

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, February 25, 2010
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the February 25, 2010 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: Alicia Montoya, Pima County Sheriff's Department

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Douglas Chappell, Drexel Heights Fire District
Chief Roberto Villaseñor, Tucson Police Department
Deputy Chief Larry Stevens, Oro Valley Police Department (*Alternate*)
Assistant Chief Albert Pesqueira, Northwest Fire District (*Alternate*)
Division Chief Pat Quinn, Tucson Fire Department (*Alternate*)
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Jeff Piechura, Northwest Fire District
Chief Patrick Kelly, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department

Others Present

John Bowers, Motorola
Carl Drescher, City of Tucson
Joe Jakoby, City of Tucson IT
Pat Joy, Pima County Sheriff's Department
Mike Sacco, Pima County Sheriff's Department
Larry Sayers, Pima County IT

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

Captain Wilson proposes approval of the minutes for the January 28, 2010, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Deputy Chief Stevens seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated January 28, 2010.

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

Schematic design activities continue. Decisions have been made regarding space allocation, allowing schematic design to move on based on those decisions.

Future tenants met with Durrant architects and County building maintenance staff to discuss PECOC's mechanical and electrical issues.

IV. Thomas Price Service Center Project Status Report
Captain Paul Wilson, Pima County Sheriff's Department

On the Committee's direction, Staff has forwarded the amendment language for the City of Tucson IGA, which will reimburse them for their internal labor costs and includes consultant services costs, retroactive to October 2009.

Once the City of Tucson executes the IGA, it will be returned to the County for the Board of Supervisors' approval.

The next step is to begin negotiations with the City of Tucson on an IGA for the reimbursement of the tenant improvements at the Thomas Price Service Center (\$4.4M), which was approved at the January 28th meeting.

V. Radio System Project Status Report
Mr. John Moffatt, Pima County Office of Strategic Planning

Detailed Design Review (DDR)

Staff continues to meet with Motorola, and DDR is nearly complete. Changes to the tower site locations and coverage guarantees were presented to the User and Technical Committees, and alternative sites were proposed.

Motorola evaluated both designs and determined that the alternative design, now referred to as the North County Simulcast Cell, will result in coverage that will meet their contractual requirements.

Staff created photographs for Oro Valley to review, in an attempt to represent what the new tower would look like at the police department. Deputy Chief Stevens explains that the public will have time to review the photographs and submit their opinions on the issue. Public safety issues are exempt from the Town's code, but the residents will weigh in on the matter.

Once all issues are resolved, Staff will present the EMC with the complete DDR outcome, and seek final approval of those recommended changes.

Materials provided: PCWIN letter to Mr. Gilbert Davidson, Marana Town Manager, from the Executive Management Committee, dated February 22, 2010; SCOMMS and SCOMOC Budget Expenditure Reports, dated February 19, 2010.

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

Microwave Procurement

Harris Stratex protested the microwave procurement on the grounds that Ceragon did not have a contractor's license in Arizona. The Board of Supervisors denied their appeal, and the contract was awarded to Ceragon. Harris filed a complaint with the Registrar of Contractors. Following an investigation, the Registrar's Office issued a civil Cease and Desist Order to Ceragon and fined the company for bidding on a project that they were not properly licensed to bid on.

County staff is working on alternative arrangements, so the microwave system implementation can proceed.

**VII. Grant Updates
Lieutenant Mike Sacco, Pima County Sheriff's Department**

Applications

Staff recently submitted applications for a State Homeland Security Grant Program (SHSGP) grant. Staff requested \$400,000 from the State Homeland Security Grant Program, which will fund subscriber units. An additional request was made through the Tucson UASI for \$900,000, which will also be used to purchase subscriber units. Both grants are good for one year, with no matching funds required.

An appropriations request was made through Congresswoman Giffords' Office for customer premise equipment, and 9-1-1 answering equipment for primary and back-up communications centers.

COPS Grants Overview

Beginning March 2nd, the County will have an individual review of COPS grants 2006, 2008, and 2009, evaluating grant activity. This overview is expected to run smoothly, as there hasn't been much activity on those grants.

**VIII. Promoting PCWIN
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson and Dr. Moffatt met with the Sahuarita Town Council on February 8th, to promote the project and discuss its benefits. Congresswoman Giffords was in attendance, on an unrelated matter, but Captain Wilson expressed his appreciation for her support to the project while conducting his presentation.

Staff felt the presentation was well-received and positive. Mr. Douglas received word from the Town that the presentation was very well done.

On February 17th, Captain Wilson and Dr. Moffatt met with the Oro Valley Town Council. Deputy Chief Stevens stated that the presentation was very well done, and the only concern noted was in regards to the system's monthly cost. He feels that once the council understands the cost comparison between purchasing a brand new system for the Town, and joining a system like PCWIN, the financial benefit in joining PCWIN will be evident.

A new tower will be required at the police department, which was included in the presentation, although no follow-up questions were asked.

Two (2) more presentations have been scheduled; Northwest Fire Consortium on March 17, 2010; and the Catalina Rotary Club on May 14, 2010. The University of Arizona has requested a presentation, although a date has yet to be determined.

Captain Wilson encourages the Committee to voice their ideas for promoting the project. Dr. Moffatt suggests briefing the Board of Supervisors, as well.

**IX. Pima County Bond Improvement Plan, Ordinance No. 2004-18 Amendments
Captain Paul Wilson, Pima County Sheriff's Department**

Bond ordinance modifications were drafted and presented to the EMC at the January 2010 meeting. County Administrator's Staff reviewed the proposed changes, and suggested that the ordinance be less specific.

Staff has encountered operational issues with the Committee structure outlined in the ordinance. The User and Technical Committees were brought together to define the requirements of the system, which has been accomplished. Therefore, Staff recommends that both Committees be disbanded, with the understanding that the EMC would call upon participating agencies for specific input on an as-needed basis. These modifications were outlined in the EMC's agenda materials for review.

Dr. Moffatt reviews each proposed change with the Committee.

Proposed Ordinance Modifications Overview

The ordinance amendment would reduce the scope of the project, as recommended by the EMC, enabling the use of bond funding for the two highest priorities of the project: (1) implementation of a voice radio communications system, and (2) construction of a communications and emergency operations center, as well as refurbish the City of Tucson communications facility to provide mutual backup of 911 and dispatch capabilities.

Mobile data and automatic vehicle location portions of the project were taken out due to a Federal Communications Commission decision that resulted in certain channels being no longer available to Pima County for mobile data, and due to several of the participating agencies already deploying automatic vehicle location capabilities on their own. The ordinance amendment would also revise the cost allocations based upon actual design and contract awards.

Discussion – Governance

During the January 2010 EMC meeting, the Committee voted unanimously to strike the term, “largest” from the Bond Ordinance to describe agencies represented on the EMC, giving them more flexibility when making nominations to the Board of Supervisors to fill vacant EMC seats. Additionally, the EMC opted to leave the seat vacant, as more time was needed to discuss alternative options with agency executives.

The City of Tucson raised concerns about striking the word, “largest” from the Bond Ordinance, as it relates to agency selection on the Executive Management Committee. Current language states that the EMC consists of the four (4) largest law enforcement agencies, and the three (3) largest fire agencies. The “largest” law enforcement agencies were previously determined by the agency with the largest number of sworn personnel. The City argues that striking this language may pose the appearance of impropriety and playing politics, which should be avoided. They believe the agency with the largest number of sworn personnel should be the selected agency to fill the vacant EMC seat.

Mr. Douglas disagrees, and explains that the term, “participating,” gives the EMC discretion on what agency to consider for future seats on the Committee. Each agency represents a varying number of constituents. It becomes counter-productive to take away the Committee’s flexibility and decision making capabilities.

If the term “largest” was kept in the document, specific criteria to determine what “largest” means will have to be identified. If the Committee chooses not to restrict the language, the term, “participating,” should be left in the document.

Committee members discuss the possibility of including population criteria when considering agencies for the EMC, as agency staffing is based on the community’s population.

Motion

Chief Villaseñor makes a motion to add the term, “eligible” to the first paragraph of the document, add the term “staffed” to the General Scope section, and to leave the term, “largest” and add “participating” to the Governance section. Assistant Chief Pesqueira seconds the motion.

Discussion

With the motion on the table, Captain Wilson reminds the Committee that “largest” has to be defined. From a staffing standpoint, the Committee should direct Staff to research information about numbers of staff, geographic size, service areas, and Pima County population. This will allow the Committee to determine ways to move forward with a nomination.

A suggestion was made to continue with the following motion, and if it passes, direct Staff to further define what “largest” means.

Vote

Captain Wilson calls for a vote. Four (4) voted in favor of the motion; three (3) opposed the motion. Motion fails.

Motion

Deputy Chief Stevens motions to add the term, “eligible” to the first paragraph of the document, add the term “staffed” to the General Scope section, and to remove the term, “largest” and add “participating” to the Governance section. Chief Chappell seconds the motion.

Vote

Captain Wilson calls for a vote. Five (5) voted in favor of the motion; two (2) opposed the motion. Motion carries.

Deputy Chief Quinn states that this has been handled poorly, and feels the bond wording was slipped in and wasn’t clarified appropriately.

Dr. Moffatt clarified that the proposed bond language was voted on during the January 2010 meeting. Staff was directed to make specific changes to the Bond language and present another draft of amendments for this meeting.

Chief Villaseñor wanted clarification on how the Sahuarita Police Department was discussed to replace the Marana Police Department on the EMC. Captain Wilson explains that during the last meeting, Staff recommended that the University of Arizona be considered for nomination, based on the criteria previously used. Some Committee members thought other agencies should be considered, and directed Staff to reflect “participating” agencies in the Bond Ordinance, not the “largest” agencies.

The Committee voted in favor of tabling the item until the Implementation Plan was modified and approved by the Board. The Committee would then come back, discuss the options and alternatives, and make a decision.

The Committee directs Staff to gather information about specific agencies being considered for the seat vacancy on the EMC. Criteria should include:

- Number of sworn personnel
- Service population
- Calls for service
- Geographic service area in Pima County
- Number of subscribers on PCWIN

Materials provided: PCWIN letter to Ms. Mary Tyson, of the Pima County Bond Advisory Committee, dated January 28, 2010; Pima County Bond Ordinance Amendments (strike-out version).

**X. U.S. Department of Homeland Security, Office of Emergency Communications, Technical Assistance Program Services
Captain Paul Wilson, Pima County Sheriff's Department**

Pima County has been awarded Technical Assistance services from the U.S. Department of Homeland Security, Office of Emergency Communications. Contractors from SAIC will complete an Existing Governance Structure Assessment and prepare a final report.

Additionally, the County has applied for some IECGP grant dollars for the next fiscal year, which will provide contracting services to work through additional development of the Governance Structure if a grant is awarded.

Ms. Jennifer Hendry has been assigned to assist the County in this effort. She has worked with the State Public Safety Communications Commission (PSCC) on their State Communications Interoperability Plan, in addition to, working with the SIEC on the AIRS Operation Plan.

Information gathering can be accomplished in a two-step process: obtain an honest and unbiased third party assessment of the PCWIN Governance Structure to identify strengths, weaknesses, and gaps where additional governance development is required; and to receive recommendations for moving forward with affective Governance solutions.

Dr. Hendry was approached with the idea of having information gathered from four (4) groups: the Executive Management Committee, unrepresented agencies (including volunteer fire departments); County, City, and Town Managers; and post implementation support.

Dr. Hendry will also have the opportunity to meet with specific County, City, and Town Managers, or their representatives, and include their input on how to go about identifying expectations within the Governance Structure; annual budgets, approvals, etc.

A draft document will be reviewed, and a final report will be presented. Staff will contact Dr. Hendry for future availability and contact Committee members to schedule interviews.

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)

Thursday, March 25, 2010, at 9:00 AM

Pima County Sheriff's Department

Administration Building, 3rd Floor, Sheriff's Operations Center

1750 E. Benson Highway, Tucson

XIV. Adjournment

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

Meeting adjourns at 10:39 a.m.

Minutes prepared by: Catherine Hanna