



**Bay Area UASI Program
Approval Authority Meeting
Thursday, December 13, 2012
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 from closed session at 10:25 am. UASI General Manager Craig Dzedzic took roll and Chair Kronenberg, Vice Chair Lucia, Members Godley, Collins, Murphy, Aston, Guzman, Domingo, and Casten were present. Members Bob Doyle, Emily Harrison, and Carlos Bolanos were absent, but their respective alternates Dave Augustus, Ken Kehmna, and Mark Wyss were present.

2. Approval of the Minutes

Motion: Approve the minutes from the November 8 Approval Authority meeting.

Moved: Member Domingo **Seconded:** Member Aston

Vote: The motion passed unanimously

Chair Kronenberg moved to item 3.

3. General Manager's Report

Craig Dzedzic, UASI General Manager, provided a report on the UASI FY 2012 update, UASI FY 13 Project Proposal update, a ratification of International Travel for Chair Kronenberg, approval of the 2013 Calendar for Approval Authority meetings, and the Management Team Staff update.

(a) UASI FY 2012

Mr. Dzedzic indicated that the FY 2012 Accept and Expend legislation was approved by the San Francisco Board of Supervisors on November 20, 2012 and signed by Mayor Lee on November 29th. The UASI Management Team's goal is to have all MOUs distributed by the end of December. Changes were made to the boiler plate on the MOUs to avoid a formal process

regarding amending the MOU. Mr. Dziejdzic stated that the FY 2012 UASI is a two year performance period, which closes on May 31, 2014. All purchases must be completed by the end of the sub-recipient performance period (i.e., November 30, 2013), and all reimbursement claims need to be submitted by January 3, 2014.

(b) UASI FY 2013 Project Proposal Update

Mr. Dziejdzic gave an update of the 2013 project proposal process. From Nov. 12- Nov. 30, the Management Team completed the four Bay Area Kick-off training meetings and accepted on-line project proposals. Mr. Dziejdzic requested a ten percent cap per hub be placed on personnel.

Mr. Hober requested that hub members have a soft copy of all the projects that will be vetted and voted on. Mr. Dziejdzic stated that he can accommodate the request. To improve the project proposal process, Ms. Myhre stated that an evaluation form will be uploaded onto the Bay Area UASI with a request for feedback from all members of the workgroup and hub.

(c) General Manager's Approval of International travel for Chair Kronenberg

Mr. Dziejdzic informed the board that Chair Kronenberg was invited by faculty members of Harvard's National Preparedness Leadership Initiative (NPLI) program to participate in their upcoming delegation to Israel for a workshop and informational exchange on population resilience.

Mr. Dziejdzic indicated that according to the Bay Area UASI travel policy, approval is required by both him and the Approval Authority for international travel and travel to non-continental destinations. Mr. Dziejdzic approved Chair Kronenberg's request to travel and recommended the approval and ratification of the trip to the Approval Authority. The total cost for the trip is approximately \$8,546, which will be paid for with UASI FY 2010 grant funds. Both CalEMA and FEMA have also already approved the request.

Chair Kronenberg indicated that she will take questions from the Approval Authority and Advisory Group members or alternates questions with her on the trip. For the Approval Authority meeting in February, Chair Kronenberg will report on the information she gathered along with details of the trip.

Motion: Approve the ratification and expenditure of \$8,546 for Chair Kronenberg to travel internationally to Israel for a workshop and informational exchange.

Moved: Vice Chair Lucia **Seconded:** Member Godley

Vote: The motion passed unanimously

(d) Approval of 2013 Calendar for Approval Authority meetings

Mr. Dziejdzic requested that the time and place of Approval Authority meetings for 2013 remain the same and take place on the second Thursday of each month at 10:00 AM at the Alameda County Sheriff's Office OES in Dublin, CA.

Motion: Approve the 2013 Calendar for Approval Authority meeting location and time.

Moved: Member Godley **Seconded:** Member Collins

Vote: The motion passed unanimously

(e) Management Team Staff Update

Mr. Dziejdzic reported an update on staff changes to the Management Team and the job positions that are currently open for application. The Board discussed the application process, the requirements, and eligibility to apply. Ms. Spaulding clarified that the Management Team did not seek out individuals from the private sectors but if individuals do apply, the Management Team cannot refuse the application. The Management Team will coordinate an interview panel and will then proceed to select the best candidate for the positions.

Chair Kronenberg moved to item 4.

4. Advisory Group Report

Dave Hober, Advisory Vice Chair, presented on behalf of the Advisory Group Chair, Mike Sena, who was not present. Mr. Hober reported that the Advisory Group met on November 29, 2012. The Advisory Group reviewed the UASI sustainment projects and discussed the allocation of funding for the FY 2013 UASI Grant planning process. The Advisory Group recommended that no additional sustainment projects be added in FY 2013.

The board discussed the progress and process for sustainment projects to develop self-sustaining methods.

Chair Kronenberg moved to item 5.

5. Election of UASI Officers for 2013

UASI General Manager Craig Dziejdzic initiated the 2013 election of UASI officers by first accepting nominations for the Bay Area UASI Approval Authority Chair. Member Godley nominated Member Domingo and Alternate Kehmna seconded the nomination. Member Aston nominated Chair Kronenberg and Member Guzman seconded the nomination.

There was discussion regarding the Chair's initial starting term date. As clarification, Robin Donoghue, legal counsel for the Bay Area UASI stated that the term began after the date when the By-Laws were adopted (August 2011).

Mr. Dziejdzic closed the nominations and asked each of the nominees to speak. After the nominees addressed the Board and the public, Mr. Dziejdzic called the Board for a vote. Chair Kronenberg received eight votes and Member Domingo received three votes. Chair Kronenberg was re-elected as the Bay Area UASI Approval Authority Chair.

Mr. Dziejdzic proceeded to accept nominations for the Bay Area UASI Approval Authority Vice Chair. CalEMA Representative, Brendan Murphy, nominated current Vice Chair, Rich Lucia. Member Domingo seconded the nomination. Mr. Dziejdzic entertained a motion from the Board by acclamation of appointing Mr. Lucia as the Bay Area UASI Vice-Chair. Member Kehmna moved the motion and Member Casten seconded. The motion passed unanimously.

Chair Kronenberg moved to item 6.

6. UASI Ad Hoc Legislative Committee Trip to DC

Renee Domingo reported that the UASI Ad Hoc Legislative Committee will travel to Washington, DC, January 14 and 15 to meet with members of the Obama Administration and Congress. The purpose of the trip is to share the findings of the UASI's recently completed Grant Effectiveness Report, which evaluates UASI investments and demonstrates the need for ongoing funding to the Bay Area.

Ms. Domingo stated that the following UASI members will be travelling to DC: Chair Anne Kronenberg, Member Domingo, Member Godley, General Manager Craig Dziedzic, and Alternate Alden, who will provide staff support for the trip.

Member Domingo indicated that the committee will report back at the next Approval Authority meeting.

Chair Kronenberg moved to item 7.

7. FY 2010 UASI Expenditure Report

Tristan Levardo, Chief Financial Officer, reported on the FY 2010 UASI expenditure report. He stated that spending has increased to 63 percent. The following jurisdictions have completed their projects, and have received final payments from UASI: NCRIC, San Jose, San Mateo, Solano and Walnut Creek. Mr. Levardo indicated that those completed projects yielded grant dusts of about \$175K.

Mr. Levardo indicated that the Management Team's intention for FY 2010 UASI is to achieve full (100 percent) grant spending and to avoid returning any funds and a request for a grant extension will be submitted. If the extension is granted, the grant dust will be reallocated to previously selected shovel-ready projects.

The Board discussed additional expenditures from different jurisdictions that will help reduce the obligated amount the jurisdictions owe by the deadline, January 31, 2013. Ms. Spaulding stated that the deadline for personnel costs will be extended for an additional month.

Chair Kronenberg moved to item 8.

8. Regional Catastrophic Preparedness Grant Program Project Updates

Janell Myhre, Regional Program Manager presented an update on the RCPGP FY 10 and FY 11 grants. Ms. Myhre gave an overview on the following:

- FY09 Statewide Debris Management Project
- FY10 Logistics Plan
- FY10 Community Preparedness/Public Information projects
- FY10 SPUR and ABAG projects
- FY11 Full Scale and Tabletop Exercise with on-line training package

Ms. Myhre indicated that a 25 percent match for RCPGP was being sought throughout Bay Area.

Chair Kronenberg moved to item 9.

9. 2012 Urban Shield

Dennis Houghtelling reported on the Urban Shield 2012 full-scale exercise. He stated that the exercise kick-off took place on Friday, October 26, 2012 and continued thru October 29. The final event took place on October 29 and included a vendor show, training seminar, hot-wash and recognition banquet. Commander Houghtelling introduced Alameda County Sheriff's Office Captain Tom Madigan, the Urban Shield 2012 Incident Commander to provide the After Exercise Summary presentation to the Approval Authority. The presentation provided an overview of the events and highlights which occurred during Urban Shield 2012.

Chair Kronenberg moved to item 10.

10. Filler Security Contract 2013-2014

Catherine Spaulding, UASI Assistant General Manager, recommended that the Approval Authority approve the scope of work for Filler Security Strategies (FSS) for calendar year 2013-2014. Ms. Spaulding stated that Josh Filler of Filler Security Strategies has worked with the Bay Area UASI since the fall of 2009 to provide strategic planning, risk management support, and effectiveness analysis. The scope of work along with key tasks and deliverables will include the following:

- Bay Area Homeland Security Strategy (will include a new cyber security objective)
- Effectiveness Report
- Measures and metrics for the capability assessment
- Integration of the Regional Catastrophic Preparedness Grant Program into the Urban Shield Full Scale Exercise

Ms. Spaulding stated that the total contract cost will be approximately \$150,000 per year for two years, for a total of \$300,000. This is an approximate savings of 20 percent compared to prior years.

Motion: Approve the Filler Security Strategy (FSS) contract with the scope of work for the calendar year 2013-2014.

Moved: Member Godley **Seconded:** Member Aston

Vote: The motion passed unanimously

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 for the month of November. Mr. Fraser indicated that the BayRICS Authority will hold their next meeting on January 20, 2013.

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

- Administration

- Financial Audit
- Site and Backhaul status
- 700MHz Spectrum Waiver, Spectrum Act, and FirstNet Update
- FirstNet Board Update
- FirstNet Public Safety Advisory Committee (PSAC)
- NTIA Notice of Inquiry (NOI)

The Board discussed the various differences from conceptual model and applications development on the network to commercial use of the applications development.

Chair Kronenberg moved to item 12.

12. Interoperable Project Proposal Process

Barry Fraser proposed that the Approval Authority consider revising to the UASI 2013 Grant Allocation process to allow regional interoperable voice communications projects be taken “off the top.” Mr. Fraser stated that the Approval Authority should consider taking advantage of the BayRICS Authority’s regional leadership on Interoperable Communication, by requesting that BayRICS review and validate regional funding priorities developed by the UASI Interoperability Work Group and make a final recommendation to the Approval Authority for the allocation of regional interoperable voice communications funding.

The Board discussed the role of the hubs and the changes that would occur if the UASI 2013 project process were to include BayRICS review of Interoperable Communication projects. The Board also discussed whether the BayRICS recommendation had been addressed at the Advisory Group. Advisory Group Vice Chair Dave Hober indicated that the proposal had been discussed but no recommendation has been made. The Board agreed to wait for the Advisory Group’s recommendation prior to making any changes to the 2013 project process. Chair Kronenberg stated that the region would benefit from a regional assessment of the various ways Interoperable Communications are being utilized in every jurisdiction or Operational Areas.

There was also discussion concerning policy on purchasing handheld radios. The Management Team staff confirmed that there is no policy prohibiting this and such purchases are eligible for grant funds.

Motion: For the FY 2014 allocation process, BayRICS JPA is invited to create and submit proposals to the Advisory Group for a potential regional initiative and regional funding for Interoperable Communication projects.

Moved: Member Godley **Seconded:** Member Kehmna

Vote: The motion passed unanimously

Chair Kronenberg moved to item 13.

13. Tracking Tool

Chair Kronenberg asked the Board for any comments or questions.

Chair Kronenberg indicated that she will not be able to attend the January Approval Authority meeting. The Bay Area website launch update and the Risk Allocation funding formula were moved to report at the February Approval Authority meeting.

Chair Kronenberg moved to item 14.

14. Announcements-Good of the Order

Chair Kronenberg asked the Board for any questions.

Member Domingo announced a free social media class for natural disasters responsive recovery course and the form for participation was created by the National Disaster Preparedness Training center at the University of Hawaii. Member Domingo stated that the course can be hosted anywhere in the hub area.

Chair Kronenberg requested that members and alternates for the Approval Authority send their questions to Craig Dziedzic so that he can organize them and have them ready for the Israel workshop.

Chair Kronenberg moved to item 15.

15. Future Agenda Items

Chair Kronenberg asked the Board for any questions. Upon hearing none, Chair Kronenberg moved to item 16.

16. General Public Comment

Chair Kronenberg asked for general public comment.

The meeting adjourned at 12:30 p.m.