



**Bay Area UASI Program  
Approval Authority Meeting  
Thursday, June 12, 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 10:00 AM. Subsequently, UASI General Manager, Craig Dziedzic took the roll. Vice-Chair Rich Lucia and Members Raymond Guzman, Colleen Mulholand, Mike Casten, Brendan Murphy, Sherrie Collins, and Al Terrell were present. Members Ken Kehmna, and Carlos Bolanos were absent but their alternates, respectively Dana Reed and Mark Wyss, were present. Neither Bob Doyle nor his alternate Dave Augustus was present but Rick Navarro was in attendance representing Marin County. Member Renee Domingo arrived at 10:14 AM.

**2. Approval of the Minutes**

Chair Kronenberg asked if there were any comments or questions concerning the Minutes from the May 8, 2014 meeting. Seeing none, she asked for a motion to approve the minutes.

**Motion:** Approve the minutes from the May 8, 2014 Approval Authority Meeting.

**Moved:** Alternate Member Reed      **Seconded:** Member Collins

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

Chair Kronenberg then moved on to Item 3.

### 3. General Manager's Report

#### (a) FY2013-14 Bay Area UASI Annual Report

UASI General Manager Craig Dziejczak provided the Annual Report for the 2013-14 fiscal year. He indicated that the report highlighted achievements and enhancements on a region-wide basis. He discussed some of the highlights for the year and indicated that the region has worked as a team to manage the grant and aligned our projects with our strategy and enhanced capabilities.

#### (b) Management Team Organization Chart and Work Plans

Mr. Dziejczak provided the annual organization chart and indicated that there were not many changes from the previous year. However, he stated that the Team continues to be fiscally prudent and that one position had been eliminated which represented a 2% decrease in the UASI Management Team budget. The budget is broken down by personnel and operating expenses and indicated that the budget is \$72,000 less than last year. He also provided the work plans for all staff members.

Mr. Dziejczak requested approval of these three items by the Approval Authority. Chair Kronenberg complimented Mr. Dziejczak and staff on the quality of the Annual Report and asked for comments. Seeing none, she asked for a motion to approve these two components of the General Manager's Report.

**Motion:** Approve the FY 2013-14 Annual Report and the Management Team Organization Chart and Work Plans.

**Moved:** Vice-chair Lucia                      **Seconded:** Member Casten

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

#### (c) Homeland Security Conference Update

Mr. Dziejczak stated that members of the California Coalition of UASIs (CCU) made a presentation on the California Common Operating Picture (CalCOP) at the Homeland Security Conference in Philadelphia. The in-house produced CalCOP video that was shown at the conference was played for the Approval Authority.

#### (d) Advisory Group Report

Mr. Dziejczak then provided the Advisory Group report. He reminded the Approval Authority that as per the recommendation of counsel, he would be giving the report on behalf of the Advisory Group. He stated that the Advisory Group held a meeting that was a continuation on the Automated License Plate Reader (ALPR) project. He stated that the group has been discussing the placement of the cameras, after a question was

raised on the previously approved project by the Approval Authority. He stated that in February the group discussed placing the readers at a “choke point” or area where traffic lanes are reduced. He stated that the meeting’s discussion was about whether having cameras in Marin County would be advantageous. The group worked with the Central Marin Police Department and UASI project manager David Frazer on a pilot project tied to metrics and measurements. He stated they have worked with and received approval from the Central Marin City Council, adopted the NCRIC’s personal privacy policy, and could execute the project during the small grant performance period.

Chair Kronenberg asked for questions.

Vice-Chair Rich Lucia asked several questions about the decision making process and the possible uses of the cameras. Craig Dziedzic called upon Dave Frazer, UASI Risk Management project manager, to provide additional information. Mr. Frazer explained the decision making process and indicated that the NCRIC would manage all the data. He further stated that the long-term goal was to have the data integrated into CalCOP so all agencies could use the information. He further stated that this project represented a beta site to ensure the strategic placement of cameras to create a network to track terrorists.

Dave Frazer also stated that the cameras could be used for other law enforcement activities and, that the system, if adopted, would be monitored by the NCRIC 24/7. If the information is properly uploaded and communicated to dispatchers, it would enable Law Enforcement to send assets towards suspects. The group is still discussing the criteria for the cameras (i.e. high-level felonies, terrorist alerts, amber alerts, etc.).

The cost for the first year of the pilot is \$132,000 (including NCRIC monitoring and implementing the assets) and Mr. Frazer stated that he would provide an update at the end of that time period. He also stated that the group is developing a 5-7 year plan so that should the program be deemed successful, additional assets would be requested through the project proposal process.

Vice Chair Lucia asked about privacy issues and Mr. Frazer indicated that the ACLU had been invited to vet the NCRICs data sharing policy and provide perspective. Mike Sena, Director of the NCRIC, added that they provide the ACLU with a monthly report. He then indicated that the technology does not do constant surveillance on people, it simply captures moments when someone is at one location, and then captures moments at the next. He further stated that one of the keys to acceptance of the program includes showcasing its effectiveness in apprehending criminals.

Chair Kronenberg asked how success would be measured from this pilot program and Mr. Frazer stated the group would report back with the specific measures and metrics to better define the project.

Chair Kronenberg thanked Mr. Dziedzic for his report and moved to Item 4.

#### **4. NCRIC Annual Update**

Mike Sena, Director of the Northern California Regional Intelligence Center, presented the annual update of their activities. He stated that the cornerstone of what they do is train people in the operational area on who they are and what they do, including providing for the exchange of information to access data when they need it. He stated that over the past 12 months 10,261 Law enforcement partners, 1,266 public safety partners, and 670 private sector partners received information bulletins twice a week from the NCRIC. He stated that they train partners regionally in the TLO Terrorism Liaison Officer class with topics that include how to recognize terrorism while protecting civil liberties.

The NCRIC received 541 Suspicious Activity Reports (SARs) and 250 met the elevated criteria to be reported to the FBI for further investigation. He stated that the quality of the information being submitted to the FBI has improved and that improvement is based on higher training, and outreach to partners on what specifically should be reported.

Mike Sena reported that there has been progress within the cyber security team but that the main vulnerability continues to be employees who can become victims of phishing attacks by clicking on infected links. The NCRIC is working on an initiative to educate employees of partner agencies and has been collecting cyber-attack information for dissemination to the proper agencies. The cyber team has also been working on the CalCOP project to develop enhanced integration and effectiveness of the program throughout the state,

Mike Sena briefed about the Risk Management work of the NCRIC and that Jim Paterson is directing the program. He stated that 15,000 critical infrastructure assets from around the Bay Area have been input into the system, forming the basis of the CalCOP system.

The NCRIC was also involved in special event assessments (including the Santa Clara/San Francisco 49ers new stadium, and other stadiums); conducted private sector outreach to various groups (including the Asian Law Caucus, the ACLU, and the Communities for Islamic Relations); and developed a website, available for public safety agencies, to upload information.

Mike Sena stated that they have 19 personal assigned to the High Intensity Drug Trafficking Area (HIDTA) and that in the last year they have seized 620 million pounds of narcotics including 19 million in cash. He stated that HIDTA analysts having proper clearance could assist the Homeland Security side in the event of need.

Chair Kronenberg asked for questions or public comment, hearing none she invited Mike Sena to attend the Big City Emergency Managers Meeting, and then moved to Item 5.

#### **5. Residential Care Facility Evacuation Training Video Project**

Janell Myhre introduced Deborah Vanek, San Ramon Valley Fire Inspector, to present the Residential Care Facility Evacuation training video. Ms. Myhre stated that this project

was approved in March 2013 with FY11-12 Salary Savings and the cost was \$55k. Deborah Vanek briefly explained the gap that this video serves and the intended target audience. She also briefly explained the functionality of the DVD, and then presented the video. A copy of the video is available at [http://www.firedepartment.org/community\\_outreach/senior\\_safety.asp](http://www.firedepartment.org/community_outreach/senior_safety.asp).

Deborah Vanek also thanked the UASI for providing the funding to translate the video into Spanish, and Tagalog. She said the video has been well received and presented at County OES and public health events. She also stated the materials in their entirety are available on the San Ramon Fire Departments website. Lastly, through the RCPT, every operational area has 6 hard copies available. The producer Leonard Nelson was also introduced for questions.

Questions: None

Member Collins thanked Deborah for her help and stated how important these videos are. She cited an incident from Monterey County where 6 disabled Veterans were killed in a house fire as an example.

There were no additional comments and no public comments so Chair Kronenberg moved to Item 6.

## **6. Medical- Public Health Regional Exercise Project Update**

Interim UASI Project Manager Eric Shanks introduced Carl Hess, the Public Health Emergency Preparedness Manager of San Mateo County. Mr. Hess reviewed the timeline of the Medical Public Health Regional Exercise Project: the Kickoff meeting on January 30<sup>th</sup>; Initial Planning Meeting (IPM) on March 11<sup>th</sup>; the Mid Planning Meeting (MPM) on June 11<sup>th</sup>; the Synch Matrix on July 24<sup>th</sup>; a Public Information Officer (PIO) workshop on August 14<sup>th</sup>; a Master Scenario Events List (MSEL) meeting on August 19<sup>th</sup>; and a Final Planning Meeting (FPM) on October 1<sup>st</sup>. He also announced that the Multi Agency Coordination (MAC-G) workshop will be held on October 9<sup>th</sup>, with the full-scale exercise occurring from November 17<sup>th</sup> through the 20<sup>th</sup>. He stated that event includes Bio-watch, warehousing, points of distribution testing, EOC activation, and command and control response. He announced that the After Action Conference (AAC) is scheduled for January 14<sup>th</sup>. He stated that the Synch Matrix was added to the series to put the State and Locals in the same room to create a more accurate MSEL for the region wide bioterrorism event; the PIO workshop is designed to get all county public health PIOs together to create common public messaging, and strategies to avoid conflicting and inconsistent messages; and the MAC-G workshop was designed to coordinate scarce resource distribution across the region. He updated the group on Bio-watch and stated that the CDC would provide fake product to be physically moved and tracked to test the system. Some of the counties will be opening EOCs and the REOC will open to support the events.

Janell Myhre reminded the Approval Authority that this is the one regional project that the Advisory group recommended funding for \$100,000 in FY13.

A member of the public added that Points of Distribution will be tested for vaccine distribution.

Anne Kronenberg asked who was participating in the events. Mr. Hess answered that Alameda County, Berkeley, San Francisco, San Mateo County, Contra Costa County, Marin County, Santa Clara, CALOES, CDPH, CDC, DHS, Office of Health Affairs, EPA, and the FBI would be participating in the event.

Seeing no additional questions or public comment, Chair Kronenberg moved to Item 7.

**7. FY 11 UASI Spending Update**

Chief Financial Officer Tristan Levardo indicated that the FY11 grant was expiring at the end of July, and they are in the final stages of closing out the grant and the final report to CALOES would be submitted by the middle of August. He stated that total unspent funds were 1.3 million and they would be placed into the regional procurement initiative. He stated that UASI management team would be working more diligently with local jurisdictions to make sure FY13 funds are spent on time. He updated the Approval Authority on an FY 12 extension request. Currently, that request has been denied but is being appealed. He stated that FY14 Project Managers are working with project leads to spec out details of projects. Those details are due at the end of June and draft MOUS will be available in late August and fully signed MOUs by early November. He advised the Approval Authority that if MOUs could be scheduled in advance to be heard by City/County councils that the Management Team can send preliminary award letters to assist. Letters concerning fiscal monitoring will be sent out this month.

Vice Chair Lucia inquired about what happens to any unspent money.

Mr. Levardo explained the unspent money was placed into the regional procurement fund for the purchase of mobile radios, storage racks, and personal protective equipment. He stated that the items have all been delivered and invoices paid. Therefore, all funds will be spent by the end of the grant.

Member Wyss asked about the status of expanding the Regional Procurement list.

Janell Myhre stated they are working on this and have received information from the RCPT and an expanded list is expected by the end of July.

Chair Kronenberg asked if there were any questions or public comment. Seeing none, she moved on to Item 8.

**8. UASI Approval Authority Tracking Tool**

Chair Kronenberg asked if there were any questions or public comment. Seeing none, she moved to Item 9.

**9. Announcements - Good of the Order**

Chair Kronenberg asked the Board for any Announcements. Cal OES Representative Brendan Murphy announced he will no longer be working with Cal OES and thanked the group. Chair Kronenberg asked if a replacement had been named. Mr. Murphy stated that no replacement had been named at this time and Nancy Ward would be the primary contact. Chair Kronenberg thanked him for his time.

Craig Dziedzic reminded the group that no meeting would be held in July and the next meeting would be in August.

Chair Kronenberg moved to Item 11.

**10. Future Agenda Items**

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

**11. General Public Comment**

Chair Kronenberg asked the public for any comments. There were no comments.

**12. Adjournment**

The meeting adjourned at 11:29 AM.