

CREW Quarterly Meeting Minutes
Held at Westin Hotel -- Olympic Room
1900 Fifth Avenue: Seattle, WA 98101
January 18, 2007

10:00 AM Business Meeting:

1. Bob Zimmerman called the meeting to order at 10:00 am. A quorum was present.
2. Below is the attendance list for the meeting:

Name	Position	Organization	Attendance		
			In – Person	Phone	Absent
CREW Board Members:					
Robert Zimmerman	President	Boeing	X		
Andre LeDuc	Vice President	University of Oregon		X	
Steve Charvat	Secretary	University of Washington	X		
Timothy Walsh	Treasurer	WA State Dept. of Natural Resources		X	
Bob Freitag	Executive Director	CREW	X		
Farshad Amiri	Board Member	Small Business Owner			X
Stacy Bartoletti	Board Member	Degenkolb Engineers			X
George Crawford	Board Member	WA Emergency Management Division			X
Gail Dreckman	Past Vice President & Board Member	Bonneville Power Admin.			X
Jim Goltz	Board Member	California OES Northern Regional Administrator		X	
TJ Harmon	Board Member	Snohomish County			X
Chris Jonientz-Trisler	Board Member	FEMA Region X	X		
Matthew Mabey	Board Member	Oregon Department of Transportation	X		
Vaughan Mason	Board Member	WorkSafe Technologies	X		
Michael Park	Board Member	Intel			X
Ines Pearce	Board Member	Pearce Global Partners		X	
Gerry Peters	Board Member	Canada - PSEPC	X		
Patricia Reuter	Board Member	City of Portland EM			X
Woody Savage	Board Member	USGS			X
Fredrick Savaglio	Board Member	Virginia Mason	X		
Joan Scofield	Board Member	Office of the Insurance Commissioner	X		
Dave Spicer	Board Member	US Army Corp of Eng.		X	
Bill Steele	Board Member	University of WA Geophysics Program	X		
Judi Van Swieten	Board Member	University of BC			X
Craig Weaver	Board Member	USGS	X		
Jay Wilson	Board Member	OR Emergency	X		

Name	Position	Organization	Attendance		
			In – Person	Phone	Absent
		Management Div.			
Visitors/Guests:					
Charlie Maccauley	Guest	Global Risk Consultants	X		X
Dillon Mason	Guest	WorkSafe Technologoes	X		
Maiclaire Bolton	Guest	BC Provincial Emergency Program	X		
Tracy Skinner	Guest	WSRB	X		
Joan Gomberg	Guest	US Geological Survey	X		
Lou Clark	Staff/Guest	CREW	X		
Garry Rogers	Guest	Geological Survey of Canada	X		
Kelly Kasper	Guest	American Red Cross	X		
Bill Mitzel	Guest	Unigard Insurance	X		
John Armstrong	Guest	EverLevel Foundation Systems	X		

2. Approval of Minutes

Steve Charvat presented minutes of the September 18, 2006 meeting. Vaughn Mason moved and Andre LeDuc seconded that the minutes be approved as presented. The motion was approved unanimously.

3. Financial Report

Tim Walsh was not presented to provide a financial report.

4. Project Team Reports

a. Business/Homeowners Risk Reduction (Ines Pearce/Michael Park) – DRB toolkit is progressing as planned with a team working on it. She is finalizing the movie scripts of the interactive version of the toolkit. The early designs look good. Bob Freitag talked with GlobalNet Productions to reconfigure the CREW video for this project. Bob F. noted that there is a proposed workshop as part of the 2008 Conference that is working on business issues (Joan Scofield/representing CREW) They may be using either/or the IBHS materials or the CREW materials as the basis for this workshop. The goal is to get the final product out before 2008.

b. Impact of Loss of Seattle Viaduct Study Status Report (Craig Weaver) – According to Craig, there was no real activity here. The last time he talked to the SODO/Ballard group was in October 2006.

- c. Emergency Management Organizations – (David Spicer) Dave noted that recent disaster events this winter (flooding, windstorms, power outages) have caused many members to have “real life” experiences in response. Other regional initiatives include a FEMA Region X (Bill Webb) internal coordinating group meant to work together with the region’s exercises and training activities. PNWER is conducting Blue Cascades IV on January 25th focusing on Pandemic Flu at a hotel near Sea-Tac Airport. Bob Freitag asked that the new FEMA Region X exercise calendar be linked to CREW. Steve Charvat noted that this year, the Washington State legislature has re-introduced legislation to establish a permanent disaster preparedness trust fund to fund statewide emergency management programs, through a fee on homeowners’ property policies. Craig Weaver mentioned about 2 upcoming West Coast Dept. of Interior conference programs this year in Portland and Sacramento that will use the CREW scenario as the basis for their workshops. Maiclaire Bolton noted that the annual BC emergency management conference will be in Vancouver in October 2007 (date TBD)
- d. Washington and Oregon Emergency Management Conferences – Matthew Mabey noted that CREW should work with Patty and Andre. CREW is on the agenda for the May 8-10, 2007 Oregon State EM Conference. Andre noted that they are proposing a “value-added” pre-workshop conference for mitigation, business continuity and recovery in Salishan, OR. Bill Steele noted that PNSN or USGS may want to also be involved. Fred Savaglio, as a member of the Blue Cascades IV design team, noted that the Blue Cascades IV will focus on the non-medical aspects of pandemic flu—many of the same recovery issues that have to be dealt with in an earthquake.
- e. Scenario Development: Impacts Document Developed from Exercises - (Fred Savaglio) Bob Freitag and Fred Savaglio thanked Lou Clark for her excellent work in making a polished document. Lou referred to the DRAFT document based on the 3 documents and how to get organizations to use these in their planning efforts and not “re-learn” their activities. She pulled out items that each group had in common (Blue Cascades III, Pacific Peril, and Cannon Beach). The last section of the report provides a “how-to” guide on setting up an exercise using the CREW scenario. Jay Wilson asked Andre to provide photos of the Cannon Beach workshop for the document. CREW members were encouraged to submit edits and questions to Lou Clark via email by January 31, 2007. It was noted that the purpose of this report was not re-visit the actual scenario but rather to glean the

commonalities of how outside organizations can take the CREW scenario and build an exercise or drill around it. The CREW members who are involved in “exercise design” to comment on the document (Jay Wilson, Steve Charvat, etc...) to finalize the document. Please send all comments to: Lou Clark (whoschu@yahoo.com) (503) 320-3052, 16792 SE Knoll Court, Milwaukie, OR 97267)

- f. Professional Community Involvement (Andre LeDuc/Stacy Bartoletti) – Andre LeDuc reminded the Board to send him information on future conferences and training opportunities to have CREW involved (i.e., planning conferences, classes, workshops) to allow CREW to be more engaged in partner organizations. Many of these activities have already been discussed. Jim Goltz will represent CREW at the February 2007 EERI conference. Andre also reported that there will be a Coastal Zone conference in Portland in July. CREW/ONHW and USGS will be co-presenting at their conference. Andre suggested that there needs to be an active calendar on the CREW website and/or use the free GOOGLE calendar function.
- g. Cannon Beach Project – Tsunami Workshops (Jay Wilson/George Crawford/Andre LeDuc) – Andre and Jay reported. Jay noted that the current documents are on the Oregon showcase website. Jay added that this is being brought to the attention to the national Tsunami program to show the results to a wider audience. NOAA as the lead federal agency needs to put more of an emphasis on recovery vs. just warning. Andre noted a likely March 2007 deadline to complete all documents, including a “how-to” guide on how to conduct a community forum.
- h. National Earthquake Conference in 2008 *see: Afternoon session* (Bob Freitag) Bob provided a general overview of the conference prior to the 11:00 am tour by the Westin Staff. A pre-session social function will occur on April 22, 2008. Main Conference April 23-25. Optional tours will occur on Saturday, April 26, 2007.
- i. Grants Committee (Andre LeDuc) – Andre noted that the University of Oregon has started a letter writing campaign to encourage Oregon elected officials to focus on earthquake and long-term recovery items. There have been discussions with the Subcommittee on how to expand this to Washington and BC (to work with Inez and Steve Charvat) to support the CREW mission. Goal is to expand overall support from the ground-up, including pursuing foundation funding for community workshops.

- j. Quarterly Meeting Program (Joan Scofield) – Joan reported that she has no future new issues. Plan is to have next meeting on Wednesday, May 2, 2007 starting at 9:30 am in the Portland Area (site TBD). Andre suggested an agenda item of how local small businesses prepare for catastrophic events and volunteered to make a presentation on his recent experiences of his trip to New Orleans and what he gleaned from his work with small businesses impacted by Hurricane Katrina (www.staylocal.org)
- k. Tour of Westin Hotel and Conference Facility The group toured the facility from 11:10 am – 11:40 am.



5. New Business

- a. Review of By-Laws for Options as an Ex-officio Member Rather than a Board Member – Tim researched the By-Laws is silent on this topic, so the Board can take action it feels is necessary to deal with this issue. The last meeting in Victoria began this discussion regarding ex-officio and alternates and voting, with the issue of Jim Whyte’s membership. Joan Scofield moved to place James Whyte from BCPEP on the CREW Board of Directors with Maiclaire Bolton as his designed alternate and allowed to carry his vote in his absence. Fred Savaglio seconded the motion. The motion passed unanimously. It was also agreed that each Board membership issue such as this would be handled on a case-by-case basis.
- b. Proposed Summit – (Andre LeDuc) Andre LeDuc informed how to roll out a summit to involve local, state and federal officials in a series of long-term recovery workshops along the coast. He is in the process of developing a written proposal. Target date is May 2007; however, a larger tri-state and BC event would likely be in the Fall.
- c. Infrastructure workshops, 05/14-16 ,Quinault Lodge, Ocean Shores – No report from George Crawford.
- d. Proposal for Transportation and Other Sectors on How to Use the Scenario (Combine with Scenario Development topic?) – No report.
- e. Compensation Request: Bob Zimmerman proposed to the Board that for this fiscal year that the CREW Board provide Bob Freitag and additionally \$5,000 for his increased workload for his

coordinating the 2008 NEC. These funds would be funded out of current CREW resources that are available. Bill Steele motioned to approve the \$5,000 and Joan Scofield seconded. The motion was approved unanimously.

f. Introduction of “World Café” Conference Topics to be Discussed During Lunch – Bob passed out a listing of 4 topics to be discussed by Board members over lunch:

- NEC-Roles of Business and Topic that should be presented (program)
- NEC-Sponsorship for events
- NEC-Marketing of the conference (a flyer, increase “word of mouth”, inclusion in journals and professional association newsletters,
- CREW assessment of Goals, Objectives and Projects

LUNCH BREAK

Afternoon Activities (the Board reconvened at 1:30 pm)

1. “World Café” style focus group on conference topics: The Board discussed many of these issues by going over the proposed conference agenda.
2. Report of Focus Group Results: There were no small group report-outs as the larger group discussed all the issues together. Bob Zimmerman, Charlie Mccauley and Inez agreed to form a high-level business panel for the morning plenary panel. The subcommittee will meet (virtually) to discuss the next steps. The meeting/conference call will be 9am on January 29th. Bob Freitag will set up the phone bridge. The final discussion was the options for conference sponsorship. Vaughn Mason, Bob Freitag, Tracy Skinner and Michelle Johnson (WSU will meet on Thursday, February 1, 2007 at 2pm at the UW at Steve Charvat’s office at the UW (Gerberding Hall, Conference Room 142, Board of Regents Room) Directions, parking and map at: <http://www.washington.edu/admin/business/oem/contact.html>

General discussion of the NEC program and speakers, including breakout sessions and plenary speakers and the format. Additionally, the group discussed the draw to businesses and how to more aggressively market to them.

The CREW Board of Directors Business Meeting adjourned at 2:35 pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Steven J. Charvat". The signature is written in a cursive style with a clear, legible font.

Steven Charvat, CEM
CREW Secretary

DRAFT