Approval Authority Meeting
Thursday, October 11, 2012
10:00 a.m.

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

CLOSED SESSION – 10:00 a.m.

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

    ITEM: RISK AND CAPABILITY ASSESSMENT STATUS UPDATE (Discussion, Possible Action)
    Staff will provide a status update on the Risk and Capability Assessment. Possible action to approve any recommendation(s) or take any other action related to this matter. *(Document for this item is a report from Kevin Jensen.)*

    PUBLIC COMMENT ON CLOSED SESSION ITEM
    Prior to adjournment into Closed Session, the public may speak on items to be addressed in Closed Session.

    ADJOURNMENT TO CLOSED SESSION: CONFERENCE WITH AUTHORITY COUNSEL
    PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

CONVENE OPEN SESSION – 10:30 a.m.

2. **APPROVAL OF THE MINUTES** (Discussion, Possible Action)
   Discussion and possible action to approve the draft minutes from the September 13, 2012 regular meeting or take any other action related to the matter. *(Document for this item includes draft minutes from September 13, 2012.)* 4 mins.

3. **GENERAL MANAGER'S REPORT** (Discussion, Possible Action)
   The General Manager will give an update regarding the following:
   a) Management Team Staff Update (Discussion Only)
   b) Website/Logo (Discussion Only)
   c) FY 2013 UASI Grant Update (Discussion Only)
   d) Approval of the job description for the Regional Hub Planners (Discussion, Possible Action)

   Possible action to approve the job description for the Regional Hub Planners or take any action related to the matter. (*Documents for these items are the Management Team Staff Report, Bay Area UASI Logo (Exhibit A), Save the Date Flyer (Exhibit B,) Updated Project Proposal Timeline (Exhibit C), and job description for the Regional Hub Planners (Exhibit D)* 6 mins.

4. **REPORT FROM THE ADVISORY GROUP** (Discussion, Possible Action)
   Report from the Chair of the Advisory Group. Possible action to approve any recommendation(s) or take any other action related to this matter. (*Document for this item is a report from Mike Sena.*) 10 mins.

5. **GRANT EXPENDITURE REPORT ON THE REGIONAL CATASTROPHIC PREPAREDNESS GRANT PROGRAM** (Discussion, Possible Action)
   Staff will provide an update of the FY 2010 UASI Grant. Possible action to support any recommendation(s) or take any other action related to this matter. *(Document for this item is a report from Tristan Levardo.)* 10 mins.

6. **REGIONAL CATASTROPHIC PREPAREDNESS GRANT PROGRAM (RCPGP) CONFERENCE UPDATE** (Discussion)
   Staff will provide an update on the RCPGP Conference. *(Document for this item is a presenation from Janell Myhre.)* 10 mins.

7. **REGIONAL CATASTROPHIC PREPAREDNESS GRANT PROGRAM (RCPGP) PROJECT UPDATES** (Discussion, Possible Action)
   Staff will provide an update of RCPGP 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.

8. **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.)* 10 mins.

9. **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.

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

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

12. **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.

13. **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, September 13, 2012 10:00 a.m.
Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568

REGULAR MEETING MINUTES
DRAFT

1. Roll Call

San Francisco's Representative, Amiee Alden called the meeting to order at 10:05 am. Member Alden informed the public that Chair Kronenberg was running late due to a conference call with San Francisco's Public Safety Department. Joined by the Board and the public, Member Alden initiated a moment of silence for fallen California Highway Patrol Officer, Kenyon Youngstrom. Member Alden proceeded to take roll and Members Guzman, Harrison, Domingo, Godley, Collins, and Bolanos were present. Members Doyle and Aston were absent but their respective alternates, Dave Augustus and Christopher Helgren, were present. Vice Chair Lucia and Member Casten and their respective alternates were absent. Chair Kronenberg and Member Murphy arrived at 10:11 a.m.

2. Approval of the Minutes

Member Alden asked for a motion to approve the minutes from the August 9, 2012 meeting.

Motion: Approve the minutes from the August 9 Approval Authority meeting.

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

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

3. General Manager's Report

General Manager Craig Dziedzic reported on the Management Team Staff update, new office location and recommended an approval by the Board.

(a) Management Team Staff Update

Mr. Dziedzic indicated that two additional staff members were added to the Management Team. First he introduced Janell Myhre, who was selected as the Regional Program Manager. Ms. Myhre will be responsible for regional projects and will coordinate with project managers to develop and implement projects. Ms. Myhre previously worked in Santa Clara County as the Office of Emergency Services Director and has strong working relationships with emergency managers throughout the region.

Ms. Myhre commented that she was excited to work with the Management Team and hopes to continue applying her expertise in emergency management to the Bay Area region.

Mr. Dziedzic also reported that Tristan Levardo, who manages and oversees the grant management unit, received a permanent civil service appointment as the Chief Financial Officer for the Management Team. Mr. Dziedzic indicated that a CalEMA audit was performed and there were no audit findings under Mr. Levardo's management.

(b) New Office Location

Mr. Dziedzic reported that the Management Team has moved to 711 Van Ness Avenue, Suite 420. This site is now closer to City Hall, the Department of Emergency Management, and other partner buildings.

(c) Job Description for the Four Regional Hub Planners

Mr. Dziedzic stated that he would like to recommend to the Approval Authority the approval of the North Bay Hub Planner job description as a standard for the other Regional Hub Planners to ensure consistency within the Bay Area.

Mr. Dziedzic indicated that the Approval Authority approved the funding of four regional hub planners as an FY 2011 additional project. The total amount budgeted for the hub planners was $1,284,829, which occurred when CalEMA returned 3 percent of its eligible

20 percent grant holdback to the Bay Area UASI. The Approval Authority agreed that the funding was a one-time allocation for the period of June 1, 2012 through July 31, 2013.

The Board discussed whether it was necessary to hire an East Bay Hub planner and a West Bay Hub planner for the FY 2013 term. Chair Kronenberg stated that more discussion was needed regarding the clarity and the purpose of the Regional Hub planners' roles. Chair Kronenberg stated that since the North Bay has hired their planner and the South Bay is in the process of hiring a planner, the process of developing this job description should continue whether the West Bay or East Bay decide to hire hub planners or not. Chair Kronenberg stated that this matter should continue to be discussed at the next Approval Authority meeting and should end with a decision.

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

Mike Sena, the Chair of the Advisory Group, reported that the Advisory Group discussed the development of the proposal for the FY 2013 UASI proposal implementation guidance and process for the reallocation of funds at the August 23 Advisory Group meeting.

Mr. Sena and the Advisory Group reviewed the proposal implementation guidance and provided the following recommendations:

- The UASI project proposals will be submitted to the Management Team.
- Vetting will take place at the workgroup level for a more streamlined process, which will then be forwarded to the Hubs.
- The Hubs will review the projects, list them according to priority, and note if those projects that can be completed within 6 months.

The Advisory Group recommended further discussion regarding the allocation methodology and development of a funding appendix to the FY 2013 proposal implementation guidance.

Mr. Sena also reported that the Assistant General Manager, Catherine Spaulding, presented updated processes and a form for project change requests. He indicated that Ms. Spaulding will discuss this in agenda item 6. The Advisory Group recommended that the project

change process, with the recommended modifications provided by the Advisory Group, be submitted to the Approval Authority for review.

Member Collins indicated that in previous years, the Management Team held workshops to inform project managers, planners, and providers about information they would need to include in project proposals for FY 2012. She asked if the Management Team would hold a couple of regional workshops to provide the opportunity for other agencies to participate. Member Collins stated that the workshops would help inform agencies about acceptable information or project details the UASI requires for acceptable FY13 project proposals.

Mr. Dziedzic responded that the Management Team planned to develop workshops to help agencies with project proposal details as well as grant workshops in various hub jurisdictions.

Chair Kronenberg asked if the Approval Authority would approve the proposal implementation guidance. Once the Advisory Group receives the FY 13 funding allocations, the Group will make recommendations about how funds should be allocated and return to the Board for approval of these recommendations.

Mr. Sena concurred and added that the Advisory Group would meet and discuss options to be presented to the Approval Authority as soon as the FY13 fund allocation was received. The Advisory Group will then give recommendations to the Approval Authority regarding how the funds should be distributed between Sustainment Projects, Core Cities, and Hubs in a fair and transparent way.

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

Motion: Approve the Advisory Group's report for the FY 13 Grant process guidance and project changes as presented.

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

Chair Kronenberg moved to item 5.

5. FY 2013 Proposal Implementation Guidance

Catherine Spaulding, Assistant General Manager, reported on the process for vetting, prioritizing, and selecting project proposals for the working groups and hubs in FY13.

She described the summary table which details the implementation guidance process and the criteria that the working groups will use to evaluate FY13 projects. Ms. Spaulding requested that the Approval Authority approve the proposed implementation guidance process. She also requested that the Management Team work with the Advisory Group to develop priorities for regional projects for Approval Authority review.

Member Harrison suggested that projects needs to be coordinated at the operational area level before the project list goes to the Management Team to ensure that the Approval Authority has the knowledge of the submitted projects. Once the projects are submitted, the Approval Authority can comment regarding those projects according to operational area priorities.

Chair Kronenberg suggested the inclusion of Member Harrison's recommendation into the proposal implementation guidance as an added task. Mr. Dziedzic noted that the Management Team would do so.

Member Godley stated that since the Management Team is seeking input from the Approval Authority regarding regional priorities for FY13 projects, he suggested that the Management Team collaborate with the Advisory Group in developing regional priorities and placing priorities into the grant guidance.

Chair Kronenberg asked the Management Team to provide suggestions of regional priorities at the next Approval Authority.

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

Motion: Approval of the implementation guidance with the incorporation of Member Harrison's addition.

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

Chair Kronenberg moved to item 6.

6. Project Change Request Processes

Ms. Spaulding reported that the Management Team is seeking to clarify and improve processes when sub-recipient jurisdictions request changes to projects. Such project requests include changes to project timelines, budgets, and/or scope of work.

She stated that this item is presented to promote transparency and consistency in grant operations.

The Management Team would like sub-recipient jurisdictions to complete and submit a form for all project change requests. Ms. Spaulding requested that the person directly responsible for the project's implementation at the jurisdictional level complete the form and route it through the appropriate Management Team Project Manager.

Ms. Spaulding discussed and clarified policies and procedures related to project change requests which include changes in timeline, budget, and scope.

The Bay Area UASI Grants and Projects Policies and Procedures Manual states that the General Manager must evaluate project scope change requests for consistency with the original project goals and objectives as stated in the project proposal, the Bay Area Homeland Security Strategy, and DHS grant requirements. If these requests are not consistent with the above criteria, they may be denied in order to maintain compliance and fidelity to previously vetted and approved spending.

Member Harrison expressed concern regarding the General Manager's discretion in the denial process when scope changes occur without an appeal process.

Member Domingo proposed adding an appeal process to the By-laws if the sub-recipient or jurisdiction is dissatisfied with the General Manager's decision.

Member Godley suggested that the appropriate verbiage be written into the By-laws specifically stating that if a jurisdiction disagrees with the General Manager or Management Team's decision, then it can be appealed to an Approval Authority member.

Ms. Spaulding stated that the Management Team seeks to confirm with the Approval Authority that if funding becomes available due to a jurisdiction no longer being able to, or interested in, implementing project goals and objectives as originally stated and/or the expenditures for a project are lower than originally budgeted, then the Management Team can return unused funds to the hubs so "next-in-line" projects can be funded. Projects should be funded in order of priority as funds become available for FY13. Ms. Spaulding stated that by mutual agreement, a hub may decide to adjust the order or adjust the cost allocated to projects. Ms. Spaulding explained that when a project funded by a core city or sustainment allocation needs to be re-evaluated, the next-in-line project to be funded should be from that core city or sustainment program. Core cities and sustainment programs may also be able to adjust the order or cost allocated to projects.

Member Godley indicated that the hubs are not a standing committee, but rather an assembly that meets early in the grant period only for the project proposal process. He asked whether this new process might be administratively burdensome.

Ms. Spaulding indicated that she shares his concern and hopes it will not be administratively burdensome for the hubs when the funding of next in line projects is required. If there is already a prioritized list of projects, then such funding decisions can be easily made. Communication from the Management Team to the hubs can be done via email. Also, since a short performance period is anticipated, any unspent funds will be found earlier through periodic monitoring so hubs have enough time to discuss these funds if needed.

The Management Team seeks to clarify with the Approval Authority that unused funds may be allocated towards new purposes within that same project only if all of the following conditions are met as determined by the General Manager:

- The original allocation was made to fund a part of a project and funding subsequently became available due to the fact that costs of the project were less than originally anticipated; and
- The new purposes are clearly defined in the original project proposal that had been vetted and approved by the Approval Authority

Ms. Spaulding concluded that the Management Team recommends that the Approval Authority approve the implementation of the processes stated previously so that all UASI funds are regionally vetted and funded in order of priority. Ms. Spaulding proposed that these procedures be implemented as soon as the Approval Authority has approved the new projects for FY13 (estimated March 2013).

Mr. Dziedzic indicated that the Management Team will receive well-defined projects due to the changes made to the implementation guidelines, and he hopes this will facilitate a seamless re-allocation process.

Chair Kronenberg asked if there was a motion to approve the staff report on project change requests.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg called for a motion

Motion: Approval of the staff report on the project change requests and incorporate the new procedures into the By-laws and operating procedures.

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

Chair Kronenberg moved to item 6.

7. Grant Expenditure Reports on the FY 2009 UASI Grant

Mr. Levardo gave an update regarding the FY 2009 UASI Grant. CalEMA has granted an extension to the performance period and reporting deadline from March 30 to November 30, 2012. This final extension allows the city core allocations for Oakland and San Francisco to be spent as well as extend the contract for the Public Information and Warning Project with Filler Security Strategies. Mr. Levardo stated that all the claims for San Francisco have been processed. A balance of $159K remains since final claims are pending from the contract with Filler Security Strategies and the MOU with Oakland. Mr. Levardo indicated that once the final claims have been received from those projects, the process of liquidating remaining allocations will bring a final and full expenditure for FY09 UASI grant to the awarded amount of $32.5M.

Mr. Levardo reported that Project B – Interoperable Communications ranked first as the highest investment at $13.6M followed by Project G – Regional Collaboration at $8M. The lowest investment went to Medical and Public Health Preparedness at $96K. Mr. Levardo indicated that his team will render the full and final FY 2009 UASI grant report to CalEMA by November 30, 2012.

8. Public Information and Warning System Project Status Update

Josh Filler provided a presentation on the Public Information and Warning (PI&W) system regarding the following items:

- The background and purpose of the Public and Information and Warning system
- Deliverables, project cost, and project prioritization
- The focus, mission and outreach of the Public and Information and Warning system
- The goals, objectives, and the implementation of the strategy

Member Godley stated that the public warning project resembled interoperable communications. This project could become part of BayRICS if they can develop a capacity to take on a new project or program, since the BayRICS Board has an established governance structure that is operationally orientated and has a funding mechanism.

Member Godley indicated that since BayRICS' governance is well structured, it can create a regional team or a region wide system that can help local jurisdictions develop public warning capability with interoperable communications and avoid adopting the Integrated Public Alert Warning system.

Chair Kronenberg expressed concern that although the $2.5 million PI&W project cost may not seem like a large amount when compared to the $100 million cost for interoperable communications projects, it is still an overwhelming amount for the region to fund.

Mr. Filler indicated that if the Public Information and Warning system was handled by a single individual whose sole responsibility is to implement the system and manage any issues that arise, it would be less overwhelming.

Member Harrison stated that if the system were to be funded, she suggested having additional personnel to be primarily responsible for increasing operational area capacity.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg asked if there was a motion to approve the staff report on project change requests.

Motion: Approval of the report on the Public Information and Warning system.

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

Chair Kronenberg moved to item 9.

9. Presentation of UASI "Grants at a Glance" documents

Ms. Spaulding reported regarding the document entitled "UASI Grants at a Glance," that provides a breakdown of performance period timelines for each of the current UASI grant years.

Ms. Spaulding also reported on the second document, titled "Pre-performance Timeline for FY12 and FY13 UASI," which provides a breakdown of the current timeline estimates for the pre-performance period of the FY12 and FY13 UASI performance timeline.
These estimates are highly subject to change based on when DHS issues grant guidance, but are working estimates.

The Management Team hopes these documents serve as useful reference tools.

Member Godley asked for clarification as to the reason why the term 'grant effectiveness date' was previously used regarding the project timeline changes as opposed to 'grant performance period,' 'sub-grantee,' or 'sub-recipient performance period.'

Ms. Spaulding apologized for not using consistent terminology and the correct terminology would be the 'performance period.'

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 10.

10. The Metrics Project Status

Captain Kelly Seitz from the Santa Clara County Fire Department provided a status report regarding the Bay Area UASI Metrics Program. The report highlighted the background of the Metrics program, frequently asked questions, and a brief sampling of the Metrics website.

Chair Kronenberg asked if each county and city operational area was responsible for updating the system with new inventory.

Mr. Seitz indicated that the information in the Metrics System was received by mutual aid coordinators from fire, law and emergency management departments from throughout the Bay Area UASI counties and cities. These coordinators are called the 'gatekeepers' and are the highest level in the operational area. These gatekeepers conduct outreach and locate the point of contacts within the cities and/or counties that have information regarding new inventory. Mr. Seitz stated that an automated system sends emails to the individual city's point-of-contact, who is responsible for maintaining inventory information. If a gatekeeper does not receive a response, they reach out to the city and update the automated system with the new point-of-contact information and any new information regarding the inventory.

Chair Kronenberg requested a list that includes all the regional points of contact since it will help the cities and counties see who is providing the information.
Chair Kronenberg requested more information regarding the current status of where the operational areas stand regarding the points of contact and the current inventory information.

Member Domingo asked for more information regarding how the consulting firm will help the operational areas as well as the core cities use this website. She also requested to know if the responsibility for updating the system shifts from a single person to the operational area or jurisdiction.

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 11.

11. 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 BayRICS Authority held its regular monthly Board of Directors meeting on Thursday September 6, 2012. The BayRICS Board was expected to: endorse a regional "Fleetmap" – a radio coordination to program P-25 radios for mutual aid so that the radios can be used across jurisdictions; consider the selection of a permanent general manager; and approve a plan to issue a Request for Qualifications (RFQ) for technical consulting services.

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

- Regional and State Planning
- 700MHz Spectrum Waiver, Spectrum Act, and FirstNet Update
- FCC Spectrum Transition Order

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 12.

12. Extension for Funding

Chair Kronenberg reported that Barry Fraser has been the interim General Manager for the BayRICS JPA and was funded through the UASI 2010 grant for one year. Alameda County has agreed to be the agency that will hire the general manager for the BayRICS JPA.

Chair Kronenberg recommended that the Approval Authority approve extending the salary funding for the Interim General Manager of the BayRICS JPA for a limited time period until another funding source is identified.

Member Harrison requested an end date to the extension.

Chair Kronenberg indicated that an end date for the extension be March 15, 2013.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg called for a motion.

Motion: Approval of a possible extension to fund the salary of the interim General Manager of the BayRICS JPA till March 15, 2013.

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

Chair Kronenberg moved to item 13.

13. California Homeland Security Consortium Projects

Member Collins made a presentation on the California Homeland Security Consortium, which included a synopsis of projects as well as some project presentations. She introduced all the Naval Postgraduate School researchers who worked on the consortium projects as well as Sam Walker, Chairman of the California Homeland Security Consortium and Monterey County's representative to the Fire Chief's association, to make the presentation.

Sam Walker gave a presentation on the following:

- Objective, roles and responsibilities of DHS, California Homeland Security Consortium, and the Naval Postgraduate School
- Demonstrate a model for cooperation between Federal, State, Regional, and Academic resources to improve emergency response capability
- Operational Model
- Project Summaries and Deliverables

Member Collins stated that the deliverables of the projects are assets and resources for the Bay Area UASI.

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 14.

14. 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 15.

15. Announcements-Good of the Order

CalEMA member, Brendan Murphy, announced that CalEMA's former alternate, Scott Frizzie, had been appointed Chief Deputy Director for the Board of State and Community Corrections and that Regional Administrator Jim Brown will be the new alternate.

Chair Kronenberg asked the Board for further announcements or comments.
Upon hearing none, Chair Kronenberg asked for public comment. Chair Kronenberg moved to item 16.

16. Future Agenda Items

Chair Kronenberg asked for additional future agenda items. There were none.

Chair Kronenberg moved to item 17.

17. General Public Comment

Chair Kronenberg asked for general public comment.

 The meeting adjourned at 12:50 p.m.

To: Bay Area UASI Approval Authority

From: Craig Dziedzic, General Manager

Date: October 11, 2012

RE: Item #3: General Manager's Report

Recommendations:

(A) Management Team Staff Update: Discussion Only
(B) Website/Logo: Discussion Only
(C) FY 2013 UASI Grant Update: Discussion Only
(D) Staff recommends approval of the job description for the Regional Hub Planners: Discussion and Possible Action

Action or Discussion Items:
Items (A), (B) and (C): Discussion Only
Item (D): Discussion and Possible Action

Discussion/Description:

(A) Management Team Staff Update (Discussion Only)

California Urban Area Risk Management Program Manager

Captain Kevin Jensen of the Santa Clara County Sherriff's Office has been offered the position of the CA Urban Area Risk Management Program Manager for the eight CA UASIs. The position assists with the implementation of a uniform statewide risk management capability, including but not limited to developing a concept of operations, facilitating the development of a training program, tracking/reporting on program objectives and metrics, tracking PCII compliance, and facilitating information sharing between the CA UASIs and the Fusion Centers.

Captain Jensen has worked on the Management Team as a Risk Management project manager who coordinated both the Risk Management and Information Analysis Sharing Programs as land PCII Certification projects. His excellent work with Digital Sandbox and the NCRIC and his many valuable relationships with Federal, State and local Law Enforcement, greatly improve the Bay Area UASI to meet the goals of creating a truly regional and sustainable Risk Management Program.

The Management Team will conduct an interview process to fill the position.

Regional Catastrophic Planning Project Manager

Deputy Dave Kozicki will be transitioning from the Management Team back to law enforcement duties. As his replacement, Deputy Sheriff Thomas Perry of the Alameda County Sherriff's Office has joined the Management Team to manage the exercise component of the Regional Catastrophic Preparedness Grant Program (RCPGP). An update of the RCPGP projects will be provided later in this agenda.

Thomas Perry is a Deputy Sheriff with the Alameda County Sheriff's Office, assigned to Homeland Security and Emergency Services. Deputy Perry has been with the Alameda County Sheriff's Office since 2009. Previously, he was employed by the Hayward Police Department and served for over 31 years, retiring at the rank of Lieutenant. During 20 of those years, Deputy Perry was a member of the Special Response Unit (S.R.U.) and served as the S.R.U. Commander.

(B) Website and Logo (Discussion Only)

Elizabeth Holden, the UASI Management Team's website planner, has been working with our consultant to design and develop our website. The new and improved website will be unveiled at the December Approval Authority meeting. We look forward to Elizabeth's presentation.

Additionally, Elizabeth has developed a new Bay Area UASI logo, which symbolizes our regional, multi-county partnership. Attached as Exhibit A, is the new Bay Area UASI logo, which will be used on the website and all future correspondence.

(C) FY 2013 UASI Grant Update (Discussion Only)

As indicated during the recent FEMA Symposium in Washington, DC, the Federal budget will not be passed on time and a Continuing Resolution has been approved. The passage of this resolution will delay the issuance of the FY 2013 grant guidance and awards. We anticipate the release of the grant guidance in the Spring of 2013.

Despite this delay, the Management Team will proceed with preparations for the 2013 grant cycle. We are planning to hold one meeting in each of the Planning Hubs to provide training on Strategy implementation as well as demonstrating the new 2013 project proposal on-line submission template. This template is designed to streamline the proposal process.. Attached are the following documents: Exhibit B (draft "Save the Date" flyer) and Exhibit C (Project Proposal Timeline).

**(D) Follow-up regarding the Job Description for the Regional Hub Planners
(Discussion/Possible Action)**

Introduction:

At the September 13, 2012 Approval Authority meeting, Approval Authority Members discussed the roles/responsibilities of the Regional Hub Planners. In the discussion, Approval Authority members mentioned using the job description of the North Hub Planner as the model for the other hub planners. Approval Authority Members also discussed the possibility of eliminating both the previously allocated East and West Hub planner positions. The Members agreed to defer voting on the matter until the October Approval Authority meeting.

Since the September 13th meeting, Members Kronenberg and Bolanos of the West Hub agreed to modify the position from a West Hub planner to a local San Mateo County planner. Contra Costa County continues the process of hiring an East Hub planner.

Background:

At the March 8, 2012 Approval Authority meeting, the Approval Authority approved the funding of four regional hub planners as an FY 2011 additional project. The total amount budgeted for the hub planners was $1,284,829, which came from CalEMA returning 3% of its eligible 20% grant holdback to the Bay Area UASI. The Approval Authority agreed that this funding was a one-time allocation from June 1, 2012 through July 31, 2013.

The hub planners would be responsible for coordinating and facilitating the working groups/SMEs within the jurisdictions of their respective hub and linking the information back to the management team for overall strategy and project development and implementation.

At the August 9, 2012 Approval Authority meeting, the Approval Authority approved the concept of using both the working groups and hubs with regard to the FY 2013 grant project methodology. It was discussed that the hub planners would assist the Management Team staff with facilitating meetings and vetting/prioritizing projects in both the working groups and hubs.

The North Hub Planner position has been filled; however, the three other hub planners have not been yet been hired. Staff proposes using the North Bay Hub job description as a model for the other hub planners to ensure consistency within the Bay Area.

Recommendation:

Except for the West Hub Planner, staff recommends approval of the job description (attached as Exhibit D) for the other Regional Hub Planners.

EXHIBIT A

BAY AREA UASI LOGO

(web and business card version)

(print version)

(back of business card, banner)

EXHIBIT B

SAVE THE DATE FLYER

SAVE the DATE

To: All UASI Stakeholders

What: **FY13 Project Proposal Training**
- Proposal submission process and template
- Role of the Workgroups, Hubs, and Advisory Group in proposal vetting, prioritization, and selection
- Funding criteria
- Allowable spending areas

When: East Bay- November 7, 2012*

North Bay- November 8, 2012*

South Bay- November 14, 2012*

West Bay- November 15, 2012*

* Dates are tentative

Where: All Training sites to be announced

Who: All Stakeholders eligible for UASI funding and personnel tasked with completing UASI project proposal forms

NOTE: Updates on meeting specifics will be sent in follow-up e-mails to: HUB OES Managers, UASI Advisory Group and Work Group members

101112 Agenda Item #3: General Manager's Report-Exhibit B

EXHIBIT C

UPDATED PROJECT PROPOSAL TIMELINE

UASI FISCAL YEAR 2013
PROJECT PROPOSAL TIMELINE

GROUP	PROJECT OBJECTIVES	WHEN	TASKS

UASI Management Team	Outreach
	
	to OA & Workgroup Leads
		October 2012	• Send email describing the FY13 proposal process to UASI jurisdiction OES Managers and Workgroup Leads, including:
			    o Invitation to kick-off meetings
			    o Project proposal template with online submission link
			    o Proposal implementation guidance

OA OES Managers and Workgroup Leads	Outreach to OA Stakeholders	October 2012	• Distribute FY13 UASI process email (as described above) to OA stakeholders and Workgroup members. • Provide Summary Risk Assessment Capabilities (RAC) information presented to Approval Authority (Approval Authority).
UASI Management Team	Information **KICK OFF meetings**	November 2012	• Conduct UASI FY13 informational kick-off meetings on November 7-8 and 14-15 in each Hub to answer questions and ensure clarity of the project proposal process. • Provide detailed Risk Assessment Capabilities (RAC) information to Approval Authority at the NCRIC. • Bay Area Homeland Security Strategy presented to the Approval Authority.
OA STAKEHOLDERS	Proposal Submissions	November 2012	• Submit proposals online to the UASI Management Team during the period of November 12-30. • Ensure all proposals are submitted by the person primarily responsible for the project proposal. • Ensure all proposals have approval of the relevant department head. • Management Team sends proposals to corresponding Approval Authority member.
WORKGROUPS	Vet	December 2012	• Vet projects against funding criteria. • Score proposals as "highly qualified" "somewhat qualified" or "least qualified." • Open to all who would like to participate within the UASI footprint. • Vetting will be done by consensus. If a vote is needed, there will be one vote per operational area and core city represented at the meeting. The General Manager will

UASI FISCAL YEAR 2013
PROJECT PROPOSAL TIMELINE

			• Designate such persons in each work group based on recommendations from Advisory Group members. • Facilitated by Management Team project managers.
HUBS	Prioritize Above/Below the line	January 2013	• List projects in order of importance to be funded by an allocation based on the funding risk allocation formula. • Develop a list of "below the line" projects including six month "shovel ready" time frame projects. • Approval Authority members select representatives. • Facilitated by Hub planners/Management Team project managers.
UASI Grants Management Team	Information Grant Compliance	January 2013	• Conduct informational meetings in each Hub to answer questions and ensure clarity of the UASI FY13 project proposal process. • Review UASI grant process and grant compliance.
ADVISORY GROUP	Recommend	February 2013	• Review proposals to reduce duplication of effort, confirm prioritization of projects based on attainable mitigation of regional risk, and for compliance with the Strategy and applicable UASI, CalEMA and FEMA guidance. • Recommend projects to Approval Authority for approval.
APPROVAL AUTHORITY	Approve	April 2013	• Approve project submissions.

- *Use last year's priority capability objectives and funding allocations for estimating project ranking decisions.*
- *Federal DHS guidelines may be issued at any time. Our estimate for release of funding allocations for the Bay Area UASI is anticipated as early as March 2013 and as late as May 2013.*
- *Grant Compliance Hub Workshops planned for May 2013.*

EXHIBIT D

REGIONAL HUB PLANNER

JOB DESCRIPTION

Exhibit D — Authorized Expenditures and Timelines

ENTITY: **FY11 UASI-SONOMA**

Total allocation to be spent on the following solution areas:

UASI Project Letter and Title	Solution Areas	Program Description	Project Milestone Dates (To be Completed on or near)	Deliverable Dates	Amount
Project A **Enhance Risk Management and Planning**	Planning	North Bay Hub Risk Capability Planner will coordinate vulnerability and risk assessments, manage and develop grant projects that increase regional response capability, liaison with the UASI Management Team and assist in developing regional priorities based on risk and capability for the North Bay Hub Operational Areas. This Planner (1.0 FTE) is an employee of Sonoma County. Planner shall fulfill the following deliverables: • Meet with Emergency Managers from Napa, Solano, Marin, and Sonoma Counties to establish a baseline for risk assessment, current projects approved by the Approval Authority along with those in the approval pipeline. Gain insight into each Op Area needs as it pertains to North Bay Region capabilities and capacity. • Meet with Emergency Managers from local agencies and special districts to discuss specific needs, risks, and capabilities while conducting liaison activities for North Bay Region. • Conduct a Gaps Analysis to assess economic, environmental, and societal recovery and restoration needs vs. current regional capabilities and capacities.	7/31/2012 8/10/2012-9/30/2013 10/31/2012	5/01/2012-11/30/2013	Not to Exceed: $140,000

		• Develop an outline of the gaps as identified through assessment meetings and working groups assuring list meets goals of the Regional Emergency Coordination Plan.Present list to North Bay Advisory Group for discussion and prioritization for FY2013 BAUASI grant period.	12/31/2012		
		• Provide monthly briefings to North Bay (Sonoma, Napa, Solano, and Mann) participants to include projects specific to or of interest to the North Bay.	Monthly — Ongoing		
		• Participate in and attend North Bay region working groups meetings Advisory Group monthly meetings, and ensure North Bay Approval Authority Board Member is kept apprised of all regional planning activities, potential new projects and status of all approved regional projects and programs.	Monthly — Ongoing		
		• Coordinate, manage and facilitate the delivery of projects, UASI funds in the North Bay by collaborating with other staff from North Bay jurisdictions.	6/30/2013		
		• Facilitate the execution of any MOU's within the North Bay jurisdictions and present to the UASI Grants Manager.	Within 20 days of the final legislative process		
		• Complete PCII online training and Digital Sand Box training to assure appropriate use of risk assessment tools for the region.	8/31/2012		
		• Review existing information in Digital Sand Box and conduct analysis as it pertains to North Bay Region.	9/30/2012		
		• Create greater participation in	6/30/2013		

				Monthly — Ongoing		
			BAUASI funded projects by North Bay Op Areas and local jurisdictions including the use of Digital Sand Box.			

<table content>

BAUASI funded projects by North Bay Op Areas and local jurisdictions including the use of Digital Sand Box.

- Participate in the Regional Training and Exercises Program and CBRNE workshops representing the North Bay Region.

- Assist in determining funding priorities for FY 2014 for North Bay Region Op Area and stakeholder working groups.

- Participate in the Regional Assessment Working Group representing the North Bay Hub

Personnel — Prior to any expenditures for personnel, SONOMA must submit completed job descriptions to the UASI detailing the planning activities the personnel will complete and the deliverables to be produced. Prior to reimbursement, SONOMA must submit the following:

- all functional time sheets, payroll documentation showing payment of salaries and benefits, or cancelled checks; work product or certification that work was completed.

Contracts — All contracts must be pre-approved by the UASI prior to execution. In addition, SONOMA must satisfy the following guidelines:

- Procurement of contractual services must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA must transmit a sole source request to the UASI for submission to the State.

Monthly — Ongoing

		• The contract must have a clearly stated scope of work and deliverables, deadlines for completion of work, and a schedule of contract payments. • All services must be performed and paid within the grant performance period. **Travel** - travel for planning activities must be pre-approved in accordance with the Bay Area UASI Travel Policy (adopted by the Approval Authority on August 1, 2011) prior to scheduling. Invoices for all travel expenses must be submitted by no later than 11/03/2014. Invoices must include all backup documentation, including conference agendas, programs, brochures, lodging receipts, per diem calculations, airfare receipts/boarding passes, mileage calculations, other transportation receipts, and proof of payment. Final deadline for submittal of final claims is **11/03/14.** There will be **NO EXTENSIONS.**			

To: Bay Area UASI Approval Authority

From: Tristan Levardo, Chief Financial Officer

Date: October 11, 2012

RE: Item #5: RCPGP Quarterly Fiscal Report

Action or Discussion Item:
Discussion

Summary

The Regional Catastrophic Preparedness Grant Program (RCPGP) is a FEMA sponsored grant program that provides funding to ten designated sites within the United States. The Bay Area Site, through their regional Urban Area Security Initiative (UASI) governance structure, manages the RCPGP. The emphasis of this grant is on regional planning across jurisdictional lines, in an effort to better prepare for, mitigate, respond to, and recover from all types of catastrophic events. The RCPGP has provided an important all-hazards planning complement to the terrorism preparedness focus provided by the UASI program.

Financial Information:

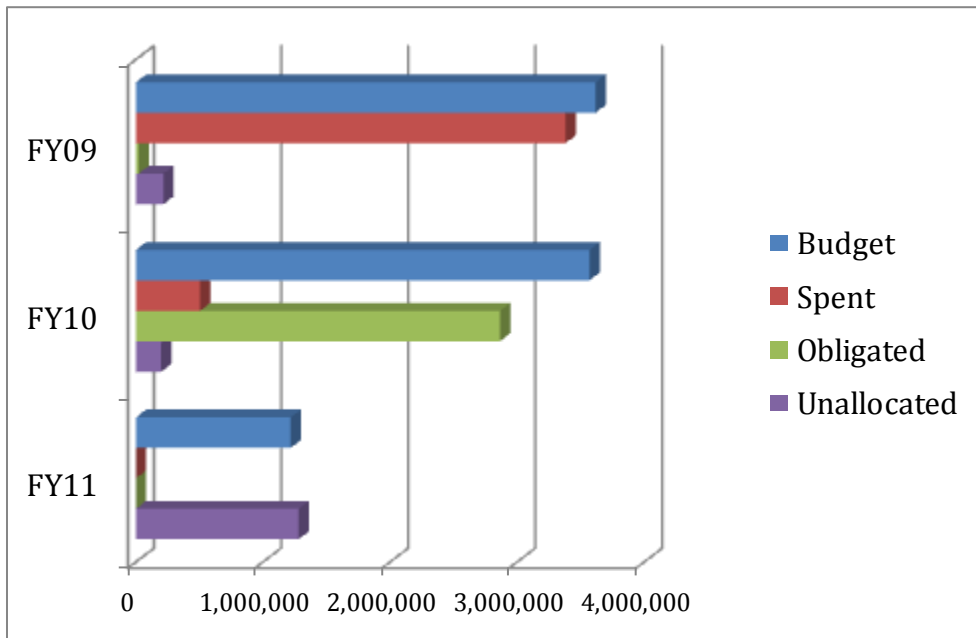| Grant Funding Year	Budget	Spent	Obligated	Unallocated	Match Budget	Actual Match
FY09	3,617,000	3,380,390	20,098	216,512	1,205,667	268,515
FY10	3,570,000	505,199	2,864,801	200,000	1,190,000	11,562
FY11	1,281,976	-	-	1,281,976	427,325	-

During the quarter ended 9/30/12, Grants Management Unit processed total expenditures of $66,012 for FY09 and $301,366 for FY10. FY09 unallocated budget balances of $216,512 have been derived from unused MOU funds of $65,000 from Marin, savings of $105,500 from URS contract, and leftover MOU funds of $46,012 from Oakland. A contract with URS in the amount of $205K is being assembled, which will validate the region's Debris Removal plans. Funds for reallocation for FY10 come from Regional Restoration of Lifeline project for $200,000.   Discussions of FY11 funding allocation as well as FY10 reallocation are ongoing with full recommendation expected to come from the RCPT/PH Advisory Group.

FY09 grant has now been extended to January 31, 2012. No update has been received from CalEMA regarding our request for waiver of FY09 matching funds since submitting a letter

on June 29, 2012. A separate request for FY10 will be made as soon as an outcome is received for fy09.

Grant Funds:

Staff Recommendation:
N/A

Action Requested of the UASI Approval Authority:
Information Only

155 Participants From All 10 RCPGP Sites Attended

Tier I sites:

- Bay Area
- Los Angeles Area
- IL-IN-WI Area
- Houston
- New England
- Nat'l Capitol Region
- NY-NJ-CT-PA

Tier II sites:

- Honolulu
- Puget Sound
- Hampton Roads

7 BAY AREA REPRESENTATIVES

BA UASI

- Janell Myhre, Regional Program Manager
- Mary Landers, Regional Grants Manager
- Frances Culp, Health/Medical Project Manager

Regional Representatives

- Sherrie Collins, Monterey County
- Susan Roseberry, Contra Costa County
- Garrett Contreras, Hayward Fire
- Fred Claridge, Regional Disaster Medical Health Specialist (Region II RDMHS)

CONFERENCE THEME:
BUILDING REGIONAL RESILIENCY

Plenary Sessions

- Resilience: Anticipating our Planning Limits

- Disaster Ethics in a Catastrophic Incident

- Citizen Preparedness

- Collaborative Decision Making

CONFERENCE THEME:
BUILDING REGIONAL RESILIENCY

Break-out Sessions

- Pre- hospital Response
- Logistics
- Port/Maritime Security
- Building Regional Cyber Resiliency

- Transportation
- Mass Fatality Incidents
- Responding to an IND
- Housing Recovery
- Program Overviews for all Ten Sites

BAY AREA PRESENTATIONS

Fred Claridge, Region II RDMHS

- Pre-Hospital Response for Catastrophic Events
- Disaster Ethics

Janell Myhre, BAUASI Program Manager

- Catastrophic Plan briefings
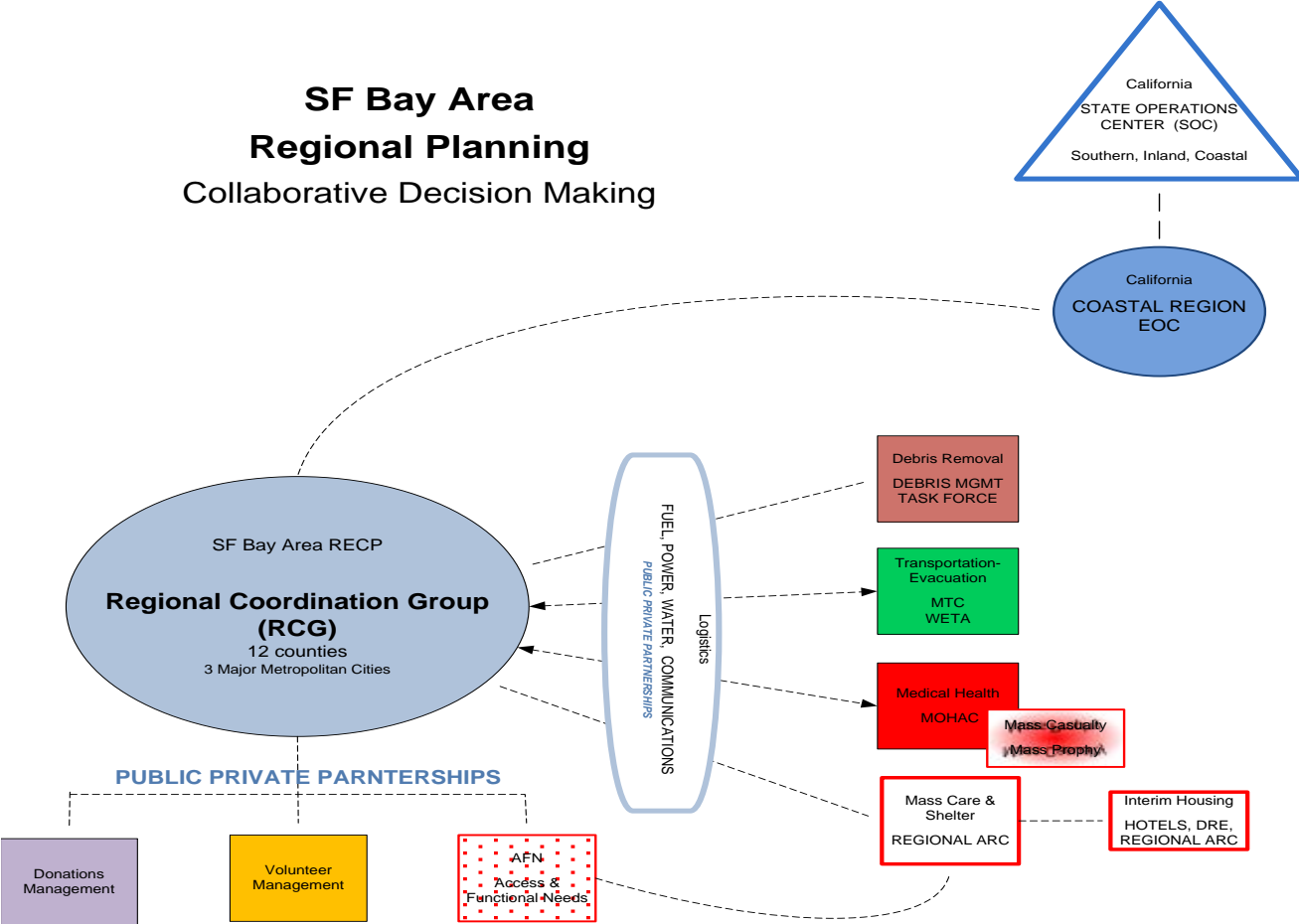- Collaborative Decision Making

Disaster Ethics

Pre-Hospital Care

Regional Catastrophic Plan Briefings

Collaborative Decision Making

SF Bay Area

Regional Planning

Collaborative Decision Making

California
STATE OPERATIONS CENTER (SOC)
Southern, Inland, Coastal

California
COASTAL REGION EOC

SF Bay Area RECP

Regional Coordination Group (RCG)
12 counties
3 Major Metropolitan Cities

FUEL, POWER, WATER, COMMUNICATIONS
PUBLIC PRIVATE PARTNERSHIPS
Logistics

Debris Removal
DEBRIS MGMT TASK FORCE

Transportation- Evacuation
MTC
WETA

Medical Health
MOHAC

Mass Casualty
Mass Prophy

Mass Care & Shelter
REGIONAL ARC

Interim Housing
HOTELS, DRE, REGIONAL ARC

PUBLIC PRIVATE PARRTERSHIPS

Donations Management

Volunteer Management

AFN
Access & Functional Needs

20Sep2012

10

RCPGP Sustainment Briefing

- Sustainment Activities

- Strategic Plan Development

- Future Funding Possibilities

City of Seattle EOC

QUESTIONS ?

To: Bay Area UASI Approval Authority

From: Janell Myhre, Regional Program Manager

Date: October 11, 2012

RE: Item #7:   RCPGP Project Update

_____

Discussion/Description:

Discussion.

Regional Catastrophic Preparedness Grant Program (RCPGP) Overview

Project Manager	Project	FY
Dave Kozicki	**Finalize all RCPGP projects**	FY 09 Perf Period 11/30/12
Mary Landers	**Debris Removal Plan** • Coordinate with LA UASI operations • On-line "Just In Time" training session	FY09 Perf Period 1/31/13
Frances Culp	**Community Prep and Public Outreach** • City of San Rafael GR5 • City of Oakland Community Resiliency • Regional Public Information/JIC	FY 10 Perf Period 12/31/12

Janell Myhre *Short term PM Solicitation in process*	**Regional Logistics Plan** • Logistic support for all Catastrophic Plans • Includes Critical Infrastructure and Restoration of Lifelines	FY 10 Perf period 3/30/13
	Restoration of Lifelines • Subject and intent included in Logs Plan • Discussion with RCPT	
Tom Perry	**Full Scale Exercise** • Coordinate with Urban Shield 2013 • Use injects info from Validation Workshops and Golden Guardian 2013 • Institutionalize exercise of Catastrophic Plans with Urban Shield	FY 11 Perf Period 12/30/13
Julie Linney	**Catastrophic Plans Validation Workshops in support of FSE** • Four HUBs • 6 sessions (some combo) • Coordinate injects from workshops into Golden Guardian 2013 and Urban Shield 2013 • On-line "Just In Time" training sessions	

To: Bay Area UASI Approval Authority

From: Barry Fraser, Interim General Manager
BayRICS Authority

Date: October 11, 2012

RE: Item 8: Report from the Bay Area Regional Interoperable Communications
System Joint Powers Authority (BayRICS JPA)

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1. <u>BayRICS Administration</u>

The BayRICS Authority will hold its regular monthly Board of Directors meeting on Thursday October 11, 2012 at 1:30 PM. The BayRICS Board is expected to adopt a 12-month Maintenance and Monitoring Agreement for the BayLoop microwave network and authorize distribution of a Memorandum of Understanding template between the seven BayLoop member entities and BayRICS. The BayRICS Board is also expected to discuss ways to promote the use of the regional "Fleetmap" radio coordination plan and the selection of a permanent general manager.

2. <u>700MHz Spectrum Waiver, Spectrum Act and FirstNet Update</u>

Staff is monitoring a number of activities by the Federal Communications Commission (FCC), National Telecommunications and Information Administration (NTIA) and the First Responder Network Authority (FirstNet) related to public safety broadband spectrum and nationwide network deployment.

3. <u>FCC Spectrum Transition Order</u>

On July 31, 2012 the Federal Communications Commission issued an Order terminating all waivers and spectrum leases for the 700 MHz Public Safety Broadband Spectrum, effective September 2, 2012. The FCC also developed a procedure whereby early builders may obtain "Special Temporary Authority" (STA) for spectrum rights to continue work on projects, if they can demonstrate that they have made substantial progress toward deployment of their networks.

Because BayRICS members have made substantial investment in our BayWEB network, staff applied for an STA on August 20, 2012. On September 20, 2012 the FCC dismissed the Application. Although BayRICS argued that the most complex and time consuming tasks of network deployment had been substantially completed and that the BayWEB network

could be deployed well in advance of most estimates of the time it will take to deploy FirstNet in the Bay Area, these arguments were not persuasive to the FCC.

The FCC had indicated that only a few jurisdictions will meet the deployment requirements established in the Order. In addition, even if the STA had been granted, it would have been effective for only six months. The FirstNet Board will eventually make the permanent decision on these spectrum rights.

On October 2, 2012 the FCC's Public Safety and Homeland Security Bureau issued a notice of its intent to grant to FirstNet a 10-year license for use of the existing public safety broadband spectrum and the 700 MHz D Block. This grant will be effective thirty days after the Notice is published in the Federal Register.

The BayRICS Board is expected to consider recommendations for next steps at the October 11 meeting. These alternatives include immediate development of a proposal to seek spectrum rights directly from the FirstNet Board.

4. Spectrum Auctions

The FCC also released a Notice of Proposed Rulemaking on the incentive auction process on September 28, 2012. The incentive auction will provide funding for the FirstNet nationwide network deployment. Staff will review this rulemaking and report at the November BayRICS Board meeting.

5. FirstNet Board Update

The Middle Class Tax Relief and Job Creation Act of 2012, signed into law in February 2012, created FirstNet, an independent authority within the Department of Commerce's National Telecommunications and Information Administration (NTIA). Congress directed that FirstNet be run by a 15-person Board of Directors, with the Secretary of Homeland Security, the Attorney General, and the Director of the Office of Management and Budget named as permanent members of the Board. On August 20, 2012 the Acting Secretary of the Department of Commerce announced the remaining 12 members of the FirstNet Board.

The FirstNet Board held its initial meeting on September 25, 2012. The Board adopted bylaws and several administrative resolutions at this meeting, including establishment of several committees and approval of a service agreement with the NTIA. Most importantly for the Bay Area, FirstNet also adopted a resolution that directs FirstNet's Planning and technology Committee and NTIA director to examine the BTOP public safety grant projects and "provide input to the NTIA as to whether and how these projects can support the development of the nationwide, interoperable public safety network." At least one FirstNet board member suggested during the meeting that these projects might be allowed to proceed as "demonstration projects" prior to FirstNet network deployment.

BayRICS staff has contacted FirstNet Board members to follow up on these comments and to provide additional information.

6. <u>FirstNet Network Architecture Notice of Inquiry</u>

In addition, FirstNet Board discussed a proposed Notice of Inquiry (NOI) seeking public comment on the conceptual presentations regarding network architecture and development of public safety applications. NTIA released this NOI on October 1, 2012, with comments due on November 1, 2012. Staff will work with the Technical Advisory Committee to develop a response to the NOI.

UASI Approval Authority and Management Team Tracking Tool

	Special Request Items/Assignments					
#	Name	Deliverable	Who	Date Assigned	Due Date	Status / Comments
1	Bay Area UASI Website Presentation	Presentation	Elizabeth Holden	6/14/12	12/13/12	Elizabeth Holden will give a presentation on the Bay Area UASI website project.
2	Regional Catastrophic Grant Program National Conference-Seattle, WA	Report	UASI Management Team	8/09/12	10/11/12	UASI Management Team members will report on the RCGP National Conference.
3	2012 Urban Shield Exercise (Oct. 26-29, 2012)	Presentation	UASI Management Team	8/09/12	11/8/12	UASI Management Team member will report on the 2012 Urban Shield Exercise.
4	Update on Risk and Capability Assessment	Presentation	Kevin Jensen	08/09/12	10/11/12	**Closed Session Item***
5	Presentation on the Bay Area Homeland Security Strategy	Presentation	Josh Filler/Management Team		11/8/12	
6	Presentation of Bay Area THIRA	Presentation	Catherine Spaulding and Jason Carroll	10/4/12	12/13/12	
7	Presentation of Effectiveness Report	Presentation	Josh Filler	10/4/12	11/8/12	
	Regular Items/Assignments					
#	Name	Deliverable	Who	Date Assigned	Due Date	Status / Comments
A	UASI Quarterly Reports	Report	Tristan Levardo		10/11	10/11 FY10 UASI Expenditure Report 11/8 IECGP & Quarterly Travel Report 12/13 FY 09 UASI Expenditure Report
B	UASI Advisory Group Report	Report	Mike Sena, Chair		10/11	Update from the Advisory Group Meeting
C	BayRICS JPA Progress Report	Report	Barry Fraser		10/11	Update from the BayRICS JPA
D	RCPT Advisory Group	Report	Frances Culp			Update on the status of RCPGP projects.
E	Ad Hoc Legislative Committee	Report	Renee Domingo			Update and report from the Ad Hoc Legislative Committee.

| F | Budget reallocations under $250,000 | Report | Tristan Levardo | | 9/13/12 and biannually thereafter | |