



Regional Wireless Cooperative

Board of Directors

Agenda

November 19, 2020

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 blue card that is available at the entry of the room. 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 August 27, 2020 Meeting This item is for information, discussion, and action.	Chair Paul Luizzi City of Goodyear Est. 2 min.
4)	Membership – Federal Reserve Bank of San Francisco Police Department The purpose of this item is to review and request Board approval of Federal Reserve Bank of San Francisco Police Department request to become an RWC Member. This item is for information, discussion and action.	John Imig RWC Executive Director Est. 5 min.



Regional Wireless Cooperative

Board of Directors

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November 19, 2020

10:00 a.m. – 11:30 a.m.

<p>5)</p>	<p>Revised Policies and Procedures The purpose of this item is to inform the Board about recent revisions to the following procedures and policies.</p> <ul style="list-style-type: none"> A. Revised Policies <ul style="list-style-type: none"> i. Emergency Responder Radio Communications Systems Policy (FKA Radio Amplification Systems Policy) B. Revised Procedures <ul style="list-style-type: none"> i. Election of Chair and Vice Chair Procedure <p>This item is for information, discussion and action.</p>	<p>Nick Roosevelt RWC Management Assistant I</p> <p>Est. 5 min.</p>
<p>6)</p>	<p>Financial Update for Fiscal Year 2019/20 The purpose of this item is to present Fiscal Year 2019/2020 financial updates to the Board.</p> <p>This item is for information, discussion and action.</p>	<p>John Imig RWC Executive Director</p> <p>Almira Santos RWC Accountant III</p> <p>Est. 5 min.</p>
<p>7)</p>	<p>Fiscal Year 2021/22 Capital Projects Request The purpose of this item is to present the proposed approval capital expenditure projects for FY 2021/22 and request approval from the Board.</p> <ul style="list-style-type: none"> A. Cashion Site to Tolleson B. Tatum/Greenway Site to Fire Station 31 C. 10-Year Microwave Replacement Cycle <p>This item is for information, discussion and action.</p>	<p>John Imig RWC Executive Director</p> <p>Thomas Grebner Wireless Communications Manager</p> <p>Est. 15 min.</p>



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November 19, 2020

10:00 a.m. – 11:30 a.m.

<p>8)</p>	<p>RWC Trunked Network FY 2021/22 Subscriber Unit Rate, Budget Overview and 5-Year Plan The purpose of this item is to present the proposed RWC Trunked Network operations and Maintenance (O&M) Subscriber Unit Rate for 2021/22, the proposed 2021/22 Budget, 5-Year Plan, and request approval from the Board. This item is for information, discussion and action.</p>	<p>John Imig RWC Executive Director</p> <p>Almira Santos RWC Accountant III</p> <p>Est. 10 min.</p>
<p>9)</p>	<p>RWC Conventional Network (VHF) FY 2021/22 Subscriber Unit Rate, Budget Overview and 5-Year Plan The purpose of this item is to present the proposed RWC Conventional Network VHF operations and Maintenance (O&M) Subscriber Unit Rate for 2021/22, the proposed 2021/22 Budget, 5-Year Plan, and request approval from the Board. This item is for information, discussion and action.</p>	<p>John Imig RWC Executive Director</p> <p>Almira Santos RWC Accountant III</p> <p>Est. 10 min.</p>
<p>10)</p>	<p>Logging Recorder Billing Options The purpose of this item is to present 3 proposed options for enhancing equity regarding the Systems Upgrade Agreement II logger billing. This item is for information, discussion and action.</p>	<p>John Imig RWC Executive Director</p> <p>Almira Santos RWC Accountant III</p> <p>Est. 10 min.</p>



Regional Wireless Cooperative

Board of Directors

Agenda

November 19, 2020

10:00 a.m. – 11:30 a.m.

<p>11)</p>	<p>RWC Chair and Vice Chair Nomination Process The purpose of this item is to propose that the RWC Chair solicit volunteers or appoint three members of the RWC Board of Director’s to serve on a nominating committee. This item is for information, discussion and action.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 5 min.</p>
<p>12)</p>	<p>Executive Director’s Report</p> <ul style="list-style-type: none"> A. Administrative Aide Introduction – Selena Barner B. 2020 Public Safety Radio System Administrators Forum C. Backhaul Update D. RWC Annual Audit for Fiscal Year 2019/20 Update E. Subscriber Inventory Update F. Other Membership Updates G. Detection System and ERRC Position Update <p>This item is for information only.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 15 min.</p>
<p>13)</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>14)</p>	<p>Adjourn</p>	<p>Chair Paul Luizzi City of Goodyear</p>



**Regional Wireless Cooperative
Board of Directors
MINUTES
November 19, 2020**

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

Board Members Present		Board Members Absent
Chris DeChant – Arizona Fire and Medical Authority	Wayne Clement – Guadalupe	James Hughes – Maricopa
	Peter Wingert* – Paradise Valley	Roy Stanifer – Maricopa Community College District
Jeff Scheetz – Avondale	Kris Dalmolin~ – Peoria	
Bob Costello – Buckeye	Matthew Arvay* – Phoenix	
Val Gale – Chandler	Brad Hartig – Scottsdale	
Alan Zangle – Daisy Mountain Fire District	Ron Deadman~ – Sun City Fire and Medical	
Paul Marzocca – El Mirage	Terry Young – Surprise	
Rick St. John – Glendale	Andrea Glass – Tempe	
Paul Luizzi – Goodyear	Ginger Sanabria – Tolleson	
*Board Alternate	^Non-Voting Alternate	~Telephone Participant

Staff and Public Present		
John Imig – RWC	Nicholas Roosevelt – RWC	Almira Santos – RWC
Selena Barner – 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 mentioned that Items #7 and #10 were withdrawn and would not be discussed at this meeting.

2. Call to the Public

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

RWC Management Assistant Nick Roosevelt replied that no requests were submitted.

3. Approval of RWC Board Meeting Minutes from August 27, 2020

Chair Luizzi asked the Board if any need for discussion on the minutes presented in the meeting packet for the August 27, 2020, Board Meeting. There was no discussion.

A **MOTION** was made by Rick St. John and **SECONDED** by Jeff Scheetz to approve the August 27, 2020, RWC Board meeting minutes.

MOTION CARRIED UNANIMOUSLY (15-0).

4. Membership – Federal Reserve Bank of San Francisco (FRBSF) Police Department

Mr. Imig provided an overview of the FRBSF and explained their communication needs and the membership process. Colen Coggin (FRBSF) shared information regarding their mission and the duties of FRBSF and offered to answer any questions.

A **MOTION** was made by Bob Costello and **SECONDED** by Andrea Glass to approve the FRBSF becoming a member of the RWC.

MOTION CARRIED UNANIMOUSLY (15-0).

5. Revised Policies and Procedures

Mr. Roosevelt presented the revised policy and procedure listed below to the Board. Copies of the policies were included in the meeting packet.

A. Revised Policies

i. Emergency Responder Radio Communications Systems Police (FKA Radio Amplification Systems Policy)

Mr. Roosevelt shared the changes in the policy. The biggest difference being the new requirements of the Class A amplifiers. Tom Grebner

(Phoenix) explained the difference between a Class A and a Class B and the importance of capturing RWC's stance. He also discussed the need for the uniformity across the Network, with the understanding that each Authority Having Jurisdiction (AHJ) may have different codes in place.

B. Revised Procedures

i. Election of Chair and Vice Chair Procedure

Mr. Roosevelt stated that only minor changes were made to eliminate repetitive word usage and align the procedure with current governance.

A **MOTION** was made by Rick St. John and **SECONDED** by Chris DeChant to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (15-0).

6. Financial Update for Fiscal Year 2019/20

Almira Santos (RWC) provided the Board the financial update for FY 2019/20 for the purpose of issuing a settlement of the budget. A report on this topic was provided to the Board. Ms. Santos explained that revenues in FY 2019/20 exceeded expenses by \$477,138.46. Including interest earned in the amount of \$62,835, the total settlement credit to be distributed among members is \$539,973.46.

Ms. Santos stated that some of the reason for these savings were due to the temporary vacancy of the Management Assistant I RWC staff position, only utilizing twenty percent of the contingency expense allotment, the ITS cost savings from the shared sites and majority of the maintenance funds remained untouched.

Ms. Santos read the recommendation that:

"The Executive Director, after review and approval by the Executive Committee, recommends Board approval to apply each Member's FY 2019/20 settlement credit towards their next quarter billing for FY 2020/21."

A **MOTION** was made by Andrea Glass and **SECONDED** by Alan Zangle to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (15-0).

7. Fiscal Year 2021/22 Capital Projects Request

~~A. Cashion Site to Tolleson~~

~~B. Tatum/Greenway Site to Fire Station 31~~

~~C. 10 Year Microwave Replacement Cycle~~

THIS ITEM WAS WITHDRAWN

8. **RWC Trunked Network FY 2021/22 Subscriber Unit Rate, Budget Overview and 5-Year Plan**

Ms. Santos discussed with the Board the proposed RWC fiscal year 2021/22 subscriber unit rate for the trunked RWC network. A report on this topic was provided to the Board. The proposed rate being \$33.46 per subscriber per month. Ms. Santos answered and explained Andrea Glass's (Tempe) and Val Gale (Chandler) questions regarding the increase.

Ms. Glass asked RWC to be mindful of future rate increases due to budget cuts. Mr. Imig and Ms. Santos presented additional information on the ERRC position. Ms. Santos completed her explanation on the budget overview and the 5-year plan.

A **MOTION** was made by Val Gale and **SECONDED** by Rick St. John to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (15-0).

9. **RWC Conventional Network (VHF) FY 2021/22 Subscriber Unit Rate, Budget Overview and 5-Year Plan**

Ms. Santos discussed with the Board the proposed RWC fiscal year 2021/22 subscriber unit rate for the conventional (VHF) RWC network. A report on this topic was provided to the Board. The proposed rate being \$10.28 per subscriber per month. She explained the individual items in the FY 2021 budget and the 5-year plan.

A **MOTION** was made by Chris DeChant and **SECONDED** by Andrea Glass to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (15-0).

10. **Logging Recorder Billing Options**

THIS ITEM WAS WITHDRAWN

11. **RWC Chair and Vice Chair Nomination Process**

Mr. Imig provided the necessary steps to appoint or reappoint three board members to serve as the nominating committee. Chair Luizzi opened the floor for nominations. Mr. Gale, Wayne Clement (Guadalupe) and Ms. Glass all stated they were willing to sit on the committee. Chair Luizzi thanked the members for their nominations and Mr. Imig explained to the nominees that they will have RWC Staff support.

A **MOTION** was made by Ron Deadman and **SECONDED** by Rick St. John to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (15-0).

12. Executive Director's Report

A. Administrative Aide Introduction

Mr. Imig introduced Selena Barner to the board.

B. 2020 Public Safety Radio System Administrators Forum

Mr. Imig told the Board that the annual Public Safety Radio System Administrators Forum was held in October - virtually. This forum brings together system administrators, technical and operations staff, and managers of the various communication systems around the state for information sharing.

C. Backhaul Update

Mr. Imig explained that the board will be presented with updates and budget items as necessary in the future.

D. RWC Annual Audit for Fiscal Year 2019/20 Update

Ms. Santos stated that she is currently working closely with the City of Phoenix Finance Department and CLA to complete the audit. Once completed, the RWC information will be submitted for consideration for another award.

E. Subscriber Inventory Update

Mr. Roosevelt stated that he will be sending out a 90-day reminder by the end of the week as the RWC had only received a few inventories.

F. Other Membership Updates

Mr. Imig updated the board that the VA membership is still on hold and discussed the possibility of Wickenburg becoming a member. Mr. Grebner added Wickenburg still has some technical items to work out.

G. Detection System and ERRC Position Update

Mr. Grebner provided a brief update on both items.

13. Announcements, Public Comment, Future Agenda Items

Brad Hartig (Scottsdale) was having technical difficulties during the meeting. He asked via the chat feature that if a Board member has technical problems if roll call voting can be done. Chair Luizzi said that he and RWC staff will look into it.

14. **Adjournment**

Chair Luizzi requested a motion to adjourn the meeting at 11:10 a.m.

A **MOTION** was made by Rick St. John and **SECONDED** by Val Gale to adjourn the November 19, 2020, Board Meeting.

MOTION CARRIED UNANIMOUSLY (15-0).

Respectfully submitted,

Selena Barner - Administrative Aide



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 19, 2020
FROM:	John Imig, RWC Executive Director Almira Santos, RWC Accountant III		Item 4
SUBJECT:	FEDERAL RESERVE BANK OF SAN FRANCISCO POLICE DEPARTMENT MEMBERSHIP		

THE ISSUE

Starting in early Fiscal Year 2019/20, the Federal Reserve Bank of San Francisco (FRBSF) along with a team from Phoenix Information Technology Services, and the RWC held a series of meetings to determine the requirements for RWC membership. The FRBSF to enhance the communication abilities at the one facility located in the Valley. The City of Phoenix Information Technology Services is confident there are no technical issues that will prevent the FRBSF from coming onboard.

This is a significant milestone for the RWC as the FRBSF would be the first federal government member. This required significant work by all parties to ensure the intergovernmental agreement (IGA) is both applicable, and suitable for a federal government entity.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends the Board approve the Federal Reserve Bank of San Francisco for RWC Membership. If approved, the RWC-FRBSF IGA will be signed by both parties, technical considerations finalized, and a go-live date on the RWC system will be agreed upon. The FRBSF representative would then formally join the Board of Directors at the February 2021 meeting.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 19, 2020
FROM:	John Imig, RWC Executive Director		Item 5
SUBJECT:	REVISED POLICIES AND PROCEDURES		

RWC Governance (section 6.2) requires review of policies and procedures every two years. The policies and procedures listed below have been revised by the Policy Working Group and approved by the Operations Working Group (OWG) and Executive Committee (EC). These revisions are being presented to the Board as **action** items.

- A. Revised Policies
 - i. Emergency Responder Radio Communications Systems Policy (FKA Radio Amplification Systems Policy)
- B. Revised Procedures
 - i. Election of Chair and Vice Chair Procedure

See Addendum A for the items listed above.

BACKGROUND

The Board has previously delegated authority to the EC to approve policies (Policy and Procedure Management Policy A-06.10, section 6.1). However, due to the impact of the presented policy and nature of the procedure, the EC asks these be approved by the Board.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends Board approval of the revised policy and procedure.

Attachments:

- A. Emergency Responder Radio Communications Systems Policy (FKA Radio Amplification Systems Policy)
- B. Election of Chair and Vice Chair Procedure

<p style="text-align: center;">REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</p>	 <p style="text-align: center;">Regional Wireless Cooperative</p>
<p>Subject:</p> <p>Emergency Responder Radio Coverage Systems Policy</p>	<p>No.</p> <p style="text-align: center;">O-12.12</p> <p>Effective Date</p> <p style="text-align: center;">05/24/2012</p> <p style="text-align: center;">Rev: 09/29/2020 04/10/2019</p>

1.0 Purpose

- 1.1. The purpose of this policy is to provide standards for the deployment of Emergency Responder Radio Coverage Systems (ERRCS) to improve radio signal coverage inside of buildings and underground spaces on the Regional Wireless Cooperative (RWC) network.

2.0 Owner

- 2.1. RWC Operations Working Group (OWG).

3.0 Applies To

- 3.1. Any entity installing an ERRCS within the RWC service area and on the radio frequencies licensed from the Federal Communications Commission (FCC) by RWC Member(s).

4.0 Background

- 4.1. An ERRCS is used to enhance radio signals within buildings, structures or other locations where signals would otherwise be inadequate.
- 4.2. An improperly installed or maintained ERRCS can cause interference or degrade radio performance putting first responder safety at risk.
- 4.3. FCC 47 CFR Part 90.219 Use of Signal Boosters and 47 CFR Part 2 FCC Certification Requirements govern use and certification of radio amplification systems.
- 4.4. An ERRCS may include Bi-Directional Amplifiers (BDA), Distributed Antenna Systems (DAS) or other active devices designed to amplify radio signals.

5.0 Policy Statement

- 5.1. Entities desiring to operate an ERRCS on RWC Member-licensed frequencies and within the service area of the RWC network must obtain written consent and approval from the licensee per FCC 47 CFR 90.219 (b)(1)(ii).
 - 5.1.1. A Rebroadcast Authorization Form must be submitted prior to any ERRCS installation. This form can be found at rwcaz.org.
- 5.2. RWC network licensed frequencies are managed by the RWC Administrative Manager.
- 5.3. Enhancement of the RWC VHF Fire Hazard Zone network will not be allowed.

6.0 Supporting Rules

- 6.1. Documents required by the RWC for review when applying for Re-Broadcast Authorization:
 - 6.1.1. Complete ERRCS design including site floorplan with antenna and equipment locations and a riser block diagram showing all floors.
 - 6.1.2. Itemized list of system components including manufacturer make and model numbers.
 - 6.1.3. Baseline pre-treatment signal level testing documentation based on RWC donor site and channel data.
- 6.2. As of the date of this policy, Class A amplifiers (see FCC 47 CFR 90.219 (a)) must be used for any ERRCS installed to operate on the RWC 700 MHz P25 network.
 - 6.2.1. Existing Class B amplifiers must continue to be maintained on an annual basis. If an existing Class B amplifier fails it must be replaced with a Class A amplifier.
- 6.3. ERRCS installation contractors must follow the Authority Having Jurisdiction (AHJ) fire code pertaining to ERRCS installations.
- 6.4. Installation of an ERRCS must follow National Fire Protection Association and/or National Electrical Code jurisdictional standards.
- 6.5. ERRCS owner or installation contractor must submit required documents including the RWC Rebroadcast Authorization form. Required forms and documents can be found at rwcaz.org.
 - 6.5.1. Installation of any ERRCS will not be allowed until the required documents are submitted and approved by the RWC. Once approved, the RWC will provide frequencies and subsite location to use.
- 6.6. The RWC does not require entities to maintain any minimum coverage requirements within buildings or structures.

7.0 Responsibilities

- 7.1. Prior to being energized the system design must be provided to the RWC.

- 7.2. ERRCS RF energy for the uplink is extremely important. Contractor must contact the RWC to arrange the testing process required for energizing an ERRCS.
- 7.3. Once the ERRCS is energized, detailed measurements of signal strength of all areas enhanced must be provided.
- 7.4. New and existing radio amplification systems (signal booster), must be registered with the FCC (<https://signalboosters.fcc.gov/signal-boosters/>).
- 7.5. In the event of interference or malfunction of an ERRCS, the entity responsible for its installation and/or operation shall discontinue operation of the system until it is repaired or interference has been eliminated.
 - 7.5.1. The RWC will work with an offending entity to resolve problems due to interference, pursuant to CFR 90.173(b).
 - 7.5.2. The RWC will de-energize any ERRCS that is causing interference and cannot be resolved immediately.

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.

<p style="text-align: center;">REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</p>	
<p>Subject: Election of Board Chair and Vice Chair Procedure</p>	<p>No. A-13.15</p> <p>Effective Date 9/24/15 Rev: 107/207/2020 9/12/2018</p>

1.0 Purpose

- 1.1. The purpose of this procedure is to establish guidelines for the election of the Regional Wireless Cooperative (RWC) Board Chair and Vice Chair.

2.0 Owner

- 2.1. RWC Board of Directors.

3.0 Applies To

- 3.1. RWC Board members.

4.0 Background

- 4.1. The RWC Board requires a Chair and Vice Chair position to facilitate meetings and Board processes.

5.0 Policy Statement

- 5.1. The RWC Governance provides a definition of Board Chair and Vice Chair in Section [2.2.13.23-2.1.2.1](#). This procedure outlines the process for electing the Board Chair and Vice Chair.

~~[5.1.1. The Vice Chair has no term limit.](#)~~

6.0 Supporting Rules

- 6.1. At least one Board meeting prior to the end of his/her term, the Board Chair will appoint a nominating committee.
- 6.1.1. The committee shall be comprised of at least three (3) RWC Board Members.
- 6.1.2. The committee will solicit and recommend Board Members for nomination of Chair and/or Vice Chair.

- 6.1.2.1. Board Members may volunteer themselves or nominate other Board Members to the Nominating Committee to be placed into nomination for Chair or Vice Chair.
- 6.2. At the next regular Board of Directors meeting, the Nominating Committee presents the names placed into nomination for consideration and a vote by the Board.
- 6.3. The newly elected Chair assumes Chair duties immediately upon adjournment of the election meeting or at the direction of the Board.

7.0 Responsibilities

- 7.1. The Executive Director is responsible for tracking the term of the Chair.
- 7.2. The Executive Director will advise the Executive Committee of the need to elect a new Chair.

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:	November 19, 2020
FROM:	Almira Santos, RWC Accountant III		Item 6
SUBJECT:	FINANCIAL UPDATE FOR FISCAL YEAR 2019/20		

BACKGROUND

The purpose of this report is to present Fiscal Year 2019/20 financial updates to the RWC Board of Directors.

THE ISSUE

The RWC Governance states that year-end expenditure reporting shall be provided to the RWC Board of Directors. This report is a summary of total revenues and expenses for fiscal year 2019/20. Total revenues collected for the fiscal year ended June 30, 2020 were \$7,710,064.48 and total actual operations and maintenance (O&M) expenditures were \$7,226,806.88. Total revenues exceeded total expenses for members by \$477,138.46. After adding interest earned for FY20 of \$62,835.00, this makes up a total settlement credit of \$539,973.46 back to the members.

The main variances from budget to actuals occurred in the following areas contributing revenues to exceed expenses:

- Temporary vacancy in the Management Assistant I position
- Only 20% of the Contingency Expense allotment was used.
- ITS cost savings on Shared Sites.
- Preventative and Facility Maintenance Cycle Reduction

Settlement credits for each member are presented on the next page.

Proposed Regional Wireless Cooperative Settlement Credits

Member	2019/20 Settlement
Arizona Fire & Medical Authority	\$ (5,891.47)
Avondale	(12,637.41)
Buckeye	(11,203.96)
Chandler	(28,820.40)
Daisy Mountain	(5,255.30)
El Mirage	(4,635.45)
Glendale	(31,133.34)
Goodyear	(10,047.38)
Guadalupe	(519.42)
Maricopa	(6,078.98)
Maricopa County Community College District	(5,253.53)
Paradise Valley	(1,854.95)
Peoria	(24,356.22)
Phoenix	(292,131.70)
Scottsdale	(42,761.01)
Sun City FD	(3,337.38)
Surprise	(15,322.52)
Tempe	(34,200.09)
Tolleson	(4,372.01)
	<u>\$ (539,973.46)</u>

RECOMMENDATION

The Executive Director, after review and approval by the Executive Committee, recommends Board approval to apply each member's fiscal year 2019/20 settlement credit towards their next quarter billing for FY20/21.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 19, 2020
FROM:	John Imig, RWC Executive Director Almira Santos, RWC Accountant III	Item 8	
SUBJECT:	RWC TRUNKED NETWORK FISCAL YEAR 2021/22 SUBSCRIBER UNIT RATE, BUDGET OVERVIEW & 5-YEAR PLAN		

BACKGROUND

The purpose of this report is to present the proposed RWC Trunked Network FY2021/22 subscriber unit rate, budget overview and 5-Year Plan to the Board. The Executive Committee’s input and recommendations have been incorporated into the budget proposal.

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 FY2021/22. The rate for FY2021/22 if approved will be \$33.46, which represents an increase of \$0.68 from the previous rate of \$32.78. The reasons for the rate increase are as follows:

- ◆ A cost increase in the Phoenix ITS portion of the RWC budget
- ◆ An increase in the Motorola Service Agreement, KMF and SUA II contract.

Annual Staffing, O&M	\$ 7,935,103
Subscriber Units	19,763
Monthly Subscriber Rate	\$ 33.46

The RWC Budget is made up of the following categories:

- 1) Motorola Contracts - Service Agreement and System Upgrade Agreement (SUA II)
- 2) Phoenix Information Technology and Services (ITS) - Wireless Services, Microwave, Network Services, and Shared Sites.
- 3) RWC Staffing - The cost of five (5) staff positions
- 4) Other Budget Items - Maintenance Manager Costs, Site Leases, Auditing Services, Electricity, and Telecommunications.

For planning purposes, the summary of the RWC Trunked Network FY2021/22 budget by member is reflected below.

RWC Trunked Network FY21/22 Budget Detail

Member	Oct 2020 Radio Count	FY22 O&M/ Staffing	SUA II	FY 2021/22 TOTAL
Arizona Fire & Medical Authority	160	64,242.09	22,790.69	87,033
Avondale	459	184,294.50	65,380.80	249,675
Buckeye	364	146,150.76	51,848.83	198,000
Chandler	1,037	416,369.06	147,712.18	564,081
Daisy Mountain	123	49,386.11	17,520.35	66,906
El Mirage	142	57,014.86	20,226.74	77,242
Glendale	1,060	425,603.86	150,988.34	576,592
Goodyear	456	183,089.96	64,953.48	248,043
Guadalupe	14	5,621.18	1,994.19	7,615
Maricopa	308	123,666.03	43,872.08	167,538
Maricopa County Community College District	229	91,946.50	32,619.18	124,566
Paradise Valley	85	34,128.61	12,107.56	46,236
Peoria	857	344,096.71	122,072.65	466,169
Phoenix	10,490	4,211,872.21	1,494,214.82	5,706,087
Scottsdale	1,539	617,928.63	219,217.98	837,147
Sun City Fire	66	26,499.86	9,401.16	35,901
Surprise	545	218,824.63	77,630.80	296,455
Tempe	1,524	611,905.93	217,081.35	828,987
Tolleson Fire & PD	137	55,007.29	19,514.53	74,522
Members Subtotal	19,595	7,867,648.80	2,791,147.71	10,658,796.51
Associates				
Rural Metro	116	46,575.52		46,576
Maricopa Ambulance	52	20,878.68		20,879
Associates Subtotal	168	67,454.20	-	67,454.20
ESTIMATED TOTALS	19,763	7,935,103.00	2,791,147.71	10,726,250.71

The 5-year plan budget summary and allocation for each member is presented below.

RWC ANNUAL BUDGET	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26
Subscriber Rate	\$ 33.46	\$ 34.17	\$ 34.92	\$ 35.68	\$ 36.46
Estimated Subscriber Count	19,763	19,763	19,763	19,763	19,763
O&M, Staffing	\$ 7,935,103.00	\$ 8,104,471.60	\$ 8,280,371.44	\$ 8,461,253.94	\$ 8,647,268.69
Required Minimum Balance	\$ -	\$ -	\$ -	\$ -	\$ -
System Upgrade Agreement	\$ 2,791,148.00	\$ 2,820,075.00	\$ 2,849,951.00	\$ 2,880,811.00	\$ 2,912,683.00
TDMA	\$ -	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 10,726,251.00	\$ 10,924,546.60	\$ 11,130,322.44	\$ 11,342,064.94	\$ 11,559,951.69

RWC Trunked Network FY22 to FY26 Budget Detail

Member	Oct 2020 Radio Count	FY 2021/22 TOTAL	FY 2022/23 TOTAL	FY 2023/24 TOTAL	FY 2024/25 TOTAL	FY 2025/26 TOTAL
Arizona Fire & Medical Authority	160	87,033	88,640	90,308	92,025	93,791
Avondale	459	249,675	254,287	259,072	263,996	269,062
Buckeye	364	198,000	201,656	205,451	209,356	213,374
Chandler	1,037	564,081	574,499	585,310	596,434	607,882
Daisy Mountain	123	66,906	68,142	69,424	70,744	72,102
El Mirage	142	77,242	78,668	80,149	81,672	83,239
Glendale	1,060	576,592	587,241	598,292	609,663	621,364
Goodyear	456	248,043	252,625	257,378	262,270	267,304
Guadalupe	14	7,615	7,756	7,902	8,052	8,207
Maricopa	308	167,538	170,632	173,843	177,147	180,547
Maricopa County Community College District	229	124,566	126,866	129,254	131,710	134,238
Paradise Valley	85	46,236	47,090	47,976	48,888	49,826
Peoria	857	466,169	474,779	483,713	492,907	502,367
Phoenix	10,490	5,706,087	5,811,472	5,920,832	6,033,363	6,149,160
Scottsdale	1,539	837,147	852,608	868,652	885,162	902,150
Sun City Fire	66	35,901	36,564	37,252	37,960	38,689
Surprise	545	296,455	301,931	307,612	313,459	319,475
Tempe	1,524	828,987	844,298	860,186	876,534	893,357
Tolleson Fire & PD	137	74,522	75,898	77,326	78,796	80,308
Members Subtotal	19,595	10,658,796.51	10,855,652.65	11,059,933.21	11,270,138.07	11,486,443.56
Associates						
Rural Metro	116	46,576	47,570	48,602	49,664	50,756
Maricopa Ambulance	52	20,879	21,324	21,787	22,263	22,753
Associates Subtotal	168	67,454.20	68,893.95	70,389.23	71,926.87	73,508.13
ESTIMATED TOTALS	19,763	10,726,250.71	10,924,546.60	11,130,322.44	11,342,064.94	11,559,951.69

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends Board approval of the FY2021/22 subscriber unit rate of \$33.46 and authorizes the RWC staff to assess the members quarterly.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 19, 2020
FROM:	John Imig, RWC Executive Director Almira Santos, RWC Accountant III	Item 9	
SUBJECT:	RWC CONVENTIONAL NETWORK FISCAL YEAR 2021/22 SUBSCRIBER UNIT RATE, BUDGET OVERVIEW & 5-YEAR PLAN		

BACKGROUND

The purpose of this report is to present the proposed RWC Conventional Network FY2021/22 subscriber unit rate, budget overview and 5-Year Plan to the Board. The Executive Committee’s input and recommendations have been incorporated into the budget proposal.

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 FY2021/22. The rate for FY2021/22 if approved will be \$10.28, which represents a decrease of \$1.11 from the previous rate of \$11.39. The reasons for the rate decrease are as follows:

- ◆ A 6% increase in subscriber units
- ◆ Some anticipated costs were not utilized like electricity and maintenance support.

Annual Staffing, O&M	\$ 484,269.00
Subscriber Units	3,925
Monthly Subscriber Rate	\$ 10.28

The RWC Conventional Network Budget is made up of the following categories:

- 1) Phoenix Information Technology and Services (ITS)
 - a. Wireless Services, Microwave, Network Services, and Shared Sites.
- 2) Other Budget Items
 - a. Including site leases, telecommunications and contingency allowance.

For planning purposes, the summary of the RWC Conventional Network FY2021/22 budget by member is reflected below.

RWC - Conventional Network FY22 Budget Detail					
Member	Radio Count as of Oct 2020	Staffing / O&M	Special Assessments	Minimum Balance	Total Budget
AFMA	94	\$ 11,598	\$ 9,991	\$ -	\$ 21,589
Avondale	87	10,734	9,247	-	19,981
Buckeye	96	11,845	10,204	-	22,048
Chandler	161	19,864	17,112	-	36,977
Daisy Mountain	103	12,708	10,948	-	23,656
El Mirage	44	5,429	4,677	-	10,105
Glendale	209	25,787	22,214	-	48,001
Goodyear	99	12,215	10,523	-	22,737
Guadalupe	11	1,357	1,169	-	2,526
Maricopa	51	6,292	5,421	-	11,713
Peoria	191	23,566	20,301	-	43,867
Phoenix	1,962	242,073	208,537	-	450,610
Scottsdale	238	29,365	25,297	-	54,661
Sun City Fire	58	7,156	6,165	-	13,321
Surprise	143	17,643	15,199	-	32,843
Tempe	242	29,858	25,722	-	55,580
Tolleson	34	4,195	3,614	-	7,809
Members Subtotal	3,823	\$ 471,684	\$ 406,339	\$ -	\$ 878,023
Conditional Participant					
Buckeye Valley	91	\$ 11,228	\$ 9,672	\$ -	\$ 20,900
Harquahala	11	1,357	1,169	-	2,526
Conditional Participant Subtotal	102	\$ 12,585	\$ 10,841	\$ -	\$ 23,426
TOTAL	3,925	\$ 484,269	\$ 417,180	\$ -	\$ 901,449

The 5-year plan budget summary and allocation for each member is presented below.

RWC Conventional Network (VHF) ANNUAL BUDGET	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26
Subscriber Rate	\$ 10.28	\$ 10.33	\$ 10.44	\$ 10.54	\$ 10.65
Estimated Subscriber Count	3,925	3,925	3,925	3,925	3,925
O&M, Staffing	\$ 484,269.00	\$ 486,547.00	\$ 491,867.00	\$ 496,231.00	\$ 501,638.00
Required Minimum Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects	\$ 417,180.00	\$ 351,180.00	\$ 351,180.00	\$ 351,180.00	\$ 351,180.00
Total Budget	\$ 901,449.00	\$ 837,727.00	\$ 843,047.00	\$ 847,411.00	\$ 852,818.00

Member	Radio Count as of Oct 2020	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
AFMA	94	\$ 21,588.84	\$ 20,062.77	\$ 20,190.17	\$ 20,294.69	\$ 20,424.18
Avondale	87	19,981.17	18,568.73	18,686.65	18,783.38	18,903.23
Buckeye	96	22,048.18	20,489.63	20,619.75	20,726.48	20,858.73
Chandler	161	36,976.63	34,362.81	34,581.04	34,760.04	34,981.83
Daisy Mountain	103	23,655.86	21,983.66	22,123.27	22,237.79	22,379.68
El Mirage	44	10,105.42	9,391.07	9,450.72	9,499.63	9,560.25
Glendale	209	48,000.72	44,607.63	44,890.91	45,123.29	45,411.20
Goodyear	99	22,737.18	21,129.93	21,264.12	21,374.19	21,510.57
Guadalupe	11	2,526.36	2,347.77	2,362.68	2,374.91	2,390.06
Maricopa	51	11,713.09	10,885.11	10,954.24	11,010.94	11,081.20
Peoria	191	43,866.69	40,765.82	41,024.71	41,237.06	41,500.19
Phoenix	1,962	450,609.67	418,756.79	421,416.10	423,597.55	426,300.36
Scottsdale	238	54,661.11	50,797.20	51,119.79	51,384.41	51,712.27
Sun City Fire	58	13,320.78	12,379.15	12,457.76	12,522.25	12,602.15
Surprise	143	32,842.60	30,521.01	30,714.83	30,873.82	31,070.82
Tempe	242	55,579.78	51,650.94	51,978.94	52,248.01	52,581.39
Tolleson	34	7,808.74	7,256.74	7,302.83	7,340.63	7,387.47
Members Subtotal	3,823	\$ 878,022.82	\$ 815,956.76	\$ 821,138.51	\$ 825,389.07	\$ 830,655.58
Conditional Participant						
BUCKEYE VALLEY	91	\$ 20,899.84	\$ 19,422.46	\$ 19,545.81	\$ 19,646.98	\$ 19,772.34
HARQUAHALA	11	2,526.36	2,347.77	2,362.68	2,374.91	2,390.06
Conditional Participant Subtotal	102	\$ 23,426.20	\$ 21,770.23	\$ 21,908.49	\$ 22,021.89	\$ 22,162.40
TOTAL	3,925	\$ 901,449.02	\$ 837,726.99	\$ 843,047.00	\$ 847,410.96	\$ 852,817.98

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends Board approval of the FY2021/22 subscriber unit rate of \$10.28 and authorizes the RWC staff to assess the members quarterly.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 19, 2020
FROM:	John Imig, RWC Executive Director		Item 11
SUBJECT:	RWC CHAIR AND VICE CHAIR NOMINATION PROCESS		

BACKGROUND

The new RWC Governance in Section 2.2.2. Chair and Vice Chair states, “The Board must elect one of its members as Chair. The Chair will be the presiding officer of the Board, must serve a two-year term, and remains a full voting Representative. The Chair cannot serve more than two consecutive terms” and “The Board must elect one of its Representatives as Vice Chair. The Vice Chair must execute the duties of the Chair during the absence or disability of the Chair.”

THE ISSUE

Both Fire Chief Paul Luizzi (Goodyear) and Fire Chief Bob Costello (Buckeye) will have served their 2-year term as Board Chair and Vice-Chair culminating in February 2021. Therefore, the Board will need to appoint a new and/or reappoint both the Chair and Vice Chair at the February 2021 Board of Directors meeting.

In keeping with the policy and practice of past Board actions, the Chair will appoint or solicit three volunteers from the Board to serve as a Chair and Vice-chair nominating committee. The nominating committee will solicit nominees for the Chair and Vice Chair positions with the name(s) presented at the February 2021 Board of Directors meeting for a formal vote and appointment to the Chair and Vice Chair positions.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends that the RWC Chair solicit volunteers or appoint three members of the RWC Board of Directors to serve as the nominating committee with the goal to place names into nomination for election of a Chair and Vice Chair at the February 2021 meeting.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 19, 2020
FROM:	John Imig, RWC Executive Director		Item 12
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

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

- A. Administrative Aide Introduction – Selena Barner
- B. 2020 Public Safety Radio System Administrators Forum
- C. Backhaul Update
- D. RWC Annual Audit for Fiscal Year 2019/20 Update
- E. Subscriber Inventory Update
- F. Other Membership Updates
- G. Detection System and ERRC Position Update

RECOMMENDATION

This item is for information and discussion.