



Approval Authority Meeting
Thursday, June 14, 2012 10:00 a.m.
Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568
Room 1013

**REGULAR MEETING MINUTES
DRAFT**

1. Roll Call

Chair Kronenberg called the meeting to order at 10:06 am. General Manager Craig Dziedzic took roll and Chair Kronenberg, Members Lucia, Guzman, Casten, Collins, Godley and Aston were present. Members Bob Doyle and Emily Harrison were absent, but their respective alternates Dave Augustus and Janell Myhre were present. Chair Kronenberg informed the public that Member Murphy, Domingo, and Bolanos were running late. Member Domingo and Bolanos arrived at 10:10 am. Member Murphy arrived at 10:12 a.m.

2. Approval of the Minutes

Chair Kronenberg requested for a date correction in the May 10 minutes, as the draft submitted stated "June 14" instead of "May 10." Chair Kronenberg asked for a motion to approve the minutes with the appropriate date correction.

Motion: Approve the May 10 meeting minutes with the appropriate date correction.

Moved: Member Godley **Seconded:** Member Guzman

Vote: The motion passed unanimously

Chair Kronenberg asked if there were any additional topics to discuss or changes to be made. There was no comment, and the minutes were approved unanimously.

3. General Manager's Report

General Manager Craig Dziedzic reported on the 2011-2012 Bay Area UASI Annual Report and the Management Team organization chart and work plans. He then discussed the FY 2012-2013 budget, the National UASI Conference, and the Bay Area UASI Collaborative Strategy Workshop.

(a) 2011-2012 Bay Area UASI Annual Report

Mr. Dziedzic thanked Assistant General Manager, Catherine Spaulding, Josh Filler, and Management Team members for their work in producing the Annual Report. Mr. Dziedzic noted that this year's Annual Report was stylized as a narrative visual report. He highlighted the following:

- (1) An increase of five jurisdictions in Approval Authority membership;
- (2) Adoption of a 2011 Master MOU and Bylaws;
- (3) Adoption of the BAUASI Travel Policy, Management Team Administrative Policies and Procedures, and Grant and Project Policies and Procedures to promote transparency in day-to-day activities;
- (4) Adoption of a BAUASI mission statement and objectives at the December retreat;
- (5) Adoption of a Regional Strategic Plan and approval of the 2012 UASI regional projects; and
- (6) Various accomplishments in line with key goals, such as adopting the interoperability projects strategy in the hub areas and sustaining a close relationship with the NCRIC.

Chair Kronenberg and Member Lucia expressed supportive remarks for this year's Annual Report.

(b) Management Team Organization Chart & Work Plans and FY 2012-2013 Budget

Mr. Dziedzic reported on the changes occurring within the Management Team organization and work plans. There will be further changes in the organization chart. Four positions are pending and the hiring process will continue through the summer.

Mr. Dziedzic explained that the FY 2012-2013 UASI Management Team budget lists revenue sources from 2010 and 2011 UASI. The proposed budget for the Management Team for FY 2012-2013 is \$4,007,893.

Expenditures include salaries and fringe benefits, which are divided into the three divisions within the Management Team: project planning, grants management, and administration. Mr. Dziedzic explained that salary and fringe benefits are broken out by each position according to classification, jurisdiction, job title, and grant/project. The total amount for salary and fringe benefits is \$3,500,893. Mr. Dziedzic requested approval from the Board for the Annual Report, the Management Team organization chart and work plans, and the FY 2012-2013 budget.

Chair Kronenberg reminded the Approval Authority that San Francisco is working with the Department of Human Resources to restructure exempt positions in the UASI and Emergency Services divisions. A number of positions have been reclassified to better align them with organization standards.

Motion: To accept the General Manager's Annual Report, organization chart, and associated budget for the Management Team.

Moved: Member Godley **Seconded:** Member Domingo

Vote: The motion passed unanimously

Chair Kronenberg asked if there were any additional comments. Hearing no comments, Chair Kronenberg asked for public comment. There was no comment and the motion was approved unanimously.

(c) National UASI Conference/ BAUASI Collaborative Strategy Workshop

Mr. Dziejdzic reported that six staff members from the Management Team attended the 2012 National Homeland Security Conference in Columbus, Ohio from May 22-24. Members of the Management Team produced written reports about the conference track sessions attended and lessons learned, which can be located at <http://nationaluasi.com/dru/>. Highlights included:

- Interoperable Communications – The National Capital Region UASI presented a report regarding video feeds whereby 70-80% of all traffic on the internet is video;
- Information Sharing/Risk Management – Captain David Lazar (SFPD) presented a report regarding the upcoming America's Cup Event and large-scale event planning and coordination among regional jurisdictions and federal, local, and state agencies;
- Discussion with Elizabeth Harman, Assistant Administrator, Grant Programs Directorate FEMA

Chair Kronenberg stated that she also attended the UASI National Conference and found the discussion with Elizabeth Harman to be extremely beneficial because Ms. Harman explained that the Department of Homeland Security did not want the two year extension to be passed, despite Congress wanting it to be. Chair Kronenberg indicated that there would be opportunities to request extensions, but nothing will be guaranteed. Next year's National Conference will be held in Los Angeles in June.

Members Lucia, Myhre, and Murphy discussed the merits of the UASI Conference.

Mr. Dziejdzic reported that the Bay Area Collaborative Strategy workshop was the first annual workshop coordinated with both the Bay Area UASI and the Port Security group. The program managers provided presentations regarding training and exercise and interoperability. The common goal between the Bay Area UASI and the Port Security group was how to leverage various grants to accomplish regional goals.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 4.

4. Report from the Advisory Group

Dave Hober presented on behalf of the Advisory Group Chair (Mike Sena) who was not present. Mr. Hober reported that the Advisory Group met on May 24, 2012 to review the \$766,000 FY 2010 funding reallocation from Santa Clara County to Alameda County in exchange for Alameda County FY 2012 UASI funds related to interoperable communications projects. Since Dennis Houghtelling would be providing a report later in the agenda, Mr. Hober did not go into further detail except to explain that the Advisory Group recommends the reallocation plan.

Mr. Hober continued that the Advisory Group discussed the Risk Management review process with UASI Management Team member, Kevin Jensen, who would also speak about this topic later in the agenda. The Advisory Group also reviewed the potential funding allocation, re-allocation strategies, and proposals to reduce the timelines from award acceptance to expenditure of funds.

The Advisory Group discussed developing the FY 2013 grant proposal and funding reallocation processes but is not prepared to give a recommendation to the Approval Authority. In the meeting, the group considered the hub methodology and using a regional risk assessment. Rob Dudgeon, Deputy Director – San Francisco Department of Emergency Management, proposed that allocations be weighted according to Risk Assessment Center (RAC) information, working group input, and an additional sustainment category for each operational area within the UASI.

Member Lucia asked when the Advisory Group would provide a recommendation to the Approval Authority. Mr. Hober responded that the Advisory Group could make a recommendation at the August meeting.

Chair Kronenberg asked the Board if they had any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 5.

5. FY 2010 UASI Project Status Report

Mr. Levardo gave an update on FY 2010 UASI projects explaining that spending has increased by 25%, with a total of \$8.5M spent to date.

Mr. Levardo stated that project managers reached out to all jurisdictions to inquire about the status of FY 2010 projects and received positive responses. Most projects are underway, some have been completed, and one significant reallocation has been identified.

Mr. Levardo stated the next step for project managers is to follow up on obligated funds and commitments. Mr. Levardo and the Management Team will review all requests for reallocations and extensions and ensure they meet compliance requirements.

Chair Kronenberg expressed concern about the fact that some jurisdictions have spent little

or none of their allocated funds. She stated that it requires more than speaking with the county to get a better sense of how these funds will be spent according to the deadlines. Chair Kronenberg asked Mr. Levardo for a report further detailing FY 2010 projects and spending at the July Approval Authority meeting. It was very challenging to make sure all of the FY 2009 funds were spent by the deadline, and she hopes to avoid this in FY 2010.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Amiee Alden, from San Francisco, asked Mr. Levardo to confirm the performance period deadline as she is under the impression that the original November 30, 2013 deadline was extended to January 30, 2014. Mr. Levardo responded that the performance period for the jurisdictions is November 30, 2013, and the Management Team will be strict about adherence to the deadline, although they will try to get requests for extensions approved.

Ms. Alden asked for further clarification about the January 30 deadline. Chair Kronenberg added that date would go through Mr. Levardo and then proceed to the state level for approval. Mr. Levardo concurred with Chair Kronenberg.

Chair Kronenberg asked if a jurisdiction asked for an extension, then would the state extend the November 30 deadline to January 30. Member Murphy responded that the January 30 deadline would be the maximum amount of extended time available.

Member Godley stated that it would undermine the Bay Area UASI's efforts to request more funds for FY 2013 if FY 2010 funds are not expended. He continued that if funds are expended for FY 2010, then their requests would be stronger.

Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 6.

6. Report on FY 2012 Investment Justifications

Josh Filler gave a presentation of the FY 2012 Investment Justifications to the Approval Authority regarding the following items:

- Major changes in the grant
- Overall funding request breakout
- Funding by goal and core capabilities
- Funding by P.O.E.T.E
- State of California UASI Investments Justifications

Chris Godley commented that the Bay Area Approval Authority received indirect criticism about focusing too heavily on purchasing equipment. Member Godley asked Mr. Filler if the

Department of Homeland Security (DHS) has any changes or feedback about risk assessment and the potential emphasis on equipment. Mr. Filler responded that DHS does not foresee a fundamental change in the risk assessment but instead incremental changes. For FY 2012, the State held back 17 percent of Bay Area UASI funding. The State allocates funds into three program areas, which are Fusion Center Support, Statewide Training and Exercise, and Statewide Risk Management.

Member Godley and Member Murphy discussed the mechanics the state uses to fund Bay Area UASI projects. Member Godley asked if the funds for Statewide Training and Exercise will be used to support state staff working on the Bay Area Training and Exercise program. Member Murphy confirmed this.

Chair Kronenberg asked the Board for any questions or comments.

Member Collins asked if UASI funded projects improve capabilities and close risk gaps. Mr. Filler stated that the best way to demonstrate improvement is to consistently evaluate the effectiveness of a project's methodologies.

Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 7.

7. Public Information and Warning System Project Status Update

Josh Filler provided a presentation on the Public Information and Warning (PI&W) system regarding the following items:

- An overview of the project and its deliverables
- Stakeholder Participation and Outreach
- Draft Strategy Elements

Member Godley commented that Mr. Filler recommends that the Regional Project Manager be a member of the Management Team. He continued that he would be interested in other recommendations regarding the Regional Project Manager and the period of time necessary for the Systems Project.

Member Lucia asked Mr. Filler about deployment costs for one system over the entire region. Member Lucia also asked what incentive jurisdictions have to join the system according to the strategy presented rather than continue in their current practice and use of their own system.

Art Botterell, local Subject Matter Expert working with Josh Filler, explained the proposed system to systems approach and its relation to federal systems. One issue with investing into one main regional system is that it will be difficult to send reports locally. Federal systems utilize the integration of multiple delivery systems into a system of systems using the CAP-based relay network integrating with new cell phone-alerting program (CMAS) and NOAA

Weather Radio.

Member Murphy stated that, in California, all 50 counties have an alert warning system and asked if CMAS only sends alerts to an individual county, then what purpose would it serve if counties can only communicate within themselves.

Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 7.

8. Approval of Reallocation of Funds Between Alameda and Santa Clara County for UASI FY 2010 and UASI FY 2012.

Dennis Houghtelling provided a report detailing a request to approve the reallocation of FY 2010 funds [in the amount of \$766,000] from Santa Clara County to Alameda County and the reallocation of UASI FY 2012 funds [in the amount of \$766,000] from Alameda County to Santa Clara County. The re-allocation would be used for the East Bay Regional Communication System in Alameda and Contra Costa Counties for a phase of the Dispatch Console Project.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. There was no public comment.

Motion: To approve the reallocation of UASI FY 2010 funds in the amount of \$766,000 from Santa Clara County to Alameda County and UASI FY 2012 funds in the amount of \$766,000 from Alameda County to Santa Clara County.

Moved: Member Godley **Seconded:** Member Myhre

Vote: The motion passed unanimously

Chair Kronenberg asked if there were any additional comments. Hearing no comments, Chair Kronenberg asked for public comment. There was no comment and the motion was approved unanimously. Chair Kronenberg moved to Item 9.

9. Project Update of the Regional Catastrophic Preparedness Grant (RCPGP)

Frances Culp presented the RCPGP report in the interim as the Management Team hires a new RCPGP Program Manager. Ms. Culp indicated that the regular meeting for the Regional Catastrophic Preparedness Team/Public Health Working Group was canceled due to the 2012 National UASI Conference but that it is rescheduled for June 28, 2012.

Regional Logistics Plan

Ms. Culp stated that the Bay Area UASI Management Team sent the executed contract for the Regional Logistics Plan project to URS Corporation on May 31, 2012. With the contracting process completed, the first step will be the kick-off meeting, which is currently in its planning stages.

Catastrophic Incident Training/Exercise Project

Ms. Culp stated that the contract approved by the Alameda Board of Supervisors has been fully executed. Julie Linney, the Bay Area UASI CBRNE/Training & Exercise Program Manager, is working with the county stakeholders to schedule the training courses using these RCPGP funds. Funds are on target to be dispersed by December 31, 2012.

Regional Public Outreach and Community Preparedness Project Plan

Ms. Culp indicated that the committee is working on several projects. The Disaster Justice Project and the GR5 are both on schedule to execute the action plan deliverables, and the Public Information & Warning Project (PI&W) currently has a draft final report.

Member Domingo asked if the logistics project would integrate the pilot California Metrics Project. She indicated that many jurisdictions are interested and it could be of value to share with operating areas.

Ms. Culp responded that the second major goal for the Regional Logistics Plan is to assess and bring out the work being done in the operational areas. She stated that she would examine this issue and recommend that the California Metrics Project be part of the Regional Logistics Plan.

Member Godley clarified that the scope of the project changed. He was briefed on the metrics project and found that it is not a resources management tool, but rather a planning support tool and will not be used in actual incidents.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 10.

10. Status Update on the Bay Area UASI Website Project

Elizabeth Holden gave a status update on the Bay Area UASI Website. She indicated that a Request for Proposals (UAS10-05) was issued through the City and County of San Francisco on March 29, 2012 to procure professional services for website design, development, and hosting not to exceed \$50,000. She indicated that two vendors, PIER Systems and FGI Seattle LLC, submitted proposals.

Ms. Holden stated that a panel of five members representing multiple jurisdictions offered their expertise in technology solutions, website design, web interface usability, city procurement, and project management to review the two submitted proposals. The panel reviewed and scored the two proposals through a fair and transparent process utilizing a standardized scoring system. FGI Seattle scored the highest average score and was selected as the winning vendor based on their creative approach to interactive design and small studio environment. Ms. Holden indicated that after FGI Seattle was selected as the vendor, she drafted a contract and began negotiations promptly.

Ms. Holden indicated that the contract is currently under review by the City Attorney and looks forward to the deliverables.

Chair Kronenberg asked the Board for any questions.

Member Godley asked if the current contract would extend hosting beyond the initial period. Ms. Holden responded that the sustainment and maintenance of the website on a reliable and safe server was a key issue during contract negotiations. It was decided that a content management system would allow the website to be maintained internally. The hosting contract includes a two-year plan and has three options to extend for a year at a time.

Member Godley asked if it would be possible for the Approval Authority to be briefed on how to use the website in November or December.

Ms. Holden indicated that the final deliverable is due in November and a deliverable includes a visual presentation about how to use the site and the overall look and feel. Member Godley suggested to also include the Advisory Group in this presentation as it is a different group of stakeholders. Ms. Holden agreed.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 11.

11. Securing the Cities Funding Opportunity

Catherine Spaulding indicated that the Department of Homeland Security's (DHS) Securing the Cities (STC) Program provides Tier 1 UASI's with funding for coordinated and integrated detection and interdiction of nuclear materials. Ms. Spaulding stated that the grant period is five years, and this is the first time the STC program is available to regions other than New York/ New Jersey. There are \$2 million dollars available in the first year and there may be up to \$270 million available over the life of the program. In 2012 there will be one award to a Tier 1 region and another opportunity to apply in 2014.

Ms. Spaulding is seeking approval from the Approval Authority to let the Management Team explore whether the STC funding possibility is advisable and feasible by the July 20 deadline. The recommendation would be made available for the July Approval Authority meeting.

Member Murphy indicated that the application is very detailed and would require an enormous amount of time and effort from the Management Team.

Member Lucia believes it is a great opportunity, however, due to the time constraint it does not seem feasible at this time. He indicated that the Management Team could begin preparation for the application deadline over the next two years.

Chair Kronenberg clarified that Member Lucia's comment was a direction for the Management Team and no motion was needed at the time.

Chair Kronenberg asked for public comment. Dave Hober from San Jose commented that with any nuclear material detection, the coordination could be made through NCRIC and asked if the Management Team had spoken with Mike Sena about the program.

Mr. Dziedzic stated that he had reached out to the NCRIC and understood that the Monterey Naval Graduate School might be able to create a pilot project for the Bay Area.

Chair Kronenberg asked the Board for any comments or questions. Upon hearing none, Chair Kronenberg asked the public for further comments. Hearing none, Chair Kronenberg moved to Item 12.

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

Chair Kronenberg informed the Approval Authority that Mr. Fraser was in Washington D.C. and would report on the BayRICS JPA status on his behalf.

Chair Kronenberg stated that the federal government has asked to suspend the NTIA B-TOP Grant [at least for purchasing equipment] for a period of time. Chair Kronenberg states that FirstNet Network will begin running by late August, however, due to the unknowns, it seems that it will have to halt.

Member Murphy indicated that Mr. Fraser attended the meeting with the California Technology Agency and LARICS, but NTIA has abstained from giving further information. Member Murphy stated that it would be important to place a person from California on the FirstNet Board so that this person could be serve as a focal point for the network.

Chair Kronenberg asked the Board for any comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to Item 13.

13. Tracking Tool

Chair Kronenberg asked for additional items to be added to the Tracking Tool.

Member Godley suggested condensing Item 1. Member Godley asked to add the website presentation for the November or December meeting.

Chair Kronenberg asked the Board for any comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to Item 14.

14. Announcements-Good of the Order

Chair Kronenberg indicated that the UASI Staff would be moving in the upcoming week from the Lombard street location to Civic Center. Due to unfortunate timing, UASI Staff will be temporarily residing at the EOC room at the San Francisco Department of Emergency Management. On August 1, the UASI Staff will be moving to 711 South Van Ness Avenue.

Chair Kronenberg asked for additional announcements.

Kevin Jensen gave an update on the Bay Area Risk Management Program regarding the location and time change in order to accommodate a couple of working groups.

Chair Kronenberg moved to Item 15.

15. Future Agenda Items

Chair Kronenberg asked for additional future agenda items. There were none.

Chair Kronenberg moved to Item 16.

14. General Public Comment

Chair Kronenberg asked for general public comment. Upon hearing none, the meeting adjourned at 12:15 p.m.