



**Western States Seismic Policy Council
Board of Directors Meeting
California Geological Survey Conference Room
Suite 1200
Sacramento, CA 95814**

MINUTES

December 7, 2017

Present:

Karen Berry, Colorado Geological Survey
Ryan Arba, California Governor's Office of Emergency Services, proxy for Mark Ghilarducci
Peter McDonough, Utah Seismic Safety Commission
Barrett Salisbury, Alaska Geological and Geophysical Surveys, proxy for Steve Masterman
Mike Stickney, Montana Bureau of Mines and Geology, proxy for John Metesh
Brad Richy, Idaho Office of Emergency Management
Erin Mommsen, Western States Seismic Policy Council
Patti Sutch, Western States Seismic Policy Council

Call to Order and Welcome – Peter McDonough, Chair

All present introduced themselves.

Conference Call with Keith Knudsen, USGS Liaison

Keith spoke about the Soda Springs, Idaho earthquake sequence and provided slides showing the USGS funding situation, proposed USGS reorganization, earthquake early warning (2018 rollout may not be public), operational earthquake forecasting, Subduction Zone initiative, and debris flow work after the California fires.

Approval of Board of Directors Meeting Minutes April 28, 2017 – Peter McDonough

MOTION: To approve the minutes of April 27, 2017 (Ryan Arba).

SECOND: Peter McDonough.

VOTE: Unanimously approved.

Review of Annual Business Meeting Minutes April 28, 2017 – Peter McDonough

MOTION: to accept the Annual Business Meeting minutes (Ryan Arba).

SECOND: Peter McDonough.

VOTE: Unanimously accepted.

Executive Director Report – Patti Sutch

In the past year we had 3 cooperative agreements, 2 of which are now completed and closed. The Earthquake Emergency Handbook was completed and printed by December 2016, but the final amount on the FY 2015 cooperative agreement was not billed by then, necessitating an extension through July 31, 2017. The 2016 cooperative agreement was extended through October 2017 to allow the Alaska workshop report to be completed. The FY 17 cooperative agreement is from August 1, 2017 – August 31, 2018. Nine Affiliate members have contributed in 2017 in the amount of \$3800 which has helped to defray costs not covered by the FEMA grant.

State support projects FY16 – Alaska workshop was held in May 2017 and the workshop report is on the workshop website (<http://nextearthquake.gi.alaska.edu/>).

State support projects FY 17 – The Hawaii Workshop will be held February 21-22, 2018. WSSPC is also supporting 11 states and territories to attend the National Earthquake Program Managers meeting April 30-May 4, 2018.

Included in the WSSPC Work Plan is to produce a Logic Model. Ryan Arba said he had some experience with the concept. Patti is seeking a consultant to develop a model.

The accountant is coming in two weeks to prepare the financial statements for the FYE November 30.

Document Retention policy – Patti is working on this policy and passed around a draft document assimilating federal, non-profit and Chamber of Commerce requirements and recommendations.

Conflict of Interest Policy

The policy was developed with language mostly from the IRS and FEMA. Discussion of the policy centered around what a Key Employee was and how it was defined in the document. The definition was based on a dollar amount, not a key role.

MOTION: To approve and adopt the Conflict of Interest policy (Karen Berry).

SECOND: Ryan Arba.

VOTE: Unanimously in favor.

The Conflict of Interest policy will be sent to those Directors not in attendance.

Financial Policies and Procedures

Patti pointed out a few of the updates, but it is essentially the same as in the last few years.

MOTION: To approve the Financial Policies document (Karen Berry).

SECOND: Ryan Arba.

VOTE: Unanimously in favor.

Personnel Policies

The changes to the policies include a statement about WSSPC as an Equal Opportunity employer, SIMPLE IRA, and sick leave.

MOTION: To approve the Personnel Policies (Ryan Arba).

SECOND: Barrett Salisbury.

VOTE: Unanimously in favor.

WSSPC Inventory

No equipment was purchased in 2016-2017, but WSSPC may need a new server soon.

BREAK

Conference Call with David Javier, FEMA Project Officer

- David reported that NEHRP Reauthorization was introduced in September in the Senate but it hasn't been taken up by the House.
- FEMA 366-b came out in July with new annualized earthquake loss numbers. A Mass Capability Survey will be out by mid-December.
- Three East Coast states have been added to the Earthquake Program.
- The FEMA team learned a lot from the State Support program, and direct state funding is returning next year.
- In Region X Gala Gulacsik left, Tamra Biasco hopes to have a new Earthquake Program manager by the spring. In Region IX Forest Lanning is the new EQ Program Manager. At headquarters they are hoping to backfill Wendy Phillips position.
- NETAP training has been transferred to the Applied Technology Council.
- Brock Long, the new FEMA Administrator, is planning to come to the National Earthquake Program Managers meeting in the spring.
- Patti asked David if he could provide any guidance on Logic Models. He said the OMB incorporated it in the Notice of Funding Opportunity (NOFO) and headquarters will have a February meeting with OMB to get a better understanding and to demonstrate the value of the program, and will be able to provide more detailed guidance and expectations to their partners. FEMA is not looking for input until the final report at the end of the period of performance.

(Brad Richy arrived)

Draft Policy Recommendation Review and Acceptance

Policy Recommendation 18-1: Earthquake and Tsunami Planning Scenarios

The Board discussed adding scenario statements from additional states: Montana (Mike Stickney) Colorado (Karen Berry) and Alaska (Barrett Salisbury).

MOTION: To accept pending recommendation (Ryan Arba).

SECOND: Brad Richy.

VOTE: Unanimously in favor.

Policy Recommendation 18-2: Developing Earthquake and Tsunami Risk-Reduction Strategies

Pete McDonough recommended removal of Appendix A. A few other minor changes were made.

MOTION: To adopt as revised with the deletion of the Appendix (Karen Berry).

SECOND: Brad Richy.

VOTE: Unanimously approved.

Policy Recommendation 18-3: Definitions of Recency of Surface Faulting for the Basin and Range Province

To shorten the policy statement, Patti recommended moving the examples from the statement to the Background.

MOTION: To approve with the change of moving examples to the Background (Barrett Salisbury).

SECOND: Karen Berry.

VOTE: Unanimously in favor.

Policy Recommendation 18-4: Identification and Mitigation of Non-Ductile Concrete Buildings

MOTION: To approve as submitted (Ryan Arba).

SECOND: Brad Richy.

VOTE: Unanimously approved.

Policy Recommendation 18-6: Post-Earthquake and Tsunami Information Management Systems

Patti reminded the Board of the discussion of this policy at the annual business meeting and added that the Tsunami Committee had questions about who would collect the data, where would it housed, what data would be collected, etc. The Committee thought a workshop might be worthwhile. Barrett Salisbury suggested reaching out to EERI. Karen Berry suggested NSF could possibly help develop a workshop or fund a workshop. Patti will explore a possible future workshop with EERI and FEMA.

MOTION: Table the policy recommendation for now (Karen Berry).

SECOND: Ryan Arba.

VOTE: Unanimously in favor.

LUNCH

Awards Conference Call

Pete McDonough announced that he would be unavailable for a month between January 11 and February 10, and asked to set up a conference call to decide the awards on January 10.

Policy Survey

Patti explained how the policy survey was developed. The previous survey results are on the WSSPC website.

MOTION: To keep the policy survey the same as last year (Karen Berry).

SECOND: Brad Richy.

VOTE: Unanimously approved.

New Business

Pete asked about the funding status. Patti replied that although rent has increased, FEMA has provided us with a base funding amount of \$225,000.

Patti described a meeting she had with CSG West. Their meeting will be in Utah in September 2018 and there is a potential opportunity to make a presentation to them.

Future Meetings

Awards Conference call January 10 at 11:00 Pacific.

Next Board meeting and Annual Business meeting with NEPM – Spring 2018.

Closed Meeting (Board only)

Adjournment

MOTION: To adjourn the meeting (Ryan Arba).

SECOND: Brad Richy.

VOTE: Unanimously in favor.

Meeting was adjourned.

Respectfully submitted,

Patricia L. Sutch