

**NOTICE/AGENDA OF PUBLIC MEETING
PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS MEETING
August 25, 2016**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN) BOARD OF DIRECTORS** and to the general public that the Board of Directors will hold a meeting on **Thursday, August 25, 2016 beginning at 9:00 a.m.** The meeting will be held at the Pima Emergency Communications Operations Center (PECOC), 3434 E. 22nd Street, Tucson, Arizona.

The Pima Communications & Operations Center endeavors to ensure all persons with disabilities accessibility to meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Nicole Burdette at (520) 724-9320. Requests should be made as early as possible to allow time to arrange the accommodation.

- I. CALL TO ORDER AND ROLL CALL** Chairman
- II. APPROVAL OF MINUTE SUMMARY** Chairman
Motion
Review, discussion, and approval of the Minute Summary from the May 26, 2016 Board Meeting.
- III. EXECUTIVE DIRECTOR'S REPORT** John Voorhees
**Information &
Direction to Staff**
The Executive Director will brief the Board on the following topics:
- A. SPECIAL REVENUE FUND UPDATE**
Pima County Finance will brief the Board on the FY 15/16 Special Revenue Fund 4th quarter.
- B. PCWIN STATUS UPDATE**
The Board will be briefed on the progress of the working groups and pertinent network activities:
1. OWG Update
 2. TWG Update
 3. Network Update
- C. PCWIN REORGANIZATION**
The Board will be briefed on the PCWIN reorganization of personnel and tasks.
- IV. SITE SECURITY CAMERA PROJECT UPDATE** Pima County IT Staff
Information
The Board will be briefed on the progress of the site security camera project.
- V. MEMBERSHIP AND PARTICIPANT UPDATE** John Voorhees
**Information &
Possible Action**
The Executive Director will provide an overview and seek approval of the application from the Bureau of Alcohol, Tobacco, Firearms and Explosives for membership as a Public Safety Service Participant.

VI. NEW BUSINESS – ITEMS FOR FUTURE BOD AGENDAS

Members may propose agenda items for future Board of Directors Meetings.

Board
**Information &
Direction to Staff**

VII. CALL TO THE PUBLIC

Those wishing to address the Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

Board
Direction to Staff

VIII. DATE/TIME/LOCATION OF PROPOSED BOARD OF DIRECTORS MEETINGS

The next Board of Directors Meeting is tentatively scheduled for Thursday, November 17, 2016. The meeting will begin at 9:00 a.m., and held at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, AZ, Conference Room 308.

Chairman
Information

IX. ADJOURNMENT

A copy of the agenda background material provided to the Board of Directors is available for public inspection at the PCWIN Administrative Office, Pima Emergency Communications & Operations Center or call (520) 724-9320.

Chairman
Motion

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
(PCWIN)
BOARD OF DIRECTORS MEETING**

Pima Emergency Communications Operations Center
3434 E. 22nd Street
Thursday, May 26, 2016

SUMMARY OF MEETING

I. CALL TO ORDER AND ROLL CALL
Chief Doug Chappell, Drexel Heights Fire District

Chief Chappell calls the meeting to order at 9:02 am. Roll call is executed by Nicole Burdette, PCWIN Administration.

Members Present

Drexel Heights Fire District, Chief Doug Chappell (Chair)
Oro Valley Police Department, Deputy Chief Larry Stevens
City of Tucson Representative, Joyce Garland
Corona de Tucson Fire District, Captain Todd Cupell
Golder Ranch Fire District, Assistant Chief Tom Brandhuber
Green Valley Fire District, Division Chief Joey Kosiorowski
Mountain Vista Fire District, Chief Cheryl Horvath
Northwest Fire District, Assistant Chief Doug Emans
Pascua Yaqui Tribe, Chief Andre Matus
PCWIN Executive Director, John Voorhees (Non-Voting)
Pima Community College DPS, Commander Michelle Nieuwenhuis
Pima County Representative, Jesse Rodriguez
Sahuarita Police Department, Chief John Noland
University of Arizona Police Department, Assistant Chief Keith Brittain

Members Absent

Avra Valley Fire District
City of South Tucson Police Department
Picture Rocks Fire District
Rincon Valley Fire District
Sabino Vista Fire District
Tanque Verde Valley Fire District
Three Points Fire District
Tucson Country Club Estates Fire District

Participating Attendees:

Rick Brown, PCWIN Wireless Services, Chairman, Technical Working Group
Captain Fred Bair, Tucson Fire Department, Chairman, Operations Working Group
Andy Welch, Pima County Finance

II. APPROVAL OF MEETING SUMMARY
Chief Doug Chappell, Drexel Heights Fire District

The Chairman calls for comments on the February 18, 2016 Board Meeting Summary and hears none. Chief Stevens moves to approve the summary. Motion is seconded by Chief Horvath and unanimously carries.

III. EXECUTIVE DIRECTOR'S REPORT
Mr. John Voorhees, PCWIN Executive Director

A. SPECIAL REVENUE FUND UPDATE

Mr. Andy Welch, Pima County Finance, presents the Special Revenue Fund Report for FY 15/16, 3rd quarter ending March 31, 2016.

Balance Sheet Summary:

- Total Assets – \$2.2M
- Total Liabilities – \$473K
- Total liabilities and fund balances – \$2.2M (SRF and IRF)

Comparative Balance Sheet – March 31, 2015 and March 31, 2016

- Assets increased approximately \$400K
- Liabilities increased approximately \$60K
- Total liabilities and fund balances increased \$400K

Statement of Revenues, Expenditures and Changes in Fund Balance

- Revenue – \$2.2M
- Expenditures – \$1.8M
- Excess of revenue over expenditures – \$300K
- Transfer to Infrastructure Replacement Fund – \$300K
- Net change in fund balance – \$301K
- Fund balance at end of period – \$1.7M

Comparative Statement of Revenues, Expenditures and Changes in Fund Balance – March 31, 2015 and March 31, 2016

- Revenues increased \$200K
- Expenditures increased \$750K
- Excess of revenues over expenditures decreased \$550K
- Net change in fund balance decreased \$550K
- Fund balance at end of period increased \$340K

Statement of Revenues, Expenditures and Changes in Fund Balance – Major Line Items Analysis

- Revenues: Charges for services
 - Internal – \$1.2M
 - External – \$900K
- Expenditures: Employee compensation
 - PCWIN Unit – \$178K
 - PCWIN IT Unit – \$550K
- Expenditures: General and administrative
 - County administrative overhead – \$117K
 - Lease and rentals – \$85K
- Expenditures: Repairs and maintenance
 - Motorola contract – \$625K

Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual

- Revenues actuals are \$48K ahead of budget
- Expenditures actuals are \$400K less than budget
- Excess of revenues over expenditures actuals are \$461K ahead of budget
- Fund balance actual is \$100K ahead of budget

Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Forecast

- Revenue forecast – \$2.9M (\$80K more than adopted budget)
- Expenditures forecast – \$2.7M (\$351K less than adopted budget)
- Fund balance forecast – \$1.6M (\$67K more than adopted budget)

Mr. Voorhees, referring to net change in the fund balance (operating bottom line), points out that this year's budget is based on a \$213K deficit and the five-year fiscal plan is based on a forecasted \$181K surplus. This means that the budget is only ahead by \$30K.

B. PCWIN STATUS UPDATE

Mr. Voorhees asks the Chairs of the OWG and TWG to give their respective reports.

1. Operations Working Group (OWG) Update Captain Fred Bair, Tucson Fire Department, OWG Chairman

Captain Bair provides the following update on activities and discussions in the OWG:

- Tucson Water, LifeNet, and Tucson Airport Authority membership applications were reviewed and approved.
- *Adding and Changing Radio Infrastructure Policy* was reviewed and approved.
- Coverage remediation – Sprint will replace/upgrade existing BDAs in County buildings.
- Interoperability Subcommittee will work on revising the TICP.
- Motorola provided a presentation on WAVE and MCC7100: WAVE is a software application that would allow remote access to the PCWIN system and the MCC7100 console can be used on a laptop.

2. Technical Working Group (TWG) Update Mr. Rick Brown, Pima County Wireless Services, TWG Chairman

Mr. Brown provides the following update on activities and discussions in the TWG:

- APX6000XE cracked cases: the replacement process should start in 30-45 days. Radio case replacements will be done at Creative Communications in Phoenix. Creative Communications is the only non-Motorola company authorized to replace the cases and ensure they are intrinsically safe. As soon as inventory is in place, the replacement process will start.
- Encryption management procedure: the encryption management policy was developed over a year ago but has not been implemented. Mr. Brown will address this with the OWG and conduct a workshop with the agencies encryption coordinators to ensure compliance with the policy.
- Drafted and revised *101-H: Adding or Changing Radio Infrastructure Policy*.
- The TWG will assist with the TICP revisions to ensure the frequencies are allocated properly.
- Subscriber accountability: this is an ongoing process between the County and City maintenance providers to develop better ways to track radios. Some measures have already been put in place.

3. NETWORK UPDATE

Mr. Rick Brown, Pima County Wireless Services

Sprint will be monitoring select sites to determine if frequencies slated for PCWIN are being used. Sprint did this along the Texas border about a year ago and found that the frequencies were not being used. With this information, Sprint was able to pressure the Mexican government and expedite the rebanding process.

Dispatch console upgrades are complete.

Tower and microwave maintenance are complete.

Beacon Hill was recently vandalized, but PCWIN equipment was not damaged; however, third-party equipment located at the site was damaged. Pima County Facilities Maintenance is and installing additional locks at the site.

IV. SITE SECURITY CAMERA PROJECT UPDATE

Mr. Anthony Casella, Pima County ITD

Marana Library and Walker site security cameras are installed and operational. Remaining installations are about a week behind schedule but are expected to be complete by the end of August 2016.

V. AGENCY HANDBOOK UPDATE

Mr. John Voorhees, PCWIN Executive Director

101-H: Adding or Changing Radio Infrastructure

Mr. Voorhees explains that this policy provides guidelines for agencies interested in adding or changing radio infrastructure on the PCWIN network. The policy details the request and approval process, and specifically states that any new infrastructure needs to be incorporated into the Motorola System Upgrade Agreement (SUA II).

This policy provides the Board of Directors the opportunity to vet the purchase request and decide if the Cooperative or the individual agency should purchase the equipment.

Discussion and Comments:

Chief Noland asks if adding a mobile command post would be considered adding new infrastructure. Mr. Voorhees replies that the policy applies to anything being added to the PCWIN system or that needs to be controlled by the Network Managing Member.

Chief Noland asks what the estimated turn-around time is for approval. Mr. Voorhees replies that it would be approximately three months due to the governance meeting cycle.

Chief Brandhuber inquires if this policy applies to mobile radios. Mr. Voorhees responds that it does not apply to vehicle radios, but a vetting process may be required if a substantial number of radios are being added to the system.

Chief Brandhuber asks if only Motorola equipment is allowed on the system. Mr. Voorhees replies that this policy does not address that subject but other policies preclude use of other vendors.

Motion: Chief Stevens moves to approve 101-H: *Adding or Changing Radio Infrastructure Policy*. Motion is seconded by Chief Noland and unanimously carries.

VI. MEMBERSHIP AND PARTICIPANT UPDATE
Mr. John Voorhees, PCWIN Executive Director

Tucson Water: submitted an application to become a member of PCWIN under the City of Tucson's IGA. They will purchase 15 portable radios for interoperability in the event of a large-scale incident involving public works.

Motion: Chief Stevens moves to approve Tucson Water's application for membership under the City of Tucson. Motion is seconded by Chief Horvath and unanimously carries.

Tucson Airport Authority Department of Public Safety: submitted an application for Membership. They will be given 30 APX6000 radios from the Tohono O'dham (TO) spare stock.

Motion: Chief Stevens moves to approve Tucson Airport Authority's application for membership. Motion is seconded by Chief Horvath and unanimously carries.

LifeNet: submitted an application for Emergency Medical Participant. LifeNet is an air ambulance company. They will purchase aviation radios for each of their two helicopters.

Motion: Chief Stevens moves to approve LifeNet's application for participation as an Emergency Medical Participant. Motion is seconded by Chief Noland and unanimously carries.

VII. NEW BUSINESS – ITEMS FOR FUTURE BOARD AGENDAS

- Fiscal year 17/18 budget first draft for review

VIII. CALL TO THE PUBLIC

Chief Chappell asks the audience if anyone wishes to address the Board. No one appears.

IX. DATE/TIME/LOCATION OF BOARD OF DIRECTORS MEETINGS

The next Board of Directors meeting is scheduled for **Thursday, August 25, 2016**. The meeting would begin **at 9:00 a.m.**, and held at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, AZ, Conference Room 308

X. ADJOURNMENT

Motion: Chief Stevens moves to adjourn the meeting. Motion is seconded by Chief Horvath and unanimously carries. 9:41 am

PCWIN Briefing

For the Year Ended
June 30, 2016
(Period 13)

	<u>Special</u> <u>Revenue Fund</u>	<u>Infrastructure</u> <u>Replacement</u>	<u>Total</u>
Assets			
Cash and cash equivalents	\$ 1,512,691	\$ 300,000	\$ 1,812,691
Interest receivable	1,037		1,037
Inventory	180,260		180,260
Prepaid expenditures	9,486		9,486
Total assets	<u>1,703,474</u>	<u>300,000</u>	<u>2,003,474</u>
Liabilities and fund balances			
Liabilities			
Accounts payable	181,455		181,455
Employee compensation	25,909		25,909
Unearned revenue	118,948		118,948
Total liabilities	<u>326,312</u>		<u>326,312</u>
Fund balances			
Nonspendable	189,746		189,746
Assigned	1,187,416	300,000	1,487,416
Total fund balances	<u>1,377,162</u>	<u>300,000</u>	<u>1,677,162</u>
Total liabilities and fund balances	<u>\$ 1,703,474</u>	<u>\$ 300,000</u>	<u>\$ 2,003,474</u>

Comparative Balance Sheet

June 30, 2015 and June 30, 2016

	Audited 6/30/2015	Actual 6/30/2016	Net Change
Assets			
Cash and cash equivalents	1,499,036	1,812,691	313,655
Interest receivable	801	1,037	236
Inventory	181,123	180,260	(863)
Prepaid expenditures	3,629	9,486	5,857
Total assets	1,684,589	2,003,474	318,885
Liabilities and fund balances			
Liabilities			
Accounts payable	134,884	181,455	46,571
Employee compensation	56,461	25,909	(30,552)
Unearned revenue	89,429	118,948	29,519
Total liabilities	280,774	326,312	45,538
Fund balances			
Nonspendable	184,752	189,746	4,994
Assigned	1,219,063	1,487,416	268,353
Total fund balances	1,403,815	1,677,162	273,347
Total liabilities and fund balances	1,684,589	2,003,474	318,885

Statement of Revenues, Expenditures and Changes in Fund Balance For the Year Ended June 30, 2016

	Special Revenue Fund	Infrastructure Replacement	Total
Revenues:			
Charges for services	\$ 2,882,667		\$ 2,882,667
Investment earnings	11,365		11,365
Miscellaneous	65,745		65,745
Total revenues	2,959,777		2,959,777
Expenditures:			
Employee compensation	994,953		994,953
General and administrative	441,348		441,348
Operating supplies and services	126,437		126,437
Repairs and maintenance	1,090,127		1,090,127
Consultants and professional services	33,565		33,565
Total expenditures	2,686,430		2,686,430
Excess of revenues over expenditures	273,347		273,347
Other financing sources (uses):			
Intrafund transfers in (out)	(300,000)	\$ 300,000	
Total other financing sources (uses)	(300,000)	300,000	
Net change in fund balance	(26,653)	300,000	273,347
Fund balance at beginning of year	1,403,815		1,403,815
Fund balance at end of year	\$ 1,377,162	\$ 300,000	\$ 1,677,162

Comparative Statement of Revenues, Expenditures and Changes in Fund Balance June 30, 2015 and June 30, 2016

	Audited 6/30/2015	Actual 6/30/2016	Net Change
Revenues:			
Charges for services	2,610,321	2,882,667	272,346
Investment earnings	5,963	11,365	5,402
Miscellaneous	56,338	65,745	9,407
Total revenues	2,672,622	2,959,777	287,155
Expenditures:			
Employee compensation	1,048,047	994,953	53,094
Operating supplies and services	53,637	126,437	(72,800)
Repairs and maintenance	187,674	1,090,127	(902,453)
General and administrative	429,387	441,348	(11,961)
Consultants and professional services	59,681	33,565	26,116
Total expenditures	1,778,426	2,686,430	(908,004)
Excess of revenue over expenditures	894,196	273,347	(620,849)
Other financing sources (uses):			
Transfers in	1,248		(1,248)
Total other financing sources (uses)	1,248		(1,248)
Net change in fund balances	895,444	273,347	(622,097)
Fund balance at beginning of year	508,371	1,403,815	895,444
Fund balance at end of year	1,403,815	1,677,162	273,347

**Statement of Revenues, Expenditures and
Changes in Fund Balance
Major Line Items Analysis
For the Year Ended June 30, 2016**

Revenues:		(1) Revenues: Charges for services	
Charges for services	\$ 2,882,667 (1)	General government fees revenue - (external)	\$ 1,675,956
Investment earnings	11,365	Interdepartmental revenue - (internal)	1,206,711
Miscellaneous	<u>65,745</u>		<u>\$ 2,882,667</u>
Total revenues	<u>2,959,777</u>	(2) Expenditures: Employee compensation	
		PCWIN-OEM Unit 0876	\$ 238,602
		PCWIN-IT Unit 2330	756,351
			<u>\$ 994,953</u>
Expenditures:		(3) Expenditures: General and administrative	
Employee compensation	994,953 (2)	Training and travel	\$ 4,069
General and administrative	441,348 (3)	Leases & rental	103,318
Operating supplies and services	126,437	Interdepartmental charges & computer hardware/software	31,318
Repairs and maintenance	1,090,127 (4)	County administrative overhead	156,583
Consultants and professional services	<u>33,565</u>	Telephone & internet	50,434
Total expenditures	<u>2,686,430</u>	Electricity	45,794
		Motor pool charges	48,438
		Other miscellaneous charges	<u>1,394</u>
			<u>\$ 441,348</u>
Excess of revenues over expenditures	<u>273,347</u>	(4) Expenditures: Repairs and maintenance	
Net change in fund balance	<u>273,347</u>	Motorola - 12 months annual service & maintenance agreement	\$ 832,946
Fund balance at beginning of year	<u>1,403,815</u>	City of Tucson - SONET Cost-sharing agreement	195,563
Fund balance at end of year	<u>\$ 1,677,162</u>	Arizona Generator Technology: service of site generators	14,188
		International Towers Inc. - annual inspection of several towers	35,360
		Power Product Services - Annual preventative battery testing	9,800
		Others	<u>2,270</u>
			<u>\$ 1,090,127</u>

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual For the Year Ended June 30, 2016

	Adopted Budget	Actual	Variance
Revenues:			
Charges for services	\$ 2,781,108	\$ 2,882,667	\$ 101,559
Investment earnings	2,403	11,365	8,962
Miscellaneous	63,916	65,745	1,829
Total revenues	2,847,427	2,959,777	112,350
Expenditures:			
Employee compensation	1,165,551	994,953	170,598
General and administrative	677,555	441,348	236,207
Operating supplies and services	290,615	126,437	164,178
Repairs and maintenance	885,655	1,090,127	(204,472)
Consultants and professional services	41,000	33,565	7,435
Total expenditures	3,060,376	2,686,430	373,946
Excess (deficiency) of revenues over (under) expenditures	(212,949)	273,347	486,296
Net change in fund balance	(212,949)	273,347	486,296
Fund balance at beginning of year	1,766,827	1,403,815	(363,012)
Fund balance at end of year	\$ 1,553,878	\$ 1,677,162	\$ 123,284

Date: June 30, 2016

From: John Voorhees
PCWIN Executive Director

To: PCWIN participants and contract vendors

Re: PCWIN Organizational changes

On July 1, 2016 the Pima County Wireless Integrated Network (PCWIN) will be reorganized as an independent department within the Pima County government structure. Previously, PCWIN had been a division of the Pima County Office of Emergency Management and Homeland Security (OEMHS). The PCWIN Executive Director will function as the head of the department as well as the senior administrative representative of the PCWIN Cooperative. PCWIN's governance structure will not change-the PCWIN Board of Directors remains the senior agent for the Cooperative and radio network.

In concert with this organizational move, personnel from the Pima County Information Technology Department that perform maintenance on the PCWIN Motorola Astro 25 radio system and subscriber units have been realigned under PCWIN.

The decision to change the PCWIN organizational structure took considerable time and was not made lightly. Overall, it is believed that this move will streamline business workflow, simplify fund management and reporting, and ultimately enhance service to participating agencies.

In the past much of the business related to the maintenance of the radio system was conducted through the Information Technology Department as the radio maintenance provider and project manager for the system's implementation. Effective July 1, 2016 all business practices and contractual agreements related to the Motorola Astro 25 radio system should be directed to the PCWIN staff.

Thank you for your continued support of PCWIN!



New Member Application



PCWIN Form 301-A

PCWIN is a public safety/public service digital trunked radio network and cooperative. While it is our intent to accommodate the voice radio needs of as many organizations as possible, a deliberate discovery and planning process is required to ensure a prospective member's participation meets the needs and intent of PCWIN. Please fill out the following application with as much detail as possible. This information will be used to determine the best level of participation for your agency and whether any fees will be assessed.

Applicant's Use:

Organization Name

Organization Address

Point of Contact

POC Email Address

POC Phone Number

Organization Type

Will PCWIN be your primary means of communication?

Is your agency being sponsored by a PCWIN member?

Name of PCWIN Sponsoring Agency

If applicable, is the Sponsoring Agency providing radios for your use?

What level of participation do you anticipate on PCWIN

Daily

Weekly

Monthly

Will you use another agency's talkgroups to communicate on PCWIN?

Will you require the establishment of talkgroups for your agency's use?

Will any of those talkgroups require encryption?

If applicable, how many talkgroups will you require?

Clear Voice Recorded Encrypted

How many radios do you plan to use on the PCWIN Network?

Portables Mobiles Consoles

Have you coordinated for your agency's Emergency Alert function to be monitored by a PCWIN agency? (which one)

Are your agency's radios programmed to use Over The Air Programming/Rekeying?

OTAP OTAR

What make and model of radio equipment do you wish to program on the PCWIN network? (currently only Motorola products are permitted to connect to PCWIN)

How many radio transmissions does your agency average per hour?

What is the average length of your agency's radio transmissions?

Will your agency be connected to another network with the same radios?

Briefly describe the network

Will your agency require the dispatch services of a PCWIN agency?

What date would your agency like to begin using PCWIN?

Please provide a brief statement of your agency's Concept of Operations on the PCWIN Network

Comments (Special Requirements)

Signature/Date

PCWIN Staff Use:

Network Impact

Expected Site Affiliations

Will the Applicant's
Concept of
Operations Require
Additional
Infrastructure?

Additional
Required
Infrastructure
Locations

Will there be special
equipment
requirements?

Explain

What are the applicant's
programming requirements?

Talkgroup Recording
OTAR
OTAP
Encryption
Talkgroup Creation

What PCWIN talkgroups will need to
be programmed?

Have the requested PCWIN
agencies given permission to
program the applicant's radios?

Which PCWIN Agencies have
granted talkgroup sharing
permission?

Fiscal Impact:

Does the Applicant offer any potential revenue? (explain)

Does the Applicant offer any potential cost savings? (explain)

What costs to PCWIN will the cooperative incur by permitting the Applicant's inclusion on the network?

What O&M burden will the Applicant be expected to pay? (Explain)

What additional fees is the Applicant expected to pay?

- Fleetmap Development Fee
- Radio Programming Fee
- Encryption Fee
- Coverage Remediation Fee
- Equipment Purchase Fee
- Maintenance Agreement Fee
- Annual PM through PCWIN Fee
- Advanced Application Research/Processing Fee

Total fees incurred with this application

Overall Recommendation:

What is the PCWIN staff's recommended level of participation for the Applicant?

(refer to page 14 of the Sept 12 PCWIN Business Plan for guidance)

Operations Working Group recommendation

Date

Technical Working Group recommendation

Date

What is the Applicant's recommended "Go-Live" date?

If applicable, what is the termination date of the Applicant's PCWIN network connection?

What is the Applicant's code plug?

Further Comments

Executive Director Signature / Date

Board of Directors approval date / comments