Bay Area UASI Program
Approval Authority Meeting
Thursday, February 9, 2012 10:00 a.m.
Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568

DRAFT MINUTES

1. Roll Call

Chair Anne Kronenberg called the regular meeting to order at 10:04 am. General Manager Craig Dziedzic took roll and Chair Kronenberg informed the public that Vice Chair Rich Lucia was running late. Members Carlos Bolanos, Renee Domingo, Emily Harrison, Sherrie Collins, Mike Casten, General Manager Craig Dziedzic and Robin Donoghue, Counsel for the Approval Authority were present. Members Bob Doyle, Brendan Murphy and Chris Godley were not present but their alternates, Dave Augustus, Jim Brown and David Hober, respectively, were present.

2. Approval of the Minutes
(January 12, 2012 & January 20, 2012)
Chair Kronenberg asked for a motion to approve the minutes from the January 12 and January 20, 2012 meetings. Member Domingo made a motion to approve the minutes. Member Bolanos seconded the motion. Chair Kronenberg asked if there was any discussion or changes. There was no comment or response, and the minutes were approved.

Before proceeding to the next item, Chair Kronenberg asked to include a discussion about the form of the minutes in the next meeting. Chair Kronenberg commented on the amount of staff time it takes to transcribe verbatim minutes. Since the meetings are recorded, Counsel Robin Donoghue has advised the Approval Authority to upload the recordings to the website so members can have access to the recordings. Chair Kronenberg suggested using the procedure that most Boards and Commissioners use for their minutes, which is to write an overview of what occurred in the meeting including what the members voted on.

Member Harrison asked Chair Kronenberg if she could consider a change in the order of the Agenda. Member Harrison suggested hearing from the Advisory Group before discussing the UASI Grant Calendar. Since Chair Kronenberg was not present in the prior meetings, she asked the Board if they approved to move Item 5 before Item 4. They all agreed. Chair Kronenberg informed the public that Vice Chair Rich Lucia and Member Brendan Murphy had arrived.

3. General Manager's Report

Management Team Staff Update:
General Manager Craig Dziedzic gave a management team update that a new staff member was hired for the Medical Surge projects. Frances Culp was recently hired since the project has a short performance period. She was a Senior Health Program Planner for the San Francisco Department of Public Health and has worked in the field for over 11 years. She has a Bachelor of Arts in Wellness from the University of the Redlands and a Masters Degree in Health Advocacy from Sarah Lawrence College.

Chair Kronenberg asked Mr. Dziedzic if he could bring the new staff member to the next Approval Authority meeting so the members could meet her. The General Manager responded that he would bring her to the next meeting.

Mr. Dziedzic continued by stating that he had spoken with Fire Chief Ken Kehmna regarding John Justice's replacement for the project manager position for the CBRNE projects. Candidates have been selected and they should have a replacement by the end of the month. Once the two top candidates have been chosen, he will interview them to ensure that they are a good fit and are able to work full-time with the management team.

Member Harrison commented that there are only two candidates and they are able to be interviewed at any time, pending some internal logistical issue. Mr. Dziedzic thanked Member Harrison for the update.

Marine Exchange Workshop:
Mr. Dziedzic reported on the Collaborative Strategy Workshop. The UASI Management Team has been contacted by the Marine Exchange of the San Francisco Bay Region for the Port Security Grant Program to participate in a collaborative workshop to discuss regional planning projects regarding land and water. This workshop will encourage more effective and efficient regional planning and leverage federal grant funds.   It is scheduled for June 6, 2012 at Pier 35 at the Port of San Francisco, Cruise Ship Terminal Lounge. The location has meeting space and free parking.

Member Domingo commented on the upcoming workshop. She attended a meeting where they discussed options for using UASI funds for the All Hazards Water-Borne Regional Plan. We do not currently have a regional response plan for water emergencies. This plan encompasses issues from oil spills to terrorist events. She thanked Teresa Serata for being instrumental and believes this collaboration will better leverage resources.

Website Update:
Mr. Dziedzic then gave a website status update. He thanked Elizabeth Holden for her role and efforts in structuring the website thus far. He stated that Elizabeth has organized the documents within the website and provided links to help the user have easier access to the posted documents. Mr. Dziedzic stated that the next step is to develop a user friendly website and marketing strategy with the added ability to download audio files and video

clips. Elizabeth has created a 30, 60, and 90 day plan describing what she will be completing and would like to accomplish for the website. Elizabeth sent a survey to the members to give feedback on their needs. She has also reached out and collaborated with various IT departments in the Bay Area for further information and guidance. She has also looked at the other UASI's website to evaluate their product. The end goal is to start an RFP within the 90 day plan to develop and improve the current website.

Chair Kronenberg asked for any comments or questions. There were no comments or questions. Chair Kronenberg moved to Item 5.

5. Report Out From the Advisory Group

Mike Sena reported on the January 26 Advisory Group meeting. The Advisory Committee was tasked to make a plan for the Hubs, FY 12 funds, and early plans for FY 13.
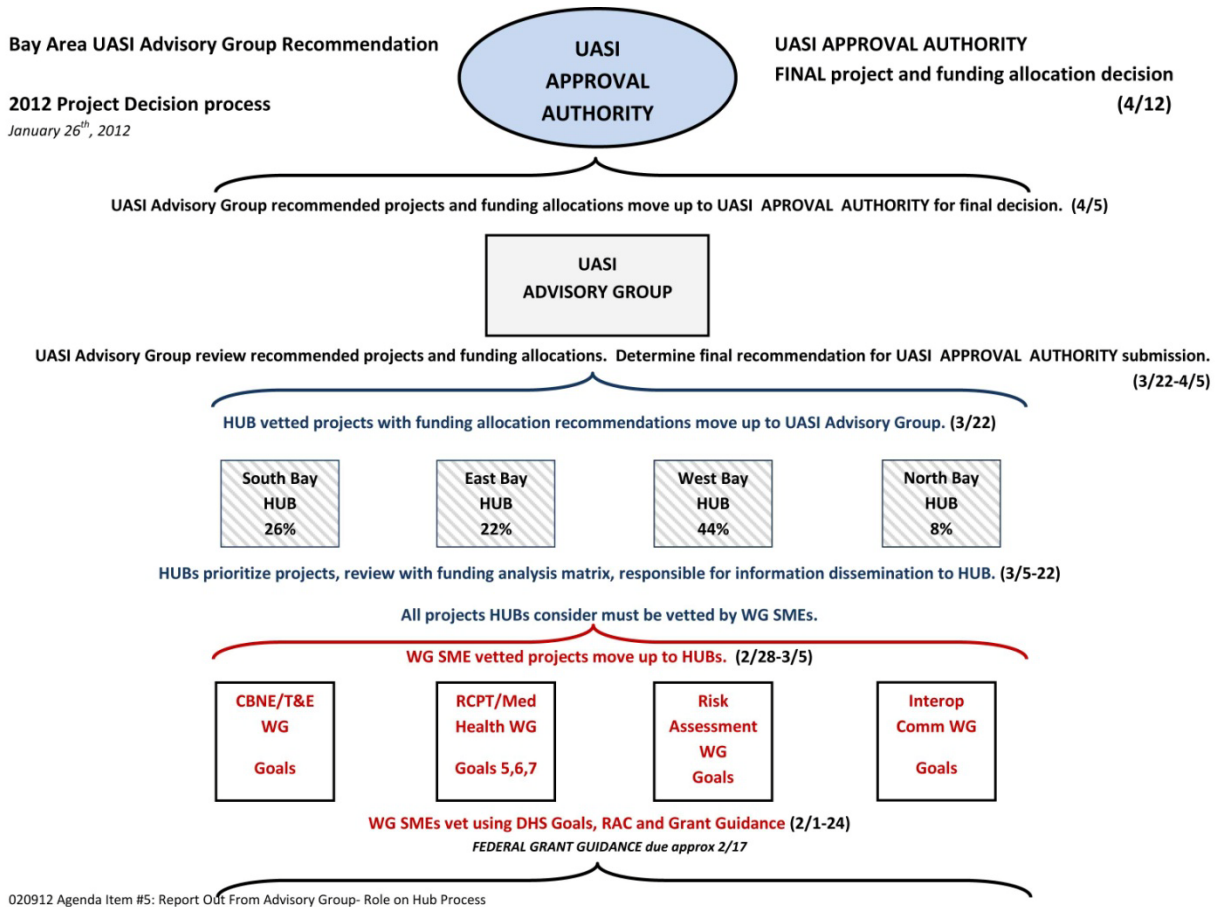
 Mr. Sena reported that the Advisory Committee has developed several recommendations for FY 12 hub process. Recommendations included:

- Prior to submission to the hubs, grant proposals should be reviewed by Subject Matter Experts (SME) based on the existing working groups schedules as established by the UASI Management Team
- Invited Hub and Subject Matter Experts to an all day Project Development Workshop the week of February 27, 2012 and
- Provide the sub-recipients with the FY 2012 grant guidelines; including any UASI guidance advised by the Approval Authority
- No grant proposals should not be sent to the Hubs unless they have gone through the SME review process

Regional Hub Meetings:
The Bay Area Hubs should conduct their individual hub meetings between March 5 and March 16, 2012 to stay within the deadlines for information to be submitted to the Advisory Group on March 22, 2012. The Advisory Group should review all hub proposals and provide a list of projects based on each Hub's recommendations by April 5, 2012, in time for the April 22 Approval Authority meeting. Each project proposal should address the regional risk and capability assessment gaps. Mr. Sena stated that Santa Clara County Representative, Janell Myhre found these recommendations to be within the scope of the Approval Authority's requests and offered to develop a visual display of the process and timeline of activities.

Mr. Sena referred to the visual chart attached to his report [listed below]. There was debate about whether or not their tasks followed the Approval Authority's comments. The Advisory Committee voted on recommendations, which are included in the report. He mentioned a discussion about FY 2013 and the Risk Analysis Center (RAC), which was designed to look at the general regional area and cannot be separated into hubs.

Bay Area UASI Advisory Group Recommendation

2012 Project Decision process
January 26th, 2012

UASI APPROVAL AUTHORITY

UASI APPROVAL AUTHORITY
FINAL project and funding allocation decision
(4/12)

UASI Advisory Group recommended projects and funding allocations move up to UASI APPROVAL AUTHORITY for final decision. (4/5)

UASI ADVISORY GROUP

UASI Advisory Group review recommended projects and funding allocations. Determine final recommendation for UASI APPROVAL AUTHORITY submission. (3/22-4/5)

HUB vetted projects with funding allocation recommendations move up to UASI Advisory Group. (3/22)

| South Bay HUB 26% | East Bay HUB 22% | West Bay HUB 44% | North Bay HUB 8% |

HUBs prioritize projects, review with funding analysis matrix, responsible for information dissemination to HUB. (3/5-22)

All projects HUBs consider must be vetted by WG SMEs.

WG SME vetted projects move up to HUBs. (2/28-3/5)

| CBNE/T&E WG Goals | RCPT/Med Health WG Goals 5,6,7 | Risk Assessment WG Goals | Interop Comm WG Goals |

WG SMEs vet using DHS Goals, RAC and Grant Guidance (2/1-24)
FEDERAL GRANT GUIDANCE due approx 2/17

020912 Agenda Item #5: Report Out From Advisory Group- Role on Hub Process

Hub Allocations:
Member Harrison asked if the percentages shown in the chart were based on the new RAC analysis or on the risk and gap allocation exercise. Mike Sena responded that those are the risk percentages. Teresa Serata added that the percentages were from FY 2011.

Member Harrison asked if those percentages will be changed and if they received allocation information yet. Teresa Serata stated those percentages will change slightly based on the information they receive for FY 2012 and they had not received the information yet. She continued that the allocation from the Federal Government will be included in the grant guidelines for the UASIs, which are expected to be released on February 17. The staff will use the information and the latest data in the RAC so we can run the allocation percentages and the amount for each hub. Member Harrison stated that her questions were answered and urged the Advisory Committee to inform the Board if they have made any mistakes, so they can re-examine their decisions through recommendations presented by the Advisory Committee. Mike Sena and Member Harrison echoed sentiments that it is challenging to change processes.

Chair Kronenberg suggested that the Advisory Committee create a proposal for the Approval Authority based on their best judgment from the information available in a new proposal for FY 2013, clarifying that Member Lucia had asked for the proposal by

September 2013. Mike Sena confirmed that the Advisory Committee has established an agenda for the next five meetings [contingent upon the Approval Authority's guidance] to develop a proposal based on the Risk Analysis Center.

Member David Hober asked to clarify a few things: if the hub percentages are based on the FY 2011 data, does mean that percentages will be different for FY 2012? Teresa Serata responded that it will be slightly different only because they have added Monterey and San Benito to the RAC for the South Bay. He commented that if the percentages are based on the FY 2011 data, then for the FY 2012 data, those percentages would change based on the gaps, not due to the counties that were added. He wondered if the Advisory Committee could look at the gap analysis based on the RAC data and make suggestions to the Approval Authority. The format of the Hub process is not addressed by the RAC and consequently, they will not have data until the following year. He suggested that the Advisory Group does not find the Hub process in alignment with what the federal government wants the UASI to do in order to close gaps.

Chair Kronenberg recommended that Member Hober's comments be given to the Advisory Group for next year's fiscal year consideration. The Approval Authority had agreed on the Hub process and this discussion is not agendized, so no action can be made to allow the Advisory Group to reconsider the Approval Authority's previous action. The Board will use the Hub process for FY 2012 and then will look to the Advisory Committee to give a proposition on how they can comply with Federal, State, and local requirements for FY 2013.

Referring to the Special Meeting minutes, Member Harrison indicated that it was her motion [and Member Alden agreed] to incorporate a friendly amendment in the motion, which requested that the Approval Authority preserve the Hub process but allow the Advisory Committee to review the Approval Authority's decision and make a final recommendation for the February meeting. She stated that the Board did agree to hear from the Advisory Group and potentially make an adjustment.

Ms. Alden clarified that the motion she made was that if the Advisory Committee wanted to make any recommendations and come back to the Board with them, they could then ask to have it agendized. Her motion did not instruct the Advisory Committee to make recommendations for FY 2012, but rather encouraged the Committee to continue with the Hubs for FY 2012 and later make recommendations for FY 2013. She recalled that Vice Chair Lucia had indicated that recommendations for FY 2013 were to be agendized in September. In their discussion, they believed that there would not be enough time between the Special Meeting held on January 20 and the February meeting for all the jurisdictions to have the opportunity to weigh in and consider the recommendations. Mike Sena confirmed that the direction they received was to use the Hubs and develop plans and ideas for the Hubs.

Member Hober asked Member Harrison if she had made a motion and continued that if the Board continues with Hubs, then they should approve a Hub process. He asked if that was a

motion he needed to make. Chair Kronenberg asked Mike Sena for more clarification about how the process would work for Hubs because there may be repetitive components.

Hub Process:
Mike Sena answered that developed projects should not be cast aside but brought forward and any new projects should be de-conflicted through Subject Matter Expert reviews. The Advisory Group would make sure that all the projects proposed throughout the Bay Area be de-conflicted. He indicated that if someone developed a new project that the Subject Matter Expert believes fits in with the rest of the projects for the Bay Area, then they should be added.

Chair Kronenberg agreed to have Subject Matter Experts review the projects first, but she is concerned that projects will be filtered too much before reaching the Hubs. She suggested that the Subject Matter Experts give their recommendations for project evaluation and then forward it to the Hubs. Mike Sena stated that the Advisory Group made the same recommendation.

Member Domingo had some questions and concerns:

- How did the Advisory Group develop the formulas used last year and the previous year? Her understanding was that they used the RAC information to develop those percentages. Mike Sena confirmed that they used the RAC formula from previous years.
- Why is the process for coming up with these percentages for FY 2012 an issue? The methodology he mentioned is not normally used and the process is by operational area. Mike Sena answered that the risk was not determined by the operational areas but was a finite mechanism for the formula that was developed to provide the operational area with the knowledge of their internal risk and their gaps.
- Member Domingo asked how the percentages for the hubs were developed if the grant process was not designed for the hubs. Teresa Serata clarified that the percentages were based on the information in the RAC using the Hub Risk and Capability Assessments in 2011. For FY 2012, we conducted risk and capability review by operational area and regional risk and capability assessment.

Member Domingo suggested eliminating some of the additional work by streamlining the project review process since the hub level is unclear. She reminded the Board that the East Bay Hub's priority is Interoperable Communications, especially because they are nearing the end of some projects. She indicated that a lot of work needs to be done before the Hubs can start asking Subject Matter Experts and working groups to write proposals for new projects. Mike Sena indicated that those involved in Working Groups have been working on proposals for a year and are prepared to provide recommendations when they learn more about the funds available. Interoperable, CBRNE and Training and Exercise work groups have all been working on projects based on priorities. After the general Hub meeting during the week of February 27, they will hand out the grant guidelines and the amount of funding available. Then, for the following two weeks, the Hubs will meet to state their

priorities and submit information to the Advisory Group, which will then prepare a report on priority projects for the next Approval Authority meeting.

Member Domingo was concerned about the amount of work that will take. Mike Sena responded that the Advisory Group does not want to overlook projects or have them conflict with the Approval Authority.

Chair Kronenberg asked the members for other comments or questions.

Member Bolanos expressed concerns about the Advisory Group pressuring the Hubs from both ends. If the Advisory group does not have the ability to veto anything and the group agrees with the additional work, then he would be okay with it. Mike Sena stated that the Advisory Group wanted to participate, review, and vet those projects and have them ranked to provide prioritization.

Chair Kronenberg noted her surprise since [after reading the minutes] it seemed that the Approval Authority wanted the Hubs. If the Hubs receive all of the projects and the Advisory Group is willing to do extra work, she has no problem with it. She asked the staff whether or not this timeline would work in their perspective.

Teresa Serata stated that the Advisory Group's timeline would be more cumbersome for the Management Team since they have started work on the planning hub process calendar and have moved forward to coordinate these efforts.

Chair Kronenberg stated that in email exchanges between the members there was a lot of confusion about the last Approval Authority meeting and the Advisory Committee meeting. In the future, when Approval Authority members request the Advisory Committee to take action, the Advisory Committee needs to be clear as to what is being asked of them. The Approval Authority should sit down with t he Chair of the Advisory Committee before the end of the meeting to clarify the requested task and avoid wasting time.

Member Harrison stated that the Advisory Group tried to create an infrastructure with the changed direction. As she understands it, part of the confusion stems from the Advisory Group's regional work through the Working Groups, but now they have returned to the Hub process. Indicating to Mr. Sena, she noted that for FY 2013 they did not want to lose their expertise.

Mr. Sena agreed and noted that the Working Groups have worked over three years together vetting and developing projects. They have the expertise and knowledge about what the gaps are and how they need to move forward. He encouraged the Board to use Subject Matter Experts to smooth communications between the Hubs and Advisory Group. Member Harrison stated that it is great to streamline the process, but the Board wants to ensure that the structure does not deteriorate while they take a different path.

Member Bolanos clarified the UASI Management Team's calendar for the Hub process with the Board. Member Hober expressed concerns about the added work for the Advisory

Group. Member Collins discussed CBRNE and Training and Exercise Working Group projects under way and suggested that they create core projects to be pushed into the hubs. Mike Sena noted that the SME's attend their Advisory Group meetings.

Member Domingo stated that if Working Groups plan to vet their projects, they should prioritize them and bring them to the Hub. Chair Kronenberg asked if there was general consensus on this topic. Robin Donoghue stated that if the Board contemplates any action (even accepting a report or making a modification) they must ask for public comment before taking the action. Chair Kronenberg asked the public for comments.

Public Comment (Hub Process):
Shelly Nelson from Marin County articulated concerns about changing the process because she has already had her North Bay Regional Communications meeting. She had questions about what to do with the extra money from FY 2011 and the list of approved projects, especially because she was under the assumption that all forms needed to be completed.

Chair Kronenberg asked for any other comment from the public. Upon hearing none, she entertained a motion to the Board for Agenda Item 5. Vice Chair Lucia made a motion to transfer a section of the Approval Authority final project chart (about working groups and subject matter experts, found in the bottom portion) to the funding allocation portion of the Advisory Group chart when crafting the Hub process in the future.

Chair Kronenberg asked for a second. Member Aston seconded the motion. Member Hober suggested amending some dates to avoid confusion by following the dates that the hubs meet. Member Aston asked when the dates for the hubs are. Chair Kronenberg clarified that the dates will be discussed in the following agenda item. Chair Kronenberg asked Vice Chair Lucia if he accepted the friendly amendment. Vice Chair Lucia accepted the friendly amendment and Member Aston also accepted the friendly amendment. Chair Kronenberg asked for comments or discussion. Upon hearing none, Chair Kronenberg asked for public comment. Upon hearing none, Chair Kronenberg took a vote for the motion. All members favored the motion and it passed.

4. Status Report on the FY 2012 UASI Grant Calendar for Planning Hubs
Teresa Serata gave an update on the calendar for the Planning Hub Process and identified the individual Management Team members acting as Planning Hub Liaisons to each of the hubs. The process for how the Hub Liaisons will follow the timeline set by the Federal government was made in UASI Management Team meetings.

Ms. Serata discussed logistics about dates and activities as well as how Hub Coordinators and Hub Liaisons will solicit and vet projects. She noted that there will be a Strategy Implementation Guidance Planning Hub workshop on February 28 from 9:30 am to 2:30 pm. The purpose of holding the workshop is to help hub coordinators and members prepare, review, and analyze the projects they plan to propose.

Ms. Serata mentioned that she requested to change the Advisory Group meeting from March 22 to March 29. Changing the date will allow sufficient time for the projects to be submitted and vetted by the Planning Hubs. The schedule includes: when the coordinators will meet, when liaisons will receive information, when the Advisory Group will review the projects, and when the Approval Authority will review [and approve] projects.

Chair Kronenberg asked for comments or questions.

Member Hober asked when the allocation amount will be known.

Ms. Serata responded that the allocation information given will be released by the Federal Government on February 17, 2012. They will then run that information through Digital Sandbox and will have allocation amounts (and percentages) for the hubs by February 28.

Chair Kronenberg suggested that the Approval Authority meeting be placed between the Strategic Implementation Guidance workshop and the Planning Hub Meetings on March 8. Ms. Serata agreed.

Chair Kronenberg asked for comments and stated that despite the tight timeline, the Management Team has does a great job managing the process. Chair Kronenberg asked Robin Donoghue if she needed to make a motion on the report. Robin Donoghue responded that she only has to accept the report. Chair Kronenberg asked for public comment. There was none and Chair Kronenberg accepted the report.

6. FY 2007, 2008, 2009, and 2010 Regional Catastrophic Preparedness Grant Program (RCPGP) Grants Expenditure Reports
Tristan Levardo gave an update on the RCPGP grant program financial report. He informed the members that all of FY08 and FY09 RCPGP plans have been completed and distributed on time and within the budget. Those plans were Debris Removal/ Management Plans, Mass Evacuation/Transportation Plans, Mass Fatality Plans, Mass Care & Sheltering Plans, Volunteer Management Plans, and Donations Management Plans.

Mr. Levardo explained that funding for FY 2008 has been 100% expended. The UASI Management Team had been heavily involved in completing a report on the required 25% match of $2.5 million as stipulated in the grant agreement. He stated that $1.05 million has been documented through a combination of personnel and other eligible costs. Mr. Levardo reported that the team has identified the source of all match funds and have begun the process of validating these funds. The plan is to complete the match validation in the next three months.

Mr. Levardo indicated that the final billing from Oakland is pending and 94% of FY 2009 funds have been expended. He stated that the Management Team is focused on gathering the match documentation and are also in the process of conducting a webinar with Los Angeles, which will be used as a source of additional match.

Mr. Levardo reported that FY 2010, Training and Exercise has been nearly 100% mapped out. The Grants Management Unit has begun to put the MOUs and contracts in place and the application for FY 2011 funding has been recently approved. He stated that the recommendation for funding allocation from the Working Group is expected in the next few months.

Chair Kronenberg asked the members for questions or comments. Upon hearing none, Chair Kronenberg asked the public for comments or questions. There was no public comments. Chair Kronenberg moved on to Item 7.

7. Project Update of the Regional Catastrophic Preparedness Grant Program (RCPGP)

Kathy McKenna stated that in addition to her summary, her report required action. She noted that Dennis Houghtelling contributed tremendously to the RCPGP, and now there is one website hosting all the training and guidelines.

The Regional Logistics Plan RFP released in November received two proposals from SAIC and URS. Over the past month, both proposals were reviewed, evaluated and scored.. The process included representatives from San Jose, San Francisco and CalEMA. After the scoring, URS received the highest score. The reviewers commented that the cost for the URS proposal was significantly lower and the familiarity with prior RCPGP plans also helped URS receive a higher score. She is requesting approval to begin contract negotiations with URS to start developing the Regional Logistics Plan with CalEMA as a lead project manager.

Chair Kronenberg asked the members for questions or comments. There were no comments. Chair Kronenberg asked for public comments. Upon hearing none, Chair Kronenberg entertained a motion to move forward with contract negotiations with URS Corporation. Member Bolanos supported the motion and was seconded by Member Harrison. Chair Kronenberg asked if there was any discussion among the members. Upon hearing none, Chair Kronenberg took a vote on the motion. All were in favor. The motion passed. Chair Kronenberg moved onto Item 8.

8. Report on BayRICS JPA General Manager's Position

Chair Kronenberg indicated that Member Chris Godley requested a report and verbiage on the BayRICS JPA General Manager's position. In October it was discussed and agreed upon that the UASI would provide one year of funding for the position.

- The process was expedited by a requisition made available by San Francisco.
- The BayRICS JPA hiring committee convened and made recommendations.
- Ken Gorden (Oakland, part of hiring committee) felt strongly against calling this a General Manager position because it is for an interim period of a year and; suggested the position be called a Project Manager

- It was decided that Barry Fraser would be the interim Project Manager and would also be able to apply for the General Manager position once the JPA develops an infrastructure to assume the funding for this position.

Chair Kronenberg continued that the JPA's intention over the next 3-4 months is to identify funding and and hire a General Manager. February 13, 2012 will be Mr. Fraser's official starting date as the Project Manager. Barry Fraser's office space will be at the Office of Emergency Services in Dublin to ensure his availability and access to Undersheriff Rich Lucia, Chair of the JPA. She commented on the reporting structure by explaining that it will be similar to General Manager Craig Dziedzic, since Barry Fraser is a City and County employee of San Francisco for the next year; and due to the civil service structure, he will loosely report to Chair Kronenberg. Chair Kronenberg concluded her report and asked for questions or comments from the members. She then asked for public comment.

Chair Kronenberg expressed gratitude towards Barry Fraser for agreeing to take this interim position. She stated that it is great for the JPA and the region. She noted that he shows great dedication to the project by stepping out from his permanent civil service position to an interim position. Chair Kronenberg moved onto Item 9.

9. Report Out of BayRICS JPA
Barry Fraser expressed his gratitude and appreciation for the opportunity. He reported that the JPA is in a state of transition and there will be many challenges, but he welcomes them.

He reported that the JPA did not meet in February; however, the JPA have met at least twice a month since being established in August. They are working primarily on site agreements for projects with various jurisdictions. Five counties have executed final site agreements and are ready to move forward. Several cities (including Concord, City of Santa Clara and Sunnyvale) will have agreements by Friday, February 10. Others are not secured, but he is working with Motorola to create some allowances for those who may not make the final site list by the February 10 deadline. He is also working with Motorola to add alternatives to the site list so late comers can be added.

Mr. Fraser reported that the next big date on site is May 31, 2012. In the next several months, the list will be finalized. There will be the possibility of substituting sites as they proceed forward and make it possible for some jurisdictions to receive approval after May 31.

The JPA has made great progress with BART. At a meeting between BART and Motorola they worked through a number of important issues and discovered that the BART Fiber is not completely contiguous. Motorola is working with the grant maker to re-purpose funds and pay for the gaps.

The JPA is also looking for underground coverage for BART. While not originally part of the application, this component is important to cities like San Francisco because they provide

fire services for BART. They are looking at some cost-effective, technical solutions providing service to BART tunnels throughout their system.

In regards to the FCC waiver, the three core cities filed a petition to waive the rules of the commission to resolve their spectrum lease issues. This is moving along quickly and they are currently in a public comment period, which started on January 30, 2012. The commission and the commissioner should have a decision soon.

Mr. Fraser is also developing media relations and expense reimbursements for the JPA and will provide the policy to the Board for their approval in the next meeting. He will also provide Brown Act training at the meeting through their attorney. He indicated that it is a complicated set of rules and certain things may come up in a future meeting and should be well prepared.

From March 5-8, Ahsan Baig from Oakland and Mr. Fraser will be in Boulder, Colorado to do a series of workshops with Homeland Security and National Institute of Standards and Technology (NIST) to look at the status of users' devices on the network. They will learn about what devices are available now, what devices will be available soon, and the status of various testing certifications for devices. He will bring back information on user devices and will begin developing strategies for returning those once we get the system going.

Barry Fraser asked the Board for comments or questions.

Vice Chair Lucia expressed gratitude to have Mr. Fraser involved in this project and commended him on his success. Mr. Fraser stated that Dennis Houghtelling and Dave Kozicki have been instrumental in putting the pieces together. Vice Chair Lucia stated that the FCC and BART news is good.

Chair Kronenberg asked the members for questions or comments.

Member Murphy stated that Mr. Fraser mentioned the word 'lobby' and explained that this Board interpreted it as educate and advocate. Barry Fraser stated that it will be the purpose of the policy to clarify what lobbying is and is not.

Chair Kronenberg asked for public comment. There was none. Chair Kronenberg moved to Item 10.

10. Tracking Tool
Chair Kronenberg asked for comments on the tracking tool. Chair Kronenberg commented that the tracking tool has been useful in keeping members on track and appreciated the staff for updating it on a monthly basis. Chair Kronenberg asked for public comments. There were none and she moved to Item 11.

11. Announcements

Chair Kronenberg asked the members if they had any announcements. There were none.

Chair Kronenberg asked Robin Donoghue if she needed to ask for public comment.

Robin Donoghue responded that she did not need to. Chair Kronenberg moved onto item 12.

12. Future Agenda Items

Chair Kronenberg mentioned that one item to discuss is the structure of the minutes. Chair Kronenberg asked the members if they had future agenda items to add.

Sherrie Collins commented that she is currently the liaison for the Navel-Post Graduate School for Homeland Security Consortium projects. The completion of the projects will be delivered to Monterey County at the end of the summer. The grant closes on September 30 and she would like the opportunity (in the fall) to present the projects and coordinators to the Approval Authority. They have been able to use military technology and apply it to practical Homeland Security applications. The Approval Authority will find the projects intriguing and relevant to their disciplines.

Chair Kronenberg announced that on February 16, 2012, FEMA will be holding a National Disaster Recovery Framework roll out. The meeting will be held at San Francisco City Hall and will include presentations and hands-on activities. Attendees will learn what FEMA expects members to do in their jobs and what they can do to prepare themselves to be resilient and recover quickly when disaster occurs.

Member Harrison asked if the invitation can be sent out again since she did not receive it. Chair Kronenberg stated that FEMA sent out the invitation, but will have the invitation sent out from Nancy Ward. It is open to everyone and the members have to sign up to attend the all-day event.

Chair Kronenberg asked if there were any announcements or future agenda items. There was none and Chair Kronenberg asked for public comment.

Shelly Nelson from the public commented that she does not see the tracking tool for the UASI 2011 extra money report and asked if it will be on the agenda for the next meeting. Chair Kronenberg responded that Teresa Serata confirmed that it will be on the agenda for the next meeting.

Member Domingo had asked some of the Management Team members about the UASI Annual Conference. She indicated that the conference is approaching and had questions about guidelines, who will be attending, and if the jurisdictions or board members will send people from their jurisdictions. She believed that (in the past) the UASI has funded it with Regional Funds.

Craig Dziedzic responded that he sent out an email asking who would be interested in attending and would work with the budget concerning the Annual Conference. He has yet to receive any feedback. The Annual Conference will be held at Columbus, Ohio in May.

Chair Kronenberg encouraged the members to consider attending and give feedback to Mr. Dziedzic if they are interested in attending. Last year, many members attended the conference in San Francisco. She found it very informative and a great networking opportunity, as well as time to educate oneself about what is happening with UASI funding at the Federal level. Anyone interested in attending should contact Mr. Dziedzic.

Chair Kronenberg asked if there were any agenda items or further comments or questions.

Hearing none, the meeting adjourned at 11:23 a.m.