



Bay Area UASI Program

Approval Authority Meeting

Thursday, October 13, 2011 10:00 a.m.
Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568

DRAFT MINUTES

1. CALL TO ORDER

The meeting was called to order at 10:07 AM. All members of the Approval Authority were present with the exception of Member Fields. Her Alternate, Dan Mahoney, was present in her place.

2. APPROVAL OF THE MINUTES

Chair Kronenberg acknowledged her staff, Patrick Monett Shaw, for processing the recording of the September Meeting into minutes without being present at the meeting. The General Manager has made arrangements for a stenographer to capture the meeting verbatim. A copy of the transcript can be made available to members of the Approval Authority if requested.

Member Harrison supported the idea of the transcript, but requested that the same person be assigned each time.

Member Harrison moved to approve the minutes which was seconded by Member Lucia. The motion to approve the minutes passed unanimously.

3. GENERAL MANAGER'S REPORT

(a) CA UASI Quarterly Meeting

In September, Craig Dziedzic and Teresa Serata attended the quarterly UASI meeting in Riverside with the seven other California UASIs. One of the purposes of the meeting was to develop and plan for a state wide risk management program. This project is funded with a portion of the 20% of grant funds held back by State. The goal of this meeting was to discuss best practices, develop governance policies, and explore other modules provided by the program vendor Digital Sandbox.

(b) New Management Team Staff

The UASI Management Team has completed hiring for the Grants Management Team. Tristan Levardo, a Licensed CPA, is the new CFO. Tristan brings 14 years of experience in the field and worked in the San Francisco Controller's Office. He will be in charge of the Grants Management Unit. Also hired is Mikyung Kim-Molina, who holds a Master's Degree in Public Administration and will be handling MOUs and LOAs. Her role will be getting the documents to the sub recipients sooner. The Grants Unit has also hired Yuri Mambu, a licensed CPA with work experience in a Big 4 Accounting Firm. She, too, came from the San Francisco Controller's Office and will primarily be assigned to the 2010 UASI, and assist with the state's monitoring and auditing visits. Finally, Susan Salvador, assigned to the 2009 UASI, came from SF General Hospital. The Grants Management Unit is now comprised of licensed professionals that are strong in accounting.

The Management Team has also added Kathy McKenna who will be handling RCPGP and the Mass Care/Shelter project. Ms. McKenna brings a wealth of experience as a law enforcement first responder with significant training and exercise experience and work in planning. She will be an asset to the Management Team and will be presenting Agenda Item #7.

Jada Jackson is out and will possibly be out for an undetermined period of time. If you need to contact the office, please contact staff or the General Manager directly. There are scheduled interviews for the new planner who will assist with the website and other Management Team support functions next week with the goal of having that position filled in 30-60 days.

(c) Management Team Desk Audit

While still the Interim General Manager, Mr. Dziedzic was assigned the task of performing a desk audit of all positions assigned to the Management Team. At the same time, the San Francisco Department of Human Resources (SFDHR) was also conducting an internal audit of the City's Dept. of Emergency Management (DEM) personnel classifications. In the course of that process, a number of positions classified as "exempt" are under review. These positions make up the bulk of the Management Team employed by the City and County of San Francisco. SFDHR has assigned full time staff to begin working on the audit and expect to have the results in the next 6 months.

Chair Kronenberg added that 33 DEM employees have been identified as exempt and are being reviewed. Although the entire process could take up to a year, the review has started with the UASI GM. Ms. Kronenberg stated that the City and the Department want to be very transparent and follow civil service rules. This issue was created 3 GMs ago when the exempt class was created to accommodate short term hiring of staff funded with grant dollars. All positions need to be evaluated and classified accordingly, with some positions adjusted to civil service classes and others remaining project oriented.

(d) FY 2011 UASI Application

Mr. Dziedzic provided an update of the 2011 UASI application and financial management workbook, which was completed and submitted to CalEMA on October 3, 2011. Staff

expects to receive the sub-grantee award letter in mid-November. Finally, Mr. Dziedzic has provided a current organization chart, with the updates including all of the recently hired staff members.

Member Harrison indicated that she appreciated the format and completeness of the General Manager's report and requested that he continue providing it to the Approval Authority.

Member Godley commended the work of filling the open positions and noted that it is important to recruit and retain quality staff for a strong team.

Member Domingo provided her thanks to the existing management team for keeping the work moving during the staffing shortages.

Member Lucia requested that Item 8 be called after Item 4 as he must leave the meeting. The Approval Authority agreed.

4. STATUS OF THE ALLOCATION OF GRANT FUNDS FOR LEGAL FEES FOR THE PUBLIC SAFETY SPECTRUM TRUST (PSST) LEASE CORRECTIVE ACTION

Chair Kronenberg called Item 4. She indicated that the General Manager has been working with the City of San Jose and Barry Fraser from the UASI Management Team to determine the scope of the work as determined by the 8/18 meeting. The focus is on the FCC petition and the intention is to continue utilizing the services of the law firm Patton Boggs, to prepare the petition, any responses regarding the petition, and any further responses required by any public interest comments to the petition. At the previous meeting of the Approval Authority, a recommendation was made to allocate the entire amount to the City of San Jose to carry out the scope of work as defined by Patton Boggs. Member Godley supported this recommendation and moved to approve it. Member Harrison seconded it. Chair Kronenberg called for public comment, and seeing none, called the vote. The motion requesting that San Jose take the lead on the Patton Boggs agreement passed unanimously.

8. REALLOCATION OF UASI 2009 GRANT FUNDS

Chair Kronenberg next called Item 8. During a review of FY2009 funds, it was determined that due to changes in personnel, no medical and health project is being done. This leaves an outstanding allocation of \$975,000 available in this project. The Management Team received a number of different requests for reallocation of these dollars. Staff recommended the approval of option number one, which reallocates \$56,667 for the General Manager position to support the BAYRICS JPA. Member Harrison made this request at the last Approval Authority meeting and also submitted a report describing the need for this position. The remaining component of the staff recommendation was to compare various other options, such as: allocating funds to radio subscriber units or reallocating approved 2010 interoperable communication projects to 2009. Due to the grant deadline of February 2012, there is a short window for the funds must be spent and staff recommendation is to complete existing projects.

Member Harrison requested funds for the South Bay to purchase a cache of Interoperable subscriber units.

Member Domingo agreed with funding the JPA General Manager as well as the option dividing the remaining funds for Interoperability purchases.

Chair Kronenberg confirmed that the fair way to divide the funds would be by the Hubs.

Member Godley asked if the North Bay was interested in the funds. Shelly Nelson, Marin County Interoperability Manager, expressed concern about setting a precedent and allowing the purchase of subscriber equipment, when up until now, the “rule” has been infrastructure only. She indicated that if the North Bay receives any funding, she is ready to spend it. Member Harrison commented that she understands that this is a change, but felt it is a good change, and indicated there was a need to be flexible. Ms. Nelson indicated that she understood the idea of flexibility but requested that the Approval Authority keep its commitment to infrastructure in mind.

Chair Kronenberg moved to accept option one and a modified version of option two, which will divide the funds four ways to allow the hubs to make interoperable communications purchases. Member Harrison seconded the motion.

Member Domingo clarified that the purchases must be P25 compliant equipment and Member Godley clarified that if the JPA fails to hire a General Manager, the money will be reallocated back to the pool for distribution.

The motion was approved.

5. FY 2009 UASI Quarterly Report

Teresa Serata reported that the outstanding funds from the FY2009 UASI Grant are as follows:

In Project D, an RFP for a Public Information and Warning Capabilities Assessment and 5 Year Strategic Plan, with an emphasis on Access and Functional Needs Populations is currently in process. A team of regional participants (City of Hayward, City of Oakland, City of San Jose, County of Marin, County of San Mateo, County of Santa Clara, County of Sonoma, and City/County of San Francisco) are reviewing the 4 proposals that were submitted. Heather Tannehill-Plamondon is the Management Team lead on the project and will come back to the Approval Authority in November for approval of the vendor.

In Project I, the Mass Care project, Kathy McKenna will be the Management Team lead and she will be identifying a regional list to provide Access and Functional Needs equipment for shelters.

Member Domingo requested that Ms. McKenna ensure all stakeholders are included so the proper equipment is purchased.

Chair Kronenberg added that, San Francisco has been very successful in getting shelters to be

ADA compliant, and will share the list.

The Final Project is the one discussed earlier, the JPA General Manager funding and the Interoperability Dollars to the Four Hubs.

Chair Kronenberg complimented the report format and the pie charts.

Member Harrison clarified that by moving the money from the Medical and Health project no efforts are being made in Mass Casualty or Public Health. Ms. Serata indicated that in FY2010 there is a \$590,000 set aside for a Health Project, but a Management Team lead is needed to run it. Chair Kronenberg indicated she had some ideas to be discussed at a later meeting.

6. STAFFING FOR BAYWEB IMPLEMENTATION

As addressed previously in this meeting, it was agreed to fund a portion of the BayRICS JPA General Manager salary with FY2009 funds, with the remaining salary paid from the FY2010 UASI. Member Harrison made a motion to approve the funding as identified for FY2010, and the FY2009 funding has been approved. She stated that there is critical need for someone to be the contact for the JPA. Chair Kronenberg clarified that the funding will be for one year, and Member Harrison agreed. Member Mahoney seconded the motion.

Member Domingo requested a job description and doesn't want to approve the \$170,000 without information to back up the request. Since the JPA is a new group, it will be difficult for them to oversee the position. It is important to inform the JPA that they will be funding General Manager for the long term but for now, it is good that the JPA Manager will be a member of the Management Team.

Member Harrison clarified the motion and moved to fund the General Manager position for at least one year and to transmit to the JPA board that they must prepare to fund the position. Further, that San Francisco will provide a job description with roles and responsibilities and the reporting structure.

Member Godley stated that it is critical to maintain the trust and transparency of the UASI with BayRICS as it moves forward.

Chair Kronenberg asked for public comment. Seeing none, the Approval Authority approved the motion.

7. APPROVAL OF REMAINING FY2010 RCPGP

Kathy McKenna presented a report requesting approval of the four outstanding budget items for FY2010.

The first item, the Logistics Project will be lead by CaleMA. After much discussion it was determined by the RCPGP Advisory Group that the Lifeline portion of the project should be rolled into the Logistics Plan de-confliction and ensure that the logistics plans should all dovetail

into each other.

Member Harrison clarified there will be a plan for the plans, which was confirmed by Mr. Brown from CalEMA.

Member Domingo requested clarification on how this project fits in with the existing projects. Mr. Brown confirmed that the coordination among other existing efforts is key and will be a top priority.

Member Mahoney requested clarification that the timeline for the RFP will be released on November 15, 2011 with a contract award in January, 2012.

Member Harrison requested to see milestones and deliverables and Ms. McKenna indicated she would be providing monthly updates, including a review of the RFP at the November Meeting.

Janell Myhre from Marin County, presented the Public Outreach projects. She stated that San Rafael and Oakland both have proven programs that they want to expand throughout the region. San Rafael will further develop Get Ready 5th Grade (GR5), a program geared at public information through the schools, including providing it in multiple languages. Oakland will continue to develop their Public Outreach through building community preparedness in the underserved communities. The final effort is development of the regional joint information system, strengthening the regional ability to run an information center. The proposal is a capability assessment and an improvement plan for implementation of Joint Information Centers.

Member Harrison and Member Domingo both requested regular progress reports on the projects.

Ms. McKenna gave credit to Mary Landers for all of her hard work, and keeping the Regional Catastrophic Grant Program moving forward during the change in Project Managers.

Member Harrison moved to approve the projects and Member Mahoney seconded.

Chair Kronenberg asked for public comment and Chris Helgren, from Sonoma County stated that he is concerned about the amount of extra work these projects place on the local jurisdictions.

The Motion passed.

9. Report Out from Advisory Group

Heather Tannehill-Plamondon provided the report as Mike Sena, Chair and Ed Barberini, Co-Chair were both out of town.

As directed by the Approval Authority, the Advisory Group determined that they would like the County or City Administrators to identify the representatives on the Advisory Group. Letters have been sent and input is being received from the various jurisdictions. The group has been

working on compliance with the Brown Act. The next meeting is scheduled for October 27, 2011 and the Group would like to know if there are any items the Approval Authority would like them to discuss?

Member Harrison requested that the Advisory Group discuss the prioritization policy for Interoperable Communications, and also generally discuss how the UASI should be allocating funding, based on the priorities of the group. Chair Kronenberg stated that she would like them to look beyond Interoperable Communications and prioritize all funding, so there is a pre-approved list of regional priorities. Member Godley added that he would like to charge them with developing the recommended disbursement and use the working groups for strategic priorities.

Ms. Tannehill-Plamondon indicated they would be talking about the 2012 process at the October 27 meeting. The group has one more meeting in 2011, so if possible they can discuss the Interoperability Strategy at the meeting in January 2012.

Member Domingo asked if the Advisory Group will provide input on the 2012 process and Chair Kronenberg indicated it was the main agenda item for the Advisory Group meeting on October 27, 2011 and the Approval Authority would receive feedback from the Advisory Group on the 2012 process.

During Public Comment, Chief Ken Kehmna, from Santa Clara County Fire, congratulated the UASI on their efforts and the progress made in terms of communication.

10. BayRICS JPA

Barry Fraser provided an update on the negotiations with Motorola on the BOOM Agreement. He stated that a handful of issues remained but the major one is the end date of August of 2013 and that has not changed. The JPA is looking for ways to get the information out for review and completed in a timely manner.

Member Mahoney asked if all spots were filled on the JPA and Mr. Fraser indicated that 3 counties, 2 hub spots, and an at-large position are still open.

Member Mahoney then asked if the deadline had been adjusted and Mr. Fraser answered no and stated that 4 of the 6 NTIA grantees still concerned were trying to get an extension. Further, it may take an Act of Congress to extend ARRA deadline. The JPA must demonstrate progress.

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

Chair Kronenberg asked if there were comments on the tracking tool.

Member Harrison indicated the need to start planning for the retreat. Chair Kronenberg assigned Amiee Alden from her staff, Craig Dziedzic indicted Heather Tannehill-Plamondon will work with Amiee. Heather will be putting together the information for the planning meeting which is set for the week of October 17, 2011.

Member Harrison asked if a draft of the Policy and Procedure Manual will be available at the next meeting. Mr. Dziezic asked for another extension to the January Meeting and Member Harrison was supportive but asked for a table of contents to be made available for review in November. Member Domingo requested a sample of the format of the Manual.

12. ANNOUNCEMENTS

It was announced that San Francisco will have the Master MOU in front of the Board of Supervisors on October 27, 2011 and Santa Clara County is also agendized for the same day.

CalEMA is still looking for some office space as they consolidate the Coastal and Inland Region.

Oakland is sponsoring a preparedness and safety fair for the 20th Anniversary of the Oakland Hills Fire, on October 22.

Chair Kronenberg noted that there will not be a closed session to interview Legal Firms, as it was not placed on the agenda in time to comply with the Brown Act.

The meeting Adjourned at 11:55am