



**Bay Area UASI Program
Approval Authority Meeting**
Thursday, May 10, 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 to order at 10:05 am. General Manager Craig Dziedzic took roll and Chair Kronenberg, Members Lucia, Guzman, Casten, Collins, Bolanos, and Aston were present. Members Bob Doyle, Emily Harrison, and Christopher Godley were absent, but their respective alternates Dave Augustus, Janell Myhre, and David Hober were present. Chair Kronenberg informed the public that Member Murphy was running late. Member Murphy arrived at 10:12 a.m.

2. Approval of the Minutes

Chair Kronenberg asked for a motion to approve the minutes from the April 12, 2012 meeting.

Motion: Approve the minutes from the April 12 Approval Authority meeting.

Moved: Member Lucia **Seconded:** Member Myhre

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

General Manager Craig Dziedzic reported on the Bay Area UASI Management Team staff changes. Staff positions went through an audit process, and the Management Team is working closely with San Francisco's Department of Human Resources to align the positions closely with San Francisco's positions, especially the manager roles. After reviewing the General Manager's position, it was determined that the next position to open would be the new Assistant General Manager. The position evaluation established a correct allocation and classification while going through an extensive, transparent process that included an examination. A panel met during the hiring process and included members from the Approval Authority as well as members of the City and County of San Francisco's



Department of Human Resources. Upon completing the process, it was determined that the most qualified candidate was Catherine Spaulding.

Ms. Spaulding formerly worked with the San Francisco Controller's Office and has expertise in project management/planning, financial analysis/budgeting, quality control, procurement, and contracts. Ms. Spaulding received her degree from Columbia University [New York, NY] and earned her Master's degree at the Woodrow Wilson School, Princeton University [Princeton, NJ] in Public Policy. She also received top clearance security after working in Washington D.C. Ms. Spaulding will be helping streamline the grant compliance changes for FY 2010 and comply with the November 30, 2012 deadline.

Ms. Spaulding stated that she was honored to be the new Assistant General Manager and looks forward to meeting and working with everyone. She looks forward to working regionally and welcomes the opportunity to make the community a safer environment.

Mr. Dziejdzic stated that there are two job announcements open: the first is the CFO position, which will transition a grant-funded position into a permanent civil service position. The City and County of San Francisco's Department of Human Resources is looking at the duties and classification for each future job listing. The other announced position is a Regional Project Manager.

Mr. Dziejdzic continued that a Request for Qualifications (RFQ) for an RCPG project manager has been announced. This position will provide coordination and facilitation of the regional RCPG projects. Kathy McKenna, the former manager for the RCPGP, gave written notice that she no longer desired to continue working for the Bay Area UASI Management Team. Mr. Dziejdzic encouraged members to let potential candidates know about the opening. The deadline for submissions will be May 15. In the meantime, Ms. McKenna's duties and jobs have been distributed among the staff. Mr. Dziejdzic explained that Frances Culp, who is in charge of the medical surge projects, has taken most of the responsibility from Ms. McKenna's absence and is chairing the RCPGP meetings.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to Item 4.

4. Report from the Advisory Group

Mike Sena began his report by stating that Lieutenant Edward Barberini was promoted to Chief of the Millbrae Police Department, leaving a vacancy on the Advisory Group. At the last meeting, there were nominations and Deputy Chief David Hober of the San Jose Police Department was elected and has accepted the position of vice chair of the UASI Advisory Group.



The Advisory Group discussed the FY 2012 potential re-allocation of over 250,000 dollars. One of the decisions made was to maintain the Approval Authority's hub decisions and keep the priority projects since they will receive allocated funds. As funding is re-allocated or moved between projects in different jurisdictions, timelines for projects and approval of amendments will be an issue. Mr. Sena stated that the Advisory Group is deciphering a methodology to reallocate funds efficiently and effectively.

Mr. Sena had spoken with DHS Secretary Napolitano and FEMA Deputy Assistant Administrator Tony Schreiber regarding the issue of expending personnel costs within the two-year performance period in the FY 2012 grant cycle. Each grant cycle has a five-year term until the grants are returned to the treasury; however, within that five-year plan, FEMA has the authority to extend the grants. Mr. Sena stated that he is currently coordinating a national conference call with FEMA to speak about receiving extensions within the next two weeks.

Mr. Sena indicated that the primary topic that the Advisory Group will discuss in their next meeting on May 24 will be about the FY 2013 grant.

Chair Kronenberg asked the Board for any questions.

Member Murphy stated that the House Homeland Security Sub-Committee voted on the measure regarding the National Grant Proposal and it passed.

Chair Kronenberg asked for public comment. Upon hearing none, she moved to item 5.

5. Updated Report of the FY 2012 Projects

Mr. Dziedzic reported on the FY 2012 Projects. He indicated that this report updates and clarifies the previously submitted FY 2012 projects report. He stated that in the last meeting, Member Collins requested clarification about the funding allocated to core city and sustainment projects as well as what goals and target capabilities each project supports and improves.

Mr. Dziedzic indicated that he created a color-coded document that explains how each project was designated to a goal and within the goal, the colored projects represent either core city, hub or sustainment projects.

Member Collins stated she was very pleased that the Management Team was able to create such a document since it helps the Approval Authority members visualize the FY 2012 projects, what goals they pertain to and what achievements have been accomplished.

Chair Kronenberg asked the Board if they had any comments or questions.

Chair Kronenberg asked for public comment. Upon hearing none, she moved to item 6.



6. Grant Expenditure Report on the FY 2007/2008, 2009, & 2010 RCPGP

Mr. Levardo gave an update regarding the RCPGP for the quarter that ended March 31,

2012. Mr. Levardo explained that the report from last February indicated a \$1.4 million shortage of FY 2008 matching funds. However, Mr. Levardo reported that they have identified and verified the required match of \$2.5 million and will allow the FY 2008 grant to close out.

Mr. Levardo stated that the Grants Management Unit has recorded \$95,788 in spending for the FY 2009 Grant and \$164,454 for the FY 2010 Grant for a grand total of \$260,242. Out of these charges, the Grants Unit made a payment of \$110,000. The \$150,000 balance will be released soon after the supporting documents are verified.

Mr. Levardo continued that about half of the FY 2010 MOUs have been processed, and the other half are currently being reviewed by the jurisdictions. The Management Team expects to see finalized MOUs by May. Application for the FY11 funding has been recently approved, but is still being processed as they await to obtain San Francisco's Accept and Expend Resolution to ultimately receive funding allocation recommendations from the working groups in the next few months.

Mr. Levardo indicated that he will be giving a status report regarding the FY 10 UASI Grant projects at the next Approval Authority meeting. He is currently working with the program managers as they reach out to each jurisdiction to determine how far along each project is.

Chair Kronenberg asked the Board for any questions. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 7.

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

Frances Culp presented the RCPGP report in the interim as the Management Team hires a new RCPGP Program Manager. Ms. Culp acknowledged Ms. Myhre for her efforts in establishing and gathering the necessary information for the report.

Regional Logistics Plan

Ms. Culp stated that URS Corporation was selected as the vendor for this project and will develop a Regional Logistics Plan with an emphasis on the coordination of logistic operations and priorities for distribution of scarce resources between local, state, and federal levels in a catastrophic event. The contracting process is in the final stages.



Catastrophic Incident Training/Exercise Project

Ms. Culp stated that on May 15, the Alameda Board of Supervisors will review the Contract/Sole Source request for the California Specialized Training Institute (CSTI). If this request is approved, CSTI will become an approved provider for RCPGP training and exercise. RCPGP classes have been vetted and classes can be scheduled and provided immediately upon approval of this contract by the Board.

Regional Public Outreach and Community Preparedness Project Plan

Ms. Culp stated that the Public Outreach Steering Committee has been working on several projects that include Joint Information System (JIS) Project Development and are considering purchasing Joint Information Center (JIC) tool kits to be distributed to the four hubs. Ms. Culp also reported that the Public Warning Information Project is moving forward with a conference call among the participants happening on May 2, 2012 with deliverables due by August 30, 2012.

Chair Kronenberg asked the Board for questions.

Vice Chair Lucia asked if URS had indicated when the project will be done, where the information will reside, and if it will be accessible to people who need it. He also asked if the Public Information and Warning working group will create a consistent system and in turn inform the Approval Authority about funding.

Member Myhre answered both of Vice Chair Lucia's questions. She indicated that the Regional Logistics Plan is a regional plan that will be adopted by the State through the Regional Emergency Coordination Plan. Member Myhre clarified that the Public and Warning Information project's attempt is to have capability assessments throughout the region. After evaluating what the options are and their availability, the working group will provide their recommendations as an end result.

Chair Kronenberg asked the Board for any comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to item 8.

8. Status Report from the Medical Surge Planning Project

Frances Culp, Medical and Public Health Preparedness Project Manager, gave a presentation on the Medical Surge Planning Project. Her update presented an overview of:

- Meetings established throughout the counties
- A status update on the Regional Medical Surge Planning Project and the RFP's deliverables
- Statewide Patient Movement Plan



Chair Kronenberg asked the Board for comments or questions.

Member Aston asked how the Regional Assessment in the Medical Surge capability will be reported on and if the information will be provided through the Operational Area, so that the capability would be known in its operating area. Ms. Culp responded that many counties are currently working on their individual system so it was determined that an operating area is not needed.

Member Aston stated that as the project manager, Ms. Culp should keep the Board up to date on the gaps so if there are apparent needs, the Board can assign funding to address those gaps.

Member Collins asked for clarification about her title: Medical Surge and Mass Care planner. Ms. Culp stated that Mass Care is not being addressed in the RFP discussed. Mass Care was placed in her title in case her area expanded into that area.

Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 9.

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

Barry Fraser, General Manager for the BayRICS JPA, reported on the May 3 BayRICS JPA meeting. At the meeting, they approved the BayRICS Authority Bylaws, a Conflict of Interest Statement, and are currently reviewing Guiding Principles to inform and guide staff regarding policy decisions. The Board also has a proposed budget for Fiscal Year 2012-2013, which they will discuss and seek approval for at the June Approval Authority meeting.

Mr. Fraser also gave an update and overview of the following:

- Site Status and Finalization
- BART and agreements
- BayLOOP
- Regional and State Planning with LA-RICS
- Billing and End User Support Functions
- 700MHz Spectrum Waiver and Spectrum Act Update
- NTIA Partial Suspension



Chair Kronenberg asked the Board for any comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to item 10.

10. Report out from the Ad Hoc Legislative Committee

Member Domingo reported on the Ad Hoc Legislative Committee update. She indicated that during the meeting, the following was addressed:

- Loss of regional collaboration
- Competitive selection pitting cities and counties against each other
- Peer review process leading to decisions made on local projects by people not familiar with local priorities and challenges, rather than by subject matter experts

Ms. Domingo stated that a letter was drafted to the House Subcommittee chairman, Gus Bilirakis (R-FL) from the Mayors of San Francisco, Oakland, and San Jose, outlining the Bay Area's concern about the NPGP, and specifically the elimination of the UASI grant.

Ms. Domingo indicated that the House Subcommittee did pass the bill appropriating \$1.7 billion towards Homeland Security Funds. These funds would have been distributed over 12 grant programs. Ms. Domingo indicated that the letter initially formed was amended and will be sent out again on behalf of the Bay Area Region with the new amendments.

Chair Kronenberg asked the Board for any comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to item 11.

11. Tracking Tool

Chair Kronenberg asked the Board for any comments or questions. Upon hearing none, Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to item 12.

12. Announcements-Good of the Order

Ms. Domingo asked about the status of a joint workshop with the UASI and Port Security.

Mr. Dziejdzic confirmed that the joint workshop is still happening. Ms. Holden met with the members from the Prot Security group, and the workshop will be held on June 6. They are currently coordinating speakers and welcome any suggestions for candidates that can speak to land and water issues in regards to security within the Bay Area.



Ms. Holden stated that as the date approaches there will be a follow-up meeting. The team is currently spreading the word through electronic fliers.

Chair Kronenberg stated that a FEMA Think Tank conference call will be held on May 15. It should be very informative and she encouraged members to participate.

Member Aston introduced Dave Fraser as the North Bay Hub Planner for the UASI Grant. As a Sonoma County Program Manager, he will coordinate the efforts of the North Bay with the three counties, Sonoma, Napa, and Solano with Marin also included. He has a long law enforcement career, retired as a Commander of Public Safety Services, and has an extensive background in Emergency Management.

Chair Kronenberg asked the Board for further announcements or comments.

Upon hearing none, Chair Kronenberg asked for public comment.

Mr. Sena announced that Director Ron Brooks was awarded the State and Major Urban Area Fusion Center Representative of the Year Award and Jim Paterson received the Michael Schooler Award for Excellence in the Field of Infrastructure Protection. Since Mr. Sena was the President of the National Fusion Center Association, he was able to present the award to both Brooks and Paterson along with Secretary Napolitano.

Chair Kronenberg moved to item 13.

13. Future Agenda Items

Chair Kronenberg asked for additional future agenda items. There were none.
Chair Kronenberg moved to item 14.

14. General Public Comment

Chair Kronenberg asked for general public comment. Upon hearing none, the meeting adjourned at 11:45 a.m.