



Regional Wireless Cooperative

Board of Directors

Agenda

March 23, 2017

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	<p>Call to Order, Roll Call, Opening Comments</p>	<p>Vice-Chair Danny Johnson Daisy Mtn. Fire District</p>
2)	<p>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 Chairman, and will be allotted no more than three (3) minutes to speak.</p>	<p>Vice-Chair Danny Johnson Daisy Mtn. Fire District</p>
3)	<p>Approval of RWC Board Meeting Minutes from November 17, 2016 Meeting This item is for information, discussion and action.</p>	<p>Vice-Chair Danny Johnson Daisy Mtn. Fire District</p> <p>Est. 2 min.</p>
4)	<p>RWC Annual Audit for Fiscal Year 2015/2016 The purpose of this item is to present the results of the Fiscal Year 2015/16 audit findings. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Ronald Stearns, CPA CliftonLarsonAllen</p> <p>Est. 10 min.</p>
5)	<p>RWC Fiscal Year 2017/2018 Subscriber Unit Rate The purpose of this item is to present the proposed O&M Subscriber Unit Rate for 2017/2018 and request approval from the Board. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Almira Santos - RWC Accountant III</p> <p>Est. 5 min.</p>



Regional Wireless Cooperative

Board of Directors

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March 23, 2017

10:00 a.m. – 11:30 a.m.

<p>6)</p>	<p>RWC Financial Update for Fiscal Year 2015/16 The purpose of this item is to provide an update to the Board on the RWC’s Fiscal Year 2015/16 Financials. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Almira Santos - RWC Accountant III</p> <p>Est. 10 min.</p>
<p>7)</p>	<p>DPS Use of G-Deck at University of Phoenix Stadium The purpose of this item is to define DPS use of the RWC G-Deck for events at the University of Phoenix Stadium in Glendale. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>
<p>8)</p>	<p>RWC Chair and Vice-Chair Nomination Process The purpose of this item is to appoint three RWC Board of Director’s Members to serve on the nominating committee. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est 5 min.</p>
<p>9)</p>	<p>RWC Audit Committee Vacancy The purpose of this item is to recommend the Board of Directors to seek a volunteer or select a member of the Board of Directors to serve on the RWC Audit Committee. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>
<p>10)</p>	<p>UASI 2017 Grant Application The purpose of this item is for the RWC to seek approval to receive and disperse funds from the Urban Area Security Initiative 2017 Grant. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min</p>



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Agenda

March 23, 2017

10:00 a.m. – 11:30 a.m.

<p>11)</p>	<p>RWC Draft Governance Document The purpose of this item is to discuss the status of the draft RWC Governance Document. This item is for information only.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est 10 min.</p>
<p>12)</p>	<p>Executive Director’s Report A. Project Update 1. Daisy Mountain Fire District 2. Paradise Valley 3. Pyramid Peak Site B. RWC Secure Website C. Arizona Public Safety Communication Systems Administrators Forum The purpose of this item is to update the Board. This item is for information only.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 min.</p>
<p>13)</p>	<p>Announcements & Future Agenda Items The purpose of this item is to communicate any Board announcements or future agenda items. The next meeting is on May 25, 2017 from 10:00 – 11:30. This item is for information only.</p>	<p>Vice-Chair Danny Johnson Daisy Mtn. Fire District</p>
<p>14)</p>	<p>Adjourn</p>	<p>Vice-Chair Danny Johnson Daisy Mtn. Fire District</p>



**Regional Wireless Cooperative
Board of Directors
MINUTES
March 23, 2017**

City of Phoenix
200 W. Washington Street, 12th Floor
Phoenix, Arizona 85003

Board Members Present			Board Members Absent
Kevin Artz	Tom Melton* **	Bob Hansen	Terry McDonald
Larry Hall*	Danny Johnson		John Imig
Brad Miller	Tim Van Scoter		Troy Maloney
Rick St. John	Michael Cole		
Paul Luizzi	Milton Dohoney		
Wayne Clement	Mike Thompson		
James Hughes*	Mike Frazier		
Brent Ackzen**	Brenda Buren		
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

Chris Nadeau	Almira Santos		
Nick Spino	Jeanine Besnier		
Dave Collett			
Robert Fisher			
Milan Dobras			
Ronald Stearns			
Ron Parks			
David Felix			
David Clarke			
**Telephone Participant			

1. Call to Order, Roll Call and Opening Comments

Vice-Chair Danny Johnson called the meeting to order at 10:01 AM.

Executive Director David Felix welcomed the new RWC Accountant III Almira Santos.

2. Call to the Public – None

3. Approval of RWC Board Meeting Minutes from November 17, 2016.

A **MOTION** was made by Rick St. John and **SECONDED** by Mike Frazier to approve the RWC Board meeting minutes from November 17, 2017. **MOTION CARRIED UNANIMOUSLY (16-0)**. Board Member Dohoney arrived after this vote.

4. RWC Annual Audit for Fiscal Year 2015/2016

David Felix introduced Ron Stearns from CliftonLarsonAllen, LLC (CLA) to present the results of the RWC 2016 Audit. Mr. Stearns thanked the Board for allowing him to be there to present the findings of the audit.

Mr. Stearns stated that an unmodified clean opinion on the RWC financial statements has been issued. No fraudulent transactions or irregular payments were found. No material weaknesses or deficiencies in the internal control structure were found. One of the reasons for the delay in the results of the audit was that there was a new Government Accounting Standards Board opinion called (GASB) 72 that had to be adopted into FY 2016. This relates to the disclosures of investments of an organization. The other reason for the delay was the large return of payments to the members.

The cash and investments are over \$10.8M and the capital assets of the organization are over \$86.4M for \$97.3M in total assets. Current and long-term liabilities are \$7.6M so the net position or the equity of the organization since inception is in excess of \$88M. The revenues were \$23.3M. There was a loss of \$7.2M because of payment of \$14.3M being returned to the members.

A Comprehensive Annual Financial Report (CAFR) was provided to each Board Member. Copies can also be found at rwcaz.org.

Mr. Stearns complimented the RWC Accountant Almira Santos for her great work on this audit.

David Felix thanked the Audit Committee for their work on approving the Audit.

A **MOTION** was made by Kevin Artz and **SECONDED** by Rick St. John to approve the RWC 2016 Annual Audit. **MOTION CARRIED UNANIMOUSLY (17-0)**.

5. RWC Fiscal Year 2017/2018 Subscriber Unit Rate

Almira Santos explained that the subscriber rate is determined by dividing the Staffing and O&M budget by the estimated number of subscribers on the network in 2017/18. The rate for 2017/18 if approved will be \$30.30 per radio per month which represents a \$1.73 decrease from the current rate of \$32.03. The reason

for the rates are because there was an increase of 136 units and the cost reduction of the Phoenix ITS portion of the RWC budget.

A summary of the budget breakdown by Member was provided.

David Felix mentioned that the 2017/2018 subscriber unit rate of \$30.30 per radio is a 34% reduction per subscriber unit rate since FY 2010/2011. The 2010/2011 subscriber unit rate was \$46.15.

A **MOTION** was made by Mike Frazier and **SECONDED** by Brad Miller to approve the 2017/2018 Subscriber Unit rate. **MOTION CARRIED UNANIMOUSLY (17-0).**

6. **RWC Financial Update for Fiscal Year 2015/16**

David Felix stated that this item was tabled at the November 11, 2017 Board Meeting because the FY 2015/2016 audit was not complete.

Almira Santos provided the Board with the RWC Financial Update for Fiscal Year 2015/2016. Total revenues collected for the fiscal year ended June 30, 2016 were \$6,578,720 and total actual operations and maintenance (O&M) expenditures were \$5,314,462. Total revenues exceeded total expenses by \$1,264,258.

The contributing revenues exceeded expenses because the Motorola services contract was renegotiated; there was a temporary vacancy in the MAI position; and ITS cost savings in Wireless Ops, Shared Microwave, and Shared Sites.

In past years, the Board of Directors approved to apply a portion of the annual year-end settlement to achieve a Required Minimum Balance (RMB) of 12.5% of the Operations and Maintenance Budget. At this time, the RWC in total has the required 12.5% minimum balance; however, as members, other public safety and non-public safety departments become operational -- their proportionate share will increase and may need to contribute to achieve their RMB.

The settlement credits were provided to each Member.

A Credit Memo was issued to each of the Members last February 01, 2017 after the 2016 CAFR Audit was approved and finalized. The Executive Committee recommends Board of Directors approval of the settlement credits calculations.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Rick St. John to approve the settlement credits as proposed, with a motion to amend that the City of Goodyear be allowed to apply its settlement credit of \$28,355.60 to a Goodyear RWC project*. **MOTION CARRIED UNANIMOUSLY (17-0).**

*David Felix explained that this project is a City of Goodyear and City of Buckeye RWC project that will begin after July 1, 2017. The RWC will hold the Goodyear settlement credit in an account for this project.

7. DPS Use of G-Deck at University of Phoenix Stadium

The Arizona Department of Public Safety (DPS) has been contracted to coordinate law enforcement and security services in and around the University of Phoenix (UoP) Stadium. DPS is not an RWC member. Previously, the City of Glendale fulfilled this role and, as an RWC Member, scheduled RWC interoperability resources for the various workgroups such as fire, SWAT, or traffic operations.

David Felix provided a letter to the RWC Board dated January 3, 2017 from DPS Director Frank Milstead asking the RWC for the continued use the G-Deck for Stadium Operations.

Mr. Felix also provided to the RWC Board the RWC administration's response to Mr. Milstead's letter that outlined the agreement between the RWC and DPS regarding DPS's temporary use of the RWC Network. This agreement is to end on June 30, 2017. This letter must be approved by the Board.

A **MOTION** was made by Mike Frazier and **SECONDED** by Paul Luizzi to approve the letter to DPS developed by the RWC Executive Director, Operational Working Group, Executive Committee and DPS. **MOTION CARRIED UNANIMOUSLY (17-0)**.

8. RWC Chair and Vice-Chair Nomination Process

David Felix provided an overview of the wording in the RWC Governance document regarding the terms for RWC Board Chair and Vice-Chair. The document states that the Chair is only allowed to serve one two-year term and there is no term limit for Vice-Chair. Chair Brad Hartig has served a two-year term which ends in March 2017. Vice-Chair Danny Johnson has also served for two years but is still eligible to continue to serve as Chair or Vice-Chair.

In the past the Board Chair has asked for volunteers for the Nominations Committee. Past Board meeting discussions took place in favor of the Vice-Chair transitioning in the Chair. According to Robert's Rules of Order, Nominations Committee members may submit their names for election to Chair and Vice-Chair.

Because Chair Hartig was not present at this meeting, Vice-Chair Johnson asked for volunteers for the Nominations Committee. James Hughes, Paul Luizzi, and Brad Miller volunteered to be on the committee. The committee will collect names to be nominated and voted on at the May 25, 2017 RWC Board meeting.

9. RWC Audit Committee Vacancy

The current Audit Committee members are Paul Luizzi, Brenda Buren, and Kevin Artz. Mr. Luizzi's term is now over and a replacement is needed either by appointment or volunteer by the Chair. David Felix explained the requirements of the position. Rick St. John volunteered to replace Mr. Luizzi.

10. UASI 2017 Grant Application

The RWC, on behalf of the City of Phoenix Police Department and other RWC members, applied for a \$200,000 UASI grant to purchase a real time portable spectrum analyzer, a year of cellular air card data service, and a year of spectrum monitoring fees to mitigate accidental and intentional signal jamming devices. David Felix recommended approval of this grant and the authority to administer funds if awarded.

Vice-Chair Danny Johnson asked if there has been instances where jamming has taken place. David Felix explained that there have been both criminal and non-criminal instances where RWC systems were jammed.

Bob Hansen asked about the ongoing costs of maintaining this system. Mr. Felix explained that the only continued costs would be the yearly cellular air card data service and the annual spectrum monitoring fees, both which cost under \$200,000 a year. There would be no additional equipment costs. The RWC can re-apply for another UASI grant and or the RWC Board may agree to fund the data and monitoring costs in the future. Another option would be to partner with APS or other agencies to help carry some of the costs.

A **MOTION** was made by Mike Thompson and **SECONDED** by Bob Hansen to recommend approval of the UASI grant application and the authority to administer the funds. **MOTION CARRIED UNANIMOUSLY (17-0)**.

11. RWC Draft Governance Document

David Felix updated the Board on the current status of the Draft Governance Document. The goal is to have the Governance Document completed and approved by the members. The IGA will have to be updated as well. Final approval is set for the end of 2017.

12. Executive Director's Report

A. Project Update

1. Daisy Mountain Fire District – Vice-Chair Johnson says this site is underway.
2. Paradise Valley – David Felix stated that this site is underway and that it should be completed as early as the end of 2017.

3. Pyramid Peak Site – David Felix explained that this is a newer site and that the City of Peoria, City of Glendale, City of Phoenix, and the RWC are all working together to help enhance the poor coverage in this area.
- B. RWC Secure Website – The Operations Working Group has asked for a secure website to place sensitive documents as well as a calendar option for access and use by the RWC members. The City of Phoenix IT Department is providing the resources for the development of this website free of charge.
- C. Arizona Public Safety Communication Systems Administrators Forum – The RWC hosts this forum for other emergency systems statewide. This year it was held on January 10.

13. Announcements & Future Agenda Items

David Felix stated that the nomination of the Chair and Vice-Chair should occur. This might occur by conference call, depending on the number of agenda items.

Vice-Chair Johnson announced that the next RWC Board of Directors meeting is scheduled on May 25, 2017 from 10:00 a.m. to 11:30 a.m.

14. Adjournment

Vice-Chair Danny Johnson adjourned the meeting at 11:00 a.m.

A **MOTION** was made by Mike Thompson and **SECONDED** by Paul Luizzi to adjourn the March 23, 2017 Board Meeting. **MOTION CARRIED UNANIMOUSLY (17-0).**

Respectfully submitted,

Jeanine Besnier, Management Assistant I



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	David Felix, RWC Executive Director		Item 4
SUBJECT:	RWC ANNUAL AUDIT FOR FISCAL YEAR 2015/2016		

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 January 31, 2017, 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 2015/2016 RWC financial statements audit:

- On January 31, 2017, 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 \$87 million in net position and approximately \$23 million in annual operating revenues.
- The significance of the “clean” audit is that all financial responsibilities were properly managed and accounted by RWC staff.
- There were no additional administrative recommendations 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 March 23, 2017 RWC Board meeting.

RECOMMENDATION

The Audit Committee and Executive Committee recommend Board approval of the audit findings and 2016 CAFR.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	RWC FISCAL YEAR 2017/18 SUBSCRIBER UNIT RATE		

BACKGROUND

On November 17, 2016, the RWC Board of Directors approved the budget for fiscal year (FY) 2017/18, with the understanding that the subscriber unit rate would be set in the Spring of 2017. The purpose of this report is to present the FY2017/18 subscriber unit rate.

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 FY2017/18. The rate for FY2017/18 if approved will be \$30.30, which represents a \$1.73 decrease from the current rate of \$32.03. The reasons for the rate reduction are as follows:

- ◆ An increase in the units on the network
- ◆ A cost reduction in the Phoenix ITS portion of the RWC budget

Annual Staffing, O&M	\$ 6,673,341
Subscriber Units	18,354
Monthly Subscriber Rate	\$ 30.30

For planning purposes, the summary of the RWC’s 2017/18 budget by member is reflected on the following page.

RECOMMENDATION

The RWC Executive Committee recommends the Board approve the FY 2017/18 subscriber unit rate of \$30.30 and authorize the RWC staff to assess the members quarterly.

RWC 17/18 Budget Detail						
Member	Radio Count	Staffing / O&M	SUAI System Upgrade	Phase II NB	Minimum Balance	Total Budget
Avondale	375	\$ 136,346	\$ 54,738	\$ 28,300	\$ -	\$ 219,384
Buckeye	319	115,985	46,564	28,210	-	190,759
Chandler	998	362,863	145,676	89,198	-	597,737
Daisy Mountain	25	9,090	3,649	1,881	-	14,621
El Mirage	107	38,904	15,619	9,403	-	63,927
Glendale	1,275	463,578	186,109	114,184	-	763,871
Goodyear	400	145,436	58,387	35,822	-	239,646
Guadalupe	10	3,636	1,460	896	-	5,991
Maricopa	187	67,991	27,296	16,210	-	111,497
Maricopa County Community College District	235	85,444	34,302	21,135	-	140,881
North County Fire & Medical	43	15,634	6,277	3,851	-	25,762
Peoria	885	321,778	129,181	76,660	-	527,619
Phoenix	9,626	3,499,922	1,405,083	856,961	-	5,761,967
Rural Metro	127	46,176	-	-	-	46,176
Scottsdale	1,548	562,838	225,958	139,797	-	928,593
Sun City Fire	51	18,543	7,444	4,299	-	30,286
Sun Lakes	38	13,816	5,547	3,403	-	22,766
Surprise	560	203,611	81,742	37,076	-	322,429
Tempe	1,510	549,022	220,411	135,856	-	905,289
Tolleson	35	12,726	5,109	2,866	-	20,700
Estimated Totals	18,354	\$ 6,673,341	\$ 2,660,549	\$ 1,606,008	\$ -	\$ 10,939,898



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	Almira Santos, RWC Accountant III	Item 6	
SUBJECT:	RWC FINANCIAL UPDATE FOR FISCAL YEAR 2015/16		

BACKGROUND

The Financial Update for Fiscal Year 2015/16 was tabled during the Nov. 17, 2016 Board Meeting pending the completion of the Audit or until the next board meeting.

THE ISSUE

The RWC governing documents state that year-end expenditure reporting should be provided to the RWC Board. This report is a summary of total revenues and expenses for fiscal 2015/16. Total revenues collected for the fiscal year ended June 30, 2016 were \$6,578,720 and total actual operations and maintenance (O&M) expenditures were \$5,314,462. Total revenues exceeded total expenses by \$1,264,258.

The main variances from budget to actuals occurred in the following areas contributing revenues to exceed expenses:

- Motorola services contract renegotiated
- Temporary vacancy in the Management Assistant I position
- ITS cost savings in Wireless Ops, Shared Microwave, and Shared Sites

In past years, the Board of Directors approved to apply a portion of the annual year-end settlement to achieve a Required Minimum Balance (RMB) of 12.5% of the Operations and Maintenance Budget. At this time, the RWC in total has the required 12.5% minimum balance; however, as members, other public safety and non-public safety departments become operational -- their proportionate share will increase and may need to contribute to achieve their RMB.

The settlement credits for each Member is presented on the next page.

Proposed Regional Wireless Cooperative Settlement Credits

Member	2015/16 Settlement
Avondale	\$ (18,826.84)
Buckeye	(22,586.69)
Chandler	(68,261.42)
Daisy Mountain	(1,449.94)
El Mirage	(1,330.91)
Glendale	(94,941.60)
Goodyear	(28,355.60)
Guadalupe	(707.36)
Maricopa	(12,431.09)
Maricopa Cty.Community College District	(16,713.21)
North County Fire & Medical District	(2,958.61)
Peoria	(63,532.90)
Phoenix	(675,576.38)
Scottsdale	(107,333.29)
Sun City FD	(3,359.82)
Sun Lakes	(2,546.50)
Surprise	(29,658.52)
Tempe	(111,415.50)
Tolleson	(2,272.16)
	<u>\$ (1,264,258.34)</u>

RECOMMENDATION

A Credit Memo was issued to each of the Members last February 01, 2017 after the 2016 CAFR Audit was approved and finalized. The Executive Committee recommends Board of Directors approval of the settlement credits calculations.

This Agenda item is for information and discussion and possible action.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	David Felix, RWC Executive Director		Item 7
SUBJECT:	DPS USE OF G-DECK AT UNIVERSITY OF PHOENIX STADIUM		

BACKGROUND

The Arizona Department of Public Safety (DPS) has been contracted to coordinate law enforcement and security services in and around the University of Phoenix (UoP) Stadium. Previously, the City of Glendale fulfilled this role and, as an RWC Member, scheduled RWC interoperability resources for the various workgroups such as fire, SWAT, or traffic operations.

ISSUE

DPS is not an RWC member and currently has no independent state radio communications capability that operates effectively inside the UoP Stadium. Previously, DPS personnel operated on G-deck interoperability talkgroups via cache or state owned multiband radios. Per RWC policy, a non-member is not allowed to utilize RWC resources unless working with other RWC member agencies. Events such as Arizona Cardinal games, Fiesta Bowls, the Final Four college basketball tournament, or Bowl College Series (BCS) games fall into this category.

Smaller events, such as home and garden, classic car, or RV shows, which employ only DPS or other non-RWC member agencies requiring independent radio and dispatch capabilities, do not qualify under the current policy.

RWC rationale for very strict, carefully managed use of RWC resources is to minimize “busies” or conflicts on talkgroups that are in high demand valley-wide. The RWC is typically the primary radio communications resource requested and used by local, county, state, tribal, and federal agencies operating in the Phoenix metropolitan region. Therefore, RWC resources would rapidly become overwhelmed if policy and procedures are not strictly adhered to.

On January 12, the RWC Executive Director, on behalf of the RWC Board of Directors, responded to a letter from the DPS Director Frank Milstead requesting use of the RWC Network. On January 13, the Board of Directors was notified and provided copies of Milstead’s request and the RWC Executive Director’s response.

Due to the unique nature of DPS' need for independent radio capabilities at the UoP Stadium, a series of meetings, discussions, and recommendations were made to develop a plan to deal with both the immediate need and long-term solution to allow DPS sufficient planning, installation, and testing of an independent state-owned radio system.

GOVERNANCE & POLICY CONSIDERATIONS

Interoperability – DPS has been an Interoperability Partner for many years, however the Interoperability Partner policy only allows non-members to operate on the RWC network while working with other RWC Members.

Conditional Participant – allows the RWC Executive Director to authorize temporary use of the Network for emergencies, special events, or tactical circumstances in support of another RWC Member. Long term use requires approval of the Board of Directors.

Associate – provides the means for an “entity”, who is on contract with an RWC Member, to utilize the Network while responding to, or in support of, the contracted Member. Associates pay for their radios as well as operations and maintenance fees for each radio used on the Network. Typical Associates are private ambulance or fire services.

Good Neighbor Policy – provides a non-member access to the Network on a temporary basis for an emergency or other circumstances. Immediate use can be authorized by the Regional Operations Center. Longer term use must be approved by the Operations Working Group, Executive Committee and Board of Directors. Gila River Indian Community (GRIC) was the most recent recipient of this approval due to problems associated with a major change to their communications infrastructure.

PROPOSED SOLUTION

Based upon the immediate need and in consultation with DPS staff, RWC Executive Director, Operations Working Group, and Executive Committee, the following short and long-term actions and recommendations have been developed to comply with RWC governance and policies:

- 1) DPS is authorized for independent and interoperable use of the RWC Network at the UoP Stadium for all events leading up to and including the NCAA Final Four basketball championship scheduled for March 31 through April 3.
- 2) DPS use of the RWC Network for independent and interoperable use is extended from April 4 through June 2017 to allow DPS to develop, install, and test a DPS 700 MHz trunked solution within the UoP Stadium for independent operations.
- 3) Once the DPS system becomes operational (June 2017), DPS may utilize the RWC Network for interoperability during Arizona Cardinal games, Fiesta Bowls, BCS, or similar large scale events. Because the UoP Stadium is within the City of Glendale's jurisdiction, DPS will coordinate all RWC interoperability resources through the City of Glendale.
- 4) There is no cost recovery allocated to DPS for this use.

RECOMMENDATION

The Executive Committee recommends Board approval of the draft letter and proposed solution developed by the RWC Executive Director, Operations Working Group, Executive Committee, and DPS.

(See Attached DPS Letter, RWC Response Letter, and draft letter to DPS for Board of Directors approval.)



ARIZONA DEPARTMENT OF PUBLIC SAFETY


2102 WEST ENCANTO BLVD. P.O. BOX 6638 PHOENIX, ARIZONA 85005-6638 (602)223-2000

"Courteous Vigilance"

DOUGLAS A. DUCEY FRANK L. MILSTEAD
Governor Director

Date: January 3, 2017

TO: RWC Board of Directors

FROM: Colonel Frank L. Milstead, Director 

SUBJECT: USE OF G-DECK FOR STADIUM OPERATIONS

The Arizona Department of Public Safety formally requests the continued use of G Deck channels for collaborative multiagency events which occur at and around the University of Phoenix Stadium in Glendale. Since the opening of the stadium a coalition of over 15 agencies have worked together to ensure the public safety of all those who attend its events. The Glendale Police Department has overseen the administrative support for these events in years past. As of January 1st, 2017 the Arizona Department of Public Safety (DPS) will assume these administrative and oversight duties for a minimum of the next five years. Although DPS will assume oversight, the coalition of officers will remain intact. The Department has reached out to 17 different agencies to continue as partners to staff events. Not all inclusive, some of our partners will include Glendale, Phoenix, Goodyear, Scottsdale, Avondale, Surprise, and the Maricopa County Sheriff's Office. There will continue to be a need for this large group of agencies from around the state to have interoperability and communicate effectively within the system which has been built into the stadium infrastructure. The City of Glendale will retain the traffic operations on the exterior of the stadium for event which require them. Communication with them on the same set of channels will create a safer environment for all involved.

As in the past, use of the requested channels for stadium events should hold a minimal impact as they will only be needed for approximately 30 events each calendar year. During these events DPS would typically require one or two open channels. These channels would overlap with the City of Glendale who would require a third channel in the same series for traffic operations.

The Department of Public Safety respectfully requests to continue the partnership and support that has been previously provided. Your consideration is greatly appreciated.



Thursday, January 12, 2017

Colonel Frank L. Milstead, Director
Arizona Department of Public Safety
P. O. Box 6638
Phoenix, Arizona 85005

Reference: RWC G-deck for University of Phoenix Stadium Operations

Dear Colonel Milstead:

The purpose of this letter is to address your Department of Public Safety (DPS) request for Regional Wireless Cooperative (RWC) "G-deck" talk groups for use at the University of Phoenix (UoP) stadium during various events throughout the calendar year.

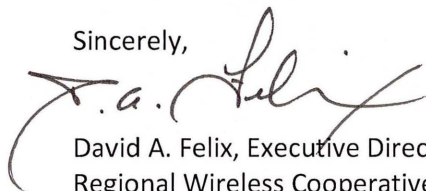
As outlined in RWC governance, policy and procedure; the RWC Operations Working Group (OWG) is required and authorized to act on certain issues that come before the Board of Directors. After review, the OWG authorized and directed the following short-term and long-term action based upon the nature of your requested usage:

- 1) Approved the use of two (2) G-deck talk groups by DPS for events hosted at UoP stadium through the NCAA Final Four activities scheduled in April 2017;
- 2) Scheduling follow-up meetings as soon as practical and prior to April 2017 to better understand the DPS/State of Arizona's plan to expand and activate the state radio system resources for long-term use at UoP stadium;
- 3) Due to significant increases in the use of RWC interoperability resources, the Executive Director to initiate review and recommendations of current RWC policy and operational procedure related to interoperability;
- 4) Based upon this review, the Executive Director to brief the Board of Directors on recommended modification to policy, operational procedures and long-term approval of interoperability resources required at UoP.

I have copied Lt. Colonel Tim Chung as I understand he has management oversight for the Wireless Services and Operational Communications Bureaus that will be required to coordinate future technical and operational issues related to UoP or other venues.

Please have your staff contact me if you require additional information.

Sincerely,



David A. Felix, Executive Director
Regional Wireless Cooperative



Tuesday, February 28, 2017

Colonel Frank L. Milstead, Director
Arizona Department of Public Safety
2102 W Encanto Blvd
Phoenix AZ 85005-6638

Dear Colonel Milstead,

The purpose of this letter is to outline the agreement between the Regional Wireless Cooperative (RWC) and the Arizona Department of Public Safety (DPS) regarding the temporary use by DPS of the RWC Network for radio coverage at the University of Phoenix (UoP) Stadium in Glendale, Arizona, while DPS establishes their own independent radio coverage solution.

On Monday, February 6, 2017, representatives of the RWC and DPS met and agreed to the following items:

- 1) DPS is authorized for independent and interoperable use of the RWC Network at the UoP Stadium for all events leading up to and including the NCAA Final Four basketball championship scheduled for March 31, 2017, through April 3, 2017.
- 2) DPS use of the RWC Network for independent and interoperable use is extended from April 4, 2017, through June 30, 2017, to allow DPS to develop, install and test a DPS 700 MHz trunked solution within the UoP Stadium for independent operations.
- 3) Once the DPS system becomes operational (June 2017), DPS may utilize the RWC Network for interoperability during Arizona Cardinal games, Fiesta Bowls, BCS or similar large scale events. As the UoP Stadium is within the City of Glendale's jurisdiction, DPS will coordinate all RWC interoperability resources through the City of Glendale.
- 4) There is no cost recovery allocated to DPS for this use.

Sincerely,

David A. Felix
Executive Director
Regional Wireless Cooperative



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	RWC CHAIR AND VICE-CHAIR NOMINATION PROCESS		

BACKGROUND

The RWC Governance, Section 3.2.1.2.1, Chair and Vice-Chair states in part, *“The Board of Directors shall elect one of its Members as the 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.”*

There is no term limit cited for the Vice-Chair.

THE ISSUE

RWC Chair Brad Hartig is nearing completion of his two-year term. Vice-Chair Danny Johnson has served two years; however as is pointed out above, there is no term limit for Vice-Chair. In keeping with the practice of past Boards, the Chair has made appointments or solicited three volunteers from the Board of Directors to serve as a nominating committee. The nominating committee solicits nominees for the Chair and Vice-Chair positions. The name(s) will be presented at the May 2017 Board of Directors meeting for a formal vote and appointment to Chair and Vice-Chair. The Chair will then serve a two-year term.

In previous discussions, the Board suggested that, for continuity of leadership, the Vice-Chair should transition into the Chair position. This process will still require a nomination and formal vote by the Board of Directors as well as a nomination and vote to appoint a new Vice-Chair.

RECOMMENDATION

The Executive Committee recommends that the RWC Chair appoint three RWC Board of Director’s Members to serve on the nominating committee. The committee will place names into nomination for election of a new Chair and Vice-chair for a formal vote and election at the May 25, 2017 Board of Directors meeting.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	David Felix, RWC Executive Director		Item 9
SUBJECT:	RWC AUDIT COMMITTEE VACANCY		

BACKGROUND

In 2011, at the recommendation of the auditing firm of CliftonLarsonAllen LLP, the RWC Board of Directors appointed three Board members to serve on an RWC Audit Committee to represent the RWC in reviewing the findings and recommendations of the audit firm. These members were to serve staggered three year terms.

THE ISSUE

City of Goodyear Fire Chief Paul Luizzi has completed his term on the RWC Audit Committee and a new member will be needed to fill the upcoming vacancy. The other two members are City of Tempe Assistant Police Chief Brenda Buren and City of Avondale Assistant City Manager Kevin Artz.

RECOMMENDATION

The Executive Committee recommends the Board of Directors to seek a volunteer or select a member of the Board of Directors to serve on the three-person RWC Audit Committee to replace the position held by Chief Paul Luizzi. This new member will serve a three year term.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	David Felix, RWC Executive Director		Item 10
SUBJECT:	UASI 2017 GRANT APPLICATION		

BACKGROUND

RWC Governance, Section 4.2.3; Grants, outlines the process for acceptance and use of grant funds applied for and administered by the RWC. This Section requires RWC Board approval for grant funds acquired on behalf of the RWC. Recently, an Urban Area Security Initiative (UASI) grant opportunity was brought to the attention of the RWC staff with a very short application submission deadline.

ISSUE

Project title: RWC Real Time Spectrum Monitoring Project

Amount requested: \$200,000

Performance Period: October 1, 2017 through September 30, 2018

Deadline for application: Friday, February 24, 2017

This project will develop an advanced capability in the Phoenix metropolitan region to monitor the overall health of RWC or other wireless spectrum, identify potential interference, locate the source of interference, and mitigate the interferer. This capability would be extremely valuable to ensure public safety or other commercial radio spectrum is protected during its use including cell phones, cellular modems used in public safety vehicles, P-25 radio systems, GPS, Wi-Fi, and Bluetooth capabilities.

Documented incidents of individuals deploying illegal radio spectrum jamming devices makes this issue a real threat to public safety. These devices are readily accessible and inexpensive through foreign manufacturers. Typical threats may involve disrupting radio communications during major planned events, emergencies or even routine responses for service.

This project requires the purchase and deployment of five (5) devices which will be located at strategically located, wide area communications sites; providing monitoring coverage for most of the Valley. Also, these devices will leverage existing capabilities in use by the Phoenix Police Department and RWC technical staff used to identify and mitigate harmful interference.

This application opportunity was brought to the attention of the RWC staff one week prior to the application deadline of Friday, February 24, 2017. With only one week to develop the grant justification and meet the application deadline, RWC staff worked closely with Mr. Jesse Cooper, Phoenix Police Department Communications Manager, to complete and submit the application on Thursday, February 23rd. The plan was to insure the RWC was competitive for the funding while seeking formal approval from the RWC Board of Directors at the March meeting. Additionally, documentation is being completed for City of Phoenix Council approval to disburse funding should the grant be awarded to the RWC.

The one-year project performance period will allow technical staff to assess the effectiveness and utility of this capability. If determined to be effective and valuable, on-going UASI funding will be sought to extend its operation.

This technical aspect of the project has been reviewed and approved by the RWC Operations Working Group (OWG).

RECOMMENDATION

The RWC Executive Committee recommends approval of the grant application and authority to administer the funds if awarded.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	David Felix, RWC Executive Director Brad Hartig, RWC Chairman		Item 11
SUBJECT:	RWC Draft Governance Document Update		

BACKGROUND

The purpose of this report is to update the Board on the status of the draft RWC Governance document.

DISCUSSION

The last RWC Governance Working Group (GWG) meeting was held on December 7, 2016. The GWG incorporated Member's recommended changes and edits and determined it was ready to be taken to the next level of review.

On January 27, 2017, RWC Management Assistant Jeanine Besnier emailed a copy of the draft Governance document to all RWC Board members. Board members were also provided a copy of the current Governance document for comparison purposes. The GWG asked for the Board members to review or present the draft document to their legal representatives and return comments by the end of February 2017. Comments and edits were also sent to Mr. David Francis of the City of Phoenix's Law Department.

The overall goal of the GWG is to have the draft Governance document to be completed and signed by all RWC Member entities by January 1, 2018.

RECOMMENDATION

This agenda item is for information and discussion.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 23, 2017
FROM:	David Felix, RWC Executive Director		Item 12
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

The Executive Director will provide an update to the Board of Directors regarding the following issues:

- A. Project Updates
 - 1. Daisy Mountain Fire District
 - 2. Paradise Valley
 - 3. Pyramid Peak Site
- B. RWC Secure Website
- C. Arizona Public Safety Communication Systems Administrators Forum

RECOMMENDATION

This agenda item is for information and discussion.