

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Wednesday, December 16, 2009
10:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the December 16, 2009 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 10:05 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Douglas Chappell, Drexel Heights Fire District
Chief Jeff Piechura, Northwest Fire District
Chief Terry Tometich, Marana Police Department
Chief Patrick Kelly, Tucson Fire Department
Chief Roberto Villaseñor, Tucson Police Department
Deputy Chief Larry Stevens, Oro Valley Police Department (*Alternate*)
Lieutenant Charles Hangartner, Tohono O'odham Police Department (*Alternate*)
Mr. Jeff Guthrie, Pima County OEM & Homeland Security (*Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Others Present

John Bowers, Motorola
Mike Bullock, City of Tucson Comm
Gary Bynum, Drexel Heights Fire District
Carl Drescher, City of Tucson
Chuck Gilchrist, Motorola
Joe Jakoby, City of Tucson IT
Kevin Mayhew, Tucson Police Department

John Moffatt, PC Office of Strategic Planning
C. Reece, City of Tucson
Terry Rozema, Tucson Police Department
Mike Sacco, Pima County Sheriff's Department
Mike Todd, GITA
Isaiah Twombly, City of Tucson

II. Approval of Minutes
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson proposes approval of the minutes for the November 18, 2009, Executive Management Committee (EMC) meeting. Chief Kelly moves to approve the minutes and Chief Villaseñor seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated November 18, 2009.

III. RECOC Project Status Report
Captain Paul Wilson, Pima County Sheriff's Department

The schematic design meetings commenced December 15th. Staff from the County, and representatives from the County Fire Districts, and Office of Emergency Management met with Durrant to reconfirm the program and review current conditions and system designs at the RECOC facility.

IV. Radio System Project Status Report
Captain Paul Wilson, Pima County Sheriff's Department

Development work on the work breakdown structure (WBS) and master project schedule continues. The effort is expected to be completed in mid-January 2010. The selected microwave vendor, Ceragon, will begin to engage in this process, incorporating their schedule into the projects later in the week.

V. Contracts/Agreements Status Report
Captain Paul Wilson, Pima County Sheriff's Department

Ceragon was selected as the connectivity vendor for the project. Once the vendor is selected, a five (5) day protest period begins for all competitors. Harris Stratex has protested the microwave procurement on the grounds that Ceragon does not have a registrar contractor's license in Arizona. County Procurement plans to deny that protest, as the contracting licensing statutes do not apply to this project, nor was there a requirement that they be a licensed contractor. Ceragon's sub-contractor, NIC, is licensed in Arizona, which will defend the County's decision. Harris Stratex will have a period of time to appeal Procurement's decision to decline the protest. If Harris Stratex chooses to appeal the decision, a hearing with the Board of Supervisors will be scheduled. Contract approval is expected at the January 5th Board of Supervisors meeting.

Ceragon will begin work on the project WBS within the week, and understand their work will be done with some risk, but they are willing to accept it to remain on schedule.

Right of Entry Letters

Right of Entry letters have been requested of agencies who will contribute sites to the project. Once responses are returned, Pima County Real Property will begin to schedule cultural and environmental assessment activities at each site. Introductory letters were sent to the Tribal Chairs and Vice Chairs, detailing the scope of work expected on Tribal sites. These letters were sent by the Board of Supervisors who represent those districts.

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

2008 SHSGP / RAC Grant Funds

The County was to receive “fall-out” money from SHSGP, totaling \$52,432. The grant has changed and will be divided into two (2) different grants, with two (2) different performance deadlines. The first grant totals \$40,000, and the second totals \$6,198. The new totals are reflected in the budget reports. Both grants will be applied to the microwave project, and provisions have been made in Ceragon's contract on refining the delivery schedule for equipment, which will coincide with previous grant deadlines.

Omnibus Budget Bill

The County received informal notice that the Omnibus Budget Bill, presented by Congress, contained another \$200,000 earmark through the COPS Technology Program, for the project. Official notice has not been received.

Technical Assistance Grant – DHS Office of Emergency Communications

The County asked for an assessment of our existing Governance structure and recommendations on how to proceed. The request has been approved. The Office of Emergency Communications will contact the County in early January 2010 to begin scheduling the services. The County has expressed interest in meeting with them by February or March 2010.

The Technical Assistance Program provides an assessment of our existing organization structures, and decision-making bodies, where they make recommendations for how those areas can be improved. Facilitated meetings will include the EMC, and User and Technical Committees, where selected members will be interviewed. The County is looking for a representative who will listen to the expressed concerns of the Committees and make objective recommendations on how to move forward.

PSIC Grant

Congress passed a bill which makes it possible to extend grant deadlines. The County had to apply through the State for an extension. The State initially didn't except the County's application, but it has since been modified and the State is now receptive to the request.

Materials provided: U.S. Department of Homeland Security, Office of Emergency Communications letter to the Statewide Interoperability Coordinator, reference FY2010 Technical Assistance Award, dated December 11, 2009; SCOMMS & SCOMOC Budget Expenditure Report, dated December 11, 2009.

**VII. City of Tucson Renovation Proposal Update
Chief Roberto Villaseñor, Tucson Police Department**

The City of Tucson hired an architectural firm to assess the viability in renovating the Thomas Price Service Center (TOPSC). The assessment is complete and the figures fall within an acceptable range of \$4.57M. The City had spoken to the County about the anticipated cost savings if the City does not occupy space at RECOC, and has asked for those funds (\$4.4M) to be used to renovate the TOPSC. This will allow the City to expand the TOPSC for use as a second facility, to provide room to grow, and provide space as a back-up facility for RECOC. Approximately \$400,000 will be used to purchase back-up consoles, leaving \$4M for TOPSC renovations.

The City of Tucson has submitted applications to UASI for additional funding to assist with the cost to complete the renovations, and have submitted a request to the City Manager that they proceed with this course of action.

Chief Villaseñor will ask for written confirmation on this request to move forward with the project. He apologizes for not having a definitive answer, but the City is pushing to complete this issue. Chief Kelly agrees, and expresses support for this decision.

Once the City of Tucson's recommendation is approved by the City Manager's Office, the item will be brought back to the Committee for recommendation of approval of setting the bond funds aside for TOPSC renovation costs.

The City of Tucson and the County have recently merged their UASI applications, to include an additional \$250,000 to cover renovation costs. Captain Wilson explains that the County has been instructed to support the UASI application.

City of Tucson Reimbursement

Following the Committee's direction from November's EMC meeting, Staff has submitted the revised IGA language to the City of Tucson for review. Once complete, the County will forward the amendment to the Board of Supervisors for approval. Reimbursement costs will pay for the architectural firm expenses. Chief Villaseñor expresses his appreciation.

**VIII. Tucson Airport Authority Withdrawal
Captain Paul Wilson, Pima County Sheriff's Department**

Staff has received a letter from the Tucson Airport Authority (TAA), expressing their desire to withdraw from the PCWIN Project.

The Tucson Airport Authority didn't feel they would have enough ownership value to show for the expenses they would have on the project. They felt they would lose control of management and their operations, and the prospect of possible job losses would affect the airport. Additionally, they feel there are other mutual aid options for interoperability to consider in the future, without signing onto the PCWIN system.

There was no talk about public safety support or the lack thereof. The Business Plan has been revised to show TAA's withdrawal.

NOTE: Assistant Chief Rozema (Committee alternate) steps in for Chief Villaseñor.

Discussion

Chief Piechura suggests Staff prepare a letter, accepting the Airport's withdrawal notice.

Motion

Chief Piechura motions to accept the Tucson Airport Authority's withdrawal from the project, and directs Staff to modify the Business Plan to reflect this withdrawal. Assistant Chief Rozema seconds the motion.

Discussion

Deputy Chief Stevens asks if it's been made clear to TAA about the existing radio communication problems, and how those problems will continue if they remain on their current system. Captain Wilson explains that he believes their expectation is to provide their own radio services, whether it's with their existing systems and solutions, or with another system they provide.

Vote

Motion unanimously carries.

Materials provided: Tucson Airport Authority letter from Ms. Bonnie A. Allin, A.A.E President/CEO, to Captain Paul Wilson, dated November 30, 2009.

IX. Committee Appointments/Dismissals Captain Paul Wilson, Pima County Sheriff's Department

User Committee

Chief Stella Bay, from the Pima Community College DPS, nominates Mr. Carlos Valencia to the User Committee, replacing Sgt. Phil Franz.

In addition, the Mount Lemmon Fire District nominates Chief Dean Barnella, to the User Committee, replacing Captain Dennis Rankin.

Dismissals

With the Tucson Airport Authority withdrawing from the project, Staff recommends Mr. Dan Morelos, Mr. Tim Hoban, and Mr. Don Harrison, be dismissed from the User and Technical Committees.

Chief Piechura motions to approve the User Committee appointments, and accept the Tucson Airport Authority's User and Technical Committee dismissals. Chief Chappell seconds the motion. Motion unanimously carries.

NOTE: Chief Villaseñor returns to the Committee, and Lt. Hangartner, from the Tohono O'odham Nation is now present.

X. Meeting with Town of Marana
Captain Paul Wilson, Pima County Sheriff's Department
Chief Terry Tometich, Marana Police Department

The County met with the Marana Town Managers on November 30th, to discuss operations components of the project.

Chief Tometich explains that the Town Managers, with assistance from their IT department, provided the County with a list of questions to be answered before they move forward with discussions. The theme of the meeting was positive, and it was strongly encouraged that the County solicit a single meeting with other town and city managers, within Pima County, to address any concerns they may have.

Captain Wilson explains that the Marana Town Manager has selected a venue and scheduled a meeting on January 8, 2010, where several town and city managers will meet to discuss concerns and ask questions regarding the project.

The Town of Marana suggested that it would be appropriate for the County to attend a Marana Council study session to answer questions the Council may have.

The topics of discussion centered on governance, sustainability of fixed equipment, lifecycle costs, tower lease terms and agreements, and technical requirements.

Captain Wilson explains that the Town's staff was supportive of the regional approach to radio interoperability for public safety, although the impression after the meeting was that the project may be a hard sell to the Town Council. With that in mind, and an existing tight schedule, Staff has asked Motorola to research alternatives for providing coverage in the Marana area, should PCWIN be unable to partner with Marana on the project. The goal is to maintain the relationship and partnership, although alternatives are necessary.

Marana inquired about the County Fire District consolidation and questioned the impact. Northwest Fire District is prepared to answer those questions.

XI. Business Plan Revision Approval
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson provides an overview of the Business Plan modifications to the Committee. Committee members were given their copies prior to the meeting, for review. The following revisions were incorporated into the document seen today. The Committee will be asked to direct Staff on how to proceed with each of the issues.

Governance

Issue/Action Taken	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
<p>Governance</p> <p>Add to the introduction a description that the Business Plan is a living document subject to change by the EMC. This leaves open the opportunity to continue discussions about governance, budget, and operations & maintenance solutions.</p> <p>Reinserted language from the Bond Implementation Plan struck from the original Business Plan.</p> <p>Added language from the PCWIN By-Laws describing the responsibilities of the EMC.</p> <p>Figure 3 was updated to reflect EMC at same level as County Administrator.</p> <p>Figure 5 updated to reflect new nominations and dismissals.</p>	<p>The description of the governance committees, and their roles and responsibilities parrot the language in Pima County Ordinance 2004-18, Bond Implementation Plan. See Governance, Sustainability & Support Section.</p>	<p>Post implementation governance may be based more on agency size (user count) and contributed infrastructure.</p>

Ms. Catherine Hanna will distribute the PCWIN By-Laws to the Committee members, as directed by Staff.

PCWIN Director Roles & Responsibilities

Issue/Action Taken	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
<p>PCWIN Director Roles & Responsibilities</p> <p>Refined the language to better describe the PCWIN Director's role and responsibilities. I took some liberties with</p>	<p>The PCWIN Director's was described as having a policy making and operational role. The plan envisioned that the Director would manage the operations, maintenance and administrative functions. The Director was to be responsible to the Executive Management Committee.</p>	<p>The PCWIN Director is described as having a policy making role only. Responsibility for the O&M functions shifts to the Pima County Information Technology Department. The Director's role is limited to administrative support. Specific responsibilities will include</p>

<p>the language that need to be approved by the committee as specific responsibilities have not been defined by the committee.</p>		<p>recommending an annual budget, expenditure oversight, and financial reporting. The Director will be a liaison between the Information Technology Department and the end user clients.</p>
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Sustainability Fixed Equipment Lifecycle Replacement Strategy

Issue/Action Taken	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
<p>Sustainability Fixed Equipment Lifecycle Replacement Strategy</p> <p>Made sustainability a separate sub-section.</p> <p>Included a description of the previously defined solution and the reason for the change.</p> <p>Added that the EMC will evaluate and refine further.</p> <p>Added goal for a resilient long term financial solution.</p>	<p>The plan described a requirement for depositing funds for future fixed equipment lifecycle replacement. The fixed equipment lifecycle replacement costs were included as one cost element that made up the projected monthly subscriber fee. The replacement costs projected accounted for \$31.60 of the \$63.00 per unit/month cost. See the Radio Systems Financial Strategy Section.</p> <p>This methodology would have the effect of transferring what are typically grant or capital improvement project costs to the general fund budgets of many of the participating departments.</p>	<p>The sustainability plan would rely on future bond initiatives to fund fixed equipment lifecycle replacement. There would no longer be a requirement for a sinking fund for this purpose. Revised projections based on actual contract pricing indicates an associated cost for a fixed equipment 15-year lifecycle replacement plan would add an additional \$19.61 per unit/month on top of the monthly unit cost of \$40.62 projected for O&M related expenses.</p> <p>The plan is subject to future voter approval.</p>

Subscriber Needs

Issue/Action Taken	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
<p>Subscriber Needs</p> <p>Subscriber survey was distributed to all public safety agencies. Those who failed to meet the deadline were re-contacted.</p> <p>11 Fire agencies responded 9 Police agencies responded TAA withdrew participation</p> <p>Figure 18 was updated to reflect the reported</p>	<p>See the Radio Systems Financial Strategy Section.</p>	<p>The number of subscribers required by each department were last updated in January 2008. The proposed Business Plan revision assumes the quantities reported in 2008 are still valid. If not, the participation ratio and costs projected will require adjustment.</p> <p>It has been proposed that the numbers be updated prior to publication of the revised Business Plan.</p>

changes. Changes are also reflected in staffing analysis and monthly per unit costs.		
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The Committee directed Staff to send out surveys to each participating agency, giving two (2) weeks for agencies to update their subscriber numbers for the Business Plan. Twenty agencies responded. Staff will assume the previous numbers are valid for agencies who did not respond. Analysis was updated in the document, which showed a decrease of approximately 400 units.

Projected costs were **not** changed in the Business Plan. These numbers may fluctuate between now and the time the equipment is ordered, where additional changes may occur.

Termination/Withdrawal

Issue/Action Taken	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
Termination/Withdrawal Changed to "shall".	The plan stated that voluntary withdrawal "should" be contingent upon... See the Governance, Sustainability and Support Section.	It has been proposed that the word "should" be changed to "may." An alternate proposal would be to change the word to "shall."

Maintenance

Issue/Action Taken	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
Maintenance Language added to the introduction and from the By-Laws provide the latitude for the EMC to revise maintenance plans going forward. The Radio Systems Technical & Operational Support section establishes very high level requirements for: 1) Centrally managed maintenance operation 2) Providing opportunities for qualified employees from participating	A centrally managed maintenance operation is to be formed to support fixed equipment, dispatch consoles, and subscriber equipment.	A centrally managed maintenance operation is to be formed to support fixed equipment, dispatch consoles, and subscriber equipment. The City of Tucson wishes to explore other options.

<p>agencies to be involved in the maintenance operations</p> <p>3) IGA's for assignment of staff to maintenance operations</p> <p>4) Service level agreement requirement</p> <p>5) Specifications for subscriber maintenance</p> <p>6) On-site maintenance for dispatch consoles</p>		
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Expectations for Tower Lease Costs

Issue/Action Taken	PCWIN Business Plan Nov. 2007	Proposed Modification Nov. 2009
<p>Expectations for Tower Lease Costs</p> <p>Updated sites in Figure 17 to reflect changes emerging from the detail design process.</p> <p>Revised language on Leases & Utilities section.</p>	<p>The plan states, "PCWIN expects to pay reasonable building and tower lease fees for use of other agency assets. These costs will become part of the annual PCWIN budget. Lease agreements will be negotiated with individual agencies."</p>	<p>The language is unchanged from the original Business Plan. However, the County desires to negotiate no cost leases for use of facilities owned by other participant agencies. This would further the expectation that agencies possessing assets to be reused in the system contribute those assets for no capital or recurring costs.</p>

There were for four (4) dispatch consoles allocated to the Tucson Airport Authority (TAA). In the process of reviewing Figure 17, console needs for the Pima County Adult Detention Center (PCADC) were not previously met. With TAA's withdrawal, those consoles have been reallocated to the PCADC, which will not increase project costs.

Direction to Staff

Staff recommends the Committee approve the publication of the Business Plan. Following the last meeting, language was added in the Governance section and the Executive Summary, stating that this publication remains a living document.

Chief Villaseñor states that this document is a very good base to start from, and stresses the need to revisit issues as they arise. Captain Wilson reiterates that the Business Plan is a living document and can be revisited as the project moves forward.

Motion

Chief Piechura moves to approve the Business Plan as a living document, and authorizes its publication. Chief Villaseñor seconds the motion. The motion unanimously carries.

Materials provided: Draft PCWIN Business Plan (redlined version), October 2009. Business Plan Matrix handout, December 2009.

XII. New Business, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers to the Committee for New Business. He receives no response.

XIII. Call to the Public

Captain Wilson 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, January 28, 2010, at 9:00 AM

Pima County Sheriff's Department

Administration Building, 3rd Floor, Sheriff's Operations Center

1750 E. Benson Highway, Tucson

XV. Adjournment

Captain Wilson asks for a motion for adjournment. Chief Kelly moves to adjourn the meeting. Deputy Chief Stevens seconds the motion. Motion is unanimously carries.

Meeting adjourns at 10:53 a.m.

Minutes prepared by: Catherine Hanna