

Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference

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
DHS/FEMA Chris Jonientz-Trisler
HI Kevin Richards – State of Hawaii
NOAA/NGDC – Sue McLean
NOAA/OAR – Eddie Bernard
NOAA/NWS – David Green, NOAA Tsunami Program Manager
NOAA/NWS – Jen Rhoades, NOAA Tsunami Program Coordinator
NOAA/NWS – Chris Maier
NOAA/NWS Carl Gorsky
NOAA/NWS Jeff Lorens
NOAA/NWS Don Miller
NOAA/NWS Steve Pritchett
NOAA/NWS Tim Hendricks
NSF- Barbara Ransom
OR Jay Wilson – State of Oregon
OR Dave Castle – State of OR
OR Rob Witter – DOGAMI
OR George Priest – DOGAMI
PR Christa G. von Hillebrandt-Andrade – Puerto Rico Seismic Network, UPR
USGS – Craig Weaver
WA Tim Walsh – Washington Division of Geology and Earth Resources
WA Dave Nelson/Maillian Uphaus – State of WA
WA George Crawford- State of Washington

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Minutes

1. NTHMP Chair – Jeff LaDouce provided opening remarks and started discussion of the FY08 NTHMP budget
2. Jay Wilson suggested the NTHMP Coordinating Committee (CC) should be able to vote on the FY08 NTHMP budget and the voting done in November was no longer valid as it was on the NTHMP budget as proposed through the Continuing Resolution for FY08. Jay proposed another vote on the FY08 NTHMP budget.
3. There was significant discussion concerning where the funding for mapping and modeling and DEM development should reside within the NOAA Tsunami Program Budget. Currently, the funding exists in the NTHMP Section of the budget; but some NTHMP members strongly support the funding being moved to Warning Program section of the budget. Jeff stated another vote could be held at the next meeting, and that the mapping and modeling and DEM issues could be on the table to be removed as a part of the NTHMP budget. Jeff explained that NOAA views tsunami hazard mitigation in a broader text than the NTHMP and has integrated the broader meaning into the NTHMP budget. A vote is a new action item. – **Action Item 11**
4. George Crawford agreed with Jeff and suggested the NTHMP CC see this as an opportunity to make a change by voting on what is included in the budget, “so we can get to a true 27 % ”..
5. The Oregon state delegation reiterated a need to revisit the voting action done in Hawaii in November, and “recommend NOAA budget move NOAA inundation forecast modeling out of NTHMP
6. It was agreed no votes regarding the FY08 NOAA tsunami budget would be held until the next meeting and there are two separate proposals on the table to vote on at the next meeting.
 - a. Proposal One – Because the budget categories NOAA’s Mapping and Modeling and NOAA/NGDC Data Archive apply to activities carried out under Section 4 of the Tsunami Act (Forecast and Warning), they should not be accounted for under the NTHMP (Section 5) budget. Witter proposed that these two NOAA activities be funded through another program and that the categories be taken out of the budget. However, the funding for these activities would remain in the FY08 NTHMP budget to be used for other appropriate mitigation activities.
 - b. Proposal Two – NOAA’s Mapping/Modeling/DEM Function Leaves NTHMP™/ Funds Leave NTHMP™ budget. The Mapping/Modeling and the DEM functions and funding provided under the mitigation program in the NOAA FY08 NTHMP budget be removed from inclusion in the NTHMP™ budget .

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7. David Green suggested more definition be given to these two proposals prior to a vote. This is a new action item – **Action Item 12.**
8. The federal and state membership voiced their concern there is insufficient funds in the budget required to meet the percentages described in Section 8 of P.L. 109-424.
9. Roger Hanson reiterated there is concern from the states that the language in the law is not being met, and the percentages are not being addressed by NOAA.
10. David Green stated the highest priority is to ensure the warning and forecast program is adequately funded and that consumes most of the NOAA appropriated Tsunami Program funds. In compliance with PL 109-424, after addressing the warning and forecast program the remaining funds are directed to research and tsunami mitigation programs.
11. Both the State of Alaska and Oregon stated that since the law has been passed the states are getting less state money for mitigation because the law was assumed to be covering the funding.
12. Christa von Hillebrandt-Andrade brought up that the Law says in section 4.b.7 the responsibility of NOAA to provide mitigation under section 4.
13. The agenda then moved to an open discussion on the Charter and Rules of Procedures.
 - Steve Pritchett suggested up that some specific Guiding Principles would be included in the Charter. Jennifer Rhoades suggested that it would be a good to consider including the Guiding Principals in the introduction to Rules of procedures, and the CC agreed to that. A new Action is to distribute the Guiding Principles to the Charter Coordinating Committee as part of the review and commenting process requested by the Tiger Team (see **Action Item 13**).
 - David Green had comments on the Voting issue in relation to the Charter and Rules of Procedures. There is no clear definition of what the quorum for voting is, Rob Witter suggested this be defined in the Rules of Procedures.
 - George Crawford asked for a clarification in Section 3 and 4 of the Rules of Procedures.
 - Jenifer Rhoades requested the CC provide their comments to the Charter and Rules of Procedure to her by Feb. 21, 2008. Providing comments on the new documents is a new action item. **Action Item 13.**
14. Mark Roberts brought up there was no direct tribal representation on the NTHMP
 - George Crawford discussed the fact that his state committee has tribal membership and he represents the state.
 - There was discussion whether members could represent tribes or not, this subject warrants further discussion by the committee.
15. David Green discussed the need to address the authority each member has from its constituent community to be the designated representative on the CC. This should be

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reflected in the Charter and only those officially designated should be entitled to vote or manage NTHMP funds. Action item 9 will be modified to require each member to report via a paragraph to the chair on its authority to represent its constituents. **Modified Action Item 9.**

16. Next meeting will be March 4th at 4 PM Eastern Time. **Action Item 1 revised.**

DRAFT

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Action Items from the NTHMP Virtual Meetings:

Action Item 1: Organize next virtual NTHMP Coordination Committee meeting on 4th of March.

Lead: Green /LaDouce

Complete by: i.) Feb 29, 2008 confirmation of date and time.

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

Status: Open, Meeting date proposed.

Action item 3. Invoices for the current NTHMP contracts will be submitted by designated Coordination Committee Members to the NOAA Tsunami Program 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 30th, the Committee Member will inform the Coordinator and Chair by March 15th 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.

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

Action Item 5:

Assess the issues and mechanisms concerning the production of inundation maps. Clarify what is being requested and outcomes expected. Inventory what modeling and mapping information is available to share among all participants of the NTHMP.

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Consideration should be given to: available grids used for modeling and associated information about these grids (whether for forecast or inundation/evacuation mapping and modeling), relevant model computer code and standards for use by NTHMP partners (noting that NOAA operational code is under configuration management) Identify risks or issues associated with sharing the identified information. Develop recommendations for the broader NTHMP committee to consider on how a process could be established for sharing this information to advance research and manage operations.

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

Background: Coordination Committee designees requested information on ongoing NOAA operational forecast/modeling and standardized inundation/modeling efforts. Committee members recommended that code sharing within the NTHMP community be promoted to encourage standards of accuracy and improve the quality of results. Committee members for the States/Territories/Commonwealths asked NOAA (PMEL), “Can the codes be shared? What is available? What can be made available? Will the codes for research or forecasting be made readily available?” These questions are within the terms of reference proposed by the NTHMP Modeling & Mapping Sub-committee. In particular, it was proposed that code sharing for research and development of inundation maps be commonplace while complying with reasonable configuration management practices with respect to the operational codes. The Coordination Committee recommended that the M&M Sub-Comm take the action to examine and provide recommendations on initiating the process to produce inundation maps

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.

Action Item 5B: Update the list of sites for forecast modeling to reflect work in progress or planned, in addition to the completed sites. Also provide information on the input resolution of bathymetry and topography used to develop the grids.

Lead: NOAA/PMEL and NGDC

Status: Open

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

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Revised Action Item 9. Each Member State/Commonwealth/Territory will confirm details and authorities 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.

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: each member
Complete by March 30, 2008
Status: open

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

Action Item 11: Vote at Next NTHMP meeting. A vote could be held at the next meeting, and that the mapping and modeling and DEM issues could be on the table to be removed as a part of the NTHMP budget. Establish what constitutes a quorum for the vote.

Lead: LaDouce
Complete by: March 4 2008

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Action Item 12: Provide more definition to the two proposals to be voted on. They are:

- a. Proposal One – Mapping/Modeling/DEM Function Leaves NTHMP™/ Funds remain in the NTHMP budget. The Mapping/Modeling and the DEM functions funded under the mitigation program in the NOAA FY08 NTHMP budget be removed from inclusion in the NTHMP™ budget , however the \$2.55M FY08 dollars designated for Mapping/Modeling/DEM remain in the FY08 NTHMP for the NTHMP membership to utilize and be considered as part of the 27%.
- b. Proposal Two – Mapping/Modeling/DEM Function Leaves NTHMP/ Funds Leave NTHMP budget. The Mapping/Modeling and the DEM functions and funding provided under the mitigation program in the NOAA FY08 NTHMP budget be removed from inclusion in the NTHMP budget .

**Lead: LaDouce/Green/State Representatives
Complete by Feb 22, 2008
Status: Open**

Action Item 13: Provide comments back on the NTHMP Charter/Rules of Procedures/ Guiding Principles

**Lead: All Membership
Complete by February 21, 2008
Status: Open**

CLOSED ACTION ITEMS

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 31st. Team will confirm Team Lead and terms of reference in consultation with NTHMP Chair.

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

Lead: LaDouce/Rhoades
Complete by: January 31, 2008

Status: closed.

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

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

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.