



**Bay Area UASI Program  
Approval Authority Meeting**  
Thursday, May 12, 2016  
10:00 AM

**LOCATION**

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

**REGULAR MEETING MINUTES  
DRAFT**

**1. Election of Chair Pro Tem**

Due to the scheduled absence of the Chair and Vice Chair, Members voted on the selection of a Chair Pro Tem for the May 12, 2016 meeting. The General Manager opened the floor for nominations and Cathey Eide from Oakland was nominated. Member Broughton moved to initiate a vote and the motion was passed unanimously.

**2. Roll Call**

Chair Pro Tem Eide called the meeting to order at 10:03 AM and General Manager Craig Dzedzic subsequently took the roll. Members Raemona Williams, Ryan Broughton, Ken Kehmna, Sherrie Collins, and Al Terrell were present. Chair Kronenberg, Vice Chair Lucia, and Members Mike Casten, Bob Doyle, and Carlos Bolanos were absent, but their alternates, respectively Mike Dayton, Brett Keteles, Mark Williams, Dave Augustus, and Alma Zamora were present.

**3. Approval of the Minutes**

Chair Pro Tem Eide asked for any comments or questions concerning the minutes from the April 14, 2016 meeting. Seeing none, she requested a motion to approve the minutes.

**Motion:** Approve the minutes from the March 10, 2016 Approval Authority Meeting

**Moved:** Member Broughton **Seconded:** Alternate Dayton

**Vote:** The motion was passed unanimously.

**4. General Manager's Report**

(a) 2015-2016 Bay Area UASI Annual Report

General Manager Craig Dziejdzic presented the 2015-2016 Bay Area UASI Annual Report. Highlights of the report included: increased capability in planning for large scale events, FEMA and statewide recognition for innovative practices, and an updated website and online grants management system. The Annual Report is available at [www.bayareauasi.org](http://www.bayareauasi.org).

(b) Management Team Organizational Chart and Annual Work Plans

Mr. Dziejdzic presented an updated organizational chart for the Bay Area UASI Management Team. The Management Team is divided into three components based upon functionality: project planning, grants management, and administration. He also presented the annual work plans for each member of the Management Team.

**Motion:** Approve the Annual Management Team Work Plans

**Moved:** Member Broughton **Seconded:** Member Kehmna

**Vote:** The motion was passed unanimously.

(c) FY2016-2017 Management Team Budget

Mr. Dziejdzic presented the FY2016-2017 Management Team budget for approval from the Board. The budget is in the amount of \$3,603,461 which represents a slight decrease in personnel costs as compared to last year.

**Motion:** Approve the FY2016-2017 Management Team Budget

**Moved:** Member Williams **Seconded:** Member Broughton

**Vote:** The motion was passed unanimously.

(d) Management Team Tracking Tool and Future Agenda Items

There were no additions to the Tracking Tool.

**5. Controlled Equipment Requirements**

Compliance Manager Mary Landers presented on *FEMA Information Bulletin 407: Use of Grant Funds for Controlled Equipment (IB 407)*. IB 407 was first issued to all stakeholders by DHS/FEMA on February 16, 2016 and provided guidance regarding the requirements for applying for, or expending grant funds for, controlled equipment using federal funds. IB 407 not only defined controlled equipment, but also provided a list of prohibited equipment as well. Ms. Landers presented information from the DHS webinars regarding IB 407 and outlined steps jurisdictions must take in order to remain compliant. She fielded questions from the Board.

**6. FY16 Proposal Process Lessons Learned**

Assistant General Manager Catherine Spaulding presented on lessons learned from the FY16 Proposal Process.

Some strengths identified were the successful use of WebGrants, the process of direct presentation of regional projects to the Approval Authority for approval, and the new Project Proposal Workgroup. Areas for improvement include strengthening proposal requirements for position proposals, clarifying the understanding of which projects are eligible, providing information on existing inventory, and new processes for highly specialized and unique equipment proposals. Ms. Spaulding also outlined a series of proposed changes for the FY17 process.

**7. Risk Management Program – Update on VHEMPs**

Assistant General Manager Catherine Spaulding presented an update on the VHEMP policy. A VHEMP is an in-depth review of an asset's vulnerability and consequences that overrides the asset's default risk value in CalCOP. After giving a brief history of the tool's use in assessing relative risk, Ms. Spaulding reported that the NCRIC, the Management Team, and Haystax Technology recommend that the Bay Area UASI no longer input new VHEMPs into CalCOP, and presented a series of reasons for this new policy.

**8. CalCOP and WebEOC Updates**

Statewide Cal COP Program Manager Dave Frazer and Northern California WebEOC User Group Chair Woody Baker-Cohen presented updates and recommendations for the Web EOC Assessment Project. Recommendations for next steps include continuing the

implementation of automated data sharing, ensuring that training is available for all Bay Area EOC staff and WebEOC admins, and further integration with CalCOP. Additionally, the assessment concluded that two-way integrations between CalCOP and WebEOC for the remaining Bay Area Operational Areas should be further explored.

**9. Mutualink – Super Bowl Proof of Concept**

Project Manager Corey Reynolds presented on the use of Mutualink during Super Bowl 50 as a proof of concept. A focus group convened to evaluate the Mutualink objectives found value in its use as a situational awareness and common cooperating picture tool. Some technical issues were uncovered, such as video distortion and complications with the use of small screens, but overall, Mutualink’s performance during Super Bowl 50 operations was viewed as a success. Next steps include assessing Mutualink equipment and usage, conducting a tabletop exercise, and developing a strategy for an effective Mutualink roll out.

**10. Reallocation of Grant Funds**

Chief Financial Officer Tristan Levarado presented a report on the Bay Area UASI reallocation of grant funds.

**11. Announcements – Good of the Order**

Members invited Bay Area UASI stakeholders to various events including the upcoming Water Systems Tabletop Exercise and classes in Oakland and San Jose.

**12. General Public Comment**

A member of the public spoke about submitting a public records request to the Alameda County Sheriff’s Office.

**13. Adjournment**

The meeting adjourned at 11:19 AM.