



**Bay Area UASI Program**  
**Approval Authority Meeting**  
Thursday, October 11, 2012 10:00 a.m.  
Alameda County Sheriff's Office OES  
4985 Broder Blvd.  
Dublin, CA 94568

**REGULAR MEETING MINUTES**  
**DRAFT**

**1. Roll Call**

Chair Kronenberg called the meeting to order at 10:07 am. UASI General Manager, Craig Dziedzic, took roll and Chair Kronenberg, Members Guzman, Collins, Godley, Domingo, Casten, Aston, and CalEMA member, Brendan Murphy, were present. Members Bob Doyle, Emily Harrison, Carlos Bolanos, and Vice Chair Lucia were absent, but their respective alternates Dave Augustus, Ken Kehmna, Mark Wyss, and Brett Keteles were present.

**2. Approval of the Minutes**

Chair Kronenberg asked the Board if they had any questions or changes to discuss. Representative Wyss requested an update to item 3. He noted that it indicates performance period for the planner position as June 1, 2012 to July 31, 2012 but the end date should actually be November 30, 2012. He requested that this be updated. Chair Kronenberg also noted that in the future, Approval Authority Meeting minutes will only include a brief synopsis and voting details. Chair Kronenberg directed Mr. Dziedzic to prepare the minutes in that manner for the next meeting.

Chair Kronenberg asked if there were any additional topics to discuss or any changes. Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg asked for a motion to approve the minutes from the October 11, 2012 meeting.

**Motion:** Approve the minutes from the October 9 Approval Authority meeting.

**Moved:** Member Godley     **Seconded:** Member Aston

**Vote:** The motion passed unanimously

Chair Kronenberg moved to item 3.

**3. General Manager's Report**

UASI General Manager, Craig Dziedzic, provided a report on the following items:

- Management Team Staff Update
- New website/logo
- FY 2013 UASI Grant update
- Recommend an approval for the Regional Hub Planners job description

Chair Kronenberg asked for public comment. Captain Kevin Jensen commented that the process of hiring regional planners would be a great idea and the work that the North Bay Hub planner has done should be replicated for the other planners.

Chair Kronenberg asked for a motion to approve the job description for the Regional Hub Planners.

Member Aston moved to accept the motion for the job description and encouraged hubs to fill the planner position. Member Godley seconded the motion.

Representative Kehmna asked for clarification regarding the hiring of the Regional Hub Planner position.

Member Casten clarified that the person being hired would be evaluated according to the Emergency Planner job description and comply with each jurisdictions' human resources policies and procedures. He further stated that the job description for the Regional Hub Planner reads more like a work plan or scope of work.

Chair Kronenberg suggested that the "job description" should be renamed "scope of work" and revised on the final document. Chair Kronenberg asked for public comment. Upon hearing none, Chair Kronenberg added a friendly amendment to the motion and it was seconded by Member Godley.

**Motion:** Approve the job description for the Regional Hub Planner position

**Friendly Amendment:** Approve the scope of work for the Regional Hub Planner position

**Moved:** Member Aston      **Seconded:** Member Godley

**Vote:** The motion passed unanimously

Chair Kronenberg moved to item 5.

## **5. Grant Expenditure Report on the Regional Catastrophic Preparedness Grant Program**

Mr. Levarado gave an update regarding the grant expenditure of the Regional Catastrophic Preparedness Grant. Mr. Levarado indicated that the FY09 grant has been extended to January 31, 2013. FY10 still has the same grant expiration date of April 30, 2013 and most sub-grantees and jurisdictions have a performance period end date of 12/31/12. Mr. Levarado stated that an extension request for FY 10 was in the process of being submitted.

Mr. Levarado reported that for the quarter ended September 30, 2012, the grants management unit processed expenditures of about \$66,000 for FY09 and \$303,000 for

FY10. He also indicated that a remaining unallocated budget balance for FY 09 is a total of \$216,512.

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 6.

#### **6. Regional Catastrophic Preparedness Grant Program (RCPGP) Conference Update**

Janell Myhre, Regional Program Manager, provided a presentation on the Public Information and Warning (PI&W) system regarding the following items:

- Conference Theme: Building Regional Resiliency
- Bay Area Presentations
- Disaster Ethics
- Pre-Hospital Care
- Regional Catastrophic Plan Briefings
- RCPGP Sustainment Briefing

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. Regional Catastrophic Preparedness Grant Program (RCPGP) Project Update**

Janell Myhre, Regional Program Manager, provided an update on the Regional Catastrophic Preparedness Grant Program project. Ms. Myhre gave an overview and background information of the various projects in the RCPGP and indicated that this RCPGP project information would help the Approval Authority members be well informed.

Member Collins and Ms. Myhre discussed the on-line “Just In Time” training sessions and clarified that it will be tested so that it can be used as a standard way to train others on all of the RCPGP plans.

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 8.

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

Barry Fraser, interim General Manager for the BayRICS JPA, reported on the status of the BayRICS JPA. Mr. Fraser indicated that the BayRICS Authority held its regular monthly Board of Directors meeting on Thursday October 11, 2012 at 1:30 PM. Mr. Fraser also gave an update and overview of the following:

- FCC Spectrum Transition Order
- FirstNet Board Update
- FirstNet Network Architecture Notice of Inquiry

Chair Kronenberg asked the Board for any questions.

Member Godley asked if BayRICS will request funding from FY 13 UASI for BayLoop maintenance, a consultant and a FirstNet project. Mr. Fraser responded the proposals are in the development stage, and BayRICS received sustainment funding for BayLoop, which is for microwave backhaul network. He added that he would like to continue that sustainment for that maintenance.

Chair Kronenberg asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 12.

### **9. Tracking Tool**

Chair Kronenberg asked the Board for any comments or questions.

Member Godley asked if the Management Team can compile an inventory catalog that includes all the information from the deliverables that the Bay Area UASI has invested in. He indicated that this inventory would be a great resource for references and also be able to easily access it from the Bay Area UASI website.

Mr. Dziedzic responded that Elizabeth Holden is working on the website and there will be a resource area to showcase these investments.

Member Domingo asked about the status of the Metrics Project and the Public Information project. Chair Kronenberg clarified that the report for the Public Information project was accepted and a follow-up was not needed. Janell Myhre responded that the Metrics Project is currently being discussed at the Advisory Group meeting so the project can continue moving forward. The Advisory Group is also discussing some funding that may be allocated to the Metrics Project. Ms. Myhre stated that a status update will be given at a later time.

Chair Kronenberg asked for public comment. Hearing none, Chair Kronenberg moved to item 10.

### **10. Announcements-Good of the Order**

Dave Hober, Co-Chair of the Advisory Group, gave a report on the Advisory Group meeting held on September 27, 2012 and discussed regional project priorities, the preliminary regional risk information, and the FY 2013 UASI grant process proposal and implementation guidance.

Mr. Hober commented that the Advisory Group requested support from the Management Team to coordinate the submittal of sustainment project details and have subject matter experts available to provide information at upcoming Advisory Group Meetings. He indicated that during the Advisory Group meeting it was also discussed if maintaining the human resources and capabilities developed through UASI funding should be a priority.

Chair Kronenberg asked the Board for any questions.

Mr. Dziejcz announced that the next Approval Authority meeting will be held at the NRIC building, and there will be a closed session as well.

Upon hearing none, she asked for public comment. Hearing no public comment, Chair Kronenberg moved to item 11.

**11. Future Agenda Items**

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 12.

**12. General Public Comment**

Chair Kronenberg asked for general public comment. The meeting adjourned at 11:50 a.m.