



**Bay Area UASI Program  
Approval Authority Meeting**  
Thursday, March 13, 2014  
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**

Acting-Chair Renee Domingo called the meeting to order at 10:06 am. Subsequently, General Manager Craig Dziejdzic took the roll call. Members Raymond Guzman, David Hober, Sherrie Collins, Mike Casten, Al Terrell, and Ken Kehmna were present. Chair Anne Kronenberg, Members Carlos Bolanos and Bob Doyle were absent, but their alternates, respectively Amiee Alden, Mark Wyss, and Dave Augustus were present. Vice-Chair Rich Lucia and Cal OES representative Brendan Murphy were absent.

**2. Approval of the Minutes**

**Motion:** Approval of the minutes from the February 13, 2014 Approval Authority meeting.

**Moved:** Alternate Member Alden     **Seconded:** Member Collins

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

**3. General Manager's Report**

(a) Securing the Cities (STC) Grant

General Manager Craig Dziejdzic stated that the Department of Homeland Security (DHS) has released the FY 2014 Standing Funding Opportunity Announcement (SFOA) for the Securing the Cities (STC) grant. This is a five year grant designed to reduce the risk of a successful deployment of a nuclear terrorist weapon against a major metropolitan region in the United States. This grant will award one UASI recipient \$5.6 million dollars in fiscal year 2014 and

upwards of \$30 million dollars to the recipient over five consecutive fiscal years. There are currently eight UASI recipients eligible to apply: the Bay Area, Boston, Chicago, Dallas/Ft Worth/Arlington, Houston, National Capitol Region, Philadelphia, and San Diego. The application is extremely complex and requires the selection of 8-12 principal agencies as well as signed Letters of Commitment from these agencies which must be submitted along with the application. Bruce Martin and Mary Landers are taking the lead on the grant application process and they will be reaching out to partner jurisdictions in the coming weeks. The application must be submitted by May 16 with the anticipated grant selection date of August 15th.

(b) Trip to Washington, D.C.

Mr. Dziedzic stated that Approval Authority Members Alameda County Undersheriff Rich Lucia, Santa Clara County Fire Chief Ken Kehmna, Oakland OES/Homeland Security Director Renee Domingo, Alternate Approval Authority Member Amiee Alden, the Bay Area UASI General Manager, and NCRIC Director Mike Sena visited Washington, D.C. from February 24-26, 2014. There they met with key policy makers and provided information and educated them about how the UASI grants have built capabilities in the Bay Area. The group highlighted important and successful achievements of the Bay Area UASI.

The delegation met with the representatives from the Senate Homeland Security and Governmental Affairs Committee and the House Homeland Security Committee as well as with staffers from the offices of Representatives Mike Honda, Zoe Lofgren, Anna Eshoo, Barbara Lee, and the Office of Minority Leader Nancy Pelosi. The group personally met Representative Eric Swalwell (D-Dublin) who was very interested in the goals and objectives of the BAUASI. The trip concluded with a meeting with representatives from the Department of Homeland Security & FEMA and staffers from the office of Senator Dianne Feinstein.

The delegation strengthened relationships with Congressional staff and Department of Homeland Security (DHS) officials. They also communicated the benefits of and need for continued UASI funding in the Bay Area. During a hearing of the House Homeland Security Committee on February 26, Congressman Swalwell directly engaged Secretary of Homeland Security Jeh Johnson and urged him to give extra consideration to the assets of the entire twelve-county Bay Area UASI footprint and not just the seven counties considered in the Relative Risk Score developed by DHS. This score is a prime factor in the determination of grant funding.

Mr. Dziedzic attempted to show a video clip of Congressman Swalwell's exchange with Secretary Johnson.

Member Kehmna mentioned that the representatives were engaged with the delegation and knowledgeable about the Bay Area.

(c) Management Team Update

Mr. Dziedzic stated that the Management Team is in the final recruitment stage for the selection of the Resilience and Recovery Project Manager position. The position will be responsible for developing and implementing regional programs and for project planning with a focus on citizen preparedness, emergency planning, resiliency, recovery, and health and medical preparedness.

Jeff Blau, Project Manager for Interoperable Communications projects, no longer works for the Management Team. The Management Team is identifying next steps to best meet business needs and support the region. Mary Landers will be providing support to interoperability projects in the interim. Interoperability is and will continue to be a high priority.

The Bay Area UASI has been offered a City Hall Fellow in FY2015. Launched in 2008, the City Hall Fellows Program leverages talented, passionate, and well-trained young individuals to work in local government. It is a national and highly competitive program that operates in three cities (San Francisco, Houston and Baton Rouge). Many alumni continue in local public service immediately post-Fellowship and/or after graduate school. The Fellow will report to the Bay Area UASI Management Team project staff. He or she will start in August 2014 and work nearly full time through the end of the 2014-2015 and will assist jurisdictions to make asset updates in Digital Sandbox, support Yellow Command, and THIRA scenario development.

Several members of the Board expressed the importance of the Interoperable Communications Project Manager position. The members did not want to see the projects lose momentum in the process of transiting the position.

#### (d) The Statewide Data Sharing Coordinator Position Update

Mr. Dziedzic stated that the Statewide Data Sharing Coordinator position has been posted on the website of SRA International Inc. (Requisition Number: 45543BR) The Link is as follows: <http://www.sra.com/careers/search.php>

Mike Sena will be the lead on the recruitment. After the selection of a candidate pool, an interview panel, comprised of representatives from the Coalition of California UASIs (CCU), Cal Sheriffs, Cal Chiefs, the State Threat Assessment System's (STAS) Fusion Centers, the Cal Node Administrators, and Cal OES will interview the final candidates later this month.

#### **4. Report from the Advisory Group**

San Jose Deputy Chief Dave Hober presented the Advisory Group report on behalf of NCRIC Deputy Director Daniel J. Mahoney. Deputy Chief Hober stated that during the February 20, 2014 meeting, the UASI Advisory Group reviewed project requests from the four regional hubs. After discussion among the members, a motion was approved to forward the selected regional and sustainment projects to the Approval Authority for their approval.

The UASI Advisory Group also gave approval for the development of a Performance Review of UASI equipment purchases. Assistant General Manager Catherine Spaulding gave a presentation on a proposal to conduct a review of equipment that was purchased with UASI funding and was given approval to move forward with developing an evaluation plan.

#### **5. FY14 Proposed Projects**

Assistant General Manager Catherine Spaulding stated that in January 2014, the four planning hubs met to select projects from among those submitted by UASI stakeholders. Subject matter experts were available to present their proposals and answer questions. Members from each

planning hub reviewed, discussed, and ranked the proposed projects in prioritized order. Ms. Spaulding stated that on January 23<sup>rd</sup>, the Advisory Group met to select regional projects from among those submitted by UASI stakeholders and on February 20<sup>th</sup>, the Advisory Group met to review the hub-selected projects to reduce duplication of effort and confirm prioritization based on regional risk. The hub and regional projects are now presented to the Approval Authority for approval.

Member Casten mentioned that regional projects seem to take up a lot of money and would like to see projects sustain themselves. As BayRICS meetings have been canceled, Mr. Casten doesn't see the need to award UASI funds to BayRICS.

**Motion:** Approve the FY14 Proposed Projects

**Moved:** Member Hober

**Seconded:** Alternate Member Wyss

**Vote:** Member Casten opposed. The motion passed with one objection.

## **6. FY14 Hub Funding Formula**

Assistant General Manager Catherine Spaulding stated that the Bay Area UASI uses FEMA's State and MSA Risk Formula to guide the portioning of grant dollars among the four hubs using risk criteria. Now that FEMA has released their FY14 formula, the Management Team can propose the hub funding formula for the FY14 grant.

FEMA's updated risk formula has no significant changes, and so the proposed hub funding formula for FY14 is the same as last year. However, there is now more recent data to input into the formula, and so there are slight changes to the percentages among the hubs.

Digital Sandbox Client Service Manager Jason Carroll presented a PowerPoint on the FY14 Bay Area UASI hub funding formula. Mr. Carroll explained the allocations are determined by population risk, asset risk and economic risk.

**Motion:** Approve FY14 Hub Funding Formula

**Moved:** Member Kehmna

**Seconded:** Member Casten

**Vote:** The motion passed unanimously.

## **7. Risk Management Program, FY15 Grant Cycle**

Assistant General Manager Catherine Spaulding stated that the Management Team has completed its planning for the FY15 Risk Management Cycle in close partnership with participating jurisdictions, the NCRIC, and Digital Sandbox.

The Approval Authority Bylaws specify that the Approval Authority must use a risk and capability-based methodology to apply for and allocate grant funds. This is consistent with guidance from DHS that states that all levels of government must establish a foundation to justify and guide preparedness activities and investments. In addition, DHS requires all grantees

to produce a Threat Hazard Identifications and Risk Assessment (THIRA).

Ms. Spaulding stated that there were changes to the UASI FY15 risk management program to improve efficiency. The Management Team will now implement a two year cycle for producing an updated regional capability assessment and Bay Area Homeland Security Strategy.

## **8. Regional Procurement**

Assistant General Manager Catherine Spaulding stated that last minute funding has become available in prior years during the final months of grant performance periods. A process for regional procurement of equipment in anticipation of the closeout of the FY11 and FY12 UASI grant years was approved at the March 2013 Approval Authority meeting. In January 2014, the Management Team identified a total of \$1,050,000 in returned FY11 and FY12 funds. The Management Team prepared a procurement process for P25 radios, body bags, personal protection equipment, cadaver racks and trays.

The Management Team proposes that we again prepare a regional procurement in preparation for the closeout of UASI FY13 in the anticipation of last minute unspent funds becoming available. The Management Team will again develop a menu of widely-needed equipment that fills critical gaps, including radios, body bags, and access and functional needs equipment.

The Management Team will implement the 2013 closeout process in the same manner as what just occurred for closing out UASI FY11 and UASI FY12. The Management Team will determine all unspent funds available at the end of January 2015 and then reallocate these funds by Operational Area based on the most recently-approved hub funding formula. The Management Team will then contact Approval Authority members for direction on which equipment to purchase and at what magnitude. Equipment procurement and the required follow-up monitoring will be performed by the City and County of San Francisco as the fiscal agent for the Bay Area UASI.

Members Collins and Wyss commented that they like the process and would like to see it expanded to include more items.

**Motion:** Approve the proposed regional procurement process for the closeout of UASI FY13

**Moved:** Alternate Member Alden

**Seconded:** Alternate Member Wyss

**Vote:** The motion passed unanimously.

## **9. Bay Area UASI Regional Training and Exercise 2014 Annual Report**

Alameda County Sheriff's Commander Dennis Houghtelling presented a PowerPoint on the Regional Training and Exercise Program Annual Report. The UASI Training and Exercise program is administered by the Alameda County Sheriff's Office and serves the disciplines of law enforcement, fire/hazmat, emergency medical services, public health/health care and emergency management.

Commander Houghtelling stated that the program provided 226 training course and trained 6,353 students with over 8,500 registered users on the website. The training and exercise program will continue to assess the capabilities and training needs of the region.

#### **10. Equipment Performance Review**

Assistant General Manager Catherine Spaulding stated that the federal homeland security grant program remains under scrutiny at the federal level and that grant funds are continually declining. At the direction of the Approval Authority, the Bay Area UASI Management Team has continually examined grant investments to evaluate efficiency and effectiveness. A comprehensive Effectiveness Report was issued in both 2010 and 2012. For future efforts, the Management Team recommends taking a more focused look at particular investments along the POETE continuum (planning, organization, equipment, training, and exercises).

The Management Team proposed to undertake an equipment performance review given that most grant money is spent in this area. (The region spent \$19 million on equipment from the UASI FY11 grant year and \$13 million from UASI FY12). The purpose of the review will be to evaluate the region as a whole (not specific jurisdictions or agencies) and to develop policy-level recommendations for the region to consider so that we may improve the effectiveness of our grant spending in the future.

Member Wyss stated that the purchases meet the grant guidance and does not see the need for a performance review but would be open to further discussion.

Member Hober stated that the Advisory Group had similar feelings and would like to see if there is an actual need for a performance review.

**Motion:** Approve the proposed equipment performance review

**Moved:** Alternate Member Alden

**Seconded:** No Second

**Vote:** The motion failed.

#### **11. Report on Activities in Other UASI Jurisdictions**

Leidos' Director of Emergency Management Christopher Godley presented a PowerPoint on his travels to other UASI jurisdictions. Mr. Godley shared the lessons he learned that could benefit the Bay Area UASI.

#### **12. FY2012 UASI Spending Update**

Chief Financial Officer Tristan Levarado stated that UASI has received an extension of the FY12 UASI grant performance period until July 31, 2014 to accomplish the regional procurement and complete the closeout of the projects.

The Management Team is still waiting for final claims from NCRIC and San Mateo. The remaining unspent funds for FY12 UASI grant of \$562,506 will be used for the last minute regional purchases.

### **13. UASI Travel Expenditures**

Chief Financial Officer Tristan Levarado stated that the travel expenses processed last quarter by the Bay Area UASI for the period of October 1 to December 31, 2013 was \$7,628.86. The reported total only includes claims that were processed by UASI.

### **14. Tracking Tool**

Acting Chair Domingo asked the Board for any questions or comments. There were no questions or comments.

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

Mr. Dziedzic thanked Acting Chair Domingo for chairing the meeting in the absence of Chair Kronenberg and Vice-Chair Lucia.

### **16. Future Agenda Items**

Acting Chair Domingo asked the Board for questions or comments. There were no questions or comments.

### **17. General Public Comment**

Acting Chair Domingo asked the Board for general public comments

The meeting adjourned at 11:15 a.m.