



**Bay Area UASI Program
Approval Authority Meeting
Thursday, September 11, 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 10:10 AM. Subsequently, UASI General Manager, Craig Dziedzic took the roll. Alternate Vice-Chair Brett Keteles and Members Raymond Guzman, Ken Kehmna, and Mike Casten, were present. Members Bob Doyle and Carlos Bolanos were absent but their alternates, respectively Dave Augustus and Mark Wyss, were present. Both Sherrie Collins and Colleen Mulholand were not present and neither were their alternates. Members Al Terrell and Renee Domingo arrived at 10:22 AM and 10:25 AM, respectively.

2. Approval of the Minutes

Chair Kronenberg asked if there were any comments or questions concerning the minutes from the August 14, 2014 meeting. Seeing none, she asked for a motion to approve the minutes.

Motion: Approve the minutes from the August 14, 2014 Approval Authority Meeting.

Moved: Alternate Member Wyss **Seconded:** Member Casten

Vote: The motion was passed unanimously.

Chair Kronenberg then moved to Item 3.

3. General Manager's Report

(a) Securing the Cities (STC) Grant

UASI General Manager Craig Dziejczak provided an update on the STC Grant. He stated that on September 2, 2014, the Department of Homeland Security (DHS) announced that the Domestic Nuclear Detection Office's (DNDO) Securing the Cities program grant had been awarded to the National Capital Region. DHS informed the BAUASI that they used two evaluation criteria: (1) Threat, vulnerabilities, and consequences; and (2) Viability of the applicant's plan, with greater importance being placed on vulnerabilities than viability.

Mr. Dziejczak indicated that the BAUASI application had been highly rated and we were encouraged to reapply.

(b) BAUASI Management Team Update

Mr. Dziejczak provided an update to the staffing of the Management Team.

He stated that the BAUASI Management Team has hired Sriyesh Thapa as the Whole Community and Communications Project Manager. He will be responsible for developing and implementing regional programs and project planning with a focus on citizen preparedness, emergency planning, community resiliency, public information and warning, and emergency communications. Additionally, he will be responsible for facilitating the interoperable communications working group meetings.

The BAUASI Management Team also hired City Hall Fellow Maribel Garcia, who will be supporting Project Managers on the Critical Lifelines and Risk Management programs.

Additionally, the BAUASI Management Team has hired Mason Feldman as the new Emergency Services Assistant. Mason will provide administrative support to our project managers and office staff.

(c) Advisory Group Meeting

Mr. Dziejczak provided an update of the August 28th Advisory Group Meeting which reviewed the draft FY 2015 Project Proposal Guidance. Assistant General Manager Catherine Spaulding briefed the Group on the document as well as highlighted changes from last year's guidance. He stated that Ms. Spaulding will provide a similar briefing to the Approval Authority in item 4 of the agenda in today's meeting. The Advisory Group recommended approval of the document as presented.

When Mr. Dziejczak concluded his report, Chair Kronenberg asked for comments from both Approval Authority members and the public. Seeing none, Chair Kronenberg thanked Mr. Dziejczak for his report.

Before moving on to the next item, Chair Kronenberg asked for a moment of silence to remember the victims of September 11, 2001, which occurred 13 years ago today.

4. FY 15 Proposal Guidance

Assistant General Manager Catherine Spaulding indicated that this is an action item and she and requested approval for the proposal process for the FY 2015 funding cycle, as detailed in the Project Proposal Guidance.

Ms. Spaulding provided some highlights of the Proposal Guidance which includes the proposal submission and review process, proposal criteria, and other important details. She stated that the Management Team will host a live meeting and webinar kickoff event on September 24, 2014 to review the proposal template, grant requirements, and selection criteria and process. She indicated that all proposals must be submitted using the proposal template during the period of October 1-31, 2014. She indicated that the Approval Authority will have four weeks to review proposals from their jurisdictions, from November 24 - December 19, 2014.

Ms. Spaulding indicated changes from last year's process, including the option for hubs to convene and prioritize projects on their own instead of at meetings facilitated by the Management Team. Additionally, Ms. Spaulding outlined changes made to the priority capability objectives based on risk-management and gap-analysis results.

Chair Kronenberg asked for comment and questions from the members. Seeing none, she asked for public comment. A member of the public asked Ms. Spaulding to define enhanced mass fatality management. Ms. Spaulding referred to objective 5.8 of the Bay Area Homeland Security Strategy and explained that it involves enhancing the capabilities between Bay Area agencies to coordinate the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects. Also included is certifying cause of death and facilitating access to mental/behavioral health services to family members, responders, and survivors of an incident.

Chair Kronenberg asked for other comments on the item.

Alternate member Augustus observed that the proposal guidance did not include a clear process for determining hub voting members for counties that do not have voting members on the Approval Authority. Ms. Spaulding stated that she would clarify the language in the proposal guidance and follow up with Mr. Augustus to ensure his concerns and comments were adequately addressed.

Motion: Approve the FY 2015 Project Proposal Guidance. A friendly amendment was added to clarify the language as it relates to individual counties which do not have voting members on the Approval Authority.

Moved: Alternate Member Augustus

Seconded: Member Kehmna

Vote: The motion was passed unanimously.

Chair Kronenberg then moved on to Item 5.

5. THIRA Process

Assistant General Manager Catherine Spaulding provided an overview of the Threat and Hazard Identification and Risk Assessment (THIRA) and explained that it is a four step process that helps stakeholders understand risks and estimate capability requirements. FEMA requires all states, UASIs, and tribal nations to annually complete a THIRA; the due date is December 31, 2014.

Ms. Spaulding discussed two focus areas for the Management Team for the 2014 THIRA. First, the team will update draft scenarios to account for impacts relating to climate change. Second, the team will receive more stakeholder input through a region-wide consultation workshop on October 16, 2014 in Dublin.

Ms. Spaulding concluded her overview and turned the floor over to Jason Carroll, Haystax Technology Project Manager. Haystax Technology is contracted by Cal OES to support the preparation of all California UASI THIRAs. Mr. Carroll provided a background briefing on the THIRA process and its requirements, including the four-step process.

After Mr. Carroll concluded his report, Chair Kronenberg asked for questions.

Member Casten asked for clarification on why the scenarios were the same as previous years and raised the concern of technological threats from rail activities including a derailment leading to an oil spill. Member Domingo concurred. Assistant General Manager Spaulding indicated that the Management Team would incorporate the rail concerns into this year's THIRA scenarios.

Chair Kronenberg asked for additional questions from the members. Seeing none, she asked for public comment.

A member of the public asked for clarification on VBIEDs and the cyber threats faced by the region. The member of the public then expressed her concern over "bomb trains" going through the Bay Area. Mr. Carroll responded that this is a term for the trains carrying crude oil and this issue was previously raised and discussed by members of the Approval Authority.

Hearing no more public comment, Chair Kronenberg moved to Item 6.

6. Cal COP Update

Caroline Thomas Jacobs, Cal OES Data Sharing Coordinator, reported on the development of CalCOP, the California Common Operating Picture (CalCOP) for Threat Awareness is a cloud-based, information sharing environment available to all public safety agencies within the eight CA UASI areas. CalCOP leverages local and regional risk management and critical infrastructure assessments and is designed to integrate with discipline-specific, core operational technologies.

Ms. Thomas Jacobs described that, in addition to the eight CA UASIs, four state entities: Cal OES, Cal Fire, CHP, and STAC are also participants.

Ms. Thomas Jacobs outlined the project timeline and indicated that although Cal COP is not yet fully-functional, a pilot exercise during an event at Urban Shield was conducted on September 5th, 2014.

Chair Kronenberg asked for questions and public comment on this item. Hearing none, she moved to Item 7.

7. Public-Private Partnership Resiliency Initiative

Janell Myhre, Regional Program Manager for the Bay Area UASI, presented an update on the Public-private Partnership Resiliency Initiative. The goal of the Project is to establish a sustainable forum for private sector representatives to collaborate with local government public sector partners to strengthen the community's resiliency and enhance their ability to respond and recover from catastrophic disasters.

Ms. Myhre overviewed the deliverables and informed the Approval Authority that the program had received high marks from the recent California Emergency Services Association (CESA) conference.

Member Domingo asked whether this will be an on-going project and Ms. Myhre explained that the strategic plan allows for supporting projects to keep private partners engaged with the public sector. Member Domingo also advised that small and medium size businesses should be included because they are the ones most likely to go out of business should a catastrophic event occur. Ms. Myhre agreed and explained that the activation guides and strategic plan are customizable for any size organization and that the topic of engaging small and medium size businesses had been discussed at the CESA meeting.

Alternate Wyss asked when the guides, plans, and videos will be delivered. Ms. Myhre responded that the deliverables will arrive to the members approximately within the next 30 days and the videos will be both on CD and the website.

Alternate Vice-Chair Brett Keteles, asked whether the committee had been used to facilitate the process of creating public-private partnerships. Ms. Myhre responded that the committee was a resource for creating public-private partnerships and members of the committee are part of the stakeholder groups and exercise design committees.

Chair Kronenberg asked for additional comments from the members and public. Seeing none, she moved to Item 8.

8. UASI Website/Communications Update

Emergency Services Coordinator Ethan Baker provided an update of the Bay Area UASI website and communications activities. He discussed plans for website enhancements and indicated a grants management tool would be added so that sub-recipients can manage their account, submit invoices, and perform other grant management activities. The plan also includes enhancing the back and front end of the website to manage content, resources, outreach, and provide analytics of how the site is used.

Additionally, Mr. Baker indicated that the Bay Area UASI is exploring the incorporation of the use of social media into the overall communications strategy. This would add another platform by which the Bay Area UASI can highlight its successes, effectiveness, and its collaboration with our regional partners.

Lastly, Mr. Baker indicated that the UASI will be producing a quarterly newsletter to update our stakeholders. The first issue of the newsletter will be distributed in November 2014.

Chair Kronenberg commended Mr. Baker on the improvements to the website and said she looks forward to the grants management tool.

Alternate Vice-chair Keteles asked how long before the grants management tool would be online. Mr. Baker indicated that it will take approximately a year due to the redesign process.

Chair Kronenberg asked for additional comments from the members and public. Seeing none, she moved to Item 9.

9. FY 12 UASI Spending Report

Chief Financial Officer Tristan Levardo reported on 2nd quarter expenditures for the FY 12 UASI grant. He also informed the Approval Authority that the Bay Area UASI had received an extension of the FY12 UASI grant to allow for the closeout of the projects.

The balance of unspent funds has been used partially for the regional procurement. The remainder of the unspent funds has been reallocated as approved by the Approval Authority last month.

Mr. Levardo concluded his report and took questions from the members.

Member Casten asked the committee for an update on the San Francisco fireboat. Chair Kronenberg responded by saying that the fireboat is on track and an update would be provided soon.

Chair Kronenberg asked for additional comments from the members and public. Seeing none, she moved to Item 10.

10. Tracking Tool

Chair Kronenberg asked if there were any additions or comments from the public. Seeing none, she moved to Item 11.

11. Announcements – Good of the Order

Chair Kronenberg asked the Board for any announcements.

Member Kehmna announced a public memorial for Kelly Seitz on November 1, 2014.

Alternate Vice-Chair Keteles announced that Urban Shield was very successful and thanked the members of the Approval Authority for their work. He mentioned that representatives from DHS see the value in the exercise and wish to become more involved.

Ms. Thomas-Jacobs introduced Susan Oliver, California Program Manager for Haystax Technology. Ms. Oliver previously worked at the Department of Homeland Security.

Chair Kronenberg announced that Alejandro Mayorkas, Deputy Secretary of the Department of Homeland Security, visited her and SFPD Chief Greg Suhr in San Francisco. She said that his goal is to remove the “smoke and mirrors” from the grant awarding process. Additionally, she announced that she will be attending a FEMA National Advisory Council meeting in Los Angeles next week and will report on the many things going on in the Bay Area.

Chair Kronenberg asked for general public comment. Seeing none, she adjourned the meeting.

12. Adjournment

The meeting adjourned at 11:17 AM.