



Board of Directors
Agenda
May 19, 2022
10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Paul Luizzi City of Goodyear
2)	Call to the Public A member of the public may request to address the Board by submitting a request to RWC staff via phone or email. Speakers will be considered at the sole discretion of the Board Chair and will be allotted no more than three (3) minutes to speak.	Chair Paul Luizzi City of Goodyear
3)	Approval of RWC Board Meeting Minutes from the February 24, 2022, Meeting This item is for information, discussion, and action.	Chair Paul Luizzi City of Goodyear Est. 2 min.
4)	Budget Update for Fiscal Year 2021-22 The purpose of this item is to provide the Board an update on the fiscal year ending June 30, 2022. This item is for information and discussion.	John Imig RWC Executive Director & Almira Santos RWC Accountant Est. 5 min.



<p>5)</p>	<p>Board Meeting Locations for Calendar Year 2023 The purpose of this item is to discuss the pros and cons to both continued virtual meetings, and/or the return to in-person meetings. This item is for information and discussion.</p>	<p>John Imig RWC Executive Director & Nick Roosevelt RWC Management Assistant</p> <p>Est. 10 min.</p>
<p>6)</p>	<p>Executive Director’s Report A. Tolleson WTP Update B. Member/Long-Term Conditional Participant Update C. New Website D. Interference Detection System UASI Grant Update E. July Billing and Inventory Reminder This item is for information and discussion.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 15 min.</p>
<p>7)</p>	<p>Announcements, Public Comment, Future Agenda Items The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items. This item is for information only.</p>	<p>Chair Paul Luizzi City of Goodyear</p>
<p>8)</p>	<p>Adjourn</p>	<p>Chair Paul Luizzi City of Goodyear</p>



2022 RWC Board of Directors Meetings

<u>Date</u>	<u>Location</u>
Thursday, May 19 10:00 – 11:30	Web Conference Only URL: https://cityofphoenix.webex.com/meet/nicholas.roosevelt Access: 286988477 Conference Bridge Number: 415-655-0001 Access Code: 286 988 477
Thursday, August 25 10:00 – 11:30	Webex
Thursday, December 1 10:00 – 11:30	Webex



**Regional Wireless Cooperative
Board of Directors
MINUTES
May 19, 2022**

City of Phoenix
200 W. Washington Street, 14th Floor
Phoenix, Arizona 85003

Board Members Present		Board Members Absent
Kane Nixon* – Arizona Fire and Medical Authority	Brad Pitassi* – Maricopa	Joe Hester - Buckeye Valley FD
Jeff Scheetz – Avondale	Roy Stanifer – Maricopa Community College District	Jeff McMenemy – Harquahala FD
Greg Platacz* – Buckeye	Kris Dalmolin – Peoria	Michael Cole – Paradise Valley
Val Gale - Chandler	Steen Hambric – Phoenix	
Alan Zangle – Daisy Mountain Fire District	Bianca Lochner – Scottsdale	
Paul Marzocca – El Mirage	Rob Schmitz – Sun City Fire and Medical	
Milton “Douglas” Wiener – FRBSF	Tracy Montgomery – Surprise	
Rick St. John – Glendale	Mark Wittenburg* – Tempe	
Paul Luizzi – Goodyear	Ginger Sanabria – Tolleson	
Wayne Clement – Guadalupe	Les Brown - Wickenburg	
*Board Alternate	^Non-Voting Alternate	~Telephone Participant

Staff and Public Present		
John Imig – RWC	Nicholas Roosevelt – RWC	Selena Barner – RWC
Almira Santos – RWC		
~Telephone Participant		



NOTE: This meeting was conducted by WebEx conference only. RWC Administrative Staff attendees were accounted for prior to the start of the meeting. No roll call for other staff of RWC Members, other interested parties, or the public was taken.

1. Call to Order, Roll Call and Opening Comments

Board Chair Paul Luizzi, representing the City of Goodyear, called the meeting of the Regional Wireless Cooperative (RWC) Board of Directors (Board) to order at 10:00 AM. Chair Luizzi asked RWC Management Assistant, Nick Roosevelt (RWC) to take Roll Call.

2. Call to the Public

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

Selena Barner (RWC) replied that no requests were submitted.

3. Approval of RWC Board Meeting Minutes from the February 24, 2022, Meeting

Chair Luizzi asked the Board if there was any need for discussion on the draft minutes presented from the February 24, 2022, Board Meeting. There was no discussion.

A **MOTION** was made by Rick St. John and **SECONDED** by Tracy Montgomery to approve the February 24, 2022, RWC Board Meeting Minutes.

MOTION CARRIED UNANIMOUSLY (20-0)

4. Budget Update for Fiscal Year 2021-22

Almira Santos (RWC) gave a brief overview of the budget for FY 2021/22. A report on this topic was provided to the Board. Ms. Santos provided information on the Operations and Maintenance (O&M) charges for the Trunked Network and the Conventional Network (VHF).

5. Board Meeting Locations for Calendar Year 2023

John Imig (RWC) explained that the Board will meet virtually for the remainder of CY 2022, however options for in-person and/or hybrid meetings were available for CY 2023. He presented several options for CY 2023.



Steen Hambric (Phoenix), Alan Zangle (Daisy Mountain) and Brad Pitassi (Maricopa) all agreed that the hybrid option was valuable moving forward into 2023. Mr. Hambric mentioned that 12C in City Hall could be a meeting venue. Mr. Pitassi stated he appreciates in-person meetings.

Mr. Imig shared that the RWC is looking at the conference room located at the Phoenix Public Transit Building located at 302 N. 1st Avenue.

Chair Luizzi suggested that the RWC hold smaller agenda meetings virtually but offer hybrid options for the larger agenda meetings. He asked Mr. Roosevelt to prepare a solution for the Board at the next meeting.

6. Executive Director's Report

A. Tolleson WTP Update

Mr. Imig explained in detail why the RWC decided to move from the leased Cashion site (115th & Lower Buckeye) to the City of Tolleson Water treatment Plant (south of 99th Avenue & Buckeye). Mr. Imig added that the project is going very well and is projected to be up on the Network in June.

B. Member/Long-Term Conditional Participant Update

Mr. Imig provided updates on the Town of Wickenburg project. He explained that there are shipping delays related to Microwave equipment. Chief Brown (Wickenburg) stated that Wickenburg hoped to complete the project no later than August.

Mr. Imig shared that the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) was officially a Long-Term Conditional Participant. He added that the talkgroups were completed and that they are working with the Radio Shop to connect to the system. Mr. Imig stated that the billing cycle for the ATF will start in July at which point they will be billed through the end of September. He added that the ATF will be billed on the Federal Fiscal Year calendar.

C. New Website

Mr. Imig shared that the new website has been launched and that the feedback has been positive. He encouraged the members of the Board to send in their suggestions or ideas for any updates, changes and/or content.



D. Interference Detection System UASI Grant Update

Mr. Imig mentioned that the system is in operation with four mountaintop receivers that will help triangulate interfering signals across the Network. He reminded the Board that the purchase of the system was made with the grant funds. He added that the City of Phoenix is working with the State of Arizona to extend the purchasing timeline of the grant.

E. July Billing and Inventory Reminder

Mr. Imig explained in detail the importance of the July Billing and that it is the responsibility of each agency maintain up to date inventories. He shared that a curtesy email will be sent out to help agencies address any discrepancies. He added that agencies need to address their inventories prior to the July billing.

7. Announcements, Public Comment, Future Agenda Items

Mr. Imig mentioned that the City of Phoenix is currently hosting their annual City Manager's Excellence Awards Ceremony, and that John Sater (Phoenix) the System Lead over the Wireless Transport is being honored. He explained that Mr. Sater's group is responsible for the operations and maintenance of radios, and that they were faced with a mandate from Motorola earlier this year to change the underlying technology that connects the networks together. Mr. Imig shared that Mr. Sater and his team redesigned the entire network to address this new technology.

8. Adjournment

Chair Luizzi requested a motion to adjourn the meeting at 10:32 AM.

A **MOTION** was made by Alan Zangle and **SECONDED** by Val Gale to adjourn the February 24, 2022, Board Meeting.

MOTION CARRIED UNANIMOUSLY (20-0)

Respectfully Submitted,
Selena Barner – Administrative Aide



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 19, 2022
FROM:	John W Imig, RWC Executive Director		Item 4
SUBJECT:	Budget Update for Fiscal Year 2021-22		

BACKGROUND

Budgetary components evaluated consisted of both Operations & Maintenance (O&M)¹ and Special Projects². O&M expenses are generally fixed: 1) Contractual obligations with our vendors (e.g. Motorola), 2) Expenses related to system operation, paid to the Administrative Manager (the City of Phoenix) and 3) Administrative and personnel costs for RWC staff and operations.

RWC Trunked Network O&M components:

- **Personnel Services**
 - FY22 Budget: \$568,556
 - FY22 Actuals as of March 2022: \$436,100 (77%)
- **Contractual Services** (Tower Leases, Motorola Service Agreement, Auditing Services, Electricity, Property Insurance, etc.)
 - FY22 Budget: \$3,437,479
 - FY22 Actuals as of March 2022: \$2,274,421 (66%)
- **Commodities** (Supplies, Facilities Maintenance, Contingency, etc.)
 - FY22 Budget: \$20,500
 - FY22 Actuals as of March 2022: \$1,614 (8%)
- **Capital Outlay** (SUA II, Other projects)
 - FY22 Budget: \$2,791,148
 - FY22 Actuals as of March 2022: \$2,189,370 (78%)

¹ O&M is calculated by dividing the Total O&M Estimated Expenses by the number of billable Radios that are currently in the system at the time of calculation (usually the October radio count).

² Special (Capital) Projects are billed to members on an annual basis, at the beginning of the Fiscal Year. These funds are then used to pay for the full project cost.

- **Expenditure Transfers (IT Expenses)**
 - FY22 Budget: \$3,939,223
 - FY22 Actuals as of March 2022: \$2,913,151 (74%)

RWC Conventional Network (VHF) O&M components:

- **Contractual Services** (Tower Leases, Electricity, Telecom, etc.)
 - FY22 Budget: \$202,810
 - FY22 Actuals as of March 2022: \$74,264 (37%)
- **Commodities** (Contingency)
 - FY22 Budget: \$50,000
 - FY22 Actuals as of March 2022: \$0.00 (0%)
- **Capital Outlay** (Special projects)
 - FY22 Budget: \$417,180
 - FY22 Actuals as of March 2022: \$310,525 (74%)
- **Expenditure Transfers** (IT Expenses)
 - FY22 Budget: \$231,459
 - FY22 Actuals as of March 2022: \$186,643 (81%)

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 19, 2022
FROM:	John W Imig, RWC Executive Director Nick Roosevelt, RWC Management Assistant		Item 5
SUBJECT:	Board Meeting Locations for Calendar Year 2023		

BACKGROUND

Starting with the May, 2020 Board meeting and continuing up to the present day, the RWC has been conducting the Board of Directors meetings in a virtual manner, which has proven to be highly effective, efficient and reliable. RWC Staff have scheduled virtual RWC Board Meetings through the end of Calendar Year 2022.

THE ISSUE

Since 2020, the COVID – 19 pandemic has ebbed and flowed, and it’s presence and associated social distancing precautions have become part of our “new normal.” As this begins to loosen, we would like to gauge Board interest in meeting venues for Calendar Year 2023. With the RWC having grown by four (4) new Members since 2020, it now encompasses 23 agencies, ranging from Wickenburg to the City of Maricopa, and from the Harquahala Valley to Scottsdale. This creates a situation where Board Members might have to drive well over an hour, each-way, to get to downtown Phoenix for a Board meeting. This makes in-person meetings significantly less efficient and less environmentally friendly but does allow greater interpersonal interactions and a sense of camaraderie.

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 19, 2022
FROM:	John Imig, RWC Executive Director		Item 6
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

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

- A. Tolleson WTP Update
- B. Member/Long-Term Conditional Participant Update
- C. New Website
- D. Interference Detection System UASI Grant Update
- E. July Billing and Inventory Reminder

RECOMMENDATION

This item is for information and discussion only.