

Title: **Adding New Members and Participants Policy**

Index: 101-A

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Owner: Operations Working Group (OWG)

1. Purpose

- a. Defines the policy to form a relationship between the Pima County Wireless Integrated Network (PCWIN) and a prospective new member or participant.

2. Background

- a. As the network and cooperative mature, it is assumed that additional entities will desire to join PCWIN.
- b. There must be a process in place to ensure prospective members are evaluated adequately and fairly in a timely fashion.
- c. There must be a process in place to ensure the PCWIN network will be able to accommodate a prospective member.

3. Policy Statement

- a. The PCWIN Business Plan Governance Agreement provides overarching guidance related to the categories and criteria for membership in the PCWIN Cooperative. The following categories are available to prospective PCWIN users:
 - i. **Member** - The Cooperative Membership shall be composed of the initial Members and any other Entity that is admitted in accordance with Section 3.1.7 of the PCWIN Cooperative Governance Document. A municipal, county or state agency, department, or division shall be represented by its corresponding city, town, county, state, Indian nation or tribe, or separate entity. Each city, town, county, state, Indian nation, fire district, or separate entity shall constitute one member of the Cooperative.
 - ii. **Associate Participant** - An agency or organization may become an Associate Participant if the agency or organization: (1) is sponsored by a Member and is authorized by the Board of Directors to use the Radio System to support Public Safety Services; and (2) is compliant with the conditions as set forth by the Board of Directors.
 - iii. **Interoperability Participant** - If authorized, and subject to the conditions imposed by the Board of Directors, an Interoperability Participant may use the Radio System to support existing Members with intermittent public safety incidents.
 - iv. **Conditional Participant** - A non-Member agency or organization may use the Radio System on a temporary basis for special events, tactical situations or emergency circumstances in support of an existing Member, if authorized by the Board of Directors. In an emergency the Executive Director may authorize the addition of a

Conditional Participant, but continuation of the Conditional Participant must be approved or disapproved by the Board of Directors at their next meeting.

- v. **Emergency Medical Services Participant** - An Emergency Medical Services Provider may become an Emergency Medical Services Participant if authorized by the Board of Directors to use the Radio System with the conditions as set forth by the Board of Directors.
 - vi. **Public Safety Participant** - A provider of Public Safety Service may become a Public Safety Service Participant if authorized by the Board of Directors to use the Radio System with the conditions as set forth by the Board of Directors.
- b. The Executive Director is the primary point of contact to initiate membership in PCWIN.
 - c. The Operations and Technical Working Groups will evaluate each application for membership and make a recommendation to the Executive Director. The Cooperative shall evaluate all requests giving the highest priority to maintaining service for public safety services. The Cooperative shall not admit non-public-safety service users if such admittance would compromise the performance of the radio system in addressing public safety services. The Cooperative will evaluate requests for new membership using the following factors:
 - i. Impact on Radio Frequency coverage
 - ii. Impact on the Radio System Grade of Service (GOS)
 - iii. Interoperability requirements (e.g., extent of wide area roaming for both the existing and new members)
 - iv. Need for additional infrastructure
 - v. Regulatory constraints
 - vi. Applicant's infrastructure
 - vii. Applicant's user needs assessment
 - viii. Transport Network availability
 - ix. Cost impacts
 - x. Impact on current operations
 - xi. Roaming impact on existing Members (for system capacity)
 - xii. Benefits to the Cooperative to admit the applicant
 - xiii. Additional factors as determined by the Cooperative
 - d. The PCWIN Board of Directors is the approval authority for membership in PCWIN

4. Applies to

- a. All Non-PCWIN agencies seeking membership or participation in the PCWIN network

5. Supporting Rules

- a. All PCWIN Policies and Procedures
- b. PCWIN Business Plan Governance Document

6. Conditions for Exemption or Waiver

- a. None