Regional Wireless Cooperative

Board of Directors
Agenda
May 28, 2015
10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	**Call to Order, Roll Call, Opening Comments**	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 March 26, 2015** **This item is for information, discussion and action.**	Chair Campbell El Mirage Est. 2 min.
4)	**Election of a New Board Chair and Vice-Chair** The purpose of this item is to request a vote and approval from the Board to elect a new Board Chair and Vice-Chair. **This item is for information, discussion and action.**	Chair Campbell El Mirage Chief Frazier Surprise Mr. David Felix – RWC Executive Director Est. 5 min.
5)	**Replacement of Fire Representative on RWC Executive Committee / Two Year Review** The purpose of this item is to request approval from the Board to delegate a new Executive Committee member to replace retiring Fire Chief Doug Mummert and to review current members of the committee. **This item is for information, discussion and action.**	RWC Chair Mr. David Felix – RWC Executive Director Est. 5 min.

Board of Directors
Agenda
May 28, 2015
10:00 a.m. – 11:30 a.m.

6)	**Approval of the Policy and Procedure Management Policy** The purpose of this item is to request approval from the Board for the Policy and Procedure Management Policy. **This item is for information, discussion and action.**	Mr. David Felix – RWC Executive Director Est. 5 min.
7)	**Super Bowl XLIX (49) Briefing** The purpose of this item is to update the Board on the findings from Super Bowl. **This item is for information and discussion.**	Mr. David Felix – RWC Executive Director Mr. Jesse Cooper – RWC Executive Committee Chair Est. 10 min.

8)	**RWC Project Updates**
	    A. 7.14 Software Upgrade
	    B. Lifecycle / TDMA Project / Narrowbanding
	    C. Maricopa
	    D. Paradise Valley
	    E. Daisy Mountain
	    F. MCCCD PD
	The purpose of this item is to update the Board on ongoing projects.
	This item is for information and discussion.
		Mr. David Felix – RWC Executive Director
		
		Est. 10 min.

9)	**RWC/TRWC Governance Working Group Update**
	    A. ITS Radio Services Audit
	    B. Finance Committee
	    C. Policy Coordination
	    D. Next Steps
	The purpose of this item is to update the Board on the Governance Working Group.
	This item is for information and discussion.
		Mr. Brad Hartig Scottsdale
		
		Mr. David Felix – RWC Executive Director
		
		Est. 10 min.

Board of Directors
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10)	**Executive Director's Report**
	   A. Law Enforcement Users Forum
	   B. Southwest Valley Fire Districts Membership
	   C. Motorola Updates
	   D. RWC Annual Audit
	   E. RWC Accountant III Vacancy
	The purpose of this item is to update the Board.
	This item is for information and discussion.
		Mr. David Felix – RWC Executive Director
		
		Est. 10 min.

11)	**Announcements & Future Agenda Items** The purpose of this item is to communicate any Board announcements or future agenda items. The next meeting is tentatively scheduled on July 23, 2015 from 10:00 – 11:30. **This item is for information only.**	RWC Chair
12)	**Adjourn**	RWC Chair

Board of Directors
MINUTES
May 28, 2015

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

Board Members Present			Board Members Absent
Brent Ackzen**	Chris DeChant	Lonnie Inskeep	Bob Costello
Kevin Artz	Mike Frazier	Paul Luizzi	Milton Dohoney
Kevin Bailey	Daniel Guerra**	Rob Sweeney*	Danny Johnson
Brenda Buren	Larry Hall^		Mike Thompson
Steven Campbell	Bob Hansen		Tim Van Scoter
Wayne Clement**	Brad Hartig		
Susan Daluddung** John Imig*	Mike Horn**		
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

Mindy Briggs	Doug Mummert		
David Clarke	Chris Nadeau		
Jesse Cooper	Ron Parks		
Kim Engle	Michelle Potts		
David Felix	Anje Reimer**		
Domela Finnessey	Hans Silberschlag		
Tom Grebner	Shannon Tolle		
Dave Heck	Mike Worrell		
**Telephone Participant			

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

   Chair Campbell called the meeting to order at 10:02 AM.

2. **Call to the Public – None**

3. **Approval of RWC Board Meeting Minutes from March 26, 2015.**

   A **MOTION** was made by Susan Daluddung and **SECONDED** by Mike Frazier to approve the RWC Board meeting minutes from March 26, 2015. **MOTION CARRIED UNANIMOUSLY (16-0)**.

4.   **Election of New Board Chair and Vice Chair**

Chief Mike Frazier, who was on the nominations committee along with Susan Daluddung and Danny Johnson, announced the two nominees for Board Chair and Vice Chair. Mr. Brad Hartig was nominated as Board Chair and Mr. Danny Johnson was nominated for Board Vice-Chair. Susan Daluddung asked if there were any others who wished to be considered for nominations and there was no response.

Executive Director David Felix commented that the Executive Committee has reviewed the nomination process and recommends approval by the Board of the two nominees.

Outgoing Chair Campbell extended his appreciation to the RWC staff and other City of Phoenix staff and commented that he was honored to have served as the Board Chair for the last two years. He congratulated the incoming Board Chair and Vice Chair and turned the meeting over to the new chair Brad Hartig after the motion was carried.

Chair Hartig commended Chief Campbell on his service as Board Chair.

A **MOTION** was made by Mike Frazier to approve the appointment of Mr. Brad Hartig as Board Chair and Mr. Danny Johnson as Board Vice-Chair and it was **SECONDED** by Susan Daluddung. **MOTION CARRIED UNANIMOUSLY (16-0)**. *Board member Susan Daluddung left the meeting at 10:16 a.m. at which time Mr. John Imig stepped in as alternate.

5.   **Replacement of Fire Representative on RWC Executive Committee / Two Year Review**

Executive Director David Felix noted that per Section 3.2.2.1 of the RWC Governance Document there must be a representative from the Fire Service on the Executive Committee and there must be a review of all of the committee's members every two years.

Executive Director David Felix announced that current Executive Committee member, Fire Chief Doug Mummert, would be retiring after 36 years with the Phoenix Fire Department in June 2015 which would leave the Fire Department position on the Executive Committee vacant.

Executive Director David Felix further announced that the Arizona Life Safety Council has appointed Acting Division Chief Mike Worrell as their choice to be the new Executive Committee Member to replace Chief Mummert. He also provided a review of the other current committee members. An announcement was made that if there is anyone in the municipal user category that would be interested in being on the Executive Committee there may be an opportunity to

do so. Although Dave Heck has done a great job and is willing to stay on the committee, the RWC wants to be sure that the nonpublic safety users are being represented as they feel they need to be. If no one else is interested, Dave Heck will continue to serve on the committee. The Executive Committee approves of the current members and recommends the appointment of Mike Worrell to the Executive Committee.

A **MOTION** was made by Chris DeChant to accept the appointment of Mike Worrell to the Executive Committee and it was **SECONDED** by Steve Campbell. **MOTION CARRIED UNANIMOUSLY (16-0)**.

6.   **Approval of the Policy and Procedure Management Policy**

Executive Director David Felix brought the new Policy and Procedure Management Policy to the Board for approval. The policy was upgraded from a procedure to a policy and some minor edits were made. The policy is recommended by the Operations Working Group and Executive Committee for Board Approval.

A **MOTION** was made by John Imig to accept the new Policy and Procedure Management Policy and it was **SECONDED** by Paul Luizzi. **MOTION CARRIED UNANIMOUSLY (16-0)**.

7.   **Super Bowl XLIX (49) Briefing**

Mr. Jesse Cooper from the Phoenix Police Department provided a PowerPoint presentation on the events of the Super Bowl to show how the RWC supported the operations.

The RWC network was the central public safety radio communications system operating in the region and utilized by virtually every local, county, state, tribal and federal agency supporting multiple venues and events. Needless to say, the size and complexity of the public safety communications interoperability challenge was daunting. But through the efforts of hundreds of RWC and other interoperability participants, the management and field performance of the RWC network was outstanding and was a major contributor to law enforcement, fire, first responder and public safety.

In addition to the Super Bowl, the Waste Management Phoenix Open and the Pro Bowl were also going on which complicated planning efforts. The culmination of these events was given a Special Events Assessment Rating of 1 (SEAR 1) which is very high for special events security. The Super Bowl was the most watched program in American television history with over 118 million viewers and the NFL stated that the game went well and the planning was exceptional.

Mr. Cooper recognized Tom Grebner and Dave Scott from Phoenix ITS, Harold Pierson, Jason Roosevelt, and Mike Worrell from Phoenix Fire, Dave Collett from

Peoria, Ron Parks from Chandler, Mindy Briggs from Phoenix PD and Tom Lawless from Department of Homeland Security. These individuals supported the back operations for the better part of two weeks taking late shifts and early morning shifts.

8. **RWC Project Updates**

A. 7.14 Software Upgrade
During March 2015 the RWC was upgraded from Motorola platform 7.11 to 7.14. This upgrade is consistent with the terms of the SUAII agreement that is contracted with Motorola. Hardware and software components were included and the upgrade went smoothly.

B. Lifecycle / TDMA Project / Narrowbanding
Sky Harbor and Simulcast C subsystems have been completed. Simulcast B subsystem is underway and on schedule. Final simulcast subsystem staging and testing is to be completed in September.

C. Maricopa
This is a new site to be deployed at Maricopa fire station 575. The new site will improve coverage for Maricopa and any other member operating in that location. Site preparation is underway and the tower should be up and ready for operation in October.

D. Paradise Valley
Motorola staff and RWC staff went out to brief new town Manager, Mr. Kevin Burke, on the need and progress made thus far for Paradise Valley to possibly become a RWC member. The cost of the project has increased steadily primarily due to location and some work having to be done on the mountainside so they will take on that part of the project. Paradise Valley will go out for bids on trenching, site location and building of the equipment building and antenna location. The equipment will still be Motorola's responsibility.

E. Daisy Mountain
The RWC has been working with Daisy Mountain on a variety of things with regard to improving equipment to a simulcast site and building a more robust network there which would standardize the process for dispatch and provide more reliability. Motorola provided an early cost proposal in time to assist them for an upcoming bond election. Several meetings have taken place between Motorola and Daisy Mountain to assist with understanding the requirements and options.

F. MCCCCD PD
After MCCCCD PD became an RWC member, and as time went on, it was discovered that there were coverage problems. RWC and ITS staff has met with MCCCCD PD to discuss solutions which included testing of various options to improve coverage. Once this is done and it can be determined

what their requirements are it can be seen if there are additional resources needed from the RWC to respond to additional traffic loads. If the RWC cannot provide coverage in certain buildings MCCCCD PD can then continue with in-building coverage needs.

9. **RWC/TRWC Governance Working Group Update**

A. ITS Radio Services Audit
RWC Executive Director David Felix noted that the City of Phoenix Audit department has completed the audit on the overall structure and financing of the RWC to include the City of Phoenix budget and finance, etc. The audit provided answers to questions in the scope of work. A good overview was given of the costs needed to maintain the RWC. The data has been provided to the TRWC and they will now map their costs to the audit so differences in costs between the two systems can be identified. The mapping should be completed by the end of June.

Chair Hartig noted that one thing that was asked of the audit team was to identify costs by site to see which sites are costing the most which will be helpful.

Executive Director David Felix commented that an email was sent to thank the audit staff for the great job they did.

B. Finance Committee
RWC Executive Director David Felix commented that RWC and TRWC subject matter experts gathered to review the core Motorola contracts in place for both the RWC and TRWC looking at the services that are provided and the costs for them. Also, in the future as we look at a unified system, what do those contracts and costs look like. The work has been completed.

C. Policy Coordination
RWC Executive Director David Felix noted that the group is looking at some new policies that are based in the new ACRCA document. A joint policy working group will be formed to look at the creation of these policies. Also, it will be necessary to look at the current policies that are managed today by the RWC policy working group to match with the TRWC's policies down the road.

D. Next Steps
RWC Executive Director David Felix outlined some next steps which includes updating the governance working group timeline, reviewing RWC and TRWC policies and procedures as just mentioned, and setting a date for the next joint RWC/TRWC Board meeting.

10. **Executive Director Update**

A. Law Enforcement Users Forum
   The RWC hosted a Law Enforcement Users Forum that focused on the Super Bowl briefing presented today. For the most part, positive feedback was received about the Super Bowl from not only RWC members but some non-members as well.   There were a few requests for changes to be incorporated in future events. Other topic discussed were incidents requiring multi-agency response and where interoperability challenges exist. Darren Douglas from Mesa briefed the group on the active shooter incident and a couple of other incidents. Some of these incidents were further discussed at the April 22 UASI interoperability working group meeting at Phoenix Fire.

   Executive Director David Felix applauded the UASI interoperability working group and the communication interoperability working group on the work they perform behind the scenes to the benefit of the RWC.

B. Southwest Valley Fire Districts Memberships
   Meetings have been ongoing for the past year with the fire districts of Harquahala, Tonapah and Buckeye Valley to explore their membership with the RWC. Motorola has done some additional coverage profiles and studies to provide cost information for providing infrastructure to cover their operational area and becoming RWC members in the future.

C. Motorola Updates
   Executive Director David Felix, gave credit to Motorola for stepping up to initiate meetings to discuss subscriber equipment, network and security monitoring services, and the 7.14 upgrade.

D. RWC Annual Audit
   The engagement letter has been completed and this is the last year of the contract with the current agency. A kick off meeting will be in July and the field work will be done in the summer with results being presented at the November 2015 Board meeting or the January meeting at the latest.

E. RWC Accountant III Vacancy
   Executive Director David Felix announced that the RWC Accountant III has resigned. The RWC is in the process of working through the procedure to fill the vacancy as quickly as possible.

11. **Announcements and Future Agenda Items**

Chair Hartig announced that the next RWC Board of Directors meeting is tentatively scheduled on July 23, 2015 from 10:00 a.m. to 11:30 a.m.

12.   <u>Adjournment</u>

Chair Campbell adjourned the meeting at 11:07 a.m.

Respectfully submitted,

Kim Engle, Management Assistant I

Regional Wireless Cooperative

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 4
SUBJECT:	**Election of a New Board Chair and Vice-Chair**		

BACKGROUND

In accordance with the RWC Governance, *Section 3.2.1.2.1, Chair and Vice-Chair*; "The Board of Directors shall elect one of its Members as the Chair." This Section further states that, "The Chair shall serve a two-year term. No Member shall serve two consecutive terms as Chair."

THE ISSUE

Chair Campbell is completing his two year term as RWC Board Chair which requires the Board of Directors (Board) to elect a new Chair to serve a two year term. At the March 26, 2015 Board meeting, Chair Campbell appointed a three person committee to review potential candidates and to place names into nomination for Chair and Vice-chair to the full Board of Directors for election at the May Board meeting.

RECOMMENDATION

The RWC Executive Committee has reviewed the nomination process and recommends approval of the Nomination Committee's nominees; and recommends that the Board proceed with the election. The following Board Members are nominated for election:

Brad Hartig / Scottsdale - RWC Chair
Danny Johnson / Daisy Mountain Fire District - RWC Vice-Chair

This agenda item is for information, discussion and action.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	**Replacement of Fire Representative on RWC Executive Committee Two Year Review of Executive Committee Representation**		

BACKGROUND

As stated in, *Section 3.2.2.1, Executive Committee, Representation*, "The Executive Committee shall consist of five Representatives appointed by the Board of Directors" and that "Representatives, selected from the RWC Membership, shall consist of: one (1) Police Department executive manager; one (1) Fire Department executive manager; one (1) Municipal executive manager; one (1) Chief Information Officer (or equivalent); and one (1) executive manager from a Network Managing Member." This Section further directs that "Every two years the Board of Directors shall review the Executive Committee representation."

THE ISSUE

Deputy Chief Doug Mummert of the Phoenix Fire Department currently serves as the "Fire Department" representative to the RWC Executive Committee. Deputy Chief Mummert is retiring after serving over 36 years with the Phoenix Fire Department. Chief Mummert's retirement requires the Board to appoint a new Fire representative. The Arizona Life Safety Council, which represents the fire service consortium in the Phoenix metropolitan area, has recommended Acting Division Chief Mike Worrell to fill the RWC Executive Committee Fire Department position.

Additionally, to comply with the requirement for Board review of the Executive Committee representation every two years; the following individuals are currently serving on the Executive Committee:

Police Department Representative & Chair:
Mr. Jesse Cooper, City of Phoenix Police Department; Acting Communications & Project Bureau Manager

Municipal Representative
Mr. Dave Heck, City of Tempe, Chief Information Officer

<u>Chief Information Officer</u>
Mr. Shannon Tolle, City of Scottsdale; Deputy Chief Information Officer

<u>Network Managing Member</u>
Mr. Tom Grebner, City of Phoenix; Information Technology, Radio Services Manager

<u>RECOMMENDATION</u>

The RWC Executive Committee has reviewed the current Executive Committee representation and recommendation by the Arizona Life Safe Council of Acting Division Chief Mike Worrell to fill the Fire Department position. The Executive Committee recommends approval by the Board of these individuals to serve on the Executive Committee.

This agenda item is for information, discussion and action.

	Regional Wireless Cooperative **BOARD OF DIRECTORS REPORT**		
TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 6
SUBJECT:	**Approval of the Policy and Procedure Management Policy**		

PURPOSE

The purpose of this report is to brief the Board on one new policy which requires documented Board approval.

BACKGROUND

The Policy Working Group (PWG) is responsible for developing policies and procedures which govern management and use of the RWC network. Policies require Operations Working Group (OWG) and Executive Committee (EC) review and approval prior to Board review and approval. The PWG also conducts on-going audits of approved policies and procedures to ensure they are up-to-date with current practices.

THE ISSUE

The Board will be briefed on the following RWC policy:
   1) Policy and Procedure Management Policy (NEW)

This policy previously existed as a procedure. It has been audited and converted into a new policy, which requires Board approval before going into effect.

RECOMMENDATION

This agenda item is for information, discussion and action. The RWC EC has reviewed the policy and recommends Board approval.

This agenda item is for information, discussion and action.

REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES	**Regional Wireless Cooperative**
	No. **A-06.10**
Subject: **Policy and Procedure Management Policy**	**Effective Date** **07/13/10** **Revised:**

1.0 Purpose

1.1. Establishes the process for management of all Regional Wireless Cooperative (RWC) policies and procedures.

2.0 Owner

2.1. RWC Operations Working Group (OWG)

3.0 Applies To

3.1. All approved users of the RWC network.

4.0 Background

4.1. The RWC radio communications system supports both public safety and public service operations. Technical and Operational policies and procedures have been developed to ensure compliance with system standards.

5.0 Policy Statement

5.1. The RWC Operations Working Group (OWG) is responsible for the development, implementation, and monitoring adherence to policies and procedures.

6.0 Supporting Rules

6.1. RWC Board of Directors approves policies to regulate, direct, control action and conduct.

6.2. RWC OWG approves procedures which define a process to follow in order to implement policy.

7.0 Responsibilities

7.1. The RWC Executive Director is responsible for administratively managing the RWC policies and procedures as well as maintaining the approved documents in the online Policy and Procedure Document Directory.

7.2. Policy Approval

    7.2.1. Upon approval by the OWG, all new and revised policies will be forwarded to the Executive Committee for review and recommendation for Board approval.

    7.2.2. If the Executive Committee deems policy revisions to be minor or non-substantive, such revisions do not require Board approval.

    7.2.3. All new policies must be approved by the Board.

7.3. Procedure Approval

    7.3.1 Procedures will be submitted to the Executive Director who will forward them for review and approval by the OWG.

    7.3.2 If the OWG deems it necessary, the procedure can be forwarded on to the Executive Committee and/or the Board of Directors for approval.

7.4. Policy and Procedure Review

    7.4.1. The OWG will review all policies and procedures on a bi-annual basis.

7.5. Any request for changes to approved RWC policies or procedures will be referred to the OWG for consideration and recommendation.

7.6. Any policies or procedures in conflict at the OWG level will be forwarded to the RWC Executive Committee for direction and resolution.

8.0 Conditions for Exemption or Waiver

8.1. - As provided in the Waiver or Exception Policy.

9.0 Applicable Policies and/or Procedures

9.1. As listed at www.rwcaz.org

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director Jesse Cooper, Phoenix Police Department		Item 7
SUBJECT:	**Super Bowl XLIX (49) Briefing**		

BACKGROUND

Super Bowl XLIX was played to determine the champion of the National Football League (NFL) for the 2014 season. The American Football Conference (AFC) champion New England Patriots defeated the National Football Conference (NFC) champion Seattle Seahawks, 28–24, to earn their fourth Super Bowl title. The game was played on February 1, 2015, at University of Phoenix Stadium in Glendale, Arizona. The Super Bowl is recognized as one of the largest sporting events worldwide requiring maximum multi-entity effort in advanced logistics, security and law enforcement planning.

THE ISSUE

The RWC network was the central public safety radio communications system operating and utilized by virtually every local, county, state, tribal and federal agency supporting multiple Super Bowl venues and events across the Phoenix metropolitan region. The purpose of this briefing is to review the size and complexity of the public safety communications interoperability challenge, performance of the RWC network, and recognition of the team working behind the scenes that contributed to the success of the Super Bowl and its supporting events.

RECOMMENDATION

This agenda item is for information and discussion.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	**RWC Project Updates**		

PURPOSE

The purpose of this report is to inform the RWC Board of the status of the various projects affecting the RWC Members.

BACKGROUND

There are many projects currently ongoing that affect RWC Members. Status reports are given at key times on the more critical projects as necessary. This is a general report to the Board providing a quick, narrative update on each project.

DISCUSSION

A. 7.14 Software Upgrade
   During March 2015, the RWC Network was upgraded from Motorola platform 7.11 to 7.14, consistent with the terms of the System Upgrade Agreement (SUAII). Both hardware and software components were included as part of this upgrade. The 7.14 system release was successfully implemented in twelve weeks. During that time we replaced five zone cores, updated operating systems in over 1400 network elements and refreshed nearly 250 dispatch consoles and network clients. Overall the upgrade went quite well with minimal operational impact. Thanks to the RWC member community for their patience and cooperation during this project.

B. Lifecycle Update / TDMA Project / Narrowbanding
   The Sky Harbor and Simulcast C sub-systems have been completed with miscellaneous follow-up items to be resolved and completed such as final documentation. Simulcast B sub-system equipment replacement is underway and on schedule. The final Simulcast sub-system will be staged and acceptance testing completed in the late September timeframe.

C. City of Maricopa

   RWC, Phoenix IT and Motorola staff is working with the City of Maricopa to develop a new communications site at Maricopa Fire Station #575. The new site will provide improved coverage for all RWC Member agency personnel. Site preparation is underway with a completion date targeted for September/October 2015.

D. Paradise Valley

   Executive Director Felix, Mr. Tom Grebner, and Ms. Jeanette Sims met with Paradise Valley Town Manager Kevin Burke to update him and Town staff on the Paradise Valley communications site project. Mr. Burke had a number of questions regarding the status and costs associated with the new site and supporting equipment building. Mr. Burke affirmed Paradise Valley's commitment to the RWC and their project, but is exploring alternatives to reduce costs.

E. Daisy Mountain Fire District

   The RWC, Phoenix Fire and Motorola are working with Daisy Mountain Fire District (DMFD) on a project which will upgrade the existing radio system to improve coverage and reliability, as well as allow DMFD to operate consistent with other Fire Automatic Aid partners in the Phoenix metropolitan area. After consultation with DMFD, Motorola has developed a budgetary proposal which is under review and utilized by DMFD for a CIP bond funding request.

F. Maricopa County Community College District P.D. (College District PD)

   RWC and Phoenix ITS staff met with Motorola and Creative Communications to discuss the need to improve in-building coverage at some of the College District's campus locations. Several options were discussed including enabling radio permissions onto the local simulcast G site and deploying in-building treatments. College District PD personnel and Phoenix ITS will test these options as they are implemented. After this evaluation period, a determination will be made as to the best approach and associated costs to resolve the College District's coverage problem.

RECOMMENDATION

This agenda item is for information and discussion.

BOARD OF DIRECTORS REPORT			
TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 9
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."*

DISCUSSION

A. RWC IT/Radio Services Audit
   The City of Phoenix Audit Department has completed the financial audit requested by the GWG. The GWG was briefed on the results of the audit on May 13th. The complete breakdown of RWC administrative and operational costs will be provided to the TRWC for purposes of "mapping" or comparisons with similar TRWC costs.

B. Finance Committee
   The RWC and TRWC have completed their detailed review of the Motorola service and support contracts which are in place for the RWC and TRWC. The purpose of this review was to clarify costs for services and support and to seek economies of scale in a scenario where Motorola would provide similar services to a single, unified system.

C. Policy Coordination
   The Governance Working Group is going to be looking at the draft ACRCA document to identify sections where policies and procedures may need to be developed.

D. Next Steps
   Next steps include updating the GWG timeline, reviewing RWC and TRWC policies and procedures, and determining a date for the next joint Board meeting to report progress.

<u>RECOMMENDATION</u>

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:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 10
SUBJECT:	**Executive Director's Report**		

BACKGROUND

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

A. Law Enforcement Users Forum
   RWC and other Valley-area law enforcement users met to discuss the planning process and performance of the RWC during the recent Super Bowl. Attendance included patrol, special operations, dispatch, City of Phoenix Aviation and FBI personnel. Additionally, attendees debriefed several incidents where interoperability was required. One incident was the active shooter response in the City of Mesa and several pursuits requiring multi-agency response. The incidents were further reviewed at the UASI Interoperability Working Group meeting held at Phoenix Fire EOC on Wednesday, April 22nd.

B. Southwest Valley Fire Districts Membership
   RWC, Phoenix Fire and Motorola are conducting a radio communications coverage and impact assessment for Harquahala, Tonopah and Buckeye Valley Fire Districts for potential membership. The latest meeting continued discussions on needs, coverage and build-out options. Motorola is preparing a proposal for the Fire Districts' consideration.

C. Motorola Updates
   The RWC has facilitated several meetings with Motorola to update RWC and technical staff regarding the progress of the 7.14 upgrade, issues related to subscriber equipment and network and security monitoring services. The TRWC coordinated a briefing on the latest version of Motorola's Inter-Subsystem Interface (ISSI) to keep TRWC and RWC technical staff and members aware of the latest capabilities associated with the evolution of this technology. The ISSI is a means to interconnect systems to facilitate wide-area regional communications.

D. RWC Annual Audit
   The second amendment to City of Phoenix Contract #136239 and engagement letter,
   for independent annual auditing services from Clifton-Larson-Allen (CLA), is being
   processed for approval. RWC Governance 4.4, *Annual Audit*, requires an annual,
   independent audit of RWC financial records. This is the last amendment authorized
   for this contract.

E. RWC Accountant III Vacancy
   The RWC Accountant III position is currently vacant due to the resignation of
   Jeanette Sims on May 12, 2015.

RECOMMENDATION

This agenda item is for information and discussion.