



To: Bay Area UASI Approval Authority

From: Craig Dzedzic, General Manager

Date: October 10, 2013

RE: Item #3: General Manager's Report

Staff Recommendations:

- (a) Management Team Staff Update (Discussion Only)
- (b) UASI FY 2014 Project Proposal Update. (Discussion Only)
- (c) Staff recommends the cancellation of the legal services contract (Discussion and Possible Action).

Action or Discussion Items:

- (a) Management Team Staff Update (Discussion Only)
- (b) Grant Applications Update (Discussion Only)
- (c) Bay Area UASI Legal Services Contract (Discussion and Possible Action)

Discussion/Description:

- (a) Management Team Staff Update (Discussion Only)

Public Health Project Manager Position

Lani Kent, our public health project manager, will be leaving the UASI Management Team. She has accepted a job offer with the San Francisco Mayor's Office as Sr Advisor to the Mayor for Health. Her last day will be October 11, 2013.

The Management Team will be working with the San Francisco HR Department to begin the recruitment process to fill the position. Catherine Spaulding and Janell Myhre will be the POCs for the recruitment process. Since the position will manages a number of projects within the citizens preparedness portfolio, we have renamed it as the Resiliency and Recovery Project Manager position, which 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

Captain Kevin Jensen of the Santa Clara County Sherriff'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 regional risk management projects.

The CCU will discuss this position at their next meeting scheduled October 31, 2013.

(b) Grant Applications Update (Discussion Only)

On September 27, 2013, FEMA notified the Management Team that our 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 the competitive process selected other applicants. We are following-up with FEMA to obtain information of 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 (Discussion and Possible Action).

The legal services contract with Myers & Nave will expire on December 31, 2013. In order to comply with the procurement requirements of the City and County of San Francisco, the Management Team will need to seek an additional extension in order to continue these services.

As background information, the original legal service contract was for \$47,500 with a one year term (12/1/11-12/31/12). We have already extended the term an additional year through 12/31/13. So far, we have paid invoices through August 2013 in the amount of \$34,085.24. The average monthly billing amounts to \$1,623.

The Management Team recommends that we allow this contract to conclude without an additional extension.