



**Regional Wireless Cooperative**  
**Board of Directors**  
**Agenda**  
**May 24, 2018**  
**10:00 a.m. – 11:30 a.m.**

	<b>ITEM</b>	<b>PRESENTER</b>
1)	<b>Call to Order, Roll Call, Opening Comments</b>	Chair Imig Peoria
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 Imig Peoria
3)	<b>Approval of RWC Board Meeting Minutes from February 22, 2018 Meeting</b> <b>This item is for information, discussion, and action.</b>	Chair Imig Peoria  Est. 2 min.
4)	<b>RWC Draft Governance Document – Board Approval</b> The purpose of this item is to seek Board approval of the final draft of the Governance document. <b>This item is for information, discussion, and possible action.</b>	Mr. David Felix – RWC Executive Director  Est. 10 min.
5)	<b>Communications System Strategic Alliance (CSSA) Representatives</b> The purpose of this item is to seek approval of the nomination of Brad Hartig and Max Merritt as the official RWC Representatives to the CSSA Coordinating Council. <b>This item is for information, discussion, and possible action.</b>	Mr. David Felix – RWC Executive Director  Est. 5 min.



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<p>6)</p>	<p><b>Phoenix Fire VHF Management Transition to RWC Board</b>          The purpose of this item is to discuss the Phoenix Fire VHF Management Transition to the RWC Board.  <b>This item is for information, discussion, and possible action.</b></p>	<p>Mr. David Felix -          RWC Executive Director          Jeff Schripsema -          Division Fire Chief</p> <p>Est. 5 min.</p>
<p>7)</p>	<p><b>Executive Director's Retirement – Selection Committee</b>          The purpose of this item is to discuss the Selection Committee for the position of Executive Director.  <b>This item is for information, discussion, and possible action.</b></p>	<p>Mr. David Felix -          RWC Executive Director</p> <p>Est. 5 min.</p>
<p>8)</p>	<p><b>RWC Microwave Capital Funding Plan</b>          The purpose of this item is to provide an overview of the microwave network and to initiate early estimates of these costs for RWC member's future budget planning.  <b>This item is for information and discussion.</b></p>	<p>Mr. David Felix -          RWC Executive Director          John Sater -          Lead Technology          Specialist IT</p> <p>Est. 10 min.</p>
<p>9)</p>	<p><b>RWC Projects Update</b>          The purpose of this item is to update the Board on the status of various projects.  <b>This item is for information and discussion.</b></p>	<p>Mr. David Felix -          RWC Executive Director          Tom Grebner -          Lead IT Systems          Specialist</p> <p>Est. 5 min.</p>



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<p><b>10)</b></p>	<p><b>Executive Director's Report</b></p> <p>A. Merger of Creative Communications with Motorola Solutions, Inc.</p> <p>B. RWC Staff Update</p> <p><b>This item is for information and discussion.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>
<p><b>11)</b></p>	<p><b>Announcements, Public Comment, Future Agenda Items</b></p> <p>The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items.</p> <p><b>This item is for information only.</b></p>	<p>Chair Imig Peoria</p>
<p><b>12)</b></p>	<p><b>Adjourn</b></p>	<p>Chair Imig Peoria</p>



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Board of Directors

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10:00 a.m. – 11:30 a.m.

**Board of Directors  
2018 Meeting Schedule**

<u>Date</u>	<u>Location</u>
<b>Thursday, August 23 10:00 – 11:30</b>	Maricopa Association of Governments (MAG) 302 North 1st Avenue, 2nd Floor Phoenix, AZ 85003 Ironwood Room
<b>Thursday, November 15 10:00 – 11:30</b>	Maricopa Association of Governments (MAG) 302 North 1st Avenue, 2nd Floor Phoenix, AZ 85003 Ironwood Room



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 4
SUBJECT:	<b>RWC Draft Governance Document – Board Approval</b>		

### BACKGROUND

The purpose of this report is to update the Board on the status of the final draft of the RWC Governance document and the next steps. The RWC Governance Working Group (GWG) developed an updated and improved draft “*RWC Governance Attachment A*” to the RWC Intergovernmental Agreement (IGA). The RWC Board of Directors has received frequent updates on this activity since it began several years ago.

On November 16, 2017 RWC staff provided a copy of the draft Governance to all RWC Member Board Representatives for review and possible approval. Based on discussion amongst the Board members, it was recommended that all Members should be given a final opportunity to conduct legal review of the draft Governance and provide input or additional edits prior to Board approval. This final review was tracked for all 19 Members input or affirmative approval.

### DISCUSSION

All 19 RWC Members have responded with input or affirmative approval. The GWG reviewed and acted on all questions, suggestions, and edits. The final draft Governance document has been provided to Board members in two forms: 1) a copy that provides answers to several questions by Board members and; 2) a copy that depicts all suggested edits by Board members and their final disposition.

There were no substantive changes made to the document based upon Members’ input. Most changes were grammatical or helped to clarify or simplify existing language.

As was proposed at the November 16<sup>th</sup> Board meeting, the immediate goal is to have the new Governance document approved at today’s RWC Board of Directors meeting. The long-term goal is to have the “*RWC Attachment A Governance*” document signed by all RWC Members by the end of 2018.

Changes to the “*RWC Attachment A Governance*” document do not warrant a totally new IGA. This change only requires approval of an amendment which will specify replacing

the existing Attachment A with the new Attachment A. RWC staff will provide a clean copy of the "RWC Attachment A Governance" document, executive summary, and amendment cover template for Members' use in processing the amendment to the RWC IGA.

RECOMMENDATION

The RWC Executive Committee recommends the RWC Board of Directors approve the draft "RWC Attachment A Governance" and direct all RWC Members to seek approval of an amendment to the RWC IGA to incorporate the approved Governance document.

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



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	<b>Communications System Strategic Alliance (CSSA) Representatives</b>		

### BACKGROUND

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

### ISSUE

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

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

At the February 22, 2018 RWC Board meeting, Chairman Imig recommended that Board members consider volunteering for the executive level representative position or provide nominations to Executive Director David Felix for consideration and approval at the May 24<sup>th</sup> meeting. He asked that members recommend a user level representative as well. Scottsdale Executive Director of IT Brad Hartig volunteered to be the RWC executive level representative for the CSSA Coordinating Council and Glendale Sergeant of Special Events Max Merritt has been nominated as the RWC user level representative.

### RECOMMENDATION

This item has been reviewed by the RWC Executive Committee. The Executive Committee recommends the Board approve Brad Hartig as the RWC executive level representative and Max Merritt as the RWC user level representative to the CSSA Coordinating Council.

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



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 6
SUBJECT:	<b>Phoenix Fire VHF Management Transition to RWC Board</b>		

### BACKGROUND

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

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

### ISSUE

At the February 22, 2018 RWC Board of Directors meeting, the Phoenix Fire Department request that the RWC Board authorize the formation of a working group to study the feasibility and requirements of bringing the Phoenix Fire VHF System under the management of the RWC. This request was approved and a VHF Working Group was formed to conduct the study. The VHF Working Group consists of personnel from Phoenix Fire Administration and Technical Operations as well as Information Technology personnel from the RWC and other interested parties as necessary.

The VHF Working Group has looked several areas including the current state of the system, the technical requirements of transition, development of a five-year technical plan and a five-year budgetary plan.

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

### RECOMMENDATION

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





## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 7
SUBJECT:	<b>EXECUTIVE DIRECTOR'S RETIREMENT – SELECTION COMMITTEE</b>		

### BACKGROUND

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

At the February 22, 2018 RWC Board of Directors meeting, Executive Director David Felix formally announced his intent to retire. His last day of employment with the City of Phoenix will be December 31, 2018. Mr. Felix has made formal chain-of-command notification of his intent to retire and has submitted the required paperwork to the City of Phoenix Human Resources (HR) department to initiate the selection process.

RWC Board Chairman John Imig requested Board members to consider volunteering for an “RWC Executive Director Selection Committee” to coordinate with City of Phoenix HR in developing and conducting the selection process to fill the vacancy resulting from Mr. Felix’s impending retirement.

### THE ISSUE

RWC Board of Directors representatives are requested to volunteer or nominate individuals to represent the RWC Board of Directors on the Executive Director Selection Committee. The RWC Chairman may also appoint Board members to serve on the Committee.

### RECOMMENDATION

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



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	<b>RWC MICROWAVE CAPITAL FUNDING PLAN</b>		

### BACKGROUND

Within the broader spectrum of radio communications, “point-to-point” communications are carried out using microwave frequencies along line-of-sight paths called “links”. These frequencies and their unique characteristics allow the transmission of vast amounts of data between remote communication sites without the need for hard wire or fiber optic cables between these sites.

Today, the RWC network is comprised of over 80 microwave links which interconnect sites and provide connectivity to Members’ 9-1-1/dispatch centers. The RWC microwave infrastructure is an essential and critical component of the RWC network.

Since the inception of the RWC, the City of Phoenix has funded most of the microwave network’s installations, maintenance, replacement and upgrades. Careful, long-term planning, management, and funding are critical to ensure the RWC microwave network maintains its high level of efficiency, dependability, and longevity.

### THE ISSUE

The City of Phoenix Radio Services Department is finalizing a system-wide upgrade to the RWC network. This project was funded entirely by the City of Phoenix. Because the microwave network is a major component of the RWC network, future maintenance, capitol replacement, or upgrades should be shared among the RWC membership, similar to all other infrastructure components.

The purpose of this briefing is to provide an overview of the microwave network and initiate early estimates of these costs for RWC member’s future budget planning.

### RECOMMENDATION

This agenda item is for information and discussion.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 9
SUBJECT:	<b>RWC Projects Update</b>		

### BACKGROUND

The Executive Director and Mr. Tom Grebner, Radio Services Manager, will provide updates to the Board of Directors regarding the following projects:

- Veteran's Administration Police Department
- Phoenix Federal Reserve Police Department
- Buckeye Valley Fire Department
- Peoria's Pyramid Peak Site
- Peoria's Vistancia Site
- Phase II, TDMA Project

### RECOMMENDATION

This agenda item is for information and discussion.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 24, 2018
FROM:	David Felix, RWC Executive Director		Item 10
SUBJECT:	<b>EXECUTIVE DIRECTOR'S REPORT</b>		

### BACKGROUND

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

- Merger of Creative Communications with Motorola Solutions, Inc.
  - Ms. Carrie Hemmen, Area Sales Manager; Arizona, Nevada, Utah
  - Mr. Jimmy Trivedi, RWC Account Manager
  
- RWC Staff Update

### RECOMMENDATION

This agenda item is for information and discussion.