



**WESTERN STATES SEISMIC POLICY COUNCIL
BOARD OF DIRECTORS' MEETING
801 K Street, Suite 1200
Sacramento, California
November 15-16, 2018**

MINUTES

November 15, 2018

Present:

Karen Berry, Colorado Geological Survey
Lara Brodetsky, WSSPC
Caleb Cage, Nevada Division of Emergency Management & Homeland Security
Robert Feeley, Idaho Office of Emergency Management
Keith Knudsen, U.S. Geological Survey
Steve Masterman, Alaska Division of Geological and Geophysical Surveys (on speakerphone)
John Metesh, Montana Bureau of Mines and Geology
Peter McDonough, Utah Seismic Safety Commission
Kevin Miller, California Governor's Office of Emergency Services
Patti Sutch, WSSPC

Welcome and Introductions – Peter McDonough

All present introduced themselves. Acting California State Geologist Bill Short stopped by to introduce himself.

USGS Report – Keith Knudsen

Keith made the following points:

- Bill Leith, Senior Advisor for Earthquake and Geologic Hazards, is retiring.
- USGS has a new Ground Failure product which is incorporated into PAGER.
- Operational Aftershock Forecasts (OAF) – There is a new process for aftershock forecasts for M>5.
- 2PAGER product takes estimates from HAZUS and incorporates into PAGER.
- Earthquake Early Warning – There is a new implementation and research plan for the west coast. Phase 1 is rolling out in the Fall of 2018.
- Haywired scenario commemorates the 150th anniversary of the 1868 Hayward earthquake.
- The USGS Menlo Park office plans to move to Moffett Field in the spring of 2019.
- Joan Gomberg is heading up the Subduction Zone Initiative.
- Core USGS funding has stayed about the same; about 10% of the budget comes from other organizations.
- USGS Regional Coordinators are shown on the slide.

Approval of Minutes – Peter McDonough

MOTION: To approve the Board of Directors' Meeting minutes of May 4, 2018 (Peter McDonough).

SECOND: Karen Berry.

VOTE: Berry, Feeley, Masterman, McDonough, Metesh, Miller in favor. Caleb Cage abstained.

Review of Annual Business Meeting Minutes – Peter McDonough

MOTION: To accept the minutes of the Annual Business Meeting May 4, 2018 (Peter McDonough).

SECOND: Karen Berry.

VOTE: Unanimously in favor.

Executive Director Report – Patti Sutch

Tab 3 in the Meeting Materials notebook has the financial data. Our cash on hand at the end of September is \$ 188,114.90, down slightly from March.

The Income & Expense statement shows we currently have a net of \$2652 through September. This Board meeting will use up some if not all of that amount as well as the year end entries.

Last year's FEMA cooperative agreement reporting is shown next. For our FY17 grant we added the outcomes logic model and reporting and this year we are using the reporting tools that were developed when reporting our quarterly results. We have received no feedback on any of it, although our FY17 final report was approved.

The FY18 FEMA cooperative agreement was obligated August 17th and backdated to Aug 1. We received an increase of \$2000 to our base plan to \$227,000 and we were assigned 5 state projects: Guam, Hawaii, Idaho, Nevada, and Wyoming. State projects and NEPM travel reimbursements total \$176,547. The total cooperative agreement is \$403,547.00.

Consulting fees are higher than expected for several reasons: First, we purchased a new server and backup system with more storage and retired the 6-year old server. We also learned from some members that they are blocking our emails because our email host was using servers in other countries. We added Microsoft Exchange so that that emails are now sent from U.S. Servers. Finally, as we were transitioning to the new server, the Executive Director's computer went into hibernation unexpectedly. Since it was under warranty, we installed a new mother board, reinstalled programs but Windows would not install. We were sent 2 new motherboards but the Windows problem persisted so we were sent a new computer and then had to reinstall everything again.

Other updates:

- We added the https security certificate to the website.
- We prepared pre-scripted messages for our social media.
- We completed the office inventory and everything is labeled as shown on the "Assets" sheet (Tab 7).
- The Executive Director was invited to join the FLASH Resiliency Council and accepted. There have been two meetings to date that have been hurricane-centric.

- The Executive Director reviewed a hospital document for NEMA EQ Subcommittee.
- The Executive Director has nearly 200 hours of PTO left which will be paid out in March.
- The Executive Director will be out of the country from March 1-21. February 28 is the last date for being available for the transition.

Steve Masterman asked about Membership Dues and who pays them? Patti responded that these are actually donations since state, territory, and province members do not pay dues. She wants to clarify the language in the financial statements to reflect that these are the Affiliate member donations.

Steve also asked about having enough operating funds. Patti said that in our Strategic Plan the Board has said that we want to have operating funds to carry us through 6 months; currently we have enough for at least 9 months. New non-profit accounting rules that go into effect this year will show \$100,000 as a line item called Reserves (reflecting operating expenses for 6 months).

Conflict of Interest Policy (Tab 4) – Patti Sutch

The policy was developed last year and requires an annual renewal. Page 5 has the statement that each Board member is required to file. Steve recommended that that page needs a logo or something to identify WSSPC on it.

MOTION: To approve the Conflict of Interest Policy (Peter McDonough).

SECOND: Kevin Miller.

VOTE: Unanimously in favor.

Financial Policies and Procedures (Tab 5) – Patti Sutch

This is another document we are required to update annually. Caleb asked if an audit was required? Patti answered that it was if we had income over \$750,000, and our FEMA cooperative agreement is just over \$403,000. We do however prepare annual financial statements and have a financial review.

MOTION: To accept the Financial Policies and Procedures document (Caleb Cage).

SECOND: Kevin Miller.

VOTE: Unanimously in favor.

Personnel and Benefits Policies (Tab 6) – Patti Sutch

This document contains the policies used to administer the benefits, and is approved annually.

MOTION: To approve the Personnel and Benefits Policies document (Caleb Cage).

SECOND: Karen Berry.

VOTE: Unanimously in favor.

Inventory (Tab 7) – Patti Sutch

Patti maintains a list of furniture, computers, and some software. Everything on the list in the office is labeled. Karen asked why low value items were listed. Patti responded that many of these items initially were not able to be expensed and had to be carried over 5 years or more. Items purchased recently are usually not listed because they can be expensed now. The exception is if they were part of a larger purchase.

Peter McDonough expressed his appreciation for Patti's work.

BREAK

Policy Recommendations Review– Peter McDonough

PR 19-1: Rapid and Effective Tsunami Identification and Response

Kevin Miller was on the committee call that reviewed the policy and described the rationale for the changes. There were a lot of changes to it but Track changes was not used, so the original and revised policies were included in the meeting materials.

Recommended changes to the policy were:

- Policy Recommendation statement: 2 sentences maximum. First sentence - emergency management agencies may be 2 restrictive because other agencies do this.
- Executive Summary: Separate sentences in Executive Summary - sentences are too long. Consider putting the warning methods for distant tsunamis back in the Background. It emphasizes distant-source tsunami response over near-source tsunami response.

PR 19-3: Post-Earthquake Technical Clearinghouses

EERI should be included.

PR 19-4: Seismic Provisions in the 2018 International Building Codes

The Board agreed to accept as revised.

PR 19-10: WSSPC/EERI Joint Policy for the Evaluation and Seismic Remediation of School Buildings

The Board agreed to accept as revised.

PR 19-11: Reliability of Lifeline Services

Peter McDonough explained that there are no state mandates. WSSPC should encourage mutual relationships and examine interdependencies.

Kevin Miller asked if ports should be included? The consensus was no.

PR 19-12: Earthquake Actuated Automatic Gas Shut-Off Devices

Caleb asked if we should consider adding tribes to the policies? Or as WSSPC members?

John Metesh said Montana has 7 tribes, California has over 500 tribes (Note: 107 federally recognized tribes). After a discussion, the Board suggested adding tribes to Policy Recommendation 19-1.

Patti said that a reference to the standard was added.

Steve asked if we should also recommend devices on oil pipelines. Peter said that they don't have simple devices to shut off the flow of oil.

Keith asked if we had coordinated with the EERI Policy Committee. Patti said that she has, and that the EERI policies were distributed to WSSPC members for review. They are also linked from the WSSPC policy recommendation webpage.

Executive Director Job Interview Process – Peter McDonough

Patti received 16 resumes from both the professional/technical and non-profit tracks. The job was advertised in 15 locations over several months.

The Board narrowed the list down to the top 6 candidates. Interview questions were developed in areas of Knowledge, Management, Leadership, and Personal. Peter will talk more about the process after the Lunch break. Steve will participate in the interviews via telephone.

LUNCH BREAK

Peter announced that Rick Allis (State Geologist of Utah) is retiring.

John asked if we should explore the issue of working with the tribes? Caleb said Nevada has 27 tribes. Robert said Idaho has diversity and numbers of tribes as members of The Affiliated Tribes of Northwest Indians which includes Washington and Oregon as well as Idaho, and there is a Northwest Tribal Emergency Management Council in Washington. Steve said Alaska has the Alaska Federation of Natives; perhaps tribes could be Affiliate members.

The topic should be further explored.

Future Meetings – Patti Sutch

The next Board and Annual Business Meeting will be in Salt Lake City April 26, 2018, in conjunction with the National Earthquake Program Managers Meeting. Peter will not be there and asked Karen to Chair the meeting in his absence.

WSSPC Vision – Peter McDonough

The Board then turned to discuss what changes, if any, they could envision going forward. Patti said it is an opportunity to increase the capacity of WSSPC and use the strengths of the new Executive Director.

There could be more outreach, especially to state legislative bodies. Patti cautioned that this type of outreach could not be done using the FEMA cooperative agreement, but a person independently funded could be a possibility.

Caleb said each state could take the Annual Report back to their state. Karen said the policies could be mailed out as an educational effort. Patti mentioned that WSSPC has re-established a relationship with CSG-West, and as a result, Peter McDonough, Barry Welliver, and Bob Carey made presentations to the Transportation and Infrastructure Committee at their annual meeting in September. CSG-West is our target audience, as well as the Western Governors Association.

Karen said there is a gap or need to develop educational tools. Caleb said there could be a state by state analysis. Patti mentioned we do a policy survey adoption every few years. John Metesh said that a vehicle for large funding could be a clearinghouse. WSSPC could build a data system. The Board should define what skills are needed to put together a clearinghouse database – someone with good writing skills to pursue cooperative grants and be able to work with the other consortia and partners.

BREAK

Closed Session – Interviews

MINUTES

November 16, 2018

Closed Session – Interviews

Discussion and Next Steps – Peter McDonough

Peter directed Patti to ask each candidate for 3 references. Kevin Miller supplied a form with questions that could be adapted for reference checking. John Metesh also promised to send a few questions. The Board decided their next conference call to decide on the successful candidate would be Thursday December 6 at 9 a.m.

Adjournment – Peter McDonough

The meeting was adjourned.

Respectfully submitted,

Patricia L. Sutch

WSSPC Secretary