



**Board of Directors
Agenda
August 22, 2024
10:00 a.m. – 11:30 a.m.**

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Andrea Glass City of Tempe
2)	Call to the Public A member of the public may request to address the Board by submitting a request to RWC staff via phone or email. Speakers will be considered at the sole discretion of the Board Chair and will be allotted no more than three (3) minutes to speak.	Chair Andrea Glass City of Tempe
3)	Approval of RWC Board Meeting Minutes from the May 16, 2024, Meeting This item is for information, discussion, and action.	Chair Andrea Glass City of Tempe
4)	RWC Board of Directors Chair Nomination Process The purpose of this item is to propose that the RWC Chair solicit volunteers or appoint three members of the Board of Director's to serve on a Board Chair Nominating Committee. This item is for information, discussion, and action.	John Imig RWC Executive Director



5)	<p>RWC Member Asset Acceptance</p> <p>The purpose of this item for the Board to accept Member assets as required by Governance.</p> <p>This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p>
6)	<p>RWC Conventional (VHF) Network Growth Policy</p> <p>The purpose of this item is for the Board to consider adopting a new policy specifically related to the VHF Network.</p> <p>This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p>
7)	<p>New FTE – Radio Shop Lead Position (Split RWC/Network Manager Funded)</p> <p>The purpose of this item is to seek Board approval to partially fund a new position in the Radio Shop.</p> <p>This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p>
8)	<p>Budget Reallocation</p> <p>The purpose of this item is to seek Board approval to reallocate funds from the Security Information and Event Management (SIEM) system to Motorola Solutions Inc. (MSI) routers.</p> <p>This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p>



9)	<p>Executive Director's Report</p> <ul style="list-style-type: none"> A. Executive Committee Changes B. Board & Board Alternate Responsibilities C. T1 to Ethernet Network Upgrade D. Interference Detection System UASI Grant Update E. Subscriber Support Update F. Phoenix Budget and Research Budget Management Score for FY 23-24 G. Subscriber Inventory Responsibilities & Billing Ramifications <p>This item is for information and discussion.</p>	<p>John Imig RWC Executive Director</p>
10)	<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 Andrea Glass City of Tempe</p>
11)	<p>Adjourn</p>	<p>Chair Andrea Glass City of Tempe</p>



2024 RWC Board of Directors Meetings

<u>Date</u>	<u>Location</u>
Thursday, February 29th 10:00 – 11:30	City of Phoenix Public Transit Building 302 N. 1 st Avenue
Thursday, May 16th 10:00 – 11:30	WebEx
Thursday, August 22nd 10:00 – 11:30	WebEx
Thursday, December 5th 10:00 – 11:30	City of Phoenix Public Transit Building 302 N. 1 st Avenue



**Regional Wireless Cooperative
Board of Directors
MINUTES
August 22, 2024**

City of Phoenix
Public Transit Building
302 N. 1st Ave, 7th Floor
Phoenix, Arizona 85003

Board Members Present		Board Members Absent
Shawn Holcomb~ – Arizona Fire and Medical Authority	Bianca Lochner~ – Scottsdale	Jeff Scheetz – Avondale
Greg Platacz~ – Buckeye	Tony Van Roekel*~ – Sun City Fire and Medical	Milton Wiener – FRBSF
Val Gale~ - Chandler	Cody Worrell*~ – Surprise	Paul Luizzi – Goodyear
Alan Zangle~ – Daisy Mountain Fire District	Andrea Glass – Tempe	Jeff McMenemy – Harquahala FD
Paul Marzocca~ – El Mirage	Les Brown~ - Wickenburg	Steen Hambric – Phoenix
Rick St. John~ – Glendale		Garrett Roberts – Tolleson
Wayne Clement~ – Guadalupe		
George Burger~ – Maricopa		
Gretchen Eichner*~ – MCCCCD		
Patrick Beumler~ – Paradise Valley		
Douglas Steele~ – Peoria		
*Board Alternate	^Non-Voting Alternate	~Telephone Participant

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

NOTE: RWC Administrative Staff attendees were accounted for prior to the start of the meeting. No roll call for other RWC Staff members, interested parties, or the public was taken.



10. Announcements, Public Comment, Future Agenda Items

There was no discussion on this item.

11. Adjournment

Chair Glass requested a motion to adjourn the meeting at 10:45 AM.

A **MOTION** was made by Rick St. John and **SECONDED** by Douglas Steele to adjourn the August 22, 2024, Board Meeting.

MOTION CARRIED UNANIMOUSLY (16-0)

Respectfully Submitted,
Selena Barner – Administrative Aide



1. Call to Order, Roll Call and Opening Comments

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

2. Call to the Public

Chair Glass received no response when asked if there were any requests from the public to speak.

3. Approval of RWC Board Meeting Minutes from the May 16, 2024, Meeting

Chair Glass asked the Board if there was any need for discussion on the draft minutes presented from the May 16, 2024, Board Meeting. There was no discussion.

A **MOTION** was made by Douglas Steele and **SECONDED** by Alan Zangle to approve the May 16, 2024, RWC Board meeting minutes.

MOTION CARRIED UNANIMOUSLY (16-0)

4. RWC Board of Directors Chair Nomination Process

Chair Glass discussed the RWC Board Chair Nomination process and the need to appoint three members to the Board Chair Nominating Committee due to her upcoming retirement from the City of Tempe Fire Medical Department on December 27th. Rick St. John (Glendale), Douglas Steele (Peoria), and Val Gale (Chandler) volunteered for the committee. Their goal is to submit nominees for the Board Chair at the December 2024 meeting. John Imig (RWC) stated that the RWC staff would coordinate with the committee members before the December 5th meeting.

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

MOTION CARRIED UNANIMOUSLY (16-0)

5. RWC Member Asset Acceptance

Mr. Imig stated that, per the Capital Equity Policy, the board must vote to accept assets brought to the RWC by members in exchange for equity. The assets for approval today are related to the Town of Wickenburg's infrastructure and the Surprise Spa 2 site. He noted that this process has been done previously and is in line with the RWC Governance.



Mr. Imig added that the Administrative Manager (Phoenix) will assess and grant the equity, which will be presented to the board in February as part of the Annual Comprehensive Financial Report.

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

MOTION CARRIED UNANIMOUSLY (16-0)

6. RWC Conventional (VHF) Network Growth Policy

Mr. Imig explained that the original RWC governance focused on the trunk system and did not cover the VHF Network, which was originally managed by the Phoenix Fire Department. To address this gap, a VHF Expansion Subcommittee was formed to develop policies for expanding the VHF Network, resulting in the new Conventional Network Growth Policy. It has been approved by the Policy Working Group (PWG), Operations Working Group (OWG) and Executive Committee (EC). Mr. Gale confirmed that the policy pertains to new builds, to which Mr. Imig agreed.

A **MOTION** was made by Cody Worrell and **SECONDED** by Val Gale to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (16-0)

7. New FTE – Radio Shop Lead Position (Split RWC/Network Manager Funded)

Mr. Imig explained the need for a new Lead Radio Transport Specialist position at the Phoenix Radio Shop, essential for transitioning the RWC to an MPLS Ethernet System. Although the position is funded in the FY 25 budget, it requires Board approval due to delays in the City of Phoenix's process. Wayne Clement (Guadalupe) questioned the need for approval since the position is budgeted, and Mr. Imig clarified that Board approval is necessary to create it. Mr. Grebner emphasized the complexity of the new network and the requirement for specialized skills. Chair Glass recognized the challenges involved. Mr. Clement voiced his opposition to the request.

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

MOTION CARRIED (15-1)

Chief Wayne Clement (Guadalupe) – Opposed



8. Budget Reallocation

Mr. Imig explained that following negotiations with Motorola Solutions, it was discovered that the originally planned Ethernet routers might cause technical issues, such as audio hiccups and voting errors, which could endanger law enforcement and fire services. To address this risk, he proposed reallocating \$108,269.19 in savings from the Juniper Solutions Project. This amount was previously authorized by the Board in May for a Security Information and Event Management System. However, due to delays in the purchasing process, the funds would not be usable in time for that system. Instead, he suggested using the funds to procure the necessary new routers.

A **MOTION** was made by Val Gale and **SECONDED** by Cody Worrell to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (16-0)

9. Executive Director's Report

A. Executive Committee Changes

Mr. Imig introduced Lisa Faison (Goodyear) as the new IT Representative and Doug Sandstrom (Buckeye) as the new Municipal Representative for EC. He announced that the EC is now fully appointed.

B. Board & Board Alternate Responsibilities

Mr. Imig emphasized the need of effectively communicating key decisions and information from board meetings within their organizations. He noted that board responsibilities extend beyond approving budgets and items; they also involve disseminating critical information throughout their respective organizations.

C. T1 to Ethernet Network Upgrade

Mr. Grebner reported that his team successfully installed routers and network equipment during the Motorola contract negotiations. He mentioned that Justin Matta (Phoenix) is developing the MPLS protocol with Motorola's subject matter expert. Overall, the project is progressing well.

D. Interference Detection System UASI Grant Update

Mr. Grebner reported that the team secured another grant to purchase six additional receivers. Currently, three have been deployed, with plans to install the other three at designated sites. He noted that this system has been very beneficial,



especially during the Super Bowl when they quickly identified issues with a rogue BDA system.

E. Subscriber Support Update

Mr. Imig gave shared that he reached out to member agencies over the past year to find radio support staff willing to assist smaller agencies lacking internal resources for subscriber support services like programming and troubleshooting. The Radio Shop, led by Mr. Grebner and his team, has agreed to provide these services on a case-by-case basis. Member agencies are encouraged to contact the Radio Shop for inquiries, as several agencies have already entered into agreements for this support.

F. Phoenix Budget and Research Budget Management Score for FY 23-24

Mr. Imig shared that the annual fiscal budget score from the Phoenix Budget and Research Department graded the RWC's performance as "exceptional." This marks several consecutive years of earning this distinction. Last year, the RWC came in 21.7% under budget.

G. Subscriber Inventory Responsibilities & Billing Ramifications

Mr. Imig emphasized the importance of subscriber inventory management, stressing that agencies must keep inventories current to avoid billing errors. He cited a recent incident in which an agency did not properly submit workbooks resulting in an overbilling of 150 radios, roughly \$48,000. This error caused other agencies to be underbilled, requiring a rebalancing and re invoicing of the entire membership.

Chair Glass expressed support for the RWC staff and executive director, acknowledging their hard work. She reminded board members and alternates of their responsibility to communicate key information back to their organizations and represent the RWC accurately. She emphasized the importance of subscriber inventory management to prevent future issues and highlighted the need for diligence in this area.

Additionally, Chair Glass congratulated the RWC staff on receiving an "excellent" management score. She stated her appreciation for the fiscal responsibility and recognized the added workload from billing challenges, commending the team's efforts and positive outcomes.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 22, 2024	
FROM:	John Imig, RWC Executive Director			Item 4
STAFF:	Nicholas Roosevelt, RWC Management Assistant II			
SUBJECT:	RWC BOARD OF DIRECTORS CHAIR NOMINATION PROCESS			

BACKGROUND

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."*

THE ISSUE

Chair Andrea Glass will no longer be able to serve as the Board Chair as she will be retiring from the City of Tempe Fire Department this year.

In keeping with the policy and practice of past Board actions, the Chair shall request (or appoint) three (3) members of the Board to serve as a Board Chair Nominating Committee. The Nominating Committee will then elicit nominees for the Chair position with the name(s) presented at the December 5, 2024 Board of Directors meeting for a formal vote and appointment.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends that the RWC Chair elicit volunteers or appoint three (3) members of the RWC Board of Directors to serve as the Nominating Committee with the goal of submitting nominees for Board Chair at the December 2024 RWC Board meeting.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 22, 2024	
FROM:	John Imig, RWC Executive Director			Item 5
STAFF:	Almira Santos, RWC Accountant IV Nicholas Roosevelt, RWC Management Assistant II			
SUBJECT:	RWC MEMBER ASSET ACCEPTANCE			

BACKGROUND

The RWC Governance, section 3.4 RWC Capital Equity, states *“If a Member brings assets to the RWC and the Board accepts the assets on behalf of the RWC, the Member’s Equity will increase based on the value of the assets at the time of transfer to the RWC, as agreed upon by the contributing Member and the Administrative Managing Member.”*

The RWC Board is being asked to officially accept the following Member assets completed in the last fiscal year or not previously credited toward a Members’ equity. If approved, the Administrative Manager (i.e. City of Phoenix) will begin the process of assessing an equity value, which will then be presented for Board approval in February as part of the RWC Annual Comprehensive Financial Report (ACFR).

Member	Site
Surprise	SPA 2
Wickenburg	WICK

RECOMMENDATION

The RWC Executive Director, after review and concurrence of the Executive Committee, hereby recommends the Board accept these assets on behalf of the RWC per Governance section 3.4.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 22, 2024	
FROM:	John Imig, RWC Executive Director			Item 6
STAFF:	Nicholas Roosevelt, RWC Management Assistant II			
SUBJECT:	RWC CONVENTIONAL (VHF) NETWORK GROWTH POLICY			

BACKGROUND

RWC policy requires that any new policies be approved by the Board of Directors. Attached is the proposed *Conventional (VHF) Network Growth Policy* (Attachment A). This policy was proposed and drafted by the VHF Expansion Working Group, approved by the Policy Working Group, the Operations Working Group, and the Executive Committee.

THE ISSUE


RWC Governance was originally drafted to address only the original RWC 700MHz Trunked Network. Since the RWC took over responsibilities for the VHF Conventional (Fire Hazard-Zone) Network in 2019, Governance and RWC Policies and Procedures have been applied successfully to both. Earlier this year, the VHF Expansion Working Group was formed to specifically address upcoming expansion needs to the VHF/Conventional Network, driven by the continuing, unprecedented growth in the Valley.

While Trunked Network expansion is typically borne by the Member agencies, and then turned over to the RWC in exchange for equity, the VHF Network is different. When a Member adds sites to the VHF Network, the RWC may need to add additional voter shelves and channel bank equipment to accommodate the new site. As this equipment is located on the RWC side of the Network and will benefit not only a single Member, but also the future growth of the VHF Network as a whole, it has been proposed that the RWC should consider this a VHF network-wide cost.

If approved, the RWC would consider any future voter shelf and/or channel bank equipment the fiscal responsibility of the VHF Membership.

RECOMMENDATION

The RWC Executive Director, after review and concurrence of the Executive Committee, recommends the Board approve the newly created Conventional (VHF) Network Growth Policy.

REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES	
	No. A-14.24
Subject: Conventional (VHF) Network Growth Policy	Created: XX/2024 Prior Rev:

1.0 Purpose

- 1.1. The purpose of this policy is to define the RWC's responsibilities with respect to Network growth on the Conventional (VHF) Fire Hazard Zone Network.

2.0 Owner

- 2.1. RWC Board of Directors (Board).

3.0 Applies To

- 3.1. All RWC VHF Members in relation to VHF specific projects.

4.0 Background

- 4.1. RWC Governance is not specific in terms of the VHF Network, specifically in regard to growth. The VHF Expansion Working Group was tasked with identifying what aspects of expansion projects shall be considered an RWC responsibility.

5.0 Policy Statement

- 5.1. VHF expansion can be driven by Member growth or Board directed projects. Unless specified by the Board of Directors, when a Member driven expansion project is undertaken this policy will act as the guide for what equipment will be assumed by the RWC.
- 5.2. The RWC recognizes that some equipment, while acquired to accommodate a Member's growth, will be utilized for Network as a whole and thus is an RWC responsibility.

6.0 Supporting Rules

- 6.1. All Members are responsible for their own site builds which includes integration into the RWC radio network.

6.1.1. Site builds consist of radio equipment, antennas/antenna systems, tower infrastructure, and network equipment for connectivity and monitoring.

6.2. Members may transfer the acquired property to the RWC per Governance Section 4.1.

6.3. Members must act in adherence with their Phoenix Fire Regional Dispatch System agreement.

7.0 Responsibilities

7.1. The RWC will be responsible for the following items when expansion takes place:

7.1.1. Voter Shelves

7.1.2. Channel Bank equipment located at Phoenix Fire Department Regional Dispatch facilities.

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:	August 22, 2024	
FROM:	John Imig, RWC Executive Director			Item 7
STAFF:	Almira Santos, RWC Accountant IV Nicholas Roosevelt, RWC Management Assistant II			
SUBJECT:	NEW FTE – RADIO SHOP LEAD POSITION (SPLIT RWC/NETWORK MANAGER FUNDED)			

BACKGROUND

The Phoenix Radio Shop (as the RWC Network Manager) is requesting RWC partial funding of a new Lead Radio Transport Specialist. This position will be largely focused on the RWC's transition from the legacy T1 connections to the Multiprotocol Label Switching (MPLS) Ethernet system (currently funded by the RWC). This position will be responsible for supervising the current Transport Specialist, as well as providing direction to Radio Shop technicians and RWC vendors on the project. This position will also oversee installation, maintenance, and repair of RWC network related infrastructure.

COST

If approved, the RWC will be responsible for 80 % of the position with the City of Phoenix covering the other 20%. The RWC's portion will be \$88,603.00 annually. For FY25, it would be paid using cost savings, with the ongoing costs built into the budget beginning in FY26.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends Board approval to partially fund the new Lead Radio Transportation Specialist.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 22, 2024	
FROM:	John Imig, RWC Executive Director			Item 8
STAFF:	Thomas Grebner, Deputy Chief Information Officer John Sater, RWC Wireless Systems Supervisor Almira Santos, RWC Accountant IV			
SUBJECT:	RWC BUDGET REALLOCATION			

BACKGROUND

Earlier this month Motorola Solutions Inc. (MSI) provided the RWC with data that showed the RWC's originally planned ethernet routers may be problematic. MSI's Fast Reroute (FRR) and Bidirectional Forwarding Detection (BFD) protocols may not function smoothly on the original routers including but not limited to audio hiccups and voting issues. This is not a risk the RWC is willing to take, and it is imperative we change direction.

In May, the RWC Board of Directors (Board) reallocated \$108,269.19 in savings from the Juniper Solutions Inc. portion of the T1 to Ethernet Project to purchase a Security Information and Event Management (SIEM) system. Due to delays in the SIEM purchasing process, and given the new information from (MSI), staff recommends reallocating these funds to be used for MSI routers.

RECOMMENDATION

The RWC Executive Director, after review and concurrence by the Executive Committee, recommends the Board reallocate funds from the planned SIEM purchase to the purchase of MSI routers.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 22, 2024	
FROM:	John Imig, RWC Executive Director			Item 9
STAFF:	Thomas Grebner, City of Phoenix Deputy Chief Information Officer Nicholas Roosevelt, RWC Management Assistant Almira Santos, RWC Accountant IV			
SUBJECT:	EXECUTIVE DIRECTOR’S REPORT			

BACKGROUND

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

- A. Executive Committee Changes
- B. Board & Board Alternate Responsibilities
- C. T1 to Ethernet Network Upgrade
- D. Interference Detection System UASI Grant Update
- E. Subscriber Support Update
- F. Phoenix Budget and Research Budget Management Score for FY 23-24
- G. Subscriber Inventory Responsibilities & Billing Ramifications

RECOMMENDATION

This item is for information and discussion.