

**NOTICE/AGENDA OF PUBLIC MEETING
PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN)
EXECUTIVE COMMITTEE MEETING
July 24, 2014**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the PIMA COUNTY WIRELESS INTEGRATED NETWORK EXECUTIVE COMMITTEE and to the general public that the Executive Committee will hold a meeting on **Thursday, July 24, 2014, beginning at 9:00 AM** at the Pima Emergency Communications Operations Center (PECOC), 3434 E. 22nd Street, Tucson, AZ.

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.

- I. CALL TO ORDER AND ROLL CALL** Chairman
- II. APPROVAL OF MINUTE SUMMARY** Chairman
Motion
Review, discussion, and approval of Minute Summary for the June 26, 2014 Executive Committee Meeting.
- III. EXECUTIVE DIRECTOR'S REPORT** John Voorhees
Info & Direction to Staff
A. PCWIN Budget – Special Revenue Fund
B. OWG & TWG Progress Reports
C. PCWIN Network Health Report
D. City of Tucson SONET Upgrade
E. Potential Bond Expenditures
- IV. AGENCY HANDBOOK UPDATE** John Voorhees
Info & Possible Action
The Committee will receive a briefing on workgroup policy development.
- V. PCWIN STATUS UPDATE** Rick Brown/John Voorhees
Info & Direction to Staff
A. 90 Day End User Evaluation Survey – Summary Report
B. Rebanding
C. Motorola Service Bulletin – Remote Speaker
Microphones
- VI. MEMBER & PARTICIPANT ACQUISITION** John Voorhees
Info & Possible Action
The Executive Director will brief the Committee and possibly seek approval for new member applications for participation in PCWIN.

VII. AVIATION REQUIREMENTS OF CITY OF TUCSON and PIMA COUNTY

Garry Arnold/Capt. Azuelo
Info & Direction to Staff

Sgt. Gerry Arnold, Chief Pilot for the City of Tucson, will provide an update on the requirements, costs and time frame associated with acquiring FAA approval for modifying helicopter communications equipment.

VIII. PHASE II BOND IMPLEMENTATION

The Committee will receive an update on components of transition of responsibilities from the EMC to the BOD including potential future involvement of the Tohono O'odham Nation in PCWIN.

Chief Wilson/ Voorhees
Info & Direction to Staff

IX. BOARD OF DIRECTORS DRAFT MEETING AGENDA

The Committee will discuss and consider agenda items for the August 28, 2014 or future Board of Directors' meeting.

Committee
Info & Direction to Staff

X. NEW BUSINESS – EXECUTIVE COMMITTEE

Members may propose agenda items for the August 28, 2014 or future Executive Committee Meetings.

Committee
Info & Direction to Staff

XI. CALL TO THE PUBLIC

Those wishing to address the Committee 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.

Committee
Direction to Staff

XII. DATE-TIME-LOCATION - NEXT EXECUTIVE COMMITTEE MTG.

The next Executive Committee Meeting is scheduled for August 28, 2014 at approximately 10:15 AM (or immediately following the Executive Management Committee Meeting) at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, Conference Room 308.

Committee
Discussion

XIII. ADJOURNMENT

A copy of the agenda support material provided to the Executive Committee is available for public inspection at the PCWIN Administrative Office, located at the Pima Emergency Communications & Operations Center at 3434 E. 22nd St., Tucson.

Motion

PIMA COUNTY WIRELESS INTEGRATED NETWORK

EXECUTIVE COMMITTEE

REQUEST FOR COMMITTEE ACTION

III

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

July 24, 2014

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

**PCWIN Executive
Director's Report**

TO: Executive Committee

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Executive Director will provide the Committee with the following updates/reports:

- A. PCWIN Budget – Special Revenue Fund (Voorhees)
- B. OWG & TWG Progress Reports (Campbell/Brown)
- C. PCWIN Network Health Report (Voorhees)
- D. City of Tucson SONET Upgrade (Arnold/Azuelo/Voorhees)
- E. Potential Bond Expenditures (Voorhees)

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

IV

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

July 24, 2014

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

**PCWIN AGENCY
HANDBOOK UPDATE**

TO: Executive Committee

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Committee will review, and may be asked to approve, revised and newly developed PCWIN Policies. Once approved, these documents will be forwarded to the Board of Directors.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

V

**DATE ACTION
REQUESTED:**

July 24, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**PCWIN Status
Report**

TO: Executive Committee

FROM: Rick Brown, PCWIN Wireless Services/John Voorhees, PCWIN

RECOMMENDATION:

DISCUSSION:

The Committee will receive an update on:

- A. 90 Day End User Evaluation Survey – Summary Report
- B. Rebanding
- C. Motorola Service Bulletin – Remote Speaker Microphones

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VI

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

July 24, 2014

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

**PCWIN Member &
Participant Acquisition**

TO: Executive Committee

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Committee will be briefed and possibly asked to approve new member applications for participation in PCWIN.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VII

**DATE ACTION
REQUESTED:**

**TYPE OF ACTION
REQUESTED:**

SUBJECT:

July 24, 2014

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

**Aviation
Requirements for the
City of Tucson and
Pima County**

TO: Executive Committee

FROM: Sgt. Gerry Arnold, Chief Pilot for COT Police Department

RECOMMENDATION:

DISCUSSION:

Sgt. Gerry Arnold, Chief Pilot for the City of Tucson Police Department, will provide an update on the requirements, costs and time frame associated with acquiring FAA approval for modifying helicopter communications equipment.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VIII

**DATE ACTION
REQUESTED:**

July 24, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**Phase II Bond
Implementation**

TO: PCWIN Executive Committee

FROM: Chief Paul Wilson & John Voorhees

RECOMMENDATION:

DISCUSSION:

The Committee will receive an update on components of transition of responsibilities from the PCWIN Executive Management Committee to the Board of Directors including potential additional involvement of the Tohono O'odham Nation in PCWIN.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

IX

**DATE ACTION
REQUESTED:**

July 24, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**PCWIN Board of
Directors Meeting
Agenda**

TO: Executive Committee

FROM: Committee

RECOMMENDATION:

DISCUSSION:

The Committee will review the draft agenda for the August 28, 2014 Board of Director's Meeting.

FISCAL IMPACT:

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE COMMITTEE**

REQUEST FOR COMMITTEE ACTION

X

**DATE ACTION
REQUESTED:**

July 24, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**New Business -
Executive
Committee Meeting**

TO: PCWIN Executive Committee

FROM: Committee Members

RECOMMENDATION:

DISCUSSION:

The Committee will discuss and consider agenda items for the August 28, 2014 and/or any future EC Meetings.

FISCAL IMPACT:

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

Pima Emergency Communications Operations Center
3434 E. 22nd Street
Thursday, June 26, 2014

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the June 26, 2014 Executive Committee meeting. Meeting materials provided are available upon request.

I. Call to Order: Captain David Azuelo, 10:00 am

Roll Call: Joni Castro, PCWIN Office

Members Present

Captain David Azuelo, Tucson Police Dept. (Chair)
Chief Paul Wilson, P.C. Sheriff's Dept. (Vice-Chair)
Chief Doug Chappell, Drexel Heights Fire District
Howell Herring, Tucson IT Department (Arrived shortly after roll call)
Chief Daniel Sharp, Oro Valley Police Department
John Voorhees, PCWIN Executive Director
Chief Chuck Wunder, Green Valley Fire District
Anthony Casella, Pima County ITD Department

Participating Attendees:

Ross Adelman, City of Tucson
Chief Pilot, Sgt. Garry Arnold, City of Tucson
Rick Brown, ITD Wireless Services
Brian Heffernan, Pima County ITD Wireless
Carrie Hemmen, Motorola
Captain Mike Sacco, Pima County Sheriff's Dept.

II. Approval of Minute Summary

Motion: It was moved by Chief Chappell, seconded by Chief Sharp and passed unanimously to approve the Executive Committee Meeting Summary for May 22, 2014 as amended.

Materials Provided: EC Summary dated May 22, 2014

III. Executive Director's Report

A. PCWIN Budget

- The Special Revenue Fund documents provided reflect the coming of the close out of FY 13-14 budget and the period 11 forecast for the PCWIN Special Revenue Budget.
- The revenue portion of the documents reflects a credit of \$280,000.00 in April to correct a mathematical error that resulted in an overstatement of revenue.
- There have been a few expenses but the budget is staying well ahead of the forecast due to a later go live date and some expenses that were paid for by the Capital Fund instead of the Special Revenue Fund.

- An invoice in the amount of \$70,000.00 was received from the City of Tucson for the 1.4 FTEs who provide maintenance for SONET, and will hit the next month's statement.
- Maintenance Warranty on the system will significantly impact the FY14-15 budget. PCWIN is getting ready to sign for system acceptance which starts the one year warranty period on the radio system and covers all expenses bumper to bumper. The FY14-15 Budget originally anticipated that the system would be accepted in March of 2014, and approximately one-quarter's worth of post warranty expenses were reflected in the budget. These expenses of \$250,000.00 to \$300,000.00 will not hit the FY14 -15 budget. Time will tell if adjustments are needed and what services will be selected after warranty expiration.

Materials Provided: Special Revenue Fund Budget Documents

B. OWG & TWG Reports – Campbell/Brown

Mr. Voorhees asks Steve Campbell to give an update on OWG activities.

OWG Update - Campbell

- The Fleet Map Committee has been resurrected with a larger participant base that has had an opportunity to use the radio system and consequently will be able to contribute more input.
- Except for a few that remain in draft form, most of the policies requiring OWG review have been completed.
- The group will also be tasked with the upcoming rebanding with respect to the assessment of what will and will not be needed.
- OWG recently conducted a communication exercise to help test system capacity before system acceptance that consisted of all agencies in PCWIN participating in a roll call. Results from that exercise are being analyzed and will be reported at a later date.

Captain Azuelo thanks Mr. Campbell and the OWG for their hard work.

Mr. Voorhees requests that Mr. Brown provide a TWG update. He notes that the group has been involved with academics with Motorola and system training resulting in the cancellation of several meetings; however, great progress has been made on the development of internal procedures which will ultimately be posted on the PCWIN website.

TWG Update – Rick Brown

- TWG members have and continue to be involved in training.
- The maintenance staff has been involved in assisting the City with the SONET upgrade.
- Members have been reviewing applications for membership in PCWIN.
- Members are aware of the need to continue with the development and review of pending policies and hope to make some progress on this week.

C. PCWIN Network Health Report – John Voorhees

Mr. Voorhees refers to the slide presentation to highlight pertinent information in the May Monthly Report. He notes that traffic volume was down considerably from last month (3M down to 700,000 PTTs which is more normal) which he attributes to the PCWIN users settling down into the routine use of the radio system. Network busies were minimal but analysis continues and will be continued over the lifetime of the system to optimize its use.

System Capacity - General Discussion:

- In response to a question by Captain Azuelo, Mr. Voorhees responds that 39% of the system capacity is currently being used, allowing plenty of capacity for growth. However, factors such as site affiliation and load balancing can max out a site if not closely monitored.
- Chief Wilson questions the number of busies in Simulcast A and B particularly considering the number of channel resources. Messrs. Voorhees and Brown explain the number of busies that resulted from the City of Tucson's DVRS programming being turned on and running on FDMA. There are a limited number of FDMA resources at each site which takes up over 50% when the DVRS are turned on. The saturation was noticed immediately and corrected.
- Captain Azuelo asks about the causes of Haystack and its effect on officer safety. Mr. Voorhees responds that the issues were primarily related to sight affiliation and extension of capacity. The Wireless Group is looking at system loading and discussing some use restrictions for some of the talk groups that should not be using these sites. Mr. Voorhees states this is an area where talk group management will play an integral part in reducing these types of saturations; and, Chief Wilson notes that this still falls within the design grade of service for the system.

Materials Provided: PCWIN May System Health Report

Captain Azuelo asks that the record reflect that Mr. Herring is present and joined the meeting earlier.

Backhaul Network Performance

Mr. Voorhees notes there were some instances where Childs experienced busies due to planned maintenance being done by AZDPS. He reports that good performance was reported in all other areas.

As eluded to by Mr. Campbell, Mr. Voorhees reports that OWG, curious about the capacity and site affiliations with the system, decided to conduct an internal communications test. The test consisted of a brief 30 minute internal com system check with a multiple agency roll call to saturate the sites. Although there were no conclusive results, the test identified some areas where site affiliation has some problems. Keystone was heavily hit as a result of some strange site affiliations - one of which was the OVPD1 – which has since been removed and resolved most of the busy issues. This kind of assessment will continue as an ongoing part of network management. As additional information is obtained, it will be passed on to this group.

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

D. City of Tucson SONET Upgrade – Ross Adelman

Ross Adelman, Facilities & Communication Maintenance Division, City of Tucson, provides an overview of the SONET upgrade which is much needed and will net substantial benefits to PCWIN. His presentation, which was also given to the OWG and TWG), has been included with this Summary. To determine more information on the major components of

the upgrade and the schedule, He discusses and reviews the information contained in the SONET Upgrade Rail.

Materials Provided: SONET Upgrade Rail. A copy has also been included with this Summary.

IV. PCWIN STATUS UPDATE – Rick Brown

Mr. Brown provides an update on the following topics:

A & B - Post Cut Over Status/90 Day End User Evaluation Survey - Conclusion

Post cutover status for the radio system reflects that the system is operating successfully. The 90 day end user survey concluded on June 13, 2014. On that date, Mr. Voorhees sent out a notification that this period was concluded and offered a number of alternative methods to report issues in addition to PCWIN.gov and/or calling the ITD Wireless Office which is monitored between 7:00 AM and 5:00 PM on normal business days. The NOC handles issues outside of regular work hours/days and has access to the on-call staff.

C. System Acceptance & Initiation of Warranty

- System Acceptance and the beginning of the warranty period on equipment were approved by the EMC in June, 2014.
- Foot pedals were ordered and 20 were received today and being installed at the TOPSC.
- Maintenance training for the City of Tucson and Pima County staff continues through the end of August when it is projected that there will be final acceptance of the system.

General Discussion:

Captain Azuelo thanks Carrie Hemmen, Chuck Gilcrest and the staff from Motorola for their handling of the foot pedals problem. This resolution will make a huge difference in the City dispatch center. Mr. Brown reports that the remaining foot pedals are projected to be in by mid-July.

Mr. Howell asks when the warranty expires on the Motorola Consoles and who will be responsible for maintenance when the warranty is up. Mr. Brown responds that the warranty expires one year from system acceptance, and that Pima County, as the Network Managing Member, will be responsible for the maintenance. Chief Wilson notes that the consoles were designated as part of the basic infrastructure.

Mr. Casella advises there is an agreement with Mr. Adelman that the City team will work as an initial triage for the routine issues and the County will handle anything beyond. Mr. Howell inquires if there are service levels associated with that process and Mr. Brown responds there is, but the TWG is currently working on development of Service Level Agreements.

D. System Loading Report

Wireless is monitoring this data in a daily report that includes number of busies and PTTs. In addition, they will be working with all agencies on the fleet map committee, and will continue to talk and work on load balancing to prepare for the rebanding process. He agrees with Mr. Voorhees that more work is needed in the area of talk group management.

E. Rebanding:

Rebanding is currently in the reconfiguration implementation agreement phase. It is expected that documents will be sent to Sprint/Nextel by July 15, 2014. County ITD has been working with the City, AECOM and Motorola on this document for submittal. The next phase will require Sprint/Nextel to add costs and projected man hours. Following that phase, negotiations with Sprint/Nextel on the costs will be scheduled in late fall. Once everything has been approved, the actual rebanding will be able to proceed. Mr. Brown also notes that an upgrade to the system has been scheduled in 2015 and the current plan is to do the upgrade first and then start with the rebanding.

V. MOTOROLA SERVICE BULLETIN – REMOTE SPEAKER MICROPHONES

Mr. Brown received a service bulletin from Motorola indicating that they had a “manufacturing defect of sorts” on a particular set of portables during the time that the initial order was placed in 2012. Wireless has the bulletin and the procedures to remediate it which includes touching and testing all of the radios for 5-10 minutes. At the moment, they will probably start with all of the spares on the shelves to see how wide spread it is. Motorola believes that somewhere between 3-5% of the portables were manufactured during that time; however, all portables will need to be tested.

Captain Azuelo inquires about how Wireless plans to touch all of these radios. Mr. Brown states that, similar to implementation, they will work with agency staff to schedule their mobiles to come in for the testing. Motorola has been contacted regarding assistance in providing spare portables in the event that the units have to be left for repair. The schedule is still being developed, but it is hoped that the process will begin by the end of July or beginning of August 2014.

Mr. Casella notes that Motorola will have to provide assistance in accomplishing this task as it is their problem. Captain Azuelo asks if this will be worked on 24/7 if necessary. Mr. Brown responds that they will do whatever is necessary to meet the needs of the agencies and their schedules. He also comments that if the test reveals that the portable has this problem, the unit has to be sent in to Motorola.

Chief Wilson asks Mr. Brown to describe the problem and how it manifested itself. Mr. Brown responds this was a circuit board level problem inside the radio which does not allow the portable to recognize the remote speaker microphone when it is plugged in. Carrie Hemmen and Chief Wilson contribute more details to the discussion.

VI. MEMBER & PARTICIPANT ACQUISITION

Mr. Voorhees reports that that there are no new applications for review; however the following agency applications are in the queue: U.S. Forest Service, Bureau of Alcohol, Tobacco & Firearms, U of A Risk Management Department, and the 162nd Fire Wing Air National Guard Unit. We have also received a handful of interoperability partners including Raytheon which hopefully will be ready for review in July. Mr. Voorhees also notes that we are waiting on talk group sharing agreements to be in place in order to begin to assess usage and network impact.

VII. PCWIN AGENCY HANDBOOK UPDATE

Mr. Voorhees reports that there are no policies for review as most efforts have been directed towards development of internal procedures. Three of the policies currently being worked on relate to System and Equipment Security which have not been agreed upon by the OWG. It is hoped that the Service Level Agreements will be ready for review in July.

VIII. AVIATION REQUIREMENTS OF CITY OF TUCSON and PIMA COUNTY

Captain Azuelo reports that this item was tabled at the May 22, 2014 meeting pending additional information from the City. He asks Sgt. Garry Arnold from the City of Tucson and Mr. Voorhees for an update. Mr. Voorhees reports that he does not have any updates and has not received anything.

Sgt. Arnold reports that they have continued to try various solutions in the use of the hand held radios in the helicopters for the Tucson Flight Officers (TFOs):

- With respect to the issue of the TFOs holding the radios, voice files were installed to eliminate the need to look at the radios to identify channels.
- A holder for the portable was installed in the helicopter within their reach.
- The APX 7000 is working in the aircraft, but there continues to be random periods of interference inconsistent communications.
- They are continuing to seek funding for aircraft radios.

Mr. Voorhees asks if they have done any further research with the use of the mobile radios versus the hand held radios. Sgt. Arnold responds that as discussed at the May 22, 2014 Meeting, a plan reflecting the redesign components would have to be filed with the FAA for the approval in order to maintain their air worthy certificates. Mr. Voorhees states that he would like to see a cost estimate on the redesign and obtaining of FAA approval before a request for the purchase of aviation radios is brought to the Board.

Captain Azuelo asks Sgt. Arnold what needs to be done to accomplish this request and Sgt. Arnold responds that the City would need an engineering company to do the design work. Chief Wilson comments that mobile radios have been installed in their fixed wing equipment, but that Pima County Sheriff's Department had to go through a similar process. He also notes that Riverside County has done this as well. Captain Sacco states that each type of (avionic) equipment has different requirements and notes that even though there was a company that the PCSD was able to copy from, it still cost approximately \$6,000.00.

Captain Azuelo asks Sgt. Arnold if he can obtain some of those costs for presentation to the Committee at their July 24, 2014 meeting and he agrees. Mr. Voorhees volunteers to speak to Sgt. Arnold about the process of acquiring this information.

IX. PHASE II BOND IMPLEMENTATION

Chief Wilson reports that is work is in progress to prepare documents to stand up a second Phase II project and the transfer of approximately \$4.9M of bond funds and responsibilities to the Board of Directors.

Mr. Voorhees reports that Tohono O'odham Nation's OEM has borrowed some of PCOEM's portable radios to test the level of coverage as their group is interested in becoming as PCWIN Members. He advises that there has been no progress on Jewek Mountain and Kitt Peak.

Chief Wilson states that something important to keep in mind is the coverage that the TO OEM are testing now along the southern part of the Nation is coming from Mildred Peak and Ajo Mountain both of which were fill in sites. The bulk of the needed coverage/capacity would have come from Kitt Peak and Jewek Mountain so basically what they are testing is coverage and not capacity.

X. COMMITTEE NOMINATION FOR CHAIR

With respect to his anticipated departure from the Executive Committee, Captain Azuelo reports that he has a meeting with Deputy City Manager Gottschalk to determine whether he will be leaving or replaced. A motion is made by Chief Wilson, seconded by Mr. Casella and unanimously approved that this item be tabled indefinitely and that Captain Azuelo convey to the City Manager's Office the importance of retaining him on this Committee for continuity.

XI. COMMITTEE NOMINATIONS

The Committee tabled this item until further notice.

XII. NEW BUSINESS – EXECUTIVE COMMITTEE

Members advised that there were no other items for the July 24, 2014 or other future Executive Committee Meetings other than those previously mentioned in this meeting.

XIII. CALL TO THE PUBLIC

The Chairman calls upon the public audience, and no one appears.

XIV. DATE-TIME-LOCATION OF NEXT EC MEETING(S)

The next Executive Committee Meeting is scheduled for July 24, 2014, at 9:00 AM, at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, Conference Room 308. Chief Wilson confirms that there will not be an EMC Meeting.

XV. ADJOURNMENT

Motion: It was moved by Chief Sharp, seconded by Chief Chappell and unanimously carried to adjourn the meeting.

Minutes prepared by Joni Castro
PCWIN ADMINISTRATION

PCWIN
Forecasted Cash Flow for Each Applicable Fiscal Year
Utilizing October 2013 Forecast

Draft

	Adopted Budget FY 13-14	Forecasted FY 13-14 (based on October 2013 forecast)	Forecasted FY 14-15	Forecasted FY 15-16	Forecasted FY 16-17	Forecasted FY 17-18
1 Net Operating income (loss)						
2 Revenues						
3 Intergovernmental Revenue - Public Safety Other Jurisdictions (Note)	381,777	381,777	1,418,064	1,646,784	1,646,784	1,646,784
4 Interdepartmental Revenue - Pima County (Note)	262,566	262,566	1,161,012	1,348,272	1,348,272	1,348,272
5 Rent and Royalties	39,000	39,000	31,296	31,296	31,296	31,296
6 Interest Rev. - Pooled Inv.	-	-	-	1,763	1,196	199
7 Miscellaneous Revenue	-	-	-	-	-	-
8 Total Operating Revenues	683,343	683,343	2,610,372	3,028,115	3,027,548	3,026,551
9 Expenditures						
10 Salaries and Wages						
11 PCWIN - Salaries	184,987	120,650	143,800	143,800	147,395	147,395
12 PCWIN - Benefits	53,567	40,018	41,568	41,568	42,607	42,607
13 ITD - Salaries and Benefits	527,418	186,904	822,110	822,110	842,663	842,663
14 Financial Management Services	13,425	13,425	76,000	76,000	77,900	77,900
15 Labor Distribution Charge Ins	-	-	-	-	-	-
16 Labor Distribution Charge Outs	-	(85,140)	-	-	-	-
17 Total Employee Compensation	779,397	275,857	1,083,478	1,083,478	1,110,565	1,110,565
18 Other Personnel Costs						
19 City of Tucson Positions						
20 COT Technician	56,150	21,250	115,108	115,108	117,985	117,985
21 COT Engineer	32,150	21,250	65,908	65,908	67,555	67,555
22 Out of State Travel/Training	-	-	5,500	5,500	5,500	5,500
23 Instate Travel/Training	500	500	1,000	1,000	1,000	1,000
24 Dues and Memberships	400	400	800	800	800	800
25 Administrative Overhead	-	-	224,577	224,577	224,577	224,577
26 Total Other Personnel Costs	89,200	43,400	412,893	412,893	417,416	417,416
27 Operating Expenses						
28 Office Supplies	975	975	1,950	1,950	1,950	1,950
29 Books/Subscriptions/Videos	1,250	1,250	2,500	2,500	2,500	2,500
30 Software - Comm Shop	35,000	27,234	35,000	35,000	35,000	35,000
31 Other Operating Supplies	12,500	12,640	25,000	25,000	25,000	25,000
32 Repair & Maintenance Supplies	-	-	130,150	260,301	260,301	260,301
33 Small Tools and Office Equipment	20,000	20,000	20,000	20,000	20,000	20,000
34 Office Machines/Computers	2,500	2,500	5,000	5,000	5,000	5,000
35 Other Machines/Equipment	500	500	1,000	1,000	1,000	1,000
36 Fuel, Oil, Lubricants	500	500	1,000	1,000	1,000	1,000
37 Printing & Microfilming	125	441	250	250	250	250
38 Postage and Freight	2,500	2,500	5,000	5,000	5,000	5,000
39 Property Damage & Gen Liabilities Insurance Premiums	13,725	-	14,000	14,000	14,000	14,000
40 Motor Pool Charges	31,985	41,481	50,000	50,000	50,000	50,000
41 Other Miscellaneous Charges	-	840	840	840	840	840
42 Total Operating Expenses	121,560	110,861	291,690	421,841	421,841	421,841
43 R&M Machinery and Equipment						
44 Motorola Software Subscription Agreement	-	-	139,004	417,012	417,012	417,012
45 Motorola LMR Technical Support	-	-	29,716	90,038	90,038	90,038
46 Motorola Network System Monitoring	-	-	43,115	129,345	129,345	129,345
47 Motorola Network Preventative Maintenance	-	-	16,680	50,039	50,039	50,039
48 Motorola Advanced Replacement	-	-	25,737	77,211	77,211	77,211
49 Motorola NICE Audio Logging Equipment Service	-	-	28,746	86,238	86,238	86,238
50 Ceragon Maintenance Support	-	-	37,326	67,574	70,952	74,500
51 Ceragon 24 Hr Advanced Replacement & Extended Warranty	-	-	36,906	63,632	63,632	63,632
52 Test Equipment Repair & Maintenance	3,750	3,750	7,500	7,500	7,500	7,500
53 Netlock Maintenance & Support	-	-	865	865	865	865
54 Cisco SmartNet and COT Sonet Boxes	96,780	96,780	96,780	96,780	96,780	96,780
55 Total R&M Machinery and Equipment	100,530	100,530	462,375	1,086,234	1,089,612	1,093,160
56 Communication Site Maintenance						
57 BEACON	-	-	13,068	13,068	13,068	13,068
58 CONFIDENCE	-	-	10,307	10,307	10,307	10,307
59 GEASA	-	-	11,990	11,990	11,990	11,990
60 HAYSTACK	-	-	18,057	18,057	18,057	18,057
61 RVFD	-	-	12,767	12,767	12,767	12,767
62 SWAN	-	-	12,504	12,504	12,504	12,504
63 TUMAMOC	-	-	11,107	11,107	11,107	11,107
64 Total Communication Site Maintenance	-	-	89,800	89,800	89,800	89,800
65 Utilities						
66 Telephone/Voice/Data Telecommunications						
67 ITD Network Port Charges	5,460	5,460	2,220	2,220	2,220	2,220
68 Long Distance Telephone Services	500	500	500	500	500	500
69 Cell Phones w/Data	16,200	4,725	16,200	16,200	16,200	16,200
70 Electricity						
71 BEACON	8,000	8,000	8,000	8,000	8,000	8,000
72 BIGELOW - SAT	6,000	6,000	6,000	6,000	6,000	6,000
73 EAGLE	12,500	12,500	12,500	12,500	12,500	12,500
74 KEYSTONE - AZ DPS	3,600	3,600	3,600	3,600	3,600	3,600
75 LEMMON - AZ DPS	3,600	3,600	3,600	3,600	3,600	3,600
76 RVFD	12,500	12,500	12,500	12,500	12,500	12,500
77 SWAN	12,500	12,500	12,500	12,500	12,500	12,500
78 TUMAMOC - AZ Public Media	12,500	12,500	12,500	12,500	12,500	12,500
79 Total Utilities	93,360	81,885	90,120	90,120	90,120	90,120
80 Leases & Rentals						
81 ARIVACA - ASLD Commercial Lease	2,400	2,400	2,400	2,400	2,400	2,400
82 BEACON - Crown Castle Lease	11,124	12,090	11,458	11,802	12,156	12,520
83 BIGELOW - SAT Lease	14,832	14,832	15,277	15,735	16,207	16,694
84 CONFIDENCE - TEP Lease	5,000	5,000	5,000	5,000	5,000	5,000
85 HAYSTACK - ASLD Land Use Permit	1,800	1,800	1,800	1,800	1,800	1,800
86 KEYSTONE - AZ DPS	15,246	1,500	10,000	10,000	10,000	10,000
87 LEMMON - AZ DPS	4,356	-	4,356	4,356	4,356	4,356
88 MILDRED - ASLD Commercial Lease	2,400	2,400	2,400	2,400	2,400	2,400
89 PECOC - Master Site & PCWIN Offices	80,378	-	5,100	5,100	5,100	5,100
90 RVFD - Rincon Valley Fire District Lease	12,000	12,000	12,000	12,000	12,000	12,000
91 County 1313 S. Mission Rd - Radio Maintenance Shop	27,629	7,874	33,152	33,152	33,152	33,152
92 Total Leases & Rentals	177,165	59,896	102,943	103,745	104,571	105,422
93 Total Operating Expenditures	1,361,212	672,429	2,533,299	3,288,111	3,323,926	3,328,324
94 Net Operating Income (loss)	(677,869)	10,914	77,073	(259,996)	(296,377)	(301,774)
95 Cash Flow from Operations after Transfers						
96 Net income (loss)	(677,869)	10,914	77,073	(259,996)	(296,377)	(301,774)
97 Transfers In-General Fund ***	-	315,067	-	-	-	-
98 Cash Flow from Operations, after Transfers	(677,869)	325,981	77,073	(259,996)	(296,377)	(301,774)
99 Fund Balance Calculation						
100 Beginning Fund Balance	14,483	14,483	340,464	417,537	157,541	(138,836)
101 Ending Fund Balance	(663,386)	340,464	417,537	157,541	(138,836)	(440,610)

	Adopted Budget FY 13-14	Forecasted FY 13-14 (based on October 2013 forecast)	Forecasted FY 14-15	Forecasted FY 15-16	Forecasted FY 16-17	Forecasted FY 17-18
113						
114	Sources and Uses of Funds					
115	Sources					
116	Cash Flow after Other Transfers plus Depreciation and loss on disposal of asset	(677,869)	325,981	77,073	(259,996)	(296,377)
117	Accounts Receivable (Beginning)	-	-	-	-	-
118	Accounts Receivable (Ending)	-	-	-	-	-
119	Interest Receivable (Beginning)	9	9	96	147	100
120	Interest Receivable (Ending)	137	(96)	(147)	(100)	(17)
121	Due From Other Funds (Beginning)	-	-	-	-	-
122	Due From Other Funds (Ending)	-	-	-	-	-
123	Due From Other Governments (Beginning)	-	-	-	-	-
124	Due From Other Governments (Ending)	-	-	-	-	-
125	Total Sources	(677,723)	325,894	77,022	(259,949)	(296,294)
126						
127	Uses					
128	Accounts Payable (Beginning)	2,119	2,119	32,915	120,335	182,985
129	Accounts Payable (Ending)	(112,981)	(32,915)	(120,335)	(182,985)	(183,709)
130	Interest Payable (Beginning)	-	-	-	-	-
131	Interest Payable (Ending)	-	-	-	-	(59)
132	Accrued Compensation Payable (Beginning)	23	23	11,671	50,007	58,341
133	Accrued Compensation Payable (Ending)	(2,998)	(11,671)	(50,007)	(58,341)	(21,357)
134	Due to Other Funds (Beginning)	-	-	-	-	-
135	Due to Other Funds (Ending)	-	-	-	-	-
136	Due to Other Governments (Beginning)	-	-	-	-	-
137	Due to Other Governments (Ending)	-	-	-	-	-
138	Total Uses	(113,836)	(42,444)	(125,755)	(70,984)	36,260
139						
140	Net Sources over Uses	(563,887)	368,338	202,778	(188,965)	(332,554)
141						
142	Net Sources over Uses	(563,887)	368,338	202,778	(188,965)	(332,554)
143	Beginning Cash Balance	16,616	16,616	384,954	587,732	398,767
144	Projected Ending Cash Balance*	(547,271)	384,954	587,732	398,767	66,213
145	Reserve on Expenditures (12.5%)**	-	-	-	411,014	415,491
146	Projected Ending Cash Balance after Reserve Requirement is met	-	-	-	(12,247)	(651,161)

* The above cash flow is only an estimate as it includes forecasted amounts from the department and estimates for ending Balance Sheet items.

** Reserve on Expenditures to begin in FY 2015/16

*** The amount presented represents an estimate based on the first 3 months of actual expenditures.

Note: Below is the Monthly Subscriber Rate Table used to calculate the Interdepartmental and Intergovernmental Charges.

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
Monthly Subscriber Rate	\$ 29.00	\$ 31.00	\$ 36.00	\$ 36.00	\$ 36.00

Date: June 19, 2014

From: John Voorhees
PCWIN Executive Director

To: Fleetmap Committee

Re: Fleetmap Committee Tasks

Thank you for volunteering to lead PCWIN's radio programming effort. The Fleetmap Committee plays a vital role in the coordinated effort of interoperable communication for Pima County. As we approach rebanding and continue to fine tune our network this committee will be a key facet of our strategy to make the network and cooperative an efficient, process – driven organization. Not only will your decisions affect PCWIN participants, but they will affect the ability of other agencies to communicate with PCWIN during a major incident. With this in mind you are given the following tasks:

1. Develop a process to vet, and coordinate individual fleetmap changes as approved and delegated by the OWG
2. Develop a form to codify this process and promulgate it throughout the PCWIN Cooperative
3. Develop a strategy to receive, vet, prioritize and execute system wide radio changes during the rebanding process
4. Determine the best blended solution for system site loading (utilizing radio preference settings and talkgroup management).

These tasks are crucial and require a dedicated effort and commitment to this committee. I encourage your maximum participation. The Committee Chairperson will determine the proper meeting frequency and operational tempo. Please know that the PCWIN Community values this effort and appreciates your input.

Respectfully,

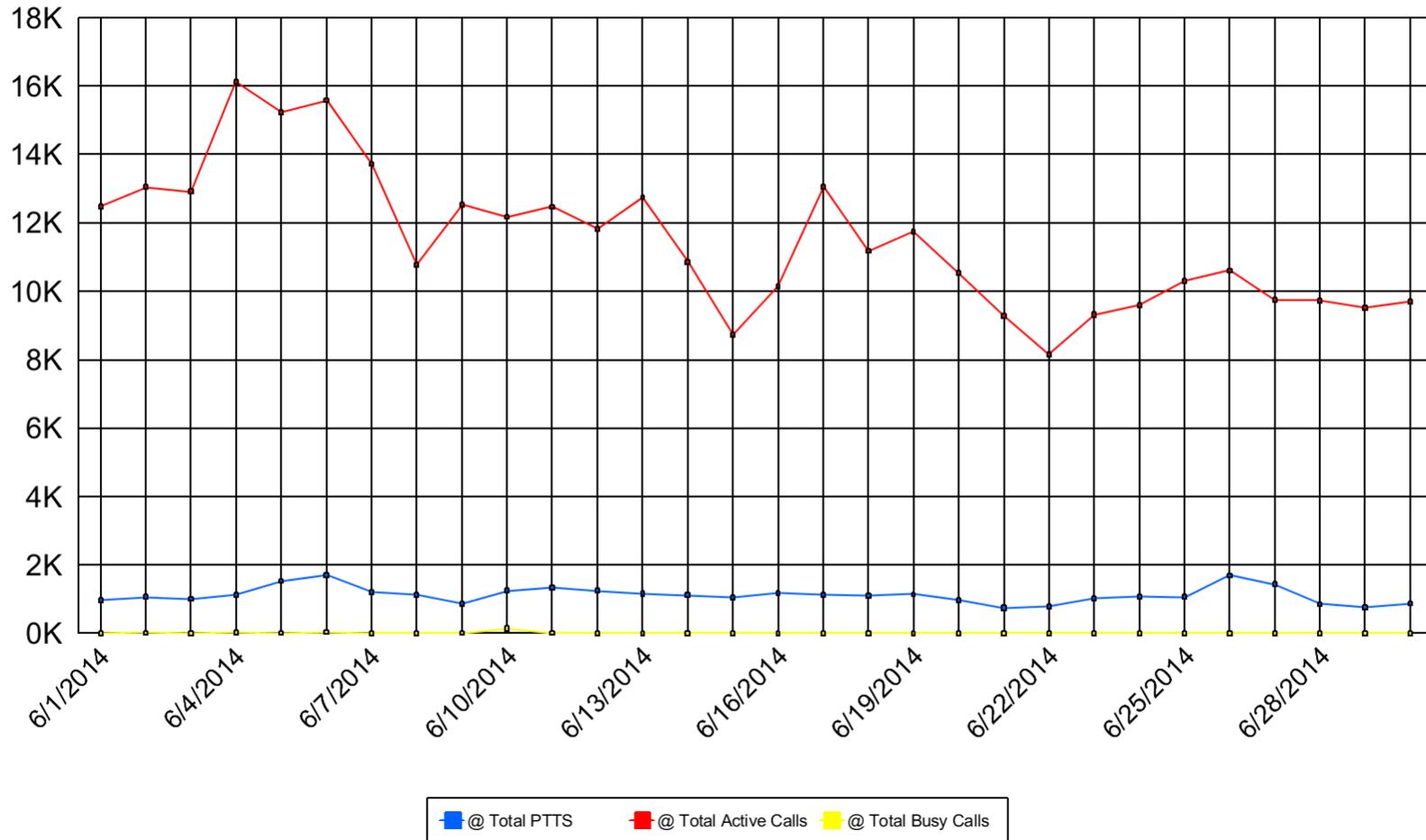


Site	# Busies	% Busies	# Voice calls	% Channel usage	Max Channel Usage with Date	Emergency Activations	Comments
Simulcast A	41	0.00%	1,112,938	28%	6/4/14 38%	314	
Simulcast B	12	0.00%	1,121,601	27%	6/4/14 35%	274	
North Simulcast	70	0.00%	269,399	33%	6/4/14 47%	13	
Golder	6	0.00%	124,202	31%	6/4/14 38%	11	
Arivaca	0	0.00%	20,911	26%	6/1/14 29%	1	
Bigelow	72	0.00%	43,265	37%	6/4/14 43%	3	
Confidence	39	0.00%	156,411	32%	6/4/14 39%	25	
Haystack	227	0.00%	82,863	38%	6/4/14 45%	18	
Childs	2	0.00%	41,967	29%	6/3/14 42%	0	
Keystone	273	0.00%	343,884	33%	6/4/14 48%	42	
Total	742	0.00%	3,344,441	34%	N/A	701	

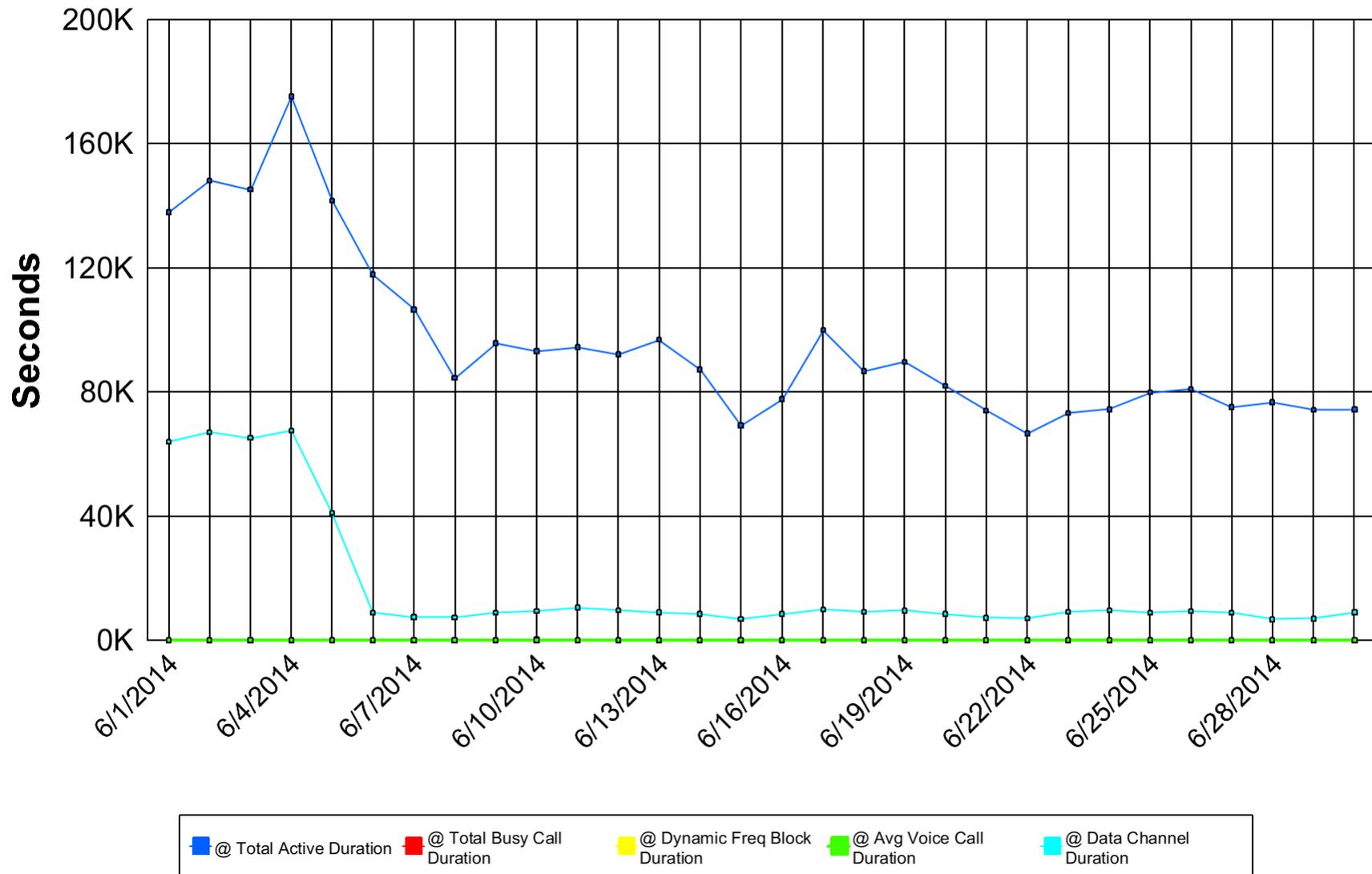
Backhaul Network Performance Metrics

% Network Uptime	Link Failures	# of Equipment Malfunctions per site	SVC Interruptions and Impact	Major Svc or Config Changes
98.42%	None	None	COT SONET node hardware upgrade (June/July 2014) caused network downtime but PCWIN users were not impacted.	June 27, 2014 COT Upgrade Node 76 Randolph June 30, 2014 COT Upgrade of Node 29 PSTA July 1, 2014 COT Upgrade of Node 2 TOPSC

Calls



Durations



Site Alias: Keystone**Site ID: 8**

Time	Total Active Calls	Total Active Duration	Total Busy Calls	Total Busy Duration	Total Push To Talks	Average Voice Call Duration	Data Channel Duration	Dynamic Freq. Blocked Dur.	Percent Usage	Percent Complete
6/1/2014 00:00:00	12,488	38:16:56	2	0:00:00	973	0:00:08	17:46:28	0:00:00	43	100
6/2/2014 00:00:00	13,046	41:08:00	16	0:00:16	1,061	0:00:08	18:37:33	0:00:00	45	100
6/3/2014 00:00:00	12,919	40:19:46	7	0:00:01	1,003	0:00:08	18:06:04	0:00:00	44	100
6/4/2014 00:00:00	16,136	48:40:12	20	0:00:07	1,125	0:00:08	18:46:23	0:00:00	48	100
6/5/2014 00:00:00	15,234	39:21:40	12	0:00:12	1,527	0:00:08	11:22:23	0:00:00	41	100
6/6/2014 00:00:00	15,587	32:41:59	31	0:00:53	1,698	0:00:07	2:26:31	0:00:00	35	100
6/7/2014 00:00:00	13,722	29:36:23	2	0:00:03	1,195	0:00:08	2:03:04	0:00:00	33	100
6/8/2014 00:00:00	10,776	23:26:55	0	0:00:00	1,132	0:00:08	2:01:55	0:00:00	31	100
6/9/2014 00:00:00	12,525	26:34:18	12	0:00:25	859	0:00:07	2:27:11	0:00:00	32	100
6/10/2014 00:00:00	12,179	25:50:08	136	0:04:22	1,244	0:00:07	2:37:09	0:00:00	32	100
6/11/2014 00:00:00	12,469	26:13:12	9	0:00:32	1,335	0:00:07	2:55:01	0:00:00	32	100
6/12/2014 00:00:00	11,827	25:33:58	0	0:00:00	1,255	0:00:08	2:40:27	0:00:00	32	100
6/13/2014 00:00:00	12,756	26:53:26	0	0:00:00	1,160	0:00:07	2:29:22	0:00:00	32	100
6/14/2014 00:00:00	10,866	24:11:34	0	0:00:00	1,114	0:00:08	2:19:21	0:00:00	31	100
6/15/2014 00:00:00	8,729	19:13:34	0	0:00:00	1,043	0:00:08	1:54:07	0:00:00	29	100
6/16/2014 00:00:00	10,152	21:34:56	2	0:00:00	1,173	0:00:07	2:20:06	0:00:00	30	100
6/17/2014 00:00:00	13,061	27:45:54	8	0:00:03	1,127	0:00:08	2:44:52	0:00:00	33	100
6/18/2014 00:00:00	11,175	24:05:17	2	0:00:03	1,093	0:00:08	2:32:38	0:00:00	31	100
6/19/2014 00:00:00	11,746	24:54:18	4	0:00:10	1,139	0:00:07	2:39:42	0:00:00	32	98
6/20/2014 00:00:00	10,528	22:45:22	2	0:00:00	958	0:00:08	2:21:18	0:00:00	30	100
6/21/2014 00:00:00	9,284	20:32:51	0	0:00:00	743	0:00:08	2:01:24	0:00:00	29	100
6/22/2014 00:00:00	8,162	18:29:39	0	0:00:00	791	0:00:08	1:57:37	0:00:00	29	100
6/23/2014 00:00:00	9,318	20:20:26	0	0:00:00	1,022	0:00:08	2:32:08	0:00:00	30	100
6/24/2014 00:00:00	9,585	20:40:53	2	0:00:02	1,082	0:00:08	2:41:08	0:00:00	30	100
6/25/2014 00:00:00	10,306	22:10:41	2	0:00:00	1,070	0:00:08	2:26:28	0:00:00	30	100
6/26/2014 00:00:00	10,607	22:29:17	2	0:00:00	1,694	0:00:07	2:36:31	0:00:00	31	100
6/27/2014 00:00:00	9,747	20:51:08	0	0:00:00	1,434	0:00:08	2:26:48	0:00:00	30	100
6/28/2014 00:00:00	9,733	21:15:42	2	0:00:00	855	0:00:08	1:53:08	0:00:00	30	100
6/29/2014 00:00:00	9,517	20:36:34	0	0:00:00	761	0:00:08	1:55:55	0:00:00	29	100



Pima County Local Emergency Planning Committee

3434 East 22nd Street
Tucson, Arizona 85713
520-724-9300
www.pima.gov/lepc

April 18, 2014

Pima County Wireless Integrated Network
3434 East 22nd Street
Tucson, Arizona 85713

The Pima County Local Emergency Planning Committee (LEPC) would like to request that the PC WIN Project provide the necessary radio hardware to work with the new radio system for the Hazardous Materials Response Teams personnel. When the system was created, apparently no provisions were thought of or made to provide the necessary radio hardware to accommodate the use of that radio system while first responders are engaged in a hazardous materials release.

First responders will be working in either encapsulated or non-encapsulated suits, which is dependent upon the situation they are called. Without the proper radio hardware or components, wearing of either suit can hinder radio operations, compromise the tasks to be performed and/or jeopardize the safety of the wearer. As it is important for personnel to have the proper equipment, protective clothing, and the best information about the chemical(s), the importance of having good communications while working to mitigate a problem and keep people safe, is just as important.

When wearing encapsulated suits, the wearer must take their arm out of the sleeve of the suit in order to talk on the radio. The wearing of 2 additional gloves to the glove that is attached to the encapsulated suit can be a challenge. If the wearer has to do this several times during the course of the hazardous materials operations, this can add an additional level of stress, lack of performance, which can jeopardize the wearer's safety. Another factor that can be challenging while in an encapsulated suit is being able to listen to the radio. Listening is compromised by the wearer's need to breathe the air from their Self Contained Breathing Apparatus (SCBA). This is the only means for the wearer to be in an acceptable atmosphere while performing the necessary functions is to wear SCBA. Having the necessary hardware or components attached to the radio, stress can be reduced, performance will not be compromised, and the safety of the wearer in the hazardous atmosphere is increased.

When personnel need to wear a non-encapsulating suit, without the radio hardware or components the radio will need to be worn on the outside of the suit. This provides still another problem...contamination of the radio. When the radio is worn on the outside of the suit, any airborne or liquid products of the chemical can settle on the radio therefore becoming contaminated. When the wearer has their gloved hands exposed to the chemical trying to mitigate the problem or situation and then have to talk on the radio, the radio becomes contaminated. Generally, 2 or 3 pairs of gloves are taped to the suit of the wearer...dexterity becomes another challenge for radio operation. If the radio was worn inside the suit and with the proper hardware or components, the radio would not get contaminated.

The LEPC bring this issue to your attention as our roles and responsibilities by public law are to provide for the safety of the whole community, which includes the first responders. The membership of the LEPC believes that the safety of the first responders is a critical element when working to reduce the impact to any community from a hazardous materials release. Having the proper hardware for the communications system they will be using is an important safety element for each Pima County Community.

We once again request that the PCWIN Project consider providing the necessary radio hardware for the Pima County hazardous materials response teams. This will improve the operations that will need to occur, reduce the economic impact of the PCWIN project/department and provides a safe environment for our first responders to work.

We are willing to assist in any way to resolve this problem.

Respectfully,

Scott W. Laird
LEPC Chairman

John E. Wisner, Jr.
LEPC Coordinator

SR65M – Hands free rescue communications



Designed for following uses and industries



KEY BENEFITS

- Water & Dust Proof
- Rugged
- Reliable
- Easy to operate
- Interoperable with most radios
- Works with any PPE suit
- Intrinsically Safe
- Large, easy to activate push-to-talk button

The SR65M (Modular) Radio Accessory is a large push-to-talk switch designed for first responders seeking hands-free communication. The radio, often worn inside of the protective suit or on the back, can be difficult to activate. The SR65M is usually worn on the outside front of the suit and can easily activate the radio even while wearing bulky gloves.

The throat mic, worn underneath the facemask and/or protective suits, clearly transmits the user's voice in low to high noise environments.

The SR65M comes with a variety of hearing options depending on the responder's preference. A Quick Connect cable allows for rapid attachment and detachment from the unit.

TECHNICAL DATA

Type of Microphone	Interchangeable
Speaker Material	n/a
Speaker Freq. Resp.	n/a
Push-To-Talk	Either available
Self-Powered	n/a
Battery Type	n/a
Battery Life	n/a
Weight	7.1 oz/202g
Cable Pull Strength	69kg/31g
Colours	Matte Black
Operating Temp	-20 C - 40 C
Output Sound	n/a
Water Resistance	Yes
Adjustable Mounting	Yes
ROHS Compliance	Yes
IP Compliance	Yes, IP-57

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

10.5. Recorded Radio & Telephony Communications - In the event radio or telephony recordings made and retained by the Cooperative are requested for public release pursuant to A.R.S. § 39-101 et seq., the Party receiving the request (“Receiving Party”) shall release records ten (10) business days after the date of notice to the Originating Party of the request for release, unless the Originating Party has, within the ten day period, released the requested record or taken action to preclude its release by securing a protective order, injunctive relief or other appropriate order from a court of competent jurisdiction, enjoining the release of the records. For the purposes of this paragraph, the day of the request for release shall not be counted in the time calculation. The Originating Party shall be notified of any request for such release on the same day of the request for public release or as soon thereafter as practicable.

The Receiving Party shall not, under any circumstances, be responsible for securing a protective order or other relief enjoining the release of records, nor shall the Receiving Party be financially responsible in any manner for any costs associated with securing such an order.

For the purpose of this paragraph, “Originating Party” shall mean the Party that creates the record; “Receiving Party” shall mean any Party that did not create the record, but possesses the record, and has received a request to release the record.

All radio and telephony recordings shall be maintained consistent with Board of Director’s policies and consistent with Arizona law.

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

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

**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**, beginning at **11:00 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, AZ.

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.

- | | |
|--|---|
| I. CALL TO ORDER AND ROLL CALL | Chairman |
| II. APPROVAL OF MINUTE SUMMARY
Review, discussion, and approval of the Minute Summary from the May 22, 2014 Board Meeting. | Chairman
Motion |
| III. PCWIN BUDGET - SPECIAL REVENUE FUND
The Board will receive an update on the Special Revenue Fund Budget. | John Voorhees
Info & Direction to Staff |
| IV. OWG & TWG UPDATES
The Chairs of the OWG and TWG will brief the Board on the Progress of their respective groups. | Steve Campbell/Rick Brown
Info & Direction to Staff |
| V. POTENTIAL BOND EXPENDITURES
The Executive Director will bring requests for potential bond fund expenditures to the Board for discussion and possible action. | John Voorhees
Info & Possible Action |
| VI. PCWIN HANDBOOK POLICIES UPDATE
The Executive Director will provide an overview and may seek approval of new policies. | John Voorhees
Info & Possible Action |
| VII. PCWIN STATUS UPDATE
The Wireless Services Manager will brief the Board on the following topics:

A. 90 Day End User Evaluation Survey - Summary Report
B. Rebanding
C. Motorola Service Bulletin – Remote Speaker Microphones | Rick Brown/John Voorhees
Info & Direction to Staff |

VIII. PCWIN MEMBER & PARTICIPANT ACQUISITIONS

John Voorhees
Info & Possible Action

The Board will be briefed and possibly asked to approve new member applications for participation in PCWIN.

IX. NEW BUSINESS

Board
Info & Direction to Staff

Members may propose agenda items for The October 23, 2014 and December 4, 2014 Board of Directors' Meetings.

X. 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.

XI. DATE/TIME/LOCATION OF PROPOSED BOARD OF DIRECTORS' MEETINGS FOR 2014

Board
Info & Direction to Staff

Thursday, October 23, 2014 and December 4, 2014 immediately following the Executive Committee Meetings. The times for the proposed meetings will be announced at a later date. The proposed meetings will be held at the Pima Emergency Communications Operations Center, 3434 E. 22nd Street, Tucson, AZ, Rm. 308.

XII. 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, and (520) 724-9321.

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

REQUEST FOR BOARD ACTION

III

**DATE ACTION
REQUESTED:**

August 28, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**PCWIN Budget -
Special Revenue Fund**

TO: Board of Directors

FROM: Mr. John Voorhees, PCWIN Executive Director

RECOMMENDATION:

DISCUSSION:

The Executive Director will provide the Board with an update on the PCWIN Budget.

FISCAL IMPACT:

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

REQUEST FOR BOARD ACTION

IV

**DATE ACTION
REQUESTED:**

August 28, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**PCWIN OWG & TWG
Updates**

TO: Board of Directors

FROM: Steve Campbell & Rick Brown

RECOMMENDATION:

DISCUSSION:

The Chairs of the Operation and Technical Working Groups will provide the Board with a progress report on current activities.

FISCAL IMPACT:

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

REQUEST FOR BOARD ACTION

V

**DATE ACTION
REQUESTED:**

August 28, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**Potential Bond
Expenditures**

TO: Board of Directors

FROM: John Voorhees

RECOMMENDATION:

DISCUSSION:

The Executive Director will report to the Board of Directors on potential bond expenditures.

FISCAL IMPACT:

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

REQUEST FOR BOARD ACTION

VI

**DATE ACTION
REQUESTED:**

August 28, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**PCWIN 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

VII

**DATE ACTION
REQUESTED:**

August 28, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

PCWIN Status Update

TO: Board of Directors

FROM: Rick Brown, PCWIN Wireless Services & John Voorhees, PCWIN

RECOMMENDATION:

DISCUSSION:

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

- A. 90 day End User Evaluation Survey - Summary Report
- B. Rebanding
- C. Motorola Service Bulletin – Remote Speaker Microphones

FISCAL IMPACT:

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

REQUEST FOR BOARD ACTION

VIII

**DATE ACTION
REQUESTED:**

August 28, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**Member & Participant
Acquisitions**

TO: Board of Directors

FROM: John Voorhees, Executive Director

RECOMMENDATION:

DISCUSSION:

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

FISCAL IMPACT:

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

REQUEST FOR BOARD ACTION

IX

**DATE ACTION
REQUESTED:**

August 28, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**New Business – Board
of Directors Agenda
Items for Future
Meetings**

TO: Board of Directors

FROM: Members

RECOMMENDATION:

DISCUSSION:

The Board will discuss and consider agenda items for the October 23, 2014 and/or future BOD meetings.

FISCAL IMPACT:

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

REQUEST FOR BOARD ACTION

XI

**DATE ACTION
REQUESTED:**

August 28, 2014

**TYPE OF ACTION
REQUESTED:**

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

SUBJECT:

**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: