

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, July 26, 2012
9:05 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the July 26, 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
Chief Roberto Villaseñor, Tucson Police Department
Chief Anthony Daykin, University of Arizona Police Department
Deputy Chief Patrick Quinn, Tucson Fire 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 Joseph Delgado, Tohono O'odham Police Department

Others Present

Tony Aeilts, Tucson Police Department	Carl Drescher, Town of Marana
Sharon Allen, Tucson Police Department	Carrie Hemmen, Motorola
David Azuelo, Tucson Police Department	Joe Jakoby, City of Tucson
Stella Bay, Pima Comm College DPS	Robert Padilla, PC Finance & Risk Mgmt
John Bowers, Motorola	Mike Sacco, PCWIN
Frank Brady, RACES	Bob Sommerfeld, U of A Police Department
Rick Brown, Pima County ITD	Angela Spencer, Tucson Police Department
Mike Corbett, Bufford Goff & Associates	Larry Stevens, Oro Valley Police Department
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 June 28, 2012, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Chief Sharp seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated June 28, 2012.

IV. Committee Appointment Captain Paul Wilson, PCWIN Sponsor

Drexel Heights Fire District asks the Committee to consider Division Chief Dane Crouse for second alternate to the Executive Management Committee, replacing retired Division Chief Gary Bynum.

Deputy Chief Quinn makes a motion to approve Division Crouse as second alternate to Drexel Heights Fire District on the EMC. Chief Villaseñor seconds the motion. Motion unanimously approves.

Materials provided: Drexel Heights Fire District letter to Sheriff Clarence W. Dupnik reference PCWIN – Executive Management Committee Nomination, dated July 2, 2012.

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

Regional Dispatch (RD) – PECOC

- MDF ready date is July 31st
 - Four (4) conditions were noted as critical:
 - Reliable cooling
 - Reliable power with UPS back up
 - Professionally cleaned room
 - Secure Room (via keyed locks)
- Data cabling installation continues
- Ceiling tile has been substantially installed in the MDF room and the APC cabinet chimneys have been set against the ceiling grid and tile
- UPS equipment is being trimmed
- Tile work in the Men's and Women's locker area has begun
- Interior painting continues in various areas
- Raised access flooring system penetrations have been completed and data cabling continues to be pulled in the EOC area
- Exterior sidewalks and curbs are substantially completed
- Weekly site Commissioning meetings are being held Thursdays
- The three (3) generators are experiencing overheating conditions at 100% load
 - Manufacturer (Generac) is aggressively pursuing the problem

- Systems furniture and console furniture both scheduled for installation on July 30th
- A/V equipment installation will not take place until after substantial completion
- Substantial completion date is August 25th
 - Unofficially, the Contractor is advising a completion date of September 4th
- Progress billings through the end of June is \$13,643,202.10
- 88.9% complete
- RFI's are 412
- COR's are 162
 - 135 CORs 1-9 total \$849,554
 - 11 CORs in Change Order #10 (in process), totaling \$31,142
 - 16 CORs have either been rejected or rescinded
 - Placeholder for 28 compensable days of general conditions, totaling \$51,000
 - Placeholder for additional grounding work by Sabino Electric, totaling \$66,000
 - Placeholder for PC deductible associated with the roof collapse, totaling \$100,000
- Total actual and allocated additional costs to date is \$1,097,696 at 7.53% of the original Contract Sum

For a future meeting, Staff will include discussion and Committee feedback regarding the building introduction to the public and possibly media. The EMC will have the opportunity to visit the building soon, and once the building can be occupied, our EMC meetings will take place there.

As it relates to the 9-1-1 and dispatch components of the building, Staff has published the RFP to Century Link. Proposals are due back next week, although Century Link has requested a two-week extension, which will be considered in a meeting following the EMC meeting. This is the only outstanding major technology purchase left to do in order to finish outfitting the building. Once reviewed and evaluated, Staff will bring the details to the Committee for approval.

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

Thomas Price is at 50% construction drawings, this week. City of Tucson executives and architects held their first meeting earlier in the week, where they identified technical solutions needing remediation (grounding issues in the equipment room).

COT is working with the County on the resolution for the transformer/generator issues.

Factory Staging for Motorola equipment occurred in June. The back haul equipment for TOPSC has been delivered to Tucson, and is being staged by the County until installation. COT found a new room for that equipment; therefore, grounding changes will be made to accommodate the new location. This was not part of the original scope of the project.

To mitigate the need to deconstruct and construct the City's legacy equipment, City staff is reviewing options to do construction without legacy equipment failure. County and City staff continue discussions.

The County gave permission to the COT to meet with Motorola, directly, allowing quick resolution to technical issue as they arise.

The COT will push out their construction schedule to coincide with the 800 MHz radio system "go-live" date, which will minimize potential issues with the City's legacy equipment.

VII. EMC Chair & Vice-Chair Selection Captain Paul Wilson, PCWIN Sponsor

Pima County Ordinance 2004-18 specifies that the Sheriff serves as Chair of the Executive Management Committee. Captain Wilson has served in that capacity as the second alternate representative of the Sheriff's Department, in addition to serving in a Staff capacity and has recently been appointed to serve as the Project Sponsor. The responsibilities of these positions sometimes conflict, and it is recommended that the Committee choose its own Chair and Vice-Chair from among the primary members appointed by the Board of Supervisors.

Motion

Chief Piechura makes a motion to nominate Chief Daniel Sharp, from the Oro Valley Police Department, as Chairman of the EMC, and Chief Doug Chappell, from the Drexel Heights Fire District, as the Vice-Chairman of the EMC. Mr. Hein seconds the motion.

Discussion

Chief Sharp and Chief Chappell both accept their nominations with no further discussion. Motion unanimously carries.

VIII. Governance Update Mr. Mike Corbett, Bufford Goff & Associates

A fifth revision of the governance documents was distributed to the members for review and comment. Final draft IGA and Governance documents are pending. Work on a revision to the PCWIN Business Plan has begun. Bufford Goff provides the Committee with a brief presentation as to the status of their progress.

PCWIN – Governance Project

- Develop IGA
- Develop Governance Document
- Revise the PCWIN Business Plan

Timeline

- May 8, 2012 – Contract Signed
- May 21, 2012 – Document Review Complete

- May 24, 2012 – Project Kick-Off with EMC
- June 1, 2012 – Working Group Established
- June 8, 2012 – Introductory Meetings
- June 30, 2012 – Governance Document
- June 30, 2012 – IGA Complete
- July 31, 2012 – Business Plan Complete
- August 31, 2012 – Project Complete

Project Status - IGA

- Revision 5
- Termination/Withdrawal
- Insurance

Project Status – Governance Document

- Revision 6
- Asset Obligation
- Funds & Annual Fees

Project Status – Business Plan

- Revision 1
- Operations Details
- Participation Focus
- Budget Worksheet
- Timeline

Cooperative Organization and Operational Associations

Future Actions

- Complete & Execute IGA
- Adopt the Business Plan
- Establish Board & Committees
- Engage Executive Director
- Transition Members

Bufford Goff & Associates will be delivering the next revision of the IGA and Governance Document exhibit by Friday, July 27th. Working Group members will have a week and a half to review the documents, as the next Group meeting is August 8th. Workgroup participation has been quite successful; engagement has been productive.

Materials provided: PCWIN Governance Project Status Report, presented by Bufford Goff & Associates, July 26, 2012.

IX. 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. Beacon's agreement with Crown Castle will be finalized soon.

PECOC

- Network installation to begin on September 1st
 - 2-3 weeks to complete installation
- Phone systems, A/V environment, computers, etc, will follow
- OEM set to move in at the end of October
- 9-1-1 and Dispatch environments to be stood up following OEM move in

Site Development – Near Completion

- Colorado, Mildred, Jail under construction and to be completed in the next couple of weeks

Site Development – Site Agreements

- Bigelow on BOS agenda for August 7th
- Beacon targeted for BOS August 20th meeting
- Tumamoc – working with U of A and KUAT to amend the SOW
 - Planning PCWIN schedule to assume a September BOS meeting agreement approval
 - Environmental Assessment on hold until the FCC STA's are approved

Site Development – Sites in Progress

- Confidence Peak's construction bid to be awarded week of July 30th
- Ajo/PCSD is in planning
- Arivaca – Waiting for GovNet to build, but the site has been placed under a Federal audit

Site Development – City of Tucson Sites

- Swan – TEP power targeted for completion by August 6th (weather permitting)
 - Once electricity is available, we can progress with radio installation per COT FCC licensing concerns
 - This requires an amended SSA for the generator
- TFD17, TFD12, PSTA require amended SSA for generator
- TOPSC – working with the City to plan out PCWIN site component ready dates so the radio system start up is not impacted by the TOPSC construction

Microwave

- PSTA, Haystack, and Pascua have been completed since the last report
- Waiting for further sites to become available before remaining microwave installations

Radio System

- Available site audits completed by Motorola
- Cold Install Schedule to be implemented in next week to progress Fixed Radio Equipment installs

Materials provided: PCWIN Radio System / Network Update – Mr. Lionel Bittner, Information Technology, dated July 27, 2012

X. Subscriber Purchase Planning Update Captain Paul Wilson, PCWIN Sponsor

Staff was directed to send a letter to Motorola regarding substitution of portable radio models and order delays. The Committee believed that Motorola was obligated to provide the most rugged of their portable radios, the APX6000XE and that the timeline to gather information from the individual agencies for an order in early September was very narrow.

Motorola rejected the request to substitute the APX6000XE portable radio for fire users. They also reported that delaying the subscriber order to October 31, 2012 (approximately 7 weeks) would result in a 4-5 month project delay and that Motorola would seek additional compensation for the added time. County disagrees with Motorola's response, and further discussions are needed to determine how and why the order date was accelerated. We have determined the contracted order date is in December.

Captain Wilson cannot say that the XE model will be part of the base offer, which is one of the objectives directed by the Committee.

Discussion

Expo

Mr. Hein inquires whether it's prudent to have an Expo if Staff doesn't know what equipment is being provided. Discussion about commitment of resources from Motorola confirmed the likelihood that it could not be rescheduled.

Client Kit Recommendations

As part of the base client kit, assuming the XE is not an option, Staff recommends the mid-tier radios. The main difference between the mid and high-tier portable is the full keypad (high), as opposed to the navigation keypad (mid). The only difference between the mid and high tier mobile is the microphone. In the high tier offering, the microphone has full controls for the radio.

Staff recommends the base Client Kit consist of:

- 1) APX6000 Model 2.5 Portables
- 2) APX6500 Model 2.5 Mobiles
- 3) APX4000 Portables for Public Works Departments

The PCWIN budget and Motorola contract was based on a percentage of each tier of radios being purchased, so there will be some cost differences by standardizing on one piece of equipment. Staff recommends the mid-tier model for portable radios.

Staff recommends that the public works users be equipped with the APX4000, which meets the specifications of the RFP. The APX4000 series radios do not have accessories that are interchangeable with the APX6000 series.

Rick Brown, from Pima County ITD, has been working with Motorola in creating the Client Kit. This Kit includes lapel microphones for portable radios and swivel holsters. Tucson Police Department has inquired about concealed earpieces, as well. Captain Wilson suggests that Rick Brown take out the belt clip, swivel holsters, and microphones, and instead add in some options within the same price range. The fire users may not use lapel microphones, like police agencies, so purchasing the proposed Client Kit for fire may include equipment they don't need. Captain Wilson will work with Rick Brown in proposing more options.

APX6000 vs APX6000XE Controversy

The biggest difference between the APX6000 and APX6000XE is the ergonomic design to the radio, itself. The response letter addressed the ergonomic issues, but the advertising materials lend a different perception to the buyer that the radio has greater technical capabilities for operating in an extreme environment. Staff made this argument in their response to Motorola, which was an expectation outlined in the RFP.

Chief Sharp states that the basic radio for fire entities was ruggedized radios and felt the agreement made that clear. In Staff's response letter, Captain Wilson proposed the compromised position, noting that hundreds of radios for police agencies were already purchased through grant dollars, so the remaining radio purchase would be the XE for fire agencies.

The RFP didn't specify equipment designed for "gloved operations;" however, when looking for compliance for the RFP, it's not just the table of the technical requirements that had to be met, there were other general operating capabilities, which was stated in the letter:

"The intent of the specifications is to take advantage of the latest advances in the field of land mobile radio communications, particularly with regard to reliable communications throughout the wide range of temperature, voltage and vibration extremes experienced in public safety mobile and portable radio environments. The equipment specifications are representative of the best, most durable, reliable, rugged, and readily interchangeable contemporary public safety grade equipment available."

In Motorola's proposal, Section 7.2.2 in regards to their APX Next Generation Radios: *"The APX platform of Project 25 Digital radios will provide the County with seamless, high quality communications that withstand in most demanding environments."*

Motorola's APX is IP enabled, offering a full array of sophisticated beepers and progressive technology and is the most rugged, and interoperable portable radio Motorola offers for the public safety market."

Captain Wilson reminds the Committee that Motorola advertises the XE model as being more rugged and durable. Motorola offered a 20% discount off the upgrade price for the XE models. Captain Wilson believes that minimally the system and subscriber discounts offered for our initial purchase should be applied to the equipment, including the XE model, but that the XE model should be offered as the base unit by Motorola at no additional cost.

Mr. Hein's understanding is that the original agreement called for the first order to be in December. Captain Wilson agrees, although the project staff had asked Motorola to accelerate the project as much as possible, resulting in a September timeframe to order equipment.

Mr. Bowers explains the process on how Motorola handles a customer's order, shipment, receiving, and configuring radio equipment.

Once an order is made, assuming all of the subscribers are ordered based on the September timeframe, the order would arrive late January or early February. The equipment will arrive in the Motorola warehouse, where they are programmed, batteries are charged, and the product is tested. Mobiles will have to be installed. Motorola is working on fleet maps, where they will define how the radio works for a given agency.

Programming the radios will take a couple of months. Motorola will then begin their distribution, beginning with mobiles, as it takes time to install the equipment and the process takes time to plan. The process to deliver, disperse, and perform acceptance and coverage testing on the equipment will take approximately 6-8 months.

Captain Wilson explains that according to the most current schedule, the total end date is three (3) weeks out from the baseline schedule, based on a December order date, with project completion at approximately the same time. PCWIN Staff pulled the schedule back to September, giving Motorola additional time to complete their tasks. Captain Wilson inquires whether the September date is necessary, and asks if the December date can be honored. Mr. Bowers was out on vacation, and has not reviewed the most current schedule, so he wasn't able to answer the inquiry. Motorola has made adjustments as it results to cutover and training, based on the County's request to extend the mobile install period.

Based on the EMC's direction to Staff, Motorola was asked to outline the consequences of delaying the subscriber order, and to establish a reasonable date to make that order.

There are approximately 700 subscribers purchased (via grants) and stored at Pima County Wireless. They include the APX6500 mobiles, and the APX6000 portables (all mid-tier).

Mr. Bowers states that Motorola has a response to Captain Wilson's letter regarding the XE request and order delays.

The Committee breaks while Captain Wilson has a brief meeting with Motorola.

APX6000 vs APX6000XE Controversy – Continued
Ms. Carrie Hemmen, Motorola Solutions

Ms. Hemmen explains that the APX and the XE models are exactly the same, from the inside out. The only difference is ergonomics, as the XE is more for the “gloved operations” of fire agencies. This radio is marketed as a fire radio.

Motorola explains that the XE model option had an original discount was 15%. Motorola offered an additional 5% discount, bringing the total discount rate to 20%. Following discussions with management, and the Legal Department, Motorola will offer to extend the same discount as the original contract, which gives a 20% APC discount, 25.4% total system discount for the large purchase, plus an additional 10% for the subscribers.

With these discounts, the XE radio option is down to \$356, per radio.

Ms. Hemmen explains the radio design and the differences between the subscribers which will be featured at the August 1st Expo.

Captain Wilson states that Motorola has not accepted the Committee’s argument, which is that the XE should be honored at no cost, according to specifications of the County’s RFP. They will, instead, offer the XE as an option for alternative consideration and additional cost.

Captain Wilson will stress at the Expo what equipment falls under the base offer for the PCWIN project. Captain Wilson suggests that Staff not discuss the pricing of the equipment, but instead focus on the model differences.

The Committee directs Staff to continue negotiations with Motorola. Catherine Hanna will set up a meeting for further discussions.

Materials provided: PCWIN letter to Mr. John Bowers, Motorola Solutions, reference Pima County Subscriber Order, dated July 6, 2012; PCWIN letter to Ms. Carrie Hemmen, Motorola Solutions, reference Pima County Subscriber Order, dated July 6, 2012; email from Mr. John Bowers to Captain Wilson, dated July 7, 2012; Motorola response letter to Pima County Subscriber Order request, dated July 12, 2012; Non-Discounted Public Safety Subscriber Cost Comparison, prepared by Captain Wilson, dated July 26, 2012.

XI. Motorola Expo
Mr. Lionel Bittner, Pima County Information Technology Department CIO

The Motorola Expo will be held on August 1, 2012. Motorola will have live demonstrations in the exhibit rooms, and presentations will be given throughout the day, including a PCWIN System Overview, and a PCWIN Voice Radio Overview.

Registration continues and all participating agency representatives are strongly encouraged to attend. Catherine Hanna will send out another email and attach the registrant list to all participating agencies and invited executives and officials.

Per the request of the Committee, Motorola has also offered to conduct a separate presentation for Chief's/Executive Staff who were unable to attend the Expo. Motorola staff is available on August 9th at the convenience of the Committee. Motorola will not be able to bring their product specialists back for this meeting, but we expect Motorola to have PCWIN subscribers on hand, as well as product sheets on the MCC7500.

Captain Wilson expresses his appreciation to Motorola for hosting this Expo and for their overall effort in devoting their resources to this event.

Materials provided: PCWIN Radio System Expo flyer; PCWIN Radio System Expo registration list.

**XII. Tohono O'odham Nation Kitt Peak Site Development Support Update
Lt. Charles Hangartner, Tohono O'odham Tribal Police**

Lt. Hangartner states that Mr. Chuck Kmet, Tohono O'odham Emergency Services Administrator, was supposed to give the update, but he is unable to attend. Lt. Hangartner asks that his item be tabled until the August EMC meeting.

The Committee is particularly interested in the Kitt Peak site, as it's integral in making the project move forward and assist the Nation. Additionally, the Committee would like to know if there have been strides in gaining the support of the Schuk Toak District, and the expectations and challenges the Committee will have in Phase II of this project.

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

Emails have been sent, but no additional updates have been received.

XIV. 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. Additionally, Captain Wilson would like to have future discussions on the County Fire Dispatch issue, identified in the memorandum distributed to the Committee, and encourage the parties involved to discuss possible impacts to the project.

Materials provided: PCWIN Memorandum to Mr. Chuck Huckelberry, Pima County Administrator, from Captain Paul Wilson, reference Fire Dispatch – Unincorporated Pima County, dated July 23, 2012.

XV. Call to the Public

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

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

Thursday, September 6, 2012, 9:00 AM

Pima County Sheriff's Department

Administration Building, 3rd Floor, Sheriff's Operations Center

1750 E. Benson Highway, Tucson

XVII. Adjournment

Captain Wilson asks for a motion for adjournment. Chief Daykin moves to adjourn the meeting. Chief Chappell seconds the motion. Motion is unanimously carries.

Meeting adjourns at 11:07 a.m.

Minutes prepared by: Catherine Hanna