

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

June 26, 2003
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

Greg Binder, Phoenix, Chair
*Kevin Hinderleider¹, Avondale
✓ Jim Keen for Betsy Wise¹, Carefree
*Pat McDermott, Chandler
*Mike Ciccarone¹, Fountain Hills
*Shawn Woolley, Gilbert
Ajay Joshi, Glendale
**John Imig¹, Goodyear
**Cary Parker², Maricopa County

Shirl Butler, Mesa
**Duncan Miller¹, Paradise Valley
✓ Jim Labita¹ for Ralph Spencer, Peoria
*Kazi Haque, Queen Creek
**Kevin Sonoda, Scottsdale
Randy Jackson, Surprise
✓ Dave Heck for John Laue, Tempe
Bruce Johnson, Tolleson
*Karen Strickland, ADOT
*Randi Alcott¹, RPTA

*Members neither present nor represented by proxy.

OTHERS PRESENT

Galen Updike, ATIC Board Member
Craig Chenery, MAG
**Debbie Kohn, MAG Telecommunications
Assoc.
Heidi Pahl, MAG
Rita Walton

**Linda Bauerle, Norstan
✓ Maria Morales, Peoria
✓ Chris Lehman, Peoria
**Steve Brodsky, RW Beck
✓ Steve Lengua, Tempe

**Participated via telephone conference call.

✓ Participated via video conference call.

¹ = RVS Site Coordinator

² = RVS Backup Site Coordinator

1. Call to Order

The meeting was called to order at 10:08 a.m. by Acting Chair, Randy Jackson. Voting members John Imig, Duncan Miller, Cary Parker and Kevin Sonoda attended via telephone conference call and proxies Jim Labita and Jim Keen attended via videoconference. All members introduced themselves.

2. Approval of April 24, 2003 Meeting Minutes

It was moved by Shirl Butler seconded by Bruce Johnson and unanimously recommended to approve the April 24, 2003 meeting minutes.

3. MAGTAG Working Group Projects

Debbie Kohn stated that the Regional Telecommunication Strategy (RTS) working group met to review and discuss the draft outline for the RTS scope of work. She noted that MAG staff are including the working group comments when writing the first draft of the scope of work. Ms. Kohn said that the next meeting of the working group is scheduled for Tuesday, July 21, 2003. She stated that the group came up with several names for this project and they are leaning toward using the name "Digital Oasis."

Heidi Pahl noted that as part of the Additional Sites and Outreach recommendation made by MAGTAG in April 2003, MAG staff have been working on evaluating various web based scheduling packages, researching the correct Latitude server to purchase and then researching the best high quality speaker phone to purchase.

Heidi Pahl said that in the past month, 5 MAG staff members received demonstrations from 4 different vendors on their web based scheduling packages. The 4 vendors are: Momentum Interactive, Forgent Global Scheduling System (GSS), Todd TC Reliance and Magicsoft.

Heidi Pahl said that MAG staff created product specification spreadsheets for the web based scheduling vendors to complete. She added that flowcharts were also created that identify the process for scheduling, confirming and documenting a meeting. She noted that the budget for the web based scheduling package is \$25,000. The timeframe is 3-6 months.

Heidi Pahl noted that MAG purchased and uses Polycom speaker phones to attend audio conference meetings and that many member agencies also use Polycom speaker phones. She added that MAG staff and many site coordinators have experience in supporting the Polycom speaker phone, therefore MAG, with FHWA approval, is considering purchasing Polycom phones for each agency that would like a high quality speaker phone.

Heidi Pahl added that the Latitude server will be purchased after the web based scheduling package recommendation is made so that MAG ensures funds are allocated where needed.

Randy Jackson said that the Information Sharing working group met on June 13, 2003. He said the group reviewed its purpose and responsibilities. Mr. Jackson noted that the group agreed that its purpose is to share issues of interest and best practices with MAGTAG and other appropriate MAG committees. He said the format for sharing information could be a presentation as part of a MAGTAG meeting, a written attachment to the agenda or a separate forum or workshop as appropriate.

Randy Jackson said that the group then discussed the pros and cons of inviting vendors to give presentations to MAGTAG. He said that the group developed specific guidelines that vendors would be asked to follow when making presentations at MAG. He said that the guidelines include: that vendors should have no sales pitches and focus on the technology. MAGTAG should make it clear to the vendors that the presentations are not connected with any current or potential Request for Proposal, funding or project availability, and offer the opportunity fairly to interested competitors. He added that it may be appropriate to have vendors present in a panel format or in a forum setting combined with best practices.

Randy Jackson said the group agreed that featuring best practices of MAG member agencies would encourage MAGTAG attendance and involvement. Mr. Jackson asked TAG members to sign up for best practices presentations for future MAGTAG meetings. No members volunteered. Randy Jackson indicated that Surprise could provide a best practices presentation on either Voice over IP implementation or bullpen phones in the new Stadium.

Randy Jackson said that the Information Sharing working group planned the Arizona Telecommunications and Information Council (ATIC) presentation for the June TAG meeting and possible presentations by the Government Information Technology Agency (GITA) and the Arizona Technology Council for August. Future topics for consideration are cyber security, wireless fidelity, and power line communications.

Randy Jackson said the Information Sharing working group will meet again on August 1, 2003 at 9:00 a.m.

Steve Brodsky asked if the Information Sharing working group is more interested in specific approaches to telecommunications topics or more broad topics. Randy Jackson said either specific or broad approaches depending on the level of MAGTAG interest.

4. Arizona Telecommunications and Information Council (ATIC) Update

Galen Updike presented background on himself and ATIC. Mr. Updike followed with an update on the "Connecting Arizona" document, which was distributed [You can download this document at:

<http://www.researchedge.com/atic/>]. Mr. Updike said that the document is meant to educate the public and legislators about Arizona's broadband issues. He stated that a Joint Legislative Telecommunications Interim Study Committee was formed for the purpose of dealing with the impact of broadband telecommunications on the citizens of Arizona. The Broadband Interim Committee is to fashion a comprehensive road map to provide a statewide broadband infrastructure for Arizona. He noted that this committee can be expected to meet 6 times during summer session. Mr. Updike gave several examples of Arizona communities, like Safford, that have insufficient telecommunications infrastructure. He explained some of the educational, economic and community problems as a result of insufficient telecommunications infrastructure. Mr. Updike reviewed the graph on page 5 of the "Connecting Arizona" document. Mr. Updike said that TAG input would be valuable at the Interim Committee hearings.

Galen Updike gave an update on the Graham County Wireless Project [See attached document]. He reviewed the challenges in going wireless, the planning process in developing a wireless network and the steps taken in solving each problem in the process. Mr. Updike distributed a document titled, "Go Wireless: Lots of Land, Few Lines Lead to Graham County, Arizona's Innovative Approach" written by John Lucas, Information Technology Director for Graham County. Mr. Updike said that the main lesson learned in this project is cooperation between interested communities.

Randy Jackson asked if Graham County replaced the regular police radios when they went wireless. Galen Updike responded that they kept the old radios but the officers like to use the wireless technology to the laptop while in the patrol car.

Galen Updike gave an overview of the Utah Telecommunications Open Infrastructure Agency (UTOPIA). He distributed a one page handout on UTOPIA. He suggested that TAG may want to look at the UTOPIA model.

5. Regional Videoconferencing System (RVS) Marketing Initiatives

Heidi Pahl gave an update on the draft RVS Marketing Plan initiatives. Ms. Pahl said that MAGTAGs' input from the last meeting was incorporated into the draft marketing plan which included adding a presentation to elected officials and sharing RVS usage with elected officials. MAG staff also changed the timelines on the activities list to allow for 6 months to complete the marketing tasks.

Heidi Pahl stated that several of the tasks on the RVS marketing plan have been completed, such as holding the MAG Committee Staff Liaisons Focus Group meeting, RVS Users Focus Group meeting, creating a how-to poster for videoconferencing and a wallet card, creating a draft e-mail survey that would be sent to videoconference participants to gauge their satisfaction with the experience and creating a draft recognition program to recognize achievement of member agency users. Ms. Pahl added that the Marketing working group met once and will meet again July 24, 2003. She noted that the MAG Committee Chair Focus Group meeting will be held July 21, 2003.

Galen Updike asked if Steve Peters in Tucson would be able to use the MAG RVS sites. Heidi Pahl responded that the MAG RVS sites are to be used for MAG business or member agency business, adding that there is a policy that states the MAG RVS is not to be used by the private sector for private sector business. Ms. Pahl added that the MAG Regional Videoconferencing System (RVS) is a three year demonstration project funded through the Federal Highway Administration (FHWA). She noted that end sites received videoconferencing equipment for the MAG RVS which must not be rented out. She noted that private sector companies doing business unrelated to the MAG RVS or to MAG member agencies may not use the videoconferencing units supplied to the member agencies.

Jim Keen asked if the MAG RVS locations are publicized. Heidi Pahl replied that a list of all MAG RVS sites is available on the MAG RVS web site. She added that she will e-mail the list of sites to all TAG members.

Jim Keen asked if the MAG RVS could be used for workshops given by the Arizona State Retirement System (ASRS). Heidi Pahl responded that at the last site coordinator meeting, a request was made to use the MAG RVS for workshops with the ASRS and other organizations that member agencies interact with. Ms. Pahl added that MAG Fiscal Services is looking into this and that if everything works out it will most likely mean that ASRS staff come to a MAG RVS site and broadcast their workshop via multipoint videoconference to interested MAG member agencies.

Greg Binder added that MAG may want to get a list of State agencies that have videoconferencing capabilities and suggested that an effective and legitimate use of videoconferencing could be between member agencies and the State. Mr. Binder suggested enhancing awareness about videoconferencing with the State.

Jim Keen moved to recommend approval of the RVS Marketing Plan. Cary Parker seconded, and the motion carried unanimously.

6. Announcements and Public Input

There were no announcements or public comment.

7. Date of Future Meetings

Randy Jackson said that the next meeting is scheduled for July 24, 2003 but that due to summer schedules and a lack of agenda items it may be best to cancel the July meeting. The MAGTAG concurred. Heidi Pahl added that there should be a full TAG agenda in August.

The MAGTAG meeting was adjourned at 11:15 AM.