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

Pima County Natural Resources Parks and Recreation Building
3500 West River Road
Thursday, July 14, 2005
9:00 a.m.

SUMMARY OF MEETING

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

I. **Call to Order:** Jim Perry, Technical Committee Chair, calls the meeting to order at 9:10 a.m.

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

Quorum is established for the Technical Committee with a total of 11 members present.
Quorum is not established for the User Committee. A total of 14 members are present.

Members Present Technical Committee	**Members Present User Committee**
Gary Bynum, Drexel Heights Fire District	Linda Basham-Gilbert, Tucson Police Department
Tim Hoban, Tucson Airport Police Dept.	Dale Bradshaw, Marana Police Department
Joseph Jakoby, Tucson Fire Department	Gary Bynum, Drexel Heights Fire District
Pat Joy, Pima County Sheriff's Department	Matt Janton, Northwest Fire Department, Co-Chair
Greg Lugo, Tucson Police Dept.	Charles Kmet, Tohono O'Odham Fire Department
John Moffatt, Pima County Office of Strategic Planning	Dan Morelos, Tucson Airport Police Department
Jim Perry, Tucson Police Dept., Chair	Hector Olivo, Pascua Yaqui Police Department
Kerry Reeve, Pima County OEM & Homeland Security	Luis Puig, U of A Police Department
Larry Sayers, Pima County Radio Communications	Kerry Reeve, Pima County OEM & Homeland Security
Ben Standifer, Tohono O'Odham Police Department	Ernie Robles, Picture Rocks Fire Department
Anita Velasco, Tucson Police Dept.	Mike Sacco, Pima County Sheriff's Department
	Kevin Shonk, Tohono O'Odham Police Department
	Cheryl Smart, Pima College Department of Public Safety
	John Williams, Three Points Fire District

Members Not Present – Technical Committee	**Members Not Present – User Committee**
Don Harrison, Tucson Airport Police Department	Patrick Abel, Golder Ranch Fire District
Gary Schmitz, Oro Valley Police Department	Larry Anderson, South Tucson Fire Department
Harry Findysz, Mt. Lemmon Fire Department	Lee Bucklin, Rincon Valley Fire District
Scott Ferguson, Pima College Department of Public Safety	Jim Bush, Ajo/Gibson Volunteer Fire Department
Steven Campbell, Drexel Heights Fire District	James Craig, Helmet Peak Fire Department
Theodore Martin, Pima County Sheriff's Department	Jim Conklin, Arivaca Volunteer Fire Department
	Harry Findysz, Mt. Lemmon Fire Department
	Don Lafreniere, Sahuarita Police Department
	Basilio Martinez, Pascua Pueblo Fire Department
	Tom Nix, Avra Valley Fire District
	Todd Pearson, Tucson Fire Department
	Doug Roth, Corona de Tucson Fire Department
	Larry Stevens, Oro Valley Police Department
	Chuck Wunder, Green Valley Fire District

Others Present

Nancy Anderson, Oro Valley Police Dept. Chuck Hill, ISS
Manny Barreras, Motorola Malcolm Howard, ISS
Richard Brace, City of Tucson Dale King, City of South Tucson Police Department
Larry Consalvos, iXP Corp. Paul Punske, Motorola
Matthew Fenton, U of A Police Department Daniel Simmons, Pima College Dept. of Public Safety
Richard Harrington, Pima County Dept. of Transportation Andy Smith, Golder Ranch Fire District

II. Approval of Minutes, Jim Perry, Technical Committee Chair

Jim Perry asks Technical Members if there are any suggested changes for the June 9, 2005 Technical Committee meeting minutes. Mr. Moffatt moves to accept and approve the minutes. Ms. Joy seconds the motion. Motion is unanimously carried.

III. PCWIN Process Discussion, Captain Paul Wilson, Project Manager

<u>Accomplishments/Progress Thus Far</u>

Captain Wilson refers to the PCWIN Project Milestones hand-out and reviews key activities to date:

- Governance & Relationships
- Needs Assessment
- Supplemental Funding
  FY 03 Earmark funds committed by TPD = $500,000
  FY 05 Earmark funds shared by City of Tucson & Pima County = $750,000
  FY 05 COPS Interoperability Communications Technology Program – Submission deadline 7/15/05

He advises the City of Tucson is going to contribute their share of the money to a project that will include site improvements at the radio antenna sites on Tumamoc Hill, located near A Mountain. The City and the County both have radio presence there along with KUAT and the State of Arizona and there are several different towers and buildings. The City had previously drawn up a plan to bring fiber up to their site, which they were already working on independently. These monies would serve to essentially link all of the antennas and buildings by fiber-optic, which would allow more flexible use of the site and the potential for possibly depopulating some of those antennas at a future date.

The County has targeted site improvements to the Elephant Head Site which is located southwest of Tucson. The County has a radio presence there now and the site is important to serving the southwestern part of eastern Pima County. The site does not have sufficient building space for build-out and new systems that would be put in as part of the PCWIN Project. It requires microwave upgrades and upgrades to several facilities. A portion of the earmark would go towards site improvements at this site, preparing the site for future equipment installations that would support the PCWIN Project.

Captain Wilson advises the COPS grant application was mailed out yesterday requesting federal grant money in the sum of $4.9 million, which would be matched by bond dollars in the amount of $1.6 million. A project has been created that will have two facets to it, the first being the build-out of additional microwave infrastructure, building-out the backbone communications system that would be required for the new PCWIN system. These would improve existing sites that Pima County operates that would be reused in the new system and would extend new microwave hops to additional locations (A total of 13 microwave hops installed or improved). These microwaves would be capable of communicating back by microwave or connecting to existing fiber-optic networks. The second part of

the project would be to purchase and install a new IP based gateway to allow us to bridge some of the existing radio systems as an interim interoperability solution until we get PCWIN built-out. We can take that equipment and utilize it in the future to connect PCWIN to other non-PCWIN systems.

Captain Wilson would like to steer away from their efforts toward finding supplemental funding and put more energy into the actual preplanning for the project.

- Next Steps
    - Project Planning
    - Business Plan
    - Conceptual Design
    - Procurement Preparation

Ms. Basham-Gilbert asks Captain Wilson if any of the needs assessment documents have been disseminated to committee members. He advises they have been received and they are in his office and that they have not been distributed. The documents shall only be distributed through non disclosure agreements with the agencies on an "as needed" basis. The reason for the documents being kept under lock and key is to assure we do not run a foul of a procurement process. By having wide distribution of the assessment documents they may fall into vendors and consultants' hands prior to a procurement process.

Captain Wilson advises the next step into project planning would be contracting with a consultant to build a business plan to be presented to the Board of Supervisors, prior to being able to spend any significant dollars. It will describe what it is we want to build, how we plan to operate it, how we plan to maintain it, how we plan to fund it and keep it moving in the future, etc.

Anticipated Process and Milestones for the Remainder of the Project

Captain Wilson refers to the third and fourth pages of the PCWIN Project Milestones document, Process for Planning, Procuring & Implementing PCWIN Systems. The first column lists tasks involved in system planning most of which the committees have already been working on. The document shows at a glance the work that is ahead and he encourages everyone to continue to make the effort to attend the meetings.

Handouts provided by Captain Wilson: PCWIN Project Milestones, Interoperability Options for Pima County Public Safety

IV. Systems Overview, Jim Perry, Technical Committee Chair

Description of what we (collectively) have today, including Gateway
Description of what we will have in the near future with the ACU1000

Mr. Perry discusses achieving various levels of interoperability with what they are working with today. He explains how they began with old solutions such as gateway and the tri-band repeater and then begins a discussion on the ACU1000 and how to utilize it as a base station. Mr. Janton suggests simplex as a possible programming capability. Captain Wilson advises what they are trying to illustrate is the interoperability options that exist today so everyone can visualize them and know what's out there so the committees can start discussing how to apply them. Mr. Jakoby discusses different bands and channels available.

Conceptual description of what the PCWIN system may look like and offer

Mr. Perry states the main goals are to achieve as large a footprint as possible, to have the new system be user friendly and to establish a common radio concept.

V. Concept of Operation Scenario – Osprey (military aircraft) crash in Marana
Matt Janton, User Committee Co-Chair

Mr. Janton discussed the Osprey crash and the poor communications available at the time which resulted in:
- poor quality radio communications (interoperability)
- misinformation
- everything having to be handled face-to-face by various responding law enforcement agencies

Discussion followed reference Gateway and the ACU1000 and how they could have been utilized to improve communications between agencies during the incident. They also discussed when Gateway and the ACU1000 should be utilized and who should utilize it.

Mr. Reeve of the Office of Emergency Management and Homeland Security provides information on how to utilize the ACU1000 mobile communications platform referred to as the "TOAD." The system is fully loaded with different frequencies, but there are no dispatchers provided. He advises there are individuals now being trained to provide dispatching components and procedures are being developed.

Handout provided by Matt Janton: Osprey Incident Highlights

VI. Discuss/Review Northrop Grumman Presentation, Jim Perry Technical Committee Chair

Mr. Perry provides an update on the Technical Committee and advises over the past few months they have been asking various vendors to attend their meetings to talk with them reference interoperability. They have been learning the various ways, through different vendors, to achieve interoperability and discovered there are many different ways of achieving interoperability. Mr. Perry specifically mentions the Northrop presentation and how they went one step further and explained what they (as an integrator/consultant) have to go through prior to putting an RFP out. They explained the necessity of making sure all of the little details are thought through, i.e., designs of communication centers, consoles, etc., and advised not to try to plug in ideas mid-stream. He emphasized the need to get every slight detail planned.

VII. Discussion reference the ACU1000

Discussion was covered under Agenda Item V.

VIII. Recommendation for Additional User Committee Members and How to Improve Attendance
Captain Paul Wilson, Project Manager

Captain Wilson refers to the handout which reflects the proposed changes to the PCWIN By-Laws. The proposed changes are to Section 6.7, Quorums and Section 6.9, Vote by Proxy-User Committee. Captain Wilson explains at past User and Technical Committee meetings discussions continued on how to improve the opportunities to meet quorum.

Captain Wilson advises he has created language that would change the quorum requirements and the vote by proxy. Quorum for the User and Technical Committees would be lowered to thirty-three

percent (33%) of the member representatives, with an affirmative vote of fifty-one percent (51%) or more of the quorum required to pass an item.

Captain Wilson advises the proposed language also includes allowing attendance at User and Technical Committee meetings by means of audio tele-conferencing equipment and emphasizes the proposed language would not require that tele-conferencing be made available at all meeting locations. An affirmative vote of fifty-one percent (51%) would still be required for both Committees to pass agenda items.

The language proposed for Section 6.9, Vote by Proxy-User Committee states at all meetings:

- An appointed Member Representative may vote in person or by proxy executed in writing by the chief executive officer of the represented agency.
- Member's representatives shall not be allowed to act as proxy for another member agency.
- Such proxy shall be filed with the PCWIN support office before or at the time of the meeting.
- No proxy shall be valid after six months from the date of its execution.
- Individuals assigned to exercise proxy votes are encouraged to attend all meetings to maintain current knowledge of User Committee business.

Captain Wilson advised he had legal staff review the proposed language and they made two recommendations. The legal staff recommended the following changes in Section 6.9:

Original of such proxy shall be filed with the PCWIN support office before or at the time of the meeting.

Individuals assigned to exercise proxy votes are encouraged to attend all ***User Committee*** meetings to maintain current knowledge of User Committee business.

Captain Wilson proposes a motion for the Technical Committee recommending the proposed changes to the Executive Management Committee at their next meeting. Ms. Velasco moves to recommend the proposed changes to the By-Laws, to include the legal staff recommendations, to the Executive Management Committee. Mr. Hoban seconds the motion. Mr. Sacco asks if it is the intention that the proxy member(s) are able to fill in for a position on the committee, i.e., in the absence of the committee chair-person. Mr. Sacco recommends language be included regarding proxy person(s) assigned to attend meeting(s) in regards to proxy person not being permitted to act as committee chair. Mr. Perry asks if there is a Technical Committee member present that would like to make a motion to include language to the By-Laws reference proxy member(s) not being permitted to act as committee chair or committee officers. User Committee members present agree with the recommendation made by Mr. Sacco. Mr. Reeve moves to bring Mr. Sacco's suggested changes and Captain Wilson's proposed changes to the By-Laws before the Executive Management Committee. Ms. Joy seconds the motion. Motion is unanimously carried.

Handout provided by Captain Wilson: Proposed amendments to Article VI (Meetings) of the By-Laws

IX.   Interoperability

Discussion was covered under Agenda Item V.