



## Bay Area UASI Preventive Radiological/Nuclear Detection (PRND) Focus Group Charter

### Purpose

The Bay Area PRND Focus Group is chaired by retired Fire Chief Phil White of the UASI Management Team. The focus group is comprised of a regional coalition of volunteer subject matter experts within the Bay UASI Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Work Group. The purpose of the PRND Focus Group is to coordinate and build regional capabilities in support of the following Bay Area UASI Homeland Security Goals and Objectives and as aligned with the current Bay Area UASI Risk and Gap Report.

### Goal 4: CBRNE Detection, Response, and Decontamination

Objective 4.1 – **Screening Search Detection:** Detect, locate and identify CBRNE materials and communicate relevant information to appropriate entities at the state and federal level.

Objective 4.4 – **Environmental Response/Health and Safety:** Conduct assessments and disseminate resources to support immediate environmental health and safety operations.

### Workgroup Objectives

- Provide a mechanism for sharing PRND best practices.
- Coordinate and support a regional collaboration to improve PRND strategic planning; concept of operations plans; standard operations policies and procedures; equipment interoperability and procurement.
- Provide PRND training and exercise oversight.
- Support Bay UASI PRND grant requests (Securing the Cities, Port Security, Transit Security and other PRND related grant opportunities)
- Inform, coordinate, and submit annual UASI project proposals related to PRND stakeholders.
- Guide and oversee the progress of regional PRND projects.
- Deliver status reports, as needed, to the UASI Approval Authority, the Coastal Region MARAC, and other stakeholder groups.

### Level of Commitment

The schedule of meetings will be determined by the work group members on an annual basis and shared in December for the coming year. Members are encouraged to attend all meetings in person but may attend via teleconference when necessary.

Members should expect to contribute 2 – 4 hours per month depending on the active projects and subcommittees. Further details regarding participation in subcommittees and regional projects may be found in the annual work plan for this focus group.

## **Membership**

Membership is open to all partners, including Cal OES; in the Bay Area UASI region engaged in radiological and nuclear detection and interdiction efforts as well as PRND related training and/or exercises. The Focusgroup Chairperson maintains a membership roster.

## **Governance**

The Bay Area UASI Project Manager (CBRNE Project Manager) assigned to the work group shall serve as the Chairperson and Scribe. It is the responsibility of the Chairperson to report recommendations and progress of the work group to the UASI General Manager. As appropriate, the UASI General Manager may add updates and/or recommendations on behalf of this work group to the agenda for a scheduled UASI Approval Authority meeting.

The CBRNE Work Group Chairperson oversees all active subcommittees. The work group chairperson and/or the work group members will decide when and how to form a subcommittee, as well as when to dissolve a subcommittee. Subcommittees will be formed to accomplish specific tasks and oversee regional projects related to CBRNE related capabilities.

Subcommittee recruitment and maintenance of the member roster list is the responsibility of the work group Chairperson. Subcommittees may vary in size. A standard subcommittee will aim to have at least five (5) active members representing UASI jurisdictions in multiple regions within the Bay Area, including a cross-section of Operational Area and Core Cities.

Responsibilities of each subcommittee are outlined in the focus group's annual work plan and/or relevant project charters.

## **Voting Rights**

Decisions will be made through discussion and consensus of the 12 Bay UASI PRND principal partners<sup>1</sup>. If necessary, a majority vote will be used to make a decision when consensus is not achievable. Voting rights are limited to one vote per principal partner: Alameda County Sheriff's Office, Bay Area Rapid Transit District, California Highway Patrol, Oakland Police Department, San Francisco Fire Department, San Francisco Police Department, San Jose Police Department, San Mateo Sheriff's Office, Santa Clara Fire Department, Solano County Sheriff's Office.

## **Documentation**

The Chairperson maintains a record of the working group meetings and will distribute meeting agendas two weeks prior to each meeting, and meeting minutes no later than one week after each meeting. All meeting materials, including presentations and handouts will be provided to participants in electronic format.

## **Process for Charter Updates/Changes**

Updates and changes to this Charter are the responsibility of the Bay Area UASI Management Team, although changes will be discussed with the workgroup members prior to adoption.

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<sup>1</sup> Bay Area PRND Policy and Procedure Manual