

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

Tucson Fire Department's Fire Prevention Center
797 East Ajo Way, Classroom #5
Friday, January 13, 2006
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the January 13, 2006 meeting.

- I. Call to Order:** Sergeant Don Lafreniere, User Committee Co-Chair, calls the meeting to order at 9:05 a.m.

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

Quorum is established for the Technical Committee with a total of 12 members present.

Quorum is established for the User Committee with a total of 12 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Radio Communications
Ken Boynton, University of Arizona PD
Steven Campbell, Drexel Heights Fire District
Scott Ferguson, Pima College Department of Public Safety
Harry Findysz, Mt. Lemmon Fire Department
Joseph Jakoby, Tucson Fire Department
Pat Joy, Pima County Sheriff's Department
Greg Lugo, Tucson Police Department
Ted Martin, PCSD IST
Gary Schmitz, Oro Valley Police Department
Ben Standifer, Tohono O'Odham Police Department
Anita Velasco, City of Tucson Communications

Members Present User Committee

Don Lafreniere, Co-Chair, Sahuarita Police Department
Harry Findysz, Mt. Lemmon Fire Department
Linda Basham-Gilbert, Tucson Police Department
Matt Janton, Northwest Fire District
Charles Kmet, Tohono O'Odham Fire Department
Dan Morelos, Tucson Airport Authority
Todd Pearson, Tucson Fire Department
Luis Puig, University of Arizona Police Department
Mike Sacco, Pima County Sheriff's Department
Larry Stevens, Oro Valley Police Department
Nancy Anderson, Oro Valley Police Department – Proxy
Andrew Smith, Golder Ranch Fire District – Proxy

Members Not Present – Technical Committee

Gary Bynum, Drexel Heights Fire District
Don Harrison, Tucson Airport Authority
Tim Hoban, Tucson Airport Authority
Gregory McNeal, City of Tucson
John Moffatt, Pima County Office of Strategic Planning
Kerry Reeve, Pima County OEM & Homeland Security

Others Present

Matthew Fenton, University of Arizona PD
Christine O'Connor, City of Tucson
Paul Punske, Motorola
Paul Ashcraft, Marana Police Department
Elizabeth Esparza, Pascua Yaqui Police Department
Dennis Rankin, Mt. Lemmon Fire Department

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Dale Bradshaw, Marana Police Department
Lee Bucklin, Rincon Valley Fire District
Jim Bush, Ajo/Gibson Volunteer Fire Department
Gary Bynum, Drexel Heights Fire Department
Jim Conklin, Arivaca Volunteer Fire Department
James Craig, Helmet Peak Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tom Nix, Avra Valley Fire District
Hector Olivo, Pascua Yaqui Police Department
Kerry Reeve, P. C. OEM & Homeland Security
Ernie Robles, Picture Rocks Fire Department
Doug Roth, Corona de Tucson Fire Department
Kevin Shonk, Tohono O'Odham Police Department
Cheryl Smart, Pima College Department of Public Safety
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

II. Approval of Minutes, Sgt. Don Lafreniere, User Committee Co-Chair

Sgt. Lafreniere asks members if there are any suggested changes for the December 15, 2005 joint meeting minutes. Pat Joy moves to accept and approve the minutes. Anita Velasco seconds the motion. Motion is unanimously carried.

Materials provided: User/Technical Meeting Summary for December 15, 2005.

III. Ad Hoc Committee Update, Lt. Mike Sacco, Pima County Sheriff's Department

Lt. Sacco advises he has received feedback from some of the agencies regarding the frequencies utilized for interoperability use on the ACU1000, but is still waiting for other agencies to respond. He will make notification to all agencies that have not returned the information.

Lt. Sacco reports that the Sheriff's Department has ordered an upgrade to the module for the ACU1000 to allow the department to control the ACU1000 from the dispatch console. He hopes to receive it soon and have it installed.

The next ad hoc meeting will be held at the end of this month or the beginning of next month.

IV. Consultant Status Update, Captain Paul Wilson, Pima County Sheriff's Department

Captain Wilson advises that on Tuesday, January 10, 2006, the Board of Supervisors approved the contract with CTA Communications, Inc. Information including a copy of the RFP can be found on the PCWIN website, with the last eight pages being the scope of work the contractor has been asked to perform for the project.

Captain Wilson provides members with a Gantt Chart and discusses the proposed schedule that was in place while they were negotiating the contract. He advises the schedule has been delayed by at least one month as they estimated a start date of January 3, 2006, but the contract start date is actually February 1, 2006. The chart provides information pertaining to the different activities that will be taking place and their time frames to assist the different agencies with preparation and participation.

On December 20, 2005, the Tucson City Council approved the IGA to transfer grant dollars from the Tucson Police Department to Pima County for the purpose of helping pay for the consultant's services. The IGA is going before the Pima County Board of Supervisors for approval in early February. The COPS Office, the granting agency, has declined any need to review the contract, so the transfer can be made as soon as the Board of Supervisors signs the IGA.

Captain Wilson advises a lot of activity will start to occur in February, March and April. He advises there will be invitations to each of the participating agencies to complete surveys and questionnaires and expresses how important it is that they be completed and returned in a timely manner in order to stay on track with the timelines. Participating agencies will also be invited to participate in individual briefings with the consultants so they can gather information face-to-face and tour some of the different facilities in order to obtain a good understanding of what types of systems the different agencies are utilizing.

Materials provided by Captain Wilson: Gantt Chart entitled, Pima County, Arizona Wireless Integration Network Company Proprietary Information

V. **Review: Site Visit to Salt Lake City, Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains the reason for the site visits and advises four trips have been scheduled, with a fifth visit to be scheduled at a later time.

The scheduled visits are to:

Minneapolis, Minnesota
Salt Lake City, Utah
Austin, Texas
King County, Washington
Los Angeles/Long Beach, California

Captain Wilson briefs the committee members on the group visit to Salt Lake City. Members of the group included, himself, Larry Sayers, Harry Findysz and Pat Joy.

One of the two communication projects in Salt Lake City is the Utah Communications Agency Network. The other agency is the Valley Emergency Communications Center. They are two separate independent organizations, but share some office space.

Utah Communications Agency Network (UCAN)

Topics discussed:

- System Description
- Member Community
- Coverage Requirements
- Sustainability
- Equipment Replacement
- Interoperability
- Fire Ground Communications

Salt Lake Valley Emergency Communications Center (VECC)

Topics discussed:

- Governance
- Organization
- Services – 2004
- Cost Recovery Model
- Operations
- Fire Dispatch
- CAD
- Facility
- Site Selection Considerations
- Amenities

Materials provided by Captain Wilson: PCWIN Site Visit Summary

VI. New Business, Sgt. Don Lafreniere, User Committee Co-Chair

Sgt. Lafreniere asks if anyone has any agenda items. Lt. Sacco advises a site visit presentation will be prepared for the next joint meeting. Captain Wilson advises he will provide specific information regarding scheduling for the consultant services.

VII. Call to the Public, Sgt. Don Lafreniere, User Committee Co-Chair

Sgt. Lafreniere asks if anyone from the public would like to address the committees. He receives no response.

Captain Janton is presented with a certificate of appreciation for his commitment as User Committee Co-Chair for 2005.

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

A joint meeting is suggested and the next meeting is scheduled for:

Friday, February 17th, 2006 at 0900
Tucson Fire Department's Fire Prevention Center,
797 East Ajo Way, Classroom #5, Tucson, Arizona.

Mr. Todd Pearson checked and confirmed the facility was available.

IX. Adjournment

Todd Pearson motioned to adjourn the meeting and Lt. Sacco seconded the motion. Motion carried unanimously and the meeting was adjourned.

Minutes prepared by: Annette Romero