

1. Chair Grant Cooper called the meeting to order at 8:01am PST.

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

Alaska

Mr. Dan Belanger, Alaska DHS/Emergency Management, Anchorage, AK
Dr. Dmitry Nicolsky, University of Alaska, Fairbanks, AK

American Samoa

*Ms. Jacinta Brown*³, American Samoa Dept. of Homeland Security, Pago Pago, American Samoa

California

*Ms. Yvette LaDuke*⁴, California Office of Emergency 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 Guard*¹ (dual representation with Guam)

East Coast States

Mr. Ed Fratto, Northeast States Earthquake Consortium, Wakefield, MA
Dr. Stephan Grilli, University of Rhode Island, Kingston, RI

Guam

*Mr. Chip Guard*¹, NWS Forecast Office, GU

Gulf Coast States

Mr. Brad Baker, Santa Rosa County, Milton, FL
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
Dr. Althea Rizzo, Oregon Emergency Management, Salem, OR

Puerto Rico

Mr. Carlos Irigoyen, Puerto Rico Emergency Management Bureau, San Juan, PR
Dr. Victor Huerfano, Univ. of Puerto Rico at Mayagüez, Mayagüez, PR

U.S. Virgin Islands

*Ms. Denise Lewis*⁶, 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
*Mr. Daniel Eungard*³, Washington Division of Natural Resources, Olympia, WA
Ms. Corina Forson, Washington Division of Natural Resources, Olympia, WA

NOAA

*Mr. Mike Angove*⁵, Tsunami Program, NOAA/NWS Headquarters, Silver Spring, MD
Dr. Diego Arcas, NOAA Pacific Marine Environmental Lab, Seattle, WA
Dr. Grant Cooper, NWS Western Region Director, Salt Lake City, UT
Dr. James Gridley, NOAA/NWS National Tsunami Warning Center, Palmer, AK
*Dr. Rocky Lopes*⁵, NOAA/National Weather Service HQ, Silver Spring, MD
*Dr. Chip McCreery*⁴, NOAA/NWS Pacific Tsunami Warning Center, Honolulu, HI
*Ms. Christa Rabenold*⁴, NOAA/National Weather Service HQ, Silver Spring, MD
*Ms. Kelly Stroker*⁴, NOAA National Centers for Environmental Information, Boulder, CO
Ms. Christa von Hillebrandt, NOAA/NWS Caribbean Tsunami Warning Pgm, Mayagüez, PR

FEMA

Ms. Tamra Biasco, FEMA Region X, Lynnwood, WA
Mr. Mike Mahoney, FEMA Headquarters, Washington, DC

USGS

Ms. Stephanie Ross, U.S. Geological Survey, Menlo Park, CA
Dr. Nate Wood, U.S. Geological Survey, Portland, OR

36 present, 11 state votes (min 7); 7 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 pending appointment to CC

Chair Grant Cooper welcomed Dr. James Gridley, the newly appointed Director of the National Tsunami Warning Center. James gave a brief self-introduction.

Dr. Cooper also welcomed Ms. Denise Lewis, the Acting Director of the Virgin Islands Territorial Emergency Management Agency. Denise is the likely USVI emergency management appointee to the NTHMP Coordinating Committee.

3. Minutes of Coordinating Committee meeting of December 11, 2018.

<https://nws.weather.gov/nthmp/documents/NTHMPCC20181211Minutes.pdf>

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

4. NTHMP meeting in summer in light of change to winter meeting in San Diego

Considering that the government shutdown of December 22, 2018, to January 25, 2019, caused travel for all Federal employees to be canceled, we were unable to have an official "annual meeting." Similar thing happened last year.

Lopes proposed to move the 2019 NTHMP Annual Meeting to the summer and include all three subcommittees, Island Caucus, as well as discussion about NTHMP Governance and thoughts about grant projects for the FY20 grant round.

Richards: I agree with that. Concerned that we have done all this work for the annual meeting and have a shutdown interfere with these plans. I want to take the time to do this right and move the meeting to a time less susceptible to be affected by a government shutdown. The NTHMP is well worth the effort to do this.

Angove: We are willing to recast the meeting into the summer. I like the idea for having this meeting in the summer for the reasons described, including grants discussion to ensure proposals fit the national plan.

Eblé: I agree that the summer is safer. Is four days enough?

Lopes: We're talking about 4.5 days if we include a meeting of the Coordinating Committee.

Eblé: What does this mean about having two meetings?

Belanger: We are not taking away from having two meetings, but flip-flop them. Have the MES and MMS subcommittees meet in the winter, and the full complement of the annual meeting with all subcommittees in the summer.

Eblé: Is this going to be a permanent change?

Group: (collectively) – yes.

Lopes: technically, this is a one-time change until the NTHMP *Rules of Procedure* are updated. Currently the RoPs state that the Annual Meeting is held in January or February.

Rizzo: We need to set dates asap.

Eblé: And where will we meet?

Lopes: Considering that only 3 days of funding has been placed on grants that cover travel during summer 2019, we have to select a meeting location that has a very low hotel and M&IE per diem rate so the nightly hotel and per diem costs can be paid from existing funds. With that in mind, we are considering Salt Lake City, which has an FY19 hotel per diem rate of \$125/night and \$56 M&IE rate.

Cooper: The NWS Western Region would welcome the NTHMP back.

Lopes: What should we consider for alternate locations in case Salt Lake City doesn't work out?

Wilson: Sacramento is a possibility including meeting at the USC Price School where we met in summer 2018.

Stroker: The NCEI facility in Asheville, NC, could be a possibility.

Lopes: FY19 per diem rates – Sacramento: \$135/\$66; Asheville: \$122 / \$56 (though California state employees are prohibited from traveling to North Carolina.)

We also did an informal poll yesterday and the week of July 22 was suggested as the first choice week.

Von Hillebrandt: There is a big science meeting in Toronto the week before July 22.

Miller: A HAZUS for Earthquake and Tsunami course will be held at FEMA's Emergency Management Institute the week of July 22, and that may cause a conflict for some of us.

Lopes: The week of July 29th was also discussed.

Rizzo: [motion] I move that we have a full "NTHMP Annual Meeting" as described in the summer with first choice the week of July 29 and in Salt Lake City. Victor Huerfano seconded the motion.

No discussion. The Chair called for a vote: motion passed unanimously.

Lopes: I will work with these choices and dates and get back to the Coordinating Committee when details are known regarding availability and not conflicting with an already planned National Warning Coordination Meteorologists meeting to be held this summer.

5. Proposals from partners for hosting of 2020 Annual Meeting and Summer Meetings

Allan: We offer Portland, Oregon, for the winter meeting.

Wilson: Sacramento is possible for the summer meeting if not selected for 2019.

Richards: Finding different places to go is great.

Forson: What about meeting in Seattle?

Lopes: per diem rates for the summer make Seattle too costly (\$257/night + 20% taxes), however, the rates are lower in Lynnwood (Snohomish County) north of Seattle. We've met there before at the FEMA Region 10 building.

Biasco: access to the FEMA facility is difficult and there could be some members who could not get permission to enter. So meeting at FEMA Region 10 is out.

Arcas: Olympia could be an option.

Lopes: Travel logistics between the Seattle airport and Olympia are challenging. However, thanks for the input. I will prepare cost workouts and discuss options with the Chair to select the most viable and affordable option.

6. Confirm frequency and schedule of NTHMP CC meetings for 2019 between now and the next Annual Meeting.

Proposed meeting dates: 2nd or 3rd Tuesday of odd-numbered months at 3pm Eastern Time. These dates are clear on the Chair's calendar: March 12; May 21; July 16; September 17; November 12.

Richards: [motion] I move that we accept these dates for meetings of the Coordinating Committee. Nicholas seconded.

No discussion. The Chair called for a vote: motion passed unanimously.

7. Reconfirmation of appointment of NTHMP Chair, Grant Cooper

The NTHMP *Rules of Procedure* require reconfirmation of a two-year term of the Chair.

Nicholas: [motion] I move to reconfirm the two-year term of Grant Cooper to serve as Chair of the NTHMP. Richards seconded.

No discussion. The Chair called for a vote: motion passed unanimously.

8. Updates from each NTHMP Subcommittee and confirmation of Co-Chair votes as necessary

a. Mapping & Modeling Subcommittee

Grilli: [motion] I move that the state Co-Chair position be approved for the MMS recommendation of Jon Allan of Oregon. Nicolas seconded.

No discussion. The Chair called for a vote: motion passed unanimously.

Eblé: Recognized all of the work that Dmitry Nicolsky has put in over the four years he served as MMS Co-Chair. Lopes stated that he provided public recognition for Dr. Nicolsky at this week's meeting in San Diego.

b. Mitigation & Education Subcommittee

Lopes: the state Co-Chair and NOAA Co-Chair terms have ended and a nomination for someone for each position was needed. The MES did not vote on this matter during its business meeting this week.

Miller: I am willing to serve another two-year term as MES state Co-chair.

von Hillebrandt: I am willing to serve another two-year term as the MES NOAA Co-Chair.

Richards: [motion] I move that the state Co-Chair position be approved for Kevin Miller and the NOAA Co-Chair position be approved for Christa von Hillebrandt. Nicholas seconded.

No discussion. The Chair called for a vote: motion passed unanimously.

c. Island Caucus

Lopes: explained that last year, terms of Island Caucus Co-Chairs were changed to become staggered. Victor Huerfano took a one-year term. Kevin Richards took a two-year term. So now the Co-Chair position that Victor Huerfano had is up for election.

Richards: thanked Victor Huerfano for serving three years as the Island Caucus Co-Chair.

Richards: [motion] I move that the Island Caucus Co-Chair position as nominated by the Island Caucus be approved for Denise Lewis of the U.S. Virgin Islands. Brown seconded.

No discussion. The Chair called for a vote: motion passed unanimously.

d. Warning Coordination Subcommittee

Lopes: there are three Co-Chairs for this subcommittee. One is from the PTWC, one is from the NTWC, and one is from a state. Currently, Dan Belanger completed a term as state Co-Chair that he filled last year when Althea Rizzo stepped down. Belanger indicated that he was willing to serve another two-year term.

Richards: [motion] I move that the state Co-Chair position for the WCS be approved for Dan Belanger. Nicholas seconded.

No discussion. The Chair called for a vote: motion passed unanimously.

9. [DISCUSSION] *NTHMP Subcommittee Annual Work Plans*

The MMS and MES briefly presented about their Annual Work Plans as discussed during respective business meeting this week.

a. Mapping & Modeling Subcommittee

Wilson: source database formalized, include metadata, find a place for it to reside. This is an iterative process through 2020; CA taking the lead on it. Second task – continuation of development of maritime guidance with MES support. Led by CalOES & California Geological Survey. Make it user friendly, consider developing a website to support it and have it be linked-based. Try to come up with strategies for different end-users such as USCG, harbors & ports, and the cruise industry. Ongoing task in FY19 at \$13K co-proposal between CalOES & CGS.

Miller: This was also endorsed by the MES.

Wilson: There are other items as well that you can see on the MMS Annual Work Plan.

[See the 2019 MMS Annual Work Plan here](#)

b. Mitigation & Education Subcommittee

The MES developed a draft that needs input from other Co-chairs who were not in San Diego this week. Projects include social science project completion and evaluation of results. Looking at other social science topics; maritime safety project with the MMS; gap analysis spreadsheet; vertical evacuation guidance; HAZUS; exercise scenario modeling. Need to discuss with the subcommittee before finalization and approval.

Endorsed these state-requested projects:

Oregon: project on community cache development.

Rizzo: this is a project to produce a guidance document to put together emergency supply caches for communities.

American Samoa: large scale exercises in observation of 2009 tsunami – travel for exercise observers for 2019 tsunami exercise.

- c. *Note: since the WCS did not meet in San Diego, there will not be an Annual Work Plan for this subcommittee*

Lopes: The Warning Coordination Subcommittee will need to meet to review the 2018 WCS work plan and create a new one for 2019.

10. [DISCUSSION] *NTHMP Subcommittee Structure and Workload Analysis*

Lopes: following a vote during the July 25, 2018, Coordinating Committee meeting, a Work Group was appointed by the Chair to write a discussion paper about the structure of the NTHMP subcommittees and workload. That paper was completed and shared with the members of the Coordinating Committee on December 20, 2018. Further, recommendations from the members of the Work Group were developed for consideration by the NTHMP Coordinating Committee. Those recommendations were also sent to the Committee members on December 20 (and again on January 28.)

Cooper: thanked the members of the work group for their work. This begins a conversation.

Miller: The paper looks at strengths and weaknesses of subcommittee structure and steps through the issues. Ends with questions for the CC to spur conversation.

Note: a robust discussion followed for about an hour. Lopes noted that detailed notes of these thoughts would not be recorded. Only actions would be recorded in these minutes.

No motions or changes to any NTHMP Governance documents were made as a result of this discussion.

The follow-up actions are:

- Lopes will ask all members of the Coordinating Committee to read the recommendations provided, and edit them or add any new recommendations they may have.
- Upon return and consolidation of these recommendations, Lopes will ask the members of the Coordinating Committee to review, rank, and prioritize any recommendations that may require specific actions.
- Those follow-up actions may include: appointment of a short-term Work Group by the Chair; revisions to subcommittee *Terms of Reference*; and/or revisions to the *NTHMP Rules of Procedure*.

11. Old Business

There was no old business.

12. New Business

Allan: from a meeting on Tuesday, we discussed a gap analysis regarding the status of where partners are regarding tsunami preparation. We reviewed different versions of a spreadsheet that documents elements of individual state and territory tsunami preparations status. I request the Chair form a work group to evaluate the gap analysis to identify elements to be captured in it and report back to the Coordinating Committee.

Allan: [motion] I move that the Chair form a Work Group to evaluate gap analysis needs for NTHMP partners. Nicolsky seconded.

Discussion:

Miller: Is this work group under the MES or MMS?

Lopes: Neither. The Work Group is independent.

Richards: I have some questions about how the gap analysis would be maintained. I'll share them with the Work Group.

Volunteers: the following people volunteered to serve on this Work Group: Kevin Richards, Jon Allan, Dmitry Nicolsky, Chip Guard, Maximilian Dixon, Yvette LaDuke, and Denise Lewis.

There was no more discussion. The Chair called for a vote. The motion was approved unanimously and the Chair made these appointments. Jon Allan will coordinate activities of this Work Group and Rocky Lopes will offer support and follow up as necessary.

13. Adjourn

There was no more business. The meeting was adjourned by the Chair at 10:52am PST.

The next meeting will be on Tuesday, March 12, 2019, at 3:00pm EDT.

Respectfully submitted,

Rocky Lopes
NTHMP Administrator