

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

Pima Emergency Communications Operations Center
3434 E. 22nd Street
Thursday, June 27, 2013
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the June 27, 2013 EMC meeting. Recording and materials provided are available upon request.

I. Call to Order: Chief Douglas Chappell, Chair, 9:00 a.m.

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

Members Present

Chief Doug Chappell, Drexel Heights Fire District
Chief Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Roberto Villaseñor, Tucson Police Department
Deputy Chief Larry Stevens, Oro Valley Police Department (*Alternate*)
Assistant Chief Charles Hangartner, Tohono O'odham Police Department (*Alternate*)
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)
Commander Bob Sommerfeld, University of Arizona Police Department (*Alternate*)
Mr. Paul Wright, Jr., Northwest Fire District (*Alternate*)
Mr. Jeff Guthrie, Office of Emergency Management & Homeland Security (*Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Anthony Daykin, University of Arizona Police Department
Chief Mike Brandt, Northwest Fire District
Chief Jim Critchley, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department
Mr. Mike Hein, Office of Emergency Management & Homeland Security

Others Present

Tony Aeilts, Tucson Police Department	Randy Karrer, Golder Ranch Fire District
Lionel Bittner, Pima County ITD	Jim Long, Northwest Fire District
Frank Brady, RACES	Lonnie Nichols, Motorola
Rick Brown, Pima County ITD	Albert Pesqueira, Northwest Fire District
Gary Campbell, Pima County Facilities Mgmt	Herman Rascon, Golder Ranch Fire District
Aimee Farmer, Tohono O'odham Nation	Carla Reece, Northwest Fire District
Mike Garcia, Tucson Fire Department	Kathleen Robinson, Tucson Police Department
Chuck Gilchrist, Motorola	Andy Smith, Golder Ranch Fire District
Carrie Hemmen, Motorola	Angela Spencer, Tucson Police Department
Joe Jakoby, City of Tucson IT	

II. Approval of Minutes
Chief Douglas Chappell, Drexel Heights Fire District

Chief Chappell proposes approval of the minutes for the May 23, 2013, Executive Management Committee (EMC) meeting. Deputy Chief Stevens moves to approve the minutes and Assistant Chief Hangartner seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated May 23, 2013.

III. Repurposing Use of Space at the Pima Emergency Communications & Operations Center (PECOC)
Chief Paul Wilson, PCWIN Sponsor

At the May 23rd EMC meeting, the Committee reviewed what changes were anticipated for PECOC; however, the budgetary piece was unavailable while Facilities Management waited for vendor quotes. Since that time, Facilities Management has estimated that the work will cost \$517,000.

Work has already begun and is expected to be complete by the end of August. Work will not conflict with the Motorola implementation schedule.

Motion

Deputy Chief Stevens motions to authorize the transfer of \$517,000 from SCOMMS Project to the BITMAP Project. Chief Wilson seconds the motion. Motion unanimously carries.

IV. Site Development
Mr. Tony Casella, Pima County Information Technology Department

Fire suppression and scaffolding remediation at TOPSC will begin July 1st with completion anticipated in mid-July.

Generator permits for Oro Valley Police Department were approved last week. Construction to replace the generator will begin soon.

The old generator from Oro Valley Police Department went to Tumamoc Hill and is fully functioning. Phase I will be complete by mid-July. Antenna migration has begun; PCWIN antennas are on the tower and microwave is in the building.

Patriot has completed site development on Mount Bigelow. International is nearly complete with their tower remediation.

Materials provided: PCWIN Site Development, Radio and Microwave Systems Installation, handout as of June 2013, by Mr. Casella, Pima County Information Technology Department.

V. Arivaca Communications Site
Mr. Tony Casella, Pima County Information Technology Department

The verbal environmental assessment (EA) is approved for Arivaca. GovNet will be responsible for construction and will coordinate with the County on their schedule. Construction is due to be complete by the end of July where Motorola and Logicalis can begin microwave work. There is a good possibility that Arivaca will be included in system testing.

Materials provided: PCWIN Site Development, Radio and Microwave Systems Installation, handout as of June 2013, by Mr. Casella, Pima County Information Technology Department.

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

Voice Radio Site Activity

- Cold installs and antenna installs on Mt. Bigelow and Tumamoc Hill will be completed in June
- Optimization on both sites will follow
- Site walks and meetings will be conducted at each dispatch center to determine the number of gateway ports needed for pre and post cutover
- T-1 testing for the entire network will begin next week
- Control station site walks are complete

User Training Upgrade

- Motorola responded to the request to add additional training seats
- Training matrix defining training classes and seats being developed in July

Vehicle Install Preparation

- Motorola is reviewing properties for fixed install sites

Cutover Planning

- Weekly cutover planning meetings are held every Thursday
 - Public safety and non-public safety entities participating
- Pilot Group A (TPD, TFD, PCSD) will be issued radios to test fleet map on July 19th
 - Pilot Groups B and C will follow

Microwave & Network Systems

- Microwave installs are complete at all sites, except Arivaca
- Network installs are complete
- Final circuits will be available for Motorola by July 1st
- AECOM is in town this week for microwave acceptance testing

VII. Northwest Consortium Conceptual Design Update Assistant Chief Dave Ridings, Tucson Fire Department

Captain David Azuelo was to work in trying to bring the Consortium and the County together to continue discussions in resolving outstanding issues surrounding the Consortium's conceptual design. No progress has been made at this time.

Assistant Chief Ridings explains that there was correspondence between Mr. Hein and Captain Azuelo to include a recommended motion to be read at today's meeting. Mr. Hein (not present) indicated that he agreed to the motion language.

Chief Wilson explains that he originally authored language to table this item as no new information had been brought to his attention. The agenda was distributed to the Clerk's Office indicating the topic as an informational item, although the details page listed the item as a "motion." Chief Wilson suggests that the Committee discuss the proposed motion, but due to the confusion with the agenda, bring the item back to the EMC for future action.

Assistant Chief Ridings explains his proposed motion is based on the conceptual design proposed by the City of Tucson IT Engineering Department for continued use of the Northwest Consortium's radio system in conjunction with the PCWIN system.

He adds that the Project Sponsor proposed an action item at the May 23rd EMC meeting that Tucson Fire felt was procedurally incorrect, and in order to bring it back within the procedural boundaries with the September 2012 Business Plan IGA and Exhibit, a motion was crafted by the Tucson Fire Department to follow the procedure established in the Governance documents. The Tucson Fire Department's issue is procedural, not taking a stand with one agency over another, although Tucson Fire believes they should support each member equally, rather than singling out an agency for special review or sanction.

Tucson Fire Department Proposed Motion for Future Consideration

"With regard to the Proposal from the Northwest Consortium to allow utilization of the PCWIN audio gateways as a primary means of interoperability through the City of Tucson Fire Communications Center, the guidelines of the September 2012 PCWIN Cooperative Business Plan shall be followed.

I motion that the Technical and Operations Working Groups each review the Proposal and prepare written position statements and/or recommendations based upon their respective scope of responsibility. The statements shall be forwarded to the newly hired PCWIN Executive Director, who shall complete the evaluation of the Proposal and make an appropriate recommendation to the Executive Management Committee as necessary."

Discussion

Chief Wilson requested that the Committee members consider whether a decision about use of the Conventional Channel Gateways and Dispatch Consoles to interconnect the two radio systems is something that needs to be decided during initial implementation, or is something that can be postponed until after implementation is completed. Chief Wilson noted that implementation is governed by the EMC which was appointed by the

Board of Supervisors to implement the program, and that post implementation matters are the responsibility of the PCWIN Board of Directors.

He explains that the Committee's will have to determine what decisions fall under each Committee.

Assistant Chief Ridings suggests the EMC read the Cooperative Business Plan and supporting documents prior to the next meeting, so they have a position on the matter.

Mr. Wright concurred with Chief Wilson's assessment and believes that given the timing of the implementation that this matter would not be resolved until after cutover, and therefore should be decided by the Board of Directors.

Item will be moved to the July EMC meeting.

VIII. Operations & Technical Workgroup Update
Mr. Tony Casella, Pima County Information Technology Department
Mr. Steven Campbell, Drexel Heights Fire District

Technical Workgroup (TWG) – Mr. Tony Casella

The TWG continues to work on their policies. The OWG has also asked for the assistance of the TWG concerning monitoring of PCWIN radio traffic by the media and public. Chris Ferko will draft a memorandum for the TWG's review and once approved, it will be forwarded to the OWG.

Operations Workgroup (OWG) – Mr. Steven Campbell

The OWG continues to work on individual policies assigned to specific workgroup members. A number of policies are drafted, but require input from the TWG, and members await their review.

IX. Tohono O'odham Nation Support Update
Assistant Chief Charles Hangartner, Tohono O'odham Police Department

Assistant Chief Hangartner recently attended a meeting with Director Malcolm Lewis and the legislative representatives from the Department of Information Technology. The Legislative representatives expressed their willingness to move forward and support PCWIN, but additional meetings are anticipated.

Chief Wilson explains that there are good efforts being made and will continue to monitor the progress.

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

- Construction is nearly complete
- Dry wall is complete
- Taping, texturing, and circuit work in the sub-floor is complete
- Painting will begin next week

- Furniture will be installed by the second week of July, meeting the August 15th completion deadline
- Transition planning is on-going

XI. PCWIN Budget Report
Chief Paul Wilson, PCWIN Sponsor

The report provides updated summary cost and budget information for each of the PCWIN related projects:

- STOPSC – Thomas Price Service Center Renovation Project
- SCOMOC – Pima Emergency Communications & Operations Center
- SCOMMS – Regional Communications Center
- BITMAP – PECOC Repurposing Project
- STELSW – PECOC Avaya Telephone Switch
- SMICRO – Childs to PCSD Ajo Microwave Link

The PCWIN program is currently projected to be within budget; however, the program contingency in the regional radio project (SCOMMS) has decreased to just \$385,430. A new project, BITMAP, was created to separately track expenses for repurposing portions of the PECOC facility.

There remains \$2.4M for facility improvements and equipment to build out Phase II on the Tohono O’odham Nation.

No recommendations for new purchases will be made until site development activities and Phase II costs for the Nation are established.

(Memorandum is attached for additional budget information).

Materials provided: Budget Analysis & Impacts from Project Activities Memorandum from Chief Paul Wilson, PCWIN Sponsor, to the Executive Management Committee, dated June 20, 2013.

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

Chief Chappell refers to the Committee for New Business. He receives no response.

XIII. Call to the Public

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

Chief Randy Karrer, with the Golder Ranch Fire District, explains that if the Northwest Consortium doesn’t gain a connection via VHF to the PCWIN system, it will impact his ability to connect to the project. He asks that the Committee, Operations Workgroup, and the Technical Workgroup look at all sides of the issue, objectively. Without a connection to the PCWIN system, Golder Ranch will be significantly impacted, to include services in Pinal County.

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

Thursday, July 25, 2013, 9:00 AM

Pima Emergency Communications Operations Center (PECOC)

West Conference Room

3434 E. 22nd Street, Tucson

XV. Adjournment

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

Meeting adjourns at 9:33 a.m.

Minutes prepared by: Catherine Hanna