



Regional Wireless Cooperative

Board of Directors

Agenda

January 22, 2010

	<u>Agenda Item</u>	<u>Presenter</u>
1)	Call to Order	Acting Chair Mr. Meyer
2)	Introduction of New Members	Acting Chair Mr. Meyer
3)	Approval of Meeting Minutes from November 20, 2009 This item is for Information, Discussion, and Action	Acting Chair Mr. Meyer Est. 1 min
4)	Selection of a Chair and Vice-Chair The Nominating Committee will explain its recommendations and ballot, and will handle the election of new officers. This item is for Information, Discussion, and Action	Chief Mark Brown - Goodyear Est. 10 min
5)	Selection of Regional Wireless Cooperative (RWC) Liaison to the TRWC The Chair will appoint a Member to represent the RWC at the TRWC Board meetings. This item is for Information, Discussion, and Action	Chair Est. 5 min
6)	Status of the development of the IGA between the TOPAZ Regional Wireless Cooperative (TRWC) and the RWC This verbal report is to update the Board on the progress of the TRWC and RWC Working Group's development of an agreement that defines how the two Cooperatives will interoperate and work together. This item is for Information, Discussion, and Possible Action	Ms. Karen Allen - Tempe Est. 10 min

<p>7)</p>	<p>Authorize the addition of the Chandler site and Scottsdale subsystem to the RWC Network</p> <p>The purpose of this item is to obtain formal authorization to proceed with the projects to add additional sites and equipment to the RWC network in support of bringing Chandler and Scottsdale onto the network.</p> <p>This item is for Information, Discussion, and Action</p>	<p>Ms Vickie Szczepkowski – Chandler Mr Shannon Tolle – Scottsdale Mr. Bill Phillips – Phoenix</p> <p>Est. 20 min</p>
<p>8)</p>	<p>Status of Executive Director and Staff Recruiting</p> <p>The purpose of this item is to provide the status of the recruitment effort to hire, first, the RWC Executive Director, and then, the support staff. Request that the RWC Board select two members to participate in the Executive Director selection process.</p> <p>This item is for Information, Discussion, and Action</p>	<p>Mr. Rob Sweeney – Phoenix</p> <p>Est. 5 min</p>
<p>9)</p>	<p>Next Meeting: February 26, 2010; 10:00 – 11:30</p> <p>This item is for Information Only</p>	<p>Chair</p>
<p>10)</p>	<p>Adjourn</p>	<p>Chair</p>



**Board of Directors
MINUTES**

January 22, 2010

Phoenix City Council Chambers
200 W. Jefferson Street
Phoenix, Arizona 85003

Board Members Present

Mark Brown	Alfred Medina
Carol Campbell	Charles W. Meyer
Chad Dragos	Steve Penney
David Fitzhugh	Susan Thorpe
Jim Haner	Marc Walker
Brad Hartig	Paul Wilson
Spencer Isom	Ed Zuercher

Staff and Public Present

Karen Allen	Bruce McGregor	Leif Anderson	Bill Phillips
Dave Collett	Chris Nadeau	Celicia Fiedler	Mark Schroeder
Mike Frazier	Cy Otsuka	Lonnie Ingram	Dave Scott
Joe Gaylord	Vicky Scott	Rick Kolker	Kelly Stewart
Dave Heck	Audrey Skidmore	Steve Kreis	Rob Sweeney
John Imig	Shannon Tolle	Doug Mummert	
Donna Marcum	Allen Weston	Franchele Ollarsaba	

1. Call to Order

Acting Chair Mr. Meyer called the meeting to order at 10:05 a.m.

2. Introduction of New Members

Acting Chair Mr. Meyer introduced and welcomed Alfred Medina, Board Member for the Town of Guadalupe. He announced the following Board member substitutes:

- Ms. Campbell for Mr. Hughes – City of Surprise
- Mr. Dragos for Mr. Healy – Daisy Mountain Fire District

3. Approval of Meeting Minutes from November 20, 2009

Mr. Hartig moved to approve the November 20, 2009 minutes. Mr. Haner seconded the motion, which carried unanimously.

4. Selection of a Chair and Vice-Chair

Acting Chair Mr. Meyer stated that the Nominating Committee (Mr. Brown, Mr. Wilson, and Mr. Hartig) was asked to solicit RWC Board members for interest in serving in the roles of Chair and Vice-Chair.

Mr. Brown said that the Committee wanted the candidates to be unbiased, so Police and Fire representatives were not considered. He explained that the City of Phoenix (CoP) was not considered for two reasons: 1) to emphasize the regional nature of the RWC and 2) to allow its new Board member to become better acquainted with the RWC. He asked the Board to vote for one candidate in each category (Chair and Vice Chair). He said that the Chair and Vice-Chair would serve for two years. He remarked that the criteria used for this election would not be used again.

Mr. Brown tallied the votes and announced that Mr. Meyer was elected as Chair; Ms. Thorpe was elected as Vice-Chair.

Chair Mr. Meyer stated that he looked forward to serving in the role of Chair.

5. Selection of a Regional Wireless Cooperative (RWC) Liaison to the TOPAZ Regional Wireless Cooperative (TRWC)

Chair Mr. Meyer proposed that Mr. Wilson be selected to be the RWC Liaison to the TRWC. He said that the RWC Liaison should be in place and be ready to step in as soon as the RWC and TRWC have an agreement finalized.

Ms. Thorpe moved to approve the selection of Mr. Wilson to be the RWC Liaison. Mr. Haner seconded the motion, which carried unanimously.

Chair Mr. Meyer thanked Mr. Wilson for offering to serve in this important role. He said that the intent is to have a TRWC Liaison to the RWC. He stated that, if the RWC Board is agreeable, the TRWC Liaison would sit at the table and participate in the discussions on a non-voting basis.

6. Status of the development of the IGA between the TRWC and the RWC

Ms. Allen delivered the following verbal report:

The Working Group met on January 13, 2010, to work towards developing an agreement to govern how the TRWC and the RWC would work together and interoperate. Tempe's Legal Department was working with Mesa and Phoenix attorneys to determine if an intergovernmental agreement or a memorandum of understanding would be used. The initial draft agreement was completed by

the TRWC. The Working Group is proposing the following changes:

- Add a security section
 - Sharing and handling of system and encryption keys
 - Notification of lost, stolen, replaced, changed, or added radios
- Add a section under “Cooperation”
 - TRWC and RWC will appoint non-voting liaisons to participate in each other’s Board meetings
 - Operational and technical working groups would develop policies and procedures for working together and interoperating
- Interoperability solutions:
 - The TRWC is adding control stations to be programmed with RWC interoperability talkgroups
 - Tempe is to program TRWC talkgroups into its radios. TRWC Fire frequencies will be programmed as well
 - The TRWC is providing system keys to allow Tempe to program its radios
 - The TRWC Fire agencies will continue to carry VHF radios to work with RWC Fire agencies
 - Chandler is preparing its radios to be programmed with the TRWC’s talkgroups

7. Authorize the addition of the Chandler site and Scottsdale subsystem to the RWC Network

Mr. Phillips said that this item is to formally recognize and accept the ongoing Chandler and Scottsdale projects. He explained that acceptance of these projects would give the CoP, as Administrative Managing Member, the ability to create the accounting structures for cost recovery.

Mr. Gaylord delivered a presentation on the City of Chandler’s site. Mr. Tolle delivered a presentation on the City of Scottsdale’s subsystem.

Chair Mr. Meyer stated that it is the Board’s responsibility to ensure that impact statements are provided when there are system changes. He then asked to have the Chandler and Scottsdale impact statement incorporated in the minutes, to reflect that the Board has seen and evaluated the impacts. Mr. Phillips summarized the following impact statement:

Chandler Site and Scottsdale Subsystem Impact Statement		
Impact Item	Impact due to Chandler	Impact due to Scottsdale
Coverage	Extended coverage for Simulcast C in east Chandler and improved in-building coverage	Addition of a complete new area of coverage
Grade of Service	Addition of four channels to Simulcast C to cover any	Addition of a whole new Simulcast subsystem with 12

	increased traffic; RWC traffic already supported on Simulcast C	channels to support Scottsdale users and RWC roaming into Scottsdale
Interoperability Requirements	Use of standard interoperability talkgroups; working on handling interoperability with TRWC	Use of standard interoperability talkgroups; working on handling interoperability with TRWC
Additional Infrastructure	New site required	New zone, prime site, and new sub-system required
Regulatory Constraints	Construction, tower registration, additional licensing of frequencies; no additional risk	Construction, tower registration, additional licensing of frequencies; no additional risk
Applicant's Infrastructure	All new infrastructure to construct a new site	All new equipment infrastructure; some reuse of buildings
Applicant's User Needs Assessment	User needs accounted for in design studies	User needs accounted for in design studies
Backhaul Availability	New backhaul required for the new site, being provided under the project	Reuse and expansion of existing backhaul, and microwave being provided under the project
Cost Impact	All capital costs are being paid for by Chandler including RWC work in support of the project; Chandler also provided funding to relocate the Simulcast C prime site Operational and maintenance costs have already been included in the RWC Budget	All capital costs are being paid for by Scottsdale including RWC work in support of the project; Scottsdale also provided upfront funding of the RWC 7.7 upgrade Operational and maintenance costs have already been included in the RWC Budget
Roaming Impact on RWC	The COPS grant for a capacity increase has provided all necessary roaming capacity on the system	The COPS grant for a capacity increase has provided all necessary roaming capacity on the system
Benefits to the RWC	<ul style="list-style-type: none"> • Increased coverage • Expanded interoperability • Improved redundancy • Increased cost sharing • Geographic diversity 	<ul style="list-style-type: none"> • Increased coverage • Expanded interoperability • Improved redundancy • Increased cost sharing • Increased support for Gold Elite Consoles

In response to a question from Mr. Wilson, Mr. Tolle replied that the existing VHF system would continue to serve until the transition, and the loaner 800 radios would serve for the non-hazard zone transition.

Mr. Hartig suggested that a regional Fire transition and integration update be given at the next RWC Board of Directors meeting. He said that the update should include the non-hazard zone plans and estimated timelines to bring other agencies onto the system. He also suggested that a Fire transition update be given every six months.

Mr. Phillips reported that the City of Chandler had not yet signed on as member. He noted, however, that the Chandler City Council was scheduled to approve its membership onto the RWC.

Chair Mr. Meyer asked for a motion to approve bringing Chandler and Scottsdale onto the network. **Mr. Zuercher moved approval. Mr. Wilson seconded the motion, which carried unanimously.**

8. Status of the Executive Director and Staff Recruiting

Chair Mr. Meyer stated that the Executive Director position is a CoP position. He noted, however, that there would be a significant relationship between the RWC Board and the Executive Director. He commented that the Board has an invitation to provide input into the selection of the Executive Director.

On behalf of the CoP, Mr. Sweeney delivered the following verbal report on the Executive Director and support staff recruitment:

- The CoP created positions with the appropriate classifications.
- The CoP received City Council approval of the classifications on December 16, 2009.
- The City Manager's office determined that the positions would administratively report to and be within the Government Relations Office.
- The CoP worked with the Human Resource (HR) Department to complete the Executive Director job description and announcement (posted on January 25, 2010).
- The CoP estimated that the process would take approximately two to four weeks to allow for resume return and review, list certification, and interview process creation.
- The CoP is on target to fill the position within the first quarter of 2010.
- The CoP would fill the four staff member positions, once the Executive Director position is filled.

Mr. Sweeney stated that the CoP staff recommendation was to have the Vice-Chair and Chair be respectively involved in the first and second round interviews. He explained that this would allow the Chair and Vice-Chair to be observant of the candidates, party to the question and answer period, part of the vetting of the individual, and involved in making the hiring recommendation.

Chair Mr. Meyer stated that he would like to have an additional technical or operational person participate in the interview process. He suggested that the Chair and Vice-Chair could play a tag team role in the primary and secondary interviews. Mr. Zuercher stated that he was in agreement, and he said that someone from Police and Fire services should also be engaged in the recruitment.

In response to a question from Vice-Chair Ms. Thorpe, Mr. Sweeney stated that

the CoP, in its normal hiring process, would ensure that there would be a diverse interview panel. He said that public safety, municipal, technical, and managerial aspects would be involved in the interview process. He commented that the recommendation to have the Vice-Chair and Chair involved was not meant to suggest that other Board members could not participate; it was meant to ensure the Board's involvement.

In response to a question from Chair Mr. Meyer, Mr. Sweeney stated that the interview panel would be cross-functional and multi-jurisdictional. Chair Mr. Meyer said that he wanted to ensure that the technical aspects were covered in the interview process.

Mr. Sweeney commented that HR's next step would be to pull together the decision makers and subject matter experts to start the interview panel planning. He said that there would be direct engagement with the Board to discuss who the panel members should be and where the interviews should be held. Chair Mr. Meyer remarked that some Board members with technical background could be used on the interview panel. Mr. Sweeney noted that the CoP would follow HR's lead to ensure that its diversity process was followed.

Chair Mr. Meyer stated that there is an invitation from the CoP to have the Chair and Vice-Chair represent the Board in the Executive Director selection process. He added that the CoP would look for people with technical background, which might include other Board members.

Chair Mr. Meyer asked for a motion to have the Chair and Vice-Chair to serve in a role of supporting the Executive Director selection process.

Mr. Hartig moved approval. Ms. Campbell seconded the motion, which carried unanimously.

9. Next Meeting: February 26, 2010; 10:00-11:30 a.m.

Chair Mr. Meyer asked to have a regional Fire transition and integration status update added to the next RWC Board of Directors meeting agenda.

10. Adjournment

Chair Mr. Meyer adjourned the meeting at 10:52 a.m.