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

Tucson Fire Department's Fire Prevention Center
797 East Ajo Way, Classroom #5
Friday, February 17, 2006
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the February 17, 2006 meeting.

I. **Call to Order:** Sergeant Don Lafreniere, User Committee Co-Chair, calls the meeting to order at 9:04 a.m.

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

Quorum is established for the Technical Committee with a total of 13 members present.
Quorum is established for the User Committee with a total of 13 members present.

Members Present Technical Committee
Rick Brown, Marana Police Department
Gary Bynum, Drexel Heights Fire District
Scott Ferguson, Pima College Department of Public Safety
Harry Findysz, Mt. Lemmon Fire Department
Tim Hoban, Tucson Airport Authority
Joseph Jakoby, Tucson Fire Department
Pat Joy, Pima County Sheriff's Department
Greg Lugo, Tucson Police Department
Ted Martin, PCSD IST
Gregory McNeal, City of Tucson
John Moffatt, Pima County Office of Strategic Planning
Kerry Reeve, PC Office of Emergency Management
Anita Velasco, City of Tucson Communications

Members Present User Committee
Don Lafreniere, Co-Chair, Sahuarita Police Department
Linda Basham-Gilbert, Tucson Police Department
Lee Bucklin, Rincon Valley Fire District
Gary Bynum, Drexel Heights Fire District
Harry Findysz, Mt. Lemmon Fire Department
Matt Janton, Northwest Fire District
Charles Kmet, Tohono O'Odham Fire Department
Dan Morelos, Tucson Airport Authority
Hector Olivo, Pascua Yaqui Police Department
Kerry Reeve, PC Office of Emergency Management
Mike Sacco, Pima County Sheriff's Department
Kevin Shonk, Tohono O'Odham Police Department
Cheryl Smart, Pima College Department of Public Safety
Larry Stevens, Oro Valley Police Department
Nancy Anderson, Oro Valley Police Department – Proxy

Members Not Present – Technical Committee
Larry Sayers, Chair, Pima County Fleet Services
Ken Boynton, University of Arizona
Steven Campbell, Drexel Heights Fire District
Don Harrison, Tucson Airport Authority
Gary Schmitz, Oro Valley Police Department
Ben Standifer, Tohono O'Odham Police Department

Others Present
Manny Barreras, Motorola
Sheila Blevins, Marana Police Department
David Bremson, M/A-Com
Larry James, M/A-Com
Steve Lanier, Tucson Airport Authority
Blair Quaggali, Motorola
Dennis Rankin, Mount Lemmon Fire District

Members Not Present – User Committee
Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Paul Ashcraft, Marana Police Department
Dale Bradshaw, Marana Police 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
Todd Pearson, Tucson Fire Department
Luis Puig, University of Arizona Police Department
Ernie Robles, Picture Rocks Fire Department
Doug Roth, Corona de Tucson Fire 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 January 13, 2006 joint meeting minutes. Ted Martin moves to accept and approve the minutes. Gary Bynum seconds the motion. Motion is unanimously carried.

Materials provided: User/Technical Meeting Summary for January 13, 2006.

III.   Consultant Services, CTA Communications
Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that Technical and User Committee members should have received copies of the introductory letters regarding the needs assessment process and appropriate survey instruments. CTA Communications will be in town beginning Wednesday, February 22, 2006, to begin the needs assessment process. Pima County Office of Emergency Management has a scheduled appointment to review current EOC operations.

On Thursday, February 23, 2006, CTA Communications will attend the Executive Management Committee meeting for their project initialization presentation where they will introduce their company to the committee and explain the work they will be performing for Pima County. Information will be given on how their work will be conducted. Needs assessment interviews will begin directly following the meeting. Federal and State agencies wanting interoperability will have the opportunity to participate in the assessment. In addition, CTA Communications will have four (4) separate needs assessment teams in town looking at various communications and dispatching facilities. Two (2) teams will assess the radio needs and two (2) teams will assess dispatch facilites. Captain Wilson explains that he grouped individual fire districts together into one meeting where several districts are dispatched by a particular agency.

Separate assessment teams will visit various communications centers to meet with staff members, assess PSAP operations, discuss how each center dispatches information, and to assess each facility. CTA Communications will document what they see; console set-up, software, and equipment.   Beginning March 13, 2006, CTA Communications will return to assess Pima County's existing antenna sites. Sites selected are expected to be the most useful for this project. Additional details will be given at the Executive Management Committee meeting on February 23, 2006.

Captain Wilson asks committee members who had a conflict with their scheduled appointments with CTA Communications to raise their hands and he would address those issues. No response was noted. Survey handouts were available at the meeting if members did not already receive them.

Materials provided by Captain Wilson: PCWIN Interviews & Surveys

V.   Site Visit Presentation: King County, Washington
Lt. Mike Sacco, Pima County Sheriff's Department

Lt. Sacco explains that although Seattle resides in King County, team members did not visit Seattle. Telephone communication was made with the fire department's battalion chief by Joe Jakoby.

Members of the group included, himself, Rick Brown, Gary Bynum, Joe Jakoby, Todd Pearson, Luis Puig, and Gary Schmitz. Systems visited included Valley Communications Center, King County Radio System, and King County Sheriff's Office Communications. Visit dates were January 17, 2006, through January 20, 2006.

Valley Communications Center

Topics discussed:

- Organization
- Governance
- Consolidation
- Services - 2004
- Cost Recovery Model
- Operations
- Fire Ground Communications
- CAD
- Facility
- Site Selection Considerations
- Amenities

King County Radio System

Topics discussed:

- Organization
- Governance
- Cost Structure
- Air Time Charges and Totals
- Inoperability
- Inoperability - Dispatch
- CAD

King County Communications

Topics discussed:

- Basic Service Data
- Equipment
- Personnel
- Site Selection Considerations
- Amenities

VI.   Site Presentation: Austin, Texas
Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains members visiting Austin included, himself, Ramon Valadez, Pima County Board of Supervisor, Larry Sayers, Kerry Reeve, Don Lafreniere, Anita Velasco, and Linda Basham-Gilbert. Systems visited included Austin Combined Traffic Emergency Communication Center and Austin Regional Radio System.

Austin Combined Traffic Emergency Communication Center (CTECC)

Topics discussed:

- Co-located
- Interlocal Agreement Recital
- Organization
- Governing Board
- Operating Board / Members
- General Manager
- Cost Recovery Model
- FY06 Budget
- Facility Operations
- Agency Operations
- CAD
- Automatic Vehicle Locator (AVL)
- Intelligent Traffic Management
- Amenities
- Other Technologies
- Security
- Emergency Operations Center (EOC)
- Notable Facts
- Co-Location Issues

Austin Regional Radio System

Topics discussed:

- System Description
- Coverage Requirements
- Sustainability
- Equipment Replacement
- Talk group Chart
- Interesting Facts

Kerry Reeve assists Captain Wilson in explaining the photographs taken in Austin.

VII.   Site Presentation: Los Angeles, California
Lt. Mike Sacco, Pima County Sheriff's Department

Lt. Sacco explains the site visits included Los Angeles Police Department Dispatch, Los Angeles Fire Department Dispatch, Los Angeles Emergency Operations Center (EOC), Long Beach Police

Department Dispatch, Long Beach Fire Department Dispatch, Los Angeles County EOC, and Los Angeles County Sheriff's Dispatch. Facilities discussed on in the presentation include Los Angeles Police Department Dispatch, Long Beach Police Department Dispatch and EOC, and Los Angeles County EOC.

Members of the group included himself, Linda Basham-Gilbert, Pat Joy, John Moffatt, Kerry Reeve, and Anita Velasco. Visit dates were January 22, 2006, though January 25, 2006.

Los Angeles Police Department Communications

Topics discussed:

- LAPD Dispatch
- Organization
- Personnel / Training / Retention
- Services - 2005
- Radio / MDC
- Operations
- Site
- Amenities

Long Beach Communications / EOC

Topics discussed:

- Governance
- Dispatch
- Amenities
- Training
- Radios
- General Information
- Consolidation Recommendation
- Fire Operations
- EOC
- Location
- Security

Los Angeles County Sheriff's Department EOC

Topics discussed:

- General Information
- Design
- Facility
- Location / Security
- Staffing & Space
- Lessons Learned

Lt. Sacco asks if anyone has questions regarding his presentation. He receives no response.

VIII. Workgroups, Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that all committee members should have received a memorandum attached to the Agenda Addendum with regards to workgroups. He adds that both committees have grown to a size that makes work production difficult. The creation of individual workgroups would allow members with specific expertise to come together and give ideas and recommendations to a larger group. The idea is to minimize the size of the workgroups to create flexibility and increase productivity for final action. Captain Wilson stresses the idea is not to take way from Committee responsibility, rather add a proactive approach to an end result. Smaller groups would allow flexibility on individual work.

Captain Wilson proposes creating 2-3 workgroups for each Committee.

User Committee Workgroups

Interoperability & Talk Group Planning Workgroup:

- Recommend methods of system wide interagency and interdisciplinary interoperable communication
- Assist individual agencies with talk group planning
- Responsible for creating an interoperability communications plan for use of the ACU1000 and Gateway solutions
- Transfer the plan to the Technical Committee for consideration of technical solutions to meet the defined user's needs

Communications / EOC Facility Planning Workgroup:

- Responsible for contributing to the planning needs of the communications / EOC facilities (site selection, operation concepts, building design requirements, systems requirements)
- Work in conjunction with Technical Committee workgroups as subject matter crosses boundaries from operational requirements to technical systems design

Technical Committee Workgroups

Radio Frequency Technology Workgroup

- Recommend action on topics related to voice, data, and microwave radio design, technology, and the operations and maintenance of each system

Networking Workgroup

- Recommend action on wired, wireless, and fiber optic network options available to meet requirements of voice, data, and application and storage solutions
- Develop network security policies to meet requirements of ACJIS and the Health Insurance Portability and Accountability Act

Applications Workgroup

- Define application networking and security requirements
- Document specifications required to interface requirements and to promote data sharing among agencies

Captain Wilson explains the need for additional workgroups in the future will grow and dissolve as needs dictate.

Captain Wilson asks the Committees to grant motions allowing himself, as Project Manager, to establish workgroups, as necessary, without prior approval, and to identify who is assigned to each workgroup. Each workgroup must report back to the parent committee with workgroup activity. The second motion includes the recommendation that parent committees meet individually on a revised bimonthly schedule or more frequently as requested by the Chair(s). Joint meetings may continue as required by the Committee Chair(s) or return to individual Committee meetings.

Lt. Sacco asks Captain Wilson to clarify whether the groups have to make quorum to make decisions or do the groups have to report to the parent committee for proposals. Captain Wilson explains that workgroups will make recommendations to the parent committee.

Workgroup Motion

Larry Stevens, User Committee Member, motions to empower Captain Wilson, PCWIN Project Manager, to establish future workgroups as required, and be responsible for reporting workgroup activities to the parent committees. Gary Bynum, User/Technical Committee Member, seconds the motion. Motion is unanimously carried.

Pat Joy, motions for the Technical Committee. Gary Bynum seconds the motion. Motion is unanimously carried.

Bimonthly Schedule Motion

Captain Wilson suggests that the Committees meet bimonthly to allow the workgroups time to meet and gather ideas for future action. Lt. Sacco explains that both committees met together for specific reasons; to find out information on each committee. He adds that although individual workgroups may create new ideas, information may not be shared when committees separate.

Sgt. Lafreniere asks for the Committees to vote on the motion made by Captain Wilson.

Larry Stevens, User Committee Member, motions that the committees may continue meeting jointly/bimonthly or as required by the Committee Chair(s). Dan Morelos, User Committee Member, seconds the motion. Motion carried.

Pat Joy motions for the Technical Committee. John Moffatt seconds the motion. Motion is unanimously carried.

Materials provided by Captain Wilson: PCWIN Workgroups Memorandum

IX. New Business, Sgt. Don Lafreniere, User Committee Co-Chair

Sgt. Lafreniere asks if anyone has any agenda items. He receives no response.

X. Call to the Public, Sgt. Don Lafreniere, User Committee Co-Chair

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

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

A joint meeting is suggested and the next meeting is scheduled for:

Thursday, April 20, 2006, at 0900
Tucson Fire Department's Fire Prevention Center,
797 East Ajo Way, Classroom #5, Tucson, Arizona.

Mr. Todd Pearson is not present to check classroom availability.

XII. Adjournment

Pat Joy motions to adjourn the meeting and Matt Janton seconds the motion. Motion carries unanimously and the meeting is adjourned.

Minutes prepared by: Catherine Hanna