



Approval Authority Meeting

Thursday, June 12, 2014

10:00 a.m.

LOCATION

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

OES Assembly Room

AGENDA

1. CALL TO ORDER ROLL CALL

UASI Chair	Anne Kronenberg, City and County of San Francisco
UASI Vice-Chair	Rich Lucia, County of Alameda
Member	Raymond Guzman, City and County of San Francisco
Member	Renee Domingo, City of Oakland
Member	Colleen Mulholand, City of San Jose
Member	Ken Kehmna, County of Santa Clara
Member	Mike Casten, County of Contra Costa
Member	Bob Doyle, County of Marin
Member	Sherrie L. Collins, County of Monterey
Member	Carlos Bolanos, County of San Mateo
Member	Al Terrell, County of Sonoma
Member	Brendan Murphy, Cal OES

General Manager Craig Dziedzic

2. APPROVAL OF THE MINUTES (Discussion, Possible Action)

Discussion and possible action to approve the draft minutes from the May 8, 2014 regular meeting or take any other action related to the matter.

(Document for this item includes draft minutes from May 8, 2014.) 5 mins

3. GENERAL MANAGER'S REPORT

General Manager Craig Dziedzic will give an update regarding the following:

- a) FY 2013-2014 Bay Area UASI Annual Report (Action)
- b) Management Team Organization Chart and Work Plans (Action)
- c) FY 2014-2015 Management Team Budget (Action)
- d) National Homeland Security Conference (Discussion)
- e) Advisory Group Report (Discussion)

(Documents for this item are a report from Craig Dziedzic and four Appendices.) 15 mins

4. **NCRIC ANNUAL UPDATE** (Discussion, Possible Action)
NCRIC Director Mike Sena will present NCRIC's annual update. Possible action to support any recommendation(s) or take any other action related to this matter.
(Documents for this item are a report and an appendix from Mike Sena.) 10 mins
5. **RESIDENTIAL CARE FACILITY EVACUATION TRAINING VIDEO PROJECT-CLOSE OUT** (Discussion, Possible Action)
San Ramon Valley Fire Inspector, Deborah Vanek, will provide a report on the regional Residential Care Facility Evacuation Training video project.
(Document for this item is a report and visual presentation from Deborah Vanek) 5 mins
6. **MEDICAL - PUBLIC HEALTH REGIONAL EXERCISE PROJECT UPDATE** (Discussion, Possible Action)
Medical - Public Health Project Manager Eric Shanks will provide an update on the regional medical-public health exercise project. Possible action to support any recommendation(s) or take any other action related to this matter.
(Document for this item is a report from Eric Shanks and Carl Hess.) 5 mins
7. **FY 11 UASI SPENDING** (Discussion, Possible Action)
Chief Financial Officer Tristan Levardo will provide an update on UASI spending for FY 11. Possible action to support any recommendation(s) or take any other action related to this matter.
(Document for this item is a report from Tristan Levardo.) 5 mins
8. **TRACKING TOOL** (Discussion, Possible Action)
Review the tracking tool for accuracy and confirmation of deadlines. Possible action to add or clarify tasks for the Management Team or take other action related to the tracking tool.
(Document for this item is the UASI Approval Authority Tracking Tool.) 5 mins
9. **ANNOUNCEMENTS-GOOD OF THE ORDER**
10. **FUTURE AGENDA ITEMS** (Discussion)
The Approval Authority members will discuss agenda items for future meetings.
11. **GENERAL PUBLIC COMMENT**
Members of the Public may address the Approval Authority for up to three minutes on items within the jurisdiction of the Bay Area UASI Approval Authority.

12. ADJOURNMENT

If any materials related to an item on this agenda have been distributed to the Approval Authority members after distribution of the agenda packet, those materials are available for public inspection at the Bay Area UASI Management Office located at 711 Van Ness Avenue, Suite 420, San Francisco, CA 94102 during normal office hours, 8:00 a.m.- 5:00 p.m.

Public Participation:

It is the policy of the Approval Authority to encourage and permit public participation and comment on matters within the Approval Authority's jurisdiction, as follows.

- *Public Comment on Agenda Items.* The Approval Authority will take public comment on each item on the agenda. The Approval Authority will take public comment on an action item before the Approval Authority takes action on that item. Persons addressing the Approval Authority on

an agenda item shall confine their remarks to the particular agenda item. For each agenda item, each member of the public may address the Approval Authority once, for up to three minutes. The Chair may limit the public comment on an agenda item to less than three minutes per speaker, based on the nature of the agenda item, the number of anticipated speakers for that item, and the number and anticipated duration of other agenda items.

- *General Public Comment.* The Approval Authority shall include general public *comment* as an agenda item at each meeting of the Approval Authority. During general public comment, each member of the public may address the Approval Authority on matters within the Approval Authority's jurisdiction. Issues discussed during general public comment must not appear elsewhere on the agenda for that meeting. Each member of the public may address the Approval Authority once during general public comment, for up to three minutes. The Chair may limit the total general public comment to 30 minutes and may limit the time allocated to each speaker depending on the number of speakers during general public comment and the number and anticipated duration of agenda items.
- *Speaker Identification.* Individuals making public comment may be requested, but not required, to identify themselves and whom they represent.
- *Designated Public Comment Area.* Members of the public wishing to address the Approval Authority must speak from the public comment area.
- *Comment, Not Debate.* During public comment, speakers shall address their remarks to the Approval Authority as a whole and not to individual Approval Authority representatives, the General Manager or Management Team members, or the audience. Approval Authority Representatives and other persons are not required to respond to questions from a speaker. Approval Authority Representatives shall not enter into debate or discussion with speakers during public comment, although Approval Authority Representatives may question speakers to obtain clarification. Approval Authority Representatives may ask the General Manager to investigate an issue raised during public comment and later report to the Approval Authority. The lack of a response by the Approval Authority to public comment does not necessarily constitute agreement with or support of comments made during public comment.
- *Speaker Conduct.* The Approval Authority will not tolerate disruptive conduct by individuals making public comment. Speakers who use profanity or engage in yelling, screaming, or other disruptive behavior will be directed to cease that conduct and may be asked to leave the meeting room.

Disability Access

The UASI Approval Authority will hold its meeting at the Alameda County Sheriff's Office OES located at 4985 Broder Blvd. in Dublin, CA 94568.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify Waimen Chee, at least 24 hours prior to the meeting at (415) 353-5223.



**Bay Area UASI Program
Approval Authority Meeting**
Thursday, May 8, 2014
10:00 AM

LOCATION

Alameda County Sheriff's Office OES
4985 Broder Blvd., Dublin, CA 94568
OES Assembly Room

**REGULAR MEETING MINUTES
DRAFT**

1. Roll Call

UASI Chair Anne Kronenberg called the meeting to order at 10:05 AM. Subsequently, UASI General Manager, Craig Dziejdzic took the roll. Vice-Chair Rich Lucia and Members Raymond Guzman, Colleen Mulholand, Ken Kehmna, Mike Casten, and Al Terrell were present. Members Bob Doyle and Carlos Bolanos were absent but their alternates, respectively Dave Augustus and Mark Wyss were present. Member Sherrie Collins and Cal OES Representative Brendan Murphy were absent. Member Renee Domingo arrived at 10:20 AM.

2. Approval of the Minutes

Chair Kronenberg asked if there were any comments or questions concerning the Minutes from the May 8, 2014 meeting. Seeing none, she asked for a motion to approve the minutes.

Motion: Approval of minutes from the May 8, 2014 Approval Authority Meeting.

Moved: Member Ken Kehmna **Seconded:** Alternate Member Augustus

Vote: The motion was passed unanimously.

Chair Kronenberg then moved on to Item 3.

3. **General Manager's Report**

(a) FY2014 Proposal Cycle Feedback

UASI General Manager, Craig Dziedzic began with an update regarding the 2014 proposal cycle. He stated that the Team plans to continue the same process in 2015. Assistant General Manager Catherine Spaulding will review a draft process for the 2015 proposal cycle with the Advisory Group in August and will then present this to the Approval Authority in September. If anyone has suggestions, Mr. Dziedzic suggested that they get in touch with either him or the UASI Management Team.

(b) Management Team Update

Mr. Dziedzic announced that Caroline Thomas-Jacobs has been selected to fill the Regional Statewide Data Coordinator position, serving as the statewide regional coordinator for data information sharing projects throughout the entire state. Her predecessor was Kevin Jensen. Ms. Thomas-Jacobs is moving on from the Bay Area UASI team to the State-wide team where she will be in charge of the CopLink nodes as well as the California Common Operating Picture (CalCOP) project. Funding for this position comes from the State Retention Fund. She will also be working with the various fusion centers, the Approval Authority, and the California UASIs (San Diego, Los Angeles, and Santa Ana). She will work mainly out of the State Threat Assessment Center (STAC) but, will be traveling to all the jurisdictions.

Mr. Dziedzic also announced that Caroline Thomas-Jacobs' replacement is Corrine Bartshire. She will be in charge of the Yellow Command, integration of the region's catastrophic plans with CalOES and FEMA, as well as recovery projects. Ms. Bartshire has a Bachelor's Degree in environmental resources and science from UC Davis and a Master's Degree in city and regional planning from Cal Poly San Luis Obispo. She is currently the Vice President of the California Emergency Services Association Coastal Chapter, is a Certified Floodplain Manager, and is a member of the American Institute of Certified Planners. Prior to this, Ms. Bartshire worked for eight years for Dewberry, a large primary disaster response contractor for FEMA.

Mr. Dziedzic continued by stating that the Management Team has announced the Whole Community and Communications Project Manager position. This position was vetted by the Interoperable Communications Workgroup and will be responsible for developing and implementing regional programs and project planning with a focus on citizen preparedness, emergency planning, community resiliency, public information and warning, and emergency communication. In addition to the minimum qualifications, desirable qualifications include at least three years of experience in emergency communications, including P25 radio systems. The Management Team will be reaching out to Approval Authority members to participate on the hiring panel and hopes to fill the position by August or September.

(c) Homeland Security Conference Update

Mr. Dziejdzic stated that members of the California Coalition of UASIs (CCU) will be making a presentation on the California Common Operating Picture (CalCOP) at the upcoming Homeland Security Conference in Philadelphia.

Alternate Member Wyss asked if the statewide data coordinator position was a new position and Craig Dziejdzic responded by stating that it was originally a coordinator position for CopLink at the state level that was vacant and rather than filling that position, CalOES merged it with the CCU regional statewide position in order to leverage funding.

Chair Kronenberg thanked Mr. Dziejdzic for his report and moved to Item 4.

4. Regional Fireboat Funding Request

Assistant General Manager Catherine Spaulding explained that funds in the amount of approximately \$345,000 unexpectedly became available in the last week of March from San Francisco and Alameda's FY11 grant allocation. Shortly after this, the San Francisco Fire Department approached the Management Team with help for funding the regional fireboat. These funds would otherwise be returned to the region in a regional procurement process.

Kyle Merkins, Assistant Deputy Chief of the San Francisco Fire Department, explained the background and need for funding for a regional fireboat. The San Francisco Fire Department is currently the only department in the region that operates a Type-1 or Type-2 fireboat with staffing on a 24/7 basis. The current fireboats are 60 years old. Because of the ability to fight petro-chemical companies, the department is also reaching out to private companies like Chevron for support.

Chair Kronenberg commented that this was truly a regional asset.

Member Kehmna asked if the department planned to keep the other two boats as well. Assistant Deputy Chief Merkins replied yes.

Vice-Chair Lucia asked for a breakout of costs that the \$345,000 would cover so that the UASI could provide funding for a specific component. Chief Merkins replied that there was a hydraulic crane, a valve thruster, and a small boat on the rear of the fireboat that have been identified as being possible components that could be approved by the Approval Authority.

Member Wyss asked about the draught of the boat. Chief Merkins indicated that due to the shallow depth of the Bay, the boat only had a 7.5 ft. draught.

Member Mulholland asked if San Francisco would be responsible for the boat's maintenance. Chief Merkins indicated that the Fire Department provides staffing for the boats and the Port of San Francisco maintains them.

Member Kehmna asked for clarification on the returned funding and why the requested funds were not being returned to the two hubs involved. Assistant Manager Catherine Spaulding explained that when there is not enough time left in the performance period to return money to hubs, the Bay Area UASI's policy is to redirect the money through a regional procurement process.

Member Wyss asked for a breakdown of the amount of funds that would have been distributed to each agency if the funds had been returned because it might put the amounts being given up into perspective. Ms. Spaulding provided that information.

Member Casten asked about the plan to bridge the additional gap in funding between the amount awarded through the Port Security Grant and the amount that could be awarded by the Approval Authority. Chair Kronenberg indicated that she had posed the same question to Chief Hayes-White, who had explained that she has reached out to the SF Giants, the Warriors, and other private companies, all with the support of Mayor Lee. Member Guzman indicated that the balance of funds will come from the department's operating budget from funds allocated for new engines.

Motion: Approval of request to allocate \$345,000 to the San Francisco Fire Department for the purchase of a regional fireboat. A friendly amendment was added to include a requirement that the specific equipment component to be purchased must be identified and reported on by the department.

Moved: Member Guzman **Seconded:** Member Casten

Vote: The motion was passed unanimously.

Chair Kronenberg then moved to Item 5.

5. Update on Cyber, Recovery, and Citizen Preparedness Regional Projects

Assistant General Manager Catherine Spaulding indicated that this presentation is an update on the expenditure of \$776,700 from the FY13 award which was approved at the August 2013 meeting of the Approval Authority.

Brian Rodrigues, Manager of Information and Sharing for the NCRIC, updated on the NCRIC's progress on hiring, outreach awareness, analysis, and defensive preparation. They are working with DHS to develop a cyber "playbook" to define and "deconflict" roles and responsibilities of various agencies. Mr. Rodrigues provided some current updates on cyber attacks that have occurred locally.

Mr. Rob Dudgeon from the San Francisco Dept. of Emergency Management provided an update on Bay72. The \$117,000 in funds allocated to the expansion of this program to the regional Bay72 program will include a multi-community workshop and preparations for the launch of a prototype with another community in the Bay Area to provide a turnkey toolkit for "Bay72". The department estimates a 60-day timeline to walk a city through the adoption of Bay72.

Member Wyss requested information about the FY14 grant proposal that would have expanded this project even further. Mr. Dudgeon explained that the requested costs were to expand the website even further and pay for video and other digital components. He also stated that their original vision was to have a suite of sites that were customizable for each city in the region and then to hire someone to work at the UASI to perform content management for all the sites.

Janell Myhre, UASI Regional Program Manager, provided information on recovery planning and preparations. These projects include: address continuity of operations and government, the Disaster Recovery Framework, and Recovery Support Functions. The debris removal management plan project will be provided for free from FEMA through its technical assistance vendor.

There were no additional comments and no public comments so Chair Kronenberg moved to Item 6.

6. Regional Public Safety Information Sharing Update

Project Manager Dave Frazer provided a six month update on the regional public safety information sharing project. He indicated that the Approval Authority had received the spreadsheet that contained all the funding spent to date and highlights of progress.

Member Casten asked when the San Francisco Police Department (SFPD) would begin sharing its information with the region. Mr. Frazer indicated that he had spoken with the SFPD about this issue and that they have been focused on building a foundation for data sharing within the department. Once that is achieved, they will work on sharing the data with the region. Mr. Frazer further indicated that there is no timeline for this to occur.

Chair Kronenberg asked if there was any public comment and a member of the public asked if this information sharing was strictly law enforcement or did it relate to critical infrastructure and was it part of the data sharing system. Mr. Frazer explained that this data was focused on public safety but there were other data sharing tools in the region that addressed critical infrastructure.

Seeing no additional public comment, Chair Kronenberg moved to Item 7.

7. FY2013 UASI Spending Update

Chief Financial Officer Tristan Levardo indicated that this was his first presentation to the Approval Authority on the status of the FY13 UASI grant. He stated that at this time, there has only been about 2% of the grant funds expended. However, based on the monitoring visits that were recently completed, work on almost all of the projects has begun. He highlighted that Alameda, San Francisco, and Sonoma had all submitted claims reflecting 1%, 13%, and 14% of their awards respectively. He also reported that Santa Clara County had requested an FY13 project swap request in the amount of

\$506,000 for their CAD to CAD project in order to extend the project completion to December 31, 2014.

Chair Kronenberg asked if there were any questions or public comment. Seeing none, she moved on to Item 8.

8. UASI Travel Expenditures

Chief Financial Officer Tristan Levardo reported on travel expenses for the period January – March, 2014 in the amount of \$4,797.

Chair Kronenberg asked if there were any questions or public comment. Seeing none, she moved to Item 9.

9. UASI Approval Authority Tracking Tool

Chair Kronenberg asked if there were any additions or changes to the Tracking Tool. There were no additions or changes to the Tracking Tool so Chair Kronenberg moved on to Item 10.

10. Announcements - Good of the Order

Chair Kronenberg asked the Board for any Announcements. She reminded Approval Authority members and the public that while the June meeting would be held as usual on the second Thursday of the month, the July meeting has been cancelled. After the June meeting, the Approval Authority will next meet in August. There were no comments from the Approval Authority and no public comment.

Chair Kronenberg moved to Item 11.

11. Future Agenda Items

Chair Kronenberg asked the Board for questions or comments. There were no questions or comments.

12. General Public Comment

Chair Kronenberg asked the public for any comments. There were no comments.

The meeting adjourned at 11:10 AM.



To: Bay Area UASI Approval Authority

From: Craig Dziedzic, General Manager

Date: June 12, 2014

RE: Item #3: General Manager's Report

Staff Recommendation:

Staff recommends approving the following action items:

- (a) 2013-2014 Bay Area UASI Annual Report;
- (b) Management Team Organization Chart and Annual Work Plans; and
- (c) FY 2014/2015 Management Team Budget.

Action and/or Discussion Items:

- (a) FY 2013-2014 Bay Area UASI Annual Report (Action);
- (b) Management Team Organization chart & work plans (Action);
- (c) FY 2014/15 Management Team Budget (Action);
- (d) National Homeland Security Conference (Discussion);
- (e) Advisory Group Report (Discussion).

Background:

In accordance with the 2013 Master MOU and corresponding By-laws for the Bay Area UASI, the attached organization chart and annual work plans, together with the FY 2014/15 UASI Management Team proposed budget, are submitted for approval. The 2013-2014 Bay Area UASI Annual Report is also submitted for review and approval.

Discussion/description:

- (a) 2013-2014 Bay Area UASI Annual Report** (attached as Appendix A)

Highlights of our accomplishments include the following:

- (1) Diversification of the portfolio of projects;
- (2) Effective grant monitoring and efficient project management; and
- (3) Enhancement of regional and statewide collaboration.

- (b) Organization Chart** (attached as Appendix B)

The Organization Chart is divided into three components based upon functionality (i.e. project planning, grants management unit, and administration). As indicated on the chart, each of the



components are divided into staff and described as following: (a) assignments/responsibilities; (b) contract vs employee status; (c) salaries; (d) jurisdiction; and (e) vacancies.

Annual Work Plan (attached as Appendix C)

The annual work plan aligns the Management Team’s activities with the Bay Area Homeland Security Strategy (“Strategy”) for enhancing regional capabilities to reduce the risk of terrorism. The objectives of the Strategy are as follows:

- Prevent and disrupt terrorist attacks;
- Protect the people of the Bay Area; its critical infrastructure and key resources;
- Respond to and recover from major incidents and all hazards that do occur;
- Continue to strengthen our preparedness foundation to ensure our long-term success;
- Guide future investments, increase capabilities and reduce risk.

The annual work plan also implements the abovementioned Strategy with eight (8) goals (“Goals”):

- Goal 1- Develop a Regional Risk management and Planning Program
- Goal 2- Enhance Information Analysis and Infrastructure Protective Capabilities.
- Goal 3- Strengthen Communications and Interoperable Communications.
- Goal 4- Strengthen CBRNE Detection, Response, and Decontamination Capabilities.
- Goal 5- Enhance Medical, Public Health and Mass Care Preparedness.
- Goal 6- Strengthen Planning and Citizen Preparedness Capabilities.
- Goal 7- Enhance Recovery Capabilities.
- Goal 8-Enhance Homeland Security Exercise, Evaluation and Training Programs.

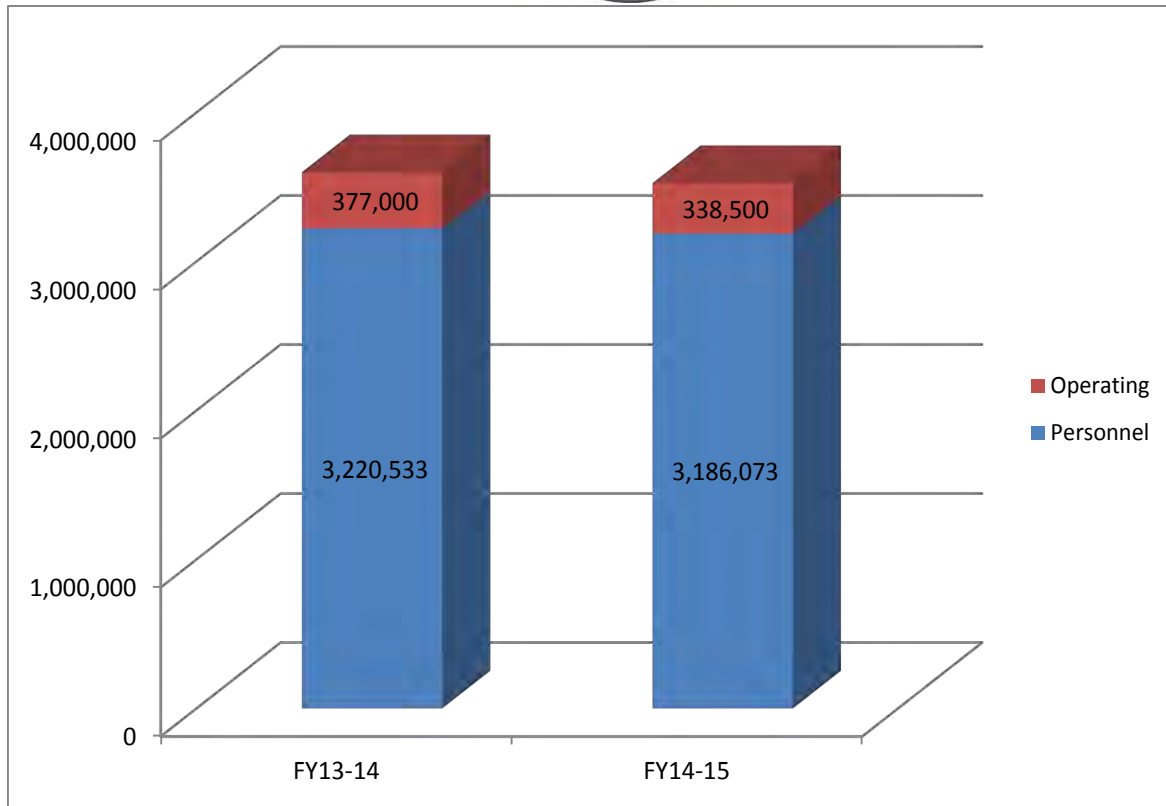
(c) Budget or Fiscal Impact (attached as Appendix D)

The FY2014/15 UASI Management Team proposed budget lists the revenue sources and amount from two grants (FY2012 UASI and FY2013 UASI). The total from all revenue sources amounts to \$3,524,573.

The expenditures are listed by line item, whereby the salaries and fringes are divided into the three divisions within the Management Team (i.e., project planning, grants management, and administration). The total expenditures amount to \$3,524,573. Additionally, the personnel detail of the salary & fringes are separately stated whereby each position within the three divisions is described by classification/jurisdiction, job title, and grant/project. The subtotal for salary & fringes amounts to \$3,186,073.

In comparison to FY12/FY13, the proposed budget represents a 2% decrease (see attached table below).

	PERSONNEL	OPERATING	TOTAL	DIFFERENCE
FY13-14	3,220,533	377,000	3,597,533	
FY14-15	3,186,073	338,500	3,524,573	
Decrease	(34,460)	(38,500)	(72,960)	-2.03%



(d) National Homeland Security Conference

The 2013 Department of Homeland Security conference was held May 20th – 22nd in Philadelphia. The conference featured presentations and panel discussions ranging from cybersecurity, preparing for radiological or nuclear disaster, responding to train derailments and hazardous chemical releases, managing debris from large scale disasters and learning lessons from wild land fires, ice storms and active shooter incidents. National leaders such as the United States Secretary of Homeland Security Jeh Johnson, Assistant Secretary for the DHS Office of Cybersecurity and Communications National Protection and Programs Directorate Dr. Andy Ozment, and Tim Manning, FEMA Deputy Administrator for Protection and National Preparedness addressed the group as key note speakers.

A total of 25 attended from the Bay Area representing the jurisdictions of Alameda, San Mateo, Monterey, Sonoma, San Francisco, Oakland, and San Jose as well as the Bay Area UASI Management Team. Updates to NIMS, the role of the THIRA in building capabilities and assisting senior decision-makers and leveraging private sector partnerships to develop whole communities and resiliency programs were discussed as emerging issues.



Bay Area initiatives were included in several conference presentations. The coordinated Bay Area and NY-NJ-CT-PN Regional Catastrophic Planning Team Logistics operational tools were discussed in two track sessions. The California Coalition of UASIs, NCRIC, and CalOES presented highlights of the statewide data sharing project, entitled CalCOP (California Common Operating Picture).

(e) Bay Area UASI Advisory Group Report

At the May 29th Advisory Group (AG) meeting, Dave Frazer and Central Marin Police Authority (CMPA) requested that the AG reconsider using the FY 14 Regional ALPR projects funds of \$132,000 for a CMPA project to install (3) three ALPR cameras on a light pole in the center median of E. Sir Francis Drake Blvd. in Larkspur.

As background information, the FY14 Regional ALPR Project funding of \$132K was assigned to the UASI Management Team to implement a Regional ALPR project to place fixed ALPR units in strategic locations around the Bay Area. At the February 2014 meeting, the AG supported the Regional ALPR strategy, but felt more information was needed to support the CMPA project.

At the May 29th AG meeting, the CPMA stated that they have adopted an ALPR data retention and sharing policy, have a current MOU with the NCRIC for data sharing, and had their City Council's approval to place the cameras in their city. The ALPR Focus Group recommended that the region invest in the CPMA project.

The AG unanimously approved the use of the funds for the CMPA project. The project will be completed within the FY14 grant cycle. The group felt that the preparation, research and pilot program conducted prior to requesting grant funding was a model to use for other Regional ALPR projects. We will be learning lessons from the CMPA project that we will apply to future UASI ALPR investments in the region.

Bay Area UASI

Urban Areas Security Initiative



FY 2013-2014 Annual Report

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General Manager's Letter



I am pleased to present the Fiscal Year 2013-14 Bay Area Urban Areas Security Initiative (UASI) Annual Report which highlights this year's major accomplishments and key activities. I am privileged to serve as General Manager and proud of the staff I lead as we continue developing and enhancing programs for which the Bay Area UASI has become nationally renowned.

Building and enhancing regional and statewide collaborations were major themes throughout this past year, starting with our Grants Team hosting regional grant management workshops within the Bay Area to provide practical knowledge about subrecipient MOUs and grant compliance requirements. The workshops were very successful with a large regional attendance. These workshops were subsequently followed by field monitoring visits where the team visited various departments and agencies and shared best practices regarding grant compliance.

On the programmatic side, the Management Team continued to develop new methods to improve efficiency and effectiveness to ensure that all grant funds are expended in a timely manner. We streamlined the project proposal process by instituting a uniform template and improving our online submittal process. The Management Team closely monitored project deliverables and deadlines and implemented a procurement process to pool together any remaining funds for the purchase of regional equipment.

There have been a number of other successful accomplishments this year. The Management Team worked with CalOES, Bay Area stakeholders, and FEMA Region IX to develop six tabletop exercises that validated regional catastrophic plans. In Urban Shield, Yellow Command was added to introduce an emergency management component to this multi-discipline exercise. The California Common Operating Picture (CALCOP) was developed as a statewide data sharing project through a collaborative effort by the Coalition of California UASIs, CalOES, and the NCRIC. This initiative was presented at the 2014 National Homeland Security Conference in Philadelphia.

Moving forward, we have undertaken several new initiatives to enhance regional collaboration. These initiatives include:

- Formation of a regional Preventative Radiological and Nuclear Detection (PRND) program with the assistance of Lawrence Livermore National Laboratory
- Partnering with regional transit agencies to close gaps identified in the Risk Management program
- Developing a Public/Private sector initiative to aid Regional Recovery & Resiliency

Additionally, a delegation from the Approval Authority met with FEMA representatives as well as with Congressman Eric Swalwell in Washington, D.C. to present information about regional capabilities and express identified concerns. We were pleased that the Congressman was able to present these concerns to Jeh Johnson, Secretary of the Department of Homeland Security, at a hearing the day after our visit.

Our outlook for continued regional and statewide collaboration is bright and I am confident that, by working together, we can close gaps that pose threats to our security.

Sincerely,

Craig Dziedzic



Overview

OUR MISSION

The mission of the Bay Area UASI is to improve regional capacity to prevent, protect against, mitigate, respond to, and recover from terrorist incidents and catastrophic events.



OUR REGION

- Twelve Counties
- Three major cities of San Francisco, Oakland, and San Jose
- Over 100 incorporated cities (urban, suburban, and rural)
- A combined total population exceeding 8.7 million
- Over 16 million visitors per year
- Over 12,000 critical infrastructure and key assets

OUR NATIONAL PRESENCE

- Presented at the National Homeland Security Conference in Philadelphia
- Met with Congressman Eric Swalwell and FEMA representatives in Washington, D.C.

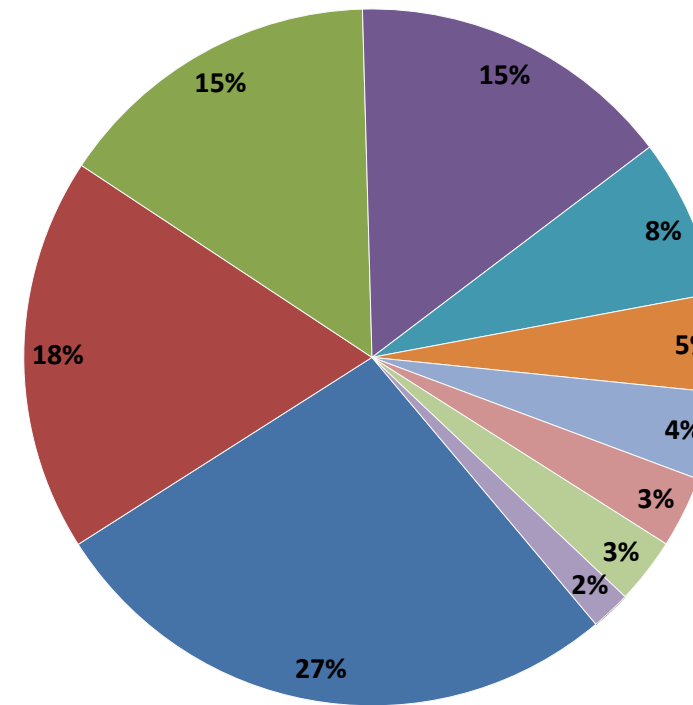


Grants Management

OVERVIEW

The Grants Team works directly with our regional subrecipients to manage awarded grant funds, develop Memoranda of Understanding (MOUs), and assist in meeting grant compliance requirements. In Fiscal Year 2013-14, multiple jurisdictions submitted over \$33.5 million dollars in cash requests to the Grants Team for processing and state reimbursement. The Grants Team closely monitors expenditures and compliance requirements to ensure the successful completion of local, state and federal audits. The table below indicates the grant allocation by program for each UASI goal.

Grant Allocations by Program



Interoperable Communications	\$ 9,080,361
CBRNE Detection and Response	\$ 6,137,975
Regional Training & Exercise	\$ 5,118,187
Information Analysis & Infrastructure	\$ 5,067,940
Risk Management & Planning	\$ 2,468,710
Community Preparedness	\$ 1,366,153
Regional Catastrophic Grant Program	\$ 1,530,325
Management & Administration	\$ 1,108,873
Recovery	\$ 1,024,432
Medical, Public Health & Mass Care	\$ 615,018
Total:	\$33,517,974

KEY ACCOMPLISHMENTS

- Conducted regional grants management workshops and monitoring visits to all jurisdictions
- Provided technical assistance for grant compliance
- Developed a new regional procurement process
- Submitted all financial reports on time



CBRNE Enhancement Program

Training & Exercise Program

OVERVIEW

Building the capability to respond to chemical, biological, radiological, nuclear, and explosive (CBRNE) incidents is a priority for both our emergency service personnel and the populace of the Bay Area. Over the years, the Bay Area UASI has been instrumental in ensuring that our region's responders have the equipment necessary to save lives and property during an emergency incident. In fiscal year 2013-14, the region spent \$6.1 million on CBRNE related programs.

This year, Law Enforcement special teams like SWAT, Bomb Squads, and Marine Units were provided with body armor, ballistic shields, helmets, and binoculars, new robots, and rescue watercraft. Firefighters, HazMat, and Search and Rescue teams received personal protective equipment, chemical detectors, CO2 monitors, and specialized search and rescue equipment. Public Health also departments purchased bioterrorism analysis equipment.

KEY ACCOMPLISHMENTS

- Formed a regional Preventative Radiological and Nuclear Detection (PRND) working group with the assistance of Lawrence Livermore National Laboratory
- Utilized CBRNE response equipment during the Asiana Airlines crash and the San Francisco Mission Bay 5 alarm fire



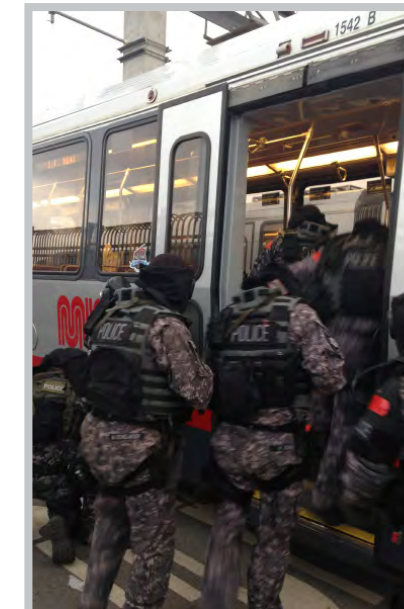
OVERVIEW

The Training and Exercise program is invaluable to building regional capacity to better protect the lives and property of all Bay Area residents. In FY 2013-14 the Bay Area UASI provided \$5.1 million dollars in funding to address the need for public safety first responders and their supporting agencies to participate in a strategic regional training and exercise program focused on the development of regional disaster response capabilities.



KEY ACCOMPLISHMENTS

- Trained over 7600 first responders, emergency managers, and public health officials in 226 multi-disciplinary courses
- Conducted the 7th annual Urban Shield 48 Hour Full Scale Exercise
- Introduced Yellow Command to Urban Shield to incorporate EOC activities



Recovery & Resiliency

OVERVIEW

The Bay Area has utilized the Whole Community approach to prepare the region for a large scale incident. These preparations will ensure that critical functions are restored as quickly and as smoothly as possible. The region expended \$2.4 million dollars in FY 2013-14 to provide for the purchase of equipment to upgrade alert and warning systems, provide portable generators for hospitals and departmental operations centers, and develop community outreach materials.



KEY ACCOMPLISHMENTS

- Gained acceptance of the 8 Bay Area Regional Catastrophic Plans ensuring they are sustained and integrated at the state and federal level
- Established agreements and protocols for Public/Private Partnerships to support disaster recovery efforts
- Created training videos for Residential Care Facility Evacuation and Emergency Operations Center staff
- Developed operational plans for restoration of critical infrastructure and key resources, such as power, water/waste water, and fuel



Medical & Public Health Enhancement

OVERVIEW

The Bay Area UASI is committed to strengthening regional medical and health response capabilities. In fiscal year 2013-14, the Bay Area spent over \$615,000 in the purchase of equipment, planning efforts, and the conduct of exercises. Working with Medical Health Operational Area Coordinators (MHOAC) and Bay Area Health Department officials, the focus of this year's expenditures was medical surge capabilities and patient tracking. The Medical/Public Health Working group continues to plan for mass casualty events and mass care and shelter needs. Coordination between state, regional, and local government agencies to develop plans and templates is ongoing. A region wide Mass Prophylaxis exercise is planned for November 2014.



KEY ACCOMPLISHMENTS

- Purchased a Mass Casualty Incident Mobile Morgue Trailer for Solano County
- Developed a Metropolitan Medical Response System plan for large scale events in San Francisco
- Enhanced a regional Mass Prophylaxis website
- Created a plan for the maintenance of medical caches



Interoperable Communications

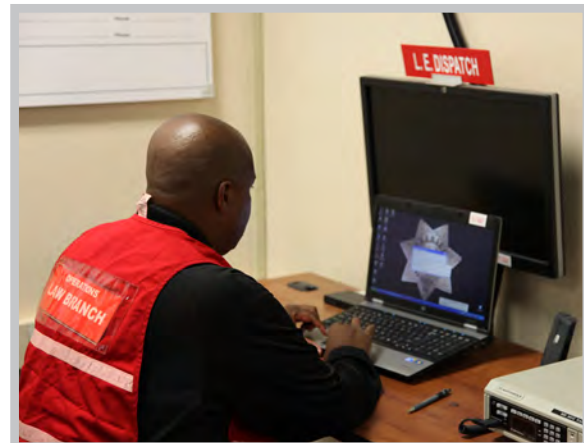
OVERVIEW

Attaining regional interoperable communication capabilities for first responders has been a major goal of the Bay Area. In FY 2013-14, more than \$9 million dollars was spent to integrate 67 radio sites, complete 6 Master Sites, and expand the number of regional subscribers to 21,000. All efforts support the enhancement of P25 voice communications capabilities across the Bay Area through the region's "system of systems" approach known as BayComm. The region purchased dispatch consoles, repeaters, digital network equipment, antennas, and provided maintenance for interoperable communication equipment. Through the regional procurement process, additional portable and satellite radios for first responders were also obtained.



KEY ACCOMPLISHMENTS

- Upgraded interoperable equipment for Tactical response vehicle for San Jose
- Enhanced antenna and bridging equipment for systems in San Mateo and Marin Counties
- Procured digital radios for the East Bay Regional Park Police helicopter
- Obtained 659 radios for Bay Area first responders



Risk Management & Information Sharing

OVERVIEW

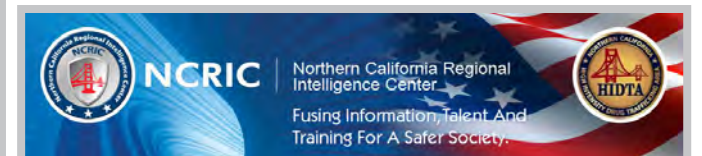
The Bay Area expended more than \$7.5 million dollars in FY 2013-14 on risk management and information sharing programs. Such programs identify threats, hazards, and gaps where grant investments are needed as well as help public safety and other regional agencies to share real-time information.

The Northern California Regional Intelligence Center (NCRIC), our integrated fusion center, facilitated communication between federal, state, and local agencies and private sector entities. Cyber Security has become increasingly important and the region has provided funding for cyber analysts and software. The California Common Operating Picture (CalCOP) is the latest software addition to the program; it links the NCRIC and other statewide fusion centers to the California State Threat Assessment Center (STAC).



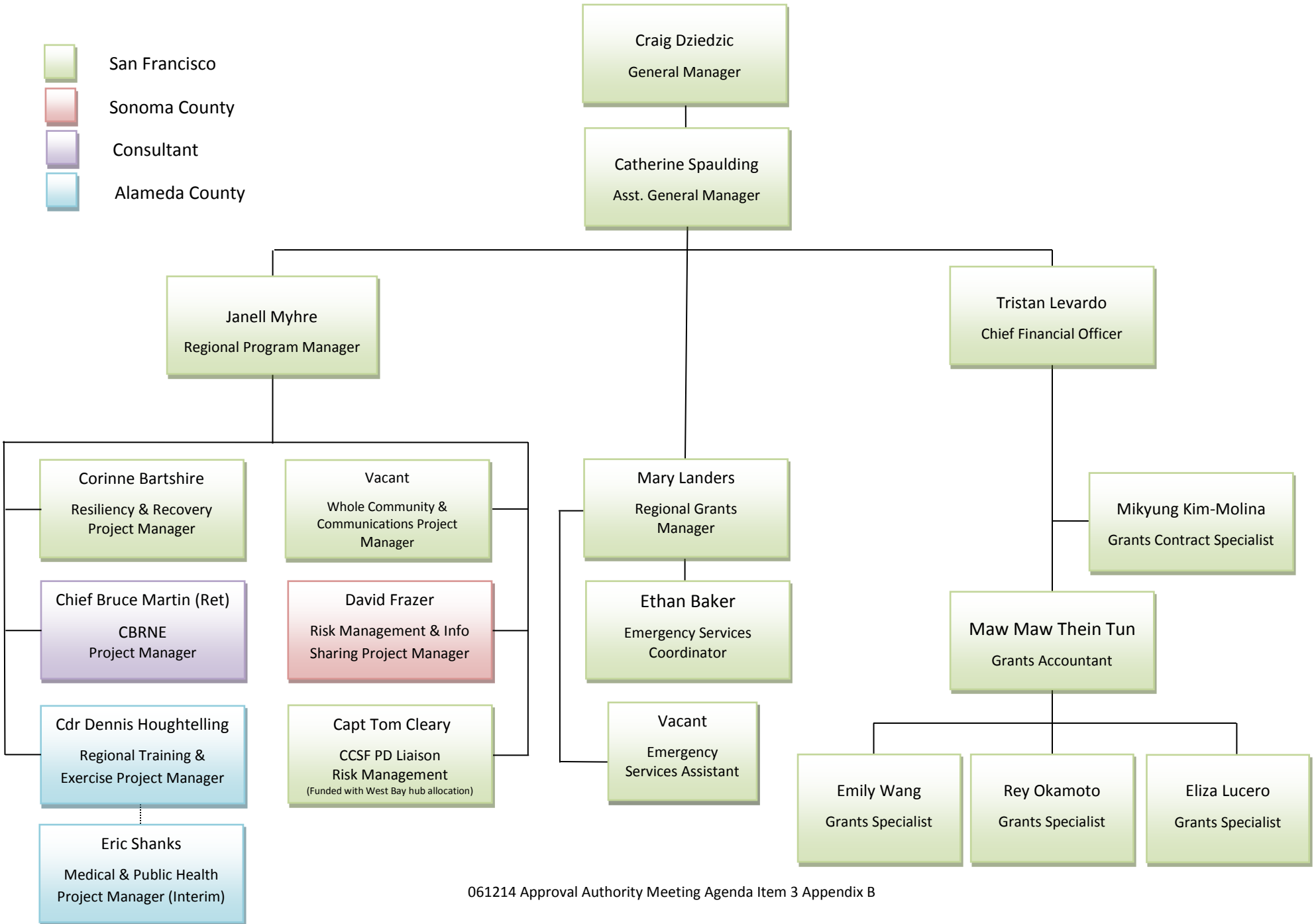
KEY ACCOMPLISHMENTS

- Successful multi-agency collaboration during America's Cup events
- Purchased new cyber security enhancement software and hired cyber analysts for the NCRIC
- Updated Critical Infrastructure Protection plans
- Received 541 Suspicious Activity Reports and submitted 250 of these to the FBI



**San Francisco Department of Emergency Management
 Bay Area Urban Areas Security Initiative (UASI)
 2014 STAFF ORGANIZATION CHART**

- San Francisco
- Sonoma County
- Consultant
- Alameda County





**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Craig Dzedzic UASI General Manager 8 am – 5 pm	Goal 1 Develop a Regional Risk Management and Planning Program	<ul style="list-style-type: none"> • Provide region-wide leadership and administration of all grant initiatives in federal homeland security grants, in direct support of the homeland security strategies approved by the Approval Authority, awarded to the Bay Area Region. 	<ul style="list-style-type: none"> • Execute Bay Area regional strategies and initiatives that align with Federal and State policies, goals and strategies. • Develop, initiate, and implement division goals, objectives, policies/procedures, and priorities to determine service levels and resource allocations 	25%
		<ul style="list-style-type: none"> • Select, direct and manage a Management Team to support the Approval Authority and the BAUASI region's initiatives and projects, and make reasonable efforts to balance regional representation on the Management Team within budget. 	<ul style="list-style-type: none"> • Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; implement annual work plans and programs to meet emerging or new programs, while continuing to address major organizational goals, objectives, and priorities. 	25%
		<ul style="list-style-type: none"> • Monitor, supervise, and/or coach the assistant GM, the regional project manager, the Chief Financial Officer, and two Emergency Services Coordinators to align the performance and skill set of the Management Team with the goals of the organization. 	<ul style="list-style-type: none"> • On a weekly basis, monitor the efficiency and effectiveness of the organization structure, staff assignments, service levels and administrative systems; identify and analyze opportunities for improvement and implement improvements. • Develop, implement, and manage a working budget, organization chart, and annual work plan, for the 	15%



		<ul style="list-style-type: none"> • Communicate regularly with executive-level management regarding the organization's activities and coordinate and represent the organization before legislative boards, committees, outside organizations, and governmental organizations. • Attend BAUASI quarterly meetings to implement best practices and state-wide preparedness goals and initiatives. • Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • On a monthly basis, schedule and meet with individual members of the approval authority, advisory group, and other regional stakeholders to enhance working relationships. 	<p>BAUASI organization.</p> <ul style="list-style-type: none"> • Coordinate, collaborate, and implement policies, procedures, and regulations of the San Francisco Dept. of Human Resources, including complying with specific union agreements and MOUs. • Work with the Chair of the Approval Authority to prepare agendas, minutes, and quarterly staff reports for the monthly Approval Authority meetings pursuant to the Bylaws of the Master MOU. • Work with the Coalition of California UASIs (CCUs), the NCRIC, Cal OES and other state/local agencies and departments to develop, enhance, and implement regional and statewide initiatives involving data sharing (California Common Operating Picture - CalCOP), cyber security, and risk management. Chair the quarterly meetings of the CCU. 	<p>15%</p> <p>10%</p> <p>10%</p>
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-2015**

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Catherine Spaulding Assistant General Manager	Management and Administration	<ul style="list-style-type: none"> • Developing, reviewing and implementing plans, protocols, goals, and strategies • Supervising, training, assigning, and evaluating the activities of division personnel • Monitor programmatic and financial management activities, and identify and analyze opportunities for implementing efficiencies and improvements 	<ul style="list-style-type: none"> • Ensure compliance with MOUs, bylaws, and any policies and procedures established by the Approval Authority • Up to date understanding of DHS funding and priorities • Performance plans and appraisals • In house training plan and implementation of plan • Organization chart • Updated Management Team Administrative Policies and Procedures • Updated Grants Policies and Procedures 	25%
	Develop a regional risk management program	<ul style="list-style-type: none"> • Direct project managers responsible for the development and coordination of the Bay Area UASI regional risk management program • Direct program/project managers as they work with stakeholders to review goals, strategies, and analyze gaps in capabilities • Determine regional target capability levels to meet specific performance requirements • Oversee tasks associated with application for and distribution of grant funds and programs and ensure 	<ul style="list-style-type: none"> • Effective communication to stakeholders on risk management and planning program and activities • Risk cycle kick off meeting • Capability assessment • Gap analysis report • THIRA • Updated Bay Area Homeland Security Strategy • Allocation and policy priorities • Project proposal and prioritization process documented and implemented 	75%



		<p>compliance with applicable federal and state grant requirements</p> <ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects and programs • Work with Advisory and Working Groups, as well as appropriate Bay Area stakeholders to obtain input and make recommendations to the Approval Authority 	<ul style="list-style-type: none"> • Relevant plans and timelines • IJs • UASI grant application • Deliverable milestones met on projects • Project plans, MOUs, and consultant contracts successfully implemented • Budget and spending tracking • Regular participation and report outs at Working and Advisory Group meetings as well as Approval Authority meetings 	
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Mary Landers Regional Grants Manager SFDEM 8 am – 5 pm San Francisco	Goal 3 Strengthen Communications and Interoperable Communications	Compliance <ul style="list-style-type: none"> • Technical lead on all compliance requirements • Provide support and build capacity of program and finance staff on compliance requirements. 	<ul style="list-style-type: none"> • Manage contractors and project staff to ensure compliance with contractual parameters and alignment with grant guidelines and conduct evaluation of contractors; 	40%
	Goal 6 Strengthen Planning and Citizen Preparedness	<ul style="list-style-type: none"> • Design/implement at least 1 training on compliance requirements for staff. • Coordinate updates to policies and procedures documents. • Keep staff apprised of FEMA updates 	<ul style="list-style-type: none"> • Attend working group meetings as necessary to monitor and evaluate the effectiveness and efficiency of the program's service delivery system, identify and recommend alternative approaches or improvements; 	10%
	Goal 7 Enhance Recovery Capabilities	Grant Applications <ul style="list-style-type: none"> • Prepare and submit IJs • Prepare and submit grant applications • Research new grant funding streams and spearhead grant application process. 	<ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure jurisdictions are compliant with grant guidelines and meeting their performance milestones and deliverables; 	10%
		Outreach and Writing <ul style="list-style-type: none"> • Lead on Annual Report • Prepare legislation and supporting documentation for submittal to the Board of Supervisors. • Work closely with DEM representative to provide additional information/clarification as needed. • Work and assist w/ special projects as needed Finance and Program Backfill <ul style="list-style-type: none"> • Fiscal backfill and as needed 	<ul style="list-style-type: none"> • Coordinate with State and Federal agencies and UASI sites to share best practices; and <ul style="list-style-type: none"> • Prepare grant applications and written status reports, 	10%

		<p>support</p> <p>Supervision</p> <ul style="list-style-type: none"> • Manage and coach 8600 and 8601 during weekly one on one meetings • Perform Mid Year and Annual Reviews • Ensure accountability of assigned tasks <p>Special Projects</p> <ul style="list-style-type: none"> • On an as needed basis be prepared to draft and develop RFPs, RFIs, or contracts • Manage vendors to ensure successful and timely completion of projects within grant performance periods • Provide backfill in a Project Manager capacity in an as needed basis. 	<p>provide oral presentations and briefings to local and regional emergency management groups, Advisory Groups, Approval Authority, and local, state, and Federal agencies, prepare legislative documents, and maintain all records associated with project activities.</p> <ul style="list-style-type: none"> • Manage and coach 8600 and 8601 to ensure accountability of assigned tasks- including conducting annual performance reviews. • Prepare meeting agendas and conduct working group meetings as necessary. 	<p>15%</p> <p>5%</p> <p>10%</p>
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Tristan Levardo Chief Financial Officer 8 am – 5 pm San Francisco</p>	<p>Goal Management and Administration</p>	<ul style="list-style-type: none"> • Oversee the financial administration of HLS grants and the financial operations of the Bay Area UASI. • Direct the day-to-day operations of the Grants Management Unit in support of the Bay Area UASI mission and goals. • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. • Attend local/ regional stakeholder meetings to implement best practices and state-wide preparedness goals and initiatives. • Participate in weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • Provide fiscal and accounting support as well as technical assistance to UASI 	<ul style="list-style-type: none"> • Comply with reporting requirements by submitting on time accurate Financial Workbook, cash requests, program status reports, and budget reports. • Implement funding allocation and program plans in accordance with grant guidelines. • Develop policies and procedures to implement grant management objectives per grant management guidelines. • Create reports for AA including project status reports, travel expense reports, etc. • Over see activities of Post Audit, Single Audit, and other state and Federal audits. • Oversee monitoring of sub recipient activities in compliance with grant provisions, and generate meaningful monitoring reports. • Issue accurate and timely MOUs and LOAs. 	<p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p> <p>10%</p> <p>15%</p> <p>5%</p>

		<p>management team, and regional and local partners.</p> <ul style="list-style-type: none"> • Oversee and coordinate the audit of grant accounting transactions including Single Audit, Post Audit and granting agency site reviews. • Oversee monitoring activities of regional and local jurisdictions in compliance with applicable grant guidelines. • Oversee completion of MOUs and LOAs 		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
Janell Myhre SF DEM 9:00am – 6:00pm	Goals 1 - 8	Work with GM and AGM to lead the UASI Management Team in best serving the Bay Area through building local and regional capabilities as related to the Bay Area UASI regional program goals.	<ul style="list-style-type: none"> • Oversee and coordinate Regional Project Manager(s) workload to achieve project management and monitoring goals. • Work with CFO to ensure UASI grant fiscal goals and objectives are coordinated with project management activities. • Lead Bay Area project proposal and selection process. • Coordinate efficient presentations to UASI Approval Authority, Advisory Group and Workgroups. • Provide All Hazards expertise to UASI Management Team efforts. 	65%
		Support Bay Area jurisdictions with UASI project management coordination.	<ul style="list-style-type: none"> • Provide guidance and support to Regional Project Managers in assisting Bay Area jurisdiction's staff to complete projects through project monitoring and contractor management. • Attend Bay Area regional meetings, as needed. • Provide outreach and work directly with Bay Area jurisdictions, as needed. 	15%



Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		Implement best practices to strengthen regional relationships in order to coordinate and improve the development of UASI programs.	<ul style="list-style-type: none"> • Engage with CalOES State and Coastal Region staff to coordinate Bay Area region efforts. • Work with CalOES Region II MARAC meetings to coordinate information with CalOES Coastal Region and Bay Area OAs. • Engage and coordinate with Bay Area regional agencies and organizations, as needed. • Engage and coordinate with FEMA Region IX, as needed. 	15%
		Remain current in UASI and RCPGP national program standards.	<ul style="list-style-type: none"> • Coordinate with other UASI and RCPGP sites in the country to engage in national information sharing on current program and project development and standards. 	5%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Bruce Martin CBRNE Project Manager Independent Contractor 16-20 hours per week</p>	<p>Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities</p>	<p>Administration and Management of UASI CBRNE Initiative</p> <ul style="list-style-type: none"> • FY 2013 and FY 2014 grant years– Provide guidance and assistance in finalizing all CBRNE projects and all records and documents pertaining to Project D • Assist in the development and implementation of FY 2014, MOUs; • Host monthly work group meetings, provide monthly agenda, and minutes. • Maintain constant communication with sub-recipient project leads for project monitoring, status updates and assistance. • Prepare annual, quarterly and monthly reports as needed. • Attend Approval Authority and Advisory Group Meetings • Attend weekly UASI staff meetings and report out on CBRNE project status. 	<ul style="list-style-type: none"> • Coordinate and manage working group meetings and ensure appropriate SMEs are present to vet project proposals as necessary; • Prepare Attachment A of the MOU's for sub-recipient approval; • Prepare agendas and minutes for CBRNE working group and post to UASI website; • Provide guidance to sub-recipients to ensure compliance with grant guidelines and ensure that they are meeting performance milestones for deliverables; • Prepare written reports, provide oral presentations and briefings to Approval Authority and Advisory Group 	<p>50%</p>

		<p>Bay Area RND Project</p> <ul style="list-style-type: none"> • Project Chair 	<p>as necessary;</p> <ul style="list-style-type: none"> • Work with consultants and other members of staff to provide information on various reports; • Facilitate meetings • Hold working groups accountable • Liaise with DHS DNDO, LLNL, Sandia SMEs and support • Brief AA, agencies, staff as needed 	<p>50%</p>
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-2015**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Corinne Bartshire Resilience and Recovery Regional Project Manager</p> <p>Bay Area UASI</p> <p>8:00 am – 5:00 pm M-F SF</p>	<p>Goal 6 Strengthen Emergency Planning and Citizen Preparedness Capabilities</p> <p>Goal 7 Enhance Recovery Capabilities</p>	<p>Project Manager for resilience and recovery projects:</p> <ul style="list-style-type: none"> • Manage contracts for resilience and recovery projects 	<ul style="list-style-type: none"> • Manage procurement process, including developing RFPs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, and preparing recommendations for contract awards. • Serve as contract and project manager, working closely with the selected contractor and stakeholders throughout the region to ensure deliverables are completed well and on time. 	20%
		<p>Yellow Command Urban Shield Exercise:</p> <ul style="list-style-type: none"> • Exercise Director • Manage exercise planning team • Manage contract for exercise design and conduct 	<ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight to ensure regional OES plans and operations are effectively tested and coordinated with Urban Shield objectives, CalOES authority and bay area OA goals. • Work with Urban Shield exercise staff to effectively manage contractor to meet HSEEP and grant guidelines. • Work with Urban Shield, FEMA IX, Cal OES and bay area OAs to develop long term planning strategies to support sustainment of Yellow Command operations. 	40%
		<p>Manage coordination of bay area RCPGP/ Cal OES/ FEMA IX Catastrophic Plan integration</p>	<ul style="list-style-type: none"> • Actively participate and coordinate in the Bay Area Catastrophic Earthquake Response Plan rewrite through attendance at planning meetings, 	30%



Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
			<p>contribution of existing Bay Area plan content, and review of drafts.</p> <ul style="list-style-type: none"> • Serve as contract and project manager, working closely with the selected contractor to ensure plan integration represents bay area content effectively and deliverables are completed well and on time 	
		<p>Convene and/or attend advisory and/or working groups as necessary, representing Bay Area UASI to ensure region-wide communication and participation in community preparedness and recovery related projects.</p>	<ul style="list-style-type: none"> • Chair the Regional Catastrophic Planning Team (RCPT) Work Group. Coordinate and oversee related subcommittees and sub workgroups to effectively engage and include bay area input into UASI projects. • Represent BAUASI in meetings related to regional projects, policies, or procedures. These may include Mutual Aid Regional Advisory Committee (MARAC), Public Private Partnership advisory committees, California Emergency Services Association (CESA), and other stakeholder groups as appropriate. 	<p>10%</p>



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-2015**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>David Frazer Risk Management & Information Sharing Project Manager</p> <p>Sonoma County Fire & Emergency Services</p> <p>7:30 am – 4:30 pm M/T SF 7:30 am – 4:30 pm W/Th/F Sonoma County FES</p> <p>Unless facilitating working groups, workshops, project planning, or other meetings</p>	<p>Goal 1 Develop a Regional Risk Management and Planning Program</p> <p>Goal 2 Enhance Information Analysis and Infrastructure Protective Capabilities</p>	<p>UASI Lead project manager for Threat and Hazard Identification and Risk Assessment (Goal#1)</p> <ul style="list-style-type: none"> • Facilitate and coordinate the Risk Validation Workshops, manage the PCII certification/audit process, and coordinate NCRIC final review and validation of the data • Provide Project Management Lead to coordinate revisions to Measures & Metrics for Core Capabilities. • Schedule capabilities assessment workshops, engage SME to assist in the assessment process, and review the risk analysis and capability relevance information • Review risk reports and gap analyses and facilitate briefings in hubs or operational areas, and core cities • Provide UASI Project Management support and direct contract 	<ul style="list-style-type: none"> • Manage procurement process, including , developing RFPs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, and preparing recommendations for contract awards; • Prepare Appendix A of MOU's for sub-recipient approval; • Manage contractors to ensure compliance with contractual parameters and alignment with grant guidelines and conduct evaluation of contractors; • Coordinate and manage working group meetings ensuring the required stakeholders and SME are included in the meetings to obtain input, serve as the liaison between these groups to ensure regional coordination and collaboration, and prepare and post meeting minutes; • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure jurisdictions are compliant 	<p>5%</p> <p>25%</p> <p>15%</p> <p>25%</p> <p>15%</p>



		<p>oversight to the Fusion Center and provide liaison between the Fusion Center and UASI Management Team for the Risk Management initiative</p> <ul style="list-style-type: none"> • Provide Project Management support to the regional partners in the gap analysis and capabilities assessment and assist with Executive Briefings on regional risk and threat • Facilitate the Bay Area Information Sharing Systems (BAISS) meetings • Facilitate the Regional ALPR Focus Group and Cyber Focus Group meetings • Provide project management support to regional partners for Information sharing through technical solutions such as RMS to RMS and ALPR • Provide RAC support for the North Bay Hub 	<p>with grant guidelines and meeting their performance milestones and deliverables;</p> <ul style="list-style-type: none"> • Prepare written status reports, provide oral presentations and briefings to local and regional emergency management groups, Advisory Groups, Approval Authority, and Federal and State agencies, and maintain all records associated with project activities; and • Provide support for North Bay Hub Planner to include asset management, capabilities assessment and gap analysis. 	<p>10%</p> <p>5%</p>
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

<p>Dennis Houghtelling</p> <p>Exercise and Training Program Manager</p> <p>Alameda County Sheriff's Office</p> <p>8 am – 5 pm T SF M, W-F</p>	<p>Goal 8</p> <p>Enhance Homeland Security Exercise, Evaluation and Training Programs</p>	<p>Administer and manage the Regional Training and Exercise Program</p> <ul style="list-style-type: none"> • Maintain a multidisciplinary Training and Exercise Team • Revise/update the Multi-Year Regional Training and Exercise Plan as necessary. Prepare for the development of a new Multi-Year Training and Exercise Plan in early 2015. • Meet, as needed, with the Regional Training and Exercise policy level Executive Steering Committee of executive level managers and administrators to obtain input on region-wide training and exercise priorities as they relate to Homeland Security • Analyze all existing and relevant training plans and priorities and present findings to the Executive Committee to receive input, priorities, and direction, and recommend and implement alternative delivery models for efficient and effective implementation of training and exercises • Lead, facilitate, and execute a regional full-scale exercise (Urban Shield) and coordinate other regional exercises • Sustain the assimilation of the Regional Catastrophic exercise component (Yellow Command) into Urban Shield 	<ul style="list-style-type: none"> • Plan, monitor, evaluate, and manage the day-to-day operations of the Regional Exercise and Training Program 	25%
			<ul style="list-style-type: none"> • Manage the implementation of the Multi-Year Regional Training and Exercise Plan and coordinate the activities of the Regional Overhead Planning Team 	10%
			<ul style="list-style-type: none"> • Formulate and implement policies and procedures to ensure that the performance of training and exercise activities are in compliance with all UASI grant guidelines and requirements 	15%
			<ul style="list-style-type: none"> • Monitor the work of and coach subordinates to improve performance 	10%
			<ul style="list-style-type: none"> • Oversee the development of MOUs, contracts, and agreements with other jurisdictions and/or vendors 	10%
			<ul style="list-style-type: none"> • Develop and maintain financial management plans and policies that govern the expenditure of grant funds on 	10%



	<p>Goal 1 Develop a Regional Risk Management and Planning</p>	<ul style="list-style-type: none"> • Continue in the development of a Regional Overhead Planning Team (REOPT) for Urban Shield • Produce After Action Reports (AAR) for Regional Exercises, and ensure that Improvement Plans and performance gaps are identified for future funding by UASI • Establish methodologies for assessing, evaluating and measuring the effectiveness of UASI funded projects, equipment, and plans • Prepare monthly reports and produce a FY 2014 Regional Training and Exercise Annual report that contains a summary of training and exercise activities and accomplishments of the FY 2014 grant cycle • Prepare and manage annual budget, file reimbursement requests on a quarterly basis, and provide and maintain required supporting documentation. Serve as the East Bay Hub Liaison and assist the East Hub Planner in the execution of the East Bay Hub planning process. Assist in the coordination of activities of the East Bay Hub as deemed appropriate by UASI Management • Continue to facilitate the presentation of various courses, presented by the National Training Consortium, to the members in the Bay Area UASI Region • Issue a new RFP and conduct a 	<p>training and exercise activities, and the reimbursement of grant funds to the region</p> <ul style="list-style-type: none"> • Maintain all records, including AAR/IPs, prepare periodic reports and recommendations to the Bay Area UASI Management Team, Advisory Group, and Approval Authority, and prepare information for the annual report • Serve as a liaison to local, state, and federal agencies, private sector partners, and non-governmental agencies 	<p>5%</p> <p>5%</p> <p>5%</p>
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	Program	<p>process to establish a new 3-year multi-vendor contract, which will serve multiple disciplines</p> <ul style="list-style-type: none">• Assist the UASI Risk Management Project Manager in the Threat and Hazard Identification process• Assist in the promulgation of the concepts contained in the 31 Core Capabilities to the Training and Exercise Workgroup and to the Region.		5%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
Eric Shanks Medical and Public Health Project Manager Oakland Office of Emergency Services 9am-5pm Tuesday and Friday	Goal 5 Goal 5-Medical and Public Health	<ul style="list-style-type: none"> Manage contracts for Medical and Public Health projects: 	<ul style="list-style-type: none"> Manage procurement process, including developing RFPs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, and preparing recommendations for contract awards. Serve as contract and project manager, working closely with the selected contractor and stakeholders throughout the region to ensure deliverables are completed well and on time. 	50%
		<ul style="list-style-type: none"> Convene advisory and/or working groups as necessary, and attend meetings representing the division/department to ensure region-wide communication and participation in health, community preparedness and recovery related projects. 	<ul style="list-style-type: none"> Represent BAUASI in meetings related to regional projects, policies, or procedures. Attend the following regional workgroups, providing updates as needed: <ul style="list-style-type: none"> Association of Bay Area Health Organizations (ABAHO) – Public Health Preparedness monthly work group Bay Area Mass Prophylaxis Working Group (BAMPWG) monthly work group Medical Health Operational Area Coordinator (MHOAC) quarterly work group 	
		<ul style="list-style-type: none"> Participate in inter-departmental strategic planning, and identifying the mission, 	<ul style="list-style-type: none"> Assist with the application for and distribution of federal and/or state grants. Provide regional coordination, 	5%



Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		<p>goals, and objectives of the UASI grant program, with a focus on integrating public health, community preparedness priorities into BAUASI projects and programs.</p>	<p>monitoring, management, and oversight of grant-funded projects and programs.</p>	



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Captain Thomas Cleary San Francisco Police Department</p> <p>SFPD Special Operations Bureau</p> <p>9:00 a.m. – 5:00 p.m. Monday-Friday</p>	<p>Goal 1, 2</p> <p>Goal 1 – Risk Management</p> <p>Goal 2 - Information Analysis and Infrastructure Protective Capabilities</p>	<p>Managing the San Francisco Police Department’s Homeland Security Project Planning Team, developing projects to address local and regional gaps. Coordinate and monitor San Francisco Public Safety projects, including SFPD and SFFD.</p> <ul style="list-style-type: none"> • Liaison between the Bay Area UASI and the San Francisco Police Department. • Review reports produced by the Risk Assessment Center (RAC) on critical security gaps and capabilities locally and throughout the region. Coordinate and collaborate with Law Enforcement Personnel to identify and develop project proposals to address identified gaps. Be a resource and provide assistance to project managers on assigned projects. • Address capability gaps by adequately planning for large-scale local, regional, and international 	<ul style="list-style-type: none"> • Review risk assessment, security gaps and capability reports produced by the Risk Assessment Center. • Coordinate internal meetings within the San Francisco Police Department and identify and designate Department members as project managers, ensuring that projects are implemented, on time and within their budgets. • Discuss and identify regional projects related to protecting, preventing, responding, mitigating and recovering from acts of terrorism. • Facilitate the preparation of project proposals. • Present and justify project proposals to UASI based on criteria and grant guidelines. • Communicate with project managers to ensure goals, objectives, timelines and deliverables are being accomplished. • Act as a liaison between the SFPD and the Bay Area UASI Management Team. • Revise the Open Source and Law Enforcement Sensitive 	<p>50%</p>



		<p>events.</p> <ul style="list-style-type: none"> • Work with the 58 City and County of San Francisco Departments, in partnership with the Risk Assessment Center (RAC) to identify capabilities, risks and gaps in planning. • Work with the Department of Emergency Management and Digital Sandbox's Risk Assessment Center to review reports related to critical capability gaps with the 58 City and County of San Francisco City Departments and facilitate at least two workshops to assist those Departments in developing proposals to address potential gaps if applicable. This is accomplished under the direct guidance of Risk Assessment and Planning Program Manager at the Bay Area UASI. 	<p>Security Plan.</p> <ul style="list-style-type: none"> • Coordinate the development of plans produced by the 11 subcommittees (command, air operations, intelligence, water, traffic, communications, crime prevention, logistics, DOC, 1st amendment, public information officer). • Develop a comprehensive operational plan. • Develop a budget and staffing plan. • Coordinate and facilitate a monthly regional law enforcement meeting. • Attend numerous meetings related to regional events. • Attend and participate in joint training exercises. • Develop internal policies related to events. • Conduct site visits. • Meet with Law Enforcement, Security personnel, and City agency representatives. • Attend community meetings. • Ensure proper training supplied to officers. • Attend meetings related to new technology. 	<p>45%</p>
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			<ul style="list-style-type: none"> • Conduct numerous briefings related to plan. • Review risk assessment, gap and capability reports produced by the Risk Assessment Center. • In partnership with the Department of Emergency Management's Department of Emergency Services, meet and distribute a report to City Department representatives. • Facilitate discussions related to capabilities of the City, identified gaps, and strategies necessary to eliminate gaps in planning related to the City and region. • Act as a liaison between the City representatives, the Department of Emergency Management and the Bay Area UASI to propose projects addressing local and regional gaps. 	5%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT</p> <p>Whole Community and Communications Project Manager</p> <p>SF DEM</p> <p>8:30am – 5:30pm</p>	<p>Goals 3 and 6</p> <p>Goal 3 – Communications</p> <p>Goal 6- Community Preparedness and Public Outreach</p>	<p>Project Manager for whole communities and communications projects, including managing projects and providing oversight to contractors</p> <p>Provide regional coordination, monitoring, management, and oversight of grant- funded projects and programs.</p>	<ul style="list-style-type: none"> • Communicate regularly with local, regional, state, and federal partners, assess and respond to stakeholder concerns and issues, and provide updates on projects. • Coordinate and manage Interoperability Work Group meetings, prepare meeting agendas and minutes, and post to website • Prepare written status reports for Program Manager, General Manager, UASI Approval Authority, and other organizations as requested. • Maintain all records associated with project activities, work group meetings, and monitoring visits. • Lead the Annual Regional Procurement Process • Determine needs and next steps on a regional resources (and mutual aid) inventory • Lead public-private partnership development • Represent BAUASI in meetings related to regional projects, policies, or procedures. 	<p>100%</p>



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Mikyung Kim-Molina, Contract Specialist 8 am – 5 pm San Francisco</p>	<p>Management & Administration</p>	<p>Manage, develop, create and amend Memoranda of Understanding (MOU) with sub-recipient jurisdictions and Letters of Agreement (LOA) with San Francisco City Departments for all grant programs including: FY 12 UASI, FY 13 UASI, and FY 14 UASI</p>	<ul style="list-style-type: none"> • Create MOU boilerplate, Appendix A and Grant Assurance templates for each grant program • Work in collaboration with UASI Program Managers and sub-recipient jurisdictions to obtain necessary information (e.g., project description, deliverables, timelines, contact information, budget amounts, etc.) in order to complete MOUs/LOAs • Generate formal modifications to MOUs/LOAs, as necessary • Serve as liaison to SF City Attorney. • Provide ongoing technical assistance to sub-recipients regarding MOU/LOA requirements and compliance • Maintain and track MOU/LOA status and budget information on the Inventory and Status spreadsheet • Carry out full execution of 	<p>60%</p>

			<p>all MOUs/LOAs</p> <ul style="list-style-type: none"> • Present updates to CFO and Program Mangers on MOUs/LOAs. 	
		<p>Develop professional services contracts with vendors.</p>	<ul style="list-style-type: none"> • Create RFP/RFQ or City Sole Source requests for professional services contracts. • Facilitate Review Panels and oversee competitive bid process. • Write and develop contracts using the City's P500 boilerplate and scope of services. • Prepare Professional Services Contract Form 1 (PSC1) for review by Unions and Department of Human Resources. • Attend and present contract information at Civil Service Commission meetings, as necessary. • Work in collaboration with Program Managers, vendors, and City Attorney in formulating scope of services, budgets and contracting requirements. • Provide ongoing technical assistance to vendors on compliance to Chapter 12B Equal Benefits, Health Care Accountability Ordinance, Minimum Compensation Ordinance, First Source Hiring, and contract insurance requirements. 	40%

			<ul style="list-style-type: none"> • Maintain and track all contracts and PSCs on the Inventory and Status spreadsheet • Process contracts with SF Office of Contracts Administration and Human Rights Commission. • Present updates to CFO and Program Mangers on professional services contracts. 	
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		<ul style="list-style-type: none"> • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. • Provide initial training for new grants analysts in areas of budget, accounting, purchasing activities, payroll analysis and reconciliation, as well as UASI grants model structure of projects and solution areas and grants administration. • Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits. 		
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		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Emily Wang Grants Specialist 8 am – 5 pm San Francisco</p>	<p>Management & Administration (M&A)</p>	<ul style="list-style-type: none"> • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. • Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. • Ensure that the Bay Area UASI’s strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. • Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. • Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. • Prepare final management forms workbooks for cash requests and modification requests in a timely manner. • Assist in conducting onsite monitoring visits to ensure compliance. 	<p>30%</p> <p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p>

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Rey Okamoto Grants Specialist 8 am – 5 pm San Francisco	Management & Administration (M&A)	<ul style="list-style-type: none"> Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. 	<ul style="list-style-type: none"> Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. 	30%
		<ul style="list-style-type: none"> Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. 	<ul style="list-style-type: none"> Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. 	25%
		<ul style="list-style-type: none"> Ensure that the Bay Area UASI's strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. 	<ul style="list-style-type: none"> Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. 	20%
		<ul style="list-style-type: none"> Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. 	<ul style="list-style-type: none"> Prepare final management forms workbooks for cash requests and modification requests in a timely manner. 	15%
		<ul style="list-style-type: none"> Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> Assist in conducting onsite monitoring visits to ensure compliance. 	10%

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Ethan Baker Emergency Services Coordinator I 8 am – 5 pm San Francisco	Goals 1 - 8	Project Planning Support	<ul style="list-style-type: none"> • Provide support to all Regional Project Managers by preparing and editing regional project plan materials • Assist in stakeholder outreach; preparation of all outreach materials and documents • Training/exercise Project- Track all training class approval requests sent to Cal OES 	50%
	Goals 1 - 8	Website Planning and Administration	<ul style="list-style-type: none"> • Plan and develop website improvements for public outreach • Post Approval Authority documents and audio files for monthly public meetings • Update, edit, and post planning documents as needed • Track stakeholder participation and feedback • Manage maintenance and hosting of site • Train staff and regional users how to upload documents and audio • Conduct quarterly demonstrations of website updates at staff meeting 	35%
	Goals 1 - 8	Strategic Planning for Bay Area UASI Outreach	<ul style="list-style-type: none"> • Create PowerPoints, organizational charts, and other materials as needed to support planning staff • Prepare graphics and digital presentation materials for meetings and agenda items • Design layout for Annual Report- due each June • Develop and prepare monthly Bay Area UASI Newsletter 	10%



			<ul style="list-style-type: none"> • Work with DEM to develop UASI Social Media Policies and procedures • Conduct staff training on public outreach using social media 	
	Goals 1 - 8	Special Planning Projects	<ul style="list-style-type: none"> • Assist with special projects as needed 	5%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-2015**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT Administrative Assistant</p> <p>8 am – 5 pm M - F</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Prepare and distribute agenda, notices, minutes, and documents of the Approval Authority and maintain records of meetings and official actions of the Approval Authority • Gather and distribute requested information on behalf of the Approval Authority Chair, General Manager, and Executive Management staff to provide written answers to Approval Authority • Serve as the liaison to the DEM Human Resources Manager by requesting the posting of vacant positions, and ensuring annual performance appraisals are submitted on a timely basis • Work with managers and staff to develop and implement operational policies to ensure the efficient operation of the UASI Program office • Provide administrative support to UASI Management staff, including but not limited to, updating the master calendar of meetings, managing office equipment inventory and distribution, scheduling executive management and management team meetings, providing facility management, and coordinating the ordering and distribution of office supplies. 	<ul style="list-style-type: none"> • Manage and coordinate documentation for Hub Coordinators, Management Team and the Approval Authority • Gather and compile information to provide support to Homeland Security Bay Area regional projects, which includes researching and preparing technical reports, records, and other documents related to emergency planning and management • Maintain records and reports in compliance with federal, state, and local laws, and Master MOU, Bylaws, and any policies and procedures established by the Approval Authority • Work with Executive Management staff to evaluate procedures, identify and analyze problems and issues, and recommend and document new procedures to enhance the administrative support functions of the office • Monitor and coordinate the human resources functions of the office to support the timely achievement of goals and 	<p>30%</p> <p>20%</p> <p>10%</p> <p>10%</p> <p>20%</p>



			objectives of the program <ul style="list-style-type: none">• Prepare reports, memoranda, and correspondence for UASI Management Team	10%
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**Bay Area UASI Program
FY2014-2015 Proposed Budget**

<u>Revenue Sources</u>	<u>Amount</u>
12 UASI (Planning and M&A)	\$ 293,714
13 UASI (Planning and M&A)	\$ 3,230,859
TOTAL ALL SOURCES	<u>\$ 3,524,573</u>

Expenditures:

<u>Personnel</u>	
Salaries and Fringes - Project Planning	\$ 2,074,228
Salaries and Fringes - Grants Management (M&A)	\$ 1,035,819
Salaries and Fringes - Administration (M&A)	\$ 76,027
Subtotal	<u>\$ 3,186,073</u>

<u>Operating</u>	
Travel (Planning and M&A)	\$ 42,000
Rents and leases (M&A)	\$ 200,000
Copy machines, website, on-line meetings, phones (M&A)	\$ 38,500
Office supplies/printing (M&A)	\$ 25,000
City Attorney Services (review of MOUs and contracts) (M&A)	\$ 18,000
Legal Services (Approval Authority) (M&A)	\$ 15,000
Subtotal	<u>\$ 338,500</u>

TOTAL EXPENDITURES	<u>\$ 3,524,573</u>
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UASI Management Team					
FY2014-2015 Personnel Detail					
Classification / Jurisdiction	Job Title	Project	Salary	Fringe Benefits	Total
Project Management Team					
0954 Mgr. VIII/SF	General Manager	Risk Mangement	187,018	65,456	252,474
0933 Mgr. VII/SF	Assistant General Manager	Risk Mangement	153,218	53,626	206,844
0932 Mgr. IV/SF	Lead Project Manager	Information Sharing	141,960	49,686	191,646
0931 Mgr III/SF	Resiliency & Recovery PM	Resiliency and Recovery	132,340	46,319	178,659
0931 Mgr III/SF	Whole Community and Communications PM	Whole Community and Communications	132,340	46,319	178,659
Sonoma	Risk Management PM	Risk Mangement	108,889	38,111	147,000
Contract	CBRNE PM	CBRNE Detection and Response	100,000		100,000
Alameda Cnty SO	Medical/Public Health PM	Medical and Public Health	74,360	58,484	132,844
Alameda Cnty SO	Training & Exercise PM	Training & Exercise Program	282,318	98,811	381,129
Captain/SF	SFPD Liaison	Risk Mangement	154,874	54,206	209,080
8601 ESC I/SF	Planner	Risk Mangement	71,032	24,861	95,893
Subtotal			1,538,348	535,879	2,074,228
Grants Management Unit					
0932 Mgr. IV/SF	Chief Financial Officer	M&A	141,960	49,686	191,646
0931 Mgr III/SF	Compliance Manager	M&A	132,340	46,319	178,659
1824 Principal Admin Analyst/SF	Contract Specialist	M&A	114,010	39,904	153,914
1657 Acct IV/SF	Grants Accountant	M&A	109,668	38,384	148,052
1823 Sr Admin Analyst/SF	Grant Specialist	M&A	89,765	31,418	121,183
1823 Sr Admin Analyst/SF	Grant Specialist	M&A	89,765	31,418	121,183
1823 Sr Admin Analyst/SF	Grant Specialist	M&A	89,765	31,418	121,183
Subtotal			767,273	268,546	1,035,819
Administration					
8600 ESC Assistant/SF	Admin Support	M&A	56,316	19,711	76,027
Subtotal			56,316	19,711	76,027
TOTAL: UASI MANAGEMENT TEAM			2,361,937	824,135	3,186,073



To: Bay Area UASI Approval Authority
From: Director Mike Sena
Date: Thursday, June 12, 2014
Re: Item #4: NCRIC Annual Report

Recommendations:

None

Action or Discussion Items:

Review of NCRIC Annual Report

Discussion/Description:

Northern California Regional Intelligence Center's Director Mike Sena will give the annual report on the affairs of the NCRIC. The Annual Report discusses the sub-units of the NCRIC, as well as provides updated information on activities and capabilities from the past 12 months.



The NCRIC Annual Report for the Bay Area UASI - June 12, 2014



The Northern California Regional Intelligence Center is a multi-jurisdictionally staffed center with many sub-units and disciplines all dedicated to the mission of information sharing and providing analytical support to their partners in both the public and private sectors. It is overseen by Director Mike Sena along with Deputy Directors Daniel Mahoney and Karen Sherwood.

OUTREACH—(TLOOP)-

The NCRIC has ten (10) members assigned from various public safety agencies who are dedicated to providing outreach and training to our partners, as well as reviewing all submitted Suspicious Activity Reports (SAR).

Total Number in our Distribution List:

Approved Law Enforcement—	10,261
Approved Public Safety Government—	1,266
Approved Private Sector Partners—	670

From June 2013-Present--

- * 1927 public safety officers and civilians received formal training at 36 classes
- * 2577 people trained at briefings
Total trained—4,504
- * 541 Suspicious Activity Reports reviewed for FBI follow-up / 250 were forwarded to FBI

UPDATE—This past year, this team developed the Threat Evaluation Unit (TEU) whereby each member is assigned a Suspicious Activity Report for follow-up investigation/evaluation.

INFORMATION TECHNOLOGY—CYBER-

The NCRIC has six (6) members assigned to IT & Cyber-related functions.

UPDATE—This past year, a Lead Cyber Analyst was promoted from within; an additional cyber analyst was hired; and an additional IT/Cyber analyst was hired. Numerous Cyber presentations were made to attendees at national conferences, such as IACP-Law Enforcement Intelligence Management, ASCIA (Association of State Investigative Agencies), ACFE (American College

of Forensic Examiners) and cyber presentations are being considered for the ASIS International Conference and the annual IACP conference.

Cyber just conducted its first Cyber Tabletop Exercise—SFPD hosted—it had over 90 registrants.

ALPR—This past year, the ALPR program has expanded to include receiving data from a majority of the Bay Area’s law enforcement agencies, as well as expanding the capabilities of the technology.

RISK MANAGEMENT UNIT-

The NCRIC has four (4) members assigned to the Risk Management Unit (formerly Infrastructure Protection [IP] and Critical Infrastructure-Key Resources [CIKR]). The RMU’s function is to analyze and mitigate threat, risk and vulnerability, as well as providing Special Event, crime, threat, and disaster support and planning.

UPDATE—This past year, the RMU provided threat assessments for venues such as AT&T Park’s Giants Season, Candlestick Park and Levi Stadium’s 49er Season, O.co’s Oakland A’s & Raider’s Seasons, Oracle Arena’s Golden State Warrior Season, as well as various municipality requests.

Special Event Support was conducted for:

- June 2013- San Francisco Pride Parade
- September 2013- America’s Cup
- October 2013- Urban Shield Exercises
- December 2013- New Year’s Eve – San Francisco
- January 2014- Maverick’s Surf Competition

PRIVATE SECTOR OUTREACH-

There are two (2) members assigned to the Private Sector Outreach Program.

UPDATE-This past 12 months, the NCRIC conducted two separate *Building Communities of Trust* (BCOT) meetings which brought together members of our diverse communities for interaction and an exchange of ideas between them and Federal, State and Local Law Enforcement.

Private Sector Outreach also worked with the US Marshal Office to create and implement *Northern California’s Most Wanted* website. This collaborative effort allows law enforcement to post photos and descriptions of those who are wanted for crimes and also allows the public to view and anonymously report on those who are listed. Within 1 week of its implementation, a Homicide suspect from San Francisco who had eluded capture since 2011 was added to the site and was found after an anonymous report of this person’s whereabouts. Most recently, a wanted person was listed and after viewing his own photo on the website, he voluntarily turned himself in. In a statement after his arrest, he credited the website as the reason he turned himself in.

The website was established on 12/10/2013 and to date, 150,488 have visited the site.

ANALYTICAL SUPPORT-

There are sixteen (16) members assigned for various analytical disciplines. Those assigned to the Assessment & Monitoring Team (AMT) conduct analysis in both transnational and domestic terrorist organizations. The Vetting & Awareness Team (VAT) conducts analytical support for other law enforcement's request for information, as well as providing analysis of inputted Suspicious Activity Reports.

UPDATE-The Priority Crimes Unit provides analysis of those who are released from custody under the provisions of Assembly Bill 109 (AB109) and was implemented this past year.

HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)-

The Northern California HIDTA is a part of the NCRIC and has nineteen (19) members assigned, which make up the Investigative Support Center and the Investigative Equipment Program. They provide analytical support and deconfliction for twelve (12) county Drug Task Forces, as well as providing equipment lending support for operations. They are made up of members from the California National Guard, as well as county civilian analysts.

UPDATE-During 2013, the HIDTA support function assisted in the following:

Total Narcotic Seizures with a wholesale street value of \$620,401,179.00

Total non-Narcotic Assets seized was \$21,365,202.00. Of that amount, the total Cash seized was \$19,409,045.00.

Total Narcotics and Assets Seized in 2013 by the Northern California HIDTA---
\$642,822,710.00

FEDERAL & STATE SUPPORT-

The NCRIC has members assigned from the following federal and State agencies:

- Federal Bureau of Investigation
- Department of Homeland Security
- United States Attorney Office
- US Customs & Border Protection
- California Department of Justice
- California Highway Patrol

PILOT PROJECTS-

The NCRIC is involved in several national Pilot Projects, which consist of:

- The National Mission Cell, which is a joint FBI, DHS, ISE, Fusion Center collaborative project focusing on the sharing and dissemination of actionable CT information;
- The Fusion Center-Cyber Pilot, which is a joint FBI, DHS, ISE, CIS, Fusion Center collaborative project focusing on the analysis and dissemination of cyber threats.

NCRIC - Q2, Q3, Q4 (2013); Q1 (2014) Totals	Q2, Apr-Jun 2013	Q3, Jul-Sep 2013	Q4, Oct-Dec 2013	Q1, Jan-Mar 2014	Total
Private Sector Outreach Program					
Approved Private Sector Partners	602	639	680	734	2655
Newly Approved Private Sector Partners	51	53	46	54	204
Approvals Pending Private Sector Partners	6	19	10	5	40
NCRIC Services Briefings/Presentations	14	12	14	18	58
Number of People Briefed	248	273	241	180	942
Formal Training Courses Presented	0	1	2	0	3
Formal Training Students	0	28	332	0	360
Private Sector Partners Contacted in Person	103	90	78	55	326
Site Visits Conducted	21	19	15	23	78
TLOOP					
Formal and Informal Training Sessions Conducted	78	82	62	49	271
Persons Trained	1437	1296	2223	985	5941
TLO's Developed	481	737	418	484	2120



To: Bay Area UASI Approval Authority

From: Deborah Vanek, Fire Inspector, San Ramon Valley Fire

Date: June 12th, 2014

Re: Item #5: Residential Care Facility Evacuation Training video project-close out

Recommendations:

Discussion only.

Action or Discussion Items:

Discussion only.

Discussion/Description:

In March 2013, the Approval Authority approved regional funding to support the production of a regional Residential Care Facility Evacuation Training video. The video project was proposed by the City of San Ramon PD and San Ramon Valley Fire Department.

Five hundred copies of the video were produced and are currently being distributed throughout the bay area. The project used the San Ramon Valley Emergency Preparedness Citizen Corps Council as a stakeholder group and the video was produced in three languages; English, Spanish and the Filipino dialect of Tagalog.

To date, the Residential Care Facility (RCF) Evacuation Training video has been considered a success. The video is currently being used as a training tool for the San Francisco Department of Public Health and San Ramon Valley Fire. It was presented to over 100 care givers and residential care facility licensees, including members from Contra Costa, Alameda and Napa counties. The video has been submitted to the California Department of Social Services Community Care Licensing Division Regional Office for review, comment and possible inclusion in the training curriculum for bay area Residential Care Administrators. In June 2014, the video is being presented at the Statewide Emergency Preparedness workshop held at UC Davis for the California Department of Public Health.

The regional Residential Care Facility Evacuation Training video can be viewed at:

http://www.firedepartment.org/community_outreach/senior_safety.asp



To: Bay Area UASI Approval Authority
From: Eric Shanks, Medical-Public Health Project Manager
Date: June 12, 2014
Re: Item #6: Bay Area Mass Prophylaxis Regional Exercise Project

Staff Recommendation: Discussion only.

Action and/or Discussion Items: Discussion Only.

Discussion/Description:

Project Background –

This Bay Area Mass Prophylaxis Regional Exercise is an FY2013 UASI project that was initially proposed by the Medical and Public Health working group and approved by both the East Bay Hub and the Approval Authority. The exercise is scheduled for November 17-20, 2014 and will involve eight (8) Emergency Operations Centers (EOCs), ten (10) Medical/Health Department Operations Centers (DOCs), six (6) Remote Storage sites (RSS), and 26 Points of Distribution (PODs). Approximately 100 emergency management staff from regional Public Health Departments will participate.

As background information, since 2004, the Bay Area has been preparing for a worst-case scenario of a widespread weaponized anthrax release. The Center for Disease Control (CDC) guidelines require antibiotics to be dispensed to the entire population of over 7 million people within 48 hours. The Bay Area Mass Prophylaxis Working Group (BAMPWG) has planned for and coordinated a mass prophylaxis response at the Operational Area level. This participation is also linked to the (CDC) Cities' Readiness Initiative (CRI) which requires the conduct of full scale exercises.

In 2009, BAMPWG, with UASI support, conducted a three day regional exercise testing two functional Point of Dispensing (POD) models simultaneously at the Oakland Coliseum and exercised a virtual Joint Information Center (JIC) where regional PIOs developed joint messaging. In April 2012, BAMPWG counties participated in the BioWatch Regional Exercise identifying several gaps requiring attention. The After Action Report from this exercise identified gaps and made recommendations for the region which included a Bay Area Mass Prophylaxis exercise to evaluate and test the following:

- Evaluate the ability of the Bay Area region to disseminate clear, accurate, consistent and timely information through the activation and use of Joint Information System (JIS) and Joint Information Center (JIC) practices.
- Evaluate the activation and operation of the Region 2 Medical Health Multi-Agency Coordination Group Handbook (MAC-G) for policy decision-making and allocation of scarce resources during incident response.
- Test the region's ability to develop and sustain region-wide situational awareness during an incident using appropriate ICS documents including Medical Health Operational Area Coordinator Situation Status and Resource Requesting Forms.
- Evaluate the ability of OAs and city governments to receive, stage and store warehouse resources from the State.
- Evaluate the activation, set-up and operation of at least one POD per million people.



To: Bay Area UASI Approval Authority
From: Tristan Levardo, CFO
Date: June 12, 2014
Re: Item 7: FY2011 UASI Spending Report

Staff Recommendation: Information only

Action or Discussion Item: Discussion only

Summary

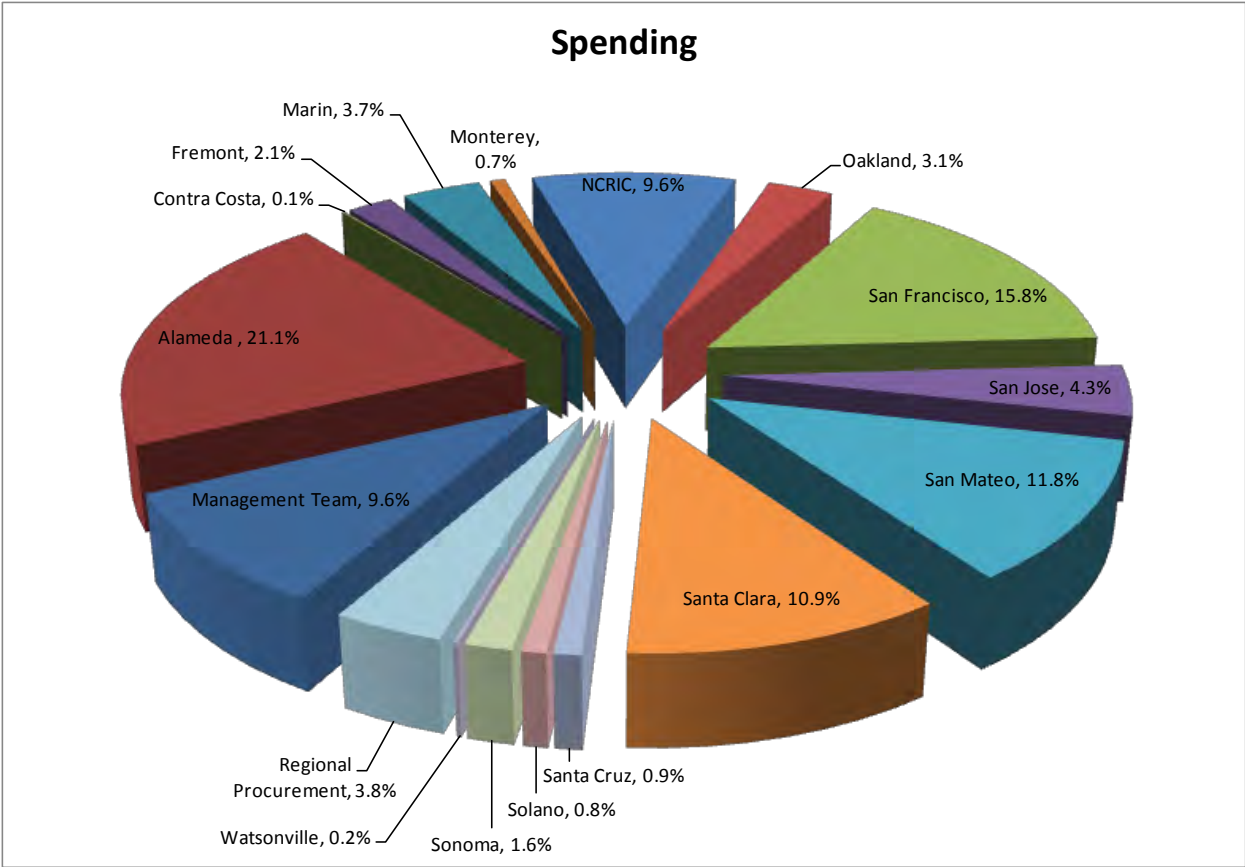
The sub-recipient performance period for the FY2011 UASI grant is May 1, 2012 – November 30, 2013, with projects funding personnel extended up to January 31, 2014. The grant’s performance period has been extended up to July 31, 2014 to give us time to complete the regional procurement and closeout of the grant.

Overall spending has reached 95% of the total budget. This table shows the final spending by the jurisdictions as well the unused funds that have been returned for the regional procurement.

Financial Information:

Jurisdiction	Budget	Spent	Spent %	Obligated	Unused Funds
Management Team	3,429,956	3,043,431	89%	386,525	
Alameda	7,726,555	7,483,375	97%		243,180
Contra Costa	170,000	45,875	27%		124,125
Fremont	750,000	749,565	99%		435
Marin	1,309,829	1,304,367	99%		5,462
Monterey	346,200	247,929	72%		98,271
NCRIC	3,395,598	3,395,594	100%		4
Oakland	1,100,730	1,095,693	99%		5,037
San Francisco	6,094,896	5,626,087	92%		468,809

Jurisdiction	Budget	Spent	Spent %	Obligated	Unused Funds
San Jose	1,548,879	1,514,309	98%		34,570
San Mateo	4,214,854	4,182,901	99%		31,953
Santa Clara	4,143,890	3,859,216	93%		284,674
Santa Cruz	345,800	335,250	97%		10,550
Solano	307,050	300,243	98%		6,807
Sonoma	602,723	577,783	96%		24,940
Watsonville	60,000	55,487	92%		4,513
Total	35,546,960	33,817,105	95%	386,525	1,343,330



UASI Approval Authority and Management Team Tracking Tool

June 12, 2014 Approval Authority Meeting

Special Request Items/Assignments						
#	Name	Deliverable	Who	Date Assigned	Due Date	Status / Comments
1	Gap Analysis Results	Presentation	Catherine Spaulding	5/28/14	8/14/14	
2	Asset Risk Update	Presentation	Dave Frazer	2/14/14	8/14/14	
3	Cal Cop Project	Presentation	Caroline Thomas Jacobs	4/15/14	8/14/14	
4	Urban Shield and Yellow Command Exercise planning update	Presentation	Dennis Houghtelling/ Corinne Bartshire/ Garret Holmes	1/28/14	8/14/14	
5	Presentation of Final Deliverables on Public Private Partnership Resiliency Initiative	Presentation	Janell Myhre/ Peter Ohtaki	4/30/14	8/14/14	
6	Rad/Nuc Working Group update	Presentation	Bruce Martin	5/13/14	8/14/14	
7	Social Media Strategy	Presentation	Ethan Baker	1/21/14	8/14/14	
8	RCPGP catastrophic plan Just-In-Time training project completion	Presentation	Janell Myhre/Ethan Baker	3/6/13	9/11/14	
9	Regional Catastrophic Earthquake Plan Integration with State and Federal plan	Presentation	Janell Myhre	3/19/14	9/11/14	
10	Update on Cyber Focus Group	Presentation	Dave Frazer, Donovan McKendrick	3/19/14	9/11/14	
11	FY15 Proposal Implementation Guidance	Presentation	Catherine Spaulding	4/22/14	9/11/14	
12	Resource Inventory Application project update	Presentation	To Be Determined	6/15/13	10/9/14	
13	2014 Urban Shield / Yellow Command After Action Report (AAR)	Presentation	Dennis Houghtelling/Janell Myhre	3/19/13	1/8/15	
14	Medical-Public Health Regional Exercise close out	Presentation	Eric Shanks	4/21/14	3/12/15	
15	FY13 Regional Recovery Project close out	Presentation	Janell Myhre	4/21/14	5/8/15	

UASI Approval Authority and Management Team Tracking Tool

June 12, 2014 Approval Authority Meeting

Regular Items/Assignments						
#	Name	Deliverable	Who	Date Assigned	Due Date	Status / Comments
A	UASI Quarterly Reports	Report	Tristan Levarado			FY11 RCPGP Spending Report and UASI Travel Expenditures - 8/14/14; FY12 UASI Spending Report – 9/11/14; Reallocation of Grant Funds – 10/9/14
B	BayRICS JPA Quarterly Report	Report	Barry Fraser			BayRICS JPA Report: 8/14/14, 10/9/14; 1/8/15; 4/9/15; 7/9/15; 10/8/15; 1/14/16; 4/14/16;10/13/16
C	Election of UASI Officers	Discussion & Action Item	Chair		1/8/15 (Annually)	