



**To: Bay Area UASI Approval Authority**  
**From: Craig Dziedzic, General Manager**  
**Date: August 8, 2013**  
**Re: Item #3: General Manager's Report**

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**Staff Recommendation:** Discussion only.

**Action and/or Discussion Items:** Discussion Only

- a) Update on the 2013 Grants Management Workshops (Discussion)
- b) Hiring Process Update (Discussion)
- c) UASI National Conference Report (Discussion)

**Discussion/Description:**

**(a) Grants Management Workshops**

On June 18, 19, and 20, the Management Team conducted three regional Grants management Workshops, which occurred in the North Bay, East Bay, and South Bay. Both grant and project managers were present and discussed practical knowledge and application regarding subrecipient MOUs, grant compliance requirements, and auditing/monitoring. The turnout was very good, with approximately 100 programmatic/fiscal representatives attending. The Management Team plans to continue holding workshops next year as well as producing online grant training videos hosted on our website.

**(b) Hiring Process**

The Management Team has completed the exempt transition process with the San Francisco Department of Human Resources. The attached organization work chart (Appendix A) has been updated to encompass the newly hired members of the Management Team who are as follows:

### **Jeff Blau, Interoperability Project Manager**

As the Interoperability Project Manager, Jeff is responsible for facilitating the interoperability work group meetings as well as tracking, monitoring and overseeing grant funded projects, including coordinating and processing EHP reports and managing sole source and modification requests.

Mr. Blau began his UASI career as the lead Project Manager for the Community Oriented Policing Services (COPS) 2007 Technology Grant. Mr. Blau's responsibilities have expanded to include all of the Interoperability Communications Projects funded by the COPS, UASI, Public Safety Interoperable Communications (PSIC) and Interoperable Emergency Communications Grant Program (IECGP) Grants. Mr. Blau served as the Northern California Association of Public-Safety Communications Officials (NAPCO) Vendor Chairperson for several years during his 28 years in the private sector. His involvement with NAPCO provided him a unique experience teaming with representatives from several Northern California Public Safety Agencies. Jeff recently fulfilled his second term as a Director on the NAPCO Board representing the Bay Area UASI. Jeff earned a Bachelor of Science Degree in Business Administration from the University of Kansas.

### **Bruce Martin, CBRNE Project Manager**

A three member hiring panel interviewed candidates for the CBRNE (Chemical, Biological, Radiological, Nuclear, and/or Explosives) project manager position and recommended Bruce Martin for the position, which will be part time and no more than 20 hours per week.

The CBRNE Project Manager is responsible for the Bay Area UASI CBRNE project portfolio, which annually includes approximately \$1 million in equipment investments for Bay Area jurisdictions. These projects correlate to Goal 4 of the Bay Area Homeland Security Strategy – to strengthen regional CBRNE detection, response, and decontamination capabilities. The CBRNE Project Manager also leads the Bay Area UASI Resource Inventory Project, which provides a secure and up to date inventory of regional resources that can be easily accessed, understood, and utilized by the region for planning and mutual aid purposes.

As the former Fire Chief of Fremont, CA, Bruce has practical, hands-on experience in providing developmental policies and procedural guidance, preparing/delivering lectures on fire technology, and participating as a member of the CBRNE working group. He earned a Bachelor of Arts from Notre Dame De Namur University and a Masters of Arts (Security Studies) from the US Naval Postgraduate School. His start date will be mid-October.

**Waimen Chee , Emergency Services Assistant.**

As the Emergency Services Assistant, Waimen is responsible for administrative support to the Bay Area UASI Management Team, assisting with the coordination of all documentation for the monthly Approval Authority meetings, and acting as a liaison to the general public.

Mr. Chee has had a variety of experiences working in both emergency management and public safety including serving as an intern with the San Francisco Police Department. He also received Emergency Management training at the Emergency Management Institute in Emmitsburg and HSEEP certification from the California Emergency Management Institute. Additionally, Waimen previously worked for the City’s Recreation and Parks Dept. in the Aquatics Division where he acted as a lifeguard. Through these experiences, he gained valuable experience working with the public and is eager to bring his excellent customer relations skills to our office.

**Ethan Baker, Emergency Services Coordinator I.**

As the Emergency Services Coordinator I, Mr. Baker will act in an administrative capacity as webmaster and be responsible for the maintenance, management, and content of the Bay Area UASI website. Ethan will assist the Program Managers on various projects, which include reviewing/analyzing plans, preparing/editing manuals and reports. Ethan worked as an Assistant Harbormaster with the City and County of San Francisco and received training and certification in a number of areas pertinent to maritime activity. He holds a BA in Marketing and Business from the University of Southern Maine and has experience developing/maintaining websites.

**Maw Maw Thein Tun, Grant Accountant**

As our UASI Accountant, Maw Maw is responsible for meeting the operational accounting needs of our UASI programs and adhering to strict grant provisions. Since March 2004, she has worked for the City and County of San Francisco serving various accounting roles in the Municipal Transportation Agency, Controller’s Office, and most recently, San Francisco General Hospital. Over the last three years, she has supervised a staff of 5 accounting personnel in the Accounts Payable section. Maw Maw holds a Bachelor’s Degree in Business Administration and an MBA with emphasis in accounting.

**Grant Specialists.** Three Grants Specialists have been hired and are responsible for implementing policies/procedures to ensure programmatic and financial compliance of all UASI grants, performing site reviews, and monitoring visits of subrecipient jurisdictions.

**Eliza Lucero, Grants Specialist**

Since 2010, Eliza has served as an Administrative Analyst at the San Francisco Municipal Transportation Agency managing various transit grants and completing financial reports. Prior

to that, she held two investment banking positions at the Deutsche Bank AG in the Philippines. She received a Master's Degree in Management at the Asian Institute of Management, and a Bachelor's Degree in Economics from Ateneo de Manila University, Manila, Philippines.

### **Rey Okamoto, Grants Specialist**

Rey has worked as a Senior Accountant for the Mayor's Office of the City of Los Angeles since 2007, serving as fiscal agent for federal homeland security and public safety grant programs. He received his Bachelor's Degree in Business Economics with an emphasis in Accounting from the University of California, Santa Barbara.

### **Emily Wang, Grants Specialist**

Emily's work experience includes budget and grants management and administration at the San Francisco Unified School District, Stanford University, and San Francisco State University. She graduated from SF State University with a Bachelor of Science Degree in Biology.

### **(c) UASI National Conference**

Twenty two people from the Bay Area traveled to Los Angeles for the 2013 National Homeland Security Conference which was held at the Westin Bonaventure Hotel from June 4 - June 7. For the first time, the UASI conference was combined with the Leadership in Counterterrorism Conference (LinCT) and the Major Cities Chiefs Intelligence Commanders Group Meeting.

The theme of this year's conference was "Homeland Security begins with Hometown Security". Opening remarks by Brad Burlingame, whose brother was one of the pilots killed on 9/11, gave an inspirational presentation. Other interesting speakers at the general sessions included: General Thad Allen, Capt. "Sully" Sullenberger, and Lexipol President, Gordon Graham.

A General Session on emergency management and natural hazards, specifically earthquakes and hurricanes, provided good information. Breakout panels on the Boston Marathon event, Hurricane Sandy, pre-planning for large-scale incidents, and public messaging using social media were well attended.

Bay Area UASI Assistant General Manager, Catherine Spaulding, spoke at the "Assessing UASI Effectiveness" workshop, which was at overflow capacity. Additionally, Mary Landers, along with representatives from the Bay Area and Los Angeles, held a panel discussion on the debris project and presented examples of collaboration and coordination even in a state as large as California.

On the last day of the conference, the LAPD provided a live demonstration of their response to a possible terrorist event. Spectators lined the streets in front of the hotel to view various teams (i.e. canine, EOD, SWAT, etc.) respond and react to various scenarios.

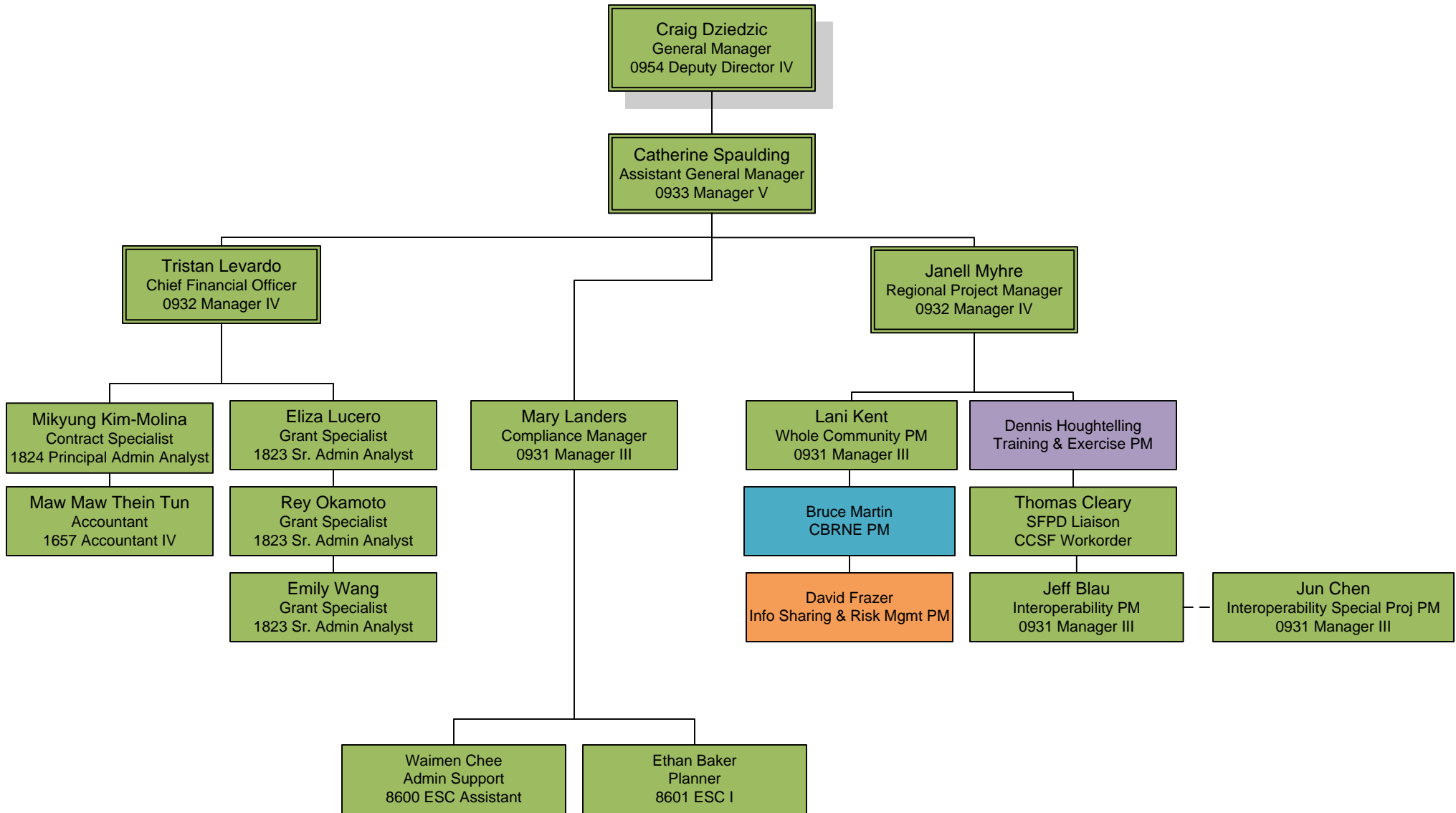
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AGENDA ITEM # 3

APPENDIX A

MANAGEMENT TEAM  
ORGANIZATIONAL CHART

# Bay Area UASI Management Team Organizational Chart FISCAL YEAR 2013-14



San Francisco
  Santa Clara County
  Alameda County
  Sonoma County