



Regional Wireless Cooperative

Board of Directors

Agenda

November 17, 2016

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	<b>Call to Order, Roll Call, Opening Comments</b>	Chair Hartig Scottsdale
2)	<b>Call to the Public</b> 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 Hartig Scottsdale
3)	<b>Approval of RWC Board Meeting Minutes from September 22, 2016 Meeting</b> <b>This item is for information, discussion and action.</b>	Chair Hartig Scottsdale  Est. 2 min.
4)	<b>Financial Update for Fiscal Year 2015/16</b> The purpose of this item is to present Fiscal Year 2015/16 financial updates to the board. <b>This item is for information, discussion and action.</b>	Mr. David Felix – RWC Executive Director Kelly Stewart – Accountant III  Est. 5 min.
5)	<b>RWC 2017/18 Budget Overview &amp; Five Year Plan</b> The purpose of this item is to present the proposed 2017/18 RWC Budget and Five Year Plan to the Board. <b>This item is for information, discussion and action.</b>	Mr. David Felix – RWC Executive Director  Est. 5 min.



Regional Wireless Cooperative

Board of Directors

Agenda

November 17, 2016

10:00 a.m. – 11:30 a.m.

6)	<p><b>RWC Annual Audit for Fiscal Year 2015/16</b> This purpose of this item is to update the Board on the status of the annual audit by CliftonLarsonAllen. <b>This item is for information only.</b></p>	<p>Mr. David Felix – RWC Executive Director Kelly Stewart – Accountant III</p> <p>Est. 5 min.</p>
7)	<p><b>RWC Audit Committee Vacancy</b> The purpose of this item is to inform the Board of an upcoming vacancy of the RWC Audit Committee. <b>This item is for information, discussion and action.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>
8)	<p><b>Approval of Revised Associate Policy A-01.12</b> The purpose of this item is to approve the revisions to the Associate Policy A-01.12. <b>This item is for information, discussion and action.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est 5 min.</p>
9)	<p><b>Approval of American Medical Response Associate Agreement</b> The purpose of this item is to approve the American Medical Response Associate Agreement. <b>This item is for information, discussion and action.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>



Regional Wireless Cooperative

Board of Directors

Agenda

November 17, 2016

10:00 a.m. – 11:30 a.m.

<p>10)</p>	<p><b>Executive Director's Report</b></p> <ul style="list-style-type: none"> <li>A. Project Update – Daisy Mountain Fire District</li> <li>B. Governance Working Group – RWC/TRWC GWG - Yuma Regional Communications System</li> <li>C. RWC Accountant III Recruitment</li> <li>D. Yavapai County Interoperability Participant</li> <li>E. New Government Relations Director – Mr. Frank McCune</li> </ul> <p>The purpose of this item is to update the Board. <b>This item is for information and discussion.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 min.</p>
<p>11)</p>	<p><b>Announcements &amp; Future Agenda Items</b></p> <p>The purpose of this item is to communicate any Board announcements or future agenda items. The next meeting is on January 26, 2017 from 10:00 – 11:30. <b>This item is for information only.</b></p>	<p>Chair Hartig Scottsdale</p>
<p>12)</p>	<p><b>Adjourn</b></p>	<p>Chair Hartig Scottsdale</p>



**Regional Wireless Cooperative  
Board of Directors  
MINUTES  
November 17, 2016**

City of Phoenix  
200 W. Washington Street, 12<sup>th</sup> Floor  
Phoenix, Arizona 85003

Board Members Present			Board Members Absent
Kevin Artz	Danny Johnson	Bob Hansen	Rick St. John
Bob Costello**	Shauna Henrie**		Wayne Clement
Brad Miller	John Imig		Brent Ackzen
Terry McDonald	Robert Sweeney*		Tim Van Scoter
Tim Ulery**^	Ron Deadman		Michael Cole
Paul Luizzi	Troy Maloney		Milton Dohoney
Lonnie Inskeep	Tom Abbott		Mike Thompson
Brad Hartig	Brenda Buren		Mike Frazier
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

**Staff and Public Present**

Joe Gibson	David Felix		
Nick Spino	David Clarke		
Jesse Cooper	Kelly Stewart		
Nicole Diedrick	Jeanine Besnier		
Dave Scott	Tom Grebner		
John Karolzak			
Dave Collett			
Mike Folia			
Rob Helie			
**Telephone Participant			

**1. Call to Order, Roll Call and Opening Comments**

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

Executive Director David Felix and RWC Chair Brad Hartig thanked and congratulated Kelly Stewart on her service with the RWC.

**2. Call to the Public – None**

**3. Approval of RWC Board Meeting Minutes from September 22, 2016.**

A **MOTION** was made by John Imig and **SECONDED** by Lonnie Inskeep to approve the RWC Board meeting minutes from September 22, 2016. **MOTION CARRIED UNANIMOUSLY (16-0).**

**4. Financial Update for Fiscal Year 2015/16**

David Felix explained that the financial information for the upcoming fiscal year might change when the results from the annual RWC audit are presented. Mr. Felix asked that this item be tabled until the completion of the audit or until the next RWC Board meeting.

A **MOTION** was made by Kevin Artz and **SECONDED** by Lonnie Inskeep to table this item until the completion of the audit or until the next RWC Board meeting. **MOTION CARRIED UNANIMOUSLY (16-0).**

**5. RWC 2017/18 Budget Overview & Five Year Plan**

David Felix and Kelly Stewart presented the proposed budget for the upcoming Fiscal Year 2017/18 and the Five Year Plan.

A **MOTION** was made by John Imig and **SECONDED** by Paul Luizzi to adopt the proposed budget plan. **MOTION CARRIED UNANIMOUSLY (16-0).**

**6. RWC Annual Audit for Fiscal Year 2015/16**

David Felix informed the Board that more information is still needed to complete the audit. Kelly Stewart suggested that the Board consider changing the due date of the audit to the January RWC Board meeting instead of the November Board meeting if the audit continues to take longer to complete.

**7. RWC Audit Committee Vacancy**

David Felix asked that Paul Luizzi stay beyond his term to finish the 2015/16 audit for continuity's sake. Paul Luizzi agreed. The Board has been asked to approve Paul Luizzi's continued participation on the audit committee until the completion of the 2015/16 audit process.

A **MOTION** was made by Bob Hansen and **SECONDED** by Lonnie Inskeep to approve Paul Luizzi's continued participation on the audit committee until the completion of the 2015/16 audit process. **MOTION CARRIED UNANIMOUSLY (16-0).**

**8. Approval of Revised Associate Policy A-01.12**

This policy was changed in response to the letter to the American Medical Response. The changes read as follows: 6.7. Associates may only use the network for operational communication in support of a member agency on assigned talk groups and 7.10. RWC Members are responsible for notifying the RWC Executive Director in writing within sixty (60) days from the date an Associate Member's contract has been expired, been cancelled, modified, or has undergone a change of ownership.

A **MOTION** was made by Rob Sweeney and **SECONDED** by Brad Miller to approve the revisions to the Associate Policy A-01.12. **MOTION CARRIED UNANIMOUSLY (16-0)**.

**9. Approval of American Medical Response Associate Agreement**

The Board asked that modifications be made to the American Medical Response Associate Agreement at the 9/22 Board meeting. The changes made were in paragraph number one, which was changed to read: "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"; paragraph number two: the sentence "No emergency alert access is permitted for the approved subscriber units" was struck out; and in paragraph number 5: "i.e. Project 25 Phase II TDMA" was struck out.

A **MOTION** was made by Ron Deadman and **SECONDED** by Bob Hansen to approve the revisions to the American Response Associate Agreement. **MOTION CARRIED UNANIMOUSLY (16-0)**.

**10. Executive Director's Report**

- A. **Project Update – Daisy Mountain Fire District** – Funding was approved and the project is moving forward.
- B. **Governance Working Group – RWC/TRWC GWG – Yuma Regional Communications System** – David Felix attended a meeting with the Yuma Regional Communications System to put forward the draft IGA that has been completed by the RWC/TRWC Governance Working Group. It will be distributed at the Systems Administrators Meeting in January. Once it is completed and input given, it will start the legal review process.
- C. **RWC Accountant III Recruitment**  
David Felix announced that the previous candidate for this position decided to decline the position of RWC Accountant III but that there is another candidate who is going through the hiring formalities with HR. This person will be attending the next Board meeting. He mentioned that Kelly Stewart will be returning to help train the new employee.
- D. **Yavapai County Interoperability Participant**  
Yavapai Sheriff's Office now has one interoperability radio on the system.

**E. New Government Relations Director – Mr. Frank McCune**

David Felix discussed Tom Remes' departure and the new Government Relations Director Frank McCune on December 5.

A video was shown about the response to a City of Phoenix Police Officer who was killed in the line of duty and how the inoperability between fire and police helped in response.

**11. Announcements & Future Agenda Items**

David Felix announced that the 2017 RWC Board of Directors schedule is now available.

Paul Luizzi would like to discuss the power outage that happened in the west valley at the next Board meeting.

David Felix thanked the Board and the RWC staff for their help in 2016 and wished everyone Happy Holidays.

**12. Adjournment**

Chair Hartig adjourned the meeting at 10:48 am.

A **MOTION** was made by Bob Hansen and **SECONDED** by John Imig to adjourn the November 17, 2016 Board Meeting. **MOTION CARRIED UNANIMOUSLY (16-0)**.

Respectfully submitted,

Jeanine Besnier, Management Assistant I



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 17, 2016
FROM:	Kelly Stewart, RWC Accountant III	Item A	
SUBJECT:	<b>FINANCIAL UPDATE FOR FISCAL YEAR 2015/16</b>		

### BACKGROUND

The purpose of this report is to present Fiscal Year 2015/16 financial updates to the Board.

### THE ISSUE

The RWC governing documents state that year-end expenditure reporting should be provided to the RWC Board. This report is a summary of total revenues and expenses for fiscal 2015/16. Total revenues collected for the fiscal year ended June 30, 2016 were \$6,578,720 and total actual operations and maintenance (O&M) expenditures were \$5,314,462. Total revenues exceeded total expenses by \$1,264,258.

The main variances from budget to actuals occurred in the following areas contributing revenues to exceed expenses:

- Motorola services contract renegotiated
- Temporary vacancy in the Management Assistant I position
- ITS cost savings in Wireless Ops, Shared Microwave, and Shared Sites

Last year the Board of Directors approved to apply a portion of the annual year-end settlement to achieve a Required Minimum Balance (RMB) of 12.5% of the Operations and Maintenance Budget. At this time the RWC in total has the required 12.5% minimum balance; however, as members' other public safety and non-public safety departments become operational their proportionate share will increase and therefore they may need to contribute to achieve their RMB.

The settlement credits for each Member is presented on the next page.



## Proposed Regional Wireless Cooperative Settlement Credits

Member	2015/16 Settlement
Avondale	\$ (18,826.84)
Buckeye	(22,586.69)
Chandler	(68,261.42)
Daisy Mountain	(1,449.94)
El Mirage	(1,330.91)
Glendale	(94,941.60)
Goodyear	(28,355.60)
Guadalupe	(707.36)
Maricopa	(12,431.09)
Maricopa Cty.Community College District	(16,713.21)
North County Fire & Medical District	(2,958.61)
Peoria	(63,532.90)
Phoenix	(675,576.38)
Scottsdale	(107,333.29)
Sun City FD	(3,359.82)
Sun Lakes	(2,546.50)
Surprise	(29,658.52)
Tempe	(111,415.50)
Tolleson	(2,272.16)
	<b>\$ (1,264,258.34)</b>

### RECOMMENDATION

The RWC Executive Committee recommends Board approval to apply each Member's fiscal year 2015/16 settlement towards their next quarter billing for FY2016/17.



**BOARD OF DIRECTORS REPORT**

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 17, 2016
FROM:	Kelly Stewart, RWC Accountant III	Item A	
SUBJECT:	<b>RWC 2017/18 BUDGET OVERVIEW &amp; FIVE YEAR PLAN</b>		

BACKGROUND

The purpose of this report is to present the proposed 2017/18 RWC Budget and Five Year Plan to the Board. The Executive Committee’s input and recommendations have been incorporated into the budget proposal.

THE ISSUE

The RWC Budget is made up of the following categories:

- Motorola Contracts
  - Service Agreement and System Upgrade Agreement (SUA II), Narrow Banding, Lifecycle Upgrades, and TDMA
- Phoenix Information Technology and Services (ITS)
  - Wireless Services, Microwave, Network Services, and Share Sites.
- Mobile Interference Hunter and microwave for the White Tanks Mountain to Adobe Mountain.
- RWC Staffing
  - The cost of five staff positions
- Other budget items
  - Including maintenance cost for City of Scottsdale, site leases, auditing services, electricity, and telecommunications.

For planning purposes, a summary of the RWC’s estimated five year budget is shown below.

RWC ANNUAL BUDGET	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
Subscriber Rate	\$30.64	\$31.50	\$32.37	\$33.27	\$33.87
Estimated Subscriber Count	18,209	18,209	18,209	18,209	18,209
O & M and Staffing	\$ 6,695,883	\$ 6,882,545	\$ 7,072,498	\$ 7,269,340	\$ 7,401,230
System Upgrade Agreement	\$ 2,660,549	\$ 2,687,155	\$ 2,714,026	\$ 2,741,166	\$ 2,768,578
TDMA Phases A-D	\$ 1,606,008	\$ 3,907,848	\$ 3,201,941	\$ 1,322,951	-
Required Minimum Balance	\$ 1,766	-	-	-	-
<b>Total Budget</b>	<b>\$ 10,964,206</b>	<b>\$ 13,477,548</b>	<b>\$ 12,988,465</b>	<b>\$ 11,333,457</b>	<b>\$ 10,169,808</b>

The budget allocation for each Member is presented below.

<b>RWC 17/18 Budget Detail</b>						
Member	Radio Count	Staffing / O&M	SUAll System Upgrade	Phase II NB	Minimum Balance	Total Budget
Avondale	358	\$ 131,645	\$ 52,681	\$ 28,300	\$ -	\$ 212,626
Buckeye	319	117,304	46,942	28,210	-	192,456
Chandler	998	366,988	146,860	89,198	-	603,046
Daisy Mountain	21	7,722	3,090	1,881	-	12,694
El Mirage	107	39,346	15,746	9,403	-	64,496
Glendale	1,273	468,112	187,327	114,184	-	769,625
Goodyear	400	147,090	58,862	35,822	-	241,774
Guadalupe	10	3,677	1,472	896	-	6,044
Maricopa	184	67,661	27,076	16,210	-	110,947
Maricopa County Community College District	235	86,415	34,581	21,135	-	142,132
North County Fire & Medical	43	15,812	6,328	3,851	-	25,991
Peoria	872	320,655	128,319	76,660	-	525,634
Phoenix	9,610	3,533,825	1,414,152	856,961	-	5,804,940
Rural Metro	129	47,436	-	-	-	47,436
Scottsdale	1,562	574,385	229,855	139,797	-	944,036
Sun City Fire	50	18,386	7,358	4,299	-	30,043
Sun Lakes	38	13,974	5,592	3,403	-	22,968
Surprise	418	153,709	61,510	37,076	-	252,295
Tempe	1,505	553,424	221,467	135,856	-	910,748
Tolleson	77	28,315	11,331	2,866	1,766	44,277
<b>Estimated Totals</b>	<b>18,209</b>	<b>\$ 6,695,883</b>	<b>\$ 2,660,549</b>	<b>\$ 1,606,008</b>	<b>\$ 1,766</b>	<b>\$10,964,206</b>

**RECOMMENDATION**

The RWC Executive Committee recommends Board approval of the proposed 2017/2018 Budget.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 17, 2016
FROM:	David Felix, RWC Executive Director		Item A
SUBJECT:	<b>RWC ANNUAL AUDIT FOR FISCAL YEAR 2015/16</b>		

### BACKGROUND

The RWC financial audit is being completed by the audit firm of CliftonLarsonAllen, LLP. This is an update on the status of the annual audit process.

### THE ISSUE

Due to delays in obtaining information related to pension calculations and GASB 72 from the Finance Department the CAFR has not yet been completed. Also, the field auditor from CliftonLarsonAllen LLP has accepted a position with another organization. The lead auditor has now stepped in and is working with the RWC Accountant to finalize disclosures that will impact various sections of the document.

The completed document will be submitted to the RWC Audit Committee and the annual audit findings will be presented at the next Board meeting scheduled for January 26, 2017.

### RECOMMENDATION

This agenda item is for information and discussion.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 17, 2016
FROM:	David Felix, RWC Executive Director		Item 7
SUBJECT:	<b>RWC AUDIT COMMITTEE VACANCY</b>		

### BACKGROUND

In 2011, at the recommendation of the auditing firm of CliftonLarsonAllen LLP, the RWC Board of Directors appointed three Board members to serve on an RWC Audit Committee to represent the RWC in reviewing the findings and recommendations of the audit firm. These members were to serve staggered three year terms.

### THE ISSUE

City of Goodyear Fire Chief Paul Luizzi has completed his term on the RWC Audit Committee and a new member will be needed to fill the upcoming vacancy. The other two members are City of Tempe Assistant Police Chief Brenda Buren and City of Avondale Acting City Manager Kevin Artz.

Since the 2015/16 annual audit process is delayed, it would be appropriate to have Chief Luizzi continue in his capacity on the Audit Committee until the completion of the audit and recommendations to the Board of Directors in January 2017. At that time, the Board will seek a volunteer or select a member of the Board of Directors to serve on the three-person RWC Audit Committee to replace the position held by Chief Luizzi. The new member will then serve a three-year term.

### RECOMMENDATION

The Board of Directors to approve Chief Luizzi's continued participation on the Audit Committee until the completion of the 2015/16 audit process and recommendations to the Board of Directions.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 17, 2016
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	<b>Approval of Revised Associate Policy A-01.12</b>		

### BACKGROUND

Some RWC Members have contracted for-profit companies to help provide services to the public. These companies, referred to here as Associates, are allowed to operate on the RWC Network in partnership with RWC Members. Because Associates are for-profit businesses, they are charged the standard operations and maintenance monthly fee for each subscriber unit they use on the Network, just as RWC Members pay.

### THE ISSUE

Several RWC Members currently partner with Southwest Ambulance (SA) and Professional Medical Transport (PMT) to provide emergency medical and medical transportation services. SA and PMT are currently RWC Associates. SA and PMT are owned by Rural Metro (RM). RM has recently been acquired by a new company, American Medical Response (AMR). AMR has requested to continue using the RWC Network in service to the public.

At the RWC Board Meeting on September 22, 2016, a draft agreement letter to grant Associate status to AMR was presented to the Board. The Board requested that the letter be modified to make it clear that Associates are only permitted to use the RWC Network in support of an RWC Member and that Associates cannot use the Network for their own independent operations. In addition to the clarification of Associates and their use of the Network in regards to the letter, the Board also stated that there needs to be a finite time limit when RWC members should notify the RWC Executive Director in general of when an Associate Members' contract has expired, been cancelled, modified or has undergone a change of ownership. The Policy Working Group reviewed and revised the Associate Policy while in the process of revising the agreement letter to ensure all concerns by the Board were addressed.

An updated draft of the proposed changes of the Associate Policy is included with this report for consideration and approval by the RWC Board of Directors. The requested language added is in red, with removed text in strike-through red.

If this draft is approved by the Board, the final version will have the strike through text removed and the red text changed to black.

RECOMMENDATION

The RWC Executive Committee has reviewed the revisions to the Associate Policy and recommends Board approval.

This agenda item is for information, discussion and action.

<p style="text-align: center;">REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</p>	
<p>Subject:  Associate Policy</p>	<p>No. A-01.12 Effective Date 5/26/11 Rev. 10/11/16</p>

### 1.0 Purpose

- 1.1. Defines a policy to form a relationship between the Regional Wireless Cooperative (RWC) and Associates in order to facilitate operations in a production environment.

### 2.0 Owner

- 2.1. RWC Operations Working Group (OWG).

### 3.0 Applies To

- 3.1. This applies to RWC contracting Members and Associates requesting the use of the operational capabilities within the RWC.

### 4.0 Background

- 4.1. RWC Members need to communicate with Associates.

### 5.0 Policy Statement

- 5.1. The RWC Governance and IGA provide a definition of Associate. This policy outlines the application process and responsibilities.

### 6.0 Supporting Rules

- 6.1. An entity may become an Associate if they are contractually obligated to provide service to a Member.
- 6.2. An entity must apply to become an Associate if they are **both** 1) contractually obligated to provide service to a Member and 2) provide their own subscribers units.
- 6.3. Associates do not have RWC voting rights.
- 6.4. Associates may have a representative on the OWG.
- 6.5. Associates do not have representation on the Board of Directors.
- 6.6. Categories of membership are specifically defined in Exhibit A of the RWC IGA, Section 3.1.2.



6.7. Associates may only use the network for operational communication in support of a member agency on assigned talk groups.

## **7.0 Responsibilities**

- 7.1. Requests or updates to become an Associate must be submitted to the RWC Executive Director on agency letterhead.
- 7.2. Submissions must include:
  - 7.2.1. Agency name and single point of contact.
  - 7.2.2. Supporting letter(s) from all RWC contracting Member(s) including dates of contract.
  - 7.2.3. RWC Subscriber Inventory form.
  - 7.2.4. The authorized service provider or entity that will program the subscribers.
  - 7.2.5. Talkgroup plan to program into subscribers, including encryption.
  - 7.2.6. Purpose of request.
  - 7.2.7. Signature of authorized agency representative.
  - 7.2.8. Signed form acknowledging requirements to follow identified RWC Policies and Procedures.
- 7.3. The Executive Director will provide the OWG a written summary of the application packet to include:
  - 7.3.1. Requesting Associate.
  - 7.3.2. Contracting Member(s).
  - 7.3.3. Talkgroup plan.
  - 7.3.4. Purpose of request.
  - 7.3.5. Number of subscribers/users.
- 7.4. The OWG is responsible for advising the Executive Committee of recommendations or issues related to potential RWC Associates.
  - 7.4.1. RWC costs incurred beyond standard interoperability offerings will be the responsibility of the Associate or the Member.
  - 7.4.2. The control and modification of the programming files into subscriber units must be approved by the OWG.
- 7.5. The Executive Committee will forward the recommendation to the Board of Directors through the Executive Director.
- 7.6. The Board of Directors will approve, deny or request additional information.
- 7.7. The Executive Director will contact the Associate regarding approval status and provide them with:
  - 7.7.1. The approved talkgroups and/or interoperability decks.
  - 7.7.2. RWC invoice, if applicable.
- 7.8. The RWC will follow up with all Associates to provide an updated subscriber list annually.

7.9. RWC Associates desiring additional Member talkgroups and/or an increase in the number of approved subscriber counts must notify the Executive Director of proposed changes.

7.9.1. Notification must include:

7.9.1.1. Supporting letter(s) from affected RWC contracting Member(s) including dates of contract.

7.9.1.2. RWC Subscriber Inventory form.

7.9.1.3. Length of access to talkgroups (i.e., short term, no end date).

7.9.1.4. The authorized service provider or entity that will program the subscribers.

7.9.1.5. Specific talkgroups to program into subscribers, including encryption.

7.9.1.6. Purpose of request.

7.9.1.7. Signature of authorized agency representative.

7.10. RWC members are responsible for notifying the RWC Executive Director within sixty (60) days from the date an Associate Member's contract has expired, been cancelled, modified, or has undergone a change of ownership.

~~RWC members are responsible to notify the RWC Executive Director when an Associate Members' contract has expired, been cancelled or modified.~~

## **8.0 Conditions for Exemption or Waiver**

8.1. As provided in the Waiver or Exception Policy.

## **9.0 Applicable Policies and/or Procedures**

9.1. As listed at [www.rwcaz.org](http://www.rwcaz.org).



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 17, 2016
FROM:	David Felix, RWC Executive Director		Item 9
SUBJECT:	<b>Approval of American Medical Response Associate Agreement</b>		

### BACKGROUND

Some RWC Members have contracted for-profit companies to help provide services to the public. These companies, referred to here as Associates, are allowed to operate on the RWC Network in partnership with RWC Members. Because Associates are for-profit businesses, they are charged the standard operations and maintenance monthly fee for each subscriber unit they use on the Network, just as RWC Members pay.

### THE ISSUE

Several RWC Members currently partner with Southwest Ambulance (SA) and Professional Medical Transport (PMT) to provide emergency medical and medical transportation services. SA and PMT are currently RWC Associates. SA and PMT are owned by Rural Metro (RM). RM has recently been acquired by a new company, American Medical Response (AMR). AMR has requested to continue using the RWC Network in service to the public.

At the RWC Board Meeting on September 22, 2016, a draft agreement letter to grant Associate status to AMR was presented to the Board. The Board requested that the letter be modified to make it clear that Associates are only permitted to use the RWC Network in support of an RWC Member and that Associates cannot use the Network for their own independent operations.

The RWC Policy Working Group (PWG) reviewed and modified the letter accordingly. An updated draft of the proposed agreement letter between the RWC and AMR is included with this report for consideration and approval by the RWC Board of Directors. This letter shows the requested language added in red, with removed text in strike-through red.

The PWG also removed language preventing encryption access and emergency alert access by Associates as those features could be needed by Associates in support of Members. Also removed was language referring to the Project 25 Phase II TDMA as that is no longer relevant.

If this draft is approved by the Board, the final version will have the strike through text removed and the red text changed to black.

RECOMMENDATION

The RWC Executive Committee has reviewed the AMR Associate agreement and recommends Board approval to enter into the agreement.

This agenda item is for information, discussion and action.



Thursday, August 4, 2016

American Medical Response  
Glenn Kasprzyk, COO AMR Arizona  
8465 N Pima Rd  
Scottsdale AZ 85258

Dear Mr. Kasprzyk:

The purpose of this letter is to advise you that the Regional Wireless Cooperative's (RWC) Board of Directors has approved American Medical Response 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:

- ~~All talkgroups contained in the approved programming file are non-secure and thus open to monitoring by the general public. No encryption key support will be provided with this request.~~  
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.
- ~~No emergency alert access is permitted for the approved subscriber units.~~  
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.
- 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 Lost Compromised Radio Procedure.) Furthermore, the RWC reserves the right to inhibit any radio suspected of interfering with public safety operations.
- The approved subscriber units must follow the procedures in the RWC Member-Specific Talk Group Usage.

5. As an RWC Associate, your agency is responsible for the maintenance, replacement, and programming of your subscriber equipment (RWC Subscriber Radio Equipment Maintenance). **Your agency is also responsible for compliance with FCC rules and regulations which apply to your subscriber fleet (i.e. Project 25 Phase II TDMA).** The RWC may perform services for your agency with an approved contract, or by an authorized service provider (RWC Contractor Policy). 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](http://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 alternations 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 RWC Configuration Management of Radio Templates 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:	November 17, 2016
FROM:	David Felix, RWC Executive Director		Item 10
SUBJECT:	<b>EXECUTIVE DIRECTOR'S REPORT</b>		

### BACKGROUND

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

- A. Project Updates
  - Daisy Mountain Fire District
- B. Governance Working Group(s)
  - RWC/TRWC GWG – Yuma Regional Communications System
- C. RWC Accountant III Recruitment
- D. Yavapai County Interoperability Participant
- E. New Government Relations Director – Mr. Frank McCune

### RECOMMENDATION

This agenda item is for information and discussion.