



## Bay Area UASI Program Approval Authority Meeting

Thursday, January 12, 2012 10:00 a.m.  
Alameda County Sheriff's Office OES  
4985 Broder Blvd.  
Dublin, CA 94568

### DRAFT MINUTES

#### **1. ROLL CALL**

Vice Chair Rich Lucia called the regular meeting to order at 10:12 am. Chair Lucia informed the public that Chair Kronenberg would not be present but her officially appointed alternate, Amiee Alden, would be representing her. Chair Lucia took roll call and Members Brendan Murphy, Carlos Bolanos, Renee Domingo, Chris Godley, Amiee Alden, Emily Harrison, Sherrie Collins, Mike Casten, General Manager Craig Dziedzic and Robin Donoghue, Counsel for the Approval Authority were present. Members Bob Doyle, Mark Aston, and Daniel Mahoney were not present but their alternates, Dave Augustus, Christopher Helgren, and David Lazar, respectively, were present.

#### **2. APPROVAL OF THE MINUTES**

##### **(December 15, 2011)**

Vice Chair Lucia asked for a motion to approve the minutes from December 15, 2011.

##### **(Corrections)**

Robin Donoghue requested that on page 3 (under 'Meetings Subject to the Brown Act' in the fifth line) there was a parenthetical error stating "at the office or online" however, it should state "at the office and online." She also requested that on page 4 (under closed session) the second sentence should have read "counsel must be present at all." She also recommended that the word "litigation" be inserted before the words "closed sessions." Vice Chair Lucia thanked Robin Donoghue and asked if there were any other issues. There was no comment or response from the members or public. Vice Chair Lucia asked for a motion to approve the December 15, 2011 minutes with the added changes. Alternate Amiee Alden made a motion to approve the minutes with the addition of Robin Donoghue's requests. Member Mike Casten seconded the motion. Vice Chair Lucia asked if there was any further discussion or changes. There was no comment or response, and the minutes were approved.

Member Harrison requested that the agenda be modified because she needed to attend a BayRICS meeting at noon. She stated that she wanted to participate in the discussion about Item 10 regarding the Advisory Group funding allocation formula. Vice Chair Lucia suggested



discussing Items 7, 8, and 10 together, starting first with Item 10 because Items 7 and 8 related to the report given in Item 10. Vice Chair Lucia mentioned that according to the Agenda, Item 8 was to be discussed in closed session, but since they decided to discuss all three items together, a closed session was no longer viable. Member Alden suggested calling a closed session during the discussion if they determined it was necessary. Vice Chair Lucia proceeded to re-arrange the agenda and asked the Advisory Group to report on item 10.

## **10. REPORT OUT FROM ADVISORY GROUP**

Chair of the Advisory Group, Mike Sena, reported on the Advisory Group's recommendations for the 2012 Strategy Implementation Guidance. Mike Sena indicated that the federal guidance requires 25% of the core allocation funds to be used for law enforcement and terrorism prevention activities. Sustainment is one of the highest priorities of DHS along with expanding Fusion Center operations and programs. Mike Sena stated that the Approval Authority Members need to approve the core amount of \$10,633,355 for regional sustainment priorities and the 5% allocation of funds for management and administration used to sustain the UASI management team, programs, and operations.

### **Funding Allocations**

Mike Sena suggested that if the UASI funding allocation exceeded \$14 million, then the core cities of San Jose, Oakland, and San Francisco should receive \$1 million each in allocations. If the amount allocated is below \$15 million, then there would be a 0.45% percentage formula to consider. If funding falls below \$11 million or a jurisdiction only receives the core amount, then there will be no funding for the core city allocations.

Mike Sena explained the vote that took place during the Advisory Group for the core fund allocation formulas. He stated that seven members voted for core allocations based on a formula proposing that if the core cities receive a million dollars each then they receive more than the base \$3 million. If the allocated funding is less than \$3 million, then a percentage of that \$3 million goes to the major urban area cities. Mike Sena explained that if the \$3 million are not received beyond the core priorities, then the major urban cities would not receive their million dollar allocation.

Mike Sena introduced Josh Filler (consultant hired by the UASI) to explain the formulation, specifically how the 0.45 percentage was calculated from the total funding beyond the \$11 million for core priorities. Vice Chair Lucia requested that a white board and visual aid be given to the Chair of the Advisory Group to better depict the formula strategy. Josh Filler continued on behalf of Advisory Group Chair Mike Sena to explain the funding allocation options. He stated that the 0.45 percentage was developed to allow each core city to receive a million dollars, assuming that the Urban Area receives \$34 million.

Vice Chair Lucia wondered if core cities would be given a million dollars if the UASI receives \$34



million and uses the 0.45 percentage formula. Josh Filler explained that unlike past years, when the federal budget was passed, this year they did not state the amount set aside for the UASI program. The Approval Authority does not know how much the UASI program will get, let alone what each urban area is going to receive.

### **Option A vs. Option B**

Filler explained that Option B uses a percentage to allocate a million dollars, but if the Bay Area UASI program were to get less than \$34 million, then the amount given to each core city would drop.

Vice Chair Lucia asked that if there is a fixed percentage for each core city, would core cities then get that percentage based on the total amount granted. Josh Filler clarified that the 0.45 percent is not based on the total amount. Rather, it is determined by the difference between sustainment projects and M&A. If sustainment projects and M&A are taken out, the percentage is based on the remaining \$12 million. If the total allocation is less than \$34 million, then the \$12 million will also drop, and thus the money given to each core city will also drop. Vice Chair Lucia commented that if the UASI program only receives \$13 million for its allocation, then there will be nothing for the core cities. Mike Sena and Josh Filler agreed.

Josh Filler referenced in the report a \$24 million assumed allocation graph (Option A) and a \$15 million assumed allocation graph (Option B). Mr. Filler described that the Advisory Group voted in favor of Option A by one vote. He continued that the formulas only matter when the funds decrease. He suggested that \$24 million could realistically be the total given allocation; the worst case scenario being \$15 million. He clarified that using Option A (with \$24 million assumed funds) would allow each core city to receive a million dollars; with Option B the core cities would get a little more than half a million.

Mike Sena explained that if the funds are reduced to \$15 million, Option A still allocates a million dollars to each core city; however, there would be fewer funds for projects beyond priority projects. Mr. Sena pointed out that Option B would bring the amount of available allocation funds down to \$162,000 dollars per core city. He would like to make the right recommendation by using these hypothetical situations, but it is the Approval Authority's decision, and he encouraged the Board to use discretion.

Vice Chair Lucia clarified that if the assumed allocation is \$24 million, under Option B the UASI program would be left with a balance of \$12 million after subtracting \$11,833,000 for sustainment and M&A. Then, with the \$12 million, they would apply a percentage to the remaining \$12 million and each core city would receive \$547,000. Mike Sena agreed with the clarification.

### **Fusion Center and M&A**

Member Harrison asked if they could discuss the dollar amount for the Fusion Center and M&A.



Mike Sena explained that 5% of the total funds equal the maximum amount for M&A. Member Harrison asked if that was a given number or a choice. Mike Sena answered that it is the amount the Advisory Group was given, and it is the maximum amount they can use for M&A. Member Harrison asked if the M&A could be less, if approved. Mike Sena indicated that they could use less, but it would be very difficult for them to function without the funds they have listed. Member Harrison stated that it will be hard for everybody to have reductions and clarified that she wanted to know what the Approval Authority can and cannot look at. Mike Sena explained that there is an allotted maximum amount the Approval Authority could spend, but no allotted minimum amount.

Member Harrison asked if that rule also applies to the Fusion Center. Mike Sena explained that the 25% allocation for the Fusion Center is the minimum amount, so the Board can decide to go beyond 25% but not below. Member Harrison pointed out that in the charts it states 37.6% allocation for the Fusion Center. Mike Sena indicated that the 37.6% comes out of the core allocation of \$11 million. As for the core allocations, the Fusion Center is one of the largest portions of the core, so it does not count for the entire amount.

Alternate Helgren asked if the aggregate amount used for the Fusion Center follows the minimum obligation under the grant. Mike Sena answered that it presently does.

Member Domingo asked if the NCRIC is the only project that represents law enforcement training activities at 37.6% or if it would be 25%. She also asked if any of the regional exercise and training proposals include law enforcement, terrorism training and activities, like Urban Shield. Mike Sena stated that they can be included in that amount as the minimum of LETPA and prevention activities.

#### **Discussion on 0.45%**

Member Helgren asked for clarification about whether the term for the 0.45% formula was a multiplier or percentage. Josh Filler clarified that it was the multiplier and not the percentage.

Vice Chair Lucia indicated that he wanted to ensure that the Board had proper clarification on the different options. Mike Sena explained that Option B is a percentage scale and Option A is used if BA UASI receives more than \$11 million. With the added \$3 million, each of the core cities will receive a million dollars. If it's less than that amount then the cities share funds equally, but if it's less than \$3 million dollars (and there is no money available except to maintain programs), the Advisory Group recommended core sustainment programs for the region.

Member Domingo clarified that there are two Option A's: a \$26 million scenario and a \$34 million scenario, above and beyond the sustainment level. Mike Sena clarified that each scenario included the sustainment amounts. Vice Chair Lucia stated that the key to deciphering between Option A and Option B is the application of a percentage formula to the funds that are



received from the Feds. He indicated that what they are looking at is adopting a formula strategy or a “giving a million dollars for each core city” strategy. Everyone concurred with the clarification.

Alternate Alden asked how the options were developed; were they developed by the Advisory Group (or by the Staff) and where the options originated. Mike Sena answered that the Advisory Group discussed these options within the Group. Several staff members worked on formulas and gave suggestions based on the discussions. The Group agreed to have limited options so that the Approval Authority could more easily decide which option was best. This topic is time sensitive because the secretary has to procure the grant guidance within 30 days. Once the guidelines are received, they develop the methodology within 60 days.

### **Strategy Recommendation**

Vice Chair Lucia asked how the Board can decide on a strategy when the amount is unknown. Mike Sena responded that since the dollar amount is unknown, it is important to implement a strategy to prepare for the future. He stated that regardless of the amount that is given, it is important to have a formula set to avoid making these decisions each year. They proposed developing these options so that regardless of the amount of funds, the Approval Authority members will choose their standard methodology of how the money will be disseminated.

Vice Chair Lucia asked about the origins of the \$34 million amount. Teresa Serata responded that \$34 million was the amount allocated for the FY 2010 and 2011 grants. Mike Sena stated that there may be changes and reductions to the number of UASI offices and tiers, which may mean that there are more funds available for the rest of the top 10 UASI teams.

Vice Chair Lucia asked if they base the allocation on a percentage methodology, then would the core cities receive more than one million dollars, if \$34 million or more were allocated to the UASI? Mike Sena responded that based on both options, the core cities allocation would not receive more than one million dollars, regardless of the amount allocated to the UASI.

Mike Sena explained that their recommendation is to set a formula to prioritize projects for funding within the region based on the gap analysis and the Working Groups. Their other suggestion is that the Working Groups compile a list of projects that are waiting to receive funds and bring them to the Advisory Group, who would then evaluate the projects and provide advice to the Approval Authority for final approval.

Mike Sena indicated that if the funding is below a certain amount, the percentage methodology would not be effective because it would make it difficult to disperse funds within several low-budget projects. In this situation, they recommended voting on an amendment to re-evaluate priorities and continue to fund projects. Mr. Sena clarified that there are two options: 1) use a percentage that delegates funds to the projects if the budget is feasible and 2) choose a single project to be completed if the dollar amount reaches a low threshold. Vice Chair Lucia clarified



that there are two options: one that uses a percentage amount applied to each area and another that assigns a dollar amount to one or more projects.

Mike Sena explained that for FY 2011, the state held back 17% and returned the 3% (or \$1.2 million) for the UASI to fund projects. He stated that \$1.2 million is very little money to fund several projects, but it would be enough to fund and complete a single project. The recommendation for this situation would be to take in all the Working Groups' materials (their pending project lists) and choose a project to be approved.

Vice Chair Lucia asked if there was a lower threshold which they can't go below. Mike Sena responded that the Advisory Group attempted to find an example of a low threshold number; however, the Advisory Group recommended looking at the funding when the budget comes out and then evaluate whether or not the budget can feasibly fund projects. If it is a low number, then the Advisory Group would inform the Approval Authority about how to designate funds based on the Working Groups' prioritized projects.

### **Percentage Methodology**

Vice Chair Lucia clarified that the percentage methodology would be used unless there was a minimal amount of money. At that point, the percentage methodology would be on hold and they would apply the project prioritization at the minimal amount. Josh Filler explained that these options were created in case the allocation amount that the UASI receives is reduced. These options would be applied with a reduction and are intended to sustain the UASI.

Vice Chair Lucia wanted to determine what the Approval Authority needed to consider in regards to percentage formula. The recommendation is: if the percentage formula is in place when there is enough money, then everything is fine; however, if there are not enough funds, the Advisory Group would come to the Approval Authority with recommendations. Vice Chair Lucia asked if the Approval Authority would need to formally adopt this; and if it gets to a particular amount of dollars, do they need to consider the whole dollar amount.

Mike Sena responded that they should only be concerned with the percentage when there is a smaller amount of money available, which usually occurs at the end of the grant cycle. He indicated that there may be two months or less to allocate funding, get contracts signed, and expend the funds. He stressed that it is important to reach a consensus soon so when funding becomes available, they will not need to delay. If not, they may have to apply for an extension and run the risk of not receiving it or having to return the money.

Vice Chair Lucia clarified that the Advisory Group is suggesting that the Approval Authority decide in favor of the percentage and the minimum amount, and that the Advisory Group would decide where the money went. Mike Sena responded that they would have the ability, on that small amount, to delegate where the funding would go to or be authorized to delegate the funding on the Approval Authority's behalf. Robin Donoghue clarified that the by-laws





state the responsibilities for standing committees, including delegating funds if they wish to do so.

Alternate Alden addressed the Chair that in the MOU, the Approval Authority does not need to authorize or vote on a minimal amount of funds (\$250,000). However, if it is above \$250,000, the Approval Authority would need to vote and authorize it.

### **Deciding on projects**

Teresa Serata explained that what Mr. Sena meant was that once projects are identified and listed, the Approval Authority has the ultimate approval for these projects. Rather than have the Advisory Group return to the Approval Authority and ask for another round of requests for projects, the Advisory Group would use the list already vetted and approved by the Approval Authority to delegate funds to these projects when funds become available.

Vice Chair Lucia clarified that if there were a million dollars, they would look at the projects and see what project could be funded. However, the money could go to three or four other projects that also require money to be completed. Vice Chair Lucia asked who would decide on delegating where the money goes. Vice Chair Lucia questioned if the Advisory Group was asking to be given the authority to delegate funds to the project of their choosing, and then report the status to the Approval Authority.

Teresa Serata stated that the Approval Authority would approve a list with projects that are top priority. The Advisory Group would take the vetted list stating what projects are top priority, and if funding became available, they could expedite the process (since there would be two months left in the performance period) to expend the funds with the given approval.

Vice Chair Lucia asked if the Approval Authority would have to vote to vet the prioritization list under the proposal even after a project's initial allocation. Teresa Serata stated that there is already a list of funded projects; and below the line, there is a list of projects that would be considered since they did not yet receive funding.

Vice Chair Lucia asked that if a project listed as top priority is initially funded and there is an extra one million dollars available for funds, could the Advisory Group allocate more funds to said project before funding new projects? Teresa Serata stated that it would be a policy decision.

Mike Sena clarified that in their proposal, the Working Groups have a list of working projects that would be evaluated to see if the projects are relevant, viable, and a priority. The Advisory Group would then evaluate the projects across the board and determine which ones can viably be finished.

Member Casten expressed concern about the \$250,000 minimal limit stating that the



conditions of the by-law are being stretched because of this project list. He explained that some projects were receiving funds without the Board knowing about it until after the fact.

Robin Donoghue suggested that given the language written in the Approval Authority's MOU, it would have to be amended in order to permit the Advisory Group to approve any dollar amount, even if it was previously placed on a priority list. If it is not changed and there is a time constraint, then a second meeting can be called (or through video conferencing) to meet the timeline. Ms. Donoghue articulated that if there is a constraint in their MOU, then it cannot be changed during this meeting.

Mike Sena stated that the Advisory Group is flexible in dealing with the decisions the Approval Authority makes in regards to the best methodology. He stated that their goal is to make the process as transparent as possible and maximize the capabilities of their funding, clarifying that the Advisory Group does not intend to do anything outside the Approval Authority's direction.

Vice Chair Lucia suggested that they consider the percentage with the assigned dollar amount to be part of the formula. The Approval Authority would assign the dollar amounts (provided that it is above the \$250,000 threshold), and then the Advisory Group would return to the Board a special meeting to facilitate the completion of projects in a timely fashion. Mike Sena agreed with Vice Chair Lucia's suggestion.

Vice Chair Lucia asked if there were any alternative solutions or if that was the plan that the Advisory Group supported. Mike Sena confirmed that this was the plan the Advisory Group supported. Vice Chair Lucia asked if there were any questions or comments by the Board and public. There was none.

### **7. STATUS REPORT OF THE DRAFT HOMELAND SECURITY STRATEGY v.3**

Teresa Serata informed the Board about the updated 2012-2014 Homeland Security Strategy. She stated that in the grant guidelines for 2011, FEMA asked the Urban Areas to update their Strategy every two years. She indicated that the Strategy was previously updated in 2010 (and will need to be updated in 2012) in order to comply with this requirement.

Ms. Serata explained that the process for risk validation workshops, operational areas core city capabilities assessments, the regional capabilities assessment, and regional risk review are included in the Strategy; which is aligned with the requirements (in the guidance) with the Federal National Preparedness Goals, the Federal Strategy, and the State Homeland Security Strategy.

Ms. Serata reviewed all 37 capabilities and during the regional assessment, it was determined that two of the capabilities were not considered to be high priority because they had been at the bottom of the list for the last three years and were taken out of the Strategy. Under each of





the capabilities, specific implementation objectives and steps tied to all projects submitted in the next application were identified. The strategy was reviewed in the workshop and by the Advisory Group.

Ms. Serata stated that this third version incorporated comments from the workshops and email responses. There was an additional clerical error brought to her attention by a reviewer of the strategy and the change will be incorporated. She requested that the Strategy be approved. The Strategy can then be submitted to FEMA and Julie Vernetti (the Bay Area FEMA rep), who is waiting for the Approval Authority's approval. The Strategy needs to be entered into FEMA's system and approved by Julie Vernetti in order for the UASI to submit their investments in the future [around April].

### **Questions about Strategy**

Vice Chair Lucia asked if there was anything in the Strategy that changes anything the Approval Authority currently does. Teresa Serata responded that it does not, but she pointed out some changes: the organization of the Bay RICS JPA (which now focuses on the communications area) under goal three, is included in the Target Capabilities related to Public information Warning and the Emergency Operations Centers. This was moved to goal six to align with Strengthening Emergency Planning and Citizen Preparedness Capabilities. The BayRICS JPA can now consider Interoperable Communication projects under goal three.

Member Harrison stated that at the retreat there was a good discussion about the commitments that need to be honored before they start investing in new projects. The BayRICS JPA was developed, but the voice interoperability is still not complete. A large investment is finished, but the gap is still there. To achieve working interoperability, she suggested that they look at the gap analysis and prioritize voice communications before they move on to data.

Member Harrison suggested adding a sentence to 3.1-P1 stating that this baseline report focuses on the assessment of communications capabilities gaps, in order of precedence for voice, interoperability, and broadband. In regards to 3.1-O1, there has been discussion about the BayRICS Coordinator and setting up BayRICS to be bigger than BayWEB. She suggested they focus on regional interoperability and strategic planning for the gaps in Interoperable Communications, not just broadband.

Member Alden asked if interim BayRICS JPA Director, Barry Fraser could give feedback or discuss the suggestions from Member Harrison. Member Harrison agreed to discuss this with Barry Fraser.

Member Collins indicated that since FEMA is switching "target capabilities" to "core capabilities," she asked if they had done a cross walk, so the Board is still in alignment before moving forward. Teresa Serata indicated she had taken the cross walk into consideration. She as reviewed the State Preparedness Report cross walk of target capabilities to core capabilities.



She indicated that there wasn't definite guidance because it was still in draft form. Ms. Serata determined that it would be easier to start on the Strategy since they can easily use the cross walk received by the State and then prepare for the changes in the next round.

Vice Chair Lucia asked if any Board members had any other concerns with this Strategy, with the exception of this issue. Member Godley stated that on page 76 on 4.9-O1 Organizations, there is no action verb and believed it was either 'ensuring' or 'develop plans to ensure.' Teresa Serata indicated that she will check previous drafts to look for the active verb.

### **Sustainment Budget**

Member Renee Domingo stated that she reviewed the strategy and goals, but thought the goals were not in alignment with the proposed sustainment budget. She stated that the strategy only contained some of the goals. She further indicated that she was unclear on the process used to vet the priorities set forth in the sustainment budget, and specifically wanted more information on the priorities of each project, the methodology used to execute a project, and more concrete evidence of why certain projects were selected and granted a specific amount of funds. She was glad to see Interoperable Communications included in the budget, but she was unsure of what would happen to the P25 systems. She posed that the sustainment project should cohesively line up with what the strategy states, which she found of concern- especially if core city allocations are not part of sustainment.

Member Domingo mentioned that the Board discussed whether or not each core city should be considered a high priority for program sustainment, arguing that core cities have the densest populations and contain critical infrastructure. She concluded by indicating that she wanted to ensure that the Board makes fully informed decisions.

In response to Member Domingo's concerns, Vice Chair Lucia asked General Manager Craig Dziedzic or Teresa Serata for a response. Teresa Serata responded to the two topics mentioned by Member Domingo by explaining that the Homeland Security Strategy is an overall guide based on data from risk validation and capabilities assessments. Gaps have not yet been completely closed, so the goals have stayed the same. Some investments were made in 2010 and 2011, but those dollars have just been allocated. Ms. Serata noted that the Homeland Security Strategy is in close alignment with 2010 and 2011.

### **Response to Member Domingo's Comments**

Ms. Serata continued that the Implementation Guidance focused on the priorities decided upon from the data collected, in addition to the goals and the objectives specifically identified as highest risk and lowest capabilities. The implementation guide included those specific objectives, target capabilities, and communications with the biggest gaps. She explained a section in the Implementation Guide about the Fusion Center, specifically stating that if the Fusion Center does not exist, then capabilities would not be as high and our capabilities would decrease dramatically.



### **Priorities**

Member Domingo responded that in the past, the strategy and the implementation were used together to determine how funds were allocated and how to set priorities for projects. In this particular budget report, she did not see that and believed that the programs listed in sustainment were important. She suggested having a logical systematic analysis of what things need to be accomplished. She pointed out that this format had been done in the past with Interoperable Communications and lead to more investments. She was happy to see the success of COPLINK because it was a long-standing project. She hoped that NCRIC would be a priority moving forward.

Member Domingo inquired about other priorities, in areas such as planning. She indicated that no funds were allocated to planning under sustainment and indicated that it was essential. Member Domingo mentioned Hubs in relation to methodology. Member Domingo recalled a risk formula presentation, and indicated that it is difficult to make informed decisions based on reading five-hundred page documents.

### **Methodology**

Mike Sena responded to Member Domingo's comments by stating that the Advisory Group approached the methodology by comparing funding by year, programs, and availability. The 2012 Bay Area Homeland Security Strategy Briefing report given to the Approval Authority stated that Interoperable Communications received 28% of dedicated funds. Other programs such as Medical, Public Health, and Mass Care Preparedness received 8% of the dedicated funds; while Regional Risk Management and Planning programs received 10%. Mr. Sena explained that each project (and the protocols that were used in developing the proposals) was based on four months' work by Advisory Group members. The report prepared by the Advisory Group examined priorities and core sustainment issues decided upon by the Group. They made decisions about what projects needed to be paid for and what projects should receive allocations in the future to accomplish core capabilities.

Member Domingo responded that (previously) the Approval Authority discussed that if there was a reduction in funding, then the Board would consider cutting all programs across the board by an equivalent percentage; however, the proposal in discussion did not address that key decision. She stated that the Planning Hub formation could be used to more fluidly cut programs fairly and equally. She expressed concerns that the Advisory Group was not listening to the Approval Authority and of possible miscommunication about the UASI's future direction.

Vice Chair Lucia clarified with Member Domingo if she was suggesting that the Approval Authority Members had developed percentages for funding reductions based on projects executed in 2011 and 2012. Member Domingo recalled that the Board discussed that reductions would be applied across the NCRIC program, in order to ensure sustainability. Vice Chair Lucia then asked Mike Sena if the budget numbers (outlined in the Regional Sustainment Priorities report) equaled the total amount for Sustainability.



Mike Sena responded that those numbers were based on the minimal amount needed to sustain projects. Member Domingo recalled that the Board agreed to cut across all programs, and found it to be unfair that only specific programs will suffer. Alternate Alden inquired if the current level of funding for NCRIC and COPLINK would remain the same.

### **Core City Funding Methodology**

Mike Sena and Member Domingo discussed the core city funding methodology. Member Domingo stated that the core cities need to be sustained because the UASI region would not be able to survive without them. Mike Sena answered questions from the Board pertaining to: NCRIC and COPLINK, regional capabilities, and how core cities receive funding to sustain projects that support the entire region.

Member Bolanos asked the Board if the Approval Authority had actually approved the idea that if the UASI received less funding than anticipated, cuts would be made across the board. He recalled a discussion occurring, but no vote. Vice Chair Lucia affirmed Member Bolanos' statement, stating that he did not remember voting on that policy.

Member Harrison clarified that they indeed voted on that process; however, the vote was taken by the Approval Authority prior to its expanded membership. Understanding that the body of the Board has expanded, Member Bolanos urged the Board to re-evaluate that decision because he was concerned about the Board's true ability to evaluate each project without proper prioritization. He suggested that the Members of the Board vet priorities to determine if cutting is necessary and determine a base level for cuts, but he was not in favor of cutting funds equally across all programs. Member Harrison concurred with Member Bolanos' statement.

Vice Chair Lucia inquired about the timeline for the strategy. Ms. Serata answered that FEMA will need to approve the Homeland Security Strategy before submitting their application. The review takes at least 30 to 45 days, so she will need a final version by the end of January. The Implementation Guide includes local policies for allocations and the strategy document is a basic guide. The strategy should be submitted for FEMA approval. The Implementation Guide will reflect priorities and discussions made by the Approval Authority and Advisory Group and can be debated on by the Approval Authority and Advisory Group until the Team receives the grant guidelines.

Vice Chair Lucia stated that the purpose of the Homeland Security Strategy is to provide overarching standards, instead of implementations. Ms. Serata agreed with this clarification and added that the Strategy and Implementation are related because they chronicle the same goals and objectives. Specifically, the implementation guidance discusses how goals and objectives will be prioritized.

Member Harrison agreed and added that this discussion is long standing and needs an easily



accessible document that links overarching goals with funds allocated. Ms. Serata pointed to a summary sheet of goals and money allocated in 2010 and 2011. Member Harrison appreciated Ms. Serata's efforts but wanted more concrete data about why the Board should decide on what is most important and how to allocate dollars accordingly.

### **Items for Next Meeting Agenda**

Given the issues that were raised at the meeting, Vice Chair Lucia suggested putting these issues on the next meeting's agenda. Topics could include: 'the what if' question, Options A and B, the percentage versus the full amount, the sustainment issues, the core city issues, and Hubs versus Work Group issues. He noted that these topics were bigger than expected and need to be resolved.

Member Harrison proposed that the Board approve the Strategy, but continue to discuss its implementation, while also defining priorities. Alternate Alden suggested that the Board discuss how the core allocation process should work if the Board decides to switch from Work Groups to Hubs. If those are items that should be discussed further, then they should be addressed in the Implementation document. Because the Implementation document is linked so closely to the Strategy document, she was concerned that if the Board voted to approve the Strategy document, then they would also be committed to one methodology for core allocations (in relation to Work Groups).

Teresa Serata stated that the Implementation Guidance focuses on priorities, allocations, and sustainment projects in relation to Option A and Option B. The Homeland Security Strategy and the Implementation Guidance are two separate discussions and two separate documents.

Josh Filler stated that approving the Strategy would not preclude the Board from using Work Groups or Hubs because the strategy states a process in terms of implementation, specifically avoiding topics contingent on funding such as allocations and specific methodologies.

Alternate Alden asked if the Vice Chair recommended postponing the Implementation Guide discussion until later to address the allocation methodology, core city allocations, and the Board's decision on Hubs versus Work Groups.

Member Harrison stated that she supported Vice Chair Lucia's idea of devoting concentrated attention to these topics. Member Casten reminded the Board that they have representatives from the Working Groups who vet projects. He stated that all the representatives had their say on behalf of the Approval Authority members, unless they did not attend the meeting. He did not want to promote redundancy at the Board- especially if the Advisory Group has already made thoughtful, regionally-focused recommendations. He noted that there needs to be adequate communication between Approval Authority Members and their Advisory Group representatives. He recommended making these issues agenda items.



### Special Meeting

Vice Chair Lucia agreed and proposed that the Board meet to discuss this issue and vote on the Strategy in the very near future. Vice Chair Lucia asked Robin Donoghue if a vote could be held after discussion at the end of a special meeting. Robin Donoghue answered that the Members could vote, and mentioned that a special meeting requires a limited agenda with one or two issues. The agenda must be made available 24 hours prior to start of the Special Meeting in order for action to be taken.

Vice Chair Lucia mentioned that the Board would like the Advisory members involved to attend this upcoming meeting. Member Godley suggested that the Board remain aware of the timeline and schedule the special meeting soon, especially if meeting minutes need to be produced within the next month.

Member Harrison suggested completing the item involving the Homeland Security Strategy first before deciding on a date for the special meeting. However, Vice Chair Lucia believed that since everyone was in agreement on the special meeting, they should settle on a date and time first before voting on the Strategy. Robin Donoghue reiterated that all documents would need to be posted 24 hours in advance.

The Board then discussed possible dates and times for the special meeting. Barry Fraser commented that Working Group meetings have already been scheduled (the first scheduled for January 19) and suggested that the Approval Authority meet and resolve the item before the Working Groups begin to meet. Vice Chair Lucia suggested scheduling the special meeting for January 20 from 8am to 10am. Hearing no objections, the Board agreed to this date and time.

Member Godley asked the Management Team staff if they recommend going into closed session for the meeting to review the results of the gap analysis, which will contain information regarding the results of the risk management process. If they plan on presenting the allocation methodology, then Member Godley suggested scheduling a closed session.

Vice Chair Lucia clarified that the intention of the special meeting is to hear about the data and information that may not go out to the public, but not to discuss the methodology. At the meeting on January 20, they will reach a solution to Item 8. Vice Chair Lucia returned to the discussion on the Strategy and asked Barry Fraser to proceed with his presentation.

Member Harrison commented on the Interoperable Communications strategy and the Board's discussion at the retreat about wanting to ensure that they sustain and finish initiatives prior to adding new ones. Member Harrison commented on the gap analysis, stating that the analysis should address gaps in the Interoperable Communications strategy by adding goals for BayRICS in order of priority for voice operability, voice interoperability, and then data. Referencing the Homeland Security Strategy, 3.1-P1 (that describes Barry Fraser's new role as the BayRICS coordinator), she suggested adding the larger regional interoperability vision of BayRICS and





BayWEB to Fraser’s description of his new role, which she had given to Fraser in written form for his review.

### **Barry Fraser Discussion**

Barry Fraser introduced himself to the new members of the Board as the current Interoperability Program and Project Manager with the City and County of San Francisco. He was appointed as the interim General Manager for JPA and Project Manager for the BayRICs authority and BayWEB interoperable data project.

Mr. Fraser began his presentation by expressing a cautionary note about prioritizing voice over data because from what he has reviewed, the two technologies are converging. Voice communications is mission critical in the region and data plan communications are not now, but could be in the future.

### **Voice vs. Data**

Mr. Fraser advised the Board to adopt a big view and plan ahead toward a convergence of voice and data technologies. The UASI should focus on completing voice communication projects, but integrate a data component into their planning and overall vision. It will be extremely important, if not critical; to move in this direction because Long Term Evolution (LTE) voice communications may support mission-critical voice communication in the future. Specifically, this entails device to device communication without network requirements, which is one of the key reasons why LTE communications by voice is not viewed as a mission critical application right now. However, Fraser suggested that the technology is moving in that direction, so he urged the UASI Approval Authority to consider convergence. He stated that he will call some standard-setting Federal government agencies to better understand how the LTE standard-setting bodies look in comparison to other electronic communications.

Member Harrison agreed with his vision, but noted that many teams have P25 radio systems that need to be replaced. For example, areas in the Santa Clara County will never be reached by 4G LTE in their lifetime so a mission critical interoperable voice communication element must be addressed before the grander vision is realized. She wanted to make sure that they don’t go after a new project and forget about their other responsibilities. She has no problem with maximizing voice and data convergence, but indicated that basic voice interoperability must continue.

Barry Fraser stated that he would be concerned if one hundred percent of funding went to voice and zero went to data because they need to lay a foundation for voice and data’s inevitable integration and convergence. Member Harrison clarified that her worry was just the opposite: 100 percent of funds would be allocated for data and voice would not be done.

Barry Fraser suggested implementing appropriate verbiage into the Strategy to emphasize completing existing voice communications, while also laying the ground work for future data



communications. Member Harrison agreed to the verbiage, with the addition of the BayRICs Coordinator description reflected under Section 3.1 P1, 3.1 01, and 3.1 E4.

Mr. Fraser supported Member Harrison's second point that the BayRICs authority General Manager should be the point of contact for convergence, the method for allocating voice or data, and the direction each is going.

Member Godley addressed the Vice Chair to make a motion to accept the Homeland Security Strategy, pending those modifications discussed in item 3.1.

Robin Donoghue commented that before the Board takes any action, they need to open up the matter for public comment.

Vice Chair Lucia stated that Item 8 is being moved to January 20. Robin Donoghue would take that into consideration and implement Item 8 as an action item. Vice Chair Lucia asked for public comment on Items 10, 7, and 8 as they currently stand. He also requested to move Item 8 to Friday January 20 at 8am. Member Harrison seconded the motion.

#### **Motion to Accept Item 7**

Member Godley moved to accept Item 7: Homeland Security Strategy, pending the discussed modifications: Section 3.1 P1, 3.1-01 and 3.1-E4. Member Harrison seconded the motion.

Member Domingo asked if the Board was tied to the Strategy report (instead of the implementation) in regards to the implementation of allocations on page 112, 8.4.3. She was specifically curious about the roles of the Work Groups, and asked if the Strategy was generic. Ms. Serata answered that Work Groups can take any shape, size or form.

Vice Chair Lucia commented that those statements do not alter the motion. He stated that the movement was seconded and will accept the Homeland Security Strategy version 3 with the agreed upon changes Section 3.1-P1, 3.1-01, 3.1-E4. Ms. Serata added that Member Godley made one other correction on the verbiage that was added before the motion was seconded. Vice Chair Lucia asked for further comments and upon hearing none, the motion was passed unanimously.

Member Harrison informed the Board that she had discussed with Chair Anne Kronenberg about being dismissed early due to a prior commitment with BayRICS. She had also spoken with the General Manager on his policies and procedures manual. She thought that they would want to add a section on how the Approval Authority will handle staff from other agencies who are assigned to the Management Team. She volunteered to write that chapter and will work with the General Manager on that Item.



Lunch was delivered and the Board took a brief break.

## **LUNCH BREAK**

### **3. GENERAL MANAGER STATUS REPORT**

Vice Chair Lucia resumed the regular meeting and asked the General Manger for his report.

#### **UASI Mission Statement**

General Manager Craig Dzedzic reported on the request by the Approval Authority for UASI staff to provide suggestions and comments on the Bay Area UASI Mission Statement and Goals. The Management Staff suggested inserting the word ‘mitigate’ into the mission statement so it aligned with the National Preparedness Goal and Strategy.

Vice Chair Lucia restated the staff’s recommendation to the Board and asked for public comment. Upon receiving no public comment, Member Alden moved to approve the recommendation for revision of the Mission Statement. Member Casten seconded the motion, and it passed unanimously.

#### **UASI Grant and Procurement Policies and Procedures Manual)**

Next, Mr. Dzedzic reported on the UASI Procurement Policies and Procedures Manual. The Approval Authority previously requested that the General Manager draft an outline to state the purpose of the manual. The overall purpose of the manual is to provide standards, clarity, and transparency about the policies and processes governing grant management and administration of the Bay Area UASI.

Mr. Dzedzic explained that the Manual includes the roles and responsibilities of various entities participating in project and grant management (e.g., Approval Authority, Advisory Group, Working Group, Management Team, Project leads, and Sub-recipients). The document also included the lifecycle for Bay Area UASI projects: ranging from project identification (prioritization, allocation, selection, and linkage to strategic goals) through planning and management. The manual contains procurement, financial processes and administration. Templates and forms included were the same forms used last year to remain consistent with previous discussions about the debate between Hubs versus Working Groups. Mr. Dzedzic stated that the manual can be amended to reflect the current process and changes.

Vice Chair Lucia stated to the Board that Mr. Dzedzic’s recommendation is to adopt the manual, with the understanding that it can be amended. Vice Chair Lucia asked for public comment. Upon receiving no public comment, Member Bolanos moved to approve the draft. Member Collins seconded the motion. The draft was approved unanimously.



### **UASI Management Team Policies and Procedures Manual**

Along with the Procurement Policies, Mr. Dziejdzic had attached a DRAFT UASI Management Team Policies and Procedures manual. This internal guide outlines the UASI Management Team (and staff contracted from other jurisdictions) standards, policies, and procedures. He mentioned that Member Harrison requested specific verbiage to be added to the manual about the performance of members from other jurisdictions. Since Mr. Dziejdzic will be working with Member Harrison to adopt that verbiage, he will return to the next meeting with a finalized version. He recommended adopting the additional verbiage suggested by Member Harrison. Vice Chair Lucia clarified with Mr. Dziejdzic that the added verbiage will address policies and procedures (specifically, performance evaluation) for contracted staff who do not work for San Francisco. Mr. Dziejdzic agreed with this statement.

Member Domingo asked if the UASI Management Team members and staff were required to file a Form 700 annually. Mr. Dziejdzic answered that the City and County of San Francisco requires the Management Team to file those forms. Staff assigned from other jurisdictions need to look at the requirements from their jurisdictions. Member Domingo stated that with previous management teams, the forms were not filed and this resulted in problems. Mr. Dziejdzic indicated that when he meets with Member Harrison, he will bring it to her attention and discuss the verbiage in regards to those requirements.

Member Godley commented that there were grammar issues within the draft and contained other source content about terminology, which is not appropriate for the UASI Management Team. He will discuss his suggestions with the General Manager at a later time.

### **Staff Updates**

Mr. Dziejdzic informed the Board that a UASI staff member, John Justice was promoted to Assistant Chief and will be working with his County to find a replacement.

Referring to the Tracking Tool Item, Mr. Dziejdzic mentioned the Medical Surge position allocation in the Department of Public Health, stating that he and Chair Anne Kronenberg have been working together to find a candidate to work with RCPGP Manager, Kathleen McKenna, and will update the Board next month concerning the person for the position.

### **4. FY 2009 GRANT REPORT AND TRAVEL EXPENDITURE REPORT**

Tristan Levardo, CFO for the UASI Management Team, updated the Board on FY 2009 UASI Grant and Travel Expenditures through December, 2011. He referenced his quarterly reports including project descriptions, corresponding allocations, budget, and amount spent. All 2009 UASI funds have been allocated and \$19.5 million have been spent so far from the initial \$32.5 million grant budget. The goal for the FY 2009 UASI Grant is to spend all of it. Next steps included processing reimbursement claims.



Mr. Levardo explained that the grants team processed payments of \$3.9 million during the current quarter. The majority of these payments were received from Project A, B, and G; \$975,000 have been reallocated from Project J (Medical and Public Health Preparedness) to Project B (Interoperable Communications).

The \$348,923 contract for the Regional Public Information and Warning Capabilities Assessment, Gap Analysis, and Strategic Plan project has been approved by San Francisco's Civil Service Commission and the performance period for completion is March 20, 2012.

Funds for Project I (Mass Care and Shelter) have been completely allocated (with various MOUs currently being modified to reflect the final allocation) and will be completed by the end of January. Mr. Levardo recommended that all the jurisdictions submit their claims on time to meet the deliverable dates and expedite the process. Mr. Levardo updated the Board that San Francisco has an ACH electronic payment program (which anyone can enroll in) and receive payments electronically via the [sfgov.org](http://sfgov.org) website. Mr. Levardo concluded his report by explaining the Travel Expenses incurred by the UASI Management Team from July - December 2011.

Member Godley commended Mr. Levardo for providing a transparent and helpful report. Teresa Serata informed the Board that if their jurisdictions are interested in electronic payments, Tristan can refer the Board to the City's appointed contact to expedite the process.

#### **5. FY 2010 UASI – MODIFICATION REQUEST FOR WEST BAY HUB PROJECT**

Vice Chair Lucia moved to Item 5. Representative David Lazar indicated the presentation would be made by Captain Rick Parry, commanding officer of the Homeland Security Unit for the San Francisco Police Department.

Captain Parry began by stating that the San Francisco Police Department, San Francisco Sheriff's Department, and San Mateo County Sheriff's Office were requesting a re-allocation of funds from the previous project [enhancing Crime Laboratories] in order to develop a Mobile Field Force team to enhance regional terrorism preparedness. The MFF team and equipment would be used as a regional first-responder team during acts of terrorism. For first responder law enforcement officers to best utilize equipment, teams need training and exercise. Captain Lazar has drafted a three-year schedule to accommodate three exercise plans intended to train blended teams from San Mateo, Santa Clara and San Francisco's Sheriff and Police Departments to best utilize resources.

Vice Chair Lucia asked where the original funds were allocated. Captain Parry apologized that he did not have any further details and stated that previous funds had been allocated for the DNA Laboratory upgrade, but were not eligible for use.



Vice Chair Lucia asked Captain Parry if allocated funds for this Project were the same as the DNA laboratory project. Mike Sena stated that the original amount allocated to the DNA project was the same amount for this new project. He continued that the previous project was an information sharing infrastructure protection program centered on DNA discovery, which they later found out was not an area that Homeland Security funds can be used on. This new project is categorized under information sharing infrastructure protection capabilities; and the Advisory Group made recommendations based on those capabilities.

Vice Chair Lucia stated that the West Bay Hub supports this project and the Advisory Group recommends this project. He asked for public comment. There was no comment, so Member Domingo moved to approve the re-allocation motion and Member Godley seconded it. Vice Chair Lucia asked if there were any comments from the Approval Authority members. There were none and the motion passed unanimously.

## **6. STATUS RERPORT OF THE UASI 2011 SUB-GRANTEE APPLICATION**

Teresa Serata informed the Board that she received the award letter from CalEMA for the FY 2011 UASI Grant Application. They received an allocation of \$34 million and an additional amount of money from the State. She explained that the State generally holds 20% of funds, but this year they held 17% back and returned 3% to the Urban Area. The 3% equals \$1,284,829 million.

Ms. Serata recommended that projects not previously funded (but vetted by the Hubs and Approval Authority) be considered for funding. She researched and identified a number of approved and suggested projects to be reviewed by work groups, which concern Risk Management and Capabilities Assessment planners in each of the Hubs as well as Interoperable Communication projects and a CBRNE project from the Sausalito Police Department.

### **Hub Methodology**

Member Domingo asked Ms. Serata about the methodology she used to determine what Hubs were priority and if the \$1.2 million will be divided according to the percentages decided for FY 2011; and if so, she asked what amount the Hubs would receive and how they will determine project funding. Ms. Serata explained that the Approval Authority approved alternative three, which allocated funds using the risk formula. Based on the risk formula, allocation amounts for each Hub have been identified and our grant application funded as many projects as possible (above and below the line) in order to meet the Hub allocation.

Ms. Serata identified projects that did not receive funding. The Advisory Group had previously recommended taking identified projects and allowing Working Groups to validate and vet them so projects are not funded by other grants. Once the Working Groups validate them, the Advisory Group will prioritize projects and bring recommendations to the Approval Authority





for the final approval at the March meeting.

Vice Chair Lucia clarified that Ms. Serata’s recommendation is to hear the final recommendations by the Approval Authority after the Advisory Group discusses it. Ms. Serata agreed. Vice Chair Lucia asked for public comment. Hearing no comment or response, Vice Chair Lucia moved to Item 9.

### **9. PROJECT UPDATE OF THE REGIONAL CATASTROPHIC PREPAREDNESS GRANT (RCPGP)**

Kathleen McKenna, RCPG Program Manager, informed the Board about the Regional Logistics Plan. She continued that they are currently processing the RFP proposals. The next step will be to work with the Steering Committee to review the proposals. She will update the Approval Authority in the February meeting.

Ms. McKenna then discussed the Training and Exercise project with Alameda County. The project has been delayed by grant compliance mechanisms and other issues. She stated that they are organizing all the details, so the project can begin in a couple of weeks.

Member Domingo stated that (in her understanding) the next process after the validation was to test annexes with mini exercises and wondered if it fell under the Training and Exercise portion. Ms. McKenna answered that she coordinated the forward momentum of all training and exercise projects with Alameda County. Member Domingo stated that a lot of annexes were developed, but expressed concern about them moving forward in a timely manner because as they are organized now, projects (such as Debris Removal, Mass Care and Shelter, and Mass Fatality) could be too much to encompass in an exercise.

Ms. McKenna informed Member Domingo that they have two years to execute those annexes. Their anticipated timeline explicates that RCPGP will be dedicating a year to training and a year to exercises. It was strategic to coordinate training together; and exercises should move forward in the next two years. Ms. McKenna stated that they are having difficulty with the earthquake area because the project is required to fall under RCPGP, not UASI.

Member Domingo inquired about who is working on the plan for the entire region. She was concerned that since every Hub has its own process, projects must be cohesive and coordinated. Ms. McKenna answered that she will be meeting with each group to figure out the current status on these plans and will be making an assessment of where they are. She will also conduct outreach in two or three months to meet with these groups and collect data.

Vice Chair Lucia asked for public comment. Hearing none, Vice Chair Lucia moved to Item 11.



## **11. BayRICS JPA**

Barry Fraser informed the Board about the BayRICS JPA and explained to the new members of the Approval Authority about the BayWEB project - a 700 MHz public safety data service serving as the Bay Area regional interoperable network. He explained that BayWEB is funded by a \$50 million federal grant with a match of \$21 million. Motorola, who received the grant, is the vendor and partner in the project. In the development of this project, Mr. Fraser encountered a number of challenges and realized it was important to create a governance structure. In August 2010, a Joint Power Authority established the BayRICS Authority.

The JPA needed administrative governance to place things in order, so they procured liability insurance and hired legal counsel to represent them at meetings and general legal issues. They are in the process of developing their conflict of interest code and by-laws.

### **BOOM Agreement**

Mr. Fraser stated that he was asked to be the interim General Manager, Project Manager and looked forward to administrating the JPA and managing the BayWEB project. In respect to the BayWEB project, he indicated that they are negotiating a BOOM (Build, Own and Operate and Maintain) Agreement with Motorola. The JPA established a negotiating team and in the December meeting, the BOOM team distributed a proposed BOOM agreement for the JPA to review.

Mr. Fraser indicated that the BOOM agreement cannot be acted on by the JPA until they adopt a system funding plan to organize the financial pieces of the project. The financial plan was distributed in October and is currently under a 90-day review and comment period by the members of the FCC. Mr. Fraser stated that in the JPA meeting on the January 19, they will consider the system funding plan; and if it is adopted, they may consider approving the BOOM Agreement and begin to execute it.

Mr. Fraser stated that timing is critical for this project because the grant they are operating under (a stimulus grant given by the Federal government) has very short deadlines. The first deadline requires the JPA to have two-thirds of the project completed by August 2012 and fully completed by August 2013. Mr. Fraser expressed confidence that the JPA will conduct actions and move the BayWEB project forward in the January 19 meeting.

Mr. Fraser stated that since it is a radio project, they will need access to 150 radio sites throughout the Bay Area to install equipment for the network. Motorola is negotiating site agreements directly with the site's jurisdictions. Motorola reported good progress on the site negotiations, and they have agreements signed by Sonoma County and Contra Costa County. San Francisco and Alameda (and possibly San Mateo County) should have site agreements signed by the end of the month. The rest of the counties are in progress and are negotiating those agreements with Motorola.



Mr. Fraser stated important dates for the Approval Authority to keep in mind. The first was the BOOM agreement adoption any time after January 16, 2012. Motorola stated they need to have all their site agreements signed in place no later than February 10, 2012. Mr. Fraser indicated that they are aggressively trying to finalize the agreements. He reported that they have the opportunity (even though they are creating a finalized site list) to substitute sites in and out of the list until May 31, 2012. They also have flexibility in case a site falls out or becomes too expensive.

Mr. Fraser stated that he will meet with staff to establish a future meeting so that he can prepare a detailed report with project timelines, milestones, and future directions to present to the Approval Authority members. Vice Chair Lucia asked the Board if they had any comments. There were no comments and Vice Chair Lucia moved on to Item 12.

## **12. TRACKING TOOL FOR UASI MANAGEMENT TEAM AND APPROVAL AUTHORITY TO FOLLOW UP ON ITEMS AND REQUESTS OF STAFF**

General Manager Craig Dziedzic reported that one of the Management Team’s goals was to create financial reports outlining status reports on various UASI Grants with Tristan Levarado, CFO for the Management Team, as project lead. He asked the Approval Authority if they had any requests to add to the tracking tool.

Member Godley stated that Item 2: the FY 12 UASI Grant Process is contingent on the results of the special meeting; and Items 3 and 4 were approved and completed at the current meeting. He continued that they are waiting on Item 5’s report describing the relationship between the BayRICS JPA General Manager and the UASI General Manager. The position has been discussed and work has been done to create the job description, however it has not yet been written. He stated that defining the objectives of the regional interoperable communications coordinator’s tasks and scope may expand beyond the BayWEB project. Further, he mentioned that Item 8: Timeline for Grant Allocation Methodology is critical for the next discussion because the Board needs to understand Management Team constraints when executing applications, so they are done appropriately.

Member Domingo stated that the Approval Authority members had previously requested a timeline. She suggested that they should start with a 2013 timeline and start planning so the Approval Authority can give direction to the Advisory Group. Member Godley added that the implementation guide contained a specific timeline describing each and every single date. The Approval Authority would need to be given that information in the context of why the decisions need to be made quickly. Member Domingo suggested a calendar of special dates and annual deadlines. Mr. Dziedzic suggested that perhaps it can be an ongoing agenda Item.

Vice Chair Lucia asked if there were any additional comments. There were no comments.



### **13. ANNOUNCEMENTS – GOOD OF THE ORDER**

Vice Chair Lucia moved to Item 13 and thanked Josh Filler for attending the Approval Authority meeting. He reminded everyone that the special meeting on January 20 would only last a couple of hours and encouraged everyone to be punctual. Member Sherrie Collins addressed the Vice Chair requesting that Member Brendan Murphy inform the Approval Authority about the changes within CalEMA, specifically in regards to the governor’s budget.

#### **Updates on CalEMA**

Member Murphy stated that the governor’s budget has two changes for CalEMA, in which 4,000 state jobs were eliminated. The first change (the relocation of CSTI) re-maps the California Specialized Training Institute business process and requires law enforcement and fire departments to use more training partners. CalEMA will headquarter group management training in Mather rather than San Luis Obispo. This is a approach that allows CalEMA to use training where it’s most appropriate within entities familiar with law enforcement and fire training. CalEMA will hold the curriculum, haz-mat, and law enforcement specialized courses. Training has already begun. Agencies across the State can access training and do it themselves. This will allow emergency training to run alongside the certificate programs.

Member Murphy explained that the second change will be an objective elimination of CalEMA as an agency and the re-creation of the former CalEMA as an office inside the governor’s office. In 2009, CalEMA was created out of the merger between the Governor’s Office of Emergency Services and the Governor’s Office of Homeland Security. Member Murphy clarified that their operations will not change, but rather will reinforce operations to the governor. Although CalEMA has an agency structure, they still have a direct relationship with the governor.

Vice Chair Lucia asked Member Murphy if the grants go to SBCC. Member Murphy explained that because the SBCC are former public safety grants, those grant programs were consolidated. The legislature and governor decided to transfer the historical CalGRIP grant (a three year-old gang intervention grant) and the Bryne JAG grant (a 30 year-old law enforcement grant based on drug enforcement) to a new, independent board that will not report to CDCR. The board will have seventeen members and three different kinds of bills.

Within those seventeen members, a sheriff representative was appointed by the governor along with other law enforcement representatives. The Secretary of Corrections chairs the board and is the only State representative.

Vice Chair Lucia asked the Board if there had any questions. Member Domingo asked about the proposed legislation about the disaster assistance act and the associated funding.

Member Murphy answered that he had not yet heard of it. He indicated that the California Disaster Assistance Act is \$186 million over-obligated and over-allocated. They receive about \$40 million a year to make payments; and if all of the \$186 million dollars came in the same



year, then they would still be \$146 million in debt. Most of the money is being spent on major construction projects with payments spread out over many years. Member Murphy recalled the governor stating that the approach (of prior administrations) to authorize CDAA, knowing that they were extremely in debt, was a mistake and they cannot continue to do that. CDAA will only be authorized in the most severe circumstances.

Vice Chair Lucia thanked Member Murphy for his statements and moved onto Item 14.

#### **14. FUTURE AGENDA ITEMS**

Vice Chair Lucia requested that the Board let the staff know about any additional items that should be used in the next meeting's agenda.

#### **15. GENERAL PUBLIC COMMENT**

He asked for public comment. There was none.

#### **16. ADJOURNMENT**

The meeting was adjourned at 1:22pm.