



Regional Wireless Cooperative

Board of Directors

Agenda

February 27, 2020

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Paul Luizzi
2)	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 Chair and will be allotted no more than three (3) minutes to speak.	Chair Paul Luizzi
3)	Approval of RWC Board Meeting Minutes from the November 21, 2019 Meeting This item is for information discussion, and action.	Chair Paul Luizzi Est. 2 min.
4)	RWC Annual Audit for Fiscal Year 2018/2019 The purpose of this item is to provide an update to the Board on the findings of the RWC's Annual Audit. This item is for information, discussion, and action.	Jean Dietrich CPA CliftonLarsonAllen, LLP Est. 15 min.
5)	New RWC Staff Position for Emergency Radio Responder Communications System Specialist The purpose of this item is for the Board to consider a proposed additional RWC staff position for an Emergency Radio Responder Communications System Specialist. This item is for information, discussion, and action.	John Imig RWC Executive Director Tom Grebner Wireless Communications Manager Est. 10 min.



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<p>6)</p>	<p>RWC Fiscal Year 2020/2021 Subscriber Unit Rate The purpose of this item is to present the proposed Operations and Maintenance (O&M) Subscriber Unit Rate for 2020/2021 and request approval from the Board. This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Almira Santos RWC Accountant III</p> <p>Est. 5 min.</p>
<p>7)</p>	<p>RWC Conventional Network Fiscal Year 2020/2021 Subscriber Unit Rate The purpose of this item is to present the proposed Conventional Network O&M Subscriber Unit Rate for 2020/2021 and request approval from the Board. This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Almira Santos RWC Accountant III</p> <p>Est. 5 min.</p>
<p>8)</p>	<p>Executive Director's Report</p> <ul style="list-style-type: none"> A. Membership Request B. Staff Update C. RWC Office Location Move D. Next RWC Board Meeting moved to Thursday, June 4 <p>This item is for information and discussion.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 5 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>Chair Paul Luizzi</p>



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10)	Adjourn	Chair Paul Luizzi
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Regional Wireless Cooperative
Board of Directors
MINUTES
February 27, 2020

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

Board Members Present		Board Members Absent
Rob Helie – Arizona Fire and Medical Authority	James Hughes – Maricopa	Wayne Clement – Guadalupe
	Kris Dalmolin~ – Peoria	Roy Stanifer – Maricopa Community College District
Jeff Scheetz~ – Avondale	Milton Dohoney – Phoenix	
Bob Costello – Buckeye	Robert Fisher~ – Scottsdale	Freeman Carney – Paradise Valley
Val Gale~ – Chandler	Ron Deadman~ – Sun City Fire and Medical	Terry Young – Surprise
Alan Zangle – Daisy Mountain Fire District	Andrea Glass – Tempe	
Paul Marzocca – El Mirage	Ginger Sanabria – Tolleson	
Brent Ackzen*~ – Glendale		
Paul Luizzi – Goodyear		
*Board Alternate	^Non-Voting Alternate	~Telephone Participant

Staff and Public Present		
David Clarke – RWC	Rick Armstrong	Jeff Schripsema
John Imig – RWC	Jesse Cooper	Stuart Snow
Nicholas Roosevelt – RWC	Tom Grebner	
Almira Santos – RWC	Mike Hoover	
Mat Amerman	Trent Riviera	
~Telephone Participant		

NOTE: The “Staff and Public Present” list shows those who added their name to the sign-in sheet or identified themselves in person or on the telephone conference line during roll call or at any other time during the meeting. Any attendees who did not add their name to the sign-in sheet or otherwise identify themselves are not shown.

1. **Call to Order, Roll Call and Opening Comments**

Board Chair Paul Luizzi called the meeting of the Regional Wireless Cooperative (RWC) Board of Directors (Board) to order at 10:03 AM.

2. **Call to the Public – None**

Chair Luizzi asked if any requests from the public to speak were submitted.

RWC Administrative Aide David Clarke replied that no requests were submitted.

3. **Approval of RWC Board Meeting Minutes from November 21, 2019**

Chair Luizzi asked the Board if any discussion was desired on the minutes presented in the meeting packet for the November 21, 2019, Board Meeting. There were no responses.

A **MOTION** was made by James Hughes and **SECONDED** by Alan Zangle to approve the November 21, 2019, RWC Board meeting minutes.

MOTION CARRIED UNANIMOUSLY (14-0).

4. **RWC Annual Audit for Fiscal Year 2018/2019**

RWC Executive Director John Imig introduced Jean Dietrich from CliftonLarsonAllen, LLC, to the Board. Ms. Dietrich presented the findings of the audit of the RWC conducted by CliftonLarsonAllen for fiscal year 2018/2019. Ms. Dietrich stated the RWC audit received an unmodified, or clean, opinion. A report on this topic was provided to the Board.

A **MOTION** was made by Alan Zangle and **SECONDED** by Andrea Glass to approve the audit findings.

MOTION CARRIED UNANIMOUSLY (14-0).

5. **New RWC Staff Position for Emergency Radio Responder Communications System Specialist**

Mr. Imig discussed with the Board the proposed new RWC staff position for an Emergency Radio Responder Communications System Specialist. A report on this topic was provided to the Board. Mr. Imig invited Tom Grebner (City of Phoenix) to speak to the Board.

Mr. Grebner provided a detailed explanation of the need for and responsibilities of the proposed position.

A **MOTION** was made by James Hughes and **SECONDED** by Bob Costello to approve the creation of a position for an Emergency Radio Responder Communications System Specialist.

MOTION CARRIED UNANIMOUSLY (14-0).

6. RWC Fiscal Year 2020/2021 Subscriber Unit Rate

Mr. Imig discussed with the Board the proposed RWC fiscal year 2020/2021 subscriber unit rate for the trunked RWC network. A report on this topic was provided to the Board. The proposed rate is \$32.78 per subscriber per month.

A **MOTION** was made by Alan Zangle and **SECONDED** by James Hughes to approve the RWC trunked network fiscal year 2020/2021 subscriber unit rate as presented.

MOTION CARRIED UNANIMOUSLY (15-0).

Note: Milton Dohoney, representing the City of Phoenix, arrived at the meeting at 10:27 a.m. during the discussion of this item.

7. RWC Conventional Network Fiscal Year 2020/2021 Subscriber Unit Rate

Mr. Imig discussed with the Board the proposed RWC fiscal year 2020/2021 subscriber unit rate for the conventional RWC network. A report on this topic was provided to the Board. The proposed rate is \$11.39 per subscriber per month.

A **MOTION** was made by Andrea Glass and **SECONDED** by Rob Helie to approve the RWC conventional network fiscal year 2020/2021 subscriber unit rate as presented.

MOTION CARRIED UNANIMOUSLY (15-0).

8. Executive Director's Report

A. Membership Request

Mr. Imig informed the Board that there are currently four (4) entities at various stages of considering or applying to become members of the RWC;

- 1) the Phoenix Veterans Administration Police Department
- 2) The Federal Reserve Bank of San Francisco
- 3) Buckeye Valley Fire District
- 4) Harquahala Fire District

B. Staff Update

Mr. Imig introduced Nicholas Roosevelt, who has filled the Management Assistant I RWC staff position.

C. RWC Office Location Move

Mr. Imig told the Board that the RWC Administrative Staff will be relocating their offices to another floor within Phoenix City Hall sometime within the next few months. All RWC Staff contact information will remain the same.

D. Next RWC Board Meeting moved to Thursday, June 4

Mr. Imig explained to the Board that the Spring Board Meeting scheduled for Thursday, May 28, 2020, is during the week of the Memorial Day Holiday. Due to potential schedule conflicts this could cause for meeting attendees, this meeting has been rescheduled to the following week on Thursday, June 4, 2020.

Mr. Clarke told the Board that due to room unavailability at Maricopa Association of Governments the rescheduled meeting will be held at Phoenix City Hall on the first floor in the Assembly Rooms.

9. Announcements, Public Comment, Future Agenda Items

Chair Luizzi asked if anyone from the public wished to speak. There were no responses.

Chair Luizzi asked if any Board Members had any announcements or requests for future agenda items.

Milton Dohoney informed the Board that this would be his last meeting as he is leaving his position with the City of Phoenix. Chair Luizzi thanked Mr. Dohoney for his service to the Board.

10. Adjournment

Chair Luizzi requested a motion to adjourn the meeting at 10:41 a.m.

A **MOTION** was made by James Hughes and **SECONDED** by Milton Dohoney to adjourn the February 27, 2020, Board Meeting. **MOTION CARRIED UNANIMOUSLY (15-0)**.

Respectfully submitted,

David Clarke, Administrative Aide



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 27, 2020
FROM:	Almira Santos, RWC Accountant III	Item 4	
SUBJECT:	RWC ANNUAL AUDIT FOR FISCAL YEAR 2018/2019		

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 December 9, 2019, 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 2018/2019 RWC financial statements audit:

- On December 9, 2019, 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 \$70.9 million in net position and approximately \$13.5 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.
- CliftonLarsonAllen, LLP will formally brief the RWC Board of Directors on the audit process and its findings at the February 27, 2020 RWC Board meeting.

RECOMMENDATION

The Executive Director, after review and approval by the Audit Committee and Executive Committee, recommends Board approval of the audit findings and the 2019 CAFR.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 27, 2020
FROM:	Thomas Grebner, Wireless Communications Manager	Item 5	
SUBJECT:	Emergency Responder Radio Communications System Specialist (ERRCSS)		

BACKGROUND

The City of Phoenix along with a majority of RWC members have adopted the NFPA fire code. Within this code is section 510 that is for enforcement of public safety radio communications in structures, buildings, parking garages etc.

The Authority Having Jurisdiction (AHJ) can determine if a building needs RF enhancements and force the building owner to have a Distributed Antenna System (DAS) or Bi-Directional Amplifier (BDA) system installed in their building. Currently there is no control over the guidelines for any vendor to install these in-building treatment systems and we have seen several poorly installed systems that have had catastrophic impact to the RWC network. Since a majority of the RWC members are also following the fire code, more and more DAS/BDA's are being installed. This puts our police officers and firefighters at risk of having their radio communications severely impacted if a DAS/BDA is not installed properly.

ISSUE

A DAS/BDA system that is not installed properly can have a major impact to the RWC network. Here are a few recent examples:

- A large industrial building was treated with a DAS/BDA and was initially signed off by the radio shop team. A vendor technician was performing work on the BDA and switched two cables causing oscillations out of the BDA which caused interference to several Simulcast C subsites. This caused reduced radio coverage for some member officers and firefighters.
- A vendor installed a DAS/BDA inside a hospital building and their technician turned the unit on without testing or notifying the RWC. This BDA caused disruption to the Simulcast A radio network which forced network operations to move officers to Simulcast B. This event could have resulted in officer safety issues.
- An interfering signal was being generated that caused a significant system impact for both Simulcast A and B, necessitating radio traffic move to the interop "O" deck. The cause of

this interference was tracked down to an unauthorized electronic device located at a business near an RWC subsite.

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 an Emergency Radio Responder Communications System Specialist (ERRCSS). This position will be utilized by all RWC members as many do not have technical staff to manage in-building treatments or track down interfering signals.

The responsibilities of this position are to:

- Work with AHJ's to determine if a building needs RF treatment
- Provide documents to the installation vendor outlining the RWC requirements for any in-building treatment.
- Coordinate testing of DAS/BDA systems with the RWC operations team to verify no degradation to the receive noise floor of RWC sites or impact on the Network.
- Verify closeout documentation and acquire final approval signatures
- Perform interference tracking
- Perform FirstNet interference testing
- Provide reports to the Fire Code Working Group and RWC.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 27, 2020
FROM:	John Imig, RWC Executive Director Almira Santos, Accountant III		Item 6
SUBJECT:	RWC FISCAL YEAR 2020/21 SUBSCRIBER UNIT RATE		

BACKGROUND

On November 21, 2019, the RWC Board of Directors approved the budget for fiscal year (FY) 2020/21, with the understanding that the subscriber unit rate would be set in the Spring of 2020. The purpose of this report is to present the FY2020/21 subscriber unit rate for the RWC Trunked Network.

THE ISSUE

The subscriber unit rate is determined by dividing the staffing, operations, and maintenance budget by the estimated number of subscriber units to be on the network in FY2020/21. The rate for FY2020/21, if approved, will be \$32.78, which represents a \$1.07 increase from the current rate of \$31.71. The reasons for the rate increase are as follows:

- ◆ A cost increase in the Phoenix ITS portion of the RWC budget
- ◆ A 1.4% decrease in radio count
- ◆ New position added, Emergency Radio Responder Communications System Specialists (ERRCSS)

Annual Staffing, O&M	\$ 7,424,937
Subscriber Units	18,873
Monthly Subscriber Rate	\$ 32.78

For planning purposes, the summary of the RWC’s 2020/21 budget by member is reflected on the following page.

RECOMMENDATION

The Executive Director, after review and approval by the RWC Executive Committee, recommends the Board approve the FY 2020/21 subscriber unit rate of \$32.78 and authorize the RWC staff to assess the members quarterly.

RWC 20/21 Budget Detail

Member	Oct 2019 Radio Count	FY21 O&M/ Staffing	SUA II	TDMA Phase II-D	FY 2020/21 TOTAL
Arizona Fire & Medical Authority	109	42,882.33	16,106.01	5,948	64,936
Avondale	392	154,219.01	57,922.55	23,205	235,346
Buckeye	364	143,203.36	53,785.22	23,131	220,120
Chandler	1,037	407,972.22	153,228.78	73,138	634,339
Daisy Mountain	98	38,554.75	14,480.64	1,542	54,577
El Mirage	132	51,930.89	19,504.53	7,710	79,146
Glendale	1,048	412,299.79	154,854.16	93,626	660,780
Goodyear	291	114,484.01	42,998.63	29,373	186,855
Guadalupe	11	4,327.57	1,625.38	734	6,687
Maricopa	224	88,125.15	33,098.60	13,291	134,515
Maricopa County Community College District	227	89,305.39	33,541.88	17,330	140,177
Paradise Valley	83	32,653.51	12,264.21	6,095	51,013
Peoria	923	363,122.81	136,383.96	62,858	562,365
Phoenix	10,270	4,040,380.60	1,517,511.68	702,671	6,260,563
Scottsdale	1,534	603,499.89	226,666.30	114,627	944,794
Sun City Fire	66	25,965.44	9,752.27	3,525	39,242
Surprise	538	211,657.72	79,495.74	30,401	321,554
Tempe	1,225	481,934.39	181,007.97	111,396	774,339
Tolleson Fire & PD	128	50,357.23	18,913.49	2,350	71,621
Members Subtotal	18,700	7,356,876.06	2,763,142.00	1,322,951.37	11,442,969.43
Associates					
Rural Metro	121	47,603.32		-	47,603
Maricopa Ambulance	52	20,457.62		-	20,458
Associates Subtotal	173	68,060.94	-	-	68,060.94
ESTIMATED TOTALS	18,873	7,424,937.00	2,763,142.00	1,322,951.37	11,511,030.37

RWC ANNUAL BUDGET	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25
Subscriber Rate	\$ 32.78	\$ 33.45	\$ 34.18	\$ 34.92	\$ 35.04
Estimated Subscriber Count	18,873	18,873	18,873	18,873	18,873
O&M, Staffing	\$ 7,424,937.00	\$ 7,576,625.52	\$ 7,740,125.94	\$ 7,908,280.24	\$ 7,936,551.75
Required Minimum Balance	\$ -	\$ -	\$ -	\$ -	\$ -
System Upgrade Agreement	\$ 2,763,142.00	\$ 2,791,148.00	\$ 2,820,075.00	\$ 2,849,951.00	\$ 2,880,811.00
TDMA Phase D	\$ 1,322,951.37	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 11,511,030.37	\$ 10,367,773.52	\$ 10,560,200.94	\$ 10,758,231.24	\$ 10,817,362.75



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 27, 2020
FROM:	John Imig, RWC Executive Director Almira Santos, RWC Accountant III		Item 7
SUBJECT:	RWC CONVENTIONAL NETWORK FISCAL YEAR 2020/21 SUBSCRIBER UNIT RATE		

BACKGROUND

On November 21, 2019, the RWC Board of Directors approved the budget for fiscal year (FY) 2020/21, with the understanding that the subscriber unit rate would be set in the Spring of 2020. The purpose of this report is to present the FY2020/21 subscriber unit rate for the RWC Conventional Network.

THE ISSUE

The subscriber unit rate is determined by dividing the staffing, operations, and maintenance budget by the estimated number of subscriber units to be on the network in FY2020/21. The rate for FY2020/21 if approved will be \$11.39, which represents an increase of \$0.68 from the previous rate of \$10.71 that was presented in the last Board meeting on February 28, 2019. This revised rate is based on the October 2019 Radio count.

The reasons for the rate increase are as follows:

- A 10% Contingency was added
- A slight increase in the Phoenix ITS portion of the VHF budget

Annual Staffing, O&M	\$ 504,855.00
Subscriber Units	3,695
Monthly Subscriber Rate	\$ 11.39

For planning purposes, the summary of the RWC Conventional Network FY2020/21 budget by member is reflected on the following page.

RECOMMENDATION

The Executive Director, after review and approval by the RWC Executive Committee, recommends the Board approve the FY2020/21 subscriber unit rate of \$11.39 and authorize the RWC staff to assess the members quarterly.

RWC - Conventional Network FY21 Budget Detail

Member	Radio Count as of Oct 2019	Staffing / O&M	Special Assessments	Minimum Balance	Total Budget
AFMA	57	\$ 7,788	\$ 9,017	\$ -	\$ 16,805
Avondale	69	9,428	10,915	-	20,343
Buckeye	95	12,980	15,028	-	28,008
Chandler	160	21,861	25,310	-	47,172
Daisy Mountain	71	9,701	11,232	-	20,932
El Mirage	29	3,962	4,588	-	8,550
Glendale	156	21,315	24,678	-	45,992
Goodyear	72	9,838	11,390	-	21,227
Guadalupe	7	956	1,107	-	2,064
Maricopa	47	6,422	7,435	-	13,857
Peoria	128	17,489	20,248	-	37,737
Phoenix	2,064	282,008	326,505	-	608,513
Scottsdale	230	31,425	36,384	-	67,809
Sun City Fire	58	7,925	9,175	-	17,100
Surprise	90	12,297	14,237	-	26,534
Tempe	240	32,792	37,966	-	70,757
Tolleson	23	3,143	3,638	-	6,781
Members Subtotal	3,596	\$ 491,328	\$ 568,852	\$ -	\$ 1,060,181
Buckeye Valley	88	\$ 12,024	\$ 13,921	\$ -	\$ 25,944
Harquahala	11	1,503	1,740	-	3,243
Conditional Participant Subtotal	99	\$ 13,527	\$ 15,661	\$ -	\$ 29,187
TOTAL	3,695	\$ 504,855	\$ 584,513	\$ -	\$ 1,089,368

RWC Conventional Network ANNUAL BUDGET	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Subscriber Rate	\$ 11.39	\$ 11.49	\$ 11.61	\$ 11.71	\$ 11.84
Estimated Subscriber Count	3,695	3,695	3,695	3,695	3,695
O & M and Staffing	\$ 504,855.00	\$ 509,338.21	\$ 514,866.25	\$ 519,439.57	\$ 525,058.63
Special Assessment	\$ 584,513.00	\$ 351,180.00	\$ 351,180.00	\$ 351,180.00	\$ 351,180.00
Required Minimum Balance	-	-	-	-	-
Total Budget	\$ 1,089,368.00	\$ 860,518.21	\$ 866,046.25	\$ 870,619.57	\$ 876,238.63



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 27, 2020
FROM:	John Imig, RWC Executive Director		Item 8
SUBJECT:	Executive Director's Report		

BACKGROUND

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

- A. Membership Request
- B. Staff Update
- C. RWC Office Location Move
- D. Next RWC Board Meeting Moved to Thursday, June 4

RECOMMENDATION

This item is for information and discussion.