

**PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN)
USER COMMITTEE / TECHNICAL COMMITTEE
JOINT MEETING**

Pima County Sheriff's Department
Administration Building, Sheriff's Operations Center, 3rd Floor
1750 E. Benson Highway, Tucson, Arizona
Tuesday, February 10, 2009
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the February 10, 2009 meeting.

I. Call to Order: Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 9:05 a.m.

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

Quorum is established for the Technical Committee with a total of 15 members present.

Quorum is established for the User Committee with a total of 10 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Wireless Services
John Armstrong, Tucson Police Department
Rick Brown, Marana Police Department
Gary Bynum, Drexel Heights Fire District
Steven Campbell, Drexel Heights Fire District
Scott Ferguson, Pima Community College DPS
Bill Glasner, Pima County OEM
Tim Hoban, Tucson Airport Authority
Joseph Jakoby, City of Tucson IT
Pat Joy, Pima County Sheriff's Department
Ted Martin, Pima County Sheriff's Department IT
Gregory McNeal, City of Tucson IT
Robert Morton, City of Tucson Communications
Gary Schmitz, Oro Valley Police Department
Isaiah Twombly, City of Tucson Communications

Members Not Present – Technical Committee

Ken Boynton, University of Arizona
Harry Findysz, Mount Lemmon Fire District
Don Harrison, Tucson Airport Authority
Greg Lugo, Tucson Police Department
John Moffatt, Pima County Office of Strategic Planning
Ben Standifer, Tohono O'odham Police Department
Paul Wright, Jr., Northwest Fire District

Others Present

Tony Casella, Pima County Information Technology
Roberto Jimenez, Marana Police Department
Joseph Martinez, Tohono O'odham PD IT
Paul Wilson, Pima County Sheriff's Department

Members Present User Committee

Nancy Anderson, Oro Valley Police Department – Proxy
Fred Bair, Tucson Fire Department
Bill Bohling, Green Valley Fire District
Gary Bynum, Drexel Heights Fire District
Shannon Collier, Sahuarita Police Department
Bill Glasner, Pima County OEM
Orchid Jones, City of Tucson (Tucson General Services)
Charles Kmet, Tohono O'odham Fire Department
Dan Morelos, Tucson Airport Authority
Mike Sacco, Pima County Sheriff's Department
Angela Spencer, City of Tucson

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Paul Ashcraft, Marana Police Department
Lee Bucklin, Rincon Valley Fire District
James Craig, Helmet Peak Fire Department
Doug Emans, Northwest Fire District
Phil Franz, Pima Community College DPS
Charles Hangartner, Tohono O'odham Tribal Police
Wren Keller, Corona de Tucson Fire District
Tom Nix, Avra Valley Fire District
Hector Olivo, Pascua Yaqui Police Department
Luis Puig, University of Arizona Police Department
Dennis Rankin, Mount Lemmon Fire District
Ernie Robles, Picture Rocks Fire Department
Larry Stevens, Oro Valley Police Department
John Williams, Three Points Fire District

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

Captain Wilson highlights several project activities since the Committee's last met. Since that time, the EMC has adopted the PCWIN Business Plan, which is available for review on the PCWIN website.

In January 2008, Staff asked agencies to sign a Memorandum of Commitment (MOC), pledging to continue their support to the project. Staff received approximately 19 of the 32 requested MOC's, accounting for 90% of the radio systems end users.

Procurement specifications were completed and approved by the EMC. Specifications were established from several deliverables created by the Committees and assisted by CTA Communications:

- User Needs Assessment
- Legacy Systems
- System Alternatives and Recommendations
- Concept of Operations

Captain Wilson recognizes Committee representatives and CTA Communications for assisting Staff over the last year with numerous meetings and proposal evaluations; thanking them for their time and expertise throughout the procurement process.

Radio Procurement

Staff released the radio RFP in May 2008, predicting a year-long procurement process. Initially, Staff received interest from three (3) voice and four (4) data radio vendors. Staff ultimately evaluated two (2) radio vendor proposals. Proposals were scored in two (2) areas; technical and cost. Following several amendments, the Technical Evaluation Team began evaluating vendor proposals, which resulted in several rounds of clarification questions.

The Cost Evaluation Team was tasked with evaluating vendor cost proposals. Vendors had to break down unit cost, ranging from base stations to microphones. Scoring is complete and Staff has received the vendors' best and final offers. The Evaluation Team has come to a preliminary conclusion on which vendor will be recommended to the EMC. Once the vendor selection recommendations are made, Pima County will take steps to complete contract negotiations and final contracting.

Question was asked as to when the vendor will receive contract notification. The Evaluation Team's recommendation will be forwarded to the Board of Supervisors, asking that they approve vendor selection and include a "not-to-exceed" contract amount. Staff will seek the Board's authorization to provide a contract to the successful vendor. Notification is expected in the next 30 days, pending no setbacks.

Connectivity Procurement

Connectivity is the microwave and fiber network to support the radio system. The Connectivity RFP language is complete. Staff has selected the Technical and Cost Evaluation Teams who will evaluate and score the qualified proposals. After the radio vendor is selected, information about their system can be transferred into a technical specification, and Staff can release an RFP for the connectivity network.

Staff has conducted a Request for Qualifications (RFQ) process for vendors. The Team provided the RFP to eight (8) vendors who were deemed qualified to proceed in the process. The Connectivity RFP is expected to be released in mid-March 2009.

Architectural Planning for Dispatch Facilities

Staff released a solicitation for qualification for services, and chose Durrant & SmithGroup to provide architectural and engineering services. Durrant is a national firm and has partnered with SmithGroup for engineering support to the project. Both companies operate out of offices in Phoenix. Durrant engaged the County, seeking to revisit, refine, and confirm some of the programming work previously completed by CTA. Most of the programming is complete and another workshop is anticipated for March 5th, where final details will be determined.

During the process, Durrant was asked to conduct building evaluations on the 22nd Street facility and the Thomas O. Price Service Center (TOPSC). It was determined that the TOPSC would not be suitable for dispatch facility use due to the significant renovation cost. The building was designed in the 1970's and it does not meet current code for essential facilities. Cost would be significant to bring the building up to current code standards.

The EMC has directed Staff to program for all agencies going into the 22nd Street facility and directed a group of individuals to make recommendations on back-up options. As you bring all the agencies into one (1) facility, you begin to lose 9-1-1 back-up capability. Currently, both the County and the City can transfer 9-1-1 calls to one another as a back-up, without interruption.

Durrant has been tasked with creating three (3) program models:

- One where all agencies are in 22nd Street with no back-up;
- One where all agencies are in 22nd Street with an unmanned back-up facility at the TOPSC;
- Construct a second facility on property owned by either the City or County, creating a two-facility model.

Final programming documents and cost analysis are expected on March 5th. Recommendations will be forwarded to the EMC for consideration.

The previous tenants at the 22nd Street facility have vacated the building, although Pima County Elections currently operate out of that building.

The schematic design for the project is scheduled to begin in March 2009. The architectural documents will be complete in early 2010.

Staff Project Office

Staff found that there was not enough space at the Sheriff's Department Administration Building and recommended to the EMC that Staff hire additional support staff to manage the implementation of the project. Mr. Tony Casella, PCWIN Project Manager, and his Assistant, Ms. Alicia Montoya, have moved into the new office suite, located at the Bank of America building, 33 N. Stone, Floor 14, Suite #1490. A notice will be forwarded to the Committee's with the necessary contact information.

Captain Wilson and Catherine Hanna will be sharing time between the new building and the Sheriff's Department.

PCWIN Project Implementation Plan

The plan is a 55-page document, adopted by the EMC, which defines the roles and responsibilities of various individuals in the project, outlines the PCWIN organizational structure, change orders, and administrative items. It also defines roles for individual stakeholders. The Plan is posted on the PCWIN website and can be downloaded for review.

Another portion of the Plan calls for Staff to hire an Assistant Project Manager who will work with Mr. Casella. Mr. Casella will be responsible for the day-to-day project implementation. Captain Wilson will be responsible for the administrative operations: organizational development, contracts, IGAs, etc. Captain Wilson introduces Mr. Casella to the Committees.

Budget/Grant Funding

Voters approved \$92M for the bond project budget. Over the last five (5) years, Staff has applied for numerous grants to help supplement funding. PCWIN's budget shortfall amounts to approximately \$17M, and Staff continues to seek additional grant funding to support the project. Captain Wilson provides an overview of the grant awards received on behalf of the project:

| | |
|---|-------------------------|
| • FY03 COPS Law Enforcement Technology Program | \$500,000 |
| • FY05 COPS Law Enforcement Technology Program | \$369,000 |
| • FY06 COPS Law Enforcement Technology Program | \$246,807 |
| • FY06 COPS Law Enforcement Technology Program | \$246,807 |
| • FY07 DHS Stonegarden Grant Program | \$350,000 |
| • FY07 DHS Stonegarden Grant Program | \$95,800 |
| • FY08 COPS Law Enforcement Technology | \$631,328 |
| • FY08 DHS Public Safety Interop Communications | \$3,323,658 |
| • 2009 State HS Grant Program | \$438,604 |
| • 2009 UASI | \$1,700,000 (tentative) |

The City of Tucson and the Tohono O'odham Nation have also contributed grant dollars to the project. Although the shortfall gap is closing, Durrant is expected to provide Staff with new building numbers, which could increase cost.

Next Steps

Staff will continue the procurement and vendor contracting process. The Business Plan will be revised to reflect updated implementation costs, updates to the scope and conceptual plan, and annual support cost revisions. A revised plan will be distributed to Committee members once complete.

County Administration will be looking to the participating agencies to re-commit agency participation to the project. Agencies will be given the opportunity to revise their numbers and begin the IGA process.

Staff will be working with specific agencies to discuss reusing their existing sites and/or equipment, entering into site and lease agreements for those assets. Additionally, Staff will be working with AECOM/CTA to create a master project schedule.

Meeting Schedule

Both Committees are asked to consider Committee Chair nominations for the next meeting. The Staff Office will prepare a regular meeting schedule for the Committees.

In the Implementation Plan, there is a description of specific ad hoc workgroups. The plan has been to engage individuals who should be involved in the decision-making portion of the project, although Committee representatives will have more of an opportunity to join the workgroups to assist in the operational and technical pieces of the project.

III. PCWIN Tactical Interoperable Communications Plan (TICP) and Standard Operating Procedures (SOP) Update Captain Paul Wilson, Pima County Sheriff's Department

The Tactical Interoperable Communications Plan requirement came from the Department of Homeland Security for Tier 1 UASI regions.

Pima County is designated as a Tier 2 UASI region, where a TICP is not a requirement, although Staff is looking to create a written plan to guide PCWIN's operations to improve interoperability.

The Arizona State-wide Communications Interoperability Plan (SCIP) is a requirement for states to be eligible for federal funds. The SCIP objectives include creation of Pima County TICP. Creating a TICP would put PCWIN in a good position to apply for future funding.

Staff received a \$194,000 grant to hire consulting services to write a TICP, create training exercises, and establish standard operating procedure templates (SOP) for PCWIN. CTA's contract was extended to include these services.

Agency representatives were given Interoperability Policies and Procedures Worksheets to complete for AECOM/CTA, who will gather information about individual agency procedures during the scheduled interviews.

PCWIN Interoperable Communications Tactical and Operation Planning Project

Ms. Cheryl Giggetts, AECOM/CTA Communications
Ms. Krasna Svoboda, AECOM/CTA Communications
Mr. Budge Currier, AECOM/CTA Communications

Topics Discussed:

- Kickoff Meeting Agenda
- Project Objectives
- Deliverables

- Schedule
 - Interviews February 10
 - TICP Draft Document April – 1st week
 - SOP Workshop April – 3rd week
 - SOP Draft Document June – 1st week
 - Training Outline Draft Document July – 2nd week
 - Exercise Specs Template Outline July – 2nd week
 - Final Presentation July – 4th week
 - Project Implementation August 3rd
- Operational Versus Technical Focus
- TICP – What is it?
- SOP – What is it?
- Interview Schedule
- Questions

Captain Wilson expresses his appreciation to participating agencies for their continued support of the project.

Materials provided: PCWIN Interoperable Communications Tactical and Operation Planning Project, provided by AECOM/CTA Communications, dated February 10, 2009.

Captain Wilson refers to the Committees for questions. He receives no response.

IV. New Business, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks if Committee members request agenda items for presentation at the next meeting. He receives no response.

V. Call to the Public, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks if anyone from the public would like to address the Committees. He receives no response.

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

**Joint User/Technical Committee Meeting
TBD**

VII. Adjournment

Ted Martin makes a motion to adjourn the meeting and Pat Joy seconds the motion. Motion unanimously carries.

Meeting adjourns at 2:40 p.m.

Minutes prepared by: Catherine Hanna