

NTHMP Coordinating Committee Meeting
August 23, 2019, Salt Lake City, Utah

1. Welcome and call meeting to order: Chair Grant Cooper

The Chair called the meeting to order at 8:02am. The Chair opened the meeting by presenting certificates for perfect attendance at all 2018 NTHMP Coordinating Committee meetings by Jon Allan, Juan Horrillo, Kevin Miller, Stephanie Ross, Christa von Hillebrandt, and Rick Wilson.

2. Roll Call: Rocky Lopes

Alaska

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

American Samoa

*Ms. Elinor Lutu-McMoore*³, American Samoa WSO, Pago Pago, American Samoa

California

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. Joey de la Cruz*², CNMI Dept. of Homeland Security, Saipan, MP
Mr. Gerald Guerrero, 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. Leo Espia, Guam Dept. of Homeland Security, Tutuhan, GU
*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

Oregon

Dr. Jon Allan, Oregon Dept. of Minerals and Geology, Newport, OR
Dr. Althea Rizzo, Oregon Emergency Management, Salem, OR

Puerto Rico

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

U.S. Virgin Islands

Ms. Denise Lewis, Virgin Islands Territorial EMA, St. Croix, VI

Washington

Mr. Maximilian Dixon, Washington Emergency Mgmt Division, Camp Murray, 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
Ms. Marie Eblé, NOAA Pacific Marine Environmental Lab, Seattle, WA
Dr. James Gridley, NOAA/NWS National Tsunami Warning Center, Palmer, AK
*Mr. Lewis Kozlosky*⁴, Tsunami Program, NOAA/NWS Headquarters, Silver Spring, MD
*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. 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
*Ms. Amanda Siok*², FEMA Region X, Lynnwood, WA

USGS

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

35 present, 11 state votes (min 7); 6 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

3. Minutes of Coordinating Committee meeting of July 16, 2019.

<https://nws.weather.gov/nthmp/documents/NTHMPCC20190716Minutes.pdf>

The Chair called for approval of the minutes. The minutes were approved by acclamation of the voting members.

4. NTHMP Coordinating Committee membership vacancies

- CNMI Emergency Management representative

Gerald Guerrero, present for the meeting, will serve as the official Alternate for Emergency Management for the CNMI. Jonathan Villagomez will remain the primary voting emergency management member.

- Guam and CNMI Science Representative after Chip Guard retires

The decision for recommendation on this position is pending. An update will be provided at the next Coordinating Committee meeting in September.

5. Status updates from NTHMP entities

a. Mapping & Modeling Subcommittee

Allan reported on behalf of the MMS: The MMS is moving forward with activities on its Annual Work Plan. Most items will be completed by early 2020.

An update report was review and is appended to these notes for reference.

Arcas: is there a schedule for Powell Center reports?

Ross: the first report is completed. Others are in process for completion by volunteers.

b. Mitigation & Education Subcommittee

Miller reported on behalf of the MES:

- We are looking for feedback on the maritime website under development.
- We had an update on Tsunamizone.org. Work is progressing on additional web pages for Hawaii, Alaska, and Washington.
- The MES was briefed on the social science project by Washington State. A report is forthcoming.
- Guidance has been developed for maritime mitigation.
- Future mitigation topics will be for for ASCE building codes and vertical evacuation.
- We received an update on the National Disaster Preparedness Training Center (NDPTC) Tsunami course (AWR-217).

- The MES had a good discussion about TsunamiReady. Thanks to the WCMs who were able to join us.
- We had reports on vertical evacuation best practices for Washington and Oregon.
- We had a discussion on exercises, including target dates for CaribeWave, PacWave, LanTex

Allan: are there any high level results from the social science project?

Dixon: Washington state inner coast community revealed that most of the outreach has been done for the outer coast, so inner coast residents don't realize that a tsunami may take 2 – 3 hours to reach them. Most thought it was 20-30 minutes.

More evaluation of the results is needed to write the report in layman's terms.

The results showed that some people still believe in the incorrect "triangle of life" and getting into a doorway during an earthquake. Much more corrective education is required.

Arcas: we're getting a lot of questions on ASCE 7-16.

Allan: why we created the M&R Work Group (see later in these minutes)

Arcas: would be valuable to have a multistate approach.

Wilson: The M&R Work Group is a multi-state group. Please let me know about questions you are getting so I can provide feedback to ASCE.

c. Mitigation & Recovery Work Group

Wilson: This group had a meeting recently where we developed a list of internal and external mitigation products. We have developed a draft hazard assessments table.

We are asking how to engage TsunamiReady better – can maritime communities become recognized as TsunamiReady?

Lopes: Government or quasi-Government entities can be recognized as TsunamiReady. A maritime community should be recognized as a whole, not the maritime portion only because tsunamis affect people on the land, too.

Wilson: We were inspired by the Oregon debris workshop. We are developing a guidance document on debris estimates.

We are developing two harbor inspection forms and guidance: 1) A quick before arrival inspection, and 2) immediate post-tsunami inspection.

d. Warning Coordination Subcommittee

McReery reported on behalf of the WCS:

- Everyone attended the WCS meeting on Tuesday. We introduced Dr. James Gridley, the Director of the National Tsunami Warning Center. We re-engaged the WCS and reconstituted our activities.
- Each TWC updated on their respective activities.
- We had a discussion of TWC backup capabilities.
- We are looking at seamless backups of each other's Center.
- We discussed Information Decision Support Services (IDSS) from the TWCs to partners, including SIFT output two-pagers on forecast for tsunamis.
- Discussed tsunami.gov. The site is working and probably will not be changed significantly until more human resources are available.
- Confirmed that WCS will have quarterly phone conference call meetings.

Arcas: are the two-page IDSS products to be made available to the public or Emergency Managers only?

Gridley: the target is emergency managers, but may be available to the public.

Forson: once it hits our state email, it is considered public by Washington state law.

Dixon: We would use it to inform local emergency managers.

Wilson: be careful on release of the map part of the product.

Allan: agreed – don't want a product going out that could confuse the public, especially about a distant event.

Rizzo: doing that could introduce uncertainty, especially regarding evacuations.

Huerfano: Puerto Rico has tsunami 3 focal points who would receive them.

Miller: once we get it, we distribute it to 20 Emergency Managers on the coast, and what they do with it is up to them.

Dixon: we don't want these maps getting out that could undermine the work we have done with public education.

Gridley: we look forward to your help to us to address these issues.

Rizzo: a disclaimer line on the two-pagers may help.

Von Hillebrandt: when we see products developed at one TWC, those served by the other ask why they can't get them too. We need to be mindful of this at the NTHMP level.

Gridley: SIFT will be applied identically at each TWC.

McCreery: PTWC hasn't been involved, but would like to cooperate and assist.

e. Island Caucus

Lewis: we decided that we would like to continue as a Caucus. Will create a mission and vision statement and will develop Goals & Objectives. We will share items from other subcommittees for review for island interests.

f. Gap Analysis Work Group

Allan: The gap analysis spreadsheet was circulated to Work Group members. We are trying to organize it for higher-level information for proposals & metrics. There are subtabs for warning, outreach, mapping & modeling. It is now being reviewed by other subcommittee leaders to request their input.

Forson: each state needs to look at alerting gaps and work with respective TWCs. Wondering if we want to include this checkbox in the gap analysis.

Wilson: gap analysis should include where SIMs are run and forecast points.

6. NTHMP Subcommittee and Projects Accountability

Lopes: Annual Work Plans with ties to the *NTHMP 2018-2023 Strategic Plan* have been requested from each Subcommittee since 2018. AWP's were requested so that the Strategic Plan would remain evergreen and not have to be changed as accomplishments occurred.

Lopes noted that there were some concerns that subcommittee meetings have changed to have a more business-like approach and some people have noted that the information exchange process for states may be more formal now.

Lopes asked, "now that this AWP process has been in place for two years, how is it working?"

Wilson: The MMS has a lot of tasks, but the process is working well.

Miller: The AWP format is helpful and gives structure. The process is working for the MES.

Cooper: This process links our national strategies to local needs.

Forson: Would feedback/success stories from locals help?

Cooper: That would be good for the *NTHMP Annual Report*.

Allan: That would be a great idea and could be helpful for advocacy efforts.

Angove: We are interested in how the U.S. is prepared for tsunamis. These reports provide specifics on how we're doing that.

Lopes asked how ongoing updates to subcommittee AWP's should be shown besides reading the meeting notes from iterative meetings.

After discussion, the subcommittee Co-Chairs agreed that they would provide updated soft copy of respective AWP's for posting on NTHMP website after each meeting.

Von Hillebrandt: Should planning for subcommittee meeting items be on the AWP?

Lopes: Yes.

7. Outcomes of Discussion on NTHMP Structure from Thursday afternoon

Note: most of this discussion was held on Thursday, August 22. No detailed notes were taken at that meeting, but the following motions resulted from these discussions:

a. Mitigation and Recovery Planning Work Group

Motion: (made by Wilson, seconded by Allan): Establish a **Mitigation & Recovery Planning Work Group**. The Work Group will develop its *Terms of Reference* (identifying leadership, terms of leadership service, membership, and how accountability will be reported to the Coordinating Committee) to submit to the Coordinating Committee for approval.

Discussion: none

Vote: motion approved by unanimous consent of the voting members.

The Chair called for nominations for initial leadership. Previous discussion indicated one emergency manager and one scientist.

Forson suggested that there be a Federal Agency leader as well. Lopes said that would be fine, as long as NWS Headquarters was not expected to offer meeting travel support.

The following people were nominated or were volunteered: Rick Wilson of California, Maximilian Dixon of Washington, and Amanda Siok of FEMA Region X.

b. Subcommittee review of tasks on AWP:

The Chair asked each Subcommittee to consider which, if any, of the tasks on their current AWP may be reassigned to another NTHMP entity, reprioritized, or kept, in coordination with initial leadership of Mitigation & Recovery Work Group for tasks that could/should be taken on by them.

c. Island Caucus

The Chair requested written goals and objectives and *Terms of Reference* (identifying leadership, terms of leadership service, membership, and how accountability will be reported to the Coordinating Committee) from the Island Caucus. Lopes will provide a template for Terms of Reference.

d. Change of MES Terms of Reference

Motion (made by Biasco, seconded by von Hillebrandt): Change MES *Terms of Reference* by changing current 3 Co-Chair positions as follows:

Instead of equal Co-Chairs, there be a Chair, First Vice Chair, and Second Vice Chair, each with one-year terms.

During the NTHMP Annual Meeting each year, the Subcommittee will nominate one person for the Second Vice Chair position by vote of all Subcommittee members present at the meeting in person or by phone (Proxies are not allowed). At the next Coordinating Committee following this nomination, the current MES Chair will request confirmation of this election. The term for the person elected is three years.

On conclusion of the NTHMP Annual Meeting each year, the person serving as First Vice Chair becomes the Chair. The person serving as Second Vice Chair becomes the First Vice Chair. The person serving as Chair rotates off the leadership team and returns to regular membership status, but is eligible for nomination to serve again as Second Vice Chair.

One of the MES leadership positions will be from a Federal agency, and two will be from states. The NWS will make every effort to provide travel support as available for the Federal Agency MES leadership person to travel to the NTHMP Annual and Winter Meetings.

This change will take effect at the 2020 NTHMP Annual Meeting.

e. Other discussion

Belanger: The "M" of MES also the same word for the "M" in the Mitigation & Recovery Work Group.

Mahoney: there is a difference between mitigation that doesn't involve bricks & mortar versus mitigation that does (FEMA BRIC), so that's the difference between the M's of each group.

von Hillebrandt: can we have a discussion on when the subcommittee leadership positions are elected? At the winter meeting or the summer meeting?

Cooper: when should we have these elections?

Motion (made by Biasco, seconded by Miller): keep elections at the Annual meeting, now held in the summer.

After discussion, by unanimous consent, the current Co-Chairs of all NTHMP subcommittees will continue to serve in their current positions until the 2020 NTHMP Annual Meeting.

8. Non-structural updates to NTHMP *Rules of Procedure*

- a. Move Annual Meeting to Summer on a permanent basis
NTHMP Annual Meeting now will be in the summer (July or August). This will include time for meetings of all NTHMP subcommittees and other entities as needed; partners updates; and a Coordinating Committee meeting.

Motion made by Belanger / seconded by von Hillebrandt

Discussion: Huerfano – summer is a busy time.

Lopes: scheduling of meetings has a lot to do with availability of meeting space and hotel rooms. We try for late July, but each meeting is different.

The Chair called for a vote: this motion was approved by unanimous consent.

- b. Winter Subcommittee Meetings; Program Review

NTHMP Winter Meeting (January or February) will be a meeting of the MES, MMS, Island Caucus, Mitigation & Recovery Work Group, and also include a simultaneous formal Program Review with the sponsoring Federal Agency regarding grant activities and plans.

Motion made by Ross, seconded by Belanger

Discussion: Is this permanent?

Cooper: we will be doing program reviews regardless.

Angove: we will be doing this concurrently with subcommittee meetings – need to evaluate how this goes.

The Chair called for a vote: this motion was approved by unanimous consent.

c. Clarification on travel support from NWS Headquarters

The process of handling travel to NTHMP meetings relying on grant-funded partners to use grant funds to support it is a permanent situation. The NWS HQ will not be in a position to offer invitational travel to all NTHMP CC members who are traveling to NTHMP Meetings. As such, the following change to the language in the RoP should be made:

To the extent that funds are available, National Weather Service Headquarters travel support for individuals to attend NTHMP winter or annual meetings may be offered to: 1) Federal Government employees who are CC members and who are unable to have travel funded by grants; and 2) Co-Chairs (or Chairs/vice chairs) of NTHMP Subcommittees (but not Caucus or Work Groups) if not a member of the Coordinating Committee.

If funding must be prioritized by meeting type, the Annual Meeting is of higher priority than the Winter Meeting.

Travel for individuals may be further prioritized by NWS HQ if required to meet funding limitations and will be determined at the time decisions may be required.

NWS Headquarters travel support is not offered to: 1) guest speakers or SMEs at NTHMP meetings or workshops; 2) regular members of Subcommittees, Caucus(es), or Work Groups, 3) workshop attendees, or 4) Federal Contractors.

Motion made by Biasco, seconded by Lewis

Discussion: none

The Chair called for a vote: this motion was approved unanimously

d. Clarification of Quorum Count

Presence of the NOAA Chairperson is counted toward quorum count for Federal agency representation on the NTHMP Coordinating Committee.

Motion made by Mahoney, seconded by von Hillebrandt

Discussion: Lopes explained that we just had to confirm that for purposes of quorum, that we count the Chair, even though the Chair doesn't vote unless there is a tie.

The Chair called for a vote: this motion was approved by unanimous consent.

9. Work Group to update NTHMP *Rules of Procedure* and Subcommittee *Terms of Reference*

The Chair appointed a Work Group to work on revisions to the *Rules of Procedure*. The updated *Rules of Procedure* will be provided to the Coordinating Committee to read in advance before a vote to adopt them.

The following people volunteered to serve on this short-term Work Group: Biasco, Wilson, and von Hillebrandt.

The Chair appointed them, with Lopes to lead the group.

10. Old Business

The NTHMP Winter Meeting will be in Portland, Oregon, tentatively January 27 – 31, 2020, upon confirmation that adequate hotel rooms are available.

11. New Business

Lopes: should we do a review of the *2018-2023 NTHMP Strategic Plan*?

Cooper: we should do this as a part of the program review from each subcommittee as well as each state & territory.

Other new business:

Wilson: we talked about the possibility of combining meetings with other conferences. It might be beneficial if the NTHMP held a session at the AGU Conference, held informally such as at lunch time. Kelly will look into it with AGU. This could be called an "NTHMP Stakeholders" session.

12. Adjourn

The meeting was adjourned at 10:50am MDT

Respectfully submitted:

Rocky Lopes
NTHMP Administrator