



**Bay Area UASI Program
Approval Authority Meeting
Thursday, August 11, 2016
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

Vice Chair Rich Lucia called the meeting to order at 10:04 AM and took the roll. Vice Chair Rich Lucia, and Members Raemona Williams, Cathey Eide, Ryan Broughton, Mike Casten, and Sherrie Collins were present. Members Ken Kehmna, Bob Doyle, Al Terrell, and Carlos Bolanos were absent, but their alternates, respectively Dana Reed, Dave Augustus, Chris Helgren, and Alma Zamora were present. Chair Anne Kronenberg was absent, but her alternate Mike Dayton arrived at 10:08 AM.

2. Approval of the Minutes

Vice Chair Lucia asked for any comments or questions concerning the minutes from the July 14, 2016 meeting. Seeing none, he requested a motion to approve the minutes.

Motion: Approve the minutes from the July 14, 2016 Approval Authority Meeting

Moved: Member Broughton **Seconded:** Member Reed

Vote: The motion was passed unanimously.

3. General Manager's Report

Assistant General Manager Catherine Spaulding presented the General Manager's Report

(a) Management Team Update

Ms. Spaulding reported that Amy Ramirez has been hired as the Risk Management and Information Sharing Project Manager. Ms. Ramirez has worked for the San Francisco Department of Emergency Management serving as a lead emergency planner and an emergency preparedness and community outreach coordinator.

Ms. Spaulding also reported that the vacant Grants Specialist Position has been filled by Edwin Lee. Mr. Lee has worked as a Project/Grants Accountant for 6 years for the Port of San Francisco wherein his duties were reconciling and processing grants/capital projects, including working on FEMA and CalOES grants.

(b) Management Team Consultation/ Workshop Facilitation Assistance

Ms. Spaulding reminded the Approval Authority and stakeholders that Management Team project managers offer consultation assistance and workshop facilitation regarding the understanding, use, and implementation of the various tools that we have produced such as the Continuity of Operations Plan (COOP/Continuity of Government (COG) toolkit, Disaster Recovery Permit and Regulation Waiver toolkit, and the Bay Area Points of Distribution (POD) Training and Workshop. To request assistance, she directed them to go to the BAUASI website and complete the Assistance Request Form.

(c) Management Team Tracking Tool and Future Agenda Items

There were no additions to the Tracking Tool.

4. FY17 PROPOSAL GUIDANCE

Assistant General Manager Catherine Spaulding presented the FY17 Bay Area UASI Proposal Guidance. This document contains all requirements and procedures for the FY17 sub-recipient grant application, review, and approval process. The timeline and general approach to the process is consistent with prior years. The proposal submission period is September 23-October 14, 2016, with hub meetings in January, and Approval Authority review and approval of projects in April. Ms. Spaulding detailed the key changes proposed for the FY17 cycle which include: the proposal form, kick off and hub meeting requirements, and the review process. Additional key changes include a more specific definition of regional projects and interpretation of "highly specialized and regional equipment". Members discussed the changes and Ms. Spaulding provided clarification regarding the project review process for regional submissions, role of the workgroups, and applying priority capability objectives. The submission of projects that were not selected as priority capability objectives was also discussed.

Motion: Approve the FY16 UASI Proposal Guidance

Moved: Member Casten

Seconded: Alternate Helgren

Vote: The motion was passed 9-2 with Members Eide and Broughton voting nay.

5. **SAN FRANCISCO FIREBOAT**

Deputy Chief Raemona Williams provided an update to the Approval Authority on the delivery of the new, regional fireboat. She discussed the boat's features and provided information on how it will be used as a regional asset.

6. **FLEET WEEK PLANNING**

San Francisco Department of Emergency Management Public Information Officer Francis Zamora presented an update to the Approval Authority on Fleet Week 2016 planning. He presented history of the event as well as a schedule of events for this year.

7. **PLANNING, ACTIVATIONS, AND SITUATIONAL AWARENESS FOR NBA CHAMPIONSHIP GAMES**

Director of Emergency Services for the City of Oakland Cathey Eide provided a presentation on the planning and EOC activations for the NBA Championship Games this past June. Jim Paterson, Program Manager for the Risk Management Unit at the NCRIC, discussed using Cal COP for situational awareness. Both reported that the planning and preparations led to a successful event.

8. **BAYLOOP UPDATE**

Regional Project Manager Corey Reynolds provided an update on the status of BayLoop. He reported the BayRICS JPA has decided to discontinue the responsibility of BayLoop maintenance and monitoring and return it to local responsibility (as handled prior to 2012). He reported that Point-to-Point connection continues to be supported today.

9. **CPOD PLANNING UPDATE**

Regional Project Manager Corey Reynolds provided an update on the 2016 C-POD Planning and Security Project. Following the Approval Authority allocation of \$200,000 of FY13 unspent funds to build regional capabilities for Commodity Points of Distribution (C-POD) planning and security, Mr. Reynolds reported the following: in December 2015, they established a C-POD Project Steering Committee and by January 2016, two contracts

had been awarded: one contract (\$108,000) to CB&I for designing and executing two workshops and two trainings/tabletop exercises and the second contract (\$56,000) to Willdan Homeland Solutions for technical assistance in developing local C-POD plans. The C-POD exercises will be held for this year's Yellow Command Exercise in Urban Shield 2016.

10. UASI TRAVEL EXPENDITURES

Chief Financial Officer Tristan Levardo reported that travel expenses by the Bay Area UASI for the period of April 1, 2016 to June 30, 2016 were \$25,741.57

11. Announcements – Good of the Order

Member Sherrie Collins announced her retirement and received a full standing ovation from the board and audience for her years of dedicated public service to the region.

Members also provided updates regarding the ongoing wildfires and structure fires in their jurisdictions, including lessons learned on sheltering abilities within the region.

12. General Public Comment

A member of the public made a comment.

13. Adjournment

The meeting adjourned at 11:48 AM.