

# Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordination Committee

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

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## **Attendees:**

**Chair** Jeff LaDouce (NOAA/NWS)

**AK** Roger Hansen – U. Alaska, Fairbanks

**AK** Elena Suleimani – U. Alaska, Fairbanks

**AK** Mark Roberts – Homeland Security State of AK

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

**CNMI** Ted Untalan

**CA** Jim Goltz – State of CA

**CA** Rick Wilson – California Geological Survey

**CA** Michael Reichle – State of California

**DE** Glenn Gillespie – State of DE

**DHS/FEMA** Chris Jonientz-Trisler – Region-X

**DHS/FEMA** Mike Mahoney

**HI** Kevin Richards – State of Hawaii

**MD** Robert Ward – State of MD

**NOAA/NWS** David Green – NOAA Tsunami Program Manager

**NOAA/NWS** Jenifer Rhoades – NOAA Tsunami Program Coordinator

**NOAA/NWS** Steve Pritchett

**NOAA/NWS** James Partain,

**NOAA/NWS** Tim Hendricks

**NOAA/OAR** Eddie Bernard

**OR** Jay Wilson – State of Oregon

**OR** Dave Castle – State of OR

**OR** Rob Witter – State of OR

**PR** Christa G. von Hillebrandt-Andrade – Puerto Rico Seismic Network, UPRM

**USGS** Craig Weaver – USGS

**WA** Tim Walsh – Washington Division of Geology and Earth Resources

**WA** Dave Nelson/Maillian Uphaus – State of WA

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## Minutes

1. NTHMP Chair – Jeff LaDouce provided opening remarks and stated this is a kick off virtual meeting and there will be many more to come on a regular basis. Jeff mentioned the budget numbers he provided at the November NTHMP coordinating committee (CC) were inaccurate. Jeff brought out two additional points in opening remarks.

- Spectrum sales funds are expected to benefit NTHMP when received in NOAA.
- NTHMP Charter was revised since November and was distributed January 10.

2. David Green then provided opening remarks. His remarks included a commitment for the program to be open and transparent with the NTHMP CC on all issues before the NTHMP CC. David also said:

- Let's develop performance based criteria for proposals
- NOAA will share more budget information
- NOAA's Tsunami Budget consists of three areas: mitigation, forecasting, and research.
- NOAA will share its interpretation of P.L. 109-424.
- Let's share all planning activities amongst us.
- Let's have open discussion.

3. Jay Wilson from the State of Oregon provided opening remarks as well. Jay was representing the NTHMP Pacific Region States and wanted to express concerns including:

- Jay realized everyone was operating in good faith but Jay said the States were frustrated as they did not feel they were adequately involved in all the budget decisions and the interpretation of P.L. 109-424.
- Jay asked for a greater understanding of the roles of various organizations within NOAA in regards to Tsunami.

Jeff LaDouce responded to Jay Wilson's concerns briefly by agreeing and stating:

- NTHMP actions and plans need to be staged and phased to coincide with NOAA's budget submission schedule.
- Jeff asked Jenifer Rhoades to explain the program's budget submission schedule; she indicated phased planning has to begin now for FY11.

## 4. Open Forum Discussion

David Green explained the PL 109-424 as having 3 major components:

- Forecasting
- Mitigation
- Research

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With an additional area for Global and international actions.

P.L. 109-424 clearly defines NOAA's Administrator (Adm. Conrad Lautenbacher (Ret.) as the accountable person for the success of the program; therefore, it is that position's responsibility to make final decisions concerning the program's funding and direction.

There is no place for funding except in those three areas, and the # priority for NOAA is to maintain the Tsunami Warning System's operational equipment. This prioritization is mandated by P.L. 109-424. NOAA's current appropriation results in a shortfall for the Mitigation and Research components of its program.

If and when, NOAA receives funds from Spectrum, a portion of those funds will be used to help reduce the shortfalls in the mitigation and research components of the program.

The second component area in the law – mitigation is defined in Section 5 of the law and section 5 has 5 components

- Mapping
- Grants to the states
- Tsunami Ready Program
- Integration of activities
- Archiving of Observations

The component in Section 5 on Grants to the states is what we think of as NTHMP but all 5 components comprise mitigation and fall under section 5 of the law.

David went on to say the NTHMP CC needs to set priorities and provide recommendations for the components under section 5.. He advocated it is the responsibility of the NTHMP CC to do integrated mutually beneficial mitigation activities. And, the NTHMP CC should look at all three components of the law to understand what is needed in mitigation and that subcommittees of the CC should provide aggressive focused actions for the CC.

James Partain mentioned that the Tsunami Warning centers do applied research, which contributes to the overall percentage of the budget required for research.

There was discussion on the budget amount required for Forecasting and agreement the law stated the highest priority is maintaining the detection equipment.

The CC felt David Green and Jeff LaDouce did a good job in explaining the budget issues better and have asked for clarification which will be provided through the action list.

Jim Goltz and others in the CC requested more information on Spectrum sales (see action list)

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It was agreed that the federal partners in the NTHMP should participate in the pool of funds available in the grants section under the law. However, the funding vehicle will be different for the federal partners. The funding vehicle and the criteria for evaluating proposals needs to be documented. That will be described in the charter.

Jay Wilson requested more information on understanding NOAA roles and responsibilities, Organization charts and how decisions are made within NOAA. See action list.

David stated the Government would like to be sure the participating individuals from the states are adequately empowered by their respective organizations and that the government has an understanding of the state roles and responsibilities.

The State of Alaska requested access to the models (or code) to use for inundation planning and evacuation route planning.

Eddie Bernard stated that forecast models could be used for inundation mapping. Alaska had a number of questions in that regards, (see action list)

It was recognized that there is interest in the State partners being able to use the inundation component of the NOAA MOST forecast model, as a means of comparison against other inundation models and outputs or as a means of generating inundation maps.

There was a discussion on the list of sites to be modeled and agreement that a follow on meeting is needed focused on that particular topic. Christa von Hillebrandt requested an update to the table to reflect work in progress and future work to be carried out, in addition to completed sites.

There was also agreement that follow on meetings of the NTHMP CC will be virtual for the most part with face to face meetings when other meetings can be leveraged such as the National Earthquake Conference in April 22-26 2008 and Annual Meeting of the Seismological Soc of Amer in Sta. Fe, NM April 15-18 .

There will be a schedule for targeted and focused virtual meeting developed, with the next meeting planned for February 7, 2008 at 3PM EST. Another meeting on Feb 21, 2008 on modeling and sharing code data may be required (pending M&M Sub-Committee Action).

The finalization of the NTHMP Charter was discussed. Several approaches were discussed, which included a face to face meeting, focusing the next NTHMP CC on the topic, or forming a tiger team. It was decided to form a tiger team (see action list).

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Jenifer Rhoades mentioned the 5-Year Review Findings have been posted to the NTHMP Website. She mentioned this document would be important for finalizing the NTHMP Implementation Plan and suggested the group start to work toward finalizing the document as soon as possible.

Jeff suggested that he lead the effort with a person from each of the NTHMP Sub-Committees. The group agreed (see action list).

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## Action Items from the January 10, 2008 Virtual Meeting:

**Action Item 1:** Organize next virtual NTHMP Coordination Committee meeting on the topic of the “NTHMP Charter.” Confirm that the next meeting is scheduled for Feb 7, 2008 at 3 PM Eastern Time or arrange an alternative in consultation with the Coordination Committee. Develop draft schedule for subsequent meetings including proposed 2<sup>nd</sup> virtual meeting Feb. 21<sup>st</sup> on the topic of “model and code sharing.” Distribute additional information including agenda, logistics, draft NTHMP Charter and action reports prior to the scheduled meeting.

Include adequate time on the February 7 conference call agenda for further discussion of the NTHMP budget and requirements for more rigorous evaluation criteria for proposals. The agenda should cover concerns: NTHMP decision process, performance, and spectrum sale.

**Lead: Green /LaDouce**

**Complete by: i.) January 24, 2008 confirmation of date and time.**

**ii.) No less than 48 hours prior to scheduled meeting (tentatively Feb 7<sup>th</sup>, 2008) distribute final agenda, logistics and associated documents.**

**Status: Open, Meeting date proposed.**

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**Action Item 2:** Prepare a next draft of the NTHMP Charter. A *Tiger* team consisting of Jennifer Rhoades, Roger Hanson, Chris Jonientz-Trisler, and Rob Witter will complete the updated draft by January 31<sup>st</sup>. Team will confirm Team Lead and terms of reference in consultation with NTHMP Chair.

NTHMP Coordinator will forward the draft to the NTHMP Chair and NOAA Tsunami Program Manager for review and distribution to the full Coordination Committee prior to the next Committee meeting.

The Tiger Team will prepare a brief for the next meeting of the Coordination Committee summarizing updates to the draft and recommendations on next steps.

**Lead: LaDouce/Charter Team Lead**

**Complete by: January 31, 2008**

**Status: open**

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**Action item 3.** Invoices for the current NTHMP contracts will be submitted by designated Coordination Committee Members to the NTHMP Coordinator, Rhoades, by March 30, 2008.

Background: All NTHMP Members with contracts have action to report invoices in a timely manner.

If any full invoices can not be submitted by the March 30<sup>th</sup>, the Committee Member will inform the Coordinator and Chair by March 15<sup>th</sup> of a proposed target date to complete the action, and if there are any issues to resolve or assistance needed.

**Lead: LaDouce/Rhoades**  
**Complete by March 30, 2008**  
**Status: Open.**

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**Action Item 4:** Provide the Coordination Committee, through the Chair, with a NOAA Tsunami Program Decision Tree. Provide a brief summary of how relevant decisions are made and the typical timelines. Develop and coordinate with stakeholders across NOAA the requested information by January 31, 2008.

**Lead: Green/LaDouce**  
**Complete by: February 5, 2008**  
**Status: Open**

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**Action Item 5:** Propose recommendations to the broader NTHMP Committee how a process could be established for sharing Modeling and Mapping Information across to all participants of the Tsunami Program. Information to be addressed should include at a minimum, sharing of: 1) Available grids used for modeling; relevant information about grids used in modeling (whether forecast or inundation/evacuation mapping and modeling); 2) Model computer codes for use by partners in the NTHMP that have responsibility for modeling and mapping; 3) as well as, input resolution of bathymetry and topography used to develop grids (note that the M&M Sub-Committee does not have this information. It should be a separate action item for NOAA/PMEL.).

Provide the requested information to the NTHMP Chair for review and distribution.

**Background:** Coordination Committee designees from Alaska requested information on ongoing NOAA OPERATIONAL forecast/modeling efforts. Committee members also recommended that code sharing within the NTHMP community be commonplace. The Coordination Committee recommended that the M&M Sub-Comm take the action to

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examine and provide recommendations on initiating the process to share information used and outputs from both inundation maps and forecast models.

**Leads: Chairs of M&M Sub-Committee (McLean, State rep) Complete by:  
February 19, 2008.**

**Status: Open. 2nd virtual meeting of NTHMP topic will be options for producing  
inundation maps tentative date Feb 21, 2008.**

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**Action Item 6:** Provide NTHMP Coordination Committee with information on the Spectrum Sale Spend Plan.

**Lead: Green/Pritchett  
Complete by February 5, 2008  
Status: Open**

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**Action Item 7: Establish a Tiger Team** to complete the NTHMP Implementation Plan. Sub-committee chairs will identify one representative to serve on the team and provide this name to Chair, LaDouce, by January 17. LaDouce will disseminate the list of proposed Tiger Team members to the Coordination Committee by Jan. 24th.

**Lead: LaDouce/Subcommittee Chairs.  
Complete by January 24, 2008  
Status: Open**

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**Action Item 8:** Ensure there are enough phone lines available in the future for the conference call. Update phone and VTC lists.

**Lead: Pritchett  
Complete by January 11, 2008  
Status: closed there are now 30 lines available on the conference call number.**

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**Action Item 9.** Each Member State/Commonwealth/Territory will confirm details of their designated Committee Members. Designees will provide a coordinated response to the NTHMP Chair. A State representative will integrate the input and provide a status update for the Coordination Committee at the next full meeting.

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Background: NOAA Tsunami Program Manager and NTHMP Chair requested information on the designees respective roles and responsibilities in the coordination of tsunami warning and mitigation activities including the authority enabling them to represent stakeholder interest and complete required actions.

**Lead: Jay Wilson**  
**Complete by March 30, 2008**  
**Status: open**

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**Action Item 10. Clarify participation and accountability of stakeholders in NTHMP activities. Provide recommendations to the Coordination Committee through revisions to the draft Charter. Sub-committee Chairs will work with Charter team to clarify the designed roles and responsibilities of Committee representatives, observers, experts, and other stakeholders individually and in teams, participating in NTHMP sub-committees and actions.**

**Give consideration to the relationship of TWEAK to the NTHMP**

Background: Committee members have recommended there be at least two representatives from each State/Territory/Commonwealth on Sub-Committees. There can be more members, but only those designated will be accountable to the Chair and Coordination Committee.

**Lead: LaDouce/Sub-committee Chairs/ Charter Team Lead**  
**Complete by: include in Charter Update**  
**Status: Open**