



**Bay Area UASI Program
Approval Authority Meeting
Thursday, June 14, 2018
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 10:03 AM and General Manager Craig Dzedzic subsequently took the roll. Chair Anne Kronenberg was present. Vice Chair Rich Lucia was absent, but his alternate, Dennis Houghtelling, was present. Members Toshia Shavies Marshall, Dana Reed, Gerry Malais, and Brendan Kearney were present. Members Jeanine Nicholson, Mike Casten, Bob Doyle, and Mark Robbins were absent, but their alternates, respectively, Michael Cochrane, Chris Simmons, Dave Augustus, and Alma Zamora were present. Member Ray Riordan was absent, and his alternate was also absent.

2. Approval of the Minutes

Chair Kronenberg asked for any comments or questions concerning the minutes from the May 10, 2018 meeting. Seeing none, she requested a motion to approve the minutes.

Motion: Approve the minutes from the May 10, 2018 Approval Authority Meeting.

Moved: Member Malais **Seconded:** Member Zamora

Vote: The motion was passed unanimously.

3. General Manager's Report

(a) FY 2018 UASI Grant Update

General Manager Craig Dziejcz presented to the Board the FY 2018 Notice of Funding Opportunity for the Department of Homeland Security Grant Programs. The Bay Area UASI net allocation was \$22,742,500 after a 17.3% retention of funds by the State of California.

(b) FY 2017-2018 Bay Area UASI Annual Report

General Manager Craig Dziejcz presented the Bay Area UASI 2017-2018 Annual Report to the Board. Highlights include: (1) development of the Bay Area's Care and Shelter Regional Strategy Report; (2) establishment of the Cyber Resilience Workgroup; and (3) release of the Joint Information System Framework and Toolkit.

(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 2019.

Motion: Approve Management Team Organization Chart and Annual Work Plans for FY 2019.

Moved: Member Reed **Seconded:** Member Malais

Vote: The motion was passed unanimously.

(d) FY 2018-2019 Management Team Budget

General Manager Craig Dziejcz proposed the FY 2018-2019 UASI Management Team budget listing the revenue sources from three grants (FY 2016 UASI, FY 2017 UASI, and FY 2018 UASI) in the amount of \$3,479,644, which is a slight decrease as compared to last year.

Motion: Approve FY 2018-2019 UASI Management Team budget of \$3,479,644.

Moved: Member Malais **Seconded:** Member Houghtelling

Vote: The motion was passed unanimously.

(e) Management Team Tracking Tool and Future Agenda Items

There were no additions to the tracking tool.

One member of the public made a comment.

4. 2018 UASI Work Group Annual Plans

Regional Program Manager Janell Myhre provided an update of Bay Area UASI regional work group plans and activities for the 2018 calendar year. Current work groups include:

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

Three members of the Board made comments.

5. FY18 UASI Regional Projects

Assistant General Manager Catherine Spaulding presented four level two regional projects recommended by the Management Team for funding. The four projects include: Bay Area Joint Information System Support; Regional WebEOC Fusion with CalEOC; Supply Chain Resilience; and a Regional Mass Notification System Users Conference.

Motion: Approve UASI FY18 proposed level two regional projects.

Moved: Member Houghtelling **Seconded:** Member Malais

Vote: The motion was passed unanimously.

Two members of the Board made comments. One members of the public made a comment.

6. FY18 UASI Grant Allocations

Assistant General Manager Catherine Spaulding presented the FY18 UASI grant allocations. Ms. Spaulding discussed the total local funding available (\$23.4 million) and proposed amounts for core cities (\$3 million), regional projects (\$11.5 million), the Management Team (\$3.3 million), and hub projects (\$5.6 million).

Motion: Approve the FY18 Bay Area UASI grant allocations.

Moved: Member Malais **Seconded:** Member Reed

Vote: The motion was passed unanimously.

Two members of the public made comments.

7. FY18 UASI Hub Projects

Regional Program Manager Janell Myhre presented the hub-selected projects for the Bay Area UASI FY18 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 FY18 proposed hub projects.

Moved: Member Reed **Seconded:** Member Zamora

Vote: The motion was passed unanimously.

Four members of the Board made comments. One member of the public made a comment.

8. FY19 Project Proposal Guidance

Assistant General Manager Catherine Spaulding presented the Project Proposal Guidance for the FY19 UASI funding cycle. This document contains all requirements and procedures for the FY19 sub-recipient grant application, review, and approval process. The timeline and general approach of the process is consistent with prior years. Proposed changes include a new process for level two regional projects, simplified and more flexible eligible spending areas, and a form to request Bay Area UASI technical assistance.

Motion: Approve the FY19 Project Proposal Guidance.

Moved: Member Zamora **Seconded:** Member Cochrane

Vote: The motion was passed unanimously.

One member of the public made a comment.

9. Risk Management Program Update

Project Manager Amy Ramirez presented updates of the UASI Risk Management program. Highlights included updates to the dam sector in Cal COP, acceptances into the National Critical Infrastructure Prioritization Program, and new FEMA requirements for the Threat & Hazard Identification and Risk Assessment (THIRA) process.

One member of the Board made a comment. One member of the public made a comment.

10. BayRICS JPA Quarterly Report

BayRICS General Manager Barry Fraser provided a quarterly report of the strategic activities, progress, and future goals of the BayRICS Authority. Mr. Fraser announced his upcoming retirement and the selection of Corey Reynolds as his replacement.

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, 2017 through April 30, 2018.

12. Announcements – Good of the Order

Chair Anne Kronenberg encouraged participation in the 2018 Homeland Security Conference in New York City.

Member Zamora announced San Mateo County Undersheriff Mark Robbins' appointment to the Approval Authority.

13. General Public Comment

One member of the public made a comment.

14. Adjournment

The meeting adjourned at 11:34 AM