Board of Directors
Agenda
September 7, 2023
10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	**Call to Order, Roll Call, Opening Comments**	Chair Andrea Glass City of Tempe
2)	**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.	Chair Andrea Glass City of Tempe
3)	**Approval of RWC Board Meeting Minutes from the May 18, 2023, Meeting** **This item is for information, discussion, and action.**	Chair Andrea Glass City of Tempe
4)	**RWC 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.**	John Imig RWC Executive Director Staff Almira Santos RWC Accountant IV

5)	**RWC Member Asset Acceptance** The purpose of this item for the Board to accept Member assets as required by Governance. **This item is for information, discussion, and action.**	John Imig RWC Executive Director
6)	**RWC Emergency Responder Radio Communication Coverage Systems (ERRCS) Program Update** The purpose of this item is to provide the Board with an update on new developments and the status of the RWC ERRCS Program. **This item is for information and discussion.**	John Imig RWC Executive Director Staff Christopher Arneson Senior ERRCS Specialist

7)	**Executive Director's Report**
	      A. Project Updates
	      B. Sub Committees Work Update
	      C. Accountant I Position (PT)
	      D. Phoenix Budget and Research Exceptional Budget Management Score for RWC FY22-23
	This item is for information and discussion.
		John Imig
		RWC Executive Director

8)	**RWC Board of Directors Board Vice-Chair Nomination and Election** The purpose of this item is to nominate and elect an RWC Vice-Chair. **This item is for information, discussion, and possible action.**	John Imig RWC Executive Director

9)	**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.**	Chair Andrea Glass City of Tempe
10)	**Adjourn**	Chair Andrea Glass City of Tempe

2023 RWC Board of Directors Meetings

Date	Location
Thursday, February 23rd **10:00 – 11:30**	City of Phoenix Public Transit Building 302 N. 1st 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. 1st Avenue

Regional Wireless Cooperative
Board of Directors
MINUTES
September 7, 2023

Board Members Present		Board Members Absent
Shawn Holcomb~ – Arizona Fire and Medical Authority	Steen Hambric~ – Phoenix	Milton 'Douglas' Wiener – FRBSF
Jeff Scheetz~ – Avondale	Rob Schmitz~ – Sun City Fire and Medical	Jeff McMenemy – Harquahala FD
Greg Platacz~ – Buckeye	Tracy Montgomery~ – Surprise	Roy Stanifer – Maricopa Community College District
Val Gale~ - Chandler	Andrea Glass~ – Tempe	Patrick Beumler – Paradise Valley
Alan Zangle~ – Daisy Mountain Fire District	Garrett Roberts~ – Tolleson	Bianca Lochner – Scottsdale
Michael Long~ – El Mirage	Les Brown~ - Wickenburg	
Rick St. John~ – Glendale		
Paul Glass~ – Goodyear		
Wayne Clement~ – Guadalupe		
George Burger~ – Maricopa		
Douglas Steele~ – Peoria		
*Board Alternate	^Non-Voting Alternate	~Telephone Participant

Staff and Public Present			
John Imig – RWC	Nicholas Roosevelt – RWC	Almira Santos – RWC	Selena Barner – RWC
Mark Sampson - 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 Andrea Glass, representing the City of Tempe, called the meeting of the Regional Wireless Cooperative (RWC) Board of Directors (Board) to order at 10:00 AM. She asked RWC Management Assistant, Nick Roosevelt (RWC) to take Roll Call.

2. **Call to the Public**
   Chair Glass received no response when asked if there were any requests from the public to speak.

3. **Approval of RWC Board Meeting Minutes from the May 18, 2023, Meeting**
   Chair Glass asked the Board if there was any need for discussion on the draft minutes presented from the May 18, 2023, Board Meeting. There was no discussion.

   A **MOTION** was made by Alan Zangle and **SECONDED** by Paul Luizzi to approve the May 18, 2023, RWC Board meeting minutes.
   MOTION CARRIED UNANIMOUSLY (17-0)

4. **RWC Budget Update for Fiscal Year 2022-23**
   Almira Santos (RWC) gave a brief overview of the budget for FY 2022/23 including the current expenses as of June 2023. She explained the breakdown of the O&Ms components for the Trunked Network, the Conventional Network (VHF) and Special Projects.

5. **RWC Member Asset Acceptance**
   John Imig (RWC) explained in detail the RWC Governance Section 3.4. He stated that the Board must act to accept member assets prior to the Administrative Manager assessing and assigning a related equity value. The assigned value will be presented to the Board during the February meeting as part of the Annual Comprehensive Financial Report.

   Mr. Imig requested that the Board accept the assets for the following five sites: Paradise Valley – PVRF; Peoria – Pyramid Peak; Maricopa – FS-575/572; Goodyear – GCOM, and Buckeye Valley Fire District (AFMA) – Burnt Mountain.

   A **MOTION** was made by Alan Zangle and **SECONDED** by Val Gale to approve to approve the recommendation as presented.
   MOTION CARRIED UNANIMOUSLY (17-0)

6. **RWC Emergency Responder Radio Communication Coverage Systems (ERRCS) Program Update**
   Chris Arneson (Phoenix) shared pertinent information about the progression of the ERRCS Program. He explained that they are working closely with the Valley Fire Marshals and that new policy language will ensure all contractors are properly trained and certified. He

also discussed the new ERRCS procedure related to loaner testing equipment. Lastly, he provided an overview of the challenges still faced by the RWC and the current plans to address them.

7. **Executive Director's Report**

   A. **Project Updates**
   Mr. Imig provided an update on the City of Buckeye at Jack Rabbit Trail & I10 site. He explained that they will be able to eliminate lease costs by pulling their equipment out of the temporary site once this site is completed. Greg Platacz (Buckeye) shared his appreciation and thanked everyone for their patience, assistance and support.

   Mr. Imig shared that the Town of Wickenburg is live and billable on the Trunked System and stated that Wickenburg FD is showing interest in using the Network. Wickenburg PD will follow policies and procedures as they allow their FD to use one of their Talkgroups.

   Mr. Imig stated that City of Surprise is close to completion and that Tom Grebner's (Phoenix) team will be completing a site walk by the end of this month.

   Mr. Imig gave a brief update on the Ethernet project and added that the Motorola contract is in the final negotiation stage.

   B. **Sub Committees Work Update**
   Mr. Imig provided a detailed description of the RWC's sub committees, their recent accomplishments and shared some of the works in progress.

   C. **Accountant I Position (PT)**
   Mr. Imig introduced Mark Sampson (RWC) and stated that he has been a great asset and is assisting Ms. Santos with several accounting projects. He mentioned that Phoenix Human Resources Department has opened the application process and they will begin the recruitment process for a permanent PT Accountant I shortly.

   D. **Phoenix Budget and Research Exceptional Budget Management Score for RWC FY22-23**
   Mr. Imig stated that the RWC received the Exceptional Budget Management Score from the City of Phoenix Budget and Research Department. This is achieved by keeping the RWC budget under 4.3% over the last fiscal year.

Chair Glass thanked the RWC Staff for a job well done.

8. **RWC Board of Directors Board Vice-Chair Nomination and Election**
Mr. Imig mentioned the reason for the vacancy and explained the adjustments made to the Board Chair and Vice-Chair Elections Procedure by the Policy Working Group and the Executive Committee. He said both committees agreed that a three-member nomination committee is not needed to elect the Board Vice-Chair. He also explained in detail the new nomination process.

Chair Glass opened the floor for nominations and Wayne Clement (Guadalupe) nominated Val Gale (Chandler) to fill the position. Mr. Gale accepted the nomination.

A **MOTION** was made by Alan Zangle and **SECONDED** by Jeff Scheetz to elect Val Gale to the position of RWC Vice-Chair.
MOTION CARRIED UNANIMOUSLY (17-0)

9. **Announcements, Public Comment, Future Agenda Items**
There was no discussion on this item.

10. **Adjournment**
Chair Glass requested a motion to adjourn the meeting at 10:37 AM.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Tracy Montgomery to adjourn the September 7, 2023, Board Meeting.
MOTION CARRIED UNANIMOUSLY (17-0)

Respectfully Submitted,
Selena Barner – Administrative Aide

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	September 7, 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 Projects[2]. 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: $648,309
    - ○ FY23 Actual/Commitment as of June 2023: $619,075 (95%)
- **Contractual Services** (Tower Leases, Motorola Service Agreement, Auditing Services, Electricity, Property Insurance, Contingency, etc.)
    - ○ FY23 Budget: $3,426,705
    - ○ FY23 Actual/Commitment as of June 2023: $3,139,191 (92%)
- **Commodities** (Supplies, Facilities Maintenance, etc.)
    - ○ FY23 Budget: $6,000
    - ○ FY23 Actual/Commitment as of June 2023: $2,630 (44%)
- **Capital Outlay** (SUA II, Other projects)
    - ○ FY23 Budget: $3,281,889

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[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.

- o FY23 Actual/Commitment as of June 2023: $3,331,222 (102%)
- **Expenditure Transfers** (IT Expenses)
  - o FY23 Budget: $3,932,616
  - o FY23 Actual/Commitment as of June 2023: $3,845,325 (98%)

RWC Conventional Network (VHF) O&M components:
- **Contractual Services** (Tower Leases, Electricity, Telecom, etc.)
  - o FY23 Budget: $136,677
  - o FY23 Actual/Commitment as of June 2023: $116,556 (85%)
- **Commodities** (Contingency)
  - o FY23 Budget: $50,000
  - o FY23 Actual/Commitment as of June 2023: $0.00 (0%)
- **Capital Outlay** (Special projects)
  - o FY23 Budget: $351,180
  - o FY23 Actual/Commitment as of June 2023: $335,775 (96%)
- **Expenditure Transfers** (IT Expenses)
  - o FY23 Budget: $239,970
  - o FY23 Actual/Commitment as of June 2023: $143,081 (60%)

RECOMMENDATION
This item is for information and discussion only.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	September 7, 2023
FROM:	John Imig, RWC Executive Director		Item 5
STAFF:	Almira Santos, RWC Accountant IV Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	**MEMBER 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."*

Prior to 2021, the RWC Administrative Managing Member accepted assets into the Network without the Board taking official action. Our interpretation of RWC Governance is that the Board must act *prior* to the Administrative Managing Members assessing and assigning a related equity value. This value is then presented at the February meeting as part of the Annual Comprehensive Financial Report (ACFR). The RWC Board accepted all previously calculated assets at the May 2021 meeting.

THE ISSUE

The RWC Board is now being asked to officially accept the following Member assets completed in the last fiscal year or not previously credited toward a members' equity. If approved, the Administrative Managing Member will begin the process of assessing an equity value, which will then be presented for Board approval in February as part of the RWC ACFR.

Member	Site
Paradise Valley	PVRF
Peoria	Pyramid Peak
Maricopa	FS-575/572
Goodyear	GCOM
Buckeye Valley Fire District (AFMA)	Burnt Mountain

RECOMMENDATION
The RWC Executive Director, after review and concurrence of the Executive Committee, hereby recommends the Board accept these assets on behalf of the RWC per Governance section 3.4.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	September 7, 2023
FROM:	John Imig, RWC Executive Director		Item 6
STAFF:	Christopher Arneson, RWC Senior ERRCS Specialist Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	**RWC EMERGENCY RESPONDER RADIO COMMUNICATION SYSTEMS (ERRCS) PROGRAM UPDATE**		

BACKGROUND

The RWC has spent substantial time and resources to develop the ERRCS program over the past four (4) years. Christopher Arneson, RWC Senior ERRCS Specialist, will provide an overview of the successes and challenges of the program. Each of these program highlights is intended to help reduce radio interference on the RWC network in one way or another.

PROGRAM HIGHLIGHTS

- Major Overhaul of ERRCS Policy
  In 2020, the Board approved major overhaul to the ERRCS policy, adapting language based on nationwide best practices that disallowed the use of new Class B amplifiers. Class B (wide band, relatively unregulated) amplifiers are not ideal for public safety, nor the radio network. The RWC worked closely with Valley Fire Marshals' offices, and met with other agencies across the country when developing the policy.

- Board Approves an ERRCS Specialist
  The Board approved a position in 2021 specifically to support the growing ERRCS program. This position has helped support over 300 projects, with over 50 still under construction RWC-wide.

- Campus Style Buildings
  The RWC adopted policy language to prevent campus style building projects from becoming "BDA farms" whereas too many amplifiers and donor antennas in one place could result in negative impact to communications. The RWC now requires a *single system* approach where multiple fiber-fed remotes communicate back to a main head unit, resulting in one (1) donor antenna for multiple buildings.

- Interference Detection System Urban Area Security Initiative Grant
  In 2020, the RWC applied for and received full funding for a system that helps to locate both malicious interference and improperly configured/broken BDA's. This system has been used successfully to locate and shut down multiple "rogue" BDA's, including one during the Super Bowl weekend that negatively impacted multiple public safety agencies and nearly took an entire zone down.

- National Institute for Certification in Engineering Technologies (NICET) In-Building Public Safety Communications (IB-PSC)
  The RWC via the ERRCS Policy will begin requiring vendors seeking to rebroadcast our channels to have NICET IB-PSC certifications. This will help ensure that the vendors working in our region have the skills needed to install systems that work in an emergency and do not cause harm to the Network.

- RWC ERRCS Loaner Resources Pilot Program
  Beginning this Fall, the RWC will begin allowing vendors to borrow (highly restricted)portable radios to perform onsite testing. This will decrease the amount of time the RWC ERRCS team needs to spend on individual projects, improve regional vendors' ability to calibrate their systems, and reduce return visits by the ERRCS Team. This program is based on a very successful program in Orange County, California.

PROGRAM CHALLENGES

- Multi-Vendor Campus Style Projects
  While we have addressed this issue in policy, we are still having challenges with larger projects—especially when there are multiple general contractors and other vendors. We continue to work closely with the Valley Fire Marshals' and RWC Members to get ahead of these projects. One major example is the Taiwan Semiconductor Manufacturing Company (TSMC) project in North Phoenix.

- Plan Review-Early Intervention
  Like the aforementioned challenge, we are continuing to develop our relations with our members to ensure that ERRCS can be brought up earlier in the building process. This will ensure our member cities have safe buildings and prevent costly post plan-post inspection rework.

- New Fire Code Elevator Shaft Coverage
  Fire code currently being analyzed for future adoption by local fire departments requires radio coverage in elevator shafts. The RWC is working closely with the AHJ's to ensure that new additions to the Fire Code will not negatively impact the Network.

- Annual ERRCS inspections
  Annual inspections are required by the fire code and the entire industry is adjusting. Annual inspections on ERRCS are generally inconsistent or not getting done. We are working with our local fire prevention departments to assist where we can and ensure

these systems are functioning properly. This cooperative work will be key to a long-lasting successful program.

RECOMMENDATION
This item is for information and discussion only.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	September 7, 2023	
FROM:	John Imig, RWC Executive Director			Item 7
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. Project Updates

    B. RWC Subcommittees Work Update

    C. Accountant I Position (PT)

    D. Phoenix Budget and Research Exceptional Budget Management Score for RWC FY23

RECOMMENDATION

This item is for information and discussion.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	September 7, 2023
FROM:	John Imig, RWC Executive Director		Item 8
STAFF:	Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	**RWC BOARD OF DIRECTORS VICE-CHAIR NOMINATION AND ELECTION**		

BACKGROUND
Per RWC Governance*, "the Board must elect one of its Representatives as Vice-Chair. The Vice-Chair must execute the duties of the Chair during the absence or disability of the Chair."*

THE ISSUE
At the May 2023 Board of Directors meeting Assistant Fire Chief Andrea Glass (Tempe) was elected Board Chair, leaving the Vice-Chair role vacant. Due to recent changes by the Policy Working Group (PWG) and approved by the RWC Executive Committee, in the RWC *Board Chair and Vice-Chair Election Procedure,* approved by the RWC Executive Committee, the Board may now nominate and elect a new Vice-Chair without forming a (previously required) three-member Nomination Committee*.

RECOMMENDATION
The RWC Executive Director, after review and approval by the Executive Committee, recommends that the RWC Board elect a new Board Vice-Chair to begin their two-year term immediately.

*This process will still be required for any Board Chair election