Bay Area UASI Program
Approval Authority Meeting
Thursday, July 12, 2012 10:00 a.m.
Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568

REGULAR MEETING MINUTES
DRAFT

1. Roll Call

Chair Kronenberg called the meeting to order at 10:05 am. General Manager Craig Dziedzic took roll and Chair Kronenberg, Members Guzman, Godley, Bolanos, and Aston were present. Members Bob Doyle, Emily Harrison, Vice Chair Lucia, and Sherrie Collins were absent, but their respective alternates Dave Augustus, Janell Myhre, Brett Keteles, and Max Houser were present. Member Casten was absent and Chair Kronenberg informed the public that Member Murphy and Member Domingo were running late. Member Domingo arrived at 10:10 am. Member Murphy arrived at 10:45 a.m.

2. Approval of the Minutes

Chair Kronenberg asked for a motion to approve the minutes from the June 14, 2012 meeting.

Motion: Approve the minutes from the June 14 Approval Authority meeting.

Moved: Member Aston   **Seconded:** Member Keteles
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 relocation of the Bay Area UASI Management Team. The Management Team is waiting for the new lease for 711 Van Ness Avenue to be approved by the San Francisco Board of Supervisors. Mr. Dziedzic indicated that the Management Team is temporarily being housed at the San Francisco Department of Emergency Management, located at 1011 Turk Street. Mr. Dziedzic stated that all of the telephone lines for the project and grant mangers have been forwarded as well as their e-mail to the temporary location.

Mr. Dziedzic indicated that once the Management Team has moved into the new location, the Approval Authority members and everyone affiliated will be notified.

Chair Kronenberg mentioned that the Management Team is situated in the EOC and if there is an activation, the Management Team will have to evacuate their temporary space.

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

Mike Sena, Chair of Advisory Group, reported that the Advisory Group met on June 28, 2012 and discussed: the development of the FY 2013 Grant Process Proposal, the UASI Regional Training and Exercise Program presentation, and the fund reallocation process proposal.

Mr. Sena explained the funding reallocation process and the steps that go along with it.

Chair Kronenberg stated that it will be important to prioritize and identify projects with short completion times within each hub area. If grant funds have not been expended at the last minute, the process can be expedited by choosing a "pre-identified" project and allocating the funds to it.

Member Domingo acknowledged the Advisory Group's effort in developing a documented, expedited re-allocation process.

Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg asked for a motion to approve the Advisory Committee's recommendation to the Approval Authority.

Motion: Approve the Advisory Committee's recommendation to the Approval Authority.

Moved: Member Godley   **Seconded:** Member Myhre
Vote: The motion passed unanimously

Chair Kronenberg asked the Board for any questions. Chair Kronenberg moved to Item 5.

5. FY 2010 Interoperable Emergency Communications Grant Program (IECGP) and FY 2007 Public Safety Interoperable Communications (PSIC) Grants

Mr. Levardo gave an update regarding the FY 2010 Interoperable Emergency Communications Grant Program (IECGP) and FY 2007 Public Safety Interoperable

Communications Grant (PSIC). He reported that FY 2007 PSIC has been completed and the last transaction from San Francisco was processed last month. Mr. Levardo indicated that the last reimbursement request was submitted to the State and the Management Team is waiting for the last reimbursement check.

Mr. Levardo reported that FY 2010 IECGP's performance period expires on March 31, 2013. The projects from Alpine and Placer jurisdictions have been completed. Mr. Levardo has indicated that the projects consisted of purchasing equipment. All the funds have been obligated and the jurisdictions are making progress on their projects.

Mr. Levardo stated that $433,000 of [the $1.2 million total] has been spent and the $794,004 remaining balance has been obligated.

Mr. Levardo asked the Board for any questions. Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 6.

6. Grant Expenditure Report on the FY 2010 UASI Grant

Mr. Levardo gave an update regarding the Grant Expenditure Report for the FY 2010 UASI Grant. He stated that the current report is a follow-up from the previous meeting and includes the finished projects that await claims from the jurisdictions.

Mr. Levardo indicated that the total amount obligated for finished projects equals $1.2 million. This amount was developed by the program managers who gathered information from the jurisdictions regarding items that have already been delivered and invoiced but not yet processed by their accounting systems. Mr. Levardo stated that spending has increased from $985,000 to $10.7 million since the last month.

Mr. Levardo explained that the obligated funds for projects are close to completion with a few minor project modification requests. Mr. Levardo indicated that obligated funds cannot be reported as "spent" since no official claim has been received from the jurisdictions. Since the total amount of obligated funds is $23.5 million, there is no remaining balance for reallocation.

Chair Kronenberg found the additional information in the report regarding the amount of funds that have been spent and the finished projects that have not sent any claims yet helpful. She indicated that with the Advisory Group's new reallocation process, it will be easier for last minute unspent funds to be reallocated in an expedited manner.

Chair Kronenberg thanked the Management Team for realizing that the September 30 grant deadline for all the counties to have their funds expended can be extended to November 30, except for personnel. The personnel expenditure deadline is April 30.

Member Godley thanked the Management Team for proactively dealing with the issues and commended them for their good work.

Chair Kronenberg stated that the FY 2012 UASI Grant process is a two-year cycle and it behooves the Board members to return to the jurisdictions and develop ways to expedite the process, especially if the grant allocation is known for each jurisdiction. Preparation will help the jurisdiction spend the funds immediately, once the award letter is received.

Mr. Levardo and Chair Kronenberg explained how the City and County of San Francisco are creating a way to expedite the process from receiving the award letter and having the approval of the San Francisco Board of Supervisors.

Member Domingo stated that most jurisdictions will not be allowed to allocate their funding until the jurisdiction has received an award letter or a signed MOU. A signed MOU takes a considerable amount of time since it would need to pass through various officials to have it signed. Member Domingo asked Mr. Levardo if the jurisdictions can request an award letter for the FY 2011-2012 grants. She indicated that Oakland will have their resolutions in place but will not have an agreement to proceed and allocate their funds.

Mr. Levardo indicated that the Management Team can issue an award letter, however it depends on the jurisdiction's counsel and what the counsel would accept. The Management Team has previously issued conditional allocation letters with certain projects, however some jurisdiction's city attorneys will not accept a conditional acceptance letter since their requirement is an executed MOU.

Chair Kronenberg asked the Board for any questions. Chair Kronenberg asked for public comment. Upon hearing none, Chair Kronenberg moved to item 7.

7. Bay Area Risk Management Program Status Update

Staff member Kevin Jensen gave a presentation on the Kick-off meeting for the Bay Area Risk Management Program. His update presented an overview of:

- A background on the risk and capability-based methodology
- Risk Validation and Data Management
- Capabilities Assessment and Gap Analysis
- Strategy Update and Grant Planning Process
- A timeline of the process and the next steps

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 8.

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

Barry Fraser, General Manager for the BayRICS JPA, reported on the BayRICS JPA status. Since the BayRICS JPA planned to meet after the Approval Authority meeting, Mr. Fraser reported information that had not been discussed at the BayRICS JPA meeting.

Mr. Fraser indicated that the first item that the BayRICS JPA board directors would address is to elect new officers for the Chair and Vice Chair on the BayRICS JPA Board. The Chair and Vice Chair positions are elected annually. The second item is a discussion of a high-level strategic collaboration agreement with the Corporation for Educational Networking Initiatives in California (CENIC). Mr. Fraser stated that there have been changes to the board of director's membership and he would be compiling a new list that includes the new members. Mr. Fraser will inform the Approval Authority regarding the changes. A comprehensive, functional website for the BayRICS JPA will be unveiled in the next month's meeting and will provide information regarding the BayRICS JPA meetings, agendas, and documents.

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

- Site Status and Finalization
- BART and agreements
- BayLOOP
- CENIC
- Regional and State Coordination on FirstNet Planning Grants
- 700MHz Spectrum Waiver and FirstNet Update
- NTIA Planning Grants Request for Information (RFI)
- FirstNet Board Nominations-will be named August 22
- NTIA Partial Suspension
- FEM Grant Programs Information Bulletin No.386

Mr. Fraser reported that the NTIA has waived the 2/3 completion requirement for Motorola. The NTIA has requested a two year extension for the entire grant and moved the full completion deadline from August 2013 to August 2015. Mr. Fraser indicated that the BayRICS JPA are awaiting the written confirmation for the extension and the extension would apply not only to Motorola but to all Public Safety V-Top grantees.

Chair Kronenberg asked the Board for comments or questions.

Member Murphy commended Mr. Fraser and the BayRICS JPA for taking the initiative to meet with CalEMA and LA-RICS to ensure that the comments that were discussed in the

meeting were reiterated to the NTIA on how California would like FirstNet to be operated and setup. Member Murphy stated that Mr. Fraser has made a way to have open communication with NTIA, even after the suspension.

Chair Kronenberg asked the Board for any additional comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to item 9.

9. Tracking Tool

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 10.

10. Announcements-Good of the Order

Mr. Dziedzic announced that the National UASI Conference will be held next year in the Westin near downtown Los Angeles from June 4th thru June 7th. The National UASI Conference will be combined with the LAPD Counter and Terrorism Conference, the Major City Chief Intel Conference, and the FEMA After Action Conference. The National UASI Conference Committee is planning ahead and requesting ideas from the Bay Area UASI for track sessions and also looking for volunteers. Mr. Dziedzic stated that the National UASI Conference would be a great opportunity to showcase California's UASI's effectiveness in expending grant money to the rest of the UASIs.

Mr. Dziedzic also announced that December 31st is the deadline for the UASIs to produce a THIRA. The eight California UASIs will attend a meeting in January in San Francisco and the Bay Area UASI will chair the meeting. The meeting will feature how the UASIs can use Digital Sandbox and other modules. Mr. Dziedzic indicated that there will also be a discussion about the possibility of hiring a project manager to help the UASIs effectively use their product and be equally treated throughout the state of California.

Chair Kronenberg asked the Board for further announcements or comments.
Upon hearing none, Chair Kronenberg asked for public comment. Chair Kronenberg moved to item 11.

11. Future Agenda Items

Chair Kronenberg asked for additional future agenda items. There were none.
Chair Kronenberg moved to item 12.

12. General Public Comment

Chair Kronenberg asked for general public comment.

Chair Kronenberg thanked the Approval Authority members for their commitment to working hard and working with many regional partners.

Member Domingo acknowledged Chair Kronenberg and Vice Chair Lucia for enduring and persisting through the difficult times and appreciate all the efforts the Approval Authority members have put forward as well as the new UASI Management Team.

The meeting adjourned at 11:45 a.m.