

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

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

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the December 9, 2011 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:05 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Anthony Daykin, University of Arizona Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Doug Chappell, Drexel Heights Fire District
Chief Jeff Piechura, Northwest Fire District
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)
Deputy Chief Sharon Allen, Tucson Police Department (*Alternate*)
Lieutenant Charles Hangartner, Tohono O'odham Tribal Police (*Alternate*)
Mr. Mike Hein, Office of Emergency Management & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Roberto Villaseñor, Tucson Police Department
Chief Joseph Delgado, Tohono O'odham Police Department

Others Present

| | |
|---|---|
| John Bowers, Motorola | Pat Quinn, Tucson Fire Department |
| Gary Bynum, Drexel Heights FD | Courtney Rose, Pima County Cultural Resources |
| Carl Drescher, Town of Marana | Karl Ryan, PCWIN Staff Office |
| Chuck Kmet, Tohono O'odham Emergency Svcs | Mike Sacco, Pima County Sheriff's Department |
| John Moffatt, Strategic Planning Office | Bob Sommerfeld, University of Arizona PD |
| Robert Padilla, Pima County Finance & Risk Mgmt | |

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

Captain Wilson proposes approval of the minutes for the October 27, 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 October 27, 2011.

III. Pledge of Allegiance

Committee stands and recites the Pledge of Allegiance.

IV. PECOC Project Status Report
Mr. John Fralc, Pima County Facilities Management – Construction Project Manager

Site construction is going well. Through the month of November, costs of construction totaled \$2,097,000; approximately 14% complete by dollar value.

Two (2) change orders have been processed, totaling \$89,891, and included 16 change order requests. There are 12 change order requests pending, valued at \$97,000, and 17 proposed change orders, totaling \$215,000, which includes parking lot repairs.

There are 150 requests for information (RFI) which have been processed. Not all requests are granted, but all are considered.

The interior masonry work is completed. Telecommunications conduits are 90% installed with a 6" slurry to protect them.

The building is strong, but the plumbing needs to be completely replaced. Plumbing repair will cost approximately \$25,000-\$30,000.

A construction defect was found. The original inbeds in the walls were found to be defected and the original construction contractor was Sundt. Sundt was gracious enough to acknowledge their mistake, and will make those repairs at their cost.

Staff will soon schedule a future MDF room coordination meeting with Pima County IT to discuss the room modeling.

A Conditions of Success meeting was held last week, where the contractors and the stakeholders get together and discuss the best ways to make the project a success. The meeting was very productive.

Captain Wilson explains that the Committee originally rejected the bid alternate for milling and paving the parking lot, as Facilities Management felt they could save money through alternative options. It was found that the parking lot will need to be completely replaced. Sundt is preparing a price quote, which is expected to be less expensive than the original milling and paving cost; a benefit to the project.

V. TOPSC Project Status Report
Deputy Chief Sharon Allen, Tucson Police Department

The City of Tucson has moved from the conceptual design to the working drawings for Thomas Price. The City is finalizing furniture options and discussing budget and cost issues. The City of Tucson will provide photographs for the Committee once construction begins.

VI. Radio System Project Status Report
Dr. John Moffatt, Strategic Planning Office
Mr. Karl Ryan, PCWIN Staff Office

Motorola has begun work to license PCWIN's frequencies. Staff has been working with the FCC to gain compliance on several sites, and ordering equipment for the project is approaching.

Staff is re-evaluating several sites and Motorola has done a great job in supporting our effort, and presenting alternative designs for our infrastructure. The planned equipment purchases will be impacted by the Tohono O'odham Nation's decisions.

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

Staff has received the microwave equipment; all has been inventoried and asset tagged. A second order of equipment will be received within three (3) weeks. Once received, Staff will finalize factory acceptance which is to be complete by the end of January 2012, when network equipment staging will begin. Network installation and testing will follow.

A link was previously added between PECOC and Tumamoc, and Staff has since added a link between Walker Road and Tumamoc Hill. The Confidence Peak and Jewek Mountain link has been moved to Confidence Peak and Keystone Mountain.

VIII. Site Construction Update
Mr. Karl Ryan, PCWIN Staff Office

Staff awarded Beacon Hill, Haystack Mountain, and Keystone to International Towers, last month, and construction has begun. A number of bids are out; Colorado Peak, Mildred Peak, PECOC (tower construction), and Pascua Yaqui, which are due the week of the 12th. Pima Community College DPS, Ajo/PCSD bids are due at the end of the month.

By the end of the year, only five (5) sites remain outstanding to bid on. Nine (9) sites are under construction. Rincon Valley Fire Station 1 and Oro Valley Police Department were issued a Notice to Resume Work, and both will be complete in January 2012. Four (4) City of Tucson sites (FS17, Swan, PSTA, TOPSC), Beacon Hill, Haystack, and Keystone will be completed in the first quarter of 2012. FS12 is on hold and will be issued a Notice to Resume Work in January, once Staff files the FCC requests for licensing.

Mildred Peak and Colorado Peak will be completed by the second quarter of 2012.

IX. Site Acquisition
Dr. John Moffatt, Strategic Planning Office

Confidence Peak

The Bureau of Land Management (BLM) approved the SOW for Confidence Peak, thanks to the efforts of the PCWIN Staff, Pima County Cultural Resources, and TEP cooperation. A number of BLM requirements had to be met before approval.

Arivaca/GovNet

Staff's original plan for Arivaca was to co-locate with Border Patrol, and build a new site, although Staff found there was no benefit to that option. GovNet approached the County to build sites, under a \$35M grant to connect the County seats, schools, and libraries throughout the state. GovNet plans on building 300 towers, using several County sites; one of which is Arivaca. GovNet will build a 150 foot tower, giving the County access to the site and allowing their equipment in the building, at no cost to the County.

Haystack

Access on Haystack has been worked out with El Paso Natural Gas and the Arizona State Land Department. The County can improve the roadway to allow equipment to be brought to the site.

Mt. Bigelow

The County had planned to use the KUAT building on the site, but specifications outlined a conflict with KUAT's broadcast system on the tower. Staff approached KGUN with the idea of using their tower, instead, KGUN is willing to work with the County and actions to authorize access have been initiated.

X. Contracts/Agreements Status Report
Dr. John Moffatt, Strategic Planning Office

Confidence Peak

TEP has signed the agreement with Confidence Peak and will go to the Board of Supervisors for approval.

University of Arizona

There were multiple sites to lease between the County and the University, so a Master Site Sharing Agreement (MSA) was created, along with Site Specific Agreements. The MSA has been approved by the U of A. The County continues to attempt contact with Bruce Vaughan, with the University of Arizona Real Estate Department to finalize site specific agreements.

Beacon Hill

The County is teaming with the Town of Marana and Verizon on a power sharing agreement, which has been completed and approved. Verizon sold the County six (6) buildings, at \$1 each.

One (1) building is anticipated to be on Beacon Hill within the next couple of days.

XI. FCC Regulatory Issues & DHS Reporting Dr. Courtney Rose, Pima County Cultural Resources

FCC Regulations Process

The proposed towers and replacement require an FCC license for each, as the FCC considers the project a federal undertaking under NEPA. Pima County is carrying out review for each tower site, under the FCC rules. The FCC is reviewing each tower separately. Over the last four (4) months, Pima County has sought compliance, and hired Terracon to compile the necessary documentation for FCC consideration. Thirteen out of the thirty sites that have been reviewed under NEPA have fallen under the Co-Location Exclusion. In September, it was determined that no additional information was required under NEPA and NHPA for those particular sites.

The other 17 sites are a more intense process. Terracon sent out Tribal Contact Notification requests, where contact is made to the federally recognized tribes and invites comments on each tower. This process takes 60 days, which has since closed, and no comments have been noted.

Next, Terracon compiled the County's documentation on the Cultural Resources section, and forwarded the information to the State Historic Preservation Office (SHPO). The County recommended a determination of "No Adverse Effect" in the area of a direct impact for the towers, except Tumamoc Hill. SHPO has concurred with the County's recommendations for the proposed tower sites; therefore, all work on those towers is complete.

Terracon then finalized the NEPA documents, which addresses the environmental screening, questions, endangerments, etc. These reports were compiled for the 17 sites, with the exception of Colorado Peak, Confidence Peak, UAPD, and Tumamoc Hill, as the final NEPA documents have not been received.

The FCC process, under NEPA, is nearly complete.

Tumamoc Hill Update

The new tower construction on Tumamoc Hill is considered an adverse visual effect (one-mile radius). Tumamoc Hill is a nationally registered archeological district and a national historic landmark for several tribes.

Adverse effect consideration is being investigated at the site where the County is to remove the Verizon building, which won't be determined until the building is removed, and archeologists view the area.

Since October, Dr. Rose has been drafting a Memorandum of Agreement, to be reviewed by SHPO and the FCC. It's necessary due to the Adverse Effect of the Hill. The primary signatories will be the County and the Hill's land owners. The MOA was asked to be signed by December 19th, and an Environmental Assessment will go out by January 2012.

There's a Treatment Plan, currently under review by SHPO, which contains provisions for archeological data recovery following demolition and removal of the Verizon building. That process may take until April or May 2012.

DHS Federal Regulatory Process

It was also determined that the purchase of microwave and land mobile radio equipment for the 13 PCWIN towers does create a requirement for the County to comply with NEPA and NHPA. The DHS will review each tower individually, as well. Due to extensive documentation already compiled, the process should be easier, and it does not require FEMA review.

The County is reviewing the environmental screening packets, which should be complete in time to meet the grant deadline (May or June 2012).

Captain Wilson compliments all who have been involved in this process. The EA anticipated for Tumamoc is the critical path for the project.

With this FCC filing, the spectrum group, who's conducting work for Motorola in our radio licensing, has been informed that all of the PCWIN licensing has to go to Washington for special review before it goes into the main stream process. Pima County now has additional work to do, but work is diligent and appreciated.

XII. Governance

Dr. John Moffatt, Strategic Planning Office

Governance is critical, as we are coming upon the need to enter into User Agreements. Pima County and City of Tucson representatives will meet for follow up discussions on Governance on December 19th. They will review a Governance report provided by the hired consultant last year, review Captain Wilson's handout, identifying key issues when considering Governance, and discuss alternative models for consideration.

Dr. Moffatt refers the Committee to several handouts for review.

The Phoenix Governance model has been well received and includes a structure which has a Board of Directors inclusive of all agencies. Every agency has a seat and is involved in the project. As you move down the structure, the Executive Committee handles the project operations, budget reporting, and assists in making decisions on technical issues.

Dr. Moffatt points out specific items which should be addressed when considering Governance:

- Past consultation identified the need to be more inclusive of all agencies
- Basic issues to be addressed:
 - Multiple levels of support and coordination needed
 - System coordination – Standards, console configuration, interoperability planning, security, accounting, contract administration, planning, sustainability.
 - Fleet management – Talk groups, 10-Codes, prioritization, failure modes, frequency coordination, radio programming and coordination.
 - Radio system operation
 - Backhaul network support
 - Subscriber maintenance
 - Operation and maintenance sources and service level commitments
 - Financial Stability – O&M Cost Model development and approval, cost distribution, 5 year rolling budget projections for predictable budget stability.
 - Participating agency responsibilities
- Resource materials – There are several models from which to choose. Some regional options are outlined in the attached document compiled by Captain Wilson. Given the comments heard from potential participants in the original consultant’s report, and known operational requirements, the model that seems to come closest to the PCWIN needs is the Phoenix Regional Wireless Cooperative.

User agreements need to be executed. The subscriber order will soon be placed, which is dictated by the agencies who sign onto the system.

In order to prepare this topic for more detailed discussion at the January meeting, comments or suggestions should be made to the PCWIN office no later than January 6, 2012.

The project has grant funding to hire a consultant to complete a governance model. The County is considering a sole-source option to bring the Phoenix model authors on and give them the specifications, but other alternatives are encouraged.

Discussion

Mr. Hein expresses concern that several smaller agencies feel under-represented. If the project is to be successful in selling a model and include jurisdictions into the operations, they need to know what is being sold and what they are buying.

Dr. Moffatt explains that the maintenance and operations of the radio system has to be number one priority. The City and the County have to manage the network together; oversight has to be a group effort.

Chief Sharp is satisfied with the Phoenix model, as it appears mutually beneficial. Chief Chappell agrees, as the model is consistent with what the County Fire envisions.

Captain Wilson explains that the biggest issue in Governance is representation. Participants have to have a voice at the table and as the project moves forward, that needs to be resolved. The Phoenix Governing Board has a seat for every jurisdiction. Another issue is the subscriber maintenance. Many entities manage their monthly costs by placing the burden onto the participant agencies to make their own arrangements. This cost model shows a decrease in an agency's monthly cost.

The Phoenix model held up well against the deficiencies noted in the PCWIN assessment report. Internally, the Phoenix model is well-received.

Chief Daykin agrees that agencies who feel under-represented should know that they are important to the project and need to know their role. Additionally, all agencies are interested in knowing what exactly they are buying and need to know their bottom line cost. Dr. Moffatt explains that the previous cost models were mostly estimates. Although current numbers are not final, some costs can be projected, and will be given to participants once finalized.

The capital budgets are being inputted into the County's finance system. Captain Wilson's next task is to update the operations and maintenance projections, which may answer some cost questions for the agencies. Captain Wilson is drafting a scope of work for a consultant regarding Governance; Deputy Chief Allen will assist by reviewing the content.

Per Mr. Huckelberry, the County Public Works departments will sign onto the PCWIN system. Staff has told them that the system design can incorporate their coverage and capacity requirements, but they must budget for their mobile and portable radio equipment. This adds approximately 1,000 users to the system. The same expectation was to include the City of Tucson Public Works departments, but it was decided that they will utilize cell phones, instead.

Chief Sharp is encouraged that once the system is up and public works departments see the benefits, more will move onto the system.

Funding for this grant runs out in August 2012. Staff will have to work rapidly to expend the funds.

Chief Piechura explains that some agencies will delegate their vote, as they are distant or volunteer; he asks that the Committee consider their delegations when contemplating Governance.

Materials provided: Phoenix Regional Wireless Cooperation 2011 Annual Report; PCWIN Primer for Discussion on Governance Planning (Captain Wilson's handout), dated October 13, 2011; and the Office of Emergency Communications/Interoperable Communications Technical Assistance Program Governance Assessment Report, dated November 2010.

XIII. Tohono O'odham Nation Coverage **Dr. John Moffatt, Strategic Planning Office**

Staff has hit a roadblock relative to using Kitt Peak as a site for the project. Staff has worked with and the public safety staff, who have assisted as much as they can.

Staff has met with the Schuk Toak District (Kitt Peak) and the Gu-Achi District (Jewek Mountain) representatives throughout this process. The Gu-Achi District is interested and have met with Staff to assist in moving this project forward.

The Schuk Toak District has voted not to support the project. PCWIN Staff has given over 1,800 staff hours in garnering their support to no avail. PCWIN hired Motorola to provide some analysis as to what it would take to provide the 95% coverage on the Nation without Kitt Peak and Jewek Mountain. Without those two (2) sites, PCWIN would have to build and connect 19 new sites to maintain that coverage.

Staff prepared a letter for Mr. Huckelberry, who provided his own comments, and forwarded it to the Nation's Chairman's Office. There has been on-going correspondence over the last three (3) weeks, and the Chairman said he would be in touch with the County.

In order for the schedule to be on track without delays, the Nation's sites would have to be under construction by January 2012. Since this is no longer an option, Staff has redesigned the system. Staff will defer procuring equipment and will move the microwave link away from Jewek. Staff has now moved into a second phase as it pertains to the Nation's sites. Staff is hoping to work with Chairman Norris to identify alternate sites, but we could not delay any longer.

This second phase will work for a while, but by 2016, the bonding authority to buy equipment runs out. Staff will create this second phase, and establish the foundation, but if we don't buy the equipment and move forward, the bonding capacity will go away.

Staff has tasked Motorola to reassess the alternatives if PCWIN is unable to use the high-mountain sites. It resulted in the need for PCWIN to utilize more resources to provide a similar radio service capability on the Nation. Building 19 additional sites is not within PCWIN's available budget. Even a phase II solution is only possible if the Nation is able to deliver access to those sites. Staff has reached out to the Chairman's Office, met with the Districts and the public safety officials, but all efforts have been exhausted to move forward and accomplish the goal. If the 19 sites were to be built, the Nation will have to cover that cost.

The Kitt Peak National Observatory representatives have stopped communicating with PCWIN Staff, and will not re-engage until the Nation and the District give their approval.

Staff expresses appreciation for the efforts of the Nation's public safety entities who have helped with this issue.

XIV. Project Budget Reporting
Captain Paul Wilson, Pima County Sheriff's Department

The County has recently transferred their budgeting reports into another system. Captain Wilson refers the Committee to several budget projection handouts, giving an overview of the projected costs and expenditures, to date.

Materials provided: Sheriff's Department Bond Projects Funding Sources, dated December 9, 2011; SCOMMS Budget Projections FY 11/12-FY 13/14, dated December 9, 2011; SCOMOC Budget Projections FY 11/12-FY 13/14, dated December 9, 2011; TOPSC Budget Projections FY 11/12-FY 13/14, dated December 9, 2011.

XV. Narrowbanding Waiver Request
Division Chief Gary Bynum, Drexel Heights Fire District

The PCWIN Executive Management Committee had directed staff to prepare and submit a regional waiver request seeking approval to delay compliance with the narrowbanding deadline of January 1, 2013, until the PCWIN system is cutover to prevent PCWIN participant agencies from having to expend resources for the short-term benefit.

Larry Sayers searched the FCC license database and compiled a spreadsheet of frequencies licensed to each agency. Participants received a cover letter, narrowbanding questionnaire, and a frequency spreadsheet and asked to answer questions to complete the waiver.

Several agencies depend on PCWIN's frequencies and will be unable to meet the January 2013 narrowbanding deadline. Joe Jakoby drafted the waiver request letter. Catherine Hanna will package the documentation to the FCC, which will include a letter from the Chief's whose agencies are participating in the waiver request. Captain Wilson will prepare a letter, on behalf of the EMC, expressing support for the application. Individual agency executives are encouraged to provide their own letter of support, as well. Catherine Hanna will draft a template for agency executives to utilize.

XVI. Grant Updates
Lt. Mike Sacco, Pima County Sheriff's Department

All DHS grants awarded to the Pima County Sheriff's Department on behalf of the PCWIN project were audited on November 22nd with a positive outcome. Auditing State grants will occur frequently.

2010 UASI Grant - \$900,000

This grant specified the purchase of 193 mobile radios and 194 portable radios at an estimated per unit cost. Not realizing the grant specified a specific type of radio platform, PCWIN ordered all mobile radios. AZDOHS only authorized the purchase of mobile radios: 195 for a total reimbursement cost of \$545,354.55. We have been granted a one year extension to the grant to allow us time to buy 148 portables: FY2012.

2009 UASI Grant - \$1.72M

This grant was originally intended to purchase microwave equipment but then modified to purchase radio fixed network equipment. With the modification, we also submitted an Environmental and Historic Preservation (EHP) review and we were granted a one year extension. Unknown to us and after a year, the EHP has not yet been approved and, as a recent development, AZDOHS is requesting additional information about the EHP – photos and lat/long for each location. To complicate matters, we recently became aware of a need to perform a NEPA evaluation, of varying granularity, for all the PCWIN sites. We received an extension to June 30, 2012 to allow us to fully complete the appropriate level of NEPA evaluation and allow AZDOHS to review and accept.

2009 SHSGP Grant - \$385,971

This grant has been extended to June 30, 2012 to allow the NEPA process to be completed. This grant is designed to purchase two microwave radio links, with multiple hops within. There were significant adjustments made to the MW design thereby affecting this grant but all sites/hops have been identified and the NEPA process will be accomplished. This grant is for equipment only, including some microwave antennae, and no installation costs.

2009 COPS Technology Grant - \$200,000

This grant will be used to purchase portable radio subscriber units during FY2011.

2010 COPS Technology Grant- \$200,000

This grant will be used to purchase portable radio subscriber units during FY2012.

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

Captain Wilson refers to the Committee for New Business. 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.

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

Thursday, January 26, 2012

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 Sharp moves to adjourn the meeting. Chief Daykin seconds the motion. Motion is unanimously carries.

Meeting adjourns at 10:55 a.m.

Minutes prepared by: Catherine Hanna