

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, July 22, 2010
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the July 22, 2010 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:10 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Patrick Kelly, Tucson Fire Department
Chief Doug Chappell, Drexel Heights Fire District
Chief Jeff Piechura, Northwest Fire District
Assistant Chief Terry Rozema, Tucson Police Department (*Alternate*)
Commander Jason Larter, Oro Valley Police Department (*Alternate*)
Commander Kevin Haywood, University of Arizona Police Department (*Alternate*)
Lieutenant Charles Hangartner, Tohono O'odham Police Department (*Alternate*)
Mr. Mike Hein, Pima County OEM & Homeland Security

Members Absent

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Chief Roberto Villaseñor, Tucson Police Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Anthony Daykin, University of Arizona Police Department

Others Present

John Bowers, Motorola	Paul Panzica, Pima County Information Technology
Gary Bynum, Drexel Height Fire District	Mike Sacco, Pima County Sheriff's Department
Tony Casella, PC Information Technology	Larry Sayers, Pima County Information Technology
Carl Drescher, City of Tucson	Nicolas Siemsen, Pima County OEM
Joe Jakoby, City of Tucson IT	David Smith, Pima County Information Technology
Pat Joy, Pima County Sheriff's Department	Mike Sumnicht, Motorola
Jim Long, Northwest Fire District	
John Moffatt, PC Office of Strategic Planning	
Joseph Martinez, Tohono O'odham IT	
Robert Padilla, PC Finance & Risk Management	

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

Captain Wilson proposes approval of the minutes for the March 25, 2010, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Assistant Chief Rozema seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated March 25, 2010.

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

Chief Chappell, of the Drexel Heights Fire District, asks the Committee to support a recommendation to the Board of Supervisors to appoint Mr. Steven Campbell as second alternate on the Executive Management Committee, replacing Chief Randy Karrer.

Motion

Chief Piechura motions to accept Drexel Heights' committee appointment. Assistant Chief Rozema seconds the motion. Motion unanimously carries.

Ms. Hanna will prepare the necessary paperwork for Board of Supervisor consideration.

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

Staff has encountered a \$2.5M budget shortfall. The current construction budget and cost estimate was set at \$15.1M. The latest cost estimate for construction is \$700,000 higher, but a portion of this budget will be transferred to the City for renovations to the Thomas Price Service Center (TOPSC). Staff will research options and alternatives to get the budget back on track, and report progress to the Committee.

Design

The EOC facility did not meet the NFPA 1221 setback standards. Additional blast protection will be added to the building to bring it back into compliance.

Due to the budget concerns, the A&E is on hold and awaiting further instruction on how to proceed. While the design documents have achieved the 50% status, additional direction remains on hold.

Staff encountered an electrical service redundancy issue, where additional options had to be researched. Staff decided to keep the single TEP service and have two (2) generators at the facility; one to provide full service, one to use as a back-up. As a result, the UPS design was changed.

Schedule

PECOC is still in the design development phase. Workshop meetings were held on June 16-17. Construction documents are scheduled for completion in December 2010. Construction/Substantial completion is on track for a March 2012 completion date, with furniture, equipment installation, and move-in to follow.

V. Thomas Price Service Center Project Status Report Mr. Carl Drescher, City of Tucson

The City of Tucson (COT) and the County are working to complete the IGA for reimbursement and project milestones for the TOPSC. The County owes the COT a revised version of the IGA documents. A second draft is anticipated once the recommended changes are resolved.

Schedule

The COT is on target to complete the TOPSC expansion by June 2011.

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

The Committee receives an update on various contracts and activities pertaining to the microwave system, frequency sharing, TOPSC renovation, and site acquisition documents.

Contract - Ceragon

Ceragon Networks was the microwave vendor the County contracted with for the microwave network. A complaint was made to the Registrar of Contractors Office, which resulted in the County and Ceragon agreeing to assign the contract to Network Infrastructure Corporation (NIC), who is Ceragon's subcontractor. NIC/Ceragon immediately began work on the detailed design of the microwave system.

Contract – Frequency Sharing Agreement with COT

The agreement would have the COT and Pima County assign spectrum resources to the project, which would describe how those resources would get used and removed from the project in the future, and under what terms and conditions. There is an effort to bundle this agreement with the TOPSC Renovation Agreement and Site Specific Agreements (SSA)/Master Agreement, so final approval can be made as an entire package.

Contract – Thomas Price Service Center Renovation Agreement

This agreement sets forth the terms and conditions for the County to reimburse the COT for renovations to the TOPSC. The COT has prepared a revision to that document and Staff hopes to obtain that early next week.

PCWIN Site Development (SD) Status Report

Please see attached site development worksheet for specific site updates.

Materials provided: PCWIN Site Development Status Spreadsheet, dated July 23, 2010.

VII. Radio System Project Status Report **Mr. Tony Casella, Pima County Information Technology** **Mr. Larry Sayers, Pima County Information Technology**

During the detail design process, several radio sites were modified from those proposed by Motorola, resulting in reduced coverage guarantees. The proposed changes were previously approved by the User and Technical Committees.

The Committee is asked to approve the site changes recommended by Staff, and the User and Technical Committees, as outlined in the presentation. Staff may return to the Committee with recommended changes to Kitt Peak if location modifications occur, but no such changes have been established.

Radio System Project Presentation

Proposed Site Changes

- Valencia Standpipe → Eagle's Nest
- Arivaca North → Ruby Road
- Fraguita Peak → Mildred Peak
- Marana Simulcast → North County Simulcast
- Remove Pima West
- Add Cerro Colorado

New Coverage Guarantee for All Sectors

- Sector 5 & 7 (Ajo/Sells area)
 - Sector 5 (outdoor) decreased from 95% to 94%
 - Sector 5 (in building) decreased from 95% to 92.5%
 - Sector 7 (outdoor) decreased from 95% to 93.5%
 - Sector 7 (in building) decreased from 95% to 91.5%
- Sector 8 (Eastern PC)
 - Sector 8 (outdoor) decreased from 95% to 94%
- Sector 11 (Western PC)
 - Sector 11 (outdoor) decreased from 95% to 91%
 - Sector 11 (in building) decreased from 95% to 91%

Motion

Staff seeks a motion to accept the recommended site changes, and include the subsequent coverage guarantee reduction in Motorola's contract. Assistant Chief Rozema motions to approve Staff's recommendations. Chief Chappell seconds the motion. Motion unanimously carries.

Budget Expenditures

The Committee refers to their Budget Expenditure spreadsheets for project budget updates.

Staff identified areas where expenditures are expected. Items were reduced in AECOM's contract, which provided a cost savings of \$550,000. Those savings were moved to the Contingency section.

As Staff completes DDR, cost adjustments to microwave and voice radio may be necessary.

Under Site Development, there are a number of expenditures (labor, general contractor, consultant) needed to acquire the necessary sites. As those expenses occur, funds are taken from the Contingency section and moved into the Site Development section.

Materials provided: PCWIN EMC Project Status Report, dated July 23, 2010; SCOMMS – Regional Communications System Summary Budget Expenditure Report, dated July 13, 2010; SCOMOC – Regional Emergency Communications & Operations Center Summary Budget Expenditure Report, dated July 9, 2010.

VIII. AECOM RaCE Coverage Evaluator Testing Proposal Mr. Tony Casella, Pima County Information Technology

Staff had intended to discuss an alternative coverage testing proposal, although Captain Wilson seeks a motion to table this item to a future meeting, as Motorola has not agreed to this particular form of testing.

Motion

Chief Piechura motions to table this item. Captain Wilson seconds the motion. Motion unanimously carries.

IX. Site Development Preparations Mr. Tony Casella, Pima County Information Technology

Site Development Preparations Presentation

SD JOC Process

- Pre-Qualification
- Award
 - International (Tucson)
 - Patriot (Phoenix)
 - Global (Washington)
- Quote Package for Contractor
- Contractor Quotes
 - Equation based; non-subjective

Chief Piechura asked if there was a screening process to prohibit the three (3) selected vendors from colluding during the site development process. Dr. Moffatt explained that the policy exists in the Procurement rules, although unsure if it's outlined in the contract.

Materials provided: PCWIN Site Development Preparations Presentation, dated July 23, 2010.

X. Microwave System Project Status Report
Mr. Tony Casella, Pima County Information Technology

Microwave System Project Status Presentation

- Detail Design is 50% complete
- Initial site surveys with flash testing complete
- Tower height and dish placements confirmed for 95% of sites
- Comprehensive site/path studies scheduled for the next 5 weeks
- DDR Presentation scheduled for September 16, 2010

Network System Project Status Presentation

- Cisco SONET equipment ordered & received
- 90% of equipment purchased with grants
- Equipment has been staged per Site Code

Materials provided: PCWIN Microwave System Project Status Presentation, dated July 23, 2010.

XI. Master Project Schedule
Mr. David Smith, Pima County Information Technology

Master Project Schedule Presentation

Master Project Schedule (MIPS)

- Guides the project
- Allows for proper planning
- Gauges implementation scenarios success
- Does not necessarily represent the actual build plan

Group Implementation - Example of Sites

PCWIN Key Dates

- Site Development – August 2010 – August 2012
- Microwave & Network – April 2010 – May 2013
- Voice Radio – October 2009 – April 2014
- Project completion – May 2014

Committee members were provided an FCC News handout for review. The FCC removed their interim deadline for the purchase of narrowband equipment for existing systems, which was supposed to take effect January 1, 2011. The FCC also noted that they expect everyone to narrowband by January 1, 2013.

Materials provided: PCWIN Master Project Schedule Status Presentation, dated July 23, 2010; FCC News article, dated June 30, 2010.

XII. Grant Updates

Lieutenant Mike Sacco, Pima County Sheriff's Department

Three (3) grants have been expended, and used to purchase microwave network equipment.

Grant deadline extensions are anticipated, as they do not fall in line with the master schedule. Lt. Sacco will work with the State for the extensions and expresses confidence in their approval.

Staff received a \$200,000 appropriations request from Congresswoman Giffords' office, and recently completed the formal application.

Additional requests are anticipated through Congresswoman Giffords' office, and the local UASI. The Committee will be updated on grant funding status as they are received.

The \$1.72M UASI grant was originally allocated for microwave purchases, but it will be reprogrammed to purchase fixed network equipment for the radio system. Staff will have to return to the local UASI and obtain permission for those funds to be reprogrammed.

XIII. Drexel Heights Fire District – Assistance to Firefighters Grant Award

Chief Doug Chappell, Drexel Heights Fire District

Division Chief Bynum, of the Drexel Heights Fire District, was tasked with applying for an AFG grant from FEMA to purchase 301 mobile radios and 39 control stations to support the fire agencies within the PCWIN project. The District was awarded \$827,843 in May, with a local match of \$206,960 needed from Pima County bonds.

Prior to Drexel Heights applying for the grant, Staff made notification to the Committee in regards to the 20% local match. Captain Wilson expresses his appreciation to Drexel Heights in their successful effort.

Staff asks for a motion to execute an IGA with the Drexel Heights Fire District to facilitate the purchase of equipment to satisfy the grant award, and to provide the 20% local match (\$206,960).

Motion

Commander Larter motions to accept Staff's recommendations; Chief Kelly seconds the motion. Motion unanimously carries.

The deadline to expend these funds is May 6, 2011, and no extensions will be awarded.

**XIV. U.S. Department of Homeland Security, Office of Emergency Communications, Technical Assistance Program Services
Captain Paul Wilson, Pima County Sheriff's Department**

Staff engaged in technical assistance services from the US Department of Homeland Security through the Office of Emergency Communications, and Dr. Jennifer Hendry was selected to draft a Governance Assessment for the project.

Dr. Hendry has been delayed in providing draft documents to Staff, but she did forward an outline, identifying several issues from the assessment discussions from May 2010. Captain Wilson will provide feedback to Dr. Hendry, who will then draft her recommendations and begin reaching out to individual agency officials for their assessment on the project.

Committee members will review the draft document once completed.

**XV. Discussion – Motorola Presentation for Participating Agencies
Captain Paul Wilson, Pima County Sheriff's Department**

Staff would like a presentation that would involve County and Motorola staff to present to the participant community information on the project's status and system design.

Captain Wilson seeks the Committee's feedback on what the presentation should include. Project staff has found it difficult keeping people informed, but this presentation would give agency executives the opportunity to receive an update on the progress of the project and system development.

The presentation would include a brief synopsis of the planning process; provide a brief overview of the P25 Phase II standard, discuss the difference between trunking and simulcast digital technology, system description and cost, and update participants on the planned system equipment, in addition to equipment demonstrations.

Discussion

Committee members agree that the presentation is a good idea, as it will allow agency executives to visualize how this project will benefit their agencies and communities.

Committee members suggest that Staff spend time discussing how the project is moving forward, as opposed to how it began.

A recommendation was made to include coverage maps or technical analysis, specific to individual agencies, allowing participants to review and ask questions once the presentation is complete.

The presentation is intended for agency users, as it will include confidential design details from Motorola. A separate meeting can be scheduled for agency executives and officials at a later time.

Materials provided: PCWIN Stakeholder Meeting/Motorola DDR Briefing handout.

XVI. Support Staff
Dr. John Moffatt, Pima County Office of Strategic Planning

As the project moves forward, administrative tasks and network development obligations have increased.

The Sheriff's Department has agreed to hire a program specialist to assist the PCWIN Staff Office with project accounting. Additionally, Staff is in the process of hiring a Network Engineer to assist PCWIN Staff with network development in the field. This position will be funded by the Pima County Information Technology Department.

Neither position will be paid out of the bond funds.

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

Captain Wilson refers to the Committee for New Business.

Chief Kelly asks if the new FCC date to narrowband will affect the PCWIN project. Captain Wilson explains that the project will be affected, and encourages participating agencies to come together and approach the FCC with the project's intentions and status, and ask that they consider extending the narrowband deadline date.

XVIII. Call to the Public

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

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

Thursday, August 26, 2010, at 9:00 AM
Pima County Sheriff's Department
Administration Building, 3rd Floor, Sheriff's Operations Center
1750 E. Benson Highway, Tucson

XX. Adjournment

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

Meeting adjourns at 10:37 a.m.

Minutes prepared by: Catherine Hanna