

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

Pima County Sheriff's Department
Administration Building, 3rd Floor
1750 E. Benson Highway
Thursday, December 16, 2010
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the December 16, 2010 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:04 a.m.

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

Members Present

Captain Paul Wilson, Pima County Sheriff's Department (*Alternate*)
Chief Roberto Villaseñor, Tucson Police Department
Chief Jeff Piechura, Northwest Fire District
Commander Kevin Haywood, University of Arizona Police Department (*Alternate*)
Deputy Chief Pat Quinn, Tucson Fire Department (*Alternate*)
Division Chief Gary Bynum, Drexel Heights Fire District (*Alternate*)
Deputy Chief Larry Stevens, Oro Valley 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 Anthony Daykin, University of Arizona Police Department
Chief Doug Chappell, Drexel Heights Fire District
Chief Patrick Kelly, Tucson Fire Department
Chief Joseph Delgado, Tohono O'odham Police Department
Chief Daniel Sharp, Oro Valley Police Department

Others Present

Sharon Allen, Tucson Police Department
John Bowers, Motorola
Frank Brady, RACES
Andrew Clark, GITA
Carl Drescher, City of Tucson IT

Joe Jakoby, City of Tucson IT
Pat Joy, Pima County SD Communications
Robert Padilla, PC Finance & Risk Management
Mike Sacco, Pima County SD

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

Captain Wilson proposes approval of the minutes for the October 28, 2010, Executive Management Committee (EMC) meeting. Chief Piechura moves to approve the minutes and Deputy Chief Stevens seconds the motion. Motion unanimously carries.

Materials provided: EMC summary dated October 28, 2010.

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

Chief Villaseñor asks the Committee to support a recommendation to the Board of Supervisors to appoint Mr. Tony Aeilts as second alternate on the Executive Management Committee.

Motion

Chief Villaseñor motions to accept the committee appointment. Division Chief Bynum seconds the motion. Motion unanimously carries.

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

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

Motorola Contract Amendment

On December 14th, the Board of Supervisors approved an amendment to Motorola's contract, which added special grant conditions and modified the delivery requirements for equipment purchases supported by federal grant funds, modified price and payment terms, and modified the voice system project schedule. Additionally, the Board delegated authority to Mr. John Moffatt to approve modifications to system design, equipment quantities, schedule, and project manager assignment and location on PCWIN's behalf.

Site Development

PCWIN Staff released the job order contract for site development activities at Golder Ranch Fire Station #370. Excavation for the tower foundation has begun. Quotes for site development work have been solicited for Rincon Valley Fire Station, Oro Valley Police Department, Drexel Heights (Eagle's Nest), and Geasa – Marana Library. Initially, PCWIN Staff asked for a discounted quote rate if they were packaged together. Rincon Valley's contract went to the Board for approval, but there was an alternate proposal, from Diamond Ventures, brought to Staff's attention, who shared that information with Rincon Valley staff. This site would work well with PCWIN and no coverage changes would be anticipated. Costs would increase to develop the site, so Staff has contacted Diamond Ventures and has set expectations in regards to the level of financial support that would be required from Diamond Ventures to make implementation costs for a

relocation cost neutral to the project, and to match any revenues projected for the project and Rincon Valley Fire District over the life of the project.

The Board approved the IGA with Rincon Valley Fire, and tentatively approved the IGA with AT&T, giving PCWIN direction to work out an alternate arrangement with Diamond Ventures, no later than January 3, 2011. If Diamond does not agree to County's terms, PCWIN will proceed with the construction of the original plan and agreements presented to the Board.

Site Development – Confidence Peak and Haystack Mountain

Staff is working on alternative plans on Confidence Peak and Haystack Mountain. TEP has cut off negotiations with the County on the use of those two (2) sites.

Staff has identified an El Paso Gas (EPG) facility on at Haystack as an alternative to the TEP site, and discussions have already begun to possibly co-locate in the EPG facility.

Staff has not found a viable alternative to the TEP Confidence Peak site that would not result in coverage changes, or significant site development costs. Agenda item #VIII will allow the Committee to discuss and consider appealing to TEP to re-engage PCWIN on the Confidence Peak site.

Site Development – Ruby Road

PCWIN Staff is exploring going back to the Arivaca North site in Motorola's original proposal for Ruby Road. Although the US Department of Homeland Security is interested in having PCWIN co-locate at their site, there have been long-standing issues in dealing with Arizona State Land Department (ASLD) in obtaining the sub-lease agreements in place to proceed. Additionally, PCWIN would have to construct a new tower, so it makes more sense to relocate the site to the Arivaca North site. Updates will be given at a future meeting.

Kitt Peak

PCWIN Staff will meet with the Schuk Toak District Council and give them an introductory presentation on the project's status on December 18th. PCWIN Staff has worked with the astronomers at the Kitt Peak Observatory (KPO) on technical solutions for the use of Kitt Peak. The astronomers who operate the radio telescopes are close to an agreement with the County. The County will have to present their technical solution to the Schuk Toak District for discussion and approval.

V. Microwave System Project Status Report Paul Wilson, Pima County Sheriff's Department

Staff continues to work with NIC and Ceragon on the detailed design. They are very close to completing the DDR process, and are putting together a spreadsheet which will outline the cost differences resulting from the site changes. These changes will be brought back to the Committee and the Board of Supervisors for approval, as PCWIN Staff anticipates cost increases.

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

PECOB Budget

The consultants cost estimate at the end of detailed design phase led the architects to come up with some scope reductions to reduce the building and site costs. None of the design changes affect the operations needs.

The project is approximately \$200,000 over the PCWIN project budget, so Durrant has been given direction to seek additional cost reductions and add alternates for consideration for our bids. PCWIN is seeking grant fund opportunities for some equipment purchases for the building.

The schedule has slipped by approximately one (1) month. Durrant was given a Notice to Proceed (NTP) on the construction document phase on November 19th, and is scheduled to be complete by April 2011. Building construction will begin in July 2011, and will take approximately 11 months to complete, with furniture and dispatch installation to follow. Office furniture, dispatch console furniture, and AV equipment will be bid separately. Bidding separately will allow the County to apply for grant funds.

TOPSC Renovations IGA

The City of Tucson's IGA for TOPSC renovations is currently under review. The County continues to gather budgetary information from the City, as well as, their CIP Charter, which will help define the description of the project and budget needs for the next fiscal year.

PECOB Policy Development

Policy Development Meetings for PECOC have been held regularly and are making progress. On-going active participation has been observed, although attendance from the General Services Department (GSD) has declined in recent meetings, possibly due to their representative moving to another job. The County continues to engage GSD's participation.

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

City of Tucson Master Site Sharing Agreement

County and the COT waits for legal staff to review and give their support on the agreement.

City/County Network Sharing Agreement – Site Specific Agreement

There is an existing agreement between the COT and Pima County, which permits the sharing of each other's fiber networks. The agreement further requires that we execute site specific agreements. This IGA will be used as a method to enable the network sharing for the PCWIN project, as well. A draft will be created and sent to the COT for consideration. It needs make provisions for sharing Sonet microwave networks, software installation services for the COT, and the transfer of hardware components.

Site Acquisition Agreements

Tumamoc Hill

On December 7, 2010, the COT City Council passed a resolution in support of the Tumamoc Consolidation Plan. The next step is to take the support from the Board of Supervisors, City Council, and the Tohono O'odham Nation & Four Southern Tribes and present it to the University of Arizona Cultural Committee. This Committee will consider their endorsement of the Plan before it goes to President Shelton for his approval. President Shelton has given every indication that he intends to honor the Plan, following the Board of Supervisors meeting on December 7th, where he stated that the University does not have any plans to further restrict public access to Tumamoc.

Once the Cultural Committee reviews the Plan, the Dean will review and sign the document. Once signed, the President is expected to provide his approval. Before construction can begin, PCWIN Staff will have to present the plans to the Arizona State Museum, seeking their approval of the site location.

City of Tucson Sites

County and COT representatives are in the process of scheduling a meeting to finish the details on the site specific agreements for their five (5) sites. Site specific agreements have been drafted for four (4) of the sites. The SOW and cost arrangements for the TOPSC will also be discussed.

Oro Valley Site Specific Agreement

On December 7th, the Board of Supervisors approved the amendment to the OVPD site specific agreement. The site is ready to build, although PCWIN Staff will hold off on awarding the contract until the issues with the Rincon Valley Fire District site are resolved.

VIII. Tucson Electric Power Site Sharing Agreement

Dr. John Moffatt, Pima County Office of Strategic Technology Planning

The County had hoped to use existing tower sites for the PCWIN system. County entered into discussions for Haystack Mountain and Confidence Peak approximately 18 months ago.

County staff has worked with technical, real estate and legal staff of Tucson Electric Power Company to agree upon a scope of work for use of TEP's Haystack and Confidence Peak sites. Although the County has an existing site sharing agreement with TEP, it does not provide a long term commitment for use of their sites and did not contain sufficient detail to support the scope of facilities improvements required at these sites. County suggested substituting the PCWIN Master Site Sharing Agreement language for the current agreement. When these issues were elevated to senior management within TEP for approval, the company expressed objection to a future site sharing arrangement based on factors unrelated to the PCWIN project.

During the October 28th EMC meeting, Staff discussed the idea of drafting a letter from the Committee to the Unisource Energy Chairman. Staff created a draft letter for EMC consideration and signature, once approved.

Recommendation

Staff recommends that the Committee send a letter to TEP seeking reconsideration of a site sharing agreement to permit PCWIN use of the TEP Confidence Peak site for 20 years in furtherance of public safety and interoperability between public safety responders and TEP field personnel. Chief's signatures are requested.

Committee members discussed the content of the draft letter. Members recommended the letter be amended to indicate our desire to continue to work with TEP on use of the Confidence Peak and Haystack sites, and that the letter be copied to the chair of the elected bodies represented by each of the members.

Motion

Chief Piechura makes a motion to send the letter, as amended, to Unisource Energy Corporation for their review and consideration. Division Chief Bynum seconds the motion. Motion unanimously carries.

Staff will revise the letter, and Ms. Hanna will seek signatures from agency chiefs.

Materials provided: Draft letter to Mr. Paul Bonavia, Chairman of Unisource Energy Corporation, dated December 16, 2010.

IX. City of Tucson Frequency Sharing Agreement Dr. John Moffatt, Pima County Office of Strategic Technology Planning

Commitment and sustainability of the PCWIN system for the next 20 years is imperative. It is important that agreements are put into place to that will enable County to sustain the system for its expected lifecycle.

Discussions about a Frequency Sharing Agreement with the COT have been positive. Chief Villaseñor explains that it's difficult to give up ownership of assets, which has been an issue with the COT and the County surrounding these agreements. He adds that it's time to resolve these issues and move forward. The COT commits to signing on to the 20-year commitment for sharing frequencies, as was requested by the County.

The COT understands that they will maintain ownership, and will commit themselves through an IGA.

Dr. Moffatt and Captain Wilson express their appreciation to Chief Villaseñor for his commitment, on behalf of the COT. It's understandable that agencies have a difficult time sharing resources, and Captain Wilson compliments the City's stance on this issue. Both entities will continue to maintain their licensing of contributed frequencies. Each jurisdiction will commit use of their frequencies for a minimum of 20-years. COT and County's commitments provide a solid foundation for a sustainable system for its 20-year lifecycle.

Materials provided: Draft IGA between Pima County and City of Tucson for Frequency Sharing for PCWIN, dated November 5, 2010.

X. City of Tucson Site Specific Agreement

Dr. John Moffatt, Pima County Office of Strategic Technology Planning

As the project moves forward, a goal to the County is to keep the operating costs on a cost per radio/per month, at a minimum. As contracts have been negotiated, the County has consistently supported terms where the other jurisdiction pays for electric utility service to support the PCWN equipment if the project is providing site improvements that result in revenue opportunities for the other jurisdiction.

Language in the County agreements has stipulated specific details in regards to revenue sharing for each entity. Dr. Moffatt wanted the Committee aware of the County's strategy when negotiating these agreements.

Staff sought direction from the Committee on how to move forward with agreements with the City of Tucson that were expected to result in terms for utility expenses different than those negotiated with all other government property owners.

Motion

Division Chief Quinn makes a motion to table this item until the COT Administration has a clear understanding as to the direction the City Manager would like to take on this matter. Captain Wilson seconds the motion. Motion unanimously carries.

XI. Grant Updates

Lieutenant Mike Sacco, Pima County Sheriff's Department

2010 Interoperable Emergency Communications Grant – PCWIN Governance Support and Operational Procedures

Grant award for \$156,000 to hire a consultant to re-write applicable documents to accurately describe current PCWIN governance, in addition to writing standard operating procedures.

USDHS – FY10 Urban Area Security Initiative (UASI)

A contract was recently completed with the Board of Supervisors and the State for \$900,000 for subscriber equipment. Staff will work on extensions to this grant, as it has a one (1) year spending deadline.

USDHS – 2010 State Homeland Security Grant Program (SHSGP)

A contract was recently complete with the Board of Supervisors and the State for \$50,000 for subscriber equipment. Staff will work on extensions to this grant, as well, as it has a one (1) year spending deadline.

Motorola and PCWIN staff is aware of the deadline dates for these grants, and is assisting Staff with ordering equipment ahead of time to make sure we are complying with the deadlines. Some deadlines are approaching fast, and equipment orders are anticipated. Staff will ask for extensions to several grants and will keep the EMC apprised of future updates.

Subscriber equipment being purchased with the AFFG grant, awarded to Drexel Heights, has been ordered. There is a mid-January 2011 deadline date for the PSIC grant, totaling \$5M-\$6M worth of infrastructure to be ordered. The deadline will be met.

Omnibus Appropriations Bill

Congresswoman Giffords Office is moving forward with an additional earmark request for PCWIN, totaling \$200,000. Her office reported that the Senate version of the Omnibus Appropriations Bill contained an earmark for the PCWIN project. The congresswoman's office will continue to provide updates.

Pima County recently lost a good friend and co-worker who was instrumental in helping the PCWIN project gain funding through earmarks from Congressional Offices. Art Chapa, Pima County Lobbyist, passed away unexpectedly, and he will be sorely missed.

XII. PCWIN Governance Captain Paul Wilson, Pima County Sheriff's Department

Staff is seeking volunteers to assist with preparing selection criteria for a consultant to assist with governance development. The IECPG grant award will allow Staff to hire a consultant to re-write applicable documents to accurately describe current PCWIN governance, in addition to writing standard operating procedures.

PCWIN was awarded technical assistance services by way of an evaluation of our governance process. Agency representatives met with Dr. Jennifer Hendry, who then created a report based on the feedback received at the meetings. A draft report was prepared, however PCWIN staff failed to provide any feedback. The final report was published without Staff input. The report is being distributed to the committee members for their reference as we engage a consultant to follow up on the services provided by the USDHS Office of Emergency Communications

The next step is to make use of the IECPG grant for \$156,000, which will be spent on consultant services to mature our governance process. Staff must prepare a scope of work (SOW) for the consultant to define the qualifications and project deliverables, so Staff can work with Pima County Procurement to obtain professional services.

Additionally, Staff needs to identify known consultants who should be considered for this process.

Staff seeks volunteers to assist with developing an SOW and also provide names of consultants for consideration on a future contract.

Chief Piechura and Deputy Chief Quinn volunteered to assist in this effort.

Staff will engage other agencies during this process through facilitated meetings, where they can share information and gather additional input to incorporate into a final report.

Materials provided: PCWIN Communications Interoperability Governance Assessment Report, dated November 2010.

XIII. Narrowbanding Update

Captain Paul Wilson, Pima County Sheriff's Department

The Committee has given direction to Staff to put together a regional appeal to the FCC to delay the narrowband requirements on behalf of the agency participants in the project, who are impacted by this requirement. The Committee does not have authority to act on behalf of licensees, but gathering support as a group may help.

Staff is seeking technical support to assist with this request. Division Chief Bynum, Mr. Joe Jakoby (COT) , and Mr. Andy Smith (Golder Ranch FD) have been volunteered to assist.

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

Captain Wilson refers to the Committee for New Business.

- Chief Piechura suggests the EMC re-engage the Town of Marana in joining the PCWIN system. Assistant Chief Rozema will take over as Chief of Police for the Marana Police Department, and following discussions with Chief Villaseñor, the Marana Community may have an interest in an open dialogue. Before Marana could join the system, there would have to be an interest among the Town Council and their Town Administrator; secondly, their buy-in will be a challenge, given that PCWIN funds for Marana subscribers have shifted because of the site and system design changes necessitated by Marana's withdrawal from the project.
- Annual financial report

XV. Call to the Public

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

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

Thursday, January 27, 2011, at 9:00 AM

Pima County Sheriff's Department

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

1750 E. Benson Highway, Tucson

XVII. Adjournment

Captain Wilson asks for a motion for adjournment. Division Chief Bynum moves to adjourn the meeting. Chief Villaseñor seconds the motion. Motion is unanimously carries.

Meeting adjourns at 10:11 a.m.

Minutes prepared by: Catherine Hanna

DRAFT