# Regional Wireless Cooperative

**Board of Directors**
**Agenda**
**August 27, 2020**
**10:00 a.m. – 11:30 a.m.**

| | ITEM | PRESENTER |
|---|---|---|
| 1) | **Call to Order, Roll Call, Opening Comments** | Chair<br>Paul Luizzi |
| 2) | **Call to the Public**<br>A member of the public may request to address the Board by contacting the RWC Staff via phone at 602-495-5765 or via email at team@rwcaz.org no later than one hour prior to the scheduled start time of this meeting. Speakers will be considered at the sole discretion of the Board Chair and will be allotted no more than three (3) minutes to speak. | Chair<br>Paul Luizzi |
| 3) | **Approval of RWC Board Meeting Minutes from the June 4, 2020 Meeting**<br>**This item is for information, discussion, and action.** | Chair<br>Paul Luizzi<br><br>Est. 2 min. |
| 4) | **RWC Audit Overview**<br>The purpose of this item is to provide the Board with an overview of the upcoming audit and the virtual audit process.<br>**This item is for information and discussion.** | Jean Dietrich<br>CPA<br>CliftonLarsonAllen, LLP<br><br>Est. 5 min. |
| 5) | **Interference Detection System and Emergency Responder Radio Communication Systems Presentation**<br>The purpose of this item is to give the Board an update on the work being done with respects to radio interference and amplification systems.<br>**This item is for information and discussion.** | John Imig<br>RWC Executive Director<br><br>Thomas Grebner<br>Wireless Communications Manager<br><br>Est. 15 min. |

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|---|---|---|
| **6)** | **Executive Director's Report**<br>A. Performance Achievement Management Score<br>B. Disaster Recovery Meeting<br>C. Subscribers Workgroup<br>D. Site Sharing Agreement Review Project<br>E. Administrative Aide Position Update<br>F. Membership Update<br>**This item is for information and discussion.** | John Imig<br>RWC Executive Director<br><br>Est. 10 min. |
| **7)** | **Announcements, Public Comment, Future Agenda Items**<br>The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items.<br>**This item is for information only.** | Chair<br>Paul Luizzi |
| **8)** | **Adjourn** | Chair<br>Paul Luizzi |

**Regional Wireless Cooperative**
**Board of Directors**
**MINUTES**
**August 27, 2020**

City of Phoenix
200 W. Washington Street, 14th Floor
Phoenix, Arizona 85003

| Board Members Present | | Board Members Absent |
|---|---|---|
| Chris DeChant – Arizona Fire and Medical Authority | Wayne Clement – Guadalupe | Roy Stanifer – Maricopa Community College District |
| | James Hughes – Maricopa | |
| Jeff Scheetz – Avondale | Peter Wingert* – Paradise Valley | Brad Hartig – Scottsdale |
| Bob Costello – Buckeye | | Ron Deadman~ – Sun City Fire and Medical |
| Val Gale – Chandler | Kris Dalmolin~ – Peoria | |
| Alan Zangle – Daisy Mountain Fire District | Milton Dohoney – Phoenix | Terry Young – Surprise |
| | Andrea Glass – Tempe | |
| Paul Marzocca – El Mirage | Ginger Sanabria – Tolleson | |
| Rick St. John – Glendale | | |
| Paul Luizzi – Goodyear | | |
| *Board Alternate | ^Non-Voting Alternate | ~Telephone Participant |

| Staff and Public Present | | |
|---|---|---|
| John Imig – RWC | Nicholas Roosevelt – RWC | Almira Santos – RWC |
| Eric Skuja | | |
| ~Telephone Participant | | |

**NOTE:** This meeting was conducted by WebEx conference only. RWC Administrative Staff attendees were accounted for prior to the start of the meeting. No roll call for other staff of

RWC Members, other interested parties, or the public was taken.

1. **Call to Order, Roll Call and Opening Comments**
   Board Chair Paul Luizzi, representing the City of Goodyear, called the meeting of the
   Regional Wireless Cooperative (RWC) Board of Directors (Board) to order at 10:00 AM.

2. **Call to the Public**
   Chair Luizzi asked if any requests from the public to speak were submitted.

   Mr. Skuja introduced himself.

3. **Approval of RWC Board Meeting Minutes from August 27, 2020**
   Chair Luizzi asked the Board if any discussion was desired on the minutes presented in
   the meeting packet for the August 27, 2020, Board Meeting. There were no responses.

   A **MOTION** was made by Bob Costello and **SECONDED** by Alan Zangle to approve the
   August 27, 2020, RWC Board meeting minutes.
   **MOTION CARRIED UNANIMOUSLY (15-0)**.

4. **RWC AUDIT OVERVIEW**
   Ms. Dietrich of CliftonLarsonAllen (CLA) discussed the newly created Audit Information
   Exchange, and that CLA has moved entirely virtual during the pandemic. The Audit
   Information Exchange allows for information and interviews to be managed remotely.  It
   also has a communication tool that can send confidential requests to and from the
   management team.  Ms. Dietrich stated the portal is secure and that the Audit
   Committee had held their kickoff meeting.

   Mr. Imig explained the audit committee consist of 3 board members who met on August
   17th to formally initiate the audit.  The committee is planning on presenting the results of
   the audit at the February 2021 Board Meeting.

5. **Interference Detection System and Emergency Responder Radio Communications**
   **Systems Presentation**
   Mr. Imig presented on the work being done regarding Emergency Responder Radio
   Communication (ERRC) Systems.  He discussed the work being done by the Policy
   Working Group in this area and that any new information would be provided in
   November.

   Mr. Imig shared an update on the ERRC Systems Specialist position. He explained there
   were delays due to City of Phoenix hiring issues. He explained it received City Manager's
   Office approval and recruitment will begin soon.

Mr. Grebner (City of Phoenix) presented an overview of interference of the detection system currently being explored.  This system uses Time Difference of Arrival (TDOA) to find interfering signals. It is much faster than what they are currently using.  Phoenix Information Technology Services (ITS) will be paying $20,000 for a technology demonstration and the vendor will deduct $10,000 of this fee if purchased.  These systems typically cost around $110,000-$120,000.  So far, ITS is very impressed with this system.

Mr. Imig explained the RWC would be looking for funding and partnership opportunities possibly via the CSSA, TRWC and/or grants.

Chair Luizzi asked about billing for this technology during large scale events.

Mr. Grebner was unsure regarding billing however, there will certainly be a need during large events like presidential visits and the Waste Management Open.

Chair Luizzi thanked Mr. Grebner and Mr. Imig for the information and considering partnership opportunities.

6.      **Executive Director's Report**

>   ### A. Performance Achievement Management Score
>   Mr. Imig announced that RWC received the highest score (a perfect 10) possible for budget management from the City of Phoenix, as well as, the highest recognition from the Government Finance Officers Association (GFOA).
>
>   ### B. Disaster Recovery Meeting
>   Mr. Imig presented an overview of the work done at the Disaster Recovery Meeting.  The focus being what to do when things go wrong.  Future work will be done to engage the Public Safety Answering Point Manager's Group.
>
>   ### C. Subscribers Workgroup
>   Mr. Imig explained that a group had been set up to address issues with subscriber numbers and encryption. Originally the workgroup was only going to focus on Interoperability Participants, however after the group met it was decided that it should be Network wide effort. A letter explaining the subscriber information request will go to our all users shortly. It will be a 90day process to validate submissions and then the group can come back

with extra recommendations. He also explained that some of the radios across the state have not touched the Network in years. He stressed the importance of knowing that these radios are secure and inventoried. He also shared that of the approximately 40,000 subscribers on the system 19,000 were Members and 21,000 Interoperability Participants.

### D. Site Sharing Agreement Review Project

Mr. Imig explained that this review is similar to an audit. The RWC wants to find the standard that will be equally applied across the membership. Also, staff will look for inconsistency and if needed redraft agreements. The RWC wants to ensure equity across the Network.

### E. Administrative Aide Position Update

Mr. Imig is working with the City of Phoenix Human Resources Department to fill this position prior to RWC's next board meeting.

### F. Membership Update

Mr. Imig explained that when the Burnt Mountain site is complete the RWC will be ready to bring both Harquahala Fire District and Buckeye Valley Fire District on as members. They are currently Conditional Participants paying for
VHF but not the Trunked side. He also shared the work being done with the Veteran's Administration and the Federal Reserve Bank of San Francisco. He hopes to bring the FRBSF membership request before the board in November. He also shared that there has been preliminary interest in membership from the Town of Wickenburg.

7. **Announcements, Public Comment, Future Agenda Items** Chair
Luizzi asked if anyone from the public wished to speak.

There were no responses.

8. **Adjournment**
Chair Luizzi requested a motion to adjourn the meeting at 10:39 a.m.

A **MOTION** was made by Val Gale and **SECONDED** by Bob Costello to adjourn the August 27, 2020, Board Meeting.
**MOTION CARRIED UNANIMOUSLY (15-0)**.

Respectfully submitted,

Nick Roosevelt, Management Assistant
Selena Barner - Administrative Aide

**BOARD OF DIRECTORS REPORT**

| TO: | Regional Wireless Cooperative (RWC) Board Members | Agenda Date: | August 27, 2020 |
|---|---|---|---|
| FROM: | Almira Santos, RWC Accountant III | | Item 4 |
| SUBJECT: | **RWC Audit Overview** | | |

BACKGROUND

Per RWC Governance, § 3.5, the RWC financial records are audited annualy by an independent auditor. On August 17, 2020, the RWC Audit Committee, RWC staff, and City of Phoenix Finace Department staff met with the auditors from CliftonLarsonAllen, LLP (CLA) to formally initiate this year's audit. The results of this year's audit will be presented at February 2021, RWC Board Meeting.

Due to COVID-19 the audit will be completed entirely in a virtual format. Jean Dietrich, CPA for CLA, will present a brief overview of the audit process, the new roles and responsibilities related to a virtual audit, and answer any questions the Board may have.

RECOMMENDATION

This item is for information and discussion.

**BOARD OF DIRECTORS REPORT**

| TO: | Regional Wireless Cooperative (RWC) Board Members | Agenda Date: | August 27, 2020 |
|---|---|---|---|
| FROM: | John Imig, RWC Executive Director<br>Thomas Grebner, Wireless Communications Manager | | Item 5 |
| SUBJECT: | **Interference Detection System and Emergency Responder Radio Communication Systems (ERRCS) Presentation** | | |

BACKGROUND

The RWC is currently working on multiple issues with regards to radio interference caused by Distributed Antenna System (DAS) or Bi-Directional Amplifier (BDA) systems. Three main issues will be presented to the Board: potential Interference Detection System, Emergency Responder Radio Communication Systems Policy, and an update on the Emergency Responder Radio Communication Systems Specialist (ERRCSS) position.

ISSUE

John Imig will present to the Board the status of the draft ERRCS policy and the potential implications this policy may have on member agencies. The goal of the policy is to not only eliminate the use of Class B amplification systems, but also address currently installed Class B amplifiers. The Policy Working Group has received feedback on their initial draft from the Conventional Working Group and Operations Working Group. The RWC anticipates presenting the final draft to the RWC Board at the November 19, 2020 meeting.

John Imig will also discuss the status of the Emergency Responder Radio Communication Systems Specialist (ERRCSS) position. While this position was approved by the Board in the RWC Budget at the February 27, 2020 meeting, the creation of the position was hampered by hiring restrictions within the City of Phoenix due to Covid-19. On August 18, 2020, after RWC staff intervention, the Phoenix ITS Department received City Manager approval to create and fill this position. With this last approval complete Phoenix ITS will begin the recruitment process.

Lastly, Thomas Grebner will provide an overview of work being done regarding interference detection systems. It is well known that the RWC Network is subject to interference, either generated maliciously, or from other sources like a BDA's or DAS's. Over the last year, the system has had multiple instances of interference resulting in major impact to public safety communications. Tracking down the source of the interference is incredibly difficult and time consuming. The Radio Shop has begun researching multiple systems that can aid in the tracking of interference. Some of these systems use Time Difference of Arrival technology to help

pinpoint the location of the interference. If employed the RWC should be able to locate interference and eliminate the signal quickly and accurately. The Radio Shop is currently investigating multiple vendors and have also secured funding to purchase a demonstration. The RWC is also exploring the potential for multiple users like Maricopa County and/or the TRWC. Grant funding is also being explored via the State Homeland Security Grant Program (SHSGP).  If the system(s) perform to satisfaction it is likely the Board will be asked to approve the procurement of a detection system in the future.

While action is not currently being requested, these are issues may require action in the future and the Executive Director wants the Board to be aware of their status.

RECOMMENDATION
This item is for information and discussion.

**BOARD OF DIRECTORS REPORT**

| TO: | Regional Wireless Cooperative (RWC) Board Members | Agenda Date: | August 27, 2020 | |
|---|---|---|---|---|
| FROM: | John Imig, RWC Executive Director | | | Item 6 |
| SUBJECT: | **Executive Director's Report** | | | |

BACKGROUND

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

    A.  Performance Achievement Management Score

    B.  Disaster Recovery Meeting

    C.  Subscribers Workgroup

    D.  Site Sharing Agreement Review Project

    E.  Administrative Aide Position Update

    F.  Membership Update

RECOMMENDATION

This item is for information and discussion.