



# **Western States Seismic Policy Council**

**2019 Fall Board Meeting**

**November 13, 2019**

**Sacramento, California**



**WSSPC Board Meeting**

California Geological Survey Conference Room  
 Suite 1200  
 801 K Street  
 Sacramento, California

**Wednesday November 13, 2019**

**8:30 a.m. – 4:00 p.m.**

**AGENDA**

| <b>Time</b> | <b>Tab</b>   | <b>Item</b>   | <b>Lead</b>                                     |
|-------------|--------------|---|---|
| 8:00 a.m.   |              | <b>Continental Breakfast in Conference Room</b>   |   |
| 8:30 a.m.   |              | <b>Call to Order, Welcome, and Introductions</b><br>Welcome to Bob Carey and Jerri Young  | <b>Peter McDonough</b><br>WSSPC Chair           |
| 8:35 a.m.   |              | <b>USGS Report</b>  | <b>Keith Knudsen</b><br>USGS                    |
| 8:55        |              | <b>FEMA Report</b>  | <b>David Javier</b><br>FEMA                     |
| 9:20 a.m.   | <b>Tab 1</b> | <b>Approval of Minutes</b><br>WSSPC Board of Directors' Meeting of April 26, 2019   | <b>McDonough</b>                                |
|             | <b>Tab 2</b> | <b>Review of Annual Business Meeting Minutes</b><br>April 26, 2019  | <b>McDonough</b>                                |
| 9:20 a.m.   | <b>Tab 3</b> | <b>WSSPC Executive Director's Report</b> <ul style="list-style-type: none"> <li>• 3A-WSSPC Cash on Hand</li> <li>• 3B-WSSPC FY Income &amp; Expense (December 2018 – October 2019)</li> <li>• 3C- FEMA FY19 Complete Cooperative Agreement</li> </ul> | <b>Matthew Wall</b><br>WSSPC Executive Director |
| 10:00       |              | <b>BREAK</b>  |   |
| 10:15       | <b>Tab 4</b> | <b>Review and Approval of Conflict of Interest Policy</b>   | <b>Wall</b>                                     |

|            |              |   |                  |
|------------|--------------|---|------------------|
|            | <b>Tab 5</b> | <b>Review and Approval of Financial Policies and Procedures</b>   | <b>Wall</b>      |
|            | <b>Tab 6</b> | <b>Review and Approval of Personnel Policies</b>  | <b>Wall</b>      |
|            | <b>Tab 7</b> | <b>Review of WSSPC Assets /Inventory</b>  | <b>Wall</b>      |
| 10:45 a.m. | <b>Tab 8</b> | <p><b>Review of 2020 Policy Recommendations</b></p> <p><u>DRAFT Policy Recommendation 20-0-WSSPC Recommendation of Seismic Safety Councils and Commissions</u></p> <p><u>DRAFT Policy Recommendation 20-1: Improving Tsunami Public Education and Warning Procedures for Distant and Local Sources</u></p> <p><u>DRAFT Policy Recommendation 20-3: Earthquake Monitoring Networks</u></p> | <b>McDonough</b> |
| 11:45      |              | <b>LUNCH</b>  |                  |
| 1:00       |              | <p><b>Review of 2020 Policy Recommendations, continued</b></p> <p><u>DRAFT Policy Recommendation 20-4: Identification and Mitigation of Unreinforced Masonry Structures</u></p> <p><u>DRAFT Policy Recommendation 20-7: Earthquake Early Warning Systems</u></p> <p><u>DRAFT Policy Recommendation 20-8: Seismic Design and Construction of New Schools</u></p>                           | <b>McDonough</b> |
| 2:00       |              | <b>New Business</b>   | <b>McDonough</b> |
| 2:15       | <b>Tab 9</b> | <p><b>Board Questions/Comments and Discussion</b></p> <ul style="list-style-type: none"> <li>-Moving the Office</li> <li>-Outreach Plan (highlights)</li> <li>-Updates to the Bylaws</li> <li>-WSSPC Clearinghouse Efforts</li> <li>-National Initiatives and coordination with CUSEC and NESEC</li> <li>-Personnel Hiring and Discussion</li> </ul>                                      | <b>Wall</b>      |

|                  |  |  |                  |
|------------------|--|--|------------------|
| 3:00             |  | <b>Future Meetings</b> <ul style="list-style-type: none"> <li>• 2020 Awards Conference call – January 6, 2020</li> <li>• 2020 Earthquake Program Managers/National Earthquake Conference – San Diego, California March 2-5, 2020</li> <li>• 2020 WSSPC Annual Meeting – San Diego, California, March 6, 2020</li> <li>• 2020 Board Meetings –San Diego, California, March 6, 2020 and Sacramento, November 2020</li> </ul> | <b>Wall</b>      |
| <b>4:00 p.m.</b> |  | <b>Daily Adjournment</b>   | <b>McDonough</b> |
| <b>6:00</b>      |  | <b>Board Dinner – Rio City Café</b><br>-1110 Front Street, Sacramento, CA 95814  |                  |

Questions? Matthew Wall (cell: 804-418-1456)



**Western States Seismic Policy Council  
Board of Directors' Meeting  
Marriott Hotel  
Salt Lake City, Utah  
April 26, 2019**

**MINUTES**

Present:

Karen Berry, Colorado Geological Survey  
Lara Brodetsky, Western States Seismic Policy Council  
Mike Conway, Arizona Geological Survey  
Steve Masterman, Alaska Division of Geological & Geophysical Surveys  
John Metesh, Montana Bureau of Mines and Geology  
Kevin Miller, California Governor's Office of Emergency Services (proxy for Mark Ghilarducci)  
Patti Sutch, Western States Seismic Policy Council  
Matthew Wall, Western States Seismic Policy Council  
Janell Woodward, Nevada Office of Emergency Management

Call to Order and Introductions – Karen Berry

Karen Berry, WSSPC Board Chair called the meeting to order and all present introduced themselves.

Approval of Minutes – Karen Berry

**MOTION:** To approve the minutes of November, 2018.

**SECOND:**

**VOTE:** Unanimously in favor.

Executive Director Report – Matthew Wall

Matthew reviewed the financial documents under Tab 4 in the Meetings Notebook, stating that WSSPC finances are in good shape despite the negative income for February, as WSSPC was reimbursed on March 4th. Steve Masterman had a question about the cumulative amount in section 4D being \$220,000, but this is because that section was only current to February, 2019. Matthew promised to provide more up-to-date information to the Board after returning to the Sacramento office.

Board of Directors Slate – Karen Berry

Pete McDonough will not be on the board for the next term. It was decided that the election of new board members would be done before the November board meeting through a vote over email. Matthew suggested to reach out in two weeks after the meeting about nominations and again in another two weeks. Once all nominations are received, he will send a ballot in one month with a vote by email.

Karen Berry suggested bringing in state geologists.

Review of Policy Recommendations – Karen Berry

Policy Recommendation 19-1: No further changes were made by the board.

Policy Recommendation 19-3: No further changes were made by the board.  
Policy Recommendation 19-4: No further changes were made by the board.  
Policy Recommendation 19-10: **Motion** to move 19-10 to EERI for approval (Karen Berry)  
**Second:** Kevin Rickards  
Policy Recommendation 19-11: No further changes were made by the board.  
Policy Recommendation 19-12: No further changes were made by the board.

**MOTION:** To move polices forward (Steve Masterman).  
**SECOND:** John Metesh.  
**VOTE:** Unanimously in favor.

Next Board Meeting – Karen Berry

All agreed on the next meeting date to be in November, 2019 for the Board meeting in Sacramento.  
A specific day will be voted on by email.

New Business – Karen Berry

No new business.

Meeting Adjournment

**MOTION:** To adjourn the meeting (John Metesh).  
**SECOND:** Karen Berry.  
**VOTE:** Unanimously in favor.

Respectfully submitted,

Matthew Wall



**Western States Seismic Policy Council  
Annual Business Meeting  
Marriott Hotel  
Salt Lake City, Utah  
April 26, 2019**

**MINUTES**

Present, + indicates each Member and/or Proxy:

+Mulivanu Aimu, American Samoa Department of Homeland Security  
+Leon Berrett, Utah Seismic Safety Commission  
++Karen Berry, Colorado Geological Survey (and proxy for Colorado Division of Homeland Security & Emergency Management and Colorado Earthquake Hazard Mitigation Council)  
Lara Brodetsky, Western States Seismic Policy Council  
++Bob Carey, Utah Division of Emergency Management (and proxy for Utah Geological Survey)  
++Michael Conway, Arizona Geological Survey (and proxy for Arizona Office of Emergency Management)  
John Crofts, Utah Division of Emergency Management  
+Maximilian Dixon, Washington Emergency Management  
+Rob Jackson, Colorado Earthquake Hazard Mitigation Council  
Keith Knudsen, U.S. Geological Survey  
+Steve Masterman, Alaska Division of Geological and Geophysical Surveys  
++John Metesh, Montana Bureau of Mines and Geology (and proxy for Montana Office of Emergency Management)  
++Chelsea Morganti, New Mexico Department of Homeland Security & Emergency Management (and proxy for New Mexico Bureau of Geology & Mineral Resources)  
+Kevin Miller, California Governor's Office of Emergency Services  
+Kevin Richards, Hawaii Emergency Management Agency  
Patti Sutch, Western States Seismic Policy Council  
Matthew Wall, Western States Seismic Policy Council  
++Seth Wittke, Wyoming State Geological Survey (and proxy for Wyoming Office of Homeland Security)  
++Janell Woodward, Nevada Office of Emergency Management (and proxy for Nevada Bureau of Mines & Geology)  
Keily Yemm, Washington Emergency Management

Call to Order and Welcome

Karen Berry called the meeting to order and welcomed everyone.

Establishment of a Quorum – Matthew Wall

Matthew Wall called the Roll of 39 members and 21 members or proxies were present, establishing a quorum.

Approval of Minutes – Karen Berry

**MOTION:** To approve the minutes of the Annual Business Meeting May 4, 2018 (Kevin Richards).

**SECOND:** Seth Wittke.

**VOTE:** Unanimously in favor.

Executive Director Report – Matthew Wall

Matthew Wall reviewed the WSSPC financial status as presented in the Meetings Notebook. The independent audit was approved. There were no questions.

**MOTION:** To approve the minutes of the Annual Business Meeting May 4, 2018.

**SECOND:** Kevin Richards.

**VOTE:** Unanimously in favor.

Election of Board of Directors – Karen Berry

Postponed. Matthew suggested to reach out in two weeks after the meeting about nominations and again in another two weeks. Once all nominations are received, he will send a ballot in one month with a vote by email.

Calls will be made for recommendations and followed up on at a later date.

Basin & Range Province Committee – Seth Wittke

The committee had been working mostly on policy 19-3 over the last year. The committee has no additional comments on the policy recommendations but have some ideas for potential new policies.

Engineering, Construction, and Building Codes Committee – Robert Jackson

The Engineering committee made comments and changes based on sentence structure and content at their committee meeting yesterday. They also commented on restructuring the history portion of the policies to be in bullet-point form.

Tsunami Hazard Mitigation Committee – Maximilian Dixon

The Committee made changes to 3 of the policy recommendations (19-1, 19-3, and 19-4). Maximilian pointed out that the group wanted to be consistent on all the policies who we were talking about in terms of agencies.

Adoption of Policy Recommendations – Karen Berry

Policy Recommendation 19-1: Rapid and Effective Tsunami Identification and Response

**MOTION:** To accept the policy recommendation with the changes as specified (Maximillian Dixon).

**SECOND:** Karen Berry.

**VOTE:** Unanimously in favor.

Policy Recommendation 19-3: Post-Earthquake Technical Clearinghouses

**MOTION:** To accept the policy recommendation with the changes as specified (Maximillian Dixon).

**SECOND:** Seth Wittke.

**VOTE:** Unanimously in favor.



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

New Mexico expressed concern over Policy 19-4, but after discussion determined to vote in favor of it.

**MOTION:** To accept the policy recommendation with the changes as specified (Rob Jackson).

**SECOND:** Michael Conway.

**VOTE:** Unanimously in favor.

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

New Mexico expressed concern over Policy 19-10, but after discussion determined to vote in favor of it.

**MOTION:** To accept the policy recommendation with changes as specified, subject acceptance by EERI as EERI adoption is required to keep it a joint policy (Kevin Richards).

**SECOND:** Bob Carey.

**VOTE:** Unanimously in favor.

Policy Recommendation 19-11: Reliability of Lifeline Services

New Mexico expressed concern over Policy 19-11, but after discussion determined to vote in favor of it.

**MOTION:** To accept the policy recommendation with the changes as specified (Kevin Richards).

**SECOND:** Leon Berrett.

**VOTE:** Unanimously in favor

Policy Recommendation 19-12: Earthquake-Actuated Automatic Gas Shutoff Devices

**MOTION:** To accept the policy recommendation with the changes as specified (Kevin Richards).

**SECOND:** Seth Wittke.

**VOTE:** Unanimously in favor

Policy Recommendations and Committee Assignments for 2019

17-1: Improving Tsunami Public Education and Warning Procedures for Distant and Local Sources (Tsunami Committee)

17-3: Earthquake Monitoring Networks (Basin and Range Committee)

17-4 Identification and Mitigation of Unreinforced Masonry Structures (Engineering, Construction & Building Codes committee)

17-7: Earthquake Early Warning Systems (Tsunami Committee)

17-8: Seismic Design and Construction of New Schools Devices (Engineering, Construction & Building Codes Committee)

FEMA Update – Matthew Wall on behalf of David Javier

David thanked WSSPC for the opportunity to speak and thanked Patti Sutch for her community, state, and national service.

David continued by explain NEHRP's role as a national partnership of earthquake professionals and FEMA's role is to support the nation-wide implementation of the program. FEMA plans to translate research results into effective risk reduction plans, specifically through operating a state assistance grant program where they utilized Cooperative Agreements to get money into the hands of individual states and non-profits.

He went on to state that the reauthorization of NEHRP makes it easier for States to participate in the Direct State Assistance program and that it reduced the State Cost Share from 50% to 25%, while eliminating the prohibition of the use of "In Kind" contributions to meet the State Share.

Unfortunately, the funding level did not change and over the next five years there is an authorized amount of \$8.7 million to fund FEMA NEHRP State Assistance Program. \$2.3 million of that is being applied to their cooperative agreements with Consortia and Earthquake Partners. FEMA has made the programmatic decision to provide more State funding by providing \$1.5 million directly to the States, a significant increase from last year.

WSSPC will be eligible for \$255,000 in base funding.

David apologized that they had not yet fulfilled their commitment to posting all their funding information on the website and will take personal responsibility to ensure it will get done in the near future.

#### USGS Update – Keith Knudsen

Keith Knudsen let us know that USGS's FY19 budget is favorable for the EHP program. He went into detail on the success of the Earthquake Early Warning systems being put in place in California. Keith highlighted the importance of the Wireless Emergency Alert (WEA) that was tested in Oakland and the Early Warning App now available in Los Angeles, California. He went on to talk about the Anchorage, Alaska quake and how it provided important strong motion data and how the USGS released new aftershock and ground failure products. The FY20 budget is currently in the hands of congress.

#### Next Meetings

The next meeting will be in 2020 in San Diego, California and will coincide with the Nation Earthquake Conference as well as NEPM.

#### New Business

There being no new business, Karen thanked the WSSPC staff for the meetings.

#### Adjournment

**MOTION:** To adjourn the meeting (Kevin Richards).

**SECOND:** Leon Berrett.

**VOTE:** Unanimously in favor.

Respectfully submitted,

Matthew Wall

3-A WSSPC Financial Balances as of November 8, 2019

# Western States Seismic Policy Council Income and Expense

December 2018 through October 2019

Dec '18 - Oct 19

Ordinary Income/Expense

| <b>Income</b>                                  |                    |
|--|--------------------|
| 401.0 · Interest Inc                           |                    |
| 401.1 · Money Mkt Interest Income              | 129.49             |
| 401.2 · CD Interest Income                     | 6.67               |
| 401.0 · Interest Inc - Other                   | 15.98              |
| <b>Total 401.0 · Interest Inc</b>              | <b>152.14</b>      |
| 410.0 · Membership Dues                        | 2,275.00           |
| 420.0 · Conf Registration Fees                 | -750.00            |
| 450.0 · Grants Earned                          |                    |
| 460.0 · FEMA Grants Earned                     |                    |
| 460.14 · 2018 FEMA Grants Earned               | 59,521.57          |
| <b>Total 460.0 · FEMA Grants Earned</b>        | <b>59,521.57</b>   |
| <b>Total 450.0 · Grants Earned</b>             | <b>59,521.57</b>   |
| <b>Total Income</b>                            | <b>61,198.71</b>   |
| <b>Gross Profit</b>                            | <b>61,198.71</b>   |
| <b>Expense</b>                                 |                    |
| 500.0 · P/R Expenses                           |                    |
| 500.1 · Salary                                 | 134,998.44         |
| 500.2 · Benefits                               |                    |
| 500.7 · Employee IRA Contribution              |                    |
| 500.701 · Employer IRA Contrib-forSutch        | 1,013.58           |
| 500.7 · Employee IRA Contribution - Other      | 0.00               |
| <b>Total 500.7 · Employee IRA Contribution</b> | <b>1,013.58</b>    |
| <b>Total 500.2 · Benefits</b>                  | <b>17,351.75</b>   |
| 500.3 · Employer Contrib/Taxes                 | 11,094.89          |
| 500.4 · Workers' Comp                          | 951.93             |
| 500.5 · Payroll Service                        | 1,794.72           |
| <b>Total 500.0 · P/R Expenses</b>              | <b>166,191.73</b>  |
| 506.0 · Prof Fees Accounting                   | 7,395.00           |
| 507.0 · Prof Fees Consulting                   | 385.00             |
| 510.0 · Office Supplies                        | 329.91             |
| 515.0 · Telephone                              | 1,691.65           |
| 520.0 · Printing                               | 1,505.99           |
| 522.0 · Postage and Delivery                   | 476.51             |
| 525.0 · Internet Services                      | 3,912.16           |
| 530.0 · Staff Expenses                         |                    |
| 530.1 · Staff Meals                            | 672.33             |
| 530.2 · Staff Mileage                          | 165.88             |
| 530.3 · Staff Transportation                   | 2,185.87           |
| 530.4 · Staff Hotel                            | 6,264.20           |
| 530.0 · Staff Expenses - Other                 | -222,215.39        |
| <b>Total 530.0 · Staff Expenses</b>            | <b>-212,927.11</b> |
| 535.0 · Executive Committee Expense            |                    |

# Western States Seismic Policy Council Income and Expense

December 2018 through October 2019

|  | <u>Dec '18 - Oct 19</u> |
|--|-------------------------|
| 535.1 · Meals Exec Comm                          | 632.78                  |
| 535.3 · Transportation Exec Comm                 | 495.90                  |
| 535.5 · Meetings Exec Comm                       | 553.50                  |
| <b>Total 535.0 · Executive Committee Expense</b> | <b>1,682.18</b>         |
| <b>550.0 · Workshops/Projects</b>                |                         |
| 550.10 · State Support - NV Billboards           | 11,250.00               |
| 550.14 · State Support - ID Outreach             | 1,291.95                |
| 550.2 · EQ Program Managers Meeting              | 17,553.04               |
| 550.4 · State Support-HI                         | 28,090.29               |
| 550.6 · State Support-GU                         | 20,398.54               |
| 550.0 · Workshops/Projects - Other               | 200.00                  |
| <b>Total 550.0 · Workshops/Projects</b>          | <b>78,783.82</b>        |
| <b>554.0 · Conferences</b>                       |                         |
| 554.13 · 2019 WSSPC Anual Meeting                | 2,239.03                |
| <b>Total 554.0 · Conferences</b>                 | <b>2,239.03</b>         |
| <b>570.0 · Insurance</b>                         |                         |
| 570.1 · Liability Insurance                      | 514.15                  |
| 570.3 · Insurance Other                          | 36.00                   |
| 570.0 · Insurance - Other                        | 262.33                  |
| <b>Total 570.0 · Insurance</b>                   | <b>812.48</b>           |
| <b>575.0 · Rent</b>                              | <b>20,720.00</b>        |
| <b>580.0 · Bank Service Charges</b>              | <b>280.90</b>           |
| <b>583.0 · Miscellaneous Expenses</b>            | <b>-149.64</b>          |
| <b>591.0 · Licenses and Permits</b>              | <b>75.00</b>            |
| <b>Total Expense</b>                             | <b>73,404.61</b>        |
| <b>Net Ordinary Income</b>                       | <b>-12,205.90</b>       |
| <b>Net Income</b>                                | <b>-12,205.90</b>       |

# SF-424A

## Budget Information for Non-Construction Programs

| <b>Budget Object Class</b>         | <b>Amount Awarded(\$)</b> |
|------------------------------------|---------------------------|
| Personnel                          | \$125,600.00              |
| Fringe Benefits                    | \$29,228.00               |
| Travel                             | \$12,231.00               |
| Equipment                          | \$0.00                    |
| Supplies                           | \$3,613.00                |
| Contractual                        | \$39,328.00               |
| Construction                       | \$0.00                    |
| Other                              | \$45,000.00               |
| <b>Total Direct Charges</b>        | <b>\$255,000.00</b>       |
| Indirect Charges                   | \$0.00                    |
| <b>Budget Category Total</b>       | <b>\$255,000.00</b>       |
| <b>Non-Federal Resources</b>       | <b>Amount</b>             |
| Applicant                          | \$0.00                    |
| State                              | \$0.00                    |
| Other                              | \$0.00                    |
| <b>Total Non-Federal Resources</b> | <b>\$0.00</b>             |

| <b>Budget Object Class</b> | <b>Amount Awarded(\$)</b> |
|----------------------------|---------------------------|
| Program Income             | \$0.00                    |
| <b>Total Budget</b>        | <b>Amount Awarded(\$)</b> |
| Federal                    | \$255,000.00              |
| Non-Federal                | \$0.00                    |
| <b>Total Project Cost</b>  | <b>\$255,000.00</b>       |

U.S. Department of Homeland Security  
Washington, D.C. 20472



Matthew Wall  
Western States Seismic Policy Council  
801 K Street Ste 1436  
Sacramento, CA 95814 - 3531

Re: Grant No.EMW-2019-CA-00012

Dear Matthew Wall:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2019 National Earthquake Hazards Reduction Program has been approved in the amount of \$255,000.00. You are not required to match this award with any amount of non-Federal funds.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2019 National Earthquake Hazards Reduction Program Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.



A handwritten signature in blue ink, reading "Bridget Ellen Bean". The signature is fluid and cursive, with a long horizontal stroke at the end.

BRIDGET ELLEN BEAN GPD Assistant Administrator

U.S. Department of Homeland Security  
Washington, D.C. 20472



**AGREEMENT ARTICLES**  
**National Earthquake Hazards Reduction Program**

**GRANTEE:** Western States Seismic Policy Council  
**PROGRAM:** National Earthquake Hazards Reduction Program  
**AGREEMENT NUMBER:** EMW-2019-CA-00012-S01

**TABLE OF CONTENTS**

|              |  |
|--------------|--|
| Article I    | DHS Specific Acknowledgements and Assurances                                       |
| Article II   | Acknowledgement of Federal Funding from DHS  |
| Article III  | Activities Conducted Abroad  |
| Article IV   | Age Discrimination Act of 1975   |
| Article V    | Americans with Disabilities Act of 1990  |
| Article VI   | Best Practices for Collection and Use of Personally Identifiable Information (PII) |
| Article VII  | Civil Rights Act of 1964 - Title VI  |
| Article VIII | Civil Rights Act of 1968   |
| Article IX   | Copyright  |
| Article X    | Debarment and Suspension   |
| Article XI   | Drug-Free Workplace Regulations  |
| Article XII  | Duplication of Benefits  |
| Article XIII | Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX       |

|                |  |
|----------------|--|
| Article XIV    | Energy Policy and Conservation Act                                   |
| Article XV     | False Claims Act and Program Fraud Civil Remedies                    |
| Article XVI    | Federal Debt Status  |
| Article XVII   | Federal Leadership on Reducing Text Messaging while Driving          |
| Article XVIII  | Fly America Act of 1974  |
| Article XIX    | Hotel and Motel Fire Safety Act of 1990                              |
| Article XX     | Limited English Proficiency (Civil Rights Act of 1964, Title VI)     |
| Article XXI    | Lobbying Prohibitions  |
| Article XXII   | National Environmental Policy Act                                    |
| Article XXIII  | Nondiscrimination in Matters Pertaining to Faith-Based Organizations |
| Article XXIV   | Non-Supplanting Requirement  |
| Article XXV    | Notice of Funding Opportunity Requirements                           |
| Article XXVI   | Patents and Intellectual Property Rights                             |
| Article XXVII  | Procurement of Recovered Materials                                   |
| Article XXVIII | Rehabilitation Act of 1973   |
| Article XXIX   | Reporting of Matters Related to Recipient Integrity and Performance  |
| Article XXX    | Reporting Subawards and Executive Compensation                       |
| Article XXXI   | SAFECOM  |
| Article XXXII  | Terrorist Financing  |
| Article XXXIII | Trafficking Victims Protection Act of 2000                           |
| Article XXXIV  | Universal Identifier and System for Award Management                 |
| Article XXXV   | USA Patriot Act of 2001  |
| Article XXXVI  | Use of DHS Seal, Logo and Flags                                      |

|                 |   |
|-----------------|---|
| Article XXXVII  | Whistleblower Protection Act  |
| Article XXXVIII | Acceptance of Post Award Changes  |
| Article XXXIX   | Prior Approval for Modification of Approved Budget  |
| Article XL      | Disposition of Equipment Acquired Under the Federal Award                                   |
| Article XLI     | Assurances, Administrative Requirements, Cost Principles, Representation and Certifications |

### **Article I - DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission for the first award under which this term applies, recipients are only required to submit updates every two years, not every time a grant is awarded. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

### **Article II - Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### **Article III - Activities Conducted Abroad**

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **Article IV - Age Discrimination Act of 1975**

Recipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

### **Article V - Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis

of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

#### **Article VI - Best Practices for Collection and Use of Personally Identifiable Information (PII)**

Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

#### **Article VII - Civil Rights Act of 1964 - Title VI**

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (codified as amended at 42 U.S.C. section 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

#### **Article VIII - Civil Rights Act of 1968**

Recipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 *et seq.*), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units- i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)- be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

#### **Article IX - Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

#### **Article X - Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

#### **Article XI - Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the *Drug-Free Workplace Act of 1988* (41 U.S.C. sections 8101-8106).

#### **Article XII - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

#### **Article XIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Recipients must comply with the requirements of Title IX of the *Education Amendments of 1972*, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational

program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

#### **Article XIV - Energy Policy and Conservation Act**

Recipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

#### **Article XV - False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

#### **Article XVI - Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

#### **Article XVII - Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

#### **Article XVIII - Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

#### **Article XIX - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, codified as amended at 15 U.S.C. section 2225.

#### **Article XX - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Recipients must comply with the *Title VI of the Civil Rights Act of 1964* (42 U.S.C. section 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

#### **Article XXI - Lobbying Prohibitions**

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

#### **Article XXII - National Environmental Policy Act**

Recipients must comply with the requirements of the *National Environmental Policy Act of 1969*, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

### **Article XXIII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

### **Article XXIV - Non-Supplanting Requirement**

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

### **Article XXV - Notice of Funding Opportunity Requirements**

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

### **Article XXVI - Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the *Bayh-Dole Act*, 35 U.S.C. section 200 *et seq.* Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

### **Article XXVII - Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the *Solid Waste Disposal Act*, Pub. L. No. 89-272 (1965) (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

### **Article XXVIII - Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### **Article XXIX - Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

### **Article XXX - Reporting Subawards and Executive Compensation**

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

## **Article XXXI - SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

## **Article XXXII - Terrorist Financing**

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

## **Article XXXIII - Trafficking Victims Protection Act of 2000**

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000* (TVPA), codified as amended at 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.

## **Article XXXIV - Universal Identifier and System for Award Management**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

## **Article XXXV - USA Patriot Act of 2001**

Recipients must comply with requirements of Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001* (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

## **Article XXXVI - Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

## **Article XXXVII - Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

## **Article XXXVIII - Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov) if you have any questions.

## **Article XXXIX - Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

## **Article XL - Disposition of Equipment Acquired Under the Federal Award**



When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

**Article XLI - Assurances, Administrative Requirements, Cost Principles, Representation and Certifications**

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

**BUDGET COST CATEGORIES**

|                  |              |
|------------------|--------------|
| Personnel        | \$125,600.00 |
| Fringe Benefits  | \$29,228.00  |
| Travel           | \$12,231.00  |
| Equipment        | \$0.00       |
| Supplies         | \$3,613.00   |
| Contractual      | \$39,328.00  |
| Construction     | \$0.00       |
| Indirect Charges | \$0.00       |
| Other            | \$45,000.00  |

**Obligating Document for Award/Amendment**

|   |   |  |  |  |
|---|---|--|--|--|
| 1a. AGREEMENT NO.<br>EMW-2019-CA-00012-S01  | 2. AMENDMENT NO.<br>***   | 3. RECIPIENT NO.<br>943233693  | 4. TYPE OF ACTION<br>AWARD   | 5. CONTROL NO.<br>WX289951N2019T ,<br>WX288196N2019T ,<br>WX288196N2019T |
| 6. RECIPIENT NAME AND ADDRESS<br>Western States Seismic Policy Council<br>801 K Street Ste 1436<br>Sacramento, CA, 95814 - 3531 | 7. ISSUING FEMA OFFICE AND ADDRESS<br>FEMA-GPD<br>400 C Street, SW, 3rd floor<br>Washington, DC 20472-3645<br>POC: 866-927-5646 |  | 8. PAYMENT OFFICE AND ADDRESS<br>FEMA Finance Center<br>430 Market Street<br>Winchester, VA 22603                        |  |
| 9. NAME OF RECIPIENT PROJECT OFFICER<br>Matthew Wall  | PHONE NO.<br>9164446816   | 10. NAME OF FEMA PROJECT COORDINATOR<br>Central Scheduling and Information Desk<br>Phone: 800-368-6498<br>Email: Askcsid@dhs.gov |  |  |
| 11. EFFECTIVE DATE OF THIS ACTION<br>08/01/2019   | 12. METHOD OF PAYMENT PARS  | 13. ASSISTANCE ARRANGEMENT<br>Cost Reimbursement   | 14. PERFORMANCE PERIOD<br><b>From:</b> 08/01/2019 <b>To:</b> 07/31/2020<br><b>Budget Period</b><br>08/01/2019 07/31/2020 |  |

1 5. DESCRIPTION OF ACTION  
a. (Indicate funding data for awards or financial changes)

| PROGRAM NAME ACRONYM                          | CFDA NO. | ACCOUNTING DATA (ACCS CODE)<br>XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X | PRIOR TOTAL AWARD | AMOUNT AWARDED THIS ACTION + OR (-) | CURRENT TOTAL AWARD | CUMULATIVE NON-FEDERAL COMMITMENT |
|---|----------|--|-------------------|-------------------------------------|---------------------|-----------------------------------|
| National Earthquake Hazards Reduction Program | 97.082   | 2019-OS-NC06-F400- -4101-D                                       | \$0.00            | \$100,000.00                        | \$100,000.00        | See Totals                        |
| National Earthquake Hazards Reduction Program | 97.082   | 2019-OS-NC06-F400- -4101-D                                       | \$0.00            | \$155,000.00                        | \$155,000.00        | See Totals                        |
| National Earthquake Hazards Reduction Program | 97.082   | 2019-OS-NA01-F400- -4100-D                                       | \$0.00            | \$0.00                              | \$0.00              | See Totals                        |
|   |          |  | <b>\$0.00</b>     | <b>\$255,000.00</b>                 | <b>\$255,000.00</b> | <b>\$0.00</b>                     |

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

National Earthquake Hazards Reduction Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

|  |      |
|--|------|
| 17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)<br>Matthew Wall, | DATE |
|--|------|

Thu Aug 01 18:10:58 GMT  
2019

18. FEMA SIGNATORY OFFICIAL (Name and Title)

DATE  
Thu Jul 25 19:26:37 GMT  
2019

NICA DANNELLE MATHES , Section Chief



## **Western States Seismic Policy Council**

### **Conflict of Interest Policy**

#### **Article I. Purpose**

The purpose of the Conflict of Interest Policy is to protect the interests of the Western States Seismic Policy Council (WSSPC), a 501(c)(3) tax exempt organization, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, or key employee of WSSPC. In order to deal openly and fairly with actual and potential conflicts of interest that may arise as a consequence of this involvement, WSSPC adopts the following Conflict of Interest Policy.

#### **Article II. Policy**

Directors, officers, and key employees are expected to use good judgment, to adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between the personal interests of a director, officer, or key employee and those of WSSPC. A conflict of interest exists when the loyalties or actions of a director, officer, or key employee are divided between the interests of WSSPC and the interest of the director, officer, or employee. Both the fact and the appearance of a conflict of interest should be avoided.

#### **Article III. Definitions**

*Interested person.* Any director, officer, or key employee who has a direct or indirect financial interest. In addition, an interested person shall include subcontractors.

*Financial interest.* A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which WSSPC has a transaction or arrangement,
- b. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which WSSPC is contemplating a transaction or arrangement.
- c. A compensation arrangement with WSSPC, or with any entity or person with which WSSPC has a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. Under Article IV, Section 2, a person who has a financial interest may have a conflict of interest only if the WSSPC Board of Directors decides that a conflict of interest exists.

*Family.* Family includes spouses/domestic partners, ancestors, siblings, step-siblings, children, grandchildren, greatgrandchildren, and the spouses/domestic partners of ancestors, siblings, step-siblings, children, grandchildren, and greatgrandchildren.

*Key Employee.* A key employee is an employee whose total annual compensation (including benefits) from WSSPC is greater than \$150,000 **and** who (a) has responsibilities or influence over WSSPC similar to that of officers or directors, **or** (b) manages a program that represents 10% or more of the activities, assets, income, or expenses of WSSPC, **or** (c) has or shares authority to control 10% or more of WSSPC's capital expenditures, operating budget, or compensation for employees.

## **Article IV. Procedures**

### 1. Duty to Disclose

An interested person must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the WSSPC Board of Directors considering the proposed transaction or arrangement.

### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts at a Board meeting, the director, officer, or key employee shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall determine if a conflict of interest exists.

### 3. Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the WSSPC Board meeting, but after the presentation, the person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The WSSPC Chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the WSSPC Board of Directors shall determine whether WSSPC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the WSSPC Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in

WSSPC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflict of Interest Policy

If the WSSPC Board has reasonable cause to believe a director, officer, or key employee has failed to disclose actual or possible conflicts of interest, it shall inform that person of the basis for such belief and afford the member as opportunity to explain the alleged failure to disclose.

If, after hearing the person's response and after making further investigation as warranted by the circumstances, the WSSPC Board determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Article V. Records of the Proceedings**

The minutes of the WSSPC Board shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the WSSPC Board's decision as to whether a conflict of interest in fact existed.

In addition, the minutes shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

The Executive Director shall report to the FEMA Project Officer in writing any real or potential conflict of interest as defined by Federal, California, or local statutes, regulations or policies which may arise during the administration of the federal award.

The Executive Director shall report to the FEMA Project Officer within five days of learning of the family, business, or professional conflict of interest.

### **Article VI. Annual Statements**

Each director, officer, and key employee shall sign an Annual Disclosure Statement which affirms that the person has received a copy of this Conflict of Interest Policy, has read and understood the Policy, has agreed to comply with the Policy, and discloses any direct or indirect financial interest.

All Annual Disclosure Statements shall be submitted to the Secretary of WSSPC and filed with the minutes of the first meeting of the Board of Directors held each year.

## **Article VII. Periodic Reviews**

To ensure that WSSPC operates in a manner consistent with its charitable purposes and its status as an organization exempt from federal income tax, the WSSPC Board shall authorize and oversee a periodic review of the administration of this Conflict of Interest Policy. The review may be written or oral. The review shall consider the level of compliance with the Policy, the continuing suitability of the Policy, and whether the Policy should be modified and improved.

## **Article VIII. Use of Outside Experts**

When conducting periodic reviews as provided in Article VII, WSSPC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the WSSPC Board of its responsibility for ensuring periodic reviews are conducted.

**Director, Officer, and Key Employee  
Annual Conflict of Interest Statement**

1. Printed Name: \_\_\_\_\_

2. Position:

Are you a voting Director? Yes No

Are you an Officer? Yes No

If you are an Officer, which position do you hold: \_\_\_\_\_

Are you a Key Employee? Yes No

Are you a subcontractor? Yes No

3. I affirm the following:

I have received a copy of the WSSPC Conflict of Interest Policy. \_\_\_\_\_ (initial)

I have read and understand the policy. \_\_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_\_ (initial)

I understand that WSSPC is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. \_\_\_\_\_ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with WSSPC? Yes No

i. If yes, please describe it: \_\_\_\_\_

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with WSSPC? Yes No

i. If yes, please describe it, including when (approximately):

\_\_\_\_\_

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Review by Board of Directors: \_\_\_\_\_



# **Western States Seismic Policy Council**

## **Financial Policies and Procedures**

**Approval Date: November 13, 2019**

### **General**

1. The Board of Directors formulates financial policies, delegates administration of the financial policies to the Executive Director, and reviews operations and activities at each Board meeting.
2. The Executive Director is also the corporate Treasurer according to the ByLaws.
3. The Executive Director will maintain a current and accurate Chart of Accounts and provide a current Income/Expense statement to the Board of Directors at each Board meeting.
4. Professional financial service providers will be maintained and reviewed annually. These include QuickBooks accounting software; ADP for payroll services; Sutter Health Plus, ChoiceBuilder, Fidelity Security Life Insurance Company, Unum, and Ameriflex\_for benefits; The Hartford for worker's comp insurance; property and liability insurance through Nonprofits Insurance Alliance of California (NIAC) obtained through brokers Anixter & Oser, Inc.; East-West Bank in San Francisco for checking, money market and CD; PayPal for merchant services; Charles Schwab for administration of SIMPLE IRA plan; Bob Cain of Layer 3 Technology for computer network maintenance; and Evelyn Cook, Cook CPA Group, accountant.
5. Policies and procedures will be reviewed for adoption annually by the Board of Directors.

### **Cash and Check Receipts**

1. WSSPC mail is picked up from our postal box and opened by the Program Manager who stamps the date of receipt on the contents.
2. Checks and cash received are recorded against an invoice prepared in QuickBooks, and one copy of the invoice is provided as a receipt to the sender.
3. Cash received is entered into QuickBooks as "Petty Cash" and placed in a locked drawer in the Executive Director's office.
4. Checks are endorsed by rubber stamp that specifies to which bank account the deposit will be made.
5. The endorsed check(s) and deposit slip will be filled out and mailed to East West Bank.
6. A second copy of the invoice, together with the check, will be held for the bank deposit confirmation. Upon receipt of the deposit confirmation, all documents will be filed in the Bank Deposits folder for that fiscal year.
7. A third copy of the invoice and check will be made for the specific income category and filed in a folder corresponding to the income category as established in the QuickBooks Chart of Accounts.

### **Cash and Check Disbursements Excluding Payroll**

1. Authorized signers on the WSSPC bank account are the Executive Director/Treasurer, Board Chair/President, Vice Chair/Vice President and the Past Board Chair/Past President.
2. Invoices received for payment will be reviewed for conformity to the existing contracts and agreements and approved by the Executive Director.
3. Approved invoices will be entered into QuickBooks.
4. The Executive Director will prepare checks on a weekly basis.
5. A copy of each check and/or invoice will be stamped with Date Paid, Check No., and Amount and filed in reverse numerical order in the "Checks" folder.
6. The expense category corresponding to the General Ledger category will be noted on each invoice.
7. Checks written for an amount over \$5000 require approval and countersignature by a corporate officer (Board Chair/President, Vice Chair/Vice President) to be obtained and filed in the "Countersigned Checks over \$5000" folder.
8. Voided Checks will have "VOID" written across them and shall be filed in the "Voided Checks" folder. The check shall be entered in QuickBooks payable to "VOID" to retain the sequential numbering of checks.
9. Blank checks shall be kept in a locked drawer in the Executive Director's office.

### **Bank Reconciliations**

1. Bank statements shall be opened by the Executive Director.
2. The Executive Director will reconcile the bank statements monthly, and print out a final QuickBooks reconciliation for each account on an annual basis to correspond with WSSPC fiscal year.
3. The bank statements and reconciliation documents shall be attached and filed in the "Bank Statements" folder.
4. The Executive Director shall provide the Board of Directors with a statement of the balances in the bank accounts at each Board meeting.

### **Credit Cards**

1. The Executive Director is authorized to have 2 business credit cards, one of which must have the ability to accumulate frequent flyer miles.
2. The frequent flyer miles accumulated from WSSPC purchases and business flights will be used only for WSSPC business purposes.
3. The Executive Director will keep a record of the miles that are accumulated and used for WSSPC purposes. The Executive Director will use the credit cards only for WSSPC business.
4. Credit cards shall be locked in a file drawer in the Executive Director's office when not in use.

5. The cards shall not be used over the credit limits and any balance shall be paid in full during the billing period.

## **Purchases**

1. All purchases over \$5000 must be approved in advance by the Board Chair.
2. All purchases not accounted for in the budget must be approved in advance by the Board Chair and/or the Board of Directors.
3. Supplies ordered by the Program Manager must be approved by the Executive Director in advance.

## **Credit Card Merchant Services**

1. The Executive Director will maintain a Merchant Services Agreement with PayPal to allow for the capability of accepting credit cards for payment.
2. The Executive Director will track the deposits made to the bank account to confirm the date and correct posting of the transaction.
3. The Executive Director will create an invoice in QuickBooks (if one has not already been created) against which the income will be applied.
4. A copy of the paid invoice will be emailed to the customer.
5. The Executive Director will reconcile the transaction with the monthly merchant services statement and the monthly bank statement.
6. The copy of the paid invoice and the settled transaction will be attached and filed in the appropriate file folder.

## **Payroll and Benefits**

1. Each hourly employee will be responsible for completing a time sheet on a weekly basis.
2. Time sheets will be signed and submitted to the Executive Director on a weekly basis.
3. The Executive Director shall review and approve the hours worked by the hourly employees.
4. The Executive Director shall enter the hours worked on the ADP website in a timely way so that late penalties are not incurred.
5. The Executive Director shall be paid a salary bi-monthly in the amount of the annual salary divided by 24 pay periods.
6. The Executive Director shall work the full number of hours in each pay period.
7. Employees will be paid bi-monthly by ADP on the 5<sup>th</sup> and 20<sup>th</sup> of the month.
8. ADP is authorized to make three (3) checking account withdrawals for each payroll to cover (1) the net value of earnings, (2) employer and employee taxes and (3) payroll fees.
9. ADP will provide on their website a Payroll Summary Report itemizing the payroll earnings, deductions and fees.
10. The Executive Director will review and reconcile the invoice if needed, and enter the invoice into QuickBooks. The entry for the end of the month payroll shall be recorded with the end of the month date.

11. The payroll invoices will be filed in the "ADP" folder.
12. Regular Full-time employees, defined as employees who work 30 hours or more per week, will be eligible for benefits.
13. All employees are eligible for a company match to a SIMPLE IRA plan after 1 year employment, if they wish to participate in salary reductions.
14. Employer contributions to the SIMPLE IRA are made at 3% of earnings up to the maximum employee contribution allowed.
15. Employees 50 years of age or older are eligible for catch up contributions to the SIMPLE IRA and the employer match on those contributions.
16. All other benefits will be paid in accordance with the WSSPC Personnel Policies. A current copy of the WSSPC Personnel Policies is kept in the Personnel binder in the Executive Director's office and is distributed to each employee.
17. The health care rebate distributed under the provisions of the Affordable Care Act, if any, shall be returned to the health plan for which it applies in the form of a premium in the same employer/employee contribution percentages for that plan.

### **Travel Reimbursements**

1. Each employee, Board member, and eligible Committee member (as determined by the Board) will complete an expense voucher for reimbursement for any travel on WSSPC business. The form shall state the business purpose of travel, dates, and expenses and shall be accompanied by all receipts when necessary. For WSSPC employees, they will follow the per diem rates determined by GSA.
2. Each new Board member shall receive a copy of the current Board Meeting Travel Reimbursement Policy.
3. Lodging for Board members will be at the government rate whenever possible.
4. Airfare will be reimbursed for economy class travel.
5. Mileage will be reimbursed at the current IRS rate as shown on the [www.irs.gov](http://www.irs.gov) website.
6. Meals will be reimbursed with a per diem rate. Any meals, as provided, will be deducted from the per diem.
7. Staff will be reimbursed for parking on the infrequent days they are required to stay late or perform duties outside of normal business hours.
8. The Executive Director will approve the reimbursements according to the contracts, grants, or agreements.
9. The Executive Director will prepare the check and return a copy of the reimbursement form to the payee.
10. The original reimbursement form with original receipts will be filed in the "Staff Reimbursement" or "Executive Committee Reimbursements" folder, as appropriate.
11. Expense reimbursement requests will be submitted within 60 days for payment.

## **Consultants and Contractors**

1. Consideration will be made of internal capabilities to accomplish services before contracting for them.
2. The qualifications of the consultant and reasonableness of fees will be considered in hiring consultants.
3. Consultant services will be paid for as work is performed or as delineated in the contract.
4. The Board of Directors will approve audit and other significant contracts or sub-contracts.
5. The Executive Director will compile the necessary data for submitting 1099s, business property statements, and federal and state tax returns. The accountant will prepare the documents and return them to the Executive Director for review and on-time submittal.
6. An accountant will perform an annual financial review and submit a written financial report for the WSSPC fiscal year to be completed by March 1 of the following year. The report shall be given to the Board of Directors.
7. New contracts for goods and services shall be bid competitively if the cost exceeds or is expected to exceed \$5000.

## **Equipment**

1. Equipment purchased with a cost of \$5000 or more and a useful life of more than one year will be placed into one of three Asset categories in QuickBooks: Computers, Software, or Equipment.
2. QuickBooks entries will include the purchase date, the item, and the cost of the computer hardware and software and equipment. Serial numbers, ID numbers, and warranty information for items will be kept in a separate document.
3. The original sales receipt will be placed in the folder for that item and a copy made for the appropriate Assets folder for that fiscal year.
4. When property is disposed of an entry will be made in QuickBooks.
5. Equipment purchases over \$5000 will not be charged to federal grants or cooperative agreements unless there is approval for an Equipment category in the budget.
6. A depreciation schedule will be prepared annually by the accountant for the financial statements.
7. An inventory of all assets shall be made annually and provided to the Board of Directors annually.
8. Equipment leases will be reviewed, approved and signed by the Executive Director.
9. A copy of each equipment lease will be kept on file.

## **Office Space Lease**

1. The Executive Director will review property leases prior to submission to the Board of Directors.
2. The Board of Directors will approve the property lease and direct the Executive Director to sign the lease.
3. The Executive Director will keep a copy of the property lease on file.

## **Insurance**

1. Reasonable, adequate coverage will be maintained to safeguard the assets of the corporation. Such coverage will include property and liability, worker's compensation, and other insurance deemed necessary and approved by the Board of Directors.
2. The Executive Director will review insurance policies before renewal to ensure adequate coverage limits.
3. If personal cars are used for company business, the Executive Director will maintain a file with a copy of the employee's current driver's license and current insurance.
4. The Executive Director will maintain insurance policies in insurance files.

## **Telephone Use**

1. The Executive Director is authorized to have a cell phone paid by WSSPC for WSSPC business.
2. WSSPC business calls made from phones outside the office should be billed to WSSPC's telephone account.

## **Grants and Contracts**

1. The Executive Director will carefully review each award and contract to ensure compliance with all financial and programmatic provisions.
2. The Executive Director will maintain originals of all grants and contracts in a file, including work plans, budgets, progress reports, and reimbursement submittals.
3. The Executive Director will prepare initial entries into the Chart of Accounts in QuickBooks for each grant.
4. Entries into QuickBooks for expenses charged to federal grants and cooperative agreements shall be in conformance with the most current version of 2 CFR Part 200 (OMB SuperCircular).
5. A financial audit will be subject to the provisions for non-profit organizations as contained in the most current version of 2 CFR Part 200 (OMB SuperCircular).
6. The Executive Director will include copies of all transmittals, including emails, in the file folder.
7. The Executive Director will review and approve all reports to funding sources. Copies will be given to the Board of Directors.
8. The financial status of each grant including the expenses and budget to date will be provided to the Board of Directors at each Board meeting.
9. The Executive Director will submit all financial reports in a timely manner.

### **Non-grant Income and Expenses**

1. Non-grant related income and expenses will be separately accounted for in QuickBooks. An example of such expense is meals on business trips; an example of such income is Affiliate member fees or interest on WSSPC funds.
2. The Executive Director will report the status of WSSPC funds at each Board of Directors meeting.

### **Budgets**

1. The Executive Director will prepare an annual budget for WSSPC, which will include all grants.
2. The Executive Director will provide the WSSPC budget to the Board of Directors, who will approve the budget.
3. Changes in the approved WSSPC portion of the budget must be approved by the Board of Directors and/or Board Chair if they exceed \$5000.
4. Changes to grant budgets must be approved by the Board of Directors if the changes exceed 10% of the total budget amount.

### **Personnel Files**

1. The Executive Director will register each employee with ADP and will maintain a personnel file for each employee containing appropriate documentation.
2. The Executive Director will maintain a WSSPC Personnel Policies binder in the office.
3. Retention of personnel records shall adhere to the current schedules provided by non-profit associations' guidelines and filed in the WSSPC Personnel Policies binder.

### **Record Retention Policy**

1. All financial records, including documentation and receipts, will be kept for at least 7 years. All physical documentation directly associated with federal grants will be kept for a minimum of 3 years, after the official closeout date provided by FEMA in accordance with 2 CFR 200.
2. All personal and financial data will be shredded upon disposal.



# Western States Seismic Policy Council

## 2019-2020 Personnel and Benefits Policies Summary

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### About the WSSPC Personnel Policies

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This Summary outlines some of the benefits and services that WSSPC provides.

This Summary is not intended to be a comprehensive resource on the benefits available, nor does it cover all the rules and restrictions that may apply to those benefits.

### Enrolling in Benefits

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You may enroll in benefits after your first date of benefits eligibility, once the Executive Director has submitted your data to the benefits providers.

Enrolling is easy. The Executive Director will guide you through the process.

### Important Deadlines

**WSSPC's benefit plan year is July 1 through June 30.**

Please complete your benefit enrollment by the designated deadline:

**New Employees:** within 30 days of hire date. If no election is made within this time, you will be assigned default coverage.

**Life Status Changes:** within 30 days of the qualifying event (60 days for a birth, adoption, placement for adoption, new guardianship or SCHIP event). If you do not report your life status change within 30 days of the event you will be unable to make benefit changes.

**Default coverage:** If you do not make a benefits election within 30 days of your Benefit Eligible Date, default benefits coverage is assigned. If you are defaulted, you cannot add dependents to health coverage or participate in Flexible Spending Accounts. The default coverage and any related premiums will be effective for the remaining benefit plan year unless you experience a Life Status Change.

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### Eligibility for Benefits

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Regular Employees are those scheduled to work **at least 30 hours per week** and are eligible for most benefits described in this Summary. Part-time employees who work less than 30 hours a week are not eligible for benefits.

Per the IRS description, Full-Time Employees are those scheduled to work 40 hours per week or at least 130 hours per month.

Employees working less than 40 hours per week are not eligible for the following prorated time off benefits: Paid Time Off (PTO) / Jury Duty / Bereavement/ Holidays.

Temporary Employees are individuals hired for a specific period of time, typically less than 3 months, and are generally not eligible for any company benefits. Some exceptions may apply depending on State and Local regulations. Contact the Executive Director with your specific questions.

Student Interns hired through University Enterprises, Inc. are not considered employees of WSSPC. University Enterprises, Inc. is the Employer of Record, and all benefits questions should be addressed to them.

### Company Sponsored Benefits

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WSSPC sponsors medical, dental, vision, and life insurance plans for Regular Employees working at least 30 hours per week and Full-Time Employees.

WSSPC also sponsors optional and Flexible Spending Accounts for medical, dependent daycare, and commuting, available to Regular Employees working at least 30 hours per week and Full-Time employees.

WSSPC offers a SIMPLE IRA retirement plan through Charles Schwab to the Executive Director.

Long-term disability benefits are available to the Executive Director only.

# Western States Seismic Policy Council

## 2019-2020 Personnel and Benefits Policies Summary

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### Medical Plans

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Medical plans are provided through Sutter Health Plus, which has a cafeteria plan for each of the metal tiers. WSSPC has selected the "Platinum" tier.

The medical benefits plan open enrollment period is during the month of May, as dictated by Sutter Health Plus. All medical benefits choices must be made and submitted by the date set by Sutter Health Plus.

WSSPC pays a fixed dollar amount which is equal to 80% of the premium for the Executive Director's medical coverage. *If an employee chooses a less expensive plan than the Executive Director, a greater percentage up to the fixed dollar amount will be covered by the company.*

**Waiving Health Coverage:** If you already have current group medical coverage, you may choose to waive or opt out of group health benefits. To waive coverage you must make an active election specifying that you decline medical benefits. You will also be asked to provide evidence of other group health care coverage. If you are a Regular Employee and don't submit an enrollment specifically waiving coverage with supporting documentation, you will be assigned default coverage.

Employees who waive health coverage are eligible to enroll in optional plans and flexible spending accounts.

For details about your health plans, contact the Executive Director or the broker for Sutter Health Plus directly: Corey Harris, at Benefits Done Right, (916) 568-2345, ext. 209, or online at [www.sutterhealthplus.org](http://www.sutterhealthplus.org).

### Life Insurance Benefits

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WSSPC provides life insurance benefits, paid in full by the company to all Full-Time and Regular Employees working 30 hours or more per week. Life insurance benefits of \$25,000 each come from ChoiceBuilder and UNUM. Employees may choose to convert this to their personal insurance upon voluntary termination at their own expense.

### Dental and Vision Benefits

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WSSPC provides dental and vision benefits through ChoiceBuilder to all Regular Employees working 30 hours or more per week and Full Time Employees.

WSSPC pays a fixed dollar amount which is equal to 80% of the premium for the Executive Director's dental and vision coverage. *If an employee chooses a less expensive plan than the Executive Director, a greater percentage up to the fixed dollar amount will be covered by the company.*

**Waiving Health Coverage:** If you already have current group dental and vision coverage, you may choose to waive or opt out of group benefits. To waive coverage you must make an active election specifying that you decline dental and vision benefits. You will also be asked to provide evidence of other group coverage. If you are a Regular Employee and don't submit an enrollment specifically waiving coverage with supporting documentation, you will be assigned default coverage.

### Disability Benefits

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WSSPC pays long-term disability benefits in full to the Executive Director through Fidelity Security Life Insurance Company. Coverage is for partial or total disability due to sickness or injury, with a 60 day waiting period before coverage begins. Insurance is provided through insurance broker Barbara Hernandez, [barbara@properlyinsured.com](mailto:barbara@properlyinsured.com) at Anixter & Oser, Inc. (415) 898-1600, extension 128.

### Company Sponsored Retirement Plan

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Currently available only to the Executive Director.

WSSPC offers a SIMPLE IRA retirement plan through Charles Schwab in which voluntary pre-tax contributions may be made towards your retirement. If you are a new employee you will be responsible for tracking contributions made with prior employers to ensure that your contributions do not exceed IRS maximums. Prior employer contributions are not tracked by WSSPC or our Retirement Plan Administrator.

# Western States Seismic Policy Council

## 2019-2020 Personnel and Benefits Policies Summary

Employee contributions may be made to a SIMPLE IRA account up to the maximum allowed by the IRS for that year. Employees who qualify under IRS rules may make catch up contributions. WSSPC will match an employee's wages dollar for dollar up to 3% per year.

*Note: Should funding become available, this retirement plan option may be expanded in the future to include other Full-Time WSSPC employees.*

### Optional Plans Available at Employee Expense

**Flexible Spending Account (FSA) Plan:** Healthcare and dependent daycare Flexible Spending Accounts (FSAs) are available for Regular Employees working 30 hours or more per week to participate in by setting aside pre-tax dollars up to certain limits. Important rules, regulations, and deadlines apply for this pre-tax benefit administered by Ameriflex.

**Pre-Tax Commuter Benefits:** Commuter Spending Accounts (CSAs) are available for Regular Employees working 30 hours or more per week. Van pools, public transit, or parking costs are covered, subject to certain monthly limits. Passes can be delivered right to your home, or you can submit monthly receipts for reimbursement.

A FSA credit card will be issued by Ameriflex which is pre-loaded with the amount elected for the year. Pre-tax paycheck deductions will be made up to the limits of your election. Receipts for services must be kept and repayment for services may occur if the charge is unauthorized.

Regular and Full Time Employees are eligible for FSAs the first of the month after 30 days employment.

Funds deducted from paychecks and not used are forfeited at the end of the plan year (unless rolled over according to plan requirements) or when an employee is terminated.

### Pay and Hours

The pay period is semi-monthly from the 1st through the 15th and the 16th through the last day of each month. Regular paydays will occur on the 20th and the 5th of each month.

If the regular pay date is scheduled on a holiday or weekend, your paycheck will be dated the last business day prior.

**Direct Deposit:** Direct deposit of paychecks is available for U.S. bank accounts. This will be set up through ADT, WSSPC's payroll service.

Regular office hours are from 8 a.m. to 5 p.m. with 1 hour lunch or until 4:30 p.m. with a half hour lunch. Where required by law or contract for overtime purposes, the workday begins at 12:01 a.m. and ends at midnight each day. The workweek begins at 12:01 a.m. Monday and ends midnight Sunday.

### Time Off

The Paid Time Off (PTO) program applies to any absence from the job not otherwise covered by a specific time off benefit outlined in this summary (e.g. holiday pay, sick leave, jury duty, bereavement leave, etc.). PTO covers all scheduled vacation or personal time off as well as unscheduled situations such as emergencies.

Paid Time Off credit for Full-Time Employees working 40 hours per week is calculated on regular hours worked each pay period according to the following schedule:

| Months    | Hours Accrued | Max Hours |
|-----------|---------------|-----------|
| 0 to 12   | 128           | 128       |
| 13 to 60  | 168           | 200       |
| 61 to 120 | 192           | 240       |
| 121+      | 208           | 256       |

Each multiple of eight hours equals the equivalent of one workday. Once the limit of "Max Hours" is reached, all further accruals will cease. Paid Time Off accruals will recommence after time off is taken and the balance of accrued time off is less than the "Max Hours".

There is no waiting period before you may utilize Paid Time Off. PTO will be used, at minimum, in four (4) hour increments

Usage and scheduling of time off is subject to the direction and approval of the Executive Director.

# Western States Seismic Policy Council

## 2019-2020 Personnel and Benefits Policies Summary

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Accrued, but unused Paid Time Off will be included with your last paycheck upon termination or paid out as sequential hours of time off as part of a regular payroll process.

### **Paid Sick Leave**

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All California employers are required to provide paid sick leave to eligible employees effective July 1, 2015. Eligible employees are regular exempt and non-exempt full time and part time, temporary, paid interns, intermittent, and per diem employees.

For hourly employees, one hour of paid sick leave will accrue for every 30 hours worked, including overtime hours. For salaried employees, sick leave will accrue at the rate of 2.889 hours per pay period.

Sick pay will be paid at the hourly rate in the pay period in which it occurred. If pay has fluctuated in the past 90 days, then the hourly rate will be determined by dividing total wages by the total hours worked in the previous 90 days.

An employee may use accrued sick leave beginning on the 90<sup>th</sup> day of employment.

Unused sick leave may be carried over to the next benefit year and will be capped at 100 hours (12.5 days).

Paid sick leave may be used for diagnosis, care, or treatment of an existing health condition of, or preventative care for an employee or an employee's family member which includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

Paid sick leave may also be used for an employee who is a victim of domestic violence, sexual assault, or stalking.

If the need for sick leave is foreseeable, the employee must give reasonable advance notice.

Any remaining Sick Leave will not be paid out upon termination of employment.

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### **Additional Paid Leave**

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**Additional Paid Leave:** The following additional paid leave is available for Regular Full-time Employees working 40 hours per week. There is a month waiting period for new employees before you may utilize the following additional paid leave:

**10 Jury Duty Days:** If you miss work due to jury duty, you must submit the court summons. If you receive a court summons, please notify the Executive Director immediately. (Note that under rules of the Federal Labor Standards Act, deductions may not be made to Exempt Employees' pay due to absences caused by jury duty or attendance as a witness. Some states have additional regulations affecting payment and service of jury duty. Contact your Executive Director for further information).

**5 Bereavement Leave Days** (per occurrence): If a death occurs in your immediate family, please see the Executive Director to arrange the appropriate time off. Immediate family includes spouse, child, parent, brother, sister, grandparent, mother-in-law, father-in-law and domestic partner.

### **Health Benefits and Unpaid Leave**

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If you are granted an unpaid leave which is not covered under a state or federal leave plan (such as FMLA) you may continue your benefits coverage as if you are an active employee for 30 days. After 30 days, coverage continues until the end of the month in which the 30th day occurs.

As of the first of the following month, you must elect Cal-COBRA coverage if you want to continue benefits during your leave. At that time, you will be offered the right to continue your medical, dental, vision, and medical flexible spending account (FSA). You will be offered the right to convert your life insurance plans into individual plans. All other supplemental benefits will continue or terminate, based on the provider's requirement.

For additional information on eligibility for mandated Leaves of Absence contact the Executive Director.

**Paid Family Leave** (California employees only): The Paid Family Leave program, also known as Family Temporary Disability Insurance program, is

# Western States Seismic Policy Council

## 2019-2020 Personnel and Benefits Policies Summary

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administered by the State Disability Insurance (SDI) program. Employers are required to deduct the Paid Family Leave contributions from the wages of employees who are covered by the SDI program. Benefits will be payable for Paid Family Leave by California Employment Development Dept. to those who apply and qualify. For more information, see the Paid Family Leave brochure posted on the WSSPC lunch room wall, "California Required Notifications".

**Americans with Disabilities Act:** WSSPC is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified individuals with disabilities. All employment practices and activities are based on a non-discriminatory basis.

The company does not discriminate against qualified individuals with disabilities. WSSPC will reasonably accommodate the disabilities of qualified candidates or employees, including modifying work areas and equipment, unless undue hardship would result. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of the essential job functions. All employment decisions are based on performance as defined in the position job description, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as organizational changes/structure, job assignments, classifications, position descriptions, promotion, and seniority. Medical records/reports will be kept separate and confidential.

This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal state, and local laws.

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### Equal Opportunity Employer

WSSPC is an Equal Opportunity Employer, providing employment without regard to race, color, ancestry, national origin (including limited English proficiency (LEP)), religion, creed, age (over 40), disability, sex, gender, sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or any other characteristic protected by law.

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### Company Holiday Schedule

The holiday calendar is published annually and is available for Full-Time Employees working 40 hours per week.

The following holidays are observed:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

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### Employee Help and Information

Contact the Executive Director at (916-444-6816, Ext. 101) or [mwall@wsspc.org](mailto:mwall@wsspc.org) for help or information.



**INVENTORY OF WSSPC COMPUTERS, SOFTWARE, FURNITURE AND EQUIPMENT AS OF NOVEMBER, 13 2019**

| Item No. | Revised Item No. | Date Purchased | Computers | Software        | Furniture & Equipment | Date Disposed | Description   |
|----------|------------------|----------------|-----------|-----------------|-----------------------|---------------|---|
| 1        |                  | 11/30/2001     |           |                 | <b>2,459.31</b>       |               | 2 computer desks with 2 rolling files, 2 gray office chairs, 3 legal and 1 letter filing cabinets, storage cabinet  |
|          | 01-1             |                |           |                 | 460.57                |               | Steel desk, right return, keyboard tray, shelf  |
|          | 01-2             |                |           |                 | 460.56                |               | Steel desk, left return, keyboard tray, shelf   |
|          | 01-3A,B          |                |           |                 | 524.88                |               | 2 steel rolling files, 3-drawer   |
|          | 01-4             |                |           |                 | 145.69                |               | 30" metal storage cabinet   |
|          | 01-5A,B          |                |           |                 | 97.09                 | 2016          | 2 gray office chairs  |
|          | 01-6A,B,C,D      |                |           |                 | 770.52                |               | 3 legal and 1 letter filing cabinets  |
| 2        |                  | 2/19/2003      |           | <b>4,446.32</b> |                       |               | 2 computers and Dell 17 in flat panel monitor   |
|          | 03-1A,B          |                |           | 4,008.54        |                       | 2010          | 2 computers with XP   |
|          | 03-2             |                |           | 437.78          |                       | 2012          | Dell 17 in flat panel monitor   |
| 3        | 04-1             | 7/2/2004       |           |                 | 1,202.25              | 2009          | Ricoh Aficio 350 copier bought from QED Research in Palo Alto   |
| 4        |                  |                |           |                 | <b>216.48</b>         |               | Microwave (\$64.94) and Refrigerator (\$151.54)   |
|          | 04-2A            | 8/4/2004       |           |                 | 64.94                 |               | Microwave   |
|          | 04-2B            |                |           |                 | 151.54                |               | Refrigerator  |
| 5        | 04-3A,B          | 9/23/2004      |           |                 | 400.50                |               | 2 legal filing cabinets, locking  |
| 6        |                  | 2004           |           |                 | 0.00                  |               | Donated furniture from Palo Alto landlord: 2 3/4-height bookcases, 2 metal lateral files, 2 credenzas, round table and 4 chairs, large black office chair |
|          | 04-4A,B          |                |           |                 | 0.00                  |               | 2 3/4-height bookcases  |
|          | 04-5A,B          |                |           |                 | 0.00                  |               | 2 brown metal 2-drawer lateral files  |
|          | 04-6A,B          |                |           |                 | 0.00                  |               | 2 wooden credenzas  |
|          | 04-7             |                |           |                 | 0.00                  |               | round table and 4 chairs  |
|          | 04-8             |                |           |                 | 0.00                  |               | large black office chair in PM office   |
| 7        | 06-1A,B,C,D      | 1/20/2006      |           |                 | 0.00                  |               | Donated from Patricia Sutch: 4 oak bookcases  |
| 8        | 06-2             | 7/31/2006      | 1,210.00  |                 |                       | 2010          | emachine (computer) and network setup and LinkSys (network broadband and wireless routers) and LinkSys 5 port switch                                      |
| 9        |                  | 11/30/2006     |           | <b>2,470.37</b> | <b>40.26</b>          |               | Dell laptop (Latitude D630) and docking station, Dell Laser color printer (3110cn), Dell 19-in Monitor, Canon Pixma printer, and computer bag.            |
|          | 06-3             |                |           | 268.30          |                       | 2009          | Canon Pixma printer   |
|          | 06-4             |                |           | 1,481.83        |                       | 2011          | Dell laptop (Latitude D630) and docking station   |
|          | 06-5             |                |           | 236.43          |                       |               | Dell 19-in Monitor  |

**INVENTORY OF WSSPC COMPUTERS, SOFTWARE, FURNITURE AND EQUIPMENT AS OF NOVEMBER, 13 2019**

| Item No. | Revised Item No.       | Date Purchased | Computers | Software | Furniture & Equipment | Date Disposed | Description  |
|----------|------------------------|----------------|-----------|----------|-----------------------|---------------|--|
|          | 06-6                   |                | 483.81    |          |                       |               | Dell Laser Color Printer (3110cn)  |
|          | 06-7                   |                |           |          | 40.26                 |               | Computer Bag   |
| 10       | <del>07-1A,B,C,D</del> | 8/20/2007      |           |          | 658.71                | 2016          | 4 AT&T telephones  |
| 11       | <del>08-1A,B,C</del>   | 7/18/2008      |           | 1,304.69 |                       | 2012          | 3 Adobe Dreamweaver  |
| 12       | <del>08-2A,B,C</del>   | 7/22/2008      |           | 881.85   |                       | 2011          | 3 Adobe 9  |
| 13       | <del>08-3A,B,C</del>   | 7/31/2008      |           | 950.19   |                       | 2012          | 3 Adobe Acrobat  |
| 14       | <del>08-4</del>        | 10/16/2008     | 118.51    |          |                       | 2018          | Sony DRX480U DVD writer  |
| 15       | <del>09-1</del>        | 3/19/2009      |           | 809.97   |                       | 2010          | 3 Office Professional 2007 Upgrade   |
| 16       |                        | 3/19/2009      |           |          | 520.61                |               | 3 office chairs (ED:2 chair ; PM: 1 chair)   |
|          | 09-2A,B                |                |           |          | 199.30                |               | 2 pseudo-leather chairs in ED office   |
|          | 09-3                   |                |           |          | 321.31                |               | 1 mesh office chair in PM office "Quantum"   |
| 17       | 09-4                   | 3/23/2009      |           |          | 290.04                |               | 1 mesh office chair in PM office "Quantum"   |
| 18       |                        | 4/16/2009      | 2,827.40  |          |                       |               | 2 HP Slimline Pavilion computers, 1 HP Server, 2 HP Photosmart 4580 printers, 1 additional HP Pavilion computer, Canon FAX.                                    |
|          | 09-5A,B                |                | 1,152.72  |          |                       | 2011          | 2 HP Slimline Pavilion computers   |
|          | 09-6                   |                | 761.24    |          |                       | 2011          | 1 HP Server  |
|          | 09-7A,B                |                | 152.22    |          |                       | 2011          | 2 HP Photosmart 4580 printers (replaced by v313w printers under warranty)  |
|          | 09-8                   |                | 576.36    |          |                       | 2018          | 1 HP Slimline Pavillion computer: This computer was replaced by HP under warranty in 2010 and repurposed as our server with a different backup system in 2011. |
|          | 09-9                   |                | 184.86    |          |                       | 2016          | Canon MX 860 FAX/printer   |
| 19       | 09-10A,B               | 4/18/2009      | 423.48    |          |                       | 2015          | 2 HP w1907 Monitors (server+student PCs)   |
| 20       | 09-11                  | 11/30/2009     | 492.98    |          |                       |               | Lexmark X363dn Copier/Printer  |
| 21       | <del>10-1A,B</del>     | 4/21/2010      | 220.83    |          |                       | 2012          | 2 Dell v515w black printers (both warranty replacements for Dell v313w printers)   |
| 22       | <del>10-2A,B,C</del>   | 8/16/2010      |           | 1,364.70 |                       | 2013          | 3 MS Office 2010 Pro   |
| 23       | <del>10-3A,B</del>     | 8/31/2010      | 1,698.68  |          |                       | 2016          | 2 Dell Optiplex 380 computers (ED+Extra)   |
| 24       | 11-1A,B,C              | 5/12/2011      |           | 456.72   |                       | 2016          | 3 Adobe Acrobat X  |
| 25       | 11-2                   | 7/14/2011      | 1,426.30  |          |                       |               | Dell Vostro 3350 Laptop + Office 2010 Pro  |
| 26       | <del>11-3</del>        | 7/28/2011      | 253.15    |          |                       | 2018          | 1 omega Hard drive and backup for reconfigured server  |
| 27       | <del>11-4A,B,C</del>   | 7/31/2011      |           | 725.00   |                       | 2014          | 3 Adobe Dreamweaver CS5.5 Upgrade + 1 Dreamweaver CS5.5  |

**INVENTORY OF WSSPC COMPUTERS, SOFTWARE, FURNITURE AND EQUIPMENT AS OF NOVEMBER, 13 2019**

| Item No. | Revised Item No. | Date Purchased | Computers         | Software          | Furniture & Equipment | Date Disposed | Description  |
|----------|------------------|----------------|-------------------|-------------------|-----------------------|---------------|--|
|          |                  |                |                   | 342.00            |                       | 2014          | 3 Adobe Dreamweaver CS5.5 Upgrade                                      |
|          |                  |                |                   | 383.00            |                       | 2014          | 1 Dreamweaver CS5.5  |
| 28       | 12-1A,B          | 6/12/2012      | 366.33            |                   |                       |               | 2 HP OfficeJet Pro 8600 printers (ED+PM)                               |
| 29       |                  | 6/20/2012      | <b>274.58</b>     |                   |                       |               | 2 HP 2011x 20" LED monitors  |
|          | <del>12-2A</del> |                | <del>137.29</del> |                   |                       | 2015          | <del>HP 2011x Monitor (ED)</del>                                       |
|          | 12-2B            |                | 137.29            |                   |                       |               | HP 2011x Monitor (Extra)   |
| 30       | 12-3             | 10/3/2012      | 823.75            |                   |                       |               | Dell Optiplex 3010 computer (PM)                                       |
| 31       | <del>12-4</del>  | 10/3/2012      |                   | <del>336.31</del> |                       | 2014          | <del>Office 2010 Pro (PM)</del>  |
| 32       |                  | 2/5/2014       |                   | <b>593.97</b>     |                       |               | 2 Office Home & Business 2013 + 1 Publisher 2013                       |
|          | 14-1A,B          |                |                   | 475.18            |                       |               | 2 Office Home & Business 2013 (ED+PM)                                  |
|          | 14-2             |                |                   | 118.79            |                       |               | 1 Publisher 2013 (PM)  |
| 33       | 14-3             | 9/23/2014      |                   | 119.61            |                       |               | 1 Publisher 2013 (Extra)   |
| 34       | 14-4             | 9/23/2014      |                   | 239.24            |                       |               | 1 Microsoft Office Home & Business 2013 (Extra)                        |
| 35       | 14-5             | 11/28/2014     |                   | 305.49            |                       |               | 1 Adobe Acrobat XI (on PM computer)                                    |
| 36       | 15-1             | 7/28/2015      |                   |                   | 1,387.18              |               | Nimlok curved display frame and case                                   |
| 37       | 15-2             | 7/31/2015      |                   |                   | 1,414.51              |               | EZ Up 10' Canopy and Frame   |
| 38       |                  | 7/29/2015      | <b>173.85</b>     |                   |                       |               | Goldtouch split keyboard, Logitech wireless trackball, Adesso touchpad |
|          | 15-3             |                | 104.16            |                   |                       |               | Goldtouch split keyboard   |
|          | 15-4             |                | 32.49             |                   |                       |               | Logitech wireless trackball  |
|          | 15-5             |                | 37.20             |                   |                       |               | Adesso touchpad  |
| 39       |                  | 7/31/2015      |                   |                   | <b>1,962.66</b>       |               | Chair, 2 keyboard trays, 2 monitor arms                                |
|          | 15-6             |                |                   | 271.25            |                       | 2016          | ED Chair   |
|          | 15-7             |                |                   | 370.64            |                       |               | Banana Board keyboard tray (ED)  |
|          | 15-8             |                |                   | 303.80            |                       |               | Single Monitor arm (ED)  |
|          | 15-9             |                |                   | 258.23            |                       |               | Sit Stand Monitor arm (PM)   |
|          | 15-10            |                |                   | 758.74            |                       |               | Monitor arm extender and keyboard tray (PM)                            |
| 40       |                  | 7/31/2015      | <b>507.08</b>     |                   |                       |               | 2 Lenovo monitors and 2 Logitech speaker sets (ED+PM)                  |
|          | 15-11A,B         |                | 463.70            |                   |                       |               | 2 Lenovo 23" LED LI2323S Monitors                                      |
|          | 15-12A,B         |                | 43.38             |                   |                       |               | 2 Logitech Z130 speaker sets (ED+PM)                                   |
| 41       | 15-13            | 11/3/2015      |                   |                   | 43.20                 |               | EZ Up Roller Bag for EZ Up Canopy (stored with 15-2)                   |
| 42       | 16-1             | 1/15/2016      |                   |                   | 273.05                |               | High back ergonomic stool with arms (PM)                               |



**INVENTORY OF WSSPC COMPUTERS, SOFTWARE, FURNITURE AND EQUIPMENT AS OF NOVEMBER, 13 2019**

| <b>Item No.</b>      | <b>Revised Item No.</b> | <b>Date Purchased</b> | <b>Computers</b> | <b>Software</b> | <b>Furniture &amp; Equipment</b> | <b>Date Disposed</b> | <b>Description</b>   |
|----------------------|-------------------------|-----------------------|------------------|-----------------|----------------------------------|----------------------|--|
| 43                   | 16-2A,B,C,D             | 7/16/2016             |                  |                 | 539.84                           |                      | 4 VOIP phones  |
| 44                   | 16-3                    | 9/23/2016             |                  |                 | 325.49                           |                      | ED Chair "WorkPro"   |
| 45                   | 16-4                    | 11/30/2016            | 1525.22          |                 |                                  |                      | 2 Dell Optiplex 3040 desktop computers, upgrade Optiplex 3010                                    |
| 46                   | 18-1A,B                 | 7/3/2018              | 829.74           |                 |                                  |                      | Dell Optiplex 3050 server, Seagate Backup Plus   |
| 47                   | 18-2                    | 7/26/2018             |                  | 449.00          |                                  |                      | Adobe Acrobat Pro 2017   |
| 48                   | 18-3                    | 2/14/2018             |                  |                 | 194.84                           |                      | Fellowes PowerShred 69cb paper shredder  |
| 49                   | 18-4                    | 8/22/2018             |                  |                 | 225.00                           |                      | HON 510 series filing cabinet  |
| 50                   | 18-5                    | 9/13/2018             | 0                |                 |                                  |                      | Dell Optiplex 3050 with Windows 10: Replaced 1 Dell Optiplex 3040 computer (16-4) under warranty |
|                      |                         |                       |                  |                 |                                  |                      |  |
|                      |                         |                       |                  |                 |                                  |                      |  |
| <b>ORIGINAL COST</b> | <b>TOTALS</b>           |                       | 8,002.62         | 1,707.31        | 10,195.88                        |                      | Sums are for currently held items - does not include disposed items                              |

WESTERN STATES SEISMIC POLICY COUNCIL  
POLICY RECOMMENDATION X-X

Recommendation for State Seismic Safety Councils and/or Commissions

**Policy Recommendation**

WSSPC recommends the creation, implementation, and maintenance of ~~s~~Seismic ~~s~~Safety ~~c~~Councils and/or ~~c~~Commissions for all its member states, provinces, and territories.

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WSSPC further recommends that all member states, provinces, or territories currently having ~~s~~Seismic ~~s~~Safety ~~c~~Councils and/or ~~c~~Commissions share their existing expertise, processes, best practices, and lessons learned to members looking to institute councils, commissions, and support existing earthquake programs.

**Executive Summary**

Current ~~s~~Seismic ~~s~~Safety ~~c~~Councils and/or ~~c~~Commissions support their state, province, or territory earthquake programs in all aspects of seismic research, preparedness, response, recovery, and mitigation with the ultimate goal of reducing their respective states vulnerability to earthquakes. They often fulfill this role by advocating for pre-disaster mitigation of earthquake and tsunami hazards, increasing education and public understanding of earthquake risk, influencing legislation to provide cost-effective recommendations to reduce lives lost and improve recovery in the case of an earthquake, and respond to and submit strategies and policy recommendations to support these goals. WSSPC strongly encourages all partners to be proactive in not only supporting the seismic ~~commissions-councils~~ and/or ~~councils-commissions~~ which currently exist, but to support the creation of new seismic ~~commissions-councils~~ and/or ~~councils-commissions~~.

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Commented [RDk1]: Keep order of councils and commissions consistent throughout document

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## Background

~~Comprehensively addressing seismic hazards, events, and impacts cannot be performed~~ by a single agency or entity acting alone. ~~it~~ requires coordinated partnerships. The construction of the National Earthquake Hazards Reduction Program (NEHRP) reflects this concept as it has four key federal agencies involved. Those agencies are ~~the~~: U.S. Geological Survey (USGS), the National Science Foundation (NSF), the Federal Emergency Management Agency (FEMA), and the National Institute of Standards and Technology (NIST). Each agency has a unique mission of its own, but combining their capabilities and capacities allows for a more comprehensive NEHRP program.

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~~Within WSSPC: Alaska, California, Colorado, Hawaii, Nevada, Oregon, and Utah have active seismic commissions councils and/or commissionscouncils. Arizona has recently reinstatedconstituted its seismic safety council, however the Nevada Earthquake Safety Council (NESC) was not reauthorized in 2018.~~ The history and experiences of these multidisciplinary entities has demonstrated measurably increased levels of coordination focused towards life safety and community resiliency. These partnerships have led to identifying and leveraging opportunities which would not have otherwise been possible due to ~~siloin~~ "stove-piping" of information, resources, and efforts. [Lists of multidisciplinary participants, meeting agendas, and products produced by the various councils and/or commissions are typically available on their web sites.](#)

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Commented [RDk2]: Nevada Earthquake Safety Council (NESC) was disbanded last year.

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~~Existing Current sSeismic sSafety cCouncils and/or cCommissions are:~~

- Reviewing jurisdictional seismic hazards and generating risk analysis reports,
- Investigating and evaluating seismic events and their impacts,
- Providing recommendations for seismic policy, legislation, processes, and programs focused on earthquake preparedness, reducing loss of life, increasing safety, loss reduction, and event recovery,
- Supporting the implementation of seismic programs, and
- Providing platforms for both public inputs and outreach.

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[In 1996, FEMA and the California Seismic Safety Commission co-funded the development of the National Seismic Safety Advisory Boards' Directory \(SSC 96-02\) as well as a workshop that summarized two-dozen boards and Commissions. WSSPC encourages the update of this directory and a future workshop to further support.](#)

This policy was suggested during an August 2019 WSSPC Geologist/Seismic Commissions Councils and Councils-Commissions teleconference. The policy recommendation supports WSSPC's goals to:

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- Promote regional cooperation and the interaction of the sState eEmergency mManagement, sState gGeological sSurveys, and sState sSeismic Ccouncils and/or cCommissions in the formation of seismic policy, and
- Improve the overall awareness of earthquake hazards and methods to mitigate the associated risks, develop strategies to enhance earthquake preparedness, and support earthquake studies and earthquake preparedness activities that will reduce or eliminate deaths, injuries, and property damage.

### Existing seismic councils and commissions

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- Arizona Council on Earthquake Safety: <https://azgs.arizona.edu/center-natural-hazards/arizona-council-earthquake-safety>
- Alaska Seismic Hazards Safety Commission (ASHSC): <https://seismic.alaska.gov/>
- Alfred E. Alquist California Seismic Safety Commission: <https://ssc.ca.gov/>
- Colorado Earthquake Hazard Mitigation council (CEHMC): <http://coloradogeologicalsurvey.org/geologic-hazards/earthquakes/colorado-earthquake-hazard-mitigation-council-cehmc/>
- Hawaii Earthquake and Tsunami Advisory Committee (no web link)
- Oregon Seismic Safety Policy Advisory Commission (OSSPAC): <https://www.oregon.gov/OEM/Councils-and-Committees/Pages/ossprac.aspx>
- Utah Seismic Safety Commission: <https://ussc.utah.gov/pages/home.php?login=true>

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**DRAFT WESTERN STATES SEISMIC POLICY COUNCIL  
POLICY RECOMMENDATION 20-1**

**Improving Tsunami Public Education and Warning Procedures for Distant  
and Local Sources**

**DRAFT Policy Recommendation 20-1**

WSSPC recommends expanding the efforts by NOAA, the USGS, FEMA, and WSSPC members to enhance public education programs about potential impacts from local tsunamis and the need to evacuate threatened areas immediately after strong or sustained ground shaking; prioritizing those efforts, which have an immediate and direct impact on life-safety for locally-generated tsunamis, over deep-sea tsunami detection systems that have no benefit for local warnings. WSSPC also recommends robust, effective, and fully maintained implementation of the tsunami detection system by NOAA, as long as it is not at the expense of community-level tsunami preparedness, mitigation, and recovery planning.

**Executive Summary**

In the case of locally generated tsunamis, the time before impact is so brief that the most effective means for protecting the public is not through warning systems, but through sustained community outreach and education. The efforts of the U.S. Geological Survey (USGS) and National Oceanic and Atmospheric Administration (NOAA) to maintain the current array of the nation's seismic monitoring system, coastal tide gauges, and the deep-ocean tsunami detection system (DART) are vital to improve response and reduce loss of life from distant tsunamis. Buoys, sirens, and loudspeakers, etc., are meaningless if the general public does not know what to do in the critical few minutes following an earthquake that generates a deadly and damaging tsunami.

Effective community outreach and education requires sustained commitment by state and local governments partnering with the federal government through the National Tsunami Hazard Mitigation Program (NTHMP) to implement robust, long-term education programs reinforced by exercises and training, and subsequently measured and evaluated using social science surveys. The Tsunami Warning and Education Act (TWEA) provides the framework for the NTHMP collaboration and supports the full national effort to reduce loss of life from tsunamis. For this reason, continued support of the NTHMP by NOAA and/or reauthorization of TWEA is important.

**Background**

Tsunamis are among the most destructive and deadly hazard, not only to nearby coastal areas, but occasionally to regions thousands of miles from the source. According to the 2011 WSSPC paper titled: *Tsunami Hazard Mitigation and Preparedness: A Perspective from State and Territory Tsunami Programs in the High Tsunami Risk Pacific Region*, eight significant tsunamis since 1946 have killed 392 people and caused over \$1,600,000,000 in damages to WSSPC member states and territories. The 1946 and 1964 Alaskan earthquakes produced tsunamis that caused damage and/or loss of life in Hawaii, American Samoa and along the coasts of British Columbia, Washington, Oregon and California. The Pacific Tsunami Warning Center at Ford Island, Hawaii, and the National Tsunami Warning Center at Palmer, Alaska, were established as a result of these destructive tsunamis and because of the need to warn coastal populations of tsunamis from distant sources.

Pacific States, Provinces and Territories must also plan for locally generated near-shore tsunamis that provide little or no time to issue a general public warning of a destructive tsunami. Recent events in Japan (2011), Chile (2010), American Samoa (2009), and Sumatra (2004) validate findings that a well-educated and trained public is the most effective way to avoid catastrophic loss of life from a local tsunami. The 2013 Uniform California Earthquake Rupture Forecast (UCERF3) estimates a ten percent probability of a M 8.0 or greater earthquake somewhere along the Cascadia Subduction Zone (Cascadia Megathrust) in the next 30 years (Frankel and Petersen, 2013). During the past century, the Alaska-Aleutian Subduction Zone had a M 8.0 or greater earthquake on the average of every 16 years, four of which produced destructive tsunamis.

Therefore, it is vitally important to continually educate coastal residents, businesses, and visitors about the importance of immediate evacuation to high ground upon cessation of strong or sustained ground shaking. In areas where no high ground is nearby, vertical evacuation in approved engineered structures may be the only option to survive a tsunami impact. Members of coastal maritime communities exposed to tsunami hazards must also understand how to best protect life and property. Through the use of scientifically researched and developed tsunami inundation models, maps, and other products, community evacuation plans and guidance must be developed showing evacuation routing and safe zones both on land and at sea, and these plans should be exercised on a continual basis.

Currently, Congress only measures the TsunamiReady program and the Deep-ocean Assessment and Reporting of Tsunamis (DART) system. What should also be measured and acknowledged is

community-level tsunami preparedness, mitigation, response, and recovery planning. These efforts are essential for making at-risk communities more resilient.

## **References**

Frankel, Arthur D., and Petersen, Mark D., 2013, Appendix P – Models of Earthquake Recurrence and Down-Dip Edge of Rupture for the Cascadia Subduction Zone in: The Uniform California Earthquake Rupture Forecast, Version 3 (UCERF3) – The Time-Independent Model: USGS Open-File Report 2013-1165, CGS Special Report 228, and Southern California Earthquake Center Publication 1792, 13 p.

Western States Seismic Policy Council, 2011, Tsunami Hazard Mitigation and Preparedness: A Perspective from State and Territory Tsunami Programs in the High Tsunami Risk Pacific Region: WSSPC Report 2011-01, 30 p.

*[http://www.wsspc.org/wp-content/uploads/2013/10/WSSPC\\_Tsunami\\_Report\\_2011-01.pdf](http://www.wsspc.org/wp-content/uploads/2013/10/WSSPC_Tsunami_Report_2011-01.pdf)*

## **Internal Section:**

### **Facilitation and Communication**

WSSPC members will continue to support increased mitigation, preparedness, and response efforts in communities at risk to local tsunami sources through improved planning and exercises. WSSPC members will also offer continued support for increased deployment of deep-ocean tsunami detection systems, the development of a tsunami forecasting model, improvement of seismic monitoring to better detect tsunami-generating earthquakes, public education, and other long-term risk reduction efforts. While WSSPC supports these activities, the activities should not be funded at the expense of continued and required support of state and local tsunami mitigation and education activities. WSSPC members will continue to communicate WSSPC adopted positions to federal, state, and local decision makers and stakeholders.

### **Assessment**

The effectiveness of the seismic monitoring and tsunami detection systems will be measured by the successful and timely identification of destructive tsunamis from local and distant sources and the continued reduction of unnecessary evacuations.

The effectiveness of the evacuation route maps and educational campaigns can be measured in the short term by public awareness, and in the long term by successful evacuations and minimal loss of life from a local tsunami because people responded appropriately.

### **History**

WSSPC Policy Recommendation 14-1 was originally adopted as WSSPC Policy Recommendation 99-1 by vote of the WSSPC members at the September 9, 1999 WSSPC Annual Business Meeting in Santa Fe, New Mexico. It was revised and re-adopted as WSSPC Policy Recommendation 02-1 by unanimous vote of the WSSPC members at the September 18, 2002 WSSPC Annual Business Meeting in Denver, Colorado. It was revised and re-adopted as WSSPC Policy Recommendation 05-1 by unanimous vote of the WSSPC members at the September 14, 2005 WSSPC Annual Business Meeting in Boise, Idaho. It was revised and re-adopted as WSSPC Policy Recommendation 08-1 by unanimous vote of the WSSPC members at the April 22, 2008 WSSPC Annual Business Meeting in Seattle, Washington. It was re-adopted as WSSPC Policy Recommendation 11-1 by unanimous voice vote of the WSSPC members at the April 4, 2011 WSSPC Annual Business Meeting in Boise, Idaho. It was revised and re-adopted as WSSPC Policy



Recommendation 14-1 by majority voice vote with one abstention (Hawaii) of the WSSPC members at the July 21, 2014 WSSPC Annual Business Meeting in Anchorage, Alaska. WSSPC Policy Recommendation 17-1 was revised and re-adopted by unanimous vote of the WSSPC members at the April 28, 2017 Annual Business Meeting in Oklahoma City, Oklahoma.

**DRAFT WESTERN STATES SEISMIC POLICY COUNCIL  
POLICY RECOMMENDATION 20-3**

**Earthquake Monitoring Networks**

**DRAFT Policy Recommendation 20-3**

WSSPC supports the continued expansion and modernization of earthquake monitoring networks as envisioned and articulated by the Advanced National Seismic System (ANSS), with emphasis on expanded strong-motion monitoring in areas prone to large earthquakes and in urban areas, including selected engineered structures; increased regional broadband seismograph instrumentation; increased geodetic instrumentation; and earthquake early warning capabilities. The resulting data will provide better understanding of future ground shaking potential, tsunami generation potential, more rapid information for emergency response, and insights for the improved design of more earthquake and tsunami-resistant construction.

**Executive Summary**

Earthquake monitoring and tsunami warning are essential to provide accurate and timely data and information on earthquakes and tsunamis that can damage buildings and infrastructure. Reliable and optimally useful monitoring must employ modern methods and technologies in conjunction with comprehensive regional coverage. Current challenges include obtaining funding to replace outdated, inadequate, analog weak-motion instrumentation with digital systems that include broadband and strong-motion sensors, and improving the operational efficiency and reliability of seismic networks. An important issue affecting many areas is the lack of sufficient and uniform geographic coverage in areas of relatively high earthquake hazard. Large and damaging earthquakes are not limited to the west coast. Of the thirty-one  $M > 7$  earthquakes that occurred in the lower 48 states during the past six decades, five occurred in the western states (nineteen occurred in California, five in the central and eastern U.S., and two in Washington). Yet many areas in the western states remain inadequately covered by modern instrumentation, as do large regions of Alaska. Support for the continuing expansion of the nation's monitoring networks will be crucial in the coming decades for refinement of seismic hazard maps and emergency planning, for acquisition of data for earthquake engineering research, and to implement earthquake early warning.

## Background

Earthquake monitoring networks are essential both to respond effectively to earthquakes where and when they occur and to characterize future earthquake hazards. The earthquake parameters produced by modern seismic networks, when combined with historic earthquake catalogs and the paleoseismic record, are essential input for refining the National Seismic Hazard Map. Automated processing of earthquake information by seismic networks in the United States provides near-real-time information on earthquake locations, magnitudes, and patterns of moderate and damaging ground shaking. In the last decade, seismologists have expanded the capabilities of the seismic monitoring systems throughout the nation to routinely produce ShakeMaps for quakes with  $M > 3.5$ , fault rupture orientations, fault slip distributions and aftershock probabilities for quakes with  $M > 6$ . ShakeMap has become a valuable tool to assist emergency responders in identifying the likely extent of earthquake damage. Strong-motion data (now increasingly available in real-time) can be correlated with documentation and evaluation of the performance of the built environment, leading to understanding the causes of earthquake damage and the occurrence of good structural and non-structural performance.

Since the 1960s, the U.S. Geological Survey (USGS) has operated, supported and coordinated local seismic networks to detect micro-earthquakes, including aftershocks of larger earthquakes. Seismologists have used data from these early seismograph networks to delineate the spatial relationships between earthquake hypocenters and active faults. Modern earthquake monitoring networks provide fundamental earthquake data in the form of catalogs specifying hypocenter location, time of occurrence, and magnitude, along with compiled recordings of strong earthquake shaking in urban areas and in the vicinity of surface fault ruptures. These data find uses in diverse applications ranging from earthquake hazard analysis to disaster response. Seismic networks throughout the U.S. have provided fundamental data for the U.S. Geological Survey's National Seismic Hazard Mapping Project, which is generating ever-advancing state-of-the-art earthquake hazard maps for the U.S. The availability of earthquake monitoring network data has led to new and innovative research that has advanced the science of seismology through an improved understanding of the physics of earthquake occurrence and development of modern ground motion prediction equations.

For the western states, modern monitoring of regional earthquake activity is crucial for better understanding earthquakes and their associated hazards. The largest proportion of the Nation's seismic hazard is in the western states, which are all exposed to large and damaging earthquakes. Eleven of the thirty-four earthquakes  $M 6.5$  or greater in the lower 48 states since 1900 have occurred in the Basin & Range Province, including the  $M 7.2$  1959 Hebgen Lake, Montana;  $M 6.9$  1983 Borah Peak, Idaho;  $M 6.8$  1915 Pleasant Valley, Nevada;  $M 6.8$  1932 Cedar Mountain, Nevada; and  $M 7.1$  1954 Fairview Peak, Nevada earthquakes. Yet the Rocky Mountain region remains the largest seismically active region of the lower 48 states without sufficient modern instrumentation to fully locate and characterize earthquakes to meet ANSS standards. In particular, many areas of the

southwest (Rio Grande Rift, southern Colorado Plateau) and the northern Rocky Mountains are inadequately instrumented. Similar deficiencies exist in many large, active seismic regions of Alaska.

The advent of digital instrumentation since 1990 has revolutionized seismology. High-fidelity earthquake data transmitted in real-time via terrestrial and satellite communication links are essential for all aspects of seismology. Digital dataloggers coupled with broadband and strong-motion sensors have the capability to record the full spectrum of earthquake-related ground motions—everything from the high frequencies of nearby earthquakes to the low-frequency, rolling motion of distant earthquakes. Most importantly, digital instruments have dynamic range sufficient to detect tiny earthquakes and remain on-scale for major, nearby earthquakes. Additionally, all three axes of ground motion (up-down, north-south, and east-west) are recorded (as opposed to only the vertical direction of ground motion recorded by older seismographs). High-quality recordings by even a few broadband seismographs from earthquakes with magnitudes as small as 3.5 allow computations that uniquely characterize the type of faulting, amount of energy released, and the stress field responsible for the quake. Likewise, high-quality strong-motion recordings in the urban environment are necessary to understand how seismic shaking can cause damage to buildings and other structures. This information is rapidly posted to the Internet, and data centers provide ready access to the information for rapid response and recovery as well as long-term research.

The vision of the next generation of national earthquake monitoring, the Advanced National Seismic System (ANSS), was issued in 1999 by the U.S. Geological Survey. Its design and partial implementation has been developed in consultation with earthquake specialists in academia and the States together with the engineering community. The mission of the Advanced National Seismic System (ANSS) is to provide accurate and timely data and information on earthquakes and their effects on buildings and structures, employing modern monitoring methods and technologies.

Since the ANSS was established by Congress in 2000, the USGS has fostered the organization of regional seismic networks developed through incorporation of local efforts into regional systems. ANSS regions are established for California, the Pacific Northwest, Alaska, Hawaii, the Intermountain region, the Central U.S. (including the Southeast), and the Northeast. The ANSS has deployed more than 2990 modern monitoring stations throughout the U.S. since its inception, with many installed in urban areas with the highest earthquake hazard.

Automated processing and distribution of earthquake information by regional seismic networks and the USGS National Earthquake Information Center provides near-real-time information to the public about earthquake location, magnitude, fault orientation, slip distribution, and aftershock probabilities. Together with other

parties, the USGS has developed ShakeMap, an analytical methodology that creates maps of the predicted severity of ground shaking computed from observed peak ground motions recorded by modern instrumentation and from the computed earthquake magnitude. ShakeMaps are posted to the Internet within minutes following earthquakes and also are distributed to emergency responders and other users through technologies like CISM Display and ShakeCast. The initial maps are automatically revised as new seismic data become available. In areas with a relatively dense distribution of strong-motion sensors, ShakeMap can help emergency managers immediately identify areas that have been exposed to strong shaking before damage reports are available. ShakeMap is being used in conjunction with earthquake loss modeling to make preliminary estimates of casualties and earthquake damage costs, such as through the USGS Prompt Assessment of Global Earthquakes for Response (PAGER) system.

ANSS instrumentation of engineered buildings and other structures to monitor their responses to earthquake ground motion remains less developed. Because of limited funding, a comparatively small number (~168) of structures have been instrumented so far. This type of monitoring is very important to the establishment of better building code requirements and design practices to achieve improved earthquake resistance in both new construction and retrofitted structures. Following damaging earthquakes, real-time monitoring of the response of lifelines and buildings is also valuable in emergency response.

ANSS funding to date is a fraction of the planned and requested capitalization needed to build out the system. In terms of the number of stations, ANSS is only 42% complete, with more than 4,100 stations still needed to meet the ANSS requirements. In a disturbing turn of events, three ANSS member networks were cut from funding during the 2015 reauthorization. Citing lack of funding, the Montana Regional Seismograph Network, a 10-year cooperating ANSS network, lost all USGS support for operation and maintenance.

## **Internal Section:**

### **Facilitation and Communication**

To accomplish expansion of the regional real-time earthquake monitoring networks, WSSPC members will encourage the USGS to further these efforts through partnerships with emergency managers, engineers, and business continuity planners, as well as State and local agencies and academia. In particular WSSPC members will encourage planning efforts that includes interaction with state seismology personnel.

Some states have already purchased some of the instruments that were installed under the EarthScope project as this is a very cost effective means to improve the coverage of their respective networks. WSSPC commends those states that, through partnerships with ANSS, provide funding to modernize and increase the numbers of seismic monitoring stations.

### **Assessment**

The success of this policy can be assessed by the increase in the number of regional seismographic stations with broadband and acceleration sensors and engineered structures with strong-motion instrumentation, the increase in level of funding available for maintaining and enhancing networks, and the evidence of partnerships implementing seismic networks among the USGS, State and local agencies, academia, and the private sector.

### **History**

WSSPC Policy Recommendation 17-3 was originally adopted as WSSPC Policy Recommendation 97-4 by vote of the WSSPC members at the November 7, 1997 WSSPC Annual Business Meeting in Victoria, British Columbia. It was revised and re-adopted as WSSPC Policy Recommendation 02-5 by unanimous vote of the WSSPC members at the September 18, 2002 WSSPC Annual Business Meeting in Denver, Colorado. It was revised and re-adopted as WSSPC Policy Recommendation 05-3 by unanimous vote of the WSSPC members at the September 12, 2005 WSSPC Annual Business Meeting in Boise, Idaho. It was revised and re-adopted as WSSPC Policy Recommendation 08-3 by unanimous vote of the WSSPC members at the April 22, 2008 WSSPC Annual Business Meeting in Seattle, Washington. It was revised and re-adopted as WSSPC Policy Recommendation 11-3 by unanimous vote of the WSSPC members at the April 4, 2011 WSSPC Annual Business Meeting in Boise, Idaho. It was revised and re-adopted as WSSPC Policy Recommendation 14-3 by unanimous voice vote of the WSSPC members at the July 21, 2014 WSSPC Annual Business Meeting in Anchorage, Alaska. WSSPC Policy Recommendation was revised and re-adopted by unanimous vote of the WSSPC members at the WSSPC Annual Business Meeting April 28, 2017 in Oklahoma City, Oklahoma.

**DRAFT WESTERN STATES SEISMIC POLICY COUNCIL  
POLICY RECOMMENDATION 20-4B  
(WITH FRED TURNER'S SUGGESTIONS AND ROB JACKSONS COMMENTS  
AND SUGGESTIONS)**

**Identification and Mitigation of Unreinforced Masonry Structures**

**Policy Recommendation 20-4**

Unreinforced masonry bearing-wall structures represent one of the greatest life-safety threats and economic burdens to the public during damaging earthquakes. WSSPC recommends that each state, province or territory adopt a program to identify the extent of risk that unreinforced masonry structures represent in their communities and develop recommendations that will effectively address the reduction of this risk.

Discussion on offering more details on if we should include mitigation programs in addition to recommendations

Add section on historical value of URMS/How they are valued by community-Due diligence and public buy in. How to work with historic preservation activists

Hazard in response and recovery activities, specifically with first responders and building code officials

Impact of URMs, URM failure with lifeline infrastructure

Fred encourages most of these suggestions best belong in the Background or Internal Section since one size does not fit all jurisdictions in WSSPC. WSSPC should strive to keep the policy short.

**Commented [RJ1]:** No changes incorporated. Not sure of the intent here.

**Commented [RJ2]:** Text added on page 4

**Commented [RJ3]:** Language added on page 3

**Commented [RJ4]:** Language added on page 3.

**Executive Summary**

Unreinforced masonry is recognized by the Federal Emergency Management Agency as one of the structural building types most prone to failure during an earthquake. A review of the U.S. Geological Survey Hazards Program website listing earthquakes that generated 1,000 or more deaths since 1900 shows that unreinforced walls are a significant contributing factor in losses in both the financial sector and human lives.

**Commented [PS5]:** Possible topic for board meeting: guidelines for Executive Summary

WSSPC strongly believes that jurisdictions must be proactive to address this threat to their citizens. Legislatively mandated programs and/or local municipally adopted ordinances have proved effective at addressing this risk.

Why do we need an executive summary if it is similar to the background? Maybe merge with the background

**Commented [RJ6]:** Agree that, as written, this is not a summary but rather more information. Question if an Executive Summary is to be expected for all WSSPC PR's.



## Background

~~During earthquakes, unreinforced masonry (URM) structures are vulnerable to catastrophic collapse and represent a significant life safety threat, as occurred in the 2008 Wells, Nevada earthquake. Unreinforced masonry structures are made from brick, hollow clay tile, stone, concrete block, or adobe materials that are not strengthened by the addition of steel or other reinforcement. URM Common building examples are still prevalent among virtually all building types and uses including include older industrial complexes, schools, mercantile establishments, churches, government buildings, office buildings, university buildings and private residences. Damaged to include other URM buildings (churches, government buildings, office buildings, university classrooms/buildings). unreinforced masonry structures can be seen in almost every earthquake without limitation to higher seismic regions. The 5.8M 2011 Mineral Virginia event, the Oklahoma swarms including a 5.6M earthquake, the 2014 6.0M Napa California earthquake and the 2001 6.8M Seattle Washington event are just a few recent examples. Even the 2011 5.3M southern Colorado earthquake caused URM damage. Severe damage to URM buildings during the 2008 6.0M Wells, Nevada earthquake prompted the initial version of this Policy Recommendation.~~

**Commented [RJ7]:** This para revised to expand beyond Wells EQ and add types of buildings

~~Often ignore URMs in lifeline sector/critical infrastructure~~

~~2014 Napa Earthquake also important for URMs~~

~~Why are we focusing on the 2008 Wells, Nevada? Triggered the policy rec.~~

~~Include East Coast threats (Virginia Earthquake, Seattle Earthquake, not just CA but rather national)~~

Also of concern are components of these structures such as walls, unsupported parapets, and fireplace chimneys, which can fall on sidewalk pedestrians or people trying to exit a building. The masonry usually is held together with weak mortar and is unable to resist lateral forces. Wall and roof anchorage tends to be inadequate, allowing floors and roofs to separate from the walls and collapse. Historically, this type of building damage has been a major contributing factor to loss of life in earthquakes throughout the world. ~~Often ignore URM construction may also present seismic vulnerability in various s in lifeline sectors and /critical infrastructure. Response and recovery activities in damaged unreinforced masonry buildings can involve additional risk to first and second responders.~~

WSSPC recognizes that there is a societal cost to the inventory and retrofit or replacement of unreinforced masonry buildings, but in areas of high seismicity, failure to address this issue will have expensive and lethal consequences. ~~In order to minimize the cost and make programs more politically acceptable~~As a result, ~~WSSPC recommends a three pronged approach: the three stage approach developing an inventory of identifying the population of seismically vulnerable hazardous buildings, analyzing the risk presented by these buildings, and prioritizing the retrofiting of those buildings deemed to posing unacceptable risks~~be a hazard is recommended.

Commented [RJ8]: Text changed per phone discussion

It is recognized that resistance by owners and users of URM structures is to be expected when dealing with retroactive building ordinances. However, as can be seen by those jurisdictions that have adopted fire sprinklers retroactively, versus those that have not, even minimal remediation can yield discernible life-saving results. The International Existing Building Code Appendix Chapter 1, the American Society of Civil Engineers National Standard ASCE 41-13 “Seismic Evaluation and Retrofit of Existing Buildings” and retrofit concepts described in FEMA publications for unreinforced masonry structures are available; however, this in no way negates the need for ~~building specific local~~ engineering analysis and design.

Unreinforced masonry buildings are often of historical value to the community and may even have landmark designation. Seismic rehabilitation of such structures will probably necessitate a more in-depth assessment process with detailed evaluation and testing in order to maintain the valued characteristics of the building in terms of historic preservation.

**Internal Section:**

**Facilitation and Communication**

WSSPC recommends that each State, province, or territory adopt a voluntary or mandatory program to identify and reduce the extent of risk that unreinforced masonry structures represent in their communities.

**Voluntary Implementation Plan**

The first phase of a voluntary plan involves creating an inventory of unreinforced masonry structures and is a relatively low-cost process. State and local entities, including school districts, should be responsible for identifying their own URM structures. A review of the locally adopted codes is necessary. Although aAll masonry structures built in high seismic hazard areas under the Uniform Building Code of 1961 or later<sup>1</sup> should have been reinforced.f. Further, field verification is essential. Also refer to a table in ASCE 41-13 Table (Note to Editor: If WSSPC insists on including the table number 4 6 “3 2,” but just be aware that the table numbering is subject to change every 5 years) that defines benchmark editions of other guidelines and building codes that may have been adopted and implemented in the area under consideration.

**Commented [RJ9]:** I think this ASCE 41 reference should be deleted. It is not that comprehensive a table for purposes of URM investigation and evaluation.

Private owners of unreinforced masonry structures should be notified that their buildings may be a potential threat to human health and safety and require professional seismic evaluation with submittal of the findings to the authority having jurisdiction. This inventory process may take several years to carry out, but upon completion a more accurate assessment of a community’s risk will be available.

As a second step, the development of a plan to mitigate this risk will need to be addressed. Using a multi-pronged approach, including obtaining grant funding when possible, incentives to reduce taxes, possible adjustment of permit application fees, or the providing of design and construction assistance, may make mitigation a more feasible option. Neither litigation nor forced abandonment of these structures is desirable. Replacement or a reduction in occupancy or limitations on use may

<sup>1</sup> Unreinforced masonry buildings exist in areas that are now or were previously mapped as areas of lower seismic hazard. These may or may not have been built to building codes that were in place at the time. Regardless of prior codes, existing masonry buildings in the areas of lower seismicity should not be presumed to be reinforced based only on historical codes. This is of particular concern if the current seismic hazard mapping is higher than that which was identified in the older code.

be acceptable risk-reduction options. Permits issued for the sole purpose of seismic retrofitting should not affect or trigger additional jurisdictional requirements or property tax increases.

### **Alternate Mandatory Implementation Plan**

An alternate mandatory URM implementation plan to reduce the risk presented by unreinforced masonry buildings is a three-phase approach comprised of the following:

1. Adopt a legislative initiative requiring the inventory of unreinforced structures within a jurisdiction;
2. Develop or cause to have developed a mitigation plan that identifies hazardous structures and includes a cost-benefit analysis; and
3. Implement a mandatory URM structures program through:
  - a. Completing mitigation design and retrofit,
  - b. Abandoning or replacing use of the structure,
  - c. Controlling use and occupancy to minimize the potential risk, or
  - d. Minimizing the public's exposure to masonry falling risks around the perimeters of URM buildings.

### **Assessment**

The effectiveness of this policy can be determined by maintaining an inventory of states, provinces and territories with active programs to mitigate the dangers of unreinforced masonry bearing wall structures. By compiling these individual efforts, WSSPC will provide a [digital database clearinghouse](#) of information on its website that can be used to help promote the policy and advocate its use. *(Note to Editor: The Committee should evaluate WSSPC's efforts to establish a digital database clearinghouse and identify impediments or needs for a more effective clearinghouse.)*

The referenced clearinghouse should be established by WSSPC allowing member states, provinces and territories to enter in relevant data containing sufficient detail to help identify the types of programs instituted and their progress in the affected regions.

### **History**

WSSPC Policy Recommendation 17-4 was originally adopted as WSSPC Policy Recommendation 08-4 by unanimous vote of the WSSPC members at the April 22, 2008 WSSPC Annual Business Meeting in Seattle, Washington. It was revised and re-adopted as WSSPC Policy Recommendation 11-4 by unanimous vote of the WSSPC members at the April 4, 2011 WSSPC Annual Business

**Commented [PS10]:** For board consideration: website component for URM information  
Possibly sending out "check-ins" for states every couple years to inventory updates on retrofit programs

Meeting in Boise, Idaho. It was revised and re-adopted as WSSPC Policy Recommendation 14-4 by unanimous voice vote of the WSSPC members at the July 21, 2014 WSSPC Annual Business Meeting in Anchorage, Alaska. It was readopted as WSSPC Policy Recommendation 17-4 by unanimous voice vote of the WSSPC members at the April 28, 2017 WSSPC Annual Business Meeting in Oklahoma City, Oklahoma.

Commented [PS11]: Bullet Point Form

**DRAFT WESTERN STATES SEISMIC POLICY COUNCIL  
POLICY RECOMMENDATION 20-7**

**Earthquake Early Warning Systems**

**DRAFT Policy Recommendation 20-7**

WSSPC recommends the research, development, and implementation of earthquake early warning systems in those states or regions with high seismic risk and a seismic network that can, or can be enhanced to, support an early warning capability. These national and regional-specific systems should include outreach, education, training, management, and ongoing maintenance of the systems.

**Executive Summary**

An earthquake early warning is issued very rapidly following the initiation of an earthquake and provides alerts to people and communities that have not yet experienced ground shaking from the earthquake. Earthquake early warnings are possible because earthquakes produce differing types of waves that travel at different speeds. The faster P waves travel at about 6.5 kilometers per second and are first to arrive at seismic monitoring stations. These P waves contain important information about the size and location of the earthquake. Slower moving S waves (3.5 km per second) arrive after the P waves and cause more intense shaking capable of damage to buildings and infrastructure.

Based on information from the earlier arriving P waves, the expected shaking intensity can be estimated through rapid analysis and alerts can be issued to communities and facilities likely to be impacted by the earthquake. These alerts can be transmitted through high speed telecommunications systems so communities that are distant from the earthquake epicenter but vulnerable to strong motion damage may receive advanced warning prior to the arrival of damaging S waves. Alert times vary from almost no warning in the area nearest the epicenter to 60-80 seconds in areas at some distance from the epicenter. As implied in this description, earthquake early warnings are of greatest benefit to regions distant from the epicenter that may be impacted by ground motions generated by large earthquakes.

## **Background**

A nationwide earthquake early warning system was implemented in Japan on October 1, 2007. The system is based on Japan's extensive and dense seismologic and strong-motion networks that were enhanced following the January 17, 1995 Hanshin-Awaji (Kobe) earthquake. In Japan's earthquake early warning system, warnings are received through computers, cell phones, the media and signaling devices installed in homes, critical facilities and businesses. Early warnings are used to slow or stop high speed trains (*Shinkansen*), alert drivers of motor vehicles, control elevators (to prevent people being trapped), regulate industrial processes, and notify people at home or work that they should move away from hazards and protect themselves. Limited systems are in place in Mexico, Turkey, Italy, and Greece, and Taiwan.

The United States has monitored scientific and technological developments in other nations, and although it has not yet implemented a fully operational earthquake early warning (EEW) system, the United States Geological Survey (USGS) has supported the development and trial operation of EEW with university partners and the State of California since 2006. Those efforts have resulted in a demonstration system called ShakeAlert that began sending test notifications to selected users in January 2012. While that system has demonstrated the feasibility of earthquake early warning in California, the system is still being tested for reliability and robustness

An EEW system for the U.S. West Coast is being developed within the current operations of the Advanced National Seismic System (ANSS) regional seismic networks: California Integrated Seismic Network (CISN), and the Pacific Northwest Seismic Network (PNSN). This enables USGS/ANSS and its network partners to leverage their substantial investment in sensor networks, data processing centers, and software for earthquake monitoring, and takes advantage of the considerable expertise and experience of current personnel, reducing the cost of implementing EEW by using existing capabilities and facilities.

The California Office of Emergency Services (Cal OES) plans to carry out the provisions of California Senate Bill 438 by developing an Earthquake Early Warning Program business plan including specific cost estimates for each component of the program and a funding plan, identification of funding sources, an outline of the roles and responsibilities of various program participants, and the expected time schedule for completing the system. The business plan will be



developed through consultation with program participants, state agencies, departments, boards and commissions, private businesses, postsecondary educational institutions, and subject matter experts. It is anticipated that the plan will be submitted by February 1, 2018 and be used to advise the Director of Cal OES on implementation of the program.

Funding is a key constraint on the timeline for implementation of the California Earthquake Early Warning System and warning systems in other high risk areas of the country. In addition, policy, management structure, user applications, cybersecurity, and public education and training will impact the implementation of earthquake early warning. Although earthquake early warning systems should not be imposed at the expense of hazard education and preparedness activities, and other mitigation programs, earthquake early warning systems have the potential to save lives and reduce financial losses. Those states that have urban populations and infrastructure vulnerable to major earthquakes as well as modern digital seismic networks may consider earthquake early warning as another useful tool for addressing the earthquake hazard. Earthquakes are often described as hazards without warnings, but seismic-network-based early warning systems could provide an alert with sufficient time to implement life safety actions, infrastructure protection, and rapid mitigation of potential damage and disruption.

## **Internal Section:**

### **Facilitation and Communication**

WSSPC recommends that its members establish state level working groups on earthquake early warning that include interested stakeholders, including social and physical scientists, engineers, emergency managers, private sector partners, and end users. These working groups would serve in several capacities: to support efforts for continued research and development; to support expansion to other regions; to serve as clearinghouses of information on this new technology and as bodies of experts who are able to speak on the subject at scientific and emergency management meetings; to assess the need for regional seismic network enhancement or upgrades to support earthquake early warning; to identify local areas within states where earthquake early warning system deployment is feasible or functions to which early warning could be applied; to address the broader policy issues of the organization and management of an earthquake early warning system; and, to serve as advocates for earthquake early warning before legislative bodies, the media and the public.

Earthquake early warning technical prerequisites include appropriate station density coverage, modern digital seismic stations, real-time telemetry from stations to a central processing site, algorithms to rapidly analyze an evolving seismic sequence, and a means to communicate warnings to users. High sample-rate GPS and other rapid analysis technologies are an essential component of EEW systems. Within the EEW working groups, earth science representatives must take the lead in assessing existing networks and recommending modifications, as necessary, to support an earthquake early warning capability. Scientists and engineers within the working groups will be essential in developing proposals to funding agencies to implement network enhancements that will facilitate the development of earthquake early warning systems. It should also be noted that enhancements to regional networks and the Advanced National Seismic System (ANSS) will yield benefits in addition to earthquake early warning capability, benefits that include more rapid and accurate earthquake source information and ShakeMaps.

Given resource limitations and considerations, choices may be required regarding where an earthquake early warning system will be deployed, including what processes or functions may be affected. In most cases, earthquake early warning systems will be deployed where the largest number of people can potentially be protected and in areas that include critical community infrastructure and sensitive manufacturing operations.

Earthquake early warning systems involve far more than the technical capacity to issue early warnings, so working groups should provide a forum for discussions of how an early warning system will operate and be managed. Basic questions include: what agency will have lead responsibility for the system? What will be the division of labor between science agencies, seismic network operators, emergency management organizations, private consultants and others? How will issues of legal authorities and liabilities be managed? The working groups should include both scientists and emergency managers who can speak on behalf of the technology at scientific meetings and meetings of emergency services personnel, and can provide clear and cogent explanations of the operations and products of an earthquake early warning system to the media and public.

Finally, the working groups should think geographically and strategically about implementation of earthquake early warning systems by developing a long-term plan that includes integrating and leveraging EEW facilities. This may include cost sharing and leveraging of technical and financial assets.

## **Assessment**

The primary measure of the success of this Policy Recommendation will be the number of WSSPC members that form earthquake early warning working groups. A periodic assessment should be made to determine whether working groups have been formed and whether early warning systems are being considered. WSSPC will post information on state efforts to implement earthquake early warning systems on the WSSPC website.

## **History**

WSSPC Policy Recommendation 17-7 was originally adopted as WSSPC Policy Recommendation 10-9 by unanimous voice vote of the WSSPC members at the July 9, 2010 Annual Business Meeting in Broomfield, Colorado. It was revised and re-adopted as WSSPC Policy Recommendation 14-7 by unanimous voice vote of the WSSPC members at the July 21, 2014 Annual Business Meeting in Anchorage, Alaska. It was revised and re-adopted as WSSPC Policy Recommendation 17-7 by unanimous voice vote of the WSSPC members at the April 28, 2017 Annual Business Meeting in Oklahoma City, Oklahoma.

**DRAFT WESTERN STATES SEISMIC POLICY COUNCIL  
POLICY RECOMMENDATION 20-8**

**With Fred Turner's Recommendations and Rob Jackson's addition**

**Seismic Design and Construction of New Schools**

**DRAFT Policy Recommendation 20-8**

WSSPC recommends that each member state, province, and territory establish and fund an active program to improve the seismic safety of new schools by selectively increasing the current design and construction requirements for buildings and non-structural components, providing rigorous plan reviews and inspections and by establishing minimum regional seismic design categories for new schools. WSSPC also recommends that appropriate responsible local, state, and federal entities provide dedicated financial support for the establishment of a program that improves the seismic safety of new schools.

**Executive Summary**

School facilities, in addition to caring for our children, are often used as public assembly areas as well as areas of refuge or impromptu command centers during natural disasters and other emergencies. The use of schools in this fashion is commonplace throughout most of America, particularly so in rural areas. Current building codes and design standards identify schools with an occupant load greater than 250 as an intermediate priority risk category. School facilities that are designed and built under these criteria are constructed to ensure that the structure has enhanced earthquake resistance but are not specifically designed to remain functional (i.e. safe and habitable) after a design level seismic event. Additionally, in most instances there are no special seismic performance requirements for utilities such as water, electrical, sewer, and HVAC (Heating Ventilation and Air Conditioning). This presents an obvious problem where school facilities are pre-designated as emergency shelters or command centers before disasters occur. Increasing the school's design category to that of an essential facility would be more consistent with its actual use, assure the safety of our children, and enhance the resiliency of the community.

**Commented [TF1]:** A disconnect seems to exist between the text in the above policy and the Executive Summary. Consider merging the Executive Summary with the Background and adding more explanation of the benefits of rigorous plan reviews and inspections.

## Background

WSSPC supports rigorous plan reviews and inspections of new school building construction to ensure code compliance. Evidence of the value of these reviews and inspections was born out during the November 2018 Anchorage, Alaska earthquake. The earthquake caused dramatically higher levels of damage and required many more restricted or unsafe placards for those areas not requiring plan reviews and building inspections as compared to the areas where they are required.

Currently schools are designed using the International Building Code Risk Category III unless they are pre-designated to be emergency earthquake shelters, operations centers or are otherwise required for emergency response in which case they are required to comply with Risk Category IV code provisions. The code requires the use of Risk Category IV for school buildings that have been pre-designated as emergency facilities.

WSSPC encourages schools to be designed and constructed to a minimum Seismic Design Category (SDC) at or above the minimum code requirement. The minimum Seismic Design Category for schools is recommended to be SDC D for moderate and high seismicity regions. For schools in low seismicity regions SDC C is recommended for schools where SDC B would otherwise apply and in very low seismicity regions SDC B is recommended where SDC A would otherwise be allowed.

Although Risk Category III building code requirements for schools apply only to school facilities with an occupant load greater than 250 persons, WSSPC encourages the use of Risk Category III or higher design provisions for smaller schools as well.

Nonstructural components of buildings are categorized as architectural elements (such as interior partition walls, non-load bearing exterior curtain walls, ceilings, windows, parapets and canopies); as mechanical, electrical, and plumbing (MEP) components (such as HVAC units, ducts, diffusers, conduits, lighting fixtures and pipes); or as furniture, fixtures, and equipment (FF&E) and other building contents. Of particular concern in schools are those components that are overhead falling hazards or whose failure may impede egress. Individual School Districts and private operators should also be made aware of FEMA E-74 that addresses mitigating non-structural hazards from building contents and components. Post disaster assessments have identified that many common injuries and some types of damage can be prevented by properly designing for or otherwise

**Commented [TF2]:** If the Executive Summary is merged with the Background, the sequence of each paragraphs should be revisited or merged with other paragraphs to provide a more logical progression of thoughts.

**Commented [TF3]:** This is largely a repeat of the policy and should be expanded to provide more specific benefits of rigorous plan reviews and thorough inspections.

**Commented [RJ4]:** Additional text provided, citing the Anchorage EQ.

mitigating non-structural hazards. There is also the additional benefit that school children would be better protected while attending classes.

In low and moderate seismicity regions the incorporation of enhanced nonstructural design provisions beyond building code requirements for new schools can reduce injuries to students and help sustain operability during those smaller earthquakes that are characteristic of these regions. Of particular concern are those components that are overhead falling hazards or whose failure may impede egress. These enhancements would provide for design and construction of seismic restraints for selected nonstructural components regardless of certain building code exceptions that might otherwise be applicable.

~~Many local, state and provincial regulatory authorities do not effectively enforce the seismic safety requirements in building codes and standards for new construction of public schools because they lack funds, professionally-qualified plan reviewers, and certified inspectors. Improvements to the seismic safety of new schools can only be achieved if on-going the funding for of plan reviews need, building inspections and other code enforcement functions is implementation of code requirements are prioritized and included in capital budgets. appropriate responsible local, state, and federal entities provide the dedicated financial support for the establishment and implementation of such programs.~~

## Reference

FEMA E-74, *Reducing the Risks of Nonstructural Earthquake Damage—A Practical Guide, Fourth Edition*, Federal Emergency Management Agency, December, 2012.

**Commented [RJ5]:** Revised per 10/21 call.

**Commented [TF6]:** This seems to largely repeat the policy without adding much value. Consider expounding on the need for and benefits of dedicated financial support for the regulation of school construction.

**Commented [PS7]:** Add FEMA P-1000 as a reference

**Internal Section:**

**Facilitation and Communication**

This policy recommendation will be sent to all utilized by WSSPC Members and representatives with the intent that they will effectively contact appropriate identified policy and decision makers (elected officials, heads of key departments such as emergency managers, building officials and planners and chairs of State Seismic Safety Commissions and Boards) as well as to WSSPC representatives in the member states.

**Commented [TF8]:** WSSPC staff should be encouraged to report to the Committee and Board on this prior effort. How many copies were sent out? What kind of feedback was received or what actions occurred as a result of this effort? What next steps would appear to merit consideration?

**Assessment**

WSSPC will continue to should develop ways to A measure of the acceptance of this policy recommendation, by that includes the number of states, provinces, and territories that adopt these or similar elevated seismic design standards for school facilities.

**Commented [PS9]:** Make an inventory of states that have public school regulations as part of risk management to see if adequate financial to support this sort of these programs  
Can use similar process to asking states about URMs to inventory how the programs are progressing  
  
Fred: must determine what levels of standards different WSSPC states have adopted.

**History**

Policy Recommendation 17-8 was first adopted as 10-7 by majority voice vote of WSSPC members July 9, 2010 at the Annual Business Meeting in Broomfield, Colorado. Hawaii was opposed. Policy Recommendation 10-7 was re-adopted as Policy Recommendation 13-7 by a voice vote of the WSSPC membership at the Annual Business Meeting May 3, 2013 in Seattle, Washington. Montana and Hawaii Emergency Management were opposed. Policy Recommendation 13-7 was revised and re-adopted as WSSPC Policy Recommendation 17-8 by a unanimous voice vote of the WSSPC members at the WSSPC Annual Business Meeting April 28, 2017 in Oklahoma City, Oklahoma.

**Commented [PS10]:** Put into Bullet Point Form

## **Average Office Rental Prices: Neighborhoods of Sacramento**

### **Downtown:**

\$50 per square foot/year

### **Midtown:**

\$26 per square foot/year

### **West Sacramento:**

\$24 per square foot/year

### **Land Park:**

\$24 per square foot/year

Source: *42floors.com*



**Western States Seismic Policy Center  
Outreach Plan 2019**



## Executive Summary

### Introduction:

“The mission of the Western States Seismic Policy Council (WSSPC) is to develop seismic policies and share information to promote programs intended to reduce earthquake-related losses is seeking to build community awareness and support for developing programs and policies intended to reduce earthquake and tsunami related losses.” <https://www.wsspc.org/us/mission-goals/>

By focusing on increasing outreach through both formal and social media efforts, increasing support our State and other partners, and increasing our Affiliate Member base, WSSPC will be furthering its mission component of building community awareness while simultaneously promoting seismic preparedness and mitigation.

### Goals:

- Broaden WSSPC’s audience and message impacts
- Support WSSPC members and partners
- Increase support for WSSPC actions and activities

### Planning Assumptions:

- WSSPC is mandated to share information
- WSSPC is mandated to support partners
- People have an increasing ease of access to and familiarity with social media platforms
- The decrease of federal funding requires the identification of and receipt of funding from other sources

### Implementation Elements:

In an effort to expand its outreach, WSSPC has created an outreach plan strategy using three key implementation elements:

- Element 1: Increase formal and social media impact
- Element 2: Increase visibility and support to WSSPC members and partner
- Element 3: Identify opportunities to increase the number of Affiliate Members

By using these elements to broaden impact, gain more members, and continuing to support our partners, WSSPC intends to increase both the scope and impact of its outreach in the furtherance of its mission.

### Implementation Element 1: Increase formal and social media impact

*Measurable:* A minimum of 100% increase of WSSPC’s presence and visibility on social media platforms

*Strategies:*

- Focus on high value and/attention capturing content

- Creating strong relationships with influencers in geology/emergency management/related fields and bloggers
- Identifying the appropriate keywords to maximize outreach potential, especially for hashtags
- Utilize right social platforms for the appropriate audience
- Connect one platform to another via links and references
- Expand and updating the WSSPC Webpage

*Tactics:*

- Post accessible, understandable content that directly addresses earthquake risks and the actions our followers can take
- Improve the resources page on the WSSPC page to increase accessibility to information regarding earthquakes and earthquake safety
- Follow more people and organizations
- Use relatable content
  - Examples: earthquake legends, firsthand accounts, remembrances, etc
- Ensure that we are following all of our members and organizations and reposting their content as appropriate to our mission statement
- Increase presence on social media/ expand to different social media outlets
  - Increase volume of posts
  - Note: A WSSPC blog page will be developed and updated regularly
- Identify commonalities of content from partner posts and those posts which receive the most attention
  - Targeted example: use of hashtags
- Use our logo more often for branding purposes
- Be open to mutually supportive partnerships appropriate to our mission
- Add links to resource materials on posts
- Increase the use of visuals
  - Examples: picture, charts, gifs, video, etc.
- Join more platforms
  - Examples: Instagram, Reddit, etc.
- Target social media usage and posts to demographics

## **Element 2: Increase visibility and support to WSSPC members and partners**

*Measurable:* A minimum of 50% increase in public coordination of messaging, support of projects, increased communication with partners

### *Tactics:*

- Use direct outreach to partners using events, conferences, calls, email, etc. to discuss WSSPC's intent to support them in their messaging and, where appropriate to WSSPC's mission, in their activities
  - Ask them what they need and how WSSPC can assist
- Demonstrate that intent using social and formal media
- Demonstrate that intent by "walking the walk"
- Implement monthly calls
- Acquire the "Go-to-Meeting" platform
- Increase resources available on our website
  - "Virtual library"
- Develop and support work groups to meet members/partners needs
  - Example: Clearinghouse Workgroup

## **Element 3: Identify opportunities to increase the number of Affiliate Members**

*Measurable:* A 20% increase in the number of Affiliate Members

### *Tactics:*

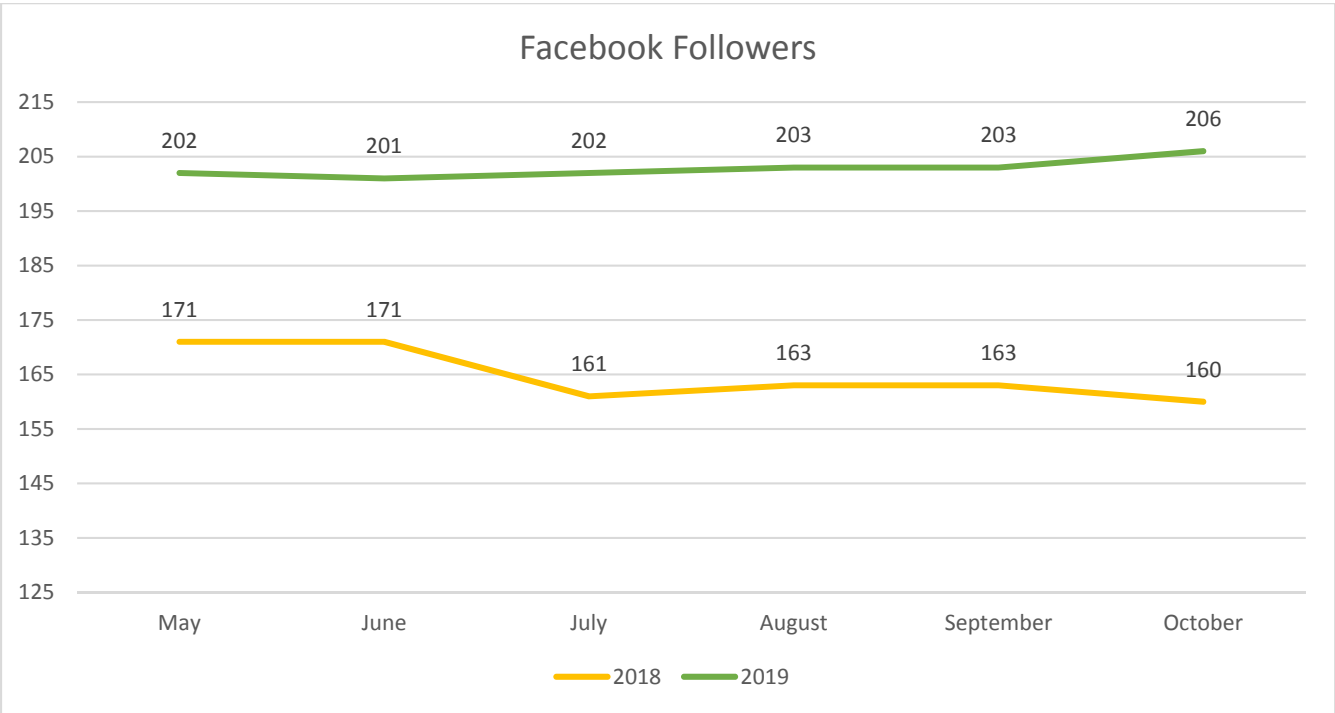
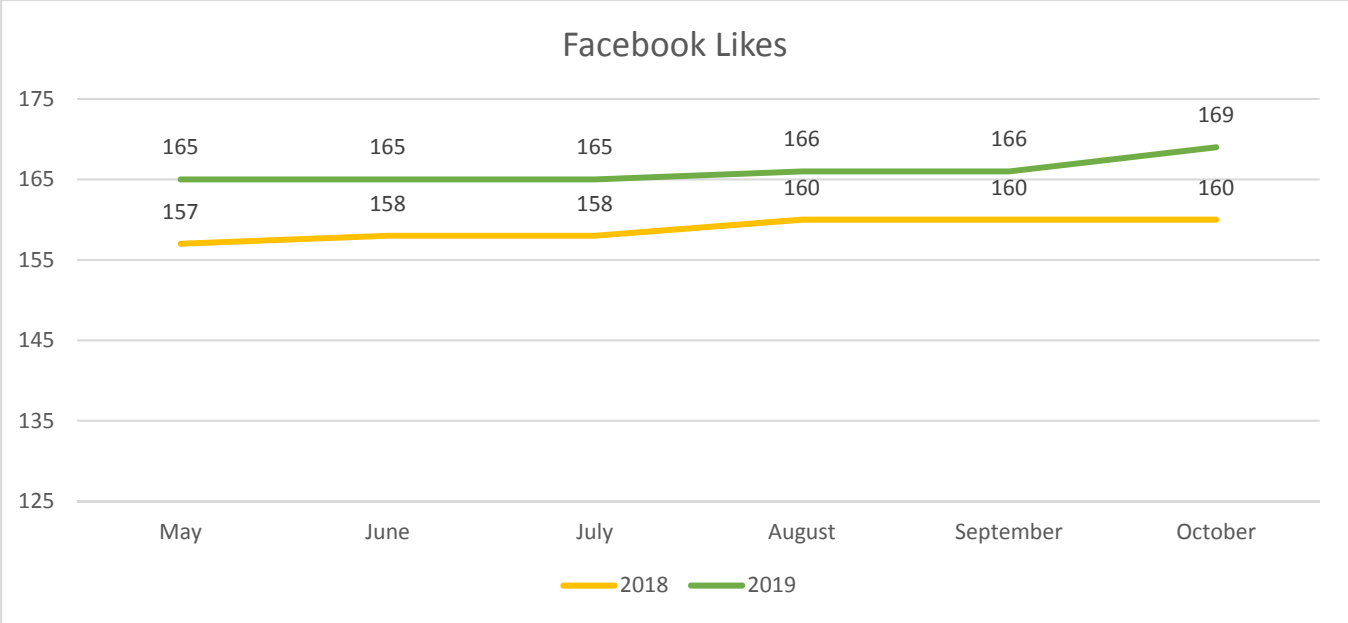
- Mail outreach to existing, past, and potential members
- Advertise our membership drive more thoroughly using formal and social media
- Identify additional allowable incentives
- (Potential) Increased incentives based on a "tiered-approach" to membership

### **Tactics implementation timetable**

- Initiated May 2019

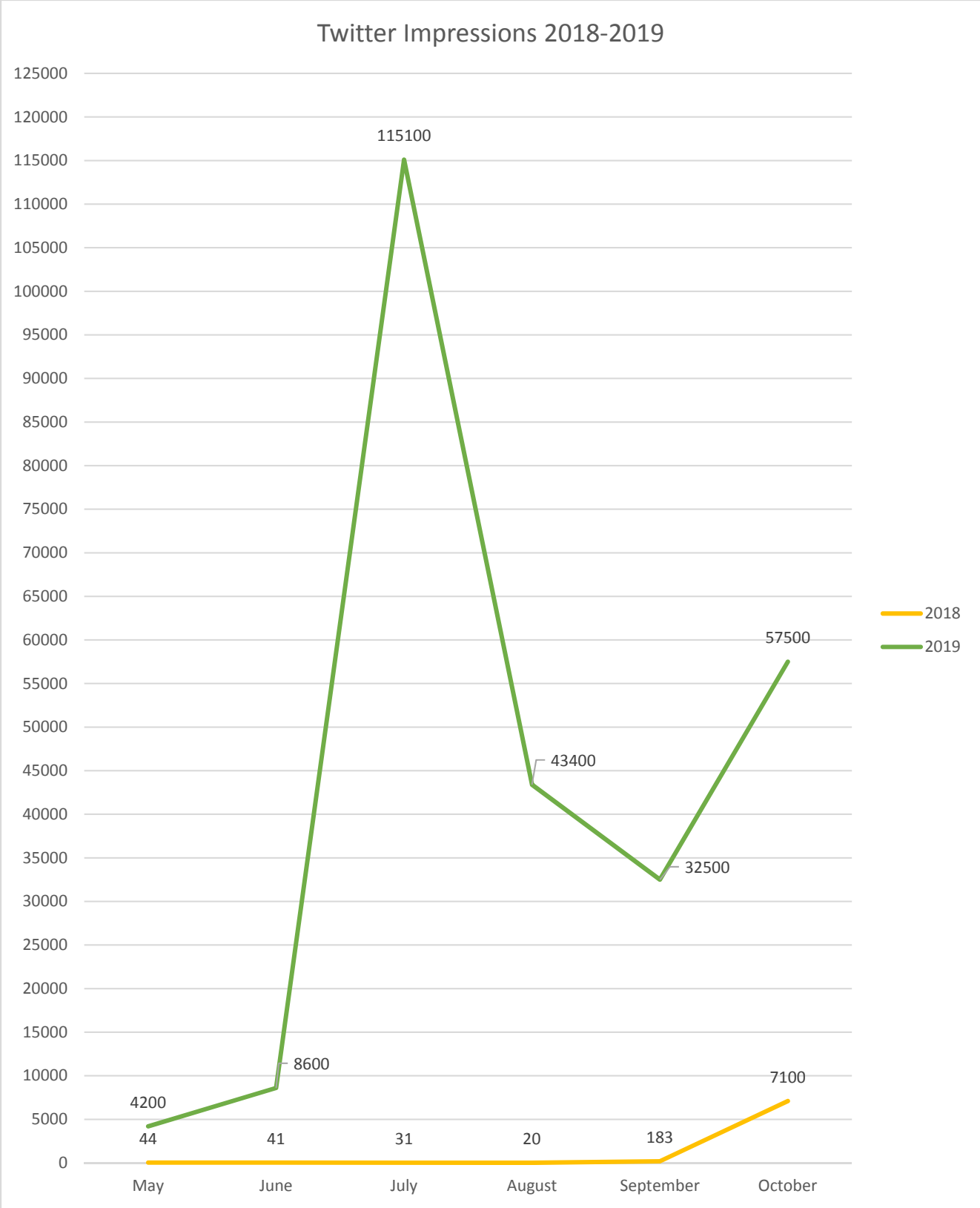
### **Implementation Responsibility:**

- WSSPC Executive Director
  - WSSPC staff as assigned

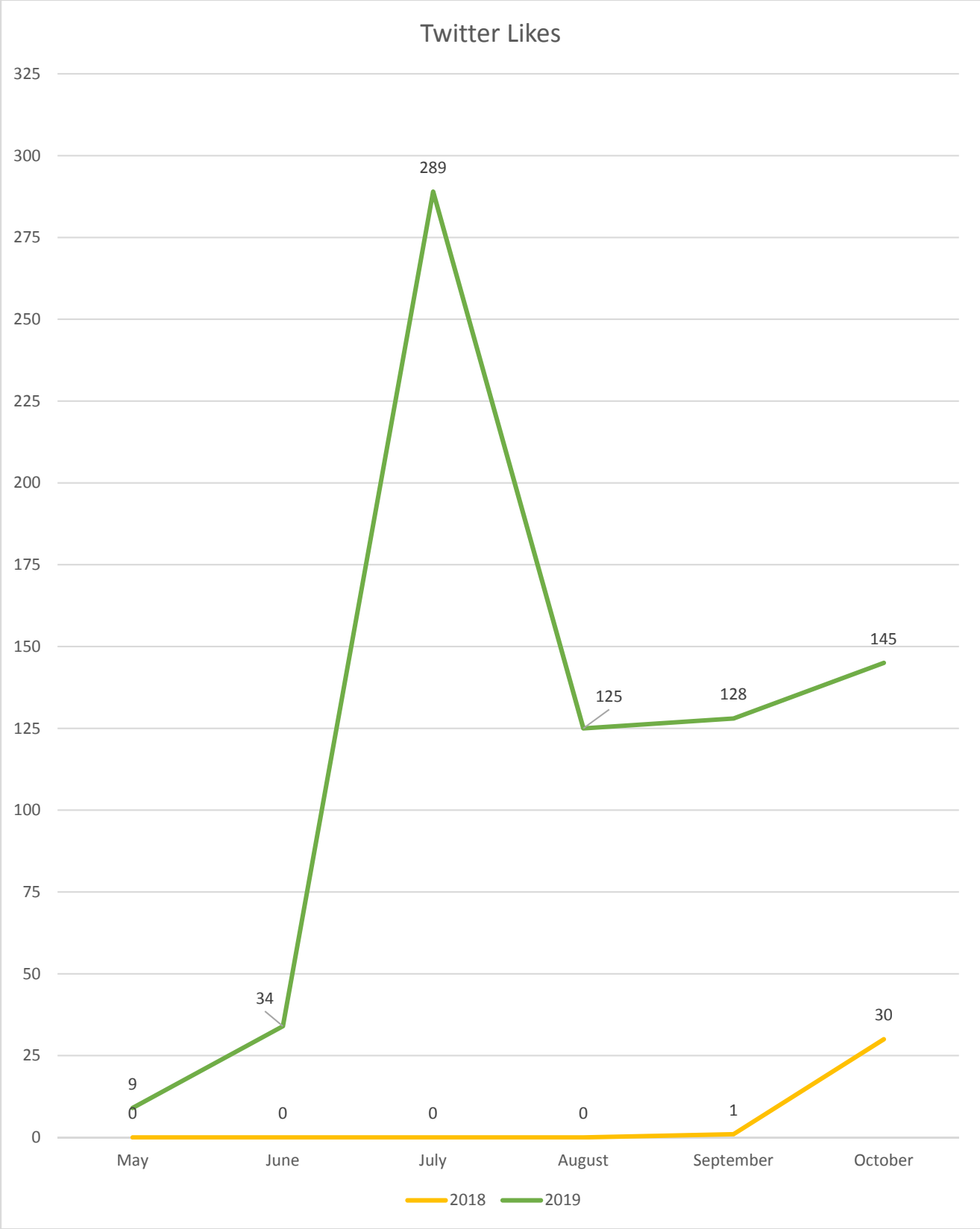


*Facebook “Likes”: The number of people that have liked your Facebook business page.*

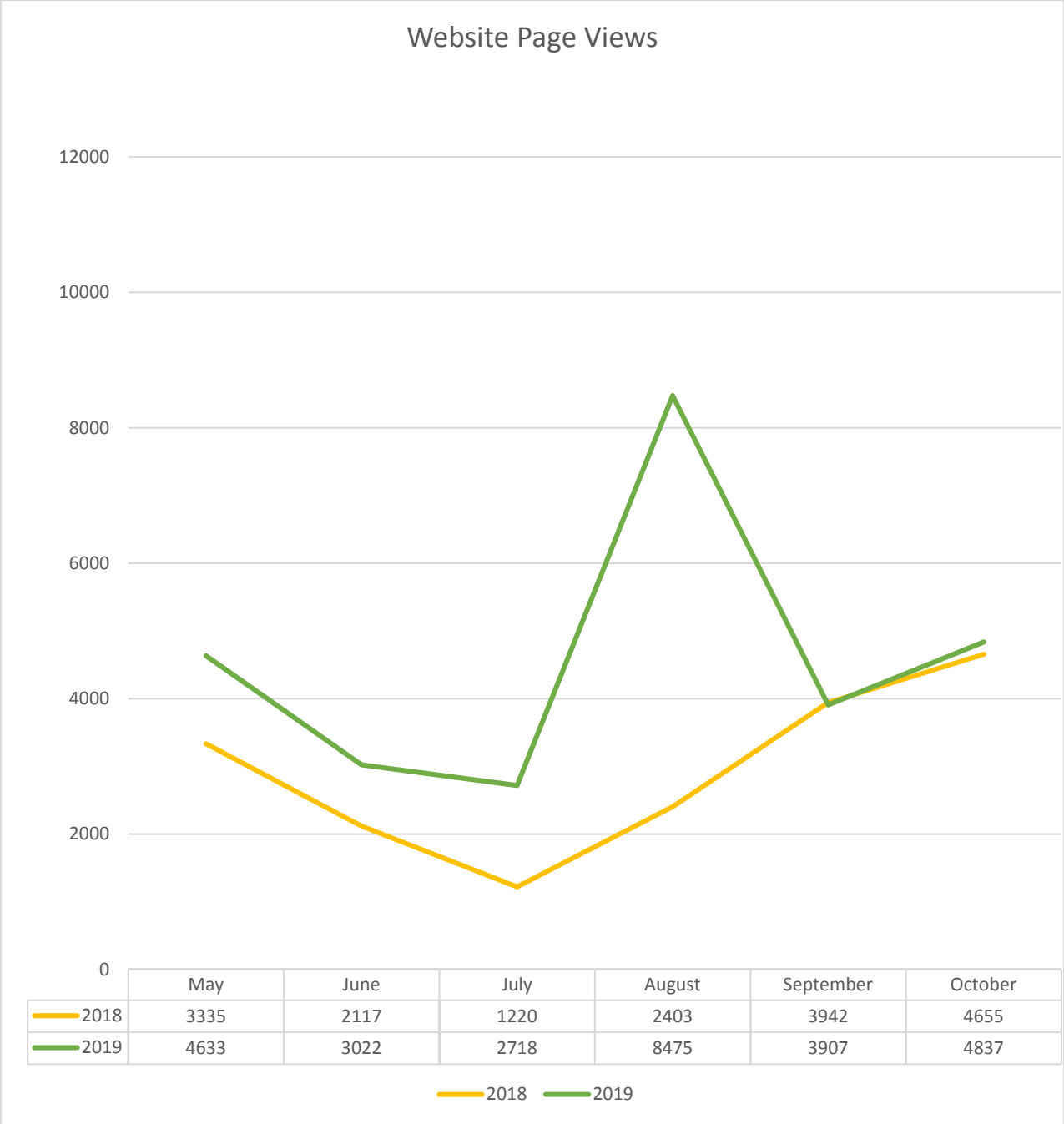
*Facebook “Followers”: The number of people that have chosen to have your Facebook posts show up on their personal feed. People can Unfollow but still like your page and vice versa.*



*Twitter Impressions: A total tally of all the times the Tweet has been seen by your followers as well as the amount of times it was seen in search or as a result of someone liking the Tweet*

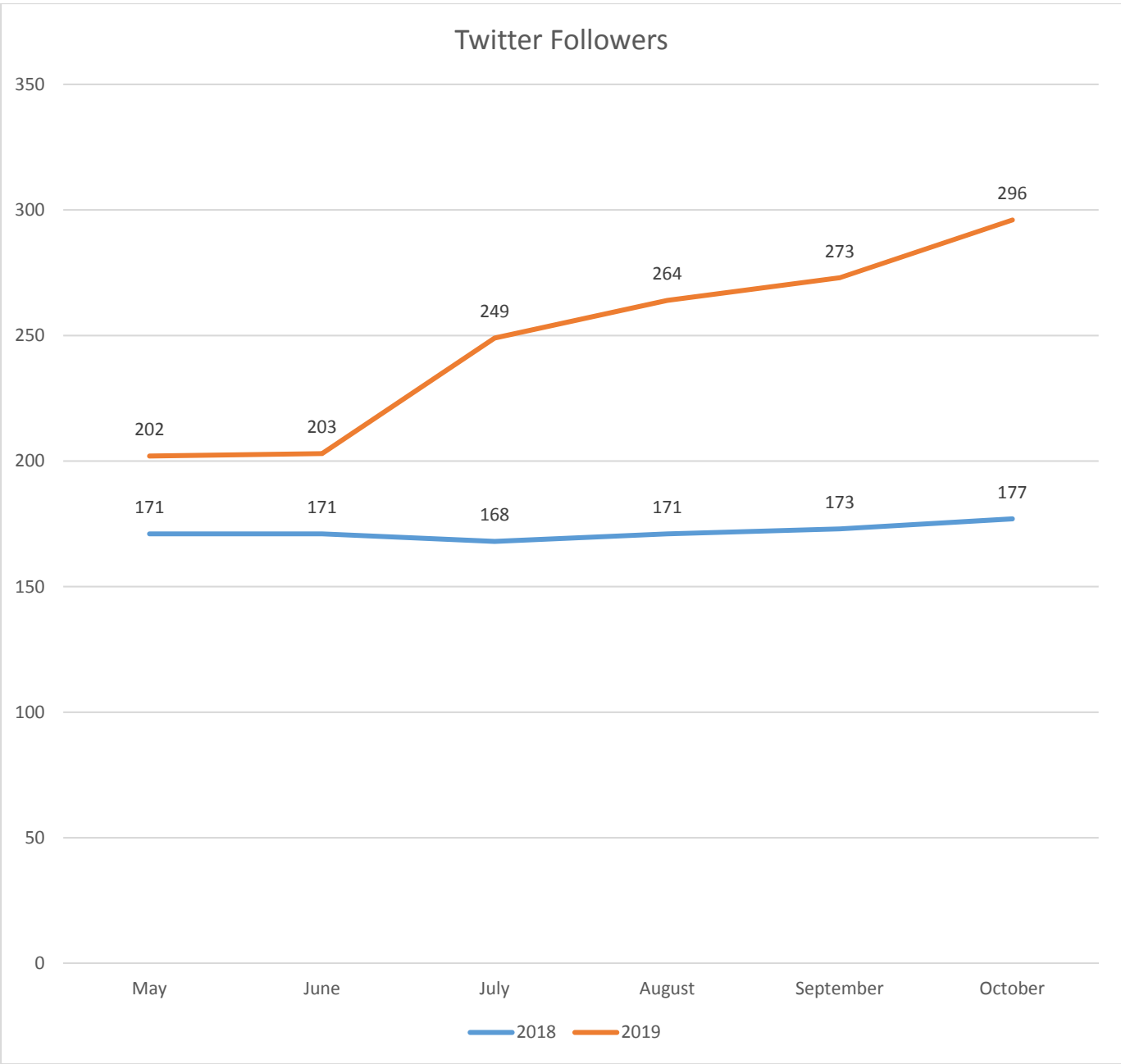


Twitter "Likes": The amount of times someone on twitter "liked" your post.

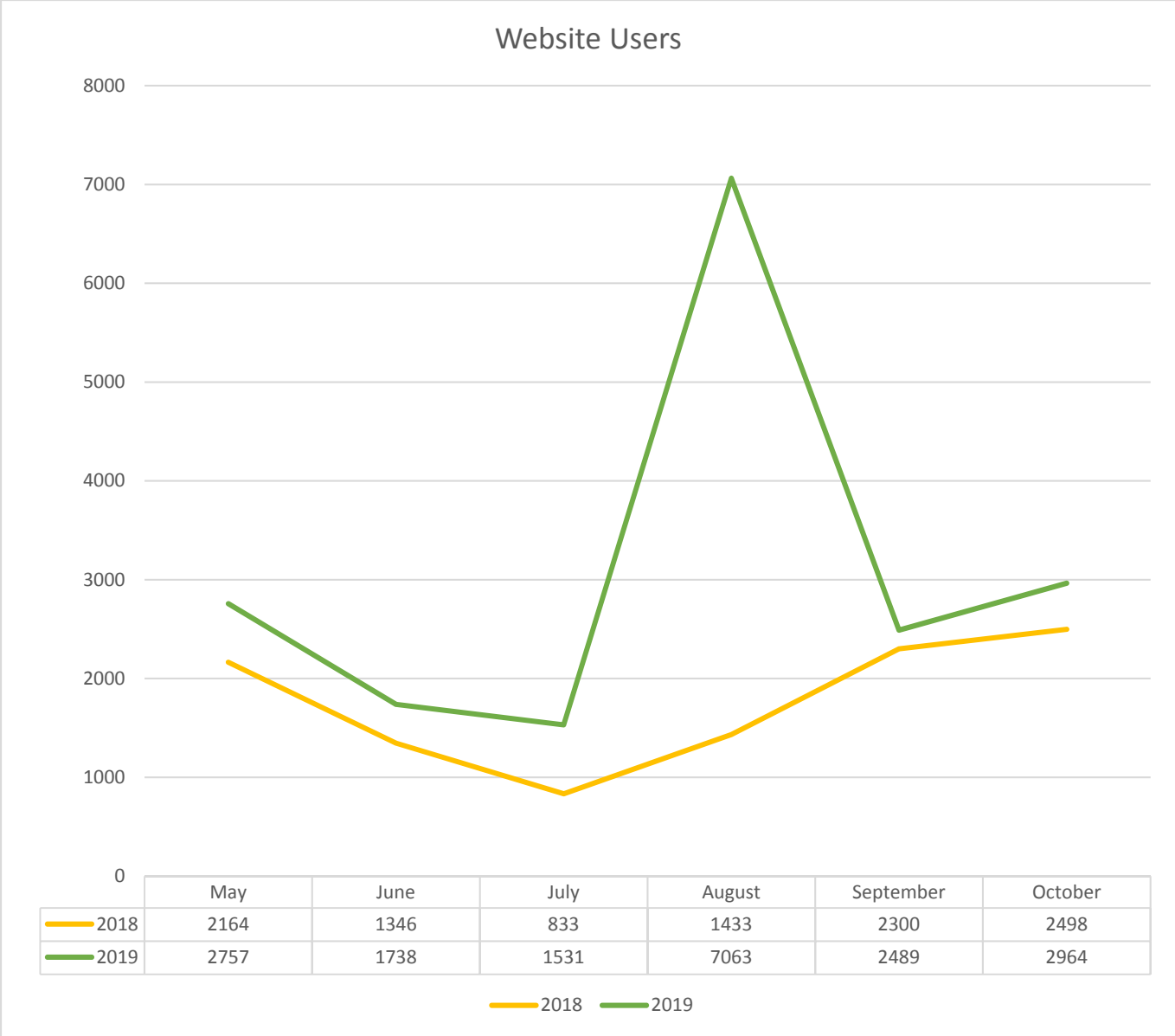


*Website “Page Views”:* Represents each individual time a page on your website is loaded by a user. A single Session can include many page views, if a user navigates to any other web pages on your website without leaving.



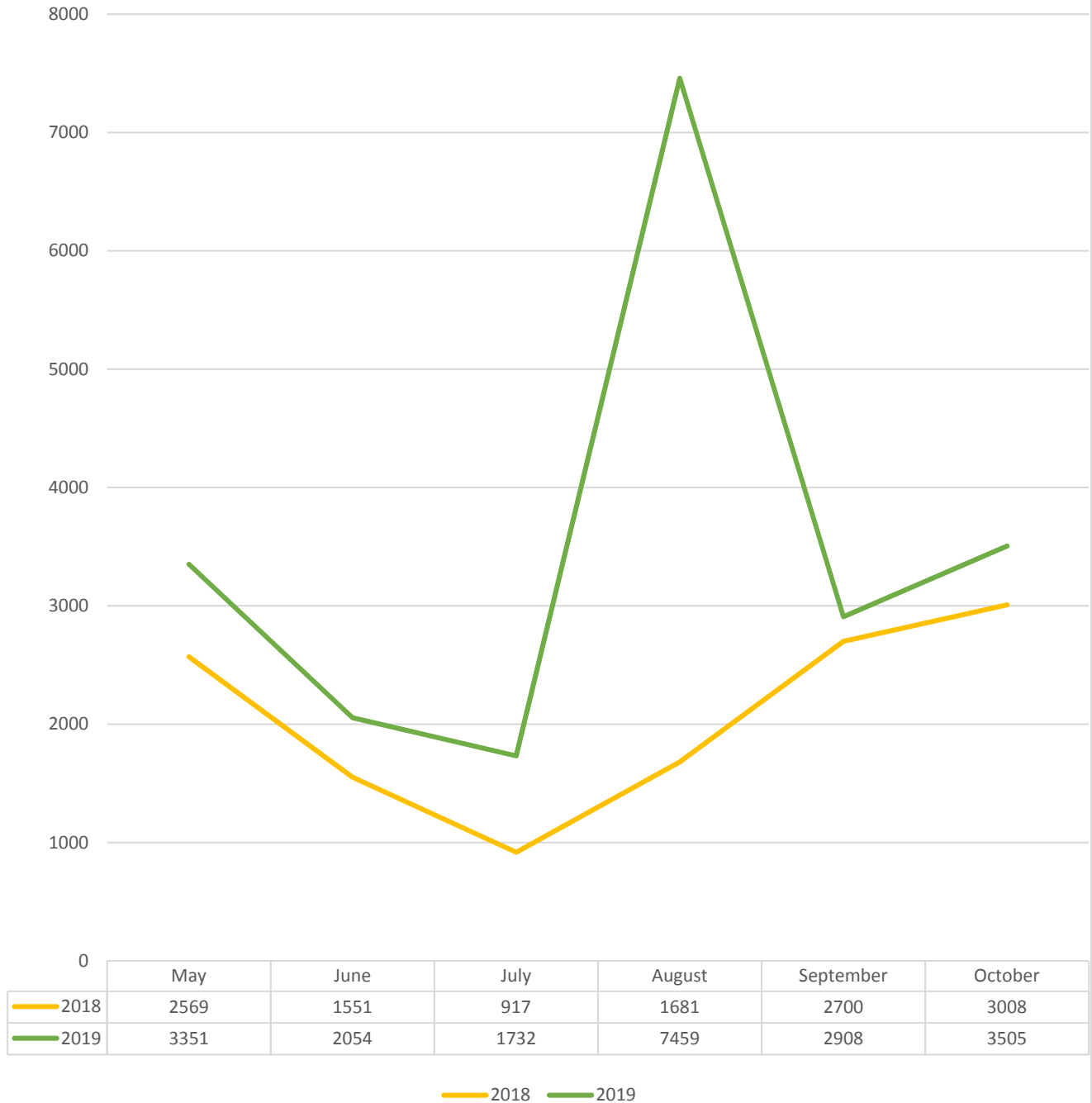


*Twitter “Followers”: A list of the users who follow you on Twitter.*



*Website “Users”:* represent individuals that visit your site. If that same User leaves your site and comes back later, Google Analytics will remember them, and their second visit won’t increase the number of Users (since they have already been accounted for in the past).

## Website Sessions



*Website “Sessions”:* represent a single visit to your website. Whether a user lands on one of your web pages and leaves a few seconds later, or spends an hour reading every blog post on your site, it still counts as a single session. If that user leaves and then comes back later, it wouldn’t count as a new user, but it would count as a new session.

|           | Clearinghouse Effort | E.Q Program Managers | Geologists/Seismic Commsions |
|-----------|----------------------|----------------------|------------------------------|
| August    | 11                   | 7                    | 11                           |
| September | 15                   | 9                    | N/A (Canceled)               |
| October   | 14                   | 7                    | 9                            |

*Potential conflict within our By-laws. Specifically:*

## ARTICLE 12 MEMBERS

SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS **The corporation shall have only one class of members.** No member shall hold more than one membership in the corporation. Except as expressly provided in or authorized by the Articles of Incorporation or Bylaws of this corporation, all memberships shall have the same rights, privileges, restrictions and conditions.

SECTION 2. QUALIFICATIONS OF MEMBERS The qualifications for membership in this corporation are as follows: A member is defined as a director of a state emergency management agency, state geological survey, or a state seismic safety commission, board, or council in a state of the United States, a United States territory, a Canadian province, a Canadian territory or a state of Mexico.

*And:*

SECTION 7. VOTING RIGHTS **Each member state agency or their appointed representative shall have one vote.** Voting at duly held meetings shall be by voice vote. Election of Directors, however, shall be by ballot.

Article 12, Sections 1 and 2 state we have one class of members. However, Section 7 indicates that only some of the members can vote.

Questions:

- Does WSSPC actually have two classes of members, voting and non-voting? Or;
- Should the appointed representative of the seismic commission, board, or council be allowed to vote?