



**Bay Area UASI Program
Approval Authority Meeting
Thursday, August 08, 2013
10:00 a.m.**

LOCATION
Alameda County Sheriff's Office OES
4985 Broder Blvd., Dublin, CA 94568
OES Assembly Room

**REGULAR MEETING MINUTES
DRAFT**

1. Roll Call

Vice Chair Lucia called the meeting to order at 10:05 am. Vice Chair Lucia, Members Godley, Domingo, Collins, Guzman, Casten, and Murphy were present. Chair Kronenberg, Members Carlos Bolanos, Ken Kehmna, and Bob Doyle were absent, but their respective alternates Amiee Alden, Jeff Kearnan, David Snow, and Rick Navarro were present. Christopher Helgren was absent. Renee Domingo arrived at 10:09 am.

2. Approval of the Minutes

Motion: Approve the Minutes from the June 13 Approval Authority meeting.

Moved: Member Casten **Seconded:** Member Collins

Vote: The motion passed unanimously

3. General Manager's Report

(a) Update on the 2013 Grants Management Workshops

Craig Dziedzic, UASI General Manager, stated that on June 18th, 19th and 20th, the Management Team conducted three regional Grants Management Workshops in the North Bay, East Bay, and South Bay and approximately 100 programmatic/fiscal representatives attended. The Management Team plans to continue holding workshops next year as well as producing online grant training videos hosted on the Bay Area UASI website.

Mr. Dziedzic also announced that the Management Team is researching and gathering grant information to diversify and expand the Management Team's grant portfolio. Mr. Dziedzic

indicated that the Management Team is working with the NCRIC in applying for a competitive Continuing Training Grant program.

(b) Management Team Staff Update

Mr. Dziejczak provided a staff update regarding the Management Team Staff positions. He stated that the Management Team has completed the exempt transition process with the San Francisco Department of Human Resources. The following people were hired in their respective Management Team roles: Jeff Blau was hired as the Interoperability Project Manager; Bruce Martin as the CBRNE Project Manager, Waimen Chee as the Emergency Services Assistant; Ethan Baker as the Emergency Services Coordinator I; Maw Maw Thein Tun as the Grant Accountant and Eliza Lucero, Rey Okamoto, and Emily Wang as Grant Specialists.

(c) UASI National Conference Report

Mr. Dziejczak reported that twenty two people from the Bay Area traveled to Los Angeles for the 2013 National Homeland Security Conference which was held at the Westin Bonaventure Hotel from June 4 – 8. At the conference, a general session on emergency management and natural hazards, specifically earthquakes and hurricanes, provided good information. Bay Area UASI Assistant General Manager, Catherine Spaulding, spoke at the “Assessing UASI Effectiveness” workshop, which was at overflow capacity. Additionally, Mary Landers, along with representatives from the Bay Area and Los Angeles, held a panel discussion on the debris project and presented examples of collaboration and coordination even in a state as large as California.

4. Commendation for Captain Kelly Seitz

Vice Chair Lucia made a presentation commending Captain Kelly Seitz’s professional public service. Due to Captain Seitz’s absence, the plaque will be delivered to him at a later time.

5. Cyber, Recovery, and Citizen Preparedness Projects

Catherine Spaulding, Assistant General Manager, requested approval for a proposed allocation of \$776,700 from FY13 UASI. Ms. Spaulding recommended allocating \$405,220 to fund three cyber security analyst positions in the NCRIC, \$254,480 to pay for regional recovery planning and preparation, and \$117,000 to fund Bay72’s regional expansion.

Mike Sena, Director of the NCRIC, reported that the NCRIC currently employs an IT manager and an IT analyst. With the three analysts, who would be used to collect and analyze data, the role of the group would be to expand capabilities in the area of cyber protection and information technology. The Board discussed issues with the funding, privacy concerns from the public and possible backlash from the data collected. Mr. Sena reassured the Board that the positions will be based on the availability of the funds and the capability needs of the region. Mr. Sena also stated that the data collected would only be used for the protection of infrastructure from attacks and he indicated privacy policies would be implemented to protect personal information.

Janell Myhre, Regional Program Manager, proposed using the funds to pay for staff and/or consultant time to gain pre-approval from FEMA for the region's debris management plan so that the regional Operational Areas could increase their reimbursement rate from FEMA from 75% to 80%. She also stated that the funds would be used to assist with the region's Core Cities to develop/support development of a Disaster Recovery Framework and Recovery Support Functions. These tasks will be confirmed and prioritized through further stakeholder consultations and a sub-committee on Recovery established as part of the RCPT workgroup.

Rob Dudgeon, Deputy Director of the San Francisco Division of Emergency Services, indicated that the \$117,000 from FY13 UASI funds would help Oakland, San Jose and one North Bay Operational Area to develop their own locally-tailored sites. Mr. Dudgeon also stated that Bay72 is seeking an additional \$700,000 in funds from the private sector to complete a fully functional website that would include analog and mobile applications. The Board inquired about the status of Bay72 if the additional funds are not secured. Mr. Dudgeon stated that he is confident that they will secure the funds; but if all else fails, the current site would be sufficient for disaster management.

6. Northern California Regional Intelligence Center (NCRIC) Domain Assessment

Elizabeth McCracken, NCRIC Lead Analyst, presented a report on the comprehensive threat picture of the region.

7. UASI Memorandum of Understanding and By-Laws

Alternate Member Amiee Alden stated that the UASI Approval Authority Memorandum of Understanding (the group's governing document), expires on December 1, 2013. Chair Kronenberg had appointed an Ad-Hoc Committee to propose updates to both the current UASI MOU, as well as the By-Laws. The committee met via conference call in June and came up with recommendations to update the MOU and By-Laws.

Ms. Alden stated that the committee discussed changes regarding chairmanship of the Approval Authority as stated in the MOU; Committees and Workgroups of Article V of the By-Laws; Grant Modifications in 8.6 of the By-Laws; and a new effective date for the MOU.

Ms. Alden stated that the committee recommended Part 1 of the Approval Authority MOU and that Article IV of the By-Laws be updated to have leadership of the Approval Authority be held by Co-Chairs, who would share equal authority regarding Approval Authority items. One Co-Chair would be from the same jurisdiction as the UASI Fiscal Agent. The other Co-Chair would be from a different jurisdiction and would be elected annually from among the UASI Members' primary representatives at the December meeting of the Approval Authority. The elected Co-Chair could not serve more than two consecutive one-year terms.

Members Domingo and Godley of the Board disagreed with the idea of having Co-Chairs. Vice Chair Lucia suggested deleting the clause about term limits so that any member could run for Chair. This would also eliminate the need for Co-Chairs. The motion was moved by Member Casten and Seconded by Member Alden. The motion passed with one no vote from Member

Godley. All other proposed changes to the MOU and By-Laws were unanimously approved by the Board.

8. Updates to the Management Team Policies and Procedures

Catherine Spaulding stated that the Management Team has updated its Policies and Procedures Manual. There are no substantive changes to the document, although considerable edits have been made to update, clarify, and bring the document in better alignment with current practices. Key changes include:

- Updates to the organizational chart
- Updated Terms of Reference template for assigned staff
- Addition of a fraud policy

A member of the Board inquired about the Performance Plan and Appraisal Report as well as 360 evaluations. Ms. Spaulding stated that all members of the Management Team use the same performance plan and appraisal template. A formal 360 evaluation process will not be implemented at this time, although management regularly solicits feedback from staff

9. Update of FY11 and FY12 UASI Grant Spending

Tristan Levardo, Chief Financial Officer, stated that the Management Team's project managers have been performing their monitoring duties and have been in touch with the project leads in their sub-recipient jurisdictions. The project managers inquired about the status of the projects and requested documentation on purchase orders, invoices, and pending claims. Mr. Levardo received several verbal confirmations suggesting that most projects are on track for both FY11 and FY12 UASI grants. The claims have reached 46% for FY11 and 9% for FY12.

Mr. Levardo also stated that Santa Clara County returned \$270,000 of its FY11 funds. The South Bay Hub has authorized reallocation of these funds towards next-in-line projects. The Management Team is continuing to verify project spending and shall report any funds for reallocation in the coming months.

10. Expenditure Report on Travel

Mr. Levardo stated that Management Team travel expenses consisted of the 2013 Annual Homeland Security Conference in Los Angeles. The total expenditures by the Management Team, excluding claims not yet submitted by Oakland, Alameda, Marin, Monterey and Contra Costa, were about \$17,000.

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

Barry Fraser, General Manager of the BayRICS JPA, reported on the status of the BayRICS JPA meeting for the months of June and July. Mr. Fraser reported that the Board adopted a budget for the 2013-2014 Fiscal Year; approved a tentative spectrum lease agreement with FirstNET and re-elected Undersheriff Lucia as Chair and State of California Director Karen Wong as Vice-Chair.

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

- The staff conducted meeting with several key stakeholders:
 - Alameda County City Managers Association
 - San Mateo County
 - Pacific Gas & Electric (PG&E)
- PureWave Networks
- Harris Corporation
- BART
- First Responder Network Authority (FirstNet)
- Spectrum Lease Negotiations
- FirstNet Meetings and Activities

12. Tracking Tool

Vice Chair Lucia asked the Board for any questions or comments. There were no questions or comments.

13. Announcements-Good of the Order

There were no announcements.

14. Future Agenda Items

Vice Chair Lucia asked the Board for questions or comments. There were no questions or comments.

15. General Public Comment

Vice Chair Lucia asked for general public comment. Upon hearing none, Vice Chair Lucia adjourned the meeting.

The meeting adjourned at 12:00 p.m.