

**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  
Tuesday, July 28, 2009  
1:00 p.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the July 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 established for the User Committee with a total of 10 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  
Scott Ferguson, Pima Community College DPS  
Joseph Jakoby, City of Tucson IT  
Pat Joy, Pima County Sheriff's Department  
Ted Martin, Pima County Sheriff's Department IT  
Robert Morton, City of Tucson Communications

**Members Not Present – Technical Committee**

John Armstrong, Tucson Police Department  
Ken Boynton, University of Arizona  
Steven Campbell, Drexel Heights Fire District  
Don Harrison, Tucson Airport Authority  
Gregory McNeal, City of Tucson IT  
John Moffatt, Pima County Office of Strategic Planning  
Gary Schmitz, Oro Valley Police Department  
Isaiah Twombly, City of Tucson Communications  
Paul Wright, Jr., Northwest Fire District

**Others Present**

Frank Brady, RACES  
Sheila Blevins, Marana Police Department  
Paul Wilson, Pima County Sheriff's Department

**Members Present User Committee**

Fred Bair, Tucson Fire Department  
Bill Bohling, Green Valley Fire District  
Gary Bynum, Drexel Heights Fire District  
Orchid Jones, City of Tucson (Tucson General Services)  
Henry Leyva, Sahuarita Police Department  
Jim Long, Northwest Fire District  
Luis Puig, University of Arizona Police Department  
Mike Sacco, Pima County Sheriff's Department  
Angela Spencer, City of Tucson  
Jane Wright, Pima Community College (Proxy)

**Members Not Present – User Committee**

Patrick Abel, Golder Ranch Fire District  
Larry Anderson, South Tucson Fire Department  
Lee Bucklin, Rincon Valley Fire District  
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  
Larry Stevens, Oro Valley Police Department  
David Tibbitt, 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 May 28, 2009, joint meeting minutes. The meeting minutes reflected an incorrect day of the week at the top of Page 1, which read "Thursday" instead of "Tuesday." Catherine Hanna will make the appropriate correction. Ms. Joy moves to accept and approve the minutes. Division Chief Bynum seconds the motion. Motion unanimously carries.

*Materials provided: User/Technical Joint Meeting Summary for May 28, 2009.*

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

Committee members were asked during the last meeting to consider nominees for User Committee Co-Chairs. By-Laws call for two (2) Co-Chairs to Chair the User Committee; one (1) to represent the fire disciplines and one (1) to represent the public safety disciplines.

Nominations were received for Lt. Mike Sacco, representing the public safety disciplines, Division Chief Gary Bynum, representing the fire disciplines, and Mr. Dan Morelos, who can represent either discipline.

**Vote**

User Committee members voted, unanimously, for Lt. Mike Sacco and Division Chief Gary Bynum. Both members will assume their positions for the September 29, 2009, Joint Meeting.

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

**FCC Public Notice**

The FCC publish a report reference the Public Safety and Homeland Security Bureau Extends 800 MHz Rebanding Negotiation Period for Wave 4 Border Area NPSPAC Non-NPSPAC Licensees Along the U.S.-Mexico Border. Arizona falls into the Wave 4 Border Area. The PCWIN radio system will be 800 MHz, and will eventually be affected by the rebanding issue.

**Communications Leaders Training Course**

Deputy Chief Pat Quinn, of the Tucson Fire Department, wanted agency managers aware of APCO hosting a Communications Unit Leader Training Course at the Tucson Fire Prevention Department from August 5-7. Free training will be provided to the first 30 participants. For additional information, Committee members were asked to email Deputy Chief Quinn at [pat.quinn@tucsonaz.gov](mailto:pat.quinn@tucsonaz.gov).

**Contract Negotiations**

Final terms and conditions of the contract language with Motorola are being developed and moving forward. Meetings continue, which have been productive and continue to progress.

## **Connectivity RFP #090149**

Connectivity RFP clarifications and modifications are complete. Proposal presentations were conducted from July 7-10, 2009. Proposals will be evaluated and recommendations will be presented for discussion at the next Executive Management Committee meeting, scheduled for September 3, 2009. Connectivity procurement is currently on-schedule.

### **Durrant, Inc.**

Durrant was contracted by the County for architectural and engineering, and construction management services for the project. They recently submitted their cost proposal for Tier Two services, which includes schematic design, construction document preparation, and oversight construction management. Costs for Tier Two services came in at approximately \$429,652 more than anticipated.

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

Detailed site surveys have been completed at all proposed communications sites. Specifications are being written based on the site survey information to be included in the upcoming bid process for site development work on the tower sites.

The bid is expected to be released in September 2009.

### **Project Management Services**

Several options have become available in regards to project management services. The PCWIN Implementation Plan called for an Assistant Project Manager, who would be hired, internally, with the County. The job position and selected criteria has been posted, and a selection process is being established. In addition, the Executive Management Committee authorized Staff to negotiate optional services, offered by Motorola.

*Materials provided: FCC Public Notice reference Public Safety and Homeland Security Bureau Extends 800 MHz Rebanding Negotiation Period for Wave 4 Border Area NPSPAC Non-NPSPAC Licensees Along the U.S.-Mexico Border, dated June 29, 2009.*

## **V. RECOC & Operations Center Design and Operating Requirements Captain Paul Wilson, Pima County Sheriff's Department**

### **Dispatch Operations Floor**

Tenants continue to disagree on the dispatch operations design philosophy, but the conclusion was that a segregated floor plan would meet the needs of the major tenants and the remaining tenants could agree that such a concept would not hinder their operations.

Pima County Facilities Management asked future tenants to prepare answers to a questionnaire, from an architect standpoint, which would determine how Durrant would produce Tier Two services. Committee members were given the responses to those questionnaires for reference. Those surveys were discussed in a June 1, 2009, meeting with Captain Wilson and the future tenants of the building. Pima County Administrator Chuck Huckelberry prepared a memorandum, agreeing to allow Staff to proceed with a segregated design for the dispatch floor, based on the specific needs of the City of Tucson, assuming that the City will agree to any additional expense resulting from segregating that work space.

Staff will work to identify the specific costs attributable to the City requirements, and to implement the County Administrator's directive.

Separating the three (3) dispatch operations has now caused the County Fire Districts to make a future decision on what agency they will align their dispatch services with; co-locating with General Services, or co-locating with the Sheriff's Department. A decision is required before schematic design begins.

### **Building Security**

The tenants discussed building security, as it pertains to dispatch operations, and the requirement to have each employee subject to background checks. Tenant employees assigned to work at RECOC will be subjected to "reasonable and normal" background checks. Intergovernmental and Tenant Agreements will be created to include the tenant screening.

## **VI. Grant Funding Update Captain Paul Wilson, Pima County Sheriff's Department**

### **FY06 COPS Law Enforcement Technology Grant**

A grant of \$246,807, intended to support extension of 9-1-1 fiber network to RECOC, will be reprogrammed for the purchase of microwave equipment.

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

The Pima County Sheriff's Department has been informed that we have been awarded a \$200,000 grant. The grant application has been submitted for subscriber equipment as requested in the original federal earmark request.

### **2009 SHSGP Grant**

We anticipated an award of \$438,604 for microwave equipment. The final award was reduced to \$384,000 because the overall State share of SHSGP funds was reduced by the federal government. Local recipient awards were reduced accordingly.

### **UASI Funding**

The Tucson UASI Steering Committee reaffirmed their support for an award to the PCWIN project in the amount of \$1.72M at their meeting July 8<sup>th</sup>.

## **PSIC Grant**

The \$3.3M grant has a federal spending deadline of September 2010, and is expected to pay for the radio system infrastructure. Contract negotiations with Motorola include a provision for manufacturing and delivering the necessary equipment within the timeframe posed by the federal government.

The State gave PCWIN an earlier deadline of March 2010, which is not expected to be met. This deadline is expected to be extended closer to the Federal deadline.

## **VII. Budget Expenditure Report Captain Paul Wilson, Pima County Sheriff's Department**

These two (2) reports detail expenses to date, cost estimates, balance, and budget funding source.

Categories have been modified to illustrate spending against the budgeting estimates.

Captain Wilson provides a detailed overview of budget expenditures for both SCOMOC and SCOMMS projects for the Committee. He adds that these costs do not include consoles and control stations for a back-up dispatch center. Those costs are estimated, and future meetings will determine how to proceed on the back-up component.

*Materials provided: Materials provided: Project SCOMMS (Sheriff's Regional Communications System) and SCOMOC (Communications Emergency Operations) Expenditure Report, dated July 13, 2009.*

## **VIII. Tactical Interoperable Communications Plan (TICP) and Discussion of the Standard Operating Procedures (SOP) Process Lt. 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.

Lt. Sacco gives an overview presentation of the draft TICP, SOP, and Training Scenarios to the Committees. Final modifications and updates will be made before the documents are complete.

The final TICP must be completed by July 31, 2009. The grant expires in August 2009.

## **IX. 9-1-1 Call Overflow Routing Workgroup Captain Paul Wilson, Pima County Sheriff's Department**

Ms. Joy was tasked to establish a workgroup to discuss future call overflow routing and back-up procedures at RECOC. Selected Committee members will be asked to assist in this effort.

**X. New Business, Mr. Larry Sayers, Technical Committee Chair**

Mr. Sayers asks if Committee members request agenda items for presentation at the next meeting. He receives no response.

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

Mr. Sayers asks if anyone from the public would like to address the Committees.

Mr. Frank Brady, of the Radio Amateur Civil Emergency Services (RACES), addresses the Committees to discuss his volunteer organization, background in interoperable communications, and how RACES can be utilized in an emergency operations capacity.

Captain Wilson states that the TICP includes information on the RACES organization, including assets and contact information. Pima County Office of Emergency Management has invited RACES to participate in the design of the new EOC dispatch facilities, so the RACES requirements are met.

Committee members express their appreciation to Mr. Brady and the RACES organization.

Committee members invite Mr. Brady and RACES representatives to give a presentation at the September 29, 2009, User and Technical Committee Meeting, to further discuss his organization and how they can provide volunteer back-up communications for PCWIN.

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

**Joint User/Technical Committee Meeting**

Tuesday, September 29, 2009, at 1:00 PM  
Pima County Sheriff's Department  
Administration Building, 3<sup>rd</sup> Floor  
1750 E. Benson Highway, Tucson

**XIII. Adjournment**

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

Meeting adjourns at 2:33 p.m.

Minutes prepared by: Catherine Hanna