

**PIMA COUNTY WIRELESS INTEGRATED NETWORK  
(PCWIN)  
EXECUTIVE MANAGEMENT COMMITTEE**

Pima Emergency Communications Operations Center  
3434 E. 22<sup>nd</sup> Street  
Thursday, July 25, 2013  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the July 25, 2013 EMC meeting. Recording and materials provided are available upon request.

**I. Call to Order: Chief Daniel Sharp, Chair, 9:00 a.m.**

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

**Members Present**

Chief Daniel Sharp, Oro Valley Police Department  
Chief Doug Chappell, Drexel Heights Fire District  
Chief Paul Wilson, Pima County Sheriff's Department (*Alternate*)  
Chief Anthony Daykin, University of Arizona Police Department  
Chief Roberto Villaseñor, Tucson Police Department  
Assistant Chief Charles Hangartner, Tohono O'odham Police Department (*Alternate*)  
Assistant Chief Dave Ridings, Tucson Fire Department (*Alternate*)  
Mr. Paul Wright, Jr., Northwest Fire District (*Alternate*)  
Mr. Jeff Guthrie, Office of Emergency Management & Homeland Security (*Alternate*)

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Mike Brandt, Northwest Fire District  
Chief Jim Critchley, Tucson Fire Department  
Chief Joseph Delgado, Tohono O'odham Police Department  
Mr. Mike Hein, Office of Emergency Management & Homeland Security

**Others Present**

Lionel Bittner, PC Information Technology Dept	Randy Karrer, Golder Ranch Fire District
Todd Cupell, Corona de Tucson Fire Dept	Jim Long, Northwest Fire District
Carl Drescher, Town of Marana	Lonnie Nichols, City Manager's Office
Chris Ferko, City of Tucson IT	Robert Padilla, PC Finance & Risk Management
Chuck Gilchrist, Motorola	Kathleen Robinson, Tucson Police Department
John Hill, PC Facilities Management	Bob Sommerfeld, University of Arizona Police
Joe Jakoby, City of Tucson IT	John Voorhees, PCWIN Administration

**II. Approval of Minutes**  
**Chief Daniel Sharp, Oro Valley Police Department**

Chief Sharp proposes approval of the minutes for the June 27, 2013, Executive Management Committee (EMC) meeting. Chief Wilson moves to approve the minutes and Chief Chappell seconds the motion. Motion unanimously carries.

*Materials provided: EMC summary dated June 27, 2013.*

**III. Repurposing Use of Space at the Pima Emergency Communications & Operations Center (PECOC)**  
**Mr. John Hill, Pima County Facilities Management**

Making use of unutilized space within PECOC is underway. The Sheriff's Department will be reorganized closer to the Dispatch area, and Pima County Information Technology Department will be moved closer to the IDF/MDF rooms. Durazo has begun construction work and is on schedule. Systems walls and furniture have been ordered. Those items will be available for the new Sheriff's office suite on or about September 25<sup>th</sup>.

The dispatch systems furniture that was in the training room has been relocated to the main floor. Most of the electrical and IT has been completed. Sheriff's Department dispatch will conduct training on August 19<sup>th</sup> and Facilities is well ahead of that deadline.

Renovations remain within budget.

**IV. Site Development**  
**Mr. Tony Casella, Pima County Information Technology Department**

- TOPSC – fire suppression work is complete; punch walk occurred July 24<sup>th</sup>
- OVPD – Generator slab to be poured this week and new generator will be installed July 30<sup>th</sup>
- Tumamoc – Antenna migration is in process; Phase II (demolition of buildings and tower) is scheduled to be complete by mid-August
- Bigelow – Tower striping and grouting will occur next week
- Arivaca – GovNet will build the site and install the tower by July 29<sup>th</sup>; Microwave and Voice Radio installation have been scheduled
- Ajo Mountain – Notice of Award given to Patriot Towers; work will be complete by August 9<sup>th</sup>

With the exception of Tumamoc Hill, sites will wrap up by the end of July.

*Materials provided: PCWIN Site Development, Radio and Microwave Systems Installation, handout as of July 2013, by Mr. Casella, Pima County Information Technology Department.*

**V. Arivaca Communications Site**  
**Mr. Tony Casella, Pima County Information Technology Department**

Pima County ITD is in daily contact with GovNet on Arivaca's progress. Construction is on schedule. Logicalis will be onsite July 29<sup>th</sup> to install their microwave equipment on the tower. Motorola will then finish the voice radio work. The site will be on temporary generator power until Trico runs the line for testing.

Chief Wilson expresses his appreciation to Pima County ITD staff for their perseverance in getting this site constructed and on line.

*Materials provided: PCWIN Site Development, Radio and Microwave Systems Installation, handout as of July 2013, by Mr. Casella, Pima County Information Technology Department.*

**VI. Radio & Microwave Systems Installation Status Report**  
**Mr. Tony Casella, Pima County Information Technology Department**  
**Mr. Rick Brown, Pima County Information Technology Department**

**Voice Radio Site Activity**

- Pilot Group A completed portable testing
- Radio equipment installed in cabinets at GovNet
- Dispatch Center – PECOC dispatch console installation continues and is 95% complete
  - Two move to permanent positions next week
  - T-1 testing and network optimization continues

**User Training Upgrade**

- Analyzing feedback regarding training seats

**Vehicle Install Preparation**

- Motorola has located a fixed install location at Alvernon & Irvington
- Collecting agency vehicle information
- New install sites are being reviewed in the Northeast & Southeast
- Agencies will be asked to confirm site availability the week of July 29<sup>th</sup>

**Cutover Planning**

- Weekly cutover planning meetings are held every Thursday; public and non-public safety entities participating
- Pilot Group A (TPD, TFD, PCSD) were issued radios to test fleetmap July 19<sup>th</sup>
  - Pilot Group B will be issued their radios on August 2<sup>nd</sup> – August 9<sup>th</sup>
  - Pilot Group C will be issued their radios on August 16<sup>th</sup> – August 23<sup>rd</sup>

Chief Wilson recommends that Mr. John Voorhees, PCWIN Executive Director, send out an email introducing himself to the PCWIN community and remind them that Pima County ITD will be in contact with them regarding installation and training site availability inquiries.

### **Microwave & Network Systems**

- Microwave installs are complete at all sites, Arivaca is next week
- Network installations are complete
- Final circuits will be available for Motorola by July 29<sup>th</sup>, after timing issues are resolved
- AECOM performed the microwave acceptance testing and verified microwave connections
- Pima County ITD is re-engaging acceptance testing-related tasks with AECOM ensuring all tasks are done and contract is fulfilled
- Pima County ITD will soon re-baseline and reduce the schedule; meeting with Motorola anticipated

*Materials provided: PCWIN Site Development, Radio and Microwave Systems Installation, handout as of July 2013, by Mr. Casella, Pima County Information Technology Department.*

## **VII. Voice Radio Accelerated Schedule**

### **Mr. Rick Brown, Pima County Information Technology Department**

#### **PCWIN Voice Radio Accelerated Schedule – Rick Brown**

##### ***Why An Accelerated Mobile Install Schedule?***

##### Advantages

- Customer would have a full back-up system for cutover
- Reduces risk at cutover for all agencies
- Dispatch center cutovers are less complex
- Customer training schedule is less aggressive and flexible

##### ***Proposed Vehicle Installation Schedule – Dual Radio Install***

- Agency vehicle model types and quantities identified: July 25<sup>th</sup>
- Vehicle installation schedule complete: August 30<sup>th</sup>
- Agency mobile code plugs complete: September 13<sup>th</sup>
- Begin vehicle installation: September 23<sup>rd</sup>
- Mobile installation complete: December 13<sup>th</sup>

##### ***DRAFT Accelerated Schedule***

- PCWIN Key Cutover Tasks
  - Begin Portable Distribution – August 19, 2013
  - Begin VR Functional Acceptance Test Plan (FATP) – August 23, 2013

- FATP Complete – September 13, 2013
- Begin AECOM VR Coverage Testing – September 16, 2013
- Portable Distribution Complete – September 16, 2013
- Mobile Code Plugs Complete – September 13, 2013
- Mobile Pilot Evaluation (5 Vehicles) – September 16-20, 2013
- Begin Mobile Installation – September 23, 2013
- AECOM VR Coverage Testing Complete – October 27, 2013
- Begin User Evaluation (Base 09-23-13) – October 28, 2013
- Begin 30 day Performance Test – October 28, 2013
- VR Systems Acceptance (Base 09-23-2013) – December 13, 2013
- Mobile Installations Complete – December 13, 2013
- Begin Cutover (7 days) – January 6, 2014
- Final Acceptance (Base 12-03-2013) – January 17, 2014

Mr. Wright supports the accelerated schedule notion, as it gives substantial movement in favor of reducing risk. Chief Villaseñor believes there are pros and cons to an accelerated schedule, but he trusts that Motorola has dealt with these issues before and has a plan to make this schedule work. The subscriber fees will begin at system cutover. The accelerated schedule gives agencies more time with the new equipment.

*Materials provided: PCWIN VR Accelerated Schedule powerpoint presentation, from Rick Brown, Pima County Information Technology Department, dated July 25, 2013.*

**VIII. Northwest Consortium Conceptual Design Update  
Assistant Chief Dave Ridings, Tucson Fire Department**

This item was continued at the June 27<sup>th</sup> EMC meeting.

The City’s recommendation is to plug this issue into the regional authority, following the PCWIN Business Plan governance model, rather than the Pima County Management Model. Assistant Chief Ridings understands that the project is transitioning from implementation to operations, but would like to see this item considered and discussed by the Executive Committee and Board of Directors, which fall under the governance model.

The intent is to make sure the ultimate authority structure is used for this item, as the PCWIN Executive Director has been chosen, and the Board of Directors and Executive Committee have been established.

**Tucson Fire Department Recommendation from June 27<sup>th</sup>:**

With regard to the Proposal from the Northwest Consortium to allow utilization of the PCWIN audio gateways as a primary means of interoperability through the City of Tucson Fire Communications Center, the guidelines of the September 2012 PCWIN Cooperative Business Plan shall be followed.

## **Motion**

Assistant Chief Ridings motions that the Technical and Operations Working Groups each review the Proposal and prepare written position statements and/or recommendations based upon their respective scope of responsibility. The statements shall be forwarded to the newly hired PCWIN Executive Director, who shall complete the evaluation of the Proposal and make an appropriate recommendation to the Executive Management Committee as necessary.

Chief Villaseñor seconds the motion.

This motion moves this item to be resolved by the Board of Directors. The Executive Committee will discuss this item at their meeting, following today's EMC meeting.

## **Discussion**

Chief Wilson explains that the consequence of pushing this item to the operational environment doesn't give Staff direction on handling the matter, as there are no plans to implement the conceptual design until resolved by the Board of Directors. This may create a situation where the Tucson Fire Department and Northwest Consortium will have to be prepared to deal with dispatching services, in the interim, before decisions on this matter are made.

Mr. Wright states that the EMC approved several uses of Gateways and direction did go forward to make those available. His understanding is that the Consortium will utilize the Gateways during the transition. Preliminary thought on how this will be done has been accomplished. The Consortium has asked that their transitional plan be made permanent because it was always assumed that they would operate two (2) systems for a period of time during cutover. Chief Wilson noted that earlier action by the EMC specifically excluded the requests made on behalf of the Northwest Consortium.

Motion unanimously carries.

## **IX. Operations & Technical Workgroup Update** **Mr. Tony Casella, Pima County Information Technology Department** **Mr. Steven Campbell, Drexel Heights Fire District**

### **Technical Workgroup (TWG) – Mr. Tony Casella**

The TWG continues to work on their policies. A recommendation memorandum was submitted to the OWG regarding Public Radio Use Listening.

The TWG gave a presentation on CommShop, and its capabilities. The EMC previously approved the use of CommShop, an asset management system, to maintain and run PCWIN. Feedback on the system has been positive.

The next TWG (next week) meeting will include discussions and how the City and the County will provide maintenance.

## **Operations Workgroup (OWG) – Mr. Steven Campbell**

The OWG continues to work on individual policies assigned to specific workgroup members. A number of policies are drafted, but require input from the TWG, and members await their review. Progress is slow, but moving forward.

### **X. Tohono O’odham Nation Support Update Assistant Chief Charles Hangartner, Tohono O’odham Police Department**

Assistant Chief Hangartner recently attended a meeting with the Tohono O’odham Utility Authority and the Gu Achi District who remain supportive of the project on Jewek Mountain. Other Districts in attendance were given information to review regarding the project.

### **XI. TOPSC Project Status Report Captain David Azuelo, Tucson Police Department**

#### **TOPSC Renovation Overview – Captain Azuelo**

##### Overview

- Phase 1b (TPD Dispatch) construction is nearly complete
- Lighting has been installed
- Raised flooring is complete
- Painting is complete
- Tiling in bathrooms is underway
- Chillers for HVAC system were successfully installed on July 2<sup>nd</sup>
- Installation of call-taker/dispatch furniture consoles scheduled to start between July 29-31
- Motorola MCC7500 radios scheduled to be installed August 19<sup>th</sup>
- Radio installation will take up to four (4) weeks
- Managed Services Solution Contract not yet solidified
  - New timeframe is end of August
  - Pricing has been agreed upon and approved by all entities
  - Century Link Service Level Agreements with vendors pending
  - Century Link still anticipating completion of installation of managed services at TOPSC by December 2013

##### Conclusion

- Phase 2 transitioning and construction approaching
- Console equipment installations are expected in July/August 2013
- Radio/telephony/training upcoming

*Materials provided: TOPSC Renovation Overview powerpoint presentation by Captain David Azuelo, Tucson Police Department, dated July 24, 2013.*

**XII. New Business, Chief Daniel Sharp, Oro Valley Police Department**

Chief Sharp refers to the Committee for New Business.

Chief Wilson states that Motorola has completed predictive radio analysis for Pinal County coverage areas. He anticipates a meeting with Chief Randy Karrer, from Golder Ranch Fire District, Chief Brian Delfs, from the Avra Valley Fire District, and Chief Sharp for further discussion. The outcome of the meeting will be an agenda item for August.

**XIII. Call to the Public**

Chief Sharp asks if anyone in the audience would like to address the Committee. He receives no response.

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

**Thursday, August 22, 2013, 9:00 AM**

Pima Emergency Communications Operations Center (PECOC)  
West Conference Room  
3434 E. 22<sup>nd</sup> Street, Tucson

**XV. Adjournment**

Chief Sharp asks for a motion for adjournment. Chief Chappell moves to adjourn the meeting. Chief Daykin seconds the motion. Motion is unanimously carries.

Meeting adjourns at 9:43 a.m.

Minutes prepared by: Catherine Hanna