



**Board of Directors**  
**Agenda**  
**February 24, 2022**  
**10:00 a.m. – 11:30 a.m.**

	ITEM	PRESENTER
1)	<b>Call to Order, Roll Call, Opening Comments</b>	Chair Paul Luizzi City of Goodyear
2)	<b>Call to the Public</b> 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)	<b>Approval of RWC Board Meeting Minutes from the December 2, 2021 Meeting</b> <b>This item is for information, discussion, and action.</b>	Chair Paul Luizzi City of Goodyear  Est. 2 min.
4)	<b>RWC Trunked Network Fiscal Year 2022/23 Budget Overview and 5-Year Plan</b> The purpose of this item is to seek Board approval for the RWC Trunked Network 2022/23 Budget and 5-Year Plan updated due to Logger changes. <b>This item is for information, discussion, and action.</b>	John Imig RWC Executive Director  Almira Santos RWC Accountant IV  Est. 5 min.



5)	<p><b>RWC Annual Audit for Fiscal Year 2020/2021</b>          The purpose of this item is to update the Board on the completed RWC Annual Audit and accept the external audit.  <b>This item is for information, discussion, and action.</b></p>	<p>Sandra Cronstrom          CPA—          CliftonLarsonAllen, LLP</p> <p>Est. 10 min</p>
6)	<p><b>City of Phoenix Radio Shop Internal Audit</b>          The purpose of this item is to provide an overview City of Phoenix’s internal audit of the RWC Radio Shop.  <b>This item is for information and discussion.</b></p>	<p>Thomas Grebner          RWC Wireless          Communications Manager</p> <p>Est. 10 min.</p>
7)	<p><b>Long-Term Conditional Participant: The Federal Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)</b>          The purpose of this item is to seek Board approval for Long-Term Conditional Participant status for the ATF, to begin when their signed agreement is received by the RWC.  <b>This item is for information, discussion, and action.</b></p>	<p>John Imig          RWC Executive Director</p> <p>Nick Roosevelt          RWC Management          Assistant I</p> <p>Est. 5 min.</p>
8)	<p><b>Executive Director’s Report</b></p> <ul style="list-style-type: none"> <li>A. RWC 2021 Annual Report and 2021 Annual Comprehensive Financial Report</li> <li>B. RWC New Public Facing Website</li> <li>C. Interference Detection System UASI Grant Update</li> </ul> <p><b>This item is for information and discussion.</b></p>	<p>John Imig          RWC Executive Director</p> <p>Est. 5 min.</p>
9)	<p><b>Announcements, Public Comment, Future Agenda Items</b>          The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items.  <b>This item is for information only.</b></p>	<p>Chair Paul Luizzi          City of Goodyear</p>



10)	Adjourn	Chair Paul Luizzi City of Goodyear
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### 2022 RWC Board of Directors Meetings

<u>Date</u>	<u>Location</u>
<p style="text-align: center;"><b>Thursday, February 24</b> <b>10:00 – 11:30</b></p>	<p style="text-align: center;">Web Conference Only URL: <a href="https://cityofphoenix.webex.com/meet/nicholas.roosevelt">https://cityofphoenix.webex.com/meet/nicholas.roosevelt</a> Access: 286988477 Conference Bridge Number: 415-655-0001 Access Code: 286 988 477</p>
<p style="text-align: center;"><b>Thursday, May 19</b> <b>10:00 – 11:30</b></p>	<p style="text-align: center;">TBD</p>
<p style="text-align: center;"><b>Thursday, August 25</b> <b>10:00 – 11:30</b></p>	<p style="text-align: center;">TBD</p>
<p style="text-align: center;"><b>Thursday, December 1</b> <b>10:00 – 11:30</b></p>	<p style="text-align: center;">TBD</p>



**Regional Wireless Cooperative  
Board of Directors  
MINUTES  
February 24, 2022**

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

<b>Board Members Present</b>		<b>Board Members Absent</b>
Jeff Scheetz – Avondale	Kris Dalmolin – Peoria	Chris DeChant – Arizona Fire and Medical Authority
Greg Platacz* – Buckeye	Steen Hambric – Phoenix	Milton “Douglas” Wiener – FRBSF
Jason Jessamine* - Buckeye Valley FD	Bianca Lochner – Scottsdale	Jeff McMenemy – Harquahala FD
Val Gale - Chandler	Tracy Montgomery – Surprise	Roy Stanifer – Maricopa Community College District
Alan Zangle – Daisy Mountain Fire District	Andrea Glass – Tempe	Michael Cole* – Paradise Valley
Paul Marzocca – El Mirage	Ginger Sanabria – Tolleson	Ron Deadman – Sun City Fire and Medical
Rick St. John – Glendale	Les Brown - Wickenburg	
Paul Luizzi – Goodyear		
Wayne Clement – Guadalupe		
James Hughes – Maricopa		
*Board Alternate	^Non-Voting Alternate	~Telephone Participant

<b>Staff and Public Present</b>		
John Imig – RWC	Nicholas Roosevelt – RWC	Selena Barner – RWC
Almira Santos – 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.

Mr. Roosevelt replied that no requests were submitted.

**3. Approval of RWC Board Meeting Minutes from the December 2, 2021 Meeting**

Chair Luizzi asked the Board if there was any need for discussion on the draft minutes presented from the December 2, 2021, Board Meeting. There was no discussion.

A **MOTION** was made by Tracy Montgomery and **SECONDED** by Rick St. John to approve the December 2, 2021, RWC Board meeting minutes.

**MOTION CARRIED UNANIMOUSLY (17-0)**

**4. RWC Trunked Network Fiscal Year 2022/23 Budget Overview and 5-Year Plan**

Almira Santos (RWC) explained that the Trunked Network 5-year plan has been updated to include the agencies that have decided to opt in/out of the SUA II logger coverage. The report listed an estimated projection for FY23 and the four following years with a breakdown of each Member.

Chair Luizzi asked for clarification on the increase of the subscriber rate over the next four years even though the radio count stays the same. Ms. Santos stated that the subscriber rate is only an estimate and will not be determined until the Board meeting in December. Mr. Imig added that the estimate is only a visual on what the projected increase might be in the coming years.

Andrea Glass (Tempe) asked if there was a certain percentage or equation that is used to determine the 5-year projection. Ms. Santos explained in detail how the percentage is



calculated and how it can fluctuate over time. Mr. Imig shared how Contractual Increases also play a part in the projected subscriber rates.

A **MOTION** was made by Andrea Glass and **SECONDED** by Steen Hambric to approve the recommendation as presented.

**MOTION CARRIED UNANIMOUSLY (17-0)**

5. **RWC Annual Audit for Fiscal Year 2020/2021**

Sandy Cronstrom (CliftonLarsonAllen) mentioned that the audit was completed last December and stated that the report can be found on the RWC Website. She explained in detail some financial highlights including net positions, depreciation of capital assets, current asset increases and operating revenues. Ms. Cronstrom shared that they made one minor recommendation to management closely monitor journal entries over the capital assets. She stated that the final audit was determined to be an unmodified opinion which means a clean opinion.

Ms. Cronstrom thanked the City of Phoenix staff for their assistance with completing the audit in a timely manner.

A **MOTION** was made by Val Gale and **SECONDED** by Rick St. John to approve the recommendation as presented.

**MOTION CARRIED UNANIMOUSLY (17-0)**

6. **City of Phoenix Radio Shop Internal Audit**

Thomas Grebner (Phoenix) stated that the RWC Radio Shop (Phoenix ITS) completed their City of Phoenix audit. He mentioned that this was the very first audit done. He explained in detail what the audit entailed and the recommendations.

Ms. Glass asked that Mr. Grebner provide regular updates to the Members throughout the process. Steen Hambric (Phoenix) added that the RWC is a member driven organization and will be made aware of any impactful changes.

7. **Long-Term Conditional Participant: The Federal Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)**

Mr. Imig explained the Long-Term Conditional Participant category. He mentioned that the participants would be responsible for paying the member rate for the applicable fiscal year, the percentage changed in the Motorola SUA II agreement over the O&M and a 10%



system expansion fee. The expansion fee will be placed into an account to fund future expansion projects which will reduce additional expenses for all the Board Members.

Mr. Imig shared that the ATF has met the criteria for becoming a Long-Term Conditional Participant and that they are waiting on the legal agreement to be finalized. He mentioned that the ATF currently has 105 subscribers registered on the system as an Interoperability Participant and that they are seeking authorization for 125 subscriber units and 7 talkgroups. The ATF will continue to manage their own encryption. Mr. Imig stated that their monthly fee will be \$47.72 per radio with an annual fee of \$71,580.00.

A **MOTION** was made by Rick St. John and **SECONDED** by Tracy Montgomery to approve the recommendation as presented.

**MOTION CARRIED UNANIMOUSLY (17-0)**

## **8. Executive Director's Report**

### **A. RWC 2021 Annual Report and 2021 Annual Comprehensive Financial Report**

Mr. Imig stated that the Annual Report and the Annual Comprehensive Financial Report has been completed and can be found on the RWC website. He thanked the RWC Staff, the City of Phoenix Finance Department and Mr. Grebner's Team on doing a fantastic job of working together to finish both reports.

### **B. RWC New Public Facing Website**

Mr. Imig mentioned that the new RWC Website will be published in March.

### **C. Interference Detection System UASI Grant Update**

Mr. Grebner shared the accomplishments made on the Interference Detection System Grant. He said that they are currently waiting on some approvals. He mentioned that the system is working very well.

## **9. Announcements, Public Comment, Future Agenda Items**

There was no discussion on this item.



## 10. Adjournment

Chair Luizzi requested a motion to adjourn the meeting at 10:42 AM.

A **MOTION** was made by Tracy Montgomery and **SECONDED** by Andrea Glass to adjourn the February 24, 2022, Board Meeting.

**MOTION CARRIED UNANIMOUSLY (17-0)**

Respectfully Submitted,  
Selena Barner – Administrative Aide





**BOARD OF DIRECTORS REPORT**

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 24, 2022
FROM:	Almira Santos, RWC Accountant III	Item 4	
SUBJECT:	<b>RWC TRUNKED NETWORK FISCAL YEAR 2022/23 BUDGET OVERVIEW AND 5-YEAR PLAN</b>		

BACKGROUND

The purpose of this report is to present the updated proposed 2022/23 RWC Budget and 5-Year Plan to the Board. The Executive Committee’s input and recommendations have been incorporated into the budget proposal as well as each members logger decision.

THE ISSUE

The RWC Budget is made up of the following categories:

- Motorola Contracts
  - Service Agreement and System Upgrade Agreement (SUA II)
- Phoenix Information Technology and Services (ITS)
  - Wireless Services, Microwave, Network Services, and Shared Sites
- RWC Staffing
  - The cost of five (5) staff positions
- Other budget items
  - City of Scottsdale Maintenance Manager costs, site leases, auditing services, electricity, and telecommunications

For planning purposes, a summary of the RWC’s estimated 5-year budget is shown below.

<b>RWC ANNUAL BUDGET</b>	<b>FY2022/23</b>	<b>FY2023/24</b>	<b>FY2024/25</b>	<b>FY2025/26</b>	<b>FY2026/27</b>
Subscriber Rate	\$ 34.48	\$ 35.81	\$ 36.60	\$ 37.40	\$ 37.52
Estimated Subscriber Count	19,905	19,905	19,905	19,905	19,905
O&M, Staffing	\$ 8,235,398.00	\$ 8,553,814.32	\$ 8,741,289.27	\$ 8,934,084.50	\$ 8,962,774.36
Required Minimum Balance	\$ -	\$ -	\$ -	\$ -	\$ -
System Upgrade Agreement	\$ 3,142,889.47	\$ 3,182,774.78	\$ 3,223,618.42	\$ 3,265,775.85	\$ 3,309,292.58
TDMA	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 11,378,287.47</b>	<b>\$ 11,736,589.10</b>	<b>\$ 11,964,907.69</b>	<b>\$ 12,199,860.35</b>	<b>\$ 12,272,066.94</b>

The 5-year plan budget allocation for each Member is presented below.

**RWC Trunked Network FY23 to FY27 Budget Detail**

Member	Oct 2021 Radio Count	FY 2022/23 TOTAL	FY 2023/24 TOTAL	FY 2024/25 TOTAL	FY 2025/26 TOTAL	FY 2026/27 TOTAL
Arizona Fire & Medical Authority	160	86,359	89,080	90,754	92,476	92,885
Avondale	470	271,741	280,292	285,767	291,401	293,196
Buckeye	395	213,199	219,916	224,048	228,300	229,310
Buckeye Valley FD	99	53,435	55,118	56,154	57,219	57,473
Chandler	1,036	634,918	654,807	667,985	681,545	686,678
Daisy Mountain	124	66,928	69,037	70,334	71,669	71,986
El Mirage	146	78,803	81,285	82,813	84,384	84,757
Federal Reserve Bank	28	15,113	15,589	15,882	16,183	16,255
Glendale	1,026	610,483	629,684	642,170	655,020	659,503
Goodyear	469	293,132	302,344	308,487	314,809	317,321
Guadalupe	14	7,556	7,794	7,941	8,092	8,127
Harquahala FD	10	5,397	5,567	5,672	5,780	5,805
Maricopa	276	148,970	153,663	156,550	159,521	160,226
Maricopa County Community College District	231	147,977	152,604	155,741	158,968	160,323
Paradise Valley	79	42,640	43,983	44,810	45,660	45,862
Peoria	844	455,545	469,897	478,726	487,810	489,968
Phoenix	10,570	5,990,454	6,178,843	6,298,232	6,421,090	6,457,470
Scottsdale	1,564	913,368	942,103	960,604	979,643	985,912
Sun City Fire	66	35,623	36,745	37,436	38,146	38,315
Surprise	538	339,920	350,601	357,761	365,130	368,131
Tempe	1,457	804,902	830,230	846,044	862,317	866,647
Tolleson Fire & PD	136	92,730	95,640	97,660	99,740	100,721
<b>Members Subtotal</b>	<b>19,738</b>	<b>11,309,193.70</b>	<b>11,664,823.87</b>	<b>11,891,569.56</b>	<b>12,124,904.71</b>	<b>12,196,870.59</b>
<b>Associates</b>						
Rural Metro	108	44,683	46,411	47,428	48,474	48,630
Maricopa Ambulance	59	24,410	25,354	25,910	26,481	26,566
<b>Associates Subtotal</b>	<b>167</b>	<b>69,093.77</b>	<b>71,765.23</b>	<b>73,338.12</b>	<b>74,955.64</b>	<b>75,196.35</b>
<b>ESTIMATED TOTALS</b>	<b>19,905</b>	<b>11,378,287.47</b>	<b>11,736,589.10</b>	<b>11,964,907.69</b>	<b>12,199,860.35</b>	<b>12,272,066.94</b>

**RECOMMENDATION**

The Executive Director, after review and approval by the Executive Committee, recommends Board approval of the updated proposed FY 2022/2023 RWC Trunked Network Budget and 5-Year Plan.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 24, 2022
FROM:	Sandra Cronstrom, CPA CliftonLarsonAllen LLP.		Item 5
SUBJECT:	<b>RWC ANNUAL AUDIT FOR FISCAL YEAR 2020/2021</b>		

### BACKGROUND

The RWC financial audit has been completed by the audit firm of CliftonLarsonAllen, LLP. The RWC Audit Committee met with the auditors and RWC staff to review the audit and will present their findings to the RWC Board of Directors.

### THE ISSUE

On November 30, 2021, the Audit Committee met with representatives from CliftonLarsonAllen, LLP to review the draft audit. The following are key highlights from the meeting and the Fiscal Year 2020/2021 RWC financial statements audit:

- On December 7, 2021, CliftonLarsonAllen, LLP issued an unmodified or “clean” opinion.
- The appointed RWC Audit Committee, acting on behalf of the Board of Directors, reviewed the audited financial statements and agreed with the audit opinion.
- The RWC audited financial statements include \$64.2 million in net position and approximately \$12.3 million in annual operating revenues.
- The significance of the “clean” audit is that all financial responsibilities were properly managed and accounted for by RWC staff.

### RECOMMENDATION

The Executive Director, after review and approval by the Audit Committee and Executive Committee, recommends the Board accept the external audit.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 24, 2022
FROM:	Thomas Grebner, RWC Wireless Communications Manager		Item 6
SUBJECT:	<b>CITY OF PHOENIX RADIO SHOP INTERNAL AUDIT</b>		

### BACKGROUND

At the December 2021 RWC Board of Directors (Board) meeting the Board was informed that the City of Phoenix Radio Shop internal audit had been completed. The Board asked for a report on the findings. City of Phoenix/RWC Wireless Communications Manager Thomas Grebner will provide the Board an overview of the pertinent audit recommendations which may require future Board action and/or have fiscal impacts to the RWC and its Members.

### RECOMMENDATION

This item is for information and discussion only.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 24, 2022
FROM:	John Imig, RWC Executive Director Nicholas Roosevelt, RWC Management Assistant I		Item 7
SUBJECT:	<b>LONG-TERM CONDITIONAL PARTICIPANT REQUEST—FEDERAL BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES (ATF)</b>		

### BACKGROUND

In August 2021, the RWC Board of Directors expanded the Conditional Participant Policy to enable non-Member government agencies that own no transmit/receive sites and are TDMA capable to use the RWC Network as their primary form of radio communications. These “Long-Term Conditional Participants” (LTCP) would be considered by the Board under the following stipulations set forth by policy:

- LTCP have no RWC voting rights, earn no equity in the system and have no representation on the Board or the Executive Committee
- LTCP must enter into an annual Long-Term Conditional Participant agreement for use of the network. If an agency chooses to break their annual agreement, they may not reapply for LTCP status for a period of two (2) years, unless explicitly waived by the Board of Directors
- A capacity study by the Administrative Manager will be conducted, and if necessary, the Board may impose a Capacity Fee to the applying agency if the system requires it to accommodate the LTCP.
- The LTCP will pay the approved Member radio rate for the applicable fiscal year, plus the percentage change of the Motorola SUA II agreement over the O&M total cost, plus a 10% system expansion fee.

### THE REQUEST

The ATF has expressed interest in becoming a LTCP. They currently have 105 interoperability participant subscribers on the Network. They are seeking 125 subscribers and seven (7) talkgroups, with encryption managed by their agency.

### CAPCITY STUDY

The RWC Radio Shop has conducted a capacity study considering the seven (7) talkgroups and 125 subscriber units and the associated encryption. The Radio Shop does not recommend additional Capacity (with associated fee) at this time.

### BILLING

The ATF estimated billing would be the following:

- Radio Rate (FY 23):  $\$47.72 \times 125 \text{ units} \times 12 \text{ months} = \$71,580.00$ 
  - Includes SUA II % change and 10% expansion fee
  - Board approved project costs or capacity increase = None

### RECOMMENDATION

The RWC Executive Director, after review and concurrence of the Executive Committee, hereby recommends that the Board approve the Bureau of Alcohol, Tobacco, Firearms, and Explosives to become a Long-Term Conditional Participant with up to 125 subscribers and 7 talkgroups. The ATF LTCP status will begin when the RWC receives the finalized copy of the Annual Agreement.



**BOARD OF DIRECTORS REPORT**

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 24, 2022
FROM:	John Imig, RWC Executive Director		Item 8
SUBJECT:	<b>EXECUTIVE DIRECTOR'S REPORT</b>		

**BACKGROUND**

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

- A. RWC 2021 Annual Report and 2021 Annual Comprehensive Financial Report
- B. RWC New Public Facing Website
- C. Interference Detection System UASI Grant Update

**RECOMMENDATION**

This item is for information and discussion.