

HMSC Management Committee Meeting
16 June, 2005, 10:30 AM
Conference Room 101 NOAA Barry Fisher Building

Attending: George Boehlert, Peter Zerr (Ship Ops), Hollis Lundeen (NOAA/NWFSC), John Lupton (NOAA-PMEL) Cyreis Schmidt, Brandon Ford (ODFW), Janet Webster (Guin Library), Walt Nelson (EPA), Gil Sylvia (COMES), Ken Hall (HMSC)

Not represented: USDA-ARS; NOAA-AFSC; Oregon Sea Grant; CIMRS; HsO

Introductions

Briefing by Hollis Lundeen on NOAA facilities planning and activities:
preparations for exhibit space in Barry Fisher Building during SeaFest; plans for outdoor lighting improvements around NOAA buildings; proposed improvements/expansion of RSF building “elephant barn”

Old Business

Previous action items:

1. Ken Hall to distribute forms for developing an HMSC Speakers Bureau.

Ken Hall distributed sign-up sheets to all units, and received a handful of responses. There is still a need for people willing to help respond to requests from schools, business groups, and community organizations for speakers from HMSC.

2. Agencies and groups that have not done so need to choose and sign up for Distinguished Lecturer time slots.

Two distinguished lecturer visits have been hosted since last meeting: Amatzia Genin on Feb 18-19, sponsored by CIMRS/NWFSC; and Verena Tunnicliffe on June 3-4, sponsored by CIMRS/PMEL. Third quarter distinguished lecturer will be Jeff Polovina, sponsored by Hatfield Students Organization, in Fall '05 (October 14-15). Rotating responsibility for inviting and hosting a speaker on a quarterly basis means each of the 12 agencies or OSU units will sponsor one distinguished lecturer every three years. Visit could be coupled with a research forum and/or public lecture. Individual agencies/units should put forth candidates and proposed dates. Approval of speakers is coordinated by the committee chaired by Bob Dziak.

3. HMSC to develop straw man annual report format for discussion.

Straw man proposal for annual report format was distributed by email to management committee in April.

4. HMSC to distribute hard copy of instructions on the email lists, including their purpose and instructions on how to sign up.

Hard copy instructions are now being provided to all new employees at HMSC about how to be added to the distribution list for several email lists (Facilities, “HMSC community”, Seminars, etc.) Current employees received an email with the same instructions on how to sign up.

5. HMSC to review new employee orientation packet for content and to provide appropriate materials to agencies for their employees.

Completed.

6. HMSC to distribute and collect information on visiting scientists for a summary for the NSF proposal.

Decision was made not to pursue (for 2005) NSF funds available for upgrade/modernization of facilities and equipment at marine labs/biological field stations, but need for data on use of HMSC facilities remains.

7. Request to be made for "HMSC alumni" from different groups.

A few dozen names were received in response to request for help in locating HMSC alumni; over 1200 names were collected from class lists. Tracking down current contact information for past employees is difficult, but OSU Foundation provided address information for those in OSU alumni database. Mailing was sent out in May inviting HMSC alumni to return for SeaFest and 40th anniversary celebration on June 24-25.

Tsunami warning event and evacuation

Report from HMSC Facilities Manager Randy Walker on HMSC response to tsunami warning issued Tuesday evening, June 14. One of the evening custodians heard a NOAA warning radio in one of the buildings broadcasting a tsunami warning for coastal areas. Randy contacted the evening custodial staff from home and discussed the nature of the earthquake, its distance from Newport, and conflicting reports (from NOAA and on TV/radio news) about whether or not tsunami warning was in effect. They concluded that the safest response was to evacuate, and the custodians made a sweep of the buildings and student housing then told everyone to evacuate to high ground.

Discussion followed about what worked and didn't work, how things might have gone under slightly different circumstances, whether a siren is needed, and other issues related to emergency preparedness.

New Business

SeaFest Update

Program manager Ken Hall provided an overview of schedule of events planned for SeaFest, including Friday evening lecture and HMSC 40th anniversary celebration on June 24th. Janet Webster has been working on a historical exhibit tracing growth and changes at HMSC over past 40+ years, which will be put on display in the hallway outside the staff lounge. Saturday schedule begins with President's reception in Guin Library at 9:30 a.m., opening ceremony at 10:30 a.m. in front of Visitor Center main entrance. Kameran Onley, Associate Director of Policy for (White House) Council on Environmental Quality will be here to make a special presentation during opening ceremony. She will be heading up Bush administration's oceans management plan (recommendations from US Commission on Ocean Policy 2004 report). Friday afternoon, George will be showing her around HMSC facilities, and this is an opportunity for others to meet her briefly, if interested.

Peter Zerr requested that a port-a-potty be located on or near the dock for Seafest.

Annual Report requests

Requests for annual report submissions are going out in the coming week. Copies of the proposed annual report format (previously circulated as "straw man" proposal) were distributed and Ken explained how content would be assembled to produce two versions of the annual report: 1) a comprehensive version (like last year's) that would only be available electronically, and 2) a condensed, glossy hard copy version, containing excerpts and highlights of the information submitted by all of the agencies and OSU units at HMSC. Samples of another institution's 16-20 page annual report were passed around as a possible model.

Internal Communications at HMSC

Discussion of how existing communications procedures such as the phone tree and email lists are working, and possible improvements. Discussion came up again around the topic of tsunami warning response and the question was raised about whether a local (South Beach) resident contact should be identified from among HMSC personnel to handle communications after-hours, so custodial staff aren't left with responsibility or uncertainty around decision-making in such events.

Production and distribution of June issue of HMSC internal newsletter, "Currents", will be delayed a couple of weeks, due to SeaFest workload. Committee members are reminded that content submissions from all parts of HMSC are welcomed, and need not be long articles. Brief news items about facilities, personnel, planning activities are all useable.

Management Committee Membership

Question of whether representatives from Oregon Coast Aquarium and Oregon Coast Community College should be added to management committee membership was discussed. Consensus was that if OCCC will be having a new building on HMSC campus, then it makes sense to have OCCC represented at the table, to facilitate planning and coordination. Probably not on a regular basis for Oregon Coast Aquarium, but rather when issues relevant to OCA's partnership activities with HMSC warrant it.

Roundtable Updates

George Boehlert noted several items:

- Fiber Optic connectivity at HMSC: Boehlert noted that OSU/ HMSC will increase its data lines from T1 speed (1.5 mbits/sec) to fiber at 100 mbits/sec); the change should be implemented in the next few months.
- Small Boat Committee last met Oct '04, had several ideas. Small boat safety issues have recently been highlighted at marine labs with a meeting at Bodega Marine Lab; a follow-up meeting is planned.
- Master Planning at HMSC is beginning with the assistance of planners from campus. Broad goal is to create plan for space use on a 10 year time frame and also identify what we want the campus to look like.
- Coastal America and Coastal Ecosystem Learning Center (CELC); this is a group effort on cooperation. An announcement will be made at SeaFest that HMSC is merging with the aquarium as co-leads for the CELC. A Coastal America "Regional Implementation Team" meeting is being arranged for later in the summer and all federal agencies are urged to participate.

Hollis Lundeen is talking with personnel in fish disease wing about facilities issues; storage needs assessment being conducted; looking at condition of roof on RSF; NOAA has new hazardous materials facility on site. working cooperatively with OSU on re-keying buildings with new electronic touch pad system

Janet Webster noted new audio visual systems planned for the library seminar room

Walt Nelson noted that a Phase 1 earthquake assessment has been completed at the EPA building, and a Phase 2 assessment is planned.

Action Items

1. HSMC (Cheever) to review new employee orientation packet for content and to

provide appropriate materials to agencies for their employees (continued from January meeting).

2. HMSC (Hall) to distribute and collect information on visiting scientists for documenting HMSC's visiting scientists (continued from January meeting).
3. HMSC (Walker) to follow up with state of Oregon on the status of proposals for the "NOAA Radio on a Stick" approach to warnings.
4. HMSC (Cutter/Walker) to evaluate HMSC-wide wireless or other intercom system for warnings within buildings.
5. Federal group leaders to be given the opportunity to meet with Kameran Onley during her visit on Friday, 6/24, before SeaFest.
6. HMSC (Hall) to distribute request for annual report submissions.
7. HMSC (Cheever) to review the emergency contact phone tree and email tree for accuracy and update as needed.
8. HMSC (Boehlert) to contact OCCC and ask if they are interested in participating in these meetings.