

**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
Thursday, December 21, 2006
1:30 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the December 21, 2006 meeting.

- I. Call to Order:** Mr. Larry Sayers, Technical Committee Chair, calls the meeting to order at 1:30 p.m.

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

Quorum is established for the Technical Committee with a total of 11 members present.

Quorum is established for the User Committee with a total of 16 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Fleet Services
Rick Brown, Marana Police Department
Gary Bynum, Drexel Heights Fire District
Steven Campbell, Drexel Heights Fire District
Scott Ferguson, Pima Community College DPS
Joseph Jakoby, City of Tucson
Pat Joy, Pima County Sheriff's Department
Ted Martin, Pima County Sheriff's Department IT
Kerry Reeve, PC Office of Emergency Management
Ben Standifer, Tohono O'odham Police Department
Anita Velasco, City of Tucson Communications

Members Not Present – Technical Committee

Ken Boynton, University of Arizona
Don Harrison, Tucson Airport Authority
Tim Hoban, Tucson Airport Authority
Greg Lugo, City of Tucson
Gregory McNeal, City of Tucson
John Moffatt, Pima County Office of Strategic Planning
Gary Schmitz, Oro Valley Police Department

Others Present

Joseph Martinez, Tohono O'odham PD IT
Paul Punske, Motorola

Members Present User Committee

Patrick Abel, Golder Ranch Fire District
Manny Amado, Pima Community College DPS - Proxy
Nancy Anderson, Oro Valley Police Department – Proxy
Paul Ashcraft, Marana Police Department
Linda Basham-Gilbert, Tucson Police Department
Gary Bynum, Drexel Heights Fire District
Shannon Collier, Sahuarita Police Department
Charles Hangartner, Tohono O'odham Tribal Police
Matt Janton, Northwest Fire District
Dan Morelos, Tucson Airport Authority
Todd Pearson, Tucson Fire Department
Kerry Reeve, PC Office of Emergency Management
Ernie Robles, Picture Rocks Fire Department
Mike Sacco, Pima County Sheriff's Department
Kevin Trick, South Tucson Fire Department
Kevin Wells, Pasqua Yaqui Police Department

Members Not Present – User Committee

Larry Anderson, South Tucson Fire Department
Lee Bucklin, Rincon Valley Fire District
Jim Bush, Ajo/Gibson Volunteer Fire Department
James Craig, Helmet Peak Fire Department
Charles Kmet, Tohono O'odham Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tom Nix, Avra Valley Fire District
Hector Olivo, Pascua Yaqui Police Department
Luis Puig, University of Arizona Police Department
Doug Roth, Corona de Tucson Fire Department
Cheryl Smart, Pim County College DPS
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

II. Approval of Minutes, Mr. Larry Sayers, Technical Committee Chair

Mr. Sayers asks members if there are any suggested changes for the November 30, 2006, joint meeting minutes. Asst. Chief Bynum moves to accept and approve the minutes and Det. Hangartner seconds the motion. Motion unanimously carries.

Materials provided: User/Technical Joint Meeting Summary for November 30, 2006.

III. Executive Session

Capt. Paul Wilson, Pima County Sheriff's Department

Mr. Mike Dye, CTA Communications

Captain Wilson recommends that the Committees discuss the following items in executive session to receive confidential updates:

- Cost Projections
- ECC/EOC Facility Requirements
- Concept of Operations/Business Plan Development

Captain Wilson requests that the Committee proceed with the public items before entering into executive session.

NOTE: Item III will be addressed under Executive Session following Committee approval. Items IV-IX were discussed in the open meeting.

Asst. Chief Bynum motions that the User and Technical Committees go into executive session. Ms. Joy seconds the motion. Motion unanimously carries.

Executive Session, 1:47 p.m.

The User and Technical Committees receive information on the Conceptual Design Package.

IV. CTA Communications – Consultant Engagement Status Report

Mr. Mike Dye, CTA Communications

Mr. Dye explains that Sections 1 and 5 of the Conceptual Design Package are in their second review and encourages Committee members to review those documents. Sections 6, 7 (ECC and EOC) and 8 (cost projections) have been updated and will be discussed during executive session.

Mr. Dye explains that on December 20, 2006, workgroup members from the Radio Systems and ECC/EOC workgroups met with CTA to discuss Business Plan preparations; operating costs, plan development, IGAs, and cost-sharing models. The RFP Specifications document is on-schedule and meetings with County Procurement have proven to be beneficial for documentation.

Mr. Dye recommends that while reviewing the updated sections of the Conceptual Design Package, Committee members should pay particular attention to the system's coverage information. The Draft Concept of Operations report is expected by late January 2007. The Specifications report is anticipated for late February 2007.

Captain Wilson explains that the draft Conceptual Design Package has been up for review for approximately three (3) weeks. Comments are due to CTA Communications by Friday, December 22, 2006. Sections 6 and 7 are being reviewed by the project's four (4) entities; the County, City, Drexel Heights Fire, and Northwest Consortium. The mobile data and AVL sections from the RFP Specifications document will be sent out to specific technical representatives on Friday, December 22, 2006, for review.

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

Materials provided: CTA Communications Project Status Report dated December 15, 2006.

V. Agency Support and Commitment
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains PCWIN has engaged the Tohono O'odham Nation with an MOU seeking confirmation of support for the project, which is currently progressing through the Nation's Legislative Council.

Last month, participating agencies were tasked with revising their non-fixed mobile and portable radio numbers, adding additional figures for the year 2009 to support agency dispatch and operations functions. Captain Wilson explains that the Staff Office received good feedback on those requests, although some agencies misunderstood and reported inaccurate numbers. Northwest Fire District expressed the option to continue using their VHF radio system in place of joining the countywide network. This resulted in a meeting with Northwest Fire Consortium Fire Chiefs and County staff where a renewed support for inclusion into the project was established. Northwest Fire will provide the Staff Office with new figures and those figures will be forwarded to CTA.

Captain Wilson explains that if agency representatives feel their figures are inaccurate to please contact him with accurate numbers by Friday, December 22, 2006. Captain Wilson states that it is County Administrator Huckelberry's intention to require participating agencies to formally commit to the PCWIN project before the system is deployed. He proposes that CTA continue with the Business Plan, immediately following that with a Stakeholder Meeting, which will provide agency officials, management, and representatives with a comprehensive overview of the business process and projected costing details. Captain Wilson explains that following the Stakeholder Meeting, participating agencies will be asked to commit, via an MOU, to affirm their support with PCWIN project. An RFP is anticipated in April 2007. Captain Wilson refers to the Committees for additional direction or comment. He receives no response.

VI. Grant Funding
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that the City and the County requested a \$500,000 Earmark from the Federal Government for FY06, which was to be divided between the two (2) entities. The County submitted a grant request for \$246,000 last week, and those funds will be used to extend the 9-1-1 fiber loop into the 22nd Street facility. Qwest estimated the cost to be \$255,000, leave approximately \$9,000 to be covered by the Bond funds.

Captain Wilson explains that the 2006 COPS Grant portion allotted to the City came to \$246,000. Approximately \$90,000 was to be used for the City of Tucson's telephone system upgrade, and the remaining \$156,000 was dedicated to PCWIN. Unfortunately, someone within the City of Tucson saw the technology funding, contacted the COPS Office, and retrieved that funding for another project. Captain Mayhew and Deputy Chief Miller, from the Tucson Police Department, are requesting an extension of 2004 COPS Grant funding, requesting the COPS Office reprogram approximately \$214,000 to be applied directly to PCWIN. This will result in an agreement with the COPS Office to use those funds for a microwave link from Tucson Police Department to the Sheriff's Department at the 22nd Street facility.

Lastly, before Congress adjourned, the Call Home Act of 2006 was passed, allowing inexpensive ways for deployed troops overseas to call home. Within the bill, Senator Ted Stevens included a paragraph that provides the Department of Homeland Security \$1 billion dollars for public safety interoperability, which will be distributed this fiscal year. Captain Wilson is unsure if this bill will result in local or state grant funding, but details will be researched and the Committee will be kept apprised of all updates. Captain Wilson extends his appreciation to Ms. Nancy Anderson, of the Oro Valley Police Department, who brought that bill to his attention.

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

VII. 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.

VIII. 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.

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

TBA

X. Adjournment

Executive session concludes at 2:24 p.m. Mr. Sayers calls for the public to return to the open meeting.

Asst. Chief Bynum makes a motion adjourn the meeting and Mr. Reeve seconds the motion. Motion unanimously carries.

Meeting adjourns at 2:24 p.m.

Minutes prepared by: Catherine Hanna