

**WESTERN STATES SEISMIC POLICY COUNCIL
BOARD OF DIRECTORS' MEETING
801 K Street Suite 1200
Sacramento, CA 95814**

November 17, 2010

MINUTES

Present were:

Tom Brocher, U.S. Geological Survey
Jim Goltz, proxy for Matthew Bettenhausen, California Emergency Management Agency
Amy Lewis, Western States Seismic Policy Council
John Madden, Alaska Division of Homeland Security and Emergency Management
Vicki McConnell, Oregon Department of Geology and Mineral Industries
Pete McDonough, Utah Seismic Safety Commission
John Parrish, California Geological Survey
Patti Sutch, Western States Seismic Policy Council
Bob Swenson, Alaska Division of Geological and Geophysical Surveys

Call to Order and Introductions – John Parrish

John Parrish welcomed everyone and all present introduced themselves.

New FEMA Accounting Requirements – Patti Sutch

Patti informed the Board of the new requirements for administering the FEMA grant. Documentation must be shown monthly and include costs for each of the 19 subtasks of the work plan. Costs for the sub-sub-tasks are also desired by FEMA but not required. WSSPC will not receive reimbursements until the budget is re-submitted with breakdowns of costs for the planned and actual monthly subtasks.

FEMA Report – Wendy Phillips (Teleconference Call)

Wendy Phillips introduced herself as the new FEMA Project Officer for the consortia and explained that she is overseeing all of the cooperative agreements.

- FEMA's Building Science Branch is working on enhancing ROVER (Rapid Observation of Vulnerability & Estimation of Risk) for Rapid Visual Screening (RVS).
- NEHRP Recommended Procedures and Commentary for Seismic Regulations for New Buildings and Other Structures (FEMA P-750) is now available from the warehouse.
- Disaster Assistance Employees (DAE) now have a training course.
- Northeast States Emergency Consortium (NESEC) is working on ShakeMap and HAZUS scenarios for planning purposes.
- The QuakeSmart outreach to business is continuing.
- A FEMA Regional Earthquake Program Managers Workgroup is forming to decide on their role and how they want to interact with the states and consortia.
- Another FEMA Workgroup is looking at what can be done in 2012 with a nationwide focus on earthquakes through the National Earthquake Conference.
- There is no news yet on the status of a continuing resolution.
- Wendy emphasized that FEMA needs our help.

John Madden asked what role was envisioned for the consortia and states in the discussions with the Earthquake Program Managers Workgroup? Wendy replied that the Workgroup was just formed October 1 and therefore they have not reached any conclusions. John Madden suggested that a good model for the Workgroup to use would be one that includes the State Hazard Mitigation Officers (SHMO) who are putting mitigation into practice. Vicki McConnell agreed, saying that it was a good way to include grass roots efforts.

John Parrish asked what Wendy's vision was for the consortia? She replied that mitigation is key to carrying on business as usual, and not to do preparedness or planning activities. John Madden stressed that mitigation policy includes considering other aspects of emergency management, and John Parrish acknowledged the importance of preparedness activities for earthquakes.

John Parrish asked about the new accounting requirements requiring more time and why "one size fits all" even though we are a small consortia with a 1 ½ person staff? Wendy explained that because of the economy, from Craig Fugate on down, FEMA has to be extremely careful with cooperative agreements and grants. The required spreadsheet gives her a tool to evaluate costs and progress so she can see planned and actual costs. It helps her to defend what we're doing and perhaps ask for more money. Mitigation is a key word to be included in the work plan.

Wendy asked for her email to be provided to the Board and ended the call.

Approval of Minutes – John Parrish

MOTION: To approve the minutes of the WSSPC Board of Directors' Meeting July 9, 2010 (Vicki McConnell).

SECOND: Pete McDonough.

VOTE: Unanimously in favor.

Review of Annual Business Meeting Minutes – John Parrish

MOTION: To accept the July 9, 2010 Annual Business Meeting minutes (Vicki McConnell).

SECOND: John Madden.

VOTE: Unanimously in favor.

The draft Annual Business Meeting minutes will be posted on the WSSPC website.

BREAK

WSSPC Policy Recommendation Survey – Patti Sutch

MOTION: To approve the 2010 policy survey for distribution to the WSSPC members (Pete McDonough).

SECOND: Bob Swenson.

VOTE: Unanimously in favor.

Telephone Conference Call with CUSEC – John Parrish

The WSSPC Board had an opportunity to discuss with CUSEC (Central U.S. Earthquake Consortium) ways in which the consortia could address common concerns and issues. Mike Womack, Vice Chair of CUSEC, and Peggy Young, CUSEC Associate Director, were on the call.

USGS Report – Tom Brocher

Tom submitted a written report and presented some of the highlights:

- USGS management has been realigned to 6 centers corresponding to each of the new USGS Strategic Plan mission areas including hazards.
- The USGS FY 2011 budget is level funded; major cuts are expected in FY 2012, especially to External Grants and the Global Seismic Network.
- Upgrading of the seismic network is progressing with funding from the American Recovery and Reinvestment Act (ARRA).
- NetQuake strong-motion systems are being deployed in the San Francisco Bay area, Puget Sound, Alaska and Oklahoma.

Tom gave a briefing on Loss PAGER and distributed a new fact sheet describing PAGER.

Future Meetings – John Parrish

2011 Board Meetings - The Association of American State Geologists (AASG) meets in Washington, DC the week of March 13 and the mid-year National Emergency Management Association (NEMA) meeting is the following week. The Board would like to set up meetings with Sandra Knight and the new USGS Associate Director of Hazards March 16-17.

2011 National Earthquake Program Managers Meeting - The meeting is scheduled for 2 days April 5-6 in Boise, Idaho and WSSPC is in charge of the logistics. Since many of the participants will be WSSPC members, we are investigating whether WSSPC can hold its annual meetings with them April 4.

2011 Tsunami Workshop – was proposed by the WSSPC Tsunami Committee and there is an opportunity to hold it with the Council of State Government’s National meeting but first WSSPC has to get approval from Wendy Phillips to make the no-cost modification to the work plan (submitted October 22) replacing the Rural Earthquake Summit (which was cancelled) with the Tsunami Workshop before I can approach CSG with a proposal. The time delay for approval may impact our chances of success.

2011 Basin & Range Seismic Hazards Summit III – The Basin & Range Province Committee cancelled their plans this year to hold a summit in 2011 due to time constraints and lack of funding.

2012 National Earthquake Conference – Date are still tentative for the week of April 23, 2012 in Memphis, Tennessee.

LUNCH BREAK

WSSPC Leadership Award – John Parrish

WSSPC received 2 separate nominations for a Leadership Award this year. One nomination recognized Jim Goltz, Earthquake and Tsunami Program Manager for California Emergency Management Agency, for his leadership in science and policy formulation for California, and his contributions to WSSPC.

MOTION: To give Jim Goltz a Leadership Award (John Madden).

SECOND: Bob Swenson.

VOTE: Five Board members in favor, 1 Abstention.

The other nomination for a Leadership Award was considered, but the Board noted that the person’s leadership qualities were not fully explained in the supporting documentation.

MOTION: To not give another Leadership Award.

SECOND: Vicki McConnell.

VOTE: Unanimously in favor.

MOTION: To grant only one Leadership Award per year and to have the nomination appropriately supported by leadership accomplishments (Bob Swenson).

SECOND: Vicki McConnell.

VOTE: Unanimously in favor.

Executive Director Report – Patti Sutch

The FEMA Grant 2009 and 2010 USGS Grants were closed and funds received. All of the final reports and FFRs were submitted. On the current FEMA Grant 2010, a quarterly progress report and FFR were submitted, and the August-September reimbursement was received November 10. With one month left in the WSSPC fiscal year, WSSPC has a net deficit of about \$5800. We have only 4 Affiliate members this year, down from 8 last year, which contributed to a loss of income, but half of the deficit is due to the unbudgeted costs for the Earthquake Early Warning session.

Review of FEMA Desk Monitoring Report – Patti Sutch

The Board reviewed the draft financial policies and procedures document and suggested a few changes that were noted.

MOTION: To adopt the revised financial policies and procedures (John Madden).

SECOND: Jim Goltz.

VOTE: Unanimously in favor.

The FEMA Desk Monitoring Report requires WSSPC to adopt the OMB Circulars that are used in the administration of the grants. Therefore, the Western States Seismic Policy Council RESOLVES to adopt the following:

1. WSSPC Financial Policies and Procedures Manual dated November 17, 2010.
2. The terms and conditions of the FEMA Cooperative Agreement, including the following federal requirements:
 - 2 CFR part 215, Uniform Administrative Requirements for Grants and Agreements with instructions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110),
 - OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Administrative Requirements, and
 - 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122).

MOTION: To adopt the above resolution (Bob Swenson).

SECOND: Pete McDonough.

VOTE: Unanimously in favor.

Review of Policy Recommendations – John Parrish

Draft Policy Recommendation 11-1: Improving Tsunami Public Education, Mitigation, and Warning Procedures for Distant and Local Sources

No comments were received.

MOTION: To accept Policy Recommendation 11-1 and recommend it be adopted by WSSPC members (Vicki McConnell).

SECOND: Bob Swenson.

VOTE: Unanimously in favor.

Draft Policy Recommendation 11-2: Definitions of Fault Activity for the Basin and Range Province

The fault definitions were updated with the most recent science.

MOTION: To accept the policy recommendation revisions and recommend it be adopted by WSSPC members (Vicki McConnell).

SECOND: Jim Goltz.

VOTE: 5 in favor, 1 against.

Draft Policy Recommendation 11-3: Earthquake Monitoring Networks

The policy recommendation was completely re-written.

MOTION: To accept the policy recommendation and recommend it be adopted by WSSPC members (Pete McDonough).

SECOND: Vicki McConnell.

VOTE: Unanimously in favor.

Draft Policy Recommendation 11-4: Identification and Mitigation of Unreinforced Masonry Structures

The Board addressed the comments and questions submitted by the Colorado Earthquake Hazard Mitigation Council. They preferred to keep the recommendation broad without specifying ground accelerations or hazard levels, types of URMS to be included, or chimneys built on non-URM structures. One word (“clearinghouse”) was added to the second paragraph of the Assessment section to clarify the intent.

MOTION: To accept the Policy Recommendation as revised (Jim Goltz).

SECOND: Vicki McConnell.

VOTE: Unanimously in favor.

Draft Policy Recommendation 11-5: Earthquake Information for Incident Commanders

This policy recommendation is a new one resulting from the Wells, Nevada earthquake experience. The Board noted that some items in the list of items to be included in an incident command document were not under the incident command system. John Madden suggested getting input from his emergency management counterparts as to how incident commanders could be more effective after an earthquake before establishing a policy recommendation.

MOTION: To table the policy recommendation for further review and discussion. (John Madden).

SECOND: Bob Swenson.

VOTE: Unanimously in favor.

BREAK

Long Range Planning Prospects – John Madden

John Madden discussed several opportunities for policy discussions to be brought forward that WSSPC should be aware of:

- John is a member of the Secretary of Homeland Security’s Local, State, Tribal, and Federal Preparedness task force and through his participation there may be an opportunity for WSSPC to have greater access to policy discussions.
- John has a growing connection with NEMA as Chair of the Mitigation Committee. He is also participating in the National Hazard Mitigation Alliance, as is Patti. What ideas and policies should WSSPC put forward to these groups?
- John is also involved with the OCONUS (Outside Continental U.S.) task force to improve outreach to distant U.S. states and territories. There may be opportunities to collaborate more closely through these connections.

- John is on the review committee to review the Congressionally-mandated report from the National Academy of Sciences on the assessment of modernization of the National Weather Service. This effort is starting in the next 60 days and will continue for about 2 years.

John Parrish thanked John Madden for his ideas and said that WSSPC wants to have a voice in the formation of earthquake policy.

WSSPC Website Update – Amy Lewis

Amy explained the issue we are having with the 2 versions of Dreamweaver, and is slowly converting as many pages as she can to the newer version of Dreamweaver. In doing so, she discovered that the search engines search for tags used in the styles codes for headings used in version 5 but not included in the older version. The conversion will involve including as many important key words in the headings – such as seismic policy, earthquake policy, building codes, tsunami, etc. – so that more of the key aspects of WSSPC will be found by the search engines. Amy also reported on the usage of the WSSPC website, including the most popular pages, the bounce rates, top referrers to the website, and top key words used by search engines.

Committee Action Items Follow Up – John Parrish

Tsunami Hazard Mitigation Committee – A “Lessons Learned” publication is desired from the WSSPC coastal states represented in the Tsunami Committee. Patti will send out an email request for submittals. There is also interest in holding a Tsunami Workshop in 2011, which is awaiting approval from FEMA.

Basin & Range Province Committee – No events planned for 2011.

Engineering, Construction & Building Codes Committee – Patti will follow up with Ron Lynn to learn of his Mexican contacts.

Seismic Councils and Commissions – At the July meeting, the councils asked for a way to communicate with each other through WSSPC. WSSPC has set up a webpage for the councils and commissions, and the liaisons from the councils are all listed on each state’s webpage. The webpage will be available under the “Members” tab on the WSSPC home page. Patti will send out an email informing WSSPC members of these communication resources.

New Business – John Parrish

At large Members –Pete McDonough asked whether the At-Large member category of Board member could be designated for the seismic councils liaison.

Closed Session on Personnel Matters – John Parrish

The WSSPC staff’s performance was reviewed and given bonuses.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Patricia L. Sutch
WSSPC Secretary