

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

Pima County Sheriff's Administration Building  
1750 East Benson Highway, 3<sup>rd</sup> Floor  
Thursday, June 16, 2005  
1:30 p.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the June 16, 2005 meeting.

**I. Call to Order: Matt Janton calls the meeting to order at 1:38 p.m.**

**Roll Call: Ms. Romero**

Mr. Janton announces quorum has not been established. Paul Wilson, PCWIN Project Manager, proceeds to discuss Item V. on the agenda.

*Quorum is established at 1:50 p.m.*

**Members Present**

- 1) Dale Bradshaw, Marana Police Department
- 2) Lee Bucklin, Rincon Valley Fire District
- 3) Gary Bynum, Drexel Heights Fire District
- 4) Harry Findysz, Mt. Lemmon Fire Department
- 5) Matt Janton, Co-chair, Northwest Fire Department
- 6) Charles Kmet, Tohono O'odham Fire Department
- 7) Don Lafreniere, Sahuarita Police Department
- 8) Dan Morelos, Tucson Airport Police Department
- 9) Tom Nix, Avra Valley Fire District
- 10) Todd Pearson, Tucson Fire Department
- 11) Luis Puig, University of Arizona Police Department
- 12) Ernie Robles, Picture Rocks Fire Department
- 13) Doug Roth, Corona de Tucson Fire Department
- 14) Mike Sacco, Pima County Sheriff's Department
- 15) Cheryl Smart, Pima College Department of Public Safety
- 16) Larry Stevens, Co-chair, Oro Valley Police Department

**Members Absent**

Patrick Abel, Golder Ranch Fire District  
Larry Anderson, South Tucson Fire Department  
Linda Basham-Gilbert, City of Tucson  
Jim Bush, Ajo/Gibson Volunteer Fire Department  
Jim Conklin, Arivaca Volunteer Fire Department  
James Craig, Helmet Peak Fire Department  
Basilio Martinez, Pascua Pueblo Fire Department  
Hector Olivo, Pascua Yaqui Police Department

Kerry Reeve, Pima County OEM  
Kevin Shonk, Tohono O'Odham Police Department  
John Williams, Three Points Fire Department  
Chuck Wunder, Green Valley Fire District

**Others Present**

Chris Anthis, Three Points Fire District  
Benny Gomez, Pima County OEM & Homeland Security  
Nanette Jenkins, Pima County Administration Office  
Pat Joy, Pima County Sheriff's Department  
John Moffatt, Pima County Administration Office  
Larry Sayers, Pima County Radio Communications  
Lisa Matthews, Pima County Administration Office  
Daniel Simmons, Pima College DPS  
Anita Velasco, City of Tucson Communications  
Paul Wilson, Pima County Sheriff's Department

**V. Recommendation for Additional User Committee Members and How to Improve Attendance.**

Mr. Wilson advises that steps have been taken in an attempt to improve attendance and that additional changes will probably need to be made in the future. He advises equipment has been ordered and will be configured to allow committee members to participate via telephone when meetings are held at the Sheriff's Administration Building.

Mr. Wilson advises he has conferred with legal staff who agreed the By-Laws could be modified to include proxy votes and/or conference calling. Action cannot be taken on the subject since quorum has not been established, but Mr. Wilson would like to get some input from committee members about any requirements in regards to proxy voting so he can make recommendations to the Executive Management Committee. He advises once the requirements are established he would draft up language for the recommendation and present it to the User Committee at the next meeting. Mr. Wilson suggests maybe each agency's User Committee member (upon their absence to committee meetings) be allowed to send an agency representative in their place and asks the committee members what type of requirements they would like to suggest for this process.

Mr. Wilson explains the difference between a designated proxy and an alternate member. A designated proxy would mean a member from an agency representing an absent committee member would be able to vote in that members absence. An alternate member would have to be appointed by the Executive Management Committee. Mr. Wilson states he is in favor of designating a proxy and/or possibly changing what constitutes a quorum for the User Committee. The By-Laws currently state a quorum is the simple majority of the membership, which for the User Committee requires that 15 members be present since there are currently 28 members. He asks for input from the committee members and discussion follows reference designated proxy vote versus alternate members.

There are concerns that a designated proxy may not be the answer, since it would mean someone will be attending the meeting who is not familiar with the project and committee discussions/goals. Discussion turns to the possibility of lowering the required attendance for establishing quorum. Members recommend twelve members would be satisfactory for establishing quorum.

*During the discussion, quorum is established and the committee is allowed to vote.*

Mr. Sacco suggests lowering the required attendance for establishing quorum to twelve members. Captain Wilson suggests lowering quorum to one-third of the total committee members.

Mr. Wilson suggests lowering the quorum to one-third and asks if they also want to include a designated proxy at this time. Mr. Stevens advises he would like to keep the option of designating a proxy. The motion is amended and brought before the committee for vote. Mr. Janton moves to lower the quorum to one-third of the total committee members with the option of designating a proxy. Motion is seconded by Tom Nix and is unanimously carried.

## **II. Approval of Minutes**

Mr. Janton asks for a motion to approve the minutes. Mr. Lafreniere moves to approve committee minutes dated March 3, 2005, April 7, 2005 and May 12, 2005. Mr. Kmet seconds the motion. Motion is unanimously carried.

## **III. ACU1000 Informational Briefing**

Larry Sayers conducts a presentation on the ACU1000. His slide presentation begins with a review of the PCWIN definition of interoperability. Other subjects he reviews are:

- Catalysts
- ACU1000 Modular Interconnect
- ACU1000 Features
- Control Options
- ACU1000 Controller/Network Chart/PSTN Card
- ACU1000 Module types
- Coverage characteristics

Mr. Sayers concludes his presentation and answers questions.

Mr. Sacco states they do not have a good handle on the frequencies with the ACU1000. He provides each member with a form to help identify their frequencies and points of contacts to complete for their agency. The form is entitled, Countywide Interoperability Matrix. He states they would like to obtain memorandums of understanding from each agency prior to proceeding further. He also provides each member with an overview of the existing Gateway IGA and a list of the participating agencies.

Mr. Janton advises the committee members that there is a lot of information they must review with other agency representatives and forms to be completed. He recommends an agenda item for the next meeting reference the return of the forms.

*Hand-outs provided by Mr. Sacco:*

*Multi-Agency Mutual Aid System – Interoperability Frequencies – Gateway Signed Intergovernmental Agreement*

#### **IV. Arizona Public Safety Communications Advisory Commission’s (PSCC) Statewide Interoperability Project**

Pat Joy advises she met with representatives from RCC Consultants, Incorporated last week and they are attempting to gather information so they can proceed with the statewide interoperability project. She states the old Arizona Inter-Agency Radio System (IARS) is basically going to be reinvigorated. The IARS concept was created to supplement radio communications resources for law enforcement and other Public safety agencies within the State of Arizona for incidents that required more than just local and regional communications resources, but rather the additional ability to communicate with agencies throughout the State. Ms. Joy advises IARS currently combines the 150 spectrum and the 450 spectrum but the 700/800 is not involved at all. This project will attempt to bring all these players together, along with the fire service and hopes to utilize some of the Fire Mutual Aid channels to form a new, agency-neutral statewide radio network, referred to as the Arizona Emergency Radio System (AERS).

Ms. Joy advises she is the point of contact for the County and the RCC Consultants requested she gather the information for the RCC Consultants to complete their study for the AERS project. She distributes instructions and a matrix for each member to complete for their agency. She advises RCC Consultants would like to receive the completed matrixes no later than the beginning of the second week in July so they can proceed with their project. Mr. Sacco advises there is some additional information RCC Consultants will require from each agency, but they will obtain that information at a later time or will incorporate the information found in the Aerospace Technical Requirements Document that has already been created, e.g., mobiles utilized by each agency, diagram of communications centers, etc. Mr. Wilson advises there may also be letters sent to each agency, requesting additional information. Ms. Joy asks that the matrixes be completed and returned within the next week so she can compile the information and send it to RCC Consultants.

*Hand-outs provided by Pat Joy:*

*Letter from Arizona Department of Emergency and Military Affairs, dated June 3, 2005 reference Governor’s Homeland Security Plan, “Securing Arizona.” – Arizona Radio Interoperability Matrix Grading Instructions - Countywide Interoperability Matrix graph to be completed by each agency representative – Executive Summary, Arizona Emergency Management, Radio Interoperability Report, prepared by RCC Consultants*

#### **VI. HIPAA Workgroup Report/Update**

Mr. Sacco advises that Mr. Pearson provided good information reference the City’s perspective on HIPAA and the committee is good to go forward. Mr. Sacco called Mr. Curt Knight of the PSCC to inquire if someone from the Attorney General’s Office would be willing to talk to someone at the Federal level. Mr. Knight informed him the Attorney General’s Office has declined to weigh in and will not render an opinion at this time. Mr. Sacco advises he has obtained information from the Department of Health Services website.

## **VII. Concept of Operations: Scenario(s) Based Discussion**

Scenarios discussed:

- 1) Harry Findysz, Mt. Lemmon Fire Department
- 2) Todd Pearson, City of Tucson Fire Department
- 3) Charles Kmet, Tohono O'Odham Fire Department

There is discussion regarding simplex channels on fireground and whether it should be monitored by a dispatcher or someone away from the scene. A decision must be made as to what is more important, fireground communications or communications dispatchers monitoring incidents.

Additional scenarios were provided, but not discussed, by:  
Linda Basham-Gilbert, Tucson Police Department  
Doug Roth, Corona de Tucson Fire Department  
Dan Simmons, Pima College DPS  
Matt Janton, Northwest Fire District

Mr. Morelos advises it would be in the best interest of all committee members if they would familiarize themselves with NIMS. He states there is an introductory module available on-line that would bring them up to date on NIMS.

## **VIII. New Business**

Mr. Janton addresses items to be placed on the next agenda:

- 1) Return completed form entitled Interoperability Frequencies reference Multi-Agency Mutual Aid System
- 2) Discussion on the ACU1000 – How will it be utilized? (Possible action item)
- 3) Follow up discussion reference proxy issue.

## **IX. Call to the Public**

Mr. Janton makes a call to the public. Cheryl Smart asks if a conference call is conducted with members of the group, does it have to be provided to the public. Mr. Sacco and Mr. Janton advise, no.

## **X. Date-Time-Location of Next Meeting**

Mr. Sacco advises the Technical Committee would like to have a joint meeting. The Technical Committee tentatively has a meeting scheduled for July 14, 2005 at 9:00 a.m. and Mr. Sayers has reserved a room at the Pima County Natural Resources Parks and Recreation Building.

Mr. Janton recommends a joint meeting with the Technical Committee on the above date and time. He asks if anyone has any objections and receives no response.

**NEXT MEETING:**

Date/Time: July 14, 2005 @ 9:00 a.m.  
Location: Pima County Natural Resources Parks and Recreation  
3500 W. River Road

**XI. Adjournment**

Mr. Lafreniere moves to adjourn. Mr. Pearson seconds the motion. Motion is unanimously carried. Meeting adjourned at 3:27 p.m.

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Minutes approved:

*Mr. Mike Sacco*

Mr. Mike Sacco  
PCWIN User Committee Recorder

*06/24/05*

Date

Minutes prepared by: Annette Romero

**NEXT MEETING:**

Date/Time: July 14, 2005 @ 9:00 a.m.