Summary Minutes

I. Call to Order/Roll Call

Cinthya Muñoz-Ramos, Legislative Director, District 2, called the meeting to order. Roll was called and members present: Matthew Snelson, Cinthya Munoz-Ramos, Ana-Marie Jones, Erin Armstrong, and John Lindsay-Poland were present at the meeting.

II. Welcome and Purpose/Role of UASI Ad Hoc Committee

Cinthya Muñoz-Ramos, Legislative Director, welcomed everyone and thanked the Committee appointees for serving.

A memorandum from Supervisor Richard Valle, dated June 21, 2018, to each member of the Board of Supervisors was read into the record. The memorandum noted that the Board of Supervisors voted to approve the 2017 Urban Area Security Initiative (UASI) Grant Program as amended and created an ad hoc committee. Supervisor Valle recommended the Public Health Department facilitate the work of the Committee, with the primary goals being to make recommendations on the proposed UASI exercises for 2019 and the framework for subsequent UASI applications.

Also read into record was Board of Supervisors’ Summary Action Minutes, March 27, 2018, item 33:

- **Sheriff** - Approve the following recommendations:
  - A. Authorize the Sheriff, by title, to apply for, accept and administer the 2017 Urban Area Security Initiative Grant for emergency preparedness in the amount of $5,533,711 for the performance period 11/1/17 - 2/28/19;
  - B. Authorize the Sheriff to sign an agreement and all subsequent amendments, upon approval by County Counsel, between the County of Alameda and the City and County of San Francisco for the distribution of Fiscal Year 2017 Urban Area Security Initiative (UASI) regional funds for emergency preparedness for the period 11/1/17 - 2/28/19, in the amount of $5,533,711;
  - C. Authorize the Sheriff to enter into agreements, upon approval by County Counsel, with public entities in the Bay Area Region to facilitate regional emergency preparedness training classes funded by Fiscal Year 2017 UASI regional funds including, but not limited to, the three major cities of San Jose, Oakland, San Francisco and ten counties of Alameda, San Francisco, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma and the incorporated cities in the region;
  - D. Authorize the Sheriff to enter into agreements, upon approval by County Counsel, of limited duration from 7/1/18 - 12/31/18 with public and private entities for use of their facilities and services during the Urban Shield 2018 First Responder Training Exercise;
E. Authorize the Sheriff to enter into agreements, upon approval by County Counsel, of limited duration from 7/1/18 - 9/15/18 with public and private entities for participation in the Urban Shield 2018 First Responder Training Exercise, including the distribution of grant funds to the participating agencies for cost recovery; and

F. Authorize the travel costs incurred by officers from various counties and agencies within northern California as well as guest speakers and evaluators for the Urban Shield 2018 First Responder Training Exercise up to $15,000

Approved as amended to include the condition that this represents the last time funding for Urban Shield, as it is currently constituted, be voted on by the Board of Supervisors; each Member of the Board will designate a representative to work with the Sheriff's Office during the coming year to work on next year's UASI application and planning for 2019 UASI funded preparedness event

Committee members were presented with a transcript of the Urban Shield Discussion of the Board of Supervisors on March 27, 2018, transcribed by American Friends Service Committee. The transcript was not read into record, however the Committee members are expected to review the transcript.

III. Introductions

John Lindsay-Poland, American Friends Service Committee, he also served on the 2017 Urban Shield Task Force and was appointed by Supervisor Keith Carson, District 5

Cinthya Muñoz-Ramos, Legislative Director for Supervisor Richard Valle, District 2, was appointed to the ad hoc committee.

Ana-Marie Jones, Chief Resiliency Officer, Interpro, has been involved in emergency management and community based preparedness for the last 30 years. She was appointed by Supervisor Wilma Chan, District 3.

Matthew Snelson, Lieutenant, Fremont Police Department, is in charge of personnel and training in addition to overseeing the S.W.A.T. team. He has participated in various forms of all eleven Urban Shield exercises. He was appointed by Supervisor Scott Haggerty, District 1.

Erin Armstrong was appointed by Supervisor Nate Miley, District 4, and has also works on some public protection policies and social services. Erin has a Master’s Degree in Public Policy and Business Administration.

Captain Pace Stokes, Sheriff’s Office, is assigned to the Office of Emergency Services and he was last year’s incident commander for Urban Shield.

Rich Lucia, Undersheriff, Alameda County Sheriff’s Office was in attendance.

Captain Dave Blanchard, Sheriff’s Office, is in charge of the Eden Township Substation Patrol Division, and is the 2019 incident commander for Urban Shield.

Jessica Roque, Clerk Board of Supervisors, Dave Brown, Chief of Staff to Supervisor Wilma Chan, District 3, Meryl Klein, Analyst, County Administrator’s Office. Scott Dickey, Office of the County Counsel, Eva Schumer Office of the County Counsel, Omowale Satterwhite and Kathleen Harris, facilitators were all in attendance.

IV. Brown Act Guidelines

Scott Dickey, County Counsel, presented a PowerPoint presentation on the California's Sunshine Law: The Ralph M. Brown Act.
The Brown Act was enacted in 1953 after a 10-part exposé in the San Francisco Chronicle on the lack of transparency in local government entitled “Your Secret Government”.

The guiding principle for the Brown Act is that the Public’s business must be conducted in public, with ample opportunity for public participation.

Any board, commission, committee or other body created by charter, ordinance, resolution or other formal action of the Board of Supervisors is subject to the Brown Act. Exception: Ad hoc committees made up of less than a quorum of the legislative body.

The Open Meeting rule is that meetings are open to the public; a meeting occurs whenever a majority of the members of the Board or of a committee come together at the same time or place. Meetings must be held in Alameda County and the notice and agenda requirements include: 1) regular meeting agenda must be posted 72 hours in advance of the meeting; special meeting agendas require 24 hours advance notice. Agendas must describe each item to be considered in enough detail that a person of ordinary intelligence could determine whether the item is of interest.

Mr. Dickey also addressed items such as types of meetings, unlawful meetings, discussions with staff, public comment, rights of the speaker and closed session.

V. Overview: Urban Area Security Initiative

Cinthya Muñoz-Ramos, Legislative Director, referenced the Bay Area USAI Project Proposal Guidance as an overview of what the UASI Grant Program entails.

Excerpts from Bay Area UASI Project Proposal Guidance document:

1) (Overview): “Since its inception in FY03, the intent of the Urban Areas Security Initiative (UASI) program has been to enhance regional terrorism preparedness in major metropolitan areas by developing integrated systems for terrorism prevention, protection, response, and recovery. The FY18 UASI program will likely provide financial assistance to address the unique regional, multi-discipline terrorism preparedness planning, organization, equipment, training, and exercise needs of high threat, high-density urban areas. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards, including natural disasters and other major incidents. UASI funds may be used for other preparedness activities as long as the dual use quality and nexus to terrorism is clearly demonstrated. UASI funds are intended for regional approaches to overall preparedness and should adopt regional response structures whenever appropriate.”

2) Section 6. Proposal Criteria: All proposals must meet the following criteria:
   • Have a clear “nexus to terrorism,” – i.e., the proposal must specify how the activities will support terrorism preparedness
   • Directly benefit at least two operational areas
   • Enhance the region’s priority capability objectives (see Section 12)
   • Include only allowable expenses under UASI grant guidelines (See Section 15)

In addition, proposals may only be submitted by a government agency within the twelve county Bay Area UASI footprint and must have approval of the relevant department head. Community based and nonprofit groups must submit proposals through a government sponsor/partner. The person who is submitting the form must be the person who will be primarily responsible for implementation of the project ("Project Lead").
In addition, the person who is submitting the proposal form is required to attend the proposal kick off meeting on Thursday September 21st or listen to the webinar version on the UASI website http://www.bayareausi.org/ prior to submitting the proposal.”

Rich Lucia, Undersheriff stated that Alameda County does not apply for the UASI grant. The UASI grant is applied for by UASI staff who work for the City of County of San Francisco. Alameda County enters into a Memorandum of Understanding (MOU) with UASI to obtain UASI funds.

A requirement of the grant 25% of the amount to be used for law enforcement terrorism prevention activities. In order to address that requirement the Training & Exercise Program was managed by Santa Clara County, and then Alameda County acquired; approximately $5-6 million of the funds has been used for T & E. of the 5.5 million for training and exercise; $1.3 is used for Urban Shield; the remainder of funds are for ongoing training – for first responders throughout the Bay Area counties; using $4 million to provide course year round;

There are project proposals through each of the counties UASI hubs, each hub creates their own program, each hub is required to prioritize the projects; then sent to UASI approval Authority; UASI Approval Authority make the ultimate decision on the projects. There is never enough money to fund all the projects; The Training & Exercise program is not included in that process.

John Lindsay-Poland clarified three points: 1) that there is an application process for the UASI funds, from Alameda County submitted in October 2017 for $5.5 million for the Training & Exercise Program; 2) funding used for Urban Shield of the $5.5 million is $1.7 million. Overall UASI funds, after amount taken by the Office of Emergency Services, is approximately $22 million. The twenty-five percent (25%) for the Training & Exercise Program could be satisfied through other grants.

VI. Urban Shield Task Force Report

Kathleen Harris, presented a PowerPoint presentation on the on the Urban Shield Task Force Report. The Urban Shield Task Force consisted of eighteen members representing various agencies and community groups who met over seven (7) meetings from March through September 2017. The first three (3) meetings of the task force were orientation and information sharing, understanding role and purpose and discussion of desired outcomes. Meetings 4 and 5 included information on compliance and community preparation and community relations, which included discussions around 5 learning questions:

(1) Does the Urban Shield Project meet federal guidelines set out in the UASI grant?
(2) Is Urban Shield strictly an emergency preparedness program?
(3) In the event of an emergency/attack or natural disaster, will public safety agencies, public health and other emergency response departments, be adequately trained and equipped to respond to such disasters without the training offered by Urban Shield?
(4) Do the terms, conditions and guidelines of this program meet the demand for the Bay Area Region to be prepared to respond to natural disaster (fire, earthquake, etc.) or a terrorist act?
(5) What is the impact of Urban Shield on the community’s relationship with law enforcement and other emergency preparedness responders such as the public health department; health care agencies; public education agencies; public transportation agencies; fire departments; and emergency medical services?
Meetings 6 and 7 included development and deliberation of recommendations to the Board of Supervisors. Information from the Urban Shield Task Force is available on the Alameda County website.

VII. Learning Questions and Data Needs

Omowale Satterwhite, Facilitator, presented a PowerPoint presentation to review key issues, set ground rules and data requirements.

The goals of the UASI Ad Hoc Committee are: 1) to make key recommendations on the proposed UASI exercises for 2019; and 2) recommend a framework for any subsequent UASI grant applications.

The process for the UASI and the proposed meeting schedule include 6 additional meetings to discuss framework and recommendations with a final report to the Board of Supervisors in February of 2019.

Key Learning Questions

- What core goals?
- What guiding principles?
- What strategy options?
- What application review criteria?
- What community accountability guidelines?
- What UASI exercises for 2019?

Discussion on Learning Questions and Data Needs

- Disaster preparedness needs in the County and the Regional should be the starting point, and how can UASI meet the needs?
- What are the risks for disasters that are most serious or more probable?
- Who gets the preparation? What about the community?
- Design of the program; US is concentrated in the middle of fire season; when it takes place, what are the different options?
- To what extent is response prioritized; to what extent is prevention and recovery prioritized?
- What are the agencies or entities best coordinated for response?
- UASI ad hoc Committee should present a vision for how emergency preparedness and how UASI can contribute to that vision
- How will the community vision fit in; how the culture of different organizations affect UASI
- Selection of list of hazards – threat and hazard list provided by UASI staff – Alameda County does not have any input in that process
- Is the ad hoc committee is reviewing the $5.5 million in the grant or Urban Shield in its entirety? There are hundreds of classes; recommendation around classes or is it just Urban Shield
- Clarify the guidelines adopted by the Sheriff’s Office
- Review transcripts to clarify which sections of the UASI program are to be reviewed
- Recommendations may include things that are outside of the $1.5 million in funding
- Discuss what are the risks of harm in the county and in the region? (examples, fire, earthquakes)
- Community approach and coordinated administration
• Clarify that everyone on this body has attended the Urban Shield and share what the experience has been
• Data Needs – What are the informational needs that we have now?

• John Lindsay-Poland distributed a list of data needs
  - FY17 MOU between BAUASI and Alameda County
  - Meeting w/ UASI staff
  - 2018 Urban Shield expenses
  - Number of Alameda County Sheriff’s Office staff who used Urban Shield as pay incentive program
  - Most recent audit of ACSO/Urban Shield
  - List of agencies that have participated in Urban Shield and their roles
  - Information on emergency preparedness programs that use a community-led model
• List of what is currently supported in emergency preparedness Alameda County
• Any data that the Sheriff’s Office has that would be relevant to the tasks
• Comparing what other regions are doing – UASI groups – best practices
• Efficacy of different programs – whatever is recommended should be effective

** Amendment
Committee members requested the following data:

Ana-Marie Jones requested-
Research on efficacy of programs’ effectiveness
What is supported for preparedness in cities, including by the Operations Area Council

Erin Armstrong requested:
From Alameda County Sheriff’s Office: Data needed to make good decisions
From Bay Area UASI: Timelines for federal application

Mat Snelson requested:
What Other UASI regions in the United States do

John Lindsay-Poland requested:
From Alameda County Sheriff’s Office (ACSO): Data needed to make good decisions
  - 2018 Urban Shield expenses, including breakout of expenses for Red, Yellow, Green, Grey commands and payment to private contractors and parties
  - Number of Alameda County Sheriff’s Office staff who used Urban Shield as part of pay incentive program for each of the years 2015 through 2018.
  - Most recent audit of ACSO/Urban Shield (as required by MOU)
  - List of all agencies that have participated in Urban Shield, indicating their role or roles (competing team, host, evaluators), and in which discipline or disciplines (tactical, urban search and rescue, maritime search and rescue, EOD, hazmat, CERT) they participated for each of the years 2014 through 2018.

From Bay Area UASI
  - FY 17 MOU| (most recent) between BAUASI and Alameda County from other sources: Information on emergency preparedness programs that use a whole of community or community-led model
VIII. Meeting Schedule and Meeting Protocols

Discussion
- Alternates - Committee members agreed that they would like to have alternates appointed. Each Committee member should request an alternate from the Board member who appointed him/her.
- Communication – there are certain noticing requirements to attend meetings via teleconference.
- Meeting location – bring back location schedule to meet in each Supervisorial District
- Oct. 4th meeting will in Room 255.

Meeting Protocols
- Actively participate
- Allow each voice to be heard
- One speaker at a time
- Respect differences
- Critique ideas, not people
- Be forward thinking
- Seek common ground, understanding
- Silence cell phones
  *added – Respect for decisions that have been made
  
  Best practices – have documents in advance of the meeting to be prepared

IX. Selection of UASI Ad Hoc Committee Chair

Erin Armstrong was voted in as Chair of the UASI Ad Hoc Committee.

X. Public Comment

Paula Rainey, City of Alameda resident, commented on the Urban Shield program. She was upset to learn that Urban Shield practiced militarized training at Alameda Point Nature Reserve, which included gun fire. She would like to see real community preparedness and response to natural and manmade disasters that do not rely on militarization.

XI. Meeting Review/Feedback

Facilitators will communicate with Cinthya Muñoz-Ramos to discuss the data needs
Provide committee members with contact information for all members
Name tents for facilitators
UASI staff presentation should be agendized and any information available should be provided in advance of the meeting (preferably Catherine Spaulding, Asst. General Manager of Bay Area UASI)
Everyone should be present during discussions
Identify dates of conflict with meeting
Oct 5th – Ana-Marie out of town

XII. Adjournment

The meeting was adjourned to Thursday, October 4, 2018.