

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, March 24, 2011
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the March 24, 2011 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:00 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Deputy Chief Sharon Allen, Tucson Police Department (*Alternate*)
Assistant Chief Mike Brandt, Northwest Fire District (*Alternate*)
Deputy Chief Pat Quinn, Tucson Fire Department (*Alternate*)
Division Chief Gary Bynum, Drexel Heights Fire District (*Alternate*)
Commander Jason Larter, Oro Valley Police Department (*Alternate*)
Chief Bob Sommerfeld, University of Arizona Police Department (*Alternate*)
Lieutenant Charles Hangartner, Tohono O'odham Tribal Police (*Alternate*)
Mr. Mike Hein, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Doug Chappell, Drexel Heights Fire District
Chief Jeff Piechura, Northwest Fire District
Chief Anthony Daykin, University of Arizona Police Department
Chief Roberto Villaseñor, Tucson Police Department
Chief Patrick Kelly, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department

Others Present

Tony Aeilts, Tucson Police Department	Jim Long, Northwest Fire District
John Bowers, Motorola	John Moffatt, Strategic Planning Office
Carl Drescher, City of Tucson IT	Karl Ryan, PCWIN Staff Office
Pat Joy, Pima County SD Communications	Mike Sacco, Pima County Sheriff's Department
Chuck Kmet, Tohono O'odham Emergency Svcs	Cindy Sylvester, Pima County Facilities Mgmt.

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

Captain Wilson proposes approval of the minutes for the January 27, 2011, Executive Management Committee (EMC) meeting. Mr. Hein moves to approve the minutes and Deputy Chief Quinn seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated January 27, 2011.

III. Committee Appointment
Captain Paul Wilson, Pima County Sheriff's Department

Tucson Fire Department asks the Committee to support a recommendation to the Board of Supervisors to appoint Interim Chief Jim Critchley, as Primary representative on the Executive Management Committee, replacing Chief Patrick Kelly.

Motion

Division Chief Bynum motions to accept the committee appointment. Deputy Chief Sharon Allen seconds the motion. Motion unanimously carries.

Ms. Hanna will prepare the necessary paperwork for Board of Supervisor consideration.

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

PECOC Construction

PECOC facility is at 95% construction documents, which are available for review beginning today. Following review and evaluation, County will issue a pre-qualification solicitation to select two (2) or more qualified contractors to bid on the project. PCWIN would like to have a contractor on board by mid-June 2011.

Ms. Sylvester provides an overview of the PECOC facility to the Committee, to include PECOC Construction Drawings, Cubical Drawings, and Office Drawings.

The County Administrator has asked PCWIN Staff and Ms. Sylvester to coordinate a neighborhood meeting on May 2, 2011, to show the surrounding neighbors what PCWIN plans to build and answer questions they may have. Ms. Sylvester has spoken to Vice Mayor Richard Fimbres, and Board of Supervisors Chairman Ramon Valadez. Both are aware of the building's design and upcoming open house. The meeting location will be confirmed soon, and neighborhood mailers will be sent out through Pima County Development Services.

Neighbors will be given a contact number to Facilities Management to voice their concerns regarding dust, noise, etc., once construction begins.

Emphasizing the importance of public safety during the open house is vital.

PECOC Budget/Package

Cost estimates have been received and fall within the current budget. Furniture and console estimates are \$200,000 under budget. Ms. Sylvester has directed the architects to put add-alternates together for PCWIN consideration prior to going out to bid. Material pricing is increasing, and add-alternates may offer some flexibility.

One of the three emergency generators may be purchased with grant funds, and will be documented as a “unit price” within the bid documents. If grant funding is not awarded, the price is still included in the documents.

Another add-alternate includes the parking lot. The parking lot will be re-coated and re-stripped, but there is an add-alternate to completely resurface it.

Captain Wilson refers the Committee to the budget expenditures report. Construction cost estimates are not included in the report, as they have just been received.

Materials provided: PCWIN SCOMMS & SCOMOC Budget Expenditures Report, dated March 18, 2011.

**V. Radio System Project Status Report
Mr. Karl Ryan, PCWIN Staff Office**

Site Development – Golder Ranch

Site development work at Golder Ranch is complete. Punchlist items are being reviewed by Patriot Towers; once complete, Tony Casella will sign off on final payment.

Site Development – Eagles Nest, Rincon Valley FD, Geasa Marana Library, and Oro Valley PD

A Notice to Proceed was issued for Patriot Towers to begin site development services for Eagles Nest (Drexel Heights), Rincon Valley Fire Station 1, Geasa Marana Library, and Oro Valley Police Department. All four (4) sites are in the design review and construction is expected to begin in late April 2011.

Site Development – Childs Mountain and Walker Road

A Notice to Proceed was issued to International Towers for Childs Mountain and Walker Road. Both sites are in design review. Construction at Walker Road is expected to begin in late April 2011, and construction at Childs Mountain is expected to begin in late May 2011.

Site Development – Beacon Hill

PCWIN is finalizing the Statement of Work for Beacon Hill, and will go out to bid shortly. A Notice to Proceed is expected to be issued by the beginning of May 2011.

Site Visits – Tohono O’odham Indian Health Services, Arivaca North, Haystack Mountain (El Paso Natural Gas), Kitt Peak

AECOM is conducting site visits from March 21st – 24th, and updating statement’s of work for the Tohono O’odham Indian Health Services, Arivaca North, and Haystack Mountain (EPG) sites. Alternate site locations for Kitt Peak will be determined, as well.

Verizon – Communications Shelters

PCWIN has the opportunity to purchase some modular communications shelters at a discounted rate. Staff will evaluate its benefit to the project.

Voice Radio

A change order has been requested for coverage analysis at the Arivaca North and GovNet site. PCWIN has begun coordination to store and asset tag equipment purchased with the PSIC and UASI grants. Equipment will be delivered in mid-May and the grants will be complete by June 2011.

**VI. Tucson Electric Power Confidence Peak Site Sharing Update
Dr. John Moffatt, Strategic Planning Office**

The EMC sent a letter to TEP (Unisource Energy) in December 2010, explaining the importance of using Confidence Peak for the project. Once the helicopter crash occurred, the County Administrator forwarded a follow-up letter to Congressman Grijalva, Congresswoman Giffords, and DHS Secretary Napolitano, which resulted in new cooperation from the Bureau of Land Management (BLM) to begin working with PCWIN Staff to resolve issues on Confidence Peak.

There are a number of studies requested by the BLM and Staff expects those to be complete by May 1st. A draft lease was forwarded to TEP, and they’ve requested a summary statement of work, as opposed to the detailed statement of work.

PCWIN Staff views this as positive and is eager to move forward.

**VII. Tumamoc Hill Site Approval Status
Dr. John Moffatt, Strategic Planning Office**

The University of Arizona President, Robert Shelton, has approved the Tumamoc Hill Consolidation Project. Dr. Moffatt expresses his appreciation to the University of Arizona Police Department (Chief Daykin, Commander Sommerfeld), the Tohono O’odham Nation, and the Tribal Districts. Due to the sensitivity of the site, the final statement of work requires a precise location for the base of the tower, in addition, to identifying issues on the road, and how construction issues will be handled. Several “monitors” will be on-site to observe construction, so sensitive areas are not compromised.

PCWIN Staff was to meet with the University of Arizona staff on March 18th, but the meeting was canceled. The PCWIN Staff Office is working with the University to reschedule that meeting.

Pima County's Department of Transportation has a plan on how to approach the Tumamoc Hill road without damaging sensitive land, but it will have to be consulted with the University's approval, as any road improvements will be conducted in coordination with the University.

The primary research scientist, who led the management plan, has obtained an attorney and is working with the University's attorney's to try and stop site development on the Hill. PCWIN is moving forward. Construction is anticipated in July 2011. Updates will be provided at future meetings.

Materials provided: University of Arizona memorandum from President Robert Shelton to R. Brooks Jeffrey, Director of the Drachman Institute, dated February 3, 2011; Pima County Cultural Resources memorandum from the Cultural Resources Meeting with the University of Arizona, Arizona State Museum, dated February 16, 2011; University of Arizona letter to County Administrator Chuck Huckelberry from President Robert Shelton, dated February 17, 2011.

VIII. Kitt Peak Approval Status **Captain Paul Wilson, Pima County Sheriff's Department**

PCWIN Technical Staff had been working with the Kitt Peak National Observatory (KPNO) radio astronomers to seek their approval to use Kitt Peak as a site for the project. On March 17th, PCWIN Staff to meet with the KPNO optical astronomers and management staff, who objected to the use of their site, as it would interfere with their equipment.

County met with the Facilities Director, who discussed using a split site, where microwave and radios would be on the 4-meter telescope, and another transmitter site on the south end of the site. Feedback from County is positive. The next step is to seek support from the KPNO Staff and Tribal Districts; both of whom will not support the project until one another voices their support.

Coverage on the Nation is dependent on locating equipment on Kitt Peak. Without that site, there is no way to build the connectivity network across the Nation to Jewek Mountain and out to Ajo. District Councils are aware that if Kitt Peak isn't used, there is no way to build the system on the Nation, effectively.

IX. Arivaca Site Selection Status **Captain Paul Wilson, Pima County Sheriff's Department**

Ruby Road did not work out, as designed. By the time the specifications were written, County would have to build the site from the ground up. PCWIN Staff found the Arivaca North site, on County land, to use as an alternate to Ruby Road.

There was a \$32M American Recovery & Reinvestment Act (ARRA) grant given to GovNet, Inc., to build out a state-wide, government based, microwave backbone communication network. GovNet would build 300 towers throughout the State. PCWIN Staff met with GovNet and identified some co-location points: Childs Mountain, Mount Lemmon, and Arivaca North. Their focus is getting into libraries, schools, and healthcare hospitals.

In order to get into Arivaca Library, GovNet had planned a tower on state land, southwest of Arivaca, which may prove beneficial to PCWIN. If GovNet co-locates on the County site, the tower would have to be 200 feet high, and located next to homes and businesses.

Staff has opted to have GovNet take the lead, build the site on state land and the County will co-locate on it at no expense. Moving from Ruby Road to either of the Arivaca sites was able to save \$350,000 on the Cerro Colorado site, which was put in as a fill-in site to ensure coverage north and west of Arivaca. Approvals can be complete within 45 days, and construction is anticipated by late summer. There is a strong chance that GovNet will co-locate on Childs Mountain (County site), and discussions continue on how to handle co-locating on Mount Lemmon.

X. Microwave System Project Status Report
Mr. Karl Ryan, PCWIN Staff Office

Staff continues to work with NIC and Ceragon on the detailed design, which is 99% complete. PCWIN expects a price increase due to contractual changes. The goal is have the complete design on the Board of Supervisors consent agenda for April 2011.

Network

PCWIN Staff has met with the City of Tucson to discuss the SONET network integration. Staff is working with Cisco to develop a statement of work for SONET implementation. The PCWIN Staff will rack and stack the equipment at the microwave staging facility. Next, Cisco will be responsible for configuring, performance testing, and factory staging. Finally, Cisco will assist with network turn up and final testing, which will occur after acceptance.

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

City of Tucson Master Site Sharing Agreement

The agreement is in its final review from the COT legal staff. Carl Drescher (COT IT) is looking to complete the review by the end of the week.

City of Tucson Thomas Price Service Center Renovation Reimbursement Agreement

Modifications were made to the agreement, based on some prior meetings between the COT Finance Director and the County's Finance Department Director. Clarifications were made to the arbitrage and transaction privilege tax language, and the Phase I cost estimate for the design phase. Ron Lewis has agreed to the Phase I cost issues, but will talk with Reid Spaulding, Facilities Management Director, to clarify the reporting issues.

City/County Network Sharing Agreement – Site Specific Agreement

Dr. Moffatt sent the Network Sharing Agreement to Carl Drescher, but Mr. Drescher didn't receive it. It will be forwarded, again, following the meeting.

Beacon Hill – Welter Tenant Lease

The lease with Mr. Welter has been completed and executed. PCWIN Staff has been working with Verizon to use their power from their utility lines. Verizon has agreed to allow the County to pull power from their power lines and sub-meter the County's account. A cost reimbursement agreement with Verizon is anticipated.

Mildred Peak

The agreement with Arizona State Land Department and Luke Air Force Base has been completed and recorded.

Rincon Valley Fire Master Site Agreement

The Master Agreement has been completed. The County was considering alternative options from a local developer, which did not work out; therefore, the County has moved forward with construction. Agreements with Rincon Valley and AT&T have been executed.

University of Arizona Master Site Sharing Agreement

Mount Bigelow

The final version of the site specific agreement was forwarded to Bruce Vaughan, of the University of Arizona. If the University agrees with the language, it will move forward.

Tumamoc Hill Site Specific Agreement

The site specific agreement is under review to ensure all the details are captured. It will move forward once additional meetings address the scope of work issues and cultural preservation processes.

**XII. Report on the Survey 3 Helicopter Crash
Captain Paul Wilson, Pima County Sheriff's Department**

On January 31, 2011, the Pima County Sheriff's Department helicopter was flying a mission in support of the PCWIN project. Members of the PCWIN staff and AECOM were traveling to scout tower locations alternative to Confidence Peak. The helicopter crashed on Waterman Mountain. The pilot, Loren Leonberger lost his life in the crash. Three others were injured.

Paul Panzica, from Pima County Information Technology, is back to work, escaping most physical injury.

Larry Sayers, from Pima County Information Technology, sustained numerous injuries, but is home and doing well. His daughter created a Caring Bridge website for his friends and family to receive updates on his status. Catherine Hanna will forward the website to the Committee members, should they want to view or leave Larry a message.

Ed Nettleton, from AECOM, sustained a fractured wrist, but returned to work within one week of the collision.

The Sheriff's Department is planning an awards presentation to honor the Davis Monthan rescuers who assisted in the crash. Davis Monthan pararescue jumpers were flying a training mission, near Waterman Mountain, when this crash occurred. They heard the emergency transponder, and a request from Pinal Air Park to search for a downed helicopter. We were fortunate that the helicopter pilot on that training mission was a Colonel who could give authority to assist with the crash, as it was a life and death situation. Authorization to assist from the State and Davis Monthan could have taken hours, otherwise. A quick decision by the Davis Monthan Colonel made for a quick rescue, and the Sheriff's Department is very appreciative.

Once a date for the presentation is set, the Committee will be notified.

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

USDHS – FY10 Urban Area Security Initiative (UASI)

Grant contract for \$900,000 approved for subscriber equipment. With the support of AZ DHS, we will be seeking approval of a one (1) year extension from the UASI Steering Committee.

USDHS – 2010 State Homeland Security Grant Program (SHSGP)

Grant contract for \$50,000 approved for subscriber equipment. An extension will not be requested. We will be processing a purchase order for subscriber equipment (18 radios) to satisfy the grant deadline.

**XIV. Drexel Heights Assistance to Firefighters Grants Update
Division Chief Gary Bynum, Drexel Heights Fire District**

In 2009, Drexel Heights applied for and received a \$1M+ Assistance to Firefighter Grant award. There was a one (1) year deadline to spend the money and order the equipment. The equipment was received in February, and has since been tagged and stored at Pima County Wireless Services.

Pima County provided payment for the local match per the terms of an intergovernmental agreement with Drexel Heights Fire District. The Fire District is in the process of executing memorandum of understanding with the final equipment recipient agencies.

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

Captain Wilson refers to the Committee for New Business.

Deputy Chief Allen asks for a status update on Marana's return to the project. Captain Wilson and Dr. Moffatt met with Chief Rozema approximately one (1) month ago, and discussed some interoperability options. The Town may have an interest to return to the project, and PCWIN Staff has committed to gathering budgetary numbers to present to them.

The Town Council's biggest supporter of the PCWIN project was not re-elected. Staff isn't sure if there will be enough votes to return to the project, but the County will follow-up with the requested budgetary numbers.

XVI. Call to the Public

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

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

Thursday, April 28, 2011, at 9:00 AM
Pima County Sheriff's Department
Administration Building, 3rd Floor, Sheriff's Operations Center
1750 E. Benson Highway, Tucson

XVIII. Adjournment

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

Meeting adjourns at 10:01 a.m.

Minutes prepared by: Catherine Hanna