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

Pima County Sheriff's Department
Administration Building, Sheriff's Operations Center, 3rd Floor
1750 E. Benson Highway, Tucson, Arizona
Monday, June 5, 2006
10:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the June 5, 2006 meeting.

I. **Call to Order:** Sergeant Don Lafreniere, User Committee Co-Chair, calls the meeting to order at 10:05 a.m.

 Roll Call: Catherine Hanna, Pima County Sheriff's Department

 Quorum is established for the Technical Committee with a total of 8 members present.
 Quorum is established for the User Committee with a total of 12 members present.

Members Present Technical Committee
 Larry Sayers, Chair, Pima County Fleet Services
 Rick Brown, Marana Police Department
 Gary Bynum, Drexel Heights Fire District
 Pat Joy, Pima County Sheriff's Department
 John Moffatt, Pima County Office of Strategic Planning
 Kerry Reeve, PC Office of Emergency Management
 Gary Schmitz, Oro Valley Police Department
 Anita Velasco, City of Tucson Communications

Members Not Present – Technical Committee
 Ken Boynton, University of Arizona
 Steven Campbell, Drexel Heights Fire District
 Scott Ferguson, Pima College Department of Public Safety
 Harry Findysz, Mt. Lemmon Fire Department
 Don Harrison, Tucson Airport Authority
 Joseph Jakoby, Tucson Fire Department
 Tim Hoban, Tucson Airport Authority
 Greg Lugo, Tucson Police Department
 Ted Martin, PCSD IST
 Gregory McNeal, City of Tucson
 Ben Standifer, Tohono O'odham Police Department

Others Present
 Manny Barreras, Motorola
 David Bremson, M/A – Com
 Matthew Fenton, University of Arizona Police Department
 Larry James, M/A – Com
 Christine O'Connor, City of Tucson
 Paul Punske, Motorola
 Paul Wilson, Pima County Sheriff's Department

Members Present User Committee
 Don Lafreniere, Co-Chair, Sahuarita Police Department
 Larry Anderson, South Tucson Fire Department
 Paul Ashcraft, Marana Police Department
 Linda Basham-Gilbert, Tucson Police Department
 Gary Bynum, Drexel Heights Fire District
 Matt Janton, Northwest Fire District
 Dan Morelos, Tucson Airport Authority
 Todd Pearson, Tucson Fire Department
 Luis Puig, University of Arizona Police Department
 Kerry Reeve, PC Office of Emergency Management
 Mike Sacco, Pima County Sheriff's Department
 Cheryl Smart, Pima College Department of Public Safety
 Andrew Smith, Proxy, Golder Ranch Fire District

Members Not Present – User Committee
 Harry Findysz, Co-Chair, Mt. Lemmon Fire Department
 Patrick Abel, Golder Ranch Fire District
 Lee Bucklin, Rincon Valley Fire District
 Jim Bush, Ajo/Gibson Volunteer Fire Department
 James Craig, Helmet Peak Fire Department
 Charles Kmet, Tohono O'odham Fire Department
 Basilio Martinez, Pascua Pueblo Fire Department
 Tilda Martinez, Elephant Head Volunteer Fire Department
 Tom Nix, Avra Valley Fire District
 Hector Olivo, Pascua Yaqui Police Department
 Ernie Robles, Picture Rocks Fire Department
 Doug Roth, Corona de Tucson Fire Department
 Kevin Shonk, Tohono O'odham Police Department
 Larry Stevens, Oro Valley Police Department
 John Williams, Three Points Fire District
 Chuck Wunder, Green Valley Fire District

II.   Approval of Minutes, Sgt. Don Lafreniere, User Committee Co-Chair

Sgt. Lafreniere asks members if there are any suggested changes for the May 9, 2006, joint meeting minutes. Asst. Chief Bynum moves to accept and approve the minutes. Luis Puig seconds the motion. Motion is unanimously carried.

Materials provided: User/Technical Joint Meeting Summary for May 9, 2006.

III.   Legacy Systems Characterization Draft Report Review
**   Capt. Paul Wilson, Pima County Sheriff's Department**

Captain Wilson informs the Committee that the PCWIN Project Office received the Final User Needs Assessment Report, consisting of 1640 pages of documentation. He adds that the report is available on CTA's website for review, although each participating agency was mailed an electronic copy of the report with an attached cover letter and instructions.

Captain Wilson points out the Legacy Systems Characterization Draft Report binder to the Committee and provides each agency representative with a PowerPoint handout, describing each section of the draft report. Captain Wilson explains that the process in reviewing the Legacy Systems Report will be similar to the process when the User Needs Assessment Report was reviewed. He adds that today's meeting is intended to gather information and collect comments to communicate back to CTA.

Captain Wilson explains that the Legacy Systems draft report was delivered on May 24, 2006, followed by a Legacy Systems Review Meeting, where invited attendees, mostly of the technical arena, were briefed by CTA on the contents and methodology of the document. Captain Wilson states that invited members asked questions and made general comments, providing initial feedback to CTA.   The Executive Management Committee was briefed on the same material on May 25, 2006.

Captain Wilson explains that on May 26, 2006, email notification was made to the User and Technical Committee members in regards to the release of the Legacy Systems Characterization Draft Report and included a deadline date of June 8, 2006, for review and comment to CTA. Department Executives were also provided a courtesy copy of that email.

Captain Wilson explains that the Legacy Systems documents are located in two (2) places; a general location under the *Legacy Systems Characterization Report* link and the *participating agency* link. Captain Wilson states that the Legacy Systems documents are dated May 23rd and later. He asks Committee members to download the documents, review the information, correct or comment, and forward back to CTA for updating.

Captain Wilson explains that several inquiries have been made regarding the privacy and security of confidential information within the Legacy Systems deliverable; antenna site information in particular. In response to the concerns, CTA has broken down detailed information review by individual agency, allowing each agency to review their documentation in separate folders with confidentiality. Captain Wilson adds that antenna site information will be removed from the website on June 8, 2006, due to the sensitive material involved.

Legacy Systems Characterization Report
Capt. Paul Wilson, Pima County Sheriff's Department

Section 1 –Introduction

- PCWIN Project Goals & Objectives
- Business Architecture Planning Overview
- Legacy Systems Characterization Methodology Description

Section 2 – Existing Voice, Mobile Data, Microwave, & Network Systems

- Map of agency service area
- Voice radio system description
- Mobile data radio system description
- Microwave system description
- Fiber optics connectivity description

Captain Wilson suggests that agency representatives be very critical when reviewing agency specific information in the document; correct errors and supplement information if something significant is missing. Captain Wilson explains that comments have been made regarding the lack of fiber optic networking information in the document and asks Committee members to add that information when reviewing the document.

Section 3 – Antenna Site Assessment

- Methodology
- Table 3-1 Site Condition Summary (location, reuse capabilities)
- Table 3-2 Site Condition Matrix (ranking to specific tower information)
- Individual Site Assessment Records

CTA was asked to include an explanation when grading antenna sites as good, fair, or poor. The explanation should help agencies understand CTA's grading system when reviewing the report. Captain Wilson suggests that if individual agencies disagree with CTA's antenna site assessment, representatives should provide reasoning in their responses. Captain Wilson stresses that if Committee members are unable to review each of the individual assessment records, please review the summary and correct any inaccurate information.

Section 4 – Communications Emergency Operations Center Analysis

- Applies to agencies participating in the communications center assessment only
- Methodology
- Individual agency information
    - General description
    - Table 4.1.A – Dispatch Center Assessment Matrix
    - Table 4.1.B – Dispatch Traffic Analysis Matrix (calls dispatched, CAD calls)
    - Dispatch Survey Record

Captain Wilson asks that Committee members pay particular attention to the traffic analysis numbers (Table 4.1.B) because those numbers play a significant role in radio dispatch center capacity analysis.

Materials provided: Legacy Systems Characterization Draft Report PowerPoint handout (Captain Wilson).

Section 5 – Voice Radio, Mobile Data, Microwave Assessment & Traffic Analysis

- Methodology
- Individual agency records
- PCWIN Radio Traffic Analysis
- Microwave Radio Analysis

Captain Wilson explains that feedback from the technical staff in regards to the methodology and the review of the three (3) traffic analysis tables of the section is vital. He adds that CTA was asked to illustrate what exists for each agency, today, utilizing a propagation map, and provided each agency a description on how they generated that information. CTA broke the County down into three (3) specific geographical areas, collected analysis and characterized each area; greater Tucson area, Eastern Pima County, and Western Pima County. Captain Wilson adds that in regards to the individual agencies, several maps were provided; one of which predicts information based on agency specific antenna site locations and another on specific criteria for in-building penetration in light and medium building. Caption Wilson asks the Committee to pay close attention to Table 5.5 of the section as information collected will impact future analysis for the capacity planning. Captain Wilson encourages Committee members to fill in missing information predicted for future growth of their agency, do not settle for *zeros* in the document; those numbers come back to determine the capacity requirements of a new voice and data system.

Section 6 – Frequency Documentation

- FCC Land Mobile Radio Frequency Table
- FAA Microwave Radio Frequency Table

Section 7 – Agency Equipment Inventory

- General summary information
- Telecommunications trends
- Table 7-1 – Non-Fixed Radio Utilization
- Table 7-2 – Mobile Data Terminal Utilization

Captain Wilson asks that Committee to use caution when reviewing the inventory counts reported in the two (2) tables. Future projections should reflect cumulative numbers.

Captain Wilson asks the Committee if they have any questions regarding the PowerPoint handout. He adds that the purpose of the Legacy Systems Report is to identify the different types of communications system components that exist today, and what equipment can be reused in a new system, maximizing agency resources.

General Information

Captain Wilson informs the Committee that the Trunking Tutorial (June 19, 2006) invitations have been distributed. CTA Communications is presenting this tutorial session to discuss trunking technologies and will include features to enhance communications capabilities in a new system.

Captain Wilson explains that invitations for the Systems Alternatives Review Meeting will go out shortly. He will consult with CTA on who should attend that meeting; although the meeting may include both Committees. CTA will brief attendees on alternative systems and how those alternatives match up with PCWIN's particular needs. CTA will seek guidance and direction on what path to take in regards to conceptual system designing. Captain Wilson adds that on June 21, 2006, the Executive Management Committee will be briefed on what was discussed in the Systems Alternatives Review Meeting.

Captain Wilson refers to the Committee for questions. No response was given.

IV. **ACU-1000 Update, Lt. Mike Sacco, Pima County Sheriff's Department**

Lt. Sacco distributes an individual agency interoperability spreadsheet to Committee members for reference. Lt. Sacco explains that on May 22, 2006, the Ad Hoc Committee met to discuss ACU-1000 interoperability, discussing what has been done thus far regarding enhanced interoperability, although little progress has been made. Lt. Sacco states that the Committee is awaiting the return of frequency information from several agencies. He adds that the Committee came up with a plan to present to the User Committee for a future vote.

Lt. Sacco explains that the idea is to provide an Interop channel for each entity; fire, law enforcement, public safety, and public works. He adds that an Interop net, utilizing the ACU-1000, would bring all entities together, providing a network of communication. The public safety net would be strictly for command and control. Lt. Sacco explains that the law enforcement agency and fire agency, depending on the size of the incident, can work off that frequency on a unit to unit level.

Lt. Sacco explains that his job is to put all of the collected information together and email Ad Hoc Committee members. He adds that the Ad Hoc Committee will continue to calculate frequencies, gather ideas, and present the findings to the PCWIN Committee members for comment. Lt. Sacco states that no interoperable equipment is operable until it's properly tested.

Lt. Sacco explains that currently, the ACU-1000 unit is functioning and CPM4 Modules have been purchased; the idea is to allow a network connection in the communications center. He adds that Ted Martin will assist in providing a connection from the CPM4 to the communications center in the near future. Currently, 10 radios are functioning with the ACU-1000. If the decision is made to utilize a simplex channel, limitations may apply because each radio is pre-loaded with information to fit the needs of the agency. Lt. Sacco explains that the MOUs and User Agreements have been reviewed and testing the plan is next.

Lt. Sacco refers to the Committee for questions. Larry Sayers inquires about the next Ad Hoc Committee meeting. Lt. Sacco explains that no meeting is scheduled at this time. He adds that the matrix was distributed and feedback is requested.

Captain Wilson asks if there has been discussion on the use of a national interop channel or commonly used channels versus the proprietary equipment one can put on the ACU-1000. He adds that if 10 spaces are available and agency specific radios are added, flexibility becomes limited unless the national channels are utilized. Lt. Sacco explains that in regards to the 800 MHz, ICALL was utilized and channels should be available for use.

Materials provided: Interoperability/Frequency Matrix Spreadsheet.

V. Non-Disclosure Memorandum Agreement
Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that a CD of the User Needs Assessment Report was mailed to each agency's Executive staff. The package included a Non-Disclosure Memorandum Agreement for agency review and signature. The agreement was written to protect the privacy and security of the sensitive information each agency was gathering throughout this project. Each agency was asked to enter into this agreement with the County, amounting to a memo of understanding, to receive the Legacy Systems Characterization Report and additional reports with sensitive information attached to it. Captain Wilson asks that agency representatives encourage agency executives to review, sign, and return those agreements to the project office as soon as possible to receive future reports.

VI. Communications Center Design Workshop
Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that on June 2, 2006, the City of Tucson and the County met with CTA and their architectural representatives to discuss design concepts, spacing requirements, and facility needs in a new communications center. Captain Wilson explains the he felt the workshop was very positive and the architectural company, Hays Seay Mattern and Mattern (HSMM), included several key points on space requirements, facility functionality, and whether or not their ideas can fit into a building purchase the County is currently pursuing. He adds that HSMM shared their ideas for future generation dispatch and communications centers, focused on employee-related issues, added a discussion on critical success factors, and provided ideas on how a multi-agency operation can function under one facility. Captain Wilson opens the discussion for other Committee members to provide their thoughts on the workshop.

Larry Sayers explains that he was very impressed with the HSMM's preparation. Anita Velasco explains that HSMM hit key points; parking spaces square footage, and console information, but adds that overall security operations require further discussions.

Captain Wilson explains that HSMM's job was to help evaluate potential sites for a communications center, and to provide PCWIN with budgetary numbers to construct or remodel a facility. HSMM has not been hired to provide architectural work or give the detailed design concepts at this time.

John Moffatt states that HSMM obviously knew what they were doing and the company was interested in everyone's needs and interests.

Captain Wilson explains that HSMM has been given current and future growth numbers to document and project the needs and requirements of a new communications center facility. Captain Wilson states that a key item to consider is a master plan for a communications center site; taking into consideration the possibility for future expansion.

Kerry Reeve explains that HSMM took site vulnerability and disaster scenarios into consideration when discussing EOC design concepts and adds that he was pleased with the workshop.

Captain Wilson explains that previous site visits to other agency's communications centers were found to be extremely helpful in deciding what needs the PCWIN project would recommend for a future facility.

VII. Sahuarita / Pima County Dispatch & Radio Services IGA
Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that the Town of Sahuarita previously began planning for construction of a new radio system and communications center to meet the town's future needs. During their planning process, the County sat down with Sahuarita representatives and in lieu of branching out on their own, the Town of Sahuarita entered into an intergovernmental agreement where the Pima County Sheriff's Department will provide dispatch and radio services to the Town of Sahuartia. Additionally, Sahuarita will begin using the Spillman database for their mobile data and records management. The two (2) IGAs were approved by the Town's Council on May 22nd, and transmitted back to the County for inclusion on the June 6, 2006, Board of Supervisor's agenda. Once approved, services are anticipated for July 1st or August 1st, depending on availability of equipment. Captain Wilson explains that the Town of Sahuarita has already initiated their purchase of mobile data computer equipment and has begun utilizing Spillman under the Sheriff's Department at no cost to the Town of Sahuarita.

Anita Velasco asks Sgt. Lafreniere to forward her a letter from Sahuarita Police Department providing the date and time Sahuarita Police wants their calls re-routed from the City of Tucson dispatch to the Sheriff's Department dispatch.

VIII. New Business, Sgt. Don Lafreniere, User Committee Co-Chair, Sahuarita Police Department

Captain Wilson explains that the next meeting will include the Systems Alternatives Review Meeting updates and cautions that the meeting will be lengthy. John Moffatt states that as general information, the University of Arizona Police, the City of Tucson, and Pima County have all signed intergovernmental agreements in regards to the interconnection of networks and talks with surrounding agencies will transpire to recommend they take suit.

Dan Morelos explains that he would like to hear more information on the Communications Design Workshop in the next meeting. Captain Wilson explains that additional workshop updates may not be included in the next meeting, although the item will be updated in the near future.

IX.   Call to the Public, Sgt. Don Lafreniere, User Committee Co-Chair, Sahuarita Police Department

Sgt. Lafreniere asks if anyone from the public would like to address the Committees. He receives no response.

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

Captain Wilson explains that he will coordinate the next meeting via email with the Committee Chair and Co-Chairs to determine Committee attendance at the Systems Alternatives Review Meeting on June 20, 2006, adding that general attendance may go out to both Committees. Captain Wilson states that the Clerk of the Boards Office has already been given notice in regards to the Trunking Tutorial on June 19, 2006, explaining that Committee quorum may be met, although no business will be conducted.

XI.   Adjournment

Asst. Chief Bynum motions to adjourn the meeting and Battalion Chief Pearson seconds the motion. Motion carries unanimously and the meeting is adjourned.

Meeting adjourns at 1111 hours.

Minutes prepared by: Catherine Hanna