

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

Pima Emergency Communications Operations Center  
3434 E. 22<sup>nd</sup> Street  
Thursday, March 28, 2013  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the March 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  
Chief Anthony Daykin, University of Arizona Police Department  
Assistant Chief Charles Hangartner, Tohono O'odham Police Department (*Alternate*)  
Assistant Chief Sharon Allen, Tucson Police Department (*Alternate*)  
Captain Paul Wilson, Pima County Sheriff's 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 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**

Tony Aeilts, Tucson Police Department	Joe Jakoby, City of Tucson IT
Frank Brady, RACES	Randy Karrer, Golder Ranch Fire District
Rick Brown, Pima County ITD	Geoff Kuhn, Tucson Fire Department
Jeff Charnoki, Rural Metro	Jim Long, Northwest Fire District
Todd Cupell, Corona de Tucson Fire	Robert Padilla, Pima County Finance & Risk Mgmt
Carl Drescher, Town of Marana	Mike Sacco, PECOC/PCWIN
Chris Ferko, City of Tucson IT	Angela Spencer, Tucson Police Department
Chuck Gilchrist, Motorola	Deemy Tymika, City of Tucson
Carrie Hemmen, Motorola	

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

Chief Sharp proposes approval of the minutes for the February 28, 2013, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Mr. Hein seconds the motion. Motion unanimously carries.

*Materials provided: EMC summary dated February 28, 2013.*

**III. Executive Session – Motorola Optional Over-the-Air Rekeying Purchase**  
**Captain Paul Wilson, PCWIN Sponsor**

**Motion**

Chief Chappell motions to enter into Executive Session, pursuant to A.R.S. §38-431.03(A)(2) to discuss pricing information associated with Pima County contract #11-14-M-142376-0909. Captain Wilson seconds the motion. Motion unanimously carries.

**Motion**

Motion made to end Executive Session.

**IV. Equipment Quantity Modifications**  
**Captain Paul Wilson, PCWIN Sponsor**

The Pima Community College DPS has a desire to require more radios than previously requested to accommodate new staff and they have requested that the project provide that equipment. Request, in writing, is anticipated. Other departments have requested user quantities, although additional equipment requests are few.

Similar requests may come through in the future, and Captain Wilson seeks direction on how to handle future requests whether on a case-by-case basis or utilizing spare supply from other agencies.

If an agency requests fewer subscribers, Captain Wilson asks that Staff be authorized to move the excess equipment to the spares inventory, and that the requesting agency submit written justification to the Cooperative Board of Directors for further consideration in compliance with the terms of the IGA.

Secondly, if the agency requests more subscribers, Captain Wilson asks that the Sponsor be authorized to supply the additional equipment from the spares inventory and/or the inventory of equipment ordered for the Tohono O’odham Nation, to avoid additional purchases. The Sponsor will monitor all requests, and if these requests begin to impose an adverse impact on the project budget, the issue will be brought to the EMC’s attention.

Same consideration will be given to the County Public Works Departments.

## **Subscription Fee Clarification**

Agencies who request additional equipment will be expected to pay a subscription fee while they wait for their anticipated growth. If the radios are on the system, agencies will pay the subscription fee.

Once the radios are delivered to their respective agency (possession of the equipment), they are programmed for the PCWIN system; therefore, able to function. Captain Wilson recommends that once requests are made, the requesting agencies will be put on notice that they should expect to pay a subscriber fee when the equipment is supplied.

The Committee agrees with Captain Wilson's recommendations.

## **V. Site Development**

### **Mr. Lionel Bittner, CIO, Pima County Information Technology Department**

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

### **Site Development Highlights**

- Mount Bigelow is delayed due to weather
- Beacon & Confidence Peak – soon complete and microwave installation is scheduled
- Tumamoc Hill – tower is erected with a completion date in May 2013
- Swan – Demolition and antenna removal has begun; FAA has been notified of the lighting being taken down on March 29<sup>th</sup>
- Swan Community Outreach – Neighbors have agreed to paint the structures and mechanicals systems to mitigate visual impact

### **Site Specific Agreements**

- Revised City of Tucson amendments for generators at FS17 and PSTA were approved by Mayor/Council on March 19<sup>th</sup>
- Swan Tower Replacement – agreement was fully executed by the Board of Supervisors on March 19<sup>th</sup>
- Tumamoc Sub-Tenant Agreements – Forwarded to the City of Tucson and FBI for approval
- An amendment for the OVPD SSA is being drafted to allow shared responsibility for replacement of a generator that is inadequately sized to meet PCWIN needs
- Pima Community College DPS amendment for an additional dispatch console has been executed by the College and forwarded to Procurement for Pima County execution
- SONET Maintenance Agreement to support the County and City of Tucson network components has been executed
- An OVPD generator SSA has been drafted and Captain Wilson awaits the bid pricing on the new generator and the appraisal for the current generator

*Materials provided: PCWIN Status Update handout as of March 25, 2013, by Mr. Bittner.*

**VI. Results of Structural Analyses**  
**Mr. Lionel Bittner, CIO, Pima County Information Technology Department**

Motorola requested documentation demonstrating that each of the towers in use for the PCWIN project were structurally capable of supporting new antenna loads. As a result, six (6) additional structural analyses were commissioned to determine the structural capabilities of individual towers. Six (6) sites were evaluated with the following results:

1. Marana Library – Passed structural analysis, no further action required
2. Walker Road - Passed structural analysis, no further action required
3. Pasqua Yaqui Dispatch - Passed structural analysis, no further action required
4. Tucson FS12 – Failed structural analysis with new antenna loads. Tower to be replaced by AT&T at their expense. Construction to be complete by May 18<sup>th</sup>.
5. Swan Road – Failed structural analysis with new antenna loads. Tower to be replaced by PCWIN. Bid price \$355,244, bringing the cost for the total site development work at the site to \$887,821. Costs are budgeted.
6. TOPSC – Failed structural analysis with new antenna loads. Staff is evaluating the structural engineer’s recommendations. Impact to the project is unknown at this time. Tower improvements have not been budgeted.

**VII. Arivaca Communications Site**  
**Captain Paul Wilson, PCWIN Sponsor**  
**Mr. Lionel Bittner, CIO, Pima County Information Technology Department**

Captain Wilson refers the Committee to the Arivaca Communications Site memorandum for a briefing on the obstacles to timely construction of the Arivaca site by GovNet.

A mid-May completion date is important as it’s timed off the completion of other sites, i.e. Swan and Tumamoc Hill.

The Arivaca site will be built by GovNet, a private/public partnership funded by the BTOP grants (broadband rural communities grants released approximately two (2) years ago). GovNet has committed to construct a 140 foot tower and other facilities, allowing the County to co-locate equipment in the shelter, provide one (1) LMR antenna, and one (1) microwave dish on the tower with the possibility of two (2) additional dishes and accompanying electronics if Phase II of the project is built, with no reoccurring cost.

Additionally, GovNet will provide electrical service, battery power, and emergency power to the County equipment.

There have been several delays to this site, to include an audit of the federal grant program funding the project, completion of the environmental assessment required by the granting agency, contracting a general contractor to perform the work, right-of-way

approval for installation of the electric utility service across state land, and acquisition of construction materials and supplies.

Based on conversations with the President of GovNet, Staff believes GovNet has acquired all of the long lead items (shelter, generator, tower) needed to construct the site and has completed the environmental assessment, although an additional right-of-way for utilities issue has come up. Information from GovNet as to the impact of the schedule is anticipated soon.

GovNet has not hired a construction management firm to construct the site, but is prepared to proceed with the procurement process. All indications from GovNet is that the Arivaca site remains a priority, even though it's not a site critical to their program. They have even offered the County temporary facilities which might allow PCWIN to move forward with the implementation and coverage testing.

The County isn't receiving full information from GovNet. Pima County ITD is seeking a meeting between Pima County and GovNet to discuss the issues and determine how to move forward.

The Arivaca site remains critical and will be the site which can be constructed in the timeframe necessary for project implementation.

However, the delay has implications for system build-out. If it's not built in a timely manner, Motorola cannot build out the site; therefore, the Mildred Peak site doesn't have its contributing site back into the network, causing coverage holes.

GovNet was hoping to have funds released last week, but no additional update has been given. Staff believes a meeting with GovNet will answer questions on the sites developments.

After reviewing the reasons for previously rejecting construction at several other sites, Staff believes that the GovNet site still affords the best opportunity to build out a site in Arivaca at the earliest possible date. Following Staff's meeting with GovNet, options will be reviewed with Motorola to proceed with the project and complete Arivaca implementation and site coverage testing at a later date.

*Materials provided: PCWIN Memorandum reference Arivaca Communications Site, from Captain Paul Wilson, PCWIN Sponsor to the Executive Management Committee, dated March 26, 2013.*

## **VIII. Radio & Microwave Systems Installation Status Report**

### **Mr. Rick Brown, Pima County Information Technology Department**

Radio and Microwave teams are working at Beacon and Confidence Peak and will be complete by next week. The microwave team will standby for additional sites to be complete, and will be working on remaining tasks to be complete on sites already built.

The next radio installation will occur in the new IDF at the Thomas Price Service Center.

Control station site walks will continue through mid-April with over 100 sites identified. Training site visits continue and PCITD will be prepared to give a more detailed presentation to the EMC on the status of training and installations.

**IX. Operations & Technical Workgroup Updates**  
**Mr. Lionel Bittner, CIO, Pima County Information Technology Department**  
**Lt. Mike Sacco, PECOC/PCWIN**  
**Mr. Geoffrey Kuhn, Tucson Fire Department**

**Technical Workgroup (TWG) – Mr. Lionel Bittner**

The TWG finalized their framework and await a response from AECOM as to their assistance in policy development.

**Operations Workgroup (OWG) – Mr. Geoffrey Kuhn**

The OWG continues to work on individual policies assigned to specific workgroup members. Draft policies are to be uploaded to SharePoint and reviewed by the next meeting on April 11, 2013.

**X. Tohono O’odham Nation Support Update**  
**Assistant Chief Charles Hangartner, Tohono O’odham Tribal Police**

Assistant Chief Hangartner was unable to make contact with Director Lewis prior to the meeting, but his understanding is that the IGA originally went to the Attorney General’s Office and was forwarded to the Executive Office.

**XI. Northwest Fire Consortium Dispatch Update**  
**Captain Paul Wilson, PCWIN Sponsor**

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 will bring back their recommendations to the EMC at their April 25<sup>th</sup> meeting.

*Materials provided: City of Tucson Communication Engineering Report for Fire MEDS and Dispatch Audio Conceptual Design, prepared by Mr. Greg McNeal, with the City of Tucson ITD, dated January 30, 2013.*

**XII. TOPSC Project Status Report**  
**Ms. Angela Spencer, Tucson Police Department**

- GMP has been finalized and the project is within budget
- CCEQ room is near completion
  - COT is waiting for type 2 surge protector installation on the main transformer
  - COT needs to ground the ceiling grids
  - COT needs to ground one (1) electrical panel which will be complete by March 29<sup>th</sup>
- Received quote from NICE for the software upgrade which came to \$38,175

- Negotiations between the State 9-1-1 Office and CenturyLink have been finalized
- The State 9-1-1 Office has confirmed Pima County will be going to a managed services solution
  - CenturyLink is finalizing the contract with completed anticipated for the end of the fiscal year
  - Yuma County will be first; only four (4) PSAPs with a roll out in July
  - Pima County will be next (all PSAPs); City of Tucson first to align with their construction schedule
- The City has initiated transition planning
  - Subcommittees have been created
  - Tasks have been identified and assigned
  - COT will be meeting with Rick Brown and pertinent Motorola representatives on March 29<sup>th</sup>
- Phase IA (IDF/UPS Room) nearing completion
  - Rooms are 100% functional and ready for equipment installation
  - 98% structurally complete
- Phase IB (TPD Communications area) construction has begun
  - Demolition has transpired
  - Approximately two (2) weeks behind schedule

*Materials provided: Thomas O. Price Service Center Status Report, dated March 28, 2013.*

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

Chief Sharp refers to the Committee for New Business. The PCWIN Executive Director hiring process will be on the April 25<sup>th</sup> EMC agenda.

### **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, April 25, 2013, 9:00 AM**  
 Pima Emergency Communications Operations Center (PECOC)  
 3434 E. 22<sup>nd</sup> 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 9:59 a.m.

Minutes prepared by: Catherine Hanna