

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

Pima County Sheriff's Department
Administration Building, Sheriff's Operations Center, 3rd Floor
1750 E. Benson Highway, Tucson, Arizona
Thursday, July 26, 2007
2:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the July 26, 2007 meeting.

- I. **Call to Order:** Mr. Dan Morelos, User Committee Co-Chair, calls the meeting to order at 2:03 p.m.

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

Quorum is established for the User Committee with a total of 14 members present.

Members Present User Committee

Dan Morelos, User Committee Co-Chair, Tucson Airport Authority
Todd Pearson, User Committee Co-Chair, Tucson Fire Department
Nancy Anderson, Oro Valley Police Department – Proxy
Paul Ashcraft, Marana Police Department
Shannon Collier, Sahuarita Police Department
Charles Hangartner, Tohono O'odham Tribal Police
David Jones, City of Tucson (Tucson General Services)
Wren Keller, Corona de Tucson 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
Mike Sacco, Pima County Sheriff's Department
Kevin Trick, South Tucson Fire Department – Proxy

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
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
Richard Garcia, South Tucson Police Department
Charles Kmet, Tohono O'odham Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tom Nix, Avra Valley Fire District
Larry Stevens, Oro Valley Police Department
John Williams, Three Points Fire District
Brian Wilford, Green Valley Fire District

Others Present

Chris Balderson, TYCO
Manny Barreras, Motorola
William Guerra, Lockheed Martin
Joseph Martinez, Tohono O'odham PD IT
Paul Punske, Motorola
Larry Sayers, Pima County Wireless Services
Isaiah Twombly, City of Tucson Communications
Paul Wilson, Pima County Sheriff's Department

II. Approval of Minutes, Mr. Dan Morelos, User Committee Co-Chair

Mr. Morelos asks members if there are any suggested changes for the June 27, 2007, joint meeting minutes. Lt. Sacco moves to accept and approve the minutes and Mr. Trick seconds the motion. Motion unanimously carries.

Materials provided: User/Technical Joint Meeting Summary for June 27, 2007.

III. Tohono O’odham Nation Update Captain Paul Wilson, Pima County Sheriff’s Department

Captain Wilson explains that during the June 28th Executive Management Committee meeting, members requested that letters be sent to the Tohono O’odham Nation in an effort to bring the MOU to the attention of the Legislative Council and seek approval with a deadline of August 21, 2007. During today’s meeting, Chief Saunders reported that the Legislative Council has been receiving updates about the PCWIN project, and hope to have the MOU discussed at their Special Session meeting next week.

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

IV. Business Plan Update Captain Paul Wilson, Pima County Sheriff’s Department Ms. Cheryl Giggetts, CTA Communications Project Manager

Captain Wilson reminds the Committee that the Business Plan has been going through revisions and updates since April 2007. The fourth revision (final) was received and the Executive Management Committee has requested that they hold a working meeting in the next two (2) weeks to discuss issues relative to the Business Plan. Captain Wilson explains that the current version is posted to CTA’s website and available to download and review. He encourages department executives to read the document and provide feedback to either himself or one of the Executive Committee members.

Business Plan Ms. Cheryl Giggetts, President, CTA Communications

Topics Discussed:

- Agenda
- Background – Mission Statement
- Background – Objectives
- Background – Project Phases
- Governance Strategy
- Radio System Strategy
 - Radio System Planning
 - Radio System Cost Estimate
 - Radio System Management & Staffing
 - Radio System Financial Strategy

- ECC/EOC Strategy
 - ECC/EOC Planning
 - ECC/EOC Conceptual Architecture Design
 - ECC/EOC Cost Estimate
 - ECC/EOC Management & Staffing
 - ECC/EOC Financial Strategy
- Procurement Strategy
 - Develop Procurement Documents
 - Issue Procurement Documents
- Implementation Strategy
 - Smooth Transition from Legacy Systems
 - Planning & Communications Key to Success
 - Commitment to Excellence & Cooperation
- Risk Management Strategy
 - Risk Management Plan
- Summary of Costs, Expenses & Benefits
 - Initial Bond (\$92M) Insufficient
- PCWIN Mission Success

In regards to the Business Plan, Captain Wilson recommends that Committee members pay attention to the philosophy and methodology regarding the program's purchase, management, and implementation. Captain Wilson explains that sticker-shock may affect some agencies who review the document, but he asks that the Committee keep in mind that the numbers are realistic and were built around the conceptual design of the system. Many variables can change those numbers over time, i.e. subscriber units, or additional users to the system. Captain Wilson explains that the Business Plan was crafted on the direction of all three (3) Committees to ensure PCWIN is a sustainable system. CTA's cost figures are based on the voice and radio systems, fixed replacement costs, and the subscriber replacement costs.

Captain Wilson asks that if Committee members have questions regarding the philosophy or methodology of the Business Plan to contact him or any Executive Committee member to voice any concerns or comments. He adds that the Executive Management Committee will meet in two (2) weeks to address any concerns regarding the Business Plan and its content.

Ms. Giggetts explains that the Business Plan was written as a solid structure with a lot of options to consider. Pieces will be added and taken away at the discretion of these Committees.

Mr. Puig asks if the costing table can include details on what services each agency will receive, making it easier to present the information to executive staff. Captain Wilson explains that the Executive Summary will provide the details executives may be looking for. He adds that the document has changed quite a bit since the first version. The final version has been organized to show several sections pertaining to Governance, Introduction, Radio Systems Planning, and Communications Center Planning.

Materials provided: CTA Communications' Business Plan Presentation, dated July 26, 2007.

V. Business Plan Distribution
Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson explains that the Executive Management Committee delayed adopting the Business Plan until the August Committee meeting. After the Business Plan is adopted, MOUs will be distributed, requesting that all agencies recommit their support of the project. A comparison spreadsheet of each agency's current and future maintenance and operations costs will be included when the Business Plan is adopted.

Captain Wilson reminds the Committee that a Cost Survey Spreadsheet was distributed in June to detail those costs. Currently, 21 agencies have returned their spreadsheets. CTA has reviewed the returned surveys and created a draft document with what was collected thus far. The final spreadsheet will assist when making those internal decisions and/or to help present the information to executive staff or appointed officials.

Captain Wilson explains that he seeks individual input from Committee members in regards to what they think will need to occur to have an MOU considered and executed from their agency. He adds that the technology procurement piece of the project is expected to be an 8 month process.

University of Arizona Police Department
Mr. Luis Puig

Mr. Puig explains that the MOU will go to him, he'll present it to the Chief, send it to Procurement, and request a signature by the Board of Regence. He adds that the total consideration time for the MOU would be one (1) month. No personal presentation is requested at this time, but the Chief will likely attend a presentation put on by Captain Wilson for all executive staff.

Sahuarita Police Department
Lt. Shannon Collier

Lt. Collier explains that he will write a resolution and forward the MOU to his Legal Department for consideration. Legal will then forward the MOU to the City Council for review. A personal presentation is requested, which may include the City Council and/or the Chief.

Mount Lemmon Fire Department
Capt. Dennis Rankin

Captain Rankin explains that the MOU will begin at the Legal Department, continue to the Fire Chief, and finalized by the Fire Board. Anticipated review time is three (3) months.

Pascua Yaqui Police Department
Lt. Hector Olivo

Lt. Olivo explains that the MOU will begin at the County Attorney's Office, continue to the Chief, and will be signed by the Council. No presentation is requested at this time.

Marana Police Department
Lt. Paul Ashcraft

Lt. Ashcraft explains that the MOU can be handled two (2) ways: The Town Council can consider and sign the document by August or September; or the Town of Marana can present Pima County with an IGA, which can be signed off by the Council and Board of Supervisors.

Captain Wilson explains that IGAs are premature at this time because variables like cost and services can change. The MOUs will simply reaffirm each agency's support to the project, which is all that is requested at this point.

Picture Rocks Fire Department
Division Chief Ernie Robles

Chief Robles explains that the MOU will begin with the Fire Chief, continue on to the Board of Directors and the Legal Department for review, will be signed by the Fire Chief. Anticipated review time is two (2) months.

Oro Valley Police Department
Ms. Nancy Anderson

Ms. Anderson explains that the Chief will review the MOU and forward it to the Legal Department. Following legal review, the Chief will present it to the City Council. Anticipated review time is 60-90 days.

Golder Ranch Fire Department
Mr. Andy Smith

Mr. Smith explains that the MOU will go to the Fire Chief, continue to the Legal Department, return back to the Chief and will be finalized by the Board. Anticipated review time is 60-90 days.

South Tucson Fire Department
Mr. Kevin Trick

Mr. Trick explains that before the MOU is considered, South Tucson will have to resolve several dispatch issues and decide whether this project is in South Tucson's best interest. He states that the MOU will continue on to the City Manager for further consideration. No presentation is requested at this time.

Captain Wilson explains that he will likely schedule group presentations and invite executive staff to provide feedback on the Business Plan.

City of Tucson (General Services)
Mr. David Jones

Mr. Jones explains that the MOU will begin at the Legal Department and move forward to the City Council for further consideration.

**Corona de Tucson Fire Department
Inspector Wren Keller**

Inspector Keller explains that the MOU will be reviewed by the Fire Chief then forwarded to the Fire District Board. It will be finalized when returned to the Chief. Anticipated review is approximately 90 days.

**Tucson Airport Authority
Mr. Dan Morelos**

Mr. Morelos explains that TIA's process is much of the same, although he is requesting a presentation for senior management staff and possible Board of Directors.

Captain Wilson explains that the first step in this process is to get the Executive Management Committee (EMC) to adopt the Business Plan. He adds that he has encouraged the EMC to move forward with this process as quickly as possible. Distribution of the MOUs is dependant upon the Business Plan being adopted by the EMC. Captain Wilson encourages each Committee member to review the Business Plan and critique its content.

Materials provided: (Draft) Memorandum of Understanding.

**VI. Legacy Systems Cost Survey Spreadsheet
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson reiterates to the Committee that the spreadsheet CTA created to help agencies document current costs to operate, maintain, and replace legacy systems was sent to User Committee representatives with an additional deadline of July 6th, although a number of surveys have not been returned. The goal of this task is to take current agency costs and compare them to projected future costs when on the system.

Note: Ms. Giggetts states those agencies who have not returned their surveys. Captain Wilson discusses what details are missing from specific agencies.

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

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

Captain Wilson explains that the Staff Office has been working with the Congressional Offices for additional earmark rewards. Congresswoman Giffords' and Congressman Grijalva's offices have stated that the House budget includes a \$400,000 earmark for PCWIN, although the House and Senate still have to conference their individual plans.

Captain Wilson explains that in regards to the \$1B Commerce Grant under the Public Safety Interoperable Communications program, the Department of Homeland Security announced its requirements to receive funding, which were based on a state's risk assessment. Arizona has been awarded \$17.7M for state and local agencies. At the same time, Governor Napolitano announced that she intended to apply that funding to create interoperability between Phoenix, Yuma, and Tucson within two (2) years. This indicates that it's the states intention is to focus those dollars on the major metropolitan areas, which will be helpful to PCWIN.

The state still has to apply for the grant dollars, which must be completed within 30 days of the announcement. In addition, the Statewide Interoperability Executive Committee and the PSCC will need to complete the Statewide Communications Interoperability Plan. A draft plan is due in August and will be reviewed and submitted by September 1, 2007. The Department of Homeland Security must have the final plan and investment strategies by November 1, 2007.

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

VIII. New Business, Mr. Dan Morelos, User Committee Co-Chair

Mr. Morelos asks if Committee members request agenda items for presentation at the next meeting.

IX. Call to the Public, Mr. Dan Morelos, User Committee Co-Chair

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

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

TBA

XI. Adjournment

Mr. Morelos makes a motion adjourn the meeting and Battalion Chief Pearson seconds the motion. Motion unanimously carries.

Meeting adjourns at 3:15 p.m.

Minutes prepared by: Catherine Hanna