



Regional Wireless Cooperative

Board of Directors

Agenda

August 29, 2019

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Paul Luizzi
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
3)	Approval of RWC Board Meeting Minutes from the May 23, 2019 Meeting This item is for information discussion, and action.	Chair Paul Luizzi Est. 2 min.
4)	RWC Audit Committee Vacancy The purpose of this item is to select a replacement for a vacancy on the RWC Audit Committee. This item is for information, discussion, and action.	John Imig RWC Executive Director Est. 5 min.
5)	Communication System Strategic Alliance (CSSA) Update The purpose of this item is to advise the Board about three (3) task orders created by the CSSA. This item is for information and discussion.	John Imig RWC Executive Director Est. 5 min.



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<p>6)</p>	<p>Conventional Network Billing The purpose of this item is to provide an update about the billing for the Conventional Network (AKA the “VHF” or “Fire” Network), which began with the new fiscal year on July 1, 2019. This item is for information and discussion.</p>	<p>John Imig RWC Executive Director Est. 10 min.</p>
<p>7)</p>	<p>Project Update The purpose of this item is to provide an update about current projects. This item is for information and discussion.</p>	<p>Tom Grebner Wireless Communications Manager City of Phoenix Est. 10 min.</p>
<p>8)</p>	<p>Executive Director’s Report A. Formation of the Fire Code Working Group B. Annual Audit C. GFOA Award D. Performance Achievement Budget Management Award E. Staffing Update This item is for information and discussion.</p>	<p>John Imig RWC Executive Director Est. 5 min.</p>
<p>9)</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</p>



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10)	Adjourn	Chair Paul Luizzi
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**Regional Wireless Cooperative
Board of Directors
MINUTES
August 29, 2019**

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

Board Members Present			Board Members Absent
Mark Burdick*	Paul Luizzi		Roy Stanifer
Mike Folia*	Wayne Clement		Freeman Carney
Bob Costello~	James Hughes		Kris Dalmolin
Val Gale	Matthew Arvay*		Ron Deadman
Alan Zangle	Brad Hartig		Terry Young
Paul Marzocca	Brenda Buren~		
Brent Ackzen*	Ginger Sanabria		
*Board Alternate	~Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

John Imig	Michael Billingsly		
David Clarke	George Freund		
Almira Santos	Mike Folia		
Thomas Grebner	Nick Spino		
Rodney Collazo	Jennifer Hagen		
James Hernandez			
~Telephone Participant			

1. **Call to Order, Roll Call and Opening Comments**
Board Chair Paul Luizzi called the meeting of the Regional Wireless Cooperative (RWC) Board of Directors (Board) to order at 10:03 AM.
2. **Call to the Public – None**
3. **Approval of RWC Board Meeting Minutes from May 23, 2019**
A **MOTION** was made by Brad Hartig and **SECONDED** by James Hughes to approve the May 28, 2019, RWC Board meeting minutes. **MOTION CARRIED UNANIMOUSLY (13-0).**

Note: Mark Burdick, representing the Arizona Fire and Medical Authority, arrived at the meeting following the action taken by the Board on item 3.

4. RWC Audit Committee Vacancy

This item was pulled from the agenda without discussion or action.

5. Communication System Strategic Alliance (CSSA) Update

RWC Executive Director John Imig provide an update the Board about the work being done by the CSSA. He recapped the history of the formation of the CSSA, the current membership of the CSSA, which consists of the RWC and the TOPAZ Regional Wireless Cooperative (TRWC), and the functions of the CSSA.

Mr. Imig told the group that the CSSA has jointly drafted three (3) task orders. The task orders are items that can be jointly coordinated between members of the Alliance. The first task order is regarding the Motorola Support Services Contract. This allows the RWC and the TRWC to jointly develop a services contract with Motorola.

The second task order is for supply and support contracts for subscriber units (individual radios). Mr. Imig explained that currently the majority of the members of the RWC and TRWC purchase subscriber units through the Arizona State Contract. This state contract is still in effect, but the CSSA task order allows the Alliance to create their own supply and support contract and negotiate their own pricing.

The third task order is for software licensing, which coordinates with the hardware portion of other task orders. This would allow negotiation by the Alliance for independent pricing for the procurement and licensing of software.

Mr. Imig explained that a fourth task order is in development, which is in support of the Fire Code Working Group. This group is working to provide standardization around the installation of in-building radio coverage treatments such as bi-directional antennas (BDA) and distributed antenna systems.

6. Conventional Network Billing

Mr. Imig asked Almira Santos, the RWC Accountant III, to brief the Board about the status of the billing for the Conventional Network.

Ms. Santos recapped the background of the plan for billing users of the Conventional Network. She explained that on February 28, 2019, the Board approved the Fire Conventional Network fiscal year 2019/2020 Subscriber Unit Rate of \$10.71 and the Required Minimum Balance (RMB), beginning on July 1, 2019. The first quarter Operations and Maintenance (O&M) and RMB billings were recently mailed out to all Members and Conditional Participants. In July, the total radio count for the Conventional Network is 3,577. This is 91 radios more than the count in February, which resulted in an increase in revenue of \$2,923.83.

Ms. Santos provided comparisons of estimates vs actuals of the O&M and the RMB in the packet given to the Board and discussed these topics with visual aids presented in the room.

Chair Luizzi asked if a department chooses to add subscribers mid-year how those additional units would be billed. Mr. Imig responded that each Member's billing is calculated quarterly and adjusted if necessary.

7. Project Update

Tom Grebner, the Wireless Communications Manager for the City of Phoenix, provided a visual presentation to the group and discussed the status of various projects involving the RWC.

Mr. Grebner told the Board that Black Canyon City Fire Station 143 has a new tower. The VHF equipment has been installed and tested. A drive test will be conducted next week to see how far the signal carries.

Mr. Grebner explained that at the Sunset Point Project the top portion of the tower has been bent, which has caused a delay. He stated that Chief Alan Zangle (Daisy Mountain Fire District) is working with the vendor to resolve this issue. The VHF equipment has been installed in the adjacent shelter. This is a joint project with the Arizona Department of Public Safety and the Arizona Department of Transportation.

Mr. Grebner continued that Black Canyon City has an agreement to place a passive microwave system on a tower belonging to American Tower in their jurisdiction, which will connect Black Canyon City to Sunset Point. The Microwave has been installed. Final approval is pending.

Mr. Grebner informed the Board about the ongoing project to improve the road on North Mountain. The RWC Tower on North Mountain is a main hub for the Network. This road improvement is a City of Phoenix project, not an RWC project, but it does impact the RWC as this road provides access to the RWC Tower. The road is primarily used by hikers, and it has been widened, treated for drainage, and retaining walls with railings have been installed. He said that the project began in February 2018 and completion is anticipated by the end of September 2019.

Mr. Grebner told the Board about the new 700 MHz site planned for the Buckeye Valley Fire Department on Burnt Mountain. This site is on land that belongs to the Bureau of Land Management (BLM), which requires a more extensive approval process than other sites. BLM has informed him that this request will be submitted for approval in September.

Mr. Grebner explained that the City of Buckeye is planning to build a new sub-site. Locations for this are currently being considered. A new tower has been installed at Goodyear Police Headquarters. This site still needs a new shelter, generator, and RF

equipment. The City of Surprise is looking at options to add infrastructure in their area. The microwave replacement project for the City of Scottsdale is planned for this fiscal year. The Scottsdale VHF replacement will occur in fiscal 2021.

Mr. Grebner informed the Board that Simulcast A, which is used by the Phoenix Police Department, was recently brought down by a BDA that had been installed by a private vendor. Radio traffic for Phoenix PD was transferred to Simulcast B while this issue was investigated. He noted that it was very concerning that the Network could be brought down by one BDA. He said that he worked with Phoenix Fire Assistant Chief Jeff Schripsema to create a working group to address this vulnerability through fire codes. This is an ongoing collaborative effort with jurisdictions around the Valley.

Mr. Grebner updated the Board about the status of the VHF system that was installed in the Town of Paradise Valley at their new site for 700 MHz. This has improved coverage in the area.

Mr. Grebner told the Board that the 7.18 software upgrade will start in September.

8. Executive Director's Report

A. Formation of the Fire Code Working Group – Mr. Imig elaborated on the topic presented earlier by Mr. Grebner about Network vulnerabilities caused by BDAs. He explained that a meeting of Valley Fire Marshalls and various technical and administrative staff was recently held to collaborate on solutions. This meeting included representatives from the TRWC and its Member Agencies as well. Out of this meeting, the Fire Code Working Group was formed to address issues caused by in building radio coverage treatments. This group will discuss regional standardized requirements for vendors who install these types of equipment, including vendor qualifications, approval, and familiarization with installation standards, as well as ways to inform developers of these requirements. A process for inspection, verification, and enforcement will also be addressed. The group will also look into the authority of the RWC to lead on these issues, as well as the possibility of a full-time position for a regional enforcement manager.

B. Annual Audit – Mr. Imig told the Board that the RWC annual audit, which will be conducted by the accounting firm CliftonLarsonAllen, is currently underway. An update will be provided to Board at the next meeting.

C. GFOA Award – Mr. Imig expressed his appreciation to Almira Santos for her ongoing efforts to keep the RWC financially sound. He stated that the RWC has again received an award from the Government Finance Officers Association (GFOA) for Excellence in Financial Reporting, an award that the RWC has received for numerous consecutive years.

D. Performance Achievement Budget Management Award – Mr. Imig informed the Board that the RWC has been recognized by the Budget and Research Department of the City of Phoenix for a very good Budget Management Score. This means the RWC has adhered to its planned budget with only a minor variance of a few percent under. This shows that the RWC is doing a good job of managing finances on behalf of the Members. Mr. Imig noted that this is due to the hard work of Almira Santos.

E. Staffing Update – Mr. Imig told the board that the RWC Administrative Staff still has one vacancy, the Management Assistant I (MAI) position. He stated that to better manage the needs of the team, he will be looking for someone with accounting experience for the MAI position to assist Almira Santos as her workload has increased. He explained that to allow the new MAI the time needed to assist Ms. Santos, some of the duties that were previously the responsibility of the MAI will be shifted to David Clarke. The position currently occupied by Mr. Clarke, Administrative Aide, is planned to be upgraded to an Administrative Assistant position, which would be in line with the additional responsibilities he will be assuming.

9. Announcements, Public Comment, Future Agenda Items

Mr. Luizzi announced that the next RWC Board meeting will be on November 21, 2019.

10. Adjournment

Chair Luizzi adjourned the meeting at 10:39 a.m.

A **MOTION** was made by Brent Ackzen and **SECONDED** by James Hughes to adjourn the August 29, 2019 Board Meeting. **MOTION CARRIED UNANIMOUSLY (14-0).**

Respectfully submitted,

David Clarke, Administrative Aide



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 29, 2019
FROM:	John Imig, RWC Executive Director		Item 4
SUBJECT:	RWC Audit Committee Vacancy		

BACKGROUND

In 2011, at the recommendation of the auditing firm of CliftonLarsonAllen LLP, the RWC Board of Directors created a three-person Audit Committee made up of Board Members to represent the RWC in reviewing the findings and recommendations of the outside audit firm. Members serve three-year terms.

ISSUE

Chief Rick St. John recently retired from the City of Glendale and as such will no longer serve on the Board of Directors as well as the Audit Committee. A replacement Board Member is therefore needed to fill the vacancy on the Audit Committee.

The other two current members of the Audit Committee are Assistant Chief Val Gale, from the Chandler Fire Department, and Chief Terry Young, from Surprise Police Department, who were both selected at the February 2019 Board Meeting.

RECOMMENDATION

The Executive Director, after review and approval by the Executive Committee, recommends the Board of Directors seek a volunteer from or select a member of the Board of Directors to serve a new three-year term on the Audit Committee to replace Chief Rick St. John.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 29, 2019
FROM:	John Imig, RWC Executive Director	Item 5	
SUBJECT:	Communications Systems Strategic Alliance (CSSA) Update		

BACKGROUND

- The Master IGA approving the CSSA between the RWC and the TRWC was formally approved at the November 2018 Board meeting. The IGA stipulates that the two systems may jointly collaborate on such efforts as equipment purchasing, use of facilities and co-location of equipment, maintenance services, research and development, and policies and procedures.
- Three supporting Task Orders have been developed to date, addressing the potential for collaboration in (1) Support Services Contracts, (2) Subscriber Supply and Support Contracts and (3) Software Licensing. A fourth Task Order is being drafted to address the Fire Code initiative being discussed during the Executive Director's Report.
- There are further meetings in preparation for possible expansion of the CSSA to other systems besides the RWC and TRWC.

RECOMMENDATION

This item is for information and discussion.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 29, 2019
FROM:	John Imig, RWC Executive Director Almira Santos, RWC Accountant III		Item 6
SUBJECT:	CONVENTIONAL NETWORK BILLING		

PURPOSE

The purpose of this item is to provide an update about the billing for the Conventional Network (AKA the "VHF" or "Fire" Network), which began with the new fiscal year on July 1, 2019.

BACKGROUND

On February 28, 2019, the RWC Board of Directors approved the Fire Conventional Network (VHF) Fiscal year 2019/20 Subscriber Unit Rate of \$10.71 and the Required Minimum Balance (RMB) estimated budget to be implemented on July 1, 2019.

DISCUSSION

The RWC Conventional Network billing for the FY2020 1st Quarter Operations and Maintenance (O&M) and the RMB invoices was recently mailed out to all Members and Conditional Participants.

The July 2019 Radio count had a total of 3,577 which is 91 radios more than February 2019 radio count we used to estimate the budget. This resulted in \$2,923.83 increase in revenue for the first quarter.

Most of the member's radio count changed from the February 2019 radio count basis which resulted in either an increase or decrease in their share of cost.

RECOMMENDATION

This agenda item is for information and discussion only.

Attachments:

- A) RWC Conventional Network, FY2020 Q1 O&M Comparison of Actual vs Estimates
- B) RWC Conventional Network, FY2020 RMB Comparison of Actual vs Estimates

A) RWC Conventional Network, FY2020 Q1 O&M Comparison of Actual vs Estimates

RWC Members	July 2019 Count of Equipment	Feb 2019		Financial Impact
		Radio Count on Board Report	increase/ (decrease)	
ITC-AZ-FIRE-AND-MED-AUTHORITY	41	47	(6)	(192.78)
ITC-AVONDALE-FD	69	69	0	0.00
ITC-BUCKEYE-FD	95	95	0	0.00
ITC-CHANDLER-FD	160	160	0	0.00
ITC-DAISY-MOUNTAIN-FD	70	64	6	192.78
ITC-EL-MIRAGE-FD	23	25	(2)	(64.26)
ITC-GLENDALE-FD	156	192	(36)	(1,156.68)
ITC-GOODYEAR-FD	72	90	(18)	(578.34)
ITC-GUADALUPE-FD	7	8	(1)	(32.13)
ITC-MARICOPA-FD	51	47	4	128.52
ITC-PEORIA-FD	128	155	(27)	(867.51)
ITC-SCOTTSDALE-FD	229	237	(8)	(257.04)
ITC-SUN-CITY-FIRE	56	56	0	0.00
ITC-SURPRISE-FD	117	108	9	289.17
ITC-TEMPE-FD	240	222	18	578.34
ITC-TOLLESON-FD	23	34	(11)	(353.43)
PHOENIX FD	1,925	1,785	140	4,498.20
Members Subtotal	3,462	3,394	68	2,184.84
Conditional Participant				
ITC-BUCKEYE-VALLEY-FD	88	41	47	1,510.11
ITC-HARQUAHALA-VALLEY-FD	11	33	(22)	(706.86)
ITC-TONOPAH-FD	16	18	(2)	(64.26)
Conditional Participants Subtotal	115	92	23	738.99
Grand Total	3,577	3,486	91	2,923.83

B) RWC Conventional Network, FY2020 RMB Comparison of Actual vs Estimates

RWC Members	July 2019 Count of Equipment	Feb 2019 Radio Count Board Report	increase/ (decrease)	RMB Estimates presented to Board	Actual RMB charge using July 2019 count	Financial Impact from Estimates
ITC-AZ-FIRE-AND-MED-AUTHORITY	41	47	(6)	754.95	892.29	137.34
ITC-AVONDALE-FD	69	69	0	1,108.34	1,080.14	(28.20)
ITC-BUCKEYE-FD	95	95	0	1,525.97	1,487.15	(38.82)
ITC-CHANDLER-FD	160	160	0	2,570.05	2,504.67	(65.38)
ITC-DAISY-MOUNTAIN-FD	70	64	6	1,028.02	1,095.79	67.77
ITC-EL-MIRAGE-FD	23	25	(2)	401.57	360.05	(41.52)
ITC-GLENDALE-FD	156	192	(36)	3,084.07	2,442.06	(642.01)
ITC-GOODYEAR-FD	72	90	(18)	1,445.66	1,127.10	(318.56)
ITC-GUADALUPE-FD	7	8	(1)	128.50	109.58	(18.92)
ITC-MARICOPA-FD	51	47	4	754.95	798.36	43.41
ITC-PEORIA-FD	128	155	(27)	2,489.74	2,003.74	(486.00)
ITC-SCOTTSDALE-FD	229	237	(8)	3,806.89	3,584.81	(222.08)
ITC-SUN-CITY-FIRE	56	56	0	899.52	876.64	(22.88)
ITC-SURPRISE-FD	117	108	9	1,734.79	1,831.54	96.75
ITC-TEMPE-FD	240	222	18	3,565.95	3,757.00	191.05
ITC-TOLLESON-FD	23	34	(11)	546.14	360.05	(186.09)
PHOENIX FD	1,925	1,785	140	28,672.17	30,134.33	1462.16
Members Subtotal	3,462	3,394	68	54,517.29	54,445.30	(71.99)
Conditional Participant						
ITC-BUCKEYE-VALLEY-FD	88	41	47	658.58	1,377.57	718.99
ITC-HARQUAHALA-VALLEY-FD	11	33	(22)	530.07	172.20	(357.87)
ITC-TONOPAH-FD	16	18	(2)	289.13		(289.13)
Conditional Participants Subtotal	115	92	23	1,477.78	1,549.77	71.99
Grand Total	3,577	3,486	91	55,995.07	55,995.07	0.00



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 29, 2019
FROM:	John Imig, RWC Executive Director		Item 8
SUBJECT:	Executive Director's Report		

BACKGROUND

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

- 1) Formation of the Fire Code Working Group
- 2) Annual Audit
- 3) GFOA Award
- 4) Performance Achievement Budget Management Award
- 5) Staffing Update

RECOMMENDATION

This item is for information and discussion.