



**Bay Area UASI Program
Approval Authority Meeting**
Thursday, October 10, 2013
10:00 a.m.

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

**REGULAR MEETING MINUTES
DRAFT**

1. Roll Call

Chair Kronenberg called the meeting to order at 10:02 am. General Manager Craig Dziedzic took roll. Chair Anne Kronenberg, Members Raymond Guzman, David Hober, Sherrie Collins, Mike Casten, Christopher Helgren and Brendan Murphy were present. Vice-Chair Rich Lucia and Member Carlos Bolanos were absent, but their alternates, Brett Keteles and Jeff Kearnan, were present. Member Ken Kehmna arrived at 10:05 a.m. and Member Renee Domingo arrived at 10:16 a.m.

2. Approval of the Minutes

Motion: Approve the minutes from the September 12, 2013 Approval Authority meeting.

Moved: Member Collins **Seconded:** Member Casten

Vote: The motion passed unanimously

3. General Manager's Report

(a) Management Team Staff Update

Public Health Project Manager Position

UASI General Manager Craig Dziedzic stated that Lani Kent, the public health project manager, will be leaving the UASI Management Team. She has accepted a position as Senior Health Advisor to Mayor Edwin M. Lee in the City and County of San Francisco. Her last day will be October 11, 2013.

The Management Team will be working with the San Francisco Department of Human Resources to begin the recruitment process to fill the position. Catherine Spaulding and

Janell Myhre will be the points of contact for the recruitment process. Since the position will manage a number of projects within the citizens' preparedness portfolio, the Management Team has renamed it as the Resilience and Recovery Project Manager position. The position will be responsible for developing and implementing regional program and project planning with a focus on citizen preparedness, emergency planning, resiliency, recovery, and health and medical preparedness.

Statewide Risk Management Position

Mr. Dziedzic stated that Captain Kevin Jensen of the Santa Clara County Sheriff's Office has announced his retirement from the Sheriff's Office. Since 2012, Captain Jensen has managed the CA Statewide Risk Management program, working with the CA Coalition of UASIs (CCU) and Digital Sandbox to ensure that each CA UASI has access and technical assistance to the various modules offered under the master contract with Digital Sandbox. Captain Jensen was also managing best practices for the CCU. Prior to managing the CA Statewide Risk Management program, Captain Jensen was assigned to the Bay Area UASI Management Team as the project manager for the Bay Area's regional risk management projects.

The California Coalition of UASIs will discuss this position at the next scheduled meeting on October 31, 2013.

(b) Grant Applications Update

Mr. Dziedzic reported that on September 27, 2013, Federal Emergency Management Agency notified the Management Team that the two applications submitted for the FY 2013 Homeland Security National Training Program (HSNTP) Continuing Training Grants (CTG) had been turned down. The reason stated was that other applicants had been selected through the competitive process. The Management Team is following up with FEMA to obtain information on the selected applications and to seek advice as to how we can improve such applications for future consideration.

(c) Bay Area UASI Legal Services Contract

Mr. Dziedzic stated that the legal services contract with Meyers Nave will expire on December 31, 2013. He explained that the original legal service contract had been in the amount of \$47,500 for a one year term (12/1/11-12/31/12) and that the Management Team has already extended the term for an additional year (through 12/31/13). So far, invoices paid through August 2013 amount to \$34,085.24 with the average monthly billing amounting to \$1,623. The Management Team recommends allowing this contract to conclude without an additional extension.

Members Hober, Kehmna and Domingo inquired if there was an on-call option for legal services from Meyers Nave if they were required in the future. Mr. Dziedzic informed them that he would look into an on-call option.

Motion: Discontinue UASI Legal Services Contract with an On-Call Option

Moved: Member Hober **Seconded:** Member Kehmna

Vote: The motion passed unanimously

4. Bay Area Homeland Security Strategy

Josh Filler presented a PowerPoint on the Bay Area Homeland Security Strategy. Mr. Filler stated that the purpose of the Strategy is to ensure the Bay Area region has a comprehensive document and system that outlines the region's risks, capabilities, vision, structure, goals and objectives for homeland security. Having such a strategy will ensure the Bay Area is in the best possible position to clearly track and articulate its risk and capability needs to local leaders, the State of California, and the U.S. Department of Homeland Security when seeking resources and funding to enhance homeland security and public safety across the region. The Homeland Security Strategy is also a requirement of FEMA in order to receive Homeland Security Grant Program funding.

5. Priority Capability Objectives for FY14 Funding Cycle

Assistant General Manager Catherine Spaulding stated that the Bay Area's risk management program identifies capabilities that are the most "risk relevant" and where gaps in capability are of the greatest significance so that the region may target investments in this area. This prioritized and strategic approach is consistent with federal requirements and frameworks.

Ms. Spaulding stated that the Management Team developed the 2013 priority capability objectives based on the risk and gap analysis presented in the 2012-2015 Bay Area Homeland Security Strategy. Most of the core capabilities that had gaps indicating "needs extra attention" or "needs attention" have been included in the priority capability objectives. In addition, several core capabilities that are particularly relevant to the highest risk hazards faced in the Bay Area have been included given the critical need to sustain such capabilities.

Motion: Approve the Priority Capability Objectives for the FY14 Funding Cycle

Moved: Member Domingo **Seconded:** Alternate Kearnan

Vote: The motion passed unanimously

6. Bay Area Incident Management Teams Assessment and Frameworks

CBRNE Project Manager Bruce Martin presented a report on Bay Area Incident Management Teams. Incident Management Teams are teams of people trained in various National Incident Management Systems (NIMS) positions to provide general non-operational work (e.g. planning, logistics, information) at larger, emerging incidents. The report was prepared by Citygate Associates and was the result of cross-disciplinary stakeholder meetings. The study makes ten recommendations consistent with its findings.

Alternate Member Kearnan inquired about reimbursement to the participating agencies that are on these Incident Management Teams. Mr. Martin stated that participation in the Incident Management Team is covered under mutual aid agreements between cities and counties.

Reimbursement will only occur when the Federal Government or another entity reimburses the team.

7. South Bay Computer Aided Dispatch to Computer Aided Dispatch Project Update

Santa Clara County Communications Director Bert Hildebrand and Santa Clara County Senior IT Project Manager Eric Tingom presented a PowerPoint on The Silicon Valley Regional Interoperability Authority Project (SVRIA), which proposes to link the Public Safety Answering Point (PSAP) centers in both Santa Clara County and Santa Cruz County through their associated Computer Aided Dispatch (CAD) software. This will allow electronic sharing of data across multiple agencies and jurisdictions and improve the dispatching of fire and medical resources.

8. Update on FY11 UASI Grant Spending

Chief Financial Officer Tristan Levarado stated that the Management Team has processed about \$4M in claims to the FY 11 UASI grant since the August 8, 2013 Approval Authority meeting. He indicated that overall cumulative spending is at 57% and the deadline for most project deliverables is November 30, 2013. Mr. Levarado has not seen any significant reimbursement requests from Contra Costa, Palo Alto, Santa Clara, and Watsonville and he has urged all jurisdictions to submit their claims as soon as payment has been made to the vendor.

9. Grants Manual

Assistant General Manager Catherine Spaulding presented the Grants Manual for review and stated that the document provides the standards, policies, and processes that govern grant and project management and administration for the Bay Area UASI. The purpose of the Manual is to provide clarity and transparency around Bay Area UASI grant and project management and ensure efficiency and compliance in implementation. Ms. Spaulding stated that the Management Team has made considerable clarifications and enhancements to the document in order to bring it into better alignment with current practices. The changes increase the transparency and accountability of the operation as well as remove redundant steps to improve efficiency.

Motion: Approve the Grants Manual

Moved: Member Kehmna **Seconded:** Member Hober

Vote: The motion passed unanimously

10. Urban Shield 2013

Alameda County Sheriff's Captain Garrett Holmes presented a PowerPoint on Urban Shield 2013. Urban Shield is a continuous, 48-hour Full Scale Multi-Disciplinary Homeland Security/Disaster Preparedness Exercise hosted by the Alameda County Sheriff's Office. With the support of the UASI and more than 200 local, state, federal, international and private sector partners, the event will run from Friday, October 25, 2013 to Monday, October 28, 2013.

Capt. Holmes stated that during Urban Shield, first responders are presented with exercise scenarios that incorporate key elements of real-world emergencies and major critical incidents at various scenario sites in Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara counties. The exercise includes: 31 tactical scenarios, 18 fire scenarios, 6 explosive ordnance disposal scenarios, 4 medical checkpoints, a mass fatality exercise and a technology showcase.

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

Barry Fraser, General Manager of the BayRICS JPA, reported that the BayRICS JPA Board of Directors held a special meeting on September 16, 2013. The Board received an update on the status of Spectrum Lease negotiations with FirstNet. Mr. Fraser stated that the BayRICS spectrum lease agreement with FirstNet has been furloughed since October 1, 2013 due to the federal government shutdown. The next meeting with FirstNet on October 17, 2013 will probably be canceled due to the government shutdown.

12. Tracking Tool

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

13. Announcements-Good of the Order

Member Helgren provided an update on the North Bay planner position and indicated that two very qualified candidates were interviewed. They plan to make a job offer soon.

Member Hober announced that San Jose Fire Deputy Chief Colleen Mulholand will be serving as the San Jose alternate for Approval Authority meetings.

14. Future Agenda Items

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

15. General Public Comment

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

The meeting adjourned at 11:43 a.m.