



Board of Directors
Agenda
August 25, 2022
10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Paul Luizzi City of Goodyear
2)	Call to the Public A member of the public may request to address the Board by submitting a request to RWC staff via phone or email. Speakers will be considered at the sole discretion of the Board Chair and will be allotted no more than three (3) minutes to speak.	Chair Paul Luizzi City of Goodyear
3)	Approval of RWC Board Meeting Minutes from the May 19, 2022, Meeting This item is for information, discussion, and action.	Chair Paul Luizzi City of Goodyear
4)	RWC Board Meeting Plans for Calendar Year 2023 The purpose of this item is to present the CY 2023 meeting venues. This item is for information and discussion.	John Imig RWC Executive Director & Nick Roosevelt RWC Management Assistant



<p>5)</p>	<p>Budget Update for Fiscal Year 2021-22 The purpose of this item is to provide the Board an update on the fiscal year ending June 30, 2022. This item is for information and discussion.</p>	<p>John Imig RWC Executive Director & Almira Santos RWC Accountant</p>
<p>6)</p>	<p>Project Updates The purpose of this item is for both the RWC and Network Manager to present updates on the following projects:</p> <ul style="list-style-type: none"> • Tolleson WTP • Wickenburg • Surprise • Interference Detection System UASI Grant Update • TDMA <p>This item is for information and discussion.</p>	<p>John Imig RWC Executive Director & Thomas Grebner RWC Wireless Communications Manager</p>
<p>7)</p>	<p>Executive Director's Report</p> <ul style="list-style-type: none"> • Fire Code Working Group and ERRCS Expected Changes • Cyber Security Initiative • FY 21-22 External Audit • COP Budget and Research Exceptional Budget Management Score for RWC FY 21-22 • GFOA Annual Award • Executive Director Out of Office <p>This item is for information and discussion.</p>	<p>John Imig RWC Executive Director</p>



8)	<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 Paul Luizzi City of Goodyear</p>
9)	<p>Adjourn</p>	<p>Chair Paul Luizzi City of Goodyear</p>

2022 RWC Board of Directors Meetings

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



**Regional Wireless Cooperative
Board of Directors
MINUTES
August 25, 2022**

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

Board Members Present		Board Members Absent
Kane Nixon* – Arizona Fire and Medical Authority	James Hughes – Maricopa	Jeff McMenemy – Harquahala FD
Jeff Scheetz – Avondale	Michael Cole – Paradise Valley	Roy Stanifer – Maricopa Community College District
Greg Platacz – Buckeye	Kris Dalmolin – Peoria	
Jason Jessamine* - Buckeye Valley FD	Steen Hambric – Phoenix	
Val Gale - Chandler	Bianca Lochner – Scottsdale	
Alan Zangle – Daisy Mountain Fire District	Rob Schmitz – Sun City Fire and Medical	
Paul Marzocca – El Mirage	Tracy Montgomery – Surprise	
Mike Romney* – FRBSF	Andrea Glass – Tempe	
Rick St. John – Glendale	Ginger Sanabria – Tolleson	
Paul Luizzi – Goodyear	Les Brown - Wickenburg	
Wayne Clement – Guadalupe		
*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 asked RWC Management Assistant, Nick Roosevelt (RWC) to take Roll Call.

2. Call to the Public

Chair Luizzi asked if there were any requests from the public to speak. Selena Barner (RWC) replied that no requests were submitted.

3. Approval of RWC Board Meeting Minutes from the May 19, 2022, Meeting

Chair Luizzi asked the Board if there was any need for discussion on the draft minutes presented from the May 19, 2022, Board Meeting. There was no discussion.

A **MOTION** was made by Tracy Montgomery and **SECONDED** by James Hughes to approve the May 19, 2022, RWC Board meeting minutes.

MOTION CARRIED UNANIMOUSLY (21-0)

4. RWC Board Meeting Plans for Calendar Year 2023

John Imig (RWC) mentioned that the Board has been meeting virtually since May of 2020, to meet the safety guidelines. He stated that at the direction of the Board, the RWC Staff has come up with a meeting plan for the Calendar Year 2023. Mr. Imig shared that they will offer a hybrid option for larger agenda Board Meetings—February and November—and continue to meet virtually only for the smaller agenda Board Meetings in May and August. The in-person location will be held at the Phoenix Public Transit Building located at 302 N. 1st Avenue.

Chair Luizzi stated that the first in-person Board meeting will be held in February of 2023.

5. Budget Update for Fiscal Year 2021-22

Almira Santos (RWC) gave a brief overview of the budget for FY 2021/22 with the current expenses as of June 2022. She explained the breakdown of all the components for the Trunked Network and the Conventional Network (VHF). Ms. Santos shared how the year-long vacancy for the ERRCS position contributed the most to the total amount of the Cost Savings.

James Hughes (Maricopa) congratulated Ms. Santos for coming approximately \$800,000 under budget overall. Val Gale (Chandler) pointed out that the Personnel Services item in



the Board Report should be corrected from over budget to under budget. Chair Luizzi thanked Ms. Santos for a great job.

6. Project Updates

A. Tolleson WTP

Thomas Grebner (Phoenix) stated that the move from the Cashion site to the Tolleson WTP has been completed and that the new site is now fully operational. He explained that eliminating the Cashion lease will save \$85,000 annually.

B. Wickenburg

Mr. Grebner shared that the dispatch consoles have been installed and they are currently waiting on the DC Power Plant. He mentioned that the Motorola PM stated that it should arrive the 1st of September.

C. Surprise

Mr. Grebner mentioned that the tower has been erected. He explained that this project has been delayed until the 1st or 2nd Quarter of next year due to Motorola losing their supplier for the shelter and the generator.

D. Interference Detection System UASI Grant Update

Mr. Grebner shared they should receive the remaining receivers within the next few weeks. He mentioned that this will be a key component in dealing with the interference during the Super Bowl.

E. TDMA

Mr. Grebner stated that the Network Operations Center is working on getting all the capable agencies converted to TDMA status prior to the Super Bowl. He mentioned that the City of Phoenix PD, Sky Harbor and a few other members are at full TDMA status already.

Mr. Hughes stated that he understood the complexity of preparing for the Super Bowl and asked Mr. Grebner if there was anything the Board needed to be aware of. Mr. Grebner mentioned that Phoenix Fire has been hosting the Super Bowl Interoperable Communications Subcommittee to ensure that the event runs smoothly.



Chair Luizzi asked Mr. Grebner if he and/or his staff will be involved with the Next Gen 911 upgrades. Mr. Grebner explained that they do carry some circuits for MR911 which is handled by his Transport Engineer, John Sater, but stated that nothing has been done.

7. Executive Director's Report

A. Fire Code Working Group and ERRCS Expected Changes

Mr. Imig gave a brief explanation on why the Fire Code Working Group was formed and that they met at the beginning of the week. He mentioned that the meeting went very well and that they received great input from the AHJ Representatives. Mr. Imig shared that he and Mr. Grebner's team will be able to attend future AHJ Fire Marshal meetings throughout the Valley to discuss the RWC ERRCS policy.

Mr. Imig explained that the updates to the ERRCS Policy is still in process as it relates to campus style building projects. He also mentioned that there is an entire page, on the RWC website, dedicated to in-building treatment. Mr. Imig encouraged other Fire Representatives to join the Fire Code Working Group by contacting the RWC or their Board Representatives.

B. Cyber Security Initiative

Mr. Imig explained that Motorola will be moving towards an Ethernet (Networking) based system that will be implemented over the next couple of years. Mr. Imig shared a few details on the old system and expressed the importance of heightened awareness for Cyber Security. The City of Phoenix is advising on external vendors that can assist with assessments and ongoing monitoring.

C. FY 21-22 External Audit

Mr. Imig mentioned that the RWC has been working with the external auditors, CLA, and stated that the Letter of Engagement has been signed. The final results will be shared during the February 2023 Board Meeting. Mr. Imig shared that they are looking for a Board Member to fill the vacancy in the Audit Committee and that Mr. Roosevelt will follow up with an email request.



D. COP Budget and Research Exceptional Budget Management Score for RWC FY 21-22

Mr. Imig stated that the RWC received the City of Phoenix Budget and Research Exceptional Budget Management Award.

E. GFOA Annual Award

Mr. Imig said that the RWC received the GFOA Annual Award for responsible budgeting and for following the GFOA guidelines and principles. Chair Luizzi thanked Ms. Santos and the RWC Staff for an amazing job maintaining the RWC's budget and finances.

F. Executive Director Out of Office

Mr. Imig shared that he will be out of the office for three weeks in September prior to the next Board meeting. He mentioned that, during his absence, the RWC Staff will be available to answer any questions or concerns that the members might have and stated that the staff will be able to reach him in case of a crisis.

8. Announcements, Public Comment, Future Agenda Items

There was no discussion on this item.

9. Adjournment

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

A **MOTION** was made by Andrea Glass and **SECONDED** by Alan Zangle to adjourn the August 25, 2022, Board Meeting.

MOTION CARRIED UNANIMOUSLY (21-0)

Respectfully Submitted,
Selena Barner – Administrative Aide



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 25, 2022
FROM:	John W Imig, RWC Executive Director Nick Roosevelt, RWC Management Assistant		Item 4
SUBJECT:	RWC BOARD MEETING PLANS FOR CALENDAR YEAR 2023		

BACKGROUND

The RWC has conducted the Board of Directors Meeting virtually since May 2020. The Executive Director, at the May 2022 meeting, presented the Board with options for returning to in-person or hybrid meetings beginning in Calendar Year 2023. The Board asked that a plan for CY 2023 be presented at the August 2022 meeting.

LOCATION FOR CY 2023

RWC staff has researched potential locations for the Board meetings and has concluded the Public Transit Department’s (PTD) large conference room located at 302 N. 1st Ave, Phoenix, AZ 85003, 7th Floor is the best option.

This conference room is large and used by PTD to host their Citizen Transportation Committee. It has been outfitted with all the needed technology for the RWC to accommodate virtual attendance. The later was extremely important when choosing a location as the RWC Membership has grown by four (4) new Members since 2020, it now encompasses 23 agencies, ranging from Wickenburg to the City of Maricopa, and from the Harquahala Valley to Scottsdale. The location will also be familiar as it is in the same building as the previous meeting location—the Maricopa Association of Governments. Parking is also convenient.



VENUE FOR CY 2023

The RWC would like to gauge interest in the Board Chair's suggestion to base in-person meetings on the weight of the agenda. Thus, staff recommends the following for CY 23:

- **In-Person** meetings (with a hybrid option) for **February** and **November** Board Meetings at PTD
- **Virtual Only** meetings for **May** and **August** on Webex

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 25, 2022
FROM:	John W Imig, RWC Executive Director		Item 5
SUBJECT:	BUDGET UPDATE FOR FISCAL YEAR 2021-22		

BACKGROUND

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

RWC Trunked Network O&M components:

- **Personnel Services**
 - FY22 Budget: \$586,556
 - FY22 Actual/Commitment as of June 2022: \$577,614 (102%)
- **Contractual Services** (Tower Leases, Motorola Service Agreement, Auditing Services, Electricity, Property Insurance, etc.)
 - FY22 Budget: \$3,437,479
 - FY22 Actual/Commitment as of June 2022: \$2,977,838 (87%)
- **Commodities** (Supplies, Facilities Maintenance, Contingency, etc.)
 - FY22 Budget: \$20,500
 - FY22 Actual/Commitment as of June 2022: \$1,785 (9%)
- **Capital Outlay** (SUA II, Other projects)
 - FY22 Budget: \$2,791,148
 - FY22 Actual/Commitment as of June 2022: \$2,885,096 (103%)
- **Expenditure Transfers** (IT Expenses)
 - FY22 Budget: \$3,939,223
 - FY22 Actual/Commitment as of June 2022: \$3,545,315 (90%)

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

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

RWC Conventional Network (VHF) O&M components:

- **Contractual Services** (Tower Leases, Electricity, Telecom, etc.)
 - FY22 Budget: \$202,810
 - FY22 Actual/Commitment as of June 2022: \$98,261 (48%)
- **Commodities** (Contingency)
 - FY22 Budget: \$50,000
 - FY22 Actual/Commitment as of June 2022: \$0.00 (0%)
- **Capital Outlay** (Special projects)
 - FY22 Budget: \$417,180
 - FY22 Actual/Commitment as of June 2022: \$359,099 (86%)
- **Expenditure Transfers** (IT Expenses)
 - FY22 Budget: \$231,459
 - FY22 Actual/Commitment as of June 2022: \$129,982 (56%)

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 25, 2022
FROM:	John W Imig, RWC Executive Director Thomas Grebner, RWC Wireless Communications Manager	Item 6	
SUBJECT:	PROJECT UPDATES		

BACKGROUND

The purpose of this item is for both the RWC and Network Manager to present updates on the following projects:

- Tolleson WTP
- Wickenburg
- Surprise
- Interference Detection System UASI Grant Update
- TDMA

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 25, 2022
FROM:	John Imig, RWC Executive Director		Item 7
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

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

- Fire Code Working Group and ERRCS Expected Changes
- Cyber Security Initiative
- FY 21-22 External Audit
- COP Budget and Research Exceptional Budget Management Score for RWC FY 21-22
- GFOA Annual Award
- Executive Director Out of Office

RECOMMENDATION

This item is for information and discussion only.