



**Board of Directors Meeting
November 4, 2015 – 1:00 pm –
HSEM Incident Planning & Operations Center, Concord**

PRESENT:

Board Members & Officers:

1. Alan Côté, *Vice Chairman*, NHPWA Representative
2. Kürt Blomquist, *Treasurer/Secretary*, NHPWA Representative
3. Bill Herman, NH MMA Representative
4. Bill Boulanger, NH WWA Representative

Ex-Officio Board Members – Non-Voting:

5. Johnna McKenna, NH DES Representative
6. Julia Chase, NH HSEM Representative
7. Amy Begnoche, NH LTAP Representative

Guests:

8. Perry Plummer, NH HSEM
9. Jennifer Harper, NH HSEM
10. Fallon Reid, NH HSEM
11. Sharon Rivard, NH DES
12. Bob Wentworth, Town of Derry & NH BOA

• **Remarks from Director Plummer and Assistant Director Harper**

Director Plummer and Assistant Director Harper spoke briefly, then engaged everyone present in a lengthy discussion regarding how NHPWMA and HSEM could work better together and what steps could be taken to facilitate this. The following is a list of items discussed, with the thought that they be discussed by the Board in more depth in the future. (Items are grouped by topic, not necessarily the order discussed.)

- “HSEM is here to help.”
- The HSEM Duty Officer:
 - They may be able to help if NHPWMA needs equipment.
 - It was suggested that we put the Duty Officer’s phone number on the NHPWMA brochure.

- Julia suggested using the Emergency Operations Center (EOC):
 - Instead of calling the NHPWMA phone number, the communities could contact the Board through the EOC Process – *Web EOC*
 - They can help facilitate contacts
- eMAC/IeMAC:
 - eMAC is the system in place for EMD; IeMAC is the international system
 - At the next Board Meeting, HSEM could come in and discuss eMAC/IeMAC
- HSEM would be happy to help us put together, teach and/or host training(s) regarding:
 - eMAC
 - How HSEM can help
 - What Grants are available
 - It was suggested by many that this could be an excellent joint presentation at the next Emergency Management Conference
- EMD:
 - It was suggested that a NHPWMA representative could come to a EMD Regional Meeting and make a presentation
 - It was also suggested that a NHPWMA representative could sit in on the EMD conference calls
- **Call to Order**
 - Meeting called to order at 1:45 pm by Vice Chairman Côté.
- **Quorum**
 - Four (4) Board members were present, therefore a quorum was established.
- **Secretary's Report**
 - *Motion* by Herman, seconded by Blomquist, to accept the June 30, 2015 minutes. All were in favor.
- **Treasurer's Report**
 - The balance as of September 30, 2015 is \$30,367.15. The Treasurer's Report is accepted subject to audit.
- **Activations**
 - No requests for Activation were received through the phone line.
 - Blomquist was contacted directly and under the terms of the Mutual Aid Agreement, sent a backhoe to the Town of Marlboro.
- **Current Member List**
 - It was decided to send out letters to current members with renewal notices for the next year (2016).
 - It was also decided to send out letters to all former members and municipalities that had never been a member asking if they were interested in joining.

- **Filling Seats on Board**
 - NHWPCA – Rivard has emailed this Board, and the item is on their agenda for their next Board meeting. Rivard will follow up with them.
 - NHRAA – Grasset had spoken with this Board. He and Côté will follow up.
 - NH BOA – Wentworth attended today’s meeting, and will be discussing with his Board who should be appointed.
 - NH PWA - Blomquist will speak with this Board regarding an appointment.
 - After discussion regarding the likelihood of PLT not being extended past June 30, 2016, there was a:
 - **Motion** by Blomquist, seconded by Herman, to indefinitely table the discussion regarding whether the appointment to the Board should be from NHMA or PLT. All were in favor.
 - The Board will reach out to NHMA regarding an appointment to the Board.
 - Appointment of Representative to T2 Board – it was decided to put this on the agenda for the next Board Meeting.

- **EPA Workshop with Tabletop Exercise**
 - It was announced that Workshop went well.
 - Ideas for the future included:
 - Preparing and having outreach materials available
 - Create “flashy” flyer – Reid is in charge of this for HSEM and would be willing to help
 - Marketing on Social Media

- **Other Business**
 - Social Media was discussed, and it was decided to put this on the agenda for the next meeting and discuss it in more depth.
 - It was reported that the NH Architects and Engineers Emergency Task Force was interested in NHPWMA. It was decided that Blomquist would reach out to them and have them attend a future Board Meeting.
 - It was discussed that there were twelve (12) entries in the raffle held at the Emergency Management Conference in June.
 - **Motion** by Blomquist, seconded by Terrell, to award all twelve (12) communities a free membership for the remainder of 2015, and for 2016. All were in favor.
 - It was discussed that the Homeland Security Commissioner has been contacted regarding appointing a member to the Board, and had requested a list of the expectations and she would appoint someone. Blomquist stated that he would be in touch with her about this.
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- **Future Meeting Dates**
 - Next meeting set for February 3 at 1:00 at NHDES. It was discussed that the NH Architects and Engineers Emergency Task Force would be invited to speak; Blomquist will reach out to them.

- **Adjournment**
 - Meeting was adjourned at 2:45 by Vice Chairman Côté.

- **Tour of HSEM Operations Center**
 - All in attendance toured the facility.

Respectfully submitted,

Amy Begnoche
Representative from NH LTAP