



To: Bay Area UASI Approval Authority

From: Craig Dziezic, General Manager

Date: October 11, 2012

RE: Item #3: General Manager's Report

Recommendations:

- (A) Management Team Staff Update: Discussion Only
- (B) Website/Logo: Discussion Only
- (C) FY 2013 UASI Grant Update: Discussion Only
- (D) Staff recommends approval of the job description for the Regional Hub Planners:
Discussion and Possible Action

Action or Discussion Items:

- Items (A), (B) and (C): Discussion Only
- Item (D): Discussion and Possible Action

Discussion/Description:

(A) Management Team Staff Update (Discussion Only)

California Urban Area Risk Management Program Manager

Captain Kevin Jensen of the Santa Clara County Sherriff's Office has been offered the position of the CA Urban Area Risk Management Program Manager for the eight CA UASIs. The position assists with the implementation of a uniform statewide risk management capability, including but not limited to developing a concept of operations, facilitating the development of a training program, tracking/reporting on program objectives and metrics, tracking PCII compliance, and facilitating information sharing between the CA UASIs and the Fusion Centers.

Captain Jensen has worked on the Management Team as a Risk Management project manager who coordinated both the Risk Management and Information Analysis Sharing Programs as land PCII Certification projects. His excellent work with Digital Sandbox and the NCRIC and his many valuable relationships with Federal, State and local Law Enforcement, greatly improve the Bay Area UASI to meet the goals of creating a truly regional and sustainable Risk Management Program.



The Management Team will conduct an interview process to fill the position.

Regional Catastrophic Planning Project Manager

Deputy Dave Kozicki will be transitioning from the Management Team back to law enforcement duties. As his replacement, Deputy Sheriff Thomas Perry of the Alameda County Sheriff's Office has joined the Management Team to manage the exercise component of the Regional Catastrophic Preparedness Grant Program (RCPGP). An update of the RCPGP projects will be provided later in this agenda.

Thomas Perry is a Deputy Sheriff with the Alameda County Sheriff's Office, assigned to Homeland Security and Emergency Services. Deputy Perry has been with the Alameda County Sheriff's Office since 2009. Previously, he was employed by the Hayward Police Department and served for over 31 years, retiring at the rank of Lieutenant. During 20 of those years, Deputy Perry was a member of the Special Response Unit (S.R.U.) and served as the S.R.U. Commander.

(B) Website and Logo (Discussion Only)

Elizabeth Holden, the UASI Management Team's website planner, has been working with our consultant to design and develop our website. The new and improved website will be unveiled at the December Approval Authority meeting. We look forward to Elizabeth's presentation.

Additionally, Elizabeth has developed a new Bay Area UASI logo, which symbolizes our regional, multi-county partnership. Attached as Exhibit A, is the new Bay Area UASI logo, which will be used on the website and all future correspondence.

(C) FY 2013 UASI Grant Update (Discussion Only)

As indicated during the recent FEMA Symposium in Washington, DC, the Federal budget will not be passed on time and a Continuing Resolution has been approved. The passage of this resolution will delay the issuance of the FY 2013 grant guidance and awards. We anticipate the release of the grant guidance in the Spring of 2013.

Despite this delay, the Management Team will proceed with preparations for the 2013 grant cycle. We are planning to hold one meeting in each of the Planning Hubs to provide training on Strategy implementation as well as demonstrating the new 2013 project proposal on-line submission template. This template is designed to streamline the proposal process.. Attached are the following documents: Exhibit B (draft "Save the Date" flyer) and Exhibit C (Project Proposal Timeline).



(D) Follow-up regarding the Job Description for the Regional Hub Planners (Discussion/Possible Action)

Introduction:

At the September 13, 2012 Approval Authority meeting, Approval Authority Members discussed the roles/responsibilities of the Regional Hub Planners. In the discussion, Approval Authority members mentioned using the job description of the North Hub Planner as the model for the other hub planners. Approval Authority Members also discussed the possibility of eliminating both the previously allocated East and West Hub planner positions. The Members agreed to defer voting on the matter until the October Approval Authority meeting.

Since the September 13th meeting, Members Kronenberg and Bolanos of the West Hub agreed to modify the position from a West Hub planner to a local San Mateo County planner. Contra Costa County continues the process of hiring an East Hub planner.

Background:

At the March 8, 2012 Approval Authority meeting, the Approval Authority approved the funding of four regional hub planners as an FY 2011 additional project. The total amount budgeted for the hub planners was \$1,284,829, which came from CalEMA returning 3% of its eligible 20% grant holdback to the Bay Area UASI. The Approval Authority agreed that this funding was a one-time allocation from June 1, 2012 through July 31, 2013.

The hub planners would be responsible for coordinating and facilitating the working groups/SMEs within the jurisdictions of their respective hub and linking the information back to the management team for overall strategy and project development and implementation.

At the August 9, 2012 Approval Authority meeting, the Approval Authority approved the concept of using both the working groups and hubs with regard to the FY 2013 grant project methodology. It was discussed that the hub planners would assist the Management Team staff with facilitating meetings and vetting/prioritizing projects in both the working groups and hubs.

The North Hub Planner position has been filled; however, the three other hub planners have not been yet been hired. Staff proposes using the North Bay Hub job description as a model for the other hub planners to ensure consistency within the Bay Area.

Recommendation:

Except for the West Hub Planner, staff recommends approval of the job description (attached as Exhibit D) for the other Regional Hub Planners.

EXHIBIT A
BAY AREA UASI LOGO



(web and business card version)



(print version)



(back of business card, banner)

EXHIBIT B

SAVE THE DATE FLYER

SAVE the DATE

To: All UASI Stakeholders

What: **FY13 Project Proposal Training**

- Proposal submission process and template
- Role of the Workgroups, Hubs, and Advisory Group in proposal vetting, prioritization, and selection
- Funding criteria
- Allowable spending areas

When: East Bay- November 7, 2012*
North Bay- November 8, 2012*
South Bay- November 14, 2012*
West Bay- November 15, 2012*

* Dates are tentative

Where: All Training sites to be announced






Who: All Stakeholders eligible for UASI funding and personnel tasked with completing UASI project proposal forms

NOTE: Updates on meeting specifics will be sent in follow-up e-mails to:
HUB OES Managers, UASI Advisory Group and Work Group members





EXHIBIT C

UPDATED PROJECT PROPOSAL TIMELINE

**UASI FISCAL YEAR 2013
PROJECT PROPOSAL TIMELINE**

| GROUP | PROJECT OBJECTIVES | WHEN | TASKS |
|--|--|-------------------------------------|--|
| <p align="center">UASI Management Team</p>  | <p align="center">Outreach to OA & Workgroup Leads</p> | <p align="center">October 2012</p> | <ul style="list-style-type: none"> Send email describing the FY13 proposal process to UASI jurisdiction OES Managers and Workgroup Leads, including: <ul style="list-style-type: none"> Invitation to kick-off meetings Project proposal template with online submission link Proposal implementation guidance |
| <p align="center">OA OES Managers and Workgroup Leads</p>  | <p align="center">Outreach to OA Stakeholders</p> | <p align="center">October 2012</p> | <ul style="list-style-type: none"> Distribute FY13 UASI process email (as described above) to OA stakeholders and Workgroup members. Provide Summary Risk Assessment Capabilities (RAC) information presented to Approval Authority (Approval Authority). |
| <p align="center">UASI Management Team</p>  | <p align="center">Information KICK OFF meetings</p> | <p align="center">November 2012</p> | <ul style="list-style-type: none"> Conduct UASI FY13 informational kick-off meetings on November 7-8 and 14-15 in each Hub to answer questions and ensure clarity of the project proposal process. Provide detailed Risk Assessment Capabilities (RAC) information to Approval Authority at the NCRIC. Bay Area Homeland Security Strategy presented to the Approval Authority. |
| <p align="center">OA STAKEHOLDERS</p>  | <p align="center">Proposal Submissions</p> | <p align="center">November 2012</p> | <ul style="list-style-type: none"> Submit proposals online to the UASI Management Team during the period of November 12-30. Ensure all proposals are submitted by the person primarily responsible for the project proposal. Ensure all proposals have approval of the relevant department head. Management Team sends proposals to corresponding Approval Authority member. |
| <p align="center">WORKGROUPS</p>  | <p align="center">Vet</p> | <p align="center">December 2012</p> | <ul style="list-style-type: none"> Vet projects against funding criteria. Score proposals as “highly qualified” “somewhat qualified” or “least qualified.” Open to all who would like to participate within the UASI footprint. Vetting will be done by consensus. If a vote is needed, there will be one vote per operational area and core city represented at the meeting. The General Manager will |

**UASI FISCAL YEAR 2013
PROJECT PROPOSAL TIMELINE**

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| | | | <ul style="list-style-type: none"> • Designate such persons in each work group based on recommendations from Advisory Group members. • Facilitated by Management Team project managers. |
|  HUBS | Prioritize Above/Below the line | January 2013 | <ul style="list-style-type: none"> • List projects in order of importance to be funded by an allocation based on the funding risk allocation formula. • Develop a list of “below the line” projects including six month “shovel ready” time frame projects. • Approval Authority members select representatives. • Facilitated by Hub planners/Management Team project managers. |
|  UASI Grants Management Team | Information Grant Compliance | January 2013 | <ul style="list-style-type: none"> • Conduct informational meetings in each Hub to answer questions and ensure clarity of the UASI FY13 project proposal process. • Review UASI grant process and grant compliance. |
|  ADVISORY GROUP | Recommend | February 2013 | <ul style="list-style-type: none"> • Review proposals to reduce duplication of effort, confirm prioritization of projects based on attainable mitigation of regional risk, and for compliance with the Strategy and applicable UASI, CalEMA and FEMA guidance. • Recommend projects to Approval Authority for approval. |
|  APPROVAL AUTHORITY | Approve | April 2013 | <ul style="list-style-type: none"> • Approve project submissions. |

- Use last year’s priority capability objectives and funding allocations for estimating project ranking decisions.
- Federal DHS guidelines may be issued at any time. Our estimate for release of funding allocations for the Bay Area UASI is anticipated as early as March 2013 and as late as May 2013.
- Grant Compliance Hub Workshops planned for May 2013.

EXHIBIT D

REGIONAL HUB PLANNER

JOB DESCRIPTION

Exhibit D — Authorized Expenditures and Timelines

ENTITY: FY11 UASI-SONOMA

Total allocation to be spent on the following solution areas:

| UASI Project Letter and Title | Solution Areas | Program Description | Project Milestone Dates (To be Completed on or near) | Deliverable Dates | Amount |
|---|-----------------|--|---|-----------------------------|---------------------------------|
| <p>Project A Enhance Risk Management and Planning</p> | <p>Planning</p> | <p>North Bay Hub Risk Capability Planner will coordinate vulnerability and risk assessments, manage and develop grant projects that increase regional response capability, liaison with the UASI Management Team and assist in developing regional priorities based on risk and capability for the North Bay Hub Operational Areas.</p> <p>This Planner (1.0 FTE) is an employee of Sonoma County.</p> <p>Planner shall fulfill the following deliverables:</p> <ul style="list-style-type: none"> • Meet with Emergency Managers from Napa, Solano, Marin, and Sonoma Counties to establish a baseline for risk assessment, current projects approved by the Approval Authority along with those in the approval pipeline. Gain insight into each Op Area needs as it pertains to North Bay Region capabilities and capacity. • Meet with Emergency Managers from local agencies and special districts to discuss specific needs, risks, and capabilities while conducting liaison activities for North Bay Region. • Conduct a Gaps Analysis to assess economic, environmental, and societal recovery and restoration needs vs. current regional capabilities and capacities. | <p>7/31/2012</p> <p>8/10/2012-9/30/2013</p> <p>10/31/2012</p> | <p>5/01/2012-11/30/2013</p> | <p>Not to Exceed: \$140,000</p> |

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| | | <ul style="list-style-type: none"> • Develop an outline of the gaps as identified through assessment meetings and working groups assuring list meets goals of the Regional Emergency Coordination Plan. Present list to North Bay Advisory Group for discussion and prioritization for FY2013 BAUASI grant period. • Provide monthly briefings to North Bay (Sonoma, Napa, Solano, and Mann) participants to include projects specific to or of interest to the North Bay. • Participate in and attend North Bay region working groups meetings Advisory Group monthly meetings, and ensure North Bay Approval Authority Board Member is kept apprised of all regional planning activities, potential new projects and status of all approved regional projects and programs. • Coordinate, manage and facilitate the delivery of projects, UASI funds in the North Bay by collaborating with other staff from North Bay jurisdictions. • Facilitate the execution of any MOU's within the North Bay jurisdictions and present to the UASI Grants Manager. • Complete PCII online training and Digital Sand Box training to assure appropriate use of risk assessment tools for the region. • Review existing information in Digital Sand Box and conduct analysis as it pertains to North Bay Region. • Create greater participation in | <p>12/31/2012</p> <p>Monthly — Ongoing</p> <p>Monthly — Ongoing</p> <p>6/30/2013</p> <p>Within 20 days of the final legislative process</p> <p>8/31/2012</p> <p>9/30/2012</p> <p>6/30/2013</p> | | |
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| | | <p>BAUASI funded projects by North Bay Op Areas and local jurisdictions including the use of Digital Sand Box.</p> <ul style="list-style-type: none"> • Participate in the Regional Training and Exercises Program and CBRNE workshops representing the North Bay Region. • Assist in determining funding priorities for FY 2014 for North Bay Region Op Area and stakeholder working groups. • Participate in the Regional Assessment Working Group representing the North Bay Hub <p>Personnel — Prior to any expenditures for personnel, SONOMA must submit completed job descriptions to the UASI detailing the planning activities the personnel will complete and the deliverables to be produced. Prior to reimbursement, SONOMA must submit the following:</p> <ul style="list-style-type: none"> • all functional time sheets, payroll documentation showing payment of salaries and benefits, or cancelled checks; work product or certification that work was completed. <p>Contracts — All contracts must be pre-approved by the UASI prior to execution. In addition, SONOMA must satisfy the following guidelines:</p> <ul style="list-style-type: none"> • Procurement of contractual services must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA must transmit a sole source request to the UASI for submission to the State. | <p>Monthly — Ongoing</p> | | |
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| | | <ul style="list-style-type: none"> • The contract must have a clearly stated scope of work and deliverables, deadlines for completion of work, and a schedule of contract payments. • All services must be performed and paid within the grant performance period. <p>Travel - travel for planning activities must be pre-approved in accordance with the Bay Area UASI Travel Policy (adopted by the Approval Authority on August 1, 2011) prior to scheduling. Invoices for all travel expenses must be submitted by no later than 11/03/2014. Invoices must include all backup documentation, including conference agendas, programs, brochures, lodging receipts, per diem calculations, airfare receipts/boarding passes, mileage calculations, other transportation receipts, and proof of payment.</p> <p>Final deadline for submittal of final claims is 11/03/14. There will be NO EXTENSIONS.</p> | | | |
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