**Thursday, July 24th, 2014 RCPT Workgroup 10:00am-12:00pm**

4985 Broder Boulevard, Dublin, CA 94568 Conference Call line: 1.866-249-5279, Participant: 428-336

Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Discussion Item | Attachment | Discussion LeadTime |
| **1** | Welcome / Introductions and Announcements | N/A | Corinne Bartshire  10 |
| **2** | RCPT Organization:   * April 24, 2014 meeting notes * Update on RCPT coordination with MARAC * Comments on operation of Sub-Committees | included | Corinne Bartshire  5 |
| **3** | Yellow Command Update   * JIC/JIS | included | Corinne Bartshire Betsy Burkhart  10 |
| **4** | Miscellaneous   * State Recovery Framework * Public Private Partnership Resiliency Initiative * Critical Lifelines Interdependencies & Restoration (CLIR) FEMA IX Workgroup * Other | N/A | Janell Myhre  Corinne Bartshire  All  15 |
| RCPT Sub-Committees and Project Updates (approx. 10:45 am) | | | |
| **5** | FEMA / Cal OES Cat Plan Integration  Just In Time Training Video Project:   * View Volunteer Management Second Cut * Capture immediate comments | included | Janell Myhre  Corinne Bartshire  Kelle Remmel  45 |
| **6** | Recovery Projects:   * FEMA Technical Assistance – Debris Management Planning * Disaster Recovery Framework – Core Cities * Permit Waiver * COOP/COG   + Overview of project and timeline   + Q&A | included | Janell Myhre  Corinne Bartshire  Kelle Remmel  30 |
| **7** | Meeting Adjourned |  |  |

**Next Meeting**

**Draft Agenda Items**

**Thursday, October 23, 2014  
10am – 12pm**4985 Broder Boulevard, Dublin, CA 94568

**Item #2 Attachment – RCPT Meeting Notes from April 24, 2014**

**Meeting Attendees**

1. Caroline Thomas Jacobs
2. Janell Myhre
3. Ursula Hanks
4. Ethan Baker
5. Michael Merola
6. Brentt Blaser
7. Paul Hess
8. Dennis Houghtelling
9. Ray Riordan
10. Fred Hofstetter
11. Neal Atkinson
12. Corinne Bartshire
13. Sherrie Collins
14. Tamara Chapman
15. Genevieve Pastor-Cohen
16. Zerlyn Ladua
17. Jill Schaeffer
18. Amy Ramirez

**Welcome and Introductions**

Janell Myhre welcomed the group, and meeting participants gave self-introductions.

**Sub – Committee Charter**

Caroline Thomas Jacobs introduced the RCPT Workgroup Sub-Committee Charter which states the purpose of each Sub-Committee to provide project guidance, oversight, and stakeholder representation in the development of that Sub-Committee’s assigned projects. This Charter will be effective as of the next RCPT Workgroup meeting pending any comments / revisions by RCPT Workgroup members. Future RCPT Workgroup meeting agendas will include time for each Sub-Committee to report on their progress.

**Current Sub-Committees**  
The following Sub-Committees have been formed based on the current projects requiring oversight by the RCPT Workgroup. Workgroup members interested in joining any Sub-Committee should contact the RCPT Workgroup Chair: Corinne Bartshire at [Corinne.bartshire@sfgov.org](mailto:Corinne.bartshire@sfgov.org).

***JIC/JIS Sub-Committee***  
Harry Hamilton  
Betsy Burkhart  
Kristin Hogan  
Fred Hofstetter  
Brentt Blaser

***Cat Plan Integration Sub-Committee***  
Jill Schaefer  
Marcelle Indelcato  
Dana Reed  
Genevieve Pastor-Cohen  
Amy Ramirez  
Sherrie Collins

Jodi Traversaro

Marla Blagg

***Just-in-Time Training Videos Sub-Committee***

Sidney Reade  
Ursula Hanks  
Genevieve Pastor-Cohen  
Jill Schaefer  
Zerlyn Ladua

Jill Raycroft  
Ken Binkley

Brentt Blaser

Paul Hess

***Recovery Sub-Workgroup***

***Debris Management Planning Sub-Committee***

*(to be determined)*

***COOP/COG Sub-Committee***  
Ken Binkley  
Bijan Karimi  
Marla Blagg  
Neal Atkinson  
Jami Childress Byers  
Jim Yoke  
Jill Schaefer

***DRF/RSF Sub-Committee***  
Genevieve Pastor-Cohen  
Amy Ramirez  
Sherrie Collins  
Jim Yoke

***Permit Waiver Sub-Committee***  
*(to be determined)*

**Logistics/ Restoration of Critical Lifelines**

Regional Logistics Plan, Local Operational Area Annexes and the companion materials, including the Points of Distribution Field Operation Guide (POD FOG), were distributed at the meeting.

**RCPGP Sustainment Plan**

Janell Myhre reported that the Sustainment Plan was is final and was approved by the Approval Authority on April 10, 2014. The UASI staff and Cat Plan Integration Sub-Committee are currently working with the State to integrate our catastrophic plans. Individuals interested in championing the integration of a specific plan should notify Corinne Bartshire at [Corinne.bartshire@sfgov.org](mailto:Corinne.bartshire@sfgov.org).

**Regional Procurement Items**  
Caroline asked Workgroup members to identify and prioritize off the shelf items that can be pre-scoped and purchased with remaining budget. The results of the conversation and follow up email correspondence are in the following table. This list will be consolidated with the ongoing list of regional procurement items including input from other workgroups and will be presented to the Approval Authority.

|  |  |  |
| --- | --- | --- |
| **High Priority** | **Medium Priority** | **Low Priority** |
| AFN Cots | Tents / Yurts | Water purifiers |
| Generators (note: they require fuel) | Commodity POD contents per Logistics Plan | Chemical toilets (coordinate with Red Cross re sheltering supplies) |
| Solar rover ([www.solarover.com](http://www.solarover.com))\* | Volunteer Credentialing System (UASI purchased this equipment and software years ago, however service contracts and equipment have become outdated.  It might be time to look at online options or updated equipment.) | EOC user interface software |
| Water bladders / Water Monsters |  | White boards / summary boards |
| Fuel bladders |  | EOC office supplies |
| Radios (as purchased in the past) |  | Traffic directional boards (confirm with law enforcement regarding use for evacuation) |
| Gas operated pumps |  | Sand bags |
|  |  | Assemble yourself toilets |
|  |  | Sanitation materials / supplies |
|  |  | Safety Vests/Position Vests |

\*Specific interest in Solar Generators by Alameda County Sheriff’s Office and City of Palo Alto to support Mobile EOCs.

**Urban Shield Yellow Command Update**

Caroline Thomas Jacobs presented an update on the Yellow Command exercise planning status. The exercise will be held Friday September 5, 2014 from 8:30am – 12:30pm leading into a full weekend of additional Urban Shield exercises. The Synchronization Matrix workshop was held April 30th, 2014 for the purpose of participating agencies to synchronize their individual objectives with each other and the larger regional exercise objectives. For additional details or updates on the Yellow Command exercise planning please contact Corinne Bartshire at [Corinne.bartshire@sfgov.org](mailto:Corinne.bartshire@sfgov.org).

**Just-in-Time (JIT) Training Videos**

Ethan Baker announced that the initial filming for the 8 videos has been completed. The Contractors are now conducting a make up shoot and editing to develop the draft videos. The Just-in-Time Training Videos Sub-Committee will be asked to review and comment on each video.

**Debris Management Planning**  
Janell Myhre announced a new project with the purpose of seeking FEMA pre-approval of the Regional Catastrophic Earthquake Debris Removal Plan in order to increase the Bay Area’s eligibility for federal reimbursement from 75% to 80%. This project will result in an outline of what is needed by each jurisdiction to comply with FEMA’s requirements for reimbursement regarding debris removal costs. The project is scheduled to begin in September and will be performed by IEM through their technical assistance contract with FEMA. Individuals interested in engaging in this project should notify Corinne Bartshire at [Corinne.bartshire@sfgov.org](mailto:Corinne.bartshire@sfgov.org).

**Recovery Continuity of Operations & Continuity of Government Planning and Toolkit Project Plan (COOP/COG)**

Remmel Consulting has been selected as the contractor. The scope of work is established and the contract is being finalized. The project schedule may be adjusted based on the actual start date.

Sub-Committee members noted that the template deliverables should be useable by both cities and counties. The City of Oakland just finished a COOP last year. Genevieve Cohen Pastor can supply the table of contents and lessons learned from their process.

**Disaster Recovery Framework and Recovery Support Function Job Aids (DRF/RSF)**

Leidos has been selected as the contractor. The scope of work is established and the contract is being finalized. The project schedule may be adjusted based on the actual start date. Deliverables for this project include draft Disaster Recovery Frameworks for each of the three core cities (San Jose, Oakland, San Francisco) as well as a template for other jurisdictions to use.

Sub-Committee members noted that the resilient city requirements and goals for Oakland and San Francisco per the Rockefeller Center Resilient Cities initiative should be reviewed for consistent language. San Francisco requires a very specific deliverable for developing a recovery plan over the long term. Additional stakeholders should be engaged for evaluating the template deliverable.

**Recovery Permit and Regulation Waiver Project (Permit Waiver)**

CRA has been selected as the contractor with the provision that appropriate personnel are engaged to effectively navigate the political environment relative to this project. The scope of work is established and the contract is being finalized. The project schedule may be adjusted based on the actual start date.

**Item #3 Attachment – Yellow Command Update**

**Thursday, July 24th, 2014 RCPT Yellow Command Status Update***Contract Performance Period End Date – December 30, 2014*

**Participating Agencies / Organizations**

* Cal OES Coastal Region
* County of Alameda
* County of Marin
* County of Santa Clara
* County of San Mateo
* County of Sonoma
* City/County of San Francisco
* City of Oakland
* City of Palo Alto
* City of Sunnyvale
* Children’s Hospital Oakland
* Alta Bates Summit Medical Center
* Stanford Hospital
* Camp Parks
* California Volunteers
* Salvation Army (to be confirmed)
* American Red Cross (to be confirmed)

**Regional Exercise Objectives**

* Evaluate EOC/Hospital coordination on medical surge, patient tracking and movement.
* Test and evaluate the Regional Catastrophic Earthquake Donations Management Plan.
* Stand up a Joint Information Center and evaluate the Joint Information System.

**Milestones:**

Initial Planning Meeting Complete

Synchronization Matrix Workshop Complete

Mid Planning Meeting Complete

MSEL Review Meeting Complete

**Review of digital MSEL underway**

**Development of player / position rosters for each exercise venue underway**

Final Planning Meeting scheduled for August 6, 2014

After Action Meeting scheduled for November 6, 2014

**Joint Information Center / Joint Information System Enhancement Project***Contract Performance Period End Date – March 31, 2015*Purpose: Support a path forward for establishing a regional Joint Information System process and model. Support the enhancement of local Joint Information Center operations in ways that promote the development of and participation in a Bay Area Joint Information System.

* Capabilities workshops completed in June 2014
* One-on-One phone interviews completed in early July 2014
* DRAFT Capabilities Assessment Report to be distributed July 30, 2014 to core participants
* Trainings scheduled for August 20-21, 2014

**Items #6 and 7 Attachment – RCPT Project Updates**

**Thursday, July 24th, 2014 RCPT Projects Status Update**

**Catastrophic Planning Integration***Contract Performance Period End Date – October 31, 2014*

Purpose: inform the FEMA / Cal OES Bay Area Catastrophic Plan Rewrite and support consistent regional planning.

* Discussions with Cal OES and FEMA underway regarding the integration of UASI resources

**Just-in-Time (JIT) Training Videos***Contract Performance Period End Date – October 31, 2014*

Purpose: develop eight just in time training videos based on the Regional Catastrophic Grant Program Plans developed for the Bay Area. Videos are intended to be used in an EOC for staff that may not have worked in an EOC previously. The regional plans may be reviewed on the UASI website at: <http://www.bayareauasi.org/programs/rcpgp/projects>

* Volunteer Management Video 2nd Cut received – revisions underway
* Debris Management Script received – review underway

**Debris Management Planning** *Contract Performance Period End Date – N/A*

Purpose: review current debris management plans to identify gaps in compliance for FEMA approval

* Pending confirmation of FEMA technical assistance

**Disaster Recovery Framework and Recovery Support Function Job Aids (DRF/RSF)***Contract Performance Period End Date – March 31, 2015*

Purpose: develop draft disaster recovery frameworks with six recovery support function job aids for each of the three core cities (San Jose, Oakland, San Francisco) as well as a template for other jurisdictions to use.

* Pending final contract execution with Willdan (change from Leidos due to contracting issues)

**Recovery Permit and Regulation Waiver Project (Permit Waiver)***Contract Performance Period End Date – March 31, 2015*

Purpose: identify potential permit and regulation waivers, including emergency procurement procedures, identified in Federal, State, and local catastrophic recovery plans as well as other research. Develop a procedures handbook, checklist, and templates to be used by local governments in facilitating more rapid recovery and post-disaster decision-making.

* Development of introductory project flyer in process
* Initial research (phone interviews and document reviews) underway

**Recovery Continuity of Operations & Continuity of Government Planning and Toolkit (COOP/COG)***Contract Performance Period End Date – March 31, 2015*

Purpose: develop benchmark criteria for bay area COOP/COG planning and toolkit to assist UASI jurisdictions with completion of COOP/COG plans

* Assessment of current COOP/COG planning status underway
* Stakeholder workshops scheduled for September 11, 2014 and December 11, 2014.