

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Tuesday, December 14, 2004
2:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the December 14, 2004 meeting.

I. Call to Order: Captain Paul Wilson calls the meeting to order.

Roll Call: Captain Paul Wilson, Pima County Sheriff's Department

Members Present

Linda Basham-Gilbert, Tucson Police Department, User Committee
Dale Bradshaw, Marana Police Dept., User Committee
Gary Bynum, Drexel Heights Fire District, Technical Committee
Chief Douglas Chappell, Drexel Heights Fire Dist., User Committee
Jim Conklin, Arivaca Volunteer Fire Dept., User Committee
Scott Ferguson, Pima College Dept. of Public Safety, Technical Committee
Tim Hoban, Tucson Airport Police Dept., Technical Committee
Joseph Jakoby, Tucson Fire Department, Technical Committee
Matt Janton, Northwest Fire District, Co-chair, User Committee
Pat Joy, Pima County Sheriff's Department, Technical Committee
Asst. Chief Charles Kmet, Tohono O'Odham Fire Dept., User Committee
Don Lafreniere, Sahuarita Police Dept., User Committee
Greg Lugo, Tucson Police Dept., Technical Committee
Ted Martin, Pima County Sheriff's Department, Technical Committee
Captain Tom Nix, Avra Valley Fire Dist., User Committee
Todd Pearson, Tucson Fire Dept., User Committee
Jim Perry, Tucson Police Dept., Chair, Technical Committee
Kerry Reeve, Pima County OEM & Homeland Security, Technical Committee
Lt. Mike Sacco, Pima County Sheriff's Department, User Committee
Larry Sayers, Pima County Radio Communications, Technical Committee
Gary Schmitz, Oro Valley Police Dept., Technical Committee
Lt. Kevin Shonk, Tohono O'Odham Police Dept., User Committee
Cheryl Smart, Pima College Department of Public Safety, User Committee
Larry Stevens, Oro Valley Police Dept., Co-chair, User Committee
Anita Velasco, Tucson Police Dept., Technical Committee

Members Absent

Patrick Abel, Golder Ranch Fire Dist., User Committee
Lee Bucklin, Rincon Valley Fire Dist., User Committee
James Craig, Helmet Peak Fire Dept., User Committee

Harry Findysz, Mt. Lemmon Fire Dist., Technical Committee
Don Harrison, Tucson Airport Police Dept., Technical Committee
Richard Hughes, Drexel Heights Fire Dist., Technical Committee
John Moffatt, Pima County Office of Strategic Planning, Technical Committee
Dan Morelos, Tucson Airport Police Dept., User Committee
Luis Puig, University of Arizona Police Dept., User Committee
Ben Standifer, Tohono O’Odham Police Department, Technical Committee
Chuck Wunder, Green Valley Fire Dist., User Committee
John Williams, Three Points Fire Dist., User Committee

Others Present

Robert Couch, SAIC
Les Craddock, Tucson Airport Authority Comm., (for Dan Morelos)
Dale King, City of South Tucson Police Dept.
Lt. Oscar Miranda, Pima County Sheriff’s Department

II. Open Meeting Law Briefing
Sean Holguin, Pima County Sheriff's Department, Legal Advisor

Sean Holguin conducts a presentation reference Open Meeting Laws and conflict of interest issues. Advises per Statutes §38-431 & §38-431.09, Technical and User Committees are subject to Open Meeting Laws. Meetings must be open to the public. Other issues covered are notice of meetings, blanket notices, records of notices, agendas, call to the public, minutes and penalties for violations.

Materials provided: Arizona Open Meeting Laws (6 pages)

III. Project Status Report – Captain Paul Wilson

Captain Wilson demonstrates how to obtain information from the Pima County Website reference the bond project to include Bylaws, news, reports, plans and documents.

A slide presentation bullet points specific dates reference project actions from August 2003 through December 2004.

IV. Pima County Public Safety Communications Network User and Technical Committees’ Organization and Structure – Captain Paul Wilson

Captain Wilson identifies the agencies participating in the project.

Captain Wilson reviews the governance structure and introduces the Chair and Co-Chairs of the Technical Committee and User Committee. He advises the meetings shall be called by respective Chair/Co-Chairs and one member of each committee shall serve as secretary to record minutes.

Captain Wilson discusses requirements for quorums and voting privileges established in the Bylaws.

V. Technical Requirements Document – Captain Paul Wilson

Captain Wilson advises Aerospace Corporation has completed the first “Draft” of the Technical Requirements document for review. He advises he will hand out the document following adjournment of the meeting and stresses the importance of confidentiality. The Committee members are asked to review and comment on the document. Comments are due back to Captain Wilson not later than December 31, 2004.

VI. Call to the Public

No questions from the audience.

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

The chairmen/co-chairs of each committee shall schedule the next meeting date.

Captain Wilson asks if there is any objection to Emailing future agendas. There are no objections.

VIII. Adjournment

Meeting adjourned at 3:15 p.m.

Minutes prepared by: Annette Romero