



Regional Wireless Cooperative

Board of Directors

Agenda

May 28, 2015

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	<b>Call to Order, Roll Call, Opening Comments</b>	Chair Campbell El Mirage
2)	<b>Call to the Public</b> A member of the public may request to address the Board(s) 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(s) Chairman(s), and will be allotted no more than three (3) minutes to speak.	Chair Campbell El Mirage
3)	<b>Approval of RWC Board Meeting Minutes from March 26, 2015</b> <b>This item is for information, discussion and action.</b>	Chair Campbell El Mirage  Est. 2 min.
4)	<b>Election of a New Board Chair and Vice-Chair</b> The purpose of this item is to request a vote and approval from the Board to elect a new Board Chair and Vice-Chair. <b>This item is for information, discussion and action.</b>	Chair Campbell El Mirage  Chief Frazier Surprise  Mr. David Felix – RWC Executive Director  Est. 5 min.
5)	<b>Replacement of Fire Representative on RWC Executive Committee / Two Year Review</b> The purpose of this item is to request approval from the Board to delegate a new Executive Committee member to replace retiring Fire Chief Doug Mummert and to review current members of the committee. <b>This item is for information, discussion and action.</b>	RWC Chair  Mr. David Felix – RWC Executive Director  Est. 5 min.



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10:00 a.m. – 11:30 a.m.

<p>6)</p>	<p><b>Approval of the Policy and Procedure Management Policy</b></p> <p>The purpose of this item is to request approval from the Board for the Policy and Procedure Management Policy.  <b>This item is for information, discussion and action.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 5 min.</p>
<p>7)</p>	<p><b>Super Bowl XLIX (49) Briefing</b></p> <p>The purpose of this item is to update the Board on the findings from Super Bowl.  <b>This item is for information and discussion.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Mr. Jesse Cooper – RWC Executive Committee Chair</p> <p>Est. 10 min.</p>
<p>8)</p>	<p><b>RWC Project Updates</b></p> <ul style="list-style-type: none"> <li>A. 7.14 Software Upgrade</li> <li>B. Lifecycle / TDMA Project / Narrowbanding</li> <li>C. Maricopa</li> <li>D. Paradise Valley</li> <li>E. Daisy Mountain</li> <li>F. MCCCCD PD</li> </ul> <p>The purpose of this item is to update the Board on ongoing projects.  <b>This item is for information and discussion.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 min.</p>
<p>9)</p>	<p><b>RWC/TRWC Governance Working Group Update</b></p> <ul style="list-style-type: none"> <li>A. ITS Radio Services Audit</li> <li>B. Finance Committee</li> <li>C. Policy Coordination</li> <li>D. Next Steps</li> </ul> <p>The purpose of this item is to update the Board on the Governance Working Group.  <b>This item is for information and discussion.</b></p>	<p>Mr. Brad Hartig Scottsdale</p> <p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 min.</p>



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<b>10)</b>	<p><b>Executive Director's Report</b></p> <ul style="list-style-type: none"> <li>A. Law Enforcement Users Forum</li> <li>B. Southwest Valley Fire Districts Membership</li> <li>C. Motorola Updates</li> <li>D. RWC Annual Audit</li> <li>E. RWC Accountant III Vacancy</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>
<b>11)</b>	<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 tentatively scheduled on July 23, 2015 from 10:00 – 11:30.  <b>This item is for information only.</b></p>	<p>RWC Chair</p>
<b>12)</b>	<p><b>Adjourn</b></p>	<p>RWC Chair</p>

**Board of Directors  
2015 Meeting Schedule**

<u>Date</u>	<u>Location</u>
<p><b>**Tentative**</b>  <b>Thursday, July 23</b>  <b>10:00 – 11:30</b></p>	<p>Maricopa Association of Governments (MAG)            302 North 1st Avenue, 2nd Floor            Phoenix, AZ 85003</p>
<p><b>Thursday, September 24</b>  <b>10:00 – 11:30</b></p>	<p>Maricopa Association of Governments (MAG)            302 North 1st Avenue, 2nd Floor            Phoenix, AZ 85003</p>
<p><b>Thursday, November 19</b>  <b>10:00 – 11:30</b></p>	<p>Maricopa Association of Governments (MAG)            302 North 1st Avenue, 2nd Floor            Phoenix, AZ 85003</p>



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 4
SUBJECT:	<b>Election of a New Board Chair and Vice-Chair</b>		

### BACKGROUND

In accordance with the RWC Governance, Section 3.2.1.2.1, Chair and Vice-Chair, “The Board of Directors shall elect one of its Members as the Chair.” This Section further states that, “The Chair shall serve a two-year term. No Member shall serve two consecutive terms as Chair.”

### THE ISSUE

Chair Campbell is completing his two year term as RWC Board Chair which requires the Board of Directors (Board) to elect a new Chair to serve a two year term. At the March 26, 2015 Board meeting, Chair Campbell appointed a three person committee to review potential candidates and to place names into nomination for Chair and Vice-chair to the full Board of Directors for election at the May Board meeting.

### RECOMMENDATION

The RWC Executive Committee has reviewed the nomination process and recommends approval of the Nomination Committee’s nominees; and recommends that the Board proceed with the election. The following Board Members are nominated for election:

Brad Hartig / Scottsdale - RWC Chair  
Danny Johnson / Daisy Mountain Fire District - RWC Vice-Chair

This agenda item is for information, discussion and action.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	<b>Replacement of Fire Representative on RWC Executive Committee Two Year Review of Executive Committee Representation</b>		

### BACKGROUND

As stated in, *Section 3.2.2.1, Executive Committee, Representation*, “The Executive Committee shall consist of five Representatives appointed by the Board of Directors” and that “Representatives, selected from the RWC Membership, shall consist of: one (1) Police Department executive manager; one (1) Fire Department executive manager; one (1) Municipal executive manager; one (1) Chief Information Officer (or equivalent); and one (1) executive manager from a Network Managing Member.” This Section further directs that “Every two years the Board of Directors shall review the Executive Committee representation.”

### THE ISSUE

Deputy Chief Doug Mummert of the Phoenix Fire Department currently serves as the “Fire Department” representative to the RWC Executive Committee. Deputy Chief Mummert is retiring after serving over 36 years with the Phoenix Fire Department. Chief Mummert’s retirement requires the Board to appoint a new Fire representative. The Arizona Life Safety Council, which represents the fire service consortium in the Phoenix metropolitan area, has recommended Acting Division Chief Mike Worrell to fill the RWC Executive Committee Fire Department position.

Additionally, to comply with the requirement for Board review of the Executive Committee representation every two years; the following individuals are currently serving on the Executive Committee:

#### Police Department Representative & Chair:

Mr. Jesse Cooper, City of Phoenix Police Department; Acting Communications & Project Bureau Manager

#### Municipal Representative

Mr. Dave Heck, City of Tempe, Chief Information Officer

Chief Information Officer

Mr. Shannon Tolle, City of Scottsdale; Deputy Chief Information Officer

Network Managing Member

Mr. Tom Grebner, City of Phoenix; Information Technology, Radio Services Manager

RECOMMENDATION

The RWC Executive Committee has reviewed the current Executive Committee representation and recommendation by the Arizona Life Safe Council of Acting Division Chief Mike Worrell to fill the Fire Department position. The Executive Committee recommends approval by the Board of these individuals to serve on the Executive Committee.

This agenda item is for information, discussion and action.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 6
SUBJECT:	<b>Approval of the Policy and Procedure Management Policy</b>		

### PURPOSE

The purpose of this report is to brief the Board on one new policy which requires documented Board approval.

### BACKGROUND

The Policy Working Group (PWG) is responsible for developing policies and procedures which govern management and use of the RWC network. Policies require Operations Working Group (OWG) and Executive Committee (EC) review and approval prior to Board review and approval. The PWG also conducts on-going audits of approved policies and procedures to ensure they are up-to-date with current practices.

### THE ISSUE

The Board will be briefed on the following RWC policy:


- 1) Policy and Procedure Management Policy (NEW)

This policy previously existed as a procedure. It has been audited and converted into a new policy, which requires Board approval before going into effect.

### RECOMMENDATION

This agenda item is for information, discussion and action. The RWC EC has reviewed the policy and recommends Board approval.

This agenda item is for information, discussion and action.

<p style="text-align: center;"><b>REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</b></p>	
	<p>No. A-06.10</p>
<p>Subject: Policy and Procedure Management Policy</p>	<p>Effective Date 07/13/10 Revised:</p>

### 1.0 Purpose

- 1.1. Establishes the process for management of all Regional Wireless Cooperative (RWC) policies and procedures.

### 2.0 Owner

- 2.1. RWC Operations Working Group (OWG)

### 3.0 Applies To

- 3.1. All approved users of the RWC network.

### 4.0 Background

- 4.1. The RWC radio communications system supports both public safety and public service operations. Technical and Operational policies and procedures have been developed to ensure compliance with system standards.

### 5.0 Policy Statement

- 5.1. The RWC Operations Working Group (OWG) is responsible for the development, implementation, and monitoring adherence to policies and procedures.

### 6.0 Supporting Rules

- 6.1. RWC Board of Directors approves policies to regulate, direct, control action and conduct.
- 6.2. RWC OWG approves procedures which define a process to follow in order to implement policy.



## **7.0 Responsibilities**

- 7.1. The RWC Executive Director is responsible for administratively managing the RWC policies and procedures as well as maintaining the approved documents in the online Policy and Procedure Document Directory.
- 7.2. Policy Approval
  - 7.2.1. Upon approval by the OWG, all new and revised policies will be forwarded to the Executive Committee for review and recommendation for Board approval.
  - 7.2.2. If the Executive Committee deems policy revisions to be minor or non-substantive, such revisions do not require Board approval.
  - 7.2.3. All new policies must be approved by the Board.
- 7.3. Procedure Approval
  - 7.3.1. Procedures will be submitted to the Executive Director who will forward them for review and approval by the OWG.
  - 7.3.2. If the OWG deems it necessary, the procedure can be forwarded on to the Executive Committee and/or the Board of Directors for approval.
- 7.4. Policy and Procedure Review
  - 7.4.1. The OWG will review all policies and procedures on a bi-annual basis.
- 7.5. Any request for changes to approved RWC policies or procedures will be referred to the OWG for consideration and recommendation.
- 7.6. Any policies or procedures in conflict at the OWG level will be forwarded to the RWC Executive Committee for direction and resolution.

## **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:	May 28, 2015
FROM:	David Felix, RWC Executive Director Jesse Cooper, Phoenix Police Department		Item 7
SUBJECT:	<b>Super Bowl XLIX (49) Briefing</b>		

### BACKGROUND

Super Bowl XLIX was played to determine the champion of the National Football League (NFL) for the 2014 season. The American Football Conference (AFC) champion New England Patriots defeated the National Football Conference (NFC) champion Seattle Seahawks, 28–24, to earn their fourth Super Bowl title. The game was played on February 1, 2015, at University of Phoenix Stadium in Glendale, Arizona. The Super Bowl is recognized as one of the largest sporting events worldwide requiring maximum multi-entity effort in advanced logistics, security and law enforcement planning.

### THE ISSUE

The RWC network was the central public safety radio communications system operating and utilized by virtually every local, county, state, tribal and federal agency supporting multiple Super Bowl venues and events across the Phoenix metropolitan region. The purpose of this briefing is to review the size and complexity of the public safety communications interoperability challenge, performance of the RWC network, and recognition of the team working behind the scenes that contributed to the success of the Super Bowl and its supporting events.

### RECOMMENDATION

This agenda item is for information and discussion.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	<b>RWC Project Updates</b>		

### PURPOSE

The purpose of this report is to inform the RWC Board of the status of the various projects affecting the RWC Members.

### BACKGROUND

There are many projects currently ongoing that affect RWC Members. Status reports are given at key times on the more critical projects as necessary. This is a general report to the Board providing a quick, narrative update on each project.

### DISCUSSION

#### A. 7.14 Software Upgrade

During March 2015, the RWC Network was upgraded from Motorola platform 7.11 to 7.14, consistent with the terms of the System Upgrade Agreement (SUAll). Both hardware and software components were included as part of this upgrade. The 7.14 system release was successfully implemented in twelve weeks. During that time we replaced five zone cores, updated operating systems in over 1400 network elements and refreshed nearly 250 dispatch consoles and network clients. Overall the upgrade went quite well with minimal operational impact. Thanks to the RWC member community for their patience and cooperation during this project.

#### B. Lifecycle Update / TDMA Project / Narrowbanding

The Sky Harbor and Simulcast C sub-systems have been completed with miscellaneous follow-up items to be resolved and completed such as final documentation. Simulcast B sub-system equipment replacement is underway and on schedule. The final Simulcast sub-system will be staged and acceptance testing completed in the late September timeframe.

C. City of Maricopa

RWC, Phoenix IT and Motorola staff is working with the City of Maricopa to develop a new communications site at Maricopa Fire Station #575. The new site will provide improved coverage for all RWC Member agency personnel. Site preparation is underway with a completion date targeted for September/October 2015.

D. Paradise Valley

Executive Director Felix, Mr. Tom Grebner, and Ms. Jeanette Sims met with Paradise Valley Town Manager Kevin Burke to update him and Town staff on the Paradise Valley communications site project. Mr. Burke had a number of questions regarding the status and costs associated with the new site and supporting equipment building. Mr. Burke affirmed Paradise Valley's commitment to the RWC and their project, but is exploring alternatives to reduce costs.

E. Daisy Mountain Fire District

The RWC, Phoenix Fire and Motorola are working with Daisy Mountain Fire District (DMFD) on a project which will upgrade the existing radio system to improve coverage and reliability, as well as allow DMFD to operate consistent with other Fire Automatic Aid partners in the Phoenix metropolitan area. After consultation with DMFD, Motorola has developed a budgetary proposal which is under review and utilized by DMFD for a CIP bond funding request.

F. Maricopa County Community College District P.D. (College District PD)

RWC and Phoenix ITS staff met with Motorola and Creative Communications to discuss the need to improve in-building coverage at some of the College District's campus locations. Several options were discussed including enabling radio permissions onto the local simulcast G site and deploying in-building treatments. College District PD personnel and Phoenix ITS will test these options as they are implemented. After this evaluation period, a determination will be made as to the best approach and associated costs to resolve the College District's coverage problem.

RECOMMENDATION

This agenda item is for information and discussion.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
FROM:	David Felix, RWC Executive Director	Item 9	
SUBJECT:	<b>RWC/TRWC Governance Working Group Update</b>		

### BACKGROUND

On October 4, 2012 during the second meeting of the Joint RWC/TRWC Strategic Planning session, the participants formed a Joint RWC/TRWC Governance Working Group (GWG) comprised of members representing the two regional communications systems. The vision of the GWG is: *“To assure seamless radio and data communications to meet the operational needs of the users in a cost effective and sustainable manner.”*

### DISCUSSION

A. RWC IT/Radio Services Audit

The City of Phoenix Audit Department has completed the financial audit requested by the GWG. The GWG was briefed on the results of the audit on May 13<sup>th</sup>. The complete breakdown of RWC administrative and operational costs will be provided to the TRWC for purposes of “mapping” or comparisons with similar TRWC costs.

B. Finance Committee

The RWC and TRWC have completed their detailed review of the Motorola service and support contracts which are in place for the RWC and TRWC. The purpose of this review was to clarify costs for services and support and to seek economies of scale in a scenario where Motorola would provide similar services to a single, unified system.

C. Policy Coordination

The Governance Working Group is going to be looking at the draft ACRCA document to identify sections where policies and procedures may need to be developed.

D. Next Steps

Next steps include updating the GWG timeline, reviewing RWC and TRWC policies and procedures, and determining a date for the next joint Board meeting to report progress.

## RECOMMENDATION

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



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	May 28, 2015
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. Law Enforcement Users Forum

RWC and other Valley-area law enforcement users met to discuss the planning process and performance of the RWC during the recent Super Bowl. Attendance included patrol, special operations, dispatch, City of Phoenix Aviation and FBI personnel. Additionally, attendees debriefed several incidents where interoperability was required. One incident was the active shooter response in the City of Mesa and several pursuits requiring multi-agency response. The incidents were further reviewed at the UASI Interoperability Working Group meeting held at Phoenix Fire EOC on Wednesday, April 22<sup>nd</sup>.

B. Southwest Valley Fire Districts Membership

RWC, Phoenix Fire and Motorola are conducting a radio communications coverage and impact assessment for Harquahala, Tonopah and Buckeye Valley Fire Districts for potential membership. The latest meeting continued discussions on needs, coverage and build-out options. Motorola is preparing a proposal for the Fire Districts' consideration.

C. Motorola Updates

The RWC has facilitated several meetings with Motorola to update RWC and technical staff regarding the progress of the 7.14 upgrade, issues related to subscriber equipment and network and security monitoring services. The TRWC coordinated a briefing on the latest version of Motorola's Inter-Subsystem Interface (ISSI) to keep TRWC and RWC technical staff and members aware of the latest capabilities associated with the evolution of this technology. The ISSI is a means to interconnect systems to facilitate wide-area regional communications.

D. RWC Annual Audit

The second amendment to City of Phoenix Contract #136239 and engagement letter, for independent annual auditing services from Clifton-Larson-Allen (CLA), is being processed for approval. RWC Governance 4.4, *Annual Audit*, requires an annual, independent audit of RWC financial records. This is the last amendment authorized for this contract.

E. RWC Accountant III Vacancy

The RWC Accountant III position is currently vacant due to the resignation of Jeanette Sims on May 12, 2015.

RECOMMENDATION

This agenda item is for information and discussion.