



**Bay Area UASI Program  
Approval Authority Meeting**  
Thursday, November 14, 2019  
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**

UASI Vice-Chair Rich Lucia called the meeting to order at 10:03 AM and General Manager Craig Dziedzic subsequently took the roll. Vice-Chair Lucia was present. Chair Mary Ellen Carroll was absent, but her alternate Adrienne Bechelli was present. Members Michael Cochrane, Toshia Shavies Marshall, Gerry Malais, and Christopher Godley were present. Members Raymond Riordan, Dana Reed, Mike Casten, Bob Doyle, and Mark Robbins were absent, but their alternates Judi Torrico, David Flamm, Chris Simmons, Rick Navarro, and Scott Kirkpatrick were present.

**2. Approval of the Minutes**

Vice Chair Lucia asked for any comments or questions concerning the minutes from the August 8, 2019 meeting. Seeing none, he requested a motion to approve the minutes.

**Motion:** Approve the minutes from the August 8, 2019 Approval Authority meeting.

**Moved:** Member Flamm      **Seconded:** Member Marshall

**Vote:** The motion was passed unanimously.

**3. General Manager's Report**

(a) Notification of Subrecipient FY 19 Award

General Manager Craig Dziedzic notified the Approval Authority members of Cal OES' approval of the Bay Area UASI's FY 2019 Homeland Security Grant application. The Management Team received the California Supplement to the Federal Notice of Funding Opportunity for the FY 2019 Homeland Security Grant Program and all FY 2019 MOUs have been sent to grant subrecipients.

(b) UASI FY 2020 Project Proposal Process

General Manager Craig Dziedzic briefed the board on the FY 20 project proposal process. Online submissions began in September and closed in October. A total of 189 applications, amounting to \$37,288,989, were received. This amount exceeds the amount of anticipated funding.

Approval Authority Members have been given the opportunity to review their jurisdiction's proposals from November 14 to December 1, 2019. This allows them time to ensure consistency with their own operational area and/or core city priorities.

On October 30, 2019, BAUASI Regional Grants Manager Mary Landers sent an email to Approval Authority Members requesting confirmation of their respective Hub Voting members by November 13, 2019.

(c) Other Grant Updates

General Manager Craig Dziedzic provided the Approval Authority updates on other grants:

Regional Catastrophic Preparedness Grant Program (RCPGP)

In September 2019, the Bay Area UASI was notified by the Department of Homeland Security (DHS) that the RCPGP application was accepted and approved for \$1,406,550. The grant has a three year performance period and allows 5% for management and administration (M&A). The Management team will be increasing its staff to accommodate a project manager and an analyst to oversee the Commodity Points of Distribution (C-POD) project.

Securing the Cities (STC) Grant

The Bay Area UASI was one of six urban areas selected by the Countering Weapons of Mass Destruction (CWMD) Office to apply for the STC grant, which is a cooperative grant having a ten year performance period, 5% M&A, and a 48 county area of responsibility. The total amount available to the six agencies the first year is \$12 million. The Bay Area UASI has requested \$7.3 million. The purpose of the grant is to increase the region's preventive, radiological, nuclear, detection (PRND) capabilities.

A member of the board made a comment.

(d) Approval of the 2020 Calendar for Approval Authority Meetings

General Manager Craig Dziedzic proposed the 2020 Schedule of Approval Authority Meetings to the Board.

**Motion:** Approve the 2020 schedule of Approval Authority meetings.

**Moved:** Member Navarro      **Seconded:** Member Cochrane

**Vote:** The motion was passed unanimously.

No comments were made.

(e) Management Team Tracking Tool and Future Agenda Items

There were no additions to the tracking tool.

No comments were made.

**4. FY 20 HUB Funding Allocation Formula**

Project Manager Amy Ramirez proposed the Hub Funding Formula for the FY 20 grant cycle. The Bay Area UASI uses DHS' Metropolitan Statistical Area risk formula to guide the administration of grant dollars among the four hubs. The FY 2020 allocation percentages will be as follows: East Hub = 23.54%; North Hub = 6.65%; South Hub = 25.08%; West Hub = 44.73%. The FY 2020 hub allocation risk percentages are unchanged from FY 2019.

**Motion:** Approve the proposed FY 2020 UASI HUB funding formula.

**Moved:** Member Flamm                      **Seconded:** Member Marshall

**Vote:** The motion was passed unanimously.

No comments were made.

**5. 2019 THIRA/SPR Update**

Regional Project Manager Amy Ramirez provided a background briefing on the updated THIRA/SPR and requested approval from the Approval Authority.

**Motion:** Approve the 2019 THIRA/SPR for submission to FEMA.

**Moved:** Member Malais                      **Seconded:** Member Cochrane

**Vote:** The motion was passed unanimously.

Two members of the board made comments.

**6. Regional Training and Exercise RFP Update**

Regional Program Manager Janell Myhre provided an update on the Regional Training and Exercise (T&E) RFP process. Based on their analysis of the applicants, the Management Team and a Technical Review panel recommended the selection of Sensemakers, Inc. Upon a further fiscal review, it was determined that additional regional savings could be achieved by funding Sensemakers to perform all programmatic activities (e.g. training course admin, exercise design/conduct and community preparedness) and by adding 2 members to the Management Team to provide administrative support (e.g. T &E Work group management, developing multi-year T & E plan, and program management). This "blended approach" is expected to save the region approximately \$750,000 from the originally funded \$4.7 million Training and Exercise program. The Management team further recommends the equal distribution of these funds to the four (4) Hubs for a total of \$187,500 to each Hub.

**Motion:** Accept a blended staffing approach to administer the Regional Training and Exercise Program and accept the equal distribution of \$750,000 to the four (4) Hubs.

**Moved:** Member Cochrane      **Seconded:** Member Simmons

**Vote:** The motion was passed unanimously.

Four members of the board made comments.

**7. Radiological Security Initiative Update**

Ed Baldini from the Office of Radiological Security (ORS) provided an update on ORS 2020 Cities Initiative activities in the Bay Area. Mr. Baldini reviewed current capabilities and commended the Bay Area for increasing the security of radiological sources in the Bay Area. He also discussed the next steps in continuing and sustaining important radiological security efforts.

A member of the board made a comment.

**8. CBRNE Program Update**

Regional Project Manager Phil White provided an update on the Chemical Biological Radiological Nuclear Explosive (CBRNE) program. He stated that the region's Preventive Radiological/Nuclear Detection (PRND) Concept of Operations Plan aligns with the National PRND Concept of Operations Plan. He also discussed that the Bay Area UASI has applied for the Securing the Cities grant. This anticipated grant award will enhance Bay Area CBRNE and PRND capabilities, increase equipment ownership and provide additional training and exercise funding to the region.

Two members of the board made comments.

**9. BAYRICS JPA Quarterly Report**

BayRICS General Manager Corey Reynolds presented the BayRICS JPA Quarterly Report. He discussed the quarterly report and its strategic initiatives, and progress. Mr. Reynolds also presented the future goals of the BayRICS Authority.

Three members of the board made comments.

**10. Reallocation of Grant Funds and FY 19 Cybersecurity Assessment**

Chief Financial Officer Tristan Levardo presented a report on the reallocation of FY 18 grant funds and the FY 19 Cybersecurity Assessment requirement. He stated that, in accordance with Approval Authority Bylaws Section 8.5, the Management Team is to report project budget changes under \$250,000 on a bi-annual basis.

He also stated that the FY 2019 subrecipients are required to complete the Nationwide Cybersecurity Review (NCSR). Failure to complete the NCSR in a timely manner will be deemed as noncompliant and may result in a suspension and/or termination of funding for the subrecipient.

One member of the board made a comment.

**11. Announcements - Good of The Order**

Craig Dzedzic made a comment about the UASI Holiday Party on December 3.

**11. Adjournment**

The meeting adjourned at 11:38 AM.