

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, September 23, 2004
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the September 23, 2004 meeting. Cassette tape is available upon request.

I. Call to Order: Sheriff Clarence W. Dupnik, Chairman, 9:05 a.m.

Captain Wilson advises the committee members that Randy Karrer of Northwest Fire District is attending the meeting, but has not yet been appointed as an alternate member and will not be able to vote on committee business today. Chief Piechura is expected to nominate Mr. Karrer as an alternate member and the appropriate recommendation will be made to the Board of Supervisors.

Roll Call: Annette Romero, Pima County Sheriff's Department

Members Present

Sheriff Clarence W. Dupnik, Chairman, Pima County Sheriff's Department
Asst. Chief Kermit Miller, Tucson Police Department (*Alternate*)
Chief Daniel Sharp, Oro Valley Police Department
Kevin Shonk, Tohono O'Odham Tribal Police (*Alternate*)
Chief Richard Vidaurri, Marana Police Department
Chief Dan Newburn, Tucson Fire Department
Randy Karrer, Northwest Fire District (*not voting*)
Chief Douglas Chappell, Drexel Heights Fire District
Kim Janes, Pima County Office of Emergency Management (*Alternate*)

Members Absent

Chief Richard Miranda, Tucson Police Department
Dennis W. Douglas, Pima County Office of Emergency Management
Asst. Chief Joseph Delgado, Tohono O'Odham Tribal Police
Chief Jeff Piechura, Northwest Fire District

Others Present

Captain Paul Wilson, Pima County Sheriff's Department
Lt. Oscar Miranda, Pima County Sheriff's Department
Asst. Chief Ray Allen, Tucson Fire Department
Gary Bynum, Drexel Heights Fire District
Larry Consalvos, iXP Corp
Matthew Fenton, University of Arizona Police Department

Stuart Goodman, Goodman Schwartz Public Affairs
Joe Jakoby, City of Tucson
John Moffatt, Pima County IS Department
Daniel Morelos, Tucson Airport Authority
Jim Perry, City of Tucson
Luis Puig, University of Arizona Police Department
Paul Punske, Motorola
Larry Sayers, Pima County Radio Communications
Bill Washington, Tucson Police Department
David Brenson
Woody Dyche
Brian Knell, General Dynamics
Paul Moore

II. Approval of Minutes

Sheriff Dupnik proposes approval of the minutes for the August 26, 2004 meeting. Chief Douglas Chappell moves to approve the minutes and Chief Daniel Sharp seconds the motion. Motion is unanimously carried.

III. Bylaws, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises staff reworked some of the language in the Bylaws as directed by the Committee at the August 26 meeting. The two motions made were to change language in the withdrawal section of the Bylaws. Legal staff reviewed the language presented in the two motions and modifications were recommended. Legal staff indicated the Committee action, via the last Committee meeting, gave authorization to make the noted changes. Changes were made to the last page of the Bylaws and they were subsequently submitted to the Board of Supervisors for adoption as directed by the Committee.

The Bylaws were adopted by the Board of Supervisors at the September 21, 2004 Board of Supervisors' meeting.

Captain Wilson informs the committee that the Board of Supervisors appointed Mr. Ben Gomez as an alternate member to the Pima County Wireless Integrated Network Executive Management Committee, representing the Pima County Office of Emergency Management & Homeland Security.

There is no further action required at this time on behalf of the Committee unless they wish to change the language further in the Bylaws.

Sheriff Dupnik asks if anyone has any questions regarding the changes made to the Bylaws. There is no response.

IV. User Committee, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises at the last meeting a motion was passed empowering the Chair to distribute a letter of invitation to each participating agency's head asking them to nominate a member from their respective agency to participate on the User Committee and the Technical Committee. Each agency was asked to nominate one representative to

represent their agency on the User Committee. Eleven agencies have not yet submitted nominations. Captain Wilson asks the names received be submitted to the Board of Supervisors for appointment to the User Committee.

The Executive Committee is responsible by the Bylaws to appoint the first Co-chairs to the User Committee. There are to be two chairs, one for the fire discipline and one for the police discipline. Captain Wilson advises he has Co-chair recommendations, but recommends a motion to submit the nominees submitted to the Board of Supervisors for appointment. Sheriff Dupnik asks if there are any other nominations at the table.

Chief Dan Newburn makes a motion to forward the nominations to the Board of Supervisors for appointment to the User Committee. Asst. Chief Kermit Miller seconds the motion. Motion is unanimously carried.

Captain Wilson recommends Matt Janton and Larry Stevens as the User Committee Co-chairs for the first year of the Committees' existence. Subsequent to the one-year term, the members of the committee will elect the Co-chairs.

Chief Daniel Sharp moves to appoint Matt Janton and Larry Stevens as Co-Chairs to the User Committee. Chief Douglas Chappell seconds the motion. Motion carries.

V. Technical Committee, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises that the Chairman at the direction of the Committee, submitted letters to each of the agency heads soliciting nominations of qualified individuals to the Technical Committee. Individuals nominated were also required to submit a brief resume reference their technical experience.

There were a total of 23 nominations and two individuals declined. Two individuals did not submit resumes, so recommendations will not be made on those individuals at this time. Chris Anthos from Three Points Fire District did not have any technical qualifications. Mr. Anthos will not be excluded from the committee, but there will not be a recommendation until technical qualifications are verified.

Captain Wilson advises committee members of a change in the list of nominees. Anita Velasco of the City of Tucson submitted her resume and it was reviewed. She will be added to the list of qualified individuals to be appointed by the City of Tucson.

Captain Wilson recommends two motions be made, one to appoint the qualified individuals nominated to the Technical Committee and one to appoint a Chairperson to the Technical Committee.

Chief Dan Newburn makes a motion to forward the nominated individuals, to include Ms. Velasco, to the Board of Supervisors for appointment to the Technical Committee. Kim Janes seconds the motion. Motion carries.

Captain Wilson recommends a Chairperson be appointed. Bylaws call for a single Chair position on this committee, with the first Chair being appointed by the Executive Management Committee and any future Chairs being voted upon by members of the Technical Committee. Captain Wilson advises there are two individuals he would recommend as the Chairperson for the Technical Committee, Larry Sayers and Jim Perry.

He advises both individuals are willing to accept responsibility as Chair of the Technical Committee and his recommendation to the Executive Committee is to appoint Jim Perry as Chair of the Technical Committee.

Sheriff Dupnik advises he will accept nominations from the Executive Committee. Asst. Chief Kermit Miller makes a motion to nominate Jim Perry for the Chair of the Technical Committee. Kim Janes seconds the motion. Sheriff Dupnik asks if there are any other nominations. There are no more nominations. The motion carries.

VI. COPS Grant Status Report, Lt. Oscar Miranda, Pima County Sheriff's Department

Lt. Miranda informs the committee members that the project was not awarded any monies from the COPS Grant applied for. He advises that 23 states were awarded grant monies and Arizona was not among them.

Sheriff Dupnik asks Lt. Miranda if there was any feedback as to why we were not selected. Lt. Miranda advises he has not received any response to his phone calls as of yet. He advises he is to meet with the grant contact person telephonically tomorrow. Possible reason for non-funding is they viewed our proposal as having the funds to pull off the project.

Chief Newburn states on behalf of the Executive Committee, he would like to thank Lt. Miranda for his efforts and all the people who assisted him on the grant. He stated, we all appreciate how competitive these grants are in both the law enforcement and American Fire Service right now. It was a great effort.

Sheriff Dupnik thanks the Tucson Police Department for allowing the Executive Committee to apply for the grant when they could have taken a different approach.

Captain Wilson advises they will seek out additional funding opportunities and participate in as many as possible.

Chief Daniel Sharp requests an agenda item for the next meeting to follow up with the telephonic meeting Lt. Miranda has scheduled. Sheriff Dupnik acknowledges Chief Sharp's request.

**VII. Needs Assessment Status Report,
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson updates the committee on the status of the Needs Assessment documents. A rough draft of the technical requirements document was received the last week of August. Larry Sayers, Lt. Miranda, Jim Perry and Captain Wilson conducted an internal review of the document. Comments were due back to the consultants earlier this week, but will be submitted early next week.

Some major portions of the document to be worked on by the consultants included some specific needs for the City of Tucson and data needs in particular. We are also trying to work on a model for some of the channel usage, as a means for us to determine if we have the frequency resources necessary for the project. These are three issues the consultants will be working on. The document is approximately 150 pages at this point.

VIII. Consultant RFP Development Process
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises that a meeting of staff members has not yet been set. County staff have been meeting with a number of industry representatives gathering information about the types of services that companies may provide and what type of RFPs, RFQs and the like, have been utilized by other agencies. They have gathered several examples of those and are now in the position to start meeting to come up with the scope of work for the consultant services.

IX. County Support Staff Meeting
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises last week Jim Barry of the County Administrator's Office put together a meeting for him to meet with a number of key county support staff that will be instrumental in making the project successful. Representatives included members of the County Administrator's Office, Sheriff's Department, Pima County Finance, Facilities Management and Procurement and Fleet Services. Representatives were briefed on what the bond project entails so they could get some knowledge of the project. The meeting also included discussion on ideas reference procurement and strategies for the financial infrastructure in order to track expenditures and future grant funds. We now have key players with Pima County, who will play key roles in the project.

X. Radio Spectrum Presentation, Larry Sayers, Pima County Radio Communications

Captain Wilson informs the Committee of his plan to bring some brief presentations to the meetings (as discussed in the first meeting) over the next several months, to start to educate the members on some of the issues associated with the project. There will be some tough decisions and the presentations will be beneficial to the members to have some information as to what is going on with the FCC and other topics. There have been recent events on spectrum issues and that is why Larry Sayers was invited to discuss this issue.

Larry Sayers opens with the different topics he will be discussing, which were the radio frequencies. Three different bands included in Pima County are the VHF, UHF and 800 MHz band (two phases) general category.

Pima County uses basically three different frequency bands for public safety, VHF which is used by most by agencies within Pima County, UHF which is used by five agencies and the 800 MHz band used by six agencies.

Mr. Sayers advises he sees the Pima County Wireless Integrated Network project utilizing the 800 MHz band since there are so many different resources in that band including frequencies the City, County and other various agencies have.

Mr. Sayers discussed FCC initiatives and their demand for more and more frequencies. One was the 700 MHz band (he refers to a hand-out). When implemented it will nearly double available spectrum. The band was created by relocating UHF TV Channels 63, 64, 68 & 69, once the channels are relocated it will open up the frequency channels. He advises this has been a slow process. Another project the FCC is doing to come up with

more frequencies is the refarming of some of the VHF and UHF frequencies. This has been an ongoing process.

One of the current issues with 800 MHz is the NEXTEL Consensus Plan. Mr. Sayers refers to the handout entitled, "All Quiet on the 800 MHz Front." Mr. Sayers discusses NEXTEL towers overpowering signals required for public safety radios to function. Pima County has not had as many problems with NEXTEL as other cities, such as Phoenix. Sheriff Dupnik asks if there is any legislation pending, at the Federal level, regarding this issue. Mr. Sayers advises it has not reached that point yet.

Mr. Sayers advises the plan is to move NEXTEL to a different band of frequencies and sell them frequencies and give them credit for frequencies they are giving up that are disrupting current frequencies. Typically this is not how frequencies are allocated and other wireless agencies are complaining of NEXTEL receiving special treatment. This may lead to other wireless companies contesting the process and slowing it down.

NEXTEL has not responded, but they will receive multiple frequencies and are expected to agree to the relocation of frequencies.

Mr. Sayers discusses the Email handout from the National Sheriff's Association regarding "The First Response Coalition." He cautions against support of this proposal.

Materials provided by Larry Sayers:

Public Safety Radio Spectrum: A Vital Resource for Saving Lives and Protecting Property

Email entitled "Beware of The First Response Coalition"

All Quiet on the 800 MHz Front

FCC Adopts Solution to Interference Problem Faced By 800 MHz Public Safety Radio Systems

Honing in on the 800 MHz Order

FCC Spectrum Allocation of 800 MHz Band – Today

XI. New Business, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson asks the members if there are any agenda items for future meetings. Chief Sharp's agenda item is confirmed.

XII. Call to the Public, Sheriff Dupnik-Chairman

Sheriff Dupnik asks if anyone in the audience would like to address the Committee. He receives no response.

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

October 28, 2004, 9:00 AM
Pima County Sheriff's Department
1750 E. Benson Hwy.
Tucson, A Z85714

Captain Wilson proposes the Committee have their meeting in October and consider an early December meeting since holidays will conflict with the regular meeting schedule.

XIV. Adjournment

Sheriff Dupnik motions to adjourn. Motion is seconded by Chief Sharp and is unanimously carried.

Meeting adjourned at 9:40 a.m.

Minutes prepared by: Annette Romero