



Regional Wireless Cooperative

**Board of Directors**

**Agenda**

**February 25, 2021**

**10:00 a.m. – 11:30 a.m.**

	<b>ITEM</b>	<b>PRESENTER</b>
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 blue card that is available at the entry of the room. 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 November 11, 2020 Meeting</b>  <b>This item is for information, discussion, and action.</b>	Chair Paul Luizzi City of Goodyear  Est. 2 min.
4)	<b>RWC Board Chair and Vice Chair Nomination</b> The purpose of this item is to elect a new RWC Board Chair and Vice Chair. <b>This item is for information, discussion and action.</b>	John Imig RWC Executive Director  Est. 10 min.
5)	<b>RWC Annual Audit for Fiscal Year 2019/2020</b> The purpose of this item is to update the Board on the completed RWC Annual Audit. <b>This item is for information, discussion, and action.</b>	Sandy Cronstrom CPA – CliftonLarsonAllen, LLP  Est. 10 min.



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**Board of Directors**

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**10:00 a.m. – 11:30 a.m.**

<b>6)</b>	<b>Membership — Town of Wickenburg</b> The purpose of this item is to review and request Board approval for the Town of Wickenburg to become a Member of the RWC. <b>This item is for information, discussion, and action.</b>	John Imig RWC Executive Director  Est. 10 min.
<b>7)</b>	<b>Executive Director's Report</b> A. City of Phoenix Bond Funding B. 2020 Annual Report C. Interference Detection System Update D. ERRCS Position Update E. New Radio System Service Expansion Procedure <b>This item is for information and discussion.</b>	John Imig RWC Executive Director  Est. 5 min.
<b>8)</b>	<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>	Chair Paul Luizzi City of Goodyear  Est. 5 min.
<b>9)</b>	<b>Adjourn</b>	Chair Paul Luizzi City of Goodyear



**Regional Wireless Cooperative  
Board of Directors  
MINUTES  
February 25, 2021**

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

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

<b>Staff and Public Present</b>		
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.

Mr. Roosevelt replied that no requests were submitted.

3. **Approval of RWC Board Meeting Minutes from November 19, 2020**

Chair Luizzi asked the Board if there was any need for discussion on the minutes presented in the meeting packet for the November 19, 2020, Board Meeting. There was no discussion.

A **MOTION** was made by Rick St. John and **SECONDED** by Chris DeChant to approve the August 27, 2020, RWC Board meeting minutes.

**MOTION CARRIED UNANIMOUSLY (16-0).**

4. **RWC Board Chair and Vice Chair Nomination**

John Imig (RWC) explained the Governance policy 2.2.2. to the Board. Mr. Imig mentioned that Chair Luizzi and Vice Chair Bob Costello (Buckeye) have both served two-year terms. During the November Board Meeting, Chair Luizzi appointed a three person Nominating Committee of Wayne Clement (Guadalupe), Val Gale (Chandler) and Andrea Glass (Tempe) as the committee to review potential candidates and to place names into nomination for the Board Chair and Board Vice Chair. The only nominations received were Chair Luizzi for another Chair term and James Hughes (Maricopa) for Vice Chair. Mr. Imig stated he, as the Executive Director of RWC, and after review and concurrence of the Executive Committee, hereby recommends that the Board approve the Nominating Committee recommendations and recommends the Board proceeds with the nomination.

A **MOTION** was made by Val Gale and **SECONDED** by Alan Zangle to approve the Board Chair and Vice Chair Nomination.

Mr. Gale commented that the Board report and Mr. Imig stated that “no member shall serve two consecutive terms as Chair” should read “the Chair cannot serve more than two consecutive terms.” Mr. Imig mentioned that he agreed with Mr. Gale and that “no more than two consecutive terms” is correct.

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

Chair Luizzi thanked Mr. Costello for serving as Vice Chair for the last two years.

**5. RWC Annual Audit for Fiscal Year 2019/2020**

Mr. Imig stated that the RWC is required by the Governance to have an independent financial audit annually. CliftonLarsonAllen (CLA) has been providing audit services for the RWC for many years. The RWC Audit Committee met with Sandy Cronstrom (CLA) and her staff to review the audit results. Ms. Cronstrom stated that she will be the auditor as Ron Sterns has retired and Jean Diedrick is focusing on non-profit organizations. Ms. Cronstrom and Darryl Zeng completed the audit in early December with no findings or recommendations. Ms. Cronstrom provided the Board an overview of the step-by-step process necessary to complete the audit. Mr. Imig mentioned that he sent a link to the audit out to the Board members and stated the information can also be found on the RWC website.

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

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

**6. Membership – Town of Wickenburg**

Mr. Imig mentioned that in late 2020 representatives from the Town of Wickenburg Police Department, the RWC and the Phoenix Information Technology Services Department held several meetings to discuss the process and the responsibilities of becoming a member. There have been separate meetings with the representatives of the Town of Wickenburg, Phoenix Radio Shop and Motorola (primary vendor) regarding infrastructure and coverage needs. The Town of Wickenburg has several challenges with their existing communication system and in the interest of enhancing the safety for their employees and the public at large they wished to join the RWC.

On February 16, 2021, the Town of Wickenburg Council met and approved the Police Department's request to join the RWC. The Council will also provide Chief Brown with the necessary funding to build a site within the Town of Wickenburg. Mr. Imig stated the Town of Wickenburg signed and returned a copy of the IGA; therefore, the town has met all the requirements to join the RWC. If the Board approves the membership request today, the project planning and the infrastructure build out will proceed.

Chris DeChant (Arizona Fire and Medical Authority) asked if the Wickenburg Fire Department was becoming a member as well or just the Wickenburg Police Department. Mr. Imig said that at this time the membership will only be for the Wickenburg Police Department. He stated there have been discussions with Chief Brown about the Wickenburg Fire Department joining in the future. Mr. DeChant stated he would be willing

to assist the Wickenburg Fire Department become a member when they are ready as the two share jurisdictional boundaries. Mr. Imig said Mr. DeChant's assistance would be welcomed whenever it progresses to the point that the Wickenburg Fire Department is interested in becoming a member.

Rick St. John (Glendale) mentioned that the Town of Wickenburg and their Police Department has been a great partner with the City of Glendale on special events the City of Glendale would be happy to approve membership for the Town of Wickenburg.

Chief Brown stated that he appreciates the opportunity to become a member of the RWC as their department has been struggling with radio communication issues for a long time. This has made it difficult for Wickenburg to assist other agencies in the West Valley. He thanked Mr. Imig and the team for all their work.

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

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

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

### **A. City of Phoenix Bond Funding**

Mr. Imig explained the background of the bond funding process and mentioned it has gone unused since being issued in 2017. Several meetings took place over the last couple of weeks between the RWC, Phoenix Finance and the Phoenix Budget and Research Departments to discuss this funding. RWC staff met with the Phoenix Radio Group who worked up an extensive proposal to utilize the bond funding, under the conditions that any project or replacement needs to stay tied to the City of Phoenix. After reviewing the information with the Phoenix City Manager's Office, it was determined that the proposed use of this funding is appropriate and will be highly beneficial to the Cooperative. Mr. Imig gave examples on how the funding would be used, such as replacing critical microwave links. This funding will help eliminate a lease fee that the RWC pays for at the Cashion site every year. Mr. Imig added that this is \$3.25 million dollars would benefit the entire cooperative.

### **B. 2020 Annual Report**

Mr. Imig stated that the 2020 Annual Report has been completed and is slightly different from the past years. The annual report will be uploaded onto the RWC website and the link shared electronically. No hard copies will be given out due to meeting remotely.

**C. Interference Detection System Update**

Mr. Imig explained how the system will allow the RWC to detect and identify either malicious or accidental signals that could interfere with the RWC system. He went on to mentioned that the RWC applied for an Urban Areas Security Initiative (UASI) Interoperable communications grant which is currently going through the process. There will be a presentation to the Interoperable Communications Sub-Committee next month and the awards should come out in April. This is a concern not only for the RWC, but also for the partner systems regionally. Mr. Imig stated Phoenix City Council will need to approve the proof of concept and that the Phoenix Radio Shop is taking the lead on this.

**D. ERRCS Position Update**

Mr. Imig stated that a candidate, from outside the City of Phoenix, with over 30 years of experience in radio and wireless communications was offered and has accepted the position. The candidate is currently going through the hiring process with a potential start date at the end of March.

**E. New Radio System Service Expansion Procedure**

Mr. Imig shared there is a new Radio System Service Expansion procedure that was approved by the Operations Working Group and created by the Policy and Working Group. Mr. Imig explained in detail what the new procedure entails.

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

Andrea Glass (Tempe) mentioned that the Tempe Police Assistant Chief Dave Humble will be retiring at the end of March after 32+ years of service. Ms. Glass stated that Mr. Humble was listed as an alternate Board representative. Sha said she will inform the Board of the replacement as soon as she has the information.

Selena Barner (RWC) asked Chair Luizzi for clarification on who seconded the motion for Item #6. Chair Luizzi stated that it was Peter Wingert (Paradise Valley).

Chair Luizzi congratulated the RWC staff on another successful audit and congratulated Ron Deadman (Sun City Fire and Medical) on his retirement.

**9. Adjournment**

Chair Luizzi requested a motion to adjourn the meeting at 10:36 a.m.

A **MOTION** was made by Andrea Glass and **SECONDED** by Val Gale to adjourn the February 25, 2021, 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 25, 2021
FROM:	John Imig, RWC Executive Director	Item 4	
SUBJECT:	<b>RWC BOARD CHAIR AND VICE CHAIR NOMINATION</b>		

**BACKGROUND**

*The RWC Governance, Section 2.2.2., Chair and Vice-Chair states in part, “The Board must elect one of its Members as Chair.” “The Chair shall serve a two-year term. No Member shall serve two consecutive terms as Chair.” It further states “...the Board of Directors shall elect one of its Members as Vice-Chair.”*

**THE ISSUE**

RWC Chair Paul Luizzi and Vice Chair Bob Costello have served their 2-year term. Accordingly, at the November 19, 2020 Board Meeting, Board Chair Luizzi appointed a three-person nominating committee to review potential candidates and to place names into nomination for Chair and Vice-chair to the full Board of Directors for election at today’s Board meeting.

**RECOMMENDATION**

The RWC Executive Director, after review and concurrence of the Executive Committee, hereby recommends that the Board approve the Nomination Committee’s nominees; and recommends that the Board proceed with the election.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 25, 2021
FROM:	John Imig, RWC Executive Director; Almira Santos, RWC Accountant III		Item 5
SUBJECT:	<b>RWC ANNUAL AUDIT FOR FISCAL YEAR 2019/2020</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 findings and will present their findings to the RWC Board of Directors.

### THE ISSUE

On February 17, 2021, the Audit Committee met with representatives from CliftonLarsonAllen, LLP to review the draft Comprehensive Annual Financial Report (CAFR), relevant documents, and recommendations. The following are key highlights from the meeting and the Fiscal Year 2019/2020 RWC financial statements audit:

- On December 8, 2020, 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 \$68.6 million in net position and approximately \$12.8 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.
- There was one minor administrative recommendation to management for this audit period.

### RECOMMENDATION

The Executive Director, after review and approval by the Audit Committee and Executive Committee, recommends Board approval of the audit findings and the 2020 CAFR.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 25, 2021
FROM:	John Imig, RWC Executive Director		Item 6
SUBJECT:	<b>THE TOWN OF WICKENBURG MEMBERSHIP</b>		

### THE ISSUE

In late 2020, the Town of Wickenburg (Wickenburg) contacted the RWC seeking information regarding membership. A team from Phoenix Information Technology Services, and the RWC held a series of meetings to discuss the membership process and responsibilities. The City of Phoenix Information Technology Services, Wickenburg and Motorola have also met multiple times to discuss the radio communications infrastructure needs and the group is confident in Wickenburg's ability to join the Network.

On Tuesday, February 16, 2021, the Wickenburg Town Council approved the request to join the RWC and authorized the Town Manager to enter into the RWC Intergovernmental Agreement (IGA). A signed IGA was received by the RWC on Wednesday, February 17. The Town of Wickenburg has now met all membership requirements delineated in the RWC IGA.

If approved, project planning and infrastructure build-out will continue, and the RWC technical team will assist in the Town's integration into the Network.

### RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends the Board approve the Town of Wickenburg for RWC Membership. If approved, technical considerations will be finalized, and a go-live date on the RWC system will be agreed upon. The Town of Wickenburg representative would then formally join the Board of Directors at the May 2021 meeting.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 25, 2021
FROM:	John Imig, RWC Executive Director		Item 7
SUBJECT:	<b>EXECUTIVE DIRECTOR'S REPORT</b>		

### BACKGROUND

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

- A. City of Phoenix Bond Funding
- B. 2020 Annual Report
- C. Interference Detection System Update
- D. ERRCS Position Update
- E. New Radio Service System Expansion Procedure

### RECOMMENDATION

This agenda item is for information and discussion.