Bay Area UASI Program
Approval Authority Meeting
Thursday, August 09, 2012 10:00 a.m.
Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568

REGULAR MEETING MINUTES
DRAFT

1. Roll Call

Chair Kronenberg called the meeting to order at 10:07 am. General Manager Craig Dziedzic took roll and Chair Kronenberg, Members Guzman, Vice Chair Lucia, Collins, Bolanos, and Aston were present. Members Bob Doyle, Emily Harrison, and Mark Casten were absent, but their respective alternates Dave Augustus, Janell Myhre, and Sean Fawell were present. Chair Kronenberg informed the public that Member Godley and Member Domingo were running late and CalEMA Representative, Brendan Murphy, was going to be absent. Member Domingo arrived at 10:09 am. Member Godley arrived at 10:15 a.m.

2. Approval of the Minutes

Chair Kronenberg asked for a motion to approve the minutes from the July 12, 2012 meeting.

Motion: Approve the minutes from the July 12 Approval Authority meeting.

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

Chair Kronenberg asked if there were any additional topics to discuss or changes. There were no comments, and the minutes were approved unanimously.

3. General Manager's Report

General Manager Craig Dziedzic reported on the new Regional Catastrophic Preparedness Grant Project Manager, Interoperability Manager, and the moving status.

Mr. Dziedzic stated that the Management Team has divided the RCPG projects among staff. Frances Culp chairs the RCPT monthly meetings and has given updates to the Approval Authority regarding the status of the pending projects.

The Management Team leveraged existing staff with regional staff to assist with the management of the projects, while also conducting full scale exercise, which is a grant requirement. Mr. Dziedzic stated that Dave Kozicki was selected as the new RCPG Program Manager. He will manage the logistics project and the training and exercise projects, while also co-chairing the monthly RCPT meetings.

Mr. Dziedzic gave an overview of Dave Kozicki's law enforcement background, training and education experience, hands-on management skills, and previous experience with grants administration.

Mr. Dziedzic introduced Jun Chen, who was selected as the Interoperability Special Projects Manager to support technical development of regional interoperability projects such as BayWeb, BayLoop, fleetmapping, and regional voice radio. Ms. Chen has more than 15 years of experience in state-of-the-art information technology in application development as well as operation, maintenance, and support.

Mr. Dziedzic reported that the office lease for 711 Van Ness has been signed by the City Attorney and the San Francisco Board of Supervisors. The rent will be significantly less than the previous location and the team looks forward to moving in to the new location the following week. Once the Management Team has moved into the new location, the Approval Authority members and everyone affiliated will be notified and will receive the Management Team's contact information.

Chair Kronenberg welcomed Dave Kozicki and Jun Chen to the UASI Management Team. Chair Kronenberg stated that Barry Fraser stepped out from his role at the Approval Authority and is now the Interim General Manager at BayRICS, and Jun Chen will be his replacement. She mentioned that the Management Team is situated in the San Francisco EOC and it has been a great experience but it will be great for the Management Team to have their offices at 711 Van Ness.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg asked the Board if agenda item 8 could be moved before item 4. The Board approved.

8. Update on the 2012 Urban Shield and Regional Training and Exercise Program

Staff member Dennis Houghtelling introduced Captain Thomas Wright, Urban Shield Incident Commander, and Captain Thomas Madigan, Urban Shield Deputy Incident Commander. They gave a presentation on 2012 Urban Shield regarding:

- The background and history of the 2012 Urban Shield full scale exercise
- Bay Area Homeland Security Integrated Critical Infrastructure

- Bay Area Homeland Security Risk Overview Assessment
- 2012 Urban Shield Overarching Goals
- Regional, State, Federal, and International Supporting Agencies
- The structure of the organization
- Multi-disciplinary scenarios provided for 2012

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 4.

4. Report from the Advisory Group

Dave Hober presented on behalf of the Advisory Group Chair, Mike Sena, who was not present. Mr. Hober reported that the Advisory Group met on July 26, 2012 to finalize the FY 2013 UASI grant process. The Advisory Group also reviewed and recommended the approval of reallocating funds from FY 2010 and FY 2011 to the City and County of San Francisco.

Mr. Hober stated that Ms. Frances Culp would be reporting on the reallocation to the City and County of San Francisco's funds on her action item on the agenda.

Mr. Hober discussed the development of the FY 2013 methodology process and proposed that the process include a combination of working groups and hubs. Mr. Hober outlined the pros and cons of using the Hub methodology and the pros and cons of the risk allocation concept. Mr. Hober also explained that the funding methodology in the proposal would be based on the maintenance of sustainment projects, meaning: a)the core cities (San Francisco, Oakland, and San Jose) will receive a $1 million allocation; and b) remaining funding allocations for the hubs will be based on the Regional funding risk allocation formula developed by the Regional Risk Analysis Center.

Mr. Hober described the FY 2013 project submission, prioritization, vetting, and approval process indicating that the draft FY 2013 Interim Strategy Implementation Guidance is pending. The proposed FY 2013 process addresses how to use any remaining funds after sustainment projects have been funded and the core cities have received their appropriate allocation.

Chair Kronenberg asked the Board for any questions.

Member Aston clarified that he would like to see a complete list of all the projects presented to the working groups, and the hubs should list projects. Hub planners could also evaluate the projects and collaborate with the Management Team.

From a phone discussion Chair Kronenberg had with Mike Sena, the Advisory Group Chair, it was her understanding that the Advisory Group put the proposals together. She stated

that implementing the proposal would require a tremendous amount of work and the process seemed very complex. Chair Kronenberg continued that if working groups are going to be established, then another model or process should be created.

Chair Kronenberg asked the Management Team if their staff can provide support at the working group level. If an infrastructure is in place, working groups could be effective; however, it has not worked in the past. The Hub approach is more regional than the working group approach and perhaps a combination process could work.

Mr. Dziedzic responded that he agreed with Chair Kronenberg and stated that the Management Team is spending their time assuring that projects are completed in a timely basis. Vetting these projects from the working groups to hubs would require the Management Team to monitor, track, and categorize the projects according to priority through the risk formula.

Pointing out the need for specific process guidelines, he proposed that the Management Team work with the Advisory Group in drafting templates and creating spreadsheets to track projects. Mr. Dziedzic indicated that funds were allocated to hire four hub planners for each of the hubs to assist the Management Team staff with vetting projects in the working groups and the hubs, facilitating the hub meetings, and prioritizing the projects. Mr. Dziedzic proposed a future presentation regarding [a draft] policy and procedure guidance to the Approval Authority in order to best guide the allocation methodology.

Chair Kronenberg stated that the hub process attempts to tackle regional issues, while also focusing on the specific needs of each section in the region. If the Bay Area UASI were to receive a cut in funding, it should be applied proportionally across the board. A policy decision should be made by the Approval Authority and Chair Kronenberg suggested discussing this in the near future.

Chair Kronenberg expressed concern about the working groups but will support this process if the Management Team concludes that it is effective. She suggested creating an ongoing list of shovel-ready projects, so when funding is made available, the hubs can allocate funds quickly. The west bay hub currently used this strategy, and she would like to see hubs be prepared with projects. Staff should keep track of these projects and continue to develop projects for future funds.

Chair Kronenberg asked if the Board has any other questions or comments.

Member Aston emphasized that the working group process should be viewed as continuous so as to prevent an inundation of projects that need be funded weeks before the grant cycle period. He supported Chair Kronenberg's sentiments about having projects at the ready in advance and suggested including the working group process to ease the work load.

Chair Kronenberg stated that if the Approval Authority agreed to move forward with the Advisory Group's proposal, then the Board should monitor the pilot process. She expressed concerns about the participants in the working groups attending a greater amount of meetings and agreed that working groups should meet throughout the year just as the Advisory Board has met.

 Mr. Hober indicated that the hubs created a list of all projects submitted but not funded that could be resubmitted for this fiscal year. This list includes shovel ready projects for each hub. He suggested that the working groups collaborate with the UASI Management Team to keep projects on track.

Member Myhre supported the Advisory Group's suggestion to work with the UASI Management Team to best refine the process. She noted that in the last meeting, the Advisory Group discussed how to view projects through a regional lens especially with fewer funds. It was concluded that the Advisory Group would be responsible for: examining the project vetting process through a regional lens and reporting to the Approval Authority.

Agreeing with Chair Kronenberg, Member Domingo commented that if there are reductions in funding, cuts should be made across the board and the core city projects should be included in sustainment, like they were in FY 2012. She stated that the Board still needs to include the core cities into sustainment for FY 2013, especially because they were included in FY 2012.

Chair Kronenberg noted that Mike Sena reported previously regarding the inclusion of the core cities into sustainment, according to his report from the Advisory Group. She continued that Mr. Sena used last year's Implementation Plan and updated it to allow the Approval Authority the option to vote on the plan and proposal. She suggested that the UASI Management Team work closely with the Advisory Group to draft the implementation plan, and the General Manager can determine what protocols, policies and procedures the UASI needs at the September meeting.

Mr. Hober added that the Advisory Group found the original plan to be effective after discussing the new allocation process and will develop a chart at a later point in time.

Chair Kronenberg asked if the Board has any other questions or comments. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg entertained a motion.

Chair Kronenberg asked if there were any questions or further discussions.

Member Domingo asked if the Approval Authority was approving the budget.

Chair Kronenberg responded that the Board was voting on the conceptual project proposal and submission process and are asking the Management Team to report the specifics at the September meeting.

Motion: Approve the Advisory Committee's recommendation for evaluating projects through a hierarchical vetting and approval process and have the Management Team report to the Approval Authority regarding the procedures for the process in September.

Moved: Member Aston   **Seconded:** Member Bolanos
Vote: The motion passed unanimously

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 5.

5. Grant Expenditure reports regarding: Regional Catastrophic Preparedness Grant and Report on the Quarterly Travel Expenses.

Mr. Levardo gave an update regarding the Regional Catastrophic Preparedness Grant and Report on the Quarterly Travel Report.

Regional Catastrophic Preparedness Grant
Mr. Levardo indicated that the most recent quarter ended June 30, 2012 and the grants team added a little over $39,000 in expenditures to their spending. He and the grants team validated about $115,000 in matching costs for FY 2009 and FY 2010 grants.

Mr. Levardo stated that the RCPT group is considering funding reallocation on the following projects:

   a.) $105,500 in unused balance from FY 2009 URS contract

   b.) $65,000 in unspent FY 2009 grant funds from Marin

   c.) $200,000 in unencumbered funds for the FY 2010 regional restoration of lifeline project

Mr. Levardo stated that the RCPT working group is developing a funding allocation methodology for $1.2 million in FY 2011 RCPGP. He noted that the resolution to accept and/or expend this grant was approved by the San Francisco Board last month.

Mr. Levardo stated that all of the FY 2010 MOUs have been finalized and now they will be working on completing modification requests, which include one from Oakland and one from Marin.

Mr. Levardo and the grants team have submitted the FY 2009 matching requirement waiver request and they are awaiting for the response from the state. They currently intend to apply for a FY 2010 waiver request as well.

Chair Kronenberg asked the Board if they had any questions or comments.

Vice Chair Lucia asked for clarification regarding the FY 2009 performance period request.

Mr. Levardo responded that they requested an extension for the FY 2009 performance period deadline. The FY 2009 performance period expires September 30 and it was requested [to the State] for an extension up to March 30, 2013.

Vice Chair Lucia asked Mr. Levardo if the request for additional time was intended to allow for the proper execution of projects and not due to inadequate allocation of funds. Mr. Levardo concurred.

Chair Kronenberg asked Mr. Levardo when they will hear back from the State about the extension request. Mr. Levardo responded that he expects to receive the approval within the next few weeks.

Quarterly Travel Expenses
Mr. Levardo reported that the Management Team expended $10,461.05 from April 1 through June 20, 2012.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 6.

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

Frances Culp reported on RCPGP project updates. She emphasized that the goal of the RCPGP is to support an integrated planning system, provide regional all-hazard planning for catastrophic events, and develop necessary plans, protocols, and procedures to manage a catastrophic event. She also stated that to encourage greater regional connections and build partnerships, the RCPT meetings recently expanded to include the public health and medical emergency stakeholders. The group is now known as the RCPT/Public Health Working Group.

Ms. Culp reported on the active projects that are funded through the RCPGP funding allocated to the Bay Area in FY 2009, FY 2010, and FY 2011.

FY 2009

Ms. Culp stated that in FY 2009, the bulk of the funding was dedicated to validating plans produced earlier, using FY 2007-08 RCPGP funding. The lead for this project was the URS Corporation (URS), and they have been paid in full for this contract.

Ms. Culp indicated that URS produced one additional plan – Donations Management, which included regional and local individual plans, and plan validation workshops. URS then revised and validated the plans, which included:

1) Debris Removal
2) Mass Care and Sheltering
3) Mass Fatality
4) Mass Transportation/Evacuation
5) Donations Management

FY 2009 funds were also used to hire planners to assist with the RCPGP-related projects, including local plan validation work-shops.

FY 2010

In FY 2010, funding was organized within three major project areas: local and regional project planning, training and exercise, and public outreach and community preparedness. Ms. Culp reported on the following:

- Regional Logistics Plan
    - URS Corporation
- Regional Long-Term Land Use Recovery Framework:
    - San Francisco Planning and Urban Research (SPUR)
    - Association of Bay Area Governments (ABAG)
- Regional Restoration of Lifelines Project
- Regional Catastrophic Incident Training/Exercise Project Plan
- Regional Public Outreach and Community Preparedness Project Plan:
    - The Get Ready Five (GR5) project
    - The Building Community Readiness and Resiliency (BCRR) pilot project
    - The Joint Information Center (JIC) Joint Information System (JIS) Project

FY 2011

FY 2011 RCPGP funds will be used to coordinate the development and completion of a series of tabletop exercises. The group is considering incorporating a full scale exercise for Urban Shield. The exercises will test the plans developed in the FY 2007/08, FY 2009, and

FY 2010 grants. Planning efforts focus on regional collaborative planning and set operational objectives.

Chair Kronenberg asked the Board for any questions.

Member Domingo asked about the progress of the regional restoration of lifelines project. Ms. Culp responded that the project has not moved along as quickly as she had hoped, but is trying to figure out how to implement this project in the best interest of the working group and Approval Authority.

Member Godley commented that when the Approval Authority discussed the Bay Area's gaps in Recovery, it was clear that the first few weeks after a major disaster would be handled well but after that, coordinating between jurisdictions could be complicated. The Approval Authority asked the RCPGP to help with recovery planning, and the lifeline projects was supposed to be a definitive, operational, and tangible deliverable focused on telecommunication, power, water, and sewage infrastructure. Member Godley voiced his concern that $200,000 was approved and allocated for this project, but it did not continue forward.

Chair Kronenberg indicated that prior to Ms. Culp taking the lead on the lifelines project, the Approval Authority knew that the staff member initially in charge of the project was not managing it. Chair Kronenberg continued that Ms. Culp is catching up on the project and it will be completed because it addresses key Recovery components. She suggested that it become part of the regional logistics plan. Chair Kronenberg stated that San Francisco has been working on its own lifelines project that uses the lifeline counsel, which could be seen as a regional model. Member Domingo echoed support of incorporating the lifelines project into the regional logistics plan.

Chair Kronenberg indicated that Ms. Culp can evaluate FY 2010 projects to determine if the lifelines project could be completed during FY 2010, but if not, then it could be completed in FY 2011. Ms. Culp added that even though the lifelines project cannot be completed within a year that does not mean that the project is not a priority.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 7.

7. Approval of the Reallocation of City and County of San Francisco Funds between UASI FY 2010 & UASI FY 2011

Frances Culp provided a report detailing a request to approve the reallocation of $565,000 in City and County of San Francisco funds from FY 2010 to FY 2011. This reallocation would allow the BAUASI to move funding for the Community Preparedness Citizen Corps

Project ($548,000) and a portion of the SF Alert and Notification Project ($17,000) from FY10 to FY11. $565,000 from the CCSF SCBA Air Cylinder Replacement Project will also be transferred from FY10 to FY11.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. There was no public comment.

Motion: To approve the reallocation of City and County of San Francisco Funds in the amount of $565,000 from UASI FY 2010 to UASI FY 2011.

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

Chair Kronenberg asked if there were any additional comments. Hearing no comments, Chair Kronenberg asked for public comment. There was no comment and the motion was approved unanimously. Chair Kronenberg moved to item 9.

9. Report from the Bay Regional Interoperable Communications System Joint Powers Authority (BayRICS JPA)

Barry Fraser, interim General Manager for the BayRICS JPA, reported on the status of the BayRICS JPA. Mr. Fraser indicated that the first item addressed by the BayRICS JPA Board Directors at the July 12 BayRICS Authority meeting was electing new officers for the 2012-2013 Chair and Vice Chair. . The Board unanimously elected Undersheriff Richard Lucia from Alameda County as chair and Karen Wong from the State of California as vice chair. Emily Harrison from Santa Clara County will continue as treasurer and Deputy David Kozicki will continue as secretary to the Board. The Board also adopted a strategic collaboration agreement with the Corporation for Educational Networking Initiatives in California (CENIC). The BayRICS Board meeting for August was moved to September 6, 2012.

Mr. Fraser stated that the Board is completing year-end closing of financial tasks and will provide a final report for FY 2011-2012 at the September BayRICS Board meeting. The staff is currently working with the treasurer to conduct an annual audit as required by the JPA Agreement. Mr. Fraser also indicated that a prototype web site was developed for the BayRICS Authority, which is currently being reviewed by a small focus group. He stated that the staff hopes to go live with the site later this month.

Mr. Fraser also gave an update and overview of the following:

- Site and Backhaul Progress: Zoning Approval Process and Permits for sites
- Fiber Route and BART agreements

- Request of Qualifications for Technical Consulting Services
- BayLOOP
- Regional and State Coordination on FirstNet Planning Grants
- 700MHz Spectrum Waiver and FirstNet Update
- NTIA State and Local Implementation Grant Program
- FirstNet Board Nominations-will be named August 22
- NTIA Partial Suspension Request

Chair Kronenberg asked the Board for comments or questions.

Vice Chair Lucia commented that he attended the hearing in Sacramento and complimented Mr. Fraser for his great work with the State. Vice Chair Lucia indicated that the BayRICS is the leader in this BayWEB effort and the LA-RICS is also participating, but facing greater difficulty. The City and County of Los Angeles has to scrap their entire radio system and put together a broadband system. Vice Chair Lucia stated that the BayRICS made a strong pitch to the Assembly Committee to include a California member on the FirstNET Board. The BayRICS will receive support from the governor, the assembly, and senate and to insure that a California representative is appointed.

Chair Kronenberg asked the Board for any additional comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to item 10.

10. Tracking Tool

Chair Kronenberg asked the Board for any comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to item 11.

11. Announcements-Good of the Order

Chair Kronenberg asked the Board for further announcements or comments.
Upon hearing none, Chair Kronenberg asked for public comment. Chair Kronenberg moved to item 12.

12. Future Agenda Items

Chair Kronenberg asked for additional future agenda items. There were none.
Chair Kronenberg moved to item 12.

13. General Public Comment

Chair Kronenberg asked for general public comment.

Dennis Houghtelling announced that there were Urban Shield 2012 documents that he can distribute to anyone interested in learning more about the event.

Kevin Jensen gave an update regarding the Capabilities Assessment. The Digital Sandbox staff addressed San Diego's Capabilities Assessment in the past week. The Capabilities Assessment for the Bay Area will take place on September 18-19, 2012. He indicated that the assessment will address the target, core capabilities and an assessment. He expects high attendance.

 The meeting adjourned at 11:32 a.m.