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# MEMORANDUM

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Date: September 16, 2013

To: The Honorable Chairman and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "C.H. Huckelberry", is written over the printed name and title.

Re: **Public Safety Interoperable Communications Project Transition Plan**

The 2004 bond project for public safety interoperable communications and emergency operations known as the Pima County Wireless Integrated Network (PCWIN) is nearing completion of the installment of our regional voice radio network. Construction of Phase I projects is over 90 percent complete, and the project is on track to become operational by January 6, 2014, the "go-live" date. Currently, the implementation of the capital bond project is directed by the PCWIN Executive Management Committee (EMC) and the Project Sponsor (Sheriff's Department Chief Paul Wilson).

According to the September 2012 PCWIN Business Plan, the EMC is responsible for "project construction, business plan development, establishment of governance, and transitioning PCWIN to operations." As the PCWIN project approaches its go-live date in January 2014, the EMC's responsibilities will begin to decrease, and those of the newly formed PCWIN cooperative organization will begin to ramp up. The EMC has nearly completed construction, developed the business plan, established the governance structure, and begun the transition process.

There are a few outstanding items, such as the construction of the sites owned by the Tohono O'odham Nation, which will not reach resolution prior to the go-live date. In the meantime, the Executive Committee (a committee within the new cooperative) has been assembled and meets regularly to deal with issues related to steady state operations. To date, the existence of the two governing committees has not posed a significant problem; however, as the program approaches steady state operations, the responsibilities of the two bodies will increasingly overlap and could potentially cause confusion and conflict. With that in mind, I am directing that the transition of processes and assets from program implementation under the EMC to the steady-state cooperative administration under the Executive Committee, the PCWIN Board of Directors, and the PCWIN Executive Director begin immediately.

Under this concept, all remaining action items for the bond's implementation will migrate from the EMC to the Executive Committee and the PCWIN Board of Directors. The

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administration of these processes and programs will become the responsibility of the PCWIN Executive Director in accordance with the September 2012 PCWIN Business Plan and Section 3.2.3 of the Intergovernmental Agreement to Operate, Maintain, Sustain, Improve and Finance the Pima County Wireless Integrated Network, Exhibit A Governance Document.

I would expect the transition to be complete by the go-live date of January 6, 2014.

CHH/mjk

c: Jan Leshar, Deputy County Administrator for Medical and Health Services  
John Voorhees, Executive Director, Pima County Wireless Integrated Network  
Paul Wilson, Corrections Bureau Chief, Sheriff's Department