Bay Area UASI Program
Approval Authority Meeting
Thursday, November 8, 2012 10:00 a.m.

LOCATION
Federal Bureau of Investigation
450 Golden Gate Ave., San Francisco, CA 94102
2nd Floor, Hawaii Conference Room

REGULAR MEETING MINUTES
DRAFT

1. Roll Call
Chair Kronenberg called the meeting to open session at 10:40 am. UASI General Manager Craig Dziedzic took roll and Chair Kronenberg, Vice Chair Lucia, Members Godley, Collins, Murphy, and Aston were present. Members Raymond Guzman, Renee Domingo, Mike Casten, Bob Doyle, Carlos Bolanos were absent, but their respective alternates Denise Schmitt, Cathey Eide, Sean Fawell, Dave Augustus, and Mark Wyss were present. Emily Harrison and her representative were absent. Member Collins left after the closed session.

2. Approval of the Minutes
Motion: Approve the minutes from the November 8 Approval Authority meeting.

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

Chair Kronenberg moved to item 3.

3. General Manager's Report
UASI General Manager, Craig Dziedzic, provided a report on the FY 2012 Homeland Security Grant Program (HSGP) and the Notification of Subgrantee Award Approval from Cal EMA.

Chair Kronenberg moved to item 4.

4. Advisory Group Report

NCRIC Deputy Director, Mike Sena, provided a report on the UASI Advisory Group meeting held on October 25, 2012. The Advisory Group reviewed the UASI sustainment projects and discussed the allocation of funding for the FY 2013 UASI Grant planning process.

After the review of sustainment projects and proposed regional projects, the Advisory Group decided to develop a definition to define sustainment projects. The Advisory Group will be working on that definition at their next meeting in November. The Advisory group will also be developing a proposed plan for allocations that includes sustainment projects and:

- Hub Allocation
- A set aside for the State Requirement (20%)
- A set aside for Management and Administration (5%)
- A set aside for the Management Team ($2M)

Chair Kronenberg moved to item 5.

5. Bay Area Effectiveness Report

UASI Assistant General Manager, Catherine Spaulding, reported on the background of the Effectiveness Report, the reasoning behind the analysis, key points on the Effectiveness Report findings, and the recommended next steps from the Approval Authority.

Josh Filler provided a presentation on the Effectiveness Report regarding the following items:

- The background, methodology, and assumptions
- Bay Area Risk Profile and Allocation of Funding
- Capability improvements and Gaps
- Sustainment

First Motion: Approve the Effectiveness Report
Moved: Member Aston   **Seconded:** Member Schmitt
Vote: The motion passed unanimously

Second Motion: To accept the UASI staff's recommendations
Moved: Member Godley   **Seconded:** Member Aston
Vote: The motion passed unanimously

Chair Kronenberg moved to item 6.

6. Bay Area Homeland Security Strategy

Josh Filler provided a presentation on the Bay Area Homeland Security Strategy regarding the following items:

- The background, purpose, and vision of the Security Strategy
- Bay Area Risk Description Urban Area Structure
- Strategy Development Process
- State and National Goals
- Capabilities Assessment
- Summary of Goals and Objectives

Motion: Approve and adopt the 2012-2015 Bay Area Homeland Security Strategy Report

Moved: Vice Chair Lucia   **Seconded:** Member Godley
Vote: The motion passed unanimously

Chair Kronenberg moved to item 7.

7. 2013 Priority Capability Objectives

Catherine Spaulding reported that the Bay Area's risk management program identified capabilities that are the most "risk relevant" and where gaps in capability are, so that the region invests in those areas. Ms. Spaulding proposed a list of 2013 priority capability objectives and recommended an approval of the list as funding criteria to be included in the 2013 Project Proposal Guidance for the hub/workgroup proposed projects.

The Board members and Mr. Sena, Mr. Filler, and Ms. Spaulding discussed whether Cyber Security should be added to the 2013 priority capabilities objectives. Member Godley indicated that the Board should consider having the Fusion Center create and develop a road map to begin addressing the steps towards Cyber Security risks and gaps. After much discussion, it was agreed upon that Ms. Spaulding would add Cyber Security to the 2013 priority capabilities objectives under goal 2.

Motion: Approve the 2013 proposed list of priority capability objectives for the inclusion as funding criteria for the hub/workgroup process.

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

Chair Kronenberg moved to item 8.

8. IECGP and Quarterly Travel Report

UASI Grants Manager, Jane Mason, presented an update of the Interoperable Emergency Communications Grant Program (IECGP) and the quarterly travel report for the period of July 1 through September 30, 2012 on behalf of Chief Financial Officer Tristan Levardo.

Chair Kronenberg moved to item 9.

9. Project Proposal Update

Regional Program Manager, Janell Myhre, provided an update on the FY13 project proposal process. She gave an update on the following items:
- Proposal submission dates open 11/12 and close at 5pm, 11/30.
- Proposals will not be accepted for any reason after 5pm on November 30, 2012.
- Core City project proposals use the same on-line proposal template and must be submitted no later than 5pm on November 30, 2012.

Ms. Myhre indicated that the Hub kick-off meetings dates and locations have been confirmed.

Chair Kronenberg moved to item 10.

10. Regional Catastrophic Preparedness Grant Program (RCPGP) Project Update

Janell Myhre provided an update on the Regional Catastrophic Preparedness Grant Program. Ms. Myhre provided a grant timeline for the RCPGP and UASI grant projects. Ms. Myhre indicated that the short term Logistics Project Manager selection is complete and a conditional offer has been made and contract negotiations are in process.

Ms. Myhre indicated that at the October 24th meeting, the RCPT agreed that a $200K RCPGP Restoration of Lifelines project will be re-allocated to provide for consultant staff in the three (3) Major Cities to ensure their Logistics Appendix to the Regional Logistics Plan is robust and accurate.

Chair Kronenberg moved to item 11.

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

Barry Fraser, interim General Manager for the BayRICS JPA, reported on the status of the BayRICS JPA. Mr. Fraser indicated that the BayRICS Authority held its regular monthly Board of Directors meeting on November 1, 2012. Mr. Fraser stated that action items at the meeting included approval of BayLoop Maintenance and Monitoring Agreement, reports on T-Band spectrum givebacks mandated in H.R. 3630, the hiring of a permanent general manager, and selection of a new BayRICS Secretary. A new Secretary must be named because former BayRICS Secretary Deputy Dave Kozicki has transferred to a new position with the Alameda County Sheriff.

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

- Administration
- Financial Audit
- UASI 2013 Funding Requests
- Site and Backhaul status
- 700MHz Spectrum Waiver, Spectrum Act, and FirstNet Update

Chair Kronenberg moved to item 12.

12. Tracking Tool
Chair Kronenberg asked the Board for any comments or questions.

Chair Kronenberg indicated that UASI Approval Authority elections for 2013 should be added to the tracking tool and be set as an on-going item.

Chair Kronenberg moved to item 13.

13. Announcements-Good of the Order

Chair Kronenberg asked the Board for any questions.

Chair Kronenberg moved to item 14.

14. Future Agenda Items
Chair Kronenberg asked the Board for any questions. Upon hearing none, Chair Kronenberg moved to item 15.

15. General Public Comment
Chair Kronenberg asked for general public comment.

Christopher Helgren suggested that the NCRIC and the Training and Exercise program partners should collaborate and develop a curriculum that can be approved to expend Homeland Security Training funds to train towards Cyber Security issues.

Chair Kronenberg requested a presentation on this curriculum at the January Approval Authority meeting.

The meeting adjourned at 12:15 p.m.