting an application for funding to assist PCWIN fire disciplines. Division Chief Bynum will research the grant website for application information, which is anticipated in the spring. He will forward a memorandum to the Staff Office with the necessary data to include in the application.

VII. RECOC Programming Phase – Status Report Captain Paul Wilson, Pima County Sheriff’s Department

Future tenant agencies have been participating in programming and planning for the 22nd Street facility over the last several months. Staff has completed Tier One programming with Durrant + Smithgroup, an architectural firm out of the Phoenix area.

Durrant was asked to review three (3) concepts:

- Two (2) facility concept
- Single facility with an unmanned back-up
- Single facility with no back-up

Building evaluations were complete and the EMC voted to proceed with the single facility at 22nd Street, and explore options on how to handle the back-up services.

Concept A

Concept A (Thomas O. Price Service Center) was removed from consideration by the EMC due to the evaluation of cost to Thomas Price, and its inability to meet the “essential requirements” of the new building codes. The EMC voted and supported the original idea of locating all agencies within the 22nd Street facility. Back-up service capabilities remain unresolved.

Concept B

Concept B includes a single facility (RECOC) with back-up capability at the TOPSC. There were concerns on whether TOPSC could be used as an unmanned back-up facility. Mr. Jessie Sanders, Deputy Director and Acting Building Official for the City of Tucson, deemed the Thomas O. Price Service Center (TOPSC) an Occupancy Level II, making it possible to conduct tenant renovations without having to meet the essential building requirements. This would reduce the cost in preparing the TOPSC for that purpose.

Concept B1

Durrant was asked to provide a cost element for RECOC and include an unmanned back-up facility at a future destination to be identified, assuming the land is already owned by the City or the County.

Concept C

Concept C included a single facility (RECOC) with no back-up facility planned.

Within the initial bond implementation plan, estimates concluded the need for a building with 50,000 square feet. Throughout the programming phase, Staff identified a need for approximately 67,000 square feet, resulting in an increase of cost. Over the next 15 years, growth projections are anticipated to increase the square footage to 78,000. The Programming Team decided to base the projections for growth to the population growth estimates.

Programming Site Options

Captain Wilson provides an overview of the Site Options to the Committees.

Topics Discussed:

- RECOC Area Review
- Site Concept Option I
 - RECOC Concept Option I
- Site Concept Option II
 - RECOC Concept Option II
 - RECOC Concept Option III
- Pima County Facilities Management Conclusions & Design Recommendations
- RECOC Concept IV
 - Costing estimates
- Unmanned TOPSC Area Review
- TOPSC Back-up Concept Option
- Unmanned Back-up Area Review

The City of Tucson is requesting to have their operations spaces separate from other agencies, and Staff continues to work to resolve those issues.

Staff continues to work with Durrant regarding back-up 9-1-1 services, and Tier Two Schematic Design. Staff will bring their recommendations to the EMC at a future meeting.

Materials provided: PCWIN RECOC Programming Phase – Status Report PowerPoint Presentation, by Captain Wilson, dated March 26, 2009.

VIII. Tactical Interoperable Communications Plan (TICP) Update and Discussion of the Standard Operation 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.

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.

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 draft copy for Staff's review for accuracy.

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.

In February 2009, AECOM met with all the stakeholders, including state and federal agencies, to gather information on each agency's interoperable communications policies and capabilities to incorporate in the final TICP. Unfortunately, less than half of the worksheets were returned. Staff made attempts to re-contact agencies who have not returned their information to solicit more feedback. Lt. Sacco encourages all agencies to complete and return their agency's information to make the TICP a success.

While TICP drafts are in review, AECOM will return to Pima County in April to begin discussions on the Standard Operating Procedures document, which will focus on the day-to-day procedures of PCWIN. AECOM will not write each agency's SOPs, but create a template for agencies to utilize when establishing their own procedures. A *draft* SOP is due June 9, 2009. Lt. Sacco will invite Committee representatives to begin the process, which is anticipated around April 23-24.

Lastly, training exercises will be created once the SOPs have begun. The exercises will outline steps to take when using TICP procedures.

Captain Wilson asks Committee members to confirm the technical information, including the contact information, frequency details, and equipment capabilities. Additionally, he asks members to review the operational components within the document, to include procedures and processes on NIMS, and overall operations compliance and consistency.

Materials provided: Draft PCWIN Tactical Interoperable Communications Plan, dated March 27, 2009.

IX. Business Plan Update
Captain Paul Wilson, Pima County Sheriff's Department

The PCWIN Business Plan will soon be updated to reflect the anticipated annual/monthly, per unit cost for maintenance, and lifecycle replacement cost for fixed and non-fixed equipment.

Information in the original publication detailed the radio system and dispatch center planning. Captain Wilson recommends that the updated document focus be forward looking. He suggests modifying the goals and objectives, and removing the mobile data/AVL components.

Captain Wilson refers to the Committees for questions. He receives no response.

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

When the Bond Election was introduced in 2004, it included all fire districts that provided direct service to Pima County, and included volunteer fire departments. Since that time, a new fire district has been formed.

Mescal-J6 Fire District

The Mescal-J6 Fire District straddles the Pima and Cochise County lines. The district directly provides fire suppression and emergency medical services, and has experienced coverage problems in both counties. Mescal-J6 is not looking for PCWIN to solve their problems, but the Committees should be aware of this new district. The PCWIN office has been contacted regarding future interoperability opportunities, and Staff will continue to research the district's interoperability concerns and make appropriate follow up recommendations to the EMC.

Mountain Vista Fire District

The Arizona Daily Star reports the Mountain Vista Fire District recently merged the small fire districts of Heritage Hills, North Ranch/Linda Vista and La Canada. The district currently contracts with Rural Metro for fire protection services. Oro Valley residents in the Suffolk Hills subdivision are seeking annexation by the district instead of Golder Ranch Fire District. Mountain Vista wants to build its own fire stations to provide direct service. Future impact to the PCWIN project is unknown, but the Oro Valley Town Council will consider town annexations at the April 1, 2009 meeting.

EMC members suggested that if the new fire districts want to participate in the project, they will fall under the Buy-In Requirements of the Business Plan.

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

Thursday, May 28, 2009, at 1:00 PM
Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway, Tucson

XIV. Adjournment

Ted Martin makes a motion to adjourn the meeting and Pat Joy seconds the motion. Motion unanimously carries.

Meeting adjourns at 2:12 p.m.

Minutes prepared by: Catherine Hanna