

Title: **Adding or Changing Radio Infrastructure**

Index: 101-H

Effective Date: February 29, 2016

Revision/Review Date: 1 / September 2017

Author: Rick Brown, PCWIN Wireless Services Manager

1. Purpose

The purpose of this document is to establish a policy that defines how PCWIN members may add infrastructure type radio equipment or software to the PCWIN network. The PCWIN network is a closed network that only supports the operation of the PCWIN.

2. Background

- a. According to the PCWIN Business Plan, PCWIN infrastructure is owned and maintained by the Network Managing Member (NMM). As such, the NMM is responsible for troubleshooting and maintaining all infrastructure equipment connected to the PCWIN network.
- b. Additionally, the NMM is responsible for coordinating and managing periodic upgrades performed by Motorola or its subcontractors.
- c. The PCWIN Cooperative has entered into an agreement with Motorola Solutions to provide periodic upgrades when available and accepted by the PCWIN Cooperative.

3. Policy Statement

- a. General guidelines
 - i. PCWIN members are not permitted to add radio infrastructure equipment to the PCWIN Network without prior approval of the PCWIN Board of Directors.
- b. Policy specific guidance
 - i. Requests for addition of new infrastructure shall be submitted to the PCWIN Executive Director. Requests should be made with enough advance notice to accommodate the PCWIN governance meeting cycle (approximately 4 months).
- c. Procedure specific guidance
 - i. The requestor shall complete PCWIN Form 301-H Request to Add Radio
 - ii. Infrastructure Equipment with details regarding the type of equipment and its use to the PCWIN Executive Director at least four (4) months prior to procurement. The request to add infrastructure equipment should clearly confirm that the equipment is compatible with the current infrastructure. The PCWIN Executive Director will forward the request to the PCWIN Technical Working Group (TWG) and Operations Working Group (OWG) for review. The TWG and OWG shall make a determination regarding the impact of adding the

equipment to the infrastructure and provide a recommendation to the PCWIN Executive Director.

- iii. If the TWG and OWG recommendation is favorable, the PCWIN Executive Director will submit the request to the PCWIN Executive Committee and the PCWIN Board of Directors for their review and approval.
- iv. Once all approvals have been received, the infrastructure equipment may be procured and installed.
 1. If the PCWIN Cooperative purchases the infrastructure then the Cooperative will bear all costs associated with the implementation of the equipment, to include addition to the PCWIN System Upgrade Agreement (SUA II) with Motorola
 2. If an individual agency purchases the equipment, that agency will likely be responsible for all costs borne to implement and maintain the new equipment.
- v. All infrastructure equipment that can be incorporated into the SUA II must be incorporated into the existing Motorola contract.
- vi. A request to change radio infrastructure equipment must be accompanied by a detailed plan for implementation and a concept of operations once the change is made. The PCWIN Board of Directors will address each change based on its individual merits and benefit to the PCWIN Cooperative.

4. Applies to

- a. All users of the 800 MHZ trunked radio system

5. Supporting Rules

- a. None

6. Conditions for Exemption or Waiver

- a. None