Board of Directors
MINUTES
May 28, 2015

City of Phoenix
200 W. Washington Street, 12th Floor
Phoenix, Arizona 85003

Board Members Present			Board Members Absent
Brent Ackzen**	Chris DeChant	Lonnie Inskeep	Bob Costello
Kevin Artz	Mike Frazier	Paul Luizzi	Milton Dohoney
Kevin Bailey	Daniel Guerra**	Rob Sweeney*	Danny Johnson
Brenda Buren	Larry Hall^		Mike Thompson
Steven Campbell	Bob Hansen		Tim Van Scoter
Wayne Clement**	Brad Hartig		
Susan Daluddung** John Imig*	Mike Horn**		
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

Mindy Briggs	Doug Mummert		
David Clarke	Chris Nadeau		
Jesse Cooper	Ron Parks		
Kim Engle	Michelle Potts		
David Felix	Anje Reimer**		
Domela Finnessey	Hans Silberschlag		
Tom Grebner	Shannon Tolle		
Dave Heck	Mike Worrell		
**Telephone Participant			

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

    Chair Campbell called the meeting to order at 10:02 AM.

2. **Call to the Public – None**

3. **Approval of RWC Board Meeting Minutes from March 26, 2015.**

    A **MOTION** was made by Susan Daluddung and **SECONDED** by Mike Frazier to approve the RWC Board meeting minutes from March 26, 2015. **MOTION CARRIED UNANIMOUSLY (16-0)**.

4.   **Election of New Board Chair and Vice Chair**

Chief Mike Frazier, who was on the nominations committee along with Susan Daluddung and Danny Johnson, announced the two nominees for Board Chair and Vice Chair. Mr. Brad Hartig was nominated as Board Chair and Mr. Danny Johnson was nominated for Board Vice-Chair. Susan Daluddung asked if there were any others who wished to be considered for nominations and there was no response.

Executive Director David Felix commented that the Executive Committee has reviewed the nomination process and recommends approval by the Board of the two nominees.

Outgoing Chair Campbell extended his appreciation to the RWC staff and other City of Phoenix staff and commented that he was honored to have served as the Board Chair for the last two years. He congratulated the incoming Board Chair and Vice Chair and turned the meeting over to the new chair Brad Hartig after the motion was carried.

Chair Hartig commended Chief Campbell on his service as Board Chair.

A **MOTION** was made by Mike Frazier to approve the appointment of Mr. Brad Hartig as Board Chair and Mr. Danny Johnson as Board Vice-Chair and it was **SECONDED** by Susan Daluddung. **MOTION CARRIED UNANIMOUSLY (16-0)**. *Board member Susan Daluddung left the meeting at 10:16 a.m. at which time Mr. John Imig stepped in as alternate.

5.   **Replacement of Fire Representative on RWC Executive Committee / Two Year Review**

Executive Director David Felix noted that per Section 3.2.2.1 of the RWC Governance Document there must be a representative from the Fire Service on the Executive Committee and there must be a review of all of the committee's members every two years.

Executive Director David Felix announced that current Executive Committee member, Fire Chief Doug Mummert, would be retiring after 36 years with the Phoenix Fire Department in June 2015 which would leave the Fire Department position on the Executive Committee vacant.

Executive Director David Felix further announced that the Arizona Life Safety Council has appointed Acting Division Chief Mike Worrell as their choice to be the new Executive Committee Member to replace Chief Mummert. He also provided a review of the other current committee members. An announcement was made that if there is anyone in the municipal user category that would be interested in being on the Executive Committee there may be an opportunity to

do so. Although Dave Heck has done a great job and is willing to stay on the committee, the RWC wants to be sure that the nonpublic safety users are being represented as they feel they need to be. If no one else is interested, Dave Heck will continue to serve on the committee. The Executive Committee approves of the current members and recommends the appointment of Mike Worrell to the Executive Committee.

A **MOTION** was made by Chris DeChant to accept the appointment of Mike Worrell to the Executive Committee and it was **SECONDED** by Steve Campbell. **MOTION CARRIED UNANIMOUSLY (16-0)**.

6.   **Approval of the Policy and Procedure Management Policy**

Executive Director David Felix brought the new Policy and Procedure Management Policy to the Board for approval. The policy was upgraded from a procedure to a policy and some minor edits were made. The policy is recommended by the Operations Working Group and Executive Committee for Board Approval.

A **MOTION** was made by John Imig to accept the new Policy and Procedure Management Policy and it was **SECONDED** by Paul Luizzi. **MOTION CARRIED UNANIMOUSLY (16-0)**.

7.   **Super Bowl XLIX (49) Briefing**

Mr. Jesse Cooper from the Phoenix Police Department provided a PowerPoint presentation on the events of the Super Bowl to show how the RWC supported the operations.

The RWC network was the central public safety radio communications system operating in the region and utilized by virtually every local, county, state, tribal and federal agency supporting multiple venues and events. Needless to say, the size and complexity of the public safety communications interoperability challenge was daunting. But through the efforts of hundreds of RWC and other interoperability participants, the management and field performance of the RWC network was outstanding and was a major contributor to law enforcement, fire, first responder and public safety.

In addition to the Super Bowl, the Waste Management Phoenix Open and the Pro Bowl were also going on which complicated planning efforts. The culmination of these events was given a Special Events Assessment Rating of 1 (SEAR 1) which is very high for special events security. The Super Bowl was the most watched program in American television history with over 118 million viewers and the NFL stated that the game went well and the planning was exceptional.

Mr. Cooper recognized Tom Grebner and Dave Scott from Phoenix ITS, Harold Pierson, Jason Roosevelt, and Mike Worrell from Phoenix Fire, Dave Collett from

Peoria, Ron Parks from Chandler, Mindy Briggs from Phoenix PD and Tom Lawless from Department of Homeland Security. These individuals supported the back operations for the better part of two weeks taking late shifts and early morning shifts.

8. **RWC Project Updates**

A. 7.14 Software Upgrade
   During March 2015 the RWC was upgraded from Motorola platform 7.11 to 7.14. This upgrade is consistent with the terms of the SUAII agreement that is contracted with Motorola. Hardware and software components were included and the upgrade went smoothly.

B. Lifecycle / TDMA Project / Narrowbanding
   Sky Harbor and Simulcast C subsystems have been completed. Simulcast B subsystem is underway and on schedule. Final simulcast subsystem staging and testing is to be completed in September.

C. Maricopa
   This is a new site to be deployed at Maricopa fire station 575. The new site will improve coverage for Maricopa and any other member operating in that location. Site preparation is underway and the tower should be up and ready for operation in October.

D. Paradise Valley
   Motorola staff and RWC staff went out to brief new town Manager, Mr. Kevin Burke, on the need and progress made thus far for Paradise Valley to possibly become a RWC member. The cost of the project has increased steadily primarily due to location and some work having to be done on the mountainside so they will take on that part of the project. Paradise Valley will go out for bids on trenching, site location and building of the equipment building and antenna location. The equipment will still be Motorola's responsibility.

E. Daisy Mountain
   The RWC has been working with Daisy Mountain on a variety of things with regard to improving equipment to a simulcast site and building a more robust network there which would standardize the process for dispatch and provide more reliability. Motorola provided an early cost proposal in time to assist them for an upcoming bond election. Several meetings have taken place between Motorola and Daisy Mountain to assist with understanding the requirements and options.

F. MCCCCD PD
   After MCCCCD PD became an RWC member, and as time went on, it was discovered that there were coverage problems. RWC and ITS staff has met with MCCCCD PD to discuss solutions which included testing of various options to improve coverage. Once this is done and it can be determined

what their requirements are it can be seen if there are additional resources needed from the RWC to respond to additional traffic loads. If the RWC cannot provide coverage in certain buildings MCCCCD PD can then continue with in-building coverage needs.

9.   **RWC/TRWC Governance Working Group Update**

A. ITS Radio Services Audit
RWC Executive Director David Felix noted that the City of Phoenix Audit department has completed the audit on the overall structure and financing of the RWC to include the City of Phoenix budget and finance, etc. The audit provided answers to questions in the scope of work. A good overview was given of the costs needed to maintain the RWC. The data has been provided to the TRWC and they will now map their costs to the audit so differences in costs between the two systems can be identified. The mapping should be completed by the end of June.

Chair Hartig noted that one thing that was asked of the audit team was to identify costs by site to see which sites are costing the most which will be helpful.

Executive Director David Felix commented that an email was sent to thank the audit staff for the great job they did.

B. Finance Committee
RWC Executive Director David Felix commented that RWC and TRWC subject matter experts gathered to review the core Motorola contracts in place for both the RWC and TRWC looking at the services that are provided and the costs for them. Also, in the future as we look at a unified system, what do those contracts and costs look like. The work has been completed.

C. Policy Coordination
RWC Executive Director David Felix noted that the group is looking at some new policies that are based in the new ACRCA document. A joint policy working group will be formed to look at the creation of these policies. Also, it will be necessary to look at the current policies that are managed today by the RWC policy working group to match with the TRWC's policies down the road.

D. Next Steps
RWC Executive Director David Felix outlined some next steps which includes updating the governance working group timeline, reviewing RWC and TRWC policies and procedures as just mentioned, and setting a date for the next joint RWC/TRWC Board meeting.

10. **Executive Director Update**

A. Law Enforcement Users Forum
The RWC hosted a Law Enforcement Users Forum that focused on the Super Bowl briefing presented today. For the most part, positive feedback was received about the Super Bowl from not only RWC members but some non-members as well.   There were a few requests for changes to be incorporated in future events. Other topic discussed were incidents requiring multi-agency response and where interoperability challenges exist. Darren Douglas from Mesa briefed the group on the active shooter incident and a couple of other incidents. Some of these incidents were further discussed at the April 22 UASI interoperability working group meeting at Phoenix Fire.

Executive Director David Felix applauded the UASI interoperability working group and the communication interoperability working group on the work they perform behind the scenes to the benefit of the RWC.

B. Southwest Valley Fire Districts Memberships
Meetings have been ongoing for the past year with the fire districts of Harquahala, Tonapah and Buckeye Valley to explore their membership with the RWC. Motorola has done some additional coverage profiles and studies to provide cost information for providing infrastructure to cover their operational area and becoming RWC members in the future.

C. Motorola Updates
Executive Director David Felix, gave credit to Motorola for stepping up to initiate meetings to discuss subscriber equipment, network and security monitoring services, and the 7.14 upgrade.

D. RWC Annual Audit
The engagement letter has been completed and this is the last year of the contract with the current agency. A kick off meeting will be in July and the field work will be done in the summer with results being presented at the November 2015 Board meeting or the January meeting at the latest.

E. RWC Accountant III Vacancy
Executive Director David Felix announced that the RWC Accountant III has resigned. The RWC is in the process of working through the procedure to fill the vacancy as quickly as possible.

11. **Announcements and Future Agenda Items**

Chair Hartig announced that the next RWC Board of Directors meeting is tentatively scheduled on July 23, 2015 from 10:00 a.m. to 11:30 a.m.

12. <u>**Adjournment**</u>

Chair Campbell adjourned the meeting at 11:07 a.m.

Respectfully submitted,

Kim Engle, Management Assistant I