



## Silicon Valley Regional Interoperability Authority

### WORKING COMMITTEE REGULAR MEETING AGENDA JULY 12, 2021, 2:00 PM

**Consistent with Governor Newsom's Executive Orders N-25-20 and N-29-20 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**

**Topic: SVRIA Working Committee**

**Time: Jul 12, 2021 02:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/87338254173?pwd=UXZuMUNvTWt4d2FUamJPRGJZajVMUT09>

Meeting ID: 873 3825 4173

Passcode: 630742

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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 Assistant 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 May 10, 2021.

### 5. Executive Director Updates and Presentations

- a. System Performance during VTA Shooting – Eric Nickel (Verbal Report)
- b. System Security – Eric Nickel (Verbal Report)
  - i. Key Variable Loader (KVL)
  - ii. Key Exchange with Bay Area Radio Systems
  - iii. Cyber Security
- c. Encryption Update – Eric Nickel (Verbal Report)
- d. SVRIA Mutual Aid MOU interest – State of California Department of Corrections and NASA Ames have expressed interest in becoming Mutual Aid Partners to use interoperability talkgroups under limited conditions when working or training with SVRIA Member and Participant Agencies – Eric Nickel (Verbal Report)
- e. Brown Act and Virtual Meetings, Governor's Executive Order N29-20 – Eric Nickel (Verbal Report)

### 6. Action Items

- a. Resignation of one At Large Member and appointment of one At Large Member to the Working Committee
- b. Review and Recommend Acceptance by the SVRIA Board of Directors of the Annual Audit and Financial Statements ending June 30, 2020
- c. Recommend Approval to the SVRIA Board of Directors of a purchase order with Motorola Solutions, Inc. for Cirrus Central System Management in an annual amount not to exceed \$51,000 and a total seven year amount not to exceed \$357,000 to monitor, troubleshoot, and optimize radio communications in the Silicon Valley Regional Communications System.
- d. Amend SVRIA System Programming Policy.

### 7. Member/Participant Agency Announcements and any 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 or 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 3**  
Public Comment

**AGENDA ITEM 4a**

Review and Approve Meeting Minutes from the Regular Meeting of May 10, 2021.



Silicon Valley Regional Interoperability Authority

**DRAFT REGULAR MEETING MINUTES**

**Silicon Valley Regional Interoperability Authority  
Working Committee**

**Monday, May 10, 2021  
Teleconference/Zoom Online Meeting**

1. Call to Order

➤ Vice Chair Hunter called the meeting to order at 2:03 pm

2. Roll Call

Chair Heather Plamondon Santa Clara County Communication Director	Santa Clara County Representative	P / <b>A</b> <b>Excused (at Budget Hearing)</b>
Vice Chair Jeff Hunter Battalion Fire Chief Sunnyvale DPS	At Large Member	<b>P</b> / A
Brian Loventhal City Manager City of Campbell	County/City Managers Association Representative	<b>P</b> / A
Ed Shikada City Manager City of Palo Alto	County/City Managers Association Representative	P / <b>A</b>
Nicole Frazier Palo Alto PD Senior Technologist	At Large Member	<b>P</b> / A
Ruben Torres Fire Chief City of Santa Clara	Santa Clara County Fire Chiefs Assoc. Rep	<b>P</b> / A
Andy Smith SJPD/Interoperability Communications Manager	San Jose Representative	<b>P</b> / A
Brian Glass Assistant Chief	Santa Clara County Representative	<b>P</b> / A

Santa Clara County Fire		
Steve Forman Battalion Chief San Jose Fire	San Jose Fire Department Representative	<b>P</b> / A
Pedro Espinoza Police Chief City of Gilroy	County Police Chiefs Association Representative	<b>P</b> / A
Judy Maloney Communications Manager City of Los Altos	PSCMA Representative	<b>P</b> / A
Kenneth Blackwell Technology Manager VTA	VTA Representative	<b>P</b> / A
Luis (Joonie) Tolosa Manager, Operations Analysis, Reporting, & Systems VTA	VTA Representative	<b>P</b> / A

### 3. Public Comment

One member of the public attended the meeting but did not make any public comments.

Mr. Carl Taylor representing the Uvas Volunteer Firefighters. He has been working with Ms. Plamondon to try and answer some questions about programming our VHF band radios. So far so good.

### 4. Action on Consent Calendar

a) Review and Approve Meeting Minutes from the Regular Meeting of March 8, 2021.

➤ Motion Brian Glass / 2<sup>nd</sup> Brian Loventhal to approve minutes: 11 Aye, 0 No, 1 Excused, 1 Absent. Motion Passes.

### 5. Action Items

a) Review and Recommend Approval by SVRIA Board of Directors: Second Amendment to Agreement Between the County of Santa Clara and the SVRIA for Services for Technical Support and Administration of SVRIA Communications Systems.

➤ Brian Glass with a recusal statement, "I'm recusing myself from participation in the review of the county service agreement amendment due to the appearance of a conflict of interest, as I'm currently serving as the acting fire chief, an employee of the Santa Clara County Fire Department, where we both share the same Board as the Board of Supervisors, I'll be leaving the zoom meeting and returning after this item."

➤ Executive Director Nickel with a short staff presentation highlighting the agreement extension, the excellent service SVRIA receives from County Communications, and the nominal cost increase is due to personnel costs. In addition, as a government agency, Proposition 218 only allows for direct costs to be included, there is no profit as there would be for a private company.

➤ No public comment.

- Andy Smith also noted the excellent customer service from County Communications.
- Motion Andy Smith / 2<sup>nd</sup> Joonie Tolosa to adopt Staff Report Recommendations: 10 Aye, 0 No, 1 Recusal, 1 Excused, 1 Absent. Motion Passes.

- Brian Glass rejoined the meeting

b) Review and Recommend Approval by SVRIA Board of Directors: Motorola Solutions Inc. for Site on Wheels project that is substantially grant funded by the California Governor's Office of Emergency Services.

- Executive Director Nickel provided an update and overview of the California Governor's Office of Emergency Services (CalOES) grant program.
- SVRIA received a \$300,000 grant to support a Site on Wheels (SOW). The SOW could temporarily take the place of an existing site that was out of service due to a power shutdown, or it could be added as an additional site to augment the system.
- Some strings attached that was of concern to staff was the short time frame to complete the project (October 31, 2021). Staff raised timing concerns with CalOES as did a number of grant recipients. CalOES changed the project completion deadline to March 31, 2022.
- Staff will be able to complete the project by the new deadline without having to rush through procurement and construction.
- Carry over funding from FY20/21 will support additional costs.
- No public comment.

- Motion Andy Smith / 2<sup>nd</sup> Pedro Espinosa to accept Staff Report Recommendations: 11 Aye, 0 No, 1 Excused, 1 Absent. Motion Passes.

6. Updates and Presentations

a) Encryption Update – Andy Smith, Eric Nickel (Verbal Report and attached letter to Santa Clara County Police Chiefs Association)

- As a reminder, the encryption mandate memo came from the State DOJ in October of 2020. If agencies were not already encrypted, a plan had to provide to the DOJ by December 31, 2020. SVRIA and the Fleetmapping Sub-Committee under Andy Smith's leadership produced templates for our law enforcement partners.
- SVRIA's policy is that we follow all appropriate federal state, local laws and mandates. Of equal importance is that the SVRIA supports interoperable capabilities of the radio system.
- SVRIA's plan is to have all talkgroups where personally identifiable information could be transmitted by December 31, 2021.
- At 0700 hours on May 10, 2021, the SB LAW Interoperable Talkgroups that were not encrypted were turned off so radios and the system could be updated with encryption.
- Memo issues to all police chiefs, public safety dispatch managers, and other key stakeholders.
- Approximately 90 days to complete work.
- Four encrypted SB LAW and all of the other unencrypted talkgroups (SB FIRE, SB EMS, SB EVENT) are still available for use.



- Goal is to have work completed in early August, before large events begin at Levi Stadium.
  - Right now, we have all of our member law enforcement agencies encrypted with the exception of the City of Milpitas and San Jose State University PD.
- b) Executive Director to execute the standard SVRIA Mutual Aid MOU adding the Internal Revenue Service-Criminal Investigations (IRS-CI) as a Mutual Aid Partner and only authorizing use of the SB Law Talkgroups under limited conditions when working or training with SVRIA Member and Participant Agencies – Eric Nickel (Verbal Report and attached MOU)
- SVRIA has completed the agreement to bring on the IRS-CI as a mutual aid partner. Agreement is effective July 1, 2021, using the standard Mutual Aid Agreement. IRS-CI joins the other federal agencies who are mutual aid partners. These include the FBI, US Marshals and the US Coast Guard.
  - This a good resolution for all parties involved.
- c) SVRIA Website Refresh and Security Enhancements – Eric Nickel (Verbal Report)
- A small contract (\$3,000) was executed with SVRIA’s web hosting service to update security features, functionality and to refresh the look of the web page. Goal is to be completed by end of September.
- d) Cybersecurity and the SVRIA and SVRCS – Eric Nickel (Verbal Report)
- Working with NCRIC on physical and cyber security assessment of the SVRCS.
  - Recent cyber attacks on public agencies and critical infrastructure heightened the awareness and review.
  - Local attack on the VTA’s computer network did not get into the SVRCS or SVRIA computer systems. VTA isolated themselves while they assessed what was impacted.
  - Desire to conduct a threat assessment to determine gaps and prioritizations of solutions.
  - Brian Glass noted that grant funds are available for these assessments. County Fire is currently going through this process.
  - SVRIA is definitely interested in grant funding for these gap assessments. Will follow up.
- e) Renewal of Professional Service Agreements with General Counsel and Financial/Administrative Assistant – Eric Nickel (Verbal Report)
- The Executive Director has extended the professional service agreement with Diane Stambaugh for an additional year. Hours were increased as she has taken on additional administrative and grant support roles. Total is not to exceed \$30,000.
  - The Board will be asked to extend Gary Baum, General Counsel, for an additional two years. Besides providing a high level of service, Gary brings extensive historical perspective to staff and the Board as he has been part of SVRIA since its inception. The services and support are valuable.

## 7. Future Items for Discussion

- Andy Smith asked for a thorough cyber threat analysis. Some discussion on grant funds available for vulnerability assessments, NCRIC services, and now Motorola offers a cyber assessment and monitoring service for a fee.

#### 8. Adjournment

- Vice Chair Hunter adjourned the meeting at 2:38 pm

## **AGENDA ITEM 5**

### Executive Director Updates and Presentations

- a. System Performance during VTA Shooting – Eric Nickel (Verbal Report)
- b. System Security – Eric Nickel (Verbal Report)
- a. Key Variable Loader (KVL)
- b. Key Exchange with Bay Area Radio Systems
- c. Cyber Security
- c. Encryption Update – Eric Nickel (Verbal Report)
- d. SVRIA Mutual Aid MOU interest – State of California Department of Corrections and NASA Ames have expressed interest in becoming Mutual Aid Partners to use interoperability talkgroups under limited conditions when working or training with SVRIA Member and Participant Agencies – Eric Nickel (Verbal Report)
- e. Brown Act and Virtual Meetings, Governor’s Executive Order N29-20 – Eric Nickel (Verbal Report)

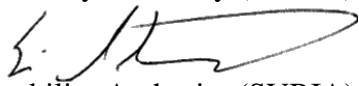
**AGENDA ITEM 6a**



Silicon Valley Regional Interoperability Authority

**Silicon Valley Regional Interoperability Authority  
Working Committee  
July 12, 2021**

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

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

**SUBJECT:** Resignation of one At Large Member and appointment of one At Large Member to the Working Committee

**Recommendations**

1. Accept resignation of At Large Member Jeff Hunter, Sunnyvale Department of Public Safety
2. Appoint Joey McDonald, City of Santa Clara as an At Large Member

**Summary/Discussion**

On June 22, 2021, at Large Member Jeff Hunter, Battalion Chief from Sunnyvale Department of Public Safety (DPS) tendered his resignation from the Working Committee. Since 2013, Jeff has been a vital member of the SVRIA, and prior to that he was part of the original Working Group. SVRIA is honored by his service and Santa Clara County is safer because of his contributions.

SVRIA's Joint Powers Agreement Article 6.9.1.8 grants the Working Committee the authority to appoint the two at-large members. There are two limitations on the appointing power. First, is that the At Large Member must be an official, officer or employee of a JPA Member. The second limitation is that there must be no more than three members from any appointing entity on the Working Committee.

Joey McDonald meets both criteria for appointment. She currently is the Communications Operations Manager for the City of Santa Clara. Prior to that, she served in a communications leadership role with the City of San Jose. In addition, there is only one member of the City of Santa Clara on the Working Committee, Fire Chief Ruben Torres, representing the Santa Clara County Fire Chiefs Association. Joey is

interested in becoming the At Large Member and joining the Working Committee and has met with the Executive Director.

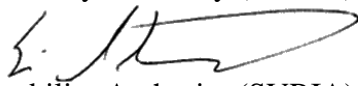
**AGENDA ITEM 6b**



Silicon Valley Regional Interoperability Authority

**Silicon Valley Regional Interoperability Authority  
Working Committee  
July 12, 2021**

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

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

**SUBJECT:** Review and Recommend Acceptance by the SVRIA Board of Directors of the Annual Audit and Financial Statements ending June 30, 2020

**Recommendation**

Review and recommend acceptance by the Board of Directors of the SVRIA Audit and Financial Statements ending June 30, 2020 (FY 19/20)

**Summary/Discussion**

In accordance with the SVRIA Joint Powers Agreement, Article 7.2, an annual audit of its financial affairs is required. The audit must be conducted by a third party Certified Public Accountant firm. SVRIA's annual audit is coordinated with the Santa Clara County Controller-Treasurer's Office. The County serves as SVRIA's fiscal agent for financial transactions and administration.

The FY 19/20 audit was conducted by Moss, Levy & Hartzheim, LLP, a CPA firm with extensive local government and special district auditing experience. The audit followed the Government Auditing Standards. Moss, Levy & Hartzheim prepared the attached Audit Report for the Working Committee review and Board acceptance (Attachment A).

The Auditor's scope of work was to audit SVRIA's financial statements of the governmental activities and the major funds of the SVRIA for the fiscal year ending June 30, 2020. The related notes to the financial statements, which collectively comprise the Authority's basic financial statements are listed in their table of contents.

The overview of the audit, responsibilities of management, the auditor, matters of emphasis, and other mandated Government Auditing Standards are located on pages one and two. The important item to note is the Auditor's Overall Opinion. It states:

In our opinion, the financial statements found that the financial statements referred to present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Silicon Valley Regional Interoperability Authority, as of June 30, 2020, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

The annual audit is filed with the Santa Clara County Controller-Treasurer's Office and the State of California Controller's Office.

### **Financial Highlights**

- The assets of the Authority exceeded liabilities by \$36,899,578 (net position) for the fiscal year reported, of this amount, \$30,488,082 is net investment in capital assets, and \$6,411,496 may be used to meet ongoing obligations to its Members, Participants, vendors and consultants.
- The Authority's total net position increased by \$18,741,294 during the fiscal year. The reason for the significant increase was due to a one-time adjustment for all of the Authority's capital assets. These assets had not been fully accounted for or depreciated in earlier financial statements.
- As of June 30, 2020, the Authority's governmental funds reported an ending assigned fund balance of \$6,411,496. Board policy directs that \$100,000 is to be used for Operational Reserves and a minimum of \$400,000 is to be used for Asset Replacement Reserves. This decreased by \$4,495,006 from the previous year due to the final payments to complete construction of the Silicon Valley Regional Communications System.

### **Fiscal Impact**

The approved budget includes funding for this required professional service.

### **Attachments**

- A.** Audit Report and Financial Statements ending June 30, 2020.

**AGENDA ITEM 6b: Attachment A**

See separate file titled, Audit Report and Financial Statements ending June 30, 2020.



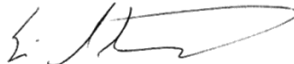
**AGENDA ITEM 6c**



Silicon Valley Regional Interoperability Authority

**Silicon Valley Regional Interoperability Authority  
Working Committee  
July 12, 2021**

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

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

**SUBJECT:** Purchase order with Motorola Solutions, Inc. for Cirrus Central System Management in an annual amount not to exceed \$51,000 and a total seven year amount not to exceed \$357,000 to monitor, troubleshoot, and optimize radio communications in the Silicon Valley Regional Communications System.

**Recommendation**

Review and recommend for Board approval to recommend approval of a purchase order with Motorola Solutions, Inc. for Cirrus Central System Management in an annual amount not to exceed \$51,000 and a total seven year amount not to exceed \$357,000 to monitor, troubleshoot, and optimize radio communications within the Silicon Valley Regional Communications System.

**Summary/Discussion**

Cirrus Central is a new Motorola product that provides the advanced ability to monitor, troubleshoot, and optimize communications within the Silicon Valley Regional Communication System (SVRCS). CirrusCentral is cloud-based and requires minimal hardware, is simple to deploy and keep up-to-date via remote software updates and security patching.

Cirrus Central allows each member and participant agency to monitor and evaluate performance of their assigned radios. This allows our Members and Participant agencies the individualized performance support and management leading to overall system efficiency improvement.

Currently, the SVRCS System Administrator is the only staff person who can examine the system or individual agency's performance and generate reports. When a member or

participant agency needs performance information, they call the System Administrator who then runs the report from legacy software and standardized dashboard reports. This process is inefficient and takes valuable time away from more important system administration duties.

Cirrus Central will distribute measurement and management power into the hands of the end users of SVRIA's members and participant agencies. They will only be able to review the radios assigned to their agency. For example, Mountain View would not be able to review the radio performance of Sunnyvale's radios. The System Administrator and Executive Director would be able to review all member and participant agencies performance as we are evaluating and managing the entire system.

Cirrus Central supports all level of system users. In addition to the Executive Director and System Administrator, dispatch center directors and other key managers can review their agency's performance at a high level, using a single dashboard that provides access to all the reporting tools and detailed trends. Reporting capabilities help system managers assess the performance of their network. This will assist identifying anomalies and determine the need for any system configuration changes.

The SVRIA System Administrator, Chris Collins has been testing Cirrus Central for approximately six months. Motorola has been supportive in making changes and custom enhancements to meet the needs of our members and participant agencies.

**Fiscal Impact**

The proposed cost is included in the Fiscal Year 21/22 Budget that the Board Approved on March 25, 2021. The agreement is for seven years at an annual fixed cost of \$51,000. There are no future cost increases. SVRIA was able to take advantage of the 10-year System Upgrade Agreement (SUA) with Motorola and reduce the cost from \$86,000 per year to \$51,000. This annual savings of \$35,000 is reflected in the attached proposal in Section 3.1, Table 5.1, Pricing Summary.

The project costs include:

1) Original Offer	\$ 86,000
2) Long Term SUA Promotion	(\$ 35,000)
3) <b>Annual Grand Total</b>	<b><u>\$51,000</u></b>

**Attachments:**

**A.** Motorola SVRIA Cirrus Central System Management Solution dated June 17, 2021.

**AGENDA ITEM 6c: Attachment A**

See separate file titled, SVRIA Cirrus Central System Management Solution dated June 17, 2021

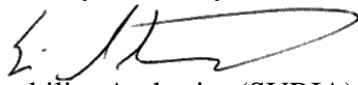
**AGENDA ITEM 6d**



Silicon Valley Regional Interoperability Authority

**Silicon Valley Regional Interoperability Authority  
Working Committee  
July 12, 2021**

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

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

**SUBJECT:** Amend SVRIA System Programming Policy

**Recommendations**

Adopt Amendment 1 to SVRIA System Programming Policy.

**Summary/Discussion**

The Working Committee adopted the SVRIA Programming Policy on July 13, 2020. This set in motion a series of procedures for SVRIA Staff, Member and Participant technical personnel.

The policy included a series of classes and procedures that would need to be completed and followed before the SVRIA Executive Director would issue a Silicon Valley Regional Communication System (SVRCS) Key. The SVRCS System Key contains all of the necessary Fleetmap, security, and encryption data to make a radio work on the SVRCS. The key is uploaded into a key variable loader (KVL) which is owned by some Member and Participant agencies.

At the May 27, 2021, SVRIA Board of Directors Meeting, the Board expressed a need to review short and long-term system and cyber security policies and procedures to enhance system protection. As SVRIA Staff and technical and system support personnel continue to refine and align the policy, additional language is needed to reflect the current situation and future programming continuity. The Board's recommendation followed one made by Andy Smith, San Jose, in the May 10, 2021, Working Committee Meeting to add a future agenda item addressing system and cyber security.

Amendment 1 includes:

1. Establishes a 120-day moratorium on issuing new SVRCS System Keys with an emergency provision.
2. Restricts issuing new SVRCS System Keys to Members or Participant Agencies violating the SVRIA Programming Policy until a thorough security analysis and signed usage agreement can be established.

**Fiscal Impact**

There is no SVRIA Fiscal Impact.

**Attachments**

- A.** Amended SVRIA System Programming Policy

**AGENDA ITEM 6d: Attachment A**

Amended SVRIA System Programming Policy (changes in ***Bold***)



Silicon Valley Regional Interoperability Authority

System Programming Policy

~~Adopted July 13, 2020~~ **Amended July 12, 2021**

The following policy was adopted by the Working Committee on July 13, 2020. The intent of this policy is to protect the Silicon Valley Regional Communications System (SVRCS) and programming integrity for all Member, Participant and Mutual Aid agencies.

The SVRCS is a Regional Radio System, meaning that anything done on or to the system can potentially impact everyone who uses the system. Therefore, SVRIA is requiring anyone who programs subscriber units on the SVRCS to have completed all of the necessary training and certifications and to be completely familiar with the system before they will be allowed to program on the system.

Issuance of a SVRCS System Key, that is necessary to program subscribers, will be tightly controlled. System Keys will be issued to an agency if requested by that agency and the agency has a SVRCS qualified/certified programmer. The requesting agency is responsible for the key. Each year System Keys are updated. This process requires the Key Holder to attend the annual BayRICS key exchange. SVRIA will also require the programmer to be recertified each year prior to the Key Exchange. This will require the individual to attend any mandatory programming meetings to receive updates on the system from SVRIA or the Systems Administrator. Prior to programming on the system, the programmer must have the agency's Fleetmap Code Plug reviewed and approved by the System Administrator in advance. This will prevent any programming errors and it will ensure the integrity of the system.

Key sharing is not allowed amongst individuals in an agency or outside their agency unless authorized by the SVRIA.

The following is a list of recommended qualifications for a technician to be able to program SVRCS radios.

Course Title	Target Audience	Sessions	Duration	Location	Date	Participants
<b>ASTRO25 IV&amp;D System Overview</b> Course #: AST1038 (Self-paced; Online)	Programmers & Technicians	1	2.5 hours	Self-paced; Online	Prior to remaining classes	Up to 12
<b>Communications Systems Concepts</b> Course #: NST021 (Instructor-led)	Programmers & Technicians	1	4.5 days	Santa Clara, CA	Prior to Fleetmapping	Up to 12
<b>ASTRO 25 Systems Fleetmapping</b> Course #: RDS1017 (Instructor-led)	Programmers & Technicians	1	2.5 days	Santa Clara, CA	Prior to Programming Radios	Up to 12
<b>APX CPS Radio Programming &amp; Template Building Workshop</b> Course #: APX7001 (Instructor-led)	Radio Programers	1	2 days	Santa Clara CA	Prior to programming radios	Up to 12
<b>APX Technical Subscriber Academy</b> Course#: APX010 (Instructor-led)	Radio Technicians	1	4.5 days	Santa Clara CA	Prior to maintaining radios	Up to 12
<b>SVRCS Specific Training Orientaton to the System</b>	Programers					
<b>SVRCS Policy Review</b>	Programers					
<b>SVRCS ECOMM Overview</b>	Programers					
<b>P25 Technical Overview</b>	Programers					
<b>Encryption and Equipment</b>	Programers					
<b>SVRCS Fleetmap, Firmware, Release Notes</b>	Programers					
<b>Establishing Motorola Accounts</b>	Programers					
<b>Proficiency Certification and</b>	Programers					

Course Title	Target Audience	Sessions	Duration	Location	Date	Participants
sign off as qualified Programmer						
System Key Issuance						

We recommend using the following service monitors with the appropriate options for FDMA / TDMA and Auto Test II. All test equipment must be calibrated.

- AEROFLEX IFR 3920 or the Freedom, General Dynamics R8000

Authorized Programmers must also have the necessary training and equipment to facilitate the loading of encryption keys with a Key Variable Loader (KVL) and possess the necessary hardware. This KVL hardware shall be maintained in a secure location and not shared with anyone.

The SVRCS Technical Committee will review and approve all requests for technicians to program radios on the system and will sign off on the sharing of a System Key. It is the position of the Technical Committee that only Local Agency Technicians and Motorola Solutions Technicians be authorized to program radios on the SVRCS in the interest of system integrity. No authorized programmer will be allowed to program subscriber radios until the Code Plug has been reviewed and approved by the SVRIA System Administrator.

A Technician that will be approved to program radios on the SVRCS is defined as a “Two-Way radio, Communications Technician” who has the education, training, and/or recent experience in the repair and calibration of current technology digital two-way radio trunking equipment. Further, SVRIA also recommends that the technician possess an FCC, NABOR, or equivalent certificate or work directly under supervision of someone who has this certification. In addition, the Technician must meet the following requirements:

They should fully understand and be able to apply the FCC rules and requirements for programming radios.

They should fully understand the SVRCS Fleet map and Talk group Layouts.

They will need a system key, programming equipment, and licensed software.

Should a Technician need to program radios other than the Motorola Brand, the Technical Committee will review and recommend the appropriate compatible training curriculum to ensure the agreed upon standards are met.



*Amendment 1 (Proposed July 12, 2021)*

- 1. Upon adoption, a 120-day moratorium on issuing new SVRCS System Keys shall be established. The purpose of the moratorium shall be for SVRIA Staff and other key stakeholders to conduct a thorough assessment of policies, procedures that support system continuity. The moratorium shall end on November 9, 2021. In the event of an emergency, the System Administrator and Executive Director may issue a key.*
- 2. Authorize the Executive Director to restrict issuing new SVRCS System Keys to Members or Participant Agencies who violate the SVRIA Programming Policy until a thorough security analysis and signed usage agreement can be established with the Member or Participating Agency. Agreements shall be shared with the Working Committee.*

**AGENDA ITEM 7**

Member/Participant Agency Announcements and any Future Items for Discussion