

1. Chair Grant Cooper called the meeting to order at 3:01pm EDT.

2. Roll Call: (*voting member in italics*)

Alaska

Dr. Dmitry Nicolsky, University of Alaska, Fairbanks, AK

American Samoa

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

Ms. Jacinta Brown³, American Samoa Dept. of Homeland Security, Pago Pago, American Samoa

Ms. Elinor Lutu-McMoore¹, NWS Weather Service Office, Pago Pago, American Samoa

Ms. Antonina Paselio⁶, American Samoa Dept. of Homeland Security, Pago Pago, American Samoa

California

Ms. Yvette LaDuke⁴, California Office of Emer. Services, Valencia, CA

Mr. Kevin Miller, California Office of Emergency Services, San Francisco, CA

Mr. Rick Wilson, California Geological Survey, Sacramento, CA

Commonwealth of Northern Mariana Islands

Mr. Brien Nicholas, CNMI Dept. of Homeland Security, Saipan, MP

Mr. Chip Guard¹ (dual representation with Guam)

East Coast States

No representatives

Guam

Mr. Leo Espia, Guam Homeland Security, Hagåtña, GU

Mr. Chip Guard¹, NWS Forecast Office, GU

Gulf Coast States

Dr. Juan Horrillo, Texas A&M University at Galveston, Galveston, TX

Hawaii

Dr. Kwok Fai Cheung, University of Hawaii, Honolulu, HI

Mr. Kevin Richards, Hawaii Emergency Management Agency, Honolulu, HI

Oregon

Dr. Jon Allan, Oregon Dept. of Minerals and Geology, Newport, OR

Puerto Rico

Dr. Victor Huerfano, Univ. of Puerto Rico at Mayagüez, Mayagüez, PR

U.S. Virgin Islands

Ms. Kieran Isidore⁶, Virgin Islands Territorial EMA, St. Croix, VI

Mr. Roy Watlington, U.S. Virgin Islands, St. Thomas, VI

Washington

Mr. Maximilian Dixon, Washington Emergency Mgmt Division, Camp Murray, WA

Ms. Corina Forson, Washington Division of Natural Resources, Olympia, WA

Ms. Kelly Yemm⁴, Washington Emergency Mgmt Division, Camp Murray, WA

NOAA

Mr. Mike Angove⁵, NOAA/NWS National Tsunami Warning Center, Palmer, AK

Dr. Grant Cooper, NWS Western Region Director, Salt Lake City, UT

Mr. Lewis Kozlosky⁴, NOAA/National Weather Service HQ, Silver Spring, MD

Dr. Rocky Lopes⁵, NOAA/National Weather Service HQ, Silver Spring, MD

Dr. Chip McCreery⁴, NOAA/NWS Pacific Tsunami Warning Center, Honolulu, HI

Ms. Christa Rabenold⁴, NOAA/National Weather Service HQ, Silver Spring, MD

Ms. Christa von Hillebrandt, NOAA/NWS Caribbean Tsunami Warning Pgm, Mayagüez, PR

FEMA

Ms. Tamra Biasco, FEMA Region X, Lynnwood, WA

USGS

Ms. Stephanie Ross, U.S. Geological Survey, Menlo Park, CA

Dr. Nate Wood, U.S. Geological Survey, Portland, OR

31 present, 10.5 state votes (min 7); 5 Fed votes (min 4). Quorum requirement met.

¹ Coord. Comm member, NOAA employee, non-voting

² Guest, one-time, non-voting

³ Alternate for primary CC member (guest)

⁴ Regular guest, non-voting status

⁵ Ex-officio, non-voting member

⁶ Guest w/no advance approval, non-voting

Welcome and call meeting to order: Chair Grant Cooper

3. Minutes of Coordinating Committee meeting of Sept. 4, 2018.

<https://nws.weather.gov/nthmp/documents/NTHMPCC20180904Minutes.pdf>

Dr. Cooper called for approval of the minutes. The minutes were approved by acclamation.

4. NTHMP Coordinating Committee membership changes

Dr. Cooper welcomed Carlos Irigoyen of Puerto Rico Emergency Management. He replaces Wilfredo Ramos permanently.

Dr. Cooper commended and thanked Mona Barnes of the U.S. Virgin Islands. Her term as Director of the Virgin Islands Territorial Emergency Management Agency concluded with change of elected leadership for the territory since the position serves at the pleasure of the Governor. A Certificate of Appreciation for her three years of service will be sent to her as a token of our appreciation for her service.

5. New Director, National Tsunami Warning Center

An announcement that Dr. James Gridley was selected to be the Director of the NTWC was made last week. He began work on Monday, December 10. A full bio and background will be included in the December edition of the NTHMP *TsuInfo Alert* newsletter. James will assume the duties of the Warning Coordination Subcommittee Co-Chair and will be attending the NTHMP Annual Meeting in San Diego.

6. Tsunami Program at NWS HQ updates

a. FY19 Grants Process (what to expect at meeting on January 31)

Rocky Lopes reminded everyone that the Grantees meeting on January 31 will be different from the past few years. We will expect all 12 applicants to present an overview about the activities and tasks for which they intent to request funding for the FY19 grant round.

This presentation will be made to Dr. Cooper, Mike Angove, and the NTHMP Grant Panel members – Rocky Lopes, Tamra Biasco, and Marie Eblé. Presentations may be no longer than 15 minutes and may include, if you wish, support by PowerPoint (optional.) If you go longer than 15 minutes, you may be asked to stop. We have 3.5 hours to squeeze in presentations from all 12 grantees as well as allow time for leadership to ask penetrating questions.

Do not include budget or cost estimates in your presentation – only activities and tasks. Expect questions from leadership who will be asking questions such as, “how is this activity contributing to meeting the nation’s tsunami capabilities?” and more. Closer advance scrutiny will ensure that when it

comes time to making recommendations for funding, granting agency (NWS) leadership can be assured that the grant funds are being invested well and in accordance with the *2018-2023 NTHMP Strategic Plan* and priorities, as well as capable of being fully executed in 12 months.

All grant primary and subaward applicants may remain in the room but may not ask questions. Due to the potentially sensitive nature of proposed activities, no other guests will be allowed and remote access will not be available.

Dr. Cooper reinforced that he will be looking at proposed activities to be in alignment with the new NTHMP Strategic Plan, and how tsunami grant funds are maximized for greatest potential impact and application.

Mike Angove said that these presentations are the opportunity to “pitch us” and are not a technical review. Generally, we will be asking, “is this in the right ballpark?”

Dr. Cooper stated that we will be looking for what will have the biggest impact to support the program, and are not favoring adding additional FTE positions. If additional FTE will be requested, the support for the FTE must be very strong and well documented.

Rocky Lopes stated that the usual review process will be in place, and looking at past performance is considered. There are some grantees whose Project Narratives promised delivery of tasks in 12 months, but task completion took longer and the length of time to complete tasks in more than 12 months was seldom explained or approved. That is among the main reasons why the period of performance for grants was changed to 12 months (with allowance for a 12-month no-cost extension). Grantees who have a history of taking more time to complete tasks than what was promised in Project Narratives should anticipate questions about feasibility of 12-month task completion for proposed projects.

b. Data Management Plan Special Award Condition on FY18 Grants

A Special Award Condition was applied by NOAA Grants Management to grants awarded in the FY18 cycle for all grantees *except* Puerto Rico and the U.S. Virgin Islands.

Maximilian Dixon said that he did not see the SAC on Washington’s Grant. Lewis Kozlosky said that it was there, but is sometimes hard to find. He will send an email to Maximilian to show him where it was.

Kozlosky said that data management plans were received so far from Alaska, California, Guam, and Oregon. We also have them via email from Hawaii and Washington. Kozlosky will work with grantees to help them submit these Data Management Plans via NOAA GrantsOnLine as an Award Action Request to satisfy an SAC.

Note: The Tsunami Program Office at NWS HQ is aware that there is no official due-date for responding to this SAC in the NOAA GrantsOnLine system so notices to satisfy an SAC are not being sent. We are going by an email from the NOAA Grants Specialist that said that Data Management Plans were due 90 days after the September 1, 2018, grant award. If you have concerns about no due-date in the system, you may make your concerns known to NOAA Grants Management which has the responsibility for managing SACs and NOAA GrantsOnLine.

c. FY19 NOAA/NWS Tsunami Activities grants cycle

The FY19 grants cycle remains on track. We are expecting all grant applicants to prepare a first-round grant pre-application package and submit it to the NWS HQ before or no later than Friday, January 11 to nws.tsunamigrants@noaa.gov. If you have questions, please contact Rocky Lopes or Lewis Kozlosky. *Do NOT wait until the day the package is due to ask questions!*

d. Tsunami WEA message process, public comments discussion January 14

Stakeholders, including NTHMP partners, were very engaged when the NWS worked on developing the expanded Wireless Emergency Alert message in English and Spanish. In fact, thanks to leadership and collaboration with Christa von Hillebrandt, the Tsunami Program led the way and served as an example within the NWS to develop culturally sensitive messages in Spanish.

The expanded WEA messages have been released via a [Public Notification Statement](#) (PNS), required by policy, to seek public comment on the proposed expanded messages (which you can see here: <https://www.weather.gov/wrn/wea360>)

We anticipate having public comments, if any, available to review in a meeting on Monday January 14 at 2:00pm EST. All NTHMP partners are welcome to join this meeting. Let Rocky Lopes know if you wish to participate in the discussion and validation of the final message content.

7. NTHMP Updates

a. *2018 NTHMP Annual Report*

Rocky Lopes reminded everyone – including states, territories, subcommittees and Caucus Co-Chairs – that we need a one-pager with photos to assemble for the 2018 NTHMP Annual Report. The one-pager should describe the tsunami-related activities accomplished during calendar year 2018.

The one-pager with photos is due by the end of December so we can assemble it and print it in time for the NTHMP Annual Meeting.

b. Annual Meeting update

Rocky Lopes announced that everything is on track for the NTHMP Annual Meetings week, January 28 – February 1, 2019, in San Diego.

Lopes thanked Kevin Miller and Dominique Degrate-Word of CalOES for their terrific help with logistics for the Annual Meeting, especially with AV support.

Lopes thanked the MMS for developing an agenda for their business meeting so early. A draft agenda for the WCS is pending with its Co-Chairs. The MES will be discussing its business meeting agenda on a conference call on December 18 during a scheduled MES conference call.

The agenda for the Island Caucus meeting was posted on December 11.

We are expecting about 75 people to attend the Annual Meeting (at peak). If you haven't yet made a hotel reservation, do so now!

Visit the website for updated information regularly.

<https://nws.weather.gov/nthmp/2019annualmeeting/index.html>

8. NTHMP Subcommittee Structure and Workload Analysis

Briefing on discussion paper by the Work Group members

Grant Cooper opened the discussion and thanked each Work Group member for their commitment and dedication. He said that he was pre-briefed on the paper and looks forward to a robust discussion at the Coordinating Committee meeting on February 1.

Rocky Lopes described that a Work Group was appointed by NTHMP Chair Dr. Cooper following a motion and vote at the July 25, 2018, Coordinating Committee meeting about development of a discussion paper about the structure of NTHMP Subcommittees. The Work Group members included Tamra Biasco, Corina Forson, Kevin Miller, and Chayne Sparagowski as active members and was facilitated by Rocky Lopes. Dr. Althea Rizzo was appointed but participated minimally due to workload. Leo Espia was appointed, but could not participate due to response requirements due to severe impact of two devastating typhoons.

Lopes said that this Work Group met five times so far via conference call and worked very hard to develop this paper. It was difficult and the thoughtful and professional dedication of the Work Group is very much appreciated. There were many edits, back-and-forth discussions, and clarifications throughout this long process.

Lopes reinforced that this paper is only about subcommittees and not the NTHMP as a whole. The governance and structure of the NTHMP itself is codified in the *Tsunami Warning, Education, and Research Act of 2017* and we're not about to ask for an Act of Congress to change anything about the NTHMP.

The NTHMP Coordinating Committee is empowered to form its working components, including subcommittees, caucus(es), and work groups. Also, the Coordinating Committee is authorized to prioritize the work its components will do – or may not be able to do – depending on priorities and available human and funding resources.

Comments from Work Group Members

Corina Forson: writing this paper was a concerted effort with many comments and edits. The NTHMP has great history of existing subcommittee structure. Questions for the Coordinating Committee that are in the paper may prompt future actions. She appealed to Coordinating Committee members to add their own personal opinions and to think about recommendations on how to deal with issues that face the subcommittees. She also advised to make sure that recommendations provided have leadership and accountability.

Chayne Sparagowski: it is important that we mention that we tried hard to keep the paper unbiased and keep opinion out of it in an impartial manner. The paper focuses on what benefits the NTHMP, not a certain subcommittee or other entity.

Kevin Miller: we tried to take an honest approach and keep out extraneous information. We looked at where we have been and try to figure out paths to accommodate new workload. It's been largely focused on education and outreach. How do we accommodate where we need to go within finite constraints? We came up with as many questions as proposed solutions.

We want continued input leading up to the Coordinating Committee meeting on Friday February 1. A list of recommendations developed by the Work Group will be provided, and more are welcome.

Tamra Biasco: when you open the document, don't be daunted by its length. Nine pages are appendices. The paper itself is only nine pages, so it is an easy read. How the NTHMP is organized now and what can we do to organize differently in the future is discussed.

Rocky Lopes: agree with everything stated above. During development of this paper, I reviewed all of the minutes of the Coordinating Committee dating back to 1996 and documented actions that the CC took that affected subcommittee structure, activities, or actions. That history was revealing and interesting – and showed that the NTHMP has struggled with its internal structure for a long time. Restructuring subcommittees is not new to the NTHMP. That history appears in eight pages as Appendix A of the paper.

Lopes recalled the discussion at a special meeting of the Coordinating Committee in May, 2017, after the *Tsunami Warning, Education, and Research Act* was passed. The legislation provides suggestions for activities that Congress thinks the NTHMP should address or work on. However, the NTHMP is empowered to determine priorities and what work will be addressed (and when) based on available human and

funding resources. We don't have to do everything at once, and there may be some activities that we choose not to do. As long as we have a thoughtful rationale to explain the decisions on what work will be accomplished, what work may be deferred, or what work may not be done, and that these decisions are consistent with the *2018-2023 NTHMP Strategic Plan*, we have met the requirements of TWERA.

Grant Cooper: I am interested in getting the Coordinating Committee's thoughts and comments during the meeting on February 1.

The *NTHMP Subcommittee Structure and Workload Analysis* will be sent to the members of the Coordinating Committee with the minutes of this meeting, but will not be posted on the NTHMP website.

Rocky Lopes said that recommendations prepared by the Work Group are still in development. Corina Forson added that the recommendations will include: topic of concern; recommendation; applicable NTHMP governing document; actions required to implement the recommendation; leadership and accountability; and comments. Coordinating Committee members will be invited to add, edit, modify, or make their own recommendations.

No specific motions will be presupposed. These recommendations follow the questions for the Coordinating Committee in the discussion paper.

The Work Group is still working on the recommendations and will meet again on December 19. As soon as the Work Group achieves consensus agreement on the recommendations, they will be sent to the Coordinating Committee. Providing these recommendations to the CC will likely occur by the end of December.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Adjourn

The meeting was adjourned at 3:43pm by the Chair.

The next meeting will be on Friday, February 1, 2019, in San Diego during NTHMP Annual Meetings Week.

Respectfully submitted,

Rocky Lopes
NTHMP Administrator