**Thursday, April 24th, 2014**

**RCPT Workgroup 10:00am-11:00am**

**Sub-Committee Meetings 11:00am-12:00pm**

4985 Broder Boulevard, Dublin, CA 94568

Conference Call line: 1.866-249-5279, Participant: 428-336

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| --- | --- | --- | --- |
| ID | Item | Attachment | Who/Time |
| **1** | Welcome and Introductions |  | Caroline Thomas Jacobs5 |
| **2** | Announcements/Roundtable |  | All10 |
| **3** |  RCPT Organization:* Sub-Committee Charter & Action Plan
* RCPT Move to After MARAC
 |  | Caroline Thomas Jacobs10 |
| **4** |  RCPGP Sustainment Plan |  | Janell Myhre10 |
| **5** |  Identify Regional Procurement Items |  | Caroline Thomas Jacobs5 |
| **6** |  Regional Logistics Plan Document Distribution |  | Caroline Thomas Jacobs5 |
| **7** |  Yellow Command Update |  | Caroline Thomas Jacobs5 |
| **8** | Miscellaneous* DHS Conference May 20 to May 22
* FEMA Technical Assistance
 |  | All10 |
|  | Meeting Adjourned |  |  |

Agenda (FINAL)

**Next Meeting**

**Draft Agenda**

**Wednesday, June 11, 2014**

**Afternoon TBD**

**January 23, 2014 Meeting Notes**

**Meeting Attendees**

1. Rick Fillipuzzi- Kaiser Permanente (Phone)
2. Edie Schaffer- San Francisco DEM (Phone)
3. Mary Landers(Phone), UASI
4. Ethan Baker UASI
5. Janell Myhre UASI
6. Marcelle Indelicato, Contra Costa County
7. Genevieve Pastor-Cohen, City of Oakland
8. Fred Hofstetter, Contra Costa County
9. Steve Huck, Contra Costa County,
10. Kurt Von Savoye, Alameda County OES
11. Cmdr. Dennis Houghtelling, Alameda County SO
12. Ron Seitz, Alameda County PH
13. Paula Scalingi, Bay Area CRDR
14. Gerald Kiernan, Bay Area CRDR
15. Betsy Burkhart, Contra Costa County PIO
16. Paul Hess, Alameda County Public Health

**Welcome and Introductions**

Janell Myhre welcomed the group, and meeting participants went around the room for introductions.

**RCPGP TTX AAR Update**

Janell Myhre announced that comments had been received and reviewed and the final report is expected week of January 27. CalOES Coastal Region has committed to working with the RCPGP plan information and integrating it into the upcoming revision of the FEMA IX Bay Area Catastrophic Earthquake Plan (CONLAN). Janell Myhre reported an extension to October 2013 for the RCPGP FY11 grant had been received and there was approximately $150K from RCPGP FY11 funding available for the continued support of RCPGP projects. Approximately $50K is needed to fund the expanded scope of work the Just In Time training project, which Ethan would provide details on during that agenda item. The remaining amount will probably be needed to fund a subject matter expert (most likely Paul Jacks from URS who facilitated the TTX sessions) to support the integration of RCPGP plans into the CONPLAN. The RCPT members agreed to this approach.

**Logistics/ Restoration of Critical Lifelines**

Regional Logistics Plan, Local Operational Area Annexes and the companion materials, including the Points of Distribution Field Operation Guide (POD FOG), are expected to arrive soon. The Bay Area UASI will coordinate delivery of the materials to jurisdictions. Materials may be picked up at UASI office or at the next RCPT Workgroup meeting on April 24.

**RCPGP Sustainment Plan**

Mary Landers thanked the RCPT committee for providing feeback on the sustainment plan. The group made a final recommendation to stay in contact with other national RCPGP sites through an annual conference call. A call was made to identify plan champions to monitor individual plans and to work with CalOES to ensure they remain up to date. The RCPT Chair will conduct outreach to finalize plan champions throughout the bay area.

**Just-in-Time (JIT) Training**

Ethan Baker announced that the Just in Time Training videos for all eight regionals plans were moving forward in collaboration with a new production subcontractor and the scope of work was being refined. The training videos are expected be available by August 2014. A call was made for members of the group interested in submitting feedback during the preproduction and draft phases of the project. Ethan Baker will conduct outreach to finalize JIT sub-committee members.

**Joint Information System (JIC) Joint Information System (JIS)**

Janell Myhre updated the group about the regional JIC/JIS training and exercise project that is being developed in conjunction with Urban Shield Yellow Command. The vendor, Nusura, will be working with UASI and a subcommittee of regional PIOs to develop a kickoff, training, capabilities assessment report, and a full scale exercise that is embedded within the larger Yellow Command exercise.

**Urban Shield Yellow Command Update**

A draft of the 3-5 year Strategic Plan was presented to the RCPT Workgroup. The main goal of the Plan is to exercise at least one Regional Catastrophic Plan on an annual basis within the Urban Shield Exercise structure. Operational Areas, again, voiced concern over their ability to rally participation from their supporting departments within the county for weekend exercises.*\** It was mentioned that overtime could be available for participating EOC members.

**Miscellaneous**

The UASI FY 14 Proposal Process just completed its final regional prioritization meeting for the fiscal year 2014. Prioritized projects will now be presented to the BAUASI Approval Authority.

*Project Grant Administration:* UASI FY11/12 Grants are closing; member jurisdictions should have submitted final claims for processing at this time.

**RCPT Recovery Subcommittee**

Meeting Attendees:

1. Janell Myhre, UASI
2. Genevieve Pastor-Cohen
3. Ethan Baker, UASI

Janell Myhre and Genevieve Pastor-Cohen conducted a discussion on the formation of the RCPT Recovery Subcommittee and its intended goals and objectives. It was agreed additional outreach to sub-committee members would be conducted to review and gain concurrence on project and vendor decisions. The Sub-Committee reviewed and selected vendors from the pre-qualified vendor list and apportioned the funds to the Recovery Projects approved by the Approval Authority, as follows:

* Core City Disaster Recovery Framework Project: Leidos $130K
* Permit & Regulations Waiver Project: California Resiliency Alliance $40K
* Continuity of Operations and Government Project: Remmel Consulting $50K
* FEMA Pre-approval Debris Management Plan Project: ABAG $25K*\*\**

The BAUASI will be sending out a RCPT Sub-Committee Charter for bay area stakeholders to review and understand the roles & responsibilities of a RCPT Sub-Committee member. Primarily a sub-committee provides stakeholder information and review input on regional project work. The BAUASI will be reaching out to stakeholders to recruit members for the following subcommittees:

1. Recovery projects
	* COOP-COG
	* Disaster Recovery Framework (Core Cities)
	* Pre-Disaster Permit Waivers
	* Debris Management Plan review*\*\**
2. CONPLAN Integration
3. Just In Time training sessions
4. Joint Information Center (JIC)/Joint Information System (JIS).

*Updates to minutes 3/21/2014:*

*\*Yellow Command exercise will be held on Friday, September 5th, 2014 as a Kick Off Exercise for Urban Shield 2014.*

*\*\*The Debris Management Plan review project has been accepted by FEMA Headquarters for Technical Assistance funding and is no longer being considered for the bay area recovery project RFQ process.*