



Regional Wireless Cooperative

Board of Directors

Agenda

February 22, 2018

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Imig Peoria
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 Chairman, and will be allotted no more than three (3) minutes to speak.	Chair Imig Peoria
3)	Approval of RWC Board Meeting Minutes from November 16, 2017 Meeting This item is for information, discussion, and action.	Chair Imig Peoria Est. 2 min.
4)	RWC ANNUAL AUDIT FOR FISCAL YEAR 2016/2017 The purpose of this item is to update the Board on the findings of the RWC's Annual Audit. This item is for information, discussion and possible action.	Mr. Ronald Stearns, CPA – CliftonLarsonAllen, LLP Est. 15 min.
5)	RWC Fiscal Year 2018-19 Subscriber Unit Rate The purpose of this item is to present the proposed O&M Subscriber Unit Rate for 2018/2019 and request approval from the Board. This item is for information, discussion and action.	Mr. David Felix – RWC Executive Director Almira Santos - RWC Accountant III Est. 5 min.



Regional Wireless Cooperative

Board of Directors

Agenda

February 22, 2018

10:00 a.m. – 11:30 a.m.

6)	<p>RWC Draft Governance Document Update The purpose of this item is to update the Board on the responses received from members to the draft Governance document. This item is for information, discussion, and possible action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 min.</p>
7)	<p>Communications Systems Strategic Alliance IGA (CSSA) The purpose of this item is to solicit and eventually appoint volunteers from the RWC Board and user representatives to the CSSA Coordinating Council. This item is for information, discussion, and possible action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 min.</p>
8)	<p>Phoenix Fire VHF Management Transition to RWC Board The purpose of this item is authorize the formation of a working group to study the feasibility of bringing Fire VHF management under the RWC. This item is for information, discussion, and possible action.</p>	<p>Mr. David Felix – RWC Executive Director Chief Scott Walker – Phoenix Fire Dept.</p> <p>Est. 10 min.</p>
9)	<p>Approval of Associate Status for Maricopa Ambulance The purpose of this item is to approve Associate Status for Maricopa Ambulance. This item is for information, discussion, and possible action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>



Regional Wireless Cooperative

Board of Directors

Agenda

February 22, 2018

10:00 a.m. – 11:30 a.m.

<p>10)</p>	<p>Approval of new Executive Committee Member The purpose of this item is to request approval from the Board of the new Executive Committee Member. This item is for information, discussion, and possible action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>
<p>11)</p>	<p>Executive Director’s Retirement – December 2018 The purpose of this item is to discuss Executive Director David Felix’s retirement in December 2018. This item is for information, discussion, and possible action.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>
<p>12)</p>	<p>Executive Director’s Report A. Potential New Memberships: i. Arizona State University ii. Buckeye Valley Fire Department</p> <p>This item is for information and discussion.</p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 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 Imig Peoria</p>
<p>14)</p>	<p>Adjourn</p>	<p>Chair Imig Peoria</p>



**Regional Wireless Cooperative
Board of Directors
MINUTES
February 22, 2018**

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

Board Members Present			Board Members Absent
Tim Van Scoter	John Imig		Kevin Artz
Mike Folia*	Danny Johnson		Bill Long
Bob Costello	Milton Dohoney		Rick St. John
Brad Miller	Brad Hartig		Wayne Clement
Michael Ashley*	Mike Frazier		Michael Cole
Paul Luizzi	Ginger Sanabria (Tolleson)* ^		Ron Deadman
Lonnie Inskeep			Brenda Buren
Les Strickland			Bob Hansen
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

Rajit Jhaver	Jeanine Besnier		
Dave Collett			
Jeff Schripsema			
Ron Stearns			
Jesse Cooper			
Dale Waters			
David Felix			
David Clarke			
Almira Santos			

1. Call to Order, Roll Call and Opening Comments

Chair John Imig called the meeting to order at 10:01 AM.

2. Call to the Public – None

3. Approval of RWC Board Meeting Minutes from November 16, 2017.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Mike Frazier to approve the November 16, 2017 RWC Board meeting minutes. **MOTION CARRIED UNANIMOUSLY (13-0).**

4. Phoenix Fire VHF Management Transition to RWC Board

Chief Scott Walker, Assistant Chief of the Phoenix Fire Department, briefed the Board on the Phoenix Fire VHF system and the rationale for moving its management under RWC governance. The VHF system is used by the regional fire departments for fire and hazard-zone communications under conditions that are unique to the fire fighter environment. Phoenix Fire has been the primary funding source for all maintenance and upgrades to the VHF system with no additional financial support. Chief Walker requested the RWC Board form a working group to evaluate the technical, financial, and governance requirements to transition the current Fire VHF infrastructure under RWC governance.

RWC Executive Director David Felix said that VHF is a simpler system to manage and the funding model under the RWC already exists to support it. A working group will help define what is being spent on the VHF system, the technical requirements over a long period of time and research appropriate policy and procedure issues. City of Phoenix IT staff have already started researching some these issues.

Chief Luizzi asked if there is any crossover for police or other partners on the system. Mr. Felix said that as the research evolves, this might be a possibility, however, the VHF system was designed for the unique nature of fire ground operations. Right now the focus needs to be on fire ground operations.

Dale Shaw of the TRWC offered assistance to the RWC with this issue.

A **MOTION** was made by Brad Hartig and **SECONDED** by Lonnie Inskeep to approve formation of a working group to study what is necessary to bring the Phoenix Fire VHF System under the management of the RWC. **MOTION CARRIED UNANIMOUSLY (13-0).**

5. RWC Annual Audit for Fiscal Year 2016/17

David Felix introduced Ron Stearns from CliftonLarsonAllen, LLC. Mr. Stearns thanked the Board for allowing him to be there to present the findings of the RWC 2017 Audit.

Mr. Stearns stated that the audit was finished in December, 2017, which is earlier than in previous years. He stated that an unmodified clean opinion on the RWC financial statements has been issued. No fraudulent transactions or irregular payments were found. No material weaknesses or deficiencies in the internal control structure were found.

Total assets were just over \$87M, of that cash or cash equivalent was approximately \$7M as of June 30, 2017. Equity was approximately \$81.6M. The RWC has a stable balance sheet. There were no new accounting policies or changes to accounting policies during 2017.

Chair Imig thanked David Felix and the RWC staff for the work on the Audit.

Mr. Felix added that RWC Accountant Almira Santos is reviewing budgeting and research practices used in the past. She is also working with the City of Phoenix Finance and Budget and Research Departments to make sure items like the Subscriber Unit Rate calculations and the Yearly Settlement amounts are solid.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Lonnie Inskeep to approve the RWC 2017 Annual Audit. **MOTION CARRIED UNANIMOUSLY (13-0).**

6. **RWC FY 2018-19 Subscriber Unit Rate**

Almira Santos explained that the Subscriber Unit Rate is determined by dividing the Staffing and O&M budget by the estimated number of subscribers on the network. As of October, 2017 there were 18,480 subscribers. The rate for 2018/19, if approved, will be \$30.97 per radio per month, which represents a \$.67 increase from the previous year. The increase in the rate, she explained, is due to a slight increase in the Phoenix ITS RWC portion of the budget and also because of the new online interoperability resource scheduling application subscription fee.

A summary of the budget breakdown by Member was provided.

Brad Hartig asked about the increase in the ITS portion of the Subscriber Unit Rate occurred. Both Ms. Santos and David Felix said they didn't know what caused the increase but will look into the specifics. The answer can be a follow-up item.

Mr. Felix pointed out for the record that the Executive Committee on February 8, 2018 approved the previous estimated Subscriber Unit Rate of \$31.64, with the caveat that this number would change after the 7 + 5 City of Phoenix financial process.

A **MOTION** was made by Brad Hartig and **SECONDED** by Mike Frazier to approve the 2018/2019 Subscriber Unit Rate and to authorize the RWC staff to invoice the members quarterly. **MOTION CARRIED UNANIMOUSLY (13-0).**

7. **RWC Draft Governance Document Update**

David Felix updated the Board on the current status of the Draft Governance Document. Responses to the draft document are still being processed by RWC Staff. The document was last reviewed by the Governance Working group (GWG) on February 14, 2018. The immediate goal of the GWG is to have the new Governance document approved at the May 24, 2018 RWC Board meeting. The long term goal is to have the Governance document, Attachment A, signed by all the members by December 31, 2018.

Chair Imig encouraged members whose legal staff has not reviewed the document, to please do so and return it to the RWC staff as soon as possible.

No Action Taken

8. Communications Systems Strategic Alliance IGA

The City of Phoenix approved the RWC to enter into the Communications Systems Strategic Alliance (CSSA) IGA with Topaz Regional Wireless Cooperative (TRWC). The CSSA IGA document defines a Coordinating Council that provides oversight, evaluation, and recommendations to the Boards of Directors related to all activities or initiatives that emanate from committees and working groups established under the CSSA IGA. Each party is required to appoint two (2) representatives by their respective Boards: an executive level representative who has direct involvement with the governance decision making process for their respective system; and a user representative who is an actual user of their system. This will result in four (4) representatives total on the CSSA Coordinating Council.

The recommendation is that the RWC Board solicit or appoint volunteers for both the executive level and user level representative to the CSSA Coordinating Council. Because of the technical level of the user representative needed, David Felix would like to solicit the Operations Working Group for identifying volunteers. The TRWC has already selected their two CSSA Coordinating Council members.

Brad Hartig stated that although this CSSA is between the RWC and the TRWC, the vision is to eventually bring in other systems statewide. The idea is to create interoperability and compatibility across a much larger region.

Dale Shaw of the TRWC stated that Pinal County is expressing interest in joining the CSSA IGA. Both the RWC and the TRWC border Pinal county.

Chair Imig asked that the Board members get back to Mr. Felix with any recommendations.

No Action Taken

9. Approval of Associate Status for Maricopa Ambulance

The City of Scottsdale entered into a contract with Maricopa Ambulance (MA) to provide ambulance services on their behalf. This service began on February 17, 2018. MA needed access to the RWC network prior to this date to have their radios programmed, tested, and ready for service. Since this date was prior to the February 22, 2018 RWC Board of Directors meeting, David Felix authorized Conditional Participant status to MA. This item requests that MA transition from Conditional Participant status to an Associate status and will be billed for their per radio use on the RWC network.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Lonnie Inskeep to approve Maricopa Ambulance Associate status. **MOTION CARRIED UNANIMOUSLY (13-0).**

10. Approval of new Executive Committee Member

Dave Heck, the Chief Information Office of the City of Tempe, resigned from his position as the Executive Committee IT Representative. Mr. Heck served for over eight years, nearly as long as the RWC has existed. RWC interested parties were solicited for nominations for his position. Two candidates were endorsed: Tracy Mills, a City of Surprise Technical Services Manager and Alan Claypool, the Chief Information Officer for the City of Goodyear. The current RWC Executive Committee membership includes Jessie Cooper, City of Phoenix, the Chair, representing Police; Mike Gent, City of Surprise, Vice Chair, representing Municipal Services; Tom Grebner, City of Phoenix, representing the RWC Administrating Manager; and Jeff Schripsema, City of Phoenix Fire, representing Fire Services.

Mike Frazier asked to withdraw his nomination of Tracy Mills, as there is already a representative from Surprise on the Committee.

A **MOTION** was made by Brad Hartig and **SECONDED** by Mike Frazier to elect Alan Claypool as the new Executive Committee IT Representative Member. **MOTION CARRIED UNANIMOUSLY (13-0).**

11. Executive Director's Retirement

David Felix announced his retirement from the City of Phoenix in December, 2018. Typically, the City of Phoenix Human Resources (HR) won't announce an employee's departure any sooner than 90 days beforehand. The official announcement of his retirement would be in October, 2018. This will delay the Executive Director selection process. HR granted Mr. Felix permission to start his retirement process in March to give the Board enough time to begin the selection process. Mr. Felix volunteered to serve as an advisor to the selection committee. The Board will need to work with the City of Phoenix HR Department directly to develop and manage the process.

Milton Dohoney stressed that the RWC Board might want to start communication with HR right away to frame the selection process and to create a position description.

Chair Imig suggested that a working group be established at the May Board meeting and asked for Board members to consider volunteering for this working group.

No Action Taken

12. Executive Director's Report

A. Potential New Memberships:

1. Arizona State University – Creative Communications and Motorola are speaking with ASU about the various options for updating their radio systems, including RWC membership.
2. Buckeye Valley Fire Department – Buckeye Valley Fire Department received a public safety bond that was approved for equipment, facilities, and a radio communication system. This was based on a proposal from Motorola several years ago to bring them into the RWC and to establish additional coverage in the far west valley.

11. Announcements & Future Agenda Items

Les Strickland stated that this was the first Board meeting he's been able to attend. He has been the Interim Manager at Maricopa Community Colleges since August, 2017. This will also be his last meeting as he will be retiring on March 3, 2018 and that there should be a permanent person in his position by the next Board meeting.

The next RWC Board meeting will be on May 24, 2018.

12. Adjournment

Chair Imig adjourned the meeting at 11:04 a.m.

A **MOTION** was made by Mike Frazier and **SECONDED** by Paul Luizzi to adjourn the February 22, 2018 Board Meeting. **MOTION CARRIED UNANIMOUSLY (13-0)**.

Respectfully submitted,

Jeanine Besnier, Management Assistant I



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2018
FROM:	Almira Santos – RWC Accountant III		Item 4
SUBJECT:	RWC ANNUAL AUDIT FOR FISCAL YEAR 2016/2017		

BACKGROUND

The RWC financial audit has been completed by the audit firm of CliftonLarsonAllen, LLP. The RWC Audit Committee met with the auditors and RWC staff to review the audit findings and will present their findings to the RWC Board of Directors.

THE ISSUE

On December 20, 2017, the Audit Committee met with representatives from CliftonLarsonAllen, LLP to review the draft Comprehensive Annual Financial Report (CAFR), relevant documents and recommendations. The following are key highlights from the meeting and the Fiscal Year 2016/2017 RWC financial statements audit:

- On December 20, 2017, CliftonLarsonAllen, LLP issued an unmodified or “clean” opinion.
- The appointed RWC Audit Committee, acting on behalf of the Board of Directors, reviewed the audited financial statements and agreed with the audit opinion.
- The RWC audited financial statements include \$81.7 million in net position and approximately \$16.3 million in annual operating revenues.
- The significance of the “clean” audit is that all financial responsibilities were properly managed and accounted by RWC staff.
- There were no additional administrative recommendations to management for this audit period.
- CliftonLarsonAllen, LLP will formally brief the RWC Board of Directors on the audit process and its findings at the February 22, 2018 RWC Board meeting.

RECOMMENDATION

The Audit Committee and Executive Committee recommend Board approval of the audit findings and 2017 CAFR.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2018
FROM:	David Felix, RWC Executive Director Almira Santos, Accountant III		Item 5
SUBJECT:	RWC FISCAL YEAR 2018/19 SUBSCRIBER UNIT RATE		

BACKGROUND

On November 16, 2017, the RWC Board of Directors approved the budget for fiscal year (FY) 2018/19, with the understanding that the subscriber unit rate would be set in the Spring of 2018. The purpose of this report is to present the FY2018/19 subscriber unit rate.

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 FY2018/19. The rate for FY2018/19 if approved will be \$30.97, which represents a \$0.67 increase from the current rate of \$30.30. The reasons for the rate increase are as follows:

- ◆ A cost increase in the Phoenix ITS portion of the RWC budget
- ◆ A new subscription service for a secure online scheduling application (ResourceGuruApp.com) was added

Annual Staffing, O&M	\$ 6,868,179
Subscriber Units	18,480
Monthly Subscriber Rate	\$ 30.97

For planning purposes, the summary of the RWC’s 2018/19 budget by member is reflected on the following page.

RECOMMENDATION

The RWC Executive Committee recommends the Board approve the FY 2018/19 subscriber unit rate of \$30.97 and authorize the RWC staff to assess the members quarterly.

RWC 18/19 Budget Detail						
Member	Radio Count	Staffing / O&M	SUAll System Upgrade	TDMA Conversion Phase II-B	Minimum Balance	Total Budget
Arizona Fire & Medical Authority	82	\$ 30,476	\$ 11,066	\$ 17,459	\$ -	\$ 59,001
Avondale	394	146,432	53,173	83,889	-	283,493
Buckeye	328	121,903	44,266	69,836	-	236,005
Chandler	1,000	371,655	134,956	212,915	-	719,526
Daisy Mountain	25	9,291	3,374	5,323	-	17,989
El Mirage	109	40,510	14,710	23,208	-	78,429
Glendale	1,218	452,675	164,377	259,331	-	876,384
Goodyear	420	156,095	56,682	89,424	-	302,201
Guadalupe	10	3,717	1,350	2,129	-	7,195
Maricopa	214	79,534	28,881	45,564	-	153,979
Maricopa County Community College District	235	87,339	31,715	50,035	-	169,089
Paradise Valley	110	40,882	14,845	23,421	5,110	84,258
Peoria	911	338,577	122,945	193,966	-	655,488
Phoenix	9,865	3,666,374	1,331,343	2,100,410	-	7,098,127
Rural Metro	126	46,828	-	-	-	46,828
Scottsdale	1,509	560,827	203,649	321,289	-	1,085,765
Sun City Fire	60	22,299	8,097	12,775	-	43,172
Surprise	522	194,004	70,447	111,142	-	375,593
Tempe	1,220	453,419	164,647	259,757	-	877,822
Tolleson	122	45,342	16,465	25,976	-	87,782
Estimated Totals	18,480	\$ 6,868,179	\$ 2,476,986	\$ 3,907,848	\$ 5,110	\$ 13,258,127



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2017
FROM:	David Felix, RWC Executive Director		Item 6
SUBJECT:	RWC Draft Governance Document Update		

BACKGROUND

The purpose of this report is to update the Board on the status of the final draft of the RWC Governance document and next steps. The RWC Governance Working Group (GWG) developed an updated and improved draft RWC Governance "Attachment A" to the RWC Intergovernmental Agreement (IGA). The RWC Board of Directors has frequently received updates on this activity.

At the November 16, 2017 Board meeting, RWC staff asked that Board members forward the document to their legal counsel and that the results be returned to staff by Friday, February 9. The document was then emailed to members on December 4, 2017. Recommended changes and edits received are still being compiled by RWC staff with the support of City of Phoenix Attorney David Francis. The draft document was last reviewed during a Governance Working Group meeting on February 14, 2018.

DISCUSSION

The immediate goal of the GWG is to have the new Governance document approved at May 2018 RWC Board of Directors meeting. The long-term goal is to have the Governance document, Attachment A, signed by all RWC Member entities by December 31, 2018.

RECOMMENDATION

This agenda item is for information, discussion, and possible action.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2018
FROM:	David Felix, RWC Executive Director		Item 7
SUBJECT:	Communications System Strategic Alliance (CSSA)		

BACKGROUND

On January 10, 2018 the City of Phoenix City Council, on behalf of the RWC, approved the RWC to enter into the Communications System Strategic Alliance (CSSA) Intergovernmental Agreement (IGA) with the City of Mesa on behalf of the Topaz Regional Wireless Cooperative (TRWC).

ISSUE

The CSSA IGA defines a “Coordinating Council” that provides oversight, evaluation and recommendations to the Boards of Directors related to all activities or initiatives which emanate from committees or workgroups established under the CSSA IGA.

At this juncture, the Board of Directors is required to appoint an “executive level” representative “...who has direct involvement in the governance decision-making process for their respective System...” -- and a “user level” representative “...that is an actual user of that Party’s System who possesses an understanding of routine operational system use.”

RECOMMENDATION

The Board solicit volunteers or appoint executive and user representatives to the CSSA Coordinating Council.

This agenda item is for information, discussion, and possible action.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2018
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	Phoenix Fire VHF Management Transition to RWC Board		

BACKGROUND

The Phoenix Fire VHF System, which is a shared resource used by all Valley Fire Partners, is an essential service used for fire ground and hazard zone communications. This system is completely independent from the existing RWC Trunked System.

The Phoenix Fire Department is looking into bringing the management of the Phoenix Fire VHF System under the umbrella of the RWC. For several years there have been ongoing discussions between various interested parties regarding this transition, with the vision that the RWC Board would provide management oversight, expansion planning, budgeting, etc., in the same way that the RWC Board currently does for the RWC Trunked System.

ISSUE

To prepare for this possible transition, the Phoenix Fire Department would like to request that the RWC Board authorize the formation of a working group to study the feasibility and requirements of bringing the Phoenix Fire VHF System under the management of the RWC.

This group will look into several topics, including the current state of the system, the technical requirements of transition, and the development of a five-year technical plan and a five-year budgetary plan.

This group will consist of personnel from Phoenix Fire Administration and Technical Operations as well as Information Technology personnel from the RWC, and other interested parties as necessary.

This group will report their findings to the Board, along with appropriate recommendations.

RECOMMENDATION

The Executive Committee has reviewed this request and recommends Board approval of the formation of a working group to study what is necessary to bring the Phoenix Fire VHF System under the management of the RWC.

This agenda item is for information, discussion, and possible action.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2018
FROM:	David Felix, RWC Executive Director		Item 9
SUBJECT:	Approval of Associate Status for Maricopa Ambulance		

BACKGROUND

The City of Scottsdale has entered into a contract with Maricopa Ambulance (MA) to provide ambulance services on their behalf. This service began on February 17, 2018. As MA needed access to the RWC Network prior to this date to have their radios programmed, tested, and ready for service, and as this date was also prior to the next RWC Board of Directors meeting on February 22, 2018, RWC Executive Director David Felix authorized Conditional Participant status for MA on February 1, 2018. This action was taken in accordance with RWC Governance, section 3.1.4. Per this section, when Conditional Participant status is granted by the RWC Executive Director it is valid until the next Board Meeting, at which time the Board can consider action for long-term solutions.

ISSUE

To operate on the RWC Network in a long-term capacity on behalf of Scottsdale, the attached request is submitted for Associate status for MA. Should the RWC Board approve this request, MA will transition from their current status as a Conditional Participant to an Associate.

RECOMMENDATION

The RWC Operations Working Group and Executive Committee have reviewed the application from MA and recommend Board approval of MA as an Associate on the RWC Network.

This agenda item is for information, discussion, and possible action.



Fire Department

8401 E. Indian School Road
Scottsdale, AZ 85251

PHONE 480-312-8000
FAX 480-312-1887
WEB www.Scottsdalefd.com

David Felix
RWC Executive Director
200 W. Washington St. 7th Floor
Phoenix, AZ 85003

Mr. Felix,

The City of Scottsdale is ending its ambulance contract with Professional Medical Transport on February 17, 2018. Our new contract provider will be Maricopa Ambulance, LLC and we will need them to have access to the RWC network in order to provide this critical service. We are requesting an expedited approval by the RWC board to ensure a seamless transition of services to our new provider.

Respectfully,

A handwritten signature in black ink, appearing to read "Tom Shannon". The signature is stylized and includes a long horizontal line extending to the right.

Tom Shannon, Fire Chief



MARICOPATM
A M B U L A N C E

January 9, 2018

David Felix, Executive Director
Regional Wireless Cooperative
200 W. Washington St., 7th Floor
Phoenix, AZ 85003

Dear Mr. Felix:

Maricopa Ambulance has entered into a contract with the City of Scottsdale, a member of the Regional Wireless Cooperative (RWC), to provide ambulance services beginning on February 17, 2018. We would like to become an Associate on the RWC radio network for the purpose of providing this service. Please accept this letter as our formal request.

Sincerely,

Bryan Gibson, CEO

Maricopa Ambulance



Thursday, February 22, 2018

Bryan Gibson, CEO
Maricopa Ambulance
10243 N 19th Ave, Building B
Phoenix, AZ 85021

Dear Mr. Gibson:

The purpose of this letter is to advise you that the Regional Wireless Cooperative's (RWC) Board of Directors has approved Maricopa Ambulance as an Associate. Associates have no RWC voting rights or representation on the Board of Directors or the Executive Committee, but may have representation on the Operations Working Group (OWG).

Your agency is permitted to use approved subscriber units (radios) on RWC talkgroups. The following are provided for your information regarding authorizations and limitations associated with these subscriber units' future operation, maintenance and impact on the RWC system:

1. Associates may only use the network for operational communication in support of a member agency on assigned talk groups as defined in the RWC Associate Policy (A-01.12).
2. There is no independent dispatch support provided for your participants. RWC Member agencies do not assume any responsibility for providing dispatch services to your participants unless coordinated and approved in advance.
3. Radios which have been lost, stolen, misplaced or compromised, can present significant hazards to operational personnel. The subscriber units must immediately be reported to the RWC. (See Compromised Radio Procedure S-03.12) Furthermore, the RWC reserves the right to inhibit any radio suspected of interfering with public safety operations.
4. The approved subscriber units must follow the procedures in the RWC Member-Specific Talk Group Usage Procedure (O-07.11).

5. As an RWC Associate, your agency is responsible for the maintenance, replacement, and programming of your subscriber equipment (RWC Subscriber Radio Equipment Maintenance Policy O-10.10). **Your agency is also responsible for compliance with FCC rules and regulations which apply to your subscriber fleet.** The RWC may perform services for your agency with an approved contract, or by an authorized service provider (RWC Contractor Policy O-02.12). As technical or operational changes are made by RWC members, it is your responsibility to reprogram subscriber units with updated talkgroup plans or programming files along with any associated costs. After a reasonable period of time, RWC radio IDs are subject to deactivation until the requested updates are completed by your agency.
6. The RWC will bill your agency at the prevailing Operations and Maintenance (O&M) fee per radio. The O&M fee is subject to change upon RWC Board approval.
7. This agreement is in effect based on the current RWC Governance Agreement Document and applicable Policies and Procedures (see www.rwcaz.org). Future modifications could subject your agency to additional fees, programming or operational protocol changes. Your agency will be notified prior to any alterations to this agreement so that you may evaluate continued participation based on the modified agreement.
8. This agreement may be terminated either at the discretion of the RWC or if your agency no longer supports public safety services with an existing RWC member.
9. Refer to the RWC Management of Radio Programming Material Procedure (O-01.11) for information regarding programming files. Questions or requests for assistance should be referred to Wireless Services at 602-262-4444.

Contact the RWC staff with any additional questions at 602-495-2426.

Sincerely,

David A. Felix
 Executive Director
 Regional Wireless Cooperative

By signing below, you acknowledge that you are authorized to sign on behalf of your agency and that your agency will abide by the terms and conditions set forth in this letter.

 Signature Title Date

 Printed Name



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2018
FROM:	David Felix, RWC Executive Director		Item 10
SUBJECT:	Approval of New Executive Committee Member		

BACKGROUND

Dave Heck, the Chief Information Officer for the City of Tempe, has resigned his position as the Representative on the RWC Executive Committee (EC) for Information Technology. He has served dutifully on the EC for over eight years since the inception of the RWC.

RWC Interested parties were solicited for nominations for this position and two candidates were endorsed by the Board Member from their RWC Member Agency.

ISSUE

Mike Frazier, the Assistant City Manager and RWC Board member representing the City of Surprise, has nominated Tracy Mills, the Technical Services Manager reporting to the Surprise Chief Information Officer. Tracy's areas of responsibility include strategic and technical support for helpdesk, telephony, and network infrastructure for all facilities and data center operations.

Paul Luizzi, the Fire Chief and RWC Board Member representing the City of Goodyear, has nominated Alan Claypool, the Goodyear Chief Information Officer. Prior to this position Alan was the Director of Architecture and Technology for Arizona Public Service, the Chief Information Officer for Austin Energy in Austin, Texas, and the Manager of the Business Applications Division for the City of Tampa, Florida. Alan is also a veteran of the US Air Force.

The remaining EC membership of the EC includes:

Jesse Cooper (Chair), City of Phoenix, representing Police

Mike Gent (Vice-Chair), City of Surprise, representing Municipal Services

Tom Grebner, City of Phoenix, representing the RWC Administrative Managing Member

Jeff Schripsema, City of Phoenix, representing Fire Services

RECOMMENDATION

The RWC Executive Committee has reviewed the nominations and recommends approval of either candidate, at the discretion of the Board, for the vacant position.

This agenda item is for information, discussion, and possible action.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2018
FROM:	David Felix, RWC Executive Director		Item 11
SUBJECT:	EXECUTIVE DIRECTOR'S RETIREMENT – DECEMBER 2018		

BACKGROUND

The RWC Executive Director is the chief administrative officer responsible for coordination of RWC and Network activities. The City of Phoenix as the Administrative Managing Member, subject to the approval of the Board of Directors, appoints the Executive Director to perform RWC administrative duties. The RWC Executive Director reports to the Board of Directors and serves as a non-voting member of the Board.

David Felix was appointed as the first RWC Executive Director in May of 2010 and helped establish early Board management, budgeting, financial policies and procedures. He also serves as liaison for the Board's oversight and support for a wide variety of major projects, network activities and use of the system.

THE ISSUE

David is formally announcing his intent to retire to the RWC Board of Directors. His last day of employment with the City of Phoenix will be December 31, 2018. David has made formal chain-of-command notification of his retirement plans to City of Phoenix executive management and Human Resources (HR).

David will brief the Board in more detail regarding the next steps to plan and coordinate a process for selecting a new Executive Director. The first selection process in 2010 involved close interaction between the Board of Directors and City of Phoenix HR, and took approximately four months to complete.

RECOMMENDATION

This agenda item is for information, discussion, and possible action.



February 22, 2018

RE: Intent to Retire

Dear RWC Board of Directors,

The purpose of this memorandum is to notify the Board of Directors of my intent to retire from the Regional Wireless Cooperative (RWC) and City of Phoenix. My last day of employment will be December 31, 2018.

There is not sufficient time nor words to express how remarkable my time with the RWC and the City of Phoenix has been since accepting the position of Executive Director in May of 2010. I had just completed nearly 40 years with the Arizona Department of Public Safety and viewed this assignment as an opportunity to continue serving public safety in a different capacity. Now, after nearly 50 years of public service, I need to focus my time and efforts toward family and a personal business located in Prescott, Arizona.

As you know, public safety radio communications is the "lifeline" for our police officers and firefighters as they go about the business of protecting our communities. The development, management and expansion of the RWC network have been a source of pride in fulfilling this mission critical requirement.

Today, the RWC is one of the largest, most technically complex public safety networks in the country. Through the dedicated efforts of a large team of people, it has earned a reputation for reliability unmatched by other systems. I applaud the efforts of this team which includes many RWC Member IT and technical radio communication personnel; police, fire and public works user subject matter experts -- working in concert with *Motorola Solutions*, *Creative Communications* and other vital vendor service providers.

My heart-felt thanks to the RWC Board of Directors. It has been a pleasure to work with you in such a positive and supportive environment. The partnership between the Board and the City of Phoenix in carrying out the administrative, technical and managerial responsibilities of the RWC has made my job as your Executive Director a rewarding experience.

I have begun the process of notifying City of Phoenix management and Human Resources to allow the Board sufficient time to develop and conduct a process for selecting the next RWC Executive Director. I will keep you informed as this evolves and look forward to a smooth transition.

Sincerely,

David Felix
Executive Director
Regional Wireless Cooperative



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	February 22, 2018
FROM:	David Felix, RWC Executive Director		Item 12
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

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

- A. Potential New Memberships:
 - i. Arizona State University
 - ii. Buckeye Valley Fire Department

RECOMMENDATION

This agenda item is for information and discussion.