



Silicon Valley Regional Interoperability Authority

APPROVED MEETING MINUTES

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

**Thursday, November 17, 2022
Teleconference/Zoom Online Meeting**

1. Call to Order

➤ Chair Melton called the meeting to order at 4:02 pm

2. Roll Call

Chair Russ Melton City of Sunnyvale Council Member	Santa Clara Cities Association Selection	P / A
Vice Chair Karen Hardy City of Santa Clara Council Member	Representing the Central Cities of Milpitas, Santa Clara, and Sunnyvale	P / A
Otto Lee Santa Clara County Supervisor	Alternate – Representing the County of Santa Clara	P / A
Mike Wasserman Santa Clara County Supervisor	Representing the County of Santa Clara	P / A
Vacant	Representing the County of Santa Clara	P / A
Lydia Kou City of Palo Alto Vice Mayor	Representing the Northwest Cities of Palo Alto, Mountain View and Los Altos	P / A
Lisa Matichak City of Mountain View Council Member	Alternate – Representing the Northwest Cities of Palo Alto, Mountain View and Los Altos	P / A
Hung Wei City of Cupertino Council Member	Representing SW Cities of Campbell, Cupertino, Monte Sereno, Saratoga, and Los Gatos	P / A

Jon Willey City of Cupertino Council Member	Alternate - Representing SW Cities of Campbell, Cupertino, Monte Sereno, Saratoga, and Los Gatos	P / A
Matthew Hudes Town of Los Gatos Council Member	Alternate - Santa Clara Cities Association Selection	P / A
Pam Foley City of San Jose Council Member	Representing the City of San Jose	P / A
Chappie Jones City of San Jose Vice Mayor	Representing the City of San Jose	P / A
Sylvia Arenas City of San Jose Council Member	Alternate - Representing the City of San Jose	P / A
Raul Peralez City of San Jose Council Member	Alternate - Representing the City of San Jose	P / A
Peter Leroe-Munoz City of Gilroy Mayor Pro Tempore	Representing the South County Cities of Gilroy and Morgan Hill	P / A Arrived at 4:05 pm
Rich Constantine City of Morgan Hill Mayor	Representing VTA	P / A
Richard Bertalan VTA, Chief Information Technology Officer	Representing VTA	P / A
Karina R. Dominguez City of Milpitas Council Member	Alternate - Representing the Central Cities of Milpitas, Santa Clara, and Sunnyvale	P / A

➤ **Eight Directors Present. There is a quorum.**

3. Swearing-in of new Board Members
 - No new Board Members to swear-in
4. Public Comment
 - Members of the Public and Working Committee in attendance
 - No Public Comment.
 - No public comments made to individual Board Members to bring to meeting
5. Action on Consent Calendar
 - No Public Comment

➤ Director Wasserman motions to approve consent calendar. Vice Chair Hardy with the second.

Rollcall Vote: 8 AYE, 0 NO. Motion Carries.

6. Executive Director's Report

a. Motorola System Upgrade

- i. *System Upgrade Agreement (SUA), Biennial System Upgrade October 17 to November 17, 2022:* The work is nearly complete. Excited to announce that all system-critical work has been completed without any radio downtime or without activating one of the safety features of the radio system (Failsoft or Site Trunking). Very proud of all of the field users, dispatchers, managers, radio and systems engineers. The entire team contributed. Issues from two years ago when the system went into Failsoft and field staff were unsure what to do was not repeated.

SVRIA's single biggest contract is with Motorola. The contract provides for a system upgrade every two years. As technology is improved, as cyber security features and other software are improved, and as hardware (computers, firewalls, switches) are getting smaller, SVRIA receives the upgraded features. Motorola is upgrading 175 pieces of hardware in 35 locations. The hardware upgrades are primarily switches, routers, and computer terminals. Extensive work behind the scenes, most of it in the middle of the night, is nearly completed. None of the emergency contingencies had to be used. Success is due to the extensive communication to stakeholders and engineering solutions that would constantly maintain radio integrity.

- ii. *Training for potential interruptions during the system upgrade – Failsoft and Site Trunking for Dispatchers and Field Users:* In preparation for the system upgrade, SVRIA hosted an in-person and Zoom training class on October 26 to cover the procedures if the radio system goes into one of its safety modes (Failsoft and Site Trunking). The just-in-time train-the-trainer training supported dispatch center staff and field personnel. The long term goal is to conduct ongoing Failsoft and Site Trunking tests on the system so staff gets comfortable with the procedures.

b. Two-year Subscriber Unit True-Up

- The True-Up is almost complete and will serve as the basis for the 2023/2024 Budget.
- True-Up was previously conducted every other year. Agencies add or remove radios as their operational needs change. We count every mobile and portable radio on the SVRCS. New software allows SVRIA to conduct the count annually, which we will begin doing.
- Executive Director noted the FCC license is 13,500 radios. Currently, the radio total is 11,365. The preliminary new count will be around 12,000 radios as agencies fully understand their needs now that the system is completed and operational.

- c. Cybersecurity Update – Partnership with Department of Homeland Security (DHS) for Critical Infrastructure Assessment
 - No significant update from DHS. Reports are being reviewed in Washington DC and being compared to other regional radio systems. Once they are reviewed and validated, they will be shared with SVRIA. Expect a closed session to review sensitive critical infrastructure details once staff has the reports.
 - d. Fee Study Completed for Bi-Directional Amplifier (BDA) and Emergency Responder Radio Communications Systems (ERRCS)
 - Report is completed. Will bring the fee study and proposed new fee in March 2023 as part of the budget process.
 - SVRIA is subsidizing the BDA program approximately \$115,000 per year including staff time and direct billed costs from County Communications.
 - e. Fiscal Year 2021/2022 Audit Kickoff
 - Staff has initiated the annual SVRIA Audit with staff from Moss, Levy & Hartzheim, LLP. This is the same firm and CPA from last year’s audit.
 - Audit should take approximately 60-90 days.
 - f. Webpage update – New Transparency Page
 - Staff and website hosting firm are adding a new page to SVRIA’s website. The new page is designed to increase transparency and accountability.
 - New items and links include data from the California Secretary of State and State Controller’s Office.
 - g. COVID State of Emergency Declaration ending February 28, 2023
 - Governor is ending the COVIS State of Emergency for public meetings. After the January meeting, future meeting will likely be held in person with remote opportunities directed by the Brown Act. SVRIA General Counsel is reviewing and will advise.
 - No public comment
 - Chair Melton complimented staff on the System Upgrade and the leadership demonstrated in learning from the past and implanting solutions to maintain constant functionality of the radio system.
3. Action Items
- a. Adoption of Resolution for SVRIA Board of Directors Meeting Schedule for Calendar Year 2023
 - Proposed meeting calendar presented for discussion and approval. A few variations to the 4th Thursday meeting dates.
 - No public comment

- Director Wasserman motions to approve consent calendar. Vice Chair Hardy with the second.
Rollcall Vote: 8 AYE, 0 NO. Motion Carries.

b. Resolution Honoring Mike Wasserman, SVRIA Board of Director and Past Chair on his Retirement

- Resolution honoring long-serving Director and past Board Chair Mike Wasserman presented and read by Chair Melton.
- All board members expressed deep appreciation to Director Wasserman's legacy and decade of service to SVRIA and the community.
- Public Comments from San Jose Fire Chief Robert Sapien and Santa Clara County Assistant Fire Chief Brian Glass expressing their appreciation to Director Wasserman on behalf of their organizations.
- Director Wasserman expressed his appreciation and thanks to all of the dedicated Directors, staff and community that supported SVRIA. The team has created one of the best regional and interoperable radio systems in the country. Director Wasserman shared stories of the early challenges and determination on having the radio system working in time for Super Bowl 50 in February 2016, as well as the LPGA Championship later that year.

- Chair Melton motions to approve consent calendar. Vice Chair Hardy with the second.
Rollcall Vote: 8 AYE, 0 NO. Motion Carries.

c. Resolution Honoring Laurie Smith, SVRIA Board of Director and Past Vice Chair on her Retirement

- Chair Melton read the resolution honoring Laurie Smith for her long and dedicated service to SVRIA.
- Past-Director Smith was unable to attend the meeting.
- No Public Comment

- Chair Melton motions to approve consent calendar. Vice Chair Hardy with the second.
Rollcall Vote: 8 AYE, 0 NO. Motion Carries.

- Chair Melton thanked the entire Board for their excellent work in 2022. Chair Melton extended appreciation to the all departing Board members including Directors Wei, Jones, Leroe-Munoz, and Constantine.

8. Future Agenda Items

- Vice Chair Hardy asked if a Board training could be provided on technical aspects of the radio system to include Trunking.

9. Adjournment

- Chair Melton adjourned the meeting at 4:36 pm