



**Bay Area UASI Program
Approval Authority Meeting**
Thursday, May 11, 2019
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 Mary Ellen Carroll called the meeting to order at 10:00 AM and General Manager Craig Dziejcz subsequently took the roll. Chair Carroll was present. Vice Chair Richard Lucia was absent, but his alternate, Dennis Houghtelling was present. Members Michael Cochrane, Toshia Shavies Marshall, Dana Reed, Mike Casten, Gerry Malais, and Mark Robbins were present. Members Bob Doyle and Christopher Godley was absent, but their alternates Dave Augustus and Brentt Blaser were present.

2. Approval of the Minutes

Chair Carroll asked for any comments or questions concerning the minutes from the March 14, 2019 meeting. Seeing none, she requested a motion to approve the minutes.

Motion: Approve the minutes from the March 14, 2019 Approval Authority Meeting.

Moved: Member Augustus **Seconded:** Member Reed

Vote: The motion was passed unanimously.

A member of the public made a comment.

3. **General Manager's Report**

(a) FY 2019 UASI Grant Update

General Manager Craig Dziejcz presented to the Board the FY 2019 Notice of Funding Opportunity for the Department of Homeland Security Grant Programs to the board. The Bay Area UASI net allocation was \$22,742,500 after a 17.3% retention of funds by the State of California.

(b) FY 2018-2019 Bay Area UASI Annual Report

General Manager Craig Dziejcz presented the Bay Area UASI 2018-2019 Annual Report to the Board. Highlights included: (1) Increased regional coordination and collaboration during real-time events such as wildfires and other catastrophic events; (2) Enhanced regional prevention efforts through training/exercise and conducting special event threat assessments by our fusion center; and (3) Effective utilization of our grant funded initiatives to increase whole community preparedness.

(c) Management Team Organization Chart and Annual Work Plans

Bay Area UASI Management Team assignments and responsibilities outlined in the Management Team Organization Chart, as well as the activities and goals in the Annual Work Plan, were proposed to the Board for FY 19/20.

(d) FY 2019-2020 Management Team Budget

General Manager Craig Dziejcz proposed the FY 2019-2020 UASI Management Team budget listing the revenue sources from three grants (FY 2017 UASI, FY 2018 UASI, and FY 2019 UASI) in the amount of \$3,233,617.

Motion: Approve Management Team Organization Chart and Annual Work Plans for FY 19-20. Approve FY19-20 UASI Management Team budget of \$3,233,617.

Moved: Member Malais **Seconded:** Member Cochrane

Vote: The motion was passed unanimously.

A member of the public made a comment.

(e) Management Team Tracking Tool and Future Agenda Items

There were no additions to the tracking tool.

4. **2019 UASI Regional Workgroup Annual Plans**

Regional Program Manager Janell Myhre provided an update of Bay Area UASI regional workgroup plans and activities for the 2019-2020 calendar year. Current workgroups include:

- BayRICS Radio Operators Advisory Group
- Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)
- Cyber Resilience
- Emergency Management
- Public Information and Warning
- Public Safety Information Sharing
- Medical and Public Health
- Training and Exercise

5. **Reallocation of Funds from the FY18 Regional Training & Exercise Program**

Regional Program Manager Janell Myhre presented a summary on the reallocation of FY18 regional training & exercise program funds. The Director of the Northern California Regional Intelligence Center, Mike Sena provided the Approval Authority with justification for additional funding necessary for continued operations.

A member of the public made a comment.

6. **FY19 UASI Grant Allocations**

Chief Financial Officer Tristan Levardo presented the FY19 UASI grant allocations. Mr. Levardo discussed the total local funding available (\$23.17 million) and proposed amounts for core cities (\$3 million), regional projects (\$11.2 million), the Management Team (\$3.3 million), and hub projects (\$5.6 million).

Motion: Approve the FY19 Bay Area UASI grant allocations.

Moved: Member Reed **Seconded:** Member Cochrane

Vote: The motion was passed unanimously.

7. **FY19 UASI Regional Projects**

Regional Program Manager Janell Myhre presented the FY19 regional level one and level two projects for approval. Level one projects cover the categories of training and exercise, fusion center, public safety information sharing, BayRICS, public health and medical, and projects implemented by the Management Team. Level two regional projects cover all goal areas and were vetted by Bay Area UASI work groups for funding.

Motion: Approve UASI FY19 proposed regional projects.

Moved: Member Malais **Seconded:** Member Cochrane

Vote: The motion was passed unanimously.

One member of the public made a comment.

8. **FY19 UASI Hub Projects**

Regional Grants Manager Mary Landers presented the hub-selected projects for the Bay Area UASI FY19 grant cycle. Projects will be funded at the hub level using the allocation amount and hub funding formula approved by the Approval Authority.

Motion: Approve the Bay Area UASI FY19 proposed hub projects.

Moved: Member Cochrane **Seconded:** Alternate Member Houghtelling

Vote: The motion was passed unanimously.

One member of the public made a comment.

9. **FY19 Regional Training & Exercise Program RFP Process Update**

Regional Project Manager Corinne Bartshire presented the draft guiding principles, requirements, and proposed timeline for the Bay Area UASI Regional Training and Exercise Program.

Motion: Approve the draft guiding principles and requirements for the Bay Area UASI Regional Training and Exercise Program.

Moved: Member Cochrane **Seconded:** Member Malais

Vote: The motion was passed unanimously.

One member of the public made a comment.

10. Critical Transportation Capability Building Progress Update

Regional Project Manager Corinne Bartshire presented highlights of accomplishments made to date, next steps, and a summary of the upcoming exercise series on the Critical Transportation Capability Building projects. She reported that the project kicked off in January 2019 with the first of four quarterly Critical Transportation Subcommittee Meetings and conducted the first of two full day workshops on March 20th. She reported that project deliverables will include local government plan evaluations and guidance, an ESF-1 job aid, and other local government critical transportation planning tools.

One member of the public made a comment.

11. Reallocation of Grant Funds

Chief Financial Officer Tristan Levarado reported reallocations of grant funds for project budget changes under \$250,000 for the period November 1, 2018 through April 30, 2019. Additionally, he presented two change requests above \$250,000 that require Approval Authority approval.

Motion: Approve the change requests from the Alameda County Regional Training and Exercise Program and the City of Oakland.

Moved: Member Reed **Seconded:** Member Shavies Marshall

Vote: The motion was passed unanimously.

12. Announcements – Good of the Order

Member Dana Reed commended Mikyung Kim Molina and the UASI staff for their work on the second annual mass notification conference.

13. General Public Comment

One member of the public made a comment.

14. Adjournment

The meeting adjourned at 11:20 AM