

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, June 28, 2012
9:07 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the June 28, 2012 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 Jeff Piechura, Northwest Fire District
Chief Daniel Sharp, Oro Valley Police Department
Chief Doug Chappell, Drexel Heights Fire District
Deputy Chief Sharon Allen, Tucson Police Department (*Alternate*)
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)
Commander Bob Sommerfeld, University of Arizona Police Department (*Alternate*)
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 Anthony Daykin, University of Arizona Police Department
Chief Jim Critchley, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department

Others Present

Tony Aeilts, Tucson Police Department	Carl Drescher, Town of Marana
David Azuelo, Tucson Police Department	Joe Jakoby, City of Tucson
Gary Bynum, Drexel Heights Fire District	Randy Karrer, Golder Ranch Fire District
Lionel Bittner, Pima County IT	Robert Padilla, PC Finance & Risk Mgmt
Todd Cupell, Corona de Tucson Fire District	

II. Pledge of Allegiance

Committee stands and recites the Pledge of Allegiance.

III. Approval of Minutes Captain Paul Wilson, PCWIN Sponsor

Captain Wilson proposes approval of the minutes for the April 26, 2012, and the May 24, 2012, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Deputy Chief Allen seconds the motion. Motion unanimously carries.

Materials provided: EMC summaries dated April 26, 2012, and May 24, 2012.

IV. PECOC Project Status Report Captain Wilson, PCWIN Sponsor

Regional Dispatch (RD) – PECOC

- Data cabling continues to be installed in the MDF racks
- Inner-duct is being pulled to the west communications vault
- UPS equipment is being trimmed
- Accent paint is being applied in the Ops area
- Ceiling grid in the Supervisors area is being installed
- Installation of the ceiling panels has started in Area A
- Tile is being installed in the Men's and Women's locker area
- Mechanical, plumbing, and electrical work, as well as, fire sprinkler work continues
- Raised access flooring system has begun in the EOC
- Installation of tile grout has started in Area C
- Installation of metal paneling continues in the exterior of the building
- Roof cap sheets have been installed and the parapet flashing installation has begun
- Sidewalks and curbs are being formed and poured and irrigation lines are being installed in the parking lot
- Grading for curbs at the west public parking lot has started
- West security gate foundation has been placed
- Parking shade columns are being installed
- Security fencing poles are being installed
- Brick pavers are being installed in the northwest courtyard
- Ice bridge supports from the tower to the building are being re-evaluated to remove posts from the east sidewalk
- Commissioning of critical systems continues
- Commissioning schedule has been prepared and the Agent and contractor are currently coordinating activities
- Weekly site commissioning meetings are being held Thursdays at 10:00 am
- 376 RFIs

- CORs: 147 total; 121 have been approved thus far; 8 change orders totaling \$769,890.00
- Grounding revision adds approximately \$66,000 (Sabino Electric) to this figure, totaling \$835,890.00 (5.73% of the Original Contract Sum)
- Progress Billings: through the end of May is \$12,726,698.67, representing 83.7% of completion
- Substantial Completion date is August 27, 2012
- MDF (main data room) ready date is projected to be July 30, 2012, which is tied into the completion of many commissioning activities and the date will be confirmed this week at the commissioning meeting
- OEM is expected to occupy the building by October 2012

AV Activities/Console Furniture Activities

- Systems furniture, console furniture and the AV package are all advancing forward with coordination taking place daily
- Console furniture installation is still on target to begin July 16
- System furniture has been pushed back two (2) weeks to begin July 30th due to delays in construction in this area
- AV vendor has finished setting supports for the projectors and is targeting the week of July 9th to start and complete pulling wire
- AV submittals have been approved by the Sextant Group
- Level 3 and Sextant Group are working very close together and know expectations
- Sextant will ensure AV equipment is installed correctly
- AV equipment installation will not take place until after substantial completion
- Commissioning Concepts takes the sub-contractors and the engineer's efforts, coordinates it altogether and run systems checks throughout all of the various systems, ensuring that all systems are performing and functioning the way it should be
- Commissioning cannot begin until the sub-contractors work is done

9-1-1 Customer Premise Equipment

- Staff has finished drafting their Procurement document (RFP) and is being circulated within the Sheriff's Department and Drexel Heights FD for comment
- Next to review is the COT; meeting with the City, County, and Drexel will follow to make sure all information was captured

Photographs from PowerPoint

- Public Entrance/Lobby
- EOC/OEM
- Dispatch
- Office/Training Spaces
- Break Room
- MDF
- Parking Lot/Security Fencing

Materials provided: PCWIN PECOC Status Report, prepared by Captain Wilson.

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

The City has received their 50% completion set of construction documents. During the designing phase, the City discovered that the run between the old and new communications center (police area) was too long and have asked Motorola that they return and re-evaluate the equipment room for grounding requirements. This will not impact the back hall equipment installation by PCWIN, but does impact the City's design construction of the renovation.

The three phase move consisted of moving the existing police and fire consoles into a new area, which used to be the Communications Maintenance Shop. To do this, the City would have to deconstruct, then reconstruct each legacy console. Once the remodeling has been done in the original location, the equipment would then be moved back, causing the City to deconstruct and reconstruct the legacy consoles again. When reviewing the timeframes and the difficulty of deconstructing and reconstructing console equipment, it increases the potential for communications failure.

The two phased approach would allow the City to build out the existing communications maintenance area which would become the police dispatch area, install the old legacy equipment from fire, and install the new Motorola equipment with the new consoles (police/fire/PSAP). The City recognized that they would have to absorb the cost to bring Motorola out, again. Motorola suggests one move, but the City's vision requires two (2) moves. Although bringing Motorola out twice, the City will save significant costs in not having to deconstruct and reconstruct the console equipment twice.

Captain Wilson agrees with the reasoning of what the City desires, although facility readiness becomes key for the project to install the back room equipment for the radio infrastructure, the transformer, and the dispatch consoles. The City will assess the impacts of the radio equipment implementation. The microwave room development is nearing completion, although electrical upgrades are anticipated.

There is a meeting the week of July 9th with Motorola (John Bowers) and City IT to determine how the change could impact the PCWIN project. This change would coincide with the move to 800 MHz going live with PCWIN, but additional impacts will be assessed.

The City has installed the generator at the TOPSC. There is a deadline of August 31st to go live. Maintenance will be done on the generator, but nothing will be functional until the renovations are complete.

Materials provided: City of Tucson Memorandum reference TOPSC Communications Center Remodel, to Captain David Azuelo, from Assistant Chief Joe Gulotta, Tucson Fire Department, dated June 25, 2012; City of Tucson Letter to Mr. Chuck Huckelberry, Pima County Administrator, from Mr. Richard Miranda, Tucson City Manager, dated June 25, 2012, reference PCWIN Discussions.

VI. Radio System, Microwave and Site Development Project Updates Mr. Lionel Bittner, Pima County Information Technology

Mr. Bittner refers the Committee to a handout provided by Anthony Casella (PC IT). Staff is waiting for a final agreement for Mt. Bigelow. Tumamoc, Beacon, and Arivaca await agreements, as well, although Beacon's agreement is getting ready to finalize with Crown Castle.

Sites Closing Out

- Haystack
- Pascua
- PCCPD

Sites in Active Construction

- TOPSC – Transformer Design Review complete
 - Location identified by COT staff
 - Patriot is working on a revised quote for transformer work
 - COT/County will need to amend the SSA to extend the license to the room where the transformer will be located
 - Include the CCEQ and IDF room as racks of equipment will be added and weren't contemplated in the original SSA
 - This can be done at no additional cost
- TFD17
 - Change order for generator has been signed
- PSTA
 - Change order for generator has been signed
- SWAN
 - Change order for generator
 - COT approved easement for TEP – 06/25/12
 - Awaiting TEP approval for Small & Unusual Load Distribution Facilities Agreement
- PECOC Phase II
 - Awaiting Sundt's readiness
- Mildred
 - Set to complete 07/18/12
- Colorado
 - Set to complete 07/27/12
- Tumamoc
 - STA submitted 06/20/12
 - Awaiting the 35-day FCC process
 - Meeting with PCWIN and KUAT staff to discuss outstanding items 06/28/12
- Jail
 - Pima County Facilities Management will do the work mentioned in the SOW

Sites in Queue

- TFD12
 - STA submitted 06/20/12
 - Awaiting the 35-day FCC process
- Beacon
 - Crown Castle approved the designs
 - Finalizing license agreement details
- Ajo/PCSD
 - Received a quote from International for grounding – awaiting funding information
- Confidence
 - PCWIN extended the due date to June 26th due to TEP concerns
- Bigelow
 - Final changes for SOW to be completed by 06/27/12 – agreement to follow
- UAPD
 - UAPD did not initially have funding for their project, but the University has awarded the police department with the necessary funding to complete that construction
 - Pre-construction meeting is scheduled for July 10th
 - Architects have completed planning and a construction company has been hired
 - Site will be complete by November 2012, as requested by PCWIN

Voice Radio

- Motorola Factory Acceptance Testing June 25-29
 - Mike Sacco
 - Rick Brown
 - Greg McNeal
 - AECOM Rep
- PCWIN fixed equipment will start arriving mid-July (equipment will be asset tagged prior to delivery at site(s))
- Motorola to start ‘cold’ installs end of July; site readiness is on-going
- PCWIN subscriber equipment client kit ready for review
 - Motorola Expo scheduled for August 1, 2012

Photographs from PowerPoint

- Motorola Factory Acceptance

Materials provided: PCWIN Project Manager's Team Summary Updates for Site Development/Microwave/Voice Radio, by Anthony Casella, dated June 25, 2012; PCWIN Motorola Factory Acceptance powerpoint presentation, by Captain Paul Wilson.

VII. Project Budget Reporting Captain Paul Wilson, PCWIN Sponsor

Captain Wilson refers the Committee to the budget reports. The Golder Ranch Fire District reimbursement has been received. PCWIN shared some expenses with the fire district for improving the air conditioning in their equipment room. The City of Tucson will reimburse the County for upgrades to their air conditioning and fire suppression components in the equipment room at TOPSC. AT&T will reimburse the County for site improvements at Rincon Valley Fire District. Verizon's reimbursement is for demolition services on Tumamoc. Another City of Tucson reimbursement was done for generator work on PSTA, FS12 & FS17. The City and the County are sharing the costs, based on the electric load between the two parties.

For the totality of the programs, there is an unfunded amount of \$2,954,787.46. Some of this amount will evaporate a bit, unless unforeseen site development costs arise.

SCOMMS Project

The FY 11/12 adopted budget totals \$7,876,569, and the expected cost for the FY is anticipated at \$12,615,889. There is under-spending anticipated in other projects to assist in this deficit, bringing the overall overspending amount to \$2.5M. Mr. Reid Spaulding, from Pima County Facilities Management has generously transferred funding, not being used from other projects, to the PCWIN project. This will not change participant agencies cost or budget to the project.

SCOMOC Project

The construction bids came in less than what was estimated. There have been a number of change orders which took some contingencies, but there was a healthy contingency fund to start with. There remains a contingency in the technology funds.

Captain Wilson is hopeful for approximately \$2M left in contingency when the construction closes out, which will be transferred to the radio project to make up for a portion of the unfunded amount.

Materials provided: Sheriff's Department Bond Projects Funding Sources, SCOMMS (Regional Radio Project) Detail Budget Projections FY 11/12 through FY 13/14, SCOMOC CIP Project (Dispatch Center) Detail Budget Projections, FY 11/12 through FY 13/14, and PCWIN Membership & Participant Categories, Committee Composition, Voting Rights and Fees Matrix, from Captain Paul Wilson, dated June 27, 2012.

VIII. Subscriber Purchase Planning

Captain Paul Wilson, PCWIN Sponsor

As we make decisions on subscriber purchases, Captain Wilson asks the Committee to keep the unfunded amount in mind. Staff will have to consider keeping some value of the budget in reserve for unforeseen expenses that will allow us to construct the project, while still placing a substantial subscriber order, although smaller than anticipated.

Site development and infrastructure for Kitt Peak and Jewek Mountain, including their dispatch centers on hold as a Phase II of the project. It's still unknown if we will get the authorization to build on those sites. As we make the subscriber purchase, Captain Wilson recommends we keep the funding designated for that phase in reserve so it's available should the Nation produce that authorization. Towards the end of the project, the Committee may have to consider other options on using those funds, should the Nation not give that permission. Lt. Hangartner has no updates for the Committee.

Chief Chappell inquires whether the project can separate the San Xavier District for fire response so the fire engine next to the Mission can be part of the radio system. That engine is important to the eastern side of the Nation. Captain Wilson states that under Governance, Drexel Heights may be able to sponsor the Nation as a user, and PCWIN would make sure they had the equipment to operate on the system.

Lt. Hangartner plans on giving an update on the Nation at the July 26th EMC meeting.

Planning Process for Subscriber Purchases

Going back to executing Motorola's contract, we received pricing for public safety grade radio equipment, both low-mid and high-tier, specifying certain functionality for each. Pricing was also included for accessories, and dash-mounted radios, etc. Additionally, there was costing for encryption. Staff made decisions of what was to be purchased, and established a budget based on the total number of subscribers (reported by entities), also taking into account that a portable radio was inclusive of items such as space batteries, chargers, lapel mics, and belt clips (client kit). The budget included AES encryption to 450 radios, largely for the law enforcement task forces. An extra cost was included for the fire users to ensure that the models assigned to them were intrinsically safe. Pricing was included, separately, for the public works departments.

There may be changes to each entity as to the number of subscribers needed. Significant increases in subscriber unit purchases may become problematic, as our budget can't accommodate.

Staff is trying to meet a September 4, 2012 date to order subscriber equipment. Motorola offered steep discounts for the initial purchase of equipment. Motorola has maintained that the discount is good for the first order, only. As Staff discusses delaying some subscriber purchases, it might mean that the subscribers purchased later will be a higher price.

PCWIN Staff is working to approve a recommendation for the base equipment offering. PCWIN Staff wants to bring the EMC a cost for mobile and portable radios based on previous discussions, defining options to agencies at their expense.

Motorola is planning an all-day expo in August, where agencies can discuss the overall radio system design, status, and timing. Attendees will receive information on the approved client kit (base offer) and see the end user equipment to test and demonstrate. There is an agenda which will be sent out to agency invitees.

The next step would be to survey the agencies to determine type and quantities of equipment to be purchased on their behalf and determine the costs they will have to budget for that order. If we are to meet the September order date, the EMC would have to approve a client kit by next month, so Motorola can prepare for an August Expo. Between August and September, Staff would have to resurvey and establish the necessary equipment needed. This timeframe is very narrow.

Input/Discussion

Chief Sharp recommends moving the order back and asks if doing so will affect the pricing. Captain Wilson states that the date deadline was set in the baseline schedule following the detail design review and is part of the contract, but it's unknown if Motorola would be amenable to pushing the date back.

Chief Chappell agrees with Chief Sharp.

Once the information is gathered, we are able to determine what the capital project costs are and the ability of our budget to support or not support that, but the next issue is collecting the payment from the agencies. The County is not in the position to front the costs for the options. Agencies may not have budgeted for these costs, as it has not been discussed in previous meetings.

Captain Wilson reviews the subscriber radio models with the Committee.

The Committee gives direction for Staff to go back to Motorola to discuss substitution of the APX 6000XE portable radio for the fire users and a delay of the subscriber order date. Committee members strongly believe that the XE model is what matches the RFP specifications and that Motorola should provide. A TFD representative will be available to assist in these discussions if needed. Captain Wilson will prepare a letter to Motorola and establish meetings for discussion.

Materials provided: PCWIN Subscriber Purchase Planning powerpoint, by Captain Paul Wilson.

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

This item was brought back from the May EMC meeting.

Captain Wilson states that he has conflicts when conducting activities for the project and Chairing the EMC. There is a perception that the project is County-driven, and Staff proposes the suggestion that another agency appointed member become Chair and Vice Chair of the EMC.

At the May EMC meeting, the Committee directed Staff to inquire whether or not it was necessary for Staff to amend the Bond Ordinance before this action could be taken. Mr. Huckelberry supported Staff's proposal and determined that this is not a reason to amend the Bond Ordinance. Staff can postpone changes until the next Bond Advisory Committee (September 2012). Mr. Huckelberry forwarded a letter to Sheriff Dupnik, authorizing the EMC to select their Chair and Vice Chair, outside of any changes to the Bond Ordinance.

Discussion

Captain Wilson recommends that whoever is appointed should be an appointed member of the EMC. Additionally, the selected person(s) should have regular attendance at the meetings.

Chief Sharp expresses his appreciation to Captain Wilson, and is amenable to giving him some relief and making the changes. Chief Chappell agrees, but recommends that the Chair and Vice Chair be a primary representative, as another voting member of the same agency could set up a conflict of interest when voting.

Commander Sommerfeld agrees that Captain Wilson needs relief, but acknowledges he is important for the project.

Mr. Hein would like to see the primaries of some other agencies have their voice in the meetings as Chair or Vice Chair. Captain Wilson takes direction, but there are several instances where he's making decisions on significant issues that the EMC has responsibility for.

Assistant Chief Ridings recommends a City police representative be a primary on the EMC. Deputy Chief Allen explains that it is not the desire of Chief Villaseñor to Chair this Committee.

Motion

Chief Chappell motions that the recommendation and selection of a Chair and Vice Chair occur at the July 26th EMC meeting. Deputy Chief Allen seconds the motion. Motion unanimously carries.

X. Governance Presentation
Chief Doug Chappell, Drexel Heights Fire District

Beginning on May 24th, there have been several meetings of the governance working group and separate meetings between the City of Tucson and County representatives. The Committee will receive an update on the major topics of discussion and consensus recommendations made by the working group. A third revision of the governance documents will be distributed to the members for review and comments back to Bufford Goff.

Final draft IGA and Governance documents are scheduled to be completed by the end of the month, but we do not anticipate resolution on all major topics by the schedule deadline. Work on a revision to the PCWIN Business Plan will begin immediately thereafter.

PCWIN Governance Development PowerPoint

- May 25 – Introductory Meetings with Agency Representatives
- 5-day working group sessions
- Finance meeting between City/County
- Technical working group sessions
- Meeting with Phoenix RWC representatives
- Meeting with Legal
- High level meetings with City/County
- Began with Phoenix RWC template documents
- BGA incorporated agreed changes into a revised document for review
- Discussions continue on undecided items
- Rev 3 distributed (handout)
- EMC encouraged review and submit comments to working group members
- Working group preparing recommendations for EMC
- BGA is back in town July 10-11

Governance Recommendations

- Structure
- Board of Director Meetings
- Assets
- Process for Admitting New Members
- Administrative Managing Member
- EMC vs. BOD Roles and Responsibilities

Issues Under Development

- Services
- Financial Management
- Record Keeping
- Managing Impacts from Member Withdrawal

Chief Chappell encourages the Committee to review and comment on the drafts presented to them today. Comments can be forwarded to any of the working group members or Captain Wilson. Bufford Goff will provide services until the end of August 2012.

Captain Wilson encourages the Committee to take the drafts back to their agencies and share them with their legal representatives for additional comment. A final IGA has to be approved by everyone and it's important that everyone come to a consensus.

Materials provided: PCWIN Governance Development powerpoint, by Captain Paul Wilson; DRAFT IGA O&M for the Regional Wireless Cooperative Network, dated June 28, 2012, by Bufford Goff & Associates; DRAFT Exhibit A for the PCWIN Governance, dated June 28, 2012, by Bufford Goff & Associates.

**XI. Narrowbanding Update
Catherine Hanna, Pima County Sheriff's Department**

County's waiver was up for a 30-day Public Comment in May and the deadline was June 1st. No comments were noted for Pima County, and the FCC will now proceed to evaluate our waiver. A total of 35 waivers were submitted, 11 have concluded with public comment and 2 have been approved. Future updates will be provided to the Committee as they occur.

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

Captain Wilson refers to the Committee for New Business. Lt. Hangartner will provide an update on the Nation's status for site authorization.

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, July 26, 2012, 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. Chief Sharp moves to adjourn the meeting. Lieutenant Hangartner seconds the motion. Motion is unanimously carries.

Meeting adjourns at 11:05 a.m.

Minutes prepared by: Catherine Hanna