



To: Bay Area UASI Approval Authority
From: Craig Dziedzic, General Manager
Date: December 13, 2012
Re: Item #3: General Manager's Report

Recommendations:

- (a) UASI FY 2012 Update. (Discussion Only)
- (b) UASI FY 2013 Project Proposal Update. (Discussion Only)
- (c) Ratification of International Travel for Chair Kronenberg. (Staff recommends approval)
- (d) 2013 Calendar for Approval Authority Meetings. (Staff recommends approval).
- (e) Management Team Staff Update. (Discussion Only)

Action or Discussion Items:

- (a) UASI FY 2012 Update (Discussion Only)
- (b) UASI FY 2013 Project Proposal Update (Discussion Only)
- (c) Ratification of International Travel for Chair Kronenberg (Discussion; Possible Action)
- (d) Calendar for 2013 Approval Authority Meetings (Discussion; Possible Action)
- (e) Management Team Staff Update (Discussion Only)

Discussion/Description:

- (a) UASI FY 2012 (Discussion Only)

The FY 2012 Accept and Expend legislation was approved by the San Francisco Board of Supervisors on November 20, 2012 and signed by Mayor Lee on November 29th. MOUs are being sent out from our office. Our goal is to have all MOUs distributed by the end of December. Each jurisdiction should obtain approvals by their Boards as soon as possible after receiving their MOUs. As a reminder, the FY 2012 UASI is a two year performance period, which closes on May 31, 2014. All purchases must be completed by the end of the sub-recipient performance period (i.e., November 30, 2013), and all reimbursement claims need to be submitted by January 3, 2014.

(b) UASI FY 2013 Project Proposal Update (Discussion Only)

As an update of the 2013 project proposal process, we have completed the four Bay Area Kick-off training meetings and accepted on-line project proposals during the period from November 12 – November 30.

During the first week of December, we sent Approval Authority members a list of their jurisdiction's project proposals to ensure that the proposals aligned with the goals/strategies of the Operational Area in his/her jurisdiction. Approval Authority members had one week to review them (December 3 - December 7). Any revision to a proposal needed to be communicated to Janell Myhre by COB on Friday December 7.

On Monday, December 10, the proposals will be sent to the UASI Workgroups for vetting. After the proposals are reviewed and vetted by the four UASI Workgroups (December 6 – 30), they will be submitted to the various Hubs for a selection process similar to last year. Janell Myhre, who is coordinating the process, has received the names of the Hub voting members from the Approval Authority members.

On the day of their Hub Proposal Selection meetings, all voting members will receive a binder with a spreadsheet summarizing their entire Hub's project proposal submissions and back up proposal documents with project details.

The Hub Proposal Selection meetings are scheduled as follows:

- South Bay Hub: Tues, 1/16/13, 10am-1pm, SCC Sheriff's Office, San Jose
- North Bay Hub: Wed, 1/23/13, 10am-1pm, Marin County OES, San Rafael
- East Bay Hub: Tues, 1/29/13, 10am-1pm, Alameda Sheriff's Office, Dublin
- West Bay Hub: Wed, 1/30/13, 10am-1pm, Dept. of Emergency Management, San Francisco

(c) Ratification of International Travel for Member Kronenberg. (Discussion; Possible Action)

In October 2012, Chair Kronenberg was asked by faculty members of Harvard's National Preparedness Leadership Initiative (NPLI) program to participate in their upcoming delegation to Israel for a workshop and informational exchange on population resilience. The trip is scheduled from January 5, 2013 through January 12, 2013. This is an honor for the Bay Area UASI since only a few NPLI alumni were invited to participate in the delegation.

According to the Bay Area UASI travel policy, approval is required from both the General Manager and Approval Authority for international travel and travel to non-continental destinations. In order to accommodate Harvard's invitation and meet CalEMA/FEMA international travel request requirements, the General Manager approved Chair Kronenberg's request in anticipation that this request would be on the agenda of the next Approval Authority

Meeting, Lessons learned from this trip in the area of community resilience planning/strategies will be beneficial for the entire Bay Area.

Staff recommends approval and ratification of the trip. The total cost for the trip is approximately \$8,546, which will be paid for with UASI FY 2010 grant funds. Both CalEMA and FEMA have also already approved the request.

(d) Approval of 2013 Calendar for Approval Authority meetings (Discussion, Possible Action)

Staff requests that the time and place of Approval Authority meetings for 2013 remain the same whereby they will occur on the second Thursday of each month at 10:00 AM at the Alameda County Sheriff's Office OES in Dublin, CA. Attached as Exhibit A, is the 2013 Calendar of Approval Authority Meetings.

(e) Management Team Staff Update (Discussion Only)

1. The Public Health Project Manager Position – Janell Myhre is the POC for the recruitment and selection process. Six candidates applied for the position and are from various areas in CA, including Fresno, Oakland, San Bruno, and Fairfield. Interviews will be conducted on December 11 with a final selection some time that week.
2. The Risk Management/Info Sharing Project Manager Position – Catherine Spaulding is the POC for the recruitment and selection process. Four candidates have applied for the position and are from various jurisdictions (Santa Clara, San Jose, and Sonoma County) as well as from the private sector. The interview and selection process should occur in January or February 2013. In the meantime, we are in the process of finalizing/approving MOUs for Capt. Kevin Jensen (incumbent) to be hired as the California Urban Areas Risk Management Program Manager, which should occur in January 2013.
3. The Regional Grants Manager Position – Catherine Spaulding is the POC for the recruitment and selection process. The position manages all aspects of compliance requirements of grants, contracts, and MOUs, and grants reporting to Local, State and Federal Governments. The SF Department of Human Resources has analyzed the job duties/functions and will be issuing a job announcement. Mary Landers is the incumbent.

EXHIBIT A



APPROVAL AUTHORITY Meetings

Location: Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568

Meeting Time: 10AM

(2nd Thursday of Each Month)

Jan 10, 2013
Feb 14, 2013
Mar 14, 2013
Apr 11, 2013
May 9, 2013
Jun 13, 2013
Jul 11, 2013
Aug 8, 2013
Sep 12, 2013
Oct 10, 2013
Nov 14, 2013
Dec 12, 2013