

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

Pima County Sheriff's Department
Pima Emergency Communications Operations Center
3434 E. 22nd Street
Thursday, October 25, 2012
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the October 25, 2012 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Chief Doug Chappell, Vice-Chair, 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 Doug Chappell, Drexel Heights Fire District
Chief Roberto Villaseñor, Tucson Police Department
Chief Anthony Daykin, University of Arizona Police Department
Assistant Chief Albert Pesquiera, Northwest Fire District (*Alternate*)
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)
Assistant Chief Charles Hangartner, Tohono O'odham Police Department (*Alternate*)
Commander Jason Larter, Oro Valley Police Department (*Alternate*)
Mr. Mike Hein, Office of Emergency Management & Homeland Security

Members Absent

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

Others Present

Tony Aeilts, Tucson Police Department	Lonnie Guthrie, Ajo Ambulance
Sharon Allen, Tucson Police Department	Carrie Hemmen, Motorola
David Azuelo, Tucson Police Department	Randy Karrer, Golder Ranch Fire
Stella Bay, Pima College DPS	Jim Long, Northwest Fire
John Bowers, Motorola	Dan Morales, Ajo Ambulance
Fred Brady, RACES	Robert Padilla, Pima County Finance & Risk Mgmt
Rick Brown, Pima County ITD	DJ Parslow, City of Tucson IT
Todd Cupell, Corona de Tucson Fire	Mike Sacco, Pima County Sheriff's Department
Brian Delfs, Avra Valley Fire	Angela Spencer, Tucson Police Department
Carl Drescher, Town of Marana	Paul Wright, Northwest Fire
Jeff Guthrie, Pima County OEMHS	

II. Pledge of Allegiance

Committee stands and recites the Pledge of Allegiance.

Committee representatives were presented with their Philbaum Awards, on behalf of the Mr. Chuck Huckelberry, in appreciation for their service on the Executive Management Committee.

III. Approval of Minutes Chief Doug Chappell, Drexel Heights Fire District

Chief Chappell proposes approval of the minutes for the September 6, 2012, Executive Management Committee (EMC) meeting. Assistant Chief Pesqueira moves to approve the minutes and Commander Larter seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated September 6, 2012.

IV. Budget Review Captain Paul Wilson, PCWIN Sponsor

Captain Wilson refers the Committee to the Cost/Budget Review memorandum, sent to the Executive Committee prior to the meeting.

As the PECOC project nears substantial completion, actual cost can be assessed to determine the amount of contingency that may be available for transfer to the PCWIN radio project to counterbalance budget deficits in that project. The overarching PCWIN project is within budget with an estimated balance of approximately \$1M. In regards to the radio project, Captain Wilson has moved the costs associated with the Phase II construction on the Tohono O’odham Nation and contingencies for in-building systems and inter-modulation studies to a separate section, Voice Radio – Phase II (Equipment & Site Development), making it easier to identify project costs that are deferred, currently estimated at approximately \$3.8M.

Several areas in the radio project are not yet firm on the cost variables; site development, mobile radio installations, Phase II (Tohono O’odham Nation), and Telephony Logging Recorder. Project cost estimate to the overall project is approximately \$101.5M.

Chief Villaseñor explains that the City of Tucson has telephony problems at the Thomas Price Service Center and inquires whether there are funds available to assist with their needs. He adds that redundancy issues were paid for PECOC through the Bonds, and feels the City’s redundancy issues should be given the same consideration. Captain Wilson explains that the \$4.4M given to the City of Tucson was based on the construction, furnishings, and telecommunications components of Thomas Price, and included infrastructure at PECOC to support the City of Tucson’s needs. Chief Villaseñor explains that there have been unforeseen issues where the bond has covered those expenses and asks that the City’s expenses be taken into consideration.

Materials provided: PCWIN Memorandum reference Cost/Budget Review, from Captain Paul Wilson, PCWIN Sponsor, to the Executive Management Committee, dated October 21, 2012.

**V. Bond Ordinance Amendments
Captain Paul Wilson, PCWIN Sponsor**

Staff recommends that the Committee support an amendment to delete the reference to specific public safety and emergency management entities servicing Pima County and the designation of the Sheriff as Chair of the EMC. The Committee recently selected a new Chair and Vice-Chair, with the County Administrator's support, although it has not been memorialized in the Bond Ordinance Amendment. Additionally, there have been other issues which impact the scope of the project, so the process is to have the Committee make a recommendation to the Bond Advisory Committee, who will make the final recommendations to the Board of Supervisors for final approval.

Staff recommends striking references to specific agencies and substituting language allowing participation of public and non-profit entities responsible for providing public safety and emergency management services in Pima County.

Motion

Mr. Hein motions to accept Staff's recommendations on changes to the Bond Ordinance. Commander Larter seconds the motion.

Discussion

Assistant Chief Ridings refers the Committee to the section of the Bond Ordinance, relating to the Regional Communications and Homeland Security EOC, asking that a reference to "other public, private sector and non-profit agencies" be added to the ordinance, as renovation at the Thomas Price Service Center might benefit entities such as Southwest Ambulance, Air Medical, and hospitals.

Captain Wilson suggests this recommendation be reviewed by legal staff, as the term "private" is being used. He recommends tabling this item until that review is complete. Chief Chappell agrees, suggesting that the City of Tucson forward their language changes to Staff for consideration and legal review. The amendment to the Bond won't occur until the beginning of 2013. Both Mr. Hein and Commander Larter rescind their motions to allow this item to be tabled. Chief Daykin asks that the language changes be consistent throughout the ordinance.

Materials provided: PCWIN Memorandum from Captain Wilson to the Executive Management Committee, reference Proposed Amendment to the Pima County Bond Ordinance 2004-18 Impacting Project 3.1 Pima County Regional Public Safety Communications Network.

**VI. Participation by Rural Metro and Ajo Ambulance
Captain Paul Wilson, PCWIN Sponsor**

Staff has been in talks with Rural Metro, a for-profit corporation, which intends to become an Emergency Medical Services Provider Participant of the PCWIN Cooperative, bringing approximately 200 new subscribers onto the system for interoperability purposes. Funding is proposed to come from sources other than Pima County Bond Funds.

Ajo Ambulance Company, a non-profit corporation, intends to become an Emergency Medical Services Provider Participant of the PCWIN Cooperative, bringing approximately 50 new subscribers onto the system for interoperability and dispatch purposes. The capital cost for the purchase of subscriber equipment is proposed to come from Pima County Bond funds. Total cost is estimated to be less than \$125,000, less than 0.7% of the total subscriber cost of the project. Ajo Ambulance is the lone emergency medical services provider in western Pima County. The company is dispatched by the Pima County Sheriff's Department via an obsolete VHF radio system which will be decommissioned upon cutover of the PCWIN system. The most prudent alternative is to use the PCWIN system, as designed, to support Ajo Ambulance. The firm does not have capital funds available to become a participant, and will, initially, have to maintain communications on two systems. They will need to continue to operate on the Indian Health Services VHF system until the Tohono O'odham Nation transitions to the PCWIN network. Participation of Ajo Ambulance enhances public safety in western Pima County and on the Tohono O'odham Nation.

Staff seeks a motion to explore options for Rural Metro Corporation and Ajo Ambulance Company to become Emergency Medical Service Provider Participants of the PCWIN Cooperative and to approve expenditures of Pima County Bond Funds to equip Ajo Ambulance Company. Both companies will pay on-going annual membership fees.

The EMS Provider Participants will not have voting rights on the Board of Directors, but they will be a client to the Cooperative. The IGA only allows for governmental entities to become members of the Cooperative.

Motion will be taken under Item VIII, the Subscriber Order Approval.

**VII. Executive Session – Subscriber Negotiations with Motorola
Captain Paul Wilson, PCWIN Sponsor**

Motion

Chief Chappell motions to enter into Executive Session to discuss the subscriber negotiations with Motorola. Captain Wilson motions to enter into Executive Session, Commander Larter seconds the motion. Motion unanimously carries.

Approval of a motion to enter into executive session pursuant to A.R.S. § 38-431.03(A)(2) to discuss confidential contract negotiation resolution details regarding Pima County contract #11-14-M-142376-0909.

Motion

Motion made to end Executive Session.

VIII. Subscriber Order Approval Captain Paul Wilson, PCWIN Sponsor

Subscriber order information continues to be gathered, and agencies have a deadline of October 31st to firm up their subscriber numbers so Staff can prepare the final order for Motorola. The Committee will be asked to provide input as to how Staff shall proceed on a policy basis, and consider a motion to place the final order to Motorola, on the project's behalf.

Recently, the Northwest Consortium has decided not to migrate to the PCWIN regional public safety communications system as their primary communications system, which was reflected in their decreased subscriber numbers. Their decisions were based on several issues: retention of legacy VHF system, deadline and costs, and public review requirements.

The level of interoperability is intended to be minor, as they are not asking to equip all of their end users with PCWIN radio equipment, instead suggesting that interoperability will be limited to particular assignments or vehicles. These actions may resolve in the project having extra dispatch consoles in the system, designed to specifically meet the Consortiums needs, although it is unclear if that equipment will be utilized.

There are 12 subscriber surveys which remain outstanding at this time, but Staff expects at least six (6) to be returned by the end of the week. Several agencies have not reported, which may be due to the impending costs they face and don't see a cost benefit to participating in the project.

Subscriber Order

Captain Wilson reviewed the following topics and sought input/direction on each.

- Overview
- Observations – Northwest Fire Consortium
- Observations – Other
- New Participants
- Total Quantity Comparison
- Confirmed Mobile Radio Requests
- Confirmed Portable Radio Requests
- Does the EMC Desire to Purchase Equipment for Agencies that Have Not Responded to the Survey?
- Fire Districts/Departments
- Northwest Consortium Agencies
- Law Enforcement Agencies
- Shelf Stock/Cache Radios
- Tohono O'odham Nation
- Tucson Fire Department

- Proposed Motion

Staff received an unsigned copy of a letter addressed to Chief Daniel Sharp, EMC Chairman, from the Northwest Dispatch Consortium Chiefs, stating their position in regards to their subscriber order. The overall subscriber quantities have come in lower than the previous estimates; likely due to the slowing economy and the lack of agency growth.

There has been interest in other participants, particularly Rural Metro/Southwest Ambulance, who will enter as EMS and Public Safety Service Provider Participants, bringing in 200 portable units on to the system. Rural Metro will provide the start-up capital costs, and become a paying participant in the project. Similarly, Ajo Ambulance, a non-profit company, will participate as another Service Provider Participant, bringing on additional subscriber units. Staff expects the PCWIN Board of Directors would approve contracts with both entities.

The project is faced with a 9.41% decrease in subscriber equipment overall. Captain Wilson refers the Committee to the PCWIN Basis for Agency Participation Ratio handout which outlines the 2009 Business Plan subscriber numbers versus the 2012 Business Plan numbers. The Northwest Consortium showed a decrease of 93% subscriber numbers less than their original numbers based on survey submittals from the Northwest Fire District.

Discussion

Captain Wilson inquires whether the EMC has a desire to purchase equipment for agencies that have not responded to the survey: Arivaca Volunteer Fire Department, Elephant Head Volunteer Fire Department, Helmet Peak Fire Department, Mt. Lemmon Fire District, and South Tucson Fire Department.

Despite the lack of return, Captain Wilson seeks input from the Committee and/or audience members as to moving forward with ordering equipment on their behalf or discussions against it.

As it relates to the mobile radio purchases, if there isn't information given to purchase the correct type of mobile radio (dash, remote, or dual), there is a small list that can be purchased which can be field modified if it isn't correct.

These statistics, along with the new fire districts, Mountain Vista, Mescal J-6, and Sonoita-Elgin, show that the overall trend is 3% less than earlier predictions. Captain Wilson seeks direction on whether or not one (1) digital vehicular repeater should be purchased for each of the agencies who did not respond to the survey.

Discussion - Purchase Equipment Anticipating Future Inclusion into the Project

Mr. Hein supports purchasing equipment for future inclusion in the project. Chief Randy Karrer, Golder Ranch Fire District and Northwest Consortium representative, explains that the unsigned letter to the EMC Chairman was a request to extend the subscriber survey deadline. The survey was distributed October 5th, but the Golder Ranch Board met on October 9th. Another purpose for the letter was that three fire departments in the consortium do not have the budget capacity to join the system. Chief Karrer cannot

speaking for the Northwest Fire District, but Golder Ranch plans to fully participate in PCWIN for operational readiness; however, the subscriber numbers will be reduced as they don't see the value of having five (5) radios on an engine company. Golder Ranch wants their legacy system running because agencies who serve a large area of Pinal County will be negatively impacted by the inability to communicate in the PCWIN program. The in-vehicle repeater system, previously discussed, will not necessarily work in the rural areas. Chief Karrer finds that his system works well, and the governing board does not see the need to spend money to fully participate in a county-wide system if the current system is working well. Chief Karrer feels there are political issues, but more importantly, it's an issue that needed hard numbers to be able to disseminate to the governing boards and a two-week period was not enough time. The City of Tucson will maintain and dispatch off the Consortium's current legacy system, which was not an option from the Drexel Heights Fire District-led effort. Although the interoperability piece is important, there has been some struggle getting a timeline to the public bodies.

Paul Wright, Northwest Fire Department IT Manager, agrees with Chief Karrer's comments.

Captain Wilson explains that subscriber surveys have not been received from Golder Ranch Fire, Picture Rocks Fire, and Three Points Fire, indicating a trend based on the decrease in subscriber numbers from Northwest Fire and Avra Valley Fire.

A subscriber order is due no-later-than October 31st and Captain Wilson will still accept surveys from the participating agencies up to that date.

The Committee recommends purchasing equipment to meet the needs of all the agencies based on trend analysis presented by Captain Wilson. The Committee does not support the purchase of DVR equipment for the Northwest Consortium agencies.

Discussion

Chief Villaseñor is concerned that these decreases will now cause an increase in the overall maintenance costs to the participating agencies. The City's decision to decrease numbers was based on a loss in staffing, not a lack of program participation. The Consortium will also receive the interoperability benefits at the cost of everyone left at the table.

Chief Daykin is understanding of the Consortium's concerns; however, his agency has a narrowbanded system, where he could easily purchase 4-5 radios and become a part of PCWIN, designated as interoperable, but that was not the intention of being on the system. The Consortium's decision puts a huge cost burden on those who choose to be fully interoperable. Chief Karrer explains that if this conversation was six (6) years ago, all would be a non-issue. Political philosophies change, hence these decisions. As for Golder Ranch, Chief Karrer explains that his decision was solely due to the lack of finances.

Commander Larter expresses his displeasure with the Consortium's lack of participation, as well. He inquires whether Northwest Fire or Golder Ranch annexed additional areas in Pinal County over the last few years, and if so, wants to know if the issue was brought to Motorola's attention. All participants knew what system they were getting, and today, coverage becomes a problem.

Captain Wilson explains that the bond was intended to only include coverage in Pima County. The radio system design focused on Pima County, and although it didn't exclude areas north of the County, guaranteed coverage has not been provided by Motorola. Agencies which have service areas north of the county could always find an appropriate funding source to achieve coverage, but not at the Pima County taxpayer's expense.

Mr. Wright explains that the Northwest Fire District looked at what the total cost of operating a radio would be. There was a component of the subscriber cost, which was estimated to be between \$29 and \$36 per month to PCWIN, and as radios go out of warranty about four (4) months after the system goes live, an additional cost of \$50.40 per year, per radio will be due to Motorola for a service agreement. Mobile radios would increase by \$74.40 per year, per mobile. These are complex radios which will have to be maintained. This, along with lifecycle costs proved too much.

Chief Villaseñor agrees with Commander Larter's assessment, and suggests EMC representatives meet with concerned fire boards to discuss the benefits of fully joining the project. Assistant Chief Pesqueira explains that the narrow timeline to submit the order was the motivating factor with the fire boards.

In response to Commander Larter's concerns regarding coverage, Chief Karrer explains that the Northwest Consortium was aware of the service areas which needed coverage, the concerns were voiced, and Captain Wilson assured the Consortium that project representatives would work with them. The coverage maps, provided by Motorola, were clearly mobile coverage related, which don't work in a fire atmosphere. The Consortium still plans on being engaged in the project.

Mr. Wright explains that on October 4th, Northwest Fire was told that there was an opportunity to purchase dual-band radios at a cost of \$1300 per unit, but cash-on-hand was needed by October 31st. Northwest Fire could not come up with the funds within that timeframe, so the option of dual-band radios was removed, and could be reconsidered in the future. He believes panic decisions are bad decisions, and although he agrees with the Fire Boards decision, the outcome may have been different had the cost information been worked on sooner.

Shelf Stock/Cache Radios

Contract with Motorola includes an amount of equipment (2%) built in as stock. Technical staff recommends increasing the amount of stock, and the quantity is being driven by the budget, need, and reuse of other assets. Captain Wilson suggests that the Committee allow Mr. Bittner, Mr. Casella, and himself to work on an adequate number for shelf stock, keeping within the overall budget.

Chief Daykin explains that his agency would use the cache radios for other agencies to utilize when hired to assist with events at the University. Assistant Chief Ridings explains that their numbers had shelf stock and cache radio considerations built-in. Chief Villaseñor concurs the same for Tucson Police, and reminds the Committee that should individual agencies want cache radios, maintenance fees will apply to that agency.

Tohono O’odham Nation

The Tohono O’odham Fire Department - San Xavier District is dispatched by Drexel Heights Fire District, and it’s necessary for those services to continue. Staff recommends the project purchase equipment for the San Xavier District. Chief Chappell explains that the Drexel Heights Fire District included the San Xavier District as an amendment to their subscriber response. San Xavier will reimburse Drexel Heights with the monthly subscriber costs for those radios.

The Committee discusses whether to purchase equipment for the Nation with the anticipation that, at some point, Staff will get the authorization to build on the Nation and have equipment stocked for that purpose.

Assistant Chief Hangartner expressed that the fire department and police department representatives are committed to the project, although commitment and support from the District is needed. Director Lewis (Tohono O’odham Nation) continues to work with District representatives and seeks a meeting to discuss the matter further.

Discussion/Direction

Chief Villaseñor expresses concern on making a purchase for the Nation’s equipment without further commitment. Captain Wilson encourages the Tohono O’odham Nation to execute the IGA, become a member of the Cooperative, and purchase a number of radios, initially, for interoperability purposes; however, no PCWIN radio service will be available.

Chief Daykin states that purchasing 300 radios, while waiting for a political decision is risky. Chief Villaseñor explains that the Committee has begged for the Nation’s participation, but does not want to jeopardize the relationship, especially when it comes to the challenges of border issues. The reservation plays a large part in the ability for interoperability between surrounding agencies. But the trepidation exists and purchasing these radios is a gamble.

Mr. Hein is in favor of purchasing radios, with the notion that the Cooperative Governing Board decides how the radios are used with the most benefit. If the radios are to be purchased on the Nation’s behalf, Chief Villaseñor would like them to be used as Stock/Cache Radios so it will reduce costs.

Direction

Staff has been directed to purchase the radios, itemize them as cache radios, and identify a deadline for the Nation to establish their commitment. The Cooperative Governing Board will likely handle this issue.

Tucson Fire Department

Tucson Fire Department has identified a need to purchase 386 vehicular chargers for operation with the 390 portable radios. The budgeting for the client kit included the radio, speaker mic, two (2) batteries, single unit chargers, etc. Tucson Fire Department requested 150 speaker microphones, and asks the Committee to take the balance of the cost for the lapel microphones, and apply that value to purchase vehicular chargers. This is the only request of its kind, but the Tucson Fire Department is willing to pay the cost difference.

Discussion/Direction

Chief Chappell doesn't see a need to purchase microphones that won't be used, and if the value can be used to offset the vehicle charger cost, he supports the request.

Motion

Staff presents the motion:

- To proceed with preparation and submittal of a subscriber order to Motorola no-later-than October 31st based on direction given during discussion on this agenda item;
- Provide County and the PCWIN Project Sponsor the authority and discretion to modify the subscriber order as necessary to achieve the objectives specified during discussion on this agenda item, and the reasonable objectives specified by individual agencies in their subscriber orders
- Direct Staff not to exceed the budget for subscriber equipment with its order

Chief Chappell motions to accept Staff's recommendations. Commander Larter seconds the motion. Motion unanimously carries.

Materials provided: PCWIN Basis for Agency Participation Ratio and Subscriber Order Requests 10/24/12, dated October 25, 2012; Subscriber Order powerpoint, dated October 25, 2012; Northwest Dispatch Consortium letter to PCWIN Chairman, Chief Daniel Sharp, Oro Valley Police Department, reference PCWIN Portable and Mobile Radio Order, dated October 19, 2012.

IX. Governance IGA

Mr. Mike Hein, Pima County Office of Emergency Management & Homeland Security

Governance IGA documents are moving forward. Drexel Heights Fire was the first agency to execute a Cooperative IGA, and Northwest Fire recently did the same. Oro Valley Police has the item on their November 7th Council Meeting and Pima County has the item on the Board's November 13th meeting. Mr. Hein asks that all agencies notify the Office of Emergency Management once a date for IGA consideration/execution is established. Once the IGA is executed, one (1) original copy is to be sent to the Office of Emergency Management and one (1) copy is to be sent to Pima County Procurement.

The Cooperative Governing Board will be established by January 2013.

X. Operations Workgroup Establishment Nominations
Mr. Mike Hein, Pima County Office of Emergency Management & Homeland Security

The Governance Working Group identified a need to establish two (2) Workgroups defined for the future governance structure prior to establishing the PCWIN Cooperative. The Committee will be asked to approve the composition of the Operations Working Group.

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.

Nominations:

Avra Valley Fire District – Chief Brian Delfs
Corona de Tucson Fire District – Captain Todd Cupell
Drexel Heights Fire District – Assistant Chief Dane Crouse (Fire)
Drexel Heights Fire District – Mr. Steven Campbell (Dispatch)
Golder Ranch Fire District – Mr. Andy Smith
Green Valley Fire District – Assistant Chief William Rowe
Northwest Fire District – Mr. Jim Long
Oro Valley Police Department – Lt. Curt Hicks (Police)
Oro Valley Police Department – Ms. Nancy Anderson (Dispatch)
Pascua Yaqui Police Department – Lt. Elizabeth Esparza (Police)
Pascua Yaqui Police Department – Ms. Patty Ramirez (Dispatch)
Pima Community College DPS – Mr. Carlos Valencia
Pima County Sheriff’s Department – Lt. Mike Sacco (Police)
Pima County Sheriff’s Department – Mr. Don Anderson (Dispatch)
Pima County Public Works Admin – Deputy Director Ben Goff, DOT
Tucson Police Department – Ms. Angela Spencer
University of Arizona Police Department – Mr. Matt Fenton

The City of Tucson changes their nomination from Assistant Chief Allen to Ms. Angela Spencer.

Motion

Captain Wilson motions to accept participating agency nominations with Chief Villasenor's change to the Tucson Police Department nomination. Chief Daykin seconds the motion. Motion unanimously carries.

XI. Technical Workgroup Establishment Nominations Captain Paul Wilson, PCWIN Sponsor

The Governance Working Group identified a need to establish two (2) Workgroups defined for the future governance structure prior to establishing the PCWIN Cooperative. The Committee will be asked to approve the composition of the Technical Working Group.

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).

Nominations:

Pima County – Deputy Director Tony Casella, Pima County Information Technology Department, Rick Brown, Pima County ITD; and Aaron Shepherd, Pima County ITD

City of Tucson – Chris Ferko, COT IT; Greg McNeal, COT IT; and Robert Morton, General Services Department

Motion

Captain Wilson motions to accept participating agency nominations. Commander Larter seconds the motion. Motion unanimously carries.

XII. Radio System, Microwave, and Site Development Status Report Mr. Lionel Bittner, Pima County Information Technology Department CIO

Mr. Bittner refers the Committee to his handout with Site Development, Microwave, and Voice Radio Cold Install updates.

Site Development Highlights

- Structural analysis is being done on Mt. Bigelow
- TFD 12 is under construction

- Waiting for the FCC submission/approval, and EA resolution on Tumamoc
 - 70% complete with design
 - FCC has committed to get the EA posted for public notice by the end of the week
- Beacon Hill is under design and ready for construction
- Patriot Towers is revising the design for final TEP approval
 - Construction to follow
- Colorado Peak is completed, as-builts will soon be submitted
- Ajo/PCSD needs an R56 only
- UAPD must be complete by November 1st, bid awarded to U of A
- Arivaca/GovNet remains under a federal audit and no updates on the situation

Voice Radio Fixed Equipment Cold Install Milestones

The schedule is moving forward. Motorola found that Swan was not structurally ready for cold installations. A structural analysis has been ordered and results should be known by the end of the week. This site can be a real issue if the site is not structurally sound. There is no alternative site to utilize.

Materials provided: Milestone handout by Mr. Lionel Bittner, CIO for the Pima County Information Technology Department.

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

The City of Tucson submitted an extension application to the FCC for 45 frequencies licensed under the call sign WPQA524. Working with Senator McCain's office and the City of Tucson lobbyist, the City was successful with the application and granted an extension until April 20, 2015. All frequencies will be used on PCWIN.

The Committee appreciates the City's hard work in this effort.

XIV. Mobile/Portable Installation Process Expectations and Requirements Mr. Lionel Bittner, Pima County Information Technology Department CIO

Mr. Bittner refers the Committee to the PCWIN Training and Vehicle Install handout.

Pima County Information Technology has done extensive planning in preparation for vehicle installations. All PCWIN participating agencies have been contacted to identify potential training and installation locations. Thirty-six of the agencies have provided the necessary information.

Ten (10) agencies do not have their own training facilities, so they will have to find another location to conduct that training. PECOC may be an option for a training facility. Remote locations, such as Ajo and Mt. Lemmon, will be evaluated on an individual basis.

The Information Technology Department will work with Motorola as to the preferred locations for vehicle installation facilities. Approximately half of the contacted agencies do not have their own facilities for vehicle maintenance or installation.

Next Steps

- PCWIN staff will work with Motorola to make recommendations of preferred training locations
- Establish tentative training dates and locations based on discipline and validate with preferred location agencies
- Execute facility use agreements
- Current Schedule
 - Customer Technical Training – 07/11/13-11/20/13
 - Customer Admin Training – 01/11/13-10/18/13
 - Customer User Training – 08/22/13-12/26/13
- Perform same above process for Agency Radio Installs

Materials provided: PCWIN Training and Vehicle Install Overview, by Mr. Lionel Bittner, Pima County Information Technology CIO.

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

Assistant Chief Hangartner expressed that the fire department and police department representatives are committed to the project, although commitment and support from the District is needed. Director Lewis (Tohono O’odham Nation) continues to work with District representatives and seeks a meeting to discuss the matter further.

XVI. Hospital Telemetry Captain Paul Wilson, PCWIN Sponsor

Captain Wilson briefs the Committee on a recent meeting with Mr. Mike Colvin, of Creative Communications, who discussed a process with identifying replacement solutions for the MEDS and EMSCOM systems used for hospital and ambulance communications. It was agreed that before any solution can be engineered, the hospitals must define their communications needs and requirements. Mr. Colvin was to encourage them to assign someone to lead the effort. It was clear from the conversation that the needs of the hospitals go beyond what PCWIN can provide. It is believed that they still desire a solution that allows them to communicate with ambulances roaming into our region, particularly those from the Douglas and Sierra Vista areas. Those users won’t be PCWIN participants, and aren’t likely to have 800 MHz capabilities.

Additionally, the hospital-based solutions are integrated with local recording solutions and there is some desire to use technologies that would extend the communications link to members using cell phones, and possibly to use new capabilities for transmitting telemetry data, images and video. It is clear that a hybrid solution will probably be required, a portion of which might be solved by PCWIN. Creative Communications or others need to provide a properly engineered solution. An offer was extended by PCWIN Staff to participate in the planning and design process. We await the leaders of the effort to define the next steps. The effort seems to exceed PCWIN’s area of responsibility and expertise.

Captain Wilson and Tony Casella will attend the MEDS replacement meeting on November 13th and will update the Committee with the outcome.

XVII. PECOC Project Status Update
Captain Paul Wilson, PCWIN Sponsor

The PECOC facility is complete and a tour will be given following the meeting.

XVIII. Fire Districts Dispatch Consolidation
Chief Randy Karrer, Golder Ranch Fire District
Assistant Chief Albert Pesqueira, Northwest Fire District

Chief Karrer explains that the Consortium issues revolve around the budget and moving the dispatch will cost approximately \$1M. Options are being considered on how to facilitate the move. There is a meeting on November 1st where the Chief's hope to have some resolution on the issue. There is no funding, so the larger two (2) districts would have to cover the costs. The Consortium looks to maintain the current dispatch provider (Tucson Fire Department), who has recently upgraded the CAD system.

Captain Wilson states that it's important to come to some resolution as to dispatching services for the future. Not having a resolution delays decisions on what future tenants will be at PECOC, also delaying relocation timetable.

Chief Karrer explains that there has been a recent concept being discussed between the Fire Chiefs regarding dispatch consolidation for Fire/EMS. He supports the concept of having all agencies within the PCWIN system under one (1) dispatch center, as it greatly benefits the community. Captain Wilson supports the consolidated concept, particularly while all entities were being dispatched on the same radio system.

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

The TOPSC construction schedule is predicated on the 800 MHz go-live date. The City held a meeting on October 24th with the County and Motorola to ensure each schedule is complimenting one another.

On November 16th, the City anticipates being 95% complete with construction documents. Two (2) change orders were recently handled pertaining to Motorola equipment and should not impact either entity. Meetings are monthly and will continue.

XX. New Business, Chief Doug Chappell, Drexel Heights Fire District

Chief Chappell refers to the Committee for New Business.

- Tohono O'odham Nation deadline for project commitment
- Northwest Fire District will prepare an appointment for the EMC

XXI. Call to the Public

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

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

Thursday, December 13, 2012, 9:00 AM

Pima Emergency Communications Operations Center (PECOC)
3434 E. 22nd Street, Tucson

XXIII. Adjournment

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

Meeting adjourns at 12:10 p.m.

Minutes prepared by: Catherine Hanna