

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

Pima County Sheriff's Department Training Center
1250 West Silverlake Road
Thursday, August 11, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the August 11, 2005 meeting.

I. Call to Order: Matt Janton, User Committee Co-Chair, calls the meeting to order at 9:07 a.m.

Roll Call: Paul Wilson, 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 15 members present.

Members Present Technical Committee

Gary Bynum, Drexel Heights Fire District
Scott Ferguson, Pima College DPS
Harry Findysz, Mt. Lemmon Fire Department
Joseph Jakoby, Tucson Fire Department
Pat Joy, Pima County Sheriff's Department
Ted Martin, Pima County Sheriff's Department
John Moffatt, Pima County Office of Strategic Planning
Larry Sayers, Pima County Radio Communications
Gary Schmitz, Oro Valley Police Department
Anita Velasco, Tucson Police Dept.

Members Present User Committee

Linda Basham-Gilbert, Tucson Police Department
Dale Bradshaw, Marana Police Department
Lee Bucklin, Rincon Valley Fire District
Gary Bynum, Drexel Heights Fire District
Harry Findysz, Mt. Lemmon Fire Department
Matt Janton, Northwest Fire Department, Co-Chair
Charles Kmet, Tohono O'Odham Fire Department
Don Lafreniere, Sahuarita Police Department
Dan Morelos, Tucson Airport Police Department
Hector Olivo, Pascua Yaqui Police Department
Todd Pearson, Tucson Fire Department
Ernie Robles, Picture Rocks Fire Department
Doug Roth, Corona de Tucson Fire Department
Mike Sacco, Pima County Sheriff's Department
Cheryl Smart, Pima College Department of Public Safety
Larry Stevens, Oro Valley Police Department

Members Not Present – Technical Committee

Steven Campbell, Drexel Heights Fire District
Don Harrison, Tucson Airport Police Department
Tim Hoban, Tucson Airport Police Department
Greg Lugo, Tucson Police Department
Kerry Reeve, Pima County OEM & Homeland Security
Ben Standifer, Tohono O'Odham Police Department

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Jim Bush, Ajo/Gibson Volunteer Fire Department
Jim Conklin, Arivaca Volunteer Fire Department
James Craig, Helmet Peak Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tom Nix, Avra Valley Fire District
Luis Puig, University of Arizona Police Department
Kerry Reeve, Pima County OEM & Homeland Security
Kevin Shonk, Tohono O'Odham Police Department
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

Others Present

Matthew Fenton, U of A Police Department
Richard Harrington, Pima County DOT
Christine O'Connor, City of Tucson IT
Andy Smith, Golder Ranch Fire District

II. Approval of Minutes, Matt Janton, User Committee Co-Chair

Mr. Janton asks User members if there are any suggested changes for the June 16, 2005 User Committee meeting minutes. Mr. LaFreniere moves to accept and approve the minutes. Mr. Bynum seconds the motion. Motion is unanimously carried.

Mr. Janton asks User and Technical members if there are any suggested changes for the July 14, 2005 joint meeting minutes. Ms. Joy moves to accept and approve the minutes. Ms. Velasco seconds the motion. Motion is unanimously carried.

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

Mr. Wilson announces Jim Perry's retirement and advises a new Technical Committee chairperson must be nominated by the Technical Committee. He also advises the User Committee co-chair terms expire in November or December and at that time the User Committee will need to elect new co-chairs as well. He asks if there are any nominations for a new Technical Committee chair-person. Ted Martin nominates Larry Sayers. Ms. Joy seconds the motion. Mr. Wilson asks if there are any other nominations and receives no response. Mr. Sayers is asked if he would like to resume the post. He responds, yes. Technical Committee members vote to nominate Mr. Sayers as the new Technical Committee Chair. Motion is unanimously carried. Annette Romero is appointed as Technical Committee Recorder of Minutes.

IV. By-Law Amendments, Paul Wilson, Project Manager

Mr. Wilson advises that the Executive Management Committee adopted the By-Law amendments that were recommended at the last joint meeting regarding quorums and proxies. According to the new By-Laws, quorum requirement for the User Committee has been reduced to 10 members and 6 members for the Technical Committee. Another provision made to the By-Laws was the use of proxy votes for the User Committee only. The proxy votes must be exercised by agency heads. If a member is not available to attend a meeting the agency head must submit a letter to the PCWIN Office indicating the person authorized to vote, which will be honored for six months. The proxy must be received on the date of, or before the start of a meeting, in the original written format.

V. Teleconferencing Equipment, Paul Wilson, Project Manager

Mr. Wilson briefly discusses the teleconferencing feature at the Sheriff's Administration Building which will allow participation by telephone. The system can accommodate up to five callers at one time and is available to all members. Scheduling a teleconference can be arranged through Annette Romero who will provide a teleconferencing number and an access code.

VI. Case Study, Charles Kmet, Tohono O’Odham Fire Department

Mr. Kmet provides a PowerPoint presentation regarding a recent search operation conducted by the Tohono O’Odham Fire Department utilizing the ACU1000. Three adults and one toddler drove into a wash, the car stalled-out and the water pushed the vehicle down the wash. All individuals made it out of the vehicle but while attempting to hand the toddler over to a by-stander on the bank of the wash, the toddler slipped from their grip and fell into the raging wash. Searchers have been attempting to locate the toddler with no success. The search began on Tuesday, August 2, 2005 and it is now Thursday, August 11, 2005.

The presentation addressed the following topics:

- Interoperability
- Branch Tactical Channels Created
- Intra-Operability
- Drawbacks

Upon conclusion of the presentation, Benny Gomez advises the Office of Emergency Management is working to familiarize staff on how to operate the TOAD (ACU1000).

When asked to compare the quality of VHF versus UHF, Chief Kmet advised they both worked well.

VII. Review Existing Gateway Agreement, Mike Sacco, Pima County Sheriff’s Department

Mr. Sacco advises the IGA Summary document is an overview of the Multi-Agency Mutual Aid System for Gateway. Mr. Sacco opened the discussion by reviewing the already established Gateway system because operational issues will be similar in nature with the ACU1000. He explains at this time they are focusing on the ACU1000 at the Sheriff’s Department. However, the information about the fixed ACU1000 and decisions made about its use will relate, to some degree, to the mobile ACU1000 units operated by Tucson Fire and Pima County OEM. Some of the issues that still need to be reviewed are:

- What channels we want to use.
- Appointing a team of technical personnel to evaluate the channels and determine which channels will provide the best coverage for all the different agencies, while minimizing interference.
- Should the system be left off or on at all times.

Mr. Janton advises there had been previous discussions regarding leaving Gateway on and he thought it was being left on, but dispatchers are saying different. Ms. Velasco advises it was on, but they were then instructed to turn it off. Discussion follows as to whether or not it should be left on. It is determined that leaving Gateway on all the time will cause no technical issues. Mr. Sacco asks if all Gateway users should meet to discuss possible amendments to the IGA, reference it being turned off all the time. Ms. Velasco advises DPS was the only agency that felt it should be left off all the time. Mr. Sayers asks if all frequencies can be brought up except for DPS, but Ms. Velasco advised all three come on with a single switch. Captain Wilson recommends there should be a trial period of leaving it on, prior to calling a meeting of Gateway users.

Dispatchers advised the Gateway system is tested every eight days and the shift during which the test is conducted is rotated to provide exposure to the system to a variety of users. The testing is conducted by

dispatch supervisors on all shifts to ensure they are all familiar with the procedure. The same holds true for field personnel.

Mr. Janton asks if a document should be drafted by the agencies involved in the PCWIN project for the use of the ACU1000. Mr. LaFraniere moves to have a user agreement drafted based on operation guidelines for the ACU1000. Mr. Bynum seconds the motion. Motion is unanimously carried.

Mr. Sacco is asked to draft the user agreement. He agrees to draft an agreement and present it to the committee at the next meeting. Mr. Janton would like to provide lists of potential frequencies for each agency for use in the ACU1000.

Materials provided: Gateway Signed IGA, Multi-agency Mutual Aid System

VIII. New Business, Matt Janton, Co-Chair

Mr. Wilson would like to include a presentation by iXP on the next agenda.

Mr. Moffatt would like to discuss putting criteria together for the primary location of the center to prevent the back-up center from being placed in the same vicinity. He would like to ask committee members for suggestions.

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

There are no questions from the audience.

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

Wednesday, September 14, 2005
1:30 p.m.
Location TBA

Mr. Pearson will look into reserving the Fire Academy for the next meeting.

XI. Adjournment

Matt Janton moves to adjourn the meeting. Motion is unanimously carried. Meeting adjourned at 10:45 a.m.

Minutes prepared by: Annette Romero