

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

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

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the March 25, 2010 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:10 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Roberto Villaseñor, Tucson Police Department
Chief Patrick Kelly, Tucson Fire Department
Division Chief Gary Bynum, Drexel Heights Fire District
Deputy Chief Larry Stevens, Oro Valley Police Department (*Alternate*)
Assistant Chief Jayme Kahle, Northwest Fire District (*Alternate*)
Mr. Mike Hein, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Douglas Chappell, Drexel Heights Fire District
Chief Jeff Piechura, Northwest Fire District
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department

Others Present

John Bowers, Motorola
Frank Brady, RACES
Tony Casella, PC Information Technology
Carl Drescher, City of Tucson
Joe Jakoby, City of Tucson IT
Pat Joy, Pima County Sheriff's Department
Jim Long, Northwest Fire District
John Moffatt, PC Office of Strategic Planning
Joseph Martinez, Tohono O'odham IT
Robert Padilla, PC Finance & Risk Management
Mike Sacco, Pima County Sheriff's Department

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

Captain Wilson proposes approval of the minutes for the February 25, 2010, Executive Management Committee (EMC) meeting. Chief Kelly moves to approve the minutes and Division Chief Bynum seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated February 25, 2010.

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

The Schematic Design phase is nearly complete. Design drawings and project manuals were distributed to the stakeholders, and internal County departments for review and comment in preparation for the Schematic design workshops beginning today through tomorrow. Comments will be solicited from the stakeholder groups and concerns will be addressed. Questions and comments are due by April 2nd. Facilities Management will be sure to address concerns prior to moving into the next phase of the project.

Design development and construction documents will begin once schematic design is complete. Construction documents are expected to be complete by October 2010. Permitting and bidding will begin following the construction documents phase. Bidding will be complete by February 2011.

Construction is on schedule for a May 2012 completion date. The building will then be turned over to the County for the installation of furniture and equipment. The EOC will be the first tenants to occupy the building by May 2013.

The cost estimates are in good shape, but estimates need to be reviewed in detail to ensure all the needs are included and accounted for.

A concern was made with the one year move-in timeframe. Ms. Sylvester explains that the mere size of the project makes it necessary to allow for a year move-in timeframe. The amount of radio, cabling, and dispatching equipment needed for the building also requires a lot of time to set up and implement.

IV. Radio System Project Status Report
Mr. Tony Casella, Pima County Information Technology

Detailed Design Review (DDR)

The detailed design for the Tucson Simulcast and trunked repeater is complete. Staff is working on the North County Simulcast (Phase III DDR), which is on schedule, and should be complete in the next couple of weeks.

Staff is preparing a Dispatch DDR workshop in April to discuss dispatch design and equipment components with communications supervisors and technical support staff. A questionnaire will be forwarded, in advance, for invitees to complete prior to the workshop.

Site Acquisition Activities

Good progress is being made on the cultural clearances. The following sites have completed Phase I (records check) of their clearances:

- Cerro Colorado
- Tucson Fire Station 12
- Tucson Fire Station 17
- Tucson Public Safety Training Academy
- Tucson Thomas Price Service Center
- Marana Library
- PCSD Headquarters
- PECOC
- Walker Road
- Rincon Valley Fire

Environmental studies on several sites have also been completed. The County has approved the zoning exemption for the Cerro Colorado site, as well.

The requisition for geotech and structural analysis for contracting services was submitted and approved.

As part of the DDR process, Staff is trying to verify specific sites and their availability. The Oro Valley and Golder Ranch sites will require public input from their communities, so Staff provided each agency with data to facilitate decisions about towers and their facilities.

Frequency Sharing

The PCWIN project is made up of shared frequencies between the City of Tucson and Pima County. City and County representatives met to discuss the best way to achieve long-term sustainability for the project. An IGA will be generated to permit the use of frequencies licensed to each.

Post Implementation Team Charters and Process

The City and County met to discuss structuring post implementation support for PCWIN. Mr. Lionel Bittner (County Information Technology) and Ms. Ann Strine (City of Tucson Chief Information Officer) agreed for Tony Casella (PCWIN Project Manager) and his staff to develop Team Charters to explore ideas for post implementation support. The goal is to begin the Leadership Committee in October 2010. The Committee will be tasked with developing standard operating procedures and service level agreements for radio, tower sites, and microwave. Committee members will be announced once the charters are defined.

Master Project Schedule

The master schedule is progressing and will be baselined by mid-April.

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

Microwave Procurement

The County and Ceragon & NIC have come to an agreement on their contract. Ceragon will assign the contract to NIC, and the contract will be forwarded to the Board of Supervisors for approval at their April 6, 2010, meeting. The County will reengage them shortly following. Ceragon will be responsible for materials, and NIC will be responsible for the installation and support. NIC will be the primary contractor.

These changes do not affect the overall cost to Ceragon's contract.

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

COPS Grants Overview

A review of COPS grants 2006, 2008, and 2009, is complete and was successful. There were questions as to why some grant funding had not been spent, and Staff expressed the desire to spend those dollars as soon as possible.

The \$246,000 from the 2006 COPS grant will be used to purchase microwave network equipment.

Approximately \$46,000 in State fall-out funding will be used to purchase microwave network equipment.

The County is prepared to ask for an extension and reprogramming for the microwave network equipment.

Additional funding has been requested through the Southern RAC and the Tucson UASI. The Sheriff's Department applied for \$400,000 for radios, but the RAC expressed apprehension in awarding that amount of money where the product may sit on a shelf for several years. The RAC agreed to award \$50,000 to the Sheriff's Department, and expressed more support once the project gets closer to implementing the radio system.

The County received notice of a \$200,000 appropriations award through Congresswoman Giffords' office, which will be applied to purchasing radios.

The Border Interoperability Demonstration Project (BIDP) is a border initiative program for states, which border Canada and Mexico. The grant is designed to develop and test new approaches to solve problems and improve operations at the border. Applicants are asked to look for innovative models of interoperable communications systems and approaches to test real world implementation.

This grant is competitive and requires matching funds. It's being applied in three (3) one-year cycles, requiring the applicant to apply for each cycle. The application is due April 12th.

PCWIN staff raised concerns about the ability of demonstrating a project within the allotted timeline of three (3) years, in addition to the possibility of interference with the current scope of work timeline for the PCWIN project.

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

Captain Wilson and Dr. Moffatt have completed three (3) more PCWIN presentations:

- Northwest Fire Consortium
- University of Arizona Police Department, and the
- Northwest Fire District Board

All meetings went well and drew positive remarks. Two additional presentations are expected:

- Green Valley Fire District
- Picture Rocks Fire District

Captain Wilson encourages the Committee to voice their ideas for promoting the project.

**VIII. 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.

Dr. 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.

Staff has scheduled three (3) workshops on April 21st and 22nd, broken down into the following groups:

- **Unrepresented agencies (including volunteer fire departments)**
 - Wednesday, April 21, 2010, 8:30 – 11:30 AM
Pima County Administration Building, 130 W. Congress, 6th Floor
- **Post implementation support representatives**
 - Wednesday, April 21, 2010, 1:30 – 4:30 PM
Pima County Administration Building, 130 W. Congress, 6th Floor
- **Executive Management Committee**
 - Thursday, April 22, 2010, 9:00 AM
Pima County Sheriff's Department Administration Building, 1750 E. Benson Highway, 3rd Floor

The next EMC meeting will not be a standard meeting, but instead be conducted as a workshop. A County and City Finance representative is also encouraged to attend the workshop.

Following the interviews, Dr. Hendry will compile her information. She will then have the opportunity to conduct individual interviews with specific County, City, and Town Managers, or their representatives, documenting their input on how to go about identifying expectations within the Governance Structure; annual budgets, approvals, etc.

A draft document with Dr. Hendry's recommendations will be reviewed, and a final report will be presented.

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

A number of years ago, the FCC directed that public safety spectrum users in VHF and UHF must narrowband the use of their frequencies no-later-than January 1, 2013. This would require existing licensees to have to offer a 12.5 kHz bandwidth or less to continue their operation. It doesn't imply that the licensees will receive two (2) new channels to replace the previously licensed 25 kHz channel, but it does mean there will be more spectrum available.

The licensees will have to apply for new narrowband licenses or modify their existing licenses before the deadline.

The FCC intends to enforce this requirement after January 1, 2013, especially in the areas where interference may occur. Heavy fines may incur for those who have not narrowbanded.

System operation will be affected by narrowbanding; a possible reduction to the coverage, affecting mobile, portable, and base stations. Additionally, agencies that use paging equipment may be unable to do so without new equipment.

The FCC has established an interim deadline intended to move people into the narrowbanding direction.

Effective January 1, 2011, any new system application must be designed with the 12.5 kHz-wide channel, and/or any modifications of existing licenses that expand and authorize and contour the 25 kHz station are prohibited. Additionally, manufacturers will no longer be able to manufacture new equipment under the 25 kHz channels.

Agencies are encouraged to develop a comprehensive plan to prepare for this change; create a timetable, update FCC licenses, system inventory, conduct base station, repeater, receiver inspections, and keep budgetary decision makers up-to-date.

This deadline may pose some risk to the project, in particular, if agencies have to spend dollars to make their current systems narrowband compliant.

Captain Wilson poses this item as informational, and asks the Committee to begin discussing solutions with their agencies.

From the project's standpoint, we are not subject to the FCC requirements, as we will be using the 800 MHz frequencies. It will be up to the individual licensees to modify their systems.

Several agencies have equipment, which is capable of narrowbanding, but none are complete.

Committee members requested Staff to draft a letter to the FCC, on behalf of the region, seeking an extension to the deadline for further consideration of the Committee.

Captain Wilson reminds the Committee that the State will be hosting two (2) workshops on April 13, 2010, providing more information on narrowbanding requirements. He encourages agencies to participate and send staff to find out more information on how narrowbanding will affect their agency.

Materials provided: Urgent Communications Today handout, dated February 18, 2010; Communications Interoperability Outreach Workshop handout; National Emergency Communications Plan (NECP) Meeting Announcement handout.

**X. Pima County Bond Improvement Plan, Ordinance No. 2004-18 Amendments
Dr. John Moffatt, Pima County Office of Strategic Planning**

The Bond ordinance modifications presented at the February EMC meeting were forwarded to the Bond Advisory Committee for review and consideration. On March 19th, those amendments were approved, and will be forwarded to the Pima County Board of Supervisors for their April 13th meeting.

Amendments made include:

- Disbanding the User and Technical Committees
- Incorporated the changes in scope
- Revised the project's budget
- Dropping "largest" and adding "participating" to the Governance language in regards to the Executive Management Committee seats

Staff received questions regarding the withdrawal of the Tucson Airport Authority. A member of the Bond Advisory Committee is Chairman on the Tucson Airport Authority Board, and was unaware of their withdrawal.

XI. Executive Management Committee Seat Vacancy
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Catherine Hanna, Pima County Sheriff's Department Staff Assistant

During the February EMC meeting, the Committee directed Staff to gather information about specific agencies being considered for the seat vacancy on the EMC. Criteria requested:

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

Ms. Catherine Hanna conducted research on five (5) agencies: Pascua Yaqui Police Department, Pima College Department of Public Safety, Sahuarita Police Department, South Tucson Police Department, and the University of Arizona Police Department. Committee members were provided a spreadsheet with a side-by-side comparison of each agency being considered to fill the current vacancy.

Discussion

Captain Wilson explains that both Chiefs of Police from Sahuarita and the University of Arizona have expressed their interest to sit on the Committee, and have been very supportive of the project.

Chief Villaseñor explains that the City is in negotiations to provide dispatching operations for the South Tucson Police Department. The University of Arizona currently uses interoperable communications with the City, as they have needed their assistance for large campus events. Chief Daykin has expressed his desire to sit on the EMC, noting that there are issues he would like to address.

Division Chief Bynum expresses concern about the University of Arizona continuing with the project, as they face State budget cuts.

Recommendation

Staff seeks a nomination of a law enforcement agency head to fill the vacant EMC position contingent upon the nominee's acceptance to the nomination, and approval of the Bond Ordinance Amendments by the Board of Supervisors.

Motion

Chief Villaseñor motions to nominate the University of Arizona Police Department to fill the vacant Executive Management Committee seat, contingent upon the nominee's acceptance to the nomination, and approval of the Bond Ordinance Amendments by the Board of Supervisors. Chief Kelly seconds the motion.

Vote

Six (6) Committee members vote for the nomination; one (1) Committee member opposes. Motion carries.

Materials provided: EMC Membership Research spreadsheet, from Ms. Catherine Hanna.

XII. New Business, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that part of the Office Emergency Communications (OEC) goals is to establish the National Emergency Communications Plan (NECP). They have now set some goals and objectives for agencies to comply with that plan. In the future, they plan to tie grant funding to that compliance.

The OEC has started evaluating all of the UASI regions to demonstrate that they are capable of establishing interoperable communications for incidents within an hour's time. The OEC conducted an evaluation during the Tucson Airshow and will grade the local UASI on their compliance.

The OEC will eventually branch out to other agencies, aside from UASI agencies, to establish certain communications goals.

XIII. Call to the Public

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

XIV. Date-Time-Location of Next Meeting(s)

Captain Wilson reminds the Committee that the April 22nd meeting will be advertised as a *workshop* only.

Thursday, April 22, 2010, at 9:00 AM

Pima County Sheriff's Department
Administration Building, 3rd Floor, Sheriff's Operations Center
1750 E. Benson Highway, Tucson

XV. Adjournment

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

Meeting adjourns at 10:36 a.m.

Minutes prepared by: Catherine Hanna