

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

Pima Emergency Communications Operations Center  
3434 E. 22<sup>nd</sup> Street  
Thursday, April 25, 2013  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the April 25, 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*)  
Assistant Chief Dave Ridings, Tucson Fire 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	Randy Karrer, Golder Ranch Fire District
David Azuelo, Tucson Police Department	Geoffrey Kuhn, Tucson Fire Department
Stella Bay, Pima Community College DPS	Jim Long, Northwest Fire District
Lionel Bittner, Pima County ITD	Andre Matus, Pascua Pueblo Fire Department
Rick Brown, Pima County ITD	Charles Mendonca, Drexel Heights Fire District
Jim Critchley, Tucson Fire Department	Grace Ochotorena, Finance & Risk Management
Todd Cupell, Corona de Tucson Fire Department	Robert Padilla, Finance & Risk Management
Chris Ferko, City of Tucson IT	Paul Punske, Motorola
Mallory Denzler, Tucson Police Department	Bob Sommerfeld, University of Arizona Police
Mike Garcia, Tucson Fire Department	Angela Spencer, Tucson Police Department
Chuck Gilchrist, Motorola	James Stoltenberg, Rural/Metro Fire
Joe Jakoby, City of Tucson IT	

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

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

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

**III. Committee Appointment  
Captain Paul Wilson, PCWIN Sponsor**

On behalf of the Pima County Sheriff's Department, Sheriff Clarence W. Dupnik (via letter) nominates Lieutenant Mike Sacco as second alternate to the Executive Management Committee, replacing Chief Brad Gagnepain.

Chief Chappell motions to accept Sheriff Dupnik's nomination with direction to forward the necessary paperwork for the Board of Supervisors consideration and approval. Chief Daykin seconds the motion. Motion unanimously carries.

Ms. Hanna will prepare the paperwork for the Board of Supervisors agenda.

*Materials provided: Letter to Chief Daniel Sharp, EMC Chairman, from Sheriff Clarence W. Dupnik, reference Appointment Nomination to the Executive Management Committee, dated April 24, 2013.*

**IV. Motorola Optional Over-the-Air Rekeying Purchase  
Captain Paul Wilson, PCWIN Sponsor**

**Motion**

Committee met in Executive Session at the March 28<sup>th</sup> EMC meeting to discuss the need to purchase optional equipment under the purchase contract with Motorola, the Over-the-Air Rekeying (OTAR) feature for all mobile/portable/dispatch control station radios equipped with AES encryption.

Staff recommends equipping AES Encrypted mobiles/portables and dispatch control stations with OTAR, equating to 627 units at a total cost of \$256,808.25, including tax.

**Motion**

Mr. Hein motions to approve to purchase licenses from Motorola. Chief Chappell seconds the motion. Motion unanimously carries.

## 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**

- Confidence Peak and Beacon Hill are complete
- Swan Road – New tower to be erected this week or next week with completion due in May
- FS12 – AT&T tower is in place and the Voice Radio installation is planned for the second week in May
- Thomas Price Service Center – Tower remediation is under discussion with the Structural Engineer
  - Voice Radio is in place
  - Final design discussions continue with Patriot regarding Fire Suppression remediation
- OVPD – Generator bid awarded to Patriot; installation plans being developed
- Tumamoc Hill – Completion date is May 31<sup>st</sup>
  - OVPD's current generator will be relocated to Tumamoc in conjunction with OVPD receiving their new generator
  - Target date of July 1<sup>st</sup>
  - Decommissioning and removing old shelters to occur after the end of May
- Mt. Bigelow – Patriot and International work efforts progressing well; completion date for the end of May

#### **Site Specific Agreements**

- Tumamoc Sub-Tenant Agreements – Amendments by the City of Tucson have been forwarded to the U of A for approval
  - FBI amendments have been rejected and the contract has been returned for execution
- 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 Site Development, Arivaca, Radio and Microwave Systems Installation, and Technical Working Group Status Report handout as of April 25, 2013, by Mr. Bittner.*

**VI. Arivaca Communications Site**  
**Mr. Lionel Bittner, CIO, Pima County Information Technology Department**

Staff met with the President of GovNet on April 12<sup>th</sup> to discuss alternative site options, as Arivaca is a critical site to have in the project. A temporary site was identified, approximately 200 feet from the original site location. Additionally, there was no radio coverage change noted in using the temporary site. An agreement was obtained on April 24<sup>th</sup> with the land owner to use the temporary site until the permanent site could be built by GovNet. Voice radio will be installed by mid-June. Motorola and Logicalis change orders for mounting equipment on the temporary site and remounting the equipment on the future permanent site has been received.

*Materials provided: PCWIN Site Development, Arivaca, Radio and Microwave Systems Installation, and Technical Working Group Status Report handout as of April 25, 2013, by Mr. Bittner.*

**VII. Radio & Microwave Systems Installation Status Report**  
**Mr. Rick Brown, Pima County Information Technology Department**

**Voice Radio Site Activity**

- Cold installs performed at Thomas Price Service Center IDF & CCEQ radio rooms
- Dispatch back room equipment upgrade and optimization and upgrade begin at PECOC
- R56 Audit and equipment optimization performed at Beacon Hill
- Master site servers and several switches were upgraded at PECOC
- Successfully testing the VR connection between PECOC and Swan

**User Training Upgrade**

- Two User Training Overview sessions were held in April
- Over 60 attendees from police, fire, public safety, and public works
- PCITD is confirming agency contacts and train-the-trainer

**Vehicle Install Preparation**

- Five potential installation sites identified – Pascua Yaqui, Pima Community College, Green Valley SAV, COT Fire Maintenance, and Northwest Fire Training Facility
  - Site visits for additional locations will continue throughout May 2, 2013

**Cutover Planning**

- Tony Casella and Rick Brown met with Motorola on April 11<sup>th</sup>
  - Reviewed a 15-step cutover plan
  - Framework has begun
  - Plan is to meet Motorola early May to discuss and review the sequence of events

## **Microwave & Network Systems Report**

- Microwave installations and alignment complete at Beacon and Confidence Peak
- Next sites for microwave are Arivaca, Swan, Tumamoc, and Bigelow
- Temporary fiber connections for PECOC, PSTA, Swan FS12, FS17, and TOPSC should be complete by April 30<sup>th</sup>
  - This will give PCITD the ability to program radios and begin testing the fleet map in the metro areas
- Currently all testing has been suspended pending completion of fiber connections to other City of Tucson sites

*Materials provided: PCWIN Site Development, Arivaca, Radio and Microwave Systems Installation, and Technical Working Group Status Report handout as of April 25, 2013, by Mr. Bittner.*

### **VIII. Northwest Consortium Conceptual Design Update Mr. Lionel Bittner, CIO, Pima County Information Technology Department**

The City of Tucson provided a Conceptual Design for a dispatch solution to service the Northwest Consortium. That design had been given to the Technical Workgroup for feedback on its viability and additional options to consider.

The Technical Workgroup is not complete with their report for the Committee. Mr. Bittner has asked that this item be tabled until the May EMC meeting.

### **IX. Operations & Technical Workgroup Update Mr. Rick Brown, Pima County Information Technology Department Mr. Geoffrey Kuhn, Tucson Fire Department**

#### **Technical Workgroup (TWG) – Mr. Rick Brown**

The TWG finalized their framework and reviewed AECOM's proposal to assist with writing policies for the group. The proposal was expensive, so AECOM provided policies from another agency with a similar technical structure to assist the TWG. Policies are being prioritized and work on the Northwest Consortium Conceptual Design continues.

#### **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. The Group has decided to meet bi-weekly; the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month. Next meeting is scheduled for May 2<sup>nd</sup>.

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

The IGA is with the Attorney General’s Office. Director Lewis told Assistant Chief Hangartner that the project is at the top of his priority list.

**XI. PCWIN Executive Director Recruitment Update**  
**Mr. Mike Hein, Director, Pima County Office of Emergency Management & Homeland Security**

Over 200 applicants applied for the Executive Director position. Of that, 50 applicants met the minimum qualifications. A Review Committee was established to review the applications and conduct interviews and included Captain Wilson, Captain David Azuelo, Mike Hein, and Chief Randy Karrer. Ten (10) applicants were invited to the interview process, although two (2) declined. Eight (8) were interviewed, and four (4) have advanced to an Oral Presentation which will take place at the Executive Committee meeting, following today’s EMC meeting.

The four candidates have been invited to provide an analysis of the Business Plan and create a powerpoint to present to the Executive Committee, under executive session. The Executive Committee will recommend one (1) finalist to the Board of Directors at their May 23<sup>rd</sup> meeting. The Board of Directors will then make a recommendation to the County Administrator for approval with a July 1<sup>st</sup> hire date.

Chief Sharp expresses his appreciation to everyone who’s been involved in this process.

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

- CCEQ room has been remediated for the R56 analysis
- COT is working on the Fire Suppression System issue
  - COT and County staff have met with the contractors and discussing methods of procedure
- Seven (7) committees have been established to assist with training and installation, having weekly and bi-weekly meetings
- COT integrated the Transitional Meetings and COT Planning Meetings with the COT IT
  - Meet weekly
  - Move from planning to operational at TOPSC
- COT continues work on the Fleet Map
- NICE Recorder upgrade for the COT will require further discussion with the EMC
- COT negotiated a resolution for 9-1-1 equipment use at TOPSC, equating to \$2,000 per month, per position with no up-front hardware or software cost since it’s a managed service solution
- Phase I IDF rooms are complete; Motorola equipment is installed
- Phase B covers the construction process
- COT created a website where pictures of the construction process can be reviewed
  - Captain Azuelo will get access to the EMC

- The police dispatch area will be located in the former maintenance bay
  - Concerns were raised over possible asbestos in the duct work
  - COT brought a team in to remediate the problem; ducts were cleaned
  - Delay was two (2) weeks
- Console furniture has been ordered

*Materials provided: Thomas O. Price Service Center Status Report, by Captain David Azuelo.*

### **XIII. Fire Station Alerting Solutions**

#### **Lt. Mike Sacco, PCWIN/PECOC**

Lt. Sacco provides a briefing on the status of the Fire Station Alerting solutions identified by Motorola to meet the needs of the participating agencies.

Fire Station Alerting was not part of the project's original scope. Lt. Sacco scheduled meetings with the effected fire agencies and Motorola provided alternative solutions to resolve concerns.

Motorola established what each agency's current fire alerting solution was and what the future solution needed to be. Some agencies were found to need conventional channel gateways (CCGW) and others were deemed sufficient.

#### **Northwest Fire Communications Consortium**

Northwest will maintain their existing alerting encoder and RF Equipment. Operational equipment will not change. A CCGW will be required to interface their existing VHF system for their fire station into the MCC7500 console.

The COMTECH equipment will remain in place and direct the fire station alerting to the appropriate station.

#### **Tucson Fire**

They also utilize the COMTECH equipment and will continue current fire alerting operations. The only change to Tucson Fire is that their UHF radio will be replaced by the 800 MHz radio. Tucson Fire will keep their TAIT radio and be connected to the MCC7500 through a CCGW.

#### **Ajo Dispatch**

Ajo will maintain their current system; a VHF pager radio system and tie it into the MCC7500 console through a CCGW. Ajo is not narrowbanded, so a decision will need to be made on when to narrowband.

Motorola evaluated each system and have proposed solutions to fit the needs of the fire agency's requirements. The number of available CCGW's is unknown, but there appear to be enough to accommodate the project's needs.

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

Chief Sharp refers to the Committee for New Business. Assistant Chief Allen proposes two (2) items for discussion at the May EMC meeting:

- NICE Recorder Upgrade for TOPSC
- Continued discussion on the Gateway on behalf of the City of Tucson

#### **XV. Call to the Public**

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

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

**Thursday, May 23, 2013, 9:00 AM**

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

#### **XVII. 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 9:30 a.m.

Minutes prepared by: Catherine Hanna