

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, May 24, 2012
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the May 24, 2012 EMC meeting. Materials provided are available upon request.

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

Roll Call: Nicole Chavez, Pima County Sheriff's Department

Members Present

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

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Jim Critchley, Tucson Fire Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Joseph Delgado, Tohono O'odham Police Department

Others Present

Tony Aeilts, Tucson Police Department	Joe Jakoby, City of Tucson IT
Sharon Allen, Tucson Police Department	Jim Long, Northwest Fire District
Rick Brown, Pima County IT	Robert Padilla, PC Finance & Risk Management
Gary Bynum, Drexel Heights Fire District	Mike Sacco, PCWIN Project
Carl Drescher, Town of Marana IT	Angela Spencer, City of Tucson Administrator
Kevin Haywood, University of Arizona PD	

II. Pledge of Allegiance

Committee stands and recites the Pledge of Allegiance.

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

NOTE: There will be no action taken on motion items during today's meeting, as Staff did not provide enough meeting notice to the Clerk's Office.

Item tabled until the next meeting.

Materials provided: EMC summary dated April 26, 2012.

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

- Construction progress advancing on schedule
- Majority of the MDF construction is complete
- APC cabinets have been delivered and staged and will be permanently positioned
- Data cabling is in the process of being pulled to the MDF area
- Wiring to the UPS equipment continues
- Cable tray and under floor conduit have been installed in the Operations area
- EOC construction continues with drywall placement and finishing
- Preparation of the North patio is underway
- TEP is scheduled to energize the transformer by the end of the week
- Demolition of the asphalt in the South parking lot has begun
 - Activity created a problem for construction workers, which has placed parking in the Church lot to the east and along Jones Blvd
- Systems furniture, console furniture, and AV package are all advancing forward with coordination taking place daily
 - Systems furniture and console furniture are set to begin installation on July 16th
 - Wiring by the AV vendor should begin next week, pending submittal approvals
 - AV equipment installation will not take place until after substantial completion
- Communications grounding revisions will be performed predominately by Facilities Management JOC contractor with Sundt's contractor performing only those grounding operations that remained unchanged
- Grounding revisions costs are approximately \$70,000
- Substantial Completion is anticipated August 7th and remains on track
- Progress billings: Through the end of April, is \$11,087,201.84, representing 72.7% of completion

V. TOPSC Project Status Report
Ms. Angela Spencer, Tucson Police Department

The project is progressing steadily. The wiring evaluation has been completed, and will provide the City with the information needed to more accurately assess related costs. The City is now focusing on the R56 grounding issues relative to the TOPSC CCEQ room.

VI. Radio System & Site Construction Project Updates
Mr. Rick Brown, Pima County Information Technology

Recently Completed Sites

- Keystone
- OVPD
- RVFD – AT&T to start construction in May
- PECOC – Phase I completed

Sites Closing Out

- TFD17 – AT&T to start construction in May
- PSTA
- Haystack
- Pascua
- PCCPD

Sites in Active Construction

- TOPSC
- Swan
- PECOC – Phase II – Awaiting Sundt's readiness
- Mildred – Mobilize on May 22nd
- Colorado Peak – When Mildred is complete, this site goes active
- Tumamoc – Awarded to International; NTP for Bonding and Design to be issued
- Jail – Pima County Facilities will do the work mentioned in SOW

Sites in queue

- TFD12 – PCWIN is awaiting Letter of Consent to issue an NTP
- Beacon Hill – Awaiting Real Property agreement to finalize site location; meeting with TEP, Crown Castle, and International to finalize design on May 24th
- Ajo/PCSD
- Confidence – BLM notified of schedule; quote packages to be sent out no later than June 1st
- Mt. Bigelow – SOW going through revisions; agreement to follow
- UAPD – Final SSA complete

Microwave

- PCSD is complete and ready for alignment
- RVFD – 98% complete
- Keystone – 80% complete
- Haystack – 90% complete
- Pascua – 99% complete
- Swan is complete and ready for alignment
- Walker – 95% complete

- Library – 95% complete
- Golder – 98% complete

Week of May 28th, installs at Eagle and OVPD to be performed.

Voice Radio

- Fleet Mapping Committee
 - Next meeting is June 5th
- Remediate R56 Site Visits – underway at various sites
- Motorola Factory Acceptance Testing and approval scheduled for June 2012
 - Attendees will be Mike Sacco, Rick Brown, Tony Casella, Greg McNeal, and AECOM representatives
- CommSHOP 360 installation completed the week of May 14th
 - Configuration phase is ongoing with training tentatively scheduled for the week of June 18th
- PCWIN equipment client kit is being developed

Materials provided: PCWIN Summary Updates for Site Development/Microwave/Voice Radio, by Rick Brown, dated May 24, 2012.

VII. Project Budget Reporting Captain Paul Wilson, PCWIN Sponsor

Committee members refer to the PCWIN Capital Project & Operating Cost Analysis for FY12/13.

Materials provided: PCWIN Capital Project and Operating Cost Analysis, from Captain Paul Wilson, dated May 11, 2012.

VIII. Project Leadership Captain Paul Wilson, PCWIN Sponsor

Captain Wilson refers the Committee to the memorandum from County Administrator, Mr. Chuck Huckelberry, and briefed them on recent changes of leadership and management oversight within the project.

Materials provided: Interoperable Public Safety Communications System Status Report, from Pima County Administrator, Mr. C.H. Huckelberry, to the Pima County Board of Supervisors, dated May 2, 2012.

IX. Bond Ordinance Amendment – EMC Chair Selection Captain Paul Wilson, PCWIN Sponsor

The Committee discussed Bond Ordinance changes, which would allow the Executive Management Committee to select a Chair and Vice Chair from their appointed membership. Captain Wilson discussed the process for changing the Bond Ordinance and indicated that the modifications could be done in a timely manner.

Proposed amendment for the Bond Ordinance to be presented at the next meeting for discussion and action.

X. Governance Presentation
Captain Paul Wilson, PCWIN Sponsor
Bufford Goff & Associates

Bufford Goff & Associates Presentation – Jeff Stocker & Mike Corbett

- Agenda
 - Opening Comments
 - BGA Corporate Overview
 - PCWIN Governance Project
 - Wrap Up
- Opening Comments
- BGA Corporate Overview
 - History
 - Governance
- Governance Primer
- Lessons Learned
- Attributes of Governance
- Ownership and Control
- Types of Access
- Ownership Options
- Members/Users
- Fiscal Control/Operational Control
- Operations and Maintenance
- Examples of Governance
- Next Steps
- PCWIN Governance Project
- BGA Timeline
- Facilitated Sessions
- Wrap Up

Pima County Governance Project Quick Reference Guide

This quick reference guide provides a breakdown of sources/characteristics for four (4) agencies currently using the governance model assisted by Bufford Goff & Associates:

Agencies:

- City of Phoenix Regional Wireless Cooperative (RWC)
- Travis County, TX (Austin)
- State of Minnesota
- Harris County, TX (Houston)

Sources/Characteristics

- Asset Ownership
- System Description
- Operations & Maintenance

- Governance
- Funding
- Lessons Learned
- Comments

This process should include the appropriate representation for discussion, have equal representation should attorneys be involved, and create a workgroup to represent jurisdictions supported by the project. Staff will be careful as not to establish a quorum of EMC members on this workgroup. Larger fire districts are encouraged to talk to smaller agencies so they have a voice on Governance issues.

Drexel Heights currently manages County Fire Dispatch for PECOC. They are in the process of recruiting an executive director to work on IGA's for the other agencies.

Materials provided: PCWIN Governance Presentation, presented by Bufford Goff & Associates; Pima County Governance Quick Reference Guide, presented by Bufford Goff & Associates.

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.

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

Thursday, June 28, 2012, 9:00 AM
 Pima County Sheriff's Department
 Administration Building, 3rd Floor, Sheriff's Operations Center
 1750 E. Benson Highway, Tucson

XIV. Adjournment

Minutes prepared by: Catherine Hanna