PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN)
USER COMMITTEE / TECHNICAL COMMITTEE
JOINT MEETING

Tucson Fire Department's Fire Prevention Center
797 E. Ajo Way
Wednesday, September 14, 2005
1:30 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the September 14, 2005 meeting.

I.   **Call to Order:** Matt Janton, User Committee Co-Chair, calls the meeting to order at 1:35 p.m.

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

    Quorum is established for the Technical Committee with a total of 10 members present.
    Quorum is established for the User Committee with a total of 13 members present.

Members Present Technical Committee	**Members Present User Committee**
Larry Sayers, Chair, Pima County Radio Communications	Matt Janton, Co-Chair, Northwest Fire Department
Ken Boynton, University of Arizona	Nancy Anderson, Oro Valley Police Department
Gary Bynum, Drexel Heights Fire District	Linda Basham-Gilbert, Tucson Police Department
Scott Ferguson, Pima College DPS	Gary Bynum, Drexel Heights Fire District
Joseph Jakoby, Tucson Fire Department	Charles Kmet, Tohono O'Odham Fire Department
Pat Joy, Pima County Sheriff's Department	Don Lafreniere, Sahuarita Police Department
Greg Lugo, Tucson Police Department	Hector Olivo, Pascua Yaqui Police Department
Gregory McNeal, City of Tucson	Todd Pearson, Tucson Fire Department
John Moffatt, Pima County Office of Strategic Planning	Luis Puig, University of Arizona Police Department
Anita Velasco, Tucson Police Dept.	Ernie Robles, Picture Rocks Fire Department
	Mike Sacco, Pima County Sheriff's Department
	Kevin Shonk, Tohono O'Odham Police Department
	Cheryl Smart, Pima College Department of Public Safety

Members Not Present – Technical Committee	**Members Not Present – User Committee**
Steven Campbell, Drexel Heights Fire District	Patrick Abel, Golder Ranch Fire District
Harry Findysz, Mt. Lemmon Fire Department	Larry Anderson, South Tucson Fire Department
Don Harrison, Tucson Airport Police Department	Dale Bradshaw, Marana Police Department
Tim Hoban, Tucson Airport Police Department	Jim Bucklin, Rincon Valley Fire District
Ted Martin, Pima County Sheriff's Department	Jim Bush, Ajo/Gibson Volunteer Fire Department
Kerry Reeve, Pima County OEM & Homeland Security	Jim Conklin, Arivaca Volunteer Fire Department
Gary Schmitz, Oro Valley Police Department	James Craig, Helmet Peak Fire Department
Ben Standifer, Tohono O'Odham Police Department	Harry Findysz, Mt. Lemmon Fire Department
	Basilio Martinez, Pascua Pueblo Fire Department
	Dan Morelos, Tucson Airport Police Department
	Tom Nix, Avra Valley Fire District
	Kerry Reeve, Pima County OEM & Homeland Security
	Doug Roth, Corona de Tucson Fire Department
	Larry Stevens, Oro Valley Police Department
	John Williams, Three Points Fire District
	Chuck Wunder, Green Valley Fire District

Others Present

Larry Consalvos, iXP Corp
Mike Corbett, BCA
Les Craddock, Tucson Airport Authority
Ted Dempsey, iXP Corp
Jack Duncan, BCA
James Dundas, iXP Corp
Matthew Fenton, U of A Police Department
Benny Gomez, PC OEM & Homeland Security

Richard Harrington, PC DOT
Randall Jeffrey, ISS
Howard Malcolm, ISS
Bill Metro, iXP Corp
Christine O'Connor, City of Tucson IT
Paul Punske, Motorola
Andy Smith, Golder Ranch Fire District
Paul Wilson, PC Sheriff's Department

II.   Approval of Minutes, Larry Sayers, Technical Committee Chair

Mr. Sayers asks members if there are any suggested changes for the August 11, 2005 joint meeting minutes. Assistant Chief Bynum moves to accept and approve the minutes. Assistant Chief Kmet seconds the motion. Motion is unanimously carried.

III.   Appointment of Technical Committee Members, Paul Wilson, Project Manager

Captain Wilson announces the appointment of two new Technical Committee members, Mr. Gregory McNeal from the City of Tucson and Mr. Ken Boynton from the University of Arizona.

IV.   User Committee Co-Chairs – Term Expiration, Paul Wilson, Project Manager

Captain Wilson informs User Committee members that the By-Laws require the Executive Management Committee (EMC) initially establish the co-chairs for the User Committee, for a one year appointment and each year after that the co-chairs would be selected by nomination of the User Committee members. The By-Laws require one co-chair represent the fire agencies and the other represent the police agencies. He advises the next selection period will be in November or December of this year.

V.   Consultant Selection Committee, Paul Wilson, Project Manager

Captain Wilson advises the EMC has adopted the concept/scope of services reference the RFP document. The EMC requested the members of the User and Technical Committees, nominate one person to be appointed to the Evaluation Committee and join the six other individuals, to evaluate the bid proposals received. The other members are:

Paul Wilson, Project Manager
Joe Jakoby, Radio Engineering
Anita Velasco, 9-1-1 Coordinator

John Moffatt, IT
Larry Sayers, Radio Engineering
Myrl Coultas, Community Member/Retired IBM

The members do not represent specific governmental entities, but rather the various disciplines that are participating in the project and the pre-planning.

Captain Wilson opens the floor for nominations and advises members that pursuant to Procurement Rules for Pima County a member of a committee cannot have any subordinates on the same committee, therefore, Mike Sacco and Pat Joy cannot be considered for this appointment.

Captain Wilson informs the members of the requirements that should be met by the individual being nominated for the appointment to the Evaluation Committee.   The individual should have the

competence to be a good evaluator and ability to review the proposals and determine the worthiness of the proposals to meet the needs of the project.

Lieutenant Sacco nominates Dan Morelos of the Tucson Airport Authority. Mr. Morelos is not present, but Les Craddock, a representative from Tucson Airport Authority is present and advises members that Mr. Morelos advised him of his interest if nominated as a member of the Evaluation Committee. Ms. Basham-Gilbert moves to appoint Mr. Morelos as a member of the Evaluation Committee. Mr. Pearson seconds the motion. There is no further discussion and no other nominees. Motion is unanimously carried.

VI.   ACU1000 User Agreement – Draft, Mike Sacco, Pima County Sheriff's Department

At the previous Technical/User joint meeting, Lieutenant Sacco was asked, by Technical Committee and User Committee members, to prepare a proposed User Agreement for the ACU1000. He advises he has prepared the document using the Gateway User Agreement as a template, modifying the language to reflect the ACU1000 at the Sheriff's Department. He begins a PowerPoint presentation which describes the ACU1000 and its use. He advises the ACU1000 is currently housed in an entirely different room from the Communications Center and currently requires multiple steps to access and initiate operation. The plan is to change that configuration so a remote terminal will be available at the Communication Supervisor's position.

Lieutenant Sacco discusses:

ACU1000 User Agreement
-Three levels of priorities in utilizing the ACU1000
-Three basic options for ACU1000 use
-Initiation Process in the field
 Advise their dispatch of the need
 Stay on "home" frequency or talk group until
 directed otherwise
 User plain talk
 Call sign
 Check-in/Check-off
 Incident command
-Initiation Process: Information needed at PCSD
 For all networks or patches
 Identification of the requestor
 Reason and Priority level for the activation
 Agencies involved
 If pre-established, the network or patch name
 Which dispatch center will act as primary
-Dispatch Responsibility
-Primary Dispatch Center
-Secondary Dispatch Center(s)
-PCSD Dispatch Center
-Administrative Control

MEMORANDUM OF UNDERSTANDING

-MOU: PCSD Responsibilities
-MOU: Participating Agency Responsibilities

WHAT'S NEXT

· Identify participating agencies
· Identify feasible interoperable combos
· Test the proposed interoperable combos
· Decide upon names for pre-established patches
· Identify who will sign the MOU and get signed
· Report generated to all participating agencies

Lieutenant Sacco concludes his presentation. Captain Janton suggests all members review the User Agreement document and the item will be placed on the next agenda for follow up. Captain Wilson

suggests the technical group begin working on channel configuration at the next meeting, along with Chuck Michels.

VII. ACU1000 Discussion, Mike Sacco, Pima County Sheriff's Department

Lieutenant Sacco begins discussion on how interoperable communications equipment was utilized at the recent Pima County Sheriff's Department funeral services, and its effectiveness. He begins the PowerPoint presentation reference radio interoperability and the ACU1000.

Lieutenant Sacco explains in the planning of the funeral, it was decided the ACU1000 would be used to bring two talk paths together, TPD's F6 and the Sheriff's Department SS1 (talk-group). The system was tested the day before the funeral.

On the day of the event the patch was brought up 15 minutes in advance and users experienced interference right away. They were receiving transmissions that were loud enough to burden the frequency. The patch was working, but users could not transmit over the interference, which was later determined to be Santa Cruz County. Ms. Velasco advises there were individuals aware of the Santa Cruz County interference zone and suggests in the future patches should be established prior to the planned events. The Pima County OEM Communications van (TOAD) also heard the interference while en route to the cemetery, but the interference stopped once the van arrived at the cemetery. The key transmissions from Santa Cruz County were apparently blocked.

An operational plan was made and Gateway was utilized, which was already activated. The Pima County Sheriff's Department, Tucson Police Department and Oro Valley Police Department were all on Gateway. It proved to be over-used and too busy.

A better plan for future events would include dividing communication paths by functional area and command and control communication paths.

VIII. Dispatch Center, Matt Janton, User Committee Co-Chair

Captain Janton begins discussion reference the applicable standards such as NFPA 1221, APCO and IACP for fire fighter communications. He feels these standards should be discussed to assist with members having some understanding of them prior to the new Communications Center being built and designed with NFPA Standards (or whatever standards APCO and the IACP have in mind) and to prevent any oversights. Mr. Sayers informs members of additional standards under, FEMA 4.6 Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings.

IX. Dispatch Center, John Moffatt, Pima County Strategic Planning

Mr. Moffatt has created a document which references the Communications Operations Center site selection parameters. The initial criteria for the document, was comprised of comments from Technical Committee members and excerpts from the Site Evaluation Criteria Section of the Final Report generated by RCC regarding location of the City of Tucson Communications Operations Center. Additional criteria are needed to accommodate the planned inclusion of the County Emergency Operations Center and adaptability to the broad range of PCWIN participants.

Mr. Moffatt asks members to review the document and E-mail any recommended changes to him at john.moffatt@pima.gov or present them at the next meeting.

X.   iXP Presentation, Mr. Larry Consalvos, Bill Metro, Ted Dempsey & James Dundas

Mr. Consalvos introduces other iXP representatives. He advises their company has been tracking the PCWIN Project and their intentions today are to discuss the complexity of the project and what it's really going to take, from their prospective, to build a road map. The road map would indicate how they would take the project through the planning stages, to the implementation, delivery, transition and support stages.

Mr. Consalvos provides a history of their company and asks each iXP representative to introduce themselves to meeting attendees.

Mr. Consalvos begins the presentation and advises their company takes clients through the process of building complex projects by utilizing their own methodology they developed which starts with clearly understanding the end users/stakeholders and what their functional, technical and operational requirements are. Some of the topics discussed were:

EMERGENCY COMMUNICATIONS TRANSFORMATION

-Emergency Telecommunications
-Communications Center
-Regional Interoperability
-Emergency Mobile Communications

CONTEXT MODEL

-Identifies Components
-Establish boundaries of project

CORE COMPONENTS OF SAIF

-Governance
-Facilities
-Operations
-Technology

iXP PROJECT LIFE-CYCLE APROACH

1) Research	6) Design
2) Advise	7) Integrate
3) Strategize	8) Implement
4) Assess	9) Manage
5) Align	

John Moffatt addresses the issue of the importance for Committee members to return to their agencies and educate management on the progress of the project, taking the information back to the agencies and keeping them informed of the on-going progress.

Assistant Chief Kmet advises Mr. Consalvos that the Fire Departments have mutual-aid, but have not had certain geographical groups work with other geographical groups in Pima County.   He asks Mr. Consalvos if he would suggest either before or after bringing on a consultant that the agencies do some

interoperability exercises to see exactly how it is going to work, where the pitfalls are and where some of the plus and minuses are in regards to doing exercises. He asks if it would be better served to have a consultant on board to help point out some of the issues. Mr. Consalvos recommends the members continue to do what they are doing since they are more familiar with what they do on a daily basis and what they need. Results of interoperability exercises will serve to help a consultant better understand agencies' needs.

Mr. Consalvos concludes his presentation and advises members they will be available to answer questions at the completion of their meeting.

XI.   New Business, Matt Janton, User Committee Co-Chair

Captain Janton asks if there is any new business or items to be considered for the next agenda. The following items are recommended:

1)   User Committee nominations for the appointment of Co-Chairs.
2)   Review of the ACU1000 Agreement/Selection of Ad Hoc Committee to evaluate potential frequencies and talk groups
3)   Dispatch Center Criteria - Discussion

XII.   Call to the Public, Larry Sayers, Technical Committee Chair

Mr. Sayers asks if anyone in the audience would like to address the committees. He receives no response.

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

Mr. Sayers asks if the next meeting should be a joint meeting. Everyone is in agreement with a joint meeting. Next meeting:

Friday, October 28, 2005, 9:00 a.m.
Pima County Sheriff's Department, SOC
1750 East Benson Highway

XIV.   Adjournment

Lieutenant Sacco moves to adjourn. Captain Wilson seconds the motion. Meeting adjourned at 3:50 p.m.

Minutes prepared by: Annette Romero