

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, April 28, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the April 28, 2005 meeting. Cassette tape is available upon request.

I. Call to Order: Sheriff Clarence W. Dupnik, Chairman, 9:08 a.m.

Roll Call: Annette Romero, Pima County Sheriff's Department

Members Present

Dan Newburn, Tucson Fire Department
Daniel Sharp, Oro Valley Police Department
Kevin Shonk, Tohono O'Odham Tribal Police, (*1st Alternate*)
Richard Vidaurri, Marana Police Department
Roberto Villasenor, Tucson Police Department, (*1st Alternate*)
Douglas Chappell, Drexel Heights Fire District
Kim Janes, Pima County OEM & Homeland Security, (*1st Alternate*)

Members Absent

Joseph Delgado, Tohono O'Odham Tribal Police
Dennis W. Douglas, Pima County Office of Emergency Management
Chief Richard Miranda, Tucson Police Department
Chief Jeff Piechura, Northwest Fire District

Division Chief Randy Karrer of Northwest Fire District is present and advises the committee he will be representing Northwest Fire District in Chief Piechura and Albert Pesqueira's absence. Chief Karrer is awaiting nomination and appointment to the Executive Management Committee as an alternate member and will not participate in the voting process during today's meeting.

Others Present

David Bremson
Larry Consalvos, iXP Corporation
Mike Corbett, Buford Goff & Associates, Inc.
Matthew Fenton, U of A Police Department
Stuart Goodman, Goodman Schwartz Public Affairs
Chuck Hill, ISS
Jerry Lumpkin, Durham Communications
Paul Punske, Motorola
Jeffrey Randall, Information Systems Support
Lawrence Wharton, Lockheed Martin

II. Approval of Minutes, Sheriff Dupnik, Pima County Sheriff's Department

Sheriff Dupnik proposes approval of the minutes for the March 10, 2005 meeting. Chief Sharp moves to approve the minutes and Chief Villasenor seconds the motion. Motion is unanimously carried.

Captain Wilson addresses the Chairman and advises he would like to call attention to the PCWIN Policy Notebook distributed to each member. He advises the notebook has been created to maintain established PCWIN policies. Each member received a notebook and collected notebooks for each appointed alternate member from their agencies.

Captain Wilson advises the PCWIN Policy Notebook will also be available on the PCWIN Website.

IV. User Committee Report, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises the User Committee has met twice since the last Executive Management Committee meeting. On March 3, 2005, the User Committee met and discussed the merits of the Phoenix Fire Safety Report and defining interoperability as a means to help that committee move forward on some of the concepts of operations. They had some discussion but came to no consensus on the definition. The User Committee assigned a couple of members to research the implications of the HIPPA Act as it may apply to the EMS voice radio and what restrictions it might hold for the project.

On April 7, 2005 a joint meeting was held with the User Committee and Technical Committee members. The intent of the meeting was to do two things 1) to jointly discuss the meaning of interoperability and 2) a presentation from Motorola as an educational piece. Quorum was not established for the User Committee. A brief discussion was held on the definition of interoperability, but committee members did not act on the issue. Based on the minutes, the two committees did not reach a consensus as to what interoperability meant to them.

Captain Wilson emphasizes there is a problem with the User Committee in gathering a quorum and how the committee is floundering, waiting for some direction. He suggests to the Executive Management Committee that they discuss future expectations of the User Committee and give direction to them on what work product should be produced. He reviews a list of suggested short term objectives for the User Committee to include:

- Document examples of common day-to-day, task force and mutual aid police and fire incidents and how the user community plans to utilize the PCWIN to satisfy the communications requirements of each and document applicable proposed procedures.
- Document examples of common incidents requiring interoperability with other state and federal public safety agencies. Each description should identify specifically which agencies the user community needs to interoperate with.
- Document examples of common interactions between communications centers and how the user community envisions facilitating those in the future.
- Define policies and procedures for implementation of the ACU1000 located at the Sheriff's Headquarters Building.

- Conduct tabletop exercises to test the viability of the planned procedures.
- Research how the HIPAA requirements will impact voice communications and propose policy and procedures that will guide user compliance.

Captain Wilson expresses there will be much more the Executive Management Committee will be able to assist with in the future, but the User Committee needs direction on the above items and as the project manager he is willing to do that.

Mr. Janes addresses the Committee and advises the Office of Emergency Management and the County has been hosting the state apparatus and their communications vehicle and offers it at their location to conduct communications exercises and to assist with exercise tests. Captain Wilson concurs that the Office of Emergency Management should be involved in that process.

Chief Chappell moves to appoint Captain Wilson to direct the User Committee with short term objectives and advise what work product should be produced. Chief Newburn seconds the motion. Motion is unanimously carried.

Chief Sharp advises the committee of a conversation he had with Larry Stevens, User Committee Co-Chair. They discussed the concern of not reaching quorum and they believe this was largely in part because there are no alternate members for that committee. He asks Captain Wilson if it is possible to have alternates for User Committee members. Captain Wilson advises the appointment of alternates would be done through the Executive Management Committee and states the User Committee has not met quorum only once and have had instances where they have had to wait for late arrivals in order to establish a quorum. Captain Wilson advises the Committee of his intentions to have Ms. Romero make telephone contact with the User Committee members prior to each meeting. At present, notification is being made via Email and whatever contact the Chairs might have, but an additional contact might remind them a meeting is coming up and we can solicit their attendance to the meeting. He states in order for the members to feel they are contributing and doing something important for the project, there needs to be good solid agenda items brought to the table that have good substance for them to move forward. He feels with the Executive Management Committee's direction, the substance will be there that might generate more interest in attending the meetings coupled with additional efforts to bring them to the meetings and increase attendance. If this solution fails, it is in the purview of the Executive Management Committee to change the By-Laws and allow for alternate appointments. Sheriff Dupnik asks about the possibility of proxies. Captain Wilson advises that could be pursued as well. Sheriff Dupnik asks if the By-Laws preclude proxies. Captain Wilson advises yes, at this time the By-Laws do not allow for substitute voting members, but the By-Laws can be changed and that is an item the Committee can bring back to the table. Sheriff Dupnik suggests they table the item and continue with regular procedures. If attendance continues to be a problem they will figure out a way to deal with it.

IV. Technical Committee Report, Captain Paul Wilson, Pima County Sheriff's Dept.

Captain Wilson advises that the Technical Committee has also conducted two meetings since the last Executive Management Committee meeting. The Technical Committee continues taking presentations from vendors to further educate the members of the Committee on some of the technologies and future improvements to those technologies.

The Technical Committee also had some discussion on a progression roadmap and the intent is to give some suggestion to the Executive Management Committee as to how they think the project might proceed. They also discussed a definition for interoperability and decided they would help the User Committee come up with a definition so the Technical Committee could then help them to define the best solution to achieve that. A joint meeting was held on May 7, 2005 and the outcome has already been discussed. The Technical Committee also toured the Sheriff's Department Communications Center and is attempting to have meetings at locations where they can reach out and learn how other agencies operate by having tours of facilities, so each member is dealing with the same level of information.

Chief Newburn asks if Captain Wilson could explain what the struggle is with defining interoperability. Captain Wilson advises Chief Newburn he plans on addressing that exact subject later in the meeting and if he could explain at that time.

Captain Wilson asks the Executive Management Committee for their support in asking the Technical Committee to move forward with a couple of goals:

- Research future technological trends and standards applicable to the scope of PCWIN.
- Research operations and maintenance program models employed by other regional communications systems and make recommendations about those that might be acceptable to the PCWIN user agencies.

Chief Newburn moves that Captain Wilson direct the Technical Committee in order to move forward with committee goals. Chief Chappell seconds the motion and the motion is unanimously carried.

V. Funding Initiatives, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises the Committee that this topic is in reference to an update on some potential for some funding initiatives and some that are already in the works. One funding source the Committee was previously informed of by Congressman Kolbe's office was the award of \$750,000 to be shared by the City of Tucson and Pima County. It turns out each agency received an application separate from the other and the COPS Office split the funds and the County was to be awarded \$369,991 with a similar match to the City of Tucson. When the applications were received, there was no letter or any information attached that described how that money came to be or what it was to be used for, which caused some confusion. The Sheriff's Department contacted the COPS Office and asked for that information and learned it was an application to allow the Sheriff's Department to receive that earmark and then received additional information that the funds were to be split in two and shared between the City and the County. In discussing the earmark with the Tucson Police Department they advised they received a similar notice and identified some other projects they wanted to fund through this opportunity. Captain Wilson asked them to reconsider and if they would be willing to contribute some of the funds towards the bond project.

Captain Wilson explains the application process to the Executive Management Committee. The City and the County both independently submitted requests through Congressman Kolbe's office last year seeking earmark funds to assist with interoperability technology projects. The City had submitted a request and the County then submitted one and when the City learned of the County's request they withdrew theirs, but Congressman Kolbe's office continued to pursue this as an opportunity for both the City and County. Congressman Kolbe had awarded \$1 Million total for his district with \$250,000 to Cochise County and \$750,000 to be shared by the County and the City. The figure \$369,991 is not quite half of the \$750,000, due to the administrative overhead costs charged by the COPS Office.

The Sheriff's Department is in the process of completing their application on behalf of the County and there are a couple of items included in the application such as funds for site visits and the remainder towards microwave upgrades.

Captain Wilson is waiting to hear from Mr. Wysoki of the Tucson Police Department on the issue of whether the committee should expect funds will be contributed to the bond project. Chief Villasenor explains his position in the matter and asks the Chair whether there are any minutes indicating the intent of the funds between the Executive Management Committee, Sheriff's Department and City of Tucson Police to help direct his staff. He advises he had no first-hand knowledge of what was discussed. Captain Wilson states the only information in the minutes would be the updates he provided to the Committee reference the status of the County's request and information received by Congressman Kolbe's office, but there were not any minutes reference the history of the City's application or withdrawal of the application. Chief Villasenor advises he will discuss the matter with City staff and report his findings to the Committee.

Captain Wilson begins a discussion on last year's invitation from the COPS Office to Chief Miranda to participate in a by-invitation-only grant opportunity. That invitation was then extended to the project and the County acted as the lead agent on that at the request of the City. The Sheriff's Department applied for \$6 Million of the funding, but did not receive it. That same grant opportunity has been made available again and an invitation has been sent to Chief Miranda. Captain Wilson has spoken with Captain Washington and asked if the City again would consider extending that invitation to the bond project, again allowing the Sheriff's Department to act as the lead agency in an attempt to secure additional funds. No response has been received.

Sheriff Dupnik asks Chief Villasenor if he could look into the grant opportunity and whether or not the City will allow the Sheriff's Department to act as the lead agency in the application process. Chief Villasenor advises he will research the situation and report his findings.

Captain Wilson compliments the City of Tucson for their work on another endeavor with the Sheriff's Department, which was a request to Congressman Kolbe's office for an additional earmark to be awarded this fiscal year. Given the state of how the current request has worked out, both the City and the County joined in the joint application for those funds and asked that the Congressman's office designate the County as lead agency on any funds that will be contributed towards the project. Captain Wilson thanks Chief Miranda for joining them on the request.

The Sheriff's Department has submitted a request through the State Homeland Security Grant Program (SHSGP). In addition to submitting for a variety of projects for the Sheriff's Department we have submitted an application requesting \$1.65 Million from the SHSGP funds with the intent of doing site improvements, in particular, Kitt Peak and Quijotoa Peak on the Tohono O'Odham Nation and also on Child's Mountain in western Pima County. The application contained information pertaining to site improvements that might include facility buildings, security, grounding, microwave, deployment of a network gateway at Kitt Peak and Child's Mountain.

Captain Wilson advises of his meeting with Mr. Reina, the director of public safety at Tohono O'Odham Nation. Captain Wilson asked for Mr. Reina's support on the project and although a letter of support was not obtained in time to submit with the grant application, he hopes the Nation will be supportive in allowing site access to their existing sites for improvements in the near future, if they were to secure funding.

VI. PCWIN Mission, Values & Goals Statements, Captain Paul Wilson Pima County Sheriff's Department

Captain Wilson presented a mission statement to the committee members at the last committee meeting for consideration and it was tabled until this meeting to allow the committee members time to review the document before moving forward with formal action. He expresses the need to seek some resolution on this item, before they can move forward with their pre-planning.

The first item discussed is establishing mission funds and goals. At the last meeting there were two comments made that resulted in changes to the document for the Committee's consideration. The first change made was to Section D, No. 1 which pertains to funding areas outside of Pima County. The change addresses concerns mentioned at the last Committee meeting by Chief Sharp regarding the indication that bond funds would not be expended to intentionally provide coverage beyond the borders of Pima County. The language on this particular item was to suggest we would not spend bond fund dollars to build outside of Pima County, but not to exclude the possibility that we could do that with some other funding.

At the last Executive Management Committee meeting, Chief Allen mentioned the in-building penetration requirements for the City of Tucson and whether those same types of requirements could be extended throughout Pima County. As a result of further discussion on the topic, Section C, No. 7, was changed and Section C, No. 8, was added to the Mission Statement Goals Section. By using the word "minimally" in Section C, No. 8, it suggests we have options to do more than that but at a minimum. This is what was stated in the bond package that we wish to pursue.

Captain Wilson asks the Committee members if they have any questions regarding the changes or if they would like to adopt the Mission Statement as presented.

Mr. Janes asks if policies can be amended. Captain Wilson advises the Committee would be empowered to change policies and the only time the Board of Supervisors would be involved would be following the pre-planning which would be based on the policies for approval. These policies would be guiding the planning for the new system and can be changed by the Committee.

Chief Newburn addresses bond dollars and asks if there is a legal provision regarding using bond dollars outside of Pima County. Captain Wilson advises he has not asked for a legal opinion on the subject. Chief Newburn suggests a legal opinion on the policy statement prior to approval and mentions a current situation in Pinal County regarding in-building coverage. He expresses his concern of the Technical Committee being aware of this situation and of the system being expandable.

Chief Vidaurri advises in addition to the jurisdictions named, the Town of Marana should be considered due to possible expansion.

Captain Wilson asks for a motion to adopt the policies as presented today. Mr. Janes motions to adopt the policy statement subject to legal review. He feels it would be beneficial for an attorney to review the rules in reference to the spending of public dollars. Chief Newburn feels there are two things you're asking when a legal review is requested; 1) We're telling our colleagues that legally we cannot spend this bond money outside of Pima County and 2) We're committed, we recognize the dilemma for the future, and we're committed to making that work. Chief Chappell seconds the motion.

Chief Sharp addresses the committee and states adopting something subject to legal review does not adopt it. He reminds the committee that the policy statement has been tabled a couple of times. He recommends having the policy adopted and asks Captain Wilson to have legal review of it and report back to the committee, with modifications as necessary. He expresses he would like to have the policy adopted and in place for direction. If the policy is not adopted and a legal review is requested, then the attorney will be the person deciding whether to adopt the policy. Chief Sharp feels the committee should adopt the policy, not the attorney. Chief Villasenor advises the document is not a legal document but a mission statement which provides goals and guidelines to give direction to move forward. When the committee starts doing the in-depth work is when all of the concerns would start. Chief Villasenor expresses his support of Chief Sharp's suggestion to adopt the mission statement.

Sheriff Dupnik advises Mr. Janes that there is a request by committee members for him to consider changing his motion. Mr. Janes states he is comfortable adopting the mission statement "as is" and adds that once the mission statement is adopted, legal counsel will review the document and the document will be modified as needed upon the committee's guidance. Mr. Janes's motion is brought before the committee. Chief Chappell seconds the motion and the motion is unanimously carried.

VII. Definition of Interoperability, Captain Paul Wilson, Pima County Sheriff's Dept.

Captain Wilson discusses a definition for interoperability and adopting a definition that will further define the scope of the PCWIN project and provide the User Committee a basis from which to begin development of a concept of operations.

Captain Wilson refers to hand-outs he provided to the committee which shows an interoperability continuum.

Captain Wilson refers to his definition of interoperability which focuses on the public safety community. The definition allows for our public safety communities who are members of this project to also communicate with other public works entities that might also become part of this project at some point in the future. The second paragraph of the

definition addresses what has been expressed by a number of committees and other agencies during the review process of the Technical Requirements Document and that was a need to interact with other public safety agencies. Captain Wilson advises he cannot say solutions to achieve this were included in the budget that was proposed for the bond. The definition leaves it open as to how we achieve interoperability, but does leave out public works entities and other types of non-public safety types of agencies. The Committee can craft a definition they think they are attempting to achieve with some direction of what level of interoperability they are attempting to achieve for the User and Technical Committees to continue their work.

Chief Newburn states he believed the scope of the bond project was for public safety specifically and we are all aware of the various systems we are operating on right now include other non-public safety users, e.g., public works, solid waste and the water department. Chief Newburn was under the impression these agencies would remain on existing systems. He would like to see the scope kept rather narrow and focus on the needs of public safety.

Sheriff Dupnik concurs with Chief Newburn and stresses that there never was any discussion that this would be expanded to other entities and other jurisdictions, it was strictly public safety and that is what the project is all about.

Captain Wilson explains the project should be viewed as an evolving process. Once an initial system is completed it can then be determined if other avenues would like to be pursued to try to communicate with other entities.

Chief Newburn agrees the Committee should address the core of the bond project and not lose sight of the fact that there are going to be some other obligations and issues to resolve.

Chief Villasenor asks if the definition includes issues with the statewide project of interoperability, keeping in mind standards and guidelines they have developed. Captain Wilson advises this will perhaps drive Pima County in a direction that says we want to interoperate with them and because of the systems they put in that might drive us towards a particular standard. So even though entities are not PCWIN members, we are keeping in mind that our interoperability efforts will some day be compatible with other out of county/state agencies.

Chief Sharp moves to adopt the voice communications interoperability definition as presented by Captain Wilson. Chief Villasenor seconds the motion and the motion is unanimously carried.

VIII. Annual Meeting, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson discusses the annual meetings of stakeholders. He calls attention to the By-Laws which state the Executive Management Committee is required to conduct an annual stakeholder meeting. The intension of the meeting is to have all entities come together and be briefed on the status of the project and to interact. He asks the committee members how and when they would like to schedule the meeting and what they would like to see conducted at the meeting. Since the bond election was conducted in May,

2004 it has been one year and it is time for an annual meeting. All stakeholders would be invited from the neighbor agencies that would be involved and other participants. Chief Chappell asks if the meeting can be conducted in conjunction with one of the regular Committee meetings. Captain Wilson advises it is wide open as to how the committee wants to schedule the stakeholders meeting.

Chief Chappell moves to schedule the annual stakeholder meeting in conjunction with the regular Executive Management Committee meeting in May and find a suitable location to hold the meeting. Mr. Janes seconds the motion. The motion is unanimously carried.

IX. New Business

Chief Sharp addresses the committee and requests an agenda item in reference to an update on the COPS earmark report from Chief Villasenor.

X. Call to the Public

Sheriff Dupnik asks if anyone in the audience would like to address the committee. Mr. Chuck Hill asks to address the committee. Mr. Hill refers to the March 10, 2005 Executive Management Committee meeting and Dr. Wicker's presentation of the Technical Requirements Document. He would like to know how the public can obtain a copy of the document. Captain Wilson advises the item is not on the agenda today, but can be added to the next agenda for further discussion.

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

Next Meeting:

The annual stakeholders meeting will be combined with the next regular Executive Management Committee meeting to be held on:

May 26, 2005, 9:00 AM
Location to be Determined

XIV. Adjournment

Chief Newburn moves to adjourn the meeting. Chief Sharp seconds the motion. Motion carries. Meeting adjourned at 9:55 a.m.

Minutes prepared by: Annette Romero