

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, May 26, 2011
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the May 26, 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*)
Chief Doug Chappell, Drexel Heights Fire District
Chief Jeff Piechura, Northwest Fire District
Division Chief Pat Quinn, Tucson Fire Department (*Alternate*)
Mr. Tony Aeilts, Tucson Police Department (*Alternate*)
Commander Jason Larter, Oro Valley Police Department (*Alternate*)
Commander Kevin Haywood, University of Arizona Police Department (*Alternate*)
Lieutenant Charles Hangartner, Tohono O'odham Tribal Police (*Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Anthony Daykin, University of Arizona Police Department
Chief Roberto Villaseñor, Tucson Police Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department
Mr. Mike Hein, Pima County OEM & Homeland Security

Others Present

Gary Bynum, Drexel Heights Fire District
Tony Casella, PC Information Technology
Carl Drescher, City of Tucson IT
Pat Joy, PCSD Communications
Jim Long, Northwest Fire District

John Moffatt, PC Strategic Planning Office
Robert Padilla, PC Finance & Risk Mgmt
Paul Panzica, PC Information Technology
Karl Ryan, PCWIN Staff Office

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

Captain Wilson proposes approval of the minutes for the April 28, 2011, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Chief Chappell seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated April 28, 2011.

NOTE: Agenda Items addressed out of order

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

PECOC Project Management/Construction

John Hill, a Facilities Management architect has taken over as Project Manager for PECOC design. He is engaged in the general contractor selection, and moving the design documents through design development and Tucson Fire Department review for permitting.

Permitting/Design

Staff had previously submitted the design set, and received minor comments back. Those were corrected by the architect and the documents were resubmitted to Development Services on May 21st.

The County held an Open House on Monday, May 2nd with surrounding neighbors, homeowners associations, and managers near the PECOC facility. County personnel and architects were on hand to discuss the project design, landscape, and site development.

An architect, associated with the Modern Architecture Preservation Project (M.A.P.P.), protested demolition and construction of the round structure of the building, as it is being considered one of the 50 significant architectural buildings in Pima County. He has subsequently made contact with several local newspapers and commissions objecting to these building modifications.

The Tucson-Pima County Historical Commission intends on writing to the Board of Supervisor's, protesting the building modifications, although no letter has been received. Reid Spaulding, Director of Facilities Management, and Dr. Moffatt took notes at the Open House and noted several alternative options from those protesting construction. Those alternatives were addressed, documented in a spreadsheet, and forwarded back to the Commission for review.

Dr. Moffatt asks that the EMC provide a letter of support to move forward with PECOC construction. PECOC is not an historical building, but it will be documented and treated as if it were eligible.

Additionally, a neighbor surrounding the building has requested very specific details about the project. Staff will prepare documents to satisfy the neighbor's request. Staff will continue to proceed with the project, as there is no legal standing to prohibit construction at this time.

Dr. Moffatt adds that Mr. Huckelberry has been extremely involved in the project and has offered his assistance on several occasions. He has gotten Staff over several roadblocks and his efforts are appreciated.

The Committee directs Captain Wilson to create a letter of support, on their behalf, requesting that PCWIN move forward with PECOC construction.

Materials provided: PECOC Open House Summary, with attachments, dated May 2, 2011; M.A.P.P. article "Valley National Bank Operations Center Threatened with Demolition, dated May 3, 2011; Email from Ms. Anne Nequette, Architect and Lecturer from the University of Arizona School of Architecture, dated May 5, 2011; Response letter from Pima County Administrator, Mr. Chuck Huckelberry, to Ms. Teresita Majewski, Chairperson of the Tucson-Pima County Historical Commission, dated May 20, 2011.

VI. Radio System Project Status Report
Mr. Tony Casella, Pima County Information Technology
Mr. Karl Ryan, PCWIN Staff Office

Motorola

Inventory and asset tagging for the equipment purchased with the PSIC and UASI grant money (\$5.5-\$6M) is complete. Paul Panzica, with Pima County Information Technology, has completed inventory and asset tagging at the Motorola Office in Schaumburg, IL, as well.

Motorola – Coverage Analysis on Haystack/EPG

Motorola is conducting a coverage analysis study at the Haystack/EPG site. Preliminary reports see little to no impact with coverage on the site.

Site Development – Eagles Nest (Drexel Heights)

Final inspection on the site is scheduled for the week of May 30th.

Site Development – Walker Road

Walker Road construction is on schedule, and should be complete by June 3rd.

Site Development – Geasa

Marana Geasa Library construction is on schedule, and should also be complete by June 3rd.

Site Development – Childs Mountain

Childs Mountain site is on scheduled and should be complete by June 20th.

Site Development – Rincon Valley Fire District

Rincon Valley Fire District’s foundation for the tower will be complete this week, and construction will be complete by the first week of August.

Site Development – Oro Valley Police Department

Oro Valley Police Department experienced a permitting issue, which has since been resolved. This put the site about two (2) weeks behind, but construction is moving forward.

Site Development – City of Tucson Sites

PCWIN Staff released the five (5) City of Tucson sites quote packages. Site visits with the general contractors took place on May 23rd. Questions from the general contractors were documented. Specific questions for the City of Tucson sites will be addressed on May 31st. General Contractor’s quotes are due back on June 3rd, although this deadline may be extended by one week.

**IX. Microwave System Project Status Report
Mr. Tony Casella, Pima County Information Technology**

On May 17th, the Board of Supervisors approved NIC Contract Amendment. PCWIN Staff will issue a partial Notice to Proceed next week, which excludes the microwave equipment for the Nation’s sites.

In order to keep the project on track, the Nation’s agreements must be complete by January 1, 2012, or the project must move on without using the Nation’s sites. The Nation’s public safety representatives are aware of the concerns and are assisting the County.

**IV. PCWIN Governance
Dr. John Moffatt, Strategic Planning Office**

One of the difficult items ahead of the Committee is transitioning from the planning phase of the project into an operational environment. The EMC had a Governance study conducted last year, which captured some of the thoughts of the stakeholders. Staff has another grant to utilize, which would allow the Committee to acquire consultant services to move the process forward.

The Committee is asked to discuss what they think the process looks like and what boundaries participants will be working in.

Staff will begin to focus on obtaining User Agreements from PCWIN participants. Once the participants are in agreement, agency equipment can be ordered. The PCWIN Business Plan documented an organizational structure. The most recent amendment was approved by the EMC in 2009. The organizational structure outlined several key components: the Committee's role in the project, financial stability, system reliability, operational issues, system standards, and individual agency responsibilities.

Another area of discussion is identifying specific responsibilities as the project transitions from the implementation piece to the operations piece. As User Agreements are established, individual agencies know their role.

Discussion – Mr. Chuck Huckelberry

Implementation is dictated by the bond ordinance. The PECOC construction contract is anticipated by mid-June. The operating agreements allow participating agencies to document specific needs for their agencies (i.e. technical, financial, etc.).

Radio System

Mr. Huckelberry states that as the project moves into an operational phase, there are no preconceived ideas as to what the structural model should look like. One option is having the five (5) large agencies represented, with two (2) rotating agencies, giving all entities a voice in the project. Dr. Moffatt adds that the smaller agencies involved in the project feel a bit disenfranchised in this process. Staff's goal is to make more of an effort and keep all entities up-to-date on the project.

PECOC

Mr. Huckelberry refers the Committee to the Tucson-Pima County Historical Commission letter. Staff is working with the Commission in providing the documentation they've requested, and will continue to discuss the concerns they raised. Mr. Huckelberry notes that the American Institute of Architects (AIA) does not support the position of the Tucson-Pima County Historical Commission.

Captain Wilson expresses his appreciation to Mr. Huckelberry for his assistance throughout this process, particularly involving Tumamoc, which was extremely difficult to move forward.

Dr. Moffatt stresses that the Governance component will affect PCWIN's operation, support, maintenance, and system interoperability. The financial piece is another concern, as participating agencies need sustainability in their system, yet be affordable to operate.

The PCWIN Staff Office has numerous tasks to attend to, and it has been difficult receiving additional resources from participating agencies, as they have their own responsibilities to meet. There is another grant for consultant services to help facilitate a process that will help to prioritize, resolve, and document issues to be resolved. Additional staff support may be needed to accomplish this goal. This \$156,000 grant is good for two (2) years, and Staff is six (6) months into the allotted timeframe. Captain Wilson will begin to move the process forward.

VII. Tumamoc Hill Site Development Status
Mr. Karl Ryan, PCWIN Staff Office

The University of Arizona is fully engaged. The original staging for the tower was found to be too small, and there is an archeological area, which can't be disturbed; therefore, the County had to find another location for the tower. Verizon had abandoned a building on the site and has since agreed to tear the building down, leaving space for the County's tower.

Karl Ryan, at the PCWIN Staff Office, manages the day-to-day operations and issues on Tumamoc. Mr. Ryan, with Linda Mayro, and Courtney Rose, of the Pima County Cultural Resources Department, is working with the Museum representatives to ensure that nothing of significance is disturbed on the site.

Tumamoc Operations – Karl Ryan

Mr. Ryan has finalized a high-level schedule to start site development. Cultural Services will soon complete a monitoring plan, which will be submitted next week. Pima County DOT will meet to prepare the access road on June 7th.

Captain Wilson asks Commander Haywood to follow up with Bruce Vaughan (University of Arizona) regarding agreement review and execution. Agreements need to be in place prior to site construction.

The University of Arizona is aware of two (2) outstanding site specific agreements; one for the University of Arizona Dispatch Facility, and one for Mount Bigelow.

VIII. Tohono O'odham Assistance with Kitt Peak
Captain Paul Wilson, Pima County Sheriff's Department

Since the last EMC meeting, Staff has met with Border Patrol, I.C.E., B.I.A. and the Nation's public safety representatives, to discuss a path forward and encourage the Nation's representatives to take a leadership role in gaining planning support and approval for Kitt Peak. Tribal Elections are May 28th, which will factor into how the Nation's staff proceeds with the Nation's executives.

Staff has collected information requested by the Schuk Toak District, and asked that Chuck Kmet, Tohono O'odham Emergency Services Administrator, give the County specific information as to what the Nation's executives would need to move forward, in addition to coordinating a possible meeting with the new Chairperson of the Nation.

The County has not been successful with Kitt Peak, and is relying on the Nation's leadership to get these needs through their elected bodies to engage Kitt Peak on a strategy and obtain approval down the road. Agreements needed for the site include the Nation, their Districts, and the National Science Foundation; all of which must be executed by January 1, 2012.

Dr. Moffatt expresses the need for all entities involved with Kitt Peak to come together and make a consolidated effort to obtain approval on the site. Everyone's needs are presented at one time, making it easier for Kitt Peak to plan. All entities agree that a consolidated effort is the best approach.

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

City of Tucson

The City of Tucson has executed all of their site specific agreements, and is working on the Network Sharing Agreement, which is under review. Site development bidding has begun at the five COT sites.

Tucson Electric Power - Confidence Peak

Tucson Electric Power (Confidence Peak) and the County have agreed to the language of the agreement. One issue on "access" was noted, where TEP wanted the County to give a minimum of 24 hour advanced written notice to go to the site. TEP requires the 24-hour notice, but has agreed to "written notice" being an email message.

Haystack/El Paso Natural Gas (EPG) has approved the new SOW, and Staff will prepare a new site specific agreement. An Arizona State Land Use Permit is being submitted by the County's Real Property Department to be approved by Arizona State Land.

XI. Grant Updates
Captain Paul Wilson, Pima County Sheriff's Department

USDHS – FY10 Urban Area Security Initiative (UASI)

Grant contract for \$900,000 approved for subscriber equipment. Equipment received, itemized, and asset tagged. Equipment is being stored at Pima County Wireless.

USDHS – 2010 State Homeland Security Grant Program (SHSGP)

Grant contract for \$50,000 approved for subscriber equipment. Equipment received, itemized, and asset tagged. Equipment is being stored at Pima County Wireless.

USDHS Public Safety Interoperable Communications Grant

Grant contract for \$3.3M for radio system fixed network equipment. Equipment has been received and stored at the Motorola staging facility in Schaumburg, IL.

USDHS – 2009 Urban Area Security Initiative (UASI) Grant

Grant contract for \$1.72M for radio system fixed network equipment. Equipment has been received and stored at the Motorola staging facility in Schaumburg, IL.

All grant deadlines have been met.

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

Captain Wilson refers to the Committee for New Business. Commander Haywood will give the Committee status update on the University of Arizona's dispatch equipment. He receives no response.

XIII. Call to the Public

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

Note: Captain Wilson recommends the Committee enter into executive session to give an update on the Solicitation of Qualifications for General Contractor for construction work at the PECOC facility. Item is asked to remain *confidential*. Deputy Chief Quinn motions to enter into executive session; Commander Larter seconds the motion.

Public is dismissed at 10:14 a.m.

The Committee exits executive session at 10:22 a.m.

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

Thursday, June 30, 2011, 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. Deputy Chief Quinn moves to adjourn the meeting. Chief Chappell seconds the motion. Motion is unanimously carries.

Meeting adjourns at 10:22 a.m.

Minutes prepared by: Catherine Hanna