

**Meeting Minutes of the National Tsunami Hazard Mitigation Program  
Coordinating Committee  
June 6, 2009 2:00 pm – 3:30 pm EDT via Teleconference**

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Attendees:

**NOAA/NWS** – Jenifer Rhoades, NOAA Tsunami Program Coordinator/NTHMP  
Program Administrator

**NOAA/NWS** – Paul Whitmore, Director, West Coast/Alaska Tsunami Warning Center

**NOAA/OAR** – Eddie Bernard, Director, Pacific Marine Environmental Laboratories

**AK** - Erv Petty – Homeland Security State of AK

**CA** – Jim Goltz, California Office of Emergency Services

**CA** – Rick Wilson, California

**DHS/FEMA** – Mike Mahoney

**OR** – George Priest, DOGAMI

**East Coast States** – Jim Kirby, University of Delaware

**WA** - Tim Walsh, Washington Division of Geology and Earth Resources

**WA** – John Schelling, Washington Emergency Management

**USGS** – David Oppenheimer

**USGS** – Craig Weaver

**Gulf Coast States** – Juan Horillio, Texas A&M

**Gulf Coast States** – Charles Williams, Alabama Emergency Management

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## Minutes

### Call to Order and Role Call

Jen Rhoades, NTHMP Program Administrator, provided the agenda for the meeting and conducted role call for meeting attendees.

### Actions from February Menlo Park Meeting

Jen Rhoades provided a status on the Action Items from the NTHMP-CC Menlo Park Meeting in February. Key points include:

- Jen will provide a template for Semi-Annual Grant Reports by the end of June for NTHMP Grant recipients to utilize. The format will be designed so that there are clear links between grant activities and contributions to NTHMP Sub-Committee milestones in the NTHMP Strategic Plan.
- The MES will deliver a briefing explaining the background on their recommendation for the NTHMP to not fund “bricks and mortar” mitigation structures at a future meeting of the NTHMP. This will include a justification for their recommendation and what the MES considers ‘bricks and mortar’ structures.
- Jen will work with the MMS Co-Chairs and the Gulf of Mexico and East Coast Technical Representatives to define the plan to quantify the tsunami risk/hazard for the East and Gulf Coasts.
- Paul Whitmore provided information on the Review of the NTHMP Rules of Procedures (RoP). The team he is leading has developed an initial draft of recommended changes and expects to provide a draft to the NTHMP CC to review in July. Paul also mentioned that one of the outcomes of the RoP Team’s review is to only hold one annual in-person meeting of the NTHMP-CC, which will coincide with the Annual NTHMP Meeting. Recognizing the need to time the meeting as closely as possible with NOAA’s annual appropriation, the team is recommending to hold the annual meeting in January.
- Jen provided information on the Review of the NTHMP Strategic Plan. The team she is leading has developed a revised Strategic Plan and expects to provide a draft to the NTHMP CC to review in June.
- Jen mentioned that a revised template for NTHMP Proposals will be provided to the NTHMP CC in August for review.

### Status of FY09 –12 Grant Awards

Jen Rhoades provided an update on the FY09-12 Grant Award Process. She has contacted all grant applicants individually and provided them with actions to address from the independent panel of both their grant applications. **All applicants must address these actions (based on their discussions with Jen) by June 12, 2009. If an applicant does not address those recommendations and have it cleared by her, she**

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**will not process that individual grant applicant's award.** Jen said, it is better to get the revised paper work to her sooner than June 12, 2009.

Jen was asked how long it takes for the grants to be awarded once they are submitted to the NOAA Grants Management Division. Jen indicated that it will take 45 to 60 days.

### Semi-Annual and Financial Grant Reports

Jen mentioned the NOAA Grants Management Division will be sending notices out to the FY08 NTHMP Grant Recipients shortly. These Reports are a part of each grant agreement and must be completed on time. She estimated the due date for Semi-Annual Reports will be around August 31, 2009. FY08 Grant Recipients should use the template she will send out for the Semi-Annual Reports when completing their reports.

### Contingency Fund Requests

Jen said she had received input to her request for Contingency Funds, but the input was varied. Some suggestions came with 1-3 page proposals and others were only in email format and did not contain the detail that was in the proposals. She suggested that in order for the NTHMP CC to effectively evaluate and rank the contingency fund suggestions, those who have made contingency fund suggestions should submit more detailed proposals. She said the information included in the request should include: 1) Description of the Activity, 2) Justification/Statement of Need, 3) How the activity benefits the overall NTHMP and/or Sub-Committee task; 4) Spend Plan. She requested this be delivered as a 1-3 page document.

In addition, Jen suggested that the following process would be followed:

- Jen will send out a request for Contingency Fund Suggestions with a due date of June 30, 2009 to the NTHMP CC (using the above criteria)
- Jen will then forward all of the Suggestions to the NTHMP-CC Review
- The NTHMP-CC will hold a telecom in late July or early August to discuss the Contingency Fund Suggestions

The NTHMP-CC agreed with Jen's Suggestion.

John Schelling noted that when he reviewed some of the Contingency Fund Suggestions that they appeared to be going to support a specific State's Activity. He stated that he thought that the Contingency Fund was to be used for overarching activities of the NTHMP or Sub-Committees. Jen said that was her recollection from Menlo Park as well. She said that States who have additional activities, specific to their state and outside of their FY09-12 Grant Award, that they want to carry out should apply for an additional grant during the FY10 Application Process.

Jen also stated, that funding that would go to a state, even if it would benefit the entire NTHMP, would not be able to be executed this year as the due date for FY09 grant request submissions to the NOAA Grant's Management Division is June 19, 2009.

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## GAO

Jen informed the NTHMP CC that the GAO is conducting a review of NOAA's Tsunami Program as mandated in the Tsunami Warning and Education Act. She told the CC that some of them may be contacted by the GAO as they carry out their review. She also stated that she had forwarded contract information for all NTHMP CC members to the GAO. The GAO expects to complete their review by January 2010.

## Annual Meeting Schedule

Jen revisited the RoP Review Team's recommendation to move the Annual Meeting to January. Since the recommendation includes combining the Annual Meeting and NTHMP CC Budget Meeting, the NTHMP CC wanted to ensure that NOAA would be in a good position to know what their annual appropriation would be for the current FY. Jen said the NTHMP Budget is now in NOAA's Base Budget and very stable, and at the same time January is generally the time of year when NOAA's appropriation has passed through Congress.

The NTHMP CC decided the week of January 11<sup>th</sup> or the week of January 25<sup>th</sup> would be appropriate weeks to hold the meeting this January. Jen took an action to forward a request to the entire NTHMP CC asking for input on holding the meeting during those two weeks.

Lastly, Jen mentioned that Jim Goltz has offered the use of the Cal-Tech Campus in Pasadena, CA for the meeting. The NTHMP CC agreed to that location.

## Closing

Jen Rhoades closed the meeting.