

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, January 27, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the January 27, 2005 meeting. Cassette tape is available upon request.

I. Call to Order: Sheriff Clarence W. Dupnik, Chairman, 9:07 a.m.

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

Members Present

Sheriff Clarence W. Dupnik, Chairman, Pima County Sheriff's Department
Chief Douglas Chappell, Drexel Heights Fire District
Chief Dan Newburn, Tucson Fire Department
Chief Jeff Piechura, Northwest Fire District
Asst. Chief Joseph Delgado, Tohono O'Odham Tribal Police
Captain Bill Washington, Tucson Police Department (*Alternate*)
Commander Larry Stevens, Oro Valley Police Department (*Alternate*)
Kim Janes, Pima County Office of Emergency Management (*Alternate*)

Members Absent

Chief Richard Miranda, Tucson Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Richard Vidaurri, Marana Police Department
Dennis W. Douglas, Pima County Office of Emergency Management

No Alternate Member Present for:

Marana Police Department

Others Present

Captain Paul Wilson, Pima County Sheriff's Department
Manny Barreras, Motorola, Inc.
Rick Brown, Marana Police Department
Larry Consalvos, iXP Corporation
Woody Dyche
Chief Craig Encinas, Tohono O'Odham Fire Department
M. B. Ford, T. O. P. D.
Pat Joy, Pima County Sheriff's Department, Communications
Asst. Chief Chuck Kmet, Tohono O'Odham Fire Department

John Moffatt, Pima County IS Department
Gary W. Neal, Lockheed Martin
Richard Pasqua, Northrop Grumman (NGIT)
Albert Pesqueira, Northwest Fire Department
Jim Perry, City of Tucson
Paul Punske, Motorola, Inc.
Lt. Mike Sacco, Pima County Sheriff's Department
Larry Sayers, Pima County Radio Communications
Lt. Kevin Shonk, Tohono O'Odham Police Department

II. Approval of Minutes

Sheriff Dupnik proposes approval of the minutes for the December 9, 2004 meeting. Chief Piechura moves to approve the minutes and Chief Chappell seconds the motion. Motion is unanimously carried.

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

Captain Wilson advises there are three individuals to consider for appointment. Tucson Police Department has recommended Assistant Police Chief Roberto Villasenor be nominated to the Board of Supervisors for appointment to the Executive Management Committee, replacing Assistant Chief Kermit Miller.

Anita Velasco's name was mistakenly omitted from the list of Technical Advisory Committee appointees approved by the Committee on December 9, 2004. It is recommended that she be appointed to the Technical Advisory Committee.

Chief Vidaurri, Marana Police Department, has nominated Mr. Rick Brown to represent Marana on the Technical Advisory Committee. The Technical Committee Chair, Jim Perry, has reviewed Mr. Brown's qualifications and concurs with the recommended appointment. It is recommended that Mr. Brown be appointed to the Technical Advisory Committee.

Recommendations and Motion:

Nominate Assistant Chief Roberto Villasenor to the Board of Supervisors for appointment to the PCWIN Executive Committee and make appointments of Anita Velasco and Rick Brown to the Technical Advisory Committee.

Chief Newburn motions to accept all three recommendations. The motion is seconded by Chief Piechura. Motion carries.

IV. User Committee Report, Larry Stevens, User Committee Co-chair

Larry Stevens advises the User Committee met on December 14, 2004 and will meet again on February 3, 2005. He will be conferring with Matt Janton prior to the February 3, 2005 meeting to work on a strategy to ensure a quorum (seventeen members) for the upcoming meeting.

Captain Wilson advises the User Committee will work on the description of some of the communications necessary within our system to pass on to the consultants for the needs

assessment. They will also work on the standardizing incident command, radio codes and figuring out how to talk, when you can talk.

V. Technical Committee Report, Jim Perry, Technical Committee Chair

Jim Perry advises the Technical Committee met on January 14, 2005. Each member provided their summary and recommendations regarding the Technical Requirements document and all members agreed the document was a good start. All members agreed that the document does not provide a comprehensive needs assessment that projects what we need to do in the future as far as channelization.

All members agreed the following recommendations need to be given to the consultant:

- The document needs to have a new name and summary that more correctly reflects its purpose.
- The Technical Committee provide corrections to the document reference personnel counts, radio channel assignments and the number of hand-held and vehicle radios.

The committee proposes this document is not used as a projection of channel needs, but provides a projection of personnel growth that can then be used by other consultants providing comprehensive needs assessment. With that the committee recommends the next step in this process be a comprehensive needs assessment that will provide an understanding of the users needs and then technical solutions can be defined to meet those needs.

The committee is going to attempt to build, at the next meeting, in addition to providing correct information, its vision of a progression roadmap for this project. The next step would be a needs assessment. The Technical Committee will meet this afternoon.

Chief Newburn asks how long the needs assessment will take. Mr. Perry advises they want to meet with a consultant and the RFP process will take approximately one or two months. The actual needs assessment will take several months. He provides a bench mark of approximately 6 months to complete a comprehensive needs assessment.

Captain Wilson addresses Items VII and VIII on the Agenda.

VII. Needs Assessment Status Report, Captain Paul Wilson

The needs assessment continues to be on track as reported by Dr. Wicker last month. We plan to be able to provide to them the Technical Committee's feedback by early February, from each of the individual agencies.

Captain Wilson advises very few comments have been received by the User Committee as of today's date.

As of January 18 the project office has received comments from:

Pima County Sheriff's Department
Pima County Office of Emergency Management & Homeland Security
Corona de Tucson Fire Department

Tucson Police Department
Marana Police Department
Mt. Lemmon Fire District
Oro Valley Police Department

An e-mail has been sent to each member of the User Committee soliciting comments. The Technical Advisory Committee has met and is in the process of formulating their comments.

Dr. Wicker advised Captain Wilson if the comments are received by the end of January, Aerospace Corporation is still on track to complete the work for a February completion date.

VIII. Consultant RFP Process, Captain Paul Wilson

Captain Wilson provides a status report. The RFP process to engage consultants is linked to the needs assessment process in that we want to associate that document so we have a stepping stone on which to build, so the two are linked and have to follow each other.

The Working Group met a few weeks ago and discussed the contents of the RFP. Lt. Sacco and Captain Wilson are working on preparing some draft language for an RFP. The Working Group should be meeting in a couple of weeks to go over the draft document.

Captain Wilson advises once the document is submitted to Pima County Procurement, which should be sometime in March, he would estimate a three to four month period for Procurement to prepare what they need to do to get the document on the street. They will probably spend the remainder of this calendar year preparing the comprehensive needs assessment, which they will hire someone to do.

VI. COPS Grant Invitation, Captain Paul Wilson

The Sheriff's Department has received an invitation from the COPS Office to participate in the 2005 Technology Grant Process, which was thought to be an opportunity to raise funds for the project. It is actually a formality the Sheriff's Department has to go through to finish the application for the funds Congressman Kolbe's office was able to secure through an earmark. Captain Wilson will inquire with Tucson Police Department as to whether they received the same "invitation." Congressman Kolbe's office had indicated the earmark would be split between the City and the County. We have until the end of May to submit the application. It's just a formality.

The Tucson Police Department previously received some earmark funds through the COPS Office and asked for an extension on the funds coming up for expiration. Their grant administrator advised they still have a commitment to share approximately \$500,000 of that earmark for an interoperability study that they would intend to apply toward consultant services for this project. They are awaiting "official notice" that the application for the extension of funds have been approved.

Lt. Miranda has spoken with his contact at the COPS Office and was advised they believe they will have \$90 - \$92 million dollars for interoperability technology issues this year.

We expect to receive an invitation to apply. Applications will be distributed probably in spring or early summer.

Details will need to be discussed with Jim Perry and Larry Sayers and they will need to get together with representatives from the Tohono O’Odham Nation to begin discussing specific details of a project we could embark upon without advice from a consultant to start moving the project forward with some real budget numbers that would gain more favorable consideration during the grant process.

IX. PCWIN Mission, Values & Goals Statements, Captain Paul Wilson

Background on recommendation:

Captain Wilson advises as we engage more and more with our project partners who were not involved in the initial planning and budgeting process for the bond election, it’s become readily apparent that the scope and expectations of this project could far exceed what was initially contemplated and presented to the Board of Supervisors. For these reasons he has attempted to create a statement of Mission, Values and Goals that will help to draw a box around the project in an attempt to try to contain the scope of it so it does not go beyond what we originally intended.

Captain Wilson advises there are items that are debatable which he would like to bring to the Committee’s attention and discuss.

Captain Wilson proposes that as the Committee makes policies for the project they should establish a policy statement describing the purpose and background of the project, a policy statement and as necessary procedural description beyond that. The documents would be incorporated into a manual for the project and will be numbered, assembled and distributed to the participating agencies for future reference.

A mission statement was crafted which describes the key components of the intended project.

A number of goals were defined that more clearly define the scope of the project than the bond documents. Captain Wilson explains he referred to the initial bond proposal, what actually went on the ballot, and the budgets that were assembled during that process while creating the goals.

Captain Wilson addresses Items #7 and #8 of the “Goals” section of the hand-out. He advises when the bond proposal was assembled the original proposal was to provide wide-spread on street radio coverage throughout Pima County. With further negotiations with the City of Tucson, we added additional dollars to improve in-building penetration within the City of Tucson, but it did not contemplate any additional funds to provide that same additional level of coverage throughout Pima County. He crafted the goal statement to suggest we would have wide-spread, on street coverage with improved in-building performance within the City of Tucson jurisdictions.

Regarding Item #8, Captain Wilson advises that a better description of the envisioned data services is needed as individual expectations are exceeding the vision of the bond proposal.

Captain Wilson reviews Item D, #1 of the handout. He explains there are five partner agencies that have service areas that lie outside the Pima County boundaries. They are Golder Ranch Fire District, Picture Rocks Fire Department, Arivaca Fire Department, U of A Police and the Tohono O’Odham Nation. He explains the voters of Pima County have authorized bonds to develop a public safety communications system for the citizens of Pima County. It would be irresponsible to spend their tax dollars outside Pima County. Any incidental coverage in those areas would be supported. If any of these entities needed or desired any coverage outside of Pima County’s boundaries, they would be required to obtain additional funding to help provide that, not to say they could not have that, but the bond funds were not intended to specifically do that.

Captain Wilson asks the members to review and possibly debate the items so that a policy statement could be adopted to assist with better defining the scope of the project.

Sheriff Dupnik suggests committee members be given time to evaluate the Committee Policy handout. He advises the discussion on this issue will be continued at the next meeting, providing time for suggestions and changes.

Materials provided by Captain Wilson:

Pima County Wireless Integrated Network, Executive Management Committee Policy

X. National Incident Management System (NIMS), Kim Janes, Pima County OEM

Captain Wilson advises the recommendation for the Committee to adopt the designation of the National Incident Management System (NIMS) as the basis for an incident management policy and direct staff to number the policy and place in the policy manual.

Implementation is required for entities to avail themselves of future preparedness grant funds. The NIMS standards are recommended for adoption as the standard by which mutual aid incidents will be managed when supported by the PCWIN.

Mr. Janes advises the governor has signed a letter and forwarded it to the Department of Homeland Security advising Arizona is a NIMS state. The first step in formally adopting and implementing NIMS in the state of Arizona. The requirements for being NIMS compliant, is still in development at the Federal and local levels. The Office of Emergency Management staff has investigated and researched what is needed to do locally, in particular for the County, to implement NIMS and identify to the federal government and the state that we are a NIMS county.

Mr. Janes made a presentation and answered questions from members. Some of the key topics discussed were:

Components of NIMS/ Command and Management:

- Incident Command System
- Multiagency Coordination System
- Public Information System

Components of NIMS/ Preparedness:

- Planning
- Training and Exercises
- Standards and Certifications

Mutual Aid
Information and Publications

Components of NIMS/ Resource Management

Identify and type resources
Certify and credential personnel
Inventory, acquire, mobilize, track and recover

Components of NIMS:

Communications and Information Management
Supporting Technologies
Ongoing NIMS Management

FY 2005 Compliance: States

Incident Command System
NIMS into Emergency Operations Plans
NIMS into training, exercises
Intrastate mutual aid agreements
Technical assistance

FY 2005 Compliance: State, Local, Tribal

Complete EMI Course – NIMS, An Introduction
Formally recognize NIMS
Establish NIMS baseline
Establish strategy for implementing NIMS
Institutionalize use of ICS

Mr. Janes concludes his presentation.

Materials provided by Captain Wilson:

Recommendation and Discussion, FEMA National Incident Management System Resource Website, National Incident Management System, NIMS Training, 120 Resource Typing Definitions, Executive Management Committee Policy/Designation of the National Incident Management System (MIMS) as the Basis for Incident Management, Letter from Homeland Security to the Governor dated September 8, 2004

Chief Piechura motions that the Committee adopt the “Designation of the National Incident Management System (NIMS) as the Basis for Incident Management” policy proposed and direct staff to number the policy and include it in a PCWIN Policy Manual.

Chief Newburn seconds the motion and the motion is unanimously carried.

XI. New Business

Sheriff Dupnik asks the Committee if there is any new business and receives no response.

XII. Call to the Public

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)

Sheriff Dupnik announces the date for the next meeting:

February 24, 2005, 9:00 AM
Pima County Sheriff's Department
1750 E. Benson Hwy.
Tucson, A Z85714

XIV. Adjournment

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

Meeting adjourned at 9:50 a.m.

Minutes prepared by: Annette Romero