

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

Pima County Sheriff's Department  
Administration Building, 3<sup>rd</sup> Floor  
1750 E. Benson Highway  
Thursday, February 23, 2012  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the February 23, 2012 EMC meeting. Cassette tape and materials provided are available upon request.

**I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:06 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 Jeff Piechura, Northwest Fire District  
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)  
Commander Jason Larter, Oro Valley Police Department (*Alternate*)  
Commander Kevin Haywood, University of Arizona Police Department (*Alternate*)  
Mr. Mike Hein, Office of Emergency Management & Homeland Security

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Anthony Daykin, University of Arizona Police Department  
Chief Daniel Sharp, Oro Valley Police Department  
Chief Doug Chappell, Drexel Heights Fire District  
Chief Joseph Delgado, Tohono O'odham Police Department

**Others Present**

David Azuelo, Tucson Police Department  
John Bowers, Motorola  
Tony Casella, Pima County IT  
Marc Haley, Pasqua Yaqui IT  
J. W. Harris, Sahuarita Police Department  
Randy Karrer, Golder Ranch Fire District

Chuck Kmet, Tohono O'odham Emergency Svcs  
Andre Matus, Pascua Pueblo Fire Department  
John Moffatt, Strategic Planning Office  
Robert Padilla, Pima County Finance & RM  
Aaron Shepherd, Pima County IT  
Mike Smith, Tucson Fire Department

## **II. Pledge of Allegiance**

Committee stands and recites the Pledge of Allegiance.

## **III. Approval of Minutes**

### **Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson proposes approval of the minutes for the January 26, 2012, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Commander Larter seconds the motion. Motion unanimously carries.

*Materials provided: EMC summary dated January 26, 2012.*

## **IV. PECOC Project Status Report**

### **Captain Paul Wilson, PCWIN Administrator**

The PECOC facility has two (2) different structural designs for the roof. Approximately 3500 square feet has a similar design and about half of that portion collapsed in the early morning hours of February 4<sup>th</sup>.

Structural engineers have been out to the site, conducting their forensic investigations to determine why the roof failed. Repairs for the portion of the roof that did not collapse have already been engineered. A solution for the replacement roof has been engineered; Sundt is working with the structural engineer and Pima County Facilities Management to identify availability of materials to be used for reconstruction of the area.

This occurrence has caused a delay in the project. It is undetermined how this will affect availability of the MDF Room. It was unaffected by the collapse. Sundt will be ready to deliver the room to Staff earlier than the rest of the building, so the radio project is on track.

X-rays were taken of the concrete beams, core samples were test on the concrete, and the iron product is being tested. All appropriate measures are being taken to identify what happened and engineer a fix which will result in a safe building.

The EOC building interior and exterior walls have been erected. The roof deck is on and concrete will be poured next week. Sundt has completed a lot of the framing on the interior of the building (MDF and dispatch office area) along with electrical.

Staff had not projected to spend all of the contingency funds for the facility, in fact, those funds were expected to be moved to support the radio project. But due to the roof collapse, those funds have now been budgeted for the roof repairs. Costs will increase, but unsure at what rate.

Sundt has the same structural specifications as they had before. Staff will ensure a structurally sound, safe facility. PCWIN Staff will not move into the building, until they are convinced that those involved have done everything to make the building safe. Secondly, there are perception issues about the safety of the building for future tenants and contractors who currently work under that roof.

**V. TOPSC Project Status Report**  
**Captain David Azuelo, Tucson Police Department**

The City of Tucson is in the final stages of finishing the TOPSC design documents, and has hired DL Withers as their construction company. Daily meetings occur between the construction company and the City's architecture firm. The City of Tucson is working with DL Withers to develop a guaranteed maximum price and secure funding for the construction requirements beyond the PCWIN funding.

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

**Voice Radio**

The Motorola site equipment has been ordered for the project. Staging and testing will commence in April 2012 at the Motorola headquarters, in Schaumburg, IL, and be complete by July. PCWIN Staff will travel to Schaumburg, with two (2) AECOM representatives for factory staging.

Staff is keeping the MDF and technology cabinets consistent, so they match. Staff will ship a number of cabinets to Motorola's headquarters so all of the equipment at the master site (PECOC) will get installed in the cabinets at one time.

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

**Microwave & Network**

All change order equipment was received in January 2012. Logicalis (NIC) has completed their staging and testing of their local equipment. Staff awaits documentation to accept the staging and test where they will pay that specific milestone. Microwave equipment will be ordered to the field after payment.

Network equipment is being staged with the microwave equipment since they connect and work together. Equipment will go out to the sites for installation, once they are staged.

**VIII. Site Construction Update**  
**Mr. Tony Casella, Pima County Information Technology**

**Site Construction - Tumamoc**

Demolition of the Verizon building is complete. Archeologists will examine the area under the demolished building for artifacts before the PCWIN tower is constructed.

**Sites**

Four (4) sites will soon be closed out: Keystone, Oro Valley Police Department, Rincon Valley Fire District, and Tucson Fire Station 17. Four (4) sites are under construction: Swan Road, Public Safety Training Academy, TOPSC, and EPNG/Haystack. There are seven (7) sites that are in permitting and waiting to begin construction: Tucson Fire Station 12, PECOC (tower only), Pascua Pueblo Fire, Pima Community College DPS, Beacon Hill, Colorado Peak, and Mildred Peak.

There are two (2) sites out to bid: Ajo/PCSD and Tumamoc Hill. There are four (4) sites that await bidding: Confidence Peak, Mt. Bigelow, University of Arizona Police Department, and Pima County Jail.

### **Important Dates**

Microwave and network cold installs (installation in the field) commence in March 2012. Voice Radio cold installs (mounting equipment) will begin in August 2012. The PECOC MDF room will be ready by May 2012. Once the technology room is ready, it allows Motorola to place their main equipment and begin testing the cold installs.

All site development must be complete by October 2012 to keep the schedule on track. Microwave cutover (completed testing and a 30-day performance period) is expected in March 2013. Voice Radio cutover is expected in December 2013.

Staff is doing all they can to tighten the schedule, but that depends upon site availability and the execution of site agreements.

## **IX. Site Acquisition**

### **Dr. John Moffatt, Strategic Planning Office**

#### **Confidence Peak**

TEP had not done their due diligence while assisting the County, so Staff had to restructure their needs. It was determined that the tower on the site would not hold the antennas and microwave equipment necessary for the project. The County is seeking alternatives, possibly rerouting the microwave. The site is acquired, but major changes to the scope will require the County to revisit BLM and TEP for approval, which is not desired.

#### **Beacon Hill**

The County had a contract with the site owner, but it was determined that the owner, Mr. Welter, was not authorized to lease his own land, as he gave it up to Verizon and American Tower. The rental rates came in extremely high from American Tower, compared to what Mr. Welter would charge the County. Tony Casella contacted Crown Castle, whose site is located down the hill, and inquired about using that site for the project.

Staff has filled out the application and awaits processing. Dr. Moffatt's main objective is to keep the cost per radio per month as low as possible.

#### **Mt. Bigelow**

Staff had approached KGUN with the idea of using their tower, but found that their rates were also high. Staff will meet with KVOA and KOLD to discuss the technical aspects and cost feasibility for those sites.

## **Tumamoc**

Staff has completed the environmental assessment, and the last step was to create an MOA to be signed off by numerous entities, including the Southern Arizona Tribes, and the University of Arizona. All entities have signed the MOA, and the document is now in the hands of the FCC for final approval. Staff received the waiver to demolish the Verizon building, but further construction and archeological reclamation cannot occur until the FCC signs off. The FCC told the County that a signature would take roughly two (2) weeks, but it's now been four (4) weeks. The County and Motorola have a call into the FCC for an update.

The County had also submitted their frequency information for Tumamoc, which was suggested by the FCC, and would take two (2) weeks to review. It's been over three (3) weeks and no response from the FCC. Tumamoc progress has halted due to these issues, but Staff will discuss their concerns with the FCC to move the project forward.

## **Nation Sites**

There's a meeting scheduled with Mr. Huckelberry, Supervisors Sharon Bronson and Ramon Valadez, and the Nation's Chairman on February 28<sup>th</sup> to discuss project information and concerns. Dr. Moffatt was advised that Kitt Peak has now taken exception to the Ajo 1 towers, which are 80 miles away in the Growler Mountains. He has included that documentation in the package to the Nation's Chairman.

Kitt Peak objects to any radio frequencies between 600 MHz and 2 GHz, as they conduct research in those bands. Staff was successful in taking exception to the radio astronomers who felt that the project would interfere with Observatory. But the astronomers ultimately agreed that our project would not be an interference problem. Unfortunately, the optical astronomers complained, as well, citing that the project would affect their equipment. The County asked the optical astronomers to identify what equipment would be affected, but no cooperation was given.

The Nation can agree to use Kitt Peak, but until the National Science Foundation and the Kitt Peak National Observatory agree, the Nation's sites cannot be utilized.

Staff will report back to the Committee at the March meeting.

## **X. Coverage Guarantee Changes – Beacon Hill Mr. Tony Casella, Pima County Information Technology**

Mr. Casella refers the Committee to two (2) composite maps, showing Sector 3 Portable Inbound and Portable Outbound Radio Coverage.

When the County was working with Mr. Welter/American Tower, the site location allowed for 95% radio coverage. Staff is now looking at the Crown Castle site, south of the previous location. Motorola and NIC worked with the County to identify what heights were needed to give the necessary microwave paths and allow for the best radio coverage.

When the County looked at the Crown Castle site in 2010, Staff wanted on the site as the site development costs were lower, but the tower was more loaded and the County couldn't fit their equipment on the site. Facing the current issues with American Tower, Mr. Casella approached Crown Castle, and found that space on the tower was now available, at the height needed. With the changes proposed, the coverage guarantee drops from 95% to 94.5%.

Staff has exhausted all options on Beacon Hill. Moving to Crown Castle offers an existing building and tower. The County would purchase a new generator and Crown Castle will do slight modifications to the building as part of the lease negotiations. The County has secured lease rates at Crown Castle that are comparable to the lease rates quoted by Welter.

Captain Wilson clarifies that these maps depict what the coverage would be for light in-building coverage, not for portable on-street or mobile coverage.

Staff is looking for approval of the reduction of the coverage guarantee in Sector 3 to 94.5% based on site relocation to Crown Castle on Beacon Hill. Mr. Casella agrees.

### **Motion**

Mr. Hein motions to accept Staff's recommendations with the condition that the coverage guarantee loss only affects Sector 3. Chief Piechura seconds the motion. Motion unanimously carries.

*Materials provided: Two (2) composite maps of Sector 3 Portable Outbound Coverage and Inbound Coverage on Beacon Hill.*

## **XI. CommShop 360**

### **Mr. Aaron Shepherd, Pima County Information Technology**

Pima County is interested in a software system which will specifically run a radio shop. Current needs for Pima County are run manually, via spreadsheets and access databases, which offered no tracking, no billing methodology, and no history of repairs. Since there was no software package Pima County Wireless could use to maintain the PCWIN system, Mr. Shepherd sought out several companies for service management.

#### ***Proposed Asset & Service Management Software for PCWIN***

- PCWIN Needs
  - Asset and Inventory Management
  - Work Orders
  - Billing
- Asset Management Software Evaluated
  - Numara Footprints
  - Infor EAM
  - CommSHOP

- Why CommSHOP is the best fit
  - 360° Lifecycle Management
  - Sample Asset Record
  - Sample Work Order Record
- CommSHOP 360 Modules
- Letter of Reference
- Summary
- Questions

System cost with installation is \$238,000.

## **Discussion**

Mr. Hein inquires who will provide this service in future and since the system allows for 20 concurrent users, what users would be authorized.

Mr. Shepherd explains that 20 people can use the software and make changes at one time, and the software can be installed on as many computers as needed. Mr. Casella envisions the users as being technicians and remote agencies. Captain Wilson clarifies that the software will be purchased under Pima County, out of the PCWIN bond, but other agencies will have remote access.

In the CIP cost estimates, Captain Wilson budgeted this system, and under the O&M costs, he included annual support costs, as well.

When the radios are purchased from Motorola, CommSHOP is already in their system, so data will be transferred from Motorola to Pima County.

Chief Piechura inquires about the value of the asset that is being tracked. Total initial subscriber investment is approximately \$18.5M.

Mr. Casella explains that purchasing the equipment must be timely. The current schedule indicates that Staff will be staging equipment at the sites in March 2012. The shop and technicians who currently have to support their own systems would be needed in the field when Staff begins to deploy the new system so they can get hands-on training from the vendors. Staff doesn't want to install the software package during system cutover, as technicians will be busy already. During the 8-month window of microwave and network installation, the radio technicians won't be in the field until Motorola begins their process. Within that 8-month window, the County would like to get the system installed on a current system; configure the system, conduct training, and receive Motorola equipment.

Once the equipment is staged at the sites, and the mobiles and portables get deployed, it frees up the technicians to concentrate on the radio deployment in time for a smooth cut-over where everyone is trained on the system.

## **Motion**

Chief Piechura motions to authorize Pima County IT to purchase the CommSHOP 360 software to use for PCWIN. Commander Larter seconds the motion.

Chief Villaseñor asks how the software will be licensed. Dr. Moffatt states the PCWIN is not a formal organization; therefore, it will be licensed to Pima County. Pima County will make this particular purchase through the PCWIN bond funds. Mr. Casella explains that City of Tucson IT and radio technicians were made a part of the software management discussions.

Assistant Chief Ridings asks if this task (software) was a part of the original scope of the project. Mr. Casella explains that this software (under asset management) was an optional purchase item in Motorola's contract.

CommSHOP is not affiliated or owned by Motorola. They are a private company. The microwave system and equipment can also be managed by this software.

Staff received a motion and a second. No further discussion. Motion unanimously carries.

*Materials provided: Proposed Asset & Service Management Software for PCWIN, presented by Aaron Shepherd, dated January 23, 2012.*

## **XII. DHS Reporting Captain Paul Wilson, Pima County Sheriff's Department**

As reported previously, and a follow up to the FCC requirements for our NEPA and Historic Preservation activities, similar requirements were necessary with the Department of Homeland Security related to PCWIN's grant funding. Staff has to submit a complete and accurate report for two (2) grants; \$1.7M UASI grant, used to purchase infrastructure radio equipment from Motorola (currently staged and stored); and a \$385,000 SHSGP grant, used to purchase microwave equipment.

Staff had submitted a template to a DHS representative for review before the formal documentation was submitted. DHS was pleased with the level of documentation presented and they expected to turn these filings around in a quick timeframe.

Staff has submitted one (1) complete report, and is in the process of preparing five (5) more. This will leave seven (7) more sites to be completed.

### **XIII. Governance**

#### **Dr. John Moffatt, Strategic Planning Office**

Staff was hoping to obtain services from Buford Goff for the Governance model, although the funding source prevented them from moving forward with a sole source contract. Staff has revised the specifications and it's with Procurement for a limited competition bid. We narrowed the scope and need to spend the \$156,000 grant before September 2012.

Staff is still encouraging input from participating agencies. Instead of meeting with each agency, group meetings will take place. Suggestions are always welcome and will be included when speaking with the consultants.

### **XIV. Project Budget Reporting**

#### **Captain Paul Wilson, Pima County Sheriff's Department**

Following the January meeting, Captain Wilson forwarded his budget analysis estimates to the Committee members. He refers the Committee to his handouts and presentation, and gives an update on key estimates to review. These estimates do not outline the capital project expenses, just operations and maintenance.

Captain Wilson included a new category of expenses for Facilities Management costs. The Facilities Management Department has been tasked with taking on some of the support functions at the various communications sites where the County still owns assets, i.e., the buildings, towers, etc. Facilities Management will provide generator maintenance, testing the generators, and building maintenance. They have provided costs to PCWIN for doing those functions and they are now included in our budget projections.

With our site leases, we've identified with the property owners' who's responsible for specific pieces of the building. In some instances, the County still owns buildings and towers, which we (County) are responsible for maintaining. In other instances, the County made improvements and turned those improvements over to the property owners and they are responsible for the maintenance. The estimates show actual expenses to the project that we know we will have in the future.

Chief Villaseñor asks if these costs include the PECOC site. Captain Wilson explains that it does; however, those costs are outlined under the programming costs in the PECOC cost estimates. Chief Villaseñor asks if that would be equitable if everyone were to pay maintenance costs for all sites, not just the County's. Chief Villaseñor asked that the same consideration be given for other locations, i.e., TOPSC.

Dr. Moffatt explains that the PECOC numbers include the MDF room and office space, not the entire area. The rest of the agreements, discussed with Ron Lewis, of the City of Tucson, outlined proportionate costs as to how much impact the County had, so as not to impact the City of Tucson (example: fire stations). Chief Villaseñor clarifies that these costs aren't improper, but it should be equitable, and while TOPSC includes the radio center and a couple of towers, that could be equitable equipment.

Captain Wilson explains that the County has already negotiated a number of contracts with a number of property owners where they are maintaining those facilities. County would have to go back and revisit those contracts, or we would have to consider that the County not charge the costs for maintaining PECOC to the project. Additionally, the County has done site improvements to many of those sites, which were turned over the owners, including the City's sites, i.e., HVAC and fire suppression systems, etc.

Chief Villaseñor explains that he's not concerned with the site improvements, as they are part of the initial costs of the system, he's concerned with ongoing maintenance costs. He will contact the City's facilities maintenance department and ask if this is an issue.

Captain Wilson reviews the PCWIN & PECOC Operating Costs and Assumptions with Committee.

*Materials provided: Budget Estimating Memorandum and O&M Budget Estimates for PCWIN Radio; PCWIN Radio Estimated Allocation Cost and Fees for Service; PECOC Shared O&M Budget Estimates; PECOC Space Program, Annual O&M Lease Costs; dated January 25, 2012.*

**XV. Narrowbanding Waiver Request  
Captain Paul Wilson, Pima County Sheriff's Department**

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.

Captain Wilson intends to have this package out next week.

**XVI. 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, March 22, 2012**  
Pima County Sheriff's Department  
Administration Building, 3<sup>rd</sup> 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. Commander Larter seconds the motion. Motion is unanimously carries.

Meeting adjourns at 10:47 a.m.

Minutes prepared by: Catherine Hanna