

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, December 9, 2004
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the December 9, 2004 meeting. Cassette tape is available upon request.

I. Call to Order: Sheriff Clarence W. Dupnik, Chairman, 9:05 a.m.

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

Members Present

Sheriff Clarence W. Dupnik, Chairman, Pima County Sheriff's Department
Captain Bill Washington, Tucson Police Department (*Alternate*)
Chief Daniel Sharp, Oro Valley Police Department
Kevin Shonk, Tohono O'Odham Tribal Police (*Alternate*)
Chief Richard Vidaurri, Marana Police Department
Chief Dan Newburn, Tucson Fire Department
Chief Jeff Piechura, Northwest Fire District
Gary Lee Bynum, Drexel Heights Fire District (*Alternate*)
Kim Janes, Pima County Office of Emergency Management (*Alternate*)

Members Absent

Chief Richard Miranda, Tucson Police Department
Asst. Chief Joseph Delgado, Tohono O'Odham Tribal Police
Chief Douglas Chappell, Drexel Heights Fire District
Dennis W. Douglas, Pima County Office of Emergency Management

Others Present

Captain Paul Wilson, Pima County Sheriff's Department
Lt. Oscar Miranda, Pima County Sheriff's Department
Dale Bradshaw, Marana Police Department
David Bremson, M/A Com
Rick Brown, Town of Marana
Gary Bynum, Drexel Heights Fire District
Mark Coodey, Aerospace Corporation
Robert Couch, SAIC
Woody Dyche
Pat Joy, Pima County Sheriff's Department
Asst. Chief Chuck Kmet, Tohono O'Odham Fire Department
Curt Knight, Arizona Department of Public Safety

Sgt. Sharon Martinez-Munoz, South Tucson Police Department
John Moffatt, Pima County IS Department
Daniel Morelos, Tucson Airport Authority
Ms. Morris, Goodman Schwartz
Joe Noce, Mesa Police Department
Hector Olivas, Pascua Yaqui Police Department
Jim Perry, City of Tucson
Luis Puig, University of Arizona Police Department
Paul Punske, Motorola
Chief David Sandoval, Tucson Airport Authority Fire Department
Larry Sayers, Pima County Radio Communications
Fletcher Wicker, Aerospace Corporation

II. Approval of Minutes

Sheriff Dupnik proposes approval of the minutes for the September 23, 2004 meeting. Chief Dan Newburn moves to approve the minutes and Chief Daniel Sharp seconds the motion. Motion is unanimously carried.

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

Captain Wilson advises the Executive Management Committee had made recommendations to the Board of Supervisors for appointments to the User and Technical Advisory Committees. Since that time the Pima County Clerk of the Board has decided the Board of Supervisors does not need to make those appointments and that the responsibility rests with this Committee, but the Bylaws did not empower the Committee to do so. Therefore, minor changes must be made to the Bylaws and the next two items will consist of making the appointments to the User and Technical Committees.

Captain Wilson presents documents to the Committee that reflects the proposed changes to the Bylaws.

Sheriff Dupnik advises the Committee that the Board of Supervisors does not need to approve appointments to the User and Technical Committees and Captain Wilson has made the necessary changes to the Bylaws. Sheriff Dupnik asks if there is a motion. Chief Daniel Sharp motions to revise the Bylaws as written in revision 1.01. Chief Jeff Piechura seconds the motion. Motion carries.

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

Captain Wilson advises he had originally received nominations from all but eleven of the participating agencies. Matt Janton, one of the co-chairs, has since made contact with a number of the fire agencies that had not made nominations and has solicited some additional names. He advises John Williams of Three Points Fire District has been appointed Interim Chief, replacing Fred Peres. This is the only change made to the original list that was approved at the last meeting for recommendation from the Board of Supervisors.

Chief Jeff Piechura motions to approve the list of individuals to the User Committee. Chief Dan Newburn seconds the motion. Motion carries.

V. Technical Committee, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises the Committee of one change to the list of nominees for the Technical Committee. John Williams was originally nominated as a member representing Three Points Fire Department and he has respectfully asked not to be included as a member of the Technical Committee, but would like to continue as a member of the User Committee.

Chief Jeff Piechura motions to approve the list of individuals to the Technical Committee. Gary Bynum seconds the motion. Motion carries.

VI. Funding Report, Lt. Oscar Miranda, Pima County Sheriff's Department

Lt. Miranda informs the Committee members of his follow-up conversation with a representative from the COPS Office regarding the project's application for funding. He was informed of the strengths and weaknesses of the application submitted.

Strengths:

All the mandatory requirements were met and the program was explained accurately. The grant application also noted the project consisted of a strong regional collaboration with multiple jurisdictions. The combination of voice and data to improve interoperability was also a strength.

Weaknesses:

The proposal lacked specifications as to what standards would be applied. The extended timeline was predicted (3 to 5 years) to complete the project and it would have been difficult to track the individual grant funds. Due to the fact a majority of the applicants proposed joining systems, they were concerned about how we were going to integrate current systems. The concept is a single system, but was not identified by the application review board as such.

Lt. Miranda advises the Committee that notification was received regarding an earmark. The earmark is being awarded for interoperable communications in the amount of \$750,000 divided between the City of Tucson and Pima County. Representative Kolbe and other members of Congress supported the earmark.

Lt. Miranda advised the COPS Office was awarded approximately \$95 million in discretionary funds for grants next year. He was advised the earmark would not disqualify the Committee from applying for future grants for the project.

Lt. Miranda advised the \$750,000 would be awarded once the proposal is processed.

**VII. Needs Assessment Status Report,
Fletcher Wicker, PhD, Aerospace Corporation**

Captain Wilson updates the Committee on the needs assessment technical requirements document, which he has been working with Aerospace Corporation on. He introduces Dr. Wicker who will be providing a status report on the document. The first draft has been received, which is still a working document. The final product has not yet been completed. The first draft will be distributed to each agency head, asking their staff to review and comment on the document. The document will also be distributed to the User and Technical Committee members for their comments. A deadline has been established for December 31, 2004. Captain Wilson stresses the need for confidentiality on the document at this point.

Dr. Wicker begins his presentation and overview of the document status. He advises the initial draft was completed in September and was reviewed by the Sheriff's Department. The review resulted in 203 specific comments. Each comment was reviewed by Aerospace and resolved. The initial document was then revised. A new traffic model has been completed and included in the document. The other outstanding item was the network security aspects of the system. Aerospace staff met with Sheriff's Department staff to discuss the network security aspects.

Dr. Wicker advises there is still information needed to complete the document which includes: requirements for network security, number of mobile data computers and predicted growth, consideration of a City of Tucson mobile data RFP for real time video requirements for EMS reports, number of voice radios and predicted growth, and specifications for tiers of radios (radios with different features for different user groups).

Dr. Wicker advised with the review they hope to get comments back reference exactly what are the transmit and receive frequency pairs. They have received a lot of information but do not have the pairing exactly right. If any existing infrastructures will be available to support the system in the future, they would like more information on that. Other areas that need to be addressed by the Committee are support staff required for the radio system, training requirements and documentation. Training would include individuals using the system and individuals operating and maintaining the system.

The document will be updated once comments are received. Dr. Wicker will return to Tucson in February, to explain the final document. That concludes Dr. Wicker's presentation.

Captain Wilson advises when the document is distributed the agencies will be asked to review the general requirements specified in the first fifty or so pages and the specific appendices which are broken down by agency. Each agency will be asked to clarify numbers for the Committee and all comments will be forwarded to Aerospace for final review.

VIII. Consultant RFP Process
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson met with members of the Pima County Procurement Department in an effort to learn about the options available to the Committee. The “Work Group” will meet next week to discuss some procurement strategies and recommendations and scope of work we would like to engage a contractor to assist us with. There is no time frame as to how long the process will take.

**IX. APCO Project 25 Information Briefing
Joe Noce, Mesa Police Department**

Mr. Joe Noce is the Project Manager of the Mesa side of the Mesa/Phoenix radio project and sits on the Planning Committee for Project 25. Mr. Noce was invited to give an executive briefing on Project 25, how it might be used in our project and to share how the Mesa/Phoenix project came together and what they learned during the process that may benefit the Committee.

Mr. Noce begins his presentation with information on how Project 25 began and the different agencies involved.

Mr. Noce advises Phase II is in progress today. He recommends more operational and less technical people sit on the Project 25 Committee.

Mr. Noce discusses criticisms and advantages of Project 25.

Mr. Noce discusses the Mesa/Phoenix project. Mesa and Phoenix were both having difficulties with their radio systems and an IGA was created to share towers. He reviews the steps taken over the years by both cities to make the project successful. Mr. Noce stresses the importance of user participation, developing good functional requirements and dedicated project management.

Mesa/Phoenix are in the process of putting together a demonstration in the Phoenix metropolitan area involving the Department of Homeland Security the FBI and other agencies, actually demonstrating Project 25 multi-band capabilities in an effort to improve interoperability. Yuma and Coconino Counties are also moving toward Project 25.

A member of the audience asks how close the actual budget and the original estimates for the system were. Mr. Noce advises they are under budget on the infrastructure portion of the project. Phoenix is right at their budgetary figure on the subscriber equipment, Mesa is going to be a little over. The total dollar amount for the infrastructure and subscriber equipment is approximately \$150 million. Mesa’s infrastructure was \$17.5 million and Phoenix’s was closer to \$50-\$60 million, maybe even higher. Mesa’s subscriber was approximately \$13 million; Phoenix’s was approximately \$60 million.

Mr. Noce concludes his presentation.

X. New Business

Sheriff Dupnik asks the Committee if there is any new business and receives no response.

XI. Call to the Public

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

Captain Wilson advises the Committee that the Sheriff's Department, in an attempt to focus more resources on the bond project, has made organizational changes that will allow him more time to focus on the project.

Captain Wilson announces Lt. Miranda will be moving away from the Department's Communications arena and Lt. Mike Sacco will be replacing him, adding Lt. Miranda will continue to assist with grant applications.

Sheriff Dupnik presents a certificate of appreciation to Lt. Miranda for his involvement in the Pima County Wireless Integrated Network project.

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

Sheriff Dupnik announces the date for the next meeting:

January 27, 2005, 9:00 AM
Pima County Sheriff's Department
1750 E. Benson Hwy.
Tucson, A Z85714

XIII. Adjournment

Sheriff Dupnik motions to adjourn. Motion is seconded by Chief Sharp and is unanimously carried.

Meeting adjourned at 10:05 a.m.

Minutes prepared by: Annette Romero