

**NOTICE/AGENDA OF PUBLIC MEETING
PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS MEETING
AUGUST 28, 2014**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **PIMA COUNTY WIRELESS INTEGRATED NETWORK BOARD OF DIRECTORS** and to the general public that the Board of Directors will hold a meeting on **Thursday, August 28, 2014 beginning at 10:00 a.m. or immediately following the Executive Committee Meeting.** 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 Joni Castro at (520) 724-9321. Requests should be made as early as possible to allow time to arrange the accommodation.

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|---|---|
| I. CALL TO ORDER AND ROLL CALL | Chairman |
| II. INTRODUCTION OF NEW BOARD MEMBERS | Chairman |
| III. APPROVAL OF MINUTE SUMMARY | Chairman
Motion |
| Review, discussion, and approval of the Minute Summary from the May 22, 2014 Board Meeting. | |
| IV. PCWIN BUDGET - SPECIAL REVENUE FUND | Michelle Hamilton/John Voorhees
Info & Direction to Staff |
| The Board will receive an update on first quarter of FY14-15 of the Special Revenue Fund Budget. | |
| V. OWG & TWG UPDATES | Steve Campbell/Rick Brown
Info & Direction to Staff |
| The Chairs of the OWG and TWG will brief the Board on the Progress of their respective groups. | |
| VI. PHASE II BOND IMPLEMENTATION UPDATE | John Voorhees
Info & Direction to Staff |
| The Committee will receive an update on Phase II Charter and Bond Fund Transition. | |
| VII. POTENTIAL EXPENDITURES | John Voorhees
Info & Possible Action |
| The Executive Director will brief the Board and possibly seek action for potential expenditures to be funded by Bond funds or Special Assessment. | |
| VIII. AGENCY HANDBOOK UPDATE | John Voorhees
Info & Possible Action |
| The Executive Director will provide an overview and seek approval of new policies. | |

IX. PCWIN STATUS UPDATE

Rick Brown/John Voorhees
Info & Direction to Staff

The Wireless Services Manager will brief the Board on the following topics:

- A. Rebanding
- B. Coverage Remediation Process
- C. Motorola Service Bulletin – Remote Speaker Microphones
- D. Dispatch Console Upgrade and VPM Remediation

X. PCWIN MEMBER & PARTICIPANT ACQUISITIONS

John Voorhees
Info & Possible Action

The Board will be briefed and seek approval for new member applications for participation in PCWIN.

XI. NEW BUSINESS

Board
Info & Direction to Staff

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

XII. CALL TO THE PUBLIC

Board
Info & Direction to Staff

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.

XIII. DATE/TIME/LOCATION OF PROPOSED BOARD OF DIRECTORS' MEETINGS

Board
Info & Direction to Staff

Members will be asked to approve Thursday, October 23, 2014 and December 4, 2014 for the next Board of Directors' Meetings. Times for the proposed meetings will be announced at a later date. Meetings will be held at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, AZ, Conference Room 308.

XIV. ADJOURNMENT

Motion

A copy of the agenda background material provided to the Executive Committee is available for public inspection at the PCWIN Administrative Office, Pima Emergency Communications & Operations Center or call (520) 724-9321.

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for BOARD Action

IV

Date Action Requested:

Type of Action Requested:

Subject:

August 28, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**PCWIN BUDGET -
SPECIAL REVENUE
FUND**

To: Board of Directors

From: Mr. John Voorhees, PCWIN Executive Director

Recommendation:

Discussion:

The Board will be given an update on the first quarter of the PCWIN FY 14-15 SRF Budget.

Fiscal Impact:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for BOARD Action

V

Date Action Requested:	Type of Action Requested:	Subject:
August 28, 2014	<input type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Info & Possible Action <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Direction to Staff	PCWIN OWG & TWG UPDATES

To: Board of Directors

From: Steve Campbell & Rick Brown

Recommendation:

Discussion:

The Board will be briefed on current activities of the Operations and Technical Working Groups by the Chairs of the OWG and TWG.

Fiscal Impact:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for BOARD Action

VI

Date Action Requested:	Type of Action Requested:	Subject:
August 28, 2014	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Info & Possible Action <input type="checkbox"/> Information <input type="checkbox"/> Direction to Staff	PHASE II BOND IMPLEMENTATION UPDATE

To: Board of Directors

From: John Voorhees

Recommendation:

Discussion: The Board will be updated on the progress of the Phase II Bond Implementation.

Fiscal Impact:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for BOARD Action

VII

Date Action Requested:

Type of Action Requested:

Subject:

August 28, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**POTENTIAL
EXPENDITURES**

To: Board of Directors

From: John Voorhees

Recommendation:

Discussion:

The Board will be asked to review and take action on potential expenditures.

Fiscal Impact:

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**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for Board Action

VIII

Date Action Requested:	Type of Action Requested:	Subject:
August 28, 2014	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Info & Possible Action <input type="checkbox"/> Information <input type="checkbox"/> Direction to Staff	Agency Handbook Policies Update

To: Board of Directors

From: Mr. John Voorhees, PCWIN Executive Director

Recommendation:

Discussion:

The Board will review and be asked to approve revised and newly developed PCWIN Policies.

Fiscal Impact:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for BOARD Action

IX

Date Action Requested:	Type of Action Requested:	Subject:
August 28, 2014	<input type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Info & Possible Action <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Direction to Staff	PCWIN STATUS UPDATE

To: Board of Directors

From: Rick Brown, PCWIN Wireless Services/John Voorhees, Executive Director

Recommendation:

Discussion:

The Wireless Services Manager will brief the Board on the following topics:

- A. Rebanding
- B. Coverage Remediation Process
- C. Motorola Service Bulletin – Remote Speaker
Microphones
- D. Dispatch Console Upgrade and VPM Remediation

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for BOARD Action

X

Date Action Requested:

Type of Action Requested:

Subject:

August 28, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**MEMBER &
PARTICIPANT
ACQUISITIONS**

To: Board of Directors

From: John Voorhees, Executive Director

Recommendation:

Discussion:

The Executive Director will brief the Board and seek approval of new member applications for participation in PCWIN.

Fiscal Impact:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for Board Action

XI

Date Action Requested:	Type of Action Requested:	Subject:
August 28, 2014	<input type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Info & Possible Action <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Direction to Staff	NEW BUSINESS – AGENDA ITEMS FOR FUTURE MEETINGS

To: Board of Directors

From: Members

Recommendation:

Discussion:

The Board will discuss and consider agenda items for upcoming BOD meetings.

Fiscal Impact:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
BOARD OF DIRECTORS**

Request for Board Action

XIII

Date Action Requested:

Type of Action Requested:

Subject:

August 28, 2014

- Formal Action/Motion
- Info & Possible Action
- Information
- Direction to Staff

**PROPOSED DATE,
TIME & LOCATION OF
FUTURE BOARD
MEETINGS FOR THE
REMAINDER OF 2014**

To: Board of Directors

From: Board Members

Recommendation:

Discussion:

The Board will discuss and direct staff to schedule the next Board of Directors Meeting for: Thursday, October 23, 2014 and December 4, 2014, at the Pima Emergency Operations Center, 3434 E. 22nd Street, Tucson, AZ, Room 308. Meeting times will be determined at a later date.

Fiscal Impact:

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

Pima Emergency Communications Operations Center
3434 E. 22nd Street
Thursday, May 22, 2014

SUMMARY OF MEETING

I. Call to Order: Chief Doug Chappell, Chair, 10:45 a.m.

II. Roll Call: Joni Castro, PCWIN Office

Members Present

City of South Tucson, Chief William Lackey
City of Tucson, Chief Jim Critchley
Drexel Heights Fire District, Chief Doug Chappell, **Vice Chair**
Golder Ranch Fire District, Chief Randy Karrer
Green Valley Fire District, Chief Chuck Wunder
Mountain Vista Fire District, Chief Ed Wilkerson
Oro Valley Police Department, Asst. Chief Larry Stevens
Pascua Pueblo Fire Department, Andre Matus
PCWIN Executive Director, John Voorhees (Non-Voting)
Pima County Sheriff's Dept., Chief Paul Wilson
Rincon Valley Fire District, Chief Jayme Kahle
Sahuarita Police Dept., Chief John Harris
University of Arizona Police Dept., Keith Brittain (Alt.)

Members Absent

Avra Valley Fire District, Chief Brian Delfs
Corona de Tucson Fire Dept., Chief Andy Watson
Northwest Fire District, Chief Mike Brandt
Picture Rocks Fire District, Chief Brett Lane
Pima Community College DPS, Commander Manny Amado
Tanque Verde Fire District, Chairman Kaye D. Treese
Three Points Fire District, Chief John Williams
Tucson Country Club Estates Fire Dist., Chief Robert Fee
Chief Daniel Sharp, Oro Valley Police Department

Participating Attendees:

Rick Brown, PCWIN Wireless
Chief Pilot, Sgt. Garry Arnold, City of Tucson

III. Approval of Minutes

Motion: It is moved by Asst. Chief Larry Stevens, seconded by Chief Andre Matus, and carried unanimously to approve the minute summary from the February 27, 2014 Board of Directors Meeting.

Materials provided: BOD Summary dated February 27, 2014

IV. PCWIN BUDGET – John Voorhees

Mr. Voorhees directs the members to the Monthly Summary for April, 2014 (Exhibit 3). He reports the network is now "live" and so is the budget and this document represents the rollup for end of April, 2014. Invoices have been issued for the months of March and April. As unit agencies went live on the system, respective agencies were invoiced for \$56,000.00 in March and \$563,000.00 for April. User agencies should also expect to receive an invoice coming for the first quarter of the FY14-15 budget which was sent out on March 15, 2014 for the period of July through September, 2014. In accordance with the Business Plan, this invoice was sent 45 days in advance and is due July 1, 2014. Notes in the comments section of the monthly forecast identify reconciliations and/or corrections to that need to be made as of "go live". He opens the floor to questions and there are none.

Materials Provided: Special Revenue Fund Budget Documents

V. OWG & TWG Reports

A. OWG Update – John Voorhees

- ✓ OWG remains focused on development of policies and procedures to help govern the network and maintain control.
- ✓ Coverage remediation is another topic of importance and emphasis with this group. They are working off of a spreadsheet that currently contains 9 or 10 items of coverage concerns that are being reviewed.
- ✓ Input from the 90 Day End User Evaluation Survey Form from PCWIN Wireless is used to populate that spreadsheet, and encourages everyone to use this form as their primary method of advising staff of issues.
- ✓ All issues including coverage, BDAs, etc., are entered into this spreadsheet, prioritized and then OWG begins to work on remediation measures. Those that do not require a capital expense will be treated as

quickly as possible through Wireless Services and COT technicians. However, there may be quite a few that may need equipment purchases to remediate some of the identified coverage issues.

- ✓ A communication exercise is in the planning stage which will be conducted to test the system capacity limitations of our system. Geoffrey Kuhn, Tucson Fire, has agreed to organize a fielded roll call on June 3, 2014 (time not yet been determined) which will consist of taking a few of the talk groups and trying to saturate them without affecting operations for the folks on the street or causing undue harm to the system. This will help achieve a baseline understanding of what the network's capacity might be and to identify any unexpected problems.

B. TWG Update – Rick Brown

- ✓ TWG continues to work on developing policies and review applications for PCWIN membership.
- ✓ Priority has been establishing a process between County and City maintenance teams for reporting alarms and alerts.
- ✓ Since “go live”, Motorola has been monitoring the system and proactively sending out alerts.
- ✓ There have been a few alerts, and the notification system on all levels is working and procedures/policies are in progress to define this process.
- ✓ Meetings and working with the COT to develop a “mini” NOC to collaborate with the County's NOC are also underway.

VI. PCWIN Network Health Report – John Voorhees

Mr. Voorhees directs the BOD to the report for the month of April, 2014. This document represents a template for future reports that reflects network health including identification of any issues. The April report contains:

- The sites (with the exception of the fill in sites of Sierra Colorado, Mildred, and Ajo Mountain)
- Number of busies
- Percentage of busies of the total amount of the calls experienced on the system
- Average and max channel usage for the month of April with an additional column with when the channels have been maxed out at the specific sites
- Overall, the system is functioning quite well and averaging about 30% usage on the sites
- The number of busies for the north simulcast which occurred for the month of April resulted from 2 of 4 frequencies in the north simulcast that had been disabled for reasons unknown.
- Those “busies” did not even amount to 1%, and since the other two frequencies were reactivated, there have been a total of about 6 busies on the north simulcast site.
- Chief Wilson noted in the EC meeting that remarkably over 3 million PTTs have been recorded which punctuates just how much traffic all of the agencies actually generate, and only reflects about 30% of the channel usage on the system.
- A number of emergency activations (mostly attributed to users becoming familiar with radio operations on cutover days) were reported; however, it is anticipated that these will diminish substantially over time.

Backhaul Network Performance (Network Sonnet, Fiber and Microwave) (2nd page)

- No major issues, malfunctions or service configurations that have taken place to date.
- Technical staff can provide more detailed information, however an effort has been made to keep the information at a sustainable area.
- This is the initial report and staff is interested in feedback from the BOD on how this information is displayed and what information they are primarily interested in seeing.

Chief Kahle asks to refresh his memory on prioritization of the network and how that prioritization is determined if and when the system “maxes out”. Mr. Brown responds that that dispatch has highest priority, followed by all public safety agencies. Chief Wilson confirms that all have equal priority with no differentiation.

Materials Provided: Spreadsheet on Health of the Network for April, 2014.

VII. PCWIN STATUS UPDATE

Mr. Brown provides an overview on the following topics:

- **DVRS:** Staff training occurred in April and the majority of programming has been completed.

- Motorcycle Installs: Motorcycle installs have been completed with the exception of Oro Valley Police Department which is scheduled for next week and requires installation by a different vendor. Motorola has been requested to a look at the first few installs to insure that settings are correct.
- Phase II Vehicle Installs: All Phase II installs have been completed. Motorola has installed mobile units in approximately 100 vehicles remaining from Phase I.
- Mobile Uninstalls: 1475 Legacy radios were removed. Vehicles that still need console plates, removal of antennas and installation of caps are being scheduled.
- Hospital Radio Equipment Installation: All hospitals currently have radio equipment, and staff is currently working with them to determine their recording needs – whether it be their personal recording systems or the system available on NICE.
- System Load Balancing: This will be an ongoing process through the life of the network. Mr. Brown met with the COT on May 9, 2014 to discuss their geographic operational needs and site affiliations and will also meet with other agencies to determine their needs. The plan is to develop groups to allow access at a moment's notice when needed and will be set up for all agencies. Mr. Brown and Director Voorhees have discussed the possibility of developing a subgroup out of the OWG to work on fleet map long term load balancing for gathering data, as well as identifying frequently and minimally used sites. This effort will also ultimately include programming mobile and portable radios to at least have preferred sites for the agency.
- 90 Day End User Evaluation Survey Form: Everyone appears to be using the forms now and the support is appreciated and participants are encouraged using this form for reporting issues. Since cutover, Motorola is responding to quite a few of those requests, along with a PCWIN staff person. In addition, if Motorola is required to respond, a ticket will be opened so that the historical data can be included in the Motorola system has well.
- Rebanding: The frequency reconfiguration phase is underway, and staff is confirming the frequencies that are rebanded, and getting an accurate count of all infrastructure, equipment and subscriber equipment as part of the negotiation process with Sprint/Nextel. This information will be forwarded along with a cost estimate to Nextel including PCWIN accounting costs and Motorola Vendor costs for assisting with the rebanding. After that process is completed, actual planning will continue for the rebanding later this year or early 2015.
- Bi-directional Amplifiers (BDAs): A formal email will be sent out shortly to help determine dead spots. Participants are being advised if they were using BDAs in the past, they may not be needed now; or they may be needed now for uses with different frequencies. This will be touched upon again, but as part of the rebanding, Nextel had to be provided with a list of BDAs for 800 MHz systems that are using voice so that they can be considered during the rebanding process. Sprint/Nextel will account for those and pay for that rebanding if it is needed on any 800 MHz systems that require additional BDAs between now and rebanding.
- Chief Wilson asks Mr. Brown to update members on the space diversity link between Swan and Bigelow for the microwave replacement link. Mr. Brown believes it may have been completed.

VIII. MEMBER & PARTICIPANT ACQUISITION

Mr. Voorhees provides an overview of the application components defined by the Applicant's Working Group Subcommittee (formed from members of the TWG and OWG). This subcommittee reviews the applications and is working to formalize the review process. Additionally, group members have been trying to determine the best methods to assess impact to the network and what level of control needs to be exercised to limit access of Interoperability Participants to the network. It has been suggested that talk group management might be the most effective way to control network usage by the Interoperable Participants.

He follows with a report on the following applicants who are seeking an Interoperability Partnership with PCWIN:

- A. Arizona Attorney General's Office: This agency has requested that 65 of their Harris portable and mobile radios be programmed for PCWIN and, that they wish to participate as an Interoperability Participant. This group works with TPD, PCSD, Oro Valley Police Department and a host of others. This request was discussed in detail with the EC and is probably the most controversial at the moment as it bears discussion on whether or not the network will be opened up to other equipment. He speaks to the fact that PCWIN does not have the hardware or software to program the radios, and notes security concerns about the system key (see correspondence from Charle Hendrickson). Current fee projection is about \$1,600.00, plus any other equipment requirements to get the radios on the system, annual maintenance and subscriber fees, etc.

Motion: A motion was made for approval by Asst. Chief Larry Stevens and seconded by Chief Wilson. The matter was opened for further discussion.

Chief Kahle inquires about requirements for the various levels of participation, the frequency of use and analysis of the load on the system, asks if representatives of the agency are present or have these items have been reviewed by the TWG and OWG, and will the AG be charged a membership fee.

Mr. Voorhees states that he was advised that use would be weekly and would not involve all 65 of the radios but likely involve approximately 10-20 radios to be used to conduct operations with PCWIN agencies. He also notes that every approval is accompanied by a letter with rules and stipulations that the Network Manager will monitor their network usage and participation. In the event that the participating agency's usage produces an overall impact to the network, PCWIN reserves the right to go back and review their application for increased operations and maintenance support or termination if the impact is deemed to be too negative. Further if it is observed that the system is being used daily, it will be recommended that they be changed from the designation of Interoperability Participant to a Participant, subject to all associated fees and regulations.

Mr. Voorhees also notes that the Attorney General's Office will not be charged a membership fee nor will other Interoperability Participants, as this is considered encouragement for outside agencies that do not normally use PCWIN for communications with other PCWIN members as needed.

Chief Wilson concurs and states that, similar to the U.S. Parks Service, this is a typical example of an agency (who has their own network and equipment) to maintain the same level of infrequent and intermittent interoperability that has existed for years with many local agencies for special events, search and rescue, etc. He also notes that the AG's office has made general reference to the fact that grant funds were obtained specifically to promote connectivity with State office to promote interoperability.

Chief Harris notes that the AG's office works with a substantial number of agencies within the state but only worked with Sahuarita Police Department one time last year. Chief Kahle states that determining intermittent use is still unclear and care needs to be taken to not give away the farm. Mr. Voorhees prefers to take a slow and methodical approach to approving this kind of membership allowing time for appropriate impact testing and taking care to not set precedent.

Chief Chappell calls for the vote on the original motion made by Asst. Chief Stevens and seconded by Chief Wilson to the approve the Attorney General's Office application with conditions proposed by the Executive Committee. The motion is carried, with Chief Kahle voting nay.

B. National Park Service: This agency has been waiting since October, 2013, and currently has radios on loan from the PCSD. They have purchased 45 APEX 7000 and 7500 radios which will primarily be programmed for interoperability with PCSD. While their number of radios is relatively small, and they are basically looking for participation with the Pima County Sheriff's Department, their use needs to span the entire length of Pima County. With respect to network impact, they could potentially be on all of the sites per their area of responsibility, but are primarily looking at patrol talk groups for the PCSD, who has already approved their access. Estimated costs are about \$1,100.00 and will be subject to regular and preventative maintenance.

Motion: It is moved by Chief Wunder, seconded by Chief Wilson and unanimously carried to approve the National Park Service as an Interoperable Participant in PCWIN.

C. Union Pacific Radio: This agency purchased Motorola APEX 7000 dual band radios and has 10 portable radios that they wish to program into PCWIN to primarily promote communications with TPD and PCSD. Permission has been received by TPD authorizing access to the requested talk groups. Permission from PCSD has not been received, but the Mr. Voorhees has been advised that it is forthcoming. Cost is approximately \$200.00.

Motion: it is moved by Chief Chappell, seconded by Chief Wilson and unanimously carried to approve Union Pacific as an Interoperable Participant in PCWIN pending permission from PCSD access to their talk groups.

D. U.S. Marshals Service: This agency currently has dual band APEX units. Because federal regulations require that all radios within a sector be programmed the same, a total of 187 radios will need to be programmed with the requested TPD and PCSD frequencies; however only about 20 of the radios are anticipated to be used. PCSD approval has been received and TPD is pending. Captain Azuelo reported

at the EC meeting that this talk group request has been approved. Total estimated cost is approximately \$4,500.00 to program all radios.

Motion: it is moved by Chief Chappell, seconded by Chief Wilson and carried, Chief Kahle voting nay, to approve the U.S. Marshalls' Office as an Interoperable Participant in PCWIN.

Materials Provided: Copies of Applications for the above referenced Agencies.

IX. PCWIN AGENCY HANDBOOK UPDATE

Mr. Voorhees provides a brief overview and requests BOD approval (as discussed in detail and recommended for approval by the EC at their May 22, 2014 meeting) of the following policies:

Amended

- **101-E - Policy and Procedure Management:** Establishes the process for management of all Pima County Wireless Network (PCWIN) policies and procedures.
- **102B – Good Neighbor Policy:** Provides for temporary assistance to entities with an immediate communications emergency the ability to continue public safety daily operations.
- **106B – Reporting System Issues Policy:** Requires that users have some level of obligation for reporting system issues should a PCWIN member see a problem with the network regardless of significance.
- **106C Annual Drills:** Establishes basic guidelines and expectations for the members of the Pima County Wireless Integrated Network (PCWIN) to participate in annual drills and exercises.

New

101G –Contractors: Compels agencies to explain to outside contractors the need to adhere to established policies and procedures and make them accountable for same.

Motion: It was moved by Asst. Chief Stevens, seconded by Chief Wilson and unanimously carried to approve Policies 101E, 101G, 102B, 106B and 106C as presented.

Materials Provided: Copies of PCWIN Handbook Policies 101E, 101G, 102B, 106B and 106C.

X. AVIATION REQUIREMENTS OF CITY OF TUCSON AND PIMA COUNTY

Action: This item was tabled by the Executive Committee pending the receipt of more information.

XI. PHASE II BOND IMPLEMENTATION

In line with the transition from EMC to the BOD, Mr. Voorhees offers that in addition to items such as system and load balancing and rebanding which are ongoing topics of discussion, there is the issue of the remainder of the Bond Funds for this Board of consider. There is approximately \$4.5M in the Bond Fund Account, most of which has been earmarked for the Tohono O'odham Nation (Nation) build out. In the event that the Nation build out does not occur, the BOD may wish to begin to seek and identify other potential uses for those funds. He directs the Committee to his letter to Asst. Chief Hangartner from the Nation regarding the need for resolution of the following items:

- Permission to expand Kitt Peak's 10' x 10' plot – a recent conversation with Mr. VanDermeyden at the Bureau of Indian Affairs did not result in much interest or a solution to this issue.
- Bond Funds - if a commitment from the Nation with a specific timeline is not received in the near future, it may not be possible to continue holding the funds as there are several other PCWIN related expenses, as well as non-PCWIN agencies, that could put the money to good use.
- The build out license for the build out of Phase II has expired. A compelling reason will be needed to justify re-petitioning the FCC for another extension. This is another reason why a commitment from the Nation is important.
- Efforts continue to resolve these issues, and a response back Asst. Chief's Hangartner response on May 21, 2014 indicated that he would elevate it back up to the Nation to see if there was anyway get a commitment.

XII. NEW BUSINESS

Chief Kahle requests that equipment for the hazardous materials teams be placed on the next agenda. Chief Chappell responds that the item can be placed on the August agenda if the TWG and OWG have had an opportunity to review the request and make recommendations.

XIII. DATE/TIME/LOCATION OF NEXT BOD MEETING

The next Board of Directors' Meeting is scheduled for Thursday, August 28, 2014 immediately following the Executive Committee Meeting. The meeting time will be confirmed at a later date when a decision is made on whether or not an EMC meeting will also be scheduled for the same day. The BOD meeting will be held at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, AZ, Rm. 308.

XIV. CALL TO THE PUBLIC

Chief Kahle has noticed that the website is very outdated. Mr. Voorhees responds that there is a newer and more user-friendly website with a new link at www.pima.gov\PCWIN.

XV. ADJOURNMENT

Motion: It was moved by Asst. Chief Stevens, seconded by Chief Critchley and unanimously carried to adjourn the meeting.

Minutes prepared by Joni Castro
PCWIN ADMINISTRATION

DEPARTMENT INFORMATION PACKET

Office Of Emergency Management

FUND 2101

BUREAU B242

Period 1 Ending July 31, 2014

Office Of Emergency Management

FUND 2101

BUREAU B242

1	MONTHLY FINANCIAL SUMMARY REPORT	EXHIBIT 1
2	MONTHLY BUDGET TO ACTUAL SUMMARY	EXHIBIT 2
3	MONTHLY BUREAU REVENUE FORECAST	EXHIBIT 3
4	MONTHLY BUREAU EXPENDITURE FORECAST	EXHIBIT 4

Office of Emergency Management
Financial Summary Report
Bureau - B242 OEM Radio System SRF - Fund 2101
FOR PERIOD ENDING July 31, 2014

	FY14/15 YTD	FY14/15 Adopted Budget	FY14/15 Revised Budget	Forecast	Variance (Revised vs. Forecast)
1 Revenue	\$ 648,488	\$ 2,610,372	\$ 2,610,372	\$ 2,625,248	\$ 14,876
2 Expenditures					
3 Personnel Services	16,968	353,750	353,750	353,750	-
4 Operating Expenditures	19,344	1,236,064	1,236,064	1,236,064	-
5 Capital Equipment	-	-	-	-	-
6 Total Expenditures	36,312	1,589,814	1,589,814	1,589,814	-
7 Operating Transfers In					
8 Operating Transfers In	-	-	-	-	-
9 Total Operating Transfers In	-	-	-	-	-
10 Operating Transfers Out					
11 Operating Transfers Out	-	-	-	602,031	(602,031)
12 Total Operating Transfers Out	-	-	-	602,031	(602,031)
13 Net Fund Impact	612,176	1,020,558	1,020,558	433,403	616,907

Office of Emergency Management
 Monthly Budget to Actual Summary
 Bureau - B242 OEM Radio System SRF - Fund 2101
 FOR PERIOD ENDING July 31, 2014

Expenditures by Unit		FY14/15 YTD	FY14/15 Adopted Budget	FY14/15 Revised Budget	% of Budget Spent	Target	Budget less YTD Actuals
1	Unit 0876 - Radio System						
2	Personnel Services	\$ 16,968	\$ 353,750	\$ 353,750	5%	8%	\$ 336,782
3	Operating Expenditures	19,344	1,236,064	1,236,064	2%	8%	1,216,720
4	Capital Equipment >\$5,000	-	-	-	0%	0%	-
5	Unit 0876 Total	36,312	1,589,814	1,589,814	2%	8%	1,553,502
1	Unit 0877 - PECOC						
2	Personnel Services	-	-	-	0%	0%	-
3	Operating Expenditures	-	-	-	0%	0%	-
4	Capital Equipment >\$5,000	-	-	-	0%	0%	-
5	Unit 0877 Total	-	-	-	0%	0%	-
1	Office of Emergency Management Fund 2101						
2	Personnel Services	16,968	353,750	353,750	5%	8%	336,782
3	Operating Expenditures	19,344	1,236,064	1,236,064	2%	8%	1,216,720
4	Capital Equipment >\$5,000	-	-	-	0%	0%	-
5	Office of Emergency Management Department Total	\$ 36,312	\$ 1,589,814	\$ 1,589,814	2%	8%	\$ 1,553,502

Office of Emergency Management
 Monthly Bureau Revenue Forecast
 Bureau - B242 OEM Radio System SRF - Fund 2101
 FOR PERIOD ENDING July 31, 2014

Revenue Source Code - Name	FY13/14 Actuals	July	FY14/15 YTD	FY14/15 Straightline Projection	Encumbrances	FY14/15 YTD Obligations	FY14/15 Adopted Budget	FY14/15 Revised Budget	Forecast	Variance (Revised vs. Forecast)	Comments
1 4000 - Real Property Taxes-Current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
50 4200 - General Government Fees	338,691	369,674	369,674	4,436,088	-	-	1,418,064	1,418,064	1,478,696	60,632	First Quarter Membership Fees for PCWin multiplied by 4 quarters
97 4247 - Interdepartmental Revenue	304,799	278,814	278,814	3,345,768	-	-	1,161,012	1,161,012	1,115,256	(45,756)	First Quarter Membership Fees for PCWIN-Pima County Departments multiplied by 4
114 4400 - Rent and Royalties	42,625	-	-	-	-	-	31,296	31,296	31,296	-	
121 4407 - Int. Rev-Pooled Inv. - Operating	98	-	-	-	-	-	-	-	-	-	
136 TOTAL REVENUES	\$ 686,213	\$ 648,488	\$ 648,488	\$ 7,781,856	\$ -	\$ -	\$ 2,610,372	\$ 2,610,372	\$ 2,625,248	\$ 14,876	
137 OPERATING TRANSFERS IN											
154 4717 - Transfer-in from Other Special Revenue	14,483	-	-	-	-	-	-	-	-	-	
494 TOTAL OPERATING TRANSFERS IN	14,483	-	-	-	-	-	-	-	-	-	
495 TOTAL REVENUES AND OPERATING TRANSFERS IN	\$ 700,696	\$ 648,488	\$ 648,488	\$ 7,781,856	\$ -	\$ -	\$ 2,610,372	\$ 2,610,372	\$ 2,625,248	\$ 14,876	

Office of Emergency Management
 Monthly Bureau Expense Forecast
 Bureau - B242 OEM Radio System SRF - Fund 2101
 FOR PERIOD ENDING July 31, 2014

Object Codes	FY13/14 Actuals	July	FY14/15 YTD	FY14/15 Straightline Projection	Encumbrances	FY14/15 YTD Obligations	FY14/15 Adopted Budget	FY14/15 Revised Budget	Forecast	Variance (Revised vs. Forecast)	Comments
1 Personnel Services											
2 5400 - Salaries & Wages	\$ 182,787	\$ 12,863	\$ 12,863	\$ 154,354	\$ -	\$ 12,863	\$ 145,480	\$ 145,480	\$ 145,480	\$ -	
11 5409 - Social Security & Medicare	13,434	928	928	11,139	-	928	11,001	11,001	11,001	-	
12 5410 - Unemployment Insurance	311	18	18	213	-	18	203	203	203	-	
13 5411 - Health Insurance Premiums	16,676	1,162	1,162	13,949	-	1,162	13,775	13,775	13,775	-	
14 5412 - Workers Compensation	402	28	28	340	-	28	316	316	316	-	
15 5413 - Life Insurance	154	10	10	125	-	10	120	120	120	-	
16 5414 - Employer Paid Benefit Fees	(3)	-	-	-	-	-	-	-	-	-	
18 5416 - Arizona State Retirement	21,094	1,493	1,493	17,910	-	1,493	16,681	16,681	17,007	(326)	Forecast at budget plus 5431 budget.
24 5422 - Dental Insurance Premiums	144	23	23	278	-	23	52	52	52	-	
26 5424 - Interdepartmental Salaries - Charged in	13,425	-	-	-	-	-	76,000	76,000	76,000	-	
29 5427 - Intra departmental Fringe - Charged out	(23,451)	-	-	-	-	-	-	-	-	-	
30 5428 - Intra departmental Fringe - Charged in	25,278	109	109	1,312	-	109	29,480	29,480	29,480	-	
31 5429 - Intra departmental Salaries - Charged out	(73,801)	-	-	-	-	-	-	-	-	-	
32 5430 - Intra departmental Salaries - Charged in	76,997	333	333	3,995	-	333	60,316	60,316	60,316	-	
33 5431 - Budgeted Benefits	-	-	-	-	-	-	326	326	-	326	S/B zero. Added to 5416.
38 TOTAL PERSONNEL SERVICES	253,448	16,968	16,968	203,615	-	16,968	353,750	353,750	353,750	-	
39 Operating Expenses											
41 5000 - Office Supplies	1,249	-	-	-	-	-	1,950	1,950	1,950	-	
42 5001 - Software Under \$100,000	560	-	-	-	-	-	-	-	-	-	
43 5002 - Computer Equipment less than \$1,000	2,317	-	-	-	-	-	-	-	-	-	
48 5007 - Fuel & Oil	2,032	-	-	-	-	-	1,000	1,000	1,000	-	
49 5008 - Books, Subscriptions, & Videos	-	-	-	-	-	-	2,500	2,500	2,500	-	
51 5010 - Repair & Maintenance Supplies	737	-	-	-	1,276	1,276	130,150	130,150	130,150	-	
59 5018 - Other Operation Supplies	3,786	-	-	-	-	-	25,000	25,000	25,000	-	
61 5020 - Tools & Equip Under \$1,000	95	-	-	-	95	95	20,000	20,000	20,000	-	
87 5125 - Software Maintenance and Support	24,964	2,269	2,269	27,234	-	2,269	174,869	174,869	174,869	-	
100 5138 - In State Training	2,010	-	-	-	-	-	-	-	-	-	
101 5139 - Out of State Training	-	-	-	-	-	-	5,500	5,500	5,500	-	
102 5140 - In State Travel	-	-	-	-	-	-	1,000	1,000	1,000	-	
104 5142 - Postage & Freight	825	-	-	-	-	-	5,000	5,000	5,000	-	
105 5143 - Printing & Microfilming	489	-	-	-	-	-	250	250	250	-	
109 5147 - Leases & Rentals	79,710	5,750	5,750	69,002	52,808	58,558	100,878	100,878	100,878	-	
111 5149 - R&M Machinery & Equipment Svcs	71,279	128	128	1,532	70,360	70,488	310,471	310,471	310,471	-	

Office of Emergency Management
 Monthly Bureau Expense Forecast
 Bureau - B242 OEM Radio System SRF - Fund 2101
 FOR PERIOD ENDING July 31, 2014

Object Codes	FY13/14 Actuals	July	FY14/15 YTD	FY14/15 Straightline Projection	Encumbrances	FY14/15 YTD Obligations	FY14/15 Adopted Budget	FY14/15 Revised Budget	Forecast	Variance (Revised vs. Forecast)	Comments
112 5150 - R&M Building Services	1,750	-	-	-	-	-	-	-	-	-	
114 5152 - Other Professional Services	350	-	-	-	350	350	-	-	-	-	
135 5203 - Interdepartmental Supplies & Services - Charged in	409	-	-	-	-	-	-	-	-	-	
138 5206 - County Administrative Overhead	-	-	-	-	-	-	114,721	114,721	114,721	-	
140 5300 - Telephone & Internet	15,012	1,700	1,700	20,400	-	1,700	18,920	18,920	18,920	-	
141 5301 - Electricity	36,920	4,270	4,270	51,245	-	4,270	71,200	71,200	71,200	-	
146 5306 - Motor Pool Charges	36,368	3,990	3,990	47,880	-	3,990	50,000	50,000	50,000	-	
149 5309 - Dues and Memberships	-	-	-	-	-	-	800	800	800	-	
152 5312 - Other Miscellaneous Charges	980	70	70	840	-	70	840	840	840	-	
154 5314 - Payments To Governments	170,000	-	-	-	170,000	170,000	181,015	181,015	181,015	-	
158 5318 - General Liability Insurance Premiums	-	1,155	1,155	13,860	-	1,155	-	-	13,860	(13,860)	Self-Insurance Monthly Allocation PCAO Tort \$968 & General Liability \$187 budgeted in 5319.
159 5319 - Property Damage Insurance Premiums	-	12	12	140	-	12	14,000	14,000	140	13,860	Self-Insurance Monthly Allocation PCAO Tort \$968 & General Liability \$187 budgeted in 5319 but expensed in 5318.
165 5329 - Interest Expense - Pooled Investments	261	-	-	-	-	-	-	-	-	-	
183 5504 - Office Machines & Computers - Non-Capital	-	-	-	-	-	-	5,000	5,000	5,000	-	
187 5508 - Other Machines & Equipment - Non-Capital	-	-	-	-	-	-	1,000	1,000	1,000	-	
192 TOTAL OPERATING EXPENDITURES	452,104	19,344	19,344	232,133	294,888	314,233	1,236,064	1,236,064	1,236,064	-	
193											
194 Capital Equipment >\$5,000											
224 TOTAL CAPITAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	
225											
226 SUB TOTAL EXPENDITURES	\$ 705,552	\$ 36,312	\$ 36,312	\$ 435,748	\$ 294,888	\$ 331,201	\$ 1,589,814	\$ 1,589,814	\$ 1,589,814	\$ -	
227											
228 Transfers Out											
229 5700 - Transfer Out	-	-	-	-	-	-	-	-	602,031	(602,031)	
253 TOTAL OPERATING TRANSFERS OUT	-	-	-	-	-	-	-	-	602,031	(602,031)	
254											
255 Contra Assets											
264 TOTAL CONTRA ASSETS	-	-	-	-	-	-	-	-	-	-	
265											
266 Depreciation											
272 TOTAL DEPRECIATION	-	-	-	-	-	-	-	-	-	-	

Office of Emergency Management
 Monthly Bureau Expense Forecast
 Bureau - B242 OEM Radio System SRF - Fund 2101
 FOR PERIOD ENDING July 31, 2014

	Object Codes	FY13/14 Actuals	July	FY14/15 YTD	FY14/15 Straightline Projection	Encumbrances	FY14/15 YTD Obligations	FY14/15 Adopted Budget	FY14/15 Revised Budget	Forecast	Variance (Revised vs. Forecast)	Comments
273	TOTAL EXPENDITURES AND OPERATING TRANSFERS OUT	\$ 705,552	\$ 36,312	\$ 36,312	\$ 435,748	\$ 294,888	\$ 331,201	\$ 1,589,814	\$ 1,589,814	\$ 2,191,845	\$ (602,031)	



MEMORANDUM

Date: August 25, 2014

To: John Voorhees, Director
Pima County Wireless Integrated Network

From: C.H. Huckelberry
County Administrator 

Re: **Pima County Wireless Integrated Network and Tohono O'odham Nation Participation**

I received a telephone call on August 21, 2014 from Tohono O'odham Nation Chairman Ned Norris, Jr. inquiring about the Pima County Wireless Integrated Network (PCWIN) project.

I explained that the largest obstacle to the Nation's participation is the astronomers on Kitt Peak believing the communications tower would interfere with their scientific radio frequency research. I also indicated the Tohono Public Safety Office representative at the meeting advised they had developed a robust fiber optic network and that you had expressed a desire to receive information regarding the network and perhaps certain modifications to other towers could take the place of the Kitt Peak facility. This would allow the Nation to participate in the interoperable public safety communications system.

I advised the Chairman that if we did reallocate PCWIN funds due to an inability to complete our interoperable connections with the Nation now, if at any time in the future the Nation was in a position to participate, the County would then re-appropriate funds for this purpose.

Please contact the Tohono Department of Public Safety Director to convey this information and ask that the information you requested be provided as soon as practicably possible so we have a clear understanding of what is achievable with interoperable PCWIN connections for the Nation.

CHH/dr

c: The Honorable Sharon Bronson, Chair, Pima County Board of Supervisors
Tom Burke, Director, Finance and Risk Management

Expenditure Request



PCWIN Form 306-A

Expenditure Request

Date of Request

Requestor

Justification

Working Group Recommendation

Technical Working Group

Operations Working Group

Cost per unit

Total Cost

Recommended Funding Source

Impact to Funding Source

Beneficiaries of Expenditure

Title: **Voice Recording Policy**

Index: 104-E

Effective Date: March 1, 2014

Revision/Date: 0

Author: Geoffrey Kuhn/Tucson Fire Department

Owner: Operations Working Group (OWG)

1. Purpose

- a. Define responsibilities related to PCWIN voice radio recordings, especially as they relate to public records requests

2. Background

- a. PCWIN owns and maintains a radio logging recorder, intended to record audio transmissions of the radio network
- b. The public will seek copies of voice radio transmissions via public records requests

3. Policy Statement

- a. Member agencies are responsible for their respective talkgroups and for fulfilling public records requests for those talkgroups.
- b. Member agencies will have access to the interoperable talkgroups, administered by the PCWIN staff.
- c. Member agencies will be provided access to the PCWIN logging recorder with the appropriate authority levels to access those recordings of talkgroups and channels administered by that member agency
- d. The radio recorder is configured to maintain recordings for a period of six (6) months. Members intending to maintain radio recordings beyond six (6) months must transfer the recordings to the Member agency's storage device
 - i. PCWIN is not responsible for the Member agency's storage device in any way.
 - ii. Recordings kept by an agency beyond the six (6) month retention period may be subject to subsequent public records requests.
- e. Encrypted communications are generally considered confidential. However, encrypted communications which are recorded are still subject to public records requests.
- f. The release of voice recordings will be accomplished in accordance with the PCWIN Intergovernmental Agreement to Operate, Maintain, Sustain, and Improve Finance of the Pima County Wireless Integrated Network,

4. Applies to

- a. All Members, Interoperability Participants, Associates using the PCWIN radio network.

5. Supporting Rules

- a. PCWIN Intergovernmental Agreement to Operate, Maintain, Sustain, and Improve Finance of the Pima County Wireless Integrated Network, section 10.5.
- b. 104-C Talkgroup Management Policy

6. Conditions for Exemption or Waiver

a. None

DRAFT

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

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

New Member Application



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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?

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Further Comments

Executive Director Signature / Date

Board of Directors approval date / comments

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Further Comments

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Portables Mobiles Consoles

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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

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

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