

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

Pima County Administration Building
Board of Supervisors Hearing Room
130 W. Congress, 1st Floor
Thursday, March 26, 2009
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the March 26, 2009 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:05 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 Patrick Kelly, Tucson Fire Department
Deputy Chief Larry Stevens, Oro Valley Police Department (*Alternate*)
Captain Kevin Mayhew, Tucson Police Department (*Alternate*)
Lieutenant Charles Hangartner, Tohono O'odham Police Department (*Alternate*)
Mr. Bill Glasner, Pima County OEM & Homeland Security (*Alternate*)

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Jeff Piechura, Northwest Fire District
Chief Terry Tometich, Marana Police Department
Chief Joseph Delgado, Tohono O'odham Police Department
Acting Chief Kermit Miller, Tucson Police Department
Chief Daniel Sharp, Oro Valley Police Department
Mr. Dennis Douglas, Pima County OEM & Homeland Security

Others Present

Gary Bynum, Drexel Heights Fire District	Paul Punske, Motorola
Carl Drescher, City of Tucson	Patrick Quinn, Tucson Fire Department
Joe Jakoby, City of Tucson IT	Mike Sacco, Pima County Sheriff's Dept
Jim Long, Northwest Fire District	Larry Sayers, Pima County Wireless Services
John Moffatt, County Administrator's Office	Michael Todd, GITA

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

Captain Wilson proposes approval of the minutes for the February 12, 2009, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Chief Kelly seconds the motion. Motion unanimously carries.

Materials provided: EMC summaries dated February 12, 2009.

III. Committee Appointments
Captain Paul Wilson, Pima County Sheriff's Department

The City of Tucson has requested that the Committee consider one (1) nomination for the Technical Committee:

- Mr. Mike Bullock, on behalf of the General Services Department, for the City of Tucson, replacing Mr. Greg Lugo.

The Committee considers three (3) additional nominations for the User Committee. Nominees were nominated by their department executives.

- Lt. Roberto Jimenez, of the Marana Police Department, replacing Lt. Paul Ashcraft.
- Mr. Jim Long, of the Northwest Fire District, replacing Battalion Chief Doug Emans.
- Chief David Tibbett, of the Ajo/Gibson Volunteer Fire District, replacing Chief Jim Bush (deceased).

Chief Chappell motions to accept the User and Technical Committee nominations as recommended. Chief Kelly seconds the motion. Motion unanimously carries.

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

Project Status Report

On March 16, 2009, the PCWIN Project Status Report was distributed to agency executives, officials, and representatives in an effort to keep participants up-to-date on the project's status. Subsequent reports will be distributed monthly, via email, to improve update communications between the Staff Office and individual departments.

Captain Wilson highlights key project activities for the Committee.

Voice Radio Systems

On March 13, 2009, a Notice of Recommendation for Award of voice radio contract was made to the proposing vendors. On March 17, 2009, Staff met with representatives of the second ranked vendor to review the procurement process. The vendor had five (5) days to protest the procurement process, which has since lapsed. No protest was filed. The second ranked vendor was disappointed with the outcome, but complimentary of Staff's planning, RFP, and evaluation processes. Consideration for award of contract will go to the Board of Supervisors on April 7, 2009.

Captain Wilson strongly encourages uniformed representatives to attend the April 7th Board of Supervisors meeting, as a show of support for the project.

Connectivity RFP #090149

The RFP was completed and released to seven (7) pre-qualified vendors on March 19, 2009. The Pre-proposal conference is scheduled for April 6, 2009. Site visits will immediately follow the conference. Connectivity proposals are due no-later-than May 13, 2009, where proposal evaluations will begin.

Enabling Priorities

- Contract negotiations
- Business Plan Update
- Asset reutilization agreements (use of existing antenna sites & technology)
- IGA's
- Master site construction (22nd Street)

Project Master Schedule

When AECOM's contract was extended, part of their scope of work was to create a master project schedule for the project. AECOM does not have the resources to create the schedule in a timely manner, so Staff will solicit services from Pinnacle One to assist in that effort. Pinnacle One is a construction project management firm, already contracted to the County. Mr. Tony Casella, PCWIN Project Manager, has completed a scope of work for Pinnacle One to produce the master schedule. This would not be an additional expense to the project, as the expenses are already accounted for under the consultant services. Captain Wilson does not expect AECOM's lack of resources to affect the project. If Pinnacle can assist with the master schedule, it benefits the project, as they are out of the Phoenix area; much closer to assist Staff, if needed.

Assistant Project Manager

The job specification for the position is complete. Advertising language is being reviewed, and Staff has identified several publications and web resources appropriate for advertising with their associated costs. The targeted hiring date is July 1, 2009.

City of Tucson IGA with Pima County (\$50,000)

On March 17, 2009, the Board of Supervisors approved Resolution No. 2009-37, approving an IGA with the City of Tucson (previously approved and signed by the City Council), to provide architectural design review services associated with renovations of TOPSC for the PCWIN project. Bond funded, contract amount not-to-exceed \$50,000.

PCWIN Tactical Interoperable Communications Plan (TICP)

Lt. Sacco explains that the TICP project is progressing. A second draft will be presented to the User and Technical Committees at their March 31st meeting, and a final draft is anticipated in April 2009.

In February 2009, AECOM met with all the stakeholders, including state and federal agencies, to gather information on each agency's interoperable communications policies and capabilities to incorporate in the final TICP. Unfortunately, less than half of the worksheets were returned. Staff will re-contact agencies who have not returned their information to solicit more feedback.

AECOM will return to Pima County in April to begin discussions on the Standard Operating Procedures document, which will focus on the day-to-day procedures of PCWIN. Staff received a \$194,000 grant to hire consulting services to write a TICP, and establish standard operating procedure templates (SOP). This grant expires in August 2009, although anticipated completion is targeted for July 2009.

Captain Wilson refers the Committee to several handouts of interest. He explains that County Administrator Huckelberry was complimentary of the project in his memorandum to the Board of Supervisors. Captain Wilson credits the Committees, and support representatives who have assisted in the project.

Staff revised some of the cost elements based on additional information given at the February 12th EMC meeting. Those revisions are reflected in Sheriff's Dupnik's letter of Award Contract Recommendation for a Voice Radio System to County Procurement.

Materials provided: Printed email from AECOM to Lt. Sacco, regarding a status report on the TICP, dated March 25, 2009; Memorandum from County Administrator C.H. Huckelberry to the Board of Supervisors reference Public Safety Interoperable Communications System, dated March 13, 2009; PCWIN letter to Ms. Nina Schatz, of Pima County Procurement, from Sheriff Dupnik, regarding the Recommendation for Voice Radio System Contract Award, dated March 3, 2009.

V. Voice Radio – Public Works Participation Captain Paul Wilson, Pima County Sheriff's Department

County and City representatives were forwarded information regarding public works participation in the project. In 2007, Staff took the cost analysis in the Business Plan and added the public works users to determine the impact to the individual per unit, monthly maintenance recovery fees.

Staff noted a 16% reduction to the public safety agencies. If a purchase of subscriber equipment were committed in the early part of the contract to meet these agencies needs, there would be a significant cost savings to those agencies. Staff has asked the City and County representatives to provide feedback on this matter before initial contract negotiations.

**VI. RECOC Programming Phase – Status Report
Captain Paul Wilson, Pima County Sheriff’s Department**

Durrant + Smithgroup have completed their Tier One Programming services for RECOC. Durrant was asked to review three (3) concepts:

- Two (2) facility concept
- Single facility with an unmanned back-up
- Single facility with no back-up

Building evaluations were complete and the EMC voted to proceed with the single facility at 22nd Street, and explore options on how to handle the back-up services.

Concept A

Concept A (Thomas O. Price Service Center) was removed from consideration by the EMC due to the evaluation of Thomas Price and its inability to meet the “essential requirements” of the new building codes.

Concept B

Concept B includes a single facility (RECOC) with back-up capability at the TOPSC. There were concerns on whether TOPSC could be used as an unmanned back-up facility. Mr. Jessie Sanders, Deputy Director and Acting Building Official for the City of Tucson, deemed the Thomas O. Price Service Center (TOPSC) an Occupancy Level II, making it possible to conduct tenant renovations without having to meet the essential building requirements. This would reduce the cost in preparing the TOPSC for that purpose.

Concept B1

Durrant was asked to provide a cost element for RECOC and include an unmanned back-up facility at a future destination to be identified, assuming the land is already owned by the City or the County.

Concept C

Concept C included a single facility (RECOC) with no back-up facility planned.

Within the initial bond implementation plan, estimates concluded the need for a building with 50,000 square feet. Throughout the programming phase, Staff identified a need for approximately 67,000 square feet, resulting in an increase of cost. Growth projections are anticipated to increase the square footage to 78,000. The Programming Team decided to base the projections for growth to the population growth estimates.

Programming Site Options

Captain Wilson provides an overview of the Site Options to the Committee.

Chief Kelly asks when a site option will be determined. Captain Wilson explains that participating agencies will determine how to move forward with the schematic design. Participating agencies were given a March 27th deadline to provide their feedback, to include, their commitment or objection to the proposed options. The City of Tucson's feedback remains outstanding and is anticipated March 27th.

Chief Kelly explains that he's seen a draft of the City's letter, and determines that the City is not in support of Option III (combined operations floor), although they do support Options I or II. He explains that there are security and legal issues between law enforcement and fire disciplines that precludes them from working in a single space.

Captain Wilson hopes that the future tenants determine the most suitable option for their needs, and not the EMC. He adds that the County strongly supports an open floor plan because it provides the most flexible use of the space for future growth. Architecturally, it allows for better HVAC, lighting, and future relocation capabilities.

Chief Kelly explains that operations requirements take precedence over architecture. If entities can't work in an environment that's secure, private, and safe, then it allows for a miserable working environment.

Captain Wilson continues with reviewing costing requirements for the Committee.

Staff continues to work with Durrant regarding back-up services, and will bring their recommendations to the EMC at a future meeting.

Materials provided: PCWIN RECOC Programming Phase – Status Report PowerPoint Presentation, by Captain Wilson, dated March 26, 2009; City of Tucson letter from Deputy Director and Acting Building Official, Mr. Jessie Sanders, to Captain Wilson, regarding the Occupancy Category for Emergency Communications Center, dated March 18, 2009; Pima County Facilities Management letter from Facilities Director Mr. Reid Spaulding, to the Pima County Sheriff's Department, Tucson Police Department, Tucson Fire Department, and the County Fire Districts, dated March 13, 2009.

VII. Cost Estimate and Expenditure Reports
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson refers the Committee to the Cost Estimate handout regarding project cost estimates, and expenditures.

The PCWIN cost estimates reflects the not-to-exceed contract amount, and cost elements in the voice radio vendor's contract proposal sent to the Board of Supervisors. Captain Wilson included ECC/EOC cost elements, and grant funding totals into the cost estimate spreadsheet. The project has a budget shortfall of \$3.5M. These costs *do not* account for construction, furniture, fixtures, and equipment for a potential back-up facility.

Materials provided: PCWIN Project Summary Cost Estimate, dated March 19, 2009; SCOMMS and SCOMOC Cost Expenditures, dated March 23, 2009.

VIII. Grant Funding Updates
Captain Paul Wilson, Pima County Sheriff's Department
Lieutenant Mike Sacco, Pima County Sheriff's Department

2009 State Homeland Security Grant Program (SHSGP)

Staff applied for \$438,000, which will purchase two (2) microwave links for the project. Lt. Sacco anticipates that PCWIN will receive half of the amount requested. Captain Wilson was under the impression that the RAC approved the entire amount, and Mr. Glasner (EOC) will confirm.

FY 2010 Appropriations Bill

Congresswoman Gifford's office submitted an appropriations recommendation for \$200,000 to support subscriber equipment costs. The item was contained in the Omnibus Appropriations Bill signed by the President. We expect to receive an application for the funding later this calendar year, and no match is necessary to receive the funding.

2009 UASI Grant

Staff submitted an application for \$2.4M to support microwave connectivity projects. The Tucson UASI Steering Committee has committed to support an award of \$1.7M. Additional funding may be available. Final award notices are not expected until later this calendar year. No match is necessary to receive the funding.

2006 COPS Technology

Grant for \$246,807 was approved by the COPS Office to install 9-1-1 fiber into the 22nd Street facility. Once the Board of Supervisors provides approval to receive those funds, the grant can be closed. No match was needed for these funds.

2009 Assistance to Firefighters Grant

During the February 12, 2009 EMC meeting, Division Chief Bynum requested Staff discuss and consider submitting an application for funding to assist PCWIN fire disciplines. Division Chief Bynum will research the grant website for application information, which is anticipated in the spring. Fire disciplines are seeking funding for facilities under the Stimulus Package. Division Chief Bynum will forward a memorandum to the Staff Office with the necessary data to include in the application.

IX. Business Plan Update Captain Paul Wilson, Pima County Sheriff's Department

The PCWIN Business Plan will soon be updated to reflect the anticipated annual/monthly, per unit cost for maintenance, and lifecycle replacement cost for fixed and non-fixed equipment.

Information in the original publication detailed the radio system and dispatch center planning. Captain Wilson recommends that the updated document focus be forward looking. He suggests modifying the goals and objectives, and removing the mobile data/AVL components. Additionally, Captain Wilson suggests that Staff revise the cost estimates and distribute that information to the participating agencies before updating the entire document, so agencies can review the cost impact and make decisions on future reuse of assets.

Chief Kelly suggests that the revised Business Plan publications reflect project operation details, rather than project conceptual information.

Captain Wilson encourages feedback from the Committee and asks that suggestions be emailed to him for review. Staff will provide an updated document for EMC adoption once complete.

X. New Fire Districts Captain Paul Wilson, Pima County Sheriff's Department

When the Bond Election was introduced in 2004, it included all fire districts that provided direct service to Pima County, and included volunteer fire departments. Since that time, a new fire district has been formed.

Mescal-J6 Fire District

The Mescal-J6 Fire District straddles the Pima and Cochise County lines. The district directly provides fire suppression and emergency medical services, and has experienced coverage problems in both counties. Mescal-J6 is not looking for PCWIN to solve their problems, but the Committee should be aware of this new district. The PCWIN office has been contacted regarding future interoperability opportunities, and Staff will continue to research the district's interoperability concerns and make appropriate follow up recommendations.

Mountain Vista Fire District

The Arizona Daily Star reports the Mountain Vista Fire District recently merged the small fire districts of Heritage Hills, North Ranch/Linda Vista and La Canada. The district currently contracts with Rural Metro for fire protection services. Oro Valley residents in the Suffolk Hills subdivision are seeking annexation by the district instead of Golder Ranch Fire District. Mountain Vista wants to build its own fire stations to provide direct service. Future impact to the PCWIN project is unknown, but the Oro Valley Town Council will consider town annexations at the April 1, 2009 meeting. Deputy Chief Stevens will keep Staff updated on the outcome.

Information received suggests that Mountain Vista will use Rural Metro to provide their fire services, so they will not need PCWIN's services.

Committee members suggest the Buy-In Requirements, outlined in the Business Plan, apply to new fire districts.

Materials provided: Arizona Daily Star article, dated February 19, 2009, and an email from Dan Simmons (PCC DPS) to Captain Wilson, dated March 10, 2009.

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

Captain Wilson refers to the Committee for New Business.

Division Chief Bynum recommends further Committee discussion on the Assistance to Firefighters Grant for fire disciplines.

XII. Call to the Public

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

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

Thursday, April 23, 2009, at 9:00 AM
Pima County Sheriff's Department
Administration Building, 3rd Floor, Sheriff's Operations Center
1750 E. Benson Highway, Tucson

XIV. Adjournment

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

Meeting adjourns at 10:07 a.m.

Minutes prepared by: Catherine Hanna