SAN DIEGO COUNTY UNIFIED DISASTER COUNCIL

SAN DIEGO URBAN AREA WORKING GROUP CHARTER

December 13, 2012

DOCUMENT CONTROL

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SAN DIEGO URBAN AREA WORKING GROUP CHARTER

This charter outlines the Governance structure, mission, description, purpose, membership, voting and committee procedures of the San Diego Urban Area Working Group, and includes procedures for amending the charter.

ARTICLE I GOVERNANCE

Section 1, Governance:

The Urban Area Working Group is a collaborative subcommittee established by the San Diego County Unified Disaster Council. All recommendations are presented to the Unified Disaster Council, which is the policy-making and decision-making body of the Unified San Diego County Emergency Services Organization represented by the County of San Diego and its incorporated cities, operating under a joint powers authority (JPA). The County and all of the incorporated cities are signatories to the JPA.

Section 2, Reference:

Hereafter, the Urban Area Working Group will be referred to as the "UAWG". The Unified Disaster Council will be referred to as the "UDC".

ARTICLE II MISSION

Section 1, Mission:

The mission of the San Diego UAWG is to increase preparedness, prevention, protection, response, and recovery capabilities of all first responder agencies and the jurisdictions within the Urban Area for terrorist events and other natural or man made hazards.

Section 2, Authority:

The UAWG has been given its authority by the UDC. The UAWG will conduct its business in support of the UDC mission and adhere to all UDC codes and regulations.

The UAWG is the lead group for establishing the San Diego Urban Area policy and program to include updating of its Security Strategy, development of the annual Urban Area Security Initiative (UASI) grant application, and the UASI funding allocation.

Section 3, Existence of the UAWG:

The UAWG will function continuously, until such time the UDC deems its functionality unnecessary.

ARTICLE III DESCRIPTION

The San Diego Urban Area (SDUA) consists of the County of San Diego and the 18 incorporated cities within the county. This geographic area is consistent with the boundaries of the San Diego

Operational Area as well as the San Diego-Carlsbad-San Marcos Metropolitan Statistical Area as defined on the date of this Charter approval. The SDUA encompasses 4,200 square land miles with 70 miles of coastal beach. Roughly the size of the State of Connecticut, the county is 65 miles from north to south and 86 miles from east to west. It is bounded by the Pacific Ocean to the west, Mexico to the south, Imperial County, California to the east, and Riverside County, California and Orange County, California to the north.

ARTICLE IV PURPOSE

The purpose of the San Diego UAWG is to guide the regional coordination and collaboration in the development and implementation of all UASI program initiatives, including the SDUA Security Strategy, funding allocations, and methodologies. This regional coordination will enhance regional preparedness, ensure standardization within the urban area, avoid duplication of efforts, enhance mutual aid response, and maximize grant funds.

ARTICLE V MEMBERSHIP

Section 1, Membership:

The UAWG voting membership consists of one representative from each incorporated jurisdiction within the county and the Director of the County Office of Emergency Services representing the unincorporated area of the county (see Appendix A for current membership list). These members provide direct representation from a variety of disciplines, including law enforcement, fire and emergency management. Two advisory representatives, respectively from the local Citizen Corps program and local tribal government sit on the UAWG to provide the voting members with input regarding their respective program as required under the UASI grant program.

Section 2, Alternates:

UAWG members are key decision-makers and active participants in their own jurisdictions, and may be called to duty during a scheduled meeting. It is at the discretion of each UAWG member to provide an alternate representative to be present at the meeting(s) to vote on behalf of their individual jurisdiction and to ensure their voice is heard.

Section 3, Attendance:

In addition to all UAWG members, other involved agency members, subject matter experts and key stakeholders may be invited to attend UAWG meetings to be included in discussions of appropriate issues.

ARTICLE VI VOTING

Section 1, Votes:

Each jurisdiction that is a signatory to the JPA has a single vote; however, any voting member can request a weighted vote on any issue. The weighted vote provides 40% vote to any jurisdiction having over 40% of the total urban area population. The remaining 60% of the vote

is divided among the other voting jurisdictions with each getting a vote proportional to its population. The population table is attached as Appendix B and is to be updated upon issuance of new census track information.

Section 2, Voting Procedures:

A consensus of the UAWG members is required to pass a motion. Voting is required for the formal adoption of strategies, assessments, allocations, or procedures. Voting is not required for routine administrative or project management matters.

At least 10 UAWG members or their alternates must be in attendance or on a conference call line in order to vote on the discussed issues. A UAWG member can move to vote on any issue at any time, and the motion must be seconded by another member. A record of the voting outcome will be noted in the meeting minutes.

Section 3, Agenda and Minutes:

The City of San Diego UASI Grant Administrator is responsible for the preparation of the agenda and the minutes. Items are placed on the agenda at the request of the UAWG members. Minutes of the UAWG meetings must be prepared and distributed to the members no later than 45 days after the meeting date.

ARTICLE VII PROPRIETARY INFORMATION PROTECTION

Section 1, Restriction on disclosure and use of data provided during meetings:

Documentation provided for or prepared as a result of the UAWG meetings is intended for the official use only of the UAWG membership and selected stakeholders and is not intended for distribution to individuals in the general public or for purposes residing outside UAWG mission areas. It is deemed to be exempt from public records act disclosure under California Government Code 6254 (aa) and (ab).

The City of San Diego UASI Grant Administrator will provide a status report of the UASI program to the UDC at its regularly scheduled public meetings.

ARTICLE VIII COMMITTEE PROCEDURES

Section 1, Chair/Urban Area Administrator:

The City of San Diego, as the “core city” for the SDUA, will serve as the chair and the UASI Grant Administrator. The County of San Diego, as the “core county”, will serve as the co-chair.

Section 2, Meetings:

UAWG meetings will be held on an as-needed basis as determined by the UASI Grant Administrator or by request of any UAWG member. The meetings will generally be conducted in an informal format to allow for free flow discussion and information exchange. The date and time of meetings will be scheduled based on the input and availability of UAWG members. The

agenda and meeting logistics will be provided to the membership via email prior to each scheduled meeting.

The primary representative from each jurisdiction or a designated alternate shall attend all meetings. Jurisdictional representation is vitally important to the continuity of the working group's core mission. The success of the UAWG ultimately depends on members' willingness and cooperation to assist in sharing the workload. Such action items may include participation in subcommittees to update the San Diego Urban Area Security Strategy, conduct an assessment of regional vulnerabilities and capabilities, participate in studies of regional issues, participate in DHS and State monitoring visits or program assessments, develop the annual grant application investments, serve as peer reviewers for the grant application process, and to serve as a project manager for grant investments.

ARTICLE IX ALLOCATION OF FUNDS

The use and allocation of funds must focus on the investments identified in the Urban Area's Investment Justification and the implementation of the FEMA approved Urban Area Homeland Security Strategy. The use of funds must also be consistent with overall UASI program guidelines, the State Homeland Security Strategy, PPD-8 National Preparedness, and must develop or sustain one or more core capabilities in the NPG.

ARTICLE X GRANT MANAGEMENT AND ADMINISTRATION

The City of San Diego Office of Homeland Security is responsible for administration of the San Diego Urban Area Security Initiative Grant. The UAWG may allocate funding to sub-recipients in the region for the purpose of supporting and managing individual projects or programs. These sub-recipients are accountable to the San Diego Office of Homeland Security and must meet all grant assurance requirements.

ARTICLE XI AMENDMENT TO CHARTER

Section 1, Modifications:

This charter is a living document that will be changed, modified, or otherwise amended as required to guide the UAWG. This charter is a controlled document and, as such, will only be modified for alterations related to authority or membership issues, and will follow the appropriate decision making and management processes for document control.

The State Administrating Agency shall be notified of any updates to the UAWG structure or membership.

APPENDIX B

POPULATION BY JURISDICTION

(Based on the SANDAG 2010 Population estimates)

Jurisdiction/Agency	Population	%
Carlsbad	105,185	3.43%
Chula Vista	243,916	7.95%
Coronado	24,697	0.81%
Del Mar	4,161	0.14%
El Cajon	99,478	3.24%
Encinitas	59,518	1.94%
Escondido	143,944	4.69%
Imperial Beach	26,324	0.86%
La Mesa	57,065	1.86%
Lemon Grove	25,320	0.83%
National City	58,582	1.91%
Oceanside	167,344	5.46%
Poway	47,811	1.56%
San Diego City	1,301,617	42.44%
San Marcos	83,772	2.73%
Santee	53,413	1.74%
Solana Beach	12,867	0.42%
Vista	93,717	3.06%
Unincorporated	486,582	15.87%
Total	**3,066,819**	**100.00%**