



**Bay Area UASI Program  
Approval Authority Meeting  
Thursday, May 14, 2014  
10:00 AM**

**LOCATION**

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

**REGULAR MEETING MINUTES  
DRAFT**

**1. Roll Call**

UASI Chair Anne Kronenberg called the meeting to order at 10:03 AM and General Manager Craig Dzedzic subsequently took the roll. Vice-Chair Rich Lucia and Members Raymond Guzman, Cathey Eide, Ryan Broughton, and Al Terrell were present. Members Ken Kehmna, Bob Doyle, and Sherrie Collins were absent, but their alternates, respectively Dana Reed, Dave Augustus, and Kevin Oakley, were present. Members Mike Casten and Carlos Bolanos were not present and neither were their alternates.

**2. Approval of the Minutes**

Chair Kronenberg asked for any comments or questions concerning the minutes from the April 9, 2015 meeting. Seeing none, she requested a motion to approve the minutes.

**Motion:** Approve the minutes from the April 9, 2015 Approval Authority Meeting

**Moved:** Vice-Chair Lucia      **Seconded:** Member Guzman

**Vote:** The motion was passed unanimously.

**3. General Manager's Report**

(a) FY 2014-2015 Bay Area UASI Annual Report

General Manager Craig Dziejdzic announced the release of the FY 2014-2015 Bay Area UASI Annual Report. The report highlights the past year's accomplishments of the Bay Area UASI, which includes increased PRND and cybersecurity capabilities, effective grant monitoring and project management, and enhanced training and exercises.

(b) Management Team Organization Chart and Annual Work Plans

Mr. Dziejdzic presented an update to the Management Team organization chart and annual work plans. The annual work plans align the Management Team's activities with the Bay Area Homeland Security Strategy for enhancing regional capabilities to reduce the risk of terrorism.

(c) FY 2015-2016 Management Team Budget

Mr. Dziejdzic presented the FY 2015-2016 UASI Management Team budget which lists revenue sources from two UASI grants, FY 2013 and FY 2014, and is divided into personnel and operating expenses.

Mr. Dziejdzic concluded his report and subsequently Chair Kronenberg initiated separate votes to approve the Annual Report, Organizational Chart and Work Plans, and Management Team Budget.

**Vote on FY 2014-2015 Annual Report:**

**Motion:** Approve the FY 2014-2015 Bay Area UASI Annual Report

**Moved:** Vice-Chair Lucia      **Seconded:** Member Broughton

**Vote:** The motion was passed unanimously.

**Vote on Organizational Chart and Annual Work Plans:**

**Motion:** Approve the Management Team Organizational Chart and Work Plans

**Moved:** Alternate Reed      **Seconded:** Member Terrell

**Vote:** The motion was passed unanimously.

**Vote on FY 2015-2016 Management Team Budget:**

**Motion:** Approve the FY 2015-2016 Management Team Budget

**Moved:** Member Eide      **Seconded:** Member Broughton

**Vote:** The motion was passed unanimously.

**4. FY 15 Proposed Regional Projects**

Assistant General Manager Catherine Spaulding stated that FY 15 regional project proposals will be presented directly to the Board for review and approval per their request. The following projects were presented and discussed:

- a) CopLINK by San Mateo County
- b) ARIES by Contra Costa County Sheriff's Office
- c) South Bay Information Sharing Project by Santa Clara County
- d) Solano ARIES/COPLINK Database Connector by Solano County Sheriff's Office
- e) Bay Area Mass Prophylaxis Working Group (BAMPWG) Development & Sustainment Project by Contra Costa County

Project Managers presented to the Board each of the proposals and fielded various questions from Members.

Members of the Board decided to roll the approval vote for the above regional projects into Item 5 since the vote on FY 15 UASI allocations includes the allocations to regional projects.

**5. Approval of FY 15 UASI Allocations**

Ms. Spaulding presented the proposed FY 15 UASI grant allocations which are divided into the following categories: State Holdback; Major City Allocation; Regional Projects; Management Team; and Hub Projects.

**Motion:** Approve the proposed FY 15 UASI Allocations

**Moved:** Member Eide                      **Seconded:** Alternate Member Reed

**Vote:** The motion was passed unanimously.

**6. UASI FY 15 Proposal Process Lessons Learned**

Ms. Spaulding presented the lessons learned from the Bay Area UASI FY 15 proposal process. Strengths from this year include a streamlined and simplified proposal form, good outreach to member jurisdictions, a kick-off meeting with a web-conference option, and Hub meetings facilitated by the Management Team. Weaknesses in the process include technical failings with Adobe Forms Central, proposals submitted with errors, lack of clarity regarding the requirements of hub meetings, and inadequate opportunity to engage the Approval Authority on important regional investments.

Ms. Spaulding recommended a number of improvements for the FY 16 process, which includes: changes to the proposal form, kick off meeting requirements, and the compliance review process undertaken by the Management Team. Additionally, she recommended improvements to the processes concerning Hub meetings and regional review of projects.

Members of the Board discussed the importance of providing new Members with a historical frame of reference for the regional project review process.

**7. RCPGP Local Plan Validation Exercise and POD Workshop**

Project Manager Corinne Bartshire presented a briefing on the final two projects funded by the FY 11 RCPGP grant, an RCPGP Local Plan Validation Exercise and a Points-of-Distribution (POD) Workshop. As a result of these projects, a robust toolkit of plans, templates, and reports are available to local jurisdictions to assist them with catastrophic planning and POD training. The deliverables from these projects are available at [www.bayareauasi.org](http://www.bayareauasi.org).

**8. FY 13 Regional Recovery Projects**

Project Managers Corinne Bartshire and Srijesh Thapa presented on the close out of the regional recovery planning and preparation projects which were funded by the Approval Authority in August 2013. The purpose of the projects was to provide Bay Area jurisdictions with additional tools and capabilities to improve community resiliency through recovery planning. Ms. Bartshire and Mr. Thapa outlined some highlights of the projects and their deliverables, all of which are available on [www.bayareauasi.org](http://www.bayareauasi.org).

Members discussed the potential impact to operational areas due to a reduction in recovery services announced by The Red Cross.

**9. WebEOC Assessment Project Update**

Project Manager Srijesh Thapa presented his assessment of WebEOC, a tool that facilitates and supports information sharing and situational awareness for Emergency Operations Centers and other institutions. The goal of the WebEOC Assessment Project is to assess the status, challenges, and best practices for WebEOC implementation in the Bay Area, and develop recommendations to improve information sharing and operational coordination.

Mr. Thapa outlined several recommendations made to Bay Area jurisdictions including interoperability and connectivity between WebEOC and other situational awareness platforms.

**10. Reallocation of Grant Funds**

Chief Financial Officer Tristan Levardo presented on the reallocation of grant funds for the Bay Area UASI for the period of July 1, 2014 to April 30, 2015.

**11. Tracking Tool – Future Agenda Items**

There were no additions to the Tracking Tool.

**12. Announcements – Good of the Order**

General Manager Craig Dziedzic introduced Yoshimi Saito, the new Grants Specialist for the Management Team.

**13. General Public Comment**

There were no comments from the public.

**14. Adjournment**

The meeting adjourned at 11:51 AM.