

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

Pima Emergency Communications Operations Center
3434 E. 22nd Street
Thursday, February 28, 2013
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the February 28, 2013 EMC meeting. Recording and materials provided are available upon request.

I. Call to Order: Chief Daniel Sharp, Chair, 9:00 a.m.

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

Members Present

Chief Daniel Sharp, Oro Valley Police Department
Chief Doug Chappell, Drexel Heights Fire District
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)
Assistant Chief Charles Hangartner, Tohono O'odham Police Department (*Alternate*)
Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Commander Bob Sommerfeld, University of Arizona Police Department (*Alternate*)
Mr. Tony Aeilts, Tucson Police Department (*Alternate*)
Mr. Paul Wright, Jr., Northwest Fire District (*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 Roberto Villaseñor, Tucson Police Department
Chief Mike Brandt, Northwest Fire District
Chief Jim Critchley, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department

Others Present

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|---|--|
| David Azuelo, Tucson Police Department | Carl Drescher, Town of Marana |
| Lionel Bittner, Pima County ITD | Chris Ferko, City of Tucson IT |
| John Bowers, Motorola | Chuck Gilchrist, Motorola |
| Frank Brady, RACES | Joe Jakoby, City of Tucson IT |
| Keith Brittain, UAPD | Dan Lewis Jr., Tucson Police Department |
| Rick Brown, Pima County ITD | Julie McWilliams, Pima County ITD |
| Tony Casella, Pima County ITD | Robert Padilla, PC Finance & Risk Mgmt |
| Jennifer Coyle, Pima County BOS Dist 1 | Angela Spencer, Tucson Police Department |
| Todd Cupell, Corona de Tucson Fire District | James Stoltenberg, Rural Metro Fire Department |

II. Approval of Minutes
Chief Daniel Sharp, Oro Valley Police Department

Chief Sharp proposes approval of the minutes for the January 24, 2013, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Captain Wilson seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated January 24, 2013.

III. Executive Management Committee Appointment
Commander Bob Sommerfeld, University of Arizona Police Department

Chief Anthony Daykin (via email), on behalf of the University of Arizona Police Department, nominates Commander Keith Brittain, as second alternate on the Executive Management Committee, replacing Commander Kevin Haywood, who will soon retire from the University.

Motion

Captain Wilson motions to accept Staff's recommendations on the University of Arizona's appointment. Mr. Hein seconds the motion. Motion unanimously carries. Ms. Hanna will prepare paperwork for the Board of Supervisors consideration and approval.

IV. PCWIN Cooperative Membership & Governance IGA
Mr. Mike Hein, Director, Pima County Office of Emergency Management & Homeland Security

Agencies which have executed their IGAs since the last meeting:

- Town of Sahuarita
- Picture Rocks Fire
- Pascua Yaqui Tribe

The only outstanding agency to execute their IGA is the Tohono O'odham Nation.

V. FY 13/14 Budget Planning
Captain Paul Wilson, PCWIN Sponsor

Captain Wilson refers the Committee to his PCWIN Annual Membership Fee Projections for FY13/14 handout.

At the request of Mr. Tom Burke, Pima County Finance Director, Captain Wilson created the annual membership fee projections for FY 13/14 to help in an agency's preparation of their annual budgets to support their annual membership fees for the Cooperative.

The spreadsheet illustrates a table based on the number of subscribers and based on the financial analysis in the PCWIN Cooperative Business Plan. The spreadsheet reports costs for six (6) months of operation, which is the maximum period of beneficial use that might be possible. Cutover is expected in mid-December 2013.

Captain Wilson recommends a cover letter be prepared from Mr. Hein, on behalf of the PCWIN Board of Directors, and sent to the participating agencies.

Materials provided: PCWIN Annual Membership Fee Projections for FY 13/14, from Captain Paul Wilson to the Executive Management Committee, dated February 25, 2013.

VI. Radio System, Microwave and Site Development Project Updates
Mr. Tony Casella, Pima County Information Technology Department

Mr. Tony Casella, Deputy Director with Pima County Information Technology, refers the Committee to his handout with Site Development, Microwave, and Voice Radio Cold Install updates.

Site Development Highlights

- Fire Station 17 and the Public Safety Training Academy (PSTA) are complete with final punchlist items to be resolved
- Swan site is complete
- Swan tower replacement will soon proceed
 - An NTP will be issued and construction will proceed using an accelerated schedule
- City and County are remediating a fire suppression system issue at the Thomas Price Service Center (TOPSC); solution should be identified next week
- Mt. Bigelow construction is on hold due to snow
- Fire Station 12 construction is complete with final punchlist items anticipated
 - Tower failed a structural analysis; however, AT&T wants to build a new tower
 - Allowing AT&T to build a tower on the site will not impact the project schedule, as construction is set to be complete by early May 2013
- Tumamoc Hill's concrete pour was complete in one (1) day
- Beacon Hill is complete ahead of schedule
 - Motorola and Logicalis will proceed with microwave installation
- Confidence Peak is complete
- Arivaca/GovNet has been on hold due to a Federal audit; GovNet is responsible for building the site and feels confident that funding will soon be released to build the site

PCWIN Training Update

Mr. Rick Brown, Pima County Information Technology Department

Training Schedule

- March 2013
 - Finalize subscriber fleet maps
 - Visit and finalize training locations
- April 2013
 - Program sample radios and test fleet map
 - Meet with agency training contacts
- September 23, 2013 – January 3, 2014
 - Train-The-Trainer Training

- For fleet map verification, some trainers may be trained 1-3 months earlier

Potential Training Locations

- Eight sites initially selected for training

Next Steps

- Progress Training Plan with Motorola
- Present Training Plan Detail to EMC in April
- Questions
 - Rick Brown, rick.brown@pima.gov
 - Sharon Zaher, sharon.zaher@pima.gov

Materials provided: Milestone handout by Mr. Lionel Bittner, CIO for the Pima County Information Technology Department; PCWIN Training Update PowerPoint, dated February 28, 2013

VII. Operations & Technical Workgroup Update

Lt. Mike Sacco, Pima County Sheriff's Department

Mr. Tony Casella, Pima County Information Technology Department

Technical Workgroup – Mr. Tony Casella

During yesterday's meeting, the TWG identified a framework and assigned selected individuals to work on specific policies. Sub-committees will be established and AECOM has been contacted to potentially assist in providing sample policies which match the PCWIN framework. Critical procedures will be handled before the system goes live.

Operations Workgroup – Lt. Sacco

Several Operations Workgroup (OWG) members have been tasked with reviewing the Phoenix Regional Wireless Cooperative (RWC) policies and procedures to use as a guide to create our own operating policies.

The OWG met on February 14th and included the following topics for discussion:

- Encryption tutorial by Motorola
- Membership access to SharePoint given by Pima County ITD
- Fire Station Alerting discussion
 - Meetings anticipated to discuss with Motorola on the alerting options

The next OWG meeting scheduled for March 14th.

VIII. PECOC Status Report
Captain Paul Wilson, PCWIN Sponsor

The County has been unable to extend its legacy radio consoles into the facility for the Sheriff's Department. This will delay the Sheriff's relocation until the new Motorola radio system is ready for cutover in December 2013. The 9-1-1 customer premise equipment has been purchased and installation continues. The Sheriff's Department anticipated relocating upon completion of the 9-1-1 installation, although it now appears that the installation schedule will have to be phased to delay network cutover and training until such time that one or more of the dispatch agencies move into the facility.

Drexel Heights Fire District has expressed a desire to move in at the same time as the Sheriff's Department. Staff has a meeting on March 4th with CenturyLink to discuss postponing a couple of the 9-1-1 phases of installation. The equipment has been installed and configuration is complete, in preparation for testing. Once complete, the County will propose that CenturyLink turn the system off and leave it in place until the County moves into PECOC.

As reported in previous meetings, another issue preventing the EOC from becoming fully operational is the cell phone coverage in the building. The County is moving forward with the distributed antenna system, currently in the Procurement process for proposal/bid.

Pima County Facilities Management and Drexel Heights Fire District have met to prepare lease terms for future use of PECOC. Captain Wilson received draft lease language to review and provide feedback to Facilities Management.

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

The IGA is currently with the Director, who has made this issue a priority of items to attend to.

Captain Wilson prepared a package of information for the Director to update him on the history the project and outlines what Staff has done to gain the Nation's support. There has been no contact made by the Director's Office, to date.

X. Northwest Fire Consortium Dispatch Update
Assistant Chief Dave Ridings, Tucson Fire Department
Mr. Geoffrey Kuhn, Tucson Fire Department

The City of Tucson provided a Conceptual Design for a dispatch solution to service the Northwest Consortium. That design has been given to the Technical Workgroup, seeking feedback on its viability and additional options to consider. The TWG has until March 15th to present their findings, which will be brought back to the EMC for additional comment.

**XI. Coverage Testing Outside Pima County
Captain Paul Wilson, PCWIN Sponsor**

Captain Wilson had a meeting with interested parties to help define a scope of work for coverage testing outside Pima County. Staff invited neighbors who may have an interest in becoming part of the project: Tubac Fire, Rio Rico Fire, Sonoita-Elgin, J-6/Mescal, Ajo Ambulance, Town of Oro Valley, Golder Ranch, and Avra Valley. The only parties who attended were those north of the County.

A scope of work will be drafted and given to AECOM with a cost proposal to conduct the work.

The consensus of the group who attended the meeting didn't think it was necessary to provide coverage testing to the surrounding agencies. Agencies who did not attend have not made contact with the County since the original meeting request.

Assistant Chief Ridings believes the agencies south of the County had little time to prepare and ask that they not be counted out. Captain Wilson asks Assistant Chief Ridings to attempt contact with those agencies and seek their feedback.

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

TOPSC Phase I expansion is on schedule.

There was an issue with the Fire Suppression System in the CCEQ room, and the COT has taken measures to mitigate internal issues within the City. Decisions were made which didn't go through the Project Management Office; therefore, caused delays and unnecessary costs. Mr. Casella and Captain Azuelo have since resolved these issues.

The City received their GMP from their construction company. Ms. Angela Spencer has met with Russ Bassett and Interior Solutions to review the new call-taker/dispatcher stations, which are being ordered. The COT is in negotiations with the State for their part of the management solutions for 9-1-1 telephony.

The IDF room is 95% and will have it complete by the March 1st deadline.

The COT is actively engaging AT&T to rent space on the new tower at FS12. The COT has agreed, via a site specific agreement (SSA) and an agreement with the Mayor/Council, that any revenue generated from the tower will be passed onto the subscriber fees for the project, benefiting all agencies on the system. A similar concept is anticipated for the new Swan tower, as well.

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

Chief Sharp refers to the Committee for New Business. No response is noted.

XIV. Call to the Public

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

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

Thursday, March 28, 2013, 9:00 AM

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

XVI. Adjournment

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

Meeting adjourns at 9:33 a.m.

Minutes prepared by: Catherine Hanna