



Regional Wireless Cooperative

Board of Directors

Agenda

May 20, 2021

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 emailing or contacting the RWC office. 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 February 25, 2021 Meeting This item is for information, discussion, and action.	Chair Paul Luizzi City of Goodyear Est. 2 min.
4)	RWC Member Equity Review The purpose of this item is to brief the Board on the comprehensive equity review conducted by the RWC, City of Phoenix Finance, with guidance provided by the Executive Committee. This item is for information only.	John Imig RWC Executive Director Est. 5 min.
5)	RWC Board Resolution: Formal Asset Transfer The purpose of this item is to seek retroactive acceptance of Member capital equity already granted in practice. This item is for information, discussion, and action.	John Imig RWC Executive Director Est. 10 min.



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6)	<p>Scottsdale Asset Acceptance The purpose of this item is to ask the Board to retroactively accept the City of Scottsdale’s capital assets into the Cooperative and allow the Administrative Manager to proceed with the capital equity determination process as stipulated in Governance. This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 10 min.</p>
7)	<p>Proposed Expansion of the Conditional Participant Policy The purpose of this item is to share and propose changes to current RWC user classifications. This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 10 min.</p>
8)	<p>Membership — Buckeye Valley Fire District The purpose of this item is to review and request Board approval for the Buckeye Valley Fire District to become a Member of the RWC. This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 10 min.</p>
9)	<p>Membership — Harquahala Fire District The purpose of this item is to review and request Board approval for the Harquahala Fire District to become a Member of the RWC. This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 10 min.</p>



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<p>10)</p>	<p>Executive Director’s Report</p> <ul style="list-style-type: none"> A. RWC Branding Update B. UASI/Interference Detection System Update C. ERRCS Position Update D. Interoperability Scheduler Update E. Member Onboarding Update <p>This item is for information only.</p>	<p>John Imig RWC Executive Director</p> <p>Est. 5 min.</p>
<p>11)</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 City of Goodyear</p> <p>Est. 5 min.</p>
<p>12)</p>	<p>Adjourn</p>	<p>Chair Paul Luizzi City of Goodyear</p>



**Regional Wireless Cooperative
Board of Directors
MINUTES
May 20, 2021**

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

Board Members Present		Board Members Absent
Chris DeChant – Arizona Fire and Medical Authority	Wayne Clement – Guadalupe	Roy Stanifer – Maricopa Community College District
Jeff Scheetz – Avondale	James Hughes – Maricopa	Peter Wingert* – Paradise Valley
Mike Folia* – Avondale	Kirt Pye^ – Peoria	Terry Young – Surprise
Larry Hall* – Buckeye	Jeffery Barton – Phoenix	
Val Gale – Chandler	Robert Fisher* – Scottsdale	
Alan Zangle – Daisy Mountain Fire District	Ron Deadman~ – Sun City Fire and Medical	
Paul Marzocca – El Mirage	Andrea Glass – Tempe	
Quintin Bowens^ – FRBSF	Ginger Sanabria – Tolleson	
Rick St. John – Glendale	Les Brown – Wickenburg	
Paul Luizzi – Goodyear		
*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 staff 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. Chair Luizzi acknowledged the passing of Chief Bob Costello in April and recognized his dedication to the Board since 2010.

2. Call to the Public

Chair Luizzi asked if there were any requests from the public to speak.

Mr. Roosevelt replied that no requests were submitted.

3. Approval of RWC Board Meeting Minutes from the February 25, 2021

Chair Luizzi asked the Board if there was any need for discussion on the minutes presented from the February 25, 2021 Board Meeting. There was no discussion.

A **MOTION** was made by Val Gale and **SECONDED** by Rick St. John to approve the February 25, 2021, RWC Board meeting minutes.

MOTION CARRIED UNANIMOUSLY (16-0)

4. RWC Member Equity Review

John Imig (RWC) provided an overview of the RWC equity process and discussed the equity study conducted by the RWC, City of Phoenix Finance Department and the Executive Committee (EC). Mr. Imig shared that the EC was satisfied that the member equity is being tracked properly and fairly.

5. RWC Board Resolution: Formal Asset Transfer 11:40

Mr. Imig explained Section 3.4 from the RWC Governance. He shared that the assets members turned over were credited and tracked by the Administrative Manager but were never formally accepted by the Board. Mr. Imig requested that the Board retroactively accept the assets to come in line with Governance. He stated that the intent is not to change or recalculate any of the members equity, but to formalize the transition that happen throughout the last thirteen years.

Val Gale (Chandler) asked Mr. Imig for clarification on the type of assets involved. Mr. Imig stated that the assets consist of infrastructure equipment and it does not include the members personal property.



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

MOTION CARRIED UNANIMOUSLY (16-0)

6. Scottsdale Asset Acceptance

Mr. Imig explained that since Scottsdale used bond funding they were unable to turn over their assets at the time they joined the RWC. He shared that the bonds have been satisfied, and the City of Scottsdale would like to transfer over the equipment to the RWC in exchange for the equity gained from the cost of the equipment.

Mr. Imig asked the Board to accept Scottsdale assets on behalf of the RWC and allow the Administrative Manager to proceed with calculating and granting the equity to the City of Scottsdale.

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

MOTION CARRIED UNANIMOUSLY (16-0)

7. Proposed Expansion of the Conditional Participant Policy

Mr. Imig explained, in detail, the proposed changes made to the Conditional Participant Policy. He shared how this proposed expansion will assist federal agencies that are unable to enter a standard membership with the RWC.

Val Gale (Chandler) asked for clarification on when the policy will be presented to the Board for final approval. Mr. Imig stated that if the Board is interested in making these changes a draft will be made and presented to the Board in August.

Andrea Glass (Tempe) requested that the policy ensure that Conditional Participants will not have equity, Board representation and that their capacity be clearly stated. Ms. Glass wants to ensure members will not be affected by changes made for non-members. Mr. Imig explained that the proposed expansion will have no effect on members.

Vice-Chair James Hughes (Maricopa) asked what benefit these Conditional Participants would provide to the members of the RWC. Mr. Imig mentioned that the biggest benefit is that the RWC will be a good neighbor. Mr. Imig added that a percentage of the Conditional Participants fees could be used to cover the cost of future work for the membership.



Mr. Gale asked that agencies interested in joining as a Conditional Participant be brought before the Board for final approval. Mr. Imig said the Board will have to grant permission for an agency to be considered.

Ms. Glass mentioned that she wants to ensure members absorb no additional costs brought on by the Conditional Participants. She added any costs need to be borne by the Conditional Participant.

Chair Luizzi stated that he agreed with Ms. Glass and Mr. Gale statements. He added that he wants to ensure that Conditional Participants will not interfere with interoperability during large events.

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

MOTION CARRIED UNANIMOUSLY (16-0)

8. Membership – Buckeye Valley Fire District

Chair Luizzi gave permission for Mr. Imig to discuss Items 8 and 9 together with the understanding that both items would need a separate motion and vote.

Mr. Imig stated that over the last few years, Buckeye Valley and Harquahala were only billed as VHF Conditional Participants. Both fire districts are now requesting full membership.

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

MOTION CARRIED UNANIMOUSLY (16-0)

Mark Burdick (Buckeye Valley) thanked the Board for being voted in as a full member.

9. Membership – Harquahala Fire District

Chair Luizzi asked for a motion.

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

MOTION CARRIED UNANIMOUSLY (16-0)

Troy Shepard (Harquahala FD) thanked the Board for being voted in as a full member.

10. Executive Director's Report



A. RWC Branding Update

Mr. Imig explained the rebranding process and shared the new logo. He also discussed its rollout.

B. UASI/Interference Detection System Update

Mr. Imig explained that the RWC worked with Phoenix ITS and the Phoenix PD to submit the UASI grant. He was pleased to share that the full amount was granted. The \$150,000 will be used to install six mountaintop sites. Mr. Imig added that the RWC received reallocation funds which are to be used before the end of the Federal Fiscal Year 2021.

C. ERRCS Position Update

Mr. Imig mentioned that the new ERRCS position was filled by Roger Jaworski. He provided some background on the search and the position. Chair Luizzi asked about Mr. Jaworski's contact information. Mr. Grebner suggested that anyone looking to reach Mr. Jaworski should send an email to Team@rwcaz.org and have the RWC staff forward the information to them.

D. Interoperability Scheduler Update

Mr. Imig shared that the RWC has been in communication with the State of Nebraska, the State of Minnesota, and the State of Iowa, in regard to their interoperability scheduling tool. He stated that the RWC is current paying for a scheduler and adopting this platform could result in cost savings. He added that since it is built to host multiple networks, he would like the State of Arizona to play a roll.

E. Member Onboarding Update

Mr. Imig mentioned that the RWC is still onboarding the Federal Reserve. Mr. Grebner added that the final steps should be completed soon.

11. Announcements, Public Comment, Future Agenda Items

There was no discussion on this item.

12. Adjournment

Chair Luizzi requested a motion to adjourn the meeting at 11:00 AM.

A **MOTION** was made by Andrea Glass and **SECONDED** by Rick St. John to adjourn the May 20, 2021, Board Meeting.

MOTION CARRIED UNANIMOUSLY (16-0)



Respectfully Submitted,
Selena Barner – Administrative Aide



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 20, 2021
FROM:	John Imig, RWC Executive Director	Item 4	
SUBJECT:	RWC MEMBER EQUITY REVIEW		

BACKGROUND

The purpose of this item is to brief the Board on the comprehensive equity review conducted by the RWC, City of Phoenix Finance, and with guidance provided by the Executive Committee.

THE ISSUE

The RWC has been heavily focused on providing efficiency and equity across the Network. This includes examining processes and items that have not been reviewed in recent history. One of those items was Member Equity. An in-depth review was completed by the City of Phoenix Finance team and the RWC. The full report was given to the Executive Committee and they were satisfied that Member Equity is being tracked properly and fairly. One item was identified as needing to be addressed by the Board and it is presented for action at this meeting in Item #5. The following explains the member equity process:

- All members earn equity in the Network. Earned equity is based on the proportion of monies spent on the Network via the Member.
- Members may also transfer assets to the Network for equity. The asset’s equity is granted solely to the transferring member.
- Members equity in the Network fluctuates:
 - Consumer Price Index is applied yearly by the Finance Department, but this does not affect ownership percentage.
 - Fluctuation in equity percentage is based upon total contributions. These contributions have been tracked since the inception of the RWC.
- Annually, the Finance Department calculates the net position of the RWC minus the liabilities (i.e. accumulated asset depreciation) to get the total dollar value of the Network. This total value applied to each member’s equity percentage resulting in each member’s actual ownership in a dollar amount.
- While Network equity is not individually presented to the Board of Directors each year, it is reported in the Annual Comprehensive Financial Report (ACFR) and is highly scrutinized during the external auditing process. It has never received a negative finding.

- The RWC and Finance Department, with the concurrence of the Executive Committee, have determined this process is being handled properly and efficiently.

RECOMMENDATION

This item is for information only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 20, 2021
FROM:	John Imig, RWC Executive Director	Item 5	
SUBJECT:	RWC BOARD RESOLUTION: FORMAL ASSET TRANSFER		

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.”

WHEREAS

- RWC Governance requires the Board to formally accept assets when they are turned over for capital equity.
- All Members that turned over assets to the RWC have been credited capital equity for this transaction, it has been determined the required process of formal acceptance of the assets was never previously acted upon by the Board, for any Member.
- Capital equity was discussed at the December 16, 2010, Board of Directors meeting, but was informational only.
- By adopting this resolution, the Board will rectify this ambiguous step and solidify the process of acceptance of capital equity in the future.
- The intent of this resolution is not to change or recalculate any Member assets or equity currently held by the Network, but to formalize the transition and come into compliance with current Governance.

RECOMMENDATION

The RWC Executive Director, after review and concurrence of the Executive Committee, hereby recommends that the Board adopt the following resolution:

The RWC Board of Directors recognizes that, although the capital equity of the Members was granted and has been consistently tracked and credited, there were not individual Board actions to formally accept them at the time the assets were transferred to the RWC. Therefore, to remedy this and to come into compliance with Governance, the Board hereby retroactively accepts the Members’ assets pursuant to when the equity was originally granted as shown in Attachment A.

Arizona Fire & Medical Authority
City of Avondale
City of Buckeye
City of Chandler
Daisy Mountain Fire District
City of El Mirage
City of Glendale
City of Goodyear
Town of Guadalupe
City of Peoria
City of Phoenix
Sun City Fire District
City of Surprise
City of Tempe
City of Tolleson



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 20, 2021
FROM:	John Imig, RWC Executive Director	Item 6	
SUBJECT:	SCOTTSDALE 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 ISSUE

The City of Scottsdale, while initially unable to turn over the assets due to bond funding restrictions, is now able and wishes to formally bring them into the RWC. This requires the acceptance of the Board of Directors. The Board must accept these assets for the Administrative Manager and the Member to begin to the process of assessing the value, issuing the associated equity, and verifying the asset inventory.

RECOMMENDATION

The RWC Executive Director, after review and concurrence of the Executive Committee, hereby recommends the Board accept the Scottsdale assets on behalf of the RWC per Governance section 3.4. The Administrative Manager has determined that the equity calculation for the fiscal year ending June 30, 2021, will be adjusted for the original value of Scottsdale’s assets.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 20, 2021
FROM:	John Imig, RWC Executive Director		Item 7
SUBJECT:	PROPOSED EXPANSION OF THE CONDITIONAL PARTICIPANT POLICY		

BACKGROUND

RWC Governance states: 2.1.3. [A] Conditional Participant is a non-Member entity [who] may use the Network for (1) special events; (2) tactical situations; (3) emergency circumstances; or (4) any other circumstances as authorized by the Board.

Our regional Federal partners have shown significant interest in having the RWC serve as their primary form of radio communications. Unfortunately, they have difficulty entering into the standard Membership (via IGA) due to the GSA's Anti-Deficiency Act. This law hinders their membership as they cannot commit to financial obligations prior to congressional appropriation (31 U.S.C. § 1341(a)(1)(B)). Combined with the Federal fiscal year (Oct-Sept), this makes membership for most Federal partners out of the question.

While creating a new user classification was explored, this would require a change in Governance and ratification by all Member governing Boards and Councils. RWC staff, with concurrence of both the Executive Committee and RWC legal counsel, has identified a potential solution by expanding the current Conditional Participant classification via Policy.

SOLUTION

If the Board of Directors wishes to provide specific types of non-member agencies with wireless radio communications, staff proposes to add the following to the Conditional Participant Policy:

1. Allow non-Member public safety or general government agencies that own no transmit/receive sites or network infrastructure (Real Property), and have TDMA compatible equipment, to enter into a Board approved agreement to use the Network.
2. These long-term Conditional Participants would have no RWC voting rights, will not earn any equity in the system nor have representation on the Board or the Executive Committee. However, the agency may have a delegate on other RWC working groups as authorized by Governance.
3. Must enter into an annual agreement term for use of the network. If an agency chooses to break their annual agreement, they may not return to the Network for a period of two (2) years, unless explicitly waived by the Board of Directors.

4. After a capacity study by the Administrative Manager, the Board may impose a capacity fee to that agency if the system requires expansion to accommodate the new entity.
5. Rate Setting: The approved Member radio rate for the applicable fiscal year, plus the percentage change of the Motorola SUA II agreement over the O&M total cost, plus a 10% system expansion fee.

○ Example:

- Radio Rate: $\$33.46 \times 100 \text{ units} \times 12 \text{ months} = \$40,152$
- $\$40,152 \times 35.17 \% \text{ (increase in SUA II)} = \$14,121.46$
- 10% expansion cost = $\$5,427.34$
- Board approved project costs or capacity increase = TBD
- Total = $\$59,700.80$ or $\$49.75$ per unit monthly

RECOMMENDATION

The RWC Executive Director, after review and concurrence of the Executive Committee, hereby recommends that the Board approve the expansion of the Conditional Participant User classification. If approved the RWC Staff will return an updated policy for Board approval at the August 2021 Board meeting.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 20, 2021
FROM:	John Imig, RWC Executive Director		Item 8
SUBJECT:	MEMBERSHIP — BUCKEYE VALLEY FIRE DISTRICT		

THE ISSUE

Beginning several years ago, Buckeye Valley Fire District (BVFD) along with a team from Phoenix Information Technology Services, and the RWC, held a series of meetings to determine the requirements for RWC membership. After coverage studies and capacity analysis, it was determined that BVFD would need to construct a tower. The RWC assisted BVFD working with contractors to ensure that the site would be completely compatible and integrate with the Network.

BVFD was added as a Conditional Participant while the tower was constructed. The site has been completed and the Network is ready to bring them onto the system fully. The RWC has received a full membership request letter from the BVFD and is ready to move forward.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends the Board approve the Buckeye Valley Fire District for RWC Membership. If approved, the RWC-BVFD IGA will be signed, technical considerations finalized, and a go-live date on the RWC system will be agreed upon. The BVFD representative would then formally join the Board of Directors at the August 2021 meeting.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 20, 2021
FROM:	John Imig, RWC Executive Director		Item 9
SUBJECT:	MEMBERSHIP — HARQUAHALA FIRE DISTRICT		

THE ISSUE

Beginning several years ago, Harquahala Fire District (HFD) along with a team from Phoenix Information Technology Services, and the RWC, held a series of meetings to determine the requirements for RWC membership. After coverage studies and capacity analysis, it was determined that a site would be needed to provide them service. Buckeye Valley Fire District (BVFD) constructed a tower in order to address the coverage needs for both agencies. The RWC assisted BVFD working with the contractors to ensure that the site would be completely compatible and integrate with the Network.

HFD was added as a Conditional Participant while the tower was constructed. The site has been completed and the Network is ready to bring them onto the system fully. The RWC has received a full membership request letter from the HFD and is ready to move forward.

RECOMMENDATION

The RWC Executive Director, after review and approval by the Executive Committee, recommends the Board approve the Harquahala Fire District for RWC Membership. If approved, the RWC-HFD IGA will be signed, technical considerations finalized, and a go-live date on the RWC system will be agreed upon. The HFD representative would then formally join the Board of Directors at the August 2021 meeting.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 20, 2021
FROM:	John Imig, RWC Executive Director		Item 10
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

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

- A. RWC Branding Update
- B. UASI/Interference Detection System Update
- C. ERRCS Position Update
- D. Interoperability Scheduler Update
- E. Member Onboarding Update

RECOMMENDATION

This agenda item is for information and discussion.