

MINUTES
PCWIN Technical Committee Meeting
June 9, 2005
9:00 a.m. - 11:00 a.m.

City of Tucson Communications 911 Center
4004 S. Park Ave., Tucson, Arizona

Submitted by Kari Price

Members present:

Steven Campbell, Scott Ferguson, Tim Hoban, Joe Jakoby, Patsy Joy, Theodore Martin, John Moffatt, Jim Perry - CHAIR, Kerry Reeve, Larry Sayers - SECRETARY, Anita Velasco

Members absent:

Gary Bynum, Harry Findysz, Don Harrison, Greg Lugo, Gary Schmitz, Ben Standifer

Others present:

Linda Basham – TPD, Mick Howard – Information Systems Spt., Nanette Jenkins – PC Admin., David Jones – COT/Communications, Casey Myers – ISS, Russ Obert – Northrop Grumman, Richard Pasqua – Northrop Grumman, Greg Poldy – Northrop Grumman, Kari Price – COT/IT, Mike Sacco – Pima Co. Sheriff's Dept., David Stone – Northrop Grumman, Paul Wilson – Pima Co. Sheriff's Dept.

I. Vendor Presentation

Greg Poldy, Director of Business Development at Northrop Grumman, did a presentation about the complex decision-making process required to design an effective communications center. He was accompanied by Northrop Grumman's Richard Pasqua, Russ Obert, and David Stone. Greg offered to provide his presentation electronically to the technical committee to use for reference. He also offered to include his Austin LEED briefing he did in the past, and invited the committee to tour projects Northrop Grumman previously worked on and to meet the engineers of those projects.

II. Call to Order and Roll Call

Jim Perry called the meeting to order and quorum was reached at 10:30 a.m.

III. Approval of the 4/7/05 Joint Technical & User Committees Meeting Summary

The following motion was made by John Moffatt, seconded by Patsy Joy, and carried unanimously.

Motion: That the 4/7/05 Joint Technical & User Committees Meeting Summary be approved.

IV. Update on Executive Committee

Paul Wilson distributed and discussed the following handouts containing some Agenda Items from the Executive Management Committee of April 28, 2005. He asked the technical committee to review them later in more detail:

1. Executive Management Committee Policies
2. User Committee Report
3. Technical Committee Report
4. Interoperability Definition

Paul said this was an effort to give the committees some direction on what they'd like to see happen. At least the Technical Committee has made progress in getting educated about the industry.

Paul said he thinks it's time for the Technical group to figure out what is and what is not acceptable for a communications center. There is more representation of the communications center in this Technical group than in the User group. He's been helping the User group to conceptualize a vision for voice communications by bringing in specific examples to see how they would handle voice communication in each situation. He said he also wants them to come up with plans on how to implement and operate the ACU1000.

Paul said the Executive Committee created a proposed definition of interoperability as detailed on his handout. This definition was created from the input of both committees. He said a decision was made about the concern over how to manage the technical requirements document: the document will not be released to the public through public information requests, but it will be released to selected vendors with a non-disclosure agreement as part of the RFP process. We are protecting the security of the information in the document.

Paul said they have received about \$370,000 dollars from Congressman Kolby's office. They've budgeted for four or five committee members to go on three-day site visits at four or five locations that have done projects like this. He will coordinate further with Jim Perry and the Chairs of the User Committee.

V. Meeting with the User Committee

Paul Wilson said they are working with the User Committee to reach quorum at the meetings. Some of the methods being used to resolve the problem are giving them e-mail and phone notifications, an option to teleconference, and possibly changing the bylaws to allow proxy votes (not to be mistaken for alternate members).

Jim Perry said he felt they were not together as a group and the joint meeting seemed a little awkward. He suggested the committees meet jointly more often, possibly every other month, in order to work together as more of a team. Anita Velasco agreed that, at least initially, the two committees needed to meet together more often. She said that neither committee knew what its goal was and what it was supposed to do; the User Committee was waiting for the Technical Committee to see what a new communications center is going to look like, and the Technical Committee was waiting for the User Committee to say what it is they wanted. She said she didn't think we were getting anywhere. Jim added that what the Technical Committee's been saying all along is that we can't really start to design it, we can't really start to plan it, until we have a good understanding of how the users need to use it. The users are saying "tell me what it can do, and I'll tell you if I like it or not."

John Moffatt said the User Committee needs to be involved in these vendor presentations, even if we have to start scheduling joint presentations. Jim Perry said Northrop Grumman did an excellent job of presenting the complexity of the decisions that have to be made. He said it's easy for us to fall into the trap of "you build the center, you put the electronics in place, and then you go to an office supply place and say 'give me desks';" all these things, including the furniture, need to be integrated as part of an overall decision. Several committee members said they want Northrop Grumman to do more presentations, and Northrop Grumman expressed great interest in doing so.

John Moffatt said this committee is already a year into this and, in order to get some progress, it needs to break this project down into smaller pieces, and help the User group to do the same. Paul said the committees need to focus more on pre-planning and getting consultants on board. He said that after their grant process is done in mid July, an RFP needs to go out for consultant services. Jim said he agreed with that approach, and that we need to get moving as soon as we can.

VI. Progression Road Map

John Moffatt said he came up with another progression road map of an actual project with 3,000-4,000 steps broken out in detail. He will insert things as we go along.

VII. Interoperability

Jim Perry said that Paul presented a good starting definition of interoperability. It will be adjusted as we proceed through the needs analysis.

VIII. Next Meeting Time/Date

Jim Perry said the next meeting should be in a month and would be a joint Technical & User Committees meeting. Mike Sacco said he would coordinate with the User Committee. Larry Sayers volunteered to reserve the large conference room at Pima County's Natural Resources Parks and Recreation for Thursday, July 14, 2005. The address is 3500 West River Road, near Camino De La Tierra. Final confirmation of the actual meeting location, date and time will be sent to the committee.

IX. Items for Next Agenda

Jim said that since it will be a joint Technical/User meeting, that this committee would keep agenda items shorter.

- Discuss today's Northrop Grumman presentation. Jim Perry asked the committee members to each write a couple notes on what stood out to them and then to share them with the User Committee. He said the committees need to get prepared for a consultant who will need a design vision from us. When asked if the User Committee would find a presentation helpful, Jim said we need to find out who the stakeholders are in the User Committee and they should be engaged in this thought process of a common center. Northrop Grumman's Greg Poldy said he could help create a preliminary vision by facilitating a "mini-charrette" (fast-paced brainstorming session) among the committees. Jim said he would need to first see if the User Committee is interested in being engaged in future presentations.
- Interoperability. Paul Wilson said that there's a need to further define interoperability with the User group. The User group would need to be engaged in discussion about how it might be used, and we could discuss where it has to go in the future. Jim said he would contact Kurt about having a guest speaker from Kurt's office talk to the joint committees about interoperability.
- Progression Road Map. John Moffatt said he would tailor it for the User Committee.

X. Call to the Public

No comments.

XI. Adjournment

The meeting was adjourned at 11:00 a.m. A tour by David Jones and Linda Basham of the 911 facility followed.

Approval of Minutes:


Chair, PCWIN Technical Committee

6/21/05
Date