



Silicon Valley Regional Interoperability Authority

APPROVED REGULAR MEETING MINUTES

**Silicon Valley Regional Interoperability Authority
Working Committee**

**Monday, March 14, 2022
Teleconference/Zoom Online Meeting**

1. Call to Order

- Chair Smith called the meeting to order at 2:04 pm

2. Roll Call

Chair Andy Smith SJPD/Interoperability Communications Manager	San Jose Representative	P / A
Vice Chair Brian Glass Acting Fire Chief Santa Clara County Fire	Santa Clara County Representative	P / A
Heather Plamondon Santa Clara County Communication Director	Santa Clara County Representative	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
Joey McDonald Communications Operations Manager Santa Clara Police Department	At Large Member	P / A
Ruben Torres Fire Chief City of Santa Clara	Santa Clara County Fire Chiefs Assoc. Rep	P / A

Pedro Espinoza Police Chief City of Gilroy	County Police Chiefs Association Representative	P / A
Steve Forman Battalion Chief San Jose Fire	San Jose Fire Department Representative	P / A Arrived at 2:11 pm
Judy Maloney Communications Manager City of Los Altos	PSCMA Representative	P / A
Kenneth Blackwell Technology Manager VTA	VTA Representative	P / A
Abrar Ahmad, Superintendent Service Management VTA	VTA Representative	P / A

There are nine members present, there is a quorum.

3. Public Comment

- No members of the public present. No members of the public have commented through the Working Committee Members. No public comment.

4. Action on Consent Calendar

- a. Review and Approve Meeting Minutes from the Regular Meeting of January 10, 2022
 - Motion to approve P. Espinosa, B. Glass second. No comments. Roll call vote taken, Aye: 8, No: 0. Motion Carries.

5. Executive Director Updates and Presentations

- a. Training Update: Programmers, Dispatchers and Field Users

May 11 is the training date for radio shop and programmers. Training will be in-person and likely held at Santa Clara Police Department's Community Room. Staff monitoring COVID safety recommendations for training sessions.

Dispatcher and Field User Training also planned. Multiple session planned for CY2022 including routine, day-to-day operations, multi-county incidents (law enforcement pursuits), and larger incidents.
- b. CalOES Grant-Funded Site on Wheels

On the CalOES grant funded Site on Wheels project, as you recall, we received the \$300,000 grant. The completion deadline was first extended to March 31, 2022. CalOES did another extension on the grant deadline to December 31, 2022. Motorola is close to completing the project by March 31, 2022. The project is in construction this week and next.

After construction, the next steps are to get the trailer ready for operations including testing and optimization. Once that is done, SVRIA will accept the project and then make payment. As you recall, last meeting, we approved the budget amendments for the project.

c. New webpage

The new SVRIA webpage is up and running. Please visit it at svria.org. Those of you who have login credentials for the files and updates, please check out the new interface. The webpage is more secure than the last, with updates software and other cyber features. The user experience is enhanced with better layouts and visuals. Please report any glitches or issues to me.

d. Audit Update

Audit is complete and we received the final copy last Thursday (March 10), after the Working Committee Agenda was posted. Will present the audit at the May meeting. Audit is clean.

e. California Department of Justice Encryption Mandate Update.

Nearly all encryption has been completed. There are less than 50 radios still needing encryption on law enforcement primary talkgroups. There are some radios with SVRIA's larger members that still need programming on the SB Law Interoperability talkgroups.

SVRIA is supporting the Palo Alto Police Department in a policy discussion with their council. The support includes background on encryption, how SVRIA members and the JPA implemented encryption, and a technical background on encryption.

f. New Working Committee Member Orientation

SVRIA staff has offered new board member orientation training before. Staff would like to offer a similar training to any of the members of the working committee, particularly our new members. The training lasts about one hour, and the topics include the history of the JPA is about, guiding documents, the technology, and key staff contacts. Will host a session in April.

g. SVRIA Mutual Aid interest from Menlo Park Fire District and the United States

Marshal's Office. There is complexity with both requests. Menlo Park Fire has to also set up interoperability with the East Bay Regional Communications System (EBRCS) for communication with Fremont Fire on calls on the Dumbarton Bridge. The US Marshals will be joining EBRCS as a paying participant. They need to complete that before joining SVRIA as a mutual aid partner.

h. Reminder that is time to file annual Form 700 disclosures with the California Fair

Political Practices. All Working Committee Member are required to file annual disclosures. Form 700 disclosures are due by April 1, 2022. Staff has only received two completed disclosures. The disclosures are done online, staff is unable to accept paper filings.

6. Action Items

- a. Review and Approve Fiscal Year 2022/23 (FY22/23) Budget Recommendations for the Board of Directors

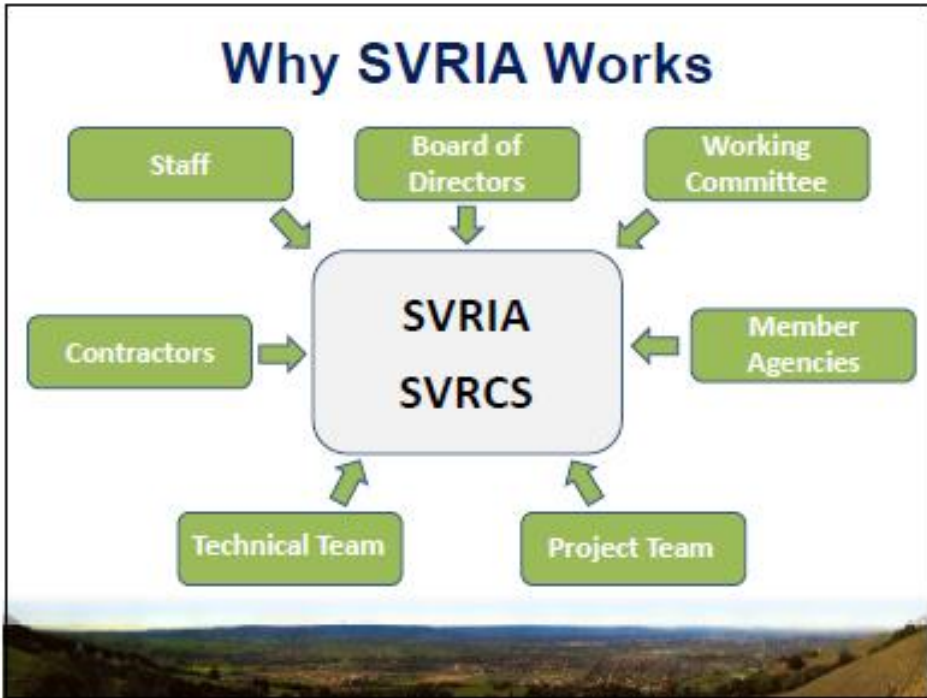
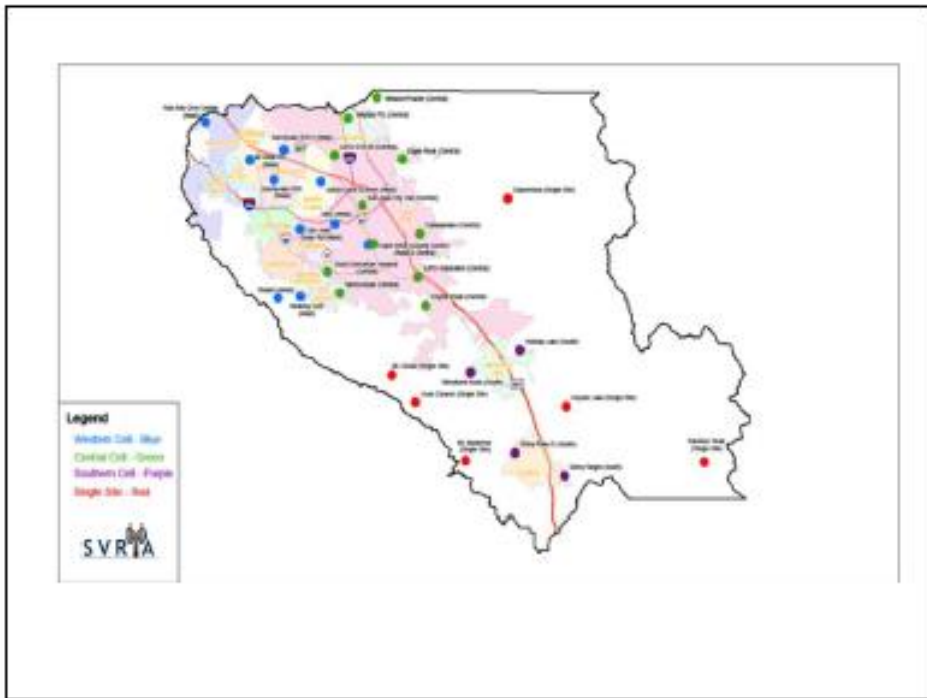
Executive Director presented a high-level overview of the proposed FY22/23 Budget including a PowerPoint presentation.

Highlights include:

- Balanced Budget of \$5,068,026
- Cost increase over FY21/22 Budget is \$356,150
- Cost increases attributed to:
 - \$300,000 cybersecurity project
 - Increase in long-term contract maintenance that account for 68% of the total budget
 - Ongoing battery replacement program
 - Insurance premium increases
 - Fully funding the operating and asset replacement reserves

Budget PowerPoint Presentation Slides





FY2021/22 Highlights

- All Members and Participant Agencies are operating on the SVRCS
- Introduced system performance measurement & management
- Funded the Board-directed Asset Replacement Plan
- Implemented the CalOES Grant for the mobile Site-on-Wheels



FY2021/22 Highlights

- Completed encryption transition to comply with State DOJ privacy guidelines
- Added Mutual Aid partners to access Interoperability Talkgroups (SB LAW, SB FIRE) – there are 7,830 authorized MA units
- Stepped up cybersecurity planning
- The SVRCS performed on the busiest day experienced to date



FY2022/23 Challenges

- Fiscal constraints of Member and Participant Agencies
- Cybersecurity / Protecting the Integrity of the System
- Continued System enhancement
- Capital Replacement Program
- Strategic Planning for the future
- Key team members transitioning



FY2022/23 Budget Highlights

- Proposed budget is \$5,068,026
 - Base Agency Budget: \$4,930,027
 - Additional consoles billed to six agencies: \$137,999
- Increase to member agency assessments compared to FY21/22: \$353,457



FY2022/23 Budget Highlights

- What is driving the increase?
 - Long-term service and maintenance contracts with annual increases (\$3.35M)
 - Fully funding the Board-approved Asset Replacement Reserve (\$500K)
 - Initial funding for a cybersecurity assessment & protection (\$300K)
 - Insurance costs associated with asset values, new site on wheels and cybersecurity protection (\$194K)
 - Ongoing Battery Replacement Program (\$100K)



Proposed FY 22/23 Budget

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Operating Expenses						
Administrative Expenses	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Capital Expenses	500,000	500,000	500,000	500,000	500,000	500,000
Operating Income	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Total Budget	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000

*This budget is for informational purposes only and is not intended to be used as a commitment for any program or project.



Participants

As of July 1, 2020	User Count	
San Jose	3,250	28.60%
Santa Clara County	2,550	22.44%
VTA	1,500	13.20%
Santa Clara	911	8.02%
Palo Alto	735	6.47%
Sunnyvale	509	4.46%
Mountain View	325	2.86%
Gilroy	310	2.73%
Milpitas	292	2.57%
Campbell	125	1.10%
Valley Water	200	1.76%
Los Gatos	142	1.25%
Morgan Hill	165	1.45%
Los Altos	90	0.79%
San Jose State	101	0.89%
EVC/SJCC	31	0.27%
Foothill/DAC	34	0.30%
West Valley/Mission	30	0.26%
South County Fire	45	0.40%
	11,365	100.00%

Proposed Agency Assessments

Agency	User Count	Operative and Maintenance (FY19/20)	Operative and Maintenance (FY20/21)	Operative and Maintenance (FY20/21)	Operative and Maintenance (FY20/21)	Operative and Maintenance (FY20/21)	
San Jose	3,250	\$ 1,248,743	\$ 1,498,819	\$ 1,442,743	\$ 1,589,137	\$ 1,571,287	
Santa Clara County	2,550	71,440	102,852	1,126,147	1,126,240	1,264,180	
VTA	1,500	13,200	45,000	45,000	49,248	59,103	
Santa Clara	911	3,173	106,470	335,142	439,407	473,214	
Palo Alto	735	3,473	201,077	33,824	736,580	741,290	
Sunnyvale	509	1,885	206,889	103,799	236,113	236,149	
Mountain View	325	2,849	110,874	140,882	146,275	156,611	
Gilroy	310	2,733	116,854	126,470	137,214	143,086	
Milpitas	292	2,374	117,581	124,487	129,213	133,088	
Campbell	125	1,106	91,546	39,244	81,492	86,368	
Valley Water	200	1,758	96,124	96,738	96,840	91,869	
Los Gatos	142	1,574	27,142	41,968	41,281	40,659	
Morgan Hill	165	1,473	76,448	80,433	85,181	81,803	
Los Altos	90	3,700	30,242	28,044	30,881	41,791	
San Jose State	101	3,894	45,472	45,817	46,888	47,714	
EVC/SJCC	31	3,270	31,482	31,482	31,274	31,480	
Foothill/DAC	34	3,324	31,491	14,749	15,141	14,981	
West Valley/Mission	30	3,344	32,081	13,814	13,227	13,870	
South County Fire	45	3,470	31,111	19,821	19,880	21,288	
Sub-Total for Billable Agency Percentage	11,365	100.00%	\$ 4,276,270	\$ 4,996,817	\$ 4,668,698	\$ 5,277,213	\$ 5,375,881
Agency Add Credits							
San Jose			\$ 1,400	\$ 1,470	\$ 1,710	\$ 1,845	
VTA			\$ 1,187	\$ 3,988	\$ 3,914	\$ 4,273	
San Jose St. Corrections			\$ 1,500	\$ 11,408	\$ 4,481	\$ 11,112	
VTA			\$ 3,242	\$ 5,837	\$ 3,280	\$ 3,680	
Programs College			\$ 3,381	\$ 3,381	\$ 3,314	\$ 3,327	
West Valley/Mission			\$ 3,124	\$ 3,124	\$ 3,114	\$ 3,128	
South County Fire			\$ 11,126	\$ 127,860	\$ 18,710	\$ 14,025	
Budget Total			\$4,711,874	\$5,068,514	\$5,086,414	\$5,428,956	\$5,522,336

*When budget allocations are provided for reference only and may increase due to unanticipated or unplanned for expenses or programs.

Questions?



Recommendations to the SVRIA Board of Directors

1. Adoption of the proposed Fiscal Year 2022/2023 (FY22/23) Budget.
2. Adoption of the roll-over of Reserves and unspent budgeted funds from FY21/22 into the Asset Replacement Reserve Funds.
3. Encumbrance authorization for the Executive Director to have Delegated Authority for FY22/23 as needed and access Reserves for previously budgeted and approved project and contract payments authorized in FY21/22, but not yet billed.



Questions and comments from Working Committee:

- Could SVRIA staff complete the budget adoption earlier than the end of March?
The JPA document only states the budget be adopted by the Board by March 31 of each year. Staff will consult with the Board and other internal stakeholders to see if it is possible to produce a budget earlier in the fiscal year.
- Request for the PowerPoint to be distributed to the Working Committee after the meeting.

➤ No public comments

➤ E. Shikada motion to approve staff recommendations to Board of Directors. J. Maloney second. Staff Recommendations:

1. Adoption of the proposed Fiscal Year 2022/2023 (FY22/23) Budget.
2. Adoption of the roll-over of Reserves and unspent budgeted funds from FY21/22 into the Asset Replacement Reserve Funds.
3. Encumbrance authorization for the Executive Director to have Delegated Authority for FY22/23 as needed and access Reserves for previously budgeted and approved project and contract payments authorized in FY21/22, but not yet billed.

Roll call vote taken, Aye: 9, No: 0. Motion Carries.

7. Future Items for Discussion

- No Working Committee member announcements

8. Adjournment

- Chair Smith adjourned the meeting at 2:42 pm