

**Pima County Wireless Integrated Network (PCWIN)
JOINT TECHNICAL COMMITTEE & USER COMMITTEE MEETING**

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, April 7, 2005 @ 1:30 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the April 7, 2005 meeting.

I. Call to Order: Mike Sacco calls the meeting to order at 1:35 p.m. and introduces the Chairpersons.

Roll Call Technical Committee: Mrs. Kari Price
Mrs. Price concludes roll call and announces quorum has not been reached.

Roll Call User Committee: Ms. Annette Romero
Ms. Romero concludes roll call and announces quorum has not been reached.

Mr. Perry advises the attendees that since quorum has not been reached for either committee there will be discussions reference the agenda items, but the committees cannot reach any consensus or make any motions. Committee members agree to proceed with the meeting.

Mr. Perry reviews the agenda and discusses the purpose of the joint meeting. He proceeds with a recap on what the Technical Committee had been working on. The first issue discussed was the consultant report and what the regional radio project was all about and how the Technical Committee approached it. The Technical Committee felt the report was a good start, but did not feel the report was a "jump-start" and it did not nail the specifics users need to know up front. He states the Technical Committee has made up a recommendation that a really in-depth needs analysis needs to be done to ensure a common measurement tool, so everyone is measured the same way so the data is consistent. He advises that the Technical Committee is in the process of deciding what some of the important things are that have to be defined in the needs analysis, one of them being the definition of interoperability.

Mr. Sacco advises Mr. Perry at 1:40 p.m. that quorum has been reached for the Technical Committee.

Technical Committee Members Present (quorum met at 1:40 p.m.):

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| 1) Scott Ferguson, Pima College
Dept. of Public Safety | 6) John Moffatt, Pima County IS
Department |
| 2) Tim Hoban, Tucson Airport
Authority Police | 7) Jim Perry, City of Tucson |
| 3) Joe Jakoby, City of Tucson | 8) Gary Schmitz, Oro Valley Police
Department |
| 4) Greg Lugo, City of Tucson | 9) Anita Velasco, City of Tucson |
| 5) Ted Martin, Pima County
Sheriff's Department | |

User Committee Members Present (no quorum met for User Committee):

- 1) Linda Basham-Gilbert, Tucson Police Department
- 2) Dale Bradshaw, Marana Police Department
- 3) Matt Janton, Northwest Fire District
- 4) Tom Nix, Avra Valley Fire District
- 5) Ernie Robles, Picture Rocks Fire District
- 6) Mike Sacco, Pima County Sheriff's Department
- 7) Cheryl Smart, Pima College Dept. of Public Safety
- 8) Larry Stevens, Oro Valley Police Department

Others Present

- Manny Barreras, Motorola
- Sheila Blevins, Marana Police Department
- Katie Callan, Pima County Sheriff's Department/Communications
- Woody Dyche, Northrop Grumman
- Charles Hill, ISS
- Malcolm Howard, ISS
- David Jones, City of Tucson-Communications
- Marcos Lara, Tucson Police Department
- Jim Merten, City of Tucson-Communications
- Jeffrey Randall, ISS
- Dina Richardson, Tucson Police Department
- Daniel Simmons, Pima College Department of Public Safety
- Andy Smith, Golder Ranch Fire District
- Mike Sumnicht, Motorola
- Mike Walsh, Pima County OEM & Homeland Security
- Bill Winters, CCI

II. Review and Approval of March 17, 2005 Technical Committee Minutes; Jim Perry, Chair

Mr. Perry asks if there are any suggested changes to the minutes. Anita Velasco moves to accept and approve the minutes. John Moffatt seconds the motion. The motion is unanimously carried.

III. Introduction of Members/Participants, Mike Sacco

Mr. Sacco suggests everyone in attendance introduce themselves, Jim Perry agrees and introductions are made.

IV. Update on Technical Committee, Jim Perry, Chair

Jim Perry asks Joe Jakoby to share his definition and research of the term interoperability with the group. Joe Jakoby informs the group of his findings.

Materials provided by Joe Jakoby: Interoperability Defined, Source: National Institute of Justice

Mr. Perry asks the committee members if anyone would like to share what they feel interoperability means to them.

Ms. Basham-Gilbert shares her view of interoperability. She would like to have a system that would allow any county agency member(s) to be able to talk to each other, a quick dispatcher to dispatcher link. She would also like to alleviate multiple call takers.

Mr. Lara, who is a dispatcher with the Tucson Police Department, would like to have the capability to move from dispatch to dispatch as incidents carry over into other counties/jurisdictions. He feels everyone should have the same access to what is happening without losing contact with the officers.

Mr. Bradshaw would like the new system to include other surrounding counties and federal and state agencies, not just city and county agencies, in the event of large incidents. All the communications for a large event would start on one main “fire ground” channel that the dispatchers would not need to monitor, then there would be a separate command frequency that the dispatchers could monitor. He mentioned “Paraclete” software that could combine various agencies into one group. The changing of channels should be system-driven rather than user driven. The only common channel he is aware of is Gateway.

There is a discussion reference Gateway; who is authorized to utilize it and how it is supposed to be used. There is concern that Gateway, which has been in existence for 7 or 8 years, is not being promoted or taught to potential users, and whether use should be limited to command-level users. Most emergency responders don’t know it exists or how to use it. Should it be used for logistical or tactical responses? There needs to be a common language by users of Gateway. Mr. Perry added that it’s an operational decision that Gateway is turned off to keep it as an available resource for when it’s needed; it’s also an operational decision on how it’s used.

Mr. Perry mentions again how important it is that a specific common definition of interoperability be agreed upon by the committees for the consultants. He says that if the committees are vague on the definition, the consultant will also be vague; we need to be as specific as we can. He advises committee members to review the definition provided by Mr. Jakoby as well as some of the websites he provided. He adds again the importance of doing a comprehensive needs analysis because of the different ways we all operate using different technologies.

Mr. Perry recommends another joint committee meeting be held further down the line to exchange information reference interoperability and to nail down a definition, stressing the committees should set the first definition, not the consultants.

Regarding data versus voice, Jim Perry says that voice is the most complex and the highest priority at this time. Data is easier to manage and can be packaged together as the committee progresses.

V. Call to the Public

Mr. Perry asks if there is anyone who would like to address the committees. He receives no response.

VI. Date-Time-Location of Next Technical Committee Meeting

Thursday, May 5, 2005 at 9:00 a.m. Location to be determined and e-mailed to committee.

VII. Adjournment

Mr. Perry announces all issues included on the Technical Committee's Agenda have been addressed and there is no need to proceed with the meeting scheduled for 2:30 p.m. and the meeting is declared cancelled.

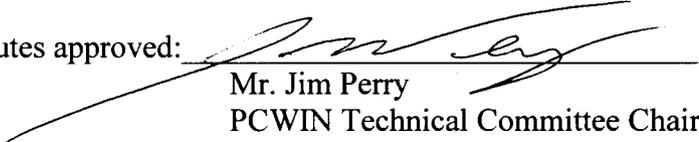
Mr. Perry asks for a motion to adjourn the meeting. Mr. Martin moves to adjourn the meeting and Ms. Velasco seconds the motion. The motion is unanimously carried. Meeting adjourned at 2:45.

Minutes approved: _____

Mr. Mike Sacco
PCWIN User Committee Recorder

Date

Minutes approved: _____


Mr. Jim Perry
PCWIN Technical Committee Chair

4/14/05
Date