



**Bay Area UASI Program
Approval Authority Meeting**
Thursday, April 12, 2012 10:00 a.m.
Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568
Room 1013

**REGULAR MEETING MINUTES
DRAFT**

1. Roll Call

Chair Kronenberg called the meeting at 10:03 am. Elizabeth Holden took roll on behalf of General Manager Craig Dziedzic, who was not present. Chair Kronenberg, Members Lucia, Godley, Guzman, Casten, Collins, and Bolanos were present. Members Bob Doyle, Emily Harrison, and Mark Aston were absent, but their respective alternates Dave Augustus, Janell Myhre, and Christopher Helgren were present. Vice Chair Lucia informed the public that Members Domingo and Murphy were running late. Member Domingo arrived at 10:06 a.m. and Member Murphy arrived at 10:07 a.m.

Alternate Member Myhre requested to have item 7 (the Advisory Group report) moved before item 6 (approval of the FY 2012 Grant Projects report). All members agreed.

Chair Kronenberg introduced Raymond Guzman and Denise Schmitt as San Francisco's City and County Approval Authority Member and Alternate.

2. Approval of the Minutes

Chair Kronenberg asked for a motion to approve the minutes from the March 8, 2012 meeting.

Motion: Approve the minutes from the March 8 Approval Authority meeting.

Moved: Member Godley **Seconded:** Member Collins

Vote: The motion passed unanimously

Chair Kronenberg asked if there were any additional topics to discuss or changes to be made. There was no comment, and the minutes were approved unanimously.



3. General Manager's Report

(a) Revision of the Format/Structure for the Meeting Minutes *(Discussion, Possible Action)*

Chair Kronenberg reported on behalf of General Manager Craig Dziedzic, regarding the General Manager's report. The Approval Authority members held a discussion about the revision of the format and structure for the meeting minutes. Chair Kronenberg stated that Craig Dziedzic recommended adopting an "action minute" structure and format, which would include motions, votes, and a short narrative. His report stated that the tape recording of the meeting will be uploaded onto the website for the members and public to access.

Member Godley suggested that the narrative summary should describe how the discussion progressed and concluded via Board action. This will give stakeholders and the public insight into how the Board reached decisions. He added that the Advisory Group report should be moved before reports with action items to avoid modifying the agenda during the meeting. He suggested moving the Advisory Group report below the General Manager's report for future agendas.

Chair Kronenberg asked for public comment. There was no public comment.

Motion: (1) accept the General Manager's recommendation to re-organize the format and structure of the minutes to be documented as "sense minutes" [rather than verbatim minutes] with acknowledgement that the recorded minutes will be posted on the website; (2) accept to move the Advisory Committee report before the reports with action items.

Moved: Member Godley **Second:** Member Collins

Vote: The motion passed unanimously.

Chair Kronenberg indicated that staff will repeat the motion so that it is clear to the members and public. Elizabeth Holden repeated the motion. Chair Kronenberg called for a vote. The motion passed unanimously.

(b) Confirmation of Approval Authority Members to the Ad Hoc Legislative Committee

Chair Kronenberg confirmed that the members approved the creation of an Ad Hoc Legislative Committee at the March 8 Approval Authority meeting focusing on legislative issues impacting the Bay Area UASI. The committee will meet until the end of the 2012 calendar year. The Approval Authority will regularly provide direction to the Ad Hoc Legislative Committee about which issues to focus upon; and accordingly, the Ad Hoc



Legislative Committee will regularly report on their activities and provide information to the Approval Authority. The committee will be comprised of four individuals representing the Bay Area.

Chair Kronenberg noted that the North Bay does not have a representative, but the North Bay is welcome to join the committee at any time. Chair Kronenberg stated that Craig Dziedzic recommends the approval of Member Domingo, Member Godley, and Chair Kronenberg to represent the East Bay, South Bay, and West Bay [respectively] in the Ad Hoc Legislative Committee. Chair Kronenberg asked for public comment. There was no public comment.

Motion: Accept and confirm the three representatives for the Ad Hoc Legislative Committee as follows: Member Renee Domingo in the East Bay, Member Chris Godley for the South Bay, and Chair Anne Kronenberg for the West Bay.

Moved: Vice Chair Lucia **Second:** Alternate Member Myhre

Vote: The motion passed unanimously.

(c) Approval of attendance at the upcoming National Homeland Security Conference

The Annual Homeland Security Conference will be held May 22-24, 2012 in Columbus, Ohio. A total of eight individuals from Bay Area jurisdictions have expressed an interest in attending (3 from Alameda County; 4 from Oakland; and 1 from San Francisco).

Chair Kronenberg indicated that the Bay Area UASI Travel Policy Manual states that “for in-state and out-of-state travel, no more than two (2) Management Team employees should be allowed to attend the same seminar or workshop, unless individual attendance is required for educational or certification purposes.” She noted that there are six (6) Management Team members planning on attending the conference. She opened the discussion up to the Approval Authority in order to determine whether or not the Board should amend the Travel Policy and allow the six (6) Management Team staff to attend the conference.

Member Domingo expressed support for amending the Travel Policy because the members attending will be representing the Bay Area UASI and can use the opportunity to network. Member Bolanos stated that because the Annual Conference is an annual event, he supports making this exception. Member Collins asked if the travel budget is able to allow the members to attend the conference. Chair Kronenberg responded that the budget has not yet been used and it does allow for the members to attend. Vice Chair Lucia stated that he feels it is important to support each member as well as other UASI’s. Chair Kronenberg asked for public comment. There was no public comment.



Motion: Accept to support the General Manager's recommendations to make an exception to the Bay Area UASI Travel Policy and approve the list of members that will attend the conference.

Moved: Member Bolanos **Second:** Vice Chair Lucia

Vote: The motion passed unanimously.

4. Grant Expenditure Report on the FY 2010 UASI Grant

Tristan Levardo gave a report on the Fiscal Year 2010 UASI Grant. The sub-recipient performance period for the FY 2010 UASI grant is from October 21, 2010 to September 30, 2012. Sub-recipients must submit their final claim for reimbursement by no later than November 30, 2012.

Mr. Levardo gave an overview of: (1) the budget for each project, (2) the funds allocated by the Approval Authority for each project, (3) the funds spent, and (4) funds not allocated. He indicated that only nine percent of UASI FY 2010 has been spent from the \$34.2 million [total] allocated. Mr. Levardo also reported there were no traveling expenses for the past months.

Vice Chair Lucia had concerns about the amount of funds that have yet been spent. He requested that an overview about what funds are at risk and what funds need to be re-allocated before the due date be provided to the Board. He suggested July as a deadline for providing this information, so the Approval Authority will know which allocations will not be spent and have time to re-adjust their priorities for how money is spent.

Chair Kronenberg agreed with Vice Chair Lucia's proposal to change the deadline from September 30 to July 1. She noted that Congress does not want to fund the UASI grant because often, allocated funds are not spent. By changing the deadline to July 1, the Approval Authority will have enough time to re-allocate funds that have not been spent and still meet the deadline for the FY 2010 performance period.

Mr. Levardo responded that he could present a status report in July concerning the FY 2010 allocation and how each jurisdiction is spending its allocation.

Chair Kronenberg asked for public comment. Management Team staff member, Kevin Jensen, commented on the process jurisdictions endure when seeking to obtain approval of the MOU's with vendors.

Chair Kronenberg encouraged Approval Authority members to speak with their jurisdictions and stress the importance of spending funds in a timely fashion. Vice Chair Lucia added that projects should be halted if approved projects do not meet performance



standards past the deadline.

Representative Myhre suggested adding an additional column (displaying what billing is in progress and what the jurisdictions are currently working on) to the chart Mr. Levardo included in his report. She also stated that the Management Team staff should provide a report at the July Approval Authority meeting about how each member from the jurisdictions could develop a spending plan.

Member Godley recommended providing this report at the June Approval Authority meeting so that the Board has enough time to decide and discuss prior to the July 1 deadline. Chair Kronenberg agreed.

5. Update on the Regional Training and Exercise Program

Staff member Dennis Houghtelling gave a presentation on the Regional Training and Exercise Program. His update presented an overview of:

- The project background including the members on the Training and Exercise Team
- The structure of the organization
- Milestones accomplished to date
- Budget overview, including expenses and funds available

Member Domingo requested to have the Training and Exercise program's website information distributed to her and the rest of the Board.

Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 7.

7. Report from the Advisory Group

Dave Hober presented on behalf of the Advisory Group Chair, Mike Sena, who was not present. Mr. Hober reported that the Advisory Group met on March 29, 2012, to review the FY 2012 UASI Grant Planning Hub Projects. The Advisory Group recommends: (1) approving the projects that are above the line and (2) approving the reserve projects [or below the line project items listed] if the region receives additional grant funding from other projects unable to spend funds within the term of the grant. He noted that the Advisory Group meeting occurred after the State returned three percent of the UASI Grant allocation, so they are currently developing recommendations for which below-the-line projects to allocate funds to.

Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 6.



6. Approval of Proposed FY 2012 UASI Grant Projects

Teresa Serata stated that the Advisory Group reviewed the projects that each Planning Hub chose and created a list of “above the line” and “below the line” projects. Ms. Serata recommended approving the proposed FY 2012 UASI Grant Projects so the Investment Justifications can be completed and submitted to FEMA.

Chair Kronenberg asked if anyone had comments to discuss. Chair Kronenberg noted that she looks forward to the Advisory Group’s recommendation regarding allocation methodologies for FY 2013.

Member Collins stated that she would like to see how the funds [approved by the Approval Authority] are being spent. She would also like to know how the \$3 million allocated to the Core Cities and to sustainment are being spent. Specifically, she would like to see what goals the projects are supporting and what target capabilities the projects are improving, perhaps in a spreadsheet.

The Board agreed that Ms. Serata will provide a report regarding: (1) the project list, (2) what goal the projects support, and (3) how the allocation will improve those target capabilities. This report will be presented at the next Approval Authority meeting.

Chair Kronenberg asked for public comment. There was no comment.

Motion: Accept and approve the proposed FY 2012 Grant funded projects as outlined in item six.

Moved: Vice Chair Lucia **Second:** Member Domingo

Vote: The motion passed unanimously.

8. Project Update of the Regional Catastrophic Preparedness Grant (RCPGP)

Teresa Serata gave the RCPGP report on behalf of Kathleen McKenna, who was not present. She gave an overview on:

- The Regional Logistics Plan and the Contract with URS
- Catastrophic Incident Training/Exercise Project
- Regional Public Outreach and Community Preparedness Project Plan
- GR5 Bay Area Project (San Rafael)
- Public Information and Warning Strategic Plan (UASI)



Vice Chair Lucia asked if there will be funding recommendations in the near future for the Public Information and Warning Strategic Plan provided to the Approval Authority. Ms. Serata stated that a gap assessment is currently being taken of the whole region, but there have been a number of challenges in getting this plan underway.

Chair Kronenberg asked for public comment. There was no comment.

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

Barry Fraser, General Manager for the BayRICS JPA, reported on his attendance at a series of technical workshops and related meetings conducted by the Department of Commerce, Public Safety Communications Research (PSCR) and National Institute of Standards and Technology (NIST) in Boulder, Colorado.

He also reported that conversations at the conference focused on various grant status reporting, grant management and compliance requirements, NTIA planning for the nationwide public safety broadband network, and formation of FirstNet Authority. While NTIA staff stressed that everything is “still under review,” they stated that the Obama Administration is in strong support of keeping the current \$382 million (in BTOP public safety grant money) available for the nationwide system. However, NTIA is still evaluating how to proceed with both initiatives. The NTIA seeks grantees to commit to their projects in order to fully integrate FirstNet. It was raised that the public safety grants might be subject to termination without an extension or assignment of their spectrum rights. The NTIA is also considering slowing down build outs to allow more time to clarify the terms of FirstNet and interoperability requirements.

The JPA has asked Sacramento to join the JPA and begin working with them. Sacramento has developed a site configuration that (at least) 5,000 people plan on using. The JPA will determine how Sacramento can participate as much as possible, since Sacramento would serve as a mutual aid to the East Bay.

10. Tracking Tool

Several items were added to the Tracking Tool:

- Request to provide a report on the FY 2010 Allocation (Due: 6/14)
- Recommendation of the Public Information and Warning Strategic Plan (Due: 5/10)
- Report that includes details of the allocation for the projects, sustainment, and their goals (Due: 5/10)



- Advisory Group report moved earlier on Approval Authority agenda (Due: 5/10)

Chair Kronenberg asked for public comment. There was no comment.

11. Announcements-Good of the Order

Chair Kronenberg asked for announcements from the members. There were no announcements.

12. Future Agenda Items

Chair Kronenberg asked for additional future agenda items. There were none.

13. General Public Comment

Chair Kronenberg asked for general public comment.

14. Adjournment

Upon hearing none, the meeting adjourned at 11:30am.