



Regional Wireless Cooperative

Board of Directors

Agenda

August 23, 2018

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Vice-Chair Danny Johnson
2)	<p>Call to the Public A member of the public may request to address the Board by submitting a blue card that is available at the entry of the room. Speakers will be considered at the sole discretion of the Board Chairman, and will be allotted no more than three (3) minutes to speak.</p>	Vice-Chair Danny Johnson
3)	<p>Approval of RWC Board Meeting Minutes from May 24, 2018 Meeting This item is for information, discussion, and action.</p>	Vice-Chair Danny Johnson Est. 2 min.
4)	<p>RWC TDMA Conversion Phase II Funding Update The purpose of this report is to present the updated TDMA Conversion Phase II-B through D budgetary funding for FY2018/19 through FY2020/21. This item is for information, discussion, and action.</p>	David Felix – RWC Executive Director Almira Santos – RWC Accountant Est. 10 min.
5)	<p>Communications System Strategic Alliance (CSSA) Coordinating Council The purpose of this item is for the Board to approve the listed joint activities outlined by the CSSA Coordinating Council for further research and recommendations by the appropriate working groups. This item is for information, discussion, and possible action.</p>	David Felix – RWC Executive Director Est. 10 min.



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10:00 a.m. – 11:30 a.m.

<p>6)</p>	<p>Executive Director’s Retirement – Selection Committee The purpose of this item is to discuss the progress of the Selection Committee for the position of Executive Director. This item is for information and discussion.</p>	<p>David Felix - RWC Executive Director Est. 5 min.</p>
<p>7)</p>	<p>Phoenix Fire VHF Management Transition to RWC Board The purpose of this item is to provide the Board an update on the VHF Working Group’s most recent findings, including preliminary Member costs. This item is for information and discussion.</p>	<p>David Felix - RWC Executive Director Jeff Schripsema - Division Fire Chief Est. 10 min.</p>
<p>8)</p>	<p>Executive Director’s Report</p> <ul style="list-style-type: none"> A. RWC IGA amendment to adopt new Governance document - update B. Burnt Mountain C. Pyramid Peak D. Vistancia <p>This item is for information and discussion.</p>	<p>David Felix – RWC Executive Director Est. 10 min.</p>
<p>9)</p>	<p>Announcements, Public Comment, Future Agenda Items The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items. This item is for information only.</p>	<p>Vice-Chair Danny Johnson</p>



Regional Wireless Cooperative

Board of Directors

Agenda

August 23, 2018

10:00 a.m. – 11:30 a.m.

10)	Adjourn	Vice-Chair Danny Johnson
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**Regional Wireless Cooperative
Board of Directors
MINUTES
August 23, 2018**

City of Phoenix
200 W. Washington Street, 7th Floor
Phoenix, Arizona 85003

Board Members Present			Board Members Absent
Kevin Artz**	Katie Gregory*		Tim Van Scoter
Bob Costello	Danny Johnson		Roy Stanifer
Val Gale	Michael Cole		Brenda Buren
Doug Hildegard** ^	Milton Dohoney**		
Chris Greene** ^	Brad Hartig**		
Paul Luizzi	Ron Deadman**		
Wayne Clement**	Mike Frazier		
Lonnie Inskeep	Ginger Sanabria**		
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

Steve Brunasso	Jeff Schripsema**	Almira Santos	
Alan Zangle	Ron Parks**	Jeanine Besnier	
Dave Collett	Domela Finnessey**		
Nick Spino	Brian Potter**		
Chris Nadeau	Brent Achzen**		
Todd Rogers	Jesse Cooper**		
Tim Ulery	Cy Otsuka**		
Keith Slattery	David Felix		
John Sater	Dave Clarke		
** Telephone Participant			

1. **Call to Order, Roll Call and Opening Comments**
Vice-Chair Johnson called the meeting to order at 10:05 AM.
2. **Call to the Public – None**
3. **Approval of RWC Board Meeting Minutes from May 24, 2018**

A **MOTION** was made by Mike Frazier and **SECONDED** by Paul Luizzi to approve the May 24, 2018 RWC Board meeting minutes. **MOTION CARRIED UNANIMOUSLY (14-0).**

4. **RWC TDMA Conversion Phase II Funding Update**

RWC Executive Director David Felix and RWC Accountant Almira Santos presented to the updated TDMA Phase IIB-D funding budget for FY 2018/19 through FY2020/21. Member costs have decreased .39% because Paradise Valley is now a paying Member.

A **MOTION** was made by Lonnie Inskeep and **SECONDED** by Mike Frazier to approve the updated funding for TDMA Phases IIB through 11D. **MOTION CARRIED UNANIMOUSLY (14-0).**

5. **Communications System Strategic Alliance (CSSA) Coordinating Council**

David Felix informed the Board of the results from the first CSSA meeting held on July 31. The CSSA explores issues that the RWC and the TRWC might work together to improve, such as network efficiency; contract monitoring; policies and procedures; education; costs; etc. David Felix said that both Pinal and Pima Counties are interested in becoming members of the CSSA.

David Felix said that plans are being made for the first joint RWC/TRWC Board meeting in 2019. Paul Luizzi asked about the frequency of the meetings and how does CSSA maintain stability after David Felix's retirement. Mr. Felix stated that quarterly meetings are an option. David Felix and Dale Shaw, as Executive Directors, will develop the issues and determine who needs to be involved and how. Brad Harting reassured the Board that as the RWC CSSA Representative he will make sure that there is a smooth transition.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Mike Frazier to approve the CSSA to move forward with further research and recommendations. **MOTION CARRIED UNANIMOUSLY (14-0).**

6. **Executive Director's Retirement – Selection Committee**

David Felix gave the Board an update on where the Executive Director Selection panel stands on the hiring of a new Executive Director. A candidate is expected to be selected before the November Board meeting. The start date for the new Executive Director will be January 1, 2019. However, it is possible that the new director might start as early as December 1, 2018.

No action was taken.

7. **Phoenix Fire VHF Management Transition to RWC Board**

Jeff Schripsema and Tom Grebner discussed the history, status, and the cost analysis of the VHF working group. Danny Johnson thanked the VHF working group for their hard work. David Felix suggested a working group that evaluates the budget and the system and can make recommendations to the Board. The goal is to make formal recommendations for adoption of the funding model, the

technical plan, and the approval to move the VHF system under RWC governance at the November meeting. Chief Walker said that Fire Departments that have left the VHF years ago are spending millions of dollars to reinstate it. He thanked everyone who has helped.

No action was taken.

8. Executive Director's Report

A. RWC IGA amendment – David Felix updated the Board on which Members have confirmed the approval of the amendment.

B. Burnt Mountain – The RWC is working with the BLM to expedite expanding the site.

C. Pyramid Peak – It is expected that the site will begin operations by the end of October.

D. Vistancia – This site is in the early planning and funding stages only.

This item is for information and discussion.

9. Announcements & Future Agenda Items

The next RWC Board meeting will be on November 15, 2018. Mr. Felix reminded the Board that November is the month where the RWC Budget is adopted, so it is important that Members attend. He also announced that it is likely that they will be able to meet the new Executive Director at the November meeting as well.

10. Adjournment

Vice-Chair Johnson adjourned the meeting at 11:04 a.m.

A **MOTION** was made by Mike Frazier and **SECONDED** by Paul Luizzi to adjourn the August 23, 2018 Board Meeting. **MOTION CARRIED UNANIMOUSLY (14-0).**

Respectfully submitted,

Jeanine Besnier, Management Assistant I



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 23, 2018
FROM:	David Felix, RWC Executive Director Almira Santos, Accountant III		Item 4
SUBJECT:	RWC TDMA CONVERSION PHASE II FUNDING UPDATE		

PURPOSE

The purpose of this report is to present the updated TDMA Conversion Phase II-B through D budgetary funding for FY2018/19 through FY2020/21.

BACKGROUND

The TDMA Conversion Phase II Financial Summary was presented during the September 22, 2016 Board Meeting and was approved unanimously. The original calculation was assessed using the July 2016 RWC radio count and was agreed upon by the members to be used as the basis for all TDMA Phase II Member allocations for the life of the project.

DISCUSSION

With the formal addition of the Town of Paradise Valley as a paying member last Jan. 2018, we have updated the TDMA Conversion Phase II-B through D members' contribution amount. This resulted in a .39% decrease for all the members as the Town of Paradise Valley shares in the cost.

RECOMMENDATION

The Executive Committee recommends the RWC Board approve the updated funding for the TDMA Conversion Phase II-B through D.

This agenda item is for information, discussion, and possible action.

Attachments:

- A) Original – RWC TDMA Summary funding by Member – Phase II A-D based on the July 2016 RWC Radio Count
- B) Revised – RWC TDMA Summary funding by Member with the addition of the Town of Paradise Valley based on the July 2016 RWC Radio Count.

Attachment A: Original – RWC TDMA Summary funding by Member – Phase II A-D based on the July 2016 RWC Radio Count

Member	Member Units (as of 7/2016)	Phase II % of Units	Phase II-A 2017/18	Phase II-B 2018/19	Phase II-C 2019/20	Phase II-D 2020/21	Total Phase II A-D	Amt Held for Phase II	(Over)/Short
Avondale	316	1.76%	28,299.70	68,860.75	56,421.87	23,311.92	176,894.24	201,287.82	(24,393.58)
Buckeye	315	1.76%	28,210.14	68,642.84	56,243.32	23,238.15	176,334.45	146,598.66	29,735.79
Chandler	996	5.55%	89,197.78	217,042.12	177,836.02	73,476.81	557,552.72	734,511.79	(176,959.07)
Daisy Mountain	21	0.12%	1,880.68	4,576.19	3,749.55	1,549.21	11,755.63	3,799.26	7,956.37
El Mirage	105	0.59%	9,403.38	22,880.95	18,747.77	7,746.05	58,778.15	62,285.67	(3,507.52)
Glendale	1,275	7.11%	114,183.91	277,840.06	227,651.53	94,059.16	713,734.66	-	713,734.66
Goodyear	400	2.23%	35,822.40	87,165.51	71,420.09	29,508.76	223,916.76	-	223,916.76
Guadalupe	10	0.06%	895.56	2,179.14	1,785.50	737.72	5,597.92	8,354.77	(2,756.85)
Maricopa	181	1.01%	16,209.64	39,442.39	32,317.59	13,352.71	101,322.33	104,821.79	(3,499.46)
MCCCD	236	1.32%	21,135.22	51,427.65	42,137.85	17,410.17	132,110.89	133,859.46	(1,748.57)
North County Fire & Medical	43	0.24%	3,850.91	9,370.29	7,677.66	3,172.19	24,071.05	28,863.58	(4,792.53)
Peoria	856	4.77%	76,659.94	186,534.19	152,838.99	63,148.74	479,181.86	682,099.39	(202,917.53)
Phoenix	9,569	53.36%	856,961.42	2,085,216.87	1,708,547.06	705,923.25	5,356,648.60	-	5,356,648.60
Scottsdale	1,561	8.70%	139,796.93	340,163.40	278,716.89	115,157.93	873,835.14	1,058,091.18	(184,256.04)
Sun City	48	0.27%	4,298.69	10,459.86	8,570.41	3,541.05	26,870.01	31,903.59	(5,033.58)
Sun Lakes	38	0.21%	3,403.13	8,280.72	6,784.91	2,803.33	21,272.09	22,786.56	(1,514.47)
Surprise	414	2.31%	37,076.19	90,216.30	73,919.79	30,541.56	231,753.84	304,589.09	(72,835.25)
Tempe	1,517	8.46%	135,856.46	330,575.19	270,860.68	111,911.96	849,204.30	-	849,204.30
Tolleson Fire & PD	32	0.18%	2,865.79	6,973.24	5,713.61	2,360.70	17,913.34	22,027.31	(4,113.97)
TOTALS	17,933	100.00%	1,606,007.86	3,907,847.64	3,201,941.11	1,322,951.37	10,038,747.98	3,545,879.92	6,492,868.06

Attachment B: Revised – RWC TDMA Summary funding by Member with the addition of the Town of Paradise Valley based on the July 2016 RWC Radio Count.

Member	Member Units (as of 7/2016)	Phase II % of Units	Phase II-A 2017/18	Phase II-B 2018/19	Phase II-C 2019/20	Phase II-D 2020/21	Total Phase II A-D	Amt Held for Phase II	(Over)/Short	Amount Increase/ Decrease	% Increase/ Decrease
Avondale	316	1.75%	28,299.70	68,543.51	56,161.93	23,204.52	176,209.66	201,287.82	(25,078.16)	(684.58)	-0.39%
Buckeye	315	1.75%	28,210.14	68,326.60	55,984.21	23,131.09	175,652.04	146,598.66	29,053.38	(682.41)	-0.39%
Chandler	996	5.53%	89,197.78	216,042.20	177,016.73	73,138.30	555,395.01	734,511.79	(179,116.78)	(2,157.72)	-0.39%
Daisy Mountain	21	0.12%	1,880.68	4,555.11	3,732.28	1,542.07	11,710.14	3,799.26	7,910.88	(45.49)	-0.39%
El Mirage	105	0.58%	9,403.38	22,775.53	18,661.40	7,710.36	58,550.68	62,285.67	(3,734.99)	(227.47)	-0.39%
Glendale	1,275	7.08%	114,183.91	276,560.05	226,602.74	93,625.83	710,972.53	-	710,972.53	(2,762.13)	-0.39%
Goodyear	400	2.22%	35,822.40	86,763.94	71,091.05	29,372.81	223,050.21	-	223,050.21	(866.55)	-0.39%
Guadalupe	10	0.06%	895.56	2,169.10	1,777.28	734.32	5,576.26	8,354.77	(2,778.51)	(21.66)	-0.39%
Maricopa	181	1.00%	16,209.64	39,260.68	32,168.70	13,291.20	100,930.22	104,821.79	(3,891.57)	(392.12)	-0.39%
MCCCD	236	1.31%	21,135.22	51,190.72	41,943.72	17,329.96	131,599.62	133,859.46	(2,259.84)	(511.27)	-0.39%
North County Fire & Medical	43	0.24%	3,850.91	9,327.12	7,642.29	3,157.58	23,977.89	28,863.58	(4,885.69)	(93.16)	-0.39%
Peoria	856	4.75%	76,659.94	185,674.82	152,134.86	62,857.81	477,327.43	682,099.39	(204,771.96)	(1,854.43)	-0.39%
Paradise Valley	83	0.46%		18,003.52	14,751.39	6,094.86	38,849.77		38,849.77	38,849.77	100.00%
Phoenix	9,569	53.11%	856,961.42	2,075,610.24	1,700,675.76	702,671.05	5,335,918.47	-	5,335,918.47	(20,730.13)	-0.39%
Scottsdale	1,561	8.66%	139,796.93	338,596.26	277,432.84	114,627.39	870,453.42	1,058,091.18	(187,637.76)	(3,381.72)	-0.39%
Sun City	48	0.27%	4,298.69	10,411.67	8,530.93	3,524.74	26,766.02	31,903.59	(5,137.57)	(103.99)	-0.39%
Sun Lakes	38	0.21%	3,403.13	8,242.57	6,753.65	2,790.42	21,189.77	22,786.56	(1,596.79)	(82.33)	-0.39%
Surprise	414	2.30%	37,076.19	89,800.67	73,579.24	30,400.86	230,856.96	304,589.09	(73,732.13)	(896.89)	-0.39%
Tempe	1,517	8.42%	135,856.46	329,052.22	269,612.83	111,396.38	845,917.89	-	845,917.89	(3,286.41)	-0.39%
Tolleson Fire & PD	32	0.18%	2,865.79	6,941.11	5,687.28	2,349.82	17,844.01	22,027.31	(4,183.30)	(69.33)	-0.39%
TOTALS	18,016	100.00%	1,606,007.86	3,907,847.64	3,201,941.11	1,322,951.37	10,038,747.98	3,545,879.92	6,492,868.06	0.00	



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 23, 2018
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	Communications System Strategic Alliance (CSSA) Coordinating Council		

BACKGROUND

On January 10, 2018 the Phoenix City Council, on behalf of the RWC, approved the Communications System Strategic Alliance (CSSA) Intergovernmental Agreement (IGA) with the City of Mesa on behalf of the Topaz Regional Wireless Cooperative (TRWC).

ISSUE

The CSSA IGA defines a “Coordinating Council” as a council that provides oversight, evaluation, and recommendations to the Boards of Directors related to all activities or initiatives which emanate from committees or workgroups established under the CSSA IGA.

On Tuesday, July 31 the CSSA Coordinating Council met at Maricopa Association of Governments (MAG). Coordinating Council members included RWC Board Member Brad Hartig, Glendale Police Sergeant Max Merritt, City of Mesa Assistant Manager John Pombier, and Mesa Fire Captain Dale Crogan. The Coordinating Council was supported by RWC Executive Director David Felix and TRWC Executive Director Dale Shaw.

The purpose of this initial meeting was for Coordinating Council members and staff to become acquainted with their counterparts and to identify joint initiatives for approval by the respective Boards of Directors and action.

The following are the agreed upon activities which the Coordinating Council submit for Board approval:

- Motorola contracts – discussions regarding how to reduce costs and improve service levels with these Motorola-based systems;
- Increase information and education efforts for end-users – how to effectively share information with police officers and firefighters regarding the function and capabilities of the radio system;
- Strategic planning – plan a joint RWC/TRWC Board of Directors meeting to establish a process for joint strategic planning;

- Operational roaming – examine technologies that will support wide area operational use of the two networks.

The kickoff meeting was highly productive in both relationship-building and for engaging in meaningful, joint activities which will improve service at the lowest cost to Member agencies.

RECOMMENDATION

The Executive Committee recommends the Board approve the listed joint activities outlined by the CSSA Coordinating Council for further research and recommendations by the appropriate working groups.

This agenda item is for information, discussion, and possible action.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 23, 2018
FROM:	David Felix, RWC Executive Director		Item 6
SUBJECT:	EXECUTIVE DIRECTOR'S RETIREMENT – SELECTION COMMITTEE		

BACKGROUND

The RWC Executive Director is the chief administrative officer responsible for coordination of the RWC and Network activities. The City of Phoenix, as the Administrative Managing Member, subject to the approval of the Board of Directors, appoints the Executive Director to perform RWC administrative duties. The RWC Executive Director reports to the Board of Directors and serves as a non-voting member of the Board.

At the February 22, 2018 RWC Board of Directors meeting, Executive Director David Felix formally announced his intent to retire. His last day of employment with the City of Phoenix will be December 31, 2018.

At the May 24 RWC Board of Directors meeting an “Executive Director Selection Committee” consisting of Goodyear Fire Chief Paul Luizzi and Tempe Police Department Assistant Chief Brenda Buren was established to represent the Board and coordinate with the City of Phoenix HR Department in developing and conducting the selection process to fill the vacancy resulting from Mr. Felix’s impending retirement.

THE ISSUE

Executive Director David Felix will provide the Board with an update on the progress of the Executive Director selection process.

RECOMMENDATION

This agenda item is for information and discussion.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 23, 2018
FROM:	David Felix, RWC Executive Director		Item 7
SUBJECT:	Phoenix Fire VHF Management Transition to RWC Board		

BACKGROUND

The Phoenix Fire VHF System, which is a shared resource used by all Valley Fire Partners, is an essential service used for fire ground and hazard zone communications. This system is completely independent from the existing RWC Trunked System.

The Phoenix Fire Department has considered bringing the Phoenix Fire VHF System under the RWC management. It is envisioned that the RWC Board would provide management oversight, expansion planning, and budgeting in the same way the RWC Board currently manages the RWC Trunked System.

At the February 22, 2018 RWC Board of Directors meeting, the Phoenix Fire Department requested that the RWC Board authorize the formation of a working group to study the feasibility and requirements of bringing the Phoenix Fire VHF System under the management of the RWC. This request was approved and a VHF Working Group was formed to conduct the study

ISSUE

The VHF Working Group has looked at several areas, including the current state of the system, the technical requirements of transition, development of a five-year technical plan, five-year budgetary plan, and long-term capital replacement plan.

Phoenix Fire Department Chief Jeff Schripsema will brief the Board on the VHF Working Group's most recent findings, including preliminary Member costs. The VHF Working Group's goal is to provide the Board with appropriate recommendations for the VHF transition at the November RWC Board of Directors meeting.

RECOMMENDATION

This agenda item is for information and discussion.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 23, 2018
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

The Executive Director will brief the Board of Directors on the following items:

- RWC IGA amendment to adopt new Governance document – update
- Projects:
 - Burnt Mountain
 - Pyramid Peak
 - Vistancia

RECOMMENDATION

This agenda item is for information and discussion.