

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

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, February 3, 2005
1:00 p.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the February 3, 2005 meeting.

I. Call to Order: Mr. Mike Sacco calls the meeting to order in Matt Janton's absence.

Mr. Sacco introduces Annette Romero of the Pima County Sheriff's Department who will be preparing the minutes for today's committee meeting. He advises Item #IV on the agenda addresses the appointment of an official recorder for the User Committee.

Roll Call: Mr. Sacco

Mr. Janton arrives during roll call.

Members Present

Patrick Abel, Golder Ranch Fire District
Linda Basham-Gilbert, Tucson Police Department
Dale Bradshaw, Marana Police Department
Chief Douglas Chappell, Drexel Heights Fire District
Harry Findysz, Mt. Lemmon Fire Department
Matt Janton, Co-chair, Northwest Fire Department
Don Lafreniere, Sahuarita Police Department
Dan Morelos, Tucson Airport Police Department
Mr. Tom Nix, Avra Valley Fire District
Todd Pearson, Tucson Fire Department
Luis Puig, University of Arizona Police Department
Kerry Reeve, Pima County OEM & Homeland Security
Ernie Robles, Picture Rocks Fire Department
Mr. Mike Sacco, Pima County Sheriff's Department
Mr. Kevin Shonk, Tohono O'Odham Police Department
Cheryl Smart, Pima College Department of Public Safety

Members Absent

Larry Anderson, South Tucson Fire Department
Lee Bucklin, Rincon Valley Fire District
Jim Bush, Ajo/Gibson Volunteer Fire Department
Jim Conklin, Arivaca Volunteer Fire Department
James Craig, Helmet Peak Fire Department
Charles Kmet, Tohono O'Odham Fire Department
Basillio Martinez, Pascua Pueblo Fire Department
Doug Roth, Corona de Tucson Fire Department

Larry Stevens, Co-chair, Oro Valley Police Department
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

Others Present

Ruben Alderete, South Tucson Fire Department
Pat Joy, Pima County Sheriff's Department
Daniel Simmons, Pima College DPS
Andy Smith, Golder Ranch Fire District
Anita Velasco, City of Tucson
Maggie Williams, Oro Valley Police Department
Paul Wilson, Pima County Sheriff's Department

A quorum, as defined in the **By-laws of the Committees to Implement the Pima County Wireless Integrated Network, Article VI Meetings, 6.7, Quorums**, has been formed. Records indicate there are 16 User Committee members present, meeting the minimum requirement of 14 members to form a quorum.

II. Introduction of Members

Mr. Sacco asks each attendee to introduce themselves to the committee. Mr. Sacco turns the meeting over to Mr. Janton.

III. Review of By-Laws, Matt Janton, Co-chair

Mr. Janton would like to discuss how the committee would like to accept alternate members to the committee. Mr. Wilson advises the By-laws do not provide for it. Mr. Sacco confirms there are no provisions reference alternate members for the Technical or User Committees in the By-laws and stresses how important it is for each member to make the effort to attend all scheduled meetings in order to meet quorum requirements.

Mr. Wilson offers information reference the By-laws. He informs the committee members that the By-laws are posted on the project website. He advises how the By-laws were established and why. The By-laws that were established indicate that in order to have a quorum, there must be a minimum of 50% plus one (1) of the actual committee members present. The reason why the By-laws did not provision alternate members for the User and Technical Committees was based on the fact that the groups were so large to begin with and appointing alternate members would increase that number. Another reason was to try to encourage consistent participation by specific members versus individuals not familiar with committee business.

Mr. Wilson explains the Executive Management Committee's responsibilities/role and how the User Committee was created to advise the Executive Management Committee.

Mr. Wilson summarizes the status of the technical document.

Mr. Janton asks Committee members if there are any questions for Mr. Wilson.

Mr. Janton would like to discuss how often the Committee should meet, citing some of the items Mr. Wilson covered. Mr. Janton suggests a "homework" method in addition to

quarterly meetings to prepare a comprehensive report to the Executive Management Committee.

Ms. Basham-Gilberts asks if minutes for the Technical Committee can be made available to assist with keeping current with the Technical Committee's actions.

Mr. Sacco advises the Technical Committee has met two times and is meeting once a month. He advises the minutes are available on the PCWIN Website at Pima County Bond Programs or <http://www.bonds.pima.gov/Wireless/Wireless.htm>. The Technical Committee has members who are also members of the User Committee. These members report the actions/recommendations of the User Committee to the Technical Committee in an effort to keep the members informed. Additionally, the Technical Committee has suggested quarterly, joint meetings with both the Technical and User Committees.

Mr. Wilson advises what his expectations of the User Committee are. Prior to bringing a consultant on board, he would like to discuss some concepts of how they expect the regional radio system to work, what is it going to look like and how people will utilize it. He would like to have the plans on paper to submit to the consultants.

IV. Official Recorder Appointment, Matt Janton, Co-chair

Mr. Janton advises the Committee an official recorder must be appointed and opens the floor to nominations/volunteers. Ms. Basham-Gilbert stresses her concerns with selecting a committee member to be responsible for note-taking. She feels it would be difficult to participate and stay abreast of the conversations while taking notes. She is opposed to appointing a committee member as the official recorder. Mr. Janton agrees with Ms. Basham-Gilbert and suggests the Committee solicit the help of the Sheriff's Department to do the actual note-taking. Once notes are confirmed by the appointed recorder they would take care of the distribution of the minutes.

Mr. Wilson advises the By-laws specifically stated someone from the committee would be designated to be the official recorder. Mr. Janton asks if the recorder can solicit the assistance of the Sheriff's Department staff.

Mr. Janton asks for volunteers or nominations for an official recorder. Mr. Sacco volunteers to be the official recorder. Mr. Janton recommends Mr. Sacco as the Committee's official recorder and calls for a vote. The Committee votes unanimously passing the recommendation.

V. Description of Required Communications Paths, Matt Janton, Co-chair

Mr. Janton asks if the Committee members want to attempt to complete the Aerospace Corporation Technical Requirements Document comment sheets. Mr. Sacco advises he was informed by Mr. Wilson that the last item to be addressed would be a diagram showing the communications paths of each different agency in a block chart indicating future paths.

Mr. Wilson states the consultants need a description of each agency's communications path, so they can work those into their security requirements for the document. Each agency has had the opportunity to submit their comments, but not all have. Mr. Wilson is sending the technical requirements comments to Aerospace tomorrow and would like

to complete the block diagrams to include them in the package. Mr. Wilson suggests the committee discuss two separate issues 1) voice communications and 2) data communications, looking at it from each individual user prospective.

Mr. Morelos of the Tucson Airport Police Department, shares his agency's communications path diagram with the committee via overhead. The diagram identifies the different channels, indicates if the communications is monitored from the dispatchers prospective, the types of features available on a particular channel, whether it is a coded language channel and its purpose.

Mr. Janton mentions there is a need to talk officer to officer while in the field on the law enforcement side and asks if all communications need to be monitored by the dispatcher. Is two-way communications between officers necessary without being heard by dispatcher, by-passing the repeater of the system, creating another block on the diagram? On the fire side, most instances require communications from a fire unit to the dispatcher for medical and non-fire related incidents. On any kind of major medical incident or fire incident there is going to be a lot of communication from unit to unit, primarily command staff to the units operating the incident. You could have 20 or 30 units operating on one incident, reporting back to a single commander. Once a command structure is established, the communication between the officers and the fire units does not necessarily have to take place back to the communications center but back to the command post who will in turn report back to the dispatch center.

Mr. Janton advises there is a need for tactical/strategic channels requiring another set of blocks for one on one communications, not necessarily being monitored or recorded by the dispatcher.

Ms. Williams states she feels it is important to have each incident recorded and that all frequencies should be recorded, in reference to tactical channels and car to car channels.

Mr. Janton advises the critical communication is between the commander and the dispatch center and should be monitored by the dispatcher or other.

Mr. Janton asks what other blocks are necessary on the diagram. Medical/hospital block is recommended and different fire respondent agencies to talk to each other without using dispatch. Discussion continues reference the block communications path diagram.

It is suggested a block be added to the diagram for the Emergency Operations Center (EOC). In the event they are operating a large scale incident, individuals will be arriving at the EOC and they will need to be able to communicate with the incident commander and work with them from the EOC standpoint. Mr. Janton advises as the incidents escalate, one person is not capable of handling all of the communications and they should be able to add connections for additional dispatchers.

Mr. Findsyz mentions a trunk system and feels the committee should familiarize themselves with the trunk system and what it can do.

Mr. Morelos advises how Maricopa County is already on line and suggests asking a speaker to attend a committee meeting to update them on their system (Phoenix/Mesa). Mr. Sacco advised Joe Noce made a presentation on Project 25 at an Executive Management Meeting.

Mr. Janton advises the committee, what they are trying to focus on is how many different types of talk paths might be needed. He suggests they create a diagram on what they are currently doing and what they project to be doing.

Mr. Sacco asks if the system should rely on telephone connections at the dispatch level. Ms. Basham-Gilbert advises at the dispatch level, no. She explains, for most agencies there is always communications between the call-taker and the people who are assigned to take the call.

Ms. Joy states dispatcher to dispatcher linking on the radio is probably not beneficial. In regards to inter-agency, when you have two agencies coming together on an incident, like Gateway now, if it's a Tucson Police Department situation and they are asking for the Sheriff's Office or Department of Public Safety, the Tucson Police Department dispatcher is going to manage the dispatch traffic for the incident "Home Agency Rule" since they are the agency most familiar with the situation. If the situation moves from one jurisdiction to another, there would be a "hand-off." Ms. Basham-Gilbert suggests the new jurisdiction's commander decide when to assign an incident to a new jurisdiction's dispatcher.

A block diagram was created by the User Committee in reference to voice and data communications. The diagram identifies specific communication paths required for voice and data communications and any security required.

Mr. Janton opens discussion for data communications. There are concerns regarding unit to unit data transmissions. The committee agrees if they can do it, ask for it and it would be the agency's responsibility to decide what to do with it.

The next topic discussed is security. From the law enforcement stand point there is going to be a time when you need to exercise secure radio transmissions. From the fire department stand point, you won't use this feature very often except with a medical environment. Mr. Sacco suggests using encryption for broadcasting to a group of individuals, when encrypted the group of individuals can hear. The committee agrees the whole diagram should be blanketed by encryption capability.

Mr. Pearson recommends channels for general services, as the City on occasion needs to talk to different divisions. Mr. Sacco adds it would be beneficial for EOC as well since they have to talk to public works on occasion.

Mr. Sacco suggests Internet capability.

VI. Interoperability issues: concepts, codes vs. plain talk, how and when, authority levels, National Incident Management System (NIMS), Matt Janton

Mr. Janton suggests the NIMS topic be placed on the next agenda to allow the committee members time to research codes and communications for discussion. Which codes will be utilized by all agencies? Designators must be created.

Mr. Sacco advises that at the last Executive Management meeting, NIMS was adopted as the standard basis for incident management. He states NIMS is not a large departure from what is currently being used in Pima County by law enforcement and fire.

Mr. Janton explains to the committee they need to create common terminology for all agencies. The committee shows concern as to whether they are authorized to change the terminology for all agencies, or if the issue should be brought before the Executive Management Committee to decide if the User Committee can decide what terminology will be utilized in the future by all agencies.

Mr. Lafreniere motions to use plain language while communicating inter-agency. Mr. Sacco seconds the motion.

There is continued discussion on the topic of codes/language to be utilized.

The motion is clarified for the User Committee that a recommendation be made to the Executive Management Committee that any inter-agency conversation will be conducted in plain language. The motion is seconded by Mr. Sacco. The motion is unanimously passed.

Discussion begins reference how and when to talk, authority levels and how to activate available channels. The committee discussed the possibility of an incident command site to assign necessary channels or system should be built so each participating agency can access additional channels when needed. Also discussed was the possibility of assigned channels to each agency.

Mr. Janton asks each committee member to review Item #6 of the agenda reference how and when to talk and authority levels for discussion at the next User Committee meeting. Suggestions and recommendations will then be presented to the Executive Management Committee.

Mr. Janton advises there is no need for discussion on the National Incident Management System (NIMS), since the Executive Management Committee has already adopted NIMS as the standard by which mutual aid incidents will be managed when supported by the PCWIN.

VII. Liaison with PCWIN Technical Committee

There is brief discussion and consideration as to who should be appointed as liaison. Mr. Janton moves that Harry Findsyz be appointed as the liaison between the User and Technical Committees. Mr. Lafreniere seconds the motion and the motion is unanimously carried.

Mr. Janton moves that Tom Nix be appointed as the alternate liaison between the User and Technical Committees. Mr. Sacco seconds the motion and the motion is unanimously carried.

VIII. New Business

- 1) Follow-up discussion reference Item #6, Interoperability issues: how and when to talk and authority levels.
- 2) Technical Committee update from Mr. Findsyz.
- 3) Executive Committee update.
- 4) Mr. Janton will share/discuss report entitled "The Phoenix Fire Department Radio System Safety Project" which includes a study on 800/VHF/UHF and how it works in the fire environments. Mr. Janton will distribute the document via electronic PDF to all committee members. The document is to be kept within the committee.

Any additional agenda items should be submitted to Matt Janton or Larry Stevens. They have the authority to add the item to the agenda. Any declined recommended items can be overridden by vote of a minimum of three members of the committee.

IX. Call to the Public

No questions from the audience.

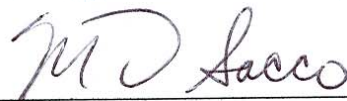
X. Date-Time-Location of Next Meeting(s)

Date: Thursday, March 3, 2005
Time: 1:30 p.m.
Location: Sheriff's Department/SOC Conference Room
1750 E. Benson Highway
Tucson Az

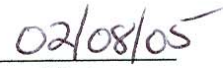
XI. Adjournment

Mr. Janton motions to adjourn. Mr. Sacco seconds the motion. Meeting adjourned at 3:15 p.m.

Minutes approved:



Lt. Mike Sacco
PCWIN User Committee Recorder



Date

Minutes prepared by: Annette Romero