

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

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

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## Attendees:

**NOAA/NWS** – Vickie Nadolski, National Weather Service Deputy Assistant Administrator  
**NOAA/NWS** – Therese Pierce, Office of Climate, Weather, and Water Services  
**NOAA/NWS** – David Green, NOAA Tsunami Program Manager  
**NOAA/NWS** – Jenifer Rhoades, NOAA Tsunami Program Coordinator  
**NOAA/OAR** – Eddie Bernard, Director, Pacific Marine and Environmental Laboratories  
**AK** - Roger Hansen – U. Alaska, Fairbanks  
**AK** - Mark Roberts – Homeland Security State of AK  
**AK** - Erv Petty – Homeland Security State of AK  
**Pacific Territories/Commonwealths** - Ted Untalan, CNMI  
**CA** - Jim Goltz – State of CA OES  
**CA** - Rick Wilson – California Geological Survey  
**DHS/FEMA** – Mike Mahoney  
**HI** Kevin Richards – State of Hawaii  
**OR** – Vicki McConnell State of OR  
**OR** - Rob Witter – DOGAMI  
**PR** - Christa G. von Hillebrandt-Andrade, Puerto Rico Seismic Network, UPR  
**PR** – Barbara Medina, Puerto Rico Emergency Management Agency  
**USGS** – David Oppenheimer  
**WA** Tim Walsh – Washington Division of Geology and Earth Resources  
**WA** Dave Nelson  
**Gulf Coast States** – Charles Williams, Alabama Emergency Management  
**East Coast States** - Robert Ward, Maryland Emergency Management Agency

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## Minutes

### Call to Order and Role Call

The NOAA Tsunami Program Coordinator – Jenifer Rhoades provided opening remarks, took a roll call of meeting attendees, and the agenda for the meeting.

### Review of Previous Meeting Minutes

Jenifer requested a discussion of the meeting minutes from January 10, 2008. Roger Hansen stated his corrections to the last set of minutes had not been made. Jenifer requested Roger send her his corrections. She would then make the corrections and redistribute the meeting minutes (w/changes noted) back out to the committee for a one week virtual review and approval. Once the minutes are reviewed and approved, they will be posted to the NTHMP Website.

Jenifer requested a discussion of the meeting minutes from February 7, 2008. The NTHMP CC requested additional time to review the latest version of the minutes. Jenifer took the action to redistribute the meeting minutes to the committee for a one week virtual review and approve. Once the minutes are reviewed and approved, they will be posted to the NTHMP Website.

### Charter Discussion and Vote

Jenifer presented the revised Charter to the group for discussion. She noted one issue with the wording of the vision that needed to be resolved, and requested Rob Witter describe the issue to the Committee. Rob provided information on the wording changes and stated the case for keeping the wording of the vision as “Resilient coastal communities that are so informed and prepared for all tsunami hazard that loss of life is negligible and loss of property is minimized should a tsunami strike any U.S. state, commonwealth or territorial coastline.” After a brief discussion, it was decided to use the wording recommended by Rob Witter.

Rob Witter (Oregon), called for a vote to approve the NTHMP Charter, Kevin Richards (Hawaii) seconded; the Charter was passed unanimously by all present meeting attendees (see Official Voting Record at the end of the minutes).

Jenifer took the action to post the ratified charter to the NTHMP Website.

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## Rules of Procedure Discussion and Vote

Jenifer presented the revised Rules of Procedure to the group for discussion. She explained the late revisions that were incorporated into the document based on a Department of Commerce General Council review and apologized for sending out a revised version so close to the meeting. Jenifer then proceeded to go over each of the changes and requested discussion on each (these are itemized based on order in the document; not the order of the discussion):

Page 3, Item 6 under officers (not a General Council revision) – Jenifer requested the word “secretary” be replaced with “program administrator.” The NTHMP CC accepted this change.

Page 5, Items (e) and (f) – There was concern among the State Partners that the language did not provide the NTHMP CC’s recommendation for a Chair a tremendous amount of weight. After discussing, the NTHMP CC agreed to the following wording:

Item (e): “The NTHMP Coordinating Committee is responsible for recommending to NOAA’s Assistant Administrator for Weather Services (NWS) the fiscal year’s NTHMP Budget Allocations by a majority vote (according to the Governance/Voting Rights section of this document).”

Item (f): “The NOAA Assistant Administrator for Weather Services (NWS) will strongly consider the final recommendation by the NTHMP Coordination Committee in all final budget grant award decisions.”

Page 6, under Membership: Changed from “Outside experts and other stakeholders may be invited to participate in WCS discussion but their agreement is not required for any formal consensus.” to “Outside experts and other stakeholders may be invited to participate in M&E Subcommittee discussions but they will not participate in any consensus recommendations of this sub-committee.” The NTHMP CC accepted this change.

Page 10, under Membership: Changed from “Outside experts and other stakeholders may be invited to participate in WCS discussion but their agreement is not required for any formal consensus.” to “Outside experts and other stakeholders may be invited to participate in M&E Subcommittee discussions but they will not participate in any consensus recommendations of this sub-committee.” The NTHMP CC accepted this change.

Page 15, Appendix B, first two paragraphs: Jenifer explained the additional information on how funds would be distributed to Federal agencies and the changes to the second paragraph. The NTHMP CC accepted this change.

Page 15, Appendix B, NOAA’s Funding Distribution Procedures, Step 4 and Step 6: Jenifer explained the additional changes. The NTHMP CC accepted this change.

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Additional discussion:

- 1) A member of the NTHMP CC noted a new acronym was added to the document and requested it be added to the List of Acronyms in Appendix E. Jenifer agreed to make the change.
- 2) Jim Goltz requested that file names be placed in future versions of documentation sent out to the NTHMP CC for review. Jenifer agreed to ensure this procedure is put into practice.
- 3) Eddie Bernard raised an issue about the wording in the M&M Terms of Reference; he felt that there were some technical errors. He also stated that he felt his previous comments on an earlier version of the document were ignored. Rob Witter asked Eddie if he provided comments during the latest review or the responses the Tiger Team developed for each of the comments received during the review. Bernard replied he did supply comments that were not incorporated into the last version. Jenifer mentioned the Rules of Procedure is a living document and the document could be revised based on further discussion of the issue within the Sub-Committee and the NTHMP CC. Christa von Hildebrandt indicated the procedure to make future revisions to the document is listed on Page 13 of the Rules of Procedure.

Kevin Richards (Hawaii) called for a vote to approve the Rules of Procedure with the changes discussed during the meeting, Rob Witter (Oregon) seconded; the Rules of Procedure was passed with eleven (11) yes votes and one (1) member abstaining from voting (see the Official Voting Record at the end of the minutes).

Jenifer took the action to revise the Rules of Procedure and distribute a version to the NTHMP CC (w/track changes) to the NTHMP CC and post a “clean” version of the document to the NTHMP Website.

### Call for NTHMP Chair Nominations

Jenifer opened the floor to a call for nominations for a new NTHMP Chair. Jim Goltz asked a question pertaining to NOAA’s potential nomination of Vickie Nadolski to the Chair position. Jenifer asked Vickie to go ahead and address the NTHMP CC

Vickie Nadolski’s Address to the NTHMP CC

- Vickie explained the recent visibility of the NTHMP in Congress and indicated NOAA’s requirement to have a Senior Executive lead the NTHMP.
- Vickie mentioned her experience as NWS Western Region Director, and her appreciation of this partnerships goals and objectives
- Vickie described her concerns regarding how the FY08 NTHMP Allocation was not adequately addressed or discussed with transparency. She indicated she would like to see the FY09 distribution of funds discussed before the beginning of FY09
- Vickie also said she would like to see performance measures developed for the program, so it can better articulate its successes.

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- Vickie described how Jenifer Rhoades would be her primary staff person for the NTHMP

Vickie then asked the group if they had any questions for her. The following is a summary of the Q&A:

Q: Please describe your philosophy on partnerships.

A: My general position on NWS and its partnership is that it is a very important listen to the states and our end-users, but it is equally important to bring to the table an understanding of the Federal role and responsibilities.

Q: In general, what does the language in P.L. 109-424 mean for the Program?

A: We (NOAA) are obligated to help you prepare for tsunami; this includes determining requirements together.

Q: Can you define the role of the Tsunami Program

A: NOAA's Tsunami Program spans across four line offices (the National Weather Service, the Office of Atmospheric Research, the National Ocean Service, and the National Environmental Satellite, Data and Information Service. The NOAA Program Manager's (David Green) role is to ensure funding requirements, though planning, are addressed across NOAA. The Day-to-day operational issues of the program are completed through our field organizations and the two Tsunami Warning Centers. Tsunami Research is addressed by OAR through the Pacific Marine Environmental Laboratories and under the leadership of Eddie Bernard. For NTHMP issues, Jenifer Rhoades is the point of contact. For other Tsunami Program issues, David Green is the point of contact.

Q: How do you feel about working with a State Co-Chair

A: I think is a great idea, and I invite it. However, needs between States and regions vary, and whomever the State Rep is needs to be broad with their representation.

Q: The NWS conducted a Tsunami Program Review about six months ago, what were some of the outcomes?

A: One of the major outcomes of the Program Review is to move the Tsunami Program from the NWS' Office of Science and Technology (OST) to the NWS' Office of Climate, Weather, and Water Services (OCWWS). A portion of this restructuring has already taken place. David Green, has already been moved to OCWWS. A we are working to complete the transition of other program resources, including Jenifer Rhoades, to OCWWS as well.

At a national level, we are looking for the broader program to have a greater role in education, outreach, and preparedness.

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Rob Witter (Oregon) moved to nominate Vickie Nadolski as a candidate for the NTHMP Chair position; Christa von Hildebrandt (Puerto Rico) seconded the nomination.

Jenifer Rhoades asked the NTHMP CC if there were any other nominations. There were no other nominations, so Jenifer asked if any one would like to call for a vote.

Rob Witter (Oregon) made a motion for the NTHMP CC to vote to make a recommendation to the NOAA Assistant Administrator of Weather Services to appoint Vickie Nadolski as Chair of the NTHMP; Christa von Hildebrandt (Puerto Rico) seconded the motion; the recommendation was passed unanimously by all present meeting attendees (see Official Voting Record at the end of the minutes).

### Co-Chair Discussion

A question came up about whether or not this would be an appropriate time to elect a co-chair. The NTHMP CC determined the next meeting would be more appropriate as it would allow the States to consider candidates for nomination.

### Face to Face Meeting Discussion

The need to have a face to face meeting to discuss the FY09 budget and other issues was discussed. Vickie agreed a face to face meeting in the near term is a requirement

Jenifer took an action to work with Vickie and the NTHMP CC to determine the dates and location of the next NTHMP Meeting.

### Determining Official Representation to the NTHMP

Jenifer discussed the requirement to have official documentation from each State, Territory and Commonwealth, and Federal Agency indicating who is an official representative to the NTHMP. She stated she would be sending out letters to Governor's offices asking for their official appointment. Tim Walsh of Washington pointed out that the Governor's Office is not always the appropriate authority. For instance, in Tim Walsh's case, his organization is overseen by a Commission, so the Commissioner's Office is the appropriate organization to send the letter. Jenifer thanked Tim for bringing this to her attention and took the action to send an email out to the committee members requesting the appropriate authority within their State, Territory or Commonwealth to send the letter to.

### NTHMP Budget Discussion

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Jenifer indicated the NTHMP budget in FY08 is \$115K higher than what was anticipated when the committee voted on member allocations in October. She requested the group work to resolve how to best allocate the funds.

Some of the NTHMP Members indicated some confusion concerning the budget, and asked Jenifer to explain.

Jenifer explained the current budget status. This discussion started with Jenifer recounting how the NTHMP CC voted on \$2,260K in October.

Jenifer then proceeded to explain that NOAA was expecting to receive Spectrum funds in FY08 to further supplement the NTHMP funding. With that in mind, she requested that each State member of the NTHMP request grant funding higher than what was approved in October. This was based on expectations the Spectrum funds would not arrive until after June in 2008. If the States applied for the exact amount they were approved for in October, Jenifer would not be able to increase their awards to facilitate the transfer of funds to the States. In addition, NOAA would not have the time to process new grant applications and award them by the end of FY08; there was a risk for losing the funding.

NOAA recently determined that it is not going to receive Spectrum funds in FY08, and is now expecting to receive the funding in FY09. Jenifer will continue to monitor the Spectrum funding, and provide more details to the NTHMP as she becomes aware of any status changes.

In October the NTHMP's budget allocation vote was based on the FY07 appropriation of \$2,260K. NOAA's FY08 appropriation was \$115K higher than the amount voted on in October. This is the only additional funding that will be distributed to the NTHMP members this year.

After some discussion about how the funding could be spent, Ted Untelan (Pacific Islands Region) made the motion to divide the \$115K among the USGS (Crest), the States, Territories and Commonwealths; the motion was seconded by Kevin Richards (Hawaii); and passed unanimously by all present meeting attendees (see Official Voting Record at the end of the minutes).

Jenifer took the action to ensure each states final award reflects this increase.

### Additional Discussion

Rob Witter asked about the funding table distributed to the NTHMP as backup for the meeting. He felt it did not represent the entire 27% as called for in the law. Vickie agreed and said that Jenifer had the action to distribute the correct FY08 and FY09 Spend Plan to the NTHMP CC.

### Closing Remarks

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Jenifer closed the meeting by expressing her appreciation for how well the meeting went and the tremendous amount of activity that was accomplished. Vicki McConnell also expressed her thoughts on how well the meeting was run.

Jenifer also expressed her appreciation to the Charter and Rules of Appreciation Tiger Team as well as the NTHMP CC for the team work and commitment everyone provided to complete and ratify the two critical documents.

**Official Voting Record of the NTHMP Coordinating Committee Meeting on April 3, 2008**

NTHMP Voting Members	Pass Charter	Pass Rules of Procedure	Nominate Vickie Nadolski as Chair	Pass Spend P \$115
NOAA - Eddie Bernard	Yes	Abstain	Yes	Ye
NOAA- David Green	Yes	Yes	Not Present	Not Pre
FEMA - Mike Mahoney	Yes	Yes	Yes	Ye
FEMA - Chris Jonietz-Trissler	Not Present	Not Present	Not Present	Not Pre
NSF - Rick Fragaszy	Not Present	Not Present	Not Present	Not Pre
NSF- Barbara Ransom	Not Present	Not Present	Not Present	Not Pre
USGS - David Oppenheimer	Yes	Yes	Yes	Ye
USGS - Craig Weaver	Not Present	Not Present	Not Present	Not Pre
Alaska - Roger Hansen/Mark Roberts/Erv Petty	Yes	Yes	Yes	Ye
Washington - George Crawford (represented by Dave Nelson)/Tim Walsh	Yes	Yes	Yes	Ye
Oregon - Rob Witter	Yes	Yes	Yes	Ye
California - Jim Goltz/Rick Wilson	Yes	Yes	Yes	Ye
Hawaii - Kevin Richards	Yes	Yes	Yes	Ye
Pacific Islands - Ted Untelan	Yes	Yes	Yes	Ye
Puerto Rico - Christa Von Hildebrant/Barbara Medina	Yes	Yes	Yes	Ye
USVI - Jacqueline Heylinger	Not Present	Not Present	Not Present	Not Pre
Eastern States - Robert Ward	Yes	Yes	Yes	Ye
Gulf Coast States - Charles Williams	Yes	No Vote	Yes	Ye

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**Action Items:**

**Action Item 1:** Revise Jan. 10, 2008 Meeting Minutes based on Roger Hansen's comments and redistribute to the NTHMP CC for a one-week virtual review.

**Lead: Rhoades**

**Due Dates:** a) **Revise and re-distribute minutes by Friday, April 4, 2008**  
b) **NTHMP CC provide comments/clearance by Friday April 11, 2008**  
c) **Post Minutes to NTHMP Website within one week of NTHMP Clearance.**

**Status: Draft Minutes Re-distributed on 4/4/08; out for NTHMP CC Review and Clearance.**

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**Action Item 2:** Redistribute February 7, 2008 minutes for a one-week virtual review.

**Lead: Rhoades**

**Due Dates:** a) **Re-distribute minutes by Friday, April 4, 2008**  
b) **NTHMP CC provide comments/clearance by Friday April 11, 2008**  
c) **Post Minutes to NTHMP Website within one week of NTHMP Clearance.**

**Status: Draft Minutes Re-distributed on 4/4/08; out for NTHMP CC Review and Clearance.**

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**Action Item 3:** Post ratified Charter to NTHMP Website.

**Lead: Rhoades**

**Due Dates:** a) **Post ratified Charter to NTHMP Website by Friday, April 11, 2008**

**Status: Open**

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**Action Item 4:** Distribute the ratified Rules of Procedure (w/track changes) to the NTHMP CC; post a "clean" version to the NTHMP Website.

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**Lead: Rhoades**

**Due Dates:** a) Distribute ratified Rules of the Procedure (w/track changes to the NTHMP CC by Friday April 11, 2008  
b) Post ratified Rules of Procedures to NTHMP Website by Friday, April 11, 2008

**Status: Open**

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**Action Item 5:** Determine dates and location for a face to face meeting of the NTHMP CC (late May/early June time frame)

**Lead: Rhoades**

**Due Dates:** a) Determine dates and location for a face to face meeting of the NTHMP CC – April 30, 2008

**Status: Open**

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**Action Item 5:** Send an email out to the NTHMP CC Members asking for the appropriate agency to submit the letter requesting for an official designee(s) to the NTHMP CC.

**Lead: Rhoades**

**Due Dates:** a) Send email to NTHMP CC - April 11, 2008

**Status: Open**

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**Action Item 6:** Ensure Grant awards represent the distribution of the additional \$115K as voted on during this meeting.

**Lead: Rhoades**

**Due Dates:** a) Approve funding to States representing the budget decision voted on in Today's meeting – April 30, 2008

**Status: Open**-----

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**Action Item 7:** Distribute the FY08 and FY09 Spend Plan reflecting the entire 27% described as the National Tsunami Hazard Mitigation Program in P.L. 109-424.

**Lead: Rhoades**

**Due Dates: a) Distribute Spend Plan to NTHMP CC – April 4, 2008**

**Status: Complete; Spend Plan distributed to NTHMP CC on April 4, 2007**

**Action Item 8:** Determine if there will be a State Co-Chair. If so, present a nomination at the next NTHMP CC Meeting

**Lead: Goltz**

**Due Dates: June 17, 2008**

**Status: Open**