Approval Authority Meeting
Thursday, April 11, 2013
10:00 a.m.

LOCATION
Alameda County Sheriff's Office OES
4985 Broder Blvd., Dublin, CA 94568
OES Assembly Room

AGENDA

1. CALL TO ORDER
ROLL CALL

UASI Chair	Anne Kronenberg, City and County of San Francisco
UASI Vice-Chair	Rich Lucia, County of Alameda
Member	Raymond Guzman, City and County of San Francisco
Member	Renee Domingo, City of Oakland
Member	Chris Godley, City of San Jose
Member	Emily Harrison, County of Santa Clara
Member	Mike Casten, County of Contra Costa
Member	Bob Doyle, County of Marin
Member	Sherrie L. Collins, County of Monterey
Member	Carlos Bolanos, County of San Mateo
Member	Mark Aston, County of Sonoma
Member	Brendan Murphy, CalEMA
General Manager	Craig Dziedzic

2. APPROVAL OF THE MINUTES (Discussion, Possible Action)
Discussion and possible action to approve the draft minutes from the March 14, 2013 regular meeting or take any other action related to the matter. *(Document for this item includes draft minutes from March 14, 2013.)* 5 mins

3. GENERAL MANAGER'S REPORT
The General Manager will give an update regarding the following:
a) UASI FY 2013 Update (Discussion Only)
b) Management Team Staff Update (Discussion Only)
c) Grant Management Workshop (Discussion Only)

(*Document for this item is a report from Craig Dziedzic.)* 5 mins

4. FY14 RISK MANAGEMENT CYCLE (Discussion, Possible Action)
Catherine Spaulding and David Frazer will provide a presentation on the FY 14 Risk Management Cycle. Possible action to support any recommendation(s) or take any other action related to this matter. (*Document for this item is a report and two Appendices from Catherine Spaulding and David Frazer.*) 10 mins

5. **REGIONAL CATASTROPHIC PLANNING TEAM (RCPT)/MEDICAL AND PUBLIC HEATLH WORKGROUP UPDATE** (Discussion)
   Janell Myhre will provide an update on the RCPT-Medical/Public Health Workgroup projects. Possible action to approve any recommendation(s) or take any other action related to this matter. *(Document for this item is a report from Janell Myhre.)* 10 mins

6. **LOGISTICS & CRITICAL LIFELINES PLAN** (Discussion)
   A representative from URS Corporation will provide a presentation on the Logistics & Critical Lifelines Plan. Possible action to support any recommendation(s) or take any other action related to this matter. *(Document for this item is a Power Point from Janell Myhre.)* 10 mins

7. **STATEWIDE DEBRIS MANAGEMENT PROJECT CLOSEOUT** (Discussion)
   Mary Landers and a representative from URS Corporation will provide a report on the Statewide Debris Management Project closeout. (*Document for this item is a report from Mary Landers, 3 Appendices, and the Project's Training CD.)* 10 mins

8. **EXPENDITURE REPORT ON THE FY10 UASI GRANT** (Discussion, Possible Action)
   Tristan Levardo will provide an update of the expenditures of the FY10 UASI grant. Possible action to approve any recommendation(s) or take any other action related to this matter. *(Document for this item is a report from Tristan Levardo.)* 5 mins

9. **REPORT FROM THE BAY AREA REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM JOINT POWERS AUTHORITY(BayRICS JPA)** (Discussion, Possible Action)
   Report from Barry Fraser regarding the BayRICS JPA. Possible action to approve the report or take any other action related to this matter. (*Document for this item is a report from Barry Fraser and a Press Release.)* 10 mins

10. **TRACKING TOOL** (Discussion, Possible Action)
    Review the tracking tool for accuracy and confirmation of deadlines. Possible action to add or clarify tasks for the Management Team or take other action related to the tracking tool. (*Document for this item is the UASI Approval Authority Tracking Tool.)* 5 mins

11. **ANNOUNCEMENTS-GOOD OF THE ORDER**

12. **FUTURE AGENDA ITEMS** (Discussion)
    The Approval Authority members will discuss agenda items for future meetings.

13. **GENERAL PUBLIC COMMENT**
    Members of the Public may address the Approval Authority for up to three minutes on items within the jurisdiction of the Bay Area UASI Approval Authority.

14. **ADJOURNMENT**

If any materials related to an item on this agenda have been distributed to the Approval Authority members after distribution of the agenda packet, those materials are available for public inspection at the Department of Emergency Management located at 1011 Turk Street, San Francisco, CA 94102 during normal office hours, 8:00 a.m.- 5:00 p.m.

Public Participation:

It is the policy of the Approval Authority to encourage and permit public participation and comment on matters within the Approval Authority's jurisdiction, as follows.

- *Public Comment on Agenda Items*. The Approval Authority will take public comment on each item on the agenda. The Approval Authority will take public comment on an action item before the Approval Authority takes action on that item. Persons addressing the Approval Authority on an agenda item shall confine their remarks to the particular agenda item. For each agenda item, each member of the public may address the Approval Authority once, for up to three minutes. The Chair may limit the public comment on an agenda item to less than three minutes per speaker, based on the nature of the agenda item, the number of anticipated speakers for that item, and the number and anticipated duration of other agenda items.
- *General Public Comment*. The Approval Authority shall include general public *comment* as an agenda item at each meeting of the Approval Authority. During general public comment, each member of the public may address the Approval Authority on matters within the Approval Authority's jurisdiction. Issues discussed during general public comment must not appear elsewhere on the agenda for that meeting. Each member of the public may address the Approval Authority once during general public comment, for up to three minutes. The Chair may limit the total general public comment to 30 minutes and may limit the time allocated to each speaker depending on the number of speakers during general public comment and the number and anticipated duration of agenda items.
- *Speaker Identification*. Individuals making public comment may be requested, but not required, to identify themselves and whom they represent.
- *Designated Public Comment Area*. Members of the public wishing to address the Approval Authority must speak from the public comment area.
- *Comment, Not Debate*. During public comment, speakers shall address their remarks to the Approval Authority as a whole and not to individual Approval Authority representatives, the General Manager or Management Team members, or the audience. Approval Authority Representatives and other persons are not required to respond to questions from a speaker. Approval Authority Representatives shall not enter into debate or discussion with speakers during public comment, although Approval Authority Representatives may question speakers to obtain clarification. Approval Authority Representatives may ask the General Manager to investigate an issue raised during public comment and later report to the Approval Authority. The lack of a response by the Approval Authority to public comment does not necessarily constitute agreement with or support of comments made during public comment.
- *Speaker Conduct*. The Approval Authority will not tolerate disruptive conduct by individuals

making public comment. Speakers who use profanity or engage in yelling, screaming, or other disruptive behavior will be directed to cease that conduct and may be asked to leave the meeting room.

Disability Access

The UASI Approval Authority will hold its meeting at the Alameda County Sheriff's Office OES located at 4985 Broder Blvd. in Dublin, CA 94568.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify Nubia Mendoza, at least 24 hours prior to the meeting at (415) 353-5223.

Bay Area UASI Program
Approval Authority Meeting
Thursday, March 14, 2013
10:00 a.m.

LOCATION
Alameda County Sheriff's Office OES
4985 Broder Blvd., Dublin, CA 94568
OES Assembly Room

REGULAR MEETING MINUTES
DRAFT

1. Roll Call

Chair Kronenberg called the meeting to order at 10:05 am. UASI General Manager Craig Dziedzic took roll and Chair Kronenberg, Vice Chair Lucia, Members Godley, Collins, Guzman, Casten, and Brendan Murphy were present. Members Carlos Bolanos, Mark Aston, and Bob Doyle were absent, but their respective alternates Mark Wyss, Christopher Helgren, and Dave Augustus were present. Emily Harrison and Ken Kehmna were absent. Renee Domingo arrived at 10:26 a.m.

2. Approval of the Minutes

Motion: Approve the minutes from the February 14 Approval Authority meeting.

Moved: Member Godley **Seconded:** Member Collins
Vote: The motion passed unanimously

Chair Kronenberg moved to item 3.

3. General Manager's Report

(a) Management Team Staff Update

Craig Dziedzic, UASI General Manager, provided a staff update regarding the Management Team Staff open positions. A three member hiring panel interviewed candidates for the regional grants manager position and recommended Mary Landers for the position. The position manages all aspects of the compliance requirements of grants, contracts, and MOUs as well as grant reporting to Local, State, and Federal governments.

Ms. Landers has been an employee of the City and County of San Francisco for 13 years, previously with the San Francisco Board of Supervisors as a legislative aide and for the last ten

years with the Department of Emergency Management managing various homeland security grants.

(b) Survey feedback regarding the UASI FY 2013 project proposal process.

Mr. Dziedzic stated that after completing the project proposal process for UASI FY 2013, staff sent a survey to regional stakeholders requesting feedback of the process. The staff received positive feedback regarding the benefits of having kick-off training meetings for the project proposal, the improvements to the project proposal template, and the newly enacted online submittal process to the jurisdictions.

(c) Recommended Project Proposal Process for UASI 2014

Mr. Dziedzic explained the project proposal process for FY13 and stated that the lengthy, tedious processes consumed the Management Team as well as staff time of various regional departments. In order to be more efficient with staff time and minimize regional meetings, Mr. Dziedzic recommended revising the process to eliminate the vetting of projects proposals via workgroups prior to submitting them to the Hubs. This would streamline the project proposal process for UASI FY 2014.

The Board discussed the recommendation to revise the proposal process. Member Godley inquired about the impact to regional projects and issues if the work groups were removed. The Management Team indicated that the work groups would not be eliminated entirely but instead would just be removed from the formal vetting process.

Motion: Approve the recommendation of removing work group vetting prior to the Hub process for FY 2014

Moved: Co-Chair Lucia **Seconded:** Member Guzman
Vote: Motion passed with six yeses (Chair Kronenberg, Chair Lucia, Member Guzman, Collins, Godley and Alternate Wyss) and three nays (Member Casten, Alternate Helgren, and Augustus)

Chair Kronenberg moved to item 4.

4. Report from the Advisory Group

Assistant Sheriff, Brett Keteles, presented on behalf of the Advisory Group Chair, Mike Sena, and Dave Hober, Advisory Group Vice-Chair, who were not present. Mr. Keteles reported that the Advisory Group met on February 28, 2013 to review the regional projects that had been submitted to the UASI Management Team by the North, East, South and West Bay Hubs. Mr. Keteles indicated that the Advisory Group recommended that all the projects on each of the Hubs' prioritization lists be approved for funding as it becomes available.

Assistant Sheriff Keteles also stated that the Advisory Group recommended addressing the issue of potential FY 2013 UASI grant decreases or increases once the grant allocations have been officially announced. He also indicated that potential salary savings generated due to overlapping FY 2011 and 2012 fiscal grant years should be directed in full or in part to regional Hub projects that can be completed within the grant performance period.

Brendan Murphy discussed the FY13 funding grant allocation and stated that in the next three to four weeks, the Bay Area would receive their grant award.

Chair Kronenberg moved to item 5.

5. Approval of FY 13 Hub Projects

Catherine Spaulding, UASI Assistant General Manager, reported that in January 2013, the four Planning Hubs met to select projects from among those submitted by UASI stakeholders and vetted by the Work Groups. Members from each Planning Hub reviewed, discussed, and ranked the FY13 proposed projects in order of priority, creating a list separated by "above the line" projects as well as "below the line" projects.

Ms. Spaulding indicated that the Management Team and Advisory Group recommended approval of this ranked list of FY13 projects. Projects will be funded in order of priority at the Hub level as funds become available, once the grant award is known and once the Approval Authority approves FY13 allocations.

The Board discussed whether other possible funding sources, besides UASI grants, may become available. The Board directed the Management Team to utilize all available funding sources to fund as many FY 13 projects as possible. Since only Hub projects were reported, the Board also discussed regional and sustainment projects and their current status. The Management Team stated that when the grant award is received, the Management Team will make recommendations regarding the sustainment budget, core city allocations, and the Management Team budget, based on the discussions and recommendations of the Advisory Group.

Motion: Approve the recommendation for the FY 13 Hub proposed projects.

Moved: Alternate Wyss **Seconded:** Member Domingo
Vote: The motion passed unanimously

Chair Kronenberg moved to item 6.

6. FY11 and FY12 Salary Savings

Catherine Spaulding presented a report seeking policy direction from the Approval Authority concerning the reallocation of $3.05 million from FY11 and FY12 UASI. Ms. Spaulding stated that the Management Team recommended approval to re-allocate FY11 and FY12 funds to FY13 hub-selected projects and to use a small portion to address gaps in priority capability objectives in citizen preparedness and recovery.

The Management Team recommended that $2.3 million of the $3.05 million be distributed to the hubs based on the 2012 risk allocation formula to support projects recently identified by the hubs as part of the FY13 cycle. Ms. Spaulding indicated that the remaining $750,000 of the FY12 $3.05 million reallocation be used to address gaps in current priority capability objectives in citizen preparedness and recovery projects such as the Logistics and Critical Lifeline

Planning, Residential Care Evacuation and Care, Public-Private Sector Resiliency Initiative, and the San Francisco's Department of Emergency Management's 'SF 72'. .

Motion: Approve the allocation of $2.3 million to the four hubs based on the FY 12 Risk Allocation Formula

Moved: Member Godley **Seconded:** Co-Chair Lucia
Vote: The motion passed unanimously

Motion: Approve the allocation of $315,000 to Logistics and Critical Lifelines Planning; $55,000 to San Ramon for a Residential Care Evacuation and Care plan; $180,000 to the California Resiliency Alliance for the Public Private Sector Resiliency Initiative; and $200,000 to San Francisco's Department of Emergency Management for SF 72.

Moved: Member Godley **Seconded:** Member Domingo
Vote: The motion passed unanimously

Chair Kronenberg moved to item 7.

7. Regional Procurement for FY11 and FY12 Closeout

Catherine Spaulding reported on Regional Procurement for FY 11 and FY 12 UASI grants. She stated that the Management Team project managers closely monitor the status of projects during the implementation period; however, sometimes jurisdictions are not able to expend funds as originally planned. If the past is any predictor of the future, over one million dollars could become available as FY11 and FY12 close on November 30th, especially given that FY12 is a two year performance period.

Ms. Spaulding indicated that the Management Team will create an allocation process for regional procurement of widely-needed equipment that fills critical gaps, specifically, radios, radio consoles, body bags, and access and functional needs equipment.

Ms. Spaulding stated that the Management Team proposes to identify all unspent funds on August 1, 2013, and reallocate these funds by Operational Area based on the 2013 risk allocation formula.

Motion: Approve process for regional procurement of equipment in anticipation of the closeout of the FY11 and FY12 UASI grant years.

Moved: Member Wyss **Seconded:** Member Collins
Vote: The motion passed unanimously

Chair Kronenberg moved to item 8.

8. Big City Emergency Managers Meeting

Rob Dudgeon, the Deputy Director for Emergency Services, provided a presentation on the Big City Emergency Managers meeting that took place in San Francisco in February 2013. He highlighted some of the vulnerabilities and disasters the Bay Area has survived in the past decades.

Mr. Dudgeon presented on the following:

- Logistics Challenges and equipment tracking
- Innovation and Community Resiliency
- Federal and State Mutual Aid
- EMAC

Chair Kronenberg moved to item 9.

9. Land-Use Recovery Strategy & Regional Resilience Initiative Gap Analysis

Christopher Barkley, URS Corporation Representative, reported on the Land-Use Recovery Strategy & Regional Resilience Initiative Gap Analysis. Funded by the Regional Catastrophic Planning Grant Program (RCPGP) during fiscal year 2010, the San Francisco Planning and Urban Research Center (SPUR) and the Association of Bay Area Governments (ABAG) produced reports focused on long term recovery after a major catastrophic disaster. He presented the reports that contain detailed information about the challenges the region will face in the recovery phase and articulated what a regional recovery vision could begin to look like.

Mr. Barkley indicated that the '*On Solid Ground: Land Use Planning for Disaster Recovery in the Bay Area, A Strategy Report*' focuses on land use planning and rebuilding after a major earthquake and provides recommendations for what local jurisdictions can do before and after the next major catastrophic disaster to help support recovery in the twelve jurisdictions of the Bay Area UASI region.

Mr. Barkley also reported that the '*Regional Resilience Initiative: Policy Agenda for Recovery*' identified solutions to efficiently recover from a major catastrophic disaster. ABAG emphasizes the pressing need to have a regional governance structure to effectively coordinate and implement recovery efforts that may require jurisdictional coordination and collaboration across the region. He indicated that the report provides an action plan to improve the region's capacity to implement a regional recovery process.

Chair Kronenberg moved to item 10.

10. Regional Catastrophic Planning Team (RCPT)/Medical and Public Health Workgroup Update

Lani Kent, Medical and Public Health Project Manager, presented an update on the RCPT projects and Medical and Public Health Workgroup. Since she was presenting on behalf of Janell Myhre, the Regional Program Manager, Ms. Kent reported solely on the UASI FY 10-11 Regional Medical Surge Project status.

ICF has been selected and hired as the contractor for the project that Ms. Kent oversees. A steering committee was formed through the RCPT/Medical and Public Health Workgroup and a Kick Off meeting for the Regional Medical Surge project was conducted in Dublin, CA on March 6, 2013. Bay Area Public and Medical/Health partners are being engaged to participate in the Urban Shield regional plan and exercise development and execution.

Chair Kronenberg moved to item 11.

11. Finance: IECGP Report and Bi-Annual Budget Reallocation Report

Tristan Levardo, Chief Financial Officer, reported on the IECGP grant and bi-annual budget reallocation. He stated that the Management Team has processed $371K in claims with an overall project completion of 92%. Mr. Levardo indicated that this grant program will not be renewed in the next fiscal year. The final grant report will show 100% grant spending and will clear all outstanding balances, including the final claims from Contra Costa, Santa Cruz and San Francisco.

Mr. Levardo reported on the bi-annual reallocation for grant reallocations below $250K for both FY10 and FY11 UASI. In FY 10, funds were reallocated to purchase portable radios – San Jose received additional $100K and San Francisco made reallocations within existing projects of $130K. He also stated that NCRIC was able to reallocate their savings in personnel for additional purchases of equipment and maintenance. For FY11 UASI, unspent funds of $200K from San Jose have been reallocated to Santa Cruz for a radio project. Monterey received $120K from funds that Santa Clara returned for a planner position.

Chair Kronenberg moved to item 12.

12. P25 Systems Update

Jeff Blau, the Interoperability Project Manager, presented an update on the P25 Systems. He stated that the BayRICS P25 System of Systems currently has eight P25 Trunked Radio Systems in various stages of completion underway in the Bay Area.

Mr. Blau indicated that the Region's BayRICS P25 Interoperability Project has built 76 of 132 radio sites (58%) and has purchased 19,080 of 49,100 Portable/Mobile Radios (39%) using a variety of grant and general funds. The region's investment in P25 Trunked infrastructure is over $154 million plus more than $94 million in P25 Radios for a total of $248 million. It is estimated that the additional funding to complete the eight systems would be approximately $125 million for Infrastructure (56 sites) and $155 million for 30,200 Portable/Mobile Radios at an estimated total cost of $279 million.

Chair Kronenberg moved to item 13.

13. Report from The Bay Area Regional Interoperable Communications System Joint Powers Authority (BayRICS JPA)

Richard Lucia, UASI Vice-Chair, provided a status update on the BayRICS JPA on behalf of Barry Fraser, the interim General Manager for the BayRICS JPA. Vice-Chair Lucia reported on the BayRICS Authority activities and progress for the month of February 2013.

Vice-Chair Lucia stated that FirstNet expects the spectrum lease to be held by the BayRICS Authority. He stated that the lease documents were currently being developed and would be similar in form to the prior spectrum lease agreements for the Public Safety Broadband Spectrum.

Chair Kronenberg moved to item 14.

14. Tracking Tool

Chair Kronenberg asked the Board for any comments or questions.

Chair Kronenberg moved to item 15.

15. Announcements-Good of the Order

Chair Kronenberg announced that a meeting will be set up for the MOU and By-Laws Committee and will review the Management Team's preliminary drafts of the MOU and By-Laws.

Chair Kronenberg also directed the Management Team to meet with the Board Members who opposed the FY 14 project proposal process to explain the changes that were voted into place and help them understand the process.

Chair Kronenberg moved to item 16.

16. Future Agenda Items

Chair Kronenberg asked the Board for any questions. Upon hearing none, Chair Kronenberg moved to item 17.

17. General Public Comment

Chair Kronenberg asked for general public comment.

The meeting adjourned at 12:14 p.m.

To: Bay Area UASI Approval Authority

From: Craig Dziedzic

Date: April 11, 2013

Re: Item #3: General Manager's Report

Recommendations:

Discussion Only.

Action or Discussion Items:

(a) UASI FY 2013 Update (Discussion Only)
(b) Management Team Staff Update (Discussion Only)
(c) Grants Management Workshop (Discussion Only)

Discussion/Description:

(a) UASI FY 2013 Update (Discussion)

On March 21, 2013, Congress passed the Fiscal Year (FY) 2013 Consolidated and Further Continuing Appropriations Act (H.R. 933). The legislation was signed by the President and contains the enacted 5% sequester of nondefense discretionary spending. Pertinent highlights of the legislation are as follows:

- Not less than $500,376,000 has been allocated for the Urban Area Security Initiative, of which $10 million is for non-profit security grants.

  Committee language indicates that the UASI program should be further focused or limited to the 25 urban areas under greatest threat and at greatest risk. (Committee report language is not the law and does not have to be followed by federal agencies. Such language serves as a guide as to the intent of Congress).

- $188,932,000 for discretionary state and local grants to be allocated by the Secretary according to threat, vulnerability, and consequence, based on the authorities for State Homeland Security Grant, Urban Area Security Initiative, private non-profit security

grants, Public Transportation Security Assistance and Railroad Security Assistance; Port Security Grants, Over-the-Road Bus Security, Metropolitan Medical Response System, Citizens Corps, Driver's License Security Grants, Interoperable Emergency Communications Grant, Emergency Operations Center, Buffer Zone Protection Program, and Regional Catastrophic Preparedness Grants.

- Grant applications to be available not later than 60 days after enactment (latest would be end of May); applicants must apply no later than 80 days after grant announcement (latest would be mid to late August) and award notifications by FEMA must be made within 65 days of receiving applications (latest would be September 30, 2013).

- Grantees may not use more than 5% of grant for administration.

(b) Management Team Staff Update (Discussion)

Interoperability Project Manager Position

In accordance with our exempt transition process with San Francisco Department of Human Resources, the job announcement for the interoperability project manager position had been posted. The position serves on the Bay Area UASI Management Team and has the responsibility of coordinating/collaborating, facilitating, and managing Bay Area UASI interoperable projects, which includes chairing the monthly work group meeting. Jeff Blau is the incumbent.

(c) Grants Management Workshop (Discussion Only)

The UASI Management Team will be conducting three (3) "Fifty Shades of Grants Management" Workshops in June. The workshops, one each in the North Bay, East Bay, and South Bay, will take place on June 18, 19, and 20 from 9 AM- 12:00 PM. The East Bay Workshop will be held on June 18 at the Alameda EOC in Dublin, the South Bay Workshop will be held on June 19 at the Santa Clara EOC, and the North Bay Workshop will be held on June 20 at the Sonoma County Water Agency Building in Santa Rosa.

These grant workshops will discuss project management, sub-recipient MOUs, the financial Management workbook, compliance requirements, and monitoring. It is suggested that both fiscal and programmatic representatives attend one of these workshops.

If there are any additional topics that should be covered, please contact Mary Landers or Tristan Levardo.

To: **Bay Area UASI Approval Authority**

From: **Catherine Spaulding, Assistant General Manager**
David Frazer, Risk Management and Information Sharing Project Manager

Date: **April 11, 2013**

Re: **Item #4: FY14 Risk Management Cycle**

Recommendation:

No recommendation – for discussion only.

Discussion:

The Management Team has completed its planning for the FY14 Risk Management Cycle in close partnership with the NCRIC, Digital Sandbox, and Filler Security Strategies.

The Approval Authority Bylaws (July 2011 Section 8.1) specify that the Approval Authority must use a risk and capability-based methodology to apply for and allocate grant funds. This is consistent with guidance from the Department of Homeland Security, that all levels of government establish a foundation to justify and guide preparedness activities and investments. In addition, as of 2011, the Department of Homeland Security requires all grantees to develop and maintain a Threat Hazard Identification and Risk Assessment (THIRA). The Bay Area UASI Management Team initiated such a regional collaborative planning, risk validation analysis, and capabilities assessment in 2010. We have been repeatedly acknowledged by Cal EMA and FEMA for the robust nature of our risk assessment process.

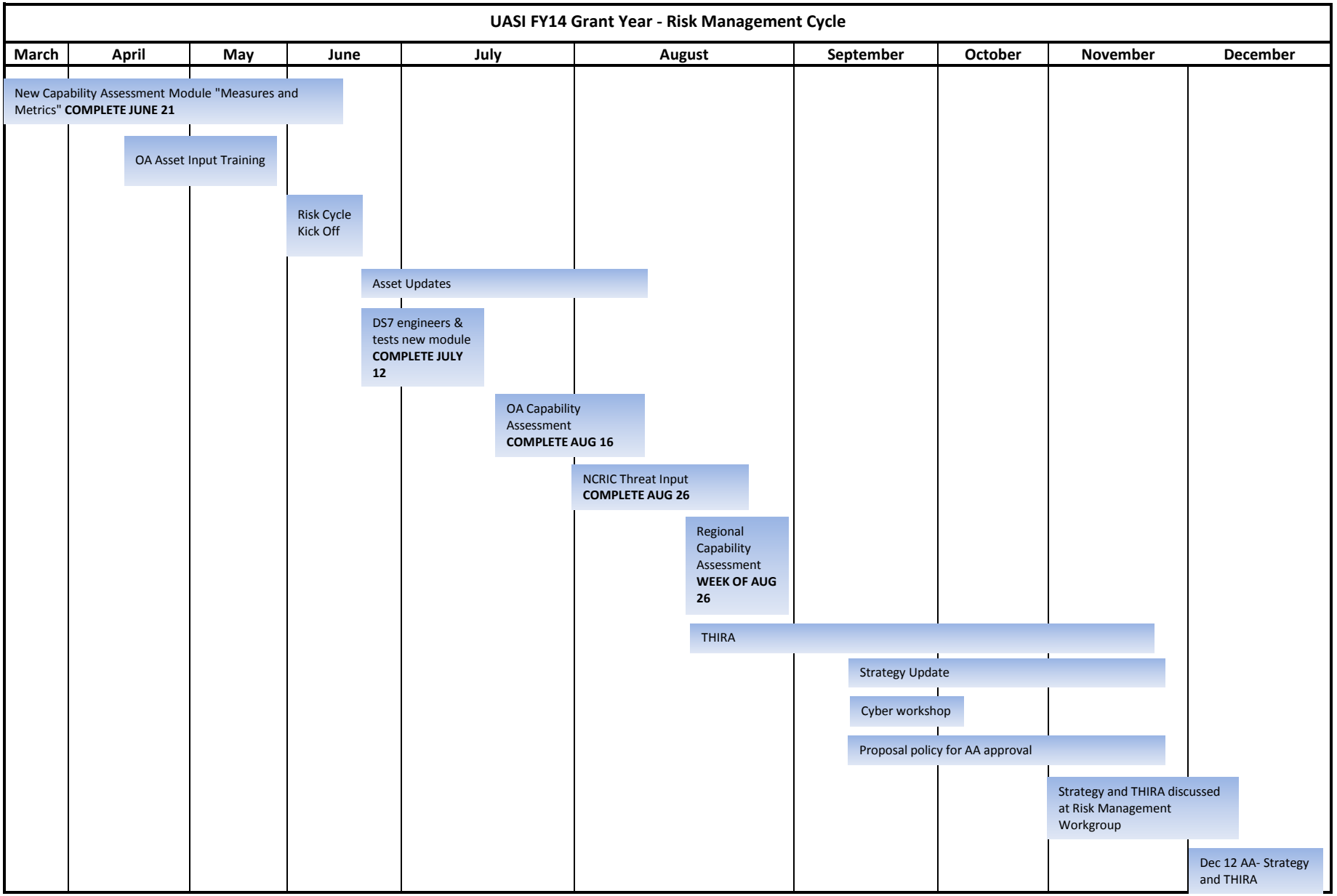
For FY14, the risk assessment cycle starts in June with update and input on critical infrastructure and key resources and terminates with the approval of the THIRA and Bay Area Homeland Security Strategy in December.

We have two new elements in our risk cycle this year: 1) the development of a new measures and metrics module in Digital Sandbox to better define and track changes in our core capabilities over time; and 2) a cyber workshop in September to help formulate objectives and action steps on cyber security.

Please see appendix A for a detailed timeline on the FY14 risk management cycle. In May we will email all Bay Area UASI stakeholders about the FY14 cycle and timeline, including save the dates notices.

APPENDIX A

FY14 RISK MANAGEMENT CYCLE


UASI FY14 Grant Year - Risk Management Cycle
March
April
May
June
July
August
September
October
November
December
New Capability Assessment Module "Measures and Metrics" COMPLETE JUNE 21
OA Asset Input Training
Risk Cycle Kick Off
Asset Updates
DS7 engineers & tests new module COMPLETE JULY 12
OA Capability Assessment COMPLETE AUG 16
NCRIC Threat Input COMPLETE AUG 26
Regional Capability Assessment WEEK OF AUG 26
THIRA
Strategy Update
Cyber workshop
Proposal policy for AA approval
Strategy and THIRA discussed at Risk Management Workgroup
Dec 12 AA- Strategy and THIRA

APPENDIX B

FY14 RISK MANAGEMENT CYCLE

FY 2014 Bay Area UASI Risk Management Program

April 3, 2013

The Bay Area UASI has established a cross-jurisdictional, cross-functional risk management program for the urban area. The Program helps set priorities, develop or compare courses of action, and inform decision-making. It is an on-going effort with regular data input, validation, assessments, and reporting. A risk and capability-based methodology to allocate UASI funds is required by the Department of Homeland Security and is mandated in the Bay Area UASI Approval Authority Bylaws.

The risk management program follows a series of six steps:

1. Kick-Off Meeting

WHO: All Bay Area UASI stakeholders involved in risk management, including the Risk/Info Sharing Workgroup and other regional and subject matter experts.

WHAT: The Bay Area UASI Management Team and Digital Sandbox provide an overview of the process and goals for the grant year as well as a high level overview of the Digital Sandbox Inc. Risk Analysis Center (RAC) tool box and Protected Critical Infrastructure Information (PCII) certification requirements.

WHEN: May 29th, 2013 10:00am – 12:00pm

WHERE: Alameda County Sheriff's Office OES, 4985 Broder Blvd., Dublin, CA 94568

2. Risk Data Validation

WHO: Operational Area subject matter experts who are PCII trained and certified RAC users, NCRIC, and other members assigned this task for an Operational Area.

WHAT: Subject matter experts review and update the asset data in the Risk Analysis Center (RAC). The NCRIC reviews and validates the information, and then submits it to the PCII office for certification.

WHEN: June 1st – August 15th, 2013

WHERE: In Digital Sandbox

3. Operational Area Core Capability Assessment – *NEW THIS YEAR!*

WHO: Operational Area subject matter experts.

WHAT: Subject matter experts input Operational Area-level data into the new Measure and Metrics Module in Digital Sandbox to evaluate the level of preparedness in each core capability. Digital Sandbox will then compile this information to inform the regional capabilities workshop (see next step).

WHEN: July 15th – August 15th, 2013

WHERE: In Digital Sandbox

4. Regional Capabilities Assessment

WHO: Subject matter and regional experts, NCRIC

WHAT: The Bay Area UASI Management Team organizes a regional capabilities assessment workshop with subject matter and regional experts to assess core capabilities and levels of readiness to meet identified risks. The product of this work is a regional gap analysis report showing areas in need of attention and mitigation.

WHEN: Workshop date: Aug 29th, 2013 (save the date will be sent out in June 2013)

WHERE: Alameda County Sheriff's Office OES 4985 Broder Blvd., Dublin, CA 94568

- *An "outbrief" of steps 1-4 will be held in September to provide stakeholders with results and obtain participants' feedback on the process this year*

5. Strategy and THIRA

Filler Security Strategies will review the risk and gap analysis data produced in steps 1-4 above and prepare an updated Bay Area Homeland Security Strategy, which is required by the Department of Homeland Security (DHS). The Threat and Hazard Identification and Risk Assessment (THIRA), also required by DHS, is prepared by Digital Sandbox based on the risk management program results. It lays out the region's threats and hazards and how the impacts may vary according to time of occurrence, season, location, and other community factors. Drafts of these documents will be reviewed by the Risk/Info Working Group before presentation to the Approval Authority in December 2013.

6. Grant Planning

The grant planning process involves meetings among regional stakeholders and subject matter experts to review risk formula and resource allocation strategy, as well as develop project proposals. Project proposals and requested allocations will go to the Approval Authority for final project approval in the spring of 2014. Details on this process will be provided pending Approval Authority guidance.

The Bay Area UASI Project Manager assigned to the UASI Risk Management Program is David Frazer. He is responsible for oversight of Digital Sandbox as well as executing all of the steps in the risk management program described above. For more information, please contact:

David Frazer
Risk & Information Sharing Project Manager
Bay Area UASI Management Team
David.Frazer@sonoma-county.org
(707) 565-1108 (desk)
(707)-490-8276 (cell)

Mark Your Calendar!

Kick off meeting: May 29th, 2013 10:00am– 12:00pm, Alameda County Sheriff's Office OES, 4985 Broder Blvd., Dublin, CA 94568

Capability assessment workshop date: Aug 29th, 2013, Alameda County Sheriff's Office OES 4985 Broder Blvd., Dublin, CA 94568

To: Bay Area UASI Approval Authority

From: Janell Myhre, UASI Regional Program Manager

Date: April 11, 2013

Re: Item #5: Regional Catastrophic Planning Team (RCPT)/Medical and Public Health Workgroup Update

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Background:
The Regional Catastrophic Planning Team (RCPT) is a working group which provides guidance to the region for all hazards catastrophic planning efforts. In 2012, the RCPT agreed to join with the UASI Medical and Public Health Workgroup to provide guidance to UASI Goals 5, 6 and 7;

- Goal 5- Medical and Public Health projects
- Goal 6- Citizen Preparedness/Emergency Planning projects
- Goal 7- Recovery projects

Regional Catastrophic Planning Team (RCPT) and Medical/Public Health Workgroup project update:
The status of all Regional projects can be found in the UASI Approval Authority Tracking Tool (Item 10). This month's project presentations include the Regional Logistics Plan update (Item 6) and the Statewide Debris Management Project closeout (Item 7).

Regional Logistics and Critical Lifelines project update:
On March 14th, the UASI Approval Authority approved $315,000 of UASI FY11 and FY12 salary savings to be added to the project. In addition, Oakland returned $145,000 of RCPGP funds that have also been added.

The table below describes the project's original funding and deliverables. The Bay Area Logistics Steering Committee and the RCPT reviewed and provided input for the new deliverables. The vendor, URS Corporation, will continue its work on the project, with management and oversight provided by the Management Team, Bay Area Logistics Steering Committee, and the Bay Area RCPT.

RCPGP Match update:

The RCPGP 25% grant match is being sought throughout the Bay Area. Mary Landers is leading a group within the UASI Management Team staff to conduct outreach and document the remaining match amount. Since the last report an additional $503,200 in match dollars has been documented. $4,800 remains to be gathered by September 30th, 2013.

Regional Logistics and Critical Lifelines Project update:

Funding Source	Scheduled Completion Date	Funding	Deliverable
Original Project:			
FY10 RCPGP	April 2013	$ 621,018	Regional Logistics Plan including critical lifelines planning and annexes for all 12 OAs and Core Cities
			Point of Distribution Field Operations Guide (POD FOG)
FY10 RCPGP	April 2013	$ 200,000	Three planners to develop individual Core City plans and participate in exercise planning and state/Bay Area exercises
FY10 RCPGP (using City of Oakland funds)	April 2013	$ 15,000	"The City of Oakland Incident Management Handbook" (a guidebook for Oakland senior officials); training class for Oakland senior officials
Original Project Subtotal:		**$ 836,018**	
Additional Funding:			
FY10 RCPGP	July 2013	$ 145,000	Three planners to provide additional individual Core City plan elements (i.e. GIS mapping and operational location planning); Additional exercise support, including Urban Shield
			Receiving & Distribution Center Field Operations Guide (RDC FOG) for all 12 Bay Area Counties and 2 Core Cities
			Logistics Plan "Just In Time" CD training module for all 12 Bay Area Counties and 2 Core Cities
UASI FY11 and FY12	January 2014	$ 315,000	Logistics Plan: Restoration of Lifelines Appendix- drinking water systems, waste water, and fuel
			Four Hub workshops to validate new Logistics Plan: Restoration of Lifelines Appendix
			Regional Logistics operational materials and trainings for the 12 Bay Area Counties and 2 Core Cities. Support manuals will provide information on: Points of Distribution sites, Receiving and Distribution Centers, and Logistics Centers
			Template for 12 Bay Area Counties and 2 Core Cities to establish Business Operations Centers
			A State/ Federal Coordination Annex to the Bay Area Regional Logistics Plan with the assistance of CalEMA and FEMA.
Additional Funding Subtotal:		**$ 460,000**	
PROJECT TOTAL		**$1,296,018**	

PRESENTATION

Regional Logistics Plan
Bay Area Urban Area Security Initiative

Regional Catastrophic Earthquake Logistics Plan

Bay Area UASI

Regional Catastrophic Preparedness Grant Program

April 2013

Presentation to the Bay Area UASI Approval Authority

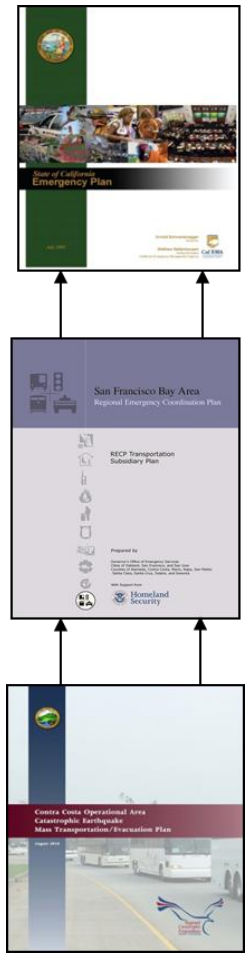
041113 Approval Authority Meeting Agenda Item 6: Logistics & Critical Lifelines Plan

PRESENTATION

Regional Logistics Plan
Bay Area Urban Area Security Initiative

Regional Catastrophic Earthquake Logistics Response Plan

- Eighth catastrophic plan
- Planning Objectives
  - Supports all other catastrophic plan operations
  - Identifies logistics related roles/responsibilities
  - Establishes a response timeline to support operations



PRESENTATION

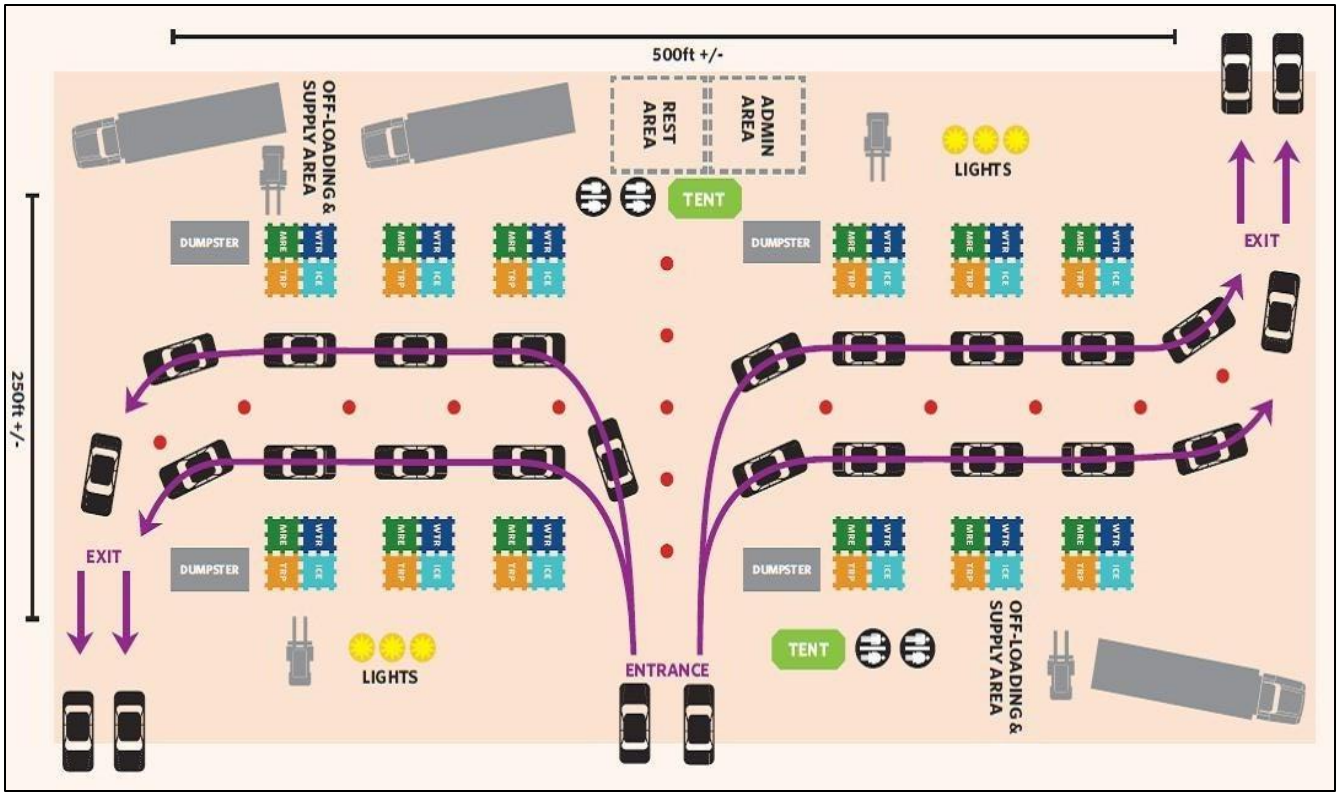
Regional Logistics Plan
Bay Area Urban Area Security Initiative

Project Deliverables

- Conduct an abbreviated Logistics Capability Assessment Tool (LCAT) for the Bay Area
- Establish a Bay Area Steering Committee
- Review best practices from existing plans
- Develop a Bay Area Regional plan
- Develop an Annex for each Operational Area
- Hire three planners to develop individual Core Cities plans
- Develop key function specific Appendices

Project Deliverables (Cont.)

- Develop a Point of Distribution Field Operations Guide (POD FOG)



PRESENTATION

Regional Logistics Plan
Bay Area Urban Area Security Initiative

PRESENTATION

Regional Logistics Plan
Bay Area Urban Area Security Initiative

Gaps and Recommendations

- Clarity coordination between local govt and State/Fed Unified Coordination Group
- Pre-plan location of regional staging areas
- Develop fuel distribution plan
- Complete Critical Lifeline Restoration planning
  - drinking water systems, waste water and fuel
- Plan for assistance to populations without access to POD
- Conduct POD Task Force coordination/training
- Enhance local logistics operations planning

PRESENTATION

Regional Logistics Plan
Bay Area Urban Area Security Initiative

Project Completion Status

- Stakeholders review the Final Draft Regional Plan and Local Annexes
- Finalize Gaps and Recommendations Report
- Finalize Core City plans/Golden Guardian 2013 support
- Finalize POD FOG
- Complete Logistics Plan training summary
- Print and distribute deliverables
- Conduct final Steering Committee meeting

To: **Bay Area UASI Approval Authority**

From: **Mary Landers**

Date: **April 11, 2013**

Re: **Item #7: RCPT Debris Management Project Report**

Background:

In 2008, the Bay Area received $1.5 million dollars from the Regional Catastrophic Preparedness Grant Program to develop a Debris Management plan for the region. The award was based on the concept that the Bay Area would utilize the City of Los Angeles' existing Debris Management plan in the development of the Bay Area plan. In the FY 09 grant cycle, funds were utilized to validate the region's new plans. In addition to validating the other six plans developed with FY 08 funds, the Bay Area also conducted debris management plan validation activities between the Bay Area and Los Angeles and developed a crosswalk to highlight the similarities and differences between the plans. Further, a first-ever statewide Debris Management Workshop was held and "Just in Time" training was developed for all 12 Bay Area UASI Operational Areas and three core cities.

Summary: Two, one day Plan Validation Workshops were held in Los Angeles on January 8-9, 2013. Although the City of Los Angeles has a Debris Management Plan, the County of Los Angeles does not; therefore, the workshops were presented and pertain only to the City's plan. These workshops were designed to validate response and recovery operations; how the City's debris management information is shared; and the way various LA agencies interact with the City's Emergency Operations Center. In addition to the approximately 35 representatives from a number of Los Angeles City Departments, the Bay Area also sent 4 observers. Following these workshops, a Summary and Recommendations Report was issued (Appendix A).

The City of Los Angeles' Debris Plan was determined to be significantly different from the Bay Area plan in its level of detail. The main suggestions from the report included:

- Plans should provide references to their existing support information (i.e. facility locations, and evacuation routes);
- Create checklists for tasks by both debris management operation and department or agency;

- Pre-identify sites for the transfer, processing, and disposal of debris as well as its collection and demolition;
- Create public information announcements;
- Clarify the role and responsibilities between all Los Angeles City departments
- Maintain the plan through frequent exercises and updates

Since it is likely that the City of Los Angeles and the cities and counties of the Bay Area will be called upon to provide each other with Mutual Aid in the event of a catastrophe, it is important that the similarities and differences of each plan. Therefore, an LA/SF Bay Area Crosswalk report was prepared (Appendix B). Key areas of both plans are divided into 4 areas (Overview, Roles/Responsibilities, Debris Management Operations, Supporting Information) and laid out in a table format for ease of review.

Subsequent to the two Los Angeles Workshops, a statewide Debris Management Workshop was conducted on January 31, 2013 at URS headquarters in Oakland. This four hour workshop was attended by 58 representatives from cities, Operational Areas, and state and federal agencies.

The workshop consisted of a general presentation summarizing catastrophic planning scenarios involving debris management operations and three panel discussion modules that discussed private property debris removal and demolition from actual events (including representatives from both New York and New Jersey; state and federal presentations covering debris operations' support when multiple OAs are affected; and a facilitated discussion of issues following an earthquake scenario.

Key suggestions and recommendations from the workshop included:

- Develop and formalize operational procedures for a state-level Debris Management Task Force that is scalable to the incident;
- Use the Incident Command System (ICS) structure to manage debris operations;
- Develop outreach to private property owners to explain policies like curbside pick up programs, the need to photograph sites prior to debris removal, and the development of ways to mitigate impacts of private property debris removal;
- Implement property debris removal and demolition operations as soon as possible after the event;
- Consider alternative contracting mechanisms to secure debris removal contractors prior to the incident.

Following this workshop, a Summary and Recommendations Report was issued (Appendix C).

The final component of this contract was the development of "Just in Time" Training CDs. The CD is comprised of 5 modules of instruction, a plan maintenance module, appendices, and all local plans. It is designed to allow for an overview of key components of the regional Debris Management Plan. The full course takes approximately six hours to complete; however, each module can be reviewed separately, as needed. One hard copy of each of the summary reports and a CD has been made available for each OA and core city. The summary reports are also available electronically.

APPENDIX A

LOS ANGELES DEBRIS WORKSHOP

City of Los Angeles
Debris Management Plan
VALIDATION WORKSHOP SUMMARY AND RECOMMENDATIONS REPORT

February 2013

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ADMINISTRATIVE HANDLING INSTRUCTIONS

The title of this document is the City of Los Angeles Debris Management Plan: Validation Workshop Summary and Recommendations Report.

The information gathered in this Workshop Summary and Recommendations Report is "For Official Use Only (FOUO)" and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from the City of Los Angeles Department of Public Works is prohibited.

At a minimum, the attached materials will be disseminated only on a need-to-know basis and when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

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EXECUTIVE SUMMARY

OVERVIEW

The City of Los Angeles Debris Management Plan (Plan) was developed to provide a framework for City government and other entities to clear, remove, reduce, recycle, and dispose of debris generated within city limits during a public emergency. This Plan unifies the efforts of City organizations to develop a comprehensive and effective approach to:

- Provide organizational structure, guidance, and standardized guidelines for the clearance, removal, staging, reduction, recycling, processing, and disposal of debris caused by a major debris-generating event.
- Establish the most efficient and cost-effective methods to resolve disaster debris-removal staging, reduction, recycling, processing, and disposal issues.
- Mitigate potential health hazards from hazardous debris materials.
- Implement and coordinate private-sector debris removal, recycling, and disposal contracts to maximize cleanup efficiencies.
- Expedite debris removal, recycling, and disposal efforts that provide visible signs of recovery for resumption of government services.
- Coordinate partnering relationships through communications and pre-planning with local, State, and Federal agencies that have debris management responsibilities.
- Develop the tracking and documentation procedures required to allow the reimbursement of debris removal, recycling, and disposal efforts resulting from a disaster.
- Develop a preventative program along with a monitoring and enforcement program to minimize fraudulent activities.

WORKSHOP OBJECTIVES

The objectives of this workshop were to accomplish the following through participant input and discussion:

- Validate response and recovery operations, including situational awareness and damage assessment; debris clearance priorities; debris clearance operations; staging, processing, and disposal sites; debris removal; debris processing and disposal; safety assessments and demolition; and documentation and closeout.
- Validate the process in which debris management information will be shared horizontally among the Debris Management Center (DMC) and its positions.
- Validate the process by which the DMC interacts with the Emergency Operations Center (EOC).

KEY ISSUES

The following report summarizes key issues that were discussed at the two workshops. Analysis of key issues in this report is limited to items that were discussed in the workshop or that were received as written comments. This report is not inclusive of all comments received but focuses on higher-level issues that pertain to recommendations for revision of the Plan.

The Bay Area Urban Area Security Initiative (UASI) would like to thank the many participants for their involvement in the workshops, especially the City of Los Angeles departments and agencies that participated in both sessions. Their participation created an opportunity to discuss some of the issues in greater depth and to create consistency for some of the Plan revision recommendations. Highlights of key suggestions for revisions to the Plan include:

- Reference to existing supporting information.
- Creation of checklists for tasks by debris management operation.
- Creation of checklists for tasks by department/agency.
- Pre-identification of transfer, processing, and disposal sites; debris removal collection and demolition methods; and public information announcements.
- Clarification of the role and responsibilities of the Debris Management Team (DMT), including its relationship with the EOC and the City of Los Angeles Board of Public Works.
- Maintenance of the Plan so that it is exercised and updated often.

WORKSHOP SUMMARY

Workshop Name
City of Los Angeles Debris Management Plan: Validation Workshop

Workshop Dates
Tuesday, January 8, 2013, and Wednesday, January 9, 2013

Duration
8:00 am–12:00 pm

Location
500 East Temple Street, Los Angeles, CA 90021

Sponsor
City of Los Angeles Department of Public Works

Program
Bay Area Urban Area Security Initiative Regional Catastrophic Preparedness Grant Program

Mission
To update a plan that addresses debris management operations for the City of Los Angeles

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Participating Organizations

City of Los Angles:
Bureau of Contract Administration
Bureau of Engineering
Bureau of Sanitation
Bureau of Street Services
Department of Building Safety
Department of General Services
Department of Public Works
Department of Transportation
Fire Department
Port of Los Angeles/Harbor Department
Police Department

Other:
Bay Area Urban Area Security Initiative
City of Oakland Public Works
City of San Jose Office of Emergency Services
County of Contra Costa Public Works Department
Los Angeles Department of Water and Power
Los Angeles World Airports
San Francisco Public Works Department

Number of Participants

18 participants (January 8, 2013)
24 participants (January 9, 2013)

ANALYSIS OF ISSUES

OBJECTIVE 1

Validate the response and recovery operations, including situational awareness and damage assessment; debris clearance priorities; debris clearance operations; staging, processing, and disposal sites; debris removal; debris processing and disposal; safety assessments and demolition; and documentation and closeout.

KEY SUGGESTIONS

Objective 1 was analyzed at the two workshops with the following recommended modifications or suggested additional content:

- Reference existing information that may be relevant to debris management operations, such as a list of critical facilities and evacuation routes kept on file with the City of Los Angeles Emergency Management Department.
- Discuss how and what type situational awareness will be gained and by whom.
- Discuss how and what type of damage assessments will be conducted and by whom.
- Identify additional disposal options, including transfer stations, potential debris management sites (DMS)/temporary debris storage and reduction (TDSR) sites, and out-of-region landfills.
- Further define the residential debris-removal process, including curbside sorting and specific hazmat drop-off sites.
- Discuss how and what type of safety assessments will be conducted and by whom.
- Discuss demolition, including emergency demolition and private-property demolition.
- Discuss debris management contracting, including the role of the City of Los Angeles Board of Public Works.
- Describe documentation needed for State and Federal reimbursement.
- Describe the rules, regulations, and authorities that affect debris management operations.

ANALYSIS

Section VII, Response and Recovery Operations, should explain the overall debris management approach of the City of Los Angeles to an emergency situation (i.e., what should happen, when, and at whose direction). Therefore, tasks for the following debris management operations should be described:

- Situational awareness and damage assessment.
- Debris clearance priorities.
- Debris clearance operations.

- Debris removal.
- Staging, processing, and disposal.
- Safety assessments and demolition.
- Documentation and closeout.

It should be noted that the debris management operations identified above vary slightly from those identified in Objective 1.

RECOMMENDATIONS

- Revise the structure of Section VII, Response and Recovery Operations.
  - Briefly describe debris management operations for each of the two debris management operational phases.
    - For Phase I, Initial Response Operations, describe the following:
      - Situational awareness and damage assessment
      - Debris clearance priorities
      - Debris clearance operations
    - For Phase II, Recovery Operations, describe the following:
      - Debris removal
      - Staging, processing, and disposal
      - Safety assessments and demolition
      - Documentation and closeout
- For each debris management operation described, include a table/checklist of tasks to be managed and coordinated within the EOC, within a Bureau Operations Center (BOC) or Department Operations Center (DOC), or by a supporting department.
- Include tasks identified in Section VIII, Debris Removal Process, into Phase II, Recovery Operations - Debris Removal.
- Include tasks identified in Section XIV, Documentation, into Phase II, Recovery Operations - Documentation and Closeout.
- Develop Plan appendices to support Section VII, Response and Recovery Operations.
  - Contracts (previously Section X, Contracts).
    - Identify (or include information on how to obtain a list of) existing on-call debris contractors within the City of Los Angeles.
    - Detail the procurement process by the City of Los Angeles Board of Public Works for post-disaster debris contracts.
  - Authorities, Regulations, and Requirements.
    - Include a list of local, State, and Federal authorities, regulations, and requirements that may affect debris management operations.

- Plans and Supporting Information.
  - Reference existing local, regional, State, and Federal plans and other supporting information that may be relevant to debris management operations.
- Specialized Debris Operations (previously Section VIII, Specialized Debris Options).
  - Describe debris management operations for debris that requires specialized handling, removal, and/or disposal. Specialized debris includes chemical, biological, radiological, and nuclear-contaminated debris; vehicles and vessels; hazardous material debris; putrescent debris; and household hazardous waste debris (currently identified in Section IX, Household Hazardous Wastes Removal).
- Disposal Options.
  - Identify large-capability transfer stations within City limits as well as out-of-region landfills. For each site, include location, contact information, and necessary permits to use these sites.
  - DMS/TDSRs (previously Section XI, Temporary Debris Storage and Reduction Sites).
  - Discuss site set-up, operation, and close-out procedures.
  - Identify, screen, and list potential DMS/TDSRs to be used by the City of Los Angeles. Any DMS/TDSRs identified in an appendix should be marked "draft" and kept on file only.
- Demolition.
  - Describe emergency demolition procedures.
  - Describe private property demolition procedures, including wide-scale private property demolition.

OBJECTIVE 2

Validate the process in which debris management information will be shared horizontally among the DMC and its positions.

KEY SUGGESTIONS

Objective 2 was analyzed at the two workshops with the following recommended modifications or suggested additional content:

- Assign the role of the Debris Manager to an existing Department of Public Works (DPW) position before an emergency or disaster.
- Consider breaking out the role of the Debris Manager into two positions: Response and Recovery.
- Develop roles and responsibilities for each member of the DMT.
- Include health and safety officers as part of the DMT.

ANALYSIS

A DMT generally consists of departments and agencies that coordinate debris management operations. However, for jurisdictions that have a robust EOC, such as the City of Los Angeles, a separate DMT may not be necessary. Debris management functions may be better addressed within a jurisdiction's existing authorities, such as within the EOC using the Incident Command System.

RECOMMENDATIONS

- Create a Debris Management Unit within the Public Works Division of the Operations Section of the EOC.
  - Identify Debris Management Unit tasks and define them within the *City of Los Angeles EOC Procedures Manual*.
  - Task the Debris Management Unit with overseeing an ad hoc Debris Task Force.
  - Establish protocols for the Debris Management Unit to function within DPW BOC or to become a stand-alone entity to complete long-term debris management operations.
- Create a Debris Task Force.
  - Determine how and when the Debris Task Force will be activated by the Operations Section, as described in the *2006 City of Los Angeles Emergency Operations Master Plan and Procedures Manual.*
  - Determine which departments and agencies will be represented on the Task Force.
  - Identify specific debris management issues and the departments and agencies that will need to be represented on the Task Force to address each issue.

OBJECTIVE 3

Validate the process by which the DMC interacts with the EOC.

KEY SUGGESTIONS

Objective 3 was analyzed at the two workshops with the following recommended modifications or suggested additional content:

- Identify whom the Debris Manager reports to at the EOC.
- Describe how the roles and responsibilities of the DMT differ from those within the EOC or the DPW BOC.

ANALYSIS

Objective 3 has been addressed by the recommendations proposed in Objective 2.

OTHER

Key suggestions that were brought up during the workshops, but are not directly related to any of the three objectives are listed as follows:

- Include tsunami as a potential hazard.
- Provide a mechanism for City of Los Angeles departments and agencies as well as proprietary departments that have a role in debris management operations to meet in a group setting to discuss debris management issues as needed during non-disaster periods.
- Provide separate lists for the debris management roles and responsibilities by debris management operation phases rather than debris management roles and responsibilities by department/agency.
- Identify the roles/responsibilities of the City of Los Angeles Board of Public Works for debris management operations.

ANALYSIS

A tsunami is identified as a low-risk hazard in the *2011 City of Los Angeles Hazard Mitigation Plan*. However, the document acknowledges that while a low risk, a tsunami could inundate coastal areas of the City of Los Angeles.

Debris management issues may arise or technical support may be needed during non-disaster periods. It would be useful to have dedicated group of those with a role in debris management operations meet to discuss and resolve such issues.

Although the response and recovery operations section of the Plan describes tasks by debris management operation, it would be useful to have a separate section of the Plan identify these same tasks by organization.

RECOMMENDATIONS

- Describe tsunamis as a potential hazard in Section V, Potential Disaster Scenarios. Reference the *2006 Los Angeles County Operational Area Emergency Response Plan: Tsunami Annex* in an appendix (Plans and Supporting Information).
- Establish a Debris Management Emergency Management Committee (EMC) Subcommittee to provide technical support to the EMC as needed during times of preparedness, planning, mitigation, and recovery.
  - Determine which departments and agencies will need to be represented on the Debris Management EMC Subcommittee.
- Change Section VI, Concept of Operations, to Section VI, Roles and Responsibilities.
  - Identify tasks for each of the following:
    - Debris Management Unit.

  - Debris Task Force.
  - Departments/agencies with a primary role in debris management.
  - Departments/agencies with a supporting role in debris management.
  - Proprietary departments.
  - City of Los Angeles Board of Public Works.
- Move Section VI, Concept of Operations, Subsections F. Emergency Communications Plan and G. Health and Safety Plans and Procedures, to an appendix (Plans and Supporting Information).

CONCLUSION

The workshops were a valuable tool for gauging the validity of the debris management concepts as presented in the Plan. Participation levels were high in both attendance and input. Overall, the concepts found in all of the objectives were validated but with several suggested modifications. The major topics of discussion are presented below along with proposed outcomes.

- Participants encouraged the expansion of the concept of operations. Recommendations were made to define each debris management task for each operation and to create appendices to support these tasks; these appendices would include contracts; authorities, regulations, and requirements; plans and supporting information; specialized debris operations; disposal options; and demolition.
- Participants provided input clarifying the DMT, especially its leadership (Debris Manager and Debris Coordinator) and its relationship with the other departments and agencies, including EOC, DPW BOC, and City of Los Angeles Board of Public Works. Recommended changes include the creation of a Debris Management Unit within the Public Works Division of the Operations Section of the EOC to address tasks and an ad hoc Debris Task Force to address specific debris management issues and ensure department and agency coordination.
- Finally, participants recommended that roles and responsibilities be further defined. A suggested format consists of developing task checklists for the Debris Management Unit, Debris Task Force, departments/agencies with a primary role in debris management, departments/agencies with a supporting role in debris management, proprietary departments, and the City of Los Angeles Board of Public Works. In addition, it was also suggested having those with roles in debris management operations meet during non-disaster periods; a Debris Management EMC Subcommittee could be developed to serve this purpose.

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NEXT STEPS

This report will be distributed to and reviewed by workshop participants. Comments should be made to Bob Garcia, Bob.Garcia@lacity.org. Updates to the Plan will be based upon the findings of this report and any final suggestions from the workshop participants.

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ACRONYMS

BOC	Bureau Operations Center
DMC	Debris Management Center
DMS	debris management sites
DMT	Debris Management Team
DPW	Department of Public Works
DOC	Department Operations Center
EMC	Emergency Management Committee
EOC	Emergency Operations Center
FOUO	For Official Use Only
Plan	City of Los Angeles Debris Management Plan
TDSR	temporary debris storage and reduction sites
UASI	Urban Areas Security Initiative

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APPENDIX B

LOS ANGELES
&
SAN FRANCISCO
DEBRIS PLAN CROSSWALK

Regional Catastrophic Preparedness Grant Program

CITY OF LOS ANGELES AND CITY AND COUNTY OF SAN FRANCISCO DEBRIS PLANS CROSSWALK – 2013

March 2013

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ADMINISTRATIVE HANDLING INSTRUCTIONS

The title of this document is "Statewide Debris Management Workshop: Summary and Recommendations Report, City of Los Angeles, and City and County of San Francisco Debris Plan Crosswalk - 2013." The information gathered in this Crosswalk is classified as "For Official Use Only (FOUO)" and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from Bay Area Urban Area Security Initiative (UASI), is prohibited.

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OVERVIEW

As part of support to the Bay Area, Regional Catastrophic Preparedness Grant Program, URS Corporation (URS) conducted a review of the City of Los Angeles and the City and County of San Francisco Debris Management Plans. The review included a crosswalk that compared and contrasted several processes in these plans. This report describes the results of the crosswalk and highlights the need for collaborative planning among agencies and for plan development best practices to be shared with greater effectiveness.

Understanding the plans of the likely supporting jurisdiction within the State for critical response operations such debris removal is essential because the City of Los Angeles and the cities and counties of the Bay Area are likely to be called upon to provide mutual aid to the other in the event of a catastrophic incident. This report provides an analysis that can be used by emergency operations center staff to quickly understand the key concepts and processes of the plans reviewed and support more effective integration of staff should the need arise.

The report is organized as a series of comparison tables:

- Table 1 – Overview
- Table 2 – Roles and Responsibilities
- Table 3 – Debris Management Operations
- Table 4 – Supporting Information

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DEBRIS MANAGEMENT PLAN COMPARISON CHART: TABLE 1 – OVERVIEW

TABLE 1 - OVERVIEW

Subject Matter	Los Angeles Debris Management Plan	City and County of San Francisco Disaster Debris Management Plan
Objectives	• Provide organizational structure, guidance, and standardized guidelines for the clearance, removal, staging, reduction, recycling, processing, and disposal of debris caused by a major debris-generating event. • Establish the most efficient and cost-effective methods to resolve disaster debris-removal staging, reduction, recycling, processing, and disposal issues. • Mitigate potential health hazards from hazardous debris materials. • Implement and coordinate private-sector debris removal, recycling, and disposal contracts to maximize cleanup efficiencies. • Expedite debris removal, recycling, and disposal efforts that provide visible signs of recovery for resumption of government services. • Coordinate partnering relationships through communications and pre-planning with local, State, and Federal agencies that have debris management responsibilities. • Develop the tracking and documentation of procedures required to allow the reimbursement of debris removal, recycling, and disposal efforts resulting from a disaster. • Develop a preventative program along with a monitoring and enforcement program to minimize fraudulent activities.	• Project the potential debris-related impacts of disasters, including catastrophic earthquakes. • Identify City and County of San Francisco (CCSF) departments and agencies with roles in debris management operations and define their roles. • Describe the resources required for debris management operations and mechanisms for integrating State, Federal, and contracted resources into debris management operations in the CCSF Operational Area. • Describe the response and long-term recovery operations for debris management by the CCSF Emergency Operations Center (EOC) and relevant CCSF departments and agencies.

TABLE 1 - OVERVIEW

Subject Matter	Los Angeles Debris Management Plan	City and County of San Francisco Disaster Debris Management Plan
Event Scenario	• No event scenario	• M 7.9 earthquake on the northern segment of the San Andreas fault and an M 7.05 earthquake on the entire length of the Hayward fault.
Integration with Other Planning Documents	• Damage Assessment Annex to the City of Los Angeles Emergency Operations Master Plan and Procedures	• Emergency Support Function (ESF) #3: Public Works and Engineering Annex of the San Francisco Emergency Response Plan • The Regional Catastrophic Earthquake Debris Removal Concept of Operations, which is an incident-specific subsidiary plan of the San Francisco Bay Area Regional Emergency Coordination Plan • The San Francisco Bay Area Regional Emergency Coordination Plan • The San Francisco Bay Area Earthquake Readiness Response: Concept of Operations Plan

DEBRIS MANAGEMENT PLAN COMPARISON CHART: TABLE 2 – ROLES AND RESPONSIBILITIES

TABLE 2 – ROLES AND RESPONSIBILITIES

Subject Matter	Los Angeles Debris Management Plan	City and County of San Francisco Disaster Debris Management Plan
Debris Management Organization	• A stand-alone Debris Management Team – Debris Manager – Debris Coordinator – Representatives from up to 17 City of Los Angeles bureaus/departments	• Construction & Engineering Group of the Infrastructure Branch of the City's EOC Operations Support Section – Construction & Engineering Group Coordinator – Debris Management Center Unit Leader – Street Clearance Unit Leader – Building Assessment Unit Leader
Departments and Agencies	• Los Angeles Fire Department • Los Angeles Police Department • Bureau of Engineering • Bureau of Contract Administration • Bureau of Street Services • Bureau of Sanitation • Bureau of Street Lighting • Emergency Management Department • Public Affairs Office • Department of Building and Safety • Planning Department • Environmental Affairs Department • Department of Transportation • Office of City Administrative Officer • Office of City Attorney • General Services Department • Personnel Department	• ESF#3 Coordinating Department: – Department of Public Works (DPW) • ESF#3 Supporting Departments: – Department of Building Inspection (DBI) – Department of Public Health – Municipal Transportation Authority – Public Utilities Commission – Recreation and Parks Department – Department of the Environment • Other departments and agencies: – San Francisco Fire Department – San Francisco Police Department
Supporting Organizations	• Los Angeles Department of Water and Power • Port of Los Angeles • Los Angeles World Airports	• San Francisco International Airport • San Francisco Port Authority • Treasure Island Development Authority

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DEBRIS MANAGEMENT PLAN COMPARISON CHART: TABLE 3 – DEBRIS MANAGEMENT OPERATIONS

TABLE 3 – DEBRIS MANAGEMENT OPERATIONS

Subject Matter	Los Angeles Debris Management Plan	City and County of San Francisco Disaster Debris Management Plan
Damage Assessment/ Situational Awareness	• Under the direction of the Debris Manager, the General Services Department and Building of Engineering will mobilize staff into Damage Assessment Teams to: – Assess and map the types of debris and the locations of the debris after a disaster. – Relay damage assessment information to the Debris Management Center.	• The GEC Unit Leader will coordinate formal windshield surveys of buildings, roadways, street structures, public facilities, and utilities with ESF #3 departments. • The Street Clearance Unit Leader will collect road impairments and route damage information from the DPW DOC, other relevant CCSF DOCs, and the MTC EOC, and provide information to the CEG Coordinator.
Debris Clearance Priorities	• The Debris Manager/Mayor/EOC will prioritize debris clearance based on activities that protect lives, public health and safety, such as evacuations and sheltering, fire-fighting, utility restoration, and clearing roads of hazards.	• The CEG Coordinator will work with DPW and other ESF #3 departments to develop EOC Incident Action Plan (EAP) debris clearance priorities, including clearing debris for fire response and search and rescue missions and along DPW priority routes that link critical facilities.
Debris Clearance	• Under the direction of the Debris Manager, the Bureau of Street Services will push debris from the traveled way to the right-of-way or curb to open emergency evacuation routes and roadways to critical facilities and affected neighborhoods.	• DPW will clear debris according to the EAP debris clearance priorities and/or DPW priority routes.

TABLE 3 – DEBRIS MANAGEMENT OPERATIONS

Subject Matter	Los Angeles Debris Management Plan	City and County of San Francisco Disaster Debris Management Plan
Debris Removal	• Under the direction of the Debris Manager, the Bureau of Sanitation will remove debris through multiple, scheduled passes of each critical site, location, or rights-of-way for debris, thus allowing residents to segregate and place debris at the edge of the rights-of-way.	• The CEG Coordinator will work with DPW and other ESF #3 departments to develop EAP debris removal priorities that support the city's overall objectives. • DPW will in coordinate with the Debris Management Center Unit Leader to determine and carry-out debris removal operations (e.g., curbside/ROW removal, bin collection sites, and private property debris removal) to maximize Public Assistance Program eligibility and recycling.
Debris Disposal	• Under the direction of the Debris Manager, the Bureau of Sanitation will: – Approve processing and disposal sites for debris, although these sites have not identified in the plan. – Advise residents on how separate waste and debris to the maximum extent practicable to allow for maximum recycling and minimal disposal at landfills.	• The CEG Coordinator will work with DPW and other ESF #3 departments to develop staging, processing, and disposal priorities, including minimizing use of landfills and increasing reuse and recycling options. • DPW will work with the Department of the Environment to identify permitted active landfills and transfer-processing facilities and CCSF-registered mixed C&D facilities to accept debris and confirm facility use with the Debris Management Center Unit Leader. • DPW will work the EOC Infrastructure Branch to identify potential debris management sites and verify site use with relevant department/agency and site location.

TABLE 3 – DEBRIS MANAGEMENT OPERATIONS

Subject Matter	Los Angeles Debris Management Plan	City and County of San Francisco Disaster Debris Management Plan
Safety Assessments	• Under the direction of the Debris Manager, the Department of Building and Safety will conduct safety assessments.	• The CEG Coordinator will work with DBI and other ESF #3 departments to develop EAP safety assessment priorities, including Immediate Response, Short-Term Recovery, and Long-Term Recovery phases as identified in the CCSF Guidelines for Organizing Post-Disaster Safety Inspections. • DBI will conduct rapid safety assessments of public and private buildings and all CCSF buildings according to the EAP safety assessment priorities.
Demolition	• Under the direction of the Debris Manager, the General Services Department will manage and direct the demolition process for private and public structures at the request of the Department of Building & Safety (no coordinated large-scale demolition projects noted in this Plan).	• The CEG Coordinator will work with DBI and other ESF #3 departments to develop EAP demolition priorities. • DPW will demolish impacted CCSF buildings and structures according to the EAP demolition priorities as well as any building that DBI has declared to be a public nuisance and has requested DPW to demolish.

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DEBRIS MANAGEMENT PLAN COMPARISON CHART: TABLE 4 – SUPPORTING INFORMATION

TABLE 4 – SUPPORTING INFORMATION

Subject Matter	Los Angeles Debris Management Plan	City and County of San Francisco Disaster Debris Management Plan
Contracts	• Overview of contracting information, including: reasonable costs; types of contracts; ineligible contracts; types of contractors. • Description of current LA Department of DPW contracts.	• Identification of 102 CCSF DPW pre-qualified emergency debris clearance work contractors.
Authorities, Regulations, and Requirements that Affect Debris Management	• Plan notes that environmental, health and safety, and disposal plans and procedures should be followed (although no specifics provided).	• Tab A identifies 17 local, 5 regional, 23 state, and 12 federal authorities, regulations, and requirements.
Debris-Generating Events	• 6 types of hazard events: earthquake; fire; flood; mudslide; civil unrest; and weapons of mass destruction.	• 11 types of hazard events: ground shaking; ground failure; tsunami; flood; landslide; wildfire; wind; reservoir failure; urban conflagration; hazardous materials; weapon of mass destruction.
Public Information	• Description of how the Public Affairs Office will develop a public management information plan and coordinate this plan with other public information agencies.	• Overview of San Francisco's debris management media relations and public information for ESF# 15 Joint Information System.
Public Assistance Program Guidance	• Overview of general eligibility issues.	• Overview of general eligibility issues.
Critical Facilities and Infrastructure	• General criteria; including police stations, fire stations, hospitals, EOC, public schools, utilities.	• Map of DPW windshield survey emergency lifeline routes. • Map of Caltrans roadways and lifeline routes. • Map of Highway system ramps.

TABLE 4 – SUPPORTING INFORMATION

Subject Matter	Los Angeles Debris Management Plan	City and County of San Francisco Disaster Debris Management Plan
Transfer/ Processing Facilities and Landfills	• Link to transfer/processing facilities within city limits.	• List/map of permitted active large-volume transfer/processing facilities within a 100-mile radius of San Francisco. • List/map of permitted active solid waste landfills within a 100-mile radius of San Francisco. • List/map of out-of-region transfer/processing and disposal facilities accessible by rail. • List/map of on-passenger rail facilities. • List/map of port facilities.
Debris Management Sites	• Description of debris management site set-up, operation, and close-out procedures.	• Sites screened and selected during planning process; kept on file with CCSF DEM (confidential information).

APPENDIX C

LOS ANGELES DEBRIS WORKSHOP

STATEWIDE DEBRIS MANAGEMENT WORKSHOP

JANUARY 31, 2013

SUMMARY AND RECOMMENDATIONS REPORT

FEBRUARY 15, 2013

Bay Area Urban Areas Security Initiative
Regional Catastrophic Preparedness Grant Program

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ADMINISTRATIVE HANDLING INSTRUCTIONS

The title of this document is "Statewide Debris Management Workshop: Summary and Recommendations Report."

The information gathered in this Validation Workshop Summary Report is classified as "For Official Use Only (FOUO)" and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from Bay Area Urban Area Security Initiative (UASI), is prohibited.

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EXECUTIVE SUMMARY

OVERVIEW

The purpose of the Statewide Debris Management Workshop is to validate key concepts of debris management in response to a large-scale or catastrophic disaster event. In addition, the Workshop provided an understanding of the nature and scale of debris removal operations following a disaster.

The Statewide Debris Management Workshop was a four-hour discussion-based workshop that analyzed coordination mechanisms for regional and statewide debris operations following events that could overwhelm the available resources of local jurisdictions, Operational Areas, and the region. This workshop was developed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). To guide the workshop purpose, scope, and activities, the workshop planning team selected five capabilities from the Department of Homeland Security Target Capabilities List (2007), including:

- Planning (Common Target Capability)
- Information Sharing and Dissemination (Common Target Capability)
- Environmental Health (Response Mission Area)
- Restoration of Lifelines (Recovery Mission Area)
- Economic and Community Recovery (Recovery Mission Area)

The workshop consisted of a general presentation summarizing catastrophic planning scenarios involving debris management operations, followed by three modules organized as follows:

1. The first module, a panel of experts reviewed issues having to do with private property debris removal and demolition from the South Lake Tahoe Angora Fire (2007), San Diego Cedar Fire (2003), and the San Diego Witch Creek Fire (2007).
2. In the second module, speakers from state and federal agencies presented how state and federal agencies provide support to debris operations affecting multiple Operational Areas.
3. The third module was a facilitated open discussion of issues that occur following the occurrence of a scenario earthquake event. This discussion built on some of the information and issues presented during the previous two modules.

WORKSHOP OBJECTIVES

The objective of the Statewide Debris Management Workshop, conducted on January 31, 2013, was to accomplish the following through participant discussion:

- Review local government best practices and lessons learned.
- Develop a better understanding of State/Federal support to large-scale debris operations.

- Analyze and discuss the purpose, roles, and responsibilities of the statewide Debris Management Task Force.
- Review and discuss unique issues related to private property debris removal and demolition.
- Discuss concerns related to operating regional debris management sites.
- Review and discuss topics regarding out-of-region or out-of-state disposal facilities.

KEY ISSUES

This section summarizes key issues that workshop participants discussed during the workshop. Analysis is limited to key issues that workshop participants discussed or sent as written comments with a focus on significant concepts that are pertinent for jurisdiction/agency emergency management decision-makers. Workshop highlights, including debris removal lessons learned, challenges, and key suggestions are listed below.

- Lessons learned from previous debris management operations that helped to facilitate recovery include:
  - Develop and maintain a debris management plan.
  - Convene the key players in debris management immediately following a catastrophic disaster.
  - Use personal protective equipment (PPE) at all times when working around ash, regardless of whether or not the government classifies it as hazardous.
  - Treat large-scale debris removal as a single, unified project.
  - Conduct a property line survey and photograph sites prior to debris removal.
  - Include regulatory agencies as early as possible in the debris removal process.
  - Establish pre-existing agreements with owners to use properties as temporary staging areas.
- Challenges that jurisdictions faced during previous debris management operations include:
  - No debris management plan in place prior to the incident.
  - No exercise and validation of existing debris management plans prior to the incident.
  - No pre-event plan to identify where jurisdictions should locate debris management sites.
  - Use of volunteers; many debris removal tasks involve specialized training, such as the handling of hazardous materials.
  - Private property owners removing debris without using PPE.
  - No coordination or planning for a regional debris management site.
  - Lack of space for regional and local debris management sites.

  - Disposal of special materials during curbside pick-up, such as hazardous materials (HAZMAT), e-waste, and explosives.
  - Lack of knowledge regarding state and federal eligibility criteria for debris removal operations.
  - Limited funding for debris removal operations.
- Debris management suggestions and recommendations included:
  - Develop and formalize operational procedures for a state-level Debris Management Task Force that is scalable to the incident.
  - Explain curbside pickup programs for private property owners.
  - Photograph sites prior to removing debris.
  - Implement fencing and other creative alternatives to mitigate the impacts of private property debris removal.
  - Consider alternative contracting mechanisms to secure debris removal contractors prior to the incident.
  - Use the Incident Command System (ICS) structure to manage debris operations.
  - Implement private property debris removal and demolition operations as soon as practicable—the earlier the better.

The Bay Area Urban Area Security Initiative (UASI) would like to thank the many participants for their involvement in the workshop, especially Cal EMA and the panel members/subject matter experts: Jim Calacal, Sylvia Castillo, Steve Gutkin, Melinda Stehr, Mark Wingate, Glen Young, Todd Thalhammer and the New York OEM – Debris Task Force representatives. Their participation created an opportunity to pass on lessons learned through firsthand experience and discuss some of the issues in greater depth.

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WORKSHOP SUMMARY

Workshop Name
Debris Management Statewide Workshop

Workshop Dates
Thursday, January 31, 2013

Duration
8:30 a.m. – 1:00 p.m.

Location
URS Office, Oakland, CA

Sponsors
URS Corporation

Program
Bay Area UASI Regional Catastrophic Preparedness Grant Program

Mission
To validate key debris management concepts in response to a catastrophic disaster.

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Participating Organizations

Bay Area UASI
Cal EMA
CalRecycle
City and County of San Francisco
City of Belmont
City of Concord
City of Oakland
City of San Carlos
City of San Diego
City of San Jose
City of San Mateo
City of San Ramon
County of Alameda
County of Contra Costa
County of Del Norte
County of Kern
County of Los Angeles
County of Marin
County of Monterey
County of San Mateo
County of Santa Clara
County of Santa Cruz
County of Solano
County of Sonoma
Department of Toxic Substance Control
FEMA, Region IX
New Jersey Office of Homeland Security & Preparedness
New York OEM – Debris Task Force
Sacramento Office of Emergency Services
San Francisco Fire Department
San Francisco Police Department
Town of Moraga
United States Army Corps of Engineers
United States EPA, Region IX

Number of Participants

58 participants

ANALYSIS OF ISSUES

OBJECTIVE 1: REVIEW LOCAL GOVERNMENT BEST PRACTICES AND LESSONS LEARNED.

KEY ISSUES

- The New Jersey Office of Emergency Management (OEM) shared key lessons, both positive and negative, that local jurisdictions and agencies can use to improve their own debris management after a catastrophic disaster. Hurricane Sandy lessons learned are included in the following list:
  - Convening all of the key emergency personnel in the same room facilitated debris management operations after Hurricane Sandy, which cleared an estimated 3.6 million cubic yards of debris.
  - The State Environmental Protection Agency and Department of Transportation activated a Federal/State/Municipal Coordination Task Force to coordinate multi-jurisdictional debris operations.
  - The New Jersey OEM had an emergency debris management plan prior to Hurricane Sandy, which facilitated emergency response. The plan helped but was not robust enough to meet the demands of the incident.
  - The New Jersey OEM used parking lots to set up the six initial temporary storage areas following Hurricane Sandy.
  - Jurisdictions should hire the right contractors from all over the country to assist with the debris removal operation.
- The New York OEM shared similar experiences and lessons learned based on their experience with Hurricane Sandy, as noted below:
  - It is important to have pre-existing agreements with owners for use of their property as a temporary debris staging area. This is especially true in New York City, where open space is limited. These agreements can be difficult to obtain, but are critical to have in place prior to a catastrophic disaster.
- Emergency personnel should wear personal protective equipment (PPE) at all times when working near ash, regardless of whether or not the government officially classifies it as a hazardous material after testing.
  - This rule can be a challenge to enforce with individual property owners that begin sifting through ash on their property without PPE.
- It is difficult to integrate volunteers to assist in the debris management effort since many clean-up tasks require specialized training, especially when dealing with HAZMAT.
- Workshop participants discussed the City of San Bruno's response effort for the 2010 pipeline explosion. Key points are discussed below:

  - The City of San Bruno consulted with an arborist, to coordinate an efficient tree-removal program that targeted only those trees that posed a danger to the public.
  - The City of San Bruno did not complete a property line survey, which would have reduced time and cost of recovery efforts.
- The workshop participants discussed challenges associated with siting debris management sites and meeting the various regulatory hurdles, including California Environmental Quality Act (CEQA).
  - Rather than fight regulatory hurdles to select potential debris management sites prior to an incident, jurisdictions should simply catalogue site requirements and regions where they would likely site them. Following a major disaster, regulatory agencies can often expedite approval of officially siting these locations. The state and other agencies tend to be more flexible with regulations after an event as occurred than they would be during normal operations. A Governor's state of emergency proclamation allows for the suspension or waiver of various rules for emergency response operations.
- Large cranes used for debris removal can cause vibrations that may trigger unstable debris piles to collapse. Jurisdictions and agencies should consider using smaller cranes instead to reduce shaking, particularly when search and rescue operations are underway.

ANALYSIS

Lessons learned, both positive and negative, from previous disasters were a focal point of this workshop. The group discussed recent debris removal experiences from the Angora Fire (2007), San Diego Fires (2003 and 2007), Hurricane Sandy (2012), and the San Bruno pipeline explosion (2010). This discussion and issues that surfaced will increase participant awareness and response when facing similar debris management issues in their respective jurisdictions.

RECOMMENDATIONS

Key recommendations for Objective 1 include the following:

- Develop and maintain a debris management plan.
- Provide PPE for debris removal crews who work near ash and hazardous materials.
- Pursue pre-existing agreements with property owners for temporary debris staging areas.

OBJECTIVE 2: DEVELOP A BETTER UNDERSTANDING OF STATE/FEDERAL SUPPORT TO LARGE-SCALE DEBRIS OPERATIONS.

KEY ISSUES

- Private property debris removal and demolition may be necessary to eliminate health and safety hazards, eliminate damage to improved public or private property, or facilitate the economic recovery of a community. This type of operation can be

challenging and difficult and is not without financial risk for communities. Private property debris removal and demolition operations require close coordination with property owners, insurance companies, and federal and state authorities, and an effective oversight and monitoring system for contractors engaged in the work.

- Include regulatory agencies as early as possible in the recovery process. Although regulatory agencies may seem to slow down emergency activities early in the recovery effort, including them during the "front end" of the recovery effort will save a great deal of time and money by avoiding mistakes and missteps before they happen.
- Operational Areas want the State to designate regional debris sites and a plan to coordinate the regional debris sites. Since the sites are privately owned; how will the State Debris Management Task Force or a Multiagency Coordination Group (MACG) select, monitor, and close private facilities?
- Operational Areas asked if California Emergency Function (CA-EF) participation should include local government and non-government entities, as well as the relevant State agencies. Participants expressed the desire to have an effective system for information sharing and coordination at the regional level. Local leadership wants to ensure that a Debris Management Task Force or MACG is an operating part of the Standardized Emergency Management System (SEMS) system once activated, with clearly defined operational procedures and protocols. Can a State Debris Management Task Force coordinate regional operations? There is not a clear map of how local governments are to be integrated, or communicate with CA-EFs for debris issues OAs aren't clear about how a State Debris Management Task Force or EFs fit ICS and SEMS.

ANALYSIS

State and Federal agency panelists in the workshop clarified participant understanding of support to large-scale debris operations. OA representatives, however, expressed some concern that State-led EFs (CA-EFs) may not clearly coordinate regional operations because there does not appear to be a place for local governments within the CA-EF structure. Further, there were concerns that the State Debris Management Task Force lacks a formalized structure for coordination (addressed in more detail below).

RECOMMENDATIONS

- Identify and include all regulatory agencies early in the debris management process.
- CA-EF 3 and CA-EF 8 documentation should be updated to address regional coordination.
- Expand CA-EF participation to include key stakeholders who may not be State or Federal agencies.

OBJECTIVE 3: ANALYZE AND DISCUSS THE PURPOSE, ROLES, AND RESPONSIBILITIES OF STATEWIDE DEBRIS MANAGEMENT TASK FORCE.

KEY ISSUES

- State agencies should define and document the structure of the State Debris Management Task Force.
- A State Debris Management Task Force should be scalable to the size of the incident.
- Cal Recycle representatives recommended that a MACG be formed, rather than a Debris Management Task Force. The concept fits with ICS and SEMS. A MACG is scalable and includes those participants who are directly relevant to the issue and who can make decisions regarding resources.

ANALYSIS

Although the participants agreed with the National Incident Management System (NIMS) / SEMS concept that all emergencies are local, they discussed the extent of influence that a State Debris Management Task Force would have on a local debris removal program following a catastrophic incident. The staffing and leadership of the State Debris Management Task Force requires clarification. Participants agreed that the Debris Management Task Force should be flexible enough to expand and contract depending on the size of the incident.

RECOMMENDATIONS

Key recommendations for Objective 2 include the following:

- A State Debris Management Task Force should be created after a catastrophic incident to lead a coordinated response that effectively addresses critical debris issues that affect a region.
- Clearly define and document the structure, roles and responsibilities, and processes and products of the State Debris Management Task Force.
- Ensure that the State Debris Management Task Force remains flexible and scalable.

OBJECTIVE 4: REVIEW AND DISCUSS THE UNIQUE ISSUES RELATED TO PRIVATE PROPERTY DEBRIS REMOVAL AND DEMOLITION.

KEY ISSUES

- The participants discussed several curbside debris pickup issues, as noted below:
  - Jurisdictions should clearly define and communicate a curbside debris pickup timeline to avoid picking up damaged property demolition and remodel related construction debris.
  - Curbside pickup crews should be trained with proper protocols to deal with potentially dangerous trash that could be mixed in with the debris, including ammunition, firearms, or explosive devices.

  - Jurisdictions should develop programs to sort the debris for items such as e-waste and recyclable items.
  - It will be a challenge to segregate the responsibilities of contractors providing regular garbage service from the responsibilities of contractors picking up incident-related debris.
- The participants discussed several private property debris removal issues, as noted below:
  - Generally, jurisdictions and agencies cannot enter private property for debris removal unless the debris poses a public health and safety threat.
  - Prior to conducting private property debris removal operations, jurisdictions should photograph the site for liability purposes.
  - Jurisdiction's and debris removal companies should encourage the use of fencing and other creative alternatives to physically removing debris from private property when feasible. This can reduce the cost and time associated with debris removal operations.
  - If not controlled, private property debris can block access to public infrastructure, such as underground utilities.
  - Public messaging is needed to explain proper handling of HAZMAT.

ANALYSIS

Private property debris removal and demolition is a sensitive issue for jurisdictions and property owners. Generally, jurisdictions should avoid entering private property to remove debris without approval properly drafted right-of-entry agreement, unless the debris poses a safety threat to the public. Participants agreed that jurisdictions can lower the cost of debris removal operations by implementing creative solutions (e.g., fencing) and establishing a limited curbside debris removal timeframe. However, for large concentrations of debris on private property, a government-coordinated program may be the best approach.

RECOMMENDATIONS

Key recommendations for Objective 4 include the following:

- Photograph private property debris removal sites, prior to beginning debris removal operations.
- Use creative alternatives to remove debris, such as temporary fencing, when feasible.
- Define a debris pickup period soon after the disaster, and communicate the timeframe to the public via public service announcements.
- Ensure that debris removal crews are properly trained on removal of HAZMAT, including ammunition, firearms and explosives.
- Ensure that debris removal crews are properly trained on removal of environmentally sensitive materials, including recyclable items and e-waste.

OBJECTIVE 5: DISCUSS CONCERNS RELATED TO OPERATING REGIONAL DEBRIS MANAGEMENT SITES.

KEY ISSUES

- A major issue in siting a regional debris management site is the lack of space, particularly in the bay area and other metropolitan locations.
- CalRecycle, with support from Cal EMA and California Environmental Protection Agency, would be an appropriate agency to identify a regional debris management site, since local jurisdictions would have difficulty proposing locations outside of their control and each jurisdiction would not necessarily volunteer for their landfills filled with debris.
- Debris management planners should be strategic in using operating landfills or closed landfills, so that disposal of disaster debris does not consume many years of capacity for a large metropolitan area.

ANALYSIS

While participants generally agreed that establishing regional debris management sites is beneficial, it was unclear where these sites should be located. Large metropolitan areas, such as the San Francisco Bay Area are densely developed and have little open space to accommodate a regional debris management site. Large metropolitan areas should also think strategically about using limited landfill space to dispose of disaster debris to maximize future capacity.

RECOMMENDATIONS

A key recommendation for Objective 5 includes using the Regional Emergency Operations Center (REOC) to assist with making regional landfill decisions.

OBJECTIVE 6: REVIEW AND DISCUSS TOPICS REGARDING OUT-OF-REGION OR OUT-OF-STATE DISPOSAL FACILITIES.

KEY ISSUES

- Major metropolitan areas, such as the San Francisco Bay Area, that are densely developed will need to consider how to transport debris outside of the region. Agreements for use of out of region debris management sites prior to a catastrophic disaster will support more effective debris management operations.

ANALYSIS

Workshop participants agreed that establishing out-of-region debris management sites in advance of a disaster is paramount. However, establishing these agreements may be challenging for jurisdictions since debris management sites are generally not desirable land uses. Many large jurisdictions, such as New York City, already have established out-of-region or out-of-state trash disposal programs. These programs can serve as a starting point for future out-of-region or out-of-state debris management sites.

RECOMMENDATIONS

A key recommendation for Objective 6 includes using the REOC to assist with making regional disposal decisions.

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ADDITIONAL ISSUES/GAPS

KEY ISSUES

Workshop participants discussed the following key issue that is unrelated to any of the six objectives above:

- Jurisdictions can have difficulty responding quickly to debris removal operations because they do not have the proper contract vehicles in place. Jurisdictions can expedite contracting with debris removal companies by pre-qualifying contractors, pre-drafting contracts, or executing pre-event contracts. Contracts vary in terms and conditions, but the scope of work generally covers a geographical area and defines a cost per volume/weight of debris removed, rather than fixed fee. Jurisdictions may use a time and materials contract for the first 70 hours after the event to facilitate debris removal. FEMA may extend the time period for catastrophic events.

ANALYSIS

The chaos following a catastrophic disaster will likely make it challenging to quickly identify and contract with debris removal vendors, unless jurisdictions comprehensively prepare for managing engagement with debris removal companies prior to an incident.

RECOMMENDATIONS

A key recommendation for this additional key issue includes expediting a contract with debris removal companies in advance of the actual disaster.

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CONCLUSION

Debris management planning at the local, regional, State, and Federal levels facilitates recovery following a large debris generating disaster. Increasing awareness of past debris successes and challenges serves to benefit other jurisdictions and agencies tasked with debris management operations. Debris management issues that jurisdictions and responsible agencies face include:

- Clarifying the roles and responsibilities of a statewide Debris Management Task Force; initiating private property debris clearance; and siting regional, out-of-region, or out-of-state debris management sites.
- Workshops participants made several key recommendations to improve debris management after a disaster. These included, developing and maintaining a debris management plan, pursue agreements with debris clearance companies by pre-qualifying before the disaster, updating CA EF-3 and CA EF-8 to address regional debris coordination, clearly defining the role of a statewide Debris Management Task Force.
- Workshop participants discussed issues and risks associated with private property debris removal and developed several recommendations, including photographing sites prior to debris removal, developing creative solutions (e.g., fencing), defining and broadcasting curbside debris pickup sites as soon after the disaster as possible, training debris clearance crews on proper handling of explosives and dangerous materials.
- The workshop participants focused on challenges associated with siting regional debris management sites and developed several recommendations. These included lack of space for a regional debris management site, determining the appropriate agency to locate a regional debris management site, and using landfills strategically.

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NEXT STEPS

This report will be distributed to and reviewed by workshop participants. This report has been distributed to and reviewed by workshop participants.

This report will be presented to the Bay Area UASI as the Statewide Debris Management Workshop Summary and Recommendations Report.

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ACRONYMS

Cal EMA	California Emergency Management Agency
Cal Recycle	California Department of Resources Recycling and Recovery
CEQA	California Environmental Quality Act
EF	Emergency Function
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
MACG	Multi-agency Coordination Group
NIMS	National Incident Management System
OA	Operational Area
OEM	Office of Emergency Management
PPE	Personal Protective Equipment
REOC	Regional Emergency Operations Center
SEMS	Standardized Emergency Management System
UASI	Urban Area Security Initiative

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APPENDIX A: WORKHOP EVALUATION FORM

EVALUATION SUMMARY – JANUARY 31, 2013

Respondents by Agency:

Bay Area UASI
Cal EMA
CalRecycle
City and County of San Francisco
City of Belmont
City of Concord
City of Oakland
City of San Carlos
City of San Diego
City of San Jose
City of San Mateo
City of San Ramon
County of Alameda
County of Contra Costa
County of Del Norte
County of Kern
County of Los Angeles
County of Marin
County of Monterey
County of San Mateo
County of Santa Clara
County of Santa Cruz
County of Solano
County of Sonoma
Department of Toxic Substance Control
FEMA, Region IX
Sacramento Office of Emergency Services
San Francisco Fire Department
San Francisco Police Department
Town of Moraga
United States Army Corps of Engineers
United States EPA, Region IX

Part I: Workshop Content and Organization

Scale: 5—strongly agree 4—agree 3—neutral 2—disagree 1—strongly disagree

Assessment Factor	**Average Rating**
The workshop was well structured and organized	4
The workshop was plausible and realistic	4
The PowerPoint presentation helped the participants understand and become engaged in the discussion	4
The facilitator(s) was knowledgeable about the material, kept the workshop on target, and was sensitive to group dynamics	5
The Workshop Manual was a valuable tool throughout the exercise	4
Participation in this workshop was appropriate for someone in my position	4
The participants included the right people in terms of level and mix of disciplines	5
The break-out groups were a valuable tool for discussion	**N/A**

To: **Bay Area UASI Approval Authority**

From: **Tristan Levardo, CFO**

Date: **April 11, 2013**

Re: **Item 8: FY2010 UASI Expenditure Report**

Action or Discussion Item:

Discussion

Summary

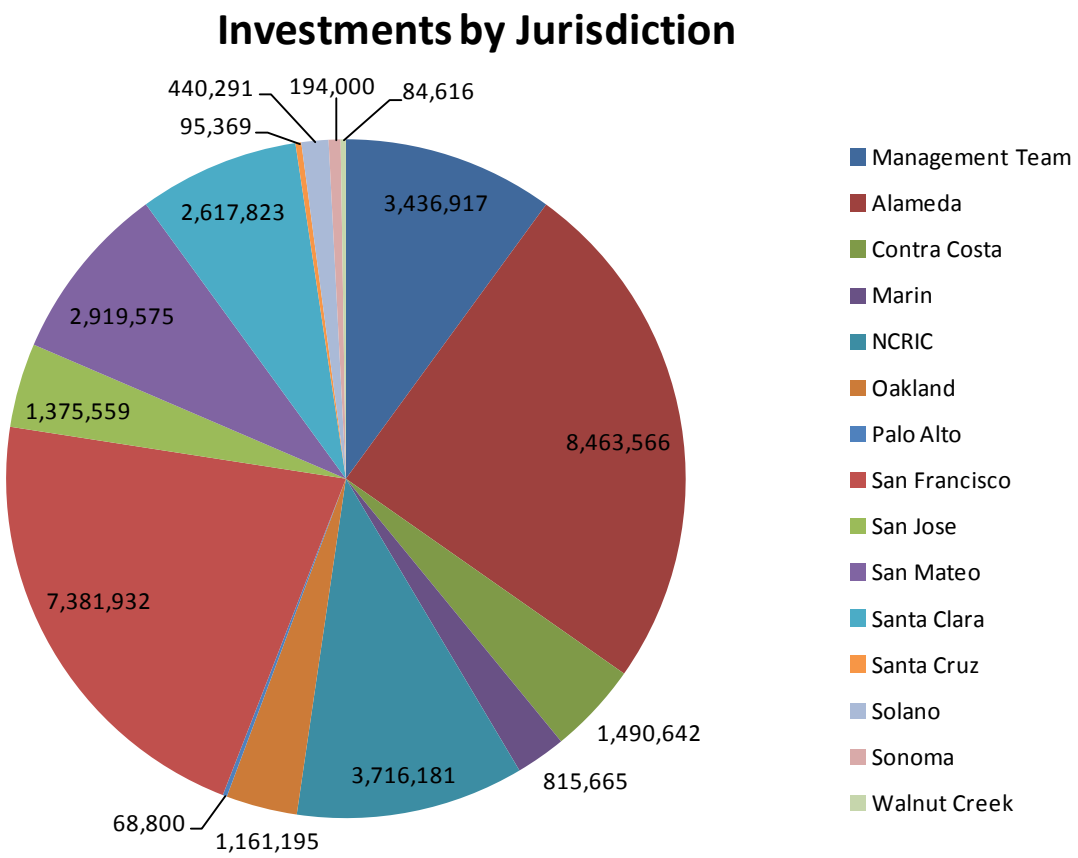
The revised sub-recipient performance period for the FY 2010 UASI grant has been October 21, 2010 – January 31, 2013, with final claim for reimbursement due no later than February 28, 2013. The performance period for personnel was extended up to February 28, 2013. The grant expires on April 30, 2013. An extension of the grant is being requested from CalEMA.

From a spending level of 63% reported in December, our overall expenditures have now reached 97% of the budget.

Financial Information:

Jurisdiction	MOU Allocation	Final Budget	Spent	Spent %	Obligated
Management Team	$ 3,311,261	$ 3,436,917	$ 2,876,259	84%	$ 560,658
Alameda	8,484,379	8,463,566	8,463,566	100%	
Contra Costa	1,499,329	1,490,642	1,490,642	100%	
Marin	849,402	815,665	815,665	100%	
NCRIC	3,718,623	3,716,181	3,716,181	100%	
Oakland	1,182,200	1,161,195	1,106,470	95%	54,725
Palo Alto	68,800	68,800	68,800	100%	
San Francisco	7,073,748	7,381,932	7,130,887	97%	251,045

San Jose	1,283,290	1,375,559	1,375,559	100%	
Jurisdiction	MOU Allocation	Final Budget	Spent	Spent %	Obligated
San Mateo	3,010,277	2,919,575	2,919,575	100%	
Santa Clara	2,955,301	2,617,823	2,617,823	100%	
Santa Cruz	97,000	95,369	95,369	100%	
Solano	449,905	440,291	440,291	100%	
Sonoma	194,000	194,000	194,000	100%	
Walnut Creek	84,616	84,616	84,616	100%	
Total	$ 34,262,131	$ 34,262,131	$ 33,395,703	97%	$ 866,428



Staff Recommendation: N/A

Action Requested of the UASI Approval Authority: Information Only

To: **Bay Area UASI Approval Authority**

From: **Barry Fraser, Interim General Manager**

Date: **April 11, 2013**

Re: **Item #9: Report from the Bay Area Regional Interoperable Communications System Joint Powers Authority (BayRICS Authority)**

Recommendations:

Receive and File Report

Action or Discussion Items:

Report from the Interim General Manager of the BayRICS Authority on the activities and progress of the BayRICS Authority for the month of March 2013.

Discussion/Description:

1. BayRICS Administration

The BayRICS Board of Directors will hold its next regular meeting at 1:30 PM on Thursday April 11 in Dublin. The Board is expected to take action on the following matters: (1) Appointment of a permanent general manager for the Authority; (2) Interoperable voice communications status report; (3) Budget development and member fee schedules for Fiscal Year 2013-2014; and (4) Planning to meet the need for additional staffing and resources to carry out the Authority's proposed project work for interoperable voice and data communications.

2. BayLoop

BayRICS staff has begun implementing agreement for maintenance and network monitoring for the BayLoop regional microwave network in each of the seven Bay Area counties with BayLoop facilities. In February the BayRIC Board approved a 12-month agreement with Aviat Networks for extended warranty, maintenance and monitoring services for BayLoop, funded through UASI sustainment funding.

BayRICS staff is coordinating with BayLoop counties and Aviat to collect system information and contact information, and to establish network connectivity for monitoring BayLoop services. In addition, the BayRICS Technical Advisory Committee (TAC) will soon begin to develop a process for implementing BayLoop operating procedures, including a process for reviewing and approving regional applications to operate on the network. The TAC anticipates that UASI-funded information sharing services such as CopLink and Aries will eventually use BayLoop for regional connectivity.

3. FirstNet Planning

Spectrum Lease Negotiations

On March 19, BayRICS staff participated in a conference call with FirstNet Board Member Sue Swenson to discuss a proposed draft spectrum lease. On the call were the seven BTOP recipients, Harris County Texas, and several additional staff and consultants from NTIA and FirstNet. Ms. Swenson explained that the call was intended to bring all BTOP recipients to a general understanding of FirstNet's intentions for making spectrum available. She explained that this lease differs from the region's previous spectrum agreement because FirstNet plans to be much more actively engaged in the standards setting and management processes for the network.

Ms. Swenson went through the major terms and conditions of the lease in some detail and explained FirstNet's intent with each provision. She stressed that this is a discussion draft, and expressed confidence that the conditions of the lease can be made agreeable to all parties.

BTOP grant recipients developed a coordinated response to the initial draft, which we provided to Ms. Swenson on March 30, 2013. The response includes several proposed changes to the lease and additional comments to highlight sections where recipients seek a more detailed discussion. Most of these changes address issues that we have previously identified to Ms. Swenson, such as project sustainability, certainty about the long-term future of the projects, and clear definition of "Public Safety User."

The seven BTOP grant jurisdictions are, for the most part, in full support of the joint response, understanding that each jurisdiction will eventually need to conduct individual discussions on certain provisions unique to their projects. In particular, each jurisdiction will need to discuss the proposed "Key Learning Conditions," which might include how a project will address rural or wide area deployments, in-building coverage issues, development of public safety applications, billing and provisioning, or other specific project features that will help FirstNet develop and implement its plan for the nationwide network.

We anticipate a series of discussions to occur over the next two weeks in an attempt to meet the 90-day negotiations window set by FirstNet. FirstNet issued a press release on March 28, 2013 to describe the progress of the discussions, which is attached to this report (Appendix A).

Reengagement Planning Meetings and Outreach with Local Agencies/Site Owners

In order to begin the process of restarting the BayWEB project, Staff continues to schedule reengagement planning meetings with local public safety agencies and site owning jurisdictions. Staff also presented an update on BayWEB and FirstNet to approximately 250 Bay Area public safety and first responder attendees at a San Francisco Emergency Management Summit, held on April 2, 2013.

APPENDIX A

PRESS RELEASE

FirstNet Board Member Sue Swenson Provides Update on Status of BTOP Negotiations

http://www.ntia.doc.gov/press-release/2013/firstnet-board-member-sue-swenson-provides-update-status-btop-negotiations-0

FOR IMMEDIATE RELEASE:
March 27, 2013
News Media Contact:
(202)482-0147 or press@firstnet.gov

Washington – FirstNet Board member Sue Swenson, the Board's lead negotiator with the seven Broadband Technology Opportunities Program (BTOP) public safety projects on 700 MHz spectrum leases, provided an update today on the process and status of the negotiations. The Board in February adopted a resolution outlining its path forward with the seven public safety BTOP grantees, whose funding was partially suspended following enactment of the law creating FirstNet.

"We're pleased with the progress we've made thus far in our spectrum lease negotiations with the BTOP public safety projects," said Swenson. "These jurisdictions and FirstNet's team have had some very productive discussions on the draft framework for a lease agreement. After we receive the projects' written feedback on the current draft, we will be in a position to move forward in earnest with more individualized negotiations."

Since the Board's decision in February, Swenson and the BTOP projects have been informally conducting as much of their preliminary negotiations work as possible as a group. Each of the projects has identified its lead negotiator and the projects have named a coordinator for the group to facilitate exchanges of information.

"While the Board has discussed a common set of terms and conditions it wants to see embodied in each agreement, there are likely to be differences in some terms in the final lease agreements given the fact that the projects are at different stages of maturity," Swenson said. "In addition, the Board has allowed us the flexibility to capture any special project characteristics in an agreement." Such special conditions might include how a project will address rural or wide area deployments, in-building coverage issues, development of public safety applications, billing and provisioning, or other specific project features that FirstNet

could leverage to generate valuable lessons learned to help it develop and implement its plan for the nationwide network's deployment, she said.

The Middle Class Tax Relief and Job Creation Act of 2012, signed into law in February 2012, created the First Responder Network Authority, or "FirstNet," an independent entity within the Department of Commerce's National Telecommunications and Information Administration (NTIA). The law charges FirstNet with developing and operating a nationwide public safety broadband network, which is to be based on a single, nationwide network architecture, and directed that FirstNet hold the single license for the public safety broadband spectrum in the 700 MHz band. That new law dramatically changed the assumptions on which NTIA awarded the seven public safety BTOP projects in 2010.

To ensure that BTOP grant funds are prudently invested, in May 2012 NTIA partially suspended the seven projects so that they would proceed in a manner that supports the development of the nationwide network. The seven projects are: the Adams County (Colorado) Communications Center, the City of Charlotte (North Carolina), the Executive Office of the State of Mississippi, the Los Angeles Regional Interoperable Communications System Authority, Motorola Solutions, Inc. (San Francisco Bay area), the New Jersey Department of the Treasury, and the New Mexico Department of Information Technology. While the Board's resolution applies only to its negotiations with these BTOP projects, a representative of a similar project in Texas, funded with grants awarded by the U.S. Department of Homeland Security, has been participating in the group's discussions as an "observer," given the likelihood that FirstNet and Texas will commence negotiations on a spectrum lease in the near future. The Texas project has been operating under Special Temporary Authority granted last year and recently extended by the Federal Communications Commission, and FirstNet would seek to establish specific terms and conditions in any spectrum lease it considers with Texas.

Under the spectrum lease process envisioned by the Board, if negotiations with a BTOP grantee conclude successfully within the 90-day window, and the Board approves the agreement, FirstNet then would execute a spectrum lease with the grantee. In addition, FirstNet would provide a recommendation to the National Telecommunications and Information Administration, which administers the BTOP program, in support of that grantee's request to lift the partial suspension of its funding. As administrator of the BTOP program, NTIA will have the final decision on whether lifting a grant suspension is a prudent use of taxpayer funds.

UASI Approval Authority and Management Team Tracking Tool

April 11, 2013 Approval Authority Meeting

Special Request Items/Assignments						
#	**Name**	**Deliverable**	**Who**	**Date Assigned**	**Due Date**	**Status / Comments**
1	Risk Allocation Funding Formula	Presentation	Catherine Spaulding	1/15/13	5/9/13	
2	Approval of FY13 grant allocations	Presentation	Catherine Spaulding	12/13/12	TBD	To be scheduled as soon as possible after receipt of grant allocation
3	RCPGP Community Preparedness and Public Outreach Projects	Presentation	Janell Myhre	1/15/13	5/9/13	
4	Adoption of RCPGP plans by OAs and Coastal Cal EMA	Presentation	Janell Myhre	3/20/13	5/9/13	
5	RCPGP Catastrophic Plan Full Scale Exercise integration with Urban Shield 2013 update	Presentation	Lani Kent/Janell Myhre	1/15/13	6/13/13	
6	Approval of the Management Team budget and organization chart	Presentation	Craig Dziedzic	12/13/12	6/13/13	
7	Updates to grants and projects policies and procedures manual	Report	Catherine Spaulding	12/13/12	TBD	To be scheduled as soon as possible after update to the bylaws and MOU completed
7	Updates to Management Team policies and procedures manual	Report	Catherine Spaulding	12/13/12	7/11/13	
8	RCPGP Catastrophic Plan Just in Time training update	Presentation	Lani Kent/Janell Myhre	3/6/13	7/11/13	
9	Medical Surge Project update	Presentation	Lani Kent	3/6/13	8/8/13	
10	Update to the Approval Authority MOU and Bylaws	Report	Craig Dziedzic	12/13/12	8/8/13	
11	Risk Management Asset Updates and Capability Assessment	Report	Dave Frazer	3/6/13	8/8/13	
12	Regional Procurement to close out FY11 and FY12 - orders placed and status of delivery	Report	Jeff Blau	3/6/13	9/12/13	
13	Medical Surge Project (close out)	Presentation	Lani Kent	3/6/13	12/12/13	
14	THIRA	Presentation	Jason Carroll	3/6/13	12/12/13	
15	Homeland Security Strategy	Presentation	Josh Filler	3/6/13	12/12/13	
16	Urban Shield 2013 After Action results	Presentation	Dennis Houghtelling/ Alameda SO	3/6/13	1/9/14	
17	RCPGP Catastrophic Plan Full Scale Exercise integration with Urban Shield 2013 After Action results	Presentation	Lani Kent/Janell Myhre	3/6/13	1/9/14	
18	RCPGP Catastrophic Plan Just in Time training (close out)	Presentation	Lani Kent/Janell Myhre	3/6/13	2/13/14	

UASI Approval Authority and Management Team Tracking Tool

April 11, 2013 Approval Authority Meeting

Regular Items/Assignments						
#	**Name**	**Deliverable**	**Who**	**Date Assigned**	**Due Date**	**Status / Comments**
A	UASI Quarterly Reports	Report	Tristan Levardo		4/11/13	4/11 2010 UASI 5/9 2011 UASI and Travel Expense
B	UASI Advisory Group Report	Report	Mike Sena, Chair		4/11/13	Update from the Advisory Group Meeting
C	BayRICS JPA Progress Report	Report	Barry Fraser		4/11/13	Update from the BayRICS JPA
D	RCPT Advisory Group	Report	Janell Myhre		4/11/13	Update on the status of RCPGP projects.
E	Budget reallocations under $250,000	Report	Tristan Levardo		9/12/13 (Biannually)	
F	Election of UASI Officers	Discussion & action item	Chair		12/12/13 (Annually)	