



Bay Area UASI Program

Approval Authority Meeting

Thursday, October 13, 2011 10:00 a.m.
Alameda County Sheriff's Office OES
4985 Broder Blvd.
Dublin, CA 94568

DRAFT MINUTES

CALL TO ORDER 10:07am

ROLL CALL –All Members present, with Alternate Mahoney in for Member Fields.

Chair Anne Kronenberg, City and County of San Francisco
Member Dan Mahoney, City and County of San Francisco
Member Renee Domingo, City of Oakland
Member Rich Lucia, County of Alameda
Member Chris Godley, City of San Jose
Member Emily Harrison, County of Santa Clara
Member Brendan Murphy, CalEMA
General Manager Craig Dziedzic

APPROVAL OF THE MINUTES

Chair Kronenberg acknowledged her staff, Patrick Monett Shaw, for processing the recording of the September Meeting without being present at the meeting into minutes. The General Manager has made arrangements for a stenographer to capture the meeting verbatim. A copy of the transcript can be made available to members of the Approval Authority if requested.

Member Harrison supports the idea of the transcript, but requests we see the same person each time.

Member Harrison moved to approve the minutes - a second by Member Lucia - approved

GENERAL MANAGER'S REPORT

Craig Dziedzic and Teresa Serata attended a meeting at end of September with 8 California UASIs, in Riverside, purpose was to develop and plan for a state wide risk management program. This project will be funded with a portion funding from the 20% State holdback. The goal of this meeting was to develop best practices and governance, and explore other modules provided by Digital Sandbox, who is the program vendor.

Hiring of New Staff

The UASI Management Team has completed hiring for the Grants Management Team (GMU). Tristan Levardo (a Licensed CPA) is the new Chief Financial Officer (CFO). Tristan has 14 years of experience in the field and previously worked in the CCSF controller's office. Tristan will be in charge of the GMU. We have also hired Mikyung Kim-Molina, who holds a Master's Degree in Public Administration and will be handling MOUs and LOAs. The goal of her role will be to fix the bottleneck problem, and get the documents to the sub recipients sooner. Yuri Mambu, a licensed CPA with work experience in a Big 4 Accounting Firm has also been hired from the CCSF controller's office and is primarily assigned to 2010 UASI, but will also assist in the state monitors and audits. Finally, Susan Salvador, assigned to 2009 UASI, came from SF General Hospital. The Grants Management Unit is strong in licensed professionals and accounting.

We have also added Kathy McKenna who will be handling Regional Catastrophic Preparedness Grant (RCPG) and the Mass Care/Shelter. Ms. McKenna brings a wealth of experience as a law enforcement first responder. She also has a significant training and exercise background and has done work in planning. She will be an asset to the Management Team and will be presenting Agenda Item #7.

Jada Jackson is out and may be out for an undetermined period of time. If you need to contact the office, please contact staff or the General Manager directly. We have scheduled interviews for the new planner who will assist with the website and other Management Team support functions next week; the goal is to have this position filled in 30-60 days.

Desk Audit

One of the interim assignments given to the General Manager was to perform Desk Audits of all positions assigned to the Management Team. As a result of an internal audit within the City and County of San Francisco, SFDHR has stepped in and is now reviewing the "exempt" status positions, looking at classifications/compensation. These positions make up most of the CCSF employed Management Team members and SFDHR has assigned a full time person to begin working on the "audit". They expect to have a finding very soon (6 month process).

Chair Kronenberg added that 33 DEM employees are identified as exempt and are being reviewed. The entire process could take up to a year; the review is starting with the UASI GM. The City and the Department want to be very transparent according to civil service rules. This issue was created 3 GMs ago when the exempt class was created to accommodate short term hiring of staff funded with grant dollars. All positions need to be evaluated and placed accordingly; as some positions may need to be civil service and some should remain project oriented.

2011 UASI Application

Mr. Dziejdzic provided an update on the 2011 UASI application and financial management workbook, which was completed and submitted to CalEMA on October 3, 2011. Staff expects to receive the sub-grantee award letter in mid-November. Finally, Mr. Dziejdzic has provided a current organization chart, with the updates including all of the new hires.

Member Harrison indicated an appreciation for the format and completeness of the General Managers report and would like to keep seeing it.

Member Godly commended the work of filling the open positions; it is important to recruit and retain quality staff for a strong team.

Member Domingo provided kudos and thanks to the existing management team for keeping the work moving.

Re-ordering item 4 and item 8 as Lucia needs to leave to attend to Urban Shield preparation.

STATUS OF THE ALLOCATION OF GRANT FUNDS FOR LEGAL FEES FOR THE PUBLIC SAFETY SPECTRUM TRUST (PSST) LEASE CORRECTIVE ACTION

The General Manager has been working with City of San Jose, and Barry Fraser (UASI Management Team) to determine the scope, prospectively from the 8/18 meeting. The focus is the FCC petition and the intention is to continue to utilize the services of Patton Boggs, to prepare the petition, prepare any responses regarding the petition and then provide any further responses required by any public interest comments to the petition. There was a recommendation at the previous meeting to allocate the entire amount to City of San Jose to carry out the scope of work as defined by the PB Firm. Member Godley supports the recommendation, Member Harrison seconds and there was no public comment. Motion to have San Jose take the lead on the Patton Boggs agreement passes unanimously.

REALLOCATION OF UASI 2009 GRANT FUNDS

During a review of the FY2001 funds, it was determined that due to change in personnel; there will not be a medical and health project. There is \$975,000 available for the allocation, and we received a number of different requests for reallocation of these dollars. Staff recommendation is to approve option number one, which is to reallocate \$56,667 for the project manager position and support the JPA as it moves forward. This position was discussed by Member Harrison at the last meeting, and Member Harrison also submitted a report indicating the need for this position. The remaining component of our recommendation was to look at the various options: such as allocating funds to subscriber units or for projects that have already been approved in FY 2010 UASI for infrastructure from 2010 to 2009. Due to this being 2009 money, there is a short window, and the funds must be spent by February 2012. Staff recommends we do projects that have already been approved.

Member Harrison commented that the South Bay was not given an opportunity to weigh in, but then did after the fact, which she appreciates. While the South Bay has not yet had an opportunity to approach Silicon Valley Regional Interoperability Authority (SVRIA), Santa Clara County requests that they get money for a subscriber cache.

Looking at it from regional perspective Member Domingo commented that there are 2 options: one (funding the JPA General Manager) and two (dividing the remaining funds for Interoperability purchases).

Chair Kronenberg confirmed that the fair way to divide up the funds would be by the Hubs.

Member Godley asked if the North Bay has an interest in the money.

Shelly Nelson, Marin County Interoperability Manager, expressed concern about setting precedent by allowing the purchase of subscriber equipment, when the "rule" has been infrastructure only up until now. She indicated that if the North Bay is poised to get money from the region, she is ready to spend.

Member Harrison understands the change, but feels it is a good change, and thinks we need to be flexible.

Ms. Nelson, understands the point of flexibility, but asks that the Approval Authority not lose sight of the commitment to infrastructure when considering future grants.

Chair Kronenberg moves to accept option one and modified option two: divide the money four ways and allow the Hubs to make interoperable communications purchases. Member Harrison seconds.

Member Domingo clarifies that the purchases must be of P25 compliant equipment.

Member Godley Clarifies that should the JPA fail to hire the General Manager, the money must go back to the pool for distribution.

Motion approved.

UASI QUARTERLY REPORT, FY 2009

The Outstanding funds from the FY2009 UASI Grant are as follows:

Project D: there is currently an RFP process that has resulted in 4 proposals to be reviewed by a team of regional participants (City of Hayward, City of Oakland, City of San Jose, County of Marin, County of San Mateo, County of Santa Clara, County of Sonoma, and City/County of San Francisco) for a Public Information and Warning Capabilities Assessment and 5 Year Strategic Plan, with an emphasis on Access and Functional Needs Populations. Heather Tannehill-Plamondon is the Management Team lead on the project. She will come back to the Approval Authority in November for approval of the vendor.

The next project is Project I, Mass Care: Kathy McKenna will be the Management Team lead on this project and will identify a regional list to provide Access and Functional Needs equipment for shelters.

Member Domingo requested Ms. McKenna make sure all stakeholders are included so we acquire what we need.

Chair Kronenberg added that, CCFS has been very successful in getting shelters ADA compliant, and will share the list.

The Final Project is the one we discussed earlier, with the JPA General Manager funding and the Interoperability Dollars to the Four Hubs.

Chair Kronenberg complimented the report format and the pie charts.

Member Harrison clarified that by moving the money from the Medical and Health project are we not putting any effort in Mass Casualty or Public Health. Ms. Serata indicated that in FY2010 there is a \$590,000 set aside for a Health Project, but we need a Management Team lead to run it. Chair Kronenberg indicated she has some ideas to be discussed at a later meeting.

STAFFING FOR BAYWEB IMPLEMENTATION

This item was addressed previously in this meeting and it was agreed to fund a portion of the BayRICS JAP General Manager with FY2009 funds, but the remaining salary would need to be paid from FY2010 UASI.

Member Harrison makes a motion: The Approval Authority to take action as it is identified for FY2010, the 2009 portion has been approved, the need for someone to be the contact for the JPA will remain critical.

Chair Kronenberg clarifies that the funding will be for one year, and Member Harrison agrees.

Member Mahoney seconds the motion.

Member Domingo requests to see a job description, and doesn't want to approve the \$170,000 without information to back up the request.

It would be difficult for the JPA to oversee the position, as a new group, send the message to the JPA to be funding the position long term, so it is good that the JPA Manager will be a member of the Management Team

Member Harrison clarifies the motion, move to fund a position through at least one year and to transmit to the JPA board that they are prepared to fund the position, CCSF to provide job description and supervision, etc.

Member Godly, this will be critical to maintain the trust and transparency of UASI with BayRICS as it moves forward.

No public comment. Motion is approved.

APPROVAL OF REMAINING FY2010 RCPGP BUDGET

Kathy McKenna presented a report requesting approval of the four outstanding budget items for FY2010.

The First project will be lead by CalEMA: the Lifeline Logistics Project. After much discussion it has been determined that the Lifeline portion of the project should be rolled into the Logistics Planning de-confliction and ensure that the logistics plans should all dovetail into each other.

Member Harrison clarified there will be a plan for the plans, which was confirmed by Mr. Brown.

Member Domingo requested clarification on how this project will fit in with the existing projects? Mr. Brown confirmed that the coordination among other existing efforts is key to this project working and should be a top priority.

Member Mahoney requested clarification on the timeline: RFP out November 15, 2011, contract award in January 2012.

Member Harrison wants to see milestones and deliverables. Ms. McKenna will provide monthly updates, including a review of the RFP at the November Meeting.

Janell Myhre, Marin Co, presented the Public Outreach projects, San Rafael and Oakland both have proven pilots that they want to expand throughout the region. San Rafael will further develop Get Ready 5th Grade (GR5), a program geared at public information through the schools, including providing it in multiple languages. Oakland will continue to develop their Public Outreach through building community preparedness in the underserved communities. The final effort is development of the regional joint information system, strengthening the regional ability to run an information center. We propose a capability assessment and will provide an improvement plan for implementation of Joint Information Centers.

Member Harrison requests to see regular progress reports on the projects, Member Domino

would also like that and both compliment Ms. McKenna for her efforts.

Ms. McKenna gave credit to Mary Landers for all of her hard work, and keeping the Regional Catastrophic Grant Program moving forward during the change in Project Managers.

Member Harrison moves to approve the projects, Member Mahoney seconds, Member Mahoney comments that he is looking forward to seeing the deliverables.

Public Comment: Chris Helgren, Sonoma County on the record with concern for the amount of effort placed on the locals.

Motion passes.

Advisory Group Report Out

Heather Tannehill-Plamondon provided the report as Mike Sena, Chair and Ed Barberini, Co-Chair were both out of town.

As directed by the Approval Authority, the Advisory Group determined that they would like the County or City Administrators to identify the representatives on the Advisory Group. Letters have been sent and we are receiving input from the various jurisdictions. We have been working on compliance with the Brown Act. There is a meeting set for October 27, 2011 and the Group would like to know if there are any items you would like them to discuss?

Member Harrison would like the Advisory Group to discuss how to prioritize the policy for Interoperable Communications, also how the UASI in general should be allocating funding, based on the priorities of the group.

Chair Kronenberg would like them to look beyond Interoperable Communications and prioritize for funding, and have them pre-approve a list for regional priorities.

Member Godley would like to charge them with developing the recommended disbursement, move away from the Hubs, and manage on-going working groups by strategic priorities.

Ms. Tannehill-Plamondon indicated they would be talking about the 2012 process at the next meeting (October 27). They have one more meeting in 2011, so if possible they can discuss the Interoperability Strategy at the meeting in January 2012.

Member Harrison supported taking the time necessary.

Member Domingo asked if the Advisory Group will provide input on the 2012 process.

Chair Kronenberg indicated it is the main agenda item for the meeting on October 27, 2011, and we will get feedback from the Advisory Group on the 2012 process.

Chief Kehmna, Santa Clara County Fire, shared that the UASI should be congratulated on the effort and progress made in terms of communication.

BayRICS JPA

Barry Fraser provided an update on the negotiations with Motorola on the BOOM Agreement.

A handful of issues remain, the major one is time, the end date is August of 2013 and that has not

changed. The JPA is looking for ways to get the information out for review and reviewed in a timely manner.

Member Mahoney asked if all spots were filled on the JPA. Answer: no 3 counties and 2 hub spots and an at-large position are still open.

Member Mahoney asked if the deadline has been adjusted. Answer: no, 4 of 6 NTIA grantees still concerned and trying to get an extension. It may take an act of congress to extend ARRA deadline. We must demonstrate progress.

TRACKING TOOL FOR UASI MANAGEMENT TEAM AND APPROVAL AUTHORITY TO FOLLOW UP ON ITEMS AND REQUESTS OF STAFF

Chair Kronenberg asked if there were comments on the tracking tool.

Member Harrison indicated we need to start planning the retreat. Chair Kronenberg assigned Amiee Alden from her staff, Craig Dziedzic indicted Heather Tannehill-Plamondon will work with Amiee. Heather will be putting together the information for the planning meeting. A planning meeting will be set for the week of October 17, 2011.

Member Harrison asked if a draft of the Policy and Procedure Manual will be available at the next meeting. Mr. Dziedzic asked for another extension to January Meeting. Member Harrison was supportive but asked for a table of contents to be reviewed in November. Member Domingo wants to see a sample of the format of the Manual.

ANNOUNCEMENTS:

San Francisco will have the Master MOU in front of the Board on October 27, 2011.

Santa Clara County is agenized for the same day.

CalEMA is still looking for some office space as they consolidate the Coastal and Inland Region.

Oakland is sponsoring a preparedness and safety fair for the 20th Anniversary of the Oakland Hills Fire, on October 22.

Chair Kronenberg noted that there will not be a closed session to interview Legal Firms, as it was not placed on the agenda in time to comply with the Brown Act.

Meeting Adjourned at 11:55am