



**Board of Directors
Agenda
May 18, 2023
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)	<p>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.</p>	Chair Paul Luizzi City of Goodyear
3)	<p>Approval of RWC Board Meeting Minutes from the February 23, 2023, Meeting This item is for information, discussion, and action.</p>	Chair Paul Luizzi City of Goodyear
4)	<p>Budget Update for Fiscal Year 2022-23 The purpose of this item is to provide the Board an update on the fiscal year ending June 30, 2023. This item is for information and discussion.</p>	<p>John Imig RWC Executive Director</p> <p>Staff Almira Santos RWC Accountant IV</p>



<p>5)</p>	<p>Board Resolution: Buckeye Valley Fire District (BVFD) and Arizona Fire Medical Authority (AFMA) Joint Powers Authority (JPA)</p> <p>The purpose of this resolution is to recognize and formalize the singular representation of BVFD by AFMA as a result of the agencies JPA.</p> <p>This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Staff Nicholas Roosevelt RWC Management Assistant</p>
<p>6)</p>	<p>Executive Director’s Report</p> <ul style="list-style-type: none"> A. Executive Committee Vacancy (Municipal Representative) B. Subscriber Support Survey C. Project Updates D. PT Accountant I Temp Position <p>This item is for information and discussion.</p>	<p>John Imig RWC Executive Director</p>
<p>7)</p>	<p>RWC Board of Directors Board Chair Nomination and Appointment</p> <p>The purpose of this item is to present the Chair Nomination Committee nominees and to appoint a new Board Chair.</p> <p>This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p>
<p>8)</p>	<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)	Adjourn	Chair Paul Luizzi City of Goodyear
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2023 RWC Board of Directors Meetings

<u>Date</u>	<u>Location</u>
Thursday, February 23rd 10:00 – 11:30	City of Phoenix Public Transit Building 302 N. 1 st Avenue
Thursday, May 18th 10:00 – 11:30	Webex
Thursday, September 7th 10:00 – 11:30	Webex
Thursday, November 30th 10:00 – 11:30	City of Phoenix Public Transit Building 302 N. 1 st Avenue



ITEM # 3

Regional Wireless Cooperative
Board of Directors
MINUTES
May 18, 2023

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

Board Members Present		Board Members Absent
Kane Nixon*~ – Arizona Fire and Medical Authority	Cody Worrell*~ – Surprise	Jeff Scheetz~ – Avondale
Greg Platacz – Buckeye	Andrea Glass~ – Tempe	Jeff McMenemy – Harquahala FD
Val Gale - Chandler	Ginger Sanabria~ – Tolleson	George Burger – Maricopa
Alan Zangle – Daisy Mountain Fire District	Les Brown~ - Wickenburg	Roy Stanifer – Maricopa Community College District
Paul Marzocca – El Mirage		Kris Dalmolin~ – Peoria
Mark Saali*~ – FRBSF		Steen Hambric – Phoenix
Rick St. John~ – Glendale		Rob Schmitz – Sun City Fire and Medical
Paul Luizzi~ – Goodyear		
Wayne Clement~ – Guadalupe		
Patrick Beumler~ – Paradise Valley		
Robert Fisher*~ – Scottsdale		
*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: No roll call for staff, 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. He asked RWC Management Assistant, Nick Roosevelt (RWC) to take Roll Call.

2. Call to the Public

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

3. Approval of RWC Board Meeting Minutes from the February 23, 2023, Meeting

Chair Luizzi asked the Board if there was any need for discussion on the draft minutes presented from the February 23, 2023, Board Meeting. There was no discussion.

A **MOTION** was made by Andrea Glass and **SECONDED** by Kane Nixon to approve the February 23, 2023, RWC Board meeting minutes.

MOTION CARRIED UNANIMOUSLY (15-0)

4. Budget Update for Fiscal Year 2022-23

Almira Santos (RWC) gave a brief overview of the FY 2022/23 budget including the current expenses as of March 2023. She explained the breakdown of the O&M components for the Trunked Network and the Conventional Network (VHF).

5. Board Resolution: Buckeye Valley Fire District (BVFD) and Arizona Fire Medical Authority (AFMA) Joint Powers Authority (JPA)

John Imig (RWC) mentioned that the RWC Staff was notified in March that BVFD merged with AFMA in January. Mr. Imig shared a brief history of past member mergers and explained that the resolution will assign BVFD RWC rights and obligations to AFMA including their Board representation.

Val Gale (Chandler) asked if the Board Resolution included how AFMA will be billed moving forward. Mr. Imig said that they will receive one bill that will have a breakdown of each agency's radios.

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

MOTION CARRIED UNANIMOUSLY (15-0)



6. Executive Director's Report

A. **Executive Committee Vacancy (Municipal Representative)**

Mr. Imig mentioned that Deputy City Manager Andy Granger (Goodyear), was nominated to fill the Municipal Representative vacancy on the Executive Committee. They will meet next week to discuss his role on the committee and a formal announcement will be made during the September Board meeting.

B. **Subscriber Support Survey**

Mr. Imig briefly explained the reason for the survey and shared the feedback they received from fourteen different agencies. Five agencies asked for assistance; Goodyear and Phoenix said they will give support; and Surprise and Peoria shared they will be willing to give support in the near future. Mr. Imig encouraged larger agencies to think about supporting smaller agencies across the Valley.

C. **Project Updates**

1. **Ethernet Migration:** Mr. Imig stated that the Phoenix Radio Shop is currently updating the method of connectivity from an older leased based service to a database service. They are sourcing the network equipment from Juniper and the services from Motorola. The final approval should be completed by Phoenix City Council, on behalf of the RWC, before the end of June.
2. **Town of Wickenburg:** Mr. Imig shared that the project should be completed by late May or early June. They are still waiting to receive missing components for their radio site.
3. **City of Surprise – SPA2 Site:** Mr. Imig explained that the RWC and the Phoenix Radio Shop are assisting Surprise with this location. He mentioned that the equipment was delivered and placed on May 12th. They are working closely with Motorola to avoid any potential FCC licensing issues.

D. **PT Accountant I Temp Position**

Mr. Imig mentioned that Mark Sampson joined the RWC Staff as a temporary PT Accountant I. He will assist Ms. Santos with accounting functions on Tuesdays and Thursdays. He added that they will seek permanent employee after the Phoenix hiring freeze is over.



7. RWC Board of Directors Board Chair Nomination and Appointment

Mr. Imig explained that the Board must elect a new Chair due to Chair Luizzi serving two consecutive terms. He explained in detail the nomination process to fill this seat. Kane Nixon (AFMA), Steen Hambric (Phoenix) and Andrea Glass (Tempe) were asked to sit on the Chair Nominating Committee. Mr. Nixon shared that Ms. Glass was nominated to serve as the Chair at the conclusion of this meeting. A re-election for the Board Vice-Chair will need to take place during the next Board Meeting.

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

MOTION CARRIED UNANIMOUSLY (15-0)

8. Announcements, Public Comment, Future Agenda Items

Mr. Imig thanked Chair Luizzi for his dedication and hard work over the last two terms. Chair Luizzi shared his appreciation to the RWC Staff and the Board Members for all the support and assistance he received while serving as the Chair.

Chair Luizzi mentioned that the next Board Meeting will take place on Thursday, September 7, 2023, via WebEx.

9. Adjournment

Chair Luizzi requested a motion to adjourn the meeting at 10:30 AM.

A **MOTION** was made by Andrea Glass and **SECONDED** by Alan Zangle to adjourn the May 18, 2023, Board Meeting.

MOTION CARRIED UNANIMOUSLY (15-0)

Respectfully Submitted,
Selena Barner – Administrative Aide



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 18, 2023
FROM:	John Imig, RWC Executive Director		Item 4
STAFF:	Almira Santos, RWC Accountant IV		
SUBJECT:	BUDGET UPDATE FOR FISCAL YEAR 2022-23		

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**
 - FY23 Budget: \$618,704
 - FY23 Actuals as of March 2023: \$474,484 (77%)
- **Contractual Services** (Tower Leases, Motorola Service Agreement, Auditing Services, Electricity, Property Insurance, etc.)
 - FY23 Budget: \$3,570,324
 - FY23 Actuals as of March 2023: \$1,928,671 (54%)
- **Commodities** (Supplies, Facilities Maintenance, Contingency, etc.)
 - FY23 Budget: \$20,500
 - FY23 Actuals as of March 2023: \$2,630 (13%)
- **Capital Outlay** (SUA II, Logging Recorders, Other projects)
 - FY23 Budget: \$3,311,422
 - FY23 Actuals as of March 2023: \$1,849,07 (56%)

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.

- **Expenditure Transfers** (IT Expenses)
 - FY23 Budget: \$4,211,855
 - FY23 Actuals as of March 2023: \$2,949,462 (70%)

RWC Conventional Network (VHF) O&M components:

- **Contractual Services** (Tower Leases, Electricity, Telecom, etc.)
 - FY23 Budget: \$122,094
 - FY23 Actuals as of March 2023: \$69,533 (57%)
- **Commodities** (Contingency)
 - FY23 Budget: \$50,000
 - FY23 Actuals as of March 2023: \$0.00 (0%)
- **Capital Outlay** (Special projects)
 - FY23 Budget: \$351,180
 - FY23 Actuals as of March 2023: \$235,969 (67%)
- **Expenditure Transfers** (IT Expenses)
 - FY23 Budget: \$254,329
 - FY23 Actuals as of March 2023: \$179,978 (71%)

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 18, 2023
FROM:	John Imig, RWC Executive Director		Item 5
STAFF:	Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	BOARD RESOLUTION: BUCKEYE VALLEY FIRE DISTRICT (BVFD) AND ARIZONA FIRE MEDICAL AUTHORITY (AFMA) JOINT POWERS AUTHORITY (JPA)		

BACKGROUND

The RWC Intergovernmental Agreement (IGA), Section 21, Assignment and Binding Effect, states “No assignment shall be allowed without the prior written consent of the Board of Directors.”

In May 2021, BVFD informed the RWC that they had entered into an IGA for establishment of a JPA with AFMA.

THE ISSUE

To complete the assignment of BVFD membership interests within the RWC IGA to AFMA, the Board of Directors must take formal action by resolution (Attachment A).

If approved, this action will reduce total Board representation from 23 to 22 Members.

AFMA has submitted its request for the above changes in compliance with RWC Governance and Policy.

RECOMMENDATION

The RWC Executive Director, after review and approval of the Executive Committee, recommends the Board of Directors, by resolution, consent to the assignment of the Buckeye Valley Fire District and their respective interests in the RWC IGA to the Arizona Fire and Medical Authority.

**RESOLUTION OF THE BOARD OF DIRECTORS
REGIONAL WIRELESS COOPERATIVE**

WHEREAS, the Board of Directors of the Regional Wireless Cooperative, an unincorporated association of the Parties signatory to that certain Amended and Restated Intergovernmental Agreement to Plan, Design, Construct, Operate, Maintain and Finance the Regional Wireless Cooperative Network (“RWC IGA”), is authorized to conduct business and adopt resolutions in accordance with the RWC IGA and the Regional Wireless Cooperative Governance Document;

WHEREAS, the Buckeye Valley Fire District (“BVFD”) and the Arizona Fire & Medical Authority (“AFMA”), both current members of the RWC IGA, entered into that certain Amended and Restated Intergovernmental Agreement for the Establishment of a Joint Powers Authority for the Arizona Fire & Medical Authority dated December 20, 2022 (“AFMA IGA”);

WHEREAS, pursuant to the AFMA IGA, BVFD assigned its rights and obligations under the RWC IGA to AFMA and AFMA assumed such rights and obligations (the “Assignment”); and

WHEREAS, the Board of Directors of the Regional Wireless Cooperative wishes to grant its consent to the Assignment as stated below.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Regional Wireless Cooperative hereby approves and grants its consent to the Assignment, subject to the following conditions: (i) AFMA shall maintain participation membership in the RWC IGA under its own name and shall fully assume all obligations formerly held by BVFD in the RWC IGA; (ii) BVFD’s participation membership in the RWC IGA under its own name is dissolved; (iii) AFMA shall not be entitled to any additional participant rights or benefits under the RWC IGA following the Assignment; and (iv) AFMA’s entitlement to representation on the RWC Board of Directors and other groups, committees, and bodies described in Section 2 of the Regional Wireless Cooperative Governance Document shall remain unchanged as set forth therein.

PASSED by the Board of Directors of the Regional Wireless Cooperative this 18th day of May 2023.

Signed: _____
Paul Luizzi
Board Chair
Regional Wireless Cooperative



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 18, 2023
FROM:	John Imig, RWC Executive Director		Item 6
STAFF:	Thomas Grebner, RWC Wireless Network Manager Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

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

- A. Executive Committee Vacancy (Municipal Representative)
- B. Subscriber Support Survey
- C. Project Updates
- D. PT Accountant I Temp Position

RECOMMENDATION

This item is for information and discussion.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 18, 2023
FROM:	John Imig, RWC Executive Director		Item 7
STAFF:	Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	RWC BOARD OF DIRECTORS BOARD CHAIR NOMINATION AND APPOINTMENT		

BACKGROUND

Board Chair Paul Luizzi (Goodyear) has served two consecutive terms and per Governance cannot continue to serve as Chair.

THE ISSUE

On February 23, 2023, the Board appointed three (3) volunteers to serve as a Board Chair nominating committee— Kane Nixon (AFMA), Steen Hambric (Phoenix), and Andrea Glass (Tempe). The nominating committee solicited nominees with a goal to present the name(s) at the May 2023 Board of Directors meeting for a formal Board Chair vote and appointment.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends that the RWC Board elect a new Board Chair to begin their 2-year term beginning May 2023.