



Regional Wireless Cooperative
Board of Directors
Agenda
May 24, 2018
10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Imig Peoria
2)	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.	Chair Imig Peoria
3)	Approval of RWC Board Meeting Minutes from February 22, 2018 Meeting This item is for information, discussion, and action.	Chair Imig Peoria Est. 2 min.
4)	RWC Draft Governance Document – Board Approval The purpose of this item is to seek Board approval of the final draft of the Governance document. This item is for information, discussion, and possible action.	Mr. David Felix – RWC Executive Director Est. 10 min.
5)	Communications System Strategic Alliance (CSSA) Representatives The purpose of this item is to seek approval of the nomination of Brad Hartig and Max Merritt as the official RWC Representatives to the CSSA Coordinating Council. This item is for information, discussion, and possible action.	Mr. David Felix – RWC Executive Director Est. 5 min.



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Board of Directors

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<p>6)</p>	<p>Phoenix Fire VHF Management Transition to RWC Board The purpose of this item is to discuss the Phoenix Fire VHF Management Transition to the RWC Board. This item is for information, discussion, and possible action.</p>	<p>Mr. David Felix - RWC Executive Director Jeff Schripsema - Division Fire Chief</p> <p>Est. 5 min.</p>
<p>7)</p>	<p>Executive Director's Retirement – Selection Committee The purpose of this item is to discuss the Selection Committee for the position of Executive Director. This item is for information, discussion, and possible action.</p>	<p>Mr. David Felix - RWC Executive Director</p> <p>Est. 5 min.</p>
<p>8)</p>	<p>RWC Microwave Capital Funding Plan The purpose of this item is to provide an overview of the microwave network and to initiate early estimates of these costs for RWC member's future budget planning. This item is for information and discussion.</p>	<p>Mr. David Felix - RWC Executive Director John Sater - Lead Technology Specialist IT</p> <p>Est. 10 min.</p>
<p>9)</p>	<p>RWC Projects Update The purpose of this item is to update the Board on the status of various projects. This item is for information and discussion.</p>	<p>Mr. David Felix - RWC Executive Director Tom Grebner - Lead IT Systems Specialist</p> <p>Est. 5 min.</p>



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10:00 a.m. – 11:30 a.m.

<p>10)</p>	<p>Executive Director's Report</p> <p>A. Merger of Creative Communications with Motorola Solutions, Inc.</p> <p>B. RWC Staff Update</p> <p>This item is for information and discussion.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>
<p>11)</p>	<p>Announcements, Public Comment, Future Agenda Items</p> <p>The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items.</p> <p>This item is for information only.</p>	<p>Chair Imig Peoria</p>
<p>12)</p>	<p>Adjourn</p>	<p>Chair Imig Peoria</p>



**Regional Wireless Cooperative
Board of Directors
MINUTES
May 24, 2018**

City of Phoenix
200 W. Washington Street, 7th Floor
Phoenix, Arizona 85003

Board Members Present			Board Members Absent
Tim Van Scoter	John Imig		Bob Costello
Kevin Artz	Danny Johnson		Roy Stanifer
Vale Gale	Milton Dohoney**		Michael Cole
Michael Ashley*	Robert Fisher*		
Rick St. John**	Ron Deadman		
Chris Nadeau* **	Mike Frazier		
Wayne Clement	Dave Heck*		
Lonnie Inskeep	Ginger Sanabria		
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

Rajit Jhaver	Todd Rogers	Almira Santos	
Dave Collett	Nick Spino	Jeanine Besnier	
John Sater	Gretchen Eichner	Dale Shaw (Phone)	
Milan Dobas	Roy Stanifer		
Ron Deadman	Randy Thompson		
Jay Vargo	Jeff Schripsema		
Max Merritt	Tom Grebner		
Ron Parks	David Felix		
Jesse Cooper	David Clarke		

1. **Call to Order, Roll Call and Opening Comments**
Chair John Imig called the meeting to order at 10:00 AM.
2. **Call to the Public – None**
3. **Approval of RWC Board Meeting Minutes from February 22, 2018**

A **MOTION** was made by Mike Frazier and **SECONDED** by Lonnie Inskeep to approve the February 22, 2018 RWC Board meeting minutes. **MOTION CARRIED UNANIMOUSLY (16-0).**

4. **RWC Draft Governance Document – Board Approval**

RWC Executive Director David Felix gave a brief historical overview of the draft Governance Document. Mr. Felix asked the Board approve this version of the Governance Document as the final version. This Governance Document, along with a fact sheet explaining the changes to the document, will be given to the Members to take to their City Council or governing board for approval. The goal is to have the new Governance Document adopted by January 1, 2019.

A **MOTION** was made by Mike Frazier and **SECONDED** by Ron Deadman to approve the final draft of the Governance Document. **MOTION CARRIED UNANIMOUSLY (16-0).**

5. **Communications System Strategic Alliance (CSSA) Representatives**

David Felix gave the Board a brief overview of the CSSA and the need for RWC representation. Brad Hartig has been nominated as the RWC executive level representative and Max Merritt, from the Glendale Police Department, is the RWC user level representative for the CSSA.

A **MOTION** was made by Danny Johnson and **SECONDED** by Ron Deadman to approve Brad Hartig as the RWC executive level representative and Max Merritt as the RWC user level representative to the CSSA. **MOTION CARRIED UNANIMOUSLY (16-0).**

6. **Phoenix Fire VHF Management Transition to RWC Board**

The RWC is being asked to consider managing the VHF system, which is currently managed by the City of Phoenix. The goal of the VHF Fire Transition Team is to have the feasibility study (in relation to the transfer under RWC management) done by the November 15, 2018 Board Meeting and to present recommendations to the RWC Board on how to transition the VHF system under RWC management.

David Felix said that there is nothing under RWC Governance that prohibits the RWC from managing the VHF system. The only question is how to manage it, as it is a Fire-only system. A subcommittee consisting of fire representatives was discussed as a possibility. More direction will be needed in the future.

Jeff Schripsema informed the Board that everything about the system will be looked at – age, maintenance, replacement costs, time periods, budget, etc. The current system is healthy and robust and will be cheaper than the trunk radio system. A five-year budget plan will come after the technical plan is in place. A deeper discussion will take place at the next Policy Working Group (PWG) meeting.

The short term objectives are to firm up the O&M Capital replacement costs, shore up the five-year budget plan, and to discuss this issue at the PWG. The financials should be finalized within the next few weeks. There will be a more formal presentation on this at the August 23 Board Meeting where actual budget numbers and the technical plan will be discussed. The 2019 Limitation Plan will be presented at the November Board meeting. The current VHF Transition

working group will transition to research on how to implement this project. It is anticipated that full implementation will happen by December, 2019.

Tim Van Scoter asked if there will be any reductions in cost to the City of Phoenix for the Members that are currently on the VHF system that will be transitioned onto the RWC or is this going to add additional cost? Mr. Schripsema said he doesn't know at this point.

David Heck said that he assumed there was a current method for distribution of cost. Mr. Schripsema said that the City of Phoenix assumes all costs except for dispatch fees for 911 services. But the current model is unsustainable. The system is expanding and there is no real control of it. Having the VHF system under the RWC will give the system a more formal governance structure.

Mr. Heck then asked if there will be a significant cost increase to RWC Members. Mr. Felix said that yes, there will be an increase, but he doesn't know just how much at this time. The VHF system is relatively inexpensive compared to the trunk system. But there will be a cost increase based on the number of radios on the system, the O&M Fees, and the long term capital plan for upkeep and replacement. Mr. Felix pointed out that Member's already pay CAD partner fire fees for CAD and dispatch services. The question is where is the demarcation point in terms of payment of radio consoles, types of electronics, and what other technical things are you paying for already so that Members aren't double charged? Today, on the trunk system, the subscriber rate is based on radios (mobiles and portables) and consoles. It is straightforward. But because there are consoles associated with fire dispatch, it is important that Members not be charged twice.

John Imig said that if it would be easier on Members if all costs could be rolled into one charge. He raised the issue of the timeline on when budgets are due. The City of Peoria's CIP for next fiscal year is due at the end of October. If the new CIP isn't submitted to his city management by then, funding will be pushed back. It is important that the discussion starts early on this if the additional charges from the RWC taking on the VHF system increase significantly. Mr. Felix stated that the financial aspects are still being worked out.

No action was taken.

7. Executive Director's Retirement – Selection Committee

John Imig, RWC Board Chair, recused himself from this discussion citing a conflict of interest.

Vice Chair Danny Johnson said that volunteers are needed for the committee to replace Executive Director David Felix. Someone from Fire, Police, or a government employee would be the ideal choice to work with the City of Phoenix Human Relations Department on the selection committee. Chief Luizzi has volunteered to be on the committee and Tempe Alternate Board Member David Heck volunteered Tempe Board Member Brenda Buren to be on the selection committee.

David Felix had a lengthy conversation with Judy Boros, the deputy City of Phoenix HR director, who said she thinks it best to have only two representatives on this committee. The more people involved, the more difficult it is to find time for everyone to meet. They would like to get started with the recruitment process as soon as possible.

No action was taken.

8. RWC Microwave Capital Funding Plan

David Felix invited Lead User Technology Specialist John Sater to discuss the technical aspects of the long term Microwave Capital Funding Plan. He said that a 10-year budget is currently being developed for future replacement. Part of the discussion is about potential cost recovery and the possible benefits of combining services.

John Imig asked if this plan includes fiber links as well. Mr. Sater said that everything is being calculated, including the anticipation of the VHF multiplexers, Ethernet equipment, fiber equipment, etc.

Mr. Felix said that a complete RWC hardware upgrade was finished approximately a year ago. The Cities of Phoenix and Scottsdale both have maintained their microwaves so there is no immediate need to start replacing equipment because it is new and robust. Cost recovery discussion won't happen for at least a few years.

Dave Heck asked if policies were being developed to deal with interference brought about by development for urban microwave links. Mr. Felix replied that this discussion has been taking place in the Policy Working Group. This issue has been difficult to pin down because of different jurisdictions. RWC policy standards are difficult to enforce.

This item is for information and discussion.

9. RWC Projects Update

David Felix reported that the Veteran's Administration has expressed interest in becoming RWC members but is currently looking into funding. The Phoenix Federal Reserve Police Department's site walk is complete. And the Buckeye Valley Fire Department received a public safety bond to expand their site and to become RWC members. There is currently discussion on site expansion. The BLM is involved with this site as well.

Tom Grebner provided the Board with system statistics that he receives weekly. He then discussed the current status of the TDMA project, Phase II. Sky Harbor and simulcast G is complete. The transition from FDMA to TDMA went well at Sky Harbor. Phase B begins in July and will most likely be simulcast A (Scottsdale), C (Chandler), and H. Phase C will start in 2019 and will most likely be simulcast B, F (Tempe), and J (Buckeye). In 2020, work starts on simulcast D

(Daisy Mtn. Fire District) and the High or IR sites. Five TDMA sites will be added to each simulcast.

Pyramid Peak site is simulcast subsite G (Peoria). It is at Glendale Water Treatment plant, which is City of Phoenix property. Construction has begun. Public outreach was extensive.

The Vistancia Site in Peoria most likely won't happen until the next fiscal year.

This item is for information and discussion.

10. Executive Director's Report

Creative Communications account manager Jimmy Trivedi gave the Board an update on the merger of Creative Communications with Motorola Solutions, Inc.

David Felix informed the Board of the retirement present that the RWC Staff gave to him. Dave Clarke assembled past and present RWC staff to stand for a picture. Mr. Felix thanked the Dave and the rest of the RWC staff.

11. Announcements & Future Agenda Items

John Imig expressed his intent on applying for the position of RWC Executive Director. Effective immediately, Chair Imig will no longer preside as Chair during Board Meetings. Vice Chair Danny Johnson will act as the Chair. The Peoria Alternate will attend the Board meeting in his stead.

The next RWC Board meeting will be on August 23, 2018.

12. Adjournment

Chair Imig adjourned the meeting at 11:21 a.m.

A **MOTION** was made by Dave Heck and **SECONDED** by Mike Frazier, to adjourn the May 24, 2018 Board Meeting. **MOTION CARRIED UNANIMOUSLY (16-0).**

Respectfully submitted,

Jeanine Besnier, Management Assistant I



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 4
SUBJECT:	RWC Draft Governance Document – Board Approval		

BACKGROUND

The purpose of this report is to update the Board on the status of the final draft of the RWC Governance document and the next steps. The RWC Governance Working Group (GWG) developed an updated and improved draft “*RWC Governance Attachment A*” to the RWC Intergovernmental Agreement (IGA). The RWC Board of Directors has received frequent updates on this activity since it began several years ago.

On November 16, 2017 RWC staff provided a copy of the draft Governance to all RWC Member Board Representatives for review and possible approval. Based on discussion amongst the Board members, it was recommended that all Members should be given a final opportunity to conduct legal review of the draft Governance and provide input or additional edits prior to Board approval. This final review was tracked for all 19 Members input or affirmative approval.

DISCUSSION

All 19 RWC Members have responded with input or affirmative approval. The GWG reviewed and acted on all questions, suggestions, and edits. The final draft Governance document has been provided to Board members in two forms: 1) a copy that provides answers to several questions by Board members and; 2) a copy that depicts all suggested edits by Board members and their final disposition.

There were no substantive changes made to the document based upon Members’ input. Most changes were grammatical or helped to clarify or simplify existing language.

As was proposed at the November 16th Board meeting, the immediate goal is to have the new Governance document approved at today’s RWC Board of Directors meeting. The long-term goal is to have the “*RWC Attachment A Governance*” document signed by all RWC Members by the end of 2018.

Changes to the “*RWC Attachment A Governance*” document do not warrant a totally new IGA. This change only requires approval of an amendment which will specify replacing

the existing Attachment A with the new Attachment A. RWC staff will provide a clean copy of the "RWC Attachment A Governance" document, executive summary, and amendment cover template for Members' use in processing the amendment to the RWC IGA.

RECOMMENDATION

The RWC Executive Committee recommends the RWC Board of Directors approve the draft "RWC Attachment A Governance" and direct all RWC Members to seek approval of an amendment to the RWC IGA to incorporate the approved Governance document.

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



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	Communications System Strategic Alliance (CSSA) Representatives		

BACKGROUND

On January 10, 2018 the City of Phoenix City Council, on behalf of the RWC, approved the RWC to enter into the Communications System Strategic Alliance (CSSA) Intergovernmental Agreement (IGA) with the City of Mesa on behalf of the Topaz Regional Wireless Cooperative (TRWC).

ISSUE

The CSSA IGA defines a “Coordinating Council” as a council that provides oversight, evaluation, and recommendations to the Boards of Directors related to all activities or initiatives which emanate from committees or workgroups established under the CSSA IGA.

The Board of Directors is required to appoint an “executive level” representative “...who has direct involvement in the governance decision-making process for their respective System...” -- and a “user level” representative “...that is an actual user of that Party’s System who possesses an understanding of routine operational system use.”

At the February 22, 2018 RWC Board meeting, Chairman Imig recommended that Board members consider volunteering for the executive level representative position or provide nominations to Executive Director David Felix for consideration and approval at the May 24th meeting. He asked that members recommend a user level representative as well. Scottsdale Executive Director of IT Brad Hartig volunteered to be the RWC executive level representative for the CSSA Coordinating Council and Glendale Sergeant of Special Events Max Merritt has been nominated as the RWC user level representative.

RECOMMENDATION

This item has been reviewed by the RWC Executive Committee. The Executive Committee recommends the Board approve Brad Hartig as the RWC executive level representative and Max Merritt as the RWC user level representative to the CSSA Coordinating Council.

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



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 6
SUBJECT:	Phoenix Fire VHF Management Transition to RWC Board		

BACKGROUND

The Phoenix Fire VHF System, which is a shared resource used by all Valley Fire Partners, is an essential service used for fire ground and hazard zone communications. This system is completely independent from the existing RWC Trunked System.

The Phoenix Fire Department is considering bringing the Phoenix Fire VHF System under the RWC management. For several years, there have been ongoing discussions between various interested parties regarding this transition, with the vision that the RWC Board would provide management oversight, expansion planning, and budgeting in the same way the RWC Board currently manages the RWC Trunked System.

ISSUE

At the February 22, 2018 RWC Board of Directors meeting, the Phoenix Fire Department request that the RWC Board authorize the formation of a working group to study the feasibility and requirements of bringing the Phoenix Fire VHF System under the management of the RWC. This request was approved and a VHF Working Group was formed to conduct the study. The VHF Working Group consists of personnel from Phoenix Fire Administration and Technical Operations as well as Information Technology personnel from the RWC and other interested parties as necessary.

The VHF Working Group has looked several areas including the current state of the system, the technical requirements of transition, development of a five-year technical plan and a five-year budgetary plan.

This group will regularly report their findings to the Board, along with appropriate recommendations.

RECOMMENDATION

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



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 7
SUBJECT:	EXECUTIVE DIRECTOR’S RETIREMENT – SELECTION COMMITTEE		

BACKGROUND

The RWC Executive Director is the chief administrative officer responsible for coordination of the RWC and Network activities. The City of Phoenix, as the Administrative Managing Member, subject to the approval of the Board of Directors, appoints the Executive Director to perform RWC administrative duties. The RWC Executive Director reports to the Board of Directors and serves as a non-voting member of the Board.

At the February 22, 2018 RWC Board of Directors meeting, Executive Director David Felix formally announced his intent to retire. His last day of employment with the City of Phoenix will be December 31, 2018. Mr. Felix has made formal chain-of-command notification of his intent to retire and has submitted the required paperwork to the City of Phoenix Human Resources (HR) department to initiate the selection process.

RWC Board Chairman John Imig requested Board members to consider volunteering for an “RWC Executive Director Selection Committee” to coordinate with City of Phoenix HR in developing and conducting the selection process to fill the vacancy resulting from Mr. Felix’s impending retirement.

THE ISSUE

RWC Board of Directors representatives are requested to volunteer or nominate individuals to represent the RWC Board of Directors on the Executive Director Selection Committee. The RWC Chairman may also appoint Board members to serve on the Committee.

RECOMMENDATION

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



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	RWC MICROWAVE CAPITAL FUNDING PLAN		

BACKGROUND

Within the broader spectrum of radio communications, “point-to-point” communications are carried out using microwave frequencies along line-of-sight paths called “links”. These frequencies and their unique characteristics allow the transmission of vast amounts of data between remote communication sites without the need for hard wire or fiber optic cables between these sites.

Today, the RWC network is comprised of over 80 microwave links which interconnect sites and provide connectivity to Members’ 9-1-1/dispatch centers. The RWC microwave infrastructure is an essential and critical component of the RWC network.

Since the inception of the RWC, the City of Phoenix has funded most of the microwave network’s installations, maintenance, replacement and upgrades. Careful, long-term planning, management, and funding are critical to ensure the RWC microwave network maintains its high level of efficiency, dependability, and longevity.

THE ISSUE

The City of Phoenix Radio Services Department is finalizing a system-wide upgrade to the RWC network. This project was funded entirely by the City of Phoenix. Because the microwave network is a major component of the RWC network, future maintenance, capitol replacement, or upgrades should be shared among the RWC membership, similar to all other infrastructure components.

The purpose of this briefing is to provide an overview of the microwave network and initiate early estimates of these costs for RWC member’s future budget planning.

RECOMMENDATION

This agenda item is for information and discussion.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 9
SUBJECT:	RWC Projects Update		

BACKGROUND

The Executive Director and Mr. Tom Grebner, Radio Services Manager, will provide updates to the Board of Directors regarding the following projects:

- Veteran's Administration Police Department
- Phoenix Federal Reserve Police Department
- Buckeye Valley Fire Department
- Peoria's Pyramid Peak Site
- Peoria's Vistancia Site
- Phase II, TDMA Project

RECOMMENDATION

This agenda item is for information and discussion.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 10
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

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

- Merger of Creative Communications with Motorola Solutions, Inc.
 - Ms. Carrie Hemmen, Area Sales Manager; Arizona, Nevada, Utah
 - Mr. Jimmy Trivedi, RWC Account Manager

- RWC Staff Update

RECOMMENDATION

This agenda item is for information and discussion.