Board of Directors
Agenda
December 1, 2022
10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	**Call to Order, Roll Call, Opening Comments**	Chair Paul Luizzi City of Goodyear
2)	**Call to the Public** A member of the public may request to address the Board by submitting a request to RWC staff via phone or email. 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 Paul Luizzi City of Goodyear
3)	**Approval of RWC Board Meeting Minutes from the August 25, 2022, Meeting** **This item is for information, discussion, and action.**	Chair Paul Luizzi City of Goodyear
4)	**Financial Update for Fiscal Year 2021/22 and Settlement Credit** The purpose of this item is to request Board approval for the Financial Update for Fiscal Year 2021/2022 and Settlement Credit. **This item is for information, discussion, and action.**	John Imig RWC Executive Director Almira Santos RWC Accountant III

5)	**Motorola/Juniper T1 to Ethernet Network Migration** The purpose of this item is to seek Board approval for the Motorola/Juniper T1 to Ethernet Network Migration Project. **This item is for information, discussion, and action.**	John Imig RWC Executive Director Thomas Grebner Wireless Communications Manager
6)	**RWC Trunked Network Fiscal Year 2023/24 Subscriber Unit Rate, FY 24 Budget Overview and 5-Year Plan** The purpose of this item is to seek Board approval for the proposed RWC Trunked Network FY 2023/24 Subscriber Unit Rate, FY 24 Budget and 5-Year Plan. **This item is for information, discussion, and action.**	John Imig RWC Executive Director Almira Santos RWC Accountant III
7)	**New RWC Staff Position: Part-time Accountant I for RWC VHF Network** The purpose of this item is to request Board approval for a part-time RWC staff position tasked with providing accounting support for the VHF Network. **This item is for information, discussion, and action.**	John Imig RWC Executive Director
8)	**RWC Conventional Network (VHF) Fiscal Year 2023/24 Subscriber Unit Rate, FY 24 Budget Overview and 5-Year Plan** The purpose of this item is to seek Board approval for the proposed RWC VHF Network FY 2023/24 Subscriber Unit Rate, FY 24 Budget and 5-Year Plan. **This item is for information, discussion, and action.**	John Imig RWC Executive Director Almira Santos RWC Accountant III

9)	**Communications Systems Strategic Alliance Committee Appointment** The purpose of this item is to ask the Board to appoint an Executive Representative to Communications Systems Strategic Alliance Coordinating Council. **This item is for information, discussion, and action.**	John Imig RWC Executive Director Nicholas Roosevelt RWC Management Assistant II
10)	**Board of Directors Vice Chair Vacancy and Nomination Process** The purpose of this item is to propose that the RWC Chair solicit volunteers or appoint three members of the RWC Board of Director's to serve on a Vice-Chair Nominating Committee. **This item is for information, discussion, and action.**	John Imig RWC Executive Director Nicholas Roosevelt RWC Management Assistant II

11)	**Executive Director's Report**
	   A. RWC External Audit Update
	   B. ERRCS Policy Update
	   C. Network Security Policy Update
	   D. RWC Staffing Update (Radio Shop)
	This item is for information and discussion.
		John Imig
		RWC Executive Director

12)	**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.**	Chair Paul Luizzi City of Goodyear
13)	**Adjourn**	Chair Paul Luizzi City of Goodyear

2023 RWC Board of Directors Meetings

Date	Location
Thursday, February 24 **10:00 – 11:30**	City of Phoenix Public Transit Building 302 N. 1st Avenue
Thursday, May 18 **10:00 – 11:30**	Webex
Thursday, August 24 **10:00 – 11:30**	Webex
Thursday, November 30 **10:00 – 11:30**	City of Phoenix Public Transit Building 302 N. 1st Avenue

Regional Wireless Cooperative
Board of Directors
MINUTES
December 1, 2022

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

Board Members Present		Board Members Absent
Kane Nixon* – Arizona Fire and Medical Authority	George Burger – Maricopa	Jeff McMenemy – Harquahala FD
Jeff Scheetz – Avondale	Pete Wingert* – Paradise Valley	Roy Stanifer – Maricopa Community College District
Greg Platacz – Buckeye	Kris Dalmolin – Peoria	
Joe Hester - Buckeye Valley FD	Tom Magrini* – Phoenix	
Val Gale - Chandler	Bianca Lochner – Scottsdale	
Alan Zangle – Daisy Mountain Fire District	Rob Schmitz – Sun City Fire and Medical	
Paul Marzocca – El Mirage	Tracy Montgomery – Surprise	
Mark Saali* – FRBSF	Andrea Glass – Tempe	
Rick St. John – Glendale	Ginger Sanabria – Tolleson	
Paul Luizzi – Goodyear	Les Brown - Wickenburg	
Wayne Clement – Guadalupe		
*Board Alternate	^Non-Voting Alternate	~Telephone Participant

Staff and Public Present			
John Imig – RWC	Nicholas Roosevelt – RWC	Almira Santos – RWC	Selena Barner – RWC
~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. Chair Luizzi asked RWC Management Assistant, Nick Roosevelt (RWC) to take Roll Call.

2. **Call to the Public**
   Chair Luizzi asked if there were any requests from the public to speak. Selena Barner (RWC) replied that no requests were submitted.

3. **Approval of RWC Board Meeting Minutes from the August 25, 2022, Meeting**
   Chair Luizzi asked the Board if there was any need for discussion on the draft minutes presented from the August 25, 2022, Board Meeting. There was no discussion.

   A **MOTION** was made by Val Gale and **SECONDED** by Rick St. John to approve the August 25, 2022, RWC Board meeting minutes.
   MOTION CARRIED UNANIMOUSLY (21-0)

4. **Financial Update for Fiscal Year 2021/22 and Settlement Credit**
   Almira Santos (RWC) presented the financial update and settlement credit for Fiscal Year 2021/22. There was around $290,000.00 in savings due to Trunked/VHF Network contingency funds, vacant positions within the IT Services Department, the training/equipment costs that was not utilized and other areas. She noted that revenues exceeded expenses by around $1,000,000.00 and she discussed some of the reasons for that variance. The report included a list of the amount due to each Member once approved by the Board.

   Rick St. John (Glendale) asked if the settlement credit will reflect on the 3rd or 4th Quarterly Invoices. Ms. Santos stated that the settlement credit will take place in January. John Imig (RWC) mentioned that they will offer other credit options as they move forward with the agenda.

   A **MOTION** was made by Andrea Glass and **SECONDED** by Pete Wingert to approve the recommendation as presented.
   MOTION CARRIED UNANIMOUSLY (21-0)

5. Motorola/Juniper T1 to Ethernet Network Migration

Mr. Imig explained in detail the importance of transitioning from the T1 based connectivity to an Ethernet based network. He provided and described in detail everything that needs to happen to ensure that the network stays safe and secure. The estimated cost of this project will be $2.2 million dollars which will be a one-time assessment to the members in FY24. Mr. Imig explained that the members will have an opportunity to use available Settlement or TDMA Credits to offset their cost.

Andrea Glass (Tempe) asked if there was a breakdown of each members' individual cost. Mr. Imig said yes and shared the attachment with the members.

Val Gale (Chandler) inquired about the date of the payment. Mr. Imig stated that each member should include it in their FY24 budget as a one-time expense.

A **MOTION** was made by Tom Magrini and **SECONDED** by Alan Zangle to approve the recommendation as presented.
MOTION CARRIED UNANIMOUSLY (21-0)

6. RWC Trunked Network Fiscal Year 2023/24 Subscriber Unit Rate, FY24 Budget Overview and 5-Year Plan

Almira Santos (RWC) presented the subscriber unit rate, budget overview and 5-year plan for fiscal year 2023/24. She mentioned that the projected rate, if approved, will be $34.59, which represents a $0.11 increase from the previous rate of $34.48 due to an increase in the Motorola Service Agreement contract. The revised rate was based on the October 2022 Radio count and the report included a projection for FY24 and the four following years including a breakdown for each member.

Ms. Santos explained that the loggers will be paid for separately by each member. She mentioned that the members can either use their Settlement Credit or TDMA funds to offset some of their fees. Ms. Santos shared that once the member's accounting departments receives a Credit Memo, they can email the RWC explaining how they would like to use their credit.

A **MOTION** was made by Rick St. John and **SECONDED** by Tracy Montgomery to approve the recommendation as presented.
MOTION CARRIED UNANIMOUSLY (21-0)

7. **New RWC Staff Position: Part-time Accountant I for RWC VHF Network**
Mr. Imig explained briefly why the RWC is seeking a Part-time Accountant I (20-hours a week) to support the VHF Network. He mentioned that the total cost, without benefits, will be $47,674 which will be built in the VHF Radio Rate.

A **MOTION** was made by Alan Zangle and **SECONDED** by Andrea Glass to approve the recommendation as presented.
MOTION CARRIED UNANIMOUSLY (21-0)

8. **RWC Conventional Network (VHF) Fiscal Year 2023/24 Subscriber Unit Rate, FY24 Budget Overview and 5-Year Plan**
Ms. Santos presented the subscriber unit rate, budget overview and 5-year plan for fiscal year 2023/24. She mentioned that the projected rate, if approved, will be $9.19, which represents a $0.21 decrease from the previous rate of $9.40. She mentioned that this was due to an increase in radio count and a decrease in radio system maintenance. The revised rate was based on the October 2022 Radio count and the report included a projection for FY24 and the four following years including a breakdown for each member. She mentioned that this will eventually cover the phone circuit costs.

Ms. Santos added that there will be an additional 20% increase in the FY24 Budget to include the one-time payment of the Juniper Paragon Suite for each member.

A **MOTION** was made by Val Gale and **SECONDED** by Alan Zangle to approve the recommendation as presented.
MOTION CARRIED UNANIMOUSLY (21-0)

9. **Communications Systems Strategic Alliance Committee Appointment**
Mr. Imig shared that James Hughes (Maricopa) retirement has left a vacancy within the CSSA Committee and gave a brief description of the committee. He said that Chief Luizzi can either solicit a volunteer or pick someone to serve. It was mentioned that Shauna Henrie (Goodyear) expressed interest in joining the committee. Chief Luizzi has requested to continue this item at the next Board meeting.

This item has been continued until the next Board Meeting.

10. **Board of Directors Vice Chair Vacancy and Nomination Process**
    Mr. Imig shared that James Hughes (Maricopa) retirement has left the Board Vice Chair position vacant. He explained in detail the nomination process to fill this seat. Mr. Gale, Mr. St. John and Kane Nixon (AFMA) were nominated to sit on the Vice Chair Nominating Committee. Mr. Imig stated that the RWC Staff will support them throughout the process. An email will be sent out to the members to start the nomination proceedings.

    A **MOTION** was made by Andrea Glass and **SECONDED** by Ginger Sanabria to approve the recommendation as presented.
    MOTION CARRIED UNANIMOUSLY (21-0)

11. **Executive Director's Report**

    A. **RWC External Audit Update**
       Mr. Imig stated that the external audit is near completion and a full report will be given during the February 2023 RWC Board Meeting by representatives of CliftonLarsonAllen (CLA).

    B. **ERRCS Policy Update**
       Mr. Roosevelt shared that the changes made to the ERRCS Policy regarding campus styled buildings was approved. He mentioned that Stuart Snow (Phoenix) was the point person on this project and shared how the Valley Fire Marshals played an important role in this update. The updated policy can be found on the RWC website.

    C. **Network Security Policy Update**
       Mr. Roosevelt shared that the changes made to the Network Security Policy was approved. The updated policy can be found on the RWC website.

    D. **RWC Staffing Update (Radio Shop)**
       Tom Grebner (Phoenix) stated that the ERRCS and Transport Specialist positions have been filled with internal candidates and they will be posting another position in the near future.

12. **Announcements, Public Comment, Future Agenda Items**

Chair Luizzi requested an update on how the RWC performed during the Super Bowl at the next Board Meeting. Mr. Imig stated that they will share a Final After-Action Report during the February meeting.

Mr. Imig reminded the members that the Board Meeting on February 23rd will be held at the Phoenix Public Transit (MAG) Building located at 302 N. 1st Avenue. This will be an in-person meeting with hybrid options.

13. **Adjournment**

Chair Luizzi requested a motion to adjourn the meeting at 10:59 AM.

A **MOTION** was made by Alan Zangle and **SECONDED** by Andrea Glass to adjourn the December 1, 2022, Board Meeting.
MOTION CARRIED UNANIMOUSLY (21-0)

Respectfully Submitted,
Selena Barner – Administrative Aide

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	December 1, 2022	
FROM:	John Imig, RWC Executive Director			Item 4
STAFF:	Almira Santos, RWC Accountant IV			
SUBJECT:	**FINANCIAL UPDATE FOR FISCAL YEAR 2021/22 AND SETTLEMENT CREDIT**			

BACKGROUND
The purpose of this report is to present the Fiscal Year (FY) 2021/22 financial updates to the RWC Board of Directors.

THE ISSUE
RWC Governance requires that year-end expenditure reports be provided to the RWC Board of Directors. This report is a summary of the total revenues and expenses for FY 2021/22. Total revenues collected for the fiscal year ended June 30, 2022, were $8,526,001, with total actual operations and maintenance (O&M) expenditures totaling $7,480,433. Total revenues exceeded total expenses for RWC Members by $1,038,501.88. After adding interest earned for FY22 of $18,301, this results in settlement credits totaling $1,056,802.88, which will go back to the Members.

Variances in the RWC budget to actual expenses occurred in the following areas:

- Contingency Fund was not heavily utilized
- Salary savings from two (2) vacant unfilled positions within the radio shop. These vacancies (and their respective training and equipment costs) resulted in a savings of approximately $290,000. Other additional savings are a result of fewer work order fees, lower electricity charges, and a reduction in miscellaneous maintenance charges.

Settlement credits for each member are presented on the next page.

Proposed Regional Wireless Cooperative Settlement Credits

Member		2021/22 Settlement
Arizona Fire & Medical Authority	$	(12,946.05)
Avondale		(25,288.66)
Buckeye		(21,723.12)
Buckeye Valley FD		(10,205.85)
Chandler		(55,206.76)
Daisy Mountain		(11,195.22)
El Mirage		(8,451.63)
Federal Reserve Bank		(914.45)
Glendale		(54,819.30)
Goodyear		(25,949.27)
Guadalupe		(1,220.90)
Harquahala FD		(997.57)
Maricopa		(14,573.26)
Maricopa County Community College District		(9,932.18)
Paradise Valley		(3,340.85)
Peoria		(45,847.19)
Phoenix		(554,773.15)
Scottsdale		(77,529.17)
Sun City FD		(2,851.82)
Surprise		(30,543.24)
Tempe		(80,928.75)
Tolleson		(7,564.49)
	$	(1,056,802.88)

RECOMMENDATION

The Executive Director, after review and approval by the Executive Committee, recommends Board approval for the fiscal year 2021/22 Financial Update and Settlement Credit and to issue each member their respective credit memo.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	December 1, 2022	
FROM:	John Imig, RWC Executive Director			Item 5
STAFF:	Thomas Grebner, RWC Wireless Systems Manager John Sater, RWC Wireless Systems Supervisor Nicholas Roosevelt, RWC Management Assistant II Almira Santos, RWC Accountant IV			
SUBJECT:	**MOTOROLA/JUNIPER T1 TO ETHERNET NETWORK MIGRATION**			

PURPOSE
The purpose of this item is to seek Board approval for the Motorola/Juniper T-1 to Ethernet Network Migration Project.

BACKGROUND
Due to changes in network connectivity technology as it relates to Land-Mobile Radio ("LMR"), it is necessary to embark on a major, required project to transition the RWC network infrastructure from T-1 (telco-based, leased) lines to Ethernet-based (network) connectivity. Over past years, the RWC has been preparing for this mandatory and major change to the Network. T-1 lines are considered an obsolete technology, are no longer viable as primary connectivity between sites, and will no longer be supported by the radio vendor. As the RWC and our Members to continue to access new technologies and upgrades provided by our main vendor, the process will require a significant up-front investment from the RWC to successfully migrate to radio system Ethernet connectivity. Radio Shop staff have spent many hours working with our members performing infrastructure work, with situational costs shared by the RWC and by the Members. The RWC is now ready to begin the next milestone on the system-wide radio migration to the RWC Ethernet network backbone.

PROJECTS
The migration plan consists of two significant elements; the first is sourced from Motorola Solutions Inc. (MSI - our radio systems vendor), and the second is sourced from Juniper

Networks (our networking products and services vendor). The companies complement each other and have dependencies on each other for the success of this project. The MSI project components will transition the T-1 based radio components to Ethernet while the Juniper project components will provide the required changes to manage the new network topography. Both the MSI and Juniper projects aspects are outlined below:

Motorola Solutions T-1 to Ethernet Conversion
- While the existing Software Upgrade Assurance contract (SUA II) will cover the MSI equipment, the required technical support is not included and will need to be purchased separately.
- This technical support will be done collaboratively, in several steps:
  - Design
  - MPLS (*Multiprotocol Label Switching* – a networking technology) Improvements
  - Hardware Staging and Preparatory Work
  - Cutover and Validation

The Juniper investment will address the new challenges brought on by Ethernet:
- Ethernet Service Delivery Changes
  - Multiprotocol BGP (*Border Gateway Protocol* – a network routing protocol)
    - Must be deployed within all MPLS deployments
  - Constrained Shortest Path First must be enabled
  - Implement VLAN tagging
  - Quality of Service (designed and classified for network)
  - Connection reductions
- Enterprise Network Service Delivery Changes
  - Multipoint/Multiprotocol must be deployed to both RWC Data Centers
  - Implement VLAN tagging
  - Connection reductions
- Security Changes e.g., new Cyber Security Requirements
  - Continuous Monitoring
  - Detection of Anomalies and Events
  - Analysis and Mitigation of Threats
  - Response and Recovery

COSTS

Motorola

Consultation Services – 25%	$222,906.00
Engineering Services – 25%	$222,906.00
System Integration Services – 50%	$445,812.00
MSI Project Total	**$891,624.00**

Juniper

Professional services for planning, design, validation testing and implementation of network changes to meet both Motorola and Enterprise specifications	$227,250.00
Juniper Paragon Application Suite Software: Pathfinder, Planner, and Insights along with redundant hardware/VM instances; Includes 5-year support:	$657,338.00
Professional services to deploy Juniper Paragon Pathfinder, Planner, and Insights; calculated between 270 and 540 hours depending on application:	$409,500.00
Juniper Project	**$1,294,088.00**

- **Total Ethernet Migration Project Cost: $2,185,712.00**

Type RECOMMENDATION:

The RWC Executive Director, after review and approval by the Executive Committee, recommends the Board adopt the Ethernet Migration project budget and bill the Members for their respective portions as a one-time project cost. This includes the ability for Members to apply any remaining Settlement and/or TDMA credits to offset their portion of the project.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	December 1, 2022
FROM:	John Imig, RWC Executive Director		Item 6
STAFF:	Almira Santos, RWC Accountant IV		
SUBJECT:	**RWC TRUNKED NETWORK FISCAL YEAR 2023/24 SUBSCRIBER UNIT RATE, FY 24 BUDGET OVERVIEW AND 5-YEAR PLAN**		

BACKGROUND
The purpose of this report is to present the FY2023/24 subscriber unit rate, FY 24 Budget Overview and 5-Year Plan for the RWC Trunked Network.

THE ISSUE
The subscriber unit rate is determined by dividing the staffing, operations, and maintenance budget by the number of subscriber units estimated to be on the network in FY2023/24. The rate for FY2023/24, if approved, will be $34.59, which represents an increase of $0.11 from the previous rate of $34.48. This revised rate was based on the October 2022 Radio count. The reasons for the rate increase are as follows:

- A cost increase in the Phoenix ITS portion of the RWC budget
- An increase in the Motorola Service Agreement, KMF

Annual Staffing, O&M	**$ 8,468,443**
Subscriber Units	**20,400**
Monthly Subscriber Rate	**$ 34.59**

The RWC Budget is made up of the following categories:

- Motorola Solutions (MSI)
    - Service Contract and Software Upgrade Assurance (SUA II) Agreement
- City of Phoenix Information Technology Services (ITS) Department
    - Wireless Services, Microwave, and Network Services
- RWC Staffing
    - The cost of five (5) staff positions (FTE's)
- Other budget items
    - City of Scottsdale Maintenance Manager costs, site leases, auditing services, electricity, and telecommunications

For planning purposes, the summary of the RWC Trunked Network FY2023/24 budget by member and the 5-Year Plan is reflected below.

Project Costs by Member

RWC Trunked Network FY23/24 Budget Detail

Member	Oct 2022 Radio Count	Billed Quarterly (Ongoing) FY23 O&M Staffing	Billed Annually (Ongoing) SUA II	Logging Recorder	New Projects FY24 (One-time) T1 to Ethernet Upgrade	Juniper Paragon Suite	FY2023/24 TOTAL	FY22 Settlement Credit	TDMA Remaining Credit
Arizona Fire & Medical Authority	194	80,533.23	24,059.99	-	8,556.77	9,935.32	123,085.31	(12,946.05)	(6,482.47)
Avondale	516	214,201.79	63,994.60	18,619.67	22,759.24	26,425.90	346,001.20	(25,288.66)	(25,078.16)
Buckeye	405	168,123.50	50,228.32	-	17,863.35	20,741.26	256,956.43	(21,723.12)	
Buckeye Valley FD	102	42,342.22	12,650.10	-	4,498.92	5,223.72	64,714.96	(10,205.85)	
Chandler	1,036	430,064.07	128,485.28	78,014.00	45,694.90	53,056.65	735,314.90	(55,206.76)	(179,116.78)
Daisy Mountain	135	56,041.17	16,742.77	-	5,954.45	6,913.75	85,652.14	(11,195.22)	
El Mirage	161	66,834.28	19,967.31	-	7,101.23	8,245.29	102,148.11	(8,451.63)	(3,735.00)
Federal Reserve Bank	28	11,623.35	3,472.58	-	1,235.00	1,433.96	17,764.89	(914.45)	
Glendale	1,058	439,196.70	131,213.73	58,458.41	46,665.26	54,183.33	729,717.43	(54,819.30)	
Goodyear	484	200,917.96	60,025.94	41,228.69	21,347.81	24,787.08	348,307.48	(25,949.27)	
Guadalupe	14	5,811.68	1,736.29	-	617.50	716.98	8,882.45	(1,220.90)	(2,778.51)
Harquahala FD	9	3,736.08	1,116.19	-	396.97	460.92	5,710.16	(997.57)	
Maricopa	288	119,554.49	35,717.92	-	12,702.83	14,749.34	182,724.58	(14,573.26)	(3,891.57)
Maricopa County Community College District	232	96,307.78	28,772.77	23,995.00	10,232.84	11,881.41	171,189.80	(9,932.18)	(2,259.84)
Paradise Valley	78	32,379.34	9,673.60	-	3,440.35	3,994.61	49,487.90	(3,340.85)	
Peoria	854	354,512.27	105,913.54	-	37,667.42	43,735.89	541,829.12	(45,847.19)	(204,771.96)
Phoenix	10,827	4,494,501.59	1,342,770.42	293,999.57	477,547.02	554,482.94	7,163,301.54	(554,773.15)	
Scottsdale	1,547	642,190.26	191,859.78	71,346.59	68,233.61	79,226.48	1,052,856.72	(77,529.17)	(187,637.76)
Sun City Fire	63	26,152.54	7,813.29	-	2,778.74	3,226.42	39,970.99	(2,851.82)	(5,137.56)
Surprise	576	239,108.98	71,435.83	51,069.69	25,405.66	29,498.68	416,518.84	(30,543.24)	(73,732.13)
Tempe	1,470	610,226.04	182,310.20	19,046.00	64,837.36	75,283.08	951,702.68	(80,928.75)	
Tolleson Fire & PD	138	57,286.53	17,114.83	19,921.88	6,086.77	7,067.39	107,477.40	(7,564.49)	(4,183.31)
Members Subtotal	20,215	8,391,645.85	2,507,075.28	675,699.50	891,624.00	1,035,270.40	13,501,315.03	(1,056,802.88)	(698,805.06)
Associates									
Rural Metro	106	44,002.69				-	44,002.69		
Maricopa Ambulance	79	32,794.46				-	32,794.46		
Associates Subtotal	185	76,797.15	-		-	-	76,797.15		
ESTIMATED TOTALS	20,400	8,468,443.00	2,507,075.28	675,699.50	891,624.00	1,035,270.40	13,578,112.18		

May be used to offset costs for any of the five (5) categories

5-Year Budget Plan by Member

RWC Trunked Network FY24 to FY28 Budget Detail

Member	Oct 2022 Radio Count	% Allocation	FY 2023/24 TOTAL	FY 2024/25 TOTAL	FY 2025/26 TOTAL	FY 2026/27 TOTAL	FY 2027/28 TOTAL
Arizona Fire & Medical Authority	194	0.95%	123,085	108,230	110,448	110,934	111,438
Avondale	516	2.53%	346,001	307,047	313,522	315,407	296,401
Buckeye	405	1.99%	256,956	225,944	230,574	231,588	232,640
Buckeye Valley FD	102	0.50%	64,715	56,904	58,070	58,326	58,591
Chandler	1,036	5.08%	735,315	658,324	672,577	677,657	682,905
Daisy Mountain	135	0.66%	85,652	75,315	76,858	77,196	77,547
El Mirage	161	0.79%	102,148	89,820	91,660	92,064	92,482
Federal Reserve Bank	28	0.14%	17,765	15,621	15,941	16,011	16,084
Glendale	1,058	5.19%	729,717	650,455	664,357	668,868	607,737
Goodyear	484	2.37%	348,307	312,482	319,289	321,814	278,020
Guadalupe	14	0.07%	8,882	7,810	7,970	8,006	8,042
Harquahala FD	9	0.04%	5,710	5,021	5,124	5,146	5,170
Maricopa	288	1.41%	182,725	160,671	163,964	164,685	165,433
Maricopa County Community College District	232	1.14%	171,190	154,144	157,538	158,883	160,273
Paradise Valley	78	0.38%	49,488	43,515	44,407	44,602	44,805
Peoria	854	4.19%	541,829	476,434	486,197	488,337	490,555
Phoenix	10,827	53.07%	7,163,302	6,343,044	6,475,907	6,512,394	6,435,601
Scottsdale	1,547	7.58%	1,052,857	936,536	956,426	962,573	888,629
Sun City Fire	63	0.31%	39,971	35,147	35,867	36,025	36,189
Surprise	576	2.82%	416,519	373,944	382,107	385,176	330,866
Tempe	1,470	7.21%	951,703	839,710	857,106	861,394	865,837
Tolleson Fire & PD	138	0.68%	107,477	97,508	99,701	100,681	79,270
Members Subtotal	**20,215**	**99.09%**	**13,501,315.03**	**11,973,624.80**	**12,225,609.25**	**12,297,767.68**	**11,964,513.36**
Associates							
Rural Metro	106	0.52%	44,003	45,882	46,982	47,132	47,288
Maricopa Ambulance	79	0.39%	32,794	34,195	35,015	35,127	35,243
Associates Subtotal	**185**	**0.91%**	**76,797.15**	**80,076.72**	**81,996.98**	**82,259.11**	**82,531.24**
ESTIMATED TOTALS	**20,400**	**100.00%**	**13,578,112.18**	**12,053,701.52**	**12,307,606.23**	**12,380,026.79**	**12,047,044.61**

5-Year Budget Summary

RWC ANNUAL BUDGET	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28
Subscriber Rate	$ 34.59	$ 36.07	$ 36.94	$ 37.05	$ 37.18
Estimated Subscriber Count	20,400	20,400	20,400	20,400	20,400
O&M, Staffing	$ 8,468,443.00	$ 8,830,082.10	$ 9,041,829.39	$ 9,070,734.20	$ 9,100,742.67
Required Minimum Balance	$ -	$ -	$ -	$ -	$ -
System Upgrade Agreement	$ 2,507,075.28	$ 2,527,647.31	$ 2,548,925.93	$ 2,570,934.91	$ 2,593,701.94
Logging Recorders	$ 675,699.50	$ 695,972.11	$ 716,850.92	$ 738,357.67	$ 352,600.00
T1 to Ethernet Upgrade	$ 891,624.00	$ -	$ -	$ -	$ -
Juniper Paragon Suite	$ 1,035,270.40	$ -	$ -	$ -	$ -
Total Budget	**$ 13,578,112.18**	**$ 12,053,701.52**	**$ 12,307,606.24**	**$ 12,380,026.78**	**$ 12,047,044.61**

RECOMMENDATION
The Executive Director, after review and approval by the RWC Executive Committee, recommends the Board approve the FY2023/24 subscriber unit rate of $34.59, FY24 Budget, and Five-Year Plan and authorize the RWC staff to assess the members quarterly.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	December 1, 2022	
FROM:	John Imig, RWC Executive Director			Item 7
STAFF:	Almira Santos, RWC Accountant IV Nicholas Roosevelt, RWC Management Assistant II			
SUBJECT:	**NEW RWC STAFF POSITION: PART-TIME ACCOUNTANT I**			

BACKGROUND

When the RWC was formed in 2009, it initially served 15 members (now 23, as of 2022), supported by four (4) Full-time employees (FTE's) housed within the City of Phoenix, City Manager's Office. In 2020, the RWC assumed administrative and accounting responsibility of the VHF (Conventional) Radio Network from the Phoenix Fire Department, without any transfer or increase in staffing. In essence, the RWC *doubled* its accounting and billing responsibilities without a corresponding increase in funding or support staff.

METRICS/JUSTIFICATION

Over the past two (2) years, RWC staff and leadership have been monitoring the situation with the VHF administrating and billing and have made a determination. In order to continue providing a level of excellence in budgeting and accounting that is both expected by the membership (and recognized annually by the City of Phoenix Finance and Budget and Research Departments, Annual External Audits, and the Government Finance Officers Association (GFOA), the RWC needs an additional accounting resource. Therefore, we are requesting the addition of a *part-time* Accountant I to assist our current Accountant IV in the following areas: Accounts receivable, accounts payable, audit, budgeting, projections, SAP and SRM workflow, City of Phoenix Budget and Research and Finance Department inquiries, member inquiries, research, and special projects, specifically related to the VHF system. The additional workload is illustrated below:

VHF Network Workload as of July 2022

Members	19
Billable Radios	4,333
VHF Quarterly O&M Billings	76
Special Projects	19
Late fees	10
Adjustments	(Fluctuates)
Settlements	19
Total Official Statements	124
Percentage Workload Increase (Based on the original 15 RWC Members)	127%

COST

The costs associated with this position, including salary is $47,674. This will be billed within the VHF O&M radio rate. Due to savings found elsewhere within the VHF O&M there will be no related increase to the radio rate.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends Board approval of the creation of a new RWC staff position for a Part-Time Accountant I.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	December 1, 2022
FROM:	John Imig, RWC Executive Director		Item 8
STAFF:	Almira Santos, RWC Accountant IV		
SUBJECT:	**RWC VHF (CONVENTIONAL) NETWORK FISCAL YEAR 2023/24 SUBSCRIBER UNIT RATE, FY24 BUDGET OVERVIEW AND FIVE-YEAR PLAN**		

BACKGROUND

The purpose of this report is to present the FY2023/24 subscriber unit rate, FY24 Budget Overview and Five-Year Plan for the RWC VHF (Conventional) Network.

THE ISSUE

The subscriber unit rate is determined by dividing the staffing, operations, and maintenance budget by the number of subscriber units estimated to be on the network in FY2023/24. The rate for FY2023/24, if approved, will be $9.19, which represents a decrease of $0.21 from the previous rate of $9.40. This revised rate was based on the October 2022 Radio count. The reasons for the rate decrease are as follows:

- 3.97% increase in radio count
- Decrease in radio system maintenance cost

Annual Staffing, O&M	$ 482,560.00
Subscriber Units	4,375
Monthly Subscriber Rate	$ 9.19

For planning purposes, the summary of the RWC VHF (Conventional) Network FY2023/24 budget by member and the Five-Year Plan is reflected on the following page.

RWC - Conventional Network FY24 Budget Detail				
Member	Radio Count as of Oct 2022	Staffing / O&M	Special Assessments	Juniper Paragon Suite	Total Budget
AFMA	128	$ 14,118	$ 10,275	$ 7,572	$ 31,965
Avondale	96	10,589	7,706	5,679	23,974
Buckeye	102	11,251	8,188	6,034	25,472
Buckeye Valley FD	101	11,140	8,107	5,975	25,222
Chandler	163	17,979	13,084	9,643	40,706
Daisy Mountain	114	12,574	9,151	6,744	28,469
El Mirage	43	4,743	3,452	2,544	10,738
Glendale	236	26,031	18,944	13,961	58,936
Goodyear	111	12,243	8,910	6,567	27,720
Guadalupe	11	1,213	883	651	2,747
Harquahala FD	9	993	722	532	2,248
Maricopa	83	9,155	6,662	4,910	20,727
Peoria	189	20,847	15,171	11,181	47,199
Phoenix	2,217	244,534	177,958	131,154	553,646
Scottsdale	244	26,913	19,586	14,435	60,934
Sun City Fire	60	6,618	4,816	3,550	14,984
Surprise	143	15,773	11,479	8,460	35,711
Tempe	292	32,207	23,439	17,274	72,920
Tolleson	33	3,640	2,649	1,952	8,241
Members Subtotal	*4,375*	*$ 482,560*	*$ 351,180*	*$ 258,818*	*$ 1,092,558*

5-Year Plan

RWC Conventional Network (VHF) ANNUAL BUDGET	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28
Subscriber Rate	$ 9.19	$ 9.28	$ 9.40	$ 9.45	$ 9.58
Estimated Subscriber Count	4,375	4,375	4,375	4,375	4,375
O&M, Staffing	$ 482,560.00	$ 487,211.70	$ 493,521.59	$ 496,149.61	$ 502,753.04
Required Minimum Balance	$ -	$ -	$ -	$ -	$ -
Special Projects	$ 351,180.00	$ 351,180.00	$ 351,180.00	$ 351,180.00	$ 351,180.00
Juniper Paragon Suite	$ 258,818.00				
Total Budget	$ 1,092,558.00	$ 838,391.70	$ 844,701.59	$ 847,329.61	$ 853,933.04

RECOMMENDATION

The Executive Director, after review and approval by the RWC Executive Committee, recommends the Board approve the FY2023/24 VHF (Conventional) subscriber unit rate of $9.19, FY24 Budget, and Five-Year Plan and authorizes the RWC staff to assess the Members quarterly.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	December 1, 2022
FROM:	John Imig, RWC Executive Director		Item 9
STAFF:	Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	**COMMUNICATIONS SYSTEMS STRATEGIC ALLIANCE (CSSA) COMMITTEE APPOINTMENT**		

BACKGROUND
The Communications Systems Strategic Alliance (CSSA) Intergovernmental Agreement (IGA) requires that each System must appoint an executive-level member from their governing body to serve on the Coordinating Council as the *Coordinating Council Executive Representative* (CCER). With the departure of Chief Jim Hughes from the City of Maricopa, this position is now vacant and must be filled.

THE ISSUE
The Board of Directors must appoint a Board member to serve as the Regional Wireless Cooperative (RWC) representative on the CSSA Coordinating Council.

The CCER must be a Board Member or Alternate. Their role is one of communication between the RWC Board of Directors, and the CSSA. RWC Staff will assist the CCER with coordination and will provide a highly knowledgeable Coordinating Council User Representative to provide support. This User Representative will have extensive operational knowledge of the Network and the challenges faced.

RECOMMENDATION
The RWC Executive Director, after review and concurrence of the Executive Committee, hereby recommends that the Board appoint a Coordinating Council Executive to represent the RWC on the CSSA Coordinating Council.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	December 1, 2022
FROM:	John Imig, RWC Executive Director		Item 10
STAFF:	Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	**RWC VICE-CHAIR NOMINATION PROCESS**		

BACKGROUND
The new RWC Governance in Section 2.2.2. *Chair and Vice-Chair* states, *"The Board must elect one of its Representatives as Vice-Chair. The Vice-Chair must execute the duties of the Chair during the absence or disability of the Chair."*

THE ISSUE
The RWC Vice-Chair and Board Member from the City of Maricopa, Police Chief Jim Hughes, recently left Maricopa, thereby rendering the Vice-Chair position vacant. In keeping with the policy and practice of past Board actions, the Chair must appoint or solicit three (3) volunteers from the Board to serve as a Vice-Chair nominating committee. The nominating committee will then solicit nominees for the Vice-Chair position with the name(s) presented at the February 2023 Board of Directors meeting for a formal vote and appointment of the Vice-Chair.

RECOMMENDATION
The RWC Executive Director, after review and approval by the Executive Committee, recommends that the RWC Chair solicit volunteers or appoint three (3) members of the RWC Board of Directors to serve as the nominating committee with the goal to place names into nomination for election of a Vice-Chair at the February 2023 RWC Board meeting.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	December 1, 2022
FROM:	John Imig, RWC Executive Director		Item 11
STAFF:	Thomas Grebner, RWC Wireless Network Manager Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	**EXECUTIVE DIRECTOR'S REPORT**		

BACKGROUND

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

  A. RWC External Audit Update
  B. ERRCS Policy Update
  C. Network Security Policy Update
  D. RWC Staffing Update (Radio Shop)

RECOMMENDATION

This item is for information and discussion.