







**Board of Directors  
MINUTES**

March 26, 2010

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

**Board Members Present**

Mark Brown	John Imig
Carol Campbell	Spencer Isom
Bob Costello	Alfred Medina
David Fitzhugh	Charles Meyer
Jim Haner	Macara Underwood
Brad Hartig	Marc Walker
Thomas Healy	Paul Wilson
Shawn Holcomb	*Ed Zuercher

**Staff and Public Present**

Karen Allen	John Gardner	Donna Marcum	Charlene Reynolds
Jim Case	Joe Gaylord	Doug Mummert	Dave Scott
Wayne Clement	Jen Hagen	Chris Nadeau	Vicky Scott
Dave Collett	Larry Hall	Jenae Naumann	Audrey Skidmore
Celicia Fiedler	Dave Heck	Franchise Ollarsaba	Kelly Stewart
William Fleming	Michele Kern	Cy Otsuka	Janne Stringer
Mike Frazier	Rick Kolker	Bill Phillips	Shannon Tolle
Katie Gard	Steve Kreis	Keith Poole	Dave Tucket

\* Mr. Zuercher joined the meeting during the discussion of Item 7.

**1. Call to Order**

Chair Mr. Meyer called the meeting to order at 10:02 a.m.

**2. Introduction of New Members**

Chair Mr. Meyer introduced and welcomed Mr. Costello, Board Member for the Town of Buckeye. He announced the following Board Member alternates:

- Mr. Imig for Ms. Thorpe – City of Peoria
- Mr. Holcomb for Mr. Penney – Sun City West Fire District

- Ms. Campbell for Mr. Hughes – City of Surprise

3. **Approval of the Meeting Minutes from January 22, 2010**

**Mr. Wilson moved to approve the January 22, 2010 minutes. Mr. Brown seconded the motion, which carried unanimously.**

4. **TOPAZ Regional Wireless Cooperative (TRWC) – Regional Wireless Cooperative (RWC) Intergovernmental Agreement (IGA)**

Ms. Naumann delivered a presentation on the TRWC-RWC IGA (See the attached RWC IGA and RWC Governance documents).

In response to a question from Chair Mr. Meyer, Bill Phillips replied that management of system credentials was kept at a high level. He stated that the Cooperative's policies would determine how system credentials would be protected. He said that the TRWC had chosen the advanced system key method, which provides a little more security and requires special programming. He stated that the advanced system key would:

- Have to be separated by radio personalities, which would cause more work for the RWC.
- Have to be done very carefully, so that the RWC would not have to request the TRWC to change the entire template each time a change was made.
- Have to be used by all members using Motorola radios.

He reported that the RWC would be completing an initial test on March 26, 2010. He listed the following items related to the test:

- The RWC Fire templates would go to the TRWC for inclusion of the TRWC's interoperable talkgroups.
- Fire could begin programming the TRWC's interoperable talkgroups, once the templates were returned.
- The RWC would evaluate the initial testing.

In response to a question from Chair Mr. Meyer, Mr. Phillips replied that both the TRWC and RWC have a system credentials form that must be completed by requestors. He commented that the form points requestors to applicable policies and clarifies expectations.

**Mr. Hartig moved to approve giving the City of Phoenix (CoP), as Administrative Managing Member, authority to enter into the TRWC-RWC IGA. Mr. Haner seconded the motion, which carried unanimously.**

5. **Establish an Executive Committee**

Chair Mr. Meyer stated that, originally, the Board was going to wait for the

Executive Director to be hired, prior to forming the Executive Committee. He said that the Executive Committee is really the Board's decision and appointment. He then remarked that, if there was support to assemble the Executive Committee, he would solicit Board members to serve on a brief task force to select Committee members.

Mr. Isom stated that, in earlier discussions, it was determined that the Executive Committee was to assist the Executive Director. He commented that there was a reference to advise the Board in the RWC IGA, Exhibit A, 3.2.2. (first paragraph, second line). He suggested that the language be changed to reflect that the intent was to have the Executive Committee assist the Executive Director in his or her role of advising the Board.

Mr. Phillips directed the Board to the RWC IGA, Exhibit B, RWC Organization Structure, where it showed the Executive Director reporting directly to the Board, with the Executive Committee off to the side. He commented that the intent was exactly as what Mr. Isom stated. He said that all members would have to re-sign the IGA if the language in RWC IGA, Exhibit A, 3.2.2. was changed. He then added that the Executive Committee is another avenue to advise the Board. He clarified that the Executive Committee does not replace the Executive Director reporting to the Board.

Mr. Isom said that as long as this discussion was reflected in the minutes, and a minor IGA adjustment could not be made, then he would be satisfied with the discussion that had occurred. He asked that the minutes document that the Executive Committee serves in an advisory role to the Executive Director, and it would report to the Board as requested.

Mr. Hartig stated that it made sense to start assembling the Executive Committee. He said that having the Executive Committee working with the Executive Director and Board was going to be critical. He remarked that the Board would weigh in on the most critical aspects of the Executive Committee's role.

Chair Mr. Meyer stated that, if there were no objections, he would send an email to the Board asking for members interested in assembling the Executive Committee. He said that, based on the responses received, several Board members would be asked to serve on the task force, and then the process of selecting the Executive Committee would start. He stated that since there was a consensus, he would move ahead with the process.

## **6. Executive Director Recruitment**

On behalf of the CoP, Human Resources Department, Mr. Poole delivered the following verbal report on the Executive Director recruitment:

- The Executive Director recruitment opened on January 27, 2010.

- One-hundred-forty applications were received.
- Fifty applicants met the basic qualifications.
- First-round interviews were scheduled for the week of April 19, 2010.
- Panel members have been selected and contacted.
- Candidates have not been contacted.
- The first-round interviews would involve a two-panel process:
  - Public Safety and Technical Panel (30 minutes), five panel members (one Assistant CIO, two Assistant Police Chiefs, and two Assistant Fire Chiefs).
  - Management and Finance Panel (30 minutes), five panel members (Deputy City Manager, Peoria; Assistant City Manager and Assistant Finance Director, Phoenix; a State of Arizona Interoperable Communications Office Representative; and the fifth member was not disclosed).
- The CoP would interview 10 candidates.
- Each panel would deliberate at the end of the day.
- Deserving candidates would advance to second-round interviews, which should take place at the beginning of May 2010. Typically, about three candidates advance.
- A hiring recommendation would be made.
- A reference check and formal background check would be initiated.
- The job would be offered. Depending on where the new Executive Director lived, it could take two weeks to a month before he or she started.
- The Executive Director would probably start by the end of May 2010.

Mr. Poole stated that at least half of the candidates would be from out-of-state. He explained that, if the RWC decided to have candidates flown in for the interviews, the RWC would be charged back for related travel expenses. Chair Mr. Meyer stated that the Board understood that these expenses would be part of the RWC's cost. He then asked the CoP to use its best judgment and frugality regarding recruitment travel expenses.

Chair Mr. Meyer stated that he and Ms. Thorpe had not been contacted to participate on interviews. He stated that, at the last Board meeting, there was discussion that other Board members with technical and operational expertise might be selected to participate on the interview panels. Mr. Poole replied that Mr. Sweeney had given him a list of names that would be good choices. He stated that, for the first-round interviews, there would be two RWC Board members participating on the Management and Finance Panel and one TRWC Board member participating on the Public Safety and Technical Panel. He said that he would follow up with Ms. Thorpe regarding her participation on the interview panel.

Mr. Hartig suggested that the CoP look into video conferencing through Kinkos. He stated that video conferencing has benefited the City of Scottsdale. Mr. Poole stated that the CoP would look into that option.

**7. Fire Non-Hazard Zone and Future Transition Plans**

Mr. Kreis delivered a presentation on the Non-Hazard Zone and Future Transition Plans.

Mr. Hartig inquired about the general non-hazard zone target date to bring on all jurisdictions. He said that it is important to know the transition date, so that the City of Scottsdale can plan for and include related costs in its budget. Mr. Kreis stated that drop-dead date would be when Fire makes the transition to the hazard zone. He said that Fire would be able to come up with the final hazard zone transition date, once it analyzes the Bufford Goff and Associates report.

Mr. Walker questioned where the TRWC fit into this solution, since the City of Chandler interacts daily with the TRWC. Mr. Kreis responded that the split could affect Automatic Aid. He said that, if the Cooperatives do not work closely together, there could be a point where Fire services would not be able to communicate across the TRWC border. He noted that this relationship has to be monitored closely.

Chair Mr. Meyer inquired whether the interim hazard zone plan was to use existing hazard zone technology, to implement the non-hazard zone with new technology, and to evaluate the hazard zone alternatives. He then inquired whether Fire agencies would be operating with two radios in the hazard zone. Mr. Kreis replied yes to Chair Mr. Meyer's inquiries; he said that right now Phoenix Fire Trucks carry two radios – a trunked radio and a VHF radio.

In response to a question from Chair Mr. Meyer, Mr. Kreis explained that, in the hazard zone, the City of Chandler uses a Phoenix system VHF radio to communicate with Phoenix and a trunked radio to communicate with the TRWC. He added that as long as the RWC and TRWC systems are somewhat close, a trunked radio would only be needed to communicate with the TRWC. He said that eventually the VHF radios would be phased out.

Chair Mr. Meyer inquired how hazard zone communications would work in the dual operational zones in the interim. Mr. Kreis stated that the TRWC has transitioned completely to trunked radio. He noted that since the TRWC opted not to do a non-hazard zone and hazard zone transition, it only has two systems – the TRWC's and the RWC's (trunked and VHF).

**8. Present the 2010 Scorecard**

Mr. Phillips delivered a presentation on the 2010 Scorecard.

Mr. Hartig applauded the CoP for bringing the Motorola Scorecard concept forward. He stated that Motorola interacts with an elite few at this level. Mr. Fleming stated that Motorola conducts only eight Scorecards in the U.S.

**9. Future Topics**

Mr. Phillips reviewed the agenda topics for the April and May 2010 RWC Board of Directors meetings.

Mr. Wilson expressed concern about the radio rate timing, since most agencies would be working through their preliminary budget approval process in May 2010. He suggested that the FY10/11 radio rate be set by the April 23, 2010 meeting. He said that the TRWC's preliminary operating budget had been reviewed at the March 2, 2010 TRWC Board of Directors meeting. He relayed that the TRWC's subscriber counts had gone down, due to reductions in force and reallocations, which resulted in higher radio rates.

Chair Mr. Meyer stated that the April 23, 2010 meeting would have a heavier emphasis on the operating budget and FY10/11 radio rate setting.

In response to a question from Mr. Hartig, Mr. Phillips replied that he suspected that the RWC budget would go down. He said that the FY 10/11 budget was set, but that the RWC had planned to reset the radio rates midyear, based on the number of radios on the system. He stated that current member budget shares would be close to accurate.

Mr. Wilson suggested that RWC operational-level staff attend the April 13, 2010 National Emergency Communications Plan meeting. He commented that the RWC's participation could make it eligible for future grant funding targeted at multi-jurisdictional communications for public safety and public works.

**10. Next Meeting: April 23, 2010; 10:00-11:30**

Chair Mr. Meyer announced that the next meeting is April 23, 2010, in the Phoenix City Council Chambers. He asked that the current meeting information be left on the Proposed Meeting Schedule.

**11. Adjournment**

Chair Mr. Meyer adjourned the meeting at 11:10 a.m.