



Regional Wireless Cooperative

Board of Directors

Agenda

March 26, 2015

10:00 a.m. – 11:30 a.m.

TELECONFERENCE

Conference Bridge: 1-877-873-8017; Access Code 9157829

Web URL: <http://www.connectmeeting.att.com>; Meeting No. 8778738017; Access Code 9157829

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments, Staff Introduction – Jeanette Sims – RWC Accountant III	Chair Campbell El Mirage
2)	Call to the Public A member of the public may request to address the Board(s) 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(s) Chairman(s), and will be allotted no more than three (3) minutes to speak.	Chair Campbell El Mirage
3)	Approval of RWC Board Meeting Minutes from November 20, 2014 This item is for information, discussion and action.	Chair Campbell El Mirage Est. 2 min.
4)	Approval to Set 2015/2016 Subscriber Unit Rate The purpose of this item is to present the proposed O&M Subscriber Unit Rate for 2015/2016 and request approval from the Board. This item is for information, discussion and action.	Ms. Kelli Butz Ms. Jeanette Sims - RWC Accountant III Est. 10 min.
5)	Approval to Apply for a 2015 Gila River Indian Community Grant The purpose of this item is to request approval from the Board to apply for a 2015 Gila River Indian Community Grant. This item is for information, discussion and action.	Mr. David Felix – RWC Executive Director Est. 5 min.



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<p>6)</p>	<p>Establish Nominations Committee for Board Chair and Vice Chair Election The purpose of this item is to establish a nominations committee to provide nominees for Board Chair and Vice Chair to be voted on at May 28 Meeting. This item is for information and discussion.</p>	<p>Chair Campbell El Mirage Mr. David Felix – RWC Executive Director Est. 5 min.</p>
<p>7)</p>	<p>Governance Working Group Update A. Financial Working Group B. Audit The purpose of this item is to update the Board on the Governance Working Group. This item is for information and discussion.</p>	<p>Chair Campbell El Mirage Vice Chair Hartig Scottsdale Mr. David Felix – RWC Executive Director Est. 10 min.</p>
<p>8)</p>	<p>Executive Director Update A. Administrators Forum B. Super Bowl C. Law Enforcement User Group The purpose of this item is to update the Board. This item is for information and discussion.</p>	<p>Mr. David Felix – RWC Executive Director Est. 5 min.</p>
<p>9)</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 28, 2015 from 10:00 – 11:30. This item is for information only.</p>	<p>Chair Campbell El Mirage</p>



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10)	Adjourn	Chair Campbell El Mirage
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**Board of Directors
MINUTES
March 26, 2015**

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

Board Members Present			Board Members Absent
Kevin Artz**	Milton Dohoney, Jr.**	Danny Johnson**	Brent Ackzen
Kevin Bailey**	Mike Frazier**	Chris Nadeau*/**	Paul Luizzi
Steven Campbell	Bob Hansen**	Mike Thompson**	Tim Van Scoter
Wayne Clement**	Brad Hartig	Paul Wilson	
Bob Costello**	Dave Heck**		
Susan Daluddung**	Mike Horn**		
Chris DeChant**	Lonnie Inskeep**		
*Board Alternate	** Telephone Participant		

Staff and Public Present

Jim Case**	Tom Grebner**	Randy Thompson**	
David Clarke	Daniel Guerra		
Dave Collett**	Ron Parks**		
Patrick Cutts**	Sasha Perez		
Kim Engle	Anje Reimer**		
David Felix	Dave Scott		
Domela Finnessey**	Dale Shaw**		
Jess Fitzgerald**	Jeanette Sims		
Joe Gibson**	Nick Spino**		
**Telephone Participant			

1. Call to Order, Roll Call and Opening Comments, Staff Introduction

Chair Campbell called the meeting to order at 10:05 AM.

Staff Introduction

RWC Executive Director David Felix introduced the new RWC Accountant III, Jeanette Sims. Jeanette started at the RWC on March 2, 2015.

2. **Call to the Public – None**

3. **Approval of RWC Board Meeting Minutes from November 20, 2014.**

A **MOTION** was made by Mike Frazier and **SECONDED** by Mike Thompson to approve the RWC Board meeting minutes from November 20, 2014. **MOTION CARRIED UNANIMOUSLY (17-0).**

4. **Approval to Set 2015/2016 Subscriber Unit Rate**

Ms. Jeanette Sims, RWC Accountant III, provided the Board with a recap from the November 20, 2014 RWC Board meeting. In November subscribers on the system was estimated at 18,228 which equates to a rate of \$36.40. Since the November Board meeting, there has been an increase in subscribers of 125 bringing the total number of subscribers to 18,353. This new count equates to a rate of \$36.15 for the 2015/2016 rate. This is a decrease of \$2.14 from the current year's rate of \$38.29 which was based on a subscriber count of 17,269.

Ms. Sims pointed out that the rate for 2010 was \$46.15 so the 2015/2016 rate is a \$10 decrease from then.

Slides showing a breakdown of budget for each Member were presented.

Chair Campbell asked for a motion for the Board to approve the 2015/2016 subscriber unit rate and for RWC staff to assess the Members.

A **MOTION** was made by Danny Johnson to approve the 2015/2016 Subscriber Unit Rate and it was **SECONDED** by Mike Frazier. **MOTION CARRIED UNANIMOUSLY (18-0).** *Board member Artz arrived at 10:15 a.m. making the amount of Board Members present 18.

5. **Approval to Apply for a 2015 Gila River Indian Community Grant**

RWC Executive Director David Felix clarified for the Board of Directors that the RWC Governance document requires the Board to approve the RWC staff to apply for grants. The RWC has been successful at being awarded two Gila River Indian Community grants in the past totaling \$419,220.

Staff has begun the process to apply for another Gila River Indian Community grant this year if approved by the Board. The funds will be used for 1) Microwave Radios and Mounting Structures for White Tanks Mountain to Adobe Mountain and for DPS Encanto to City Hall; and 2) Anritsu Interference Hunter Hardware/Software. These items will provide microwave connectivity and backup for the system, as well as technology to allow the RWC to identify errant signals primarily that are emanated from a bi-directional antenna that may be installed in

a building. Any of the three items listed can be performed independent of each other if only a portion of funding is received.

The RWC Executive Committee recommends that the RWC Board of Directors approve RWC staff to proceed with the application for a Gila River Indian Community Public Safety Grant for this project at a total cost of \$190,746.

A **MOTION** was made by Mike Thompson and **SECONDED** by Susan Daluddung to approve RWC staff to apply for the grant. **MOTION CARRIED UNANIMOUSLY (18-0)**.

6. Establish Nominations Committee for Board Chair and Vice Chair Election

RWC Executive Director 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 Campbell has served a two year term which ends in March 2015. Vice Chair Hartig 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 to serve on the Nominations Committee to assist in the process of electing a new Chair. Past Board meeting discussions took place in favor of the Vice Chair transitioning into the Chair position. According to Roberts Rules of Order, Nominations Committee members may submit their names for election to Chair and Vice Chair. The committee will collect names to be nominated and voted on at the May 28, 2015 RWC Board meeting.

Chair Campbell asked for volunteers for the Nominations Committee. Danny Johnson, Susan Daluddung and Mike Frazier volunteered to be on the committee. He also stated that Members could submit themselves to the committee for nomination or the committee may contact the Members to solicit nominations.

7. Governance Working Group Update

Vice Chair Brad Hartig provided an update on the progress of the Governance Working Group.

The group is working with the City of Phoenix Audit and IT departments to gather information which will be helpful in determining some of the differences in costs between the RWC and TRWC.

Executive Director Felix stated that the auditors will update the group on April 1 and the audit should be completed by the first of May.

An item found during this process was a possible discrepancy in billing by Motorola which may have a favorable outcome for the RWC. The details are still

being looked at and validated that an error has occurred and what the resolution will be.

Executive Director Felix thanked all of the participants on the team that have assisted in moving this issue forward.

8. Executive Director Update

A. Public Safety Radio System Administrators Forum

Executive Director David Felix updated the Board on the Public Safety Radio System Administrators Forum that was held in February. In addition to regular attendees, technical staff was invited from Gila River Indian Community and Salt River Pima Indian Community and representatives were in attendance. Pinal County was also invited but was not able to attend.

Mr. Felix stated that the meetings are always well attended and always result in follow up items and one from this meeting will be a webinar that will be presented by Motorola on inter-subsystem interfaces which is a way of connecting systems.

B. Super Bowl

Executive Director David Felix noted that Jesse Cooper from Phoenix, who was co-chair on the working group that handled the interoperability for the Super Bowl, will be providing a presentation at the May 28 Board meeting.

C. Law Enforcement Users Group

Executive Director David Felix noted that this meeting is scheduled for next week and will be attended by a wide cross section of technical and end users that used the system during the Super Bowl. Information will be gathered on the performance of the system and feedback will be presented at the May Board meeting.

9. Announcements and Future Agenda Items

Chief Wilson from Sun Lakes Fire District announced that he has accepted a new position out of state so this will be his last meeting. Daniel Guerra has been selected as interim Chief and will sit on the RWC Board for Sun Lakes after his departure in mid-April.

Chair Campbell thanked Chief Wilson for his time served on the Board and the depth of his participation. Vice Chair Hartig echoed Chief Campbell's comments and thanked Chief Wilson for his participation.

Chair Campbell noted that the next RWC Board of Directors meeting is on May 28, 2015 from 10:00 a.m. to 11:30 a.m.

10. Adjournment

Chair Campbell adjourned the meeting at 10:46 a.m.

Respectfully submitted,

Kim Engle, Management Assistant I



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 26, 2015
FROM:	Jeanette Sims, RWC Accountant III	Item 4	
SUBJECT:	RWC FISCAL YEAR 2015/16 SUBSCRIBER UNIT RATE		

BACKGROUND

On November 20, 2014, the RWC Board of Directors approved the budget for fiscal year (FY) 2015/16, with the understanding that the subscriber unit rate would be set in the spring of 2015. The purpose of this report is to present the FY2015/16 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 FY2015/16. The rate for FY2015/16 has been calculated to be \$36.15, which represents a \$2.14 decrease from the current rate of \$38.29. The reasons for the rate reduction are as follows:

- A reduction in the staffing, operations and maintenance budget of \$8,175,821 to \$7,961,407
 - Cost reduction in Phoenix ITS portion of the RWC budget
 - An increase in the number of subscriber units on the network due to new members

Annual Staffing, O&M	\$ 7,961,407
Subscriber Units	18,353
Monthly Subscriber Rate	\$ 36.15

For planning purposes, the summary of the RWC's 2015/16 budget by member is reflected below. Members' distribution amounts for the 700MHz Narrow Banding, TDMA, and Lifecycle Upgrades are the subscriber counts and amounts approved by the Board on November 20, 2014, with the addition of new members.

RECOMMENDATION

The RWC Executive Committee recommends the Board approve the FY 2015/16 subscriber unit rate in the amount of \$36.15 and authorizes RWC staff to assess the members.

RWC 2015/16 Budget Detail

Member	Radio Count	Staffing / O&M	SUAll System Upgrade	Narrow Banding, TDMA, Lifecycle Upgrade	Minimum Balance	Total Budget
Avondale	316	\$ 137,079	\$ 48,570	\$ 120,604	\$ -	\$ 306,253
Buckeye	306	132,741	47,033	87,836	-	267,610
Chandler	938	406,898	144,173	440,090	-	991,161
Daisy Mountain	20	8,676	3,074	2,276	-	14,027
El Mirage	96	41,644	14,755	37,319	-	93,720
Glendale	1,346	583,886	206,884	709,059	-	1,499,830
Goodyear	391	169,613	60,098	45,511	-	275,222
Guadalupe	10	4,338	1,537	5,006	-	10,881
Maricopa	165	71,576	25,361	62,805	-	159,742
Maricopa County Community College District	230	99,772	35,352	104,687	-	239,811
Paradise Valley	63	27,329	9,683	28,675	-	65,687
Peoria	883	383,039	135,720	408,687	-	927,446
Phoenix	9,612	4,169,619	1,477,391	4,937,014	-	10,584,026
Rural Metro	110	47,717	-	-	-	47,717
Scottsdale	1,519	658,932	233,475	633,966	-	1,526,372
Sun City Fire	45	19,521	6,917	19,115	-	45,552
Sun City West	38	16,484	5,841	17,294	-	39,618
Sun Lakes	30	13,014	4,611	13,653	-	31,278
Surprise	466	202,148	71,626	182,498	-	456,271
Tempe	1,737	753,499	266,982	719,071	-	1,739,552
Tolleson	32	13,881	4,918	13,198	-	31,998
Estimated Totals	18,353	\$ 7,961,407	\$ 2,804,000	\$ 8,588,364	\$ -	\$ 19,353,771



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 26, 2015
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	APPROVAL OF GILA RIVER INDIAN COMMUNITY (GRIC) GRANT		

BACKGROUND

The RWC Governance, Section 4.2.3, Grants states, *“Acceptance and use of grant funds is at the discretion and approval of the Board of Directors.”* The RWC has been successful in two successive grant periods is obtaining GRIC Public Safety Grants to purchase base stations in support of the current TDMA, Narrow banding & Lifecycle Hardware Replacement Project. The cost of the project has been reduced by \$XXX,XXX through this grant funding.

RWC staff processed these previous grants in accordance with the City of Phoenix, Government Relations Department grant request process.

THE ISSUE

The RWC was notified of an opportunity to participate in the 2015 GRIC Public Safety Grant process. The grant proposal must be submitted to GRIC by March 31, 2015. RWC staff solicited input from the Operations Working Group (OWG) for issues affecting the entire RWC network which may be appropriate for grant funding. The OWG recommended grant applications for the following areas: 1) new microwave paths, 2) mobile signal interference analyzer, 3) Inter-subsystem interface (ISSI) technology, 4) integrated voice and data technology.

Recommendations 1 and 2 were considered for the grant request using the following rationale:

Redundant infrastructure and system security are critical in maintaining a reliable and consistent public safety grade radio and data communications system. As the RWC network evolves, vulnerabilities emerge that threaten this reliability. Two areas that need to be addressed on behalf of all RWC Members and other public safety users is the need for redundant microwave paths as well as the ability to seek out and mitigate errant radio interference that negatively impacts the network.

This grant proposal intends to address these needs by establishing two redundant microwave paths from the White Tank site to Adobe Mountain site and DPS Encanto to Phoenix City Hall site.

The primary microwave path at DPS at times has been unstable which has negatively impacted RWC network reliability. The two new paths will provide the RWC network with stable and reliable primary microwave connectivity which is not dependent upon DPS microwave equipment.

The second proposal will address the ability for technical staff to identify errant radio frequencies from non-RWC devices such as bi-directional antennas which negatively impact the performance of RWC equipment. In the recent past, using old techniques and equipment, RWC/Phoenix IT Radio Services staff has expended hundreds of hours identifying and locating devices emitting errant radio signals. Purchase of state-of-the-art mobile radio interference hunter technology will provide an efficient method for tracking these signals and the devices which produce them. Additionally, this device will be available to all RWC Members for their use should they be faced with these types of interference problems.

The following is a summary of the grant proposal budget:

(1) Grant Funds for new microwave radios and mounting structures for White Tanks Mountain to Adobe Mountain:

- Cost for Microwave Radios and Mounting Structures - \$89,587

(2) Grant Funds for the new microwave radios and mounting structures for DPS Encanto to City Hall:

- Cost for Microwave Radios and Mounting Structures - \$45,435

(3) Grant Funds for the new Anritsu Interference Hunter Hardware/Software:

- Interference Hunter Package - \$55,724

Total for all three projects - \$190,746

RECOMMENDATION

The RWC Executive Committee recommends that the RWC Board of Directors approve RWC staff to proceed with an application for a Gila River Indian Community Public Safety Grant for this project at a total cost of \$190,746.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 26, 2015
FROM:	David Felix, RWC Executive Director		Item 6
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 Campbell has completed his two year term. Vice-Chair Hartig 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 2015 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 on this topic, the Board suggested that, for continuity of leadership, the Vice-Chair should transition into the Chair position. This process would 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 RWC Executive Committee recommends that the RWC Chair appoint three RWC Board of Director’s Members to serve on the nominating committee. The committee will nominate names for election of a new Chair and Vice-chair. The nominating committee will submit names at the next Board of Directors meeting scheduled for May 28, 2015 for formal election.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 26, 2015
FROM:	David Felix, RWC Executive Director Brad Hartig, Scottsdale CIO and RWC Vice-chairman		Item 7
SUBJECT:	RWC/TRWC GOVERNANCE WORKING GROUP UPDATE		

BACKGROUND

On October 4, 2012 during the second meeting of the Joint RWC/TRWC Strategic Planning session, the participants formed a Joint RWC/TRWC Governance Working Group (GWG) comprised of members representing the two regional communications systems. The vision of the GWG is: *“To assure seamless radio and data communications to meet the operational needs of the users in a cost effective and sustainable manner.”*

THE ISSUE

The GWG has continued to meet to refine the draft governance document and conduct financial analysis of the current systems as a baseline for a future budgetary and financial structure for the combined systems.

RWC Executive Director David Felix and RWC Vice-chairman Brad Hartig will brief the Board of Directors on the activities of the GWG, the technical finance subcommittee and scheduled RWC audit by the City of Phoenix Audit Department.

RECOMMENDATION

This agenda item is for information, discussion and possible follow-up action.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	March 26, 2015
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

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

A. Arizona Public Safety Radio Communication Administrators Forum

The RWC hosted the third annual Arizona Public Safety Radio Communication Administrators Forum at MAG. Representatives included RWC, TRWC, Maricopa County, DPS, and Phoenix Fire representing the Valley-wide fire partners, Pima County Wireless Integrated Network (PCWINS), Yuma Regional Communications System (YRCS) and Flagstaff/Northern Arizona. Also invited were representatives from the Gila River Indian and Salt River Pima Maricopa Indian Communities.

B. Future Super Bowl Briefing

At the next RWC Board of Directors meeting in May 28, 2015, Mr. Jesse Cooper will brief the RWC Board of Directors on best practices and lessons learned from the Super Bowl pertaining to the Interoperable Communications Working Group.

C. RWC Law Enforcement User Group Meeting

In April 2015, the RWC will facilitate a meeting of law enforcement users to solicit input regarding network performance and lessons learned from the Super Bowl. RWC Member police departments will be asked to identify key end users to attend this meeting and provide valuable input for continued improvement of the RWC network.