



**Board of Directors  
MINUTES  
May 23, 2013**

Maricopa Association of Governments  
302 N. 1<sup>st</sup> Avenue  
Phoenix, Arizona 85003

**Board Members Present**

**Board Members Absent**

Paul Adams *	Chris DeChant	David Lind *	Wade Brannon
John Bennett	Mike Frazier	Paul Luizzi	Brenda Buren
Steve Campbell	Bob Hansen	Tim Van Scoter	Mark Gorla
Wayne Clement	Brad Hartig	Paul Wilson	Jim Haner
Bob Costello	Dave Heck * **	Ed Zuercher	Marc Walker
Susan Daluddung	Danny Johnson		
*Board Alternate	**Telephone Participant		

**Staff and Public Present**

Brent Ackzen	Domela Finessey	Ron Parks	Mike Sumnicht
Kelli Butz	John Gardner	Bill Phillips	Shannon Tolle
Jim Case	Kacie Howard	Michelle Potts	Timothy Ulery
Dave Clarke	John Imig	Vicky Scott	Patricia Williams
Dave Collett	Doug Mummert	Dale Shaw**	
David Felix	Chris Nadeau	Nick Spino	
**Telephone Participant			

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

Vice Chair Campbell called the meeting to order at 10:02 a.m. Roll call was taken and a quorum reached.

Vice Chair Campbell called for a moment of silence to pay tribute to Officer Daryl Raetz and Firefighter Bradley Harper.

**2. Approval of RWC Board Meeting Minutes from March 28, 2013**

A **MOTION** was made by Mr. Zuercher and **SECONDED** by Mr. Frazier to approve the minutes as presented. **MOTION CARRIED UNANIMOUSLY (17-0).**

**3. Approval of Board Chair Nomination**

At the March 28<sup>th</sup> Board meeting, an agenda item called for a Nominating Committee to be created in order to nominate a new Chairperson for the Board or Directors. A motion was made to elect Vice Chair Campbell to the position, but this action was not on the agenda, and therefore should not have been voted on in accordance with Open Meeting Law requirements.

A **MOTION** was made by Mr. Zuercher and **SECONDED** by Ms. Daluddung to elect Chief Steve Campbell as Chair of the RWC Board of Directors. **MOTION CARRIED UNANIMOUSLY (17-0).**

#### 4. **Approval of Board Vice Chairman Nomination**

Chief Paul Wilson spoke on behalf of the Nomination Committee, and explained their process for gathering nominations for the Vice Chair position. Nominations were solicited over email, and a Member could nominate someone or nominate themselves for the position. Two names were submitted: Ms. Susan Daluddung, City of Peoria, and Mr. Brad Hartig, City of Scottsdale.

Chair Campbell asked if there were any other nominations to put to the Board for a vote. No other nominations were given. Chair Campbell explained that a show of hands vote would be necessary to vote on each nomination.

Ms. Daluddung addressed the Board, and explained that she volunteered to serve in the capacity of Vice Chair if needed. She stated that she felt Mr. Hartig had more experience working with the Board than she did, and only volunteered to show her interest in participating. She expressed her support Mr. Hartig for the Vice Chair position.

Ms. Daluddung withdrew her nomination for the position. Chair Campbell thanked her for the initiative to participate in the process.

Chair Campbell called for a hand vote, and a telephonic voice vote to elect Mr. Brad Hartig as the RWC Board of Directors Vice Chairman. **VOTE CARRIED UNANIMOUSLY (17-0).**

The Board congratulated Mr. Hartig on his election. Mr. Hartig thanks the group for the support and expressed how important it is for other Board members to participate in future opportunities since there hasn't been a lot of interest in the past.

Chair Campbell also took this time to recognize the new Board member for City of Goodyear, Interim Fire Chief Paul Luizzi.

#### 5. **RWC CIP Working Group Recommendation**

Mr. Felix explained to the Board that this working group was created to help draft a procedure for how CIP projects would be funded in the future. This will help all members have planning tools for 3-5 year budgets. The CIP Working Group consisted of Chief Wilson, Mr. Zuercher, and Mr. Hartig.

Mr. Phillips gave the Board some of the background about the issue of funding CIP projects in the future so that it would make budget planning more stable. A fixed cost distribution (CIP rate) will be created for the life of the project with no redistribution or reduction in fees if radio count is reduced. This CIP rate will be approved by the Board of Directors before each CIP project. An increase in radio count is allowed for new members, or if a current member increases their radio count by more than 10%. These additional fees would result in revenue for the project, since the required amount has already been funded. The intent is to keep this revenue in a CIP account for future projects.

To set the CIP rate, a timeframe will be chosen where the radio counts will be “frozen” and a snapshot taken to determine how much the CIP rate will need to be to cover the project (cost distribution). These radio counts may be different than the number of radios used to determine Operation & Maintenance fees (O&M). Each year, there will be a “true up” of radio counts. At that time, Special Assessments will not change, but will be updated at the end of the project. If a Member wants to pay their assessment early, that can be dealt with on a case by case basis. Additional funds collected will remain in a CIP account for future projects, or could be requested as a credit by a Member.

Mr. Phillips shows the Board how this process would apply to the upcoming 700MHz project. The new fees shown to the Board are slightly less than previously given due to the addition of radios for the City of Maricopa. Mr. Phillips goes through some examples using the City of Goodyear and City of Phoenix as examples to show how the yearly “true up” occurs. Since the City of Phoenix has already lowered their radio counts below the snapshot level, they can increase their radio count in the future up to 10% of the snapshot level without being charged additional fees. The additional revenue for this project would total around \$218,050 in a CIP fund for future projects. That money will be reallocated so that each Member would have a credit toward a future project, unless that Member chose to request a credit.

Mr. Phillips recommends that the Board approve this new procedure for CIP project funding, as well as ask staff to draft a policy outlining the process for future use.

Mr. Zuercher thanked Mr. Phillips and staff for working on the presentation and Chief Wilson for taking the lead on drafting this process. The City of Phoenix has taken a hard look at their radio counts, and Mr. Zuercher wanted to make sure that it was known that it wasn't Phoenix's intention to shift the cost of the project onto the other Members, and this new process will make funding fair.

Chief Wilson followed up the presentation by reminding the Board that they are each responsible for notifying their agency of these budgetary items. Each Board

Member is making a commitment for their agency when they vote on these projects and need to make sure that their respective agencies and Councils are aware of these commitments. This new process will help everyone plan for their future budgets and should alleviate some future budget planning concerns.

Mr. Felix mentioned that this process will provide a consistent procedure to help everyone have information sooner, which helps the planning process.

A **MOTION** was made by Ms. Daluddung and **SECONDED** by Mr. Adams to approve the CIP Working Group recommendation. **MOTION CARRIED UNANIMOUSLY (17-0)**.

6. **Apply the Approved RWC CIP Funding Procedure to the 700MHz Narrow-Banding, TDMA Conversion and Lifecycle Upgrade Project**

Following the approval of the CIP Working Group Recommendation procedure, Mr. Phillips then asked the Board to apply that procedure to the upcoming 700MHz Narrow-Banding, TDMA Conversion and Lifecycle Upgrade Project. There would be no change in special assessments for members except for those who bring on large number of radios during the course of the project.

The Executive Committee has reviewed this item and supports its approval.

Real goal will be to create a CIP account that will contain funds for future projects, and hopefully not take possible credits. This approved procedure does set up the CIP account for extra funds, but still allows members to take their credit if needed.

A **MOTION** was made by Mr. Adams and **SECONDED** by Ms. Daluddung to approve the RWC CIP Funding Procedure to the 700 MHz Narrow-Banding, TDMA Conversion and Lifecycle Upgrade Project. **MOTION CARRIED UNANIMOUSLY (17-0)**.

7. **Governance Working Group Update**

Mr. Hartig gave the Board a little history about how the Governance Working Group (GWG) came into existence, starting with the Strategic Plan meetings. The GWG was formed to look at the possibility of joining the two governance structures of the TRWC and the RWC. The GWG currently consists of 3 representatives of the TRWC and 3 representatives of the RWC: Chief Harry Beck, Chief Gary Bradbury, Mr. Dale Shaw, Mr. David Felix, Mr. Brad Hartig, and Chief Steve Campbell. The group has met bi-weekly since October 2012.

Mr. Hartig went on to explain the handouts in the Board packet; which included the decision making matrix, joint governance justification, high level narrative to create a regional communication authority. The matrix was used to develop criteria and then each group member applied weights to see what the potential

governance needs to cover. The top two governance structures after the weighted scores were totaled were the “single governance” and “communication authority” options.

Next, Mr. Hartig informed the group that the handout in there packet was an overview of why a merged governance was important to the two systems, as well as the region. Also in the packet is a draft of a narrative that the GWG created to show an overview of the potentially new regional system, with single governance and cost effective and sustainable measures in place. The goal is to have the new system be largely user driven, and to keep everyone involved in the creation in the new system, along with the ability to measure the effectiveness of the system. The narrative was kept general on purpose at this point to allow flexibility in the process as we move forward. The GWG is working to draft a timeline, which will be fairly aggressive, to try to guide this process along, with hopes to have a joint RWC/TRWC Board meeting in the near future to approve the direction of the GWG.

Chair Campbell commented on how well the process has gone so far, and how the two governance documents are really not far apart. The group is determined to keep their guiding principles in mind, and not forget that the needs of the end users and customers have to remain the focus of this effort.

Mr. Wayne Clement questioned the use of the name “Arizona Regional Communication Authority” to see if the future was to encompass the whole of the State. Mr. Hartig informed the group that the GWG is not tied to using that name, but was trying to get away from using RWC or TRWC during discussions to show that we really are creating a new entity. Mr. Clement suggests trying to show what region of the State we are focusing on to be more specific so that way people who are unfamiliar with the organization can see where we are from.

Mr. David Felix went on to explain that the group really was trying to change the “brand” of the organization so that it wasn’t one group joining the other. The GWG is open to any suggestions on how to brand the new system. Mr. Dale Shaw echoed Mr. Felix’s sentiments on the branding. Mr. Felix went on to point out that there may be technical advantages for joining the two systems, as well as staffing efficiencies (for instance encryption management could be combined).

Ms. Susan Daluddung asked for some clarification on the governance model, and if an additional layer of government was what was wanted, or if the RWC & TRWC are dissolved for the creation of the new organization. She also asked for further information on cost effectiveness, since everyone has to be careful with their budgets. Mr. Hartig addressed Ms. Daluddung’s comments by explaining that the RWC & TRWC would be eliminated and all members would then reform under the new united governance structure. The group is also looking at additional staff savings, such as a single Executive Director position. Mr. Hartig agrees that further financial analysis will need to be performed to make sure that the new governance structure wouldn’t put undue financial pressure on the members.

Mr. David Felix updated the Board that both the RWC and TRWC have members on a Technical Working Group that meet to discuss the technical directions of both systems. Both systems are coordinating future technical efforts to remain compatible with each other. Ms. Daluddung reiterated that cost will be the key in the future and the group will want it to be cost neutral or cheaper than the budget that has been approved.

Chair Campbell mentioned that this is an action item to approve the direction of the Governance Working Group and to ask them to continue their efforts.

A **MOTION** was made by Mr. Hartig and **SECONDED** by Mr. DeChant to approve the progress of the Governance Working Group. **MOTION CARRIED UNANIMOUSLY (17-0).**

## 8. **Executive Director's Report**

### a. **Law Enforcement User Forum**

Mr. Felix briefed the Board on the Law Enforcement User Forum that was held on April 29, 2013. There were dispatch and field operation representatives in attendance to talk about use of the system. There was representation from almost all of the RWC Members who have law enforcement on the system. Overall the forum was extremely successful, and additional meetings will be held in the future.

### b. **FCC Petition**

Mr. Felix explained that the Notice of Proposed Rule Making has been released by the FCC, and the RWC is drafting a response with comments. The comments are due by June 14<sup>th</sup> and will be filed on behalf of all RWC members. If members wish, they are able to submit their own comments to the FCC as well.

### c. **Public Safety Radio System Administrators Forum**

Mr. Felix explained that a forum is being put together for radio administrators from around the State to get together and discuss their systems and learn from each other. The forum will be held June 25<sup>th</sup> at the Maricopa Association of Governments (MAG). So far, the organizations involved will be the RWC, TRWC, Pima County, Yuma County, Flagstaff/Coconino County, DPS, Maricopa County, and Phoenix Fire VHS system.

### d. **7.11 Upgrade**

The upgrade is underway, which will improve system reliability and updates key network components. An impact timeline has been given out so everyone should know how the upgrade will impact their system. The database has been frozen and no changes can be made while upgrade is in progress. The upgrade should be completed by June 28<sup>th</sup> and minimal disruption is

expected.

**e. Media Coverage**

Mr. Felix explained that there has been some recent media coverage discussing the radio system and fire communication issues. These articles have helped to push the efforts by the GWG with support from both systems. Mr. Felix also spoke with the Arizona Republic in regards to the RWC's role in a certain traffic incident.

**9. Call to the Public**

None

**10. Announcements and Future Agenda Items**

Chair Campbell stated that the next scheduled meeting was set for July 25<sup>th</sup>, but that it may be cancelled. Mr. Felix informed the Board that in past years the July Board meeting has been cancelled to allow for summer break as long as there aren't any pending agenda items. Further notice will be given quickly.

**11. Adjournment**

Vice Chair Campbell adjourned the meeting at 11:18 a.m.

Respectfully submitted,  
Kacie Howard, Management Assistant I