



**WESTERN STATES SEISMIC POLICY COUNCIL
BOARD OF DIRECTORS' MEETING
801 K Street, Suite 1200
Sacramento, California
November 13, 2019**

WSSPC FALL BOARD MEETING MINUTES

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Present:

- Chair Peter McDonough, Utah Seismic Safety Commission
- Vice-Chair Karen Berry, Colorado Geological Survey, Director and State Geologist
- Steve Masterman, Alaska Division of Geological and Geophysical Surveys, Director and State Geologist
- John Metesh, Montana Bureau of Mines and Geology, Director and State Geologist
- Kevin Miller, California Governor's Office of Emergency Services as proxy for Mark Ghilarducci, Director
- Matthew Wall, Executive Director WSSPC
- Lara Brodetsky, Program Manager WSSPC

Participating through Go To Meeting:

- Bob Carey, Utah Division of Emergency Management as proxy for Kris Hamlet, Director
- Robert Feeley, Idaho Office of Emergency Management as proxy for Brad Richey, Director
- David Javier, FEMA Earthquake Program, Federal Insurance and Mitigation Administration
- Keith Knudsen, Deputy Director, Earthquake Science Center, U.S. Geological Survey
Jerri Young Ben-Horin, Arizona Geological Survey

Welcome and Introductions – Peter McDonough

All present introduced themselves.

USGS Report – Keith Knudsen

Keith discussed the following items:

- Detailed some of USGS Ridgecrest Earthquake response activities
- Earthquake Early Warning went live in California as of October 17, 2019. This was the 30th anniversary of the Loma Prieta Earthquake
- Recent USGS work on After Shock Forecasting and its availability across the US
- Provided updates on Seismic Hazards File
- Move of USGS office from Menlo Park to Moffett Field
- Updates on SAGE, GAGE, and SCEC
- Quaternary Fault Resources/Database updates are now being supported by the states
- Provided thoughts on how USGS systems could work with/support NOAA tsunami warning systems

FEMA Report – David Javier

David discussed the following items:

- Commented that FEMA was still following their 2018/2022 Strategic Plan
- Touched on priorities of the Disaster Recovery Reform (DRRA) act and mentioned that the required Annual Report has been recently published
- Updated FEMA/NERHP programmatic guidance should be drafted by the end of February 2020 and presented at the NEPM meeting in San Diego
- As part of the NEPM meeting, FEMA will be providing Grants Management training
- Discussed FEMA's National Mitigation Investment Strategy

Approval of Minutes – Peter McDonough

MOTION: To approve the Board of Directors' Meeting minutes of April 26, 2019 (Karen Berry).

SECOND: Kevin Miller.

VOTE: Unanimously in favor.

Review of Annual Business Meeting Minutes – Peter McDonough

MOTION: To accept the minutes of the Annual Business Meeting April 26, 2019 (Kevin Miller).

SECOND: Steve Masterman.

VOTE: Unanimously in favor.

Executive Director Report – Matthew Wall

Tab 3 in the Meeting Materials notebook has the financial data. Our total cash on hand at the end of September is \$ 141,360.08.

The Income & Expense statement shows we currently have a net of -\$12,205.90 from December 2018 through October 2019. This is due to not October 2019 expenses yet being submitted to and reimbursed by FEMA. Monthly expenses are totaled and reconciled when the monthly bank statement is received. Then the reimbursement request is submitted.

This year's FEMA cooperative agreement was shown. Special attention was paid to the SF-424 which showed the total value of the grant and the line item values. The total FY19 FEMA cooperative agreement is \$255,000.00. This is significantly lower than last year's allocation.

- Note – David Javier of FEMA was still on the line and, when requested, stated the lower budget was due to a combination of lowering the state match from 50% to 25% and adjusting the FEMA/NERHP earthquake grant program to direct state assistance rather than using consortia as state project support partners

Conflict of Interest Policy (Tab 4) – Matthew Wall

In depth discussion of conflict of interest policy and what types of conflicts of interest as well as procedures of what to do if there was a conflict of interest. The policy requires an annual renewal. Page 5 has the statement that each Board member is required to file.

Received signed copies of the “Annual Conflict of Interest Statement” from Board members present at the meeting. Matthew stated he would mail the document to absent Board members for their review and signature.

Financial Policies and Procedures (Tab 5) – Matthew Wall

This is another document we are required to update annually. Karen asked if WSSPC has any policies in place to protect against employee theft, data loss, or a policy requiring a cosigner for transactions above a certain amount. Matthew said he would check into the policies to determine total coverages. There was also discussion that current policy requires any purchase over \$5000 be signed off on by the Board Chair prior to purchase, but none requiring a second signature. Policies and procedures updates:

- Switched from Paylocity to ADP
- For WSSPC employee travel meal reimbursement was changed from receipts based to strictly GSA rated per diem.

Personnel and Benefits Policies (Tab 6) – Matthew Wall

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

- Allowed for PTO to be taken in 4 hour increments instead of 8

Inventory (Tab 7) – Matthew Wall

Overview of the list of furniture, computers, and some software. Everything on the list in the office is labeled. No changes to the list

BREAK

Policy Recommendations Review– Peter McDonough

PR 20-0: Recommendation of Seismic Safety Councils and Commissions

The Board agreed on revisions to be sent back to the committees.

PR 20-1: Improving Tsunami Public Education and Warning Procedures for Distant and Local Sources

The Board agreed on revisions to be sent back to the committees.

LUNCH

PR 20-3: Earthquake Monitoring Networks

The Board agreed on revisions to be sent back to the committees.

PR 20-4: Identification and Mitigation of Unreinforced Masonry Structures

The Board agreed on revisions to be sent back to the committees.

PR 20-7: Earthquake Early Warning Systems

The Board agreed on revisions to be sent back to the committees.

PR 20-8: Seismic Design and Construction of New Schools

The Board agreed on revisions to be sent back to the committees.

New Business – Pete McDonough

The board decided on giving Program Manager Lara Brodetsky three additional days of paid time off to be included in her final paycheck.

The board awarded Executive Director Matthew Wall with a pay raise.

Questions, Comments, and Discussion for Board – Matthew Wall

-Overview of possible options for moving the office in 2021, including average price per square foot per year for different neighborhoods in Sacramento.

-WSSPC's new outreach plan: Overview of tactics and graphs showing jump in social media output since the last board meeting.

-Discussion of wording in the WSSPC bylaws regarding the number and types of members and voting privileges. Per the Board, the topic does need to be addressed but not at this meeting.

-Discussion on WSSPC clearinghouse efforts and national coordination with CUSEC, NESEC, USGS, etc. Further discussion of additional national coordination efforts with the other consortia to include the possibility of a combined consortia meeting at the NEC.

-Discussion on the possibility of having the Fall Board meetings in different states/WSSPC regions. The key rationales:

- WSSPC needs to get out to partners and show them what its doing
- Provides states an opportunity to view and/or participate in the Board meeting as appropriate
- Provides states an additional face-to-face opportunity to discuss topics and needs with WSSPC and the Board

The Board approved the concept. Matthew will reach out to the states to see who wishes to help host the 2020 Fall Board meeting.

Election of New Chair and Vice Chair-Peter McDonough

Karen Berry was nominated and confirmed unanimously to be the next board chair after Pete's retirement.

John Metesh was nominated and confirmed unanimously as the next Vice Chair, replacing Karen Berry.

New leadership will be effective December 1, 2019.

Future Meetings – Matthew Wall

The WSPC Spring Board and Annual Business Meetings will be in San Diego on March 6, 2020, in conjunction with the National Earthquake Conference.

The meeting was adjourned.

Respectfully submitted,

Matthew Wall,

WSSPC Secretary-Treasurer