

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, September 6, 2012
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the September 6, 2012 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Chief Daniel Sharp, Chairman, 9:02 a.m.

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

Members Present

Chief Daniel Sharp, Oro Valley Police Department
Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Doug Chappell, Drexel Heights Fire District
Chief Roberto Villaseñor, Tucson Police Department
Assistant Chief Albert Pesqueira, Northwest Fire District (*Alternate*)
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)
Assistant Chief Charles Hangartner, Tohono O'odham Police Department (*Alternate*)
Commander Bob Sommerfeld, 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 Jeff Piechura, Northwest Fire District
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	Gary Bynum, Retired
David Azuelo, Tucson Police Department	Mike Corbett, Buford Goff & Associates
Stella Bay, Pima Comm College DPS	Carl Drescher, Town of Marana
John Bowers, Motorola	Andre Matus, Pascua Pueblo Fire Department
Frank Brady, RACES	Richard Munoz, South Tucson PD
Rick Brown, Pima County ITD	Robert Padilla, PC Finance & Risk Mgmt

II. Pledge of Allegiance

Committee stands and recites the Pledge of Allegiance.

III. Approval of Minutes

Chief Daniel Sharp, Oro Valley Police Department

Chief Sharp proposes approval of the minutes for the July 26, 2012, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Commander Sommerfeld seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated July 26, 2012.

IV. PECOC Project Status Report

Captain Paul Wilson, PCWIN Sponsor

Regional Dispatch (RD) – PECOC

- Substantial Completion was achieved on August 31st and the County has taken possession of the building
- Sundt has 45-days to demobilize at the facility and complete their punchlist
- Training is occurring for the facility staff as they learn how to run the mechanical systems
- Facility is secured; rolling gates are functional and the building is locked with key card access
- Security guards are provided off hours and weekends
- Cameras are also monitoring the area
- Tenants are anticipated November 12 (OEM)

Staff is currently reviewing the proposals for the 9-1-1 telephone systems. Staff received proposals, taken presentations by the vendors, sent clarification questions back to the vendors, with a response due today. Once complete, the Evaluation Team can complete their technical evaluations followed by the cost evaluations. Staff will work with County Fire and the COT to ensure specific commitments were are acknowledged for future 9-1-1 equipment O&M costs before a contract is signed.

PECOC Facility Presentation

Mr. Tony Portrey, Pima County Communications Unit Supervisor

Mr. Portrey gave the Committee a pictorial walk-thru of the facility.

V. TOPSC Project Status Report

Captain David Azuelo, Tucson Police Department

The COT is on schedule and working closely with the County and Motorola to solidify the TOPSC construction schedule. The City has pushed the dates out to coincide with the go-live date of the 800 MHz system. The City has engaged State 9-1-1 in moving from the legacy equipment at TOPSC to a managed services hosting solution, which will save the City \$2.5M. This option will remove the back room equipment from the TOPSC and

to a cloud computing environment with the 9-1-1 system. The maintenance will be covered by state funds. There's a meeting next week to explore the option further.

The City continues work with Fleet Mapping to define their frequencies.

VI. Governance IGA
Mr. Mike Corbett, Buford Goff & Associates

Mr. Corbett, with Buford Goff, provides the Committee with a brief presentation as to the status of their progress.

PCWIN – Governance Workgroup Report

- IGA
- Governance Document
- Business Plan

Business Plan

- Benefits
- Overview
- Objectives
- Timeline
- Projected Costs
- Governance Structure
- Cooperative Projected Timeline & Costs

Intergovernmental Agreement

- Definition
- Purpose
- Exhibit A

Governance Document

- Cooperative Structure
- Members
- Network Management & Maintenance
- Financial Management
- Services
- Subscriber Responsibility

Future Actions

- Execute IGA
- Establish Board & Committees
- Engage Executive Director
- Transition Members
- Establish Working Groups
- Develop Policies

Timeline

- May 8th – Contract signed
- May 21st – Document Review Complete
- May 24th – Project Kick-Off with EMC
- June 1st – Working Group Established
- June 8th – Introductory Meetings
- June 30th – Governance Document
- June 30th – IGA Complete
- July 31st – Business Plan Complete
- August 31st - Project Complete

Mr. Hein commends Mike Corbett and Jeff Stock, from Buford Goff & Associates, and the Work Group for their assistance throughout the last four (4) months. There was a lot of thought which went into the details of the IGA, as numerous agencies will soon approve the language. The Working Group was mindful and respectful of the flexibility for the governing bodies who sign onto the system.

It was important to illustrate the radio coverage within the Business Plan and the Working Group wanted to show the maps without illustrating the locations. Internal discussions deemed this unnecessary, as the site locations are public record. The maps in the current document will remain as-is.

Timeline

Staff recognizes that the future actions of the project will take time and Mr. Hein will work with the Chair and Co-Chair to ensure tasks are complete. Mr. Hein directs the Committee to page 19 in the Business Plan, as it lists the Cooperative Goals for FY13-14. Some of the technical groups have indicated their need to begin work immediately.

Mr. Corbett extends his appreciation to the EMC for giving Buford Goff the opportunity to assist in this effort.

Suggested IGA Edit

Since the documents were published for EMC review, there was one more edit from the City of Tucson for a strikeout in the IGA. Captain Wilson refers the Committee to page 12, Section 20.1 (Default And Cure). This action refers to the parties taking action in protest, giving them an avenue to protest payment. The City wants “*After performance of the disputed obligation under protest,*” removed, and Captain Wilson supports that request. The change would allow the party to submit their dispute for resolution prior to performing their obligation. The remainder of the paragraph requires them to perform to the obligation. Catherine Hanna will make that modification on the final documents before the Business Plan is distributed.

Motion – Governance IGA

Chief Villasenor motions to accept the Governance IGA, as submitted, with the change noted by Captain Wilson. Chief Chappell seconds the motion. Motion unanimously carries.

Materials provided: PCWIN Governance Work Group Report, presented by Buford Goff & Associates, dated September 5, 2012.

VII. Business Plan Revision
Mr. Mike Corbett, Buford Goff & Associates

See discussion under Item VI – Governance IGA

Motion

Captain Wilson motions to approve and accept the Business Plan as proposed by Buford Goff. Assistant Chief Ridings seconds the motion. Motion unanimously carries.

Chief Sharp expresses his appreciation to Buford Goff, the Working Group, and all other members who assisted in this effort.

The County is working to extend Buford Goff’s contract through February 2013, anticipating that the City would like them to assist in a Council presentation or workgroup study session.

Materials provided: PCWIN Cooperative Business Plan – September 2012

VIII. Operations & Technical Workgroup Establishment with Policy & Procedure Task Development Responsibilities
Captain Paul Wilson, PCWIN Sponsor

The Governance Working Group identified a need to establish two Workgroups defined for the future governance structure prior to establishing the PCWIN Cooperative. The Committee will review and discuss the Operations and Technical Workgroup responsibilities, and be tasked with identifying representatives by the October EMC meeting.

Operations Workgroup

The Operations Working Group (“OWG”) shall be responsible for addressing non-technical Radio System operational issues and maintaining Board of Directors approved comprehensive policies and procedures for the non-technical operation of the Radio System. The Operations Working Group shall review the Cooperative policies and procedures on an as needed basis, but not less than bi-annually, and shall submit necessary revisions to the Executive Director for Board of Directors approval.

The Operations Workgroup is to be comprised of up to four (4) OWG representatives (“Agency Representatives”), with one (1) Agency OWG Representative each from a Law Enforcement Agency, Fire Services Agency, Municipal Agency and Dispatch Center. However, each Member may only have an OWG Representative from each agency for which the Member has actual users on the Radio System.

Technical Workgroup

The Technical Working Group (“TWG”) shall be responsible for addressing all technical, architectural and engineering issues and maintaining Board of Directors approved comprehensive policies and procedures for the technical operation and maintenance of the Network. The TWG shall review the Board of Directors approved policies and procedures on an as needed basis, but not less than bi-annually, and shall submit proposed revisions to the Executive Director for Board of Directors approval.

The Technical Workgroup is to be comprised of up to three (3) representatives from the technical support teams of each Maintenance Provider (County and City of Tucson). The TWG is led by one (1) representative from the Network Managing Member (County).

Staff recommends that the EMC consider asking participating agencies to nominate individuals for participation on those working groups, so they are established and approved at the October EMC meeting. Catherine Hanna will draft a letter, from the Chair, asking for workgroup participation. This letter will go with distribution of the Business Plan documents. A deadline will be outlined to return the nominations.

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

Mr. Bittner refers the Committee to a handout outlining current activities.

PECOC

- Technologies are being deployed
- Substantial completion was August 31st
- OEM will move in November 12th

Site Development

- Contingency plan in place regarding the COT FCC frequency licenses
 - If their extension is declined, TOPSC, Swan, PSTA & FS17 will be broadcasting by the end of September
- Arivaca (GovNet) is still on hold due to the Federal audit following the Solyndra scandal
 - Stop Work Order until audit is complete
- Tumamoc Hill is tied to an FCC submission for the County’s EA; no timeframe to the resolution
 - The County is finalizing the agreement with the U of A for use of the KUAT facility on the Hill

Microwave

- Waiting for further sites to become available before remaining microwave installations

Radio System

- HOT installs have been scheduled for the COT sites
 - If the sites have to be broadcasted, this unfortunately begins the warranty period; therefore, a significant cost to the project
- Cold installs have been addressed by Motorola

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

X. City of Tucson Frequencies Captain David Azuelo, Tucson Police Department

The COT holds approximately four (4) dozen 800 MHz licenses under the call sign WPQA524. Three (3) extensions have been filed to get the COT through the PCWIN project. Captain Azuelo reports that the most recent plan was submitted to the FCC for an extension to last until April 1, 2014, which is the final go-live date for the final agencies moving onto PCWIN. If not granted, the COT will broadcast those frequencies, as outlined by Mr. Bittner. This includes installing the equipment and broadcasting, but not fully utilized.

Captain Wilson points out that the City's licenses are in good standing with the FCC despite the deadlines.

Captain Azuelo explains that the extensions are due to the on-going delays associated with the project. When you file multiple extension requests, it causes concern with the FCC. Since the project has shown a great deal of progress, especially in the last year, this extension shouldn't be an issue.

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

The County has another meeting scheduled with Motorola on September 19th to discuss contract negotiations reference the APX6000XE portable radio model equipment. Motorola will bring their senior sales staff to discuss these issues. The Committee will be updated on the outcome at the October meeting.

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

The August 1st Motorola Expo was a success, with 192 attendees. Motorola conducted a separate presentation on August 9th for Chief's/Executive Staff who were unable to attend the Expo on August 1st. Motorola provided a project overview, updates, maps, and demonstrated a smaller amount of equipment.

Vehicle Installation

Pima County Information Technology Department will begin working with Motorola on the following requirements:

- Identify potentially six (6) different locations to conduct mobile installs simultaneously
- Minimum vehicle install work week will be five (5) days at 8-10 hours each day
- Onsite secure storage to store mobile radios, cables, connectors, etc

PCWIN Expectations/Requirements

- Identify locations for mobile radio installations
 - Northwest Fire Training/Admin Facility
 - Tucson Fire (Ajo/Park)
 - City of Tucson Fleet Maintenance
 - Pima County Fleet Maintenance
 - Public Safety Training Academy
 - Golder Ranch Fire District
- Identification of Fleet Coordinator(s) for each agency/department
 - Provide vehicle information:
 - Unit #
 - Roof #
 - Year
 - Make
 - Model
 - License #
 - VIN
 - Dash or trunk mount
 - Type of center console, if any
 - New radio installation or replace existing
 - Can the vehicle accommodate two mobile radios at the same time?
 - Custom installations, i.e., specialty equipment

PCWIN Training

- Identification of training coordinator(s) for each agency/department
- Identification of potential training locations:
 - Fire Central, Oro Valley, PECOC (Dispatch Training)

Next Steps

- EMC review of proposed sites for training and installation
- PCWIN Radio Team will work with Motorola to develop tentative training and installation dates for discussion with proposed installation site management to gain agreement on use of their facility for radio installations

Mr. Rick Brown, with the Pima County Information Technology Department, will be reaching out and coordinating this information.

Materials provided: Vehicle Installation handout by Mr. Lionel Bittner, CIO for the Pima County Information Technology Department, September 6, 2012.

XIII. Fire Districts Dispatch Consolidation
Assistant Chief Albert Pesqueira, Northwest Fire District

The Fire Chiefs met approximately two (2) weeks ago regarding the County Fire Dispatch issue. Chief Jeff Piechura (not present) had previously expressed concerns regarding cost and quality of service for his department. There is another meeting schedule in two (2) weeks for further discussion on this issue, but Assistant Chief Pesqueira could not provide anymore information on this topic.

Chief Sharp expresses concern as this puts the project on hold. Assistant Chief Pesqueira states that he was surprised at the route this has taken, and understands Chief Piechura has had a meeting with County Administrator Huckelberry, as well, but has no additional dialogue from the Chief on this topic.

Captain Wilson inquires as to the process being applied to make decisions on this issue, as there are impacts related to a building already constructed. Assistant Chief Pesqueira is unsure of a timeline or deadline, but reiterated that there is a meeting with the Fire Chiefs in a week or two regarding this topic, and Chief Piechura would make himself available to answer questions for the Committee.

This item will be continued at the October EMC meeting.

XIV. Tohono O’odham Nation Kitt Peak Site Development Support Update
Assistant Chief Charles Hangartner, Tohono O’odham Tribal Police

Assistant Chief Hangartner states that Mr. Chuck Kmet, Tohono O’odham Emergency Services Administrator, has recently resigned from his position at the Nation. Ms. Sandra Espinoza has been named as the Interim Administrator and will be briefed on the project.

On August 9th, the Nation’s public safety director attended the Motorola Expo (Manager’s session), who expressed how impressed he was with the project. The Director desires a committee with district representatives who may not understand the project complexity or process, and get them involved as to the importance of the project.

Captain Wilson expresses appreciation to Mr. Kmet, as he was a big support for our project, and congratulates Assistant Chief Hangartner, as to his recent appointment.

XV. New Business, Chief Daniel Sharp, Oro Valley Police Department

Chief Sharp refers to the Committee for New Business.

- The County Fire Dispatch issue will remain an item of discussion
- Mr. Bittner will bring back more information on the mobile/portable installation process
- Operational & Technical Work Group Nominations

XVI. Call to the Public

Chief Sharp asks if anyone in the audience would like to address the Committee.

Mr. Frank Brady, with RACES, feels that the Business Plan is very important and would like it placed on the PCWIN website for review.

Captain Wilson explains that on September 4th, himself, Linda Mayro and Courtney Rose, from Pima County Cultural Resources, coordinated and participated in a workshop on Environmental and Historic Preservation for Public Safety Communications projects in Phoenix. Pima County coordinated this workshop with the FCC as part of our environmental compliance. Attendees came from all over the state and we received good comments about the presentation.

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

Towards the end of the year, the Committee has to change meeting dates to accommodate the holiday schedule. Given the important activities in the project, Captain Wilson proposes moving the October, November, and December EMC meetings to the second Thursday of each month.

No objections were noted.

Thursday, October 11, 2012, 9:00 AM

Pima County Sheriff's Department
Administration Building, 3rd Floor, Sheriff's Operations Center
1750 E. Benson Highway, Tucson

XVIII. Adjournment

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

Meeting adjourns at 10:13 a.m.

Minutes prepared by: Catherine Hanna