



Silicon Valley Regional Interoperability Authority

APPROVED: SPECIAL BOARD MEETING MINUTES

January 28, 2021

Consistent with Governor Newsom’s Executive Orders N-25-20 and N29-20 temporarily suspends certain Brown Act provisions to allow special districts to make meetings accessible electronically, this meeting will only be available to the public via Teleconferencing

**Silicon Valley Regional Interoperability Authority
Board of Directors**

Thursday, January 28, 2021 at 4:30 pm

1. Call To Order

➤ *Chair Wasserman called the meeting to Order at 4:30 pm*

2. Roll Call

SVRIA Board of Directors

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|--|--|---------------------|
| Chair Mike Wasserman Santa Clara County Supervisor | Representing the County of Santa Clara | P /A |
| Vice Chair Laurie Smith Santa Clara County Sheriff | Representing the County of Santa Clara | P /A |
| Otto Lee Santa Clara County Supervisor | Alternate – Representing the County of Santa Clara | P / A |
| Jonathan Weinberg Los Altos Council Member | Representing the Northwest Cities of Palo Alto, Mountain View and Los Altos | P /A |
| Jon Willey City of Cupertino | Representing SW Cities of Campbell, Cupertino, | P /A |

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| Council Member | Monte Sereno, Saratoga, and Los Gatos | |
| Kitty Moore City of Cupertino Council Member | Alternate - Representing SW Cities of Campbell, Cupertino, Monte Sereno, Saratoga, and Los Gatos | P / A |
| Lisa Matchak City of Mountain View Council Member | Santa Clara City's Association Selection | P / A |
| Matthew Hudes Town of Los Gatos Council Member | Alternate - Santa Clara City's Association Selection | P / A |
| Pam Foley City of San Jose Council Member | Representing the City of San Jose | P / A |
| Chappie Jones City of San Jose Vice Mayor | Representing the City of San Jose | P / A |
| Sylvia Arenas City of San Jose Council Member | Alternate - Representing the City of San Jose | P / A |
| Raul Peralez City of San Jose Council Member | Alternate - Representing the City of San Jose | P / A |
| Peter Leroe-Munoz City of Gilroy Council Member | Representing the South County Cities of Gilroy and Morgan Hill | P / A |
| Rich Constantine City of Morgan Hill Mayor | Representing VTA | P / A |
| Richard Bertalan VTA, Chief Information Technology Officer | Representing VTA | P / A |
| Russ Melton City of Sunnyvale Council Member | Representing the Central Cities of Milpitas, Santa Clara, and Sunnyvale | P / A <i>Arrived at 5:05 pm</i> |
| Karen Hardy City of Santa Clara Vice Mayor | Alternate - Representing the Central Cities of Milpitas, Santa Clara, and Sunnyvale | P / A |

➤ 10 Directors Present at 4:30 pm, 11 Directors Present at 5:05 pm.

3. Oath of Office for New Board Members

- *Board Secretary and Executive Director Nickel administered the oath of office to new Board Members: J. Weinberg, J. Willey, M. Hudes, R. Constantine, and R. Bertalan.*

4. Public Comment

At this time, the public is permitted to address the Committee on items within the Committee's subject matter jurisdiction that do not appear on the agenda. Please limit comments to a maximum of three (3) minutes. If you wish to comment on an item that is on the agenda, please wait until the item is read for consideration.

- *Carl Taylor of the Uvas Volunteer Fire Department spoke on a desire to update his radio system and include the County volunteer fire departments in the SVRIA.*

5. Action on Consent Calendar

- a. Approval of the Minutes of the November 19, 2020 Board Meeting

➤ **Approved: Aye: 10, No: 0**

6. Executive Director's Report

- a. California Department of Justice (CA-DOJ) Encryption Mandate for Law Enforcement (attached memo from CA-DOJ and verbal update)

- SVRIA Law Enforcement members who are encrypted
 - Plan for the remaining SVRIA agencies
 - Public policy matters to be aware of
 - Santa Clara County Police Chiefs have requested a letter highlighting the encryption mandate.
- *Executive Director Nickel briefed the Board on the State Department of Justice (DOJ) Memo 20-09-CJIS, Subject: Confidentiality of Information from the California Law Enforcement Telecommunications System (CLETS).*
 - *Law Enforcement agencies of the SVRIA who are encrypted are Gilroy, Morgan Hill, San Jose, The Sheriff's Department, Campbell, Los Gatos, Sunnyvale, and Palo Alto. Agencies moving to encryption in the next two months are Mountain View, Los Altos, San Jose State and Foothill DeAnza College District.*
 - *DOJ mandates a plan to protect Personally Identifiable Information (PII). Options are to encrypt radio transmissions or create a policy to not transmit PII over the air.*
 - *Public policy matters include government transparency, especially with law enforcement agencies. SVRIA staff and police chiefs are sensitive to the public policy concerns and have created robust public information programs to share law enforcement issues of community and media concern in a timely and transparent fashion.*
 - *The Santa Clara County Police Chiefs Association has requested a letter from the SVRIA outlining our position on encryption. Executive Director Nickel is working on a letter that will be reviewed by General Counsel before sending out. It is the position of the SVRIA to follow all Federal, State and Local laws, rules, and mandates.*

- b. Modified Work Plan for Executive Director: January 1 to June 30, 2021 (attached)

➤ *Executive Director Nickel provided a copy and a verbal review of the updated Work Plan. The Working Committee had reviewed and unanimously approved the updated Work Plan after the Executive Director transition. Copy is included in the minutes.*

- c. Audit Update (verbal)

➤ *Audit is progressing. The inclusion of all previously purchased radio equipment was not included in earlier audits is delaying the completion of this year's audit. The previously purchased equipment needs to be accounted for in the audit to support accurate depreciation of the assets. Staff and the auditor are working with the County Controller's Office and should have the audit completed in the next two months.*

d. Research on forming a Finance Committee (verbal)

➤ *Based upon a Board Member inquiry about establishing a Finance Committee, the Executive Director reviewed the options. The Joint Powers Agreement (JPA) places the budget development and other finance-related affairs with the Working Committee. The Working Committee collaborates the Executive Director on the vetting and review, then makes the recommendation to the Board of Directors for review and oversight. Establishing a Finance Committee would necessitate a change in the JPA. Board members are invited to attend the Working Committee and provide comments on fiscal or other matters.*

e. Training Series for Radio Technicians (verbal)

➤ *Five virtual training classes are being held this spring. SVRIA is the sponsor, and individual agencies are paying the cost for their students. The class is designed for radio programming staff. The radio shop staff are collaboratively learning how to program the radios properly, so they do not create issues for interoperable and mutual aid agencies.*

f. SVRIA System Performance Reporting (verbal)

➤ *The Executive Director shared two successful interoperable uses of the SVRCS from the last month. One was an emergency incident in Milpitas that was initially thought to have been an active shooter at the Great Mall. The second success is the use of the SVRIA interoperability talkgroups for the County COVID Vaccination sites.*

7. Action Items

a. Resolution authorizing the SVRIA to enter into a credit card agreement with Wells Fargo Bank for an amount not to exceed \$10,000.

➤ *Chair Wasserman and Directors Weinberg and Constantine recused themselves due to ownership of Wells Fargo Stock. The three were not present for the Staff presentation, discussion, and vote. Vice Chair Laurie Smith led this item.*

➤ *Executive Director Nickel discussed the business need for a credit card. Several vendors (Zoom and DropBox) require credit cards and do not invoice for small customers such as SVRIA. In emergency situations, there could be a need for SVRIA staff to procure emergency supplies such as fuel for tower generators using a credit card. Current practice has been for SVRIA staff to use personal credit cards and then submit for reimbursement. This is not good business practice for a government agency.*

➤ ***Vice Chair Smith asked about purchasing authority amounts and the \$10,000 limit. The amount is under the purchasing authority of the Executive Director and complies with SVRIA's procurement policy. The Executive Director will submit receipts to Vice Chair Smith for approval.***

- **Motion: Foley/Leroe-Munoz**
- **Roll-Call Vote: 7 Aye, 0 No, 3 Recusals**

b. Review and Approve policy and procedure for adding Future Participant agencies to the SVRIA.

- *Executive Director Nickel presented the staff report and background history on the IRS-CI joining the SVRIA as a Future Participant.*
- *Director Jones asked that if the recommendations were adopted if the Executive Director would provide a letter to the IRS-CI outlining why the request was not approved. Executive Director said a formal letter would be sent.*
- *Director Melton stated his appreciation for the staff report and work developing the policy and offering alternatives for the IRS-CI. Director Melton also inquired about a more detailed cost analysis for future agencies to buy into the SVRIA and uses of the funds to support the SVRIA System.*
- **Motion: Melton/Foley to adopt staff recommendations 1 – 7.**
- **Motion Carries: 11 Aye, 0 No**

8. Future Agenda Items

- *Follow up with Volunteer Fire Agencies and working Committee on possibility of joining the SVRCS and SVRIA*

9. Board Comments

- *Director Wiley inquired on the SVRIA video. Executive Director Nickel to share with new Board members.*

10. Adjournment (Next Meeting March 25, 2021)

- **Adjourned at 5:27 pm**