

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Attendees:

NOAA/NWS – Vickie Nadolski, National Weather Service Deputy Assistant Administrator
NOAA/NWS – Therese Pierce, Office of Climate, Weather, and Water Services
NOAA/NWS – David Green, NOAA Tsunami Program Manager
NOAA/NWS – Jenifer Rhoades, NOAA Tsunami Program Coordinator
NOAA/OAR – Eddie Bernard, Director, Pacific Marine and Environmental Laboratories
AK - Roger Hansen – U. Alaska, Fairbanks
AK - Mark Roberts – Homeland Security State of AK
AK - Erv Petty – Homeland Security State of AK
Pacific Territories/Commonwealths - Ted Untalan, CNMI
CA - Jim Goltz – State of CA OES
CA - Rick Wilson – California Geological Survey
DHS/FEMA – Mike Mahoney
HI Kevin Richards – State of Hawaii
OR – Vicki McConnell State of OR
OR - Rob Witter – DOGAMI
PR - Christa G. von Hillebrandt-Andrade, Puerto Rico Seismic Network, UPR
PR – Barbara Medina, Puerto Rico Emergency Management Agency
USGS – David Oppenheimer
WA Tim Walsh – Washington Division of Geology and Earth Resources
WA Dave Nelson
Gulf Coast States – Charles Williams, Alabama Emergency Management
East Coast States - Robert Ward, Maryland Emergency Management Agency

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Minutes

Call to Order and Role Call

The NOAA Tsunami Program Coordinator – Jenifer Rhoades provided opening remarks, took a roll call of meeting attendees, and the agenda for the meeting.

Review of Previous Meeting Minutes

Jenifer requested a discussion of the meeting minutes from January 10, 2008. Roger Hansen stated his corrections to the last set of minutes had not been made. Jenifer requested Roger send her his corrections. She would then make the corrections and redistribute the meeting minutes (w/changes noted) back out to the committee for a one week virtual review and approval. Once the minutes are reviewed and approved, they will be posted to the NTHMP Website.

Jenifer requested a discussion of the meeting minutes from February 7, 2008. The NTHMP CC requested additional time to review the latest version of the minutes. Jenifer took the action to redistribute the meeting minutes to the committee for a one week virtual review and approve. Once the minutes are reviewed and approved, they will be posted to the NTHMP Website.

Charter Discussion and Vote

Jenifer presented the revised Charter to the group for discussion. She noted one issue with the wording of the vision that needed to be resolved, and requested Rob Witter describe the issue to the Committee. Rob provided information on the wording changes and stated the case for keeping the wording of the vision as “Resilient coastal communities that are so informed and prepared for all tsunami hazard that loss of life is negligible and loss of property is minimized should a tsunami strike any U.S. state, commonwealth or territorial coastline.” After a brief discussion, it was decided to use the wording recommended by Rob Witter.

Rob Witter (Oregon), called for a vote to approve the NTHMP Charter, Kevin Richards (Hawaii) seconded; the Charter was passed unanimously by all present meeting attendees (see Official Voting Record at the end of the minutes).

Jenifer took the action to post the ratified charter to the NTHMP Website.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Rules of Procedure Discussion and Vote

Jenifer presented the revised Rules of Procedure to the group for discussion. She explained the late revisions that were incorporated into the document based on a Department of Commerce General Council review and apologized for sending out a revised version so close to the meeting. Jenifer then proceeded to go over each of the changes and requested discussion on each (these are itemized based on order in the document; not the order of the discussion):

Page 3, Item 6 under officers (not a General Council revision) – Jenifer requested the word “secretary” be replaced with “program administrator.” The NTHMP CC accepted this change.

Page 5, Items (e) and (f) – There was concern among the State Partners that the language did not provide the NTHMP CC’s recommendation for a Chair a tremendous amount of weight. After discussing, the NTHMP CC agreed to the following wording:

Item (e): “The NTHMP Coordinating Committee is responsible for recommending to NOAA’s Assistant Administrator for Weather Services (NWS) the fiscal year’s NTHMP Budget Allocations by a majority vote (according to the Governance/Voting Rights section of this document).”

Item (f): “The NOAA Assistant Administrator for Weather Services (NWS) will strongly consider the final recommendation by the NTHMP Coordination Committee in all final budget grant award decisions.”

Page 6, under Membership: Changed from “Outside experts and other stakeholders may be invited to participate in WCS discussion but their agreement is not required for any formal consensus.” to “Outside experts and other stakeholders may be invited to participate in M&E Subcommittee discussions but they will not participate in any consensus recommendations of this sub-committee.” The NTHMP CC accepted this change.

Page 10, under Membership: Changed from “Outside experts and other stakeholders may be invited to participate in WCS discussion but their agreement is not required for any formal consensus.” to “Outside experts and other stakeholders may be invited to participate in M&E Subcommittee discussions but they will not participate in any consensus recommendations of this sub-committee.” The NTHMP CC accepted this change.

Page 15, Appendix B, first two paragraphs: Jenifer explained the additional information on how funds would be distributed to Federal agencies and the changes to the second paragraph. The NTHMP CC accepted this change.

Page 15, Appendix B, NOAA’s Funding Distribution Procedures, Step 4 and Step 6: Jenifer explained the additional changes. The NTHMP CC accepted this change.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Additional discussion:

- 1) A member of the NTHMP CC noted a new acronym was added to the document and requested it be added to the List of Acronyms in Appendix E. Jenifer agreed to make the change.
- 2) Jim Goltz requested that file names be placed in future versions of documentation sent out to the NTHMP CC for review. Jenifer agreed to ensure this procedure is put into practice.
- 3) Eddie Bernard raised an issue about the wording in the M&M Terms of Reference; he felt that there were some technical errors. He also stated that he felt his previous comments on an earlier version of the document were ignored. Rob Witter asked Eddie if he provided comments during the latest review or the responses the Tiger Team developed for each of the comments received during the review. Bernard replied he did supply comments that were not incorporated into the last version. Jenifer mentioned the Rules of Procedure is a living document and the document could be revised based on further discussion of the issue within the Sub-Committee and the NTHMP CC. Christa von Hildebrandt indicated the procedure to make future revisions to the document is listed on Page 13 of the Rules of Procedure.

Kevin Richards (Hawaii) called for a vote to approve the Rules of Procedure with the changes discussed during the meeting, Rob Witter (Oregon) seconded; the Rules of Procedure was passed with eleven (11) yes votes and one (1) member abstaining from voting (see the Official Voting Record at the end of the minutes).

Jenifer took the action to revise the Rules of Procedure and distribute a version to the NTHMP CC (w/track changes) to the NTHMP CC and post a “clean” version of the document to the NTHMP Website.

Call for NTHMP Chair Nominations

Jenifer opened the floor to a call for nominations for a new NTHMP Chair. Jim Goltz asked a question pertaining to NOAA’s potential nomination of Vickie Nadolski to the Chair position. Jenifer asked Vickie to go ahead and address the NTHMP CC

Vickie Nadolski’s Address to the NTHMP CC

- Vickie explained the recent visibility of the NTHMP in Congress and indicated NOAA’s requirement to have a Senior Executive lead the NTHMP.
- Vickie mentioned her experience as NWS Western Region Director, and her appreciation of this partnerships goals and objectives
- Vickie described her concerns regarding how the FY08 NTHMP Allocation was not adequately addressed or discussed with transparency. She indicated she would like to see the FY09 distribution of funds discussed before the beginning of FY09
- Vickie also said she would like to see performance measures developed for the program, so it can better articulate its successes.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

- Vickie described how Jenifer Rhoades would be her primary staff person for the NTHMP

Vickie then asked the group if they had any questions for her. The following is a summary of the Q&A:

Q: Please describe your philosophy on partnerships.

A: My general position on NWS and its partnership is that it is a very important listen to the states and our end-users, but it is equally important to bring to the table an understanding of the Federal role and responsibilities.

Q: In general, what does the language in P.L. 109-424 mean for the Program?

A: We (NOAA) are obligated to help you prepare for tsunami; this includes determining requirements together.

Q: Can you define the role of the Tsunami Program

A: NOAA's Tsunami Program spans across four line offices (the National Weather Service, the Office of Atmospheric Research, the National Ocean Service, and the National Environmental Satellite, Data and Information Service. The NOAA Program Manager's (David Green) role is to ensure funding requirements, though planning, are addressed across NOAA. The Day-to-day operational issues of the program are completed through our field organizations and the two Tsunami Warning Centers. Tsunami Research is addressed by OAR through the Pacific Marine Environmental Laboratories and under the leadership of Eddie Bernard. For NTHMP issues, Jenifer Rhoades is the point of contact. For other Tsunami Program issues, David Green is the point of contact.

Q: How do you feel about working with a State Co-Chair

A: I think is a great idea, and I invite it. However, needs between States and regions vary, and whomever the State Rep is needs to be broad with their representation.

Q: The NWS conducted a Tsunami Program Review about six months ago, what were some of the outcomes?

A: One of the major outcomes of the Program Review is to move the Tsunami Program from the NWS' Office of Science and Technology (OST) to the NWS' Office of Climate, Weather, and Water Services (OCWWS). A portion of this restructuring has already taken place. David Green, has already been moved to OCWWS. A we are working to complete the transition of other program resources, including Jenifer Rhoades, to OCWWS as well.

At a national level, we are looking for the broader program to have a greater role in education, outreach, and preparedness.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Rob Witter (Oregon) moved to nominate Vickie Nadolski as a candidate for the NTHMP Chair position; Christa von Hildebrandt (Puerto Rico) seconded the nomination.

Jenifer Rhoades asked the NTHMP CC if there were any other nominations. There were no other nominations, so Jenifer asked if any one would like to call for a vote.

Rob Witter (Oregon) made a motion for the NTHMP CC to vote to make a recommendation to the NOAA Assistant Administrator of Weather Services to appoint Vickie Nadolski as Chair of the NTHMP; Christa von Hildebrandt (Puerto Rico) seconded the motion; the recommendation was passed unanimously by all present meeting attendees (see Official Voting Record at the end of the minutes).

Co-Chair Discussion

A question came up about whether or not this would be an appropriate time to elect a co-chair. The NTHMP CC determined the next meeting would be more appropriate as it would allow the States to consider candidates for nomination.

Face to Face Meeting Discussion

The need to have a face to face meeting to discuss the FY09 budget and other issues was discussed. Vickie agreed a face to face meeting in the near term is a requirement

Jenifer took an action to work with Vickie and the NTHMP CC to determine the dates and location of the next NTHMP Meeting.

Determining Official Representation to the NTHMP

Jenifer discussed the requirement to have official documentation from each State, Territory and Commonwealth, and Federal Agency indicating who is an official representative to the NTHMP. She stated she would be sending out letters to Governor's offices asking for their official appointment. Tim Walsh of Washington pointed out that the Governor's Office is not always the appropriate authority. For instance, in Tim Walsh's case, his organization is overseen by a Commission, so the Commissioner's Office is the appropriate organization to send the letter. Jenifer thanked Tim for bringing this to her attention and took the action to send an email out to the committee members requesting the appropriate authority within their State, Territory or Commonwealth to send the letter to.

NTHMP Budget Discussion

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Jenifer indicated the NTHMP budget in FY08 is \$115K higher than what was anticipated when the committee voted on member allocations in October. She requested the group work to resolve how to best allocate the funds.

Some of the NTHMP Members indicated some confusion concerning the budget, and asked Jenifer to explain.

Jenifer explained the current budget status. This discussion started with Jenifer recounting how the NTHMP CC voted on \$2,260K in October.

Jenifer then proceeded to explain that NOAA was expecting to receive Spectrum funds in FY08 to further supplement the NTHMP funding. With that in mind, she requested that each State member of the NTHMP request grant funding higher than what was approved in October. This was based on expectations the Spectrum funds would not arrive until after June in 2008. If the States applied for the exact amount they were approved for in October, Jenifer would not be able to increase their awards to facilitate the transfer of funds to the States. In addition, NOAA would not have the time to process new grant applications and award them by the end of FY08; there was a risk for losing the funding.

NOAA recently determined that it is not going to receive Spectrum funds in FY08, and is now expecting to receive the funding in FY09. Jenifer will continue to monitor the Spectrum funding, and provide more details to the NTHMP as she becomes aware of any status changes.

In October the NTHMP's budget allocation vote was based on the FY07 appropriation of \$2,260K. NOAA's FY08 appropriation was \$115K higher than the amount voted on in October. This is the only additional funding that will be distributed to the NTHMP members this year.

After some discussion about how the funding could be spent, Ted Untelan (Pacific Islands Region) made the motion to divide the \$115K among the USGS (Crest), the States, Territories and Commonwealths; the motion was seconded by Kevin Richards (Hawaii); and passed unanimously by all present meeting attendees (see Official Voting Record at the end of the minutes).

Jenifer took the action to ensure each states final award reflects this increase.

Additional Discussion

Rob Witter asked about the funding table distributed to the NTHMP as backup for the meeting. He felt it did not represent the entire 27% as called for in the law. Vickie agreed and said that Jenifer had the action to distribute the correct FY08 and FY09 Spend Plan to the NTHMP CC.

Closing Remarks

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Jenifer closed the meeting by expressing her appreciation for how well the meeting went and the tremendous amount of activity that was accomplished. Vicki McConnell also expressed her thoughts on how well the meeting was run.

Jenifer also expressed her appreciation to the Charter and Rules of Appreciation Tiger Team as well as the NTHMP CC for the team work and commitment everyone provided to complete and ratify the two critical documents.

Official Voting Record of the NTHMP Coordinating Committee Meeting on April 3, 2008

NTHMP Voting Members	Pass Charter	Pass Rules of Procedure	Nominate Vickie Nadolski as Chair	Pass Spend P \$113
NOAA - Eddie Bernard	Yes	Abstain	Yes	Ye
NOAA- David Green	Yes	Yes	Not Present	Not Pre
FEMA - Mike Mahoney	Yes	Yes	Yes	Ye
FEMA - Chris Jonietz-Trissler	Not Present	Not Present	Not Present	Not Pre
NSF - Rick Fragaszy	Not Present	Not Present	Not Present	Not Pre
NSF- Barbara Ransom	Not Present	Not Present	Not Present	Not Pre
USGS - David Oppenheimer	Yes	Yes	Yes	Ye
USGS - Craig Weaver	Not Present	Not Present	Not Present	Not Pre
Alaska - Roger Hansen/Mark Roberts/Erv Petty	Yes	Yes	Yes	Ye
Washington - George Crawford (represented by Dave Nelson)/Tim Walsh	Yes	Yes	Yes	Ye
Oregon - Rob Witter	Yes	Yes	Yes	Ye
California - Jim Goltz/Rick Wilson	Yes	Yes	Yes	Ye
Hawaii - Kevin Richards	Yes	Yes	Yes	Ye
Pacific Islands - Ted Untelan	Yes	Yes	Yes	Ye
Puerto Rico - Christa Von Hildebrant/Barbara Medina	Yes	Yes	Yes	Ye
USVI - Jacqueline Heylinger	Not Present	Not Present	Not Present	Not Pre
Eastern States - Robert Ward	Yes	Yes	Yes	Ye
Gulf Coast States - Charles Williams	Yes	No Vote	Yes	Ye

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee**

April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Action Items:

Action Item 1: Revise Jan. 10, 2008 Meeting Minutes based on Roger Hansen's comments and redistribute to the NTHMP CC for a one-week virtual review.

Lead: Rhoades

Due Dates: a) **Revise and re-distribute minutes by Friday, April 4, 2008**
b) **NTHMP CC provide comments/clearance by Friday April 11, 2008**
c) **Post Minutes to NTHMP Website within one week of NTHMP Clearance.**

Status: Draft Minutes Re-distributed on 4/4/08; out for NTHMP CC Review and Clearance.

Action Item 2: Redistribute February 7, 2008 minutes for a one-week virtual review.

Lead: Rhoades

Due Dates: a) **Re-distribute minutes by Friday, April 4, 2008**
b) **NTHMP CC provide comments/clearance by Friday April 11, 2008**
c) **Post Minutes to NTHMP Website within one week of NTHMP Clearance.**

Status: Draft Minutes Re-distributed on 4/4/08; out for NTHMP CC Review and Clearance.

Action Item 3: Post ratified Charter to NTHMP Website.

Lead: Rhoades

Due Dates: a) **Post ratified Charter to NTHMP Website by Friday, April 11, 2008**

Status: Open

Action Item 4: Distribute the ratified Rules of Procedure (w/track changes) to the NTHMP CC; post a "clean" version to the NTHMP Website.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee**
April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Lead: Rhoades

Due Dates: a) Distribute ratified Rules of the Procedure (w/track changes to the NTHMP CC by Friday April 11, 2008
b) Post ratified Rules of Procedures to NTHMP Website by Friday, April 11, 2008

Status: Open

Action Item 5: Determine dates and location for a face to face meeting of the NTHMP CC (late May/early June time frame)

Lead: Rhoades

Due Dates: a) Determine dates and location for a face to face meeting of the NTHMP CC – April 30, 2008

Status: Open

Action Item 5: Send an email out to the NTHMP CC Members asking for the appropriate agency to submit the letter requesting for an official designee(s) to the NTHMP CC.

Lead: Rhoades

Due Dates: a) Send email to NTHMP CC - April 11, 2008

Status: Open

Action Item 6: Ensure Grant awards represent the distribution of the additional \$115K as voted on during this meeting.

Lead: Rhoades

Due Dates: a) Approve funding to States representing the budget decision voted on in Today's meeting – April 30, 2008

Status: Open-----

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee**
April 2, 2008 2:00 pm – 4:00 pm EDT via Teleconference

Action Item 7: Distribute the FY08 and FY09 Spend Plan reflecting the entire 27% described as the National Tsunami Hazard Mitigation Program in P.L. 109-424.

Lead: Rhoades

Due Dates: a) Distribute Spend Plan to NTHMP CC – April 4, 2008

Status: Complete; Spend Plan distributed to NTHMP CC on April 4, 2007

Action Item 8: Determine if there will be a State Co-Chair. If so, present a nomination at the next NTHMP CC Meeting

Lead: Goltz

Due Dates: June 17, 2008

Status: Open

Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference

Attendees:

Chair Jeff LaDouce (NOAA/NWS)
AK Roger Hansen – U. Alaska, Fairbanks
AK Elena Suleimani – U. Alaska, Fairbanks
AK Mark Roberts – Homeland Security State of AK
AK Erv Petty – Homeland Security State of AK
CNMI Ted Untalan
CA Jim Goltz – State of CA
CA Rick Wilson – California Geological Survey
CA Michael Reichle – State of California
DHS/FEMA Chris Jonientz-Trisler
HI Kevin Richards – State of Hawaii
NOAA/NGDC – Sue McLean
NOAA/OAR – Eddie Bernard
NOAA/NWS – David Green, NOAA Tsunami Program Manager
NOAA/NWS – Jen Rhoades, NOAA Tsunami Program Coordinator
NOAA/NWS – Chris Maier
NOAA/NWS Carl Gorsky
NOAA/NWS Jeff Lorens
NOAA/NWS Don Miller
NOAA/NWS Steve Pritchett
NOAA/NWS Tim Hendricks
NSF- Barbara Ransom
OR Jay Wilson – State of Oregon
OR Dave Castle – State of OR
OR Rob Witter – DOGAMI
OR George Priest – DOGAMI
PR Christa G. von Hillebrandt-Andrade – Puerto Rico Seismic Network, UPR
USGS – Craig Weaver
WA Tim Walsh – Washington Division of Geology and Earth Resources
WA Dave Nelson/Maillian Uphaus – State of WA
WA George Crawford- State of Washington

Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference

Minutes

1. NTHMP Chair – Jeff LaDouce provided opening remarks and started discussion of the FY08 NTHMP budget
2. Jay Wilson suggested the NTHMP Coordinating Committee (CC) should be able to vote on the FY08 NTHMP budget and the voting done in November was no longer valid as it was on the NTHMP budget as proposed through the Continuing Resolution for FY08. Jay proposed another vote on the FY08 NTHMP budget.
3. There was significant discussion concerning where the funding for mapping and modeling and DEM development should reside within the NOAA Tsunami Program Budget. Currently, the funding exists in the NTHMP Section of the budget; but some NTHMP members strongly support the funding being moved to Warning Program section of the budget. Jeff stated another vote could be held at the next meeting, and that the mapping and modeling and DEM issues could be on the table to be removed as a part of the NTHMP budget. Jeff explained that NOAA views tsunami hazard mitigation in a broader text than the NTHMP and has integrated the broader meaning into the NTHMP budget. A vote is a new action item. – **Action Item 11**
4. George Crawford agreed with Jeff and suggested the NTHMP CC see this as an opportunity to make a change by voting on what is included in the budget, “so we can get to a true 27 % ”..
5. The Oregon state delegation reiterated a need to revisit the voting action done in Hawaii in November, and “recommend NOAA budget move NOAA inundation forecast modeling out of NTHMP
6. It was agreed no votes regarding the FY08 NOAA tsunami budget would be held until the next meeting and there are two separate proposals on the table to vote on at the next meeting.
 - a. Proposal One – Because the budget categories NOAA’s Mapping and Modeling and NOAA/NGDC Data Archive apply to activities carried out under Section 4 of the Tsunami Act (Forecast and Warning), they should not be accounted for under the NTHMP (Section 5) budget. Witter proposed that these two NOAA activities be funded through another program and that the categories be taken out of the budget. However, the funding for these activities would remain in the FY08 NTHMP budget to be used for other appropriate mitigation activities.
 - b. Proposal Two – NOAA’s Mapping/Modeling/DEM Function Leaves NTHMP™/ Funds Leave NTHMP™ budget. The Mapping/Modeling and the DEM functions and funding provided under the mitigation program in the NOAA FY08 NTHMP budget be removed from inclusion in the NTHMP™ budget .

Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference

7. David Green suggested more definition be given to these two proposals prior to a vote. This is a new action item – **Action Item 12.**
8. The federal and state membership voiced their concern there is insufficient funds in the budget required to meet the percentages described in Section 8 of P.L. 109-424.
9. Roger Hanson reiterated there is concern from the states that the language in the law is not being met, and the percentages are not being addressed by NOAA.
10. David Green stated the highest priority is to ensure the warning and forecast program is adequately funded and that consumes most of the NOAA appropriated Tsunami Program funds. In compliance with PL 109-424, after addressing the warning and forecast program the remaining funds are directed to research and tsunami mitigation programs.
11. Both the State of Alaska and Oregon stated that since the law has been passed the states are getting less state money for mitigation because the law was assumed to be covering the funding.
12. Christa von Hillebrandt-Andrade brought up that the Law says in section 4.b.7 the responsibility of NOAA to provide mitigation under section 4.
13. The agenda then moved to an open discussion on the Charter and Rules of Procedures.
 - Steve Pritchett suggested up that some specific Guiding Principles would be included in the Charter. Jennifer Rhoades suggested that it would be a good to consider including the Guiding Principals in the introduction to Rules of procedures, and the CC agreed to that. A new Action is to distribute the Guiding Principles to the Charter Coordinating Committee as part of the review and commenting process requested by the Tiger Team (see **Action Item 13**).
 - David Green had comments on the Voting issue in relation to the Charter and Rules of Procedures. There is no clear definition of what the quorum for voting is, Rob Witter suggested this be defined in the Rules of Procedures.
 - George Crawford asked for a clarification in Section 3 and 4 of the Rules of Procedures.
 - Jenifer Rhoades requested the CC provide their comments to the Charter and Rules of Procedure to her by Feb. 21, 2008. Providing comments on the new documents is a new action item. **Action Item 13.**
14. Mark Roberts brought up there was no direct tribal representation on the NTHMP
 - George Crawford discussed the fact that his state committee has tribal membership and he represents the state.
 - There was discussion whether members could represent tribes or not, this subject warrants further discussion by the committee.
15. David Green discussed the need to address the authority each member has from its constituent community to be the designated representative on the CC. This should be

Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference

reflected in the Charter and only those officially designated should be entitled to vote or manage NTHMP funds. Action item 9 will be modified to require each member to report via a paragraph to the chair on its authority to represent its constituents. **Modified Action Item 9.**

16. Next meeting will be March 4th at 4 PM Eastern Time. **Action Item 1 revised.**

DRAFT

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference**

Action Items from the NTHMP Virtual Meetings:

Action Item 1: Organize next virtual NTHMP Coordination Committee meeting on 4th of March.

Lead: Green /LaDouce

Complete by: i.) Feb 29, 2008 confirmation of date and time.

ii.) No less than 48 hours prior to scheduled meeting (tentatively Feb 7th, 2008) distribute final agenda, logistics and associated documents.

Status: Open, Meeting date proposed.

Action item 3. Invoices for the current NTHMP contracts will be submitted by designated Coordination Committee Members to the NOAA Tsunami Program Coordinator, Rhoades, by March 30, 2008.

Background: All NTHMP Members with contracts have action to report invoices in a timely manner.

If any full invoices can not be submitted by the March 30th, the Committee Member will inform the Coordinator and Chair by March 15th of a proposed target date to complete the action, and if there are any issues to resolve or assistance needed.

Lead: LaDouce/Rhoades

Complete by March 30, 2008

Status: Open.

Action Item 4: Provide the Coordination Committee, through the Chair, with a NOAA Tsunami Program Decision Tree. Provide a brief summary of how relevant decisions are made and the typical timelines. Develop and coordinate with stakeholders across NOAA the requested information by January 31, 2008.

Lead: Green/LaDouce

Complete by: February 5, 2008

Status: Open

Action Item 5:

Assess the issues and mechanisms concerning the production of inundation maps. Clarify what is being requested and outcomes expected. Inventory what modeling and mapping information is available to share among all participants of the NTHMP.

Meeting Minutes of the National Tsunami Hazard Mitigation Program February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference

Consideration should be given to: available grids used for modeling and associated information about these grids (whether for forecast or inundation/evacuation mapping and modeling), relevant model computer code and standards for use by NTHMP partners (noting that NOAA operational code is under configuration management) Identify risks or issues associated with sharing the identified information. Develop recommendations for the broader NTHMP committee to consider on how a process could be established for sharing this information to advance research and manage operations.

Provide the requested information to the NTHMP Chair for review and distribution.

Background: Coordination Committee designees requested information on ongoing NOAA operational forecast/modeling and standardized inundation/modeling efforts. Committee members recommended that code sharing within the NTHMP community be promoted to encourage standards of accuracy and improve the quality of results. Committee members for the States/Territories/Commonwealths asked NOAA (PMEL), “Can the codes be shared? What is available? What can be made available? Will the codes for research or forecasting be made readily available?” These questions are within the terms of reference proposed by the NTHMP Modeling & Mapping Sub-committee. In particular, it was proposed that code sharing for research and development of inundation maps be commonplace while complying with reasonable configuration management practices with respect to the operational codes. The Coordination Committee recommended that the M&M Sub-Comm take the action to examine and provide recommendations on initiating the process to produce inundation maps

Leads: Chairs of M&M Sub-Committee (McLean, State rep)

Complete by: February 19, 2008.

Status: Open. 2nd virtual meeting of NTHMP topic will be options for producing inundation maps tentative date Feb 21, 2008.

Action Item 5B: Update the list of sites for forecast modeling to reflect work in progress or planned, in addition to the completed sites. Also provide information on the input resolution of bathymetry and topography used to develop the grids.

Lead: NOAA/PMEL and NGDC

Status: Open

Action Item 7: Establish a Tiger Team to complete the NTHMP Implementation Plan. Sub-committee chairs will identify one representative to serve on the team and provide this name to Chair, LaDouce, by January 17. LaDouce will disseminate the list of proposed Tiger Team members to the Coordination Committee by Jan. 24th.

Lead: LaDouce/Subcommittee Chairs.

Complete by January 24, 2008

Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference

Status: Open

Revised Action Item 9. Each Member State/Commonwealth/Territory will confirm details and authorities of their designated Committee Members. Designees will provide a coordinated response to the NTHMP Chair. A State representative will integrate the input and provide a status update for the Coordination Committee at the next full meeting.

Background: NOAA Tsunami Program Manager and NTHMP Chair requested information on the designees respective roles and responsibilities in the coordination of tsunami warning and mitigation activities including the authority enabling them to represent stakeholder interest and complete required actions.

Lead: each member
Complete by March 30, 2008
Status: open

Action Item 10. Clarify participation and accountability of stakeholders in NTHMP activities. Provide recommendations to the Coordination Committee through revisions to the draft Charter. Sub-committee Chairs will work with Charter team to clarify the designed roles and responsibilities of Committee representatives, observers, experts, and other stakeholders individually and in teams, participating in NTHMP sub-committees and actions.

Give consideration to the relationship of TWEAK to the NTHMP

Background: Committee members have recommended there be at least two representatives from each State/Territory/Commonwealth on Sub-Committees. There can be more members, but only those designated will be accountable to the Chair and Coordination Committee.

Lead: LaDouce/Sub-committee Chairs/ Charter Team Lead
Complete by : include in Charter Update
Status: Open

Action Item 11: Vote at Next NTHMP meeting. A vote could be held at the next meeting, and that the mapping and modeling and DEM issues could be on the table to be removed as a part of the NTHMP budget. Establish what constitutes a quorum for the vote.

Lead: LaDouce
Complete by: March 4 2008

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference**

Status: Open

Action Item 12: Provide more definition to the two proposals to be voted on. They are:

- a. Proposal One – Mapping/Modeling/DEM Function Leaves NTHMP™/ Funds remain in the NTHMP budget. The Mapping/Modeling and the DEM functions funded under the mitigation program in the NOAA FY08 NTHMP budget be removed from inclusion in the NTHMP™ budget , however the \$2.55M FY08 dollars designated for Mapping/Modeling/DEM remain in the FY08 NTHMP for the NTHMP membership to utilize and be considered as part of the 27%.
- b. Proposal Two – Mapping/Modeling/DEM Function Leaves NTHMP/ Funds Leave NTHMP budget. The Mapping/Modeling and the DEM functions and funding provided under the mitigation program in the NOAA FY08 NTHMP budget be removed from inclusion in the NTHMP budget .

**Lead: LaDouce/Green/State Representatives
Complete by Feb 22, 2008
Status: Open**

Action Item 13: Provide comments back on the NTHMP Charter/Rules of Procedures/ Guiding Principles

**Lead: All Membership
Complete by February 21, 2008
Status: Open**

CLOSED ACTION ITEMS

Action Item 2: Prepare a next draft of the NTHMP Charter. A *Tiger* team consisting of Jennifer Rhoades, Roger Hanson, Chris Jonientz-Trisler, and Rob Witter will complete the updated draft by January 31st. Team will confirm Team Lead and terms of reference in consultation with NTHMP Chair.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
February 7, 2008 3:00 pm – 4:30 pm EST via Teleconference**

NTHMP Coordinator will forward the draft to the NTHMP Chair and NOAA Tsunami Program Manager for review and distribution to the full Coordination Committee prior to the next Committee meeting.

The Tiger Team Lead will prepare a brief for the next meeting of the Coordination Committee summarizing updates to the draft and recommendations on next steps.

Lead: LaDouce/Rhoades
Complete by: January 31, 2008

Status: closed.

Action Item 6: Provide NTHMP Coordination Committee with information on the Spectrum Sale Spend Plan.

Lead: Green/Pritchett
Complete by February 5, 2008
Status: Closed

Action Item 8: Ensure there are enough phone lines available in the future for the conference call. Update phone and VTC lists.

Lead: Pritchett
Complete by January 11, 2008
Status: closed there are now 30 lines available on the conference call number.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordination Committee

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

Attendees:

Chair Jeff LaDouce (NOAA/NWS)

AK Roger Hansen – U. Alaska, Fairbanks

AK Elena Suleimani – U. Alaska, Fairbanks

AK Mark Roberts – Homeland Security State of AK

AK Erv Petty – Homeland Security State of AK

CNMI Ted Untalan

CA Jim Goltz – State of CA

CA Rick Wilson – California Geological Survey

CA Michael Reichle – State of California

DE Glenn Gillespie – State of DE

DHS/FEMA Chris Jonientz-Trisler – Region-X

DHS/FEMA Mike Mahoney

HI Kevin Richards – State of Hawaii

MD Robert Ward – State of MD

NOAA/NWS David Green – NOAA Tsunami Program Manager

NOAA/NWS Jenifer Rhoades – NOAA Tsunami Program Coordinator

NOAA/NWS Steve Pritchett

NOAA/NWS James Partain,

NOAA/NWS Tim Hendricks

NOAA/OAR Eddie Bernard

OR Jay Wilson – State of Oregon

OR Dave Castle – State of OR

OR Rob Witter – State of OR

PR Christa G. von Hillebrandt-Andrade – Puerto Rico Seismic Network, UPRM

USGS Craig Weaver – USGS

WA Tim Walsh – Washington Division of Geology and Earth Resources

WA Dave Nelson/Maillian Uphaus – State of WA

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordination Committee

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

Minutes

1. NTHMP Chair – Jeff LaDouce provided opening remarks and stated this is a kick off virtual meeting and there will be many more to come on a regular basis. Jeff mentioned the budget numbers he provided at the November NTHMP coordinating committee (CC) were inaccurate. Jeff brought out two additional points in opening remarks.

- Spectrum sales funds are expected to benefit NTHMP when received in NOAA.
- NTHMP Charter was revised since November and was distributed January 10.

2. David Green then provided opening remarks. His remarks included a commitment for the program to be open and transparent with the NTHMP CC on all issues before the NTHMP CC. David also said:

- Let's develop performance based criteria for proposals
- NOAA will share more budget information
- NOAA's Tsunami Budget consists of three areas: mitigation, forecasting, and research.
- NOAA will share its interpretation of P.L. 109-424.
- Let's share all planning activities amongst us.
- Let's have open discussion.

3. Jay Wilson from the State of Oregon provided opening remarks as well. Jay was representing the NTHMP Pacific Region States and wanted to express concerns including:

- Jay realized everyone was operating in good faith but Jay said the States were frustrated as they did not feel they were adequately involved in all the budget decisions and the interpretation of P.L. 109-424.
- Jay asked for a greater understanding of the roles of various organizations within NOAA in regards to Tsunami.

Jeff LaDouce responded to Jay Wilson's concerns briefly by agreeing and stating:

- NTHMP actions and plans need to be staged and phased to coincide with NOAA's budget submission schedule.
- Jeff asked Jenifer Rhoades to explain the program's budget submission schedule; she indicated phased planning has to begin now for FY11.

4. Open Forum Discussion

David Green explained the PL 109-424 as having 3 major components:

- Forecasting
- Mitigation
- Research

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordination Committee

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

With an additional area for Global and international actions.

P.L. 109-424 clearly defines NOAA's Administrator (Adm. Conrad Lautenbacher (Ret.) as the accountable person for the success of the program; therefore, it is that position's responsibility to make final decisions concerning the program's funding and direction.

There is no place for funding except in those three areas, and the # priority for NOAA is to maintain the Tsunami Warning System's operational equipment. This prioritization is mandated by P.L. 109-424. NOAA's current appropriation results in a shortfall for the Mitigation and Research components of its program.

If and when, NOAA receives funds from Spectrum, a portion of those funds will be used to help reduce the shortfalls in the mitigation and research components of the program.

The second component area in the law – mitigation is defined in Section 5 of the law and section 5 has 5 components

- Mapping
- Grants to the states
- Tsunami Ready Program
- Integration of activities
- Archiving of Observations

The component in Section 5 on Grants to the states is what we think of as NTHMP but all 5 components comprise mitigation and fall under section 5 of the law.

David went on to say the NTHMP CC needs to set priorities and provide recommendations for the components under section 5.. He advocated it is the responsibility of the NTHMP CC to do integrated mutually beneficial mitigation activities. And, the NTHMP CC should look at all three components of the law to understand what is needed in mitigation and that subcommittees of the CC should provide aggressive focused actions for the CC.

James Partain mentioned that the Tsunami Warning centers do applied research, which contributes to the overall percentage of the budget required for research.

There was discussion on the budget amount required for Forecasting and agreement the law stated the highest priority is maintaining the detection equipment.

The CC felt David Green and Jeff LaDouce did a good job in explaining the budget issues better and have asked for clarification which will be provided through the action list.

Jim Goltz and others in the CC requested more information on Spectrum sales (see action list)

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordination Committee

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

It was agreed that the federal partners in the NTHMP should participate in the pool of funds available in the grants section under the law. However, the funding vehicle will be different for the federal partners. The funding vehicle and the criteria for evaluating proposals needs to be documented. That will be described in the charter.

Jay Wilson requested more information on understanding NOAA roles and responsibilities, Organization charts and how decisions are made within NOAA. See action list.

David stated the Government would like to be sure the participating individuals from the states are adequately empowered by their respective organizations and that the government has an understanding of the state roles and responsibilities.

The State of Alaska requested access to the models (or code) to use for inundation planning and evacuation route planning.

Eddie Bernard stated that forecast models could be used for inundation mapping. Alaska had a number of questions in that regards, (see action list)

It was recognized that there is interest in the State partners being able to use the inundation component of the NOAA MOST forecast model, as a means of comparison against other inundation models and outputs or as a means of generating inundation maps.

There was a discussion on the list of sites to be modeled and agreement that a follow on meeting is needed focused on that particular topic. Christa von Hillebrandt requested an update to the table to reflect work in progress and future work to be carried out, in addition to completed sites.

There was also agreement that follow on meetings of the NTHMP CC will be virtual for the most part with face to face meetings when other meetings can be leveraged such as the National Earthquake Conference in April 22-26 2008 and Annual Meeting of the Seismological Soc of Amer in Sta. Fe, NM April 15-18 .

There will be a schedule for targeted and focused virtual meeting developed, with the next meeting planned for February 7, 2008 at 3PM EST. Another meeting on Feb 21, 2008 on modeling and sharing code data may be required (pending M&M Sub-Committee Action).

The finalization of the NTHMP Charter was discussed. Several approaches were discussed, which included a face to face meeting, focusing the next NTHMP CC on the topic, or forming a tiger team. It was decided to form a tiger team (see action list).

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordination Committee**

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

Jenifer Rhoades mentioned the 5-Year Review Findings have been posted to the NTHMP Website. She mentioned this document would be important for finalizing the NTHMP Implementation Plan and suggested the group start to work toward finalizing the document as soon as possible.

Jeff suggested that he lead the effort with a person from each of the NTHMP Sub-Committees. The group agreed (see action list).

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordination Committee

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

Action Items from the January 10, 2008 Virtual Meeting:

Action Item 1: Organize next virtual NTHMP Coordination Committee meeting on the topic of the “NTHMP Charter.” Confirm that the next meeting is scheduled for Feb 7, 2008 at 3 PM Eastern Time or arrange an alternative in consultation with the Coordination Committee. Develop draft schedule for subsequent meetings including proposed 2nd virtual meeting Feb. 21st on the topic of “model and code sharing.” Distribute additional information including agenda, logistics, draft NTHMP Charter and action reports prior to the scheduled meeting.

Include adequate time on the February 7 conference call agenda for further discussion of the NTHMP budget and requirements for more rigorous evaluation criteria for proposals. The agenda should cover concerns: NTHMP decision process, performance, and spectrum sale.

Lead: Green /LaDouce

Complete by: i.) January 24, 2008 confirmation of date and time.

ii.) No less than 48 hours prior to scheduled meeting (tentatively Feb 7th, 2008) distribute final agenda, logistics and associated documents.

Status: Open, Meeting date proposed.

Action Item 2: Prepare a next draft of the NTHMP Charter. A *Tiger* team consisting of Jennifer Rhoades, Roger Hanson, Chris Jonientz-Trisler, and Rob Witter will complete the updated draft by January 31st. Team will confirm Team Lead and terms of reference in consultation with NTHMP Chair.

NTHMP Coordinator will forward the draft to the NTHMP Chair and NOAA Tsunami Program Manager for review and distribution to the full Coordination Committee prior to the next Committee meeting.

The Tiger Team will prepare a brief for the next meeting of the Coordination Committee summarizing updates to the draft and recommendations on next steps.

Lead: LaDouce/Charter Team Lead

Complete by: January 31, 2008

Status: open

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordination Committee

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

Action item 3. Invoices for the current NTHMP contracts will be submitted by designated Coordination Committee Members to the NTHMP Coordinator, Rhoades, by March 30, 2008.

Background: All NTHMP Members with contracts have action to report invoices in a timely manner.

If any full invoices can not be submitted by the March 30th, the Committee Member will inform the Coordinator and Chair by March 15th of a proposed target date to complete the action, and if there are any issues to resolve or assistance needed.

Lead: LaDouce/Rhoades
Complete by March 30, 2008
Status: Open.

Action Item 4: Provide the Coordination Committee, through the Chair, with a NOAA Tsunami Program Decision Tree. Provide a brief summary of how relevant decisions are made and the typical timelines. Develop and coordinate with stakeholders across NOAA the requested information by January 31, 2008.

Lead: Green/LaDouce
Complete by: February 5, 2008
Status: Open

Action Item 5: Propose recommendations to the broader NTHMP Committee how a process could be established for sharing Modeling and Mapping Information across to all participants of the Tsunami Program. Information to be addressed should include at a minimum, sharing of: 1) Available grids used for modeling; relevant information about grids used in modeling (whether forecast or inundation/evacuation mapping and modeling); 2) Model computer codes for use by partners in the NTHMP that have responsibility for modeling and mapping; 3) as well as, input resolution of bathymetry and topography used to develop grids (note that the M&M Sub-Committee does not have this information. It should be a separate action item for NOAA/PMEL.).

Provide the requested information to the NTHMP Chair for review and distribution.

Background: Coordination Committee designees from Alaska requested information on ongoing NOAA OPERATIONAL forecast/modeling efforts. Committee members also recommended that code sharing within the NTHMP community be commonplace. The Coordination Committee recommended that the M&M Sub-Comm take the action to

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordination Committee

January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

examine and provide recommendations on initiating the process to share information used and outputs from both inundation maps and forecast models.

**Leads: Chairs of M&M Sub-Committee (McLean, State rep) Complete by:
February 19, 2008.**

**Status: Open. 2nd virtual meeting of NTHMP topic will be options for producing
inundation maps tentative date Feb 21, 2008.**

Action Item 6: Provide NTHMP Coordination Committee with information on the Spectrum Sale Spend Plan.

**Lead: Green/Pritchett
Complete by February 5, 2008
Status: Open**

Action Item 7: Establish a Tiger Team to complete the NTHMP Implementation Plan. Sub-committee chairs will identify one representative to serve on the team and provide this name to Chair, LaDouce, by January 17. LaDouce will disseminate the list of proposed Tiger Team members to the Coordination Committee by Jan. 24th.

**Lead: LaDouce/Subcommittee Chairs.
Complete by January 24, 2008
Status: Open**

Action Item 8: Ensure there are enough phone lines available in the future for the conference call. Update phone and VTC lists.

**Lead: Pritchett
Complete by January 11, 2008
Status: closed there are now 30 lines available on the conference call number.**

Action Item 9. Each Member State/Commonwealth/Territory will confirm details of their designated Committee Members. Designees will provide a coordinated response to the NTHMP Chair. A State representative will integrate the input and provide a status update for the Coordination Committee at the next full meeting.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordination Committee**
January 10, 2007 3:00 pm – 6:00 pm EST via Video/Teleconference

Background: NOAA Tsunami Program Manager and NTHMP Chair requested information on the designees respective roles and responsibilities in the coordination of tsunami warning and mitigation activities including the authority enabling them to represent stakeholder interest and complete required actions.

Lead: Jay Wilson
Complete by March 30, 2008
Status: open

Action Item 10. Clarify participation and accountability of stakeholders in NTHMP activities. Provide recommendations to the Coordination Committee through revisions to the draft Charter. Sub-committee Chairs will work with Charter team to clarify the designed roles and responsibilities of Committee representatives, observers, experts, and other stakeholders individually and in teams, participating in NTHMP sub-committees and actions.

Give consideration to the relationship of TWEAK to the NTHMP

Background: Committee members have recommended there be at least two representatives from each State/Territory/Commonwealth on Sub-Committees. There can be more members, but only those designated will be accountable to the Chair and Coordination Committee.

Lead: LaDouce/Sub-committee Chairs/ Charter Team Lead
Complete by: include in Charter Update
Status: Open

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

**NTHMP Coordinating Committee Meeting
Monday, June 16, 2008**

Attendees:

See attached list.

Opening Remarks

Vickie Nadolski, Dep. Asst. Administrator for Weather Services, and NTHMO Chair Vickie provided the opening remarks and the agenda for the morning as well as information on the afternoon's TsunamiReady Open Session with local community leaders and decision makers. Vickie highlighted the important role the NTHMP CC has in making recommendations to the National Weather Service on how to improve the TsunamiReady Program.

Role Call

Jenifer Rhoades, The NOAA Program Coordinator and NTHMP Program Administrator, conducted role call for meeting attendees and made a few logistical announcements.

Review of Past Action Items

Jenifer Rhoades led the review of the Action Items. Action Item leads provided updates and requested one more action item be added to the list: verify the due date for contractor invoices for the FY07 Contracts. During the discussion of the Grant Feedback Action, **Jenifer mentioned a template for FY09 Grant Applications would be developed for applicants to use for this year's proposal and grant application process.**

Tsunami Program Overview – briefing located on NTHMP Website

Jenifer Rhoades provided a briefing on the overall NOAA Tsunami Program. This included: 1) the Pre-Strengthening budget and capabilities; 2) the Strengthening Program and Accomplishments, Accomplishments in Research and Development and the Global Tsunami Warning and Mitigation Network; 3) the impacts of the Tsunami Warning and Education Act; 4) the FY08 and FY09 Budget; and 5) the FY2008-2013 Program Plan and Priorities.

During the FY08 and FY09 Budget discussion, Jen was tasked to determine if the WARN Act funding listed in FY08 was one- or two-year money. A question about whether or not it is valid to include NOAA/PMEL inundation mapping and modeling and ITIC funds in the National Tsunami Hazard Mitigation Program Budget was also raised; the group agreed to defer the discussion to the FY09 Budget Discussion on June 17.

Jenifer was tasked by Vickie to provide the NTHMP with a copy of the NOAA Tsunami Program Strategic Plan once it is finalized in July.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee June 16 - 17, 2008, Portland, Oregon

NTHMP CoChair – *briefing located on NTHMP Website*

Jim Goltz, California EM Rep from California OES led a discussion on whether or not the NTHMP needs a State Co-Chair. Roles and Responsibilities and a proposed candidate were presented to the group. Vickie Nadolski noted the Committee was not in agreement on the Roles and Responsibilities and tasked a small team to work on revising the duties for a discussion the following day.

Sub-Committee Brief-Outs

Mitigation and Preparedness Sub-Committee

Chris Jonietz-Trisler, FEMA Region 10, and Mitigation and Preparedness Co-Chair, provided an update on the Sub-Committee's Action Items and Goals. Chris discussed the goals: to develop consistent signage, products and activities; sharing and mentoring among states; developing consistent messages; updating the strategic mitigation implementation plan; promoting tsunami "resistant" communities; and the Final Report on Tsunami Vertical Evacuation Shelters.

Warning Guidance Sub-Committee – *briefing located on NTHMP Website*

Paul Whitmore, NOAA – WC/ATWC Director, and Warning Guidance Co-Chair, provided background on the Sub-Committee's Terms of Reference. An update on action items was also provided:

- Pacific warning criteria review complete and published in the Tsunami Hazards Journal. Criteria revisions are now in NWS instruction review prior to implementation.
- Atlantic warning criteria review team is being assembled.
- WCATWC/PTWC tsunami amplitude definitions made consistent within products.
- New advisory product implemented on February 12. Message format and content vetted by subcommittee membership prior to implementation. Several other minor product wording improvements also implemented.
- California end-to-end test action plan distributed to all members.
- Work on Pacific Wave 08 exercise underway.
- Tsunami.gov concept of operations plan has been developed. TWCs collaborating on tsunami.gov interface starting in July.
- WCATWC updated procedures to issue Tsunami Information Statements whenever there is a PTWC warning in the Indian Ocean.
- New method established to initiate conference calls with WFOs and state WPs during w/w/a events for Pacific. The Atlantic equivalent conference calls will be held on the hurricane hotline planned for implementation at the TWCs.
- Christa von Hildebrandt reported that Caribbean nations are not ready for involvement in an Atlantic-wide exercise.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

- Terms of Reference completed.

Mapping and Modeling Sub-Committee

This portion of the agenda was deferred to the afternoon session on June 16.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

**NTHMP Meeting: Open Forum Session
Monday, June 16, 2008
Portland, OR**

Opening Remarks

**Vickie Nadolski, Dep. Asst. Administrator for Weather Services, and Chair,
NTHMP**

- Welcome
- Introductions (see attached sheet)
- Meeting is a follow-up to Tsunami meeting earlier this year in Ocean Shores, WA. Need for open forum discussion identified at that (or after) that meeting, to help address concerns expressed at that time.

TsunamiReady Background Information Briefing - *briefing located on NTHMP Website*
Tyree Wilde, NWS Warning Coordination Meteorologist, Portland, OR and Jenifer Rhoades

- NTHMP Overview (mission, membership)
 - Program components
 - Subcommittees (Warning Coordination, Mapping/Modeling, Mitigation and Preparedness)
 - Coordination Committee (“Steering Committee”)
 - TR Funds distribution process
 - Funds distributed via grant process (apply: www.grants.gov)
 - Annual request for member proposals
 - Question: How does TR fit into the NTHMP? (to be addressed)
- TsunamiReady Background:
 - Rooted in NWS “StormReady” program
 - TR Guidelines (main components)
- Strengthening TR program
 - Sumatra event (Dec 2004): Led to expansion of TR program to Atlantic and Caribbean
 - June 2005 Tsunami Warning for west coast of U.S.
 - Several things went well, some didn’t
 - GAO Report (June 2006) (Sen. Feinstein directed)
 - Tsunami Warning and Education Act (Dec 2006)
- TsunamiReady Summits: Identified possible areas for strengthening
 - San Diego, CA (Aug 2007)
 - Ocean Shores, WA (Apr 2008)

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee June 16 - 17, 2008, Portland, Oregon

Tsunami Ready Discussion

Main issues:

- **Name Change?**
 - Jen Rhoades, NWS: Some costs, no legal constraints, strategic concerns, no show stoppers
 - Vickie McConnel, OR DOGAMI: Elaborate on “strategic concerns” A: Possibility that SR and TR could diverge (become separate programs). SR has no dedicated funding. TR funding is separate. When a community becomes TR, it’s automatically SR. TR has additional requirements, e.g. evacuation routes, etc.
 - Pat Corcoran, OR Sea Grant: Rather than change the name, concentrate on strengthening the program. Challenge Grants should be considered.
 - George Crawford, WA EMD: TR program is being strengthened. WA developing a strategic education program. We’re not there yet, but moving in the right direction. The states have to take it on their own to help strengthen the program. National program serves to provide standardization and assistance.
 - _____: What is it you see TR adding, as a sub-program under NTHMP?
 - Jen Rhoades: TR is a subcomponent of NTHMP. NTHMP Hazard Mitigation Subcommittee goes beyond TR.
 - Stephanie Fritts, Pacific County, WA: In Long Beach, TR recognition ceremony met with “limited success”. In Pacific County, they don’t consider themselves “ready for a tsunami”. On a scale of 1-10, they’re about a 6. They have some sirens and a warning system, but they could use more and better methods to warn the community. None are totally successful. Long Beach Peninsula is very exposed. Residents recognize this. TsunamiReady to residents means “I will survive a tsunami event”. Not willing to move forward on TR for Ilwaco because of the name – it gives an unrealistic expectation. Residents “laugh” at the name “TsunamiReady”. There should be some change to the program. It’s a great program, but the name needs to be changed. We can’t do much to strengthen the program until we change the name of the program. Changing the name would improve understanding of the program and lead to better public support of the program. The public does not understand what TR is intended to do – name gives a false impression. The name of the program undermines local efforts. Has to take time to defend and explain the program.
 - George Crawford, WA EMD: Took some hits from the media on the program name. Need to move on to strengthen the program. We’re moving in the right direction.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

- Deb Treusdell, Seaside, OR: Probably could qualify for TR, but there are hesitations. Propose changing name to “Tsunami Prep Program”.
- Sheridan Jones, Lincoln City, OR: Still focused on “all hazards” approach. Moving in the right direction. Need to overcome the issue with the name “TsunamiReady”. No objection to changing the name of the program, but focus is on improvement. Need to also focus on recovery efforts. Local community mostly understands intentions of the program. Some local media issues.
- Deb Treusdell, Seaside, OR: Name less important than what the program is. Use a “tag line” or “by-line” to explain what the program is, but focus on strengthening the program.
- Pat Corcoran, OR Sea Grant: Timing is good to make improvements now while awareness is still high.
- **Enhancing TR Guidelines: Improvement suggestions?**
 - Pat Corcoran, OR Sea Grant: Funds Matching? Might be worth considering.
 - Kevin Richards, HI: All Hazards really only fits in recovery phase. How to mitigate for tsunami is different from storm surge (tropical storms, etc). A lot of effort devoted to response and recovery. Protecting resources is extremely important (e.g. helicopters, fire trucks, etc.).
 - Irv Petty, AK DHSEM: Educate public on the recovery process.
 - Deb Treusdell, Seaside: Events are of two types – near and distant. Need for education on the difference.
 - Christa Von Hildebrandt, PR: Think beyond recovery, toward reconstruction.
 - George Crawford, WA EMD: Focus on post-recovery needed.
 - Vickie McConnell, OR DOGAMI: TR came out of SR. What is the objective of SR? With the tsunami hazard, you want TR to become the main part of the program that reaches out to the community – is that the idea?
 - Tyree Wilde, NWS: TR is an enhancement over SR, adding tsunami-specific hazard aspects.
 - _____: Need a fully coordinated effort.
 - Jen Rhoades, NWS: That’s why TR was brought under NTHMP.
 - _____: Suggest program to meet minimum standards, and then demonstrate improvement efforts.
 - Jen Rhoades, NWS: We acknowledge the program needs to be strengthened – what are your ideas?
 - _____: In the application, elaborate on community awareness. Provide guidelines. Like the idea of 1 star, 2 stars, and 3 stars

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee June 16 - 17, 2008, Portland, Oregon

(different levels). Need an effort to bring all communities up to some basic level.

- Jen Rhoades, NWS: Need program consistency and incentives.
- Chris Jonientz-Trisler (FEMA): Would it be possible to bring in community planners to the preparation process.
- Pat Corcoran, OR Sea Grant: Tsunamis are “cross-cutting”. Would like to see hazard educators on the coast.
- Richard Krikava (Senator Smith’s office): Communications redundancy needed.
- Kevin Richards, HI: Address needs of special needs community. When evaluating the community, consider special needs (e.g. hard of hearing, handicapped, etc.).
- Stephanie Fritts, Pacific County, WA: It’s time for a balance between scientific and emergency management funding.
- Deb Treusdell, Seaside, OR: Local volunteers are critical to local efforts. Volunteer management is a big time commitment. Volunteer component to TR would be beneficial.
- Pat Corcoran, OR Sea Grant: Volunteers are not free. There is a cost to support and manage volunteers (e.g. infrastructure support). A long-term sustained volunteer coordinator is needed.
- Alfred Aya, Cannon Beach, OR: Educating the public is a challenge, but educating tourists is a much bigger challenge.
- Terri Moffett (Senator Smith aide): Grass roots nature of program vital. Educating public is vital. OR schools have to have a evacuation plan, but only Lincoln County has a strong plan. Schools are an opportunity to educate.
- Althea Turner, OR OEM: Small pots of money can go a long way in local education programs. Funding is a question – where does the money come from? Supporting volunteers is vital – e.g. financial support.
- Terri Moffett: Forest Service is very willing to assist (e.g. resource location).
- Vickie Nadolski, NWS: Good to hear these ideas. A portion of state funding (NTHMP) can go to outreach and education projects.
- Rob Witter, OR DOGAMI: Partnership with local experts is vital. 5-year outreach/education plan for OR coast needs funding. Coordination Committee should look at reexamining balance between support for warning and education/outreach. Interpretation of the Tsunami Education Act influences where tsunami funding goes. Need people in the communities who “get it”. Need a volunteer program coordinator.
- George Crawford, WA EMD: Much has already been done and many tools are available.
- Deb Treusdell, Seaside, OR: Small amounts of money can go a long way (e.g. neighbors helping neighbors). WA has a great

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

program (Mapping Your Neighborhood), but can't be used in Seaside. Developed a 4 page handbook (NWR, basic tsunami info), but people want more specific local information. Need to find people's "hot button". Train the trainers. Get involved and understand the special needs of every person.

- Pat Corcoran, OR Sea Grant: Developing skills and behavior to instinctively do the right thing is important. Basic behavioral change is at the root is the issue. "Education Skills" is a "3rd component" which needs to be funded.
- Vickie Nadolski, NWS: There is a parallel with Tornado Warnings. Lead times of 17 minutes represent big progress. What else can we do? Social science needs to be incorporated.
- Maillian Uphaus, WA EMD: Private-Public partnerships are an important part of the process. Businesses may be willing to help.
- Robert Ward, Maryland: Internship w/local PD assists with special needs focus. Get the media involved. A simple idea which has grown.
- Pat Corcoran, OR Sea Grant: Tsunami safety tips for mariners are needed, too. Maybe there's a way to bring the "maritime side" into the effort.

FEMA NFIP Community Rating System and Crediting Tsunami Mitigation – See *briefing on NTHMP Website*

Mike Mahoney, FEMA Rep, FEMA Mitigation

- What is the CRS?
 - Voluntary incentive program
 - Reduced flood insurance premiums
 - Modeled after ISO fire insurance rating system
- Goals
- CRS Quick facts: Up to 45% reduction in rates due to tsunami hazard reduction
- Since 1990; 1089 participating communities
- CRS Tsunami Credits include many tsunami-related aspects, including designation as TR community, mapping, and addressing the hazard
- TR communities: 50 points to start; additional points possible
- CRS Tsunami Guidance in process of being updated, hopefully by end of this year
- CRS Task Force includes NOAA component
- Mitigation Planning and Funding
- Tsunami Hazard Mitigation
- NEHRP Tsunami Activities: Tsunami included as an earthquake-related hazard

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

- Being TR cannot help with levee improvements.

NTHMP Educational Strategic Plan – *See briefing on NTHMP Website*
George Crawford, PMEL Contractor

- Drivers: Mandated by TWEA; link to TR program
- Must adhere to educational standards
- Train the trainers
- Community-specific educational workshops
- Multi-state pilot proposal to Coordinating Committee
- Train the trainer:
 - Capitalize on international educational effort
 - Instructional database
 - Determine community-level needs
- Educational Workshops
 - Trainers (state to local and tribal levels)
- Community-specific content
- Benefits:
 - Knowledge and preparedness
 - Progress toward TR status
 - Institutionalized effort
- Pilot Program:
 - Curriculum development
 - Community-specific workshop
 - Pilot program results briefed to NTHMP
 - Multi-state component

Closing Remarks

Vickie Nadolski, NWS

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

**NTHMP Meeting Notes
June 16, 2008 (end of day #1)
Portland, OR**

Mapping and Modeling (MM) Subcommittee

Roger Hansen, Alaska Technical Rep, University of Alaska

- MM Subcommittee last met November 2007
- Funding identified: \$25K at NGDC
- Gulf, Eastern, and USVI reps need to be identified
 - Two reps nominated, but could not make it to this meeting
 - **Action: Jen Rhoades to provide USVI representative e-mail addresses to Mapping/Modeling Subcommittee Chair (Roger Hansen)**
- When to meet again? Sooner the better
- DEM development is a priority of the MM Subcommittee

NOAA's Tsunami Forecast Modeling Program – *See briefing on NTHMP Website*

Eddie Bernard, NOAA Rep, NOAA PMEL Director

- Lessons learned from NTHMP:
 - Model standards needed for federal agencies
 - For public consumption, forecast and mapping models should use same tested technology
 - Warning products should be consistent with inundation maps
- Kuril Is. Nov 2006 event: model and tide gage measurement agreed fairly well at most modeled locations, at least for initial series of waves
- 75 locations (to be completed by FY13)
- Advantages of forecast models
 - Meets NOAA stds of accuracy
 - Maintained by NOAA
 - Tested w/each tsunami
 - Refreshed regularly
 - NOAA research on next generation of models ensures future compatibility with legacy models
- NOAA Coordination w/states
 - WA: All inundation maps based on NOAA models
 - CA: Based on NOAA model
 - OR: REMA/FIRM pilot study at Seaside used NOAA model
 - PR: Being developed locally using NOAA model
 - Guam: Being developed using NOAA models

Discussion:

- Forecast models also available for conducting studies

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

June 16 - 17, 2008, Portland, Oregon

- Factors in model site location selection: existing warning points & existence of tide gages
- Alabama: Need expression of confidence level and reference to normal high tide (e.g. Mobile Bay)
 - Eddie Bernard: Confidence level ~ 90%
- Resolution: Most 10 meter, some 20 meter, all < 50 meter
- PMEL is working on small-scale tsunami study for CA (focus on currents in harbors)
- Rob Witter, OR DOGAMI: What are we sacrificing (in terms of mitigation) by producing forecast models? More funding (proportionately) needed for mitigation efforts.
 - Vickie Nadolski: Funding for modeling also supports mapping efforts, which in turn supports mitigation. We have an obligation to support the program as a whole as best we can, with available resources. MM Subcommittee should work on this issue and bring a recommendation to the Coordination Committee.
- Roger Hansen: Local tsunami threat from landslides – not factored into forecast models. AK priorities were not addressed in initial list of locations.
 - Jen Rhoades: Final priorities based on national needs.
- Vickie Nadolski: MM Subcommittee should evaluate priorities and provide them to PMEL for future work. We need to come together as a group and move forward. This is a new beginning.
 - WCATWC (Paul Whitmore): WCATWC has been providing these priorities (vetted through states).

Closing Remarks

Vickie Nadolski

Votes needed before end of meeting:

- Name change (TR)
- State Co-Chair proposal

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

**NTHMP Meeting Notes
June 17, 2008 Portland, OR**

NTHMP Budget (FY08)

Vickie Nadolski: State co-Chair (or “coordinator” or “liaison”). Need to reach consensus on roles and responsibilities.

Discussion:

- Interpretation of the Public Law. Need to have that discussion and reach consensus agreement on interpretation, especially Sec. 5. There’s been no agreement from Congressional staff
 - Rob Witter: There is an apparent inconsistency. What is the original intent of the public law? Support for the warning and forecast system, which is “world class”, needs to be balanced with the mitigation aspects. Has NOAA asked the states if the forecast models are useful for mitigation purposes?
 - Tim Walsh: Development of maps and models has been done in concert with local communities, but not really “community based”
 - Kevin Richards: 27% of funding is intended for the states, so states should have a strong say on how that funding is used.
 - Mike Mahoney: We need to better define what constitutes “mitigation”.
 - Roger Hansen: Communication with Senate staffers indicated current use of funds did not reflect what was intended. States have not had the opportunity to make budgetary recommendations yet.
 - Chris J-T: There is a pretty strict definition FEMA uses for “mitigation”.
 - Christa Von Hildebrandt: We need to have very clear guidance concerning what funding is being requested for. There are gray areas between “warning and forecast” and “mitigation”.
 - Maillian Uphaus: Concerned that there may be an imbalance. If people don’t know what to do when the warning is issued, it doesn’t matter how good the warning system is.
 - Vickie Nadolski: What I’ve heard: We don’t clearly understand what’s in and what’s out. This should be a community-based program. We can’t do it alone. Does not believe this is being driven from the top down.
 - **Need to get the important definitions on the table. FEMA should provide a firm definition of “mitigation” w/respect to the tsunami hazard. Needs to be done by the next MTHMP meeting. Provide in time for August conference call.**
 - **ACTION. MM Subcommittee should include a rep from WCATWC (Paul Whitmore). Accepted**

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

- **Develop guidance on what types of activities can be included in Grant Proposals. ACTION.**
- Rob Witter: The NTHMP Coordinating Committee is the body which provides the formal recommendations regarding use of funding.
- Vickie Nadolski: 27% of funding is not all grants, but the 27% goes to support the program. We need to apply FEMA's definition (whatever it is) of mitigation to tsunami issues.
- Chris J-T: FEMA's definition of mitigation may not be the same as what's in the TWEA law. We need to come to consensus on what mitigation means w/respect to NTHMP.
- Mike Mahoney: Mitigation Subcommittee should also address the issue, as well as the MM Subcommittee.

State Co-Chair/Coordinator/Liaison Proposal (Jim Goltz):

- **Roles and Responsibilities (refined – *main changes in italics*):**
 - Serve as *spokesman* for collective interests of states and territories
 - Meet with the NTHMP national chair to discuss issues of importance
 - *Assist in the organization and conduct of NTHMP meetings*
 - *Serve as a POC for the states to obtain information of importance (e.g. policy and budget) and facilitate communications on new developments among federal and state partners.*
- Rob Witter: Role of State Co-Chair should not be a coordinator, but the role should be for recognition of the roles of the states.
- Vickie Nadolski: The entire NTHMP should serve to be the voice for the states. Does not see this position as helping to support the states. Sees this function as one to help orchestrate the meetings, not to be a voice to speak for the states.
- Christa Von Hildebrandt: It's hard for the Chairman to fully represent interests of the states if the Chairman is not associated with the states (i.e. work for).
- Eddie Bernard: Are we too quick to want to change the structure w/o giving the current structure a fair chance to work?
- Tim Walsh: We're still in the process of forming the structure.
- Kevin Richards: At this point, there's not sufficient reason to change the structure. Does not view the current structure as flawed or ineffective. Let's put any decision to change the structure on hold.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

- David Oppenheimer: The unity of the group might be harmed if we change the structure.
- Rob Witter: Give the current structure a chance to work.
- Vickie Nadolski: Recommend we table the State Co-Chair recommendation. However, encourages the states to discuss and communicate between meetings.
- Jim Goltz: Role of State Co-Chair is not to be a separate voice from NOAA. Recommended we take a vote.
- Rob Witter: Recommend tabling till Fall meeting and give the current structure a chance to work.
- **MOTION ON TABLING STATE CO-CHAIR TILL FALL MEETING (SILVER SPRING, MD): CARRIED.**

TsunamiReady Name Change Issue:

- Charles Williams, Alabama: Is this just a name change, or is there a potential change in requirements?
- Vickie Nadolski: Today's vote is just on the name change. Strengthening TR is a separate issue which needs to be addressed by the Mitigation Subcommittee.
- Rob Witter: Is keeping the current name and adding a by-line might be an option?
- Vickie Nadolski: Decide the name issue first, and let the Mitigation Subcommittee address the by-line issue.
- Tim Walsh: The WA coastal communities have expressed dissatisfaction with the name. Recommended name be changed.
- Christa Von Hillebrandt: Whatever name we choose, if changed, new questions may arise. Proposed keeping name the same and consider a by-line.
- Irv Petty: Don't lose the small communities.
- Roger Hansen: TsunamiAware may be a better name. Strengthening is very important, though.
- Jeff Lorens: Consider impacts on existing TR communities w/regard to potential name change and also program strengthening.
- Jim Goltz: The variety of jurisdictions which are now TR speaks well for the program. The name is the most visible aspect of the program.
- Mike Mahoney: We shouldn't make changes lightly. We've already invested a lot. FEMA went through similar issues with "Flood Smart" program. Does not advocate a change.
- Maillian Uphaus: Would like to see a name change, but all arguments against it are strong. Would like to add a by-line.
- Kevin Richards: There is always a lot of explanation of the program whenever the current title is used. However, that's an opportunity for education. A "tag line" may be useful, but is not against changing the name.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

- Charles Williams, Alabama: Agrees w/Christa. Favors keeping title consistent with StormReady (i.e. retain “TsunamiReady”).
- **MOTION: RETAIN THE NAME “TSUNAMIREADY” (NO NAME CHANGE). CARRIED. Name will remain “TsunamiReady”.**
- **Mitigation and Education Subcommittee should address the potential addition of a by-line. Subcommittee should also come to the Fall NTHMP Meeting prepared to provide recommendations on strengthening the TR program. ACTION.**

NTHMP FY08 Funding – See briefing on NTHMP Website
Jen Rhoades

- Funding Plan
- Status of Grants
- Spectrum Funding
 - Should be available FY08
 - Status of funds: FCC has not transferred funds to NTIA (so, NOAA does not have it as of this date). There is a possibility the funds will not be available this FY. If not, it will carry over to FY09 (“full pot” available).
- Jen Rhoades: Grants are “one year grants”.
- Jim Goltz: One year grants are difficult to handle. Multi-year grants are easier to work with.
- Jen Rhoades: Multi-year grants can be done, but impacts on the 5-year plan must be considered.
- **ACTION: Determine if one-year grants can be carried over. Jen Rhoades.**
- Jen Rhoades: Current grant applications have been submitted. The Spectrum funding issue is holding up the process, though. Have been told funding will be available in July. If not available in time for this FY, how does that affect the situation? Be prepared to submit separate applications if Spectrum funding not available (NOAA base funding only). Don’t have to use the grants web site. Can e-mail direct to Jen. If that happens, separate Spectrum funding grants would be handled later, when available.
- Vickie Nadolski: Working to avoid resubmitting grant applications, but states should be prepared, just in case.
- Kevin Richards: **Question: If we have to do a supplemental funding, does that change the period of performance? ACTION: Jen Rhoades.**
- \$303K balance: Expected to come in a lump sum and can be carried forward. Options:
 - Carry over all funds to FY09
 - Fund NTHMP Implementation Plan development, Education Initiative, and carry over balance

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

- Roger Hansen: MM Workshop (Boulder, CO) could be funded (\$15K). GIS technicians could be funded to attend.
- Maillian Uphaus: Education Initiative purpose: to provide a curriculum to the states (community specific). No cost to communities for attending the course. Travel would be funded.
- Kevin Richards: Concerned over need to adjust Education Initiative for other states (potential cost?).
- Vickie Nadolski: Can review progress at Fall meeting and decide on appropriate next steps. Is the group willing to commit to \$60K to move forward with the Education Initiative, then evaluate how much “tweaking” may be required for other states to adopt?
- **MOTION: FUND \$60K TO BEGIN EDUCATION INITIATIVE + \$15K FOR STRATEGIC PLAN DEVELOPMENT + \$15K FOR GIS WORKSHOP (TOTAL \$90K), W/BALANCE CARRIED OVER. CARRIED.**

FY09 Budget Development – See briefing on NTHMP Website
Vickie Nadolski, NWS

- ~ \$6.7M available (represents 27% of appropriated Tsunami Program budget, as specified in P.L.)
 - Does not include Spectrum funding (expected: \$4.3M – could be more)
- Vickie Nadolski: Recommend “National Tsunami Hazard Mitigation Program” (NTHMP) line item be changed to “State Grants”.
 - CREST funding is included in this, so it should be separated out as a separate line item.
- Kevin Richards: Recommend separate line items for everything.
- Vickie Nadolski: Recommend keeping NTHMP line item as a single item, then Coordination Committee should later break out into more detail as needed.
Change NTHMP budget line item name to “Partner Funds” and pull “CREST” out as a separate line item. All agreed.
- Discussion ensued on Mapping/Modeling.
- Vickie Nadolski: Re: FY09 funding proposal, are we in the ball park? Proposed, based on the President’s Budget (*see PowerPoint slide for detail*):
 - NTHMP (Partner Funds + CREST): \$6.7M
 - NOAA TR Program: \$750K
 - TWEAK: AK TsunamiReady program support: \$322K
 - TWC Outreach: \$300K
 - NGDC Tsunami Data: \$276K
 - NOAA PMEL Mapping and Modeling: \$2M
 - TR Staff Outreach: \$521K
 - ITIC: \$564K
- Roger Hansen: What’s the difference between TR Staff Outreach and TR Program, and why is ITIC addressed here if it’s in a different section of the law?

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee June 16 - 17, 2008, Portland, Oregon

- ITIC is mainly involved in (international) mitigation outreach. They have also provided limited materials for domestic support.
- TR Program funding is intended for assisting communities toward achieving TsunamiReady recognition.
- TR Staff Outreach funds used to support travel/meetings or other program expenses related to TR
- What is NGDC Tsunami Data?
 - Funds data archive and DEMs
 - Rob Witter: Would like to see grid development, DEMs as a separate line item
- What is TWEAK? Grant program for AK. It was an earmark, but is now a separate line item. Related to mitigation. Has been used to buy sirens and develop brochures, etc. It is separate from TR funding. The portion included here is for mitigation/research.
- **ACTION: SET DUE DATES FOR SUBCOMMITTEE ACTIONS (should dates be set to be done prior to the Fall NTHMP Meeting?)**

NTHMP Strategic Plan – See briefing on NTHMP Website
Jen Rhoades, NWS

- Formerly “Implementation Plan”.
- 5 year strategy
- Tiger Team approach. Objective Develop draft plan for presentation at Fall NTHMP Meeting
 - 6-7 members
 - 1 from each subcommittee
 - 1 from a new state
 - program administrator
 - volunteers requested
 - Team Formed: Jenifer Rhoades, Charles Williams, David Oppenheimer, Maillian Uphaus, Roger Hansen, Paul Whitmore, and Christa Von Hildebrant
 - Commitment: 2-3 day workshop
 - 2nd week in August
 - Question: Is there date flexibility? Little if any. Need to stick with this location.
 - Vickie: Others could participate in initial workshop, then change team afterward.
 - WCATWC volunteered as a location. Vickie prefers this location.
 - Pre- and post- conf calls
 - Documentation development
 - Est. \$12K (travel)

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
June 16 - 17, 2008, Portland, Oregon**

- Rob Witter: Workshop should include development of performance measures.

Annual NTHMP Fall Meeting (Silver Spring, MD):

- Vickie Nadolski: How much time is needed for Executive Session (closed)? May want more than ½ day.
 - Expect committee members to be available for the full session. Should not leave early unless there's an emergency.
 - Target budgetary allocations should be an outcome of the meeting. Total available will be known (is known now). Proposals must be realistically based on what's actually available.
 - Proposals should be available ahead of time for review, so decisions can be efficiently made at the meeting.
- Paul Whitmore: Part of the reason for locating meeting in Silver Spring is presentation of "Hazards Caucus"
- Jen Rhoades: **Dates: Oct 20-22, 2008.** Dates were limited by availability of NOAA conf room (no cost). Oct 20 is a Monday, so Sunday travel would be needed.
 - Chris J-T: FEMA allows only critical travel in Oct.
- Vickie Nadolski: Backup dates needed? No backup needed at this time.
- Vickie Nadolski: Briefings should be submitted in advance:
 - Accomplishments (past year)
 - Future plans – brief outline of proposal (including target amounts)
 - Detailed proposals can follow
 - 15 minutes for each briefing
- Jen Rhoades - Draft agenda to be provided ~ August (conference call)
- Vickie Nadolski: **NTHMP funding can support Mitigation Subcommittee meeting prior to Fall NTHMP Meeting (~ \$15K) (~ 10-12 people). Tiger Team approach needed. Jen to work with Chris J-T on details. ACTION.**
 - Christa Von Hildebrandt: Those attending should be very familiar with TsunamiReady.

Vickie: Closing remarks.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
May 15, 2008 3:30 pm – 5:00 pm EDT via Teleconference**

Attendees:

NOAA/NWS – Vickie Nadolski, National Weather Service Deputy Assistant Administrator
NOAA/NWS – Jenifer Rhoades, NOAA Tsunami Program Coordinator/NTHMP Program Administrator
NOAA/OAR – Eddie Bernard, Director, Pacific Marine and Environmental Laboratories
AK - Erv Petty – Homeland Security State of AK
Pacific Territories/Commonwealths - Ted Untalan, CNMI
CA - Rick Wilson – California Geological Survey
DHS/FEMA – Mike Mahoney
DHS/FEMA – Chris Jonientz-Trisler
HI - Kevin Richards, State of Hawaii
OR - Rob Witter, DOGAMI
PR - Christa G. von Hillebrandt-Andrade, Puerto Rico Seismic Network, UPR
PR – Barbara Medina, PRSEMA
USGS – David Oppenheimer
USGS – Craig Weaver
WA - Tim Walsh, Washington Division of Geology and Earth Resources
WA - Dave Nelson, Washington Emergency Management
Gulf Coast States – Charles Williams, Alabama Emergency Management

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

May 15, 2008 3:30 pm – 5:00 pm EDT via Teleconference

Minutes

Call to Order and Role Call

The NOAA Tsunami Program Coordinator – Jenifer Rhoades provided the agenda for the meeting and conducted role call for meeting attendees.

Review of Previous Meeting Minutes

Jen indicated she had received no comments to the April 2, 2008 Meeting Minutes and asked if they could be approved. Rob Witter noted that in the voting record Mike Mahoney and Chris Jonientz-Trisler are listed as USGS employees when they are FEMA employees. Rob Witter also noted the action for the selecting a Co-Chair was not included in the list of action items and requested the action be added to the final set of minutes. Christa Von-Hildebrandt noted that on Page 6 where changes to the Rules of Procedure were discussed, there was no discernable difference between the changes of Page 6 or 10 of the RoP. Jenifer noted the changes requested by Rob and Christa, and said the final version of the minutes would include those recommendations. Kevin Richards of Hawaii moved to approve the minutes with the noted changes and Rob Witter of Oregon seconded. The NTHMP CC was then asked if anyone disagreed with the motion. There were no members in disagreement; minutes were approved with the noted edits.

FY08 Budget

Jen presented the NOAA Tsunami Program FY08 and FY09 Funding Summary. This version of the Funding Summary was presented in response to a request to explain the difference between the \$23,296K (Strengthening Program) budget that was presented at the January 10, 2008 NTHMP CC Meeting and the \$28,833K (Strengthening plus Legacy Programs) budget presented to the CC on April 2, 2008. Jenifer also described the content of each of the columns.

Jen also provided the latest Spectrum fund information. NOAA is expecting \$1.2M to arrive in FY08. Of the \$1.2M, \$896K will be awarded via grant. How to spend the remaining \$303K needs to be discussed at the Face to Face Meeting in June.

Rob Witter of Oregon expressed concern about the way this budget was presented to the NTHMP CC and stated the CC should be consulted first before NOAA makes budget decisions concerning the NTHMP portion of the budget. Vickie Nadolski promised greater transparency for the FY09 budget process.

Rob Witter also expressed whether it is appropriate to use Spectrum Funds for the NTHMP program in future spending plans (e.g., FY09) because of the inherent funding risk. Rob also requested an explanation for 1) What products result from Tsunami Warning Center Outreach, NOAA TsunamiReady Staff Outreach, and PMEL's Mapping

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

May 15, 2008 3:30 pm – 5:00 pm EDT via Teleconference

and Modeling Program and 2) Is it appropriate to include TWEAK funding in the SUSTWP budget? Vickie indicated these items would be appropriate to discuss at the annual meeting where each group is responsible for presenting what they achieved with the NTHMP Funding from the previous year.

Face to Face NTHMP CC Meeting

The NTHMP Face to Face Meeting will be held in Portland, Oregon June 16 and 17, 2008. Information on hotel reservations has been sent out the NTHMP CC.

Jen put forth the following agenda item suggestions:

1) TsunamiReady Program discussion. The discussion would include a panel of local community leaders who would address the committee about the strengths and weaknesses of the program.

Dave Nelson requested the panel discussion be held at a time of day where community leaders would not be required to stay over night. Jen agreed to schedule the meeting to start either right before lunch or after.

An update on the actions from the TsunamiReady Summit was requested

FEMA was asked to provide information on its Flood Insurance Program's credits for TsunamiReady efforts.

2) Update on FY08 Grant Awards and Discussion of \$303K Spend Plan

3) FY09 Budget Development which would include the presentation of NOAA's FY09 Budget and information on the FY09 Grants Process

4) Discussion on 2009 Annual Meeting

5) Assessment of Past Action Items – Jen agreed to provide a list of all action items from previous meetings of the NTHMP CC prior to the NTHMP CC Face to Face Meeting

6) It was requested that a 45 minute State Co-Chair discussion be added to the June 16th agenda

7) It was requested that each Sub-Committee provide a 20 minute brief-out on actions from the Annual Meeting and up-coming activities

Jen took the action to distribute a draft agenda by May 21.

Implementation Plan

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

May 15, 2008 3:30 pm – 5:00 pm EDT via Teleconference

Jen discussed the process to start to work on the NTHMP Implementation Plan. Jen suggested that a tiger team be formed to work on the plan. Ideally, the tiger team will have six to seven members and include a co-chair from each of the NTHMP Sub-Committees and Jen as the facilitator. The tiger team would hold a 3-day workshop in July or August to develop the plan. The goal would be to deliver a draft Implementation Plan to the entire NTHMP at the Annual Meeting this Fall.

Christa Von-Hildebrandt suggested at least one-new state also participate on the Tiger Team.

The NTHMP CC supported the Tiger Team approach and suggested Jen make a request for participation through email.

Status of FY08 Grants

Jen mentioned that all the Grant process for FY08 is on track. She also has collected feedback from the NOAA Reviewers on each member's individual grant application, which she will distribute by May 30th.

Official Designee Letters

Jen indicated the request for Official Designee Letters would be sent to each State, Territory and Commonwealth by May 16th. She indicated FEMA still needs to provide their contact information, so she can send their letter to their agency. Mike Mahoney said he would follow-up with Jen via email.

Tim Walsh (Washington) raised the question as to whether or not the technical representative for WA should be appointed by the Dir of Emergency Management or come directly from his agency. WA EMD agreed to look into the issue and let Jen know if another letter needed to be issued to the WA State Geologist.

Closing Remarks

Jenifer closed the meeting.

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
May 15, 2008 3:30 pm – 5:00 pm EDT via Teleconference**

Action Items:

Action Item 1: Revise April 2, 2008 Meeting Minutes based on comments from Christa Von-Hildebrandt and Rob Witter and post to NTHMP Website.

Lead: Rhoades

Due Dates: a) Revise and post minutes by Friday, May 23, 2008

Status: Complete.

Action Item 2: Provide Action Item List

Lead: Rhoades

Due Dates: Distribute Action Item List by June 6, 2008

Status: Open

Action Item 3: Distribute Draft Face-to-Face Meeting Agenda.

Lead: Rhoades

Due Dates: May 21, 2008

Status: Open

Action Item 4: Request volunteers for the NTHMP Implementation Plan Tiger Team

Lead: Rhoades

Due Dates: May 30, 2008

Status: Open

**Meeting Minutes of the National Tsunami Hazard Mitigation Program
Coordinating Committee
May 15, 2008 3:30 pm – 5:00 pm EDT via Teleconference**

Action Item 5: Distribute individual Grant Application feedback to each NTHMP Grant Applicant.

Lead: Rhoades

Due Dates: May 30, 2008

Status: Open

Action Item 6: Verify if WA EMD can appoint the WA Technical Representative to the NTHMP CC

Lead: Dave Nelson

Due Dates: May, 21, 2008

Status: Open

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

November 5, 2008 2:00 pm – 3:00 pm EST via Teleconference

Attendees:

NOAA/NWS – Vickie Nadolski, National Weather Service Deputy Assistant Administrator
NOAA/NWS – Jenifer Rhoades, NOAA Tsunami Program Coordinator/NTHMP Program Administrator
NOAA/OAR – Eddie Bernard, Pacific Marine and Environmental Laboratories
NOAA/NWS – Paul Whitmore, Director, West Coast/Alaska Tsunami Warning Center
AK - Erv Petty – Homeland Security State of AK
AK – Roger Hansen, University of Alaska, Alaska State Seismologist
Pacific Territories/Commonwealths - Ted Untalan, CNMI
CA – Jim Goltz, California Office of Emergency Services
DHS/FEMA – Mike Hornick for Mike Mahoney
HI - Kevin Richards, State of Hawaii
OR - George Priest for Rob Witter, DOGAMI
East Coast States – Robert Ward, Maryland Emergency Management Agency
PR - Christa G. von Hillebrandt-Andrade, Puerto Rico Seismic Network, UPR
WA - Tim Walsh, Washington Division of Geology and Earth Resources
WA – Maillian Uphaus, Washington Emergency Management
Gulf Coast States – Charles Williams, Alabama Emergency Management
NSF – Rick Fragaszy, National Science Foundation

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

November 5, 2008 2:00 pm – 3:00 pm EST via Teleconference

Minutes

Call to Order and Role Call

Jen Rhoades, NTHMP Program Administrator, provided the agenda for the meeting and conducted role call for meeting attendees.

Definition of Mitigation

Jen Rhoades provided an assessment of the Mitigation Paper developed by FEMA. She described the document as a good comparison between FEMA's definition of mitigation and what is laid out in the Tsunami Warning and Education Act; however, the NTHMP still needed to develop its own definition. She also felt the NTHMP definition should be concise, and recommended the definition included in the draft strategic plan as a starting point for future discussions (Definition from Draft Strategic Plan: 'any action taken to reduce or eliminate the long-term danger to human life and property from a tsunami.')

Tim Walsh expressed a concern that the definition from mitigation could be too broad and outside of the definition traditionally used in emergency management.

It was also suggested that preparedness and warning services should also be defined.

Kevin Richards thought a broad definition would be fine as an umbrella, and preparedness and warning services could be defined under it.

Vickie Nadolski tasked Jen Rhoades to come up with recommended definitions for mitigation for discussion during the NTHMP-CC meeting on Nov. 20. She asked for two other volunteers from the CC to assist Jen with the task. Kevin Richards and Mike Mahoney agreed to support Jenifer on this task. This group will also develop recommended definitions for preparedness and warning services if they determine they are required.

Paul Whitmore suggested Jen, Kevin, and Mike consider the NTHMP Mission when developing the definition for mitigation.

NTHMP Strategic Plan Update

Jen Rhoades reminded the CC that comments to the Draft Strategic Plan are Due Nov. 12. She said the working group will adjudicate their comments in time for the meeting; the working group is hoping the Strategic Plan will be approved during the NTHMP CC Meeting later this month.

Vickie said she had read the Draft Plan and thought it was an excellent document. She commended the Working Group for a very well thought out plan.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

November 5, 2008 2:00 pm – 3:00 pm EST via Teleconference

Annual Meeting

Jen asked the CC if there were any final changes to the Annual Meeting Agenda. She also reminded the Sub-Committees to turn in their agendas by next Monday, November 10th. Members who will be providing briefings need to deliver their briefing slides to her by Nov. 10th as well.

Jen asked the group if they had any questions about the upcoming meeting or agenda.

Mike Mahoney asked if FEMA was required to provide a briefing during the annual meeting since they did not receive funding in FY08. Jen said members who received funding in FY07 and FY08 are required to provide an update on their accomplishments and issues; members who are requesting funds in FY09 are required to provide a briefing highlighting their major tasks, costs, and alignment with NTHMP performance measures and milestones.

Christa von-Hillebrandt asked if there was a list of current Sub-Committee members. Jen said there is and took the action to distribute the membership lists to the CC members. There was some discussion about whether or not the size of the committees is too large. Vickie asked for Sub-Committees to address their membership size during the November 20th meeting.

Jen raised the issue of Sub-Committee Co-Chair rotation. She said the Mapping and Modeling Sub-Committee's State Co-Chair position was up for rotation. Roger Hansen (MMS State Co-Chair) said the issue of their State Co-Chair rotation will be discussed during their Sub-Committee meeting on Nov. 18th.

February NTHMP-CC Budget Meeting

Jen stated the proposed dates for the February Meeting of the NTHMP would not work out for a majority of CC members. She asked the group if the following week would work, and it was agreed it would. The dates for the February Meeting are: February 18 and 19, 2008.

Vickie then asked the group to suggest locations for the meeting. Suggestions were: Seattle, WA, Dallas, TX, Boulder, CO, Florida, and Washington DC. Paul Whitmore asked Jen if holding a Hazards Caucus during the same week could be a possibility. Jen said she would look into it. Members of the group indicated that D.C. would be their choice for a meeting location if a Hazard's Caucus can be arranged.

Jen took the action to look into holding a Hazard's Caucus either February 17th or 20th. If she can arrange it, the meeting will be in the D.C. area. If not, she will make arrangements for one of the recommended locations above.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

November 5, 2008 2:00 pm – 3:00 pm EST via Teleconference

Roger Hansen asked if NOAA would have its final budget by the February Meeting. Vickie and Jen both said they expected the organization would still be under a Continuing Resolution at the time of the meeting, but they would know the minimum budget for the NTHMP.

Rob Witter asked if the CR would impact the Spectrum Sale funds. Vickie said no, it would not.

Rob Witter also asked for an update on the status of the Spectrum Sale funds. Vickie said the NWS does not have the funding yet, but that Jen was working hard to identify and resolve issues with receiving the funding. Jen said the FCC still has not released the funds to the NTIA. Vickie said Jen will continue to work this issue and is preparing to update the NTHMP on its status during the Annual Meeting.

Closing Remarks

Vickie Nadolski closed the meeting.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

September 19, 2008 2:30 pm – 4:30 pm EDT via Teleconference

Attendees:

NOAA/NWS – Vickie Nadolski, National Weather Service Deputy Assistant Administrator
NOAA/NWS – Jenifer Rhoades, NOAA Tsunami Program Coordinator/NTHMP Program Administrator
NOAA/OAR – Vasily Titov for Eddie Bernard, Pacific Marine and Environmental Laboratories
NOAA/NWS – Paul Whitmore, Director, West Coast/Alaska Tsunami Warning Center
AK - Erv Petty – Homeland Security State of AK
AK – Roger Hansen, University of Alaska, Alaska State Seismologist
AK – Mark Roberts – Homeland Security of AK
Pacific Territories/Commonwealths - Ted Untalan, CNMI
CA - Rick Wilson – California Geological Survey
CA – Jim Goltz, California Office of Emergency Services
DHS/FEMA – Mike Hornick for Mike Mahoney
DHS/FEMA – Chris Jonientz-Trisler
HI - Kevin Richards, State of Hawaii
OR - George Priest for Rob Witter, DOGAMI
OR – Althea Turner, State of Oregon
PR - Christa G. von Hillebrandt-Andrade, Puerto Rico Seismic Network, UPR
PR – Barbara Medina, PRSEMA
USGS – Craig Weaver
WA - Tim Walsh, Washington Division of Geology and Earth Resources
WA – Maillian Uphaus, Washington Emergency Management
WA - Dave Nelson, Washington Emergency Management
WA – John Shilling, Washington Emergency Management
Gulf Coast States – Charles Williams, Alabama Emergency Management
U.S. Virgin Islands – Steve Parris, Virgin Islands Emergency Management Agency
NSF – Rick Fragaszy, National Science Foundation
HI – Kwok Fai Cheung, University of Hawaii
Puerto Rico – Christa Von-Hillebrandt, UPR, Director, Puerto Rico Seismic Network

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

September 19, 2008 2:30 pm – 4:30 pm EDT via Teleconference

Minutes

Call to Order and Role Call

Jen Rhoades, NTHMP Program Administrator, provided the agenda for the meeting and conducted role call for meeting attendees.

NTHMP Strategic Plan Update

Jen Rhoades provided an update on the efforts to develop the NTHMP Strategic Plan. Jen discussed the accomplishments from the Strategic Planning Workshop and the current state of the plan. Jen provided an outline of the Draft Strategic Plan (Appendix A) to the Committee, which includes the NTHMP long-term outcomes, strategies to be undertaken to meet the Outcomes, and the performance metrics that will be used to measure the success of the plan's implementation. Jen also provided a section of the strategic plan called "Implementation" to the Committee; this section describes how the Strategic Planning Team wants the Strategic Plan to be executed. Jen requested the NTHMP CC review and provide comments to her by October 10, 2008.

A member of the Committee requested that Jen re-send the two documents out to the NTHMP CC as an individual task. Jen accepted the action.

George Priest asked about the Draft Implementation Plan that was in development a couple of years ago. George was concerned that the information that was pulled together as a part of that effort might not be used in the future. Jen mentioned the Draft Implementation Plan was reviewed by the Strategic Planning Team as background material for the Strategic Plan. Vickie Nadolski, NTHMP Chair, stated the current task for the Strategic Planning Team is to develop a high-level strategic document to guide the NTHMP. The focus of the team will remain at that level until the plan is accepted and in the implementation stage.

M&M Sub-Committee Meeting Brief-Out

Roger Hansen, M&M Sub-Committee CoChair, provided a brief-out on the accomplishments of the M&M Sub-Committee Meeting that was held earlier this month. Roger stated all 4 NTHMP CC Actions assigned to the M&M Sub-Committee were addressed and 14 additional actions were created during the meeting. Roger said the Sub-Committee also re-defined its Terms of Reference and a request to approve their changes will be submitted to the NTHMP CC for acceptance during the Annual Meeting.

[Note: A full set of minutes from the September 2008 M&M Sub-Committee Meeting will be posted to the NTHMP Website as soon as they are approved.]

Vickie Nadolski commended Roger and the M&M Sub-Committee for holding a very productive meeting.

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

September 19, 2008 2:30 pm – 4:30 pm EDT via Teleconference

FEMA Definition of Mitigation

Chris J.T. gave an overview of the FEMA Definition of Mitigation paper. The paper includes background information on what activities FEMA defines as mitigation, and an analysis of the Tsunami Warning and Education Act.

Vickie noted the document uses the term “authors” without a definition of who the authors are. The term is also applied to multiple persons and documents, which makes the document confusing. Vickie requested the document be edited to clean up this issue. Chris J.T. agreed to edit and re-distribute the document to the NTHMP CC by Friday, September 26, 2008.

Paul Whitmore raised the concern that outcomes and strategies developed for the Draft NTHMP Strategic Plan would not be able to be pursued if this definition of mitigation is accepted. Maillian Uphaus said the States would not be able to purchase sirens and other equipment with NTHMP funding if this definition is accepted. Vickie agreed with both Paul and Maillian, and said she has similar concerns.

The NTHMP CC will use FEMA’s definition of mitigation as a starting point to develop its own meaning of what mitigation is. Vickie asked Chris JT to coordinate an NTHMP CC review of revised FEMA Definition of Mitigation (to be dist Sept. 26) by Friday, October 17, 2008. Chris accepted the action.

Annual NTHMP Meeting

Jen Rhoades presented the Draft Annual Meeting Agenda to the Committee. Jen said she would like to distribute this to the wider NTHMP as soon as possible. The Committee wanted to have a couple agenda items better defined (name of presenters if possible). Jen agreed to re-distribute the Draft Agenda to the NTHMP CC as an individual action for comment. Once the comments are received and incorporated into the Draft Agenda, Jen will distribute the Draft Agenda to the wider NTHMP.

Jen provided an overview of the Member Briefing Templates. She explained the templates will be used by NTHMP members who received funding in FY07-08 to detail their accomplishments and issues. The template will also be used by NTHMP members who are requesting funding in FY09. Paul Whitmore asked if it would be better to have FY09 funding requests linked to performance metrics rather than outcomes. Jen said she did not have a problem with that as long as there is general agreement on the Strategic Plan Performance Metrics by the time of the meeting.

Roger Hansen asked when the FY09 Proposals would be due. Jen referenced the Rules of Procedure and said FY09 Proposals will be due November 30, 2008, but Members should have an idea about what they will be requesting in their proposals by the time of the meeting (the meeting will be held two weeks before the proposals are due). The

Meeting Minutes of the National Tsunami Hazard Mitigation Program Coordinating Committee

September 19, 2008 2:30 pm – 4:30 pm EDT via Teleconference

NTHMP CC will then have over 60 days to review all of the proposals. During the 2nd week in February 2009, the NTHMP CC will meet to develop the recommended FY09 Budget allocations. Once the budget recommendation is accepted by NOAA, the grant proposal request process will begin.

George Priest asked if NOAA would provide a specific dollar amount for the states to apply for. Jen said not for the proposals that are due on November 30th. Members need to request funds for activities they can reasonably accomplish during the award period. It will then be up to the NTHMP CC to determine the recommended budget allocations for the NTHMP in FY09; this will include the individual member funding amounts. When NOAA issues the request for Grant applications after the February NTHMP CC Meeting, the guidance to states will include actual dollar values for each member to write their proposals for.

Roger Hansen asked if the grants will be one-year or multi-year. Jen said multi-year.

Jim Goltz asked about the status of the Spectrum Funds. Jen said NOAA and the NTIA are wrapping up the Memorandum of Agreement, but the FCC has still not authorized NTIA to release the funds. The MOA between NOAA and the NTIA must be signed and the FCC must authorize the release of the funds before the funding can come to NOAA. Jen said NOAA is working very hard to get the funding as soon as possible.

Jen presented the Sub-Committee Brief-Out Template for the NTHMP Annual Meeting. She said the templates are to be used by all three Sub-Committees to brief-out the status of Action Items and provide background information to the wider NTHMP. Jen realized the incorrect version of the Sub-Committee Briefing Template was distributed to the NTHMP CC, and she took the action to send the correct template to the Sub-Committees for review and comment.

Jen presented the FY09 Proposal Template and Guidance to the Committee. The template will be used by all NTHMP members requesting FY09 funding. Jen said she would distribute the template out to the NTHMP CC as an individual request for review and comment. The template will then be distributed to the wider NTHMP in mid-October.

Closing Remarks

Vickie Nadolski closed the meeting.

Another teleconference may be held prior to the Annual NTHMP Meeting.