

**NOTICE OF PUBLIC MEETING
PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE MANAGEMENT COMMITTEE
AND
AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **PIMA COUNTY WIRELESS INTEGRATED NETWORK EXECUTIVE MANAGEMENT COMMITTEE** and to the general public that the **Executive Management Committee** will hold a meeting open to the public on **Thursday, May 25, 2006**, beginning at **9:00 a.m.** at the **Pima County Sheriff's Department, 1750 E. Benson Hwy., Tucson, AZ.**

Pursuant to the Americans with Disabilities Act (ADA), the Pima County Sheriff's Department endeavors to ensure all persons with disabilities accessibility to meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Sheriff's Department at (520) 741-4728. Requests should be made as early as possible to allow time to arrange the accommodation.

- | | |
|---|---|
| I. Call to Order and Roll Call | Chairman |
| II. Approval of Minutes Review, discussion and approval of minutes from April 27, 2006 meeting. | Chairman Motion |
| III. User/Technical Committee Activity Report The Committee will receive a report on the activities of the User and Technical Committees. | Larry Sayers Don Lafreniere Information |
| IV. FY06 Federal Earmarks The Committee will receive an update regarding planned projects for the City of Tucson and Pima County. | Paul Wilson Information |
| V. Tohono O'odham Update - Microwave Projects Mr. Standifer will update the Committee on Tohono O'odham's microwave and site improvement project. | Ben Standifer Information |
| VI. User Needs Assessment Report Delivery The Committee will receive an update on the User Needs Assessment Report publication and distribution. | Paul Wilson Cheryl Giggetts Info & Possible Action |

Paul Wilson
Cheryl Giggetts

VII. Legacy Systems Characterization Report Review

CTA Communications will review for the Committee progress on the Legacy Systems Characterization Report. The review will outline the future content of the report and timelines for review and publication.

**Info & Possible
Action**

Paul Wilson

VIII. Trunking Tutorial Session

The Committee will receive information about a planned trunking tutorial session to be presented by CTA Communications on June 19, 2006.

Information

Paul Wilson

IX. Model Communications Center Research Update

Captain Wilson will brief the Committee on the results of research previously requested by the Committee on model communities for consolidated communications centers.

Information

Paul Wilson

X. Sahuarita/Pima County Dispatch & Radio Services IGA

Captain Wilson will brief the Committee about an IGA between the Town of Sahuarita and Pima County that will permit the Sahuarita Police Department to receive dispatch and radio services from Pima County.

Information

Paul Wilson

XI. Annual Stakeholders Meeting Discussion

The Committee will discuss annual meeting arrangements.

**Info & Possible
Action**

XII. New Business

Members may propose agenda items for future meetings.

Chairman

**Information
Direction to Staff**

XIII. Call to the Public

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

Chairman

**Information
Direction to Staff**

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

June 21, 2006 9:00 AM
Pima County Sheriff's Department
1750 E. Benson Hwy., Tucson, AZ

Chairman

Primary topic: System Alternatives Recommendations Review

XV. Adjournment

A copy of the agenda background material provided to Committee members is available for public inspection at the Pima County Sheriff's Department, 1750 E. Benson Hwy., Tucson, AZ 85714, (520) 741-4728.

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE MANAGEMENT COMMITTEE**

REQUEST FOR COMMITTEE ACTION

II

DATE ACTION REQUESTED: TYPE OF ACTION REQUESTED: SUBJECT:

| | | |
|--------------|--|---------------------|
| May 25, 2006 | <input checked="" type="checkbox"/> Formal Action/Motion | Approval of Minutes |
| | <input type="checkbox"/> Info & Possible Action | |
| | <input type="checkbox"/> Information Only | |
| | <input type="checkbox"/> Other | |

TO: Executive Management Committee

FROM: Captain Paul Wilson
 Project Manager

RECOMMENDATION:

Committee approve the minutes of the April 27, 2006 meeting.

DISCUSSION:

Minutes attached

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE MANAGEMENT COMMITTEE**

REQUEST FOR COMMITTEE ACTION

IV

DATE ACTION REQUESTED: TYPE OF ACTION REQUESTED: SUBJECT:

May 25, 2006 Formal Action/Motion
 Info & Possible Action FY06 Federal Earmarks
 Information Only
 Other

TO: Executive Management Committee

FROM: Captain Paul Wilson
 Project Manager

RECOMMENDATION:

DISCUSSION:

Pima County and the City of Tucson were each individually awarded \$246,807 as a result of the PCWIN request for a federal earmark award to Congressman Kolbe's office for FY06.

Representatives from the County and City have met to agree upon projects to be undertaken that have promise for contributing to the PCWIN project. The following projects have been tentatively agreed upon:

Pima County:

- Replacement upgrade of the microwave equipment servicing Mt. Lemmon
- Replacement upgrade of the microwave equipment servicing Tucson Mountain (expenses shared by City and County)

City of Tucson:

- Implementation of a sonnet fiber switch on Tumamoc Hill
- Purchase of administrator software for the Police Department's 9-1-1 automatic call distribution solution
- Contribution of funds to upgrade Tucson Mountain microwave

It is anticipated that the grant funds will fall short of completing these projects by approximately \$35,000 and that they will have to be supplemented by bond funds. After a final budget is established a future agenda item will request permission from the Committee to expend bond funds.

FISCAL IMPACT:

\$493,614 of federal funds supplemented by approximately \$35,000 of bond funds

ALTERNATIVES:

N/A

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE MANAGEMENT COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VI

DATE ACTION REQUESTED: TYPE OF ACTION REQUESTED: SUBJECT:

| | | |
|--------------|--|------------------------------|
| May 25, 2006 | <input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Info & Possible Action <input type="checkbox"/> Information Only <input type="checkbox"/> Other | User Needs Assessment Report |
|--------------|--|------------------------------|

TO: Executive Management Committee

FROM: Captain Paul Wilson, Project Manager
 Ms. Cheryl Giggetts, CTA Project Manager

RECOMMENDATION:

The Committee is asked to discuss the level of detail the members would like to see presented for their information.

DISCUSSION:

CTA Communications is due to publish the final User Needs Assessment Report on May 24, 2006. The Committee will receive a status report on its publication and how it will be distributed for use by the participating agencies.

FISCAL IMPACT:

Total cost \$155,389.99 (\$121,908.92 invoiced through April, balance due on delivery)

ALTERNATIVES:

N/A

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE MANAGEMENT COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VII

DATE ACTION REQUESTED: TYPE OF ACTION REQUESTED: SUBJECT:

| | | |
|--------------|--|---|
| May 25, 2006 | <input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Info & Possible Action <input type="checkbox"/> Information Only <input type="checkbox"/> Other | Legacy Systems Characterization Report Review |
|--------------|--|---|

TO: Executive Management Committee

FROM: Captain Paul Wilson, Project Manager
 Ms. Cheryl Giggetts, CTA Project Manager

RECOMMENDATION:

DISCUSSION:

CTA is required to issue a complete and comprehensive “Legacy Systems Characterization Report”. The report requirement developed out of our intent to leverage existing resources to compliment or support new systems.

CTA is required to:

- A. Survey and assess the physical condition, functionality, and performance of the current voice radio, mobile data communications, microwave, and network systems components in use by the partner agencies that are expected to be re-used in a new system.
- B. Survey the physical condition of existing antenna sites that are expected to be re-used in a new system to assess the condition of the site, what equipment is located there, tower capacity, grounding, utilities, site security and other factors for applicability in a future system.
- C. Perform and generate customary engineering data and drawings representing RF coverage predictions, microwave path studies, voice radio traffic analysis, facilities, internetworking, and equipment condition assessments of existing systems expected to be re-used in a new system.
- D. Review and summarize the completeness, accuracy, validity, and regulatory compliance of any radiotelephone operator frequencies licenses and microwave data link frequencies under authority of the FCC and tower superstructure licenses under authority of the FCC and FAA applicable for re-use in a new system.
- E. Inventory the radio subscriber equipment of each of the participating organizations and report present radio inventory, expected growth over twenty years, and suitability for reuse in the new system.

The final Legacy Systems Characterization Report is due to be published on June 22, 2006. The draft report will be reviewed with a small group of representatives from the Technical Committee on May 24, 2006 to receive initial feedback on the report content and presentation. Following the

review meeting each of the agencies will receive the portions of the report applicable to their agency for review and comment. The User and Technical Committees will meet on June 5, 2006 to jointly discuss any comments they would like to have communicated to CTA. The review and comment period will close on June 8, 2006.

FISCAL IMPACT:

Total cost \$103,235.79 (\$52,218.76 invoiced through April)

ALTERNATIVES:

N/A

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE MANAGEMENT COMMITTEE**

REQUEST FOR COMMITTEE ACTION

VIII

DATE ACTION REQUESTED: TYPE OF ACTION REQUESTED: SUBJECT:

May 25, 2006

- Formal Action/Motion
- Info & Possible Action
- Information Only
- Other

Trunking Tutorial Session

TO: Executive Management Committee

FROM: Captain Paul Wilson, Project Manager
 Cheryl Giggetts, CTA Communications

RECOMMENDATION:

DISCUSSION:

CTA Communications will present a "Trunking Tutorial Session" on June 19, 2006. Ms. Giggetts will provide the Committee information about the agenda for this training session.

The Trunking Tutorial Session will be conducted at the Pima County Sheriff's Department – Sheriff's Operations Center at 1:00 PM. All User and Technical Committee members will be invited to attend. Committee business will not be conducted during this gathering.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE MANAGEMENT COMMITTEE**

REQUEST FOR COMMITTEE ACTION

IX

DATE ACTION REQUESTED: TYPE OF ACTION REQUESTED: SUBJECT:

| | | |
|--------------|--|--|
| May 25, 2006 | <input type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Info & Possible Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other | Model Communications Center Research Update |
|--------------|--|--|

TO: Executive Management Committee

FROM: Captain Paul Wilson
 Project Manager

RECOMMENDATION:

PCWIN project partner representatives have conducted site visits and have had internal discussion to explore options appropriate for organizing a new communications/EOC facility in Pima County. CTA Communications will later make recommendations for a future operational structure for a new communications center. When these recommendations are received the City of Tucson and Pima County should be permitted to respond and to jointly agree upon an organizational structure that will be recommended to the Committee for adoption.

DISCUSSION:

At the March 23, 2006 the Committee tasked the project office with researching other large communities that have consolidated dispatch functions and determine if additional site visits are recommended.

CTA Communications provided a list of communities that were considered similarly situated to the PCWIN project. These included San Francisco, Indianapolis, Nashville, Dekalb County, Las Vegas, Denver, and Broward County. Only Denver and Broward County responded to our request for information.

Denver Communications Center

The Denver Police, Fire and EMS Departments have co-located into a single facility. Each department maintains operational control of their dispatch functions and reports to their individual chain of command. The center is operated under the purview of the Manager of Safety's Office. The Manager of Safety is a cabinet level position beneath the Mayor.

The City and County of Denver is reported to be a "combined government structure." Services are provided for Police, Fire and EMS. The Sheriff's Department continues to operate a separate dispatch center.

The center is a two story facility with approximately 15,000 square feet. The dispatch floor is

approximately 5,300 square feet. They provide a self sustaining facility with kitchen, lounge, gym, classroom, shower facilities, administrative office space and secure parking.

All three departments utilize the same TriTech CAD system. 9-1-1 calls are initially answered by the police department and are forwarded to the secondary PSAP at the Fire and EMS departments.

Broward County Sheriff's Department

Broward County provides dispatch services for 17 cities and towns. No details were provided about the organizational structure. These services are provided from three communications facilities; one main facility, and two smaller satellite facilities. The EOC is a separate stand alone facility. No other specific detail was provided.

Representatives from the City of Tucson and Pima County continue to explore options for organizing the planned communications/EOC facility.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
EXECUTIVE MANAGEMENT COMMITTEE**

REQUEST FOR COMMITTEE ACTION

X

DATE ACTION REQUESTED: TYPE OF ACTION REQUESTED: SUBJECT:

May 25, 2006

- Formal Action/Motion
- Info & Possible Action
- Information Only
- Other

Sahuarita/Pima County
Dispatch IGA

TO: Executive Management Committee

FROM: Captain Paul Wilson
 Project Manager

RECOMMENDATION:

DISCUSSION:

The Town of Sahuarita and Pima County are in the process of entering into Intergovernmental Agreements that will permit the Town to receive radio and dispatch services from the County on behalf of the Sahuarita Police Department.

The Sahuarita Police Department currently receives dispatch services from the South Tucson Police Department. Sahuarita previously determined a need to improve dispatch and radio services beyond those provided by South Tucson. Planning for a new radio system and dispatch facility was progressing but seemed duplicative of the PCWIN efforts. As a result, representatives of the Sahuarita Police Department and Pima County Sheriff's Department agreed that if the County were to provide dispatch and radio services to the Town that the Town would achieve their goals of expanded radio coverage and improved dispatch services and that the goals of the PCWIN project would be fostered through such an arrangement.

The Town Council will consider IGA's with Pima County at their meeting on May 22, 2006. The agreements will enable the Sheriff's Department to provide dispatch services for the Police Department and for the Wireless Services Division of the Information Technology Department to provide radio services. The Town will compensate the County for these services and will purchase their own radio subscriber equipment. The Sahuarita Police Department also plans to begin using the Sheriff's Department's Spillman records database for mobile data access and ultimately to transition to the application to meet their records management needs. The Town will provide all necessary hardware and commercial data services to meet their needs.

FISCAL IMPACT:

N/A

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
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REQUEST FOR COMMITTEE ACTION

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| | | |
|--------------|--|---|
| May 25, 2006 | <input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Info & Possible Action <input type="checkbox"/> Information Only <input type="checkbox"/> Other | Annual Stakeholders Meeting Discussion |
|--------------|--|---|

TO: Executive Management Committee

FROM: Captain Paul Wilson
 Project Manager

RECOMMENDATION:

On July 14, 2006 CTA Communications is tentatively scheduled to make a presentation on system recommendations. This presents an opportunity for the stakeholder community to hear directly from our consultants about system recommendations and to receive a status report on other activities. I recommend the Committee combined the annual meeting with the meeting on July 14.

DISCUSSION:

PCWIN By-laws, Article VI, Section 6.1 requires the Executive Management Committee to schedule annual stakeholder meetings. The last annual meeting was conducted on May 26, 2005 in conjunction with a regularly scheduled meeting. The meeting location was changed to the Board of Supervisor's hearing room and the agenda included project status report.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A