

**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
Wednesday, February 28, 2007
1:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the February 28, 2007 meeting.

- I. Call to Order:** Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 1:10 p.m.

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

Quorum is established for the Technical Committee with a total of 11 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
John Armstrong, Tucson Police Department
Steven Campbell, Drexel Heights Fire District
Scott Ferguson, Pima Community College DPS
Tim Hoban, Tucson Airport Authority
Joseph Jakoby, City of Tucson IT
Pat Joy, Pima County Sheriff's Department
Greg Lugo, Tucson Police Department
Ted Martin, Pima County Sheriff's Department IT
Ben Standifer, Tohono O'odham Police Department
Anita Velasco, City of Tucson Communications

Members Not Present – Technical Committee

Ken Boynton, University of Arizona
Rick Brown, Marana Police Department
Gary Bynum, Drexel Heights Fire District
Harry Findysz, Mount Lemmon Fire District
Don Harrison, Tucson Airport Authority
Gregory McNeal, City of Tucson IT
John Moffatt, Pima County Office of Strategic Planning
Kerry Reeve, PC Office of Emergency Management
Gary Schmitz, Oro Valley Police Department
Greg White, Northwest Fire District

Others Present

Manny Barreras, Motorola
Shiela Blevins, Marana Police Department
Jeff Horton, Tucson Airport Authority
Joseph Martinez, Tohono O'odham PD IT
Kevin Mayhew, Tucson Police Department

Members Present User Committee

Nancy Anderson, Oro Valley Police Department – Proxy
Linda Basham-Gilbert, Tucson Police Department
Shannon Collier, Sahuarita Police Department
Charles Hangartner, Tohono O'odham Tribal Police
Matt Janton, Northwest Fire District
Dan Morelos, Tucson Airport Authority
Todd Pearson, Tucson Fire Department
Ernie Robles, Picture Rocks Fire Department
Mike Sacco, Pima County Sheriff's Department
Dan Simmons, Pima Community College DPS
Andrew Smith, Golder Ranch Fire Department – Proxy
Kevin Trick, South Tucson Fire Department – Proxy

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Paul Ashcraft, Marana Police Department
Lee Bucklin, Rincon Valley Fire District
Jim Bush, Ajo/Gibson Volunteer Fire Department
Gary Bynum, Drexel Heights Fire District
James Craig, Helmet Peak Fire Department
Harry Findysz, Mount Lemmon Fire District
Charles Kmet, Tohono O'odham Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tom Nix, Avra Valley Fire District
Hector Olivo, Pascua Yaqui Police Department
Luis Puig, University of Arizona Police Department
Kerry Reeve, PC Office of Emergency Management
Doug Roth, Corona de Tucson Fire Department
Larry Stevens, Oro Valley Police Department
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

II. Approval of Minutes, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks members if there are any suggested changes for the December 21, 2006, joint meeting minutes. Mr. Martin moves to accept and approve the minutes and Ms. Joy seconds the motion. Motion unanimously carries.

Materials provided: User/Technical Joint Meeting Summary for December 21, 2006.

III. User Committee Composition

Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committees to the PCWIN By-Laws handout; *Section 4.2.1, Composition*. Captain Wilson explains that the City of Tucson is requesting input from the Committees to consider recommending appointment of a member from the Tucson General Services to the Executive Management Committee to represent the city operations fire dispatch. Past interpretation of the by-law was to give equal representation to participating agencies; however, the fire department does not have their own dispatch services; Tucson General Services provides those dispatch needs.

Captain Wilson seeks discussion from User Committee on the issue. Ms. Basham-Gilbert explains that Tucson General Services is a critical component to the PCWIN project and supports including them in the User Committee Composition. Mr. Trick asks if there are any other agencies which would follow under this same category. Captain Wilson states that he cannot think of any other agencies at this time. Current Composition language states that all police and fire agencies in Pima County and participating federal and state agencies would have equal representation, but the by-law didn't state whether agencies would have multiple representatives. Captain Wilson explains that the difference with the City of Tucson is that they have multiple departments within the City of Tucson. Tucson General Services may not be considered a department, but they do provide critical dispatch services to the fire department and deserve a voice in the project.

Captain Janton moves to recommend the Tucson General Services have representation on the User Committee to the Executive Management Committee. Ms. Basham-Gilbert seconds the motion. Motion unanimously carries.

Materials provided: PCWIN By-Laws handout, Section 4.2.1, User Committee Composition.

IV. CTA Communications – Consultant Engagement Status Report

Captain Paul Wilson, Pima County Sheriff's Department

Ms. Cheryl Giggetts, CTA Communications

Ms. Giggetts explains that the Final Conceptual Architecture Planning Report has been published and distributed to those agencies who have executed a non-disclosure agreement with Pima County.

Ms. Giggetts explains that Phase I consists of five (5) components; CTA is completing the last two (2); the Concept of Operations Document and the Business Plan Report. The Concept of Operations document has been delivered to Captain Wilson in its second draft for a second review by Committee members. The final draft is anticipated on March 15, 2007.

The Business Plan Report will be delivered to Captain Wilson and a core group of user and technical representatives to provide feedback to CTA. Ms. Giggetts explains that CTA requests particular feedback from representatives who will run the system on a daily basis. She adds that CTA is slightly delayed and stresses the importance of having multiple reviews to ensure PCWIN's goals are met. Ms. Giggetts explains that the Final Business Plan Report is anticipated mid-April 2007.

Following the release of the Business Plan, the PCWIN project office will send out MOUs to participating agencies, requesting that they re-state their support for the project.

Captain Wilson refers to the Committees for questions. He receives no response.

**V. Tohono O'odham Nation Update
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson introduces Chief Encinas, of the Tohono O'odham Fire Department, who will give the Committees an update on the Nation's MOU status and Microwave Project.

Chief Encinas explains that the MOU with the County is progressing well, although a number of steps must take place before it goes to full Legislative Council. The first step would be to pass the resolution through the effected districts. Authorization was recently passed, paving the way to seek approval to the Legislative Council. Chief Encinas states that he sees no challenges, thus far, in the process, and is encouraged by the progress.

Chief Encinas explains that the microwave project has been funded and the Nation is waiting on finalizing the MOU. The Nation is sorting through site limitations and need to determine how additional microwave equipment is going to be installed.

Chief Encinas clarifies that 11 districts makes up the Nation, but only one (1) district (Kitt Peak) was affected by the MOU. Quijotoa has adequate space to accommodate the project and is supported by the Tohono O'odham Utility Authority.

**VI. Grant Funding Updates
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that the Sheriff's Department is seeking additional funding for the project with several grant opportunities. He reminds the Committee that prior to Congressman Kolbe leaving office, the Sheriff's Department submitted an earmark request to seek additional funds for the project, although that request was shelved when the new Congress convened. Representative Giffords' office contacted the Sheriff's Department explaining that she was aware of the earmark request and intends on sending a letter to the Director of the Department of Justice requesting consideration for funding through the DOJ's competitive grant opportunities. Captain Wilson explains that he is unsure if the Sheriff's Department will receive funding, but expresses that he is pleased to have been contacted and given another opportunity to receive funds on the project's behalf.

Additionally, the Sheriff's Department submitted a new request to Representative Giffords, Representative Grijalva, and Senator Kyl's offices for FY08 seeking \$2M, specifically for subscriber equipment. In year's past, when the Sheriff's Department requested monies for site improvements, several federal requirements, environmental concerns, and compliance issues would arise, which can now be passed over if the applicant seeks monies for purchasing equipment.

Captain Wilson explains that applications are being received for various allocation discussions for SHSGP and LLETP funds. The Sheriff's Department has submitted two (2) specific projects that would support PCWIN. The first is \$147,550, which would fund site improvements for Keystone Peak. The second is \$241,000, which would fund the City's fiber network extension into 3434 E. 22nd Street facility.

Additionally, Pima County has been designated as a UASI region, allowing the opportunity to receive additional Homeland Security funds. The County is submitting two (2) applications for those funds; \$200,000 request for the Pima County Office of Emergency Management to make equipment purchases for the EOC; the second was a \$1M request to purchase subscriber equipment.

Captain Wilson explains that the requests will be considered by the State executive level and ultimately returned to the Department of Homeland Security where applicants will compete against other UASI region applicants for those funds.

Captain Wilson explains that a request of \$800,000 has been submitted on behalf of the four (4) border counties, attempting to receive funds from Stone Garden. Project dollars are not needed to accomplish these projects; however, if PCWIN were to accomplish these projects, the funds give PCWIN the means to interoperate with bordering counties. This would mean placing microwave hops between Childs Mountain (Pima County) and Mohawk Mountain (Yuma County); Keystone Peak (Pima County) to Red Mountain (Santa Cruz County); and Keystone Peak (Pima County) to Texan Canyon (Cochise County). Captain Wilson explains that the funding would provide interoperability, but has makes it clear that the local projects and goals for providing interoperability amongst PCWIN takes precedence and PCWIN monies will not be utilized on this request.

Captain Wilson explains that in regards to the U.S. Commerce Grant, which is intended to give monies to agencies for radio interoperability, several issues remain open and Congress has not given direction on how those dollars will be distributed. Another Senate bill (S385) has been presented to Congress, which provides direction to the Commerce Department and the Department of Homeland Security on how to distribute those funds. Captain Wilson explains that the language in the bill states that the Commerce Department may plan to utilize the same funding allocation strategies currently being used by the Department of Homeland Security.

Mr. Sayers inquires about details on the 700 MHz frequencies. Captain Wilson explains that the bill was originally going through other Commerce Department material for telecom industry. Rules were established detailing how awards would be funded. Ultimately, award funding was detailed in another bill, but didn't have structure on how funds would be awarded. The recipients would have to propose projects in the 700 MHz band or create interoperability in the 700 MHz band. The \$1B funding is expected to come from the auctioning of Spectrum.

No details are clear, but information will continue to be researched.

VII. Legislative Update
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that he wanted the Committees to be aware of a change in legislation regarding A.R.S. § 12-713: Relating to Civil Actions in Public Safety Radio Communications, which provides liability protection to those who build, implement, and maintain an emergency 911 telephone system. New language would also extend the same liability protection to those who build, implement, and maintain a public safety radio system.

Captain Wilson explains that he brought this to the Committees' attention because it will limit liability when PCWIN begins improving or expanding upon antenna sites. The County's experienced lawsuits in the past and see this bill as a way to protect those who operate and build a new system.

The bill passed the Senate on February 22, 2007, and has been sent to the House for consideration.

VIII. M.E.D.S. System Participation
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committees to the Drexel Heights Fire District handout from Asst. Chief Gary Bynum, and an email handout from Mr. Joe Jakoby, City of Tucson IT, regarding the M.E.D.S. System.

Captain Wilson explains that Asst. Chief Gary Bynum, of the Drexel Heights Fire District (not present), requesting to discuss the M.E.D.S. System participation in the radio project, enabling communications between E.M.S. units and hospitals. It was proposed that PCWIN would place radios in the hospitals and assign them a talk group to permit communication.

Mr. Sayers seeks discussion amongst the Committees. Mr. Jakoby explains that current communication is conducted via microwave, although he states that this item sounds more operational, not technical in nature. Essentially, a field unit calls the dispatch center and the dispatch center assigns a talk path from the hospital to the field unit; audio going directly to the hospital. Mr. Jakoby adds that taking the dispatch center out of the picture would be a disadvantage. Captain Janton agrees, explaining that if out-of-town units need a hospital, they will be utilizing the UHF radios and won't have access to the PCWIN system.

Captain Wilson explains that Asst. Chief Bynum's intent was to keep from maintaining two (2) different radios. Tearing down the UHF is not an option; it's a matter of how to use that as a companion for the new system.

Mr. Sayers suggests this item be tabled until the next Joint User and Technical Committee Meeting, allowing Asst. Chief Bynum the opportunity to present his ideas. Ms. Velasco motions to table the item and Mr. Trick seconds the motion. Motion unanimously carries.

Materials provided: Drexel Heights Fire District Memorandum to Captain Paul Wilson from Assistant Chief Gary Bynum, dated February 26, 2007, regarding M.E.D.S. System; Email handout from Mr. Joe Jakoby, City of Tucson IT, to Captain Wilson, regarding M.E.D.S. Topic Review, dated January 22, 2007.

IX. Concept of Operations Document
Captain Paul Wilson, Pima County Sheriff's Department
Ms. Cheryl Giggetts, CTA Communications

Captain Wilson explains that the first draft of the Concept of Operations document went out to the User Committee representatives for comment and little feedback was received. Revisions were made by CTA and the second draft was sent to the City of Tucson for additional review. Mr. Sayers asks if Committee members would like to review the second draft before it is published. Captain Mayhew, of the Tucson Police Department states that the City of Tucson is still reviewing and understands that the review deadline is March 8th.

Topics Discussed:

Concept of Operations (Mr. Mike Dye, CTA Communications)

- Non-Technical in nature

“A description of the user’s operational needs without becoming bogged down in technical details. The agencies participating in the PCWN project have expressed operational needs that they will require in a new voice system.”

“Documentation of the system’s characteristics and the users operational needs in a manner that can be verified by the user without requiring any technical knowledge beyond that required to perform job functions.”

“User’s stated desires visions and expectations without requiring quantifiable, testable specifications.”

“A description of design constraints, the rationale for those constraints, and the range of acceptable solution strategies.”

“Describe how interoperable voice communications will be used to improve delivery of public service.”

- Listing of Potential Users of the PCWIN System (2.1)
- 19 Characteristics that are Required in an Effective Communications System (2.1.1)
- Listing Per User Agency of the Existing Problems and the Characteristics (2.1.2)
- Design Constraints (2.2)
 - Voice Radio Systems
 - Mobile Data Systems
 - Communications Center
 - AVL System
 - Connectivity Network System
- Identified Best Solutions for Each
- Sections 2.2, 2.4, and 2.5 Describe How the System Design Answers the Needs of the User Agencies
- ECC Solutions and Goals are Described (3.0)
- Discussion of the 2 Facilities (3.1)
 - Thomas Price Service Center
 - 22nd Street Facility

- Space Requirements
 - Current
 - Immediate
 - Future
 - Training
 - Back-Up
- ECC Equipment (3.4)
- EOC Solutions and Goals are Described (4.0)
- EOC Facility Requirements (4.1)
 - Break Out
 - Operations Room
 - Logistics Area, etc.
- EOC Equipment Requirements (4.2)
- EOC Security (4.4)
- Conclusions (5.0)

Captain Wilson explains that the intent of the Concept of Operations document was to follow-up on the user needs analysis and legacy systems review, as a way to provide verification back to PCWIN members that individuals conducting technical analysis actually heard the problems, concerns, and goals voiced by PCWIN representatives. This document will act as a checklist when PCWIN is complete, allowing members to go back and review what problems were solved when designing the system.

Captain Wilson reminds the Committees that comments are due by March 8, 2007, with final distribution by March 15th. Once received, the project office will distribute copies to Committee representatives.

Captain Wilson explains that the Conceptual Architecture Planning Report was distributed to agencies who have executed a non-disclosure agreement with the County. He adds that if participating agencies want the final document, non-disclosure agreements are still available at the project office for review and signature. To maintain confidentiality, the Conceptual Architecture Planning Report will not be posted on CTA's website.

Materials provided: CTA Communications' Concept of Operations Presentation by Mr. Mike Dye, CTA Communications.

X. RFP Specifications Status Report
Ms. Cheryl Giggetts, CTA Communications

Ms. Giggetts explains that the RFP Specifications Report is designed to protect PCWIN's interests in a new system and reminds the Committees that a good, solid contract will help build an excellent relationship with potential vendors for years to come. Ms. Giggetts explains that this document will tell vendors exactly what is expected of them, meeting all the goals of PCWIN.

Ms. Giggetts explains that CTA is on schedule with the document, scheduling several meetings with County Procurement, and discussing physical facilities and construction issues. Ms. Giggetts anticipates one (1) to two (2) more draft reviews taking place before the final document is committed to the street.

Prior to the release of the RFP Specifications Document, MOUs will be distributed to participating agencies requesting that they re-state their support to the PCWIN project. Ms. Giggetts states that agencies have been quite pro-active in this process and she does not anticipate a lengthy delay period between agencies returning their MOUs and the release of the RFP report.

Captain Wilson extends his appreciation to the representatives who have reviewed the document throughout the draft process. Ms. Giggetts adds that reviewing the document several times is vital to address the functionalities of the operation to ensure PCWIN's needs and goals are met.

XI. Business Plan Update

Ms. Cheryl Giggetts, CTA Communications

Ms. Giggetts explains that the Business Plan Report will detail significant appendices; MOUs, IGAs, and costing information. CTA conducted two (2) workgroup meetings (December 2006 and January 2007), requesting that PCWIN representatives discuss configuration ideas and research hardware and costing requirements to include in the report. In the meantime, CTA began work on cost sharing models, which include costing, staffing, operating, and maintenance input; critical information to run a new system. Participating agencies want to know what it will cost to run PCWIN; site leasing, maintenance staff, and cost credit to agencies who bring assets to the system.

Ms. Giggetts provides an overview of what Committee members should expect when presented with the Business Plan Report:

Topics:

- Executive Summary
- PCWIN Background
- Technology
- Legacy (fixed equipment / assets)
- Recommendations
- Concept of Operations
- Risk Management
- Procurement Strategy
- Detailed Project Outlines
- Lifecycle Costs
- Technical Refresh Updates
- Organization / Staffing
- Long-Term Governance
- Financial Plan
- Future Strategies
- Support Documentation

Ms. Giggetts explains that the draft Business Plan Report is anticipated the first week of March. Captain Wilson explains that he intends to select a core group of representatives to review the first draft and collect initial feedback before the document is distributed to the remaining Committee members.

When the Business Plan is complete, the report will be presented to those who have returned their MOUs to the project office. PCWIN will then present their solicitation out to vendors. Ms. Giggetts reiterates that CTA found it critical to provide participating agencies time to review the costing components within the Business Plan Report before the MOUs are distributed, allowing agencies to review exactly what it will cost to maintain and operate under PCWIN.

Captain Wilson refers to the Committees for questions. He receives no response.

XII. New Business, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks if Committee members request agenda items for presentation at the next meeting. He receives no response.

XIII. Call to the Public, Mr. Larry Sayers, Technical Committee Chair

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

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

TBA

XV. Adjournment

Captain Janton makes a motion adjourn the meeting and Mr. Trick seconds the motion. Motion unanimously carries.

Meeting adjourns at 2:13 p.m.

Minutes prepared by: Catherine Hanna