

CREW Winter Quarterly Meeting Minutes
Held at the University of Washington Graham Visitors Center
2300 Arboretum Drive E
Seattle, WA 98112

Wednesday, January 21, 2009

10:00 AM Board Business Meeting:

1. (New) President Andre LeDuc called the meeting to order at 10:05 am. A quorum was present. All members introduced themselves and all guests were welcomed to this meeting.
2. Below is the attendance list for the meeting:

Name	Position	Organization	Attendance		
			In – Person	Phone	Absent
Executive Board:					
Andre LeDuc	President	University of Oregon	X		
Maiclaire Bolton	Vice President	BC Provincial Emergency Program		X	
Steve Charvat	Secretary	University of Washington	X		
Timothy Walsh	Treasurer	WA State Dept. of Natural Resources	X		
Bob Freitag	Executive Director	CREW	X		
Board of Directors					
Stacy Bartoletti	Board Member	Degenkolb Engineers		X	
Tamra Biasco	Board Member	FEMA Region X			X
Gail Dreckman	Board Member	Bonneville Power Admin.			X
Jim Goltz	Board Member	California OES Northern Regional Administrator		X	
Joan Gomberg	Board Member	USGS	X		
Matthew Mabey	Board Member	Oregon Department of Transportation			X
Charlie Macaulay	Board Member	Global Risk Consultants	X		
Vaughan Mason	Board Member	WorkSafe Technologies			X
Ines Pearce	Board Member	Pearce Global Partners		X	
Woody Savage	Board Member	USGS			X
Fredrick Savaglio	Board Member	Virginia Mason Hospital	X		

Name	Position	Organization	Attendance		
			In – Person	Phone	Absent
Joan Scofield	Board Member	Office of the Insurance Commissioner	X		
Tracy Skinner	Board Member	WSRB	X		
Dave Spicer	Board Member	US Army Corp of Eng.			X
Bill Steele	Board Member	University of WA Geophysics Program	X		
Ann Steeves	Board Member	Oregon HHS Region 2			X
Maillian Uphaus	Board Member	WA State EMD	X		
Yumei Wang	Board Member	DOGAMI	X		
Craig Weaver	Board Member	USGS			X
CREW Members:					
James Bela	Member	OR EQ Awareness	X		
Caitlin Harrison	Member	Public Safety Canada	X		
Jane Preuss	Member	PlanWest Partners	X		
Althea Turner	Member	Oregon Emergency Management	X		
Glen Granholm	Member	Essrig Taylor Construction	X		
Kathryn Forge	Member	Public Safety Canada	X		
Bob Zimmerman	Member – Immediate Past President	Boeing Company	X		
Visitors/Guests/:					
Bob Parker	Guest	Univ. of Oregon	X		
Brian Knight	Guest	Miyamoto International	X		
Lou Clark	Guest/Contractor	CREW	X		

1. Approval of Minutes

Secretary Steve Charvat presented the DRAFT minutes of the October 17-18, 2008 meeting and retreat held in Sidney, BC. Maiclaire Bolton noted to remove Jim Whyte from the Board membership list and note that Caitlin Harrison as “present”. Tim Walsh moved and Maillian Uphaus seconded the minutes to be approved as presented and corrected. The motion was approved unanimously with no corrections.

2. Financial Report

Treasurer Tim Walsh presented a general overview of the current CREW financial report. The Checking account balance is currently \$88,556.24, savings account balances of \$702.69 and Receivables

(FEMA-billed) of \$21,445.79. There are current payables (UW, WSSPC, CUSEC, NESEC and Griffith Insurance) of \$35,802.24 for a 12/31/08 balance of \$74,902.48. Total estimated monies to expend by March 1, 2009 will be approximately \$16,000 (minus costs to host this Winter meeting). This is the balance from the current fiscal year FEMA grant and does not include the reserves from the 2008 Earthquake conference that can be expended in future fiscal years and/or be kept in reserve. Maillian Uphaus moved and Yumei Wang seconded the financial report. The treasurer's report was passed unanimously.

3. Project Team Reports

- Business/Homeowners Risk Reduction – Ines Pearce reported on the progress of the DRB toolkit. They have a company that has finally finished with the programming and the product is ready as of today (pending her final review). She is going to work on the roll-out of the product, working primarily with the jurisdictions that originally provided funding. Additionally, the State of Washington will be involved in a kickoff event, to be more of a celebratory event to market the product and make people aware of it.

Phase II is the roll out to the State of Washington and the role of CREW. Ines also referenced a recent letter to the Board from the DRB Toolkit Project Board related to the \$5,000 pending final payment and review of project deliverables. Andre LeDuc noted that CREW will be sending the Toolkit Board a written response to ensure that all parties are responsible for proper financial reporting to support a pending FEMA desk financial audit. Ines noted that there will be an extensive amount of marketing via state and local emergency management offices in the Cascadia region. Tracy Skinner provided Ines a suggestion for a possible northwest US insurance marketing conduit to market the program. It was discussed about whether or not the product will be free or have a charge. Ines noted that the tool itself will be free, but the technical support will have a cost for most users. However, all businesses within the State of Washington will have free technical support. Jim Bela suggested a more appropriate name for the tool to reflect better to a wider audience. Question of when the tool will go “live” without restrictions. Ines noted that the schedule will be provided in the next 2 weeks and forwarded to the Board.

- Effective Message Delivery to Private Sector – Bob Zimmerman referenced a report on how to better communicate with the private sector. His committee developed a draft report on actions CREW can take to improve the likelihood of a viable private business community in a post earthquake environment. The handout provided a basic outline of the draft report. This included a number of activities that have been accomplished “to-date” as well as the group’s charter. There will a final report by the April 2009 meeting. This project requires no funding.
- Emergency Management Organizations: David Spicer was not present and he has no report due to all the recent flooding. Maillian Uphaus noted that there has been another bill submitted to the Washington State Legislature to develop an insurance surcharge to support emergency management organizations statewide, similar to the one currently in Florida.
- Professional Community Involvement: Andre LeDuc did not have anything to report. Stacy Bartoletti reported that in the State of Washington that the Washington State Seismic Committee reconvened in January after a long hiatus. They will be meeting again next week to develop an umbrella document on resiliency and their vision. Stacy will keep CREW updated.
- Grants and Projects: This item was postponed until “New Business” in the afternoon.
- Next Quarterly Meeting: The next CREW Board meeting will be held on Thursday, April 23, 2009 in the Portland area (a suggestion was the Portland Center, White Stag Room) from 10 am – 2 pm. There was some discussion of Canon Beach instead. Bill Steele was volunteered to look into the various costs and options for web and video conferencing capabilities for the next meeting as a way to involve members who cannot travel due to budget and travel restrictions.
- Jim Bela suggested that at the future CREW Board meetings, members who present topics via phone submit materials electronically to membership for easier reference during the actual meeting.



New Business

1. Presentation of Final Draft Strategy Plan – Bob Parker presented the results of last Fall’s strategic planning retreat in BC. He presented our seven core values, which included sticking to a single-issue focus (seismic) within the context of the six key audiences. The primary outcome was the need, redefine membership, revise our mission statement and By-Laws, partner with external organizations, increase the resource base, establish ourselves as subject-matter experts, and develop new products. Bob Parker continued his presentation by reviewing a proposed “Framework for Action”.
 - a. Mission, Goals and Objectives: These items were discussed, along with a revised Vision “An earthquake resilient Cascadia region”. A set of modified Goals were discussed and will require changes to our current By-Laws or by making the goals external to the By-Laws. There were 4 goals indentified. Each of the goals had 3-5 objectives tied to them to make it workable and achievable. Bob reviewed the process and implementation framework. The Board will use this process to frame proposed tasks/projects for Board review and to develop a final work plan for approved projects. All activities need to link back to the strategic planning framework. There would be an annual project review, a pretty simple process.
 - b. Implementation and Benchmarking Overview: Benchmarks should be reviewed annually to measure progress and make adjustments to the strategic plan as a living document. It was noted that as of today, there are no specific benchmarks provided in the draft CREW Strategic Plan. The Board had a spirited discussion of whether today’s vote on the draft plan should include specific requirements of benchmarks at this point.
 - c. Project Proposal Process: This was included as part of Bob Parker’s overview earlier.
 - d. Discussion and Adoption of Strategy Plan: The CREW board discussed the proposed Strategic Plan and thanked Bob Parker for assisting the Board in developing a more structured process into the future. Joan Gomberg and Fred Savaglio felt that it was premature to approve the strategic plan until specific benchmarks are drafted. An ad-hoc committee needs to be formed to develop these benchmarks. There was discussion of the annual process to evaluate projects and how they align to the current CREW strategic plan. The Board discussed how to approve this plan now without the specific benchmarks established. Today we would be adopting the goals and objectives and a methodology for moving

ahead (next steps). Bill Steele moved to adopt the goals and objectives, framework and establishment of an ad-hoc committee to present a final document for review by the April meeting. Tracy Skinner seconded the motion. There was board discussion of how the board can influence specific language as well as the need to rush this plan through. Jim Bela noted his concern that the CREW Board is not capable of doing projects and should be considered more “guidelines” than “rules”. The motion passed with one dissenting vote, Jim Bela. Althea Turner and Ines Pearce volunteered to lead an ad-hoc committee to review the benchmark issues and report out to the Board at the April meeting.

- e. Establishment of an Emeritus Board Position Specifically for the CREW Past President: Joan Scofield moved and Fred Savaglio seconded a motion to establish an emeritus position for the CREW board for the immediate past President position. The motion passed unanimously. This assists in the issue of continuity. The By-Laws review committee will examine this issue as well.
- f. DMA 2K Compliance Updates: Jane Preuss noted that many local and state communities are looking at their first major updates of their comprehensive mitigation plans that were originally submitted and approved by FEMA in the 2003-2004 time period. She suggested that CREW provide simple resources and tools to communities as they begin this update process, especially as they relate to the earthquake threat.
- g. Crustal Scenarios: Joan Gomberg noted that in a number of projects, there is a similar thread of crustal scenarios. She wanted to get the ball rolling with some questions to talk about during the lunch break. A small working group met over the lunch break to discuss this item for the afternoon report-out.

LUNCH BREAK

2. New Committees – New Items suggested by President LeDuc

- a. By-Laws Review and Revisions Committee: This was discussed in the AM meeting.
- b. Restructure Grants and Project Committee: Andre suggested that this be a standing committee made up of Board members. This committee would be the first step for all new/initial proposals. The grants component would look at future external opportunities for project funding. It is suggested that this be made up of 3-5 members. The following CREW members volunteered to be on

this committee: Maiclaire Bolton was selected to chair this committee, Steve Charvat, Fred Savaglio, Bill Steele, and Tracy Skinner.

- c. Committee Structure including Creation of Awards Committee: Bob Freitag suggested that this concept be addressed by the By-Laws Committee in the future. This item was tabled until the next meeting. Jim Bela spoke against any type of awards program.
- d. NEHRP Update: Yumei Wang wanted this to be a standard agenda item for future CREW meetings. Yumei Wang is on the national board for NEHRP (National Earthquake Hazard Reduction Program). An annual report was put out along with a strategic plan (on a website). The big news is that the program is up for Congressional reauthorization and appropriation later this year. Bill suggested that a brief report be provided to CREW with updated information about this program.

Afternoon Session: Annual Work Plan Development & Project Review

Final Discussion on Current Projects for FY 08-09. Overall, we must spend between \$10,000 and \$13,000 by the end of our contract year with FEMA (expires March 31, 2009) or lose these funds. The focus is on projects that can realistically be completed by 03/31/09.

1. Tsunami Project: Yumei Wang gave a quick background on her proposal on behalf of a number of people. This is \$10,000 total request. There is a planning team for this project. She went over the proposed budget. The Board discussed the merits of various activities as part of this proposal, including the validity of the Canon Beach fieldtrips for legislators, applicability to Washington State coastal communities, and various cost elements in the proposal, including funding expensive air travel for foreign experts. Jim Bela noted his concern of CREW funding a state agency project proposal. Joan Gomberg suggested that we support this project minus the foreign travel costs of \$4,000 for a total of \$6,000. Fred Savaglio seconded the motion. Yumei Wang replied that she wants the entire \$10,000 as a package deal. Because of timing of the event, if funded, these funds would come out of next year's budget. The motion passed with a simple majority (7 for the motion, 6 opposed).
2. DRB Tool Kit: Work has already been completed. The additional \$5,000 that was encumbered in the past will be paid upon presentation of evidence of how the funds were used.

3. “Setting Down Roots in Earthquake Country” Project: The CREW Work Plan to FEMA will include this project proposal for next year. Joan Gomberg showed examples of other similar projects in Utah, California and Alaska. USGS is willing to provide technical support, but requires additional expertise to produce these documents. The proposal is asking for \$5,000 funding beginning next contract period (beginning April 1, 2009). We first need to adopt this project, then work on the final scope of the project. Action on this project was tabled until a future meeting.
4. Crustal Scenario Project: This project will also cost \$5,000 and Tim Walsh is taking the lead on this. Joan suggested that this project include a marketing component. It was suggested that Barbara Thurman be engaged in developing a marketing project. Bill Steele moved that \$5,000 be approved for this project and Yumei Wang seconded. These funds need to be used from the current FEMA fiscal year. This is a regional project not focused on any one fault. The motion passed unanimously.
5. Subduction Zone Scenario Update Project: Tabled until the next meeting.
6. Tsunami “Road Show” Althea Taylor is proposing a Tsunami road show along the Oregon Coast hitting one town a day from Brookings, OR all the way north to Florence, OR. The total cost would be \$4,000 with the local host communities to provide many in-kind donations. The CREW contribution would provide funds for “seed” emergency supplies and printing of educational materials to encourage local participation and attendance at the events. While the road show would begin in the next FEMA fiscal year beginning April 1, 2009. some of these costs, if funded, could be funded this budget with the remainder in the next fiscal year. There was discussion of funding regionally-specific projects that can potentially benefit other parts of the Cascadia Region. Tracy Skinner moved approval of this project and Bill Steele seconded it. The motion was approved with one CREW member (non-Board) voting now (Jim Bela voted no).

Initial Presentation of FY 09-10 Proposed Projects

Final review and approval of FY 09-10 projects will happen at the March Board meeting.

A motion was made to allow for additional reprinting and production of the various CREW scenarios and authorize the CREW Executive Board to fund the costs with any remaining 2009 fiscal year funds. Bill Steele made the motion and Yumei Wang seconded. This passed unanimously.

A final motion was made to authorize the CREW Executive Board to spend any excess funds in the FEMA 2008-2009 contract year at their final (March) Board

meeting, as long as there is ample and appropriate Board notice of the meeting time/date. The motion was made by Bill Steele and seconded by Yumei Wang. The motion passed unanimously.

The CREW Board of Directors Winter 2009 Quarterly Business Meeting adjourned at 2:55 pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Steven J. Charvat". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Steven Charvat, CEM
CREW Secretary

DRAFT