



Silicon Valley Regional Interoperability Authority

WORKING COMMITTEE REGULAR MEETING AGENDA

MARCH 8, 2021, 2:00 PM

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
Working Committee**

Monday, March 8, 2021 at 2:00 pm

Teleconference/ Zoom Online Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/82549574224?pwd=eWZ5a1J4M015b21jVFJcDVGcEJEZz09>

Meeting ID: 825 4957 4224

Passcode: 485146

One tap mobile

+16699009128,,82549574224#,,,,*485146# US (San Jose)

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1. Call to Order

2. Roll Call

Chair Heather Plamondon Santa Clara County Communication Director	Santa Clara County Representative	P / A
Vice Chair Jeff Hunter Battalion Fire Chief Sunnyvale DPS	At Large Member	P / A
Brian Loventhal City Manager City of Campbell	County/City Managers Association Representative	P / A
Ed Shikada City Manager City of Palo Alto	County/City Managers Association Representative	P / A
Nicole Frazier Palo Alto PD Senior Technologist	At Large Member	P / A
Ruben Torres Fire Chief City of Santa Clara	Santa Clara County Fire Chiefs Assoc. Rep	P / A
Andy Smith SJPD/Interoperability Communications Manager	San Jose Representative	P / A
Brian Glass Deputy Chief Santa Clara County Fire	Santa Clara County Representative	P / A
Steve Forman Battalion Chief San Jose Fire	San Jose Fire Department Representative	P / A
Pedro Espinoza Police Chief City of Gilroy	County Police Chiefs Association Representative	P / A
Judy Maloney Communications Manager City of Los Altos	PSCMA Representative	P / A
Kenneth Blackwell Technology Manager VTA	VTA Representative	P / A
Luis (Joonie) Tolosa Manager, Operations Analysis, Reporting, & Systems VTA	VTA Representative	P / A

3. 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.

4. Action on Consent Calendar

- a) Review and Approve Meeting Minutes from the Regular Meeting of January 11, 2020.

5. Action Items

- a) Review and Approve Fiscal Year 2021/22 (FY21/22) Budget Recommendations for Board of Directors
 - a. Budget Overview Presentation by Executive Director Eric Nickel
- b) Recommendation to Establish a Dispatcher and End-User Training Sub Committee

6. Updates and Presentations

- a) Encryption Update – Andy Smith, Eric Nickel (Verbal Report and attached letter to Santa Clara County Police Chiefs Association)
- b) Cellular Commercial Users Sub Committee Update – Heather Plamondon (Verbal Report)
- c) LAW Fleetmapping Sub Committee Update: Andy Smith & Committee Members (Verbal Report)
- d) System Performance Reporting – Eric Nickel
- e) Discussion on the process to disable portable radios – Eric Nickel, Chris Collins
- f) Follow up to adding Internal Revenue Service-Criminal Investigations (IRS-CI) to SVRIA (Attached letter to IRS-CI)

7. Future Items for Discussion

8. Adjournment

ACCOMMODATION: If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please call (408) 277-3394 at least 72 hours in advance of the meeting.

AGENDAS AND OTHER DOCUMENTS: Public Records Pursuant to Government Code Section 54957.5, all public records produced by the Authority relating to an open session item on this agenda that are distributed to a majority of the Working Committee Members and are not exempt from disclosure pursuant to the California Public Records Act and will be available for public inspection at the SVRIA Office, 601 El Camino Real, Santa Clara CA 95050 at the same time that the public records are distributed or made available to the Board of Directors or Working Committee Members and at the meeting location at the time of the Board Working Committee meeting.

PUBLIC COMMENT: Anyone who desires to address the Board or Working Committee on an item appearing on the agenda may do so when public comment is called for on that item. Anyone who desires to address the Board of Working Committee on

items not appearing on the agenda but within the subject matter jurisdiction of the Board or Working Committee may do so during the Public Comment item on the Agenda. The Board or Working Committee is unable to take action on or engage in detailed discussion of issues presented during the Public Comment item, Comments by the public should be limited to three (3) minutes.

CONSENT CALENDAR: Consent Calendar items are typically non-controversial in nature and are considered for approval by the Board or Working Committee with one single action. Members of the audience, Staff or the Board or Working Committee Members who would like an item removed from the Consent Calendar for purposes of discussion may request the Chairperson to remove the item to the regular agenda.

AGENDA ITEM 4a



Silicon Valley Regional Interoperability Authority

DRAFT REGULAR MEETING MINUTES

**Silicon Valley Regional Interoperability Authority
Working Committee**

**Monday, January 11, 2021
Teleconference/Zoom Online Meeting**

1. Call to Order

➤ **Chair Plamondon Called Meeting to Order at 2:05 pm**

2. Roll Call

Chair Heather Plamondon Santa Clara County Communication Director	Santa Clara County Representative	P / A
Vice Chair Jeff Hunter Battalion Fire Chief Sunnyvale DPS	At Large Member	P / A
Brian Loventhal City Manager City of Campbell	County/City Managers Association Representative	P / A
City Manager To Be Determined	County/City Managers Association Representative	n/a
Nicole Frazier Palo Alto PD Senior Technologist	At Large Member	P / A
Ruben Torres Fire Chief City of Santa Clara	Santa Clara County Fire Chiefs Assoc. Rep	P / A
Andy Smith SJPD/Interoperability Communications Manager	San Jose Representative	P / A
Brian Glass Deputy Chief Santa Clara County Fire	Santa Clara County Representative	P / A
Steve Forman Fire Captain	San Jose Fire Department Representative	P / A

San Jose Fire		
Pedro Espinoza Police Chief City of Gilroy	County Police Chiefs Association Representative	P / A
Judy Maloney Communications Manager City of Los Altos	PSCMA Representative	P / A
Kenneth Blackwell replacing Richard Bertalan Technology Manager VTA	VTA Representative	P / A
Luis (Joonie) Tolosa Manager, Operations Analysis, Reporting, & Systems VTA	VTA Representative	P / A

➤ *Staff attending Michael Gokey and Chris Collins, County Communications*

3. 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.

➤ *No Public Comment*

4. Action on Consent Calendar

a) Review and Approve Meeting Minutes from the Regular Meeting of November 9, 2020.

➤ ***Hunter/Tolosa: 8 AYE, 0 NO***

b) Review and Approve Minutes from the Special Meeting on November 23, 2020.

➤ ***Plamondon/Hunter: 8 AYE, 0 NO***

c) Revised Working Committee Meeting Schedule for 2021 to correct clerical error. Approved calendar incorrectly noted July 11 when the date should have been July 12 (Government Code Section 36934). Updated schedule attached.

➤ ***Plamondon/Maloney: 8 AYE, 0 NO***

5. Action Items

a) Review and Approve policy and procedure for adding participant agencies to the SVRIA: Evaluation and establishment of a review process and policy recommendation.

➤ *Chair Plamondon opened with background on previous Working Committee Meeting that considered a 2020 request by the Internal Revenue Service (IRS) to join the SVRIA. The Working Committee recommended the request, but in the November 2020 SVRIA Board meeting, the Board expressed public policy concerns and asked the Executive Director to review the policy of joining the SVRIA.*

- *Executive Director Nickel provided an overview of the November 2020 Board meeting and their research directions and concerns related to public policy, low cost of joining the SVRIA, and a focus on local public agencies doing business in Santa Clara County. There is a new opportunity for state-wide interoperability with the State of California's Interoperability Radio System. The Board also wants to create an application process with review.*
- *Chair Plamondon provided some clarification on the ECOMM application process, technical review process and cost-sharing.*
- *Jeff Hunter provided thoughts on his front-line operations perspectives having all users being able to communicate with each other. Supports adding users. Understands bigger policy perspectives.*
- *Andy Smith provided perspective on running the system for a year with all users to determine system capacity before adding new members. Understands the perspectives of all and supports the direction.*
- *Nickel reminded that users can still access the interoperability talk groups and with the State's system, can access system.*
- ***Plamondon/Smith to approve staff recommendation: 8 AYE, 0 NO***

b) **Work Plan Update for Calendar Year 2021 after Executive Director Transition**

- *Executive Director Nickel provided an overview of the current work plan and focus for the next six to 12 months. Bylaws state the work plan to be presented the first meeting of the Fiscal Year. Covered proposed work items in Attachment B.*
- *Working Committee added Data Interoperability Projects including data-sharing, CAD-to-CAD interface, Interra situation status for fire agencies, Cop-Link, and information sharing exchange.*
- *Hunter appreciated the Training Item*
- *Smith asked that the Executive Director bring the hiring of future consultants to the Working Committee.*
- *Nickel updated Working Committee on current SVRIA staffing:*
 - *Executive Director with 30-hours/week*
 - *Finance and website contractor with a 20-hours/month*
 - *No additional staff needs planned*
 - *Financial acknowledgement due to the current pandemic and economic concerns*
- ***Smith/Espinosa to approve staff recommendation with addition of Data Interoperability Project: 8 AYE, 0 NO***

6. Updates and Presentations

a) **Encryption Update – Andy Smith, Eric Nickel (Verbal Report)**

- *Update on encryption transition to comply with CA DOJ mandate.*
- *Will update Police Chiefs on January 14, 2021.*
- *All discussed what is going on with Palo Alto and their encryption transition. Lots of media attention.*
- *Nickel would prefer that all transitioned to encryption at same time.*

- *Chair Plamondon expressed that SVRIA and SVRCS can support agencies transitioning to encryption.*
- b) Cellular Commercial Users Sub Committee Update – Heather Plamondon (Verbal Report)
 - *Policy is in draft, still need to understand how cities and SVRIA will interact to approve and move projects through the Planning Department and Fire Marshal.*
 - *Task Fire Marshals to engage Public Works.*
 - *Point of contact for all SVRIA towers.*
- c) LAW Fleetmapping Sub Committee Update: Andy Smith & Committee Members (Verbal Report)
 - *Input and update State talk groups and encryption changes are the next steps.*
- d) System Performance Reporting – Eric Nickel
 - *Nickel wants to bring forward periodic system performance.*
 - *Aviat has a ECOMM performance report.*
 - *Can run talkgroup, site and individual user performance report.*
 - *Hunter wanted to share any system complaints/concerns from previous month. Used example of an echo issue that was easily fixed once others knew about it.*
 - *Working Committee supported the report and would find it of value.*

7. Future Items for Discussion

- a) Budget Workshop and recommendations to Board for their March meeting – Eric Nickel (Verbal Report)
 - *Working Committee will have the March Meeting to review budget.*
 - *Financial acknowledgement due to the current pandemic and economic concerns.*
 - *Plan will be a lean budget for FY21/22.*
 - *Cost to program radios for coming year due to encryption and upgrades.*
 - *Tolosa CAM, provision managing structure. Plamondon and Tolosa to review offline and follow up to see if that meets VTA's needs.*

8. Adjournment **3:06 pm**

AGENDA ITEM 5a



Silicon Valley Regional Interoperability Authority

**Silicon Valley Regional Interoperability Authority
Working Committee Meeting
March 8, 2021**

TO: Working Committee
Silicon Valley Regional Interoperability Authority (SVRIA)

FROM: Eric Nickel, Executive Director
Silicon Valley Regional Interoperability Authority (SVRIA)

SUBJECT: SVRIA Fiscal Year 2021/2022 Proposed Budget for
Recommendation to the Board of Directors

RECOMMENDATIONS

Staff requests that the Working Committee recommend to the Board of Directors:

1. Adoption of the proposed Fiscal Year 2021/2022 (FY21/22) Budget.
2. Adoption of the roll-over of Reserves and unspent budgeted funds from FY20/21 into the Operating and Asset Replacement Reserve Funds.
3. Encumbrance authorization for the Executive Director to have Delegated Authority for FY21/22 as needed and access Operating Reserves for previously budgeted and approved project and contract payments authorized in FY19/20 and 20/21, but not yet billed.

SUMMARY/DISCUSSION

In accordance with the SVRIA Joint Powers Authority Agreement, the Working Committee shall ensure that a budget is prepared timely and by March 31 of each year, shall review and recommend the budget to the Board for approval.

This year's budget reflects the fiscal challenges facing our member and participant agencies. The sensitivity around the impacts of COVID-related revenue reductions are the primary drivers of a mostly status quo budget. The

primary increases in the SVRIA budget are due to contractually agreed-to long-term service contracts and supporting Board direction on increasing the capital asset replacement program fund.

The proposed budget for FY21/22 is attached for your discussion and recommendation to the Board of Directors for adoption.

Budget highlights include:

1. Professional & Specialized Service: Reduction in total compared to the FY20/21 Amended Budget. This includes funding for consultant services for the Executive Director and consultant funds for training development for dispatchers and end-users on the numerous features of the Silicon Valley Regional Communication System (SVRCS).
2. Insurance Premiums: Updated coverage for SVRCS infrastructure to reflect the appropriate values insured.
3. Contract Maintenance: Representing 71% of the total budget, this funds long-term service contracts for 24/7/365 infrastructure monitoring, preventative, routine and emergency maintenance of the radio and microwave systems.
4. Office Expense and Business Travel: Office expenses have been reduced to reflect actual costs and remote work due to COVID and the reduced staff in the office. Business Travel has been eliminated for FY21/22.
5. Projects & Programs: Proposal includes the addition of a radio system performance measurement and management tool that will allow staff and SVRCS members the ability to measure radio system utilization and assist in the strategic planning for future system capacity and capability. The radio system performance tool is provided by Motorola and is called CirrusCentral Management. The CirrusCentral live dashboard offers a full overview of system health and performance. It can display specific user data with minimal work from administrators. Reporting capabilities help staff assess the performance of the network. This helps accurately identify all system users, system anomalies and determines the need for system configuration changes to maximize resources.
6. Miscellaneous Expenses: Proposal supports the ongoing backup battery replacement program for radio sites and equipment to ensure the SVRCS is capable of operating if the power goes out.
7. Operating and Asset Replacement Reserves: Proposal fulfills the Board's previous directives to increase reserve funding by \$100K to support future capital replacement of critical radio system infrastructure.

The proposed FY21/22 Budget is \$4,711,876 (**Attachment A**). The overall cost increase from FY20/21 Amended Budget (\$4,408,890) is \$302,986; of which additional agency consoles represents \$135,306. The increase applied to member agency assessments is \$167,690 compared to FY20/21 Amended. Each member and participant agency's proposed assessments are listed in **Attachment B**.

When the FY20/21 budget was adopted by the Board of Directors, the Executive Director was given Delegated Authority to access the Operating Reserves and make any movement necessary when it was time to make previously approved payments for change orders, and system continuity. The Executive Director is seeking the same Delegated Authority for FY21/22 as needed. With any significant payment from the Operating Reserves, the Executive Director will communicate details to the Working Committee and the Board and produce a follow-up report documenting the expenditure.

Consistent with the adoption of the FY20/21 budget and continued need to access project funds that remain unspent from FY20/21, staff is requesting any balance in Projects & Programs (GL 5282200) be rolled over into the Operating Budget. The current budget report as of February 22, 2021 is attached for review (**Attachment C**).

The Reserve Fund Policy that was adopted by the Board in June 2020 increased Reserves to \$400k in FY20/21 and \$500k in FY21/22 and remain at \$500k in subsequent years (**Attachment D**).

Staff is seeking authority for any unspent funds from the FY20/21 budget be rolled over and placed into Operating Reserve Budget. Unspent funds will not be known until after the closing of the Fiscal Year in June 2021. This will be reported to the Board after the books have been closed on FY 20/21.

One unknown budget component is the California Office of Emergency Services (CalOES) Public Safety Power Shutoff (PSPS) Grant. In October 2020, SVRIA submitted a grant application for \$300k to support the addition of a mobile radio site that could be trailered to any location in Santa Clara County. The mobile radio site could function as a temporary new site for a large event or replace an existing site that stopped working and required extensive repair or replacement. CalOES has not yet announced grant recipients. The grant would cover the majority of the cost for the mobile site. It is anticipated the SVRIA would be asked to cover up to \$200k of the projected \$500k total cost. There are sufficient funds in reserve that could be utilized to cover the SVRIA's portion. Staff would bring the funding recommendation forward at a later date if awarded the CalOES grant.

FISCAL IMPACT

The proposed FY 21/22 budget will be funded entirely through Member and Participant User Fees. The budget is a balanced proposal in that the anticipated revenues equal the anticipated expenditures.

ATTACHMENTS

- A.** FY21/22 Proposed Budget Spreadsheet
- B.** FY21/22 Proposed Member Agency Assessment Spreadsheet

- C.** SVRIA Current Budget Report as of February 22, 2021
- D.** Reserve Fund Policy, Adopted June 3, 2020

Agenda Item 5a: Attachment A

FY 21/22 Proposed Budget Spreadsheet

GLA Budget Line Items	FY19/20	FY20/21 Amended 11/19/2020	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
5255100 Professional & Specialized Serv - Contract Executive Director/Analyst/Admin Support/Auditor/Co. Controller Fee	\$250,000	\$378,436	\$361,023	\$381,000	\$381,000	\$381,000	\$381,000	\$381,000	\$381,000
5220100 Insurance Premiums (WebSite)	\$70,000	\$151,783	\$160,000	\$168,000	\$176,400	\$185,220	\$194,481	\$204,205	\$214,415
5231000 Contract Maintenance- Communication: Motorola Services (Infrastructure); and SUAll combined moving forward 7/1/19			\$2,235,860	\$2,253,625	\$2,298,230	\$2,341,122	\$2,386,135	\$2,430,960	\$2,477,974
5231000 Contract Maintenance- Communication: County COMM Contract	\$2,045,621	\$2,088,430	\$2,235,860	\$2,253,625	\$2,298,230	\$2,341,122	\$2,386,135	\$2,430,960	\$2,477,974
5231000 Contract Maintenance : AVIAT ECOMM Contract	\$422,081	\$506,235	\$531,547	\$558,124	\$586,030	\$615,332	\$646,099	\$678,404	\$712,324
5245100 Memberships, Dues and Fees	\$412,815	\$507,140	\$507,140	\$507,140	\$595,338	\$607,244	\$619,368	\$631,755	\$644,390
5250100 Office Expenses	\$7,500	\$14,500	\$14,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
5255600 DP Services_External (WebSite)	\$3,500	\$5,000	\$11,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
5255800 Legal Expenses	\$60,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
5270100 Site Leases	\$25,000	\$4,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5285800 Business Travel	\$1,000	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
5350100 Miscellaneous Expenses		\$117,722	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
5270100 Utilities	\$4,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5350400 Services and Supplies	\$2,179	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
5350300 Operating Expense Addition to Reserves - Operating Reserves	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
5701000 Addition to Reserves - Asset Replacement	\$200,000	\$300,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
5282200 Projects & Programs		\$4,911	\$111,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
5270100 Site Security	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Sub-Total For Billable Agency Percentage	\$3,838,800	\$4,302,157	\$4,576,570	\$4,520,389	\$4,689,498	\$4,782,418	\$4,879,583	\$4,978,824	\$5,082,603
Motorola - Agency Additional Consoles	\$ -	\$ 106,733	\$ 135,306	\$ 137,999	\$ 140,770	\$ 143,623	\$ 146,557	\$ 149,576	\$ 152,682
Total Budget	\$3,838,800	\$4,408,890	\$4,711,876	\$4,658,388	\$4,830,268	\$4,926,041	\$5,026,140	\$5,128,400	\$5,235,285

Agenda Item 5a: Attachment B FY 21/22 Proposed Member Agency Assessment Spreadsheet

	Agency Ratio Count as of November 30, 2020	Operations and Maintenance (FY20/21)	Operations and Maintenance (FY21/22)	Operations and Maintenance (FY22/23)	Operations and Maintenance (FY23/24)	Operations and Maintenance (FY24/25)	Operations and Maintenance (FY25/26)	Operations and Maintenance (FY26/27)	Operations and Maintenance (FY27/28)	
San Jose	3,250	28.60%	\$ 1,230,269	\$ 1,308,742	\$ 1,292,676	\$ 1,341,036	\$ 1,367,607	\$ 1,395,393	\$ 1,423,773	\$ 1,453,450
Santa Clara County	2,550	22.44%	\$ 965,288	\$ 1,026,859	\$ 1,014,254	\$ 1,052,197	\$ 1,073,046	\$ 1,094,847	\$ 1,117,114	\$ 1,140,399
VTA	1,500	13.20%	\$ 567,817	\$ 604,035	\$ 596,620	\$ 618,939	\$ 631,203	\$ 644,028	\$ 657,126	\$ 670,823
Santa Clara	911	8.02%	\$ 344,854	\$ 366,850	\$ 362,347	\$ 375,903	\$ 383,351	\$ 391,139	\$ 399,094	\$ 407,413
Palo Alto	735	6.47%	\$ 278,230	\$ 295,977	\$ 292,344	\$ 303,280	\$ 309,290	\$ 315,574	\$ 321,992	\$ 328,703
Sunnyvale	509	4.48%	\$ 192,679	\$ 204,969	\$ 202,453	\$ 210,027	\$ 214,188	\$ 218,540	\$ 222,985	\$ 227,633
Mountain View	325	2.86%	\$ 123,027	\$ 130,874	\$ 129,268	\$ 134,104	\$ 136,761	\$ 139,539	\$ 142,377	\$ 145,345
Glhoy	310	2.73%	\$ 117,349	\$ 124,834	\$ 123,301	\$ 127,914	\$ 130,449	\$ 133,099	\$ 135,806	\$ 138,637
Milpitas	292	2.57%	\$ 110,535	\$ 117,585	\$ 116,142	\$ 120,487	\$ 122,874	\$ 125,371	\$ 127,921	\$ 130,587
Campbell	125	1.10%	\$ 47,318	\$ 50,336	\$ 49,718	\$ 51,578	\$ 52,600	\$ 53,669	\$ 54,760	\$ 55,902
Valley Water	200	1.76%	\$ 75,709	\$ 80,538	\$ 79,549	\$ 82,525	\$ 84,160	\$ 85,870	\$ 87,617	\$ 89,443
Los Gatos	142	1.25%	\$ 53,753	\$ 57,182	\$ 56,480	\$ 58,593	\$ 59,754	\$ 60,968	\$ 62,208	\$ 63,505
Morgan Hill	185	1.63%	\$ 70,031	\$ 74,498	\$ 73,583	\$ 76,336	\$ 77,848	\$ 79,430	\$ 81,046	\$ 82,735
Los Altos	90	0.79%	\$ 34,069	\$ 36,242	\$ 35,797	\$ 37,136	\$ 37,872	\$ 38,642	\$ 39,428	\$ 40,249
San Jose State	101	0.89%	\$ 38,233	\$ 40,672	\$ 40,172	\$ 41,675	\$ 42,501	\$ 43,365	\$ 44,246	\$ 45,169
EVC/SICC	31	0.27%	\$ 11,735	\$ 12,483	\$ 12,330	\$ 12,791	\$ 13,045	\$ 13,310	\$ 13,581	\$ 13,864
Foothill/DAC	34	0.30%	\$ 12,871	\$ 13,691	\$ 13,523	\$ 14,029	\$ 14,307	\$ 14,598	\$ 14,895	\$ 15,205
West Valley/Mission	30	0.26%	\$ 11,356	\$ 12,081	\$ 11,932	\$ 12,379	\$ 12,624	\$ 12,881	\$ 13,143	\$ 13,416
South County Fire	45	0.40%	\$ 17,034	\$ 18,121	\$ 17,899	\$ 18,568	\$ 18,936	\$ 19,321	\$ 19,714	\$ 20,125
Sub-Total For Billable Agency Percentage	11,365	100.00%	\$ 4,302,157	\$ 4,576,570	\$ 4,520,389	\$ 4,689,498	\$ 4,782,418	\$ 4,879,583	\$ 4,978,824	\$ 5,082,603
Agency Additional Consoles										
Los Gatos			\$ 3,526	\$ 3,600	\$ 3,675	\$ 3,752	\$ 3,833	\$ 3,915	\$ 4,000	\$ 4,087
San Jose			\$ 42,304	\$ 43,182	\$ 44,086	\$ 45,016	\$ 45,975	\$ 46,962	\$ 47,977	\$ 49,023
SISU			\$ 11,153	\$ 11,392	\$ 11,638	\$ 11,891	\$ 12,152	\$ 12,420	\$ 12,697	\$ 12,981
Santa Clara Co. Corrections			\$ 34,392	\$ 34,943	\$ 35,507	\$ 36,086	\$ 36,680	\$ 37,290	\$ 37,915	\$ 38,558
VTA			\$ 15,358	\$ 29,085	\$ 29,691	\$ 30,315	\$ 30,957	\$ 31,618	\$ 32,299	\$ 33,000
Evergreen College			\$ 13,104	\$ 13,104	\$ 13,402	\$ 13,710	\$ 14,026	\$ 14,352	\$ 14,688	\$ 15,033
Total Addtl console cost			\$ 106,733	\$ 135,306	\$ 137,999	\$ 140,770	\$ 143,623	\$ 146,557	\$ 149,576	\$ 152,682
Budget Total			\$4,408,890	\$4,711,876	\$4,658,388	\$4,830,268	\$4,926,041	\$5,026,140	\$5,128,400	\$5,235,285

Agenda Item 5a: Attachment C
22, 2021

SVRIA Current Budget Report as of February

GLA	ACCOUNT DESCRIPTION	Original Budget	Budget Modifications	Amended Budget (+/-)	EnclBuddRoll	YTD Actual	Parked	Encumbrance	Available Budget
4301100	Interest Deposits					\$ (9,176.82)			\$ (9,176.82)
4813050	Revenue from Members					\$ (4,119,039.00)			\$ (4,119,039.00)
	Total Revenue					\$ (4,128,215.82)			\$ (4,128,215.82)
5220100	Insurance Premiums	\$ 85,000.00	\$ 66,783.00	\$ 151,783.00		\$ 149,075.77			\$ 2,707.23
5231000	Contract Maintenance	\$ 3,208,538.00		\$ 3,208,538.00		\$ 2,860,962.66			\$ 347,575.34
5245100	Membership Dues & Fees	\$ 7,500.00	\$ 7,000.00	\$ 14,500.00		\$ 8,110.78			\$ 6,389.22
5250100	Office Expense	\$ 3,000.00		\$ 3,000.00		\$ 586.21			\$ 2,413.79
5251000	Professional & Specialized Services	\$ 275,000.00	\$ 103,436.00	\$ 378,436.00		\$ 135,283.80			\$ 243,152.20
5255500	Contract Services	\$ -		\$ -		\$ -			\$ -
5255600	DP Services - External	\$ 5,000.00		\$ 5,000.00		\$ 3,731.90			\$ 1,268.10
5255800	Legal Expenses	\$ 65,000.00		\$ 65,000.00		\$ 33,974.95			\$ 31,025.05
5270100	Bldg & Improvements	\$ 15,000.00		\$ 15,000.00		\$ 4,122.00			\$ 10,878.00
5282200	Projects & Programs	\$ 2,458,912.67	\$ 44,911.36	\$ 2,503,824.03		\$ 2,471,479.86			\$ 32,344.17
5285800	Business Travel	\$ 2,500.00		\$ 2,500.00		\$ -			\$ 2,500.00
5350100	Misc Expenses	\$ 50,000.00	\$ 67,722.00	\$ 117,722.00		\$ 125.47		\$ 18,282.69	\$ 117,596.53
5350300	Misc. Operating Expenses	\$ 400,000.00		\$ 400,000.00		\$ 6,524.31		\$ 18,282.69	\$ 393,475.69
5350400	Services & Supplies	\$ 2,500.00		\$ 2,500.00		\$ -			\$ 2,500.00
	Total Expense	\$ 6,577,950.67	\$ 289,852.36	\$ 6,867,803.03		\$ 5,673,977.71		\$ 18,282.69	\$ 1,175,542.63
5701000	Addition to Revenues								
5570000	Depreciation Expense					\$ 271,035.92			\$ 271,035.92
	Total Budget	\$ 6,577,950.67	\$ 289,852.36	\$ 6,867,803.03	\$ -	\$ 5,945,013.63	\$ -	\$ 18,282.69	\$ 271,035.92

Agenda Item 5a: Attachment D Reserve Fund Policy, Adopted June 3, 2020

Adopted 06032020 Board of Directors Special Meeting

Motion by P. Foley

Second by J. Bruins

Unanimous Approval

Agenda Item 6a

Attachment A



RESERVE FUNDS POLICY: Proposed Revision May 2020

Policy Statement:

The Silicon Valley Regional Interoperability Authority (SVRIA) maintains two reserve accounts as elements of its operational and long-term fiscal plan.

Operating Reserves are intended to identify a certain amount of funds for the purpose of providing the Board with the ability to approve mid-year budget adjustments allowing for the transfer of funds into operating budget line items for expenditures that were not known or anticipated during the annual budget approval process. When Operating Reserves were first established the beginning balance was set at \$100,000, at that time was roughly 10% of the annual SVRIA budget. This policy incorporates a fixed balance of \$100,000 in the Operating Reserves moving forward.

Asset Replacement Reserves are intended to identify funds for the future refresh, upgrades, and/or replacement of equipment and software that are elements of the various shared systems and equipment that the SVRIA is responsible for maintaining and sustaining on behalf of and in support of our members and participants under our Joint Powers Agreement and MOUs.

With the adoption of the FY17/18 budget, the approved annual contribution to Asset Replacement Reserves was \$200,000.

With the adoption of the FY20/21 budget, the approved annual contribution to the Asset Replacement Reserves will be increased to \$300,000. In FY21/22 Asset Replacement Reserves will increase to \$400,000, and remain at that amount for future years, or until revised by the Board of Directors.

In FY17/18 a new General Ledger account called “Operating Expenses” was created with the restriction that the Executive Director seek approval for expenses to that line item that exceed \$20,000. This varies from the established spending authority of the Executive Director which is \$45,000.

The purpose of this Reserve Funds Policy is to provide guidance to Santa Clara County Finance Staff with regard to the management of the two reserve accounts. Santa Clara County Controllers Office is the designated Treasurer for the SVRIA, and their staff provide ongoing fiscal and accounting services for the JPA.

Asset Replacement Reserve Account Expenditures: From time to time the Board will authorize, either through the annual budget approval process or by a mid-year budget adjustment action, the use of funds from the Asset Replacement Reserve Account. When this occurs Finance Staff is authorized to transfer the necessary funds from this account to the appropriate expenditure account(s) and thus reduce the balance of this reserve account accordingly.

Additions to the Asset Replacement Reserve Account: The SVRIA Board may from time to time approve a specific allocation of funds from our annual revenue to increase the balance of the Asset Replacement Reserve Account. This allocation will normally be approved as part of the annual SVRIA Budget approval process. Finance Staff is authorized to increase the balance of the Asset Replacement Reserve Account by the amount of any such Board approved action.

Allocation of Year End Unexpended Funds Balance: At the end of each fiscal year there may be an unexpended fund balance within our approved and adjusted budget. This can occur when total funds expended are less than the total revenue for that year after any Board approved adjustments and transfers. Finance Staff is authorized to transfer and allocate this year-end balance of unexpended funds to either a specified general ledger account or the Asset Replacement Reserve Account, thus increasing the balance accordingly.

AGENDA ITEM 5b



Silicon Valley Regional Interoperability Authority

**Silicon Valley Regional Interoperability Authority
Working Committee Meeting
March 8, 2021**

TO: Working Committee
Silicon Valley Regional Interoperability Authority (SVRIA)

FROM: Eric Nickel, Executive Director
Silicon Valley Regional Interoperability Authority (SVRIA)

SUBJECT: Recommendation to Establish a Dispatcher and End-User Training Subcommittee

RECOMMENDATIONS

Staff requests that the Working Committee establish a Dispatcher and End-User Training Subcommittee. The Subcommittee would report to the Working Committee.

SUMMARY/DISCUSSION

Now that the SVRCS is built out and all agencies except one are using the system, the Executive Director is seeking input and direction to establish a Dispatcher and End-User Training Subcommittee.

The mission of the Training Subcommittee is to develop training curriculum and training products to support dispatchers and end-users in the field. This training support would include:

- Identifying and prioritizing the training needs of dispatch center and field personnel from all disciplines who use the Silicon Valley Regional Communications System.
- Train-the-Trainer materials and a training cadre of dispatcher, fire, law, VTA and other system users.

- Just-in-time training materials that could be used at any time and on the members and participants training and briefing calendars.
- Ongoing continuing education and refreshed training that would be recorded and available for review at any time.

The features of the SVRCS are robust and allow a number of features that many end-users may not be aware of. In order to best use the System, new user and ongoing continuing education is essential.

The proposal is similar to the Fleetmapping Subcommittee that worked on the System Fleetmap, mutual aid talkgroups, and law enforcement encryption compliance.

The Training Subcommittee would be composed of 10 to 20 subject matter experts representing fire, law enforcement, the VTA, County Communications staff, training staff and other interested member and participant agency staff. Periodic work meetings would be held, and work product delivered based upon the identified training needs. The chair of the subcommittee would work with the Executive Director, members of the Working Committee, and any outside support or consultants.

FISCAL IMPACT

The FY 2021/22 Budget Proposal includes nominal funding, up to \$30k, for a training specialist consultant to help guide the project and deliver training products.

AGENDA ITEM 6a



Silicon Valley Regional Interoperability Authority

February 4, 2021

Chief Phan Ngo
President, Santa Clara County Police Chiefs Association
700 All America Way
Sunnyvale, CA 94086

Re: Silicon Valley Regional Interoperability Authority (SVRIA) Position on Law Enforcement Radio Encryption and the California Department of Justice Mandate

Chief Ngo,

In 2001, the Cities of Campbell, Cupertino, Gilroy, Los Altos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, Santa Clara, San Jose, Saratoga, and Sunnyvale; the Towns of Los Gatos and Los Altos Hills; the County of Santa Clara; the South Santa Clara County Fire District; San Jose State University, and the Santa Clara Valley Water District entered into a Joint Funding Agreement for the purposes of joint contracting and purchasing powers to design and implement an interoperable communications, radio and data network.

In 2009, the same group, less Los Altos Hills, San Jose State University, and the Santa Clara Valley Water District formed a Joint Powers Authority and executed a Joint Powers Agreement (JPA) to formally own, design, and implement interoperable communications the County. In 2016, these agencies restated and amended their JPA and included the Santa Clara Valley Transportation Authority as a member of the SVRIA and executed a separate Memorandum of Understanding in order to construct, own, and operate the Silicon Valley Regional Communications System (SVRCS). The SVRCS built and operates the county wide interoperable radio and data communications network.

The purpose of SVRIA is to enhance and improve communications, data sharing and other technology systems for the protection of the public, to enhance public safety, and to facilitate local and regional cooperative efforts. As a duly formed JPA under the California Government Code and an independent governmental agency, SVRIA is bound by the rules and mandates of the State of California as well as its own JPA. It is the policy of SVRIA to comply with all federal, and state legal rules, regulations, and mandates.

SVRIA currently provides the public safety and public transportation radio system for Santa Clara County, and its cities and special districts. In December 2020, the SVRIA handled 1.87 million radio transactions. The SVRIA Board of Directors and Working Committee represent the interests of the members and participant agencies in Santa Clara County.

State law created the California Law Enforcement Telecommunications System (CLETS), and local law enforcement agencies must sign a user agreement requiring compliance with its policies and procedures. CLETS provide the universal connection to databases of federal and state computerized information files. This allows law enforcement officers and justice officials to quickly determine if a detained person is wanted for a law enforcement matter, if they have any arrest warrants, and provides verification of the person's identity. There are no other systems available to law enforcement.

On October 12, 2020, the State of California Department of Justice (CA-DOJ) issued an informational bulletin titled, "Confidentiality of Information from the California Law Enforcement Telecommunications System (CLETS)". The Bulletin, citing state and federal policies, mandated user compliance with a method to protect a detained person's privacy. The public and media do not have a need to know, or a right to know, the personally identifiable information (PII) and/or criminal justice information (CJI) from the CLETS database that had routinely been shared over open and publicly monitored airwaves. The most widely accepted and safest method of protecting PII and CJI is the use of radio encryption.

The Silicon Valley Regional Communications System (SVRCS) was designed and built with encryption capabilities, and this feature is used daily. When the system was designed over a decade ago it was expected that encryption would be used to protect the privacy of citizens and the safety of law enforcement officials. The SVRCS was designed and constructed based upon the approval of the Member agencies elected officials and staff, who sit on the Board of Directors and Working Committee.

The role of the SVRIA is to support our Member agencies and comply with all rules, regulations, policies, and procedures. The goal of the JPA is to enhance radio interoperability while Member agencies complete the technical radio programming to support encryption.

Several SVRIA law enforcement members already utilize radio encryption. These agencies include Gilroy, Morgan Hill, County Sheriff's Office, San Jose, Campbell, Los Gatos, Sunnyvale, and Palo Alto. Agencies in the planning stages for encryption are San Jose State University Police, and the cities of Mountain View and Los Altos. The goal is to have all law enforcement agencies using the Silicon Valley Regional Communications System (SVRCS) encrypted by December 31, 2021. This will ensure the privacy of the public and the safety of our members who rely on CLETS.

The SVRIA Staff and the Board are aware of the public policy issues that have been raised in various cities or towns in Santa Clara County and beyond when radio systems transition to encryption. We value government transparency and seek to balance our mandates with the media and the public's right to know. We have shared this value and trust our Member agencies will find alternate means of informing the community. We are also aware of State Legislative efforts to allow encryption exceptions for the media and will respond to any new laws, mandates, and policies accordingly.

Thank you for the opportunity to support our law enforcement officials. Please let me know if you have any questions.

Best Regards,


A handwritten signature in black ink, appearing to read "Eric Nickel", written in a cursive style.

Eric Nickel
Executive Director

Attachment 1: CA-DOJ Informational Bulletin 20-09-CJIS

Attachment 1: CA-DOJ Informational Bulletin 20-09-CJIS

Xavier Becerra, Attorney General

<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Joe Dominic, Chief</p> 	<h2>INFORMATION BULLETIN</h2>	
<p>Subject: Confidentiality of Information from the California Law Enforcement Telecommunications System (CLETS)</p>	<p>No. 20-09-CJIS</p> <p>Date: 10-12-2020</p>	<p>Contact for information: CLETS Administration Section CAS@doj.ca.gov (916) 210-4240</p>

TO: ALL CLETS SUBSCRIBING AGENCIES

Law enforcement and criminal justice agencies authorized by the California Department of Justice (CA DOJ) to access the CLETS must adhere to the requirements detailed in the CLETS Policies, Practices and Procedures (PPP) and in the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy to ensure the confidentiality and integrity of the data therein.¹ More specifically, and as detailed further below, access to certain Criminal Justice Information (CJI) and Personally Identifiable Information (PII) must be limited to authorized personnel; and the transmission of such information must be encrypted. Although generally applicable, the information in this bulletin is particularly relevant to the radio transmission of protected data.

Allowable "access" to CJI and PII, derived from CLETS, is described in CLETS PPP section 1.6.4:

Only authorized law enforcement, criminal justice personnel or their lawfully authorized designees may use a CLETS terminal or have access to information derived from CLETS. Any information from the CLETS is confidential and for official use only. Access is defined as the ability to hear or view any information provided through the CLETS.

The FBI and the CA DOJ establish policies and procedures related to the usage and protection of CJI that govern the usage of the CLETS. The policies define CJI, classify them as restricted or unrestricted, and limit the amount and types of information that can be broadcast over unencrypted radio channels in order to protect sensitive CJI and PII.

Generally, PII is information that can be used to distinguish or trace an individual's identity, such as an individual's first name, or first initial, and last name in combination with any one or more specific data elements (see FBI CJIS Security Policy section 4.3.). Data elements include Social Security number, passport number, military identification (ID) number and other unique ID numbers issued on a government document. The most common data elements encountered during field operations include a driver license number or ID number.

The transmission of sensitive CJI and PII must be encrypted pursuant to the FBI CJIS Security Policy sections 5.10 and 5.13; and access may only be provided to authorized individuals as defined under the CLETS PPP and the FBI CJIS Security Policy.

¹ For reference, please refer to the CLETS PPP at <https://oag.ca.gov/sites/default/files/clcts-ppp%2012-2019.pdf> and the FBI CJIS Security Policy at https://www.fbi.gov/file-repository/cjis_security_policy_v5-9_20200601.pdf/view. See also Government Code section 15150 et seq. and California Code of Regulations, title 11, section 703.

Compliance with these requirements can be achieved using any of the following:

- Encryption of radio traffic pursuant to FBI CJIS Security Policy sections 5.10.1.2, 5.10.1.2.1, and 5.13.1. This will provide the ability to securely broadcast all CJI (both restricted and unrestricted information) and all combinations of PII.
- Establish policy to restrict dissemination of specific information that would provide for the protection of restricted CJI database information and combinations of name and other data elements that meet the definition of PII. This will provide for the protection of CJI and PII while allowing for radio traffic with the information necessary to provide public safety.

If your agency is not currently in compliance with the requirements outlined herein, please submit an implementation plan to the CA DOJ, CLETS Administration Section, no later than December 31, 2020. The plan must be on agency letterhead and signed by the Agency Head (e.g., Sheriff, Chief); include a detailed description of how radio communications will be brought into compliance (e.g., encryption), or how the risks will be mitigated through policy if unable to implement the required technology; and must include the projected timeline as to when the issue will be resolved.

For questions about this bulletin, contact the CLETS Administration Section at CAS@doj.ca.gov or (916) 210-4240.

Sincerely,



JOE DOMINIC, Chief
California Justice Information Services Division

For XAVIER BECERRA
Attorney General

AGENDA ITEM 6f

Sent via email



Silicon Valley Regional Interoperability Authority
601 El Camino Real
Santa Clara, CA 95050

February 16, 2021

David Sihota, Special Agent
Internal Revenue Service Criminal Investigation (IRS-CI)
Oakland Office
1301 Clay Street, Suite 1780S
Oakland, CA 94612

Re: Participant Membership with the Silicon Valley Regional Interoperability Authority (SVRIA)

Special Agent Sihota,

On behalf of the SVRIA Board of Directors and Working Committee I am writing to let you know that the IRS-CI's request to become a Future Participant has been declined.

On January 28, 2021, the Board of Directors unanimously declined the request. Prior to that, the Working Committee also reached a similar unanimous conclusion on January 11, 2021. The Working Committee's decision was advisory only as the Board of Directors has the exclusive authority to add or decline to add Future Participants.

The two groups made their decisions after careful and thoughtful analysis and discussion. This included determining the current and future ability of the Silicon Valley Regional Communications System (SVRCS) to handle additional load, a goal to hosting Members and Participant agencies whose primary focus is on Santa Clara County, other options available to Future Participants through the California Office of Emergency Services Radio Interoperability System (CRIS), and a public policy analysis of granting the Future Participant status.

The Board and Working Committee are supportive of the work that the IRS-CI does and extends an invitation to become a mutual aid partner joining the Federal Bureau of Investigations, the US Marshals, and the United States Coast Guard on the mutual aid talkgroups in the SVRCS. The SVRIA's interoperable talkgroups combined with the state's CRIS should provide the IRS-CI with significant interoperability in all areas of Santa Clara County and beyond. At the present time there is no cost to becoming a mutual aid partner.

We look forward to assisting the IRS-CI become a future mutual aid partner. We have template agreements for mutual aid partners, and I can share the documents to you once your organization is ready. Please let me know if you have any questions.

Best Regards,

A handwritten signature in black ink, appearing to read "Eric Nickel", written in a cursive style.

Eric Nickel
Executive Director

Cc: Mike Wasserman, SVRIA Board Chair
Heather Plamondon, SVRIA Working Committee Chair
Gary Baum, SVRIA General Counsel