



**Bay Area UASI Program  
Approval Authority Meeting  
Thursday, September 12, 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 10:02 am. General Manager Craig Dziedzic took roll. Chair Kronenberg, Vice Chair Lucia, Members Guzman, Godley, Domingo, Collins, Casten, Kehmna, Helgren and Murphy were present. Member Carlos Bolanos was absent, but his alternate Mark Wyss was present. Member Bob Doyle was absent. Renee Domingo arrived at 10:05 am.

**2. Approval of the Minutes**

Member Godley inquired about the approval of agenda item 5, Cyber, Recovery, and Citizen Preparedness Projects, from the August 8, 2013 minutes. Assistant General Manager Catherine Spaulding informed Member Godley that the minutes will be revised to reflect the approval of the item.

**Motion:** Approve the minutes with changes amended from the August 8, 2013 Approval Authority meeting.

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

**Vote:** The motion passed unanimously

**3. General Manager's Report**

(a) Field Monitoring Visits

UASI General Manager, Craig Dziedzic stated that the Grants Management Team has begun its grant-mandated field monitoring visits to UASI grant sub recipients. The Grants Management Team has visited Sonoma, San Rafael, Alameda, and The Twin Cities Police Authority, with 15

more jurisdictions to cover. The team has been sharing best practices with the various departments and agencies they visit. A comprehensive report of the field monitoring visits will be compiled and presented at the January 2014 Approval Authority meeting.

(b) 2013 Threat & Hazard Identification and Risk Assessment Process (THIRA)

Mr. Dziejczak stated that FEMA Region IX conducted a three-day technical assistance workshop regarding the latest development involving the THIRA process, which is part of Presidential Policy Directive: National Preparedness.

In 2012, jurisdictions receiving federal UASI grant funds were required to produce a THIRA by the end of the calendar year. Comprehensive Preparedness Guide (CPG) 201 provided communities with guidance for conducting a THIRA, which included a five-step process: identify the threats and hazards of concern; give threats and hazards context; examine the core capabilities using the threats and hazards; set capability targets; and apply the results.

In 2013, CPG 201, 2<sup>nd</sup> edition, streamlined the process by combining steps 4 and 5 so that the THIRA process only involves four steps. CPG 201, 2<sup>nd</sup> edition, expanded the process to include an estimation of resources needed to meet capability targets such as National Incident Management System (NIMS)-typed resources and other standardized resource types as well as a new on-line tool for collecting all information.

As part of the CA Statewide Risk Management program, Digital Sandbox will be drafting the THIRA for all the CA UASIs that received grant funds. The Bay Area UASI will be working with Digital Sandbox to use the Capability Assessment Report and other relevant data to update the region's previous THIRA by the end of December 2013.

(c) Grant Application Update

Mr. Dziejczak reported that on August 16, 2013 the Management Team submitted two grant applications for the National Continuing Training Grant (CTG) program. The first application was for an Intelligence-led Incident Management Program (IIM), which will examine the combined role of emergency management, fusion centers, intelligence nodes, public safety, and the Information Sharing Environment (ISE) in preparation for, mitigating and responding to manmade and natural hazard caused incidents at the local and multi-jurisdictional level.

The other application is a proposed class - Countering Maritime Terrorism: Protecting America's Waterways (CMT) - which is intended to improve multi-jurisdictional response to maritime security risks; strengthen communication efforts within the community to deter/disrupt violent extremists; raise awareness of issues regarding privacy, civil rights, and civil liberties; and provides comprehensive awareness training that includes environmental consequences that may ensue. Both applications are for approximately \$1 million and have a three-year performance period. Notification of the grant awards should be received within the next few weeks.

(d) Capability Assessment Workshop

On August 27, 2013, David Frazer of the Bay Area UASI Management Team hosted a regional capabilities assessment workshop with subject matter and regional experts to assess core

capabilities and levels of readiness to meet identified risks. The workshop was conducted in Dublin, CA. The product of this work is a regional gap analysis report showing areas in need of attention and mitigation. The data will also be used for updating the THIRA.

#### **4. Report from the Advisory Group**

NCRIC Director Mike Sena stated that on August 29, 2013 Assistant General Manager Catherine Spaulding presented the draft of the FY14 UASI Project Proposal Guidance. The proposed process is very similar to last year, with the exception of a streamlined role for the work groups. Mr. Sena stated that the Advisory Group also discussed the updated Master MOU and By-laws approved last month by the Approval Authority.

#### **5. FY14 Project Proposal Guidance**

Assistant General Manager Catherine Spaulding presented the draft Project Proposal Guidance for the FY 14 UASI funding cycle. The document contains the proposal submission timeline and criteria; roles of the work groups, hubs, and Advisory Group; priority capability objectives; allowable spending guidelines; and the project proposal template. The FY14 proposal process is virtually identical to last year with the exception of the role of the work groups. Work groups will help identify regional gaps and priorities, but the Management Team will not coordinate a formal “vetting” discussion of each proposal at the work group level as was conducted in the FY13 process. Ms. Spaulding stated that the proposals will be due **November 15, 2013**.

- All proposals – including those using core city and sustainment allocations – must be submitted by the November 15th deadline.
- Upon receipt of the proposals, the Management Team will share them with the appropriate Approval Authority members for review. This review will take place before proposals are distributed to the hubs for prioritization in January 2014.
- UASI jurisdictions that wish to undertake internal vetting processes should do so before the November 15th deadline.
- The Management Team will host a live meeting and webinar on October 3<sup>rd</sup> in Dublin to review the project proposal template, grant requirements, and proposal selection criteria and process.

The priority capability objectives in the current draft of the FY14 Project Proposal Guidance are from the FY13 cycle and are based on the 2012 Bay Area Homeland Security Strategy. The updated objectives for FY14 cycle will be presented to the Approval Authority on October 10, 2013 along with the updated 2013 Bay Area Homeland Security Strategy for approval. In order to be eligible for FY14 funding, all proposed projects must fulfill at least one of the priority capability objectives.

Member Domingo complimented the Management Team on the streamlined Project Proposal Guidance.

**Motion:** Approve the FY14 Project Proposal Guidance

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

**Vote:** The motion passed unanimously

## **6. CA Statewide Risk Management Program**

Kevin Jensen, CA Statewide Risk Manager, presented a PowerPoint on the history of California's Risk Management Program and the newest program DAISE (Data Analysis, Information Sharing Enterprise). DAISE promotes the sharing of analytical findings, intelligence and provides results through a statewide dashboard, which will be used to share infrastructure incidents, events, intelligence, and threat information to users across the state.

## **7. UASI Investments and the Asiana Response**

Rob Dudgeon, Director of Emergency Services for the City and County of San Francisco, briefly spoke about the usage of equipment purchased with UASI funds at the Asiana response and stated that there were many lessons learned. The main lesson learned is that UASI-provided training enabled responders to meet their colleagues ahead of time and this allowed for a more organized response during an actual event.

## **8. FY 10 – FY 11 Regional Catastrophic Preparedness Grant Program**

Tristan Levarado, Chief Financial Officer, stated that significant progress has been made on the RCPGP match since February. The Management Team has gathered \$1.37M in matching funds for the FY10 grant, which exceeds the match requirements of \$1.2M for this grant year. The excess, in the amount of \$171K, is being shifted to meet the FY11 grant match requirements.

The performance period for the FY10 RCPGP is coming to an end and the Grants Team must submit their closeout report to Cal OES in the next few weeks. The Grants Team is currently reviewing the final claims from Oakland and Marin, and expects to receive the last training invoices from Alameda. The URS contract has also ended the logistics and lifeline portions that are funded by RCPGP funds. Set to expire in March 2014, FY11 RCPGP grant spending has reached \$209K, equal to 16% of the budget. Tabletop exercises have been completed by URS and they are gearing up for the full scale exercise, which will be part of Urban Shield.

## **9. Update on Budget Reallocations under \$250,000**

Tristan Levarado, Chief Financial Officer, stated that these items represent reallocation of core city funds for the three major cities. Only two items came from non-core city funds. Mr. Levarado also stated that the \$67K in FY12 UASI savings from the Training and Exercise program was moved to augment Alameda's tactical vehicle project.

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

Barry Fraser, General Manager of the BayRICS JPA, reported that the BayRICS JPA Board of Directors did not hold a meeting in August and the next meeting is scheduled for September 12 at 1:30PM. Mr. Fraser reported that BayRICS has not yet executed a spectrum lease with FirstNet. At its August 13 meeting, the FirstNet Board extended the current deadline to complete lease negotiations with BayRICS to September 30, 2013.

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

- The staff attended the following meetings:
  - Northern California Chapter of the Alliance of Public-Safety Communications Officials (NAPCO)
  - Alliance of Public-Safety Communications Officials (APCO) Annual Conference
- PureWave Networks
- California First Responder Network (CalFRN)
- First Responder Network Authority (FirstNet)
- Spectrum Lease Negotiations
- FirstNet Meetings and Activities

## **11. Tracking Tool**

Chair Kronenberg asked the Board for any questions or comments. There were no questions or comments.

## **12. Announcements-Good of the Order**

Member Godley announced his retirement and indicated that this would be his last Approval Authority meeting. He stated that Dave Hober would replace him as a member of the Board.

Vice-Chair Lucia stated that Urban Shield Exercise will kick off on October 25, 2013 at the Alameda County Sheriff's Regional Training Center. The awards banquet will be held on Monday, October 28, 2013 in Oakland at the Marriott Hotel.

## **13. Future Agenda Items**

Chair Kronenberg asked the Board for questions or comments. There were no questions or comments.

#### **14. General Public Comment**

Mike Sena stated that NCRIC will be hosting a Building Communities of Trust meeting at Facebook in Menlo Park on September 19, 2013 from 5:30 p.m. – 9:00 p.m. Please sign up at [www.ncric.org](http://www.ncric.org)

The meeting adjourned at 11:12 a.m.