



**Regional Wireless Cooperative
Board of Directors
MINUTES
September 24, 2015**

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

Board Members Present			Board Members Absent
Brent Ackzen	Brad Hartig	Terry McDonald	Brenda Buren
Kevin Artz	Dave Heck*	John Poorte*	Milton Dohoney
Kevin Bailey**	Mike Horn**	Rick St. John	Tim Van Scoter
Wayne Clement	John Imig	Rob Sweeney*	
Bob Costello	Lonnie Inskeep**	Mike Thompson**	
Daniel Guerra**	Danny Johnson		
Bob Hansen	Paul Luizzi		
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

Kelli Butz	Nick Spino		
David Clarke	Kelly Stewart		
Dave Collett	Shannon Tolle		
Jesse Cooper			
Kim Engle			
David Felix			
Tom Grebner			
Hans Silberschlag			
**Telephone Participant			

1. Call to Order, Roll Call and Opening Comments, Staff Introduction/ Recognition, New Board Members

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

He announced three new Board members and a new staff member. New Board Members are John Imig from Peoria, Terry McDonald from El Mirage, and Rick St. John from Glendale. Kelly Stewart was introduced as the new RWC Accountant.

Executive Director David Felix recognized past RWC Accountant Kelli Butz for dedicated support in assisting the RWC for nearly a year after her promotion to another department. The RWC has been through two rounds of staff changes for this position and Kelli has gone above and beyond to continue to support the RWC through these transitions.

2. Call to the Public – None

3. Approval of RWC Board Meeting Minutes from May 28, 2015.

A **MOTION** was made by Bob Hansen and **SECONDED** by Brent Ackzen to approve the RWC Board meeting minutes from May 28, 2015. **MOTION CARRIED UNANIMOUSLY (19-0).**

4. Election of Board Chair and Vice Chair Procedure

Executive Director David Felix briefed the Board on the history of electing a new Board chair over the past five years and on the newly created procedure which outlines this process.

A **MOTION** was made by Brent Ackzen and **SECONDED** by John Poorte to approve the Election of Board Chair and Vice Chair Procedure. **MOTION CARRIED UNANIMOUSLY (19-0).**

5. Approval for Chief Campbell to remain on the Governance Working Group.

Executive Director David Felix brought to the attention of the Board that former Board Chair, Chief Campbell of El Mirage Police Department, retired on September 18, 2015. Chief Campbell has volunteered to remain on the Governance Working Group (GWG) if the group is interested in having him stay on. Due to Chief Campbell's history with the RWC and GWG, and his valuable input, the group felt it would be advantageous to allow Chief Campbell to continue in a volunteer status until the group completes its mission and disbands.

A **MOTION** was made by Paul Luizzi and **SECONDED** by John Imig to allow Chief Campbell to remain on the Governance Working Group. **MOTION CARRIED UNANIMOUSLY (19-0).**

6. RWC 2015 Annual Audit Update

Executive Director David Felix updated the Board on the upcoming RWC Annual Audit that is set to begin on October 12, 2015. A refresher meeting was held on July 29th with CliftonLarsonAllen (CLA) representatives Jean Dietrich and Ronald Stearns and RWC staff to go over the audit outline and process. A follow-up pre-audit meeting was held on September 8th with CLA, RWC staff and the RWC Audit Committee consisting of Board Members Brenda Buren from Tempe, Kevin Artz from Avondale, and Paul Luizzi from Goodyear.

The findings of this audit are anticipated to be presented to the Board at the November 2015 Board meeting.

7. College Football National Championship Event Update

Mr. Jesse Cooper updated the Board on the upcoming events surrounding the College Football National Championship that will be hosted in the Phoenix Metropolitan area in January 2016. There will be a series of events occurring in various cities and a command center and media center will be set up. The largest venue will be the AT&T Playoff Playlist Live where they will be blocking off the central Phoenix area for concerts, etc. It is anticipated to draw about 75,000 visitors a day. The Championship event is a Special Events Assessment Rating (SEAR) 4 or 5 event unlike the Super Bowl which was a SEAR 2; so no Federal resources will be brought in. The RWC system will be used as it was with the Super Bowl. No negative impact to Members is anticipated.

Mr. Cooper also provided a briefing on a portion of the Motorola visit in Schaumburg, Illinois on September 20-23, regarding the TI chip in the Apex 6000 radio that causes it to arbitrarily power off. Motorola thought the issue was fixed but Phoenix Police Department found that issues were still occurring with their shipment of radios. Motorola has switched manufacturers and new component chips should be out in early December. A plan from Motorola is expected within the next couple of weeks to address all affected radios across the RWC network and to update them with new chips.

Executive Director David Felix commended Mr. Cooper on his technical representation of the Phoenix Police Department and the RWC and his efforts to keep up on this issue.

8. RWC Governance Working Group Update

Chair Hartig updated the Board on the Governance Working Group.

A. Draft Governance Document

The draft document for the most part is complete, but needs a final review and Board approval.

B. Technical Finance Committee

The committee reviewed services provided by Motorola to compare between the RWC and TRWC and found some areas for efficiency improvement and a potential for some cost savings. Chair Hartig thanked the City of Phoenix audit team for their work in performing a detailed financial audit with regard to where the money is being spent. The results were then passed on to the TRWC for them to map their costs against the RWC's. There are fairly significant cost differences between the two systems and the group is in the process of researching what that entails.

C. Policy Coordination

Due to the complex technology of the system the need has been identified to have a joint network security policy. It is anticipated that a joint RWC/TRWC policy working group may be created in the future for all policies and procedures.

D. City of Phoenix/Radio Services Financial Audit

To continue the review of costs it was discussed to possibly do a performance based audit. However, although that route could be taken, the auditors indicated that there are some challenges with regard to measurement strategies and the time it would take to do such an audit. In lieu of considering the challenges, the first step the group will take is to get the finance group back together to see what progress can be made among that team before moving forward with a performance audit.

Because there is a significant cost difference between the two systems it has been noted that the TRWC does not wish to incur any increased costs. The group has been discussing other alternatives to move forward jointly. Chair Hartig recommends however, that the new governance document should be considered for adoption as it is an improved governance. The group has looked at how to establish an umbrella approach for the two systems to work together. Next steps will be to look at costs for staffing and implementation of this umbrella structure.

9. Executive Director's Report

A. Election of a new Executive Committee Chair

Executive Director David Felix updated the Board on a change of Executive Committee Chair. Chair Cooper's term has expired so the committee elected Mr. Tom Grebner, Phoenix Wireless Services Manager, as the new chair. Deputy Chief Mike Worrell from Phoenix Fire is also retiring so the life safety council will have to offer a new member to represent Fire.

B. RWC 2014-15 Annual Report

Executive Director David Felix gave a brief overview of the Annual Report for the 2014-2015 year and noted that in addition to the copies handed out at the board meeting, the report can be found on the RWC website. Mr. Felix thanked RWC Administrative Aide, David Clarke, for his work on the report.

- C. **Motorola Equipment Acceptance Testing**
Executive Director David Felix provided an update on the Motorola Equipment Acceptance Testing for the final simulcast cell of the simulcast system in Schaumburg, Illinois in September. Mr. David Felix, Mr. Tom Grebner, Mr. Bob De Lory, and Mr. Jesse Cooper from Phoenix, and retired Phoenix Fire Chief Doug Mummert, traveled to Schaumburg for this testing. There was also a tour of Motorola's portable radio and base stations assembly line and the Customer Service Support Center, and a briefing on Motorola's inter-subsystem interface (ISSI) which is technology that is used to interconnect with other systems and to allow roaming.

10. Announcements and Future Agenda Items

Chair Hartig announced that the next RWC Board of Directors meeting is tentatively scheduled on November 19, 2015 from 10:00 a.m. to 11:30 a.m. Proposed agenda items are:

- A. Presentation of RWC 2016/2017 Budget
- B. 2014-15 Annual Audit Findings

11. Adjournment

Chair Hartig adjourned the meeting at 10:56 a.m.

Respectfully submitted,

Kim Engle, Management Assistant I