



**Western States Seismic Policy Council
Board of Directors' Meeting
801 K Street Suite 1200
Sacramento, California
November 8, 2016**

MINUTES

Present:

Ryan Arba, proxy for Mark Ghilarducci, California Governor's Office of Emergency Services
Karen Berry, Colorado Geological Survey
Ann Gravier, proxy for Michael O'Hare, Alaska Division of Homeland Security and Emergency Management
Steve Masterman, Alaska Division of Geological and Geophysical Surveys
Peter McDonough, Utah Seismic Safety Commission
Erin Mommsen, WSSPC
Mark Stephensen, proxy for Brad Richy, Idaho Office of Emergency Management
Patti Sutch, WSSPC

Call to Order and Introductions – Peter McDonough, Vice Chair

Peter called the meeting to order and all present introduced themselves. Peter thanked the WSSPC staff for the meeting preparations.

Approval of Minutes

MOTION: To approve the minutes of the WSSPC Board meeting May 6, 2016 (Mark Stephensen)

SECOND: Ann Gravier.

VOTE: Approved unanimously.

Review of Annual Business Meeting Minutes

MOTION: To accept the minutes of the WSSPC Annual Business Meeting Minutes May 6, 2016.

SECOND: Ann Gravier.

VOTE: Approved unanimously.

Executive Director Report – Patti Sutch

Tab 3a - Cash on Hand

We are up to date (through September) on billing FEMA for reimbursements on the two FY cooperative agreements that we have, so our bank account remains at the highest level possible. Our cash on hand compared with a year ago is \$3,981.55 higher.

Tab 3b - WSSPC FY December 1, 2015 – November 30, 2016

This report shows all the sources of income and expense for WSSPC. We have 2 open cooperative agreements which pay for most expenses. The affiliate members' support helps to defray the remaining

expenses not covered by FEMA. Our FY net income to date is \$4,524.54. The negative numbers in the WSSPC column reflect the reimbursement for travel that came in after the last fiscal year ended.

Tab 3c - FY15 Coop Agreement Budget and Expenses

The Cooperative agreement was extended until December 31, 2016. The report shows the combination of time and expense for each task, but for the state projects our time is absorbed. There are three state support projects that had remaining funds, and I received permission from our FEMA Project Officer to use the funds for related purposes:

- Alaska has \$12,850.72 remaining (as of today) to use for printing.
- The Basin & Range Province group (EQ Handbook) has \$ 27,311.62 left for design and printing.
- Hawaii has \$ 9,555.11 for design and printing of hazard wheels.

In addition, with the small amount of money left over the WSSPC office has ordered 2 new computers.

One outstanding issue is that the performance reports that I try to submit to ND Grants can't be submitted unless the previous one is approved. I have documented 4 requests to Wendy to have the June report approved, starting in July. I will not be able to be reimbursed until the report is approved. Pete McDonough offered to write a letter to FEMA.

Tab 3d - FY16 Coop Agreement Budget and Expenses

This agreement was approved September 17 and backdated to August 1 in the amount of \$343K. We had to scramble to fulfill the billboards projects for Nevada and Idaho that wanted to have the billboards in place for October 1 and ShakeOut. The base funding amounts to each of the FEMA partners was cut by 3%. For WSSPC, that amount was \$7000, giving us a base amount of \$243K and \$100K for state support projects. To save money, I have negotiated a slight discount on our monthly website maintenance fee, and returned the postage meter.

Tab 3e – FY16 State Support Projects

WSSPC has \$100K for the following State Support Projects in FY16:

1. Nevada Billboards \$10K (We leveraged more billboards by reusing the 3 vinyls from last year and from a \$1K contribution from the Southern Nevada Building Officials. This project is completed.)
2. Hawaii Home Retrofit \$10K
3. Alaska Workshop \$30K
4. Nevada water heater bracing \$10K
5. Wyoming water heater bracing \$8K
6. Idaho Outreach \$32K (\$3,820 already spent on billboards in Pocatello and Preston)

Office Updates

Replaced the phones with VOIP and purchased a new office chair for myself. With VOIP we now have individual extensions, and can direct the phones to alternate phones if we are out of the office. FAXes come directly to my email in box.

NEMA EQ Subcommittee

I am participating on the calls – I am waiting to hear the report of the subcommittee from the NEMA meeting. Our next call is November 22.

NTHMP Reviewer

I accepted an invitation to be one of 5 reviewers of the National Tsunami Hazard Mitigation Program (NTHMP). It will involve several teleconference calls, a paid trip to attend the annual meeting in Portland January 30 – February 3, 2017, and a report.

Mission Ready Packages (MRPs)

WSSPC participated in a pilot meeting led by CUSEC and Hagerty Consulting to prepare MRPs that would include requests for geologists. WSSPC states that were involved are: Arizona, California, Oregon, Utah, and Washington. The next step is that each state will prepare its own MRPs.

Selection of WSSPC Board Chair and Vice Chair

MOTION: To elect Peter McDonough as WSSPC Board Chair and President (Karen Berry).

SECOND: Peter McDonough.

VOTE: Unanimously in favor.

MOTION: To elect Karen Berry as WSSPC Vice Chair and Vice President (Mark Stephensen).

SECOND: Ann Gravier.

VOTE: Unanimously in favor.

Tab 4 – Financial Policies and Procedures

Document requires an annual review and approval. Changes noted are to reflect the new payroll company I am using – Paylocity – and to update the Equipment purchase amount to \$5,000. The Board unanimously approved the document.

Tab 5 – Personnel Policies

There is nothing new other than to expand upon how the PTO and sick leave is accrued for salaried and hourly employees. The methodology for the calculations has not changed, only the clarification.

Tab 6 – WSSPC Inventory

This is a record of computers, some software, and other office equipment, with each item broken out separately and re-numbered from last year's list.

BREAK

Tab 9 – EERI White Papers

The Board discussed possible ways WSSPC could collaborate with EERI on these 5 policy white papers. Suggestions were to provide them to the seismic commission members of WSSPC for them to take a stand, endorse the concept, use them to add strength to state hazard mitigation plans, and share them between the states. The Board stated duplication with existing WSSPC policies should be avoided.

MOTION: To establish a Board policy supporting EERI development of these policy papers and encourage collaboration with EERI (Mark Stephensen).

SECOND: Ann Gravier.

Additional discussion suggested that WSSPC should engage the members in the review of the policies and therefore each of WSSPC's committees (including the seismic commissions) should review and provide guidance back to the Board on the individual policies.

VOTE: Unanimously in favor.

Tab 7 – 2017 Draft Policy Recommendations

Pete gave a background on the policy process, and Patti explained who provided comments and revisions.

PR 17-1: Improving Tsunami Public Education, Mitigation, and Warning Procedures was given to the Tsunami Hazard Mitigation Committee to review.

The Board asked the Committee to use consistent language throughout; e.g. for “locally sourced” use “locally generated”. The bulleted list on page 3 needs an explanatory paragraph.

PR 17-3: Earthquake Monitoring Networks comments were provided by the Basin & Range Province Committee and the Tsunami Committee.

The Board pointed out that, to get support for networks, it would help to mention earthquake early warning in the policy statement, as it is mentioned in the Background section. Also, a more inclusive term for the geographic area would be “western U.S.” rather than Basin and Range Province which may not be as well known. The Facilitation and Communication section is more a restatement of the policy recommendation than how the policy would be communicated, and a rewrite was in order. The policy statement should be no more than 2 sentences.

LUNCH BREAK

PR 17-4: Identification and Mitigation of Unreinforced Masonry Structures was reviewed by the Engineering, Construction and Building Codes Committee with no changes and by Woody Savage.

No Board comments.

PR 17-5: Earthquake Emergency Handbook for First Responders and Incident Commanders was reviewed by the Basin & Range Province Committee and recommended that it be removed because the objective was completed.

MOTION: To remove the policy recommendation (Peter McDonough).

SECOND: Karen Berry.

VOTE: Unanimously in favor.

PR 17-6: Post-Earthquake Information Management System was reviewed by the Tsunami and Basin & Range Committees, with additional language changes from Woody Savage. The discussion centered on whether to include secondary earthquake hazards such as tsunami and landslides, and which agency should receive the recommendation. In addition should NEMA be involved, considering incident command and cybersecurity?

PR 17-7: Earthquake Early Warning Systems was reviewed by the Tsunami and Basin & Range Committees, with additional changes from Woody Savage. The Board expressed the need to condense

the Background – California’s history was not necessary to include. Additional suggested changes were incorporated into the policy before returning to the committee. A question was raised as to whether the system has addressed cybersecurity.

PR 17-8A: Seismic Design of New Schools (the “A” will be dropped) was reviewed by the Engineering, Construction, and Building Codes Committee. The Board commented that the policy statement should be consistent with the Background, and the first sentence added to the Background should be better tied in.

The Board discussed who are the users of the policy statements? Is there a way to measure who adopts them? A policy survey of all WSSPC members’ adoption of the policies was completed in 2015 and put into the Annual Report and posted on the website. The policies are made available to members (and others) through the website. WSSPC itself cannot lobby the federal government, either directly or indirectly, to adopt certain policies. Mark Stephensen said that Idaho cites them in their all hazard plans, and Steve Masterman said they are similar to what the Alaska Commission produces. Peter McDonough said that Utah has used the policies to support school retrofits in Utah.

BREAK

Tab 8 – Strategic Plan

The Board reviewed the updated Strategic Plan and the discussed the organization’s sustainability relative to the funding model.

New Business

Issues raised were:

- National Seismic Hazard Map for Alaska has not been updated, impacting building codes.
- Lack of NEHRP re-authorization
- Lack of TWEA re-authorization
- More transparency needed with FEMA’s earthquake program

Next Meetings

WSSPC will meet with the National Earthquake Program Managers (NEPM) in Oklahoma City, Oklahoma. The dates are not final but may be around the first week in May 2017.

The Awards in Excellence deadline for nominations is December 30th. We will arrange a conference call with the Board sometime in January to decide the winners.

Personnel Review – Closed Session

The Board communicated the results of their discussion to Patti Sutch.

The meeting was adjourned.

Respectfully submitted,

Patricia L. Sutch
WSSPC Secretary