Bay Area UASI Program
Approval Authority Meeting
Thursday, June 13, 2013
10:00 a.m.

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

REGULAR MEETING MINUTES
DRAFT

1. Roll Call

Chair Kronenberg called the meeting to order at 10:20 AM. UASI General Manager Craig Dziedzic took roll and Chair Kronenberg, Members Godley, Collins, Bolanos, Domingo, Murphy, Aston and Casten were present. Vice Chair Lucia and Members Harrison, Guzman and Doyle were absent, but their respective alternates Brett Keteles, Ken Kehmna, Thomas Cleary and Dave Augustus were present.

2. Approval of the Minutes

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

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

Chair Kronenberg moved to item 3.

3. General Manager's Report

 (a) FY 2012-2013 Bay Area UASI Annual Report (Discussion and Possible Action)

Craig Dziedzic, UASI General Manager, provided the FY 2012-2013 Bay Area UASI Annual Report for discussion and approval. Mr. Dziedzic stated that the Annual Report highlighted the Bay Area UASI's accomplishments in enhancing interoperable communication by the completion of BayLoop, the Bay Area's mutual aid and microwave system, expanding training and exercise through the creation of an interactive website, and strengthening information analysis/infrastructure protection through a working partnership with the Northern California Regional Intelligence Center (NCRIC).

Motion: Approve the FY 2012-2013 Bay Area UASI Annual Report

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

 (b) Management Team Organization Chart & Annual Work plans (Discussion and Possible Action)

Mr. Dziedzic reported that the Bay Area UASI Management Team was reorganized and the Organization Chart demonstrated the new changes. He stated that the Organization Chart was divided into three components based upon functionality and each of the components was divided by staff member according to assignments and responsibilities, contract vs. employee status, salaries, jurisdiction, and vacancies.

Mr. Dziedzic stated that the annual work plan aligns the Management Team's activities with the Bay Area Homeland Security Strategy for enhancing regional capabilities to reduce the risk of terrorism.

Motion: Bay Area Management Team Organization Chart & Annual Work Plans

Moved: Member Keteles   **Seconded:** Member Cleary
Vote: The motion passed unanimously

 (c) FY 2013/14 Management Team Budget (Discussion and Possible Action)

Mr. Dziedzic listed the revenue sources and amounts from two grants (11 UASI and 12 UASI) for the FY 2013/14 UASI Management Team that totaled $3,589,533. In comparison to FY12/FY13, the proposed budget represents a 10.44% reduction.

Motion: FY 2013/14 Management Team Budget

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

 (d) Cancellation of the July 11, 2013 Approval Authority Meeting (Discussion and Possible Action)

Mr. Dziedzic recommended the cancellation of the July 11, 2013 Approval Authority meeting due to the limited number of items on the agenda. The July agenda items will be reported at the August 8, 2013 meeting.

Motion: Cancellation of the July 11, 2013 Approval Authority meeting

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

4. Report from the Advisory Group

Mike Sena, Chair of the Advisory Group, gave a report regarding the FY13 UASI Grant allocation proposal. He stated that the funding methodology proposal was discussed among the members and a motion was approved to recommend the suggested proposal to the Approval Authority.

Mr. Sena indicated that in August, the Advisory Group will meet to discuss ways to improve the funding allocation cycle by using risk management to determine allocation resources, prioritize the role of those resources by utilizing gap analyses, and use the support and advice from working groups for strategic planning.

5. Training and Exercise Program Update

Dennis Houghtelling, the Regional Training and Exercise Project Manager, provided an update on the Bay Area UASI Regional Training and Exercise Program. Cmdr. Houghtelling presented on the following items:

- Background information on the Training and Exercise Program
- Additional Courses brought to the region
- 2013 Deliverables
- Program Efficiencies

6. Northern California Regional Intelligence Center (NCRIC) Update

Mike Sena provided a status update on the Northern California Regional Intelligence Center (NCRIC). He reported that the NCRIC received four million dollars in funds that will support improvements and future projects in the following areas:

- IT Mechanisms and Information Sharing Systems
- Threat Crime Analysis for the Bay Area
- Threat and Vulnerability Assessments
- All Crime Focus & Interdisciplinary Support
- Special Events Support
- Cyber Threats
- Private Sector and Public Safety Components

The Board discussed the Fusion Center's capabilities regarding Cyber Security and whether the NCRIC has the capacity and personnel to address this goal and allocate funds towards Cyber Security projects and plans.

Mr. Sena introduced Dan Mahoney, a recently retired San Francisco Police Department Captain, as the Deputy Director of the NCRIC.

7. Approval of FY13 UASI Grant Allocations

Catherine Spaulding, Assistant General Manager, reported on the 2013 Homeland Security Grant Program guidance, including the FY13 UASI grant award for the Bay Area UASI, and requested approval for the grant allocation proposal. She indicated that the total funds allocated to the Bay Area UASI are $27,252,169, which represents an increase of $828,901 over the FY12 allocation of $27,252,169. Ms. Spaulding gave an overview of the allocation methodology used to distribute funds to the hubs, major city allocation, sustainment and regional projects, and the Management Team.

Ms. Spaulding indicated that a Cyber Security workshop will be held in September to brainstorm and discuss specific areas of Cyber Security that require funding. Ms. Spaulding stated that she will return to the Board later in the calendar year with recommendations for the allocation of funds for regional Cyber Security projects as well as Citizen Preparedness and Recovery projects.

The Board requested that Mike Sena return in August with a detailed report regarding the specific ways the funds would be expended on Cyber Security projects.

Motion: Approve FY13 Proposal Grant Allocation with additional information focusing in Cyber Security and Citizen Preparedness and Recovery

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

8. RCPGP Catastrophic Plan Full Scale Exercise Integration with Urban Shield 2013 Update

Lani Kent, the Whole Community Project Manager, provided a report on the RCPGP Catastrophic Plan and its integration with the Urban Shield full scale exercise. She indicated that the Regional Catastrophic Planning Team (RCPT) is working with Urban Shield staff to integrate an annual Emergency Operations Center (EOC) exercise, an effort that will institutionalize testing of regional catastrophic plans and ensure the EOC discipline is incorporated into ongoing Urban Shield exercise design.

Ms. Kent, Caroline Thomas-Jacobs, the RCPGP Exercise Director, and Captain Flores, the Urban Shield Liaison, discussed the establishment of the Yellow Command area for the EOC exercise. This will test the components of the Regional Mass Fatality Plan and the Regional Logistics Plan, and provide coordination for a Disaster Mortuary Operational Response Team (DMORT) demonstration that will take place in Contra Costa County.

9. Expenditure Report on the FY12 UASI Grant

Tristan Levardo, UASI Chief Financial Officer, provided a report on the FY12 UASI Grant and indicated that overall spending was 1 percent of the total budget. Mr. Levardo stated that the MOUs for the jurisdictions have been executed and he is expecting to receive significant reimbursement claims in the following months. By the month of August, Mr. Levardo will determine whether unspent funds will be reallocated to the regional procurement of equipment which was approved by the Approval Authority in March 2013.

Mr. Levardo summarized all travel expenses incurred by the Management Team and representatives from various jurisdictions for the period of January 1 to March 31, 2013.

Chair Kronenberg strongly encouraged members to reach out to their Operational Areas to spend FY12 UASI funds and submit reimbursement claims to the Management Team in order to increase the total spending percentage from 1 to 15 by August. Mr. Levardo will provide an additional update on these expenditures in August.

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

Barry Fraser, General Manager for the BayRICS JPA, reported on May's BayRICS Authority meeting and indicated that the Board of Directors had appointed him as the permanent General Manager for the BayRICS Authority. The Board also adopted an Interoperable Voice Communications Status Report and directed staff to distribute the report to stakeholders. The BayRICS JPA further designated the County of Alameda to serve as Treasurer for the BayRICS Authority and adopted minor Bylaws changes, which included a change that allows Technical Advisory Committee (TAC) members to recommend alternates to serve in the primary member's absence.

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

- BayLoop
- FirstNet Western States Consultation Workshop
- Public Safety Communications Research Conference
- Spectrum Lease Negotiations
- NTIA Suspension Lift

11. Tracking Tool

Chair Kronenberg requested that Mike Sena's Cyber Security Plan and an update on the FY12 UASI Grant from Tristan Levardo be added to the tracking tool. Chair Kronenberg requested that the Resource Inventory Project report (originally scheduled for the August meeting) be moved to a future date. She also requested that the August agenda include a written report on the National UASI Conference and an update on the MOUs and By-laws. She further requested that the CAD project report be moved to September.

12. Announcements-Good of the Order

Craig Dziedzic indicated that Julie Linney, the CBRNE Project Manager, was returning to Santa Clara County Fire Department for re-assignment. He also reported that Kelly Seitz faced a serious illness and would not be able to return to his job duties regarding the Urban Shield exercise.

Member Aston announced his retirement and indicated that this would be his last Approval Authority meeting. He stated that Christopher Helgren would replace him as a member on the Board until further notice.

The Management Team announced that the Grants Management Workshop would be taking place in the following weeks and encouraged everyone to participate.

Chair Kronenberg moved to item 13.

13. Future Agenda Items

Chair Kronenberg moved to item 14.

14. General Public Comment

Chair Kronenberg asked for general public comment. There was no public comment and the meeting adjourned at 11:42 a.m.