

NTHMP COORDINATING COMMITTEE MEETING -- July 15, 2015
Held at California State Office Building, San Diego, California

1. Call to order – NTHMP Chair Aimee Devaris called the meeting to order at 3:47pm PT.

2. Roll call

NOAA

Mr. Mike Angove*, Tsunami Program Manager, NWS HQ, Silver Spring, MD
Ms. Aimee Devaris, NWS Alaska Region Director, Anchorage, AK
Ms. Marie Eblé*, Pacific Marine Environmental Laboratory, Seattle, WA
Ms. Kara Gately*, NWS National Tsunami Warning Center, Palmer, AK
Dr. Laura Kong*, International Tsunami Information Center, Honolulu, HI
Dr. Rocky Lopes*, Tsunami Program Deputy Mgr., NWS HQ, Silver Spring, MD
Ms. Christa Rabenold*, Tsunami Program, NWS HQ, Silver Spring, MD
Dr. Vasily Titov, Pacific Marine Environmental Laboratory, Seattle, WA

FEMA

Ms. Tamra Biasco, FEMA Region 10, Lynwood, WA

USGS

Ms. Stephanie Ross, USGS Menlo Park, CA
Dr. Nate Wood, USGS Research Geographer, Portland, OR

Alaska

Ms. Ann Gravier, Alaska Department of Homeland Security & Emer. Mgmt, Anchorage, AK
Dr. Dmitry Nicolsky, University of Alaska at Fairbanks, Fairbanks, AK

American Samoa

Mr. Vinnie Atofau, American Samoa Dept. of Homeland Security, Pago Pago, AS

California

Mr. Kevin Miller, California Office of Emergency Services, San Francisco, CA
Mr. Rick Wilson, California Geological Survey, Sacramento, CA

Commonwealth of the Northern Mariana Islands

No representatives

East Coast States

Dr. Jim Kirby, University of Delaware, Newark, DE

Guam

Mr. Chip Guard, NWS Forecast Office, Barrigada, Guam

Gulf Coast States

Dr. Juan Horillo, Texas A&M University at Galveston, Galveston, TX
Mr. Chayne Sparagowski, Coastal Bend TX COG, Corpus Christi, TX

Hawaii

Dr. Kwok Fai Cheung, University of Hawaii, Manoa, HI
Mr. Kevin Richards, Hawaii State Civil Defense, Honolulu, HI

Oregon

Dr. Althea Rizzo, Oregon Emergency Management, Salem, OR

Puerto Rico

Dr. Victor Huerfano, Puerto Rico Seismic Network, Mayaguez, PR
Mr. Wilfredo Ramos, Puerto Rico State Emergency Management Agency, San Juan, PR

U.S. Virgin Islands

Ms. Mona Barnes, USVI Territorial Emergency Management Agency, St. Thomas, VI

Washington

Mr. John Schelling, Washington Emergency Management, Camp Murray, WA
Mr. Tim Walsh, Washington Division of Natural Resources, Olympia, WA

28 present, 9.5 state votes (min 7); 5 Fed votes (min 4). Quorum requirement was met.

*Non-voting; ex-officio or guest

3. Minutes of Coordinating Committee meeting of May 19, 2015

Kevin Richards moved to accept the minutes as presented. Kevin Miller seconded. Approved by unanimous consent.

4. Welcome new Coordinating Committee members

Aimee Devaris welcomed Ms. Ann Gravier, Alaska emergency management representative who has replaced Erv Petty who is retiring effective August 1. Chair Devaris also welcomed Mr. Chayne Sparagowski, the emergency management representative for the Gulf Coast. He has replaced Amy Godsey. Welcomed also was Ms. Mona Barnes, the emergency management representative for the U.S. Virgin Islands. Ms. Barnes is the new Director of VITEMA and has replaced Gen. Elton Lewis.

5. NTHMP Rules of Procedure Update

A. Designation of Alternates

At the request of member Althea Rizzo, Chair Aimee Devaris appointed a work group during the May 19 Coordinating Committee meeting to consider language changes to the Rules of Procedure regarding proxies. Rocky Lopes reported that the work group developed a proposed rules change and voted unanimously to recommend approval by the Coordinating Committee.

After discussion and amendments regarding how much advanced notification is needed (especially when it comes to NOAA-sponsored invitational travel), the Coordinating Committee approved adding this wording: (wording in *italics* is new)

Each member organization (i.e., Federal, State, Commonwealth, and Territorial Government) will be responsible for designating their official representatives. *Each Coordinating Committee member officially designated by the member organization may designate one alternate to participate on their behalf in the event they are unable to execute their duties. The Coordinating Committee member shall be responsible for informing the NTHMP Administrator of the alternate's name in advance of the meeting(s) in which the alternate will attend on behalf of the official representative. Invitational travel will only be provided to the officially designated Coordinating Committee member, unless specifically authorized in advance by the NTHMP Administrator. Requests will be evaluated on a case-by-case basis and several factors, including available funding.*

A quorum, consisting of a majority of state representatives (minimum of seven state/territory representatives) and a majority of federal agency representatives (minimum of four federal agency representatives), must be satisfied in order to hold a vote on any NTHMP decision. NTHMP voting members must be physically present at an in-person meeting (on the phone during a teleconference *or if teleconference capability is provided for an in-person meeting*) to vote. Proxies are not allowed; *however, an alternate member (as defined in the Membership section of the Rules of Procedure) may attend Coordinating Committee meetings. The state/territory decides who has the vote on behalf of the official representative in their absence*

B. NTHMP Grant Procedures in Rules of Procedure Appendices C and D

Rocky Lopes explained that the Department of Commerce Grant Policy Manual governs all grants by any DOC agency. This includes NTHMP grants.

The DOC Grant Policy Manual states, "no other documents, agreements, memoranda of understanding, or similar governing agreements may include any rules, requirements, or directions for DOC Grants without an express written waiver by the DOC Assistant Secretary for Administration."

What this means is that in order to be in compliance with DOC Grants Policy, all grant-related *governing* or directive language had to be removed from the NTHMP Rules of Procedures and will now be included in the NTHMP Grant Guidance issued each year in advance of the NTHMP Grant Cycle. All of the same information found in the NTHMP Rules of Procedure Appendix C and D will be lifted from the RoPs and imported into the NTHMP Grant Guidance under the purview of the grant provider, the National Weather Service. The NTHMP Coordinating Committee does not vote or govern the Grant Guidance. Aimee Devaris stated that we will endeavor to share the Grant Guidance in advance.

Lopes also stated that the Grant Guidance will be modified for 2016 to allow requests for travel to NTHMP meetings and to conferences. However, travel is a low priority compared with established priorities found in the NTHMP Strategic Plan and subcommittee reports. If funding is available after meeting NTHMP strategic priorities, then funding for travel can be considered.

Tamra Biasco noted that the RoPs had included the requirement that all subcommittee co-chairs serve as the reviewers of NTHMP grant semi-annual reports. With that language being removed from the RoPs, then we have a problem.

Rocky Lopes stated that language regarding review of the semi-annual grant progress reports by Co-Chairs should be included in each subcommittee's Terms of Reference. By so doing, the latest Terms of Reference are automatically included in the Rules of Procedure.

Aimee Devaris assigned each subcommittee to review its Terms of Reference and include the task to review NTHMP semi-annual grant progress reports.

Vote

Kevin Richards moved to accept the NTHMP Rules of Procedure with amendments as noted. Tim Walsh seconded. Vote was unanimous by voting representatives at the meeting.

6. MES Actions from summer meeting

Tamra Biasco announced the following actions taken during the Mitigation and Education Subcommittee meeting:

- The Tsunamiready Fundamental and Tier II Guidelines were approved.
- Kevin Richards and Ann Gravier were appointed to serve on the National TsunamiReady Board.
- The updated final version of the NTHMP Fact Sheet was approved.
- The updated Investment Activities report was discussed. Minor edits and response to a data call on the number of residents in tsunami inundation areas are due to Rocky Lopes July 31.

7. MMS Actions from summer meeting

Kara Gately stated that more collaboration with the USGS is needed by MMS and the tsunami warning centers. MMS proposes to hold a one to two-day workshop with USGS for this purpose, and consider holding it at the same time as the annual meeting. She suggested on behalf of the MMS that we consider holding the annual meeting in Boulder, Colorado because it will be easier to meet with USGS staff based there.

There was a discussion about what was needed as outcomes from this meeting. Chair Aimee Devaris appointed a planning group: Stephanie Ross, Kara Gately, Rick Wilson, and Rocky Lopes.

8. Meteotsunami Brochure

Christa Rabenold showed a two-page fact sheet on meteotsunamis that was suggested by Coordinating Committee member Ed Fratto. She described the process of collaborative development among scientists and NTHMP partners. She requested acceptance to post the document on NTHMP website.

Laura Kong objected. She asked that all subcommittees be given the opportunity to review it.

Chair Aimee Devaris requested that the MES, MMS and WCS review the Meteotsunami Fact Sheet and provide feedback to Christa Rabenold by August 14. Christa will consider whatever comments are provided by that date and then post the fact sheet on the NTHMP website.

9. Update of FEMA P646A *Vertical Evacuation from Tsunamis: A Guide for Community Officials* -- Tamra Biasco on behalf of Mike Mahoney

Tamra Biasco stated that the P646A document is outdated. Mike Mahoney indicated that since the science has changed since the East Japan tsunami, the document requires updating. What are next steps to update it?

John Schelling: this is very important and should be updated. Schelling offered to put together a proposal about updating the Guide and bring it to the NTHMP Coordinating Committee for review.

Aimee Devaris: NOAA and NTHMP can prepare a letter of support as long as it does not make a financial commitment.

Biasco: letters of support can be helpful.

Tamra Biasco will lead a collaborative effort on next steps and which document Mahoney is talking about.

10. TWERA status update

Mike Angove said that the bill is still pending before the U.S. Senate. We have no more information.

11. Fiscal Situation for FY16

Mike Angove reported at other times of the summer meeting that the full reorganization of the NWS budget is in effect. This budget reorganization has done away with the individual budget for the tsunami program. Now there is separate funding for tsunami-related activities appropriated to different areas for which the Tsunami Program does not have direct authority: buoy maintenance and seismic data agreements goes to the Observations portfolio; I.T. modernization at TWCs goes to the Central Processing portfolio; research goes to the Science and Technology Integration portfolio; and residual items like the NTHMP goes to the Analyze, Forecast, and Support (AFS) portfolio. There is much less budget leeway available as had been in the past.

12. Ideas for location and dates for 2016 Annual Meeting

Coordinating Committee members suggested the following dates for the annual meeting and potential add-on meetings:

- Priority 1: last week of January (25 – 29, 2016)
- Priority 2: first week of February (1 – 5, 2016)

Potential locations include in priority order:

- a. Boulder or Lakewood, Colorado
- b. Menlo Park, California

- c. San Diego, California
- d. Silver Spring, Maryland
- e. Portland, Oregon

Rocky Lopes will contact potential locations to determine availability of adequate and available free meeting space, hotels that will accept the Federal per diem rate, ground transportation between airport and hotels, proximity between hotels and meeting space (transportation and/or walking distance). He will develop a cost analysis for each location. He will share that with Aimee Devaris and Mike Angove before the September Coordinating Committee meeting for them to make a decision on the dates and location for announcement at the September CC meeting.

13. Old Business

Christa Rabenold asked if the NTHMP Coordinating Committee will declare dates for a Tsunami Preparedness Week for 2016. Chair Aimee Devaris said that due to tight time remaining during this meeting, this discussion and decision will be deferred to the September Coordinating Committee meeting.

14. New Business

Rocky Lopes discussed the revised *NTHMP Grants Investment Activities Report*. The report was discussed at length during the MES meeting on July 13.

Chair Aimee Devaris will write a statement from the Chair that will provide context on the grants as well as the importance that the collaboration among NTHMP partners brings through these investments. She stated that she also has some other edits that she will provide.

Rocky Lopes said that an additional data call to all grant partners will be made to request information on the number of residents who live within tsunami inundation zones. Rocky will include that data as well as any other editorial refinements that he considers appropriate for the report. He hopes to have a final report prepared and available in August, in time for return of Congress after its August recess.

15. Adjourn

The meeting was adjourned by Chair Aimee Devaris at 5:04pm PT.

Respectfully submitted,

Rocky Lopes
NTHMP Administrator