

# Chartering Meeting for State of Alaska Seismic Hazards Safety Commission



September 9, 2009

# Agenda

<b>Attendance</b>	<b>05 min</b>
<b>Meeting Outline/ What is Chartering?</b>	<b>10 min</b>
<b>Purpose/ Vision Statement</b>	<b>20 min</b>
<b>Mission</b>	<b>25 min</b>
<b>Boundary Conditions</b>	<b>15 min</b>
<b>Break</b>	<b>15 min</b>
<b>Critical Success Factors</b>	<b>30 min</b>

# Agenda (continued)

<b>Goals/Measures of Success</b>	<b>30 min</b>
<b>Break</b>	<b>15 min</b>
<b>Roles and Responsibilities</b>	<b>15 min</b>
<b>Operating Guidelines</b>	<b>15 min</b>
<b>Interpersonal Behavior Guidelines</b>	<b>15 min</b>
<b>Charter and Endorsement</b>	<b>15 min</b>
<b>Action Items/Plan Forward</b>	<b>15 min</b>
<b>Total Chartering Session</b>	<b>240 min</b>
<b>Adjourn</b>	

# Attendees

- **John Aho**-Public/Restricted
- **Laura Kelly**-Federal Agency
- **Rod Combellick**-DNR Representative
- **Gayle White**-Insurance Representative
- **Roger Hansen**-UAF Representative
- **Gary Carver**-Public/Restricted
- **Dave Miller**-Local Government Representative
- **David Cole**-Public Restricted
- **Gay Dunham**-Local Government Representative
- **Mark Roberts**-DMVA Representative
- **April Woolery**-The Boss
- **Vacant**-Local Government Representative

# Purpose of Commission Chartering

Guiding the Commission through the process of defining  
itself

## **Benefits:**

- **Increased probability of success**
- **Clear goals, roles and expectations**
- **Alignment on issues**
- **Empowered Commission members**
- **Defines Commission accountability**
- **Defines Operating guidelines**

# Characteristics of an Effective Team

- **Comfortable Atmosphere**
- **Participation by All**
- **Objectives Understood & Accepted**
- **Members Listen to Each Other**
- **Constructive Disagreement**
- **Decision by Consensus**
- **Criticism is Comfortable**
- **Free Expressions of Ideas**
- **Assignments Made & Accepted**
- **Respect for Diversity**

# Commission Purpose

what is this Commission expected to do?

***Purpose: To provide a vehicle through which seismic risk issues can be addressed and solutions can be proposed that will reduce life and infrastructure losses from a future damaging earthquake.***

# Commission Vision

What is the vision that drives this Commission?

***Eliminate losses from future earthquakes and tsunamis. Gain public recognition for enhancing Alaska's approach to seismic risk mitigation issues.***

# Commission Mission

Why does this Commission exist?

***Advise the public and private sectors on approaches for mitigating earthquake and tsunami risk. Make recommendations to the governor and legislature for reducing the State's vulnerability to these seismic hazards.***

# Commission Mission

continued

- ***Act in an Advisory Capacity***
  - Advise the Governor, the Legislature, and the public and private entities on seismic risk mitigation issues.
- ***Provide Information and Technical Guidance***
  - Recommend studies and programs that will mitigate the risks associated with seismic hazards.

# Commission Mission

continued

- ***Recommend Educational Programs***
  - Recommend and participate in programs that will disseminate information to government agencies and the public.
- ***Support Seismic Hazards Risk Mitigation Efforts***
  - Support efforts to address the issues related to seismic hazards risk mitigation.

# Core Values

- Honesty
- Integrity
- Trust
- Diligence
- Service to the State
- Support for other Commission members

# Core Values (Continued)

- Commitment to complete accepted assignments
- Provide value to stakeholders
- Be objective and reasonable
- Advocate for seismic risk mitigation efforts
- Recognize exemplary seismic risk mitigation efforts

# Goals and Metrics

## Oregon Seismic Safety Policy Advisory Commission

- Objectives:
  - Earthquake awareness & education
  - Earthquake risk information
  - The earthquake safety of buildings & lifelines
  - Geosciences and technical information
  - Emergency pre-disaster planning, response, and recovery efforts

# Goals and Metrics

## Missouri Seismic Safety Commission

- Objectives:
  - Earthquake awareness & education
  - Reduce earthquake hazard through mitigation
  - Improve emergency response
  - Improve recovery
  - Assess earthquake hazard

# Goals and Metrics

## California Seismic Safety Commission

- Committees:
  - Planning and Budget Committee
  - Strong Motion Instrumentation Advisory Committee
  - Public School Safety & Field Act Ad Hoc committee

# Goals and Metrics

## Utah Seismic Safety Commission

- Objectives:
  - Increase earthquake awareness & education
  - Improve emergency response and recovery
  - Improve the seismic safety of buildings and infrastructure
  - Improve essential geosciences information
  - Assess earthquake risk

# Boundary Conditions

What decisions can be made by the Commission?

- The Commission shall:
  - Recommend goals & priorities for seismic hazard mitigation;
  - Recommend policies including needed research, mapping, & monitoring programs;
  - Offer advice on coordinating disaster preparedness & seismic hazard mitigation activities of government at all levels, review the practices for recovery and reconstruction & recommend improvements to mitigate losses in the future;

# Boundary Conditions

What decisions can be made by the Commission?

- Gather, analyze, and disseminate information of a general nature on seismic hazard mitigation;
- Establish and maintain necessary working relationships with other public & private agencies;
- Review predictions & warnings issued by federal government, research institutions, & other organizations & suggest appropriate responses; and
- Review proposed seismic hazard notifications & supporting information, evaluate possible socioeconomic consequences, recommend that the Governor issue formal seismic hazard notifications when appropriate, & advise state & local agencies of appropriate responses.

# Boundary Conditions

What decisions can be made by the Commission?

- The Commission may:
  - Advise Governor & legislature on disaster preparedness & seismic hazard mitigation and on budgets & recommend legislation or policies for improvement;
  - Conduct public hearings;
  - Appoint committees, internal & external; and
  - Accept grants, contributions, and appropriations from public agencies, foundations, & individuals.

# Break

***BREAK-15 MINUTES***

# Goals and Metrics

What are the measures of success?

- What will determine if our Commission is successful?
  - Measurable goals are established, objectives are determined, and strategies for success are developed.
  - Tasks accepted by members are performed on schedule.
  - Goal attainment has a noticeable positive effect on earthquake risk mitigation in Alaska.

# Goals and Metrics

Factors contributing to vulnerability

- Codes
- Knowledge
- Costs
- Systems

# Goals and Metrics

## Challenges confronting earthquake risk reduction

- Understanding the decision-making process
- Understanding non-structural damage
- Understanding & forecasting social & economic consequences
- Motivation for action
  - Ref: *Earthquake Risk Reduction: Addressing the Unmet Challenges*, An EERI White Paper, 2008

# Goals and Metrics

What barriers exist to Commission success?

- What are the barriers to success?
  - Commission members are busy with their own responsibilities.
  - There are differing Commission members priorities.
  - Funding is limited for Commission activities.
  - We serve in an advisory capacity only.
  - The perceived level of risk varies at all levels of society.

# Goals and Metrics

What opportunities exist?

- What are the opportunities to succeed?
  - We have learned from almost 4 years of existence.
  - There is an opportunity to listen to stakeholders.
  - DNR is supportive of our efforts.
  - Past Commission experience has shown goals can be met.
  - Public can be informed through an appropriate education and outreach program.

# Goals and Metrics

## What opportunities exist?

- We must let stakeholders know of our intent to address their concerns.
- Effective committee leadership and membership can produce results.
- Effective outreach is needed to inform all stakeholders of Commission activities.
- Major efforts are needed to identify deliverables that indicate improvements in seismic risk mitigation.
- The effectiveness of existing committees should be examined.

# Goals and Metrics

What are the potential goals?

- Goal: Stakeholder satisfaction
  - Metric
    - Facilitate governor & legislature understanding of seismic risk mitigation issues;
    - Meet or exceed SOA expectations;
    - Advice is sought;
    - Advice is accepted;
    - SOA endorsement, and;
    - Positive feedback from staff.

# Goals and Metrics

What are the potential goals?

- Goal: Advocate Seismic Risk Mitigation
  - Metric
    - Provide advocacy for seismic risk mitigation programs;
    - Create opportunities for seismic risk mitigation advocacy;
    - Become familiar with current existing programs, and;
    - Develop stakeholder support.

# Goals and Metrics

What are the potential goals?

- Goal: Advocate Public Outreach Programs
  - Metric:
    - Encourage social environment where seismic risk mitigation is accepted;
    - Examine existing programs within the State, and;
    - Be available for public educational presentations.

# Goals and Metrics

What are the potential goals?

- Goal: Critical Facilities Earthquake Risk Mitigation.
  - Metric:
    - Identify at-risk facilities;
    - Develop work plan(s);
    - Initiate cost benefit analysis;
    - Identify current legislation/programs;
    - Identify pertinent code requirements, and;
    - Recommend improvements.

# Goals and Metrics

What are the potential goals?

- Goal: Earthquake Insurance in Alaska
  - Metric:
    - Review and advise on issues;
    - Develop “White Paper” on issues, and;
    - Recommend improvements.

# Goals and Metrics

What are the potential goals?

- Goal: Promote Seismic Hazard Identification
  - Metric:
    - Promote improved seismic monitoring;
    - Promote identification, mapping, and; characterization of seismic sources and seismically induced hazards (e.g., tsunamis, liquefaction, landslides).

# Goals and Metrics

What are the potential goals?

- Goal: Facilitate Partnerships for Seismic Risk Reduction
  - Metric:
    - Identify potential partners to address Commission Goals, and;
    - Involvement with Federal, State, Municipal, and Private sector organizations to address Commission goals.

# Commission Committees

- Insurance
- Schools-Kelly
- Earthquake Scenario-Combellick
- Education & Outreach
- Hazards Identification-Carver
- Response & Recovery-Roberts
- Post Earthquake Planning-Roberts
- Partnership-Aho

BREAK

# Roles and Responsibilities

What are we expected to do?

- Commission Member
  - Accepts assignments from Commission chair
  - Performs *accepted* assignments on schedule
  - Regularly attends scheduled meetings
  - Becomes familiar with Rules of Procedure and Charter
  - Actively participates
  - Suggests issues to be addressed by Commission

# Roles and Responsibilities

What are we expected to do?

- **Commission Chair**
  - Single point of contact for Commission
  - Establishes deliverable schedule in conjunction with members
  - Spokesman for Commission to outside sources
  - Schedules & facilitates meetings
  - Attends meetings where important Commission recommendations are presented
  - Develops meeting agenda and action item list
  - Makes Commission member assignments as necessary

# Roles and Responsibilities

What are we expected to do?

- **Commission Vice-Chair**
  - Perform duties of the Chair in the absence, or at the request of, the Chair
  - Automatically succeed to the position of the Chair in case of a vacancy in that position and serve until the next election
  - Coordinate the activities of all special internal committees
  - Assist in the planning of meetings and internal discussions.

# Roles and Responsibilities

What are we expected to do?

- All Members:
  - Actively participate in Commission meetings and activities
  - Regularly attend meetings
  - Respect other members viewpoints, opinions, values, and professional standards
  - Support the commission leadership
  - Make official statements on behalf of the Commission only when authorized to do so.
  - Once assignments are accepted-DO THEM!

# Roles and Responsibilities

What are we expected to do?

- Commission Assistant (The Boss):
  - Keep minutes at all regular Commission meetings
  - Develop draft meeting minutes and distribute for review
  - Transmit final minutes to members and place on ASHSC website
  - Email meeting notices, agendas, etc. to Commission members
  - Ensure ASHSC website information is current
  - Track ASHSC budget & inform Chair of challenges
  - Be the transmittal source for most ASHSC business

# Operating Guidelines

How will we operate as an effective Commission?

- Communication Outside the Commission
  - The protocol for communication will be in accordance with DNR requirements
  - Outside inquiries will be referred to the Chair and the Commission will follow his/her direction.

# Operating Guidelines

How will we operate as an effective Commission?

- Communication Inside the Commission
  - Telephone numbers, emergency numbers, email addresses, addresses will be distributed
  - The Chair will discuss task assignments with appropriate members and monitor progress
  - Protocol for work product reviews will be communicated by the Chair
  - Regular, and special, meetings will be scheduled by the Chair (1<sup>st</sup> Thursday of Month)

# Operating Guidelines

How will we operate as an effective Commission?

- Communication with Each Other
  - The Commission assistant will distribute draft written minutes of meetings or telephone conferences to Commission members for review and comment
  - After incorporation of review comments minutes will be distributed
  - Committee meetings will be held as required
  - The Chair may have regular calls to the DGGS representative

# Operating Guidelines

How will we operate as an effective Commission?

- Communication with Individuals outside the Commission
  - Correspondence will be developed for Chair signature
  - Chair will assign correspondence to appropriate members
  - Chair will be copied on all correspondence
  - Commission assistant will ensure that all correspondence becomes a part of the Commission file

# Operating Guidelines

How will we operate as an effective Commission?

- How will decisions be made-when, who, how, freeze/unfreeze
  - State has ultimate decision power
  - Members will make decisions necessary to carry out assignments
  - Chair will make decisions that effect overall execution of effort
  - All decisions are open to input from others
  - Decisions will be frozen when it is critical to the effort going forward
  - Decisions will be unfrozen if it becomes clear that not doing so would be detrimental to the effort.

# Operating Guidelines

How will we operate as an effective Commission?

- How will we handle changes during task execution?
  - Requests for changes will be made through the members to the Chair
  - The Chair and members will review and approve changes to an effort

# Operating Guidelines

How will we operate as an effective Commission?

- How will the Commission get feedback?
  - Time critical feedback will be given immediately
  - Non-time critical feedback will be give during regularly scheduled meetings and conference calls
  - Feedback from outside the Commission should be communicated to the Chair for final disposition

# Interpersonal Behavior Guidelines

How will we work together?

- Core Values
  - Honesty
  - Integrity
  - Trust
  - Diligence
  - Service to the State
  - Support for other Commission members

# Interpersonal Behavior Guidelines

How will we work together?

- Core Values
  - Commitment to complete accepted assignments
  - Provide value to stakeholders
  - Be objective and reasonable
  - Advocate for seismic risk mitigation efforts
  - Recognize exemplary seismic risk mitigation efforts

# Interpersonal Behavior Guidelines

How will we work together?

- What are our guiding principles?
  - Make sure stakeholders understand that their input will be shared with others
  - Committee goals take precedence over individual goals
  - Everyone contributes
  - Decisions are based on facts & analysis

# Interpersonal Behavior Guidelines

How will we work together?

- What are our rules of interpersonal conduct?
  - Honor confidences
  - Honor all points of view
  - Do your part of the effort to the best of your ability
  - Treat all with courtesy and respect
  - Support fellow Commission members
  - Be on time and engaged at all meetings

# Interpersonal Behavior Guidelines

How will we work together?

- What is our protocol for resolving interpersonal conflict?
  - Focus on issue not personalities
  - Look for win-win constructive solutions
  - Be willing to accept compromises
  - Recognize some issues may be less critical than relationships
  - Chair may need to be directive to protect success of an effort
  - All members will support decisions once they are reached

# ASHSC Charter

- Charter Elements
  - Vision
  - Mission Statement
  - Values
  - Key Success Factors and Measurements of Success
  - Endorsement
  - See previous Charter

# Plan Forward

Where do we go from here?

- How will this meeting be documented?
  - The final PowerPoint presentation will serve as documentation for a portion of the September 9, 2009 meeting.
  - The presentation will be finalized by the Chair
  - The Commission assistant will place the presentation on the ASHSC website.

# Plan Forward

Where do we go from here?

- How will charter be communicated to members?
  - The edited presentation will be distributed to members
  - Chair will see that the content of the approved charter is embedded in the routine execution of Commission activities.

# Commitment

- By signing the Charter all members commit to active membership on this commission, including being accountable for measures of success, individual roles, boundary limitations, and all other responsibilities that come with membership.

# Action Items

- Document meeting
- Obtain endorsement (signatures)
- Distribute final presentation
- Distribute signed charter

# Thank You!

- thank you for your willingness to:
  - take on a tough assignment
  - commitment to do what is necessary for success
  - commitment to support each others efforts